

**CHARTER TOWNSHIP OF COMMERCE  
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, September 16, 2014  
Commerce Township Library  
2869 Pontiac Trail  
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, Director  
James Gotts, Chairperson  
Dan Lublin, Vice Chairperson  
Brian Winkler, Member  
Mark Stacey, Member  
David Smith, Member  
Jose Mirkin, Member  
Tim Hoy, Member

**Absent:** Susan Spelker, Member  
Thomas Zoner, Supervisor

**Also Present:** Thomas Rauch, DDA Attorney  
Vanessa Magner, DDA Secretary  
Susan Gross, DDA Treasurer  
Matt Schwanitz, Giffels-Webster Engineer  
Randy Thomas, Insite Commercial

**Item 1: Approval of Minutes**

**MOTION** by Mirkin, second by Stacey, to approve the Regular Meeting Minutes of August 19, 2014 and Special Meeting Minutes of August 27, 2014.

**MOTION CARRIED UNANIMOUSLY**

**Item 2: Public Comments**

Susan Averbuch, 9005 Campbell Creek, informed the board members of residents driving and parking on the pathways.

**Item 3: Director's Report**

Director Jackson gave an update that included no MTT's for this month. Currently working with the Finance Committee on the 2015 DDA Budget and the Public Relations Committee on the 5K Run for Hunger. The landscapers are holding off on the tree pruning until the weather is cooler. Deb Watson was hired and started as the DDA Assistant. Attended the last Township Board meeting with Randy Thomas to give a DDA update. Due to concerns from some of the Township Board members, Director Jackson withdrew her request.

Mark Stacey asked for an update on the Beaumont Site.

Randy Thomas explained the Beaumont project is on hold due to the merger. The final product will be on a smaller scale than originally planned.

Susan Gross asked if the DDA has anything in writing regarding how much land will be donated for a Fire Station.

Director Jackson explained the agreement is for 1.25 acres.

**Item 4: Attorney's Report**

DDA Attorney, Thomas Rauch, informed the Board members that the closing with Hunter Pasteur did occur. Rauch is currently assisting with the sale of property for Granger, Hunter Pasteur, and the commercial property.

Director Jackson introduced Deb Watson to the DDA members and explained she is working Monday, Tuesday, Wednesday, for 4 hours per day. She is organizing and logging in all the DDA files, taking minutes for DDA meetings and certain conference calls. Director Jackson will distribute her email and phone number.

**Item 5: Engineer's Report**

Matt Schwanitz from Giffels Webster Engineers was present and he continues working with Director Jackson on the PUD Amendment, title work, Master Deed, and Pathway Standards.

Randy Thomas explained Shapiro has an extension due to the Road Commission and DEQ permits. He expects the property to be sold in spring of 2015.

Director Jackson stated Shapiro has not submitted anything at this time to the Planning Department.

**Item 6: Committee Reports**

A. Finance Committee – Mark Stacey stated he will wait to give an update until the proposed 2015 budget Item 8.

B. Public Relations Committee – Jose Mirkin explained the committee will be talking with the Huron Valley Art Council. The committee is also working on the 5K Run for Hunger the 1<sup>st</sup> Saturday in November. Mirkin asked if the property for the Rotary Carnival will be available for May 2015.

Randy Thomas said he believes May 2015 should be fine to hold the carnival.

David Smith asked if we have a purchase agreement, do we need to get permission from the developers to hold the carnival.

Thomas Rauch explained it is still DDA property until the close. After the property closes, we will need to get permission from the developers to hold the carnival.

Daniel Lublin asked if the developers are in their due diligence period, we should let them know what we are planning to do on the property.

Thomas Rauch informed the board there will be an agreement with the developer.

Mark Stacey asked if the DDA needed to make a formal authorization with moving forward on the carnival.

Director Jackson explained once we confirmed the details and dates, we will ask for a formal recommendation.

C. Marketing Committee – David Smith informed the board the expectations are higher than he thought and deferred to Randy Thomas for the details.

### **Item 7: Insite Commercial Report**

Randy Thomas handed out an overview of the properties to the DDA board members. He mentioned there haven't been many updates since the last meeting.

Parcels A & H – This property is under contract with M. Shapiro Development they had a pre-application meeting with Planning, Engineering, and the Community Development Director to review the proposed site plan and engineering matters. The Developer has followed up with information required by appropriate Township personnel in advance of the Developer applying for DEQ permits for storm water. It is anticipated that the Developer will formally apply for site plan late 2014 or early 2015. Developer was granted an extension to their due diligence to October 1 because of delays with the DEQ.

Parcel B 1– This developer has been granted confidentiality. Purchase Agreement was received on July 11, 2014. As of September 5, 2014, the DDA Attorney has submitted comments back from the developer's review.

Parcel B 2- DDA Board has voted to accept a formal Purchase Agreement with Granger for \$3 million. Granger is moving through the due diligence and site plan process.

Parcel C - Pontiac Trail/Haggerty Road – This property is back on the market.

Parcels D & E –After the August 19, 2014 DDA meeting, the board made a decision to move forward with the Hunter Pasteur project. A purchase agreement will be presented to the DDA board later on the agenda.

Parcel F- Have not received any offers at this time.

Parcel G – DDA has closed with the Hunter Pasteur as on August 7, 2014. Developer is clearing and land balancing.

Parcel I – Received a limited number of inquiries. No update at this time.

Parcel J – S/W corner of Oakley Park and Haggerty – Received a Letter of Intent from Ray Markham for 1.49 acres on the west side of the property. Was directed by the Marketing Committee to see if Purchaser will submit a more significant offer. Purchaser considering buying a smaller portion only to expand his current operations.

Parcel K – Thomas traded calls with property owner to the east of Parcel K. Any progress will be reported to the DDA Director.

Mark Stacey asked if we are on track for a November closing with Granger.

Thomas Rauch explained everyone is working on closing in November or December at the latest.

### **Item 8: Proposed 2015 DDA Budget**

Mark Stacey reviewed the new budget. He had put together scenarios of what next year's budget may look like based on assumptions of no land sales at all in Column I, and then compared these figures to Column H which showed the potential sales that may occur. He walked the Board through each line item on the spreadsheet and provided updates on the year-to-date account