

**CHARTER TOWNSHIP OF COMMERCE  
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, April 25, 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  
Brian Winkler, Member  
Jose Mirkin, Member  
David Smith, Member  
Susan Averbuch, Member  
Tim Hoy, Member

**Absent:**

David Scott, Township Supervisor  
Susan Spelker, Member (excused)  
Melissa Creech, DDA Secretary (excused)  
Molly Phillips, DDA Treasurer (excused)

**Also Present:**

Thomas Rauch, DDA Attorney  
Debbie Watson, DDA Assistant  
Matt Schwanitz, Giffels-Webster Engineer  
Randy Thomas, Insite Commercial  
Dave Campbell, Township Planner  
Lieutenant Gerald Schroeder, OCSO, Substation Commander  
Christine Dennis, Deputy Clerk

**Item 1: Approval of Minutes**

**MOTION** by Lublin, seconded by Mirkin, to approve the Regular Meeting Minutes of March 21, 2017 as presented. **MOTION CARRIED UNANIMOUSLY**

**Item 2: Public Comments**

None.

**Item 3: OCSO Update - Lieutenant Gerald Schroeder**

Chairperson Gotts introduced the new Commander of the Commerce Township Substation, Lt. Gerald Schroeder, and the Board welcomed him. Lt. Schroeder discussed the following statistics for the 7 big box retailers for September of '16 through March '17, however he noted that incidents are not all criminal in nature. The majority of calls are lockouts, citizen assists or complaints.

- Home Depot on Haggerty
  - 23 incident calls compared to 47 last year
  - Only a couple crime reports. There was a bomb threat called in, and one death investigation.
- Meijer on Haggerty
  - 128 incidents compared to 89 from last year
  - 16 retail fraud arrests, up from 11 last year

- 2 embezzlement cases
- 7 parking lot accidents
- 1 assault case
- Lowes on Maple
  - 22 incidents this year compared to 50 last year
  - Very minimal crime
  - 1 reported miscellaneous destruction of property call
- Costco at Commerce Crossing
  - Incidents were even for this year and last year
  - 1 damaged property
  - Numerous accidents and a reckless driving
- Target on Haggerty
  - 37 incidents compared to 47 last year
  - 2 retail fraud arrests
  - 1 strong armed robbery arrest
  - 1 stolen property arrest
- Kroger on 14 Mile
  - 26 incidents this year compared to 30 for last year
  - 1 retail fraud arrest
- Wal-Mart on Pontiac Trail
  - 148 incidents this year compared to 97 last year
  - Retail frauds about doubled; this year we had 34 retail fraud arrests compared to 16 last year
  - 1 aggravated assault arrest
  - 1 embezzlement
  - 1 strong armed robbery
  - 1 drug possession arrest
  - 1 fraud case

Vice Chair Lublin asked if most of these incidents were in the parking lots, or in the store. Lt. Schroeder replied that they are generally in the stores themselves. The majority of retail frauds are handled by store security; they secure the person and the Sheriffs make the arrest. Strong armed robberies are typical of a subject that is fighting with store security and then they are charged with the higher crime for use of force.

Director Stacey asked if these were typical stats for big box stores. Lt. Schroeder replied yes, without a doubt. Director Stacey added that nothing is really unexpected from a safety standpoint in the retail component. He asked if there were any issues with the restaurant and alcohol establishments in the district. Lt. Schroeder reported that there were no complaints, and calls to restaurants are minimal. He elaborated that many restaurants hesitate to call because of the way the Liquor Control Commission works. The restaurants don't want incidents on their reports.

Chairperson Gotts asked Lt. Schroeder if, in his observations, he has seen anything that the Board could do to make things better for the Sheriff's Department to facilitate protecting the citizens. Lt. Schroeder replied no. The big box stores, especially Wal-Mart and Meijer are very large stores. They have people coming in 24/7 and their loss prevention staff are doing a great job.

Chairperson Gotts discussed the potential commercial development to create a full town center, which will bring multiple occupancies, a lot more constraints and will likely create a lot more demand on the Department. He asked if there has been any discussion regarding the escalation of deputies or shift changes. Lt. Schroeder stated that manpower would dictate the presence in certain locations. He added that the Substation just received two new Lidar Detectors which are speed measurement devices that incorporate laser. These are a lot easier to use than the radar units in the cars and officers have already been up and down Martin Parkway using those quite frequently to try to enforce the speed. David Smith stated that 45mph is a high speed through there. Lt. Schroeder agreed and added that especially when going through the roundabouts, it's like a slingshot effect. Susan Averbuch stated that, as a resident abutting Martin Parkway, they appreciate the enforcement.

