

Charter Township of Lyon

**DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
MEETING MINUTES**

March 11, 2008

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

Members present included John Dolan, Ron Hausmann, Jay Howie, Tim Miner, Mark Mitra, Mike Stanton, Brian Wallace, Lannie Young.

Also present Chris Doozan, Township Planner and Interim DDA Executive Director, Phil Seymour, Township Attorney, Jim Sharpe, Township Engineer, Dean Hay, McKenna Associates, Jim Ludwig, McKenna Associates.

Public Discussion, non agenda items. Matthew Graves, 29712 Milford Road, requested to speak to the committee regarding his home, which is about ½ mile south of Grand River. His house has been appraised for the township and to the best of his knowledge the ring road is slated to go right through the middle of his house. At the time of the appraisal he was led to believe he would hear something within a few months. They live in a bungalow, and with two children, it is not exactly the ideal living situation.

Mr. Graves questioned the time frame for acquisition of property at his end of the ring road. They realize that selling their home would be difficult with the prospect of the ring road coming through it and hope for some idea of when the township will be making offers to acquire property. He explained that he came to the meeting to see if there is any special consideration for situations such as his.

The committee sympathized with Mr. Graves and with his situation but could not give him a definite time line. Supervisor Young stated that it is not out of the question to start acquiring properties early but it will have to be approved by the DDA and they will have to look at how much money is available

It was suggested that he keep in contact with the members of the DDA and most important of all attend the DDA Meetings for updated information.

Approval of the Agenda. Lannie Young made a motion to approve the agenda as presented. John Dolan seconded the motion. Motion approved unanimously.

Approval of Prior Meeting Minutes. Ron Hausmann made a motion to approve the minutes of the November 13, 2007 DDA Meeting. Brian Wallace seconded the motion. Motion approved unanimously.

Visual Preference Survey – Gateway Master Plan – Results; also, presentation of Gateway Master Plan concepts. Dean Hay and Jim Ludwig of McKenna Associates

presented the results of the survey that was taken at the November 2007 meeting. The committee was presented the 3 favorites and the 3 least liked in each category.

Upon completion of the presentation 2 concept plans of the west roundabout were presented to the committee members for their opinions and suggestions. Concept plans for roundabout clocks were also presented for discussion.

Lannie Young also suggested that the committee give some thought to the identifying name that will be given to the downtown area. Since New Hudson is just a post office it is important that the downtown area has its own identity. He went on to say that he feels that the impression made at the entry way into the township are important to the future growth of Lyon Township.

Mr. Young continued that after the bids are in there is a lengthy process that has to take place such as selling bonds and public hearings before construction can begin. Therefore every day we delay brings us into the likelihood that it will not happen this season.

The committee will individually review the material and then together discuss their opinions and ideas but agreed that they would like to see real pictures of other roundabouts to get a better idea.

It was suggested that the road commission website might be helpful in accomplishing this.

Ron Hausmann complimented the McKenna staff on the quality of work done on the concepts for the Gateway Master Plan.

Landscaping for Milford Road Storm Sewer Project Area – Bid Approval. Dean Hay, of McKenna Associates stated that sixteen bids were submitted from all over western Michigan. He continued that Tom's Landscaping presented the lowest bid and that he called all three of their references and received positive feedback. He explained that McKenna has also worked with them before and was satisfied with their performance.

Mike Stanton made a motion to approve the bid in the amount of \$41,936.40 presented by Tom's Landscaping for the Milford Road Storm Sewer Project Area. Ron Hausmann seconded the motion.

Roll call vote: Eight yes votes. One No vote (Tim Miner). Motion approved.

Streetscape Maintenance Update – Bid Approval. Discussion took place regarding the bid submitted by Brien's Services who are currently providing the maintenance of the streetscape and also the maintenance of the park. Mr. Hay explained that the bid they previously presented was higher than the one in the competitive bid cycle.

He continued that Brien's Services is the low bidder and the spread sheet is based off of the one year contract and a three year contract will be three times the amount of the one year. Brien's did not add their weed control cycle or a number of annual maintenance cycles. The bid was put out on an as needed basis and when the grass reached a height of three inches they would be out to mow it.

Mike Stanton asked if it would be advisable to go with a one year contract that will then co-inside with the park contract that comes up next year. One contractor could then bid it all.

