

**City of South Lyon, Downtown Development Authority Board Meeting  
December 9, 2021, Thursday, 8:00 a.m., Zoom Video Conferencing  
South Lyon, MI 48178**

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Approval of the Agenda
- IV. Approval of the November 11, 2021 DDA Board Meeting Minutes
- V. Citizens' Comments
- VI. Budget Report
  
- VII. New Business:
  - A. South Lyon Schools Focus Group
  
- VIII. Old Business:
  - A. Farmers Market Contract SLARA
  - B. Holiday Spectacular Recap
  - C. 390 S. Lafayette St. Park Rendering
  - D. Committee Reports
  - E. Storm Sewer Along S. Lafayette St. between Liberty St. & McHattie St.
  
- IX. Board Member Comments
- X. Adjournment

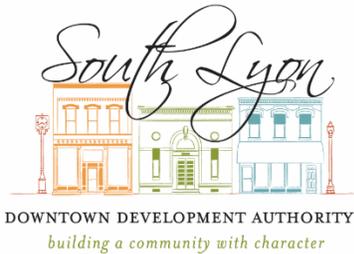
**Procedures by which persons may contact members of the DDA Board of Directors prior to the meeting:**

Members of the public may contact members of the public body prior to the electronic meeting by email. Email addresses for the DDA Board of Directors may be found on the City's website at [www.southlyonmi.org](http://www.southlyonmi.org).

Next Board Meeting is 8:00 a.m., Thursday, January 13, 2021 in person at South Lyon City Hall. The local emergency order requiring all public meetings to be conducted virtually will expire on December 31, 2021.

*Until further notice, the DDA Board meets regularly on the 2<sup>nd</sup> Thursday of the month at 8:00 a.m. via Zoom.*

***All Regular Board Meetings shall end no later than 10:00 a.m.***



## MEETING MINUTES – NOVEMBER 11, 2021

- I. **Call to Order.** Meeting called to order by Chairperson Dereck Mashburn at 8:05 am via Zoom.
- II. **Roll Call.** Present: Dereck Mashburn joined the meeting from South Lyon, MI, Paul Zelenak joined the meeting from South Lyon, MI, Mark Childs joined the meeting from South Lyon, MI, Jeff Heinanen joined the meeting from South Lyon, MI, Gary Fagin 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 8:17 am, Annie Buchtrup joined the meeting from South Lyon, MI at 8:20 am. Also present: Nate Mack.
- III. **Approval of the Agenda.** Mark made a motion to add item F. Electric Charging Station update to the agenda. Supported by Jeff. Motion passed unanimously.
- IV. **Approval of the October 14, 2021 DDA Board Meeting Minutes.** Norm made a motion to accept the minutes as submitted. Supported by Jeff. Motion passed unanimously.
- V. **Citizens Comments.** None.
- VI. **Budget Report.** Nate reported on the budget. TIF Funds (\$37,309) have been received. Also received vendor fees (\$640) and a \$500 grant from the county for the mural. Operating expenses included expenses for the farmers market and seasonal improvements.
- VII. **DDA Informational Presentation – PA 57 of 2018.** Nate shared highlights of 2021.
- VIII. **New Business:**
  - A. Farmers Market Contract Agreement with SLARA. Nate reported on the Farmers Market Contract Agreement with SLARA. It is a 2-year agreement. Annie made a motion to approve the draft contract. Supported by Tanya. Discussion. Is a 2-year contract too long? Possibly, but there is a 6-month notice to end the contract. Nate feels this is a good opportunity for partnership between the DDA and SLARA and recommends that the contract be approved. It would be ideal to have someone on board by January or February so they could attend the Farmers Market Association programs before the season starts. Nate feels this partnership would be beneficial to both parties and the community. How can we guarantee who the person is working for? Contract is based on hours worked per

program. Mark feels the change notice should be changed to 90 days and is concerned with SLARA instability in the past year and feels that maybe we should look for our own person. Paul feels it could be a good opportunity for partnership but will abstain from voting due to being a member of the Parks and Recreation Commission. Jeff feels we should give it a try with a 90-day out clause. Gary feels we should keep the 180-day out clause. Dereck prefers 90 days. Motion from Jeff to amend section 2.2 of the contract from 180 days to 90 days. Supported by Mark. Roll call vote:

Mark Childs – yes

Paul Zelenak – abstain

Gary Fagin – no

Dereck Mashburn – yes

Tanya Nevitt – yes

Norm Fultz – yes

Gene Carroll – yes

Jeff Heinanen – yes

Annie Buchtrup – yes

Motion passed as amended.

