

**City of South Lyon
Downtown Development Authority
Regular Meeting Minutes
July 10, 2014**

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

Roll Call: Gary Fagin, Chair
Gene Carroll
Tracey Hill
Marilyn Smith
Cheryl Wickham
Lynne Ladner, City Manager

Absent: Holly Gerdom, Vice Chair
Bill Jarratt
Susan Stowe

Also Present: Kristen Delaney, City of South Lyon
Bob Martin, DPW & Water/WWTP Superintendent

MOTION TO APPROVE AGENDA

To approve DDA Agenda for July 10, 2014.

Motion by Smith, supported by Wickham.

To approve the Agenda as presented for July 10, 2014.

VOTE **MOTION CARRIED UNANIMOUSLY**

APPROVAL OF MINUTES AS PRESENTED

Motion by Wickham, supported by Smith.

To approve the Minutes as presented for June 12, 2014.

VOTE **MOTION CARRIED UNANIMOUSLY**

COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

The board welcome new member Tracey Hill.

NEW BUSINESS

1. Wells Street Parking Lot – Landscaped Island Maintenance & Plantings

There was a discussion about the condition of the islands in the Wells Street lot. They are currently overgrown with weeds. Delaney stated that someone from the DPW had recommended planting daylilies there because they are hardy. Other options were discussed. Delaney noted that she had sent out the RFPs for landscape services and had not received any responses.

MOTION TO APPROVE THE DPW TO WEED, MULCH AND INSTALL DEFINED WALKWAYS IN THE WELLS STREET PARKING LOT ISLANDS.

Motion by Ladner, supported by Smith.

To approve the DPW to weed, mulch and install defined walkways in the Wells Street Parking Lot islands.

VOTE

MOTION CARRIED UNANIMOUSLY

Fagin discussed other maintenance issues that needed to be addressed throughout downtown. There was a lengthy discussion regarding the north/south municipal lots. Fagin stated that the DDA received a quote of approximately \$80,000 to completely re-do the south lot, including curb and gutters. He stated that he thought that it would cost approximately \$20,000 - \$30,000 to mill and grade each lot.

2. Pocket Park – Repairs/Replacement of Street Furniture

Delaney discussed an estimate for new components for the street furniture currently in the pocket park. She noted that this estimate was about \$600 more than the board authorized her to spend at the last meeting, so she was bringing the issue back for their review. Alternatives were discussed. DPW Superintendent Martin noted that installing a new unit, rather than repairing what was there, would require tearing up the brickscape.

MOTION TO APPROVE THE EXPENDITURE OF AN AMOUNT NOT TO EXCEED \$1,700 TO PURCHASE REPLACEMENT PARTS FOR THE STREET FURNITURE LOCATED IN POCKET PARK.

Motion by Carroll, supported by Wickham.

To approve the purchase of replacement parts in an amount not to exceed \$1,700.

VOTE

MOTION CARRIED UNANIMOUSLY

OLD BUSINESS

1. Financial Report: No discussion.

2. Committee Updates:

- a. **Design:** No discussion.
- b. **Marketing & Promotions:** No discussion.
- c. **Farmers Market:** No discussion.

TABLED ITEMS

None.

BOARD MEMBER COMMENTS

Fagin discussed the need for the board to hold elections. He stated that he would be willing to step back from the board if new business owners wanted to get involved. He stated that he would be open to having another board member serve as Chair. Those present agreed to discuss this matter at future date when more board members were in attendance.

ADJOURNMENT

Motion by Wickham, supported by Stowe.

To adjourn the July, 10 2014 board meeting at 9:43 a.m.

VOTE

MOTION CARRIED UNANIMOUSLY

Gary Fagin, Chairperson

Kristen Delaney, Recording Secretary