

FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY MINUTES

Wednesday, March 7, 2018 Conference Room, City Hall

Meeting was called to order at 6:05pm by Gallagher

ROLL CALL

PRESENT: Buck, Clement, Craft, Gallagher, Griswold, S. Murphy (6:07), Pascaris,

Schneemann, Skrzycki

ABSENT: none

OTHERS PRESENT: Kate Knight, Executive Director

David Murphy, City Manager

APPROVAL OF ITEMS ON CONSENT AGENDA

MOTION by Griswold, Second by Skrzycki

RESOLVED, that the board accepts and files as presented

a. Financial report

MOTION CARRIED, ALL AYES

REGULAR AGENDA ITEMS

MOTION by Buck, Second by Craft RESOLVED, that the board accepts and files the regular agenda items MOTION CARRIED, ALL AYES

PUBLIC COMMENT

None

FINANCIAL SNAPSHOT

Discussion of financial 'snap shot' will be included in presentation by Chris Weber, City Treasurer in conjunction with the proposed budget for 2018-2019

ELECTION OF OFFICERS

Floor relinquished to Executive Director Knight for election process

NOMINATION MADE FOR **PRESIDENT**: T. Craft

MOTION by Griswold, Second by Skrzycki

ROLL CALL VOTE: Pascaris- AYE Gallagher- AYE

Buck- AYE Schneemann- AYE
Griswold- AYE S. Murphy- AYE
Skrzycki- Aye Clement- AYE

Craft- AYE

Motion carries unanimously, thank you and welcome President Craft.



NOMINATION MADE FOR VICE-PRESIDENT: K. Griswold

MOTION by Clement, Second by S. Murphy

ROLL CALL VOTE: Pascaris- AYE Gallagher- AYE

Buck- AYE Schneemann- AYE
Griswold- AYE S. Murphy- AYE
Skrzycki- Aye Clement- AYE

Craft- AYE

Motion carries unanimously, thank you and welcome Vice-President.

Griswold.

NOMINATION MADE FOR **SECRATARY**: A. Skrzycki

MOTION by Buck, Second by Griswold

ROLL CALL VOTE: Pascaris- AYE Gallagher- AYE

Buck- AYE Schneemann- AYE
Griswold- AYE S. Murphy- AYE
Skrzycki- Aye Clement- AYE

Craft- AYE

Motion carries unanimously.

STAFF EVENTS COORDINATOR

Knight is requesting hire of additional staff; specifically Lydia Macklin Camel, for summer events coordination. There was a brief discussion regarding duties and salary offer to be made.

MOTION by Schneemann, Second by Gallagher

RESOLVED, that the board approve the offer to and hiring of Lydia Macklin Camel at \$20/hr, not to exceed \$10,000 for the position of Events Coordinator

MOTION CARRIED, ALL AYES

FISCAL YEAR 2017-2018 BUDGET AMMENDMENT

MOTION by Schneemann, Second by Gallagher

RESOLVED, that the board delay items 8, 9, &10 on the regular agenda for inclusion in presentation by Chris Weber, City Treasurer and discussion of same.

MOTION CARRIED, ALL AYES

OTHER BUSINESS

Volunteer appreciation Awards were discussed and appreciation for the consistent support by the volunteers to the city of Farmington. Discussion of past practices and possibility of future recognition ensued with a request to give a legacy award again this year in addition to the Mary Martin Service award.

MOTION by Buck, Second by Griswold

RESOLVED, that the board recognize the long term and numerous contributions of George Riley and the Riley Foundation to Downtown Farmington with a special legacy award. MOTION CARRIED, ALL AYES

FISCAL YEAR 2017-2018 BUDGET AMMENDMENT

Chris Weber, City of Farmington Treasurer introduced and presented information (and explained the same) regarding the Downtown Development Authority Financial snapshot,

2017-2018 Budget, and 2018-2019 Proposed Budgets after and during which questions.

FARMINGTON

DOWNTOWN

MOTION by Buck, Second by Gallagher

RESOLVED, that the board amend the DDA 2017-2018 Budget, increasing revenues from \$572,700 to \$612,087 and decreasing expenditures from \$758,559 to \$661,029; which includes for allocating \$80,000 for the purpose of the Oakland Street Project MOTION CARRIED, ALL AYES

FISCAL YEAR 2018-2019 BUDGET

Discussion of budget and review of items for funding during the upcoming fiscal year; including elimination of the contract between the DDA and the City of Farmington for director services

MOTION by Pascaris, Second by Buck RESOLVED, that the board approves the DDA 2018-2019 Proposed Budget. MOTION CARRIED, ALL AYES

CLOSED SESSION: PROPERTY ACQUISITION

MOTION by Buck, Second by Gallagher RESOLVED, that the board enters into closed session. MOTION CARRIED, ALL AYES

MOTION by Schneemann, Second by Buck RESOLVED, that the board comes out of closed session. MOTION CARRIED, ALL AYES

MOTION by Buck, Second by Gallagher

RESOLVED, that the Executive Director follow directions from the DDA Board regarding items discussed in closed session.

MOTION CARRIED, ALL AYES

OTHER BUSINESS

Knight to provide light repast at future meeting, due to the length and hour of same There was a request for change in date of regular April meeting from the first Wednesday of the month to Wednesday, April 11, 2018

MOTION by Schneemann, Second by Pascaris

RESOLVED, that the board change the regular meeting for the month of April in 2018 from the 4th to the 11th

MOTION CARRIED, ALL AYES

EXECUTIVE DIRECTOR UPDATE

All board members please read on own and report or ask questions accordingly

BOARD COMMENT

Buck- thank you to Chris Weber for excellent work, presentation and explanation as well as the team in his department

Schneemann- thank you to Gallagher, S. Murphy, and Skrzycki for service as officers for the 2017-2018 year and congratulations to Craft and Griswold for their new positions

Craft-report on Mainstreet workshop Trails and Tech he attended. He would like incorporate some of these ideas into our work plan.



ADJOURNMENT

MOTION by Schneemann, Second by Griswold RESOLVED, that the meeting be adjourned at 8:57pm MOTION CARRIED, ALL AYES

The next regular meeting will be held on Wednesday, April 11th, 2018 at 6:00 p.m., in the conference room at City Hall.

Respectfully Submitted,

(Agnes) Micki Skrzycki Secretary, Farmington DDA