

**CHARTER TOWNSHIP OF COMMERCE
TOWNSHIP BOARD OF TRUSTEES JOINT QUARTERLY MEETING
WITH THE LIBRARY ADVISORY BOARD
2009 Township Drive
Commerce Township, MI 48390
Tuesday, April 30, 2024, 7:00 p.m.**

CALL TO ORDER: Supervisor Gray called the Township Board of Trustees Quarterly Meeting to order at 7:00 p.m.

ROLL CALL: Present: Larry Gray, Supervisor
Melissa Creech, Clerk
Molly Phillips, Treasurer
Bob Berkheiser, Trustee
Vanessa Magner, Trustee
Rick Sovel, Trustee
George Weber, Trustee

Library Advisory Board (LAB):

ROLL CALL: Present: Barbara Garbutt, Chairperson (arrived 7:21 pm)
Jason Pernick, Vice Chairperson
Betsy LaFond, Secretary
Barry Hiscox
Shane Lakner
Donald Petersen

Also Present: Hans Rentrop, Township Attorney
Jay James, Building Official
Alyson Lobert, Library Director

Jason Pernick, Vice Chairperson called the Library Advisory Board Meeting to order.

ITEM 1: Public Comments

Supervisor Gray opened Public Comments. Seeing none, Supervisor Gray closed Public Comments.

ITEM 2: Library Advisory Board (LAB) Discussion

Library Director Alyson Lobert introduced Amanda Standerfer, Fast Forward Libraries, who will run the Library's Strategic Planning Session tonight.

Ms. Standerfer reviewed the Strategic Planning report with Board members. She talked about the data received from the surveys and asked for feedback from Township Board and LAB Board members on their vision for the library and priorities they want to see to move forward with the library.

ITEM 2: Library Advisory Board (LAB) Discussion (continued)

The report represents a summary of data received from surveys that were submitted by residents, library patrons and staff. A total of 1,262 individuals completed a community survey in January and February 2024 representing 2.9% of the library's 2021 service area of 43,024 residents. 93.91% of survey respondents indicated they are very satisfied or satisfied with the library overall.

Sections in the report include:

- An introduction and context with library usage statistics and trends and community demographics
- Highlights from focus groups and interviews
- Summary and analysis of findings from a community survey
- An appendix with more complete community demographic data as well as a Strategic Capacity Assessment report

Collection of feedback will allow her team to help develop a plan around a clear strategic focus and develop ways to communicate the plan to your community.

The following was discussed:

- Marketing events and strategies
- Higher door count (some people are using the library's Wi-Fi in their vehicle instead of going into the library)
- Eliminate late fees
- Limited space for physical books
- Program participation is increasing
- Card holders decreasing
- Sign up for newsletter at the time patrons sign up for a library card
- Dedicated Makerspace area
- Are private areas taking away from our residents by tutors using the space for profit?
- Surveys – only 2% of the Township's population submitted surveys – does that warrant changing the way we run the library?
- Would like to compare data prior to 2019
- Increase digital services
- Should not make the library a community center
- Check with other libraries to see how their library services compare to ours
- Wants and needs of the community are important
- Survey middle and high school students and/or teachers
- Library vision and mission

Next steps: Ms. Standerfer will take the comments back to her team so they can structure an outline of a plan for the Library Advisory Board and Township Board's review. The next step, after approval, will be implementation of the plan.

ITEM 2: Library Advisory Board (LAB) Discussion (continued)

MOTION by Lakner, supported by Pernick, to adjourn the meeting at 8:25 p.m.

MOTION CARRIED UNANIMOUSLY

Break: 8:25 p.m.

Resume: 8:31 p.m.

ITEM 3: WRC Budget

Supervisor Gray said there will be meeting on May 13, 2024 with WRC to discuss the 2025 budget. The Township Board did not receive or approve the WRC 2024 budget.

Discussion took place on the importance of WRC to send data/summary of yearly budgets to the Township Board for approval.

