



MEETING MINUTES – JUNE 10, 2021

- I. **Call to Order.** Meeting called to order by Chairperson Dereck Mashburn at 8:01 am via Zoom video conferencing.
- II. **Roll Call.** Mark Childs joined the meeting from South Lyon, MI, Dereck Mashburn joined the meeting from South Lyon, MI, Paul Zelenak joined the meeting from South Lyon, MI, Jeff Heinanen joined the meeting from South Lyon, MI, Annie Buchtrup joined the meeting from South Lyon, MI, Tanya Nevitt joined the meeting from South Lyon, MI, Norm Fultz joined the meeting from South Lyon, MI, Gene Carroll joined the meeting from Southfield, MI at 8:05 am. Also present, Nate Mack, Tim Davids, and Ken Michalek.
- III. **Approval of the Agenda.** Motion by Annie, supported by Jeff to approve the agenda. Motion passed unanimously.
- IV. **Approval of the May 13, 2021 DDA Board Meeting Minutes.** Motion by Jeff, supported by Mark to approve the minutes as submitted. Motion approved unanimously.
- V. **Citizens Comments.** None.
- VI. **Budget Report.** Nate reported on the financial information provided by the accounting department. Income included \$1,000 from T-Mobile for Farmers Market sponsorship along with other small fees collected by Tim for the Farmers Market. Expenses were incurred for Nate to attend a summer conference and an MEDC Grant Writing Conference.
- VII. **New Business**
 - A. **City of South Lyon Millage Rate.** Nate reported that City Council has voted to increase the millage rate by 1 mill. For the DDA, this will mean an additional \$2,500 of funding because of the TIF capture. The City is also looking at creating a road millage or Special Assessment. If passed, the DDA would get more funding from the TIF capture. Gene asked how our millage rate compares to other nearby communities. Paul stated that it depends on a city or township's charter. The DDA will be getting questions and will need to decide how to spend this additional TIF money. Dereck suggested an infrastructure project to reduce angst about a millage increase or Special Assessment. If council decides to pursue the millage rate increase, it will be on the November ballot at the earliest or next year.
 - B. **Pumpkinfest Event Application.** The Pumpkinfest Committee is preparing to submit their application for street closures and locations of vendors, artisans and activities. Nate feels that the Pumpkin Patch should not be in the Farmers Market lot due to conflict with the regular market vendors and would like to see the DDA Board

recommend to City Council to not approve the Pumpkinfest Committee request. Jeff agrees with Nate that the Farmers Market should be in its regular location. Annie feels that the market should stay in the same place and Pumpkinfest should have to use an alternate site. Tim said he would recommend closing W. Liberty as well for pedestrian safety. Gene suggested integrating the pumpkin patch along S. Lafayette among the vendors. Tim suggested that the vendor spacing needs to be tightened up. Paul says it would be good to have a motion prior to their meeting. Paul said the event needs to be mutually beneficial to both parties. Jeff made a motion to recommend to the City Council to not approve the proposed location of the pumpkin patch for the Pumpkinfest event on September 24-26 because it conflicts with the Farmers Market and to offer the Veterans Lot across W. Liberty as an alternate location. Supported by Annie.

Roll Call Vote:

Mark Childs – Yes

Dereck Mashburn – Yes

Paul Zelenak – Yes

Jeff Heinanen – Yes

Annie Buchtrup – Yes

Tanya Nevitt – Yes

Norm Fultz – Yes

Gene Carroll – Yes

Motion passed unanimously.

Dereck asked when the Pumpkinfest Permit Application is going before City Council. Paul said the application is being presented at the June 28 City Council Meeting and recommended that the DDA Board have a board member present at the meeting as well. Do we need to have a DDA Board Member present at the next Pumpkinfest meeting? Tim or Nate have been attending recently. Gene feels that the DDA should be at the Pumpkinfest meeting to show our awareness of the event.

- C. Mural Guidelines.** Nate reported that there are some funds available for mural grants. Grande Trunke will be getting the first mural. Nate reported attending the Cultural Arts Commission meeting this week and suggested guidelines to set objective standards for all murals: artistic merit of the artist to ensure quality artwork; intent of the artist; significance of the art; safety and durability of the artwork; ability of the public to view the art; cost and size of the artwork; maintenance. Gene asked about lighting. Nate said perhaps after the piece is installed. Mark asked if the artwork will be directly on the brick or attached to the brick. Nate said the mural will be painted directly on the brick with semi-permanent paint. The DDA will have a say in the selection of the artist, but not in the content of the mural. DDA will guarantee quality of the artwork and make sure the sign ordinance is observed. Not all locations have been selected. Nate is working on guidelines and will have them for the next meeting.

