

Charter Township of Lyon

Downtown Development Meeting (DDA)

Meeting Minutes

June 8, 2010

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

Members present included Lannie Young, Tamra Ward, Bryan Wallace, Jay Howie, John Bell

Members absent were Vince DeAngelis, Mark Mitra, Troy Powe & Tim Miner

Others present included Chris Doozan, Interim DDA Director, Matt Quinn Township Attorney, Eric Lord, Township Engineer, Dean Hay, McKenna Associates, Courtney Piotrowski, McKenna Associates, Jim Allen, McKenna Associates and two (2) guests

**Approval of Consent Agenda.** Tamra Ward made a motion to approve the consent agenda as presented. Bryan Wallace offered support for the motion, which was approved unanimously by members present.

Roll call: Ayes: Jay Howie, Bryan Wallace, Tamra Ward, John Bell, Lannie Young

Nays: None

Absent: Tim Miner, Vince DeAngelis, Troy Powe, Mark Mitra

**Public Discussion, non-agenda items.** No public discussion

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

**Approval of Prior Meeting Minutes: Tuesday May 11, 2010.** Bryan Wallace made a motion to approve the meeting minutes of May 11, 2010 with corrections. Tamra Ward offered support for the motion, which was approved unanimously.

Committee Reports

Organization – Lannie Young – No Report

Update by Stefan Kogler. Removed from agenda.

**Discretionary Spending Policy.** Discussion was held regarding payment of unexpected expenses, whether to have a capped amount, the proper procedure and the signatures necessary to pay them prior to approval at a DDA Meeting.

There was a suggestion that small items (uo to \$1,000) could be approved, then put on the consent agenda for the next meeting. Lannie Young suggested such expenditures could be approved by the Chairman, one other member, and the DDA Executive Director.

**John Bell made a motion to authorize Matt Quinn to establish a discretionary spending policy to be presented at the July meeting of the DDA. Lannie Young offered support for the motion, which was approved unanimously.**

**Grant Writing/Mission Statement – report from Phil Mitchell.** Phil Mitchell took the floor to explain that he has been working with John Bell in gathering information on the grant writing process. Mr. Mitchell explained that since he is a Lyon Township resident he is not charging for the organizational assessment and providing it as his civic contribution.

Mr. Mitchell explained that the first step is to establish the identity or the Mission Statement of the DDA because that identity drives all the things that the DDA will be doing in the future. The Mission Statement will identify the strengths and weaknesses when aplying for grants.

Mr. Mitchell noted that the purpose of a Mission Statement is to describe the key features of an organization and he provided the DDA members with list of questions to assist in writing the Mission Statement. Along with this he supplied the DDA members with information regarding understanding a Mission Statement along with several examples.

Mr. Mitchell requested that each member of the DDA use the information provided to write a Mission Statement and get it to him at least one week before the next DDA Meeting when they will be reviewed and discussed.

### **Promotion – Troy Powe**

#### **Monthly Update/Event Planner**

John Bell stated that Troy Powe has been working on an event called “Jump in the Park” to be held in the James Atchison Park this summer. Mr. Powe feels that to have events of this type we should consider having an event planner rather than depend on volunteers.

Lannie Young asked if the idea was to have a definite classification of an Event Planner or to select one as events come up.

Mr. Bell responded that he thinks a planner chosen for the individual events would be the best.

Mr. Young asked the DDA members if they would be in favor of an event planner and all agreed to the suggestion.

**Billboard Signs (letter from Matt Quinn enclosed).** Matt Quinn explained that the same letter that was enclosed in the DDA packet went to the Board at their meeting the previous evening. Mr. Quin

stated that after much discussion the Board decided that they would like Stefan Kogler to appear before them with the same presentation he gave the DDA last month. The Board would like to see the economics of the billboard proposal.

Lannie Young requested that Jay Howie contact Mr. Kogler and request he prepare a presentation for the July Board of Trustees Meeting.

### **Design – Tim Miner**

In the absence of Tim Miner, John Bell reported that the members of the committee are actively meeting on a weekly basis and Courtney Piotrowski will later report on the progress made at those meetings.

**Update on construction of SW ring road and roundabout project.** Eric Lord stated that the dewatering for the sanitary sewer on Cash Street is about to begin and will probably take a couple of weeks. Mr Lord continued that the site utilities should be starting in about two (2) weeks and the work has begun on the pond and the ditch.

John Bell questioned the fact that the punch list at the completion of the project is scheduled for October 29<sup>th</sup> and this is about two (2) months longer than the August date originally quoted.

Lannie Young asked if formal construction meetings are being held to which Mr. Lord replied that they are not.

Mr. Young suggested that weekly or bi-monthly meetings between the project superintendent, the Giffels staff, the DDA Chairman and himself be considered.

Jay Howie suggested that this may be a way to move the project along and Eric Lord will look into this.

**Update on appraisals and land purchases.** Matt Quinn reported that in the southwest ring road he received a call from the County Corporation Counsel and the airport property in going to committee very shortly. Mr. Quinn noted that the Kieran property title problems still remain, therefore a closing date has not been scheduled. On the Champion property he is waiting for the asbestos report and when it comes in they will close.

**Status report regarding Grand River Street Scape Project/Meeting with RCOC regarding DLZ study.** Courtney Piotrowski stated that they have made a tremendous amount of progress since the last meeting. Ms. Piotrowski provided the DDA with hard copy information on the streetscape concept plan with hopes of getting approval to move forward with this plan.

Ms. Piotrowski also provided the DDA with minutes from their May 20, 2010 Design Committee Meeting which included discussion with RCOC regarding the traffic study submitted by DLZ.