Lt. Schroeder noted that there were questions regarding crashes at the Pontiac Trail roundabout. He discussed the recent article put out by Michigan Auto Law where that intersection was listed as #4. They use 250', while TIA uses 200', therefore TIA's stats still show that roundabout as #1 for accidents. It's interesting that the average daily traffic through that roundabout is 45,000 cars. There were 104 accidents there last year, but only 2 were injury accidents, compared to the major intersection of 12 Mile Road and Telegraph in Southfield which had 100 accidents and 15 injuries.

Dave Campbell asked if it was fair to say that when the newspaper says it's a dangerous intersection, the term dangerous is somewhat subjective? It might be a crash prone intersection, but it sounds like almost everyone walks away. Lt. Schroeder replied that is correct with only 2 injuries. Director Stacey agreed, for the amount of people that are pushing through the roundabout daily. He added that the snow fencing barricades certainly helped to slow traffic. Oakland County is planning to install a permanent structure of greenery to shield the views of drivers because they found that while the barricades did not significantly reduce the number of crashes, they reduced the entry speed into the intersection which reduces the severity of the crash. Lt. Schroeder agreed, and he also noted that the 6-week shutdown of M5 will impact the statistics too.

Director Stacey asked if Lt. Schroeder had seen any significant problems on the project sites. Lt. Schroeder stated there had been no reported incidents. Director Stacey added that one of the biggest issues has always been dirt bikes and 4-wheelers when they tear up the construction sites. Also, under the bridge there have been problems with destruction of light fixtures and there was some fresh graffiti in there recently. Lt. Schroeder replied that those are areas where extra patrol can be provided.

Lt. Schroeder stated that everyone is free to contact him any time with concerns by email, by phone, or by visiting the Substation. Chairperson Gotts and Director Stacey thanked Lt. Schroeder for the update.

#### **Item 4: Insite Commercial Report**

Randy Thomas provided an overview of the Insite report submitted in the DDA Board's packet.

- Parcels A&H - Jim Galbraith, Shapiro is continuing their horizontal land work and working on the deep sewer. They will likely go vertical with buildings in September of this year.

Susan Averbuch asked Randy to communicate with Jim regarding putting additional fencing and "No Trespassing" signs along Welch Road to deter ATV's on the property. There have been a lot

of issues behind Campbell Creek, including bonfires at night. Randy would mention it to Jim. Supervisor Scott added, call the Lieutenant for those incidents.

- Parcel B1 - Aikens property - This is the commercial project. Next month we will be in Las Vegas for the shopping center convention and Bruce has quite a lineup of tenants to meet with. He has hired two outside leasing agents to help in his final push. He has made significant progress with the market he has been courting, and that deal will help with the balance of the tenants to round out the development. This is Bruce's main focus as he does not have any other development pieces currently.
- Parcel B2 - Granger - This piece speaks for itself. They were supposed to open up next month; however they are about 60 days behind. The electrical is going into the site.
- Parcel C - Corner of Pontiac Trail and Haggerty Road - There was an LOI that was countered by the DDA. That is now in the hands of the prospective buyer. There has been no communication for the past 30 days and the parcel is still being marketed.
- Parcels D&E - Pulte, Merrill Park - They are happy with what's going on. I have a meeting with them Friday morning where I'll get some numbers and report back.

Director Stacey added that the first resident has moved in to the Pulte development and there was a second closing last Friday. I also included in your packet a flyer of a home in the Pulte sub that is now available. There were no spec homes being built. They put up their model.

Vice Chairperson Lublin inquired about a comment in the flyer that states, *The community park will have extended pathways, but not specifically for the homes, but for public use.* Director Stacey replied that the pathways are open to the public, and the park is hooked to the pathway, so people could conceivably take the pathway to the park.

- Parcel F - This is located south of town hall. We've been working with the developer for the surgical center. The PA is in executable form. They communicated that they want to move forward, but first they have to secure the deal with their tenant. The provided a timeline between now and the decision date of May 16th, which is the same day as the next DDA Meeting.
- Parcel G - Wyncliff HP - This has been turned over to the HOA. The last 2 lots are being built on now.
- Parcel I - 2.91 acres north of town hall - The building to the north of this is up for sale. I spoke to the gentleman looking at that property and we discussed his possible interest in Parcel I. He will take a serious look at the property.
- Parcel J - This is at the hard corner of Oakley and Haggerty. This time of year brings increased traffic with people looking. We sent out some information last Friday and again yesterday; however we are unsure of the interest level yet.
- Parcel K - Nothing new to report.
- Parcel L - 1.8 acres on Haggerty - Nothing new to report.
- Parcel M&N - These are the two residual pieces that the DDA has retained as part of the development for Parcel B1.

