

Final
CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, January 21, 2025
Commerce Township Hall
2009 Township Drive
Commerce Township, MI 48390

CALL TO ORDER: The Meeting was called to order by Chairperson Matta at 12:04pm.

Downtown Development Authority:

Present: Debbie Watson, DDA Director
Steve Matta, Chairperson
Tim Hoy, Vice Chairperson
Larry Gray, Township Supervisor
Brian Winkler, Member
David Smith, Member
Spencer Schafer, Member (arrived at 12:07pm)
Susan Spelker, Member (arrived at 12:20pm)

Absent: Derek Tuck, Member (excused)
Jose Mirkin (excused)
Melissa Creech, DDA Secretary
Lt. Wendy Reyes, OCSO Substation Commander

Also Present: Sandy Allard, DDA Assistant
Molly Phillips, DDA Treasurer
Dave Campbell, Township Planning Director
Chris Martella, Dawda Mann, DDA Attorney (arrived at 12:08pm)
Jason Mayer, Township Engineer, Giffels-Webster
Randy Thomas, Insite Commercial
Sgt. Matt Leggat, Oakland County Sheriff

Item 1: Approval of Minutes

MOTION by Hoy, seconded by Winkler, to approve the DDA Meeting Minutes of December 17, 2024. **MOTION CARRIED UNANIMOUSLY**

Item 2: Public Comments

Ray Golota, 1595 Vanstone Dr., Commerce Township – Happy New Year.

Item 3: OCSO Update

Sgt. Leggat – Nothing new to report.

Item 4: Insite Commercial Report

Randy Thomas provided an overview of the Insite report submitted in the agenda packet.

- Five & Main:
 - Bruce had a conflict so he could not be here today. He will reschedule and come before the DDA at either the March or April meeting. We will work on getting that scheduled.
 - I talked to him and asked the general sense of what's going on. He said he's making progress with tenants. A key thing right now is getting the market deal done.
 - We're in discussions with three different groups right now for a hotel.

- I think his plans are still to do the frontage on Pontiac Trail. How much on the west gets developed this year really depends on the market deal getting done.
- Nothing new on Phase II other than he is already thinking about plans. I do have some preliminary drawings that he's looking at which is good. That's going to continue the retail to the north of the site.

[Schafer arrived at 12:07pm]

Director Watson – Randy, as you and I talked about this morning, we just need to get Bruce to come back to the Planning Department and the Planning Commission with his final plans for the overall development so that not only his development, but our property can also be sold too. He is dictating the architecturals ...

Randy Thomas – Dave, has he made any progress on the architecturals?

Dave Campbell – At one point I was talking to Sue Neumann, who is his designer architect, in the context of the credit union. It sounds like they're moving forward, however, as far as what the architectural plans will be, I haven't seen anything yet.

[Martella arrived at 12:08pm]

Randy Thomas – Okay, that's going to dovetail into the report I'll give here in a minute.

- Parcel F, in front of the Township Hall; We had a group that was looking at multiple parcels. They looked at Parcel F, but it's probably not going to be a fit for what the use is, so we have them looking at other DDA parcels.
- Parcel J1, at Haggerty and Oakley Park Roads; We have a retailer that is out looking at sites, and J1 is one parcel that they're considering. We haven't had any real discussion to report to you.
- Parcel M, 1.09 acres in Five & Main at Pontiac Trail and Walnut Lake Road; Late yesterday, we received an offer for Parcel M. There's a lot of work that we have to do before we can get it in front of the Marketing Committee. First and foremost, it's a developer based out of South Carolina. They're reluctant to let you know who the tenants are until they have a deal. This is a catch-22 because we're reluctant to do a deal unless we know the user. He came into town, and I had a discussion with him. I told him, when he gets an offer to us, we will be more than happy to sign an NDA, but the DDA will want to know who the user is. They did let us know it is a food user.

Attorney Martella – Did they contact you directly, Randy?

Randy Thomas – Yes, the developer called directly. We're actually also fielding quite a few tenant calls for Bruce.

Randy Thomas –

- Parcel N which is in Phase II; I'm getting calls on it. I tell everyone to look at the other available sites until we know what's happening and how it will integrate,

Chairperson Matta – When is his option up on Phase II?

Director Watson – October 31st of this year.

Randy Thomas – And I don't know if he executes.

Chairperson Matta – He seems to be indicating that he is going to.

Randy Thomas – He's got plans and he asked me to meet with him. He wanted me to critique and give him some ideas. He has a residential component above the retail on the plan I have. He wants Phase II a bit more elevated behind Phase I so that you see the entire development as you're coming in.

Chairperson Matta and Randy Thomas discussed tenant progress since the last New York ICSC and momentum in the retail sector.

