

Pennfield Charter Township

Downtown Development Authority

Meeting Minutes – November 23, 2009

The November 23, 2009 meeting of the Pennfield Charter Township Downtown Development Authority (DDA) was called to order at 6:00 pm. Members present were: Rob Behnke, Ernie Lahusky, Jane Leonard, Rex Paschal, JR Walter, Sandy Jones, Albert Bobrofsky, Simon terAvest, and Maryann Herbstreith. A quorum of members was met. Also present were Russ Wicklund, Township Planner, and Sandra Cummings, Recording Secretary.

Approval of October 19, 2009 Meeting Minutes

Motion was made by Al Bobrofsky, seconded by Rex Paschal, to approve the October 19, 2009 DDA Meeting Minutes. Motion carried.

New Business

a) Approval of Pennfield Charter Township Downtown Development Authority

(PCTDDA) Bylaws

A review of the PCTDDA Bylaws was led by township Planner, Russ Wicklund. Points of interest concerned Board of Directors, conflict of interest, the number of members required for a quorum, and procedures for making a motion to approve or deny an action.

A Motion was made by Al Bobrofsky, seconded by Maryanne Herbstreith, to approve the Bylaws as written. Motion carried with all members in favor.

b) Approval of PCTDDA Mission Statement

A review of the PCTDDA Mission Statement was discussed, with a broad reference to Public Act 197 of 1975. It was pointed out that the Mission Statement can be modified by the Board members.

A motion was made by Simon terAvest, seconded by Ernie Lahusky, to approve the Mission Statement as written. Motion carried with all members in favor.

c) Approval of partial fiscal year budget

The DDA budget was discussed by Rob Behnke, Township Supervisor and Chairman of the DDA Board. He indicated that the township General Fund has loaned the DDA \$5000.00 to cover legal services, professional services, and board salaries until such time that revenues are captured.

Supervisor Behnke indicated that the proposed budget covering the time period of September 1, 2009 to March 31, 2009 must go to the Township Board for final approval after the DDA Board approves it. He also indicated that there is a strong possibility that property values of the DDA District will go down in the year 2010. More information concerning this will be available after December 31, 2009.

Mr. Behnke also discussed the possibility of applying for grant money to extend sanitary sewer lines along part of Capital Avenue, in the Capital Business District (CBD). This extension of sewer lines could be an important feature in attracting future developers to the area.

Al Bobrofsky made a motion, seconded by Rex Paschal, to approve the partial year budget. Motion carried with all members in favor. The proposed budget will now be sent to the Township Board for final approval at the December 8, 2009 Board meeting.

d) Setting of meeting dates time and location for 2010.

It was indicated that all future DDA meetings will be set for the third Monday of each month, and if the third Monday falls on a Holiday, it would be moved to the third Tuesday instead. The time will be 6:00 pm, and the location will be at the Pennfield Charter Township Annex, unless otherwise stated.

Ernie Lahusky made a motion, seconded by Al Bobrofsky, to approve the future meeting schedule for the DDA. Motion passed with all members in favor.

Citizen Comments

There were no citizen comments at this time.

Board Member Comments

Rob Behnke stated that the Capital Business District (CBD) was approved by the Township Board members at the Board meeting on November 10, 2009. He indicated that a Manual and Zoning Map will be provided to all the DDA Board members.

Announcements by the Chair

The next meeting of the DDA will be December 21, 2009.

Adjournment

Simon terAvest made a motion, seconded by Maryanne Herbreith, to adjourn the meeting at 6:35 pm.

Motion carried.

Sandra Cummings

Recording Secretary