



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES

Monday, March 25, 2013
ANNUAL MEETING
Conference Room A – Farmington City Hall

The meeting was called to order at 6:32 p.m. by Vice-President Andrade.

ROLL CALL

PRESENT: Andrade, Buck, Greer, Higgins, Key, Murphy

ABSENT: Schneemann, Wells

OTHERS PRESENT: Annette Knowles, Executive Director
Kevin Christiansen, Community & Economic Development Director

Welcome to new board members Les Key and Sean Murphy.

CONSENT AGENDA ITEMS

MOTION by Higgins, SECONDED by Buck

RESOLVED, that the board approves the regular minutes of February 25, 2013, and accepts and files the February Financial Report and the February Invoice Distribution, as presented. MOTION CARRIED, ALL AYES.

PUBLIC COMMENT

No public comments were heard.

ELECTION OF OFFICERS

Andrade relinquished the chair to Knowles for the purpose of conducting the 2013 election of officers.

Buck nominated and Higgins supported the nomination of Melissa Andrade for President. No additional nominations for President were heard. Andrade nominated and Buck supported the nomination of Steve Schneemann for Vice-President. No additional nominations for Vice-President were heard. Andrade nominated and Greer supported the nomination of Dan Higgins for Secretary. No additional nominations for Secretary were heard.

MOTION by Buck, SECONDED by Murphy

RESOLVED, that the board closes the nominations for 2013 officers and elects those nominated by acclamation. MOTION CARRIED, ALL AYES.

President Andrade assumed the chair.

The agenda order was changed to accommodate the presence of Director Christiansen. The items concerning Los Tres Amigos will be moved forward.

33200 GRAND RIVER AVENUE – SITE PLAN AND BUILDING IMPROVEMENTS

Knowles presented an explanation of the work to be included in the Los Tres Amigos remodel of 33200 Grand River Avenue. Extensive interior work is planned, in addition to exterior façade improvements and the creation of an outdoor patio area. Renderings provided by the architect were provided. The total cost of building improvements, without furnishings, exceeds \$360,000.00.

MOTION by Higgins, SECONDED by Key

RESOLVED, that the board hereby approves the proposed interior, exterior and outdoor seating area improvements to be constructed at 33200 Grand River Avenue, in accordance with Section 18 of the Commercial Property Lease, dated December 18, 2013.

MOTION CARRIED, ALL AYES.

REQUEST BY LOS TRES AMIGOS FOR FUNDING ASSISTANCE FOR SIDEWALK RAMP

A request was received from Los Tres Amigos for funding assistance for the installation of a sidewalk ramp that was added to the site plan after the Planning Commission required it for ADA compliance. City management has concurred that funds may be derived from the proceeds of the 2013 bond issue.

MOTION by Higgins, SECONDED by Key

RESOLVED, that the board allocates an amount not to exceed \$1,830.00 toward sidewalk ramp improvements to its property located at 33200 Grand River Avenue, as requested by the tenant, Los Tres Amigos Farmington Downtown, the funds for which will be derived from the proceeds of the 2013 bond issue, to be paid as a reimbursement upon satisfactory inspection and receipt of an unconditional waiver of lien.

MOTION CARRIED, ALL AYES.

Christiansen departed the meeting.

Higgins departed the meeting at 8:02p.m.

PROPOSED FY 2013-2014 BUDGET

Knowles reviewed the approved 2013-2014 work plan and presented the corresponding proposed fiscal year budget. Revenues through TIF are expected to remain steady, but pending changes with personal property legislation and tax appeals could significantly alter the revenue projections. Revenue from the PSD is a constant, as we are entering year two of a five-year renewal.

Funds for debt must be allocated before any other expense. Rent derived from 33200 Grand River Avenue shall be applied to retirement of a loan received from the City of Farmington.

Total revenue, across all cost centers, is projected at \$879,000.00. Total expenditures are projected at \$865,995.00.

The date for presentation to the City Council is Monday, April 29, 2013. The Council will approve a spending threshold which we may not exceed unless a request for amendment is made.

MOTION by Greer, SECONDED by Murphy

RESOLVED, that the board approves for submission the proposed fiscal year 2013-2014 budget, as presented.

MOTION CARRIED, ALL AYES.

``APPLICATIONS FOR SPECIAL LICENSE FOR SALE OF BEER AND WINE

MOTION by Key, SECONDED by Greer

RESOLVED, that the application from the Farmington Downtown Development Authority for a special license to serve alcohol on June 1-2, 2013 to be located on Market Place (approximately in front of 33171 Grand River Avenue), be considered for approval.

MOTION CARRIED, ALL AYES.

MOTION by Murphy, SECONDED by Key

RESOLVED, that the application from the Farmington Downtown Development Authority for a special license to serve alcohol on July 18-20, 2013 to be located in the Downtown Farmington Center parking lot (nearest physical address being 23340 Farmington Road), be considered for approval.

MOTION CARRIED, ALL AYES.

MOTION by Greer, SECONDED by Key

RESOLVED, that the application from the Farmington Downtown Development Authority for a special license to serve alcohol on September 26-27, 2013 to be located at the Sundquist Pavilion, in Riley Park, 33113 Grand River Avenue, be considered for approval.

MOTION CARRIED, ALL AYES.

WORK PLAN UPDATES

Knowles discussed the following projects: Grove Street/Warner Street/Groves Façade timeline and associated construction relief, Ladies Night Out, the business locator map, the spring Main Street Messenger and upcoming events.

Andrade added that the kickoff of the ice rink committee is scheduled for Saturday, April 6 at 1pm.

BOARD COMMENT

Buck encouraged board members to participate in the community visioning process. The next session is Wednesday, March 27 at 6:30p.m.

ADJOURNMENT

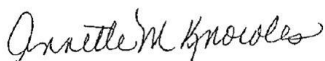
MOTION by Greer, SECONDED by Key

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

The meeting was adjourned at 8:23p.m.

The next regular meeting will be on Monday, April 22, 2013, at 6:30 p.m.

Respectively submitted,



Annette Knowles,
Executive Director