

2009 Township Drive
 Rice Township, Michigan 48390

PLEDGE OF ALLEGIANCE

Absent: Melissa Creech, Clerk (excused)
Robert Long, Trustee (excused)

APPROVAL OF MINUTES

MOTION CARRIED UNANIMOUSLY

MOTION by Sovel, supported by Berkheiser, to approve the August 12, 2025 agenda.
MOTION CARRIED UNANIMOUSLY

ITEM 2:8-12 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.

Joe Dickie, 4865 Ponderosa St., Commerce Township, Michigan is requesting the Township create and enforce a Tree Ordinance. He said two years ago his neighbor's tree fell on his garage. When the tree fell it pulled the root ball out of the ground and is standing approximately 4-5 feet out of the ground. He said it is an eyesore and a safety hazard. To date, the root ball has not been removed. He did contact the Township Ordinance Officer and is now requesting a Tree Ordinance to deal with this.

Mario Gibbons, Ordinance Manager, said we do not have a Tree Ordinance.

Hans Rentrop, Township Attorney, said he would like to discuss this with Mr. Dickie after the meeting.

Supervisor Gray read a card addressed to the Township Board from the Friends of the Library group stating their appreciation of the Board of Trustees.

Supervisor Gray said State Representative Noah Arbit would like to make a public comment but he is stuck in traffic. Hans Rentrop, Township Attorney, said the Board can reserve time for him to speak when he arrives.

ITEM 3:8-12 CONTRACT AWARDS AND AGREEMENTS

A. Library Sidewalk Extension Project

Jason Mayer, Giffels Webster Engineers, two bids were submitted for the Commerce Library Sidewalk Extension Project. He recommends the contract be awarded to the low bidder, LJ Construction in the amount of \$948,637.50. The project budget not to exceed \$1,336,655.00. The Township will be reimbursed \$1,000,000.00 from the LEO Grant.

MOTION by Sovel, supported by Berkheiser, to approve the Commerce Library Sidewalk Extension Project budget not to exceed \$1,336,655.00. The contract shall be awarded to LJ construction, Inc. The breakdown is as follows: \$1,000,000 from the LEO Grant, \$50,000 from the Parks and Recreation Fund, \$100,000 from the Pathway Fund, \$276,655 from the General Fund. If any of the contingencies are returned, they shall go back to the General Fund.

MOTION CARRIED UNANIMOUSLY

State Representative Noah Arbit gave an update on what is going on in the State Legislator as it pertains to the State Budget. We have been out of session for several weeks and the speaker of the House continues to cancel sessions. The usual process is the House Budget and the Senate Budget would reconcile the two and then present the agreed upon version to the Governor. Those tri-party negotiations are not happening. Budgets have not been passed or even presented and negotiations are broken down. He believes we are headed towards a government shut down in the State of Michigan.

ITEM 3:8-12 CONTRACT AWARDS AND AGREEMENTS (continued)

Supervisor Gray closed Public Comments.

B. Richardson Center Parking Lot and Pathway Project

Jason Mayer, Giffels Webster, said seven bids were submitted for the Richardson Center Parking Lot and Pathway. He recommends the contract be awarded to the low bidder Asphalt Specialists, Inc. in the amount of \$194,109.40.

MOTION by Berkheiser, supported by Weber, to award the contract for the Richardson Center Parking Lot project to Asphalt Specialists, Inc. not to exceed \$269,000.

MOTION CARRIED UNANIMOUSLY

MOTION by Gray, supported by Sovel, to award the contract for the Richardson Center Pathway project to Asphalt Specialists, Inc. not to exceed \$121,000.

Discussion: Trustee Berkheiser does not feel we have finalized a firm plan yet and this is a pathway to nowhere. The funds could be used other projects. We were going to discuss in the next Township Quarterly Meeting if we want to bond for pathways and let the residents decide if the Township should spend 15 to 20 million dollars for pathways.

Trustees Berkheiser and Weber voted No

MOTION CARRIED

ITEM 4:8-12 INTRODUCTIONS

A. Fee Ordinance Amendment 2.031 – Water & Sewer Rates

Hans Rentrop, Township Attorney, said the Fee Ordinance Amendment updates the quarterly water and sewer rates beginning in the first quarter of 2026, as recommended by Dawn Lund.

MOTION by Sovel, supported by Phillips, to Introduce the Charter Township of Commerce an Ordinance to Amend Ordinance No. 2.03029 to be Known as The Charter Township of Commerce Fee Ordinance No. 2.031, post and publish according to law.

