

**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 Schwantz, 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, Commerce Township Deputy Clerk
Acting DDA Secretary