

Charter Township of Lyon
Board of Trustees
Regular Meeting Minutes
December 3, 2012

Approved: January 7, 2013

The meeting was called to order by Supervisor Young at 7:00 p.m.

Roll Call: Steven Adams, Trustee
Michele Cash, Clerk
Patricia Carcone, Treasurer
John Dolan, Trustee
Steven Fletcher, Trustee
John Hicks, Trustee
Lannie Young, Supervisor

Guests: 12

Also Present: Matthew Quinn, Township Attorney
Leslie Zawada, Civil Engineering Solutions, Inc.
Michelle Aniol, DDA Administrator/Economic Development
Coordinator
Chris Doozan, McKenna Associates

APPROVAL OF THE CONSENT AGENDA

Approval of Regular Meeting Minutes of October 1, 2012
Approval of the Special Meeting Minutes of October 17, 2012
Approval of the Regular Meeting Minutes of November 5, 2012
Approval of Disbursements
Building Department Report for October 2012
Fire Department Reports for October 2012
Zoning Reports for November 2012
Engineering Reports for November 2012

**Motion by Cash second by Carcone
To approve the consent agenda as presented.**

**Roll Call Vote: Ayes: Dolan, Fletcher, Adams, Hicks, Cash, Young, Carcone
Nays: None**

MOTION APPROVED

ANNOUNCEMENTS & COMMUNICATIONS

Michael Kramer spoke on behalf of the committee that was formed to study the need for a recreation center. He reviewed the survey results, which showed that residents are very interested in having a recreation center and residents are willing to pay for it. He explained that there would be a forthcoming request for seed money in order to move forward with the project.

Trustee Hicks congratulated Ms. Aniol on her election to the Michigan Economic Developers Association Board of Directors.

CALL TO THE PUBLIC

Jim Hamilton - Mr. Hamilton commented on the Board of Review appointments.

REPORTS

DDA – Ms. Aniol gave status updates regarding the review for Form Based Code, the DDA budget approval, Township flags that were ordered for the roundabouts, Way finding Project, the 2012-2013 Snow Removal Contract, the success of the Business Breakfast, Milford Road Improvement Project, and commented that a check was received for the north east round about repair.

Fire – Chief McClain reported on the truck transaction that swapped out vehicles. He explained that 8 people are taking the basic EMT class and there have been no major incidents. He explained that there are 28 employees on staff and he will be adding 4 more.

Sheriff – Sheriff Venus passed out letters he has received from residents regarding the good service from the officers.

Planning Commission – Trustee Dolan explained that after discussion the Planning Commission has decided to keep the procedure as it is now regarding major and minor PD amendments.

ZBA – None

Park & Advisory Board - Trustee Fletcher reported that they are looking for additional members.

APPROVAL OF AGENDA

The following was added to the agenda:

- L. Contract to move forward on the Playground Equipment
- M. Article 16, Signs
- N. Consideration of resale of Township owned property

**Motion by Hicks, second by Fletcher
To approve the agenda as amended.**

**Voice Vote: Ayes: Unanimous
 Nays: None**

MOTION APPROVED

PUBLIC HEARING for the 2013 Budget

Supervisor Young opened the public hearing at 7:28 p.m. and closed it due to no one wishing to comment.

UNFINISHED BUSINESS - None

NEW BUSINESS

A. Local Government Approval for Hiller Incorporated Liquor License

Mr. Quinn explained the request for a Tavern license.

**Motion by Carcone, second by Dolan
To approve the Tavern license for Hillers Inc. and for the Clerk to finish the
Resolution for Local Government Approval for the following licenses:
Removal of Class C, add Tavern, SDM and SDD.**

**Roll Call Vote: Ayes: Carcone, Young, Cash, Hicks, Adams, Fletcher, Dolan
 Nays: None**

MOTION APPROVED

B. Flagstar Bank Sign Proposal – Amendment to the Planned Development

Mr. Doozan reviewed the McKenna Associates memo dated 11/19/12 with the recommendation to approve the preliminary plan, consisting of an amendment to the Planned Development Agreement for Lyon Crossing.

Mr. Dionne, from Fairmont Sign Company explained that he had heard complaints from customers regarding the signage of the bank.

**Motion by Dolan, second by Carcone
To approve Flagstar Bank Sign with the amendment to the Planned
Development referencing letter from McKenna Associates dated 11/19/12.**

**Roll Call Vote: Ayes: Hicks, Fletcher, Adams, Young, Dolan, Carcone, Cash
Nays: None**

MOTION APPROVED

C. Henrob request to vacate Private Road Easement

Mr. Doozan reviewed the McKenna Associates memo dated November 9, 2012 with the recommendation to approve the vacation of the private road easement on the Henrob site.

