



Montrose Charter Township
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Montrose Township Board Meeting

PLACE:

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

DATE:

February 16, 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

Citizens Comments:

Patti Payne asked when the pick-up schedules would be available for recycling and garbage pick-up. Mark said that the schedule has been sent to the printer and should be mailed out within a week.

Minutes:

Gary Keeler made a **Motion** to accept the minutes of the January 19, 2010 regular board meeting as written. Support for the motion given by Dan Hill. Vote- All yes. Motion passed.

Gary Keeler made a **Motion** to accept the minutes of the January 26, 2010 special board meeting as written. Support for the motion given by Tom Tithof. Vote- All yes. Motion passed.

Gary Keeler made a **Motion** to accept the minutes of the February 2, 2010 special board meeting as written. Support for the motion given by Dan Hill. Vote- All yes. Motion passed.

Treasurers Report:

Treasurer, Gail Fikes, presented the Treasurers Report.

Revenue/Expenditure Report:

Supervisor, Mark Emmendorfer, presented the Revenue/ Expenditure Report.

Presentation of Bills:

Supervisor Emmendorfer presented the Bills for approval. Mark also asked the Board to consider an estimate from West Shore Services for the repair of the tornado siren located at 11503 Dodge Road. The estimate to repair the siren is \$1,810.00.

Tom Tithof made a **Motion** to approve the bills as presented including the repairs to the tornado siren on Dodge Road in the amount of \$1,810.00. Support for the motion was given by Linda Miller. Vote- Fred Domine (yes), Gail Fikes (yes), Gary Keeler (yes), Linda Miller (yes), Tom Tithof (yes), Dan Hill (yes), Mark Emmendorfer (yes). Motion passed.

Reports:

Fire Department- Report on file

Police Department- Report on file. Chief Ellis said that there will be an appreciation dinner for the Fire and Police Departments on February 21, 2010. The dinner is being sponsored by local churches.

C M Ambulance- Report on file.

Building Department- Report on file.

Senior Center- Report on file. Supervisor Emmendorfer reported that there was a small gas leak in the kitchen that has been repaired.

Building and Grounds- Report on file.

Business:

Water Main Project Survey Results Wade Trim (Beth Schroeder)-

Supervisor Emmendorfer said that the Water Main Survey results came back mostly negative. The Survey results are on file with these minutes. The area that showed the most interest in having water was Wilson Road from Seymour Road to Nichols Road. Two residents were in attendance and asked questions to the board. Mark explained that connecting to the municipal water system is not required. Mark explained that the Township Board has money in the Water Fund and was trying to extend water to areas of the township which would benefit from having municipal water based on population, need for water, and proximity to existing water lines. Emmendorfer explained, because of the bad economy, now is the best time to bid projects of this type. Contractors are looking for work and bids should come back lower. Tom Tithof asked if we could do the engineering for just a portion of the project. Beth Schoeder answered yes. If we just wanted to do the engineering for Wilson Road, the cost would be \$32,000.00. Doing the engineering would enable the township to go out for bids and then we would have exact figures for the property assessments. Supervisor Emmendorfer said that the township still would have to hold a Public Hearing before beginning construction of a water line.

Gary Keeler made a **Motion** to have an engineering study done for the construction of a water line along Wilson Road west to Nichols Road then north along Nichols Road to the Fire Department. Support for the motion was given by Tom Tithof. Vote- Fred Domine (yes), Gail Fikes (yes), Gary Keeler (yes), Linda Miller (yes), Tom Tithof (yes), Dan Hill (yes), Mark Emmendorfer (yes). Motion passed.

Fireman Phil Casciano Retirement Presentation-

Battalion Chief, Phil Casciano, has retired after 33 years service on the Montrose Township Fire Department. The Township Board wanted to recognize his service and present his retirement plaque at tonight's meeting but Mr Casciano is not present. His retirement was accepted at a Special Board Meeting held January 26, 2010 and was effective February 1, 2010.

Tom Tithof made a **Motion** for Supervisor Emmendorfer to contact Phil Casciano and make arrangements to present him with his plaque. If he would like to receive it at a future meeting, the Township Board will accommodate him. Support for the motion was given by Gail Fikes. Vote- All yes. Motion passed.

