

Charter Township of Lyon

**Downtown Development Authority
And Development Council**

Tuesday August 14, 2012

Meeting Minutes

Vice Chairman John Bell called the meeting to order at 7:10 p.m.

Members Present: John Bell
Tamra Ward
Lannie Young
Mark Szerlag
Tim Miner

Absent: Jay Howie
Mark Mitra
Vince DeAngelis
Bryan Wallace

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

Three (3) 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 of the DDA held on Tuesday, July 10, 2012 as submitted. Tim Miner offered support for the motion, which was approved unanimously.

5. Approval of Consent Agenda

Tamra Ward made a motion to amend the consent agenda with the addition of two (2) invoices from McKenna Associates and one (1) from Oakland County as submitted under separate cover. Tim Miner offered support for the motion, which was approved unanimously by those in attendance.

Tamra Ward made a motion to approve the consent agenda with additions presented under separate cover. Tim Miner offered support for the motion, which was unanmously approved by roll call vote by those in attendance.

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

6. Approval of Agenda

Lannie Young made a motion to approve the agenda as presented. Mark Szerlag offered support for the motion, which was approved unanimously.

7. Presentation:

Michelle Aniol presented and explained the Annual Report to Oakland County. The report was reviewed by the DDA.

No Action Required.

8. Action Items:

A. Old Business

1) Farmers' Market

Anna Hoffman, owner of Bon-A-Rose Home Style Foods and Farmers' Market Manager, spoke on the success of the Farmers Market this season. The DDA committed to earlier planning next year and additional participation on the part of the DDA and the Township.

Tamra Ward made a motion to reimburse Anna Hoffman \$1,000.00 for out of pocket expenses that Ms. Hoffman incurred for marketing and advertising expenses. Tim Miner offered support for the motion, which was approved by roll call vote.

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

2) DDA Property Information Signs

Discussion was held regarding the advantages and the necessity of displaying property development signs at this time.

Tamra Ward made a motion to table property development signs on Lyon Township properties at this time. Lannie Young offered support for the motion, which was unanimously approved.

3) Township Flag

Flag Designs were presented to the Township Board with no selection being made. Based on their comments redesign discussion is necessary.

Tamra Ward made a motion to send the design of the Township Flag back to the Design Committee for further suggestions regarding the flag. Lannie Young offered support for the motion, which was unanimously approved.

B. New Business

1) Chamber Breakfast

Discussion was held regarding Lyon Township hosting a Breakfast for the South Lyon Area Chamber of Commerce on November 16, 2012.

Lannie Young made a motion to approve an amount not to exceed \$750.00 to host the Chamber Breakfast on November 16, 2012. Mark Szerlag offered support for the motion, which was approved by roll call vote.

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

2) Prosper Profile

Michelle Aniol presented the content to be submitted for the 2013 Prosper Magazine as recommended by the Promotion Committee. After review it was suggested that Chris Doozan and Michelle Aniol work together on some minor changes and email final draft to DDA members before submittal.

9. Reports/Announcements:

A. ICSC Follow-up

Michelle Aniol and John Bell reported that it was a very successful conference and attendance was very worthwhile.

B. Wayfinding Sign Project

Michelle Aniol reported that the project is moving along.

C. Grand River Streetlight Retrofit

Lannie Young reported that he has the permit on his desk, the contract has been signed and he has to get together with Nikki Jeffries to test the lighting.

D. Form Based Code Ordinance

Chris Doozan reported that he will be scheduling the next meeting very soon.

E. Property Acquisition

Michelle Aniol reported that she met with Rob DeWyre of AMEC this morning regarding the Phase 1 Environmental Study.

F. Welcome to Lyon Initiative

John Bell reported that the Ten Mile & Milford Road Welcome to Lyon Business Appreciation presentation went very well and the next presentation will be to Brenda Smith C.P.A., which will take place in October.

G. Historic Photo Lending Program

John Bell reported that the program is still going well, pictures are being requested and there is no cost to the Township businesses for the first photo and \$25 for any succeeding photograph.

H. Monthly Budget Report

Michelle Aniol reported that the DDA remains in the black.

I. Building Permits

Michelle Aniol reported that 185 residential building permits have been issued as of July 31, 2012, compared to 107 for the same period in 2011. Ms, Aniol also stated that Lyon Township leads in permits in Oakland County and is 2nd behind Macomb Township in Macomb County.

J. Board Member Comments/Announcements

None

10. Committee Information and Updates

A. Economic Restructuring No report

B. Promotion Committee No report

C. Design Committee No report

D. Organization Michelle Aniol reported on the results of research into social media policies and the results will be further reviewed.

Lannie Young made a motion to adjourn. Tim Miner offered support for the motion, which was approved unanimously. Meeting adjourned at 8:21 p.m.

Rose Case
Recording Secretary

Bryan Wallace
DDA Secretary