

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, October 19, 2010
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 12:15 p.m.

Downtown Development Authority:

Present: Jim Gotts, Chairperson
Dan Lublin, Vice Chairperson
Sandra Motz, Member
David Smith, Member
Thomas Zoner, Supervisor

A Quorum (five attendees out of nine) was determined. (DDA and Town Boards approved Resolutions in May, 2010 to set the DDA Board at nine members – eight plus the Supervisor. Doug Lanni submitted his resignation from the DDA Board verbally to Supervisor Zoner earlier in 2010.)

Absent: Kathleen Jackson, DDA Director
Wendy Anderson, Member
Patrick Dohany, Member
Christin Skikun, Member
Jose Mirkin, Member

Also Present: Pat Paruch, DDA Attorney
Susan Gross, DDA Treasurer

Item 1: Approval of Minutes

MOTION by Lublin, second by Motz, to approve the Regular Meeting Minutes of September 21, 2010 meeting as presented.

MOTION CARRIED UNANIMOUSLY

Item 2: Public Comments

Tabitha Stacey, Township resident, questioned the contents in the *Prosper* magazine and will be scheduling an appointment with the DDA Director to go over her questions.

Peter Unick, Township resident, would like questions during public comments to be answered in a public meeting.

Mark Stacey, Township resident, believes the engineers have put together a good presentation to prevent cars on the path way.

Lakes Area Optimism Club Presentation

The “Run with Attitude” was a great success and they look forward to work with the DDA again in the future. The Lakes Area Optimist Club presented a plaque to the DDA.

Item 3: Treasurer’s Report for September 2010

MOTION by Zoner, second by Lublin to receive and file the Treasurer’s Report.

MOTION CARRIED UNANIMOUSLY

Item 4: Director's Report – Written Directors Report was submitted to members.

Item 5: Attorney's Report – Nothing to report at this time.

Item 6: Engineer's Report – Giffels Webster presented a plan to prevent motor vehicles from entering the pathways using bollards to block entry spots. Costs will be from \$4,500 to \$10,000. Zoner questioned the open space liability. DDA Attorney Pat Paruch suggested more signage.

MOTION by Zoner, second by Lublin to request Giffels Webster seek bids for bollards and signage to prevent motor vehicles on the pathways.

MOTION CARRIED UNANIMOUSLY

Giffels Webster handed out a map regarding a lane reduction in the roundabout design that has not yet been approved. After approval the engineers will begin the construction plans. No determination yet on partial or full closure during the roundabout construction.

Item 7: Committee Reports

- A. Finance Committee reviewed/approved the warrants to be paid at this meeting. Committee also developed the 2011 DDA Budget to be discussed later on the Agenda and recommended for approval by the Township Board.
- B. Public Relations Committee discussed the Run with Attitude; working with the Optimist Club was a success.
- C. Marketing Committee will be renewing the membership with Automation Alley.

Item 8: Discussion re: DDA 2011 Budget

Following discussion:

MOTION by Zoner, second by Lublin to recommend the 2011 Downtown Development Authority Budget excluding the \$450,000 in property sales from "revenue" for Township Board approval.

MOTION CARRIED UNANIMOUSLY

Item 9: Warrants and Finance Report

Following discussion:

MOTION by Lublin, second by Zoner to approve the Warrants/Add-ons and Financial Report, with the DDA Director to make final decision on payment to Progressive Irrigation.

MOTION CARRIED UNANIMOUSLY

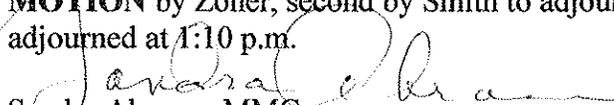
Item 10: Other Matters

Chairman Gotts - a letter from the Director to developers and real estate brokers will be mailed out tomorrow, October 20, 2010.

Zoner – The rental properties owned by the DDA are in need of some repairs. The DDA needs to come up with a plan to have enough money in the lease for maintenance and taxes, or demolish. The finance committee will talk about this issue with David Smith to assist.

As there were no other matters to come before the board,

MOTION by Zoner, second by Smith to adjourn. Motion carried unanimously. Meeting adjourned at 1:10 p.m.


Sandra Abrams, MMC
DDA Secretary/Clerk, Commerce Township