Ms. Piotrowski also provided a visual presentation of the materials handed out along with an explanation of the streetscape concept plan along with a plan for angle parking.

In conclusion Ms. Piotrowski provided the DDA with a checklist of items necessary for the completion of the streetscape work and the responsible parties for these items.

John Bell explained that the Design Committee has looked at this plan and spent a lot of time talking about it and now would like to get DDA approval of the conceptual design so it can move forward.

**Lannie Young made a motion to approve in concept the McKenna design dated June 8, 2010. Tamra Ward offered support for the motion, which was approved unanimously.**

**Landscape maintenance bids – DDA Streetscape.** Dean Hay reported that at the Northeast Roundabout all the trees on Lyon Center Drive and at the intersection have been planted.

Lannie Young asked if they are still using the Duncan property for storing landscaping materials and if so he wants to make absolutely sure that the property is returned to its original condition when finished.

Dean Hay assured him that they are aware and will be cleaned up.

Jay Howie asked if the sprinklers are necessary now that the plantings in the northwest roundabout are established and Dean Hay responded that they are not necessary as long as the weather continues as it has and there is the ability to get water to that point if it becomes necessary.

Mr. Howie requested that the water be turned off and Mr. Hay stated that he will take care of it.

Mr. Hay provided the DDA with three (3) streetscape landscaping maintenance bids. The bids were from Dino's Landscaping at \$13,650.00, Alana's Landscaping at \$5,325.00 and Brien's Services, Inc. at \$5,876.80.

Mr. Hay explained that Brien's is the lowest per cutting and they are also the current contractor taking care of the Township park, therefore his bid is lower because they are already out here.

Mr. Hay stated that overall, due to the number of cuts and the landscape maintenance, Brien's would be the lowest bid and would be the recommended bid.

Jay Howie asked Lannie Young if he has been happy with Brien's Services to which he responded yes and no.

Mr. Young explained that he met with the owner recently and since then they have been doing an exemplary job and overall he is pretty happy with them.

Discussion was held regarding service received by Alana's in the past and their bid being lower but as explained by Dean Hay when broken out Brien's bid in actuality was the lower bid.

**Lannie Young made a motion to accept the bid presented by Brien's Services for maintenance of the DDA Streetscape. Tamra Ward offered support for the motion which was approved unanimously by members in attendance.**

**Roll call:**

**Ayes: Bryan Wallace, Lannie Young, John Bell, Jay Howie, Tamra Ward**

**Nays: None**

**Absent: Troy Powe, Vince DeAngelis, Mark Mitra, Tim Miner**

**Nomination of Jay W. Eldridge to the Design Committee.** Jay Howie stated that after looking at Mr. Eldridge's resume he believes his knowledge would be valuable to the Design Committee.

John Bell agreed that he can be an asset to the committee.

Lannie Young asked if Chris Doozan or Courtney Piotrowski saw any possible issues cropping up due to the fact that Mr. Eldridge is a planner and both agreed that this would not be a problem and he would be a good addition.

**John Bell made a motion to approve the appointment of Jay W. Eldridge to the Design Committee. Tamra Ward offered support for the motion, which was approved unanimously.**

**Noxious Weeds and Tall Grass Ordinance.** Chris Doozan stated that there have been questions about overgrown weeds in the downtown district and he contacted Matt Quinn to find out if the ordinance applies in this area. A copy of the ordinance has been included in tonight's packet Mr. Quinn has verified that it can be enforced in the downtown district.

**Alternate to Bus Tour.** Chris Doozan stated that since a bus tour could not be organized he was trying to create the same effect with out taking everyone on a tour.

Mr. Doozan suggested that an alternative would be for McKenna to go to the various communities and photograph aspects of the community and then present a slide show demonstrating the pluses and the minuses.

John Bell responded that although this is an alternative and pictures are great it is much more valuable to actually see the communities, maybe to get attendance the group going should be scaled down to a smaller number of people.

After discussion it was decided that Mr. Bell should make another attempt to assemble a smaller group to participate in a tour.

**Economic Restructuring – Mark Mitra.**

**Sign, Façade and Development Grant Program.** John Bell reported that the committee had previously decided to just take on the Development Grant Program but after talking to people in New Hudson there is an interest in the Sign Program, so the committee might just take on that as well as the Façade Program.

**Meetings with developers to review plans.** John Bell informed the DDA that Mark Szerlag is continuing to schedule meetings with developers to get their input and ideas. Mr. Bell stated that a

meeting will take place on June 9<sup>th</sup> with a Keith Rogers who was instrumental in the improvements in downtown Wixom.

**Status Reports/Announcements**

**Tractor Supply Company.** Chris Doozan reported that Tractor Supply was approved for the first reading by the Township Board on the Planned Development amendment. The site plan had been previously approved by the Planning Commission so it is well on its way to final approval.

**Belle Tire.** Chris Doozan stated that they will be on the agenda of the next Planning Commission meeting and he is assuming they will get final approval.

**LED Lights.** In the process of being repaired.

**DDA Director/Marketing Director.** Met with Wynn Berry former DDA Director of Commerce Township just as a resource and also to discuss what is happening in Lyon Township.

**Tamra Ward made a motion to adjourn the regular meeting of the DDA and enter into Executive Session. Bryan Wallace offered support for the motion, which was approved unanimously.**

**Lannie Young made a motion to adjourn the regular meeting. Bryan Wallace offered support for the motion, which was approved unanimously. Meeting adjourned at 9:00 p.m.**

Respectfully submitted

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Rose Case  
Recording Secretary

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Chris Doozan  
Interim DDA Director



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Bryan Wallace  
DDA Secretary