

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

**Tuesday, June 14, 2011
7:00 pm**

Lyon Township Municipal Building
58000 Grand River Avenue, New Hudson

1. Call to Order Regular Meeting/Roll Call:

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

2. Pledge of Allegiance

3. Public Discussion, non-agenda items

4. Approval of Prior Meeting Minutes: May 10, 2011

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

6. Approval of Agenda

7. Action Items:

A. Old Business

- 1) Farmers Market: *Presentation by Roseanna Twitchell and discussion and possible action regarding grant opportunities through the USDA's Farmers Market Promotion Program (FMPP) and the USDA Rural Development Rural Business Enterprise Grant (RBEG).*
- 2) Wayfinding RFP: *Discussion and possible action to cancel RFP and complete project in house.*
- 3) Design Services RFP: *Discussion and possible action to select a consultant to develop a conceptual rendered drawing of a park to facilitate land acquisition.*
- 4) SW Roundabout Landscape Design Plan: *Discussion and possible action to approve landscape design plan for the Southwest Roundabout.*
- 5) NE Roundabout Repairs: *Discussion and possible action to authorize repairs to the Northeast Roundabout following automobile accident.*

B. New Business

- 1) Economic Development 101: *"Lyon Township Economic Development Plan & Strategy," follow-up discussion to Oakland County Planning and Economic Development Manager, Dan Hunter's presentation to Township Board. Possible action to direct Economic Restructuring Committee to move forward with the development of an economic development strategy.*
- 2) Township Flag: *Discussion and possible action regarding the development of a new Township Flag consistent with the Brand Style Guide.*
- 3) ICSC: *Discussion and possible action to authorize an expenditure allowing interested DDA and Township officials and staff to attend the International Council of Shopping Centers (ICSC) Michigan Idea Exchange on July 20-21, 2011, including the Deal Making Table, and to establish a budget to prepare and update marketing materials for the Deal Making Table during event.*
- 4) ULI Membership: *Discussion and possible action to join ULI as a Public Agency Member at an annual fee of \$525.*

8. Reports/Announcements:

A. WebSite Update: *Report from Website Committee.*

B. Grand River Streetscape-Sewer Project: *Status of schedule/bids/contract award/construction of the sanitary sewer.*

C. LED Streetlight Retrofit: *Status of grant application (Nikki Jeffries)*

D. MDOT Community Walking Audit Update: *MDOT had decided to postpone the Walking Audit program until next year. A request for SEMCOG Walkability Audit Assistance was submitted on June 2, 2011 (attached).*

E. Lyon Township/South Lyon BAT Program Update: *The Lyon Township/South Lyon Business Assistance Team (BAT) met with six small business owners on Wednesday, May 25, 2011. Through this program we are able to provide knowledge, guidance, technical assist and useful tools that will help our small businesses grow and prosper. The South Lyon Herald ran a report in the May 19, 2011 edition.*

F. Master Plan Update: *Chris Doozan*

G. Monthly Budget Report: *Michelle Aniol*

9. Committee Information and Updates

A. Economic Restructuring: *Recommendation that the DDA set the hourly fee for all professional legal services, including special projects, at \$122/hour. Attorney sent email accepting this fee arrangement.*

B. Promotion:

- 1) *Kite Festival Update - Jim Chuck*
- 2) *Winter Fest Updates- Troy Powe*

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

11. 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

12. Adjournment

Consent Agenda

•	Office Express, color printer cartridges, Invoice dated, April 25, 2011:	\$663.69
<hr style="border-top: 1px dotted black;"/>		
•	Skidmore Studio, <i>Prosper</i> Magazine ad, Invoice dated, May 20, 2011:	\$3,000.00
<hr style="border-top: 1px dotted black;"/>		
•	Michigan Township Association, online ad for Wayfinding RFP, Invoice dated, May 26, 2011:	\$40.00
<hr style="border-top: 1px dotted black;"/>		
•	Signtext, Entry Sign mock-up, Invoice dated, May 27, 2011:	\$245.92
<hr style="border-top: 1px dotted black;"/>		
•	Andrew E. Meisner, Refund taxes to Oakland County, Invoice dated, May 31, 2011:	\$43,080.66
<hr style="border-top: 1px dotted black;"/>		
•	GoDaddy.com, website hosting, Order confirmation dated, May 26, 2011:	\$220.00
<hr style="border-top: 1px dotted black;"/>		
•	DTE Energy, New Hudson Drive West streetlights, Invoice received May 9, 2011:	\$353.15
<hr style="border-top: 1px dotted black;"/>		
•	DTE Energy, Grand River streetlights, Invoice received May 3, 2011:	\$176.45
<hr style="border-top: 1px dotted black;"/>		
•	DTE Energy, Grand River streetlights, Invoice received June 1, 2011:	\$138.06
<hr style="border-top: 1px dotted black;"/>		
•	DTE Energy, Lyon Center Drive East streetlights, Invoice received May 3, 2011:	\$190.47
<hr style="border-top: 1px dotted black;"/>		
•	DTE Energy, Lyon Center Drive East streetlights, Invoice received June 1, 2011:	\$160.85
<hr style="border-top: 1px dotted black;"/>		
•	Oakland County Treasurer, Six Points Drain, credit invoice receive dated, Feb. 22, 2011:	(\$58,695)
<hr style="border-top: 1px dotted black;"/>		
•	Oakland County Treasurer, Six Points Drain, invoice receive dated, Feb. 22, 2011:	\$238,986.30
<hr style="border-top: 1px dotted black;"/>		
•	Jay Howie, Expense Report dated, April 25, 2011:	\$370.89
<hr style="border-top: 1px dotted black;"/>		
•	Michelle Aniol, Expense Report dated, June 9, 2011:	\$100.00
<hr style="border-top: 1px dotted black;"/>		

- GQS, DDA Legal Services, Invoice dated, May 17, 2011: \$122.00

- GQS, Southwest Ring Road Project, Invoice dated, May 17, 2011: \$1,067.55

- GWE, SW Ring Road Contract Administration, Invoice dated, May 13, 2011: \$1,989.20

- GWE, DDA Engineering Services, Invoice dated, May 13, 2011: \$598.00

- GWE, SW Roundabout Landscaping, Invoice dated, May 13, 2011: \$760.00

- GWE, Grand River Streetscape Design Services, Invoice dated, May 13, 2011: \$10,882.50

- DLZ, Grand River Streetscape Design Services, Invoice dated, May 17, 2011: \$298.65

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.