

Charter Township of Lyon

**Downtown Development Authority
And Development Citizens Council**

Tuesday February 14, 2012

Meeting Minutes

Chairman Jay Howie called the meeting to order at 7:00 p.m.

Members present included Lannie Young, Bryan Wallace, Jay Howie, Tim Miner, Mark Mitra, Mark Szerlag, John Bell

Tamra Ward & Vince DeAngelis were absent.

Also present Michelle Aniol, DDA Administrator/Economic Development Coordinator, Chris Doozan/McKenna Associates, Township Planner, Leslie Zawada, CES, Township Engineer.

Three (3) Guests

3. Public Discussion, non-agenda items

Troy Powe reported on Winterfest 2012 and provided results by numbers to the DDA members. Mr. Powe has also agreed to the Chairmanship of Winterfest 2013.

Jay Howie introduced and welcomed Mark Szerlag as a new member of the DDA.

4. Approval of Prior Meeting Minutes

Bryan Wallace made a motion to approve the Regular Meeting Minutes of Tuesday January 10, 2012. Tim Miner 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 Michelle Aniol/Expense Report \$438.93, Observer Eccentric Newspapers/Winterfest, \$3486.00, AMVETS Post 2006/Color Guard Fee, \$50.00, Ron McClain/Winterfest Games, \$536.43, Walmart/Historic Photo Lending, \$24.88. Tim Miner offered support for the motion, which was approved unanimously by roll call vote.

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

Nays: None
Absent: Vince DeAngelis, Tamra Ward

6. Approval of Agenda

John Bell made a motion to approve the agenda with the addition of Items B5, DDA Properties and B6, Costello Building Discussion under the heading of New Business. Tim Miner offered support for the motion, which was approved unanimously.

7. Action Items:

A. Old Business

1) None

B. New Business

1) Property Rehabilitation Program

The Property Rehabilitation Incentive Program Guidelines as recommended by the Economic Restructuring Committee were presented. Considerable discussion was held regarding several objectives listed. The decision was made to send it back to the committee for clarification of the objectives in question.

Lannie Young made a motion to send the Property Rehabilitation Program Guidelines back to the Economic Restructuring Committee for further review and clarification of several items. Bryan Wallace offered support for the motion, which was approved unanimously.

2) Demolition Bid

Discussion took place regarding the DDA assisting in the demolition of the former Putters building.

Tim Miner made a motion to authorize an amount no to exceed \$50,000 towards the demolition of the former Putters building, the balancing of the land and the excavation of the block, performed per the agreement presented at the February 14, 2012 meeting of the DDA. Lannie Young offered support for the motion, which was approved unanimously by roll call vote.

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

Nays: None

3) Small Town and Rural Development Conference

Jay Howie stated that he attended this conference last year and believes that valuable information was gained and would like to attend the conference again this year. Mark Szerlag expressed interest in attending also.

Lannie Young made a motion to approve \$1200.00 to enable two (2) DDA Members to attend the Small Town & Rural Development Conference being held at Crystal Mountain April 16-18 2012. Tim Miner offered support for the motion, which was approved unanimously by roll call vote.

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

4) DDA Workplan

Michelle Aniol reviewed the status of the DDA Workplan for 2011 and presented the 2012 Workplan for discussion.

5) DDA Properties

Discussion took place regarding Township owned properties in the DDA District. Jay Howie requested that Mark Szerlag sit on the Economic Restructuring Committee to which Mr. Szerlag agreed.

Jay Howie made a motion that the Economic Restructuring Committee review the uses of the Township owned properties within DDA District and report back to the DDA at a future meeting. Bryan Wallace offered support for the motion, which was approved unanimously.

6) Costello Building Discussion

John Bell stated that there is someone interested in renting a portion of the Costello Building for a business. There has also been a renewed interest in a Farmers Market.

Lannie Young made a motion that the Costello property discussion be sent to the Economic Restructuring Committee for further discussion and bring any proposals back to the DDA. Tim Miner offered support for the motion. The motion passed with Mark Mitra abstaining.

8. Reports/Announcements

A. Website Update

Lannie Young reported that all items of concern are now in place and he has set up a meeting with Stefan Kogler, Katherine Nelson and Chris Roberts next week to address these items.

B. Master Plan Update

Chris Doozan reported that the Public Hearing was held on the previous evening. At the meeting there was some concern about a library location and that was addressed along with several other items brought up, including increasing residential density. Mr. Doozan stated that the Master Plan should be ready for adoption next month.

C. Park and Recreation Plan Update

Chris Doozan reported that two Focus Groups were held, one with the service providers at which a lot of good input was gained. The second Focus Group was for residents and was attended by a couple from the city and it was interesting to listen to their views. The Action Plan is the next step.

D. Form Based Code Ordinance

Chris Doozan reported that they have held up on the Form Based Code Ordinance until some of the Master Plan issues have been resolved.

E. Welcome to Lyon Initiative

John Bell reported that the last presentation was at Liberty Hyundai Dealership. There isn't anything scheduled at the present time.

F. Historic Photo Lending Program

John Bell reported that he is getting calls requesting photographs. Wal-Mart will be displaying twelve photographs which they will be able to produce with their own in store equipment.

G. Monthly Budget Report

Michelle Aniol provided the DDA Members with a copy of the budget report in this evening's packet and stated that the DDA is in the black.

H. Building Permits

Lannie Young reported that for the month of January Lyon Township leads Oakland County in building permits issued. Eighteen permits were issued.

9. Committee Information and Updates

A. Economic Restructuring: No Report

B. Promotion: John Bell stated that a Chairman is needed for this committee.

C. Design: No Report

D. Organization: Jay Howie reported that he is actively working on reorganizing some things.

10. Items Removed from Consent Agenda for Action or Discussion – None

11. Outstanding Items/Issues-

A. New Hudson Cemetery Fence Maintenance- Board questioned the status of this item and directed the DDA Administrator to investigate if the fence could be removed, the paint stripped, powder coated and repainted.

Adjournment

John Bell made a motion to adjourn. Bryan Wallace 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