#### **Item 5: Director's Report**

Director Stacey was at the Township Board meeting on April 11th and Jim Gotts was reappointed as the DDA Board Chairperson for another 4 years. Jim took his oath this morning. At the Township Board meeting, there was concern by 3 of the Trustees regarding holding a night meeting for the DDA. They would like to see the Board try one night meeting. Director Stacey was looking for direction from the DDA Board. He added that in talking further with

Missy, she brought up another point. She would like to see a rollout meeting for the project when names can be provided for the entire Commerce Township community to explain to them the goals of the development. He agreed with this suggestion and the fact that the overview meeting should be held at night; however, he feels that this particular meeting will not be a good example of the interest and participation by the public when it comes to holding DDA meetings at night. Therefore, he feels that two night meetings should be held; one for the overview, and another for a regular DDA meeting. For the major overview, the entire database of Commerce Township email addresses could be utilized to send out invites. In looking at the schedules, a night meeting shouldn't be held in the summertime. The Board members should think about holding a night meeting, which will be discussed at the next meeting when Missy will also be present to further address the overview meeting.

Director Stacey discussed the following with the Board:

- **Updates on Developers -**
  - Aikens - Commercial Project - (covered)
  - Pulte - Merrill Park - 1st resident moved in, 2nd closing
  - Granger - First & Main - Electrical service being installed
  - HP-Wyncliff - (covered)
  - Shapiro - Barrington - Site work continuing, the sewer is next and this will be noisy work for the 40' excavation. This will include dewatering and will take at least 60 days. Susan Averbuch will put out an email to the Campbell Creek residents in this regard.
  - Wheeler / Medical Facility - (covered)
- **MTT Judgments - None**
- **HOA Items**
  - **Dues -** All 2017 dues are current, including recent checks received from Wyncliff and Granger.
  - **Lighting - CJs Lighting, Chris Niestroy, Shaw Electric, Keith Greene**
    - The lighting system was repaired by CJ's. As of last night, all the poles that had been damaged in the last storm or were in need of repair had been fixed. Insurance claims were not pursued this last time as the deductible is \$1,000, and the repairs were close to this amount.
    - The RCOC paid approximately \$25,000 for past lighting costs as of 3/29 and they are paying regularly going forward. The next quarterly billing has been submitted.
  - **Irrigation - Michigan Automatic Sprinkler, Mike Rennie**
    - Mike attempted to start the system.
    - A part was needed, a pressure transducer. It was ordered at a cost of \$350 to get the system up and running.
  - **Landscaping - United Lawnscape, Jim Parkinson**
    - Fertilizing was done 4/12, and cutting is scheduled to begin this week
    - Susan's Road Cleanup was done on Sat. 4/22, Thank You! It looks much nicer out there.

#### **Item 6: Attorney's Report**

DDA Attorney, Thomas Rauch, stated that he has been working directly with Randy Thomas and Director Stacey, particularly with the surgical center to finalize the agreement for execution, which Randy referenced earlier. That is now ready, assuming the developer is ready. Otherwise, things have been relatively quiet.

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

Matt Schwanitz, Giffels Webster, reported that Jason Mayer received the sidewalk bids and they're in the process of awarding the contract for the pathway work in the common areas. There was about a \$200,000 spread in the bids. The lowest bid was Mattioli Cement Co. of Fenton for \$163,169.60, and Mattioli had all good references. The bid, plus administrative costs and contingencies for unforeseens, is still under budget and the total will be around \$238,000. It sounds like Mattioli wants to start on this project right away.

Susan Averbuch inquired about staking in the area and asked if it was related to the pathways. Director Stacey and Matt Schwanitz replied that the staking she saw was related to Granger's underground primary feed for electrical service.

Director Stacey added that these walkways are required to be put in under the Pathways & Sidewalk Standards for the PUD, and these were funded through a settlement with Wynclyff and the DDA contribution. There is approximately \$263,000 set aside to complete the project, so the funds are available to do this. Authorization is necessary to enter into the contract, along with authorization to amend the 2017 DDA Budget to include this. While the funds are currently set aside in a separate account, Treasurer Phillips had indicated that these funds need to be in the 2017 Budget in order to proceed.

