

**Charter Township of Lyon**  
**Downtown Development Authority**  
**and Development Area Citizens Council**

**Tuesday March 8, 2011**

**Meeting Minutes**

Chairman Jay Howie called the meeting to order at 7:03 p.m.

Members present included Vince DeAngelis, Lannie Young, Bryan Wallace, Jay Howie, Tim Miner, Mark Mitra, John Bell

Tamra Ward was absent

Others present included Chris Doozan, McKenna Associates, Township Planner, Nikki Jeffries, Giffels Webster, Township Engineer, Michelle Aniol, DDA Administrator/Economic Development Coordinator

3 Guests

**3. Public Discussion – non agenda items.**

Some discussion regarding residential land sales took place.

**4. Approval of Prior Meeting Minutes *February 8, 2011***

**Troy Powe made a motion to approve the meeting minutes of January 11, 2011 as submitted. Tim Miner offered support for the motion, which was approved unanimously**

**5. Approval of Agenda**

The words “and Community Walkability Audit” were added to item B2

**Mark Mitra made a motion to approve the agenda with the necessary addition. Tim Miner offered support for the motion, which was approved unanimously.**

**6. Approval of Consent Agenda**

**Mark Mitra made a motion to approve the consent agenda as submitted. Vince DeAngelis offered support for the motion which was approved unanimously.**

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

Lannie Young suggested the approval of the Consent Agenda should come before the approval of the Agenda, in the future.

## **7. Presentation**

### **A. Grand River Sanitary Sewer – Presentation by Joe Moore, Dubois-Cooper regarding Grand River Sanitary Sewer grinder pump**

Joe Moore provided a detailed explanation of the workings of a grinder pump as well as the cost to the Township and the property owners along Grand River.

**No Action Taken**

## **8. Action Items:**

### **A. Old Business**

1. Grand River Streetscape: Discussion and possible action regarding extension of sewer along Grand River Avenue to include Lyon Center Drive East.

Discussion took place about the possibility of extending the sewer along Grand River to include Lyon Center Drive East looking to the future and possible businesses that will become property owners there.

**John Bell made a motion to review the data regarding the extension along with the budget and bring it back for discussion at the next scheduled DDA Meeting. Lannie Young offered support for the motion, which was approved unanimously.**

2. Website Update: Discussion and possible action to classify the DDA as a Local Government entity on the new website.

The recent progress on the website was presented by Chairman Jay Howie.

**Mark Mitra made a motion to empower the website sub committee to make the necessary decisions to expedite progress on the new website. John Bell offered support for the motion, which was approved unanimously.**

3. Wayfinding Signage: Discussion and possible action regarding Township/DDA logo and wayfinding signage in the New Hudson area.

The choice of a DDA logo in order to proceed with wayfinding signs was discussed. The Board discussed its adopted design guidelines, which includes a compass.

**Troy Powe made a motion to proceed with the design of a compass for the logo on the Lyon Township wayfinding signage. Tim Miner offered support for the motion which was approved with one (1) opposing vote cast by Mark Mitra.**

4. ULI Detroit -2<sup>nd</sup> Annual Public Partnership Forum: Discussion and possible action regarding attendance at the forum.

Michelle Aniol followed up on this agenda item from last meeting with the cost of this forum.

**John Bell made a motion to approve attendance for up to four (4) people at the ULIDetroit Annual Public Partnership Forum at the cost of \$40.00 per person. Mark Mitra offered support for the motion, which was approved unanimously.**

5. FY 2011 Workplan: Final discussion and action to adopt goals and objectives for 2011.

Michelle Aniol presented the 2011 Workplan and requested a motion to adopt.

**Mark Mitra made a motion to adopt the 2011 Workplan as detailed with the addition of work on a web base list of Township businesses. Troy Powe offered support for the motion, which was approved unanimously.**

## **B. New Business**

1. Costello Building Improvements: Discussion and possible action regarding rehabilitation of Costello Building.

Discussion took place regarding possible uses for this building.

**John Bell made a motion to assign the Economic Restructuring Committee and any other individuals interested the task of looking into the rehabilitation and possible uses at the site of the Costello Building. Vince DeAngelis offered support for the motion, which was approved unanimously.**

2. MDOT Bicycle and Pedestrian Training Program: Discussion and possible action regarding applying to co-hosting "Training Wheels". On-road bicycle facilities and "Community Walkability Audit" with the Road Commission for Oakland County (RCOC) and Oakland county Planning and Economic Services (PEDS).

Michelle Aniol presented materials regarding the above training programs and requested DDA approval to host one.

**John Bell made a motion to submit an application to MDOT to host the “Community Walking Audit” at the Lyon Township Municipal Center. Bryan Wallace offered support for the motion which was approved unanimously.**

3. Small Town and Rural Development Conference: Discussion and possible action regarding attendance at the April conference.

Discussion to place as to the value of attending a conference of this nature.

**Vince DeAngelis made a motion to send this request for attendance at this conference back to the Organization Committee for additional information on the conference and the complete cost of attendance. Troy Powe offered support for the motion, which was approved unanimously.**

4. Engineering Services RFP: Discussion and possible action regarding Engineering Services RFP review, following evaluation update by Vince DeAngelis.

Vince DeAngelis reported on what action has taken place up to this point how the committee working on this will proceed.

**No Action Taken**

## **9. Reports/Announcements**

- A. House Bill 4317: Report from DDA Attorney, Matt Quinn

Material enclosed in packet.

**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 the Master Plan will be presented at the joint meeting in April.

**No Action Taken**

- C. 2011 DDA Monthly Budget Report: Michelle Aniol presented monthly budget Report

**No Action Taken**

- D. MEDA Capital Day Report: Handouts from Michigan Depts. Of Agriculture and Transportation is provided for informational purposes.

**No Action Taken**

**10. Committee Information and Updates**

A. Economic Restructuring; Mark Mitra - Attorney rates

It was reported that Matt Quinn has agreed that the same rates will be charged to the DDA as is charged to the Township for his services.

B. Design: None

C. Organization: None

D. Promotion: Winter Fest Updates – Troy Powe

Troy Powe gave an up date on the most recent plans for Winter Fest 2012 and John Bell reported on the 2011 Kite Festival,

**Adjournment. Lannie Young made a motion to adjourn. Tim Miner offered support for the motion, which was approved unanimously. Meeting adjourned at 9:05 p.m.**

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Rose Case  
Recording Secretary

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Bryan Wallace  
DDA Secretary