

**Final**  
**CHARTER TOWNSHIP OF COMMERCE**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Tuesday, December 19, 2023**  
**Commerce Township Hall**  
**2009 Township Drive**  
**Commerce Township, MI 48390**

**CALL TO ORDER:** The Meeting was called to order by Chairperson Gotts at 12:20pm.

**Downtown Development Authority:**

**Present:** Debbie Watson, DDA Director  
James Gotts, Chairperson  
Steve Matta, Vice Chairperson  
Larry Gray, Township Supervisor  
David Smith, Member  
Brian Winkler, Member  
Derek Tuck, Member  
Tim Hoy, Member  
Robert Sackleh, Member

**Absent:** Jose Mirkin, Member (excused)  
Melissa Creech, DDA Secretary

**Also Present:** Molly Phillips, DDA Treasurer  
Sandy Allard, DDA Assistant  
Dave Campbell, Township Planning Director  
Matt Schwanitz, Giffels-Webster, DDA Engineer  
Jason Mayer, Giffels-Webster, Township Engineer  
Lt. Wendy Reyes, OCSO Substation Commander  
Jim Dundas, Fire Chief  
Chris Martella, Dawda Mann, DDA Attorney  
Mayme D'Alessandro, Dawda Mann, DDA Paralegal  
Mark Rousseaux, Bob Rousseaux's Excavating, Contractor  
Patricia Gotts  
Randy Thomas, Insite Commercial (*gave report by phone*)

Chairperson Gotts and Director Watson thanked Helen and Gary's catering for the Holiday lunch buffet.

**Item 1A: Approval of Minutes**

**MOTION** by Matta, seconded by Hoy, to approve the DDA Regular Meeting Minutes of November 14, 2023, as presented. **MOTION CARRIED UNANIMOUSLY**

**Item 1B: Welcome Robert Sackleh to the DDA Board**

Chairperson Gotts welcomed Bob Sackleh to the DDA Board.

Director Watson – For those of you who don't know, Bob also sits on the Commerce Township Board of Review. He has financial awareness of TIF and DDA tax capture, and how we function here. Bob, I think you have a unique perspective. Could you tell us a little more about your background and introduce yourself?

Bob Sackleh – If you're willing to listen, I'm always willing to talk. As Deb was saying, my background is in finance, but in industry. I never did governmental finance or anything like that. I retired a couple years ago and I've been finding things to keep me busy. I'm the Treasurer for Missing in Michigan. I'm on the Board of Review. My wife found that for me and I think she was trying to tell me something. I found this one all on my own. I do look at things through financial lenses. That's my profession and I've done it my whole career. I'm hoping I can lend some usefulness to the Board.

Director Watson – I did mention in our interview that you're replacing Susan Spelker and she was our Finance Chairperson, so we will be looking at you for that role. We don't have to do that today, but we will talk about it soon. Thank you.

Chairperson Gotts – Thanks again, Bob.

## **Item 2: Public Comments**

None.

## **Item 3: OCSO Update**

Lt. Reyes, OCSO Substation Commander – We are looking forward to moving into the new building, which is kiddie corner to this building, across the parking lot. Everything is nearly done; we're just waiting on a transfer switch and a few other things, but it's looking great. One day we could do a tour after we get done if anybody is interested. We're looking at mid-January to get it finalized and get moved in. We're excited about that.

Deb and I were talking about how great we were doing with accidents and we jinxed ourselves. We've now had three accidents with property damages. Although we have accidents at the roundabouts, they're not like we used to have when we had main intersections where they were fatal accidents. We will just have to keep trying to slow them down so they don't run over trees and light poles.

## **Item 4: DDA Informational Meeting**

Director Watson – We have Randy Thomas on the line to provide his report.

### **A. Insite Commercial Report**

Randy Thomas –

- Parcels A&H – Shapiro's Barrington development; Nothing new to report.
- Parcel B1, Phase I – Aikens, 5 & Main;
  - Bruce reported back and he also reported to the Township Board last week that the ICSC went very well, and it never has had any issues. It has always been good real estate, but I think from a confidence level, he has reached a new peak, and that is good for financing. For any financing today, you have to reach a threshold of pre-leasing with any lender of about 75%. Bruce has stated that he is there. That doesn't by any means indicate that he has approvals for financing, but it is a big threshold from his perspective on next steps.
  - He is slated to close with Continental sometime in February or March regarding the multi-family component of the project. Once that happens, the intention of Continental is to be onsite shortly thereafter to get the utilities, water, sewer and storm lines going in throughout the whole project.
  - In the latter part of 2024, you should see Continental going vertical with the multi-family.

