



**DDA Board Meeting**  
**8:00AM Wednesday, Sep 4, 2024**  
**City Hall Conference Room**  
**23600 Liberty Street**  
**Farmington, MI 48335**

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## **MINUTES**

**The DDA Board meeting was called to order by Donovan Singleton at 8:12am.**

### **1. Roll Call**

Present: Donovan Singleton, Linda Deskins, Claire Perko, James McLaughlan, Johnna Balk, Sean Murphy

Others Present: Kate Knight, Jess Westendorf

Absent: Todd Craft, Tom Pascaris, Shawn Kavanagh

### **2. Approval of Consent Agenda**

- a. Minutes: July 10, 2024 DDA Regular Meeting
- b. Minutes: July 29, 2024 DDA/ City Council Joint Meeting
- c. Minutes: May 16, 2023 DDA Business Development Meeting
- d. Minutes: June 27, 2024 DDA Design Committee Meeting
- e. Minutes: July 25, 2024 DDA Design Committee Meeting
- f. Minutes: October 24, 2023 DDA Public Art Committee

**Motion by McLaughlan, seconded by Balk, to approve the items on the consent agenda.**

**Motion passes unanimously.**

### **3. Approval of Regular Agenda**

**Motion by Balk, seconded by Deskins, to approve the items on the regular agenda.**

**Motion passes unanimously.**

### **4. Public Comment**

**Opened and closed by Singleton at 8:13am.**

### **5. Executive Director Report**

It's Harvest Moon season and we have full board participation and are anticipating a strong year. We could begin discussing how to spend Harvest Moon proceeds.

We have public art momentum building- Two pieces at Masons Corner with a major donation from GLP Financial Group as a central piece, and the sculptural swing that we crowdfunded for, a DIA PIPA (Detroit Institute of Arts Partners in Public Art) mural program going on at the pavilion. Plus a Bicentennial public art effort including the installation of the timeline in the Fresh Thyme Alley. Grand Raven is in planning and entering the 5<sup>th</sup> year.

We are vacating Masons Corner with construction starting any day. Oakland County Placemaking and Public Spaces grant is in this packet at \$318K for Masons Corner.

Development Conversations happening with Initech on Farmington Road coming with PUD soon. Focal Alley Project – Between Loft Cigar Lounge and Focal Point Studios – A city owned property designated as social district, traffic engineering studies show that we can and should close it for pedestrian safety. Goal to work with neighboring businesses. Need to consider budget implications for maintenance like snow removal if we close the drive lane.

Save the date for the Board of Directors training on October 3<sup>rd</sup> 6-8pm in Pontiac.

### **6. Authorize Acceptance of Main Street Oakland County Placemaking Grant**

**Motion by Perko, seconded by McLaughlan, that the Farmington Downtown Development Authority Board hereby acknowledges that this resolution ratifies authorization by Executive Director Kate Knight to execute the Placemaking and Public Spaces Program Agreement for Local Fiscal Recovery Fund Distribution Between Oakland County and Farmington Downtown Development Authority. BE IT FURTHER RESOLVED that executing this agreement hereby accepts and binds the Farmington Downtown Development Authority to the terms and conditions of this Agreement. Motion passes unanimously.**

**7. Metromode 2024-2025 Partnership Agreement**

**Motion by Sean Murphy, seconded by Balk, to approve the authorization of \$13,000 for IMG/ Metromode for continued engagement for the FY 2024-2025, of Downtown Farmington in news reporting, communications and content deliverables as detailed in contract. Motion passes unanimously via roll call.**

**Ayes: 6; Perko, Deskins, McLaughlan, Singleton, Balk, Murphy.**

**Nays: 0**

**Absent: 3; Craft, Pascaris, Kavanagh**

**8. Committee Updates:**

**a. Promotions Committee**

a. Website audit, email and social support with contractor Jen Rhodes is underway and has been incredibly helpful to build capacity for our small team. Harvest Moon and Grand Raven planning underway with exciting new elements are launching this year.

**b. Organization Committee**

a. Harvest Moon, our largest volunteer event, is in great shape. Grand Raven volunteer signup is ready for promoting on 9/25.

**c. Business Development Committee**

a. Collaboration with Heights and Loft Lions Season Opening day in the Syndicate. Business Development Committee met and sent post-Founders Festival survey, discussed consolidating data from Placer AI to provide a useful format for Downtown Businesses, and participated in the Great American Main Street Award interview.

**d. Design Committee**

a. Approved signs, reviewed the façade for Lone Light Spirits (DDA applied for and won a Match on Main Grant for this business), Masons Corner under construction soon, discussion of art promenade connecting Riley Park to Hillside Townes present by Robertson Brothers team.

**e. Public Art Committee**

a. Meeting tomorrow with DIA and artist Malt for pavilion mural with goal of October installation.

**9. Other Business**

Public Art moratorium is in place by City Council for 90 days for development of legal process for private entities wishing to install public art.

Balk is speaking at the Michigan Municipal women in government panel discussion at Michigan Municipal League conference on Mackinac Island.

**10. Board Comment**

None

**11. Adjournment**

**Motion by Perko, seconded by Balk to adjourn. Motion passes unanimously.**