

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, April 20, 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 12:10p.m.

Downtown Development Authority

Present: Jim Gotts, Chairperson
Daniel Lublin, Member
Thomas Zoner, Member
Jose Mirkin, Member
David Smith, Member
Wendy Anderson, Member
Randall Thomas, Vice Chairperson
Sandra Motz, Member
Pat Dohany, Member

Quorum of DDA Members determined

Absent: Doug Lanni, Member
Christin Skikun, Member

Also Present: Sandra Abrams, DDA Secretary
Susan Gross, DDA Treasurer
Thomas Rauch, DDA Attorney
Hans Rentrop, Township Attorney
Phil Adkison, Township Attorney

Public Comments

Mark Stacey, Resident, thanked the DDA Board for the recent drainage cleanout.

Item 1: Approval of Minutes

MOTION by Zoner, second by Lublin, to approve the Minutes of March 2, 2010, as presented.

MOTION CARRIED UNANIMOUSLY

MOTION by Thomas, second by Lublin, to approve the Minutes of March 16, 2010, as presented.

MOTION CARRIED UNANIMOUSLY

Item 2: Treasurer's Report

MOTION by Dohany, second by Lublin to accept and file the Treasurer's Report as presented.

MOTION CARRIED UNANIMOUSLY

Item 3: Engineer's Report

Design: M-5 Round a Bout – The RCOC have taken the plans under review to reduce the scope of the project targeting the bid process for the spring of 2011 with completion by the end of 2011; MDOT reviewing the signage; MDEQ permit is due for the Round a Bout and DTE is on track with the project; Topsoil stockpile removal is progressing. The topsoil stockpile is being screened, sold and should be totally removed by the end of summer 2010. Process for topsoil removal was discussed; at this time, it is thought that the Round a Bout will still be a partial closure;

Site construction: Pump station site work, gas & electric startup; Landscape cleanup and restoration; Millings may be available and are needed for the pathways;

Administration: Budget and cost projections are in review; Homedic's storm sewer will involve some discussion with Wal-Mart; the MDEQ walk through on the site went well on the 19th of April, 2010; Bank of Michigan Letter of Credit expires on May 9, 2010, and a partial reduction in the amount is being sought by the DDA; the Conservation Easement needs to be conveyed to the DEQ.

Thomas Rauch and Matt Schwanitz of Giffels Webster to work on the conservation Easement/Letter of Credit. The completion of the work for wetlands permit is secured by the Letter of Credit that expires on May 9, 2010

Item 4: Insurance Claim

MOTION by Zoner, second by Dohany to direct Giffels Webster to purchase necessary parts and accessories and proceed with repair and replacement of the damaged lights at the Round a Bout at Oakley Park Road and Martin Parkway.

Item 5: Consider Interim DDA Director

Member Zoner introduced and recommended Kathleen Jackson, Township Planning Director, for the position of Interim DDA Director.

MOTION by Lublin, second by Smith, to recommend, to the Township Board, the appointment of Kathleen Jackson as Interim DDA Director.

MOTION CARRIED UNANIMOUSLY

Item 6: Letters of Resignation

MOTION by Zoner, second by Lublin to accept the resignation letters of Randall Thomas and Paul Kirkwood.

MOTION CARRIED UNANIMOUSLY

Item 7: Purchases: Pathway Signage

MOTION by Dohany, second by Lublin to immediately post signage for "No Through Traffic" along Martin Parkway.

MOTION CARRIED UNANIMOUSLY

MOTION by Dohany, second by Mirkin, to direct the Supervisor, Member Thomas Zoner, to explore the other "pathway distinction signage" that maybe necessary for the project area and bring back his findings to the DDA Board.

MOTION CARRIED UNANIMOUSLY

Item 8: Attorney Report and Direction for Library Legal Description

MOTION by Smith, second by Lublin, to prepare the Legal Descriptions for the conveyance of the Library and Township Hall properties to the Township with all the appropriate information and documentation including splits and other conveyances necessary for the entire parcel (project area).

MOTION CARRIED UNANIMOUSLY

Reported by Attorney Rauch that the Annual Meeting will be held in May, 2010. A questionnaire was distributed to the DDA Members subject to the DDA statute. The election of officers will also take place at the Annual DDA meeting in May.

Item 9: Consider contract Agreement for Sales, CCR's Terms and Conditions

MOTION by Zoner, second by Smith, to direct the DDA Attorney Rauch, Chairperson Gotts, Members Zoner, Motz, and Township Attorney Adkison, and DDA Interim Director Jackson, to negotiate with Randall Thomas for the purpose of entering into a contract as the Marketing Agent for the DDA.

MOTION CARRIED UNANIMOUSLY

Item 10: Consider Reducing Board Membership to 10 Members

No Action Taken – Reconsideration at May Meeting

Item 11: Bank of Michigan Commitment Letter

MOTION by Lublin, second by Dohany, to approve the Bank of Michigan letter of Commitment to extend the annual letter of credit securing the DDA's obligations under the MDEQ wetlands permit, subject to possible reduction in amount if permitted by MDEQ (together with a commensurate reduction in the letter of credit fee) and if appropriate, for a shorter (month to month or quarterly) term if necessary.

MOTION CARRIED UNANIMOUSLY

Item 12: Finance Report & Approval of the Warrants

MOTION by Lublin, second by Dohany, to approve the warrants with addition as presented.

MOTION CARRIED UNANIMOUSLY

Item 13: Other Matters

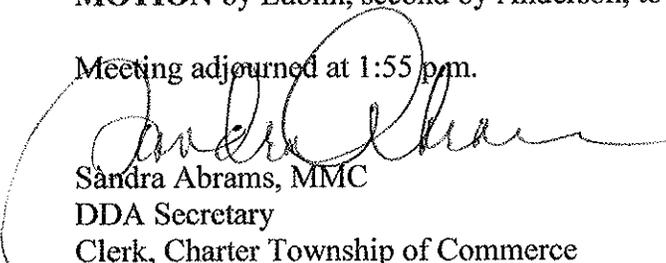
Jim Gotts to meet with Dave Spencer relative to possible building location.

None

MOTION by Lublin, second by Anderson, to adjourn.

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 1:55 p.m.



Sandra Abrams, MMC

DDA Secretary

Clerk, Charter Township of Commerce