



**Montrose Charter Township**  
139 S. Saginaw Street, P.O. Box 3128 Montrose, MI 48457  
Phone (810) 639-2021 Fax (810) 639-3207

**Montrose Township Regular Board Meeting**  
**May 19, 2009**

The meeting was called to order by Supervisor Mark Emmendorfer at 7:00pm.

The meeting began with the Pledge of Allegiance to the Flag.

**Roll Call:**

Present- Linda Miller, Dan Hill, Tom Tithof, Gary Keeler, Mark Emmendorfer, Fred Domine.

Absent- Don Sullivan.

**Citizens Comments:**

None.

**Minutes:**

Gary Keeler made a **Motion** to accept the minutes of the April 19, 2009 Regular Board meeting as written. Support for the motion by Dan Hill. Vote- All yes. Motion passed.

**Treasurers Report:**

Supervisor Emmendorfer gave the treasurers report.

**Revenue/Expenditure Report:**

Supervisor M. Emmendorfer presented the Revenue/Expenditure report which is on file with these minutes.

**Presentation of Bills:**

Trustee, Tom Tithof, made a **Motion** to pay the bills as presented. Support for the motion given by Dan Hill. Vote- Linda Miller (yes), Dan Hill (yes), Tom Tithof (yes), Gary Keeler (yes), Mark Emmendorfer (yes), Fred Domine (yes). Motion passed.

**Reports:**

Fire- Report on file.

Chief Ellis said that the fire department has the opportunity to apply for a grant for a new fire truck. The grant would be for \$450,000.00 and requires a 5% match. This grant will be addressed under item nine on tonight's agenda.

Police- Report on file.

Chief Ellis told the board about the act of heroism by police officer Jeff Prezepiora. Officer Prezepiora saved a man from drowning by diving into the water and swimming to his aid. The man's boat capsized and he did not know how to swim. The incident occurred at a pond located in the township.

Building/ Assessing Department- Report on file.

Supervisor Emmendorfer said that Building Department activity had picked up.

Building and Grounds- Report on file.

Cemetery had five burials in April. Park has 3 Pavilion rentals. Eight AYSO dates and ten Little League games scheduled. Boy Scout campout is weekend of May 29-31.

Senior Center- Report on file.

Sandy said that they have been very busy.

C M Ambulance- Report on file.

The calls for the month of April generated \$21,540.00 in income. Therefore, no payment is owed by the township.

### **Business:**

Wade Trim- Water analysis results / Infrastructure finance / USDA Grant/Loan;

Beth Schroeder and Tiffany Harrison made the Water Analysis presentation to the Board. The analysis demonstrated that there is adequate water pressure to supply water to all of the areas being considered. Wade Trim recommends that constructed water mains be at least 12 inches in diameter. Water main construction should be phased to create loops in the system. Wade Trim prioritized the construction of water main as follows;

1. Farrand - Duffield – Wilson (5.1 miles)
2. Vienna Road Extension (1.0 miles)
3. Nichols- Dodge (1.8 mile)
4. Frances West (.08 mile)
5. Frances East (2.0 mile)

The complete Wade Trim analysis is on file with these minutes.

Beth explained two financing options to the Board. DEQ has a Drinking Water Revolving Fund with a twenty year pay back. USDA has a Rural Development loan with a 40 year pay back.

The next step for the township would be to complete a pre-application with USDA Rural Development Loan and Grant Program. This will determine if the township is eligible for any grant money etc. Wade Trim's fee for completing the necessary paperwork and guiding the township through this process would be \$800.00.

Wade Trim suggested that we retain the services of ACI Finance Inc. to determine the best way to fund this project. ACI would evaluate the past and current performance of our utility fund for such things as funded replacement, debt service, debt service reserve, and capital reserve. They will also examine our rate structure to insure the township is billing enough to service any loan agreement that we enter into. The fee charged by ACI is \$3,000.00.

