



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES  
Tuesday, August 12, 2008

The meeting was called to order at 7:30 a.m. by President Cowley

ROLL CALL: Cornwell, Cowley, Freeman, Higgins, Jakacki, Mazzoni, Pastue,  
Rock, Ziegler

ABSENT: Schneemann, Kuiken

OTHERS PRESENT: DDA Executive Director Knowles  
DDA Administrative Assistant Nogle  
DDA Marketing and Promotions Coordinator Wolter

**CONSENT AGENDA ITEMS:**

MOTION by Zeigler SUPPORTED by Freeman to approve the minutes of July 1, 2008, and to accept and file the June Financial Report and the Bill Review Report as presented. MOTION CARRIED, ALL AYES

Schneemann joined the meeting at 7:33 a.m.

**FISCAL YEAR 2008-9 WORK PLAN AND BUDGET REVIEW:**

Knowles explained the work plan and budget process to the (2) new board members Higgins and Jakacki and as a refresher for existing members.

**ORGANIZATION COMMITTEE**

UPDATE: Rock informed the Board that the committee is reviewing the communication plan. On volunteer recruitment day at the market, there were 4-5 individuals who expressed interest. Rock is hoping that they will follow through and sign up to help. The committee is formalizing a process for the Mary Martin Service Award.

**DESIGN COMMITTEE**

UPDATE: Grissim Metz is working on areas along the length of the streetscape that are outside the public right-a-way, on public property. There are opportunities for small plazas and gathering areas. The committee put together the package to finish the pavilion lighting, sound and painting prior to the Harvest Moon Dance.

ACTION: MOTION by Cornwell SUPPORTED by Rock to authorize the Executive Director to accept and review separate proposals for the pavilion lighting and sound and to use discretion in awarding the contract to the proposal that meets all requirements cost efficiently, funds to be derived from Capital Outlay, Account 248-000.00-970.000. MOTION CARRIED, ALL AYES

**ECONOMIC RESTRUCTURING**

UPDATE: Cowley informed the Board that ER has finalized on the MapInfo recruitment information and is working on the redevelopment opportunities.

**MARKETING & PROMOTIONS**

UPDATE: Wolter thanked the Board for their help with the streetscape campaign. The next step is to put together a program to make sure citizens are informed during construction. There will be events planned for each Saturday during the Harvest Month of October. A sub-committee was formed to help with the October events and the Harvest Moon Dance. Wolter updated the Board on the branding study conducted by North Star. Knowles and Jakacki summarized that the Farmington Area Founders Festival was a success, but some merchant issues need to be solved.

ACTION: MOTION by Mazzoni, SUPPORTED by Rock that the organization, through its duly authorized officers, make application to the MLCC for a special license for the sale of either beer and wine, or beer, wine and spirits for consumption on the premises to be in effect on the following days: October 3, 2008, at the following location and address:

Location Name: Walter E. Sundquist Farmington Pavilion  
Address: 33113 Grand River Avenue  
This location is in the City of Farmington, County of Oakland  
Outdoor Location: Yes  
Type of Event: Dance

MOTION CARRIED, ALL AYES.

**BOARD COMMENTS**

Cornwell expressed concern over the decision from City Council to tighten code enforcement on businesses. Cornwell stated that he is not against the enforcement, but more about how the enforcement is carried out. Cornwell suggested a relationship between the Ordinance Officer and the DDA. The DDA could issue a friendly reminder to the businesses about ordinances violations within the district prior to receiving violation letter to the business owner.

Ziegler left the meeting at 8:40 a.m.

Mazzoni left the meeting at 8:47 a.m.

Carla Carlesimo from Carla’s Country Carriage House informed the Board that she was displeased about receiving a ticket for having items on the sidewalk.

Farmington Councilman Wright welcomed new Board Members Higgins and Jakacki.

**ADJOURNMENT**

MOTION by Freeman SUPPORTED by Schneemann that the meeting be adjourned. MOTION CARRIED, ALL AYES.

The meeting was adjourned at 9:10 a.m. The next meeting will be Tuesday, September 3, 2008.

Respectively submitted,

*Annette Knowles*