

Charter Township of Lyon

Downtown Development Authority
And Development Council

Wednesday November 14, 2012

Meeting Minutes

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

Members Present: Jay Howie
John Bell

Tim Miner
Bryan Wallace
Tamra Ward

Lannie Young
Mark Mitra

Absent: Vince DeAngelis
Mark Szerlag

Also Present: Michelle Aniol, DDA Administrator/Economic Development Coordinator, Matthew Quinn/
Township Attorney
Patrick Sloan/McKenna Associates

3. Public Discussion, non agenda items.

Mark Mitra announced his resignation from the DDA Board. The Board thanked Mr. Mitra for his service. Mr. Mitra then left the meeting.

Dan Weland of Universal Community Assistance Network presented the DDA with an update on the progress being made on the Costello Building, and that he will be leasing the building from the DDA as a storage warehouse. Walls are up thanks to Vince DeAngelis and electrical is completed and waiting inspection.

John Bell stated that the lease agreement will be generated as soon as all inspections are completed.

4. Approval of Prior Meeting Minutes

John Bell made a motion to approve the meeting minutes of October 9, 2012 with a correction made to 9.a to replace "Cars and Concepts" with "Pratt and Miller". Tamra Ward offered support for the motion, which was approved unanimously.

5. Approval of Consent Agenda

John Bell made a motion to add six (6) additional items to the agenda for a total of \$8,261.06. Tim Miner offered support for the motion, which was approved unanimously.

John Bell made a motion to pull all items from the consent agenda and add them to the agenda for action and discussion. Lannie Young offered support for the motion, which was approved unanimously.

6. Approval of Agenda

Lannie Young made a motion to approve the agenda with the addition of items B.4, Snow Removal and B.5, Tree Maintenance. Tamra Ward offered support for the motion, which was approved unanimously.

7. Presentation. None

8. Action Items

A. Old Business

1) Budget FY 2013

Lannie Young presented and the Board reviewed the proposed 2013 DDA Budget.

Lannie Young made a motion to adopt the 2013 DDA Fund Budget Proposed Draft 2 on the form provided to be the final DDA adopted Budget with the amendment of line item 882.002 Winter Fest from \$15,000 to \$16,000 contingent on the Board of Trustee approval at their December meeting. Bryan Wallace offered support for the motion, which was approved by roll call vote.

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

2) Sign Proposal for Quadrant Industrial Research Park

Todd Wyett returned before the DDA with a revised design of the sign proposed for the Quadrants Industrial Research Centre. Chris Doozan distributed an update on proposed sign regulations. The Board discussion the sign and the affect the new proposed sign regulations would have on the proposed sign. The Board also discussed the monetary contribution that was requested.

Bryan Wallace made a motion to send the sign proposal for the Quadrants Industrial Research Centre to the Economic Restructuring Committee for consideration and their recommendations. Lannie Young offered support for the motion, which was approved unanimously.

3) Township Flag

John Bell presented cost estimates for Township flags in the current design for the flagpoles in the roundabouts.

Tamra Ward made a motion to approve the purchase of five (5) Township Flags in the amount of \$113.00 per flag from All American Flag Company of Allen Park, Michigan for use in the roundabouts. Tim Miner offered support for the motion, which was approved by roll call vote.

Roll call: Ayes: Lannie Young, Tamra Ward, Jay Howie, Tim Miner, John Bell
 Nays: Bryan Wallace
 Absent: Vince DeAngelis, Mark Szerlag

B. New Business

1) Wayfinding Sign Project

Michelle Aniol explained the change order submitted by Universal Sign Systems regarding High Intensity Prismatic retro reflective vinyl as required by the Road Commission of Oakland County.

Bryan Wallace made a motion to approve the final change order to Universal Sign Company in the amount of \$2,893.00 with the stipulation that the project has a final completion date of ninety (90) days. Tim Miner offered support for the motion, which was approved by roll call vote.

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

2) 2013 Meeting Calendar

Bryan Wallace made a motion to approve the 2013 DDA Meeting Calendar. Tamra Ward offered support for the motion, which was approved unanimously.

3) Attorney Request for Fee Increase

Matt Quinn presented a request for a fee increase in the Attorney's hourly billing rate from \$122.00 per hour to \$133.00 per hour. Discussion followed with the DDA being in agreement of this increase.

Lannie Young made a motion to adopt an increase in Attorney's hourly billing rate for General Services from \$122.00 to \$133.00 per hour, per the letter dated October 2, 2012. Tim Miner offered support for the motion, which was approved by roll call vote.

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

4) Snow Removal

Michelle Aniol presented the bids results for the 2012/13 DDA snow removal contract.

Tim Miner made a motion to award the 2012/13 Snow and Ice Removal contract to Bell's Landscape in the amount of \$3,650.00 for the entire season per the specs of the contract submitted. Tamra Ward offered support for the motion, which was approved unanimously by roll call vote.

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

5) Tree Maintenance

Lannie Young presented a proposal from Total Lawn Care to provide fall tree maintenance services for \$1,506 to ensure healthier trees come springtime.

Lannie Young made a motion to approve an amount not to exceed \$1,506.00 payable to Total Lawn Care for the fall fertilizer feeding of 251 trees. Tim Miner offered support for the motion, which was approved unanimously by roll call vote.

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

9. Reports/Announcements

A. NE Roundabout Repairs

Jay Howie reported to the DDA that the Treasurer received a check from the insurance company to cover the cost of the repairs to the roundabout as the result of an accident earlier in the year. The repair bill was \$16,465, but with a \$500.00 deductible, the amount received was \$15,965.

B. Welcome to Lyon Initiative

John Bell reported that the most recent presentation was held at Senechal Family Chiropractic on November 12th.

C. Historic Photo Lending Program

John Bell reported that Brostrom Physical Therapy have purchased 12 historic photographs for their office.

D. Building Permits

Two hundred seventy two (272) residential building permits have been issued through October 31st of this year compared to one hundred seventy one during the same period in 2011.

E. Board Member Comments/Announcements

DDA/Chamber of Commerce Business Breakfast will be held on November 16th at the Township Hall.

DDA Special Meeting Monday November 19th to complete review of the Form Based Code.

10. Committee Information and Updates

A. Economic Restructuring: No Report

B. Promotion: No Report

C. Design: A Design Committee Meeting will be held on November 19th regarding Milford Road Improvement Project Phase 1.

D. Organization: Discussion regarding whether a social media policy is beneficial to the DDA and the Township. The matter will be researched further.

11. Items Removed From the Consent Agenda for Action or Discussion

Lannie Young made a motion to approve the consent agenda in the amount of \$42,326.13 not including the CPIX Annual Membership dues invoice. Tim Miner offered support for the motion, which was approved by roll call vote,

Roll call: Ayes: Tim Miner, Lannie Young, Jay Howie, John Bell, Bryan Wallace, Tamra Ward

Nays: None

Absent: Vince DeAngelis, Mark Szerlag

Adjournment: Tamra Ward made a motion to adjourn. Tim Miner offered support for the motion, which was approved unanimously. Meeting adjourned at 9:10 p.m.

Respectfully submitted,

Rose Case
Recording Secretary

Bryan Wallace
DDA Secretary