

Charter Township of Lyon

Downtown Development Authority (DDA)

Tuesday, December 14, 2010

Meeting Minutes

Chairman Jay Howie called the meeting to order at 7:00 p.m.

Members present included Jay Howie, Lannie Young, Tim Miner, Mark Mitra, Troy Powe

Members absent were Bryan Wallace, John Bell, Vince DeAngelis, Tamra Ward

Other present included Chris Doozan, Interim DDA Director, Matt Quinn, Township Attorney, Nikki Jeffries, Giffels Webster Engineers, Michelle Aniol, DDA Administrator/Economic Development Coordinator

Two Guests

3. **Public Discussion – non agenda items.** No discussion.
4. **Approval of Agenda.** Lannie Young made a motion to approve the agenda as presented. Tim Miner offered support for the motion, which was approved unanimously.
5. **Approval of Consent Agenda.** Lannie Young made a motion to approve the consent agenda as presented. Tim Miner offered support for the motion, which was approved unanimously.

Roll call: Ayes: Tim Miner, Lannie Young, Jay Howie, Mark Mitra, Troy Powe
Nays: None
Absent: Vince DeAngelis, Bryan Wallace, Tamra Ward, John Bell

6. Action Items

- A. **Website Management Training** – Discussion and possible action on proposal to send Katherine Nelson to Schoolcraft Community College Website Design and maintenance training.

Lannie Young made a motion to table this agenda item for sixty (60) days. Tim Miner offered support for the motion, which was approved unanimously.

- B. **Chamber of Commerce Breakfast** – Discussion and possible action to host the January 21, 2011 Chamber of Commerce Breakfast and use it as an opportunity to present the DDA’s plan to install a sanitary sewer along Grand River Avenue.

Tim Miner made a motion to approve an amount not to exceed \$1000.00 for expenses incurred in hosting the January 21, 2011 Chamber of Commerce Breakfast. Troy Powe offered support for the motion, which was approved unanimously.

Roll call: Ayes: Troy Powe, Lannie Young, Jay Howie, Tim Miner, Mark Mitra
Nays: None

C. Seasonal Maintenance – Discussion and possible action regarding snow removal and lawn mowing within the downtown district and along the ring road.

Discussion took place regarding the DDA assuming maintenance for at least this first year.

Lannie Young made a motion to approve an amount not to exceed \$1000.00 and to secure three local bids for immediate snow removal within the downtown district and along the ring road. Troy Powe offered support for the motion, which was approved unanimously.

Roll call: Ayes: Jay Howie, Troy Powe, Lannie Young, Mark Mitra, Tim Miner
Nays: None

7. Reports/Announcements

A. Website Update – PowerPoint presentation of the new website capabilities. Staff training, site launch and other aspects of the new website will be discussed.

Along with the presentation discussion took place regarding the how and where the DDA will be displayed on the new website. **No action taken.**

B. Master Plan Update – Chris Doozan presented a PowerPoint update on the Plan for New Hudson.

Update presented. **No action taken.**

C. Final Grand River Streetscape Geometrics – Written report from GWE, based on the meeting with RCOC on Tuesday December 7, 2010.

Nikki Jeffries reported on the meeting with RCOC and discussion took place regarding bike lanes within the streetscape and RCOC's objections to having these lanes.

Troy Powe made a motion to direct Giffels to design the Grand River Streetscape without bike lanes. Mark Mitra offered support for the motion, which was approved unanimously.

Nikki Jeffries reported on the logic and the advantages and disadvantages of angle parking versus parallel parking along the streetscape.

Lannie Young made a motion to continue the designs specifically for parallel parking considering elevations with the possibility of moving the curb line in the distant future. Troy Powe offered support for the motion, which was approved unanimously.

D. SW Roundabout Update – Written report from GWE.

Nikki Jeffries gave a progress report on the SW Roundabout. **No action taken.**

E. New Hudson ROW Abandonment – The road abandonment petition has been signed by all owners of property adjacent to New Hudson Road with the exception of one. Additional signatures of freeholders in the Township have been obtained. Talks are on-going with the owner of the gas station. A public hearing will be scheduled for January 2011.

Michelle Aniol reported on progress. **No action taken.**

F. Citizens Bank – Citizens Bank will be making a presentation at the January 2011 DDA meeting regarding its Small Business Loan Program.

Presentation will be limited to approximately 15 minutes. **No action taken.**

G. New Hudson Drive West Article – Opening of New Hudson Drive West announced in South Lyon Herald. Article was the direct result of press release. Copy of article and press release included in DDA packet.

Discussion. **No action taken.**

H. SEMCOG Quick Facts – Community Fiscal Capacities. 2010 Report.

Information only. **No action taken.**

8. Committee Information and Updates

A. Economic Restructuring

1. Consultant Services Analysis Update.

Mark Mitra provided update. **No action taken.**

B. Design

1. Wayfinding Project Update.

Jay Eldridge presented latest progress and designs. Asked to bring mock-ups by SignTech. **No action taken.**

C. Organization. No report.

D. Promotion.

Discussion regarding MUSH – A sled dog race in 2012. **No action taken.**

9. Items Removed From Consent Agenda for Action or Discussion. None

10. Outstanding Items/Issues – No action/No Discussion

Lannie Young made a motion to adjourn. Troy Powe offered support for the motion, which was approved unanimously. Meeting adjourned at 9:15 p.m.

Respectfully submitted,

Rose Case
Recording Secretary

Chris Doozan
Interim DDA Director

Bryan Wallace
DDA Secretary