

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, December 12, 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
Daniel Lublin, Member
Paul Kirkwood, Member
Thomas Zoner, Member
Randall Thomas, Member
Sandra Motz, Member
James Gotts, Vice-Chairperson
Herb Feinstein, Member

Quorum of DDA Members determined

Absent:

Frank Marotta, Member
Doug Lanni, Member

Also Present:

Susan Gross, DDA Treasurer
Phillip Adkison, Township Attorney
Deb Kirkwood, DDA Administrative Assistant
Patricia Paruch, DDA Attorney
Thomas Rauch, DDA Attorney

Approval of the Minutes: November 14, 2006, Minutes as presented.

MOTION by Thomas, second by Lublin, to approve the minutes of the November 14, 2006, Regular Meeting as presented.

MOTION CARRIED UNANIMOUSLY

Item 1: Public Comments
None

Item 2: Consent Agenda
A. Treasurer's Report for November 2006
B. Warrants with add-ons

MOTION by Gotts, second by Lublin, to approve the Consent Agenda, which includes the Treasurer's Report for October 2006 and the Warrants with additions.

MOTION CARRIED UNANIMOUSLY

Item 3: Director's Report

Director Berry reported the following:

- A. Budget Amendment

MOTION by Thomas, second by Lanni, to approve the Charter Township of Commerce – DDA Budget Amendment Fiscal Year 2006, Amendment 06-05, as presented. (Budget Amendment Attached)

MOTION CARRIED UNANIMOUSLY

- B. Wal-Mart Drainage Basin - Director Berry stated the DDA is working with Wal-Mart to take over the drainage basin which will then be included in the overall drainage plan for the entire project area. Wal-Mart will contribute the proportionate share of the overall cost and maintenance of the drainage system.
- C. Update on Pontiac Trail widening – The engineering and right-of-way plans are proceeding on the Pontiac Trail widening project. Adkison Need is working on easements. Giffels Webster is reviewing whether a drainage easement will be necessary for the project. Giffels Webster has submitted engineering plans to the Road Commission for Oakland County for review and comment.
- D. Update on Pinewood Industrial Association – Director Berry and representatives of the DDA met with the Pinewood Industrial Association in November in regard to the Martin Road extension project. The Association will meet with their membership and report back to the DDA.

MOTION by Gotts, second by Thomas to retain Fuller Appraisal Services for analysis and pre-appraisal services for the Martin Road Extension project at a cost not to exceed \$10,000.

MOTION CARRIED UNANIMOUSLY

- E. SignQuest Graphics – SignQuest Graphics presented a several proposals to the DDA relative to a different entryway sign for Commerce Township. Cost for the project was approximated from \$6,000 to \$14,000 per sign including installation. (Larger signage would be at a higher cost). Addition electrical service is not included. The Board discussed signage height, possible zoning variances, and two-sided signage. The matter was taken under advisement.

Item 4: Engineers Update

Giffels Webster is working on the Wal-Mart/DDA drainage basin, Pontiac Trail widening and the Martin Road Extension projects. Loren Crandell of Giffels Webster stated the Road Commission has made requests relative to the proposed median in the Martin Road Extension. Giffels is working on devising pedestrian walkways in the area of the round-a-bouts, noting that certain pedestrian pathway locations and design would increase the cost of the project.

Item 5: Attorneys Update

None

Item 6: Planning Director's Update

The Planning Director reported that tentative site plans have been received from Beaumont Hospital and that the target date to break ground is 2007.

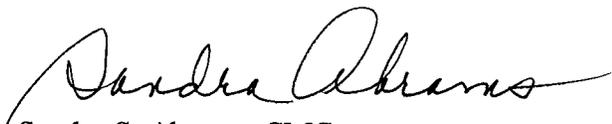
Item 7: Tentative Executive Session

None

Item 8: Other Matters

Director Berry stated that the Origin and Destination Study has been received and the final results will be brought to the DDA Board in January, 2007.

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



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