



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES

Wednesday, June 1, 2016  
Conference Room A, City Hall

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

**ROLL CALL**

PRESENT: Clement, Craft, Gallagher, Galvin, Griswold, Murphy (6:25pm), Skrzycki

ABSENT: Buck, Higgins

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

**CONSENT AGENDA ITEMS**

MOTION by Griswold, SECONDED by Skrzycki

RESOLVED, that the board accepts and files the Regular Minutes of May 4, 2016 and the May Invoice Distribution, and the March and April Financial Reports, as presented. MOTION CARRIED, ALL AYES.

**PUBLIC COMMENT**

No public comment was heard.

**GREATER FARMINGTON AREA CHAMBER OF COMMERCE UPDATE**

Dan Irvin, Executive Director, described the latest happenings and milestones at the Greater Farmington Area Chamber of Commerce. The Chamber wants to work better together. Memberships are growing and more business-to-business and business-to-consumer events and efforts are hosted. The Chamber is stepping up its business retention and economic development activities, with a series of videos as a tactic. It recently went through a rebranding project. Out of seventeen board members, only one is from Farmington. Irvin is working on a program to retool the fee structure to a tiered system, which should make membership affordable for small businesses.

Murphy entered the meeting.

**FY 2016-2017 BUDGET – FINAL REVIEW**

Knowles recapped the revisions made to the budget based on discussion at the May meeting. The traffic study for the Farmington Road Streetscape was removed; more funds for crosswalk improvements and business assistance were added. Lastly, an allocation of funds to transition the pocket park on Orchard Street with parking was added. The result is an unbalanced budget, with revenue of \$547,600 and expenditures of \$615,100.

Griswold remarked that consideration should be given to moving the crosswalk on Farmington Road, as the current location presents challenges.

MOTION by Galvin, SECONDED by Craft

RESOLVED, that the board concurs to submit the revised proposed fiscal year 2016-2017 budget to the Farmington City Council. MOTION CARRIED, ALL AYES.

### **PROPOSED MOBILE FOOD TRUCK POLICY**

Knowles distributed a proposed amendment to the special events ordinance to outline conditions under which mobile food vending would be permissible. Mayor Galvin requested that the board provide input to the city council about the proposed amendment. Board members are asked to ponder the proposed amendment for consideration of a recommendation at the July board meeting. Currently, mobile food vending is not a permitted use. Should they be allowed in a regulated environment?

MOTION by Skrzycki, SECONDED by Murphy

RESOLVED, that the proposed amendment to the special events ordinance to provide for mobile food vending be tabled until the July meeting. MOTION CARRIED, ALL AYES.

### **CLOSED SESSION: PROPERTY ACQUISITION**

MOTION by Galvin, SECONDED by Skrzycki

RESOLVED, that the board enter into a closed session to discuss property acquisition.

AYES: Clement, Craft, Gallagher, Galvin, Griswold, Murphy, Skrzycki, NAYS: None. MOTION CARRIED, ALL AYES.

Closed session begin at 7:25p.m.

MOTION by Murphy, SECONDED by Craft

RESOLVED, the board reconvene in open session. MOTION CARRIED, ALL AYES.

Open session reconvened at 8:10p.m.

### **WORK PLAN UPDATES**

Gallagher opened with a mention that the parking committee will visit Birmingham on Wednesday, June 15 to hear more about its parking operation.

Griswold stated that the initial questionnaire for the block captain project is nearly ready to go. Zones will be assigned shortly. Block captains will pick up the questionnaires, which Gallagher will distribute.

Murphy reported that the first promoted Farmington Second Fridays will happen on June 10. Participation is not where we'd like it. It also is opening night of Rhythmz in Riley Park and a midnight movie at the theater.

Skrzycki stated that the Harvest Moon committee will celebrate it's Main Street Oakland County award at its next meeting. The tentative date is June 8. She has been participating on the Recreation Master Plan committee; a copy of the report is forthcoming.

### **BOARD COMMENT**

Griswold complimented the newly-installed welcome and wayfinding signage. It is very attractive and noticeable.

Galvin mentioned that the Regional Transportation Authority released its Master Plan. Please take a look at the plan to see how it connects to and through Farmington. RTA is proposing a 1.2 mill proposal on the November ballot.

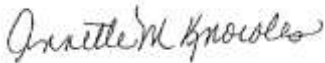
**ADJOURNMENT**

MOTION by Skrzycki, SECONDED by Galvin  
RESOLVED, that the meeting be adjourned.  
MOTION CARRIED, ALL AYES.

The meeting was adjourned at 8:29p.m.

The next regular meeting will be on Wednesday, July 6, 2016 at 6:00 p.m., in the Conference Room at City Hall.

Respectively submitted,

A handwritten signature in cursive script, appearing to read "Annette Knowles".

Annette Knowles,  
Assistant to the City Manager/DDA Executive Director