

**Charter Township of Lyon
Downtown Development Authority
And Development Council
Regular Meeting
Tuesday, September 10, 2013**

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

Members present: Jay Howie
John Bell
Vince DeAngelis
Robert Heidrich
Joe Ross
Mark Szerlag
Bryan Wallace
Tamra Ward
Lannie Young

Also present: Michelle Aniol, DDA Administrator/Economic Development Coordinator
Chris Doozan, Township Planner, Jennifer Gatti, Township Attorney,
Nikki Jeffries, Township Engineer

Guests: Two (2)

3. Public Discussion, non-agenda items

No Discussion

4. Approval of Prior Meeting Minutes

Tamra Ward made a motion to approve the minutes of the regular meeting of August 13, 2013 as submitted. Bryan Wallace offered support for the motion, which was approved unanimously.

5. Approval of Consent Agenda

Mark Szerlag made a motion to approve the Consent Agenda as submitted. Robert Heidrich offered support for the motion, which was approved unanimously by roll call vote.

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

Nays: None

Absent: None

6. Approval of Agenda

Bryan Wallace made a motion to approve the agenda with the addition of Action Item A2, under Old Business, Lyon Industrial Research Center Repair Agreement. Mark Szerlag offered support for the motion, which was approved unanimously.

7. Presentation:

Patrick Sloan of McKenna Associates presented a power point along with printed material to the members of the DDA regarding the MSHDA Redevelopment Ready Communities Program.

8. Action Items:

A. Old Business

1) Design Committee Chairperson

At the September meeting Robert Heidrich agreed to consider accepting the position of Design Committee Chairperson. Mr. Heidrich has agreed to accept the position.

John Bell made a motion to Robert Heidrich to the position of Design Committee Chairman. Tamra Ward offered support for the motion, which was approved unanimously.

2) Lyon Industrial Research Center Repair Agreement

Lannie Young explained that this agenda item has been discussed at a previous DDA Meeting and a revised agreement between the property owners and the Lyon Township DDA is being presented tonight for discussion and approval.

Mr. Young presented the revised agreement along with an explanation of it and the reason for it.

Lannie Young made a motion to approve and adopt the agreement regarding the repairs to the Lyon Industrial Research Centre Retention Pond with details provided in the document presented this evening after final review from legal counsel. Vince DeAngelis offered support for the motion, which was approved unanimously by roll call vote.

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

Nays: None

Absent: None

B. New Business

1) 2014 Budget Discussion

Michelle Aniol and Lannie Young, in preparation for the 2014 budget, presented and gave an explanation of the necessary amendments to the 2013 budget.

Lannie Young made a motion to amend the 2013 Lyon Township Downtown Development Budget per the following line items Account No. 881.012 to \$5,463.50, Account No. 882.000 to \$72,000.00, Account No. 936.038 to \$61,300.00, Account No. 936.043 to \$20,000.00 and Account No. 955.000 to \$63,218.37 in the 2013 Budget for a difference of \$50,990.87. Tamra Ward offered support for the motion, which was unanimously approved by roll call vote.

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

Nays: None

Absent: None

2) Michigan Festival and Events Conference

John Bell presented a request as well as estimated budget for John Bell and Jim Chuck to attend the Michigan Festival and Events Convention that will be held in Lansing, Michigan, November 7-10.

Discussion was held regarding the cost as well as the benefits received by attendance at this convention.

Vince DeAngelis made a motion to approve an amount not to exceed \$1100.00 for John Bell and Jim Chuck to attend the Michigan Festival and Events Convention in November. Mark Szerlag offered support for the motion, which was approved by roll call vote.

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

Nays: None

Absent: None

9. Reports/Announcements:

A. One Stop Ready Academy Session #3 Reminder: Michelle Aniol reminded the DDA members that attendance at One Stop Ready on Wednesday September 25th would be greatly appreciated.

B. Wayfinding Sign Update: Sign installation should take place October 3rd or 4th.

- C. MDOT Walking Audit Workshop: Michelle Aniol gave a report on the The Walking Audit which earlier in the day, Ms. Aniol stressed the importance of learning about the difficulties involved in navigating the downtown area and will be providing the DDA members with a PDF of the presentation.
- D. Sidewalk Project Update: Nikki Jeffries reported that the plans are in for permitting and the bid package in the process of being completed. The bid opening will take place on September 24th and the bids will be presented at the October Meeting of the DDA.
- E. MEDA Conference Report: Jay Howie and Michelle Aniol attended the MEDA Conference and reported on the success of the conference and the valuable information gained by attending.
- F. History of Lyon Township Update: Matt Quinn is drawing up a contract with Diane Andreassi and it has been decided that the royalties received from the proceeds of the book will go to Lyon Township.

As stated in the DDA motion at the August meeting a request will be made of the Township Board to match the funds the DDA is contributing to this project.
- G. Drain Study Report: Nikki Jeffries reported that the Drain Study is almost completed and there are no capacity issues and should be no issues in getting permits.
- H. Streetlight Maintenance Report: Lannie Young reported that he is working on getting prices on the necessary equipment needed for the repair. It will probably be an expensive project and he is getting all the numbers together.
- I. Form Based Code Update: Chris Doozan reported that the Planning Commission has scheduled a Public Hearing on October 14, 2013.
- J. Lease Revenue Report: All leases paid up. A late fee that was charged has been paid.
- K. Welcome to Lyon Initiative: John Bell reported that the ribbon cutting for the remodeled Wal-Mart will take place on Friday, September 13th @ 8:30 a.m. and Ramani Dentistry, will be welcomed into the community on September 26th at 4:30 p.m. Mr. Bell encouraged the DDA members to attend if at all possible.
- L. Historic Photo Lending Program: John Bell reported that a 16 x 20 historic photograph is owed to Erwin Orchard.
- M. Building Permits: The Township has issued 28 single-family residential building permits and one 2-family permits in August 31, 2013, with a total of 198 permits issued to date this year. Last year at this time 220 single- family residential permits had been issued.
- N. Board Member Comments/Announcements: Lannie Young reported that in October Pontiac Trail will be closed between 8 and 9 Mile Road for repaving and Napier Road will be repaved from Grand River to 10 Mile Road.

10. Committees Information and Updates

- A. Economic Restructuring: Mark Szerlag reported that he will schedule a meeting to discuss and establishing lateral benefit district.
- B. Promotion: No Report
- C. Design: Chairman appointed this evening.
- D. Organization: Chairman reported he is feeling organized

11. Items Removed From Consent Agenda: None

12. Outstanding Items/Issues: Winterfest is still in need of a Chairperson.

13. Adjournment: Jay Howie made a motion to adjourn. Mark Szerlag offered support for the motion, which was approved unanimously. Meeting adjourned at 8:45 p.m.

Respectfully submitted,

Rose Case
Recording Secretary

Bryan Wallace
DDA Secretary