

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, August 21, 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
Christin Skikun, Member
Jose Mirkin, Member
David Smith, Member

Also Present: Thomas Rauch, DDA Attorney
Randy Thomas – InSite Commercial
Matt Schwanitz – Giffels Webster Engineers
Daniel Munro, DDA Secretary
Susan Gross, DDA Treasurer

Item 1: Approval of Minutes

MOTION by Lublin, second by Stacey, to approve the Regular Meeting Minutes of July 17, 2012 as presented.

MOTION CARRIED UNANIMOUSLY

Item 2: Public Comments - NONE

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) Mike Polmear, Matt Schwanitz, Randy Thomas, Jim Gotts and Director Jackson met three times this past month to review the condo documents. Work on the P.U.D. agreement was discussed in detail as were the many easements and title issues that needed clarified.

The Director attended Oakland County's conference entitled, "Downtown Sense of Place" on August 15th. The conference was geared towards D.D.A.s and Main Street Programs. Common themes included the continued loss of T.I.F. capture and high vacancy rates, especially among office uses.

The Township Board approved the advance of \$1.3 million dollars at the August 14th Township Board meeting. Originally, the D.D.A. approved \$1.8; however, after discussing the situation with Joe Heffernan of Plante Moran, he suggested using the 2008 Martin Parkway bonds to pay the October payment for the \$500,000 interest payment. That fund currently has approximately two million dollars in it.

Item 4: Attorney's Report

Thomas Rauch discussed the past month activities including; work on the Condominium By-laws, Planned Unit Development (PUD) agreement and the Master Deed.

Rauch presented a Storm Structure Easement and an Affidavit of Interest. He is requesting the execution of these documents between the DDA and McCord Properties, a principle in the settlement of the highway easement rights within Pinewood Industrial Subdivision.

During the creation of two easements with McCord Properties, in the original Pinewood Subdivision agreements and easements, the DDA did not properly record the easements at the time of the original agreement.

MOTION by Stacey, second by Lublin, to authorize DDA Chairperson or Director to execute the Storm Structure Easement and an Affidavit of Interest between the DDA and McCord Properties

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 to work on the Budget. This will be reviewed later in the meeting.
- B. Public Relations Committee – No Update
- C. Marketing Committee – No Update

Item 7: Insite Commercial Report

Randy Thomas reported he is waiting on the completion of the condominium documentation in order to take the appropriate next steps with developers that have already made purchase offers.

Thomas has received an offer on the Northwest quadrant for single family residential. This parcel has had a number of inquiries.

There was also participation in a local trade show that received interested party inquiries.

Also, a 'big box' developer has shown interest in a singular pad of about 4 acres.

Item 8: Budget Discussions

Stacey reviewed the 2013 Proposed Budget distributed at the meeting.

MOTION by Stacey, second by Dohany, to recommend approval of the 2013 Proposed DDA Budget for presentation to the Township Board of Trustees.

MOTION CARRIED UNANIMOUSLY

Item 9: Approval of Warrants and Finance Report

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

MOTION CARRIED UNANIMOUSLY

Item 10: Other Matters

Stacey discussed the DDA rental homes.

MOTION by Stacey, second by Skikun, to discontinue the rental of residential unit commonly known as 2300 Welch Road, owned by the DDA.

MOTION CARRIED UNANIMOUSLY

MOTION by Stacey, second by Dohany, to discontinue the rental of residential unit commonly known as 8670 P.G.A. Drive, owned by the DDA.

MOTION CARRIED UNANIMOUSLY

MOTION by Stacey, second by Lublin, to direct the DDA Director to receive bids to fill in the pool at the DDA property located at 8670 P.G.A. Drive.

MOTION CARRIED UNANIMOUSLY

MOTION by Stacey, second by Skikun to adjourn at 1:02 p.m.

MOTION CARRIED UNANIMOUSLY



Daniel Munro, Commerce Township Clerk
DDA Secretary