CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, January 17, 2006
Commerce Township Hall
2840 Fisher
Commerce Township, MI 48390
12:00 p.m.

CALL TO ORDER: Chairperson Shimmin called the meeting to order at 12:35 p.m.

Downtown Development Authority
Present: E. Wynn Berry, DDA Director
Robert Shimmin, Chairperson
Marina Bilopolska, Member
Daniel Lublin, Member
Randall Thomas, Member
Thomas Zoner, Member
Paul Kirkwood, Member
Douglas Lanni, Member
Sandra Motz, Member
Quorum of DDA Members determined
Absent: Frank Marotta, Member
James Gotts, Vice-Chairperson

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

Approval of the Minutes: December 20, 2005, Regular DDA Meeting

MOTION by Thomas, second by Lanni, to approve the minutes of the December 20, 2005, Regular Meeting, as presented, and to amend the agenda to add the following items:
3D Commerce First
3E DDA Expanded 5th Amended Plan
3F Links of Pinewood
3G Vantage Point – Website
3H Origin and Destination Study

MOTION CARRIED UNANIMOUSLY

Item 1: Public Comments

The 4 Towns Group requested that they be acknowledged as a concerned group of citizens organized in an intelligent, professional manner who are promoting alternatives to protect the environment relative to the DDA project area.

Item 2: Consent Agenda
A. Treasurer's Report for December 2006

B. Warrants

MOTION by Zoner, second by Lublin, to approve the Consent Agenda.
ROLL CALL VOTE:
AYES: Zoner, Lublin, Thomas, Lanni, Motz, Shimmin, Kirkwood, Bilopolska
NAYS: None
ABSENT: Marotta, Gotts

MOTION CARRIED UNANIMOUSLY

Item 3: Director's Report

A. Update on ERA Report. – Director Berry reported that the ERA Report is completed and has been distributed to the DDA Board. The report contains recommendations for residential and commercial properties within the DDA project area. The DDA Director is looking for comments from the DDA Board after they have reviewed the report.
B. Demolition Quotes for 3355 Pontiac Trail

MOTION by Lanni, second by Thomas to approve the award of the Demolition Contract to Milford Salvage, Inc, Milford, MI in an amount not to exceed $18,070.00, for the the following:
Parcel 17-25-226-004 (2880 Pontiac Trail) Demo of house, basement and footings
Parcel 17-24-401-033 (3355 Pontiac Trail) Demo of house, basement and footings
Parcel 17-24-401-028 Disposal of basement, slab, footings and all debris. Removal of (3) wells, pumping and removal of three (3) septic tanks.
Parcel 17-24-200-046 (Old Farm Lane) Removal and disposal of camper. The contract includes all permits, utility shutoffs, asphalt removal, clean fill, seeding and mulch.

MOTION CARRIED UNANIMOUSLY

C. Fence Quotes for Oakley Park and Haggerty Road

DDA Director will request and addendum to the original bids for fencing to add the use of black fencing for aesthetic purposes.

D. Commerce First – DDA Director Berry stated that the Commerce First Committee is supportive of the goals and objectives of the DDA. Further, the questions asked at the Township Board Meeting were forwarded to the DDA Director for his review and response. A letter dated January 17, 2006, was distributed to the DDA Board, for their information, which detailed the DDA Director's response to the questions asked at the Township Board Meeting. The response letter will be subsequently distributed to the Township Board.

Resident Mark Stacy criticized the Board for its support of Commerce First, especially its efforts to arrange a meeting place for the Committee and for paying the DDA's consultant to attend the Committee Meeting.

E. DDA Expansion – 5th Amended Plan – The DDA Director will present an amended plan, map for the DDA District at the next DDA regular meeting.

F. Links of Pinewood Building – The DDA attorneys are developing a document to transfer the Links of Pinewood to the Township for a municipal building as was referenced in the 3rd and 4th amended plan.
G. Vantage Pointe – Working on the website and have nearly completed the Village of Commerce in relation to the Form Based Code study.

H. Origin and Destination Study – The report has been received and reviewed. It will be returned with request to narrow the scope of work contained in the report.

Item 4: Engineers Update

Pontiac Trail to Welch Road - The goal is to be in construction in 2006. At this time they will be starting to acquire rights of way for this project. A combination of Tri Party funding and the DDA funds being utilized for this project. The Township Board has approved the engineering further on Pontiac Trail past Welch to the Walled Lake line.
Haggerty Road Round-Abouts – Awaiting comments back from the Road Commission of Oakland County.

Item 5: Attorney Update:

The Township Board is the governmental body that ultimately approves the 5th Amended Plan of the DDA . The DDA is required to prepare and submit the 5th Amended Plan to the Township Board for their approval.

Item 6: Planning Department Update

The Planning Department reported that two (2) rezonings, five (5) site plans, and a PUD at the NW corner of Haggerty and Oakley Park Road have all been received for review by the Planning Department. In addition, the Form Based Code Draft is in process.

Item 7: Executive Session

MOTION by Zoner, second by Lublin to enter into Executive Session for the purpose of the discussion of the Purchase of Property and Attorneys Written Opinion.
ROLL CALL VOTE:
AYES: Zoner, Lublin, Thomas, Lanni, Motz, Shimmin, Kirkwood, Bilopolska
NAYS: None
ABSENT: Marotta, Gotts

MOTION CARRIED UNANIMOUSLY

Entered Into Executive Session at 1:50 p.m.
Returned to Regular Session at 2:30 p.m.

MOTION by Lanni, second by Thomas, that the Board of Directors of the Commerce Township Downtown Development Authority hereby confirms its approval of the support of the activities of the Commerce First Citizens Committee, a group of concerned citizens which has expressed its support of the DDA plans and goals, and requests that the Director provide monthly reports to the DDA Board on the activities of the Committee.

MOTION CARRIED UNANIMOUSLY

MOTION by Lanni, second by Zoner to allow the bidders of the Fence at Oakley Park and Haggerty Road the opportunity to add the optional black fencing as an addendum to

their bids (not to exceed a 10% increase) and direct the DDA Director to move forward with the low bidder.

MOTION CARRIED UNANIMOUSLY

MOTION by Zoner, second by Lanni to adjourn, motion carried. Meeting adjourned at 2:48 p.m.

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