- Bruce then should be in position to follow-up in 2025. I don't know his exact intentions, but he has talked about a phase with construction starting earlier than that, and that would be some of the outlots running along Pontiac Trail by the entrance with the new traffic signal.
- I know we will have Bruce come back and give us a report. Deb, I don't know the date, but I sit down with Bruce from time to time. Our last conversation was very upbeat and it looks like these next steps are going to come to fruition.
- Parcel B1, Phase II – Aikens, 5 & Main; This is where Bruce has the 0.44-acre parcel under contract with the DDA. I can let Chris give those details, but there was a request for an extension as his due diligence ends in January. He requested a 90-day extension. After internal discussion, we felt 60 days was more appropriate, and to tie in his closing with that 0.44-acre parcel consistent with the closing with Continental; on or before that happens.
- Parcel B2 – Avalon; Nothing new to report.
- Parcel C – The hard corner of Pontiac Trail and Haggerty Road; Lafontaine Automotive Group (LAG) – Nothing new to report.
- Parcels D&E – Pulte, Merrill Park; Nothing new to report.
- Parcel F – The 3.9 acres in front of the Township Hall; I did get an inquiry on the parcel this past week. I don't think it is going to result in anything, so nothing significant to report.
- Parcel G – Wyncliff; Nothing new to report.
- Parcel I – Gilden Woods; North of the Township Hall, Nothing new to report.
- Parcel J1 – 2.38 acres on the hard corner of Oakley Park and Haggerty;
  - We have the purchase agreement at full price.
  - The proposed development is two 5,000 square foot buildings, each with its own drive-through.
  - The potential buyer met with Dave Campbell, and the proposal was conceptually reviewed by the Planning Commission in November. I would say the feedback was positive in looking at the potential for two drive-throughs. The plan needs a lot of work, but conceptually it could move to the next step.
  - They did send us back their comments to the purchase agreement last week. Chris can give you an update in his report on where we're at.
- Parcel J2 – Public Storage; Nothing to report.
- Parcel K – The orphan piece; The Space Shop; Nothing to report.
- Parcel L – 1.8 acres on Haggerty Road; Guidepost Montessori; Nothing new to report.
- Parcel M&N – These are the last two parcels to report on. These are the remaining parcels in 5 & Main. Parcel M is on Pontiac Trail at Walnut Lake, and Parcel N is an outlot on Phase II along Martin Parkway.

I was talking to a group regarding Parcel M. They were looking at doing a mixed use with office and retail. Since then, they have been looking at another piece, but it is in the Township.

That sums up the report, with the exception of updates that Dave and/or Chris may have.

Chairperson Gotts – Thank you.

Director Watson – Are there any questions for Randy at this time? Seeing none, Randy, I think we're all set. We will move on to the rest of the Informational Meeting and then to the Attorney's report. If we have anything else, I will give you a call back. Thank you so much.

Randy Thomas – Sounds great. Everybody have a nice holiday and we will see you in January.

B. Asset & Liability Report

Director Watson – Unless there are any questions or comments on the figures, I think we can move on. Molly, did you have any comments, or Bob, any questions?

David Smith – Is that going to be our new interest rate when we borrow from the Township?

Director Watson – We will come to that under Item 9 regarding the budgets. We can address that under Finance Committee.

C. Q&A

None. Chairperson Gotts noted that no members of the public were present.

**Item 5: Attorney's Report** – Extension Request 0.44-acre Parcel, Commerce Downtown LLC II  
Attorney Martella – We have a couple of things. Randy touched upon the request from Bruce for a 90-day extension. After internal discussion with Deb and Randy, and understanding that Continental is on par to close at the end of February, our feeling was that 60 days would be the absolute most we would be willing to do for an extension. Continental is conducting their due diligence and they are claiming that the timing between site plan review and the necessary approvals are taking longer.