**IX. Old Business:**

- A. Farmers Market Monthly Report.** Nate reported that the season ended on October 30. It turned out to be a pretty good year after an uncertain start. There was strong vendor turn out in October. We received more sponsorship money this year and T-Mobile was a great new sponsor. Nate reported that he learned a lot in the last couple of months running the market. Our next step is to take the amended contract back to the SLARA board whose next meeting is November 24.
- B. Holiday Spectacular (formerly Cool Yule).** Nate reported that this event is scheduled for Saturday, December 4 and the committee has been meeting weekly over the last month. The name change reflects new events that are planned and going forward. New this year will be reindeer and ice carving in addition to the parade. Flyers are available to pass out at Ladies Night and will be distributed to businesses.
- C. Ladies Night.** Nate reported that this event is scheduled for Friday, November 12 from 5-9 pm. N. Lafayette will be closed from Whipple to W. Lake Street from 4-10 pm. Picnic tables and heaters will be in the street. 500 swag bags were created for this event.
- D. Committee Reports.** No committee reports. Jeff commented that the Economic Vitality Committee has not met in the last 4-5 months and feels the committee should be meeting more often, at least once a month. Agenda items should be provided to the committee if necessary.

- E. Storm Sewer Along S. Lafayette between Liberty and McHattie Streets.** Paul reported attending a kick off meeting last week with the city engineers (HRC) and the county drain commission. The report should be complete by February.
- F. Electric Vehicle Charging Stations.** Nate reported completing the application and submitting to DTE. The Wells Street lot will be the first lot to receive charging stations.
- X. Board Member Comments.** Mark says thank you to our Veterans.
- XI. Adjournment.** Paul made a motion to adjourn. Supported by Mark. Meeting adjourned 9:11 am.

DRAFT

12/03/2021

REVENUE AND EXPENDITURE REPORT FOR CITY OF SOUTH LYON  
 PERIOD ENDING 11/30/2021  
 FINANCIAL REPORT FOR NOVEMBER 2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	END BALANCE
		AMENDED BUDGET	11/30/2021 NORM (ABNORM)	MONTH 11/30/21 INCR (DECR)	BALANCE NORM (ABNORM)		06/30/2021 NORM (ABNORM)
Fund 280 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
280-000.000-402.000	REAL PROPERTY TAX	51,705.00	48,072.82	0.00	3,632.18	92.98	54,862.07
280-000.000-664.000	INTEREST	100.00	2.42	0.00	97.58	2.42	21.07
280-000.000-674.300	CONTRIBUTION - GIFT CERTIFICATE	500.00	0.00	0.00	500.00	0.00	0.00
280-000.000-675.100	FARMERS MARKET SPONSOR FEES	7,350.00	2,000.00	0.00	5,350.00	27.21	6,272.50
280-000.000-675.200	CONTRIBUTIONS-WINTER EVENTS	2,000.00	0.00	0.00	2,000.00	0.00	0.00
280-000.000-675.300	LADIES NIGHT OUT SPONSORSHIP	2,000.00	3,000.00	0.00	(1,000.00)	150.00	0.00
280-000.000-675.401	TRANSFER IN- CAP. IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00
280-000.000-675.410	FARMERS MARKET VENDOR FEES	6,000.00	3,635.00	140.00	2,365.00	60.58	6,720.75
280-000.000-675.700	CONTRIBUTION - STREET BANNER	0.00	0.00	0.00	0.00	0.00	0.00
280-000.000-675.900	CONTRIBUTION - MURALS	5,000.00	500.00	0.00	4,500.00	10.00	0.00
280-000.000-676.101	TRANSFER IN-GENERAL FUND	4,000.00	0.00	0.00	4,000.00	0.00	0.00
280-000.000-688.000	PATRONICITY FUNDS ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	7,183.11
280-000.000-692.000	GRANT MONEY	5,500.00	0.00	0.00	5,500.00	0.00	0.00
280-000.000-698.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	(7,631.35)
280-000.000-698.110	CONTRIBUTION BUSISNESS DIRECTORY	500.00	0.00	0.00	500.00	0.00	0.00
Total Dept 000.000		84,655.00	57,210.24	140.00	27,444.76	67.58	67,428.15
TOTAL REVENUES		84,655.00	57,210.24	140.00	27,444.76	67.58	67,428.15
Expenditures							
Dept 000.000							
280-000.000-702.000	WAGES SALARY	0.00	0.00	0.00	0.00	0.00	0.00
280-000.000-702.200	FARMER'S MARKET	12,500.00	2,006.20	116.20	10,493.80	16.05	11,146.00
280-000.000-740.000	OPERATING EXPENSE	1,000.00	435.49	240.77	564.51	43.55	2,569.99
280-000.000-740.200	SEASONAL IMPROVEMENTS	7,700.00	715.81	63.01	6,984.19	9.30	6,138.68
280-000.000-801.000	PROFESSIONAL SERVICE	5,500.00	0.00	0.00	5,500.00	0.00	0.00
280-000.000-802.000	CONTRACTUAL SVCS	0.00	0.00	0.00	0.00	0.00	0.00
280-000.000-802.100	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
280-000.000-880.000	COMMUNITY PROMOTIONS	2,500.00	0.00	0.00	2,500.00	0.00	1,083.01
280-000.000-880.100	COMM. PROM. CBD WINTER	2,000.00	0.00	0.00	2,000.00	0.00	0.00
280-000.000-880.200	COMMUNITY PROMOTION DESIGN	7,500.00	2,000.00	0.00	5,500.00	26.67	0.00
280-000.000-880.300	COMMUNITY PROMOTION-FACADE/SIGN	0.00	0.00	0.00	0.00	0.00	0.00
280-000.000-880.400	COMMUNITY EVENT	8,850.00	2,986.99	2,686.99	5,863.01	33.75	669.24