VIII. Old Business

- A. 390 S. Lafayette St.** Nate reported that grant funds are available for this space and also reported that he met with the Parks and Rec Commission as well as the Cultural Arts Commission to discuss ideas for the space. Nate shared rough sketches that included paths, a splash pad, a sculpture, a water feature, green space, benches and lighting. Annie asked about the proposed timeline for this project. Paul said that first the groups involved need to agree on a design for the space, but hope to have something in place early next year. What does the DDA want to see in this space? Annie would love to see an art sculpture in this location. Tanya and Jeff agree. Splash pad and benches for the kids would be great. Jeff asked how long it will take for the city to finish demolition on the site. Paul said we need to see a concept first and then demolition will take place on the site. A wish list for the space from the DDA would be a good place to start. Paul feels suggestions should come from the DDA and not just Nate and Paul. DDA Committees could contribute ideas that they collect as they meet in the next month. Dereck said to send ideas to Nate or discuss at upcoming committee meetings and have a list prepared for our next DDA meeting in July. Gene asked for a footprint of the space to help visualize the space and what it could realistically hold. Nate said he would share the lot dimensions along with drawings with DDA Board Members.
- B. Committee Reports. Organization.** Committee Chairperson, Dereck, met with Nate to work on the application for the Main Street program even though the County will not be accepting applications until the fall. Dereck said we are ready to move to the next level in the Main Street program which will make us eligible for more grants and assistance from the county. **Design.** Chairperson, Gene Carroll, reported on the pocket park that was updated in the space between Bob's Barber Shop and 12 Kitchen Elves. Annie said the lights are coming on at night along with the lights in the trees along the street. These should probably be on different circuits. Nate will check with DPW. Still waiting for the gray shade sails and those should be in next week along with some buckets to fill with plants and hang on the pallets that will be mounted to the wall. Also need to develop design guidelines for the DDA District. **Economic Vitality.** To be discussed during closed session. **Promotions.** Chairperson, Tanya Nevitt met with Nate to discuss a possible Food Truck Rally on Friday, September 3 from 4-9 pm in the Farmers Market lot. Nate will contact vendors. Discussed development of social district. Nate would prefer to wait until the RCA Building is completed so we can concentrate bars and restaurants for the social district space. Stores would need to apply for a permit for their customers to use the social district. Gene suggested that a grid of overhead lighting could be used to define the space. Mark asked about cups that would be used. They would need to be marked with the Social District name and the business name. Food and beverages would only be able to be consumed in the social district commons area. Approximately \$10,000-\$20,000 investment would need to be invested to make this area nice and able to be used year-round. Mark asked if other communities have Social Districts. Yes, many local communities: Northville, Farmington, Royal Oak, Oxford, Lake Orion, Clarkston, to name a few. Dereck suggested that we visit other

social districts for ideas. Howell is also looking at establishing a social district. Paul recommended that we look at restrictions and guidelines. Nate will send suggested guidelines to DDA Board Members. Nate reported on the EV Charging Stations that are proposed for the Wells Street parking lot. Nate met with a DTE representative to discuss locations and contractors. Nate also met with a Charge Point vendor. We are making progress. The DTE rebate is \$2500 per port. We are looking at two charge pedestals along with additional power outlets in the Wells Street parking lot. Other communities are charging \$1 per hour for charging with an average charge time of two hours. Nothing has been confirmed and this is for informational purposes only at this time.

C. Farmers Market. Tim reported that he received \$4400 in sponsor fees and \$5500 in vendor fees. No issues at this time. Market visitors have mentioned a need for more seating in the market area. A new tree is needed by the market entrance or maybe a bike rack would be better use of the space. Tanya asked about the food trucks selling out early. Tim said the trucks are limited in the amount of product they can bring. Is it possible to have two trucks? Maybe in the future.

D. Storm Sewer Along S. Lafayette Street Between Liberty Street and McHattie St. Paul reported that he met with the county on May 7. He is waiting for a study to be completed along with a cost-sharing agreement. A drainage assessment needs to be created for the area. Paul will continue to report on this issue. Mark asked if there would be a larger sewer pipe installed along S. Lafayette. Paul said that is the intention.

IX. Board Member Comments

Annie asked about the Draft Street building. Tanya said she had talked with some of the workers and they said that a refurbished appliance store is going in the retail portion of the building. Nate reported that no permits had been pulled beyond the initial building. What's going on at Curvin's Creamery? Nate said they are working on it, but no timeline has been presented. The wine bar people are working on their space and are excited to get going.

The DDA Board Meeting ended board member comments at 9:47 am.

X. CLOSED SESSION – Paul made a motion to enter closed session pursuant to MCL 15.268(d) of the Open Meetings Act to consider the purchase of real property. Supported by Gene. Motion passed unanimously.

Entered Closed Session 9:48 am

*Motion by Paul to leave closed session. Supported by Gene. Motion passed unanimously. Left Closed Session 10:02 am.

XI. Adjournment. Paul made a motion to adjourn. Supported by Gene. Motion passed unanimously. Meeting adjourned at 10:03 am.