

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
SPECIAL MEETING
Friday, March 18, 2011
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 12:12 p.m.

Downtown Development Authority:

Present: Jim Gotts, Chairperson
Kathleen Jackson, DDA Director
Dan Lublin, Vice Chairperson
Mark Stacey, Member
David Smith, Member
Thomas Zoner, Supervisor
Wendy Anderson, Member

Absent: Christin Skikun, Member
Patrick Dohany, Member
Jose Mirkin, Member

Also Present: Thomas Rauch, DDA Attorney
Matt Schwanitz, Giffels-Webster
Susan Gross, DDA Treasurer

Chairperson Gotts appointed Paula Lankford as acting secretary in the absence of Daniel Munro.

Item 1: Approval of Minutes

MOTION by Zoner, second by Lublin, to approve the Regular Meeting Minutes of February 15, 2011 meeting as presented.

MOTION CARRIED UNANIMOUSLY

Item 2: Public Comments – None

Item 3: Treasurer's Report for February, 2011

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

MOTION CARRIED UNANIMOUSLY

Item 4: Director's Report

- A. Update of Activities** – Jackson summarized an update of DDA activities including: scheduling and permitting of the Pontiac Trail roundabout, financial information from our financial analyst which will be on the April agenda, utility easements along the

Martin Parkway, strategic meeting with the Township Supervisor and the Road Commission for Oakland County that included completion of the roundabout and cost, future road improvements such as Commerce Road and the repaving of Cooley Lake Road and the financial status of the Road Commission. Stacey asked Jackson if she went to the Road Commission as the Township Planner or the DDA Director. Jackson stated as both. Stacey also inquired regarding Haggerty Road Jackson stated that they will be meeting with White Lake, Waterford and West Bloomfield and with the RCOC's help try to address Haggerty Rd. issues. Lublin inquired regarding the widening of West Maple and Zoner replied that that would be more appropriate for Walled Lake to deal with that issue.

Item 5: Attorney's Report – Rauch stated that last month a motion was adopted to notify the tenants that the rent was going to be increased as of April 1st, however since the tenant's had to be provided 30 days notice of the rent increases, after discussion with Jackson, they made the rent increases effective May 1st. Rauch discussed a form of Resolution for the DDA to dedicate and transfer jurisdiction of certain Martin Parkway utilities to the Township and easements to access such utilities. Rauch has had discussions with Hans Rentrop, Township Attorney with respect to the Resolution and the final form of the easements and bills of sale. Lublin asked who would be responsible if a repair would be needed to the sewer line or water line, Rauch stated it would be the Township's obligation until the dedication to the RCOC. Rauch also generally discussed the status of Wal-Mart easements.

MOTION by Lublin, second by Anderson to approve the Resolution as presented.

Discussion: Smith asked about the setback for Walmart, Rauch stated the current easements are for the pathway, storm water and the detention area. Gotts stated that the Resolution is just for documents for Martin Parkway. Lublin, asked whether these documents would be recorded, Rauch, yes for the easements, but probably not for the Bills of Sale.

MOTION CARRIED UNANIMOUSLY

Rauch reported on behalf of Ron Reynolds regarding acquiring property. The DDA has obtained the necessary easements from Kingstown and currently is negotiating the acquisition of easement rights from a property owner at the south east quadrant of the M-5 Pontiac Trail roundabout. Because of time constraints, Ron Reynolds filed condemnation proceedings and a hearing is scheduled for March 30th; no problems are anticipated. Lublin asked if a dollar amount was discussed, Rauch stated no, but counsel should have a better idea of compensation by the next meeting.

Item 6: Engineer's Report – Schwanitz discussed the RCOC meeting and thought it was very productive. He stated they are revising their drawings now, they need to be ready for the bid packets within two weeks, we should be in good shape. Also you will see public utilities going on now such as gas, phone etc... Lublin asked when the Road is completed where will the storm water go. Schwanitz stated that it will mostly stay on our property where it is now and always has been. Gotts wanted to know when we should expect to see traffic impacted, Schwanitz stated about the middle of June there will be partial closure. Stacey asked if RCOC will have adequate signage at the intersection, Schwanitz replied yes.

Item 7: Committee Reports

- A. Finance Committee had nothing to report at this time
- B. Public Relations Committee had nothing to report at this time.
- C. Marketing Committee no action since last meeting.

Item 8: Committee Members: Gotts stated that if any members were interested in any committee please let us know.

MOTION by Zoner, second by Lublin to place Mark Stacey on the Finance Committee.

MOTION CARRIED UNANIMOUSLY

Jackson asked if the Board should remove Jose Mirkin from the Committee. Gotts stated if Jose Mirkin is unable to make the committee meetings maybe he should resign. Zoner, we may ask him to resign.

Item 9: Approval of Warrants and Financial Report

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

MOTION CARRIED UNANIMOUSLY

Discussion – Zoner asked Jackson to make adjustments to add totals and balances to the Treasurer’s report, Jackson replied that those changes will be reflected in the March report.

Item 10: Closed Session for the purpose of discussing existing litigation and acquisition of property.

A closed session was not necessary.

Item 11: Other Matters – Gotts reported the next meeting is April 19, 2011.

MOTION by Zoner, second by Anderson, to adjourn. Motion carried unanimously. Meeting adjourned at 1:14 p.m.



Paula Lankford
Acting DDA Secretary