

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

MEETING MINUTES

TUESDAY, FEBRUARY 9, 2010

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

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

Members absent included Mark Mitra and Bryan Wallace.

Others present were Matt Quinn, Township Attorney, Eric Lord, Township Engineer, Courtney Piotrowski from McKenna Associates, John Hicks, Township Trustee, Stefan Kogler, See, Say & Do, and Jim Huffman

Public Discussion, Non Agenda Items. None.

Approval of the Agenda. John Bell made a motion to approve the agenda with the deletion of items C.4 and C.6. Tim Miner offered support for the motion, which passed unanimously.

Approval of Prior Meeting Minutes. John Bell made a motion to approve the minutes of the January 12, 2010, meeting. Tamra Ward offered support for the motion, which was approved unanimously.

Tamra Ward made a motion to approve the minutes of the January 26, 2010, special meeting. Tim Miner offered support for the motion, which was approved unanimously.

Committee Reports

Organization – Lannie Young

Review of Bills Paid

Lannie Young distributed copies of the check register showing expenditure of DDA funds in the past month. Jay Howie questioned the \$9,543.75 expense for sprinkler repair, and Lannie Young explained the reasons for the charges. Mr. Young also noted that he needs to check the Dino's Landscaping DDA charges to make sure no cemetery work is included.

Update by Stefan Kogler

1. Calendar. Mr. Kogler distributed examples of the proposed calendar, noting that it is "very close" to being done. He indicated that Phil Sharpe is helping with

photographic insets, but the DDA members can provide their own photos for the insets. Lannie Young indicated that Rich Miller has photos that could be used. Mr. Kogler indicated that now is the time to make any final edits to the calendar; it was agreed that all comments should go through John Bell.

2. Business Cards. Mr. Kogler distributed examples of the proposed business cards.
3. Web Site. Mr. Kogler showed the DDA his progress on the website. There was discussion about builders' advertisements, and whether they should be free. The DDA also reviewed the calendar, which provides the ability to add information. Launch of the website is anticipated in 30 days.

DLZ Contract Amendment No. 8.

Eric Lord explained the purpose of Contract Amendment No. 8, which is to cover the cost of revisions requested by RCOC that are out-of-scope. The DDA was concerned that there was not enough detail provided with the proposal.

John Bell made a motion to authorize expenditure of up to \$3,000 for DLZ Contract Amendment No. 8, subject to verification of the costs by Lannie Young. The motion was supported by Vince DeAngelis.

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

Nays: None

Absent: Mark Mitra, Bryan Wallace

Motion carried

Promotion – Troy Powe

Troy Powe indicated that two meetings of the Promotion Committee were held since the January DDA meeting. Discussion ensued about the events on the Promotion Committee's agenda:

1. Farmers Market. John Bell reported that the Farmers Market is in the feasibility stage.
2. Jump in the Park. Troy Powe explained that this event, which is scheduled for July 31, would consist of various inflatable jumper facilities, a petting zoo, concessions, etc. Jay Howie asked about having the event in the vicinity of Lowe's and WalMart so it would help the businesses. Mr. Powe explained that if it is in the park, then the Parks and Recreation Committee should be involved, although only Lise Blades and John Hicks are on the Recreation Committee at the present time.

3. Kite Festival. The kite festival is scheduled for June 5, but an event planner is needed to get the planning underway.
4. Mush Dog Event. A mush dog event is another event being investigated by the Promotion Committee.
5. Movies in the Park. Vince DeAngelis suggested that Movies in the Park be coordinated with some other event so that it is more successful.

Lannie Young mentioned that the Township Board will be considering purchasing a 60 kw generator, which would be able to power most, if not all, of the facilities proposed by the Promotions Committee.

Design Committee – Tim Miner

Update on Southwest Ring Road and Roundabout Project

Eric Lord noted that the plans are out to bid, with bid opening scheduled for February 24. Lannie Young suggested that a meeting should be scheduled with residents of Cash Street to update them on the project, but this should be done after award of the contract so the contractor can be present at the meeting. The Board needs to also talk about the name of the new road.

