

**CHARTER TOWNSHIP OF COMMERCE  
DOWNTOWN DEVELOPMENT AUTHORITY  
Tuesday, February 28, 2017  
Commerce Township Hall  
2009 Township Drive  
Commerce Township, MI 48390  
12:00 p.m.**

**CALL TO ORDER:**

The Meeting was called to order by Chairperson Gotts at 12:00 p.m.

**Downtown Development Authority:**

**Present:** Mark Stacey, DDA Director  
James Gotts, Chairperson  
Dan Lublin, Vice Chairperson  
David Smith, Member  
Susan Averbuch, Member (arrived at 12:03pm)  
Tim Hoy, Member  
David Scott, Township Supervisor  
Susan Spelker, Member

**Absent:** Brian Winkler, Member (excused)  
Jose Mirkin, Member (excused)

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

**Item 1: Approval of Minutes**

**MOTION** by Lublin, seconded by Spelker, to approve the Regular Meeting Minutes of January 17, 2017 as presented. **MOTION CARRIED UNANIMOUSLY**

**Item 2: Public Comments**

None.

**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 has done a fair amount of land balancing and tree removal. We probably won't see anything going vertical until later this year.
- Parcel B1 - On the Aikens parcel, Bruce has continued to make headway with tenants, despite what's going on in the retail market today. Leases are out with some of the major tenants. He will be asking for an extension, which will get into the details of soon, but he is asking for additional time to allow him to get the project done right.
- Parcel B2 - Granger; I have nothing new to report, other than what Matt has been working on with them.

Matt Schwanitz stated that Granger's big issue is getting energy service. Giffels has been working with Granger, Edison, and Aikens as his property is a significant portion of the route for

permanent service to Granger. He's been coordinating that and has draft easement instruments for both the Township and the DDA to execute.

- Parcel C - At the hard corner of Pontiac Trail and Haggerty Road; Last time I reported that we received a letter of intent from the developers. That letter has been countered and is back in the developer's hands. They are working on test fits to ensure they can put the facility on the site. There's a small portion on the northern side of the property that they may need to mitigate. They have hired Jeff King to start working on a plan with the DEQ. I anticipate receiving their comments sometime next week.
- Parcels D&E - Pulte Homes; I had them in the office recently and they said they're very happy with Merrill Park. They have a strong pace going forward. They have 6 lots under development and in addition to that, there are 3 other basements in.
- Parcel F - In front of Town Hall; We received an offer from a developer on the west side of the state for a medical office building. That offer was countered by us and we received that counter back. The developer is a gentleman by the name of John Wheeler. He is well-known on the west side. He's done a lot of developments and he has a relationship with this particular medical group that's looking to locate there. It's a 2-story building, 20,000 to 25,000 square feet. It will encompass everything on the site. The total acreage they're purchasing is 4.26 acres, which includes the buildable land, and also the easement area at PGA Drive where you enter the Township Hall. The price we are at is \$1.75 million. That was a target price. It is a 180-day due diligence, \$50,000 earnest deposit. We compelled them in the agreement to apply for site plan within 120 days; that's a condition of the purchase agreement.

Dave Campbell - I talked to their architect a few times, but it has been a few weeks now.

Randy Thomas - I think the site plan process is going to be fairly straightforward. It will call for a maintenance and cross-easement agreement, through Phil's office, with the Township, because obviously that's the drive and they're purchasing part of it.

Director Stacey - The other thing they have agreed to in the LOI is to reconfigure the terminus of Township Drive at the very end, where it was supposed to go out to Wyncliff. It's now a stub road and that will be gone. They'll probably put in a T-intersection, at their cost; whatever is agreed to by the Township, the developer and the Planning Department, so that we have a normal intersection there.

We are looking for direction and authorization from this Board to move on to the purchase agreement with this development if you are comfortable with the LOI that has been negotiated. When you look at what other undeveloped parcels have sold for, similar to this, we are above and beyond, and we're setting the bar of the market. We feel very comfortable with the use. As a medical facility, it should be a limited impact on the Wyncliff development. They're an operation that is approximately 5:30am to 6:00pm in general. It's not a 24/7 operation with a drive-through. This is a nice, clean, quiet use; although the hours are little bit earlier than normal business hours. We couldn't ask for a better use on that site.

