

**City of South Lyon
Downtown Development Authority
Regular Meeting Minutes
November 14, 2013**

The meeting was called to order by Chairperson Fagin at 8:43 a.m.

Roll Call: Gary Fagin, Chair
Holly Gerdom, Vice-Chair
Bill Jarratt
Marilyn Smith
Susan Stowe, Secretary
Cheryl Wickham
(1) Vacancy

Absent: Gene Carroll

Also Present: Kristen Delaney, City of South Lyon
Kim Thompson, Chamber of Commerce
Jack Reutter, Co. Reutter Salon

MOTION TO APPROVE AGENDA AS PRESENTED

Motion by Gerdom, supported by Wickham.

To approve the Agenda as presented for November 14, 2013.

VOTE

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES AS PRESENTED

Motion by Smith, supported by Stowe.

To approve the Minutes as presented for September 12, 2013.

VOTE

MOTION CARRIED UNANIMOUSLY

COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Thompson reminded those present about the Chamber's Holiday Window and Door decorating contest. Wickham noted that she would be willing to serve as a judge to represent the DDA.

NEW BUSINESS

1) Results of Downtown Walk Through

Jarratt gave an overview of the downtown walk through performed in September. He is working on a map to highlight potential project areas. He noted that these will be small and relatively inexpensive projects due to budgetary constraints. Jarratt stated that he would like some feedback from board members on the list. Gerdorn suggested a due date to have the list finalized and presented back to the Commission. Fagin suggested that it be placed on the January agenda.

There was a lengthy discussion about similar attempts done in the past. Delaney stated that she would go through her files, and locate similar lists so they could build on that information.

Reutter talked about seating areas, noting that the placement of benches throughout the downtown seemed random. There was no thought to making the seating areas pleasant or in practical areas, they seem to just be plopped down. Reutter also suggested instituting historical plaques or markers to highlight buildings in the downtown.

Fagin discussed the alley behind the post office. He noted that HRC would be working on it next spring. There was a discussion about who owned the wall along the alley and ways that it could be improved.

There was a discussion about buildings downtown that need to be painted, as well as large planters in Brighton that are decorated year round.

OLD BUSINESS

1) Budget/ Financial Report

Bifano gave a brief overview of a financial report.

2) 2012 Events

No update.

3) Committee Updates

a) Design: None

b) Marketing and Promotions:

i) Ladies Night Out: Stowe stated that there were no plans to have another LNO before the end of the year. Stowe said she would contact surrounding communities to see what they had planned. Many business owners felt that attendance was down because we held the event on the same night as other downtowns.

c) Economic Restructuring: None

d) Farmers Market: Thompson gave the board an update on the status of the Farmers

Market. She stated that Mary Novrocki had expressed interest in being the Market Manager for the 2014 season. She noted that much of the pre-season work last year had been done by Debbie Nogle. Novrocki is willing to do this work but she should be compensated for the time that she is putting into the market. Thompson stated that Novrocki had organized a 2013 wrap up meeting on Tuesday, November 19th. Novrocki has invited vendors to solicit their feedback. There will be a Farmers Market Committee meeting on December 3rd at 9 a.m. at City Hall to start planning for 2014. Novrocki will also attend the December DDA meeting to update the board.

TABLED ITEMS

None

BOARD MEMBER COMMENTS

There was a discussion about vacant seats on the board.

ADJOURNMENT

Motion by Gerdom supported by Wickham.

To adjourn the November 14, 2013 DDA board meeting at 9:26 a.m.

VOTE

MOTION CARRIED UNANIMOUSLY

Gary Fagin, Chairperson

Kristen Delaney, Recording Secretary