

**Charter Township of Lyon
Downtown Development Authority (DDA)**

Meeting Minutes

November 9, 2010

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

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

Others present included Chris Doozan, Interim DDA Director, Matt Quinn, Township Attorney, Nikki Jeffries, Giffels Webster, Michelle Aniol, DDA Administrator/Economic Development Coordinator

6 Guests

3. Public Discussion – non agenda items. An announcement was made that Eric Lord former Giffels Webster engineer who was a consultant for Lyon Township will be leaving Giffles to take another position. The DDA members expressed their appreciation for the work done by Mr. Lord.

4. Approval of Agenda. Items 6.E, New Hudson Drive Trees and 8.G, Dog Cemetery were submitted as amendments to the agenda. **Tamra Ward made a motion to approve the agenda as amended. Bryan Wallace offered support for the motion which was approved unanimously.**

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

**Roll call: Ayes: Bryan Wallace, Mark Mitra, Tim Miner, Tamra Ward
Vince DeAngelis, Troy Powe, Lannie Young, Jay Howie,
John Bell
Nays: None**

6. Action Items

A. Streetscape Update – Discussion and possible action regarding RCOC request for a cross section and simple concept plan with the proposed bike lanes. Chris Doozan explained the issue is “What will it take to bring the streetscape plans up to date, packaged, and put on the shelf?” He noted that there is some action necessary by his firm that will take about eight hours of work and would cost about \$1000.00. RCOC requested a cross section of the Grand River Streetscape including the bike lane to review. Any meetings with RCOC would be billed at an hourly rate depending on the number of hours it took for the meetings.

Michelle Aniol noted that it would come out of the original contract with McKenna, which the DDA previously budgeted for.

Lannie Young requested that Nikki Jeffries explain what it will take to get the streetscape project completed as a shelf ready project so that if the opportunity arises, through grants or other monies, it would be shovel ready in a matter of weeks to go forward.

Nikki Jeffries explained that in addition to the \$170,000.00 already spent it will take about another \$150,000.00 to get the remaining civil part of the design completed. It will take about two to three months to complete the plans, get them approved and permitted, so they would be shovel ready if money became available.

Ms. Jeffries noted that if everything was to stop now and be started over in a year from now some of the money spent would probably be lost.

Lannie Young asked what would go into the designs and Ms. Jeffries responded the full road design, sanitary sewer, pump stations, storm sewers, sidewalks and grading. Everything except the McKenna part, which is the lighting, landscaping and hardscape elements. These would be shown in concept only.

Jay Howie stated that he had been opposed to continuing with the project but after discussing it with others and thinking it through a little more he feels that if this is not on the shelf we can't use it. It will be one of the most important projects for the downtown and there will be an additional cost if resumed at a later date.

Lannie Young asked that no action be taken on these proposals until after the 2011 DDA Budget is presented and discussed later in this evening's meeting.

B. Mission Statement – Discussion and possible action regarding adoption of Mission Statement for the DDA. Chris Doozan provided a copy and read the DDA Mission Statement that was previously presented at a DDA Meeting. With the approval of all members of the DDA the decision was made to adopt the mission statement as presented.

John Bell made a motion to adopt the DDA Mission Statement as presented at the second reading on November 9, 2010. Tim Miner offered support for the motion, which was approved unanimously.

C. Economic Development Preparedness Study – Discussion and possible action regarding a survey to determine the economic development preparedness of the Township. Michelle Aniol explained that the purpose of this index is to help analyze the Township's strengths and weaknesses before developing a plan to improve economic development opportunities.

Ms. Aniol continued that this is just a tool, no one will be graded and names are not necessary. Since the Township is starting at ground zero it will help determine what

direction we need to go for economic development. The responses are not based on the knowledge the person has of the Township but their perception of what is going on.

Ms. Aniol noted that there are three parts to the study and the participants are asked to complete two. The third section is voluntary.

Lannie Young commented that if only the DDA participates it will be a small sampling for a statistical analysis.

Michelle Aniol responded that it will be given to every appointed board and commission to be filled out.

Lannie Young made a motion to adopt the Economic Development Preparedness Study prepared by Michelle Aniol and that it be presented the Township Board, Planning Commission, Zoning Board of Appeals and Downtown Development Authority to be completed and returned to Ms. Aniol by December 14, 2010 for statistical analysis. Troy Powe offered support for the motion, which was approved unanimously.

