



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES

Wednesday, April 5, 2017
Conference Room, City Hall

The meeting was called to order at 6:05p.m. by President Gallagher.

ROLL CALL

PRESENT: Buck, Clement, Craft, Gallagher, Galvin, Griswold, Murphy,
Pascaris, Skrzycki

ABSENT: None

OTHERS PRESENT: Annette Knowles, Executive Director
David Murphy, City Manager

CONSENT AGENDA ITEMS

MOTION by Buck, SECONDED by Skrzycki

RESOLVED, that the board accepts and files the Regular Minutes of March 1, 2017 and the March Invoice Distribution, and the January and February Financial Reports, as presented. MOTION CARRIED, ALL AYES.

PUBLIC COMMENT

None

MAIN STREET OAKLAND COUNTY UPDATE

John Bry, MSOC Program Coordinator, spoke about the status of the program. He is making a circuit of MSOC communities. He anticipates making changes to the program; he wants the program to be more active and engaged in the communities. Bry noted several upcoming events or workshops, including a certified local government workshop on May 31, the Main Event on May 11 and a fundraising/volunteer management workshop in August. In conjunction with Michigan Main Street, the Project for Public Spaces will provide a grant to provide seed money for a small project; Farmington will be recommended. The program will happen September 27-28.

FISCAL YEAR 2017-2018 FINAL BUDGET RECOMMENDATION

As part of the budget process, Knowles met with City Manager Murphy and staff in the Finance Department to explain the budget in detail. Some changes were requested during that meeting that modestly change the DDA budget. They are as follows:

- The maximum DDA levy can be 1.9705 mills, reduction to \$40,600
- PSD special assessment adjustment, increase to \$178,000
- Debt service, align to city schedule, change to \$111,159
- PSD, contractual services, provide adjustment to reflect annual costs, increase to \$40,000

As such, the total revenue is expected to be \$572,700 across all cost centers; the expense side is not \$758,559. If all proposed projects are fully implemented, funds in the amount of \$185,859 shall be drawn from fund balance.

MOTION by Buck, SECONDED by Skrzycki

RESOLVED, that the board approves for submission to the city council the final fiscal year 2017-2018 budget, as presented. MOTION CARRIED, ALL AYES.

The budget presentation to City Council is scheduled for Monday, April 24, 2017.

EXECUTIVE DIRECTOR RECRUITMENT PROCESS

Gallagher requested that a subcommittee of board members work with city administration to fill the Executive Director position. Galvin reminded board members that the vacant position will be that of Assistant to the City Manager, which is not a DDA hire. The joint operating agreement expires at the end of June. It was determined that the board shall convene a special meeting on Monday, April 10, 2017 at 5:30p.m. to discuss whether or not to continue the agreement.

No action was taken on the item.

WORK PLAN UPDATES

A monthly work plan update was distributed via email to board members from Knowles.

The parking committee chair has resigned, as reported by Gallagher. A replacement is sought that is a resident of Farmington.

Ladies Night Out is coming up on Thursday, April 27. Over 30 businesses are participating.

The Farmington Second Fridays committee will meet soon. May and June activities are planned.

BOARD COMMENT

Board members thanked Knowles for her years of dedicated service to Downtown Farmington.

ADJOURNMENT

MOTION by Griswold, SECONDED by Craft
RESOLVED, that the meeting be adjourned.
MOTION CARRIED, ALL AYES.

The meeting was adjourned at 7:11p.m.

The next regular meeting will be on Wednesday, May 3, 2017 at 6:00 p.m., in the
Conference Room at City Hall.

Respectively submitted,

A handwritten signature in cursive script that reads "Annette M Knowles".

Annette M. Knowles
Executive Director