



## MEETING MINUTES – January 13, 2022

- I. **Call to Order.** Meeting called to order by Chairperson Dereck Mashburn at 8:02am.
- II. **Roll Call.** Present: Dereck Mashburn, Jeff Heinanen, Paul Zelenak, Mark Childs, Gary Fagin, Norm Fultz and Anne Vuillemot joined the meeting at 8:12am.  
Not present, excused: Tanya Nevitt, Gene Carroll  
Also present: Nate Mack, DDA Director
- III. **Approval of the Agenda.** Mark Childs asked to amend the agenda with the addition of Item F under Old Business, “Electric Vehicle Chargers.” Zelenak made a motion to approve the agenda as amended. Motion was supported by Jeff Heinanen. Motion passed unanimously.
- IV. **Approval of the December 9, 2021 DDA Board Meeting Minutes.** Motion by Zelenak, supported by Heinanen to approve the December 9, 2021 DDA Board Meeting minutes as presented. Motion carried unanimously.
- V. **Citizen Comments.** None.
- VI. **Budget Report.** Mack gave the budget report. He noted that there were no revenues for the month. Expenditures for the month of December included the Holiday Spectacular as well as additional red lights for the downtown trees, and the final payment to the former market manager who was unable to submit expenses until recently due to medical issues.
- VII. **New Business:**
  - A. **Approve the 2022 DDA Board of Directors Meeting Schedule.** Mack presented a tentative schedule for the 2022 DDA Board of Directors meetings. Mack recommended that due to the high number of COVID-19 cases currently, the board should forego its retreat typically held in February to reduce the amount of time the Board is in person together. Motion by Fagin, supported by Childs to approve the 2022 DDA Board of Directors meeting schedule for 2022. Motion carried unanimously.
  - B. **DDA Budget Presentation Feb. 10** – Mack informed the Board the budget would be presented for their review at the February 10<sup>th</sup> DDA Board of Directors meeting. He encouraged any board members with budget ideas/considerations to contact him prior to the meeting. Mack presented some preliminary ideas for the upcoming budget year, which included additional funding for the pocket park on E. Lake Street, a façade and/or building rehabilitation program, improve the

presentation of the lights on the light poles downtown, a professional marketing video for the downtown that can be used for business recruitment and retention, additional mural or murals in the downtown, new banners for the light poles downtown, another food truck rally, and the cost of the lease for the electric vehicle charging stations.

**VIII. Old Business:**

- A. Farmers Market Manager Interviews.** Mack stated that interviews for the farmers market manager position will soon be taking place and asked if the board members that previously volunteered would be able to assist with the interviews.
- B. 390 S. Lafayette St. Park Grant** - Mack informed the board he would be submitting the Oakland County Parks Grant on January 14<sup>th</sup> to convert the city-owned parcel into a downtown park. The amount requested for the grant totaled \$100,000 from Oakland County Parks and Recreation with a \$50,000 contribution from the City of South Lyon.
- C. Main Street Oakland County Associate Level** – Mack informed the board the assessment that was to be performed by Main Street Oakland County for the South Lyon DDA to move up in the program had been postponed to a later date. Once a new date had been selected, he will reach out to board members to have them stop by during the assessment.
- D. Committee Reports.** Mack gave the report for the committees that met over the course of the month. **Design** did not meet since the last board meeting, but planned to meet the week after the board meeting. **Economic Vitality** met and discussed available properties in the downtown as well as the Oakland County Parks and Recreation Grant. **Promotions** continued to plan the new Mardi Gras event for March 5<sup>th</sup>. Mack shared the committee has been successful in raising over \$1,000 for the event to date.
- E. Storm Sewer along S. Lafayette between Liberty Street and McHattie.** Zelenak reported that he expects to have a report from the County in February, at which time he will be able to share more information with the DDA Board regarding this issue.
- F. Electric Vehicle Charging Stations** – Mark Childs mentioned the questions he had were mostly answered in the preliminary budget presentation earlier. Childs asked if the chargers will get used if there is a \$1 per hour fee. Mack stated it is common for electric vehicle users to be charged for the charging stations to offset the cost of the electricity.

- IX. Board Member Comments.** Mark Childs noted that the new City of South Lyon website looks good. However, he noted the Huron Valley Trail Map was outdated and that City Manager Zelenak was listed as the interim city manager. He also mentioned there was still some garland on one of the light poles in the Liberty Street

parking lot as well as some lights on the poles that need to be addressed. He also suggested the City not use Bradford Pear trees when doing tree replacements because they are messy. Vuillemot was seeking clarification regarding who needs to clear the sidewalks after snowfall. Zelenak stated it is the business/property owner's responsibility to clear in front of their storefront. Vuillemot was also concerned about the snow that gets piled up on the brick between the street and the sidewalk. She has noticed many people have to climb over the snow that gets piled up and was wondering if Public Works will remove the snow. Zelenak mentioned that DPW crews do come back and clean that up once they have finished plowing the roads because the snow from the plow trucks is pushed up onto the bricks. Zelenak also made mention of rates for the daily vendors at the farmers' market. He was wondering what other markets charge for daily fees and whether the current rate of \$15 per 10'x10' space was too low. Mack was directed to research other farmers' markets and their rates for daily vendors. Heinanen mentioned there may be a need to raise the rate of pay for the market manager due to rising costs of everything.

- X. **Adjournment.** Motion by Zelenak, supported by Heinanen to adjourn the meeting. The motion carried unanimously. Meeting adjourned at 9:16am.