

**Final**  
**CHARTER TOWNSHIP OF COMMERCE**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Tuesday, May 15, 2018**  
**Commerce Township Hall**  
**2009 Township Drive**  
**Commerce Township, MI 48390**  
**12:00 PM**

**CALL TO ORDER:** The Meeting was called to order by Chairperson Gotts at 12:00PM.

**Downtown Development Authority:**

**Present:** Mark Stacey, DDA Director  
James Gotts, Chairperson  
Dan Lublin, Vice Chairperson  
Jose Mirkin, Member  
David Smith, Member  
Susan Averbuch, Member  
Susan Spelker, Member  
Brian Winkler, Member  
Tim Hoy, Member

**Absent:** David Scott, Township Supervisor (excused)  
Melissa Creech, DDA Secretary (excused)

**Also Present:** Thomas Rauch, DDA Attorney  
Debbie Watson, DDA Assistant  
Molly Phillips, DDA Treasurer  
Matt Schwanitz, Giffels-Webster Engineer  
Randy Thomas, Insite Commercial  
Dave Campbell, Township Planning Director

**Item 1: Approval of Minutes**

**MOTION** by Lublin, seconded by Mirkin, to approve the Regular Meeting Minutes of April 17, 2018 as presented. **MOTION CARRIED UNANIMOUSLY**

**Item 2: Public Comments**

Ray Golota, 1595 Vanstone, Commerce Township – I asked this a while back, maybe two years ago, and I've just got to mention it again. At night, coming north on Martin Parkway, once you pass that senior living center, it's pitch black. Would there ever be some type of streetlights to light up the boulevard, maybe even in the center, to project an ambiance light, like Northville, Milford, Plymouth?

Director Stacey – There will certainly be more lighting at the commercial area, which is south of there, but I think the northern portion you're talking about where it transitions into the residential, the intent is probably not to light that. However, I would think potentially there may be some pathway lighting installed at some point by the association and its developers, but the DDA doesn't have any plans for that.

**Item 3: Insite Commercial Report**

Randy Thomas provided an overview of the Insite report submitted in the DDA Board's packet.

- Parcels A&H – Shapiro; They moved the realignment for the deep sewer. They're working on that. The latest report from Jim Galbraith was that they may start working on

the clubhouse this year, but the vast majority of it won't be until spring due to the sewer delays. Obviously, with these rains, it's really hurt them as far as the dewatering.

Director Stacey – Jim was in about a week ago. In addition, one of his contractors was also here. Their intent is to have the road, that connects from Library Drive to Welch road, in by the end of this year because they do not want to be building internally without that installed. Once he gets that in, then they can start other work. He thinks the road is still on schedule.

Susan Averbuch – We've had some problems with that big pile of dirt. People have been using that as a launch pad for their ATVs and neighbors have been complaining. The "No Trespassing" signs can no longer be seen, and new signs are needed.

Director Stacey – I certainly think that's a police phone call.

Susan Averbuch – We did.

Director Stacey – Keep doing that. Jim did say that they are making significant progress in getting the dirt pile out of there, because he needs that done to finish his land balancing, which I know he has a contract out for. I don't think that will be a significant issue for much longer.

Susan Averbuch – New "No Trespassing" signs are needed.

Dave Campbell – Where are they coming in from?

Susan Averbuch – Welch.

David Smith – It's an attractive nuisance. You're never going to do anything about it.

Director Stacey – We can certainly ask him to.

- Parcel B1 – Aikens property; Next weekend is the ICSC in Vegas. The past couple years, Bruce hasn't really had anything to tell because he didn't have leases, and didn't have the PUD approval. Now, he is going in with a lot of momentum this year. He knows he has to put his foot down on the pedal to make things happen now, in order to get construction started next year. We're looking at positive results. I unfortunately can't make it to the ICSC this year as my son is graduating, but Bruce will give me some updates and I will relay to Mark.

Susan Averbuch – I just saw the Crain's announcement regarding the Asian Village.

Randy Thomas – That's years off. If he gets in, in two years, that's a totally different type of project. The scope of the project is much smaller in nature and I think there's some site challenges there that he hasn't yet dug into.

Susan Averbuch – Okay. I saw that and wondered if he was competing against himself.

Randy Thomas – It's just totally different and there is no competition for tenants there.

Director Stacey – We have asked Bruce to come in to the next DDA meeting, after the Vegas ICSC.

Brian Winkler – He will still be breaking ground next year?

