

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
SPECIAL MEETING
Monday, May 4, 2015
Commerce Township Hall
2009 Township Drive
Commerce Township, MI 48390
1:00pm**

CALL TO ORDER:

The Special Meeting was called to order by Chairperson Gotts at 1:00pm.

Downtown Development Authority:

Present: James Gotts, Chairperson
Kathleen Jackson, Director
Dan Lublin, Vice Chairperson (arrived 1:10)
Susan Spelker, Member
Brian Winkler, Member
Mark Stacey, Member
David Smith, Member
Tim Hoy, Member
Tom Zoner, Township Supervisor

Also Present: Thomas Rauch, DDA Attorney
Vanessa Magner, DDA Secretary
Randy Thomas, Insite Commercial
Phil Adkison, Township Attorney (arrived 1:12)

Absent: Jose Mirkin, Member

Chairperson Gotts reviewed the two agenda items and noted that the agenda did not call for any public comments, and that no members of the public were present.

Item 1: DDA Director Resignation

Chairperson Gotts explained that the special meeting had been called to receive the official resignation submitted by Kathleen Jackson, the long-term, distinguished DDA Director, and to discuss the position. Supervisor Zoner noted that the DDA can recognize Kathleen's resignation, but it would not be accepted until the resignation date of May 22, 2015 as indicated in her letter. He added that the DDA can recommend a replacement and final approval would be up to the Township Board. This could be on the agenda for next week's regularly scheduled Township Board meeting.

Attorney Rauch stated that, subject to checking the statute, he believes the DDA appoints the Director and recommends the nomination, subject to the approval of the governing body which would be the Township Board of Trustees. He discussed the process and the transition. Kathleen added that she would be available during the transition to help out.

Chairperson Gotts stated that, on behalf of the DDA, it is with great regret that Kathleen's resignation is accepted.

MOTION by Zoner, supported by Spelker, to recognize and accept the resignation of Kathleen Jackson as DDA Director, to take effect on May 22, 2015, as indicated in the letter of resignation as presented.

MOTION CARRIED UNANIMOUSLY

Item 2: DDA Director Position

Chairperson Gotts addressed issues that would arise with the substantial learning curve if someone were to be hired from the outside. He stated that he would like to nominate Mark Stacey as Kathleen's successor to the position of DDA Director.

Mark Stacey recused himself from voting on further actions taken today and there were no objections from the DDA Board Members.

MOTION by Zoner, supported by Lublin, to recommend the nomination of Mark Stacey, to be appointed as the new DDA Director, subject to final approval by the Township Board, to be presented at their next regularly scheduled meeting on May 12, 2015, with the caveat that if approved, the change in Directors will take effect on May 22, 2015.

Discussion -

David Smith inquired about Mark's ability to accept. Mark Stacey discussed his schedule which would allow him to accept the nomination and the duties as the new Director if approved. He added that Jim and Tom had discussed options with him and the timing was perfect. He feels he can assist in fulfilling the goals that the DDA has been striving to achieve.

Supervisor Zoner stated that a contract would need to be drafted. Attorney Rauch would obtain a copy of the current DDA Director's contract for reference and the Township Board could be consulted with regard to the terms upon acceptance of Mark Stacey's nomination.

Hours for the position were discussed at length and Kathleen Jackson stated that the job averages 15 to 20 hours weekly; however, it is really a 30 to 40 hour per week job. Lublin asked if there was any way that Kathleen would change her mind. She replied no.

MOTION CARRIED

Recused: Mark Stacey

Dan Lublin asked if Mark Stacey would consent to the nomination. Mark Stacey accepted. **MOTION** by Zoner, supported by Spelker, for DDA counsel to arrange for and prepare the contractual terms and conditions of the DDA Director position for review by the Township Board at the next regular meeting on May 12, 2015.

Discussion -

Extensive open discussions ensued regarding facilitation of the transition between the two Directors, the hours involved in performing the duties of the position, the contract terms and conditions, compensation, the approved budget and independent contractor relationships versus employment status.

Chairperson Gotts suggested entertaining a resolution to allow for counsel to prepare documentation which would be parallel and mirror the terms and conditions of Kathleen Jackson's existing contract with the DDA, as approved under the current DDA budget, for review by the Township Board.

Discussion continued regarding negotiation of the contract terms.

**Motion Withdrawn by Zoner
Support Withdrawn by Spelker**

MOTION by Zoner, supported by Lublin, to direct the DDA Attorney to prepare a draft agreement with the new Director, consistent with the terms of the current DDA Director's contract and the form of independent contractor agreement utilized by the Township, for presentation to the Township Board, and indicating that a budget amendment may be required to reflect the transition to the new Director later this year as necessary.

MOTION CARRIED

Recused: Mark Stacey

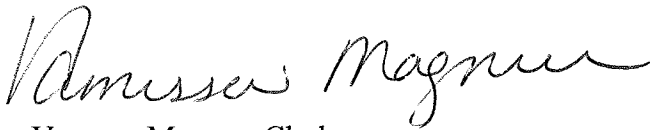
Item 3: Other Matters

- The next regularly scheduled meeting of the DDA is Tuesday, May 19, 2015.

Item 4: Adjournment

MOTION by Zoner, seconded by Spelker, to adjourn at 1:39pm.

MOTION CARRIED UNANIMOUSLY



Vanessa Wagner, Clerk
DDA Secretary