

Charter Township of Lyon
Downtown Development Authority
And Development Citizens Council

Tuesday, December 13, 2011

Meeting Minutes

Chairman Jay Howie called the meeting to order at 7:06 p.m.

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

Vince DeAngelis and Tim Miner were absent.

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.

Two (2) Guests

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

4. Approval of Prior Meeting Minutes

Tamra Ward made a motion to approve the Regular Meeting Minutes of November 9, 2011. Mark Mitra offered support for the motion, which was approved unanimously.

Tamra Ward made a motion to approve Special Meeting Minutes of November 22, 2011. Mark Mitra offered support for the motion, which was approved unanimously,

5. Approval of Consent Agenda

Mark Mitra made a motion to approve the consent agenda with the addition of an invoice from Oriental Trading Company for \$25.74, an invoice from McKenna associates for \$390.00 and an invoice from Bells Landscape Company for \$365.00. Tamra Ward offered support for the motion which was approved unanimously by roll call vote.

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

Nays: None

Absent: Vince DeAngelis, Tim Miner

6. Approval of Agenda

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

7. Kimberly Thompson, Executive Director, Chamber of Commerce for the South Lyon Area.

Ms. Thompson introduced herself to the members of the DDA and provided them with a little of her background before taking her present position with the South Lyon Area Chamber. She expressed her interest in working with the DDA and the Township and presented the members with information on a community project.

8. Action Items:

A. Old
Business

1) DDA
Bylaws: Discussion and possible action to up date the DDA Bylaws.

Lannie Young explained that this action would insure that the Committee Chair if a member of the DDA, would have a better understanding of the Boards desires.

John Bell made a motion to amend the DDA Bylaws to state that only members of the DDA Board serve as Chairperson of a DDA Committee. Tamra Ward offered support for the motion, which was approved unanimously.

B. New
Business

2) Surveying Services for Wayfinding Sign Permit

Nikki Jeffries gave the Board an explanation of what action would be taken, the cost and what the possible time line would be.

Lannie Young made a motion to approve an amount not exceed \$4600.00 to Giffels-Webster for surveying services for the Wayfinding Sign Permit. Mark Mitra offered support for the motion, which was approved unanimously by roll call vote.

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

9. Reports/Announcements

A. Grand
River Sewer Project

Nikki Jeffries presented an update on the project along with the suggestion from the contractor that the project be delayed until March along with the reasons for this proposed delay.

Jay Howie made a motion to allow the contractor to start the sewer project at Grand River and Lyon Center Drive on March 6, 2012 provided that there is no increase in cost even in the event that he incurs one. Lannie Young offered support for the motion, which was approved unanimously.

B. Report Card eCities

Lannie Young explained the importance of this information in aiding our business owners.

Michelle Aniol provided an explanation of the materials handed out along with a visual presentation.

C. Update Website

Michelle Aniol reported that the Supervisor's page is in the process of being updated.

Lannie Young stated that a meeting with Stefan Kogler is to take place to discuss additional items included in the website design.

D. Roundabout Insurance Claim NE

The DDA has received a check from the insurance company in the amount of \$17,340 for repairs to the Northeast Roundabout for the damage done following the accident last Memorial Day Weekend.

E. Recreation Plan Update Park and

Chris Doozan reported that it is moving along nicely.

Lannie Young reported that a Park Committee will be re-established after the first of the year.

F. Based Code Ordinances Form

Chris Doozan reported that they have begun work on the regulating plan (the zoning map) and are doing quite well on it.

G. to Lyon Initiative Welcome

John Bell stated that this program has been accepted very well by the community and it will be continued in 2012.

H. Photo Lending Program Historic

John Bell explained that there are 30 historic pictures out and displayed within the community. The first picture is offered free and any requested after that are available at \$25.00 per photograph to cover the cost. Wal-Mart, Leo's and the New Hudson have purchased additional photographs.

I. Budget Report Monthly

Michelle Aniol presented the monthly budget report.

J. Permits Building

John Bell announced that 185 residential building permits have been issued through the end of November 2011 compared to 113 permits issued in 2010.

10. Committee Information and Updates

A. Restructuring Economic

Mark Mitra reported that the committee met twice this week regarding the DDA Incentive Program and a preliminary draft has been completed. It will be reviewed at the next committee meeting with the hope of presenting this at the next regularly scheduled DDA Meeting in January.

B. n Promotio

John Bell reported that Winterfest plans are coming along nicely, there will be another meeting tomorrow evening and even without snow it will be a great time.

C. No report Design

D. ion No report Organizat

Tamra Ward made a motion to adjourn. Lannie Young offered support for the motion, which was approved unanimously. Meeting adjourned at 8:25 p.m.

Respectfully submitted,

Rose Case
Recording Secretary

Bryan Wallace
DDA Secretary