David Smith discussed zoning of the parcel and potential changes in usage. He and Director Stacey also addressed tax payments and non-tax paying entities.

**MOTION** by Smith, seconded by Lublin, to accept the Parcel F Purchase Agreement as written, with authority being negotiated per the LOI (Letter of Intent).

**MOTION CARRIED UNANIMOUSLY**

Randy Thomas continued his review:

- Parcel G - Wyncliff; Nothing new to report.
- Parcel I - No activity on this parcel.
- Parcel J - This is the hard corner with the pipeline challenge; The gas station inquiry from last time seems to have cooled off. The retail/restaurant/banquet facility has been hot and cold. I talked with him last week but he was unsure about the yield for parking on there. We clarified that they'll probably need some detention on site before going into the storm system. He's reviewing the impacts, as we have that 75' easement that he would utilize for parking.
- Parcel K - The orphan piece across the street; Nothing new to report.
- Parcel L - 1.8 acres; I have sent out a package to a childcare facility group that already has a presence in Michigan and I'm waiting to hear back from them.
- Parcel M&N - These are the two residual pieces that the DDA has retained as part of the development for Parcel B1.

#### **Item 4: Director's Report**

Director Stacey reviewed the following with the Board members:

- **Updates on developers** - (Covered by Randy Thomas)
- **MTT Judgments** - We had one judgment, MRL Commerce Township \$1446.78.
- **HOA Items**
  - We are getting prepared for summertime maintenance. We have 2017 contracts to take care of for irrigation and lawn services.
  - **Landscaping - United Lawnscape, Jim Parkinson**
    - 2017 Contract Renewal is proposed at the same price as last year.
    - This is an HOA item, not a DDA item. I don't need direct board approval for this; however, I'm bringing it to you as I always do.
    - Although the site didn't look as good as I would have liked last year, the reasons for that did not involve United. The issues were due to the heavy construction, the water shortage, and the pump motor failure. We were unable to water for quite some time because of those issues.
    - Every time I asked United to do something, they took care of it right away. The other things were out of their control. I feel United did a great job for us, especially on the pathway cleanup at the end of the year, at a very reasonable price.
    - If it's acceptable with this Board, I will authorize United to continue on this year at the same price as last year.

David Smith - Do they do tree replacement?

Director Stacey - No, they do tree removal, and will cut and trim. They don't have a tree spade needed for replacing trees.

David Smith - Are there any plans for doing that?

Director Stacey - It will be done within the HOA once Bruce is involved.

- **Irrigation - Michigan Automatic Sprinkler, Mike Rennie**
  - 2017 Contract Renewal is also presented for irrigation for your review.
  - The last 10 years, the sprinkler system has been a major headache of this Board. I don't think that's going to change; however, Michigan Automatic

Sprinkler got it running, kept it running, and can tell us why it doesn't run when it's broken. We're very happy with their services.

- We will have significant issues again this year because of the construction. In general, most people would not have put a sprinkler system in before they built all of this; however, we are dealing with what we have to. There are times when the system has to be cut, because they have to cut it water, sewer, et cetera, and then Mike comes back out to put the damage back together.
- If this Board is agreeable, I will be continuing on our relationship with Mike Rennie as the best automatic sprinkler repair person we've ever been able to find.

David Smith and Director Stacey discussed the original installation of the sprinkler system.

- **Lighting - CJs Lighting, Chris Niestroy, Shaw Electric, Keith Greene**
  - Lighting was turned over to the HOA as of 01/01/17. It is covered under their insurance policy.
  - We do have one light pole down that has been off since December. The weather has made it difficult for our lighting contractor to install it, as the ground has been soft and he doesn't want to destroy the landscaping. He has this area secured, and the pole is ready to install as soon as weather and ground conditions permit.
- **HOA Dues -**
  - We had contact with Granger's legal counsel and he informed us that he would be forwarding a check.
  - We are behind on Wynclyff; they have not paid their January payment. As you know, they just turned over their homeowner's association to the residents. We're giving them time and will follow-up again the first of next month.

Director Stacey - I would like to go back and review two developments. First, the DTE easement. You gave us authorization a number of months ago to negotiate the easement with DTE for Granger's power. Tom will present that now, and even though you had said we could sign off, we'd like you to take one last look. We are waiting for Aikens to sign-off, and then we have to take it to the Township Board.

