

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, December 15, 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 12:20 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
Sandra Motz, Member
David Smith, Member
Wendy Anderson, Member
Pat Dohany, Member
Cristen Skikun, Member

Quorum of DDA Members determined

Absent: Doug Lanni, Member
Randall Thomas, Vice Chairperson - Excused

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

Approval of the Minutes: November 27, 2009 DDA Minutes

MOTION by Lublin, second by Anderson, to approve the November 27, 2009, Meeting Minutes as presented.

MOTION CARRIED UNANIMOUSLY

Item 1: Public Comments

Julie LeBlanc informed the Board that she attended the funeral of Frank Marotta, and further stated that the former Board member Marotta was a good man.

Item 2: Consent Agenda

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

MOTION by Zoner, second by Skikun to approve the Consent Agenda as presented including the add-ons to the Warrants

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Lanni, Thomas

MOTION CARRIED UNANIMOUSLY

Item 3: Director's Report

- A. Resolution for Frank Marotta – Resolution read by Director Berry in recognition of the accomplishments and lifetime achievements of Frank Marotta, former DDA Member.

MOTION by Zoner second by Dohany, to approve the Resolution in honor of Frank Marotta.

MOTION CARRIED UNANIMOUSLY

B. Update on Martin Parkway

- Lighting – Lighting should be in place and operational at the end of the year or early January.
- Kingstown Manor berm – Complete
- Bridge Railings – The railings are in the fabrication process.
- Signage and Road Closure Barricades are in place.
- Tiger Grant Application – The Tiger Grant application has been submitted and a response should be received within the next several weeks.
- Letter of Support – A letter of support for the Tiger Grant Application was received from Debbie Stabenow and greatly appreciated.
- Winterizing the Project Area – The project is winterized and shutdown for the winter except for the pump station.

C. 2009 Budget Amendment

MOTION by Zoner, second by Kirkwood, to approve the 2009 Budget Amendment as presented.

MOTION CARRIED UNANIMOUSLY

D. Update on Finance, Public Relations and Marketing Committees

Update given by Jose Mirken for the Public Relations Committee, giving their committee meeting dates and times as well as their recommendations to the Board.

Update given by Dave Smith for the Marketing Committee with their committee meeting dates and times and their recommendations to the Board.

Update for the Finance Committee will be given by Pat Dohany under Item 3E – 2010 Budget Revisions and Projections.

E. 2010 Budget Revisions and Projections

A detailed update was given by Pat Dohany, chairman of the Finance Committee, relative to the discussions, projections, and the recommendations of the Finance Committee, including their recommendation of what the focus of the Committee and the DDA should be with regard to long range financial planning, completion of the project, and financing of same.

MOTION by Dohany, second by Lublin, to recommend to the Township Board, approval of the proposed 2010 DDA Budget

MOTION CARRIED UNANIMOUSLY

Item 4: Engineer's Update – No further update. The Martin Parkway Project is winding down and winterized for the year.

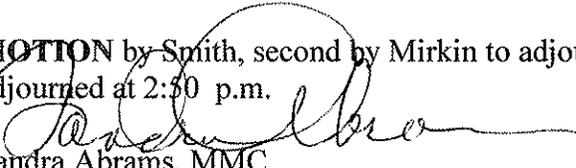
Item 5: Attorney Update: A correction to the minutes of November 17, 2009 will be made.

Item 6: Planning Director's Update – The final version of the new zoning ordinance will be presented to the Planning Commission in February 2010.

Item 7: Closed Session: None

Item 8: Other Matters: None

MOTION by Smith, second by Mirkin to adjourn, **Motion carried unanimously**, meeting adjourned at 2:30 p.m.


Sandra Abrams, MMC

DDA Secretary

Clerk, Charter Township of Commerce