



## I. MEETING MINUTES –JULY 13, 2017

- I. **Call to Order:** 8:35 a.m.
- II. **Roll Call:** Present: Marilyn Smith, Abe Ayoub, Dereck Mashburn, Marsha Calus, Jennifer Dunigan, Lynne Ladner and Bob Donohue. Absent: Gene Carroll, Cheryl Wickham and Tracey Hill.
- III. **Approval of the Agenda:** Dereck moved to approve, Supported by Jennifer. Motion passed unanimously.
- IV. **Approval of the June 8, 2017 DDA Board Meeting Minutes:** Lynne moved to postpone approval until the next meeting in order for the Board to have time to review. Supported by Dereck. Motion passed unanimously.
- V. **Citizen Comment:** None

## VI. New Business:

- A. Farmers Market Update by Tim Davids, Interim Market Manager: Tim stated he is two weeks into the Market and things are going well. He has the iMac back and is transitioning into Market Facebook page. On average, he has 3 -5 vendors per week contacting him to get into Market. He would like to set up a second table for eating with 6 – 8 chairs and he is working on entertainment for the rest of the year. He needs an extension pole for the second Market banner and he would like to suggest for next year that the parking lot be restriped and sealed. At one time, the spots were also numbered. Bob Donohue added that they would have 6 -7 local sponsors in the next 1 -2 weeks.
  1. Purchase of 6 folding chairs. Abe motioned to approve up to \$300 for a maximum of 8 chairs. Supported by Jennifer. Motion passed unanimously.
  2. Purchase of one more new pedestrian crossing signs. Bob will talk with Chief Collins to see which vendor they use and how much it would be. Abe motioned to approve up to \$400, 2 signs maximum. Supported by Dereck. Motion passed unanimously.
  3. Market Manager Interviews. Bob stated they have received 8 responses and will begin interviews in the next 2 weeks. Interim Manager, Tim, has submitted his resume as well.
- B. DDA- Economic Development Activity Update:



1. Next Downtown Business & Property Owners Mtg.: Thursday, July 27<sup>th</sup> at 8:30 a.m. Bob stated attendance was down for the last meeting which is typical for the summer, but he has had a lot of good feedback.
  2. Promotions and Marketing Committee, second meeting to be scheduled asap. Bob will contact committee members and set up by the end of next week.
  3. Design Committee, next meeting to be held Thursday, July 20<sup>th</sup> at 8:30 a.m. At the last meeting, they discussed “projecting/blade” signs now produced locally by Superb Fabricating. Bob went over zoning ordinance with Megan Blaha, Zoning Administrator, to be sure it complies. They are also discussing addition of wayfinding signs which are directory signs.
  4. Business Recruitment Activity & New Business Activity. See Bob’s report. Padywacs has relocated downtown. Also, quilt shop will be out of current space on Sept. 1<sup>st</sup>. This is a potential spot for a wine bar; Bullet shop is as well.
- C. “Grand Day Out Downtown” event for physically and mentally disabled school children will be held on September 20<sup>th</sup> from 1 – 3:30 p.m. This event is for K-12<sup>th</sup> grade children who are physically or mentally handicapped. They will be coming through businesses in groups of 6 or less. This is a great experience for these kids.
- D. Pumpkinfest Scarecrows. It was suggested to limit the display timeframe because of complaints that they were out too long (5 weeks) and deteriorate. The Pumpkinfest website says they need to remove by October 1<sup>st</sup> which shortens the time to 2 weeks.

## VII. **Old Business:**

- A. South Lyon Hotel Update: Bob stated the current official estimate for re-opening is late August but September is probably more realistic. The decking on the upper and lower patio will be made of concrete and will be along the entire front of the building as well as the entire side facing Whipple St.
- B. DDA Events/Committees/Activity Updates:
  1. Kids Trick or Treat Abe stated this would be a good time to promote the DDA but not commercialize. The signage should say “sponsored by the DDA.” The current signage for businesses who participate is an orange pumpkin to put in their storefront window. There was discussion about updating that as a poster with DDA sponsorship information.



2. Ladies Night Out (Friday, November 17<sup>th</sup>) Update on billboard: Marsha stated the contract with Adams Outdoor Advertising was signed by the City Manager this week. It will be on the billboard on Pontiac Trail; the side facing North. The cost was \$1350 and is for the 4 weeks prior to the event. They are working on the design and approval prior to display.
- C. Relocation & Expansion of the Veterans Monument (The Rock) Status Bob stated they have received approval from the final group on the list, the Historical Commission, and are ready to take before City Council. Target date for completion is Memorial Day 2018.
- D. Cool Yule Discussion regarding participation. Bob suggested a window display contest. Jennifer suggested strolling carolers. Marilyn suggested one of the high school choir groups and offered to get in contact with the high school; Lynne did as well. There was some discussion about a school group being able to work for donations. Carriage rides were also suggested. This was something that had been done in the past. Marilyn will check into cost. Dereck requested that Cool Yule be kept on the agenda for the next meeting.
- E. Update on No Truck Turns at Lake & Lafayette Streets: June 29<sup>th</sup> & July 7<sup>th</sup> RCOC Info. Bob stated he and Chief Collins met with the Road Commission. The original delay was due to the information being sent by TIA to the wrong entity. The estimated cost of the proposed signage is \$6,000. The next step is to go before City Council to get approval. Bob will request that it be added to the next City Council meeting agenda. There was some discussion regarding cost sharing with the RCOC but that is not available in this case since the request came from the community. There was also discussion about trucks turning onto Pontiac Trail from the alley by Ten Penny Furniture. It was unclear whether the alley between Ten Penny and the Providence Hospital clinic was private property or city property.
- F. Need to redo Striping of all crosswalks in Core Downtown. Bob will talk again to the Road Commission.

#### VIII. **Tabled Business:**

- A. Banner Poles on N. Lafayette Street: Update & Action to Purchase. Bob called Harlan Electric and received quote for 2 poles, 20 feet high (purchase and installation) for \$2967. He will get 2 more quotes. He will also find out what



permits are necessary and the cost of those permits. This will need approval from City Council.

**IX. Other Items:**

- A. Bob provided a list of Historic Buildings in Downtown South Lyon & DDA Eligible for State & National Register Listing and the National Register of Historic Places Preliminary Survey. The deadline for the historic walking tour brochure will be August 30th.
- B. Bob stated the Art & Cars Show on Wednesday, July 26<sup>th</sup>, is a joint effort of the Cultural Arts Commission and the Lake Street Cruise-In. It will be held on the Presbyterian Church grounds. Bob said Josie Kearns of the CAC was excited about this event as it is their first big show outside of City Hall.

**X. Board Member Comments: None**

- XI. **Adjourn:** Motion by Abe, supported by Jennifer. Motion carried unanimously. Meeting Adjourned at 9:40 a.m.