

**MINUTES OF THE CLAY TOWNSHIP DOWNTOWN DEVELOPMENT
AUTHORITY REGULAR MEETING HELD TUESDAY, JULY 10, 2007 IN THE CLAY
TOWNSHIP MEETING HALL 4710 POINTE TREMBLE ROAD,
CLAY TOWNSHIP, MICHIGAN AT 7:30 P.M.**

Vice-Chair Thompson called the meeting to order at 7:30 p.m.

1. ROLL CALL

Present: Vice-Chair Mark Thompson, William Seifert, Ann Horeftis, Artie Bryson, Joseph Little
Absent: Richard Wagner, Pauline Dueweke, Jon Manos

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

2. APPROVAL OF AGENDA/AMENDMENTS:

Request by Mark Thompson to amend the agenda to add under 8. New Business, D., Bank signature Authorization

AYES: All

NAYES: None

MOTION CARRIED

3. APPROVAL OF MINUTES OF MAY 8, 2007

Motion by Horeftis, supported by Seifert, to approve the minutes of May 8, 2007

AYES: All

NAYES: None

MOTION CARRIED

4. TREASURERS REPORT FOR MAY & JUNE 2007

Motion by Seifert, supported by Horeftis, to approve the Treasurers report for May & June 2007

AYES: All

NAYES: None

MOTION CARRIED

5. BILLS PAYABLE:

Project control Engineering	\$1,945.00
Precision Care, LLC	1,600.00
Banner Sign Company	1,395.00
Chris Holcomb	58.50

Motion by Seifert, supported by Little, to pay the bills as submitted.

AYES: All

NAYES: None

MOTION CARRIED

6. COMMUNICATIONS

- a. Michelle Hartmeyer regarding property Development committee
- b. Brian Caiger regarding property Development committee

Thompson: Letters from Michelle Hartmeyer and Brian Caiger regarding property development committee.

Bryson: Know some others that would like to be on it.

Thompson: Want to keep it to one Township Board member, a couple of DDA members and two (2) or three (3) from the community.

Horeftis: Already have a request from Leslie Durik from May that would be three (3) citizens.

Seifert: Do we have any information on the three?

Thompson: We have their letters

Bryson: If we have three citizens, two from DDA and one from the Township Board that is six, shouldn't we have an odd number?

Little: Originally it was three from our Board, two from Township and then three citizens, which would make seven.

Thompson: Want three from our Board or two from ours and two from the Township Board?

Horeftis: Two from the Township, two from here and three citizens.

Thompson: If you want to volunteer Connie we'll try to get everybody together in the next couple weeks.

Seifert: What experience or background you think qualifies you for our property development position? (Question posed to Brian Caiger and Michelle Hartmeyer)

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Both applicants gave an overview of their background.

c. Phillips Sign & Lighting, Inc.

Thompson: Received the survey from Phillips Sign & Lighting, sent after they did the signs here, think will get with Mike Pellerito and fill it out and get back to them.

7. OLD BUSINESS:

a) Phase III sidewalk Update

John Monte, Project Control Engineering: About to start, contractor wanted to start immediately but couldn't get contract completed soon enough so went to another job. Will start in about a week and a half. County has finished work they were doing and the water department has moved the meter pits so will be ready to go.

Thompson: So hopefully should be done by the end of the month.

Bryson: Phase III might be done before phase II?

Thompson: Phase II is done; Washtenaw came back and completed it.

b) Project control engineering regarding Phase II (should be IV) sidewalk easement acquisition

1. Real Property Acquisition Associates Letter

2. Easement location Sketches

Monte: Submitted a letter indicating what it would take to secure the remaining easements.

There was one easement Dorothy was trying to secure, did that ever happen?

Dorothy: No, it was sent to the property owner by certified mail with a return receipt request, did receive the signed receipt back, but have never received the signed easement or any contact from them.

Monte: Have included that one in this quote, will have to go around that property at this point.

Would be good to have this for next years program. Our company will prepare the easement documents, get title work on the property, and then suggest hire a company to obtain easements. They work with your assessor to determine property value.

Thompson: Your estimate for that is about \$13,675.00, correct?

Monte: Yes, included is what we suspect the easement price will be, \$1,275.00. The bigger one is what we need from the DNR; we assume there will be no charge. We will present an easement document to them; this one will take more time.

Motion by Seifert, supported by Bryson, to have Project Control Engineering prepare the drawings, property descriptions and title work for \$7,350.00.

AYES: All

NAYES: None

MOTION CARRIED

Motion by Seifert, supported by Bryson, to authorize Real Property Acquisition Associates to perform their work as stated in their letter; \$575.00 per parcel plus \$75.00 for delivery of settlement checks and W-9 forms.

AYES: All

NAYES: None

MOTION CARRIED

3. Project Control Engineering Opinion of Pedestrian bridge cost

Thompson: Is this just for the bridge, \$126,000.00?