**Motion by Carcone, second by Hicks
To approve the vacating on the Private Road Easement on Henrob property
as stated in the McKenna Associates memo dated November 9, 2012.**

**Voice Vote: Ayes: Unanimous
Nays: None**

MOTION APPROVED

D. Henrob request for Variances

Mr. Doozan reviewed the McKenna Associates memo dated 11/28/12 with the recommendation to approve the increase to six feet for the Henrob freestanding ground sign.

**Motion by Carcone, second by Hicks
To authorize the sign to be 6' in height when the ordinance requires a
ground sign not to exceed 5 feet.**

**Voice Vote: Ayes: Unanimous
Nays: None**

MOTION APPROVED

Ms. Zawada reviewed the CES memo dated 11/26/12 explained the two variances needed for Henrob for the storm water volume and the water main.

**Motion by Carcone, second by Cash
To approve the storm water volume variance as described in the CES
memo dated 11/26/12.**

**Voice Vote: Ayes: Unanimous
Nays: None**

MOTION APPROVED

**Motion by Carcone, second by Cash
To approve the water main, expanding the municipal system as described
in the CES memo dated 11/26/12.**

**Voice Vote: Ayes: Unanimous
Nays: None**

MOTION APPROVED

E. General RV Request for Variance

**Motion by Carcone, second by Cash
To table General RV Variance request until the January Board meeting.**

**Voice Vote: Ayes: Unanimous
Nays: None**

MOTION APPROVED

F. Saddle Creek Installment Agreement

Ms. Zawada asked the Board to consider an Installment Agreement for 42 REU's for the next phase of Saddle Creek.

Mark Roebuck, Saddle Creek explained the next phase of the project and the need for the 42 REU's.

Mr. Quinn reminded everyone that these types of agreements would only be available as long as the Township retains REU's.

**Motion by Fletcher, second by Hicks
To approve the Installment Purchase Agreement for sewer system capacity
from Township of Lyon for SC Michigan Land LLC. in the Saddle Creek
Development.**

**Roll Call Vote: Ayes: Cash, Dolan, Carcone, Adams, Young, Hicks, Fletcher
Nays: None**

MOTION APPROVED

G. Fire Department Overnight Coverage Program

Chief McClain reviewed the memo dated 11/15/12, which outlined a plan for overnight coverage. He suggested a 6-month trial period to evaluate the effectiveness and expense of the program. He will forgo the hiring of the previously approved administrative assistance and dedicate these anticipated funds toward this program during the trial period.

Motion by Fletcher, second by Adams

To approve the concept as outlined in the memo dated 11/15/12 and to implement for 6 months.

**Roll Call Vote: Ayes: Fletcher, Cash, Hicks, Adams, Young, Dolan, Carcone
Nays: None**

MOTION APPROVED

H. Consider Board of Review Appointments

Supervisor Young explained the criteria he used for appointments.

Motion by Young, second by Carcone

To appoint Mike Forbear to the Board of Review for a term beginning January 1, 2013 and ending on December 31, 2015.

**Voice Vote: Ayes: Unanimous
Nays: None**

MOTION APPROVED

Motion by Young, second by Hicks

To appoint Cindy Orendach to the Board of Review for a term beginning January 1, 2013 and ending on December 31, 2015.

**Voice Vote: Ayes: Unanimous
Nays: None**

MOTION APPROVED

I. Budget Amendments

The Board reviewed each amendment.

Motion by Fletcher, second by Carcone

To approve the amendment to the Building Fund 249 for the increase of expenses to \$390,428.

**Roll Call Vote: Ayes: Carcone, Young, Dolan, Hicks, Adams, Cash, Fletcher
Nays: None**

MOTION APPROVED

Motion by Cash, second by Hicks

To approve the Road Fund Budget Amendment as presented in the amount of \$27,829.00.

**Roll Call Vote: Ayes: Fletcher, Hicks, Cash, Dolan, Young, Carcone, Adams
Nays: None**

MOTION APPROVED

Motion by Fletcher, second by Cash

To approve the Police Fund 266 budget amendment as presented.

**Roll Call Vote: Ayes: Adams, Dolan, Carcone, Cash, Fletcher, Young, Hicks
Nays: None**

MOTION APPROVED

Motion by Hicks, second by Fletcher

To adopt the General Fund Amendments as presented.

