



MEETING MINUTES - APRIL 12, 2018

- I. Call to Order:** 8:35 am
- II. Approval of Agenda:** Bob would like to remove B and C under Old Business. Dereck Mashburn motion to approve. 2nd by Jennifer. Motion passed unanimously. Items tabled.
- III. Roll Call:** Present: Gene Carroll, Jennifer Dunigan, Marsha Calus, Dereck Mashburn, Anne Buchtrup, Bob Donohue, Tim Davids. Absent: Lynne Ladner (on leave), Abe Ayoub, Mark Childs.
- IV. Approval of March 8 DDA Board Meeting minutes:** Gene recorded the minutes of the March 8 DDA Board Meeting. Gene provided his notes for those minutes to DDA staff for preparation of a draft and placement on the May 10 DDA Board Meeting agenda for approval.
- V. Citizens comments:** None
- VI. New Business:**
 - A. Budget looks good for this year. DDA will be able to add about \$35,000 to the budget next year once the final parking lot bond payment is made. Bob requests approval of proposed budget. Dereck has questions regarding the \$13,000 and \$18,600 minus line. Discussion. Many questions regarding expenditures. Bob proposes to have a special meeting or to correspond via email in the next two weeks to further discuss the budget and be ready for approval by council. Bob will try to meet with Lloyd and then distribute the proposed budget. Update budget information as requested including parking lot payment and then recommendations can be made.
 - B. Farmers Market Manager Report:
 1. Gene would like to know where the Farmers Market will be during the Pumpkinfest. In the Veteran's Parking lot. DDA will pursue city property adjacent to the north separately. Dereck made a motion to expand the Farmers Market per drawing provided by Bob to fully utilize city property. 2nd by Jennifer. Motion passed unanimously.

NOTE Gene left the meeting at approximately 9:10 am, which removed the quorum.
 2. Tim reported that he is currently seeking sponsors and new vendors. Fee schedule and vendor application are available on website. Discussion of previous market manager and his unwillingness to give up previous Farmers Market website. Tim has tried numerous

ways to contact him, with no success. City Attorney will attempt contact. Anne asks can businesses share the new website? YES! There will be a vendor meeting on April 28 at 10 am at the Corner Café. There is a request from a massage student to provide free chair massages at an upcoming market. Board approved. Press releases are being sent out for the upcoming season. Bob will provide write-up for "Lyon Today". Suggestion cards will be available for visitors to fill out at this year's market.

3. Tim and Bob met with the DPW Foreman, Ron Brock and DPW Superintendent, Mike Boven. There will be an Agenda item regarding the expansion of the Farmers Market at the next council meeting. Discussion of parking lot expansion as well as the seal coating and striping.
- C. May 11 Ladies Night Out. Anne reported that there are 6 sponsors for this event. Dereck wants to know if this is an official DDA event. No. The DDA is not involved because of no funds in the budget for that purpose. There will not be a shuttle or banner, but there are postcards and posters to distribute. Each of the six sponsors contributed \$150 towards the event and this will go towards advertising and goody bags. All businesses can participate, but this is not a DDA event.
- D. Bob will get a notice out for the upcoming Downtown Promotions & Marketing Committee meeting that will be held on April 26 at 6 pm at 101 S. Lafayette.
- E. DDA update. Bob reported on "maintenance issue buildings". A time table has been established for repairs. The house behind the Providence Medical Center building owes back taxes due to an exemption change. The State and County are pursuing. Mo's building will be addressed in the next 30 days to repair the building which is sinking and does not meet current building code. Will meet face to face, then follow up with legal action if needed. The BP station will be tearing down their car wash building. The owner of the Salvation Army complex is getting involved and hopes to get additional parking for an out-lot building. The City Attorney and Don Gotham, City Ordinance Officer, are helping to get things moving. The Draft Street building is for sale. The A & E Jewelers building has been sold to Mike Anderson—A & E Jewelers is staying. Six buildings are currently undergoing rehabilitation. Discussions continue with retailers for a wine bar, an antique store and a flower shop. Meeting with Cavalier Pictures for a marketing video—more next month. Also working on an application and criteria for banners over the road and on light poles. Specs are needed to move forward with a decision.
- VII. Old Business:** Discussion of Tracy's vacant spot. Ask Gene if there was a thank you sent to Marilyn and Tracy for their DDA participation.
- VIII. Goals & Objectives Continued Discussion:** Bob would like to discuss with Gene further. We tend to get bogged down in discussions. Maybe start the meetings at 8 am with a 10 am finish? Put on next agenda to discuss.
- IX. Other Items:** None
- X. Board Member Comments:** None
- XI. Adjournment:** Motion to adjourn. 10:00 am.