

**CHARTER TOWNSHIP OF COMMERCE
TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING
2009 Township Drive
Commerce Township, MI 48390
Tuesday, October 1, 2024, 5:30 p.m.**

CALL TO ORDER: Supervisor Gray called the Township Board of Trustees Special Meeting to order at 5:30 p.m.

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

Also Present: Alyson Lobert, Library Director
Emily England, Senior/Parks and Recreation Director
Deborah Watson, DDA Director
Katelyn Massey, HR/Finance Director

ITEM 1: Public Comments

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

ITEM 2: 2025 Township Budget

Director Emily England reviewed the proposed 2025 Open Space Budget. She recapped the 2024 approved budget and reviewed the 6 priorities set by the Parks and Recreation Committee for 2024:

1. Bicentennial Park
2. Victory Park
3. The Union Lake Pocket Park now known as The Union Lake Kayak Launch
4. Millrace Park and Byers
5. Long Park
6. Install a Permanent Restroom Facility at the Richardson Center

If the budget allowed:

7. Maple Glen
8. Hickory Glen
9. Snowy Ridge
10. Wise Woods

ITEM 2 2025 Township Budget (continued)

11. Dodge Park

The Bicentennial Park project is complete. The Victory Park contract was awarded last month for construction of the entrance parking lot and lighting, sidewalks and pathways. The Union Lake Kayak Launch was also approved last month. Director England presented a break down as of August indicating the cash balance.

The proposed 2025 budget was reviewed and the top 6 priorities for 2025 are Victory Park, The Union Lake Kayak Launch, the installation of a permanent restroom at the Richardson Center and to look at overflow parking issues, a tree management plan at Millrace and Byers and the replacement of the footbridge, development of a vegetation management plan for Long Park, and installation of a pavilion, benches and picnic tables at Hickory Glen. Priorities 7 through 10 are to install a pavilion, benches, and picnic tables at Maple Glen, to install lighting and signage on the hill at Snowy Ridge, to install way finding signs at Wise Woods, and anticipating any miscellaneous needs at Dodge Park.

Director England reviewed the proposed 2025 budget for Parks and Recreation. She reviewed supplies, contracted services, building and grounds maintenance, restrooms at the dog park, carpet cleaning, phragmites treatment, mowing, and wood chips for the play structures. In addition, Maple Glen needs a protective coat on the roof shingles, gutters, doors, and rotted wood replaced. Also, fence repair, split rail fences at Byers and Snowy Ridge, crushed limestone at Long Park for the pathways, and repairs to wood bridges and observation decks. Finally, security lighting at Bicentennial Park, and at the Richardson Center the deck needs to be painted, the doors need to be stained, and an ADA concrete pad needs to be installed in the back.

Director England reviewed program and event funding such as the concert in the park series, the Easter egg hunt, the M5K, the Trail or Treat event, the Bicentennial Celebration, and the holiday event. Many of these costs are offset by sponsorships. Director England also reviewed the proposed budget for education and capital outlay, security cameras, ADA's in the parks, the online registration program, a storage garage, which wouldn't be needed if the restroom combo storage facility at the Richardson Center was built.

Library Director Alyson Lobert presented the proposed 2025 budget for the library. Director Lobert reviewed the grant for the novel branch library program, a new revenue line from the Friends of the Library for Library programming, salaries and wages at a 3% increase, proposed wage increases for pages and circulation clerks to help with recruitment and retention, supplies, advertising and Patron Point, equipment maintenance, transitioning the sorting room into a book sale area for the Friends of the Library, building and grounds maintenance, exterior signage, a Youth Room mural, library programming, a table and a laser engraver for the maker space, Imagination

ITEM 2: 2025 Township Budget (continued)

Library, furniture purchases such as booths for the Teen Room, seating pods, and task chairs at the public computers. In terms of books and materials, she will stay the course. In terms of electronic databases, she has increased the budgeted amount to reflect the increasing pace of patron check-outs, particularly from Hoopla. The last item is increasing the budget for Overdrive, reflecting the very steady demand for downloadable items.

DDA Director Deborah Watson reviewed the proposed 2025 DDA budget. Starting with the amended 2024 budget, she indicated that tax revenue is a little bit more than anticipated and the State personal property tax was supposed to be phased out but apparently it is continuing to increase and we are waiting on that deposit. Director Watson reviewed the 2024 proceeds on the sale of property, property disposition costs, legal fees, and insurance costs.

Turning to the proposed 2025 budget, the significant changes are the sale of parcel J1, property disposition costs, commissions, legal fees, insurance costs, staff wages and salaries, consultant fees for the engineers, property maintenance and utilities, and interest payments.

The Board reviewed the proposed 2025 Road Improvement Fund and discussed intersection improvements.

The Board reviewed the proposed 2025 Governing Body Budget.

The Board reviewed the proposed 2025 Township General Budget and discussed the salary line item for the Assessing Department, the Ordinance Department, postage costs, and the filing and discharging of SAD liens.

The Township Board reviewed the proposed 2025 Township Hall Building and Grounds Fund.

The Board reviewed the proposed 2025 Improvement and Building Fund.

The Board reviewed the proposed 2025 Museum Fund. The Board discussed the music box and where to move it and renaming this fund.

MOTION by Weber, supported by Berkheiser, to change the name of the fund to the Historical Fund. **MOTION CARRIED UNANIMOUSLY**

The Board reviewed the proposed 2025 Other Fund.

OTHER MATTERS

Supervisor Gray said he sent everyone all the reviews for the Directors. Please review the information and based on your experience with each director please indicate if they meet, are below, or exceed your standards and we'll arrive at a dollar amount for raises.

Trustee Sovel asked if we are not doing percentages this year?

Supervisor Gray said he wants dollar amounts.

Trustee Sovel said that with the change in the law, minimum wage is going up starting February 21, 2025 and then increasing by 6.5% on January 1st in 2026 and 2027 and by 6% on January 1st 2028. That's a 19% increase in minimum wage over the next 3 years starting with February 1st, plus whatever the increase was from the current \$10.10.

Supervisor Gray reminded the Board that there will not be a special meeting on October 22nd, but there will still be the Quarterly Discussion meeting on that date. There is a special and a regular meeting on October 8th.

ADJOURNMENT

MOTION by Creech, supported by Magner, to adjourn the meeting at 7:50 p.m.

MOTION CARRIED UNANIMOUSLY



Melissa Creech, Clerk
Charter Township of Commerce