

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

**1. ROLL CALL/ESTABLISH QUORUM:**

Chairman Thompson called the meeting to Order at 7:30 p.m.

PRESENT: Joseph Little, Bob Johnson, Vice-Chairman Richard Wagner, William Siefert, Ann Horeftis, Artie Bryson; Thomas Bynum; Chairman Mark Thompson

ABSENT: Jon Manos

A quorum was established.

Also Present: John Monte, Project Control Engineering; Dorothy DeBoyer, Deputy Clerk; David Gassen, Partners in Architecture, PLC ; Jim Eppink, J Eppink Partners, Inc.

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

**Motion by Seifert, supported by Vice-Chairman Wagner to approve Agenda as submitted.**

Chairman Thompson: Requested addition of item 7(e) to Agenda, Harsens Island Playscape.

**Motion by Siefert, supported by Vice-Chairman Wagner to amend the Agenda to include 7(e), Harsens Island Playscape.**

**AYES: All                      NAYS: None                      ABSENT: Manos**

**MOTION CARRIED.**

**3. APPROVAL OF MINUTES OF JULY 8, 2008:**

**Motion by Johnson, supported by Bynum to approve minutes of July 8, 2008 as submitted.**

DeBoyer: Requested correction on page 2, paragraph 4, change:

“DeBoyer: Stated that the Mr. Drexler had willed his property to Ms. Hunsacker. Contact regarding the easement for that property may be made with Ms. Hunsacker.” to

“DeBoyer: Stated that Mr. Hunsacker had willed his property to Ms. Drexler. Contact regarding the easement for that property may be made with Ms. Drexler.”

Chairman Thompson: **Restated Motion by Johnson, supported by Bynum to approve minutes of July 8, 2008 with stated correction.**

**AYES: All                      NAYS: None                      ABSENT: Manos**

**MOTION CARRIED.**

**4. TREASURER’S REPORT – JUNE 2008:**

**Motion by Vice-Chairman Wagner, supported by Johnson to approve the Treasurer’s Report of July 2008 as presented.**

**AYES: All                      NAYS: None                      ABSENT: Manos**

**MOTION CARRIED.**

**5. BILLS PAYABLE:**

|   |                 |
|---|-----------------|
| Christine Holcomb                           | \$ 45.00        |
| Clay Township Water Dept. – Grass Cutting   | 400.00          |
| Project Control Engineering, Inc. – Staking | 890.00          |
| Project Control Engineering, Inc. – Bridge  | 1,420.00        |
| Gordon & Sons – Tree Removal                | 2,350.00        |
| St. Clair County Road Commission – Ditching | <u>5,627.84</u> |
| TOTAL                                       | \$10,372.84     |

**Motion by Bynum, supported by Bryson to approve the bills payable as presented.**

Vice-Chairman Wagner: Questioned the bill for the St. Clair County Road Commission – Ditching as to what exactly was the overhead?

Chairman Thompson: Stated that he is not sure.

Vice-Chairman Wagner: It was his understanding that DDA was just paying for the materials.

Chairman Thompson: He will call tomorrow and ask what the bill was for and will advise the DDA at the next meeting.

Vice-Chairman Wagner: Questioned Mr. Monte as to whether he knew what this amount might be for?

Monte: Stated that he was not sure whether this was for ditch enclosure or open ditching.

Chairman Thompson: Again stated that he will check into this and update DDA at the next meeting.

**Chairman Thompson: Restated motion by Bynum, supported by Bryson to approve the bills payable as submitted.**

**AYES: All**

**NAYS: None**

**ABSENT: Manos**

**MOTION CARRIED.**

**6. COMMUNICATIONS:**

Chairman Thompson: Stated that several publications and newsletters had been received and were available for DDA members' review.

**7. OLD BUSINESS:**

**(a) Sidewalk Phase IV Easements:**

Chairman Thompson: Tonight's packet contains an overview of what has been done so far. In relation to the Paulus property, there is a dispute between the owner and what our tax assessor says we should be paying for the easement in the amount of \$1,603.09. The Zak property easement is also in dispute in the amount of \$1,310.40.

