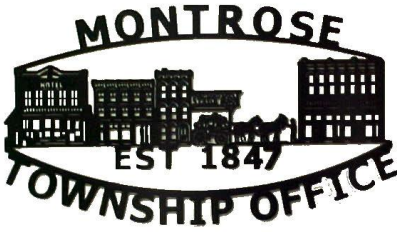


February 19, 2019



Montrose Charter Township
11444 N. Seymour Rd, Montrose, MI 48457
Phone (810) 639-2021 Fax (810) 639-3207

Montrose Township Board Meeting

DATE: February 19, 2019

TIME: 6 P.M.

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

Roll Call: Present- Mark Emmendorfer, Fred Domine, Mary Quast, Dar Eldred, Tom Tithof, Gary Keeler. Absent- Linda Miller.

Agenda Approval: Gary Keeler made a **Motion** to approve the agenda as presented. Support for the motion was given by Tom Tithof. Vote- All yes. Motion passed.

Citizens Comments: None.

Minutes: Gary Keeler made a **Motion** to approve the minutes of the January 15, 2019 Board meeting as presented. Support for the motion was given by Tom Tithof. Vote- All yes. Motion passed.

Treasurer's Report: Mary said she has switched money from CDrs to CDs because the CDs have a much better interest rate at the present time.

Revenue/Expenditure Report: Supervisor Emmendorfer presented Expenditure Reports of the periods ending Dec. 31, 2018 and Jan. 31, 2019. He asked if there were any questions or concerns about the reports. Tom Tithof questioned the expenditure for Police Department wages in the Dec. 31, 2018 report. Emmendorfer said this item will be corrected later on in this meeting.

Presentation of Bills: Supervisor Emmendorfer presented the bills for approval.

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

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

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

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

Fire Chief George Taylor said the Department was called out to a barn fire at 5:15 a.m. on Feb. 19. The barn was completely destroyed with a loss of four horses. The Fire Department spent seven hours fighting the fire and had help from several surrounding departments.

Chief Taylor said the Fire Academy classes that have been held at Montrose Township Fire Department on weekends for the past several months will conclude in two weeks. There were 24 people who started in the class and 19 will graduate. Montrose Township will have six newly certified firefighters at the end of the class.

Police Chief Cochran introduced police officers Eric Abbey and Mathew Yelle to the Board. They are the newest members of the Montrose Township Police Department.

Assessor Dennis Miller said this year's assessment notices should be in the mail by the end of the week. He said there are increases in all classes of property within the Township this year. Dennis also noted the March Board of Review is March 11-12.

Supervisor Emmendorfer informed the Board that Tim Church from Brent Run Landfill is attending a meeting out-of-town and could not be present at this meeting. Emmendorfer said in Tim's absence he wanted to update the Board on what is happening at the Brent Run Landfill. He told the Board no Canadian trash is being trucked to the landfill at this time. Emmendorfer said last year the landfill took in a million tons of garbage, but this year because of the loss of the Canadian trash they only expect to take in about 250,000-tons of trash. Montrose Township receives \$.90 per ton of trash hauled into the landfill, therefore the Township earnings from the landfill will be reduced substantially. He went on to say as a result of these cuts some budget adjustments will have to be made. Emmendorfer concluded by saying the landfill anticipates the tonnage will increase over the next four to five years and anticipates growth in trash intake will increase to 500,000 tons per year.

Business:

Appointment of Clerk- Supervisor Emmendorfer explained as a result of Fred Domine's announcement of his retirement from the Clerk's position on March 1, 2019, a resident of the Township has stepped forward and offered his services to fill the Clerk's position. Emmendorfer introduced Steve Schlicht who is a lifelong Township resident. Steve is a GM retiree who has been active in many leadership positions in the UAW, United Way, Amalgamated Credit Union and Financial Plus Credit Union. Steve has also served Montrose Township as a member of the Board of Review and the Zoning Board of Appeals and also working as both an Election Inspector and an Election Precinct Chairperson.

