

June 19, 2018



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

## **Montrose Township Board Meeting**

**PLACE:**

Montrose Township Hall, 11444 N. Seymour Rd., Montrose, MI 48457

**DATE:**

June 19, 2018

**TIME:**

6 p.m.

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

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

**Agenda Approval:** Supervisor Emmendorfer presented the agenda for approval.

Tom Tithof made a **Motion** to approve the Agenda as presented. Support for the motion was given by Dar Eldred. Vote- All yes. Motion passed.

**Citizens Comments:** Richard McNally of Flushing who is running for 7<sup>th</sup> Circuit Court Judge spoke to the Board and those in attendance at the meeting.

**Minutes:** Gary Keeler made a **Motion** to approve the minutes of the May 15, 2018, Regular Board Meeting as presented. Support for the motion was given by Tom Tithof. Vote- All yes. Motion passed.

**Treasurer's Report:** Mary Quast delivered the Treasurer's Report. Mary said the 2017 tax year is completely settled and the Township is beginning a new tax year. Mary said in 2016 delinquent taxes in the amount \$90,000 went to the County for collection. The \$90,000 included a past due amount of \$12,000 in water/sewer utilities. She compared that to 2017, in which \$80,000 went to the County as past due and of this amount only \$4,000 was for delinquent utilities. Mary said this is a reflection of her aggressive campaign to collect past due utility accounts.

**Revenue/Expenditure Report:** Supervisor Emmendorfer presented the Revenue /Expenditure Report for the month of May and asked if there were any questions. There were none.

**Presentation of Bills:** The May bills were presented for approval.

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

<b>Reports:</b> Fire Department	Police Department	Twin Township
Building Department	Senior Center	Building & Grounds
Mosquito Abatement	Brent Run Landfill	

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

Fire Chief George Taylor said the pump tests were just completed on the fire trucks.

Acting Police Chief Jamie Cochran said the new Live Scan Fingerprint Machine is in operation and they will begin fingerprinting people in-house, rather than taking them to the County. Cochran said an instructor from Lansing came and conducted a class on the machine last week to train the officers on the procedure.

Supervisor Emmendorfer said Twin Township Ambulance Company had 91 runs in the Township last month.

A new telephone system has been installed at the Senior Center.

**Business:**

2017 Audit results (Barry Gaudette)- Barry Gaudette said he enjoyed working in our new office for the first time. Barry said the Township’s overall financial condition is excellent. Total Current Assets are \$4,166,177 and Total Current Liabilities are \$142,676. The Township’s Change in Net Position for the year is \$226,413. The Townships’ “Change in Net Position of Governmental Activities” for 2017 is \$232,165. Two new Funds were established to service the PSA Building. These funds are the Municipal Building Fund and the Debt Service Fund.

The USDA Loan for the PSA building is \$5.0 million but the Township only used \$3.3 of this amount. The remaining \$1.7 million was returned to the USDA and will be applied to the back side of the loan. This information will appear in the 2018 fiscal audit.

Barry congratulated the Township for adhering to and amending the budget throughout the year. He stated it was his opinion that the audit is “Unmodified” which means the financial statements “*give a true and fair view* and the organization under **audit** has complied in accordance with all requirements.”

Tom Tithof made a **Motion** to approve the 2017 Montrose Township audit as presented by Barry Gaudette. Support for the motion was given by Gary Keeler. Vote- Gary Keeler (yes), Tom Tithof (yes), Mary Quast (yes), Fred Domine (yes), Mark Emmendorfer (yes), Dar Eldred (yes). Motion passed.

Second Reading of Ordinance 18-229- Gary Keeler made a **Motion** to approve the second reading of Ordinance 18-229. Support for the motion was given by Fred Domine. Vote- Tom Tithof (yes), Mary Quast (yes), Fred Domine (yes), Mark Emmendorfer (yes), Dar Eldred (yes), Gary Keeler (yes). Motion passed.

Purchase Police Department Server and four workstation Personal Computers

Assessor/Treasurer/Police- IT Right has presented the Township with a replacement schedule for its Servers and PC's following the schedule will result in replacement all of the Township computers and servers over a four-to-six-year time span. Supervisor Emmendorfer asked the Board to approve purchasing a new Server for the police department and four PC's (Assessor, Treasurer, Counter & Police Chief) this year. The proposal from IT Right for the server is \$4,177 and the four PC's are \$4,496 for a total of \$8,673. Emmendorfer said the money will be taken from the General Fund if the purchase is approved.

Tom Tithof made a **Motion** to purchase a Server and 4 PC's with monitors and software from IT Right for a total of \$8,673. Support for the motion was given by Dar Eldred. Vote- Mary Quast (yes), Fred Domine (yes), Mark Emmendorfer (yes), Dar Eldred (yes), Gary Keeler (yes), Tom Tithof (yes). Motion passed.

Accept a \$500 Grant from The Jennings Foundation for Fireworks- Supervisor Emmendorfer requested that the Board accept a \$500 donation from the Jennings Foundation for the purchase of fireworks for the annual Montrose Township Fourth of July celebration sponsored by the Montrose Patriots organization.

Tom Tithof made a **Motion** to accept the \$500 donation to the Township from the Jennings Foundation for the purchase of fireworks for the Townships' Fourth of July celebration. Support for the motion was given by Gary Keeler. Vote- All yes. Motion passed.