MOTION CARRIED UNANIMOUSLY

ITEM 5:8-12 PURCHASES

A. Parks and Recreation Software

Emily England, Parks and Rec/Senior Director, said the Parks and Recreation Committee recommends approval of the online software system from Rec Desk. Rec Desk will work with Point & Pay, our current credit card payment processor.

MOTION by Berkheiser, supported by Sovel, to approve the Proposal from Rec Desk for the Parks and Recreation Software System at an annual subscription cost not to exceed \$6,600.00.

MOTION CARRIED UNANIMOUSLY

ITEM 5:8-12 PURCHASES (continued)

B. Camera System Upgrade

Ben Sebrowski, Director of Technology, said the camera systems at the Township Hall, Library, and the Richardson Senior Center need to be upgraded. He explained why the security cameras need to be upgraded at each building. These projects were budgeted and planned for this year (2025).

Discussion took place between Board members if Sonitrol and their cameras would be the best and appropriate electronic security system for Township buildings and grounds.

MOTION by Berkheiser, supported by Gray, to approve the Proposal by Sonitrol to upgrade the camera security system at the Township Hall (\$12,537.13 plus \$50 monthly professional service fee from IT Capital Outlay), Library (\$23,110.01 plus \$161.00 monthly professional service fee from Library Building and Ground Maintenance), and the Richardson Senior Center (\$19,946.60 plus \$156.00 monthly professional service fee from Capital Improvements General Fund). Total amount shall not exceed \$57,000.

Trustees Weber and Sovel voted No

MOTION CARRIED

ITEM 6:8-12 OLD BUSINESS

A. Proposed Massage Ordinance Amendment

Mario Gibbons, Enforcement Manager, said during the last Township Quarterly Meeting he was asked by Trustee Weber to bring copies of Novi's unlawful acts, which Mr. Gibbons referenced. He reviewed Novi's unlawful acts and feels the language would be beneficial to the Township in the event we need to do a suspension or revocation hearing.

Discussion ensued on requiring there be a State of Michigan licensed masseuse present at all hours a massage business is open when massages are performed, acupressure services without a licensed masseuse present, prevent someone from getting a license based on past history, clarify unprofessional conduct or unethical behavior and appropriate language in the Massage Ordinance that will regulate massage businesses and penalize the businesses that do not adhere to the Ordinance.

Hans Rentrop, Township Attorney, said the Board did not authorize him to review the Massage Ordinance. He said he understands what the Township is looking for and recommends he review what the Township can legally do under the state law.

Mario Gibbons will work with the Township Attorney and they will report back to the Board.

No action taken.

ITEM 6:8-12 OLD BUSINESS (continued)

B. Proposed Noise Ordinance Amendment

Jay James, Building Official, and Mario Gibbons, Enforcement Manager, reviewed the Amendment with the Board. They believe the changes will improve enforcement clarity, reduce unnecessary complaints, and support balanced growth across residential, commercial, and industrial areas.

MOTION by Weber, supported by Phillips, to approve the Proposed Amendments to Township Noise Ordinance – Decibel Level Adjustments, as submitted.

MOTION CARRIED UNANIMOUSLY

C. Silo Ranch Roof

Emily England, Parks and Rec/Senior Director, discussed proposals that were submitted addressing the roof at Silo Ranch.

MOTION by Berkheiser, supported by Weber, to approve a total replacement of the Silo Ranch roof by D&L Metal Sales not to exceed \$130,000, funds to come from the Building Improvement Fund.

Discussion – Trustee Weber asked Emily England to find out what the warranty is for the new roof.

MOTION CARRIED UNANIMOUSLY

D. Victory Park

Emily England, Parks and Rec/Senior Director, discussed the Subsurface Investigation Report for Victory Park by ASTI Environmental and a proposal from Bob Rousseaux's Excavating, Inc. to investigate the cause of the sinkholes.

Hans Rentrop, Township Attorney, recommends the contractors submit the appropriate insurance indemnifying Commerce Township.

MOTION by Berkheiser, supported by Phillips, to move forward with the proposal dated August 4, 2025 submitted by Bob Rousseaux's Excavating, Inc. for on sight consultant services to investigate the cause of sinkholes at Victory Park, not to exceed \$25,000. The appropriate insurance indemnifying Commerce Township shall be submitted. Funds to come from the General Fund.

MOTION CARRIED UNANIMOUSLY

E. Approval of Job Description – Communications & Community Engagement Specialist

Katelyn Massey, Human Resources Director, reviewed the revised job description with the Board.