It was the consensus of the Board to request representatives of WRC to come to a Township Board meeting to discuss the 2023 – 2025 budgets.

ITEM 4: WWTP Projects

The requested projects as of April 2024 include:

Macerator Replacement - \$30,000 The seal of the lubricating oil was broken in FY2022 and sewage started leaking through the Macerator, thus requiring a rebuild. The rebuild was completed in 2022. However, it is also beneficial to replace the spare as it is reaching the end of its useful life. The remainder of this work is scheduled to be completed as part of FY2024.

Major Oxidation Ditch Cleaning - \$80,000 Every three years, Oxidation Ditches 3-6 require annual cleaning in series. In FY2024, it is recommended that this process be repeated. This includes grit and sludge removal, any structural analysis to ensure ditch walls are secure when the tank is emptied, and waterproofing joint repair that may be required post cleaning. If there is any budget remaining after cleaning is completed, WRC recommends using it to update lifting cranes for the Ditch Mixers which are reaching the end of asset life and are a safety concern due to their weight. This is anticipated to be a revolving project for FY2024, FY2025, FY2027 and FY2028.

PEW Isolation Valve - \$20,000 In FY2021, the pipe of the Plant Effluent Water (PEW) system was enlarged from 4-inch diameter to a 6-inch diameter due to the pump motors being over worked. There are three PEW pumps that run the PEW system within plant operations. This valve will be installed as a further measure to ensure hammering does not further damage the pipes and pumps of this system. Additionally, this will allow sections to be worked on individually throughout the facility. This project was approved for and anticipated to be completed in FY2023, but due to unforeseen Rotor issues, this project is requested to be completed within FY2024.

ITEM 4: WWTP Projects (continued)

The combined total requested by WRC for the work is \$130,000, including the Macerator Replacement, Oxidation Ditch Cleaning, and PEW Isolation Valve Installation.

Dawn Lund, concurs \$130,000 should not change anything, especially since the Township historically has not spent all the capital they planned for in the study and cash balances appear to be solid from the last study.

MOTION by Berkheiser, supported by Weber, to approve Commerce Wastewater Treatment Plant (Cot WWTP) April Project(s) Request, not to exceed \$130,000.

MOTION CARRIED UNANIMOUSLY

ITEM 5: Rental Ordinance

Trustee Sovel talked to an employee at Oakland County Landlord Tenant Legal Aid Association asking what the rules are for inspection of landlord's property. He was told there are only two scenarios that landlords can come into a tenant's rental unit. One is for repairs, with tenant approval. The other is for emergency repair, without notice to the tenant. As far as inspections go, when a tenant signs a lease agreement, they are granted certain rights and protections, i.e. "quiet enjoyment" rights where the landlord cannot come onto the property without tenant approval. Farmington Hills and West Bloomfield conduct exterior only inspections. The City of Novi does not inspect rental units. Inspections on rental units can be done legally when the landlord has complete control of the property, in between tenant rentals, the landlord can allow an inspection to be done. If a tenant is having a dispute with their landlord regarding repairs, they can notify the landlord in writing that they are going to put the rent money in escrow or notify the landlord in writing, make the repairs, and send the landlord an invoice of the repairs and deduct that amount from the rent. The tenant can contact Oakland County Landlord Tenant Legal Aid Association and they will put them in touch with an attorney that does pro bono work or a law clerk that can assist them at no charge.

Discussion took place. Does the Township want to ask the tenant to give up their rights to let someone inspect the property?

There is nothing in the law that says a community is responsible for checking the safety of a dwelling, whether it be tenant or owner occupied.

A tenant has the right to call the Township and ask for an inspection on the property.

What can we do to help tenants without creating an ordinance?

Add a tenant FAQ's and links on the Township's website.

ITEM 5: Rental Ordinance (continued)

MOTION by Gray, supported by Sovel, to direct Jay James to work on placing links on the Township's website to assist tenants with rental units.

