

**Charter Township of Lyon
Downtown Development Authority
And Development Council
Regular Meeting
Tuesday October 14, 2014**

Chairman Jay Howie called the meeting to order at 7:05 p.m.

Members Present: Jay Howie
John Bell
Vince DeAngelis
Robert Heidrich
Tim Miner
Mark Szerlag
Bryan Wallace
Tamra Ward
Lannie Young

Absent: None - Full Board in Attendance

Also Present: Christina Archer, DDA/Economic Development Coordinator, Chris Doozan, Township Planner/McKenna Associates, Loren Crandell, Township Engineer/Giffels Webster

Guests: One (1)

3. **Public Discussion** No Discussion

4. **Approval of Prior Meeting Minutes**

Tamra Ward made a motion to approve the meeting minutes of the regular meeting of September 9, 2014 and the special meeting held September 29, 2014 as submitted. Tim Miner offered support for the motion, which was approved unanimously.

5. **Approval of Consent Agenda**

Bryan Wallace made a motion to approve the Consent Agenda in the amount of \$6750.62. Tim Miner offered support for the motion, which was approved unanimously by a roll call vote.

Roll call: Ayes: Bryan Wallace, John Bell, Lannie Young, Tim Miner, Jay Howie, Mark Szerlag, Vince DeAngelis, Robert Heidrich, Bryan Wallace
Nays: None

6. Approval of Agenda

Mark Szerlag made a motion to approve the agenda as amended with the addition of Item #A8 South Hill Update, Item#6A Fall Tool Box, Item #6B MEDA Membership and Item#B7 ICSC Networking Event. Robert Heidrich offered support for the motion, which was approved unanimously.

7. Presentations: No Presentation

8. Action Items:

A. Old Business

1) Park Signs

Tina Archer reported that the park signs are installed and the contractor has been paid.

2) Park Brush

Lannie Young reported that Jim Greg has completed the hydro axing in the park and down near the road. The cost was more than originally expected so the \$5000.00 approved by the DDA for the project was used to pay for this. The Board of Trustees has requested three (3) bids to complete the project so all equipment has been removed awaiting the outcome of the three requested bids.

3) Land Lease Agreements

Tina Archer reported that the lease Agreement with the Earls has been completed and signed. The New Hudson Inn lease has yet to be completed. There are several remaining issues to be worked out.

4) MEDC Salesforce reimbursement

Tina Archer stated that the Salesforce check has been submitted and reimbursement should arrive in the mail shortly.

5) Tree replacement in DDA

Tina Archer, Richard Fairfield and Bill Udell met and visited all the trees in the DDA District. Mr. Udell noted that many of the trees are in distress and several need to be replaced. He will make a recommendation of trees to be planted in the future.

6) Update on Cheresko Building

Tina Archer reported that in order to qualify for the PRIP Grant a more detailed site plan is needed for the Cheresko Building. Ms. Archer has requested that Dan Cheresko come into the office and she will work with him on re-applying for the grant.

7) Update on New Hudson Inn

Tina Archer and Jay Howie stated that in order for the Inn to hook up to the sewer system the necessary REU's will cost \$178,000.00. To avoid this cost they are now working with the Oakland County Health Department on a Renovation Plan Review. Remodeling will be done to the bar, the kitchen and the bathrooms. The PRIP application will address the outside of the building. Tina Archer is working with New Hudson Inn owner Chris Stone.

8) South Hill Update

Lannie Young presented the resolution to the Township Board of Trustees. All information has been provided to go forward with MDOT. This is now an approved road project for 2015 at the cost of one million dollars with a 10% match. Oakland County will contribute \$50,000.00 and the DDA will contribute \$50,000.00. Both the Henrob and Hirata companies are very grateful to the DDA for contributing to the improvement of the road.

B. New Business

1) DDA 2015 Budget Discussion

Lannie Young presented a draft of the 2015 DDA Budget. Mr. Young gave an explanation of some of the line items and discussion followed. The budget will be brought back at the November meeting.

Jay Howie made a motion that the 2015 DDA Budget be submitted to the Economic Development & Strategy Committee for review. John Bell offered support for the motion, which was unanimously approved.

2) Historic Presentation by John Bell

John Bell presented an overview of the Lyon Township Book a product created by the hard work of Mr. Bell and Diane Andreassi. John went over the photographs in the book as well as other fascinating information he has learned about both the Township and its former residents and land owners.

3) Economic Development Strategy and Guidelines

This agenda item will be presented at a future meeting.

