



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES
Tuesday, October 2, 2007

The meeting was called to order at 7:35 a.m. by President Cowley.

ROLL CALL: Cassidy, Cowley, Freeman, Kuiken, Pastue, Ziegler

ABSENT: Batzloff, Cornwell, Mazzoni, Rock, Schneemann

OTHERS PRESENT: DDA Director Knowles
DDA Administrative Assistant Nogle

CONSENT AGENDA ITEMS:

MOTION by Ziegler, SUPPORTED by Kuiken, to approve the minutes of October 2, 2007 to receive and file the Financial Report and Bill Review Report as presented. MOTION CARRIED, ALL AYES.

Schneemann entered the meeting at 7:37am.

INTRODUCTION OF MARY ENGLEMAN

Mary Engleman spoke regarding her past experience and handed out packets explaining how the Farmington/Farmington Hills Chamber operates. Mary invited the DDA to attend the Expo on October 25, 2007.

MARY MARTIN SERVICE AWARD

On behalf of the Farmington Downtown Development Authority, Executive Director Annette Knowles acknowledged Scott Freeman to receive the Mary Martin Service Award for his outstanding volunteerism and efforts.

ORGANIZATION COMMITTEE

WORK PLAN UPDATE:

Mary Martin thanked the Board and Committee Chairs for completing their articles on time. MainStreet Messenger will consist of 12 pages of articles and information; the theme is around the 5 projects that the DDA is targeting and how each Committee is supporting those projects. MSM will include the volunteer form. The layout should be available soon for final review and distribution is planned for Mid-October.

Greg Cowley reminded the Board Members the Ambassador Project is due on October 31, 2007.

ACTION ITEMS:

Looking for each Committee Chair to provide specific tasks for volunteers, i.e, database admin, professional presentation, skills and to survey citizens. Organization Committee is currently looking for database administration skills to help set up volunteer database.

Each Chair should get their committee volunteers to fill out the form by their October meeting and send to the DDA office or on-line to Anne Thompson.

For \$65.00 Pat Shelton can load the volunteer form onto a PDF file that one can complete online and send to the DDA office.

The Board is being asked to volunteer for the Harvest Moon Dance on Friday, October 5, 2007. The volunteer appreciation is being reviewed with a cocktail party in February 2008. Volunteer packets are being discussed and assembled. Organization is working on a volunteer training program which will be on the MainStreet concept.

MOTION by Pastue, SUPPORTED by Kuiken, to approve the unaudited annual report.
MOTION CARRIED, ALL AYES.

DESIGN COMMITTEE

WORK PLAN UPDATE:

Steve Schneemann congratulated Vince Pastue for his diligence on obtaining the conditional approval for improvement along Grand River Avenue. The project should be starting construction in early spring of 2008. The Committee will be meeting with the city engineers and designers to implement the project going forward. The Committee will be looking at additional improvements along Farmington Road just south of Grand River Avenue down to State Street that will be incorporated with a new crosswalk at State Street.

ACTION ITEMS –

MOTION by Pastue, SUPPORTED by Kuiken, to approve to establish budget of \$50,000, to authorize acceptance of bids and to execute award for consolidated dumpster enclosures.
MOTION CARRIED, ALL AYES.

ECONOMIC RESTRUCTURING COMMITTEE

WORK PLAN UPDATE:

James Kuiken thanked Annette Knowles for reviewing all the incentives. Unfortunately we are not eligible for most of them. However, there were a couple that we may offer for and will put together a list of incentives programs, such as signage and facades that the ER will be able to bring to the Board for a vote. Retail analysis with MapInfo is delayed a month because ER is waiting for the latest database update. The ER Committee is working with Scott Freeman to improve the website as far as how it is being done with businesses and business opportunities.

ACTION ITEMS – None

MARKETING AND PROMOTIONS COMMITTEE

WORK PLAN UPDATE:

Scott Freeman described the differences of hits on the website. Scott updated the Board that the DDA will be interviewed by WJR Wednesday evening before the Thanksgiving holiday. Dana at Eclectic Elegance organized an event for the day before holly day called GLOW and are trying to involve other businesses. The idea behind the project is to try and get each business to offer something specific i.e., special workshop, stroll from business to business and for these businesses to stay open until 9:00pm.

ACTION ITEMS:

MOTION by Pastue SUPPORTED by Cowley to table the item concerning the proposed Downtown Development Authority Management of the Farmington Area Founders Festival. MOTION CARRIED, ALL AYES.

Closed Session

Motion by Pastue Supported by Cowley to enter into a closed session to discuss lease of real property.

Ayes: Cassidy, Cowley, Freeman, Kuiken, Pastue, Scheemann, Ziegler

Nayes: None. Motion Carried.

Motion by Pastue Supported by Freeman to reconvene into regular session. MOTION CARRIED, ALL AYES.

Motion by Freeman Supported by Scheemann to authorize the Director to implement items discussed in closed session. MOTION CARRIED, ALL AYES.

ADJOURNMENT

MOTION by Ziegler, SUPPORTED by Freeman that the meeting be adjourned. MOTION CARRIED, ALL AYES.

The meeting adjourned at 9:29 a.m. The next meeting will be Wednesday, November 7, 2007.

Respectfully submitted,

Annette M. Knowles