

**CHARTER TOWNSHIP OF COMMERCE  
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, November 20, 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  
Jose Mirkin, Member  
David Smith, Member

**Absent:** Christin Skikun, Member

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

**Item 1: Approval of Minutes**

**MOTION** by Lublin, second by Stacey, to approve the Regular Meeting Minutes of October 23, 2012 as presented.

**MOTION CARRIED UNANIMOUSLY**

**Item 2: Public Comments** – Susan Averbuck, Campbell Creek Homeowners Association was present because she is not in favor of the Bad Ass Challenge that will be coming up.

**Item 3: Director's Report**

**Update of Activities** – The Planning Commission reviewed and recommended approval of the condominium documents as well as the P.U.D. agreement for the Commerce Towne Place area at their November 5, 2012 meeting. Both items will be on the Township Board agenda in December for their review.

The Township Board approved the advance of \$150,000 to the D.D.A. at their November meeting. This advance will cover the D.D.A.'s costs until May, 2013.

Michigan Tax Tribunal judgments totaled \$50,989 for the month of October.

Grace Church hosted their 2<sup>nd</sup> annual 5K run on Saturday, November 3<sup>rd</sup> at 10:00 a.m. behind the Township Hall.

Director Jackson met with two Rotary representatives, Lieutenant Jansson, Fire Chief Schornack and Fire Marshall Martin to go over safety and security issues for the Carnival. The Rotary has also applied to the Planning Commission for review of the temporary event.

The two D.D.A. homes will be demolished within the next two weeks. The Fire Department did use the P.G.A. home for exercises last weekend.

#### **Item 4: Attorney's Report**

Thomas Rauch discussed the past month activities including; work on the Condominium By-laws, Planned Unit Development (PUD) agreement. Rauch has been working with Insight Commercial and potential developers.

#### **Item 5: Engineer's Report**

Matt Schwanitz provided updates on the final construction work on the Parkway and is also working on the Condominium documents. Schwanitz is working with Insite Commercial and potential developers.

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

A. Finance Committee – Stacey reported the cash advancement that was received by the Township will cover the DDA until next March.

B. Public Relations Committee – Mirkin mentioned the Bad Ass Challenge coordinators will be coming back to the DDA with a layout. The committee met with the Superintendent at Walled Lake Schools.

Stacey suggested talking to the school district regarding the cross-country runners using Martin Parkway.

C. Marketing Committee – No Update

#### **Item 7: Insite Commercial Report**

Randy Thomas provided an update of activities, including; working with Jim Galbriath on items included in the contract. A formal contract should be available at the next meeting. The PUD agreement should be completed by January. Commercial interest has increased including 6 restaurants. An offer at Haggerty Road and Pontiac Trail is being anticipated. A national developer has expressed interest in the property between Martin Parkway and Haggerty for apartments, senior living and small retail.

#### **Item 8: Approval of the 2013 DDA Schedule of Meetings**

**MOTION** by Stacey, second by Lublin, to approve the 2013 DDA Schedule of Meetings with appropriate changes to the incorrect year 2012 to 2013.

**MOTION CARRIED UNANIMOUSLY**

#### **Item 8: Approval of Warrants and Finance Report**

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

**MOTION CARRIED UNANIMOUSLY**

**Item 9: Other Matters**

Smith questioned the irrigation system used on Martin Parkway and the invoices from Progressive Irrigation.

Director Jackson mentioned the system was working for about 6 weeks this year.

Chairman Gotts informed the board of new bicycle and pedestrian signs along the Parkway.

**MOTION** by Mirkin, second by Lublin to adjourn at 12:38 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