

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

AUGUST 11, 2009

MEETING MINUTES

DDA Chairman Jay Howie called the meeting to order at 7:08 p.m.

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

DDA member Lannie Young was absent.

Also present Chris Doozan, Interim DDA Director, Eric Lord Lyon Township Engineer, Matt Quinn, Lyon Township Attorney, Dean Hay, McKenna Associates, Stefan Kogler, See, Say & Do and John Hicks, Lyon Township Trustee.

Public Discussion – non-agenda items. Pumpkinfest sponsorship was added to the agenda.

Approval of the Agenda. John Bell made a motion to approve the agenda with the addition of Pumpkinfest sponsorship. Tamra Ward offered support for the motion, which was approved unanimously.

Approval of Prior Meeting Minutes: Tuesday July 14 & 21, 2009. Tamra Ward made a motion to approve the prior meeting minutes of Tuesday July 14 & 21, with the addition of a name that was left out on page 4 of the July 14th meeting minutes. Troy Powe offered support for the motion, which was approved unanimously.

Update by Stefan Kogler. Stefan Kogler reported that the trademark application is moving forward and the communication plan is also moving ahead and will be presented at a later date. Mr. Kogler stated that he is currently working on the business cards, letterhead, etc.

Update on NE ring road and roundabout project. Eric Lord stated that the project is moving along quite well with the curbs being put in later this week. Mr. Lord explained that the electric utilities are being relocated and the wires should be moved in the next couple of weeks, with the lane shift taking place shortly after that.

John Bell expressed his concern about the lack of sidewalks and how important they are to a walkable downtown.

Updates and appraisals and land purchases. Matt Quinn reported that he is still working on few appraisals and land purchases for the southwest segment of the ring road.

Letter to Milford Road residents concerning landscaping maintenance. Dean Hay presented a letter to the residents on Milford Road regarding the maintenance of the landscaping in front of their property. The letter has not been sent out yet due to concerns about the residents being able to afford the necessary maintenance costs. Mr. Hay explained that the letter reflects a halfway point where the residents would maintain the plants themselves and the DDA would take care of the cost of the mulch.

Mr. Hay presented a quote from the company maintaining the New Hudson Streetscape, which included a spring & fall clean up and three inches of hardwood mulch at a yearly cost of \$1500.00. He stated that if the DDA wanted to take over the whole project and maintain the landscaping during May, June, July and August it would be an additional \$300.00.

Jay Howie pointed out that it may not be a good idea to takeover complete homeowner responsibility and the idea of a Garden Club might work.

Troy Powe noted that some of the areas that aren't being taken care of are because the properties are empty and trying to take over care may be an insult to the homeowners who are maintaining the landscaping in front of their home.

Discussion continued with the decision made to send a letter to the residents of Milford Road stating that the DDA will provide the spring and fall maintenance and offering assistance with the continuous care to those who would like it. In the letter a request would be made to return it expressing their wishes.

Troy Powe suggested asking in the letter if the resident might be interested in participating in a Beautification Committee.

Northwest roundabout irrigation system bids – selection of contractors. Dean Hay presented the DDA with the six bids that were returned to him. Mr. Hay gave background on the two lowest bidders and due to their experience recommended Michigan Automatic Sprinkler. Mr. Hay noted that we would be tying in the Kojaian irrigation system. He stated that he has worked with them in the past on large projects and they have always come in on time and at budget.

Mark Mitra made a motion to accept the bid from Michigan Automatic Sprinkler in an amount not to exceed \$3,842.00 for the Northwest roundabout irrigation system. Tamra Ward offered support for the motion.

Roll call: **Ayes:** **John Bell, Bryan Wallace, Mark Mitra, Tim Miner,
Tamra Ward, Troy Powe, Jay Howie**

Nays: **None**

Absent: **Lannie Young**

Review and approval of northwest roundabout sign lettering. Dean Hay stated that he presented the drawings provided to him by Stefan Kogler to the contractor and they were passed on to their sign company. Mr. Hay continued that he was told that it would not be a problem to construct the lettering to the specifications provided at the allowance provided in the contract.

Mr. Hay requested a mock up so that it can be approved but was told they have never done a mock up before and are unable to do so.

Stefan Kogler suggested cutting the letters out of foam core and put them in place at the roundabout. He explained that they can be cut out with a razor blade and spray painted if necessary.

Dean Hay responded that he would approach the sign company and see if they can provide something in the next few weeks.

Invoice from Liquid Assets, re: work on irrigation system, northwest roundabout.

Dean Hay requested approval of this payment for the design of the irrigation system. Mr. Hay explained that he was directed to go ahead with this last month in an amount not exceed \$300.00.

Mark Mitra made a motion to approve payment in the amount \$255.00 for the design and site work on the northwest roundabout irrigation system. Tim Miner offered support for the motion.

Roll call: Ayes: Tim Miner, Tamra Ward, John Bell, Jay Howie, Bryan Wallace, Troy Powe, Mark Mitra

Nays: None

Absent: Lannie Young

Northeast roundabout landscape contract (design, approvals, construction documents) Dean Hay explained that he has prepared a contract for this work and has included some additional work which includes trees along the new section of Lyon Center Drive from the NE roundabout to Liberty Chevrolet.