Attorney Rauch - Granger apparently did not contact DTE in a timely manner, but things finally did connect. DTE has provided their standard form of easement. There are actually three dedications that DTE needs in order to get power to Granger. One is from the DDA, because we continue to own the parcel that we've contracted to Aikens. Secondly, the Township owns the Library, and the line crosses the underground line at the Library parcel and continues along our Unit 9. Thirdly, there is an easement that we are not involved in, between DTE and Granger itself on their property.

The Township and DDA have both negotiated together. Hans Rentrop of Adkison Need, and our office have been working with Matt Schwanitz and other consultants in this regard. After considerable time, we had a conference call about 10 days ago between DTE's attorneys, paralegals, the service planner, along with the DDA and Township attorneys and engineers. We provided changes to their easement, which utility companies generally resist, but after explanation and negotiation, we came up with a document that seems to work. The electrical service that DTE will provide will cross Pontiac Trail overhead, somewhere near the Homedics facility, and then the requirements are for underground utility service to this property. They will

use an overhead connection to the new underground that will service the Aikens property and up to Granger. The line will go along the Pontiac Trail right-of-way, from the Walmart boundary, west to the main roundabout and then north along the eastern boundary of Martin Parkway, up to the Granger site, so that it won't materially interfere with the development of the property.

Matt Schwanitz - From this overhead service that crosses Pontiac Trail, you will see a set of temporary poles that are going to connect to an overhead circuit in the middle of the DDA property that services the Library. This is only until Aikens develops the property and they'll be finishing that circuit with permanent underground.

Attorney Rauch - We have the proposed final documents. Even though the DDA board has already given authority to the DDA Officers to execute them, I think we ought to reauthorize it since we now have a nearly final document. Since there is not enough room for more than one signature on the second page of the document, as we have done in the past, I'd recommend that you authorize the Chairperson to sign without the Secretary. It's permitted by the statute and by-laws, but it needs to be specifically authorized by the Board. The only caveat is that we are under contract to sell the property on which this easement will be built, so we have been in contact with the Aikens Group. They are paying serious attention to it over the past week, but we haven't quite gotten their sign-off yet. Matt, are we at 99% with them?

Matt Schwanitz - I'd say we're almost at 100% now after our last conversation with Bruce.

Attorney Rauch - We don't want to wait another month as Granger needs their connection. Granger was delinquent in not getting in contact with the utility company. We want to do the best we can, and the Township does as well, to help them so that their project can open this Spring/Summer.

Director Stacey - We will have something signed-off from Aiken and we'll be going to the Township Board on the 14th for their sign-off for the easements.

David Smith - Not this easement though?

Director Stacey - No, there's a separate one for their Board.

Attorney Rauch - But they are mirror documents for the Township and DDA.

David Smith - Where does it state in here that anything is permanent or that anything can be moved?

Matt Schwanitz - Dave, the nature of DTE's easements is that they all can be moved by request. I've never experienced them saying, you can't move something, but if you move it, it's at your expense. This will be a permanent easement.

David Smith - The one that's heading across the middle of the property, is that going to have an easement?

Matt Schwanitz - Those are just pole lines and they will be covered by an easement. The one crossing the property, there's not a recorded easement, but it's an Edison line going across to a meter.

David Smith and Matt continued discussing details of the Library demolition, vacating easements in the future when development takes place, and the direction of the easement in relation to the right-of-way.

**MOTION** by Smith, seconded by Lublin, to accept the easement as written, and with the officers and the DDA Director having the right to renegotiate the easement as seen in the best interest of the DDA and the Township, and to authorize any one of the DDA officers, either the Chairperson, Vice Chairperson, Secretary or Treasurer, to execute the easement documents.

Discussion -

Phillips - Should this say DDA?

Rauch - You are correct. I thought we corrected that a couple weeks ago. I prepared signature documents with Jim Gotts' name in there for the DDA signature.

**MOTION CARRIED UNANIMOUSLY**

Director Stacey - Let's circle back to the Aikens purchase agreement amendment now that Susan is here.

Randy Thomas - Bruce wants to get this project done right, not just quick. He has leases being negotiated with entertainment tenants and all of those are progressing. We do have a proposal with a market that is in the very early stages. We're also in various stages with some of the retailers.

