



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES  
Wednesday, September 3, 2008

The meeting was called to order at 7:34 a.m. by President Cowley

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

ABSENT: Higgins, Ziegler

OTHERS PRESENT: DDA Executive Director Knowles  
DDA Administrative Assistant Nogle  
DDA Marketing and Promotions Coordinator Wolter

**CONSENT AGENDA ITEMS:**

MOTION by Rock SUPPORTED by Kuiken to approve the minutes of August 12, 2008, and to accept and file the Bill Review Report as presented. MOTION CARRIED, ALL AYES.

Note that the June and July Financial Statements will be delayed until the auditors have completed their work for Fiscal Year Ending June 30, 2008.

Schneemann joined the meeting at 7:33 a.m.

**APPOINTMENT OF MARKETING AND PROMOTIONS CHAIR:**

MOTION by Mazzoni, SUPPORTED by Jakacki, to appoint Dan Higgins as the Chairman of the Marketing and Promotions Committee. MOTION CARRIED, ALL AYES.

**REQUEST TO PUBLISH UNAUDITED FINANCIAL REPORT:**

Pursuit to Section 125.1665 of Act 197 of the Public Acts of 1975, the Farmington Downtown Development Authority is required to publish an annual report on the status of the tax increment financing account. The report is required to be published in a newspaper of general circulation in the municipality.

MOTION by Kuiken SUPPORTED by Mazzoni to authorize the publication of the Fiscal Year 2007-2008 Unaudited Financial Report, funds to be derived from Miscellaneous Expenses, Account #248-00.000-956.000. MOTION CARRIED, ALL AYES.

**PROPOSAL TO CHANGE DATE OF DDA BOARD OF DIRECTORS MEETINGS**

MOTION by Pastue SUPPORTED by Jakacki to amend the meeting schedule to change the date and time of regular DDA board meetings to the fourth Monday of each month at 6:00p.m., effective January, 2009. MOTION CARRIED, ALL AYES.

**ORGANIZATION COMMITTEE**

UPDATE: Chairman Rock stated that the Committee is planning another edition of the Main Street Messenger for November or early December. The Mary Martin Sevice Award is being updated and will be presented for board approval. Individuals who have expressed interest in volunteering can enroll on the DDA website. If board members know anyone who would be interested, encourage them to visit the website.

**DESIGN COMMITTEE**

UPDATE: Chairman Schneemann explained the committee has been working on finalizing the design for the streetscape project. The plans are approximately 90% complete. The committee is anticipating to review a façade improvement project at the former Books About building.

**ECONOMIC RESTRUCTURING**

UPDATE: Chairman Kuiken reported that the ER Committee has collected information from other cities about redevelopment incentives. Additionally, we are investigating participation in Business Assistance Teams through the Oakland County Business Center and National City.

Kuiken left the meeting at 8:35 a.m.

**MARKETING & PROMOTIONS**

UPDATE: Plans are well underway for the Harvest Moon Dance, on Friday, October 7, 2008 and the scarecrow building contest. Activities are planned for each weekend at the Farmers Market during October. The market closes for the season on Saturday, October 25<sup>th</sup>. Member Freeman inquired about the contest as it was unfunded and removed from the work plan during the budget session.

Mazzoni left the meeting at 8:45 a.m.

**BOARD COMMENTS**

**ADJOURNMENT**

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

The meeting was adjourned at 8:54 a.m. The next meeting will be Tuesday, October 7, 2008.

Respectively submitted,

*Annette Knowles*