

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, February 18, 2014
Commerce Township Hall
2009 Township Drive
Commerce Township, MI 48390
12:00 p.m.**

CALL TO ORDER:

The Meeting was called to order by Vice Chairperson Lublin at 12:00 p.m.

Downtown Development Authority:

Present: Kathleen Jackson, Director
Dan Lublin, Vice Chairperson
Brian Winkler, Member
Mark Stacey, Member
Jose Mirkin, Member
David Smith, Member
Susan Spelker, Member
Thomas Zoner, Supervisor

Absent: James Gotts, Chairperson
Tim Hoy, Member

Also Present: Thomas Rauch, DDA Attorney
Vanessa Magner, DDA Secretary
Matt Schwanitz, Giffels-Webster Engineer
Randy Thomas – Insite Commercial
Terry Carroll – Community Development Director

Item 1: Approval of Minutes

MOTION by Zoner, second by Stacey, to approve the Regular Meeting Minutes of January 21, 2014. **MOTION CARRIED UNANIMOUSLY**

Item 2: Public Comments - NONE

Item 3: Director's Report –

Township Board approved a 1 million dollar advance to be used for the DDA bond payments. Director Jackson is looking for some input from the DDA regarding going out for bids on the sprinkler system and landscaping. She informed the DDA board the township is currently doing the maintenance and the DDA is reimbursing the township. Jackson is in the process of working with Matt Schwanitz, Phil Adkison, and Terry Carroll, on the pathways and future developments along Martin Parkway.

Item 4: Attorney's Report

DDA Attorney, Thomas Rauch, informed the board the 3rd Amendment with Hunter Pastor will be executed which implements the agreements that were approved by the DDA and Township Board. Rauch explained he has also been working other issues with Unit G and Hunter Pastor.

Item 5: Engineer's Report

Matt Schwanitz informed the board he is working on the amendments with Hunter Pastor. Schwanitz is also working with the developers on M Shapiro Development.

Item 6: Committee Reports

A. Finance Committee – Stacey stated the only activity this past month was the advance for 1 million dollars from the Township. No other activity.

B. Public Relations Committee – Mirkin explained the committee is working with Rotary Club for the carnival in May. Also, the committee is still preparing for the Walled Lake School Art Exhibit, and the November 5k run with Grace Church.

C. Marketing Committee – No update.

Item 7: Insite Commercial Report

Randy Thomas handed out an overview of the properties to the DDA board members.

Parcels A & H – This property is under contract with M. Shapiro Development and still in due diligence. Waiting for traffic study and this will help determine if a road through to Welch Road is needed. Developer is working with DEQ on the drainage issues at the western point of the property.

Parcel B – This developer has been granted confidentiality. Thomas expects to be presenting something to the DDA board within the next 30-60 days.

Parcel C - Pontiac Trail/Haggerty Road – Received 2 letters of intent. One has been a formal proposal that will be brought to the DDA board.

Parcels D & E – Have received 3 proposals, all for high density single family homes.

Parcel F- Have not received any offers at this time.

Parcel G – This property is currently under contract with Hunter Pastor Homes. The site plan is expected to be at the April Planning Commission meeting.

Parcel I – Have had a couple inquiries but no proposals.

Parcel J – S/W corner of Oakley Park and Haggerty – had some inquiries but due to the gas line that runs diagonally thru the property, development may be difficult.

Parcel K – Thomas has spoke with the neighbor of the property to see if they would have any interest, but have not received any offers.

Thomas believes interest will begin to pick up in Spring/Summer.

Mirkin asked if there has been any talk about the library location with the developer of Parcel B.

Thomas and Jackson explained the developer believes the library in this location can be an asset, but no official decisions have been made on the future location of the library.

Mirkin explained he would like to see the library located near the Township Hall.

Item 8: Approval of warrants and Finance Report

MOTION by Smith, second by Mirkin, to approve the Warrants with add ons the Finance Report.
MOTION CARRIED UNANIMOUSLY

Item 9: Other Matters

The March meeting was originally moved to March 11th but will be rescheduled to March 18th, the proper notices will be posted.

Brian Winkler informed the board he is available to attend any committee meetings as an alternate if he is needed.

MOTION by Zoner, second by Stacey to adjourn at 12:30 p.m.
MOTION CARRIED UNANIMOUSLY



Vanessa Wagner, Clerk
DDA Secretary