

**CHARTER TOWNSHIP OF COMMERCE
QUARTERLY DISCUSSION
MEETING OF THE TOWNSHIP
BOARD OF TRUSTEES
2009 Township Drive
Commerce Township, MI 48390
Tuesday, January 22, 2019, 7:00 p.m.**

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

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

Absent: Bob Berkheiser, Trustee (excused)

Also Present: DDA Director Mark Stacey
Bowden Brown, Bond Counsel
Tom Traciak, Financial Advisor
Fire Chief Jim Dundas
Loren Crandell, Giffels Webster

ITEM 1: PUBLIC COMMENTS

None.

Supervisor Scott asked the Board to reorder the items on the agenda by moving Item 8: Bond Authorizing Resolution for General Obligation Limited Tax Downtown Development Refunding Bonds, Series 2019 (Taxable) to Item 2, effectively renumbering each subsequent Item from Items 3 to 8. The Board agreed.

ITEM 2: BOND AUTHORIZING RESOLUTION FOR GENERAL OBLIGATION LIMITED TAX DOWNTOWN DEVELOPMENT REFUNDING BONDS, SERIES 2019 (TAXABLE)

Bowden Brown, Bond Counsel, and Tom Traciak, Financial Advisor, were present to review the process of converting the variable rate of indebtedness of the 2008 Taxable Adjustable Rate Downtown Development Refunding Bonds (Limited Tax General

ITEM 2: BOND AUTHORIZING RESOLUTION FOR GENERAL OBLIGATION LIMITED TAX DOWNTOWN DEVELOPMENT REFUNDING BONDS, SERIES 2019 (TAXABLE) (continued)

Obligation) to long term fixed rate indebtedness while the fixed rates are at acceptable levels and to insure greater financial certainty in the future for the Township

Tom Traciak said it would take about 2 months to complete the process of creating a prospectus, establishing ratings, pricing, and finally, closing.

Bowden Brown said the last act by the Board is to approve the resolution before them and all other actions are delegated to the Township Treasurer.

A general discussion followed regarding costs to the Township, early termination fees, the banking relationship and letter of credit with PNC Bank, pre-payment options, and financial flexibility in the future so that the Township maintains the most advantageous financial position possible.

MOTION by Phillips, supported by Sovel, to approve the Bond Authorizing Resolution for General Obligation Limited Tax Downtown Development Refunding Bonds, Series 2019 (Taxable).

ROLL CALL:

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

NAYS: None

ABSENT: Berkheiser

MOTION CARRIED UNANIMOUSLY

ITEM 3: RFP FOR FIRE STATION 3

Chief Dundas stated he would like to rebuild fire station 3 because it is the busiest station and with projected growth in the area it is projected to be even busier in the future. Chief Dundas would like a bigger fire station with a training room, office space, and space for an additional EMS vehicle. As a preliminary step he has asked surrounding communities that recently have built new fire stations for suggestions of what worked well and what did not during the design and building phases, and also afterwards as the station was staffed and functioning. Chief Dundas would like to use an owner's representative to oversee all phases of the project at a cost of about 1% to 2% of the total construction costs.

ITEM 3: RFP FOR FIRE STATION 3 (continued)

A general discussion followed regarding the method the Board has used in the past for overseeing large projects, how large the potential building footprint could be, whether there's enough space on the parcel to accommodate it, the amount of parking needed, how the Township would pay for the new facility, and whether the Board should tour newly built fire stations in other communities.

Chief Dundas stated he would find a managing firm to oversee the project.

MOTION by Magner, supported by Weber, to allow Fire Chief Dundas to go out for RFP's for a project manager/owner's representative for fire station #3.

MOTION CARRIED UNANIMOUSLY

ITEM 4: REPUBLIC SERVICES AND PENDING RFP

Supervisor Scott stated Phil Adkison has the garbage services RFP about 90% complete and asked the Board if they, or their constituents, have any suggestions for services they would like to see included in the proposal?

