

**CHARTER TOWNSHIP OF COMMERCE  
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, January 19, 2010  
Commerce Township Hall  
2009 Township Drive  
Commerce, MI 48390, 12:00 p.m.**

**CALL TO ORDER:** Chairperson Gotts called the meeting to order at 12:00 p.m.

**Downtown Development Authority**

**Present:** E. Wynn Berry, DDA Director  
Daniel Lublin, Member  
Jim Gotts, Chairperson  
Thomas Zoner, Member  
Jose Mirkin, Member  
Paul Kirkwood, Member  
David Smith, Member  
Wendy Anderson, Member  
Randall Thomas, Member  
Cristen Skikun, Member

**Quorum of DDA Members determined**

**Absent:** Doug Lanni, Member  
Pat Dohany, Member  
Sandra Motz, Member

**Also Present:** Susan Gross, DDA Treasurer  
Phillip Adkison, Township Attorney  
Deb Kirkwood, DDA Administrative Assistant  
Sandra Abrams, DDA Secretary  
Thomas Rauch, DDA Attorney

**Approval of the Minutes:** December, 15, 2010, DDA Minutes.

**MOTION** by Lublin, second by Thomas, to approve the December 15, 2009, Meeting Minutes with one correction.

**MOTION CARRIED UNANIMOUSLY**

**Item 1: Public Comments**

Mark Stacy, resident, reported that a red truck used the park's walking trail as a road at a speed of 20-25 mph. Requests the DDA Board consider signage and obstacles placed so motor vehicles will not be able to access the pathways.

Peter Unick, resident, requested use of the road, Martin Parkway, to access the Commerce Township Library. Director Berry stated that the Road Commission for Oakland County would not allow access at this time and suggested Mr. Unick contact the RCOC (a number and name for that contact would be given to Mr. Unick) and request they lift their restrictions.

**Item 2: Consent Agenda**

- A. Treasurer's Report for December, 2009;**
- B. Approval of Warrants**

**MOTION** by Anderson, second by Thomas to receive and file the Treasurer's Report as presented.  
**MOTION CARRIED UNANIMOUSLY**

Director Berry explained to the Board that the Township Board did not approve the DDA Budget but did authorize certain warrants to be approved based on the attached documentation containing an exact list of which warrants could be paid, and recommended payment of same.

**MOTION** by Lublin, second by Thomas to approve the warrants as presented and determine warrants payable based on documentation and direction of the Township Board (Documentation Attached)

**MOTION CARRIED UNANIMOUSLY**

### **Item 3: Director's Report**

- A. Update on TEDF Grant Application – Director Berry reported that addition information relative to truck traffic from Homedics, has been requested from the Committee reviewing the grant applications. The requested information had been obtained and forwarded to the Committee. An announcement as to grants awarded is expected mid February.
- B. 2009 DDA Budget – Director Berry reported that specific items were approved by the Township Board for payment; however the DDA Budget as recommended by the DDA was not approved by the Township Board. There is to be a Finance Committee meeting this date at 5:00 p.m. wherein further discussion will be held relative to the DDA Budget. A report of the Finance Committee's findings will be made at the next meeting of the DDA Board.
- C. Committee Reports
  - a. Marketing Committee – David Smith reported that the Marketing committee has been approached by Automation Alley Oakland County to join forces with them as a marketing tool for the DDA; a meeting with Brooks Patterson is to be set up in the near future; and, the Committee is moving in a positive direction.
  - b. Public Relations Committee – Jose Mirkin reported that a presentation was made by the DDA and all Committees to the Township Board and he summarized the Public Relations Committee report to the Township for the DDA Board, also stating the Public Relations Committee is moving in a positive direction and working together with the other committees.
  - c. Finance Committee – The chair of the Finance Committee will be out of town for several future meetings and it was suggested that Sandra Motz assume the position of Chair of the Finance Committee. A committee meeting was to be held this date at which time Sandra Motz will be approached to accept the position. It was further discussed that one of the first steps is to obtain additional information relative to the finances before moving forward with problem solving relative to the financial situation of the DDA. That information was to be provided at the Finance Committee Meeting scheduled later this same date.
  - d. Director Berry reported that he had received two inquiry call this date from interested parties relative to the sale of the empty building to the north of Township Hall stating the proposed purchaser requested information as to when the road would be open to Pontiac Trail; A second inquiry came from the building owner in the front out lots in front of Meijer's requesting information on Haggerty Road repair.

**Item 4: Attorney Update – None**

**Item 5: Engineer's Update:** No construction at this time. The Round a bout plans are 80-95% complete. Still to do are the construction plan aspect of the project, i.e. closure or partial closure of the road, etc, stating the complete plans should be ready in 2-3 months; in addition, it was stated that approved plans do not have a good shelf life and that the completion of the road including round a bout could be accomplished in one year, however, it is more likely that it would be open in one year but there would be additional items that would need completion the following year.

