

Charter Township of Lyon
Board of Trustees
Regular Meeting Minutes
November 7, 2011

Approved: December 5, 2011

Mr. Young called the meeting to order at 7:00 p.m.

Roll Call: Michele Cash, Clerk
Patricia Carcone, Treasurer
John Dolan, Trustee
Steven Fletcher, Trustee
Brent Hemker, Trustee
John Hicks, Trustee
Lannie Young, Supervisor

Guests: 24

Also Present: Matthew Quinn, Township Attorney
Chris Doozan, McKenna Associates
Leslie Zawada, Civil Engineering Solutions, Inc.
Michelle Aniol, DDA Administrator/Economic Development
Coordinator

APPROVAL OF THE CONSENT AGENDA

Approval of Regular Meeting Minutes of October 3, 2011
Approval of Special Workshop Meeting Minutes October 19, 2011
Approval of Disbursements
Building Department Report for September 2011
Fire Department Reports for September 2011
Zoning Reports for September 2011
Engineer Status Report as of October 2011
Oakland County Sheriff's Triannual Report
Acceptance of Grant of Permanent Sewer Easement for Parcel 21-03-376-022
Acceptance of Grant of Permanent Sewer Easement for Parcel 21-03-376-013, 014,
015

**Motion by Cash, second by Carcone
To approve the consent agenda as presented.**

**Roll Call Vote: Ayes: Carcone, Hemker, Hicks, Fletcher, Young, Cash, Dolan
Nays: None**

MOTION APPROVED

ANNOUNCEMENTS & COMMUNICATIONS

Supervisor Young explained that the Township received a thank you letter from the South Lyon Area Pumpkinfest.

Clerk Cash received a request from Pat Hall asking that November be named Pancreatic Cancer Awareness month.

**Motion by Cash, second by Carcone
To make a motion by resolution to declare November as Pancreatic Cancer Awareness month in Lyon Township.**

**Roll Call Vote: Ayes: Dolan, Carcone, Young, Cash, Hemker, Fletcher, Hicks
Nays: None**

MOTION APPROVED

Trustee Hicks announced that the Lyon Center Drive and Milford Road would have a left turn signal in the spring of 2012.

Jim Chuck, Stanley Lane – He reported that he attended the Michigan Events and Festival Seminars in Kalamazoo with John Bell. He wanted to let the Board know that Lyon Township won an award in collage photography and he thanked Jack and Jane Purslow for their work. He wanted to bring to our attention that Winterfest is January 21, 2012 and they are in need of volunteers.

Clerk Cash reminded everyone that tomorrow, Tuesday, November 8, 2011 is the election for Northville Schools.

CALL TO THE PUBLIC

Tony Verbiscus, 21855 Currie Road – He explained that there is a big problem with speeding on Currie Road and 9 Mile. He had a signed petition to make that intersection a 4 way stop. He has requested “hidden driveway” signs and “slow speed” signs.

Kayla Lambert – She explained that she is doing a project to create parks in Lyon Township that are accessible to all children. She would like to get the community involved and raise awareness. Supervisor Young suggested that she meet with Rose Case at the Township who is reinstating the Parks Committee for assistance.

Reports

DDA – Ms. Aniol briefly reviewed the memo dated 10/28/11. She also reported that she attended a conference at SEMCOG with Trustee Hicks. She reported that Art Van Pure Sleep has submitted a letter of intent to go in the plaza at Milford Road.

Fire – Chief McClain reported that the Open House and Pancake Breakfast was a success. The annual Halloween party was also a huge success. On November 17, there will be an inspection trip to Spartan to inspect the new Fire Truck. There were a few miscellaneous items added to the budget but there was no change in the dollar amount.

Chief McClain also reported that he was re-elected Treasurer for another year for the Oakland County Fire Mutual Aid Association.

He reported that they are in the process of retrofitting the pickup truck in order to make it last longer.

There are 5 recruits going through the hiring process and on November 21 there is an MTA workshop that he will be attending.

Sheriff – Sheriff Venus reported that there were 2 accidents at 9 Mile and Currie Road in the last year.

Planning Commission – Trustee Dolan explained that there was a lot of discussion at the Planning Commission regarding reinstating the Park Committee. There was discussion on how to go about finding volunteers for the committee.

ZBA – Mr. Hicks reported that there were 3 applicants, 2 of which were tabled and one was denied due to there being alternatives on the property.

1. Public Hearing on Special Assessment Roll for the General Purposes Nos. 11-120 and 11-140

Mr. Quinn explained that there are two sections for the roll; one being for delinquent sewer bills and the other is for the Bob Saks account.