Randy Thomas – That’s the plan.

- Parcel B2 - Granger, First & Main; Nothing new to report.
- Parcel C - The hard corner of Pontiac Trail and Haggerty Road; When people are out driving around more, we get more inquiries in general. We’re getting a lot of inquiries as to what’s going on, especially since the barrage of PR that Bruce has gotten from various sources, so we’re getting increased activity; however, nothing to report of any significance.
- Parcels D&E - Pulte, Merrill Park; In my last conversation with Joe Skore, things are going well over there. I don’t know the exact lot count at this time, but it’s going well.
- Parcel F – The acreage in front of the Town Hall; We’ve had some inquiries. Hopefully those will mature or at least get some traction. I’ve just been sending out information.
- Parcel G - Wyncliff; They’re fine.
- Parcel I – BBI Holdings, Gilden Woods; Last month we closed with BBI for the Gilden Woods childcare facility. Dave, can you provide an update as to where they’re at in construction?

Dave Campbell – They got their revised site plan over to us. They had some loose ends to button up on the site plan, which they have done. They’ve got their engineering approval. We should be having a pre-construction meeting with them soon, and hopefully before June 14<sup>th</sup> because Mark received an invitation to the groundbreaking event, correct?

Director Stacey – Yes, they will be holding an onsite groundbreaking on June 14<sup>th</sup> at 11AM if anyone’s interested. They’re very excited to join Commerce Township and get their building going.

Randy Thomas – The change that the Planning Commission had them do on the stacked stone; they’re doing that for all their new buildings.

Dave Campbell – Yeah, that’s what the developer said, they actually liked what we asked them to do and they think that will be their new prototype.

- Parcel J1 – 2.3 acres on the hard corner of Oakley and Haggerty; We’ve had increased inquiries. We had one recent inquiry from the Goldfish Swim Schools, where they teach kids how to swim. They are looking potentially at both Parcel J1 and Parcel L.
- Parcel J2 - NorthPoint, Beyond Self Storage; They've made progress on their second level, but again, we have not yet seen what the skin looks like as they’re just working internally right now.
- Parcel K - The orphan piece across the street; Nothing new to report.
- Parcel L - 1.8 acres on Haggerty Road; That’s also the Goldfish Swim School inquiry.
- Parcel M&N - These are the two out-lots in the Aikens development that are being retained by the DDA. Today in the Marketing Committee, we went over pre-planning on some of the possibilities for those.

#### **Item 4: Director’s Report**

Director Stacey reported the following to the Board:

- **Updates on Developers** – *Most items were covered by Randy*
  - Aikens - Commercial Project – The press coverage for the Aikens development has been extensive, and probably 95% positive, so we’re thrilled.

We sent out links and copies of the articles to the Board to keep you informed in case you had any questions. We've been working with Aikens, with a united front, answering reporter questions. Supervisor Scott has been the lead, and I've been following up with backup information.

- NorthPoint Self-Storage – They have their 2<sup>nd</sup> floor going up. They were finally able to get past the freezing temps for the cement. We're excited to see that moving forward.
- Gilden Woods – We did close on the property and funds have been received.
- Wyncliff – They have requested that we attend their homeowners' association meeting tomorrow to represent CTPA, the master association. I will be going to that meeting to give a brief presentation and to answer questions about the commercial development. That will be at the Commerce Township Library at 7PM tomorrow night.
- **MTT Judgments** - None
- **HOA Items**
  - **Dues** – All are paid, and Wyncliff is on quarterly billings
  - **Lighting - CJs Lighting, Chris Niestroy, Shaw Electric, Keith Greene**
    - We are awaiting the parts order this month
    - We do have Pole #58 back up and the HOA invoice is in the packet
  - **Landscaping - United Lawnscape, Brian Sparks**
    - They cut the lawn yesterday. It's looking significantly better.
    - This has been a tough spring with the weather.
    - I had Deb contact them yesterday, and they came right out.
    - We have a new representative we are working with, and they have new staff. We've had a few minor issues, but we are working through those.
    - Mulch was completed for the landscaping.
    - We did have two trees knocked over in the recent windstorm. They are between First & Main and Library Drive. They are dead, so we will have those removed.
  - **Irrigation - Michigan Automatic Sprinkler, Mike Rennie**
    - The pump was repaired, and the spring opening has been authorized. They are scheduled to come out this Friday. They are also behind schedule due to the weather.
    - The bills and repair estimate are in the packet; there's about \$2000 worth of work to be done. We have a system that covers multiple miles with thousands of sprinkler heads, so this is typical to get the system back up and running.
    - Wyncliff is doing an entrance project within the next couple weeks; replacing grass, putting in a different sprinkler system for their section, and some landscaping updates. The Association's sprinkler system is spring-fed, meaning that in August, if we lose water, we're unable to water. Wyncliff is going to a system that's hooked to Detroit water so they can keep theirs green year-round without question.
    - Pulte did the same thing with irrigation at Merrill Park, and Granger also did their portion at First & Main.

