

**CHARTER TOWNSHIP OF LYON
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
October 14, 2008**

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

Members present included John Dolan, Jay Howie, Tim Miner, Troy Powe, Brian Wallace and Lannie Young.

Member absent was Ron Hausmann.

Also present was Chris Doozan, Lyon Township Planner and Interim DDA Director, Michelle Aniol, McKenna Associates, Dean Hay, McKenna Associates, Courtney P. Miller, McKenna Associates, Matt Quinn, Township Attorney, Nikki Jeffries, Giffels-Webster.

Six (6) guests were also in attendance.

Public Discussion, non-agenda items. County Commissioner, Jeff Potter stated that he would be in the audience for a short period of time before leaving for another meeting. If anyone has questions for him he would be happy to assist them.

Approval of Agenda. Brian Wallace made a motion to approve the agenda. Troy Powe seconded the motion. Motion approved unanimously.

Approval of Prior Meeting Minutes: *August 12, 2008 and September 9, 2008 meetings.*

Troy Powe made a motion to approve the meeting minutes of the August 12, 2008 DDA Meeting as submitted. Lannie Young seconded the motion. Motion approved unanimously.

Troy Powe made a motion to approve the meeting minutes of the September 9, 2008 DDA Meeting as submitted. Lannie Young seconded the motion. Motion approved unanimously.

Proposal from McKenna Associates to develop a Vision Plan for New Hudson/Lyon Center. Courtney P. Miller of McKenna Associates who presented the proposal at the September Meeting took the floor. Ms. Miller offered to answer any questions from the committee regarding her presentation.

Jay Howie requested that Ms. Miller wait until after the next agenda item with the hope that the two proposals blended together will accomplish what the DDA is working towards in Lyon Township.

Proposal from Stefan Kogler – See, Say and Do. Stefan Kogler took the floor and explained that he is currently employed at Campbell Ewald as an Executive Vice President and Creative

Director for New Media Market. He gave the DDA a brief overview of his background and also previous positions he has held. He also made them aware of his current clients.

Mr. Kogler stated that he was asked to show from a marketing standpoint the awareness Lyon Township can be elevated to from both a domestic perspective as well as a global perspective, and how new business and industry can be made aware of Lyon Township as a viable location for residence, commercial and industry.

Mr. Kogler then presented a video presentation highlighting his background as well as some marketing initiatives that have a great impact within the market. He believes this video will give the committee some insight into what he has done with his career and show why he is here this evening.

Patricia Carcone, Lyon Township Treasurer stated that she is in the audience this evening to promote this idea because of her passion for the development of the DDA. Ms. Carcone noted that there is a need to let people know what the township is about, what can be provided and where it is going. The three components, advertising, our planners, and a media person all blended together can provide an identity for Lyon Township.

Jay Howie expressed his concerns that there have been companies from Europe looking at Lyon Township and it has been very close to being considered. If someone then went back to Europe and googled Lyon Township for lifestyle information there is nothing available. He believes that the Charette along with a Vision Plan will bring Lyon Township its own identity.

Lannie Young asked what action should be taken this evening. Mr. Kogler responded that he wanted to see what feedback he might get after tonight's meeting and will have a firm proposal for the committee within the next few days.

Jay Howie explained that his reason for postponing the McKenna presentation was to make sure that the two proposals could work together.

Chris Doozan responded that he could see no problem, he sees them as complimentary.

It was decided that McKenna representatives and Mr. Kogler would get together in the next several days to compare proposals, then return to the DDA, perhaps at a special meeting for approval of coordinated work plans.

West Grand River Roundabout – Update

Schedule for completion. Nikki Jeffries reported that the final portion of asphalt paving should be completed by the end of October or the first week of November. It will be substantially complete by then with the exception of lighting, restoration and the crosswalks. The opening of the roundabout to traffic in all directions should be done by the first week of November.

Update on roundabout landscape plan submission to RCOC. Dean Hay stated that the RCOC reviewed and approved the landscape plan as presented with just a few minor changes, these being the tree setbacks and the elimination of one tree.

