

**CHARTER TOWNSHIP OF COMMERCE  
TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING  
August 25, 2020  
2009 Township Drive  
Commerce Township, Michigan 48390**

Due to Governor Whitmer's Executive Order to "Stay Home, Stay Safe", this meeting was held via Zoom, video conferencing technology.

**CALL TO ORDER:** Supervisor David Scott called the meeting to order at 6.00 p.m. and introduced the members of the Board.

**ROLL CALL:** Present: David E. Scott, Supervisor  
Molly Phillips, Treasurer  
Robert Berkheiser, Trustee  
Vanessa Magner, Trustee  
Rick Sovel, Trustee  
George Weber, Trustee

Absent: Melissa Creech, Clerk (excused)

Also Present: Mark Stacey, DDA Director  
Wendy Reyes, Lieutenant, OCSO  
Jim Dundas, Fire Chief  
Janet Bushey, HR/Finance Director  
Christine Dennis, Deputy Clerk

Ken Milburn, President of Merge Live, Multimedia Group, is hosting the meeting.

**ITEM 1: PUBLIC COMMENT**

Supervisor Scott opened Public Comments.

Advised by Ken Milburn there were no "hands" raised.

Seeing no "hands" raised, Supervisor Scott closed Public Comments.

**ITEM 2: 2020 DDA BUDGET AMENDMENT, ITEM 3: 2020 DDA CASH ADVANCE, and  
ITEM 4 2021 PROPOSED DDA BUDGET**

Supervisor Scott asked DDA Director Mark Stacey to review the DDA's 2020 budget.

Director Stacey indicated that due to the impacts of COVID-19, real estate property sales have not happened as anticipated and the 2020 DDA budget needs to be amended. In addition, some expenses such as attorney's fees and admin fees have been reduced due to COVID-19.

**ITEM 2: 2020 DDA BUDGET AMENDMENT, ITEM 3: 2020 DDA CASH ADVANCE, and  
ITEM 4: 2021 PROPOSED DDA BUDGET (continued)**

Director Stacey also reviewed the 2021 proposed DDA budget.

A general discussion followed regarding tax capture, bond pay back, projected cash advances over the next 5 years, possible real estate sales, a letter of intent from the Goddard School, various fund balances, debt service, and possible MTT rulings. In addition, Director Stacey anticipates that the closing on phase 2 at Five & Main most likely will not happen in December 2021, as currently scheduled.

**MOTION** by Magner, supported by Berkheiser, to approve a cash advance to the DDA.

**ROLL CALL VOTE**

**AYES:** Magner, Berkheiser, Scott, Phillips, Weber, Sovel

**NAYS:**

**MOTION CARRIED UNANIMOUSLY**

**MOTION** by Berkheiser, supported by Sovel, to approve the 2020 DDA Budget Amendment.

**ROLL CALL VOTE**

**AYES:** Berkheiser, Sovel, Scott, Phillips, Weber, Magner

**NAYS:**

**MOTION CARRIED UNANIMOUSLY**

The Board agreed on tentative approval of the 2021 DDA budget with final approval as part of the 2021 Township budget.

**ITEM 5: 2021 PROPOSED TOWNSHIP BUDGET**

Supervisor Scott asked Lieutenant Reyes to review the proposed 2021 Sheriff Department budget with the Board.

Lieutenant Reyes indicated the Sheriff Department budget is mostly unchanged from the 2020 Sheriff Department budget. There will be no changes in personnel in 2021 and the only increased costs will be contractual and for an architect for the new building.

A discussion followed regarding police response during COVID-19, staffing size, school liaison officers, fund balances, millage rates, and the building remodel.

The Board agreed on tentative approval of the Sheriff Department budget with final approval as part of the 2021 Township budget.

Supervisor Scott asked Fire Chief Dundas to review the proposed 2021 Fire Department budget with the Board.

**ITEM 5: 2021 PROPOSED TOWNSHIP BUDGET (continued)**

Chief Dundas reviewed the Fire Department proposed 2021 budget and asked the Board to consider and discuss setting the millage rate for the SAD at 2.4 mills, a loan from the general fund to accommodate fire station 3 construction costs, the current SAFR grant, the increased cost of Accumed due to the increase in the run volume, and a contractual increase in dispatch costs.

A discussion followed regarding replacement of engine 3 and the pros and cons of buying it out right versus financing it, the timing of the engine 3 purchase, a smaller increase in the SAD millage rate, and 2 additional grants Chief Dundas has applied for.

The Board agreed on tentative approval of the Fire Department budget with final approval as part of the 2021 Township budget.

**ADJOURNMENT**

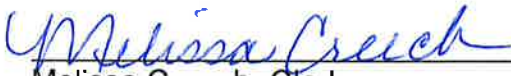
**MOTION** by Weber, supported by Berkheiser, to adjourn the meeting at 7:24 p.m.

**ROLL CALL VOTE**

**AYES:** Weber, Berkheiser, Scott, Phillips, Sovel, Magner

**NAYS:**

**MOTION CARRIED UNANIMOUSLY**

  
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Melissa Creech, Clerk  
Charter Township of Commerce