

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

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

Members Present: Jay Howie
John Bell
Robert Heidrich
Tim Miner
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

Public Discussion

Approval of Prior Meeting Minutes

Mark Szerlag made a motion to approve the minutes of the regular meeting held on Tuesday, September 13, 2016 as submitted. Tim Mine offered support for the motion, which was approved unanimously.

Approval of Consent Agenda

John Bell made a motion to approve the August/September 2016 consent agenda in the Amount of \$8,490.00. Tim Miner offered support for the motion, which was approved by a roll call vote.

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

Approval of Agenda

Tamra Ward made a motion to approve the agenda moving #3b under Old Business to #3d under New Business. Tim Miner offered support for the motion, which was approved unanimously.

1. **Presentation:** None

2. **Engineer Update**

Loren Crandell presented a cost estimate along with the tax role grid of those that would be assessed for the New Hudson Drain Cleanout. The cost estimate for the project is \$1,870,020.00 which includes construction, contingencies, easement acquisitions, engineering legal and miscellaneous costs.

Discussion regarding the condition of the drains and the cost that would be imposed on the residents in the district as well as the businesses took place. The Township Board would have to agree to assess the individual properties. The majority of the businesses could benefit from this project but there is concern about the impact it would have on the individual homeowners. The DDA would pick up their portion as well as the Township.

The DDA members felt they needed more time to review all the materials and possibly walk the area in question to get a better understanding of what is necessary.

3. **Action Items:**

Old Business

a. **New Hudson Drain**

Loren Crandell presented the cost estimate for the NE Regional Storm Water Feasibility Study.

This to include:

- Scope of Work, Information Gathering and Project Meetings
- Preliminary Grading Plan for Proposed Development Area
- Detention Basin Calculations
- Review Preliminary Findings with Lyon Township and Lyon DDA
- Topography Verification & Overland Relief Route
- Summary Findings

Mark Szerlag made a motion to approve the proposal submitted by Giffels Webster for the NE Regional Storm Water Management Feasibility Study in an amount of \$10,350.00. Tim Miner offered support for the motion, which was approved unanimously by a roll call vote.

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

b. **Huron Valley Guns Project**

The project is moving along quite well, now waiting on permits and drawings.

c. Sign Ordinance

Mark Spencer is working on a handout that will be presented to new businesses as they come into the area explaining the sign ordinance. Tina Archer suggested that the DDA purchase feather flags and banners that would be supplied to the new businesses to announce their arrival in the Township. After a set amount of time they would again become property of the DDA to present to another new business.

d. IFTE Application SW North America Inc.

Christina Archer reported that the IFTE application for SW North America has been approved by the Township Board of Trustees for a period of six (6) years. A letter of agreement will now be drafted and the schools will be contacted.

e. Address & Message Sign for Township Hall

John Bell stated that a temporary mock up sign has been placed in front of the building to get an idea of the proper location for the message sign. The consensus is that it should be moved further west. The next step is to determine the scope of work and prepare a bid package.

f. Baseball Stadium

Mark Szerlag stated that the ongoing conversation with the Metro Park Authority continues. The property in question is controlled by the State of Michigan and replacement property would be necessary to obtain it.

g. DEQ Monitoring Well

Lannie Young reported that the Board of Trustees approved the placement of the monitoring wells and now an agreement has to be generated and signed.

h. Blight/Previous Meeting

Lannie Young reported that the property owner in question removed the cars and has stated that he will address the side of the building this fall.

New Business

a. 2017 DDA Budget

Lannie Young presented a draft of the 2017 DDA Budget for review by the members of the DDA. Additions and corrections were made to several line items.

b. Vacant DDA Board Positions

Lannie Young explained that there are two vacancies on the DDA that need to be filled. The following names were discussed as possible DDA member. Tim Davids, Walmart Loss Prevention, Adorno Piccinini, Walbridge, Brent Rohrscheib, Rohrscheib Sons & Susan Martin, Community Choice. Mr. Young will put one name on the December Board of Trustees Meeting for approval and the additional candidates will be interviewed.

Mark Szerlag made a motion that the name of Adorno Piccinini be submitted to the Board of Trustees for their approval as a member of the DDA at their November Meeting. Lannie offered support for the motion, which was approved unanimously.

c. Bike Repair Stations

The Park Committee is researching this idea and considering a location in James Atchison Memorial Park.

d. Prosper Magazine

Discussion took place regarding the advantages of placing an ad in Prosper Magazine recognizing Lyon Township. Although there isn't a way to tell what benefit this ad is to the Township it was decided that it is better to be in than out.

Tamra Ward made a motion to approve an amount not to exceed \$1750.00 payable to Prosper Magazine for publication in their magazine. Tim Miner offered support for the motion, which was approved unanimously by a roll call vote.

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

4. DDA Coordinator Update

New Hudson Postmaster has requested assistance with their parking problems, a meeting is going to be scheduled with the adjacent property owner to try and deal with their issue. The scope of work and maps will go out next week regarding snow removal bids. Both Scappare and Bank of America are closing their Lyon Township locations. Don Collick will present information on business registration at the November DDA Meeting.
Progress on the New Hudson Café moving right along.

5. Reports/Announcements /Updates

a. DDA Projects

Chris Doozan reported that a site plan has been submitted for a new gas station on the West side of Milford Road between Flagstar Bank and the New Hudson Cemetery.

SW North America has been approved.

Huron Valley Outfitters has been approved and the project has begun.

b. Lease Revenue Report

Tina Archer reported that all leases are up to date.

c. Welcome to Lyon Initiative

Tina Archer stated that the ground breaking for the Rainbow Child Care Center ground breaking took place. Ribbon Cutting Events will be scheduled for Eagle Security, Papa Johns, North 72 Boutique, & Mr. Baker.

The Chamber is now known as the Kensington Valley Chamber of Commerce.

d. Parks & Recreation Advisory Board

John Bell reported that the advisory board is looking into possibly having an ice rink in the park this winter.

e. Board Member Comments/Announcements

Robert Heidrich inquired about the lighting situation and Jay Howie stated that Joe Sovis will be addressing the lighting tomorrow.

Some discussion took place regarding a possible Christmas Event.

Tim Miner, Jay Howie & Robert Heidrich will be part of A Drain Committee.

Robert Heidrich, Mark Szerlag, Jay Howie along with Leslie Zawada and Loren Crandell will form a committee to investigate road alignment for the ring road.

Committee Information and Update

a. Economic Restructuring No Report

b. Promotion No Report

c. Design No Report

c. Organization No Report

Items removed from the Consent Agenda for Action or Discussion

None

Adjournment: Tim Miner made a motion to adjourn. Robert Heidrich offered support for the motion, which was approved unanimously. Meeting adjourned at 9:33 p.m.

Respectfully submitted,

Rose Case
Recording Secretary

Robert Heidrich
DDA Secretary

