

**CHARTER TOWNSHIP OF LYON
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**

**Meeting Minutes
March 10, 2009**

DDA Member Bryan Wallace called the meeting to order at 7:00 p.m.

Members present included Lannie Young, Bryan Wallace, Tamra Ward, Tim Miner, Mark Mitra, Troy Powe & John Bell.

Chairman Jay Howie arrived at 7:20 p.m.

Also present Chris Doozan, Interim DDA Director, Matt Quinn, Township Attorney, Loren Crandell & Eric Lord, Giffels Webster Engineers, Stefan Kogler, See, Say & Do.

Five guests were in attendance.

Public Discussion – non–agenda items. There were no items for public discussion.

Approval of the Agenda. Tamra Ward made a motion to approve the agenda as presented. Mark Mitra offered support for the motion, which was approved unanimously.

Approval of Prior Meeting Minutes: *Tuesday, February 10, 2009 and Thursday February 12, 2009 meetings.*

Tim Miner made a motion to approve the meeting minutes of February 10, 2009 as submitted. Tamra Ward offered support for the motion, which was approved unanimously.

Tim Miner made a motion to approve the meeting minutes of February 12, 2009 as submitted. Tamra Ward offered support for the motion, which was approved unanimously.

Stefan Kogler – Introduction to Brand Identity. Stefan Kogler presented a visual presentation beginning with a variety of posters from which selections will be made and used to promote the May 2nd Kite Festival that will be held in the James F. Atchison Memorial Park. Mr. Kogler showed an example of another method of promoting the Kite Festival; this will be a sticker supplied to local restaurants to place on carry out orders.

Mr. Kogler explained that what they are doing now is creating mood boards which will help find the tonality and imagery that will be used in creating the Brand Identity for Lyon Township. A variety of mood boards that are in progress were presented.

Mr. Kogler stated that at the next meeting he will probably display four mood boards to be voted on. Although he will share his opinions on these boards a consensus of opinion of the DDA members will be very important.

He explained that once tone, color, font, etc., are decided upon a style guide will be put together and this will encompass business cards, outdoor boards and any events and communication that takes place within the Township. Mr. Kogler stated that the color as well as the font choice will communicate what Lyon Township stands for.

Roundabout at Grand River and Northeast Ring Road – Update. Eric Lord, Giffels Webster Engineer stated that a meeting is scheduled with the RCOC on Thursday, March 12th regarding the Northeast Ring Road as well as the Southwest Ring Road. He also noted that the bids will be opened on March 19. About twenty firms had taken out bid packages as of this date. Mr. Lord continued that plans have been submitted to the RCOC based on their last review comments and he is hoping for approval in the next few weeks. An on site meeting with the MDEQ is also schedule for the following day.

Lannie Young explained that after bid prices are received a Bond Resolution will be put together for approval by the DDA and the Township Board. Mr. Young stated that he would like to set a meeting for March 30, 2009 with both the Board and the DDA in attendance to approve the resolution. Once the resolution is approved the bonds can be sold in the month of April which will enable construction to begin in May. An email will be sent to the members as to the definite time and date of this meeting.

Update on appraisals and land purchases.

a. Consideration of purchase agreement regarding the VS-17 parcel.

Matt Quinn explained he has a signed purchase agreement from the sellers of this 17-acre parcel that sits at the end of Helene Drive for \$1,450,000.00. It is a one-year land contract with \$50,000 down and the balance due in one year with monthly payments. He noted that the Township Board has approved this agreement and it is before the DDA for final consideration.

Mr. Quinn informed the committee that he has obtained a quote from Insight VCI for the environmental investigation of the property and their estimate is \$2,100.00.

Lannie Young made a motion to approve the purchase agreement for the VS-17 parcel in the amount of \$1,450,000.00. Bryan Wallace offered support for the motion, which was approved unanimously.

Roll call vote: Ayes: DDA Members Young, Ward, Wallace, Howie, Miner, Powe, Mitra & Bell

Nayes: None

Troy Powe made a motion to approve an amount not to exceed \$2,100.00 for Insight VCI to perform a Phase One Environmental Assessment of the VS-17 parcel. Tim Miner offered support for the motion, which was approved unanimously.

Roll call vote: Ayes: DDA Members Ward, Howie, Bell, Troy, Young, Miner, Mitra, Wallace & Bell

Nayes: None

b. Consideration of purchase agreement regarding 56405 Grand River Avenue, owned by New Hudson LLC.

Matt Quinn stated that this has been reviewed before and the agreement is for three buildings and the property on Grand River for the purchase price of \$200,000. He noted that this property would also require an environmental investigation in the amount of \$2,400.00. The cost is more because of the buildings involved.

Mr. Quinn explained that a purchase agreement would be signed with a deposit of \$10,000.00 and closing would take place 60 days thereafter.

Bryan Wallace made a motion to approve the purchase agreement for the property at 56405 Grand River Avenue in the amount of \$200,000.00. Tamra Ward offered support for the motion, which was approved unanimously.

Roll call vote:. Ayes: DDA Members, Howie, Young, Ward, Miner, Bell, Powe, Mitra & Wallace

Nayes: None

Troy Powe made motion to approve an amount not to exceed \$2,400.00 for Insight VCI to perform a Phase One Environmental Assessment on the property located at 56405 Grand River Avenue. Tamra Ward offered support for the motion, which was approved unanimously.

Roll call vote: Ayes: DDA Members Miner, Powe, Ward, Young, Wallace, Bell, Howie & Mitra.

Nayes: None

c. Consideration of purchase agreement regarding the Meadows parcel.

Jay Howie explained that on item a & b there was Township Board support, but there was not on item c (the Meadows parcel). He continued that even though the DDA does have the authority to act on their own in matters such as this he does not feel it is a good idea to do so. Therefore he would like to come back to the DDA next month after securing additional information on this issue.

John Bell made a motion to table this agenda item until the next regular meeting of the DDA. Bryan Wallace offered support for the motion, which was approved unanimously.

Review of Bills Paid. Lannie Young explained that an email was sent out to the members today to enable them to review the bills that have been submitted and paid in the previous month. Mr. Young noted that he realizes that everyone did not get a chance to look at them but in the future an attempt will be made to get them out earlier for review and discussion. This process will enable everyone to get in touch with what is being done.

Announcements. John Bell informed the DDA that on June 14th the library will have an event at Flagstar Bank. This is an annual event and many of the businesses participate. Mr. Bell requested the members think of ways the DDA might be able to support this community event.

Adjournment. Tim Miner made a motion to adjourn. Lannie Young offered support for the motion, which was approved unanimously.

Meeting adjourned at 8:00 p.m.

Rose Case
Recording Secretary

Chris Doozan
Interim DDA Director