

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, May 6, 2014
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 12:01 p.m.

Downtown Development Authority:

Present: Kathleen Jackson, Director
James Gotts, Chairperson
Dan Lublin, Vice Chairperson
Susan Spelker, Member
Mark Stacey, Member
Tim Hoy, Member
David Smith, Member
Jose Mirkin, Member
Thomas Zoner, Supervisor

Absent: Brian Winkler, Member

Also Present: Thomas Rauch, DDA Attorney
Vanessa Magner, DDA Secretary
Susan Gross, DDA Treasurer
Matt Schwanitz, Giffels-Webster Engineer
Randy Thomas – Insite Commercial
Terry Carroll – Community Development Director

Item 1: Public Comments

Susan Averbuch, 9005 Campbell Creek, informed the DDA board her concerns with portions of the pathways being eliminated. Would like to see signage regarding parking for the pathways. There have been issues with people parking in their neighborhoods and walking through the yards until late in the evening.

Director Jackson explained she is working with the landscape architect and the Township Attorneys on a pathway plan, which will outline standards and requirements for developers when pathways have to be relocated. At this point they are about 75% complete with this process.

Bob Berkheiser asked how the pathways are able to be relocated if they were originally approved by the Township Board in the PUD.

Director Jackson said the pathways are able to be relocated with final approval of the Township Board.

Item 2: Discussion regarding sale of Parcels “D” and “E”

Randy Thomas with Insite Commercial explained he has been working with developers and has submitted the matrix of the offers to Thomas Rauch for his review.

Thomas Rauch explained he was asked by Director Jackson to give a legal opinion to the DDA board regarding the proposals in a closed session. He will discuss his legal opinion in closed session at this meeting.

Randy Thomas gave a quick update that the developers of Parcel C has been moving forward very quickly and has met with Director Jackson and the engineers to prepare a site plan.

Item 4: Other Matters (Taken out of order)

Director Jackson informed the DDA members the Traffic Study and Lawn Maintenance Quotes will be presented at the next meeting. She is also working with Plante Moran on finance projections.

Treasurer Gross mentioned the banks will not move forward with the Letter of Credit without certain questions that need to be answered by Joe Heffernan and Tom Traciak regarding the pay back projections on the bonds.

Director Jackson said she will be talking with Joe Heffernan and Tom Traciak this afternoon to get more information.

Treasurer Gross explained to the DDA board they approved a 90 day extension at their May 22, 2014 meeting. The new Letter of Credit will not be longer than 3 years.

Bob Berkheiser asked for an explanation regarding the reason for the Traffic Study will not to be discussed since it was posted on the public notice.

Chairman Gotts said that this item was not ready and was taken off the agenda.

MOTION by Smith, second by Lublin, to enter into Closed Session for the purpose of Attorney/Client Privileged information.

ROLL CALL VOTE

AYES: Stacey, Hoy, Mirkin, Lublin, Gotts, Zoner, Smith, Spelker

NAYS: None

ABSENT: Winkler

MOTION CARRIED UNANIMOUSLY

Enter into Closed Session at 12:19 pm
Return from Closed Session at 1:45 pm

MOTION by Smith, second by Spelker, to adjourn from Closed Session and approve Closed Session minutes.

MOTION CARRIED UNANIMOUSLY

MOTION by Stacey, second by Zoner, to adjourn the meeting at 1:45 pm.

MOTION CARRIED UNANIMOUSLY



**Vanessa Wagner, Clerk
DDA Secretary**

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY**

Tuesday, May 20, 2014

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 12:06 p.m.

