

**MINUTES OF THE CLAY TOWNSHIP DOWNTOWN DEVELOPMENT
AUTHORITY MEETING HELD TUESDAY, DECEMBER 12, 2006 IN THE CLAY
TOWNSHIP MEETING HALL, 4710 PTE. TREMBLE ROAD, CLAY TOWNSHIP,
MICHIGAN.**

Chairperson Richard Wagner, Jr. opened the meeting at 7:30 p.m.

1. **ROLL CALL:** Present: Chair Richard Wagner, Jr., Jon Manos, Ann Horeftis, William Seifert, Arthur Bryson. Absent: Pauline Dueweke (excused), Joe Little (excused), Mark Thompson (excused).

Also present: Treasurer Connie Turner, Deputy Clerk Dorothy DeBoyer, Project Control Engineering John Monte.

2. **APPROVAL OF AGENDA/AMENDMENTS**

Motion by Bryson, supported by Seifert, to accept the Agenda as submitted. Ayes: All. Nays: None. Absent: Dueweke, Thompson, Little.

MOTION CARRIED.

3. **APPROVAL OF THE NOVEMBER 14, 2006 MINUTES:**

Motion by Seifert, supported by Bryson, to accept and file the 11/14/06 Minutes as submitted. Ayes: All. Nays: None. Absent: Dueweke, Little, Thompson.

MOTION CARRIED.

4. **TREASURER'S REPORT NOVEMBER 2006:**

Motion by Seifert, supported by Bryson, to approve the Treasurer's for November 2006 as submitted. Ayes: All. Nays: None. Absent: Dueweke, Little, Thompson.

Discussion of motion: Chair Wagner: Questioned the Phillips Sign check of \$17,000.

MOTION CARRIED.

5. **BILLS PAYABLE:**

Motion by Seifert, supported by Bryson, to approve the bills for Banner Sign Company, Project Control Eng., Precision Care, LLC and Recording Secretary as submitted.

Discussion: Questioned the 7th cut in December by Precision Care, LLC was not authorized.

MOTION AMENDED BY SEIFERT, SUPPORTED BY BRYSON, TO APPROVE PAYING THE BILLS FOR BANNER SIGN COMPANY IN THE AMOUNT OF \$1,540.00, PROJECT CONTROL ENGINEERING IN THE AMOUNT OF \$2,177.28; VALERIE KULBA IN THE AMOUNT OF \$101.25 AND DO NOT PAY THE BILL FOR PRECISION CARE, LLC IN THE AMOUNT OF \$1,800.00 UNTIL THEY ARE CONTACTED TO FIND OUT WHO AUTHORIZED THE 7TH CUT IN DECEMBER. AYES: ALL. NAYS: NONE. ABSENT: DUEWEKE, LITTLE, THOMPSON.

MOTION CARRIED.

6. **COMMUNICATIONS:**

PROJECT CONTROL LETTER TO WASHTENAW, INC.

John Monte, PCE: Furnished the DDA members an estimate for the completion of the sidewalk work. Mr. Monte's response regarding Washtenaw Inc. letter making accusations against Project Engineering. We extended the completion date, battle to get them back to repair problem areas, poor concrete work, trouble with the handicap ramps, puddles staying on sidewalk from the rain, etc. Remaining clean up went fairly good. Washtenaw, Inc. has indicated to PCE will not do anything else until the remaining bill is paid. John Monte suggested the Board approve paying \$5,000 should be paid to this point and hold back \$6,000 to get the contractor to finish the project correctly.

Jon Manos: Concrete poured very thin 2", below specs.

John Monte: The company had good references, they were state prequalified.

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DDA Board agreed to retain \$11,966.00 and pay the \$6,000.

Chairman Richard Wagner: Questioned if an invoice from the Water Dept. for moving the water services was issued yet?

7. OLD BUSINESS:

- b) Phase III sidewalk – update: Early in the project.
- a) Gooden Property Discussion

Jon E. Manos update: Township Board adopted two resolutions to enter into the project agreement and subject to the final approval of the Township Attorney. Ready to proceed with the bank rate as offered. Everything is in place. When the new document comes in we will sign the purchase agreement. Concurring Resolution later in this meeting for the DDA's adoption.

- c) Ainsworth Traffic Light Update: According to Clerk Pellerito there is nothing in writing from MDOT. They put it in the way they wanted it. If and when the DDA receives a bill, it will be questioned.
- d) Flower Pots – Pauline Dueweke not present.
- e) Consideration of appraisal Proposal for Phase III for sidewalk:
- f) Sign Proposal: Report received from Mr. Thompson. 1st week in January the sign company will do the Police Department sign, 3rd week start on the other one.
- g) Survey: Dorothy DeBoyer reported update – nothing until January on the Survey.

8. NEW BUSINESS:

A. Concurring Resolution

MOTION BY SEIFERT, SUPPORTED BRYSON, TO ADOPT THE CONCURRING RESOLUTION FOR PROPERTY PURCHASE AND CAPITAL IMPROVEMENTS.

Discussion:

Correction to Resolution, 3rd paragraph from the top, 3rd sentence, change that to than Five Hundred Thousand Dollars.

Chairman Wagner: Questioned the wording in the resolution and the original motion by the DDA Board. Like the phrase “as see fit” be added.

Jon Manos: Resolution was reviewed by Mark Thompson and he said it was what the DDA implied.

Ann Horeftis: Also questioned the Resolution wording.

R/C VOTE: AYES: HOREFTIS, MANOS, SEIFERT, BRYSON, WAGNER, JR. NAYS: NONE. ABSENT: THOMPSON, LITTLE, DUEWEKE.

MOTION CARRIED.

B. 2006-2007 MEETING DATES - RESOLUTION

MOTION BY BRYSON, SUPPORTED BY MANOS, TO APPROVE THE RESOLUTION TO ESTABLISH THE MEETING DATES OF THE DOWNTOWN DEVELOPMENT AUTHORITY FOR 2006-2007.

R/C VOTE: AYES: BRYSON, HOREFTIS, SEIFERT, MANOS, WAGNER, JR.

NAYS: NONE. ABSENT: THOMPSON, DUEWEKE, LITTLE.

MOTION CARRIED.

C. Election of Chairperson and Co-Chairperson

Discussion not to elect this meeting since three members are not present.

MOTION BY MANOS, SUPPORTED SEIFERT, TO TABLE THE ELECTION OF THE OFFICERS FOR CHAIR AND CO-CHAIR UNTIL THE JANUARY MEETING. AYES: ALL. NAYS: NONE. ABSENT: THOMPSON, LITTLE, DUEWEKE.

MOTION CARRIED.

9. BOARD MEMBER COMMENTS:

Dorothy DeBoyer: Recent meeting thru MDOT to make M-29 Heritage Highway. Many advantages to a municipality if this occurs. Next meeting will be January 30th at the Township Hall.

Chair Wagner: Downtown Revitalization Workshop will take place in Howell, MI January 9th.

10. PUBLIC COMMENTS: None.

11. ADJOURNMENT:

MOTION BY MANOS, SUPPORTED BY BRYSON, TO ADJOURN THE MEETING AT 8:35 P.M. AYES: ALL. NAYS: NONE.

MOTION CARRIED.

Valerie J. Kulba
Recording Secretary