



## FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

8:00 a.m.

Tuesday

June 6, 2006

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

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

ABSENT:     None

OTHERS PRESENT:         DDA Director Knowles, Mary Martin

### **APPROVE CONSENT AGENDA ITEMS**

Beamer requested the minutes of 5-9-06 be corrected under Public Comment to clarify that the Board does not concur that we are receptive to Ms. Burns concerns. **Motion** by Ziegler, supported by Batzloff, to approve the regular minutes of 5-9-06, as corrected; the Financial Statement as presented and the Bill Review Report as presented. **MOTION CARRIED, ALL AYES.**

### **DIRECTOR'S REPORT**

Director Knowles reported that additional signs would be posted on Grand River stating that downtown businesses were open during the resurfacing of Grand River. Director Knowles stated that she will work with the Historical Commission in setting up a historical survey of commercial property in the Downtown District. **Motion** by Kuiken, supported by Vargovick, to accept the Director's report. **MOTION CARRIED, ALL AYES.**

### **FARMINGTON FARMERS & ARTISANS MARKET COMMITTEE CONSIDERATION OF PORTABLE COOKTOP STATION & REQUEST TO REVISE FARMERS MARKET RULES**

Mary Martin spoke on behalf of the Market Committee to seek reconsideration to purchase a portable cook top for chef demonstrations at the Farmers & Artisans Market. Discussion ensued on the simplicity and size of the cook top; renting as opposed to buying; whether it would be used strictly for cooking demos and not

serving to the public; and also the storage and mobility of the unit. The Board suggested the Market Committee consider a specific cook top unit from Sam's Club. Martin requested a brochure from Sam's Club be provided for review. The Board suggested members Cassidy and Schneemann accompany Martin to Sam's Club to view the particular cook top in question.

The Board discussed the proposed revisions of the Farmers Market Rules; specifically moving of the vendors vehicles to the T J Maxx parking lot during market hours and allotting one hour beyond closing of the market to reload the trucks. Batzloff suggested increasing the time for loading and unloading to 2 hours. Pastue voiced concern with vendors parking on Market Place Street and would like to change the rules to say municipal parking lot instead of TJ Maxx parking lot. The Board concurred. **Motion** by Vargovick, supported by Clappison, to authorize Cassidy and Schneemann to work with the Market Committee on the purchase of a prefab cook top unit from Sam's Club at an approximate cost of \$1300; and to approve the revised Farmers Market rules with the addition to increase the time limitations for loading and unloading of vendors vehicles by one hour and change "T J Maxx parking lot" to read "Municipal Parking Lot". **MOTION CARRIED, ALL AYES.**

#### **REVISION OF PROPOSED RULES AND REGULATIONS AND PROPOSED RESERVATION PERMIT – WALTER E. SUNDQUIST FARMINGTON PAVILION**

This item, discussed and approved at the April meeting, is being reconsidered due to concerns expressed from city administration regarding private use of the Pavilion. The proposed revision removes the component of private use and reads as follows: "***The Walter E. Sundquist Farmington Pavilion and Riley Park are not intended for private use. No reservations shall be accepted for those requesting to hold events that will not be open to the public.***" If approved, the rules and regulations shall be submitted to the Mayor and Council for further consideration. **Motion** by Batzloff, supported by Cowley, to approve the proposed revision to the Reservation Permit removing the component for private use of the Walter E. Sundquist Farmington Pavilion and Riley Park. The approved revision will be submitted to Council for consideration. **MOTION CARRIED, ALL AYES.**

#### **MARKETING OPPORTUNITY FARMINGTON-FARMINGTON HILLS CHAMBER OF COMMERCE 2007 MEMBERSHIP DIRECTORY AND COMMUNITY PROFILE.**

Members of the Marketing and Promotions Committee discussed and recommended Board consideration of a 1/8 page advertisement in the Chamber of Commerce 2007 Membership Directory and Community Profile at a cost of

\$325.00. A Board decision was made to increase the size of the ad to a one-half page to include more information about the Downtown. **Motion** by Kuiken, supported by Vargovick, to approve \$1200 for a one-half page advertisement for the DDA in the Farmington/Farmington Hills Chamber of Commerce 2007 Membership Directory and Community Profile. **MOTION CARRIED, ALL AYES.**

#### **APPROVAL OF PAYMENT FOR SIGNAGE FOR DOWNTOWN PARKING LIMITATIONS**

In the absence of a resolution authorizing the purchase of signs and assembling devices used to post parking limitations in the Downtown Farmington Center and the parking lot north of Grand River and east of Farmington Road, Director Knowles submitted for payment approval an invoice received from Dornbos Sign and Safety, Inc. in the amount of \$1,313.75 for the purchase of these signs. **Motion** by Cowley, supported by Batzloff, to approve payment in the amount of \$1,313.75 to Dornbos Sign and Safety, Inc. for the purchase of signs and assembling devices used to post parking limitations in the Downtown Farmington Center and the parking lot north of Grand River and east of Farmington Road. **MOTION CARRIED, ALL AYES.**

#### **DDA 401 PLAN**

**Motion** by Ziegler, supported by Clappison, to authorize the creation of a Money Purchase Plan allowing the City's benefit administrator, ICMA, to match 5% of the funds contributed as deferred compensation in conjunction with the terms of the employee benefit package offered and accepted by Annette Knowles, Executive Director of the Farmington Downtown Development Authority. **MOTION CARRIED, ALL AYES.**

