

Final
CHARTER TOWNSHIP OF COMMERCE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, October 21, 2025
Commerce Township Hall
2009 Township Drive
Commerce Township, MI 48390

CALL TO ORDER: The Meeting was called to order by Chairperson Matta at 12:02pm.

Downtown Development Authority:

Present: Debbie Watson, DDA Director
Steve Matta, Chairperson
Larry Gray, Township Supervisor
Brian Winkler, Member
David Smith, Member (exited 12:56pm)
Jose Mirkin, Member
Spencer Schafer, Member
Derek Tuck, Member
Susan Spelker, Member

Absent: Tim Hoy, Vice Chairperson (excused)
Melissa Creech, DDA Secretary

Also Present: Sandy Allard, DDA Assistant
Molly Phillips, DDA Treasurer
Chris Martella, Dawda, DDA Attorney
Randy Thomas, Insite Commercial (exited 12:56pm)
Dave Campbell, Township Planning Director
Jason Mayer, Township Engineer, Giffels-Webster
Lt. Eric Hix, Substation Commander, OCSO (exited 12:12pm)
Sgt. Matt Leggat, OCSO (exited 12:12pm)

Item 1: Approval of Minutes

MOTION by Mirkin, seconded by Schafer, to approve the DDA Meeting Minutes of September 16, 2025. **MOTION CARRIED UNANIMOUSLY**

Item 2: Public Comments

Ray Golota, 1595 Vanstone Dr, Commerce Township – Kudos to Costco for completing that 40 pump gas station in record time. It's kind of interesting to watch them. It's like a well-oiled machine. It would be nice if another developer close by could do the same thing.

Chairperson Matta – It is remarkable how fast that has gone up.

Item 3: OCSO Update

Sgt. Leggat –

- We're trying to get another speed cart up and running.
- We're having traffic issues, just like normal, but it seems to be a little bit worse this beginning of the school year.
- We've had requests for extra patrols throughout the neighborhoods and things like that.
- That's really all we have going on right now.

Chairperson Matta – No major crime or theft, so that's all good.

Item 4: Insite Commercial Report

Randy Thomas provided an overview of the Insite report submitted in the agenda packet.

- 5 & Main, Phase I: The recent thing that has gone on with 5 & Main is the gourmet market now wants to buy the real estate. We are proceeding to the next stage which would be getting a purchase agreement done, along with all of the restrictions that would be inherent in a development like this, so it will take a little longer.

Chairperson Matta – Is there an LOI?

Randy Thomas – There is an agreement on price, so we're going straight to the purchase agreement. The market needs a portion of the Library parcel for their parking. The Township Board has extended the option. Larry, what was the date?

Supervisor Gray – The extension is through April 30, 2026, with money in hand by May 31st.

Randy Thomas – So, to close by May 31st on the Library portion.

- The restaurant group is serious about looking at the two locations. We will be getting together with the principal next week. Hopefully we can figure out where we're at with that by next month's meeting.
- The hotel groups are still out there. They remain interested but they won't take any action until the core of 5 & Main starts getting built.
- The good news is that the gourmet market and the restaurants, just like the credit union, can all go today despite not having that core developed.
- 5 & Main, Phase II: I think we will be talking about Phase II in closed session.
- Parcel F, located in front of the Township Hall; Things have actually been pretty quiet on this piece.
- Parcel J1, at the corner of Oakley & Haggerty; Deb, do you want to speak to that?

Director Watson – We talked about Parcel J1 earlier this morning before we held the Marketing Committee meeting. I spoke with Dave and Randy over the past few days and asked how we could maybe get more interest in Parcel J, and if it would help to get a preapproval and advertise that we have a site plan approved with a drive-through use. I asked if that would help to trigger some other types of calls versus just the gas stations with liquor sales, which seems to be all we get right now.

We've gone back and forth about spending up to \$10,000 on engineering costs, because we need to have a rough draft of a generic site plan, and also a traffic study performed. But, in today's meeting, Randy's opinion was that we should just have Giffels expand upon the sketches that we already have and not do the traffic study.

Randy Thomas – Yeah, I don't think we need to spend the money. If we want to do something, Jason's office can do maybe two conceptual plans. One can have a shopping center with a drive-through, and another one as a single tenant with a drive-through. We could have a conceptual with the Planning Commission to get a read from them; if something like this came in front of them, how would they react. I wouldn't take it any further than a conceptual, and if there is a positive feeling with a drive-through, I can simply adjust our sign. And I want to make clear, we do have interest in that site, it's just not what we want to see there. I do take a lot of calls.

