

**Charter Township of Lyon
Downtown Development Authority
And Development Council
Regular Meeting
Tuesday, February 10, 2015**

Chairman Jay Howie called the meeting to order at 7:02 p.m.

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

Absent: None

Also Present: Christina Archer, DDA/Economic Development Coordinator, Patrick Sloan, Planner/McKenna Associates, Leslie Zawada, Township Engineer/CES, 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 held Tuesday, January 13, 2015 as submitted. Mark Szerlag 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 \$1974.32. Tim Miner offered support for the motion, which was approved unanimously by a roll call vote.

Roll call: Ayes: Jay Howie, Tamra Ward, Tim Miner

John Bell, Mark Szerlag, Robert
Heidrich, Lannie Young, Vince DeAngelis
Bryan Wallace

Nays: None

6. **Approval of Agenda**

Lannie Young made a motion to approve the agenda with the addition of item# A5. Wastewater and Item# A6 C Gap. Tim Miner offered support for the motion, which was approved unanimously.

7. **Presentations:** None

8. **Action Items:**

A. Old Business

1) Proposed Tax Abatement Policy- Recommendation from Restructuring Sub Committee

Mark Szerlag informed the DDA members that the Economic Restructuring Committee met several times to formulate a policy. Christina Archer provided information to the committee that she gathered from other communities.

A draft of a policy was presented to the DDA members containing application criteria, required goals, and a report card where points are assigned to a number of categories along with a tax abatement score card.

The DDA members were asked to review the policy, email comments or suggestions to Mr. Szerlag and then legal input be requested before it is submitted to the Township Board.

No Action Taken

2) 57620 Pontiac Trail Drainage

In November 2014 \$2,500.00 was approved for drainage repair at 57620 Pontiac Trail caused during the construction of the roundabout. In the process of this repair it became necessary to remove a tree stump, which added an addition \$300.00 to the cost of the job. Approval for this is requested this evening,

Tamra Ward made a motion to approve an amount not to exceed \$300.00 to Fletcher's Earthworks for stump removal on the project at 57620 Pontiac Trail.

Vince DeAngelis offered support for the motion, which was approved unanimously by a roll call vote.

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

3) Historic Photos – Sorensen Project

John Bell informed the DDA members the new photos are now on display in the meeting room. All the photos depict the life and history of Charles Sorensen who owned a large amount of acreage in Lyon Township.

Mr. Bell would like approval to purchase brochures explaining the pictures displayed and he is also requesting ideas for a way to kick off this new display.

Lannie Young made a motion to approve an amount not to exceed \$150.00 to purchase brochures for the Charles Sorensen Photo Project. Tim Miner offered support for the motion, which was approved unanimously by a roll call vote.

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

4) Welcome Boxes Update

Christina Archer reported that the Welcome Boxes will be ordered tomorrow and that she is still getting prices on the stickers.

- 5) Wastewater
- 6) C Gap

Loren Crandell explained that 2 years ago Lyon applied for and received a C Gap Grant. This grant is designed to help communities work together on projects. Initially the thought was to work with South Lyon and Wixom to expand their wastewater systems as well as ours.

South Lyon opted out but discussion has continued with Wixom. In the future additional capacity will definitely be needed so it is important to keep options open with the City of Wixom.

DDA Drain District

Loren Crandell explained the drainage district within the DDA and the issues it is dealing with. The process for cleaning and expanding these drains was explained.

Mr. Crandell noted that the water going into the detention pond put in for the ring road is the immediate issue that should be addressed. Discussion regarding this and its solution took place.

Lannie Young suggested that the drains be left for now and the immediate issue of the detention pond be taken care of.

At a later date a meeting will be set with the County to discuss the drains. Mark Szerlag, Robert Heidrich, Lannie Young and Patty Carcone along with Loren Crandell will take part in that meeting.

Lannie Young made a motion to approve an amount not to exceed \$5,000.00 to design the Diversion Weir and secure the permitting from the Oakland County Water Resource Commission. Vince DeAngelis offered support for the motion, which was approved by a roll call vote.

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

B. New Business

1) Pathways Grant Opportunities

Leslie Zawada informed the DDA that she has recently attended seminars on available grants for pathways. Several areas where there are gaps in the pathways were discussed. It was the consensus of the DDA that at this time even with the grant the money that would have to be matched there are more important areas in the DDA to be addressed.

This will be revisited at a later date.

No Action Taken

2) DDA Coordinator Priorities

Discussion took place at the request of the DDA Coordinator regarding the priorities of her position. Ms. Archer explained that she has been attending the meetings of several other Lyon Township Boards but because of the time this involves would like direction as to where she is the most valuable to the DDA.

Jay Howie, Lannie Young and John Bell will meet with Ms. Archer to prioritize her position and responsibilities.

9. Reports /Announcements/Updates

A. Lease Revenue Report

The Earl House and the New Hudson Inn are up to date. Annual rent payment is due from the Costello Building tenant.

Jay Howie will secure the payment from the Costello Building tenant.

B. Welcome to Lyon Initiative

No ribbon cuttings are scheduled at this time. Crystal Glass and the new A.A.A. Office will be scheduled at a future date.

C. Building Permits

The building department issued twenty (20) single-family residential building permits in January 2015. During the same period last year twenty-three single-family residential building permits were issued.

D. Parks & Recreation Advisory Board

John Bell reported that they are moving along with the plans for a Disc Golf Course in Atchison Park. Quotes on the cost for this project are being gathered.

E. Board Member Comments/Announcements

Bryan Wallace announced his resignation from the DDA due to a promotion he has received with Comerica.

The Board expressed their gratitude to Mr. Wallace for his years of service to the DDA.

10. Committee Information and Updates

- A. Economic Restructuring Report previously presented regarding Tax Abatement Policy.
- B. Promotion Will work with John Bell on launching the Charles Sorensen Photo Project
- C. Design No Report
- D. Organization No Report

Adjournment: Tim Miner made a motion to adjourn. Tamra Ward offered support for the motion, which was approved unanimously. Meeting adjourned at 9:10 p.m.

Respectfully submitted,

Rose Case
Recording Secretary


Bryan Wallace
DDA Secretary