



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES

ANNUAL MEETING

Wednesday, March 4, 2015  
Conference Room A, City Hall

The meeting was called to order at 6:02 p.m. by President Andrade.

**ROLL CALL**

PRESENT: Andrade, Buck, Gallagher, Galvin (6:04p.m.), Higgins, Key, Murphy, Platzke

ABSENT: Greer

OTHERS PRESENT: Annette Knowles, Asst. to City Mgr.  
Vincent Pastue, City Manager

**CONSENT AGENDA ITEMS**

MOTION by Buck, SECONDED by Gallagher

RESOLVED, that the board accepts and files the regular minutes of February 11, 2015, the February Invoice Distribution and the January Financial Report, as presented. MOTION CARRIED, ALL AYES.

Galvin entered the meeting.

**PUBLIC COMMENT**

None

**ELECTION OF OFFICERS**

Andrade relinquished the Chair to Knowles for the election of officers for 2015.

Andrade nominated Tom Buck for the position of President, which was seconded by Higgins. No other nominations for President were heard.

Andrade nominated Rachel Gallagher for the position of Vice-President, which was seconded by Murphy. No other nominations for Vice-President were heard.

Andrade nominated Sean Murphy for the position of Secretary, which was seconded by Higgins. Murphy nominated Key, who declined the nomination. No other nominations were heard.

MOTION by Higgins, SECONDED by Key

RESOLVED, that the board closes the nominations for 2015 officers and elects those nominated by acclamation. MOTION CARRIED, ALL AYES.

Buck assumed the Chair.

Galvin thanked Andrade for her two years of service as President.

### **PROPOSED BUDGET FOR FY2015-2016**

Knowles reviewed the proposed budget, which is a work in progress. The proposed budget aligns with the proposed work plan and will be presented again in April for approval for submission to the City Council. Highlights include:

- Cost centers for the ice rink, farmers market, Founders Festival and Holly Days will be deactivated
- New account numbers will be created to more clearly allocate funds for promotions and typical Organization Committee functions
- Special events are intended to be self-supporting
- We anticipate an increase in the administrative fee paid to the City, which has not increased in over ten years,
- The value of real property is estimated to increase by 2.5%, which will increase revenue from tax increment financing

Revenue for respective cost centers is: General Fund, \$258,000; Principal Shopping District, \$226,000; Art on the Grand, \$11,000; Harvest Moon Celebration, \$40,000; and Rhythmx in Riley Park, \$14,000; for a total of \$549,000.

Pastue explained the rationale for deactivating the ice rink cost center. The ice rink and Riley Park uses have broader community benefit, rather than downtown benefit, and will be moved to a separate account under the parks division of public works.

Galvin suggested that D&D Bicycle and Hockey be invited to participate in a presentation with the DDA about the Riley Park Ice Rink. Knowles commented that a meeting is planned to assess the experience this season.

The proposed budget is balanced; therefore, expenditures are intended to equal revenue.

Major expenses per cost center are:

- General Fund: Contractual Services, Capital Outlay, Debt Service
- Principal Shopping District: Community Promotion, Organization Committee, Public Utilities, Repairs and Maintenance
- Art on the Grand: Community Promotion
- Harvest Moon Celebration: Concession Supplies, Community Promotion, Entertainment, Equipment Rental
- Rhythmx in Riley Park: Contractual Services, Entertainment

Items to consider include a contribution to the wayfinding project, which would be derived from Capital Outlay and improvements to the dumpster enclosure behind Los Tres Amigos.

In regard to the Parking Committee, if the DDA is asked to contribute to parking management equipment, funds would come from Capital Outlay.

Knowles shall meet with the City Manager and Finance Director to review the proposed budget. This item will be on the April agenda for action.

### **PROPOSAL FOR UPDATE OF WEB SITE TO MOBILE-FRIENDLY**

Knowles discussed the evolution of the Downtown Farmington web site. The current site is not well-suited for viewing on mobile devices. At the time of launch, it was expected to convert the site when

funds were available. Conversion of the site to mobile-friendly was included on the work plan for 2014-2015.

