



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES  
Monday, September 28, 2009

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

**ROLL CALL**

PRESENT: Cornwell, Cowley, Frost, Gajewski, Higgins, Jakacki, Kuiken, Pastue, Rock, Schneemann, Ziegler

ABSENT: None

OTHERS PRESENT: Executive Director Knowles  
Administrative Assistant Nogle

**CONSENT AGENDA ITEMS:**

MOTION by Jakacki, SUPPORTED by Schneemann to approve the regular minutes of August 24, 2009, and to accept and file the August Bill Review Report as presented. MOTION CARRIED, ALL AYES.

**BRANDING SUBCOMMITTEE UPDATE**

Dan Higgins updated the Board on the sub-committee's progress with the branding creative process. Gail Green presented different logo concepts. In response to concerns and to preferences that were expressed, the subcommittee will refine the concepts. Board members Jakacki, Schneemann and Gajewski volunteered to participate in the process.

**BUILD-OUT LOAN PROGRAM**

The proposed Build-Out Loan Program will make available loan funds for new food service establishments to construct certain building improvements. We would like to announce the program at the upcoming familiarization tour and would request that the board approve the program in concept.

Motion by Pastue, Supported by Kuiken to approve, in concept only, the Build-out Loan Program. MOTION CARRIED, ALL AYES

**ACCEPTANCE OF PROPOSAL FOR INTENSIVE-LEVEL HISTORIC SURVEY**

In 2006, Kidorf Preservation Consulting conducted a reconnaissance-level historic and architectural survey of potential historic properties in the DDA district. Results of the study showed multiple properties that may comprise an expanded commercial historic district. The next step is to conduct an intensive-level study and to submit an application to the State Historic Preservation Office.

Motion by Pastue, Supported by Kuiken to accept the proposal from Kidorf Preservation Consulting for the Intensive-Level Historic Survey, funds to be derived from Professional Services, #248-000.00-801.000. MOTION CARRIED, ALL AYES

**JOINT AGREEMENT TO PURCHASE OUTDOOR THEATER PROJECTOR**

Knowles presented to the Board an opportunity to jointly purchase an outdoor projector jointly with several other communities. The Board decided to take no action on this opportunity.

**EVENT PLANNER POSTING UPDATE**

The posting was announced through professional organizations. The quality of candidates has been outstanding. First interviews will occur in early October.

**REQUEST TO PUBLISH UNAUDITED ANNUAL REPORT**

Pursuant to Act 197 of the Public Acts of 1975, the DDA is required to publish an annual report on the status of the tax increment financing account in a local newspaper of general circulation.

MOTION by Schneemann SUPPORTED by Cornwell to authorize the publication of the Fiscal Year 2008-2009 Unaudited Financial Report, funds to be derived from Miscellaneous Expenses, Account #248-00.000-956.000. MOTION CARRIED, ALL AYES.

**2008 ANNUAL REPORTING STATISTICS**

We prepare a quarterly statistics report as part of our participation in the Oakland County Main Street Program. The annualized version of this report for 2008 was distributed for familiarity. These statistics will serve as the official means to measure progress from this point forward.

**WORK PLAN UPDATES**

The streetscape promotion campaign will come to closure in October. The familiarization tour will be held on October 13, 2009. Lastly, the Harvest Moon Dance will be held on Friday, October 2, 2009.

Schneemann departed the meeting at 8:20 pm.

**CLOSED SESSION – LAND ACQUISITION**

Motion by Kuiken, Supported by Frost to enter into a closed session to discuss land acquisition.

Ayes: Cornwell, Cowley, Frost, Gajewski, Higgins, Kuiken, Jakacki, Pastue, Rock, Ziegler

Nays: None.

Motion Carried.

Motion by Pastue, Supported by Kuiken to reconvene into regular session. MOTION CARRIED, ALL AYES.

**ADJOURNMENT**

MOTION by Kuiken, SUPPORTED by Pastue that the meeting be adjourned. MOTION CARRIED, ALL AYES.

The meeting was adjourned at 8:50 p.m.

The next meeting will be on Monday, October 26, 2009 at 6:00 p.m.

Respectively submitted,

*Annette Knowles*