



Montrose Charter Township
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Montrose Township Board Meeting

PLACE:

Montrose Township Hall, 139 S Saginaw Street, Montrose, MI 48457

DATE:

December 21, 2010

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

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

Roll Call: Present- Mark Emmendorfer, Fred Domine, Gail Fikes, Gary Keeler, Tom Tithof, Linda Miller, Dan Hill. Absent- 0

Agenda Approval:

Gail Fikes made a **Motion** to add Items 13. (Police car), 14. (Park playground), 15. (ZBA position) and to reverse the order of items 4. and 5. Support for the motion was given by Dan Hill. Vote- All yes. Motion passed.

Citizens Comments; None

Minutes;

November 9, 2010 regular board meeting. Tom Tithof made a **Motion** to approve the minutes as corrected (Page two- *Resolution Implementing a Employee Health Care Incentive Program. Change the first sentence to read- Emmendorfer explained how the plan would work and how the township would realize a savings on our insurance*). Support for the motion was given by Dan Hill. Vote- All yes. Motion passed.

November 30, 2010 special board meeting. Dan Hill made a **Motion** to accept the minutes with the following correction. Page 4- Dan said that a transfer was made from the sewer fund but nothing had been transferred out of the sewer fund. This should read- *nothing has been transferred out of the Water Fund*. Support for the motion was given by Gail Fikes. Vote- All yes. Motion passed.

Treasurers Report;

Gail presented the treasurers report.

Presentation of Bills;

Dan Hill called attention to the fact that there were not any bills for the Fire and Police Departments. Domine said they must have been overlooked and he would bring them to the January 2011 meeting. Tom Tithof made a **Motion** to pay the bills on condition that the missing bills are presented at the January 2011 regular board meeting. Support for the motion was given by Gail Fikes. Vote- Domine (yes), Emmendorfer (yes), Miller (yes), Hill (yes), Keeler (yes), Tithof (yes), Fikes (yes). Motion passed.

Reports;

Fire Department	Police Department	Twin Township Ambulance
Building Department	Senior Center	Building & Grounds.

Reports are on file with these minutes.

Business;

Wade Trim Capital Improvement Plan (Charles “Chip” Smith)-

Chip said that we need to prioritize the Capital Improvement Projects within the township. Chip presented a formal plan of action in the following order; 1. (Township Survey), 2. (Board Workshop), 3. (Capital Improvements Plan /Policy) 4. (Time Schedule). He presented a draft of the survey. Chip proposed that this survey be made available on the Townships’ web-site and at various locations throughout the township, in hard copy form. He invited the Board members to communicate their thoughts, questions and ideas about the survey to him through the end of December. He said that he would like to have the survey available beginning the first week of January. Responses to the survey will be collected through the first part of February. Chip would like to schedule a Board workshop before the February regular Board meeting. Chip said that based on the work that he has done so far, he feels that the total cost of the Capital Improvement Program would be \$8,000.00 which includes the \$3,000.00 already allocated by the Board. The cost for the Capital Improvement Program through the Survey and through the workshop at the February Board meeting would be an additional \$1,000.00 over and above the \$3,000.00 originally approved. Dan Hill made a **Motion** to authorize an additional \$1,000.00 to be spent on the Capital Improvement Program. This amount will fund the CIP through the Survey and the presentation at the February Board meeting. Support for the motion was given by Gary Keeler. Vote- Domine (yes), Fikes (yes), Tithof (yes), Keeler (yes), Hill (yes), Miller (yes), Emmendorfer (yes). Motion passed.

Wade Trim Wilson/Nichols Road Water Line Project-

Beth Schroeder referred to the Letter of Recommendation of Award contained in the Boards’ packet. Eric Construction of St. Charles, MI was the low bidder with bid of \$438,531.00. They were also the low bidder with the combined alternate for the meter pit. The combined total bid being \$554,653.00. WadeTrim recommends awarding the bid to Eric Construction. Beth explained that the bid prices are good for 120 days. This bid guarantee was necessary due to the process and time involved in establishing a Special Assessment District and coming to an agreement with the City of Montrose and Genesee County involving the construction of the meter pit. Beth went on to explain the

process involved in establishing a special assessment district. There are 58 parcels along the route of the proposed water line. Beth presented three different pay back scenarios for the Special Assessment District. Moving forward, our next step would be to hold a Public Hearing for the residents along the path of the proposed water line. Two Public Hearings are necessary. The first Public Hearing is to establish the intent to create the Special Assessment District. The second Public Hearing actually creates the tax roll and the Assessment District.

Resolution Implementing the Employee Health Care Incentive Program-

Tom Tithof made a **Motion** for Montrose Charter Township to adopt the Employee Health Care Incentive Program (Resolution 10-17). Support for the motion was given by Gary Keeler. Vote- Tithof (yes), Keeler (yes), Hill (yes), Miller (yes), Emmendorfer (yes), Domine (yes), Fikes (yes). Motion passed.

Resolution amending the Township Policy & Procedure Manual to include reference to the Employee Incentive Program-

Tom Tithof made a **Motion** to adopt Resolution 10-18 which amends the township Policy and Procedure Manual to acknowledge the adoption of the Employee Health Care Incentive Program. Support for the motion was given by Gail Fikes. Vote- All yes. Motion passed.

Republic Waste 2nd Addendum to the Solid Waste Collection Agreement-

Supervisor Emmendorfer explained that the waste collection billing rate would be based on the CPI-U for the annual period of August – July. Not to exceed a total of 3.0%. This will give the township sufficient time to correct the special assessment tax role and place it on to the Winter Tax Bills. Gary Keeler made a **Motion** to adopt the 2nd addendum to the Waste Collection Agreement between the Township of Montrose and Republic Services of Mid-Michigan. Support for the motion was given by Tom Tithof. Vote- All yes. Motion passed.

