

**MINUTES OF THE CLAY TOWNSHIP DOWNTOWN DEVELOPMENT  
AUTHORITY SPECIAL MEETING HELD ON TUESDAY, JANUARY 13, 2009  
IN THE CLAY TOWNSHIP BOARD ROOM, 4710 PTE. TREMBLE ROAD,  
CLAY TOWNSHIP, MICHIGAN 48001 AT 7:30 P.M.**

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

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

PRESENT: Joseph Little; Thomas Bynum; Robert Johnson; Richard Wagner; Jay DeBoyer;  
Ann Horeftis; Mark Thompson  
ABSENT: Artie Bryson; 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;  
Kerry S. Sutton, Partners in Architecture, PLC

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

**Motion by Wagner, supported by Johnson to approve the Agenda as presented.**

**AYES: All    NAYS: None            ABSENT: Bryson; Seifert**  
**MOTION CARRIED.**

**3. APPROVAL OF MINUTES OF DECEMBER 9, 2008:**

**Motion by Wagner, supported by J. DeBoyer to approve the Minutes of December 9, 2008 as submitted.**

**AYES: All    NAYS: None            ABSENT: Bryson; Seifert**  
**MOTION CARRIED.**

**4. TREASURER'S REPORT FOR DECEMBER 2008:**

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

**AYES: All    NAYS: None            ABSENT: Bryson; Seifert**  
**MOTION CARRIED.**

**5. BILLS PAYABLE:**

Christine Holcomb	\$ 47.25
Clay Township Water Department – Grass Cutting	100.00
Project Control Engineering, Inc.	425.00
Project Control Engineering, Inc.	<u>1,088.75</u>
TOTAL	\$ 1,661.00

**Motion by J. DeBoyer, supported by Wagner to approve the Bills Payable as presented.**

**AYES: All    NAYS: None            ABSENT: Bryson; Seifert**  
**MOTION CARRIED.**

**6. COMMUNICATIONS:**

Chairman Thompson: Stated that the DDA had received Christmas cards from the Police Department and Project Control Engineering, Inc., the Downtown Idea Exchange, Downtown Promotion Reporter, Shopping Centers Today, and various advertisements, which are all available for review.

**7. OLD BUSINESS:**

**a. Sidewalk Phase IV:**

Monte: They are still awaiting the easement from the DNR.  
He also presented information regarding the “stop” sign markings for the sidewalk. They determined that they would need approximately 24 for the whole length of the sidewalk. This could be done by painting it on or using thermal marking tape. The painting would need updating every two to three years. The thermal marking tape would last six to eight times longer, but is obviously more expensive. They also determined the distance markers for the walking path would mark off the path every 1/10<sup>th</sup> of a mile since the total path is 3/10's of a mile. He presented approximate costs for both methods for the “stop” signage and the distance markers to the DDA.

Wagner: Questioned whether the thermal marking tape could be plowed over?

Monte: Stated that it could be.

Little: Questioned whether the thermal tape was guaranteed?

Monte: Stated that since application would be done by the Water Department, he would have to check as to what the guarantee, if any, might be.

A discussion occurred amongst DDA members regarding the proposed methods.

Wagner: Requested Mr. Monte provide the DDA with a diagram of where these markings would be located for the next meeting.

**b. Bridge Update:**

Monte: They are still awaiting an answer from Army Corps and will hopefully be ready by Spring.

**c. Report on Park – Partners In Architecture:**

Gassen: He presented an updated Master Plan and detailed Site Plan for the proposed five activity nodes including the picnic areas, concession stand, pavilions and nature center along with suggested equipment and surface materials for each area, and gave a detailed presentation regarding each specific area. A discussion occurred amongst DDA members and Mr. Gassen regarding the possible equipment and surface materials for each area of the park.

DDA members were in agreement to limit the skate park to ice skating/in-line skating and not as a skateboard park and to develop the basketball court to two half courts, four baskets but providing six sleeves with the option to convert to a full court.

Mr. Gassen introduced Mr. Kerry Sutton from Partners In Architecture who will be the Project Manager of the park.

Discussions amongst DDA members and Mr. Gassen then occurred regarding the options for the pavilion and/or nature center/community room and the concession stand/storage area/restrooms; benches for the park/path/memorial plaza areas and suggestions as to how to make the pavilion a self-sustaining building, including geothermal heating and cooling.

