



Montrose Charter Township
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Montrose Township Board Meeting

January 15, 2019

6 P.M.

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

Roll Call: Present- Linda Miller, Dar Eldred, Gary Keeler, Tom Tithof, Mary Quast, Fred Domine, Mark Emmendorfer. Absent- None

Public Hearing: Supervisor Emmendorfer opened the Public Hearing for the update of the Montrose Township Parks and Recreation Plan. He asked for questions or comments from those in attendance. There were no comments or questions about the Parks and Recreation Plan.

Supervisor Emmendorfer closed the Public Hearing and reopened the Board meeting at 6:03 p.m.

Agenda Approval: Supervisor Emmendorfer requested amending the agenda by adding a discussion about Opening and Closing fees for a cemetery grave as item number eight.

Tom Tithof made a **Motion** to add "Opening and Closing of a Cemetery Grave" to the agenda as item eight. Support for the motion was given by Dar Eldred. Vote- All yes. Motion passed.

Tom Tithof made a **Motion** to approve the agenda as amended. Support for the motion was given by Linda Miller.

Citizen's Comments: None.

Minutes: Tom Tithof made a **Motion** to approve the minutes of the December 18, 2018, Board Meeting as presented. Support for the motion was given by Linda Miller. Vote- All yes. Motion passed.

Treasurer's Report: Treasurer Quast reported the number of delinquent water/sewer accounts has fallen drastically since her introduction of budget plans for bringing the accounts to current status.

Page 1 of 5

Mark Emmendorfer – Supervisor **Fred Domine** – Clerk **Mary Quast** – Treasurer
Township Trustees - **Gary Keeler** - **Tom Tithof** – **Linda Miller** – **Dar Eldred**

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Revenue/Expenditure Report: Supervisor Emmendorfer explained the absence of the Revenue/Expenditure Report for the Township from the Board pack was due to “end of year” adjustments that are still being processed by the bookkeeper. The Board will receive an updated report for 2018 at next month’s meeting. He asked if there were any questions on the Senior Center Revenue/Expenditure report. Their report is available because the Senior Center is on a different fiscal year than the Township. There were no questions.

Presentation of Bills: Tom Tithof made a **Motion** to approve the bills as presented. Support for the motion was given by Dar Eldred. Vote- Fred Domine (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Dar Eldred (yes), Linda Miller (yes), Mark Emmendorfer (yes). Motion passed.

Reports: Fire Department Police Department Building Department Senior Center
Building and Grounds Brent Run Landfill

*All reports are on file with these minutes. Additional comments follow:

Fire Chief George Taylor said there were 27 more fire runs in 2018 than the previous year. He also commented on the Firefighter I and II classes being held at our fire hall on the weekends. There are 24 people enrolled in the classes. Six of the enrollees are Montrose Township firefighters.

Police Chief Jamie Cochran reported things are going well with the adoption of the Public Safety Contract with the City of Montrose.

Chief Cochran reported Officer Spencer Zecchini resigned and he has hired Matthew Yelle to replace him.

Cochran presented the Board with a letter of resignation from Spencer Zecchini

Supervisor Emmendorfer asked for a motion to accept the resignation of Spencer Zecchini effective January 13, 2019.

Gary Keeler made a **Motion** to accept the resignation of Spencer Zecchini from the Montrose Township Police Department effective January 13, 2019. Support for the motion was given by Tom Tithof. Vote- All yes. Motion passed.

Senior Director Sara Warren informed the Board the Senior Center will be hosting a Veteran’s Dinner at 6 p.m. on March 20, 2019. She said State Senator Kenneth Horn will be at the dinner. Sarah extended a special invitation to our Board members who are veterans (Gary Keeler, Mark Emmendorfer, Tom Tithof and Dar Eldred) to attend the dinner.

Business:

Appointment Board of Review (Alternate)- Supervisor Emmendorfer announced the appointment of Gail Fikes as an alternate member of the Board of Review. Gail will replace Sandra Harris who resigned.

Gary Keeler made a **Motion** to approve the appointment of Gail Fikes as an alternate member of the Montrose Township Board of Review. Support for the motion was given by Dar Eldred. Vote- All yes. Motion passed.

Adopt Poverty Exemptions for 2019- Dennis Miller explained the Poverty Exemption Guidelines for 2019 and asked the Board to adopt Resolution 19-02 “A Resolution to Adopt Poverty Exemption Income Guidelines and Asset Test.”

Gary Keeler made a **Motion** to adopt Resolution 19-02 “A Resolution to Adopt Poverty Exemption Income Guidelines and Asset Test.” Support for the motion was given by Dar Eldred. Vote- All yes. Motion passed.

Resolution to make additional payment on PSA Building- Supervisor Emmendorfer requested the Board table a decision for making an additional loan payment on the PSA Building. Emmendorfer said the Township has some outstanding Road Commission invoices for work performed on the Township’s roads and ditches last summer and fall. Emmendorfer said he would like to get these invoices paid before making a recommendation for an additional PSA Building payment.

Tom Tithof made a **Motion** to table a decision on making an additional payment on the PSA Building from the Landfill Fund. Support for the motion was given by Dar Eldred. Vote- All yes. Motion passed.

