

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, July 16, 2013
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 12:02 p.m.

Downtown Development Authority:

Present: Kathleen Jackson, DDA Director
Jim Gotts, Chairperson
Dan Lublin, Vice Chairperson
Tim Hoy, Member
Brian Winkler, Member
Pat Dohany, Member
David Smith, Member
Thomas Zoner, Supervisor

Absent: Mark Stacey, Member
Jose Mirkin, Member

Also Present: Matt Schwanitz – Giffels Webster Engineers
Thomas Rauch, DDA Attorney
Vanessa Magner, DDA Secretary
Randy Thomas – Insite Commercial

Item 1: Approval of Minutes

MOTION by Zoner, second by Lublin, to approve the Regular Meeting Minutes of June 25, 2013 with corrections. **MOTION CARRIED UNANIMOUSLY**

Item 2: Public Comments - None

Item 3: Director's Report

Update of Activities: The Planning Commission approved an expansion of the Costco fueling station at their July 8th meeting. At the same meeting they tabled the proposed Marriott Town Suites for additional information.

There were two MTT judgments totaling \$3,774 since the last DDA meeting.

The qualifying statement and annual report were filed with the Michigan Department of the Treasury on June 28, 2013.

The Parks and Recreation Department is updating their master plan. A copy of the survey was emailed to Board members. Please complete the survey as the input received will be integral in developing their goals and objectives for the upcoming 5 years.

Item 4: Attorney's Report

DDA Attorney, Thomas Rauch, gave a verbal update that included the agreement with Shapiro Development has been signed and now working on the title. A letter was written to new member Tim Hoy with the history of the DDA and also passed out a copy to all board members. The

annual meeting is being held in July this year. The firm has submitted a questionnaire in the packet for the members to complete to ensure the board members have an interest within the district.

Item 5: Engineer's Report

Matt Schwantz was present and informed the board no updates at this time.

Item 6: Committee Reports

A. Finance Committee – Director Jackson stated the finance committee will begin to review the budget in August.

B. Public Relations Committee – No update

C. Marketing Committee – Smith stated the committee reviewed 2 development proposals for the G parcel and will refer to Randy Thomas for the other updates.

Item 7: Insite Commercial Report

Randy Thomas with Insite Commercial gave an update that included 2 letters of intent and has been working with Rauch on the terms and conditions. Both groups are preparing offers by the next meeting. A meeting regarding Parcel B is in the early stages for a retail development. The site plan has a proposed 575,000 sq ft. The developer would like to schedule a bus tour for the DDA, Planning Commission and Township Board to view his work.

The ICSC Conference will be held at the Suburban Collection Thursday, July 18, 2013 and Insite Commercial will have a table highlighting the DDA project area between 1:00-3:00 pm.

Item 8: D.D.A. Annual Meeting

MOTION by Dohany, second by Smith, to keep current appointments as they are.

MOTION CARRIED UNANIMOUSLY

MOTION by Dohany, second by Lublin, to keep current committee members as they are.

MOTION CARRIED UNANIMOUSLY

Questions regarding an Open Meetings Act violation if there was a quorum of board members during the bus tour.

Attorney Rauch stated he doesn't believe there will be a violation as long as there is no deliberation. He will talk with Phillip Adkison, Township Attorney, to confirm.

MOTION by Dohany, second by Lublin, to approve the meeting schedule for the 3rd Tuesday of each month.

Winkler suggested having a design review committee to review proposals before they go to the Planning Commission.

Director Jackson will work with Winkler and put together a scope of the proposed committee.

Item 9: Approval of Warrants and Finance Report

MOTION by Lublin, second by Dohany, to approve the Warrants, add on's and Finance Report.
MOTION CARRIED UNANIMOUSLY

Item 10: Other Matters

Zoner received the price for the Prosper Advertisements. Per page cost is \$1,750.00 with a deadline of November 1st.

MOTION by Lublin, second by Winkler to adjourn at 12:40 p.m.

MOTION CARRIED UNANIMOUSLY


Vanessa Magner, Clerk
DDA Secretary