

**MINUTES OF THE CLAY TOWNSHIP DOWNTOWN DEVELOPMENT  
AUTHORITY REGULAR MEETING HELD ON TUESDAY, APRIL 8, 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 7:30 p.m.

**1. ROLL CALL:**

**PRESENT:** Joseph Little, Thomas Bynum, Jon Manos, Artie Bryson, William Seifert, Ann Horeftis, and Chairman Mark Thompson

**ABSENT AND EXCUSED:** Richard Wagner; Bob Johnson

A quorum was established.

**ALSO PRESENT:** Connie Turner, Treasurer; Dorothy DeBoyer, Deputy Clerk; John Monte and Todd Gamble, Project Control Engineering

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

**Motion by Seifert, supported by Manos to approve Agenda as submitted.**

**AYES:** All            **NAYS:** None            **ABSENT:** Wagner; Johnson

**MOTION CARRIED.**

**3. APPROVAL OF MINUTES OF FEBRUARY 12, 2008:**

**Motion by Seifert, supported by Bynum to approve the Minutes of February 12, 2008 with following correction:**

**Change "Siefert" to "Seifert" throughout Minutes.**

**AYES:** All            **NAYS:** None            **ABSENT:** Wagner; Johnson

**MOTION CARRIED.**

**4. TREASURER'S REPORT:**

**Motion by Horeftis, supported by Seifert to approve Treasurer's Report of February 2008 and March 2008 as submitted.**

**AYES:** All            **NAYS:** None            **ABSENT:** Wagner; Johnson

**MOTION CARRIED.**

**5. BILLS PAYABLE:**

Christine Holcomb	\$ 45.00
Water Department - Snow Plowing	525.00
Greater Algonac Chamber of Commerce	2,000.00
Project Control Engineering	1,470.00
Project Control Engineering	6,879.50

**TOTAL \$10,919.50**

**Motion by Bryson, supported by Little to approve Bills Payable as presented.**

Discussion occurred regarding the bill for the Greater Algonac Chamber of Commerce.

Little: Questioned what the amount was for?

Chairman Thompson: The Greater Algonac Chamber of Commerce is proposing to for the City of Algonac and Clay Township is to put out in front of as many businesses as possible, a 2 x 4 A-frame sign that says "Shop and Dine Locally" to help the local businesses. We are also going to take out a full-page insert in the voice stating the same thing and listing the businesses in the area.

Little: Questioned whether this was going to be a yearly thing or is this something that is going to be permanent?

Chairman Thompson: These are just little A-frame signs. He doesn't feel it is going to be something that they will do every year, but will be used to try and promote local businesses right now.

Bryson: There is also a flyer that has been created on the advantages of shopping locally and will be displayed in the businesses. Also, Clay Township and the City of Algonac have declared May and December as shop local months. There will be an insert in The Voice with the flyer educating people as to why it's important to shop locally. The back page will list all of the businesses that are participating in the program. The signs will be out all the time and the business will have the flyers for distribution.

Seifert: Questioned whether this issue had previously been before the DDA or was this a little bit presumptive?

Thompson: Both municipalities have approved the A-frame signs. It is a joint venture between Clay Township and Algonac. The Algonac DDA has also contributed \$2,000.00. This was on the agenda for last month, but we did not have a meeting and we are trying to get things rolling.

Bryson: Reiterated that it was on the agenda for March but the meeting was canceled and May is coming soon.

**AYES: All            NAYS: None            ABSENT: Wagner; Johnson**  
**MOTION CARRIED.**

**6. COMMUNICATIONS:**

Chairman Thompson: Dorothy DeBoyer has made me aware that she has been compiling magazines, newsletters, etc. for the DDA. I will pick them up after the meeting and will bring them to the next meeting for anyone who wants to review same. He will bring anything of major interest to everyone's attention.

**7. OLD BUSINESS:**

a) Sidewalk Phase IV.

