

Assessment Administration Services, LLC (AAS) - Max Griffin (MMAO), Lisa Griffin (MAAO/Owner), and Bill Griffin (MMAO/Owner) were present. They gave a history of how their services started and what they can offer Commerce Township. They have experience with MTT's and valuation disputes. There are currently 8 Michigan Master Assessing officers on staff. Their pricing is "all inclusive" with the exception of postage for assessment and change notices that are mailed out every year, software used by community/office, and some office supplies.

ITEM 1:5-13 APPROVAL OF AGENDA

MOTION by Berkheiser, supported by Sovel, to add **ITEM 5.5:5-13 OLD BUSINESS A. Midtown on Haggerty PUD** to the agenda.

MOTION CARRIED UNANIMOUSLY

MOTION by Phillips, supported by Berkheiser, to approve the agenda as amended.

MOTION CARRIED UNANIMOUSLY

ITEM 2:5-13 PUBLIC COMMENTS

Supervisor Gray opened Public Comments and advised the public that speaking time is limited to three (3) minutes. This is for public comments only and not for comments regarding the public hearings on the agenda.

Jim Dundas, Fire Chief, 9106 Lyniss Dr, Commerce Township, Michigan said the Fire Department will host a blood drive on May 22, 2025 from 8:00 am – 2:00 pm at Fire Station #4. They will be working with local Masons and the American Red Cross.

He thanked and expressed his sincere appreciation to Evan Deponte, Boy Scout Troop 308, for successfully completing his Eagle Scout project on May 3, 2025 by cleaning and marking fire hydrants with reflective tape; enhancing visibility for firefighters during night time responses. This contributes greatly to public safety in Commerce Township.

Supervisor Gray closed Public Comments.

ITEM 3:5-13 PUBLIC HEARINGS

A. Roll Resolution – Commerce Crossing SAD

Supervisor Gray opened Public Hearings

There were no public comments.

Supervisor Gray closed Public Hearings

MOTION by Sovel, supported by Berkheiser, to approve the Resolution Confirming Special Assessment Roll for The Special Assessment District Designated Commerce Crossing Maintenance Special Assessment District, post and publish according to law.

ROLL CALL VOTE

AYES: Sovel, Berkheiser, Long, Creech, Phillips, Weber, Gray

NAYS:

MOTION CARRIED UNANIMOUSLY

B. Roll Resolution – Sherwood Acres Crack Sealing SAD

Supervisor Gray opened Public Hearings

There were no public comments.

ITEM 3:5-13 PUBLIC HEARINGS (continued)

Supervisor Gray closed Public Hearings

MOTION by Berkheiser, supported by Phillips to approve the Resolution Confirming Special Assessment Roll for The Special Assessment District Designated Sherwood Acres Crack Sealing Special Assessment District, post and publish according to law.

ROLL CALL VOTE

AYES: Berkheiser, Phillips, Creech, Weber, Long, Sovel, Gray

NAYS:

MOTION CARRIED UNANIMOUSLY

ITEM 4:5-13 BOARD APPOINTMENTS

A. Spencer Schafer – Reappointment to the Downtown Development Authority for a 4-Year Term Ending May 31, 2029

Spencer Schafer was present.

MOTION by Gray, supported by Creech, to approve the Reappointment of Spencer Schafer to the Downtown Development Authority for a 4-Year Term Ending May 31, 2029.

MOTION CARRIED UNANIMOUSLY

ITEM 5:5-13 CONTRACT AWARDS AND AGREEMENTS

A. Assessing Contract

Discussion took place on each Township Board member's overall ranking of companies that were interviewed from their submitted bids. Supervisor Gray advised the Board of prices from the bids that were received.

Trustee Long said at the last meeting Supervisor Gray indicated that the County Board was going to vote on their rates the next day. Have you heard anything from the County? Supervisor Gray said the County is firm on their prices.

MOTION by Phillips, supported by Berkheiser, to allow Supervisor Gray to begin Assessing Contract proceedings with Assessment Administration Services, LLC (AAS).

MOTION CARRIED UNANIMOUSLY

B. Oakland County Sheriff's Office 2025-27 Marine Patrol Services Resolution and Agreement

Supervisor Gray said the rate increase will be \$10 more per hour.

MOTION by Sovel, supported by Creech, to approve the Resolution of The Township Board of The Charter Township of Commerce Declaring its Approval of The Oakland County Sheriff's Office 2025 – 2027 Marine Patrol Services Agreement with The Charter Township of Commerce.