A discussion amongst DDA members occurred as to whether to authorize Real Property Acquisitions to acquire the easements at the amounts requested by the property owners.

Chairman Thompson: Inquired as to whether Mr. Monte had heard anything back from the DNR regarding that easement?

Monte: The only thing they have heard is that it is going to be up to the federal government because federal funds were used to purchase that property. They also have stated that they do not want traffic on it, such as bicycle traffic.

**Motion by Vice-Chairman Wagner, supported by Bynum to accept Real Property Easement Acquisitions recommendation to approve the counter-offer of the two affected property owners to pay them the additional difference for the easements provided that they agree to execute the easements in exchange for the additional consideration.**

**AYES: All**

**NAYS: None**

**ABSENT: Manos**

**MOTION CARRIED.**

**(b) Bridge Update:**

Monte: We received approval from DNR for the bridge. They are now awaiting approval from DEQ and then Army Corp. They did receive approval from the St. Clair Drain Office. The permit application has been signed. They believe everything is all set with MDOT. They are waiting for Army Corp to make their decision before finalization of the bridge design. Mr. Monte also questioned whether the DDA wanted Real Property Acquisition or the Township to deliver the checks to the property owners for the easements?

Chairman Thompson: Stated that he feels that Real Property Acquisition should complete the process.

Horeftis: Questioned whether it would be \$75.00 per hour or is it a \$75.00 flat fee?

Monte: Stated that it's normally per parcel, but since one person owns more than one, it's just a \$75.00 fee.

**(c) Committee Report on Park**

Chairman Thompson: Stated that he had nothing to report on this as of yet.

Johnson: Stated that they had previously discussed putting some type of stop signs at the intersections of the sidewalks and the streets, and wondered if it was possible to simply paint "STOP" on the sidewalks at the intersections?

Chairman Thompson: Stated he had asked Jon DeBoyer to research getting prices on signs and Mike had checked with MDOT and they stated that if the sidewalk is not 8 or 10 feet wide, you cannot put a stop sign on it.

A discussion amongst DDA members occurred regarding this issue.

Chairman Thompson: He will check into this matter further and seek out a possible solution.

**(d) Master Plan for Park**

David Gassen: He presented packets including drawings to the DDA members which consisted of two parts, including the concession/bathroom/hospitality building renovation drawings and a park plan, which includes paving, amenities, benches, etc. They are currently in the development phase of construction documentation and they need answers to some big questions that they need to have answered by the DDA. After the feedback from tonight's meeting, he will then put together a good advertisement in terms of getting something out for bidding. The first plan regarding the concession/bathroom/hospitality building renovation consists of two floor plans, a roof plan, and a

ceiling plan. They are attempting to reuse the existing building to the fullest extent possible and based on what's there, they should be able to use almost 95% of it. The two plans differ by a multiple fixture toilet room for both men and women and a single fixture toilet room for both men and women. The difference, in his opinion, is how it would be used year around. The multiple fixture toilet room has the lavatory on the outside wall which is something he would advise against by simply a pipe-freezing standpoint. If it is kept to a single fixture toilet room, you can keep everything to the interior of the building. They also had to add a ramp for accessibility to the restroom and concession areas. The bathroom concept they took was to create an exterior alcove so you're basically making a hole in the outside wall and making it into an outside space and then within that covered alcove you can enter into either of the bathrooms. They are also suggesting for seasonal closures there would be a rolling metal shutter that would close down alcove. They used a similar type feature of this openness at the concession area for season closures. To minimize operational things and bar vision into the bathrooms, they propose using glass block windows or vented block which are located up high. The window into the storage area is shown as glass block and the window at the concession area is shown as an operable window. They are also showing built-in counters in the concession area which could also be loose tables. They also show a sink on the plans, which he feels is a good idea. As far as appliances, they are allotting for a refrigerator/freezer and if the DDA wants more than that, for electrical purposes, he will need to know.

