



MEETING MINUTES – JANUARY 9, 2020

- I. **Call to Order:** Meeting called to order at 8:09 am by Chairperson, Dereck Mashburn.
- II. **Roll Call:** Present, Annie Buchtrup, Mark Childs, Dereck Mashburn, Gary Fagin, Norm Fultz, Jeff Heinanen, Gene Carroll, Tanya Nevitt, Paul Zelenak. Also present, Bob Donohue. Guest: Jim Hamade.
- III. **Approval of the Agenda:** Motion by Jeff to approve the agenda. Supported by Gene. Motion passed unanimously.
- IV. **Approval of the December 12, 2019 DDA Board Meeting Minutes.** Motion by Paul to approve the minutes of the December 12, 2019 DDA Board Meeting. Supported by Jeff. Motion passed unanimously.
- V. **Citizens Comments:** None.
- VI. **Budget Report:** Monthly budget status reports were provided. Paul reported that he is expecting a 5-10% increase in the DDA budget for 2020-2021. Mark asked about sponsorship fees for recent DDA events. Who paid? How much was collected? Mark feels we need to do a better job of tracking sponsorship fees. Bob reported that he will have financial information from the Cool Yule at the next meeting.
- VII. **New Business:**
 - A. Commercial Tax Abatement Discussion. Bob provided requirements and a draft policy and guidelines for tax abatement. Any proposed projects will need to meet the qualifications. Council needs to approve the policy before any requests can be presented. Discussion of how abatement could benefit proposed projects. Annie made a motion to recommend the approval of the tax abatement policy and guidelines and threshold numbers to city council. Supported by Gary. Motion passed unanimously.
 - B. DDA Meeting Schedule for 2020. Bob presented the 2020 DDA Board Meeting Schedule. There will be two additional public meetings (TBD) as required by Act 57 of 2018. Motion by Jeff, supported by Gene to accept the proposed 2020 meeting schedule. Motion passed unanimously.
- VIII. **Old Business:**
 - A. Annual DDA Board Retreat scheduled for Thursday, February 13, 6-9 pm at the South Lyon Hotel.
 - B. Economic Vitality Committee. Gary is looking to put together an information package for bids on the Pontiac Trail and McHattie city-owned property.

Committee would prefer private developers who will bring ideas for vision for these properties. The McHattie property (next to Heinanen Engineering) could have potential foundation issues due to a large underground peat band and soil issues. The committee will make recommendations to the DDA Board ASAP.

- C. Status of 333 S. Lafayette Street (Mo's). Paul reported that he has met with the city attorney and the building official regarding which codes apply to this building. A follow up letter will be sent to the building owner that will offer strict guidelines on what can be done with the building whether that is doing repair work or demolishing the building. There will be no certificate of occupancy until all issues are addressed.
 - D. Cool Yule. Bob reported that he and Jeff, on behalf of the City and the Carl and Joann Foundation, will be meeting soon to going over final numbers from the event and to discuss what worked and what didn't. Other groups will be invited to a future discussion of what is to come. Jeff reported that the Heinanen Tree and South Lyon Eve are on hold at this time, depending on the outcome of the vacant lot next to Heinanen Engineering. Discussion of various groups that participated in Cool Yule activities.
 - E. South Lyon Eve. Jeff reported that this first-time event was a success. Wristbands were sold out for the beverage tent and over 300 interested people were turned away. The crowd at the Midnight Ball Drop was estimated at approximately 1,500.
 - F. Downtown South Lyon Facebook Page and City Website. Paul noted the redesign of city website is 3-6 months away. Downtown South Lyon Facebook is pushing out more information on local businesses as received.
 - G. S. Lafayette Street Brickscape Repairs. No update.
 - H. Status of Drainage District for S. Lafayette and McHattie Street Area. No update at this time. Discussion of whether a Special Assessment District should be created to pay for this project. Members would like to encourage the county to pay for the project, not local businesses. Item will be kept on future agendas.
- IX. **Board Member Comments:** Mark asked which council member was in attendance at the "other" Cool Yule wrap up meeting. Jim Hamade would not say who it was, but he told them they were not the official committee. Need more clarity on who is in charge of the Cool Yule.
- X. **Adjournment.** Motion by Gene, Supported by Dereck. Meeting adjourned at 10:02 am.