

**Charter Township of Lyon
Downtown Development Authority
And Development Council
Regular Meeting
Tuesday November 12, 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
Lannie Young

Absent: Tamra Ward

Also Present: Christina Archer, DDA/Economic Development Coordinator, Chris Doozan, Township Planner/McKenna Associates

Guests: One (1)

3. Public Discussion No Discussion

4. Approval of Prior Meeting Minutes

Tim Miner made a motion to approve the meeting minutes of the regular meeting of October 14, 2014 as submitted. Mark Szerlag offered support for the motion, which was approved unanimously.

5. Approval of Consent Agenda

Mark Szerlag made a motion to approve the Consent Agenda in the amount of \$3,464.16. Tim Miner offered support for the motion, which was approved by a roll call vote.

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

Tim Miner

Nays: None

Absent: Tamra Ward

6. Approval of Agenda

Vince DeAngelis made a motion to approve the agenda with the addition of Item#8B4 Arcadia Invoices and Item#8B5 Snow Removal. Robert Heidrich offered support for the motion, which was approved unanimously.

7. Presentations: None

8. Action Items:

A. Old Business

1) DDA 2015 Proposed Budget –Recommendation from Sub Committee

Mark Szerlag reported that the Economic Development & Strategy Committee met last week and discussed the 2015 proposed budget. The committee suggested a few changes and those changes have been implemented in the budget that will be presented tonight.

John Bell stated that the sub-committee examined the DDA priority list and submitted suggestions per that list.

2) DDA 2015 Proposed Budget Discussion

Lannie Young presented the 2015 DDA Budget for discussion. Mr. Young reviewed several line items in the budget and explained that contingent on action taken place at this meeting a Public Hearing will be held at the December Board of Trustees meeting before the passage of the budget.

Mark Szerlag made a motion to approve the DDA 2015 Budget Proposal Number Three as presented contingent on Board of Trustee approval at their December Meeting. Tim Miner offered support for the motion, which was approved by a roll call vote.

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

Nays: None

B. New Business

1) 57620 w. Pontiac Trail – Drainage Issues

A letter from Leslie Zawada of Civil Engineering Solutions was included in this evening's packet. Ms Zawada was given authorization to investigate, design and solicit proposals for an ongoing drainage concern at 57620 Pontiac Trail. The work in question is within the DDA limits of the Southwest Ring Road.

Three (3) bids were solicited and submitted and having worked with them before Civil Engineering Solutions recommended the lowest bidder.

Lannie Young made a motion that a contract be awarded to Fletchers Earth Works, Inc. in an amount not to exceed \$2500.00 for Drainage Repair at 57620 Pontiac Trail. Bryan Wallace offered support for the motion, which was approved unanimously by a roll call vote.

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

2) Historic Photos – Next Project –Sorenson

John Bell stated that he believes it is time to change the photographs in the Township Hall Meeting Room. Photographs depicting the life and contributions of Mr. Charles Sorenson to Lyon Township will be displayed throughout. Mr. Bell would like funds and approval to proceed with this project.

Lannie Young made a motion to approve \$500.00 to replace the historic photographs in the Township Hall Meeting Room. Mark Szerlag offered support for the motion, which was approved unanimously by a roll call vote.

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

3) Zip Code Issues

Discussion was held regarding Lyon Township's lack of identity due to the numerous zip codes within the township. Residents moving in are constantly questioning where they live due to the five zip codes. The need for a larger post office was also a subject for discussion.

Tina Archer will continue to research a solution to this problem.

4) Arcadia Publishing Invoice

John Bell reported that \$5000.00 was originally approved for purchase of the History of the Township books from Arcadia Publishing. This amount was to be split between the Township Board and the DDA. A reorder of the book has been placed and we have an invoice from Arcadia for \$8305.18.

Mr. Bell is requesting an additional \$3305.18 be approved by the DDA for payment of this invoice. Revenue from book sales is returned to the DDA account.

Bryan Wallace made a motion to approve \$3305.18 to be paid to Arcadia Publishing Company. Tim Miner offered support for the motion, which was approved unanimously by a roll call vote.

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

5) Snow Removal

Discussion took place regarding what snow removal service the DDA would use this year for the sidewalks in the DDA District. Several members expressed their displeasure with the company that was contracted with this past season and wanted to make sure they are not used again.

The feasibility of purchasing snow removal equipment for DDA & Township use and having Richard Fairfield and John Raney operate this equipment was looked at. This is something that will be discussed as a possibility for the future.

Lannie Young stated that he will prepare bids for this season's snow removal.

9. Reports/Announcements/Updates

A. Lease Revenue Report All lease payments are current

B. Welcome to Lyon Initiative

Tina Archer stated that on Friday, November 14th at 4:00 p.m. we will be welcoming a new medical practice to the township. Dr. Taweel has opened an office at 55840 Grand River in the Evangelista Building.

C. Building Permits

The Township issued 45 single-family residential building permits in October 2014 for a total of 304 year to date. Last year at this time 250 single-family residential permits had been issued. The Township is up 54 permits over last year.

D. Parks & Recreation Advisory Board

John Bell reported that the Kite Festival will be split from the carnival in 2015 and be held on June 5th and 6th.

The Carnival will be held July 16th thru the 19th on a property yet to be disclosed.

The International Food Festival will hopefully be held on the property on New Hudson Drive August 15th and 16th.

Mr. Bell stated that he and Jim Chuck have been visiting local businesses requesting that they budget for next year's planned Township activities.

E. Board Member Comments/Announcements

Robert Heidrich commented on the East Roundabout wall that remains damaged and questioned when it is going to be repaired.

10. Committee Information and Updates

A. Economic Restructuring Mark Szerlag reported that their meeting consisted of review and making suggestions regarding the budget, creating a DDA Priority List and discussion regarding abandoning the road between the gas station and Comerica Bank.

B. Promotion Tina Archer reported on a meeting held to look into the website background and ways to enhance it, pictures on all Facebook posts and demographics on our Facebook page. This will continue to be worked on.

C. Design Robert Heidrich asked for an update on the work being done in the park and at the front of the building. Lannie explained that he is still in the process of getting bids to continue the work. Chris Doozan stated that he just received a cost estimate from his landscape architect but has not had the opportunity to review it.

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

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

Adjournment: Lannie Young made a motion to adjourn. Mark Szerlag offered support for the motion, which was unanimously approved. Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Rose Case
Recording Secretary



Bryan Wallace
DDA Secretary