

Charter Township of Lyon

**Downtown Development Authority
And Development Citizens Council**

Tuesday March 13, 2012

Meeting Minutes

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

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

No members absent.

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

Seven (7) guests

3. Public Discussion, non-agenda items No discussion

4. Approval of Prior Meeting Minutes

Bryan Wallace made a motion to approve the Regular Meeting Minutes of Tuesday February 14, 2012. Tim Miner offered support for the motion, which was approved unanimously.

5. Approval of Consent Agenda

Bryan Wallace made a motion to approve the consent agenda as presented with the 2012 Capitol Day Registration and Wonder Jump Tent to be discussed at the end of the meeting. Tamra Ward offered support for the motion, which was unanimously approved by roll call vote.

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

Nays: None

6. Approval of Agenda

Tamra Ward made a motion to approve the agenda as presented. Tim Miner offered support for the motion, which was approved unanimously.

7. Presentation: Mouse Trap Mobile Communications

Nicole Piggott representing Mouse Trap Mobile provided the DDA with a packet of information introducing them to the product. Ms. Piggott explained the information provided and answered questions from the DDA members.

Vince DeAngelis made a motion that discussion regarding Mouse Trap Mobile Communications be sent to the Promotion Committee for their recommendation to the DDA. Mark Mitra offered support for the motion, which was approved unanimously.

8. Action Items:

A. Old Business:

1) Costello Building

Discussion pertaining to the condition of the Costello Building and the cost of renovations to be able to rent it took place. A suggestion was made to market it for six months and then make a decision on what should be done with the property.

Tamra Ward made a motion to accept the recommendation of the Economic Restructuring Committee to place a sign in front of the Costello Building. Mark Mitra offered support for the motion, which was approved unanimously.

2) Market DDA Property

Discussion regarding signage on DDA properties took place.

Tamra Ward made a motion to refer to the Economic Restructuring Committee the plans to install signage on DDA properties with the hope of generating development interest. Lannie Young offered support for the motion, which was approved unanimously.

3) Property Rehabilitation Incentive Program (PRIP)

The revised Property Rehabilitation Incentive Program (PRIP) was presented to the DDA for adoption as recommended by the Economic Restructuring Committee.

Mark Mitra made a motion to approve and adopt the Property Rehabilitation Incentive Program (PRIP) as presented. Vince DeAngelis offered support for the motion, which was approved unanimously.

4) ICSC Brochure Update

Michelle Aniol reported that four proposals were submitted for the ICSC Brochure and informed the DDA members who these submissions were from.

Mark Szerlag made a motion to direct the Promotion Committee to review the proposals submitted and make a recommendation to the DDA Board. Tim Miner offered support for the motion, which was approved unanimously.

B. New Business

1) Election of Officers

Lannie Young made motion to appoint Jay Howie to the position of DDA Chairman. Vince DeAngelis offered support for the motion, which was approved unanimously.

Jay Howie made a motion to appoint John Bell to the position of DDA Vice Chairman. Tim Miner offered support for the motion, which was approved unanimously.

Tim Miner made a motion to appoint Bryan Wallace to the position of DDA Secretary. Tamra Ward offered support for the motion, which was approved unanimously.

2) Committee Appointments

Tim Miner made a promotion to appoint Tamra Ward to the position of Chairperson of the Promotion Committee, Bryan Wallace offered support for the motion which was approved unanimously.

Lannie Young made motion to appoint Tim Miner to the position of Design Committee Chairman. Tamra Ward offered support for the motion, which was approved unanimously.

3) Garden Club

Garden Club member Rebecca Wilder presented a request from the Four Season Garden Club of South Lyon to maintain the plantings in the Lyon Township Roundabouts. The Garden Club will make this commitment for a period of one year and then evaluate the project at the end of that period of time.

Lannie Young made a motion to approve the request from the Four Seasons Garden Club of South Lyon to maintain on a year trial basis the Northwest, Northeast and Southwest Roundabouts. Bryan Wallace offered support for the motion, which was approved unanimously.

4) Bon-A-Rose Farmers' Market

Anna Hoffman along with her mother June Tyrell made a request to hold a Farmers Market on the Bon-A-Rose property. They are hoping to work hand in hand with the DDA to make this happen. Ms. Hoffman stated that they have participated in many farmers markets and presented some of her ideas for the Lyon Township Market.

