CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday May 18, 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 Chairperson Gotts at 12:10 p.m.

Downtown Development Authority:

Present:	Kathleen Jackson, DDA Director
	Jim Gotts, Chairperson
	Dan Lublin, Member
	Thomas Zoner, Member
	Pat Dohany, Member
	Jose Mirkin, Member
	Sandra Motz, Member
	Christin Skikun, Member
	David Smith, Member

A Quorum was determined

Absent:	Wendy Anderson, Member
	Doug Lanni, Member

Also Present:	Phillip Adkison, Township Attorney
	Patricia Paruch, DDA Attorney
	Thomas Rauch, DDA Attorney
	Susan Gross, DDA Treasurer
	Sandra Abrams, DDA Secretary

Item 1: Approval of Minutes:
Motion Zoner, second by Dohany, to approve the Minutes of April 20, 2010, as presented.
MOTION CARRIED UNANIMOUSLY

Item 2: Public Comments
Peter Unick requested the meeting starts at the time posted, that public comments be moved to the end of the meeting, inquired about the DDA charging rent from the Library, and attention to the abandoned building at the corner of Pontiac Trail and Welch.

Mark Stacey thanked the board for attention paid to issues at property adjacent to his property, noted one additional sign needed the phone number to be changed, and stated the DDA is now, in his opinion, on track and will end up with a quality project.

Item 3: Treasurer's Report for April 2010

MOTION by Zoner, Second by Dohany, to receive and file the Treasurer's report.
MOTION CARRIED UNANIMOUSLY

Item 4: Director's Report

A. Election of Officers:

MOTION by Dohany second by Mirkin, to elect Jim Gotts as Chairman of the Downtown Development Authority.

Chairman Gotts requested nominations from the floor three times, hearing none,

MOTION CARRIED UNANIMOUSLY

MOTION by Dohany, second by Mirkin, to elect Daniel Lublin as Vice-Chairperson of the Downtown Development Authority.

Chairman Gotts requested nomination from the floor three times, hearing none,

MOTION CARRIED UNANIMOUSLY

MOTION by Dohany, second by Lublin, to appoint Sandra Abrams, as DDA Secretary, and Susan Gross, as DDA Treasurer.

MOTION CARRIED UNANIMOUSLY

B. Approval of Meeting Schedule for 2010 and By-law Amendments

MOTION by Lublin, second by Dohany, to approve the schedule and location of regular board meetings to be held on the third Tuesday of each month at 12:00 noon at township Hall, 2009 Township Drive, Commerce, Michigan, 48390, from June 2010, through May, 2011.

MOTION CARRIED UNANIMOUSLY

MOTION by Lublin, second by Dohany, to approve minor amendments to the By-Laws proposed: Article III, Section 1, Registered Office; Article V Section 8, Public Notice; Article V Section 9, Public Meetings, and approve the Resolution for same accordingly.

MOTION CARRIED UNANIMOUSLY

C. Appointment of Committee Members

MOTION by Dohany, second by Zoner, to approve the Appointment of Committee members as follows:
Finance Committee: Sandra Motz, chair, Tom Zoner, Jim Gotts, Jose Mirkin;
Public Relations Committee: Jim Gotts, Tom Zoner, Christin Skikun, Jose Mirkin;
Marketing Committee: Jim Gotts, Tom Zoner, David Smith, Dan Lublin.

In addition, DDA Director Jackson to attend all Committee Meetings.

MOTION CARRIED UNANIMOUSLY

D. 1. Resolution regarding size of the Board

MOTION by Skikun, second by Lublin, to approve the resolution recommending that the board of Trustees of the Charter Township of Commerce reduce the size of the DDA Board to the Supervisor plus eight appointed members, with a majority of five members having an interest in property in the downtown district as provided in PA 197.

MOTION CARRIED UNANIMOUSLY

2. & 3. Resolution regarding approval of Conservation Easement with MDNRE and Agreement for conservation Easement.

MOTION by Lublin, second by Zoner, to approve the Resolution and Agreement for Conservation Easement with MDNRE and authorize the appropriate signatures.

