



MEETING MINUTES – APRIL 14, 2022

- I. **Call to Order.** Meeting called to order by Chairperson Dereck Mashburn at 8:01 am.
- II. **Roll Call.** Present: Mark Childs, Jeff Heinanen, Dereck Mashburn, Gene Carroll, Tanya Nevitt, Gary Fagin. Also present: Nate Mack, DDA Director. Excused: Paul Zelenak, Norm Fultz. Guests: Diana Regan, Debbie Howitt, Lori and Steve Mosier.
- III. **Approval of the Agenda.** Motion by Heinanen to approve the agenda. Supported by Carroll. Motion passed unanimously.
- IV. **Approval of the March 10, 2022 DDA Board Meeting Minutes.** Childs clarified in Board Member Comments that he was suggesting all on-street parking be removed for the Pumpkinfest Parade. Corrected. Mashburn stated that the motion was missing from the Pumpkinfest Discussion. Corrected. Heinanen made a motion to approve the minutes as amended. Supported by Childs. Motion passed unanimously.
- V. **Citizen Comments.** None.
- VI. **Budget Report.** DDA Director Mack gave the budget report. Expenses incurred this month for the Farmers Market and Education/Training. Revenues for Farmers Market will show on the first day of the Market. Childs asked about the sponsorship sign at the market. Mack stated there were a couple of new sponsors, but they are still waiting to hear from some of the previous sponsors. There has been interest from many local businesses.
- VII. **New Business**
 - A. **Introduction of New Farmers Market Manager and Farmers Market Report.**

Our new Farmers Market Manager is Diana Regan, long-time vendor and owner of Diana's Heirloom Produce. Regan stated that they have signed up 30 seasonal vendors and there will be 45 vendors on opening day, May 7. Both lots will be utilized for opening day and during the month of May. A petting farm has been scheduled for 11 days this season. MDART has been contacted to make sure the animals and customers will be safe. There will be a handwashing station near the petting farm. There will be a Food Truck at the market most weeks.
 - B. **Redevelopment Ready Communities Program.** Mack stated that it is highly recommended to become part of this program to reach the next level at Main Street Oakland County. This will need to be a coordinated effort between the DDA, City Council and the Planning Commission. City Council has already

indicated that they are supportive of this program. Mack feels it would be a good opportunity for us as it allows us access to the Michigan Economic Development Corporation (MEDC) network as well as funding and technical assistance. We would need two board members to participate in the online training and report to council. It will be time-consuming, but worth the investment. Joining this program shows that we want development in our community. Mack reported that he completed the training in 2015. The online training is approximately 20-30 hours at no cost to the individual. Need 6-8 people total from various Boards and Commissions. Carroll volunteered. Heinanen is interested but would like to know more about the time commitment. Mack will check with the MEDC. **Carroll made a motion that the DDA recommend that City Council pass a resolution to participate in the Redevelopment Ready Communities program. Supported by Fagin.**

Roll Call Vote:

Childs – Yes

Mashburn – Yes

Heinanen – Yes

Carroll – Yes

Nevitt – Yes

Fagin – Yes

Motion passed unanimously.

- C. DDA Board Member Attendance.** Mack provided board member attendance records for the time period of January 2020 through March 2022. It would be preferable if board members missed no more than 25% of meetings so that a quorum would always be met.
- D. DDA Board Applications.** Mack reported that three individuals are interested in joining the DDA Board and shared their application/resumes: Tracey Smith (resident), Cheryl Raquel Henderson (business owner), and David Barton (business owner). Discussion of applicants. **Fagin made a motion to recommend that Mayor Pelchat appoint Tracey Smith to fill the current open DDA Board position. Supported by Childs.**

Roll Call Vote:

Childs – Yes

Mashburn – Yes

Heinanen – Yes

Carroll – Yes

Nevitt – Yes

Fagin - Yes

Motion passed unanimously. Mack will present recommendation to the Mayor and City Council at the April 25, 2022 City Council Meeting.

VIII. Old Business

- A. **Ladies Night Out – May 6.** Nevitt reported that \$1500 in sponsorships have been received so far. \$500 plus the swag bags, from Dream Maker Kitchens, \$500 from The Learning Experience, and \$500 from Balance & Composure Massage. Swag Bags will be put together at Dream Maker Kitchens. Will there be a street closure? The DDA Board could recommend one. **Nevitt made a motion that the DDA Board recommend a street closure on Lafayette between Whipple and Lake Street for Ladies Night on May 6, 2022 from 4-9 pm. Supported by Fagin.**

Roll Call Vote:

Childs – Yes

Mashburn – Yes

Heinanen – Yes

Carroll – Yes

Nevitt – Yes

Fagin – Yes

Motion passed unanimously.

- B. **Committee Reports. Economic Vitality.** Fagin reported that the committee met to discuss the Redevelopment Ready Communities program. They also discussed how much work has been completed on the old Draft Street building. Mack reported that a Rough Electric was completed in March 2022 and a Rough Plumbing was completed in October 2021. There are active permits and the committee will continue to monitor. Discussion of the proposed apartments on the North end of Lake Street. Is it possible to expand the DDA to include this new construction? Or add a second DDA District? Expanding an existing DDA is complicated. Mack will contact John Bry or Annaka Norris at Oakland County for clarification on expanding the DDA District. Dua Vino is scheduled to open in June or July. There are currently only 1-2 vacant businesses in the DDA District.
- Organization.** Mack reported that he attended the City Council Budget Workshop where the MSOC level and the RRC programs were discussed and City Council would like the DDA to achieve the Select Level as soon as possible. Mashburn announced that the City of South Lyon has received a grant from Oakland County Parks & Recreation for \$100,000 towards the planned park at 390 S. Lafayette. A press release will be coming out soon. The city will contribute \$50,000 towards this project with an overall expected cost of approximately \$450,000. We have three years to spend the money. Mack stated that he will be applying for more grants to help offset costs on this project. **Design.** Emily Gray has organized a Trash Bash for April 20 to clean up trash in the downtown area. The event starts at 12:30pm and people interested in participating should meet at the pocket park between Bob's Barber Shop and Twelve Kitchen Elves.

Promotions. Although this committee has not met this month, the committee is actively working on Ladies Night scheduled for May 6 from 5-9 pm.

C. Storm Sewer Along S. Lafayette between Liberty Street and McHattie Street.

Zelenak was not in attendance but reported that he is still waiting for the final report.

IX. Board Member Comments.

Mack reported that he and Mashburn will be attending the Main Street Conference May 16-18 in Virginia. Mack's cost of attending will be covered by the County and Mashburn will receive a discounted fee. Mashburn offered his congratulation to Mack for securing the \$100,000 grant for the proposed park at 390 S. Lafayette.

X. Adjournment. Motion by Carroll. Supported by Heinanen to adjourn. Motion passed unanimously. Meeting adjourned at 9:22 am.