

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

**APRIL 14, 2009  
Meeting Minutes**

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

Members present included John Bell, Jay Howie, Tim Miner, Troy Powe, Bryan Wallace, Tamra Ward & Lannie Young

DDA member Mark Mitra was absent.

Also present Chris Doozan, Interim DDA Director, Matt Quinn, Township Attorney, Nikki Jeffries & Loren Crandell, Giffels Webster Engineers, Courtney Piotrowski, McKenna Associates & Stefan Kogler, See, Say & Do.

Three (3) guests were also in attendance.

**Public Discussion, non-agenda items.** No discussion.

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

**Approval of Prior Meeting Minutes:** *Tuesday March 10, 2009 & March 31, 2009.*

**Troy Powe made a motion to approve the minutes of Tuesday March 10, 2009.** Bryan Wallace offered support for the motion, which was approved unanimously.

**Tamra Ward made a motion to approve the minutes of March 31, 2009.** Troy Powe offered support for the motion, which was approved unanimously.

**Update by Stefan Kogler.** Stefan Kogler presented the DDA Member with Mood Board samples for their review. He explained that the Mood Board will help him and his team with the creation of a Brand Identity for Lyon Township.

He then presented a recap of where this all started, where it has been and where it is all going.

Along with the materials presented to the DDA Members Mr. Kogler gave a visual presentation as well as an explanation of each Mood Board.

At the close of the presentation Mr. Kogler requested that the DDA Members take the time to review all that has been presented and share their choices with him at a later date.

**Lyon Center Drive Northeast: Award of Contract (see bid tab and related materials from GWE).** Nikki Jeffries stated that there were two bids that were very close, Dan's Excavating and San Marino Excavating. Dan's presented the lower bid. Both contractors are definitely qualified and have done work in the Township on previous occasions. Ms. Jeffries then compared the two bids for the members of the DDA and provided some explanation regarding them. Her recommendation was to award the bid to Dan's Excavating.

Lannie Young stated that when the Board considered this, with them being only \$6000.00 apart, it generated much discussion. He continued that since they are both very qualified and the lowest bid works in the favor of the Township then we are obligated to take the lower bid.

**Troy Powe made a motion to award the Lyon Center Drive – Northeast Project to Dan's Excavating pending permit approval and the sale of the bonds. Tim Miner offered support for the motion. which was approved unanimously.**

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

**Nays: None**

**Absent: DDA Member Mitra**

**Update on meeting with MDNR related to trail crossing.** Chris Doozan explained that the MDNR has a policy of no new trail crossings. The Huron Valley Trail is owned by the MDNR and the Western Oakland County Trailway Council leases it for one hundred years for \$1.00. He continued that we have to get permission from the MDNR to cross it at Lyon Center Drive.

Mr. Doozan stated a proposal was made to relocate the trail to the east side of the new Lyon Center Drive. When the agreement came back it stated that there could be no driveway crossings across the relocated trail. This would eliminate any opportunity for economic development along the trail. This decision was supposed to go before the Natural Resource Commission at the end of March.

Mr. Doozan noted that Lannie Young called our legislators and had it removed from the Natural Resource Commission and a proposal was quickly put together to present to the MDNR. This proposal agreed to maintain the existing trail by substantially upgrading the crossings at Grand River and at Lyon Center Drive. He feels that the presentation went very well and it now has to go to Clare for review but should only take a short period of time to get a decision.

**Consideration of amendments to the DDA Development Plan and Tax Increment Financing Plan (see enclosures with explanation by Paul Wyzgoski).** Matt Quinn explained that there are proposed changes on pages 23, 30 & 31 of the DDA and TIF

Plans. He explained that the original Plan assumed that only the DDA would be issuing bonds, the change is that the Township can issue bonds. The DDA will then enter into a contractual agreement with the Township to be responsible for paying those bonds.

Mr. Quinn continued by reading the three changes as written to the members of the DDA and explained that the Township Board will hold the required Public Hearing on April 24<sup>th</sup>. This Public Hearing will be to consider adopting an ordinance that will include the three changes.

**Lannie Young made a motion to approve the amendments to the DDA Development Plan and Tax Increment Financing Plan as set forth on pages twenty three (23), thirty (30) and thirty one (31) of the documents provided. John Bell offered support for the motion, which was approved unanimously.**

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

**Nayes: None**

**Absent: DDA Member Mitra**

**Updates on appraisals and land purchases.** Matt Quinn reported that in the Northeast Ring Road the only two land purchases remaining are the MDNR and the Kojaian properties.

Mr. Quinn continued that in the Southwest a good faith offer has been made to Mr. Lamb and a decision as to what will be purchased on the Meadows property has not been decided. He explained that no other appraisals have been done because Oakland County hasn't finalized the location of the roundabout with DLZ.

**Consideration of Streetscape Maintenance Bid (bid tab enclosed).** Chris Doozan explained that the bids from Alana's Landscaping and Lightning Lawn Care were very close. Dean Hay of McKenna Associates checked out both companies' references and they both check out pretty good. Lightning was able to produce a longer contract history and they were the original recommendation. However they have not produced the required documentation that they are licensed for chemical applications and Alana's has. Mr. Doozan stated that we really need to move ahead because the streetscape maintenance has to be done fairly soon.

