

**Charter Township of Commerce
Downtown Development Authority Board Meeting
Tuesday, July 19, 2016
12:00 P.M.**

AGENDA

CALL TO ORDER

- ITEM 1: Approval of Minutes: Tuesday, June 21, 2016 Regular Meeting**

- ITEM 2: Public Comments**

- ITEM 3: Insite Commercial Report**

- ITEM 4: Director's Report**

- ITEM 5: Attorney's Report**

- ITEM 6: Engineer's Report**

- ITEM 7: Planner's Report**

- ITEM 8: Committee Reports**
 - A. Finance Committee
 - B. Public Relations Committee
 - C. Marketing Committee

- ITEM 9: Approval of Warrants and/or Carry-Overs, Add-ons, Revenue & Expenditure Report**

- ITEM 10: Other Matters**

Next Meeting: Tuesday, August 16, 2016 at 12:00pm

**CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, July 19, 2016
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
Debbie Watson, Interim DDA Secretary
Tom Zoner, Township Supervisor
Susan Spelker, Member
Tim Hoy, Member
Brian Winkler, Member
Jose Mirkin, Member
David Smith, Member

Absent: Susan Averbuch, Member (excused)

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

Item 1: Approval of Minutes

MOTION by Lublin, seconded by Spelker, to approve the Regular Meeting Minutes of June 21, 2016 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 and discussed ongoing developments with the Board members.

Discussions ensued regarding the Barrington project. Dave Campbell stated that Jim Galbraith's proposal will go before the Planning Commission on August 1st. Director Stacey added that if approved at that meeting, Jim has indicated that he hopes to be on-site and working by September 1st. In addition, Jim received erosion permits and is allowed to stockpile dirt on the commercial portion of his site, which will now be readily available for when construction commences. Matt Schwanitz, David Smith, Dave Campbell and Randy Thomas further addressed the timeline in relation to sanitary and water, site plan approval and construction drawings.

With regard to the Aikens project, Director Stacey stated that when the purchase offer was made, title objection was delayed, with the DDA's approval, to see if the project was feasible. It was determined since the last Board meeting that it is now time to start reviewing, understanding and

taking care of title objections. This is underway and issues are being identified. The goal is to have these matters settled well in advance of closing.

Matt Schwanitz discussed the Granger project and issues that are being addressed with DTE regarding services, specifically overhead circuits versus underground services, as this relates to the connection that traverses the Aikens property. There seems to be a disconnect between DTE's engineering division and their service planning. This involves deed restrictions, a review of the Township Ordinance, and conflicts that may arise with public utilities, easements and regulations. A meeting is being arranged between DTE, Aikens, DDA Director Stacey and Giffels-Webster to discuss the circuit and reiterate that overhead lines are unacceptable to the Township and the DDA. Open discussions continued regarding easements and section grants. Director Stacey added that overhead lines are unacceptable on a permanent basis, however they may need to be considered on a temporary basis. The Board will be kept informed throughout this process.

Director Stacey discussed Parcel J, the hard corner of Oakley Park and Haggerty, which had been reviewed for a potential split to allow for the expansion of California Closets. As proposed, their current location on Old Farm Lane would have tied into a portion of Parcel J; however, after reviewing their proposal, the impact it would have upon the parcel, and the offer, it has been determined that it's not an offer the Marketing Committee will be considering. The Marketing Committee does not want to break up this parcel, which is the site with the underground pipeline, as splitting the property could ultimately adversely affect the value.

Item 4: Director's Report

- **Updates on developers**
 - Pulte-Merrill Park - They are very close to paving the inside roads of the development.
 - Aikens-Commercial Project - *(Multiple meetings and progress was addressed under the Insite Report)*
 - Granger-First & Main - They are going vertical. There have been some concerns expressed regarding how close the building is to the road. The site superintendent was asked to measure the distance and he did confirm that it is located in the correct position. *(DTE issues were addressed under the Insite Report)*
 - HP-Wyncliff - Nothing new to report.
 - Shapiro-Barrington - Jim Galbraith will go before the Planning Commission on August 1st and we look forward to seeing the development move forward.
- **MTT Judgments** - None.
- **HOA Items**
 - **Association 2016 Budget & Invoices** - All dues have been paid.
 - **Lighting - CJs Lighting, Chris Niestroy, Shaw Electric, Keith Greene**
 - Light poles have been ordered and we have been in contact with the vendor. We are approximately 30 days out for the poles to be delivered for installation. The fixtures are complete and we will be signing off on those.
 - In addition, Pulte contacted us today and they are ready for the poles to be reinstalled at the PGA roundabout at the entrance to their development.
 - The lighting system will be turned over to the HOA upon completion of the repairs and replacements.
 - We have had no recent accidents. We tried to obtain an preliminary report from Lieutenant Servis regarding the snow fence at the Pontiac Trail roundabout to see if this is reducing accidents. He will pull the data and attend the September DDA Meeting to provide an update. I can tell you that there are less car parts in the roundabout since the fence was put up.
 - **Irrigation - Michigan Automatic Sprinkler, Mike Rennie**

- Last month, we had a significant problem with the pump system. It was shut down to prevent damage to the system, and parts were ordered, but there was a delay. Ultimately, the fan was replaced and the system has now been functioning for about two weeks.
- Another issue is that if the drought continues, we are running low on water onsite. That system pumps out of the ponds. It is not a well-fed system, so we could be back in that position in August unless we get significant improvements in the water storage.

David Smith asked if this could be switched over to the municipal water supply. Director Stacey replied that this could be done if payment was made for municipal water. Matt Schwanitz stated that there was never a cross-connect created. Director Stacey added that wells were never installed either. Discussion continued regarding alternative water sources.

