



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES

Thursday, May 7, 2014
Farmington City Hall, 23600 Liberty Street

The meeting was called to order at 6:10 p.m. by President Andrade.

ROLL CALL

PRESENT: Andrade, Buck, Gallagher (6:13p.m.), Galvin, Greer, Key (6:21p.m.), Murphy (6:12p.m.), Platzke

ABSENT: Higgins

OTHERS PRESENT: Annette Knowles, Asst. to City Mgr.

CONSENT AGENDA ITEMS

MOTION by Buck, SECONDED by Platzke

RESOLVED, that the board accepts and files the regular minutes of April 3, 2014, the March Invoice Distribution and the March Financial Report, as presented. MOTION CARRIED, ALL AYES.

PUBLIC COMMENT

Councilman Greg Cowley commented that he challenges the DDA board to make parking a greater priority.

Murphy and Gallagher entered the meeting.

CONTRACTOR AGREEMENT – HARVEST MOON CELEBRATION

Andrade recapitulated the history and status of personnel at the Harvest Moon Celebration. An alternate from Salon Legato to the proposed contractor agreement with Walter Gajewski was presented following the distribution of meeting packets. A conflict of interest was identified for board member Gallagher, who then refrained from deliberation.

MOTION by Buck, SECONDED by

RESOLVED, that the board explores the opportunity to retain both Salon Legato as administrative support at a flat rate of \$500 and Walter Gajewski as coordinator at a flat rate of \$4,500 for the Harvest Moon Celebration, with Salon Legato receiving an in-kind sponsorship of the event. MOTION FAILED DUE TO LACK OF SUPPORT

Buck departed the meeting at 6:39pm.

MOTION by Galvin, SECONDED by

RESOLVED, that the DDA board approves the contractor agreement for the coordinator of the Harvest Moon Celebration and authorizes its President to sign the agreement on behalf of the DDA.

MOTION WITHDRAWN.

Gallagher shared concerns about the compensation and reimbursement for general expenses clauses of the proposed contract.

MOTION by Galvin, SECONDED by Murphy

RESOLVED, that the DDA board approves the contractor agreement for the coordinator of the Harvest Moon Celebration and authorizes its President to sign the agreement on behalf of the DDA, and BE IT FURTHER RESOLVED, that instruction be provided to the coordinator that he shall engage Salon Legato in the planning and implementation of the event. MOTION CARRIED, Ayes: Andrade, Galvin, Greer, Key, Murphy, Platzke; NAYS: Greer; ABSTAIN: Gallagher

ACCEPTANCE OF PROPOSAL – GRAND RIVER AVENUE TRAFFIC ANALYSIS

The City of Farmington has obtained a proposal from OHM Advisors to conduct a traffic analysis of Grand River Avenue from Shiawassee to Orchard Lake Roads. The City is requesting funds for the analysis from three sources – the City, the Grand River Avenue Corridor Improvement Authority and the Farmington DDA. The DDA share of the contract amount of \$35,000 is proposed at \$10,000.

MOTION by Gallagher, SECONDED by Platzke

RESOLVED, that the board concurs with the request from the City of Farmington to fund a portion of the Grand River Traffic Analysis, not to exceed \$10,000, the funds for which shall be derived from the DDA General Fund, Professional Services, Account Number #248-000.00-801.000.. MOTION CARRIED, ALL AYES.

Gallagher departed the meeting.

REQUEST FOR PROPOSALS – RETAIL MARKET ANALYSIS

The DDA last conducted a retail market analysis in 2006. Given the decade-long changes to the trade area demographics and local economic trends, it is necessary to update the prior study. A draft request for proposals was distributed. The City of Farmington has agreed to split the fee for the study, given the results are pertinent to business retention, expansion and recruitment in other commercial areas outside the downtown.

MOTION by Key, SECONDED by Galvin

RESOLVED, that the board authorizes the acceptance of proposals for the 2014 Retail Market Analysis. MOTION CARRIED, ALL AYES.

Gallagher reentered the meeting.

CITY MANAGER'S PROPOSED FISCAL YEAR 2014-2015 BUDGET

After review of the DDA's proposed budget for fiscal year 2014-2015, the City Manager will make a recommendation that is different from what was recommended by the DDA board. The difference involves the manner in which rents received from Los Tres Amigos are appropriated.

The City of Farmington would like to restructure the debt service for the loan provided by the City to finance the purchase of the property at 33200 Grand River Avenue. By extending the repayment period, debt service funds will be freed to support the creation of a part-time employee that will coordinate the activities of the Promotions and Organization Committees and a proposed office market analysis. Any rent proceeds that remain unexpended would be directed to repayment of debt. This arrangement may last for a period of three years.

The City Manager's recommendation was presented as information only, as the DDA budget is now under consideration by the honorable Mayor and Council.

WORK PLAN UPDATES

Platzke reported that the script for the Block Captains is nearing completion and assignments have been developed. A volunteer is helping to update the volunteer database. June 10 is the combined committee meeting.

Key shared that the Design Committee discussed A-frame signage and felt that the ordinance was adequate, but education and enforcement was lax. Committee member Golden was researching the opportunity to participate in the MDOT highway signage program. Lastly, the Riley Park plan is complete, and the City Manager has been authorized by the City to engage contractors and suppliers.

The Promotions Committee's Ladies Night Out on May 1 was very successful. Many businesses were busy from the get-go and stayed that way for the duration. The business locator map is in graphics design. Public parking areas will be identified on the inside map. The next activity on the agenda is Small Business Saturday, on Saturday, November 29.

The new Business Development Committee met for the first time this past week. An overview was part of the agenda. Next month, the Committee will pick out some projects on which to work.

Knowles passed out a written work plan update.

BOARD COMMENT

Galvin commented about the reasons for his vote of no on the Riley Park approval of appropriations at the council meeting. He felt uneasy about the timing and the open-ended amount of funds.

Andrade mentioned that a volunteer is coordinating a weeding day in the downtown on Sunday, June 1, in advance of Art on the Grand.

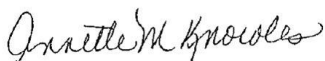
ADJOURNMENT

MOTION by Galvin, SECONDED by Murphy
RESOLVED, that meeting be adjourned. MOTION CARRIED, ALL AYES.

The meeting was adjourned at 8:20a.m.

The next regular meeting will be on Wednesday, June 2, 2014 at 6:00 p.m.

Respectively submitted,



Annette Knowles,
Assistant to the City Manager/DDA Executive Director