



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES

Wednesday, October 7, 2015
Conference Room A, City Hall

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

ROLL CALL

PRESENT: Buck, Gallagher (6:15p.m.), Galvin, Greer, Higgins, Murphy, Skrzycki

ABSENT: Key, Platzke

OTHERS PRESENT: Annette Knowles, Asst. to City Mgr.
David Murphy, City Manager

CONSENT AGENDA ITEMS

MOTION by Galvin, SECONDED by Murphy

RESOLVED, that the board accepts and files the regular minutes of September, 2015 and the September Invoice Distribution, and approves payment of \$249 to the Sacred Sage under the Downtown Business Sponsorship Program, as presented. MOTION CARRIED, ALL AYES.

PUBLIC COMMENT

None

REQUEST TO FUND PARKING REGULATORY SIGNS

City Manager Murphy recounted that the Downtown Parking Advisory Committee has recommended changes to the time-limitations in downtown parking lots which have been approved by the city council. The required regulatory sign package is projected to cost approximately \$1,500.00. However, these funds were not included in the city budget for this fiscal year. City management is asking the DDA to apply funds for the additional signage. Knowles indicated three potential sources of funds – proceeds from Harvest Moon or assign a portion of funds budgeted for parking enforcement or wayfinding signage.

Gallagher entered the meeting.

A discussion was held concerning the relationship between the city, the DDA and the parking committee.

MOTION by Higgins, SECONDED by Skrzycki

RESOLVED, that the board authorizes the expenditure of an amount not to exceed \$2,000.00 for parking regulatory signage, the funds to be derived from the allocation of \$10,000.00 previously approved for parking enforcement. MOTION CARRIED, AYES: Buck, Gallagher, Greer, Higgins, Murphy, Skrzycki; NAYS: Galvin.

Galvin explained that the rationale for his vote of nay was that the parking is a city council issue.

ORCHARDS – PHASE II UPDATE

Knowles shared that the Orchards – Phase II project has received preliminary approval from the Planning Commission and the corresponding Planned Unit Development agreement was approved by the City Council. Our next step is to finalize a purchase agreement with Cervi Construction. At the city level, the Planning Commission will have its final review at its November meeting. Cervi Construction is planning to pour a foundation before winter. A special meeting may be necessary to execute the purchase agreement; a notice will be sent when ready.

HARVEST MOON CELEBRATION WRAP-UP REPORT

Skrzycki reported that HMC2015 was a complete success! Volunteer support was amazing, as usual. The decorations were superb. Attendance was record-breaking! Along with former board member Andrade, Skrzycki requested that a portion of the profit be set aside to replace over-the-road banners which are aging.

Knowles added that the anticipated profit for the event will fall between \$7,000-8,000.00. The graphics were designed which added to the marketing costs; additionally, the price per beer was lowered to \$5.00 each. Comments from event attendees were favorable; guests did not feel like they were being gouged.

MOTION by Skrzycki, SECONDED by Galvin

RESOLVED, that the board concurs with the recommendation to earmark \$1,000.00 from the profits of the Harvest Moon Celebration to purchase new over-the-road banners. MOTION CARRIED, ALL AYES.

JOINT OPERATING AGREEMENT WITH THE CITY OF FARMINGTON HILLS FOR ART ON THE GRAND

An existing three-year agreement between the City of Farmington Hills Special Services Division and the DDA expired upon the completion of the 2015 event. In order to begin planning for the forthcoming year, a new agreement is necessary. No changes from the previous agreements are requested, with the exception that references to a beer and wine hospitality tent have been removed. Previous attempts to operate a profitable hospitality tent were unsuccessful.

MOTION by Higgins, SECONDED by Gallagher

RESOLVED, that the board authorizes the Executive Director to sign the Joint Operating Agreement between the Farmington Downtown Development Authority and the City of Farmington Hills Special Services Division for Art on the Grand, 2016-2018. MOTION CARRIED, ALL AYES.

WORK PLAN UPDATES

The City of Farmington is forming a Recreation Master Plan Committee and seeks a representative from the DDA board as a member. The committee will meet from October through March, likely once per month. No date or time has been selected. The role of the DDA member will be to gather and communicate the board's opinions and communicate them to the committee. Skrzycki volunteered to serve on the committee, with Buck as an alternate.

MOTION by Galvin, SECONDED by Higgins

RESOLVED, that the board nominates board member Skrzycki to become the DDA liaison to the City of Farmington's Recreation Master Plan Committee. MOTION CARRIED, ALL AYES.

Other work plan highlights include, the Farmington Road Streetscape will likely be pursued for 2018, as MDOT is planning a major project on Grand River Avenue in 2017; parking wayfinding is in the bidding process; the City Manager's administrative assistant will be handling ice rink marketing this season; the final Farmington Second Fridays of this season happens on October 9, with a walking historic tour of downtown; business locator maps are printed, we are now waiting on the kiosk panels for replacement; solicitation for business participation for Small Business Saturday on November 28 is happening; the Harvest Moon Celebration is complete, with the exception of the volunteer appreciation on Wednesday, October 14; and a committee will be formed for the Downtown Master Plan update.

Gallagher reported that she has recruited Amy Lange to assume the editor position of the Main Street Messenger; additionally, she is working with Peace, Love and Plant and Miss Farmington Sidney Schrand on a recycling survey.

BOARD COMMENT

Galvin reported that the City Council intends to implement the Downtown Area Plan; option agreements are in the works for two properties, which will remain confidential until such a time that the options are signed.

Buck requested that a combined meeting with the City Council be planned after the November election. He shared his sadness about the passing of Kim DeCapite from Peterlin's.

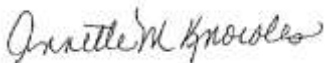
ADJOURNMENT

MOTION by Gallagher, SECONDED by Galvin
RESOLVED, that the meeting be adjourned.

The meeting was adjourned at 7:14p.m.

The next regular meeting will be on Wednesday, November 4, 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