After some discussion, since the proper licensing documentation that was requested hasn't been provided by Lightning Lawn Care the DDA made the decision to award the contract to Alana's Landscaping.

**Tim Miner made a motion to award the Streetscape Landscaping contract in the amount of \$4000.00 due to their presentation of proper documentation to Alana's**

**Landscaping for a period of one year. Troy Powe offered support for the motion, which was approved unanimously.**

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

**Nays: None**

**Absent: DDA Member Mitra**

**Update on Vision Plan by Courtney Piotrowski.** Courtney Piotrowski presented the members of the DDA with a draft copy of the Lyon Township Vision Plan and requested that they review the material and get their comments and overall opinion back to her. A meeting will then be scheduled to go over it and make sure everyone is on board with the ideas presented.

**Consideration of Cemetery Fence Repair Bid (estimate from Dean Hay enclosed).** Chris Doozan reminded the DDA Members that someone drove into the cemetery fence and damaged a portion of it. Dean Hay went out and looked at it, assessed the damage and produced an estimate of \$3425.00 to repair it.

Jay Howie questioned why it is costing so much and it was explained to him that they are going to have to prefabricate it. Mr. Doozan gave a breakdown of estimate.

Matt Quinn explained that the DDA would pay for this and it would then be turned over to the insurance company for reimbursement. Mr. Quinn stated that he would look into whether the driver does or does not have insurance. If not restitution will be requested from the driver.

**Tamra Ward made a motion to approve an amount not to exceed \$3425.00 for repair to the fence in the New Hudson Cemetery. Lannie Young offered support for the motion, which was approved unanimously.**

**Roll call vote: Ayes: DDA Members Wallace, Powe, Tamra, Lannie, John, Miner & Howie**

**Nays: None**

**Absent: DDA Member Mitra**

**Consideration of Roundabout Landscaping Bid (see bid tab from Dean Hay).** The members were provided bid sheets. Chris Doozan stated that four bids were received for the Roundabout Landscape Project and the lowest bid was from Reliable Landscape but they did not bid on all the items. Therefore it thrown out and the highest bid was from Lang Construction and it was 25% higher than the next highest so it was not considered. Mr. Doozan noted that Hi-Tech was the relative lowest bidder but the unit cost were low

and the provided references showed many time gaps in the past years as well as little to no recent work.

Mr. Doozan stated that Dean Hay has recommended Sinacori Landscape because their bid most closely resembled construction industry cost standards and also the McKenna cost estimate of the project. He noted that in 2007 Sinacori was awarded the contract for the New Hudson Cemetery renovation and completed the project in an acceptable and timely manner.

Mr. Doozan stated that the base estimate was \$38,264.00 and with the addition of the Laminate Stone Faced Wall and Hydrel Wall Spotlight the estimate is \$53,121.00.

**Tamra Ward made a motion that in consideration of the completion of the bid and the presentation of good references the Northwest Roundabout Landscaping bid be awarded to Sinacori Landscape in the amount of \$52,121.00. Troy Powe offered support for the motion, which was approved unanimously.**

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

**Nays: None**

**Absent: DDA Member Mitra**

**Consideration of Providing Seed Money for Downtown Events (e.g., farmer's, market, antique market, kite festival).**

Jay Howie stated that we need to generate some interest and traffic for the businesses that are already here and that costs money to do. He explained that he is working with someone that would like to have a farmer's market in New Hudson and that he would like to see money allocated to help promote events such as this.

Troy Powe responded that he would like to see some guidelines set.

Tamra Ward stated that when she was at the Chamber she would have to put together a proposal when requesting money for events.

The suggestion was made to approve money for the Kite Festival with Lannie Young responding that before money is just committed he would like to see someone present a plan. Along with presenting a plan a request for a specific amount of money should be included.

Discussion took place regarding the legality of using DDA money for community events and the timing involved in requests for funds to support community events. All of these items will be researched and brought back at a future meeting.

**Appointment of a DDA.** Jay Howie stated that he has asked Bryan Wallace to take the position of DDA Secretary.

**Jay Howie made a motion to appoint Bryan Wallace as DDA Secretary. Lannie Young offered support for the motion, which was approved unanimously.**

**Review of Bills Paid.** Lannie Young stated that the expectation was that every month the previous month's bills would be reviewed. He was not aware of whose responsibility this was going to be. Mr. Young said he would take on this responsibility and the bills paid will be provided at future meetings.

**Announcements.** Tamra Ward announced that Abbey Park will have its official grand opening on Sunday April 26<sup>th</sup>. The DDA Members will be receiving an invitation to this event.

An announcement was made congratulating John Bell on his nomination as Senior Citizen of the Year, Troy Powe Volunteer of the Year and Al Hogan Citizen of the Year by the Chamber of Commerce.

**Adjournment. John Bell made a motion to adjourn. Troy Powe offered support for the motion, which was approved unanimously.**

**Meeting adjourned at 8:32 p.m.**

**Respectfully Submitted,**

---

Rose Case  
**Recording Secretary**

---

Chris Doozan  
**Interim DDA Director**

---

Bryan Wallace  
**DDA Secretary**