Horeftis: Questioned his recommendation of installing a single fixture restroom because the pavilion would be accommodating additional restrooms?

Gassen: His expectations are that a portion of the pavilion will have restroom facilities, as well. In terms of the architectural design, they are working with what is currently there. He then provided a color depiction of the proposed concession/bathroom/hospitality building to all members. They are proposing extending the overhang on one side of the building so that there is a better drip line off the roof. They are also proposing that the gabled ends that are flat to the wall get extended to allow for drip line coverage. The bigger change to the roof line is an extended canopy gable which will provide a diverter for the water and allow for signage. They are showing a basic style asphalt shingle, replacing the existing roof, and they are proposing using half round metal gutters and downspouts. For wall finishes they are proposing a variety of siding to follow that used at the fire station. The color scheme that they are showing is just a suggestion and if anyone has input on the direction for same, it would be appreciated.

Bryson: Questioned whether there would also be a concession area located in the pavilion?

Chairman Thompson: Stated that was the original intent.

Horeftis: Stated she is in favor of a sink in the concession area.

Chairman Thompson: Questioned DDA members as to their preferences of dual fixture restrooms versus single fixture restrooms?

A discussion occurred amongst DDA members and it was unanimously agreed by all members to the installation of dual fixture restrooms.

Little: Questioned what would be utilized for toilet flushing - manual or automatic, and hand drying – paper towels or electric dryers?

Gassen: Hand dryers are a great thing but do have a large electrical draw whether they are heated or just air. He further stated that automatic flushing toilets are the trend even in facilities that are not guarded.

Siefert: Questioned installing a tankless water heater?

Chairman Thompson: Stated it was also his suggestion that it be an on-demand water heater.

Gassen: Stated that could definitely be done.

Chairman Thompson: Questioned that he is assuming that they chose vinyl siding and vinyl shake for cost?

Gassen: Using those materials was merely intended as a start point.

Chairman Thompson: Thought that they had given direction to staying in character of the fire hall and that has James Hardy siding and James Hardy shake.

Gassen: He was simply presenting it as a similar theme and was not trying to copy the fire station. Material choices are easy and can be whatever they want them to be.

Chairman Thompson: Requested that when doing their spec sheets, they price out James Hardy siding and James Hardy shake, some fiberglass columns or whatever may be maintenance free.

Gassen: He knows that the DDA's budget is tight and the way they presented it last time was just a conceptual budget. They will submit their final budget towards the end of the week and it will be slightly higher.

Chairman Thompson: Questioned whether two drinking fountains were necessary?

Gassen: Code says there has to be two. They can eliminate the drinking fountains and specify that the concession stands have water available for sale.

Chairman Thompson: Suggested leaving both drinking fountains in and if it becomes a cost issue they can discuss eliminating them.

Gassen: Also suggested placing pedestal drinking fountains in specified areas.

Little: Questioned the size of the concession/restroom/hospitality building?

Gassen: 606 sq. feet. He further stated that the condition of the building is what it is and the floor slab has a great deal of slope and they're going to be cutting out most of that in one area. They are going to do a new concrete floor but need to know how far to go with finishes. An easy non-expensive way would be to put down an economical floor tile and a wall of wainscoting up to a certain level for ease of cleaning.

Chairman Thompson: His personal opinion would be to make it as easy as possible for maintenance and cleaning and feels that could be done by epoxy painting the walls and floors.

Gassen: There are four existing floor drains and they all fall in the right place.

Siefert: Suggested wall hung fixtures.

Gassen: Suggested not doing so because there would have to be big carriers behind the wall and possibly a chase or they would all be exposed on the storage side, and they are more expensive.

Chairman Thompson: Suggested doing floor mounted fixtures.

Siefert: Questioned the partitions?

Gassen: The partitions are floor braced and overhead braced, which gives you the best stability. The main bathroom walls will be done in block.

A discussion occurred amongst DDA members and Mr. Gassen regarding drinking fountains and placing pedestal drinking fountains throughout the park.

