

**Charter Township of Lyon
Downtown Development Authority
And Development Council
Regular Meeting
Tuesday January 13, 2015**

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

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

Absent: Lannie Young

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

3. Public Discussion, non agenda items None

4. Approval of Prior Meeting Minutes

Robert Heidrich made a motion to approve meeting minutes of the regular meeting of December 9, 2014 as submitted. Tamra Ward 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 \$2207.85. Robert Heidrich offered support for the motion, which was approved by a roll call vote.

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

Nays: None

Absent: Lannie Young, Tim Miner (late)

6. Approval of Agenda

Mark Szerlag made a motion to approve the agenda as submitted. John Bell offered support for the motion, which was approved unanimously.

7. Presentations None

8. Action Items:

A. Old Business

1) Crossroads Building Plan Updates

Tina Archer reported that Dan Cheresko appeared before the Planning Commission and supported his façade design and his plans were approved.

B. New Business

1) Downtown Storm Drain

Leslie Zawada appeared before the members of the DDA and explained that the downtown area East of Milford Road has no retention or detention basins. She stated that new projects coming into this area would need a variance or meet Township standards.

After considerable discussion it was determined that there are items in this district that need to be tidied up and finalized before moving on to this issue.

2) Snow Removal

Brien's Services continue to take care of the snow removal. A bid package is being put together for future snow removal services.

Richard Fairfield is investigating equipment for purchase by the Township so snow removal can be done with the use of Township personnel.

Discussion took place regarding renting a piece of equipment before purchase to see if it meets the needs of the Township.

John Bell made a motion to rent a front loader with a broom in an amount not to exceed \$4000.00 for a period of one month for snow removal in the Township using our own personnel to operate the equipment. Tim Miner offered support for the motion, which was approved by a roll call vote.

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

3) Welcome Boxes (Marketing & Promotion)

Christina Archer explained that the Welcome to Lyon Township Boxes will contain promotional materials from area businesses and will be presented to new residents by the builders when new homes are purchased.

The cost of the promotion was presented to the DDA.

Tamra Ward made a motion to approve and amount not to exceed \$500.00 to purchase the materials needed for the Welcome to Lyon Township Boxes. Tim Miner offered support for the motion, which was approved by a roll call vote.

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

4) Business Card Holder

Discussion and an example of Seed Packet Business Card Holder took place. Christina Archer will seek cost estimates from local printers regarding this promotion.

No action taken at this time,

5) WK Smith Lyon Tech Park Ground Signs

Christina Archer reported that Grand Trunk Cross fit has expressed a desire for signage along Grand River. Existing ordinance does not allow commercial business to post a sign unless the business fronts Grand River. There is an existing sign but it

does not list the businesses located in the complex. Discussion between the tenants and property owner has taken place but has stalled because the responsibility of the electrical service could not be agreed upon.

DDA requested a letter be sent to Cross Fit asking to revisit the issue with the property owner. If a design can be agreed on the DDA would consider reviewing a property Redevelopment Incentive Program application to assist in the cost of a new sign along Grand River.

Ms. Archer will work with the tenants and owner to explore options.

9. Reports /Announcements

A. DDA Coordinator

Recap of damages done near and at the roundabout by a drunk driver.

Sidewalk issues on New Hudson Drive in front of Spring Meadows development. A portion has been removed by the developer and cautions signs need to be installed. Ms. Archer will contact developer and ask that "sidewalk closed" signs be installed until repair takes place.

New business openings in the DDA District:

Little Shop of Shab & Custom Creations located next to Bob's Carryout.

Rudy's Pancake House has closed and will reopen with the same owner as a Mexican Restaurant.

Retention Fridays: Made a call on a business owner considering moving out with representatives from MEDC and Oakland County Development and it was very productive. Will continue to partner with MEDC and OCED on retention goals and objectives.

Update on WRC Study

A request by Ms. Archer for an additional file cabinet for her office.

Tamra Ward made a motion to approve an amount up to \$200.00 to purchase an additional file cabinet for the DDA Coordinator office. Robert Heidrich offered support for the motion, which was approved unanimously by a roll call vote.

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

B. Lease Revenue Report

All lease payments current.

C. Welcome to Lyon Initiative

Wednesday, January 21st at 8:30 a.m. a ribbon cutting will be held at Petz Auto and Truck.
Monday, January 26th at 8:30 a.m. a ribbon cutting will be held at Grand Trunk Cross Fit.

D. Building Permits

Thirty-three (33) single family residential building permits were issued in December for a total of three hundred sixty three (363) for the year 2014. This is seventy- three (73) over the previous year.

E. Parks & Recreation Advisory Board

John Bell reported that the Park Advisory Board is currently investigating the installation of Disc Golf in Atchison Park; they are also working on naming the pavilions and have scheduled a meeting regarding going ahead with a plan for Safety Town.

F. Board Member Comments/Announcements

The Township & DDA Budget is published on our download site and is public record but Robert Heidrich questioned whether this information should be on the site and so readily available.

10. Committee Information and Updates

A. Economic Restructuring

Mark Szerlag reported that the Economic Restructuring Committee agrees that a Tax Abatement Policy is needed and should be put in place.

Discussion took place regarding what body should be responsible for formulating a policy. The consensus was that input from the Planning Commission would not be

necessary. The DDA & the Township Board should work on and put this policy in place.

No action taken.

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| B. <u>Promotion</u> | No Report |
| C. <u>Design</u> | No Report |
| D. <u>Organization</u> | No Report |

Adjournment: Bryan Wallace 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