

**MINUTES OF THE CLAY TOWNSHIP DOWNTOWN DEVELOPMENT
AUTHORITY MEETING HELD ON TUESDAY, JULY 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: Thomas Bynum, Robert Johnson, William Seifert, Joseph Little, Richard Wagner,
Chairman Mark Thompson

ABSENT: Artie Bryson, Ann Horeftis, Jay DeBoyer

A quorum was established.

Also Present: Connie Turner, Township Treasurer; Dorothy DeBoyer, Township Deputy
Clerk; Jeff Horner, Project Control Engineering, Inc.

2. APPROVAL OF AGENDA / AMENDMENTS:

Motion by Seifert, supported by Bynum to approve the Agenda as presented.

AYES: All NAYS: None ABSENT: J. DeBoyer; Bryson; Horeftis

MOTION CARRIED.

3. APPROVAL OF MINUTES OF JUNE 9, 2009:

**Motion by Seifert, supported by Bynum to approve the Minutes of June 9, 2009 as
presented.**

AYES: All NAYS: None ABSENT: J. DeBoyer; Bryson; Horeftis

MOTION CARRIED.

4. TREASURER'S REPORT – JUNE 2009:

**Motion by Seifert, supported by Johnson to approve the Treasurer's Report of June 2009
as presented.**

AYES: All NAYS: None ABSENT: J. DeBoyer; Bryson; Horeftis

MOTION CARRIED.

5. BILLS PAYBLE:

Christine Holcomb	\$ 45.00
Mowing Madness	665.00
Phillips Sign & Lighting	993.75

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Project Control Engineering	8,690.50
Water Department March Plow	<u>75.00</u>
TOTAL	\$10,394.25

Motion by Bynum, supported by Johnson to approve the Bills Payable as presented.

Wagner: Stated that the DDA had deferred until tonight’s meeting the payment on the billing regarding the pumping of the water at 2850 Pointe Tremble Road at a cost of \$1,571.95 to obtain more information. He questioned why the DDA has to be solely responsible for the entire bill?

A discussion then occurred regarding this bill.

It was agreed to table payment of this bill until the next DDA meeting. Treasurer Turner will have the issue placed on the Agenda for the next Township Board meeting regarding this billing and responsibility for payment of same.

Chairman Thompson restated motion by Bynum, supported by Johnson to approve the Bills Payable as presented.

AYES: All NAYS: None ABSENT: J. DeBoyer; Bryson; Horeftis

MOTION CARRIED.

6. COMMUNICATIONS:

Chairman Thompson: Stated that the DDA had received the Downtown Exchange Renewal, the Michigan Downtown Association, and HTA Companies and same are available for review.

D. DeBoyer: Stated that the Downtown Exchange Renewal was a bill for renewing the subscription to the Downtown Exchange but that the current subscription doesn’t expire until November. It was agreed to table this renewal and have same placed on the Agenda for an upcoming DDA meeting.

7. OLD BUSINESS

a) Sidewalk Phase IV:

Horner: Presented the DDA with the bids for Phase IV of the sidewalk project. The low bid was from Northshore Enterprises. They still have not received the easement for the DNR property. They have been advised that the letter that the DNR was supposed to have sent to the federal government over two years ago has not been sent. This whole time we had been told that the letter had been sent and that was untrue. Township Supervisor DeBoyer is going to contact the DNR representative to see if he can get this letter sent. He further stated that it is PCE’s recommendation that the bid be awarded to McKenzie Concrete, Inc.

Wagner: Suggested putting in the sidewalk and seeing what the DNR will do to have it removed.

A discussion then occurred amongst DDA members regarding same.

Horner: Reviewed the bids for the sidewalk project with the DDA.

A discussion then occurred amongst DDA members and Mr. Horner regarding same.

Motion by Wagner, supported by Little to award the Phase IV sidewalk contract to Northshore Enterprises, including the alternate for the extension onto the DNR site with construction depending on the permit for same at a price not to exceed \$95,000.00.

R/C VOTE:

AYES: Little; Johnson; Bynum; Wagner; Seifert; Chairman Thompson

NAYS: None.