MOTION CARRIED UNANIMOUSLY

ITEM 5.5:5-13 OLD BUSINESS

A. Midtown on Haggerty PUD.

Trustee Berkheiser said at the April Township Board meeting he voted against the Motion to approve the First Amendment to PUD Agreement for Midtown on Haggerty Planned Unit Development. He would like to reconsider that vote.

MOTION by Berkheiser, supported by Weber, to reconsider the First Amendment to the PUD Agreement Midtown on Haggerty. **MOTION CARRIED UNANIMOUSLY**

MOTION by Weber, supported by Gray, to approve an amendment to PPU#20-02, a PUD application for a first amendment to Midtown on Haggerty, a commercial development by Midtown on Haggerty LLC (Steve and Spencer Schafer of Schafer Development) consisting of approx. 20,000 sq. ft. of retail within three existing/constructed commercial buildings, an approx. 103,000 sq. ft. commercial building expected to be occupied by Kroger, and a Kroger fuel center including canopy, 7 pumps, and staffed service kiosk, upon approx. 25 acres on the west side of Haggerty Road north of 14 Mile Road. The Planning Commission's recommendation of approval is based on a finding that the amended PUD application satisfies the requirements outlined in Article 38 of the Commerce Township Zoning Ordinance; that the proposed development is consistent with the goals of the Commerce Township Master Plan; that the project will offer recognizable and substantial public benefits proportionate to the deviations from the Zoning Ordinance being requested by the developer, most notably the inclusion of the Kroger fuel center; that the PUD development agreement achieves the goals of both the Township and the developer to create a high quality commercial development that the Planning Commission is confident can be approved in a future PUD site plan; and that Steve & Spencer Schafer in partnership with Kroger and with Neil Fetter and his family will capably serve as the master developer with unified control over the entire Midtown on Haggerty project.

This recommendation of PUD approval is conditional upon the following:

1. Approval by the Commerce Township Board of Trustees of the PUD's development agreement and development plan;
2. A fully-formed development agreement to be reviewed by both the Planning Department and Township Attorney prior to consideration by the Township Board. Said development agreement to incorporate the direction of the Planning Commission, particularly as it relates to commitment of recognizable public benefits;
3. A detailed PUD site plan to be reviewed and approved by the Planning Commission subsequent to Township Board approval of the PUD, with the PUD site plan to include (but not be limited to):
 - a. A detailed signage plan for all proposed wall signs, fuel center canopy signs, and freestanding signs both new and existing, with the preliminary details provided as exhibits to the development agreement;

ITEM 5.5:5-13 OLD BUSINESS (Midtown on Haggerty PUD Motion continued).

- b. Detailed building elevations for the Kroger building including upgrades as directed by the Planning Commission, with the preliminary details provided as exhibits to the development agreement;
 - c. An outdoor storage/sales/display plan clearly defining the location, duration, and material type;
 - d. Inclusion of the proposed sidewalks described within the PUD agreement
Page 7 PPU#20-02 Midtown on Haggerty PUD AMENDMENT Planning
Department PUD Review – Township Board meeting on April 8, 2025
4. Approval by the Road Commission for Oakland County (RCOC) for all public road improvements within their Haggerty Road right-of-way, most notably the new traffic signal at Haggerty Road & Midtown Avenue recommended by the Township's Traffic Engineer;
5. Adherence to the findings & recommendations of the revised/updated traffic study by the Traffic Engineer, including those recommendations upon private property specifically the recommendation of a dedicated right-turn lane along Spring Vale at Haggerty;
6. Significant changes to the layout proposed in the development plan may require approval by the Township Board of an amended development plan;
7. (any other conditions the Planning Commission deems necessary as part of PUD approval).

Discussion:

Trustee Sovel would like to include a conditional amendment to the Motion. The Kroger store signage must refer to "Commerce Township" and not any other community.

MOTION by Sovel, supported by Gray, to amend the Motion to include condition number 8. That all Kroger signage shall refer to "Commerce Township" and no other community.

MOTION CARRIED UNANIMOUSLY

ROLL CALL VOTE

AYES: Weber, Gray, Creech, Berkheiser
NAYS: Phillips, Long, Sovel

MOTION CARRIED

ITEM 6:5-13 NEW BUSINESS

A. Part Time Social Media & Marketing Associate Job Description

Katelyn Massey, Human Resources Director, presented the job descriptions for the Board's review.