#### **Item 5: 2018 Outrun Hunger 5K – Saturday, November 10th**

Director Stacey – We have been in contact with the Outrun Hunger organization. They're excited to be back this year on Saturday, November 10<sup>th</sup> at 10AM. As you'll remember, this is the

charitable event held onsite to raise funds for local food pantries, sponsored by Grace Community Church.

I've checked with our Clerk to confirm there are no conflicts with an election. I also checked with Supervisor Scott to make sure this was something the Township wanted to support again, and he confirmed that they did. We've supported this organization for a number of years. They would like to come back and utilize our facility for the race again this year, if it is this Board's decision to allow them to. I'm looking for your authorization to permit the Outrun Hunger event to occur again this year.

**MOTION** by Spelker, supported by Lublin, to approve putting together the Outrun Hunger event for Saturday, November 10, 2018. **MOTION CARRIED UNANIMOUSLY**

### **Item 6: Attorney's Report**

DDA Attorney, Thomas Rauch discussed the survey that addresses the Board members' residences and businesses within the DDA area. He needed a few more completed by the Board Members. He explained that the survey is now done on a regular basis. Although the form is not a statutory or regulatory requirement, it is necessary to demonstrate compliance. This was started about 10 years ago and is now done on a regular basis, and of course when members change.

Director Stacey – Could you also discuss where we're at with Aikens for the next deposit that needs to be made?

Attorney Rauch – Sure. The existing 7<sup>th</sup> amendment to the Purchase Agreement accommodated the developer's acquisition of the library property from the Township. When we did that amendment, the developer agreed that he would make the next deposit to the DDA, which is \$75,000 and due on June 2<sup>nd</sup> (although that is a Saturday, so it will be Monday June 4<sup>th</sup>) less the cost of the demolition of the library building. At this point, we're looking forward to the Township getting a final number for demolition, which they don't have just yet, as soon as possible. That amount will then be paid on June 4<sup>th</sup> simultaneously with the balance of the \$75,000 additional deposit to the DDA.

Director Stacey – I'll speak on behalf of David Scott. As you remember, the Township wants that library building down. Obviously, they are finished with it from the standpoint of fire and police training. The Township is ready for demolition, but they're just waiting for one last item which is the disconnection of the sewer and water. This has to be taken care of through a private contractor. Jay James assured me that he is working on it, and hopefully we will get the number and can get that building down very quickly.

### **Item 7: Engineer's Report**

Matt Schwanitz, Giffels Webster – No major updates from the last month. We've just been helping both Randy Thomas and the DDA on information requests from Aikens and a few others, and giving our opinion on a few items related to land division.

### **Item 8: Planning Director's Report**

Dave Campbell, Township Planning Director, shared the following with the Board members:

- Last Monday, the Planning Commission approved a new drive-through credit union at the southeast corner of Walnut Lake and Pontiac Trail; a Michigan Schools and Government Credit Union. They had to make a couple trips to the Planning Commission to get their site plan right. They moved their drive-through so it wasn't fronting on the road, and they upgraded their building a little bit.

- I did hear from Granger last week. They're asking about moving ahead with Phase 2 of their development which would be the independent living cottages. I've heard them ask that question before, and it's seemingly a different person each time, every few months. We may or may not see more from them. I did tell them that, if and when that day comes, be prepared to discuss possibilities of what can be done to the existing building to improve its aesthetics.
- The M-5 Pedestrian Bridge; I assume you've been by there recently and have seen the progress. This weekend, there are going to be some closures, which will be at least all day Saturday, and perhaps most of the day on Sunday. The rule with MDOT is that you can only close one direction at a time, therefore, northbound will be closed at 6AM Saturday morning to hang the beams over the northbound side. Then, they move the crane over to the west side of the highway, and hang beams over the south side, at which point they close the southbound, and reopen the northbound side. They would love to get it all done Saturday, but they requested Sunday closure as well just in case there are any delays. They are required to have the highway reopened by 5AM on Monday, if not sooner.
- As Randy mentioned, we've been in conversations on Parcel L. I have not heard from the Goldfish Swim School. I have heard from a childcare.

