CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, December 20, 2005
Commerce Township Hall
2840 Fisher
Commerce Township, MI 48390
12:00 p.m.

CALL TO ORDER: Vice Chairperson called the meeting to order at 12:25 p.m.

Downtown Development Authority

Present: E. Wynn Berry, DDA Director
James Gotts, Vice-Chairperson
Marina Bilopolska, Member
Daniel Lublin, Member
Randall Thomas, Member
Thomas Zoner, Member
Paul Kirkwood, Member
Douglas Lanni, Member
Robert Shimmin, Chairperson
Sandra Motz, Member

Quorum of DDA Members determined

Absent: Frank Marotta, Member

Also Present Patricia Paruch, DDA Attorney
Thomas Rauch, DDA Attorney
Sandra Abrams, DDA Secretary
Susan Gross, DDA Treasurer
Phillip Adkison, Township Attorney
Christina Michaels, Township Attorney
Deb Kirkwood, DDA Administrative Assistant
Loren Crandell, Giffels Webster

Approval of the Minutes: November 15, 2005, Regular DDA Meeting

MOTION by Zoner, second by Lublin, to approve the minutes of the November 20, 2005, Regular Meeting, as presented.

MOTION CARRIED UNANIMOUSLY

Item 1: Public Comments

Concetta Green, Citizens Council, requested information regarding the restoration of the Welch Road project, west of Welch Road, south of the waste water treatment plant.

Item 2: Consent Agenda

A. Treasurer's Report for November 2005
B. Warrants with Add-Ons

MOTION by Zoner, second by Lublin, to approve the Consent Agenda.

MOTION CARRIED UNANIMOUSLY

Item 3: Director's Report

A. Update on ERA Report. – Director Berry reported that the ERA Report is expected any day. The study has been completed and the report contains recommendations for residential and commercial properties within the DDA project area.
B. Demolition Quotes for 3355 Pontiac Trail - The quotes for demolition have been received and will be presented at the next DDA meeting.
C. Fence Quotes for Oakley Park and Haggerty Road will be included in the Demolition Quotes at the next meting.
D. Discussion regarding Public Hearings for the Environmental Assessment – The DDA is waiting to hear from MDOT and the FHAA after which a public hearing will be scheduled.
E. Web Page Update/Vantagepoint – The Web Page update on the project area is approximately two weeks away from completion.
F. Discussion of Property Assignment to Township – The Township Attorney and the DDA Attorney will work on an agreement transferring the Links of Pinewood Clubhouse to the Township, which is needed for the Township to move forward with architectural plans for the Township Hall.
G. Discussion of Proposal for Origin and Destination Study – A new proposal will be submitted by the consultant based upon a revised scope of work.
H. Commerce Township Sign – The first sign has been installed. Input is needed to determine if the signage is large enough and visible from the road.

Item 4: Engineers Update

Welch Road project is completed, except for the landscape restoration, which will be completed in the spring.

Pontiac Trail widening project is a joint project between the DDA and the Township which will widen Pontiac Trail from M-5 west to Welch Road. Right of way still needs to be acquired; construction should start next summer.

Haggerty Road round-a-bout study will be discussed at a meeting with MDOT.

The Section 24 Storm Water Master plan is almost complete.

Item 5: Attorney's Update

Two Resolutions will be considered and discussed in Closed Session for the purchase of property.

Item 6: Planning Director's Update

Planning Department has six projects in the DDA area in process.

The Form Based Code is still a work in progress.

Item 7: Executive Session

MOTION by Lanni, second by Thomas to enter into Executive Session for the Purpose of discussing Property Acquisition /Rights of Way

ROLL CALL VOTE:
AYES: Lanni, Thomas, Zoner, Lublin, Shimmin, Kirkwood, Motz, Gotts, Bilopolska
NAYS: None
ABSENT: Marotta

MOTION CARRIED UNANIMOUSLY

Entered into Executive Session at 1:10 p.m.
Returned from Executive Session at 1:25 p.m.

MOTION by Gotts, second by Kirkwood, to approve the Resolution of the Commerce township downtown Development authority Regarding Acquisition of a Certain Parcel of Land From Libralter Plastics, Inc.

MOTION CARRIED UNANIMOUSLY

MOTION by Gotts, second by Kirkwood to approve the Resolution of the Commerce Township Downtown Development Authority Regarding Acquisition of a Certain Parcel of Land from Cabinet Properties, L.L.C.

MOTION CARRIED UNANIMOUSLY

MOTION by Lanni, second by Lublin to adjourn. Motion carried unanimously.
Meeting adjourned at 1:30 p.m.

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