Retail is challenging today. Some of the big box retailers are announcing store closings. The Internet is changing the dynamics of how the consumer is shopping. Tenants don't want to be in the malls, and the consumer really doesn't want to go to the mall. They want to go to something like what Bruce is developing.

He's asking for a one-year extension, which would start at the end of 2017 and it would take him to the end of 2018, December 2nd, with closing 45 days thereafter. It is structured much like the other benchmarks that we had; 2 six-month extensions. If the time were granted, he would put up an additional \$150,000. If he takes the full extension, then he will have \$400,000 in non-refundable money, plus his out of pocket costs and soft costs, totaling approximately \$1 million invested by that time. In exchange, the way the existing deal was structured, it's a two-phase purchase agreement. He would buy Phase 1, which you've seen plans for, and Phase 2 would be the property to the north, roughly 15 acres.

The way the initial deal was structured, we had a price of \$6.25 million at close, but he had up until 3 years from the first certificate of occupancy in Phase 1. We've changed all that, if he buys Phase 2 simultaneously closing with Phase 1, it would be \$6.25 million. If after that day, up until the first anniversary date, the price goes up \$100,000, to \$6.35 million. From the first year to the second year, it goes to \$6.45 million. We compressed the timeline on the back end of the deal. We've taken out the element of waiting for one certificate of occupancy, so now these are all certain dates. My feeling is that he will probably close on this all at once as it's to his benefit, but he needs to be very comfortable with where he's at. He is making progress, he just wants to get the project done right. He's hesitant to get in front of Planning to submit a site plan when he's unsure of his tenants. This will give him the comfort to get it done right, and he is compensating the DDA with non-refundable money to do so.

Susan Averbuch - I have three questions. By giving him the additional year, from 2017 to 2018, how much do we lose in recapture had he done this a year earlier? How much would the DDA recapture? Is the money he's putting down, does that cover the difference in recapture? Are we losing money?

Director Stacey - Certainly that is a component of it. If it was built today, we'd be capturing.

Susan Averbuch - So now it's being pushed down. Another issue I have ... Are we still under the agreement that, should he not go forth, that Galbraith has the first right?

Randy Thomas - Shapiro does, yes that is an agreement with them in the event that Bruce does not close.

Susan Averbuch - I always have had issues with that. It makes me feel uncomfortable. He might feel more comfortable now. The more comfortable he feels by pushing it down the road, the more uncomfortable I become as a DDA. I shared this with Mark when he called me; how many years are we talking now that we've been working with him? It gives me an awkward feeling that this is a little bit like Taubman. They tied up the property for a few years and kept pushing it down the road. Shouldn't we have a hard timeline? If you don't come through, then does that trigger to Galbraith or go to a different developer? With the changing of the retail, do we rethink what we want to do? How do we protect the DDA?

David Scott - I'm going from the new guy card on this one, but we obviously were taken advantage of by Taubman. We learned from our errors so that when we wrote for Aikens, we put forward things that gave us hard money that's not refundable and we're gleaning on every step. We've solved the problem of tying it up for nothing in that aspect, and then we're adhering to getting the best project possible as opposed to just filling it with anything when it was nothing.

Susan Averbuch - I'm just worried about this being open-ended.

Dan Lublin - Susan, there's another element. The commercial picture is changing.

Susan Averbuch - I understand that.

Dan Lublin - We've analyzed ...

Susan Averbuch - We had the same economic problems with Taubman in 2008, we had a collapse.

Director Stacey - Taubman actually was in a positive environment when he started, but he never put any money down and never had any intention of closing.

Susan Averbuch - My question is, is Aiken putting enough down for us to sit and wait?

Dan Lublin - Wait, he's put a lot of money in - a half of a million dollars at least ...

Susan Averbuch - How much could we have recaptured?

Dan Lublin - That is already money he's invested in plans, and up to \$400,000 will be hard money.

Susan Averbuch - I know, in 2018. I like him and I love the Village of Rochester Hills, but if he should come at the end of 2018 and ask for another year extension, what do we say?

