

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY**

Tuesday, May 17, 2005

Commerce Township Hall

2840 Fisher

Commerce Township, MI 48390

12:00 p.m.

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

Downtown Development Authority

Present: E. Wynn Berry, DDA Director
Robert Shimmin, Chairperson
Thomas Zoner, Member
Frank Marotta, Member (arrived at 1:15)
Marina Bilopolska, Member
James Gotts, Vice-Chairperson
Sandra Motz, Member (arrived at 1:00)
Paul Kirkwood, Member
Daniel Lublin, Member
Douglas Lanni, Member
Randall Thomas, Member

Quorum of DDA Members determined

Absent: None

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

Approval of the Minutes: April 19, 2005, Regular DDA Meeting

MOTION by Zoner, second by Lublin, to approve the minutes of the April 19, 2005, Regular Meeting, as presented.

MOTION CARRIED UNANIMOUSLY

Item 1: Public Comments

Mark Stacy, Resident, commented that the DDA Board should not spend public dollars on the extension of M-5 when a MDOT official stated in the Detroit News that it wasn't going to occur.

Jim Galbraith of Haggerty Development stated his continued interest in purchasing property for residential development within the DDA project area.

Item 2: Consent Agenda

Treasurer's Report for March 2005 – Receive and File

Approval of the Warrants and Add On Warrants

MOTION by Zoner, second by Lanni, to approve the Consent Agenda which includes the Treasurer's Report and the Warrants and Add on Warrants as presented.

MOTION CARRIED UNANIMOUSLY

Item 3:

A. Recommendation for Member Re-Appointments

Director Berry stated that upcoming re-appointments for the DDA Board are Randy Thomas and Marina Bilopolska. Since appointments and re-appointments are made by the Township Supervisor with approval of the Board of Trustees, no action was taken.

B. Election of Officers

MOTION by Lanni, second by Kirkwood, to retain the 2004-2005 Officers of the DDA Board for the 2005-2006 year as follows:

Robert Shimmin, Chairperson
James Gotts, Vice-Chairperson

MOTION CARRIED UNANIMOUSLY

C. Approval of 2006 Meeting Schedule

MOTION by Lanni, second by Gotts, to approve the 2006 DDA Meeting Schedule as presented. (Attached)

MOTION CARRIED UNANIMOUSLY

D. Haggerty Road

Director Berry stated that the engineering for the ROW acquisition phase is completed for the Haggerty Road improvements. Parcels have been identified and easements on both sides of the road will be coordinated. Acquisitions will start through the Road Commission of Oakland County. Certain approvals by the DDA Board and the Township Board will be necessary in the acquisition process.

E. Roadway Landscaping Maintenance Fund

The Director asked the Board to consider creating a sinking fund sometime in the future with the funds to be used for roadway maintenance. The sinking fund could also maintain median along the Commerce portion of the M-5 Highway. Discussion of expanding the DDA district to the Walled Lake city limits.

MOTION by Zoner, second by Lublin, to direct the DDA Director to begin the process of expanding the DDA district and amending the development plan, and to bring proposed plan amendments and a map of the expanded district to the DDA Board for approval.

MOTION CARRIED UNANIMOUSLY

Item 4: ASTI

A. Environmental Assessment – the Environmental Assessment is moving forward. ASTI’s draft will be reviewed again in 30 days. The work that ASTI is doing is being coordinated with Giffels Webster’s work on the master storm water drain.

B. Additional work that may be required will be brought back to the Board at another time.

Item 5: McKenna & Associates

Contract Approval – Form-Based Zoning

MOTION by Gotts, second by Lublin to approve the McKenna Contract, with an additional clause stating that any add-on items and exemptions that are not in the quoted turn key price will be listed in a separate clause.

MOTION CARRIED UNANIMOUSLY

Item 6: Engineer’s Update

A. Haggerty Road Right of Way matters in progress.

B. Right of Way for Welch Road reviewed by the Road Commission for Oakland County who had minor comments.

C. Sign Installations have not been contracted out yet. Approval of the sign prior to installation will be done by Director Berry.

Item 7: Attorney’s Update

A. Contract for Vantage Point

Discussion of items that need to be added to the contract such as source code and covenants.

MOTION by Lanni, second by Zoner to approve the contract as presented with the additions as discussed, in an amount not to exceed \$100,000.00.

MOTION CARRIED UNANIMOUSLY

Discussion of Temporary License Agreement and Library Lease. Library Lease expected to be completed soon. The temporary library can commence business under the terms of the License Agreement until the Lease is ready for signature.

Item 8: Executive Session

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

ROLL CALL VOTE

Ayes: Marotta, Thomas, Lublin, Lanni, Kirkwood, Bilopolska, Zoner, Motz, Gotts, Shimmin

Nays: None

Absent: None

Entered Executive Session at 1:55 p.m.

Returned from Executive Session at 2:10 p.m.

MOTION by Marotta, second by Gotts to approve the purchase of Parcel A, as discussed in executive session.

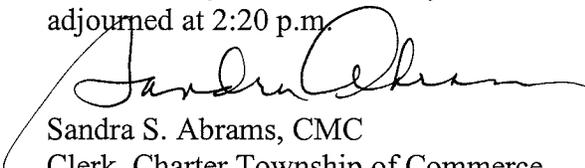
MOTION CARRIED UNANIMOUSLY

MOTION by Marotta, second by Lublin, to approve the purchase of Parcel B, as discussed in executive session.

MOTION CARRIED UNANIMOUSLY

Comment by Zoner noting documentation should be available indicating the funds required are available when purchasing property.

MOTION by Gotts, second by Kirkwood, to adjourn. Motion carried. Meeting adjourned at 2:20 p.m.



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

463342