

Charter Township of Lyon

**Downtown Development Authority
And Development Council**

Tuesday, October 9, 2012

Meeting Minutes

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

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

Absent: Mark Mitra

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

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

4. Approval of Prior Meeting Minutes

Tamra Ward made a motion to approve the meeting minutes of August 14, 2012 as amended. Bryan Wallace offered support for the motion, which was approved unanimously.

Vince DeAngelis made a motion to approve the meeting minutes of September 11, 2012 as submitted. Mark Szerlag offered support for the motion, which was approved unanimously.

5. Approval of Consent Agenda

Bryan Wallace made a motion to approve the consent agenda. Tamra Ward support for the motion, which was approved unanimously by those in attendance by call vote.

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

6. Approval of the Agenda

Lannie Young made a motion to approve the agenda with the addition of items 8.A.1, A.2, 8.A.3 under Old Business, and 8.B.4, and 8.B.5 under New Business, as well as the addition of 10. B, as submitted under separate cover. Tim Miner offered support for the motion, which was approved unanimously.

7. **Presentation:** Chris Doozan presented the various aspects of Form-Based Code to the DDA for their comments, questions and concerns.

The DDA will review the material presented by Mr. Doozan and a workshop will be scheduled to address any suggestions and concerns.

8. Action Items:

A. Old Business

1. Property Acquisition:

Discussion regarding addition environmental clean-up on the Vincenti Property took place.

Tamra Ward made a motion to approve an amount not to exceed \$2400.00 payable to Technical Environmental Services to pump out fuel oil, tank removal and disposal and back fill to rough grade. Tim Miner offered support for the motion, which was approved unanimously by roll call vote.

Roll call: Ayes: John Bell, Tim Miner, Jay Howie, Bryan Wallace, Lannie Young, Tamra Ward, Mark Szerlag

Nays: Vince DeAngelis

Absent: Mark Mitra

2. Prosper Profile Layout

Michelle Aniol presented the layout that will appear in the 2013 Oakland County Prosper Magazine for approval. The DDA stated they were happy with the layout and offered their approval.

No Action Taken

3. Township Flag

John Bell explained that a he had a conversation with Dr. Pearson suggesting that a contest is held within the school district to design a new Lyon Township Flag. Dr. Pearson agreed to the idea. It was decided that the contest would be open to all township residents as well as the children in the schools.

Lannie Young made a motion to make a recommendation to the Township Board that a Township Flag Design Contest be created using the criteria provided in a

document provided to the DDA. Tamra Ward offered support for the motion, which was unanimously approved.

B. New Business

1. Budget FY 2013

Lannie Young explained a few highlights of the 2013 Budget and stated that he is still getting the numbers together for a meeting with the Township Board to be held on the 17th of this month.

No Action Taken

2. 3 Minutes in Lyon Film Festival

Rich Perry, founder of the 3 Minute in Lyon Festival explained the festival in detail to the DDA. Mr. Perry stated that the DDA supported the festival financially in 2012 and is requesting their support again in the coming year. The DDA agreed on the importance of the event and agreed to continue to sponsor it.

Bryan Wallace made a motion that the DDA support the 3 Minute in Lyon Film Festival in the amount of \$1,000.00. Tim Miner offered support for the motion, which was approved unanimously by roll call vote.

Deleted:

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

Nays: None

Absent: Mark Mitra

3. Sign Proposal for Quadrant Industrial Research Park

Todd Wyett appeared before the DDA with a sign proposal and several renderings for signage at Quadrants Research Park which is located in Lyon Township. Mr. Wyett was requesting some funding from the DDA for this project. After input from the DDA it was suggested that Mr. Wyett revise the sign and return with the revisions at a future meeting.

No Action Taken

4. UCAN Request to use Costello Building

Dan Weiland representing United Community Assistance Network a nonprofit organization inspired by Crossroads Community Church in South Lyon explained the program to the DDA. Due to a desperate need for warehouse space Mr. Weiland is requesting temporary use of the Costello Building owned by the DDA to store the donations that UCAN receives.

Vince DeAngelis made a motion to authorize the Township Supervisor subject to all legal clearances to enter into a month to month lease for use of the Costello Building with United Community Assistance Network. John Bell offered support for the motion, which was approved unanimously.

5. Michigan Blight Elimination Grant Program

Michelle Aniol explained the Property Rehabilitation Incentive Program material included in the DDA packet. Ms. Aniol will work the Organization Committee to look further into this program and its value to the township.

No Action Taken

9. Reports/Announcements

A. Automation Alley 12th Annual Awards Gala

John Bell reported that he and Jay Howie attended this gala in support ~~Cars & Concepts~~ Pratt Miller, a local business that was nominated for Technical Business of the year. Even though they did not win it was important that support for them was shown.

B. Wayfinding Sign Project:

Michelle Aniol stated that the project has been temporarily stalled due to the gentleman from the company handling the project having had a heart attack. Ms. Aniol will follow up on the progress of his recovery and the status of the project.

C. Grand River Streetlight Retrofit:

Jay Howie reported that the installation of the new lighting started today and asked that the DDA members take a look at the lights upon leaving this evening.

D. Welcome to Lyon Initiative:

John Bell reported that a very successful ribbon cutting was held at Brenda Smith's office recently, Richard Tool & Die will be highlighted on November 11th and Pratt & Miller will be scheduled in the near future.

E. Historic Photo Lending Program:

John Bell reported that the program still in existence although the requests are not coming in as they did in the beginning. Mr. Bell stated that he does have photographs on hand to distribute.

F. Building Permits:

Two-hundred thirty-nine residential building permits were issued through September 30, 2012 compared to one hundred fifty for the same period of time last year.

G. Board Member Comments/Announcements:

10. Committee Information and Updates

A. Economic Restructuring: No Report

B. Promotion: John Bell reported that a Winterfest Meeting will be held next week.

\$12,000.00 has been committed in sponsorship monies and \$3,000.00 of that is already in the bank. The possibility of a Laser Light Show is being worked on.

John Bell presented the latest concept for the Milford Road Improvement Project and the most recent idea of how the photographs will be displayed. The DDA agreed that Mr. Bell should proceed with the concept and attempt to secure donations.

Michelle Aniol reported on good things happening in Lyon Township. The Henrob Corporation is coming to Lyon Township. Ms Aniol also stated that a medical supply company has shown interest in locating in Lyon Township and she is presently working on the Richard Tool and Die tax abatement.

C. Design: No Report

D. Organization: Organization Committee met 7-25. Committee to review examples of website and social media policies from Ferndale and Novi. Michelle Aniol will research how other communities use website and social media to promote businesses.

11. Adjournment

Lannie Young made a motion to adjourn. Bryan Wallace offered support for the motion, which was approved unanimously. Meeting adjourned at 9:40 p.m.

Respectfully submitted

Rose Case
Recording Secretary

Bryan Wallace
DDA Secretary