



8:00AM Wednesday, March 1, 2023
City Hall Conference Room
23600 Liberty Street
Farmington, MI 48335

MINUTES:

The meeting was called to order by Todd Craft at 8:04am.

1. Roll Call

Present: Todd Craft, Linda Deskins, Claire Perko, Sara Bowman, Donovan Singleton (9:00am)

Absent: Tom Pascaris, Chris Halas

Others Present: Kate Knight, Jess Westendorf

2. Approval of Items on Consent Agenda

a. Minutes: February 1, 2023 Regular Meeting

b. Minutes: January 25, 2023 Design Committee

Motion by Bowman, seconded by Deskins, to approve the items on the consent agenda.

3. Approval of Regular Agenda

Motion by Halas, seconded by Deskins, to approve the items on the regular agenda.

4. Public Comment

Opened and closed Craft at 8:06am

5. Election of 2023 Officers

Introduction of officers. Knight noted that two Board directors had submitted their resignations in the last week of February. Tom Buck and Miguel Williams have stepped down. Halas nominated Craft for Chair, seconded by Deskins. All in favor: Unanimous. Halas nominated Singleton for Vice Chair, seconded by Bowman. All in favor: Unanimous. Halas nominated Deskins for Secretary, seconded by Perkins. All in favor: Unanimous. Congratulations to the 2023-2024 officers. Main Street Committee Chairs are Design: Perko; Organization: Deskins; Promotion: Halas, Business Development: Singleton; Public Art: Perko.

6. Executive Director Update

Knight updated on Farmington Road streetscape: communications have been posted via listserv email, website, social media platforms. Project reopens March 6 to complete final items, including electrical, west side of pedestrian pathway, planting beds and retaining walls. Oakland County Small Business counselors are scheduling meetings with fatigued merchants impacted by constructions to strategize getting through these last few months for the project. Sponsorship solicitation and renewal is in full swing. This packet includes a proposal for construction documents for the pocket park, and the DDA will solicit interest from construction contractors this Spring. The budget draft will be ready in the next week after final meeting with city finance director, ready for the April meeting. Final feedback from Main Street accreditation has arrived: Downtown Farmington has achieved select level status *again!* DDA staff and Chair Todd Craft are headed to the national Main Street conference in Boston the last week of March.

7. Consideration to Approve Dinan Pocket Park Proposal for Landscape Architecture

MOTION by Perkins, SECONDED by Halas, RESOLVED, that the Board shall approve agreements with Grissim Metz Andriese Associates for landscape architectural services for the Farmington Road Pocket Park, at an amount not to exceed \$29,500.
Approved: 5-0

8. Consideration to Approve DDA Work Plan FY2023-2024

Board reviewed work plan with incorporated edits and recommendations.

MOTION by Halas, SECONDED by Deskins, RESOLVED, to approve the DDA Work Plan FY 2023-2024. Approved: 5-0

8. Committee Updates:

a. Promo Committee Halas updated that he and Carl Johnson have met initially to brainstorm communications design for the Bicentennial celebration for the City in 2024. Metromode Advisory meeting is imminent.

b. Design Committee Perko provided overview of the recent meeting with Robertsons Brothers regarding second review of the MTC project at the direction of City Council.

c. Organization Committee Deskins suggested options to coordinate with Executive Board via email and virtual meeting.

d. Public Art Committee
Perko reminded Board that new Ken Thompson sculptures will install at Riley Park in April.

e. Business Development Committee no update

9. Other Business

Knight shared resignation letter from Tom Buck. Halas motioned to accept Buck's resignation; Deskins seconded. Approved 5-0. Discussion of celebration recognizing Buck's long volunteer career with the City and DDA. Knight shared resignation letter from Miguel Williams. Halas motioned to accept Williams's resignation; Deskins seconded. Approved 5-0.

Knight shared a letter from a resident, a 34-year-old stroke survivor, who commended the DDA's positive progress toward inclusive design with the pocket park design. Perkins recommended an invite to the Design Committee for future accessibility conversations.

10. Board Comment

Craft: Congrats to Board on approving work plan and to appointed Main Street Committee chairs. Looking forward to a great year of service. Please bring your qualified recommendations for directors to fill the two open positions on the Board.

11. Adjournment 9:36am

Motion by Craft, Seconded by Perko to adjourn the meeting. Motion passes unanimously.