

**Final**  
**CHARTER TOWNSHIP OF COMMERCE**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Tuesday, February 16, 2021**  
**Commerce Township Hall**  
**2009 Township Drive**  
**Commerce Township, MI 48390**  
**12:00 PM**

In accordance with Public Act 228 of 2020, this meeting was held via Zoom, video conferencing technology.

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

**Downtown Development Authority:**

**Present:** Debbie Watson, Acting DDA Director  
James Gotts, Chairperson  
Dan Lublin, Vice Chairperson  
Brian Winkler, Member  
Larry Gray, Township Supervisor  
Jose Mirkin, Member  
David Smith, Member  
Tim Hoy, Member  
Steve Matta, Member  
Susan Spelker, Member (*joined @ 12:11pm due to technical difficulties*)

**Also Present:** Molly Phillips, DDA Treasurer  
Melissa Creech, DDA Secretary  
Thomas Rauch, DDA Attorney  
Matt Schwanitz, Giffels-Webster Engineer  
Randy Thomas, Insite Commercial  
Dave Campbell, Township Planning Director  
Ken Milburn, Meeting Moderator, Merge Live  
Lt. Wendy Reyes, OCSO Substation Commander

**Item 1A: Approval of Minutes**

**MOTION** by Lublin, seconded by Mirkin, to approve the Regular Meeting Minutes of Tuesday, January 19, 2021 and the Special Meeting Minutes of Thursday, January 28, 2021, as presented.

**ROLL CALL VOTE**

**AYES:** Lublin, Mirkin, Matta, Winkler, Gotts, Gray, Smith, Hoy

**ABSENT:** Spelker

**NAYS:** None

**MOTION CARRIED UNANIMOUSLY**

**Item 1B: Approval of the Agenda**

Acting Director Watson proposed that the Attorney's Report be moved up as Item 4, and Director's Report will now be Item 5.

**MOTION** by Gotts, seconded by Matta, to approve DDA Meeting Agenda of February 16, 2021, with the amendments as proposed by Watson.

**ROLL CALL VOTE**

**AYES:** Gotts, Matta, Hoy, Smith, Gray, Lublin, Mirkin, Winkler

**ABSENT:** Spelker

**NAYS:** None

**MOTION CARRIED UNANIMOUSLY**

## **Item 2: Public Comments**

Chairperson Gotts opened to Public Comments.

Ken Milburn – We do have a member of the public online at this time. Caller, if you would like to speak, please press \*9 on your keypad and that will raise your virtual hand.

No hands raised at this time, Mr. Chair.

Chairperson Gotts closed to Public Comments.

## **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's Barrington development; Their construction is well underway. They're going to be delivering a building about once a month.
- Parcel B1, Phase I – Aikens, Five & Main;
  - I haven't talked to Bruce a whole lot in the past month. Last time I did talk to him, he mentioned that he is talking with Galbraith regarding the multi-family.
  - Last month, we did fly a group out of Columbus. They're a fairly well-known development group. They loved the area. They were not aware of what was going on and the depth of the market.
  - We are expecting to have Bruce come in, Deb, was that in April?

Acting Director Watson – Yes, April. I believe at that time, he would be before the DDA and Planning Commission. Does that sound right, Randy?

Randy Thomas – Yes, that's correct.

- Parcel B1, Phase II – Aikens, Five & Main; Technically, he is supposed to close in October of this year. I highly doubt that will happen. When we regroup with Bruce, we really should discuss that because we have a deadline that's going to come up.
- Parcel B2 – Granger, First & Main; Nothing to report.
- Parcel C – The hard corner of Pontiac Trail and Haggerty Road; Activity with inquiries picked up the last half of January going into February. Likewise on some of the other parcels, but nothing concrete.
- Parcels D&E – Pulte, Merrill Park; Dave can share with you; Pulte received approval from the Planning Commission. Dave, is that 105 townhomes?

Dave Campbell – 103.

Randy Thomas – 103, and that would be where the old industrial building sits, on the east side of Martin Parkway, and the old golf driving range is behind that.

