



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES  
Monday, March 28, 2011  
Conference Room A . Farmington City Hall

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

**ROLL CALL**

PRESENT: Buck, Cowley, Frost, Gajewski (6:15pm), Higgins, Jewett, Rock,  
Schneemann, Wasen

ABSENT: Cornwell

OTHERS PRESENT: Executive Director Knowles  
Events Planner Bloom  
Administrative Assistant Nogle

Rock added to the agenda an update on special events and Farmers Market.

**CONSENT AGENDA ITEMS**

MOTION by Buck, SUPPORTED by Cowley

RESOLVED, that the board approves the regular minutes of February 24, 2011, the special minutes from February 7, 9 and 26, 2011, and accepts and files the February Bill Review and Financial Statement, as presented. MOTION CARRIED, ALL AYES.

**THE MORE PROGRAM**

Ken Agacinski, Executive Director discussed the MORE Program. The MORE Program benefit entrepreneurs by providing an on-line catalog of resources that can be accessed using a diagnostic tool. At this time, the program is free and a participating community will receive a customized web portal to which its users can be directed. Participation requires the approval of a Memorandum of Understanding, which is under legal review.

Walt Gajewski entered the meeting.

**ELECTIONS OF OFFICERS**

President Rock relinquished the Chair to Ms. Knowles. The floor was opened for nominations.

Gajewski nominated and Higgins supported the nomination of Bob Rock for the position of President. Buck nominated and Higgins supported the nomination of Steve Schneemann for the position of Vice-President. Frost nominated and Cowley supported the nomination of Dan Higgins for the position of Secretary. No other nominations were offered.

MOTION by Cowley, supported by Buck,  
RESOLVED, that the board closes the nominations for 2011 officers and elects those nominated by acclamation. MOTION CARRIED, ALL AYES.

President Rock resumed the Chair.

### **ANNUAL FLOWER PLANTING**

MOTION by Cowley, SUPPORTED by Frost  
RESOLVED, that the board accepts the proposal from Liberty Street Gardens for annual flower planting for a seasonal amount of \$9,950.00, funds to be derived from account 248-759.00-801.006, Seasonal Decorations and Gardening. MOTION CARRIED, ALL AYES.

### **PROPOSED FISCAL YEAR 2011-2012 BUDGET**

Motion by Buck  
Supported by Wasen  
RESOLVED, that the Board approves for submission to the council the proposed 2011-2012 budget as presented. MOTION CARRIED, all Ayes.

Director Knowles will present the proposed budget to the Mayor and Council at a special meeting on Tuesday, April 26, 2011.

### **PROPOSED CONFLICT OF INTEREST**

Motion by Buck  
Supported by Jewett  
RESOLVED, that the board approves the Conflict of Interest Policy, dated March, 2011, to be effective immediately. MOTION CARRIED, all Ayes.

### **PROPOSED PURCHASING POLICY**

A discussion was held concerning the proposed Purchasing Policy. The threshold at which the Director may purchase items included in the budget without board approval shall be increased to \$7,500.00. Purchases between \$7,500.00 and \$10,000.00 will require the signature of both the Director and the President.

Motion by Buck  
Supported by Wasen  
RESOLVED, that the board approves the Purchasing Policy, with changes noted above, dated March, 2011, to be effective immediately. MOTION CARRIED, all Ayes.

### **WORK PLAN UPDATES**

The Farmington Road traffic analysis was presented to the Traffic and Safety Board. It is anticipated that the board will identify its preferred configuration at its April 21, 2011 meeting. After receiving feedback, OHM will discuss options with the Road Commission of Oakland County (RCOC). The Promotions Committee is taking on the 2011 edition of the business locator map. The Loyal Customer Card will debut in the spring edition of the Main Street Messenger, issued at the end of April. The electrical upgrade at the Pavilion has been advertised for bids.

### **ADJOURNMENT**

MOTION by Higgins SUPPORTED by Frost,  
RESOLVED, that the meeting be adjourned.  
MOTION CARRIED, all Ayes.

The meeting was adjourned at 8:13 p.m.

The next regular meeting will be on Monday, April 25, 2011, at 6:00 p.m.

Respectively submitted,

*Annette Knowles*