John Monte: Set of drawings presented gives you an idea of what the project is going to look like and how the sidewalk is laid out. They have been working with the St. Clair County Road Commission to put in storm drains along the edge of the road. They haven't started yet this year. There are some drainage issues on the transmission shop lot that is right next door to the marsh. We needed to acquire easements from that landowner and the DNR. They went out and shot some additional grades and found that in order for the County to install their storm drain, we also needed some additional ditching work done. The package includes a quote from the County to complete this work. The estimate Project Control Engineering submitted contains that work. There also is a quote from Jon DeBoyer of the Clay Township Water Department to relocate five water services that was included in Project Control Engineering's previous estimate. They also obtained some shallow soil samples from the marsh to determine how much material would need to be removed to put a base in for the sidewalk, which added some money to the project. Also, he wanted the DDA to know that if he applied Italia's unit prices to this project, the estimate would be approximately \$20,000.00 lower. But, they are not sure if Italia will bid the job this year.

Regarding easement acquisitions, they are still waiting to hear from DNR. They have also contacted Mr. Paulus. He doesn't want any work done in front of his property. Basically, what's happening is there is a ditch in front of this property, a driveway coming in and a gravel parking lot. The building and office sit very close to the road. The sidewalk would need to be installed very close to the shoulder of the road, keeping the sidewalk in the road right-of-way, which can be done but creates a drainage issue. The open ditch in front of this parking lot is collecting the drainage. According to the right-of-way survey that they received several years ago, the ditch is half-on in the road right-of-way and half in the parking lot. We really need to have this filled in and have the County install a catch basin. Todd Gamble along with the easement company met with the owner regarding installing a catch basin on this property to collect the drainage. The owner does not want this work done at all and mentioned that the property irons show that the road is further out towards the road than they expected. He has found that a couple of property irons that are physically there that are out five feet further towards the road than are shown on our drawings. On the other side of the road, we have a whole line of property irons all the way down M-29 that line up perfectly. There's a platted 66 foot right-of-way. When you take the established line from that side of the road and put in the right-of-way, it hits exactly where we have this and on some of the other irons down the street. The question is where do these irons come from? He feels the only way to resolve this issue would be to go back and perform more detailed information on the survey by going behind the platted lots and work back towards M-29 to prove that the existing irons are incorrect. The cost for this would be approximately \$2,000.00. The only other option on this issue would be to try and get a Grading Agreement with the property owner, which would give us permission to fill the ditch in without an easement. The property owner is refusing to grant any type of easement whatsoever.

Seifert: Feels we should direct John to get the new survey done and establish the location of the right-of-way.

Chairman Thompson: If we still do that and you determine that those irons are in the wrong spot, the owner can still say the irons are there, and he would have to get his own surveyor to come in and prove that the irons are in the correct spot.

Monte: When Todd met with Mr. Paulus, he asked him for a copy of his survey, and he refused to give him same.

Bynum: If Mr. Paulus accepted a grading agreement, would there be a downside in relation to our project?

Monte: No. It would just be a temporary agreement to re-grade the area.

Chairman Thompson: You would still fill the ditch in, put the catch basin in, re-grade it, but when we got all done, it's in his property.

Monte: We would move the catch basin. We wanted to put one behind the sidewalk because of the problems that are there, and we will now have to let the water flow over the top of the sidewalk and put a catch basin on the road side. It's not the way we wanted to do it, but it alleviates putting any storm drains or anything else on his property and solves the problem.

Chairman Thompson: Questioned Mr. Monte as to what he is proposing be done?

Monte: The logical way to go is to resolve the survey issue.

Bryson: Questioned whether if we had a grading agreement with Mr. Paulus, would those two irons be a moot point?

Monte: It doesn't solve the problem because he would then want us to move the sidewalk five feet over.

Chairman Thompson: Questioned Mr. Monte as to the status of the DNR property?

Monte: They are still waiting on that issue. He does not suggest going out for bids as of yet. He is reluctant to do so at this point without something a little more solid. The only other choice would be to put a division line on the drawings stopping the project at Mr. Paulus's property and creating two phases and bid both parts separately.

Little: Questioned whether the drainage being proposed is the same they did in front of the new ice cream shop?

