



## FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

8:00 A.M.

Tuesday

February 7, 2006

The meeting was called to order at 8:04 a.m. by Board Vice President Cowley.

ROLL CALL:                   Batzloff, Cassidy, Clappison, Cowley, Grace, Kuiken,  
                                      Pastue, Vargovick, Ziegler

ABSENT:                        Beamer, Freeman

OTHERS PRESENT: DDA Director Knowles

### CONSIDERATION TO APPROVE CONSENT AGENDA ITEMS

Motion by Pastue, supported by Kuiken, to approve the minutes of the Regular and Joint Meeting with Mayor and City Council on January 10, 2006; the Annual Board Retreat Special Meeting minutes of January 21, 2006; the Financial Statement for December; and the January Bill Review Report as presented. **MOTION CARRIED, ALL AYES.**

### DIRECTOR'S REPORT

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

### CONSIDERATION TO APPROVE LEASE RENEWAL FOR STORAGE FACILITY: City View Properties, LLC

Director Knowles explained that this is not a new lease, but a renewal of the existing lease with no increase in cost. Motion by Clappison, supported by Grace, to approve the lease renewal received from City View Properties, LLC, for the storage facility located at 33515 State Street. The renewal is for one year, paid semi-annually at \$690. **MOTION CARRIED, ALL AYES.**

### CREATION OF AD HOC BUDGET COMMITTEE FOR FY 2006-07

Director Knowles recommended the Board establish an ad hoc budget committee, as has been done in the past. This committee should consist of a minimum of three board members to meet on several occasions during the months of February and March. Cowley asked if each Main Street committee will be submitting a budget for approval. Knowles responded that they will present a list of requests which the Board will consider for approval. A preliminary budget will be presented to the Board in March and reviewed by Council in June. Board members Freeman, Grace, and Ziegler volunteered to serve on the Budget Committee.



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### CONSIDERATION TO APPROVE FARMERS MARKET AND ARTISANS NEW RULES AND REGULATIONS

Board Member Clappison commented that he felt the document was well written. Cowley questioned the collection of fees from the vendors. Knowles responded that the fees will be collected by the DDA office staff, as well as the market master. Cowley also asked if local merchants will be allowed in the Farmers Market. Knowles responded that booths can be set up for marketing opportunities for the individual stores through the distribution of coupons or informational materials. Cowley asked if local businesses could rent a space to sell their merchandise, or is space an issue. Clappison commented that the products offered from the downtown merchants should be of a farmers market nature and not retail merchandise. Board Member Cassidy and City Manager Pastue concurred with Clappison. Discussion on revisions in the rules and regulations followed. Vargovick suggested eliminating the section referring to exclusions and prioritize the products; i.e., locally grown versus products from chain stores. Discussion ensued on the use of chain store products and the possible competition between downtown businesses if allowed to participate in the Farmers Market.

The Board discussed the following revisions to Item No. 4, Products to be Sold.

- In paragraph one, delete the following: “Businesses that are part of a chain and not locally owned and operated are prohibited from participating in the market.”
- In paragraph two, second sentence, insert the phrase, “and/or locally-owned”, following the phrase...with an emphasis on those that are Michigan-made...
- In paragraph two, add the following sentence: Ambulatory salespersons are prohibited from participating in the market.

Motion by Pastue, supported by Grace, to approve the Farmers Market and Artisans New Rules and Regulations with the stipulation that the following revisions be made to Item 4, Products to be Sold:

- In paragraph one, delete the following: “Businesses that are part of a chain and not locally owned and operated are prohibited from participating in the market”.
- In paragraph two, second sentence, insert: “and/or locally-owned” following the phrase...with an emphasis on those that are Michigan-made...
- In paragraph two, add the following sentence: Ambulatory salespersons are prohibited from participating in the market.

**MOTION CARRIED, ALL AYES.**



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#### CONSIDERATION TO ADOPT AMENDED BY-LAWS

City Manager Pastue stated that there were no further changes made to the amended by-laws from when they were last reviewed by the Board. Motion by Pastue, supported by Vargovick, to adopt the Amended By-Laws as presented. **MOTION CARRIED, ALL AYES.**

#### MAIN STREET UPDATE

Economic Restructuring Committee: Committee Chair Cowley reminded the Board that the Main Street Tech Visit will be held in Farmington on March 2<sup>nd</sup> and encouraged all board members to attend. Director Knowles stated she will email the board members the responses she received from the Vision Statement assignment discussed at the Board Retreat in January.

Organization Committee: Committee Chair Pastue reminded the Board that the Main Street Volunteer Appreciation dinner is being planned for the evening of February 8 and asked Board approval of \$1,000 from the DDA budget for costs incurred for this event. Motion by Pastue, supported by Ziegler, to approve \$1,000 from the DDA 2005-06 Budget for the Main Street Volunteer Appreciation dinner on February 8. **MOTION CARRIED, ALL AYES.**

#### BOARD COMMENT

Cowley stated that when selecting Main Street volunteers, the Board should consider recruiting those persons comfortable speaking in front of a group and could give a good presentation.

Knowles inquired about the open applications for the new DDA members. Pastue responded he will forward all applications to the Board for comments.

Clappison informed the Board that while he intends to serve out the remainder of his term, time constraints limit his participation at Board meetings and he would not discourage anyone willing to step in and take over his position on the board.

Vargovick commented that he has received complaints from some of his elderly and handicapped patients regarding the handicapped parking spots in the redesigned downtown center parking lot. The redesign of the parking lot has eliminated handicapped parking spots in front of his business making it more difficult for his patients to get to their scheduled appointments. He would like the City to redistribute these handicapped parking spaces closer to his business to accommodate his elderly and handicapped patients. City Manager Pastue responded that he will address the issue with City Council. Vargovick is also concerned that he might lose potential business because the Founders Festival Committee is considering closing a section of the parking lot near his business. City Manager Pastue stated he will consider some type of solution to help accommodate his patients.



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Linda Batzloff stated that with the high school prom season approaching she has been contacted by several downtown merchants regarding holding a prom and/or bridal fashion show in the downtown. They would like the City's permission to hold this event at the Civic Theater. The merchants involved feel everything needed for a prom event can be obtained from several of the businesses located in downtown Farmington, such as dresses, flowers, accessories and restaurants. City Manager Pastue responded that he does not anticipate a problem in holding such an event, but that advertising and planning would be the responsibility of the merchants. The City Manager's office should be contacted requesting permission to hold this type of event. Board Member Kuiken commented on whether the City's Public Safety Department would be required to be involved and what expenses might be incurred with respect to printing material.

Cowley commented that it might be time to start thinking about the parking issues in regards to new businesses in Farmington. The current survey shows that parking is an issue and a solution is needed. Metered parking is an option that should be considered. Pastue commented that maybe a separate board/committee be established to study the parking issue, as there are many stakeholders involved. Kuiken agreed that it is time to start discussing this issue.

Comments were made for the DDA to consider purchasing of the house located behind the North Parking Lot to later be turned into additional parking spaces. It was agreed that this should be discussed in a closed session. Cowley suggested putting land acquisition strategies on the Economic Restructuring Committee meeting agenda for their February 21<sup>st</sup> meeting at Cowley's at 7:00 p.m. No further action taken.

#### PUBLIC COMMENT

None

#### ADJOURNMENT

The meeting adjourned at 9:10 a.m.. The next regular meeting of the Board will be held on Tuesday, March 7<sup>th</sup> at 8 a.m.

Respectfully submitted,

*Annette M. Knowles*  
DDA Executive Director