

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

**JANUARY 13, 2009**

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

Members present included John Bell, Jay Howie, Tim Miner, Bryan Wallace, Tamra Ward and Lannie Young.

Members Mark Mitra and Troy Powe were absent.

Also present Chris Doozan, Interim DDA Director, Nikki Jeffries, Township Engineer, Matt Quinn, Township Attorney, Courtney Piotrowski, McKenna Associates, Stefan Kogler, See, and Say & Do.

Three (3) guests were in the audience.

**Public Discussion – non agenda items.** Lannie Young announced that at the next regular meeting of the DDA he hopes to have full attendance and Michele Cash Township Clerk will be present to swear in the members of the DDA.

**Approval of the Agenda.** John Bell made a motion to approve the agenda as presented. Tamra Ward seconded the motion. Motion approved unanimously.

**Approval of Prior Meeting Minutes:** *Tuesday December 9, 2008 meeting.* Tim Miner made a motion to approve the minutes of the Tuesday December 9, 2008. Lannie Young seconded the motion. Motion approved unanimously.

**Vision Plan Update – Courtney Piotrowski.** Courtney Piotrowski of McKenna Associates presented the DDA Members with an information packet. This packet contained a sample of the post card that will be mailed out, the stakeholders list along with their schedule, an example of the layout of the room on the days of the Charette. She also provided the Charrette schedule and the list of responsibilities and items to be provided by Lyon Township and McKenna Associates.

Discussion concerning each of the above items took place.

Ms. Piotrowski also presented the DDA with a summary of the Market Study. She explained that this is not the entire Market Study but just an update on the amount of data collected so far. A full draft will be available at the Charrette.

Ms. Piotrowski also requested that if possible any DDA member who plans on being present during the Friday and Saturday sessions attend the Thursday evening Charrette

prep session. This will enable you to meet the McKenna staff who will be present, get an idea as to how the room will be set up and see the tools that will be used during the event. This will be an informal meeting in preparation for the next two days.

**Initial Thoughts on Township Strategic Position – Stefan Kogler.** Stefan Kogler presented a visual overview of his initial thoughts and ideas on Lyon Township's Strategic Positioning. He explained that generally from a marketing position when a campaign is being launched it is kept quiet during the conceptual and strategic phase, so incorrect information and ideas do not get out to the public.

Mr. Kogler continued with his visual presentation and ended with an example of a Brand Identity that looks something like: Lyon Township – Honoring Yesterday – Building Tomorrow. He impressed the importance of the heritage of this area and how it can become a positive spin.

Mr. Kogler requested comment from the DDA members and will follow up this presentation with an email to the members.

**Roundabout at Grand River and Northeast Ring Road – Update.** Nikki Jeffries explained that the wrong light poles for the roundabout were delivered and will be re-shipped later this week with installation taking place next week. At that time the construction barrels will be removed. She stated that additional ring road items will be addressed in spring. Some discussion regarding the contractor retainage and how it will be handled took place with the determination that this will all be dealt with in the spring when work is corrected and completed.

Ms. Jeffries stated that there are big issues with the RCOC who are not providing their comments regarding the Northeast Ring road. Their comments were supposed to be back in December and she is still waiting for them. She knows there are a few issues but they are on hold for further design until the RCOC comments are received.

Lannie Young stated that he will make an attempt to contact the RCOC.

Mr. Young noted that the plan is to sell bonds in March and this means the bid package needs to be prepared and prices in to know what to bond for. He suggested putting the bid package together and if changes are necessary due to the RCOC they can be addressed in later amendments.

Ms. Jeffries replied that she has already started working on the bid book and specs for the project. She also stated that as soon as RCOC comments are received a meeting will be scheduled between the engineers and DLZ to make sure they are all on the same page.

Ms. Jeffries explained that she received the last revisions of the Southwest DLZ Roundabout and when the Giffels plans are completed she will assemble them and deliver them to the RCOC for their first review.

**Updates on appraisals and land purchases.** Matt Quinn explained that the judge denied the Roershie motion for a rehearing on the attempt to have the case thrown out. The title document has been ordered and is being reviewed and it should be finalized shortly. The first installment of the money our appraiser says we owe them will be released shortly.

Mr. Quinn explained that property appraisals and purchases on the Southwest quadrant will be discussed in Executive Session later this evening.

Regarding the DNR piece in the Northeast section Chris Doozan suggested that he contact Paul Yauk regarding the bridge proposal. It was suggested that he ask for an easement for the section needed for the Northeast in the interim while the bridge proposal is being pursued.

**Request from Tom's landscape for final payment.** Chris Doozan stated that Dean Hay received a call from Tom's Landscape for final payment. The final approval from the RCOC came through and there is a remaining balance of \$9,392.70 owed to them.

Mr. Doozan explained that we have a maintenance bond for the full amount of the job and they will be coming out in the spring to spray and remove dead foliage. They have already replaced the dead oak trees .

Lannie Young noted that the manitenance bond expires at the end of July of 2009 so if there are problems we will be covered.

**Bryan Wallace made a motion to release final payment to Tom's Landscape in the amount of \$9,392.70 for the Milford Road Landscape Project. Tim Miner seconded the motion.**

**Roll call vote: Six (6) yes votes      Motion approved unanimously by members in attendance.**

**Ten minute update on kite event – John Bell.** John Bell presented a visual presentation along with an explanation of what the plan is for the Kite Festival that is to take place in James F. Atchison Community Park in spring of 2009.

**Payment of Bills.** None.

**Announcements.** Lannie Young explained that he has provided Tom Traciak the numbers that he needs for a cash flow analysis. Mr. Young continued that he hopes to have a presentation using those numbers at the next regularly scheduled DDA Meeting.

**Executive Session. Tamra Ward made a motion to close the regular meeting of the DDA and enter into Executive Session. Lannie Young seconded the motion. Motion approved unanimously.**

**Lannie Young made a motion to close the Executive Session. Tamra Ward seconded the motion. Motion approved unanimously.**

**Lannie Young made a motion to adjourn. Tim Miner seconded the motion. Motion approved unanimously. Meeting adjourned at 8:45 p.m.**

**Respectfully submitted,**

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**Rose Case  
Recording Secretary**

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**Chris Doozan  
Interim DDA Director**