

City of South Lyon

Downtown Development Authority Regular Meeting

January 8, 2009 KD

Chairperson Clark called the meeting to order at 9:00 a.m.

**Present:** Randy Clark, Don Beck, Jan Eldon, Barb Herzog, Gretchen Phillips, Gary Fagin, Joe Repanshek and City Manager David Murphy.

**Absent:** Dawn Tenpenny.

**Also present:** Kristen Delaney, Director of Community and Economic Development, Mary Poole of Lake Street Tavern, Lee Ann Tolinski of the Gallery Café and Tim Kniga from Hubbell, Roth & Clark, Inc

**Approval of Minutes:**

Motion by Beck, supported by Phillips.

To approve the Minutes for December 11, 2008.

**Vote:** **Motion Carried Unanimously**

**Approval of Agenda, as amended to include "Payment for DDA Banners" as the 3<sup>rd</sup> item under Old Business:**

Motion by Herzong, supported by Murphy.

To approve agenda for January 8, 2009.

**Vote:** **Motion Carried Unanimously**

**Public Comment:** Mary Poole of Lake Street Tavern, formerly Bistro 127, stated that she was hoping to be open on March 1<sup>st</sup> but that depended on how quickly she was approved by the Liquor Commission and Health Department. Poole also introduced her daughter-in-law Lauren and her granddaughter.

Board member Fagin said that he and other board members had received a letter from Murphy asking if they wanted to remain on the DDA. Fagin stated that he had many other commitments, and had been considering stepping down because he saw a lot of new people interested in the DDA who could contribute a lot of energy. Murphy stated that the intent of his letter was not to urge any of the current board members to step down, but he did want to make it known that other business owners had expressed an interest in serving on the DDA. Fagin said that he had written a formal letter of resignation per the specifications of the DDA by-laws, which he gave to Murphy. Murphy asked if Fagin did intend to resign from the board, and Fagin responded that he was unsure. Murphy responded that he would hold onto the letter, and give Fagin some time to decide if he indeed wanted to step down. Fagin agreed to this, and stated that he would remain on the board for the time being.

**Old Business:**

- 1) **Veteran Lot Design:** Tim Kniga gave the board estimates for the Veteran's Lot that he had updated. The estimates included total project costs, with a breakdown of those costs on the second page. He stated that he did it this way so that the board could see variations on what they

can do to the parking lot and how much these options will cost. Murphy stated that he had looked at the budget and contrary to what the DDA had been told, there had not been money budgeted for this year specifically for the parking lot. Clark asked if the project would happen in the next fiscal year. Murphy replied that he was unsure as the next fiscal year would be extremely tight.

The board then discussed whether this project could possibly be covered by the Obama Stimulus Plan. Kniga replied that yes, the project would be eligible because a parking lot is considered to be infrastructure.

Phillips asked what the DDA needed to do the lot at the bare minimum. Kniga replied that because of the condition of the lot, it could not be overlaid without doing work on the existing asphalt. The existing asphalt is very broken up and will need to be pulverized.

Clark stated that he had spoken to officers of the VFW Post about making the area around the rock a project. Clark asked if the DPW could pull out bushes and other overgrown vegetation around the rock, so the VFW could install new landscaping. Murphy said that this would not be a problem for the DPW to take care of.

Kniga stated that if the board decided to go ahead and just pave the parking lot, it would be a very short project, probably one week to 10 days in total.

- 2) **Marketing and Promotions Committee:** Joe Repanshek stated that they had been unable to set a date for the next committee meeting. Jan stated that the committee had met yesterday and elected officers. Lee Ann Tolinski was elected Chair, Patti Maida is Vice-Chair and Susan Stowe is the committee's Secretary. Repanshek stated that there had been some miscommunication between Eldon and himself in setting a time for the committee meetings. Eldon apologized for the miscommunication and stated that the time that worked for the rest of the committee did not meet for Repanshek, so they chose to go ahead and meet at the time that was convenient for the majority of the committee members. Repanshek and Eldon agreed to get together to set up a meeting date for next month that was good for everyone.
- 3) **Payment for DDA Banners:** Clark noted that banner sales went very well this year. Phillips wondered how much the sales had earned in total and if the board could see a finance report. Clark replied that he thought sales were around \$1,500. Murphy stated that he would follow up with a finance report for next month's meeting.

**Motion by Beck, supported by Repanshek.**

**To approve payment of \$234.00 to SeeSigns for light pole banners.**

**Vote:**

**Motion Carried Unanimously**

**New Business:**

- 1) **2009 Goals:** Murphy first stated that he would like to introduce Jan Eldon, of Jan's Skin Spa, who is the newest member of the DDA. Eldon replaced Vicki Serra who stepped down from the DDA about a month ago.

