



Montrose Charter Township
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MONTROSE TOWNSHIP BOARD MEETING MINUTES
February 19, 2008

The meeting was called to order at 7:00pm by Supervisor Mark Emmendorfer and began with The Pledge of Allegiance to the Flag.

Roll Call: Present- Fred Domine, William Persails, Gary Keeler, Mark Emmendorfer, and Donald Sullivan. Absent- Kelly Yuhos and John Newcomer.

Citizens Comments: None

Minutes: Regular Board meeting January 8, 2008. Motion by Domine to approve as written. Support by Sullivan. Vote- All Yes. Motion passed.

Treasurer's Report- On File

Revenue/Expenditure Report- Supervisor Emmendorfer explained that we not able to generate this report because our conversion from Fund Balance to BS&A software would not produce a usable report at this time.

Presentation of Bills: Motion by Don Sullivan to pay the monthly bills as presented. Support by Gary Keeler. Vote- Roll Call, Emmendorfer (yes), Sullivan (yes), Domine (yes), Keeler (yes), Persails (yes). Motion passed.

Department Reports: Fire Department (On File), Police Department (On File)*, Building/Assessing Department (On File)**, Building/Grounds (None), Senior Center (On File)***.

*Chief Ellis briefly discussed the emergency situation at the M57 Bridge last Saturday and praised the communication between the fire department and the police department. Chief Ellis said that the two departments are investigating the need for a boat and related equipment.

****Dennis Miller** talked about assessment values and success with the Home Occupation Permit sign up.

*****Sandy Parra** said that attendance at the senior center was down because of the extreme winter weather. Mark Emmendorfer said that the Closing on the purchase of the Senior Center will be February 26, 2008 at 12:00 noon.

Business:

Emmendorfer asked to amend the agenda by adding two additional items- Item (eighteen) resignation of Clerk Kelly Yuhos. Item (nineteen) Christian Faith Church. Motion by Gary Keeler to amend agenda. Support by Bill Persails. Vote- All yes. Motion passed.

1. MSFA Insurance Programs- Scott Dickinson made a presentation explaining various insurance programs offered by Nationwide Insurance Company through the Michigan State Fireman's Association. Materials were left with us and the Fire Committee will schedule a meeting after receiving input from the fire fighters.

2. Genesee County Hazardous Waste Program- Mark Emmendorfer referenced a letter asking for our participation in this program in the amount of \$1000.00. Motion made by Fred Domine to participate in the amount of \$500.00 with the Genesee County Hazardous Waste Program. Support by Bill Persails. Vote- Roll call, Emmendorfer (yes), Sullivan (yes), Domine (yes), Keeler (yes), Persails (yes). Motion passed.

3. Water Rates for Modular /Mobile Home Communities- Mark Emmendorfer explained how the Township has been billing the mobile home parks for water usage and suggested that we modify the Montrose Township Schedule of Fees to reflect a more equitable fee schedule for these mobile home parks. Motion by Gary Keeler to adopt the new schedule of fees for Montrose Township by resolution dated 2/19/2008. The fee schedule to take effect 02/20/2008. Support by Bill Persails. Vote- Roll Call, Emmendorfer (yes), Sullivan (yes), Domine (yes), Keeler (yes), Persails, (yes). Motion passed.

4. Board of Review Appointments- Appointment of Steve Gold to a two year term expiring 01/01/2010. Appointment of Karen Jones to a three year term expiring 01/01/2011. Karen Jones replaces Dar Miller who did not wish to be reappointed to the Board of Review. Motion by Gary Keeler to approve these appointments to the Board of Review. Support by Bill Persails. Vote- Roll call, Emmendorfer (yes), Sullivan (yes), Domine (yes), Keeler (yes), Persails (yes). Motion passed.

5. Codified Ordinance Update and revised Zoning Map- Dennis Miller explained the need to update our Codified Ordinances and our Zoning Map. This has not been done since year 2000. Wade-Trim has proposed to do this update for a fee of \$800.00. A copy of the proposal dated 02/08/08 is on file with these minutes. Motion by Gary Keeler to accept Wade-Trim's proposal to update our Codified Ordinances and Zoning map for a fee of \$800.00. Support by

Bill Persails. Vote- Roll call, Yes (Domine, Sullivan, Persails, Emmendorfer, Keeler). Motion passed.

