



## MEETING MINUTES – AUGUST 12, 2021

- I. **Call to Order.** Meeting called to order by Chairperson Dereck Mashburn at 8:12 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, Gary Fagin joined the meeting from South Lyon, MI, Norm Fultz joined the meeting from South Lyon, MI, Gene Carroll joined the meeting from Southfield, MI. Also present, Nate Mack, Jim Hamade, Steve Kennedy. Excused: Tanya Nevitt, Annie Buchtrup.
- III. **Approval of the Agenda.** Motion made by Paul, supported by Jeff to approve the agenda. Motion passed unanimously.
- IV. **Approval of the July 8, 2021 DDA Board Meeting Minutes.** Motion by Paul, supported by Norm to approve the minutes. Motion passed unanimously.
- V. **Citizen's Comments.** None
- VI. **Budget Report.** Nate reported that \$6,335 has been received in Farmers Market sponsorships. \$4,934.50 has been received in vendor fees.
- VII. **New Business**
  - A. **Final Approval DDA Mural Incentive Guidelines and Application.** Nate presented a draft of the DDA Mural Incentive Guidelines and Application. This form would be used if someone wanted to receive DDA funds for their mural and it allows the City/DDA some oversight of the project—all aspects including maintenance. Norm made a motion to approve the DDA Mural Incentive Guidelines and Application. Supported by Jeff. Roll call vote:
    - Norm Fultz – yes
    - Mark Childs – yes
    - Dereck Mashburn – yes
    - Gary Fagin – yes
    - Paul Zelenak – yes
    - Jeff Heinanen – yes
    - Gene Carroll – noMotion passed with one opposed
  - B. **Grande Trunke Home Mural Incentive Application.** This mural preceded the Mural Guidelines. Grande Trunke requested a \$2,000 grant from the DDA. A

\$500 grant received from Main Street Oakland County and the South Lyon Arts Commission also provided a \$500 grant. Nate recommends approval of the request when the applicant submits their final invoice for reimbursement. Norm made a motion to approve the mural application submitted by Grande Trunke Home. Supported by Paul. Roll Call vote:

Norm Fultz – yes

Mark Childs – yes

Dereck Mashburn – yes

Gary Fagin – yes

Paul Zelenak – yes

Jeff Heinanen – yes

Gene Carroll – no

Motion passed with one opposed.

- C. Cool Yule 2021.** Dayna Johnston reported that her committee is ready to go with this event. SLARA will be sponsoring the Candy Cane Hunt. Does the DDA want to sponsor an event? Parade but no vendors? Chair from DDA? No one volunteered at this time. Historic Commission and Parks & Rec are on board for this event. Nate suggested fire pits, space heaters, ice sculptures, possibly a beer tent. Do we want to offer carriage rides again? \$6,000 is set aside in the DDA budget for Cool Yule 2021. We need to secure some sponsorships. This was a signature event in 2019 and the DDA is needed to bring everything together for the community. Nate will provide a list of responsibilities by the September DDA Board Meeting and the topic will be discussed further at that time.

- D. DDA Board Meeting Date Change.** Nate requested to change the date of the September DDA Board Meeting. Discussion. Gene made a motion to change the date of the September DDA Board Meeting from Thursday, September 9 to Wednesday, September 8, 2021. Supported by Jeff. Roll call vote:

Norm Fultz – yes

Dereck Mashburn – yes

Mark Childs – yes

Gary Fagin – yes

Paul Zelenak – yes

Jeff Heinanen – yes

Gene Carroll – yes

Motion passed unanimously. **September DDA Board Meeting will be on Wednesday, September 8, 2021, 8-10 am.**

- E. Check Request Form.** Nate recommended instituting a check request form for the DDA Board to provide greater financial oversight and transparency. There have not been any problems, but Nate feels it would be good to be proactive on this issue. Jeff made a motion to implement a check request form for the DDA Board. Supported by Gene. Roll call vote:

Norm Fultz – yes



Mark Childs – yes  
Dereck Mashburn – yes  
Gary Fagin – yes  
Paul Zelenak – yes  
Jeff Heinanen – yes  
Gene Carroll – yes  
Motion passed unanimously.

**VIII. Old Business**

**A. Farmers Market Report & Committee for Interviewing New Market Manager.**

Tim Davids gave his notice and is no longer the market manager. Nate will handle market duties in the interim. We have received two applications from our Facebook post. When more applications are received, we can set up interviews. Discussion of timing. Should we limp along until next year or hire someone ASAP? Would be best to hire someone, but we need to make sure they are qualified. Paul and Gary volunteered to help with the interviewing committee. Dereck said he would also help if he was available.

**B. Committee Reports. Promotions Committee.** Nate reported that the committee met and discussed using social media (Facebook/Instagram) for upcoming events. **Economic Vitality Committee.** Committee has not met. **Organizational Committee.** Dereck reported that the committee met and discussed the grant for Grande Trunke. Nate assisted the Lyon Theater owners in procuring a grant and they will be reopening the theater in the near future. No report on the Draft Street building. **Design Committee.** Design committee has not met, but committee is looking for artwork for the pocket park near Bob's Barber Shop.

**C. Storm Sewers Along S. Lafayette.** Paul reported that Road Commission of Oakland County is researching the issue internally and with other Oakland County Departments but provided no further update.

**IX. Board Member Comments.** Norm asked about the Grande Trunke mural grant, specifically does the amount of funding requested correspond to a percentage of the cost. Yes, amounts and percentages are in the guidelines. The tree that blocks part of the mural was also brought up. Paul said the tree will not be removed.

**X. Adjournment.** Next meeting will be Wednesday, September 8. Mark made a motion to adjourn. Supported by Jeff. Motion passed unanimously. Meeting adjourned at 9:05 am.