



## MEETING MINUTES – AUGUST 8, 2019

- I. **Call to Order:** Meeting called to order at 8:05 am by Chairperson, Gene Carroll.
- II. **Approval of Agenda:** Mark made a motion to add item F. Ladies Night under Old Business and item G. Flood Problem under New Business. Supported by Jeff. Motion passed unanimously.
- III. **Roll Call:** Present: Gene Carroll, Dereck Mashburn, Mark Childs, Jennifer Dunigan, Jeff Heinanen, Tanya Nevitt, Paul Zelenak. Also present, Bob Donohue, Tim Davids. Excused: Anne Buchtrup. Absent: Norm Fultz
- IV. **Approval of the July 11, 2019 DDA Board Meeting Minutes.** Motion by Dereck, supported by Jeff to approve the minutes. Motion passed unanimously.
- V. **Citizens Comments:** None, but Jennifer Dunigan announced her resignation from the DDA Board effective immediately due to a new job. She will stay on the Cool Yule Committee. Good Luck with your new job and Thank You for your contributions to the DDA, Jennifer.
- VI. **Budget Report:** Bob presented financial reports for July and August. Discussion of expenses and revenues. Cost of the garbage and recycling cans purchased from Superb Fabricating. With Jennifer's resignation, we will need a new DDA Board Treasurer to work with Patricia.
- VII. **New Business:**
  - A. Establish Economic Vitality Committee. Bob would like to establish this committee which would meet as necessary. Bob suggested that the committee be comprised of a DDA Board Member who may be the chair of the committee, a landscape architect, and a property owner. The Economic Vitality Committee would review the Master Plan, identify building development opportunities, parking development, analyze marketing data, understand economics and apply this information to available buildings and sites. Paul made a motion to establish the Economic Vitality Committee. Supported by Dereck. Motion passed unanimously.
  - B. DDA Economic Activity Update. Bob reported that Gary Fagin's building on E. Liberty is still available. There are also spaces for rent above Divine Yoga and The Coral Sash. 327 N. Lafayette and 214 S. Lafayette are also available for rent.
  - C. Enforcement of Maintenance Ordinance Update.

1. 110 Detroit Street. Paul reported that this property will receive a city inspection soon to make sure it is conforming to city ordinances. Need an interior inspection and need to follow through on ordinance enforcement.
  2. Mo's (333 S. Lafayette) has been inspected and the owner has been advised of the results. A second letter has been sent and the next step would be a "dangerous building" letter. Need to find out the timeline for repair and/or next steps.
  3. BP Gas station. No change in status. This will no longer be on the DDA list of "Maintenance Issue Buildings", because it is not in the DDA District.
  4. RCA Building. Initial design submitted to the Planning Commission was disputed and they will go before Planning Commission again tonight. This is a possible \$1.4 million-\$2.0 million project. Discussion of tax abatement for the RCA building.
- D.** Revised Top 5 Maintenance Issue Buildings/Properties List. 1) 110 Detroit Street; 2) 333 S. Lafayette; 3) 345 N. Lafayette (the old Paddy Wacks building).
- E.** DDA Administrative Best Practices. Discussion of rotation of officers. Should we have an annual meeting? Gene supports a 1-2-year rotation of officers and is willing to have someone else on the DDA Board serve as chairperson. Bob noted that it is typically the current vice-chair who would become the chair. And at that time, a new vice-chair would be elected by the board.
- F.** New Michigan PA 57: Two Required DDA Community Meetings. The State of Michigan now requires two DDA Community Meetings per year. These must be scheduled before the end of the year. We could have one at City Hall and one at the Lyon Theater. We would need to provide an agenda and do a Power Point presentation. Suggested dates are the October 10<sup>th</sup> regularly scheduled DDA meeting and possibly November 4<sup>th</sup> at the Lyon Theater. Bob will check if the theater is available that night.
- G.** Flood problem. Mark suggested that we need to discuss the problem of drainage on the east side of South Lafayette at McHattie Street which has been an ongoing problem for many years. Mark is looking for studies that were done in the past by the City regarding an infrastructure issue. Can we qualify for federal or county grants to assist in correcting this issue? Paul has contacted RCOC regarding this issue. Bob recommends that we keep this issue on the agenda for future discussion. Perhaps it is also time to meet with RCOC and the County Water Resource Commission.

#### **VIII. Old Business:**

- A.** Farmers Market. Tim shared a Farmers Market Guide that is put together by the State of Michigan and he recommends that we be included next year. Bob

recommends that we find as much FREE advertising as possible. We also need more sponsorship. The new Sponsor Sign is AWESOME! Wondering if there is any grant money available to local farmers markets. Need to retain and attract sponsors. Market is currently at 90% capacity for vendors in the last three out of four markets. Sadly, our pizza vendor, Teddy, has been diagnosed with a serious medical issue. The MotorFest day was very successful with good attendance. National Farmers Market week is this week.

- B.** Flowers Maintenance Update. The flowers look awesome! DPW is following the water and fertilizing instructions from the grower.
  - C.** Lake Street Cruise In. Next cruise in is Wednesday, August 28.
  - D.** New Veteran's Memorial Update. The new memorial is a work in progress. Gathering funds and in-kind sponsors. Dedication will be November 11.
  - E.** Streetscape Brick Repairs. DPW is repairing individual spots, but it looks like the entire sidewalk may need replacing in the near future.
  - F.** Ladies Night. Tanya reported that Ladies Night is scheduled for Friday, November 15, 2019 from 5-9 pm. Tanya is looking for clarification what the DDA Board needs from her as well as a timeline. What is her budget? Bob will meet with Tanya to go over the details with her.
- IX.** Board Member Comments. Mark asked who will fill the vacancy left by Jennifer? Gary Fagin is supposedly interested so we need to get him an application.
- X.** Adjournment. Dereck made a motion to adjourn. Supported by Mark. Meeting adjourned at 10:07 am.