

James Gotts
Chairman

DOWNTOWN DEVELOPMENT AUTHORITY

2009 TOWNSHIP DRIVE
COMMERCE TOWNSHIP, MICHIGAN 48390

(248) 960-7025
www.commercetwp.com

Mark Stacey
Director

TUESDAY, FEBRUARY 16, 2021 COMMERCE TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING VIRTUAL MEETING INFORMATION & INSTRUCTIONS

The Commerce Township Downtown Development Authority (DDA) meeting on **Tuesday, February 16, 2021 at 12:00 p.m.** will take place electronically due to health concerns associated with COVID-19.

Members of the public may access the agenda via commercetwp.com beginning **Thursday, February 11, 2021**.

Members of the public wishing to participate in the electronic meeting may do so by: Dialing the phone number below and entering the meeting ID and password when prompted.

Telephone Access: 1-312-626-6799 US (Chicago) or 1-888-788-0099 US (Toll-Free)
Meeting ID: **811 4355 1199**

Where to watch the meeting:

The meeting will be available to view live on our YouTube Channel which can be easily reached from the live meeting link located on the Commerce Township website home page (commercetwp.com) or by visiting <https://www.youtube.com/channel/UCaHnYIOvUUlgLjKk9KjNMrw>. Closed captioning will be available after YouTube fully renders the meeting video.

Procedure for public comment by electronic means:

There must be full opportunity for both the general public and the members of the DDA Board to hear and be heard at appropriate times during the meeting. Public participants will be muted upon entry to the meeting, but will have a chance to speak during public comment.

Once connected to the meeting, **members of the public wishing to participate in the virtual public comment must alert us that they wish to speak by pressing *9 on their telephone keypad. Pressing *9 will activate the "raise hand" feature signaling to us that you wish to comment. Pressing *6 will unmute your line.** Because of limitations with muting and unmuting members of the public, there will only be one public comment period which will be announced by the Chair, Director and/or Moderator at the appropriate time.

Participants will be called upon one a time, as would happen during an in-person meeting. When you are unmuted, please introduce yourself by stating your name and address for the record. You will then have (2) minutes to share your comments with the DDA Board Members. At the conclusion of your comments or your (2) minutes, you will be muted and removed from the public comment queue.

Participants may also choose to submit written comments that will be added to the record and included in the meeting packet. Submit any written comments via e-mail to Melissa Creech, Township Clerk at mcreech@commercetwp.com or by mail at 2009 Township Drive, Commerce Township, MI 48390 Attn: Clerk Melissa Creech by **Noon, Monday, February 15, 2021**.

Procedures for accommodations for persons with disabilities:

The Township will follow its normal procedures for individuals with disabilities needing accommodations for effective participation in this meeting. **Please contact the Township Clerk's office at (248) 960-2020 at least two days in advance of the meeting.** An attempt will be made to make reasonable accommodations.

**Charter Township of Commerce
Downtown Development Authority Board Meeting
Tuesday, February 16, 2021
12:00 PM**

**ELECTRONIC-ONLY ZOOM MEETING – DUE TO HEALTH CONCERNS ASSOCIATED WITH COVID-19
PLEASE SEE ATTACHED COVER PAGE FOR PARTICIPATION INSTRUCTIONS**

RESIDENTS MAY CALL IN VIA:

1-312-626-6799 US (Chicago) or 1-888-788-0099 US (Toll Free)

Meeting ID: 811 4355 1199

View the meeting LIVE on the Township's YouTube channel

<https://www.youtube.com/channel/UCaHnYIOvUUlgLjKk9KjNMrw>

AGENDA

CALL TO ORDER

- ITEM 1: Approval of Minutes:**
A. Tuesday, January 19, 2021 Regular Meeting
B. Thursday, January 28, 2021 Special Meeting
- ITEM 2: Public Comments**
- ITEM 3: Insite Commercial Report**
- ITEM 4: Director's Report**
A. DDA Assistant Job Description
B. DDA Director Job Description
- ITEM 5: Attorney's Report**
A. Variance Application – Pathway Waiver Request
B. Parcel L Purchase Agreement
C. DDA Director's Contract
- ITEM 6: Engineer's Report**
- ITEM 7: Planning Director's Report**
- ITEM 8: Committee Reports**
A. Finance Committee – New Appointment
B. Public Relations Committee
C. Marketing Committee
- ITEM 9: Approval of Warrants and/or Carryovers, Add-ons, Revenue & Expenditure Report**
- ITEM 10: Other Matters**

**Next Regularly Scheduled Meeting is
TUESDAY, MARCH 16, 2021 at 12:00 PM**