

**Charter Township of Lyon
Downtown Development Authority
And Development Council
Regular Meeting
February 9, 2016**

Lannie Young called the meeting to order at 7:04 p.m.

Members Present: Jay Howie
Tim Miner
Robert Heidrich
Mark Szerlag
Tamra Ward
Lannie Young

Absent John Bell
Vince DeAngelis
Kathleen Hart

Also Present: Christina Archer, DDA/Economic Development Coordinator, Sarah Traxler/Township Planner/McKenna Associates, Leslie Zawada/Township Engineer/CES, 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, January 12, 2016 as submitted. Tim Miner offered support for the motion, which was approved unanimously.

5. Approval of Consent Agenda

Tamra Ward made a motion to approve the January consent agenda in the amount of \$8715.73 as submitted. Mark Szerlag offered support for the motion, which was approved unanimously by a roll call vote.

**Roll call: Ayes: Lannie Young, Tim Miner, Tamra Ward, Mark Szerlag,
Robert Heidrich,**

Nays: None

6. Approval of Agenda

Mark Szerlag made a motion to approve the agenda moving the Presentation to #8 and Engineer Update to #7. Tim Miner offered support for the motion, which was approved unanimously.

7. Presentation: Joe Sovis – Lighting in the DDA/East Roundabout

No presentation, Joe Sovis will send his report to Lannie, Jay and Tina and they will report to the DDA at the March meeting.

8. **Engineer Update:** Presentation of the Drain Study – New Hudson Drain
Loren Crandell provided a slide presentation to the DDA members explaining the need for work on the drains, the advantages and the options available. The cost and funding options were also considered. Extensive discussion regarding this issue took place.

The next step is for Loren to set up a technical meeting with the Water Resource Commission and report back to the DDA at the March meeting.

9. **Action Items:**

A. Old Business

1) Repairs to East Roundabout – Update and Cost Estimate

Total Lawn Care presented the quote that included labor, material and equipment necessary to repair the East Roundabout as requested by the DDA Board.

Jay Howie requested that in the future we have a breakdown of all repairs.

Robert Heidrich made a motion to approve \$5500.00 payable to Total Lawn Care or other vendor for repair to the East Roundabout. Mark Szerlag offered support for the motion, which was approved by a roll call vote.

**Roll call: Ayes: Lannie Young, Tim Miner, Mark Szerlag,
 Robert Heidrich, Tamra Ward, Jay Howie
 Nays: None**

B. New Business

1) Business Registration Requirement

Christina Archer explained that a Commercial Business New Tenant Build Out Check Sheet has been created for the building department to distribute. This sheet will also include a copy of the ordinance. It was presented to the admin committee this afternoon for their approval.

Ms. Archer presented the DDA members a copy of a Business Information Form for consideration of it being included with the build out sheet. It would be a form of business registration but would have no charge attached to it. After considerable discussion it was determined that the concept is good but it needs to be looked at in more detail.

2) West Roundabout Damaged – February 5th

Christina Archer stated that she just got the report on this on Friday. Jay Howie requested that the paper and garbage in the roundabout be cleaned up. Ms. Archer will ask John Raney who in the absence of Richard Fairfield is covering our maintenance department.

10. DDA Coordinator Update

Christina Archer reported:

Universal Sign has been contacted to repair the sign that was damaged near the Sheriff's Department entrance.

Attending Capitol Day on February 23rd.

The steering committee that is being attended by Christina and Leslie Zawada is beginning the research phase for use based on identifying categories.

11. Reports Announcements

A. DDA Projects

Sarah Traxler reported that Patrick Sloan and James are working on the parking study and have a meeting scheduled next week.

B. Lease Revenue Report

All lease payments are up to date.

C. Welcome to Lyon Initiative

Andrea up and running and scheduling ribbon cutting events. She has 7 scheduled.

D. Parks & Recreation Advisory Board

No report, John Bell absent.

B. Board Member Comments/Announcements

Tamara Ward will be in India during the month of March.

12. Committee Information and Updates

A. Economic Restructuring No Report

B. Promotion No Report

C. Design Robert Heidrich reported that they are working on the parking plan for the north side of Grand River and will resume when Chris Doozan returns from vacation.

D. Organization No Report

Adjournment: Tim Miner made a motion to adjourn. Mark Szerlag offered support for the motion, which was approved unanimously. Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Rose Case
Recording Secretary