Monte: Yes. It made a world of difference in that section. They are hoping to continue the drainage project at some point when the funding is available.

Little: Questioned how far this proposal goes?

Chairman Thompson: This one will go from Lega's all the way to the DNR parking area.

Bynum: Questioned whether there is a significant advantage to doing the job all at one rather than in phases?

Monte: He would suspect that the bids would be very close. The more work there is, the better the unit price by doing a larger project all at once.

Chairman Thompson: Feels the opinion he is getting that Mr. Monte does not want to put this project out to bid, but that we should spend the \$2,000.00 to re-survey the area behind Mr. Paulus's property. By next month, we also may have some inkling from the DNR as to whether they're going to approve the project.

Monte: Feels that would probably be logical to wait one more month.

**Motion by Seifert, supported by Horeftis to authorize Project Control Engineering to research the survey stakes at Mr. Paulus's property not to exceed the cost of \$2,000.00.**

**AYES: All            NAYS: None            ABSENT: Wagner; Johnson**

**MOTION CARRIED.**

Monte: Water services will eventually have to be relocated and you may also want to authorize the ditching work.

Chairman Thompson: We have been closing in ditches wherever we can in the DDA district. It would not be a detriment to the sidewalk and if for some unforeseen reason that we did not put in the sidewalk, it would still help with the drainage issue. The estimate for this work is approximately \$14,500.00. The cost for meter relocations was approximately \$4,330.00.

**Motion by Bryson, supported by Seifert to approve the DPW to relocate meters at the approximate cost of \$4,330.00.**

**AYES: All            NAYS: None            ABSENT: Wagner; Johnson**

**MOTION CARRIED.**

Monte: The next issue is the open ditching. This would be the additional distance they need to go to get the depth they need. They need to clean it out a little further so that they can get the drainage to work better and get the pipe a little lower. Otherwise, we have a cover problem.

Chairman Thompson: Questioned whether this would include installing a pipe or is this the preparation for same?

Monte: This is only the ditching portion. You have already authorized the pipe previously.

Little: Questioned whether Mr. Monte would do the staking first and then bring in the County and DPW?

Monte: They want to resolve the issue as soon as possible and the staking would be the first thing that needs to be done.

**Motion by Horeftis, supported by Bryson to pay the St. Clair County Road Commission up to \$14,350.00 for the open ditching project.**

**R/C Vote:**

**AYES: Bynum, Little, Horeftis, Seifert, Manos, Bryson, Chairman Thompson**

**ABSENT: Wagner; Johnson**

**MOTION CARRIED.**

Chairman Thompson: We have two proposals regarding the bridge over the drain.

Monte: The proposals are from York Bridge for a wooden bridge, and J & R Steel for a steel bridge with a concrete deck. We took the two bridge company proposals and added estimates for the connecting sidewalk necessary on each side.

Little: Questioned whether there was a railing included in the estimates?

Monte: Yes, there would be railings on the bridge.

Chairman Thompson: It would be similar to the bridge along King Highway before St. Clair Highway on the right hand side with the exception of a concrete deck.

Little: Questioned what kind of liability there might exist with a bridge?

Chairman Thompson: There is a 42 foot railing on each side.

Bynum: Questioned whether there was a 7 foot elevation for the bridge?

Monte: Stated that the clearance would be exactly the same as the bridge right next to it. He is not certain of the distance from the water surface off hand.

Horeftis: Questioned whether there were any advantages to wood over steel?

Seifert: Maintenance.

Little: Questions having a wooden bridge in Michigan.

Chairman Thompson: Requested a recommendation from Mr. Monte.

Monte: This is a pedestrian path and there is a large difference in price. He is torn as to whether or not to put in a bridge. Feels it is very expensive. There is a wide shoulder in the location which really helps. He is not for directing people on the road but at least there is a wide shoulder in that location.

Seifert: Is in support of a steel bridge.

Monte: Either way, it would be a nice bridge.

Little: Questioned whether the easement and everything was completed so that the project could be started?

