

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY**

Tuesday May 20, 2003 12:00 p.m.

2840 Fisher Avenue

Commerce Township, Michigan 48390

CALL TO ORDER: The Meeting was called to order at 12:34 p.m. by Wynn Berry. Wynn Berry to Chair the Meeting until Robert Shimmin arrives.

DOWNTOWN DEVELOPMENT AUTHORITY MEMBERS

Present: Wynn Berry, DDA Director
Frank Marotta, Vice Chairperson
Daniel Lublin, Member
Thomas K. Zoner, Member
James Gotts, Member
Norm Levine, Member
Doug Lanni, Member
Sandra Motz, Member
Robert Shimmin, Chairperson (arrived at 12:40 p.m.)

Absent: Robert H. Long, Member
Paul Kirkwood, Member
Sandra S. Abrams, Clerk/DDA Secretary

CITIZENS ADVISORY COUNCIL COMMITTEE MEMBERS PRESENT:

Concetta Green
Patricia Mayfield
Collen Seymour
Paul Fink
Herb Feinstein

ALSO PRESENT: Patricia Paruch, DDA Attorney
Thomas Rauch, DDA Attorney
Thomas Traciak, ACI Finance
Susan Gross, DDA Treasurer
Debra Kirkwood, DDA Administrative Assistant
Phillip Adkison, Township Attorney (arrived at 1:50 p.m.)
Matt Schwanitz, Giffels-Webster Engineering
Kathleen Pogarch, Assessing Director
Robert McGee, Planning Commission
Thomas Craycraft, Building Director
Joseph Schornack, Fire Chief
Sharon McClelland, Deputy Clerk

RESIDENTS PRESENT: Mark Stacey
Earl Whitlock
Susan Auerbach
Sandra Kuhn
John Arthurs

The Members of the Citizens Advisory Council were introduced to the group by Wynn Berry.

DETERMINATION OF QUORUM: Quorum of DDA Members determined

APPROVAL OF THE MINUTES:

MOTION by Marotta, second by Gotts, to approve the Minutes of Tuesday, April 22, 2003

MOTION CARRIED

AMENDED MOTION by Lanni, second by Gotts, to approve the Minutes of Tuesday, April 22, 2003 subject to correction.

MOTION CARRIED

ITEM 1: Public Comments – None

ITEM 2: Consent Agenda

A. Treasurer's Report

MOTION by Zoner, second by Lanni, to approve the receipt and filing of the Treasurer's Report for April, 2003.

MOTION CARRIED

B. Approval of Warrants

MOTION by Lanni, second by Lublin, to approve the Warrants subject to adjustment on Giffels-Webster invoice number 077609.

MOTION CARRIED

ITEM 3: Attorney's Update

Patricia Paruch, DDA Attorney, explained the DDA calendar for amending the development plan and expansion of boundaries and the deadlines for the introductions and adoptions of the ordinances, publications, postings and the adoption of the Third Amended Development/TIF Plan. June 11, 2003 is the deadline for newspaper publication and the adoption of the Third Amended Development Plan/TIF Plan is effective on that date. Thomas Rauch, DDA Attorney, continued the explanation of the Plan including the Public Hearing scheduled to be held at the June 10, 2003 Township Board Meeting. He continued with an explanation to and for having a Citizens Advisory Council. He concluded that there is a statute that requires that this Council be established. This Council may or may not take any action and they may or may not organize. They are in place to consult and/or advise the DDA Members, and comment on

the Plan. The last day to receive comments from the Citizens Advisory Council is within 20 days following the Public Hearing. The Council can also submit any comments prior to this date. Members of the Citizens District Council in attendance at the meeting indicated the following: they had reviewed the Third Amended Plan; they had no intention to further organize; they were satisfied with the Third Amended Plan as it was presented to the DDA in April 2003; they did not intend to have any other comments on the Third Amended Plan after the Public Hearing on June 10, 2003.

ITEM 4: Engineer's Update

Matt Schwanitz, from Giffels-Webster Engineering was present.

A. Haggerty Road Alignment

Matt Schwanitz reported that the Haggerty Road engineering is near completion.

B. Signage

Norm Levine displayed a proto type of sign to be placed at 14 Mile and M-5, and was directed to construct the sign.

ITEM 5: Director's Update

A. Re-appointment of Members to the Downtown Development Authority

Robert Shimmin, Sandra Motz, and Frank Marotta were all recommended and they consented to be re-appointed to the DDA for a 4 year term to expire 5/20/2007. Frank Marotta requested that another member be appointed to the position of Vice-Chairperson although he will continue as a member of the DDA.

MOTION by Lublin, second by Gotts, to re-appoint Robert Shimmin, Sandra Motz, and Frank Marotta as members of the DDA for a 4-year term. Thomas Zoner requested that Wynn Berry draft a letter to the Township Board recommending that those members be re-appointed.

MOTION CARRIED

MOTION by Lublin, second by Lanni, to appoint James Gotts as Vice-Chairperson of the DDA.

MOTION CARRIED

B. Election of Officers

MOTION by Lanni, second by Zoner, to re-elect Robert Shimmin as Chairperson, Sandra Abrams as Secretary, and Susan Gross as Treasurer of the DDA.

MOTION CARRIED

MOTION by Lanni, second by Gotts, to appoint Wynn Berry as the director of the DDA for another year.

MOTION CARRIED

C. Approval of Meeting Schedule for 2003

The Meetings of the DDA are scheduled for the third Tuesday of each month with the exception of December 2004. That Meeting will be held on December 14, 2004

MOTION by Lublin, second by Gotts, to approve the Meeting schedule of the DDA for the year 2004. **MOTION CARRIED**

C. Budget Amendments

MOTION by Lublin, second by Zoner, to amend the Attorney Fees to \$115,00.00. Thomas Traciak, from ACI Finance, was present to advise the Members regarding bonding issues. He reported to the DDA that the Standard and Poor's and Moody's rating for Commerce Township was recently upgraded from an A+ to an AA- and that only 2 or 3 other Townships in the state of Michigan have that rating. The current conditions for the sale of bonds either by negotiation or competitive sale are a 20-year issue at about 4.5% to 4.7 %. A 15-year issue is in the low 4% range and a 10-year issue is slightly under 4%. The time frame for bond issue would be approximate 2 1/2 months at the least. The purpose of a bond issue would be to acquire property for public service such as a roadway or a bike path.

MOTION CARRIED

5 MINUTE RECESS CALLED BY CHAIRPERSON, ROBERT SHIMMIN

ITEM 7: Other Matters – To be discussed prior to Executive Session per Chairperson, Robert Shimmin

Norm Levine presented the signage to be used as boundary markers for Commerce Township. He explained the construction aspects of the signs designed such as the use of tempered glass for durability and the lighting of the Commerce Township logo. The planned site for the first sign is at 14 Mile Road and M-5. The permit has been obtained from M-DOT.

ITEM 6: Executive Session

A. Property Acquisition

MOTION by Gotts, second by Lanni, to enter into Executive Session at 1:45 p.m. for the purpose of discussing property acquisition.

ROLL CALL VOTE:

Ayes: Gotts, Shimmin, Zoner, Lanni, Marotta, Levine, Lublin, Motz

Nays: None

Absent: Long, Kirkwood

Entered Executive Session at 1:50 p.m.

Executive Session ended at 2:55 p.m.

MOTION by Zoner, second by Gotts, to direct the Chairperson and DDA Director to proceed with the proposal to purchase property discussed in Executive Session.

Meeting Adjourned at 3:00 p.m.