#### **SPONSORSHIP OF FARMINGTON AREA FOUNDERS FESTIVAL**

In the FY 2006-07 Budget, \$2,000 was set aside for a sponsorship opportunity to the Farmington Area Founders Festival (FAFF). Sponsorship opportunities were reviewed by members of the Marketing and Promotions Committee. The Committee agreed to designate the funds for the Farmington Farmers and Artisans Market which would provide for the Farmers Market logo on select event promotional materials, media releases and official event guide; plus posting of the market logo on the Festival website with a link to the DDA website. **Motion** by Cassidy, supported by Freeman, to allocate \$2000 in sponsorship dollars to the Farmington Area Founders Festival and allocate these funds for the Farmington Farmers and Artisans Market, which would provide for the Farmers Market logo on select event promotional materials, media releases and official event guide, plus posting of the market logo on the Festival website with a link to the DDA website. **MOTION CARRIED, ALL AYES.**

**ORCHARD CONDOMINIUMS – PHASE 11 CONSTRUCTION**

**Motion** by Pastue, supported by Cowley, to authorize the Farmington Development Group to designate a staging area beyond the edge of their property as a temporary construction easement for the use of construction material and equipment in preparation for the completion of Phase II of The Orchard Condominiums located at 33300 Slocum, for a period not to exceed 12 months from the onset of construction. **MOTION CARRIED, 10 AYES, 1 ABSTAIN (Schneemann).**

**INTERNATIONAL COUNCIL OF SHOPPING CENTERS IDEA EXCHANGE PROGRAM: JULY 12-13,2006**

The ICSC will be holding an idea exchange on July 12-13, 2006 in Novi, MI. The DDA Executive Committee recommends participation in this event. **Motion** by Freeman, supported by Cowley, to authorize three registrants to attend the International Council of Shopping Centers (ICSC) Idea Exchange Program on July 12-13, 2006 in Novi, MI at a total cost of \$525.00. Funds to come from Business Development. **MOTION CARRIED, ALL AYES.**

**BUDGET AMENDMENT FOR FY 2005-06**

Director Knowles presented for consideration a resolution requesting approval to amend the current operating budget to reflect the creation of an expense account allowing the transfer of funds generated by donations to fund the pavilion and park in the Downtown Farmington Center back to the City for reimbursement. Budget Amendment No. 1 would be submitted to the Mayor and Council for consideration at their June 19, 2006 meeting. **Motion** by Cowley, supported by Vargovick, to approve Budget Amendment No. 1 from the 2005-06 DDA operating budget transferring funds generated by donations for the pavilion and park back to the City for reimbursement. Budget Amendment No. 1 to be submitted to Mayor and Council for consideration at their June 19, 2006 meeting. **MOTION CARRIED, ALL AYES.**

**SITE FURNISHINGS FOR FARMINGTON PAVILION AND RILEY PARK (TABLED MAY 2006)**

The Design Committee further researched alternatives to the furnishings originally proposed for the Walter E. Sundquist Pavilion and Riley Park and presented an alternate selection of movable tables with attached seating and the elimination of the umbrella. The Board discussed the use of loose tables and chairs versus movable tables with attached seating. A suggestion was made to purchase six movable tables, with attached seating, at a cost of approximately \$750 each, plus shipping. Other suggestions were to purchase a combination of both types of furnishings and to formulate a plan for storage and manageability of

the furnishings. **Motion** by Cowley, supported by Vargovick, to authorize the Design Committee to purchase 6 movable tables with attached seating; funds to be taken from Capital Outlay; and to submit a proposal and funding for the purchase of loose tables and chairs. **10 Ayes, 1 Nay.**

#### **LAND USE PARKING STUDY**

**Motion** by Cowley, supported by Kuiken, to accept the recommendation of the DDA Director to hire the intern used by S3 Architecture to assist the DDA in the evaluation of future parking needs in the area north of Grand River and between Farmington Road and School Street at an hourly rate of \$12.00 per hour for approximately 80 hours to complete the study under the direction of Steve Schneemann of S3 Architecture. **MOTION CARRIED, ALL AYES.**

#### **MAIN STREET UPDATE:**

Design Committee: Priority at this time is to expedite the purchase of the furnishings for the Pavilion.

ER Committee: Working on staffing the ICSC (International Council of Shopping Centers and looking for volunteers proficient in giving good presentations.

Promotions Committee: The next meeting date has been changed to June 26<sup>th</sup> at 8 a.m. to accommodate a speaker from MSOC.

Organization Committee: Working on Main Street Newsletter to come out in late Summer/early Fall.

#### **BOARD COMMENT:**

Board member Clappison asked for an update on the proposed winter ice rink in Riley Park and volunteered to research progress on this project. Steve Schneemann, Design Committee Chair, will assist Clappison with his research. Board member Schneemann commented on the great attendance at the Friday Night Concert.

#### **PUBLIC COMMENT**

None

#### **ADJOURNMENT**

The meeting adjourned at 9:31 a.m. The next meeting will be held on Tuesday, July 11, 2006 at 8 a.m.

Respectfully submitted,