

**CHARTER TOWNSHIP OF COMMERCE  
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, January 15, 2013  
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  
Thomas Zoner, Supervisor

**Absent:** Christin Skikun, Member  
Pat Dohany, Member  
Jose Mirkin, Member  
David Smith, Member

**Also Present:** Randy Thomas – InSite Commercial  
Matt Schwanitz – Giffels Webster Engineers  
Thomas Rauch – DDA Attorney  
Susan Gross, DDA Treasurer  
Vanessa Magner, Acting DDA Secretary

**Item 1: Approval of Minutes**

**MOTION** by Lublin, second by Stacey, to approve the Regular Meeting Minutes of December 18, 2012 as presented.

**MOTION CARRIED UNANIMOUSLY**

**MOTION** by Zoner, second by Stacey, to appoint Vanessa Magner as the Secretary to the DDA until a Township Clerk is appointed.

**MOTION CARRIED UNANIMOUSLY**

**Item 2: Public Comments – None**

**Item 3: Director's Report**

**Update of Activities:** The Township Board approved the condominium documents and the P.U.D. agreement for the Commerce Towne Place area at their January meeting. The Township Board approved the liquor license for “On the Dunes” sports facility and restaurant/bar at the old Stock Building Supply building on Haggerty Road, in the D.D.A. The Planning Commission approved the site plan for the use at a December meeting as well.

Prosper magazine published its annual magazine this past month

The Township Board approved a resolution regarding the issuance of quota liquor licenses in the D.D.A. area. These are new licenses that the Township garnered as a result of the increase in population, as determined by the 2010 Census. Three of these licenses will be available.

There were no MTT judgments for this past month.

Three new businesses (a Hookah Lounge on Welch Road, a medical marijuana on Goldie St. and a gymnastics company on Martin) received occupancy permits in the month of December.

**Item 4: Attorney's Report**

Thomas Rauch discussed the past month activities including; finalizing the condominium documents, continuing to work with developers, final deed for the Township Hall and Library, Planned Unit Development (PUD) title will be recorded.

**Item 5: Engineer's Report**

Matt Schwanitz provided an update that he is finishing up work on the condominium documents and everything else has wound down.

**Item 6: Committee Reports**

A. Finance Committee – Stacey stated the finance committee reviewed the monthly warrants, DDA cash flow is estimated to be \$50,000 short for January and will be asking the Township Board for a financial advance of \$150,000.

**MOTION** by Stacey, second by Lublin, for a financial advance in the amount of \$150,000 from the Township Board. **MOTION CARRIED UNANIMOUSLY**

Discussion on the amount of money the DDA will need from the Township for this year may be over 2 million dollars. Financial advances should be requested on a quarterly or bi-annually.

**MOTION** by Stacey, second by Lublin, to direct DDA Treasurer, Susan Gross, to work with Township Attorney on a process for financial advances to be on a quarterly or bi-annual basis. **MOTION CARRIED UNANIMOUSLY**

B. Public Relations Committee – No Update

C. Marketing Committee – No Update

**Item 7: Insite Commercial Report**

Randy Thomas provided an update of activities, including; a presentation of the plan overview was given to the Township Board at their last meeting, Shapiro Development is contemplating expanding to next parcel, SW quadrant will begin working with the marketing committee. The agreement has not been signed.

There were some red flags to the developers at the last Township Board meeting.

**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 - None**

**MOTION** by Stacey, second by Zoner to adjourn at 12:45 p.m.

**MOTION CARRIED UNANIMOUSLY**

A handwritten signature in cursive script that reads "Vanessa Wagner". The signature is written in black ink and is positioned above the printed name and title.

Vanessa Wagner, Deputy Clerk  
Acting DDA Secretary