

Charter Township of Lyon

**Downtown Development Authority
And Development Council**

Tuesday April 10, 2012

Meeting Minutes

Chairman Jay Howie called the meeting to order at 7:01 p.m.

Members present included Vince DeAngelis, Lannie Young, Tamra Ward, Bryan Wallace, Jay Howie, Time 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/Giffels Webster, Township Engineer

Six (6) Guests

3. Public Discussion, non-agenda items

John Bell announced that Kite Festival flyers and business cards are available for display and distribution to local businesses.

4. Approval of Prior Meeting Minutes

Tamra Ward made a motion to approve the minutes of the Regular Meeting of Tuesday April 10, 2012 with the correction of a minor spelling error. Mark Szerlag offered support for the motion, which was approved unanimously.

5. Approval of Consent Agenda

Bryan Wallace made a motion to approve the consent agenda with the addition of items #xxxii through xlii included for payment. Tim Miner offered support for the motion, which was approved unanimously by roll call vote.

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

\$1,500.00 Tim Miner offered support for the motion, which was approved unanimously by roll call vote.

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

New Business

7. Presentation None

1) 3 Minutes in Lyon Film Fest

Richard Perry, organizer of the 3 Minutes in Lyon Film Fest spoke to the DDA about the event and made a request for financial support in the form of marketing.

Tamra Ward made a motion to approve \$500.00 in sponsorship for the 3 Minute in Lyon Film Fest. Tim Miner offered support for the motion, which was unanimously approved by roll call vote.

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

2) Kensington Grill PRIP Application

Michelle Aniol presented the first application received under the recently approved Property Rehabilitation Incentive Program (PRIP). The application was submitted by Mark Mitra for the Kensington Grill.

Mark Mitra made a motion to recues himself during this discussion and vote. Tamra Ward offered support for the motion, which was approved unanimously.

Tim Miner presented the eligible improvements and stated the rebate amount, as recommended by the Design Committee, should not to exceed \$9,836.00 toward these improvements.

Discussion by the DDA members followed.

Lannie Young made a motion to approve an amount not exceed \$9,836.00 for items identified in the memo dated April 4, 2012 to the Kensington Grill under the PRIP Program. Mark Szerlag offered support for the motion, which was approved by roll call vote.

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

3) DDA Lawn Care and Landscape Maintenance

Michelle Aniol stated that five (5) bids for the DDA Lawn Care and Landscape were returned on March 23rd and a spread sheet with the results of those bids is included in tonight's meeting packet.

Discussion was held and questions were answered by Dino Thanos of Dino's Landscaping and Mark Gal of MWG, Lawn and Snow, who were in attendance at the meeting.

Vince DeAngelis made a motion to award the Lawn Care and Landscape Maintenance Contract to Dino's Landscaping. Tim Miner offered support for the motion, which was approved unanimously by roll call vote.

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

4) Laptops

Lannie Young explained that he has purchased ten (10) laptops to be used by the DDA, Township Board, Planning Commission and ZBA at their respective meetings. The meeting packets will be downloaded onto the laptops prior to the meeting for a savings of both time and a tremendous amount of paper.

Mark Mitra made a motion that the DDA share in the cost of the laptops in the amount of \$1,500.00. Tim Miner offered support for the motion, which was approved unanimously by roll call vote.

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

5) Interim Streetscape Improvements

Examples of design ideas for a historic display at the intersection of Milford Road and Grand River were presented and some discussion was held.

Vince DeAngelis made a motion to assign the Streetscape Improvement project to the Design Committee for further study and a recommendation to be brought back to the DDA Board. Tim Miner offered support for the motion, which was unanimously approved.

6) Park & Recreation Advisory Board

The Park & Recreation Advisory Board will have representation from the Township Board of Trustees, the Planning Commission and the DDA.

Tamra Ward made a motion to recommend the Tim Miner to the Township Board of Trustees as an appointee to the Park & Recreation Advisory Board. Mark Mitra offered support for the motion, which was approved unanimously.

9. **Reports/Announcements**

A. One Stop Ready Communities

Lannie Young reminded the DDA members of the One Stop Ready Meeting to be held at White Lake Oaks, the evening of April 12th. Members of the Board of Trustees, Planning Commission and DDA are encouraged to attend.

B. Website Update

Michelle Aniol reported that the newsletter and the colors are working. Board discussed Google analytics report from Mousetrap Mobile and QR Codes.

C. Master Plan Update

Chris Doozan reported that the Master Plan has been adopted. Fifteen copies are included under the McKenna contract and additional copies can be printed as needed.

D. Park and Recreation Plan Update

Chris Doozan presented a list of potential parks and recreation projects along with the bodies responsible and possible funding sources. When the Parks and Recreation Advisory Board is established this list will be passed onto them to prioritize.

E. Form Based Code Ordinance

Chris Doozan presented a copy of the revisions to the Regulating Plan with an explanation of each of the areas included in this plan as well as what still remains to be completed on the Form Based Code Ordinance.

F. Grand River Sewer Project

Nikki Jeffries reported that the project is going well. A good portion of the pipe is in with the connection at the trailway being the final step.

G. Southwest Roundabout Flag

Nikki Jeffries reported that the flagpoles have been installed and the flagpole lighting will be installed in the next few weeks.

H. Wayfinding Signage

Michelle Aniol reported that the township hall signage will be installed this week. The wayfinding and entryway signage has not been fabricated yet due to the fact that the contractor is investigating the concerns regarding the shelf life of digital printing.

I. Welcome to Lyon Initiative

John Bell reported that due to a change in management the program scheduled at Lowe's had to be postponed.

J. Historic Photo Lending Program

John Bell reported that the photographs still remain very popular and there are a number of businesses that continue to request them.

K. Monthly Budget Report

Michelle Aniol reported that the DDA received revenues in the amount of \$59,927.17 in interest paid on the SW Ring Road Capital Improvement Bond and \$81.87 from payment of personal property taxes.

L. Building Permits

Michelle Aniol reported that sixty (62) single family residential permits have been issued through March 31st 2012. For the same period last year thirty (37) were issued.

10. Committee Information and Updates

A. Economic Restructuring No report

B. Promotion

1) Tamra Ward –Marketing

Tamra Ward reported that it was the determination of the Promotion Committee that it is still too early for the DDA to utilize Mousetrap Mobile Communications.

2) John Bell – Kite Festival

John Bell explained that businesses in the Township will be allowed to display one additional promotional sign for a period of time prior to the Kite Festival as long as the sign includes mention of the festival. The businesses aware of this are very interested in the idea.

C. Design: Tim Miner asked for simple ideas for Township Flag design.

D. Organization: No report

11. Items Removed from the Consent Agenda

Discussion was held regarding Kite Festival invoices that appear on the DDA Consent Agenda and the reason for them appearing there.

John Bell made a motion to approve payment of an invoice from Turtle Toys of Clarkston in the amount of \$1,599.00 and an invoice from Schenden Communications in the amount of \$750.00. Lannie Young offered support for the motion, which was approved unanimously by roll call vote.

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

Adjournment

Bryan Wallace made a motion to adjourn. Vince DeAngelis offered support for the motion which was approved unanimously. Meeting adjourned at 9:55 p.m.

Respectfully submitted,

Rose Case
Recording Secretary

Bryan Wallace
DDA Secretary