Gamble: All of the easement are already in place.

**Motion by Seifert, supported by Little for construction of a steel bridge as proposed by J & R Steel.**

Chairman Thompson: Questioned what the finish on the bridge?

Monte: It is paint.

Chairman Thompson: Questioned whether it was regular paint or with epoxy or something that will lengthen the life of the paint?

Little: Questioned what type of guarantee will be provided?

Monte: He does not have the numbers on that, but it is a type of epoxy paint that is used. He believes it may be up to 7 years.

Little: Questioned whether the DDA may want to obtain other bids?

Bryson: Questioned the option of not doing a bridge?

Manos: Questioned staying on the road right-of-way?

Chairman Thompson: The way it is right now is you take the sidewalk to that bridge, walk out onto the edge of the road, go over the existing MDOT bridge, and get back onto the sidewalk.

Little: Agrees that it is a lot of money but it will keep people off of the road.

Chairman Thompson: Stated the DDA's entire intention on this sidewalk project from the beginning was to get people off the main highway.

**R/C VOTE:**

**AYES: Manos, Bryson, Seifert, Horeftis, Little, Bynum, Chairman Thompson**

**NAYS: None**

**ABSENT: Wagner; Johnson**

Chairman Thompson: Requested Mr. Monte proceed with the bridge project.

Monte: At some point, we may want to address going back to the Prinzivalli's location and re-approaching the owner regarding the easement. At that curve, you have to go into the road,

especially people in wheelchairs because the island at the location blocks the path. It is a very nasty situation.

Chairman Thompson: Questioned Mr. Monte as to what that may possibly cost?

Monte: They had prices on it before. He will get more information on this and have an estimate available for the next meeting.

Manos: Should include the cost of repairing the concrete by the sign in the estimate.

Seifert: Questioned the problem is with drainage at the location of the Marathon station?

Monte: Stated that there are no drains. There is nothing there. We didn't change anything at that location.

Seifert: Questioned whether there is anything we can do to correct the problem?

Chairman Thompson: Questioned whether we can have the County tie into the system and whether Mr. Monte can explore the cost for same? He feels it would be a worthwhile project for the DDA.

Monte: The County wants to continue on with the drainage. Obviously, they don't want the liability of an accident on the road because of this problem. He will talk to the St. Clair County Road Commission regarding this issue.

b) Banner Sign

Chairman Thompson: The banners have been delivered to MLS. He delivered them this morning and they will be changing them out to the Spring banners in the next week

**8. NEW BUSINESS:**

a. Project Control Estimate for Parking Lot

Chairman Thompson: The next issue is the parking lot project.

Monte: Mr. Pellerito had asked them to come out and put together a proposal to get additional parking around the Township offices. There is definitely a need for additional parking. You will also need parking for the new park that will be developed next to the Township offices.

Seifert: Questions why there is a section like a wing off the other parking lot and why it didn't just continue?

Monte: Part of the way we did the drawing was to show you that you could go in two directions. You could either continue this on and come all the way up further along the Township Hall and do a straight parking lot. You can turn it and head off down along Taft Road. This was just one method of doing this. We didn't want to get in the way of any future building additions. This does give us a good estimate of what is there. They did go out and check on how much top soil was in the area and there is about 18 inches of top soil in this vicinity that needs to be stripped out. They contacted a contractor that has done some other parking lots that they have worked with to make sure we could get a fairly accurate estimate for you. He feels the overall estimate is representative of what it would be for an additional 40 spaces. If the lot was continued straight in, it would be very similar. There are issues that come up either way when you do something like this. One issue is to single slope this parking lot with no storm drainage within the lot. One idea is to let the water run off the parking lots into lawn areas so it gets filtered a little bit before it actually hits our lakes. But, that also presents other problems. When you slope it off like that, you need to have a swale. You really don't want people walking through a swale to get to the park. So, there are pros and cons and things you need to do to address in that case. In this drawing, we have shown a little area where there is some landscape stone. We've put some stone in to filter it so you could actually walk across the stone, as well rather than through a swale. There are a few different things that could be done. There should be a committee formed to actually evaluate what needs to be done with the parking lot and which way you want to go. One other suggestion would be to involve an architect to develop a Master Plan. He contacted an architect that they are working with on a few projects right now by the name of Partners in Architecture, and requested an estimate for preparation of a Master Plan for the proposed park. They have estimated \$2,000.00 for a Master Plan study of the park and would include attending meetings, come up with ideas, present and refine the ideas and give the DDA phasing, detailed drawings, etc.