A 60-day extension will push them out to March, which would give them time to close. The extension would of course be contingent on two things. One, it's a time period, 60 days, or two, the closing with Continental. This will align with Continental's purchase and they are moving through the process well. Dave, is that feasible according to your timetables?

Dave Campbell – I think it is. They have site plan approval from the Planning Commission, so they are done going to public meetings. They are now working with Jason Mayer, who happens to be joining us this afternoon, to get their civil engineering approved, and getting to the County and State for their water and sewer permits. So yes, they are very actively working through the process. They are on the phone with us almost daily coordinating efforts.

Attorney Martella – Thank you. That's good to know. So, on that note, I'm bringing word to the Board. It is not something that has to be voted on because you have previously given the authority that we can continue to negotiate this. I do want to hear an opinion of the Board regarding the 60-day extension. I would assume everyone would say no to 90 days.

David Smith – What's in it for us? Is there any advantage?

Director Watson – I think the end result, knowing that Continental can move forward.

Attorney Martella – Really, the end result.

David Smith – Is it advantageous for us to give a deadline before the closing with Continental?

Director Watson – Bruce stated that he anticipates closing on the same day with Continental and the DDA.

Attorney Martella – Either the same day, or the day before with us. He needs that property for the project. Continental needs that 0.44-acre, otherwise ...

Director Watson – Otherwise they would lose a building, wouldn't they, Dave?

Dave Campbell – Yes, they would not be able to access the property. They need that half acre for their driveway circulation and a portion of parking. If they didn't have it, it would throw off their layout and they would probably lose a building because of it, which they obviously can't do.

Attorney Martella – It's my understanding that, without the 0.44-acre parcel, Continental would not work, and the deal would drop.

Discussion continued regarding details of the 5 & Main project, the timetable for closing with Continental, closing simultaneously on the 0.44-acre parcel, the extension request, the option to purchase Unit 14/Phase II, and any additional funds. The Board members did not have issues with a 60-day extension.

Vice Chairperson Matta – I would think 60 days, or the closing with Continental, whichever is sooner; that would be the way to word it. I would propose a motion to approve that if that's what you need.

Attorney Martella – I really don't need a motion. I just needed to hear it from the Board. We have the authority to negotiate. So, that's where we are on that issue.

Bob Sackleh – I'm new, so this might be a bad question, but how firm is this deal with Continental? What if something goes sideways with them?

Attorney Martella – So, if Continental walks away for some reason, Bruce's purchase of the 0.44-acre parcel, which is part of Phase II, our purchase agreement with Bruce for the 0.44-acre disappears. It terminates.

Engineer Schwanitz identified the parcels on the map.

Attorney Martella – So, in the event something goes sideways with Continental and they terminate, which they are still entitled to do, then our 0.44-acre drops, but Bruce still has the option to purchase all of it. This was a concession for him, for the Continental deal. In addition, he has picked up the bill for the legal and professional fees involved with the lot split because it wasn't necessary.

Director Watson – Yes, he could just accelerate his purchase of Phase II. I would add, and Dave might agree with me, that Continental has been driven, motivated and committed.

Discussion continued regarding Continental's promising potential to purchase and develop.

Attorney Martella – The other thing brought up was Parcel J1, the hard corner of Haggerty and Oakley Park with the proposal for two buildings, each with a drive-through. The purchase agreement came back last week with some redlines from their attorney. My largest concern on that is, they have asked for some warranties that the DDA cannot give. I've already pushed back saying there are no warranties. They had some other comments and they did add another individual to the purchase agreement, which is one of their partners. They have the right to

assign it to an entity and add a person if they want, as part of the entity. No other major changes have been made. Their last concern about the PA was their ability to change their type of development, provided that it did not adversely affect the DDA or Commerce Township. I already pushed back on that. I called their counsel and explained, you have proposed this and we have gone through what you can and cannot put there. You've submitted a concept plan.

Engineer Schwanitz – They wanted that from Commerce Township or the DDA?

Attorney Martella – They wanted that from the DDA. Not ours to comment on.

Engineer Schwanitz – Right, that's not our approval.

Attorney Martella – Buyers don't always understand that the DDA and the Township are two different entities.

Director Watson – That purchase agreement explicitly states that you cannot have a gas station that sells liquor on that site.

