

Final
CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, September 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 12:02pm.

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
Susan Spelker, Member

Absent: Jose Mirkin, Member (excused)
Tim Hoy, Member (excused)
Lt. Wendy Reyes, OCSO Substation Commander

Also Present: Melissa Creech, DDA Secretary
Molly Phillips, DDA Treasurer
Sandy Allard, DDA Assistant
Dave Campbell, Township Planning Director
Randy Thomas, Insite Commercial
Matt Schwanitz, Giffels-Webster, DDA Engineer
Chris Martella, Dawda Mann, DDA Attorney

Item 1: Approval of Minutes

MOTION by Spelker, seconded by Winkler, to approve the DDA Regular Meeting Minutes of August 15, 2023, as presented. **MOTION CARRIED UNANIMOUSLY**

Item 2: Public Comments

Ray Golota, 1595 Vanstone Dr, Commerce Township – When are the Costco gas pumps coming?

Dave Campbell – I think their expectation is to break ground in the spring, but I will double check that. I think you know, they're moving the whole station over, and keeping the existing station operating while they build the new one.

Ray Golota – Wasn't there a time when they were thinking about expanding the store?

Dave Campbell – I think it was before my time, but yes, my understanding is that they were looking at adding 20,000 square feet to the south end of the store. I haven't heard them propose that any time recently.

Discussion continued regarding Costco's gas station renovation, any potential store expansion and parking for the facility.

Item 3: OCSO Report

No report as Lt. Reyes was absent.

Item 4: Insite Commercial Report

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

- Parcels A&H – Shapiro’s Barrington development; Nothing new to report.
- Parcel B1, Phase I – Aikens, Five & Main;
 - I spoke with Bruce earlier today. The next milestone is for Continental to be in front of the Planning Commission at the October 2nd meeting. From there, I've asked for them to give us an idea of their development timeline for infrastructure, roadways, et cetera. In the next 90 days, we hope to at least get a preliminary of the anticipated construction schedule.
 - The next big ICSC is in December and I know Bruce has a lot of meetings planned for that. I plan on attending also.

Director Watson and Randy Thomas discussed Bruce’s attendance for a quarterly update at the October DDA meeting.

Randy Thomas continued his report:

- Parcel B1, Phase II – Aikens, Five & Main; Nothing to report, other than the Purchase Agreement is signed for the .44-acres and they’re in the due diligence process. Again, October 2nd will be the date for Continental and the multi-family component.
- 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; We did get an inquiry from a group that has been looking at various parcels throughout the Township and making offers. Given the fact that they have also put in an offer on Parcel J1, I told the Marketing Committee let’s focus on one of these.
- Parcel G – Wynclyff; 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 and Haggerty; We do have a full price offer and a Letter of Intent from the buyer. They came back to us with the document that Chris and I had both made comments on. They accepted all of those conditions. That is what’s in front of the DDA right now. They also submitted a site plan.

Randy reviewed details of the preliminary proposed site plan for Parcel J1 with the Board. He would let the buyer know that their offer is being considered by the DDA. It would be subject to further development of the plan, with conceptual elevations, and a meeting with Dave Campbell.

- 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 two out-lots that the DDA retains. The first one is Parcel M which is part of Phase I. Parcel N is part of Phase II. For Parcel M, we have the marketing materials ready to go out once Bruce makes his announcement.

Item 5: Attorney's Report

Attorney Martella – The only thing I have to report is that the 14th Amendment and the .44-acre Purchase Agreement have been executed. Randy filled you in on the important date of October 2nd when Continental will be in to discuss their site plan. According to Dave, Continental has been working regularly with the Township and the Planning Commission regarding their development. They seem to be moving along at a nice clip, which is good news for us. We will also be reviewing the LOI for Parcel J1 further as we move forward.

Item 6: Director's Report –

Director Watson's report was in the Board's packet, and is included here in its entirety with updates.