D. 2011 Budget – Lannie Young explained that the Township Board will be having a budget workshop on Saturday to review the many funds of the Township. Mr. Young continued that the largest is the General Fund and he has incorporated the first two pages of the revenue and the last page where the revenue and expenses are combined. This gives an idea of the economic picture the Township is facing. Although this does not directly impact the DDA it does impact how much the DDA might want to spend it's funds.

Mr. Young proceeded to review the material presented along with an explanation about Township properties with special assessments that have already gone into foreclosure, the properties that are likely to go into foreclosure and the impact this will have on the Township budget.

Mr. Young requested that the members review the DDA budget he had presented this evening and approve it or disapprove it contingent on the Township Board's approval. The DDA budget is part of the whole Township budget and can be reviewed at the workshop on Saturday and approved by the Board if they see fit. If there are issues, they will be brought back for discussion and be ready for final approval in December.

Mr. Young gave an explanation of the 2010 adjusted budget and the line items in the projected 2011 budget as well as how it was prepared and how the figures in it were compiled.

Tamra Ward made a motion to adopt the 2011 DDA Budget as presented contingent on the approval of the Lyon Township Board of Trustees. Troy Powe offered support for the motion which was approved unanimously.

Roll call: Ayes: Bryan Wallace, Mark Mitra, Tim Miner, Tamra Ward,

**Vince DeAngelis, Troy Powe, Jay Howie, John Bell,
Lannie Young**
Nays: None

E. New Hudson Drive Trees – Jay Howie explained that right now the road is closed and it would be a good time to plant trees. Premium Tree has made a proposal to plant the trees on New Hudson Drive and Mr. Howie feels it is prudent to consider this while we have road closure.

Mark Mitra asked if this has been budgeted for and Lannie Young responded that what was bonded should cover the landscaping.

Discussion took place regarding the amount that was originally budgeted for the landscaping and the type of trees that will be suitable for planting on New Hudson Drive.

Jay Howie requested that a not to exceed amount be designated and in the next few days he, Lannie Young and anyone else who would like to be involved decide what type of tree would be suitable. There are some great deals on trees now and it will enable them to be planted before the weather turns.

Chris Doozan stated that he doesn't have the plans in front of him but is sure that Courtney Piotrowski considered a variety of trees. He stated the DDA doesn't want to have only one type of tree because if a disease comes along you will lose all the trees. Mr. Doozan continued that he believes that the evergreen trees were chosen around the pond so as not to have leaves falling into the pond.

Mark Mitra made a motion to approve an amount not to exceed \$25,500.00 for the purchase and installation of the trees along with mulching and staking per the drawing, with the latitude to make field changes, and with a two year warranty on all trees purchased. Tim Miner offered support for the motion, which was approved unanimously.

**Roll call: Ayes: Jay Howie, John Bell, Lannie Young, Vince DeAngelis,
 Troy Powe, Tamra Ward, Mark Mitra, Brian Wallace,
 Tim Miner**
Nays: None

7. Committee Information and Updates

A. Design Committee

1) Wayfinding project update. Jay Eldridge provided the DDA with printed materials regarding the wayfinding project and explained that the dark spots on the map represent the location for entry signs into the Township. An example of what a sign might look like was also presented.

Mr. Eldridge stated that the Village of Milford shared all their information regarding their signs in their wayfinding system along with the cost. They also shared the mistakes that they made that we will not have to make.

Mr. Eldridge noted that on the reverse side of the example of the sign is there is another sample sign with a message that will be seen as someone leaves the Township.

Mr. Eldridge explained that the next sign deals with facilities and the lighter colored spots on the map are locations of facilities and the sign used to direct you to them.

Mr. Eldridge stated that the signs including installation will probably cost \$1000.00 to \$1200.00 per sign. With the new roundabout completed the next phase that the Design Committee will look at is signage directing truck traffic.

Lannie Young noted that there are standards for size of lettering per speed and per distance and asked if that will be comprehended in the next presentation and Mr. Eldridge responded that this will be included in the next presentation.

2) Development and Façade Improvement Grant Program Update.

Michelle Aniol stated that in the Façade and Development Grant Program the DDA indicated it may pay up to \$2,500.00 for architectural services.

Ms. Aniol continued that she has been able to secure, from four different architects, a written outline as to what a business person can expect in services for \$2500.00; then, when a business person applies, this information can be provided to them.

John Bell asked if we have received any applications to which Ms. Aniol responded that there is one business that she has been having conversations with. Since they have not announced it publicly she would prefer not to divulge the name.

Troy Powe asked if there has been any type of formal announcement regarding this program.

