

**Charter Township of Lyon
Downtown Development Authority
And Development Council
Regular Meeting
December 15, 2015**

Vice Chairman John Bell called the meeting to order at 7:00 p.m.

Members Present: John Bell
Robert Heidrich
Tim Miner
Mark Szerlag

Absent Vince DeAngelis
Jay Howie
Tamra Ward
Lannie Young

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

3. Public Discussion

No Topic for Discussion

4. Approval of Prior Meeting Minutes

Lack of Quorum. **No action taken.**

5. Approval of Consent Agenda

Lack of Quorum. **No action taken.**

6. Approval of Agenda

Lack of Quorum. **No action taken.**

7. Presentation None

8. Engineer Update

No updates, project completed

9. Action Items:

A. Old Business

1) Land Purchase Agreement

Christina Archer reported that the attorneys are working with the Title Company and Dan and Donna Cheresko and the land purchase should be completed by the end of the year.

2) Storm Water Project Round Table

Christina Archer stated that the roundtable consisting partially of herself, Lannie Young and Jay Howie will be scheduling meetings.

4) Land Acquisition – Conceptual Plan for the Downtown - Update

Chris Doozan reported that the conceptual drawings are ready to present to the Design Committee for their recommendations. A meeting will take place after the first of the year.
No action taken.

B. New Business

1) New DDA Member

John Bell reported that a new DDA Member has been appointed. Her name is Kathleen Hart. Kathleen is with Flagstar Bank.

2) Discussion on Contract Help

Discussion was held regarding hiring part-time assistance for the DDA Coordinator. This position would be 15 to 20 hours per week at an hourly rate of \$15.00 and work on promotion boxes, ribbon cuttings, newsletters, etc.

Lack of a Quorum. **No action taken.**

3) East Roundabout Damage and Repairs

Tina Archer reported on the latest damage to the east roundabout that was caused by a driver on Thanksgiving Eve. Total Lawn Care will resubmit a quote for the previous work that needed to be done and for the recent damage. Work will probably not be completed until spring. Discussion also took place regarding the lighting at the east roundabout.

C. DDA Coordinator Update

Tina Archer reported on the following:

Tina Archer attended a meeting with the Oakland County Health Department to support Chris Stone and the New Hudson. Violations surrounding the floor, coolers and storage issues need to be addressed. The Health Department also requested to see the plans for the improvements. These plans were presented to them.

A ribbon cutting at Evolve Salon celebrating their 5th anniversary took place on November 13th.

Lannie Young and Leslie Zawada are looking into a grant for paving South Hill Road. They are considering approaching Milford Township so they can be involved in this project. On November 19th Tina Archer and Leslie Zawada attended the first Steering Committee Meeting on the Water Commission Unit Factor Study. This study will prove to be important and beneficial to the township.

On December 3rd One Stop Ready held a meeting and requested feedback on their October Networking Session.

On December 5th Photos With Santa took place. Leo's Coney Island participated by serving hot chocolate.

10. Reports/Announcements

A. DDA Projects

Chris Doozan reported that there are no new projects in the DDA District.

B. Lease Revenue Report

All lease payments are up to date.

C. Welcome to Lyon Initiative

January 16th Ribbon Cutting at Mitten Veterinary Clinic

D. Parks & Recreation Advisory Board

Five proposals were sent to the Township Administration Committee for their review.

B. Board Member Comments/Announcements

None

11. Committee Information and Updates

A. Economic Restructuring No Report

B. Promotion Tamra Ward has requested to step down as committee chairperson.

C. Design No Report

D. Organization No Report

Items for approval in January: Minutes, Agenda, Consent Agenda, Land Acquisition, Contract Help, Roundabout Repairs

Adjournment: Tim Miner made a motion to adjourn. Mark Szerlag offered support for the motion, which was approved unanimously. Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Rose Case
Recording Secretary