Randy Thomas – Yes, those are two separate inquiries.

Susan Averbuch – What is the latest update on the liquor license for the Sidecar Slider Bar?

Dave Campbell – They are in the hands of the State of Michigan. They had to prove that they called every other holder of an escrowed liquor license in Oakland County, and verified that the holders of those licenses are not interested in selling them. We told the State that it wouldn't matter if Sidecar did go through that process, because our Township Liquor Control Code states that you cannot transfer in an escrowed license. You have to get what is called a redevelopment license. Now, we have not heard whether the State of Michigan is going to accept that answer from the Township, or whether they will still require the Sidecar to make the phone calls to owners of escrowed licenses.

#### **Item 9: Committee Reports**

- A. Finance Committee – Director Stacey – I have provided to you the updated Revenue & Expenditure report, which includes the addition of the proceeds from the sale to Gilden Woods. I think that we are still on track across the board at the moment. I will be working with our CPA firm to get our tax forms filed in a timely fashion, between now and our next meeting.
- B. Public Relations Committee - Jose Mirkin – The Public Relations Committee has already worked with the DIA to put in the displays of the Reproductions of Masterpieces. I passed around the flyer, created by and paid for by the DIA. It shows the four locations where we have the Masterpieces. I encourage everybody to share that we have these Reproductions until July and to visit the sites.

Director Stacey – They look wonderful outside the Township Hall.

Jose Mirkin – Thank you.

- Second item; The K-12 Art Exhibition with Walled Lake Schools is in progress. On May 18<sup>th</sup>, five art teachers and some volunteers are going to be at the Library creating the

display, which is going to be open from May 19<sup>th</sup> to the 26<sup>th</sup>. The reception is Wednesday, May 23<sup>rd</sup> and we expect more than 1,000 people to attend. Julie Evola, Director of Community Relations and Marketing for Walled Lake Schools said, *Postcards, banners and more have been displayed. Refreshments for Wednesday are already ordered.* They pay for that, we don't pay anything. She booked some entertainment, so we will have a jazz quartet from Walled Lake Central during the reception. The most important thing is, she said to the art teachers, *Each of you are rock stars! This K-12 Art Show has evolved into a wonderful, major district and community initiative.* So, we are in good shape for the K-12 Art Exhibition.

- Third item; I attended a Parks and Recreation Committee meeting, representing the Public Relations Committee and the DDA. I talked with Emily England, Director of the Richardson Community Center, and I explained what the Public Relations and DDA is doing for the community. We are planning to keep discussing the possibility of doing an Art and Craft Show in the beautiful backyard of the new Richardson Community Center. Their parking lot was enlarged, and we have the high school across the street where we can park vehicles. We are thinking about creating the first Art and Craft Show in Commerce in 2019. In Birmingham, Plymouth and Ann Arbor, we see the art fairs and 5,000 to 10,000 attending those. There's a lot of income coming to those communities. I'm pretty sure that we can work with Emily to create an event here in 2019.
- Fourth item; Thanks to the Public Relations Committee and the DDA, in coordination and partnership with the DIA, our seniors will be visiting the DIA on June 14<sup>th</sup>. I was talking with Connie at the Library, and she's also interested in bringing Library members along on this visit. The bus will pickup seniors and residents at the Richardson Community Center at 11:45AM on June 14th. The visitors will arrive at the DIA by 1:00PM, and an expert will take the group to the main art events. At 2:00PM they will have coffee and cookies, and the DIA will bring them back in the bus. The group will return by 3:15/3:30.

Director Stacey – I would add to that, for those of you who have not had a chance to stop by the new Richardson Center, it's absolutely stunning. They did a great job. They are going to be renting it out if you need a venue.

Chairperson Gotts – Thank you Jose. Wonderful report.

- C. Marketing Committee – David Smith stated that he did not have anything to add that everyone else hadn't already stated. Randy did a great job on his report.

#### **Item 10: DDA Annual Meeting – Election of Officers**

Director Stacey – I had a chance to speak with Jim and Dan concerning their service to the DDA. As you know, they've been long term members, and they're willing to continue on in the same position. I think they give us strong leadership, and we've been able to deal with the challenges together very well. Tom, does this need to be a roll call vote?

Attorney Rauch – No, it just needs to be a resolution of the Board.

