

CHARTER TOWNSHIP OF LYON
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
MEETING MINUTES

APRIL 13, 2010

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

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

Others present included Matt Quinn, Township Attorney, Eric Lord, Township Engineer, Courtney Piotrowski, McKenna Associates, Dean Hay, McKenna Associates

Eight (8) additional guests were present.

Public Discussion, non agenda items. Dan & Michele Cash residents of Cash Street expressed their concern regarding the lack of a berm and trees in the area of the SW roundabout and ring road. Dan stated that when this was in the discussion stage he was approached by his neighbors who had the same concerns and he assured them they would not lose their privacy. After looking at the plans he realized this was not in the plan and has major concerns as do his neighbors. Michele stated that this is her full time residence and she does not have a home she goes to in the summer. They socialize around their back and front yard and their pool as do their children and she does not want to lose the enjoyment of her home.

Both Lannie Young and Jay Howie stated that the screening is yet to be determined and Mr. Young noted that he intends to go out and walk this property in the very near future.

Cash Street resident Tony Zerille requested that Mr. Young contact him when he is going to make this visit as he would like to be available to walk the area with him.

With this being the first meeting that a consent agenda was included there was a certain amount of clarification requested regarding several items on the consent agenda. The consent agenda items were removed and added to the regular agenda.

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

Approval of Prior Meeting Minutes: Tuesday, March 9, 2010. John Bell made a motion to approve the minutes of the March 9, 2010 DDA Meeting. Tamra Ward offered support for the motion, which was approved unanimously.

Committee Reports

Organization – Lannie Young . No report

Update by Stefan Kogler. Due to the fact that Mr. Kogler is out of the state there will be no report this from him this evening.

Business Cards. John Bell reported that we are in the process of getting three (3) bids for the printing of the business cards.

SEMCOG Grant Writing Workshop. Lannie Young explained that a summary of the workshop that Phil Mitchell attended is in tonight’s packet and Mr. Mitchell was very energized about the workshop when he met with him recently.

Mr. Young continued that the information is for the DDA members to review and now it is time to use some of this knowledge to see what grants are out there and what we would like to apply for.

Mr. Young stated that discussion will have to take place at the next meeting on how to compensate Mr. Mitchell.

Jay Howie agreed and noted that some information will be needed to make a decision on how and what to pay Mr. Mitchell and possibly McKenna Associates could assist in that.

Mr. Howie also stated that there is information in tonight’s packet for review on Understanding Your Mission Statement. A mission statement will be necessary before attempting to secure grants.

SLZ proposal for additional services, amendment#10, Pontiac Trail at Lyon Center. Lannie Young explained that this invoice is for providing out of scope work arising from comments by the RCOC pertaining to the existing design contract for the intersection of Pontiac Trail and Lyon Center Drive.

Lannie Young made a motion to approve payment of \$3500.00 to DLZ for Contract Amendment #10. Tim Miner offered support for the motion.

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

Nays: None

Motion carried.

Troy Powe made a motion pass on #5 the Executive Director position and revisit it later in the meeting. Tim Miner offered support for the motion, which was approved unanimously.

Promotion – Troy Powe.

Troy Powe made a motion to appoint Richard Sobota to the Promotion Committee. Tim Miner offered support for the motion, which was approved unanimously.

Motion Picture Ordinance. Matt Quinn explained that the ordinance which you have before you tonight will go to the Township Board at their next meeting for an introduction and their consideration.

He explained that it is set up so that it is handled administratively and internally by the supervisor and clerk's office with the support of the fire department and the police department. without going to the planning commission or the board.

Tamra Ward made the suggestion that rather than require one insurance policy a policy be required from all vendors to which Mr. Quinn agreed.

Update on Kite Festival. John Bell reported that both the Kiwanis and the Rotary are partnering and will be working on the festival in the future. Mr. Bell also commented on the Michigan Festival & Events calendar in which the Lyon Township Kite Festival is listed and it is also on the website michiganfun.com which contains additional information regarding the festival.

Executive Director Position

Jay Howie stated that this position is something that has been talked about for about a year and he has asked John Bell to look into what we would require in a director.

Mr. Howie continued that John compiled some information, sent it to Matt Quinn. Mr. Quinn added some notes and sent it back to Mr. Bell.

John Bell explained that this job description was set up following the Main Street Model.

