

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

**SEPTEMBER 9, 2009**

**MEETING MINUTES**

DDA Chairman Jay Howie called the meeting to order at 7:03 p.m.

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

Also present Chris Doozan, Interim DDA Director, Eric Lord, Township Engineer, Scott Baker, Township Attorney, Stefan Kogler, See, Say & Do, Courtney Poiotrowski, McKenna Associates, John Hicks, Lyon Township Trustee.

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

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

**Approval of Prior Meeting Minutes *Tuesday, August 11, and Thursday, August 27, 2009.*** Mark Mitra made a motion to approve the prior meeting minutes of Tuesday, August 11, 2009. Tim Miner offered support for the motion, which was approved unanimously.

**John Bell made a motion to approve the DDA portion of the joint meeting minutes of Thursday, September 11, 2009.** Tamra Ward offered support for the motion, which was approved unanimously.

**Update by Stefan Kogler.** Stefan requested additional time at the October DDA Meeting to enable him to present the Communication Plan.

Discussion took place regarding the health benefit plan marketing promotion and its presentation to the Board of Trustees. After considerable discussion the DDA members agreed that more information is necessary before it is presented to the Board. Mr. Kogler agreed that additional information on this plan is needed.

**Lannie Young made a motion to support the discovery phase of the Health Benefit concept.** Tamra Ward offered support for the motion, which was approved unanimously.

Stefan Kogler presented numerous ideas to the DDA for the ad that is to appear in the Oakland County Magazine. After viewing and discussing each ad along with several suggestions from the DDA, it was agreed that the ad promoting the advantage of moving to this community for the excellent school system would be the most fitting.

**Tamra Ward made a motion to support the "Best In Class" ad to be published in the Oakland County Magazine. John Bell offered support for the motion, which was approved unanimously.**

**Update on NE ring road and roundabout project.** Eric Lord explained that Dan's Excavating has been off the job for a while waiting for wires to be moved. They will be back on site tomorrow and the project will resume. Mr. Lord noted that the curb and gutter were in for Lyon Center Drive.

**Discussion on ring road lighting.** Eric Lord stated that with sidewalk now on both sides of the road there has been discussion about lighting on both sides of the road. Mr. Lord explained that this would call for an additional sixteen light poles; under the current contract the cost would be around \$100,000.00.

Jay Howie questioned whether this could be done at any time and it was decided it would be more cost effective to do it at the present time. It will also become the standard for the ring road and should be worked out now.

The DDA members agreed that it is important to create an atmosphere consistent with the Vision Plan.

**John Bell made a motion to approve Victorian streetlights on both the east and the west side of Lyon Center Drive. Troy Powe offered support for the motion.**

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

**Nays:           None**

**Decision regarding DTE and AT&T underground work along NE Lyon Center Drive.** Eric Lord presented a quote and explained that this would take the overhead lines at Lyon Center Drive and run them underground.

Jay Howie stated that he agrees with moving the lines due to the fact that there are no other poles or lines on any other section of the ring road.

**Bryan Wallace made a motion to approve the expenditure of \$37,950.00 to relocate the DTE and AT&T lines at the ring road. Mark Mitra offered support for the motion.**

**Roll call vote:           Ayes:           Mark Mitra, Lannie Young, Troy Powe, Tamra Ward, Jay Howie, JohnBell, Tim Miner, Bryan Wallace**

**Nays:           None**

**Updates on appraisals and land purchases.** Scott Baker stated that there was no report this evening.

**Update on Milford Road landscaping survey.** Chris Doozan stated that a copy of the letter that went out has been provided to the DDA members. He noted that response to the letters are still coming in and therefore no definitive plan has been decided upon.

**Invoice from Sinacori Landscaping (copy of invoice to follow).** Chris Doozan presented an invoice from Sinacori Landscaping in the amount \$30,427.00 for work done at the northwest roundabout through July 2009. Mr. Doozan noted the items billed for in the invoice.

**Mark Mitra made a motion to approve the invoice submitted by Sinacori Landscaping in the amount of \$30,427.00. Tim Miner offered support for the motion.**

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

**Nays:**               **None**

**Design for northeast roundabout landscaping.** Chris Doozan explained that Dean Hay is moving ahead on the project and it will be close to completion at the next meeting.

**Award of contract for removal of white building at the southwest corner of Costello and Grand River Avenue. (see enclosed)** The DDA members were supplied with a list of bidders and Midway Septic and Excavating who has done work for the Township on previous occasions came in with the low bid.

**Mark Mitra made a motion to approve awarding the bid for removal of the building at the southwest corner of Costello and Grand River to Midway Septic and Excavating in the amount of \$6,825.00. Tamra Ward offered support for the motion.**

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

**Nays:**               **None**

**Proposal from Soil & Materials Engineers, Inc. to research the existence of contamination within the Grand River streetscape project.** Eric Lord explained that a decision is needed as to whether to put gravity or force main sanitary sewers. He went on to explain that the ability to put gravity in might be limited if there is contamination in the area. Some initial research indicated that there may be some contamination. Mr. Lord stated that in order to start the streetscape project it is necessary to identify exactly where the contamination is.

