



MEETING MINUTES – SEPTEMBER 13, 2018

- I. **Call to Order:** 8:17 am. Gene reported that Marsha will be late.
- II. **Approval of Agenda.** Bob reported that Tim needs to leave early. Can we move him up on the agenda? Add Norm's fence under other items.
- III. **Roll Call:** Mark Childs, Abe Ayoub, Annie Buchtrup, Gene Carroll, Jennifer Dunigan, Marsha Calus. Also present, Bob Donohue, Tim Davids, Diane Roest, Gary Fagin, Norm Fultz, Cindy Fultz. Absent: Chief Lloyd Collins, Dereck Mashburn.
- IV. **Approval of Minutes for July 12, 2018.** Jennifer noted that she was present at the July meeting, but her name is not among those present. Abe made a motion to approve the minutes as corrected. Supported by Jennifer. Motion passed unanimously.
- V. **Citizen's Comments:** None.
- VI. **New Business:**
 - A. **Farmer's Market Manager Report.** Market Manager, Tim Davids, reported that traffic continues to be good at the market. Vendors are happy. A third produce vendor has been included in the past couple of weeks and is doing well. Tim provided an updated Pumpkinfest lot map. Three spaces remain to be rented. The Farmer's Market will have a float in the Pumpkinfest Parade. We have one banner for the back, but need two more for the sides of the float.
 - B. **DDA Board Application from Norm Fultz.** We have an application from Jeff Heinanen that the DDA Board approved in July, but it has not yet been presented to City Council. Jeff has noted in July that he was very busy with his business in July and August and would like to be at the council meeting when his nomination is on the City Council Agenda. Need clearer steps for the process to apply for all City board and commission positions. When applications are received by the City Clerk, they need to be date stamped. Abe then asked how many absences are acceptable. The DDA By-Laws needs to be looked at. Dereck has now missed three meetings. Someone needs to contact Dereck to see if he wants to remain on the board or step down. Need to make business owners aware of positions that are available and when the meetings take place. There is a posting on the

city website newsfeed announcing that we have positions available on boards and commissions and are looking for applicants. What is the procedure for accepting Norm's application and Jeff's application? Abe asked if the DDA could recommend Norm and Jeff to City Council and let Council decide? Bob noted that the DDA Board took clear action at the July 12, 2018 DDA Board Meeting to unanimously recommend Jeff Heinanen for the one open DDA Board seat. What message would it send to Jeff Heinanen and other businesses if the DDA were to rescind the action they took to recommend Jeff and then possibly recommend Norm? That may set a very dangerous precedent. Discussion of communication between parties and how things get done around town. Other issues need to be discussed at another time and place. Too much time spent discussing when to apply, where to submit application, and what to do if multiple applications are received at once. Jennifer pointed out that if the situation were reversed and Norm's application were pending when Jeff applied and we took his application as well, that it wouldn't be fair to Norm. Also, would not be appropriate to have council make the decision on whose application to accept. Marsha made a motion to table this issue until next month when we will have input from a new City Manager, we can talk to the City Attorney, and we can talk to Dereck. Supported by Anne. Motion passed unanimously. Gene said he will contact Dereck to find out what his status is. Also, please add Norm to the email that notifies business owners of the monthly DDA business owners meeting.

- C. The new City Manager is Paul Zelenak and he will officially start on October 1.
- D. MDA Annual Michigan Downtowns Conference will take place in Frankenmuth, October 11 and 12, 2018. The DDA will pay the registration for two DDA Board Members who are interested in attending. Annie is interested. Possibly Marsha.
- E. DDA – Economic Development Activity Update. The new exterior at Exquisite Kitchen Design and Venue should be 90% complete by Pumpkinfest. New paint and awnings are coming to A & E Jewelers. Lake Street Tavern building had cornices replaced and painting should be done by mid-October. No comment on the Art Craft and RCA buildings which are now a legal issue due to the owner not following building ordinances. Next DDA Business Owner meeting will take place at The Corner Caffe on September 30.

VII. Old Business:

- A. Holiday Gift Guide. Sign up through September 27 in order to participate. (May be extended until October 5). Scott from Lyon Today along with Bob Donohue will be going door to door to solicit vendors.
- B. The DDA now has an excel spreadsheet which shows Downtown and City-wide Events for the entire year.

- C. Brotoberfest is on schedule for October 20. Event will take place on E. Lake Street between Lafayette and Wells Street. Street closures have been approved. Games are being donated and KV Sports will have a big screen TV for people to watch the MSU vs. Michigan game. VFW and Kiwanis are helping out with this event.
 - D. Trick or Treat is scheduled for Thursday, October 25 from 6-8 pm. Abe talked with John Dolan, Lyon Township Supervisor, about putting our Trick or Treat information on their website. They would like to put their firefighter Trick or Treat information on our website. Will have to check with our City Manager and Fire Chief.
 - E. Ladies Night. Marsha will update the Facebook page next week. The billboard is not done and Bob will get the other ad design to Marsha for the brochures and bags. Last year we did 250, but we are thinking we should do 1000 this year because more than 750 packets of information were handed out and the number of ladies was estimated at over 1000. Should we order more of a generic variety? Possibly. Adams will put up the Brotoberfest billboard two weeks before the event. The Tuesday after Brotoberfest, Adams will change billboard to Ladies Night. Billboard will be on the southbound side of sign at the railroad tracks. We also need to order post cards, posters and flags. Bob will handle. Can we get posters printed and distributed before Pumpkinfest? Bob will check.
 - F. Cool Yule is scheduled for Saturday, December 1. Mike Horlocker is chairing this event. Jeff Heinanen has the foundation installed for his Christmas tree. Parade will end at the museum. More detail to be determined.
 - G. Downtown Business Directory. Bob reported that corrections have been made and the first draft is at the printer. We will get everything approved and sent out but do not recommend putting a ton of inventory out at Pumpkinfest.
- VIII. Other Items:** Waiting for more information and cost estimates on the fence proposed for the corner of Lake & Lafayette. Also waiting on approval from the Oakland County Road Commission and information from a variety of state and county agencies. Will put on a future agenda. More discussion about what to do with the corner. Norm shared his opinion of the fence and explained his concerns about the potential for vandalism of cars in his care due to blocked sight lines from the main roads. Norm wants the corner to look cosmetically pleasing, but not block his access. Bob noted that vehicles from Norm's lot often drive over the sidewalk on S. Lafayette almost every day, which is not legal. Gene suggested we look at other options. Mark asked about the perception that residents have that cars are being

stored on the property. Norm said no cars were abandoned or stored, but some are left while people are out of town for more than a few days.

IX. Board Comments: None.

X. Adjournment. Abe made a motion to adjourn. Supported by Marsha. Meeting adjourned 10:02 am.