Jay Howie explained that the salary for this position would be adjusted to ability and experience and if they could double as an economic development director that would be a valuable asset. He continued noting that with only DDA experience the salary would not be as high.

Mat Quinn responded that advertising a low wage might cause you to lose valuable people who might otherwise respond.

Jay suggested looking into what the DDA McKenna expenses have been up to this point to aid in making the decision as to whether a director is the logical next step.

Mr. Howie asked that tonight's information be provided to the DDA Members and they take a look at it and make their recommendations and bring them back to a future meeting for further discussion.

Lannie Young suggested that after this is looked at a committee be established to put an advertisement together with all the qualifications. Then when all the resumes are in and reviewed a select few are interviewed and the committee comes back to the board with a recommendation.

Lannie Young did state that Chris Doozan has been the Interim DDA Director along with his duties as Planner since Chris Olson left and has requested to continue to be actively involved in the DDA.

Design – Tim Miner. No Report

Schedule for construction of SW ring road and roundabout project. Eric Lord reported that all the permit approvals are in with the DEQ permit for the New Hudson Drain coming in just yesterday.

Mr. Lord continued that it is anticipated that the final road and drain approval and will be in very soon keeping things on schedule with the starting date being May 1st with completion around September.

Updates on appraisals and land purchases. Matt Quinn explained that there were three land purchases to be completed and that he closed with the Cash's earlier that day.

Mr. Quinn continued that he is working out title problems with the Kieran property and waiting for the final environmental on the Meadows property and they will both be closed by the end of the month.

Status Report regarding Grand River Streetscape Project. Courtney Piotrowski reported that the Design Committee met to discuss some important first steps that need to be taken right away.

Ms. Piotrowski continued that the final traffic study from DLZ is in and it will now be taken to the RCOC and if all goes well they will continue to stay on their conceptual schedule. A meeting of the Design Committee will be scheduled before the next DDA Meeting to address some design issues that need to be taken care of in order to keep on schedule.

Consider award of contract for Landscaping of the northeast roundabout. Dean Hay explained that five (5) bids were received on the project with this project coming in slightly higher than the previous one.

Mr. Hay explained that irrigation was included in this project and it was a side item on the previous project as well as a water tap fee and an inspection fee.

Mr. Hay noted that all bidders have been checked out and that Hi Tech Landscaping, the low bidder has since removed himself from the bid.

Discussion and suggestions took place regarding some cost saving measures with some alternatives presented.

Future maintenance of both the roundabout as well as the ring road was brought to the table and discussed.

Mark Mitra made a motion to allow Hi Tech Landscaping Company to remove themselves from the bidders list without penalty. Lannie Young offered support for the motion, which was approved unanimously.

Lannie Young made a motion to approve the bid received from Sinacori Landscaping in an amount not to exceed \$98,100.00 with the reductions as outlined by Dean Hay along Lyon Center Drive. Tim Miner offered support for the motion.

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

Nays: None

Motion carried.

Landscape maintenance contract renewal. Dean Hay reported that Alana's Landscaping asked if they had to rebid on this project or if they were going to be able to continue it this year. Mr. Hay asked if they would honor last years price (\$4000) and he is bringing it to the DDA to se if they would like to continue with Alana's or go with a new contractor for the coming year.

Lannie Young responded that when Alana's originally won the bid they were the lowest bidder and he sees no sense in re-opening the bid for this year.

Vince DeAngelis responded that rebidding might get a lower price but what will be cost to rebid and what will the final savings be.

Dean Hay noted that Alana's also does the Milford Road Landscaping and it might be possible to renegotiate both of the contracts

Jay Howie and Dean Hay will work together and negotiate the contract renewal.

Field Trip. John Bell reminded the DDA members that it was decided at a previous meeting to visit several other communities similar to Lyon Township to get ideas for our downtown.

Courtney Piotrowski agreed that this would be a good time for this field trip to take place because as we move forward with the streetscape plan decisions will need to be made.

It was suggested that this trip take place if at all possible before the next meeting of the DDA.

Mark Mitra made a motion to approve an amount not to exceed \$1000.00 for the Streetscape Design Field Trip. Troy Powe offered support for the motion.

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

Nays: None

Motion carried

Economic Restructuring – Mark Mitra

Mark Mitra reported that a meeting was held on April 8th to decide what will be discussed when the developers come in to review our plans.

