

Final
CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, August 16, 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
Tim Hoy, Member
Brian Winkler, Member
Jose Mirkin, Member
David Smith, Member
Susan Averbuch, Member

Absent: Susan Spelker, Member (excused)

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

Item 1: Approval of Minutes

MOTION by Lublin, seconded by Mirkin, to approve the Regular Meeting Minutes of July 19, 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.

- Parcels A&H - Jim Galbraith received unanimous approval from the Planning Commission on August 1st for his amendment to the project to include 308 units. The timeline for construction was addressed.
- Parcel B1 - Interest by potential tenants continues to be positive for the Aikens property. Anchor tenants will be holding real estate committee meetings in October.
- Parcel B2 - Granger is progressing with vertical construction and working with Detroit Edison, which will be discussed further under Engineer's Report.
- Parcel C - There is potential interest in the parcel at the corner of Pontiac Trail and Haggerty Road. The group does assisted living and memory care. They reviewed all available sites and this one was favorable. The Marketing Committee encouraged proceeding with obtaining a preliminary offer, plans and elevations. These will be brought back to the Board for review.
- Parcels D&E - Pulte is moving along and their roads are in. They just pulled their first permit for a basement. They are getting calls from potential buyers and have a waiting list of about 25 people, which would be a large part of the Phase A development.

- Parcel F - An offer is anticipated within about 30 days which would be for a medical office use proposal.
- Parcel G - Wyncliff continues to progress and they will be finalizing the project shortly.
- Parcel I - Nothing new to report.
- Parcel J - This site has the pipeline challenge and there have been a few inquiries.
- Parcel K - I've had discussions with the adjacent property owner and we will meet again in the fall.
- Parcel L - 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.

Director Stacey and Randy Thomas discussed Galbraith's commercial piece. Jim and Bruce will meet to address synergy of the developments so that the uses are harmonious. Discussion ensued regarding the timeline.

Brian Winkler inquired about the status of California Closet's interest in Parcel I with Randy Thomas. Randy had not spoken with them lately. The Marketing Committee thinks there may be higher uses for the parcel. It will probably be one of the latter pieces that gets sold due to the challenges.

Item 4: Director's Report

Director Stacey deferred to Attorney Rauch with regard to the DDA Secretary position.

Attorney Rauch stated that when Vanessa Magner resigned her position as Township Clerk, she also left her position as DDA Secretary. The Township Board appointed Melissa Creech as Township Clerk. At that time, Melissa was not in a position to assume the duties of the DDA Secretary. During a joint meeting of the DDA and the Township Board, Deborah Watson was appointed as Interim Secretary, to hold the position until Melissa could assume the role of Secretary.

Melissa is now prepared and a form of resolution has been provided to the DDA Board this afternoon.

MOTION by Lublin, supported by Smith, to approve the resolution to accept the resignation of Deborah Watson as Interim Secretary. **MOTION CARRIED UNANIMOUSLY**

MOTION by Lublin, supported by Smith, to approve the resolution to appoint Melissa Creech as the new DDA Secretary, effective immediately. **MOTION CARRIED UNANIMOUSLY**

Director Stacey proceeded with the Director's Report:

- **Updates on developers**
 - Randy's report covered most of the updates and we're seeing significant progress.
 - There have been a number of concerns regarding how the area looks while under construction; however, it is the middle of a construction zone. By this time next year, we will see major improvements.
 - Once Pulte and Granger have their front entries complete, and we get rid of the dirt and construction debris, Martin Parkway will start looking better.

David Smith discussed issues with lane closures not being properly posted.

