



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES

Thursday, October 3, 2013
Council Chamber – Farmington City Hall

The meeting was called to order at 8:06a.m. by President Andrade.

ROLL CALL

PRESENT: Andrade, Buck, Greer, Key, Murphy

ABSENT: Higgins

OTHERS PRESENT: Vincent Pastue, City Mgr./DDA Exec. Dir.
Annette Knowles, Asst. to City Mgr.

CONSENT AGENDA ITEMS

MOTION by Buck, SECONDED by Key

RESOLVED, that the board approves the regular minutes of September 5, 2013, and accepts and files the August Invoice Distribution and the July and August Preliminary Financial Reports, as presented.

MOTION CARRIED, ALL AYES.

PUBLIC COMMENT

No public comment was received.

Greer entered the meeting at 8:10a.m.

FARMINGTON PUBLIC SCHOOLS – CAPITAL IMPROVEMENTS BOND ISSUE

Representatives from Farmington Public Schools were present to answer questions regarding the upcoming bond issue, which is on the ballot during the November 4, 2013 election. The previous proposal was reworked to eliminate some proposed projects and separated into two bond issues.

Murphy departed the meeting at 8:28a.m.

ENERGY REDUCTION COALITION LED LIGHTING CONVERSION PROGRAM

City Manager Pastue provided a reiteration of the background for the LED Lighting Conversion Program. The program will provide a conversion at no charge to the City/DDA. The ERC recovers part of the savings from reduced utility costs to pay for the conversion costs. The pedestrian lamp-post system is the initial target for conversion.

MOTION by Buck, SECONDED by Key

RESOLVED, that the DDA board authorizes city staff to enter into a contract with the Energy Reduction Coalition to provide conversion of the pedestrian-scale lamp post system to LED lighting, subject to program requirements described in the lighting conversion program executive summary, with favorable review of any contractual agreement(s) by the City Attorney. MOTION CARRIED, ALL AYES.

RILEY PARK ICE RINK – RATIFICATION OF LETTER OF PLEDGE AND ACKNOWLEDGEMENT

Knowles provided an update on the status of the ice rink proposal. The project was awarded to Serv Ice Refrigeration, a Northville-based company. While the other proposal had merits, the convenience and responsiveness of a local provider was given great weight. The agenda item confirms actions to sign the agreement with the Riley Foundation.

MOTION by Key, SECONDED by Greer

RESOLVED, that the DDA board ratifies the action of the President to affirm and execute a Letter of Pledge and Acknowledgement for the Riley Park Ice Rink with the Riley Foundation. MOTION CARRIED, ALL AYES.

DOWNTOWN FARMINGTON FOUNDERS FESTIVAL – LETTER OF UNDERSTANDING BETWEEN THE GREATER FARMINGTON AREA CHAMBER OF COMMERCE AND THE FARMINGTON DDA AND THE CITY OF FARMINGTON

In accordance with the DDA's effort to refocus its activities to economic and business development and retail promotions, City Manager Pastue approached the Greater Farmington Area Chamber of Commerce to assume management of the Founders Festival. In the proposed agreement, the DDA would provide some seed money to the Chamber and the Chamber would retain the DDA event planning staff.

MOTION by Greer, SECONDED by Key

WHEREAS, the Founders Festival has been the signature community event in the Farmington area since the mid-1960s involving a celebration of the community's heritage, artisans and crafters, a parade, entertainment, hospitality venues, and children's activities; and

WHEREAS, the Founders Festival was originally organized and managed by the Farmington Chamber of Commerce (Chamber), which arrangement continued throughout the first three decades; and

WHEREAS, the Farmington Area Founders Festival (FAFF) board was formed as a non-profit community organization in the early 2000s to manage and operate the Festival until it transferred its responsibilities to the Farmington Downtown Development Authority (DDA) in 2009; and

WHEREAS, after five years, the Farmington DDA and City of Farmington desires to return the management and operation of the Festival to the Greater Farmington Area Chamber of Commerce beginning with the 2014 event; and

WHEREAS, the Farmington DDA received \$26,966.89 from the FAFF board as it transferred responsibility for the Festival and ceased operations as a non-profit organization; and

WHEREAS, the DDA believes that this transfer of responsibility will allow the DDA to focus on retail promotions in the Downtown, infrastructure improvements, and redevelopment; and

WHEREAS, the DDA and agreed that the Chamber can provide the organizational structure necessary to plan and execute a large and complex event like the Founders Festival as well as broaden participation of the Festival throughout the greater Farmington community; and

WHEREAS, the Farmington DDA recognizes the importance of experienced personnel in the planning and execution of the Festival as well as managing the cash flow to deal with up front personnel and operating expenses until major revenues are received for the Festival.

