

MINUTES OF THE CLAY TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR BOARD MEETING HELD ON TUESDAY, FEBRUARY 8, 2005 IN THE
CLAY TOWNSHIP BOARD ROOM, 4710 PTE. TREMBLE ROAD, CLAY TOWNSHIP,
MICHIGAN 48001.

1. ROLL CALL: PRESENT: Chair Richard Wagner, Vice-Chair Mark Thompson,
William Seifert, Mary Jane Hardy, Pauline Dueweke, Joe Little.
ABSENT: Karla Orlando (excused), Jon E. Manos (excused).

Also present was Treasurer Connie Turner, SyDesign James Yu and PCE John Monte.

2. **APPROVAL OF THE AGENDA AND AMENDMENTS**

Chairman Richard Wagner: Under Old Business, Item 8 – B., #3 Sidewalk Maintenance
should be moved down to New Business – B. Sidewalk Maintenance.

Moved by Seifert, supported by Thompson, **MOTION CARRIED**, to approve the Agenda
as submitted and the change from Old Business to New Business for Sidewalk Maintenance
as noted by Chairman Wagner. AYES: All. NAYS: None. ABSENT: Manos, Orlando.

3. **APPROVAL OF THE DECEMBER 14, 2004 MINUTES & JANUARY 11, 2005
NOTICE**

Moved by Thompson, supported by Seifert, **MOTION CARRIED**, to approve the December
14, 2004 Minutes as submitted and the notice the January 11, 2005 meeting was cancelled
due to a lack of a quorum. AYES: All. NAYS: None. ABSENT: Manos, Orlando.

4. **TREASURER'S REPORT:**

Motion by Seifert, supported by Hardy, **MOTION CARRIED**, to table the Treasurer's
Report until we have an explanation of the \$20,749.13 deposit to the Colony Fund in error.
AYES: All. NAYS: None. ABSENT: Manos, Orlando.

5. **BILLS PAYABLE**

Moved by Thompson, supported by Seifert, **MOTION CARRIED**, to approve the February
Bills Payable as listed:

- SyDesign DDA Architectural Services \$ 3,450.00
- SyDesign Fire Hall Exterior Renovation 1,150.00
- Recording Secretary 1-11-05 Mtg. Notice to Cancel 45.00
- PCE Aerial Planimetric Mapping 16,930.00
- PCE Nook Rd./Island Dr. Sidewalk Project 5,300.00
- Voice Newspaper Invoice Publication 120.56

AYES: All. NAYS: None. ABSENT: Manos, Orlando.

6. **COMMUNICATIONS**

Chairman Wagner: Letter from Planning Commission Chair Dorothy DeBoyer confirming
joint meeting. Subcommittee formed to decide what the DDA "wish list" is to present to the
Planning Commission.

James Yu, SyDesign: Eventually guidelines incorporated in the Zoning Ordinance.

Subcommittee to consist of: Pauline Dueweke, Richard Wagner, Mark Thompson, William
Seifert and James Yu from SyDesign to come up with a wish list before the joint meeting
scheduled for March 23rd with the Planning Commission

7. **FOR YOUR INFORMATION**

Mainstreet Exchange Port Huron Dinner
MDA Communications: Mtg. March 11th .

DDA MEETING MINUTES – FEBRUARY 8, 2005

Page 2

8. OLD BUSINESS

A. PROJECT CONTROL, INC.

John Monte, Project Control Eng.: Aerial Mappings distributed to the DDA members, combination of Metco right-of-way survey, explained the key to the mapping, addresses added and some business names to assist you in identifying your location.

Chairman Wagner: Should a copy of the aerial be submitted to MDOT TSC, for the purpose of them seeing where we are at in terms of future permit applications.

John Monte: Informational purposes only, not showing any proposed work. Can send them one if you want.

Chairman Wagner: Three (3) concerns is the copyright not applicable for the purposes of the public improvements because it is public domain, FOIA requests paid for with public funds, revisit sheet #4 re: right of way actually goes inside of the sidewalk by Farmer Jack.

Discussion concerning the right-of-way confusion with Farmer Jack and The Galley where the jag is in the sidewalk, will double check on these right-of-ways.

Chairman Wagner: Letter to Larry Scott, Attorney for the parcel owner on the other side of Wendy's requesting if his client would consider installing the sidewalk now even though it is not developed property. DDA plan would take the sidewalk around the corner and down to Island Drive.

Some concerns from Mrs. Dare, 4108 Pte. Tremble Road re: right-of-way, talked directly with Marty of Metco and there is conflicting documents between the plat and deeds, plenty of room in the right-of-way to put the sidewalk in, stakes in her yard only to track the documents of record to show where the right-of-way is, if and when the sidewalk would be put in would stay as close to the roadway as possible.

Pauline Dueweke: Questions re: interpreting the drawing on Ainsworth (Precision Collision) box represent.

John Monte: Aerials are pretty accurate, actual building lines could create a shadow in the aerial view, physically would go out and check these lines to verify.

