

**CHARTER TOWNSHIP OF COMMERCE  
REGULAR BOARD OF TRUSTEES MEETING  
March 13, 2018  
2009 Township Drive  
Commerce Township, Michigan 48390**

**CALL TO ORDER:** David Scott, Supervisor, called the meeting to order at 7.00 p.m. and introduced the members of the Board.

**PLEDGE OF ALLEGIANCE TO FLAG**

**ROLL CALL:** Present: David Scott, Supervisor  
Melissa Creech, Clerk  
Robert Berkheiser, Trustee  
George Weber, Trustee

Absent: Molly Phillips, Treasurer (excused)  
Vanessa Magner, Trustee (excused)  
Rick Sovel, Trustee (excused)

Also Present: Jason Mayer, Giffels Webster Engineers  
Hans Rentrop, Township Attorney

**APPROVAL OF MINUTES**

**MOTION** by Creech, supported by Weber, to approve the February 13, 2018 Regular Township Board of Trustees Meeting minutes, as submitted.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 1:3-13 APPROVAL OF AGENDA**

**MOTION** by Creech, supported by Berkheiser, to approve the March 13, 2018 Agenda.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 2:3-13 PUBLIC COMMENTS**

None

**ITEM 3:3-13 BOARD APPOINTMENTS**

**A. Reappointment of Susan Spelker to the Downtown Development Authority (DDA) for a 4 Year Term to expire 3-31-2022.**

Susan Spelker was present. Supervisor Scott recommends the reappointment of Susan Spelker to the DDA.

**ITEM 3:3-13 BOARD APPOINTMENTS (Reappointment of Susan Spelker to the Downtown Development Authority continued)**

**MOTION** by Scott, supported by Creech, to reappoint Susan Spelker to the Downtown Development Authority for a 4 year term expiring 3-31-2022.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 4:3-13 INTRODUCTIONS**

**A. Special Projects No. 42 Intention Resolution**

**MOTION** by Berkheiser, supported by Creech, to Introduce the Resolution of the Township Board of The Charter Township of Commerce, Tentatively Declaring its Intention to Establish a Special Assessment District to be known as *Special Projects No. 42*, authorize the appropriate signatures, post and publish according to law.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 5:3-13 OLD BUSINESS**

**A. Meeting Room Policy – Library**

Connie Jo Ozinga, Library Director, advised the Board of the Library Advisory Board's recommendation to charge \$30.00 per hour for business use of the meeting rooms at the library.

**MOTION** by Berkheiser, supported by Weber, to approve the charge of \$30.00 per hour for business use of the meeting rooms at the library.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 6:3-13 NEW BUSINESS**

**A. Study Room Policy**

Connie Jo Ozinga, Library Director, advised the Board of the Library Advisory Board's recommendation to add a two hour limit use for the study rooms.

**MOTION** by Berkheiser, supported by Creech, to approve the two hour limit use of the Study Rooms at the library.

**MOTION CARRIED UNANIMOUSLY**

**B. Teen Librarian Job Description – Library**

Connie Jo Ozinga, Library Director, is seeking approval for the Teen Librarian Job Description.

**MOTION** by Berkheiser, supported by Weber, to approve the Teen Librarian Job Description for the library.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 6:3-13 NEW BUSINESS (continued)**

**C. Parks and Recreation Master Plan**

Emily England, Senior Director, advised the Board that the Five Year Master Plan will expire on December of 2018. The parks Master Plan is required to be on file with the DNR for the purpose of receiving grant funding from them. She stated the Parks and Recreation Committee is recommending approval of the 5-Year Parks and Recreation Master Plan proposal by livingLAB.

**MOTION** by Berkheiser, supported by Creech, to approve the 5-Year Parks and Recreation Master Plan (2019-2023) proposal by livingLAB for a total of \$14,300.00.

**MOTION CARRIED UNANIMOUSLY**

**D. Banner Permit – Hotworks Orchard Lake Fine Art Show**

Request received from Hotworks Orchard Lake Fine Art Show to hang a banner across Union lake Road, south of Cooley lake Road, from Wednesday, July 11, 2018 to Monday, July 30, 2018.