280-000.000-880.500	COMMUNITY PROMO. GIFT CERTIFICATE	500.00	0.00	0.00	500.00	0.00	0.00
280-000.000-886.000	SUPPORT DOWNTOWN SOUTH LYON MINIGRANT	0.00	0.00	0.00	0.00	0.00	0.00
280-000.000-888.000	GRANT EXPENDITURES	5,500.00	0.00	0.00	5,500.00	0.00	11,991.64
280-000.000-900.000	PRINTING	5,600.00	998.45	600.00	4,601.55	17.83	2,945.39
280-000.000-957.000	EDUCATION & TRAINING	4,000.00	820.00	515.00	3,180.00	20.50	1,534.00
280-000.000-962.000	MISCELLANEOUS EXPENSE	1,000.00	316.85	0.00	683.15	31.69	(4,864.51)
280-000.000-969.101	TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00
280-000.000-969.369	CONTRIBUTION TO BLDG.ATHOR DR	0.00	0.00	0.00	0.00	0.00	0.00
280-000.000-970.000	CAPITAL IMPROVEMENTS	15,000.00	2,008.00	0.00	12,992.00	13.39	1,955.30
Total Dept 000.000		79,150.00	12,287.79	4,221.97	66,862.21	15.52	35,168.74
TOTAL EXPENDITURES		79,150.00	12,287.79	4,221.97	66,862.21	15.52	35,168.74
Fund 280 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		84,655.00	57,210.24	140.00	27,444.76	67.58	67,428.15
TOTAL EXPENDITURES		79,150.00	12,287.79	4,221.97	66,862.21	15.52	35,168.74
NET OF REVENUES & EXPENDITURES		5,505.00	44,922.45	(4,081.97)	(39,417.45)	816.03	32,259.41

12/03/2021

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF SOUTH LYON  
 FROM 280-000.000-001.000 TO 280-000.000-970.000  
 TRANSACTIONS FROM 11/01/2021 TO 11/30/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
280-000.000-001.000 CHECKING A/C PNC BANK						
Journal CD: Cash Disbursements						
133468	11/04/2021	SUMMARY CD 11/04/2021		Multiple		12.99
133521	11/09/2021	SUMMARY CD 11/09/2021		Multiple		183.74
133722	11/18/2021	SUMMARY CD 11/18/2021		Multiple		3,918.19
		Journal Totals			0.00	4,114.92
Journal GJ: Journal Entry						
133504	11/04/2021	CHECKING TRANSFER FOR 11/4/2021	10623	Multiple	12.99	
133562	11/09/2021	CHECKING TRANSFER FOR 11/9/2021	10634	Multiple	183.74	
133734	11/18/2021	CHECKING TRANSFER	10656	Multiple	3,918.19	
		Journal Totals			4,114.92	0.00
Totals for 280-000.000-001.000					4,114.92	4,114.92
		Balance 11/01/21:	2,405.51	CR		
		Net Change:	0.00			
		Balance 11/30/21:	2,405.51	CR		

