

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, August 19, 2008
Commerce Township Hall
2840 Fisher
Commerce, MI 48390, 12:00 p.m.**

CALL TO ORDER: Chairperson Shimmin called the meeting to order at 12:28 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
James Gotts, Vice-Chairperson
Sandra Motz, Member
Doug Lanni, Member

Quorum of DDA Members determined

Absent: Herb Feinstein, Member
Frank Marotta, Member

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

Approval of the Minutes: July 8, 2008, Minutes as presented.

MOTION by Thomas, second by Lublin, to approve the minutes of the July 8, 2008, Meeting Minutes with corrections.

MOTION CARRIED UNANIMOUSLY

Item 1: Public Comments - None

Item 2: Consent Agenda

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

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

MOTION CARRIED UNANIMOUSLY

Item 3: Director's Report

A. Guardian Alarm Contract for Storage Barn:

MOTION by Zoner, second by Lublin to approve the Contract with Guardian Alarm for installation and monitoring an alarm system in the Storage Barn.

MOTION CARRIED UNANIMOUSLY

B. Proposal for Lighting Contract:

Discussion of using a lighting design company versus a lighting company who will do the design free as part of their light fixture sale price. It was sited that this free design is not always the cheapest way to go due to the over design of lighting to sell more fixtures.

MOTION by Zoner, second by Gotts to approve the proposal from Illumination Concepts not to exceed \$75,000.

MOTION CARRIED UNANIMOUSLY

C. Proposal for Glengary Creek Culvert Removal & Restoration:

MOTION by Lanni, second by Gotts to approve the proposal from B&V Construction to clean portions of the Glengary Creek and for the installation of a 48" elliptical culvert. Cost not to exceed \$93,500.

MOTION CARRIED UNANIMOUSLY

C. Proposal for Land Balancing 20 Acre Marotta Parcel:

Discussion of removing and selling of top soil on this property. It was requested that the contractor be asked if they would bear the expense of collecting the top soil. Mr. Berry said that he would inquire into this.

E. Update on Town Hall Construction:

The new Township Hall was delayed by about 3 weeks due to steel redesign and engineering.

F. Update on Construction of Martin Parkway:

Matt from Giffels-Webster reported that the rough grading on the project is complete and fine grading adjacent to the wetland areas is finishing up. These areas will be seeded yet this year to allow for stabilization of the soils before winter. Underground utilities have started being installed. The M-5 and Pontiac Trail Round-a-bout has been cleared to proceed next year. All properties needed for this has been acquired.

G. Updated on Interest in Commercial Center:

Mr. Berry stated that the DDA has met with two of the parties interested in the Commercial property. The proposals are for 450 to 550 thousand square foot buildings with one or two large Department stores. Both proposals include all of the Commercial property. One using 42 of the 69 acres for commercial and using the rest for residential, and the other uses 66 of the 69 acres deeding back 3 acres that the library sits on for tax credits. A third party has shown interest, however, no proposal has been seen at this time. The DDA Board asked if the parties would make their presentations to the Board. Mr. Berry said that he would look into it.

H. Signage:

MOTION by Lanni, second by Gotts to approve the proposal by Moore Signs to purchase signage for the DDA Property with a one year warranty against wind damage.

MOTION CARRIED UNANAMOUSLY

Item 4: Attorney's Update: Nothing additional to report.

Item 5: Engineers Update: Nothing additional to report.

Item 6: Planning Director's Update:

The Planning Director reported that the Township Planning Commission approved the special use of churches within Commercial zoning. Also the Commission approved out door seating for the Uptown Grill.

Item 7: Executive Session: None

Item 8: Other Matters: None

MOTION by Lublin supported by Gotts to adjourn. **Motion carried.** Meeting adjourned at 1:05 p.m.

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