

**Charter Township of Lyon  
Downtown Development Authority  
And Development Council  
Regular Meeting  
Tuesday, May 13, 2014**

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

**Members present:** Jay Howie  
John Bell  
Robert Heidrich  
Mark Szerlag  
Bryan Wallace  
Lannie Young

**Absent:** Vince DeAngelis  
Tamra Ward

**Also Present:** Sarah Traxler /McKenna Associates, Loren Crandell/Giffels Webster,  
Brendan Mullane/Giffels Webster

**Guests:** One (1)

**3. Public Discussion** Discussion regarding the ongoing streetlight maintenance took place. Lannie Young is handling the issues with the lighting.

**4. Approval of Prior Meeting Minutes**

**Mark Szerlag made a motion to approve the minutes of the regular meeting of April 8, 2014 as submitted. Robert Heidrich offered support for the motion, which was approved unanimously.**

**5. Approval of Consent Agenda**

**Lannie Young made a motion to approve the consent agenda as submitted in the amount of \$10,736.94. Mark Szerlag offered support for the motion, which was approved unanimously by roll call vote.**

**Roll call: Ayes: Lannie Young, John Bell, Jay Howie, Robert**

**Heidrich, Mark Szerlag**

**Nays: None**

**Absent: Vince DeAngelis, Tamra Ward**

**Bryan Wallace arrived after vote.**

**6. Approval of Agenda**

**Mark Szerlag made a motion to approve the agenda with the addition of Item#B4, Gas Station Sign Input. Robert Heidrich offered support for the motion, which was approved unanimously.**

**7. Presentation None**

**8. Action Items:**

**A. Old Business**

- 1) DDA/Economic Development Coordinator Interviews
  - a. Susan Stec – 8:00 p.m.
  - b. Christina Archer – 8:30 p.m.

Interviews will take place after DDA Agenda Items

**B. New Business**

1) ICSC Idea Exchange

Discussion was held regarding the importance of participating in this event. The DDA members agreed that both presence and networking is of value to the DDA and the Township.

**Mark Szerlag made a motion to approve a budget of up to \$300.00 to participate in the ICSC Idea Exchange to be held on July 24, 2014. Robert Heidrich offered support for the motion, which was approved by roll call vote.**

**Roll call: Ayes: John Bell, Robert Heidrich, Jay Howie,  
Mark Szerlag, Lannie Young, Bryan  
Wallace**

**Nays: None**

2) Roundabout Lighting

Lannie Young reported that he is working with MHM and they are to receive the drawings so the work can begin.

3) One Stop Ready 2014 Academy Class

Discussion regarding participation in the One Stop Ready Program took place. Questions came up as to what our exact status in this program is this year. Lannie Young will secure further information and provide it to the DDA members at next month's meeting.

4) Gas Station Sign Input

John Bell presented the DDA members with examples provided by Mark Spencer of signs that might be acceptable for the gas station at Milford Road and Grand River. After reviewing the selection of signs the DDA felt that option #4 would be the most acceptable.

9. **Reports /Announcements/Updates**

A. Streetlight Maintenance

No further report.

B. Lease Revenue Report

Lannie Young will contact the insurance provider with questions regarding insurance as to what is needed for the lease revenues.

C. Welcome to Lyon Initiative

John Bell reported that a ribbon cutting was held at the Dance Gallery and that attendance was very poor.

Mr. Bell announced a possible ribbon cutting at the relocated UPS Store on Milford Road on May 30<sup>th</sup>.

D. Historic Photo Lending Program

John Bell reported that no new requests for photographs have come in. Mr. Bell also stated that he would like to change the pictures in the meeting room and would like suggestions for a theme.

**E. Building Permits**

Eighteen single-family residential building permits were issued in April for a total of eighty two residential building permits this year to date.

**10. Committee Information and Updates**

**A. Economic Restructuring**

No Report

**B. Promotion**

John Bell reported on the progress of the Kite Festival Extravaganza and also provided information on the Zombie Run. Both of these events will be held in Atchison Park this summer.

Discussion took place regarding a planned Community Garden at Abbey Park. Some of the suggestions were, laying out small individual plots, containers that the fire department would fill with water periodically for use by residents having a garden and signage stating that the garden is sponsored by Lyon Township and the DDA.

**C. Design**

No Report

**D. Organization**

No Report

At this point in the meeting informal interviews were held with Susan Stec and Christina Archer, the final candidates for the position of DDA/Economic Development Coordinator.

After informal interviews were held discussion regarding the selection of the DDA/Economic Development Coordinator.

**12. Outstanding Items for Discussion and Action**

**Lannie Young made a motion to offer the position of DDA/Economic Development Coordinator to Christina Archer for an annual salary of \$50,000 including Township benefits per the personnel policy. Bryan Wallace offered support for the motion, which was approved by roll call vote.**

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

**Adjournment. Mark Szerlag made a motion to adjourn. Bryan Wallace offered support for the motion, which was approved unanimously. Meeting adjourned at 9:10 p.m.**

**Respectfully submitted**

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**Rose Case**  
**Recording Secretary**

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**Bryan Wallace**  
**DDA Secretary**