

**Charter Township of Lyon
Downtown Development Authority
And Development Council
Regular Meeting
Tuesday, February 11, 2014**

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

Members present: Jay Howie
John Bell
Robert Heidrich
Tamra Ward
Bryan Wallace
Lannie Young

Absent: Vince DeAngelis
Mark Szerlag

Also present: Chris Doozan, Township Planner, Loren Crandell, Township Engineer

Guests: Five (5)

3. Public Discussion None

4. Approval of Prior Meeting Minutes

Tamra Ward made a motion to approve the minutes of the regular meeting of January 14, 2014 as submitted. Robert Heidrich offered support for the motion, which was approved unanimously by those in attendance.

5. Approval of Consent Agenda

Lannie Young made a motion to approve the consent agenda in the amount of \$10,875.39. Tamra Ward offered support for the motion, which was approved by a roll call vote.

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

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:** None this month

8. **Action Items:**

A. Old Business

1) Lyon Events Organization Incorporated

Lannie Young with the assistance of attorney, Mat Quinn is working on completing the 501 C3. A president to facilitate meetings and event planning, a treasurer and secretary is still needed. Mr. Young will request that Diane Andriassi write a story to appear in the South Lyon Herald and energize some potential candidates. The township website will also be utilized to search for interested residents.

LEO, Inc. and the International Ethnic Festival

Discussion took place regarding financial assistance for the festival along with the concerns presented by the Economical Restructuring and Promotion Committees concerning the number of days and a conflict with Milford Memories.

Roger Ratkowski presented an update on committed and interested participants.

At this time the DDA is not prepared to support this event without a more defined business plan but is in favor of supporting the event if an acceptable plan is presented.

B. New Business

1) Replacement of DDA Administrator

Discussion took place regarding this being a part or full time position, experience required, salary, where the posting for the position will be placed and the interview process that will be used.

Lannie Young will work on the preparing the posting for the position and email it to the DDA Board for their approval.

2) Annual Business Breakfast

The DDA Board expressed their interest and approval in hosting the Annual Business Breakfast in April. Kim Thompson, Chamber Director will assist in securing a caterer and preparing for the event.

John Bell made a motion to approve an amount not to exceed \$500.00 for the Annual Business Breakfast to be held in April. Lannie Young offered support for the motion, which was approved unanimously by roll call vote.

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

9. Reports/Announcements

A. Lyon Industrial Research Centre Retention Pond Update

Loren Crandell reported that the work is now complete and seeding and tree planting will take place in the spring.

Mr. Crandell also reported that Nikki Jeffries has taken a new position and will no longer be employed by Giffels-Webster and they wish her well in her new position.

B. Streetlight Maintenance Report

Lannie Young reported that the poles are in but they heads have not yet arrived. The work should be completed by the end of March.

C. SAW Grant Update

Loren Crandell reported that this month any applications that might need corrections or additional information will be returned to applicants. They will have thirty-six (36) hours to correct and return before the final cut off takes place. A lottery will then be held until all the money is gone.

D. Lease Revenue Report

All payments are up to date.

E. Welcome to Lyon Initiative

No ribbon cutting events planned.

F. Historic Photo Lending Program

No new requests for photographs.

G. Building Permits

The Township issued 23 new single-family residential building permits in January. Last year during January there were 14 single-family residential permits issued.

H. Board Member Comments/Announcements

Discussion held on the open position on the DDA. Each member was asked to suggest a candidate and a request will be made that Diane Andriassi write an article in the South Lyon Herald about the open position.

10. Committee Information and Updates

A. Economic Restructuring

Meeting regarding LEO previously discussed

B. Promotion

Joint meeting with Economic Restructuring regarding LEO previously discussed.

C. Design

Robert Heidrich reported that the committee met to discuss Tactical Urbanism. Chris Doozan was present at this meeting to explain this concept and how it could be of value to the township. Although it is an interesting concept it presently has no value in the township.

D. Organization

Jay Howie stated that he has no report.

12. Outstanding Items

Discussion took place regarding Jay Howies suggestion that a library of pictures of recent events and local citizens be compiled. We have many historical pictures to draw from but not as many recent photos. This idea will be researched further.

Adjournment

Bryan Wallace made a motion to adjourn. Tamra Ward offered support for the motion, which approved unanimously. Meeting adjourned at 8:28 p.m.

Rose Case
Recording Secretary

Bryan Wallace
DDA Secretary