



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES

Monday, July 29, 2013
Conference Room A – Farmington City Hall

The meeting was called to order at 6:37p.m. by President Andrade.

ROLL CALL

PRESENT: Andrade, Greer, Higgins, Key, Murphy

ABSENT: Buck

OTHERS PRESENT: Vincent Pastue, City Mgr./DDA Exec. Dir.
Annette Knowles, Asst. to City Mgr.

CONSENT AGENDA ITEMS

MOTION by Higgins, SECONDED by Murphy

RESOLVED, that the board approves the regular minutes of June 24, 2013, and accepts and files the June Preliminary Financial Report and the June Invoice Distribution, as presented. MOTION CARRIED, ALL AYES.

PUBLIC COMMENT

No public comment was received.

PRESENTATION AND PROPOSAL FROM ENERGY REDUCTION COALITION

Mike Jones, representing the Energy Reduction Coalition, described program services for conversion to LED lighting at no cost to the community. The ERC pays for all conversion costs and invoices the user at a cost that represents at least a twenty percent reduction. The lights and all maintenance (outside of electrical wiring) become the responsibility of the ERC. A draft agreement is under review by the City Attorney. The board shall be asked to consider approval of the agreement at a future meeting.

ICE RINK UPDATE

News about a significant contribution to compel forward the ice rink project is on the imminent horizon. The ice rink subcommittee has completed much research and will transfer its energies into a fundraising campaign to supplement.

FARMINGTON ROAD UPDATE

The City of Farmington was notified that it was approved to receive a \$600,000 grant from SEMCOG's TAP program for streetscape work on Farmington Road. We have not announced this achievement yet, and will delay such until discussions with the State Historic Preservation Office about the project design occur. SHPO has objections to many design features, specifically on the block between Grand River and State. Given that SHPO must sign off on the project, we will proceed with an attempt to schedule a meeting with the SHPO representative. Suggested attendees include the City Manager and Design Committee members Key and Schneemann.

GROVE STREET UPDATE

The Grove Street Project is moving slowly, largely because of coordination issues with the building improvements that are under construction by a private contractor. Work on Warner Street has commenced so that Warren Contracting can remain active. We have been applying pressure to Manifold Ventures to keep up momentum.

PROPERTY ACQUISITION

A purchase agreement for the vacant property known as the Orchards – Phase II has been signed by both parties. A closing date is not yet available. Staff will work on the development of a request for proposals that will be used to attract a developer to construct the second phase of the project.

BY-LAW REVISIONS

This item will be postponed until the next meeting. The city attorney's review was incomplete at meeting time.

MEETING DATE AND TIME REVIEW

MOTION by Greer, SECONDED by Murphy

RESOLVED, that the board sets a new meeting date of the first Thursday of each month, with a start time of 8a.m. MOTION CARRIED, ALL AYES.

DESIGN COMMITTEE CHAIR

With the departure of Steve Schneemann from the Board of Directors to City Council, board leadership positions are available. President Andrade nominated Les Key to be the chairman of the Main Street Design Committee. Key has been a member of the Committee for at least one year.

MOTION by Higgins, SECONDED by Murphy

RESOLVED, that the board appoints Les Key to the position of Chairman, Main Street Design Committee. MOTION CARRIED, ALL AYES.

ELECTION OF OFFICER – VICE PRESIDENT

President Andrade nominated Dan Higgins to the position of Vice-President.

MOTION by Key, SECONDED by Greer

RESOLVED, that the board elected Dan Higgins to the position of DDA Vice-President. MOTION CARRIED, ALL AYES.

RESIDENTIAL MARKET ANALYSIS

Pastue proposed a cost-share with the City of Farmington and the Corridor Improvement Authority to conduct a residential market analysis that will be used to gauge market conditions for new residential types. The product will be helpful as properties such as the Maxfield Training Center and Orchards are developed.

MOTION by Higgins, SECONDED by Key

RESOLVED, that the board allocates an amount not to exceed \$3,500, funds to be derived from Account Number 248-759.00-880.015, Business Development. MOTION CARRIED, ALL AYES.

2014 STRATEGIC PLANNING

Knowles called attention to three documents: the current work plan, the year-end evaluation and the event evaluation. Planning for a more focused effort in the future will be commenced earlier in the cycle than in the past. A weekend session of the Executive Committee will be planned for late summer/early fall.

WORK PLAN UPDATES

Work plan updates were provided in writing and largely discussed through the agenda.

BOARD COMMENT

Higgins remarked that the Founders Festival was a success.

In response to a question, Pastue reported the tentative date for the Farmers Market move back to the Pavilion is Saturday, August 10. The corn roast is planned for August 17.

ADJOURNMENT

MOTION by Key, SECONDED by Greer
RESOLVED, that meeting be adjourned. MOTION CARRIED, ALL AYES.

The meeting was adjourned at 8:04p.m.

The next regular meeting will be on Monday, July 29, 2013, at 6:30 p.m.

Respectively submitted,



Annette Knowles,
Executive Director