Horeftis: Feels this would be money well spent.

Bryson: Questioned whether the committee has met yet?

Chairman Thompson: No, it has not.

Manos: This topic came up at the Board meeting last night. The question came up as to whether we have a definite committee in place and when are they going to meet? The Township Board would like to participate on the committee in some form or another.

Chairman Thompson: We have an ad hoc committee, but it has not met yet. He questioned whether the Board has members that want to participate?

Turner: Stated that she and Mr. Pellerito were going to participate.

Chairman Thompson: Stated that they will have one meeting before they zero in on the architectural firm.

Little: Volunteered to be a member of the committee.

Chairman Thompson: Stated that he is aware that Ann Horeftis also wanted to be on the committee. He will schedule a meeting within the next week or two.

Little: We also have to citizens on the committee.

Seifert: Questioned the status of Cy Design and whether the DDA was under contract with them or have an agreement with them to perform?

Chairman Thompson: No, he believes everything is done that they have been requested to do unless we tell them to do more.

Little: The only thing we were going to do with Cy was to create a theme or go to the next level.

Turner: Bob Johnson stated that he was going to draw up something that will show an example of what can be done on the property.

DeBoyer: The Board's motion was to recommend to the DDA to approve up to \$13,500.00 for the engineering for the parking.

Little: Questioned whether we can submit this to the architect to decide exactly where this parking lot is going to go with the theme of the park and have a whole layout before we start putting in parking lots?

Monte: It sounds like there idea was to get it authorized so it was in place. From an engineering standpoint, they would attend the meetings and eventually work out the plan for you.

Manos: Stated that they wanted to get the parking lot moving along because that does accommodate the lack of parking we have for this facility. Every time we have a hearing, we are always at a lack for parking.

DeBoyer: Stated that once you decide on the configuration of the parking lot, the Site Plan has to be drawn and go to the Planning Commission.

Chairman Thompson: Questioned whether if DDA authorized the engineering fee of \$13,500.00 and the architect determines the parking lot should be in another area, if we've already spent the money to do the engineering in this first location, we've wasted the money?

Monte: He is not going to do the engineering on it yet. They will work with the committee. They were just trying to speed it along and get the ball rolling.

Bryson: Questioned who did the engineering for the new park at the Algonac Lions Field?

Monte: Manning Design did the Master Plan. Partners in Architecture did a preliminary drawing of the new bath house.

Chairman Thompson: The impression I'm getting from the DDA is that we need to take a look at Partners in Architecture, Manning Design, and Cy Design and get them to talk to us at the next meeting or give us a quick proposal. Between now and then, the committee could have their meeting to get ideas and move on from there. It will be very difficult to get this done before the end of summer.

**Motion by Bryson to get the committee to set a meeting date.**

Chairman Thompson: We will set a meeting of the committee right now.

Bryson: How about two weeks from tonight?

Chairman Thompson: Let's schedule the first meeting for April 15<sup>th</sup> at 7:30 p.m.

Little: Questioned whether there will be an architect at the meeting?

Chairman Thompson: He doesn't think so.

Little: Asked Mr. Monte for his opinion.

Monte: He doesn't want to be pushy. But, the concept was to try and get this done this summer. Another option might be to authorize spending up to \$2,000.00, they could contact Cy Design and Manning Design and have quotes for the committee meeting and they could pick someone and be ready to go. You wouldn't have to wait another month for the DDA meeting.

Horeftis: That way the people on the committee actually have something to do.

**Motion by Bryson, supported by Little for approval of expenditure not to exceed \$2,000.00 for architectural and landscape design.**

Seifert: So, there will be two architects at this meeting on the 15<sup>th</sup>.