Discussion continued regarding potential uses and prohibited uses for Parcel J1, site plan review, site access and circulation, the due diligence period and the gas main easement on the property.

Attorney Martella – We will continue to negotiate that. We've already approved the basic terms of the PA. Beyond what I've talked about, there have been no material changes. We will have more to report back to you next month, and I assume we will be close to execution by then. Also included in the documents I sent to you on Friday were two amendments to the Administrative Contracts. Those are just extensions with adjustments for the 2024 budget. If you have any questions, please feel free.

Director Watson – I put the contracts under Item 11. They are there because we have to approve the budget first under Item 9. Once that's approved, then we can approve the contracts.

#### **Item 6: Director's Report –**

Director Watson – Everything is in my written report that was included in your packet, but I do want to thank Chris and Matt, Dawda Mann and Giffels Webster, for your contributions to our luncheon today.

Director Watson reviewed highlights and updates to the written report submitted in the Board's packet, which is included here in its entirety.

#### **I. *Updates on Developments – Please refer to the Insite Report and the Planning Director's Report for additional information.***

- *Aikens/5 & Main –*
  - *An extension has been requested regarding the .44-acre parcel; a request driven by Continental as they are working on acquiring their permits. It is anticipated that closing could take place in February 2024.*
  - *Bruce Aikens was on the December 12<sup>th</sup> Township Board agenda to provide an update after attending the New York ICSC December 7<sup>th</sup>-8<sup>th</sup>.*
- *Merrill Park – Their Christmas lights along the Parkway look beautiful.*
- *The Avalon of Commerce Twp – Tashe Beard is the new Executive Director at Avalon. Our meeting had to be rescheduled, but we are corresponding regarding CTP matters.*

- *Shapiro/Barrington – Nothing new to report.*
- *Wyncliff – Nothing new to report.*
- *Public Storage – Nothing new to report.*
- *The Space Shop, Self-Storage – Nothing new to report.*
- *Parcel L, Higher Ground, Guidepost Montessori – Nothing new to report.*
- *Parcel C / Unit 3 – Lafontaine Automotive Group Dealership (LAG) – Construction is expected to begin in Spring 2024.*
- *Parcel F / Unit 7, in front of the Township Hall – Nothing new to report.*
- *Parcel J1, Haggerty & Oakley Park – The PA has been under review by the buyer and his counsel. Their conceptual proposal was discussed with the Planning Commission on November 6<sup>th</sup>, and they received feedback in the meeting minutes. They responded to the PA with a few comments on December 11<sup>th</sup>.*
- *Parcels M & N – We have organized due diligence files in preparation for marketing of these outlots as things progress at 5 & Main.*

## II. **MTT Judgments –**

Director Watson – We reviewed an MTT case recently. Molly, is that something we can discuss right now, or is the judgment still pending?

Treasurer Phillips – It's still pending. They've started negotiations on it with an inquiry that they sent initially to Township Attorney, John Kummer. It did end up on our MTT docket and there have been a flurry of emails back and forth between Oakland County Equalization and our Assessor, Mike Lewalski, and John. The problem is that when the deed was filed, when the First & Main property was purchased, they filed it with "purchase price documentation otherwise provided", so there's no way to figure out the price.

Director Watson – So it is confidential, what they paid for it. That's interesting.

Treasurer Phillips – I can't find it anywhere. There's no dollar value on the mortgage, because it's a leased mortgage that they signed to get financing. When they amended the leased mortgage, they included five other entities which are all of the other Avalon's, which used to be First & Main's. The whole mortgage is \$190 million for five or six properties.

Director Watson – It looks like we are leaning toward settling that?

Treasurer Phillips – Not anywhere near what they're asking for.

Director Watson – So they can still dispute it?

Treasurer Phillips – What they're asking for is not much more than what the property was initially purchased for when it was just dirt.

Director Watson – Right, just the land, not the building at all. All right, so more to come on MTT judgments in the next couple of months.

Treasurer Phillips – They stated they're only 70% full, which seems to be pretty darn good.

Director Watson – It is. I'm surprised, and I think it's great.

Treasurer Phillips – Others in the area are less than 50% full.

Discussion continued regarding the transfer of First & Main locations to Avalon, along with the status of senior facilities throughout the County.

