

MINUTES OF THE CLAY TOWNSHIP DOWNTOWN DEVELOPMENT  
AUTHORITY REGULAR BOARD MEETING HELD ON TUESDAY, JANUARY 13,  
2004 IN THE CLAY TOWNSHIP BOARD ROOM, 4710 PTE. TREMBLE ROAD,  
CLAY TOWNSHIP, MICHIGAN 48001.

The meeting was called to order by Chairperson Richard Wagner, Jr. at 7:30 p.m.

1. **PRESENT:** Chairperson Richard Wagner, Vice-Chairperson Mark Thompson, Karla Orlando, William Seifert, Mary Jane Hardy, Chuck Michel, Pauline Dueweke, Joe Little.  
**ABSENT:** Joseph H. McKoan IV (excused).

2. **Approval of the Agenda and Amendment:**

Moved by Thompson, supported by Michel, **MOTION CARRIED**, to approve the agenda as submitted. **AYES:** All. **NAYS:** None. **ABSENT:** McKoan IV.

3. **Approve the December 9, 2003 DDA Minutes:**

Moved by Thompson, supported by Michel, **MOTION CARRIED**, to approve the December 9, 2003 DDA Minutes with the correction on Page 2, 5th paragraph down, motion seconded by Orlanda and not McKoan. **AYES:** All. **NAYS:** None. **ABSENT:** McKoan IV.

4. **Treasurer's Report:** January 8, 2004

Moved by Michel, supported by Thompson, **MOTION CARRIED**, to accept the Treasurer's January Report as submitted. **AYES:** All. **NAYS:** None. **ABSENT:** McKoan IV.

5. **Bill's Payable:**

Moved by Seifert, supported by Orlando, to approve paying the Recording Secretary Bill in the amount of \$52.50 and the Lady Bug Landing Bill in the amount of \$1,285.00 except the Precision Care Lawn & Landscaping bill pending Chairman Wagner contact regarding the 5<sup>th</sup> ditch cutting.

**VOTE ON THE MOTION:** **AYES:** All. **NAYS:** None. **ABSENT:** McKoan IV.  
**MOTION CARRIED.**

6. **COMMUNICATIONS:**

Chairman Wagner referred to Assessor Schutt's letter regarding the DDA Capture for 2003 Tax Year change in the mall value, capturing \$55,831.00 of the Police money, wanted to point that out to everyone.

7. **FOR YOUR INFORMATION:** Township Dedication plaque wording, instead of stating DDA Contribution, worded "Funded by the DDA".

8. **OLD BUSINESS:**

A. **PROJECT CONTROL, INC.**

John Monte update: sidewalk 60' stretch in the City of Algonac not accounted for, if the City of Algonac does not, will donate the completion of the 60' stretch.  
Chairman Wagner: The 60' stretch will get done one way or another.

**B. EMERGENCY ALERT SYSTEM UPDATE:**

Letter from Fire Chief Rick Edler re: Outdoor Warning System, three locations of the warning system placement, update authorities contacted, no needs to bring it to the Planning Commission.

Edison will not charge for this, public duty.

Pauline Dueweke: Concerned the Clay Township citizens should be notified of the emergency system.

Next step is wait for the equipment.

Billing process concerns.

**C. BIKEPATH/M-29 IMPROVEMENT PROJECTS:**

Memo received from Kenneth L. Montgomery, Planning Consultant re: Grant Application for Funding of M-29 Highway update.

**D. SIGNS/BANNERS:**

Mark Thompson Eastern Boundary sign location: Discussed with Pete Beauregard placing the sign on the 60' piece of property where the sidewalk will go, positive indication he has no problem with the location, John Monte will mark a location place when the weather improves and confer with Mr. Beauregard on the location.

Lights not working on the high school sign at M-29 and Ainsworth not working, Mark Thompson: Aware of a problem, working on it.

**E. BEAUTIFICATION COMMITTEE –Water Station Landscaping Plan**

Per Pauline Dueweke, postpone until February or March, design when the weather clears, will contact the local nursery.

**F. MDFA COMMITTEE REPORT:**

Façade/Sign and loans programs from different DDA's around the State wait and coordinate this information with SyDesign.

**G. PLANNER DISCUSSION – SyDesign Proposal**

MOVED BY SEIFERT, SUPPORTED BY MICHEL, TO ACCEPT THE REVISED PROPOSAL FOR SPECIALIZED PROFESSIONAL ARCHITECTURAL SERVICES FROM SYDESIGN.

Discussion of motion:

Pauline Dueweke: Questioned on page 1 of the Contract not indicating lump sum fee of \$35,000 for components described in Items 1, 2, Item #3 needs to be included in statement.

Mr. Yu: Correct, it is spelled under the Terms and Conditions of Payment, Item #3 will be inserted in page 1 of 6.

Pauline Dueweke: Item #5. Staffing for Merchants Design Assistance Program Clarification of the 6% to 9% of actual construction value phrase.

Mr. Yu: Explained architectural services to the property owner if we were to render services.

Pauline Dueweke: Questioned clarity to Item #5.

Mark Thompson: DDA might want to fund on a grant or loan type basis.

Chairman Wagner: Item 5 should refer to Exhibit A and not B, it is a typo.

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Chairman Wagner: Questioned Terms and Conditions of Payment, Item #5 re: engineering cost of 15%, DDA has local engineer we use, can't see paying another eng.  
Mr. Yu: Explained how the contract would work regarding the engineer as a consultant, if he is a direct contact to you, minor coordination to deal with him w/o any further charges.

Initialed the two changes to the contract.

