

Charter Township of Lyon
Downtown Development Authority (DDA)

Meeting Minutes

May 11, 2010

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

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

Members absent were Mark Mitra & Bryan Wallace

Others present included Matt Quinn, Township Attorney, Courtney Piotrowski, McKenna Associates, Eric Lord, Township Engineer, Dean Hay, McKenna Associates, Stefan Kogler, See, Say & Do, John Hicks, Lyon Township Trustee & one (1) guest.

Approval of Consent Agenda. Lannie Young made a motion to approve the consent agenda as presented. Tim Miner offered support for the motion, which was approved unanimously.

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

Nays: None

Absent: Mark Mitra, Bryan Wallace

Public Discussion non- agenda items. Discussion was held as to whether the DDA plans to adopt a Mission Statement with no decision reached at this time.

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

An additional item was added to the amended agenda.

Tamra Ward made a motion to approve the newly amended agenda. John Bell offered support for the motion, which was approved unanimously.

Approval of Prior Meeting Minutes: *Tuesday, April 12, 2010.* John Bell made a motion to approve the minutes of the April 1, 2010 DDA Meeting with one (1) correction. Tim Miner offered support for the motion, which was approved unanimously.

Committee Reports

Organization- Lannie Young – No report

Website Design and Wayfinding Proposal.

Update by Stefan Kogler. Stefan Kogler stated that he would like to share with the DDA where we are at in the communication plan including the business cards, the website design, and a wayfinding proposal.

Mr. Kogler noted that the strategic positioning, the branding and the communication plan worked on for the past year has come to a point of moving forward and hitting hard, being innovative or becoming a little conservative. His suggestion is that we move forward.

Mr. Kogler presented examples of several press releases and the product of these releases. One being the new website with an explanation of its use given. A link to the site is available for the DDA members to view it.

Mr. Kogler stated that a task force has been formed and he will be giving them a tutorial on how this tool can be used.

A second press release example was presented which described the placement of outdoor billboards along the I-96 corridor. Mr. Kogler gave examples of what the yearly cost would be to advertisers using these billboards along with the yearly revenue to the Township. He also explained how this would be an opportunity to promote the community.

A third press announcement example was presented regarding Lyon Township going mobile, with a QR (quick response) code. A demonstration and explanation was given by Mr. Kogler.

Business cards and related materials.

Tamra Ward made a motion to approve the business card design as presented. Troy Powe offered support for the motion, which was approved unanimously.

Lannie Young made a motion to authorize Stefan Kogler to prepare a scope of work which is a working document that will be the blueprint if approved to develop the first digital billboard on the I-96 corridor within Lyon Township. Troy Powe offered support for the motion, which was approved unanimously.

Mr. Kogler stated that if the direction of the look of the wayfinding design concept is approved he will put numbers against the materials and put a time line on it he will then pre-bid what ever else is necessary and come back with the financials.

Mr. Kogler provided the DDA with the Agency of Record items he has worked on for the monthly fee originally agreed upon for the period covering January 2010 thru April 2010.

Vince DeAngelis made a motion to extend the contract with See, Say & Do for a period of twelve (12) months at the fee of \$2800.00 per month for services as outlined. Lannie Young offered support for the motion, which was approved unanimously.

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

Nays: None

Absent: Mark Mitra, Bryan Wallace

Lannie Young suggested scheduling a joint meeting between the Board of Trustees and the DDA regarding the I-96 billboards.

Matt Quinn informed the DDA that the zoning ordinance will have to be amended due to the number of billboards we already have and the number that are allowed now.

Grant Writing update – compensation for Phil Mitchell. A meeting will be scheduled with Mr. Mitchell and the contents of that meeting will be brought back to the DDA at a later date.

Signing of Contracts. Matt Quinn explained that this came up when a contract that was approved at the DDA came in for signatures. At that time he was asked to look into who is able to sign on behalf of the DDA. Mr. Quinn continued that under the by-laws it is the secretary but the by-laws go on to say any other member as approved by the board may sign.

Mr. Quinn continued that each time a contract is approved someone can be authorized to sign it or a motion can be made that states the Chairman of the DDA has the authority to sign any contract the Board has approved.

Tim Miner made a motion that after a contract is approved by the DDA, the Chairperson, the Secretary or both are authorized to sign the contract on behalf of the DDA. Lannie Young offered support for the motion, which was approved unanimously.

Promotion – Troy Powe – No meeting has been held recently but there has been discussion regarding an event planner handling the functions in the park.

