

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY**

Tuesday, December 18, 2012

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 12:00 p.m.

Downtown Development Authority:

Present: Kathleen Jackson, DDA Director
Jim Gotts, Chairperson
Dan Lublin, Vice Chairperson
Mark Stacey, Member
Brian Winkler, Member
Pat Dohany, Member
Thomas Zoner, Supervisor
Jose Mirkin, Member
David Smith, Member

Absent: Christin Skikun, Member

Also Present: Randy Thomas – InSite Commercial
Matt Schwanitz – Giffels Webster Engineers
Susan Gross, DDA Treasurer
Vanessa Magner, Acting DDA Secretary

Item 1: Approval of Minutes

MOTION by Lublin, second by Stacey, to approve the Regular Meeting Minutes of November 20, 2012 as presented.

MOTION CARRIED UNANIMOUSLY

Item 2: Public Comments – Susan Averbuck, Campbell Creek Homeowners Association was present because there are vehicles driving through the vacant land off of Martin Parkway to cut through to Welch Road. It was suggested the Oakland County Sheriff Department be contacted. She also mentioned the amount of garbage along Martin Parkway and asked if the Township could help with the clean up.

Item 3: Director's Report

Update of Activities – The Township Board tabled the condominium documents and the P.U.D. agreement for the Commerce Towne Place area at their December meeting. Both items will be on the Township Board agenda in January for their review.

The Planning Commission approved the temporary event for the Rotary Carnival at their December meeting. The Director is continuing to work with the Rotary to complete the finer points of the event.

Michigan Tax Tribunal judgments totaled \$1,071 for the month of November.

Work is continuing on the proposal from a developer on the southwest quadrant. A meeting was held with the RCOC as well as the Township Engineers regarding circulation, access and infrastructure.

The RCOC will be finaling out the Martin Parkway runabout project by years' end. The project came in under budget.

Item 4: Attorney's Report

Thomas Rauch was not present. No attorney report.

Item 5: Engineer's Report

Matt Schwanitz provided an update that he is finishing up work on Marin Parkway and should be finished before the end of the year.

Item 6: Committee Reports

A. Finance Committee – Stacey stated the finance committee will do their report under Item 9: Budget Amendment.

B. Public Relations Committee – Mirkin reported the committee met with the Superintendent at Walled Lake Schools and the Building and Community Development Director. They discussed having an art exhibit with the high school and DDA at the Township Hall. Carnival for the rotary club was approved for May 16-19th.

Stacey suggested talking to the school district regarding the cross-country runners using the D.D.A. trails.

C. Marketing Committee – No Update

Item 7: Insite Commercial Report

Randy Thomas provided an update of activities, including; continuing to work with Jim Galbriath on the contract. Both parties have come to an agreement on a deal. The primary use has remained the same. Residential development over a 3 year period. The PUD agreement and Condominium docs will be on the January Township Board agenda. An offer at the NE Quad has been received. Working on a concept plan with potential developers for the property at Haggerty Road and Pontiac Trail. Two proposed commercial uses adjacent to and west of the Walmart property. Calls have increased from commercial developers the past 45 days.

Item 8: TruGreen Commercial Service Agreement

MOTION by Stacey, second by Lublin, to approve the TruGreen Commercial Service Agreement for year 2013. **MOTION CARRIED UNANIMOUSLY**

Item 9: Budget Amendment for 2012

MOTION by Stacey, second by Lublin, to approve the budget amendments for 2012.

ROLL CALL:

AYES: Stacey, Lublin, Winkler, Dohany, Zoner, Murkin, Smith, Gotts

NAYES: None

MOTION CARRIED UNANIMOUSLY

Item 9: Other Matters

Smith suggested possibly looking into converting the irrigation system over to a standard system.

Director Jackson mentioned the system is now working.

MOTION by Mirkin, second by Smith to adjourn at 12:36 p.m.

MOTION CARRIED UNANIMOUSLY

A handwritten signature in cursive script that reads "Vanessa Wagner".

