

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, May 20, 2008
Commerce Township Hall
2840 Fisher
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
Herbert Feinstein, Member
Dan Lublin, Member
Thomas Zoner, Member
Frank Marotta, Member
James Gotts, Vice-Chairperson

A Quorum was determined

Absent: Doug Lanni, Member
Sandra Motz, Member
Paul Kirkwood, Member
Randall Thomas, Member
Sandra Abrams, DDA Secretary

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 Marotta, second by Feinstein, to approve the Minutes of April 15, 2008 as presented.

MOTION CARRIED UNANIMOUSLY

Item 1: Public Comments

None

Item 2: Consent Agenda

- A. Treasurer's Report April, 2008;
- B. Warrants with Add-ons and reduce NORR May invoice to \$38,800.00

MOTION by Zoner, Second by Lublin, to approve the Consent Agenda as presented including Add-ons and amendments to the Warrants.

MOTION CARRIED UNANIMOSULY

Item 3:

Director's Report

A. Election of Officers

MOTION Zoner, second by Lublin, to retain the current officers of the DDA Board as follows:

Chairperson – Robert Shimmin

Vice-Chairperson – Jim Gotts

Treasurer – Susan Gross

Secretary – Sandra Abrams

MOTION CARRIED UNANIMOUSLY

B. Approval of Meeting Schedule 2009

MOTION Zoner, second by Lublin, to approve as presented the 2009 Meeting Schedule for DDA Board meetings.

MOTION CARRIED UNANIMOUSLY

C. Selection of Contractor for Utility and Bridge Work – Michael Palmear gave an update on Utility and Bridge Construction. There were 9 Utility Bidders and 5 Bridge Bidders. Recommendation was made to enter into negotiations with Stante for both Utility and Bridge construction.

MOTION Marotta, second by Gotts, to have Giffels-Webster enter into contract negotiations with Stante for Utility and Bridge Construction.

MOTION CARRIED UNANIMOUSLY

D. Update on Road Construction Progress – Joe Anderson stated that the Wetland Permit was received from the DEQ, that relocating wildlife to other undisturbed wetlands lessened mitigation requirements and that favorable comments were made by the DEQ for how soil erosion and tree transplanting is being conducted. Joe stated that B&V is progressing with earthwork and that the entire site is presently a construction zone and therefore people should stay off of the site for safety reasons.

E. Update on New Township Hall - Interior demolition has been completed. Bids for the construction came in a little higher than expected. Because the geothermic bids came in so high, the Committee is looking at going with forced air heat. Much discussion was given to looking into a DX Geothermic System.

F. Update on Norr Consultants on Planning – Matt Schwanitz stated that next Master Plan Design Meeting would be held Tuesday, May 27, 2008. When asked about information regarding the sound barrier, he stated that no work had been done regarding one.

G. Update on Rights of Way Acquisitions – The tree flagging will take place this week at the Detroit Gun Club. Wynn Berry stated that agreements should be reached with all of the property owners. The attorney for the Pinewood Industrial Association is withdrawing from representing the Association. Condemnation action may be required with property owners who are not cooperating.

H. Update on Interested Property – Wynn Berry stated that there is interested parties in the Commercial property with a list of Prime Tenants. He further stated that there are parties interested in the Residential Portion of the project.

I Signage – Wynn requested that the Board consider allocating up to \$6,000.00 the purchase of two 12'x20' informational signs. One to be erected at the north end and one at the south end of the project.

MOTION by Gotts, second by Marotta, to purchase two signs at a cost not to exceed \$6,000.00 as requested.

MOTION CARRIED UNANIMOUSLY

J. Project Name – Wynn Berry stated that there could be a better name than Commerce Commons. In three weeks, the Voice will come out and in it there will be an article asking for suggested names for the project.

K. MEDA (Michigan Economic Developers Association) – Wynn Berry gave out information regarding the MEDA. He would like the Board to review it for discussion in June of possibly joining the Association.

Item 4: Engineers Update – Matt Schwanitz stated that the Pontiac Trail/Martin Road/M-5 Round about has come back from MDOT and is being corrected and will be sent back to MDOT shortly.

Item 5: Attorneys update – Thomas Rauch explained two Resolutions that he proposed. One concerns the Letter of Credit and the other Resolution concerns enabling the Director to sign certain documents on behalf of the Board.

MOTION by Gotts, second by Lublin, to approve the Resolution to authorizing the officers or the Director, or any one of them, to execute any and all documents necessary to acquire the Letter of Credit dated May 9, 2008, and to ratify the execution of all documents related to the Letter of Credit executed as of May 9,2008.

MOTION CARRIED UNANIMOUSLY

MOTION by Gotts, second by Zoner, to authorize the officers to execute those conveyance documents necessary to carry out the projects authorized by the Board, and to authorize the Director to execute those documents necessary to implement those projects and administer the day to day operations of the DDA.

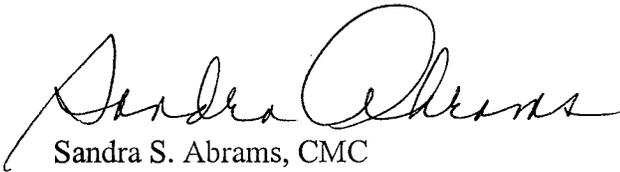
MOTION CARRIED UNANIMOUSLY

Item 6: Planning director's Update – Kathleen Cassidy talked about the Quick Oil Change at Pontiac Trail and Welch Road, The Beaumont Brownfield Project, Oakland County Green Infrastructure to help in grant writing, the UpTowne to open soon, Oakland Business Review, The Norr Group, the Zoning Ordinance to be introduced in June with it's Public Hearing scheduled in July.

Item 7: Tentative Executive Session - None

Item 8: Other - None

MOTION by Lublin, second by Gotts, to adjourn. Motion carried unanimously, meeting adjourned at 1:46 p.m.



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