

7. Action Items

A. Old Business

1) Wayfinding Project

Michelle Aniol presented and explained the action necessary this evening regarding the Wayfinding Project.

Mark Mitra made a motion to approve payment of \$2,660.00 to Louis Margitan and Steven Flickema for Wayfinding signage design and bid package work as well as the approval of future payment of \$60.00 per hour not to exceed \$2,400.00 to Louis Margitan and John Argenta for bid review, shop drawing review coordination, punch list, etc.. Tim Miner offered support for the motion, which was approved unanimously by roll call vote.

Roll call: Ayes: John Bell, Lannie Young, Jay Howie, Tim Miner, Mark Mitra, Vince DeAngelis, Bryan Wallace
Nays: None

John Bell made a motion to send the Wayfinding Plan to the Township Board with the recommendation of the DDA that it be adopted. Lannie Young offered support for the motion, which was approved unanimously.

Tim Miner made a motion that upon approval by the Township Board the Wayfinding Plan be sent out for bids. John Bell offered support for the motion, which was approved unanimously.

2) Flag Design

An example of the proposed township flag design was included in the meeting packet.

Tim Miner made a motion to send the new Township Flag design to the Township Board for approval and adoption. Mark Mitra offered support for the motion, which was approved unanimously.

B. New Business

1) Michigan Festival and Events

Mark Mitra made a motion that an amount not to exceed \$800.00 be approved for proposed expenses that will be incurred by John Bell and Jim Chuck when attending the Michigan Festival and Events Workshop in Kalamazoo, Michigan. Tim Miner offered support for the motion, which was approved unanimously by roll call vote.

Roll call: Ayes: Bryan Wallace, Jay Howie, Lannie Young, John Bell, Mark

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Mitra, Tim Miner, Vince DeAngelis
Nays: None

2) Park & Recreation Master Plan Update

Discussion was held regarding the importance of an updated Park & Recreation Master Plan to enable the Township to qualify for grant funding opportunities. The Township Board authorized the Township Planner, Chris Doozan to update the plan for \$1,402.50, with the understanding that the majority of the work would be completed during his on-site office hours.

Recently, Township officials were informed that the update could not be completed solely during office hours, and Mr. Doozan was asked to submit a breakdown of the cost to complete the Parks and Recreation Master Plan update. The breakdown Mr. Doozan submitted shows an outline of the tasks, staff time and hourly rate involved to update the Plan in the amount of \$6,541.00. Sarah Traxler, representing McKenna Associates, stated that the planner fee that was included will be \$65.00 per hour and not the \$75.00 per hour fee that was identified in the proposal. The breakdown did not include a written scope of work.

Mark Mitra made a motion that the DDA approve funding for the update of the Park and Recreation Master Plan with the condition that the Planning Commission and the Township Board approve the content of what McKenna and Associates submit in the update of this master plan. John Bell offered support to the motion, which was approved by roll call vote.

**Roll call: Ayes: Tim Miner, Vince DeAngelis, Bryan Wallace, Mark Mitra
Lannie Young, Jay Howie, John Bell
Nays: None**

3) Historic Photograph Lending Program

John Bell explained that the pictures now on display in the township meeting room will be made available to local businesses to display. Funds to prepare these photographs for this purpose are being requested this evening.

Lannie Young made a motion to approve an amount not to exceed \$450.00 to allow the historic pictures to be generated throughout the businesses in Lyon Township. Tim Miner offered support for the motion, which was approved by roll call vote.

**Roll call: Ayes: Jay Howie, John Bell, Mark Mitra, Tim Miner, Lannie Young
Bryan Wallace, Vince DeAngelis
Nays: None**

H

4) **Business Welcome Initiative**

John Bell explained that this program has been designed to acknowledge and welcome new businesses to the Township within the DDA District. A colorful framed certificate will be presented to on behalf of the Township and the DDA.

Mark Mitra made a motion to approve an amount not to exceed \$500.00 to implement the Business Welcome Initiative. Bryan Wallace offered support for the motion, which was approved unanimously by roll call vote.

Roll call: Ayes: Vince DeAngelis, John Bell, Lannie Young, Bryan Wallace
Jay Howie, Mark Mitra, Tim Miner
Nays: None

5) **SW Roundabout Landscape Contract**

Nikki Jeffries discussed the lack of bidders for this project and what was contained in the bid that was received.

Vince DeAngelis made a motion to award the contract to Sinacori Landscaping excluding item #15 and item #16 watering and cultivating in the first and second season and send this bid back to Giffels Webster for their further review. Lannie Young offered support for the motion, which was approved unanimously by roll call vote.

Roll call: Ayes: Bryan Wallace, Lannie Young, John Bell, Vince DeAngelis,
Tim Miner, Mark Mitra, Jay Howie.

8. Reports/Announcements

A. **MEDA Annual Conference**

Jay Howie and Michelle Aniol reported on the MEDA Conference that they attended along with DDA Member Tamra Ward.

B. **Website Update**

In the absence of Chriss Roberts, Michelle Aniol reported that Katherine Nelson and Chriss are continuing their work on the website and correspondence from Chris Roberts regarding their progress is in this evenings DDA packet.

C. **eCities Study**

Michelle Aniol stated that the Township is partnering with the UM Dearborn Center of Innovative Research (iLabs) and provided the press release detailing this partnership.

D. Grand River Sewer Project

Nikki Jeffries reported that the project has been submitted for permits to OCWRC, RCOC and MDEQ. The bid documents are being finalized, bids will be advertised in September and the bid opening will be in October.

E. Form Based Code Workshop

John Bell made a motion to authorize an amount not to exceed \$500.00 for McKenna Associates to host a joint meeting between the Township Board, the Planning Commission and the DDA to give them a better understanding of Form Base Code. Tim Miner offered support for the motion, which was approved unanimously by roll call vote.

Roll call: Ayes: Lannie Young, Mark Mitra, Tim Miner, Jay Howie, Bryan Wallace, Vince DeAngelis, John Bell

Nays: None

F. New Hudson Road Abandonment

No Update

G. Oakland County Prosper magazine

Michelle Aniol reported that the pictures and copy have been submitted and the magazine will be distributed beginning in December. The copy as submitted is enclosed in this evenings DDA packet.

H. Future Park Design

Greg Dobson working on a DTE contact.

I. Monthly Budget Report

Michelle Aniol presented the monthly budget report.

9. Committee Information and Updates

A. Economic Restructuring

Mark Mitra reported that the committee has been meeting to prepare an economic development strategy and will continue to do so.

B. Promotion

In the absence of Troy Powe, John Bell reported that they are in the process of designing the flyer and the logo for WinterFest.

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C. Design

No report.

D. Organization

No report.

Lannie Young made a motion to close the regular scheduled meeting of the DDA and enter into Executive Session. Tim Miner offered support for the motion, which was approved unanimously.

Lannie Young made a motion to close the Executive Session of the DDA. Tim Miner offered support for the motion, which was approved unanimously. Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Rose Case
DDA Recording Secretary

Bryan Wallace
DDA Secretary