

**MINUTES OF THE CLAY TOWNSHIP DOWNTOWN DEVELOPMENT  
AUTHORITY REGULAR MEETING HELD ON TUESDAY, MAY 8, 2007  
IN THE CLAY TOWNSHIP BOARD ROOM, 4710 PTE. TREMBLE ROAD,  
CLAY TOWNSHIP, MICHIGAN 48001 AT 7:30 P.M.**

Chairman Richard Wagner called the meeting to order at 7:30 p.m.

1. **ROLL CALL:**

**PRESENT:** Chairman Richard Wagner, Vice-Chair Mark Thompson, William Seifert, Pauline Dueweke, Ann Horeftis, Jon Manos

**ABSENT:** Artie Bryson (excused), Joseph Little (excused)

**Also present:** Township Clerk, Michael Pellerito; Treasurer Connie Turner; John Monte, Project Control Engineering

2. **APPROVAL OF AGENDA/AMENDMENTS:**

**Motion by Thompson, supported by Horeftis to approve the May 8, 2007 Agenda with the amendment to add letter to Sy Design to agenda under Communications.**

**AYES: All      NAYS: None      ABSENT: Bryson (excused), Little (excused)**

**MOTION CARRIED.**

3. **APPROVAL OF MINUTES OF MARCH 13, 2007:**

**Motion by Thompson, supported by Manos to approve the April 10, 2007 Minutes as submitted.**

Minutes approved as submitted.

**AYES: All      NAYS: None      ABSENT: Bryson (excused), Little (excused)**

**MOTION CARRIED.**

4. **TREASURER'S REPORT FOR MARCH 2007:**

**Motion by Thompson, supported by Seifert to accept Treasurer's Report for April 2007 as submitted.**

Treasurer's Report for March 2007 approved as submitted.

**AYES: All      NAYS: None      ABSENT: Bryson (excused), Little (excused)**

**MOTION CARRIED.**

5. **BILLS PAYABLE:**

**Motion by Thompson, supported by Seifert to approve payment of Bills Payable, subject to any comments forthcoming from Board members under discussion.**

Project Control	\$ 1,863.75
Project Control	4,000.00
Reed Business – Bid Ad	128.85
Chris Holcomb	58.50
Traffic Signal	7.58

Thompson: Objects to paying \$7.58 for traffic signal, which was not what we wanted and assumes that this is an electrical bill.

Chairman Wagner: Stated that this bill came from the Road Commission and represents a usage amount.

Seifert: Stated that this will probably be a monthly or quarterly bill.

Thompson: Again stated that this is not what we wanted or that they agree to supply for us. Questioned Township Clerk Pellerito whether or not nonpayment of this bill would cause a major problem for the Township with the County?

Pellerito: This was a commitment the Township entered into with the County, similar to the bill for the traffic light at the Harsens Island Ferry. Getting the light upgraded would probably be a lot easier now.

Thompson: Suggested that \$7.58 traffic signal bill also be paid.

**AYES: All        NAYS: None        ABSENT: Bryson (excused), Little (excused)**

**MOTION CARRIED.**

**6. COMMUNICATIONS:**

**Motion by Thompson, supported by Seifert to accept and file all communications and notices as presented.**

**AYES: All        NAYS: None        ABSENT: Bryson (excused), Little (excused)**

**MOTION CARRIED.**

**7. OLD BUSINESS:**

Monte: Discussion regarding post-bid interview with on Italia Contracting. Municipalities that they have worked fall all seem to love his work. We went to the City of St. Clair Shores and took some photographs of work Italia has done for the City and talked with some of the homeowners who all spoke very highly of Italia. The City Engineer for St. Clair Shores also thought they do a great job and have them return each year for the last 9 years and done their sidewalk program. Feels that this company can handle the job. Contractor is asking when he can start. Once Jon DeBoyer puts in the water meter service entry locations, we should be ready to start. With respect to other local bidders, feels that we are dealing with good contractors that could all handle the work very well.

Seifert: Questioned whether this contractor was approved at last DDA meeting.

Manos: Matter of what constituted a 2/3 vote was presented to Township Attorney and that majority would need to have six votes, which we did not have at last meeting.

**Motion by Seifert to award contract to Italia Construction, supported by Manos.**

**R/C VOTE: AYES: Seifert, Manos, Thompson, Dueweke, Little, Horeftis, Chairman Wagner.  
NAYS: None.  
ABSENT: Bryson (excused), Little (excused).**

Chairman Wagner: He can start next week.

Monte: Will contact Italia immediately.

Thompson: Questioned Mr. Monte as to status with Washtenaw Services and why they haven't been out to make repairs?

Monte: Washtenaw stated that they will be out on Wednesday.

Thompson: If he is not here by next Monday, what do we have to do to get someone else to make the repairs and complete the job?

