

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, March 16, 2010
Commerce Township Hall
2009 Township Drive
Commerce, MI 48390, 12:00 p.m.**

CALL TO ORDER: Vice-Chairperson Thomas called the meeting to order at 12:15p.m.

Approval of the Minutes

MOTION by Zoner, second by Lublin, to approve the February 16, 23, 2010, and March 2, 2010 Meeting Minutes as presented.

MOTION CARRIED UNANIMOUSLY

Downtown Development Authority

Present: E. Wynn Berry, DDA Director
Daniel Lublin, Member
Thomas Zoner, Member
Jose Mirkin, Member
David Smith, Member
Wendy Anderson, Member
Randall Thomas, Vice Chairperson
Sandra Motz, Member
Christin Skikun, Member
Paul Kirkwood, Member

Quorum of DDA Members determined

Absent: Doug Lanni, Member
Pat Dohany, Member
Jim Gotts, Chairperson

Also Present: Sandra Abrams, DDA Secretary
Pat Paruch, DDA Attorney
Hans Rentrop, Township Attorney

Item 1: Public Comments

Judy Unick, resident, asked about obtaining copies of the DDA meeting minutes.

Mark Stacy, resident, asked if there will be a new contact person and telephone number after Director Berry leaves if there are problems or issues on the DDA acreage.

Item 2: Consent Agenda

MOTION by Anderson, second by Lublin, to approve the Consent Agenda: Treasurer's Report for February, 2010, to receive and file; and, Warrants with add-ons as presented.

ROLL CALL VOTE:

AYES: Zoner, Kirkwood Skikun, Motz, Thomas, Anderson, Smith, Mirkin,

NAYS: None

ABSENT: Dohany, Lanni, Gotts

MOTION CARRIED UNANIMOUSLY

Item 3:

- A. Update on TEDF Grant** – Matt Schwanitz gave an update on the process for the TEDF grant. The plans need to be in the MDOT format. The RCOC Permit Division will give the plans to the Engineering Division of RCOC prior to bid letting to ensure they are in the proper MDOT format; RCOC will have jurisdiction over the project; traffic group wants to take one last look at the size of the roundabout, looking to reduce the size if appropriate; all right of ways/condemnation processes need to be completed; at this time it is thought that a full closure would be the appropriate and desired procedure to follow during construction; all aspects of the above will be taken into consideration and the grant will be a percentage of the total cost up to 1.5 million; proposed schedule: bid letting in September/October 2010, construction 2011 (all in one season).
- B. Adoption of 2010 Budget** – Sandra Motz, Vice Chairperson of the Finance Committee gave an update of the budget process and presentation to the Township Board on March 9, 2010.

MOTION by Lublin, second by Mirkin, to adopt the 2010 DDA Budget as presented

MOTION CARRIED UNANIMOUSLY

- C. DDA Land Parcel Purchases and Costs; Current and Proposed Zoning of Parcels** – Documentation was distributed for the review and information of the Board. No action taken.
- D. Committee Reports**
 - a. **Marketing** – Dave Smith reported on recent activity of the Marketing Committee and persons/parties interested in the purchase of property.
 - b. **Public Relations** – Meetings will reconvene subsequent to the budget being approved. A summary of the prior plan of the Public Relations Committee was reviewed.
 - c. **Finance** – Primary focus was the budget, and will now be the long range working plan for paying the debt.

Item 4 A. Attorney Update – Consulting Services Contract – Terms of the contract for Wynn Berry was reviewed by Attorney Pat Paruch.

MOTION by Anderson, second by Lublin, to approve the Consulting Services Contract for Wynn Berry as presented.

MOTION CARRIED UNANIMOUSLY

Item 5 Change Order for Metro Power and Lighting Inc. – No action taken

Item 6: Planning Director's Update: Randy Thomas noted that the new Zoning Ordinance going to the Planning Commission for one last review; Trilogy received site plan review approval; and a proposal for re-development of the R & M Plaza has been received.

Item 7: Tentative Closed Session – None

Item 8: Other Matters

Discussion of Request for Proposal for a new DDA Director.

MOTION by Zoner, second by Skikun to direct the Finance Committee to prepare an RFP (Request for Proposal) for a DDA Director, and bring back to the DDA Board.

MOTION CARRIED UNANIMOUSLY

Discussion of DDA documents and records.

MOTION by Lublin, second by Smith to designate 2009 Township Drive, Commerce Township, MI 48390, as the sole office of the DDA for the purpose of all calls, records, meetings, and any and all business to be conducted by the DDA.

MOTION CARRIED UNANIMOUSLY

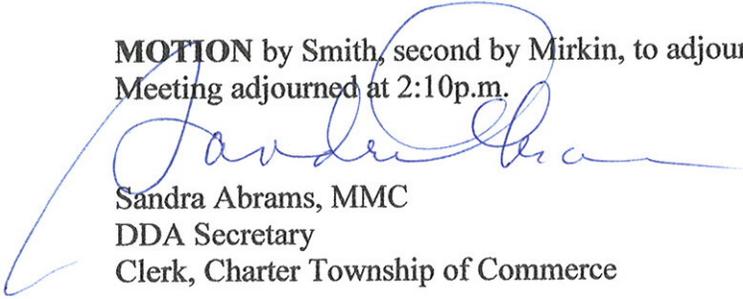
Discussion of the DDA Bylaws. Attorney Pat Paruch will research and return to the DDA Board with a recommendation for necessary changes to the Bylaws.

Discussion of Issues and Alternatives for financing the DDA Project

Joe Heffernan of Plante Moran was present and reported to the DDA Board a review of all of the financial issues of the Township and the DDA combined and noted several alternatives.

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

MOTION by Smith, second by Mirkin, to adjourn. **MOTION CARRIED UNANIMOUSLY.**
Meeting adjourned at 2:10p.m.



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

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