

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

Tuesday June 14, 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, Tim Miner, Bryan Wallace, Tamra Ward, Lannie Young

DDA Member Vince DeAngelis was absent

Also present Michelle Aniol, DDA Administrator/Economic Development Coordinator, Chris Doozan, McKenna Associates, Township Planner, Nikki Jeffries, Giffels Webster, Township Engineer, Leslie Zawada, CES, Township Engineer

Four (4) Guests.

3. Public Discussion- non agenda.

Mike Lamb, 29780 Rondeau addressed the DDA with questions regarding the planting of privacy trees around his property and also expressed to the DDA his pleasure with the appearance of New Hudson Road.

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

Tamra Ward made a motion to approve the meeting minutes of May 10, 2011 as submitted. Troy Powe offered support for the motion, which was approved unanimously.

5. Approval of Consent Agenda.

Lannie Young made a motion to approve the consent agenda as amended with the addition of items submitted this evening in memorandum by Michelle Aniol dated June 13, 2011. Tamra Ward offered support for the motion which was approved unanimously by roll call vote.

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

6. Approval of Agenda

Lannie Young made a motion to approve the agenda as amended with the addition of item 7.B.5 2011 MEDA Annual Meeting. Bryan Wallace offered support for the motion, which was approved unanimously.

7. Action Items

A. Old Business

- 1) **Farmers Market:** Presentation by Roseanna Twitchell and discussion and possible action regarding grant opportunities through USDA’s Farmers Market Promotion Program (FMPP) and the USDA Rural Development Rural Business Enterprise Grant (RBEG).

Discussion was held regarding the Promotion Committee meeting and interviewing applicants for the position of market manager with a recommendation being brought back to the DDA.

Tamra Ward made a motion to apply for a Farmers Market Promotion Grant utilizing CES (Leslie Zawada) with the understanding that this will be paid for on a contingency basis at the CES hourly rate and not to exceed \$2000.00 and in addition the amount of \$500.00 consultant fee be approved to provide support to CES during the application process. Lannie Young offered support for the motion, which was approved unanimously by roll call vote.

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

- 2) **Wayfinding RFP:** Discussion and possible action to cancel RFP and complete project in house.

Discussion was held regarding the suggestion to cancel the RFP.

Mark Mitra made a motion to accept the bid from CDPA Architects in the amount not to exceed \$6800.00 for the Wayfinding project. Tamra Ward offered support for the motion, which was approved unanimously by roll call vote.

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

- 3) **Design Services RFP:** Discussion and possible action to select a consultant to develop conceptual rendered drawing of a park to facilitate land acquisition.

Tamra Ward made a motion to award the RFP for a design of a park to Giffels Webster at no cost to the DDA. Bryan Wallace offered support for the motion, which was approved unanimously.

- 4) **SW Roundabout Landscape Design Plan:** Discussion and possible action to approve landscape design plan for the Southwest Roundabout.

Lannie Young made a motion to authorize Giffels Webster to go forward with the plan based on the concept presented this evening with an alternative plan to include flagpoles. Bryan Wallace offered support for the motion, which was approved unanimously.

- 5) **NE Roundabout Repairs:** Discussion and possible action to authorize repairs to the Northeast Roundabout following automobile accident.

Mark Mitra made a motion to go forward with the Sinacori bid pending the acceptance of the insurance company. Tim Miner offered support for the motion, which was approved unanimously by roll call vote.

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

B. New Business

- 1) **Economic Development 101:** "Lyon Township Economic Development & Strategy." follow-up discussion to Oakland County Planning and Economic Development manager, Dan Hunter's presentation to the Township Board. Possible action to direct Economic Restructuring Committee to move forward with the development of an economic development strategy.

Tamra Ward made a motion to direct the Economic Restructuring Committee to move forward with an economic development strategy. Tim Miner offered support for the motion, which was approved unanimously.

- 2) **Township Flag:** Discussion and possible action regarding the development of a new Township Flag consistent with the Brand Style Guide.

Jay Howie made a motion to proceed with the development of several designs for a new Township Flag consistent with the Brand Style Guide that will then be presented to the Township Board for a final decision and approval. John Bell offered support for the motion, which was approved unanimously.

Flag Design will be directed to the Design Committee.

- 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 the event.

Consensus of the Board was that a presence at Idea Exchange necessary but with a limited budget.

Lannie Young made a motion to authorize McKenna Associates to use their hourly rate, not to exceed \$1500.00 to produce an informational document for use at the Michigan Idea Exchange and for Michelle Aniol to secure three (3) printing bids to produce this document selecting the lowest of the three (3) bids. Mark Mitra offered support for the motion, which was approved unanimously by roll call vote.

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

- 4) **ULI Membership:** Discussion and possible action to join the ULI as a Public Agency Member at an annual fee of \$525.00.

Mark Mitra made a motion to join the ULI as a Public Agency Member at an annual fee of \$525.00. Troy Powe offered support for the motion, which was approved unanimously by roll call vote.

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

- 5) **2011 MEDA Annual Meeting:** Discussion and possible action to send representatives to MEDA's Annual Meeting, August 24th – 26th, 2011.

Mark Mitra made a motion to approve an amount not to exceed \$1800.00 to send two (2) representatives to the 2011 Annual MEDA Meeting to be held in Bellaire, Michigan August 24th - 26th, 2011. Tim Miner offered support for the motion, which was approved unanimously by roll call vote.

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

8. Reports/Announcements

A. Website Update: Report from Website Committee

A written report from Chris Roberts regarding the website and its progress was included in the DDA Members packet this evening.

No action taken.

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

Nikki Jeffries reported that an update was included in the DDA Members packet.

No action taken.

C. LED Streetlight Retrofit: Status of Grant Application. Discussion regarding grant took place. Lannie Young explained that in the interim, the streetlights are currently not working and should be repaired. He requested approval from the DDA to repair streetlights.

Troy Powe made a motion approve up to \$1800.00 to repair the street lights along Grand River that are in need of immediate attention. Tamra Ward offered support for the motion, which was unanimously approved by roll call vote.

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

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

No action taken

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 business grow and prosper. The South Lyon herald ran a report in the May 19, 2011 edition.

No action taken

F. Master Plan Update: Chris Doozan reported that the Planning Commission authorized submittal of the Master Plan to the Township Board. The Township Board will authorize submittal to the necessary entities and this will begin the review process.

No action taken

G. Monthly Budget Report: Michelle Aniol

No action taken

9. Committee Information and Updates

A. Economic Restructuring: Recommendation that the DDA set hourly fee for all professional legal services including special projects, at \$122.00/hour. Attorney sent email accepting this fee arrangement.

No action taken

B. Promotion:

- 1) A report on the success of the Kite Festival was presented by John Bell in the absence of Chairman Jim Chuck.
- 2) Troy Powe brought the DDA up to date on the decisions that have been made regarding Winter Fest 2012.

No action taken

Tamra Ward made a motion to adjourn. Bryan Wallace offered support for the motion, which was approved unanimously. Meeting adjourned at 9:54 p.m.

Rose Case
Recording Secretary

Bryan Wallace
DDA Secretary