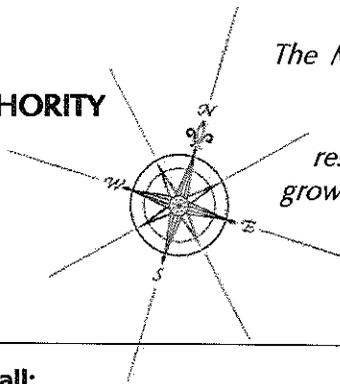


**LYON**  
**TOWNSHIP**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**and**  
**DEVELOPMENT CITIZENS COUNCIL**

Tuesday, June 12, 2012  
 7:00 pm

Lyon Township Municipal Building  
 58000 Grand River Avenue, New Hudson



*The Mission of the Lyon Township DDA is to assist public and private development efforts; to stimulate residential, commercial and industrial growth and create a vibrant community where people live, work and play.*

**1. Call to Order Regular Meeting/Roll Call:**

_____	_____	_____	_____	_____
<b>Bell</b>	<b>DeAngelis</b>	<b>Howie</b>	<b>Miner</b>	<b>Mitra</b>
_____	_____	_____	_____	_____
<b>Szerlag</b>	<b>Wallace</b>	<b>Ward</b>	<b>Young</b>	

**2. Pledge of Allegiance**

**3. Public Discussion, non-agenda items**

**4. Approval of Prior Meeting Minutes:** *Regular Meeting May 8, 2012*

**5. Approval of Consent Agenda:** (Item #11 below is reserved for any items removed from the Consent Agenda for action or discussion)

**6. Approval of Agenda**

**7. Presentation:**

- A. Training on new laptops for meetings-Lannie Young
- B. Modern Content- Social Content Broadcasting Driving Traffic

**8. Action Items:**

**A. Old Business**

- 1) Flag Design: Discussion and possible action to recommend various flag designs to the Township Board.
- 2) Milford Road Improvement Project: Discussion and possible action to initiate Phase 1 of the Milford Road Improvement Project, such as the landscaping, historic photo display and lighting improvements proposed for the corner of Milford Road and Grand Rivers, and including establishing a budget for the project, based on the recommendation of the Design Committee.
- 3) Cemetery Fence: Discussion and possible action to award a contract for fencing and installation for the New Hudson Cemetery.

**B. New Business**

- 1) ICSC Brochure Update: Discussion and possible action to approve the updated and redesigned marketing brochure for the ICSC Idea Exchange in July, based on the recommendation of the Design Committee.
- 2) Wayfinding Sign Project Change Order: Discussion and possible action to approve a change order to the Wayfinding Sign Contract not to exceed \$277.50 for the purpose of applying an additional directional messaging on the back of sign S-4.0.
- 3) MEDA Annual Conference: Discussion and possible action to approve registration and accommodations costs for staff and interested DDA members to attend MEDA's Annual Conference.
- 4) Committee Vice Chair Appointments: Discussion and possible action to require the appointment that each DDA committee has a vice chair to serve in the event the Committee chair is unable to attend committee meetings.
- 5) New Hudson Drain: Discussion and consideration of a Study of the New Hudson Drain.

**9. Reports/Announcements:**

- A. Farmers' Market: Michelle Aniol
- B. Park and Recreation Plan Update: Chris Doozan

- C. Form Based Code Ordinance: *Chris Doozan*
- D. Grand River Sewer Project: *Nikki Jeffries*
- E. Grand River Streetlight Retrofit: *Nikki Jeffries*
- F. Grand River Streetscape: *Leslie Zawada/John Bell: Recap of meeting with RCOC*
- G. Welcome to Lyon Initiative: *John Bell*
- H. Historic Photo Lending Program: *John Bell*
- I. Monthly Budget Report:
  - 1) *Draft of Final Audit complete. Rana Emmons will present FY 2011 Final Audit at July meeting.*
  - 2) *DDA will receive \$2,409.69 from the County for taxes received.*
- J. Building Permits: *130 single family residential building permits have been issued through May 31, 2012. Last year the township issued 78 permits during this same time period.*
- K. Board Member Comments/Announcements:

**10. Committee Information and Updates**

- A. Economic Restructuring: *Mark Mitra*
- B. Promotion:
  - 1) *Tamra Ward*
  - 2) *John Bell - Kite Festival Update*
- C. Design: *Tim Miner*
- D. Organization: *Jay Howie*

**11. Items Removed From the Consent Agenda For Action or Discussion**

**12. Outstanding Items/Issues – No Action/No Discussion**

- A. Website Management Training

**13. Adjournment**

**Consent Agenda**

**Consent Agenda-May 8, 2012**

No.	Vendor	Description	Invoice/ Project No.	Amount
i.	MEDA	Conference registration		\$90.00
ii.	John Bell	Mileage reimbursement		\$31.08
iii.	Oakland County One Stop Shop	Map of New Hudson Cemetery		\$33.00
iv.	Michelle Aniol	Expense Report May 2012		\$358.85
v.	Jay Howie	Expense Report Apr 2012		\$414.65
vi.	Walmart	Business Welcome - Frames		\$69.60
vii.	Office Depot	Office supplies-printer waste toner		\$21.27
viii.	Office Depot	Printer Ink for kite festival		\$135.64
ix.	DTE Energy	Grand River Streetlights	254682400075	\$284.75
x.	DTE Energy	NE Ring Road Streetlights	254682500106	\$199.34
xi.	DTE Energy	New Hudson Dr W Streetlights	254682500114	\$278.06
xii.	Nate Mueller	News releases		\$100.00
xiii.	Skidmore Studio	2013 Oakland County Prosper Profile	37755	\$3,000.00
xiv.	UPCO-PTS	Portable Toilet Service for Kite Festival		\$310.00
xv.	Kites and Fun Things	Banners & Poles for Kite Festival		\$650.00
xvi.	Magic Lance	Entertainment-Kite Festival		\$50.00
xvii.	Phil Strong	Kite Festival Signs from Parkside Cleaners		\$60.00
xviii.	Gabe, Quinn & Seymour	Professional Legal Srvs	G99-00036-MCQ	\$683.50
xix.	Gabe, Quinn & Seymour	Southwest Ring Road	G99-00227-MCQ	\$30.50

No.	Vendor	Description	Invoice/ Project No.	Amount
xxx.	GWE	Professional Engineering Svcs	103211	\$540.00
xxxi.	GWE	Grand River Sewer Contract Admin	103212	\$7,748.00
xxxii.	GWE	SW Ring Road Contract Admin	103213	\$432.00
xxxiii.	GWE	Southwest Roundabout Landscaping	103214	\$324.00
xxxiv.	CES	RCOC Meeting RE: angled parking	108	\$105.00
xxxv.	C&E Construction Co.	Pay Estimate #4: GR Sewer	17903.01	\$91,121.40
xxxvi.	Sinacori Landscaping	SW Roundabout Pay Estimate #3	15955.40	\$3,562.48
xxxvii.	Dino's Landscaping	Lawn Mowing and Landscape Main. Svcs.	2070/5/2012	\$1,667.50
xxxviii.	Environmental Management	Clean up of NE Rnd following accident	93	\$450.00
xxxix.	Universal Sign Inc	Fabrication and installation of wayfinding directional signs at Township Hall	16456	\$9,975.00
xl.	ICSC	Registration MA, JH, JB		\$285.00
			<b>Subtotal:</b>	<b>\$112,660.62</b>

Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the Clerk's Office at (248) 437-2240, at least forty-eight hours prior to the meeting. Our staff will be please to make the necessary arrangements.