Bill Seifert: Develop a fee schedule to contribute towards property improvements.  
Chairman Wagner: MDFA emails info re: low interest loan program, grant or a combo.  
Pauline Dueweke: DDA needs to have concrete ideas in place before a firm fee is established.

Board agrees need a design, ordinance in place, develop a theme, etc. before any loan/grant schedule can be established.

Karla Orlando: Down the road re: improvements to the District, construction crews.  
Mr. Yu: Bid the job out, preferably local contractors.

R/C VOTE ON THE MOTION: AYES: Orlando, Hardy, Seifert, Thompson, Michel, Little, Dueweke, Wagner. NAYS: None. ABSENT: McKoan IV.  
**MOTION CARRIED.**

**SYDESIGN PRESENTATION BY JAMES YU**

Thank you to the Board for the opportunity and bringing us on line.

Identify tie into a maritime theme.

Concept: past history the St. Clair Bay/Marsh area was a playground for the wealthy Detroiters and the hunting grounds, fishing.

Prominent architecture was the shingle style.

Displayed several concept visions and the direction thinking of for this area:

Shipmates, ship masts, piers, anchor chains used as elements.

Explained overall view of the community: maritime theme of years ago, quiet community, population & traffic increase, hopefully the business activity will increase, identify is a very much a closed community, cohesive identity within the people and not the place; how will we introduce elements in order to identify what the people are all about, elements needs to be people places.

Expressed the different feelings throughout the area with the different seasons.

The boundary signs would each depict a different material in order to show the different concept of the area.

Explained in detail the concept throughout the DDA District keeping with a maritime theme.

Chairman Wagner: Entrance signs, MDOT required breakaway details, monuments put in the right-of-way, utility poles like that idea to work with them rather than hide them, generalized corridor theme, is there a way to translate this into individual programs.

Jim Yu: Resort back to the shingle style with a sloped porch, businesses is block bldg., façade can incorporate shingles, color scheme, etc. Need your input if the Board feels we are on the right track.

Chairman Wagner: Questioned modifying the façade with an imitation shingle roof or a widow's walk.

Bill Seifert: Telephone pole ship masts, any communication with Edison.  
Curb cuts 50' lots one after another, how going to minimize curb cuts? Maybe could incorporate that with an access road to eliminate curb cuts.

Lengthy discussion as to the bikepath/sidewalk on the northside of M-29 v southside,

Mark Thompson: Could we do a regular ship's bowsprit as opposed to the fieldstone?  
More in tune with the breakaway required by MDOT.

Questioned right-of-way or easements to put a park in.

Business areas may be able to do some negotiation to use some of their property to soften those corners, destination point.

Pauline Dueweke: Impressed with the colors used, blend into the Marsh, naturalistic.

Jim Yu: St. John Marsh is a very important identity to the DDA District.

Remarks as to the bike path constructed on north side of M-29 or Southside.

Next steps per Mr. Yu:

Pursue the maritime theme if DDA Board is in favor of this concept.

Develop the outline of the guidelines based on the historical content and what the community really wants and move towards a final and formal presentation to your constituents in an open forum.

Pauline Dueweke: Ainsworth Road has several public buildings, i.e. fire hall, refuse center, use these as an example of what the theme, landscaping, etc. could look like and the public could see the concept.

Chairman Wagner: Good idea, see the concept before actually proceed to the private industry.

Mr. Yu: Invited by the City of Algonac to do a presentation for them.

## **9. NEW BUSINESS**

Moved by Seifert, supported by Hardy, **MOTION CARRIED**, to reappoint Richard Wagner as Chairperson for 2004 and Mark Thompson as Co-Chairperson. AYES: All. NAYS: None. ABSENT: McKoan.

Police Request to refurbish the briefing room in the Police Department.

Chairman Richard Wagner: Per Assessor capturing \$76,000 from the Police Department with the new Mall, not unreasonable to try to help them out, Board's thoughts.

Bill Seifert: Prices for furniture are expensive, other sources for less money.

Karla Orlando: Questioned buying furniture should it be under capital improvements.

Pauline Dueweke: Suggest meet with the Police Department Chief to discuss projects that will be mutually beneficial and be in line with our goals.

Chuck Michel: Setting a precedent.

Basic idea is DDA Board does not like the idea of replacing furniture.

Mark Thompson: Not opposed, funding is a little out of line, approve a certain amount.

**MOTION BY THOMPSON, SUPPORTED BY SEIFERT, TO AUTHORIZE UP TO \$9,000 FROM THE DDA FOR THE POLICE DEPARTMENT BRIEFING ROOM OFFICE REMODELING EXPENDITURE WITH AN INVOICE TO THE DDA TO SUBSTANTIATE THE PURCHASES.**

Discussion:

Seifert: Authorize up to \$9,000 and they bring in the prices to the DDA.

Dueweke: Should not be giving blank amounts, need some accountability there was some bidding, choices to be made.

Michel: Office furniture not increasing tax revenue for the Township or betterment for the community.

Dueweke: Need to discuss with Police the best way to spend money, not just piece meal projects.

R/C VOTE: AYES: Thompson, Dueweke, Seifert, Wagner. NAYS: Hardy, Little, Orlando, Michel. ABSENT: McKoan IV.

**MOTION DIED.**

Chairman Wagner: Would you like the Police Chief attend the next meeting.  
DDA Board: Welcome to come anytime to discuss, maybe will work on a more acceptable proposal.

**PUBLIC COMMENTS:** None.

**ADJOURNMENT:**

Moved by Seifert, supported by Orlando, **MOTION CARRIED**, to adjourn the meeting at 9:15 p.m. AYES: All. NAYS: None. ABSENT: McKoan IV.

Valerie J. Kulba  
Recording Secretary