



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES

Monday, November 26, 2012  
Conference Room A – Farmington City Hall

The meeting was called to order at 6:11 p.m. by President Rock.

ROLL CALL

PRESENT: Andrade (6:13pm), Buck, Frost, Higgins, Rock, Schneemann

ABSENT: Cornwell, Greer

OTHERS PRESENT: Annette Knowles, Executive Director  
Vincent Pastue, City Manager

CONSENT AGENDA ITEMS

MOTION by Buck, SUPPORTED by Schneemann

RESOLVED, that the board approves the regular minutes of October 22, 2012, and accepts and files the October Financial Report and the October Invoice Distribution, as presented. MOTION CARRIED, ALL AYES.

PUBLIC COMMENT

No person came forward for public comment.

Andrade entered the meeting.

Schneemann departed the meeting.

CLOSED SESSION – PROPERTY ACQUISITION

MOTION by Buck, SUPPORTED by Higgins

RESOLVED, that the board enters a closed session to discuss property acquisition.

AYES: Andrade, Buck, Frost, Higgins, Rock. NAYS: None, MOTION CARRIED.

MOTION by Higgins, SUPPORTED by Frost

RESOLVED, that the board reconvenes in open session.

MOTION CARRIED, ALL AYES.

MOTION by Higgins, SUPPORTED by Andrade

RESOLVED, that the board authorizes the Executive Director and City Manager to take action in accordance with the item discussed in closed session.

MOTION CARRIED, ALL AYES.

Schneemann entered the meeting.

PROPOSED CAPITAL IMPROVEMENTS BOND ISSUE/AMENDMENT TO DDA DEVELOPMENT PLAN

The City of Farmington is proposing to package financing for several projects into a single bond issue. It is the request of the City that the DDA consider pledging TIF funds toward the bond payments according to a proposed schedule distributed by Pastue. Additionally, because the projects are not listed in the DDA's Development Plan at this time, bond counsel recommends that the Development Plan be amended to include them, as follows: plaza improvements, Warner Street streetscape, the former Dimitri's parking lot improvements and potential property acquisition.

MOTION by Higgins, SUPPORTED by Andrade

RESOLVED, that the board agrees conceptually to commit TIF funds for the purpose of bond payments for the proposed 2013 Capital Improvements Bond, and

BE IT FURTHER RESOLVED, that the board authorizes staff to initiate the amendment process for the DDA Development Plan.

MOTION CARRIED, ALL AYES.

DISPOSITION OF PROPERTY – 33200 GRAND RIVER AVENUE

Knowles distributed a draft of the proposed lease agreement that was prepared by the City Attorney. She called attention to the section which outlines the DDA's requirements in the event that the lessee wishes to act on its option to purchase said property and in the case that the DDA wishes to initiate a redevelopment project at the location. One minor amendment will be made in regard to the adjustment of the lease rate upon each option to renew the lease.

MOTION by Buck, SUPPORTED by Frost

RESOLVED, that the board approves the Commercial Property Lease, as amended, and authorizes staff to present the document to the prospective tenant, Los Tres Amigos.

MOTION CARRIED, ALL AYES.

DECEMBER MEETING NOTICE

The December meeting of the board shall be held on Monday, December 10, 2012, at 6:30-7:30p.m. The agenda shall contain only those items which require a timely discussion.

WORK PLAN UPDATES

Knowles reported that progress is ongoing regarding the application for funding for the Farmington Road Streetscape. The deadline for consideration by SEMCOG is December 14. Weekly meetings with Manifold Ventures regarding the Grove Street project and façade improvements are happening. Brick pavers repairs throughout the downtown were completed. All holiday decoration and white tree lighting has been reinstalled. Judging for the winter window decorating contest happens tomorrow night. An announcement of the winners will happen on December 1. Judges are Mary Engelman from the Chamber, Jack Lochrie from the Promo Comm and Val Clark, formerly of WXYZ-TV. The Wish List Window campaign is underway, with a promotion end date of December 17. The Promotions Committee is developing plans for Ladies Night Out in April, 2013 and a small streetscape campaign for the Grove Street project. The latest edition of the Main Street Messenger was completed on time. Holly Days happens this Saturday, December 1; more volunteer support is needed. Two luncheons with developers were held this month. It is the plan

to consolidate notes/feedback from the participants and to evaluate the luncheons thus far for continuation next year on a monthly basis.

Higgins requested more signage for the Wish List Window. Knowles reported that funds set aside for the Wish List Window have been fully allocated. Higgins offered to research alternative signage.

MOTION by Higgins, SUPPORTED by Buck

RESOLVED, that the board authorizes an additional expenditure of \$250 for additional signage for the Wish List Window, funds to be derived from PSD Community Promotions, account #248-759.00-880.000.

MOTION CARRIED, ALL AYES.

Schneemann stated that the Design Committee will have a busy quarter reviewing plans for upcoming projects.

Andrade updated the board on Organization Committee plans for a joint committee meeting and the selection process for the 2011 Mary Martin Service Award. The Committee also plans to develop a capital campaign for an ice rink in Riley Park.

Frost stated that he has suspended operations of the Economic Restructuring Committee while the city undergoes its organizational changes.

#### BOARD COMMENT

Rock inquired about the proposed reorganization and an updated reaction from Main Street Oakland County. Knowles explained that officials from MSOC have indicated a willingness to work with us to retain Downtown Farmington in the program.

Buck reported that the American Legion will lay a wreath at Memorial Park this Saturday at 10am.

#### ADJOURNMENT

MOTION by Higgins, SUPPORTED by Andrade

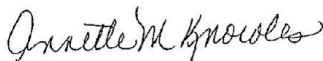
RESOLVED, that the meeting be adjourned.

MOTION CARRIED, ALL AYES.

The meeting was adjourned at 7:36p.m.

The next regular meeting will be on Monday, December 10, 2012, at 6:30 p.m.

Respectively submitted,



Annette Knowles,  
Executive Director