

**CHARTER TOWNSHIP OF COMMERCE  
DOWNTOWN DEVELOPMENT AUTHORITY  
Tuesday, August 21, 2007  
Commerce Township Hall  
2840 Fisher  
Commerce Township, MI 48390  
12:00 p.m.**

**CALL TO ORDER:** Chairperson Shimmin called the meeting to order at 12:20 p.m.  
**Downtown Development Authority**

**Present:** E. Wynn Berry, DDA Director  
Robert Shimmin, Chairperson  
Randall Thomas, Member  
Herb Feinstein, Member  
Sandra Motz, Member  
Paul Kirkwood, Member  
Daniel Lublin, Member  
Frank Marotta, Member

**Quorum of DDA Members determined**

**Absent:** James Gotts, Vice-Chairperson  
Thomas Zoner, 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  
Sandra Abrams, DDA Secretary

**Approval of the Minutes: July 17, 2007** Minutes as presented.

**MOTION** by Thomas, second by Kirkwood, to approve the minutes of the July 17, 2007, Regular Meeting as presented.

**MOTION CARRIED UNANIMOUSLY**

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

**Item 2: Consent Agenda**  
A. Treasurer's Report for July 2007  
B. Warrants with Additions and Add-ons

**MOTION** by Thomas, second by Lublin, to approve the Consent Agenda, which includes the Treasurer's Report for July, 2007 and the Warrants with additions and add-ons, as presented

**MOTION CARRIED UNANIMOUSLY**

**Item 3: Director's Report**

**A. Report on Public Hearings** – The Public Hearing on the Environmental Assessment was held on August 8, 2007, with approximately 130 in attendance. The program was well received and most comments favorable.

- B. Update on Township Hall Architectural Plans** – Hobbs & Black, Architects, have reported the roof is leaking at the Links of Pinewood building. It is suggested that the minimum repair possible be implemented to correct the problem until such time as a new roof is proposed in conjunction with the renovations of the building for a Township Hall. It is estimated that the minimum repair costs will not exceed \$5,000.
- C. Update on Biological Assessment of Carrus Lake and discussion of dredging**– The Environmental Assessment of Carrus Lake indicates that the majority of the lake is 22 feet and that there is no oxygen below 7 feet. Investigation into dredging the lake is being pursued which will assist in making Carrus Lake a better fishery.
- D. Discussion of engaging a Planner and Architect to Develop Concept Plans for Residential Areas as Guide for Purchasers of Property** – A proposal will be brought before the Authority at the next meeting for an Image Design firm the wil set up the template for the project image and also be able to do finished architectural template for the project area.

**Additional Information:**

**Fire Hydrant Painting Update** - \$19,200 allocated for the painting of 326 hydrants in the project area. Work on this project will begin soon.

**Rough Grade in Project Area** – Rouseau Excavating is scheduled to move fill, remove organic materials and put the clean fill in the rough grade areas of the project area.

**McKenna & Associates Presentation** – Progress Report for Zoning Ordinance re-Write prepared by McKenna Associates was presented and reviewed. It is expected that the Zoning Ordinance Re-Write will come before the Township Board in December, 2007.

**Item 4: Engineer’s Update** – Pontiac Trail widening project will be completed next week, ahead of schedule.

**Item 5: Attorney’s Update** – Property approved for purchase at the last meeting will close by the end of August.

**Item 6: Planning director’s Update** – Beaumont site plan and elevations have been received and are now at the Road Commission for Oakland County for review and will be presented at the Planning Commission meeting at the September 10, 2007 meeting.

**Item 7: Tentative Executive Session**

None

**Item 8: Other Matters**

None

**MOTION** by Thomas, supported by Kirkwood to adjourn. **Motion carried.** Meeting adjourned at 1:25 p.m.

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