

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, December 21, 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 Vice Chairperson Lublin at 12:00 p.m.

Downtown Development Authority:

Present: Kathleen Jackson, DDA Director
Jim Gotts, Chairperson
Dan Lublin, Vice Chairperson
Patrick Dohany, Member
Sandra Motz, Member
David Smith, Member
Thomas Zoner, Supervisor

Absent: Wendy Anderson, Member
Christin Skikun, Member
Jose Mirkin, Member

Also Present: Thomas Rauch, DDA Attorney
Susan Gross, DDA Treasurer
Vanessa Magner, Deputy Clerk, Acting Secretary

MOTION by Zoner, second by Dohany, to enter into Closed Session at the conclusion of the regular agenda.

ROLL CALL VOTE:

AYES: Zoner, Dohany, Gotts, Smith, Lublin, Motz

NAYES: None

ABSENT: Anderson, Skikun, Mirkin

MOTION CARRIED UNANIMOUSLY

MOTION by Zoner, second by Gotts, to appoint Mark Stacey to the Downtown Development Authority for a four year term to expire on December 31, 2014.

MOTION CARRIED UNANIMOUSLY

Item 1: Approval of Minutes

MOTION by Zoner, second by Gotts, to approve the Regular Meeting Minutes of November 16, 2010 meeting as presented.

MOTION CARRIED UNANIMOUSLY

Item 2: Public Comments

No one present had any comments.

Item 3: Treasurer's Report for November, 2010

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

MOTION CARRIED UNANIMOUSLY

Item 4: Director's Report

A. Update of Activities – Marketing Committee has met with several brokers and have two more interviews set up. A recommendation will be brought to the January DDA meeting; The refunding of the 2003 bonds were successfully executed on December 1, 2010; The Director attended the Senate Finance Committee with Rick Weiner to speak in support of House Bills 5551-5554; Work continues on the roundabout. The engineers met with the RCOC and finalized the design. The Township Supervisor, Engineers and DDA Director/Planner will be attending the RCOC annual meeting that will be held in January, 2011; A meeting was held with the representative of Wal-Mart to discuss final outstanding issues. A follow up meeting will be held in January; Information regarding the rental properties will be brought to the January meeting.

Item 5: Attorney's Report – Included in their monthly activities was the Martin Road Dedication; Pinewood Dedication; Wal-Mart; and Kingstown.

MOTION by Zoner, second by Dohany, to approve the resolution regarding and an agreement for land exchange with Wal-Mart.

MOTION CARRIED UNANIMOUSLY

Item 6: Engineer's Report – Giffels-Webster gave an update including Approval on roundabout Geometrics will be finalized within the next week; Kingstown construction.

Item 7: Committee Reports

- A. Finance Committee met through email and reviewed/approved the warrants to be paid at this meeting.
- B. Public Relations Committee had nothing to report at this time.
- C. Marketing Committee are working on scheduling meetings with developers.

Item 8: Proposed Budget Amendments

MOTION by Zoner, second by Motz to approve the Budget Amendments for the 2010 Fiscal Year.

MOTION CARRIED UNANIMOUSLY

Item 9: Proposed D.D.A. Logos

Herminoff Associates designed several different D.D.A. Logos to be used for marketing purposes. After discussion the DDA members will give the DDA Director, Kathleen Jackson, input on the proposed logos.

Item 10: Approval of Warrants and Financial Report

MOTION by Dohany, second by Smith to approve the Warrants/Add-ons and Financial Report as presented.

MOTION CARRIED UNANIMOUSLY

Item 11: Other Matters

None

Entered into Closed Session at 12:50 p.m.

Returned from Closed Session at 1:10 p.m.

MOTION by Zoner, second by Dohany, to approve the minutes from Closed Session.

MOTION CARRIED UNANIMOUSLY

MOTION by Lublin, second by Dohany, to direct the DDA Director and Counsel to negotiate acquisition of the grading easement in accordance with the terms and conditions discussed in Closed Session. **MOTION CARRIED UNANIMOUSLY**

MOTION by Zoner, second by Dohany to adjourn. Motion carried unanimously. Meeting adjourned at 1:15 p.m.

A handwritten signature in cursive script that reads "Vanessa Magner". The signature is written in black ink and is positioned above the printed name and title.

Vanessa Magner, Deputy Clerk
Acting DDA Secretary