**MOTION** by Lublin, supported by Mirkin, to approve the need for the funds, to authorize entering into the contract as presented in the recommendation by Giffels Webster Engineers, and to authorize an amendment to the 2017 DDA Budget for these funds, which were previously set aside for the project.

**MOTION CARRIED UNANIMOUSLY**

Jose Mirkin discussed the project contingency and construction engineering costs with Matt Schwanitz. He inquired about this being more than 25% of the contract and wondered if this was reasonable or excessive. Matt Schwanitz replied that it is the industry standard and it includes staking, inspections, testing, et cetera, as necessary. Director Stacey added that by utilizing Giffels and having professionals go out for bids, the savings was significant as bids ranged from \$353,000 down to \$163,000. Brian Winkler added that this also includes the design work, and Matt Schwanitz agreed that it is full-service.

### **Item 8: Planner's Report**

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

- The next Planning Commission Meeting is May 1st.
- One of the proposals they will be considering is a new building in the industrial park on Goldie, which is on the west side of Haggerty, for a new building on an existing pad. The previous building burned down in '04. The new business owner is hoping to relocate into Commerce Township.
- Randy mentioned, and I met with as well, the prospective new owner of the building at 3175 Martin on the west side. They were asking questions about the uses allowed in there and whether those would be allowed to continue. It sounds like they are seriously considering acquiring that property.
- Beaumont is looking to sell their property. Randy and I brainstormed what is in the realm of possible for that property. I came to the conclusion that it is almost a blank slate at this point, now that Beaumont is no longer building a hospital there. I think the Township will be open to a host of possibilities for what might be developed there on such a big parcel with a high profile location.

Jose Mirkin noted that the infrastructure is already there, so the potential buyer would need to design something based upon the infrastructure that was already done. Dave Campbell replied that he is unsure about the state of some of the pilings and footings that Beaumont put into place. They may or may not be salvageable, along with the storm systems, detention ponds, pipes, et cetera.

Susan Averbuch initiated conversation regarding the status of a new fire station that was part of the original Beaumont agreement. Director Stacey confirmed that this was a contingency in the original agreement for the Beaumont project which is not going forward, and Attorney Rauch provided his perspective from a legal standpoint on the covenant. Discussion continued regarding whether or not a fire station might be located on the property in the future, but that would depend upon what type of development was proposed, as the fire station was intended as a component of the now abandoned hospital project. The Hospital zoning areas in the Township were also addressed. This triggered further discussions regarding the fire station currently located on Welch Road and the need for improved facilities and increased services in the DDA area. Supervisor Scott stated that the Welch Road station is not an optimal location. It needs to be relocated and that building should be repurposed. He elaborated on potentially providing services to Walled Lake and Wixom through a coordinated regional authority. Equipment could be moved to the Maple Road station and their manpower could be augmented.

Vice Chairperson Lublin felt that the Beaumont property could be transitioned into industrial, and, if so, that a user may want a fire station nearby because their insurance would be significantly lower. Director Stacey asked if there had been any discussion regarding turning this property to industrial. Dave Campbell and Randy Thomas had brainstormed, but none of the ideas were industrial uses, with a possible exception being that Williams International might be interested in the property across the street from their present location. Director Stacey noted that it was recently reported in the news that Williams is currently looking at a parcel in Pontiac.

David Smith inquired about the pedestrian bridge. Dave Campbell reported that the Township Architect is working with the MDOT design engineer on highly detailed work. The project is scheduled to go out for bids in October, with building to take place in the Spring of 2018. Jose Mirkin asked about the funding for the bridge. If it is not spent, does it go into a hold? Dave Campbell stated that the money has been allocated from the general fund. It's money dedicated to be paid to MDOT on a particular schedule. If the money did not get spent for any reason, the funds would be returned to the general fund.

Vice Chairperson Lublin discussed the ordinance regarding off-premise liquor licenses with Dave Campbell. Dave explained that an off-premises alcohol retailer, or a beer store, are not currently treated any differently than other retailers in terms of zoning. The Planning Commission and Township Board directed the Planning Department and the Township Attorney to develop new regulations that would create restrictions on where the alcohol retailers could be located. The idea is that the Township does not want one of these on every corner. Regulations will be provided to create spacing between alcohol retailers, and where they can locate relative to a school, a library, et cetera. There is a proposed amendment to the Zoning Ordinance that the Planning Commission will look at on Monday and hold a public hearing.

#### **Item 9: Committee Reports**

- A. Finance Committee – Director Stacey - Molly and I had a meeting with our bond representative. As you're aware, we have approximately \$35 million in variable rate bonds, so costs go up and down with rates. Those are something that have saved the DDA and Township probably \$10 million over the years; however, that is also a risk.