Supervisor Young opened the public hearing at 7:28 p.m. and closed it due to no one wishing to comment.

2. Public Hearing for the Program year 2012 Community Development Block Grant Funds

Mr. Doozan reviewed the McKenna Associates memo dated October 12, 2011.

Supervisor Young opened the public hearing at 7:32 p.m.

Bella Honey, 30400 Telegraph Road – She thanked the Township for their past support of HAVEN. The support enabled them to serve 22 Lyon Township residents.

Supervisor Young closed the public hearing at 7:33 p.m. due to no further comments.

3. Public Hearing for the 2012 Budget

Supervisor Young explained that this is the revised budget based on the Boards comments.

Supervisor Young opened the public hearing at 7:34 p.m. and closed it due to no one wishing to comment.

APPROVAL OF AGENDA

Supervisor Young added item L. Vegetation Management Easement Document.

**Motion by Carcone, second by Hicks
To approve the agenda as amended.**

**Voice Vote: Ayes: Unanimous
 Nays: None**

MOTION APPROVED

UNFINISHED BUSINESS - None

NEW BUSINESS

A. Special Assessment Resolution Confirming the General Purpose Roll

Mr. Quinn stated that the resolution is ready for acceptance.

**Motion by Carcone, second by Cash
To approve Special Assessment Resolution confirming General Purpose
Roll Nos. 11-120 and 11-140.**

**Roll Call Vote: Ayes: Hicks, Carcone, Hemker, Cash, Fletcher, Dolan, Young
 Nays: None**

MOTION APPROVED

B. Resolution Approving the Program year 2012 Community Development Block Grants

**Motion by Carcone, second by Hicks
To approve the Resolution approving the Program year 2012 Community
Development Block Grant Application to minor home repairs \$4,412.00,
senior center \$16,300.00 and youth assistance \$3,380.00**

**Roll Call Vote: Ayes: Young, Carcone, Hicks, Dolan, Hemker, Cash, Fletcher
 Nays: None**

MOTION APPROVED

C. Consider Adoption of the 2012 Budget/Budget 2011 Amendments

Supervisor Young reviewed the memo dated October 28, 2011 listing the budget amendments.

Motion by Carcone, second by Cash

To approve the budget amendments that were submitted by the Supervisor letter dated 10/28/11.

Roll Call Vote: Ayes: Cash, Hemker, Dolan, Hicks, Young, Carcone
Nays: Fletcher

MOTION APPROVED

There was discussion regarding the increase in health care costs and offering stipends for employees who do not take the insurance. Placing more money into document management was also discussed.

Clerk Cash asked for an increase from \$2,000 to \$4,000 for election printing and publishing for the 2012 Budget.

Trustee Dolan felt that administration fees should be charged to the consultants as part of the revenue stream.

Supervisor Young reviewed the Police budget and explained that the only increase was health care and fuel costs.

Supervisor Young explained that the library budget was adopted.

Supervisor Young briefly reviewed the water fund budget.

Motion by Carcone, second by Cash

To approve the 2012 General Fund budget as proposed with the change of the election category moving the printing/publishing up to \$4,000.00.

Roll Call Vote: Ayes: Carcone, Young, Dolan, Cash, Fletcher, Hicks
Nays: Hemker

MOTION APPROVED

Motion by Carcone, second by Cash

To approve the 2012 Building Fund, to approve the DDA Fund contingent on the DDA approving their budget, the Park Fund, the Police Fund, the Library Fund, Water Enterprise Fund and the Sewer Enterprise Fund.

Roll Call Vote: Ayes: Hicks, Carcone, Fletcher, Cash, Young, Hemker, Dolan
Nays: None

MOTION APPROVED

D. Scope of Services of Park and Recreation Master Plan

Mr. Doozan explained that this would qualify the Township for grants thru the MDNR. There was discussion regarding the recreation of the Parks and Recreation Committee. Mr. Doozan stated that he hoped the committee would be in place within a few weeks

so that the opportunity for grants is not over.

Motion by Carcone, second by Hicks

To accept scope of work for completing the Park and Recreation Master Plan as described in the McKenna Associates memo dated October 21, 2011.

**Roll Call Vote: Ayes: Dolan, Young, Hicks, Hemker, Fletcher, Cash, Carcone
Nays: None**

MOTION APPROVED

E. Welcome to Lyon Business Initiative

Ms. Aniol explained the new DDA "Welcome to Lyon Initiative". She explained that the DDA launched the program within the DDA District in September. The Blue Apron Baking Company was the first recipient with 4 more businesses receiving Certificates of Appreciation and 4 more businesses are in line to receive the certificates.