280-000.000-002.008 DDA/TIFA PNC BANK

Journal CR: Journal Entry

133306	11/01/2021	FARMERS MKT VENDOR FEES 11/01/2021		280-000.000-675.410	140.00	
		Journal Totals			140.00	0.00

Journal GJ: Journal Entry

133504	11/04/2021	CHECKING TRANSFER FOR 11/4/2021	10623	Multiple		12.99
133562	11/09/2021	CHECKING TRANSFER FOR 11/9/2021	10634	Multiple		183.74
133734	11/18/2021	CHECKING TRANSFER	10656	Multiple		3,918.19
		Journal Totals			0.00	4,114.92

Totals for 280-000.000-002.008

Balance 11/01/21: 113,352.25  
Net Change: (3,974.92)  
Balance 11/30/21: 109,377.33

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140.00 4,114.92

280-000.000-202.000 ACCOUNTS PAYABLE

Journal AP: Journal Entry

133413	11/04/2021	PETER'S TRUE VALUE HARDWARE	OCTOBER 2021	Multiple	12.99
133689	11/17/2021	PETER'S TRUE VALUE HARDWARE	36717	280-000.000-880.400	324.90
133707	11/18/2021	NATHAN MACK	10/23/2021	280-000.000-702.200	116.20
133708	11/18/2021	THE LEMON TREE	10/25/2021	280-000.000-880.400	831.60
133709	11/18/2021	VENUE SOUTH LYON	10/25/2021	280-000.000-880.400	1,530.49
133710	11/18/2021	MICHIGAN DOWNTOWN ASSOCIATION	E2294	280-000.000-957.000	210.00
133711	11/18/2021	COMMUNITY PUBLISHING & MARKETING	10425	280-000.000-900.000	600.00
133712	11/18/2021	MICHIGAN ECONOMIC DEVELOPERS ASSOCIATION	14801	280-000.000-957.000	305.00
133716	11/18/2021	JOHN'S SANITATION	I3626, I3627, I3637	Multiple	63.01
133719	11/18/2021	GRAINGER	9111539848	280-000.000-740.000	227.78
Journal Totals					----- 0.00 4,221.97

Journal CD: Cash Disbursements

133468	11/04/2021	SUMMARY CD 11/04/2021	Multiple	12.99	
133521	11/09/2021	SUMMARY CD 11/09/2021	Multiple	183.74	
133722	11/18/2021	SUMMARY CD 11/18/2021	Multiple	3,918.19	
Journal Totals					----- 4,114.92 0.00

Totals for 280-000.000-202.000

Balance 11/01/21: 283.74  
Net Change: 107.05  
Balance 11/30/21: 390.79

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4,114.92 4,221.97

280-000.000-675.410 FARMERS MARKET VENDOR FEES

Journal CR: Journal Entry

133306	11/01/2021	FARMERS MKT VENDOR FEES 11/01/2021		280-000.000-002.008		140.00
		Journal Totals				<u>140.00</u>

Totals for 280-000.000-675.410						<u>0.00</u>	<u>140.00</u>
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Balance 11/01/21:	3,495.00
Net Change:	140.00
Balance 11/30/21:	3,635.00

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280-000.000-702.200 FARMER'S MARKET

Journal AP: Journal Entry

133707	11/18/2021	NATHAN MACK	10/23/2021	280-000.000-202.000		116.20	
		Journal Totals				<u>116.20</u>	
							<u>0.00</u>

Totals for 280-000.000-702.200						<u>116.20</u>	<u>0.00</u>
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Balance 11/01/21:	1,890.00
Net Change:	116.20
Balance 11/30/21:	2,006.20

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280-000.000-740.000 OPERATING EXPENSE

Journal AP: Journal Entry

133413	11/04/2021	PETER'S TRUE VALUE HARDWARE	OCTOBER 2021	Multiple		12.99	
133719	11/18/2021	GRAINGER	9111539848	280-000.000-202.000		227.78	
		Journal Totals				<u>240.77</u>	
							<u>0.00</u>

Totals for 280-000.000-740.000						<u>240.77</u>	<u>0.00</u>
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Balance 11/01/21:	194.72
Net Change:	240.77
Balance 11/30/21:	435.49

