



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES  
Tuesday, April 1, 2008

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

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

ABSENT: Cassidy

OTHERS PRESENT: DDA Administrative Assistant Nogle

CONSENT AGENDA ITEMS:

MOTION by Freeman SUPPORTED by Kuiken to amend the agenda to move item ten (10) and place after item eleven (11); to approve the minutes of March 4, 2008, as amended, and of March 1, 2008, as amended; and to accept and file the January Financial Report and the Bill Review Report as presented. MOTION CARRIED, ALL AYES

Cassidy joined the meeting at 7:45a.m.

PROPOSED DDA BUDGET FOR FISCAL YEAR 2008-2009

The proposed budget for Fiscal Year 2008-2009 reflects discussions in the Board Retreat and input from the committees. Based on personal property assessments that fell nearly 13% city-wide, the TIF is projected to decrease. If approved for submittal, the proposed budget will be presented to City Council on Monday, May 5, 2008.

MOTION by Ziegler, SUPPORTED by Schneemann, to submit the proposed 2008-2009 budget to the council for its consideration. MOTION CARRIED, ALL AYES.

REQUEST FOR PROPOSALS

Cowley informed the Board that the DDA needs to start a formal process to procure a consultant to update the TIF and Development Plans. The DDA needs to authorize the acceptance of proposals for the TIF and Development Plan Updates.

MOTION by Mazzoni, SUPPORTED by Schneemann, to authorize the acceptance of proposals for the TIF and Development Plan Updates. MOTION CARRIED, ALL AYES.

PLANTE MORAN COLLABORATION STUDY

Cowley encouraged board members to review the Study. Certain recommendations contained within the Study regarding the downtown may be feasible and worth dialogue.

ORGANIZATION COMMITTEE

UPDATE: Cowley advised that the next Main Street Messenger will focus on the Streetscape Project and will be distributed in June, 2008. Cowley asked if there were any Board Members that were not serving on a committee to volunteer to chair the Organization Committee.

ACTION:

MOTION by Kuiken, SUPPORTED by Cassidy, to send a message of support to encourage the City Council to move forward with the Grand River-Grove Street Streetscape Improvement Project. MOTION CARRIED, ALL AYES.

#### DESIGN COMMITTEE

UPDATE: Cowley informed the Board that two (2) bids were received for the completion of three (3) dumpsters enclosures. The Board reviewed both bids and recommended to accept the bid from Bill Ellwood, Inc. for the construction of three (3) enclosed dumpsters. The Board reviewed the proposal from Liberty Street Gardens to extend the contract for annual flower plantings.

ACTION:

MOTION by Schneemann, SUPPORTED by Mazzone, accept the bid from Bill Ellwood, Inc., subject to receipt of performance and maintenance bonds and proof of insurance; approve a budget amendment to transfer funds totaling \$56,000.00 from fund balance to the operating budget, account number to be named; permit the Executive Director to execute contracts. MOTION CARRIED, ALL AYES.

MOTION by Cornwell, SUPPORTED by Kuiken, to accept a proposal from Liberty Street Gardens for annual flower plantings in a seasonal amount of \$15,695.00, funds to be derived from account 248-000.00-801.006, Seasonal Decorations and Gardening. MOTION CARRIED, ALL AYES.

#### ECONOMIC RESTRUCTURING

UPDATE: Board Member Kuiken informed the Board that the Façade and Signage program was well-received when presented at a recent community forum, where approximately 30 people attended. An amendment to include permit fees and architectural fees as eligible costs is forthcoming.

ACTION: NONE

#### MARKETING & PROMOTIONS

UPDATE: Board Member Freeman informed the Board that Discover Treasures is April 26, 2008. Activities include a treasure hunt for the kids at Memorial Park, a scavenger hunt, which will give an opportunity for participants to go to different businesses to get a stamp, and a free viewing of Pirates of the Caribbean III at the Farmington Civic Theater.

ACTION:

MOTION by Cornwell, SUPPORTED by Rock, to approve the revision to the 2008 Farmington Farmers & Artisans Market Rules and Regulations, which amend the market calendar to begin on Saturday, May 10 and to end on October, 25, 2008.

Plans to conduct a public relations/marketing campaign for the Grand River-Grove Street Project are underway. Efforts of this campaign will be directed towards providing the public with information only about the project.

MOTION by Schneemann, SUPPORTED by Ziegler, to earmark funds in the amount of \$20,000 to be used to produce materials to inform the public about the Grand River-Grove Street Project.

Members Batzloff and Kuiken departed the meeting.

Closed Session

Motion by Cornwell Supported by Cassidy to enter into a closed session to discuss the annual performance review for the Executive Director.

Ayes: Cowley, Cornwell, Freeman, Mazzoni, Pastue, Rock, Schneemann, Ziegler

Nays: None. Motion Carried.

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

Motion by Rock Supported by Freeman to authorize the actions discussed in closed session. MOTION CARRIED, ALL AYES.

ADJOURNMENT

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

The meeting was adjourned at 9:30a.m. The next meeting will be Tuesday, May 6, 2008.

Respectively submitted,

Annette Knowles