

Charter Township of Lyon

**Downtown Development Authority
And Development Citizens Council**

Tuesday August 9, 2011

Meeting Minutes

Chairman Jay Howie called the meeting to order at 7:03 p.m.

Members present included John Bell, Jay Howie, Tim Miner, Tamra Ward, Lannie Young

Members absent included Vince De Angelis, Mark Mitra, Troy Powe, Bryan Wallace

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

Three (3) Guests

3. Public Discussion – non agenda items.

Richard Perry creator of the 3 Minutes in Lyon Film Festival spoke to the DDA Members about the festival. Mr. Perry would like to see participation from Lyon Township in next year's festival in a form yet to be determined.

4. Approval of Prior Meeting Minutes: *July 12, 2011*

Lannie Young made a motion to table the approval of the meeting minutes of July 12, 2011 until the September meeting of the DDA for clarification purposes. John Bell offered support for the motion, which was approved unanimously.

5. Approval of Consent Agenda.

Lannie Young made a motion to approve the consent agenda with the removal of ~~Item xiv~~ the Sinacori Invoice, dated 6/27/2011 and the Sinacori Statement, dated 9/1/2011 from the Consent agenda for discussion. Tim Miner offered support for the motion, which was approved by roll call vote.

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

6. Approval of Agenda

Lannie Young made a motion to approve the agenda with the addition of an invoice from Progressive Irrigation, Inc., an invoice for professional services from McKenna Associates and the Sinacori Invoice and Statement to item #10. John Bell offered support for the motion, which was approved unanimously.

7. Action Items:

A. Old Business

- 1) **Wayfinding Project:** *Discussion and possible action to approve and distribute the Wayfinding Signage bid packet prepared by CDPA.*

John Argenta a principal at CDPA presented for discussion the design and bid specification package for the Wayfinding Sign project.

Discussion took place regarding additions to the bid specification package.

Lannie Young made a motion to table approval of the Wayfinding Sign Package with intent to take it up at the September meeting of the DDA. Tim Miner offered support for the motion, which was approved unanimously.

- 2) **Costello Building:** *Discussion and possible action to authorize the preparation and distribute and RFP for a Feasibility Study of the Costello Building based on a recommendation from members of the Economic Restructuring and Promotion Committees.*

Tim Miner made a motion that a feasibility study not be done on the Costello Building at this point in time. Lannie Young offered support for the motion, which was approved unanimously.

- 3) **Mission Statement:** *Discussion and possible action to adopt revisions to the DDA Mission Statement, based on the recommendation from the Organization Committee.*

John Bell made a motion to approve the new Mission Statement as presented. Tim Miner offered support for the motion, which was approved unanimously.

After discussion and suggestions:

John Bell amended his motion that in the new Mission Statement the word desirable be replaced with vibrant and the words lives, employment and recreation converge, be replaced with the words, live, work and play. Tim Miner offered support for the motion, which was approved unanimously.

B. New Business

- 1) **Art in the Park:** *Discussion and possible action regarding installation of the sculpture.*

John Bell reported that the Art in the park project is proceeding on schedule and at this point in time there should be no cost to the township.

No Action Taken.

- 2) **Oakland County Prosper Magazine:** *Discussion and possible action regarding the next steps for the DDA's two-page spread in the 2012 Oakland County Prosper magazine.*

Discussion was held regarding the selection of photographs to appear as well as the content of article.

Lannie Young made a motion to authorize the committee consisting of Tamra Ward, John Bell, Jay Howie and Michelle Aniol to put the final touches on the spread that is going into the Oakland County Prosper Magazine and to then submit it. Tamra Ward offered support for the motion, which was approved unanimously.

- 3) **New Hudson Cemetery Fence Maintenance:** *Discussion and possible action regarding maintenance of the decorative fencing at the New Hudson Cemetery along Milford Road.*

Lannie Young suggested getting quotes on repairing the New Hudson Cemetery fence.

No Action Taken

- 4) **Landscape Maintenance:** *Northeast and Southwest Ring Roads*

Jay Howie made a motion to approve an amount not to exceed \$1,000.00 for Northeast and Southeast landscape maintenance with final company selection to be made by Lannie Young, Jay Howie and John Bell. Lannie Young offered support for the motion which was approved unanimously by roll call vote.

**Roll call: Ayes: Tamra Ward, Jay Howie, Lannie Young, John Bell, Tim Miner
Nays: None**

8. Reports/Announcements

A. Grand River Sewer Project

Nikki Jeffries reported that the plans were submitted this week.

B. SW Roundabout Landscape Project:

Nikki Jeffries reported that the bid package is just about finalized. The project will be bid out in late August with planting taking place in September.

C. LED Streetlight Retrofit:

Nikki Jeffries reported that the township did not get the grant that it applied for. Since retrofit is still necessary research will be done in to make the correct decision.

D. DTE Energy Utility Bills:

Michelle Aniol reported that the DTE Energy bill for the SW Ring Road streetlights have been estimated since February and a \$680.00 credit has been issued.

E. Form Based Code Workshop:

Lannie Young reported that Chris Doozan was able to provide a CD to use for the Form Base Code Workshop. After reviewing it a decision was made to have Chris Doozan look into an alternative to a CD presentation for the workshop.

F. Future Park Design:

Michelle Aniol reported that the future park design is completed and the next step is to secure a meeting or a contact with D.T.E. Energy.

G. Monthly Budget Report:

Michelle Aniol presented the monthly budget report.

9. Committee Information and Updates

- A. Economic Restructuring:** In the absence of Mr. Mitra no report was given.
- B. Promotion:** In the absence of Mr. Powe no report was given.
- C. Design:** In the absence of Mr. Eldridge no report was given.
- D. Organization:** Mr. Howie had nothing to report.

10. Items Removed from the Consent Agenda for Action or Discussion:

Tim Miner made a motion to approve payment in the amount of \$10,065.00 to Sinacori Landscape for invoice #14234, dated 6/27/2011. Lannie Young offered support for the motion, which was approved unanimously by roll call vote.

**Roll call: Ayes: Tamra Ward, Tim Miner, Jay Howie, Lannie Young, John Bell
Nays: None**

Tamra Ward made a motion to approve the invoice from Progressive Irrigation, Inc, dated 7/11/2011, in the amount of \$1,225.00. Tim Miner offered support for the motion, which was approved unanimously by roll call vote.

**Roll call: Ayes: Tim Miner, Lannie Young, John Bell, Jay Howie, Tamra Ward
Nay: None**

Lannie Young made a motion to approve the invoice from McKenna Associates dated 8/4/2011 in the amount of \$458.93. Tamra Ward offered support for the motion, which was approved unanimously, by roll call vote.

**Roll call: Ayes: Lannie Young, John Bell, Tim Miner, Tamra Ward, Jay Howie
None: None**

11. Outstanding Items: No items or issues.

12. Adjournment

Tim Miner made a motion to adjourn. Tamra Ward offered support for the motion, which was approved unanimously. Meeting adjourned at 9:27 p.m.

Rose Case
Recording Secretary

Bryan Wallace
DDA Secretary