Randy Thomas - We do have specific timelines for things to get done. For example, we've been delaying title comments; however, we've now compelled them to do that by the end of this year so that it's done and out of the way. I hear where you're coming from. He's working this

earnestly. I talk to him every day. I'm going to the meetings and the retailers. We're flying them around. It's just that we're in this crazy whirlwind that we haven't seen in retail, ever.

Susan Averbuch - Right, I know. I follow the business. I see new businesses going in at Partridge Creek and that's a lifestyle thing. Is there enough retail to develop at M-5 and Pontiac Trail?

Randy Thomas - Right now, the answer is yes. He just doesn't want to go ahead and fill it with just anything and that's why he's asking for the additional time. There's a lot of people that are interested, but he's not interested in having some of those tenants.

Dan Lublin - It won't make a stable center, and we want it to be stable.

Director Stacey - Susan, one thing you had brought up to me was the development at 7 Mile Road and Haggerty; *How did they get done so much quicker?*

Randy Thomas - I did that deal. It was five failed auctions by the State of Michigan and we ended up negotiating with them in August 2005. That project didn't get filled until 2014. The nature of that one is so different than this. Those are campus style buildings. It's going to take a couple more years for that to get built out.

Susan Averbuch - They have a U of M anchor there too.

Discussions continued regarding the time it takes to create a big, unique center such as Aikens is trying to develop. Director Stacey added that Bruce was invited to today's meeting, but he could not attend as he had another important meeting scheduled that involved this project.

Susan Spelker - I share your trepidations and I've had the same thoughts myself. How far out do we push this before it's too far? I understand your feelings and agree, but I also agree with the flipside. We don't want something here that is a thrown-together deal. We want this really well planned out and stable. We do not want to fill the development with a bunch of retailers only to see it empty a year later. Particularly with the changing face of retail, it's especially important. We are already benefitting and we are setting the bar on the property we are selling because of what is going in there. We want him to buy that property, but do we want to sell it more than he wants to buy it? I don't think so. He's got to buy something - that's what he does, Susan. This is a deal for him as well as for us. With his motivation and with him being so heavily invested so far, it's probably the best course of action to give him the extension.

Director Stacey - Molly brought up a question; *What makes anyone think that retail is going to be better in 12 months?* That's not what he's looking for. He's looking to get the right mix. Retail will be different. People still go out. Saturday night, my wife and I were going out, and we were going to either Birmingham, Northville or Plymouth. It didn't matter what stores were there - the environment is what's important. That's what Bruce is trying to put together with restaurants, entertainment, shopping and different destinations. I'd like to be able to say to my wife, "Let's go to Commerce."

**MOTION** by Lublin, supported by Spelker, to approve the Fifth Amendment to the Aikens Purchase Agreement, including the extension and agreement, as outlined orally and in writing by Attorney Rauch and Randy Thomas, and to approve moving ahead with signing of the documents.



**ROLL CALL VOTE:**

**AYES:** Lublin, Spelker, Hoy, Smith, Scott, Gotts

**NAYS:** Averbuch

**ABSENT:** Winkler, Mirkin

**MOTION CARRIED**

Chairperson Gotts - We appreciate everyone's comments. We all have the same goal, looking toward the end result, but we're actually creating something here that's best, not only for the Township tax base and from the DDA's standpoint in repaying debt to the Township, but also it will create an environment that will be beneficial for the residents. This is the best partnership we can have at this juncture.

David Smith - As time goes on and the project evolves, it's got to match what the environment is dictating. We know what we want, but is the world really going to dictate that? Brick-and-mortar is going to hell really quick.

Chairperson Gotts - Now that Mark has concluded his Director's Report, do we need a motion to authorize the execution of the contracts for irrigation and landscaping?

Director Stacey - No, those are HOA contracts. Unless there's any concerns, those will be signed under the HOA.

There were no concerns or objections presented by any of the Board members.

**Item 5: Attorney's Report**

DDA Attorney, Thomas Rauch, stated that they have been addressing what has already been discussed in this meeting, including work with Randy on the LOI's. On Parcel F, with approval of the LOI, we anticipate having an agreement ready within a reasonably short time frame.

Chairperson Gotts - Let me comment on what an outstanding, stellar job you're doing, Counselor, as well as our Marketing person.

