

**CHARTER TOWNSHIP OF COMMERCE  
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday February 19, 2008**

**Links of Pinewood**

**8600 PGA Drive**

**Commerce Township, MI 48390**

**12:00 p.m.**

**Call TO ORDER:**

The Meeting was called to order by Chairperson Shimmin at 12:30 p.m.

**Downtown Development Authority:**

**Present:** E. Wynn Berry, DDA Director  
Robert Shimmin, Chairperson  
Doug Lanni, Member  
Herbert Feinstein, Member  
Dan Lublin, Member  
Thomas Zoner, Member  
Frank Marotta, Member  
James Gotts, Vice-Chairperson  
Randall Thomas, DDA Member

A Quorum was determined

**Absent:** Sandra Motz, Member  
Paul Kirkwood, Member

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

**Approval of Minutes:**

Motion Zoner, second by Lublin to approve the Minutes of January 15, 2008 as presented.

**MOTION CARRIED UNANIMOUSLY**

**Item 1: Public Comments**

Julie Leblanc  
Todd Golding  
Marc Stacey  
Susan Averbuck

Questions asked were submitted in writing to the DDA Board

**Item 2: Consent Agenda**

A. Treasurer's Report January 2008;  
B. Warrants with Add-Ons as presented

**MOTION** by Zoner, Second by Lublin to approve the Consent Agenda as presented including Add-Ons to the Warrants.

**ROLL CALL VOTE:**

**AYES:** Thomas, Gotts, Marotta, Zoner, Lublin, Feinstein, Lanni, Shimmin

**NAYS:** None

**ABSENT:** Kirkwood, Motz

**MOTION CARRIED UNANIMOUSLY**

**Item 3: Director's Report**

**A. Snow Removal Bids** – No action to be taken at this time.

**B. Tree Moving Update** - Mark Murray starting to move the large trees on Monday the 28<sup>th</sup> of February; No trees have been moved out of the wetlands; To date, 391 trees moved and will be maintained all summer. It is anticipated that the survival of the transplanted trees will be 98%.

**C. Clearing and Grubbing Update** – Clearing and Grubbing is currently underway. The area being cleared that is nearest to the residents is to be used for the construction of storm water management.

**D. Update on Town Hall Construction** – Construction Manager, Chuck Kummer, anticipates that the interior demolition will begin approximately the third week of March, 2008.

**E. Update on Inspections of Building to be Demolished** – Inspectors have or will be inspecting the buildings scheduled for demolition to insure no problems arise during the demolitions. The building to be demolished include: Implement Shed at Eldorado; Implement Shed at Links of Pinewood; Residential home at Pontiac Trail and Kingstown; and, some cart pathways.

**F. Discussion of Addition to Contract with the NORR Group** – Report by Director Berry regarding necessity of an addition to the current contract with the NORR Group.

**MOTION** by Gotts, second by Lanni to approve proposal no. 08124 by Professional Supply, Inc. (PSI) entitled Energy Model Proposal, as presented, in an amount not to exceed \$5,000.

**MOTION CARRIED UNANIMOUSLY**

**Item 4: Attorneys Update**

None

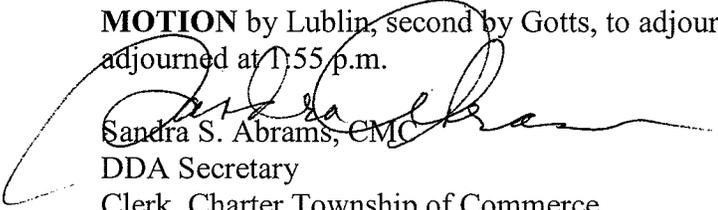
**Item 5: Engineers Update** – Conceptual Design drawings were returned from MDOT for the Pontiac Trail-M5 Round About with no significant remarks; Engineers will next start on construction details; Traffic and Conceptual Design being worked on for Haggerty Road.

**Item 6: Planning director's Update** – Work on the Zoning Ordinance at the Planning Commission to include senior housing segment of the Ordinance.

**Item 7: Tentative Executive Session – None**

**Item 8: Other Matters - None**

**MOTION** by Lublin, second by Gotts, to adjourn. Motion carried unanimously, meeting adjourned at 1:55 p.m.



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