

**MINUTES OF THE CLAY TOWNSHIP DOWNTOWN DEVELOPMENT
AUTHORITY SPECIAL MEETING HELD ON TUESDAY, DECEMBER 9, 2008
IN THE CLAY TOWNSHIP BOARD ROOM, 4710 PTE. TREMBLE ROAD,
CLAY TOWNSHIP, MICHIGAN 48001 AT 7:30 P.M.**

1. ROLL CALL / ESTABLISH QUORUM:

PRESENT: Joseph Little; Robert Johnson; Ann Horeftis; Jay DeBoyer; Richard Wagner;
Mark Thompson

ABSENT & EXCUSED: Thomas Bynum; Artie Bryson

ABSENT: William Seifert

A quorum was established.

ALSO PRESENT: Connie Turner, Township Treasurer; Dorothy DeBoyer, Deputy Clerk;
John Monte, Project Control Engineering; David Gassen, Partners in Architecture, PLC

2. APPROVAL OF AGENDA / AMENDMENTS:

Chairman Thompson requested that the Agenda be amended under 8(a) to include the
proposal from Partners in Architecture.

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

AYES: All NAYS: None ABSENT: Bynum; Bryson; Seifert

MOTION CARRIED.

3. APPROVAL OF MINUTES OF NOVEMBER 18, 2008:

**Motion by Horeftis, supported by Little to approve the Minutes of November 18, 2008
as submitted.**

AYES: All NAYS: None ABSENT: Bynum; Bryson; Seifert

MOTION CARRIED.

4. TREASURER'S REPORT FOR NOVEMBER 2008:

**Motion by Wagner, supported by Little to approve the Treasurer's Report for
November 2008 as submitted.**

AYES: All NAYS: None ABSENT: Bynum; Bryson; Seifert

MOTION CARRIED.

5. BILLS PAYABLE:

Christine Holcomb	\$ 45.00
St. Clair County Road Commission – Lakepointe	<u>\$ 3,179.61</u>
TOTAL	\$ 3,224.61

Chairman Thompson: The bill for \$14,350.00 for the St. Clair County Road Commission –
M29 Ditching is being removed from Bills Payable until the work is completed.

Motion by DeBoyer, supported by Wagner to approve the Bills Payable as amended.

AYES: All NAYS: None ABSENT: Bynum; Bryson; Seifert

MOTION CARRIED.

6. COMMUNICATIONS:

Chairman Thompson: Various publications were received and are available for review.

7. OLD BUSINESS:

a. Sidewalk Phase IV:

Monte: They are awaiting the easement from the DNR. Questioned whether the DDA was anticipating any other phases?

A discussion occurred amongst DDA members regarding possible future sidewalk phases. The issue of either painting or stenciling stop signs on the pavement was also discussed along with directional walking path signs.

Monte: Stated he will obtain a price for the painting or stenciling and the walking path signs.

Chairman Thompson: Also requested Mr. Monte perform a maintenance inspection of the sidewalk on Taft from Island Drive to Ainsworth in the Spring.

b. Bridge Update:

Monte: They have the approval from the Drain Office, DEQ's approval and are awaiting the permit from the Army Corps of Engineers.

c. Report on Park:

Monte: Stated that the lights were in.

8. NEW BUSINESS:

(a) Proposal from Partners in Architecture:

David Gassen: He presented some quotes for the sign for the proposed park and discussed same. One quote was for \$800.00 and another for \$1,800.00 and both included installation.

A discussion occurred amongst DDA members.

Motion by Little, supported by Johnson to approve the purchase of two temporary signs for the Clay Township Park from Tri-Star Signs at a cost of \$800.00 each.

AYES: All NAYS: None ABSENT: Bynum; Bryson; Seifert

MOTION CARRIED.

Gassen: Presented Partners in Architecture's proposal for the Clay Township Park. He explained in detail the proposed phases of the development of the park.

