



**FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS**

**Wednesday, May 3, 2017  
6:00 p.m.**

**Conference Room, City Hall, 23600 Liberty Street**

**AGENDA**

1. Roll Call
2. Consent Agenda Items: Regular Minutes of
3. Public Comment
4. Open Meetings Act Discussion
5. Maxfield Training Center Update
6. Overview of Walker Parking Study
7. Develop Plan for Grand River Resurfacing Project
8. InsideOut Update
9. Ladies Night Out Update
10. Board Comment
11. Adjournment

**Dates to Remember**

May 18, 10:30 a.m.: Springtime Spectacular, Govern Warner Annual Fashion Show, Glen Oaks

May 20, 9 a.m.: Farmers Market opens for the season

June 4&5: Art on the Grand

June 9, 7:30 p.m.: Rhythmx in Riley Park commences

July 20-32: Founders Festival

September 21&22: Harvest Moon Celebration



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES

Wednesday, April 5, 2017  
Conference Room, City Hall

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

**ROLL CALL**

PRESENT: Buck, Clement, Craft, Gallagher, Galvin, Griswold, Murphy,  
Pascaris, Skrzycki

ABSENT: None

OTHERS PRESENT: Annette Knowles, Executive Director  
David Murphy, City Manager

**CONSENT AGENDA ITEMS**

MOTION by Buck, SECONDED by Skrzycki  
RESOLVED, that the board accepts and files the Regular Minutes of March 1, 2017 and the March Invoice Distribution, and the January and February Financial Reports, as presented. MOTION CARRIED, ALL AYES.

**PUBLIC COMMENT**

None

**MAIN STREET OAKLAND COUNTY UPDATE**

John Bry, MSOC Program Coordinator, spoke about the status of the program. He is making a circuit of MSOC communities. He anticipates making changes to the program; he wants the program to be more active and engaged in the communities. Bry noted several upcoming events or workshops, including a certified local government workshop on May 31, the Main Event on May 11 and a fundraising/volunteer management workshop in August. In conjunction with Michigan Main Street, the Project for Public Spaces will provide a grant to provide seed money for a small project; Farmington will be recommended. The program will happen September 27-28.

**FISCAL YEAR 2017-2018 FINAL BUDGET RECOMMENDATION**

As part of the budget process, Knowles met with City Manager Murphy and staff in the Finance Department to explain the budget in detail. Some changes were requested during that meeting that modestly change the DDA budget. They are as follows:

- The maximum DDA levy can be 1.9705 mills, reduction to \$40,600
- PSD special assessment adjustment, increase to \$178,000
- Debt service, align to city schedule, change to \$111,159
- PSD, contractual services, provide adjustment to reflect annual costs, increase to \$40,000

As such, the total revenue is expected to be \$572,700 across all cost centers; the expense side is not \$758,559. If all proposed projects are fully implemented, funds in the amount of \$185,859 shall be drawn from fund balance.

MOTION by Buck, SECONDED by Skrzycki

RESOLVED, that the board approves for submission to the city council the final fiscal year 2017-2018 budget, as presented. MOTION CARRIED, ALL AYES.

The budget presentation to City Council is scheduled for Monday, April 24, 2017.

### **EXECUTIVE DIRECTOR RECRUITMENT PROCESS**

Gallagher requested that a subcommittee of board members work with city administration to fill the Executive Director position. Galvin reminded board members that the vacant position will be that of Assistant to the City Manager, which is not a DDA hire. The joint operating agreement expires at the end of June. It was determined that the board shall convene a special meeting on Monday, April 10, 2017 at 5:30p.m. to discuss whether or not to continue the agreement.

No action was taken on the item.

### **WORK PLAN UPDATES**

A monthly work plan update was distributed via email to board members from Knowles.

The parking committee chair has resigned, as reported by Gallagher. A replacement is sought that is a resident of Farmington.

Ladies Night Out is coming up on Thursday, April 27. Over 30 businesses are participating.

The Farmington Second Fridays committee will meet soon. May and June activities are planned.

### **BOARD COMMENT**

Board members thanked Knowles for her years of dedicated service to Downtown Farmington.

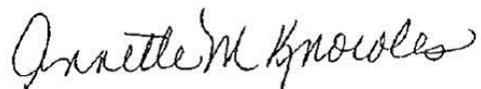
### **ADJOURNMENT**

MOTION by Griswold, SECONDED by Craft  
RESOLVED, that the meeting be adjourned.  
MOTION CARRIED, ALL AYES.

The meeting was adjourned at 7:11p.m.

The next regular meeting will be on Wednesday, May 3, 2017 at 6:00 p.m., in the  
Conference Room at City Hall.

Respectively submitted,

A handwritten signature in cursive script that reads "Annette M Knowles".

Annette M. Knowles  
Executive Director