William Seifert had several questions on the mapping, pointed out some of the encroachments, what do we want to do regarding these encroachments?

Chairman Wagner: Don't need to do anything now, long ways from the project starting, explained what projects we have going already, aerial is done, question is do we want to start Phase I of the sidewalk Nook Road to Fruit Road? Southside of Pte. Tremble does not seem to be a viable route for the sidewalk in the immediate future, Building Department is well aware of the right-of-ways and have the same maps & reports we have.

Pauline Dueweke: Good point made want the positive support from the public for the projects we are currently taking on.

John Monte: Forward this aerial work to Metco, right of way survey very costly and we could request Metco evaluate any of the conflicts and make sure the information is correct. At next meeting hope to have a preliminary drawing from Farmer Jack to Island and up to Taft Road.

Chairman Wagner: Phase I Preliminary Drawing from Farmer Jack to Island Drive and up to Taft Road will be presented at meeting in March.

DDA MEETING MINUTES – FEBRUARY 8, 2005

Page 3

B. PLANNER UPDATE: Update

1. Ainsworth Improvements:

Chairman Wagner: Meeting with Superintendent Dr. Guiser and Principal Mike Sharrow at the High School prior to this meeting to get their input regarding the DDA's plans for a potential sidewalk at Ainsworth/Taft intersection in terms of directing pedestrian traffic to the elementary/high school.

Southwest corner is a resident's home, Mr. & Mrs. Yax, 5237 Taft Road have made it clear will not let the corner of their property be used at all in the plan.

Discussion followed.

James Yu, SyDesign: Explained how the plan can work w/o this property, sidewalk rounded out and curved around to meet the crosswalk, eliminate node on Yax's corner.

Chairman Wagner: Lengthy explanation of the proposed plan the DDA will underwrite. Very well accepted by Dr. Guiser and Mr. Sharrow, will now be verified with legal and maintenance, easements, etc. Mr. Yax has that right it is his property, we'll work around it. Bottom line is a nice intersection that is attractive, safe for the children walking and biking to school.

A letter complimenting the Pearl Beach Lion's Club should be sent from the DDA, they have done a lot to their building and parking area to improve the intersection.

SyDesign, James Yu: Next step will be to develop it design wide, start pricing it out for bids, final prototype for future intersections within the DDA District, key factor will actually have something the people can go and take a look at to understand the intent of the DDA.

Chairman Wagner: Can we get a bike path on the fire hall side too going up Ainsworth, stated why a walkway on both sides of Ainsworth would be good.

John Monte: Narrow right of way, swale, may be possible to get a DEQ permit to cross the wetland between Fire Hall and Pearl Beach Lion's Hall.

2. **FIRE HALL RENOVATION UPDATE**

James Yu: Contract awarded to Star Modernization. Received today overhead doors and siding submittals, 6-8 weeks until the doors are received, at that time will start the entire renovation, we'll be in better weather and the work should progress much faster.

Concerns from the Fire Department as mentioned at the kick-off meeting: flag pole at the top of the copula, raising and lowering the flag would be a task, in the future could be used as a radio antenna, pole will be grounded. Natural flag court will be built.

Concern re: way driveway is sloped towards the garage and the doors, having new doors will create a concern with regards to freezing and damaging the doors.

Two proposed solutions:

- cut the concrete in front of the doors and trench it to collect the water and divert it out towards the marsh, projected estimate is \$9,000.

- replace the entire slab of cement in front of the doors, regrade it, redirect the water, projected estimate is \$50,000.

Discussion regarding the two solutions: Price, benefits of both, etc.

Beautification project not intended to be a maintenance project.

If the entire parking area were to be replaced, other areas would be addressed i.e.

underground electric to the sign, relocating the utility pole in the middle of the parking lot.

Parking lot will need to be replaced very soon, trucks tearing the cement up.

John Monte: Always been a drainage problem there, catch basin built on the top.

DDA MEETING MINUTES – FEBRUARY 8, 2005

Page 4

Mark Thompson: Making a major renovation to a Township building and per recommendation from SyDesign either make it an addendum to the existing contract or re-bid the concrete and find out what it will cost to move the Edison pole, put the new pole in and the SBC and redo the front of the parking lot.

Bill Seifert: Should make it a separate contract.

MOTION BY THOMPSON, SUPPORTED BY SEIFERT, TO AUTHORIZE SYDESIGN IN CONJUNCTION WITH PROJECT CONTROL ENGINEERING TO SUBMIT A PROPOSAL IN WRITTEN FORM TO THE DDA TO REDO THE PARKING LOT IN FRONT OF THE CLAY TOWNSHIP FIRE HALL ON AINSWORTH INCLUDING THE RELOCATION OF THE EDISON POLE AND SBC LINES AND WHATEVER DRAINAGE IS NECESSARY TO SOLVE THE PROBLEM WITH A COST ESTIMATE SUFFICIENT ENOUGH FOR THE PROPOSAL TO GO OUT TO BID.

