



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES

Wednesday, August 3, 2016  
Conference Room A, City Hall

The meeting was called to order at 6:03 p.m. by Vice-President Murphy.

**ROLL CALL**

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

ABSENT: Gallagher, Galvin

OTHERS PRESENT: Annette Knowles, Executive Director

**CONSENT AGENDA ITEMS**

MOTION by Buck, SECONDED by Griswold

RESOLVED, that the board accepts and files the Regular Minutes of July 6, 2016, the July Invoice Distribution, and the June Financial Report, as presented. MOTION CARRIED, ALL AYES.

**PUBLIC COMMENT**

None

**HARVEST MOON CELEBRATION – APPLICATION FOR LIQUOR LICENSE TO MLCC**

The Harvest Moon Celebration is September 15-16, 2016. In order to apply for a temporary beer and wine license from the Michigan Liquor Control Commission.

MOTION by Skrzycki, SECONDED by Griswold

RESOLVED, that the application from the Farmington Downtown Development Authority for a special license to serve alcohol on September 15-16, 2016, to be located at Riley Park, 331134 Grand River Avenue. It is the consensus of this body that the application be recommended for issuance. MOTION CARRIED, ALL AYES.

**TRADEMARK SUBLICENSE AGREEMENT – MAIN STREET AMERICA/NATIONAL MAIN STREET CENTER**

The National Main Street Center recently underwent a comprehensive refresh project that included the introduction of new branding graphics and requirements. As an accredited program, the Farmington DDA is entitled to make use of the Main Street America logo in accordance with guidelines. The board must first approve the sublicense agreement between it and the coordinating program, which is Main Street Oakland County.

MOTION by Buck, SECONDED by Pascaris

RESOLVED, that the board authorizes the Executive Director to enter into the trademark sublicense agreement with Main Street Oakland County on behalf of the Farmington DDA. MOTION CARRIED, ALL AYES.

### WORK PLAN UPDATES

Griswold reported that the initial survey for the Block Captain project is ready to go. She and President Gallagher will pass out the surveys; the Block Captains shall be charged with picking up the surveys from assigned businesses.

Skrzycki stated that marketing materials for the Harvest Moon Celebration are in production. A pancake breakfast has been added on Saturday, September 17. The pep rally is August 16; please attend if your schedule permits.

Buck shared that Innovate Farmington shall resume meeting on September 6 after a summer hiatus. The remaining meet ups in 2016 will be held at the library. September 6 is Pitch Night.

Murphy reported that Farmington Second Fridays happens on August 12 with a Beach Party theme, music by Surf Zup at Rhythmz in Riley Park and more activities at participating businesses.

Knowles reminded board members about the Downtown Master Plan Open House on Tuesday, August 9. Additionally, she informed the board that the DDA is entitled to a technical visit this year as a benefit of participation in Main Street Oakland County. Buck offer ideas such as branding, benchmarking and public art. After some discussion, board members concurred with the idea of a public art audit and plan. Knowles will confer with MSOC to determine next steps for an October or November tech visit.

### BOARD COMMENT

Buck thanked Knowles for arranging for space at the library for Innovate Farmington.

### ADJOURNMENT

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

The meeting was adjourned at 6:38p.m.

The next regular meeting will be on Wednesday, September 7, 2016 at 6:00 p.m., in the Conference Room at City Hall.

Respectively submitted,



Annette M. Knowles  
Executive Director