

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

**OCTOBER 13, 2009**

**MEETING MINUTES**

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

Members present included John Bell, Vincent DeAngelis, Tim Miner, Mark Mitra, Troy Powe, Bryan Wallace, Lannie Young

DDA member Tamra Ward was absent.

Also present Chris Doozan, Interim DDA Director, Matt Quinn, Township Attorney, Eric Lord, Township Engineer, Dean Hay, McKenna Associates, Courtney Piotrowski, McKenna Associates

**Public Discussion – non agenda items.** Chairman Jay Howie introduced Vince DeAngelis. Mr. DeAngelis is a new member of the DDA representing Walbridge Aldinger.

**Approval of Agenda.** John Bell made a motion to approve the agenda as amended; Tim Miner offered support for the motion, which was unanimously approved.

**Approval of Prior Meeting Minutes: *Wednesday September 9 and Wednesday September 30, 2009.***

**Lannie Young made a motion to approve the Meeting Minutes of Wednesday September 9, 2009. Tim Miner offered support for the motion, which was approved unanimously.**

**Tim Miner made a motion to approve the Special Meeting Minutes of Wednesday September 30, 2009. Bryan Wallace offered support for the motion, which was approved unanimously.**

**Rules of Procedure for DDA Standing Committees.** John Bell presented the members of the DDA with a final copy of the Rules of Procedure for adoption this evening.

**John Bell made a motion to adopt Rules of Procedure for Organization, Promotion, Design and Economic Restructuring DDA Standing Committees. Mark Mitra offered support for the motion, which was approved unanimously.**

**Field Trip.** John Bell suggested that the DDA take a field exhibit to various communities that exhibit aspects of the Lyon Township Vision Plan to view the impact of these designs treatments.

Mr. Bell explained that the DDA, the Township Board and the Planning Commission would be included.

A cost estimate for this Field Trip was prepared by McKenna Associates which included Coach and Driver, Preparation and Organization and Commentary at each site the day of the trip. The total cost being \$2,354.88.

Mark Mitra questioned what communities would be visited and Chris Doozan stated that this is yet to be determined but Franklin and Rochester could be possibilities.

Lannie Young expressed his concern in not knowing what the itinerary is.

Jay Howie stated that a proposal including the location and the reason for the visit to them would help in making the decision regarding the field trip.

Vince DeAngelis stated that if McKenna does the research as to where the field trip will go we will already spending money. What is being asked in the proposal is a fee to put the itinerary together and therefore you are probably buying the whole package or abandoning it.

Troy Powe stated that due to the Vision Plan we should already have an idea of what our design will look like.

Discussion continued regarding preparation of an itinerary by Chris Doozan and his staff.

**Lannie Young made a motion to approve up to \$1000.00 for the preparation of a site visit plan. Tim Miner offered support for the motion.**

**Roll call: Ayes: Lannie Young, Tim Miner, John Bell, Vince DeAngelis**

**Nays: Jay Howie, Mark Mitra, Troy Powe, Bryan Wallace**

**Motion Failed on a Tie Vote.**

**Alana's Landscape.** Dean Hay explained that a letter was sent to the Milford Road residents with an option for them to either take care of their own landscape beds or for the DDA to provide and pay for it to be done.

Mr. Hay continued that there were two portions to the clean up bid. One contained mulch and a spring and fall cleanup and the second was a monthly (May, June, July & August) clearing of the weeds and raking the beds.

Mr. Hay explained that five letters were returned with two residents responding that they would like to take care of their own and he believes the remainder of the residents would like it taken care of by the DDA.

DDA members expressed the opinion that since Milford Road is the gateway into Lyon Township the landscape should be maintained. The DDA will take the responsibility for it this year but does not want to be the perpetual caretaker of this landscape project.

**Mark Mitra made a motion to approve the one-year maintenance bid from Alana's Landscaping in the amount of \$1800.00 for the Milford Road Streetscape. Troy Powe offered support for the motion.**

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

**Nays: None**

**Motion carried.**

**Update on the NE ring road and roundabout project.** Eric Lord explained that traffic has been shifted to the north side of the roundabout now and utility work is being done. He continued that the curb work should be going in next week with paving the week after that. The project is on schedule and could be completed this year.

Mr. Lord stated that he has a meeting scheduled with Dan's Excavating to finalize things.

**Updates on appraisals and land purchases.** Lannie Young explained that the Meadows property went before the Board of Trustees and they turned it down again. He continued that a purchase agreement is being put together for just the portion of the Meadows property needed for the ringroad.

Matt Quinn stated that the Lamb property title situation has been worked out and he is moving forward with that. Mr. Quinn also noted that he is waiting for the Oakland County Airport Authority to give their final approval and for Andy Reed to submit his appraisal on the Kieran property. He also explained that since some of the dimensions have changed it is necessary to go back to Pendleton Apartments for some additional property.

**Resolution Approving Reimbursement to the Charter Township of Lyon for Costs Incurred for Maintenance of Traffic Control Devices with the Board of County Road Commissioners for Oakland County.**

Matt Quinn explained that the DDA agreed to put in two pedestrian crossing warning signals one at the ring road and the other on Grand River. Both were authorized and purchased by the DDA. Mr. Quinn noted that the County has come back with a resolution request agreeing that the DDA will pay for the annual maintenance cost of these lights in perpetuity.

**Mark Mitra made a motion to accept the resolution as presented. John Bell offered support for the motion.**

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

**Nays: None**

**Motion carried.**

**Update on Milford Road Landscaping – letter to Tom’s Landscaping regarding completion of project.** Dean Hay explained that a punch list was prepared and a letter was sent to Tom’s to which he received no response. After calling numerous times a second letter was sent stating that their bond would be used to complete the work if they did not respond by October 9, 2009. Mr. Hay stated that Tom’s did contact him on the last day and stated they would be scheduling the necessary work and also replacement of the warranted plantings.