- **Landscaping - United Lawnscape, Jim Parkinson**

- The grounds are being maintained and treated regularly; however, during the drought and irrigation issues, they were asked to hold off on cutting to allow the grass to grow.
- They will be back to cut now that the irrigation has been repaired.

David Smith initiated discussion regarding the type of mulch that was used in the DDA's landscaping with Director Stacey.

Item 5: Attorney's Report

DDA Attorney, Thomas Rauch, stated that they have finally completed post-closing issues with Pulte. Within the month, the closing binders should be put together, as soon as Oakland County has the recorded documents up on their system. They have also been working on some Association issues with Granger and Pulte, along with commencing title review for Aikens so that any issues can be discovered and dealt with in a timely manner to ensure the closing goes smoothly.

Item 6: Engineer's Report

Matt Schwanitz, Giffels Webster, stated that most everything had been covered. They have been providing support on title related questions. There have been a fair amount of questions for their survey group. There have also been requests for maintenance, and the DTE issues are being reviewed.

Chairperson Gotts stated that the DDA appreciates all of Matt's assistance and engineering leverage in dealing with the utility providers.

Item 7: Planner's Report

Dave Campbell, Planning Director, stated that most of his items were also covered already in discussions. Barrington will be before the Planning Commission on August 1st. He and staff have a pre-application conference scheduled tomorrow with Jeff Thompson of Aikens, and this meeting is a requirement of any PUD. A pre-construction meeting was held last week for the Zerbo's project. They have been land balancing and are getting started very soon with underground utility work. Aldi is also going vertical with steel in the air and they want to be open by fall.

Item 8: Committee Reports

- A. Finance Committee – Director Stacey stated that the Finance Committee has been working with the Treasurer on the early bond repayment. Budget planning has been slightly delayed until the revenue projections from

Oakland County are provided on August 1st, so that will be reviewed next month.

- B. Public Relations Committee - Jose Mirkin reported that there were actually over 1,000 in attendance at the K-12 Art Exhibit, as indicated in the Walled Lake Consolidated Schools District Newsletter in accordance with their actual counts. The event was a huge success.
- C. Marketing Committee – David Smith stated that Randy Thomas had addressed all questions and there was nothing additional to report.

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

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


Item 10: Other Matters

- Chairperson Gotts addressed Mr. Peter Unick, 2719 Welch Road, Commerce Township, who had arrived just after public comments were called, and asked if he liked the new table arrangements. Mr. Unick thanked the Board and stated that he had no additional comments today.
- **The next regularly scheduled meeting of the DDA is Tuesday, August 16, 2016 at 12:00pm.**

Item 11: Adjournment

MOTION by Lublin, seconded by Mirkin, to adjourn at 12:31pm.

MOTION CARRIED UNANIMOUSLY


Deborah L. Watson
Interim DDA Secretary

07/13/2016 10:40 AM INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF COMMERCE
 User: JBUSHEY EXP CHECK RUN DATES 07/19/2016 - 07/19/2016
 DB: COMMERCE BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: DDA
 DDA WARRANT REPORT FOR BOARD APPROVAL
 TUESDAY, JULY 19, 2016

Vendor Code	Vendor Name		Amount
Inv. Date	Invoice	Description	
ADKISON	ADKISON, NEED & ALLEN		
06/30/2016	JUNE30,2016DDA	DDA MATTERS	955.00
TOTAL FOR: ADKISON, NEED & ALLEN			955.00
WATSON	DEBORAH WATSON		
07/13/2016	'2016JUNE/JULY	ASSISTANT HOURS 5/17 - 7/13/16	685.00
TOTAL FOR: DEBORAH WATSON			685.00
GIFFELS	GIFFELS-WEBSTER ENGINEERS		
06/14/2016	111446	PROF SERVICES THROUG JUNE 4, 2016	140.00
TOTAL FOR: GIFFELS-WEBSTER ENGINEERS			140.00
KEMP	KEMP, KLEIN, UMPHREY & ENDLEMAN, PC		
07/06/2016	178604	PROFESSIONAL SERVICES THROUGH JUNE 30, 2016	13,984.86
TOTAL FOR: KEMP, KLEIN, UMPHREY & ENDLEMAN, PC			13,984.86
STACEYMARK	MARK STACEY		
07/13/2016	0616-0713-2016	DDA DIRECTOR	3,325.00
TOTAL FOR: MARK STACEY			3,325.00
PLANTMORAN	PLANTE & MORAN		
06/24/2016	1350679	PROF SERVICES THROUGH JUNE 30, 2016	3,640.00
TOTAL FOR: PLANTE & MORAN			3,640.00
TOTAL - ALL VENDORS			22,729.86
FUND TOTALS:			
Fund 499 - CAPITAL PROJECTS - DDA			22,729.86

INVOICE ENTRY DATES 07/19/2016 - 07/19/2016
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: DDA

DDA ADD-ON WARRANT REPORT FOR BOARD APPROVAL

TUESDAY, JULY 19, 2016

Vendor Code	Vendor Name		
v. Date	Invoice	Description	Amount
DTE	DETROIT EDISON		
07/19/2016	188509700194	7-19 2660 OAKLEY PARK	67.97
07/19/2016	188509700202	07-1 3106 MARTIN PARKWAY	35.14
07/19/2016	188509700210	7-19 2581 LIBRARY DR.	426.10
07/19/2016	188509700228	7-19 2579 LIBRARY DRIVE	76.89
TOTAL FOR: DETROIT EDISON			606.10
TOTAL - ALL VENDORS			606.10
FUND TOTALS:			
Fund 499 CAPITAL PROJECTS - DDA			606.10