Approve \$500 Donation from Montrose Township for Fourth of July Fireworks- Supervisor Emmendorfer requested that the Board approve a \$500 donation To the Montrose Patriots for Fourth of July fireworks.

Tom Tithof made a **Motion** for the Township to donate \$500 to the Montrose Patriots for Fourth of July fireworks. Support for the motion was given by Fred Domine. Vote- Fred Domine (yes), Mark Emmendorfer (yes), Dar Eldred (yes), Gary Keeler (yes), Tom Tithof (yes), Mary Quast (yes). Motion passed.

Pass through of Jennings Foundation Donation- The Jennings Foundation writes their Patriots donation check to the Township and the Township issues a check to the Patriots for the Jennings \$500 donation.

Tom Tithof made a **Motion** to write a \$500 pass through check to the Montrose Patriots for the \$500 Jennings Foundation donation. Support for the motion was given by Fred Domine. Vote- Mark Emmendorfer (yes), Dar Eldred (yes), Gary Keeler (yes), Tom Tithof (yes), Mary Quast (yes), Fred Domine (yes). Motion passed.

Request to approve use of Barber Park by Montrose Patriots- The Montrose Patriots have requested permission to have the Lions Club Concession, Wilderness Park petting Zoo and the launching of Japanese Lanterns at Barber Park during the Fourth of July celebration.

Tom Tithof made a **Motion** to allow the requested activities during the Fourth of July Celebration at Barber Park. Support for the Motion was given by Dar Eldred. Vote- All yes. Motion passed.

Recommendation of Election Committee- The Townships' Election Committee met June 6, at 5:45 p.m. and appointed the election inspectors for the upcoming August 7, Election. A list of appointed inspectors is on file with these minutes.

Dar Eldred made a **Motion** to approve the recommendation of the Township Election Committee for the appointment of Election Chairpersons and Inspectors. Support for the motion was given by Tom Tithof. Vote- All yes. Motion passed.

Fog Seal for Dodge and Glenmark- Supervisor Emmendorfer said the Fog Seal quote for Dodge Road between Seymour and Duffield is \$7,492.93. The Township will be allowed to use 50/50 money for this project so the actual out of pocket is \$3,746.47. The Fog Seal for Glenmark Trail is \$5,613.25. The 50/50 money can't be used for this project because it is classified as a subdivision road. Emmendorfer also said he became aware of some additional 50/50 money available to the Township and would like to increase the Road Projects budget by \$15,997.45 in order to utilize these funds. The additional money will be taken from the Impact Fund.

Dar Eldred made a **Motion** to increase the 2017 Road Budget by \$15,997.45 to enable the Township to use all of the 50/50 money available. This increase will be taken from the Impact Fund. Support for the motion was given by Gary Keeler. Vote- Dar Eldred (yes), Gary Keeler (yes), Tom Tithof (yes), Mary Quast (yes), Fred Domine (yes), Mark Emmendorfer (yes). Motion passed.

Barber Park Improvements/Trust Fund Grant- Supervisor Emmendorfer explained that Nicholas Dexter will not be able to complete the sand volleyball courts located at Barber Park. Nicholas was going to build two volleyball courts as an Eagle Scout project.

Emmendorfer said he would like to investigate applying for a DNR Grant for the volleyball courts, basketball courts, a bridge over the river to a primitive campground at the Townships' property on the east side of the river. He asked the Board to approve contacting Spicer Engineering to discuss a DNR Grant application.

Fred Domine made a **Motion** to contact Spicer Engineering and request a proposal for submitting a DNR Grant. Support for the motion was given by Dar Eldred. Vote- All yes. Motion passed.

Tornado Siren Maintenance- Supervisor Emmendorfer explained the State of Michigan's plan to eliminate VHF radio transmission. The Township tornado sirens are activated by VHF radio and will have to be updated to operate on the 800 megahertz band. Emmendorfer said he contacted West Shore Services the company that maintains the Township's sirens and received a quote of \$483.89 per siren to upgrade them to the 800 megahertz radio system. He asked the Board to approve the upgrade and increase GL line 101-451-931.000 (siren maintenance) by the amount of \$6,000.

Tom Tithof made a **Motion** to upgrade the Township's twelve tornado sirens to the 800 megahertz radio system and to increase GL line 101-451-931.000 (Siren Maintenance) by \$6,000 to cover the cost of the upgrade. Support for the motion was given by Dar Eldred. Vote- Gary Keeler (yes), Tom Tithof (yes), Mary Quast (yes), Fred Domine (yes), Mark Emmendorfer (yes), Dar Eldred (yes). Motion passed.

Budget Amendments (if needed) Clerk- Clerk Domine said there are no additional budget amendments this month.

**Extended Board Member Comments:** Tom Tithof said the first Farmers Market event for the year was very successful.

Dar Eldred said the Food Truck at the Farmers Market sold out.

Gary Keeler inquired about sewer connections on Vienna Road.

Mary Quast said summer tax bills will be in the mail July 3, 2018.

Supervisor Emmendorfer reported the Township's Open House was a great success. He also called the Boards attention to the Plaque which the Montrose Historical Society received from the State of Michigan for our Church on the Hill.

**Citizen's Comments:** None

**Adjournment:** Tom Tithof made a **Motion** to adjourn the meeting. Support for the motion was given by Gary Keeler. Vote- All Yes. The meeting adjourned at 7:02 p.m.

Submitted by:  
Fred Domine, Clerk

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Fred Domine, Clerk

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Mark Emmendorfer, Supervisor