



## FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

8:00 a.m.

Tuesday

February 6, 2007

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

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

ABSENT: Batzloff, Cowley

OTHERS PRESENT: DDA Director Knowles

### APPROVE CONSENT AGENDA ITEMS

Motion by Vargovick, supported by Clappison, to approve the minutes of 1-9-07, the Financial Statement, and Bill Review report as presented. MOTION CARRIED, ALL AYES.

### REQUEST TO ESTABLISH BUDGET REVIEW COMMITTEE

The Farmington Downtown Development Authority is scheduled to present its proposed FY 2007-2008 Budget to the Mayor and Council at their April 23, 2007 Council meeting. To prepare for this presentation, Director Knowles recommended a Budget Review Committee, consisting of a minimum of three board members, be established to assist in preparing the budget.

MOTION by Pastue, supported by Vargovick, to establish a Budget Review Committee to assist the DDA Director in preparing its proposed budget for Fiscal Year 2007-2008. Board members Mark Ziegler, Scott Freeman and James Kuiken volunteered to participate on the Budget Review Committee. MOTION CARRIED, ALL AYES.

### AGREEMENT FOR TECHNICAL ASSISTANCE BETWEEN OAKLAND COUNTY AND CITY OF FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY

The Board reviewed the Agreement from Oakland County for technical assistance between Oakland County and the City of Farmington Downtown Development Authority. The Agreement is intended to formalize the responsibilities of Main Street Oakland

County and the DDA respectively. The County has requested approval of the Agreement on or before March 30, 2007. In order for Farmington to maintain MSOC designation and receive assistance through the program, Director Knowles requested the Board consider a resolution authorizing the signature.

MOTION by Ziegler, supported by Kuiken, to approve the Director's request to execute the Agreement for technical assistance between Oakland County and the City of Farmington Downtown Development Authority. MOTION CARRIED, ALL AYES.

PRINCIPAL SHOPPING DISTRICT SPECIAL ASSESSMENT RENEWAL RECOMMENDATION

Director Knowles updated the Board on the progress of the PSD Study Group meetings on the recommendation of the special assessment. Two local business owners were part of this study group. As a result of these meetings, the group members began to understand what the PSD money is used for and what services would be lost if the PSD is not renewed. Pastue suggested a visual aid to show the businesses and property owners the importance of the PSD assessment renewal. In response to a question from the board, Director Knowles stated that approximately 20 properties will see a 2 mill reduction in taxes. Board members complimented the Director on the thoroughness of the report; and Beamer stated that the PSD renewal must be finalized before the end of May.

MOTION by Ziegler, supported by Kuiken, to receive and file the recommendation from the PSD Study Group to renew the Principal Shopping District Special Assessment. MOTION CARRIED, ALL AYES.

REQUEST FOR PROPOSALS – DOWNTOWN PARKING STUDY AND PLAN

The Board reviewed a draft of a Request for Proposals (RFP) for a Downtown Parking Study and Plan. The City of Farmington is interested in partnering with the DDA on this project with a portion of the funding coming from the City's current fiscal year budget, while the DDA will dedicate funds from its 2007-08 budget, as proposed in the Design Committee Work Plan. Board discussion followed. Schneemann commented that he would like to receive proposals that are specific in what Farmington needs by way of parking. Clappison commented that would like to see the Board and City Council commit to the recommendations made on parking; and take steps to resolve the parking on the North Side of Grand River. In response to a question from Ziegler, funding and the removal of properties appear to be the obstacles to the expansion of parking on the North Side of Grand River.

MOTION by Clappison, supported by Schneemann, to approve the Request for Proposals (RFP) subject to review by the Design Committee. MOTION CARRIED, ALL AYES.

OUR MISSION - OUR VISION

Mission: After a previous discussion on the DDA Mission Statement, the Board was asked to consider changing the word “maintain” to one of the following: advance, enrich, renew or foster. Six members chose “enrich”, while two members chose “foster”. The Board agreed to change the word “maintain” in the mission statement to “enrich”.

Vision: The Board reviewed the broad strategy for revitalization of Farmington presented by Director Knowles. After review, the Board agreed to the following changes to paragraphs 2, 3, 5 and 6.

- Paragraph 2: change to present tense.
- Paragraph 3: change “dominate” to “complement” and “landscape” to “streetscape”.
- Paragraph 5: change “harkens” to “fosters”
- Paragraph 6: change “hub” to “hubs”, “residences” to “residents” and “acceptable” to “desirable”.

MOTION BY Freeman, supported by Schneemann, to adopt the DDA Vision Statement with the above-mentioned changes. MOTION CARRIED, ALL AYES.

REQUEST TO PURCHASE BANNERS AND HARDWARE

The Board considered two cost estimates for the purchase of 25 custom banners and associated sets of hardware for the Downtown. The cost estimates are as follows:

Consort Display Group	\$3,680.00
Display Sales	\$3,161.00

Based on the quality of design and materials, Director Knowles recommended the Board approve the cost estimate from Consort Display Group, a division of Kalamazoo Banner Works. After approval the Marketing Committee will work with graphic artists to finalize the design. Board member Schneemann asked if the brackets were decorative and if black or gray were the only choices of color. Knowles responded that the brackets quoted were not a decorative design. It was suggested that the Design Committee revisit the design of the brackets to consider another design not to exceed a cost of \$4000.

MOTION by Freeman, supported by Kuiken, to accept the proposal from Consort Display Group in the amount of \$3,680, subject to review by the Design Committee to consider the purchase of decorative brackets for a total cost not to exceed \$4000. MOTION CARRIED, ALL AYES.

On a separate note, Director Knowles informed the Board that cities impacted by Hurricane Katrina are seeking donations of used banner hardware for use in rebuilding and that she would like to donate the DDA's used banner hardware to these cities. The Board agreed that this would be a worthy cause.

CLOSED SESSION: Annual DDA Director Evaluation and Land Acquisition

9:12 a.m.: The Board began the closed session.

9:43 a.m.: Regular Board meeting resumes.

MOTION by Clappison, supported by Pastue, to approve the action taken in closed session regarding the Annual DDA Director Evaluation. MOTION CARRIED, ALL AYES.

MOTION by Pastue, supported by Freeman, to approve the action taken in closed session regarding Land Acquisition. MOTION CARRIED, ALL AYES.

MAIN STREET COMMITTEES UPDATE: No Reports

BOARD COMMENT

Beamer stated the applications for the new members were given to Director Knowles. Council has invited Board feedback.

Clappison wished the Board and its new members success on further Board decisions and also conveyed his willingness to continue to help work with the businesses on behalf of the Board on an as needed basis.

The Board members thanked Frank for his many years of hard work on the DDA Board of Directors.

PUBLIC COMMENT

None

ADJOURNMENT

The meeting adjourned at 9:47a.m. The next meeting will be held on March 6, 2007.

Respectfully submitted,