

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY MEETING
Tuesday, September 16, 2003
2840 Fisher Avenue
Commerce Township, MI 48390
12:00 p.m.**

CALL TO ORDER: Chairperson, Robert Shimmin, called the meeting to order at 12:40 p.m.

DETERMINATION OF QUORUM:

Present: Wynn Berry, Director
Robert Shimmin, Chairperson
Douglas Lanni, Member (arrived 1:00 p.m.)
Daniel Lublin, Member
Frank Marotta, Member (arrived 12:55 p.m.)
Norman Levine, Member
Sandra Motz, Member
James Gotts, Vice-Chairperson
Thomas Zoner, Member
Herbert Feinstein, Member

Quorum of DDA Members determined

Absent: Robert H. Long, Member
Paul Kirkwood, Member

Also Present: Sandra Abrams, DDA Secretary
Susan Gross, DDA Treasurer
Thomas Traciak, Financial Advisor
Phillip Adkison, Township Attorney
Chris Michaels, Township Attorney
Loren Crandell, Giffels-Webster Engineers
Matthew Schwanitz, Giffels-Webster Engineers
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
Susan Averbuch, Campbell Creek Assoc. President
Earl Whitlock, Four Towns Committee
Mark Stacey, Resident
Bill Roche, Oppenheimer
Mike Gilmely, Oppenheimer
Concetta Green, DDA Citizens Council
Joe Heffernan, Plante Moran
Bob McGee, Commerce Planning Commission
Jay James, Giffels Webster
Paul Robertson, Robertson Brothers
Jim Clarke, Robertson Brothers

APPROVAL OF MINUTES: Tuesday, August 12, 2003, Regular DDA Meeting

MOTION by Gotts, second by Lublin, to approve the minutes of Tuesday, August 12, 2003, with amendment to page four (4) as follows:

“**MOTION** by Lublin, second by Gotts to authorize Director Berry, Chairperson Shimmin and Financial Advisor Traciak to pursue all finance options available and to sell bonds to purchase properties.”

Changed to read as follows:

MOTION by Lublin, second by Gotts to authorize Director Berry, Chairperson Shimmin and Financial Advisor Traciak to pursue all finance options available and to sell bonds *and to purchase properties including the purchase of properties discussed in closed session.*

MOTION CARRIED UNANIMOUSLY

ITEM 1: Public Comments
None

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

MOTION by Zoner, second by Gotts, to receive and file the Treasurer’s Report
MOTION CARRIED UNANIMOUSLY

B. Approval of Warrants

MOTION by Zoner, second by Gotts, to approve the warrants as presented.
MOTION CARRIED UNANIMOUSLY

ITEM 3: Financial Advisor
A. Update on Financing Options, Tom Traciak
Financial Advisor Traciak presented two financing options:
1. Negotiated bond sale with Metro Bank
2. Taxable Variable Rate Bonds

(DDA Member Frank Marotta Arrived 12:55 p.m.)

Option (2) would require a resolution be adopted by the DDA and the Township Board allowing the sale of the bonds.

(DDA Member Doug Lanni arrived 1:00 p.m.)

Oppenheimer Representatives Bill Roche and Mike Golmely presented a financing overview to provide the DDA with an update of the current financing options. It was Oppenheimer & Co. Inc.’s recommendation to use the Taxable Variable Rate Bond Option. (see attached)

Township Board would be required to issue a preliminary bond sale authorization in addition to receiving a qualifying statement.

ITEM 4: Engineer's Update

A. Progress Report on Haggerty Road

Loren Crandell of Giffels Webster submitted Alignment Phase Drawings to the RCOC and a meeting with same should be scheduled soon relative to Haggerty Road.

B. Update on Sign Permit & Location

Due to rules relative to limited access highways, sign location at Haggerty and 14 Mile Road is being investigated at this time

ITEM 5: Attorney's Update

No litigation issues at this time

Research is being done relative to utilizing the website for DDA Notices

Minutes will be provided eight days after the meeting as required by the Open Meetings Act.

ITEM 6: Director's Update

Update on Appraisal for Condemnation Purposes on Soave Property

Director Berry indicated an appraisal will be presented at the next meeting

A. Budget Draft 2004

Director Berry indicated a draft budget will be forward to the Board prior to the next meeting.

B. Discussion of Montante Drain

Director Berry stated the Montante Drain District is limited and there has been discussion of expanding the district to accommodate all the proposed new development.

MOTION by Gotts, second by Lublin to authorize the analysis of the Montante Drain District by Giffels Webster, including but not limited to, researching a proposed expanded district and the cost for the expansion of the district.

MOTION CARRIED UNANIMOUSLY

C. Traffic Studies

Director Berry indicated that Giffels Webster in association with Metro Transportation Group submitted a proposal to provide professional transportation planning and engineering services to assist the Commerce Township Downtown Development Authority in conducting manual traffic movement counts and 24 hour volume counts on various roadways in the Haggerty Road vicinity to determine roadway improvements for both existing and future conditions (see attached) at a cost of \$32,500.

Discussion by the DDA Board resulted in the addition of two additional intersections added to the list to be included in the traffic study:

21) S. Commerce and Oakley Park

22) West Maple and Haggerty to M-5

MOTION by Zoner, second by Lublin to approve the traffic study as presented with the addition of two additional intersections for a cost not to exceed \$35,000.

MOTION CARRIED UNANIMOUSLY

Director Berry requested the Compensation Committee convene to discuss and bring back to the Board their findings and recommendations at the October, 2003 DDA meeting. The compensation committee consists of Sandra Motz, Norm Levine, and Dan Lublin.

MOTION by Gotts, second by Lublin to enter into Executive Session for the purpose of discussion of property acquisition.

Roll call vote:

Ayes: Gotts, Levine, Marrotta, Lanni, Motz, Shimmin, Lublin, Zoner, Feinstein,

Nays: None

Absent: Kirkwood, Long

MOTION CARRIED UNANIMOUSLY

Entered into Executive Session 2:30 p.m.

Returned to Regular Session 3:00 p.m.

MOTION by Gotts, second by Lublin, to approve the Resolution Regarding Issuance of Township Tax Increment Bonds as written with attachment One-A and One-B (see attached)

MOTION CARRIED UNANIMOUSLY

MOTION by Gotts, second by Lublin, to instruct the Director to proceed and employ Dykema-Gossett as discussed in Executive Session.

MOTION CARRIED UNANIMOUSLY

Director Berry gave the DDA Board a brief update on discussions with the Oakland County Sheriff's Department regarding increased patrol needs for developing areas in the DDA district.

As there was no other business, the meeting was adjourned at 3:10 p.m. by unanimous consent.

Respectfully submitted,

Sandra S. Abrams, CMC
Clerk, Commerce Township
DDA Secretary