

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

**JULY 14, 2009  
MEETING MINUTES**

DDA Chairman Jay Howie called the meeting to order at 7:05 p.m.

Members present included John Bell, Jay Howie, Mark Mitra, Troy Powe, Tamra Ward & Lannie Young.

DDA members absent included Tim Miner & Bryan Wallace.

Also present Chris Doozan, Interim DDA Director, Matt Quinn, Lyon Township Attorney, Nikki Jeffries, Giffels Webster Engineers, Dean Hay, McKenna Associates, Stefan Kogler, See, Say, & Do, John Hicks, Lyon Township Trustee, Patty Carcone, Lyon Township Treasurer.

Three (3) guests were also in attendance.

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

**Approval of Agenda.** Tamra Ward made a motion to approve the agenda as submitted. Troy Powe offered support for the motion, which was unanimously approved.

**Approval of Prior Meeting Minutes: Tuesday June 9, 2009.** Troy Powe made a motion to approve the prior meeting minutes of June 9, 2009. Tamra Ward offered support for the motion, which was approved unanimously.

**Update by Stefan Kogler**

- a. **Image Program**
- b. **ICSC Program Brochure**
- c. **Sign for west roundabout wall**

Stefan Kogler presented the DDA Members hard copies of the Brand Style Guide and explained that it is meant to be online so the press and public can have access to it.

Mr. Kogler also presented a visual of this material along with an explanation of the individual parts of it.

He explained that the style guide would be in digital format for distribution with a bound copy archived at the Township for the record.

Chris Doozan asked Mr. Kogler if he was requesting the DDA to approve this document this evening.

Mr. Kogler explained that he wants to begin the Communication Plan as soon as possible and this Style Guide should to be completed for that to happen.

Lannie Young stated that since this is supposed to be the identity for the Township he feels that a presentation of this materials should be made to the Township Board along with a history of what has been done at the DDA level to get this far.

A joint meeting of the Board of Trustees, Planning Commission and the DDA will be scheduled to present this information.

**Lannie Young made a motion to recommend that the Identity Style with the particulars as laid out in the Style Brand Guide be adopted and recommended to the Township Board. Tamra Ward offered support for the motion, which was approved unanimously.**

In addition Mr. Kogler provided the DDA members with the Program Brochure that will be available to present to attendees at the ICSC Michigan 2009.

The members of the DDA suggested some minor changes to this brochure. Mr. Kogler will make these changes and have the brochure ready for the ICSC, which is to take place next week.

Chris Doozen asked who would be in charge of producing the brochure and was told by Jay Howie that Stefan would.

Discussion took place regarding the material that will be used for the lettering on the west roundabout wall.

Mr. Kogler informed the Board that papyrus font is not a standard font that is already cut and therefore it will have to be cut. He presented two quotes one for \$7,950.00 if done in aluminum which will have to be painted and a second quote for \$14,300 if bronze which will last forever is used.

Discussion regarding these two materials took place.

Tamra Ward stated that she knows that Mill River has the papyrus font and would hope that someone local could be chosen to do the work.

Jay Howie stated that he would like to see some additional information on the materials before he made a decision.

Dean Hay explained that the letters were bid out already as part of the landscape project and the contractor made an allowance as part of the bid. They have not hired anyone to

fabricate the letters and so that allowance would have to be to be removed from the contract.

Mr. Hay suggested giving the lettering specs to the landscape contractor to see if he can do what is given to him at the price he quoted for lettering. If he can't then negotiations to remove the lettering from the original contract would take place.

Lise Blades, Lyon Township resident, requested that before any type of lettering is placed on the roundabout public input be heard by the DDA. Ms. Blades also has concerns about the chevrons overshadowing any lettering that will be placed on the wall.

Jay Howie responded that the chevrons are an RCOC issue that will have to be dealt with in the future.

**Proposal by Patty Carcone for a park in the Lyon Town Center.** Patty Carcone, Lyon Township Treasurer gave the DDA a description of a park that she visited while vacationing in northern Michigan. She explained that since returning she is convinced that this type of downtown park could serve the residents and the businesses of Lyon Township.

Ms. Carcone suggested that property at Lyon Town Center with a band shell, a small squirt park and a restroom would be the perfect place to host festivals, a farmers market, possible concerts in the park all in an area that residents could bike to and area merchants could benefit from.

Jay Howie invited Ms. Carcone to attend a scheduled meeting to review and finalize the recent charette. He stated that this will give her an idea of what has already been considered and it will give some future direction to her idea.

The DDA agreed that the idea is a great one it is just a matter of how to get there.

**Consideration of irrigation system repairs.** Lannie Young explained that when the west roundabout was constructed a portion of the irrigation system that Grubb & Ellis maintain for the Kojanian Development was destroyed. Mr. Young explained that he and Mr. Howie walked the property and it is definitely the responsibility of the Township to repair the system.