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

- Aikens/Five & Main –
 - The 14th Amendment and the .44-acre Purchase Agreement were executed recently.
 - Continental is expected to be before the Planning Commission on October 2nd with their proposed site plan.
 - A quarterly update from Bruce is anticipated at the October 17th DDA Meeting.
- Merrill Park – Nothing new to report.
- The Avalon of Commerce Township – Amanda Germain has left Avalon after many years as director. We await the appointment of a new representative to CTPA for Unit 8 of the condominium.
- Shapiro/Barrington – Nothing new to report.
- Wycliff – 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) – Nothing new to report.
- Parcel F / Unit 7, in front of the Township Hall – Nothing new to report.
- Parcel J1, Haggerty & Oakley Park – We have interest in this parcel, as Randy has discussed.

II. MTT Judgments – As updates are available, a report will be distributed at the DDA meeting.

III. Commerce Towne Place HOA Items –

- A. **Budget** – We are reviewing current expenses, along with projecting the remainder of 2023, and looking ahead to the 2024 CTP budget.
- B. **Dues** – All payments are current.
- C. **Tax Forms & Reports** – Nothing new to report.
- D. **Lighting/Electrical** – Shaw Elec., Mark Feters, Adam Dornton, Eric Peterson

- The system is fully functional.
- Our lighting inventory is verified and sufficient.

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

- Maintenance is being performed and we correspond regularly with our contractors to address issues.
- The planting project and mulch is complete. Tree water bags are filled weekly. Heavy rains have certainly helped our landscaping thrive.
- I have addressed a few items for fall cleanup before United concludes services for the season.

F. Irrigation – Michigan Automatic Sprinkler, Mike Rennie

- We are seeking quotes for well drilling to augment our irrigation pond. The well project will likely take place next year as the budget allows.
- We had some irrigation repairs done recently in the roundabouts.

IV. Other –

- We await scheduling from Cadillac Asphalt, the contractor for RCOC who repaved Martin Parkway, regarding clean-up of the roundabouts to remove residual asphalt on the stamped concrete. We follow-up regularly.
- The 2024 Proposed DDA Budget was submitted for review.

Township Board Report

Supervisor Gray shared the following with the DDA Board:

- We reappointed Brian Winkler to the Planning Commission, as well as Brady Phillips, each for 3 years, expiring October 31, 2026.
- We had GFL on the agenda, our garbage hauler. We await information from them.
- We adopted an ordinance to be known as Amends Footnotes to the Table of Dimensional Standards and Nonconforming Structures.
- We approved a purchase for the Oakland County Substation for all of the furniture.
- For Alyson at the Library, we approved the purchase of two Novel Branch systems. One will go to the Richardson Center and one to Avalon. Those are outlets of the Library for residents and we will have people going back and forth to fill those stations.
- We also approved up to 20 picnic tables for the Parks & Recreation Department.
- We had a presentation on the Wixom Road Property, aka the Horse Farm. We received approval to go into concessionaire agreement discussions with a group of folks there.
- We started discussing the budget.
- Katelyn Massey has been approved as the new HR Director as of September 22nd.

Item 7: Engineer’s Report

Engineer Schwanitz – It has been a quiet month. Nothing new to report. All of the land divisions are in decent shape and moving forward.

Item 8: Planning Director’s Report

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

- I’ll confirm what Randy and Chris have already said. Continental will be in front of the Planning Commission on October 2nd for site plan approval for their part of the Five &

Main development. I have said that it's something of a formality in that the big PUD has already been approved, the number of units have already been approved, the general location of the buildings and drives have been approved. This is more just approving the details of the architecture, materials, landscaping, lighting and so forth. If everybody does their job right, Continental could have their site plan approved next month.