4) Hour Magazine – Prosper

Discussion took place regarding the benefits of having a page in the Prosper Magazine. Tamra Ward stated that our page needs to be updated and also if you want to be considered you have to show a presence in these types of publications.

Prosper Magazine is placed in Detroit Metro as well as other airports, DR's Offices and other gathering spaces.

John Bell made a motion to renew our page in the 2015 Prosper Magazine in the amount of \$1,750.00. Tim Miner offered support for the motion which was approved by a roll call vote.

**Roll call: Ayes: Lannie Young, Vince DeAngelis, Jay Howie, John Bell,
 Tamra Ward, Bryan Wallace, Tim Miner
 Nays: Robert Heidrich, Mark Szerlag**

5) Automation Alley

Discussion took place regarding our Automation Alley annual membership renewal. The DDA members feel that having our presence known in Oakland County is extremely important.

Vince DeAngelis made a motion to approve \$350.00 for our Automation Alley annual membership renewal. John Bell offered support for the motion, which was approved unanimously by a roll call vote.

**Roll call: Ayes: John Bell, Robert Heidrich, Mark Szerlag, Bryan
 Wallace, Vince DeAngelis, Tamra Ward, Jay Howie,**

Tim Miner, Lannie Young
Nays: None

6a) Fall Tool Box

Lannie Young made a motion to approve a \$95.00 registration fee to have Tina Archer attend the Michigan Economic Development Association (MEDA) Fall Tool Box. Tamra Ward offered support for the motion, which was approved unanimously by a roll call vote

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

6b) MEDA Membership

Lannie Young made a motion to approve two (2) Michigan Economic Development Association (MEDA) memberships in the amount of \$270.00 each for a total of \$540.00. Tim Miner offered support for the motion, which was approved unanimously by a roll call vote.

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

7) ICSC Networking Event

John Bell made a motion to approve \$80.00 to send two (2) representatives to ISCS Network Event. Tim Miner offered support for the motion, which was approved unanimously by a roll call vote.

9. Reports/Announcements/Updates

A. Lease Agreements

All lease payment are current

B. Welcome to Lyon Initiative

Tina Archer reported that a ribbon cutting will be held at the new AAA Office on October 27th and on November 3rd we will be welcoming the new Biggby Coffee.

C. Building Permits

Twenty three (23) single family residential building permits were issued in September for a year to date total of two hundred fifty nine (259). Last year at this time of the year two hundred thirty one (231) single family residential permits had been issued.

D. Parks & Recreation Advisory Board

John Bell reported that a survey was presented to the Park Advisory Board prioritizing things that should be accomplished in the park. Illuminating the pavilions seems to be one of the top items.

F. Properties for Sale

Discussion took place regarding properties in the DDA district. They are currently residential, one is 57225 Grand River priced at \$133,000.00 and the second is at 57103 priced at \$500,000.00. No value to the DDA at this time.

G. House Bill 5856

Tina Archer explained to the DDA members that Ilene Kowall is in the process of writing and sponsoring a Bill that would make changes to the initial amendment that created the DDA.

This House Bill 5856 would require more transparency and more reporting and put controls in place on how money is spent. It would also address what is believed to be by some the unfair size of captured areas.

Lannie Young stated the he believes Ms. Kowall is under some political pressure to write and promote this House Bill. Mr. Young would like to invite Ms. Kowall to attend a DDA Meeting to discuss this House Bill and to present to her our conceptual plan for the DDA District.

10. Committee Information and Updates

A. Economic Restructuring No report

B. Promotion

Promotion Committee held a meeting on Tuesday, October 14th and discussed hosting a luncheon for DDA property owners and realtors, a gift box to be given to new residents and making more use of social media to increase awareness of the downtown plans. Also making better use of the Township website by the DDA, creating promotional items such as t-shirts and to continue work on the idea of the Grow with Us Cards.

C. Design

The Design Committee met on Friday October 3rd to discuss the design features for the area in front of the Township Hall along Grand River. It was recommended that the project be done in phases. Phase two would match the design features of Grand River between the west ring road and Milford Road. The committee recommends that McKenna provide a rendering of what the area would look like and that the DDA seek grant monies to help cover the expense.

D. Organization Tina Archer continues to keep DDA Chairman Jay Howie organized.

11. Items Removed from the Consent Agenda for Action or Discussion. No items removed.

12. Outstanding Items/Issues-No Action/No Discussion. None

Adjournment: John Bell made a motion to adjourn. Vince DeAngelis offered support for the motion, which was approved unanimously. Meeting adjourned at 9:25 p.m.

Respectfully submitted,

Rose Case
Recording Secretary


Bryan Wallace
DDA Secretary