



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
CORRECTED MINUTES

Wednesday, December 3, 2014  
Conference Room A, City Hall

The meeting was called to order at 6:07 p.m. by President Andrade.

**ROLL CALL**

PRESENT: Andrade, Buck (6:12pm), Gallagher, Greer, Higgins, Key (6:10pm),  
Murphy, Platzke (6:22pm)

ABSENT: Galvin

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

**CONSENT AGENDA ITEMS**

MOTION by Gallagher, SECONDED by Murphy  
RESOLVED, that the board accepts and files the regular minutes of November 5, 2014, the  
November Invoice Distribution and the October Financial Report, as presented. MOTION  
CARRIED, ALL AYES.

**PUBLIC COMMENT**

No public comment was heard.

**RHYTHMZ IN RILEY PARK CONTRACTOR AGREEMENT**

Knowles presented a proposed contract agreement between Tom Birchler, doing business as  
Go2Guy, LLC, and the DDA to supply production and sound services for the RhythMZ in Riley  
Park 2015 season. Go2Guy produced the series last year with good results despite a season-long  
relocation because of Riley Park reconstruction.

MOTION by Higgins, SUPPORTED by Key

RESOLVED that the board approves the contractor agreement with Go2Guy, LLC, for production  
and sound services for RhythMZ in Riley Park for the 2015 season at an amount not to exceed  
\$5,500.00, funds to be derived from Account Number 248-766.00-818.000, RhythMZ in Riley  
Park Cost Center, Contractual Services. MOTION CARRIED, ALL AYES.

Member Buck entered the meeting.

**CITY OF FARMINGTON SPECIAL EVENT POLICY – AD HOC COMMITTEE  
RECOMMENDATION**

At the November meeting, members Andrade, Buck, Gallagher and Greer volunteered to serve on  
an ad hoc committee to discuss items concerning the proposed City of Farmington Special Event  
Policy. The group met on Saturday, November 22 and formulated a policy statement with

recommendation to deliver to city management. Such items as pavilion reservation fees, signage, event goals and communication were included. Additionally, the ad hoc committee discussed current event programming and its effects on the downtown business community. The ad hoc committee proposes to recommend to the city council that the date of the Farmers Market be changed to Sunday.

MOTION by Gallagher, SUPPORTED by Greer  
RESOLVED, that the board concurs with the recommendations of the ad hoc committee formed to review the City of Farmington Special Events Policy and supports the presentation of the policy document to city management. MOTION CARRIED, ALL AYES.

Member Platzke entered the meeting.

### **MAINTENANCE COMMITMENT FOR FARMINGTON ROAD STREETScape**

The City of Farmington was awarded funds through the federal Transportation Alternatives Program for streetscape improvements along Farmington Road. One of the conditions of the grant is that an organization must commit to funding and operating a maintenance program over the design life of the improvements. As the organization responsible for downtown maintenance, the DDA board is asked to pass a resolution accepting this responsibility.

MOTION by Buck, SUPPORTED by Gallagher  
RESOLVED, that the board hereby agrees that the Farmington Downtown Development Authority shall act as the service provider for a comprehensive maintenance program of the Farmington Road Streetscape and that it shall own, operate and fund a maintenance program and plan over the design life of the improvements constructed with funds from the Transportation Alternatives Program. MOTION CARRIED, ALL AYES.

Member Higgins inquired about DDA funding commitments. Knowles responded that current commitments include debt for previous streetscape projects, downtown maintenance and administrative fees. Knowles confirmed that the budget is tight and will require disciplined spending by the board.

Greer departed the meeting at 6:45pm.

### **USE OF PROFITS FROM HARVEST MOON CELEBRATION FOR RILEY PARK ICE RINK**

The Harvest Moon Celebration is on target to generate \$9,000 in profit. Individual members have expressed interest in using profit for a specific project or function. The Riley Park Ice Rink is in immediate need of funding assistance for operations, marketing and capital purchases.

MOTION by Higgins, SUPPORTED by Gallagher  
RESOLVED, that the board allocates \$9,000.00 from profits from the 2014 Harvest Moon Celebration to the Riley Park Ice Rink. MOTION CARRIED, ALL AYES.

### **PURCHASE AGREEMENT FOR 33200 GRAND RIVER AVENUE BY LOS TRES AMIGOS, LLC**

Terrence Bixler, ROC Real Estate, the real estate agent representing Los Tres Amigos, LLC, has indicated in writing that owners wish to exercise the option to purchase the leased property at 33200 Grand River Avenue as described in the lease agreement. Said parcel consists of the front portion of the property that was split through legal process after the DDA purchased the property

in 2012. The purchase price of the property is \$350,000.00, in addition to any balance which exists on the loan that the DDA provided to the tenant for the replacement of the HVAC unit.

MOTION by Gallagher, SUPPORTED by Higgins,

RESOLVED, that the board concurs with the request of Los Tres Amigos, LLC, to act on its option to purchase property located at 33200 Grand River Avenue, with terms and conditions described in the lease agreement dated December 18, 2012 and subsequent addendum dated April 23, 2014, contingent upon satisfactory review and acceptance by the City Attorney.

AND BE IT FURTHER RESOLVED, that the board authorizes its duly elected officers to execute the deed on behalf of the Farmington Downtown Development Authority.

MOTION CARRIED, ALL AYES.

A discussion was held concerning the rear parcel of the property retained under DDA ownership. Installation of parking meters was discussed. Knowles will research and report back at the January meeting on options for kiosk-type meters and associated costs.

### WORK PLAN UPDATES

Platzke reminded board members about starting communication through the Block Captain program. The volunteer appreciation is scheduled for Wednesday, March 11, 2015.

Key shared that the Design Committee is taking a break in December after reviewing Farmington Road streetscape plans. The way finding signage project will be resurrected after the new year.

The Promotions Committee's Small Business Saturday was very successful. Next up is Restaurant Week, the last week of February.

Murphy reported that Innovate Farmington met on December 2. More awareness of iF is desirable; Knowles will inquire if a writer for the Press Corps can assist.

Knowles reminded the board that the Main Street Evaluation is Tuesday, December 9.

### BOARD COMMENT

None.

### ADJOURNMENT

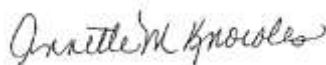
MOTION by Higgins, SECONDED by Key

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

The meeting was adjourned at 7:24p.m.

The next regular meeting will be on Wednesday, January 7, 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