Emmendorfer explained the Board can appoint a person to assume the Clerk's position if the appointment is made within 30 days prior to the vacancy.

Dar Eldred made a **Motion** to appoint Steve Schlicht to the position of Montrose Township Clerk effective 8 a.m. on March 4, 2019. Support for the motion was given by Tom Tithof. Vote- Mark Emmendorfer (yes), Fred Domine (Abstains)*, Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Dar Eldred (yes). Motion passed. *State law prevents an office holder from voting for someone to fill their position.

Agreement with Johnson Control Company- Supervisor Emmendorfer explains the furnaces and air conditioning units in the PSA Building were installed by Dee Cramer Company, however, the electronic control system that delivers the heat and cool air throughout the building was furnished and installed by Johnson Control Company. This system is made up of control modules that direct the air flow throughout the building these modules are adjusted electronically with the use of a computer program. Johnson Control Company has offered the Township a three-year service program to cover the components of the air distribution system. The first year's cost to the Township is \$2,745 minus a \$500 factory incentive rebate. If approved, the contract will begin March 1, 2019, and continue through February 28, 2022.

Board discussion followed.

Tom Tithof made a **Motion** to enter into a three-year service agreement with Johnson Control Company. The agreement will cover the period March 1, 2019 through February 28, 2022. The first year's cost of the agreement is \$2,745 minus a \$500 incentive rebate. The funds for the cost of the service plan will be paid out of the General Fund. Support for the motion was given by Fred Domine. Vote- Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Dar Eldred (yes), Mark Emmendorfer (yes), Fred Domine (yes). Motion passed.

Resignation of Firefighter- Supervisor Emmendorfer presented a letter of resignation from firefighter Terry Marks. The resignation is effective February 1, 2019.

Dar Eldred made a **Motion** to accept the letter of resignation from Terry Marks effective February 1, 2019. Support for the motion was given by Tom Tithof. Vote- All yes. Motion passed.

Planning Commission Recommendation on Rezoning- The Montrose Township Planning Commission received a request to rezone parcel 13-22-300-019 from Residential Farms (RF) to Recreational Conservation (RC). This parcel is currently used as a fenced state-licensed, private hunting facility. The Zoning request was made to allow the future expansion of the hunting facility by constructing a hunting lodge and temporary housing at the site. The Planning Commission met on February 7, 2019, to consider the request. The Planning Commission approved the zoning change and referred the request to the Montrose Township Board for final approval.

Clerk Fred Domine questioned the use of any caliber high-powered rifle to kill game on this 145-acre parcel of land that is surrounded by residential homes. He questioned the safety of discharging high-powered rifles with the capability of shooting a projectile that can potentially kill at ranges over 500 yards without proper protection to the surrounding residents. Domine said changing the zoning for this property will further enable an unsafe use of firearms on this property. He favored not approving the zoning until the Township can receive a legal opinion relating to their control over discharging large caliber, high powered rifles in this small area surrounded by residential homes.

Discussion followed.

Gary Keeler made a **Motion** to table the request for changing the zoning of parcel 13-22-300-019 from Residential Farms (RF) to Recreational Conservation (RC). Support for the motion was given by Fred Domine. Vote- All yes. Motion passed.

Acceptance of Bid for Senior Center Roof- Supervisor Emmendorfer presented the bids for the roof at the Senior Center;

KSC Construction- \$29,134

Advance Roofing- \$70,000

Sherriff Goslin- \$71,725

Emmendorfer explained the low bidder KSC said there was a mistake made when he submitted his bid and he would like to correct it because he misquoted the job by \$20,000.

Emmendorfer said he replied that they could not correct their bid and he was going to ask the Board to reject all the bids and rebid the project.

KSC said they would honor their bid if the Board would accept two proposed alternates for replacing the gutters and installing heat tapes. This will increase the bid price to \$37,184.

