

**MINUTES OF THE CLAY TOWNSHIP DOWNTOWN DEVELOPMENT
AUTHORITY REGULAR MEETING HELD ON TUESDAY, SEPTEMBER 9, 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, Ann Horeftis, Artie Bryson; Thomas Bynum; Chairman Mark Thompson

ABSENT: Jon Manos; William Seifert

A quorum was established.

Also Present: John Monte, Project Control Engineering; Connie Turner, Clay Township Treasurer

2. APPROVAL OF AGENDA / AMENDMENTS:

Chairman Thompson: Requested the following amendments to the Agenda:

Under Bills Payable, add filing fee of \$210.00 for sidewalk easements, and add \$250.00 Miller easement payment for a new total of \$2,277.00. Also, under Communications, add Community Foundation Universal Recreation Accessibility seminar.

Motion by Bryson, supported by Johnson to approve the Agenda with the amendments submitted by Chairman Thompson.

AYES: All NAYS: None ABSENT: Manos; Seifert

MOTION CARRIED.

3. APPROVAL OF MINUTES OF AUGUST 12, 2008:

Motion by Bryson, supported by Bynum to approve the Minutes of August 12, 2008 as presented.

Wagner: Questioned whether there was an answer provided as to the billing from St. Clair County Road Commission for overhead that was stated in the Minutes.

Chairman Thompson: Will have same added to Agenda under Old Business.

AYES: All NAYS: None ABSENT: Manos; Seifert

MOTION CARRIED.

4. TREASURER'S REPORT – AUGUST 2008:

Motion by Vice-Chairman Wagner, supported by Johnson to approve the Treasurer's Report for August 2008 as submitted.

AYES: All NAYS: None ABSENT: Manos; Seifert

MOTION CARRIED.

5. BILLS PAYABLE:

Christine Holcomb	\$ 72.00
Mowing Madness – 8/15/08	400.00
Mowing Madness – 8/31/08	400.00
Brenner Electric	985.00
Filing Fee for easements	210.00
Miller easement payment	<u>210.00</u>
TOTAL	\$2,277.00

Motion by Johnson, supported by Bynum to approve Bills Payable as submitted.

AYES: All NAYS: None ABSENT: Manos; Seifert

MOTION CARRIED.

6. COMMUNICATIONS:

(a) Project Control Engineering, Inc. Re: Park Engineering Services

Chairman Thompson: This is a request to perform the engineering design and construction layout for Phase I of the park development from Project Control Engineering, Inc. at a cost of \$8,340.00.

(b) Project Control Engineering, Inc. Re: Park Topographic Mapping Update

Chairman Thompson: This is a request to re-survey and perform a topographic mapping for the park since completion of the ditches being closed at a cost of \$1,095.00.

Horeftis: Questioned whether dirt that has been excavated from the site has been removed?

Monte: Cortis hauled almost all of the dirt away. We had contracted to retain all the excess topsoil to be spread adjacent to the parking lot and anything beyond that was to be taken to the DPW yard. The material that was excavated and stripped was full of roots. Cortis volunteered to take it to their yard and screen it and bring back what was needed to spread around the parking lot area.

Regarding the topographic mapping, he had performed a survey of the whole park, which was used to develop a master plan of the park. However, since the survey, the County closed the ditches. What he wants to do is come back in and pick up wherever catch basins have been placed and shoot a grade on those so they can determine where all the slopes are. They have to know where to drain to and what elevations those catch basins were left at and whether or not they need to be adjusted in order to set the grades for the pavement and pathways around the park. The surveyors will go around the perimeter where the ditches have been filled in, the catch basin locations, and also along Ester Green in the event a sidewalk is placed there.

Motion by Wagner, supported by Bryson to authorize Project Control Engineering, Inc. to perform park engineering services for Phase I of the park development at a cost of \$8,340.00.

AYES: All NAYS: None ABSENT: Manos; Seifert

MOTION CARRIED.

Motion by Wagner, supported by Horeftis to authorize Project Control Engineering, Inc. to perform an updated topographical mapping of the park and along Ester Green at a cost of \$1,095.00.

AYES: All NAYS: None ABSENT: Manos; Seifert

MOTION CARRIED.

(c) Community Foundation Universal Recreation Accessibility Seminar

Chairman Thompson: Stated that Mr. Wagner had faxed over some information regarding a seminar that will be held in Detroit on October 1, 2008, which relates to handicap accessibility.

Wagner: Stated that he had previously attended this seminar and it was very informative. Registration must be done by September 26, 2008 and there is no fee.

7. OLD BUSINESS:

a) Sidewalk Phase IV Easements:

Monte: All easements are completed with the exception of the DNR easement. He presented a letter to the Board from DNR regarding the easement process and the status of the DDA easement request.

Wagner: Questioned whether there was a fee exemption for municipalities?

Monte: Stated that he does not believe so. He further stated that he will contact Mr. Scott Whitcomb, the DNR Division Liaison.

Wagner: Questioned whether the Chief's signature is held up until they defer to the federal government?

