CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, July 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 Vice Chairperson Lublin at 12:02 p.m.

Downtown Development Authority:

Present:	Kathleen Jackson, DDA Director Jim Gotts, Chairperson arrived at 12:15 p.m. Dan Lublin, Vice Chairperson David Smith, Member Patrick Dohany, Member Brian Winkler, Member Thomas Zoner, Supervisor Jose Mirkin, Member
Absent:	Christin Skikun, Member Mark Stacey, Member
Also Present:	Thomas Rauch, DDA Attorney Matt Schwanitz, Giffels-Webster Vanessa Magner, Acting DDA Secretary

Item 1: Approval of Minutes

MOTION by Zoner, second by Dohany, to approve the Regular Meeting Minutes of June 21, 2011 meeting as presented. **MOTION CARRIED UNANIMOUSLY**

Item 2: Public Comments

Kari Cotter, Grace Church is interested in hosting a 5K walk/run on the DDA Pathway in November with proceeds going to the Angle Food Foundation. Carrie will attend the next Public Relations meeting to discuss further details.

Item 3: Director's Report

Update of Activities – Jackson summarized an update of DDA activities including; contractors are back on schedule after having been delayed a few days due to weather; traffic shift went smoothly and is continuing to function well.

Meeting with Dan Hunter and Matt Gibbs from Oakland County, both pledged their support if the project and offered assistance with marketing.

Marketing Committee met this month to discuss developer/broker proposals and a prospective developer.

Township maintenance staff has been out Martin Parkway to cut the grass, mulch and fertilize.

Item 4: Attorney's Report –Rauch discussed the Library Conveyance Agreement has been signed by both DDA and Township representatives.

Ron Reynolds, Town and Country partials, court has given rights for us to work on property. Settlement agreement is still pending.

Kingstown is open to assist with drainage issues. Director Jackson is working with Kingstown.

Tony Angelo Cement Contract Company has received the proper permits to utilize space during the construction.

Item 5: Engineer's Report – Schwanitz gave an update including; Road project is running very smoothly; irrigation system will be completed shortly.

Item 6: Committee Reports

A. Finance Committee – Discussion on a resolution authorizing a levy of up to 2 mils DDA Tax Levy.

MOTION by Mirkin, second by Lublin, that the DDA Board supports moving forward with authorizing a levy of up to 2 mils, for payment of operational costs of the authority; and directs the finance committee, director and chairperson to work with DDA counsel and Plante Moran to bring a formal proposal and authorizing resolution before the DDA Board at its next meeting on August 16, 2011. **MOTION CARRIED UNANIMOUSLY**

B. Public Relations Committee – The committee is looking into having events that will bring in more money. Another meeting is scheduled to make additional decisions.

C. Marketing Committee –Has met with brokers and will have a recommendation to present to the DDA Board at the next meeting.

Item 7: Approval of Warrants and Financial Report

MOTION by Dohany, second by Smith to approve the Warrants and Financial Report as presented. **MOTION CARRIED UNANIMOUSLY**

MOTION by Donhany, second by Lublin to appove add-ons.
MOTION CARRIED UNANIMOUSLY

Item 8: Other Matters

Other Matters: Irrigation system will be working by Friday.

Might need to look into installing cameras along pathway.

MOTION by Winkler, second by Smith to adjourn.

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 1:25 p.m.

Vanessa Magner

Vanessa Magner, Commerce Township Deputy Clerk
Acting DDA Secretary