Emmendorfer said the Township has \$29,427 of CDBG money to spend on the project and if we accept the bid price of \$37,184 the Township will have to fund \$7,757 of the cost.

Tom Tithof made a **Motion** to award the contract to reroof the Senior Center to KSC Construction for \$37,184 and fund the project with \$29,427 of CDBG money and \$7,757 from the Senior Center Fund. Support for the motion was given by Gary Keeler. Vote- Gary Keeler (yes), Dar Eldred (yes), Mark Emmendorfer (yes), Fred Domine (yes), Mary Quast (yes), Tom Tithof (yes). Motion passed.

Resolution to make Additional Payment on PSA Building- Supervisor Emmendorfer asked the Board to authorize making additional payments of \$250,000 against the principle for the PSA building this year and next year. The Board discussed the issue at length. The consensus was to make a \$250,000 payment this year and reevaluate the

Township's financial position next year before committing to an additional \$250,000 payment at that time.

Gary Keeler made a **Motion** to make an additional \$250,000 payment this year towards the principal amount of the USDA loan for the PSA Building. The money for this payment will come from the Impact Fund. Support for the motion was given by Mary Quast. Vote- Dar Eldred (yes), Mark Emmendorfer (yes), Fred Domine (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes). Motion passed.

Decision on Original RFP for Senior Center Kitchen Equipment- The Senior Center is in need of a new refrigerator and stove for their kitchen. These two items were originally sent out for bid by the Spicer Group through a national group called Bid Direct. The Township received two bids on the equipment (one of which was late and wasn't valid) for the equipment. Both of the bidders were out-of-state firms. Supervisor Emmendorfer requested the Board to reject the one bid from Douglas Equipment of West Virginia.

Tom Tithof made a **Motion** to reject the bid from Douglas Equipment for a stove and refrigerator for the Montrose Township Senior Center. Support for the motion was given by Dar Eldred. Vote- All yes. Motion passed.

Decision on Second RFP for Senior Center Kitchen Equipment- Supervisor Emmendorfer explained to the Board because of the poor response to the previous bid request for the stove and refrigerator at the Senior Center he sent out six requests for bids to commercial kitchen suppliers in the State of Michigan. Four valid bids were received back from this second request.

Artic Equipment-	\$7,785
Elliott Food-	\$7,777.78
People's Restaurant-	\$10,223
Stafford Smith-	\$8,125

The Artic Equipment and Elliott food bids both include the removal of the old refrigerator and stove. Artic Equipment is an authorized repair facility for the new equipment.

Emmendorfer made a recommendation to purchase the stove and refrigerator from Artic Equipment for \$7,785. The Township has done business with them before and they are a local company located in Genesee County.

Fred Domine made a **Motion** to purchase the stove and refrigerator for the Senior Center from Artic Equipment for \$7,785. Support for the motion was given by Dar Eldred. Vote- Mark Emmendorfer (yes), Fred Domine (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Dar Eldred (yes). Motion passed.

Discussion and Revision of the 2019 Budget- Supervisor Emmendorfer explained because the Township Budget was approved in August of 2019 and since that time the income stream from the Landfill has been reduced and the City of Montrose has resumed their contract for Police Protection with the Township, he feels it is prudent to make some adjustments to the 2019 budget.

Supervisor Emmendorfer presented the following budget changes to the Board for their approval:

Fund Totals 2019- Change Fund Transfer from \$70,000 to \$0.00 and Fund Balance from \$27,302 to \$15,302.

Gary Keeler made a **Motion** to approve the new Montrose Township Fund Totals for 2019 as presented. Support for the motion was given by Tom Tithof. Vote- Fred Domine (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Dar Eldred (yes), Mark Emmendorfer (yes). Motion passed.

Other Fund Totals- Reduce Revenue from Impact (277) from \$850,000 to \$320,000 and total Fund Balance from \$1,513,487.00 to \$1,361,967.00.