6. Informal Survey results- Mark Emmendorfer presented the results of an informal survey that was conducted at the township hall. Residents have been asked to fill out a brief survey card. The top priorities selected on this survey were 1. Mosquito spraying, 2. Curbside recycling. 3. Both mosquito spraying and Curbside recycling. A Copy of the Survey is on file with these minutes.

7. Printer for Police Department- Chief Ellis has requested a new HP LaserJet 2840 printer be purchased for the police department. This request has been before the Police Committee and it is their recommendation to purchase this printer. Motion by Domine to purchase a HP LaserJet 2840 printer for the township police department at a cost of \$749.00. Support by Bill Persails. Vote- Roll call, Yes (Domine, Sullivan, Persails, Emmendorfer, Keeler) Motion passed

8. Maintenance Contract for Bauer Breathing Apparatus- Yearly maintenance contract for Breathing Air Compressor Unit. Breathing Air Systems of Jackson, Mi. has proposed to do yearly maintenance of this equipment for \$432.50. However, we must enter into a four year contract and pay the whole contract up front. Motion by Persails to contract with Breathing air systems for four years at a total cost of \$1730.00 for maintenance of the Breathing Air Compressor Unit. We are also requesting reimbursement if the contract is terminated early by the contractor. Support by Don Sullivan. Vote- Roll call Yes (Domine, Sullivan, Persails, Emmendorfer, Keeler) Motion Passed

9 Request for purchase of Safety equipment and Gear for Fire / Police Departments- Motion by Gary Keeler to send a letter to Republic Services asking them to fund the purchase of 1 set of Cribbolcks 6 Point series and 20 fluorescent safety vests for use by the fire and police departments. The total cost of these items is \$1900.00 Support by Fred Domine. Vote- All yes. Motion passed.

10. D.N.R. Grant Application- Proposals were received from Spicer Engineering and Wade – Trim to make grant applications to the Michigan DNR for improvements to the township park. The Building and Grounds Committee's recommendation to the Township Board is to contract with Spicer Engineering for sum of \$3500.00. Motion by Don Sullivan to contract with Spicer Engineering for the sum of \$3500.00 for the DNR Grant Application. Support by Fred Domine. Vote- Roll Call, Yes (Domine, Sullivan, Persails, Emmendorfer, Keeler). Motion passed.

11.Contracts; Police Chief, Building & Grounds Supervisor, Building/Assessor, Senior Director- Contracts for these individuals are on file. The Township Board is being asked to approve these contracts as written. Motion by Gary Keeler to accept the employee contract for Dennis Miller. Support by Fred Domine. Vote- All yes. Motion passed. Motion by Fred Domine to accept the employee contract for Darrell Ellis. Support by Gary Keeler. Vote- All yes. Motion passed. Motion by Fred Domine to accept the employee contract for Maynard Reed. Support by Don Sullivan. Vote- All yes. Motion passed. Motion by Bill Persails to accept the employment contract for Sandra Parra. Support by Don Sullivan. Vote- All yes. Motion

Passed. Motion by Fred Domine to accept the employment contract for Donelda Deming. Vote- All yes. Motion passed.

12.Second reading “Purchasing Policy Ordinance”- Motion to approve the second reading of the Purchasing Policy Ordinance by Gary Keeler. Support by Bill Persails. Vote- All yes. Motion passed.

13.Resolution on Sewer Use Ordinance- Mark Emmendorfer recommended that we table this item because we have not received all of the information from the county as yet. Motion by Fred Domine to table the Sewer Use Ordinance. Support by Gary Keeler. Vote all yes. Motion passed.

14.Policy and Procedure Manual Changes- Mark Emmendorfer explained that he has reviewed the Policy and Procedure Manual and he has indicated changes that he would suggest. These changes are both in grammar and wording. All the suggested changes are in bold type. The Board reviewed all of the changes. Motion by Fred Domine to accept the changes as printed with a revision date of 02/19/08. Support by Don Sullivan. Vote- All yes. Motion passed.