Ms. Aniol responded that it has been mostly word of mouth up until now involving a small number of businesses in the New Hudson area.

Ms. Aniol noted that due to the limited resources for next year both the façade and the sign program are probably on hold for the time being.

Troy Powe asked if Stefan Kogler is no longer involved in the wayfinding project.

Jay Howie explained that with the budget the way that it is and Mr. Kogler taking a new position that has limited his time we are utilizing the services of our volunteer Jay Eldridge to continue work on this project.

B. Organization –No Report

C. Promotion -John Bell reported that he along with Troy Powe participated in Michigan Festival and Events Workshop recently. He provided a summary of the useful tools and information that they brought back.

Mr. Bell stated that if in the promotion process they are able to apply some of what they learned it will help promote successful activities. There are also numerous resources available to help plan events.

Troy Powe stated that there are grants available and MSU has consultants and a whole department devoted to assistance with event planning.

Jay Howie stated that he read through the summary provided from this workshop and found it to have some very valuable ideas to think about.

D. Economic Restructuring

1) Electric Charging Stations – Recommendation to Board. Mark Mitra reported that the Economic Restructuring Committee met to discuss the pros and cons of Electronic Charging Stations. Discussion was held regarding lack of infrastructure at this time and also the fact that there is not one set electric charging standard at this time.

Mr. Mitra stated that the committee’s recommendation is to hold off for now and revisit this idea in six months.

Michelle Aniol suggested providing the information we have on these charging stations to the business community and if they chose to get involved the downtown would still have the benefit of it.

Mark Mitra also noted that at the last meeting it was recommended by the Economic Restructuring Committee that all current contract consultants provide their scope of work for the last two or three years.

Lannie Young responded that a spreadsheet with the retainer fees of the planners and attorneys for 2009 and 2010 was presented to the Board of Trustees. He will provide this same spread sheet at the next DDA meeting.

Vince DeAngelis stated that he believes the committee wanted to look at the expenses of all the consultants over the past several years to get a feel of their scope of work and the expenditures for that work.

Lannie Young suggested getting the information to the committee and they can review it and bring it to the DDA board if they feel it is necessary.

8. Reports/Announcements

A. Master Plan Update. Chris Doozan reported that he finished the next chapter which is the New Hudson Master Plan which incorporates the Lyon Center Vision Plan into the Master Plan. Unfortunately the November Planning Commission meeting went too late and so the New Hudson Master Plan chapter was tabled to the December meeting.

Lannie Young asked how many more meeting will be needed to finish the Master Plan and was told by Mr. Doozan it will take three more meetings.

B. Website Update. Jay Howie reported that he has talked to Stefan Kogler and he has been in the township hall instructing the office staff on how to input and load information onto the site.

Discussion took place regarding the time it has taken to get the website up and running along with its cost and the frustration of all about both the length of time it has taken and the amount of money spent.

Vince DeAngelis expressed his concerns about the existing staff being able to maintain the site and feels at some point we will have to hire someone to take charge of the website.

C. New Hudson Abandonment Michelle Aniol reported that with the exception of two all remaining property owners have signed the petition. The New Hudson Inn and the New Hudson Gas Station are the two remaining. The former property owner of the New Hudson Inn has passed on and Chris Stone is trying to work with her heirs to acquire the property.

D. Citizens Bank Ms. Aniol explained that Citizens Bank is a local bank and they would like to come in during the January meeting and talk about the Small Business Loan Programs they have available.

E. Status of NE Roundabout update Chris Doozan stated that Sinacori has satisfactorily addressed the outstanding issues. There is some concern about the ballasts and that is why it was taken off the bill and is being worked out.

Lannie Young explained that there is still an open construction fund that will remain open until the NE is totally done. Any money left over will go back to the DDA.

F. SW Roundabout Update Nikki Jeffries reported that the roundabout was paved today and the crosswalks will be cut in tomorrow. The roundabout will be open next week, hopefully on November 17th.

G. Dog Cemetery An update was provided by John Bell.

Jay Howie wanted to clarify that the Board took action on item 6A, the Streetscape when the Board voted to recommended approval of the 2010 DDA budget to the Township Board.

9. Items Removed From Consent Agenda for Action or Discussion. None

10. Outstanding Items- No discussion/No action

11. Adjournment. Tamra Ward made a motion to adjourn. Tim Miner offered support for the motion, which approved unanimously. Meeting adjourned at 9:20 p.m.

Respectfully submitted,

Rose Case
Recording Secretary

Chris Doozan
Interim DDA Director

Bryan Wallace
DDA Secretary