Downtown Development Authority:

Present: James Gotts, Chairperson
Dan Lublin, Vice Chairperson
Brian Winkler, Member
Mark Stacey, Member
Tim Hoy, Member
David Smith, Member
Jose Mirkin, Member
Susan Spelker, Member
Thomas Zoner, Supervisor

Absent: Kathleen Jackson, Director

Also Present: Thomas Rauch, DDA Attorney
Vanessa Magner, DDA Secretary
Susan Gross, DDA Treasurer
Matt Schwanitz, Giffels-Webster Engineer
Terry Carroll – Community Development Director

Item 1: Approval of Minutes

MOTION by Lublin, second by Mirkin, to approve the Regular Meeting Minutes of April 22, 2014 and Special Meeting Minutes of May 6, 2014.

MOTION CARRIED UNANIMOUSLY

Item 2: Public Comments

Susan Averbuch, 9005 Campbell Creek, would like to see areas available for public access to the pathways. Her neighborhood is experiencing issues with the public parking on the street and walking through their yards to access the pathways.

Item 3: Attorney's Report

DDA Attorney, Thomas Rauch, informed the board he has been primarily working with developers regarding title review. He will continue to work with Randy Thomas on potential developments once Thomas returns from his conference.

Item 4: Engineer's Report

Matt Schwanitz from Giffels Webster Engineers was present to inform the DDA board Hunter Pastor's Wyncliff Site Plan was approved at the Planning Commission. Also approved by the Planning Commission, the relocation of the pathway through the development of Wyncliff Subdivision. The current pathway cut through the back-lots of the residential homes. Hunter Pastor provided the Planning Commission with an option of a paved sidewalk to continue through the Wyncliff Subdivision.

Discussion with the DDA Board included the natural habitat of the current pathways was important to the some board members. If the pathway is paved, it will eliminate some of the uses that the pathways are currently being used for.

Chairman Gotts said he would like to set up a sub-committee and work with members of the Planning Commission to make sure the DDA vision is clear.

Matt Schwanitz explained Giffels Webster has provided a new proposed Master Pathways Plan that is waiting for the DDA Directors approval.

Item 5: Committee Reports

A. Finance Committee – Stacey explained the committee is working with Plante Moran for financial projections. No decisions will be able to be made regarding the Letter of Credit until financial projections are completed.

B. Public Relations Committee – Mirkin gave an update regarding the Rotary Carnival that was held on May 16-18 was success but due to the weather, they did not receive the same turn out as last year. The Walled Lake Consolidated School District is currently holding their art exhibit through May 19-22 at the Commerce Township Hall with their reception being held on May 21st. Several Gift certificates will be given out to the winners. The November 5K run is expected to return this year.

C. Marketing Committee – Smith stated the committee is in a waiting period to hear from large developers. The committee has received positive interest from developers.

Item 6: Insite Commercial Report

Randy Thomas was not present. NO ACTION.

Item 7: D.D.A. Annual Meeting

Thomas Rauch explained the DDA holds their annual meeting in May to make appointments and approved the meeting schedule.

MOTION by Smith, second by Zoner, to appoint James Gotts as the Chairperson, and Daniel Lublin as the Vice-Chairperson.

MOTION CARRIED UNANIMOUSLY

MOTION by Smith, second by Zoner, to appoint Vanessa Magner as the Secretary, and Susan Gross as the Treasurer.

MOTION CARRIED UNANIMOUSLY

MOTION by Smith, second by Zoner, to keep current committee members as they currently are.

MOTION CARRIED UNANIMOUSLY

MOTION by Smith, second by Stacey, to approve the 2015 DDA meeting schedule with the correction of September 22, 2015.

MOTION CARRIED UNANIMOUSLY

Item 8: Approval of warrants and Finance Report

MOTION by Lublin, second by Mirkin, to approve the Warrants with add ons and Finance Report.
MOTION CARRIED UNANIMOUSLY

Item 9: Other Matters

Thomas Rauch asked the board members to submit in writing their interest within the DDA district.

Zoner informed the board the traffic study is being reviewed by the Oakland County Road Commission.

MOTION by Lublin, second by Smith, to adjourn at 1:06 pm.
MOTION CARRIED UNANIMOUSLY


Vanessa Magner, Clerk
DDA Secretary