

**Farmington Downtown Development Authority
Special Meeting – Thursday, October 24, 2013; 8:00 a.m.
Farmington City Hall, Conference Room A**

MINUTES

1. Meeting called to order at 8:10 a.m.

Present: Andrade, Buck, Key, Higgins, and Murphy

Absent: Greer

Also Present: City Manager Pastue

2. Public Comment: None

3. Downtown Farmington Founders Festival – Revised Letter of Understanding

Pastue provided a brief overview of the revisions since the DDA Board approved a similar letter of understanding at the October 3 regular meeting. Board discussed the revised letter of understanding and recognized that it is essentially a one year agreement. To that extent, Board requested that the City and DDA staff monitor the planning and financial status of the 2014 event and report back to the Board periodically.

Moved by Higgins, supported by Murphy to approved revised letter of understanding with the understanding that City/DDA Administration will work with the Chamber to monitor their planning progress and financial status, and report back to the DDA Board at least quarterly. Unanimously approved.

4. Letter of Understanding for Extension of Employee Benefits

Pastue explained that he is requesting authorization to draft and sign a separation agreement with Janet Bloom that incorporates her transition to the Greater Farmington Area Chamber of Commerce. The elements of the separation agreement include: (1) a payoff of all accrued leave time in accordance with DDA Policies and Procedures, (2) contributions toward Ms. Bloom's existing health insurance through July 2014, (3) a bonus for completion of the 2014 Founders Festival, and (4) a release of any and all claims involving the DDA.

Moved by Buck, supported by Higgins to authorize Pastue to prepare and sign a separation agreement with Ms. Bloom as discussed. Unanimously approved.

5. Meeting adjourned at 8:40 a.m.