



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
Meeting Minutes
Wednesday, March 6, 2019
Farmington City Hall

The March 6, 2019 meeting was called to order by Todd Craft at 6:02 p.m.

1. **ROLL CALL**

PRESENT: Todd Craft, Stephanie Clement, , Steve Schneemann, Kathy Griswold, Tom Pascaris, Tom Buck, Rachel Gallagher(exit mid-meeting), Sean Murphy(arrived during Executive director update)

ABSENT: Micki Skrzycki

OTHERS PRESENT: Kate Knight, DDA Executive Director
Jessica Westendorf, DDA Promotions Coordinator

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

Motion by Schneemann, seconded by Griswold, to approve the March 6, 2019 consent agenda as presented.

Motion carried 7-0-2.

3. **APPROVAL OF REGULAR AGENDA**

Motion by Schneemann, seconded by Pascaris, to approve the March 6, 2019 agenda as presented.

Motion carried 7-0-2.

4. **PUBLIC COMMENT**

Call to the Public at 6:05 pm

Call to the Public closed at 6:05 pm

5. **FINANCIAL SNAPSHOT**

Jan 2019- no questions

6. **EXECUTIVE DIRECTOR UPDATE- KNIGHT**

Metromode: Sold out! Success! 130 seats filled. Footage being added to DDA website

Master Plan Open House: Schneemann commented atleast 20 attended. Also successful

Budget Review: Will review budget this month

Farmington Savings Bank- Buyer proposed ultimatum- Seller opted to not respond. Discussion regarding letter of intent- no letter of intent. Buyer convinced seller doesn't want to sell.

7. **COMMITTEE UPDATES**

a. **Design Committee**

- i. Committee met 3/6- Schneemann commented, committee went above and beyond to accommodate a neighbors opinion.
- ii. Oakland Street project: Reviewed revision to accommodate neighbor concerns. Discussion regarding legitimacy of \$3800 additional design fee from OHM to be paid by DDA. Schneemann concerned of precedent set by paying. Pascaris concerned about change approval process with OHM. Knight mentioned design change could result in lower overall cost (reducing plants, shifting sidewalk etc) despite additional hours spent by OHM to address concerns of neighbor. Should fall within contingency. Resolution: taking no action to authorize additional dollars at this time. Knight to discuss with OHM to clarify what is included in design fee and ask for detailed billing.
- iii. Discussion regarding sub-committees authorizing expenditures.

b. **Public Art Committee**

- i. Knight Update:
 1. Call for art for Farmington Civic Theater. Theme 80 years of cinema. Exploring heat applied wrap or paint to East elevation.
 2. Window competition. Theme: Radio Hour. 4/1 judging date. Good Merch response, but only 1 applicant. Winner \$200 and can participate in main street competition. Plan to extend reach beyond students and extend date.

c. **Promotions Committee**

- i. Murphy Update: Meeting 3/19 for first time.
- ii. Discussion regarding president to approve new committee members: Richard Ensly, Carl Johnson, Chris Halas, Jean Harper. (spelling)
- iii. Goal of committee to make decisions for outreach ie Metromode & website update
- iv. Discussion regarding Griswolds question of board approval for sub committee expenditures.

d. **Founders Festival Committee**

- i. Buck Update: Micki to survey South side of Grand River, Buck survey North side of Grand river and West side of Farmington Road. Summary: among businesses there is a general dissatisfaction about the move. Buck surveyed Village Shoe Inn, Clothes Encounters, Brown Dog, Basement Burger Bar, Craft Brewery, Cowleys. All feeling loss of biggest weekend of

- year. Most are willing to help put together alternative event to drive traffic.
- ii. Discussion of Pub Crawl, Block Party on Grand River, Alley Regally and Transportation Trolley from Shiawassee to Downtown.
- iii. Resolution: Buck to confer with Micki on her surveys. Knight will book band for Riley Park on Friday night of Founders Fest as an extension of Rhythms in Riley Park. Block party / alley regally and band on Friday night. Griswold to investigate using Chemical Bank Parking lot for block party space.

None

8. **Work Plan FY 2019-2020**

- a. Knight Update: draft form we have been reviewing will not be discussing on 3/6 have discussed in detail last 2 meetings

9. **Budget FY 2019-2020**

- a. Knight Update: Events- Budgeted to break even.
- b. Missing Chris Weber from meeting tonight.
- c. Review of TIF
 - i. Changes: accommodated DDA staff now under DDA budget. Investment income: Interest
 - ii. Reviewed itemized detail. IE Fresh Thyme alley public art, gateway features discussed by public art committee, seasonal decorations etc
 - iii. Combine 2 line items under "streetscape" heading
 - iv. Discussion of committee approval process. IE Riley Park Furniture selected by design committee. Pascaris: Concern that board should be in approval process for what committees select. Discussion on what dollar amount threshold should be. Resolution: Liaison to bring committee recommendations to the board through committee updates, still up for discussion on dollar threshold.
 - v. TIF estimating \$18-20K increase with increased property values
- d. Review of PSD- no questions
- e. Chris Webber attend next meeting (4/3) to address any open questions

10. **Other Business**

- a. Knight: Elections
 - i. Schneemann nomates Todd Craft for President. Kathy seconds. No other nominations Craft accepts nomination. Motion carried 7-0-2
 - ii. Buck nominate Griswold for VP, Murphy Seconds. Griswold Accepts. No other nominations. Motion carried 7-0-2
 - iii. Griswold Nominate Clements, Buck Supports. Clements accept. No other nominations. Motion carried 7-0-2
- b. Knight: reminder to submit nomination for Mary Martin Service Award
- c. No other Business

11. **Board Comment**

- a. Murphy- compliment of panel at metromode.

- b. Buck- congrats to Schneeman regarding state of city address. Wonderful job. Expressed need to work on relationship with committees.
- c. Clement, Griswold, Pascaris- no other comments
- d. Craft- thank you for nomination as president. Kudos to Schneeman regarding state of city.

12. **Adjournment**

Motion by Clement , second by craft.

Motion carried 7-0-2

Respectfully Submitted,

Jessica Westendorf
Promotions Coordinator
Farmington DDA

The next regular meeting will be held at 6:00 p.m. on Wednesday, April 3, 2019, in the conference room at Farmington City Hall.