Monte: He believes so. They also contacted the County and received the Paulus easement and contacted Macomb County to get started on the storm drains.

b) Bridge Update:

Monte: We have obtained the Drain Commission and MDEQ's approval. We are now waiting on the approval of Army Corps. This would more than likely be in the spring.

c) Committee Report on Park:

Chairman Thompson: There has not been a Committee meeting but stated he will probably be scheduling a meeting within the next couple of weeks.

d) Master Plan for Park:

Wagner: Stated that he thought the architects were supposed to make several revisions and have those completed so that Chairman Thompson could present same to the Planning Commission at their meeting on September 10, 2008. The revised plan does not indicate the sidewalk along Ester Green.

Chairman Thompson: The revised plan does show some changes around the existing block building. It is pretty much the same as it was before. The parking lot has begun. The next thing would be the cement block building and the walking paths around the outside and up Ester Green.

Monte: He briefly spoke with the architect today. He was planning on attending the Planning Commission meeting and the Park Committee meeting and then come back to the DDA and if everything was approved, he would then go out for bids.

Chairman Thompson: Stated that the architect had provided him with an 8-1/2 x 11 sign which has a picture of the park and the names of those involved. He will try and bring it around to everyone possible and if everyone agrees, he will have the signs erected.

Monte: In speaking with Cortis, they had inquired who was doing the path work for the park? Cortis had stated that they could cut out all the path areas and put the path in if the DDA wanted to add it to his contract while he is here doing the parking lot. Mr. Monte stated that it would not be a bad idea. He asked the architect if it would affect their work plans, and they stated that it would not. No prices were established for this work with Cortis other than Cortis stating that they would do it based on time and material. Cortis further stated that they have a large amount of asphalt clippings and could save the DDA approximately \$3.00 per ton on what they would pay for the other base material.

Horeftis: Stated that she thought they had discussed some type of material that they wanted to use.

Chairman Thompson: They had discussed the finish, but what they are referring to is the excavation of the pathways and the base for same, and once that's in, the finish would be brought in for the top of that.

Wagner: Questioned how much Cortis would charge for this?

Monte: Stated that there was no time to even put numbers together with Cortis because nothing has been finalized. Project Control Engineering has been waiting for DDA's authorization to set all the grades on the project. They received the plans from the architect approximately one week ago and began looking at it and figuring out what would be needed to be done.

Chairman Thompson: Questioned whether all the bike paths and walking areas would be done?

Monte: Yes.

Chairman Thompson: Questioned whether the electrical should be done prior to paving the paths?

Monte: What they would do is have to figure out anything that needed to be sleeved underneath the pathways for electrical or sewer lines and to possible future buildings, including storm lines, etc.

Little: Questioned how long before the Planning Commission would take for approval?

Chairman Thompson: They should give us a decision at their meeting on September 10, 2008.

Bynum: Stated this would save the DDA at least a month in having to go out for bids, etc.

Bryson: Stated that instead of time and material, he would rather have Cortis give the DDA a price per foot.

Little: Questioned whether Cortis would just be bringing in the base and then pour the asphalt next spring?

Monte: Stated that if the DDA wanted to get the paving done this year, Cortis could do it. He knows that the price would be over \$2,000.00. He further stated that the architect had given the DDA an estimate for the paving. What the architect had suggested was not doing the concrete work around the concession/restroom building but all the rest of the pathways.

Chairman Thompson: Questioned whether Cortis would do the excavation, the base, and the asphalt paths?

Monte: Yes.

Chairman Thompson: Stated that he thought they were going to use a special finish on the asphalt.

Monte: There was some discussion with the architect about a special finish but he is a little worried about putting a special surface on the paths, especially if the paths are going to be plowed in the winter. They asked the landscaper that has done work for the Township for some names of track companies to discuss this surface with them to see if it's feasible. The architect had estimated \$64,500.00 for the asphalt paths, which would not include any sleeves underneath, etc.

Johnson: Believes that Cortis could do it for a lot less than that.

Chairman Thompson: Questioned whether the layout for the paths was included in the \$8,340.00 previously approved for the engineering services.

Monte: Yes, it included the layout and setting the grades.

Chairman Thompson: So, basically, Cortis would do all the excavation and base work and then whoever is asphaltting the parking lot would also asphalt the pathways.

Monte: Yes, and it would be kept under the contract.

Motion by Horeftis, supported by Bryson to authorize Chairman Thompson to negotiate an agreement with Cortis Brothers not to exceed \$64,500.00 for the preparation, grading, sub-material and paving of the pathways in the park and the sidewalk on Ester Green.

R/C VOTE:

AYES: Johnson, Wagner, Bynum, Horeftis, Bryson, Chairman Thompson.

NAYS: Little

ABSENT: Manos; Seifert

MOTION CARRIED.

e) Update on County Overhead billing:

Monte: He did not check with them, but he will do so.

8. NEW BUSINESS:

a) Set Committee Meeting:

Chairman Thompson: He will wait to schedule a Park Committee Meeting until the outcome of the Planning Commission meeting on September 10, 2008.

9. BOARD MEMBER COMMENTS:

None.

10. PUBLIC COMMENTS:

None.

11. ADJOURNMENT:

Motion by Horeftis, supported by Wagner to adjourn the meeting at 8:15 p.m.

AYES: All NAYS: None ABSENT: Manos; Seifert

MOTION CARRIED.

Respectfully submitted,

Christine J. Holcomb
Recording Secretary