A discussion also occurred regarding water supply/drainage for the ice rink. Mr. Gassen stated that he would suggest a pump house, possibly to be located in the pavilion.

A suggestion was made to incorporate a volleyball court into the park. A discussion between DDA members, Mr. Gassen and Mr. Sutton occurred regarding same and its possible location.

A discussion then occurred regarding actual funding for the park and what priorities need to be established as to what the DDA can legitimately accomplish. This discussion included possible areas that may be downsized or eliminated. It was agreed that the DDA needs to prioritize where the funding will be utilized and possible grants that may be obtained.

Turner: Reminded the DDA that the Township was also going to contribute to funding for the park.

Mr. Gassen advised that the bottom line costs provided need to be adjusted to reflect a deduction of \$350,000.00 to \$375,000.00.

J. DeBoyer: Suggested that the DDA consider approaching local businesses/contractors that may donate their time and services to the project.

A discussion occurred regarding the location and type of the pavilions/picnic areas which would also decrease the total cost.

Little: Questioned the issue of liability insurance for the park, management of the park, and security issues. A discussion occurred regarding same.

Mr. Gassen stated he will provide actual samples of proposed surfaces for areas of the park at the next meeting. He will also bring more information back for the next meeting that will focus in more detail on the water park. He further requested direction and decisions from the DDA as to priorities for development of other areas of the park. He will also bring information regarding grants that may be available to the next meeting. He will contact Chairman Thompson before the next meeting and welcomed any DDA member to contact himself or Mr. Sutton with any questions, suggestions, etc.

**8. NEW BUSINESS:**

Chairman Thompson: Stated that he is very dissatisfied with the company that is handling the banners and is going to terminate the contract with them. He will re-bid the contract for the banners and will not include the current company. Also, he will repair the sign that has come down and enforce it with aluminum strips on the edges. He further questioned the DDA members as to whether they were satisfied with Mowing Madness and the job they did with mowing the ditches and questioned whether he should get a new price from them for this year or put it out for bids. The consensus of the DDA members was that they were satisfied with the job Mowing Madness had done and requested Chairman Thompson obtain a price from them for this year.

**9. BOARD MEMBER COMMENTS:**

Little: Stated that the snow plowing that has been done in the park has been good.  
Horeftis: Stated that she felt that the total cost of developing the proposed park is difficult in light of how businesses are struggling to make ends meet and would hope to see some type of initiative that would help the existing local businesses and looking toward obtaining some matching grant programs for businesses. She knows that the public will enjoy the park and feels that it's not money that will be wasted. However, she feels the total cost is daunting and she's fearful of spending that type of money in this type of economy.  
Chairman Thompson: Stated that the DDA needs to pursue grants that may be available.  
Turner: Stated that the Community Foundation is waiting for a Site Plan.  
Chairman Thompson: Stated that the City of Algonac received \$25,000.00 from the Kellogg Foundation to redo the pool house and bring it up to ADA compliance.  
J. DeBoyer: Questioned Mr. Monte as to whether he felt this project would coincide with the stimulus package being offered.  
Monte: Feels that it would be worth throwing this project into that program. There are several different grants that could be applied for including Access to Recreation, the Kellogg Foundation, and the Michigan Municipal League. It's difficult to say which recreation grant might apply here.  
A discussion occurred regarding researching and applying for grants.

**10. PUBLIC COMMENTS:**

Turner: Provided the DDA with a total of expenditures for the park to date.  
D. DeBoyer: Questioned whether the poles that the banners are on have plugs for lighting on them?  
Chairman Thompson: Stated that they do not.  
D. DeBoyer: Questioned whether the lighting in the park will contain plugs?  
Chairman Thompson: Stated that the DDA has requested same.  
D. DeBoyer: Questioned what happened to the sign that's broken in half?  
Chairman Thompson: Stated that he is aware of same and will repair it shortly.

**11. ADJOURNMENT:**

**Motion by J. DeBoyer, supported by Bynum to adjourn the meeting at 9:20 p.m.  
AYES: All NAYS: None ABSENT: Bryson; Seifert  
MOTION CARRIED.**

Respectfully submitted,

Christine J. Holcomb  
Recording Secretary