Lannie Young agreed that this might be a good idea because if Brien's doesn't get the township contract they will just be coming out here for the streetscape. It might be more advantageous to have one contractor for both. It was agreed that this would be a good idea due to the fuel surcharge.

Discussion regarding locking in the fuel surcharge with a three-year contract took place but it was decided that this would really affect the township contract and this is not the responsibility of the DDA.

Ron Hausmann made a motion to award a one year Streetscape Maintenance Contract in the amount of \$4707.00 to Brien's Services.

Roll call vote: Eight yes votes. One no vote. (Jay Howie). Motion carried.

Demolition of Three Buildings – Bid Approval. Chris Doozan explained that bids were taken on the demolition of three buildings from thirteen bidders. The bids ranged from \$26,724.00 to 59,500.00.

He went on to state that the low bid was submitted by Midway Septic & Excavating and although everyone received the same information there is a letter in the DDA packets from Milford Savage Iron & Metal Company

Mr. Doozan went on to explain that there is a cost for disconnect of the utilities, normally \$700.00, and because this is a municipal project this fee is waived. Midway Septic took the time to figure that out and Milford Salvage did not before the submitted their bid. This created the difference in cost between the two companies.

Phil Seymour, township attorney stated that as long as all the specifications went out to all the bidders he doesn't believe that there is any problem. Mr. Seymour also noted that there was more than a \$700.00 difference between the two lowest bidders and the township has the right to accept or reject any bid.

Lannie Young and Phil Seymour will discuss a letter that will be drafted and sent to Milford Salvage regarding this issue.

The subject of the discovery of asbestos on the property was brought up along with the question of additional charges. Chris Doozan explained that all bidders were invited to inspect the properties before submitting their bids.

Troy Powe expressed his concerns about unexpected expenses after the bid is awarded and George Boston, Midway Septic & Excavating, stated that he has done work for the township on several occasions and there has never been a problem. Jay Howie stated that the three properties involved are very unlikely to have an asbestos problem.

Tim Miner made a motion to award the demolition bid of three properties to Midway Septic & Excavating in the amount of \$26,724.00. Mike Stanton seconded the motion.

Roll call vote: Nine yes votes. Motion approved unanimously.

Lannie Young informed the committee that he was able to sell some of the car wash equipment for \$4000.00 and that would be put into the DDA account.

DLZ Contract Amendments 2 and 3. Chris Doozan explained that two amendments for the east roundabout were received. Both transpired due to the road commission review of the plans.

He stated that amendment two is in the amount of \$5,017.52 and amendment three is in the amount of \$14,000.00. The plans were produced working with one group at the road commission and then a transition occurred and a new set of engineers came in.

Mr. Doozan stated that they then had to work with the subdivision group and they had a different perspective on how things should be and the plans had to be revised quite substantially. This has resulted in cost over runs.

Ron Hausmann made a motion to accept contract amendments two and three as submitted by DLZ. Mike Stanton seconded the motion.

Roll call vote: Eight yest votes. One no vote. (John Dolan) Motion approved.

DLZ Proposal to Prepare Construction Plans for Roundabout at Pontiac Trail/Ring Road. Chris Doozan explained that this is a proposal to begin work on the next roundabout at Pontic Trail and the Ring Road. He went on to state that hopefully they will just be working with the subdivision group and will know exactly what to do this time.

Troy Powe made a motion to approve the DLZ Proposal to prepare construction plans for the roundabout at Pontiac Trail and the Ring Road. Ron Hausmann seconded the motion.

Roll call vote: Nine yes votes. Motion approved unanimously.

Building Department Parking Lot and Service Drive – Update. Jim Sharpe reported that driveway coming in on the west side of the township hall has been designed and has been submitted to the road commission for approval. The bids are going out and should be back in by the end of April.

Mr. Sharpe clarified the fact that the west round about is being fully funded by the DDA so there won't be any real timing issue as far as the selling of bonds, etc. The bids should be back by the end of this month and he will have a pretty good idea as to what the cost will be. Start date should be early May with completion in August.

Financial and Engineering Project Reports presented to the committee in writing.

Announcements. No announcements.

Adjournment. Tim Miner made a motion to adjourn. Troy Powe seconded the motion. Motion approved unanimously. Meeting adjourned at 8:37 p.m.