



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES

ANNUAL MEETING

Wednesday, March 2, 2016
Conference Room A, City Hall

The meeting was called to order at 6:03 p.m. by President Buck.

ROLL CALL

PRESENT: Buck, Gallagher, Galvin, Higgins, Key, Murphy, Skrzycki (6:15p.m.)

ABSENT: Greer, Platzke

OTHERS PRESENT: Annette Knowles, Asst. to City Mgr.

AMEND AGENDA

MOTION by Galvin, SECONDED by Gallagher

RESOLVED, that the agenda be amended to remove the regular minutes of February 6, 2016 from the consent agenda and to include the minutes as a separate item following public comment. MOTION CARRIED, ALL AYES.

CONSENT AGENDA ITEMS

MOTION by Murphy, SECONDED by Gallagher

RESOLVED, that the board accepts and files February Invoice Distribution and the January Financial Report, as presented. MOTION CARRIED, ALL AYES.

PUBLIC COMMENT

Councilmember Steve Schneemann stated that he appreciated the board's participation at the recent combined meeting and looks forward to working together for the betterment of the downtown.

REGULAR MINUTES OF FEBRUARY 3, 2016

Galvin stated that, given the content of the last meeting, he would like to see more specific minutes to reflect the proceedings as it pertains to board comment. He would like to see the proposed Farmers Market position statement attached to the minutes.

Buck explained that it would not be constructive or relevant to attach the proposed statement as it did not become a position. He would like to see the board approve minutes with more detail included in the board comment, as provided by Knowles.

Skrzycki entered the meeting.

A discussion was held concerning the regular minutes. Higgins recalled that his board comment was intended to initiate a conversation, not to make a motion. The proposed minutes with revisions reflect the dialogue. Galvin prefers a more comprehensive approach. Buck commented it is atypical to include comment of this sort as an attachment. There is a difference between a position statement that is acted upon and a comment that is not applicable to an official record.

MOTION by Galvin, SECONDED by Gallagher
RESOLVED, that the board calls the question. MOTION CARRIED, ALL AYES.

MOTION by Galvin, SECONDED by Skrzycki
RESOLVED, that the board approves the revised regular minutes of February 3, 2016, with the proposed Farmers Market position statement, watermarked as draft, included as an attachment. MOTION CARRIED. AYES: Gallagher, Galvin, Key, Murphy, Skrzycki, NAYS: Buck, Higgins.

ELECTION OF 2016 OFFICERS

Buck relinquished the chair to Knowles. Knowles opened up the floor to nominations for President. Buck nominated, and Galvin supported, Gallagher for President. Gallagher accepted the nomination. Murphy nominated, and Higgins supported, Buck for President. Buck declined the nomination. No other nominations for President were heard.

Gallagher nominated, and Buck supported, Murphy for Vice-President. Murphy accepted the nomination with the disclaimer that he did not envision becoming President. Murphy nominated, and Higgins supported, Skrzycki for Vice-President. Skrzycki declined the nomination. No other nominations for Vice-President were heard.

Buck nominated, and Gallagher supported, Skrzycki for Secretary. Skrzycki accepted the nomination. No other nominations for Secretary were heard.

MOTION by Higgins, SECONDED by Key,
RESOLVED, that nominations for 2016 officers be closed and that those nominated be elected by acclamation. MOTION CARRIED, ALL AYES.

Gallagher assumed the chair.

Galvin expressed his congratulations to the new officers and expressed confidence in new leadership. He thanked Buck for his thoughtful dialogue.

Galvin departed the meeting at 6:47p.m.

ECONOMIC DEVELOPMENT UPDATE

Kevin Christiansen, Economic and Community Development Director, discussed what is happening on the ED front in Downtown Farmington, specifically calling attention to the Brownstones at the Orchards, Fresh Thyme Farmers Market, the Groves Retail Center (Chive Kitchen and Great Lakes ACE) and the Maxfield Training Center. He mentioned other projects such as Starbucks evening program. The Downtown Area Plan, the Recreation Master Plan and parking lot condition assessment.

Christiansen responded to questions about an expired grant for a switchback staircase connection to Shiawassee Park and the status about the former Hershey location.

