

Charter Township of Lyon  
Board of Trustees  
Regular Meeting Minutes  
April 4, 2016

Approved: **MAY 2, 2016**

The meeting was called to order by Supervisor Young at 7:00 p.m.

Roll Call: Steven Adams  
Patricia Carcone  
Michele Cash  
John Dolan  
John Hicks  
Lannie Young

Absent: Sean O'Neil

Guests: 17

Also Present: Chris Doozan, McKenna Associates  
Jennifer Elowsky, Township Attorney  
Leslie Zawada, Civil Engineering Solutions, Inc.

**APPROVAL OF CONSENT AGENDA**

Approval of Regular Meeting Minutes of March 9, 2016  
Approval of Disbursements  
Building Department Report for February 2016  
Engineering Report April 2016  
Fire Report February 2016  
Zoning Report for March 2016  
Riverwood Estates Phase 1 – Bills of Sale for Water Main and Sanitary Sewer  
Acceptance of grant of permanent water main easement and grant of permanent  
sanitary sewer easement from Henrob Corporation for parcel number 21-02-376-024  
South Lyon Area Youth Assistance Thank you

**Motion by Cash, second by Carcone  
To approve the consent agenda as presented.**

**Roll Call Vote: Ayes: Carcone, Young, Hicks, Adams, Cash, Dolan  
Nays: None**

**MOTION APPROVED**

## **ANNOUNCEMENTS AND COMMUNICATIONS**

Trustee Hicks reported 196 years ago today Congress decided that the United States Flag would consist of 13 red and white stripes to represent the original 13 colonies that rebelled against the British crown. Twenty stars were also on that flag with a new star to be added with every new state. By 1831 the flag had 24 stars when the New Hudson Inn was built. Seventy seven years ago today Glen Miller recorded Moonlight Serenade. Forty eight years ago today Martin Luther King was assassinated by James Earl Ray.

## **CALL TO THE PUBLIC**

**Don and Patricia Gehrlein, 54771 Grenelefe Circle E,** Mr. Gehrlein spoke about the Vote Yes to support the new Lyon Twp. Library Campaign. They are having a fundraiser on Saturday, April 23 at the Pinz Bowling. Donation checks can be made payable to: Yes For A New LTPL.

**Steve Greene, 63 Petoskey** - He asked questions regarding why Lyon Twp. decided to change their medical marijuana regulation ordinance. He has submitted a notice of Intent to file a petition to change it by referendum.

**Stephen Emsley, 51824 Eight Mile** – He felt that they have chosen a zoning district that a caregiver cannot operate in and he felt that the term caregiver should be revisited.

## **REPORTS**

**DDA** – Ms. Archer reported that a final draft design for the future parking and build out of the downtown area will be presented to the DDA for review and comments. The DDA is also actively working to address storm water drainage in the DDA. The remodeling and restoration has begun on the New Hudson Inn. April is clean up month in the DDA and all businesses are encouraged to participate. The DDA will be providing a dumpster for any large debris.

**Fire Chief** – Deputy Chief Van Sparrentak reported he would like to form a committee to review the Rules and Regulations. He is also interested in providing 24 hour staffing in May for ISO.

**Sherriff** – Lieutenant Venus reported it's been fairly quiet over the past month aside from the threat on a school bus which was taken care of immediately. He reminded residents to keep their cars locked and garage doors down to help prevent burglaries.

**Planning Commission** – Treasurer Carcone gave an update regarding the Planning Commission meetings.

**ZBA** – Trustee Hicks gave an update regarding the last ZBA meeting.

**Park Advisory Board** – Trustee Hicks reported Mr. Doozan brought a park layout to arrange possible ball fields. Also, Robert Swain is applying for the Park Advisory Board and Kurt Radke will join as the current liaison from the Planning Commission.

## **APPROVAL OF AGENDA**

**Motion by Cash, second by Carcone  
To approve the agenda as presented.**

**Voice Vote:           Ayes: Unanimous  
                              Nays: None**

## **MOTION APPROVED**

## **UNFINISHED BUISNESS - None**

## **NEW BUSINESS**

### **A.     Resolution 2016-09 Approving Submission of Library Bond Proposition to Electors**

Ms. Teasdale explained the library board passed a resolution at their meeting to ask the Township board to put this bond initiative on the August 2 ballot so they can build a new library.

