

**CHARTER TOWNSHIP OF LYON
DOWNTOWN DEVELOPMENT AUTHORITY
and DEVELOPMENT AREA CITIZENS COUNCIL**

Tuesday, May 10, 2011

7:00 pm

Lyon Township Municipal Building
58000 Grand River Avenue, New Hudson

1. Call to Order Regular Meeting/Roll Call:

| | | |
|-----------------|-------------|---------------|
| _____ Bell | _____ Miner | _____ Wallace |
| _____ DeAngelis | _____ Mitra | _____ Ward |
| _____ Howie | _____ Powe | _____ Young |

2. Pledge of Allegiance

3. Public Discussion, non-agenda items

4. Approval of Prior Meeting Minutes – April 12, 2011

5. Approval of Special Meeting Minutes - April 25, 2011

6. Approval of Consent Agenda: (Item #10 below is reserved for any items removed from the Consent Agenda for action or discussion)

7. Approval of Agenda

8. Action Items:

A. Old Business

- 1) Wayfinding and Compass Design: Discussion and possible action regarding wayfinding sign design and compass design, based on recommendation from Design Committee.
- 2) Attorney Invoices: Discussion and possible action regarding Attorney Invoices.
- 3) LED Streetlight Retrofit Bid Package Preparation Proposal: Discussion and possible action to approve a GWE proposal for Spec Book preparation, RCOC permitting, Bidding, and Construction Administration for the conversion of 26 existing decorative metal halide lamps to clear globe LED lamps.
- 4) Southwest Roundabout Landscape Design: Discussion and possible action to approve a GWE proposal to prepare a landscape, Final Bid Documents and Specifications, Bidding Assistance, and Construction Administration for the Southwest Roundabout.
- 5) DTE Energy Parcel: Discussion and possible action regarding a request to bid out architectural services to prepared a rendering of a future park for the DTE Energy Parcel.
- 6) CPIX Available Property Database: Discussion and possible action to use CPIX for the available property database on the new website.
- 7) Banner Poles for Grand River Streetscape: Discussion and possible action regarding the location, design and cost of incorporating banner poles into the Grand River Streetscape Plan.

B. New Business

- 1) DDA Lawn Care and Landscape Maintenance Services: Discussion and possible action to award a contract for lawn care and landscape maintenance services for DDA properties.
- 2) Helping Small Towns Succeed: Discussion and possible action to authorize educational training for 3-4 members of the DDA and staff.
- 3) Public Art Proposal: Discussion and possible action to direct a DDA Committee to investigate the placement of public art in the DDA.
- 4) Community Flea Market: Discussion and possible action to direct a DDA Committee to research the creation of a semi-annual Community Flea Market and report back to the DDA Board (Lannie Young).

- 5) Park Burn Off-Flame: Discussion and possible action to direct a DDA Committee to research a proposal to construct a decorative feature to replace the current gas burn off structure, and report back to the DDA Board.

9. Reports/Announcements:

- A. Website Update: Report from Website Committee.
- B. Grand River Streetscape: Status of schedule/bids/contract award/construction.
- C. Small Town and Rural Development Conference: Report from Jay Howie
- D. Master Plan Update: Chris Doozan
- E. MDOT Walkability Audit Update: Michelle Aniol
- F. Lyon Township/South Lyon BAT Program Update: Michelle Aniol
- G. Invitation from the Lyon Township Library
- H. 2011 DDA Monthly Budget Report: Michelle Aniol

10. Committee Information and Updates

- A. Economic Restructuring:
- B. Design:
- C. Organization:
- D. Promotion: Kite Festival Update – John Bell; Winter Fest Updates- Troy Powe, Farmers Market Update-Troy Powe

11. Items Removed From the Consent Agenda For Action or Discussion

12. Outstanding Items/issues – No Action/No Discussion

- A. Sidewalk Extension on east side of Milford Road
- B. Developers Review of Vision Plan
- C. Website Management Training
- D. New Hudson Road Abandonment
- E. Main Street Oakland County Mentor Program

13. Adjournment

Consent Agenda

- Bell's Landscaping, Sidewalk Snow and Ice Removal, Invoice dated, Jan. 18, 2011: \$1,044
- Michigan Economic Developer's Association, Annual dues for Michelle Aniol, Invoice dated, April 29, 2011: \$240,
- GWE, SW Ring Road Contract Administration, Invoice dated, April 15, 2011: \$1,840
- GWE, DDA Engineering Services, Invoice dated, April 15, 2011: \$552
- GWE, Grand River Streetscape Design Services, Invoice dated, April 15, 2011: \$5,470
- GQS, DDA Legal Services, Invoice dated, April 18, 2011: \$183.00
- GQS, Southwest Ring Road Project, Invoice dated, April 18, 2011: \$826.66
- RCOC, Huron Valley Trail Pedestrian Crossing Signal Adjustment, Invoice dated, April 6, 2011: \$65.78
- Michelle Aniol, Expense Report dated, May 5, 2011: \$141.80
- Oakland County One-Stop Shop, Map of Atchison Park, Receipt dated, March 29, 2011: \$20.00
- McKenna, DDA Planning Services, Invoice dated, April 11, 2011: \$2,136
- McKenna, DDA Planning Services, Invoice dated, May 5, 2011: \$3,274.49

Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the Clerk's Office at (248) 437-2240, at least forty-eight hours prior to the meeting.

Our staff will be please to make the necessary arrangements.