

**City of South Lyon
Downtown Development Authority Meeting
September 8, 2011**

The meeting was called to order at 8:33 a.m.

Present: Rhonda Bifano, Gary Fagin, Holly Gerdom, Dave Grimes, Mary Poole, Joe Repanshek, City Manager David Murphy, Susan Stowe.

Absent: Gary Childs

Also present: Kristen Delaney, Director of Community and Economic Development for the City of South Lyon, Marilyn Smith (South Lyon Resale Shop), Karlee Buchinger (So Me).

Approval of Minutes:

Motion by Bifano, supported by Gerdom.

To approve the Minutes for September 8, 2011.

Vote: **Motion Carried Unanimously**

Approval of Agenda:

Motion by Bifano, supported by Gerdom.

To approve the Agenda for October 13, 2011.

Vote: **Motion Carried Unanimously**

Public Comment: Karlee Buchinger introduced herself. She stated that she had opened her business in November and she was excited to be helping with the upcoming Ladies Night Out.

Stowe arrived at 8:39 a.m.

Old Business:

- 1. Budget/Financial Report:** Bifano reviewed the financials. There was a question about a charge from HRC. Murphy explained that it was for some work they had done regarding the Veteran's Lot. Fagin had a question about a charge for arborvitae around the Veteran's Memorial. There was a discussion about the best way to utilize funds earmarked for street improvements on Pontiac Trail between Liberty and McHattie. Enhanced crosswalks, traffic calming and pedestrian crossing signs were discussed. Murphy noted that an over-the-road banner might also be an option. Fagin stated that he would like to schedule a meeting with the design committee and the planning consultant Ben Tallerico.

Grimes arrived at 8:48 a.m.

2. Committee Updates:

- a. **Design:** Fagin stated there were no updates.
- b. **Marketing & Promotions:** Stowe gave an update on the recent committee meeting.
 - i. **Events for 2012 – Tentative Schedule:** Delaney presented the schedule of events for 2012. There was a discussion of events on the schedule. Delaney noted that her aim was to have an event during June, July and August. Poole talked about the importance of annual events that people can count on happening. She stated that she is exploring the possibility of having weekly car shows.

Gerdom asked, what is the plan for the November meeting with the Chamber? Poole said that she wanted to talk about the Chamber doing more events, particularly in the summer. Poole asked about the mission of the DDA and what the focus of the board should be. Fagin stated that this was definitely something the DDA needed to clarify. There was further discussion about events like Downtown Saturday Night and the Pub Crawl. Board members wanted to know if the Chamber had plans to bring those events back. There was a discussion about getting the community more involved in events and in downtown in general, like they were for the Annual Clean Up Day that took place in the spring.

- ii. **Ladies Night Out Holiday Preview:** Stowe and Buchinger gave an overview of the event. They noted that there would be a second planning meeting on Thursday, October 20th at 9 am at the Tuscan Café. There was a discussion about possibly doing a decorating contest as part of the event. Delaney asked them to schedule Ladies Night Out for 2012 at this meeting. It was decided that there should be no more than 3 of these events for 2012.
 - iii. **Downtown Trick-or-Treat:** Delaney gave a brief update on this event. There are more businesses participating than last year and the turnout is expected to be good.
- c. **Farmers Market:** Bifano noted that the market ended the day before and that there would be a wrap up meeting the next day. She handed out a financial report for the market. She estimated that the market had approximately \$1,000 in sponsorship money remaining.

Delaney stated that the Farmers Market Committee would like to send the Market Master to training through the Michigan Farmers Market Association. Training costs \$300 and information about the certification program was included in the board packets.

Approval to spend \$300 to send Market Master to the Michigan Farmers Market Association Farmers Market Manager Certificate Program:

Motion by Poole, supported by Bifano.

To spend \$300 for Farmers Market Manager Certificate Program.

Vote:

Motion Carried Unanimously

- 3. **Flower Basket Quote from Landscape Design & Associates LLC:** Murphy stated that he was still obtaining information from technical schools. This item will be discussed at a future meeting.
- 4. **Snow Removal – Obtaining Quotes:** Delaney stated that she needed some direction on this. What are the parameters for snow removal? After some discussion the board asked her to obtain quotes for snow removal over 3” for all sidewalks within the DDA. The quotes do not need to cover the application of salt as it was thought this would be very expensive.

New Business:

None.

Board Comments: There was a discussion about the condition of the dumpsters in the Wells Street parking lot. Murphy stated that the City had received complaints about food and debris around the dumpsters. Murphy stated that he will send out letters asking the surrounding business owners to keep the dumpsters maintained. Repanshek stated that the doors on the dumpster still need to be fixed. There was discussion about possibly locking the dumpsters so no illegal dumping could take place.

Delaney congratulated Gerdom and Poole on a wonderful Pumpkinfest. The board agreed.

Fagin stated that he was trying to obtain quotes for pruning of the trees in the DDA. Delaney stated that she would send him contact information for companies that they had used in the past.

There was discussion on the former Crossroads and Bella Luna. Crossroads has been purchased and Bella Luna has a pending offer.

Adjournment:

Motion by Gerdom, supported by Stowe.

To adjourn meeting at 9:50 a.m.

Vote:

Motion Carried Unanimously

Gary Fagin, Chairperson

Kristen Delaney, Recording Secretary