Jim Eppink: Presented a drawing showing proposed pathways, park amenities, including benches, barbeques and tables. They have taken the original concept plan and tried to work closely and accurately to articulate where the Phase I path would be. They are very similar to where they proposed them in the concept plan. They also tried to alter them to try and save every tree. However, with the large circular plaza that will be going around the building, there are approximately four pine trees that will have to come down. They are building about 80% of the path system in the Phase I project. What they are proposing through the fanned-out area is putting in temporary sidewalks that would go through the area that would ultimately be the larger plaza with the pavilion.

Siefert: Stated that at the last meeting, he believed they had agreed to eliminate the driveway at Pointe Tremble.

Chairman Thompson: It is only shown on the drawing for future consideration. Questioned why they were recommending 8 foot concrete sidewalks?

Eppink: They strongly recommend 8 foot sidewalks, which is a standard safety path width. They are showing concrete on the drawing, however, he and Mr. Gassen had several conversations and are going to alter their recommendation to more of an asphalt-based athletic surface. What they are showing at the circle around the hospitality building is concrete and the circles in-between would be some type of brick or concrete pavers. So, the center will have more of a formal plaza feel that we can pick up in Phase II. All the paths coming off of it would have the athletic surface. On the third page of the drawings they start to show details of the different types of benches. The park bench they are suggesting has a polymer with artificial wood.

Johnson: Stated that the Algonac Rotary wants to donate the benches.

Eppink: The cost of the benches are approximately \$700.00 each. They are Victor Stanley benches.

Bryson: Questioned how many benches they are showing on the Site Plan?

Eppink: Stated he believes there are eight benches.

Johnson: Stated that he believes the cost would not be a problem and will present same to the Algonac Rotary.

Eppink: In that area they are also showing some trash cans. Also, they have organized the location of the picnic table and barbeque pits. He believes they are currently showing six picnic tables and three barbeque pits. There can always be more added at a later time. What they believe is going to be successful is to concentrate all the activity around the concession building, and then people can walk from there.

Chairman Thompson: Questioned what kind of answers they need from the DDA at this point?

Eppink: The last thing they're showing, and they still have to work on the budget together, are lights, including pedestrian lighting around the loop of the walking path. He envisions the light fixture to be more of a tradition light fixture such as a standard acorn, not real tall with a shield on top to help with dark skies initiative. His recommendation is for an LED fixture which gives a whiter, brighter light and is much cheaper to power. The initial cost would be \$500.00 to \$700.00 more per fixture, but long term the costs would be minimal.

Bynum: Questioned if they found a substantial benefit of going green on the project, could this lighting be converted to solar power?

Gassen: He believes they could be, but would defer to the electrical engineer for verification.

Eppink: The last thing that he would like to work on is a rain garden. They are not really doing any landscaping other than lawn repair once the path goes in. They will maintain the existing trees along the pavilion and the plaza. There was previously a discussion about sheet draining the new parking lot into the park and into a rain garden. So, they have created a rain garden on the drawings and landscaped it with rain sensitive plants and eco-friendly plants. However, they need to learn more and work together as to how much water they are going to be bringing in there, how it's going to outlet, and where to go with the water from there.

Chairman Thompson: Requested the DDA's opinion of whether they should place a sidewalk on the Ester Green side of the property to connect everything?

A discussion occurred amongst the DDA members concerning the possibility of a sidewalk on Ester Green.

Chairman Thompson: Requested each individual DDA member's comments on the proposed Site Plan.

Horeftis: Stated that she loves the layout of the park and agrees with the suggested addition of a sidewalk on Ester Green.

Little: Questioned whether there was a design for skating in the Site Plan?

Chairman Thompson: Not in this particular phase, but there would be in the next phase.

Siefert: He feels the Site Plan is fine with the exception that the driveway to Pointe Tremble should be removed from the drawings.

Bynum: He likes the layout but would have more questions on the electrical and the rain garden as they pertain to making this a green project.

Vice-Chairman Wagner: Stated that he agrees with the Site Plan as presented.

Bryson: Stated that he is good with all of the Site Plan.

