

Charter Township of Lyon
Downtown Development Authority
and Development Council
Tuesday August 13, 2013
Regular Meeting Minutes

Chairman Jay Howie called the meeting to order at 7:01 p.m.

Members Present: Jay Howie
John Bell
Robert Heidrich
Mark Szerlag (arrived at 7:20 PM)
Bryan Wallace
Tamra Ward
Lannie Young

Absent: Vince DeAngelis
Joe Ross

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

Guests: Two (2)

- 3. Public Discussion, non-agenda items**
- 4. Approval of Prior Meeting Minutes**

Bryan Wallace made a motion to approve the regular meeting minutes of June 11, 2013 with the addition under Members Present the name of Tamra Ward. Tamra Ward offered support for the motion, which was approved unanimously.

Tamra Ward made a motion to approve the special meeting minutes of July 19, 2013 as submitted. Bryan Wallace offered support for the motion, which was approved unanimously.

- 5. Approval of Consent Agenda**

Bryan Wallace made a motion to approve the Consent Agenda as submitted. John Bell offered support for the motion, which was approved unanimously by those in attendance by roll call vote.

Roll Call: Ayes: Jay Howie, Tamra Ward, Bryan Wallace, Lannie Young, Robert Heidrich, John Bell

Nays: None

Absent: Mark Szerlag, Vince DeAngelis, Joe Ross

6. Approval of Agenda

Tamra Ward made a motion to approve the Agenda with the addition of Item #B 6 Park Advisory Board Appointment and Item #B 7 DDA Board Elections. Bryan Wallace offered support for the motion, which was approved unanimously.

7. Presentations

Chairman Jay Howie introduced Robert Heidrich, a newly appointed member of the DDA Board. Mr. Heidrich is the Vice President of Richard Tool & Die, a family owned and operated business located in New Hudson.

8. Action Items

A. Old Business

- 1) Sidewalk Project - Nikki Jeffries reviewed the sidewalk project discussed at a previous DDA Meeting presenting conceptual cost estimates for all areas where sidewalks will be installed.

A motion to initiate the sidewalk project was previously approved by roll call vote at the May Meeting.

No Formal Action Required.

- 2) Waiver of Lateral Benefit Charges for the Meadows parcel - Matt Quinn explained that at the Board's last meeting it was decided to recommend to the Township Board that the lateral benefit charges on the Meadows property be waived. He further explained that when the recommendation went to the Board, Trustee Steve Fletcher put forth a motion that read as follows:

To grant the waiver of the lateral benefit charge on the Meadows property of \$4,500.00 for sewer and \$4,500.00 for water contingent upon the DDA taking up the Board recommendation to establish a district to waive throughout that area.

Mr. Quinn stated that Mr. Fletcher's motion passed with a dissenting vote.

John Bell made a motion to send the discussion and determination of what and how a district should be established to the Economic

Restructuring Committee. Lannie Young offered support for the motion, which was approved unanimously.

Mark Szerlag arrived at 7:20 pm.

B. New Business

- 1) History of Lyon Township - Michelle Aniol explained that John has spent many hours researching the history of the Township. The idea was formed to have Mr. Bell and South Lyon Herald reporter Diane Andreassi, co- author a book about the history of Lyon Township so that all this valuable information will not be lost.

Tamra Ward made a motion that the DDA make a financial commitment of up to \$2,500.00 and recommend that the Township Board partner with the DDA in recording the history and match the DDA financial commitment. Bryan Wallace offered support for the motion, which was approved by a roll call vote:

Roll Call: Ayes: Bryan Wallace, Lannie Young, Robert Heidrich, Tamra Ward, Mark Szerlag, Jay Howie, John Bell

Nays: None

Absent: Vince DeAngelis, Joe Ross

- 2) Upcoming Conferences - Michelle Aniol reviewed the upcoming conferences, including Michigan Association of Planning (MAP), Michigan Economic Developers Association (MEDA) and Michigan Broadband. She reviewed a budget she prepared for each and explained the rationale for staff and members of the DDA, as well as the Township Board to attend them.

Both Chairman Howie and Supervisor Young agreed on the importance of Lyon Township showing a presence at some of these events and also the valuable information and tool that are brought back.

Tamra Ward made a motion to approve and amount not to exceed \$2,600.00 for conference attendees at the MEDA, Planners and Broadband Conferences. Lannie Young offered support for the motion, which was approved unanimously by roll call vote:

Roll Call: Ayes: Bryan Wallace, Robert Heidrich, Tamra Ward, Lannie Young, John Bell, Mark Szerlag, Jay Howie

Nays: None

Absent: Vince DeAngelis, Joe Ross

- 3) MDOT Walking Audit Workshop - Michelle Aniol stated that Lyon Township was one of six (6) communities around the state that has been selected to host a MDOT Walking Audit Workshop. Ms. Aniol gave an explanation of the audit workshop and those individuals who will be invited to attend. She requested an amount not to exceed \$500 to provide a continental breakfast and light lunch to participants.

