



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS
JOINT MEETING WITH CITY COUNCIL

8:00 A.M.

Tuesday

January 10, 2006

The regular DDA Board meeting was called to order by Board President Beamer at 8:00 a.m.

ROLL CALL: Batzloff, Beamer, Cassidy, Clappison, Freeman,
Grace, Pastue, Vargovick, Ziegler

ABSENT: Cowley, Kuiken

OTHERS PRESENT: DDA Director Knowles, Clerk/Treasurer Cantrell,
City Attorney Schultz

COUNCIL MEMBERS PRESENT: Buck, McShane, Sutherland, Wiggins

COUNCIL MEMBERS ABSENT: Knol

DDA Board President Beamer opened the meeting with a request for introductions from those present. The meeting was turned over to Mayor McShane for a Joint Council meeting with the DDA Board. Mayor McShane called the Joint Council meeting with the DDA Board to order at 8:00 a.m. Motion by Buck, supported by Wiggins, to adjourn the Joint Council meeting with the DDA Board at 9:00 a.m. MOTION CARRIED, ALL AYES.

Councilmember Sutherland left at 9:01 a.m.

Minutes of the Joint Council meeting with the DDA Board were taken by City Clerk Cantrell. (SEE ATTACHED)

The regular board meeting of the Downtown Development Authority resumed at 9:02 a.m.

CONSIDERATION TO APPROVE CONSENT AGENDA ITEMS

Motion by Ziegler, supported by Clappison, to approve the regular meeting minutes of December 6, 2005; the Financial Statements for November (final) and December (preliminary); and the Bill Review Report. MOTION CARRIED, ALL AYES.



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DIRECTOR'S REPORT

Motion by Grace, supported by Batzloff, to accept the Director's Report as submitted. MOTION CARRIED, ALL AYES.

SUBLEASE OF COPIER

The City's Finance Department intends to upgrade their copier and has inquired of the various departments their copying needs. Director Knowles was contacted by Chris Weber, City of Farmington Assistant Finance Director, relative to assuming the existing lease, through the EPP, of their office copier. Upon the expiration of the lease, a definitive assessment of the DDA office operations and the need for longer-term arrangements will be made. Director Knowles recommends the Board consider the assumption of the current lease through September, 2007 at a quarterly cost of \$167.82.

Motion by Freeman, supported by Vargovick, to assume the existing lease of the office copier from the City's Finance Department through September, 2007 at a quarterly cost of \$167.82. MOTION CARRIED, ALL AYES.

LIST OF PRIORITIES FOR REMAINDER OF FY 05-06

Director Knowles presented a proposed list of activities which would constitute the "work plan" for the remainder of the fiscal year, ending on June 30, 2006. The list was prepared with the input and cooperation of the committee chairs and recommendations contained in the 2004 evaluation by Main Street Oakland County. Director Knowles will use the list to prioritize her time and to assist with and monitor the work of the Main Street Committees until a formal work plan and associated budget for FY 2006-07 is prepared and finalized. Board President Beamer stated the list will be used as a guideline and will be discussed at the Board Retreat on January 21. NO FURTHER ACTION.

BOARD RETREAT- FINALIZATION OF AGENDA

The following agenda items will be considered for discussion at the Board Retreat in January:

- Pavilion – Use, Rules and Regulations
- Organizational Structure of the Promotions Committee
- Discussion of Proposed Committee Work Plans
- Expiration of Principal Shopping District – June, 2007
- Vision Statement
- Parking Solutions Presentation



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Board Member Freeman would like to add to the agenda a discussion regarding ongoing maintenance of signs, etc. in the downtown; and how to get guidelines in place to discuss land acquisition. Director Knowles responded this will fall under "work plans" and added that she would like to timeline the discussions to keep within the time frame of the retreat hours. NO FURTHER ACTION.

MAIN STREET UPDATE

Organization Committee - the Committee is meeting this evening to develop a work plan for FY 06-07. A appreciation dinner for all committee volunteers will be a topic of priority.

Promotions Committee - Beamer stated marketing will be discussed, as well as hiring of a full time marketing/promotions person. The Committee will keep a recap of all events.

Economic Restructuring - In the past, it was mentioned that the School Board might be looking for a way to secure a tax increase. This will be discussed at the retreat as to how the Board will to handle these types of requests.

BOARD COMMENT: None

PUBLIC COMMENT: None

ADJOURNMENT: The DDA Board meeting adjourned at 9:15 a.m. Next meeting will be held on Tuesday, February 7, 2006 at 8:00 a.m.

Respectfully Submitted,

Annette M. Knowles
DDA Executive Director