- Parcel F – The acreage in front of the Township Hall; Again, we had a couple more inquiries. This one gets the least amount of inquiries, but we had an uptick in activity.
- Parcel G – Wyncliff; Nothing to report.
- Parcel I – BBI Holdings, Gilden Woods; North of Township Hall, Nothing to report.
- Parcel J1 – 2.38 acres on the hard corner of Oakley and Haggerty; We did have a gas station operator who was looking at it before the holidays. He called since I did this report. I don't have anything concrete from him. That's the most recent activity.
- Parcel J2 – NorthPoint, Beyond Self Storage; Nothing new to report.

- Parcel K – The orphan piece across the street; This is the deal we approved and signed last month for the self-storage facility that's going up. Dave, are they going to be coming into the March Planning Commission?

Dave Campbell – They are. They're going to be on the Planning Commission's agenda for March 1<sup>st</sup> because self-storage is a Special Land Use in the Haggerty Overlay zoning district. There is a public hearing scheduled for March 1<sup>st</sup>, along with consideration of their site plan.

- Parcel L – 1.8 acres on Haggerty Road, Goddard Schools; Tom can bring you up to speed. If you'll recall last month's report, this is the site that Goddard Schools was pursuing, and then it got held back by corporate. Corporate has now approved. I don't know if Kellie McDonald is on the line or not, but they are moving forward with this project. Before you today, under Attorney's Report, will be the purchase agreement that was previously approved by the DDA Board but was never executed.
- Parcel M&N – These are the two out-lots to the Five & Main project that are being retained. We're not actively marketing these until Bruce starts the project.

Vice Chairperson Lublin – Randy, did I understand that Aikens is now working with a partner that will assist him?

Randy Thomas – Over a period of time, Bruce has talked to other developers, and that's very common in the industry, looking for a joint development partner who could bring not only capital, but contacts. This particular group, they're very well-known, and they're based out of Columbus. I know the report said Chicago. We flew them over the entire market. They were very impressed. They had a lot of information and they were asking a lot of questions. I'm just trying to get a hold of Bruce to find out if that has any legs to it or not.

Vice Chairperson Lublin – I like it. The more strength you have in a deal, the more apt it's going to begin quickly. Thanks, Randy.

Supervisor Gray – Randy, Aikens is going to be talking to the DDA and Planning in April. The Township Board would like to have an update from him as well. Can we request that he be on the Township Board agenda in April?

Randy Thomas – Yes. You know what we may want to do, Larry and Deb, maybe we have the joint meeting between all of the boards? That's something to consider so that everybody gets up to speed.

Acting Director Watson – Sometimes that's done around the quarterly meeting of the Township Board. Larry, when would your next quarterly be?

Supervisor Gray – April 27<sup>th</sup>.

Acting Director Watson – Okay, is that something we could shoot for, Randy?

Randy Thomas – With advance notice, we can make anything happen. It has been awhile since we've done one of those joint meetings. Maybe that's the right time to get the update.

Acting Director Watson – Yes, I think that would be beneficial.

Supervisor Gray – Yes, let's make it happen. Thank you.

Acting Director Watson – Okay, thank you.

*[12:11pm Spelker joined the meeting]*

**Item 4: Attorney's Report**

Attorney Rauch – If you refer to the agenda and the emails that I forwarded on Friday, three matters were presented to be discussed today.

**A. Variance Application – Pathway Waiver Request**

Attorney Rauch – This is linked to the Parcel L sales agreement, which will come up next. After looking at the situation, the purchaser requires that the proposed pathway, going across Parcel L to Haggerty Road, be eliminated. We knew that was of great concern to the buyer. Therefore, the Township Attorney and our office has worked with Deb, Randy, Matt and Dave Campbell, to come up with an application to the Township, under the terms of the PUD agreement, to administratively approve the deletion of the pathway over Parcel L, which be conditioned on the closing of the Parcel L Agreement.

Deb has put together an extremely well-articulated, detailed proposal which I hope you've had a chance to look at. I don't think we'll go over it line-by-line today, but the gist of it is that the PUD agreement has an administrative procedure for either the Township Board, or it's designee, potentially the Planning Director, to approve certain changes to the pathway system, including deletion or relocation of the pathway. After discussing it with Matt Schwanitz and Giffels, in looking at the overall project, as well as Planning's preference that a connection of the pathway system to Haggerty Road would be more appropriate further to the south.

