



## FARMINGTON DOWNTOWN DEVELOPMENT PROCEEDINGS

8:00 a.m.

Tuesday

April 4, 2006

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

ROLL CALL:                   Batzloff, Beamer, Cassidy, Cowley, Clappison,  
Freeman, Kuiken, Pastue, Schneemann, Vargovick  
Ziegler

ABSENT:                       None

OTHERS PRESENT:       DDA Executive Director Knowles

The Board acknowledged new member Steve Schneemann and returning members Linda Batzloff and Mark Ziegler.

### CONSIDERATION TO APPROVE CONSENT AGENDA ITEMS

Motion by Kuiken, supported by Batzloff, to approve minutes of March 7, 2006 with the following correction made on Page 2 to change "All Ayes" to read .... "8 Ayes, 1 Nay"; and approve the Financial Report and the Bill Review Report as presented. MOTION CARRIED, ALL AYES.

### DIRECTOR'S REPORT

Director Knowles asked for individual input from the Board on the Farmers Market regarding the Board's vision for the market. A unified vision for the market might be useful when addressing critiques. Motion by Freeman, supported by Cowley, to approve the Director's Report. MOTION CARRIED, ALL AYES.

### CONSIDERATION TO APPROVE POSITION STATEMENT ON INCREASED TAX MILLAGE/ASSESSMENTS

Motion by Ziegler, supported by Batzloff, to approve the Board's Position Statement on increased tax millage and assessment. MOTION CARRIED, ALL AYES.

CONSIDERATION TO APPROVE PROPOSED FISCAL YEAR 2006-07 BUDGET

Director Knowles, responding to a question regarding the \$15,000 for Farmers Market sponsorships, stated that the soliciting of sponsors is the partial responsibility of the market master. The market will go on whether or not they reach \$15,000 in sponsors. The long-term intention is the Market will be self sufficient. Motion by Cowley, supported by Vargovick, to adopt a resolution authorizing the proposed FY 2006-07 budget be submitted to the Mayor and City Council for approval at a Council meeting on Monday, April 24, 2006. MOTION CARRIED, ALL AYES.

FARMINGTON FARMERS & ARTISANS MARKET PROPOSED 2006 PROMOTIONAL OPPORTUNITIES

Director Knowles explained that the proposed promotional opportunities program submitted by the Pavilion Committee breaks down the sponsorship levels; and the Committee is asking for Board approval. Discussion followed on the asking the Pavilion Committee to consider adding a lower level sponsorship, such as \$500 or \$1000. Director Knowles responded that she would inform the Market Master that a lower level opportunity should be added upon direction from the Board.

Motion by Pastue, supported by Vargovick, to approve the Farmington Farmers and Artisans Market proposed 2006 promotional opportunities for a sponsorship program, subject to modifications. MOTION CARRIED, ALL AYES.

DOWNTOWN FARMINGTON MAP/BUSINESS LOCATOR

The DDA has received a written estimate from Greenman's Printing and Imaging, 30650 W. Eight Mile Rd., Farmington Hills, MI, for various quantities and costs for printing the Downtown map; and for technical services to update our current information. The DDA recommends the Board consider a purchase of 5,000 copies of the Downtown Farmington business map at a cost of \$2,316.16, plus additional charges at \$60 per hour to update the previous edition. Motion by Cowley, supported by Kuiken, to approve the quote from Greenman 's Printing and Imaging, Inc. for the printing of 5,000 copies of the Downtown Farmington business map at a cost of \$2,316.16, plus additional charges of \$60 per hour for technical service to update the previous edition. MOTION CARRIED, ALL AYES.

CONSIDER RESOLUTION TO AUTHORIZE CITY CLERK/TREASURER TO ACT ON BEHALF OF THE AUTHORITY ON FINANCIAL RECORDS AND ACCOUNTS

Motion by Vargovick, supported by Clappison, to approve a resolution authorizing the City Clerk/Treasurer to act on behalf of the Authority on financial records and accounts. MOTION CARRIED, ALL AYES.

