

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, February 16, 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
David Smith, Member
Wendy Anderson, Member
Randall Thomas, Member
Sandra Motz, Member

Quorum of DDA Members determined

Absent: Doug Lanni, Member
Pat Dohany, Member
Christin Skikun, Member
Paul Kirkwood, Member

Also Present: Susan Gross, DDA Treasurer
Phillip Adkison, Township Attorney
Sandra Abrams, DDA Secretary
Thomas Rauch, DDA Attorney

Approval of the Minutes: January 19, 2010, DDA Minutes.

MOTION by Thomas, second by Anderson, to approve the January 19, 2010, Meeting Minutes as presented.

MOTION CARRIED UNANIMOUSLY

Item 1: Public Comments

Mark Stacy, resident, requested that the work groups/committees be open to the public and that minutes of the work groups/committees be made and available to the public.

Peter Unick, resident, Mr. Unick contacted the RCOC (a number and name for that contact was be given to Mr. Unick by Director Berry with his suggestion at the prior meeting that he contact them directly and request access to Martin Parkway from Oakley Park to the Library) and was told by the RCOC that they had no jurisdiction over the road and it was entirely up to the Township to grant access to Martin Parkway at any time prior to the road being turned over and dedicated to the RCOC. Mr. Unick again requested the DDA open Martin Parkway from Oakley Park to the Library.

Judy Unick and Tabitha Stasie, residents, stated they had requested a meeting with Director Berry earlier in the week and has not received a reply to her request. (At the conclusion of this meeting a meeting time and date was scheduled between Director Berry, Judy Unick, and Tabatha Stasie on Monday, February 22, 2010, at Township Hall Lobby, at 9:00 a.m.)

Item 2: Consent Agenda

A. Treasurer's Report for January, 2010;

MOTION by Thomas, second by Smith, to receive and file the Treasurer's Report as presented.

MOTION CARRIED UNANIMOUSLY

B. Warrants

MOTION by Zoner, second by Motz, to recommend approval to the Township Board, payment of bills for February 2010. (see attached DDA Document "List of Bills for February, 2010, as of 2-16-10")

MOTION CARRIED UNANIMOUSLY

Item 3: Director's Report

Committee Reports

- A. **Marketing** – Dave Smith, chairperson, reported that the Marketing Committee is waiting for the budget to be approved to allow funding for the Committee; funding to be used for membership and organization fees necessary to begin marketing the property in the project area.
- B. **Public Relations Committee** – Jose Mirkin, chairperson, reported that the Committee will be meeting immediately following the DDA meeting today and that due to budget cuts the Committee has not been able to work with Hermanoff and Associates, however, the Committee is working on defining the direction of the DDA project area, will work closely with the Finance Committee, and the process will continue to select Ambassadors to the DDA to meet with the Community at large to explain and promote the DDA project area and plans for same.
- C. **Finance Committee** – Sandra Motz, Acting Chairperson, reported that the Finance Committee is working diligently and has met every week and weekends to refine the budget that will be recommended by the Committee to the DDA Board later in the meeting. The Committee will continue to meet to define a plan for the bond payments and cash flow necessities of the DDA and the Township.
- D. **Update on TEDF Grant Application** – Director Berry reported that an announcement as to grants awarded is today or tomorrow, and that TIGER grant shortly thereafter.

Item 7: Closed Session (Out of Order)

MOTION by Smith, second by Thomas, to enter into Closed Session for the purpose of discussing the purchase of Property.

MOTION CARRIED UNANIMOUSLY

Entered Into Closed Session at 12:45 p.m.

Returned from Closed Session to Regular Session at 1:40 p.m.

MOTION by Motz, second by Smith to approve the Minutes of Closed Session.

MOTION CARRIED UNANIMOUSLY

MOTION by Smith, second by Thomas to approve continuing negotiations as discussed in Closed Session.

MOTION CARRIED UNANIMOUSLY

- E. **2010 DDA Budget** –Sandra Motz, Acting Chairperson of the Finance Committee, presented the 3rd revised 2010 DDA Budget, explaining the process of the Committee and the reasoning behind each line item.

MOTION by Smith, second by Thomas to recommended approval to the Township Board, the 2010 DDA Budget as presented by the Finance Committee.

ROLL CALL VOTE:

AYES: Lublin, Gotts, Zoner, Mirkin, Smith, Anderson, Thomas, Motz

NAYS: None

ABSENT: Skikun, Dohany, Lanni

MOTION CARRIED UNANIMOUSLY

Item 4: Attorney Update – None

Item 5: Engineer's Update: Construction plan aspect of the project, i.e. closure or partial closure of the road, etc, are under discussion at this time. The complete plans should be ready in 2-3 months; Drawings were shown for both a full closure and partial closure of roadways during construction.

Item 6: Planning Director's Update – Kathleen Jackson reported that Beaumont Hospital is expected to continue their construction in May, 2010. Permits have not yet been approved for the revised construction plans. In addition, she has taken calls and met with several businesses interested in the DDA area.

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

Item 8: Other Matters: Jose Mirkin, DDA Member, addressed the DDA Director relative to the Motion of the DDA Board at the January 19, 2010, DDA Meeting, directing the DDA Director to provide to the DDA Board a detailed summary of the funds expended and purpose for same relative to Martin Parkway, stating that the requested material was to be distributed to the DDA Board by January 30, 2010, and thus far no documentation or information has been received by the DDA Board Members.

Discussion ensued of possible explanations and solutions to receiving the materials requested by the Board from the DDA Director in a timely manner.

Supervisor Zoner requested a Motion to appoint Kelly Allen, of Adkison, Need and Allen, as the contact person for the Liquor Control Commission, relative to the escrowed liquor license currently held by the DDA.

MOTION by Zoner, second by Lublin, to appoint Kelly Allen as contact person to the LCC for the DDA.

MOTION CARRIED UNANIMOUSLY

MOTION by Smith, second by Zoner to adjourn. **Motion Carried Unanimously.** Meeting
Adjourned at 2:45 p.m.

A handwritten signature in black ink, appearing to read "Sandra Abrams", with a long horizontal flourish extending to the right.

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

DDA

List of Bills for February, 2010

as of 2/16/10

<u>Vendor</u>	<u>Amount</u>	<u>Invoice Date</u>	
DTE Energy	\$30.82	Due 2/15/10	Need to be paid before DDA Meeting
Wyandotte Electric Supply	\$32,684.44	1/13/2010	
Giffels Webster Engineers			
Martin Parkway	\$41,546.48	1/20/2010	
Martin parkway Utility Reviews	\$399.00	1/22/2010	
Martin Parkway Inspection	\$266.00	1/22/2010	
Brooks Williamson & Assoc.	\$545.04	8/25/2009	
Brooks Williamson & Assoc.	\$421.98	11/17/2008	
Metropolitan Power & Lighting, Inc.	\$29,928.60	2/1/2010	
Kemp Klein Law Firm	\$19,774.45	2/3/2010	
Adkison, Need & Allen	\$2,633.00	1/31/2010	
W. Wynn Berry	\$4,770.83	REVISED	
Fuller Appraisal, LLC	\$7,500.00	2/8/2010	
DTE Energy	\$89,600.00		
	\$230,100.64		
<u>ADD ON</u>			
Fuller appraisal, LLC	\$1,875.00	2/15/2010	
	\$231,975.64		