Johnson: Stated that the Site Plan was fine with him.

Little: Stated that he is fine with the Site Plan.

Chairman Thompson: Questioned whether there were any specific questions they needed answered before they begin construction drawings?

Eppink: He feels they are very close. They need to work together in terms of the fine details of the grading plan. They want to make sure that they're not creating any puddles out there and have some culvert issues to resolve on the far side of the park. But, these are details that they will work through. Also, they will work on the budget.

Monte: Commented that he feels it would make sense to connect the path to the existing sidewalk to make a full circle for running or walking around the entire park.

DeBoyer: Questioned whether the Committee members from the Township Board would be consulted on any of the decisions regarding the park?

Chairman Thompson: Stated that once the budgets are put together and they have a little more positive details of what they want, there should be a committee meeting scheduled, recommendations brought back to the DDA, and then they could move forward from there.

DeBoyer: Stated that she feels it looks like something that the community would use and enjoy.

Chairman Thompson: Stated that he feels it is a big addition to their already ambitious sidewalk project that everyone thought was going to be a big bust but that now had tremendous amount of use.

Gassen: Stated that in the concession area, he showed a lot of counters and cabinets and questioned whether they wanted to eliminate this completely?

Chairman Thompson: His personal opinion is to leave it in there and look at it as it is now, and if the DDA determines that it's out of their realm of the budget they could be eliminated and categorized as an alternate or they could look for alternative funding for same. He further stated that they should put the program together as presented with the answers they have received tonight and then the DDA will review it and see if it fits the budget.

Siefert: Questioned what they envisioned the countertops being?

Gassen: Plastic laminate.

Bryson: Suggested using stainless steel tables.

Gassen: Stated that stainless steel is a great option, but is more expensive.

Siefert: Stated that it costs more, but lasts a lot longer.

Gassen: He will check on some outlets for pricing of stainless steel tables.

Chairman Thompson: Doesn't feel that laminate would withstand the type of abuse it will take. He agrees with Bryson that they may want to just use stainless steel tables and eliminate the cabinets since the tables could have a shelf underneath them and a nice work station on top.

DeBoyer: Stated that this will all have to go before the Planning Commission.

Little: Also, stated that this should also be presented to the Township Board for their review.

Chairman Thompson: Stated that it should be presented to the Township Board at their next meeting.

Monte: Questioned whether the light poles could have outlets for decorative lighting and also whether there would be a manual override control for lighting so they can be shut off.

Chairman Thompson: Stated that he would assume they would be controlled from the panel in the concession area or storage area.

Gassen: Stated that the schedule he had prepared will be slightly revised and should be completed by next Thursday and ready for bid. They will go to the Planning Commission and the work session with the Board of Trustees. They have a proposed bid advertisement prepared for review as to whether it meets some of the policies the Township may have. He questioned as to whether there was someone who could review same to assure that the bidding procedure is done correctly?

Chairman Thompson: Suggested giving same to Mr. Monte for review.

DeBoyer: Stated that she could take the information regarding the park and share it with the Planning Commissioners at their meeting on August 13, 2008.

Chairman Thompson: Stated that if it was going to rush them to be ready by next Thursday, they could put it off another week or two, but feels it should be ready so that when the DDA goes to the Planning Commission meeting everything is in order. That would be on the second Wednesday of the month and on Thursday morning the advertisement for bids could go in the paper, provided it's been approved by everyone.

Gassen: Questioned whether they will be shown the complete Master Plan as a layout of what they're doing?

Chairman Thompson: Stated that if they were going to show them the completed project, they will get permission at one time for everything so that it's done. The Planning Commission meeting would be on Wednesday, September 10<sup>th</sup>. By that time, you should have everything set with the paths, the concession area, the benches, lights, picnic tables, and the barbeques and we can go from there. We will have everything done including color schemes, etc. His opinion as to the color scheme would be follow the color scheme of the fire hall.

DeBoyer: Suggested the color scheme following the color scheme of the buildings surrounding the park similar to the police department and Township Offices.

