

**Charter Township of Lyon**

**Downtown Development Authority  
And Development Council**

**Tuesday September 11, 2012**

**Meeting Minutes**

Chairman Jay Howie called the meeting to order at 7:00 p.m.

**Members Present:** Jay Howie  
John Bell  
Vince De Angelis  
Tim Miner  
Mark Szerlag  
Bryan Wallace  
Tamra Ward

**Absent:** Mark Mitra  
Lannie Young

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

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

**4. Approval of Prior Meeting Minutes**

Approval of Meeting Minutes of August 14, 2012 tabled until the October meeting.

**5. Approval of Consent Agenda**

**Vince DeAngelis made a motion to approve the consent agenda with three (3) additional invoices for a corrected total of \$26,423.00. Tamra Ward offered support for the motion, which was approved by roll call vote.**

**Roll call: Ayes: John Bell, Vince DeAngelis, Jay Howie, Tim Miner, Mark Szerlag,  
Bryan Wallace, Tamra Ward**

**Nays: None**

**Absent: Mark Mitra, Lannie Young**

**6. Approval of the Agenda**

**Bryan Wallace made a motion to approve the agenda with the addition of the Township Flag added as item B.A.2. Tim Miner offered support for the motion, which was unanimously approved by those in attendance.**

**7. Presentation:** None

**8. Action Items:**

**A. Old Business**

**1. Property Acquisition:**

Rob DeWyre and Brian Burke with AMEC appeared before the Board to explain the proposal submitted for a Phase II ESA, hazardous material inspection, and storage tank removal and answer any questions the DDA members might have regarding the proposal.

**Vince DeAngelis made a motion to accept the AMEC work order proposal for a Phase II ESA in an amount not to exceed \$9,065.00 and for Fibertec to complete comprehensive hazardous materials inspection in an amount not to exceed \$1,145.00. Bryan Wallace offered support for the motion, which was approved by roll call vote.**

**Roll call: Ayes: Tamra Ward, Bryan Wallace, Mark Szerlag, Tim Miner, Jay Howie, Vince DeAngelis, John Bell**

**Nays: None**

**Absent: Mark Mitra, Lannie Young**

**2. Township Flag:**

John Bell requested the DDA consider purchasing three (3) additional flags with the existing township design for use in the roundabouts. A back up flag for each roundabout was suggested and Mr. Bell will return next month with cost estimates for reproducing and purchasing six (6) additional flags.

**No Action Taken**

**B. Old Business**

**1. Grand River Low Pressure Sewer – Contract Modification 2:**

Nikki Jeffries explained the contract modification and stated that it has already been installed and paid for and it is being brought before the Board this evening to make sure all is in order.

**Bryan Wallace made a motion to accept Contract Modification 2 for the Grand River low pressure sewer in the amount of \$42,508.00. Tim Miner offered support for the motion, which was approved by roll call vote.**

**Roll call: Ayes: Mark Szerlag, Bryan Wallace, Tamra Ward, Vince DeAngelis, Jay Howie, Tim Miner, John Bell**

**Nays: None**

**Absent: Mark Mitra, Lannie Young**

**2. Chamber Art Project:**

Kim Thompson, Chamber Director appeared before the DDA to explain the “Lyon Around” art project and to ask if the DDA still has interest in supporting this project. Ms. Thompson stated that there will be sponsor costs associated for the purchase and decoration of the lions. The DDA agreed to participate and Ms. Thompson will present the cost at a future date.

**No Action Taken**

**3. MFEA Annual Conference:**

Discussion took place regarding the Michigan Festival & Events Conference that that will take place in November. The conference was attended last year. A request is being made to pay for two (2) registrations, one for a member of the Kite Festival committee and one for a member of the Winterfest committee.

**Tim Miner made a motion to approve an amount not to exceed \$500.00 per person to attend the Michigan Festival & Events Conference to be held in Traverse City, Michigan in November. Mark Szerlag offered support for the motion, which was approved by roll call vote.**

**Roll call: Ayes: Tamra Ward, Bryan Wallace, Jay Howie, Tim Miner, Mark Szerlag, John Bell, Vince DeAngelis**

**Nays: None**

**Absent: Mark Mitra, Lannie Young**

**4. Seasons Garden Club:**

John Bell requested that the 4 Seasons Garden Club be invited to the Chamber Breakfast in November to show appreciation for their work on the roundabouts.