Discussion regarding the placement of stone piers, benches, and electrical receptacles took place.

Jay Howie suggested looking into this now rather than having to come back later to decide on these items.

John Bell requested a drawing of what will be placed in the area and Dean Hay responded that he would have a complete set of drawings at the next DDA meeting.

Bryan Wallace made a motion to approve an amount not to exceed \$4500.00 to McKenna Associates for Project 87002B the northeast roundabout landscape contract. Tim Miner offered support for the motion.

Roll call: Ayes: John Bell, Mark Mitra, Bryan Wallace, Tim Miner, Jay Howie, Troy Powe, Tamra Ward

Nays: None

Absent: Lannie Young

Cost estimates: storm and sanitary sewers, streetscape along Grand River Avenue. Dean Hay explained that he is presenting two streetscape concept plans for Grand River from the present streetscape to the northeast roundabout. He explained that these are only a concept; there is no road design yet and therefore they are not ready to go out for bid. Dean Hay presented material detailing estimates for the streetscape portion of the Grand River project.

Eric Lord presented the DDA members with material containing three infrastructure cost estimates for the project. Mr. Lord explained the three options in detail along with the costs.

The DDA members reviewed both sets of documents and discussion took place.

No action was taken. A monthly status report will be presented on this project.

Bids for construction of sidewalk in front of Township Hall. Eric Lord explained that the company that did the work on the building department parking lot submitted two separate bids. One quote was to connect the sidewalk from the subdivision to the eastern driveway. The second quote was to take the sidewalk all the way to the western driveway.

After reviewing the quotes Mark Mitra suggested that rather than just accept this quote the project should be put out for bids.

Mark Mitra made a motion to approve the sidewalk extension bid package for a sidewalk on the easterly side of the Township property and through the Township property to its westerly boundaries. John Bell offered support for the motion, which was approved unanimously.

Update on removal of white building at the southwest corner of Costello and Grand River Avenue. Chris Doozan stated that the bid has been prepared and advertised. The bid opening will be on August 20th at 3:00 p.m.

Advertisement in the Oakland County Magazine. John Hicks explained that a Township ad has appeared in the Oakland County Magazine for the past two years. He

presented a copy to the DDA members. He stated that the cost for the ad is \$800.00 and he requested that Stefan Kogler to be involved in designing the ad for the magazine.

When asked how this ad benefits Lyon Township, Chris Doozan explained that the magazine is used by Oakland County Community Development and it is good exposure directed at developers or businesses interested in Oakland County.

Stefan Kogler responded that he will design the ad for the magazine under his retainer and there would be no additional cost to the Township.

Tim Miner made a motion to approve \$800.00 for an ad in the Oakland County Magazine with Stefan Kogler designing the ad. Bryan Wallace offered support for the motion.

**Roll call: Ayes: Jay Howie, Bryan Wallace, Troy Powe, John Bell,
 Tamra Ward, Mark Mitra, Tim Miner**

Nays: None

Absent: Lannie Young

Decision regarding additional sidewalk on Northeast Lyon Center Drive. Jay Howie explained that the road is presently designed without a 10 foot sidewalk on one side of the road. Mr. Howie explained that this was an oversight and in order to create a walkable downtown sidewalks on both sides of the road are necessary.

He explained that with the change proposed the sidewalk already included will be reduced from 10 feet to 8 feet and an 8-foot sidewalk will be constructed on both sides of the road.

John Bell made a motion to approve and additional \$26,016.00 to construct 8 foot sidewalks on both the east and west side of Lyon Center Drive. Mark Mitra offered support for the motion.

**Roll call: Ayes: Tamra Ward, Bryan Wallace, John Bell, Mark
 Mitra, Troy Powe, Tim Miner, Jay Howie**

Nays: None

Absent: Lannie Young

Pumpkinfest Sponsorship. Troy Powe suggested that Lyon Township become a Pumpkinfest sponsor at the cost of \$250.00

Stefan Kogler stated that he looked at the website and feels that sponsorship participation is a very good idea for Lyon Township. There are other Lyon Township businesses that

are sponsoring as well. Mr. Kogler continued that he would design the sponsorship ad at no additional cost to the Township. It will be included in his retainer.

Mark Mitra made a motion to approve \$250.00 for the 2009 Pumpkinfest sponsorship ad. Troy Powe offered support for the motion.

Roll call: Ayes: Jay Howie, Tamra Ward, Tim Miner, Bryan Wallace, Troy Powe, Mark Mitra, John Bell

Nays: None

Absent: Lannie Young

Review of Bills Paid. None in the absence of Lannie Young

Announcements. None

Adjournment. John Bell made a motion to adjourn. Tim Miner offered support for the motion, which was unanimously approved. Meeting adjourned at 8:50 p.m.

Rose Case
Recording Secretary

Chris Doozan
Interim DDA Director

Bryan Wallace
DDA Secretary