Murphy stated that one goal for the DDA was to revisit the idea of boundary expansion that former City Manager Rod Cook had explored a couple of years ago. He stated that he and

Delaney had already been in touch with people from Oakland County and were taking the necessary steps to pursue boundary expansion.

Murphy said that his second major goal for the DDA was for South Lyon to become a Main Street Mentor Community through Oakland County. Murphy stated that in the current economy the DDA must take advantage of every possible way to leverage their funds, and that by becoming part of the Main Street Program, South Lyon would be able to take advantage of thousands of dollars of investment, as well as many other resources, from the County. Murphy stated that he was aware that the idea of becoming a Main Street community had been explored in the past, and he wanted to approach the board now to see if there was support for pursuing the program.

Phillips responded that the board had indeed looked into the program in the past but it was determined that the City could not commit the administrative time to make the program successful. Murphy stated that he and Delaney would commit the time and energy to make the program successful, but that it would demand more time and energy from board members and other volunteers as well. Murphy stated that in both his interview and his first several months as City Manager, the City Council and other members of the community had asked him to focus on the downtown. He stated that becoming a Main Street Mentor Community was the best way to do this, and asked if he had the DDA's support to move forward with the program. There was a consensus on the board that the DDA should become a Main Street Mentor Community. Murphy stated that his next step was to bring the idea to City Council, which he would do at the next meeting.

#### **Board Member Comments:**

Murphy stated that he had looked into purchasing hanging baskets and the maintenance needed for their upkeep. The baskets would require a gas golf cart with modified suspension to hold the nearly 50 gallon water tank. Murphy stated that he was of the opinion that the board should hire a part-time person to maintain the hanging baskets and to do general weeding in the landscaped areas downtown.

Murphy told the board that some work was being done in the restaurant formerly known as Screwie Louie's, but that the building had not been sold to a new owner, to his knowledge.

Delaney stated that she had purchased a domain name for a DDA website, <http://www.downtownsouthlyon.org/> and that she would put the DDA website on a future agenda so the board could discuss what they would like to have on it.

Phillips stated that as she remembered, participating in Main Street required a list of long-term goals for the DDA. She stated that in the past the board had considered burying electric lines and possibly purchasing properties as some of their long-term goals. Murphy agreed that a formal list of long-term goals was necessary and that this is a topic that the board should discuss in a future meeting. Phillips stated that dealing with blight should also be a topic of discussion for the future as well.

Clark stated that he had received an email from Dawn Tenpenny stating that she had decided to resign because she will be spending the winter out of the state. Clark told the board that this would be his last meeting as Chair, so they would need to elect a new person to serve in that capacity. He went on to say that due to many commitments in his own life, he needed to resign from his position on the DDA as well. Clark then gave Murphy his letter of resignation.

Phillips responded that she too had been considering stepping down from the DDA but that she was not entirely sure and had not written a letter. She stated that she had been on the DDA for a long time, and

was very proud of the things the board had accomplished, but she was also aware that serving on the board required a substantial time commitment. Murphy stated that he wanted to be clear, that Phillips was not formally resigning from the board. Phillips agreed that she was not stepping down from the board now, but she would likely do so in the near future.

Fagin stated he disappointed to hear that Chairperson Clark had decided to step down, but that he was very happy with the new direction that the DDA was headed. He stated that he thought it was very important to be able to make a time commitment to the board, and he liked seeing new people willing to get involved and contribute. Fagin also said that he thought the issue of overlap between various boards and committee in the City was an issue that needed to be addressed. Overall, Fagin stated that while the economy was bad right now, there were a lot of positive things happening. Eldon agreed, stating that Christmas Eve was her best day ever in terms of sales.

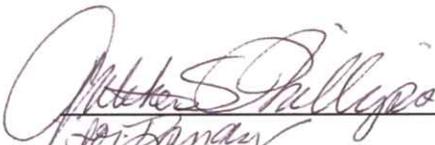
**Adjournment:**

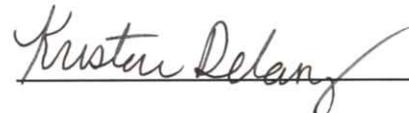
Motion by Beck, supported by Herzog.

To adjourn meeting at 9:50 a.m.

**Vote:**

**Motion Carried Unanimously**

  
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Randy Clark, Chairperson  
Vice Chair

  
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Kristen Delaney, Recording Secretary