**MOTION** by Mirkin, supported by Hoy, to continue to have Jim Gotts serve as DDA Chairperson, and to have Dan Lublin serve as DDA Vice Chairperson.

**MOTION CARRIED UNANIMOUSLY**

Director Stacey – We also need a second motion to continue with Molly Phillips as the DDA Treasurer, and Missy Creech as the Secretary.

**MOTION** by Mirkin, supported by Lublin, to reappoint the officers, with Molly Phillips as DDA Treasurer, and Melissa Creech as DDA Secretary.

**MOTION CARRIED UNANIMOUSLY**

**Item 11: Approval of Warrants and/or Carryovers, Add-ons, Revenue & Expenditure**

**MOTION** by Lublin, seconded by Mirkin, to approve the Warrants and/or Carryovers, Add-ons and the Revenue & Expenditure Report.

**MOTION CARRIED UNANIMOUSLY**

**Item 12: Other Matters**

- Jose Mirkin and Dave Campbell discussed the M-5 Pedestrian Bridge and the concrete inspection process.
- Director Stacey asked the DDA Board Members to provide suggestions, and to offer their insights or any concerns as to how the DDA Administration could make improvements to help DDA Board Members in making their decisions. He requested that Board Members email Debbie Watson with any questions, comments, concerns or suggestions, and they would be addressed. Jose Mirkin suggested coffee and donuts during the meetings. Director Stacey offered to buy lunch for the Board once Bruce's development goes through.
- **The next regularly scheduled DDA meeting is Tuesday, June 19, 2018 at 12:00pm.**

**Item 13: Adjournment**

**MOTION** by Mirkin, seconded by Lublin, to adjourn at 12:41pm.

**MOTION CARRIED UNANIMOUSLY**



Melissa Creech  
DDA Secretary



User: JBUSHEY

POST DATES 05/15/2018 - 05/15/2018

DB: COMMERCE

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: DDA

DDA WARRANT REPORT FOR BOARD APPROVAL

MAY 15, 2018

Vendor Code	Vendor Name		
Inv. Date	Invoice	Description	Amount
ADKISON	ADKISON, NEED & ALLEN		
04/30/2018	APRIL302018	DDA MATTERS	438.00
TOTAL FOR: ADKISON, NEED & ALLEN			438.00
WATSON	DEBORAH WATSON		
05/09/2018	2018 APR/MAY	DDA ASSISTANT HOURS 4/12 TO 5/9/18	1,275.00
TOTAL FOR: DEBORAH WATSON			1,275.00
GIFFELS	GIFFELS-WEBSTER ENGINEERS		
05/02/2018	116312	PROFESSIONAL SERVICES THROUGH APRIL 21, 2018	980.00
TOTAL FOR: GIFFELS-WEBSTER ENGINEERS			980.00
KEMP	KEMP, KLEIN, UMPHREY & ENDLEMAN, PC		
05/04/2018	188440	PROFESSIONAL SERVICES THROUGH APRIL 30, 2018	18,214.37
TOTAL FOR: KEMP, KLEIN, UMPHREY & ENDLEMAN, PC			18,214.37
STACEYMARK	MARK STACEY		
05/09/2018	0412-0509-2018	DIRECTOR HOURS 4/12/18 TO 5/9/18	5,025.00
TOTAL FOR: MARK STACEY			5,025.00
TOTAL - ALL VENDORS			25,932.37
FUND TOTALS:			
Fund 499 - CAPITAL PROJECTS - DDA			25,932.37

05/09/2018 09:03 AM INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF COMMERCE  
User: JBUSHEY POST DATES 04/18/2018 - 05/14/2018  
DB: COMMERCE BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: DDA  
DDA WARRANT CARRY-OVER REPORT FOR BOARD APPROVAL  
MAY 15, 2018

Vendor Code	Vendor Name			
Inv. Date	Invoice	Description		Amount
DTE	DETROIT EDISON			
04/13/2018	910007710650	05/0 2660 E. OAKLEY PARK		99.16
04/13/2018	910007710767	5/07 3106 MARTIN PARKWAY		85.81
04/13/2018	910007710866	0507 2581 LIBRARY DR.		626.31
04/13/2018	910007711005	05/0 2579 LIBRARY DR.		17.01
TOTAL FOR: DETROIT EDISON				828.29
TOTAL - ALL VENDORS				828.29
FUND TOTALS:				
Fund 499 - CAPITAL PROJECTS - DDA				828.29