

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, July 17, 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

Absent: Christin Skikun, Member
Jose Mirkin, Member
David Smith, Member

Also Present: Thomas Rauch, DDA Attorney
Randy Thomas – InSite Commercial
Daniel Munro, DDA Secretary
Susan Gross, DDA Treasurer

Item 1: Approval of Minutes

MOTION by Zoner, second by Winkler, to approve the Regular Meeting Minutes of June 19, 2012 as presented.

MOTION CARRIED UNANIMOUSLY

Item 2: Public Comments

Susan Averbuck, Campbell Creek Homeowners Association
David Baker, Lakes Area Optimist Club; Run with Attitude
Jim Galbraith, M. Shapiro Development, is urging the DDA to finalize the condominium documents to facilitate the development of this important piece of property.

Item 3: Director's Report

Update of Activities – Jackson summarized an update of DDA activities including;

The DDA Attorney, Township Attorney and Kim Shierk (attorney preparing the condominium documents) met with the Director, Mike Polmear and Matt Schwanitz twice this past month to review the condo documents. The conditions, covenants and restrictions have been incorporated into a draft Master Deed. Several of those items previously part of the CC and R's were included in the Zoning Ordinance and the Town Center Overlay District so they did not need to be inserted in the Master Deed. Title work, final surveying and attorney input are being completed. The Township Attorney is drafting a Planned Unit Development agreement to help facilitate the process as well.

Target has brought in plans for an interior renovation. A larger grocery area and general upgrades are being proposed. T & S Petro, located on the northeast corner of Pontiac Trail and Welch, opened in the past month as well.

Several trees in the project area are in need of removal.

The Township Board reappointed Jose Mirkin for an additional two year term at their July 10th meeting.

The Finance Committee will be given documents to begin review of the DDA's 2013 budget. This will be before the DDA at the August meeting for review and comment.

Lublin inquired on the status of the condominium documents. Rauch began to answer his question through his Attorney's Report.

Item 4: Attorney's Report

Thomas Rauch discussed the past month activities including; work on proposed developer agreements and the condominium documents. Rauch estimated another 30-60 days before the DDA has the final condo documents. Rauch is currently vetting the details behind the maintenance of the general common area. A draft of the Condominium By-laws, Planned Unit Development (PUD) agreement and the Master Deed are nearing completion.

MOTION by Stacey, second by Lublin, to authorize an expenditure not to exceed \$5,000 in order to pay Seaver Title for the purpose of document review and to produce an informational Title document that will become the 'subject to' clause to be part of the Master Deed.

MOTION CARRIED UNANIMOUSLY

Item 5: Engineer's Report

Matt Schwanitz has been working with the attorney on the condominium documentation.

Item 6: Committee Reports

A. Finance Committee – Stacey reported the committee met by email this past month to review warrants. In addition, discussions with the Treasurer on a financial analysis through year end. A report was presented. Gross will be requesting the Township Board allow for a \$1.8M loan advance at the August Township Board meeting.

MOTION by Stacey, second by Lublin, to authorize Gross to request the Township Board allow for a \$1.8M loan advance at the August Township Board meeting to be drawn as necessary.

MOTION CARRIED UNANIMOUSLY

B. Public Relations Committee – No Update

C. Marketing Committee – No Update

Item 7: Insite Commercial Report

Randy Thomas reported he is anxious to have the condominium documents finalized in order to move forward with the existing developer offers.

Thomas has received new interest from a potential Commercial buyer; just questions at this point. Another national residential developer approached Insight and a purchase offer is anticipated.

A conglomerate of four restaurants are waiting for the creation of out-lots that could be acquired.

Item 8: Approval of Warrants and Finance Report

MOTION by Lublin, second by Stacey, to approve the Warrants and Finance Report.

MOTION CARRIED UNANIMOUSLY

Item 9: Other Matters

Dohany asked about the sprinkler system. Zoner suggested the DDA donate money toward the flower fund.

MOTION by Zoner, second by Dohany to adjourn at 12:48 p.m.

MOTION CARRIED UNANIMOUSLY

A handwritten signature in black ink, appearing to read 'D. Munro', with a large, stylized initial 'D'.

Daniel Munro, Commerce Township Clerk
DDA Secretary