Dan Hill made a **Motion** to enter into contracts with Wade Trim for the amount of \$800.00 and with ACI for the amount of \$3,000.00. Support for the motion by Gary Keeler. Vote- Linda Miller (yes), Dan Hill (yes), Tom Tithof (yes), Gary Keeler (yes), Mark Emmendorfer (yes), Fred Domine (yes). Motion passed.

C M Ambulance Contract:

Attorney Otis Stout presented the revised contract for ambulance service to Montrose Township. The contract extends the present agreement through May 31, 2009 and incorporates the ALS agreement from June 1, 2009 through December 31, 2009. The agreement may be extended an additional twelve months by mutual agreement of both parties. The agreement stipulates that the Montrose Township share of the cost for ALS ambulance service shall not exceed \$4,000.00 per month. The break even dollar amount for income generated by ambulance calls in this contract is \$24,000.00 per month. The township will be responsible for any amount less then \$24,000.00 per month but not to exceed \$4,000.00.

Gary Keeler made a **Motion** to enter into the amended contract with C M Ambulance Company. Support for the motion was given by Dan Hill. Vote- All yes. Motion passed.

Policy and Procedure Manual revision:

Supervisor Emmendorfer said that the Policy and Procedure Committee has recommended adoption of the revised edition of the Policy and Procedure Manual.

Trustee Tithof said that he found errors in grammar and punctuation in the new manual and he presented the Clerk with a corrected copy so that corrections could be made on the draft copy.

Gary Keeler made a **Motion** to accept the revised Policy and Procedure Manual with corrections to spelling, verbiage and punctuation as proposed by Trustee Tithof. Support for the motion by Dan Hill. Vote- All yes. Motion passed.

Riverside Mobile Home Park Sewer System:

Supervisor Emmendorfer explained the agreements between the City of Montrose and Stanley Edwards and Robert Steadman dated November 3, 1970 and the Agreement between Stanley Edwards and Robert Stedman and the Township of Montrose dated November 24, 1970. A provision of this agreement allows Montrose Township to take over the sewer line at any time. Montrose Township is currently and has been billed by the Genesee County for the maintenance of the sewer and so it seems prudent that we exercise the township's right to retain the sewer usage by the Riverside Mobile Home Park. Supervisor Emmendorfer has been in contact with the City of Montrose and they are willing to relinquish there claim to the sewer.

Gary Keeler made a **Motion** to revoke the Sewer Agreement with the City of Montrose for the sewer that services the Riverside Mobile Home Park. Support for the motion by Tom Tithof. Vote- All yes. Motion passed.

West Shore Warning Systems Maintenance Contract:

Supervisor Emmendorfer presented a maintenance Contract for our Tornado Sirens from West Shore Services Inc. We did not realize that the township did not have a maintenance contract on these sirens until we had a problem with one of the sirens this spring. The Contract is for the period from 2010-2013. The 2009 inspection cost for the sirens is \$2,100.00. The Contract cost for years 2010-2013 will be \$1,700.00 per year.

Tom Tithof made a **Motion** to approve the expenditure for the maintenance of the tornado sirens and to enter into agreement with West Shore Systems for the period of 2010-2013 for the maintenance of the sirens. The 2009 maintenance cost will be \$2,100.00. 2010-2013 maintenance cost will be \$1,700.00 per year. Support for the motion by Gary Keeler. Vote- Linda Miller (yes), Dan Hill (yes), Tom Tithof (yes), Gary Keeler (yes), Mark Emmendorfer (yes), Fred Domine (yes). Motion passed.

Resignation of a Firefighter:

Supervisor Emmendorfer presented a letter of resignation from firefighter Jon W. Edwards. He said that because of an injury he sustained at his regular work place, he can not perform the duties of firefighter.

Gary Keeler made a **Motion** to accept the resignation of firefighter Jon W. Edwards. Support for the motion was given by Dan Hill. Vote- All yes. Resignation accepted.

