

CHARTER TOWNSHIP OF LYON
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

MEETING MINUTES

TUESDAY, NOVEMBER 10, 2009

Chairman Jay Howie called the meeting to order at 7:00 p.m.

Members present included Vince DeAngelis, John Bell, Jay Howie, Tim Miner, Mark Mitra, Troy Powe, Tamra Ward, Lannie Young

DDA member Bryan Wallace was absent.

Also present Chris Doozan, Interim DDA Director, Eric Lord, Township Engineer, Matt Quinn, Township Attorney, Courtney Piotrowski, McKenna Associates, Jeff Lanier, SME, John Hicks, Lyon Township Trustee.

Public Discussion-- non-agenda items. None.

Approval of Agenda. Mark Mitra made a motion to approve the agenda with the addition of the 2010 DDA Budget discussion. John Bell offered support for the motion, which was approved unanimously.

Approval of Prior Meeting Minutes *Tuesday, October 13, 2009 and Wednesday, October 28, 2009.*

John Bell made a motion to approve the meeting minutes of Tuesday, October 13, 2009. Tim Miner offered support for the motion, which was approved with one (1) abstention by Tamra Ward.

Troy Powe made a motion to approve the minutes of Wednesday, October 28, 2009. Tim Miner offered support for the motion, which was approved unanimously.

Committee Reports

Organization – Lannie Young

Lannie Young noted that no meeting of the Organization Committee had taken place yet.

Appointment of Committee Members

Jay Howie nominated John Bell to the position of DDA Vice Chairman.

Lannie Young made a motion to appoint John Bell as Vice Chairman of the Lyon Township Downtown Development Authority. Mark Mitra offered support for the motion, which was approved unanimously.

John Bell made a motion to appoint Phil Strong and Jim Chuck to serve on the Promotion Committee. Troy Powe offered support for the motion, which was approved unanimously.

Review of Bills Paid

Mr. Young stated that there are no bills to review this month.

Invoice from Alana's Landscaping

Due to the absence of Dean Hay, Lannie Young made a motion to table the Alana's Landscaping invoice until the December meeting. Tamra Ward offered support for the motion, which was approved unanimously.

2010 Budget

Lannie Young presented the DDA members with a copy of the first draft of the 2010 DDA Budget for review and discussion.

Mr. Young gave the members a detailed explanation of the 2010 Budget.

John Bell made a motion to approve the 2010 DDA Budget contingent upon Board of Trustee approval. Tim Miner offered support for the motion.

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

Nays: None

Absent: Bryan Wallace

Motion approved

Promotion – Troy Powe

Troy Powe stated that a Promotion Committee meeting had not taken place yet.

Mr. Powe noted that he is looking for one more DDA Member to sit on the Promotion Committee and suggested Mark Mitra.

Mr. Mitra responded that he would think about it and give Mr. Powe an answer at a later date.

Design – Tim Miner

Tim Miner informed the DDA members that his committee has had three meetings, the first regarding protocol, the second dealing with the New Hudson Streetscape and the third meeting was with Jeff Lanier of SME.

Vice Chairman John Bell took the floor to review the Design Committee Meeting held to discuss the McKenna proposal previously presented to the DDA on September 2, 2009. This proposal was to plan and conceptually design the remaining portion of the Grand River Streetscape.

Based on what was presented to the Design Committee by Courtney Piotrowski of McKenna Associates and Eric Lord of Giffels Webster, Mr. Bell stated that the committee is recommending the proposal be acted upon.

Mark Mitra expressed his concern about the condition of the existing buildings and whether they will remain the same after the streetscape plan is completed.

Matt Quinn responded that he is sending information to Chris Doozan regarding Sign Grant, Façade Grant & Development Grant information which can help address the concerns Mark is referring to.

NE Ring Road & Roundabout

Eric Lord reported that curb and gutter would be put down this week and the final paving next Wednesday and Thursday (November 18 and 19). Weather permitting Grand River will be closed on those days.

Jay Howie asked about the DTE and AT&T work and Mr. Lord stated that they should complete their work next week.

Mr. Lord explained that he is waiting for the permits from RCOC for the Rapid Flashing Beacon Lights.

Land Purchase & Appraisal Update

Matt Quinn reported that he needs direction on the Meadows property.

Lannie Young suggested a meeting with the Meadows is in order to see what they are receptive to. It should then be brought back to the DDA for a final decision.

Mr. Quinn stated that he is waiting to hear back from Fifth Third Bank regarding the Village Commons property.

Lannie Young requested getting everything in order to be ready to begin the bonding process.

Recommendation from the Design Committee regarding the Grand River Streetscape Plan

John Bell made a motion to approve the recommendation of the Design Committee and the Board of Directors accepts the proposal from McKenna Associates to provide planning and design services in an amount not to exceed \$23,000.00 for the Grand River Streetscape, and the DDA Chairman executes the signatory copies of the contract that has been provided. Tamra Ward offered support for the motion.

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

Nays: None

Absent: Bryan Wallace

Motion approved

Summary of Findings & Recommendations from SME

Eric Lord stated that the DDA Members have the report from SME before them this evening. The study was necessary to determine possible contamination of ground water, water levels and as an aid in designing the sanitary sewer and storm sewer system on Grand River.

Jeff Lanier of SME gave an explanation based on their findings of the further investigation they feel is necessary

Mark Mitra made a motion to accept the SME proposal to perform a Phase One Analysis with a review of Phase One by the DDA before moving on to Phase Two in an amount not to exceed \$29,000.00. John Bell offered support for the motion.

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

Nays: None

Absent: Bryan Wallace

Motion approved

Potential Redevelopment & Economic Growth Incentives report from SME.

A copy of this report was supplied by Eric Lord for review and discussion by the members of the DDA. No action was taken.

Replacement Plantings on Milford Road.

Due to the absence of Dean Hay Lannie Young made a motion to table this agenda item until the next scheduled meeting. Tamra Ward offered support for the motion, which was approved unanimously.

Economic Restructuring – Mark Mitra

Mr. Mitra stated that they have scheduled their inaugural Economic Restructuring Meeting for next week.

Announcements

Mark Mitra announced that the New Hudson cell phone store is collecting Toys for Tots and old phones for Last Chance Animal Rescue.

Tim Miner announced that he and his brother are again this holiday season collecting money for Active Faith and there will also be a fundraiser at Abbey Park with the proceeds going to Active Faith.

Troy Powe made a motion to adjourn. Lannie Young offered support for the motion, which was approved unanimously. Meeting adjourned at 8:30 p.m.

Rose Case
Recording Secretary

Chris Doozan
Interim DDA Director

Bryan Wallace
DDA Secretary