

**MINUTES OF THE CLAY TOWNSHIP DOWNTOWN DEVELOPMENT  
AUTHORITY MEETING HELD ON TUESDAY, FEBRUARY 10, 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; Robert Johnson; Jay DeBoyer; Artie Bryson; William Seifert; Ann Horeftis; Mark Thompson

ABSENT & EXCUSED: Thomas Bynum; Richard Wagner

A quorum was established.

ALSO PRESENT: Connie Turner, Township Treasurer; John Monte, Project Control Engineering; David Gassen, Partners In Architecture; Kerry Sutton, Partners in Architecture

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

Chairman Thompson requested that the Agenda be amended as follows:

Under 6 – Communications: Add (2) St. Clair County Metropolitan Planning Commission Annual Winter Workshop.

Under 8 – New Business: Add (4) Antique Yard Sale, and (5) Banner Bid.

Monte: Requested that Project Control Engineering's invoice in the amount of \$816.25 be added to Bills Payable.

**3. APPROVAL OF MINUTES OF JANUARY 13, 2009:**

**Motion by Johnson, supported by Little to approve the Minutes of January 13, 2009 as presented.**

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

**MOTION CARRIED.**

**4. TREASURER'S REPORT FOR JANUARY 2009:**

**Motion by Horeftis, supported by Bryson to approve the Treasurer's Report for January 2009 as submitted.**

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

**MOTION CARRIED.**

**5. BILLS PAYABLE:**

Christine Holcomb	\$ 85.50
Water Dept. – Sidewalk Snow Plowing	375.00
Water Dept. – Park walks & Parking lot	150.00
Partners in Architecture	1,600.00
St. Clair County Road Commission – ditching	5,604.40
Project Control Engineering	<u>816.25</u>
TOTAL	\$ 8,631.15

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

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

**MOTION CARRIED.**

**6. COMMUNICATIONS:**

**1. Downtown Promotion Reporter Renewal:**

Chairman Thompson: A copy of the Downtown Promotion Reporter is available for review. He feels it is a good idea to continue receiving this.

**Motion by Seifert, supported by Horeftis to approve the subscription renewal of the Downtown Promotion Reporter.**

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

**MOTION CARRIED.**

**2. St. Clair County Metropolitan Planning Commission Annual Winter Workshop:**

Chairman Thompson: This workshop will be conducted on February 24, 2009 at 6:45 p.m. to 9:00 p.m. The cost is \$10.00. If anyone is interested in attending, please let Connie Turner or him know and they will have the registration completed.

**7. OLD BUSINESS:**

**a. Sidewalk Phase IV:**

Monte: The DNR has contacted them and said they had been out to the site and would be recommending approval of the project. The DNR is also hesitant on issues such as the pathway being paved versus gravel. The DNR also requested that the sidewalk stop at the parking lot. He is awaiting the DNR approval letter.

**b. Bridge Update:**

Monte: They have received the Corps of Engineer's permit for the bridge. Drawings are being prepared to complete this so the construction can begin.

A discussion amongst Board members and Mr. Monte regarding the bridge and sidewalk then occurred.

**c. Report on Park:**

David Gassen: He presented Revised Master Plan for the Park materials to all members. He then gave a detailed presentation of the revisions, deletions, and additions that were made and the revised costs for same pursuant to discussions and direction of the Board that occurred at the January meeting.

A discussion occurred amongst Board members, Mr. Gassen and Mr. Sutton regarding the Revised Master Plan for the Park and the different options for individual areas of the park, revised costs, operating costs, possible equipment, and revisions to specific park areas.

It was the overall consensus of the Board that the revised Master Plan for the Park that was presented reflected the concept and direction the Board has intended for the park.

Mr. Gassen requested that the members review the new information and the options presented for areas of the park. His hope is that the Board will be able to provide him with direction at the next meeting as to equipment for various areas of the park and any changes, deletions, or additions for the park. The next level would be construction documentation, doing the grade work, the drainage work for the field, the courts and specifying the equipment and getting a bid document ready. Once

they get the Board's approval to go to this next level, it would take approximately a month to get there. At that point, they would come back with the documents and a finalized refined budget that the bids could be expected to come in at or below. From that point, they would have a two month period in which they would go to the Township Board, the Planning Commission, apply for permits, do the advertisement, do the bidding, receive and review the bids, and prepare a recommendation to be brought back before the DDA. His thought was to come back to the DDA with construction drawings in March, an update in April, and come back in May with a recommendation for bids.

Chairman Thompson provided Mr. Gassen with information regarding the Park Waste Disposal System which is required to be placed in the park pursuant to the Anchor Bay Watershed Plan.

A discussion then occurred regarding the funding and grant application aspects that may pertain to the park.

**8. NEW BUSINESS:**

**1. Project Control Engineering Report on Grant:**

Monte: He had researched different types of grants for park situations and found that the MDNR Trust Fund Grant would be the best available for the Clay Township Park. They researched the application for this grant and have submitted a bid to the DDA to complete and submit the application for this grant at a cost of \$3,470.00. If received, this grant would cover 75% of the total cost of the park.

**Motion by Seifert, supported by Johnson to approve Project Control Engineering's \$3,470.00 fee for completion and submission of application to the MDNR Trust Fund Grant, barring no conflict with other grant applications of the Township to the MDNR Trust Fund Grant.**

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

**MOTION CARRIED.**

Monte: Stated that he will need assistance in obtaining letters of support for the application.

**2. Park Waste Disposal Station:**

Chairman Thompson provided the information regarding the Park Waste Disposal Station to Mr. Gassen for inclusion in the park so as not to be in conflict with the Anchor Bay Watershed Plan.

**3. March Meeting Date Conflict:**

It was agreed between DDA members that the March meeting will be held on March 3, 2009 at 7:30 p.m.

**4. Antique Yard Sale:**

Chairman Thompson: Stated that Clay Township could be listed in the Antique Yard Sale brochure at a cost of \$115.00 to attract business to the Township during this event.

A discussion occurred amongst members regarding this issue.

**Motion by Bryson, supported by Seifert to approve the cost of \$115.00 for inclusion of Clay Township in the Antique Yard Sale brochure.**

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

**MOTION CARRIED.**

**5. Banner Bid:**

Chairman Thompson: He has not been happy with the current banner company, MLS Signs. He had to constantly call them regarding the banners, and they still never did put up the winter or Christmas banners. He will pick up the banners from MLS. The DDA previously used Banner Signs but felt they were getting too expensive and had put this out for bid. In the last bid, Phillips Sign & Lighting was the other company and they are about \$1,000.00 more than MLS Signs.

**Motion by Bryson, supported by Seifert to contract with Phillips Sign & Lighting for maintenance and hanging of the banners at a yearly cost of \$3,975.00.**

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

**MOTION CARRIED.**

Little: Questioned the status of the broken Welcome sign.

Chairman Thompson: Stated that he had repaired the sign on Sunday afternoon.

**9. BOARD MEMBER COMMENTS:**

None.

**f0. PUBLIC COMMENTS:**

None.

**11. ADJOURNMENT:**

**Motion by DeBoyer, supported by Horeftis to adjourn the meeting at 8:45 p.m.**

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

**MOTION CARRIED.**

Respectfully submitted,

Christine J. Holcomb  
Recording Secretary