We are in discussions with the bond representative as to what we can do to take away a portion of that risk, to lock in some fixed rates on that \$35 million, or a portion of it. I don't have an answer yet, but we are examining this, so I should have more information at an upcoming meeting. The other thing is that I will have to go to Township Board for the budget amendment for the sidewalk, and also a budget amendment for the Aikens development since we are not closing at the end of this year. This will be dealt with as soon as the direction is determined for the medical office building.

- B. Public Relations Committee - Jose Mirkin - The Public Relations Committee has a meeting scheduled with the art teachers of Walled Lake Schools next Thursday at the new Library. We will discuss when and how we will have the 4th Annual K12 Art Exhibition in the new Township Library on May 22nd through 25th. The next item is that we are working with the DIA on their Inside Out Program. I followed up with the lady who runs this program to see if we will have 5 to 7 reproduction masterpieces in the Library during the grand opening celebration, which is scheduled for May 13th. The reception for the Art Exhibit will take place on May 24th from 5-7pm. Last year, we had 1,000 people in attendance at the Township Hall for the Art Exhibit. Every member of the DDA is invited.
- C. Marketing Committee – David Smith - Randy Thomas covered everything. We are waiting on a couple deals to be honored and signified. The market is what it is. The Aikens development has some really positive things, but it will take a while to get that onboard.

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

**MOTION** by Lublin, seconded by Mirkin, to approve the Warrants, Add-ons and the Revenue & Expenditure Report.

**MOTION CARRIED UNANIMOUSLY**

#### **Item 11: Other Matters**

- **The next regularly scheduled DDA meeting is Tuesday, May 16, 2017 at 12:00pm.**
- Susan Averbuch discussed the possible renaming of Lifetime of Commerce to Lifetime of West Bloomfield.
- Supervisor Scott discussed the following:
  - Powerhouse Gym is moving into the vacant Kroger in West Bloomfield at Pontiac Trail and Haggerty.
  - ACE Hardware is also joining them, sharing the space that was once Kroger.
  - Henry Ford Hospital has applied for Trauma I status to try to service the community a little better and they have a provisional approval. They will be putting an emergency entrance into Henry Ford West Bloomfield, from 14 Mile Road, to service that. They were approved for 190 more beds for their treatment center.
  - The trailway council has a formal date for a ribbon cutting. It will be May 30th at 2pm at the Gunnar Mettala Park off Maple Road and Beck in Wixom. The site was chosen because it has parking, bathrooms and access. In the future, a ribbon cutting may also be held in Walled Lake at the Depot, as well as at the MDOT pedestrian bridge.
  - May 13th is the Library Grand Opening. It will be a quick event with the Boy Scouts and Girl Scouts in attendance to raise the flag, followed by the Pledge of Allegiance and a few kind words. The flag to be raised was flown over the White House on Inauguration Day.



- Attendance at the new Library has increased by 400 people per day over the previous location. Senior citizens have voiced that they had a fear of the roundabouts, and they can now attend the Library because they don't have to drive through roundabouts anymore.
- A local resident is trying to revitalize use of the Commerce Drive-in sign. This started with her asking permission to put a sign on it to advertise an Autism Awareness Fundraiser. She's running headstrong and dreaming big. We are eager to assist, but she has been told there are rules that have to be followed. I characterized it to her this way; it's kind of like asking to paint the neighbor's car while they're in Florida and you hope they'll like it when they get back. The owner is out of state and has supposedly given verbal permission to fix the sign, paint it, clean up the broken glass and things of that nature. There is a GoFundMe page out there. She did state that any funds not used on rebuilding the sign would support the proposed Commerce Township special needs park. She is the parent of a non-verbal autistic child and so she obviously has a vested interest in seeing the project come to fruition.

**Item 12: Adjournment**

**MOTION** by Winkler, seconded by Mirkin, to adjourn at 1:01pm.

**MOTION CARRIED UNANIMOUSLY**



Melissa Creech  
DDA Secretary

04/19/2017 11:59 AM INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF COMMERCE  
 User: JBUSHEY EXP CHECK RUN DATES 04/25/2017 - 04/25/2017  
 DB: COMMERCE BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: DDA  
 DDA WARRANT REPORT FOR BOARD APPROVAL

