



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES

Monday, October 22, 2012  
Conference Room A – Farmington City Hall

The meeting was called to order at 6:14 p.m. by President Rock.

ROLL CALL

PRESENT: Andrade, Buck, Higgins, Rock, Schneemann, Wasen

ABSENT: Cornwell, Frost, Greer

OTHERS PRESENT: Annette Knowles, Executive Director  
Vincent Pastue, City Manager

CONSENT AGENDA ITEMS

MOTION by Wasen, SUPPORTED by Buck

RESOLVED, that the board approves the regular minutes of September 24, 2012, and accepts and files the September Financial Report and the September Invoice Distribution, as presented.

MOTION CARRIED, ALL AYES.

THIRD QUARTER EVENT FINANCIAL REPORT

Chris Weber, Finance Director, presented a financial summary for the events for the third quarter of the 2012 calendar year. Overall, the events are on target to fall short of profit expectations by nearly \$35,000. This includes the amount of funds on an upcoming agenda item for holiday decorations. For the third quarter, total revenue was \$315,811.24 across all events, while expenses were \$329,310.82 across all events.

MOTION by Andrade, SUPPORTED by Wasen

RESOLVED, that the board accepts and files the third quarter event financial report.

MOTION CARRIED, ALL AYES.

REORGANIZATION PLAN TO CREATE ECONOMIC/COMMUNITY DEVELOPMENT DEPARTMENT

Vince Pastue, City Manager, described in detail a plan to reorganize several city departments and the DDA into a combined economic and community development department. He reviewed the rationale and plan components.

Questions or concerns that were discussed include the status of the Main Street certification, committee roles and responsibilities versus staff, items in the economic development and

community development toolbox, TIF and PSD funding and the future of the Promotions Committee. Pastue invited additional input to the plan to ensure it meets DDA objectives. Other discussion points included the separateness of the DDA as an authority, as required by state law, and the process by which a transition will occur. A joint operating agreement between the city and the DDA will effectuate the reorganization.

#### DISPOSITION OF PROPERTY – 33200 GRAND RIVER AVENUE

The Executive Committee solicited and reviewed several proposals for a restaurant operation at 33200 Grand River Avenue. After consideration, the Committee opted to negotiate with the operator of Los Tres Amigos for the opportunity to introduce the concept to the space. The result of that negotiation is a proposed agreement, the primary terms of which are: initial lease term of thirty-nine (39) months, beginning after ninety (90) day rent-free period, tenant to pay all taxes, utilities and insurance; base rent of \$4,000 per month; options to extend lease with five (5) percent increase for each option; option to purchase for \$350,000 during the lease period; no landlord investment; among other requirements.

After some discussion, the board will provide the following additions: if the option to purchase is exercised after the first six years, the purchase price will be based on an appraisal of the property or \$350,000, whichever is the greater amount; the board would request confirmation of a range of investment, but will require a minimum investment of \$300,000.00.

The option to purchase only applies to that front portion of the property which contains the building and surrounding grounds, which shall be split from the parking lot by formal action of the City Council, the exact dimensions of which are not determined at this point in time.

MOTION by Buck, SUPPORTED by Higgins

RESOLVED, that the board agrees to the proposed terms and conditions for a lease agreement with option to purchase property with Los Tres Amigos for its restaurant operation at 33200 Grand River Avenue, subject to preparation of a formal landlord's standard lease form by the City Attorney.

MOTION CARRIED, ALL AYES.

#### PURCHASE OF HOLIDAY DECORATIONS

When setting the budget, the board agreed to earmark funds derived from paid admissions on Saturday night at Walker's Tavern during the Founders Festival to purchase holiday decorations for the downtown, beyond the anticipated return of white tree lighting. Those proceeds equaled \$10,000.00. Working within that budget, the Design Committee proposes the purchase of holiday banners, Santa's mailbox, lamp post silhouettes and red bows.

MOTION by Higgins, SUPPORTED by Andrade

RESOLVED, that the board approves the purchase of holiday decorations as presented, in an amount not to exceed ten thousand dollars (\$10,000.00), funds to be derived from account #248-761.00-956.000, Founders Festival, Miscellaneous Expense.

MOTION CARRIED, ALL AYES.

#### TRANSFER OF FUNDS FROM SALARIES, PART-TIME TO PROFESSIONAL SERVICES

To create an adequate budget for design services to develop streetscape improvements along Warner Street, additional funds in the Professional Services expense account are necessary. Given

the anticipated reorganization, a transfer of funds from part-time salaries is recommended. This action will essentially eliminate the part-time position of Administrative Assistant.

MOTION by Schneemann, SUPPORTED by Wasen

RESOLVED, that the board approves the transfer of \$10,000 in budgeted funds from Salaries, Part-Time to Professional Services, in the DDA General Fund, for budget year 2012-2013.

MOTION CARRIED, ALL AYES.

Mayor Buck departed the meeting.

#### WORK PLAN UPDATES

Knowles reported that work is progressing on the grant application for the Farmington Road streetscape. Individual meetings with business and property owners are planned as their letters of support will enhance the application. Discussion regarding the former Dimitri's property was on this evening's agenda. Brick paver repairs throughout town are expected to commence shortly. Holiday decorations are on track for installation prior to the Thanksgiving weekend, and the participants in the winter window decorating contest are expected to light up the town that weekend as well. The Wish List Window promotion will launch on Friday, November 24. Kiosk inserts are in production at the sign company. The Main Street Messenger, with the topic of getting to know the DDA, is planned for delivery on November 14 in the Farmington Press. Two additional luncheons with developers are planned for November 8 and 15. The business-planned promotion for Halloween Fun Day may become the first applicant for the business promotion sponsorship program.

The Design Committee continues its work on design review for Warner Street.

The Organization Committee is planning a combined committee meeting in February, 2013 with the reorganization, and implications for the committees, as the topic. The volunteer appreciation is scheduled for March, 2013.

#### BOARD COMMENT

Gerald Wasen announced that he will resign from the board as he has accepted a position of employment at a financial institution that is not present in downtown. Members Schneemann and Higgins thanked Wasen for his service.

#### ADJOURNMENT

MOTION by Higgins, SUPPORTED by Andrade

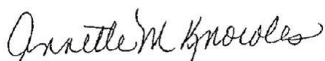
RESOLVED, that the meeting be adjourned.

MOTION CARRIED, ALL AYES.

The meeting was adjourned at 8:05p.m.

The next regular meeting will be on Monday, November 26, 2012, at 6:00 p.m.

Respectively submitted,



Annette Knowles,  
Executive Director