The application considers utilizing Parcel C, which is Unit 3 of the condominium, for the pathway connection to Haggerty Road. A difficulty with connecting the pathway system there is that it crosses a corner of the Walmart property. There is an easement in place, granted by Walmart, that permits the pathway to be constructed there, but Walmart isn't going to pay for it. The way Deb has drafted the request, the pathway would not be completed on Parcel L, and then it would be relocated down into Parcel C, utilizing the easement granted by Walmart and then from there, completed over to Haggerty Road by the developer who eventually develops that parcel.

If you have any questions, Deb would be happy to answer them. I think it really is a benefit that allows for administrative approval, and would not require a formal amendment to the PUD agreement. Assuming that the Township Board is onboard with the procedure, it will facilitate Kellie McDonald being able to acquire the property and develop her Goddard School project. With that said, if you have any questions, please let me know.

Vice Chairperson Lublin – Tom, have all of the parties involved approved what you're offering?

Attorney Rauch – Yes and no; we drafted the documents consistent with Township counsel and the Planning Director's guidance as to what would be the most likely solution. I believe people are onboard, but it requires the formal approval of the Township Board and they have not seen it yet, to my knowledge.

Vice Chairperson Lublin – I follow.

**MOTION** by Lublin, supported by Mirkin, to approve the Variance Application – Pathway Waiver Request, as suggested by the Attorney, to be presented to the Township Board.

Discussion –

Smith asked who would pay for the extra work and especially dealing with Walmart.

Watson explained that this connection is currently unfunded, and the goal is to re-route funds over to Parcel C; \$28,000 would be allocated from Parcel L over to Parcel C, to help fund the \$46,000 connection there. Discretion over the Pathway Fund was discussed with Campbell.

Schwanitz provided details on the cost estimates provided and compared the grades. The Parcel C connection has micro-grading issues and requires hand work in tight quarters which increases the cost; however, it will be a nice environment going along the edge of the wetland.

Smith discussed the floodplains and detention basins with Schwanitz, who believes the Parcel C connection is above the floodplain.

Discussions continued regarding the great alignment at Parcel C to get pedestrians over to the Haggerty hard corner, the fragmentary sidewalks on Haggerty road, especially to the north, and the history of the vision for this area before Merrill Park was built. The original concept included a road and a pathway connecting to Haggerty, with Office or R&D in the area; however, when the residential development was built, the road connection to Haggerty was abandoned. In addition, Commerce tried to influence West Bloomfield into upgrading Haggerty Road and the pedestrian corridor, but they had no interest at all. Schwanitz felt it was probably appropriate that this pathway connection go away as Haggerty is a tough pedestrian corridor.

Smith stated that he was still up in the air as he wanted to see the connection. He also inquired further about wetlands and terrain at Parcel C.

Watson shared her screen with the aerial of Parcel C and Haggerty Road and indicated the area of the existing proposed pathway. Schwanitz explained that the DDA owns an easement here for this connection. This is not DDA property, it's not in the PUD and it's not in the condo. He noted that this will create a strong link, an internal connection, from Martin over to the big traffic corner at Haggerty and Pontiac Trail. He explained further the dangerous pedestrian challenges along Haggerty, and the area of the lift station which would likely require a boardwalk.

Smith inquired about negotiations with Walmart and with future developers of Parcel C.

Schwanitz reiterated that the DDA owns the easement through Walmart.

Watson added that if this application is approved, it designates \$28,000 toward making that challenging Parcel C connection.

Smith felt it was difficult to make a pathway going through Parcel C on the corner.

**ROLL CALL VOTE**

**AYES:** Lublin, Mirkin, Spelker, Gray, Gotts, Winkler, Matta, Hoy

**ABSENT:** None

**ABSTAIN:** Smith

**NAYS:** None

**MOTION CARRIED**

A. Parcel L Purchase Agreement

Attorney Rauch – You have seen a form of the purchase agreement that was consistent with the Letter of Intent for Kellie McDonald's purchase of the property. Obviously, we just discussed the main concern she has, which is removal of the pathway across Parcel L for safety reasons.

