



**FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY**  
**Meeting Minutes**  
**Wednesday, August 1, 2018**  
**Farmington City Hall**

The August 1, 2018 meeting was called to order by Todd Craft at 6:09 p.m.

**1. ROLL CALL**

PRESENT: Tom Buck, Stephanie Clement, Todd Craft, Kathy Griswold, and Tom Pascaris

ABSENT: Rachel Gallagher, Sean Murphy, Micki Skrzycki, Steve Schneeman

OTHERS PRESENT: Kate Knight, DDA Executive Director  
Lydia Macklin-Camel, DDA staff  
David Murphy, Farmington City Manager

**2. APPROVAL OF ITEMS ON CONSENT AGENDA**

Board wanted to make update to draft minutes to change "Groves Street" under item (6) Executive Director Update to "Downtown Farmington Center."

**Motion by** Buck, seconded by Griswold to approve the following items on the consent agenda, with the amendment to the July, 11, 2018 Meeting Minutes:

a. Minutes: July 11, 2018, Meeting

**Motion carried 5-0-4.**

**3. APPROVAL OF REGULAR AGENDA**

**Motion by** Griswold, seconded by Clement to approve the August 1, 2018 agenda as presented.

**Motion carried 5-0-4.**

**4. PUBLIC COMMENT**

Call to the Public at 6:12 p.m.

None.

Call to the Public closed at 6:12 p.m.

**5. EXECUTIVE DIRECTOR UPDATE**

Economic Development:

Knight let the Board know that with over a million square feet of retail, Glen Una Management has focused primarily on grocery anchored shopping centers. MSAs include Atlanta, Austin, Chicago, Dallas, Kansas City, Sacramento, San Antonio, St. Louis, Tucson, and Washington DC. The Downtown Farmington Center will be Glen Una's first acquisition in Michigan.

Knight reported that the Retail in the Age of Amazon, featuring ZingTrain and Creative Business Consulting Group from Boston, was a success in July. Farmington merchants represented the largest contingent at both workshop sessions. MSOC and DDA followed up the two dates with hosting a merchant listening session on July 26, to discern needs for technical assistance and program development through Main Street and Oakland County One Stop Shop. Merchant feedback was that they'd like to bring ZingTrain back to share here in physical workshop form as additional professional development.

Knight informed the Board that the DDA has applied for a MSOC Placemaking grant through Flagstar Bank, to help facilitate installation of public art at 23391 Farmington Road. The location is the north elevation of the CVS building at Farmington Road and State Streets.

Knight reported that MSOC technical assistance funds have been approved to support a communications and marketing effort this fiscal year 2018-19. DDA staff and volunteer Chris Halas have been working with vendor Issue Media to develop a feasible project for DDA budget match dollars. A presentation will be ready for the September DDA Board meeting with options identified for an effective communications strategy, which is intended to inform website development style and content.

Craft wanted to clarify that in order to fund the Issue Media project, the Board will have to prioritize this in the budget over other projects both current and future. Knight echoed Craft explaining that what Issue Media proposes is temporary and that in order for it to be sustainable beyond the terms outlined by Issue Media, the Board will have to dedicate time and money to keep it going. However both Craft and Knight agreed that moving forward with this project would allow the DDA to engage its community more effectively.

Repairs and Maintenance:

Maintenance guideline development with GMA is underway. DDA and DPW are meeting to identify public/private boundaries for maintenance. DDA will use the finished product to schedule and budget for regular maintenance, including replacement of existing street furnishings and plant material. The guidelines may be used to bid professional services when appropriate.

## **6. COMMITTEE UPDATES**

### **a. DDA Public Art Committee**

Knight did an interview with Ed Wright, with Hometown Life, and a blurb about Downtown Farmington's David Barr Exhibit was published on their website.

**b. DDA Communications Committee**

Staff will send out a doodle in the coming weeks to schedule the Revize Website Kickoff Meeting.

**7. DISSOLUTION OF INTERGOVERNMENTAL AGREEMENT BETWEEN DDA AND CITY OF FARMINGTON FOR EXECUTIVE DIRECTOR SERVICES**

Knight explained that the DDA is being restructured and that means that the DDA Executive Director position is no longer a contractor with the DDA, but an employee of the DDA. This is the first step in the DDA's dissolution from the City of Farmington in an effort to formalize its independence. The Executive Director will still operate out of the City's offices, however, instead of being accountable to the City Manager, the Executive Director will report to the DDA President and Board.

**8. EXECUTIVE DIRECTOR CONTRACT**

The DDA Board instructed staff to include this topic on the September agenda in order to provide the Board time to review all supporting documents regarding this decision.

**9. RESOLUTION IN SUPPORT OF MTC DEVELOPMENT**

Knight explained that the City Attorney does not advise the DDA to proclaim any formal support for the MTC development due to a number of liability reasons and that asserting their influence could put the DDA in potential legal trouble. The DDA Board discussed and did not agree with City Attorney's recommendation, however, they decided to revise their resolution in support of MTC to be more generalized and in support of high density development throughout the community. The DDA Board members explained their opinion regarding high density development is in line with the goals and vision of the Downtown Master Plan and believes it is their responsibility to use their influence when it encourages the goals set forth by the community. The DDA Board will revise the resolution and resubmit to the City Attorney for review.

**10. CONSIDERATION OF STAFFING INCREASE FOR PROJECT COORDINATION**

Knight discussed the need for the extension of the terms for DDA staff support to provide project coordination assistance between event seasons. The event coordination role is currently being filled by Lydia Macklin-Camel and this would extend her position October to March to assist with upcoming projects that will be staff intensive including the Website Redesign. In order to move forward with this,

Knight explained that the DDA budget for this role would need to be expanded. The DDA Board would like to discuss this further at a future meeting.

### **11. CLOSED SESSION – PROPERTY ACQUISITION**

**Motion by** Griswold, seconded by Buck to move into the Closed Session regarding Property Acquisition at 7:29 p.m.

**Motion carried 5-0-4**

**Motion by** Griswold, seconded by Buck to move out of the Closed Session regarding Property Acquisition at 8:14 p.m.

**Motion carried 5-0-4**

### **12. OTHER BUSINESS**

None.

### **13. BOARD COMMENT**

None.

### **14. ADJOURNMENT**

**Motion by** Pascaris, seconded by Buck to adjourn at 8:16 p.m.

**Motion carried 8-0-1.**

Respectfully Submitted,

Lydia Macklin-Camel  
Staff, Farmington DDA

The next regular meeting will be held at 6:00 p.m. on Thursday, September 6, 2018, in the conference room at Farmington City Hall.