Chairman Thompson: No, there will not be.

Bryson: We are just going to look at the proposals.

Chairman Thompson: We will just have the proposals and the committee will pick one of the three architects to actually start doing some design work.

Seifert: Feels they are jumping the gun by putting someone on to do the design work since we don't know where we're going yet.

Bryson: That is why we need a design.

Little: We have to have someone to give us designs.

Chairman Thompson: It will be up to the committee to say that they're going to get one of the architects on board or not.

**AYES: Little, Bynum, Horeftis, Bryson, Manos, Chairman Thompson**

**NAYS: Seifert**

**ABSENT: Wagner; Johnson**

**MOTION CARRIED.**

**9. BOARD MEMBER COMMENTS:**

Seifert: Questioned the new bus service on M-29?

Chairman Thompson: It is every day, twice a day.

Seifert: Questioned where the bus stopped at?

DeBoyer: Algonac and down by the DNR parking lot.

Bryson: He sees it stop in front of the CVS.

Chairman Thompson: Believes they also stop in front of Azar's Market.

Bryson: He has also seen them stop at the Algonac State Park.

Chairman Thompson: It is a two route system. They have a bus that comes down M-29 once in the morning and once in the afternoon. They also have one that goes from Port Huron down to 23 Mile and Gratiot down I-94.

Seifert: Questioned whether the DDA should consider some kind of shelters for the passengers to stand and wait for the bus.

Little: Feels that is a good idea.

Chairman Thompson: States he feels that is a good idea and one the DDA should think about.

Bryson: Questioned whether there is any advertising for the bus service since no one knows about the bus.

DeBoyer: There is a committee of the County Planning Commission that she has gone to them twice and stated that they need to put out some advertising through brochures, etc. If you go onto the Blue Water Transit website, it gives you the information but it is very confusing to figure out. The representative of Blue Water Transit said they would meet with the committee regarding this, and she will ask again at the next Metro Planning meeting. It is a shame that they don't advertise so people could use it.

**10. PUBLIC COMMENTS:**

DeBoyer: Questioned status of flower pots around the Township offices?

Chairman Thompson: He will ask his wife to help him clean up and plant the large pots around the Township offices. He questioned Ms. DeBoyer as to whether she will be taking care of the plantings at the Ainsworth node?

DeBoyer: Yes, she will. She will go and look at it and determine what could be planted in there.

Bryson: Questioned whether they should contact local businesses and see if they want the pots to have in front of their establishments?

Chairman Thompson: We have some large pots around the Township offices, the fire hall and DPW. The reason he did not pick them up is because they were too heavy. Questioned Ms. DeBoyer as to whether she needed authorization for some money to plant the node?

DeBoyer: She will get everything together for the next DDA meeting in May and that is when the planting should be done.

Chairman Thompson: Pauline Dueweke used to do the pots that are currently at the DPW yard. Questioned the Board as to whether they wanted to get Treasure Gardens or someone to replant the pots and put them out this year?

Horeftis: Last year we only did the ones around the Township offices because Pauline's goal was to turn that into part of landscape project along the walk path or where the bus shelters are.

Chairman Thompson: We held off on them last year and just wanted to know if the Board wanted to do the same thing this year?

Little: Questioned whether some were done for business that approached the DDA?

Horeftis: We only did the pots around the Township offices.

Chairman Thompson: We also have the planter boxes underneath the police signs that we've done.

Horeftis: When you added it up over the years, it was becoming a major expense and feels that the money could be better spent to plant something more permanent such as a tree.

Bryson: Suggested possibly donating the pots to some businesses if they want to plant their own flowers and put them in front of their businesses.

**11. ADJOURNMENT:**

**Motion by Seifert, supported by Little at adjourn meeting at 8:45 p.m.**

**AYES: All            NAYS: None            ABSENT: Wagner; Johnson**

**MOTION CARRIED.**

Respectfully submitted,

Christine J. Holcomb  
Recording Secretary