On Friday, I forwarded you the latest version of the agreement. After we had discussed this a month ago, I believe that Kellie had discussions with Goddard School corporate, and she was apparently able to convince them that this is an acceptable site for a Goddard

location. That came about just less than a week ago. We dusted off the agreement, which had some minor changes.

The form I sent you, which was lined with the latest changes since the last time you saw it, is the final form of the agreement. Ms. McDonald has already sent us a DocuSign copy of the lined form of the agreement; assuming the Board's approval today, we'll ask her to sign the clean copy of the current version and be underway. I'll answer any questions you may have, and we will need a motion.

**MOTION** by Lublin, supported by Winkler, to adopt a Resolution to follow through with the Parcel L sales agreement, with the changes as recommended by counsel, including confirmation that Tim Hoy is the authorized signatory to execute the agreement with the DDA Secretary, on behalf of the DDA.

Discussion –

Smith asked why we need to sell this piece of property.

Watson felt it would be a great development on Parcel L, a good use for the community, and she noted that Kellie had done her homework for the demographics in the area. In addition, the Planning Commission approved the use for the site, despite it's close proximity to other childcare centers.

Thomas added that this is a decision of the Board. He noted that over time, there's often a change in characteristics for an area. The proposed building will look very nice and there is a demand in the market for childcare.

Mirkin asked, if the parcel were retained, could there be a better price in the future.

Thomas explained that he doesn't know what the market or value is going to be, or what's going to happen next, and last year is a good example of that.

Rauch added that there has always been an approach with this property to focus on what it means for the long term in the community, the tax base and the type of use. There is a feeling that the Goddard School proposal will be an advantage to the Haggerty Road Corridor, and it's the type of use that will complement Merrill Park next door. The Planning Commission has approved the land use. There seems to be no reason not to go forward with the sale, but it isn't just the sales price, it's what's going to be invested in the entire project.

Gray felt that this part of Haggerty Road could use significant improvement. He would love to see a new building there and it might inspire adjacent businesses to clean up their sites too and make them look more professional. He also feels that the clientele this brings in could help sell other parcels, such as Parcel C. He was in favor at the price proposed.

Spelker added that Goddard made a low-ball offer to the DDA initially. Price was discussed at that time and the Board consensually agreed that this price point would be acceptable. She also noted that she did not recall Smith dissenting previously.

Smith agreed, but also reiterated the desire for a connection to Haggerty Road.

Thomas explained that when Merrill Park came through, they didn't want the road connection made to Haggerty to avoid cut-through traffic. That's when everything changed.

Lublin felt the DDA should follow through with the sale. He felt it made sense and the development works very well in the area. Holding back would serve no purpose.

Gotts and Rauch reiterated the motion, including naming Tim Hoy as authorized signatory to execute the documents.

**ROLL CALL VOTE**

**AYES:** Lublin, Winkler, Smith, Gray, Gotts, Mirkin, Matta, Hoy, Spelker

**ABSENT:** None

**NAYS:** None

**MOTION CARRIED UNANIMOUSLY**

**B. DDA Director's Contract**

Attorney Rauch – The last of the three issues I have is the Director's Contract. Deb has prepared the draft of the contract on the same basic form that was utilized for Mark Stacey, and Kathleen Jackson before. I believe that form evolved out of a form utilized by the Township for some of its independent consultants.

The form has all of the terms and conditions that were discussed at the special meeting a couple of weeks ago, with one exception. I recommended to Deb that the term of the agreement, which is 90 days, continue thereafter on a month-to-month basis in the event that the process for a permanent Director position is not completed by that time. This would avoid coming back to resurrect it.

Under the statute, Deb is the Acting Director. People have also designated it as Interim Director. I don't think there's any particular difference from one term to the other.

The agreement is now presented for the Board's consideration.

**MOTION** by Lublin, supported by Mirkin, to approve the Director's Contract as stipulated by counsel, and as already sent to us, so that each of has had time to read and approve it.

**Discussion** –

Watson added that she had spoken with Larry Gray and Jim Gotts in this regard. The contract would be brought back to the DDA Board for revision once an assistant is hired, if she is to continue as permanent DDA Director beyond this interim. The hourly rate would be adjusted and the Administrative budget would be maintained accordingly.