Discussion took place regarding the agreement between Bruce and Continental. Dave explained that per the PUD agreement, every time someone comes in with a site plan for Five & Main, they have to provide a phasing plan or sequencing plan of who is doing what, when it's going to happen and who is responsible for it with the shared infrastructure; roads, water main, sanitary sewer, storm drains, et cetera. As each project of Five & Main comes online, the Township will need to know who is responsible for each piece of shared infrastructure.

Director Watson – Dave, did you want to speak regarding the zoning of Parcel J1? It's TLM right now, but you would possibly discuss the HRC when you meet with the buyer?

Dave Campbell – For the uses they want, they would have to take advantage of what we call the HRC, or the Haggerty Road Corridor Overlay, which allows for uses that are not otherwise allowed in the base zoning, which in this case is TLM, Technology & Light Manufacturing. Because they want retail uses, they're going to have to go with the HRC Overlay option. The tradeoff with that is they have to do better buildings, a better layout, better landscaping, better architecture, and that's how they qualify for the uses that are allowed in the HRC Overlay. Randy has mentioned that we should probably have a conversation with them sooner rather than later about what the HRC Overlay requires of them.

Director Watson – Thank you.

Item 9: Committee Reports

- A. Finance Committee – Finance Chair Spelker – I have nothing to report. Molly, do you have anything to share?

Treasurer Phillips – Bond payments are scheduled at the bank and ready to go September 29th. We will have about \$300,000 left in the bank when they go. We are still collecting summer taxes, so we will have enough to get us through the year.

- B. Public Relations Committee – Although Public Relations Chair Mirkin was absent, he had provided a report to Director Watson which she shared with the Board:

The Public Relations Committee, by working in coordination with the director of the library and the Detroit Institute of Arts, is in the process to finalize the date and time in November where a docent from the DIA will lecture about the 8 reproductions (titles, artists, periods, etc.) that are being exhibited at the present time in different locations in the Township. The 8 reproductions will be removed by the DIA, cleaned, and moved, a couple of days before the event to the community library for the lecture. More detailed information, flyers, invitations to the community and to the Walled Lake Schools, will be provided at the next DDA meeting.

- C. Marketing Committee – Marketing Chair Smith discussed pending matters with Five & Main and the long-awaited commencement of construction in Spring 2024.

Marketing Chair Smith – When is Lafontaine going to start construction?

Dave Campbell – They're already fixing the roof at the old Dick Morris facility, which I'm told was desperately needed. They've always explained it to me that they hope both projects, the old Dick Morris and the Hyundai/Genesis dealer, would come online at the same time. We expect them to break ground in the spring on the new dealership.

Marketing Chair Smith – So, you'll see a lot of construction and activity starting the spring. As for the design we saw for Parcel JI, on Oakley Park and Haggerty, it's interesting. There are mixed feelings in the Marketing Committee, but I think something is needed in that area. As Randy suggested, we'd like to see a few more renderings, but I think we're going to get asking price. I think it would put new life into that corner which would be a positive for that area.

Director Watson and Dave Campbell discussed sidewalks along the frontages of Oakley Park and Haggerty.

Item 10: Approval of Warrants and/or Carryovers, Add-ons, Revenue & Expenditure
MOTION by Spelker, seconded by Matta, to approve the Warrants and/or Carryovers, Add-ons and the Revenue & Expenditure Report. **MOTION CARRIED UNANIMOUSLY**

Item 11: Other Matters

Chairperson Gotts – Can we get an update on where we stand with the Sheriff's new substation?

Supervisor Gray – They're running ahead of schedule and they're looking to have everything done by the end of October, however, the switch for the generator is not going to be in until November. Therefore, they will probably be moving in at the end of November.

Director Watson – Running ahead of schedule, that's amazing. You don't hear that very often.

Vice Chairperson Matta – Not on a government job.

Chairperson Gotts – It's probably within budget too.

Supervisor Gray – We are within budget, but we did not put the carport in. It was \$120,000 and a lot of other things came up. Hopefully next year, we could build the carport.