A discussion occurred amongst DDA members regarding this proposal and the issue of possible grants that may be available. A discussion also occurred regarding the proposed enclosed pavilion and the pros and cons of same and its possible uses.

Chairman Thompson: Stated that the cost of getting the design phase completed in order to present it to the Township Board and Planning Commission is a lump sum fixed fee of \$74,500.00.

Gassen: This would take it through twelve months following completion, which includes the post-occupancy maintenance review and warranty issues. Also included in the proposal were Partners in Architecture's discounted hourly rate for this project.

Horeftis: Questioned whether this fee goes along with what was proposed for the total cost for the park?

Chairman Thompson: Stated that he believes the current cost is a little bit higher due to the fact that they are doing more than originally anticipated.

Gassen: Since the last time that he was in front of the DDA, their original construction estimate, including contingency, was \$1,450,000.00 with the owner's contingency on top of that for various changes. They now estimate that it is at approximately \$1,500,000.00. Their fee at that time was estimated at 8.5% and now has been reduced to 6.6% of what they expect the total construction expense to be. He then provided copies of their fee schedule to the DDA members.

Motion by Wagner, supported by Johnson to accept the proposal for the Clay Township Park as submitted by Partners in Architecture dated December 4, 2008 with a price not to exceed the cost of \$74,500.00.

R/C VOTE:

AYES: Little; Johnson; Wagner; J. DeBoyer; Horeftis; Chairman Thompson

NAYS: None.

ABSENT: Bynum; Bryson; Seifert

MOTION CARRIED.

Gassen: Stated that he will come back to the January meeting with some follow up on grant investigations for the park. He will also get the survey of as-built conditions started and possibly have it done by then.

Chairman Thompson: Stated that he will also make some contacts regarding possible grants for the park. He will also attempt to schedule some work shop and other meetings for January.

9. BOARD MEMBER COMMENTS:

J. DeBoyer: Questioned whether the DDA had planned on plowing the walkways in the park during the winter?

Chairman Thompson: Stated that the DDA already pays the Water Department to plow the sidewalks the DDA have already have installed and will contact the Water Department regarding also plowing the walkways in the park.

Chairman Thompson welcomed Jay DeBoyer to the DDA.

Little: Welcomed Jay DeBoyer to the DDA. He further questioned whether anyone is keeping track of the DDA's \$500,000.00 commitment for the park?

Turner: Stated that she would have that information for the DDA at the next meeting.

Little: Questioned whether anyone went to the FEMA presentation?

Chairman Thompson: Stated that he attended with the assumption that there was going to be a presentation, however there were only tables set up with two people at each table with maps of the area delineating the flood plain.

J. DeBoyer: Stated that he also attended and spoke with the gentlemen from the DEQ and FEMA. He then gave the DDA members a synopsis of his discussion with them.

A discussion regarding the flood plain and the proposed requirements occurred amongst DDA members.

Little: Questioned whether the DDA could be of assistance?

J. DeBoyer: Stated that he had a meeting scheduled for next Monday at 4:00 p.m. with Phil Pavlov and some people from the State Legislature. They are going to put together a team including citizens from Clay Township, Marine City, Cottreville, and Algonac and attempt to do what they can. He would keep the DDA advised if there was anything they could do to help.

Wagner: Congratulated Jay DeBoyer and thanked the Board for appointing him.

Chairman Thompson: Stated that items for the next agenda should include Partners In Architecture and possible grants for the park.

J. DeBoyer: Requested any comments or suggestions DDA members may have regarding combining any services of Clay Township and Algonac.

f0. PUBLIC COMMENTS:

None.

11. ADJOURNMENT:

Motion by J. DeBoyer, supported by Horeftis to adjourn the meeting at 8:35 p.m.

AYES: All NAYS: None ABSENT: Bynum; Bryson; Seifert

MOTION CARRIED.

Respectfully submitted,

Christine J. Holcomb
Recording Secretary