Gotts clarified with counsel that this agreement is transitional, and upon approval of the Township Board of Watson's appointment to a permanent position, it would become immaterial. Rauch stated that as Watson had indicated, the agreement will be revised to reflect the permanent Director's terms. If the position is going to be posted, which is the intention, then there could be other people who apply and have other wishes for an agreement. This agreement has been used for the last 10 years and it is set up for three months, and then a month-to-month extension if a permanent Director has not yet been appointed at that time.

**ROLL CALL VOTE**

**AYES:** Lublin, Mirkin, Gray, Gotts, Winkler, Matta, Hoy, Spelker, Smith

**ABSENT:** None

**NAYS:** None

**MOTION CARRIED UNANIMOUSLY**

**Item 5: Director's Report**

Acting Director Watson provided an overview of the Director's Report submitted in the DDA Board's packet.

Acting Director Watson –

- I sent out the report in writing this month. I thought that might be easier for all of us, and maybe more efficient too.
- Certainly, Randy has covered all of the developers. I will make a note again regarding meeting with Bruce at a joint session on April 27<sup>th</sup>.
- There's one thing that we've had requests for in the past and I wanted any input or comments you may have. Wyncliff would like to see light poles at their entrance. I know that this is an HOA item. I believe the reason we don't have lighting at their entrance is because that was never supposed to be a curb cut, and then it was amended in the PUD,

so lighting was never installed there. Does that sound correct, Matt? Is that why we wouldn't have lighting there?

Engineer Schwanitz – We wouldn't have placed it in that specific spot because we would not have known there was going to be a curb cut there. You're dead on. The other part is that the developer never proposed lighting when they came in with their entrance.

Acting Director Watson –

- And I would say that I have not received their signature regarding the Presidency for Commerce Towne Place as of today. I need to get back with Tom again on that particular topic.
- I'll be looking into it. I'll check into our reserves and see what Wyncliff wants to contribute to the project, what we can get as an estimate and I'll get back with you on that item. I know it's not going to be cheap. It's going to be in excess of \$20,000 easily because we'd have to have the electrical underground brought over from PGA to their entrance. I'll check into quotes on that.
- Molly and I will have MTT judgment reports next month. Molly, did you have any come in lately?

Treasurer Phillips – Not other than the ones that we talked about earlier. I'll know more at the beginning of March when we get February's activity in.

Acting Director Watson – Great, thank you.

- Our HOA budget was approved.
- HOA dues invoices were sent out. We have received three payments, and we're waiting on three others.
- I'll sign the tax forms with Molly as soon as I have the authority to do so.
- We do have to sign a check for the lighting order Wednesday of this week. We have the lighting order coming in on Thursday, and we already need to place another lighting order. Some of the repairs that we need to make are going to immediately deplete certain quantities, so I am concerned with that.
- Tom Rauch, I'll talk with you after the meeting about our procedures for taking actions in regard to Commerce Towne Place.
- Unfortunately, we've had some unrecoverable accidents that are detailed in my report, but I'll keep pursuing those as much as possible.
- I think that's it for my report, unless anyone has questions.

David Smith – I've always been a proponent of administrative fees. If you're doing work for the future lighting, can we put an administration fee on that?

Acting Director Watson – I know Mark was not in favor of doing an admin fee, and I'm not sure why he wasn't. I'm happy to look at that.

David Smith – Just a suggestion. I deal with a lot of giant real estate firms. If you ask something of them, they say they'll be glad to as long as you pay for it. Just looking at cost-cutting.

Acting Director Watson – I think you're right on that.



Engineer Schwantz – Let’s talk about that a little bit more because they are a stub association, they are their own condo. I don't know why they wouldn't do a special assessment for their own improvement and benefit for those posts, and not draw the greater association in.

Acting Director Watson – I would want to make sure that they do it consistently with what we have now, with bronze or green poles. I think there should be some significant contribution from their HOA toward this, and maybe the larger association can assist them to some extent. We have contractors lined up and the supplies. I'd like to work with them on that and see it happen. It is very dark if you drive through here before sunrise and it's not necessarily safe for the residents going in and out of there.

