

**CHARTER TOWNSHIP OF COMMERCE  
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday November 13, 2007**

**Links of Pinewood**

**8600 PGA Drive**

**Commerce Township, MI 48390**

**12:00 p.m.**

**CALL TO ORDER:** Chairperson Shimmin called the meeting to order at 12:30 p.m

**Downtown Development Authority**

**Present:** E. Wynn Berry, DDA Director  
Robert Shimmin, Chairperson  
Doug Lanni, Member  
Herb Feinstein, Member  
Paul Kirkwood, Member  
Daniel Lublin, Member  
Frank Marotta, Member  
James Gotts, Vice-Chairperson

**Quorum of DDA Members determined**

**Absent:** Sandra Motz, Member  
Thomas Zoner, Member  
Randall Thomas, Member

**Also Present:** Susan Gross, DDA Treasurer  
Phillip Adkison, Township Attorney  
Deb Kirkwood, DDA Administrative Assistant  
Amy Grodin, DDA Administration Assistant  
Patricia Paruch, DDA Attorney  
Thomas Rauch, DDA Attorney  
Sandra Abrams, DDA Secretary

**Approval of the Minutes:** October 16, Minutes as presented.

**MOTION** by Kirkwood, second by Gotts, to approve the minutes of the October 16, 2007, Regular Meeting as presented.

**MOTION CARRIED UNANIMOUSLY**

**Item 1: Public Comments**

None

**Item 2: Consent Agenda**

- A. Treasurer's Report for October 2007
- B. Warrants

**MOTION** by Lublin, second by Gotts, to approve the Consent Agenda, which includes the Treasurer's Report for October 2007, and the Warrants as presented

**MOTION CARRIED UNANIMOUSLY**

**Item 3: Director's Report**

- A. **Fire Hydrant Painting** is almost completed, still to do are the caps to the Fire Hydrants.
- B. **The Environmental Assessment and the Wetland Permit** process is still in progress.

- C. Carus Lake Restoration Plan** is being worked on by Asti. Two alternate plans possible, dredging or aeration.
- D. Redevelopment Concepts** will be done by Norr, LLC, Economic Reserch Associates, and Housing Cunsultants.
- E. Hobbs & Black** cost estimate is \$292,500 for architectural services.

**MOTION** by Gotts, second by Lanni to approve proposal from, Hobbs & Black, for architectural services for new Township Hall Building, subject to the drafting and execution of an acceptable contract.

**MOTION CARRIED UNANIMOUSLY**

- F. Mass Grading Contractor** bids received and evaluated by Giffels Webster.

**MOTION** by Gotts, second by Lanni to authorize the DDA Director and Chairperson to enter into negotiations with B & V Construction to facilitate contract execution within the next nine months subject to the contractor agreeing to hold bid price for nine months with no obligation on the part of the DDA to execute.

**MOTION CARRIED UNANIMOUSLY**

- G. Painting and repair of Library Building** will cost an estimated \$48,000 to take care of the entire building relative to all repairs needed. Two additional bids will come back to the next meeting for the Boards approval.
- H. Boulders** which were removed from the Links golf course have been moved and saved for use as a walkway to the new Township Hall, which will cost \$1,000 for 18 boulders.

**MOTION** by Lanni, second by Feinstein, to approve the expenditure of \$1,000 for Township Hall walkway.

**MOTION CARRIED**

- I. Trees** have been marked on the course that can be used in the landscaping of the project. Three bids have been received.

**MOTION** by Marotta, second by Gotts to authorize the DDA Director and the Chairperson to negotiate the removal, yarding, fertilization, watering and second move of the trees to permanent locations as indicated in various proposals presented to the board, and subject to the drafting and execution of acceptable contracts.

**MOTION CARRIED UNANIMOUSLY**

**Item 4: Giffels-Webster Engineers** stated the Haggerty Road engineering drawing still underway.

**Item 5: Planning Director Cassidy** stated the William Beaumont Hospital and the Fire Department are working on the location of the training center. Wal-Mart has received a temporary C of O, and the Veterinarian's Office located in the DDA area has opened for business.

**Item 6 Executive Session** not required

**Item 7: Other Matters** none.

**Adjournment:** As there were no other matters to come before the board,

**MOTION** by Lanni, second by Feinstein, to adjourn. Motion carried unanimously, meeting adjourned at 2:00 p.m.

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

A handwritten signature in cursive script that reads "Sandra S. Abrams". The signature is written in black ink and is positioned to the right of the typed name.