Item 5: Attorney's Report

Attorney Martella – Pontiac Trail at Green Lake Road is totally shut down due to three overturned cars and fire trucks. Sorry I was late everybody. I believe Mayme sent a text message.

Director Watson – Yes, thank you. I let her know you're here.

Attorney Martella – Nothing to report except for Randy's exciting news. He forwarded the LOI and we commented on it and sent it back to them. The only other thing is, hopefully AT&T is talking to the right people about their project and timetable.

Dave Campbell – About the utility pole?

Director Watson – I've heard nothing since he had inquired about the site plan, and I sent it over to Dave.

Dave Campbell – My recollection is that we told them they were good to go with what they needed to do, but I will check with Paula on the status.

Item 6: Director's Report

Director Watson noted that things were very quiet over the holidays. There were just a few issues that were promptly addressed. There were also some issues last week with the deep sewer at Continental's site, but Jason found a solution for that and he can elaborate on that topic. She reviewed highlights from the report that was submitted Board's agenda packet, which is included below with any relevant updates.

I. *Updates on Developments – Please refer to the Insite Report and the Planning Director's Report for additional information.*

- *5 & Main –*
 - *Continental is progressing. They finished dewatering last week and the deep sewer has been installed; however, dewatering had to be restarted when issues arose. They continue work on the remaining utilities.*
 - *Continental needs to replenish their escrow account for staking of utilities. We have sent an invoice and followed up.*
 - *Bruce Aikens will be looking to attend either the March or April DDA meeting to provide an update.*
- *Merrill Park – Nothing new to report.*
- *The Avalon of Commerce Twp. – Nothing new to report.*
- *Barrington – Nothing new to report.*

- *Wyncliff – Nothing new to report.*
- *Public Storage – Nothing new to report.*
- *The Space Shop, Self-Storage – Nothing new to report.*
- *Higher Ground, Guidepost Montessori – Nothing new to report.*
- *LaFontaine Automotive Group Dealerships (LAG) – At the corner of Pontiac Trail & Haggerty; for the most part, utility work has been completed.*
- *Parcel F / Unit 7, in front of the Township Hall – Nothing new to report.*
- *Parcel J1, Haggerty & Oakley Park – Nothing new to report.*
- *Parcels M & N – Nothing new to report.*

II. *MTT Judgments* – *As updates are available, reports are given at the DDA meeting.*

III. *Commerce Towne Place HOA Items* –

- A. *Budget – The 2025 budget has been approved.*
- B. *Dues – Invoices will be sent out this week.*
- C. *Tax Forms & Reports – Treasurer Phillips is working on the tax return.*
- D. *Lighting/Electrical – Shaw Elec., Eric Peterson, Adam Dornton*
 - *We had one recent accident involving light pole damages. Shaw was prompt to tie off the electrical and address any issues. Sandy is following up on the insurance claim.*
 - *Staking of utilities continues at the Continental site.*
 - *Our inventory of lighting supplies should be adequate for the upcoming season.*
- E. *Landscaping & Maintenance – United Lawnscape, Jose Medina; Bob Rousseaux's Excavating, Mark Rousseaux*
 - *We have renewed our United contract for CTP.*
 - *There have been some flooding issues on the west side trails; Rousseaux and Jason Mayer are monitoring the situation.*
- F. *Irrigation – Michigan Automatic Sprinkler, Mike Rennie, Mike Toro*
 - *Nothing new to report.*

Township Board Report

Supervisor Gray –

- Our meeting was January 14th.
- We reappointed Johnny Walker to the Parks & Recreation Committee.
- We are re-signing our cell tower agreement for Log Cabin. That cell tower has been decommissioned for over a year now. Once everything is done, it's a 25-year contract, renewable every 5 years.
- We approved flooring purchases for Fire Stations #1 and #2.
- We also approved the purchase of an engraver for the Library.

Item 7: Engineer's Report

Engineer Mayer discussed the following with the Board:

- Springs at Five & Main:
 - Last Thursday, they noticed a sinkhole developing north of the manhole they connected to. They had to open the manhole and it was full of debris and backing up sewage. They were looking for a way to bypass it.

- They ended up pumping into the manhole at the northeast corner of Pontiac Trail and M-5. I scared Larry and there were some emergency notifications sent out because we thought we were going to have to shut down Martin Parkway to run a pipe across the road, but there was a secondary access point.
- They have bypass pumping set up now. They found that a rock had punctured the sewer on the north pipe that was running into the one they connected to. I don't know if the rock got pushed down during construction, but they shut off the dewatering and water was just pouring into the sanitary sewer.
- They've turned the dewatering back on. They're going to replace that section of pipe, jet out the sewer and things should be back to normal.

[Spelker arrived at 12:20pm]

David Smith – What kind of pipe was it?