A discussion followed regarding dead animal pick up, retaining the 95-gallon rolling garbage cart, using a 64-gallon or a 95-gallon recycling container, and ownership of the carts, bins, and containers being retained by the service provider.

Trustee Sovel wants the garbage provider to continue to donate large trash receptacles to the Township for large public events such as the concerts in the park during the summer.

Trustee Weber would like to see some type of customer satisfaction analysis provided and published by every service provider under consideration by the Township.

ITEM 5: HORSE FARM

A general discussion followed regarding the lease, the tenant, the state of repair of the facilities, the use of the facilities by local school districts for equestrian purposes, and the Township's objective in owning the property. It was agreed that the first step is to review the current lease.

ITEM 6: GROUP HOME

A general discussion followed regarding the property at Log Cabin and Glengary, maintenance issues, zoning, the number of patients living there, and the Township's objectives in owning the property.

ITEM 6: GROUP HOME (continued)

Clerk Creech does not want to displace any patients and recommends reviewing the lease on this property.

Trustee Sovel wants to check on the parcel's zoning and any special land use requirements.

ITEM 7: WETLAND CONSERVATION

The Board discussed wetland conservation and wetland banking for green space.

ITEM 8: SEWER INSTALLATION STRATEGIES FOR NEW AND ESTABLISHED PROPERTIES

Supervisor Scott said Jason Mayer of Giffels Webster has mapped where the most commonly failing septic fields are located within the Township. We have the ability to process 8 million gallons of sewage daily and are currently processing only 2 million gallons per day.

Trustee Sovel pointed out that it is very expensive for residents to hook into the sewer system and perhaps the old method of calculating the costs should be reviewed and the Township may be in a position to assist homeowners with those costs.

Loren Crandell, Giffels Webster, stated that in the first 20 years of the sewage system's existence the Township went from processing 0 gallons to 2 million gallons/day. In the last 10 years the Township has remained at 2 million gallons/day. All the easy parts of the system are completed and it's the hard complicated parts that remain to be done.

Trustee Sovel wants to set up a meeting to get this done through some creative thinking and possibly helping residents with associated costs.

ITEM 9: BYERS PROPERTY RESTORATION, USE, AND HISTORICAL SOCIETY

The Board discussed arriving at a vision for the property, making the bridge ADA compliant, any deed conditions placed on the property, the museum fund, building safety and repairs, tri-party funds for the parking lot, the role of the Parks and Recreation Committee, and cross walks.

Trustee Weber wants the Board to decide what the vision is for Byers and execute to it.

ITEM 10: ROADS – UNION LAKE/RICHARDSON/MARTIN PARKWAY AND TRI-PARTY PROJECTS

Supervisor Scott asked the Board to start thinking about how and where they would like to use tri-party funds.

ITEM 11: CRITERIA FOR FUND BALANCE LEVELS FOR MAJOR CATEGORIES

Treasurer Phillips said there's not a lot of consensus on this topic and whatever the Board decides should be included in the approved investment policy.

Trustee Weber said we need to determine how many funds we have, decide what those individual fund balances should be, and execute to it.

ITEM 12: OLD TOWNSHIP HALL

A general discussion followed regarding the current tenants and uses for the old township hall ranging from using it as a police station to using it for fire department training.

ITEM 13: OTHER MATTERS

Trustees Magner and Sovel discussed their work in creating a comprehensible and measurable way to conduct performance reviews for non-union employees by devising a template to measure performance. Non-union employees would pursue personal and professional goals with periodic evaluations each fiscal year. The template and evaluations would help to determine which non-union employees should receive raises for the next year.

Treasurer Phillips stated the Commerce Township logo medallion is attached to the south side, far left, of the pedestrian bridge.

Supervisor Scott said the bridge lights and timer are working properly now. Soon we'll have the additional 16 lighted panels installed.

MOTION by Phillips, supported by Creech, to adjourn the meeting at 9:10 p.m.

MOTION CARRIED UNANIMOUSLY



Melissa Creech, Clerk
Charter Township of Commerce