

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, January 19, 2010
Commerce Township Hall
2009 Township Drive
Commerce, MI 48390, 12:00 p.m.**

CALL TO ORDER: Chairperson Gotts called the meeting to order at 12:00 p.m.

Downtown Development Authority

Present: E. Wynn Berry, DDA Director
Daniel Lublin, Member
Jim Gotts, Chairperson
Thomas Zoner, Member
Jose Mirkin, Member
Paul Kirkwood, Member
David Smith, Member
Wendy Anderson, Member
Randall Thomas, Member
Cristen Skikun, Member

Quorum of DDA Members determined

Absent: Doug Lanni, Member
Pat Dohany, Member
Sandra Motz, Member

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

Approval of the Minutes: December, 15, 2010, DDA Minutes.

MOTION by Lublin, second by Thomas, to approve the December 15, 2009, Meeting Minutes with one correction.

MOTION CARRIED UNANIMOUSLY

Item 1: Public Comments

Mark Stacy, resident, reported that a red truck used the park's walking trail as a road at a speed of 20-25 mph. Requests the DDA Board consider signage and obstacles placed so motor vehicles will not be able to access the pathways.

Peter Unick, resident, requested use of the road, Martin Parkway, to access the Commerce Township Library. Director Berry stated that the Road Commission for Oakland County would not allow access at this time and suggested Mr. Unick contact the RCOC (a number and name for that contact would be given to Mr. Unick) and request they lift their restrictions.

Item 2: Consent Agenda

- A. Treasurer's Report for December, 2009;**
- B. Approval of Warrants**

MOTION by Anderson, second by Thomas to receive and file the Treasurer's Report as presented.
MOTION CARRIED UNANIMOUSLY

Director Berry explained to the Board that the Township Board did not approve the DDA Budget but did authorize certain warrants to be approved based on the attached documentation containing an exact list of which warrants could be paid, and recommended payment of same.

MOTION by Lublin, second by Thomas to approve the warrants as presented and determine warrants payable based on documentation and direction of the Township Board (Documentation Attached)

MOTION CARRIED UNANIMOUSLY

Item 3: Director's Report

- A. Update on TEDF Grant Application – Director Berry reported that addition information relative to truck traffic from Homedics, has been requested from the Committee reviewing the grant applications. The requested information had been obtained and forwarded to the Committee. An announcement as to grants awarded is expected mid February.
- B. 2009 DDA Budget – Director Berry reported that specific items were approved by the Township Board for payment; however the DDA Budget as recommended by the DDA was not approved by the Township Board. There is to be a Finance Committee meeting this date at 5:00 p.m. wherein further discussion will be held relative to the DDA Budget. A report of the Finance Committee's findings will be made at the next meeting of the DDA Board.
- C. Committee Reports
 - a. Marketing Committee – David Smith reported that the Marketing committee has been approached by Automation Alley Oakland County to join forces with them as a marketing tool for the DDA; a meeting with Brooks Patterson is to be set up in the near future; and, the Committee is moving in a positive direction.
 - b. Public Relations Committee – Jose Mirkin reported that a presentation was made by the DDA and all Committees to the Township Board and he summarized the Public Relations Committee report to the Township for the DDA Board, also stating the Public Relations Committee is moving in a positive direction and working together with the other committees.
 - c. Finance Committee – The chair of the Finance Committee will be out of town for several future meetings and it was suggested that Sandra Motz assume the position of Chair of the Finance Committee. A committee meeting was to be held this date at which time Sandra Motz will be approached to accept the position. It was further discussed that one of the first steps is to obtain additional information relative to the finances before moving forward with problem solving relative to the financial situation of the DDA. That information was to be provided at the Finance Committee Meeting scheduled later this same date.
 - d. Director Berry reported that he had received two inquiry call this date from interested parties relative to the sale of the empty building to the north of Township Hall stating the proposed purchaser requested information as to when the road would be open to Pontiac Trail; A second inquiry came from the building owner in the front out lots in front of Meijer's requesting information on Haggerty Road repair.

Item 4: Attorney Update – None

Item 5: Engineer's Update: No construction at this time. The Round a bout plans are 80-95% complete. Still to do are the construction plan aspect of the project, i.e. closure or partial closure of the road, etc, stating the complete plans should be ready in 2-3 months; in addition, it was stated that approved plans do not have a good shelf life and that the completion of the road including round a bout could be accomplished in one year, however, it is more likely that it would be open in one year but there would be additional items that would need completion the following year.

Item 6: Planning Director's Update – Kathleen Jackson reported that Supervisor Zoner and herself would be meeting with Dan Hunter of Oakland County to affect assistance for local businesses; Trilogy will be review again by the Planning Commission at a new site still in Commerce Township; and, reported that Census day is April 1, 2010, and that \$1,000 is allocated for each person in the community. She further stated that Oakland County expects to have a declined population count which will cause for less revenue and the loss of at least one Representative in Lansing. All departments in Commerce Township will be given information on the census and where assistance can be provided to anyone having difficulty filling out the census form or need to receive a census form.

Further, Williams International is still in ACT 198 process and Homedics has completed the ACT 198 process for tax abatement.

Item 7: Closed Session: None

Item 8: Other Matters: Request by Jose Mirkin to obtain a detailed summary of the expenditures for the DDA Project area and Martin Parkway.

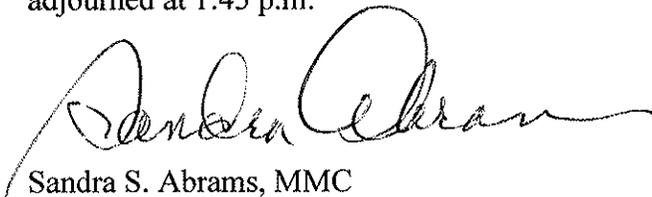
MOTION by Mirkin, second by Lublin to direct the DDA Director to submit to the DDA Board, by January 30, 2010, a detailed summary of the funds expended and purpose for same on Martin Parkway.

MOTION CARRIED UNANIMOUSLY

Item 8: Other Matters: Further discussion on the following:

Presentation by Township Trustee Sovel at the Township Board;
Cost Cutting measures with regard to the DDA Budget;
Open Meetings Act with regard to committee and DDA meetings;
Finance Committee

MOTION by Smith, second by Skikun to adjourn, **Motion carried unanimously**, meeting adjourned at 1:45 p.m.



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