**III. Commerce Towne Place HOA Items –**

- A. **Budget** – *The 2024 budget and consent actions have been emailed to the Directors.*
- B. **Dues** – *Q4 remains to be paid by Merrill Park; all others are current.*
- C. **Tax Forms & Reports** – *Nothing new to report.*
- D. **Lighting/Electrical – Shaw Elec., Eric Peterson, Adam Dornton**
  - *Shaw will be scheduling an inspection of the system, along with bi-annual maintenance on the control panels.*
  - *Our lighting inventory is verified and sufficient.*
  - *Light poles were decorated for the holidays at the Township and Barrington roundabouts, along with the rails on the Martin Parkway bridge. We hope to add a little more to the project each year.*
  - *I await a cost estimate and details from DTE regarding their potential acquisition of our lighting system as part of their Community Lighting program. They anticipated having their proposal complete by the end of November.*

Discussions took place regarding details of the recent car accidents along Martin Parkway and the claims process.

**E. Landscaping & Maintenance – United Lawnscape, Angela Munroe; Bob Rousseaux's Excavating, Mark Rousseaux**

- *Fall fertilization and spraying was done on the Martin Parkway trees last week, which I'm told also helps to protect them from salt damage.*
- *We had an accident at the Pontiac Trail roundabout on November 19<sup>th</sup>. The driver drove through the roundabout, destroying landscaping and uprooting a tree. We are working on the insurance claim. I suppose it's that time of year again.*
- *I asked Mark Rousseaux to inspect the stonework on the Martin Parkway bridge retaining wall to determine any necessary maintenance.*
- *United recently replaced a few shrubs that had not done well this year. Angela and I will review plantings and trees again in the spring to see if anything needs replacing under our 1-year warranty. We will also discuss additional plantings next year.*
- *As I was writing this report, I was informed of another accident today. The driver took out a large tree in the Barrington roundabout, left yet another path of devastation, and then apparently fled the scene.*

**F. Irrigation – Michigan Automatic Sprinkler, Mike Rennie**

- *The system was winterized at the end of October.*

**IV. Other –**

- *We are excited to welcome to Bob Sackleh, our newest DDA Board Member. His first DDA meeting will be December 19<sup>th</sup>. Bob has a strong financial background and is also a member of the Board of Review.*
- *The 13<sup>th</sup> annual Outrun Hunger 5K event was held on Saturday, November 11, 2023.*
  - *They raised \$32,698 to support Open Door & Hospitality House.*
  - *They provided 726 families with a holiday meal.*
  - *There were 381 registered runners/walkers.*



- *In addition, there were 55 volunteers, 88 donors, and 23 sponsors.*
- *It was another amazing and successful event.*
- *The DDA Board is going electronic with our agendas this month. We have a few tablets and other members will bring their own device to meetings.*
- *Our 2024 budget was presented to the Township Board on November 7<sup>th</sup>. We made a couple minor adjustments. We anticipate approval by the Township Board on December 12<sup>th</sup>, and it is on our December DDA Agenda, along with any 2023 amendments.*
- *Thank you to Jose Mirkin, Public Relations Chairperson, for organizing the DIA event at the Township Library on November 7<sup>th</sup>. A docent lectured on the eight high-quality reproductions that were exhibited throughout the Township as part of the DIA's Inside/Out Program. It was an educational and fun experience. We look forward to future engagement with the DIA.*
- *Our next DDA meeting is January 16<sup>th</sup>.*
- *Merry Christmas & Happy New Year!*

### **Township Board Report – Supervisor Gray**

- We had our Township Board meeting last Tuesday.
- We appointed Bob to the DDA Board to replace Susan.
- We approved our 2024 budget, which included pay raises for all of the employees.
- We successfully negotiated contracts with our AFSCME employees and our IAFF.
- We approved the 2024 meeting dates and holidays, along with the 2023 budget amendments. We did add one additional holiday for 2024, through negotiations with AFSCME, which is Columbus Day, so we will be closed Columbus Day.
- We approved Knowbe4 software for IT and HR, so Ben and Katelyn will be able to send emails out to our employees to make sure they're only opening proper types of emails, and to allow administration of compliance training for all Township employees.
- We approved some really nice furniture for the Township Library. For you folks who go to the Library, through the center we have some older tables. We are buying pods for there, as well as some additional shelves for books.
- The Open Space millage will be placed on the August 2024 ballot. That's .3662, which is actually less than it was previously. It was 4 out of 6 in favor of the motion to put it on August. Two of the Board members thought it should be put on November.

