

**MINUTES OF THE CLAY TOWNSHIP DOWNTOWN DEVELOPMENT
AUTHORITY MEETING HELD ON TUESDAY, APRIL 14, 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; William Seifert; Richard Wagner; Mark Thompson

ABSENT: Thomas Bynum; Jay DeBoyer; Artie Bryson

ABSENT & EXCUSED: Ann Horeftis

A quorum was established.

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

2. APPROVAL OF AGENDA / AMENDMENTS:

Chairman Thompson: Requested the addition of planting/maintenance of the Ainsworth nodes, the flower pots at the Water Department, Fire Hall, City Hall and the two Township Hall signs to the Agenda.

Motion by Wagner, supported by Seifert to approve the Agenda as amended.

AYES: All NAYS: None

ABSENT: Bynum; DeBoyer; Bryson; Horeftis

MOTION CARRIED.

3. APPROVAL OF MINUTES OF MARCH 3, 2009:

Motion by Seifert, supported by Wagner to approve the Minutes of March 3, 2009 as presented.

AYES: All NAYS: None

ABSENT: Bynum; DeBoyer; Bryson; Horeftis

MOTION CARRIED.

4. TREASURER'S REPORT FOR MARCH 2009:

Motion by Seifert, supported by Little to approve the Treasurer's Report for March 2009 as submitted.

AYES: All NAYS: None

ABSENT: Bynum; DeBoyer; Bryson; Horeftis

MOTION CARRIED.

5. BILLS PAYABLE:

Christine Holcomb	\$ 56.25
Water Dept. – Sidewalk Plowing Jan. & Feb.	1,050.00
Water Dept. – Park Walk & Parking Lot Jan. & Feb.	500.00
Phillips Sign & Lighting	1,128.49
Project Control Engineering, Inc. – Geotechnical Services	829.55
Project Control Engineering, Inc. – Topographic Survey	3,155.67
Project Control Engineering, Inc. – Design Services	<u>3,823.75</u>
TOTAL	\$10,541.71

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

Wagner: Questioned Mr. Monte as to what the Geotechnical Services billing related to?

Monte: They had asked the contractor who did the pathways in the park and parking lot how much time would be required for testing services. They had originally stated 2 days and it took them 3-1/2 days so this is the fee for the extra 1-1/2 days.

Little: Questioned whether the topographic survey fee and design services fees also related to the park?

Monte: Yes.

Chairman Thompson restated the Motion by Wagner, supported by Johnson to approve the Bills Payable as submitted.

AYES: All NAYS: None

ABSENT: Bynum; DeBoyer; Bryson; Horeftis

MOTION CARRIED.

6. COMMUNICATIONS:

Chairman Thompson: Stated that he had Treasurer Turner print up a memo that he had received from City of Algonac regarding the Façade Program for all members for their review. He will place this on the Agenda for the next DDA meeting for discussion. He also received information from the Economic Development Alliance of St. Clair County, Southeastern Michigan Council of Governments regarding a workshop at Anchor Bay Middle School on Thursday, April 23, 2009 from 8:30 a.m. to 12:30 p.m. regarding the state of the economy in the State of Michigan. He further stated that there is also an

MEDA work shop on May 5, 2009 in Lansing. He has also received the Downtown Idea Exchanges for March and April, a Certificate of Insurance from Cortis Brothers for the parking lot, and three catalogs, which are all available for review.

7. OLD BUSINESS:

a. Sidewalk Phase IV:

Monte: The County has begun putting in the storm sewer. They are still waiting for the DNR to release the easement. It has been approved by the DNR but is in federal review right now. He questioned whether the Board wants to put this out for bids or wait another month and see what happens?

Seifert: Suggested putting it out for bids with a notation that it may be deleted from the project.

Monte: They would do just that and keep it separate in case there was an issue.

Chairman Thompson: Questioned the Board as to what their desire was regarding putting this out for bids? It was the unanimous decision of the Board to put this out for bids with the stipulation that the area of the DNR easement may not be included and that the storm sewers needed to be completed.

Monte: Stated that regarding the Taft Road sidewalk, they videotaped the area and will have an update for the Board at the next meeting. He further questioned whether the DDA would like to have this included in the Phase IV sidewalk bid?

