



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES
Tuesday, February 5, 2008

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

ROLL CALL: Cornwell, Cowley, Freeman, Kuiken, Mazzone, Pastue, Rock,
Schneemann, Ziegler

ABSENT: Batzloff, Cassidy

OTHERS PRESENT: DDA Director Knowles
DDA Administrative Assistant Nogle

CONSENT AGENDA ITEMS:

MOTION by Rock, SUPPORTED by Ziegler to approve the minutes of January 8, 2007 and to receive and file the December Financial Report and the Bill Review Report as presented. MOTION CARRIED, ALL AYES

REQUEST TO ATTEND NATIONAL MAIN STREET CONFERENCE

UPDATE: Executive Director Knowles advised the Board that the Main Street Conference will be held in Phil., PA from March 30, 2008 – April 2, 2008. The intention for the conference is to learn about current practices and strategies for building commercial districts.

ACTION: MOTION by Kuiken, SUPPORTED by Schneemann to authorize Annette Knowles and (1) staff member to attend the Main Street Conference in Phil., PA with funds not to exceed \$2,000.00 per individual. MOTION CARRIED, ALL AYES

MARKETING & PROMOTIONS

2008 Farmington Farmers & Artisans Market Rules & Regulations

UPDATE: Scott Stevenson explained to the Board that the fee schedule was increased by 20%. Stevenson went on to explain that in order to maintain a 24-day market, the season will include November 1, 2008, one week later than prior years. The Market Master will be responsible for acceptance and scheduling of market vendors.

ACTION ITEMS: MOTION by Ziegler SUPPORTED by Kuiken to approve the Farmington Farmers and Artisans Market Rules and Regulations for 2008. MOTION CARRIED, ALL AYES

2008 Promotional Opportunities

UPDATE: Knowles explained to the Board the 2008 Promotional Opportunities Package and reminded the Board that this would not be soliciting donations. The DDA will be providing real promotional benefits for each opportunity.

ACTION ITEMS: MOTION by Kuiken SUPPORTED by Pastue to Adopt the 2008 Promotional Opportunities Package. MOTION CARRIED, ALL AYES

Cassidy joined the meeting at 8:04a.m.

DESIGN COMMITTEE

UPDATE: Schneemann informed the Board there was a meeting between Design and Grissim Metz to discuss the landscaping, lighting, seeding and materials for the sidewalks for the edges and the bump outs. The budget for the basics of the project is sufficient, but there are desired design features that will have a shortfall of at least \$250,000. Schneemann also suggested a fundraising effort to have merchants purchase a brick and get name recognition on a bench, etc. Pastue informed the Board that there will be an informational hearing on February 25, 2008 to discuss the streetscape plans.

ECONOMIC RESTRUCTURING

UPDATE: The Economic Restructuring Committee is working out the details for the Façade and Signage program. Annette Knowles explained that she is working with the City Attorney to discuss legal documents that would need to be signed.

ORGANIZATION COMMITTEE

UPDATE: Cowley reminded the Board about the Volunteer Appreciation Meeting on February 12, 2008. Also, there is an Open House on February 26, 2008 at the DDA office with a Ribbon Cutting Ceremony at 3:45p.m. through 6:00p.m.

ADJOURNMENT

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

The meeting was adjourned at 8:59a.m. The next meeting will be Tuesday, March 4, 2008.

Respectively submitted,

Annette Knowles