

## **Pennfield Charter Township**

### **Downtown Development Authority**

#### **Meeting Minutes - September 28, 2009**

The first meeting of the Pennfield Charter Township Downtown Development Authority (DDA) was called to order at 6:00 pm, September 28, 2009. Members present were: Rob Behnke, Ernie Lahusky, Jane Leonard, Rex Paschal, JR Walter, Sandy Jones, Albert Bobrofsky, and Maryann Herbstreith. Simon terAvest was excused. A quorum of members was met. Also present were Perry Beard, Township Trustee; Russ Wicklund, Township Planner; Patrick McGow, of the office of Miller Canfield; and Sandra Cummings, Recording Secretary.

Let the record reflect that the Oath of Office was administered by Township Clerk Kathy Case to all members present prior to the opening of the meeting.

The meeting opened with a brief introduction of all members present, followed by the Pledge of Allegiance and selection of Board Officers.

#### **Selection of Board Officers**

##### **a) Chairperson** (term expiring 12-31-10)

Al Bobrofsky made a motion to nominate Rob Behnke to the position of Chairperson, seconded by Maryanne Herbstreith. Motion carried with all members in support.

##### **b) Vice-Chairperson** (term expiring 12-31-10)

Maryanne Herbstreith made a motion to nominate Al Bobrofsky to the position of Vice-Chairperson, seconded by Rex Paschal. Motion carried with all members in support.

##### **c) Secretary/Treasurer** (term expiring 12-31-10)

Al Bobrofsky made a motion to nominate Maryanne Herbstreith to the position of Secretary/Treasurer, seconded by Rex Paschal. Motion carried with all members in support.

#### **Presentation of Responsibilities**

Attorney Patrick McGow of Miller Canfield discussed the responsibilities, powers and functions of the DDA Board, referring to a prepared handout which all members received prior to the meeting. Also discussed were the major goals of the DDA, including the promotion of economic development within the new Capital Business District (CBD) along Pennfield's Capital Avenue Corridor.

Tax Increment Financing was explained by Mr. McGow, along with the limitations on expenditure of the tax increment revenues. It was explained that these revenues are clearly intended for public purposes and should be used as a tool for local economic development.

The relationship between the DDA Board and the Township Board was discussed, along with the need for an annual budget, which will correspond to the same fiscal year as the Township and is subject to Township Board approval.

Protecting the new CBD against adverse business was a concern of the DDA members, and the use of Brownfield money to help with cleanup of sites of possible contamination was touched upon.

#### **New Business**

The next meeting of the DDA Board was set for October 19, 2009, at 6:00 pm, at the Pennfield Middle School. The location will be determined at a later date.

#### **Citizen Comments**

Perry Beard thanked all the DDA Board Members for accepting the challenge for this new endeavor to promote Pennfield Township.

#### **Adjournment**

The meeting was adjourned at 7:30 pm.

Respectfully Submitted

Sandra Cummings

Recording Secretary