

**City of South Lyon
Downtown Development Authority
Regular Meeting Minutes
May 8, 2014**

The meeting was called to order by Chairperson Fagin at 8:34 a.m.

Roll Call: Gary Fagin, Chair
Gene Carroll
Bill Jarratt
Susan Stowe
Cheryl Wickham
Lynn Ladner, City Manager
(1) Vacancy

Absent: Holly Gerdom, Vice Chair
Marilyn Smith

Also Present: Kristen Delaney, City of South Lyon
Bob Martin, DPW & Water/WWTP Superintendent

MOTION TO APPROVE AGENDA

To approve DDA Agenda for June 12, 2014.

Motion by Stowe, supported by Wickham.

To approve the Agenda as presented for June 12, 2014.

VOTE **MOTION CARRIED UNANIMOUSLY**

APPROVAL OF MINUTES AS PRESENTED

Motion by Stowe, supported by Wickham.

To approve the Minutes as presented for May 8, 2014.

VOTE **MOTION CARRIED UNANIMOUSLY**

COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None.

NEW BUSINESS

Jarratt arrived at 8:38 a.m.

1. Replacement of Dead/Dying Trees on South Side of Lake Street

There was a discussion about the four dead trees on the south side of Lake Street in front of the South Lyon Resale Shoppe and Lyon Book Den. Delaney stated that she had spoken with Nor-Mar Trees. The trees that were originally purchased when the streetscape was constructed were non-fruit bearing Chanticleer Pears. Nor-Mar suggested going with a different species of tree due to the proximity to the street and the small tree grates.

Chairperson Fagin brought up two other dead streetscape trees, one near Sweetwater Bar & Grill and one near Mo's Garage. He noted that the one near Mo's Garage was in the middle of their driveway and frequently run over. He recommended that this tree be removed, but not replaced.

Fagin noted that several trees had died in the Wells Street parking lot. He stated that they had been removed but not replaced. DPW Superintendent Martin asked if the trees should be replaced. Fagin stated that he thought that they should. There was a discussion about the species of tree to purchase and the number. Fagin estimated that at least three trees needed to be replaced. Fagin stated that when the DDA had purchased new trees a few years ago, they had gone to Christiansen's and spent approximately \$150 per tree.

Martin stated that the DPW could remove dead trees and that they had recently purchased a tree auger so they could also plant them.

There was a discussion about planting a different type of tree in the streetscape. Fagin stated that he thought they should just replace trees at this point, and not start planting a different variety.

Delaney reviewed what needed to be purchased:

- (4) streetscape trees on Lake Street
- (1) streetscape tree on Lafayette Street near Sweetwater Bar & Grill
- (3) shade trees in the Wells Street Parking Lot (possibly more)

Jarratt requested that the new streetscape trees be the non-fruit bearing variety. Martin noted that he could get the streetscape trees replaced right away. He noted that the DPW may need to wait until the fall to plant new trees in the Wells Street Parking Lot.

DPW Superintendent Martin noted that he would also like to repair or replace the metal picnic table currently located in the alleyway park between Bob's Barber Shop and the Lake Street Mercantile. He stated that he had done some research about this in the past and the repairs would not cost more than \$500 to \$1,000.

City Manager Ladner asked if the current table was ADA accessible. There was some discussion about the location and current arrangement of fixtures. It was decided that a new table and benches would need to be purchased in order to make the area ADA compliant. It would only be accessible from the Wells Street Parking Lot due to the "step up" on the sidewalk along Lake Street leading into the park. Martin stated that new table would be \$2,000 or more.

Stowe and Wickham asked about the planters located in the park. Martin stated that he could purchase some flowers for the two planter boxes located there.

MOTION TO APPROVE THE EXPENDITURE OF AN AMOUNT NOT TO EXCEED \$1,200 TO PURCHASE NEW STREETScape TREES TO REPLACE DEAD/DYING TREES.

Motion by Wickham, supported by Carroll.

To approve the expenditure of an amount not to exceed \$1,200 for the purchase of replacement streetscape trees.

VOTE

MOTION CARRIED UNANIMOUSLY

MOTION TO APPROVE THE EXPENDITURE OF AN AMOUNT NOT TO EXCEED \$1,000 TO PURCHASE REPLACEMENT SHADE TREES FOR THE WELLS STREET PARKING LOT.

Motion by Wickham, supported by Stowe.

To approve the expenditure of an amount not to exceed \$1,000 for the purchase of replacement shade trees for the Wells Street Parking Lot.

VOTE

MOTION CARRIED UNANIMOUSLY

MOTION TO APPROVE THE EXPENDITURE OF AN AMOUNT NOT TO EXCEED \$1,000 TO REPAIR THE TABLE AND BENCHES IN THE ALLEYWAY/POCKET PARK OFF LAKE STREET BETWEEN BOB'S BARBER SHOP AND THE LAKE STREET MERCANTILE.

Motion by Wickham, supported by Ladner.

To approve the expenditure of an amount not to exceed \$1,000 to repair the table and benches.

VOTE

MOTION CARRIED UNANIMOUSLY

Carroll and Jarratt exited the meeting at 9:45 a.m.

2. Discussion of the Appointment of New Board Member

Applications from two board members were included in the DDA packet and board members reviewed these materials. Fagin stated that both applicants were very qualified. He has met both of them and thinks that they could both add talent and expertise to the DDA board. Ladner noted that Tracey Hill appeared to have a great deal of marketing, social media and photography experience which could be helpful to the DDA board. Fagin stated that this was a good point. Wickham stated that she had met the other applicant Dereck Mashburn and that he is very active in the town.

Fagin noted that Mashburn may be very busy due to the fact that he is in the process of opening a new business. Other board members concurred. There was consensus that the board was recommending Tracey Hill for the appointment. Ladner stated that she would appoint Hill to the board. She stated that she would contact her and make the appointment within the next 1-2 weeks.

OLD BUSINESS

- 1. **Financial Report:** No discussion.
- 2. **Committee Updates:**
 - a. **Design:** No discussion.
 - b. **Marketing & Promotions:** No discussion.
 - c. **Farmers Market:** No discussion.

TABLED ITEMS

None.

BOARD MEMBER COMMENTS

There was a brief discussion of terms and the need to hold an election soon. Fagin stated that terms had been decided at a meeting last summer, possibly in July. He stated that the board would need to hold another election at the next meeting.

Stowe asked Martin about upcoming road construction. Martin responded that there may be work done to the north lane of Pontiac Trail, but that would only require a traffic shift, not a complete road closure. He also stated that work in the alleyway next to the Post Office was underway and would last about 2 weeks.

ADJOURNMENT

Motion by Wickham, supported by Stowe.

To adjourn the June 12, 2014 board meeting at 9:45 a.m.

VOTE

MOTION CARRIED UNANIMOUSLY

Gary Fagin, Chairperson

Kristen Delaney, Recording Secretary