



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES

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

The meeting was called to order at 6:00 p.m. by President Buck.

ROLL CALL

PRESENT: Buck, Gallagher, Greer, Higgins, Murphy (6:10pm), Skrzycki

ABSENT: Galvin, Key, Platzke

OTHERS PRESENT: Annette Knowles, Asst. to City Mgr.

CONSENT AGENDA ITEMS

MOTION by Skrzycki, SECONDED by Greer

RESOLVED, that the board accepts and files the regular minutes of October 7, 2015, the special minutes of October 29, 2015, the October Invoice Distribution and the July, August and September, 2015 Financial Reports, as presented. MOTION CARRIED, ALL AYES.

PUBLIC COMMENT

None

REQUEST TO PUBLISH ANNUAL REPORT

Pursuant to DDA enabling legislation, the Farmington DDA is required to publish an annual report on the status of its Tax Increment Financing account in a newspaper of general circulation. Knowles prepared the report based on audited financial records; information about revenue, expenditures and bond indebtedness is required.

MOTION by Gallagher, SECONDED by Higgins

RESOLVED, that the board authorizes the publication of the Fiscal Year 2014-2015 Annual Report, funds to be derived from Miscellaneous Expenses, Account #248-000.00-956.000. MOTION CARRIED, ALL AYES.

DOWNTOWN MASTER PLAN UPDATE

Knowles recounted that the DDA and City have each set aside funds in the current budget year for a review of the Downtown Master Plan. The last major look at the DMP was in 2004, with a cursory update in 2008. Knowles outlined a proposed work plan and steering committee structure. Steps include forming the committee, the basis of which shall be the Design Committee, developing and issuing a request for proposals, selecting a planning consultant and executing the process. Once a plan is complete, it will need to be adopted by the Planning Commission and the City Council.

A discussion was held concerning steering committee membership. Knowles suggested downtown property owners, business owners and one representative each from the Historic and Planning Commissions and the City Council, with support from staff. It was agreed to add two residents, who have not been involved in the Design Committee. Additionally, the business owner types shall be designated as one retail and one office. Of the two property owners, one shall be KIMCO Realty Corporation and the other shall be an owner of downtown residential or mixed-use property.

MOTION by Gallagher, SECONDED by Higgins
RESOLVED, that the board authorizes the formation of a Downtown Master Plan Steering Committee and the initiation of the process to update the Downtown Master Plan. MOTION CARRIED, ALL AYES.

STRATEGIC PLANNING FOR FY2016-2017

Knowles discussed the timeline for work planning for the upcoming fiscal year. A proposed work plan must be complete so the budgeting process may commence. The Executive Committee met earlier to develop some goals and objectives, which have been incorporated into our core theme structure. As an example, ideas to add to the core theme for infrastructure include private parking conversion to public parking, increased use of parking technology, planning for structured parking and more wayfinding.

Higgins remarked that work planning should involve what is known or expected to happen, such as Fresh Thyme's opening and its anticipated parking challenges.

Knowles, Buck and Higgins will meet in order to review and prioritize items before the next board discussion. A special meeting may be necessary that is focused entirely on work planning. We aspire to involve the entire board in work planning, but that may not be practical.

WORK PLAN UPDATES

Knowles shared that three proposals were received for the combined city/downtown wayfinding and welcome signage project. An award will be approved by the council, this item will be on the December agenda for board affirmation.

Decorating day in the downtown is Sunday, November 22; please consider helping to hang greenery and bows between 1-3p.m.

The winter Main Street Messenger was distributed in the Farmington Press this week. Knowles will hand-deliver to downtown businesses when the extra quantities arrive.

Small Business Saturday is November 28. Remember to shop small and support your local merchants this holiday season.

BOARD COMMENT

Buck inquired if board members had completed block captain visitations.

Greer departed the meeting at 6:50p.m.

Higgins remarked about the Fresh Thyme Farmers Market parking area. A discussion ensued about the reconstruction of the parking as part of the redevelopment.

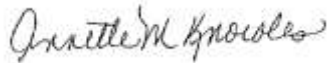
ADJOURNMENT

MOTION by Gallagher, SECONDED by Higgins
RESOLVED, that the meeting be adjourned.

The meeting was adjourned at 6:55p.m.

The next regular meeting will be on Wednesday, December 2, 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