



MEETING MINUTES – JANUARY 10, 2019

- I. **Call to Order.** Meeting called to order at 8:10 am by Chairman, Gene Carroll.
- II. **Approval of the Agenda.** Bob would like to add “F” under New Business – Thank you to Abe and Marsha for their time on the DDA Board. Paul made a motion to approve the amended agenda. Supported by Dereck. Motion passed unanimously.
- III. **Roll Call:** Present: Gene Carroll, Jeff Heinanen, Mark Childs, Jennifer Dunigan, Dereck Mashburn, Paul Zelenak. Also present, Bob Donohue, Tim Davids, and Tanya Nevitt. Absent: Anne Buchtrup
- IV. **Approval of December 13, 2018 DDA Board Meeting Minutes.** Dereck made a motion to approve minutes as submitted. Supported by Jennifer. Motion passed unanimously.
- V. **Citizens Comment.** Tanya Nevitt, owner of local store – Venue. Tanya is here today to observe and will submit an application to be on the DDA Board
- VI. **New Business:**
 - A. Discussion of FY 18/19 DDA Budget Amendments. Gene questioned the use of steel trash cans and possible rusting. Cans will be powder-coated steel. Mark asked about having recycling receptacles downtown. Paul is currently researching a grant to pay for part of the cans by adding a recycling receptacle along with the trash. Need to find out timing of grant. Bob feels we have a 75% chance of getting the grant. Paul says if we have to wait for funding, we will. Discussion of DDA Director attendance at the National Main Street National Downtowns Conference. Discussion of using a design consultant – Scott Day with UDS out of San Antonio, Texas. He does budget consulting as well as workshops. Would we have the consultant come in before July (current budget) or after (next year’s budget)? Jennifer recommends we wait until next year’s budget. Bob recommends purchasing the planters and trash cans before July. Paul agrees. Jennifer made a motion to approve budget amendment items 1-4 at a total cost of \$11,050. Supported by Jeff. Motion passed unanimously.
 - B. First draft of DDA Budget FY 19/20. Actual revenues for FY 18/19 were approximately 10% above projected. This year there is a 5-7% possible increase. We will have a refined estimate from Oakland County Equalization by April 1. Is

the DDA Treasurer a liaison to the City Treasurer? DDA Treasurer is more representative but should be able to meet with the City Treasurer to discuss what funds are available. Paul and Bob are working on the budget and revising regular monthly reports going forward. Discussion of TIF money and sponsor money. Discussion of who owns the parking lot on Wells Street. City owned? If City owned, what has the DDA been paying for the last 15 years? Paul noted that if the DDA/TIF did pay for the Wells Street parking lot or any parking lot, then it is probably owned by the DDA. Bob will clean up the proposed budget and bring to the retreat meeting so we can compare with last years budget and actual spent. Target for DDA to approve budget is March. City Budget, with DDA included, should be approved in May.

- C. Notice for date/time change for February DDA meeting. Meeting is from 6-10 pm on Thursday, February 7. Bob will handle posting notices. Paul recommends we use the SLARA Building on Griswold. Bob will check availability. Pizza and salad will be provided by the DDA. Bring your own beverage. Paul made a motion for the DDA to contribute \$100 toward food for the goals and budget retreat meeting. Supported by Dereck. Motion passed unanimously.
- D. Orientation information for new and all DDA members. Bob will meet with new board members and provide them with a packet of information regarding the DDA. Bob will also provide this information packet to existing board members. Bob will add the DDA Budget to the list along with district boundaries. Bob would also like to have nice informational DDA folders. These items will be discussed at the Goals & Objectives meeting.
- E. DDA Activity Update. Grand Traverse Pie Company and a Northville company have expressed interest in the Draft Street property, but potential owners question adjacent properties. Progress is slow on the quilt store. Supposed to sign the lease on Monday for the cooking school. People are working with the Oakland County small business center. Discussion of the post office. Tina Archer, Lyon Township DDA Director, spoke with the New Hudson post office over a year ago and they are possibly looking to expand. More discussion with the Cultural Arts Commission. Sale of the BP Car Wash is moving forward. The Bonner buildings have been inspected and a report compiled. The report will be strengthened with a timeline for repairs. Have not heard final outcome of Detroit Street property. Current owners offered property to the hospital again and are waiting to hear back. Discussion of ordinance enforcement. A year has passed since Mo's garage was brought up and nothing has changed. Mo is reported painting cars illegally at the building. We need to schedule a meeting between the owner, the building department, the city manager, and our

attorneys to discuss the condition of this building. Need to address the illegal painting and the sub-standard building condition. Gene recommends that Bob mention this in his DDA report to city council.

- F. Thank You. The DDA Board expresses thanks to Abe Ayoub and Marsha Calus for their time on the DDA Board. Discussion of level of gratitude that needs to be shown. Need to establish recognition criteria for time served. Perhaps a plaque for long-term service? Board feels that a plaque is not necessary in this situation and public thanks are appropriate. Bob will publicly thank Abe and Marsha at the January 14 City Council meeting.

VII. Old Business:

- A. Downtown Business Directory. Two small mistakes were found in the directory block locations only. Tanya offered positive feedback on the Holiday Guide. Suggestion to have events listed in the business directory.
- B. Relocation of Veterans Memorial. Bob has discussed the relocation of the Veterans Memorial with the local VFW and American Legion. He is trying to get final donations before Memorial Day. The South Lyon DPW will be laying the concrete. Hoping for an in-kind donation of the concrete. Superb Fabricating is providing an in-kind donation of the fence and arches. Entire project is estimated to cost around \$45,000. Bob would like to raise around \$25,000 and is working with Don Beagle on a design that would incorporate the existing bell to honor "First Responders". DDA could cover \$1,000 of the cost to move the existing monument to the new site.
- C. DDA Board Vacancies. Norm's application will be presented to the City Council at the meeting on January 14. Another application is expected today (Tanya Nevitt) and can be discussed at our next meeting.

VIII. Board Member Comments:

Tim Davids provided a Farmers Market report. Tim reported that on January 14 he updated the website with 2019 application dates. He is seeking sponsorships for the 2019 market year and plans to have contacted everyone through phone calls or in person by the end of the month. Vendors are concerned about where Pumpkinfest will be in 2019. He has discussed with vendors their thoughts on possibly changing lots. The Board noted the negotiations last year with the Pumpkinfest Committee to move the market to the Veterans Lot during Pumpkinfest which was a major improvement over previous year. There was a consensus to again place the market there, which is outside of the Pumpkinfest event footprint. There is an all vendor meeting scheduled to take place approximately 5 weeks before the market opens. Tim will coordinate with Bob on seeking sponsorships and will be specific on what they will get for being a sponsor. Maybe a package deal?

IX. Motion to adjourn. Dereck made a motion to adjourn. Supported by Paul. Meeting adjourned at 10:16 am.