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280-000.000-740.200 SEASONAL IMPROVEMENTS

Journal AP: Journal Entry

133716	11/18/2021	JOHN'S SANITATION	I3626, I3627, I3637	Multiple		63.01
						<u>63.01</u>

Journal Totals					-----	63.01	0.00
Totals for 280-000.000-740.200					-----	63.01	0.00
Balance 11/01/21:		652.80					
Net Change:		63.01					
Balance 11/30/21:		715.81					

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280-000.000-880.400 COMMUNITY EVENT

Journal AP: Journal Entry

133689	11/17/2021	PETER'S TRUE VALUE HARDWARE	36717	280-000.000-202.000		324.90		
133708	11/18/2021	THE LEMON TREE	10/25/2021	280-000.000-202.000		831.60		
133709	11/18/2021	VENUE SOUTH LYON	10/25/2021	280-000.000-202.000		1,530.49		
		Journal Totals				-----	2,686.99	0.00

Totals for 280-000.000-880.400

Balance 11/01/21:	300.00
Net Change:	2,686.99
Balance 11/30/21:	2,986.99

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280-000.000-900.000 PRINTING

Journal AP: Journal Entry

133711	11/18/2021	COMMUNITY PUBLISHING & MARKETING 10425		280-000.000-202.000		600.00		
		Journal Totals				-----	600.00	0.00

Totals for 280-000.000-900.000

Balance 11/01/21:	398.45
Net Change:	600.00
Balance 11/30/21:	998.45

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280-000.000-957.000 EDUCATION & TRAINING

Journal AP: Journal Entry

133710	11/18/2021	MICHIGAN DOWNTOWN ASSOCIATION	E2294	280-000.000-202.000		210.00	
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133712	11/18/2021	MICHIGAN ECONOMIC DEVELOPERS ASS(14801	280-000.000-202.000	305.00	
		Journal Totals		515.00	0.00
Totals for 280-000.000-957.000				515.00	0.00
		Balance 11/01/21:	305.00		
		Net Change:	515.00		
		Balance 11/30/21:	820.00		

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12/03/2021

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF SOUTH LYON  
FROM 280-000.000-001.000 TO 280-000.000-970.000  
TRANSACTIONS FROM 12/01/2021 TO 12/31/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
280-000.000-001.000 CHECKING A/C PNC BANK						
Journal CD: Cash Disbursements						
133947	12/02/2021	SUMMARY CD 12/02/2021		Multiple		6,608.32
		Journal Totals			0.00	6,608.32
Journal GJ: Journal Entry						
133954	12/02/2021	CHECKING TRANSFER	10674	Multiple	6,608.32	
		Journal Totals			6,608.32	0.00
Totals for 280-000.000-001.000					6,608.32	6,608.32
		Balance 12/01/21:	2,405.51 CR			
		Net Change:	0.00			
		Balance 12/31/21:	2,405.51 CR			
280-000.000-002.008 DDA/TIFA PNC BANK						
Journal GJ: Journal Entry						
133954	12/02/2021	CHECKING TRANSFER	10674	Multiple		6,608.32
		Journal Totals			0.00	6,608.32
Totals for 280-000.000-002.008					0.00	6,608.32
		Balance 12/01/21:	109,377.33			
		Net Change:	(6,608.32)			
		Balance 12/31/21:	102,769.01			
280-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: Journal Entry						
133919	12/01/2021	PNC BANK	11/18/2021	Multiple		317.80

133929	12/02/2021	TIMOTHY DAVIDS	AUGUST 2021	280-000.000-702.200	690.00	
133930	12/02/2021	NATHAN MACK	12/01/2021	280-000.000-957.000	74.52	
133931	12/02/2021	CAROUSEL ACRES	120421	280-000.000-880.400	775.00	
133932	12/02/2021	CLEAR CUT ICE	1407	280-000.000-880.400	1,560.00	
133933	12/02/2021	JONATHAN LACHANCE	12/04/2021	280-000.000-880.400	300.00	
133934	12/02/2021	NORMA LAFEVER	148	280-000.000-740.200	2,891.00	
		Journal Totals			0.00	6,608.32

Journal CD: Cash Disbursements

133947	12/02/2021	SUMMARY CD 12/02/2021		Multiple	6,608.32	
		Journal Totals			6,608.32	0.00

