

**CHARTER TOWNSHIP OF COMMERCE  
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, May 17, 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 12:05 p.m.

**Downtown Development Authority:**

**Present:** Kathleen Jackson, DDA Director  
Jim Gotts, Chairperson  
Dan Lublin, Vice Chairperson  
Mark Stacey, Member  
David Smith, Member  
Patrick Dohany, Member  
Jose Mirkin, Member  
Christin Skikun, Member  
Brian Winkler, Member  
Thomas Zoner, Supervisor

**Absent:** None

**Also Present:** Thomas Rauch, DDA Attorney  
Matt Schwanitz, Giffels-Webster  
Susan Gross, DDA Treasurer  
Daniel Munro, DDA Secretary  
Vanessa Magner, Deputy Township Clerk

DDA Board recognized Brian Winkler as the newest Member of the DDA Board

**Item 1: Approval of Minutes**

**MOTION** by Dohany, second by Lublin, to approve the Regular Meeting Minutes of April 19, 2011 meeting as presented.

**MOTION CARRIED UNANIMOUSLY**

**Item 2: Public Comments**

Commerce business person Larry Snyder, from Pro Tech Communications 1681 Traditional Dr. (non-resident) asked about participation in DDA sub-committees. Zoner informed Mr. Snyder of opportunities to participate

**Item 3: Treasurer's Report for April, 2011**

No report available. No action taken

**Item 4: Director's Report**

**Update of Activities** – Jackson summarized an update of DDA activities including; The RCOC received bids on April 26th for the roundabout and the low bid was accepted from Tony

Angelo Company. Utility relocation continues at this point and all utility work should be done by June 1<sup>st</sup>.

The groundbreaking ceremony is scheduled for May 20<sup>th</sup> at 11:30 a.m. with the RCOC, DDA and Township.

Tom Zoner and I met with Dennis Kolar of the RCOC to discuss the road project and cost issues. The DDA construction budget was discussed. DDA members requested clarification on fund allocations.

Trees are being planted along Martin Road north of PGA Drive, in the Pinewood Industrial Subdivision. These trees were part of the right of way acquisition and agreed upon last year.

**Item 5: Election of Officers**

**MOTION** by Zoner, second by Dohany, to appoint Jim Gotts as DDA Chairperson and Dan Lublin as Vice Chair.

**MOTION CARRIED UNANIMOUSLY**

**MOTION** by Dohany, second by Zoner, to appoint Susan Gross as DDA Treasurer and Daniel Munro as Secretary.

**MOTION CARRIED UNANIMOUSLY**

**Item 6: Approval of Meeting Schedule for 2011 and bylaws**

**MOTION** by Dohany, second by Zoner, to approve the Meeting Schedule for 2011 and bylaws as corrected.

**MOTION CARRIED UNANIMOUSLY**

**Item 7: Attorney's Report** – Rauch discussed the Bank of Michigan letter of credit and his desire to extend the term to three years. B of A was reluctant to extend the letter.

**MOTION** by Dohany, second by Skikun, to approve the Bank of Michigan Letter of Credit Resolution.

**MOTION CARRIED UNANIMOUSLY**

Rauch discussed the timing of the Library property transfer through a conveyance agreement at the time of roadway dedication.

Rauch discussed responsibilities of "Public Officials" in the matter of the Open Meetings Act and Closed Session.

**Item 8: Engineer's Report** – Schwanitz gave an update including; Pontiac Trail road closure strategy, time table, and traffic routing. Jackson discussed the communication plan with RCOC for resident notification.

**MOTION** by Dohany, second by Zoner, to authorize Jackson and Zoner to negotiate with the paving contractor a license to operate a batch plant and storage area during parkway construction.

**MOTION CARRIED UNANIMOUSLY**

**Item 9: Committee Reports**

- A. Finance Committee - No update; will meet prior to June meeting
- B. Public Relations Committee – Mirkin presented minutes of the last Public Relations Committee meeting. Brainstorming session included ideas and events to bring attention to the Parkway area.
- C. Marketing Committee – No update; meeting scheduled for next week.

**Item 10: Approval of Warrants and Financial Report**

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

**MOTION CARRIED UNANIMOUSLY**

**Item 11: Other Matters**

MOTION by Lublin, second by Mirkin to adjourn.

**MOTION CARRIED UNANIMOUSLY**

Meeting adjourned at 1:36 p.m.



Daniel Munro, Commerce Township Clerk  
DDA Secretary