Monte: If he is not here by next Wednesday, we'll send out a letter immediately advising him that repairs are going to be made at Washtenaw's expense.

**Motion by Seifert, supported by Thompson to authorize Mr. Monte to instruct Washtenaw Services to proceed on Wednesday, May 16, 2007, and if Washtenaw Services does not proceed on May 16, 2007, then Mr. Monte is instructed to issue a formal notice to Washtenaw Services in writing that they are terminated and alternative arrangements will be made to complete repairs and charge back all costs associated with same to Washtenaw Services, including any re-staking and re-inspection charges, subject to whatever terms and conditions are in the contract.**

Monte: Will re-check terms of contract to verify requirements of notification period.

**R/C VOTE: AYES: Seifert, Manos, Thompson, Dueweke, Horeftis, Chairman Wagner  
NAYS: None.  
ABSENT: Bryson (excused), Little (excused)**

**MOTION CARRIED.**

Thompson: Questioned Mr. Monte that since bid from Italia came in under what we anticipated, should we continue on with next phase?

Monte: Discussed the possibilities of continuing on from Maynard to Pearl Beach Boulevard. Estimated cost was \$12,544.02, which was within the approximate \$13,000.00 savings from the Italia bid.

Thompson: Stated that he was talking about possibly going from Maynard to the DNR property.

Monte: We have some easement issues to resolve and the bridge issue.

Dueweke: Requested clarification as to last section of sidewalk excluding the bridge.

Monte: We are coming up to the bridge, stopping short, and picking up on other side. However we do need an easement at that point. If we do not receive the easement, we will skip that piece and move down to the next piece.

Thompson: Questioned whether any response was received regarding the easement request.

Turner: None that she knew of.

Monte: We need to pursue all the easements needed from residents, DEQ/DNR, which takes time. So, we should be actively pursuing these easements, possibly through an easement acquisition company.

**Motion by Manos, supported by Dueweke to extend the award of the contract for the additional section to Pearl Beach Boulevard, as set forth by Mr. Monte.**

Chairman Wagner: Questioned whether language as to whether a specific dollar amount should be included?

Monte: It will be based on unit prices, DPW meter relocation of \$1,400.00, and we have a 10% contingency added onto this. We had anticipated \$12,544.00 as project cost.

**Motion re-stated by Manos, supported by Dueweke to extend the award of the contract for the additional section to Pearl Beach Boulevard, as set forth by Mr. Monte, to include specific dollar amount.**

**R/C VOTE: AYES: Manos, Thompson, Dueweke, Horeftis, Seifert, Chairman Wagner  
NAYS: None  
ABSENT: Bryson (excused), Little (excused)**

**MOTION CARRIED.**

Seifert: Questioned whether motion needed to be made to secure easement agreements?

Chairman Wagner: Will speak with Jon DeBoyer and find out exactly how many we need.

Monte: Believed it was 7 easements. Mr. Monte discussed options of obtaining/pursuing easements. Will have more information regarding process of obtaining easements for next meeting.

Dueweke: These easements will take us all the way down to the marsh, which is going to be the end of our project.

Monte: Questioned whether there were any questions on the topographical survey?

Thompson: Questioned as to whether the manholes were too low for our sidewalk?

Monte: Manholes needed to be left lower for drainage. We have to either keep the sidewalk at a low elevation or have drainage behind the sidewalks similar to what was done on Taft. Survey is current except for work that is in progress.

Thompson: Questioned whether Mr. Monte had any idea as to how much fill would be needed for the parking lot?

Monte: It would depend on whether they would want to match existing grades, building elevation, etc.

Seifert: Questioned whether there is a storm sewer that comes across Pointe Tremble to the river at Lakepointe?

Manos: There is a culvert.

Pellerito: We just replaced it.

Monte: Some things can't be identified. We also researched the existing records that DPW had, gathered any existing information on other items and have mailed this topographical survey to all of the utility companies asking them to add locations of all their facilities, i.e, fiber optic, gas, etc. If we receive any further information, we will update the survey.

Thompson: Questioned whether Mr. Monte should prepare an estimate for the bridge at Maynard?

Dueweke: Questioned whether there is a problem starting the last phase before bridge is done?

Monte: It is obviously not a good thing. It is a danger to the public since they have to go out into the street to get back to the sidewalk.

Dueweke: Concerned that people would be directed out into the line of traffic.

Thompson: Questioned what it would cost to do the engineering and get a bid for the bridge across the drain?

Monte: Will put something together for the next meeting since he needs to obtain soil boring quotes and what will be needed for foundations, etc.

Discussion between Thompson, Pellerito, and Seifert regarding proposed parking lot.

Chairman Wagner: We received one letter from someone who wants to be on the Gooden Property Committee.

