



8:00AM Wednesday, March 12, 2025
City Hall Conference Room
23600 Liberty Street
Farmington, MI 48335

MINUTES

The meeting was called to order by Todd Craft at 8:04am.

1. Roll Call

Present: Todd Craft, Donovan Singleton, Claire Perko, Johnna Balk, Sean Murphy, James McLaughlan, Shawn Kavanagh(8:09am), Tom Pascaris(8:10am)

Others Present: Kate Knight, Jess Westendorf

Absent: None

2. Approval of Consent Agenda

a. Minutes: February 5, 2025 DDA Board Regular Meeting

b. Minutes: January 30, 2025 DDA Design Committee Meeting

Motion by Murphy, seconded by Perko to approve the items on the consent agenda. Motion passes unanimously.

3. Approval of Regular Agenda

Motion by Singleton, second by Murphy to approve the items on the regular agenda. Motion passes unanimously.

4. Public Comment

Chris Halas & James McLaughlan shared a fantastic team up of Ground Control and a national automotive company connected through Halas. A great example of The Farmington Way in action.

5. Executive Director Report

Thank you for coming to our Main Street Evaluation last month. It was a powerful show of volunteer spirit. National Main Street Conference is April 6-10, DDA Staff, Singleton, and Craft are attending.

Great candidates have interviewed for open board position and the position will be filled after the last interview on 3/24. Today is our annual meeting where the board chair and committee chairs are appointed.

Masons corner is close – sanded joints this week and installed the Masons sign and it looks great. Artists will be back in town last week in March to install finishing touches on our sculptures. Furniture will be the last item installed. Hoping for April to celebrate with donors. We hosted our second Master Plan Steering Committee meeting last night. Opening Day at the Farmers Market will be the launch of community engagement.

Applied for GM on Main for \$60K last week. Art Park budget for this important public space has been reviewed with the Design Committee and public art currently hits the “future budget cycle” category. The project brings our DDA fund balance to a low point, and the DDA will have to consider other funding sources to complete the park by the 2026 (requirements stated within our current Main Street Oakland County Placemaking grant).

The Rhythms in Riley Park line-up is finalized, and we are prepping for another busy patio season. Spruce and Ash and Sante will open soon, Los Tres Amigos is enclosing their patio with garage doors and Lone Light Spirits is in construction, including windows opening onto the street. We have schematic drawings for another major building renovation heading to the Design Committee this week as our downtown scene continues to transform.

6. Election of 2025 Officers

Todd Craft was nominated for President by Donovan Singleton and seconded by Tom Pascaris. Craft accepted the nomination. Motion passes unanimously.

Donovan Singleton was nominated for Vice President by Sean Murphy, seconded by Claire Perko. Singleton accepted the nomination. Motion passes unanimously

James McLaughlan was nominated by Todd Craft for Secretary, seconded by Murphy Seconds. McLaughlan accepted the nomination. Motion passes unanimously

Shawn Kavanagh was appointed to Promo Committee chair.
Sean Murphy was appointed to Organization Committee chair.
Donovan Singleton was appointed to Business Development Committee chair.
Claire Perko was appointed to Design Committee chair.
Johnna Balk was appointed to Public Art Committee chair.

7. Consideration to Approve Nowak & Fraus Pay Order #125370 Linear Art Park.

Motion by Perko, seconded by Balk to approve Pay Order #125370, in the amount of \$24,600.00 to Nowak & Fraus Engineers for services rendered. Motion passes unanimously via roll call.

Ayes: 8, Craft, Singleton, Perko, Balk, Murphy, McLaughlan, Kavanagh, Pascaris

Nays: 0

Absent: 0

8. Consideration of FY 2025-2026 Draft DDA Budget

Overview by Knight

9. Committee Updates:

a. Promotions Committee

Committee has not met but will meet soon in collaboration with the Downtown Merchant Group. Staff update: Water bill insert has been sent promoting Ladies Night Out and Summer Concerts/Fitness series, LNO has launched with merchant group working on gathering deals, website optimization and reorganization with Digital Marketing Contractor Jen Rhodes is in progress: Completed About Us section leading into Main Street Evaluation and now optimizing annual event section. Sponsorship solicitation is underway for all events. Social Media Workshop with Social Rebel is scheduled for Downtown Businesses for April 3rd with a hands-on session.

b. Organization Committee

Has not met

c. Business Development Committee

Provided a Master Plan Steering Committee update, retail incubator project update, and discussed organizing a night life group.

d. Design Committee

Committee is working on Art Park Promenade and Thomas Street study, meeting tomorrow. Perko is working on the landscape plan for trees and ground cover on Warner.

e. Public Art Committee

Finalizing elements of new sculptures.

10. Other Business

Discussed and scheduled committee meetings and showed 2024 Year in Review.

11. Board Comment

Craft: Thanked the board for all that have stepped up to serve and for appointing him as the President again.

12. Adjournment

Motion to adjourn by McLaughlan, second by Singleton. Motion passes unanimously.