CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, April 19, 2011
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 (arrived at 12:02 p.m.)
Mark Stacey, Member
David Smith, Member (arrived at 12:04 p.m.)
Patrick Dohany, Member
Jose Mirkin, Member
Thomas Zoner, Supervisor

Absent:
Wendy Anderson, Member
Christin Skikun, Member

Also Present:
Thomas Rauch, DDA Attorney
Pat Paruch , DDA Attorney
Matt Schwanitz, Giffels-Webster
Susan Gross, DDA Treasurer
Vanessa Magner, Acting DDA Secretary

Item 1: Approval of Minutes

MOTION by Zoner, second by Stacey, to approve the Regular Meeting Minutes of March 18, 2011 meeting as presented.

MOTION CARRIED UNANIMOUSLY

Item 2: Presentation by Joe Heffernan, Plante & Moran
Joe Heffernan was present to explain the five-year projections for the Township and Downtown Development Authority Budget.

Item 3: Public Comments
Peter Unick, resident, requests the Township to enforce a Property Maintenance Ordinance for the building at Pontiac Trail and Welch; suggests ideas to use the vacant land on Martin Parkway, including, Township Cemetery, rest stop; fence located on Martin Parkway could be the cause of a future lawsuit.

Item 4: Treasurer's Report for March, 2011

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

MOTION CARRIED UNANIMOUSLY

Item 5: Director's Report

Update of Activities – Jackson summarized an update of DDA activities including; the RCOC bid packages became available on April 8th for the roundabout; the Optimist Club asked to have the Run with Attitude for the second year; construction will begin mid June for the roundabout with a partial closure; working on new signage for the Library; groundbreaking ceremony is tentatively scheduled for May 20th with RCOC, DDA and Township; access to the Township Library during the construction is being discussed; bills for signage will need to be paid prior to the next DDA meeting in the amount of $50,000-$100,000 that is included in the 2011 budget; Wendy Anderson has submitted her resignation from the DDA.

Item 6: Attorney's Report – Annual DDA meeting will be held in May; forms were handed out to DDA member to complete asking their interest with the DDA property, these forms are kept confidential but available under FOIA.

Item 7: Engineer's Report – Schwanitz gave an update including; construction is scheduled to begin around June 15th, bid packages are available; irrigation work will be begin soon; partial open to Martin Parkway for active access to the Library; might have a closure at the gravel road from Walmart at night to stop any cross-thru traffic.

Zoner – Ben Sebrowski will be attending Core Group meeting as the library liaison.

Item 8: Committee Reports

A. Finance Committee - No update
B. Public Relations Committee – No update
C. Marketing Committee – Still looking into Real Estate Brokers.

Item 9: Approval of Warrants and Financial Report

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

MOTION CARRIED UNANIMOUSLY

Item 10: Other Matters

Thomas Rouch, DDA Attorney, will have more to present at next month's meeting on administrative matters.

MOTION by Lublin, second by Stacey to adjourn. **Motion carried unanimously.** Meeting adjourned at 1:23 p.m.

Vanessa Magner

Vanessa Magner, Commerce Township Deputy Clerk
Acting DDA Secretary