The DDA allocated \$500 for the program this year, with a commitment to continue funding on an as needed basis. A matching commitment of \$500 from the Township Board would allow the expansion of the Welcome to Lyon Business Initiative throughout the Township.

Motion by Carcone, second by Fletcher

To approve \$500 for the Welcome to Lyon Township Business Initiative.

**Roll Call Vote: Ayes: Carcone, Dolan, Young, Cash, Fletcher, Hicks, Hemker
Nays: None**

MOTION APPROVED

F. R.R.R.A.S.O.C. Agreement Consideration

Mr. Michael Csapo explained that the cost has been reduced by 27% to \$36.00 per resident. During 2011, the township had 147 residents participate in the HHW program. Township residents participated in all five events coordinated by R.R.R.A.S.O.C.

Mr. Csapo also explained that there would be electronic waste accepted such as computers, televisions, anything with a cord except refrigerators. Residents can call for free pick up at 1-877-544-9671 Vintage Tech Recycling.

Motion by Hicks, second by Fletcher

To authorize the Supervisor to enter into agreement based on the numbers presented.

Roll Call Vote: Ayes: Hicks, Cash, Fletcher, Young, Dolan

Nays: Hemker, Carcone

MOTION APPROVED

G. Oakland County Sheriff's Office Agreement 2012

Mr. Quinn explained that there were very few changes from last year.

Motion by Carcone, second by Dolan

To approve the 2012 Law Enforcements Services Agreement and Oakland County Sheriff's Office Agreement for 2012.

**Roll Call Vote: Ayes: Young, Hemker, Dolan, Carcone, Hicks, Cash, Fletcher
Nays: None**

MOTION APPROVED

H. Property Maintenance Code Board of Appeals Ordinance

Mr. Quinn explained the purpose of the code. He explained that there are 3 full time members and 2 alternate members. The positions are appointed for 3-year terms and the meetings are infrequent.

Motion by Hicks, second by Cash

To adopt the first reading for an ordinance to amend the Charter Township of Lyon Code of Ordinances, Chapter 10, Buildings and Building Regulations, Article IV. Property maintenance Code by adding Section 10-114 Means of Appeal to create an Appeals Board, establish its membership and procedures.

**Voice Vote: Ayes: Unanimous
Nays: None**

MOTION APPROVED

I. Construction Board of Appeals Ordinance

Motion by Hicks, second by Cash

To approve an ordinance to amend the Charter Township of Lyon Code of Ordinances, Chapter 10. Buildings and Building Regulations, Article II. Single State Construction Code, Section 10-33, Construction Board of Appeals by setting forth the number of regular members, alternate members, setting forth the appellate process and procedures

**Voice Vote: Ayes: Unanimous
Nays: None**

MOTION APPROVED

J. Billboard Project Manager Proposal – Park Site

Supervisor Young reviewed the memo dated 10/28/11. In order for the township to complete the tasks in a timely manner, it is necessary to have project managers working on behalf of the Township to get this work completed. He reviewed the proposal from Stefan Kogler, See Say and Do. Mr. Kogler's role would be the Billboard Technical Consultant. The proposal is to be billed hourly with a not to exceed of \$39,000.00.

The second proposal is from Leslie Zawada, Civil Engineering Solutions, Inc. Ms. Zawada's role would be the Project Manager and she would work in conjunction with Mr. Kogler. The proposal from Civil Engineering Solutions is to be billed hourly with a not to exceed of \$10,000.00.

Trustee Dolan felt that the technical consultant should go out for bid due to the large amount of money that is being charged. He didn't know if that was a good price or not.

Trustee Fletcher explained that the major vendor pieces are as follow:

- Overall project manager
- Technical consultant role
- Construction of the billboard
- Ongoing advertising management of the board itself

Trustee Fletcher explained that the preliminary advertising procurement while the board is being built in order to see what kind of advertising they can get to get the board pre sold.

Trustee Hemker stated that the scope shows the technical consultant is responsible for establishing marketing strategy and begin pursuing reservations and or sales at \$130/hour for that. Then it says anything that results in a reservation or sale we pay another 22% and this hasn't been bid out to anyone and there could be someone who could do it for a whole lot less. Trustee Dolan stated that they were considering handing out \$40,000 and they don't even know if it's a good price.