**Motion by Cash, second by Carcone  
To approve Resolution 2016-09 Approving Submission of Bond Proposition to Electors for the August 2, 2016 Primary Election.**

**Roll Call Vote:       Ayes: Adams, Hicks, Cash, Young, Dolan, Carcone  
                              Nays: None**

## **MOTION APPROVED**

### **B.     Resolution 2016-10 to Approve Library Replacement Millage Ballot Language to Electors**

Ms. Teasdale explained this is what the Library Board approved at their last meeting, to replace their current operating millage. This would be the operating millage they would need to run the new facility.

**Motion by Cash, second by Hicks  
To approve Resolution 2016-10 Approving Library Replacement Millage Ballot Language for the August 2, 2016 Primary Election**

**Roll Call Vote:       Ayes: Dolan, Young, Hicks, Carcone, Cash, Adams**

**Nays: None**

**MOTION APPROVED**

**C. Resolution 2016-11 to Approve Police Services Dedicated Millage Renewal Ballot Language to Electors**

Ms. Elowsky explained the existing mill is expiring in August 2016 and this is a renewal of that rate.

**Motion by Cash, second by Hicks  
To approve Resolution 2016-11 Approving Police Services Dedicated  
Renewal Ballot Language for the August 2, 2016 Primary Election.**

**Roll Call Vote: Ayes: Young, Cash, Adams, Hicks, Carcone, Dolan  
Nays: None**

**MOTION APPROVED**

**D. Resolution 2016-12 Adopting Residential Tree Protection Permit Application and Fee Schedule**

Mr. Doozan referred to Mark Spencer's memo dated 3/17/2016 where he recommended that no fee is collected to process Tree Protection applications received with a residential building permit since the activity is part of the building process. In addition, he recommended a \$100.00 fee for administrative review of a Tree Protection Permit application for tree removal on a developed residential lot that is not associated with a Building Permit.

**Motion by Cash, second by Hicks  
To approve Resolution 2016-12 Adopting Residential Tree Protection  
Permit Application and Fee Schedule.**

**Steve Emsley** – He asked if it was really appropriate to charge him \$100 to cut down a maple tree or should that fee really be zero. Supervisor Young explained this is primarily for big land owners or developers that start clear cutting.

**Roll Call Vote: Ayes: Dolan, Carcone, Cash, Hicks, Adams, Young  
Nays: None**

**MOTION APPROVED**

**E. Enclaves of Lyon First Amendment to the Planned Development Agreement**

**– Minor Amendment; AP-16-12**

Mr. Doozan reviewed the McKenna Associates memo dated March 29, 2016. Due to the relatively small setback modification on units 1, 10, 29, 30, 37 and 54 that shall have a minimum exterior side yard setback of twenty-five (25) feet to the house and garage it would not affect the overall appearance of the residential development. The Planning Commission agreed with this assessment and approved a motion to recommend approval of the amendment, subject to amendment to the Condominium Master Deed, if necessary.

Greg Donnan, engineer for the project, explained they are asking to clarify the language regarding the corner lots to be what was originally intended.

**Motion by Carcone, second by Hicks**

**To approve AP-16-12 amendment to the Enclaves PD as stated in the McKenna Associates memo dated 3/29/16 letter.**

**Roll Call Vote:      Ayes: Carcone, Adams, Hicks, Young, Cash, Dolan  
                             Nays: None**

**MOTION APPROVED**

**F.      Recommendation – Fire Department Ambulance Purchase Rescue 2**

Chief Van Sparrentak referenced his memo dated March 18, 2016. Based on reputation, warranty, and finance options, the unanimous recommendation of their committee and their mechanic is to accept the bid from R & R/Life Line for the 2016 Ford #-450 Type III Lifeline Superliner. Funding will come from line item 206-000-977-001 and was included in their 2016 budget.

Clerk Cash commented that she would have liked to see more than one quote and she felt in the long run it would be more cost effective to fix the ambulance instead of purchasing a new one since it has low mileage. Trustee Dolan also felt that there should have been 3 bids. There was discussion regarding the bidding policy.

Dan Cash gave the history of the bidding process comparing the Township bidding process and the Fire Department process. He explained that neither process has been followed in this instance and the past practice for the Fire Department was 3 sealed bids.

Supervisor Young stated that they do need to standardize the practice and set the policy.

Treasurer Carcone explained that she agreed they need to see 3 bids and down the road she wants to see sealed bids because that is how it should be done. She agreed

the new equipment is needed.