Trustee Berkheiser feels we need this service but does not feel it needs to be a Commerce Township employee. This could be contracted out to a company that is knowledgeable and provides this type of service.

Katelyn Massey is not aware of any contractors that can do this but she will investigate it.

Trustee Sovel said he thought Ben Sebrowski, IT Director, came to the Board a few years ago asking for a part time person to help him with social media. (note: the part time person was not hired for social media).

Trustee Weber does not see how we can find a part time person to do what we are asking. Why not take both positions and combine it into one full time position?

Trustee Long said there are a vast number of social media firms that we could use in place of hiring a part-time employee.

Clerk Creech feels we need someone in house. We need someone who will not only work on social media but attend our Directors, Attorney, and Engineer's meetings in order to place important information on our website, among other things.

Trustee Sovel recommends forming a workgroup to do an analysis on what is best for the Township and bring back their findings to the Township Board.

No action taken.

B. Assistant to the Director of Senior Services Job Description Revision

Emily England, Parks and Rec/Senior Director, said this is for an existing full-time position that recently became vacant. She wants to revise the title and add some duties to include both senior services and Parks and Recreation.

MOTION by Sovel, supported by Creech, to approve the Facility and Program Support Specialist Job Description. **MOTION CARRIED UNANIMOUSLY**

Item 6:5-13 NEW BUSINESS (continued)

C. Resolution – Authorizing West Nile Virus Fund Expense Reimbursement Request

MOTION by Berkheiser, supported by Weber, to approve the Resolution Authorizing West Nile Virus Fund Expense Reimbursement Request.

ROLL CALL VOTE

AYES: Berkheiser, Weber, Phillips, Creech, Long, Sovel, Gray

NAYS:

MOTION CARRIED UNANIMOUSLY

D. Teen Volunteer Policy – Proposed Amendment

Alyson Lobert, Library Director, said the Commerce Township Community Library's Teen Volunteer Policy was approved by the Commerce Township Board of Trustees in January, 2025. Recently, I was made aware of the work permit requirement in Public Act 90 of 1978, the Youth Employment Standards Act (YESA), which necessitates minors having a valid work permit for volunteering as well as for paid work. As a result, I recommend two changes to the Teen Volunteer Policy: changing the minimum age to volunteering to 14 (as this is the youngest a minor can obtain a work permit) and specifying the work permit requirement in the policy. Both changes are reflected in the enclosed draft.

MOTION by Weber, supported by Berkheiser, to approve the amended Commerce Township Community Library's Teen Volunteer Policy.

MOTION CARRIED UNANIMOUSLY

E. Friends Book Shop Door Installation Project

Alyson Lobert, Library Director, would like approval to hire RD Josephson Master Builders for the installation of a new door for the Friends Book Shop. This door will allow volunteers and members of the public to access the Friends Book Shop from the lobby of the library. Total cost for the proposed work is \$5,832. The Library Advisory Board recommends approval.

MOTION by Berkheiser, supported by Creech, to contract with RD Josephson Master Builders for the installation of a new door for the Friends Book Shop at the Commerce Township Community Library at a cost not to exceed \$6,000 (Quote #25-0418B dated 4-18-2025). Funds to come from the library's 2025 Building and Maintenance Budget.

MOTION CARRIED UNANIMOUSLY

F. Resolution – Approval of Bank Depositories

Treasurer Phillips said the Township Board is required to designate bank depositories for Township funds.

ITEM 6:5-13 NEW BUSINESS (continued)

MOTION by Berkheiser, supported by Sovel, to approve the Resolution, approving the use of the following financial institutions authorized as bank depositories for 2025 and beyond, until such time as a change is necessary:

PNC Bank

Flagstar Bank

Farmers & Merchants State Bank

MERS (Retiree Health Trust)

Huntington Bank

The State Bank (merged with Choice One Bank)

Choice One Bank

Fifth Third Bank

Michigan Cooperative Liquid Asset Securities System (Michigan CLASS)

Comerica Securities

Oakland County Local Government Investment Pool (WRC) operations of water and sewer facilities only).

MOTION CARRIED UNANIMOUSLY

G. Early Payment of Peninsula Park Paving Bonds

Treasurer Phillips is requesting authorization to do an early call of the principal due November 1, 2029 (\$73,000) and November 1, 2030 (\$72,000) effective on November 1, 2025.

