

Charter Township of Lyon
Downtown Development Authority
And Development Area Citizens Council

Tuesday April 12, 2011

Meeting Minutes

Chairman Jay Howie called the meeting to order at 7:05 p.m.

Members present included John Bell, Jay Howie, Mark Mitra, Troy Powe, Tamra Ward, Bryan Wallace

Members Vince DeAngelis, Tim Miner and Lannie Young were absent

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

1 Guest

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

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

Troy Powe made a motion to approve the meeting minutes of March 8, 2011 as submitted. John Bell offered support for the motion, which was approved with one abstention by Tamra Ward.

5. **Approval of Consent Agenda**

Tamra Ward made a motion to approve the consent agenda after the removal of two (2) invoices from Gabe, Quinn & Seymour dated 3/17/2011 for professional legal services. Bryan Wallace offered support for the motion, which was approved unanimously by a roll call vote.

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

6. **Approval of Agenda**

Southwest Roundabout Landscaping and Flagpole discussion added to old business under item #A4.

John Bell made a motion to approve the agenda as amended. Tamra Ward offered support for the motion, which was approved unanimously.

7. 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 (DDA tabled issue to April 12, 2011)

John Bell made a motion to authorize Giffels Webster Engineers to gather costs for the Lyon Center Drive East sewer system and bring cost estimate back to the DDA. Troy Powe offered support for the motion, which was approved unanimously.

- 2) LED Lighting: Discussion and possible action regarding the conversion of 26 existing decorative metal halide lamps to clear LED globes

John Bell made a motion to have Giffels Webster put a bid package together to retrofit twenty-six (26) existing fixtures to an LED product. Mark Mitra offered support for the motion, which was approved unanimously.

- 3) Main Street Oakland County Mentor Program: Discussion and possible action to decide whether to move forward with an application to Main Street Oakland County's Mentor Program.

John Bell made a motion to table indefinitely the Main Street Oakland County Mentor Program. Tamra Ward offered support for the motion, which was approved unanimously.

- 4) Southwest Roundabout: Discussion regarding landscaping and flagpoles at the roundabout.

John Bell made a motion to secure bids to complete the Southwest Roundabout landscaping project using Myrtle as possible ground cover and with the installation of flagpoles concurrent with sending this project to the Design Committee for their opinions and suggestions. Tamra Ward offered support for the motion, which was approved unanimously.

B. New Business

- 1) Marketing Assistance: Discussion and possible action regarding request to provide marketing funding for the *Lyon Township Warm Winterfest*.

Tamra Ward made a motion to approve a request from the Promotion Committee to authorize \$6500.00 to develop and promote the first annual Lyon Township Warm Winterfest 2012 as outlined in the memorandum submitted this evening. Mark Mitra offered support for the motion which was approved unanimously by a roll call vote.

**Roll call: Ayes: Mark Mitra, John Bell, Tamra Ward, Troy Powe, Bryan Wallace, Jay Howie
Nays: None**

- 2) Farmers Market: Discussion and possible action to direct Promotion or Economic Restructuring Committee to consider and report back to the DDA or the establishment of a Farmers Market using the Tractor Supply Company parking lot.

Mark Mitra made a motion to refer the plans and discussion of a Farmers Market to the Promotion Committee. Bryan Wallace offered support for the motion, which was approved unanimously.

8. Reports/Announcements

A. Website Update: Report from Website Committee

Michelle Aniol presented a visual of what the website looks like at this point in time and discussed the possible date it will go live. A possible meeting of the DDA to give additional website suggestions was discussed and also a request was made to have Stefan Koegler in attendance at the next DDA Meeting.

Bryan Wallace made a motion that all minutes regarding See Say and Do be pulled in order to see what exactly was originally promised. Tamra Ward offered support for the motion, which was approved unanimously.

B. Master Plan Update: Chris Doozan

The Master Plan will be reviewed at the Joint Meeting of the DDA, Township Board and the Planning Commission to be held on Monday April 25th. Copies of or CD's containing the Master Plan will be available for the members of the committees.

No Action Taken.

C. Business Assistance Team (BAT): Michelle Aniol

Michelle Aniol explained that BAT is a joint effort between the city and the township and is being developed to assist businesses that might be having challenges. Letters are being composed and will be sent out.

No Action Taken

D. 2011 Census Data: Township population increased experienced a 32% to 14,545 over the last 10 years. Articles appeared in both the Oakland Press and South Lyon Herald Newspapers.

No Action Taken

E. Urban Land Institute (ULI) Detroit-Public Private Partnership Forum: Report submitted by Michele Aniol.

No Action Taken

F. 2011 DDA Monthly Budget Report

No Action Taken

9. Committee Information and Updates

A. Economic Restructuring – None

B. Design –None

C. Organization – None

D. Promotion- Kite Festival Update – John Bell; Winterfest Update – Troy Powe

Mr. Bell reported on the Kite Festival to be held in June and Mr. Powe gave a report on the progress being made on the 2012 Winterfest.

No Action Taken

10. Items Removed From the Consent Agenda for Action or Discussion

Discussion took place regarding Gabe, Quinn & Seymour invoice dated March 17, 2011.

Mark Mitra made a motion to pay attorney Matt Quinn for professional services rendered in the amount of \$396.50. Troy Powe offered support for the motion which was approved unanimously by roll call vote.

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

Troy Powe made a motion to forward the bill for services rendered by Matt Quinn in the amount of \$1,160.41 to the Economic Restructuring Committee for reconsideration. Bryan Wallace offered support for the motion, which was approved unanimously.

Adjournment. Tamra Ward made a motion to adjourn. Bryan Wallace offered support for the motion, which was approved unanimously. Meeting adjourned at 8:50 p.m.

Rose Case
Recording Secretary

Bryan Wallace
DDA Secretary