

Charter Township of Lyon
Downtown Development Authority
And Development Citizens Council

Tuesday November 22, 2011

Special Meeting Minutes

Chairman Jay Howie called the meeting to order at 5:08 p.m.

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

Vince DeAngelis and Tim Miner were absent.

Public discussion, non-agenda items. No discussion

Approval of Agenda

Tamra Ward made a motion to approve the agenda as submitted. Mark Mitra offered support for the motion, which was approved unanimously.

Action Items:

A. Wayfinding Sign Bid Project

Lannie Young explained that there were five bids submitted and due to the fact that the project could possibly be bid out in pieces, Huron Sign Company chose to withdraw their bid.

The remaining four bidders were interviewed with all proposals being strong. The recommendation of the Design Committee was to award Proposal #1 bid to Universal Sign Systems who came in as the lowest bidder and Proposal #2 to WCI Contractors who came in with the lowest bid.

Discussion then took place regarding the benefit of awarding both proposals to a single company.

Mark Mitra made a motion to award the Wayfinding Sign Project bid Proposal #1 to Universal Sign Systems in the amount of \$50,221.00 and Proposal #2 to Universal Sign Systems in the amount of \$9,975.00 for a total of \$60,196.00. Lannie Young offered support for the motion which was approved by roll call vote.

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

Nays: None

Absent: Vince DeAngelis, Tim Miner

B. DDA Incentive Programs

Jay Howie explained that the DDA Incentive Program is in need of clarification and until this happens the program needs to be suspended.

Tamra Ward made a motion to suspend the Grant Program until it has been revised and clarified in a manner that will accomplish the intent of the DDA. Bryan Wallace offered support for the motion, which was approved unanimously.

Consensus of the Board was that the Economic Restructuring Committee would re-evaluate the program and recommend revisions to the DDA Board.

C. Grand River Streetlights

Discussion took place regarding the maintenance of existing streetlight fixtures on Grand River Avenue, and their possible conversion to LED fixtures sometime in the future. The Board was reminded it approved GWE to prepare a bid specification package for to retro fit 26 light fixtures with LED lights in an amount not to exceed \$3,000 during its May 10, 2011 meeting, it approved an amount not to exceed \$1,800 to maintain these same lights in the interim, during the DDAs June 14, 2011 meeting.

No Action Necessary

Adjournment

Tamra Ward made a motion to adjourn. Bryan Wallace offered support for the motion, which was approved. Meeting adjourned at 5:40 p.m.

Rose Case
Recording Secretary

Bryan Wallace
DDA Secretary