

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday January 15, 2008
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
Herbert Feinstein, Member
Doug Lanni, Member
Paul Kirkwood, Member
Thomas Zoner, Member
Sandra Motz, Member
Frank Marotta, Member
James Gotts, Vice-Chairperson

Absent: Randall Thomas, DDA Member

Quorum determined.

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

Approval of Minutes:

MOTION by Gotts, second by Lublin, to approve the Minutes of December 18, 2008 as presented.

MOTION CARRIED UNANIMOUSLY

Item 1: Public Comments

Julie Leblanc, Marc Stacy, and Todd Golding commented.

Item 2: Consent Agenda

A. Treasurer's Report:
B. Warrants with Add-Ons

MOTION by Gotts, second by Lublin, to approve the Consent Agenda as presented including Add-Ons to the Warrants.

MOTION CARRIED UNANIMOUSLY

Item 3: Director's Report

A. Tree Moving - Tree moving with the 40-90 inch spades has begun with 391 trees moved so far; moving of larger trees with 108 inch spade to start this week once contract is signed. Trees will be "warehoused" on course, fed and watered with compost tea, and eventually placed into landscaping along roadway.

B. Update on Township Hall Plan - Township Board approved plans for interior design and layout presented by Hobbs + Black, Architects. Bids and specs for entire project will be reviewed and approved by the DDA. DDA has committed \$900,000 to project. Exterior Design will complement the rest of the development. The Township will make a decision later about the any reuse of the existing Former Township Hall on Fisher (possibly Parks and Recreation Department). Any additional funds from the DDA for the Township Hall project will be decided at a later date, based on special assessment district for parts of the project. DDA funding of Town Hall project with no dollar limitation is a project identified in the Fifth Amended Development Plan.

C. Carus Lake - Soil samples of lake sediment revealed arsenic levels above what is allowed for direct human contact; arsenic is naturally-occurring in this lake. ASTI is considering several action plans, including dredging.

D. Update on EA and FHWA Approval Process – FHWA approved the draft Environmental Assessment (EA) and issued a Finding of No Significant Impact (FONSI). The EA is now Final. USEPA withdrew their objections to the issuance of the wetland permit for Martin Parkway based upon the EA.

E. Update on Wetland Permit Process – GWE will discuss plans to move some amphibians to other ponds with MDEQ. Minor issues remain for permit issuance, including drafting a conservation easement for the wetlands.

F. Update on Martin Parkway Design – MDOT is reviewing design of roundabout at M5. has separate track. Road Commission for Oakland County (RCOC) has approved design for entire Martin Parkway project except for bridge. Two dimensional drawings of the Parkway are complete and 98% approved.

G. Clearing and Grubbing Bids

MOTION by Lanni, second by Gotts, to approve the low bid of \$144,535 submitted by Tarr's Services, subject to GWE and the Director negotiating certain items in the contract such as insurance costs.

MOTION CARRIED UNANIMOUSLY

H. Martin Parkway Bridge

MOTION by Gotts, second by Lanni to approve ordering of the pre-cast concrete bridge for Martin Parkway (over wetland areas), in an amount not to exceed \$400,000.

Discussion: Bid specs are being reviewed by the Road Commission. There is only one qualified supplier of this item. Bridge will be inventoried until installation. Separate bid later for installation.

MOTION CARRIED UNANIMOUSLY

I. Construction Manager for Town Hall Project

MOTION by Zoner, second by Lublin to authorize the DDA Director and Township Supervisor to agree on terms for a contract with the Construction Manager and to sign appropriate documentation.

MOTION CARRIED UNANIMOUSLY

J. Asbestos Survey

MOTION by Lanni, second by Gotts, to approve ASTI Environmental, the lowest qualified bidder, for asbestos surveys and assessments of properties to be demolished (storage building at El Dorado, storage building close to El Dorado clubhouse, implement shed on Pinewood course, buildings on Coutts property) at \$4,850 for all four.

Discussion: Time frame: 3-4 weeks depending on access. DDA needs to report results to MDEQ.

MOTION CARRIED UNANIMOUSLY

K. Snow Plowing of Pinewood Parking Lot

MOTION by Gotts, second by Motz, to authorize bids on plowing the Pinewood parking lot on days that the building is open to the public.

MOTION CARRIED UNANIMOUSLY

The Director announced that Benstein Road at Oakley Park will be closed Feb. 4- June 30 for reconstruction of the intersection. RCOC is also closing parts of Union Lake Road from Richardson Road to Commerce this spring for construction.

Item 4: Attorney Update.

No report.

Item 5: Engineers Update

No report in addition to items discussed above.

Item 6: Planning Director.

Zoning Ordinance amendments are almost complete. No new projects under review in DDA area.

MOTION by Lublin, second by Motts, to adjourn. **MOTION CARRIED UNANIMOUSLY.**

Meeting adjourned at 1:15 p.m.

Sandra S. Abrams, CMC

DDA Secretary

Clerk, Charter Township of Commerce

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