CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, October 16, 2007
Commerce Township Hall
2840 Fisher
Commerce Township, Michigan 48390
12:00 P.M.

CALL TO ORDER: Chairperson Shimmin called the meeting to order at 12:50 P.M.

Downtown Development Authority
Present: E. Wynn Berry, DDA Director
Robert Shimmin, Chairperson
Paul Kirkwood, Member
Sandra Motz, Member
Thomas Zoner, Member
Herb Feinstein, Member
Frank Marotta, Member
Randall Thomas, Member

Quorum of DDA Members determined

Absent: James Gotts, Vice-Chairperson
Doug Lanni, Member
Daniel Lublin, Member

Also Present:
Deb Kirkwood, DDA Executive Assistant
Susan Gross, DDA Treasurer
Phillip Adkison, Township Attorney
Sandra Abrams, DDA Secretary

Approval of the Minutes: September 18, 2007 Minutes as presented.

MOTION by Zoner, second by Thomas, to approve the minutes of the September 18, 2007, Regular Meeting as presented.

MOTION CARRIED UNANIMOUSLY

Item 1: DDA **Public Comments**
Public Comments were taken.

Item 2: **Consent Agenda**
A. Treasurer's Report for September 2007
B. Warrants with Additions, if any.

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

MOTION CARRIED UNANIMOUSLY

Item 3: Director's Report

A. **Discussion of proposals for a Planner and Architect to Develop Concept Plans for Residential and Commercial areas.**

MOTION by Marrotta, second by Feinstein to authorize the DDA Director and Chairman to make the decision of which proposal meets the requirements of the DDA and to bring back to the DDA board, the selected proposal for approval.

MOTION CARRIED UNANIMOUSLY

B. **Review of 2008 DDA Budget Draft** – Discussion of the proposed DDA Budget.

MOTION by Zoner, second by Thomas, to recommend to the Township Board approval of the 2008 DDA Budget as presented.
ROLL CALL VOTE
AYES: Thomas, Marotta, Heinstein, Zoner, Motz, Kirkwood, Shimmin
NAYS: NONE
ABSENT: Lanni, Lublin, Gotts

MOTION CARRIED UNANIMOUSLY

C. **Update on the Fire Hydrants** – Director Berry stated that the fire hydrant painting is proceeding. There is an additional 120 fire hydrants that were not included in the initial estimate.

MOTION by Marotta, second by Feinstein, approve 130 additional fire hydrants be painted at the pro-rated cost. **MOTION CARRIED UNANIMOUSLY**

D. **Proposal for Additional DDA Staff on Contractual Basis** – Proposal to hire additional staff, (resume of Any Groden attached) as a private contractor at a rate of $12.50 per hour for the first 90 days, and $15 per hour thereafter.

Request to abstain from the vote received by member Herb Feinstein because he is a relative of the applicant and did not want any appearance of conflict of interest.

MOTION by Zoner, second by Motz, to approve the request of Herb Feinstein to abstain from the vote on hiring addition staff.

MOTION CARRIED UNANIMOUSLY

MOTION by Thomas, second by Zoner, to approve hiring Amy Grodin on a contractual basis as Assistant to the DDA.

MOTION CARRIED UNANIMOUSLY

E. **Update on EA and Wetland Permit** – All questions received relative to the Environmental Assessment and Wetland Permit have been addressed.

F. **Bids on Mass Grading -** Bids were received and the bid opening conducted on October 11, 2007. Four of the lowest bids were less than the engineers' original estimate. Negotiations will take place and the bid will be awarded late 2007 or early 2008.

Item 4: Engineer's Update – Pending work session with RCOC regarding progress.

Item 6: Planning Director's Update – Haggerty Road Corridor Overlay District has been reviewed. No new projects in the DDA area. Proposed shared parking in the Pinewood Industrial Complex to be reviewed at the next meeting.

Item 7: Executive Session – None

Item 8: Memorandum of Understanding - Resolution of the Commerce Township Downtown Development Authority Regarding Memorandum of Understanding.

MOTION by Zoner, second by Thomas, to approve the Resolution of the Commerce Township Downtown Development Authority Regarding Memorandum of Understanding and the Martin Parkway Memorandum of Understanding, authorizing the appropriate signatures.

MOTION CARRIED UNANIMOUSLY

Item 9: Other Matters

MOTION by Zoner, supported by Feinstein, to adjourn. **Motion Carried.** Meeting adjourned at 1:15 P.M.

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