TUESDAY APRIL 25, 2017

Vendor Code	Vendor Name		Amount
Inv. Date	Invoice	Description	
WATSON	DEBORAH WATSON		
04/19/2017	2017MAR/APR	DDA ASSISTANT HOURS 3/16 - 4/19/17	935.00
TOTAL FOR: DEBORAH WATSON			935.00
GIFFELS	GIFFELS-WEBSTER ENGINEERS		
03/13/2017	113359	DUE DILLIGENCE INFO DTE GRANGER	1,400.00
04/04/2017	113515	DDA PATHWAYS	4,998.75
TOTAL FOR: GIFFELS-WEBSTER ENGINEERS			6,398.75
KEMP	KEMP, KLEIN, UMPHREY & ENDLEMAN, PC		
04/06/2017	182715	PROFESIONAL SERVICES THROUGH MARCH 31, 2017	6,308.77
TOTAL FOR: KEMP, KLEIN, UMPHREY & ENDLEMAN, PC			6,308.77
STACEYMARK	MARK STACEY		
04/19/2017	0316-0419-2017	DDA DIRECTOR 3/16 - 4/19/17	5,125.00
TOTAL FOR: MARK STACEY			5,125.00
TOTAL - ALL VENDORS			18,767.52
FUND TOTALS:			
Fund 499 - CAPITAL PROJECTS - DDA			18,767.52



# Your Personal Assistant

Document Processing & Consulting Services  
7632 Vamoco Drive, Waterford, MI 48327, cell 248.961.6352, [dwatson@commercetwp.com](mailto:dwatson@commercetwp.com)

Invoice 2017 Mar/Apr  
Billed on 04/19/17

To: Charter Township of Commerce  
Downtown Development Authority  
2009 Township Drive, Commerce Township, MI 48390  
From: Deborah Watson, DDA Assistant  
*(Please make checks payable to "Deborah Watson")*  
Date: April 19, 2017  
RE: DDA Assistant Hours, 03/16/17 to 04/19/17

499-000-702-001

Tasks	Date & Hours
<ul style="list-style-type: none"> <li>Finalize agenda packet and email, distribute Insite report</li> <li>Scheduling, calls, voicemails, emails, mail, follow-ups</li> </ul>	Thu 03/16/17 4.00
<ul style="list-style-type: none"> <li>Calls, emails, meeting prep, attendance, copying</li> <li>RCOC lighting expenses</li> <li>Parcel F, follow-up on lighting pole damages caused by storms</li> </ul>	Mon 03/20/17 3.50
<ul style="list-style-type: none"> <li>Setup meeting rooms, agendas</li> <li>Marketing &amp; DDA Meetings, discussions w/staff re minutes and warrants</li> </ul>	Tue 03/21/17 5.25
<ul style="list-style-type: none"> <li>Calls and messages, scheduling</li> <li>CJ's Lighting and Maintenance, lighting issues</li> </ul>	Fri 03/24/17 .75
<ul style="list-style-type: none"> <li>Emails</li> <li>Drafting meeting minutes</li> </ul>	Sat 03/25/17 3.00
<ul style="list-style-type: none"> <li>Scheduling, calls, emails, voicemails, proof minutes</li> <li>Pulte staking issues, calls with M. Rennie</li> </ul>	Mon 03/27/17 3.50
<ul style="list-style-type: none"> <li>Minutes review with Mark, send to Clerk</li> <li>Emails, mail, messages, invoicing</li> <li>Follow-ups on site development issues</li> </ul>	Tue 03/28/17 2.75
<ul style="list-style-type: none"> <li>Emails, mail, messages, RCOC update payment for lighting received</li> <li>Web updates for April, CTPA Consent Action emails, filing projects</li> <li>Calls and emails with Triangle for Granger First &amp; Main re staking and unpaid invoice</li> </ul>	Wed 03/29/17 4.25
<ul style="list-style-type: none"> <li>Calls and emails, website</li> <li>Wyndcliff HOA dues</li> </ul>	Thu 03/30/17 .75
<ul style="list-style-type: none"> <li>Emails</li> <li>CTPA matters</li> </ul>	Fri 03/31/17 .50
<ul style="list-style-type: none"> <li>Calls and emails</li> </ul>	Tue 04/04/17 .50
<ul style="list-style-type: none"> <li>Scheduling, emails, mail, filing, voicemails</li> <li>Follow-ups, United re landscaping, HOA issues</li> </ul>	Mon 04/10/17 2.00
<ul style="list-style-type: none"> <li>Triangle/Granger electrical staking - alternate contractors</li> <li>Calls, emails, mail, voicemails, invoicing, filing, follow-ups</li> <li>Chairperson Gotts reappointment on TB agenda</li> </ul>	Tue 04/11/17 3.00
<ul style="list-style-type: none"> <li>Scheduling, review items from meeting, draft upcoming agenda, reports</li> <li>Emails, filing, Unit 7 items</li> </ul>	Wed 04/12/17 2.00
<ul style="list-style-type: none"> <li>Calls with CJs and Mark</li> <li>Lighting issues and repairs</li> </ul>	Thur 04/13/17 .50
<ul style="list-style-type: none"> <li>Scheduling, emails, updates, filing, mail, voicemails</li> <li>Agenda items, invoices, calls re HOA issues</li> </ul>	Mon 04/17/17 3.00
<ul style="list-style-type: none"> <li>Calls, emails, scheduling, follow-up with RCOC Tom Blust re M5 landscaping</li> <li>Finalize agenda, invoices, reports</li> </ul>	Tue 04/18/17 3.50
<ul style="list-style-type: none"> <li>Assemble and email agenda packet, distribute Insite report</li> <li>Scheduling, calls, voicemails, emails, mail, follow-ups</li> </ul>	Wed 04/19/17 4.00
<b>TOTAL: 46.75 hours @ \$20.00</b>	<b>\$935.00</b>



