

Charter Township of Lyon

Downstown Development Authority

Tuesday January 11, 2011

Meeting Minutes

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

Members present included Jay Howie, Lannie Young, Tamra Ward, Bryan Wallace, Tim Miner, Troy Powe, John Bell

Members absent were Vince DeAngelis, Mark Mitra

Others present included Chris Doozan, Interim DDA Director, Phil Seymour, Township Attorney, Michelle Aniol DDA Administrator/Economic Development Coordinator

5 Guests

3. Public Discussion – non agenda items. No discussion.

4. Approval of Agenda.

Tamra Ward made a motion to approve the agenda with the omission of 6A., Citizens Bank presentation and the addition of 7G., Six Points Drain. 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. Troy Powe offered support for the motion, which was approved.

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

6. Presentation:

A. Citizens Bank. Removed from agenda.

7. Action Items:

A. Grand River Streetscape – Discussion and possible action regarding sanitary sewer options.

Considerable discussion took place regarding the costs and the benefits of a force main versus gravity sewer along Grand River in New Hudson.

Lannie Young made a motion to give Giffels-Webster Engineers direction to go forward with design of a force main system for the Grand River sanitary sewer system rather than a gravity sewer system. Troy Powe offered support for the motion, which was approved.

**Roll call: Ayes: Tamra Ward, Bryan Wallace, Jay Howie, John Bell, Troy Powe
Nays: Tim Miner**

B. LED Lighting – Discussion and possible action regarding the conversion of the southwest ring road street lamps to LED.

A quote was provided and discussion was held regarding the cost advantages of LED lighting.

John Bell made a motion to move forward and get more information on the replacement of the lights so action can be taken. Tamra Ward offered support for the motion, which was approved unanimously.

C. Southwest Ring Road – Discussion and possible action regarding lighting and DNR payment.

Discussion took place regarding the DNR payment, the work that remains to be completed and possible payment to cover their sub-contractors.

Lannie Young made a motion to approve a pay estimate of \$300,000.00 to DNR for the Southwest Road Project. Tim Miner offered support for the motion, which was approved unanimously.

**Roll call: Ayes: Tamra Ward, Troy Powe, Bryan Wallace, Jay Howie, Lannie Young, Tim Miner
Nays: None**

D. Snow and Ice Removal – Discussion and possible action to award a contract for sidewalk snow and ice removal services within the downtown district.

Discussion regarding the bids presented along with the advantages of having a local company versus a company that is many miles away from Lyon Township during a snow storm.

Tamra Ward made a motion to award the snow and ice removal bid to Bell's Landscaping with the total contract amount being \$1044.00. Tim Miner offered support for the motion, which was approved unanimously,

Roll call: Ayes: Troy Powe, John Bell, Jay Howie, Tamra Ward, Bryan Wallace, Tim Miner, Troy Powe
Nays: None

E. Committee Appointments – Discussion and possible appointment of Doug Necci to the Design Committee and Greg Dobson to the Economic Restructuring Committee.

Jay Eldridge recommended Doug Necci be appointed as a member of the Design Committee and gave a brief overview of Mr. Necci’s background.

Troy Powe made a motion to appoint Doug Necci to the Design Committee. Tim Miner offered support for the motion, which was approved unanimously.

John Bell recommended that Greg Dobson be appointed a member of the Economic Restructuring Committee and presented an overview of Mr. Dobson’s qualifications as a committee member.

John Bell made a motion to appoint Greg Dobson to the Economic Restructuring Committee. Tim Miner offered support for the motion, which was approved unanimously.

F. FY 2011 Work Plan – Review 2010 goals, objectives, accomplishments, set goal and objectives for 2011.

Chris Doozan reviewed the DDA Project Improvements and Tax Increment Financing Plan and presented an explanation of the status as of the present date.

Mr. Doozan also reviewed the Priority Project List from the Vision Plan along with an explanation of the present status.

Michelle Aniol reviewed the 2010 Goals and Objectives of the DDA along with the present status.

Ms. Aniol then reviewed the Projects for 2011 and the DDA Members prioritized them for the coming year.

DDA directed Ms. Aniol to revise work plan per the discussion and present results at next meeting. **No formal action taken.**

G. Six Points Drain – Lannie Young

Lannie Young presented several letters regarding the Six Points Drain Project and updated the DDA Board on recent action and what will possibly be owed by the DDA (\$238,984.60).

No action taken.

8. Reports and Announcements

A. Website Update – Jay Howie will give Board update on the website.

Jay Howie reported that Katherine Nelson is working with Stefan Kogler and his programmer on the website and hopefully it will be up and running very soon.

No action taken

B. Master Plan Update – Chris Doozan will update the Board on the progress of the Master Plan Update.

Chris Doozan reported that he completed the Implementation chapter of the Master Plan but the Planning Commission did not have time to review it at their last meeting. Nevertheless, the update will be completed soon.

No action taken

C. 2011 DDA Budget Report – Michelle Aniol will present the new monthly budget report for the DDA.

Michelle Aniol presented a copy of the new format of the DDA Budget to the Board and explained that they will receive this monthly.

No action taken

9. Committee Information and Updates

A. Economic Restructuring

1. Consultant Services Analysis – Mark Mitra

In Mark Mitra's absence Michelle Aniol presented a report.

No action taken

B. Wayfinding Project Update – J. Eldridge

Report will be presented at February DDA Meeting.

No action taken

C. Organization – None

D. Promotion – Chamber Breakfast and Winterfest

Discussion was held regarding ideas for Winterfest in 2012.

Bids submitted for the Chamber Breakfast were discussed

John Bell made a motion to allow Jay Howie along with two other members of the DDA to make a final decision on the caterer for the Chamber Breakfast that will be hosted by Lyon Township on Friday, January 21, 2011. Tim Miner offered support for the motion, which was approved unanimously.

Adjournment. Lannie Young made a motion to adjourn. John Bell offered support for the motion, which was approved unanimously. Meeting adjourned at 9:00 p.m.

Respectfully submitted.

Rose Case
Recording Secretary

Chris Doozan
Interim DDA Director



Bryan Wallace
Secretary