Treasurer Phillips – Because more people vote in November.

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

Engineer Schwanitz – It has been quiet since Thanksgiving. Jason has been reviewing a few plans, but there have been no tasks.

### **Item 8: Planning Director's Report**

Dave Campbell, Township Planning Director, shared the following with the Board members:

- I think we've covered where Continental Properties are at with the 5 & Main project and where they stand with their portion.
- The Regal Theater, the former United Artists; I don't know that it's formally listed for sale, but the word is out that it will be. We have had some calls from national developers who are interested in that property, and of course, they want to build more apartments. I made it clear to them that it's going to be a challenging ask for both the Planning Commission and the Township Board. That's a property within the DDA and it will be in play one way or another in the near future.

- The other one that I've been talking with Randy about, because he is listing the property, is on the south side of Pontiac Trail, next door to Sonic, across the street from Walmart. There are two houses there that have been for sale for a while. The developer wants to take out both of those houses and replace them with a Taco Bell. We have been talking with their engineer about how they're going to lay it out. They would like to be at the Planning Commission's January 8<sup>th</sup> meeting with a concept plan. They have the zoning they need, which is B-2 and allows for drive-through restaurants.
- Other than that, I can answer any questions you might have.

David Smith – I take it the Campbell bridge is all lit up.

Dave Campbell – It was this morning. We did a Hanukkah theme during those eight nights, and as of this morning, we started with the Christmas theme.

Tim Hoy – I have one question in terms of accidents. Someone came down and blew out my fence. Does that fence belong to Michigan or to me?

Dave Campbell – If we're talking about the fence that runs along M-5, that belongs to MDOT.

Discussion continued regarding reporting the accident and property damages, along with divided responsibility and ownership by MDOT and the RCOC at the Pontiac Trail roundabout.

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

##### **A. Finance Committee –**

- 1) 2023 DDA Budget Amendments
- 2) 2024 DDA Budget Final

Director Watson – Although we do not have a Finance Chairperson, I will quickly run through a few changes between the 2023 approved budget and the proposed amended. I would note that the significant item is the change in the accounting for Proceeds from Sale of Property. We had originally projected \$2.65 million which was the sale of Parcel C to Lafontaine. The auditor changed the accounting method so you will only see \$845,000 there. That coincides with the expenditure Property Disposition Costs. We originally had that at \$2,067,000. It is now only \$258,000. Those figures balance out with each other, but I think it's confusing for me when I look at a 5-year budget, it's going to be different in that year when compared to others.

Bob Sackleh – Is the accounting change to spread that \$2.7 out?

Treasurer Phillips – Back when I became a CPA, you reported gross of everything, your sales price and your disposition costs. The auditors in their infinite wisdom decided that when we take the value of the property that was purchased out of fixed assets, the balance sheet, instead of moving it to the costs of the disposition, we're netting it with the proceeds. I don't know why. I argued with them last year about it. They said it was new guidance. It's not a GASB, but they said that's the way we have to do it now. I verified it with them again and they said, yes, please, make a balance sheet entry only.

Bob Sackleh – So they're just netting it out on the balance sheet.

Treasurer Phillips – Yes, so as much as the GASB pronouncements want you to bump up both sides of the balance sheet to report nonsense, now they're not really reporting the revenue and expenditures where they should be.

Bob Sackleh – Yes, I mean it all nets out, but it's where you see it.

Treasurer Phillips – It nets out, but it makes it very unclear. I'm waiting for them to come back and say, no, it changed again.

David Smith – Where do you put the expenses?

Treasurer Phillips – The other expenses are all down below; the legal, title and closing, but my contention is the cost of the land. When we take it out of the balance sheet, it should be in the costs, and they said no, you need to net it with the gross proceeds. I think that's just a government accounting thing.

Director Watson – The other significant changes are interest related, which I will also let Molly elaborate on. We have a rate of 5.5% in the Michigan Class right now, which is where the Township would have their money invested if they weren't loaning it to the DDA. Therefore, the DDA pays the going rate of interest to the Township. What we had originally projected was \$275,000 in interest for the Township advances for 2023, and instead, we're looking at \$700,000. In addition, I'm looking at the interest payments and there's still another \$200,000 there?