Vanessa Wagner, Deputy Clerk
Acting DDA Secretary

Approved

	A	D	G	H
1	2014 Proposed Budget			
2				
3		2012 budget	2013 Budget	2014 Proposed Budget
4	Revenues:			
5	Captured Taxes	1,770,000	1,561,140	1,368,000
6	DDA Tax levy, 1.27 mills	-		
7	Delinquent Personal Property tax			
8	Interest income	20,000	10,000	2,000
9	Building Rentals	24,000	7,200	3,500
10	Township reimbursement for main construction			
11	Other income			-
12	Total revenues	1,814,000	1,578,340	1,373,500
13	Advance from Township	1,023,724	1,843,066	3,044,477
14	Beginning Fund Balance	1,708,278	1,278,745	183,245
15	Total available to appropriate	4,546,002	4,700,151	4,601,222
16				
17	Expenditures:			
18	Director's compensation	36,000	36,000	30,000
19	Administrative compensation			
20	Public relations and communications	3,000	3,000	3,000
21	Legal	70,000	100,000	100,000
22	Accounting	18,000	10,000	10,000
23	Other consultants			
24	Township administrative charges	100,000	100,000	100,000
25	Property maintenance and utilities	43,500	40,000	30,000
26	Insurance	3,700	3,800	3,800
27	Pinewood Industrial Park association dues	1,250		
28	Property marketing & promotion	8,000	5,000	5,000
29	Miscellaneous	-		
30	Property Disposition			25,000
31	Development projects:			
32	Road projects (design, engineering, constr'n)	304,000	94,500	20,000
33	Capital outlay - Town Hall	-		
34	Other projects	-		
35				
36	Debt service:			
37	Interest & bond administrative costs	2,558,552	2,574,606	2,644,422
38	Principal	1,400,000	1,550,000	1,550,000
39	Total expenditures	4,546,002	4,516,906	4,521,222
40	Ending Fund Balance	-	183,245	80,000
41	Martin Pkwy bond repayment (P & I) to be paid from bond re		1,095,500	473,993
42	Total expenditures minus Martin Pkwy bond repayment		3,421,406	4,047,229
43				
44				
45	<i>Portion of balance restricted for Martin Parkway</i>		<i>87,560</i>	<i>(406,433)</i>
46	<i>Unrestricted fund balance</i>		<i>95,685</i>	<i>486,433</i>
47				
48				
49				

CHARTER TOWNSHIP OF COMMERCE - DDA
 BUDGET AMENDMENT
 FISCAL YEAR 2013

AMENDMENT 13-02

GL NUMBER	DESCRIPTION	AMOUNT BUDGETED	AMENDED BUDGET	DIFFERENCE
Revenues				
Dept 000-GENERAL				
499-000-402.000	TAX REVENUE - DDA	1,561,140.00	1,561,140.00	0.00
499-000-420.000	DELINQUENT PERSONAL PROPERTY TAXES	0.00	8,282.51	8,282.51
499-000-664.000	INTEREST	10,000.00	6,000.00	(4,000.00)
499-000-666.000	RENT	7,200.00	7,200.00	0.00
499-000-678.000	REIMBURSEMENTS	0.00	0.00	0.00
499-000-696.000	ADVANCE	2,750,000.00	2,750,000.00	0.00
Total Dept 000-GENERAL		4,328,340.00	4,332,622.51	4,282.51
Expenditures				
Dept 000-GENERAL				
499-000-702.000	DDA DIRECTOR'S COMPENSATION	36,000.00	36,000.00	0.00
499-000-801.000	PROFESSIONAL SERVICES - ATTORNEY	100,000.00	128,000.00	28,000.00
499-000-802.000	ACCOUNTING & AUDITING FEES	10,000.00	10,000.00	0.00
499-000-805.000	TOWNSHIP ADMINISTRATIVE CHARGES	100,000.00	100,000.00	0.00
499-000-901.000	PUBLIC RELATIONS AND COMMUNICATIONS	3,000.00	3,000.00	0.00
499-000-910.000	INSURANCE	3,800.00	3,800.00	0.00
499-000-920.000	PROPERTY MAINTENANCE AND UTILITIES	40,000.00	70,000.00	30,000.00
499-000-956.000	MISCELLANEOUS	0.00	9,000.00	9,000.00
499-000-965.000	PROPERTY MARKETING & PROMOTION	5,000.00	5,000.00	0.00
499-000-975.000	ROAD PROJECTS	94,500.00	94,500.00	0.00
499-000-991.000	PRINCIPAL PAYMENTS	1,550,000.00	1,550,000.00	0.00
499-000-995.000	INTEREST PAYMENTS & ADMIN FEE'S	2,574,606.00	2,574,606.00	0.00
Total Dept 000-GENERAL		4,516,906.00	4,583,906.00	67,000.00

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AMENDMENT 13-02

GL NUMBER	DESCRIPTION	AMOUNT BUDGETED	AMENDED BUDGET	DIFFERENCE
TOTAL REVENUES		4,328,340.00	4,332,622.51	4,282.51
TOTAL EXPENDITURES		4,516,906.00	4,583,906.00	67,000.00
NET OF REVENUES & EXPENDITURES		(188,566.00)	(251,283.49)	
BEG. FUND BALANCE		1,572,578.58	1,572,578.58	
END FUND BALANCE		1,384,012.58	1,321,295.09	