Jason Mayer – It was 18-inch concrete.

- Besides that, there's not a lot of work going on for the next couple days. We're holding off until Thursday to get started back, but the deep sewer is in at Springs and they're continuing on with the rest of their onsite work, which I think will be at least another month.
- Lafontaine just has a couple of connections to make.
- The flooding issue on the pathway; we think it was from the dewatering running for two months straight. I don't know if it got better when they shut it off.

Director Watson – I'll have Mark check it again soon and I'll let him know that the dewatering is back on now.

Jason Mayer – With the frozen ground and water not being able to infiltrate, it's a worst case scenario.

Director Watson – As you and I discussed, we don't anticipate flooding like this to occur in the future when the site is built out as only a small amount of their storm water will actually go through that same storm drain.

Jason Mayer – It will be way less than what's going out now. They've been pumping straight for two months to dewater.

Director Watson – Thank you.

Item 8: Planning Director's Report

Dave Campbell, Township Planning Director – Nothing earthshaking on my end.

- We had a Planning Commission meeting early January for Spencer's project at 14 Mile and Haggerty, Midtown on Haggerty. Spencer will be back before the Planning Commission at their February meeting, both to continue discussions on that project, and also for a residential project that he wants to do on the north side of Crumb Road, just west of Haggerty.
- Jason is right, he scared all of us with the thought that we were going to shut down Martin Parkway in the middle of rush hour, but he and all of his smart friends found a way to avoid that.

- We did an interview about Five & Main last week with Fox 2 so that should be on TV in the near future. I think they're holding off on airing it until they meet with Bruce. I'm not sure if we've heard, Deb, when they'll actually air it.

Director Watson – I think by next week. She was estimating, and I did follow-up with her today with the renderings. I omitted the Springs renderings because I did not hear back from Jordan.

Dave Campbell – The interview seemed very positive. I think she asked one question about traffic, but for the most part it was positive about Five & Main hopefully and finally becoming a reality.

Discussion continued regarding progress at Five & Main and Springs.

Item 9: Committee Reports

- A. Finance Committee – Susan Spelker – Thank you. It's not a fit day out for man or beast. Molly, do have anything?

Treasurer Phillips – No.

Susan Spelker – Okay, business as usual. Everything looks the same. No major catastrophes. Happy New Year!

- B. Public Relations Committee – Nothing new to report.

- C. Marketing Committee – David Smith – Nothing new to report.

Chairperson Matta – For the Marketing Committee, we will look forward to seeing Bruce when he comes in, hopefully in March. It would be nice to see him earlier than April just to get an idea of where he's going for the spring and summer.

Item 10: Approval of Warrants and/or Carryovers, Add-ons, Revenue & Expenditure
MOTION by Hoy, seconded by Spelker, to approve the Warrants and/or Carryovers, Add-ons and the Revenue & Expenditure Report. **MOTION CARRIED UNANIMOUSLY**

Item 11: Other Matters

None.

Item 12: Adjournment

Chairperson Matta – Our next meeting is February 18th at noon.

MOTION by Spelker, seconded by Hoy, to adjourn the meeting at 12:27pm.

MOTION CARRIED UNANIMOUSLY



Melissa Creech
DDA Secretary

INVOICE APPROVAL (BY INVOICE) FOR COMMERCE CHARTER TOWNSHIP

EXP CHECK RUN DATES 01/21/2025 - 01/21/2025
 POSTED AND UNPOSTED OPEN AND PAID
 BANK ACCOUNTS: DDA

Invoice Number	Bank Account	Description	Amount
DAWDA DAWDA MANN COUNSELORS AT LAW 609864	DDA	PROFESSIONAL SERVICES THROUGH 12/31/2024	1,202.50
Total For: DAWDA MANN COUNSELORS AT LAW			<u>1,202.50</u>
WATSON DEBORAH WATSON DEC'24/JAN'25	DDA	DDA DIRECTOR 1/17/24 - 01/15/25	3,416.00
Total For: DEBORAH WATSON			<u>3,416.00</u>
DTE DETROIT EDISON			
02/04 2579 LIBRARY	DDA	ACCT# 9100 077 1100 5	22.15
02/04 2581 LIBRARY	DDA	ACCT# 9100 077 1086 6	1,005.41
02/04 2660 OAKLEY	DDA	ACCT# 9100 077 1065 0	181.70
02/04 3106 MARTIN	DDA	ACCT# 9100 077 1076 7	201.07
Total For: DETROIT EDISON			<u>1,410.33</u>
SANDYB SANDY ALLARD DEC'24/JAN'25	DDA	DDA ASSISTANT 12/17/24 - 01/15/25	855.00
Total For: SANDY ALLARD			<u>855.00</u>
Report Total:			<u><u>6,883.83</u></u>