Chairperson Gotts – Deb, could you take over handling the agenda?

Acting Director Watson – Okay. Our next item is job descriptions and postings.

**Job Descriptions & Postings**

Acting Director Watson – Did you all have a chance to review the job descriptions as drafted, and did you have any questions before those would be posted? I would need a motion to approve and post them.

I did have a change on the Director's job description, Item 5. I had the word *supervises* in there. Upon reading the contract, I noticed that *supervises* is not actually the appropriate word. I did edit that to say *provides guidance and direction to the DDA Assistant*.

David Smith – How eloquent.

Acting Director Watson – Thank you. Secondly, per the discussions I had with Larry Gray and Jim Gotts this morning, we are going to adjust the hours down from 28, as I had suggested, down to 23, and keep the pay as it was previously. For the Assistant, we will do that at 12 hours weekly. This keeps us within the Administrative budget of \$75,000.

If there are no comments or questions, I would be happy to take a motion on approving those and working with HR and the Clerk's office to get the jobs posted for 30 days.

Supervisor Gray – Deb, do you need individual motions or can they be together?

Acting Director Watson – Tom, any thoughts on that?

Attorney Rauch – I hadn't thought about that. Let's do them separately.

**MOTION** by Gray, supported by Lublin, to accept the job description to be posted, as written, for the DDA Director position.

**ROLL CALL VOTE**

**AYES:** Gray, Lublin, Mirkin, Winkler, Matta, Hoy, Spelker, Smith  
**ABSTAIN:** Gotts (*away from his computer*)  
**ABSENT:** None  
**NAYS:** None

**MOTION CARRIED UNANIMOUSLY**

**MOTION** by Gray, supported by Lublin, to accept the job description to be posted, as written, for the DDA Assistant position.

**ROLL CALL VOTE**

**AYES:** Gray, Lublin, Mirkin, Winkler, Matta, Hoy, Spelker, Smith

**ABSTAIN:** Gotts (*away from his computer*)

**ABSENT:** None

**NAYS:** None

**MOTION CARRIED UNANIMOUSLY**

**Item 6: Engineer's Report**

Engineer Schwanitz – Obviously I've been helping Deb and Tom on several transactions and information requests.

**Item 7: Planning Director's Report**

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

- We've mentioned already that the Pulte Townhomes across the street from Township Hall got condominium site plan approval from both the Planning Commission and Township Board.
- We mentioned that the climate controlled self-storage at the southeast corner of Pontiac Trail and M-5 is going before the Planning Commission on Monday, March 1<sup>st</sup>. That includes the DDA's Parcel K as part of that site plan.
- Just a quick follow-up on the Parcel L conversation. Procedurally, that's going to go before the Planning Commission at the March 1<sup>st</sup> meeting for a recommendation. Then ultimately, it will be up to the Township Board on March 9<sup>th</sup> whether they want to issue a variance for the pathway. That's the language that's included in the PUD agreement.
- The Fetter property, the large vacant parcel on the west side of Haggerty Road, just north of 14 Mile, which is in the DDA district, that is the development that is being proposed as a PUD, with retail along the Haggerty Road frontage, and residential apartments behind it. They want to get back in front of the Planning Commission also at the March 1<sup>st</sup> meeting for a preliminary review. They made some revisions since the last time they went in front of the Planning Commission and they want feedback on those revisions.
- Also along that stretch of Haggerty Road out in front of Meijer, where there's currently just a lot of surplus parking that rarely if ever gets used, Jiffy Lube wants to buy a portion of that property from Meijer and put a Jiffy Lube in there. That will be in front of the Planning Commission at the March meeting.
- The Barrington wall sign, at the northwest corner of Martin Parkway and M-5, is a very nice sign and it looked very nice for about a week, until our sign bandit stole the Barrington letters off of the sign, which would have been quite an undertaking because those were bolted right through the wall. Someone had to spend quite a bit of time out there to get those off, but if you're wondering why those letters disappeared and have since been replaced with a temporary banner sign, that's what happened. We assume this was done by the same person who has been stealing all of the real estate and coming soon signs in this area.