- **MTT Judgments** - None.
- **HOA Items**
 - **Lighting** - CJs Lighting, Chris Niestroy, Shaw Electric, Keith Greene

- We received an update from our lighting vendor. The light pole order is still about 4 weeks out as the custom design matching took additional time.
- We do have the light poles for Pulte's entrance and those will be installed at the roundabout within a couple weeks.
- **Irrigation - Michigan Automatic Sprinkler, Mike Rennie**
 - In the packet is a copy of a bill that the HOA will be paying for a pump repair that happened almost immediately after last month's DDA meeting. The 20HP 460 volt variable frequency drive motor had gone bad and it was a \$4,175 repair. This is the second time it was replaced. We do have the sprinklers running again and there was no damage to the system. It was noted that the value of the entire motor is about \$50,000 and there is a shutoff in the system to protect it.
 - The sprinkler system is spring-fed. There is no well. Up until the recent heavy rains, the ponds had gone down significantly. The water level is probably the lowest I've seen it in 16 years. Glengary Creek is the outlet for that water system and that was dry for approximately 5 weeks.
 - The HOA may install wells in the future. We are not suggesting it but they will require a source of water.
- **Landscaping - United Lawnscape, Jim Parkinson**
 - United is working onsite weekly.
 - They treated the pathway system yesterday to eliminate weeds.

Item 5: Attorney's Report

DDA Attorney, Thomas Rauch, stated that things have been fairly quiet, other than the DDA Secretary resolution.

Item 6: Engineer's Report

Matt Schwanitz, Giffels Webster, reported that they have been working with Granger and Detroit Edison. Back in May, Granger requested service from Edison for their project. Mark was approached about that and Edison has now come up with a plan to serve them with a permanent underground circuit along Martin Parkway.

Two actions will be required at Granger's cost. First, an easement will be needed from the DDA on Parcel B1. Secondly, an easement will be necessary from the Township Board of Trustees for the portion that will traverse the Library property. We are putting together the final documents for that and meeting with Granger to prepare the easements.

Discussion ensued regarding details of the easements, the current service and where this new service will tie into, which is an overhead circuit that goes cross country from Pontiac Trail, at the Walmart entrance and over to the Library. David Smith found it surprising that the substation is so underrated that power is not available to service future developments. Matt Schwanitz clarified, that was a preliminary letter from Edison and it's not uncommon for them to talk about weaknesses in their circuit when they're talking to project developers and beginning financial discussions. They're not saying they can't serve Granger's build out. Director Stacey added that ultimately, there will be a solution on that.

Matt Schwanitz added that there will be a couple small upgrades at the substation for Granger. They're changing some switches and fusing at the transformer. Director Stacey stated that the easements will be brought back before the Board once complete.

Item 7: Planner's Report

Dave Campbell, Planning Director, stated that he recently had a tour of the Village of Rochester Hills, the Aikens development, with the City's Planning Director and Staff Planner. This was a helpful visit and meeting as Aikens is looking to do a very similar project here in Commerce. He

pointed out that he has good faith in the work Aikens does because the Village development has existed for about 15 years and it's still immaculate. They build a good product and maintain it.

The Township has been working with the MDOT on the pedestrian bridge over M5. Dave stated that he has been tasked with reaching out to design firms to review possibilities for enhancing the bridge design. This will be a landmark and a gateway into the community. MDOT understands that, but they're telling the Township that design changes would be on someone else's dime, as their budget is fixed.

Chairperson Gotts inquired about the timeline for implementation and construction. The Township's understanding is that MDOT has this budgeted for 2017 construction, so they hope to get it out to bids in January/February. Discussions ensued regarding the costs, budgeting, and upgrades to the architecture. The rendering presented by MDOT included cues off the stonework of the Martin Parkway bridge. Discussion continued regarding bridge designs and materials.

Vice Chairperson Lublin inquired about any updates from Beaumont. Dave Campbell replied that he did not receive any updates; however, Randy Thomas anticipated that they may still eventually develop in Commerce as they had not listed the parcel on the market.

Courtney Martin inquired about sidewalk and pathway connections with the MDOT bridge. Dave Campbell explained that there are no firm plans as of yet, but the Rails to Trails Committee is working on connections in their long-term plan. Challenges are presented by the giant roundabout.

Discussion segued into traffic at the roundabout. Director Stacey stated that the fencing at Pontiac Trail and Martin Parkway is a test by the RCOC. The fence forces motorists to stop and may reduce accidents. Crash data is being collected through November and if this helps the issues, a more permanent solution will be implemented. Lieutenant Servis of the OCSD will be attending the September DDA meeting and will provide preliminary data.

