

**Charter Township of Lyon**

**Downtown Development Authority  
And Development Council**

**Tuesday, June 11, 2013**

**Regular Meeting**

Chairman Jay Howie called the meeting to order at 7:01 p.m.

**Members Present:** Jay Howie  
John Bell  
Mark Szerlag  
Joe Ross  
Lannie Young  
Bryan Wallace  
Tamra Ward

**Absent:** Vince DeAngelis  
Tim Miner

**Also Present:** Michelle Aniol/DDA Administrator Coordinator, Chris Doozan, Township Planner/McKenna Associates, Nikki Jeffries, Township Engineer/Giffels-Webster

**Guests:** Two (2)

**3. Public Discussion, non-agenda items**  
None

**4. Approval of Prior Meeting Minutes**

Due to a lack of a vote on a motion on the floor regarding Item B.1 Kite Festival Invoices under New Business at the May 14, 2013 DDA Meeting, a vote was taken before the approval of the May meeting minutes was voted on.

**Lannie Young made a motion to keep Kite Festival expenses separate from the DDA Consent Agenda. Mark Szerlag offered support for the motion, which was approved unanimously.**

**Lannie Young made a motion to approve the meeting minutes of May 14, 2013 as amended. Bryan Wallace offered support for the motion, which was approved with one abstention by Tamra Ward.**

**5. Approval of Consent Agenda**

**Tamra Ward made a motion to approve the consent agenda in the amount of \$29,489.68 after the removal of Item # 21 in the amount of \$325.00 and Item # 22 in the amount of \$99.94 for a total of \$424.94. Lannie Young offered support for the motion, which was approved unanimously by those in attendance by a roll call vote.**

**Roll Call: Ayes: John Bell, Bryan Wallace, Lannie Young, Tamra Ward, Joe Ross, Jay Howie, Mark Szerlag  
Nays: None  
Absent: Vince DeAngelis, Tim Miner**

**6. Approval of Agenda**

**Bryan Wallace made a motion to approve the agenda as amended to include #A-3 Safety Town under New Business. Mark Szerlag offered support for the motion, which was approved unanimously.**

**7. Presentations**

**No presentation.**

**8. Action Items:**

**A. Old Business**

**1) Christmas Decorations**

Michelle Aniol provided samples of both garland and lighting for the street lamp poles obtained from Bronner's along with a cost estimate for items shown. The DDA decided that the samples and information should go to committee for further discussion and recommendation.

**Tamra Ward made a motion to send the holiday street and lamp pole discussion to the Design Committee for their recommendation. Bryan Wallace offered support for the motion, which was approved unanimously.**

*At this point in the meeting DDA member Tim Miner arrived to submitted his resignation to the board. Mr. Miner spoke of his time served and his appreciation of it but stated after eight years it is time to do something else.*

*Lannie Young on behalf of the Township and the DDA thanked Mr. Miner for his many years of service.*

2) Sidewalk Study

At the May 2013 DDA meeting, Giffels Webster was asked to do a sidewalk assessment of the existing sidewalks in the DDA District and the areas where sidewalks need to be completed.

Nikki Jeffries presented her assessment, including a color coded map and cost estimates to the DDA. Discussion took place regarding the areas and the cost estimate.

**Lannie Young made a motion to initiate a project based on the presentation tonight by GWE for the five (5) sections shown in yellow along Grand River on the drawing submitted with a budgetary estimate of approximately \$90,000.00 and to go forward with the engineering and the bid preparation with the bid approval coming back to this body for final selection and approval. Tamra Ward offered support for the motion, which was approved unanimously by those in attendance by roll call vote.**

**Roll Call: Ayes: Jay Howie, Mark Szerlag, Tamra Ward, Lannie Young, Joe Ross, John Bell, Bryan Wallace  
Nays: None  
Absent: Vince DeAngelis, Tim Miner**

3) Safety Town

John Bell expressed his desire that the Safety Town continue to progress and a committee be formed. Strategy to sell Safety Town to the local businesses should be the next step.

**John Bell made a motion to create an ADHOC Committee for Safety Town. Mark Szerlag offered support for the motion, which was approved unanimously.**

**B. New Business**

1) Removal of Dead and Fallen Trees

Michelle Aniol was directed at a previous meeting to secure three (3) estimates to remove dead and fallen trees and to clean up underbrush on DDA property adjacent to the Huron Valley Trail.

The three bids presented were from Arrow Tree Service, Mountain Top Tree Service and Total lawn Care.

Lannie Young questioned whether the three companies were bidding on the same work and asked for a not to exceed motion and he will get new bids and get the work done without having to come back before the board.

**Bryan Wallace made a motion to approve an amount not to exceed \$2000.00 for the removal of dead and fallen trees along Lyon Center Drive East the company selected will be at the discretion of Lannie Young, Township Supervisor. Tamra Ward offered support for the motion, which was approved unanimously by roll call vote.**

**Roll Call: Ayes: John Bell, Jay Howie, Tamra Ward, Joe Ross,  
Lannie Young, Mark Szerlag, Bryan Wallace  
Nays: None  
Absent: Vince DeAngelis, Tim Miner**

**9. Reports /Announcements**

- A. Drain Study Report - Nikki Jeffries reported that the study is going good, they have walked the drain and are modeling now and will have a draft next month.
- B. Streetlight Maintenance Report - Nikki Jeffries reported that she is securing prices to repair lighting and poles and will follow up with Lannie Young and Jay Howie to order.
- C. Form Based Code Update - Chris Doozan reported that the Form Based Code is on the Planning Commission agenda to come. They have been inundated with other projects and so it hasn't made it to the top of the agenda.

Discussion took place regarding the lack of understanding some have of the Form Based Code and how this can be corrected.

- D. Lease Revenue Report - Michelle Aniol reported that payments are all up to date.
- E. Welcome to Lyon Initiative - No report
- F. Historic Photo Lending Program - No report
- G. Building Permits - 28 single-family residential building permits have been issued in May, for a total of 117 permits for the year.
- H. Board Member Comments/Announcements - John Bell reported the Lion that will represent Lyon Township as part of the Lyon Around project will have historic pictures on one side and the future on the other. John stated that he and Michelle Aniol came up with the idea for the design of the Lyon Township Lion.

**10. Committee Information and Updates**

- A. Economic Restructuring: No Report
- B. Promotion: No Report
- C. Design: No Report
- D. Organization: No Report

