



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

**MONTROSE TOWNSHIP HALL  
REGULAR BOARD MEETING**

**November 20, 2018**

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

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

**Agenda Approval:** Supervisor Emmendorfer requested adding the Parks and Recreation Survey to the agenda as item number 13.

Tom Tithof made a **Motion** to add the Parks and Recreation Survey to the agenda as item number 13. 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.

**Citizens Comments:** None.

**Minutes:**

Gary Keeler made a **Motion** to approve the minutes of the October 16, 2018 Regular Board Meeting as presented. Support for the motion was given by Linda Miller. Vote- All yes. Motion passed.

Tom Tithof made a **Motion** to approve the minutes of the October 18, 2018 Special Board Meeting as presented. Support for the motion was given by Dar Eldred. Vote- All yes. Motion passed.

Gary Keeler made a **Motion** to approve the minutes of the November 7, 2018 Special Board Meeting and Public Hearing as presented. Support for the motion was given by Tom Tithof. Vote- All yes. Motion passed.

**Treasurer's Report-** Mary Quast presented the Treasurer's Report. She also presented each of the Board members with a sample copy of their 2018 Winter Tax statements which she has revamped to make them easier to read and understand.

Page 1 of 12

**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 presented the Revenue Expenditure Report and asked if there were any questions or concerns. There were none.

**Presentation of Bills:** The bills were presented for review.

Tom Tithof made a **Motion** to approve the bills as presented. Support for the motion was given by Linda Miller. 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 for reports follow;

Fire Chief George Taylor said the Department is ahead of last year for the number of runs to date. To date the total number of runs is 202. The total number of runs for all of last year was 206.

Police Chief Jamie Cochran was absent from the meeting. Supervisor Emmendorfer reported the new Ford Police Interceptor we ordered came in and is being outfitted with decals and radio/computer equipment. Emmendorfer also told the Board the City of Montrose Public Safety millage request was approved in the November 6, 2018 election and he has a meeting scheduled for December 11, 2018 to discuss providing police protection for the City.

Building Official Dennis Miller reported he has issued 3 building permits for new homes in the last 2 months. Dennis said it has been a long time since that has happened.

Sara Warren our Senior Center Director said “everything is going great”. They just had a Progressive Dinner which involved seniors from five other senior centers throughout the County. Sara said they served 110 people for this event. The next scheduled dinner is their Harvest dinner and seventy people have signed up for this event.

Tim Church of Brent Run Landfill reported they are continuing to install the plastic liner in cell 12B which encompasses about 1 ½ acres. Tim said the cold weather has presented a challenge in welding the seams of the plastic liner together. He also reported the landfill purchased a street sweeper to keep the mud and debris off the landfill roads and to keep it from being tracked onto M-57.

**Business:**

Quotes for Parking Lot Blocks- Supervisor Emmendorfer explained the Township purchased 27 parking lot blocks for the front parking lot when we moved into the PSA Building last January. These blocks were delivered and put into place but not pinned in place. It has become obvious that we need additional parking blocks for the back parking lot and all the blocks need to be pinned in place. He said he obtained two quotes for an additional thirty eight parking blocks and for setting and pinning all the parking blocks in place. The quotes are;

4SEASONS MAINTENANCE INC. quoted a price of \$3,390.00.

CURBCO INC. quoted a price of \$5,310.74.

The Board discussed the two proposals.

Tom Tithof made a **Motion** to purchase thirty eight additional parking blocks and have the new and old blocks set into place and pinned for a total of \$3,390.00 from 4Seasons Maintenance Inc. The money for the purchase will be paid out of Capital Improvement (277-526-983.000). 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.

Request to Purchase a Free Standing Drop Box for Drug Disposal- Police Detective Scott Maguire presented a request to the Board to purchase a “Prescription Drug Drop Box” which will be placed in the police department entry lobby and used as a disposal collection center for old prescription medications that people would like to get rid of. The Drug Enforcement Agency (DEA) will come out twice a year (Free of Charge) and collect all medications left in the collection box. Once placed into the box the drugs will not be able to be removed. The lobby area where the box will be placed is under constant video surveillance. The cost for the drug disposal box is \$680.90 and includes free shipping.

Board members discussed the purchase at length. Sara Warren, Senior Center Director said she receives a lot of calls asking where drugs can be disposed of in the area. These prescription drugs are not supposed to be flushed down the toilet or put into the garbage that eventually goes to the landfill.

Dar Eldred made a **Motion** to purchase the Drug Disposal Box for \$680.90 from Gamut Company. Support for the motion was given by Tom Tithof.

Discussion followed on where the money to purchase the Drug Collection box would come from.

Tim Church, Manager of Brent Run Landfill asked for permission to speak to the Board and volunteered “in the interest of keeping these prescription drugs out of the landfill” Brent Run Landfill would donate the cost of the Drug Disposal container to Montrose Township.