**John Bell made a motion to acknowledge the 4 Seasons Garden Club for their contribution to the DDA District at the Business Breakfast to be held on November 16, 2012. Tamra Ward offered support for the motion, which was approved unanimously.**

**5. Automation Alley Annual Awards Gala:**

Pratt & Miller, a Lyon Township business has been nominated for Technology Business of the Year, an award presented at the Automation Alley Annual Awards Gala. Jay Howie and John Bell expressed an interest in attending on behalf of the Lyon Township DDA.

**Tamra ward made a motion to approve up to four (4) persons at \$175.00 per person to attend the Automation Alley Annual Awards Gala in support of Pratt & Miller. Bryan Wallace offered support for the motion, which was approved by roll call vote.**

**Roll call: Ayes: Jay Howie, Mark Szerlag, Bryan Wallace, Tim Miner, Vince DeAngelis, John Bell, Tamra Ward**

**Nays: None**

**Absent: Mark Mitra, Lannie Young**

**6. NE Roundabout Repair Invoice:**

Jay Howie explained that an invoice had been sent in and there was question as to whether that work had or had not been completed. Mr. Howie and Ms Aniol reviewed and agreed the bill needs to be paid.

**Bryan Wallace made a motion to approve the Sinacori Invoice in the amount of \$15,036.00. Tim Miner offered support for the motion, which was approved by roll call vote.**

**Roll call: Ayes: John Bell, Vince DeAngelis, Jay Howie, Tamra Ward, Tim Miner, Mark Szerlag, Bryan Wallace**

**Nays: None**

**Absent: Mark Mitra, Lannie Young**

**7. Retail Development Assistance:**

After considerable discussion Mark Szerlag stated that he doesn't feel it is necessary at this time for the DDA to incur the cost of a professional to create a market study of the New Hudson Hamlet. John Bell expressed a different point of view and Tamra Ward made the suggestion that the DDA revisit this issue after the first of the year.

No action was taken, but Michelle Aniol was directed to follow up with Chris Doozan to get the remainder of the Master Plan copies per the contract.

## **9. Reports/Announcements**

### **A. MEDA Annual Meeting Follow-up:**

Jay Howie, Michelle Aniol & Tamra Ward reported on the information brought back from this conference.

### **B. Wayfinding Sign Project:**

Michelle Aniol updated the Board.

### **C. Grand River Streetlight Retrofit:**

Nikki Jeffries updated the Board.

### **D. Form Based Code Ordinance:**

Chris Doozan stated McKA was ready to schedule the next meeting with the Organization Committee.

### **E. Welcome to Lyon Initiative:**

John Bell updated the Board.

### **F. Historic Photo Lending Program:**

John Bell reported that there are quite a few photographs on display throughout the community. The first photo requested by a business is free of charge and additional photographs are available at a minimal charge.

### **G. Monthly Budget Report:**

The 2013 draft DDA budget will be presented by Supervisor Young at the October meeting.

### **H. Building Permits:**

Jay Howie stated that 221 single family residential building permits have been issued through August 31, 2012.

### **I. Board Member Comments/Announcements:**

1. Tamra Ward was happy with the recent Township Newsletter.
2. John Bell updated the Board on the Township Dog Cemetery and the progress of Winterfest 2013.
3. John Bell inquired about the status of the Cemetery fence.
4. Michelle Aniol informed the Board the MLCC rescinded the DDA's redevelopment license quota award and that she is working with Hugh Crawford's office to address and resolve the issue.

## **10. Committee Information and Updates**

A. Economic Restructuring: No Report

B. Promotion: No Report

C. Design: No Report

- D. Organization: Committee to review other communities' policies and websites. Michelle Aniol will research how communities use website and social media to promote businesses

## 11. Adjournment

**Bryan Wallace made a motion to remove item 12A from the agenda and close the meeting. Tamra Ward offered support for the motion, which was approved unanimously. Meeting adjourned at 9:10 p.m.**

**Respectfully submitted**

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Rose Case  
Recording Secretary

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Bryan Wallace  
DDA Secretary