

**Charter Township of Lyon**

**Downtown Development Authority  
And Development Council**

**Tuesday May 8, 2012**

**Meeting Minutes**

Chairman Jay Howie called the meeting to order at 7:03 p.m.

**Members Present:** Lannie Young  
Tamra Ward  
Bryan Wallace  
Jay Howie  
Tim Miner,  
Mark Szerlag  
John Bell

**Absent:** Vince DeAngelis  
Mark Mitra

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

Two (2) Guests

**3. Public Discussion, non agenda items.** No items discussed.

**4. Approval of Prior Meeting Minutes**

**Tamra Ward made a motion to approve the minutes of the Regular Meeting held Tuesday May 8, 2012 as submitted. Bryan Wallace offered support for the motion, which was approved unanimously.**

**5. Approval of Consent Agenda**

**Bryan Wallace made a motion to add the following invoices to the consent agenda, US Post Office for \$5.75, Dino's Landscape for \$551.00, McKenna Associates for \$462.50 and Schenden Communications for \$1,500.00. Tim Miner offered support for the motion, which was approved unanimously.**

**Lannie Young made a motion to approve the consent agenda with the additional invoices added. Mark Szerlag offered support for the motion. Tamra Ward asked for details of the McKenna invoice. Michelle Aniol stated McKenna submitted two invoices; the first for professional services to the DDA for \$200.00, and the other for the Form Based Code project for \$262.50. The motion was approved unanimously by roll call vote.**

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

## **6. Approval of Agenda**

**Bryan Wallace made a motion to approve the agenda as with the addition of #8B4 Oakland County Prosper Magazine. Tim Miner offered support for the motion, which was approved unanimously.**

**7. Presentation:** None

## **8. Action Items:**

### **A. Old Business**

#### **1) Flag Design**

Four flag designs were presented to the DDA. After discussion the request was made to send design #1 back to committee to remove the circles and the border and to make the lettering bolder. The Board took no action on the request, but directed Michelle Aniol to work with the graphic designer to modify the design as discussed and bring the issue back to the DDA at the next meeting. At that time if approved the four original designs along with the new fifth design will be presented to the Board of Trustees for selection and approval.

#### **2) Milford Road Improvement Project (BKS Project)**

After much discussion, no action was taken, but the consensus of the Board was to send the proposed drawings and ideas for the BKS Project back to the Design Committee for fine tuning. The project will be revisited at the next regular meeting of the DDA.

### **B. New Business**

#### **1) Cemetery Fence**

Examples of three different fence styles were presented and discussion took place regarding the three designs.

**Lannie Young made a motion to select the black cyclone fence that will go from the existing fence to the property line and to instruct Michelle Aniol and others to assemble a bid package, go out for bids and bring at least three (3) bids back to the next meeting. Tim Miner offered support for the motion, which was approved unanimously.**

#### **2) Business Welcome Initiative and Historic Photo Lending Program**

John Bell requested additional funds for this program that continues to be successful and appreciated.



**C. Form Base Code Ordinance**

Chris Doozan reported that the Form Based Code Ordinance is moving along and should be presented at the next meeting.

**Engineers Reports:**

- D. Grand River Sewer Project**
- E. Southwest Roundabout Landscaping**
- F. Grand River Streetlight Retrofit**

Michelle Aniol stated that Ms. Jeffries submitted reports for the Grand River Sewer, Southwest Roundabout Landscaping and the Grand River Streetlight Retrofit projects by email and were included in the Board's packet. Mr. Howie asked if there were any questions regarding the reports. The Board engaged in a short discussion regarding the retrofit before moving to the next agenda item.

**G. Wayfinding Signage**

Michelle Aniol reported that she and Lannie Young will be meeting with the contractor next week regarding issues with the retro reflective background.

**H. Monthly Budget Report**

Michelle Aniol reported that the DDA remains in the black.

**I. Building Reports**

101 single family residential building permits issued through April 30, 2012. Same period last year 63 permits issued.

**J. Board Member Comments/Announcements**

John Bell distributed the Kite Festival flyer and asked the Board to please pass them out.

**10. Committee Information and Updates**

**A. Economic Restructuring**

In the absence of Mark Mitra there is no report this evening.

**B. Promotion**

**1.) ICSC Brochure Update**

Michelle Aniol reported that a copy of the first few pages of the brochure was emailed to the Promotion Committee and the DDA members will receive an email later this week.

## 2.) Kite Festival Update and Kite Festival Sales Days Promotion/Marketing

John Bell reported that there are two meetings remaining before the Kite Festival takes place. The signs will be going up and Mr. Bell requested the members see that flyers and cards are distributed throughout the community.

The businesses are being approached and requests are coming in to display Sales Day Promotion Signage.

MDOT is making up signage to direct people to the Kite Festival

### C. Design

Tim Miner reported that a Design Committee Meeting is scheduled for Monday, May 14<sup>th</sup> and all items discussed and all requests made this evening will be discussed at that meeting and be bought back next month.

### D. Organization

No report

**Bryan Wallace made a motion to adjourn. Tim Miner offered support for the motion, which was approved unanimously. Meeting adjourned at 8:20 p.m.**

Respectfully submitted,

---

Rose Case  
Recording Secretary

---

Bryan Wallace  
DDA Secretary