Gassen: Questioned whether there is a point person to review the specifications as to the policies and procedures that need to be followed?

Chairperson Thompson: Suggested that he give it to him, and he will in turn meet with John and Mike Kras and they will take it from there. He further stated he will contact Mr. Pellerito to inquire as to whether or not he has been in contact with anyone regarding possible grants for areas of the park.

Bryson: Questioned whether there could be some signs that could be put up showing plans for the park.

Gassen: He can get the information regarding that to the DDA within the next couple weeks.

Chairman Thompson: Questioned if everything is on track with the Planning Commission, the Township Board, the Park Committee and the DDA, what could realistically be completed this year?

Gassen: He believes the whole first phase of the project, other than the underground electrical and the material for lighting could be completed. Everything concerning the building and the path would be completed. If they can get approval from the Planning Commission and have pre-advertisement for bidding in mid-September, receive bids the first of October, it shouldn't take more than 8 to 10 weeks to complete.

Eppink: In regards to the sign advertising the park, he questioned what name they will want for the park?

A discussion occurred amongst DDA members regarding a possible name for the park.

Chairman Thompson: It was agreed that for now the name of the park should be Clay Township Park.

(e) Harsens Island Playscape:

Bryson: He spoke to Kristin and Tony Bane and relayed the DDA's offer of \$3,000.00 for the playscape. They would not accept \$3,000.00 and counter-offered at \$4,000.00.

A discussion amongst DDA members occurred regarding the playscape.

**Motion by Wagner, supported by Bynum to offer \$3,5000.00 to Tony and Kristin Bane for the playscape.**

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

**MOTION CARRIED.**

**8. NEW BUSINESS:**

(a) Request for Extension on Parking Lot:

Chairman Thompson: Stated that Cortis Brothers is asking for a one month extension on the parking lot project.

Monte: This would give them a required completion date of September 30, 2008.

Vice-Chairman Wagner: Questioned the reason for the extension?

Bryson: He has other jobs that went longer than anticipated.

A discussion amongst DDA members occurred regarding the requested extension.

**Motion by Johnson, supported by Horeftis to approve one month extension for Cortis Brothers on the parking lot project to be completed by September 30, 2008.**

**AYES: All                      NAYS: None                      ABSENT: Manos**

**MOTION CARRIED.**

(b) Downtown Idea Exchange Subscription:

Chairman Thompson: Questioned the DDA members as to whether or not to renew the Downtown Idea Exchange Subscription? This is an information-gathering from different organizations and municipalities.

Bryson: Questioned the cost for the subscription?

Chairman Thompson: The renewal cost is \$236.50 per year.

**Motion by Vice-Chairman Wagner, supported by Johnson to renew the subscription to Downtown Idea Exchange.**

**AYES: All                      NAYS: None                      ABSENT: Manos**

**MOTION CARRIED.**

**9. BOARD MEMBER COMMENTS:**

Bryson: Stated that he has heard that the St. Clair County Economic Develop Alliance is looking to hire someone as a County Concierge to help with small businesses in the County. They are looking for donations of office space for this person to use. He feels the DDA should be proactive with this and try and offer space for them to use.

Horeftis: Stated that there may be a room at the bank that they could use.

Chairman Thompson: Also suggested the possibility of using a room at the Algonac Chamber of Commerce. He further stated that he will contact them and see what the DDA can offer to them.

Horeftis: Stated that she believes one of the bank officers is a member of the St. Clair County Economic Development Alliance. She will speak with him regarding this issue.

Bryson: Stated that there is a new video store moving into Algonac.

Chairman Thompson: Stated that there is also an antique shop that opened in Algonac in the CVS plaza.

**10. PUBLIC COMMENTS:**

None.

**11. ADJOURNMENT:**

**Motion by Siefert, supported by Johnson to adjourn the meeting at 9:05 p.m.**

**AYES: All                      NAYS: None                      ABSENT: Manos**

**MOTION CARRIED.**

Respectfully submitted,

Christine J. Holcomb  
Recording Secretary