Mr. Hay also explained that he put together a proposal to put the project into bid documents so it can be bid in the spring. The proposal was included in this evening's packet for the committee's review.

Lannie Young made a motion to approve the fee of \$3000.00 to McKenna Associates for assembly of bid documents for landscaping of the West Grand River Roundabout. Troy Powe seconded the motion.

Roll call vote: Seven yes votes. Motion approved unanimously.

Roundabout at Grand River and Northeast Ring Road – Update. Nikki Jeffries reported that the RCOC is aware of the three-legged roundabout. DLZ will have the revised plans including the driveway for the Roerscheib's. The packet will be submitted to the RCOC by the beginning of next week along with the plans for the northeast ring road and the northeast roundabout.

Ms. Jeffries stated that Jim Sharpe met with the Oakland County Drain Commission regarding the drainage from the road and is waiting to hear what they want to do.

Mark Mitra asked if the disposition of the trail issues with the DNR has been resolved and Chris Doozan responded that he is still waiting for paperwork but feels it will not create a problem. Lannie Young agreed to assist Chris Doozan and put a call into the DNR.

Revised Roundabout Design Amendment #4 from DLZ (enclosed). Chris Doozan stated that the DDA received this by email dated October 4, 2008. Mr. Doozan explained that the last paragraph summarizes the proposed cost increase and then went on to read the paragraph to the DDA.

Discussion regarding amendments to the DLZ contract took place and a request was made to look at the previous amendments before taking action on this agenda item. Chris Doozan will provide this information for review.

Deceleration lane at Township Hall parking lot – Update and schedule for completion.

Nikki Jeffries reported that with the exception of some shoulder work and the painting it should be finished very soon. Discussion regarding the landscaping and the slopes holding for the winter took place and Ms. Jeffries will look into a possible erosion blanket or seed with a straw blanket to protect it through the winter.

Updates on appraisals and land purchases. Matt Quinn reported that by the end of this month all the property closings in the southwest ringroad would be completed. He continued that he met with Andy Reed and gave him the go ahead to work on the appraisals for the Meadows, Lamb and Oakland County Airport properties. These appraisals will be ready at the next regular DDA meeting.

Mr. Quinn continued that others would have to wait until the actual design on Pontiac Trail is final. He is working on Village Commons and needs Matt Lyons information from Mr. Howie.

Payment of Bills. Dean Hay explained that the RCOC must inspect the Milford Road project due to the permit the contractor pulled, in order to complete the job. The contractor is waiting for this to happen and has presented an 80% pay request. He continued that last month the Township paid 50% of the bill and this additional bill will bring what has been paid to 80%. The request is for \$10,400.00 which leaves approximately \$6,700.00 of retainage on the project. A one-year bond for the maintenance portion will begin at the time of final approval.

Mark Mitra made a motion to approve payment of up to 80% or \$10,400.00 to Tom's Landscape for completion of the Milford Road Streetscape project.

Roll call: Seven yes votes. Motion carried unanimously.

Announcements. Troy Powe announced that the Lyon Area Rotary is having a benefit dinner for Christina Rogers on Saturday October 18th. Suggested donation is \$10.00 per adult and \$5.00 per child.

Michelle Aniol of McKenna Associates presented the DDA with a tool that is available to them and explained in detail how this tool could be used to acquire an additional quota of liquor licenses for the DDA District.

Ms. Aniol explained to the DDA the documentation that will be necessary to implement this and be made aware of the quota of liquor licenses available to Lyon Township in the DDA District.

Lannie Young asked Ms. Aniol if she would work with Matt Quinn to put together the language for the Board of Trustees.

Matt Quinn explained that at the next regular DDA Meeting the district should be identified, a motion passed to send it up to the Board and that will start the process.

Lannie Young made a motion to close the regular meeting of the DDA and enter into Executive Session. Tim Miner seconded the motion. Motion approved unanimously.

Tim Miner made a motion to adjourn. Mark Mitra seconded the motion. Motion approved. Meeting adjourned at 9:40 p.m.

Respectfully submitted

Rose Case

Chris Doozan

Recording Secretary

Interim DDA Director