Trustee Weber said his concern is that we are going to hire another full-time employee for this position when we just hired two employees to handle marketing, communications and programming for the Parks and the Library. There has not been

ITEM 6:8-12 OLD BUSINESS (Approval of Job Description – Communications & Community Engagement Specialist continued)

enough time to see how these two new positions are working out before we hire another employee doing the same type of work. It sounds like this new position will take over the responsibilities of these two employees, excluding the duties of assisting the Township Supervisor. The workgroup should be coordinating with the Library and Parks & Senior Services Directors.

MOTION by Sovel, supported by Gray, to approve the Charter Township of Commerce Communications and Community Engagement Specialist Job Description. Salary range shall be \$55,000 to \$62,000 per year.

Discussion – Trustee Berkheiser would like to add “potential to work weekends” under Working Conditions.

Trustee Weber voted No

MOTION CARRIED

F. Bank Depositories

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

MOTION by Berkheiser, supported by Weber, to approve, by Resolution, 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 *

Farmers & Merchants State Bank *

Huntington Bank *

Choice One Bank *

Community Choice Credit Union

Flagstar Bank *

MERS (Retiree Health Trust) *

JPMorgan Chase Bank

Fifth Third Bank

Huron Valley State 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) *

(* funds currently held at these institutions)

MOTION CARRIED UNANIMOUSLY

ITEM 6:8-12 OLD BUSINESS (continued)

G. Prepayment of Peninsula Park Bonds

Treasurer Phillips said she was granted the authorization to pay off the last two installments on the Peninsula Park bonds early. Those maturities are due November 1, 2030 in the amount of \$72,000 and November 1, 2029 in the amount of \$73,000. Upon further review of the amortization schedules for the balance of the SAD receivables outstanding, I feel it is more prudent to pay off the 2030 maturity this year, and look at the analysis again in 2026 to see if funding allows for payment of the 2029 maturity at that time.

MOTION by Weber, supported by Berkheiser, to authorize the Township Treasurer to pay off 2030 Peninsula Park bonds and analysis the 2029 Peninsula Park bonds in 2026.

MOTION CARRIED UNANIMOUSLY

ITEM 7:8-12 NEW BUSINESS

A. Approval of Real and Personal Property Exemption Application

Max Griffin, Assessment Administration Services L.L.C., gave a review and concept of the Real and Personal Property Exemption Application.

MOTION by Berkheiser, supported by Phillips, to approve the Commerce Township Assessing Department Application for Exemption of Real/Personal Property.

MOTION CARRIED UNANIMOUSLY

B. Local Author Collection Policy

Alyson Lobert, Library Director, recommends approval of the Local Author Collection Policy as recommended by the Library Advisory Board.

MOTION by Weber, supported by Berkheiser, to approve the Commerce Township Community Library Local Author Collection Policy, as written.

MOTION CARRIED UNANIMOUSLY

C. Intent Resolution for Special Projects No. 54

MOTION by Berkheiser, supported by Phillips, to approve 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. 54.

MOTION CARRIED UNANIMOUSLY

ITEM 7:8-12 NEW BUSINESS (cont.)

D. Hayes Creek Odor Control System

Jason Mayer, Giffels Webster Engineers, is requesting authorization to move forward with the design phase for the Hayes Creek Pump Station Odor Control Improvement project.

MOTION by Berkheiser, supported by Phillips, to authorize Giffels Webster Engineers to move forward with the design, permitting, and bidding of the Hayes Creek Pump Station Odor Control Improvement project not to exceed \$38,000.

MOTION CARRIED UNANIMOUSLY

E. Wastewater Treatment Plant Oxidation Ditch Piping

Jason Mayer, Giffels Webster Engineers, is requesting authorization to move forward with the design and bidding for the CWWTP Oxidation Ditch Force Main project at a cost not to exceed \$26,000.

MOTION by Weber, supported by Berkheiser, to authorize Giffels Webster Engineers to move forward with the design and bidding of the CWWTP Oxidation Ditch Force Main Project not to exceed \$26,000.

MOTION CARRIED UNANIMOUSLY

F. Resolution Authorizing Proceedings to Acquire Easement Interest in the Pontiac Trail and Beck Water Main Project

Hans Rentrop, Township Attorney, recommends approval of the Resolution authorizing the "good faith offers" to be made to acquire easement interest in the Pontiac Trail and Beck Water Main Project.

MOTION by Phillips, supported by Berkheiser, to approve the Resolution of The Township Board of The Charter Township of Commerce Authorizing Proceedings to Acquire Easement Interests in The Pontiac Trail & Beck Road Water Main Project.