**Roll Call Vote: Ayes: Hicks, Fletcher, Young, Carcone, Dolan, Adams, Cash
Nays: None**

MOTION APPROVED

J. Contract for Playground Equipment

Dan Perreault from Kompan gave a presentation regarding the Kompan Company and what the company offers regarding playground equipment. There was discussion regarding the excavation costs associated with installing and moving the existing playground equipment. Mr. Perreault explained that the warranty on the plastics is 9 years, 20 years on the steel components and 2 years on moving parts. Treasurer

Carcone expressed her concerns with the time frame and how long it would take to complete the job.

Motion by Fletcher, second by Dolan

To award the contract to Kompan and their partners in the amount not to exceed \$35,600 for the scope of work as documented on the project cost estimated dated 10/18/12.

**Roll Call Vote: Ayes: Cash, Dolan, Adams, Hicks, Carcone, Fletcher, Young
Nays: None**

MOTION APPROVED

K. Oakland County Sheriff's Office Agreement 2013

Mr. Quinn explained that the document is in a form ready for approval.

Motion by Dolan, second by Adams

To approve the Oakland County Sheriff's Office Agreement of 2013-2015.

**Roll Call Vote: Ayes: Young, Fletcher, Hicks, Carcone, Adams, Dolan, Cash
Nays: None**

MOTION APPROVED

L. Article 16.00 Signs, Revision

Mr. Doozan reviewed the McKenna Associates memo dated 11/26/12.

John Bell – He commented that the Township should remain proactive and look at this in a broader perspective.

There was discussion regarding Business Center or Shopping Center Identification Signs with mixed views on the subject.

Motion by Cash, second by Dolan

To approve the 1st reading of the revised Signs Article 16.00 of the Zoning Ordinance.

**Roll Call Vote: Ayes: Cash, Dolan, Carcone, Adams, Young, Hicks Fletcher
Nays: None**

MOTION APPROVED

M. Consider Sale of Township Property

Supervisor Young explained that currently there are 4 offers for the property. Mr. Quinn explained the process of selling the property.

Rick Elkow – He thought that a cohesive plan would also be important to the Township not just dollars and cents but how to make the property work. He explained which pieces of property he owns and showed an example of how it could work.

Motion by Fletcher, second by Hicks

To table until the January meeting pending the Supervisor and Treasurer develop some standards and soliciting of bids can be accomplished.

Voice Vote: Ayes: Unanimous

Nays: None

MOTION APPROVED

N. Consider Adoption of the 2013 Budget

Motion by Fletcher, second by Cash

To approve the 2013 General Fund Budget contingent upon making the one change to account number 751 from \$2,000 to \$12,000.

Roll Call Vote: Ayes: Fletcher, Cash, Hicks, Dolan, Young, Carcone, Adams

Nays: None

MOTION APPROVED

Motion by Fletcher, second by Carcone

To approve the DDA 2013 Budget.

Roll Call Vote: Ayes: Fletcher, Carcone, Young, Cash, Hicks, Adams, Dolan

Nays: None

MOTION APPROVED

Motion by Fletcher, second by Hicks

To approve the Police Budget for 2013 with change on the fund balance.

Roll Call Vote: Ayes: Dolan, Adams, Hicks, Cash, Fletcher, Carcone, Young

Nays: None

MOTION APPROVED

**Motion by Fletcher, second by Cash
To approve the Building Fund Final Budget 2013 with the addition of \$5,000
for legal fees line item 921.**

**Roll Call Vote: Ayes: Young, Dolan, Carcone, Adams, Fletcher, Hicks, Cash
Nays: None**

MOTION APPROVED

**Motion by Fletcher, second by Cash
To approve the Park Fund Budget 2013.**

**Roll Call Vote: Ayes: Cash, Young, Hicks, Dolan, Fletcher, Carcone, Adams
Nays: None**

MOTION APPROVED

**Motion by Fletcher, second by Cash
To approve the Sewer Fund Budget 2013.**

**Roll Call Vote: Ayes: Adams, Cash, Carcone, Young, Fletcher, Hicks, Dolan
Nays: None**

MOTION APPROVED

**Motion by Fletcher, second by Cash
To approve the Water Fund Budget 2013.**

**Roll Call Vote: Ayes: Dolan, Adams, Fletcher, Hicks, Young, Carcone, Cash
Nays: None**

MOTION APPROVED

ADJOURNMENT

**Motion by Carcone, second by Cash
To adjourn the Regular Meeting of the Board of Trustees at 9:56 p.m.**

**Voice Vote: Ayes: Unanimous
Nays: None**

MOTION APPROVED

The Board of Trustees meeting was adjourned at 9:56 p.m. due to no further business.

Respectfully Submitted,

Kellie Angelosanto

Kellie Angelosanto
Recording Secretary

Michele Cash

Michele Cash
Lyon Township Clerk