



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES
Wednesday, November 7, 2007

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

ROLL CALL: Batzloff, Cassidy, Cornwell, Cowley, Kuiken, Mazzoni, Rock,
Schneemann, Ziegler

ABSENT: Freeman, Pastue

OTHERS PRESENT: DDA Director Knowles
DDA Administrative Assistant Nogle

CONSENT AGENDA ITEMS:

MOTION by Ziegler, SUPPORTED by Kuiken, to approve the minutes of November 7, 2007 and to receive and file the Financial Report and Bill Review Report as presented. MOTION CARRIED, ALL AYES.

REQUEST FOR ASSISTANCE

Diane Cassidy, as a member of the Merchants Association, handed out a packet and explained the Glow and the Shoppers Reward Card, asking for financial assistance from the DDA.

The Board discussed the event and the card program, and agreed that funds shall be used specifically to promote both activities. A financial report from the Merchant Association to account for expenditure of the funds was requested.

MOTION by Mazzoni, SUPPORTED by Ziegler, to approve \$5,000 to be used for promotion for the Glow event and Shoppers Reward Card Program, funds to be derived from account 248-000-00-880.000, Community Promotion. MOTION CARRIED, ALL AYES.

ACCEPTANCE OF BID – DUMPSTER ENCLOSURES

Linda Batzloff expressed her concern with the number of dumpsters that were to be installed near her business, stating that the dumpster that is there currently is always filled and that the board should consider (2) dumpsters at the location. The Board will be looking at a possible dumpster that is trash compacted.

MOTION by Rock, SUPPORTED by Cornwell, to reject all bids and to table the item for further information. MOTION CARRIED, ALL AYES.

JOINT WORK PLANNING WORKSHOP WITH FARMINGTON CITY COUNCIL

A joint meeting of the board and the mayor and council to develop overall strategies to guide work planning efforts will be scheduled for December 15, 2007, provided that the date is amenable to council members.

Bob Rock left meeting at 8:30am.

ORGANIZATION COMMITTEE

WORK PLAN UPDATE:

Cowley expressed the importance of finishing the first contacts for the Ambassador Project.

ACTION ITEMS - None

DESIGN COMMITTEE

WORK PLAN UPDATE:

Schneemann reported on the status of the Grand River and Grove Street Streetscape Projects. He explained there are still legalities to gain legal access to the properties. There will be a public forum in January, 2008 to present the preliminary design and to provide an opportunity for business owners and/or citizens to voice concerns. Construction will start in May or June, 2008, and will be coordinated with the festival and market.

ACTION ITEMS - None

ECONOMIC RESTRUCTURING COMMITTEE

WORK PLAN UPDATE:

Kuiken reported the committee worked on the first draft of the Façade & Sign incentive programs and the committee will do another review of them at ER's next meeting. ER is continuing its research of redevelopment scenarios.

ACTION ITEMS – None

MARKETING AND PROMOTIONS COMMITTEE

WORK PLAN UPDATE:

Diane Cassidy explained the committee is working on Holly Day, December 1, 2007. It is hoped that the Marketing and Promotions Coordinator position will be filled. Cowley explained he had asked Ms. Knowles to expand 6 or 7 more resumes to go back into the pool of resumes. There will be additional interviews to be completed.

ACTION ITEMS - None

ADJOURNMENT

MOTION by Schneemann, SUPPORTED by Kuiken, that the meeting be adjourned. MOTION CARRIED, ALL AYES.

The meeting adjourned at 9:00 a.m. The next meeting will be Tuesday, December 4, 2007.

Respectfully submitted,

Annette M. Knowles

**DOWNTOWN FARMINGTON DEVELOPMENT AUTHORITY BOARD
MEETING**

Minutes of November 7, 2007