**Item 6: Engineer's Report**

Matt Schwanitz, Giffels Webster, reported that they have been supporting staff and Randy on information requests, the easements, and the sidewalk project. Jason Mayer is wrapping up on the sidewalks now and bid books should be put together in the next week or so to be ready for an early spring bid. The goal is to have the contractor deliver by the end of the construction season and therefore, we should be able to get good numbers for that. It's a small job that they can fit into their schedule if they have a few days to a week idle.

Director Stacey - Sidewalks were required to be installed under the Sidewalks and Pathways Standards Agreement that was installed over the PUD as negotiated with the Township. In addition, Wycliff was responsible for paying a portion of the costs for the sidewalks, \$20,000. The DDA was required to set aside funds for the expected cost, and that was done a number of years ago. We do have \$268,000 set aside for sidewalk installation; however, in my understanding of the process, I've made a slight error. I did not included this in the 2017 budget. I assumed since we had already authorized this and set aside the money, that we didn't have to have it as a line item. Molly informed me that was incorrect. We did get in a couple bills for that project. Once I get the pricing back, I will come back with a budget amendment to include that. This is a housekeeping item from a budgeting side and will need adjusting.

David Smith - Wouldn't that be an HOA matter?

Director Stacey - No. Once we put the sidewalks in, then they are given to the HOA, and then it's their responsibility. The reason we did not put them in was because once they're installed, you have to start reserving to replace them. We saved money on the reserve. We are pretty much done digging up the areas where these will be installed and so they should be fine; Pulte is done, Granger is done.

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

Dave Campbell, Planning Director, discussed the following with the Board Members:

- There's a retail plaza approved on the south side of Maple, just east of M-5. They're working with the Township Engineer on the construction plans because they hope to get that built this year.
- On the M-5 pedestrian bridge, I'll be part of a meeting on Thursday with the Township's bridge architect, and with MDOT's team. It's what MDOT calls their 70% completion meeting. The architect had the Township Board go through a prioritization exercise at their last meeting to rank the enhancements, and these will be reviewed when the bids come in if something needs to change to stay within the budget.
- Paula in my Department got a call today from somebody representing Beaumont. They were asking several questions regarding zoning, master planning, et cetera for their property. Paula was under the impression they may be looking to unload the parcel.

Randy Thomas - They are. We are submitting the RFP today. They're selling that and their site in Independence Township.

Open discussions continued regarding the sale of the Beaumont property, potential uses for their site, and the previous agreement with Beaumont regarding building a new fire station.

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

A. Finance Committee – Director Stacey - I would like to address the advance request. I attended the last Township Board meeting. A cash advance was needed of \$1 million from the Township. That was approved, so I'm bringing it to you for your approval.

Dan Lublin - Don't we have money in our account and didn't need that advance?

Director Stacey - No, remember that last year, we paid ahead the bonds.

Treasurer Phillips - The 2010 refunding that Comerica held the letter of credit on.

Director Stacey - That really put us in a tighter situation to have to accelerate the advances. You'll see that I've included a cash flow analysis. I would like this Board to authorize that advance, and authorize that the budget be amended in that same amount.

Treasurer Phillips - That works. You're also going to have to make another budget amendment if Aikens \$3.5 is not going through.

Director Stacey - Yes.

Attorney Rauch discussed the appropriateness of having a resolution and provided suggested language. Although the resolution may not be legally required, it's especially helpful in providing a paper trail

**MOTION** by Spelker, supported by Lublin, to adopt the resolution to accept the Report of the Director and the Treasurer addressing the need for the advance from the Township, an advance of \$1 million which was approved by the Township Board on February 14, 2017, and the DDA resolves to reimburse the Township as provided in the Amended and Restated Memorandum Agreement.

Discussion -

Hoy - When the money goes hard from Aikens, is that showing up in here?

Director Stacey - Yes, there was \$75,000, but the additional we just discussed is not reflected.

Hoy - Should we amend it to do that?

Director Stacey - Molly and I will take a look at that after this and we will adjust accordingly.

**MOTION CARRIED UNANIMOUSLY**

Treasurer Phillips - Our PNC letter of credit authority is up for renewal September 1, 2017. That's the \$34 million 2008 refunding bond debt. I have already been in contact with PNC about whether or not they want to renew their letter of credit, to give us a proposal on what that would cost us. I have another meeting with them set up for April. They were talking about either doing a bank buy down of the debt, or fixing the debt. Tom Traciak and I have been tracking the interest rates. If they re-upped the letter of credit, it can only be done for a 3-year period, so we would be doing this every 3 years. We are looking at it and I did mention to PNC that we are not shy about going out for proposals from other banks that might want to take a look at the letter of credit.