RFP for Ambulance Service-

Supervisor Emmendorfer said that the township received proposals from C M Ambulance, Twin Township Ambulance and MMR Ambulance. All three companies offered ALS Ambulance service at no charge to the township. They all offered to conduct CPR and other Continuing Education Classes for the township at no charge and will furnish ambulance service for special events at no charge. Twin Township offered to furnish a base located in the township although our RFP stated that Montrose Township would furnish the base location. The three companies offered similar response times as well as back up service when the local ambulance is on call.

Dan Hill made a **Motion** to contract with C M Ambulance for ALS ambulance service for Montrose Township. ALS Ambulance service will be furnished at no charge to the township. Support for the motion was given by Fred Domine. Vote- Fred Domine (yes), Gail Fikes (yes), Gary Keeler (yes), Linda Miller (no), Tom Tithof (yes), Dan Hill (yes), Mark Emmendorfer (yes). Motion passed.

RFP Cemetery Survey/Expansion-

Fred Domine explained that the Township needs to develop a new section of burial lots. We only have a few lots left to sell in Section Seven. The new section would be known as Section Eight. It would contain four grave plots, two grave plots and single grave plots. The RFP requested development of this section, surveying and staking of the two right-of-ways onto McKinley Road, topographical surveys of the new section and the undeveloped cemetery area to the north and the creation of a new service road leading to the cemetery maintenance buildings.

We received Proposals from three firms.

1. Wade Trim \$23,300.00
2. Spicer Engineering \$17,950.00
3. Powell Land Surveying \$17,500.00

Dan Hill made a **Motion** to award the contract to Powell Land Surveying for the amount of \$17,500.00. All work to be performed as specified in the RFP presented by Montrose Township. Support for the Motion was given by Tom Tithoff. Vote- Fred Domine (yes), Gail Fikes (yes), Gary Keeler (yes), Linda Miller (yes), Tom Tithof (yes), Dan Hill (yes), Mark Emmendorfer (yes). Motion passed.

RFP Township Hall Vestibule Architectural/Engineering Services-

Mark presented the Board with two proposals for the Architectural Design and Engineering services for a new entrance to the township hall.

1. Sedgewick & Ferweda \$2,500.00
2. Spicer Group (not to exceed) \$4,700.00

The Sedgewick & Ferweda proposal was somewhat confusing in that it referred to “Sledgewick & Ferweda Architects Terms and Conditions shall be in accordance with those outlined in Sedgewick & Fereda Architects proposal for *Linden Little League*, pages 1-4 plus attachment A.” Over half of the proposed services in the included proposal were lined out. It does not appear that these items apply to Montrose Township. Also, Attachment A refers to additional work charges over and above the quoted figure. It is not clear what is included in the quoted price and when the additional charges would be assessed.

The Spicer Groups proposal is for Preliminary Design, Design Development and Construction Documentation. If requested, it could be expanded to include Bidding and Negotiation and Construction Administration. Dave Boersma, architect, representing Spicers said that it would be cost effective for Township to utilize the Design Build concept and work with local contractors. Dave said that he would provide Construction Administration at no additional charge to the township.

Fred Domine made a **Motion** to accept the proposal of the Spicer Group not to exceed \$4,700.00 for the Architectural/Design Services for the new vestibule entrance at the township hall. Support for the motion was given by Dan Hill. Vote- Fred Domine (yes), Gail Fikes (yes), Gary Keeler (yes), Linda Miller (yes), Tom Tithof (yes), Dan Hill (yes), Mark Emmendorfer (yes). Motion passed.

Resolution Amending our Investment Policy-

Gail Fikes explained that we are asking the Board to amend the townships investment policy by adopting this resolution. Currently, the Treasurer can only invest township funds in banks that are covered by Federal Deposit Insurance. This resolution will allow investing township funds in Savings and Loan Banks and Credit Unions as long as they are covered by federally approved insurance.

Also, with prior approval of the Township Board, the Resolution allows investment in bonds, securities and other obligations of the United States. Mutual funds registered under the Investment Company Act of 1940. This resolution defines investments and establishes investment guidelines with greater detail then our present policy.

Dan Hill made a **Motion** to adopt Resolution 10-01 (A Resolution Amending, Repealing And Replacing Previous Investment Policies And Adopting A New Investment Policy). Support for the motion was given by Gary Keeler. Vote- All yes. Motion passed.