Chairman Thompson: Questioned whether it was the desire of the Board to include the Taft Road sidewalk as an addendum to the Phase IV sidewalk bid? It was the unanimous decision of the Board to include same as an addendum to the Phase IV Sidewalk bid.

b. Bridge Update:

Monte: Joe Rockwood is just about finished with the construction drawings and is getting very close.

c. Report on Park:

Gassen: They have reorganized everything in the Phase I packages as defined at the last meeting. They are going through the quality control phase and double-checking and coordinating the different disciplines into a single package. The specs are nearly done with a major piece of that being the front end. A discussion then occurred between Mr. Gassen and the Board regarding contractors and whether this would be an open bid for anyone or if they wanted to pre-qualify bidders? It was requested that Mr. Gassen prepare some criteria for bidders for pre-qualification and then prepare an open bid. A discussion then occurred regarding the advertisement for bid. Mr. Gassen will issue the advertisement to

plan houses and to Supervisor DeBoyer for advertisement in the local newspaper. A discussion also occurred regarding whether or not to charge contractors for the bid documents and whether it should be non-refundable. It was the unanimous decision of the Board to charge the contractors \$35.00 per set for hard copy which would be non-refundable. It was also decided that there would also be a non-mandatory pre-bid on site meeting. A discussion also occurred regarding including a new roof as an alternate in the bid on the proposed hospitality building in the event it is used for storage. It was the unanimous decision of the Board to include pricing for a new roof on the proposed hospitality building as an alternate in the bid. Bids applications would be open May 7, 2009 and recommendations would be available for the DDA at the meeting on May 12, 2009. A discussion then occurred regarding the benches that the Algonac Rotary is donating for the park. A discussion also occurred on the lighting under the pavilion and it was requested that the lighting be on a photo cell timer with manual override.

Mr. Monte also suggested getting a schedule of values submitted with the bids.

Mr. Gassen stated that if the DDA approved the contractor from the bids at the May meeting, materials were then ordered and shop drawings submitted, the work could actually begin in early June.

8. NEW BUSINESS:

a. 2009 – 2010 Budget:

Chairman Thompson: Requested DDA members review the proposed 2009-2010 budget for discussion/decision at the May meeting. A discussion then occurred amongst Board members and Treasurer Turner.

b. Pointe Tremble/Nook Road Drain:

Chairman Thompson: Stated that once the snow and ice melted at Bank of America and Dr. Branch's office, there was about a foot of water in their parking lots for about a month. The St. Clair County Road Commission and MDOT had apparently come in and redesigned the french drain the DDA had previously installed and tied it into the back drain which caused all this flooding. He contacted Jeff Horner who in turn contacted MDOT and the Drain Commission and had them come out to the site and they agreed that there was a problem. The proposed solution is to reroute the ditch from in front of the bank and the dentist office and run it over to the Nook Road ditch which runs down the west side of Nook Road at an estimated cost of \$59,000.00. The proposal is that the Road Commission pay 1/3, the Drain Commission will pay 1/3, and for the Township to pay 1/3 of the cost, which amounts to approximately \$19,000.00 each. He spoke with Supervisor DeBoyer and it was his understanding that the Township and the DDA would split the \$19,000.00 cost.

Motion by Wagner, supported by Johnson to pay up to \$9,999.99 for drain repair, and also to authorize Project Control Engineering to do an evaluation study as to the suitability of the proposed repair at a cost not to exceed \$1,000.00.

AYES: All NAYS: None

ABSENT: Bynum; DeBoyer; Bryson; Horeftis

MOTION CARRIED.

c. AINSWORTH NODE:

A discussion occurred between Chairman Thompson and Deputy Clerk DeBoyer regarding the Ainsworth Node. Ms. DeBoyer stated that she will attempt to work on same and will keep the Board informed regarding any cost for same.

9. BOARD MEMBER COMMENTS:

Chairman Thompson: The items to be included in next month's agenda are the 2009-2010 DDA Budget and the Façade Program.

A discussion then occurred regarding the expiration of the DDA and involvement/implementation of grant programs the DDA may be involved in at that time.

10. PUBLIC COMMENTS:

D. DeBoyer: A gentleman that was present for a portion of tonight's meeting left a brochure for the DDA's review. It is from the Warren Community Center which highlights what is available through that Community Center.

11. ADJOURNMENT:

Motion by Seifert, supported by Little to adjourn the meeting at 8:30 p.m.

AYES: All NAYS: None

ABSENT: Bynum; DeBoyer; Bryson; Horeftis

MOTION CARRIED.

Respectfully submitted,

Christine J. Holcomb
Recording Secretary