

**CHARTER TOWNSHIP OF COMMERCE
SPECIAL MEETING OF
THE TOWNSHIP BOARD OF TRUSTEES
2009 Township Drive
Commerce Township, MI 48390
Tuesday, October 3, 2017, 7:00 p.m.**

CALL TO ORDER: Supervisor Scott called the Township Board of Trustees special meeting to order at 7:00 p.m.

ROLL CALL: Present: David E. Scott, Supervisor
Melissa Creech, Clerk
Molly Phillips, Treasurer
Bob Berkheiser, Trustee
Vanessa Magner, Trustee
Rick Sovel, Trustee

Absent: John Hindo, Trustee

Also Present: DDA Director Mark Stacey, Planning Director David Campbell, P.E. Building Official Jay James, Fire Chief Dundas, Lt Schroeder, Library Director Connie Ozinga, and Finance/HR Director Janet Bushey

ITEM 1: DDA FINANCIAL PROJECTIONS – PLANTE MORAN PRESENTATION

DDA Director Mark Stacey introduced Keith Szymanski from Plante Moran. Mr. Szymanski presented and explained the DDA Financial projections including the impact of potential land sales, cash flow, and debt service. He noted the projection has improved over the years as market conditions have also improved.

ITEM 2: 2018 DDA BUDGET

DDA Director Mark Stacey presented the 2018 proposed DDA budget. He noted the capture of taxes continues to increase and several property sales are expected to close before the end of 2018. The DDA budget includes a small increase in the Director's compensation as the hours worked exceed the previously agreed upon maximum of 20 hours per week. Director Stacey anticipates that those hours will continue to increase as the DDA negotiates and closes on more property sales. In addition, the budget includes a small wage increase for the DDA assistant. He did not ask for any significant increases in any other line items.

ITEM 3: DDA CASH ADVANCE REQUEST

DDA Director Mark Stacey requested a cash advance from the Township Board. He prefers the smallest advance possible as the DDA pays interest to the Township. A general discussion followed regarding which fund the advance should be made from.

MOTION by Sovel, supported by Berkheiser, authorizing the treasurer to advance to the DDA from the Debt Sinking Fund an amount not to exceed \$500,000.00.

Molly Phillips is to inform the Board of the exact amount when the advance is made.

ROLL CALL VOTE:

AYES: Sovel, Berkheiser, Magner, Creech, Phillips, Scott

NAYS: None

ABSENT: Hindo

MOTION CARRIED UNANIMOUSLY

ITEM 4: DDA MEMORANDUM AGREEMENT – DDA/TOWNSHIP OPERATIONAL SUPPORT

DDA Director Mark Stacey stated this agreement is intended to formalize the existing working relationship between the Township and the DDA. The agreement was approved by both Township and DDA counsel. A general discussion followed regarding supplies, equipment, and office space.

MOTION by Berkheiser, supported by Phillips, to accept the Memorandum Agreement and to authorize the appropriate signatures.

MOTION CARRIED UNANIMOUSLY

ITEM 5: CONSIDERATION FOR RECREATIONAL PATHWAY EASEMENT FROM WALLED LAKE SCHOOLS

Supervisor Scott explained this is an easement connecting Walled Lake Western High School property to the Michigan Air Line Trailway access point at the new Shear Water development at the corner of Beck Road and Maple Road.

MOTION by Scott, supported by Sovel, to authorize the appropriate signatures for the Recreational Safety Path Easement.

MOTION CARRIED UNANIMOUSLY

ITEM 6: 2018 TOWNSHIP BUDGET

Supervisor Scott invited Planning Director Dave Campbell to present his proposed budget. A general discussion followed regarding staffing levels in relation to all the new development in the Township and the success of the Planning Department's summer intern.

Supervisor Scott invited P.E. Building Official Jay James to present his proposed budget. Due to the increased volume of development Jay James would like to hire a part time person and upgrade some technology in his department. A general discussion followed regarding staffing needs, development, and new technology.

Supervisor Scott invited Fire Chief Dundas to present his proposed budget. Chief Dundas spent a lot of time educating the board regarding staffing, vehicles, equipment, and the needs of the fire stations. Chief Dundas explained the standards that fire departments across the nation are held to and how the presence of even one additional fire fighter can make the difference between saving a structure and fighting a defensive fire. A general discussion followed regarding staffing, fleet maintenance, response times, qualifications for new hires, educating the public regarding fire safety, and the need for an additional fire station.

Supervisor Scott asked Chief Dundas if he could have more manpower or more equipment which he would choose.

Chief Dundas answered emphatically – manpower.

Supervisor Scott called a 5 minute break at 10:05 p.m.

The meeting resumed at 10:10 p.m. with Supervisor Scott inviting Lt. Schroeder of the Oakland County Sheriff's Office to present his proposed budget. Lt. Schroeder proposed adding 2 deputies and a Narcotics Enforcement Team (NET) officer to his personnel. A long discussion followed regarding staffing, call volume, response times, and the structure of the NET and any benefits the Township would gain by having a NET officer.

Supervisor Scott invited Library Director Connie Ozinga to present her proposed budget. Connie discussed learning to live in the new library, the increased number of patrons visiting the library each day, and she has discovered that due to the size of the library she needs to hire 3 more part-time clerks. A general discussion followed regarding staffing needs, furniture, and technology.

The Township Board reviewed the entire 66 pages of the proposed 2018 township budget line item by line item.

ADJOURNMENT

MOTION by Berkheiser, supported by Creech, to adjourn the meeting at 12:13 a.m.

MOTION CARRIED UNANIMOUSLY



Melissa Creech, CMMC
Clerk, Commerce Township