John Bell stated that there are a number of individuals in the area who would be quite capable of handling the position.

Tamra Ward stated that these people sometimes come from the recreation authority and receive a base salary and the revenue from the event determines any additional salary.

John Hicks and John Bell will look into this further and report back to the DDA at a future meeting.

Design- Tim Miner. Tim Miner reported that a meeting was held to discuss the time line for the Grand River Streetscape project. The design is about fifty percent complete but it is running about two to three weeks behind. He noted they need to catch up because by November 2011 the hope is to have it completed from roundabout to roundabout.

Courtney Piotrowski provided the DDA with written notes regarding the bus tour, the streetscape design, the DLZ Traffic Study, key target dates and property issues. Ms. Piotrowski reviewed this material with DDA members.

Review and approve Grand River Construction Document Contract – McKenna.

Discussion took place regarding the McKenna contract with Lannie Young clarifying some of the items in the proposed contract.

Lannie Young made a motion to approve the agreement to provide landscape architectural services for the Lyon Township DDA Grand River Streetscape per the language in the April 30, 2010 McKenna letter with the addition that the percentage of payment request be based on \$115,000.00 until the actual amount is adjusted at a later date and with monthly draws not to exceed \$115,000.00 unless approved by the DDA. Tim Miner offered support for the motion, which was approved unanimously.

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

Nays: None

Absent: Mark Mitra, Bryan Wallace

Review and approve Southwest Ring Road Landscape Contract – McKenna.

Lannie Young explained that at a previous meeting residents of Cash Street requested some type of berming in front of their houses. Mr. Young continued that in order to do this there has to be a berm and landscape design. This proposal is to have McKenna provide those designs so the yardage can be calculated. He stated that when the design is completed it will have to be added to the original contract.

Vince DeAngelis made a motion to approve McKenna Southwest Ring Road Landscape Contract with the exception of line item E-C. Troy Powe offered support for the motion, which was approved unanimously.

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

Nays: None

Absent: Mark Mitra, Bryan Wallace

Update on construction of SW ring road and roundabout project – Eric Lord. Eric Lord reported that the project has started and they have begun the tree clearing. Heavy equipment will be coming in next week with work starting around the pond and ditches near the New Hudson Drain.

Update on appraisals and land purchases – Matt Quinn. Matt Quinn reported on the ring road purchases. The Meadows property closed this week and Mr. Kieran has executed a use agreement that allows work to go on. He noted that there are still some title problems to clear up regarding the Kieran property before a closing can be scheduled.

Mr. Quinn stated that we have a use agreement with the airport until closing so any of the property can be accessed and constructed upon.

Mr. Quinn reported that he has received the Alta Survey on the Champion property and it has been sent on to the title company. Phase 1 of the Environmental is completed and a recommendation has been made to have Fibertec come in and do an interior analysis for any contaminants.

He explained that this is necessary so the contractor who will be tearing the building down knows what is there and how to take care of it. Secondly in the terms of the agreement if anything is discovered there is a possibility of re-negotiating the contract.

Tamra Ward made a motion to approve Fibertec Industrial Hygiene Services to perform an analysis on the Champion building in an amount not to exceed \$1635.00. Troy Powe offered support for the motion, which was approved unanimously.

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

Nays: None

Absent: Mark Mitra, Bryan Wallace

**Status report regarding Grand River Streetscape Project.
Meeting with RCOC regarding DLZ study.**

As previously stated the streetscape project is awaiting a meeting to be held with RCOC to discuss the DLZ Traffic Study.

Status of landscaping of the northeast roundabout. Dean Hay reported that the contractor has started the project and reviewed the approved layout of trees today. Next week the layout of the structure will begin.

Mr. Hay explained that the flagpoles have been ordered and were originally scheduled to arrive in three weeks and now we have been notified that it will take 4-6 weeks.

John Bell questioned the flagpoles not being installed for the Kite Festival on June 5th.

Mr. Hay responded that the contractor did not have an executed contract due to the availability of DDA Secretary Bryan Wallace to sign the contract. This could be part of the reason for the delay with the flagpoles.

He continued that the contractor has put forward the money and will work toward doing every thing he can to get the poles installed if they arrive in time.

Landscape maintenance contract renewal.

Grand River Streetscape & Cemetery (Alana's Landscaping will maintain last year's price of \$4000.00)

Dean Hay stated that he would like to work with Jay Howie to negotiate a new contract with Alana's that includes some additional items. This would be a one year maintenance contract with the possibility of bidding multiple contractors next year.

