

**MINUTES OF THE CLAY TOWNSHIP DOWNTOWN DEVELOPMENT
AUTHORITY REGULAR MEETING HELD ON TUESDAY, FEBRUARY 12, 2008
IN THE CLAY TOWNSHIP BOARD ROOM, 4710 PTE. TREMBLE ROAD,
CLAY TOWNSHIP, MICHIGAN 48001 AT 7:30 P.M.**

Chairman Thompson called the meeting to Order at 7:33 p.m.

1. ROLL CALL:

PRESENT: Artie Bryson, Vice-Chairman Richard Wagner, Thomas Bynum, Bob Johnson, Joseph Little and Chairman Mark Thompson

ABSENT AND EXCUSED: Ann Horeftis; William Seifert; Jon Manos

A quorum was established.

ALSO PRESENT: Connie Turner, Treasurer; Dorothy DeBoyer, Deputy Clerk

2. APPROVAL OF AGENDA/AMENDMENTS:

Chairman Thompson requested the following additions to the Agenda under 6 – Communications:

- C. MDA Conference on March 14, 2008.
- D. DDA Member List and Terms

A discussion occurred as to requested corrections/additions to the DDA Member List and Terms. Chairman Thompson requested changes be presented to Dorothy DeBoyer. She will update the DDA Member List and Terms and provide copies to DDA Members at the next meeting.

Motion by Bryson, supported by Vice-Chairman Wagner to approve Agenda as amended.

AYES: All NAYS: None ABSENT: Horeftis; Manos; Seifert

MOTION CARRIED.

3. APPROVAL OF MINUTES OF JANUARY 8, 2008:

Motion by Bryson, supported by Johnson to approve the Minutes of January 8, 2008 as presented.

AYES: All NAYS: None ABSENT: Horeftis; Manos; Seifert

MOTION CARRIED.

4. TREASURER'S REPORT:

Motion by Vice-Chairman Wagner, supported by Bryson to approve Treasurer's Report as submitted.

AYES: All NAYS: None ABSENT: Horeftis; Manos; Seifert

MOTION CARRIED.

5. BILLS PAYABLE:

Christine Holcomb	\$ 45.00
December & January Snow Plowing	450.00
Downtown Promotion Reporter Subscription	<u>206.50</u>
TOTAL	\$701.50

Motion by Vice-Chairman Wagner, supported by Bynum to approve Bills Payable as presented.

AYES: All NAYS: None ABSENT: Horeftis; Manos; Seifert

6. COMMUNICATIONS:

a) Clay Township Police Department

Chairman Thompson stated that a letter from Clay Township Police Department was received stating that DDA had previously approved \$60,000.00 to finish paying for the 800mz counsel and electrical work. The basic bid was \$56,054.04. We asked them to include the transfer switch and hook up the generator in the bid. The bid for this is \$6,148.00. So, we are about \$2,202.00 over the original allotted amount.

Motion by Johnson, supported by Bynum to approve an additional \$2,202.00 for the 800mz counsel and the electrical work, including transfer switch and generator hook up.

Vice-Chairman Wagner: Questioned whether this amount would include everything and whether there were any other amounts outstanding? Also, questioned whether DDA should give the Police Department a cushion and instead state that the cost is not to exceed \$65,000.00?

Johnson: Feels that this would be a good solution.

Motion amended by Johnson, supported by Bynum to allow the Clay Township Police Department to expend up to \$65,000.00 for the 800mz counsel and the electrical work, including transfer switch and generator hook up.

AYES: All NAYS: None ABSENT: Horeftis; Manos; Seifert

MOTION CARRIED.

b) Grant Writing Workshop

Chairman Thompson: This workshop is being held in Belleville on May 7 and 8, 2008.

Little: He is interested in attending but cannot commit to same until approximately next week. He feels it would be a useful tool to have knowledge of grant writing. Questioned when deadline for registration was?

Bryson: Stated it was three days before the workshop.

Chairman Thompson: Requested if anyone was interested to contact him and he would contact Connie Turner.

Vice-Chairman Wagner: Suggested the DDA authorize the expenditure and leave it up to the Chairman to approve same.

Chairman Thompson: Stated that he would also like to attend.

Motion by Vice-Chairman Wagner, supported by Bryson for the DDA to authorize the expenditure to enroll two people in the Grant Writing Workshop scheduled in Belleville on May 7 and 8, 2008.

AYES: All NAYS: None ABSENT: Horeftis; Manos; Seifert

c) Michigan Downtown Association Conference.

Chairman Thompson: Stated this conference is scheduled for Friday, March 14, 2008 in Clare at a cost of \$25.00 per person.

Vice-Chairman Wagner: Stated pre-registration is February 27, 2008. This is a conference where ideas and information are exchanged regarding different things to do in your community. The title for this conference is “Exploiting Your Assets”. These conferences are very good and show you how to highlight and promote things in your community.

- d) DDA Member List and Terms.

Chairman Thompson: Again requested that members submit any changes, corrections or additions to Dorothy DeBoyer and she will update the list and make same available at our next meeting.

7. OLD BUSINESS:

- a) Sidewalk Phase IV.

Chairman Thompson: He spoke to John Monte this afternoon. The sidewalk drawings are 90% complete. The easements are in process. They have spoken to the DNR and completed some of the preliminary work. They have also been in touch with some of the property owners. We should have more feedback on these issues at our next meeting. The soil borings have been completed and have been sent to two different bridge companies, York Bridge and Joe Rockwood, to submit bids. York bridges are all wood. Joe Rockwood would probably submit a bid for an all steel bridge. We should have the bids available at our March meeting. We should also be able to authorize bids for Phase IV.

- b) Banner Sign.

