

**CHARTER TOWNSHIP OF COMMERCE  
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, June 21, 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 12:03 p.m.

**Downtown Development Authority:**

**Present:** Kathleen Jackson, DDA Director  
Jim Gotts, Chairperson  
Mark Stacey, Member  
David Smith, Member  
Patrick Dohany, Member  
Brian Winkler, Member  
Thomas Zoner, Supervisor

**Absent:** Dan Lublin, Vice Chairperson  
Jose Mirkin, Member  
Christin Skikun, Member

**Also Present:** Thomas Rauch, DDA Attorney  
Matt Schwanitz, Giffels-Webster  
Susan Gross, DDA Treasurer  
Daniel Munro, DDA Secretary  
Vanessa Magner, Deputy Township Clerk

**Item 1: Approval of Minutes**

**MOTION** by Dohany, second by Zoner, to approve the Regular Meeting Minutes of May 17, 2011 meeting as presented.

**MOTION CARRIED UNANIMOUSLY**

**Item 2: Public Comments - None**

**Item 3: Resolution for Sandra Motz – No Action taken**

**Item 4: Director's Report**

**Update of Activities** – Jackson summarized an update of DDA activities including; Bi weekly construction meetings have been set up for the second and fourth Monday of each month to answer questions, coordinate efforts and review any additional pay items and payment of such. The first meeting was held June 13th and was very helpful. Temporary slip lane should be ready soon (weather permitting).

Chairman Jim Gotts, Finance Committee Chair Mark Stacey and Director Jackson met with the Township Board on Tuesday, June 14th with several budget amendments. The bottom line looks promising for the balance of this year.

The irrigation heads have all been repaired and Martin Parkway was cut this past week. Some wiring still needs to be completed; however, until then the irrigation contractor will be out manually starting the system.

We are in the process of getting a bid for graffiti removal on the bridge area and a coating put on the bridge to make removal of any future graffiti easier.

**MOTION** by Zoner, second by Dohany, to direct Director Jackson to go out for bids on removal of graffiti and seal coating. **MOTION CARRIED UNANIMOUSLY**

**MOTION** by Zoner, second by Stacey, to approve a Resolution ratifying Budget Amendments presented by the DDA finance committee approved by the Township Board on Tuesday, June 14, 2011. **MOTION CARRIED UNANIMOUSLY**

**Item 5: Attorney's Report** –Rauch discussed the Library conveyance agreement and associated resolution presented to the DDA. Discussed purpose of conveyance to assure title prior to investing renovation funds. Conveyance will take place after the appropriate land division and roadway dedication has taken place.

Stacey and Smith discussed a possible reverter clause or an option to recoup revenue by selling the property to the Township.

**MOTION** by Stacey, second by Winkler, to approve and authorize the appropriate signatures for the Library Conveyance Agreement presented to the DDA and previously approved by the Township Board on Tuesday, June 14, 2011.

**MOTION CARRIED UNANIMOUSLY**

Rauch discussed a Highway Easement, drafted by Ron Reynolds (with descriptions from GWE) to the Township, for subsequent dedication to Oakland County, for the portion of Martin Parkway from PGA Drive south to Pontiac Trail.

Rauch further described the existing procedure and previous board resolutions providing certain authority to the DDA Director and authority for the DDA Chair, Vice Chair, Treasurer, or Secretary to sign documents, contracts and official documents, without the necessity for the countersignature of the secretary.

**MOTION** by Zoner, second by Stacey, to approve the highway easement as presented, with such changes as may be requested or required by the Township and/or Oakland County; and to authorize the execution of the final documents by any one of the DDA Chairman, Vice Chairman, Secretary, Treasurer or Director.

**MOTION CARRIED UNANIMOUSLY**

**Item 6: Engineer's Report** – Schwanitz gave an update including; Barrels will be up by Friday, June 24<sup>th</sup> and construction will begin to accelerate. Currently the project is 3 days behind schedule. RCO is working to keep the contractor's focus on the construction specifications to keep the work within scope. Meetings have been helpful to keep an eye on expenses.

**Item 7: Committee Reports**

- A. Finance Committee - No update
- B. Public Relations Committee – No update
- C. Marketing Committee – No update; meeting scheduled for June 30, 2011.

**Item 8: Approval of Warrants and Financial Report**

MOTION by Dohany, second by Zoner to approve the Warrants and Financial Report as presented with add-ons.

**MOTION CARRIED UNANIMOUSLY**

**Item 11: Other Matters**

Other Matters: Stacey asked about the relocation of the Library sign (\$1200 expense) and thought the Library should pay for the relocation. Kingstowne sign also relocated. Jackson discussed signage strategy.

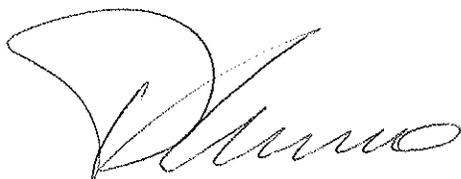
2300 Welch rental property will be posted with a Notice to Quit for past due rent. Subsequent notifications will come from the district court in Novi.

Punch list will be prepared for repair and maintenance items at the DDA rental properties.

MOTION by Winkler, second by Smith to adjourn.

**MOTION CARRIED UNANIMOUSLY**

Meeting adjourned at 1:18 p.m.



Daniel Munro, Commerce Township Clerk  
DDA Secretary