Consideration and possible adoption of a Computer, E-Mail & Internet Use Policy-

Supervisor Emmendorfer presented the proposed Montrose Township Computer, E-Mail & Internet Use Policy. Emmendorfer opened the item up to discussion by the Board members. Trustee, Dan Hill made a recommendation that Page 1, Section 2, Paragraph B be changed to read in the following manner. *No employee shall damage, sell, alter or remove such equipment of any significant value or its components without the express written consent of the Montrose Township Supervisor.* Fred Domine made a **Motion** to approve the Montrose Computer-Mail & Internet Use Policy with the recommended change to Page 1, Section 2, Item B. Support for the motion was given by Gail Fikes. Vote- All yes. Motion passed.

Adoption of Meeting and Holiday Schedules for 2011-

Supervisor Emmendorfer presented the Meeting and Holiday Schedule for the 2011 calendar year. Gary Keeler made a **Motion** to adopt the Meeting and Holiday Schedule as presented. Support for the motion was given by Gail Fikes. Vote- All yes. Motion passed.

Removal of Garbage Assessment on Parcels: 13-22-100-018, 13-22-100-011, and 13-22-100-027.-

Treasurer Gail Fikes said that these parcels have been combined with other parcels that are being assessed for garbage pickup and she is requesting that the assessments be removed from these parcels. Gary Keeler made a Motion to remove the garbage pick up assessment from the following three parcels; 13-22-100-018, 13-22-100-011, 13-22-100-027. Support for the motion was given by Linda Miller. Vote- All yes. Motion passed.

Inter-Governmental Parking Lot Agreement-

Supervisor Emmendorfer called attention to the changes that have been made in the proposed agreement for the parking lot at 127 S Saginaw Street. Attorney Austin inserted a stipulation into the agreement prohibiting overnight parking in the parking lot. The agreement has now been given to the City of Montrose and the Montrose DDA for their approval.

Discussion about Implementing a Residential Scrap Tire Cleanup Program-

Emmendorfer explained that the landfill can no longer accept used tires for disposal and this is an opportunity to apply for a Tire Cleanup Grant through the DNRE. Emmendorfer said that the township would be working in conjunction with First Class Tire Shredders to pick up scrap tires throughout the township. The tire pick up would be on a designated day annually. Property owners would take their tires to the roadside for pick up. Tires could also be dropped off at First Class Tire Shredders location on Vienna Road. All sizes of scrap tires will be picked up. Emmendorfer estimated the total cost of the program to be between \$10,000.00 and \$15,000.00. The Township would receive \$3,000.00 from the DNRE Grant. Hopefully, this program would alleviate some of the townships' mosquito problems. Gary Keeler made a **Motion** to table this item until the January Board meeting. Support for the motion was given by Tom Tithof. Vote- All yes. Motion passed.

Budget Amendments- None

Permission to sell Police Car #16/ 2005 Chevrolet Impala-

Supervisor asked the Boards' permission to have the Clerk advertise and sell Police Car #16 a 2005 Chevrolet on Craigs list. Gary Keeler made a **Motion** to allow the Clerk to sell the 2005 Chevrolet on Craigs List. Support for the motion was given by Dan Hill. Vote- Hill (yes), Miller (yes), Emmendorfer (yes), Domine (yes), Fikes (yes), Tithof (yes), Keeler (yes). Motion passed.

Discussion and Approval of additional work on the Playground Surface at Barber Park-

Supervisor Emmendorfer explained that there were problems with the installation of some of the playground equipment and the rubber surface in the playground area of the park. Mark and Fred have been in contact and negotiation with Larry Haddan who works for All About Play. All About Play has agreed to repair the rubber surfaces and remove and relocate a Balance Beam for the price of \$4,200.00. The original price they proposed

for performing this work was \$17,612.00. Gary Keeler made a **Motion** to contract with All About Play for \$4,200.00 for the repairs to the playground area of Barber Park. The money for these repairs is to come from the Park Fund. Support for the motion given by Dan Hill. Vote- Emmendorfer (yes), Domine (yes), Fikes (yes), Tithof (yes), Keeler (yes), Hill (yes), Miller (yes). Motion passed.

ZBA Position-

Emmendorfer referred to the resignation letter from Trustee, Dan Hill. Citing scheduling conflicts, Dan has resigned from being the Township Board representative on the ZBA. Gary Keeler made a **Motion** to accept the resignation of Dan Hill from the ZBA. Support for the motion was given by Tom Tithof. Vote- All yes. Motion passed.

Supervisor, Mark Emmendorfer recommended the appointment of Gail Fikes to be the Township Board representative on the ZBA. Dan Hill gave support for the recommendation by Emmendorfer. Vote- All yes.

Extended Board Member Comments;

Supervisor Emmendorfer acknowledged the receipt of a donation in the amount of \$100.00 from AYSO in appreciation for the services provided them by Maynard Reed and his staff at the park.

Citizens Comments;

Chris Sajdak asked if “data” altering or removal would be covered by our new computer use policy. Mark replied yes.

Adjournment;

Dan Hill made a **Motion** to Adjourn the meeting. Support for the motion was given by Tom Tithof. Vote- All yes. Meeting adjourned at 9:45PM.

Mark Emmendorfer Supervisor **Fred Domine** Clerk **Gail Fikes** Treasurer
Dan Hill Trustee **Gary Keeler** Trustee **Linda Miller** Trustee **Tom Tithof** Trustee