Update on Appraisals and Land Purchases

Matt Quinn noted that the Keeran's are in receipt of a purchase agreement from the DDA and we are waiting to hear from their attorney. The only other key piece of property that has not been acquired is the airport property.

Wayfinding Signage Proposal

Courtney Piotrowski described the proposal from McKenna Associates to complete phase I of the wayfinding signage program – inventory and analysis. She noted that there is a desire to move this project along as quickly as possible, so the first meeting is scheduled for Friday, February 12, subject to approval of the contract by the DDA. John Bell asked if there would be a cost for installation in phase II or phase II, and Stefan Kogler answered yes. Courtney Piotrowski also clarified that the \$13,500 cost covers only McKenna's costs.

John Bell made a motion to authorize expenditure of an amount not to exceed \$13,500 for phase I of the wayfinding signage program, as outlined in the proposal from McKenna Associates. The motion was supported by Tamra Ward.

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

Nays: None

Absent: Mark Mitra, Bryan Wallace

Motion carried

Grand River Streetscape

Courtney Piotrowski informed the DDA that McKenna Associates had put together information and drawings to support DLZ's work that will go to RCOC. McKenna also looked at the potential business mix so that traffic generation could be computed. Before going further, Ms. Piotrowski informed the DDA that the DLZ study is needed.

DDA members asked about the possibility of Dolsen Elementary School being closed. Lannie Young indicated that the School Board is discussing this possibility, and noted that representatives of the Township have met with the School Superintendent and School Board members to present the Township's position that Dolsen should be left open.

SME Report

Eric Lord indicated that the SME report should be completed the week of February 15. He said the additional testing supported what SME found previously regarding contamination at the intersection of Grand River Avenue and Milford Road.

Aerial Mapping Project

Eric Lord reported that the fly over is done, ground control is done, and the drawing is being processed now.

Lyon Township Property Sidewalk Extension (along Grand River Avenue)

Eric Lord noted that this project had been bid before in conjunction with another project, but that contract has been closed out, so the sidewalk would have to be re-bid. There was some discussion about whether the project should be done, and Matt Quinn reminded the DDA that it is their philosophy to make the community walkable. Jay Howie indicated he thought that it should be put out to bid.

John Bell made a motion to authorize Giffels-Webster to prepare a bid package at a cost not to exceed \$1,500. The motion was supported by Tamra Ward.

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

Nays: None

Absent: Mark Mitra, Bryan Wallace

Motion carried

Economic Restructuring – Mark Mitra

Since the Chairman, Mark Mitra, was not in attendance, there was no report from the Economic Restructuring Committee. Nevertheless, John Bell suggested that the Report

from the Michigan Economic Development Association (MEDA) Conference be turned over to the Economic Restructuring Committee. The DDA agreed with this move.

Appointment of Ed Campbell to the Economic Restructuring Committee

John Bell made a motion to appoint Ed Campbell, newly appointed Planning Commissioner, to the Economic Restructuring Committee. Vince DeAngelis supported the motion, which was approved unanimously.

Status Reports/Announcements

Jay Howie reviewed the status reports and announcements listed on page 2 of the agenda.

Lannie Young made a motion to temporarily adjourn the regular meeting at 8:45 p.m. and enter into Executive Session. Support was offered by Tamra Ward and the motion was approved unanimously.

Lannie Young made a motion to close the Executive Session and open the regular meeting at 9:05 p.m. Support was offered by Tamra Ward and the motion was approved unanimously.

Lannie Young made a motion to approve the purchase agreement as presented involving three easements on the Meadows parcel in an amount of \$113,969.73, subject to approval by the Township Board. The motion was supported by Tamra Ward.

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

Nays: None

Absent: Mark Mitra, Bryan Wallace

Motion carried

Lannie Young made a motion to adjourn the meeting. Tamra Ward offered support for the motion, which was approved unanimously.

Rose Case
Recording Secretary

Chris Doozan
Interim DDA Director

Bryan Wallace
DDA Secretary