

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY MEETING
Tuesday, October 21, 2003
2840 Fisher Avenue
Commerce Township, MI 48390
12:00 p.m.**

CALL TO ORDER: Chairperson, Robert Shimmin, called the meeting to order at 1:20 p.m.

DETERMINATION OF QUORUM:

Present: Wynn Berry, Director
Robert Shimmin, Chairperson
Daniel Lublin, Member
Douglas Lanni, Member
James Gotts, Vice-Chairperson
Thomas Zoner, Member
Paul Kirkwood, Member

Quorum of DDA Members determined

Absent: Robert H. Long, Member
Frank Marotta, Member
Norman Levine, Member
Sandra Motz, Member
Herbert Feinstein, Member

Also Present: Sandra Abrams, DDA Secretary
Susan Gross, DDA Treasurer
Phillip Adkison, Township Attorney
Chris Michaels, Township Attorney
Thomas Rauch, DDA Attorney, Kemp Klein
Patricia Paruch, DDA Attorney, Kemp Klein
Deb Kirkwood, DDA Administrative Assistant
Kathleen Pogarch, Assessing Director
Jeffrey Bowdell, Building-Zoning Director
Matthew Schwanitz, Giffels Webster
Loren Crandell, Giffels Webster
Joe Heffernan, Plante Moran
Robert McGee, Planning Commission
Jay James, Giffels Webster
Mark Stacey, Resident
Bud Engelhart, Resident
Ted Kress, Resident

APPROVAL OF MINUTES: Tuesday, September 16, 2003 Regular Meeting

Tuesday, October 14, 2003, Special Meeting

MOTION by Zoner, second by Lublin to approve the minutes of September 16, 2003, as presented.

MOTION CARRIED UNANIMOUSLY

MOTION by Zoner, second by Lublin, to approve the minutes of October 14, 2003, with a correction to Page 2, adding “*or any one of them*” as follows:

Motion by Zoner, second by Lublin to authorize and direct the Chairperson, Vice-Chairperson, Secretary, and Treasurer, *or any one of them* to execute the documents when required for the Downtown Development Bond Issue.

MOTION CARRIED UNANIMOUSLY

ITEM 1: Public Comments
None

ITEM 2: Consent Agenda
A. Treasurer’s Report for September, 2003

MOTION by Zoner, second by Kirkwood to accept and file the Treasurer’s Report.

MOTION CARRIED UNANIMOUSLY

A. Approval of the Warrants

MOTION by Zoner, second by Lublin to approve the warrants with additions as presented.

MOTION CARRIED UNANIMOUSLY

ITEM 3: Engineer’s Update

Progress Report on Haggerty Road: Loren Crandell of Giffels Webster reported that conceptual Haggerty Road alignment plans have been submitted to the Road Commission for Oakland County. A meeting with the road commission will be scheduled and when all are in agreement, final engineering plans can begin.

Update on sign Permit & Location: The Fourteen Mile and Haggerty locations for the Commerce Township Entryway Signs will be submitted to the Road Commission for Oakland County for approval.

ITEM 4: Attorney Update
A. Incumbency Resolution Report

Tom Rauch, DDA Attorney reported that the Incumbency Resolution approved at the October 14, 2003, DDA Meeting has been received, executed and filed.

Tuesday, October 14, 2003, Special Meeting

ITEM 5: Director's Update
A. Advisory Committee Appointments

Daniel Lublin, Jim Gotts, Norm Levine and Sandra Motz were appointed to the Advisory Committee by Chairperson, Shimmin.

A. 2004 Budget
Discussion of the Proposed 2004 Budget

MOTION by Zoner, second by Lanni, to approve the compensation committee's recommendations as follows:

Director compensation \$60,000 for 2004; Administrative Assistant compensation cap at \$20,000 with an hourly wage of \$25.

Joe Hefferman of Plante Moran reviewed the proposed 2004 Budget.

MOTION by Lublin, second by Zoner to approve the Amendments to the 2003 Budget as presented.

MOTION CARRIED UNANIMOUSLY

MOTION by Zoner, second by Lanni to approve the 2004 DDA Budget and recommend approval to the Township Board.

MOTION CARRIED UNANIMOUSLY

Director Berry reported on the status of property acquisition and pending Bond Issue, which should be ready to close in three weeks.

MOTION by Lublin, second by Zoner to adjourn. Meeting adjourned at 2:20 p.m.

Sandra S. Abrams, CMC
Clerk Charter Township of Commerce
Secretary to the DDA