



I. MEETING MINUTES –AUGUST 10, 2017

- I. **Call to Order:** 8:07 a.m.
- II. **Roll Call:** Present: Gene Carroll, Marilyn Smith, Dereck Mashburn, Marsha Calus, Jennifer Dunigan, Abe Ayoub, Cheryl Wickham and Bob Donohue. Absent: Lynne Ladner and Tracey Hill.
- III. **Approval of the Agenda:** Cheryl motioned to approve, supported by Abe. Motion passed unanimously.
- IV. **Approval of the June 8 and July 13, 2017 DDA Board Meetings Minutes:** Marilyn motioned to approve, supported by Abe. Motion passed unanimously
- V. **Citizen Comment:** None

VI. New Business:

- A. Farmers Market Update by Tim Davids, Market Manager:
 - 1. General Update. Tim Davids, Interim Market Manager, noted that the Market was running smoothly and all vendors appear to be happy.
 - 2. Decision to remove “interim” from Tim’s title: Bob noted that Tim has done an outstanding job. The Farmers Market Manager position was advertised by the City Clerk’s Office after Jeff Root gave his notice that he was leaving. Other than “Interim” from Tim’s title and name Tim Davids as the official new Farmers Market Manager. Supported by Dereck Mashburn. Motion passed unanimously.
 - 3. Update on Purchase of one (1) new Pedestrian Crossing Sign, same as the 2 existing: Bob to discuss with Lloyd Collins, South Lyon Police Chief, to have them purchase through their supplier and/or at their expense if possible. They can be used for all other events as well, DDA and non-DDA.
- B. DDA- Economic Development Activity Update:
 - 1. Next Downtown Business & Property Owners Mtg. Thursday, August 31th at 8:30 a.m. Bob stated that like last month, attendance has been light for the summer, which is typical, but expects that it will pick back up in the Fall.
 - 2. Buildings & Property Sale/Lease, Business Recruitment & New Business Activity. Bob stated there are two new restaurants in negotiations for properties. 7 building owners have expressed interest in renovating and restoring their building exteriors, and two of those building owners have



submitted plans for a total of five building renovations. The South Lyon Hotel now expects to open sometime in October.

- C. **Economic Development & DDA 2016-2017 Annual Report:** Bob distributed copies of the report to each of the board members and noted that the City Council and City Department Heads were given copies as well. Board Members were pleased with the overall report and thanked Bob for a “job well done.”

VII. **Old Business:**

- A. Update on Action to Select a Contractor for “over-the-road” Banner Poles on N. Lafayette: 3 estimates were received and copies were provided to Board Members. The lowest bid was Harlan Electric of Rochester Hills at \$2,967.00 for purchase and installation of 2 wood poles on N. Lafayette at or near 335 N. Lafayette. Motion by Jennifer, supported by Marilyn to have the DDA allocate \$3,500 for purchase, installation by Harlan Electric and all necessary permits to be obtained by the DDA and/or the City. Motion passed unanimously. Bob said he would look into developing guidelines for banner pole use.
- B. South Lyon Hotel Update. This was already discussed under New Business, DDA-Economic Development Activity Update, Item 2.
- C. DDA Events/Committees/Activity Updates.
 - a) Kids Trick or Treat (October 28) (Abe). Abe said plans are going smooth, same as last year. Gene said he would design the poster.
 - b) Motion to add Zombie Walk to Kids Trick or Treat. Motion by Cheryl, supported by Dereck. Six in favor; one opposed. Motion passed.
- 2. Ladies Night Out (Friday, November 17), Update on Billboard (Marsha). Marsha said she will contact the billboard company and make arrangements for reserving the sign for one month prior to Nov 17.
- D. Update on Relocation & Expansion of the Veterans Monument: Bob noted that it is on the City Council agenda for approval at their meeting on August 14, 2017.
- E. Cool Yule Discussion re: DDA Participation: No discussion.
- F. Update on No Truck Turn Signs at Lake & Lafayette Streets; RCOC. This item is also on the August 14 City Council Agenda for approval for the City to pay for the sign manufacturing and placement by RCOC.



- G. Need to Redo Striping of All Crosswalks in Core Downtown; RCOC. Bob stated the Road Commission of Oakland County will redo the striping. Same timeframe as signs.
- VIII. Status of New DDA/Downtown Area Business Directory: Brochure and on City Website. Bob stated the directory is now being assembled from the City's business records, DDA database and bob has walked and driven the entire DDA district to update the DDA Database. Bob said he hopes to have a draft ready in September and a final draft approval and printing in
- IX. **Tabled Business: none.**
- X. **Other Items: none.**
- XI. **Board Member Comments: none.**
- XII. **Adjourn:** Motion by Cheryl, supported by Dereck, to adjourn.. Motion carried unanimously. Meeting Adjourned at 9:55 a.m.