Water Rate Increase Proposal-

Genesee County raised their Commodity rate to the township in November of 2009. The rate went from \$2.41 per 100cu ft to \$2.54 per 100cu ft. Montrose Township did not pass this increase on to our water customers. Genesee County is going to pass another rate increase to \$2.70 per 100 cu ft effective July 1, 2010. The township can not absorb this additional increase without passing it on. The Water and Waste Committee recommends reducing the townships Commodity Rate from \$.32 per 100 cu ft to \$.25 per 100 cu ft. The combined township and county Commodity Rate would then be \$2.95 per 100 cu ft effective July 1, 2010.

Tom Tithof made a **Motion** to increase our schedule of fees to reflect an increase in the combined Commodity Rates (county \$2.70 & Township \$.25) to \$2.95 per 100 cu feet. This increase will become effective July 1, 2010. Support for the motion given by Gary Keeler. Vote- Fred Domine (yes), Gail Fikes (yes), Gary Keeler (yes), Linda Miller (yes), Tom Tithof (yes), Dan Hill (yes), Mark Emmendorfer (yes). Motion passed.

Sewer Hookup Identification & Time Table-

There are homes and businesses in the township who have had access to sanitary sewer for years but have not hooked up to them. Mark said that he did not want to force the people on Seymour Road to hook up to the new sanitary sewer until the Township gets clarification of state law and develops a township policy for hooking up to available sewers. Attorney Stout is researching these questions and should have recommendations soon. The Water and Waste Committee recommends that we table this item until next month.

Tom Tithof made a **Motion** to table this item until next month meeting. Support for the motion was given by Gary Keeler. Vote- All yes. Motion passed.

Concessionaire Agreement-

Supervisor Emmendorfer presented the refined Concessionaire Agreement.

Dan Hill made a **Motion** to approve the Concessionaire Agreement. Support for the motion given by Gary Keeler. Vote- All yes. Motion passed.

Poverty Exemption Approval-

Supervisor Emmendorfer explained that he, Dennis Miller and Dan Hill had met and discussed the 2010 Poverty Exemption Application. They endeavored to simplify the application and make it user friendly. Supervisor Emmendorfer said that the township encourages people to come in and make application even if they are on the borderline of the income guidelines.

Gary Keeler made a Motion for Montrose Township to adopt the “Resolution to Adopt Poverty Exemption Income Guidelines and Asset Test.” Also known as “Montrose Charter Township Resolution No. 10-02.” Vote- All yes. Motion passed.

Assessment Update for 2010-

Assessor, Dennis Miller, gave an update for the assessment role in Montrose Township. Miller said his assessment ratio reached 65% and to be in conformance with the State of Michigan requirements he had to reduce the Ratio to 49%-50%. This translated into a \$29,000,000.00 reduction in residential value for Montrose Township. There were also small changes in commercial, industrial and agricultural property values.

Park Ordinance Revision-

The Montrose Township Policy and Procedure Committee made recommendations to change the Park Zoning Ordinance as follows: **Section 5, under b.** 1. *Applications for a permit for reserved park space or facilities shall be made upon forms to be furnished by the Township*, 2. *(Each application shall be accompanied by such fee as shall be required by the Township.* **Section 5 under c.** *Each person who may be granted such permission for such exclusive use shall furnish a copy of an insurance policy minimally providing five hundred thousand dollars (\$500,000) per person, one million dollars (\$1,000,000) per incident and one hundred thousand dollars (\$100,000) property damage, which policy shall name the Township as an additional insured.* **Section 6, under e** *Destruction of Property. The malicious damage or destruction of any real property or park equipment comprising or located within the park is prohibited. This includes the damaging, defacing, destroying, or removal of any shrub, tree, flower, turf, area for athletic field or other natural resource located within the park.* **Section 6 under j.** *Firearms and other weapons. No person shall at any time, discharge anywhere upon Township property, any firearm of any description, or air-rifle, spring gun, bow and arrow, sling, or other form of weapon potentially dangerous to wildlife and human safety, or any instrument that can be loaded with and fire blank cartridges, or any kind of trapping device. Shooting into park property from beyond park boundaries is prohibited. This section however, shall not apply to any duly appointed law enforcement officer while carrying out the duties and responsibilities of their position.* **Section 6 under m.** *Park Concessions. No person shall sell or rent, or attempt to sell or rent, any service, merchandise or any object in the park without first entering into an agreement with the Township Board.* **Section 6, under p.** *No radio controlled devices shall be operated within township park property.*

Gary Keeler made a **Motion** to adopt the revised Park Ordinance (Ordinance 10-183). Support for the motion by Dan Hill. Vote- Fred Domine (yes), Gail Fikes (yes), Gary Keeler (yes), Linda Miller (yes), Tom Tithof (yes), Dan Hill (yes), Mark Emmendorfer (yes). Motion passed.

