



**Special Joint City Council and DDA Board Meeting  
6:30 p.m., Tuesday, October 20, 2020  
Virtual Meeting via Zoom**

**FINAL**

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**SPECIAL JOINT CITY COUNCIL AND DDA BOARD MEETING MINUTES**

A special meeting of the Farmington City Council and Downtown Development Authority Board was held on October 20, 2020, as a Virtual Meeting via Zoom, an electronic meeting platform. Notice of the meeting was posted in compliance with Public Act 267-1976 and electronically as authorized under the Open Meetings Act, MCL 15.261, et seq., as amended by HB 1108, in order to mitigate the spread of COVID-19, protect the public health, and provide essential protections to vulnerable Michiganders by limiting in-person contact and the number of people interacting at public gatherings.

The meeting was called to order at 6:32 p.m. by Mayor Sara Bowman.

**1. ROLL CALL**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Sara Bowman	Mayor	Present	
David DeLind	Councilmember	Present	
Joe LaRussa	Mayor Pro Tem	Present	
Steve Schneemann	Councilmember	Present	
Maria Taylor	Councilmember	Present	

**DDA Board Members Present**

Tom Buck  
Todd Craft  
Rachel Gallagher  
Chris Halas  
Thomas Pascaris  
Sean Murphy  
Agnes Skrzycki  
Miguel Williams

**Others Present**

DDA Executive Director Knight  
City Clerk Mullison  
City Manager Murphy  
City Attorney Saarela  
City Attorney Schultz  
Director Weber (arr 6:52 pm, left 7:21 pm)

## 2. APPROVAL OF AGENDA

Move to approve the agenda as presented.

<b>RESULT:</b>	<b>APPROVED AS PRESENTED [UNANIMOUS]</b>
<b>MOVER:</b>	LaRussa, Mayor Pro Tem
<b>SECONDER:</b>	Taylor, Councilmember

## 3. FARMINGTON ROAD STREETScape - PROPOSAL FOR FINAL DESIGN ENGINEERING SERVICES

DDA Executive Director Knight gave an update on what had already been achieved for the near term and what had yet to be done for grants and TAP projects. She requested approval for engaging OHM and Grissim Metz Associates for final design and engineering services and gave an estimated schedule for design and construction.

Discussion on next steps, temporary easement permissions, appraisals, possible schedule, design plans, permitting, funding elements such as pocket parks, parallel planning for other, smaller projects, MDOT approvals, kick off meeting plans, administrative funding, expanding the project's scope, timing for inclusion of elements, and grant requests followed. Matt Parks and Jess Howard of OHM also participated in the discussion.

**Move to authorize the City Manager and DDA Director to engage OHM and Grissim Metz Associates (GMA) for the proposed final design and engineering services as proposed, in an hourly not to exceed fee amount of \$119,000, split evenly between the City and the DDA.\*\***

<b>RESULT:</b>	<b>APPROVED AS PROPOSED [UNANIMOUS]</b>
<b>MOVER:</b>	Schneemann, Councilmember
<b>SECONDER:</b>	Taylor, Councilmember
<b>AYES:</b>	Bowman, DeLind, LaRussa, Schneemann, Taylor

**Move to authorize the City Manager and DDA Director to engage OHM and Grissim Metz Associates (GMA) for the proposed final design and engineering services as proposed, in an hourly not to exceed fee amount of \$119,000, split evenly between the City and the DDA.\*\***

<b>RESULT:</b>	<b>APPROVED AS PROPOSED [UNANIMOUS]</b>
<b>MOVER:</b>	Buck, DDA Boardmember
<b>SECONDER:</b>	Pascaris, DDA Boardmember
<b>AYES:</b>	Buck, Craft, Gallagher, Halas, Pascaris, Murphy, Skrzycki, Williams

#### 4. FARMINGTON ROAD STREETScape DDA CONTRIBUTION

City Manager Murphy and Director Weber gave an overview of funding possibilities regarding issuance of bonds and future TIF capture. Discussion followed on funding options and the possibility of reduced TIF capture reduction due to the pandemic, as well as taxable values, bond issuance, projections, and possibilities for ways to support businesses through this potential outcome.

#### 5. OTHER BUSINESS

Buck expressed the wish that meeting in person would be possible soon.

Bowman updated both Council and DDA Board on planning for the 2021 Founders Festival, including progress on a contract with an event organizer 360 Productions. This contract would be between the DDA and 360 Productions because the DDA holds certain statutory authorities which the City does not. A memorandum of understanding between the City and the DDA will spell out specific responsibilities for this contract. The entire festival will occur downtown, 360 Productions will take on all liquor licenses, planning, website and publications, and the Department of Public Works and the Public Safety Department will be responsible for duties within the event. Bowman will act as liaison between the DDA and 360 Productions, should such communication be necessary. This will be a two year contract which will include events in both 2021 and 2022 and leaves room to make plans for future events. Bowman detailed preliminary plans for participation by local groups, and discussion followed about funding and responsibilities.

Craft thanked all for being on board for the Farmington Road Streetscape project. He stated that it was critical to finish what was begun a long time ago.

#### 6. PUBLIC COMMENT

No public comment was heard.

#### 7. BOARD & COUNCIL COMMENT

No Board or Council comment was heard.

#### 8. ADJOURNMENT

**Move to adjourn the meeting.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Taylor, Councilmember
<b>SECONDER:</b>	Schneemann, Councilmember

The meeting adjourned at 7:46 pm.

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Sara Bowman, Mayor

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Mary Mullison, City Clerk

Approval Date: November 16, 2020

\*\*To view approved documents, please see the Agenda Packet link that is relevant to this meeting at <http://farmgov.com/City-Services/Government/Agendas-and-Minutes/City-Council.aspx> or contact the City Clerk.