



MEETING MINUTES – JANUARY 11, 2018

- I. **Call to Order:** 8:40 am.
- II. **Roll Call:** Present: Dereck Mashburn, Jennifer Dunigan, Gene Carroll, Abe Ayoub, Marilyn Smith, Chief Lloyd Collins (Interim City Manager) and Bob Donohue. Absent: Lynne Ladner (on leave), Marsha Calus, Cheryl Wickham and Tracey Hill.
- III. **Approval of Agenda:** Gene requested that the Veteran’s Memorial be added to the agenda. Dereck motioned to approve with addition, supported by Marilyn. Motion passed unanimously.
- IV. **Approval of the November 9th, 2017 and December 14th, 2017 Board Meeting Minutes:** November 9th, 2017: Gene stated that under Old Business, Item G, “Someone” should be Cheryl and that the attachment under New Business, Item A, should be attached. Jennifer motioned to approve as amended, supported by Marilyn. Motion passed unanimously.
- V. **Citizen Comments:** Annie Buchtrup from The Lemon Tree stated she wanted to sit in on today’s meeting and expressed an interest in becoming a Board member.
- VI. **New Business:**
 - A. **Farmer’s Market Report.** Tim provided handouts including a 2017 Season Summary and Market Manager Ideas Going Forward (attached). Tim stated that the Market was up and coming and doing better but not strong enough to do a Winter market yet. Tim stated they did not enforce the 24-hour cancellation policy in 2017 because things happen and it’s hard to do when the Market is not full. Tim stated he would like to find a plant vendor for this year and he also suggested that Bader & Sons be pursued as the primary sponsor – John Deere is celebrating 100 years of tractors in 2018. Tim suggested a tiered fee structure for 2018 – he and Bob will work on for DDA retreat. Tim also stated that he is interested in looking at a contract for this year but feels the pay needs to be increased and a stand-by paid substitute added so he can miss an occasional Saturday for family events. Bob and Tim will discuss this further as well as a budget. Jennifer stated that she is willing to keep more detailed records for the budget. The Pumpkinfest Market was also discussed. Gene stated that the

Board should work on this in advance to keep the Market in its same location. This would help with sponsors and vendors. City Council is the group to make the decision but the DDA needs to reach out to the Pumpkinfest Committee. Bob, Tim and Board Members Marilyn and Marsha will put together a presentation to present to those two groups. The goal is to have ready for review at the Board Retreat.

- B. DDA – Economic Development Activity Update. Bob provided his DDA report for 1/8/18 (attached).
 - 1. Downtown Business & Property Owners Meeting to resume 1/25.
- C. Buildings & Property Sale/Lease, Business Recruitment & New Business Activity. Update on Enforcement of Maintenance Ordinance re: 4 Downtown Buildings. Bob stated A Good Day Café is open; the water issue has been resolved. Bob also stated the work on 115 & 117 Lafayette will start in April. Bob stated that he, Chief Collins and Tim Wilhelm, City Attorney, are meeting to discuss a plan to present to the property owners of the four buildings in violation of the maintenance ordinance with expectations and consequences.
- D. Update on Liquor License Ordinance Subcommittee. Bob stated he is glad that City Council is rewriting the ordinance and believes that it will include stipulations to keep the licenses in the City. Bob stated that the State controls the licenses but local municipalities have input on new licenses.
- E. Platform Dining: Research and Proposed Policy as requested by City Council, to be discussed at the DDA Board Retreat on 2/15. Bob explained that platform dining is done in an on-street parking space adjacent to a restaurant. It's basically a platform with fencing built in a parking spot. Safety concerns were discussed including barriers from traffic and the fact that Pontiac Trail is a County road. Further discussion will be held at the DDA Retreat.
- F. DDA Financial Report Summary and TIF Info RE: Final Payment for Wells St. Parking Lot. Bob stated the final payment will be in 2019. Bob also stated that he has a request in to Oakland County Equalization regarding property values for the South Lyon Hotel and A Good Day Café in order to better determine future TIF revenues.
- G. Board Retreat Agenda Items for discussion on 2/15. The agenda items for the Board Retreat include the following which Bob will add to his list:
 - 1. Farm Market 2017 Summary, 2018 Sponsors and Pumpkinfest
 - 2. Calendar of Events and Event Planning
 - 3. Finances and Budget to present to City Council in March
 - 4. Review Bylaws
 - 5. Marketing and promotion of DDA

- 6. Permit procedure for street banner
 - 7. Budget Discussion and Treasurer position
 - 8. Cool Yule participation
 - 9. Veteran's Memorial
- H. 2018 DDA Board Meetings Schedule. (Combined Board Meeting & Retreat on 2/15: Open, Meet, Close, Open Board Retreat) Bob provided a copy of this year's meeting schedule (attached). Bob will correct the February and March dates on the schedule
- VII. Old Business:
- A. DDA Board Member Attendance. There was discussion by the Board and the DDA Director to amend the bylaws so that the Mayor is responsible for the appointment of new DDA members which City Council then approves. Amended bylaws should be reviewed by Tim Wilhelm, City Attorney, first, then presented to City Council for approval. Then the Board could take action to enforce bylaws regarding attendance. This will be further discussed at the Board Retreat and action may be taken at that time.
 - B. DDA Events/Committee/Activity Updates. To be discussed at Board Retreat.
 - C. Cool Yule Discussion re: DDA Participation? Next year? To be discussed at Board Retreat.
 - D. Update on No Truck Turns at Lake & Lafayette Streets. Chief Lloyd Collins stated he feels that there has been a marked difference in compliance since they have begun to increase enforcement. Dereck stated he feels that the amount of trucks now illegally turning is down 75-80%.
 - E. Status of New Downtown Area Historic Walking Tour/Brochure. Bob distributed a draft copy to Board members. Bob asked that any input be given to him by March.
 - F. Update on Installation of Banner Poles on N. Lafayette.
 - 1. Proposed Procedures/Policy. To be discussed at the Board Retreat.
 - G. Veteran's Memorial. To be discussed at the Board Retreat.
- VIII. Other items: None
- IX. Board Member Comments: None.
- X. Adjourn: Motion by Dereck, supported by Marilyn. Motion passed unanimously. Meeting adjourned at 10:20 am.