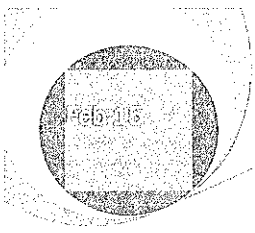


**I. MEETING MINUTES – FEBRUARY 15, 2018**

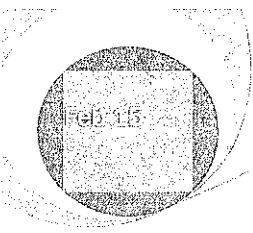
- I. **Call to Order:** 6:05 p.m.
- II. **Roll Call:** Present: Dereck Mashburn, Jennifer Dunigan, Gene Carroll, Abe Ayoub, Marsha Calus, and Bob Donohue. Absent: Lynne Ladner (on leave), Marsha Calus, Marilyn and Tracey Hill. Also present were Annie Buchtrup, Mark Childs, and a Mr. & Mrs. McConagle.
- III. **Approval of the Agenda:** Dereck motioned to approve, supported by Abe. Motion passed unanimously.
- IV. **Approval of the January 11, DDA Board Meeting Minutes:** Jennifer motioned to approve, supported by Abe. Motion passed unanimously.
- V. **Citizen Comments:** None.
- VI. **New Business:**
  - A. Resignation of Cheryl Wickham effective March 1, 2018: Gene expressed his thanks for Cheryl's years of service on the DDA Board and wished her well. The other Board Members noted the same.
  - B. Recommendation to fill Board Vacancy: Mark Childs: Mark's application was reviewed and Mark's many years of past service to the DDA Board were noted. Motion by Abe to recommend Mark's appointment to the DDA Board, to Interim City Manager and to the City Council for final approval. Supported by Jennifer. Motion passed unanimously.
  - C. Election of a new Vice Chair: Abe nominated Dereck Mashburn. Jennifer supported the motion. Motion passed unanimously.
  - D. Election of a Treasurer: Abe nominated Jennifer Dunigan, Marsha supported the motion. Motion passed unanimously.
  - E. Approval of Farmers Market Manager Pay Increase and Invoice for January, 2018: Dereck motioned to table the Market Manager Pay Increase until the April 12 DDA Board Meeting after the Board has reviewed the proposed FY 2018/2019 DDA Budget Info, a 2017 Recap Report, and a Draft 2018 Farmers Market Budget is presented by the Market Manager. Motion supported by Marsha. Motion passed unanimously.
  - F. DDA – Economic Development Activity Update:
    1. **Buildings For Sale/Lease, Business Recruitment & Business activity Update:** Bob noted the status of 115 E. Lake St. (former Quilt Shop) and 108 N. Lafayette (former EMS Repurpose furniture and gifts). Ice Cream



Store, Wine Bar, Antique Shops, and a Repurpose Furnishings/Paint store are interested. Bonner Buildings (111-113 N. Lafayette St. and 135 E. lake St.) should have For Sale signs up in late February or March. 3 new restaurant groups have expressed interest in Downtown. One of them is confidentially speaking to the property owner of a building in the DDA District.

**VII. Old Business:**

- A. DDA Board Member Attendance. There was discussion by the Board to amend the DDA By-Laws so that the Mayor is responsible for the appointment of new DDA members which City Council then approves. Amended By-Laws will be approved by the DDA Board and then the DDA recommends them for approval by City Council. Motion by Abe, supported by Jennifer, to amend Section 3, item A. (on page 1.) by replacing "City Manager" to read: appointed by "The Mayor"; and, item D. (on page 2), by replacing "City Manager" with "The Mayor." Motion Passed unanimously. The second reading of the amendment will appear n the March 8, 2018 DDA Board Meeting Agenda for approval.
- B. DDA Financial Report Summary and TIF Info re: Final Payment for Wells St. P-Lot.: A copy of the Monthly DDA Budget Report was distributed for review. Bob noted that the final payment on the Wells Street Parking Lot bond debt will be made in the Spring of 2019. Bob also noted that final Tax Increment Finance (TIF) Revenue numbers from Oakland County Equalization will not be available until the end of March after Board of Review. An accurate Total TIF Revenue will be provided at that time so that the DDA can review and finalize their budget at the April 12 DDA Board Meeting. It will then be provided to the City for inclusion in the City's Overall Budget for FY 18/19.
- C. 2018 DDA Board Meeting Schedule: Motion by Dereck, supported by Marsha, to approve the 2018 DDA Board Meeting Schedule as presented. Motion passed unanimously.
- D. Enforcement of Maintenance Ordinances re: 4 Downtown Buildings, Update: Bob noted that the City has formed a committee of staff and consultants to review each property and to create an Action Strategy to address all maintenance and building code issues at 5 specific properties, as soon as possible, in and near the DDA. Those 5 buildings are: 110 Detroit Street, 111-113 N. Lafayette Street, 135 E. Lake Street, 333 S. Lafayette street and the BP Gas Station at \_\_\_\_ N. Lafayette Street.



*South Lyon*



**DOWNTOWN DEVELOPMENT AUTHORITY**  
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- VIII. Other Items: none.
- IX. Board Member Comments: none.
- X. Adjourn: Motion by Dereck, supported by Marilyn. Motion passed unanimously.  
Meeting adjourned at 10:20 a.m.