



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES

Tuesday, January 8, 2008

The meeting was called to order at 7:30 a.m. by President Cowley

ROLL CALL: Batzloff, Cassidy, Cowley, Freeman, Kuiken, Mazzoni, Pastue,
Rock, Ziegler

ABSENT: Cornwell, Schneemann

OTHERS PRESENT: DDA Director Knowles
DDA Administrative Assistant Nogle

CONSENT AGENDA ITEMS:

MOTION by Ziegler, SUPPORTED by Kuiken to approve the minutes of December 4, 2007 and to receive and file the November Financial Report and the Bill Review Report as presented. MOTION CARRIED, ALL AYES

Schneemann arrived at 7:35 a.m.

PRESENTATION BY RECYCLING AUTHORITY

Michael Csapo, RRRASOC General Manager, passed out literature and discussed the potential to establish recycling facilities in Downtown Farmington. Cowley requested a survey of downtown businesses to gauge the level of interest. Annette Knowles will work with RRRASOC staff to initiate such a survey.

LEASE RENEWAL FOR STORAGE GARAGE

MOTION by Rock SUPPORTED by Kuiken to approve a one-year lease agreement at 33315 State Street in an annual amount of \$1,380.00 as presented by CityView Properties. MOTION CARRIED, ALL AYES

AMBASSADOR PROJECT

Board President Cowley advised that some businesses are uncomfortable sharing information for the Ambassador Project. Cowley would like to see Board Members form a relationship with their district businesses, so the Board can request crucial information that currently is not known. For example, Cowley expressed that it is very important to learn the average rental rate in the downtown.

ORGANIZATION COMMITTEE

UPDATE: Organization is planning to assist ER with a forum in February to launch the façade and sign incentive programs, with Ron Campbell from Main Street Oakland County on hand to discuss the Design Assistance Program. The Committee is planning a volunteer appreciation event.

ACTION ITEM: NONE

DESIGN COMMITTEE

UPDATE: Schneemann advised that the Design Committee is meeting weekly at 7:30am on Thursdays to expedite the progress of the Grand River redesign. Schneemann stated that the design team is working very well together.

ACTION: Cowley requested that Board Members provide feedback about the Parking Study Draft. The comments should be sent to Knowles or Debbie by email within 5 days, so that responses can be summarized for submission to Walker Parking Consultants.

ECONOMIC RESTRUCTURING

UPDATE: Façade and sign incentive programs already are in existence in other communities. The Committee has prepared program descriptions for the creation of such programs so that they might be offered to property and business owners in the DDA district. Matching funds are provided to improvement projects that meet downtown design guidelines and/or the sign ordinance. Participants are required to sign an easement agreement with the DDA. The Design Committee will serve as the reviewers of the proposed work to ensure compliance.

Cornwell arrived at 8:21a.m.

ACTION: The Economic Restructuring Committee is requesting that the programs be adopted, so that the funds can be allocated in the fiscal year 2008-2009 budget. Board members should submit comments prior to the February meeting. No action was taken and this item shall appear on a future agenda.

MARKETING & PROMOTIONS

UPDATE: Knowles was pleased to recommend that Krista Wolter be offered the position of Marketing and Promotions Coordinator. Ms. Wolter was one of three finalists interviewed by a panel of members Cowley, Cassidy and Freeman. Knowles reminded the Board of the January 24, 2008 Oakland County Main Street Audit.

ACTION ITEMS: MOTION by Cassidy SUPPORTED by Mazzoni to extend an offer of employment to Ms. Krista Wolter. MOTION CARRIED, ALL AYES

ADJOURNMENT

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

The meeting was adjourned at 8:55a.m. The next meeting will be Tuesday, February 5, 2008.

Respectively submitted,

Annette Knowles