



8:00AM Wednesday, Dec 4, 2024  
City Hall Conference Room  
23600 Liberty Street  
Farmington, MI 48335

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## MINUTES

Called to order by Todd Craft at 8:03 am.

### Roll Call

- a. Present Sean Murphy, Don Singleton, Linda Deskins, Johnna Balk, James McLaughlan, Todd Craft: Tom Pascaris, Claire Perko (8:06)
- b. Others Present: Kate Knight, Jess Westendorf
- c. Absent: Shawn Kavanagh

### Approval of Consent Agenda

- a. **Minutes: November 6, 2024 DDA Regular Meeting**
- b. **Minutes: August 29, 2024 DDA Design Committee Meeting**
- c. **Minutes: October 30, 2024 DDA Organization Committee Meeting**
- d. **Minutes: October 8, 2024 DDA Promotion Committee Meeting**
- e. **Memo: Date Correction to April 2 in Approved 2025 Meeting Calendar**

Motion by Singleton, seconded by McLaughlan to approve the items on the regular agenda. Motion passes unanimously.

### Approval of Regular Agenda

Motion by McLaughlan, Singleton to approve the items on the consent Agenda. Motion passes unanimously.

### 4. Financial Report

Overview of Audited Annual Report 2023-2024 and DDA Q1 Report by Knight.

### 5. Public Comment

Opened at 8:14am by Craft

Walker, 24005 Gill Road – Learning a lot of about funding and juggling funding sources to make it happen.

### 6. Executive Director Report

Masons Corner Update – Placing a call with Consumers Energy every day. Infrastructure is in the ground, but waiting on the gas. Pavers and sculptures are coming in soon. Within a couple weeks.

Scheduling celebration the 3<sup>rd</sup> week of February to align with Main Street Evaluation. Selection of master planning firm – a year long project.

Farmington DDA won the organization of the year award at the Michigan Downtown Association.

DIA Mural Celebration is tomorrow

Visit Detroit – starting to see impact from their visit on Nov 1<sup>st</sup>.

### 7. Consideration to Approve Agreement for Services for Art Park Promenade for Nowak & Fraus/ LAND Design Studio

**Motion by Pascaris, seconded by Singleton RESOLVED, to approve Civil Engineering and Landscape Design Professional Services Agreement for Linear Art Park with Nowak & Fraus and LAND Design Studio at a fee not to exceed \$64,200.**

**Motion passes unanimously via roll call**

**8. Consideration to Approve Warren Construction Pay Request #1 Masons Corner Motion by Murphy, Seconded by Deskins, RESOLVED, to approve Pay Order #1 to Warren Construction for Masons Corner for services rendered.**

**Motion passed unanimously via roll call.**

**9. Choose Consultant for Downtown Master Plan**

**Motion by Singleton, Seconded by Pascaris, RESOLVED, to approve to approve OHM as the consultant to update the Downtown Master Plan, and to allocate DDA budget toward the overall proposed fee of \$154,000, subject to review and approval of an agreement by the City Manager, City Attorney's office, and DDA executive director.**

**10. Committee Updates:**

- a. Promotions Committee – Waterbill with GAMSA focus in progress, Ladies Night Out summary, and merchant driven Cocoa, Cookie, and Craft Crawl.**
- b. Organization Committee – Work plan update mid-term review. Executive committee meeting coming soon. Board member recruitment strategy.**
- c. Business Development Committee – Engaged new apparel retailer for a new concept downtown.**
- d. Design Committee – Linear Park is main focus. Completing Masons Corner.**
- e. Public Art Committee – DIA Mural Ribbon cutting tomorrow.**

**11. Other Business**

**Portrait Options for Board Members**

**12. Board Comment**

**Craft:** Thank you to staff for all the hard work and congratulations for award for Organization of the year. Appreciative of the opportunity to serve with last meeting as board chair coming up in February. As we move forward think about who you want to sit in this chair. Have discussion prior to voting.

**Balk:** Heartfelt thank you from council for all of the DDA Board as volunteers.

**13. Adjournment**

**Balk, Deskins**

*Dates of Interest:*

*Dec 5, 11am DIA Mural Ribbon Cutting*

*Dec 7, Holly Days*

*10am-4pm Gifts, Greens and Giving at Riley Park*

*5:30pm, Light Up the Grand Parade*

*Dec 14, 1pm, Ugly Sweater Crawl: Cocoa, Cookies & Crafts, participating Downtown Merchants*

*Jan 8, DDA Board Regular Meeting*