Manos: Pat Sharrow was going to represent the Township Board but she is no longer with us, so we will have to re-evaluate that. In the meantime, Mr. Manos volunteered to be the liaison while we're looking.

Thompson: Believed the committee was to include 3 members of the DDA, 2 from the Township Board.

Dueweke: Questioned whether a member of the Planning Commission was going to be included in the committee.

Thompson: Volunteered to be on committee as a representative of the DDA.

Chairman Wagner: Questioned what was status of Community Survey?

Dueweke: Due to vacations, schedules, death of Mrs. Sharrow, there has not been an opportunity to activate the program and enter the information. It's going to have to be postponed for a short period of time. The program and computer are available for as long as they need.

Chairman Wagner: What is status of flower project?

Dueweke: Stated she had just received two bids from Treasure Gardens, one for a flower pot project as we have had in past years, or a scaled back project. The first bid included planting of 16 large pots that are usually placed around Township Hall and the Fire Station and Public Works building on Ainsworth at a cost of \$600, including labor. The second bid for 56 smaller pots that are placed on roadway at a cost of approximately \$2,000.00. If we did everything, the cost would be \$2,600.00. She also feels that the price for labor of \$250.00 is very reasonable. The question is whether we want to just do the large pots and use the remaining garden money for other landscaping or have Treasure Gardens do the whole project similar to the way we have done it in the past? We would still have another contract for watering. Amy has been charging approximately \$800.00 a month to water, so that would be another \$2,400.00. So, again, the whole project would be running around \$5,000.00, including watering and maintenance.

Thompson: We need to make a decision tonight or it will be too late to do anything.

Dueweke: Feels that since we're finishing the sidewalk and have always had trouble maintaining the pots out on the road, whether we could scale back and just do pots around Township buildings and take the remaining garden money and fix up landscaping at the corner and have some trees planted or an in-ground garden.

Manos: Feels it's a good idea to bring it around the building rather than the highway.

Horeftis: Also in favor of keeping flowers around building and look at doing something more permanent.

**Motion by Horeftis, supported by Manos to scale flower project back to include just the pots around the Township public buildings and vacant property next door.**

Thompson: We could also do the four corners of the property. Do some permanent plantings.

Dueweke: We could define what we now own.

**AYES: All            NAYES: None            ABSENT: Bryson (excused), Little (excused)**

**MOTION CARRIED.**

**8. NEW BUSINESS:**

Pellerito: Right now we have a very liberal connection with MDOT regarding drainage on M-29. They are willing to pick up all of our labor costs to fill in ditches. All we have to do is buy the materials. You have a bid before you on this that was put together by the St. Clair County Road Commission. The Board approved this last night pending financial support from the DDA to move forward with the south side of M-29 ditch enclosures at various locations. The second bid is to enclose the entire west side of the new Township property from M-29 to Taft. That will be inclusive of some manhole drainage. Suggested holding off on the parking lot. The DNR has some very good grant monies through a program called Go Green. On Monday night, the Township Board approved enclosing the ditch on Lakepointe 200 feet northerly on the eastern side.

**Motion by Thompson, supported by Dueweke, to approve enclosing the ditch on Lakepointe from M-29 to Taft Road for \$14,800.00 and for enclosing ditches at various locations on the south side of M-29 for up to \$16,000.00 for a total of approximately \$30,800.00.**

Dueweke: We are currently paying approximately \$1,800.00 a month to have the ditches mowed, which now might be mowed by property owners.

**R/C VOTE: AYES: Thompson, Dueweke, Horeftis, Seifert, Manos, Chairman Wagner  
NAYS: None  
ABSENT: Bryson (excused), Little (excused)**

**Motion by Thompson, supported by Manos to approve 2007/2008 Meeting Dates.**

**AYES: ALL      NAYS: None      ABSENT: Bryson (excused), Little (excused)**

**MOTION CARRIED.**

Pellerito: Thanked DDA for the Township sign and stated that he has gotten nothing but positive feedback about it.

Chairman Wagner: Discussion occurred regarding the Budget Worksheet for fiscal year 2007-2008.

Turner: Will prepare budget based on discussion for review at next meeting.

**9. BOARD COMMENTS:**

Chairman Wagner: Wanted to mention his sorrow at the passing of Patricia Sharrow.

Seifert: Discussion regarding the early warning system. Stated he spoke to Fire Chief and Fire Chief advised him he was told not to bring up expanding the system.

Manos: He will see what he can find out on this issue.

**10. PUBLIC COMMENTS:**

None.

**11. ADJOURNMENT**

**Motion by Manos, supported by Thompson to adjourn meeting at 8:50 p.m.**

**AYES: All      NAYS: None      ABSENT: Seifert**

**MOTION CARRIED**

Respectfully Submitted,

Christine Holcomb  
Recording Secretary