FISCAL YEAR 2016-2017 WORK PLAN AND PROPOSED BUDGET

Knowles reviewed the work plan discussed during previous meetings and finalized by the Executive Committee. Knowles presented the proposed budget. For fiscal year 2016-2017, revenue is projected to remain stagnant. Unless the board alters its approach, events shall be self-supporting. Major projects to be implemented include debt retirement, an update to the traffic analysis on Farmington Road after Fresh Thyme opens, ongoing maintenance and administration and an update to the 2006 parking study. A balanced budget in the amount of \$547,600 will be presented to the City Council at its regular meeting on Monday, April 18, 2016, unless scheduling conflicts arise.

MOTION by Higgins, SECONDED by Skrzycki

RESOLVED, that the board concurs to submit the proposed fiscal year 2016-2017 budget to the Farmington City Council. MOTION CARRIED, ALL AYES.

INTERGOVERNMENTAL AGREEMENT WITH CITY OF FARMINGTON

Knowles reminded the board of an intergovernmental agreement for economic development services which expired on June 30, 2015. The initial agreement had a two-year term, with options for extending. The DDA is not in a financial position to separate from this agreement, although it was expressed by board members and by Main Street Oakland County that the board should reconsider at its earliest opportunity. An extension of eighteen months, through fiscal year 2016-2017, is proposed. The board discussed sun-setting the agreement after this next renewal. A close examination during next year's budget process is planned.

MOTION by Higgins, SECONDED by Buck

WHEREAS, the City of Farmington and the Farmington Downtown Development Authority (DDA) entered into an agreement entitled "Intergovernmental Agreement for Economic and Community Development Services" effective July 1, 2013; and

WHEREAS, the Agreement provided for coordination of economic and community development resources between the two entities; and

WHEREAS, Paragraph 2 of the Agreement states that it shall be for a two-year period beginning July 1, 2013 and terminating June 230, 2015; and

WHEREAS, Paragraph 3 of the Agreement states that the parties may renew the Agreement in one-year intervals after the initial two0year period; and

WHEREAS, both the City and the DDA have determined that it would be appropriate to renew the Agreement such that it will terminate on June 30, 2017, unless renewed again by the parties.

NOW, THEREFORE, IT IS RESOLVED by the Farmington Downtown Development Authority that pursuant to Paragraph 3 of the Agreement, the DDA agrees to the renewal of the Intergovernmental Agreement for Economic and Community Development Services effective July 1, 2015 to June 30, 2016 and thereafter from July 1, 2016 to June 30, 2017.

MOTION CARRIED, ALL AYES.

WORK PLAN UPDATES

Knowles referred to the written work plan update given the length of the meeting. Worth mentioning is the kick-off to the Downtown Master Plan 2016 project. OHM Advisors will complete the update without LSL Planning, due to the departure of LSL staff with familiarity with Farmington.

Gallagher shared that the Downtown Parking Advisory Committee will host a special meeting to deal with residential relief.

Buck commented that Innovate Farmington has 660 followers; a larger meeting space, like the library, is needed.

BOARD COMMENT

Higgins apologized for missing the combined meeting with City Council; he expressed concern about remarks made about the DDA being a garden club. With the constrained budget and reduced staff of recent years, the DDA was able to pull off the Los Tres Amigos project, which enhanced public parking, acquisition and development of the Brownstones at the Orchards, a positive grant application for the Farmington Road Streetscape, a contribution to wayfinding signs, seed money for parking enforcement, a contribution to the Riley Park Ice Rink, the Grove Street façade and more. He rejects the notion that the DDA is a garden club. Higgins stated the DDA goals are infrastructure, parking and communication.

Buck thanked the board members and staff for successful development of the budget. He expressed that he would like to see an agenda item for board members assignments to various committees.

Gallagher thanked the board for selecting her as President. She wants to work together; let's not be concerned about distracting comments.

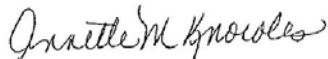
ADIJOURNMENT

MOTION by Higgins, SECONDED by Skrzycki
RESOLVED, that the meeting be adjourned.
MOTION CARRIED, ALL AYES.

The meeting was adjourned at 8:22p.m.

The next regular meeting will be on Wednesday, April 6, 2016 at 6:00 p.m., in the Conference Room at City Hall.

Respectively submitted,



Annette Knowles,
Assistant to the City Manager/DDA Executive Director