Chairperson Matta – Sure.

Director Watson – So, I don't think we need a motion to move forward with that. We would be keeping any costs minimal and within the approved budget. Jason, I think I sent you the sketches Matt had done before too.

Engineer Mayer – Yes, we'll put something into CAD.

Director Watson – Thank you.

Randy Thomas –

- Parcel M (Pad A) and Parcel N (Pad B); As for the last of our parcels, Chris can give you a quick update as to some things relative to those. I don't have a party interested in either one right now, but we want to take care of a couple things administratively to be proactive.

Item 5: Attorney's Report

- Closed Session – Discussion of Attorney-Client Privileged Information

Chairperson Matta – We're now going to go into closed session for the Attorney's Report.

Attorney Martella – Two things. One, someone will need to make a motion, but first, I will answer Randy's question about Parcels M & N, or Pad A & Pad B. As many of you are aware, Bruce Aikens requested an extension of the purchase agreement to purchase the Library parcel from the Township, which was granted. He is in active negotiations for the utilization of that property. The Board approved, and has executed an extension on the Township's Library parcel. The other thing is that we are currently diligently working with Bruce's team about getting Pad A extracted. A few things have come up which we will discuss in closed session regarding the extension request related to the option to purchase the Phase II property. I will need a motion, and a second, and a roll call vote to enter into further discussions in closed session related to the sale of property.

[Lt. Hix, Sgt. Leggat, Treasurer Phillips and Ray Golota exited the meeting at 12:12pm.]

MOTION by Spelker, seconded by Mirkin, to enter into Closed Session for discussion of attorney-client privileged information. **MOTION CARRIED UNANIMOUSLY**

Roll Call Vote:

Ayes: Spelker, Mirkin, Tuck, Matta, Gray, Smith, Schafer, Winkler

Nays: None

Absent: Hoy

Entered Closed Session 12:12pm

Returned From Closed Session 12:54

MOTION by Smith, seconded by Mirkin, to adjourn from Closed Session and approve the Closed Session minutes. **MOTION CARRIED UNANIMOUSLY**

MOTION by Smith, seconded by Mirkin, to direct Attorney Martella and Randy Thomas, along with the Engineer and Planner, to proceed as discussed in Closed Session.

MOTION CARRIED UNANIMOUSLY

[Randy Thomas and David Smith exited the meeting at 12:56pm, and Treasurer Phillips and Ray Golota returned to the meeting]

Item 6: Director's Report

Director Watson's written report of October 17th was in the Board's agenda packet, and 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.

• 5 & Main –

- *Bruce Aikens provided an update at the Sept. DDA Marketing meeting.*
- *Bruce noted that he was closing with Dort Federal Credit Union last month.*
- *Randy Thomas has reported regarding ongoing negotiations for all 5 & Main components, with a focus on the shopette and the parcels fronting along Pontiac Trail and Martin Parkway.*
- *Options on the DDA's Phase II property & the Township's Library parcel expire as of Oct. 31, 2025.*
 - *Extension requests were received.*
 - *The Trustees approved the Library parcel extension, to Apr. 30, 2026, at their Oct. 14th Township Board meeting.*
 - *The Phase II request will be reviewed by the DDA Board.*

Springs at 5 & Main –

- *Continental continues their pursuit of a Brownfield Plan for their project.*
- *The DDA provided a letter of support for their proposal.*
- *They delivered a brief informational presentation at the Sept. Township Board meeting.*
- *Their proposal was on the Oct. 14th Township Board agenda for consideration, and the Trustees approved the request. They will now proceed to the County and State authorities.*

- *LaFontaine Automotive Group (LAG) – At Pontiac Trail & Haggerty; Construction progress continues and occupancy of Genesis is anticipated in November. Easements between LAG and Walmart may need updating and are being reviewed by the Township Attorney.*

- *Parcel F / Unit 7, in front of the Township Hall – There is potential interest which will be discussed when more information is available. The developer is currently working on another project in the Township.*

- *Parcel J1, Haggerty & Oakley Park – The LOI received recently was cancelled due to a licensee restriction. We plan to discuss new strategies for promoting this parcel.*

- *Parcels M & N (or Pad A & Pad B) – Pad A – We received a copy of the executed easements for Pad A. We await confirmation that utilities have been lowered to proper depths. Grading was taking place when we were onsite on Oct. 8th. Soil is currently being stored on Pad A and will be used to backfill the temporary access road to the north. Attorney Martella is pursuing extraction of Pad A, and Randy Thomas is actively marketing the parcel.*