MOTION CARRIED UNANIMOUSLY

G. Grinder Pump Contractor Bidding

Jay James, KER Engineering, Inc., the current contract, with C&E Construction for installation of grinder pumps within Commerce Township, expires at the end of 2025. Prior to bidding it out as we typically do, it was suggested that the Township should possibly utilize several contractors, or provide a list of approved contractors for the residents to choose from for the installation of grinder pumps in Commerce Township. He recommends we do not change from what we are currently doing. The Board reviewed the process of surrounding communities and discussed the pros & cons of a single contractor versus home owners finding their own contractor.

Jay James will bid this out and report back to the Board.

ITEM 7:8-12 NEW BUSINESS (cont.)

H. Compliance with Act 152 – Employee Health Care

Annually, the Township Board must either approve to comply with or exempt ourselves from Act 152 on an annual basis.

MOTION by Sovel, supported by Phillips, to exempt itself from the requirements of Michigan Public Act 152 of 2011 from an 80/20 Health Care Plan to a 90/10 (Township pays 90% and employee pays 10%) Health Care Plan, Township wide.

Trustee Berkheiser voted No

MOTION CARRIED

I. Fireworks Permit – Aurora on the Lake Wedding

MOTION by Weber, supported by Phillips, to approve the Fireworks Permit for Gen-X Pyrotechnics for a fireworks display on Union Lake for Wilson Wedding on August 17, 2025 at approximately 9:00 p.m.

MOTION CARRIED UNANIMOUSLY

ITEM 8:8-12 ORDERS AND ADD ONS

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

MOTION CARRIED UNANIMOUSLY

ITEM 9:8-12 OTHER MATTERS

Trustee Weber –

- During the Planning Commission Meeting residents from the Reserve at Crystal Lake said they received recycling cans from Priority Waste but were told garbage cans are back ordered.
- Silo Ranch was on the cover of Lakes Area Neighbors magazine.
- During the Planning Commission Meeting it was mentioned that someone gave another person permission to shoot a target and a bullet went by a resident's house. He questioned if our Firearms Ordinance is up to date and/or needs to be reviewed since there is more residential and less open space in the Township. Jay James said the Firearm Ordinance states shooting a firearm in the Township is prohibited, except in designated areas.

Trustee Berkheiser –

- Sidewalk Inspection Plan - Is there a plan for what areas we are doing? Jason Mayer said he is working with the Township Attorney on the timeline for how this will be done. There is a map of what areas will be done. We have completed inspections of Phase 1 which is basically the north strip of the Township (Wise Road).

ITEM 9:8-12 OTHER MATTERS (continued)

- Asked for an update on the wastewater and sewer. Supervisor Gray said he received the water contract today and we should receive something next week on the sewer.
- Will there be an announcement soon on what tenants will be coming to Five & Main? An announcement date has not been revealed yet.
- The water tank behind the fire house looks bad and needs to be cleaned.

Treasurer Phillips –

- She received notification from Oakland County saying they are changing the animal control rules. They would like residents to scan a QR code online and then it will be handled through a third-party vendor. Hans Rentrop said the Township is also required to issue dog licenses.
- We have a person who insist they live in Commerce Township and we are sure they do not live in the Township. This person owns in a rental condo on Chesapeake Circle. His summer, winter and assessing notices come back as undeliverable. He is blaming it on the post office. How do we prove this is a rental property? Hans Rentrop said someone can knock on the door and ask.
- Run off wash away on the wood chip path that is on the north side of Byers bridge has water running through it. Supervisor Gray said they sent pictures to RCOC.

Trustee Sovel –

- He noticed that seems like the traffic has improved at the roundabout at Oakley Park and Martin Parkway and once you get north of the roundabout it is taking significantly less time to get to Commerce Road.

Supervisor Gray -

- He asked Chief Dundas how much we are bringing in for transportation. So far this year we have brought in \$704,000. We projected \$600,000.
- He is working on leasing the lower portion of the 2019 building.
- Budget meetings will be coming up. He would like to schedule three meetings. Let me know what dates you cannot make it in September, October, and November.
- MMRMA Insurance renewal is coming up.
- Shout out to Lt. Hix Bicentennial Park - we were able to get footage from Bicentennial Park over the weekend of the truck and license plate and give it to Lt. Hix.
- We need to come up with an Ordinance for short term rentals.

ITEM 10:8-12 ADJOURNMENT

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

MOTION by Phillips, supported by Weber, to adjourn at 9:59 p.m.

MOTION CARRIED UNANIMOUSLY

A handwritten signature in cursive script, reading "Melissa Creech", is written over a horizontal line.

Melissa Creech, Clerk
Charter Township of Commerce