PROPOSED RULES & REGULATIONS AND PROPOSED RESERVATION PERMIT FOR THE WALTER E. SUNDQUIST FARMINGTON PAVILION

Director Knowles presented to the Board for consideration and approval the proposed rules and regulations for public use of the Walter E. Sundquist Pavilion and a corresponding Reservation Permit. Discussion ensued on requiring a refundable security deposit fee, raising the non-resident fees; and the use of the City's special event policy. Motion by Ziegler, supported by Freeman, to approve the proposed rules & regulations for public use of the Walter E. Sundquist Pavilion; and corresponding Reservation Permit for the Walter E. Sundquist Pavilion, pending changes be made to raise the non-resident fee to \$200; and to require a \$250 refundable security deposit for private usage. MOTION CARRIED, ALL AYES.

GROUNDS MAINTENANCE PROGRAM FOR 2006

Director Knowles received estimates from Willson-Steinkopf to perform occasional grounds maintenance tasks in areas maintained by the Authority. The cost of the package applicable to those areas under the Authority's jurisdiction is \$3,630, plus weekly lawn maintenance of the park located on Orchard Street at an additional cost of \$40.00 per week. Also presented to the Board for consideration was a "Request for Proposals" including specifications and a bid form for Annual Flower Plantings to be completed by Friday, May 26, 2006. Board member Cassidy asked the Board to consider new plantings in the flower beds along the back of the building behind the DDA offices. Discussion followed.

Motion by Pastue, supported by Freeman, to accept the estimated cost package of \$3,630 from Willson-Steinkopf to perform occasional ground maintenance tasks in areas maintained by the Authority; plus weekly lawn maintenance of the park on Orchard Street at an additional cost of \$40.00 per week; and to approve the "Request for Proposals" specifications and bid form for Annual Flower Plantings throughout the DDA District. MOTION CARRIED, ALL AYES.

RECOMMENDATION TO APPOINT STEVE SCHNEEMANN AS DESIGN COMMITTEE CHAIR

Motion by Cowley, supported by Freeman, to appoint Steve Schneemann as Chairperson for the Main Street Design Committee. MOTION CARRIED, ALL AYES.

EXECUTIVE SESSION: LAND ACQUISITION

At 8:53 a.m. the Board of Directors went into a closed executive session. The regular Board meeting resumed at 9:12 a.m. and the following motion was made. Motion by Clappison, supported by Kuiken, to authorize actions discussed in the executive session. MOTION CARRIED, ALL AYES.

MAIN STREET UPDATE

Design Committee - At their next meeting, the Committee will be discussing landscape lighting and cleanup maintenance issues for the Pavilion.

ER Committee - The Committee will be seeking clarification of “clustering concepts” with regard to the retail summary from The Strategic Edge. The Committee is asking for input from the Board to finalize the summary.

Organization Committee - The Committee is requesting input from the DDA Board and the Main Street committees, for articles in the upcoming Spring Main Street Messenger newsletter. The deadline for articles is April 20<sup>th</sup>.

Promotions Committee - The Committee Chair reminded the Board of the upcoming Dinosaur Egg Hunt at Masonic Park and kids event at the Pavilion, plus merchant’s sidewalk shopping in the downtown on April 28 and 29.

Board Comment

In response to a question from Scott Freeman, City Manager Vince Pastue stated the DDA’s input regarding pedestrian enhancement during the Grand River construction will be considered.

Public Comment

Dan Lugeran of Thomas Duke Properties informed the Board that he will be at a real estate convention next month and will inform the DDA of any new developers or retailers they may wish to speak with.

Mike Fusilier of Fusilier Farms spoke on behalf of the Farmers Market vendors with concerns regarding the criteria used by the Market Master for selecting the vendors who will be admitted to the Market. Another concern was with the Market Master looking at a vendor's profits made at the market. Board member Clappison stated they may look at sending out the applications at the end of the season instead of at the beginning of the market season so vendors can plan their participation in other markets if needed. Responding to another concern from a vendor, Beamer explained that the market is going through a transition and we need to give the market committee a chance to run the market this year and allow them to evaluate the season's success. We will also listen to feedback from the public as to the right mix of vendors. The vendors present stated they would like clarification of "the look" required by the Market Master. Beamer agreed to speak with the Market Master on this requirement. Glenn Cappella voiced his opinion that people in the community qualify the farmers at the market and should be listened to, not a juried committee.

ADJOURNMENT

The meeting adjourned at 9:45 a.m. The next meeting will be Tuesday, May 9<sup>th</sup> at 8 a.m.

Respectfully submitted,