MOTION by Berkheiser, supported by Sovel, to authorize the Molly Phillips, Township Treasurer, to do an early call of the principal due November 1, 2029 (\$73,000) and November 1, 2030 (\$72,000) effective on November 1, 2025.

MOTION CARRIED UNANIMOUSLY

H. Resolution – Indemnification of Township Officers and Employees

Hans Rentrop, Township Attorney, said the enclosed Resolution reaffirms the Township Board's commitment to indemnifying its officers and employees pursuant to Public Act 170 of 1964, as amended. The Township Board can make a Motion at any time to indemnify volunteers on a case-by-case basis.

MOTION by Berkheiser, supported by Phillips, to approve the Township Board of The Charter Township of Commerce Resolution of Indemnification of Township Officers and Employees.

MOTION CARRIED UNANIMOUSLY

I. Approval of LAYA Board

Supervisor Gray said that Stephanie Kaplan, Chairperson Lakes Area Youth Assistance, is requesting approval, as mentioned in their established by-laws Article V., Section A., from each of our sponsors in accepting the following person(s) into official Lakes Area Youth Assistance board members.

ITEM 6:5-13 NEW BUSINESS (continued)

Executive Officers:

Stephanie Kaplan, Chairperson
Nancy Van Leuwen, Vice-Chairperson
Joan Sare, Secretary
Peggy Hawke, Treasurer

Board Members:

Clarence Mills
Ellen Demray
Erin Leybourn
Jim Holubeck-Gotts
Kelly Holubeck-Gotts
Jodi Gallo
Pamela Kaznecki

Ad Hoc Members:

Christopher Titus
Cindy Scarpace
Hon. David Law
Kathy Lyall
Michelle Casey
Mike Hayes'
Shayna Levin

MOTION by Berkheiser, supported by Creech, to accept the Lakes Area Youth Assistance volunteer board members for 2025.

MOTION CARRIED UNANIMOUSLY

ITEM 7:5-13 ORDERS AND ADD ONS

MOTION by Sovel, supported by Creech, to approve the orders and the add ons.

MOTION CARRIED UNANIMOUSLY

ITEM 8:5-13 OTHER MATTERS

Treasurer Phillips –

- Refunding 2016 Capital Improvements or Bonds savings by reissuing a lower amount of debt. If any of the bonds that mature after December 1, 2025, which is our next principal payment, bonds from 2026 through 2038 can be called when I make that payment. If I were to call the 1.74 million that is due in 2038, I would save \$1,131,000 in interest over the 13 years that those bonds would have been outstanding. She sent this information to Dawn Lund and is waiting to hear back from her to find out if this would change any of her projections on her sewer rates.

ITEM 8:5-13 OTHER MATTERS (continued)

Trustee Berkheiser –

- Asked for a follow up on the fence at the cemetery. Clerk Creech said Mark Schoder, Maintenance Director, is obtaining quotes for the fence on the north side of Old Burying Grounds.
- Eagle Project mentioned by Fire Chief Dundas - There were approximately 30 adults/Boy Scouts patrolling the Township for 3 hours to take care of approximately 500 fire hydrants in the Township.

Trustee Weber –

- Please respond to me if you are going to volunteer one hour of your time to staff a Commerce Township booth at the Bicentennial Event.
- We previously talked about our ability to have residents sign up and pay for events online. He would like to continue discussion on having a Township wide process where someone can either reserve the Richardson Center or sign up and pay for any other event. Supervisor Gray said we can discuss this during a Quarterly Discussion meeting. Treasurer Phillips said we currently have a platform for Parks and Recreation and the library. All of this will change because we will not be using G2G Cloud Solutions through Oakland County. Point & Pay (payment software) can handle all online transactions, it is just a matter of setting it up.

Supervisor Gray-

- July meeting discussion –Uniform online payments and revision to massage ordinance proposed by Mario Gibbons, Ordinance Director
- Water Services bids are due on June 4, 2025.
- County Commissioner Long will present the Oakland County Board of Commissioners her request for \$5,000 for our concerts and an additional \$5,000 for the Bicentennial Event.
- I will be on vacation beginning tomorrow and will return May 27, 2025.

ITEM 9:5-13 ADJOURNMENT

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

MOTION by Gray, supported by Weber, to adjourn at 8:36 p.m.

MOTION CARRIED UNANIMOUSLY



Melissa Creech, Clerk
Charter Township of Commerce