

**Charter Township of Lyon
Downtown Development Authority
And Development Council**

**Tuesday, May 14, 2013
Regular Meeting Minutes**

Chairman Jay Howie called the meeting to order at 7:03 p.m.

Members Present: Jay Howie
John Bell
Vince DeAngelis
Mark Szerlag
Joe Ross
Lannie Young
Bryan Wallace

Absent: Tim Miner
Tamra Ward

Also Preent: Michelle Aniol/DDA Administrator/Economic Development Coordinator,
Chris Doozan, Township Planner/McKenna Associates, Nikki Jeffries,
Township Engineer/Giffels-Webster

Guests: Four (4)

3. Public Discussion, non-agenda items

None

4. Approval of Prior Meeting Minutes

Byran Wallace made a motion to approve the meeting minutes of April 9, 2013 as submitted. Mark Szerlag offered support for the motion, which was approved unanimously.

5. Approval of Consent Agenda

Mark Szerlag made a motion to approve the Consent Agenda in the amount of \$20,451.40, as presented. Vince DeAngelis offered support for the motion, which was approved unanimously by a roll call vote.

**Roll Call: Ayes: Jay Howie, John Bell, Bryan Wallace, Mark Szerlag,
Joe Ross, Lannie Young, Vince DeAngelis**

Nays: None

Absent: Tim Miner, Tamra Ward

6. Approval of Agenda

Bryan Wallace made a motion to approve the agenda with the addition to New Business Item #5 Grand River Sidewalk. Mark Szerlag offered support for the motion, which was approved unanimously.

7. Presentations

- Kim Thompson, Director of the South Lyon Chamber of Commerce presented information to the DDA regarding the Lyon Around art project that is being held throughout the community. The plywood lion cutouts will be adopted by local businesses and organizations for \$250.00, and then decorated and displayed throughout the community.

John Bell made a motion to add Lyon Around as Item # 6 under New Business. Mark Szerlag offered support for the motion, which was approved unanimously.

- Jennifer Gatti a partner in the newly formed firm of Seglund, Gabe, Quinn Gatti and Pawlak introduced herself to the DDA. Ms. Gatti will be representing her firm at the Lyon Township Planning Commission Meetings.
- Joe Ross, manager of the New Hudson Wal-Mart and newly appointed member of the DDA introduced himself to the members and others in attendance. Mr. Ross expressed his interest in the DDA and Lyon Township, and then told a little about his personal and professional background.

8. Action Items

A. Old Business

1. Wayfinding Sign Project

Michelle Aniol presented and explained the recommendations submitted by the Design Committee for the addition wording on the blank back side of the presently installed wayfinding signs. Discussion and additional suggestions took place.

John Bell made a motion to approve the recommendation of the Design Committee with the addition that the signage at Milford Road and New Hudson Drive direct traffic to Fire Station No. 2 and the Library, and directions for the Oakland Southwest Airport be added to the D-4.3 sign, and for the cost not to exceed \$4,000.00 with the Supervisor approval. Lannie Young offered support for the motion, which was approved unanimously by a roll call vote.

Roll call: Ayes: Vince DeAngelis, Joe Ross, Mark Szerlag, Bryan Wallace, John Bell, Lannie Young, Jay Howie

Nays: None

Absent: Tim Miner and Tamra Ward

2. Christmas Decorations

Bill Udell, representing Total Lawn Care brought a second proposal to the DDA, this time using LED lighting for the Holiday Street Lights program.

Discussion took place regarding the cost of materials and the possibility of using another source to purchase the lights and garland with the labor being provided by Total Lawn Care.

Joe Ross will research the cost of materials and adjustment to the proposal will be made if garland and lights can be purchased at a lower price thru a supplier recommended by Mr. Ross.

Lannie Young made a motion to accept and approve Total Lawn Care Alternate #1 in the amount of \$8,885.00 for the Holiday Street Light first season with the understanding that season #2 (2014/2015) will be \$4,040.00 plus any material costs and season #3 (2015/2016) will be \$4,381.00 and with the understanding that if the LED lighting and garland can be found at a cheaper rate this price will be adjusted accordingly. Bryan Wallace offered support for the motion, which was approved by roll call vote.

Roll call: Ayes: Jay Howie, Joe Ross, Bryan Wallace, Vince DeAngelis, Lannie Young, John Bell

Nays: Mark Szerlag

Absent: Tim Miner, Tamra Ward

B. New Business

1. Kite Festival Invoices

Jay Howie expressed concern over the DDA approving Kite Festival expenses as part of its consent agenda. Discussion regarding the propriety of this took place. The question as to who would be responsible in the event that the Kite Festival donations would not be enough to cover expenses was brought up.

~~Lannie Young made a motion to keep Kite Festival expenses separate from the DDA Consent Agenda. Mark Szerlage offered support for the motion. No vote taken. Lannie Young made a motion to keep Kite Festival expenses separate from the DDA Consent Agenda. Mark Szerlag offered support for the motion, which was approved unanimously.~~

Lannie Young will discuss the Kite Festival expense approval concerns with Rana Emmons, Lyon Township Auditor and will bring back information at the next meeting.

Lannie Young made a motion to approve payment of the Kite Festival Invoices dated May 14, 2013 in the amount of \$4,579.00. Vince DeAngelis offered support for the motion, which was approved unanimously by a roll call vote.

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

2. Expense Report

Discussion took place regarding the benefits of the DDA Administrator having the ability to expense a lunch when meeting with someone regarding DDA business.

Lannie Young made a motion to approve the DDA Administrator's expense report dated, March 13 to April 4 in the amount of \$188.50 and April 5 to May 6 in the amount of \$183.06, with the understanding that all lunches in the future that will be paid for by the DDA will be approved by the DDA Chairman and/or the Township Supervisor. Mark Szerlag offered support for the motion, which was approved unanimously by a roll call vote.

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

3. ICSC Brochure Update

Michelle Aniol presented a copy of the updated ICSC Brochure for final approval by the DDA.

Bryan Wallace made a motion to approve the ICSC update as outlined by Michelle Aniol and approve a printing budget not to exceed \$900.00. Mark Szerlag offered support for the motion, which was approved unanimously by a roll call vote.

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

B. Welcome to Lyon Initiative

John Bell reported that the most recent welcome at Micelli Nails had a rather poor turnout and he hopes to have a little better participation at future events.

Alta Construction will be the next company to be spotlighted and that should take place in about two to three weeks

On August 16th Erwins Orchard will be honored by the Welcome Initiative.

C. Historic Lending Program

Leo's Coney Island now has twelve (12) photographs mounted on their walls and have stated that their customers are thoroughly enjoying them.

D. Building Permits

Thirty-three single family residential permits have been issued in April compared to thirty-nine issued last year.

10. Committee Information and Updates

- A. Economic Restructuring
- B. Promotion
- C. Design
- D. Organization

No Committee Reports

Adjournment:

Vince DeAngelis made a motion to adjourn. Lannie offered support for the motion, which was approved unanimously. Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Rose Case
Recording Secretary

Bryan Wallace
DDA Secretary