

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

Tuesday May 10, 2011

Meeting Minutes

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

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

Mark Mitra was absent

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

Seven (7) Guests

3. Public Discussion – non agenda items.

Chris Enlow spoke to the DDA regarding a conference that he and Ed Campbell recently attended and how some of what they heard could impact Lyon Township.

Dave Gibbons provided the DDA with information on an alternative energy provider servicing the area.

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

Tamra Ward made a motion to approve the meeting minutes of April 12, 2011 as submitted. Troy Powe offered support for the motion, which was approved with three (3) members abstaining.

Vince DeAngelis, Lannie Young and Tim Miner abstained from the vote.

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

Tamra Ward made a motion to approve the special joint meeting minutes of April 25, 2011 as submitted. Vince DeAngelis offered support for the motion, which was approved with one (1) member abstaining.

John Bell made a motion to approve payment to Matt Quinn for an outstanding invoice in the amount of \$1,160.41. Lannie Young offered support for the motion, which was approved unanimously by roll call vote.

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

Further discussion took place regarding attorney fees.

Lannie Young made a motion to send further discussion of attorney fees back to the Economic Restructuring Committee for reconsideration and to define the rates and bring it back to the DDA Board for final approval. Tim Miner offered support for the motion, which was approved unanimously.

- 4) 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.*

Nikki Jeffries explained the proposal presented by Giffels Webster and also presented information on an Advanced Lighting Technology Grant and offered assistance in preparing a proposal for the grant.

John Bell made a motion to authorize Giffels Webster Engineers to prepare a bid package for retro fitting 26 light fixtures with LED lights not to exceed \$3000.00 and to have them prepare a EECBG - Advanced Lighting Technology Grant submission . No upfront cost for grant submission but a lump sum payment (TBD) if grant is approved. Tamra Ward offered support for the motion, which was approved unanimously by roll call vote.

**Roll call: Ayes: Bryan Wallace, Jay Howie, Tamra Ward, Vince DeAngelis
John Bell, Jay Howie, Lannie Young, Troy Powe
Nays: None**

Discussion continued regarding the amount of money to match and submit for the EECBG Grant.

Troy Powe made a motion to submit up to a \$20,000.00 match for the EECBG – Advanced Lighting Technology Grant for the LED Lighting. Tim Miner offered support for the motion which was approved by roll call vote.

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

- 5) Southwest Roundabout Landscape Design: *Discussion and possible action to approve GWE proposal to prepare a landscape, Final Bid Documents and Specifications, Bidding Assistance, and Construction Administration for the Southwest Roundabout.*

John Bell made a motion to approve Giffels Webster prepare a bid package for the Southwest Roundabout and to prepare a landscape plan, final bid documents and specifications, bidding assistance and construction administration as outlined in their project memorandum dated May 3, 2011. Tamra Ward offered support for the motion, which was approved unanimously by roll call vote.

Roll call: Ayes: Lannie Young, Vince DeAngelis, Tim Miner, Tamra Ward, Troy Powe, John Bell, Bryan Wallace, Jay Howie

- 6) DTE Energy Parcel: *Discussion and possible action regarding a request to bid out architectural services to prepare a rendering of a future park for the DTE Energy Parcel.*

Michelle Aniol along with John Bell provided some background information regarding this site.

John Bell made a motion to approve in an amount not to exceed \$1000.00 to bid out architectural services to prepare a rendering of a future park for the DTE Energy Parcel. Tamra Ward offered support for the motion, which was approved unanimously by roll call vote.

Roll call: Ayes: Bryan Wallace, Tamra Ward, Jay Howie, John Bell, Tim Miner, Troy Powe, Vince DeAngelis, Lannie Young

- 7) CPIX Available Property Database: *Discussion and possible action to use CPIX for the available property database on the new website.*

Michelle Aniol presented and explained the three (3) CPIX Property Database options available.

Bryan Wallace made a motion to approve the use of CPIX as a property database on the new website at the cost of \$675.00 per year. Tim Miner offered support for the motion, which was approved unanimously by roll call vote.

Roll call: Ayes: Tim Miner, John Bell, Troy Powe, Jay Howie, Vince DeAngelis, Tamra Ward, Lannie Young, Bryan Wallace

- 8) 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.*

Tamra Ward made a motion to include Banner Poles as part of the design of the Grand River Streetscape. Troy Powe offered support for the motion, which was approved unanimously.

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.*

Michelle Aniol presented the landscape bids submitted and explained that she thoroughly checked the references of the Progressive Irrigation who provided the lowest bid.

Lannie Young made a motion to award the bid for DDA lawn care and maintenance services to Progressive Irrigation. Bryan Wallace offered support for the motion, which was approved by roll call vote.

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

- 2) Helping Small Towns Succeed: *Discussion and possible action to authorize educational training for 3-4 members of DDA and staff.*

Bryan Wallace made a motion to decline the proposed educational training seminar. Tamra Ward offered support for the motion, which was approved unanimously.

- 3) Public Art Proposal: Discussion and possible action to direct a DDA Committee to investigate the placement of public art in the DDA.

John Sauve introduced himself to the DDA and presented his ideas on bring art to the James F. Atchison Memorial Park along with and offered to head this project.

John Bell made a motion to assign the Promotion Committee, along with the Township Board and the Park Committee, to develop guidelines to implement a Public Art Plan for the James Atchison Memorial Park. Tim Miner offered support for the motion, which was approved unanimously.

- 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.

John Bell made a motion to direct the Promotion Committee to research the creation of a community Flea Market. Tim Miner offered support for the motion, which was approved unanimously.

- 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 current gas burn off structure, and report back to the DDA Board.

Lannie Young made a motion to authorize the Promotion Committee to research the feasibility of constructing a decorative feature to replace the current gas burn off structure. Tim Miner offered support for the motion, which was approved unanimously.

- 6) Oakland County Prosper Magazine: Discussion and possible action regarding Lyon Township appearing in the Oakland County Prosper Magazine.

Troy Powe made a motion to approve \$3000.00 to participate in the 2012 Oakland County PROSPER Magazine at the 2-Page Community Profile level. Tim Miner offered support for the motion, which was approved by roll call vote.

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

9. Reports and Announcements:

- a. Grand River Streetscape: Nikki Jeffries reported on the status of schedule/bids/contract award and the construction.

No action taken

- b. Small Town and Rural Development Conference: A report from Jay Howie who attended this conference was included in this evening's packet.

Written report presented to DDA members.

- c. Master Plan Update: Chris Doozan provided the DDA with the schedule that the Master Plan will follow to final approval.

Chris provided a written timetable up to time of adoption to the DDA members.

- d. MDOT Walkability Audit:

Michelle Aniol reported that MDOT is presently considering the applications.

- e. Lyon Township/South Lyon BAT Program Update: Michelle Aniol reported that the letters have been mailed and response has already come in regarding the program.

No action taken.

- f. Invitation from the Lyon Township Library:

Informational Meeting – No action taken.

- g. 2011 DDA Monthly Budget Report:

No action taken.

10. **Committee Information and Updates**

Economic Restructuring: None

Design: None

Promotion:

Organization: None

John Bell gave an update on the June 4th Kite Festival.

Troy Powe informed the DDA of the progress being made on the 2012 Winter Fest and also on the search for a Farmers Market Manager.

Tamra Ward made a motion to adjourn. Tim Miner offered support for the motion, which was approved unanimously. Meeting adjourned at 9:55 p.m.

Rose Case
Recording Secretary

Bryan Wallace
DDA Secretary