



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES  
Tuesday, May 6, 2008

The meeting was called to order at 7:33 a.m. by President Cowley

ROLL CALL: Cornwell, Cowley, Freeman, Mazzoni, Pastue, Rock,  
Schneemann, Ziegler

ABSENT: Cassidy, Kuiken

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

**CONSENT AGENDA ITEMS:**

MOTION by Freeman SUPPORTED by Pastue to approve the minutes of April 1, 2008, as amended, and to accept and file the January Financial Report and the Bill Review Report as presented. MOTION CARRIED, ALL AYES

**ACCEPTANCE OF PROPOSAL - TAX INCREMENT FINANCING**

MOTION by Ziegler, SUPPORTED by Schneemann, to accept the proposal for the Tax Increment Financing and Development Plan Updates, submitted from Beckett and Raeder, Inc., in the amount of \$17,500.00, funds to be derived from Professional Services, Account 248-000.00-801.000. MOTION CARRIED, ALL AYES.

**AMENDMENTS TO FISCAL YEAR 2007-2008 BUDGET**

MOTION by Ziegler, SUPPORTED by Schneemann, to approve the following amendments to the Fiscal Year 2007-2008 Budget. MOTION CARRIED, ALL AYES.

<b>Item</b>	<b>Amount</b>	<b>Transfer From</b>	<b>Transfer To</b>
IDeA Project	\$10,000	Fund Balance	Professional Services 248-000.00-801.00
Dumpsters	\$50,000	Capital Outlay, Land 248-000.00-971.00 Fund Balance	Capital Outlay 248-000.00-970.00 Capital Outlay 248-000.00-970.00
Streetscape Marketing	\$20,000	Salaries, Full Time 248-000.00-706.00	Community Promotion 248-000.00-880.00
Farmers Market	\$15,000	Community Promotion 248-000.00-880.00	Farmers Market 248-000.00-887.00

Computer Purchase	\$12,000	Business Development	Capital Outlay
		248-000.00-880.015	248-000.00-970.00
TIF/Dev. Plan	\$10,000	Fund Balance	Professional Services
			248-000.00-801.00

**PURCHASE OF NEW COMPUTER SYSTEM**

MOTION by Schneemann, SUPPORTED by Mazzoni, to authorize the Director to exercise discretion in accepting a proposal that most closely meets the needs of the office at a cost not to exceed a budgeted amount of \$15,000.00, funds to be derived from Capital Outlay, Account 248-000.00-801.000. MOTION CARRIED, ALL AYES.

**ORGANIZATION COMMITTEE**

UPDATE: The Organization Committee has been working a special edition of the Main Street Messenger that will function as the primary information piece about the Streetscape Project. On June 7<sup>th</sup>, members of the Committee will have a booth at the Farmers Market to promote volunteering for the Main Street Program.

ACTION:

MOTION by Pastue, SUPPORTED by Mazzoni, to appoint Robert Rock as the Committee Chair for the Organization Committee. MOTION CARRIED, ALL AYES.

**DESIGN COMMITTEE**

UPDATE: Schneemann reported that construction of the dumpster enclosures will begin next week.

ACTION:

Knowles explained that the ER Committee had recommended additional eligible improvements to be included with the façade and sign incentive programs. The changes proposed are the inclusion of permit fees and architectural or design services.

MOTION by Freeman, SUPPORTED by Rock, to adopt the revised Façade and Sign Incentive Programs. MOTION CARRIED, ALL AYES, with Schneemann abstaining.

MOTION by Ziegler, SUPPORTED by Pastue, to approve façade incentive application 08-01, received from Diane Cassidy, for the Exchange Building, located at 33314 Grand River, in an amount not to exceed \$16,000.00 MOTION CARRIED, ALL AYES, with Schneemann abstaining.

MOTION by Pastue, SUPPORTED by Rock, to approve façade incentive application 08-02, received from Ken Strom for the property located at 34405 Grand River, in an amount not to exceed \$20,000.00 MOTION CARRIED, ALL AYES.

**ECONOMIC RESTRUCTURING**

UPDATE: Cowley explained that Board Member Kuiken is working on a return on investment presentation. Cowley is hoping that everyone will have an understanding of the kind of investment that needs to be made to do larger projects. The Committee is working on the pro formas, trying to identify the right fit for the land owners and investor.

ACTION: NONE

**BOARD COMMENTS**

The Board recognized Linda Batzloff for her participation on the DDA Board over the years.

**CLOSED SESSION**

MOTION by Pastue SUPPORTED by Freeman to enter into a closed session at 8:16 a.m. for the purpose of a legal consultation.

Ayes: Cornwell, Cowley, Freeman, Mazzoni, Pastue, Rock, Schneemann, Ziegler

Nays: None. Motion Carried.

MOTION by Pastue SUPPORTED by Mazzoni to reconvene into regular session at 8:45 a.m. MOTION CARRIED, ALL AYES.

**MARKETING & PROMOTIONS**

UPDATE: Marketing and Promotions Coordinator Wolter informed the Board that the Committee was preparing promotional information for the Streetscape campaign. Board Member Freeman discussed the Farmer's Market Opening Day and Season. Furthermore, 10 of the 11 weeks of the concert series have been booked. Wolter expressed concern received from the merchants regarding parking challenges during the Farmers Market and how it has been affecting their business on Saturdays. We will experiment with different strategies to bring some relief. Some strategies include valet parking, parking greeters and posting signs at designated public parking lots.

**ADJOURNMENT**

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

The meeting was adjourned at 9:30a.m. The next meeting will be Tuesday, June 3, 2008.

Respectively submitted,

*Annette Knowles*