

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

Tuesday, July 12, 2011

7:00 pm

Lyon Township Municipal Building
58000 Grand River Avenue, New Hudson

1. Call to Order Regular Meeting/Roll Call:

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

2. Pledge of Allegiance

3. Public Discussion, non-agenda items

4. Approval of Prior Meeting Minutes: *June 14, 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: *Discussion and possible action to approve setting-up a Farmers' Market for next year and interviewing additional candidates to help accomplish this goal, based on the recommendation of the Promotion Committee.*

B. New Business

- 1) Atchison Park Playground Equipment: *Discussion and possible action to support Township efforts to obtain grant funding to relocate the Playground equipment at Atchison Park.*
- 2) Form Based Code Educational Workshop: *Discussion and possible action to organize and coordinate a Form Based Code Educational Workshop for members of the Township Board, Downtown Development Authority and Planning Commission, including the development an RFP for Form Based Code Educational Training.*
- 3) Grant Program Revisions: *Discussion and possible action to revise the guidelines for the development, façade and sign improvement grant programs.*
- 4) Mission Statement Revision: *Discussion and possible action to revise the DDA Mission Statement.*
- 5) Business Tracking Program: *Discussion and possible action to ask the Township Board to establish a business tracking program.*

8. Reports/Announcements:

- A. Website Update: *Website Committee.*
- B. Wayfinding Project Update: *Michelle Aniol*
- C. Grand River Streetscape-Sewer Project: *Status report regarding schedule/bids/contract award/construction of the sanitary sewer – Nikki Jeffries*
- D. SW Roundabout Landscape Project: *Status report regarding schedule/bid package/contract award/construction for the southwest roundabout landscape project – Nikki Jeffries*
- E. LED Streetlight Retrofit: *Status of grant application - Nikki Jeffries*
- F. Public Art Project: *Status report - John Bell*
- G. Future Park Design: *Status report - Michelle Aniol*

H. Master Plan Update: *Status report - Chris Doozan*

I. New Business Update: *Michelle Aniol*

J. Monthly Budget Report: *Michelle Aniol*

9. Committee Information and Updates

A. Economic Restructuring: *In the process of coordinating a meeting to kick-off the economic development strategy planning process.*

B. Promotion: *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

i.	DTE Energy, New Hudson Drive West streetlights,: Invoice received June 8, 2011:.....	\$333.44
ii.	DTE Energy, Grand River streetlights,: Invoice received July 1, 2011:.....	\$120.24
iii.	DTE Energy, Lyon Center Drive East streetlights,: Invoice dated July 1, 2011:.....	\$161.71
iv.	WRC, NW Roundabout irrigation:.....	\$75.92
v.	WRC, SW Ring Road Soil Erosion Permit, Invoice dated, July 6, 2011:.....	\$600.00
vi.	Petty Cash Reimbursement, Jane Purslow photography, receipt dated, June 16, 2011:.....	\$97.06
vii.	Petty Cash Reimbursement, Jane Purslow photography, receipt dated, June 17, 2011:.....	\$129.52
viii.	Michelle Aniol, Monthly Expense Report, dated, July 5, 2011: :.....	\$50.00
ix.	Michigan Food and Farming Systems (MIFFS), annual membership, Receipt dated, June 16, 2011:.....	\$75.00
x.	Arbor Springs, water service, Invoice received, June 1, 2011:.....	\$5.75
xi.	Arbor Springs, water service, Invoice received, June 14, 2011:.....	\$5.75
xii.	Alana's Landscaping, NW Roundabout weeding, pruning and mulching, Invoice dated, July 4, 2011:.....	\$635.00
xiii.	Sinacori Landscaping, NE Roundabout repairs, Invoice dated, June 27, 2011:.....	\$3,380.00
xiv.	GQS, DDA Professional Legal Services,: Invoice dated, June 15, 2011:.....	\$366.00
xv.	GQS, Southwest Ring Road Project,: Invoice dated, June 15, 2011:.....	\$232.08
xvi.	D&R Pay Estimate No. 9, dated June 15, 2011:.....	\$50,000.00
xvii.	GWE, SW Ring Road Contract Administration,: Invoice dated, June 10, 2011:	\$920.00
xviii.	GWE, DDA Engineering Services, Invoice dated, June 10, 2011:.....	\$736.00
xix.	GWE, NE Ring Road, As-built drawings, Invoice dated, June 10, 2011:.....	\$2920.00
xx.	GWE, Grand River Streetscape Design Services,: Invoice dated, June 10, 2011.....	\$7,391.00
xxi.	McKenna Associates, Professional Planning Services, Invoice dated, June 13, 2011:.....	\$1,978.41
xxii.	McKenna Associates, Professional Planning Services, Invoice dated, July 1, 2011:.....	\$965.38

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.