

**Charter Township of Lyon
Downtown Development Authority
And Development Council
Regular Meeting
January 12, 2016**

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

Members Present: Jay Howie
John Bell
Vince DeAngelis
Tim Miner
Kathleen Hart
Robert Heidrich

Absent Mark Szerlag
Tamra Ward
Lannie Young

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

3. Public Discussion

No Topic for Discussion

4. Approval of Prior Meeting Minutes

Robert Heidrich made a motion to approve the minutes of the regular meeting held on Tuesday, November 10, 2015 as submitted. John Bell offered support for the motion, which was approved unanimously.

John Bell made a motion to approve the minutes of the regular meeting held on Tuesday, December 15, 2015 as submitted. Tim Miner offered support for the motion, which was approved unanimously.

5. Approval of Consent Agenda

Vince DeAngelis made a motion to approve the November consent agenda in the amount of \$24,462.60 as submitted. Robert Heidrich offered support for the motion, which was approved unanimously by a roll call vote.

**Roll call: Ayes: Jay Howie, John Bell, Kathleen Hart, Robert Heidrich,
Tim Miner, Vince DeAngelis**

Nays: None

Tim Miner made a motion to approve the December consent agenda in the amount of \$1,078.49. Vince DeAngelis offered support for the motion, which was approved unanimously by a roll call vote.

**Roll call: Ayes: Kathleen Hart, John Bell, Tim Miner, Vince DeAngelis
Jay Howie, Robert Heidrich
Nays: None**

6. Approval of Agenda

Vince DeAngelis made a motion to approve the agenda as submitted. Tim Miner offered support for The motion, which was approved unanimously.

7. Presentation

Joseph Sovis, of Matrix Consulting Engineers presented the DDA with recommendations for the East Grand River Roundabout due to the number of accident due to drivers missing the roundabout while driving over it or straight through it.

Mr. Sovis explained the possible causes along with possible solutions which included better lighting. Six improved lighting sketches were presented along with several other lighting options.

Discussion took place on the boards choice of options and their choice was presented to Mr. Sovis. He will seek quotes work and report back to the board with his recommendation.

8. Engineer Update

Loren Crandell stated that discussion has taken place in the past regarding the number of drainage facilities owned by the DDA as well as the basin near the NE roundabout. Mr. Crandell suggests looking into the maintenance of them being handled by the Oakland County Drain Commission.

Mr. Crandell also stated that the drainage report that was prepared for Walbridge will be going out in the mail so they can finish up their development.

9. Action Items:

A. Old Business

1) Land Acquisition Rice Street Parcels and Lease Agreement

Christina Archer reported that she met with our attorney and she will review the lease agreements for the two new properties. Their present lease is much more comprehensive than what the township has been using, so they will try to come up with something that combines the two.

2) Storm Water Project Round Table

Christina Archer stated that the roundtable consisting of herself, Lannie Young and Jay Howie will schedule a meeting in February when Lannie returns from Florida.

3) Crossroads Mall PRIP Grant Update

Christina reported that Dan Cheresko's PRIP application went to the Design Committee in June of 2014 and was approved for \$10,000 towards sign and façade improvements. At that time, it was stated that an additional \$10,000 could be approved if the necessary building requirements were met. The necessary requirements for the PRIP Grant for the Crossroads Mall project have been met so Mr. Cheresko will be receiving a \$20,000 grant.

B. New Business

1) New DDA Member

Jay Howie introduced Kathleen Hart, manager of Flagstar Bank of New Hudson as a new member of the DDA. Ms. Hart told the DDA members a little about her background and was then asked if she would be willing to accept the chairmanship of the Promotion Committee. Ms. Hart accepted the position.

John Bell made a motion to appoint Kathleen Hart Chairperson of the Promotion Committee. Tim Miner offered support for the motion, which was approved unanimously.

2) Board Member Meeting Binders

Tina Archer explained the contents of the meeting binders that she prepared for each member of the DDA. The binders will remain at the township and Ms. Archer will update them as necessary and include the packet information for each monthly meeting.

3) 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 per hour. This person will work on promotion boxes, ribbon cuttings, newsletters, etc.

Jay Howie made a motion to approve hiring contract help for up to 20 hours per week at a pay rate of \$15.00 per hour to assist Christina Archer. John Bell offered support for the motion, which was approved by a roll call vote.

Roll call: Ayes: Vince DeAngelis, Jay Howie, Robert Heidrich, Kathleen Hart, John Bell, Tim Miner
Nays: None

4) 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 submitted a quote from the first accident for \$3000 plus \$700 for tree replacement. Total Lawn Care will resubmit a quote adding the most recent damager and will include an irrigation system in the quote.

5) MEDA Capitol Day

John Bell made a motion to approve up to \$500.00 for the DDA Coordinator and 2 additional DDA members to attend the MEDA Capitol Day. Vince DeAngelis offered support for the motion, which was approved by a roll call vote.

Roll call: Ayes: Tim Miner, Jay Howie, Vince DeAngelis, Kathleen Hart, John Bell, Robert Heidrich
Nays: None

C. DDA Coordinator Update

Tina Archer reported on the following:

On the Spec Building in Lyon Industrial Research Centre. Resolution passed by the Township Board making the tax abatement process easier for new tenant in a spec building.
Developer interested in property on NW corner of Milford and Grand River. Met with developer and Chris Doozan and reviewed two plans for the property. Mark Szerlag, Christina and Jay will follow up.
Chain restaurant interested in New Hudson gas station property.
Will be attending South Lyon Community Schools Committee on Growth to learn about the future of Dolson Elementary since it is in the downtown district.
Will attend WRC Steering Committee Meeting with Leslie Zawada on January 13th.
Will be including the Core Area in the Business Data Base.
Tech 48 sponsored by Oakland County is looking for a Technology Champion from this district. They would be asked to attend meetings and possibly speak at a meeting. Would like recommendations from the DDA Board.

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

Saturday, January 16th at 1:00 p.m. Ribbon Cutting at Mitten Veterinary Clinic

D. Parks & Recreation Advisory Board

John Bell reported that the signs have been installed for disc golf along with the signs identifying the Pavilions.

B. Board Member Comments/Announcements

None

11. Committee Information and Updates

A. Economic Restructuring No Report

B. Promotion Kathleen Hart appointed chairperson of Promotion Committee.

C. Design

Robert Heidrich reported that the committee met with Chris Doozan and an architect that he invited to the meeting. Conceptual drawings were provided and they will meet again in about 3 weeks.

D. Organization No Report

Adjournment: Tim Miner made a motion to adjourn. Vince DeAngelis offered support for the motion, which was approved unanimously. Meeting adjourned at 9:01 p.m.

Respectfully submitted,

Rose Case
Recording Secretary