Mr. Kogler stated that the rate is negotiable. He explained that the \$130/hour is a blended rate. He explained that all major advertising is being worked on now for next year and it is sold in January.

Treasurer Carcone stated that she is willing to vote for Ms. Zawada and she had no problem with the hourly rate but that 22% may be too much.

Mr. Kogler explained that he already has two letters of intent. He felt that this location is the gateway into Oakland County and Detroit and is highly desirable.

Ms. Zawada explained that the easements are an issue.

Mr. O'Neil stated that the Planning Commission has been supportive of this goal. He is

concerned because one of the stipulations that the Planning Commission discussed at length was that everything should be bid out for this project. There was an expectation that bidding out every aspect was the right way to do it. He felt when the Township builds trust with neighbors/residents that it would be returned tenfold in creditability if they take the time to do it right. He asked that the Board slow down and do it right.

After discussion it was the consensus of the Board to move forward with Ms. Zawada's proposal and hire Mr. Kogler to work with Ms. Zawada to complete the RFP.

Motion by Fletcher, second by Hicks

To proceed with Civil Engineering Solutions based on the proposal for \$70/hour not to exceed \$10,000.00

**Roll Call Vote: Ayes: Young, Fletcher, Hicks, Cash, Carcone, Hemker, Dolan
Nays: None**

MOTION APPROVED

Motion by Fletcher, second by Carcone

To table in order to change the scope of See, Say & Do as soon as a special meeting can be scheduled to discuss it.

**Voice Vote: Ayes: Unanimous
Nays: None**

MOTION APPROVED

K. ZBA, DDA and Planning Commission Supervisor's Appointments

Supervisor Young reviewed the appointments.

Trustee Fletcher explained that it was his understanding that an interview process would be done instead of reappointing the same people in order to make an active attempt to reach residents and actively research new candidates that can bring a fresh look to all of the boards. Supervisor Young didn't disagree and explained that it can take time to get a group to work together and if it works he was hesitant in upsetting the apple cart. Treasurer Carcone stated that she felt that when a board gels together it's not a good idea to keep switching people out when their term is up. Supervisor Young stated he could spend the time and bring it back in December if everyone wanted to wait. He did not want to appoint someone if the Board was not comfortable.

Mr. Jay Howie stated that he if it's not broken don't fix it.

Motion by Young, second by Carcone

To reappoint Michael Conflitti to the Planning Commission for a term ending 11/30/14.

**Voice Vote: Ayes: Unanimous
Nays: None**

MOTION APPROVED

**Motion by Young, second by Carcone
To reappoint Carl Towne to the Planning Commission for a term ending
11/30/14.**

**Voice Vote: Ayes: 6
 Nays: Fletcher**

MOTION APPROVED

**Motion by Young, second by Carcone
To reappoint Bill Erwin to the Zoning Board of Appeals for a term ending
11/30/14.**

**Voice Vote: Ayes: 6
 Nays: Cash**

MOTION APPROVED

**Motion by Young, second by Carcone
To reappoint John Bell to the DDA for a term ending 11/30/14.**

**Voice Vote: Ayes: Unanimous
 Nays: None**

MOTION APPROVED

**Motion by Young, second by Carcone
To reappoint Tim Miner to the DDA for a term ending 11/30/14.**

**Voice Vote: Ayes: Unanimous
 Nays: None**

MOTION APPROVED

**Motion by Young, second by Carcone
To reappoint Tamara Ward to the DDA for a term ending 11/30/14.**

**Voice Vote: Ayes: Unanimous
 Nays: None**

MOTION APPROVED

L. **Vegetation Management Easement**

Supervisor Young explained that there are power lines that go directly over the top of the west beds and there is no vegetation to speak of. ITC to out trying to get vegetation easements to maintain the lines. They will pay the Township \$2600.00 for the easement.

Motion by Cash, second by Hicks

To authorize the Clerk to enter into the agreement to grant the easement.

**Roll Call Vote: Ayes: Dolan, Hemker, Carcone, Young, Cash, Hicks, Fletcher
 Nays: None**

MOTION APPROVED

ADJOURNMENT

Motion by Carcone, second by Cash

To adjourn the Regular Meeting of the Board of Trustees at 10:17 p.m.

**Voice Vote: Ayes: Unanimous
 Nays: None**

MOTION APPROVED

The Board of Trustees meeting was adjourned at 10:17 p.m. due to no further business.

Respectfully Submitted,

Kellie Angelosanto

Michele Cash

Kellie Angelosanto
Recording Secretary

Michele Cash
Clerk