Chairman Thompson: We have received three quotes for changing our Township banners on the Edison poles. We received bids from Banner Sign Company, Phillips Sign & Lighting, Inc., and MLS Signs.

Little: Questioned where MLS Signs was located?

Bryson: They are located at 21 Mile and Gratiot. They have been in business for a while and do a lot of signage in downtown Detroit.

Vice-Chairman Wagner: Questioned whether these companies all had MDOT approval in order to work on M-29?

Chairman Thompson: Stated that he did not ask that question but assumed if these companies were big in signs within the State of Michigan, they would have to have MDOT approval.

Johnson: Stated that the MLS bid was a pretty big price difference.

Chairman Thompson: Stated that he felt it was a good thing that we put this out for bid.

Vice-Chairman Wagner: Stated that the MLS bid states that the “signs remain the property of MLS Signs”. These are our banners. We will need to modify this to state that they are merely storing our banners.

Motion by Vice-Chairman Wagner, supported by Bryson to approve the proposed bid from MLS Signs with amendments.

Chairman Thompson: Questioned what Vice-Chairman Wagner was referring to?

Vice-Chairman Wagner: The proposal states that the signs shall remain the property of MLS Signs until paid in full. He just wants to clarify the fact that these are the DDA’s banners and the DDA is just utilizing their labor to put the banners up and take them down.

Johnson: Questioned how quickly MLS would rectify a problem if one arose?

Bryson: Stated that he has been worked with MLS for a little over a year and they seem like an upstanding company to him. They deal with several large accounts, mostly in Detroit.

Vice-Chairman Wagner: Also, questioned whether there should be sign permit fees as stated in their proposal?

Chairman Thompson: Stated there previously has not been any sign permit fees.

Vice-Chairman Wagner: Stated that we need to clarify that we are not paying any permit fees, so the \$100.00 procurement fee would not be applicable.

Little: Questioned whether DDA was using the banners they currently have?

Chairman Thompson: Yes.

Little: Stated that DDA owns the banners so they cannot take them.

Bryson: Feels that what MLS meant to say was that they will hold the banners as collateral if they do not receive payment.

Little: Feels that we need to have some clarifications.

Chairman Thompson restated motion by Vice-Chairman Wagner, supported by Bryson to approve the proposed bid from MLS Signs with requested amendments/clarifications to the contract to state that the banners are the property of the DDA, the DDA is utilizing MLS to put the banners up and take them down, and that the \$100.00 procurement fee would not be applicable.

AYES: All NAYS: None ABSENT: Horeftis; Manos; Seifert

MOTION CARRIED.

Chairman Thompson: Stated that he will probably have to go out to Banner Signs to pick up the DDA banners.

Vice-Chairman Wagner: Questioned when MLS will take over?

Chairman Thompson: Stated that it would be effective the next banner change, which would be in the Spring.

Bryson: Suggested requesting MLS Signs retrieve the DDA banners from Banner Sign Company.

Vice-Chairman Wagner: Suggested whoever picks up the banners makes sure that they're all accounted for.

8. NEW BUSINESS:

- a) Budget Amendment.

Chairman Thompson: Stated that budget needs to be amended to \$65,000.00 for the Clay Township Police equipment fund balance.

Motion by Vice-Chairman Wagner, supported by Bryson to amend 2008 budget under Clay Township Police equipment fund to \$65,000.00.

AYES: All NAYS: None. ABSENT: Horeftis; Mason; Seifert

9. BOARD MEMBER COMMENTS:

Bryson: Questioned status of property next door?

Chairman Thompson: Stated the house had been demolished today.

Little: Questioned whether any recreation committee meetings have been scheduled regarding development of the property?

Chairman Thompson: Stated that they were awaiting the results of the Township survey. The survey has come out and everyone is studying same. He further stated that a Recreation Committee meeting needs to be scheduled.

Dorothy DeBoyer: The survey results have been tallied and we now need to tally the tallies to break the information down since there were so many different answers.

Discussion occurred between members regarding possibilities for the development of the property such as a pavilion and farmer's market.

Johnson: Mentioned that it would be great to do something similar to the water park that they have done in Marysville, the skating rink, and the walking path.

Little: Fortunately for them they had the available property on the water. We have not had any property such as that available to us. This is the first piece of property that the DDA has even been able to get near to attempting to buy.

10. PUBLIC COMMENTS:

Connie Turner: Spoke to Beth Engel and she advised that there is a lot of money in the St. Clair County Community Foundation to get help with getting a planner and money for developing the property.

Little: Feels the DDA definitely needs a planner or someone to give them ideas.

Bryson: Stated that he saw the presentation that Chris Wilson did on the Lion's Field. The planner that they hired did a great job on the presentation. He would like to see a little gazebo or a pavilion and enough room for a farmer's market.

Connie Turner: She also has a brochure on ideas for a farmer's market. She further stated that a meeting of the Recreation Committee needs to be scheduled.

Chairman Thompson: Stated that he will get one scheduled.

Little: Stated that there are volunteers waiting to come in from the public and the Township Board also keeps asking about it. He feels that this matter has been held off long enough.

Dorothy DeBoyer: Believes that one of the first things the Township would like to see done is an expansion of the parking lot.

Little: Agrees that parking needs to be expanded.

Chairman Thompson: Stated that if anyone had any items they wanted to be placed on next agenda to contact him or Dorothy DeBoyer.

11. ADJOURNMENT:

Motion by Vice-Chairman Wagner, supported by Bryson to adjourn meeting at 8:04 p.m.

AYES: All NAYS: None ABSENT: Horeftis; Manos; Seifert

MOTION CARRIED.

Respectfully submitted,

Christine J. Holcomb
Recording Secretary