

**City of South Lyon  
Downtown Development Authority  
Regular Meeting Minutes  
May 10, 2012**

The meeting was called to order by Chairperson Fagin at 8:37 a.m.

Roll Call: Rhonda Bifano  
Gary Childs  
Gary Fagin  
Holly Gerdom  
Mary Poole  
Susan Stowe  
David Murphy  
Bill Jarratt

Absent: Dave Grimes

Also Present: Kristen Delaney, City of South Lyon  
Marilyn Smith, South Lyon Resale Shoppe  
Jack Reutter, Co. Reutter Salon

**MOTION TO APPROVE AGENDA AS PRESENTED**

**Motion by Gerdom, supported by Poole.**

**To approve the Agenda as presented for May 10, 2012.**

**VOTE**

**MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES AS PRESENTED**

**Motion by Bifano, supported by Stowe.**

**To approve the Minutes as presented for April 12, 2012.**

**VOTE**

**MOTION CARRIED UNANIMOUSLY**

**COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

Jack Reutter introduced himself. The Board thanked him for coming to the meeting.

## **NEW BUSINESS**

### **1) Lake Street Tavern Parking Lot Use Request**

Poole described the outdoor dining area she would like to put in the Wells Street Parking Lot. She noted that the dining area would take up 4 parking spaces at the back of her restaurant. There would be 24 tables with 48 total seats. The area would be shielded by a retractable awning. The awning will be supported by poles with plates on the ends. No staking would be necessary and there will be no damage done to the asphalt. She will surround it with the same fencing that is used for the dining area at the front of the building. She said that the only thing that she would need to have changed, is to have the parking blocks moved.

There was a general discussion about the proposal.

*Bill Jarratt arrived at 8:46 am.*

Murphy recommended to Poole that she approach her neighbors and let them know about her proposal.

There was a discussion about when the patio area would be up. Poole stated that she would like to have it up from late March to October. Reutter and Poole talked about events that could be held in the lot.

The board expressed support for Poole's proposal and the use of the four parking spaces. Poole noted that she would abstain from voting.

### **MOTION TO RECOMMEND TO THE CITY COUNCIL TO APPROVE THE PLANS FOR THE OUTDOOR PATIO AREA AS PRESENTED BY MARY POOLE FOR THE WELLS STREET PARKING LOT**

**Motion by Fagin, supported by Stowe.**

**To recommend that the City Council approve the plans for the outdoor patio area in the Wells Street Parking Lot.**

**VOTE (1 Abstained)**

**MOTION CARRIED UNANIMOUSLY**

**MOTION APPROVED**

### **2) Elections**

Delaney noted that this item was added to the agenda because with Joe Repanshek's resignation, the board no longer had a Vice Chair. There was a discussion about the elected officers. Several board members noted that they would like to have Gerdom serve as Vice Chair. She said that she would accept the office.

The Officers for the South Lyon Downtown Development Authority will be:

Gary Fagin, Chair

Holly Gerdom, Vice-Chair  
Susan Stowe, Secretary  
Rhonda Bifano, Treasurer

**MOTION TO APPOINT BOARD MEMBERS TO THE FOLLOWING POSITIONS: GARY FAGIN (CHAIR), HOLLY GERDOM (VICE CHAIR), SUSAN STOWE (SECRETARY) AND RHONDA BIFANO (TREASURER)**

**Motion by Poole, supported by Childs.**

**To recommend that board members to the positions of Chair, Vice Chair, Secretary and Treasurer.**

**VOTE**

**MOTION CARRIED UNANIMOUSLY**

**MOTION APPROVED**

**OLD BUSINESS**

**1) Budget/ Financial Report**

Bifano gave a brief overview of a financial report. She inquired whether or not the DDA could expect more personal property tax to come in. Murphy replied that there would not be any more coming in. Approximately \$38,000 was collected and roughly \$35,000 goes toward bond payments for the Wells Street Parking Lot. There was a discussion about use of funds leftover from the construction of the lot. This was around \$27,000. The board discussed the need to ask for a budget amendment to pay for some expenses.

Bifano stated that it would be helpful to have a list of recurring, annual expenses. These would include: flowers for light pole baskets, wages for the person who waters the flowers, principle and interest payments on bond debt and the website hosting.

Bifano stated that she would like to see line items in the budget for Farmers Market revenues and expenses. The Market is a self-sustaining event, but with the way the financial reports are structured, it looks like it costs the DDA money which it does not.

Poole said that this discussion again leads back to a bigger question – how to get more money? She brought up the idea of having a Business Partnership Committee that would pursue support from larger companies. Stowe, Gerdom and Jarratt said that they would help with this.

**2) 2012 Events**

No update.

**3) Committee Updates**

**a) Design**

No update.

**b) Marketing and Promotions**

**a. Ladies Night Out Recap**

Stowe and Smith gave an overview of the recent Ladies Night Out event. There was a discussion on ways to change the event in the future.

**c) Farmers Market**

Delaney gave a brief update on the 2012 market.

**TABLED ITEMS**

None

**BOARD MEMBER COMMENTS**

Jarratt introduced himself and gave a brief overview of his past experience on the DDA. The Board welcomed him to the DDA.

**ADJOURNMENT**

**Motion by Gerdom supported by Stowe.**

**To adjourn the May 10, 2012 DDA board meeting at 9:44 a.m.**

**VOTE**

**MOTION CARRIED UNANIMOUSLY**

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Gary Fagin, Chairperson

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Kristen Delaney, Recording Secretary