

Charter Township of Lyon

**Downtown Development Authority
And Development Council**

Tuesday December 11, 2012

Regular Meeting Minutes

Vice Chairman John Bell called the meeting to order at 7:00 p.m.

Members Present: John Bell
Vince DeAngelis
Mark Szerlag
Bryan Wallace
Tamra Ward
Lannie Young

Absent: Jay Howie
Tim Miner

Also Present: Michelle Aniol, DDA Administrator/Economic Development Coordinator,
Chris Doozan, Township Planner/McKenna Assocites, Michael
Darga/Giffels Webster Engineers

Two (2) Guests

3. Public Discussion, non agenda items.

4. Approval of Prior Meeting Minutes

- **Tamra Ward made a motion to approve the Regular Meeting Minutes of November 14, as submitted. Bryan Wallace offered support for the motion, which was approved unanimously by those in attendance.**
- **Bryan Wallace made a motion to approve the Special Meeting Minutes of November 1, 2012 as submitted. Mark Szerlag offered support for the motion, which was approved with one (1) abstention by Tamra Ward.**
- **Lannie Young made a motion to table the November 19, 2012 Special Meeting Minutes to the January Meeting of the DDA. Bryan Wallace offered support for the motion, which was approved unanimously.**

5. Approval of Consent Agenda

Tamra Ward made a motion to approve the consent agenda in the amount of \$7,952.54 as presented. Mark Szerlag offered support for the motion, which was approved by roll call vote.

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

6. Approval of Agenda

Lannie Young made a motion to approve the agenda as submitted. Tamra Ward offered support for the motion, which was approved unanimously.

7. Presentations

Michael Darga of Giffels Webster Engineers presented information to the DDA on the MDOT Transportation Alternatives Program, also known as TAP. Mr. Darga explained how this program could be beneficial to Lyon Township and the DDA.

8. Action Items:

A. Old Business

1) Sign Proposal for Quadrant Industrial Research Park

The Economic Restructuring Committee reviewed a PRIP application submitted by Todd Wyett for Quadrants Industrial Research Centre, for a new entryway sign reviewed, as directed by the DDA. The Committee determined that certain improvements proposed by Mr. Wyett would 1) reduce/eliminate an undesirable structure, which is out of character for the period of construction (e.g. the current construction sign does not adequately represent the park's status as a Michigan Certified Business Park, and 2) upgrade the visual appeal of the property (e.g. new entryway structure and landscaping to the business park).

Based on these findings the Committee recommended the DDA approve a total rebate amount not to exceed \$5,000, subject to 1) construction of a new entryway sign and landscaping for the Quadrants Industrial Research Centre, per the design and dimensions submitted with the application, 2) removal of the construction sign, and 3) sign must be in compliance with the Zoning Ordinance.

Vince DeAngelis made a motion to approve the recommendation of the Economic Restructuring Committee documented in the memo from Michelle Aniol subject to the sign conforming to the Township Ordinance. Lannie Young offered support for the motion, which was approved by roll call vote.

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

B. New Business

1) Appointment of Chair to Economic Restructuring Committee

John Bell made a motion to appoint Mark Szerlag as Chairman of the Economic Restructuring Committee. Tamra Ward offered support for the motion, which was approved unanimously.

2) Kensington Grill PRIP Distribution Report

Michelle Aniol presented a PRIP Distribution Report for the improvements made to the Kensington Grill under this program. In the report dated, December 7, 2012, Ms. Aniol reviewed the proposed improvements completed, the amount of rebate being requested for distribution, and the next steps, according to the PRIP Guidelines.

Bryan Wallace made a motion to approve the PRIP disbursement to Kensington Grill in the amount of \$5,463.53, subject to the disbursement requirements outlined in the memo provided by Michelle Aniol. Tamra Ward offered support for the motion which was approved by roll call vote.

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

3) CPIX Membership Renewal

Michelle Aniol explained that it is not necessary to renew this membership when we have access to the County portal to secure information on Township properties.

Bryan Wallace made a motion to not renew the CPIX membership. Lannie Young offered support for the motion, which was approved unanimously.

4) Adopt Township Personnel Policy

Lannie Young explained that in approving travel expenses for members of the DDA a policy is necessary and adopting just that section of the Township Policy and Procedure Manual for employees will meet that need.

Lannie Young made a motion that the DDA accept the policy that is laid down in the Personnel Policy and Procedures of the Charter Township of Lyon and adopt for their policy Article Eleven related to travel expenses. Mark Szerlag offered support for the motion, which was approved unanimously.

9. Reports/Announcements

A. Wayfinding Sign Project

Michelle Aniol stated that RCOC has approved the application and the permit package has been sent to the contractor.

B. Lease Agreements

Lease agreements for the temporary use of certain DDA properties have been prepared by the DDA attorney and executed by the leases and the DDA Chairperson. Original copies have been filed with the Township Clerk, payment will be made to the Township Treasurer and a monthly report will be presented to the DDA.

C. Accumulated Tax Capture Report

Michelle Aniol explained that the Township Treasurer has received a report from Oakland County documenting the actual and anticipated taxes the DDA has captured from 2000 to 2012. Per the DDA's agreement with Oakland County, the amount captured can not exceed \$17M and to date the DDA has captured \$6,146,671.96, leaving \$10,853,328.04 to be captured in future years.

D. Welcome Initiative

John Bell reported that on December 19th we will be welcoming TNG and he would like as many members of the DDA that will be available to attend.

E. Historic Photo Lending Program

John Bell reported that Brostrom Physical Therapy has purchased 12 photographs to display. Phil Strong and Jane Purslow are working on them.

F. Building Permits

The Township has issued 297 single-family residential permits through November 30, 2012. Last year during the same period 185 permits were issued.

G. Board Member Comments/Announcements

Lannie Young announced that Michelle Aniol has been elected to the Michigan Economic Developers Association (MEDA) Board of Directors.

10. Committee Information and Updates

John Bell and Phil Strong displayed a new Development Area Boundary Map that Mr. Strong has designed. This illuminated map was on display at the Chamber of Commerce Breakfast recently held at the Township Hall.

A. Economic Restructuring:

The newly appointed chairman has no report at this time.

B. Promotion

Tamra Ward reported that the Michigan Township Association (MTA) is in the process of making a commercial similar to the one the state produced. They are interested in areas of Lyon Township to be included in this commercial and there is a possibility that the Oakland County Sheriff's Department helicopter may be used for filming.

C. Design

The committee met on November 19th regarding the Milford Road Improvement Project. Renderings were presented to the DDA for their input and now the cost of this project will be determined.

D. Organization

1) Social Media Policy

Lannie Young stated that he believes a policy is necessary due to the fact that social media has become so big with texting and face book. Any of our employees, police or fire department can be putting the face of the Township out there. Mr. Young requested that Matt Quinn and Michelle Aniol draft a policy to be reviewed and added to the Personnel Policy and Procedure Manual.

Adjournment: Lannie Young made a motion to adjourn. Tamra Ward offered support for the motion, which was approved unanimously. Meeting adjourned at 8:08 p.m.

Respectfully submitted

Rose Case
Recording Secretary

Bryan Wallace
DDA Secretary