

**City of South Lyon  
Downtown Development Authority Meeting  
August 12, 2010**

The meeting was called to order at 8:36 a.m.

**Present:** Rhonda Bifano, Holly Gerdom, Dave Grimes, Gary Fagin, Joe Repanshek and City Manager David Murphy.

**Absent:** Dave Grimes (excused), Susan Stowe (excused) and Gary Childs.

**Also present:** Kristen Delaney, Director of Community and Economic Development for the City of South Lyon. Ed Brown, Brown's Rootbeer. Mike Stevanovic, Village Bakery. Kim Thompson, resident/Design Committee member.

**Approval of Minutes:**

Motion by Gerdom, supported by Repanshek.

To approve the Minutes for July 8, 2010.

**Vote:** **Motion Carried Unanimously**

**Approval of Agenda:**

Motion by Repanshek, supported by Bifano.

To approve the Agenda for August 12, 2010.

**Vote:** **Motion Carried Unanimously**

**Public Comment:** Brown stated that he was upset that he had received a letter asking him to pay to be a food vendor at an upcoming event. Stevanovic agreed, saying that the proposed fees were too high. Brown stated that he was already paying taxes and wouldn't pay to participate. Fagin said that he heard their concerns, and that it would be helpful if they would come to meetings and be involved in the process from the beginning. Gerdom agreed stating the DDA needed their input. Stevanovic said they could call him if they needed input. Brown thought events were not being planned in enough time. He stated that he would not participate because he didn't think it would be worth his time to do so. Bifano stated that she thought it was important that events happen downtown. The Farmers Market was planned in a short amount of time, and it has received a tremendous amount of support from residents. The board agreed to discuss waiving the proposed fees for food vendors when they got to item 2b on the agenda "Strolling the Streets".

**Old Business:**

- 1. Budget/Financial Report:** Bifano stated that she has started working on the financial spreadsheets for the board. She asked Murphy for some clarification about the fund balance. Fagin asked Murphy if the DDA had received the promised \$500 from the Chamber of Commerce from the May Downtown Saturday Night. Murphy stated he would check.

**2. Committee Updates:**

- a. **Design:** Fagin gave the board an update on the parking lot and directional parking signs that had been installed. There was a discussion about the hanging flower baskets. Fagin had received several comments from people about the appearance of the basket. Fagin stated that he would speak with Childs, Chair of the Beautification Commission, to see if they would be interested in having the DDA take this on.

Fagin mentioned that he was looking into getting a group of volunteers to do the brick paver sealing. He noted that Murphy had contacted Oakland County Road Commission and they would be coming to repaint the on-street parking spaces and cross walks.

Fagin gave an update on the Jarratt walkway project. Jarratt has some concerns about insurance and liability issues, but Fagin was confident that this could be resolved.

Thompson gave an update on other projects the Design Committee was working on, including working with nearby universities in order to do a downtown plan.

- b. **Marketing & Promotions – Strolling the Streets:** Further discussion was held on charging a fee for food vendors. After a lengthy discussion, the majority of the board expressed that they thought the food vendor fee should be waived for this event.
- c. **Farmers Market:** Delaney gave a brief update on the market. She noted that crowds were consistently over 650 people each week. Fagin noted some concerns about pedestrian traffic. He noted it might be helpful to put some cones up on the first parking space near the Veteran’s Memorial to make pedestrians more visible.
- d. **Cool Yule:** Delaney gave an update of the event. Things are progressing nicely. The Committee is including groups from across the town to make it a day filled with different events. She noted that Sandy Stewart had secured the Salvation Army Band and. Delaney is working to book some local choirs and bands. Eldon clarified that this was a DDA event. Delaney noted that it was, there is a line item in the budget for Winter Promotions which is this event. Murphy stated that in the past the DDA only paid for the carriage, they didn’t organize the event. Delaney stated that she had received many complaints after the last event. People thought it was not well-organized. She noted that she had been giving the board updates at each DDA meeting for the past few months. She invited all DDA board members to attend the planning meetings that take place on the last Friday of the month at 1:00 p.m. at the Tuscan Café.

3. **Work Plans:** No one had any new information or updates.

**New Business:**

**None.**

**Board Comments:** Fagin noted that communication could be improved between the committees and the board. All committees need to bring things back for board approval. Fagin talked about doing a survey of DDA businesses and going door-to-door to speak to them.

**Adjournment:**

Motion by Eldon, supported by Bifano.

To adjourn meeting at 9:56 a.m.

**Vote:**

**Motion Carried Unanimously**

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Gary Fagin, Chairperson

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Kristen Delaney, Recording Secretary

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