

City of South Lyon
Downtown Development Authority Regular Meeting
September 11, 2008

Chairperson Clark called the meeting to order at 9:04 a.m.

Present: Randy Clark, Don Beck, Barb Herzog, Gretchen Phillips, Dawn Tenpenny, David Murphy.

Absent: Gary Fagin, Joe Repanshek, Vicki Serra.

Also present were Janice Eldon of Jan's Skin Spa, Lee Ann Tolinski of the Gallery Café, Mihailo Stevanovic of the South Lyon Village Bakery, Tamara Ward representing Pumpkinfest Music Night and Jeff Bell of J & G Landscaping.

Approval of Agenda:

Motion by Phillips, supported by Herzog.

To approve agenda for September 11, 2008.

Vote: **Motion Carried Unanimously**

Approval of Minutes:

Motion by Tenpenny, supported by Herzog.

To approve the Minutes for August 12, 2008.

Vote: **Motion Carried Unanimously**

Public Comment:

Janice Eldon and Lee Ann Ann Tolinski updated the board on their progress with the annual Holiday Spectacular taking place on Saturday, December 13, 2008. Eldon stated that last year the DDA sponsored two carriages for the festival, and asked if they would be willing to do the same again this year. Clark recommended the issue be put on the agenda for next month.

Old Business:

- 1) **Finance:** Clark stated that there was nothing new to report.

- 2) **Music Night:** Tamara Ward gave a presentation about the entertainment taking place on Saturday evening during Pumpkinfest. Beginning at 4 p.m., there will be four bands, with Mitch Ryder and the Detroit Wheels headlining. Ward explained that the stipulations in Ryder's contract were such that additional expenses for sound and lighting were being accrued. She stated that the Chamber was assuming most of the costs but still needed some assistance with funding.

Ward also addressed some concerns that were raised after last year's event. First, she stated that there was a need for police presence. She has already spoken with Chief Collins, who recommended that two police officers be present during the event. The cleanup of debris in the street after the parade last year was also a problem. Murphy stated that the city's street sweeper would be sent out either late Saturday night or early Saturday morning. He suggested that the organizers of Pumpkinfest recruit some volunteers to clean up the street after the parade.

Ward's primary concern from last year was the numerous issues that she had with road closures. Even after barricades went up last year some motorists attempted to drive around them, causing a safety hazard. Ward has approached Lyon Township in an effort to secure more barricades for the event. She then passed out a map of the proposed road closures.

Phillips asked how much the DDA contributed to the event. Clark responded that the board had donated \$2,000 to the Chamber of Commerce, and that at the next DDA meeting they would discuss if they could contribute additional funds.

- 3) **Streetscape:** Murphy gave the board an update on the progress of the streetscape improvements. He stated that he had spoken with the contractor and they would have electricity working by today. Unfortunately they had not installed bulbs yet, so he could not tell if it was functioning. He also stated that they would start going through the punch list and that he would like them to finish up some small issues like installing trees and grates while they go through the punch list.

Herzog inquired about an issue with the sidewalk in front of her business. Murphy responded that he had been in touch with the engineering firm and the issue will be resolved by the City rather than the contractor to ensure that it is done correctly.

Stevanovic inquired about clean up of the parking lot next to his business as well as some pavers that need to be installed in front of the building. Clark responded that the contractor still had a lot of paver work to do around lights, trees and grates.

Beck asked about plans to repave the lot in the future. Clark stated that the board had made plans to build a divisional wall between Quality Insurance and the parking lot on the property line. Murphy asked if these plans had ever been approved. Phillips stated no, the board had only looked at conceptual drawings and never approved anything. Clark stated they the board had budgeted \$15,000 for the wall and that Rod Cook had put aside money in the DPW budget to recap the parking lot.

Murphy said he will review the plans and find out more information about the planned parking lot improvements. Clark suggested that they put the issue on a future agenda and spend the fall and winter planning improvements for next spring.

- 4) **Maintenance:** Jeff Bell of J & G Landscaping updated the Board on the work that his company had completed downtown. Bell had some concerns about a flower bed in the Wells Street parking lot that received significant foot traffic, and needed to be watered more next year.

Bell gave the board a list of proposed projects and areas of improvement for next year. Bell mentioned an area of the parking lot next to the Buggy's that is frequently driven over. Bell suggested placing boulders or a tree to give this portion of the parking lot more visual impact or removing it altogether. Murphy stated that this design may be in place due to city zoning ordinance.

Clark stated that the board was very satisfied with the work that J & G had done.

Motion by Beck, supported by Phillips.

To approve payment of \$1,312.85 for August and \$1,312.85 for September to J & G

Landscaping .

Vote:

Motion Carried Unanimously

New Business:

- 1) **Bike Racks / Parks & Recreation:** Murphy stated that there was nothing new to report, but that this topic should be on the agenda for the next meeting. Phillips asked where the bike racks should be located. Tenpenny stated that it would be alright to have one located in front of her business. Beck stated that they should also place one near the Veteran's Memorial. Clark mentioned placing one near Brown's and the Post Office or near Herzog's business. Phillips stated that the board should also consider locations on the west side of Lafayette. Clark mentioned the South Lyon Hotel as a possible location, but due to the fact the building is built out to the sidewalk there was no place to put a bike rack.

- 2) **Business Update:** Murphy stated that there was nothing new to report. Clark noted that the cell phone store next to the bakery had gone out of business.

Board Member Comments:

Phillips stated that tree maintenance was a very important issue. She has noticed that some of the trees in the downtown area were overgrown and that they needed to be maintained to protect the investment that the DDA had made in them.

Murphy recommended that the board get prices from landscaping companies with a professional arborist on staff to ensure that the care of the trees was done correctly.

Beck suggested that the board have J & G go ahead with the work for now because it needed to be done before the winter. Phillips agreed to speak with Bell about the issue and determine how much the work would cost.

Adjournment:

Motion by Herzog, supported by Phillips.

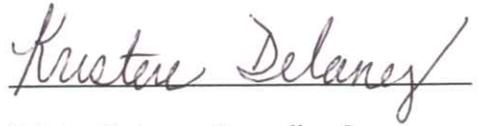
To adjourn meeting at 10:11 a.m.

Vote:

A handwritten signature in cursive script, appearing to read "Randy Clark", written over a horizontal line.

Randy Clark, Chairperson

Motion Carried Unanimously

A handwritten signature in cursive script, appearing to read "Kristen Delaney", written over a horizontal line.

Kristen Delaney, Recording Secretary