John Bell made a motion to approve an amount not to exceed \$500.00 to provide a continental breakfast and box lunches for attendees of the MDOT Walking Audit Workshop. Mark Szerlag offered support for the motion, which was approved by roll call vote:

Roll Call: Ayes: Tamra Ward, Lannie Young, Bryan Wallace, Mark Szerlag, Jay Howie, John Bell, Robert Heidrich

Nays: None

Absent: Vince DeAngelis, Joe Ross

- 4) Oakland County Prosper 2014 - Andy Walters, Account Representative for Publishing Partner, Hour Media LLC spoke to the DDA regarding renewal of an ad in the 2014 Oakland County Prosper Magazine.

After considerable discussion it was decided to sign-up for a one (1) page ad in the publication for the 2014.

Bryan Wallace made a motion to approve an amount not to exceed \$1,500.00 for a one (1) page ad in Oakland County Prosper Magazine. Mark Szerlag offered support for the motion, which was approved by roll call vote.

Roll Call: Ayes: Robert Heidrich, Tamra Ward, Lannie Young, John Bell, Mark Szerlag, Bryan Wallace, Jay Howie

Nays: None

Absent: Vince DeAngelis, Joe Ross

- 5) Design Committee - Discussion to place regarding the selection of a new chairperson to serve on the Design Committee. The Board suggested Richard Heidrich for the position and Mr. Heidrich stated that he has a tentative interest, but would like to know a little more about the committee and the position before making the commitment.

No Action Taken.

- 6) Park Advisory Board Appointment - With the recent resignation of Tim Miner from the DDA, the liaison position between the DDA and the Park Advisory Board needs to be filled.

Lannie Young made a motion to appoint DDA Vice Chairman John Bell as the DDA liaison on the Park Advisory Board. Tamra Ward offered support for the motion, which was approved unanimously.

- 7) DDA Board Elections - Discussion took place regarding election of officer on the DDA Board.

Lannie Young made a motion to reappoint for the remainder 2013 the following. Jay Howie, DDA Chairman, John Bell, DDA Vice Chairman, Bryan Wallace, DDA Sectary. Tamra Ward offered support for the motion, which was approved unanimously.

9. Reports/Announcements

- A. Wayfinding Sign Update: Michelle Aniol reported that the cost might be less than anticipated. Bryan Wallace requested a completion date be provided at the next meeting.
- B. Drain Study Report: Nikki Jeffries reported that they are finishing the study, but still needed some additional information. The only areas they have found where some improvements can be made are just west of Milford Road near where the southwest ring road outlets; around the airport property where the drain is not defined, shallow, overgrown and more like a swamp.
- C. Streetlight Maintenance Report: Lannie Young stated that due to the damage being caused by an accident this past winter, and excluding the deductible this will be covered by insurance. Discussion took place regarding materials needed for these repairs. Nikki Jeffries will look into sources to do the work and cost for repairs. Mr. Young will take the \$1,000.00 deductible out of the maintenance budget.
- D. Form Based Code: Chris Doozan reported that the Planning Commission has a special meeting scheduled On August 27th and the Form Based Code is on the agenda. They will fine tune it then and hopefully get done with it so a Public Hearing can be scheduled. Michelle Aniol recommended DDA members attend meeting if possible.
- E. Lease Revenue Report: Michelle Aniol reported that all rents are coming in on time.
- F. Welcome to Lyon Initiative: John Bell reported that the next Welcome to Lyon Initiative will be held at Lifetime Dental, followed by Erwin's Orchard Open House and then in September Romani Dentistry and Green Pastures.
- G. Historic Photo Lending Program: John Bell reported that there are no new photographs out at the present time. Businesses in the area are still welcome to a photograph free of charge upon request.

H. Building Permits: One hundred sixty-nine (169) residential building permits have been issued through July 31, 2013, compared to one hundred eighty-five (185) issued for the same period last year.

I. Board Member Comments/Announcements:

- 1) John Bell reported on attendance and the success of the Carnival.
- 2) Michelle Aniol reported on the Susan Komen 3-Day Walk that will be coming thru Lyon Township around 7:30 a.m. on Friday August 16th.
- 3) Michelle Aniol reported on the next One Stop Ready to be held on September 25th and the importance of our presence there.

10. Committee Information and Updates

- A.** Economic Restructuring: No Report
- B.** Promotion: No Report
- C.** Design: No Report
- D.** Organization: No Report

11. Items Removed from the Consent Agenda for Action or Discussion – None

12. Outstanding Items/Issues – No Action/No Discussion

Adjournment: Tamra Ward made a motion to adjourn the meeting. Mark Szerlag offered support for the motion, which was approved unanimously. Meeting adjourned at 9:15 p.m.

Respectfully submitted,

Rose Case
Recording Secretary

Bryan Wallace
DDA Secretary