15.Poverty Exemption Guidelines- Dennis Miller explained that the State of Michigan will be conducting audits of Board of Review decisions in respect to poverty exemptions. He said that the Township should adopt a Poverty Exemption Income Guidelines and Asset Test. The proposed Resolution is modeled after one from the Michigan Township Association. Motion by Don Sullivan to adopt the proposed ***Poverty Exemption Income Guidelines and Asset Test*** resolution. Support by Fred Domine. Vote- All yes. Motion passed. Copy of resolution is on file.

16.Credit Card Assignments- Mark Emmendorfer presented a list of people eligible to use the new township credit cards. The list is as follows; Police (Ellis, Cochran), Fire (Rush, Newcomer), Buildings & Grounds (Reed, Jacobi), Building/Assessor (Miller), Senior Center (Parra, Deming), Township Hall (Emmendorfer). Motion to approve the Credit Card list dated 02/12/08 by Fred Domine. Support by Don Sullivan. Vote- All yes. Motion passed.

17. Montrose Briar Ridge Liquor License Transfer and Dance Permit- A request has been received for the transfer of the class C Liquor License currently held by MC&T LLC (Briar Ridge Golf Course) to Montrose Briar Ridge, Inc. They are also requesting a Dance Permit. Motion by Gary Keeler to table this request until our March meeting to give the township time to gather additional information and verify compliance with the townships Liquor Ordinance. Support by Fred Domine. Vote- All yes. Motion passed.

18.Township Clerk Resignation- Mark Emmendorfer acknowledged the receipt of a letter of resignation from Clerk, Kelly Yuhos. The letter is dated February 17, 2008 and her resignation is effective March 1, 2008. Letter of Resignation is on file. Motion by Gary Keeler to accept the resignation of Kelly Yuhos effective March 1, 2008. Support by Bill Persails. Vote- All yes. Motion passed. Mark Emmendorfer stated that Fred Domine has stepped forward and agreed to fill the clerk's position until the next election. Motion by Don Sullivan to appoint Fred Domine

to assume clerk's position effective March 1, 2008. Support by Gary Keeler. Vote – All yes. Motion passed.

19. Christian Faith Church- The Township has received a copy of a letter sent from the County Drain Commission to Christian Faith Church. The letter is dated February 14, 2008 and serves notice that the County will disconnect water and sewer service to the church if a payment or payment plan is not in place within thirty days. The Township Board has tried to work with Christian Faith Church but they have not been receptive to our help. Motion by Fred Domine authorizing Dennis Miller to send a (*registered return receipt requested*) letter to Christian Faith Church prohibiting the use of their buildings if Genesee County turns off the water and sewer service. Support by Bill Persails. Vote- All yes. Motion passed.

Other Business-

1. Motion by Gary Keeler to Approve March 12th & 13th 2008 as the dates for the Board of Review. Support by Bill Persails. Vote- All yes. Motion passed.

2. Mark Emmendorfer called presented an unpaid invoice from Waldorf & Sons Inc. in the amount of \$500.00. The bill was the result of a fire at a residence. The contractor was called by the fire department to knock down a wall with his backhoe. Chief Rush was instructed to contact the property owner and obtain his insurance information, so we could bill the insurance company for the invoice.

3. Mark Emmendorfer announced that the Township had paid their annual dues to fang.

Citizens Time-

Dan Hill expressed concern about the salaries paid to department heads. He wondered if they were paid as much as the Building Inspector/Assessor/Code enforcement official. The answer was no. He also asked about the appointment of a trustee to replace Fred Domine and when Fred would submit his resignation? Fred stated that he did not have to submit his resignation until March 1, 2008. Dan also asked how the Board of review would address current real estate market conditions. Dan asked why the reasons were not listed for the denial he received on his tax appeal? Dennis Miller said that he could not discuss this issue because an appeal has been filed with the State Tax Tribunal.

Adjournment- Motion by Bill Persails to adjourn the meeting. Support by Gary Keeler. Vote- All yes. Motion passed. The meeting was adjourned at 9:26pm.

Submitted by
Fred Domine, trustee

Mark Emmendorfer, Supervisor

Fred Domine, Clerk

Mark Emmendorfer - Supervisor **Kelly Yuhos** – Clerk **Donald Sullivan** – Treasurer
Township Trustees - **Fred Domine, Gary Keeler, John Newcomer, William Persails**
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