



MEETING MINUTES – APRIL 11, 2019

- I. **Call to Order:** Meeting called to order at 8:03 am by Dereck Mashburn.
- II. **Approval of Agenda:** Motion by Paul, supported by Annie to approve the agenda. Motion passed unanimously.
- III. **Roll Call:** Present: Dereck Mashburn, Anne Buchtrup, Mark Childs, Jeff Heinanen, Jennifer Dunigan, Norm Fultz, Tanya Nevitt, Paul Zelenak. Also present, Bob Donohue, Tom Neff, Tim Davids, and Amelia Yunker. Excused: Gene Carroll.
- IV. **Approval of March 14 DDA Board Meeting Minutes:** Tanya's name is misspelled in section A. under New Business. Paul made a motion to accept the minutes as corrected. Supported by Annie. Motion passed unanimously.
- V. **Citizens Comments:** None.
- VI. **DDA Budget Report:** Bob reported that the DDA has \$800 in their budget between now and the new fiscal year, July 1. The Farmer's Market currently has ten commitments of \$195 for sponsorships. Bob and Paul are meeting with GFL next week to request sponsorship. Additional large and small sponsorships will be pursued ASAP.
- VII. **New Business:**
 - A. **Parking Time Limit Enforcement.** Tom Neff from Traffic and Safety Control Systems attended the meeting and shared information and different options for parking and enforcement. Options include meters vs. time limit enforcement, long-term parking spaces off the main roads, actual tire chalking or digital tire chalking. We currently have no time limit enforcement. We need to be proactive with regard to parking as we try to draw more businesses to the area. Milford has paid parking on-street and free parking off street. Shared parking is a good idea (use of private spaces if and when allowed). Need way-finding (signs) directing visitors to parking lots. Clarkston has one paid lot and free parking with a time limit on street. Short term goals are education, ordinance, enforcement, way-finding and maintenance. Mark is concerned with having too many signs. We should leave parking on the agenda and discuss each month. The intent at this time is to pursue enforcement of time limits without any paid parking.
 - B. **Farmer's Market.** The market has currently received ten sponsorships of \$195 each. Deadline is April 20 for the first set of sponsor signs to be available at the first Market Day, May 4th. We need to order a new sign that will also display sponsors to replace our

current sign which only advertises when the farmer's market takes place. Sign will have spaces for individual sponsors. Paul and Bob are working on sponsorships from PNC Bank and GFL. Paul asked Tim to provide a list of businesses that have yet to be contacted and the list will be divided among DDA members to contact businesses. DDA members will be at City Hall at 6 pm on April 16 to follow up with the contact list. Tim is placing posts on Facebook announcing the start of the Farmer's Market season. There will be a Mother's Day event sponsored by Abbey Park. They will provide corsages to the first 50 moms who attend the market on May 11.

C. DDA – Economic Development Activity Update.

1. Paul and Bob are moving forward and have a meeting scheduled regarding Mo's Garage. The owners will be notified in May, after additional research and discussion by staff, to attend a meeting in City Hall to discuss next steps.
2. 111 N. Lafayette has been sold to Ron Borgman and a closing is pending. Plans are for total restoration before Pumpkinfest and will include retail at street level with one apartment above. 135 E. Lake (RCA Building) has been sold to Dan Schwegler and he will be using the same architect and contractor as 111 N. Lafayette. Restoration is expected to take around 18 months. Restaurant space on first and third floors with offices on the second floor. The Draft Street property price is down to \$625,000 and the agent is contacting previously interested parties now that the price is lower. The Detroit Street property available for \$125,000 as the hospital has said they are not interested.

VIII. Old Business:

- A. DDA/TIF update. The plan was submitted on time to the State Department of Treasury as required by Public Act 57 of 2018. An additional report will be required in 180 days (1/1/20) after the start of the fiscal year.
- B. Business property owner's meetings take place on the fourth Thursday of the Month at The Corner Caffe from 8:30-9:30 am. The next business property owner meeting will take place on April 25. There was a good turn out at the March meeting.
- C. Ladies' Night. Spring Ladies' Night Out is scheduled for Friday, May 10 from 5-9 pm. Tanya reported that there are currently 10 sponsors. Tanya will have the graphics and the bags ready to go out next week. Reminder, this is a DDA event and graphics and budget need approval even if there is no DDA cash funding for the event. In-kind services are provided by the City and the DDA. Annie has the paperwork and it will be presented. Need a work plan. Need more advance planning to know how much (if any) funding will be needed. Need at least a 4-6 month advance notice to secure the billboard at the north end of town. Police are on board for the event, but there will be no road closures.
- D. 2019 Events Calendar. Draft of the 2019 event calendar was shared.

IX. Board Member Comments:

Mark would like to see the Police Chief attend and participate in any further parking discussions.

Dereck welcomed Amelia Yunker, Head of Adult Services at the Salem-South Lyon District Library. Amelia presented information about a free program from NASA that provides 15 space-related images with stands that can be placed around town. This program is similar to the DIA Inside/Out program that ran a few years ago. The library is looking to the City for help in providing a place to store the crates the materials arrive in, a forklift, and assembly of the stands. This NASA program ties in to the summer reading program. Paul made a motion to partner with the library and support this program. Supported by Jennifer. Motion passed unanimously. Amelia also mentioned that June 29 is DIY Day at the library and they are looking for local businesses to support this event. An application is available at the library and due by April 30.

- X. **Adjournment.** Paul made a motion to adjourn. Supported by Jennifer. Motion passed unanimously. Meeting adjourned 10:13 am.