Totals for 280-000.000-202.000

Balance 12/01/21:	390.79
Net Change:	0.00
Balance 12/31/21:	390.79

280-000.000-702.200 FARMER'S MARKET

Journal AP: Journal Entry

133929	12/02/2021	TIMOTHY DAVIDS	AUGUST 2021	280-000.000-202.000	690.00	
		Journal Totals			690.00	0.00

Totals for 280-000.000-702.200

Balance 12/01/21:	2,006.20
Net Change:	690.00
Balance 12/31/21:	2,696.20

280-000.000-740.200 SEASONAL IMPROVEMENTS

Journal AP: Journal Entry

133919	12/01/2021	PNC BANK	11/18/2021	Multiple	166.29	
133934	12/02/2021	NORMA LAFEVER	148	280-000.000-202.000	2,891.00	
		Journal Totals			3,057.29	0.00

Totals for 280-000.000-740.200					3,057.29	0.00
	Balance 12/01/21:	715.81				
	Net Change:	3,057.29				
	Balance 12/31/21:	3,773.10				

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280-000.000-880.400 COMMUNITY EVENT

Journal AP: Journal Entry

133931	12/02/2021	CAROUSEL ACRES	120421	280-000.000-202.000	775.00	
133932	12/02/2021	CLEAR CUT ICE	1407	280-000.000-202.000	1,560.00	
133933	12/02/2021	JONATHAN LACHANCE	12/04/2021	280-000.000-202.000	300.00	
		Journal Totals			2,635.00	0.00

Totals for 280-000.000-880.400					2,635.00	0.00
	Balance 12/01/21:	2,986.99				
	Net Change:	2,635.00				
	Balance 12/31/21:	5,621.99				

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280-000.000-957.000 EDUCATION & TRAINING

Journal AP: Journal Entry

133919	12/01/2021	PNC BANK	11/18/2021	Multiple	151.51	
133930	12/02/2021	NATHAN MACK	12/01/2021	280-000.000-202.000	74.52	
		Journal Totals			226.03	0.00

Totals for 280-000.000-957.000					226.03	0.00
	Balance 12/01/21:	820.00				
	Net Change:	226.03				
	Balance 12/31/21:	1,046.03				

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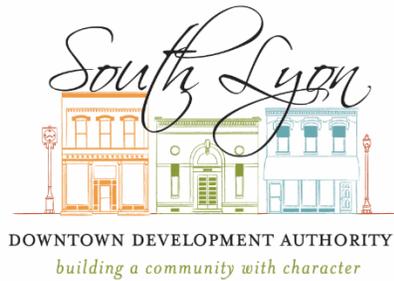
12/03/2021

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF SOUTH LYON  
FROM 280-000.000-880.400 TO 280-000.000-880.400  
TRANSACTIONS FROM 07/01/2021 TO 12/31/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
280-000.000-880.400 COMMUNITY EVENT						
Journal AP: Journal Entry						
132299	09/01/2021	STEVEN TUCKER	8/31/2021	280-000.000-202.000	300.00	
133689	11/17/2021	PETER'S TRUE VALUE HARDWARE	36717	280-000.000-202.000	324.90	
133708	11/18/2021	THE LEMON TREE	10/25/2021	280-000.000-202.000	831.60	
133709	11/18/2021	VENUE SOUTH LYON	10/25/2021	280-000.000-202.000	1,530.49	
133931	12/02/2021	CAROUSEL ACRES	120421	280-000.000-202.000	775.00	
133932	12/02/2021	CLEAR CUT ICE	1407	280-000.000-202.000	1,560.00	
133933	12/02/2021	JONATHAN LACHANCE	12/04/2021	280-000.000-202.000	300.00	
		Journal Totals			5,621.99	0.00
Totals for 280-000.000-880.400					5,621.99	0.00
		Balance 07/01/21:	0.00			
		Net Change:	5,621.99			
		Balance 12/31/21:	5,621.99			

