

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, November 16, 2010
Commerce Township Hall
2009 Township Drive
Commerce Township, MI 48390
12:00 p.m.**

Call TO ORDER:

The Meeting was called to order by Vice Chairperson Lublin at 12:10 p.m.

Downtown Development Authority:

Present: Kathleen Jackson, DDA Director
Dan Lublin, Vice Chairperson
Wendy Anderson, Member
Sandra Motz, Member
David Smith, Member
Thomas Zoner, Supervisor

A Quorum (five attendees out of nine) was determined. (DDA and Town Boards approved Resolutions in May, 2010 to set the DDA Board at nine members – eight plus the Supervisor. Doug Lanni submitted his resignation from the DDA Board verbally to Supervisor Zoner earlier in 2010.)

Absent: Jim Gotts, Chairperson
Patrick Dohany, Member
Christin Skikun, Member
Jose Mirkin, Member

Also Present: Thomas Rauch, DDA Attorney
Susan Gross, DDA Treasurer

Item 1: Approval of Minutes

MOTION by Anderson, second by Zoner, to approve the Regular Meeting Minutes of October 19, 2010 meeting as presented.

MOTION CARRIED UNANIMOUSLY

Item 2: Public Comments

No one present had any comments.

Item 3: Treasurer's Report for October 2010

MOTION by Zoner, second by Motz to receive and file the Treasurer's Report.

MOTION CARRIED UNANIMOUSLY

Item 4: Director's Report

A. Update of Activities – Meeting with one developer and one broker and will bring that back to the December DDA meeting; The Township Board did approve the 2011 DDA recommended budget with changes. Worked with the Finance Committee on those changes; Engineers have met with the Oakland County Road Commission regarding the M-5 and Martin Parkway Roundabout. They are still planning a February 1, 2011 bid date and construction start date for the beginning of April. Construction design documents to start on December 1, 2010 with an estimated cost to Giffels Webster to be \$50,000.00.

Item 5: Attorney's Report –Thomas Rauch spoke on the resolution regarding Highway Easement and Dedication for the Martin Parkway.

MOTION by Zoner, second by Anderson to approve the resolution regarding Highway Easement and Dedication for the Martin Parkway.

MOTION CARRIED UNANIMOUSLY

Item 6: Engineer's Report – Lip station was completed with a total cost of \$170,000.00; Projected costs for the redesign of the roundabout will total to \$100,000.00. Oakland County Road Commission will likely do a partial road closure. The Road Commission will be responsible for all management of the construction; Bridge work is close to being completed. Treasurer Gross suggested the gravel and dirt piles north of M-5 should be moved before the winter.

Item 7: Committee Reports

- A. Finance Committee reviewed/approved the warrants to be paid at this meeting. Committee also worked on the 2011 DDA Budget with the changes suggested by the Township Board.
- B. Public Relations Committee had nothing to report at this time.
- C. Marketing Committee interviewed a new realtor for the DDA property. Still reviewing the contract with Tim Hortons. Will be having a Developer meeting next week.

Item 8: Discussion re: DDA 2011 Budget

Zoner have a review of the 2011 DDA Budget with the changes that were approved by the Township Board: Public Relations & Communications - \$2,500.00, Legal - \$75,000.00 and Property Marketing & Promotion - \$10,000.00.

MOTION by Zoner, second by Anderson to approve the 2011 Downtown Development Authority Budget as presented.

MOTION CARRIED UNANIMOUSLY

Item 9: Resolution Requesting Issuance of Township Tax Increment Bonds, Pledging Tax Increment Revenues as Security Therefor, and Approving Related Matters

Following discussion:

MOTION by Lublin, second by Motz to approve the Resolution Requesting Issuance of Tax Increment Bonds, Pledging Tax Increment Revenues as Security Therefor, and Approving Related Matters.

ROLL CALL VOTE:

AYES: Lublin, Motz, Anderson, Smith Zoner

NAYS: None

ABSENT: Gotts, Dohany, Mirkin, Skikun

MOTION CARRIED UNANIMOUSLY

Item 10: Approval of Warrants and Financial Report

MOTION by Anderson, second by Lublin to approve the Warrants/Add-ons and Financial Report as presented.

MOTION CARRIED UNANIMOUSLY

Item 11: Other Matters

Signage and Bullard may be able to be placed in the pathways before the end of this year.

The DDA Director, Kathleen Jackson, has a meeting scheduled to go through the rental properties and determine the repairs that need to be done. All properties will be added to the tax rolls. Jackson will be looking at the market price of the properties and raise the rent accordingly.

Convey documents with the Library and Township are being worked on. Nothing will be completed until a final footprint is completed.

As there were no other matters to come before the board,

MOTION by Zoner, second by Smith to adjourn. Motion carried unanimously. Meeting adjourned at 1:05 p.m.

A handwritten signature in cursive script that reads "Sandra Abrams / MMC". The signature is written in dark ink on a white background.

Sandra Abrams, MMC
DDA Secretary/Clerk, Commerce Township