Discussion of Assessors Contract with the City of Montrose:

Supervisor Emmendorfer referred to a letter he received from Montrose City Manager Frank Crosby asking if the township would be interested in providing assessing services for the city. Mark said that he thought the township could provide these services and he was asking the Boards permission to provide a quotation to the City of Montrose for these services.

Gary Keeler made a Motion for Supervisor Emmendorfer to proceed on behalf of Montrose Township and furnish the City of Montrose with a proposal for providing assessing services. Support for the motion was given by Linda Miller. Vote- All yes. Motion passed.

Discussion Regarding Purging of Personal Property Tax from Tax Role (Otis Stout):

Attorney Otis Stout explained that we have uncollected Personal Property taxes going back to 1997 that have not been collected. The great majority of these are not collectable because the individuals or businesses have become defunct or have moved out of the area. His suggestion is to declare these taxes uncollectable and purge the tax roll of them.

Dan Hill made a **Motion** to purge the tax roll of all uncollectable Personal Property Taxes to include the year 2002 and prior. Support for the motion by Gary Keeler. Vote- All yes. Motion passed.

Fire Committee Recommendations:

The Fire Committee met and recommends that the Fire Department be authorized to apply for a grant for a new fire truck. The Grant would be for \$450,000.00. Montrose Township's match would be \$22,500.00.

The Fire Committee also recommends that Miles Allen be allowed to become a reserve Fireman. They also recommended rate for reserve firemen be set at the minimum wage. Minimum wage is presently \$7.40 per hour.

Dan Hill made a **Motion** for the Fire Department to apply for the Grant, hire Miles Allen as a Reserve Fireman and establish the pay rate for Reserve Firemen at the prevailing minimum wage. Support for the motion given by Tom Tithof. Vote- All yes. Motion passed.

Clerk's Office renovation:

Supervisor Emmendorfer said we would like to convert the old furnace room to an office for the Clerk. The present Clerks office would become the break room. The specifications for the anticipated work have been included in this month's packet. Money to fund the project would come from the Construction Account. We are asking Board approval to seek bids for necessary items such as dry wall, electrical work, suspended ceiling, etc.

Gary Keeler made a Motion to approve the renovation of the old township hall furnace room into a new office for the Clerk. Support for the motion by Tom Tithof. Vote- All yes. Motion passed.

Any Other Business:

Gary Keeler suggested that the Planning Commission review the Ordinance for Temporary Emergency Housing. Trustee Keeler also suggested that the township Fee Schedule be reviewed by the Planning Commission.

Dan Hill made a **Motion** for the Planning Commission to review the ordinance for Temporary Emergency Housing and also review the Fee Schedule. Support for the motion by Tom Tithof. Vote- All yes. Motion passed.

Dan Hill asked about the feasibility of adding \$10,000.00 to our drain budget. Dan said that the cost of cleaning out Drains is down to about \$4.20 per foot. He hoped this could be added to the agenda for the June meeting.

Dan said that he hoped the Board of Review would publish the Poverty Level Guidelines before the July Board of Review.

Citizens Comments:

Jason Fejedelem, 10455 Nichols Road, said that when the Road Commission removed his driveway culvert for the ditching program. They failed to replace it at the same width it was before removal. Supervisor Emmendorfer said he would contact the Road Commission for an explanation.

Adjournment:

Dan Hill made a **Motion** to adjourn the meeting. Support for the motion by Gary Keeler.  
Vote- All yes. Meeting adjourned at 9:45pm.

Submitted by  
Fred Domine, Township Clerk

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Mark Emmendorfer, Supervisor

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Fred Domine, Clerk

**Mark Emmendorfer** - Supervisor   **Fred Domine** – Clerk   **Donald Sullivan** – Treasurer  
Township Trustees - **Gary Keeler, Dan Hill, Linda Miller, Tom Tithof**

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