

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, September 20, 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 12:04 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: Thomas Rauch, DDA Attorney
Matt Schwanitz, Giffels-Webster
Vanessa Magner, Acting DDA Secretary

Item 1: Approval of Minutes

MOTION by Dohany, second by Stacey, to approve the Regular Meeting Minutes of August 16, 2011 meeting as presented. **MOTION CARRIED UNANIMOUSLY**

Item 2: Public Comments

Resident from Duffers Lane complained about the motorized vehicles on the pathways. He would also like to see trees planted along the roadway to help block the noise and car headlights.

Item 3: Director's Report

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

Contractors for the roundabout are on schedule; traffic shift for phase 2 will be done on September 21, 2011; completion date for roundabout is scheduled for November 1, 2011; meeting was held with Oakland County's Deputy Executive Matt Gibbs to discuss what support the County can give to the project; possible open house to introduce the project to prospective developers; irrigation system was repaired but will need to replace the pump; new tenant in 8645 P.G.A.; renters at 8670 P.G.A. moved out and will be placing an ad to rent once house is cleaned up; both 5K runs are on schedule for September 25th and November 5th; Tony Angelo and the RCOC have been responsive to requests for grading the Library Road and brining the road; Director Jackson will be asking for the "Walmart" road to be regraded.

Item 4: Attorney's Report – Rauch discussed the platting of land; will be having a meeting to the RCOC to discuss dedication of roadway and maintenance agreement; land acquisition.

Item 5: Engineer's Report – Schwanitz gave an update including; the roundabout shift will start on Thursday, September 22nd; November 1st is the scheduled finish date.

Item 6: Committee Reports

- A. Finance Committee – Discussion of the 2012 DDA Budget.
- B. Public Relations Committee – Mirkin discussed the committee is working on a possible informational letter to the resident to explain the need for a tax levy to only be used for future if necessary; Peter Pace will be meeting with the Public Relations Committee.
- C. Marketing Committee – Smith discussed the Martin Parkway property and the interest has increased since the road in almost complete; additional meetings will be scheduled as needed.

Item 7: Budget for 2012

MOTION by Lublin, second by Mirkin to recommend the 2012 Downtown Development Authority Budget for the Township Board approval.

MOTION CARRIED UNANIMOUSLY

Item 8: Approval of Warrant and Finance Report

MOTION by Dohany, second by Stacey to approve the Warrants with Add-ons and Finance Report as presented.

MOTION CARRIED UNANIMOUSLY

Item 9: Other Matters

Mirkin questioned what steps the DDA will be doing for the vandalism on the pathways.

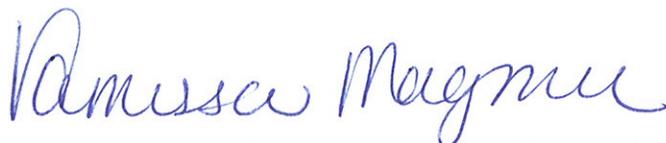
Director Jackson explained the signs will be up on the pathway within the next couple weeks.

MOTION by Stacey, second by Winkler to allow Director Jackson to investigate costs and begin work on the bollards for the pathway. **MOTION CARRIED UNANIMOUSLY**

MOTION by Lublin, second by Mirkin to adjourn.

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 1:10 p.m.



Vanessa Magner, Commerce Township Deputy Clerk
Acting DDA Secretary