

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

**MAY 12, 2009
MEETING MINUTES**

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

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

DDA Chairman Jay Howie and DDA member Tim Miner were absent.

Also present were Michelle Aniol, McKenna Associates, Matt Quinn, Lyon Township Attorney, and Eric Lord, Giffels Webster Engineers.

Six (6) guests were in attendance.

Public Discussion, non-agenda items. No Discussion.

Approval of the Agenda. Mark Mitra made a motion to approve the agenda with one addition. Troy Powe offered support for the motion, which was unanimously approved.

Approval of Prior Meeting Minutes: *Tuesday April 14, 2009.* Tamra Ward made a motion to approve the minutes of the April 14, 2009 meeting as submitted. Troy Powe offered support for the motion, which was approved unanimously.

Update by Stefan Kogler. In the absence of Stefan Kogler, John Bell presented samples of the Mood Boards displayed at the last DDA Meeting.

Mr. Bell requested that those present express their choice from the five boards on display. The majority of the respondents selected Natural Beauty, although the Papyrus font caused some concern.

Mr. Bell stated that he presented these boards to some local businesses and also members of the Township office staff and their choice was also Natural Beauty.

Lannie Young questioned how flexible it would be if you liked the color scheme of one board and the font of another.

Mr. Bell responded that he had asked the same question and this is something that would have to be discussed with Stefan Kogler.

Approval of Bid for Demolition of Seven Houses on Cash Street and Milford Road (bid tab enclosed). Mr. Young explained that the low bid was submitted by MDS Excavating in the amount of \$29,888.00. Mr. Young stated that the gentlemen from MDS are present this evening.

Mr. Young stated that he and Chris Doozan met with MDS Excavating and discussed the scope of the work involved and came away assured that they could complete the job for the amount quoted. They have posted the necessary bonding and both he and Mr. Doozan recommend they be awarded the contract.

John Bell made a motion to award the demolition bid for seven (7) houses on Cash Street at Milford Road to MDS Excavating in the amount of \$29,888.00. Mark Mitra offered support for the motion, which was approved unanimously.

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

Nays: None

Absent DDA Chairman Howie & DDA Member Miner

Request from Sinacori Landscaping for Advance Payment of \$15,000.00 for Materials for the Northwest Roundabout Landscaping (invoice enclosed). Michelle Aniol presented a more detailed memo explaining the original bid along with the request for \$15,000.00.

Matt Quinn questioned why they are making this request since they bid the contract and no advance payment was included in that contract.

Ms. Aniol stated that Dean Hay of McKenna Associates was told they could not absorb that much up front cost.

Lannie Young stated that this breaks tradition of what is normally done. The contract is awarded and after a portion of work is done partial payment can be made.

The DDA Board instructed that the contractor be asked if he can fulfill the terms of the contract and if not the bid will be awarded to another contractor.

Lannie Young made a motion that the request from Sinacori Landscaping for an advance payment of \$15,000.00 is denied. Troy Powe offered support for the motion, which was approved unanimously.

Updates on appraisals and land purchases. Matt Quinn explained that on the Northeast Ring Road Chris Doozan is working on the State DNR parcel and a meeting was held regarding the Kojaiian parcel and that is close to completion.

Mr. Quinn continued that nothing has happened on the Southwest since the last meeting and he is waiting to hear on the Meadows parcel. Jay Howie was to gather material for the board but he has not done this as yet.

Mr. Quinn stated that a good faith offer has been presented for the Lamb parcel and he is waiting to hear about that and until the RCOC finalizes the location of the roundabout at Pontiac Trail and New Hudson Drive the properties around there are in a holding pattern.

ICSC Michigan Idea Exchange (July 22-23, 2009) – should we participate again @ \$355.00 per person? Michelle Aniol explained that there is a Public Official category that includes both the DDA and a Government Official Group. With Lannie Young being a government official the cost will only be \$95.00 to attend the conference. Once registered there is no cost to rent a table at the event.

Lannie Young stated that he feels it is important to maintain a presence at this event and make others aware of where Lyon Township is and what it has to offer.

The decision was made to establish a committee made up of Chris Doozan, Eric Lord, Tamra Ward, John Bell & Mark Mitra. This committee will come up with ideas and cost and will bring the information back to the next meeting.

Lannie Young made a motion to table the decision to participate in the Michigan Idea Exchange until the June meeting of the DDA. Mark Mitra offered support for the motion, which was approved unanimously.

Michigan Festivals and Events Association Membership. John Bell presented information to the members of the DDA pertaining to Michigan Festival and Events. Mr. Bell explained that a schedule of Michigan events and festivals is published in hard copy form and made available to anyone requesting it and is also available at various locations across the State. This information is also available on their website.

Mr. Bell explained that for \$200.0 the Lyon Township DDA can become a member and will also receive one complimentary event published on the website. Additional events will be published at the cost of \$100.00 per event. A calendar of events to be published in their brochure needs to be submitted by July for the following year at a cost yet to be determined.

After some discussion the DDA agreed to become a member of the Michigan Festivals and Events Association.

Mark Mitra made a motion to join the Michigan Festivals and Events Association at the cost of \$200.00, which includes publication of one (1) complimentary event. Tamra Ward offered support for the motion, which was approved unanimously.

Roll call vote: Ayes: DDA members Wallace, Young, Ward, Bell, Mitra & Powe

Nays: None

Absent: DDA Chairman Howie & DDA member Miner

Review of Bills Paid. Lannie Young provided the DDA with an update of the bills that have been paid and asked for comments or questions. There were no comments or questions regarding the bills.

Announcements. Troy Powe requested that Dean Hay of McKenna Associates look **into** the condition of the landscaping on Milford Road. Mr. Powe stated that the trees look very bad and the flowerbeds resemble weedbeds.

Michelle Aniol will pass this information on to Mr. Hay.

John Bell presented the DDA with a review of the Kite Festival attendance.

Michelle Aniol requested that comments on the Vision Plan be turned in to Courtney or Jay by May 18th.

Adjournment. Troy Powe made a motion to adjourn. Tamra Ward offered support for the motion, which was approved unanimously.

Meeting adjourned at 8:00 p.m.

Rose Case
Recording Secretary

Chris Doozan
Interim Executive Director

Bryan Wallace
DDA Secretary



56120 Van Dyke • Shelby Township, MI 48316

Phone # 586-677-6400

Fax # 586-677-6610

Invoice

DATE	INVOICE NO.
5/27/2009	13109

BILL TO
Charter Twp. of Lyon Lyon Township Hall 58000 Grand River Ave. New Hudson, MI 48165

P.O. NO.	TERMS	PROJECT
		NW Rounda...

QTY	DESCRIPTION	RATE	AMOUNT
	Lyon Twp NW Roundabout Installation completed as of 5/27/09		
<u>18</u>	Accolade Elm 2.5"	365.00	6,570.00
<u>11</u>	October Glory Maple 2.5"	230.00	2,530.00
<u>20</u>	Yards of Plant Mix	30.00	600.00
<u>10</u>	Yards of Double Shredded Hardwood Mulch	48.00	480.00

THANK YOU	Total	\$10,180.00
-----------	--------------	-------------



A Complete Design/Build Company
 Office 248.651.5400 • 586.677.6400 • Fax 586.677.6610