Household Hazardous Waste Proposal-

No Board action was taken on this item.

Mailbox Distribution Proposal-

Supervisor Emmendorfer presented information for a mailbox unit manufactured by Salsbury Industries containing 22 mailboxes. This unit would be installed in the wall beside the back entrance to the hall. The unit has locking doors to the individual boxes on the front and is open at the rear for the insertion of mail. This mailbox unit will be installed as part of the vestibule remodel project. The cost for the unit is \$1239.50.

Gary Keeler Made a **Motion** to purchase a mailbox unit manufactured by Salsbury Industries containing 22 mailboxes. Purchase price to be \$1239.50. Support for the motion given by Gail Fikes. Vote- Fred Domine (yes), Gail Fikes (yes), Gary Keeler (yes), Linda Miller (yes), Tom Tithof (yes), Dan Hill (yes), Mark Emmendorfer (yes). Motion passed.

Senior Center Kitchen Stove Proposal-

The Senior Center kitchen has two convection ovens that are thirty years old. One of these ovens is not working. There was a gas leak in the kitchen which took a lot of time to trace down and repair. During the process of repairing the gas leak, it was determined that we need to replace these convection ovens. We have two bids for replacing the ovens with one commercial South Bend stove. Doug's Commercial Service Inc bid \$1,400.00. This bid includes removing and hauling away the old ovens. Artic Equipment bid \$1,838.50. This bid includes removing the old ovens.

Gary Keeler made a **Motion** to accept the bid from Doug's Commercial Service in the amount of \$1,400.00 for the South Bend stove with an extra rack. Support for the motion by Dan Hill. Vote- Fred Domine (yes), Gail Fikes (yes), Gary Keeler (yes), Linda Miller (yes), Tom Tithof (yes), Dan Hill (yes), Mark Emmendorfer (yes). Motion passed.

Removal of Assessment for Sanitation on parcel 13-09-300-022-

This is a duplicate assessment for trash collection. The assessment is already on parcel 13-09-300-036.

Gary Keeler made a **Motion** to remove the waste collection assessment on parcel 13-09-300-022. Support for the motion given by Linda Miller. Vote- All yes. Motion passed.

Any Other Business:

Mark called the Boards attention to a Summary letter from Otis Stout pertaining to a Public Safety meeting. The Public Safety meeting was called to address a letter received from a fireman. The fireman's letter alleged that there were problems in the police and fire departments that he felt needed attention. The meeting was attended by the fireman, his wife, Attorney Stout, Supervisor Emmendorfer, Clerk Fred Domine, and Trustee Tom Tithof.

As a result of this meeting, Attorney Stout wrote this summary letter. Another Public Safety Committee Meeting was held on February 15, 2010. As a result of this meeting, the following recommendations are made.

1. Develop confidentiality guidelines for Performance Evaluations.
2. Develop and conduct Sensitivity training classes.
3. Examine and refine the Fire Department Policy & Procedure Manual.

Dan Hill made a **Motion** to accept the recommendations of the Public Safety Committee to:

1. Develop confidentiality guidelines for Performance Evaluations.
2. Develop and conduct Sensitivity training classes.
3. Examine and refine the Fire Department Policy & Procedure Manual.

Support for the motion by Tom Tithof. Vote- All yes. Motion passed.

Dan Hill made a **Motion** to approve the Public Safety Committees recommendation for residency which is as follows; Firemen be allowed a one year period of time from their date of hire to establish residency in Montrose Township, or current fire fighters be allowed one year to re-establish residency. Support for the motion by Tom Tithof. Vote- All yes. Motion passed.

Citizens Comments:

Beverly Diffin asked about the disposal of sharps (hypodermic needles). Chief Darrell Ellis said that the Police Department would take them and dispose of them.

Adjournment:

Tom Tithof made a **Motion** to adjourn the meeting. Support for the motion by Dan Hill. Meeting adjourned at 10:15pm.

Submitted by

Fred Domine, Clerk

Fred Domine

Mark Emmendorfer

Mark Emmendorfer Supervisor **Fred Domine** Clerk **Gail Fikes** Treasurer

Tom Tithof Trustee **Gary Keeler** Trustee **Linda Miller** Trustee **Dan Hill** Trustee