

Charter Township of Lyon

**Downtown Development Authority
And Development Council**

Tuesday July 10, 2012

Meeting Minutes

Chairman Jay Howie called the meeting to order at 7:30 p.m.

Members Present: Jay Howie
Tamra Ward
Lannie Young
Mark Szerlag
John Bell

Absent: Vince De Angelis
Mark Mitra
Tim Miner
Bryan Wallace

Also Present: Michelle Aniol, DDA Administrator/Economic Development Coordinator,
Chris Doozan/McKenna Associates, Township Planner, Matthew
Quinn/Gabe, Quinn & Seymour, Township Attorney

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 on Tuesday, June 12, 2012 as submitted. Lannie Young offered support for the motion, which was approved unanimously by members in attendance.

5. Approval of Consent Agenda

Tamra Ward made a motion to approve the consent agenda with the addition of items 31 through 48 as submitted under separate cover. Mark Szerlag offered support for the motion, which was approved unanimously by roll call vote.

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

6. Approval of Agenda

Mark Szerlag made a motion to approve the agenda with the addition of item 8A4, Amendment to DDA Bylaws. Tamra Ward offered support for the motion, which was approved unanimously by members in attendance.

7. Presentation:

Rana Emmons, Township Auditor of Post, Smythe, Luts & Ziel reported to the DDA on the state of their finances. Ms. Emmons presented written information to the DDA members along with an explanation of the material and took questions from the members.

8. Action Items:

C. Old Business

1) Farmers' Market

Michelle Aniol stated that she had a recent conversation with Anna Hoffman and June Tyrrell regarding addition funding from the DDA for promotion of the Lyon Township Farmers Market held on the site of Bon A Rose Catering.

John Bell made a motion to send the discussion of additional resources being provided for the farmers market to the Promotion Committee. Mark Szerlag offered support for the motion, which was approved unanimously by those members in attendance.

2) ICSC Brochure

Discussion took place regarding the completed ICSC Brochure and the need to make a correction to the address along with the need for additional materials to be handed out at the event.

Lannie Young made a motion to approve an additional \$60.00 to cover the cost of postcards that will be mailed out as a follow up after the event takes place. Tamra Ward offered support for the motion, which was approved by roll call vote.

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

3) Cemetery Fence:

Discussion regarding reconsideration of the bid award for fencing and installation at the New Hudson Cemetery due to a request to rebid the project and the increased amount the new bid came in at. The bid was \$200.00 more than an estimate provided by a local fence company.

Lannie Young made a motion to rescind the original award to Nationwide Construction for fencing and installation at the New Hudson Cemetery. Tamra Ward offered support for the motion, which was approved unanimously by members in attendance.

Lannie Young made a motion to award the cemetery fence bid to South Lyon Fence for 278 feet of fence per the specifications in an amount not to exceed \$3600.00 with the understanding that they will not start the project until it is approved by the Township. Tamra Ward offered support for the motion, which was approved by roll call vote.

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

4) Amendment to DDA By-laws

Matt Quinn explained that at the June meeting he was directed to prepare an amendment to the DDA Bylaws stipulating that the Vice Chairmen of DDA committees are not required to be a DDA Board Member. This amendment is being presented at this July meeting.

Lannie Young made a motion to adopt the resolution amending the DDA Bylaws per the resolution provided to the DDA members at the July 10, 2012 meeting. Tamra Ward offered support for the motion, which was approved by roll call vote.

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

D. New Business

1) Property Acquisition

Lannie Young presented a purchase agreement along with an explanation of the terms between Wether Vincenti and the Lyon Township DDA for property located on Grand River near Milford Road.

Mark Szerlag made a motion that the DDA execute the purchase agreement with land contract terms as presented. John Bell offered support for the motion, which was approved by roll call vote.

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

2) DDA Property Information Signs

Discussion regarding the design, size and materials used as well as the bids took place.

Lannie Young made a motion to table action on DDA Property Information Signs until the August meeting when more detailed information will be provided. Tamra Ward offered support for the motion, which was approved unanimously by those in attendance

3) Grand River Streetlight Retrofit

In the absence of Nikki Jeffries a spread sheet was submitted and Lannie Young explained the recommendations.

Lannie Young made a motion to award the Grand River Street Light Retrofit bid to Rauhorn Electric Company in an amount not to exceed \$16,146.00. Tamra Ward offered support for the motion, which was approved by roll call vote.

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

9. Reports/Announcements:

A. Wayfinding Sign Project

Michelle Aniol stated that the Wayfinding Sign Project is still in engineering with drawings and information required being revised.

B. Flag Design

The flag design will be presented to the Township Board at their August Meeting.

C. Form Based Code Ordinance:

A meeting has been scheduled on July 12th at 3:00 p.m. with the Form Based Code Sub-committee. The meeting will be an introduction to Form Based Coding.

D. Master Plan

Master Plan is completed and a few copies have been distributed.

E. Park and Recreation Plan Update

The Parks & Recreation Plan is on hold until the remainder of the Parks and Recreation Committee are been appointed. The will be appointed at the August Board of Trustees Meeting.

F. Welcome to Lyon Initiative

John Bell reported that there is still interest in the program and he will continue to schedule welcome events.

G. Historic Photo Lending Program

John Bell reported that the photographs are still being requested by the local business..

H. Monthly Budget Report

Covered earlier in the meeting by Township Auditor, Rana Emmons.

I. Building Permits:

Michelle Aniol reported that 156 residential building permits have been issue as of June 30, 2012, compared to 96 for the same period in 2011.

J. Board member Comments/Announcements

10. Committee Information and Updates

A. Economic Restructuring No report

B. Promotion Committee John Bell announced that the Kelly Miller Circus sponsored by the South Lyon Chamber will take place in the James Atchison Park for two (2) performances on Friday, August 17th.

C. Design Committee On behalf of the Design Committee John Bell reported that he and Lannie Young will be meeting with Bobby Sheets on Wednesday to discuss the placement of photographs on his building.

D. Organization Social Media Policy continues to be researched.

Lannie Young made a motion to adjourn. Mark Szerlag offered support for the motion, which was approved unanimously. Meeting adjourned at 9:03 p.m.

Rose Case
Recording Secretary

Bryan Wallace
DDA Secretary