26 W. Adams, Suite 1200  
Detroit, MI 48226  
(313) 982-4442

CHARTER TOWNSHIP OF COMMERCE DDA  
2009 TOWNSHIP DRIVE  
COMMERCE TOWNSHIP, MI 48390  
MARK STACEY

Invoice number 113515  
Date 04/04/2017  
Project No. 1918100

Project: COMMERCE TWP DDA PATHWAYS

499-000-970-000

For professional services through March 25, 2017

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invoice total **\$4,998.75**

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*December 9, 2016 Cost Estimate:*

*Preliminary Engineering: \$18,000*  
*Construction Engineering: \$23,400\**  
*Total \$42,200*

*\*Part of this will be inspection and testing which is part of the construction contract*

*Amount Billed to Date (including this invoice): \$20,671.50*

- Site Topographic Survey*
- Plan set up*
- Bid book preparation*
- Cost estimates and project schedule preparation*
- Coordinate Geotechnical engineering*

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giffels   
webster

28 W. Adams, Suite 1200  
Detroit, MI 48226  
(313) 962-4442

CHARTER TOWNSHIP OF COMMERCE  
2009 TOWNSHIP DRIVE  
COMMERCE TOWNSHIP, MI 48390  
MARK STACEY

Invoice number 113359  
Date 03/13/2017  
Project No. 1568672

Project: COMMERCE TOWNSHIP DDA

For professional services through February 25, 2017

499-000-967-000

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Invoice total \$1,400.00

*Meetings, Purchaser due diligence info requests, DTE Granger utility facilitation*

**KEMP KLEIN LAW FIRM**

201 W. BIG BEAVER ROAD, SUITE 600

TROY, MI 48084-4161

WWW.KEMPKLEIN.COM

248-528-1111

Tax ID#: 38-1954323

499-000-801-000

To: COMMERCE TOWNSHIP DDA  
MARK STACEY, DIRECTOR  
CHARTER TOWNSHIP OF COMMERCE  
2009 TOWNSHIP DRIVE  
COMMERCE TWP, MI 48390-1666

Billor: THOMAS C RAUCH  
Invoice Date: April 6, 2017  
Invoice No: 182715

For professional services rendered through March 31, 2017 for the matters listed below.

SALE TO GRANGER LLC/SENIOR LIVING PROJECT...133891.104

Summary of charges due:

Total Fees	\$ 1,375.00	
PLUS Administrative Costs:	\$ 41.25	
<b>Current amount due</b>		<b>\$1,416.25</b>

SALE OF UNIT 12 TO PULTE...133891.106

Summary of charges due:

Total Fees	\$ 55.00	
PLUS Administrative Costs:	\$ 1.65	
<b>Current amount due</b>		<b>\$56.65</b>

COMMERCE TOWNE PLACE ASSOCIATION...133891.107

Summary of charges due:

Total Fees	\$ 322.50	
PLUS Administrative Costs:	\$ 9.68	
<b>Current amount due</b>		<b>\$332.18</b>

DDA MARKETING COMMITTEE...133891.108

Summary of charges due:

Total Fees	\$ 550.00	
PLUS Administrative Costs:	\$ 16.50	
<b>Current amount due</b>		<b>\$566.50</b>

SALE OF UNIT 3...133891.110

Summary of charges due:

Total Fees	\$ 330.00	
PLUS Administrative Costs:	\$ 9.90	
<b>Current amount due</b>		<b>\$339.90</b>