Treasurer Phillips – Well, here's another GASB from the auditors. We've paid all the interest we're going to pay for the year, but there is a year-end accrual for the amount that's due from our last payment. It will be from October 1<sup>st</sup> through December, so it will be 3 of the 6 months of interest. That entry has not yet been made. That will increase our interest expense but it's not a cash-out cost, so we pay it on April 1<sup>st</sup>. The other thing is that there are bond premiums and bond discounts that we issued with the new refinanced DDA debt. Those amortizations go into there also. So, it's not truly cash out, plus and minus the accruals like it used to be. There are other things going on there.

Director Watson – Yes, the interest is not cash out and we've noted that in the footnotes. Also, if you look at the 2024 budget, that is the scary line. We're looking at line item 992 for 2024 proposed, \$1.4 million in interest on our Township advances. That's significant.

Treasurer Phillips – But the good news is that the DDA is making 5.5% interest on whatever they're sitting on.

Discussion continued regarding interest rates at PNC, the Oakland County Investment Pool, and Michigan Class.

Director Watson – So, we do need to consider a motion for the 2023 DDA budget amendments, and also for the 2024 DDA budget final.

**MOTION** by Matta, supported by Smith, to approve the 2023 DDA Budget Amendments, and the 2024 DDA Budget, as presented.

**MOTION CARRIED UNANIMOUSLY**

Treasurer Phillips – Bob, if you ever want to come in and go over the debt schedules or anything like that, I would be happy to walk you through what I know.

Bob Sackleh – I would like to do that. I don't want to turn this into an accounting class. Let's set up a time to talk.

- B. Public Relations Committee – Director Watson – Jose did let me know that he had an appointment. He was unsure if he would make the meeting. We will get his report next month.
- C. Marketing Committee – David Smith – Everyone stole my thunder.

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

**MOTION** by Matta, seconded by Hoy, to approve the Warrants and/or Carryovers, Add-ons and the Revenue & Expenditure Report. **MOTION CARRIED UNANIMOUSLY**

**Item 11: Other Matters**

A) Administrative Contracts

Director Watson – Unless anyone has questions regarding the contracts, we will take a motion to move forward, now that the budget has been approved.

**MOTION** by Hoy, seconded by Matta, to approve the Administrative Contracts as presented. **MOTION CARRIED UNANIMOUSLY**

- B) New CTP Map – Director Watson – Also in your packet was a new Commerce Towne Place map, which is also displayed on the easel. In addition, Randy modified that map slightly for property sales being promoted by Insite. Thank you to Giffels for the revision. It is very helpful and shows 10 years of progress.

- C) Outrun Hunger Letter – Director Watson – I just wanted to share the letter regarding the successful event they had.

**The next regularly scheduled DDA meeting is Tuesday, January 16, 2024, at 12:00pm.**

**Item 12: Adjournment – Happy Holidays!**

**MOTION** by Matta, seconded by Hoy, to adjourn the meeting at 1:15pm.

**MOTION CARRIED UNANIMOUSLY**



Melissa Creech  
DDA Secretary

**INVOICE APPROVAL (BY INVOICE) FOR COMMERCE CHARTER TOWNSHIP**

EXP CHECK RUN DATES 12/19/2023 - 12/19/2023

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: DDA

Invoice Number	Bank Account	Description	Amount
<b>DAWDA DAWDA MANN COUNSELORS AT LAW</b> 590706	DDA	PROFESSIONAL SERVICES THROUGH 11/30/23	430.00
Total For: DAWDA MANN COUNSELORS AT LAW			<u>430.00</u>
<b>WATSON DEBORAH WATSON</b> NOV/DEC 2023	DDA	DDA DIRECTOR 11/08/23 - 12/13/23	6,240.00
Total For: DEBORAH WATSON			<u>6,240.00</u>
<b>SANDYB SANDY ALLARD</b> NOV/DEC 2023	DDA	DDA ASSISTANT 11-08-23 THROUGH 12-13-23	968.50
Total For: SANDY ALLARD			<u>968.50</u>
Report Total:			<u>7,638.50</u>