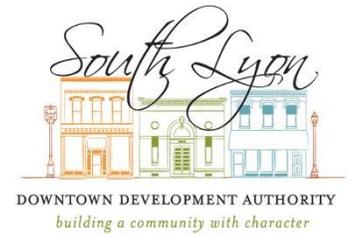


**City of South Lyon**  
**Downtown Development Authority**  
**Minutes**  
**May 9, 2013**



The meeting was called to order at 8:35am.

PRESENT: Bifano, Childs, Fagin, Gerdom, Jarrett(9:01), Murphy, Stowe

ABSENT:

OTHERS PRESENT: Debbie Nogle, Administrative Assistant  
Diane Roest, Diane's Dollhouse  
Jack Reutter, Co Reutter  
Teresa Rupert, Co Reutter  
Kathleen McFall, Kathleens

**APPROVAL OF AGENDA:**

MOTION by Stowe

SUPPORTED by Gerdom

RESOLVED, to approve the May 9, 2013 Agenda as amended.

ALL AYES, MOTION CARRIED.

**APPROVAL OF MINUTES:**

MOTION by Childs

SUPPORTED by Gerdom

RESOLVED, to approve the meeting minutes of the May 9, 2013 as written by Bifano and April 30, 2013 as read by Stowe.

ALL AYES, MOTION CARRIED

**PUBLIC COMMENT**

No Comment

**NEW BUSINESS – RESIGNATIONS**

MOTION by Childs

SUPPORTED by Stowe

RESOLVED, to accept the resignation of Mary Poole and David Grimes.

ALL AYES, MOTION CARRIED

**NEW BUSINESS – ELECTIONS**

MOTION by Murphy

SUPPORTED by Childs

RESOLVED, to open the nominations for elections of Officers

ALL AYES, MOTION CARRIED

Gary Fagin, Chair

Holly Gerdom, Vice-Chair

Susan Stowe, Secretary  
Rhonda Bifano, Treasurer

MOTION by Murphy  
SUPPORTED by Childs  
RESOLVED, to close the nominations for elections of Officers  
ALL AYES, MOTION CARRIED

### **OLD BUSINESS- BY LAWS**

The Board reviewed section 4 of the by-laws and Gerdom would like to see the Board follow this section. Bifano suggested having a bid section added to the by-laws. The section would define the bid process for the DDA. The process would require a bid for purchases over \$2,500. Murphy recommended to the Board he will contact the City Attorney to assist with language at the June 13, 2013. The remaining sections of the by-laws were in compliance.

### **NEW BUSINESS – FLOWER BASKETS**

Gerdom reviewed the quotes acquired from:  
Brainer's Greenhouse of Wixom- \$2,610.00  
Willow Greenhouse of Salem - \$3,072 .00  
Mike's Greenhouse of Lyon Township - \$3,196.00

Fagin suggested fiber with swivel to match the bracket being purchased by the DDA from Superb Fabricating. Gerdom would like to have Nogle send an email to the DDA's businesses asking if they would like to purchase a bracket to mount on their business, along with information on the DDA's plant selection. Discussion commenced adding Brainer's Greenhouse was approximately \$500.00 less between the other quotes obtained. Bill Jarrett would have liked to have seen support for a local business to have received the winning quote. Murphy explained there was a cost saving of over \$500.00 and this is the reason the DDA is recommending Brainer's Greenhouse. The majority of the Board decided to have swivel fiber baskets with multi-colored flowers. The board also requested Nogle to write a press release to the paper recognizing Herb Stricker for his generosity and the craftsmanship of the brackets.

MOTION by Gerdom  
SUPPORTED by Stowe  
RESOLVED to accept Brainer's Greenhouse bid in the amount of 2,610.00 funds to be derived from account 280-000.00-880-000, Community Promotions.  
NAYS: Jarrett  
MOTION PASSED

### **MARKET AND PROMOTIONS**

Jack Reutter updated the Board that Ladies Night Out had approximately 130 filled out raffle tickets. Stowe explained she had a constant flow in her store and felt it was more than 130 who participated. Reutter went on to state they had celebrity cut outs, musical group and 250.00 of purchased food for the event. Reutter would like to see a board member on the LNO committee to assist in the planning and executing of the event. The event needs a year's worth of planning and a set of guidelines. Jack requested to be reimbursed for \$272.00 out of pocket costs. Diane Roest would like to help with the Ladies Night Out and was not informed of the event. Kathleen

McFall would like to know who is picking the date for the event, due to other communities with Ladies Night Out's happening on the same day. Kathleen feels there should be research done prior to picking a date. Childs explained the DDA by-laws states an event needs to be in the planning stages 6 months in advanced of the event date. Receipts need to be dropped off at City. Marketing and Promotions will be discussed at the next DDA Board Meeting.

MOTION by Childs

SUPPORTED by Stowe

RESOLVED, to approve \$272.00 payable to Jack Reutter for out of pocket expenses incurred for the Ladies Night Out, funds to be derived from account 280-000.00-880-000, Community Promotions.

ALL AYES, MOTION CARRIED

### **ADJOURNMENT**

MOTION by Jarrett

SUPPORTED by Stowe

RESOLVED to adjourn the meeting.

The meeting was adjourned at 9:48am.

The next meeting will be Thursday, June 13, 2013.

Respectfully Submitted

*Debbie Nogle*