Mr. Mitra stated that the first meeting will be with Kojaian because of the familiar relationship we have with them and the fact that the streetscape abuts some of his property. Mr. Mitra hopes that at this meeting they will express their opinions, suggestions and also any concerns regarding the future plans for New Hudson.

Mr. Mitra noted that they also reviewed the Sign Façade & Development Grant Program although each program has merit it was decided to recommend to the DDA that they focus on just one of the programs that being the Development Grant Program.

Consider Consent Agenda Items.

Lannie Young made a motion to approve the See Say Do invoice for the Farmers Market Business Plan. Tim Miner offered support for the motion.

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

Nays: Lannie Young, Bryan Wallace

Absent: Troy Powe (left meeting early)

Motion carried

Discussion took place regarding whether See, Say & Do was still working under a contract with the DDA.

Lannie Young stated that the retainer was approved initially because of the marketing Stefan Kogler was handling for the DDA. He continued that the annual contract ran out and since he was still working on the marketing project the monthly rate was continued and since it is month to month the DDA will have to decide when to end it.

Jay Howie noted that under his retainer Mr. Kogler also works on the Kite Festival promotional material, the ICSC Show and the Oakland County Magazine ad.

Mark Mitra responded that he is just trying to understand how the projects he works on are separated out and what actually falls under his monthly retainer.

Tamra Ward stated that she would like to see a more detailed accounting of what is done each month.

Lannie Young proposed that this month's See, Say & Do bill be approved and that Mr. Kogler present a new proposal to include what he will be doing for the DDA this year.

Lannie Young made a motion to approve the See Say & Do retainer fee in the amount of \$2800.00. Tim Miner offered support for the motion.

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

Nays: None

Absent: Troy Powe

Lannie Young made a motion to table the See Say & Do fee for testing color on lettering wall. John Bell offered support for the motion, which was approved unanimously.

Mark Mitra made a motion to approve the Giffels-Webster invoice for engineering services in the amount of \$44,454.25. Tim Miner offered support for the motion.

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

Nays: None

Absent: Troy Powe

Motion carried.

Tamra Ward made a motion to approve the McKenna invoices for planning services in the amount of \$9,116.11 and streetscape services in the amount of \$2,730.00. Tim Miner offered support for the motion.

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

Nays: None

Absent: Troy Powe

Motion carried

Vince DeAngelis made a motion to approve the DLZ invoice in the amount of \$5,006.47 for a traffic study at the 6-points intersection. Tim Miner offered support for the motion.

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

Nays: None

Absent: Troy Powe

Motion carried

Lannie Young made a motion to approve the Environmental Management LLC invoice in the amount of \$690.00 for cleaning storm drains. Tim Miner offered support for the motion.

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

Nays: None

Absent: Troy Powe

Motion carried

Status Reports & Announcements

Replacement Plantings on Milford Road. Dean Hay reported that he is waiting to hear from the bond company if the W.H. Cannon bid is approved.

Lighting of the Wall at the Northwest Roundabout. The adjustments are expected to be completed by the end of the month.

DLZ Monthly Progress Report #1. Six Points Intersection & Grand River Traffic Study is completed and will be reviewed and commented on before submission to the RCOC. Lannie Young suggested the DDA members send their comments to Jay Howie or Eric Lord. Courtney Piotrowski suggested a meeting of the Design Committee next week to review this study before submission.

Application for Recovery Zone Economic Development Bond. Approved by Oakland County.

Township Board approved acquisition of the Champion Building. Matt Quinn reported that there is a purchase agreement, the \$10,000.00 check went into the title company and a Phase One Environmental has been ordered.

ICSC Alliance Program. Decision not to attend in Birmingham this year.

Tractor Supply Company. It has been submitted to the Planning Commission for review and Matt Quinn reported that a few minor changes will be made to the site plan with a Public Hearing scheduled on May 17th.

Agreement to Provide Professional Design Services for Design of the Park. Courtney Piotrowski reported that Milford Road East has approved a contract to have McKenna Associates design a park in the Lyon Towne Center where the storm water detention ponds are currently located, with significant local input. The next step is the formation of a steering committee and a meeting of that committee to formulate ideas for the park.

Lannie Young made a motion to adjourn. Tim Miner offered support for the motion, which was approved unanimously. Meeting adjourned at 9:23 p.m.

**Rose Case
Recording Secretary**

**Chris Doozan
Interim DDA Director**

**Bryan Wallace
DDA Secretary**