Director Stacey - Remember, last time Molly did change banks to get us the best rate, but that also impacts payroll and all of the accounts.

Treasurer Phillips - Everything.

David Smith - It's not easy.

Director Stacey - But, it's on the table if it has to happen. Thank you for doing that for us.

- A. Public Relations Committee - Jose Mirkin submitted a report by email which was included in the packet. Chairperson Gotts read the report into the record.
- The PRC met with the Art Teachers of Walled Lake Schools to discuss the coordination and different assignments for the next K-12 Art Exhibition.
  - The Art Exhibition will take place at the new Township Library, as part of the grand opening, from May 22nd to 26th, 2017. The reception is scheduled for May 24th from 5 to 7:00 P.M. Members of the PRC, the director of the library and Supervisor Dave Scott met at the new library and considered several locations and options within the building for the exhibition.
  - One of the Art Teachers already wrote a grant requesting money for refreshments for the attendees.
  - The members of the PRC will be helping the Art Teachers with the set up on Friday, May 19; the show will run from the 22nd to the 26th and the take down will take place on Tuesday, May 30th.
  - The members of the PRC met with Supervisor Dave Scott and Planning Director Dave Campbell to try to find a place within the Township where a Rotary Carnival or other events like an annual Art Festival can take place in the future. Different locations and options will be considered and future proposals will be presented to the DDA members.

- Members of the PRC also met with the director of the library and the representative of the DIA Inside/Out program to discuss the possibility of having reproductions of master pieces from the DIA collection during the grand opening of the new library.

Director Stacey - I was at the new library yesterday afternoon. Wow, it really came out nice! If you get a chance, stop by.

- B. Marketing Committee – David Smith stated that he could not regale any better than the professionals who had already given their statements.

**Item 9: Approval of Warrants and/or Carryovers, Add-ons, Revenue & Expenditure Report**

**MOTION** by Lublin, seconded by Spelker, to approve the Warrants and the Revenue & Expenditure Report.

Discussion -

Treasurer Phillips - There's a charge from Michigan Automatic Sprinkler called *marked control wire for sidewalks*, and there's another one for PowerPlus Engineering called *locate underground line for sidewalk*. Are these part and parcel of the same thing, or are they two different lines?

Director Stacey - They're the same project. That was marking done for soil boring for the sidewalks. We authorized PowerPlus to come out so that we did not hit the electrical underground lines, and we authorized Michigan Automatic Sprinkler so that we did not hit any of the underground sprinkler lines when the engineering firm was digging.

Treasurer Phillips - Okay, so it's two different sets of lines.

Director Stacey - Correct, two different sets of lines.

Discussion continued regarding the irrigation schematics.

Supervisor Scott - The handwritten notes on here, are they included in what we're approving or is that just a sideline?

Treasurer Phillips - That's just showing that part of it has to come out of that sidewalk fund.

**MOTION CARRIED UNANIMOUSLY**

**Item 10: Other Matters**

- Susan Averbuch - Our first spring cleanup Adopt-A-Road will be on Saturday, April 22nd, 2017, at 9:00am. I'll probably get out there sooner, but I hurt my knee recently.
- **The next regularly scheduled meeting of the DDA is Tues., March 21, 2017 at 12:00pm.**

