

**CHARTER TOWNSHIP OF COMMERCE  
DOWNTOWN DEVELOPMENT AUTHORITY  
SPECIAL MEETING  
Wednesday, August 27, 2014  
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 12:02 p.m.

**Downtown Development Authority:**

**Present:** Kathleen Jackson, Director  
James Gotts, Chairperson  
Dan Lublin, Vice Chairperson  
Brian Winkler, Member  
Tim Hoy, Member  
David Smith, Member  
Jose Mirkin, Member  
Thomas Zoner, Supervisor

**Absent:** Susan Spelker, Member  
Mark Stacey, Member

**Also Present:** Thomas Rauch, DDA Attorney  
Vanessa Magner, DDA Secretary  
Susan Gross, DDA Treasurer  
Matt Schwanitz, Giffels-Webster Engineer  
Randy Thomas – Insite Commercial  
Terry Carroll – Community Development Director

**Item 1: Public Comments**

**NONE**

**Item 2: Granger Purchase Agreement**

Thomas Rauch handed out the proposed Purchase Agreement with Granger Acquisition, LLC. The buyer is proposing to purchase a portion of Unit 4 of the Condominium, approximately 15.62 acres. Timing is of an issue due to the type of purchase. The buyer will need to close in late November/early December.

Randy Thomas introduced John Goodwin as the Broker for the Buyer. Thomas explained the buyer has accepted the DDA's counter offer of 3 million for the property. They will have a 120 day due diligence period with a provision allowing for 3 – 60 day extension periods. There will be a cost of \$25,000 per extension. Thomas worked with members from the Township and DDA to create a timeline to allow the buyer to close in a timely manner.

Daniel Lublin asked if the purchase agreement is complete or if additional work needs to be done.

Thomas Rauch explained it is completed and the buyer has already signed the purchase agreement.

David Smith asked if the DDA will have to amend the Master Deed.

Thomas Rauch said the Master Deed will need to be amended because the DDA is creating a new parcel.

Susan Gross asked if we are taking into consideration the pathway issues that were addressed during our most recent closing and addressing the issues ahead of time with this buyer.

Thomas Rauch said there is no proposal regarding the pathways in the purchase agreement.

Director Jackson said the buyer is aware of the Article 7 in the Master Deed and the requirement of sidewalks along Martin Parkway and throughout the development.

Thomas Rauch explained the Commerce Township Place Association will prepare a quarterly budget and current property owners will be assessed their proportionate share.

**MOTION** by Lublin, second by Mirkin, to approve the Purchase Agreement with Granger Acquisition, LLC as presented. **MOTION CARRIED UNANIMOUSLY**

### **Item 3: United Lawnscape Proposal**

Director Jackson explained at the August 19, 2014 Regular DDA meeting, she mistakenly stated that work to remove dead trees and guying material would be \$3,800 and the correct amount for the work is \$7,800.

Susan Gross asked if this would be paid by the association.

Thomas Rauch said it could be paid out of the association funds if it is in the common area.

James Gotts would like to see a report from our landscaping company explaining the causes that created all these issues.

**MOTION** by Lublin, second by Winkler, to approve the correct proposal from United Lawnscape for the removal of guying material, dead trees, stumps and pruning of 23 trees not to exceed \$7,800.00

David Smith mentioned the need to ensure the bills for the landscape are paid through the association and not the DDA fund.

**MOTION** by Smith, second by Mirkin to allow the DDA Director and DDA Treasurer allocate money from the DDA fund to the Association for the purpose of landscaping in the common areas within the project area. **MOTION CARRIED UNANIMOUSLY**

### **Item 4: Administrative Assistant Position**

Director Jackson informed the DDA members she will be recommending Deborah Watson as the Administrative Assistant position. Deborah Watson is currently the recording secretary for the some of the townships boards and commissions, including the Planning Commission. She believes Deborah would be a great fit and is very much needed to help with the administrative duties. Jackson has estimated the cost not to exceed \$2,700 for the balance of this year. Director Jackson will put together a contract for the Administrative Assistant.

Susan Gross asked if there was a job description for this job.

Director Jackson stated she currently does not have a job description but will put a job description together.

David Smith mentioned he believes this position is necessary but asked if the DDA has the money for an administrative assistant.

Director Jackson said a budget amendment might be needed in the amount of \$2,000 that will need to be approved by the DDA and Township Board.

David Smith asked if the \$100,000 yearly amount paid to the township pay for any administrative work.

Thomas Zoner stated the \$100,000 pays the rent, utilities, and some services but it does not cover an assistant. We will not need to amend the budget if we do not use all the money budgeted for the director's salary.

Tim Hoy asked if this position would be a permanent or temporary.

Director Jackson explained she would expect to keep this position at least for 12 months but would like review it during budget time.


**MOTION** by Mirkin, second by Lublin, to allow the DDA Director to move forward with the administrative assistant position and direct DDA Director to prepare the contract and job description. **MOTION CARRIED UNANIMOUSLY**

**Item 5: Other Matters**

Director Jackson added Thomas Rauch has accepted the infamous Ice Bucket Challenge for ALS awareness in memory of his son that passed away from ALS. The challenge will take place at the next DDA meeting on Tuesday, September 16.

**MOTION** by Smith, second by Mirkin, to adjourn the meeting at 12:42 pm.

**MOTION CARRIED UNANIMOUSLY**



**Vanessa Wagner, Clerk**  
**DDA Secretary**