Brian Winkler – Could we maybe take a tour?

Supervisor Gray – Sure.

Susan Spelker – I have another matter. It is with deep regret that I will have to resign from the DDA.

Susan Spelker discussed matters that have impacted her decision to resign.

Chairperson Gotts – I'm sorry to hear that. When will that be effective?

Susan Spelker – Thank you. I figured I would make the October meeting and that will give you some time.

Chairperson Gotts – We wish you the best and hope that things resolve for you.

Discussion continued regarding Spelker's resignation. The Board thanked Susan for her commitment to the DDA Board.

The next regularly scheduled DDA meeting is Tuesday, October 17, 2023, at 12:00pm.

Item 12: Adjournment

MOTION by Matta, seconded by Spelker, to adjourn the meeting at 12:26pm.

MOTION CARRIED UNANIMOUSLY



Melissa Creech
DDA Secretary

INVOICE APPROVAL (BY INVOICE) FOR COMMERCE CHARTER TOWNSHIP

EXP CHECK RUN DATES 09/19/2023 - 09/19/2023

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: DDA

Invoice Number	Bank Account	Description	Amount
ADKISON ADKISON, NEED & ALLEN ACCT 1-0005M	DDA	STATEMENT #134354	51.00
Total For: ADKISON, NEED & ALLEN			<u>51.00</u>
WATSON DEBORAH WATSON AUG/SEP 2023	DDA	DDA DIRECTOR 08/11/2023 - 09/13/2023	5,460.00
Total For: DEBORAH WATSON			<u>5,460.00</u>
SANDYB SANDY ALLARD AUG/SEPT 2023	DDA	DDA ASSISTANT 8/10/23 - 09/13/23	689.00
Total For: SANDY ALLARD			<u>689.00</u>
WILLIAMSWI WILLIAMS, WILLIAMS, RATTNER&PLUNKET 109182	DDA	PROFESSIONAL SERVICES THROUGH JULY 31, 2023	200.00
Total For: WILLIAMS, WILLIAMS, RATTNER&PLUNKET			<u>200.00</u>
Report Total:			<u>6,400.00</u>

INVOICE APPROVAL (BY INVOICE) FOR COMMERCE CHARTER TOWNSHIP

INVOICE ENTRY DATES 09/19/2023 - 09/19/2023

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: DDA

Invoice Number	Bank Account	Description	Amount
RE DETROIT EDISON			
10/05 2579 LIBRARY	DDA	ACCT# 9100 077 1100 5 (2579 LIBRARY)	162.18
10/05 2581 LIBRARY	DDA	ACCT# 9100 077 1086 6 (2581 LIBRARY)	783.66
10/05 2660 E OAKLEY	DDA	ACCT# 9100 07 1065 0 (2660 OAKLEY)	112.67
10/05 3106 MARTIN P	DDA	ACCT# 9100 077 1076 7 (3106 MARTIN PK)	129.47
Total For: DETROIT EDISON			<u>1,187.98</u>
Report Total:			<u>1,187.98</u>

INVOICE ENTRY DATES 08/15/2023 - 08/15/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: DDA
DDA WARRANTS CARRY OVER
SEPTEMBER 19, 2023

Vendor Code	Vendor Name	Description	Amount
	Invoice		
DAWDA	DAWDA MANN COUNSELORS AT LAW		
	584789	PROFESSIONAL SERVICES THROUGH JULY 31, 2023	2,490.00
TOTAL FOR: DAWDA MANN COUNSELORS AT LAW			2,490.00
DTE	DETROIT EDISON		
	910007710650	2660 E OAKLEY	93.65
	910007710767	3106 MARTIN PARKWAY	111.24
	910007710866	2581 LIBRARY	592.01
	910007711005	2579 LIBRARY	163.69
TOTAL FOR: DETROIT EDISON			960.59
TOTAL - ALL VENDORS			3,450.59