II. *MTT Judgments* – *As updates are available, reports are given at the DDA meeting.*

III. *Commerce Towne Place HOA Items* –

A. Budget – Nothing new to report.

B. Dues – All dues are current, and 4th quarter invoices went out Sept. 30th.

C. Tax Forms & Reports – Our CTP annual report was filed timely on Oct. 1st.

D. Lighting/Electrical – Shaw, Eric Peterson, Adam Dornton, BrightSource, Rich Walton

- *Repairs and reinstallations are complete.*
- *We await a portion of our recent lighting supply order.*
- *We have a contract for holiday lighting installation and we are excited to see new decorations along the Parkway for the upcoming holiday season.*

E. Landscaping, Maintenance & Trails – United Lawnscape, Tara Marquart; Rousseaux's Excavating, Mark Rousseaux

- *We performed a site inspection of the trails and Parkway earlier this month.*
- *We are meeting with contractors and following up to address several issues onsite; tree trimming, fertilization, trail grooming, concrete leveling and sealing, site restoration, etc.*
- *Phragmites treatments are scheduled to take place this week. We seem to have the issues well under control.*
- *We are reviewing landscaping quotes in advance for potential Spring 2026 projects.*
- *Lake Trail is closed, between Avalon & Walmart, due to construction on the Haggerty Pump Station Abandonment project. The trail has been cordoned off to pedestrians for safety reasons. Closure is expected to last at least another month. Notice has been posted on the Township website.*

F. Irrigation – Michigan Automatic Sprinkler (MAS)

- *The system is scheduled to be winterized October 25th.*

IV. *Other*

- *Our DDA budget review is on the Township Board agenda for November 4th.*
- *The Outrun Hunger team is gearing up for the 5K race on Saturday, November 8th. This will be their 15th year for this annual event. For more information, please visit <https://www.outrunhunger.org/>.*
- *Mark your calendar: The DDA Holiday Luncheon is scheduled for Tuesday, December 16th at 11:30am before our regular meeting at noon.*

Township Board Update:

Supervisor Gray reported the following from the September 9th Board Meeting:

- We are scheduling special Board meetings for our budget. We had a special meeting last Tuesday, October 14th, followed by our regular meeting.
- We approved to move forward in signing our sanitary sewer agreement with F&V Operations.
- We had discussion about Flock cameras throughout the Township. We did not make a motion. We're are going to get a presentation from Flock.
- We approved replacing the air conditioners and furnace at Fire Station #1, which is 24 years old.

- We approved the extension of the Library parcel to close by May 31st.
- We approved Halloween hours from 6-8pm.
- We talked about our next quarterly Township Board meeting, which will be on October 28th. If you are interested in pathways, I recommend you attend this quarterly discussion meeting. We've had a work group working for the last couple years on looking at pathway connections and how to pay for them. The Board will review a presentation and consider possibly putting a millage on the November 2026 ballot.
- We have another special Board meeting tonight to discuss budgeting. It starts at 5:30 and it's riveting discussion.

Item 7: Engineer's Report

Engineer Mayer –

- Springs at 5 & Main:
 - They finished up all the water main.
 - They're waiting on the bacteria tests.
 - It sounds like they brought in a new contractor and they got it done quickly.
 - All that is left for utility work onsite is yard drains and roof drains.
- Haggerty Pump Station Abandonment:
 - It took about three weeks to get a dewatering permit for the area next to the wetland, next to the pump station.
 - They started back up yesterday.
 - My inspector thinks it's about four weeks left of work.
 - About 30% of the sewer is installed.
- LaFontaine:
 - I think they're just doing landscaping and cleaning up to try to open.
 - We've been working on the easement exhibits and the as-builts; getting everything done for them to get their C of O.

Director Watson – Dave, what was holding them up on their C of O with Genesis? I'm trying to recall.

Dave Campbell – I don't know if there's anything holding them up necessarily. I know they are opening the Genesis dealership first. Hyundai will follow a couple months after that.

Director Watson – It was the access road we talked about recently.

Dave Campbell – Yes, that's part of what Jason said. We're working on the easements with Walmart, and for all of the utilities. We're still trying to figure out a way to get a path from Pontiac Trail that will sneak along LaFontaine's property, beside the Walmart retaining wall, to get back to the trails in the conservation area.

Director Watson – So the trail doesn't just dead end into the Walmart parking lot. It's a challenging area.

Dave Campbell – Engineers always make it harder than it needs to be.