Lannie Young pointed out additional areas that require maintenance right now and it might be necessary to have someone come in on a per cut basis until the property owners take over the responsibility.

Jay Howie stated that some of this maintenance can't wait. He and Lannie Young have spoken to three companies and will take them to the areas that need mowing to get a price from them.

Dean Hay offered to delineate the areas on an aerial and send a proposal out to companies who have worked for us in the past to get a per cut quote.

Lannie Young requested that the board approve an amount of money to get the grass cut until the competitive bids are returned.

Tim Miner made a motion to approve an amount not to exceed \$10,000 thru the June meeting of the DDA for lawn maintenance. Lannie Young offered support for the motion, which was approved unanimously.

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

Nays: None

Absent: Mark Mitra, Bryan Wallace

Tom's Landscape Bond. Matt Quinn explained that Tom's Landscaping defaulted on the Milford Road Landscaping and the DDA made a claim against Hanover Insurance Company, their bonding company.

Mr. Quinn stated that he received a letter from the attorneys for Hanover and they will pay the Township \$17,913.00 and want to be released from their bond. He noted that the estimate from Dean Hay which initially might have been on the high side was \$20,170.00, about \$2,250.00 difference.

Mr. Quinn requested the DDA authorize the settlement with Hanover and then go to the low bid contractor to finish the job with a not to exceed \$17,913.00. Since part of Cash Street incorporated some of this it should not cost the entire amount.

Jay Howie noted that the scope of work is going to change and this work could be rebid to incorporate all the work that will need to be done.

Tim Miner made a motion to accept the proposal from Hanover Insurance Company to release them from their bond covering Tom's Landscape for payment to the Township in the amount of \$17,913.00. Tamra Ward offered support for the motion, which was approved unanimously.

Approval of up to \$3,300.00 for moving trees. Jay Howie explained that it was brought to his attention that all the trees that were recently planted from Cash Street to Bonne Terre were going to be ripped out.

Mr. Howie continued that he and Lannie Young took it upon themselves to get several bids, accept the low bid and authorize the company to move the trees and plant them next to the Township Hall.

Tim Miner made a motion to approve payment of up to \$3300.00 to Environmental Management for moving trees and shrubs along Milford Road. Vince DeAngelis offered support for the motion, which was approved unanimously.

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

Nays: None

Absent: Mark Mitra, Bryan Wallace

Economic Restructuring – Mark Mitra – No Report

Meeting with developers to review plans John Bell reported that they did have a meeting with Tony Antone to get his insight into what is and what he would like to see happen in the

downtown area. Mr. Bell stated that Mark Szerlag in very helpful in setting up these meetings and they will be sitting down next with the developer of the Wixom Streetscape.

Sign, Façade and Development Grant Program. John Bell stated that the Economic Restructuring Committee has agreed to work on the Façade Grant Program and will have something to report at the next DDA Meeting.

ICSC John Bell stated that the DDA again this year will be attending and have a table at the ICSC held at Rock Financial in Novi. Stefan Kogler has done work on the brochure for this event and now money needs to be allocated to have it printed.

John Bell made a motion to authorize an amount not to exceed \$750.00 for printing a brochure for the ICSC. Tim Miner offered support for the motion, which was approved unanimously.

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

Nays: None

Absent: Mark Mitra, Bryan Wallace

Dean Hay stated that he received a call from the Lyon Center Management Company requesting that our irrigation system be taken off their water.

Lannie Young suggested that we need to get this taken care of.

Lannie Young made a motion to approve an amount not to exceed \$500.00 for a revised design for an irrigation system for the Northeast Roundabout. Tim Miner offered support for the motion, which was approved unanimously.

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

Nays: None

Absent: Mark Mitra, Bryan Wallace

Status Reports/Announcements

Replacement Plantings on Milford Road. Planting to begin in about a week

Lighting of the Wall at the Northwest Roundabout. The lighting representative is getting approval on hiring a contractor to complete the work. It has been recommended by John Ward

that the existing fixtures be used, adding three additional and spacing them out or using four mini LED flood lights.

Tractor Supply Comapany. Plans have been submitted to the Planning Commission and the review is progressing on schedule.

Belle Tire. Site plan submittal for this project located north of Flagstar Bank is anticipated soon.

Adjournment. Tim Miner made a motion to adjourn. Vince DeAngelis offered support for the motion, which was approved unanimously. Meeting adjourned at 9:35 p.m.

Respectfully submitted,

Rose Case
Recording Secretary

Chris Doozan
Interim DDA Director

Bryan Wallace
DDA Secretary