

**Final**  
**CHARTER TOWNSHIP OF COMMERCE**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Tuesday, November 14, 2023**  
**Commerce Township Hall**  
**2009 Township Drive**  
**Commerce Township, MI 48390**

**CALL TO ORDER:** The Meeting was called to order by Vice Chairperson Matta at 12:10pm.

**Downtown Development Authority:**

**Present:** Debbie Watson, DDA Director  
Steve Matta, Vice Chairperson  
Brian Winkler, Member  
Derek Tuck, Member  
Jose Mirkin, Member  
Tim Hoy, Member

**Absent:** James Gotts, Chairperson (excused)  
Larry Gray, Township Supervisor (excused)  
David Smith, Member (excused)  
Sandy Allard, DDA Assistant  
Melissa Creech, DDA Secretary  
Molly Phillips, DDA Treasurer  
Dave Campbell, Township Planning Director  
Randy Thomas, Insite Commercial  
Matt Schwanitz, Giffels-Webster, DDA Engineer  
Chris Martella, Dawda Mann, DDA Attorney  
Lt. Wendy Reyes, OCSO Substation Commander

Vice Chairperson Matta noted that a quorum was present. He explained that Director Watson had given consultants and staff members the day off. Only action items needed to be addressed and other items would be deferred until the December DDA meeting.

**Item 1: Approval of Minutes**

**MOTION** by Mirkin, seconded by Hoy, to approve the DDA Regular Meeting Minutes of October 17, 2023, as presented. **MOTION CARRIED UNANIMOUSLY**

**Item 2: Public Comments**

None.

**Item 3: OCSO Report**

Director Watson – Lt. Reyes will have a report for us next month.

**Item 4: DDA Informational Meeting – Deferred to December**

Director Watson explained that the Informational Meeting has been deferred until December due to a noticing error. The website has been updated and new letters were sent out to the taxing authorities notifying them of the December meeting date.

Director Watson – I will note that Randy Thomas’ report was included in the packet. He and I discussed Parcel J1 this morning. Randy forwarded comments to the buyer from the Planning Commission from their November 6<sup>th</sup> review of the conceptual proposal.

**Item 5: Attorney’s Report**

Deferred to December.

**Item 6: Director’s Report –**

Director Watson – My report was included in your packet.

- I would like to update you on the successful Outrun Hunger 5K race, which took place this past Saturday. Their goal was \$29,000 this year, and they raised \$32,000! Over the past 13 years, they have raised over \$236,000 for Open Door and Hospitality House.
- In addition, we have chosen a candidate to fill the DDA Board member vacancy. His name is Bob Sackleh. He is also on the Board of Review. He will be starting next month. He has an impressive financial background and I think he will be an asset to the Board.
- Our 2024 DDA budget will be on the agenda next month. I presented the proposed budget to the Township Board on November 7<sup>th</sup> and we had just a couple minor adjustments.
- We are getting ready for the holidays.
  - We will have our DDA Holiday Luncheon next month.
  - We are decorating the light poles.

**Item 7: Engineer’s Report**

Deferred to December.

**Item 8: Planning Director’s Report**

Dave Campbell’s report was included in the packet.

**Item 9: Committee Reports**

- A. Finance Committee – Nothing to report.
- B. Public Relations Committee – Jose Mirkin – I will defer my report to December.
- C. Marketing Committee – Nothing to report.

**Item 10: Approval of Warrants and/or Carryovers, Add-ons, Revenue & Expenditure**

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

**Item 11: Other Matters – Commerce Towne Place Map**

Director Watson – We can address the new map next month. It ties in with the Informational meeting and shows 10 years of progress. Randy is also using this map for his Insite report.

Vice Chairperson Matta – Does that show the planning for the multi-family housing?

Director Watson – For Continental, yes. The apartments are shown on there.

**The next regularly scheduled DDA meeting is Tuesday, December 19, 2023, at 12:00pm, which is a DDA Informational Meeting.**

**Item 12: Adjournment – *Have a Happy Thanksgiving!***

**MOTION** by Mirkin, seconded by Hoy, to adjourn the meeting at 12:15pm.

**MOTION CARRIED UNANIMOUSLY**

A handwritten signature in cursive script that reads "Melissa Creech".

Melissa Creech  
DDA Secretary

**INVOICE APPROVAL (BY INVOICE) FOR COMMERCE CHARTER TOWNSHIP**

EXP CHECK RUN DATES 11/14/2023 - 11/14/2023

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: DDA

Invoice Number	Bank Account	Description	Amount
DAWDA DAWDA MANN COUNSELORS AT LAW 587828	DDA	PROFESSIONAL SERVICES TRROUGH 9/30/23	4,361.00
Total For: DAWDA MANN COUNSELORS AT LAW			<u>4,361.00</u>
WATSON DEBORAH WATSON OCT/NOV 2023	DDA	DDA DIRECTOR 10/12/23 - 11/07/23	7,384.00
Total For: DEBORAH WATSON			<u>7,384.00</u>
SANDYB SANDY ALLARD OCT/NOV 2023	DDA	DDA ASSISTANT 10/12/23 - 11/07/23	955.50
Total For: SANDY ALLARD			<u>955.50</u>
USBANK US BANK 7096188	DDA	ADMIN FEES 2016A BONDS	500.00
7096189	DDA	DDA INTREST PAYMENT ANNUAL FEE 2016B BONDS	500.00
Total For: US BANK			<u>1,000.00</u>
Report Total:			<u>13,700.50</u>

INVOICE APPROVAL (BY INVOICE) FOR COMMERCE CHARTER TOWNSHIP

INVOICE ENTRY DATES 11/13/2023 - 11/13/2023

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: DDA

Invoice Number	Bank Account	Description	Amount
<b>ROUSSEAU BOB ROUSSEAU'S EXCAVATING, INC.</b> 20394	DDA	MOWING AND BRUSH CLEANUP	495.00
Total For: BOB ROUSSEAU'S EXCAVATING, INC.			<u>495.00</u>
<b>DAWDA DAWDA MANN COUNSELORS AT LAW</b> 589345	DDA	PROFESSIONAL SERVICES THROUGH OCT 31, 2023	3,039.00
Total For: DAWDA MANN COUNSELORS AT LAW			<u>3,039.00</u>
<b>DTE DETROIT EDISON</b>			
12/04 2579 LIBRARY	DDA	ACCT# 9100 077 1100 5 (2579 LIBRARY)	24.88
12/04 2581 LIBRARY	DDA	ACCT# 9100 077 1086 6 (2581 LIBRARY)	872.90
12/04 2660 E OAKLEY	DDA	ACCT# 9100 077 1065 0 (2660 E OAKLEY)	124.85
12/04 3106 MARTIN P	DDA	ACCT# 9100 077 1076 7 (3106 MARTIN PKWY)	134.34
Total For: DETROIT EDISON			<u>1,156.97</u>
Report Total:			<u>4,690.97</u>