Tom Tithof made a **Motion** to approve the new amended Other Fund Totals for 2019. Support for the motion was given by Gary Keeler. Vote- Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Dar Eldred (yes), Mark Emmendorfer (yes). Fred Domine (yes). Motion passed.

Township Revenues- Change Total Estimated Revenue from \$783,124.00 to \$713,124.00.

Gary Keeler made a **Motion** to approve the new amended changes for Township Revenue for the amount of \$713,124 Support for the motion was given by Tom Tithof. Vote- Tom Tithof (yes), Gary Keeler (yes), Dar Eldred (yes), Mark Emmendorfer (yes). Fred Domine (yes), Mary Quast (yes). Motion passed.

Police Department Revenue- Change 207-000-635.000 (City Contract) from \$220,000 to \$300,000 and increase 207-000-635 (Fingerprints) from \$0.00 to \$1,500, reduce 207-000-655.000 (Fines & Forfeiture) from \$12,000 to \$6,000, change 207-000-699.000 (Transfer In) from \$92,000 to \$12,000.

Tom Tithof made a **Motion** to approve the new Police Department Revenues of \$709,009 and Expenditures of \$701,260. Support for the motion was given by Dar Eldred. Vote- Gary Keeler (yes), Dar Eldred (yes), Mark Emmendorfer (yes). Fred Domine (yes), Mary Quast (yes), Tom Tithof (yes). Motion passed.

Landfill Impact Fees Revenues/Expenditures- Change 277-000-642.000 (Impact Fees) from \$850,000 to \$270,000, Increase 277-000-699.000 (Transfer In) from \$0.00 to

\$50,000, Decrease 277-526-935.00 from \$300,000 to \$0.00, Decrease 277-526-935.000 (Mosquito Abatement) from \$16,520 to \$0.00, Decrease 277-526-935.000 (Mowing) from \$23,000 to \$0.00, Decrease 277-526-983.000 (Capital Improvement) from \$150,000 to \$50,000, Decrease 277-526-993.000 (Transfer Out) from \$268,520 to \$246,520.

Tom Tithof made a **Motion** to approve the new changes for Department 277 (Impact) to Revenue of \$320,000 and Expenditures of \$313,020. Support for the motion was given by Mary Quast. Vote- Dar Eldred (yes), Mark Emmendorfer (yes). Fred Domine (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes). Motion passed.

Bids for Painting Methodist Church in Cemetery- Supervisor Emmendorfer presented two bids for painting the “Church on the Hill.”

Bennings Painting- \$9,227

Bishop Painting- \$4,800

Discussion followed.

Gary Keeler suggested because of the large discrepancy between the two bids he thought the Board should reject these two bids and solicit new bids. Hopefully, the Township will receive more bids that will establish a more common cost pattern.

Gary Keeler made a **Motion** to reject both bids the Township received for repainting the Church on the Hill and to re-advertise for bids to paint the Church. Support for the motion was given by Dar Eldred. Vote- All yes. Motion passed.

Budget Amendments (if needed)- Supervisor Emmendorfer presented a Budget amendment to increase GL 207-301-702-000 (Police Wages) by \$4,169.38. The increase is necessary because four paid holidays occurred in the last pay period of 2018.

Gary Keeler made a **Motion** to increase GL 207-301-702.000 for 2018 by the amount of \$4,169.38. Support for the motion was given by Dar Eldred. Vote- Dar Eldred (yes), Mark Emmendorfer (yes). Fred Domine (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes). Motion passed.

Extended Board Member Comments:

Tom Tithof asked if any work has been done on the Senior Center Annex. Supervisor Emmendorfer replied no, he is still getting everything lined up to make renovations possible.

Supervisor Emmendorfer thanked Fred Domine for his service to the Township.

Citizens Comments:

February 19, 2019

Steve Schlicht thanked the Board for their support in his appointment as Township Clerk.
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 7:49 P.M.

Submitted by,
Fred Domine, Clerk

Fred Domine, Clerk

Mark Emmendorfer, Supervisor