CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, August 16, 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 12:07 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
	Brian Winkler, Member
	Thomas Zoner, Supervisor
Absent:	Christin Skikun, Member
Also Present:	Pat Paruch, DDA Attorney
	Matt Schwanitz, Giffels-Webster
	Daniel Munro, DDA Secretary

Item 1: Approval of Minutes

MOTION by Dohany, second by Mirkin, to approve the Regular Meeting Minutes of July 19, 2011 meeting as presented.

MOTION CARRIED UNANIMOUSLY

Item 2: Public Comments - None

Item 3: Director's Report

Update of Activities – Jackson summarized an update of DDA activities including;

Jackson discussed 2 Mil tax levy on the DDA District that was not approved by the township board. Jackson will meet with Joe Hefernan from Plante & Moran to discuss the proposal. Jackson also suggested a joint meeting with the township board and the DDA Board to discuss the status of the DDA

MOTION by Dohany, Second by Lublin to approve director Jackson's recommendation to purchase a bed sprayer requested from the maintenance department.

MOTION CARRIED UNANIMOUSLY

Jackson discussed advertisement in Prosper magazine promoting the Martin parkway property and the Township as a whole. Stacey discussed the need for the ad and the possible partnership with a commercial real estate broker. Jackson referred to Smith as the Marketing Committee chair. Smith recommended the ad placement.

MOTION by Dohany, Second by Lublin to place an ad in Prosper magazine advertising the Martin parkway property.

MOTION CARRIED UNANIMOUSLY

Item 4: Attorney's Report – Paruch discussed the process for land divisions and condominium scenarios for the Martin Parkway area. This initiative is being pursued to prepare condominium plans to expedite the required land division issues. A proposal has been presented by another attorney to prepare the necessary documents once a potential developer has been identified.

Mirkin asked about bidding the law firm to prepare this work. Smith suggested other law firms. Schwanitz suggested the proposed rate is $10k lower than would be expected for the complexity of the documents required.

Discussion continued to include the way to address the condominium association docs and how the Township Library plays into those plans.

Dohany corrected the discussion on the authorization of a the proposed tax levy to suggest the DDA has not officially authorized the levy of the 2 mills.

Item 5: Engineer's Report – Schwanitz gave an update including; provided an update on the status of the parkway construction. We are on target with the budget and possibly a week behind on the construction timeline due to concrete mix issues.

Item 6: Committee Reports

A. Finance Committee – Mark Stacey reviewed the proposed DDA Budget for 2012. Discussion followed re: the budget and presenting it to the Township Board at a Joint Meeting.

B. Public Relations Committee – Mirkin discussed how the committee will prepare presentation materials to inform Commerce Township residents of the possibility of levying taxes in order to continue the positive contributions of the DDA.

C. Marketing Committee – Smith discussed the Martin Parkway property and how it continues to generate interest. Smith reminded the DDA that no broker has offered to provide services without a monthly fee. Stacey discussed a broker/realtor that offered to take the project on for straight commission. Gotts indicated there needs to be a formal proposal to inform the DDA of their offer modifications. Gotts also reminded the Board there are still issues with the fee structure and the exclusive right to sell.

   Committee informed the board Oakland County will be cooperating with the DDA to assist in property sales and exposure.

Item 7: Budget for 2012

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

MOTION CARRIED UNANIMOUSLY

Item 11: Other Matters - None

MOTION by Lublin, second by Smith to adjourn.

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 2:04 p.m.

Daniel Munro, Commerce Township Clerk
DDA Secretary