



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
SPECIAL MEETING  
MINUTES

Saturday, November 9, 2013  
Conference Room, DDA Office, 33316 Grand River Avenue

The meeting was called to order at 10:05a.m. by President Andrade.

ROLL CALL

PRESENT: Andrade, Greer, Key, Murphy

ABSENT: Buck, Higgins

OTHERS PRESENT: Vincent Pastue, City Mgr./DDA Exec. Dir.  
Annette Knowles, Asst. to City Mgr.

PUBLIC COMMENT

No comments were heard.

RILEY PARK ICE RINK – PARK PREPARATIONS

Pastue explained that time is of the essence for implementation of the Riley Park Ice Rink Project. In lieu of building up the grade, engineers recommended removing lawn and soil to create a recessed level surface to accommodate the rink. In the spring, restoration will occur which retain the level surface.

MOTION by Key, SECONDED by Murphy

RESOLVED, that the board authorizes the City Manager to contract with Bidigare Contractors to perform site excavation work in an amount not to exceed \$50,000 in time and materials. MOTION CARRIED, ALL AYES.

2014-2015 WORK PLANNING

Knowles reviewed the prior year work plan, with notations about known upcoming projects. Committee chairs were asked to name additional projects and programs that each committee respectively may have discussed. The Executive Committee recommends the following be funded, by core theme:

WALKABLE INFRASTRUCTURE – parking wayfinding, Farmington Road Streetscape promo campaign (over two years), maintenance and public utilities, holiday décor, various standards and guidelines for empty storefronts, “coming soon,” A-frame signs and public use of sidewalks

DOWNTOWN MARKETING – cooperative advertising with City, web site and social media, business directories – print, kiosk and app or mobile-friendly, restaurant week, ladies night out, small business Saturday – downtown wide open house, communications – press corps and newsletter, events – Art on the Grand, Rhythmz in Riley Park and Harvest Moon Celebration, volunteer management

BUSINESS DEVELOPMENT – retention, recruitment – property tour, redevelopment

MISCELLANEOUS – block captains

The next steps are presentation to the full board and development of the fiscal year 2014-2015 budget. Anticipated submittal to the Mayor and Council will occur in April, 2014.

#### BOARD COMMENT

The status of the LED conversion and Grove Street were discussed.

#### ADJOURNMENT

MOTION by Key, SECONDED by Greer

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

The meeting was adjourned at 11:38a.m.

Respectively submitted,



Annette Knowles,  
Executive Director