MOTION by Gallagher, SECONDED by Higgins

RESOLVED, that the board accept the proposal from WebAscender to modify the current Farmington DDA web site to respond to smart devices in an amount not to exceed \$3,000.00, funds to be derived from Account 248-759.000880.00, Principal Shopping District Community Promotions. MOTION CARRIED, ALL AYES.

### **ORCHARDS PHASE II – RESULTS OF RFP AND NEXT STEPS**

One response was received to the Request for Proposals for the Orchards Phase II from Cervi Construction, LLC. Cervi Construction has proposed a 10-unit townhouse development for the site, with a purchase price of \$65,000. It is recommended that an ad hoc committee be formed to study the proposal and prepare a recommendation based on its findings about meeting the goals stated in the RFP, past and prior work of the respondent and support of the conceptual plan. Financial preparedness also will be clarified.

MOTION by Gallagher, SECONDED by Key

RESOLVED, that the board establishes an ad hoc committee to review the proposal received from Cervi Construction in response to the Request for Proposals for Property Acquisition and Site Development of Vacant Land on Slocum Street, and

BE IT FURTHER RESOLVED, that the ad hoc committee shall provide a report and recommendation to the board at its regular meeting on April 1, 2015. MOTION CARRIED, ALL AYES.

### **CLOSED SESSION: PROPERTY ACQUISITION**

MOTION by Galvin, SECONDED by Andrade

RESOLVED, that the board enter into a closed session to discuss property acquisition.

AYES: Andrade, Buck, Gallagher, Galvin, Higgins, Key, Murphy, Platzke

NAYS: None. MOTION CARRIED.

The board entered closed session at 7:10p.m.

MOTION by Galvin, SECONDED by Gallagher

RESOLVED, that the board reconvene in open session. MOTION CARRIED, ALL AYES.

The board reconvened in open session at 7:40pm.

MOTION by Higgins, SECONDED by Andrade

WHEREAS, the City of Farmington administration has issued a letter to the Farmington Public Schools regarding the now-closed Maxfield Training Center (MTC), and

WHEREAS, said letter included a proposal from the City to acquire by option the MTC to facilitate its redevelopment, and

WHEREAS, the benefits from such an arrangement would extend to parties including Farmington Public Schools, the City of Farmington and the Farmington Downtown Development Authority (DDA), and

WHEREAS, the acquisition would permit the City of conduct a search for a reputable, qualified developer and a development that best fits community-supported goals and plans for the downtown, and, Therefore,

NOW BE IT RESOLVED, that the Farmington DDA Board of Directors supports city administration in its pursuit of acquisition of the MTC recognizing that the visible benefits that redevelopment of the property will have on the downtown and, by extension, the City of Farmington.

MOTION CARRIED, ALL AYES.

### WORK PLAN UPDATES

The Volunteer Appreciation Celebration happens next Wednesday, March 11, 2015 at 6:30p.m. Information about the Block Captain Project has been distributed via email. Please start your visits.

The Design Committee completed its review of wayfinding package, which has been sent up to the City Council for action.

The Promotions Committee is working on Ladies Night Out, scheduled for Thursday, April 30, 2015 and the business locator map update.

The Business Development Committee has conceived of a monthly Friday evening activity with a historical component. Committee members are collecting feedback from likely participants to determine interest. Interest in Innovate Farmington continues to grow. The next meet up is April 7.

### BOARD COMMENT

Higgins complimented Andrade's tenure as President.

Galvin discussed the search process for City Manager. A candidate meet and greet is scheduled for May 8, with the first round of interviews the following day. A second interview day may follow. Galvin announced his receipt of a letter from the State Historic Preservation Office stating that the First United Methodist Church has been listed on the National Register of Historic Places.

### ADJOURNMENT

MOTION by Higgins, SECONDED by Andrade  
RESOLVED, that meeting be adjourned. MOTION CARRIED, ALL AYES.

The meeting was adjourned at 7:55p.m.

The next regular meeting will be on Wednesday, April 1, 2015 at 6:00 p.m., in the Conference Room at City Hall.

Respectively submitted,



Annette Knowles,  
Assistant to the City Manager/DDA Executive Director