**MOTION** by Berkheiser, supported by Creech, to approve the request by Hotworks Orchard Lake Fine Art Show to hang one, size 4'x50' netted banner across Union lake Road, south of Cooley lake Road, from Wednesday, July 11, 2018 to Monday, July 30, 2018.

**MOTION CARRIED UNANIMOUSLY**

**E. Novi Water Service Agreement – Berkshire Supply**

Hans Rentrop, Township Attorney, advised the Board that the purpose of this Agreement is to allow Berkshire eSupply, located in Novi, to connect to Commerce's water system. Novi currently does not provide water to the property but anticipates making a connection in the future. When Novi connects the property to its system, the connection with Commerce will remain as an emergency connection.

**MOTION** by Weber, supported by Berkheiser, to approve the Water Service Agreement between The City of Novi, The Charter Township of Commerce and Production Tool Supply Company, LLC, d/b/a Berkshire eSupply and authorize the appropriate signatures.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 7:3-13 ORDERS AND ADD-ONS**

**MOTION** by Creech, supported by Berkheiser, to approve the Orders and Add-Ons.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 8:3-13 OTHER MATTERS**

Trustee Weber –

- Asked for an update on the funds transfer from the Water Resources Commission. Supervisor Scott said Molly Phillips, Treasurer, is currently working

**ITEM 8:3-13 OTHER MATTERS (Trustee Weber continued)**

on the final amount with Tim Prince from the Water Resources Commission and Oakland County.

- Asked for an update on the Benstein Grille parking lot. Supervisor Scott said there will be no grading that would be in close proximity to what they anticipate developing. The Township could sell property to the developer for a parking lot and then Township residents will have use of the parking lot. Trustee Berkheiser commented that he thought the Township purchased the property for expansion of the cemetery. Supervisor Scott said there is an enormous amount of area for gravesites at the cemetery and he feels leasing a portion of the property for a parking lot would not impact the cemetery's use. There would be a lease agreement with provisions that the property would return back to the Township upon the Township's request. He may ask Randy Thomas to do a valuation of the property.
- Do all of the Township buildings have Wi-Fi security in place? Supervisor Scott said the library has Wi-Fi guest access.
- Is Williams International vacating their building by July 2018? Supervisor Scott answered they will not vacate the building, they are only moving its company headquarters. The tentative move date is July 9, 2018.
- Requested another column added to the Sheriff's report showing a decrease/increase in incidents within the Township.

Trustee Berkheiser –

- Asked how many days per week the detective works. Lieutenant Gerald Schroeder answered 15 to 20 days each month.
- He heard there were some problems with liquor licenses. Jay James, Township Building Official, said there are some minor problems being worked out, nothing major.
- What is going on at Richardson and Newton Roads? Supervisor Scott said there are 3 new homes being developed on Newton Road and the owner is selling some lots to a developer.
- Asked for an update on the Tri-party funds. Supervisor Scott said Oakland County asked that our remaining Tri-party funds be used for round-a-bouts. They are only asking for the money that was designated for the turn arounds.
- Asked for the status on the cemetery flags. Clerk Creech answered the Township already has the flags.

Clerk Creech –

- The new trash pickup routes went into effect on March 12, 2018 by Republic Waste. Republic Waste hired a third party company to notify all homes affected by the new waste pick up days.

Supervisor Scott –

- Gave an update on the Tri-party projects.

**ITEM 8:3-13 OTHER MATTERS (Supervisor Scott continued)**


- The Insurance Service Office (ISO) reduced the rating for the Township's Fire Department from a 5 to a 4.
- The Fire Department will hold a training session on March 14, 2018 at the old library building. On the 3rd Sunday of March 2018 they will hold an aggressive training session at the same location.

**ITEM 9:3-13 ADJOURNMENT**

As there were no other matters to come before the Board.

**MOTION** by Scott, supported by Berkheiser, to adjourn the meeting at 7:49 p.m.

**MOTION CARRIED UNANIMOUSLY**

  
Melissa Creech, Clerk  
Charter Township of Commerce