



**8:00AM Wednesday, June 7, 2023**  
**City Hall Conference Room**  
**23600 Liberty Street**  
**Farmington, MI 48335**

## **MINUTES**

**The meeting was called to order by Todd Craft at 8:00am.**

### **1. Roll Call**

Present: Sara Bowman, Chris Halas, Todd Craft, Claire Perko, Donovan Singleton

Absent: Tom Pascaris, James McLaughlin, Linda Deskins, Heather Lyon

Others Present: Kate Knight, Jess Westendorf

### **2. Approval of Items on Consent Agenda**

- a. Minutes: May 10, 2023 Regular Meeting
- b. Minutes: November 29, 2023 DDA Organization Committee
- c. Minutes: December 8, 2022 DDA Business Development Committee
- d. Minutes: January 18, 2023 DDA Executive Committee Meeting
- e. Minutes: January 23, 2023 DDA Public Art Committee Meeting
- f. Minutes: April 18, 2023 DDA Design Committee Meeting
- g. Minutes: April 25, 2023 DDA Design Committee Meeting

**Motion by Halas, Second by Singleton to approve the items on the consent agenda. Unanimously approved.**

### **3. Approval of Regular Agenda**

**Motion by Perko, Second by Halas to approve the items on the regular agenda. Unanimously approved.**

### **4. Public Comment**

**Opened and closed at 8:01am by Craft.**

### **5. Executive Director Update**

Update by Knight.

Farmington Road Streetscape is OPEN!

Art on the Grand was a success.

Grant allocation for KickstART for \$2,300, two additional grants for Downtown Businesses also in progress. Business development committee awarded \$2,000 a construction mitigation grant to one downtown business that is impacted by water main repair on the heels of Streetscape.

Processing 4-year-old win from MSOC and Flagstar for outdoor seating improvements for Blue Hat Coffee. Holding in escrow during build out.

Apply for major RAP Grant as part of a collaboration of MSOC county communities with shovel ready projects.

Pocket Park is in progress. Contractor has bid set materials are on order. Slot drain 4 weeks out.

SEMCOG video featuring non-motorized safety features and will be back to film "Experience Farmington" part of a Main Street Series.

Hillside Townes development to move forward with legal and engineering review. DDA staff will advocacy to have this project TIF review and approval align with the DDA Board's July 12 regular meeting. We are pivoting to a shovel-ready game-changer.

Kate attended MDA summer workshop in Alpena and presented on business incubation.

MSOC is hosting a virtual transformation strategy on 6/30 9-11am. Board is encouraged to attend.

Updates on new businesses

- La Pecora Nera- moving forward with exterior painting
- Cannelle- site plan approval is underway
- Jill's- moved in

- Fitness 19 site- moving forward in plan review
- Heights – September opening

**6. Consideration to Approve DDA Coordinator Position and Benefits**

Motion by Perko, seconded by Halas, to approve the creation of a DDA Project Coordinator position, aligned with Pay Grade 6 in the City's Non-Union Pay Scale structure, pro-rated within the category of Part-Time Professional, allowing for future growth within the DDA organization. Motion passes unanimously via role call.

Ayes: 5, Bowman, Halas, Craft, Perko, Singleton

Nays: 0

Absent: 4, Deskins, Pascaris, McLaughlin, Lyon

**7. Consideration to Adopt City Manual and Employment Policies**

Motion by Singleton, seconded by Perko to adopt the City of Farmington Manual and Employment Policies. Motion passes unanimously.

**8. Consideration to Approve Metromode Agreement for FY 2023-2024**

Overview by Knight. Board discussed.

- Remove "up to" in front of 4 photo essays to ensure we will be getting a minimum of 4.
- Ensure good quality photography
- Click through rates on any ads we place.

Motion by Halas, seconded by Singleton, to approve the authorization of \$25,200 for IMG/ Metromode for continued engagement for the FY 2022-2023, of Downtown Farmington in news reporting, communications and content deliverables as detailed in modified contract. Motion passes unanimously via role call.

Ayes: 5, Bowman, Halas, Craft, Perko, Singleton

Nays: 0

Absent: 4, Deskins, Pascaris, McLaughlin, Lyon

**Motion to adjourn by Perko, seconded by Craft. Motion passes unanimously.**