Monte: Yes, Pauline Dueweke had asked for more information so we got a quote. There have been no soil boring, etc., which would have to be done. York Bridge does a wood bridge and Continental does precast concrete and also J & R Steel who have done bridges for golf courses and pedestrian bridges. Put it all together and came up with this estimate.

Seifert: Whom did you get the precast estimate from?

Monte: Believe it was Continental.

Little: What size bridge is that?

Monte: I believe it is 45 feet.

Little: How wide?

Monte: Ten feet

Seifert: Suggest call any one of the local precast firms and see if they have a twin beam that would sell to us.

Thompson: Where should we go from here?

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Monte: I don't know if you want to consider moving forward with that, then I could make more contacts.

Little: There are more easements involved aren't there?

Thompson: That is the Maynard Court property.

Little: With the sidewalk there it is going to direct people out on the road. Need to look at budget.

Thompson: If the Board wants to pursue it further, what do we have to do?

Monte: Get soil borings, topographical survey in area, have a good portion done for the sidewalk, just have to go down to canal.

Thompson: What are we talking approximate dollar wise?

Monte: We have here engineering \$8,000.00, technical testing was \$4,500.00, so that's \$12,500.00.

Little: Don't we need the easements to do the soil borings?

Thompson: Probably

Monte: I'll firm up some quotes from some testing companies.

Thompson: Didn't the County do all the test borings when they re-did the bridge; can't we go to them and ask for that information? Or MDOT, was just done eight or 10 years ago.

Monte: I will contact them and have the information for the next meeting.

Motion by Bryson, supported by Horeftis, to approve three thousand dollars (\$3,000.00) to start the topographical survey

AYES: All

NAYES: None

MOTION CARRIED

c) Gooden Property Committee

Thompson: Have taken care of that.

d) Washtenaw Update

Thompson: Talked about that, they will sign off and send us a bill.

e) Community Survey

Thompson: Have we got any further?

Dorothy: Very time consuming

Bryson: Didn't we talk about hiring some to do this?

Dorothy: If there is a high school senior or a college student that would be accurate, very easy to click on wrong box, and there are a lot of comments to be input.

Bryson: Can we hire to authorize for forty hours?

Motion by Horeftis, supported by Seifert, to authorize up to \$1,200.00 for an intern to come in and finish up the surveys. Working under the direction of Dorothy.

Bryson: How much an hour will we pay? I suggest \$9.00.

Motion amended by Bryson to include the \$9.00 per hour, supported by Horeftis.

AYES: All

NAYES: None

MOTION CARRIED

8. NEW BUSINESS:

A. Mower & Snow Removal Equipment

Thompson: Have two estimates, Zimmers and Weingart, the Township is going to pay \$4,674.50, we will match, then we will buy a \$1,999.20 snow blower a actuator for the snow blade at \$136.00 and an all-weather enclosure for \$950.00 for a total of \$7,754.80.

Little: This is for the sidewalks?

Thompson: And for mowing the property next door.

Motion by Little, supported by Bryson, to approve \$7,754.80 to purchase the mower and snow removal equipment.

Bryson: Who recommends where to buy equipment?

Thompson: Water Department

Bryson: Would like to recommend Zimmers

AYES: All

NAYES: None

MOTION CARRIED

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B. Ester Green Ditch Enclosure

Thompson: Have done a couple of these. Could approve \$9,500.00 and have Mike Pellerito deal with the Road Commission.

Motion by Horeftis, supported by Seifert, to authorize up to \$9,500.00 to enclose the Ester Green ditch enclosing.

AYES: All

NAYES: None

MOTION CARRIED

Little: How are we going to deal with the drainage over there?

Monte: They are doing a good job, keeping it deep.

C. Design Guideline Draft

Thompson: Would like to put this off until next meeting.

Horeftis: Pauline would like to comment on this, Richard too.

D. Bank Signature Authorization

Motion by Horeftis, supported by Bryson, to add Mark Thompson as a signer on the checking account for the DDA

AYES: All

NAYES: None

MOTION CARRIED

9. BOARD MEMBER COMMENTS:

Seifert: What is letter from Banner Signs about?

Thompson: They are asking for an increase for changing the banners. I probably would like to re-bid it. Trying to get an inventory of what we have, they store in Hazel Park. Then we could put it out for bid.

Horeftis: How about a letter of sympathy to the Wagner family.

Thompson: Dorothy would appreciate it if you would do that.

Dorothy: I do the letters for the DDA so if I am not at the meeting and you need a letter to go out someone will need to let me know.

Little: We will let the citizens know in writing when there will be a property development meeting?

Turner: Toured the house with Jon DeBoyer today, not in too good condition.

10. PUBLIC COMMENTS

None

11. ADJORNMENT

Motion by Horeftis, supported by Little, to adjourn the meeting at 8:55 p.m

Dorothy DeBoyer
Clay Township Deputy Clerk