Trustee Hicks agreed that a policy is needed and to make sure it is adhered to. Trustee Adams agreed.

**Motion by Cash, second by Carcone  
To table until 3 sealed bids are obtained.**

**Voice Vote: Ayes: Unanimous  
Nays: None**

**MOTION APPROVED**

**G. Resolution 2016-13 Adoption of an Authorizing Resolution for the Lyon Events Organization to Execute their 2016 - 4<sup>th</sup> Annual SummerFest Event**

Ms. Archer referred to her memo dated March 22, 2016 regarding the road closure resolution that LEO will need in order for the permit application to be completed asking for Lyon Center Drive to be temporarily closed for the festival.

**Motion by Carcone, second by Dolan  
To approve the Resolution 2016-13 Adoption and Authorizing Resolution for the Lyon Events Organization to execute their 2016 4<sup>th</sup> Annual Summerfest Event.**

Trustee Hicks felt more signage will be needed to address traffic concerns.

**Steve Emsley** - He stated that Ms. Archer is very proactive in addressing any concerns and the last thing they want to do is disturb traffic or business.

**Roll Call Vote: Ayes: Cash, Hicks, Carcone, Adams, Young, Dolan  
Nays: None**

**MOTION APPROVED**

**H. Cost Approval to Write Specifications for Township Video Streaming**

Supervisor Young referenced the memo received from Motown Digital outlining their consulting services to support video system improvements for the Lyon Township offices at a cost of \$50 per hour with the anticipation of the project to take 60 hours and a deposit of \$1500.

Mr. Dave Scott gave a brief explanation of what his company provides.

**Motion by Carcone, second by Dolan**

**To approve the Motown Digital proposal dated 2/26/16 with a dollar amount not to exceed \$3000.**

**Robert Swain** – He stated great job with the idea of going forward with the video system. The RFP is a good idea and he questioned if Mr. Scott would be acting as a consultant to guide them through the process or selecting different bidders and combining to design the system. He would like to be involved in the process.

Mr. Scott stated he would help them bid this out and he would make a recommendation as to who they should proceed with.

**Steve Emsley** – He explained he answers RFP's and he does not have time to be on the Board. There are considerations since someone needs to run the equipment. He thought they should separate the displays from what the community wants with video. He thought they should think about what do the displays cost and what does it cost to get the information to the public and look at the range of options.

**Roll Call Vote:      Ayes: Dolan, Carcone, Hicks, Cash, Adams, Young  
                             Nays: None**

**MOTION APPROVED**

**I.      Renewal of Contract for Assessing Services with Oakland County Equalization**

Supervisor Young referenced the memo from Oakland County dated March 21, 2016. He explained that the existing assessing contract between Oakland County Equalization and the Township will expire June 30, 2016. The cost per parcel to the Township will go up from \$14.70 to \$15.10 for each real property parcel. Personal property parcel rate will increase from \$12.40- \$12.80. These rates will be effective for the period of July 1, 2016- to June 30, 2019.

**Motion by Cash, second by Hicks**

**To approve the contract for Oakland County Equalization Division Assistance Services with the Charter Township of Lyon Real and Personal Properties Services for the period of July 1, 2016 through June 30, 2019..**

**Roll Call Vote:      Ayes: Cash, Carcone, Young, Adams, Dolan, Hicks  
                             Nays: None**

**MOTION APPROVED**

**J.      Refunding Bond Issue for Northeast Ring Road Debt**

Treasurer Carcone explained with this refunding of the bonds they would be saving the DDA \$400,000 over the life of the bond. The bond will be done in 2029.

**Motion by Cash, second by Dolan  
To approve Resolution 2016-14 to authorize the Issuance of Refunding  
Bonds not to exceed \$5,800,000.00**

**Roll Call Vote:      Ayes: Young, Dolan, Adams, Hicks, Cash, Carcone  
                             Nays: None**

**MOTION APPROVED**

**ADJOURNMENT**

**Motion by Carcone, second by Cash  
To adjourn the regular meeting at 8:39 p.m.**

**Voice Vote:      Ayes:              Unanimous  
                             Nays:              None**

**MOTION APPROVED**

The Board of Trustees meeting was adjourned at 8:39 p.m. due to no further business.

Respectfully Submitted,

*Kellie Angelosanto*

Kellie Angelosanto  
Recording Secretary

*Michele Cash*

Michele Cash  
Lyon Township Clerk