MOTION CARRIED UNANIMOUSLY

E. **Light Poles on Martin Parkway** – The light pole replacements have been ordered and are expected to arrive within 8 weeks of May 12, 2010. They will be delivered directly to the Township Hall. Insurance claim is still pending.
F. **Bank of Michigan Commitment Letter** - The Bank of Michigan commitment letter was renewed and will be reviewed again pending approval of the conservation easement which is currently being drafted. At that time, the fees associated with the letter will also be reviewed.
G. **Library Conveyance** – The engineers are currently working on the survey for the legal descriptions of the Library property, as directed by the DDA Board at its last meeting.
H. **DDA Signs** – All DDA signs have been repainted with the new DDA phone number (248-960-7025)

Item 5: Attorney's Report

Discussion of Dedication of the northerly portion of Martin Parkway.

MOTION by Lublin, second by Dohany, to approve and resolve that in connection with the completion of the entire Martin Parkway Project, the portion of Martin Parkway adjacent to the Pinewood Industrial Park is completed and ready to be dedicated to the Road Commission for Oakland County (RCOC), and approve and resolve that the DDA grant or convey a highway easement and/or fully cooperate with the Township and/or the RCOC to cause the dedication of the portion of Martin Parkway from and including the Oakley Park roundabout to and through the PGA roundabout, which portion includes certain land owned by the DDA and land located in the Pinewood Industrial Park, and, Approve and resolve that the Chairperson, Vice chairperson, Secretary and Treasurer or any one of them are hereby authorized to sign any and all documents required to accomplish the intents and purposes thereof.

MOTION CARRIED UNANIMOUSLY

Reported by Attorney Rauch:
Administrative Matters currently in progress as follows:
Annual Meeting Notices and documentation
Changes in By-Laws
Transition of new DDA Director
Insight Negotiations with Randall Thomas

Sale of Properties
Wal-Mart and Homeric's Issues
Legal Descriptions and Conveyances

Item 6: Engineer's Report

Road Commission for Oakland County has requested new information relative to traffic analysis. It is recommended that the original firm Metro Transportation Group that did the traffic studies be retained to do the additional surveys that the RCOC have requested. The RCOC is looking to confirm that the roundabout does not need to be downsized. If it is decided that the roundabout does need to be downsized, it would reduce the cost a small amount.

MOTION by Mirkin, second by Skikun to approve the expenditure of funds for the traffic analysis and other RCOC issues, not to exceed $6827.00 ($4100/$2727).

MOTION CARRIED UNANIMOUSLY

Stonework and Fencing on the Martin Parkway Bridge. Discussion of the expenditure of budgeted funds for the fence and columns on the bridge. The total amount to be $100,000 to include fence, columns and contingencies.

MOTION by Zoner, second by Dohany to approve the fence and stone mason and work for the bridge columns in an amount not to exceed $100,000.00, and authorize the DDA Director to negotiate and sign the agreement for same with full authority to alter the fence and column work to be completed as is appropriate. Funds to come from the Martin Parkway budgeted funds.
ROLL CALL VOTE:
AYES: Dohany, Smith, Zoner, Gotts, Lublin, Skikun, Motz
NAYS: Mirkin
ABSENT: Anderson, Lanni

MOTION CARRIED

Item 7: Committee Reports

A. **Finance Report** – Sandra Motz, Chairperson, submitted a report stating the Committee met in May, reviewed the warrants, the current budget and year to date expenses and revenues report, which will now be included in each monthly DDA Board Meeting packet. The committee also discussed reviewing existing consultant contracts and is considering renegotiation if necessary. Committee was updated on the martin Road Project and activities and potential grant opportunities.
B. **Public Relations** – Jose Mirkin relayed that the Committee meets each week and are coordinating a 5 k walk/run with DMC as well as a Family Day, both of which will take place along Martin Parkway.
C. **Marketing Committee** – David Smith stated they are still talking with parties interested in purchasing property.

Discussion of the status of hiring a firm to market the property ensued.

Item 8: Approval of the Warrants and Add-Ons
MOTION by Lublin, second by Mirkin to approve the warrants with the addition of the Now Printing invoice in the amount of $65.00.

MOTION CARRIED UNANIMOUSLY

Item 9: Other Matters
None

MOTION by Mirkin, second by Motz to adjourn. **MOTION CARRIED UNANIMOUSLY.**
Meeting adjourned at 2:00 p.m.

Sandra Abrams, MMC
DDA Secretary/Clerk, Commerce Township