<b>Name</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Amount</b>	<b>Date Received</b>	<b>Contact</b>
Smart Start Corporation/The Learning Experience of South Lyon	n/a				\$ 500.00	9/28/2021	n/a
Law Offices of Gregory Dean PLLC	PO Box 413	South Lyon	MI	48178	\$ 500.00	9/28/2021	n/a
Homes by Jeni LLC	25919 Carriage	South Lyon	MI	48178-156	\$ 500.00	9/28/2021	n/a
Black Swan Properties, LLC d/b/a Dreammaker Bath & Kitchen	2333 E. Stadiur	Ann Arbor	MI	48104	\$ 500.00	9/28/2021	n/a
Lyon Counseling Center LLC	127 N. Lafayette	South Lyon	MI	48178	\$ 500.00	9/28/2021	n/a
Crescent Orthodontics	23123 Shinnec	South Lyon	MI	48178-151	\$ 500.00	9/28/2021	n/a

**\$ 3,000.00**



## **Memorandum**

**To: DDA Board of Directors**

**From: Nate Mack, DDA Director**

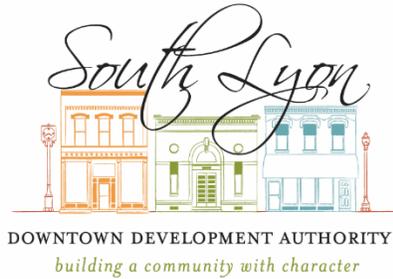
**Date: December 9, 2021**

**Subject: South Lyon Schools Focus Group**

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South Lyon Schools Superintendent, Steve Archibald, contacted Chairperson Mashburn regarding a focus group session with business leaders from the South Lyon DDA, Kensington Valley Chamber of Commerce, and the Lyon Township DDA. They are working to develop a learner profile that consists of a timeless set of universal skills and ways of being that unify and define the SLCS. They would like to know what skills, qualities, and attributes do we want SLCS students to acquire throughout their educational career. They are surveying staff and parents to obtain their feedback and to identify these desired skills.

They are also conducting focus group interviews with various stakeholder groups. They are hoping to have 2-3 members from the groups listed above, for a total of 6-9 people. The facilitator will have a set of questions and lead the conversation to gather input from participants. If there are individuals from the board that are interested in participating in this focus group, please let me know and I will contact Superintendent Archibald. The tentative date for the meeting is January 27<sup>th</sup> from 9:30 – 11:00.



## **Memorandum**

**To: DDA Board of Directors**

**From: Nate Mack, DDA Director**

**Date: December 9, 2021**

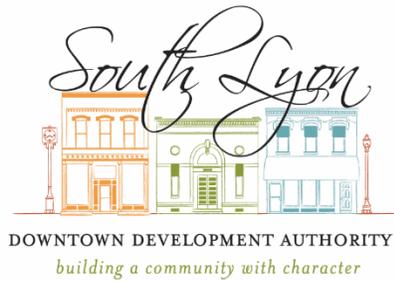
**Subject: Farmers' Market Manager Contract**

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On Wednesday, November 24<sup>th</sup> I was notified by Amy Allen, Director of SLARA that she will be resigning from her position as SLARA director on December 10<sup>th</sup>. While this is an unfortunate development for the partnership between the DDA and SLARA, it is now in the best interest of the DDA and the farmers' market to post the position and attempt to hire a market manager in the same capacity as the previous market manager.

I have reached out to one of the candidates that submitted an application when the position was first posted. If this individual reaches out to me and is interested in the position, I will set up an interview. If not, the position will be posted on ZipRecruiter. Going forward, it is my hope to have a new market manager in place by the end of the year.

Once we have the new market manager in place, I will send them to the Michigan Farmers' Market Association Market Manager Certification Program in the second half of January 2022. Should the DDA and SLARA wish to revisit the potential for partnership, we have the contract already completed.



## **Memorandum**

**To: DDA Board of Directors**  
**From: Nate Mack, DDA Director**  
**Date: December 9, 2021**  
**Subject: Holiday Spectacular Recap**

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The Holiday Spectacular took place on Saturday, December 4<sup>th</sup>. Overall, the event went very well, despite a few last-minute shake ups due to the schools closing until Monday, December 6<sup>th</sup>. The Candy Cane Hunt at McHattie Park put on by SLARA was very successful. During the event, there were some volunteers from the DDA that went to McHattie Park and passed out flyers for the Santa Hat Hunt downtown. There were 200 flyers and Santa Hats made, all of which were passed out shortly after 10am.