Acting Director Watson – I see Jim is back.

Chairperson Gotts – Lt. Reyes, has there been any report on that sort of activity?

Lt. Reyes – Report of the signs?

Chairperson Gotts – Yes, the signs being missing and are we taking any kind of remedial action?

Lt. Reyes – We are doing extra patrol and we've taken a few reports. Sometimes we get reports from the Township that signs have been damaged or stolen, and the person that owns them doesn't call. Extra patrol is what we're doing currently. I would like to get a camera system to setup and be able to have video or camera shots of the people that are doing it. We're in discussion about doing that. I don't have any good news on arrests yet.

Chairperson Gotts – Yes, well that would appear to be an appropriate action, so perhaps we could pursue that further. Are there any questions of David?

Supervisor Gray – Dave, do you know if they are planning to put the Barrington sign back up, maybe in a different way that is tamper-proof?

Dave Campbell – I know they want to replace those letters. They have to refabricate them and that takes some time. I have not heard from them whether they're going to adjust the way they install them to make it more tamper-proof. The way they've described it to me, everybody is amazed that whoever did it was able to do it in the first place. The letters were not easy to get off the sign.

Chairperson Gotts – Well if they have appropriate insurance coverage, it could be an insurable loss, but I think from the standpoint of public preservation, we probably need to take some sort of remedial action.

#### **Item 8: Committee Reports**

- A. Finance Committee – Acting Director Watson – We would love to have a new appointment to the Finance Committee to assist Molly and I in reviewing budgets and staying on task. Jim Gotts and I spoke this morning to see who a potential candidate might be. I think it would be up to Tim Hoy, Steve Matta and Susan Spelker. Are any of you willing to throw your hat in the ring and assist with the Finance Committee?

Tim Hoy – I am seriously mathematically challenged. I don't even own a checkbook. I have not balanced a checkbook in 30 years.

Supervisor Gray – Deb, I'll volunteer if I can.

Acting Director Watson – Well, thank you, Larry. I didn't see that coming. I think that would be a great help to have you working from the side of the Township Board and then also the DDA on finance.

Treasurer Phillips – I would note that we have DDA Debt payments that are due March 31<sup>st</sup>. We will need to be requesting an advance from the Township. We have it budgeted that they will be giving us \$4 million this year in advances. I think we are going to need a \$1.5 million advance in the month of March to cover the debt. We've got \$1.5 million in the bank right now, and the debt payment for March 31<sup>st</sup> is \$2,578,343.10. To make up that shortfall, we need \$1.5 million from the Township. Tom Rauch, you might need to help me do this. Can we do a motion to approve requesting that so that Township Board can approve it at their March meeting and we can get the ball rolling?

Chairperson Gotts, Attorney Rauch and Treasurer Phillips discussed the report and the need for a motion regarding the advance.

**MOTION** by Lublin, supported by Spelker, to request an advance of roughly \$1.5 million, plus or minus, from the Township Board.

**ROLL CALL VOTE**

**AYES:** Lublin, Spelker, Mirkin, Winkler, Matta, Hoy, Smith, Gray, Gotts

**ABSENT:** None

**NAYS:** None

**MOTION CARRIED UNANIMOUSLY**

Acting Director Watson – Molly, I did see that. Did the Township Board also see that last year when they were approving the 2021 budget, so it's not a surprise that we're coming to them?

Treasurer Molly – It's not a surprise.

Acting Director Watson – Okay, good. I thought it was actually approved already when I looked at that recently. I'm glad you brought that up today. Thank you so much.

Chairperson Gotts – Thank you. For clarification, is there any further action required by the DDA Board to confirm the appointment of Larry Gray to the Finance Committee?

Acting Director Watson asked if Susan Spelker or Steve Matta would be interested in assisting with the Finance Committee. Both Matta and Spelker expressed their interest. Supervisor Gray withdrew his name. Attorney Rauch stated that the committee does not have to be a committee of one person. Matta noted that he does sit on the Marketing Committee, so if Spelker would like to take Finance, he would be fine with that. Spelker accepted the appointment as Chairperson of the Finance Committee.

Acting Director Watson – Great, thank you Susan.

Susan Spelker – You're welcome.

