



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES

Wednesday, April 6, 2016
Conference Room A, City Hall

The meeting was called to order at 6:03 p.m. by President Gallagher.

ROLL CALL

PRESENT: Buck, Gallagher, Galvin, Griswold (formerly Platzke), Higgins, Murphy
(6:09pm), Skrzycki (6:04pm)

ABSENT: Greer, Key

OTHERS PRESENT: Annette Knowles, Asst. to City Mgr.
David Murphy, City Manager
Kevin Christiansen, Economic & Community Development Dir.

CONSENT AGENDA ITEMS

MOTION by Galvin, SECONDED by Griswold

RESOLVED, that the board accepts and files the Regular Minutes of March 2, 2016, the March Invoice Distribution and the February Financial Report, as presented. MOTION CARRIED, ALL AYES.

Skrzycki entered the meeting.

PUBLIC COMMENT

No public comment was heard.

LEGISLATIVE UPDATE

State Representative Christine Grieg presented a legislative update with items that would be relevant to downtown revitalization. She expects that activity toward tax increment financing reform will resume; already a bill to exempt from capture a library millage has passed the State Senate and is pending in the House.

Murphy entered the meeting.

Moving on to historic preservation, Grieg stated that bills to amend the historic district legislation have been introduced and a substitute is expected. The Michigan Municipal League is actively working to defeat legislation; it seems this is a bill in search of a problem. Buck stated that the DDA is trying to do more to support local history.

Grieg introduced a patio permit bill. If approved, retailers like the Cheese Lady will be able to serve what they sell. The bill pertains only in downtowns and any permits would need to be approved by

the applicable DDA. Essentially, it is an on-premises, exterior permit. Retailers would need an SDM; liquor stores and gas stations would be excluded.

Other items discussed included B Corporations, the state budget and revenue sharing, employee consortiums and the repurposing of former school sites, like the Maxfield Training Center.

401A PLAN AMENDMENT

The DDA has a defined contribution plan through ICMA. The plan document needs to be updated to incorporate amendments for legislative and regulatory changes enacted since 2006. Amendments to the plan do not change the level of benefit or cost.

MOTION by Galvin, SECONDED by Buck,

WHEREAS, the Employer has employees rendering valuable services; and

WHEREAS, the Employer has established a qualified retirement plan for such employees that serves the interest of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personal management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Employer has determined that the continuance of the qualified retirement plan will serve these objectives; and

NOW THEREFORE BE IT RESOLVED, that the Employer hereby amends and restates the qualified retirement plan (the "Plan") in the form of:

The ICMA Retirement Corporation Governmental Money Purchase Plan & Trust

BE IT FURTHER RESOLVED, that the assets of the Plan shall be held in trust, with the Employer serving as trustee ("Trustee"), for exclusive benefit of Plan participants and their beneficiaries, and the assets shall not be diverted to any other purpose. The Trustee's beneficial ownership of Plan assets held in VantageTrust shall be held for the further exclusive benefit of Plan participants and their beneficiaries.

BE IT FURTHER RESOLVED that the Employer hereby agrees to serve as Trustee under the Plan.

MOTION CARRIED, ALL AYES.

REQUEST FROM CITY MANAGER TO REDIRECT BUDGETED FUNDS FOR MTC

In the current budget year, funds were allocated toward a design competition for redevelopment of the former Maxfield Training Center. The competition did not materialize. However, the City of Farmington has incurred costs toward the disposition of the property, included an appraisal and legal fees, amounting to over \$11,000.00. City management is asking the DDA to assist by reimbursing the cost of the appraisal, which was \$4,700.00.

MOTION by Buck, SECONDED by Higgins

RESOLVED, that the board approves the request from the City of Farmington to help offset expenses associated with the redevelopment of the former Maxfield Training Center by providing a reimbursement for the appraisal, the cost of which was \$4,700.00, funds to be derived from Professional Services, Account Number 248-000.00-801.000. MOTION APPROVED, ALL AYES.

BOARD MEMBER COMMITTEE ASSIGNMENTS

Per Buck's request at the March meeting, a discussion was held concerning board member assignments to city committees. City committees with board representation include the Recreation Master Plan, Downtown Parking Advisory Committee, an ad hoc walkability committee to be formed and the Downtown Master Plan Steering Team. Board members volunteered to serve as follows:

Walkability – Murphy and Skrzycki

Parking – Higgins

Master Plan – Buck, as an alternate to Key

Recreation Master Plan – Skrzycki

WORK PLAN UPDATES

Murphy reported that the Farmington Second Fridays (F2F) team is working on the 2016 schedule. The first occasion of 2016 will feature a guided walking history tour on May 13, in part to celebrate National Historic Preservation Month.

Buck stated that Innovate Farmington (iF) has nearly 700 followers and meets monthly.

Griswold reiterated her interest in the block captain project. She will regroup and develop a new plan.

Gallagher reported that she will turn over the naming of the parking lots to Higgins.

Skrzycki stated that planning for the Harvest Moon Celebration has begun. The committee decided to engage Bugs Beddow and the Good Stuff for a second year. Sponsorship sales are happening. She also mentioned last week's open house for the recreation master plan.

BOARD COMMENT

Higgins stated that he is interested in understanding better the board's position on parking relative to the advisory committee. One of the board's objectives is parking and funds have been allocated to update the study. Higgins would like parking to be placed on an agenda to discuss what the board wants to accomplish regarding parking. Higgins suggested a moratorium on parking management initiatives until the study is complete. Galvin stated that tactics that have been implemented were based on the previous study. He does not want to stop and wait. Higgins said the previous study is an old plan with old data. We need to understand the current situation. Buck suggested the item be the focus of the May agenda. He would like to board to craft a position statement.

Gallagher reported that board member Greer intends to resign, but will retain her role with Ladies Night Out and Small Business Saturday. She stated that board member participation and engagement is important; the by-laws state that board members may miss three meetings annually.

ADIJOURNMENT

MOTION by Griswold, SECONDED by Higgins

RESOLVED, that the meeting be adjourned.

MOTION CARRIED, ALL AYES.

The meeting was adjourned at 7:19p.m.

The next regular meeting will be on Wednesday, May 4, 2016 at 6:00 p.m., in the Conference Room at City Hall.

Respectively submitted,



Annette Knowles,

Assistant to the City Manager/DDA Executive Director