MOTION CARRIED UNANIMOUSLY

ITEM 6: Proposed Text Amendment to Article 33 – Addition of Ten Foot Separation for Accessory Structures

Jay James, Building Official, said that when the new Zoning Ordinance was adopted in 2010, the standard requiring residential structures to maintain at least 10 feet of separation from each other was not carried over in the 2010 Zoning Ordinance. To get the 10-foot separation rule back in the Zoning Ordinance, a public hearing would need to be scheduled during the Planning Commission's May 6, 2024 meeting. Then, if the Planning Commission recommends approval, the Township Board could adopt the amendment on May 14, 2024.

MOTION by Weber, supported by Creech, to move forward with the proposed Text Amendment to Article 33 – Addition of Ten Foot Separation for Accessory Structures to be added to the Planning Commission meeting agenda for May 6, 2024.

MOTION CARRIED UNANIMOUSLY

ITEM 7: Proposed 5 & Main Water and Sewer SAD Discussion

Hans Rentrop, Township Attorney, Continental expressed an interest in creating a water SAD, a sewer SAD, and a capital charge SAD for water and sewer for a piece of property owned by Bruce Aikens. This is for the residential component of the project. Mr. Aikens is reluctant to do a SAD. Continental would have to obtain Mr. Aiken's signature to move forward with the SAD's. The Continental piece has not been subdivided yet; therefore, it is still under one Sidwell owned by Mr. Aikens.

In regards to financing, Continental would put up a performance guarantee with the Township for the SAD's.

MOTION by Phillips, supported by Sovel, to move forward with a \$2.6 million, 10-year water SAD, a sewer SAD, and a capital charge SAD for water and sewer for the Continental piece of property at 5 & Main. **MOTION CARRIED UNANIMOUSLY**

ITEM 8: Ordinance Introduction Process

Trustee Weber said the intent was to draft and provide a template to fill out for whoever is introducing a new ordinance or a change to an ordinance. This would cover most of the information needed for the Board's review during a Township Quarterly Discussion meeting. If the Board chooses to move forward with an ordinance request, a proposed ordinance would be drafted and placed on the Regular Township Board meeting agenda for approval.

ITEM 8: Ordinance Introduction Process (continued)

Hans Rentrop, Township Attorney, recommends three exceptions to the ordinance introduction process:

- Change in law rendering the ordinance provision indisputably unlawful.
- Changes in Fee ordinance required by other approved ordinance changes.
- Required changes by a certain date. Where there is a need to enact the ordinance by a certain date. Example include changes in law, last minute Fee Ordinance change requests for water and sewer, etc.

At this time, the Township Board will accept new ordinance requests only to see if any changes need to be made to the process.

Jay James, Building Official, and Dave Campbell, Planning Director, will review the template and advise the Board of any recommended changes.

No action taken

ITEM 9: Other Matters

Trustee Berkheiser –

- In general, Township Discussion sessions are for discussion, strategy and how we want to move forward on items, not for Motions.

Supervisor Gray –

- Oakley Park Pathway – the addition of the drain in front of the insurance company exceeded the project budget by approximately \$3,000.
- Chief Dundas will collect applications/resumes and make a roster of potential firefighters. He will hire 6 additional full-time firefighters from the SAFER grant.
- He was approached by a resident at 5461 Carroll Lake Road who is interested in purchasing one of the Township's parcels on the west side of Carroll Lake Road (adjacent to his property) consisting of approximately 2 acres. There are six residents adjacent to this parcel. He talked to a realtor who said it could be listed between \$19,900 - \$29,900. He will send letters to all adjacent residents to see if anyone wants to put in an offer to purchase.

MOTION by Berkheiser, supported by Creech, to adjourn the meeting at 9:48 p.m.

MOTION CARRIED UNANIMOUSLY



Melissa Creech, Clerk
Charter Township of Commerce