Acting Director Watson – We need a motion for that, correct Tom?

Attorney Rauch – It won't hurt. The subcommittees of the Board are informal committees. They do not take action, but they bring recommendations and analysis of their respective issues to the Board for the Board to take action. I don't remember if we used a resolution of the Board to appoint the Committees, but yes, let's do it. We'll appoint Susan as the subcommittee Chairperson. Deb, do we know, are there other members of the Finance Committee now?

Acting Director Watson – No, I don't believe so. Molly, are you aware of anyone else? I think it was just you and Mark working on this, correct?

Treasurer Phillips – It was just me and Mark before.

Acting Director Watson – Okay, and I think we had a motion at the annual meeting with regard to subcommittees.

Attorney Rauch – I think you're right. All the committees were accepted by one general resolution, because the membership didn't change very much.

**MOTION** by Gotts, supported by Hoy, to appoint Susan Spelker as Chairperson of the DDA Finance Committee.

**ROLL CALL VOTE**

**AYES:** Gotts, Hoy, Winkler, Matta, Spelker, Smith, Gray, Lublin, Mirkin

**ABSENT:** None

**NAYS:** None

**MOTION CARRIED UNANIMOUSLY**

- B. Public Relations Committee – Jose Mirkin – Nothing to report this month.
- C. Marketing Committee – David Smith – Since we haven't had a marketing meeting in so long, I guess I really don't have anything to add. Randy brings us up to speed. I am looking forward to a time when we can all get together again.

**Item 9: 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.

**ROLL CALL VOTE**

**AYES:** Lublin, Mirkin, Matta, Winkler, Gotts, Gray, Smith, Spelker, Hoy

**ABSENT:** None

**NAYS:** None

**MOTION CARRIED UNANIMOUSLY**

**Item 10: Other Matters**

- The next regularly scheduled DDA meeting is Tues., March 16, 2021 at 12:00pm.

**Item 11: Adjournment**

**MOTION** by Mirkin, seconded by Lublin, to adjourn the meeting at 1:12pm.

**ROLL CALL VOTE**

**AYES:** Mirkin, Lublin, Matta, Winkler, Gotts, Gray, Spelker, Smith, Hoy

**ABSENT:** None

**NAYS:** None

**MOTION CARRIED UNANIMOUSLY**



Melissa Creech  
DDA Secretary

02/10/2021 09:05 AM  
User: JBUSHEY  
DB: COMMERCE

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF COMMERCE  
EXP CHECK RUN DATES 02/16/2021 - 02/16/2021  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: DDA  
DDA WARRANT REPORT  
FEBRUARY 16, 2021

Vendor Name	Invoice Date	Description	Amount	Check #
1. DEBORAH WATSON	02/10/2021	DDA ASSISTANT AND ACTING DIRECTOR HOURS	3,925.00	
2. KEMP, KLEIN, UMPHREY & ENDLEMAN, PC	02/03/2021	PROFESSIONAL SERVICES RENDERED THROUGH JANUARY 31,	7,498.40	
TOTAL - ALL VENDORS			11,423.40	
FUND TOTALS:				
Fund 499 - DOWNTOWN DEVELOPMENT AUTHORITY			11,423.40	

02/10/2021 09:03 AM

User: JBUSHEY

DB: COMMERCE

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF COMMERCE

EXP CHECK RUN DATES 01/20/2021 - 02/08/2021

BOTH JOURNALIZED AND UNJOURNALIZED PAID

BANK CODE: DDA

DDA CARRY-OVER REPORT

FEBRUARY 16, 2021

Vendor Name	Invoice Date	Description	Amount	Check #
1. DETROIT EDISON				
	01/14/2021	2579 LIBRARY DR.	19.63	2209
	01/14/2021	2660 OAKLEY PARK	114.26	2209
	01/14/2021	3106 MARTIN PARKWAY	153.77	2209
	01/14/2021	2581 LIBRARY DR.	875.21	2209
		TOTAL	1,162.87	
TOTAL - ALL VENDORS			1,162.87	
FUND TOTALS:				
Fund 499 - DOWNTOWN DEVELOPMENT AUTHORITY			1,162.87	