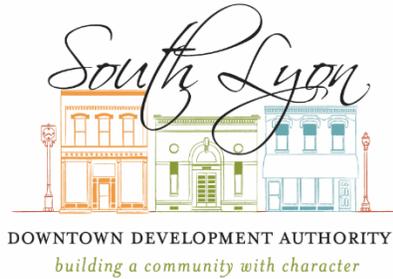
The reindeer were in the Olmsted Place Courtyard from 10am – 2pm. Hundreds of families came to the see the reindeer and get their picture taken with them. Once the reindeer had finished, Santa Claus was in the parking lot of Venue. Again, there were many families that came by to see Santa.

Speaking with many downtown businesses during the event throughout the day, they informed me there were people coming in their stores all throughout the day.

Clear Cut Ice from Commerce Township made an appearance as well. They had four pre-cut ice sculptures that were placed by the Post Office building, the farmers' market parking lot, in front of Ascension-Providence, and in front of the Lyon Counseling Center. The live demonstration began shortly after 5pm, and the ice carver did a snowflake at the intersection of Lake and Lafayette Streets. There was a decent crowd to watch the demonstration and with everyone begin to file in for the parade, many people were able to see it take place.

The parade began at 6pm and included about 30 floats, despite the groups from the high school that were not able to participate. There was a slight delay in the parade due to a medical issue at the South Lyon Hotel, however, despite this issue, the parade was very well done. The tree lighting at the Historical Village was very well attended. In my estimate, there were approximately 500 people there to see the tree lighting. Dayna Johnston was presented with a plaque from the Historical Society as well as a key to the city for her more than 40 years of volunteer work in South Lyon.

Finally, the dance spectacular took place in at the four corners once the parade finished. There were two dance groups from the community that participated. Overall, the event was very successful. People were downtown the entire day and many families and children made some great memories. The committee will be having a wrap-up meeting soon to go over what went well and what we can improve upon for next year.



## **Memorandum**

**To: DDA Board of Directors**

**From: Nate Mack, DDA Director**

**Date: December 9, 2021**

**Subject: 390 S. Lafayette Park Renderings**

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Attached is a preliminary rendering for the park at 390 S. Lafayette Street. This has been provided to me as part of the Parks and Recreation plan for this parcel. It is my intention to provide the board a rendering to keep the board apprised of what has developed in regards to this parcel and the discussions we have had at previous meetings.

Additionally, there is a grant available through Oakland County meant for the design or development of new parks in the county. The due date for this grant is Friday, January 14<sup>th</sup>. The Park Improvements Grant Program has an award range from \$5,000 - \$100,000 with a minimum match of 25% for all grants.

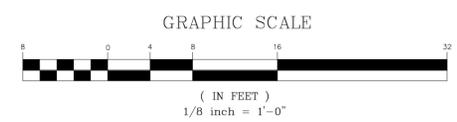


- LEGEND**
- A. PRIVATE PARKING LOT
  - B. HEINANEN ENGINEERING (POSSIBLE MURAL ON SOUTH FACE)
  - C. 10 X 10 SHELTER
  - D. PERGOLA WITH SWINGING BENCHES (POSSIBLE LOCATION FOR ARWORK)
  - E. OPEN LAWN (POSSIBLE LOCATION FOR ARWORK)
  - F. MCHATTIE STREET ENTRY
  - G. PROPOSED BERM WITH CANOPY AND ORNAMENTAL TREES
  - H. HOLIDAY TREE WITH SEAT WALL (24 FT. DIA.)
  - I. DECORATIVE PAVING (44 FT. DIA.)
  - J. LAFAYETTE STREET ENTRY
  - K. MAIN ENTRY WITH TALL MASONRY PIERS AND SIGN
  - L. PROPOSED 48' HT. MASONRY PIERS AND 42" HT. ALUMIMUM FENCE
  - M. MODIFIED CURB TO ACCEPT PARALLEL PARKING
  - N. PARALLEL PARKING (4 SPACES)
  - O. EVERGREEN HEDGE
  - P. FLOWERING SHRUBS OR PERENNIALS, TYP.
  - Q. BENCH WITH COMPANION SEATING, TYP. (6 TOTAL)
  - R. 14' HT. LED LIGHT, TYP. (5 TOTAL)
  - S. TRASH RECEPTACLE, TYP. (2 TOTAL)

# LAFAYETTE PARK

CITY OF SOUTH LYON

SOUTH LYON, MICHIGAN



NOVEMBER 2021

**RUSSELL DESIGN**  
 LANDSCAPE ARCHITECTURE  
 Design ■ Planning  
 114 Rayson St. Suite 2A Northville, MI 48167 ph: 248.374.3222