SALE OF UNIT 7 TO JOHN J WHEELER...133891.111

Summary of charges due:

Total Fees	\$ 2,035.00	
PLUS Administrative Costs:	\$ 61.05	
<b>Current amount due</b>		<b>\$2,096.05</b>

WALMART PROJECT...133891.20

Summary of charges due:

Total Fees	\$ 55.00	
PLUS Administrative Costs:	\$ 1.65	
<b>Current amount due</b>		<b>\$56.65</b>

DEVELOPER INTEREST...133891.49

Summary of charges due:

Total Fees	\$ 110.00	
PLUS Administrative Costs:	\$ 3.30	
<b>Current amount due</b>		<b>\$113.30</b>

DDA CORE GROUP...133891.93

Summary of charges due:

Total Fees	\$ 137.50	
PLUS Administrative Costs:	\$ 4.13	
<b>Current amount due</b>		<b>\$141.63</b>

DDA BOARD OF DIRECTORS...133891.94

Summary of charges due:

Total Fees	\$ 907.50	
PLUS Administrative Costs:	\$ 27.23	
<b>Current amount due</b>		<b>\$934.73</b>

PROPOSED SALE OF UNIT 9 TO DEVELOPER...133891.98

Summary of charges due:

Total Fees	\$ 247.50	
PLUS Administrative Costs:	\$ 7.43	
<b>Current amount due</b>		<b>\$254.93</b>

<b>Total amount due for all Matters on this invoice</b>	<b>\$ 6,308.77</b>	
<b>Total amount due this invoice</b>	<b>\$6,308.77</b>	

**MARK STACEY  
D.D.A. DIRECTOR**

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2812 Duffers Lane

Commerce Township, MI 48390

(586) 817-4666

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CHARTER TOWNSHIP OF COMMERCE D.D.A.  
2009 TOWNSHIP DRIVE  
COMMERCE TOWNSHIP MI 48390

Invoice Date:

**April 19, 2017**

Invoice #

**0316-0419-2017**

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**Thu 3/16/2017 5.00 hours:**

Setup agenda, calls, HOA, T. Rauch calls

499-000-702-000

**Fri 3/17/2017 1.50 hours:**

Prep, calls, follow-up

**Mon 3/20/2017 4.50 hours:**

RCOC issues, DDA agenda, emails

**Tue 3/21/2017 5.00 hours:**

Core meeting, DDA meeting, T. Rauch meeting

**Wed 3/22/2017 5.00 hours:**

Emails, LOI, calls, review

**Thu 3/23/2017 4.50 hours:**

HOA issues, review LOI, prep, calls

**Fri 3/24/2017 1.00 hours:**

R. Thomas call, T. Rauch call, review docs

**Mon 3/27/2017 5.00 hours:**

Review minutes, Pulte underground issues, calls, HOA issues

**Tue 3/28/2017 5.50 hours:**

Calls, emails, prep

**Wed 3/29/2017 3.50 hours:**

P.A. decisions, calls, R. Thomas call

**Thu 3/30/2017 5.00 hours:**

Calls, emails, HOA issues, R. Thomas calls, medical center issues

**Mon 4/3/2017 4.50 hours:**

Emails, calls, underground issues

**Tue 4/4/2017 5.50 hours:**

Review bid docs, prep, calls, follow-up

**Wed 4/5/2017 4.50 hours:**

HOA issues, calls, planning on P.A.



**Thu 4/6/2017 5.50 hours:**

P.A. review, T. Rauch and R. Thomas calls, J. Gotts update, calls

**Fri 4/7/2017 1.50 hours:**

Planning, T. Rauch call re P.A., mapping

**Mon 4/10/2017 5.50 hours:**

Calls, emails, prep, HOA issues

**Tue 4/11/2017 7.00 hours:**

Township Board meeting, HOA issues, DTE issues, billing, medical P.A.

**Wed 4/12/2017 5.00 hours:**

Calls, P.A. issues, HOA issues

**Thu 4/13/2017 3.00 hours:**

Calls, emails, construction issues

**Fri 4/14/2017 2.00 hours:**

Site work, prep, HOA issues

**Mon 4/17/2017 4.00 hours:**

Calls, emails, meeting w/DTE

**Tue 4/18/2017 5.00 hours:**

Emails, calls, planning, Fire Chief meeting

**Wed 4/19/2017 4.00 hours:**

Calls, follow-up, sidewalk bid opening, agenda items

**TOTAL HOURS INVOICED: 102.50@ \$50.00/hr = \$5125.00**

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