

**CHARTER TOWNSHIP OF COMMERCE  
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, August 16, 2011  
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 12:07 p.m.

**Downtown Development Authority:**

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

**Absent:** Christin Skikun, Member

**Also Present:** Pat Paruch, DDA Attorney  
Matt Schwanitz, Giffels-Webster  
Daniel Munro, DDA Secretary

**Item 1: Approval of Minutes**

**MOTION** by Dohany, second by Mirkin, to approve the Regular Meeting Minutes of July 19, 2011 meeting 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;

Jackson discussed 2 Mil tax levy on the DDA District that was not approved by the township board. Jackson will meet with Joe Hefernan from Plante & Moran to discuss the proposal. Jackson also suggested a joint meeting with the township board and the DDA Board to discuss the status of the DDA

**MOTION** by Dohany, Second by Lublin to approve director Jackson's recommendation to purchase a bed sprayer requested from the maintenance department.

**MOTION CARRIED UNANIMOUSLY**

Jackson discussed advertisement in Prosper magazine promoting the Martin parkway property and the Township as a whole. Stacey discussed the need for the ad and the possible partnership with a commercial real estate broker. Jackson referred to Smith as the Marketing Committee chair. Smith recommended the ad placement.

**MOTION** by Dohany, Second by Lublin to place an ad in Prosper magazine advertising the Martin parkway property.

#### **MOTION CARRIED UNANIMOUSLY**

**Item 4: Attorney's Report** – Paruch discussed the process for land divisions and condominium scenarios for the Martin Parkway area. This initiative is being pursued to prepare condominium plans to expedite the required land division issues. A proposal has been presented by another attorney to prepare the necessary documents once a potential developer has been identified.

Mirkin asked about bidding the law firm to prepare this work. Smith suggested other law firms. Schwanitz suggested the proposed rate is \$10k lower than would be expected for the complexity of the documents required.

Discussion continued to include the way to address the condominium association docs and how the Township Library plays into those plans.

Dohany corrected the discussion on the authorization of a the proposed tax levy to suggest the DDA has not officially authorized the levy of the 2 mills.

**Item 5: Engineer's Report** – Schwanitz gave an update including; provided an update on the status of the parkway construction. We are on target with the budget and possibly a week behind on the construction timeline due to concrete mix issues.

#### **Item 6: Committee Reports**

- A. Finance Committee – Mark Stacey reviewed the proposed DDA Budget for 2012. Discussion followed re: the budget and presenting it to the Township Board at a Joint Meeting.
- B. Public Relations Committee – Mirkin discussed how the committee will prepare presentation materials to inform Commerce Township residents of the possibility of levying taxes in order to continue the positive contributions of the DDA.
- C. Marketing Committee – Smith discussed the Martin Parkway property and how it continues to generate interest. Smith reminded the DDA that no broker has offered to provide services without a monthly fee. Stacey discussed a broker/realtor that offered to take the project on for straight commission. Gotts indicated there needs to be a formal proposal to inform the DDA of their offer modifications. Gotts also reminded the Board there are still issues with the fee structure and the exclusive right to sell.

Committee informed the board Oakland County will be cooperating with the DDA to assist in property sales and exposure.

**Item 7: Budget for 2012**

MOTION by Dohany, second by Lublin to approve the Warrants and Financial Report as presented.

**MOTION CARRIED UNANIMOUSLY**

**Item 11: Other Matters - None**

MOTION by Lublin, second by Smith to adjourn.

**MOTION CARRIED UNANIMOUSLY**

Meeting adjourned at 2:04 p.m.

A handwritten signature in black ink, appearing to read 'Daniel Munro', is written over a horizontal dotted line.

Daniel Munro, Commerce Township Clerk  
DDA Secretary