



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES
Monday, January 26, 2009

The meeting was called to order at 6:05 p.m. by President Cowley.

ROLL CALL: Cowley, Cornwell, Freeman, Higgins, Jakacki, Kuiken, Mazzoni,
Rock, Schneemann, Ziegler

ABSENT: Pastue

OTHERS PRESENT: Executive Director Knowles
Administrative Assistant Nogle
Events Coordinator Wolter

CONSENT AGENDA ITEMS:

MOTION by Rock SUPPORTED by Kuiken to approve the regular minutes of December 2, 2008, and the special minutes of November 22, 2008; and to accept and file the November and December Financial Statements and December Bill Review Report as presented. MOTION CARRIED, ALL AYES.

FOUNDERS FESTIVAL

Krista Wolter, Events Coordinator provided an overview of the plans for the Founders Festival, including goals, the team, budget and major decisions. Sponsorship solicitation is a priority. Ms. Wolter will provide another update at the February board meeting concerning sponsorships.

Schneemann left at 7:10pm
Kuiken left at 7:29pm

RENEWAL OF LEASE

MOTION by Freeman, SUPPORTED by Cornwell, to authorize the Director to sign the lease agreement for the storage garage located at 33515 State Street as required. MOTION CARRIED, ALL AYES.

EXECUTIVE DIRECTOR PERSONAL TIME OFF

MOTION by Higgins, SUPPORTED by Jakacki; to approve ten (10) additional days of paid time off for Annette Knowles, pro-rated for the remainder of fiscal year 2009-2010, and to approve a buy-back of twenty (20) unexpected paid time off days for Annette Knowles.
MOTION CARRIED, ALL AYES.

MARKETING & PROMOTIONS UPDATE

Higgins announced he put together a worksheet that shows each of the projects status. There was a reassessment of the committee and how it operates. The board received a

Marketing and Promotions Policy and Procedures draft for review and requested that the board review the document.

FARMINGTON FARMERS AND ARTISANS MARKET 2009 RULES AND REGULATIONS

MOTION by Ziegler, SUPPORTED by Freeman, to approve the Farmington Farmers Market 2009 Rules and Regulations. MOTION CARRIED, ALL AYES

ORGANIZATION COMMITTEE UPDATE

The volunteer appreciation event will be February 24, 2009 at John Cowley and Sons. Appetizers and one drink per attendee will be served. Attendance is expected to be approximately 60-70 people. A volunteer sub-committee group, headed by team leader Alisa Logsdon, has been meeting once a month, to take steps to formalize the program. The committee consists of the following individuals Kathleen Gronbach, Nancy Kilner, Erica Golden and Anne Thomson.

DESIGN COMMITTEE UPDATE

Knowles informed the Board that the City of Farmington is applying for stimulus money which is going to delay the streetscape process slightly. If the City is unsuccessful in obtaining the stimulus money, the City will look at other options for funding. The City has made a commitment that the Grand River portion of the project will happen and that the Grove Street portion of the project may have to be deferred.

Ziegler left at 8:12pm.

ECONOMIC RESTRUCTURING UPDATE

No Update

Mazzoni left at 8:29pm.

ADJOURNMENT

MOTION by Higgins, SUPPORTED by Freeman that the meeting be adjourned. MOTION CARRIED, ALL AYES.

The meeting was adjourned at 8:35 p.m. The next meeting will be on Monday, February 23, 2009 at 6:00 p.m.

Respectively submitted,

Annette Knowles