

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, November 17, 2009
Commerce Township Hall
2009 Township Drive
Commerce, MI 48390, 12:00 p.m.**

CALL TO ORDER: Chairperson Gotts called the meeting to order at 12:30 p.m.

Downtown Development Authority

Present: E. Wynn Berry, DDA Director
Daniel Lublin, Member
Jim Gotts, Chairperson
Thomas Zoner, Member
Jose Mirkin, Member
Randall Thomas, Vice-Chairperson
Paul Kirkwood, Member
Sandra Motz, Member
David Smith, Member
Wendy Anderson, Member
Pat Dohany, Member
E. Christin Skikun, Member

Quorum of DDA Members determined

Absent: Doug Lanni, Member
Frank Marotta, Member

Also Present: Susan Gross, DDA Treasurer
Phillip Adkison, Township Attorney
Thomas C. Rauch, DDA Attorney
Debra N. Kirkwood, DDA Administrative Assistant
Sandra Abrams, DDA Secretary

Approval of the Minutes: October 27, 2009 DDA Minutes

MOTION by Dohany, second by Anderson, to approve the October 27, 2009, Meeting Minutes as presented.

MOTION CARRIED UNANIMOUSLY

Item 1: Public Comments

Mark Stacey commented that the project should remain a high end product, even with consideration given to financial constraints.

Item 2: Consent Agenda

- A. Treasurer's Report for October 2009;**
- B. Approval of Warrants with additions**

MOTION by Dohany, second by Thomas to receive and file the Treasurer's Report.

MOTION CARRIED UNANIMOUSLY

MOTION by Lublin, second by Kirkwood, to approve the warrants and add-ons as presented.

Item 3: Director's Report

- A. Bridge Stonework – Stonework is moving forward slowly;
Bids on Bridge Rails – Bids received were discussed, as was the design and materials used for the Bridge Rails;

MOTION by Dohany second by Smith, to approve the Bridge Rails proposal as presented.

MOTION CARRIED UNANIMOUSLY

Lighting – Footings and cable are all in process. Poles ordered. Energy should be in place in two to four weeks; ultimately the Road Commission will take over all the lights. The DDA will pay for the lights; the Road Commission will pay for the energy.

Kingstown Berm – Construction of the berm at Kingstowne is moving forward. The trimming of the large spruce trees is currently being negotiated with the attorneys representing Kingstown Manor as well as Kingstowne's request for additional plantings.

Winterizing the Project Area – The project will be shutting down for the winter approximately 2 to 4 weeks. To be addressed: signage, barricades at the Library round-a-bout and Township round-a-bout.

- B. Appointment of Finance committee, Marketing Committee, Public Relations Committee.

MOTION by Dohany, second by Smith to establish Finance, Marketing, and Public Relation Committees as presented. Chairman Berry to add members as needed.

MOTION CARRIED UNANIMOUSLY

Following discussion committees were formed as follows:

Finance: Zoner, Gotts, Dohany, Motz, Thomas, Mirkin

Marketing: Zoner, Thomas, Lublin, Smith, Gotts

Public Relations: Gotts, Zoner, Mirkin, Lublin, Skikun

Director Berry to be an ex-officio member of all three committees

Following the DDA meeting, Chairpersons shall be appointed to each committee and schedules set for immediate convening of each committee.

- C. 2010 DDA Budget – Discussion of the DDA Budget as presented and changes discussed including but not limited to inclusion of grant funds that have not been awarded to date, salaries, office expenses, legal expenses, road project.

It was determined to set a special meeting date of December 1, 2009, 11:30 a.m. to discuss the Finance Committee's recommendation for the DDA 2010 Budget and make the DDA Board's recommendation of a 2010 DDA Budget to the Township Board.

Recess at 2:40 p.m.

Reconvene at 2:45 p.m.

Item 4: Attorney's Update

MOTION by Thomas, second by Smith to approve for submittal Commerce Township Downtown Development Authority Resolution relative to TEDF Grant.

MOTION CARRIED UNANIMOUSLY

MOTION by Dohany, second by Kirkwood, to approve the Liquor Control Commission official resolution relative to the Pinewood Liquor License as presented and subsequent to the Resolution adopted at the last regular meeting of the DDA.

MOTION CARRIED UNANIMOUSLY

Item 4: Engineer's Update – Update given under Item 3

Item 5: Planning Director's Update:

Planning Commission to consider an extension of Homedic's site plan that expires in January 2010.

MEDC Conference update.

William International tax abatement application recently submitted.

Item 6: Closed Session

MOTION by Smith, second by Thomas to enter into Closed Session for the purpose of discussing attorney client privileged communication.

ROLL CALL VOTE:

AYES: Dohany, Anderson, Gotts, Zoner, Smith, Motz, Lublin, Kirkwood, Thomas Mirkin, Skikun

NAYS: None

ABSENT: Lanni, Marotta

Entered into Executive Session at 3:00 p.m.

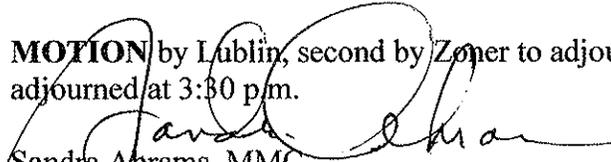
Returned from Executive Session at 3:15 p.m.

MOTION by Anderson, second by Zoner, to approve the minutes of the Closed Session as written. **Motion carried unanimously.**

Discussion of various aspects of the DDA Committees including appointment of Chairpersons, future Ordinance Committee, and Committee schedules.

As there were no other issues,

MOTION by Lublin, second by Zoner to adjourn, Motion carried unanimously, meeting adjourned at 3:30 p.m.


Sandra Abrams, MMC

DDA Secretary

Clerk, Charter Township of Commerce