NOW, THEREFORE the following is agreed upon by the Farmington Downtown Development Authority and Farmington Area Chamber of Commerce to insure an orderly transfer of responsibility of the Founders Festival and to plan for the continued success of the Festival beginning in 2014 and years to come.

1. Effective Date: November 1, 2013
2. The Farmington DDA will submit a check to the Farmington Area Chamber of Commerce in the amount of \$26,966.89 toward the 2014 event.

3. In addition, the DDA will provide up to \$40,000 in advanced funds to the Chamber, on an as-requested and as-needed basis, to insure that the implementation of the 2014 event does not drain existing Chamber cash reserves. All advanced funds shall be repaid before September 1, 2014.
4. The Chamber agrees to hire Janet Bloom [as a full-time employee?] effective October 21, 2013 to plan and organize the Festival event and activities, and Ms. Bloom shall remain employed by the Chamber at her current rate of pay at least through the 2014 Festival.
5. The Chamber agrees to hire Kristin Curle effective December 9, 2013 at her current hourly rate of pay for 28 hours per week to provide support in preparing for the Festival, to organize crafters, and Ms. Curle shall remain employed by the Chamber at least through the 2014 Festival. The DDA will retain the ability to employ Ms. Curle on a part-time or contractual basis with prior notification to the Chamber along with an estimate of hours.
6. The Chamber will present to the City Council a detailed plan regarding all proposed event activities, the layout for the various venues, the hours of operation, any proposed street closures, and any request for temporary liquor licenses in the normal course of prior approvals.
7. The City's Department of Public Works will provide support, at historic or prior levels, for set-up of the Festival, disassembly and removal of barricades and fencing, along with general clean-up the following morning after the Festival has concluded. The Chamber will be responsible for all costs associated with traffic control devices, fencing, and temporary waste receptacles.
8. The Farmington Public Safety Department will coordinate the closure of Grand River for the parade in the same manner as has occurred at prior Festival events.
9. The DDA will provide a complete list to the Chamber of all volunteers participating in the 2013 event.
10. The DDA will provide to the Chamber all banners, promotional materials, artwork, tables, chairs, computers, and other accessories associated with the Founders Festival. This will include a rental unit for accessories that is paid through July 2014.
11. The DDA will turn over all prior records of the Festival that are not subject to the Michigan Freedom of Information Act (FOIA). FOIA records can be accessed by the Chamber.
12. The sole and exclusive purpose of this Letter of Understanding is to provide for the transfer of duties and responsibilities for Festival activities from the DDA to the Chamber. This Letter of Understanding is not intended to, and does not, create any special or other duty, obligation, promise, benefit, or right in favor or for the benefit of any person, entity, organization that is not a party hereto. In addition, both parties acknowledge that Letter of Understanding does not, and is not intended to, transfer, delegate, or assign to the Chamber or its employees, any constitutional, statutory, or other legal responsibility, duty, obligation, or liability of the DDA, for which the DDA shall remain solely liable.
13. This Letter of Understanding contains the entire agreement of the parties with respect to its subject matter, and supersede all prior negotiations, agreements and understandings with respect thereto.

MOTION CARRIED, ALL AYES.

BY-LAWS UPDATE

Recent ordinance and other changes require an amendment to the DDA By-Laws. The changes are to reduce the number of board members from eleven to nine, to change the name of the Economic Restructuring Committee to Business Development and to replace the City Manager with the Mayor as the City's designated executive officer on the board.

MOTION by Buck, SECONDED by Greer

RESOLVED, that the DDA board hereby approves revisions to the Amended By-Laws of the Downtown Development Authority of the City of Farmington. MOTION CARRIED, ALL AYES.

WORK PLAN UPDATES

Knowles reported that a contract for professional services to develop streetscape plans will be on the agenda for November. Because of the current volume of work to prepare for the Riley Park Ice Rink and associated fundraisers, we will delay again the Volunteer Stroll. Lastly, she will work with Murphy on the Business Development Committee to gain momentum in lieu of the delay.

Andrade discussed the next issue of the Main Street Messenger and the superb contributions of volunteers to the Harvest Moon Celebration.

Key reported that the Design Committee reviewed recently proposed signage for the Groves Retail Center.

BOARD COMMENT

No board members made individual comments.

ADJOURNMENT

MOTION by Greer, SECONDED by Key
RESOLVED, that meeting be adjourned. MOTION CARRIED, ALL AYES.

The meeting was adjourned at 9:47a.m.

The next regular meeting will be on Thursday, November 7, 2013 at 8:00 a.m.

Respectively submitted,



Annette Knowles,
Executive Director