

**MINUTES OF THE CLAY TOWNSHIP DOWNTOWN DEVELOPMENT  
AUTHORITY SPECIAL MEETING HELD ON TUESDAY, NOVEMBER 18, 2008  
IN THE CLAY TOWNSHIP MEETING HALL, 4710 PTE. TREMBLE ROAD,  
CLAY TOWNSHIP, MICHIGAN 48001 AT 7:30 P.M.**

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

PRESENT: Joseph Little; Robert Johnson; Artie Bryson; William Seifert; Ann Horeftis;  
Chairman Mark Thompson

ABSENT: Richard Wagner; Jon Manos

ABSENT & EXCUSED: Thomas Bynum

A quorum was established.

Also present: Jeffrey Horner, Project Control Engineering; Connie Turner, Township  
Treasurer; Dorothy DeBoyer, Township Deputy Clerk

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

Chairman Thompson requested that the Agenda be amended to include under Bills Payable -  
Gordon & Sons – brush chipping, stump grinding in the new park area for \$300.00.

**Motion by Johnson, supported by Bryson to Amend the Agenda as requested.**

**AYES: All NAYS: None ABSENT: Bynum; Manos; Wagner**

**MOTION CARRIED.**

**3. APPROVAL OF MINUTES OF SEPTEMBER 9, 2008, OCTOBER 14, 2008 and  
NOVEMBER 11, 2008:**

**Motion by Seifert, supported by Johnson to approve the Minutes of September 9, 2008,  
October 14, 2008 and November 11, 2008 as submitted.**

**AYES: All NAYS: None ABSENT: Bynum; Manos; Wagner**

**MOTION CARRIED.**

**4. TREASURER’S REPORT FOR SEPTEMBER 2008 and OCTOBER 2008:**

**Motion by Seifert, supported by Johnson to approve the Treasurer’s Report for  
September 2008 and October 2008 as submitted.**

**AYES: All NAYS: None ABSENT: Bynum; Manos; Wagner**

**MOTION CARRIED.**

**5. BILLS PAYABLE:**

Mowing Madness	\$ 400.00
MLS Signs	\$ 950.00
Project Control Engineering	\$1,275.00
Christine Holcomb	\$ 45.00
Gordon & Sons	<u>\$ 300.00</u>
TOTAL	\$2,970.00

The bills totaling \$132,000.00 were previously approved for payment at a previous meeting.

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

**AYES: All NAYS: None ABSENT: Bynum; Manos; Wagner**

**6. COMMUNICATIONS:**

Chairman Thompson advised that they had received various publications and information  
including one from MDA Economic Development and the Shopping Center Today.

**7. OLD BUSINESS:**

**a. Sidewalk Phase IV Easements:**

Horner: Stated that they are awaiting the easement from the DNR.

**b. Bridge Update:**

Horner: Stated that they are awaiting a permit from the Army Corps of Engineers.

**c. Report on Park:**

**1. Project Control – October 10, 2008**

Horner: Advised that the parking lot is complete. The light poles still have  
to be installed. The contractor ordered the wrong ones and they shipped the

wrong ones. They are waiting for the correct light poles to come in. Also, they have to complete the grading and restoration work and do the seeding in the Spring.

Johnson: Questioned when they would want the park benches that the Rotary was donating?

Horner: Stated that it would be up to the architects.

**a. Change Order 2:**

Chairman Thompson: Stated that Change Order 2 relates to the \$64,000.00 invoice that had previously been approved.

**b. Proposal by S.C.C.R.C.:**

Chairman Thompson: Stated this proposal relates to the ditching that was approved in June.

**c. Invoice 08052-05 & 08158-01:**

Chairman Thompson: Stated the request for payment of these invoices was previously approved.

**d. Proposal for additional path:**

A discussion occurred amongst DDA members and Mr. Horner regarding the additional pathway and holding off on same until Spring.

**2. Project Control – November 6, 2008:**

**a. Contractors Application for Payment:**

Chairman Thompson: Stated that this application for payment was previously approved. He further stated, the Change Order form will be signed.

**b. Progress Estimate:**

Chairman Thompson: Stated that everything is completed with the exception of some punch list items, light poles, grading and seeding.

**c. Sworn Statement:**

Chairman Thompson stated this was included in the packet.

**8. NEW BUSINESS:**

Chairman Thompson: Stated that the next time he appears before the Township Board, he would like to have at least 90% of the park project proposal completed to obtain the Board's approval and then submit same to the Planning Commission for approval. He will contact Dave at Partners in Architecture to have him prepare an estimate for the park completion and all Site Plans to finish the park. Hopefully, we will be able to go to the Township in January or February and if we receive approval, be able to go out for bids and start construction again at the end of March, beginning of April, weather permitting.

Turner: Stated that she noticed that the splash park was the last item listed for completion, and she feels that this should be the first item completed in the Spring for use in the Summer.

Chairman Thompson: Stated that he will check with Partners in Architecture as to the status of the signs for the park.

**9. BOARD MEMBER COMMENTS:**

None.

**10. PUBLIC COMMENTS:**

DeBoyer: Stated that the newly elected Township officials will be sworn in at noon on Thursday. There will be a new Township Supervisor at the next DDA monthly meeting

**11. ADJOURNMENT:**

**Motion by Seifert, supported by Little to adjourn the meeting at 7:55 p.m.**

**AYES: All NAYS: None ABSENT: Bynum; Manos; Wagner**

**MOTION CARRIED.**

Respectfully submitted,

Christine J. Holcomb  
Recording Secretary