Item 8: Planning Director's Report

Dave Campbell, Township Planning Director –

- The traffic signal at Pontiac Trail, Walnut Lake Road and Pinewood Avenue; the RCOC has awarded it to J Ranck Electric, who is a big electrical contractor in the area. There is a preconstruction meeting on November 4th. It will be a Teams meeting, so the Township will listen in. What we hope we will hear is the schedule for the installation of that signal. We'd love to hear it will happen this year, but what I think we will hear is it will happen in early spring.
- Speaking of the DDA's Pad A, there is a big pile of dirt sitting there. That dirt is being reserved to backfill and grade the temporary driveway in front of Walmart. That was installed while Pinewood was being constructed, and it is scheduled to come out in the second week of November. There have been some traffic concerns with the temporary driveway, so we asked the contractor to put up a more substantial barrier in front of it to prevent people from using that driveway, now that Pinewood Avenue is open and available.

Item 9: Committee Reports

- A. Finance Committee – Susan Spelker – Nothing to report, unless Molly has anything.

Treasurer Phillips – Summer tax collections last I checked were at 94%. We did get our State reimbursement for personal property tax exemptions today for \$131,000.

Chairperson Matta – Very good. Thank you very much.

- B. Public Relations Committee – Jose Mirkin shared a letter he received from the DIA indicating that they have filled their roster for the 2026 Inside/Out program. He will reapply for 2027. The letter also outlined other programs offered by the DIA. Jose hopes to find a location for an outdoor mural in the downtown area as part of the Partners in Public Art program. Funding is available through the program.
- C. Marketing Committee – Everything was covered earlier in the meeting.

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

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

Item 11: Other Matters

- Draft 2026 DDA Meeting Schedule

MOTION by Spelker, supported by Mirkin, to approve the proposed 2026 DDA Meeting Schedule. **MOTION CARRIED UNANIMOUSLY**

Supervisor Gray provided an update on the recent water main break. They fixed the broken section, but this prompted them to look at the water main all the way up to East Lake Drive. They sent teams in there. They put in two new shut off valves. Right now, the 42-inch is not running, but Commerce, Walled Lake and Novi are being fed off the 24-inch main that they put in a couple years ago on the north side of the street. So we're still on a water restriction, but if

you live in Commerce and are on the water, you can blow out your irrigation; however, we will probably not be fully functional for about another month or so. They plan to open a section of the road by the end of the month, and then 14 Mile between Decker and East Lake Drive by mid November. We did not have a boil advisory until we opened up to Walled Lake and Wixom. That is when some issues happened. Everything is running smoothly and hopefully they will have everything done within the next month or so.

Item 12: Adjournment

- Next regular meeting is an informational meeting scheduled for Tuesday, November 18, 2025, at noon.

MOTION by Spelker, seconded by Mirkin, to adjourn the meeting at 1:13pm.

MOTION CARRIED UNANIMOUSLY



Melissa Creech
DDA Secretary

INVOICE APPROVAL (BY INVOICE) FOR COMMERCE CHARTER TOWNSHIP

EXP CHECK RUN DATES 10/21/2025 - 10/21/2025

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: DDA

Invoice Number	Bank Account	Description	Amount
DAWDA DAWDA MANN COUNSELORS AT LAW			
624943	DDA	PROFESSIONAL SERVICES THROUGH SEPT 30, 2025	2,774.00
Total For: DAWDA MANN COUNSELORS AT LAW			<u>2,774.00</u>
WATSON DEBORAH WATSON			
SEP/OCT 2025	DDA	DDA DIRECTOR'S FEE	5,348.00
Total For: DEBORAH WATSON			<u>5,348.00</u>
DTE DETROIT EDISON			
11/04 2579 LIBRARY	DDA	ACCT# 9100 077 1100 5	142.03
11/04 2581 LIBRARY	DDA	ACCT# 9100 077 1086 6	895.25
11/04 2660 OAKLEY	DDA	ACCT# 9100 077 1065 0	139.09
11/04 3106 MARTIN	DDA	ACCT# 9100 077 1076 7	147.51
Total For: DETROIT EDISON			<u>1,323.88</u>
MMRMA MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY			
POLICY M0001754	DDA	2025-2026 TWP INSURANCE - DDA	10,261.35
Total For: MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY			<u>10,261.35</u>
SANDYB SANDY ALLARD			
SEP/OCT 2025	DDA	DDA ASSISTANT	1,261.13
Total For: SANDY ALLARD			<u>1,261.13</u>
Report Total:			<u>20,968.36</u>