

**City of South Lyon
Downtown Development Authority
Regular Meeting Minutes
May 8, 2014**

The meeting was called to order by Chairperson Fagin at 8:36 a.m.

Roll Call: Gary Fagin, Chair
Holly Gerdom, Vice-Chair
Marilyn Smith
Susan Stowe
Cheryl Wickham
Rod Cook, Interim City Manager
(1) Vacancy

Absent: Gene Carroll
Bill Jarratt

Also Present: Kristen Delaney, City of South Lyon

MOTION TO APPROVE AGENDA AS AMENDED

Stowe requested that “Construction on Pontiac Trail” be added as New Business, Item #2.

Motion by Stowe, supported by Gerdom.

To approve the Agenda as amended for May 8, 2014.

VOTE **MOTION CARRIED UNANIMOUSLY**

APPROVAL OF MINUTES AS PRESENTED

Motion by Wickham, supported by Gerdom.

To approve the Minutes as presented for April 10, 2014.

VOTE **MOTION CARRIED UNANIMOUSLY**

COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None.

NEW BUSINESS

1. Downtown Projects for Fiscal Year 2014-2015

There was a discussion of potential projects for Fiscal Year 2014-2015. Fagin stated that he wanted to schedule a time to walk around downtown with DPW Superintendent Martin and the new City Manager. Fagin stated that he wanted to talk about maintenance issues.

2. Construction on Pontiac Trail

Stowe stated that she was very concerned about the way that this project was announced to downtown business owners. She stated that being only given a few days notice that the downtown would be closed for two weeks created a real hardship for business owners.

There was a discussion about signage to be placed downtown so that it would be clear that businesses were open during construction. Cook placed a call to HRC and confirmed that Cadillac Asphalt had signs that would be put up.

Cook gave an update on the proposed stamped concrete crosswalks. He stated that the cost for the installation of the stamped concrete that the Board approved at the April meeting had continued to go up. He does not think that this project would make enough difference in the downtown to justify the cost of the project. He recommends that the contractor simply replace the brick crosswalks already in place.

OLD BUSINESS

1. Financial Report

The Board reviewed financial reports included in their packets.

Cook also went over the proposed DDA budget for Fiscal Year 2014-2015. He recommended that the Board get more involved in the preparation of future budgets.

2. Committee Updates:

- a. **Design:** No update.
- b. **Marketing & Promotions:** There was a discussion regarding the requests for the DDA to hold another Ladies Night Out. People have been asking about it at City Hall and asking the business owners. Stowe proposed a fall event. Dates being considered include: Thursday, September 11th or Thursday, September 18th.
- c. **Farmers Market:** Delaney presented a request from the Market Manager Mary Novrocki, to purchase stanchions. The stanchions are for the Northville Winery's booth location at the Farmers Market. Novrocki is proposing that the Committee purchase these because they are a requirement of the SLPD, not the Michigan Liquor Commission. Novrocki stated that she wanted something that would be aesthetically pleasing so for that reason as well, she is proposing that the Committee purchase them. She also thinks that they can be used for future events.

Fagin stated that he has no problem approving this request, but he would like to see an up-to-date financial report from the Farmers Market so the DDA knows where they stand financially.

MOTION TO APPROVE THE EXPENDITURE OF AN AMOUNT NOT TO EXCEED \$300 FOR THE FARMERS MARKET TO PURCHASE STANCHIONS.

Motion by Gerdom, supported by Smith.

To approve the expenditure of an amount not to exceed \$300 for the purchase of stanchions.

VOTE

MOTION CARRIED UNANIMOUSLY

TABLED ITEMS

None.

BOARD MEMBER COMMENTS

There was a brief discussion of re-appointments and the need to hold an election of officers. Fagin noted that there was a new business owner who was interested in serving on the DDA Board. Smith stated that she had talked with Derek Mashburn and he plans to open a new café in the location of the former Tuscan Café. He will be open sometime in late summer.

ADJOURNMENT

Motion by Smith, supported by Wickham.

To adjourn the May 9, 2014 board meeting at 9:31 a.m.

VOTE

MOTION CARRIED UNANIMOUSLY

Gary Fagin, Chairperson

Kristen Delaney, Recording Secretary