



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES

Thursday, September 5, 2013
Conference Room A – Farmington City Hall

The meeting was called to order at 8:08a.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 Greer

RESOLVED, that the board approves the regular minutes of July 29, 2013, and accepts and files the July Invoice Distribution, as presented. MOTION CARRIED, ALL AYES.

PUBLIC COMMENT

No public comment was received.

RILEY PARK ICE RINK UPDATE

City Manager Pastue provided an update on the Riley Park Ice Rink. Two proposals are under consideration. A timely selection is necessary to assure a December installation.

MOTION by Murphy, SECONDED by Key

WHEREAS, the DDA and City received a \$100,000 donation from the Riley Foundation to install a portable ice rink at Riley Park, and

WHEREAS, a business plan was developed that identified the initial capital cost at \$300,000 for the portable ice rink which included the necessary site improvements; and

WHEREAS, the funds to cover the balance of the initial capital costs would come from additional private donations which include in-kind and cash, contribution of \$50,000 from the DDA, contribution from the City of \$75,000, along with the City advancing the necessary funds to cover the goals of \$75,000 in additional private donations; and

WHEREAS, DDA and City staff have received and reviewed two proposals from firms involved with installation of portable ice rinks; and

WHEREAS, the estimated cost for the necessary equipment for the ice rink to be operational this December ranges from \$200,000 to \$250,000 conditioned upon in-kind donations and other installation cost alternatives; and

WHEREAS, the necessary equipment includes: chiller with all accessories, portable ice floor and piping system, dasher boards, ethylene glycol refrigerant, glycol storage tank, ice resurfacing machine, labor and equipment installation costs; and

WHEREAS, the site improvements include: concrete pad for chiller plus screening wall and landscaping, electrical upgrades, lighting, floor mats and benches; and
WHEREAS, the following DDA and City personnel are currently evaluating the proposals: Annette Knowles, Vincent Pastue, Kevin Christiansen and Chuck Eudy, and
WHEREAS, the evaluation includes initial costs, long-term operating costs, plus experience, and
WHEREAS, it is anticipated that a complete review of the proposals will be completed by the week of September 9; and
WHEREAS, there is a lead time of ten to twelve weeks for the equipment to be delivered and another two weeks for installation; and
WHEREAS, the goal is to have the ice rink installed and operational by mid-December, 2013, and
WHEREAS, in order to meet this deadline, it is necessary to order the portable ice equipment within the next weeks.
NOW, THEREFORE BE IT RESOLVED, that the Farmington Downtown Development Authority Board of Directors hereby authorizes Vincent Pastue and Annette Knowles to proceed with purchasing the necessary portable ice equipment the week of September 9 based on the recommendations of City personnel reviewing the proposals.
BE IT FURTHER RESOLVED, that the DDA Board will be informed via electronic correspondence of the selection of a vendor, the cost and estimated delivery and installation dates.
MOTION CARRIED, ALL AYES.

FARMINGTON ROAD STREETSCAPE – ALLOCATION OF FUNDS FOR PROFESSIONAL SERVICES

In order to move forward with project planning and design for the Farmington Road Streetscape Project, the DDA needs to allocate funds to its fullest potential to be used for professional services. Costs above what the DDA is able to contribute shall be borne by the City of Farmington. A proposal will be requested from OHM Advisors as the primary, with Grissim Metz Andriese providing landscape consulting services.

MOTION by Buck, SECONDED by Key

RESOLVED, that the Board reallocates \$50,000 in funds from Capital Outlay, Account Number 248-000.00-970.000, to Professional Services, Account Number 248-000.00-801.000, to be applied to fees to develop construction plans for the Farmington Road Streetscape.

MOTION CARRIED, ALL AYES.

PROPERTY ACQUISITION

A purchase agreement for the vacant property known as the Orchards – Phase II has been signed by both parties. A closing date is not yet available. After the closing occurs it is the intent to move forward immediately with the issuance of a request for proposals to seek a developer for the site.

MOTION by Key, SECONDED by Greer

RESOLVED, the Board authorizes staff to finalize and issue a Request for Proposals for Property Acquisition and Site Development for vacant property on Slocum Street (commonly known as the Orchards – Phase II) upon the DDA's successful closing on the purchase of said property.

MOTION CARRIED, ALL AYES.

WORK PLAN UPDATES

Knowles called attention to several items. A survey of all downtown business owners concerning the Farmers Market will occur. Once the results are received, a meeting to discuss the findings and next steps will be scheduled. Progress on the Grove Street Project is happening. Contractor coordination issues have caused a slower schedule than anticipated. Lastly, the Harvest Moon Celebration is coming. Please consider volunteering.

Andrade reported on the Organization Committee. Ice rink fundraising has consumed much time recently. The volunteer stroll will be rescheduled for a later date. The next edition of the Main Street Messenger will be started soon.

BOARD COMMENT

Buck recommended looking to past candidates for the city council as potential committee members.

Pastue added comment about the City Visioning process. Connecting Riley Park with Shiawassee Park and the school property is one item that pertains to downtown. An update of the Master Plan for this as a special study area may be forthcoming. Entryway and wayfinding signage will be placed back on the work plan.

ADJOURNMENT

MOTION by Murphy, SECONDED by Key

RESOLVED, that meeting be adjourned. MOTION CARRIED, ALL AYES.

The meeting was adjourned at 9:13a.m.

The next regular meeting will be on Thursday, October 3, 2013 at 8:00 a.m.

Respectively submitted,



Annette Knowles,
Executive Director