

**CHARTER TOWNSHIP OF COMMERCE  
DOWNTOWN DEVELOPMENT AUTHORITY  
Tuesday, July 17, 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

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

**Also Present:** Thomas Rauch, DDA Attorney  
Randy Thomas – InSite Commercial  
Daniel Munro, DDA Secretary  
Susan Gross, DDA Treasurer

**Item 1: Approval of Minutes**

**MOTION** by Zoner, second by Winkler, to approve the Regular Meeting Minutes of June 19, 2012 as presented.

**MOTION CARRIED UNANIMOUSLY**

**Item 2: Public Comments**

Susan Averbuck, Campbell Creek Homeowners Association  
David Baker, Lakes Area Optimist Club; Run with Attitude  
Jim Galbraith, M. Shapiro Development, is urging the DDA to finalize the condominium documents to facilitate the development of this important piece of property.

**Item 3: Director's Report**

**Update of Activities** – Jackson summarized an update of DDA activities including;

The DDA Attorney, Township Attorney and Kim Shierk (attorney preparing the condominium documents) met with the Director, Mike Polmear and Matt Schwanitz twice this past month to review the condo documents. The conditions, covenants and restrictions have been incorporated into a draft Master Deed. Several of those items previously part of the CC and R's were included in the Zoning Ordinance and the Town Center Overlay District so they did not need to be inserted in the Master Deed. Title work, final surveying and attorney input are being completed. The Township Attorney is drafting a Planned Unit Development agreement to help facilitate the process as well.

Target has brought in plans for an interior renovation. A larger grocery area and general upgrades are being proposed. T & S Petro, located on the northeast corner of Pontiac Trail and Welch, opened in the past month as well.

Several trees in the project area are in need of removal.

The Township Board reappointed Jose Mirkin for an additional two year term at their July 10th meeting.

The Finance Committee will be given documents to begin review of the DDA's 2013 budget. This will be before the DDA at the August meeting for review and comment.

Lublin inquired on the status of the condominium documents. Rauch began to answer his question through his Attorney's Report.

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

Thomas Rauch discussed the past month activities including; work on proposed developer agreements and the condominium documents. Rauch estimated another 30-60 days before the DDA has the final condo documents. Rauch is currently vetting the details behind the maintenance of the general common area. A draft of the Condominium By-laws, Planned Unit Development (PUD) agreement and the Master Deed are nearing completion.

**MOTION** by Stacey, second by Lublin, to authorize an expenditure not to exceed \$5,000 in order to pay Seaver Title for the purpose of document review and to produce an informational Title document that will become the 'subject to' clause to be part of the Master Deed.

**MOTION CARRIED UNANIMOUSLY**

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

Matt Schwanitz has been working with the attorney on the condominium documentation.

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

- A. Finance Committee – Stacey reported the committee met by email this past month to review warrants. In addition, discussions with the Treasurer on a financial analysis through year end. A report was presented. Gross will be requesting the Township Board allow for a \$1.8M loan advance at the August Township Board meeting.

**MOTION** by Stacey, second by Lublin, to authorize Gross to request the Township Board allow for a \$1.8M loan advance at the August Township Board meeting to be drawn as necessary.

**MOTION CARRIED UNANIMOUSLY**

- B. Public Relations Committee – No Update

- C. Marketing Committee – No Update

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

Randy Thomas reported he is anxious to have the condominium documents finalized in order to move forward with the existing developer offers.

Thomas has received new interest from a potential Commercial buyer; just questions at this point. Another national residential developer approached Insight and a purchase offer is anticipated.

A conglomerate of four restaurants are waiting for the creation of out-lots that could be acquired.

**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**

Dohany asked about the sprinkler system. Zoner suggested the DDA donate money toward the flower fund.

**MOTION** by Zoner, second by Dohany to adjourn at 12:48 p.m.

**MOTION CARRIED UNANIMOUSLY**

Daniel Munro, Commerce Township Clerk  
DDA Secretary