

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, July 8, 2008
Commerce Township Hall
2840 Fisher
Commerce, 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
Daniel Lublin, Member
Thomas Zoner, Member
Randall Thomas, Member
Paul Kirkwood, Member
Herb Feinstein, Member
Frank Marotta, Member
James Gotts, Vice-Chairperson
Sandra Motz, Member

Quorum of DDA Members determined

Absent: 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: June 10, 2008, Minutes as presented.

MOTION by Gotts, second by Thomas, to approve the minutes of the July 8, 2008, Meeting Minutes as presented.

MOTION CARRIED UNANIMOUSLY

Item 1: Public Comments

Public Comments accepted from Susan Averbach and Mark Stacey relative to possible library relocation and tree debris in the DDA project area

Item 2: Consent Agenda

- A. Treasurer's Report for June, 2008**
- B. Approval of Warrants with additions**

MOTION by Zoner, second by Thomas to approve the Consent Agenda containing the Treasurer's Report for June 2008 and the Warrants including additions as presented.

MOTION CARRIED UNANIMOUSLY

Item 3: Director's Report

A. Bonding Resolutions:

MOTION by Gotts, second by Thomas to approve the Commerce Township Downtown Development Authority Oakland County, Michigan Resolution Requesting Issuance of Township Tax Increment Bonds, Pledging Tax Increment Revenues as Security Therefor, and Approving Related Matters (Martin Parkway Project) as provided in the attached Resolution.

ROLL CALL VOTE:

AYES: Zoner, Thomas, Shimmin, Feinstein, Marotta, Gotts, Motz, Kirkwood, Lublin

NAYS: None

ABSENT: Lanni,

MOTION CARRIED UNANIMOUSLY

B. Update on Construction:

Construction progressing; dewatering successful; utility installation will commence after all dewatering; paving last after all else done. B & V construction did a good job relative to the demolition and grading work accomplished on the project.

C. Update on Interest in the Commercial Center:

Multiple parties interested in the commercial area of the project; one party has submitted an offer the second offer is expected soon, and a third party with interest in the property has a meeting already scheduled with the DDA Director. Construction could begin in 18 months.

In addition, Randy Thomas, DDA Member, conducted 17 additional meetings to showcase the project at a national shopping center conference.

D. Presentation of NORR Work Product:

The DDA Board all received the work product of the NORR Group. Following review of the documents, discussion will follow.

E. Update on Critter Relocation:

Critters found in DDA project area, including a Blanding's turtle and other snakes and frogs, have been relocated to other wetland areas on the project site. There is only one additional area from which wild life will be relocated.

F. Presentation of Martin Parkway Landscape Plan:

Landscape plan was available for viewing after the meeting. Reported that unique plant materials would be used if available and local homes will be buffered.

G. McKenna and Associates

McKenna and Associates presented an additional invoice for \$19,789.20 to be used for the completion of the Zoning Ordinance.

MOTION by Zoner, second by Thomas, to approve the request for additional funds to complete the Zoning Ordinance, as requested by McKenna and Associates, in an amount not to exceed \$19,789.20.

MOTION CARRIED UNANIMOUSLY

H. Acquisition of Railway Property

Discussion of the former Coe railroad property in the DDA district that is currently for sale. Request for the DDA to agree to pay an appraisal fee for that portion of the railroad property within the DDA district in an amount not to exceed \$1,470.00

MOTION by Marotta, second by Thomas to approve the expenditure of \$1,470 for the appraisal of railroad property located in the DDA district.

MOTION CARRIED UNANIMOUSLY

I. Stonework on DDA Bridge

Wing and knee walls on the DDA project area bridge will be constructed of natural stone. Engineering calculation as to soil compaction will be provided to the RCOC prior to construction.

MOTION by Zoner, second by Gotts, to approve a contract with Midwest Stone for the construction of stone walls for the bridge within the DDA project area in an amount not to exceed \$108,688.00

MOTION CARRIED UNANIMOUSLY

J. Signage

Discussion of project signage for the DDA area. GWE is considering three locations. Total price for the signs is \$7,500.00.

MOTION by Zoner, second by Gotts to approve the signage contract with Sign Quest Graphics, in an amount not to exceed \$7,500.00.

MOTION CARRIED UNANIMOUSLY

Item 4: Engineer's Update:

Design for the round-a-bouts being reviewed RCOC; plans will then go to MDOT for review; the lighting contract is out for bid; irrigation plans are being worked on currently.

Item 5: Attorney's Update:

MOTION by Gotts, second by Lublin, to authorize the Downtown Development Authority (DDA) to construct a sewer line to extend from Oakley Park Road on the north to 1400 feet north of Pontiac Trail in the vicinity of the proposed library roundabout on the south, to service property owned by the DDA, with the understanding that the sewer will be constructed to Township standards and the Township will, pursuant to an agreement to be executed later, reimburse the DDA for the expense thereof.

MOTION CARRIED UNANIMOUSLY

Item 6: Planning Director's Update:

The Planning Director reported that T & S Petrol has been approved by the Planning Commission; work on the Zoning Ordinance continues; Beaumont's brownfield area and signage plans are also underway currently; the Planning Department and the Building Department are working on a Green project; and, the Michigan Economic Development Corporation and the Planning Director are discussing incentives available within the DDA area to businesses.

Item 7: Executive Session: None

Item 8: Other Matters: Discussion of progress on the Township Hall project.

MOTION by Zoner, supported by Gotts to adjourn. **Motion carried.** Meeting adjourned at 1:45 p.m.

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

601679