**Item 11: Adjournment**

**MOTION** by Lublin, seconded by Averbuch, to adjourn at 1:07pm.

**MOTION CARRIED UNANIMOUSLY**



Melissa Creech  
DDA Secretary

Vendor Code	Vendor Name		Amount
Inv. Date	Invoice	Description	
COMMTOWNE	COMMERCE TOWNE PLACE ASSOCIATION		
01/31/2017	01312017	2017 ANNUAL HOME OWNERS ASSOCIATION DUES	36,688.00
TOTAL FOR: COMMERCE TOWNE PLACE ASSOCIATION			<u>36,688.00</u>
WATSON	DEBORAH WATSON		
02/21/2017	2017 JAN/FEB	1/12/17 - 2/21/17	1,150.00
TOTAL FOR: DEBORAH WATSON			<u>1,150.00</u>
DTE	DETROIT EDISON		
02/10/2017	188509700194 3/6/	2660 E. OAKLEY PARK	116.50
02/10/2017	188509700202 3/6/	3106 MARTIN PARKWAY	99.93
02/10/2017	188509700210 3/6/	2581 LIBRARY DR.	769.58
02/10/2017	1885097002280306	2579 LIBRARY DR	14.69
TOTAL FOR: DETROIT EDISON			<u>1,000.70</u>
GIFFELS	GIFFELS-WEBSTER ENGINEERS		
01/16/2017	112973	DUE DILIGENCE ASSISTANCE DTE/GRANGER	1,540.00
02/06/2017	113112	DDA PATHWAYS	<u>10,672.75</u>
02/07/2017	113116	PROFESSIONAL SERVICES THROUGH JANUARY 28, 2017	1,680.00
TOTAL FOR: GIFFELS-WEBSTER ENGINEERS			<u>13,892.75</u>
KEMP	KEMP, KLEIN, UMPHREY & ENDLEMAN, PC		
02/06/2017	181832	PROFESSIONAL SERVICES THROUGH JANUARY 31, 2017	10,534.36
TOTAL FOR: KEMP, KLEIN, UMPHREY & ENDLEMAN, PC			<u>10,534.36</u>
STACEYMARK	MARK STACEY		
02/21/2017	0112-0221-2017	1/12/17 - 2/21/17	5,475.00
TOTAL FOR: MARK STACEY			<u>5,475.00</u>
MICHAUTOSP	MICHIGAN AUTOMATIC SPRINKLER		
01/30/2017	83528	MARKED CONTROL WIRE FOR SIDEWALKS	438.00
TOTAL FOR: MICHIGAN AUTOMATIC SPRINKLER			<u>438.00</u>
MICHCOMM	MICHIGAN COMMUNITY UNDERWRITERS		
02/06/2017	WS62738130/2017	DISHONESTY BOND (MARK STACEY)	359.00
TOTAL FOR: MICHIGAN COMMUNITY UNDERWRITERS			<u>359.00</u>
OFFEXPRESS	OFFICE EXPRESS		
01/10/2017	249585-0	LABELS CARE HOLDER AND MESSAGE BOOK	22.91
02/02/2017	253256-0	BINDER CLIPS ASSORTED SIZES	24.00
TOTAL FOR: OFFICE EXPRESS			<u>46.91</u>
POWERPLUS	POWER PLUS ENGINEERING, INC.		
01/31/2017	56221	LOCATE UNDERGROUND LINE FOR SIDEWALK	490.00
TOTAL FOR: POWER PLUS ENGINEERING, INC.			<u>490.00</u>
TOTAL - ALL VENDORS			70,074.72
FUND TOTALS:			
Fund 499 - CAPITAL PROJECTS - DDA			70,074.72

Sidewalk Fund \$ 11,600.75  
 DDA Fund \$ 58,473.97

EXP CHECK RUN DATES 01/18/2017 - 02/27/2017  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: DDA  
DDA CARRY-OVER REPORT FOR BOARD APPROVAL  
TUESDAY FEBRUARY 28, 2017

Vendor Code	Vendor Name		Amount
Inv. Date	Invoice	Description	
DTE	DETROIT EDISON		
01/30/2017	188509700228 02/0	2579 LIBRARY DR. IRRIGATION	14.73
TOTAL FOR: DETROIT EDISON			14.73
DET EDISON	DTE ENERGY		
01/12/2017	2/3/17 2660 OAKLE ACCT# 1885 097 0019 4 ( 2660 OAKLEY PARK)		146.40
TOTAL FOR: DTE ENERGY			146.40
MISC	MAIN STREET ART		
01/21/2017	1/7/17 - 1	FRAMING FROM ART WORK	97.60
01/21/2017	1/7/17 -2	ARTWORK FRAMING	91.85
01/21/2017	1/7/17 -3	ART WORK FRAMING	28.35
TOTAL FOR: MAIN STREET ART			217.80
TOTAL - ALL VENDORS			378.93
FUND TOTALS:			
Fund 499 - CAPITAL PROJECTS - DDA			378.93