Item 8: Committee Reports

- A. Finance Committee – Director Stacey stated that he would hold off until Item 9, Budget.
- B. Public Relations Committee - Jose Mirkin stated that he is awaiting a reply from the DIA with regard to bringing the reproduction pieces inside the Library for an internal exhibition. They would also like to have an expert visit the Library to explain the pieces. The response has been delayed as the DIA representative is in Europe.
- C. Marketing Committee – David Smith stated that Randy had done a fine job in his presentation, and he discussed the meeting that he missed between Randy and the medical facility who is interested in Parcel F. David felt that that soon, the power situation should be reviewed as that's a serious concern.
Overall, he thinks that everyone needs to embrace the fact that the Township roads will need improvements; roundabouts, an extension of Union Lake Road, or something. Long distance forecasting needs to be done.

Item 9: Budget

Director Stacey provided a review of the 2016 budget. He addressed significant payments planned on the DDA bonds in November, the impact on cash flow, interim advances, consistent expenditures including administration, projected land sales and associated legal fees. The HOA

budget was also briefly addressed as to the necessary reserves to manage the private utilities and maintenance.

MOTION by Lublin, supported by Mirkin, to approve the 2016 Budget as presented.

MOTION CARRIED UNANIMOUSLY

Item 10: Approval of Warrants, Add-ons, and 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 meeting of the DDA is Tuesday, September 20, 2016 at 12:00pm.**

Item 12: Adjournment

MOTION by Mirkin, seconded by Lublin, to adjourn at 12:51pm.

MOTION CARRIED UNANIMOUSLY



Melissa Creech
DDA Secretary

Vendor Code	Vendor Name	Inv. Date	Invoice	Description	Amount
ADKISON	ADKISON, NEED & ALLEN	07/31/2016	7312016 1M	PROFESSIONAL SERVICES FOR JULY 2016	540.50
TOTAL FOR: ADKISON, NEED & ALLEN					540.50
WATSON	DEBORAH WATSON	08/09/2016	2016 JULY/AUG	DDA ASSISTANT HOURS 7/14 - 8/9/16	710.00
TOTAL FOR: DEBORAH WATSON					710.00
GIFFELS	GIFFELS-WEBSTER ENGINEERS	07/18/2016	111710	DUE DILIGENCE	1,768.75
TOTAL FOR: GIFFELS-WEBSTER ENGINEERS					1,768.75
KEMP	KEMP, KLEIN, UMPHREY & ENDLEMAN, PC	08/03/2016	179042	PROFESSIONAL SERVICES THROUGH JULY 31, 2016	10,495.73
TOTAL FOR: KEMP, KLEIN, UMPHREY & ENDLEMAN, PC					10,495.73
STACEYMARK	MARK STACEY	08/09/2016	0714-0809-2016	DDA DIRECTOR 7/14 - 8/9/16	3,750.00
TOTAL FOR: MARK STACEY					3,750.00
TOTAL - ALL VENDORS					17,264.98
FUND TOTALS:					
Fund 499 - CAPITAL PROJECTS - DDA					17,264.98

INVOICE ENTRY DATES 08/16/2016 - 08/16/2016
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: DDA
DDA ADD-ON WARRANT REPORT FOR BOARD APPROVAL
TUESDAY, AUGUST 16, 2016

Vendor Code Inv. Date	Vendor Name Invoice	Description	Amount
DTE	DETROIT EDISON		
08/11/2016	188509700194 9/02 2660	OAKLEY PARK	66.21
08/11/2016	188509700202 0902 3106	MARTIN PARKWAY	34.53
08/11/2016	188509700210 09/0 2581	LIBRARY DR.	420.99
08/11/2016	188509700228 9/02 2579	LIBRARY DR.	56.77
08/11/2016	351202000078 09/0 3497	E. W. MAPLE	40.44
TOTAL FOR: DETROIT EDISON			618.94
OFFEXPRESS	OFFICE EXPRESS		
08/09/2016	229688-0	PAPER AND CLIP BINDERS	26.96
TOTAL FOR: OFFICE EXPRESS			26.96

TOTAL - ALL VENDORS 645.90

FUND TOTALS:

Fund 499 - CAPITAL PROJECTS - DDA 645.90