**Mark Mitra made a motion to authorize repair of the irrigation sprinkler system in the northwest roundabout area for an amount not to exceed \$18,000.00. Troy Powe offered support for the motion.**

Roll call: Ayes: Lannie Young, John Bell, Mark Mitra, Jay Howie, Tamra Ward, Troy Powe

Nays: None

**Absent: Tim Miner, Bryan Wallace**

**Update on the northeast ring road and roundabout project.** Nikki Jeffries reported that 80% of the storm sewer along with about 20% of the water main are complete. Ms. Jeffries stated that there were a few minor delays with utility companies but those have been resolved.

**Updates on appraisals and land purchases.** Matt Quinn stated that everything is complete regarding the current roundabout, and the final drawings needed for the Kieran and Pietrandrea property have been received from Giffels and the title work is being completed. When title work is received it will be given to the appraiser to present offers. Mr. Quinn continued that Oakland County Airport is processing the land needed from them so things are moving forward.

Lannie Young added that he will be requesting that Mr. Quinn draft a purchase agreement for the Lamb property and approval will be requested at the next DDA meeting.

**Removal of white building at the southwest corner of Costello and Grand River Avenue.**

Jay Howie requested that a bid package be put together to tear down the white building and the metal building located at Costello and Grand River with the hope that a farmer's market or art fair can be started there.

Lannie Young suggested waiting until the charrette is finalized but since it takes time to put a bid package together it could be started and then reviewed before it is sent out.

Mr. Howie stated that no matter what happens the white building has to be torn down. It makes the downtown look like no one cares.

Lannie Young suggested that it might be possible to add this demolition to the demolition that is taking place right now.

**Tamra Ward made a motion to direct Lannie Young to approach MDS, the existing contractor company, to get a quote or an add-on to their existing contract and that the add-on quote to be brought back to the next DDA Meeting. Troy Powe offered support to the motion, which was approved unanimously.**

**Update on landscaping at the west roundabout.** Dean Hay explained that the landscaping would not proceed until September to avoid planting in the hot weather months. Mr. Hay stated that inspection and approval would take place before a final invoice for payment will be presented to the DDA.

Jay Howie asked if we have sprinklers at the roundabout and was told there weren't any.

Lannie Young suggested paying a flat monthly fee to Kojaian so that Grubb and Ellis would be managing the plantings in the roundabout for the Township.

Mr. Hay stated that he has an irrigation designer that he works with who could design an irrigation system that would tie in with the Kojaian system.

**Troy Powe made a motion to approve an amount not to exceed \$300.00 for an irrigation design for the northwest roundabout landscaping. John Bell offered support for the motion, which was approved unanimously.**

**Discussion: should we use the chevron wall at other roundabouts.** Lannie Young stated that the wall serves as a retainer wall and without it would just be a grassy slope.

Dean Hay noted that a grassy slope would have to be maintained.

Mr. Young continued that much has been learned from the first wall and in speaking to DLZ they have stated that they have had no previous problems with walls of this type.

The consensus of the DDA was that they are in favor of a wall at the other roundabouts.

**Trademark progress report.** Stefan Kogler presented the DDA with a report that stated a Federal and State search was done on the tag line Honoring Yesterday, Building Tomorrow.

This search showed that no municipality at the Federal or State level is using it.

Mr. Kogler requested that the DDA approve establishing this trademark.

**Troy Powe made a motion that the DDA endorse and move ahead in establishing the Lyon Township trademark, Honoring Yesterday, Building Tomorrow. Lannie Young offered support for the motion, which was approved unanimously by members in attendance.**

**Review of Bills Paid.** Lannie Young gave an explanation of bills paid the previous month.

**Troy Powe made a motion to amend the agenda to include approval of payment to Sinacori Landscaping. Lannie Young offered support for the motion, which was approved unanimously.**

**Electrical estimate submitted by Sinacori Landscaping Inc.** Dean Hay gave an explanation of the estimate from Lakepointe Electric submitted by Sinacori Landscaping beyond the original contract amount. He stated that this is to tie in the existing electrical with the proposed electrical as part of the northwest roundabout landscape.

**Lannie Young made a motion to approve the payment of \$6880.00 to Sinacori Landscaping Inc. for the estimates submitted by Lakepointe Electric. Tamra Ward offered support for the motion.**

**Roll call:      Ayes:            John Bell, Lannie Young, Troy Powe, Tamra Ward, JayHowie**

**Nays:            None**

**Absent:          Tim Miner, Mark Mitra, Bryan Wallace**

**Announcements.** Some discussion took place regarding the materials that will be on display at the ICSC on July 22<sup>nd</sup> and July 23<sup>rd</sup> along with a review of who will be attending on behalf of Lyon Township.

**Adjournment.** John Bell made a motion to adjourn. Lannie Young offerer support for the motion, which was approved unanomously. Meeting adjourned at 8:57 p.m.

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**Rose Case  
Recording Secretary**

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**Chris Doozan  
Interim DDA Director**

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**Bryan Wallace  
DDA Secretary**