**Item 6: Planning Director's Update –** Kathleen Jackson reported that Supervisor Zoner and herself would be meeting with Dan Hunter of Oakland County to affect assistance for local businesses; Trilogy will be review again by the Planning Commission at a new site still in Commerce Township; and, reported that Census day is April 1, 2010, and that \$1,000 is allocated for each person in the community. She further stated that Oakland County expects to have a declined population count which will cause for less revenue and the loss of at least one Representative in Lansing. All departments in Commerce Township will be given information on the census and where assistance can be provided to anyone having difficulty filling out the census form or need to receive a census form.

Further, Williams International is still in ACT 198 process and Homedics has completed the ACT 198 process for tax abatement.

**Item 7: Closed Session: None**

**Item 8: Other Matters:** Request by Jose Mirkin to obtain a detailed summary of the expenditures for the DDA Project area and Martin Parkway.

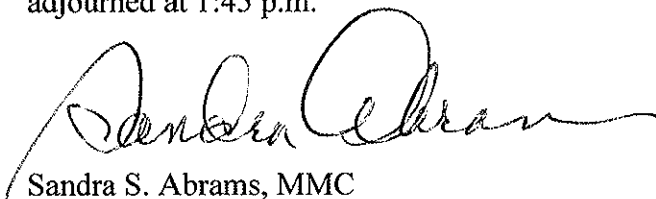
**MOTION** by Mirkin, second by Lublin to direct the DDA Director to submit to the DDA Board, by January 30, 2010, a detailed summary of the funds expended and purpose for same on Martin Parkway.

**MOTION CARRIED UNANIMOUSLY**

**Item 8: Other Matters:** Further discussion on the following:

Presentation by Township Trustee Sovel at the Township Board;  
Cost Cutting measures with regard to the DDA Budget;  
Open Meetings Act with regard to committee and DDA meetings;  
Finance Committee

**MOTION** by Smith, second by Skikun to adjourn, **Motion carried unanimously**, meeting adjourned at 1:45 p.m.



Sandra S. Abrams, MMC  
DDA Secretary  
Clerk, Charter Township of Commerce

*New*

INV REF#	VENDOR	INV DATE	EXP CHK RUN	INV AMT	AMT DUE	STATUS	JNLZD?
00040610	ADKISON, NEED & ALLEN	12/31/2009	1/19/2010	3,397.50	3,397.50	0	N
00040611	B & V CONSTRUCTION, INC.	12/29/2009	1/19/2010	50,000.00	50,000.00	0	N
00040613	BRIAN BLAESING	12/31/2009	1/19/2010	1,530.00	1,530.00	0	N
00040619	GIFFELS-WEBSTER ENGINEERS	12/18/2009	1/19/2010	58,169.00	58,169.00	0	N
00040620	GIFFELS-WEBSTER ENGINEERS	12/17/2009	1/19/2010	399.00	399.00	0	N
00040615	HERMANOFF & ASSOCIATES	1/5/2010	1/19/2010	3,579.95	3,579.95	0	N
00040612	KEMP, KLEIN, UMPHREY & ENDLEMAN, PC	1/6/2010	1/19/2010	12,086.72	12,086.72	0	N
00040609	J. A. LOMBARDO	1/11/2010	1/19/2010	848.00	848.00	0	N
00040607	MIDWEST STONE DESIGN	1/12/2010	1/19/2010	19,342.00	19,342.00	0	N
00040622	DTE ENERGY	1/12/2010	1/19/2010	11,467.48	11,467.48	0	N
00040623	CONSUMERS ENERGY	12/3/2009	1/19/2010	40,588.31	40,588.31	0	N
00040621	OAKLAND COUNTY TREASURER	12/31/2009	1/19/2010	891.09	891.09	0	N
00040608	BOB ROUSSEAU'S EXCAVATING, INC.	12/15/2009	1/19/2010	230.00	230.00	0	N
00040625	BOB ROUSSEAU'S EXCAVATING, INC.	1/5/2010	1/19/2010	150.00	150.00	0	N
00040624	TARR'S SERVICE, INC.	9/24/2009	1/19/2010	2,520.00	2,520.00	0	N
00040614	WIENER ASSOCIATES	12/29/2009	1/19/2010	2,000.00	2,000.00	0	N
00040616	WYANDOTTE ELECTRIC SUPPLY COMPANY	12/18/2009	1/19/2010	9,069.84	9,069.84	0	N
00040617	WYANDOTTE ELECTRIC SUPPLY COMPANY	12/21/2009	1/19/2010	57,870.66	57,870.66	0	N
00040618	WYANDOTTE ELECTRIC SUPPLY COMPANY	12/21/2009	1/19/2010	1,751.33	1,751.33	0	N

# of Invoices: 19 # Due: 19 TOTALS:

275,890.88 275,890.88

7,520.83

Wynn Berry  
 Debra Kirkwood  
 Amy Grodin

283,411.71

2009 Total \$228,416.73

2010 Total \$47,474.15 7,520.83

54,994.98