Proposal to purchase Montrose City Building at 141Parkway- Supervisor Emmendorfer explained the Township was awarded the winning bid for the former Montrose City Office Building. The Township’s bid is \$35,000. The office building is located next to the Senior Center and can be used as an annex for Senior Center activities and programs. Various activities and programs could be conducted there and this would eliminate distraction from the everyday routine of the Senior Center. The former office building is in good condition and could be converted to use by the Senior Center at minimum cost (less than \$5,000). Senior Director Sara Warren said the building would be an asset for the Center.

Supervisor Emmendorfer explained he investigated adding an addition onto the Senior Center building and found out it would cost about \$200,000 to do. Also, the purchase of this property from the City of Montrose will create much needed additional parking space for the Senior Center. Emmendorfer continued by saying there is money available in the Senior Fund to purchase the building and make the necessary renovations.

Gary Keeler made a **Motion** to purchase the former Montrose City Office Building for \$35,000 and make necessary renovations to the building not to exceed \$5,000. The money for the purchase and renovation will be taken from the Senior Fund. Support for the motion was given by Dar Eldred. Vote- Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Dar Eldred (yes), Linda Miller (yes), Mark Emmendorfer (yes) Fred Domine (yes). Motion passed.

Resolution 19-01 Parks and Recreation Plan- This is a Resolution to adopt the 5-year Parks and Recreation Plan for Montrose Township developed by Spicer Engineering Company for the Charter Township of Montrose.

Tom Tithof made a **Motion** to Adopt Resolution 19-01 “A Resolution to Adopt 5-year Recreation Plan.” Support for the motion was given by Dar Eldred. Vote- All yes. Motion passed.

Resolution for Grant Application with Spicer Engineering- Supervisor Emmendorfer presented and explained two grant programs to the Board. The first grant is the Passport Grant. This Grant will provide up to \$150,000 and requires a 25% match (\$37,500). Spicer Engineering said they thought the Township had an excellent chance to obtain this grant. The grant can be applied for every year.

The second grant is the Land and Water Conservation Fund Grant. This grant will provide up to \$300,000 but requires a 50% match and it is questionable if the Township would have enough points in their evaluation to obtain the grant.

Emmendorfer said his recommendation is to apply for the Passport Grant and select projects that can be completed using the dollars awarded by the grant with the idea of reapplying for the grant in the ensuing year.

Emmendorfer presented four projects the Board discussed along with their estimated costs for consideration.

Additional paved parking area- \$110,000

Basketball Courts- \$42,000

Extending the walking path up the hill behind the PSA Building and connecting to the existing path- \$94,000.

New restroom facility building located between the Veterans Memorial and the sledding hill - \$230,000.

Discussion followed.

Tom Tithof made a **Motion** to enter into agreement with the Spicer Group to complete a Grant application and Concept Plan for a Recreational Passport Fund Grant in the amount of \$150,000. The proceeds from the grant will be used to construct additional parking and basketball courts in Barber Park. The Spicer Groups’ proposed fee for these services is

\$6,100. This money will be paid from the Township General Fund. Support for the motion was given by Dar Eldred. Vote- Tom Tithof (yes), Gary Keeler (yes), Dar Eldred (yes), Linda Miller (yes), Mark Emmendorfer (yes) Fred Domine (yes), Mary Quast (yes). Motion passed.

Budget Amendments (if needed) Clerk- Clerk Domine presented two budget amendments that are the result of Board action directing the monies received from the sale of the old fire hall and police department to be transferred from the General fund to the Debt Retirement Fund. General Ledger line 101-000-993 needs to be increased \$15,584 for the 2018 fiscal year and \$8,376 for the 2019 fiscal year.

Tom Tithof made a **Motion** to increase GL line 101-000-993 in the amount of \$15,584 for fiscal year 2018 and to increase the same GL line by \$8,376 for fiscal year 2019. Support for the motion was given by Linda Miller. Vote- Gary Keeler (yes), Dar Eldred (yes), Linda Miller (yes), Mark Emmendorfer (yes) Fred Domine (yes), Mary Quast (yes), Tom Tithof (yes). Motion passed.

Request to Waive Opening and Closing Charges for a Burial in Cemetery- Two grave sites were donated back to Montrose Township with the stipulation they should be given to persons in need. The Township received an inquiry about one of the graves along with a request to waive the “opening and closing fee” for the burial. The Township does not currently have a policy in place to address this issue. The Board discussed the issue at length and did not take any action.

Member Comments:

Supervisor Emmendorfer updated the Board on the status of the stove, refrigerator and roof bids for the Senior Center. The stove /refrigerator bids are due January 18, 2019, at 11 a.m. The roof replacement bid is due January 25. These projects will be accomplished using Community Development Block Grant (CDBG) funding.

He also told the Board the \$45,219 we presently have coming from CDBG can be used to replace the furnaces, air conditioners and kitchen air handling unit at the Senior Center at an estimated cost of \$34,000.

Citizen’s Comments: None.

Adjournment: Gary Keeler made a **Motion** to adjourn the meeting. Support for the motion was given by Dar Eldred. Vote- All yes. The meeting adjourned at 6:57 p.m.

Submitted by:
Fred Domine, Clerk

Fred Domine, Clerk

Mark Emmendorfer, Supervisor