

## **JANUARY 28, 2021 COMMERCE TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

### **VIRTUAL MEETING INFORMATION & INSTRUCTIONS**

Pursuant to Michigan Department of Health and Human Services orders, the Commerce Township Downtown Development Authority meeting on Thursday, **January 28, 2021 at 6:00 p.m.** will take place electronically due to health concerns associated with COVID-19.

Members of the public may access the agenda materials via the Township website – [commercetwp.com](http://commercetwp.com) beginning Thursday, January 27, 2021.

**Members of the public wishing to participate in the electronic meeting may do so by:** Dialing the phone number below and entering the meeting ID and password when prompted.

Telephone Access: 1-312-626-6799 US (Chicago) or  
1-888-788-0099 US Toll-free

Meeting ID: **856 0255 6408**  
Password: **956548**

Please note, when calling in by telephone the caller's phone number will be visible in the public meeting. As an option, most telephone companies have a feature to make phone numbers private by dialing \*67. If you have this feature and wish to block your number, press \*67 before dialing the meeting call-in number.

#### **Procedure for public comment by electronic means:**

Under Michigan Department of Health and Human Services orders, there must be full opportunity for both the general public and the members of the Downtown Development Authority Board to hear and be heard at appropriate times during the meeting. Public participants will be muted upon entry to the meeting, but will have a chance to speak during public comment.

Once connected to the meeting, members of the public wishing to participate in the virtual public comment must alert us that they wish to speak by pressing \*9 on their telephone keypad. Pressing \*9 will activate the "raise hand" feature signaling to us that you wish to comment. Because of limitations with muting and unmuting members of the public, there will only be one public comment period which will be announced by the Chairperson or meeting moderator at the appropriate time.

Participants will be called one a time, as would happen during an in-person meeting. When you are unmuted, please introduce yourself by stating your name and address for the record. You will then have (2) minutes to share your comments with the Township Board. At the conclusion of your comments or your (2) minutes, you will be muted and removed from the public comment queue.

Participants may also choose to submit written comments that will be added to the record and included in the meeting packet. Submit any written comments via e-mail to Melissa Creech, Township Clerk at [mcreech@commercetwp.com](mailto:mcreech@commercetwp.com) or by mail at 2009 Township Drive, Commerce Township, MI 48390 Attn: Clerk Melissa Creech by noon on Thursday, January 28, 2021.

#### **Procedures for accommodations for persons with disabilities:**

The Township will follow its normal procedures for individuals with disabilities needing accommodations for effective participation in this meeting. **Please contact the Township Clerk's office at (248) 960-2020 at least two days in advance of the meeting.** An attempt will be made to make reasonable accommodations



**THE CHARTER TOWNSHIP OF COMMERCE**

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**BOB BERKHEISER**  
**RICK SOVEL**  
**VANESSA MAGNER**  
**GEORGE WEBER**

**CHARTER TOWNSHIP OF COMMERCE**

**Downtown Development Authority**

**NOTICE OF SPECIAL MEETING**

**MEETING DATE:** Thursday, January 28, 2021  
**TIME OF MEETING:** 6:00 P.M.  
**PLACE OF MEETING:** Electronic Format

**PURPOSE OF MEETING:** 1. Public Comment  
2. Interim DDA Director

**SIGNATURE OF TOWNSHIP CLERK** Melissa Creech  
Melissa Creech, MiPMC  
Clerk, Charter Township of Commerce

**DATE AND TIME OF POSTING:** Wednesday, January 27, 2021 at 1:00 p.m.

This notice is posted in compliance with PA 267 of 1976 as amended (open meetings act), MCLA 41.72a(2)(3) and the Americans With Disabilities Act (ADA).

The Charter Township of Commerce Board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting or public hearing upon 10 days notice to the Commerce Township Board.

Individuals with disabilities requiring auxiliary aids or services should contact the Commerce Township Board by writing or calling the Commerce Township Supervisor at 624-0110.