**Final invoice from Sinacori Landscaping in the amount of \$10,163.00 for northwest roundabout landscaping (copy of invoice to follow).** Dean Hay explained that this is the final payment for this project.

Chris Doozan stated that the amount that appeared on this evening’s agenda was just a preliminary number and the correct payment amount is \$10,947.00.

Dean Hay requested that a requested that the motion provide for a maintenance bond to be posted before final payment is made.

**Jay Howie made a motion to approve final payment in the amount of \$10,947.00 to Sinacori Landscaping with the stipulation that a Maintenance Bond be received before said payment is made. Tim Miner offered support for the motion.**

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

**Nays: None**

**Motion carried.**

**Design for the northeast roundabout landscaping plan (plan enclosed).** Dean Hay explained that the plans were finished late last week and were delivered to Jay Howie but he realizes that Jay hasn’t had much time to look them over. He stated that what is being proposed in this roundabout is identical to the northwest roundabout with the only difference being in the street trees, the seating areas and the entrance.

Mr. Hay described the seating area and considerable discussion took place regarding the sidewalks in this area. In particular, there was concern about the lack of sidewalks west of the roundabout.

Mr. Hay stated that he is not looking for approval this evening just comment from the DDA members. He also proposed that this plan go to the Design Committee for their review and specific comments and also to coordinate it with the Grand River Streetscape project. A more refined plan will then be brought back to the DDA.

**Update on Grand River Streetscape project.** Eric Lord reported that SME is looking into the environmental issues along with potential funding and grants. A memo will be put together by SME and presented to the DDA.

**Proposal to prepare conceptual Grand River Streetscape plan.** Courtney Piotrowski asked if the members have had a chance to review the streetscape proposal and then stated that she believes that it is time to coordinate the projects so as not to take two steps forward and then two steps back.

Ms. Piotrowski stated that this is an important step to build on what was done in the Vision Plan.

Ms Piotrowski went on to summarize the proposed agreement between Lyon Township and McKenna Associates including the scope of services that will be provided and also the phases covered in the project.

Jay Howie asked about a provision in the proposed agreement dealing with CAD translations.

John Bell suggested this proposal be reviewed by the Design Committee and that the committee report back to the DDA at the next meeting, Jay Howie agreed.

**John Bell made a motion that the Grand River Streetscape proposal be reviewed by the Design Committee and reported on at the next meeting. Troy Powe offered support for the motion, which was approved unanimously.**

**Proposal to prepare conceptual park plans.** Courtney Piotrowski presented the DDA with a proposal to provide planning and design for a future park.

Discussion took place as to whether the time is right to proceed with park plans.

**Bryan Wallace made a motion that the proposal to provide planning and design services for a future park be reviewed by the Design Committee. Troy Powe offered support for the motion, which was approved unanimously.**

**Proposal to prepare Cemetery Master Plan, to include the New Hudson Cemetery.** John Bell indicated that he spoke to Michele Cash, Township Clerk, about this proposal,

who told him that it would be good to have, but the Township is not ready for it at this time.

**Bryan Wallace made a motion to refer the proposal to prepare a Cemetery Master Plan to the Design Committee. Lannie Young offered support for the motion which was approved unanimously**

**Reports from Organization, Promotion, Design and Economic Restructuring.** There were no committee reports but John Bell requested that Mark Szerlag be appointed to the Economic Restructuring Committee.

**Tim Miner made a motion to amend the agenda to appoint Mark Szerlag. Troy Powe offered support for the motion, which was approved unanimously.**

**Troy Powe made a motion to appoint Mark Szerlag to the Economic Restructuring Committee. Tim Miner offered support for the motion, which was approved unanimously.**

**Review of Bills Paid.** Lannie Young presented the DDA Members the necessary 2009 DDA Budget Amendments. Mr. Young explained that all other line items are favorable but with a deficiency in these it is necessary to make adjustments at this time.

**Bryan Wallace made a motion to adjust line item 955.000 to reflect \$1,950,000.00 and adjust line item 936.039 to reflect \$193,000.00. John Bell offered support for the motion.**

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

**Nays: None**

**Motion carried**

**Funds for DDA Office Furniture and Equipment.** Jay Howie explained that phones, a computer, a conference table and a desk are needed for the DDA office located in the Township Hall. Mr. Howie requested \$2500.00 for this purchase.

**Troy Powe made a motion to approve up to \$2500.00 for DDA office equipment. Tim Miner offered support for the motion.**

Discussion took place as to whether \$2500.00 was a sufficient amount to purchase the necessary equipment.

Troy Powe restated his motion to approve up to \$4000.00 for DDA office equipment. Tim Miner offered support for the motion.

Roll call: Ayes: John Bell, Mark Mitra, Vince DeAngelis, Lannie Young, Bryan Wallace, Jay Howie, Troy Powe, Tim Miner

Motion carried

**Additional DDA Secretarial Help.** Discussion at the next meeting.  
**Announcements.** John Bell stated that at the end of the Vision Plan there were several categories of projects and they were prioritized by importance and timing. Mr. Bell explained that he has taken this and put it into a format and assigned committees to it and would like the committees to report back at the next meeting and confirm that they are priorities and the timing is consistent with what we think it should be.

**Adjournment.** Lannie Young made a motion to adjourn. Tim Miner offered support for the motion, which was approved unanimously. Meeting adjourned at 8:35 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