

Charter Township of Lyon  
Downtown Development Authority  
And Development Citizens Council

Wednesday November 9, 2011

Meeting Minutes

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

Members present included Lannie Young, Vince DeAngelis, Tamra Ward, Bryan Wallace, Jay Howie, Tim Miner, Mark Mitra, John Bell

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

Eight (8) Guests

**3. Public Discussion – non agenda items** No non-agenda discussion

**4. Approval of Prior Meeting Minutes**

**Mark Mitra made a motion to approve the meeting minutes of October 11, 2011 as submitted. Tamra Ward offered support for the motion, which was approved unanimously.**

**5. Approval of Consent Agenda**

**Tamra Ward made a motion to approve the consent agenda with the addition of an invoice from Progressive Irrigation and Giffels Webster Southwest Roundabout Landscaping Pay Estimate#2. Bryan Wallace offered support for the motion, which was unanimously approved by roll call vote.**

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

**6. Approval of Agenda**

**Tamra Ward made a motion to approve the agenda with the addition of New Business Item #4 a Modification in the Sinacori Contract and New Business Item #5, a proposal from Bell's Landscaping. Lannie Young offered support for the motion which was approved unanimously.**

**7. Action Items**

## **A. Old Business**

### **1. Automation Alley Presentation**

Ms. Sharon Blumeno provided the members of the DDA with a presentation that outlined the advantages available to both the Township and the DDA, if they should choose to become a member of Automation Alley. Ms. Blumeno stated the Township has been a member in the past. There was consensus on the board that re-joining Automation Alley was worthwhile and deserved support.

**John Bell made a motion to approve an expenditure of \$250.00 to become a member of Automation Alley under the umbrella of the Charter Township of Lyon. Tim Miner offered support for the motion, which was approved unanimously by roll call vote.**

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

### **2. Form-Based Code**

Sarah Traxler representing McKenna Associates explained the advantages of amending the zoning ordinance and preparing a form-based code for downtown New Hudson, the Township's central business district. The DDA reviewed the McKenna proposal to prepare the Lyon Center Form Based Code, dated February 14, 2011, for \$15,000.

**Tamra Ward made a motion to approve the proposal from McKenna Associates in the amount of \$15,000.00 to prepare the amendments to the zoning ordinance and present them to the Planning Commission for form-based code for the Township's central business district. Tim Miner offered support for the motion, which was approved by roll call vote.**

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

### **3. 2011 & 2012 Budget**

Lannie Young reviewed the budget for the members of the DDA. He stated that the Township Board approved this budget at their last meeting and now it is in the hands of the DDA for their approval and adoption.

**Bryan Wallace made a motion to approve the 2012 DDDA Budget as proposed. Tim Miner offered support for the motion, which was unanimously approved by roll call vote.**

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

#### **4. Sign Grant**

Tamra Ward made a motion to table discussion of the Sign Grant agenda item. Bryan Wallace offered support for the motion, which was approved unanimously.

#### **5. Grand River Sewer**

Nikki Jeffries reviewed her recommendation to award the Grand River Low Pressure Sanitary Sewer contract to C&E Construction, and provided an explanation of the information included in the Boards packet.

Lannie Young made a motion to award the Grand River Low Pressure Sanitary Sewer Contract to C&E Construction Company for the base bid price of \$238,055.00. Bryan Wallace offered support for the motion, which was approved unanimously by roll call vote.

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

#### **6. Park & Recreation Plan Update**

Michelle Aniol explained that although the DDA had previously agreed to fund a portion of the Park and Recreation Plan update, it had not established an amount.

Bryan Wallace made a motion to approve an amount not to exceed \$4,928.50 to update the Parks and Recreation Master Plan. Tamra Ward offered support for the motion, which was approved unanimously by roll call vote.

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

#### **7. Wayfinding Sign Bid Project**

Lannie Young made a motion to table discussion of the Wayfinding Sign Bid Project. Bryan Wallace offered support for the motion, which was approved unanimously

### **B. New Business**

#### **1. Duncan Development Grant Application**

Tom Duncan presented his improvement plan for his property within the DDA District at 30101 Lyon Center Drive East. After some discussion no action was formally taken and the grant application was sent back to committee for further evaluation.

## **2. DDA Bylaws**

**Tim Miner made a motion to table discussion regarding the DDA Bylaws. Tamra Ward offered support for the motion, which was approved unanimously.**

## **3. Pontiac Trail Gateway**

John Bell asked the Board to consider organizing a ribbon cutting ceremony to herald the completion of the landscape project. Lannie Young asked the Board to hold off installing the flag poles until spring when the ground was settled. There was consensus of the Board to hold off on both the flag poles and the ribbon cutting until spring.

## **4. Sinacori Landscaping Southwest Roundabout**

Nikki Jeffries explained the proposed contract modification to the Southwest Landscaping project included additional topsoil and mulch in an amount not to exceed \$2,200.

**Lannie Young made a motion to approve payment of \$2220.00 to Sinacori Landscaping for additional topsoil and mulch for the Southwest Roundabout. Tim Miner offered support for the motion, which was approved unanimously by roll call vote.**

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

## **5. Bells Landscaping**

A proposal with two (2) options was presented by Bell's Landscape Services for snow removal without de-icing of the DDA walkways for the 2012 season. Option 1, called for snow removal only of walkways ramps at all 3 roundabouts and sidewalks on both sides of the NE and SW Ring Roads, at a per cleaning cost of \$535 or a seasonal cost of \$7,985. Option 2 called for snow removal only of walkways ramps at all 3 roundabouts and sidewalks on one side of the NE and SW Ring Roads, at a per cleaning cost of \$365 or a seasonal cost of \$5,475.

**Lannie Young made a motion to award the 2012 DDA Snow Removal Contract to Bell's Landscaping in the amount of \$365.00 per cleaning. Tim Miner offered support for the motion, which was approved unanimously by roll call vote.**

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

## **Reports and Announcements**

### **Reappointment of DDA Board members**

Lannie Young reported that the Township Board confirmed the reappointment of Tamra Ward, Tim Miner and John Bell to the DDA.

### **Southwest Roundabout Landscaping**

Report presented earlier in the meeting by Nikki Jeffries.

### **Expansion of Welcome Initiative**

John Bell reported that the Township Board agreed to fund an expansion of the Welcome to Lyon Business Appreciation Program to all businesses outside the DDA District.

### **Website**

Lannie Young reported that Katherine is working on and refining the website.

### **Building Permits**

John Bell reported that the total number of residential building permits that have been issued through the month of October is 171.

## **Committee Information and Updates**

### **Economic Restructuring**

No Report

### **Promotion**

In the absence of Troy Powe John Bell reported that Winterfest is progressing nicely. Mr. Bell also informed the members of the awards received at the Michigan Festival and Events Conference for both a photo collage and a poster detailing the 2011 Lyon Township Kite Festival.

### **Design**

Michelle Aniol reported that the Design Committee will be meeting this week to continue work on the new Township Flag design.

### **Promotion**

No Report

**Tamra Ward made a motion to adjourn. Lannie Young offered support for the motion, which was approved unanimously. Meeting adjourned at 9:15 p.m.**

Respectfully submitted,

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Rose Case  
Recording Secretary

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Bryan Wallace  
DDA Secretary