Mr. Lord also explained that included in their scope of work is research into potential grants and incentives for contribution for project funding.

Troy Powe asked if any research has been done by the MDEQ and Mr. Lord responded that they do have some data in their office.

Some discussion took place regarding the houses that were hooked up to the community well due to contaminated wells and the testing done by the state on a regular basis after they were hooked up.

Lannie Young noted that that contamination came from the New Hudson Corp.

Mr. Lord explained that in order to put the sewer in you have to dewater and that is where the contamination would create a problem.

**John Bell made a motion to request Giffels Webster Engineers to engage Soil & Materials Engineers at the cost of \$4,000.00 to research the existence of contamination within the Grand River streetscape project. Tim Miner offered support for the motion.**

<b>Roll call vote:</b>	<b>Ayes:</b>	<b>John Bell, Jay Howie, Lannie Young, Tamra Ward, Mark Mitra, Troy Powe, Tim Miner, Bryan Wallace, Tim Miner</b>
	<b>Nays:</b>	<b>None</b>

John Bell questioned whether the Road Commission had been approached to determine if it would approve the slip parking shown in the Vision Plan. Eric Lord indicated he had spoken to DLZ first to determine if it is supportable from a traffic management point-of-view.

**Proposal to prepare conceptual park and Grand River streetscape plan .** Courtney Piotrowski gave a brief explanation of what is necessary to begin this project. Due to the fact that the DDA members did not receive the proposal in time to review it before the meeting it will be presented at the October meeting.

**Proposal to establish committee management structure, following Main Street approach** John Bell explained that at the last meeting he was authorized to set up a sub-committee structure for the DDA. He presented the members with a concept taken from the Oakland County Main Street Program. Mr. Bell went on to explain that four sub-committees are established consisting of Organization, Promotion, Design, and Economic Restructuring and the members of these sub-committees are composed of members of the DDA.

Mr. Bell went on to say that he is proposing that these sub-committees be established as standing sub-committees of the DDA and report at the monthly DDA meetings. He went on to give a brief explanation of each sub-committee.

Jay Howie gave positive approval of this proposal and members were then asked to volunteer for the various sub-committees.

Discussion pertaining to members of the community serving on the above-mentioned committees took place.

**Lannie Young made a motion that the DDA establish four (4) standing sub-committees consisting of Organization, Promotion, Design and Economic Restructuring. Tamra Ward offered support for the motion, which was approved unanimously.**

**Grubb & Ellis Management Services – request for payment of \$17,800 for Lyon Crossing irrigation repairs.** Lannie Young explained that at a previous meeting a budgetary estimate was presented. The agreement was that Grubb & Ellis would do the repairs because of the complexity of the sprinkler system.

**Mark Mitra made a motion to approve payment of \$17,800.00 to Grubb & Ellis for Lyon Crossing irrigation repairs. Troy Powe offered support for the motion.**

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

**Nays:           None**

**Northwest roundabout – proposal to do a mock up of lettering for wall.** Chris Doozan explained that Dean Hay spoke to the contractor he is working with and they agreed to do it but there would be a charge. A price has not been submitted yet.

John Bell stated that he understood that Stefan Kogler had agreed to provide the mock up lettering.

Chris Doozan agreed to look into who is supposed to be working on the lettering and will notify the DDA members by email.

**Invoice for Rectangular Rapid Flashing Beacon (50% up front = \$19,930).** Eric Lord explained that these are for two locations, one where the Huron Valley Trail crosses the new Lyon Center Drive and the other for the existing crossing on Grand River.

Mr. Lord stated that the beacons have been approved by the RCOC and the cost will include the installation but not the foundation it will be put into.

**Lannie Young made a motion to approve the purchase of two (2) Rapid Flashing Beacons at the cost of \$19, 930.00 each. Tim Miner offered support for the motion.**

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

**Nays:**        **None**

**Review of Bills Paid.** Bills paid the previous month were submitted to the DDA members.

**Announcements.** Troy Powe announced that Sunday September 13, 2009 Abbey Park will be celebrating Grandparents Day. Tamra Ward offered details of the event.

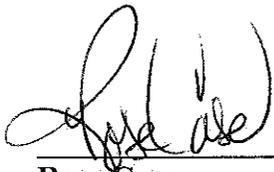
**Executive Session.**

**Tim Miner made motion to approve \$325,000.00 for the purchase of the Lamb property as per the document presented herein. Mark Mitra offered support for the motion.**

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

**Nays:**        **None**

**Adjournment.** Tim Miner made a motion to adjourn. Troy Powe offered support for the motion, which was unanimously approved. Meeting adjourned at 9:28 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**