ABSENT: J. DeBoyer; Bryson; Horeftis

MOTION CARRIED.

b) Bridge Update:

Horner: Stated that he had talked to Joe Rockwood and he should be starting on Wednesday and should probably be finished by the time of the next DDA meeting.

c) Report on Park:

Chairman Thompson: The volleyball/horseshoe pit has been excavated. The playground area is excavated. The pavilion is in progress and the trusses were set this afternoon and it will probably be shingled by the weekend.

Horner: Stated that Cortis Brothers advised him that they are still waiting on someone to pick the colors of the playground equipment so they can be ordered.

Chairman Thompson: Stated the colors had been picked about 2 to 3 weeks ago.

Horner: Stated that Cortis Brothers is unaware of the decision as to the playground equipment color. It will be approximately five weeks before the equipment is delivered.

Chairman Thompson: Stated he will contact Mr. Gassen regarding same.

Horner: Stated that this phase of the park should be completed before fall.

8. NEW BUSINESS:

(a) Façade Program:

Chairman Thompson: Read information regarding the Façade Program. He further stated that the DDA would have to put together an application form and set guidelines. They would also need to establish a Subcommittee that would look at the applications and make recommendations to the full Board.

A discussion then occurred amongst DDA members regarding same.

Motion by Wagner, supported by Seifert to investigate and/or authorize the Planning Consultant for the Township Board to investigate proposing an amendment to the Township Zoning Ordinance in reference to the DDA, addressing the DDA district that would encapsulate or incorporate the capabilities that the DDA could authorize grants for purposes of a façade program for commercial properties at a cost not to exceed \$5,000.00.

A discussion then occurred regarding same.

D. DeBoyer: Stated a design standard would have to be established before approaching the Planning Commission.

Chairman Thompson restated motion by Wagner, supported by Seifert to investigate and/or authorize the Planning Consultant for the Township Board to investigate proposing an amendment to the Township Zoning Ordinance in reference to the DDA, addressing the DDA district that would encapsulate or incorporate the capabilities that the DDA could authorize grants for purposes of a façade program for commercial properties at a cost not to exceed \$5,000.00.

AYES: All NAYS: None ABSENT: J. DeBoyer; Bryson; Horeftis

MOTION CARRIED.

(b) Chamber Business Incubator:

Chairman Thompson: Stated that the Algonac Chamber of Commerce would like to put together a business incubator in the center across from the Dairy Queen in Algonac. They are envisioning putting in three or four desks, make the building WiFi available and it would be for small businesses that don't have an office front somewhere and could work out of there and possibly have someone answer phones and forward calls to them. They are looking for a donation from the Clay Township DDA and the Algonac DDA to establish the business incubator as a joint venture.

A discussion then occurred amongst DDA members regarding this issue.

D. DeBoyer: Stated that it is outside of the Clay Township DDA district and cannot be invested in because of same.

A discussion then occurred regarding same and the possibility establishing a business incubator within Clay Township.

9. BOARD MEMBER COMMENTS:

Little: Stated that he was at the Gold Cup Races in Detroit and the Clay Township Historical Society had a display regarding Gar Wood and Miss US-10. He further stated that they put on a great demonstration and presentation. They did a very nice job and drew a big crowd.

Wagner: Suggested that the DDA send a letter to the Historical Society commending them on their presentation and display at the 100th Anniversary of the Gold Cup Races.

10. PUBLIC COMMENTS

D. DeBoyer: Stated she has put in approximately 8 hours working on the landscaping on the corner. She has worked on the other two areas and there are some flowers in there. She stated she is making progress. She further stated that it will probably be fall before she is able to plant at the area by the Lions Hall.

Chairman Thompson: Stated that the DDA appreciates all of her hard work.

10. ADJOURNMENT

Motion by Wagner, supported by Bynum to adjourn the meeting at 8:20 p.m.

AYES: All NAYS: None ABSENT: Bryson; Horeftis; J. DeBoyer

MOTION CARRIED.

Respectfully submitted,

Christine J. Holcomb
Recording Secretary