

**Charter Township of Lyon
Downtown Development Authority
And Development Council
Regular Meeting
Tuesday May 12, 2015**

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

Members Present: Jay Howie
John Bell
Robert Heidrich
Mark Szerlag
Tamra Ward

Absent: Vince DeAngelis
Tim Miner
Lannie Young

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

Guests: Two (2)

3. **Public Discussion** None

4. **Approval of Prior Meeting Minutes**

Mark Szerlag made a motion to approve the minutes of the regular meeting held Tuesday April 14, 2015 as submitted. Robert Heidrich offered support for the motion, which was approved unanimously by those in attendance.

5. **Approval of Consent Agenda**

Tamra Ward made a motion to approve the consent agenda in the amount of \$4,334.07 with the removal of the Total Lawn Care Invoices in the amount \$7,326.37 for further discussion. Mark Szerlag offered support for the motion, which was approved unanimously by a roll call vote.

Roll call: Ayes: Jay Howie, John Bell, Tamra Ward, Mark Szerlag,

Robert Heidrich

Nays: None

Absent: Vince DeAngelis, Tim Miner, Lannie Young

6. Approval of Agenda

Mark Szerlag made a motion to approve the agenda with the addition of Item#B7 dollar allocation for Chamber Breakfast. Robert Heidrich offered support for the motion, which was approved unanimously.

7. Presentations None

8. Action Items:

A. Old Business

1) Welcome Boxes Update

Tina Archer reported that she has extended the deadline to those wanting to have materials added to the Welcome Box. Tina will arrange a date with Tamra Ward to have the Abbey Park residents fill the boxes. They should be completed by July.

2) Land Exchange Proposal-Crossroads Project

Discussion took place regarding the land exchange proposal between the Lyon Township DDA and the Crossroad Project and what the benefit of this exchange will be to the DDA and the Township.

Chris Doozan presented drawings on how these parcels can be used in the future for necessary parking in the downtown New Hudson.

An appraisal of the two (2) parcels in question is necessary before a decision on the land exchange can be made. The cost of the appraisal will be \$350.00 per parcel.

Tamra Ward made a motion to approve an amount not to exceed \$1000.00 for appraisals of the land being considered in a land exchange agreement. Mark Szerlag offered support for the motion, which was approved unanimously by a roll call vote.

Roll call: Ayes: John Bell, Jay Howie, Tamra Ward, Robert Heidrich, Mark Szerlag

Nays: None

3) Festival Update

John Bell reported that the Kite Festival will be the first festival of the summer and as of this date it is closed to any additional applicants requesting a booth.

Mr. Bell stated that Summerfest will take place in July with Wade Shows participating again this year. This year it will be held on the property in the area of Arby's and Tractor Supply. Radio controlled racing will be back by popular demand. Trucks will be featured rather than cars.

A new feature at this year's event will be a Color Run sponsored by the Pelican Foundation.

The International Food Festival will be held in August, a meeting is scheduled for this Thursday and more information will be available next month.

B. New Business

1) Street Index Map (Update)

Discussion regarding the need to update our current Lyon Township map took place. The current map is outdated and with the number of new subdivisions it is in desperate need of an update.

Jay Howie suggested that a representative from the fire department be involved in the map update.

Chris Doozan stated that it will cost between \$1200.00 and \$1500.00 to update the current map with an additional cost for printing.

John Bell made a motion to assign the Organization Committee the task of developing and reporting back to the DDA a plan for updating the new Lyon Township map. Mark Szerlag offered support for the motion, which was approved unanimously.

2) Round-about Maintenance

Christina Archer reported that she met with Bill Udell of Total Lawn Care to come up with ideas on how to reduce maintenance costs in the roundabouts. Due to the unexpected 2014 invoices that were just recently received an attempt is being made to cut costs for 2015.

It was suggested that the Design Committee be utilized to come up with ideas for the roundabout maintenance. Their meeting should include Christina Archer and Bill Udell.

John Bell made a motion to involve the Design Committee in ideas for landscaping in the roundabouts and to include Christina Archer and Bill Udell in these meetings. Tamra Ward offered support for the motion, which was unanimously approved.

3) Sign Ordinance

Discussion regarding the sign ordinance and the confusion that the area businesses have as to what type of sign can be displayed within this ordinance.

Christina Archer would like to help businesses better understand the sign ordinance.

Chris Doozan will work on something more user friendly to present to the businesses new and old and Ms. Archer will make sure it is added to the website.

4) New Hudson Inn Renovation/Lease

Christina Archer reported that she attended a pre application meeting with the owners of the New Hudson Inn. They are preparing to present a site plan for renovations of both the kitchen and the bathroom and are also planning on enclosing the coolers in the back. A staircase to the second floor is also being considered.

Ms. Archer noted that she had the opportunity to go up to the second floor of the inn and described its condition to the DDA members.

Oakland County will provide a Historic Preservation Architect who will come out for free and evaluate the condition of the building and make recommendations on what can and needs to be done.

Discussion took place regarding the parking lot, the cost involved in improving it and what responsibility the DDA has concerning the lease lot.

5) Update from Economic Outlook Report

Christina Archer presented the DDA members with a copy of the Economic Outlook Summary 2025 through 2017. A review of certain areas of the summary took place.

B. Lease Revenue Report

Christina Archer reported that all payments are up to date.

C. Welcome to Lyon Initiative

Christina Archer reported that there are several new businesses that she is working with to coordinate their ribbon cutting event.

D. Building Permits

In March of 2015 twenty-four (24) single-family residential building permits were issued bringing the total year to date at sixty-eight (68). Thirty-two (32) permits were issued during the same period in 2014.

E. Parks & Recreation Advisory Board

John Bell reported that the forms for the T Pads will be in this week and the cages have been picked up and are in the storage building awaiting installation. July is the target date for completion.

F. Board Member Announcements

Christina Archer distributed a Capital Improvement Plan and requested that the DDA members review it for their ideas.

11. Committees Information and Updates

A. Economic Restructuring No Report

B. Promotion No Report

C. Design No Report

D. Organization No Report

12. Items Removed From the Consent Agenda

Discussion was held regarding the Total Lawn Care Invoices from 2014 that were never submitted to the DDA for payment. The consensus is that the work was completed and the money is owed to Total Lawn Care but measures will be taken to prevent this from happening in the future.

Tamra Ward made a motion to pay the Total Lawn Care invoices due from 2014 in the amount of \$7,326.37 that were removed from the Consent Agenda for discussion. Robert Heidrich offered support for the motion, which was unanimously approved by a roll call vote.

Roll call: Ayes: Mark Szerlag, John Bell, Jay Howie, Robert Heidrich,

Tamra Ward

Nays: None

13. Outstanding Items

Loren Crandell presented an update on the drainage issue stating that the southwest retention basin manhole design has been submitted to the Oakland County Drain Commission and they are now looking into construction costs. The cost should fall into the \$3000.00 to \$5000.00 range and he will present the final figure at the next meeting.

A meeting was held with the Oakland County Drain Commission regarding the New Hudson Drain. It was determined that this drain will have to be cleaned out eventually but they will be patient and will not let this hold up development. The cost of this drain cleanout will probably be about two million dollars.

Adjournment. Tamra Ward made a motion to adjourn. Mark Szerlag offered support for the motion, which was approved unanimously. Meeting adjourned at 9:002 p.m.

Respectfully submitted,

Rose Case
Recording Secretary