Discussion:

Joe Little: Old parking lot didn't solve drainage problem, how certain are we, the new parking lot will?

Mark Thompson: SyDesign will have to coordinate with John Monte to make sure we can get the water away from the building.

Mary Jane Hardy: Drainage goes back into the swale behind her house and floods

VOTE ON THE MOTION:

AYES: ALL. NAYS: NONE. ABSENT: MANOS, ORLANDO.

MOTION CARRIED.

Chairman Richard Wagner: Clerk Pellerito was going to put the existing fire hall doors up for bid at the 1-17-05 Twp. Board Meeting, never happened.

C. BIKEPATH/M-29 IMPROVEMENT PROJECTS – Update

Nothing from Ken Montgomery in terms of what is available.

Sidewalk: Received a notice from Doug Plachcinski of SCOTTS indicating the 2006-2008 Transportation Improvement Program (TIP) project submissions need to be in by March 3, 2005, MDOT would have to propose the project, this did not happen as a result is not in the 2006-2008 TIP program.

D. SIGNS/BANNERS

Mark Thompson: Mr. Beauregard is agreeable with the Eastern boundary sign location, Spring will figure out which drive will put it at so not to block anything.

E. BEAUTIFICATION COMMITTEE

Pump Station Landscaping update: Ask the County if fence could be set back to get more frontage, if so could go back to our original design.

Mark Thompson: According to the County, no problem if fence is moved back as long as they have enough room to maneuver within the yard what they have to do.

Go back and meet the County people and Chuck Hintz and find out if this would be okay.

F. MDFA COMMITTEE REPORT – Pauline Dueweke & Mary Jane Hardy

Pauline Dueweke: Original research from DDA's in the State of Michigan, waiting to see where we are going with the Planning Commission and than eventually draw up some guidelines for low interest loan programs, incentive for business people to improve their property, postponed serious discussion on this until we see what our relationship is going to be with the Planning Commission, site approvals, etc.

DDA MEETING MINUTES – FEBRUARY 8, 2005

Page 5

G. SUBCOMMITTEE REPORT – RECREATION PROJECTS WITHIN DDA

Property next to Lega's is up for tax sale, discussion followed.

Should we entertain a bid on a tax sale?

Gooden's property update, nothing to report.

Property next to Michel's house is back on the market, if interested can get a packet.

Discussion followed.

Chairman Wagner: Personal opinion the same restrictions do not exist, think probably have a chance this time for the grant approval.

Mark Thompson: Will bring the information back on the March meeting.

H. DIGITAL TOWNSHIP SIGN – Township Board Opinion

Mark Thompson: Township Board were not very receptive to a digital sign, refurbish the original sign, will take back to the Board some renderings from Philips Signs, report back to the DDA Board in March.

NEW BUSINESS:

A. SIDEWALK MAINTENANCE

Discussion: condition of the sidewalk from Farmer Jack to the East, snow piled up, DPW cleans the Taft Road sidewalk and DDA pays for the maintenance.

Contact DPW Supervisor Jon DeBoyer what they would charge to keep the M-29 sidewalk clean, suggested proper equipment to plow a sidewalk w/o tearing up the sod.

Bill Seifert: sidewalk in the right-of-way, property owner should maintain.

Mark Thompson: Will follow-up and talk to Jon DeBoyer and get some input from him what he thinks we need to maintain the sidewalk.

B. ELECTION OF OFFICERS FOR 2005

Moved by Seifert, supported by Hardy, **MOTION CARRIED**, to re-elect the officers for the Downtown Development Authority Board remain the same for 2005:

- Richard Wagner, Jr. - President
- Mark Thompson - Vice-President

AYES: All. NAYS: None. ABSENT: Manos, Orlando.

Chairman Richard Wagner: Meeting with the Police Chief, Mark Thompson and Dispatch on the 18th to discuss the computer system not conforming to the State Police requirements for bookings, transmitting fingerprints, etc. In order to bring the system up to date need to redo their program. Police Chief is hoping the project might be a viable project under the DDA. Program cost could be in the \$50,000 range, more information to come.

Revisit the Treasurer's Report:

Connie Turner: Used the wrong deposit slip.

Motion by Thompson, supported by Seifert, **MOTION CARRIED**, to accept the Treasurer's Report as explained by Treasurer Mrs. Turner. AYES: All. NAYS: None. ABSENT: Manos, Orlando.

9. BOARD MEMBER COMMENTS

None.

DDA MEETING MINUTES – FEBRUARY 8, 2005

Page 6

10. **PUBLIC COMMENTS:**

None.

11. **ADJOURNMENT**

Moved by Seifert, supported by Hardy, **MOTION CARRIED**, to adjourn the meeting at 9:20 p.m. AYES: All. NAYS: None. ABSENT: Manos, Orlando.

Valerie Kulba
Recording Secretary