Chris Doozan will visit the site to evaluate the parking situation and John Bell will serve as the liaison between Ms. Hoffman and the DDA.

5) DDA Workplan

Michelle Aniol Presented a breakdown of DDA Workplan along with some of the expenditures. Ms Aniol asked for input from the DDA on any additional expenditure that they might be aware of. Vince DeAngelis suggested Ms. Aniol and Supervisor Young review the expenditure from last year to assist the board in determining potential budget amendments and expenditures for 2012.

No Action taken.

6) Graphic Designer

John Bell introduced Jacob Steward to the members of the DDA. Mr. Steward told the DDA a little about himself. Since renderings are occasionally needed by various boards and committees, Jacob on an ADHOC basis could be available to provide this service. A sample of his work was presented.

John Bell made a motion to utilize the services of Jacob Steward on an ADHOC basis to do renderings for the DDA. Tamra Ward offered support for the motion, which was approved unanimously.

7) Media/Marketing Strategy

Due to Tamra Ward being appointed as Promotion Committee Chairperson this evening the agenda item will be continued to next month. It will give Ms. Ward an opportunity to review the material.

8) New Hudson Cemetery/Putter's Clean-up

Lannie Young made a motion to approve an amount not to exceed \$2500.00 to allow the DDA Chairman and Township Engineer to get an appropriate Boundary Survey and Certificate of Survey of the New Hudson Cemetery/Putters property. Tim Miner offered support for the motion, which was approved unanimously by roll call vote.

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

9. Reports/Announcements

a. One Stop Ready Communities

Michelle Aniol stated that she attended along with Lannie Young the initial meeting of this pilot program. Ms. Aniol and Mr. Young explained the program to the DDA and also their enthusiasm about the program.

The County has scheduled a meeting with all the pilot communities for April 12th from 7:00 p.m. to 8:00 p.m. and Mr. Young is going to encourage the Board members, the Planning Commission members and the DDA members to attend.

b. Website Update

Some discussion took place regarding securing some professional help to assist with areas of the website.

c. Master Plan Update

Chris Doozan reported that he is confident that the Master Plan will be ready for adoption in April.

d. Parks and Recreation Update

Chris Doozan reported that the By-Laws of the Parks & Recreation Advisory Board are being updated and applications are being taken for that board. The board should be in place in the very near future.

e. Form Based Code Ordinance

Chris Doozan reported that now that the New Hudson Plan has been addressed they will continue with the Form Based Code Ordinance and it should be completed in four to six weeks.

f. Grand River Sewer Project

Nikki Jeffries reported that construction has started on Lyon Center Drive and pipe has been installed in that area along with a portion of Grand River.

Discussion was held regarding an increase in the cost of the project due to the necessity of an area that will require de-watering.

g. SW Roundabout Flag Poles

Nikki Jeffries reported that the flagpoles for the southwest roundabout are in and will be installed the first week of April.

h. Welcome to Lyon Initiative

John Bell reported that Lowes is interested in participating in the program. Mr. Bell also stated that he is disappointed in the lack of coverage the program is getting from the newspaper.

i. Historic Photo Lending Program

John Bell reported that the program has continued success and photographs are still being requested by the area businesses.

j. Monthly Budget Report

Michelle Aniol reported that the DDA is still in the black.

k. Building Permits

Forty (40) residential building permits were issued through the month of February. For the same period last year twenty-three (23) permits had been issued.

10. Committee Information Updates

A. Economic Restructuring No report

B. Promotion John Bell reported that the second meeting of the Kite Festival will be held tomorrow, March 14th.

C. Design No report

D. Organization No report

11. Items Removed From the Consent Agenda for Action or Discussion.

Discussion held regarding the tent expenditure for onsite meeting held on Monday March 12th.

Tamra Ward made a motion to approve \$355.00 for payment of Wonder Jump Tent Rental and 2012 Capitol Day Registration. Mark Szerlag offered support for the motion which was approved unanimously, by roll call vote.

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

Adjournment

Mark Mitra made a motion to adjourn. Tim Miner offered support for the motion, which was approved unanimously. Meeting adjourned at 9:35 p.m.

Respectfully submitted,

**Rose Case
Recording Secretary**

**Bryan Wallace
DDA Secretary**