Dar Eldred amended his **Motion** for the purchase of the Drug Disposal Container for \$680.90 to include accepting the donation from Brent Run Landfill to pay for the Container. Support for the amended motion was given by Tom Tithof. Vote- All yes. Motion passed.

Resolution to Adopt a Revised MERS Plan- The Collective Bargaining Agreement between the Township of Montrose and the Police Officers Labor Council covering the time period of January 1, 2018 through December 31, 2022 and previously adopted by both units includes an increase in the pension contribution amounts for both the Township and the Employees effective January 1, 2019.

The present Pension Contributions are 3% from the Employee and 7% from Montrose Township.

Effective January 1, 2019 per the Collective Bargaining Agreement, the Pension Contributions will increase to 5% from the Employee and 9% from Montrose Township.

The pension system shall be with the Municipal Employees Retirement System (MERS) Defined Contribution Plan and all of the assets in each respective Employee’s current pension account shall be administered by and within the (MERS) program.

MERS has requested a Resolution from the Montrose Township Board Confirming this change.

Tom Tithof made a **Motion** to amend the Township’s Defined Contribution Plan with MERS for the Montrose Township Police Department. The present contribution amounts are; (Employee 3%), (Montrose Township 7%). Effective January 1, 2019 the contribution amounts will be increased to; (Employee 5%), (Montrose Township 9%). 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.

Meeting and Holiday Schedules for 2019- Supervisor Emmendorfer presented the meeting and Holiday Schedules for 2019 to the Board for approval.

Tom Tithof made a **Motion** to accept the Meeting and Holiday schedules as presented. Support for the motion was given by Linda Miller. Vote- All yes. Motion passed. \*A copy of these schedules is attached to these minutes.

Planning/ZBA/Board of Review Appointments- Supervisor Emmendorfer presented appointments for the Planning Commission, Board of Review and Zoning Board of Appeals to the Board for approval.

Tom Tithof made a **Motion** to accept the appointments for Planning Commission, Board of Review and Zoning Board of Appeals as presented. Support for the motion was given by Linda Miller. Vote- All yes. Motion passed. \*A copy of these appointments is attached to these minutes.

Township Board Committees for 2019- Supervisor Emmendorfer presented appointments for the Township Board Committees to the Board for approval.

Gary Keeler made a **Motion** to accept the appointments for 2019 Township Board Committees as presented. Support for the motion was given by Linda Miller. Vote- All yes. Motion passed. \*A copy of these Committees is attached to these minutes.

Recommendation from Planning Commission on Solar Energy- Dennis Miller explained the Planning Commission has worked on Solar Energy and its potential effect on Montrose Township for several months. Dennis explained three presentations were made to the Planning Commission by individuals representing various groups in the Solar Energy field. Ordinance 18-231 (Regulating Solar Energy) amends Section 153.006 of Chapter 153 of the Montrose Township Code of Ordinances. It allows for a review by the Planning Commission for all Commercial Solar Energy Systems, as a Special Land Use, subject to meeting the standards included in the language of the Ordinance. It also allows by right as an accessory use, Private Solar Energy Systems in Residential and Agricultural zoning districts. The Planning Commission recommended the Montrose Township Board adopt Ordinance 18-231 at their November 1, 2018 meeting.

The Board members discussed the issue and Gary Keeler made a **Motion** for this to be the First Reading of Ordinance 18-231. “AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE MONTROSE CHARTER TOWNSHIP BY REGULATING SOLAR ENERGY SYSTEMS BY PROVIDING FOR THE PLACEMENT AND REGULATION OF SUCH LAND USES WITHIN THE TOWNSHIP AND PROVIDING PENALTIES FOR THE VIOLATION OF SUCH REGULATIONS”. Support for the motion was given by Dar Eldred. Vote- Gary Keeler (yes), Dar Eldred (yes), Linda Miller (yes), Mark Emmendorfer (yes), Fred Domine (yes), Mary Quast (yes), Tom Tithof (yes). Motion passed.

Decision on property at 7474 Dodge Road- Supervisor Emmendorfer explained a parcel of land with a house on it that has been foreclosed on and did not sell at the County land auction. The property will revert to Montrose Township unless a written rejection and a copy of the Board meeting minutes showing the motion to reject the property is received at the County Treasurer’s office by December 17, 2018.

The Board members discussed the property at length. Dennis Miller furnished the Board with pictures of the property and it was a consensus that the residence would have to be demolished which would bring additional cost to the Township which might not be recouped in the sale of the property.

Tom Tithof made a **Motion** to reject ownership of the property located at 7474 Dodge Road in Montrose Township and to notify the County Treasurer's office of the Township's decision to reject. Support for the motion was given by Dar Eldred. Vote- Dar Eldred (yes), Linda Miller (yes), Mark Emmendorfer (yes), Fred Domine (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Motion passed.

1<sup>st</sup> Reading of Ordinance 18-232 (Prohibition of Marihuana Establishments)- Ordinance 18-232 is AN ORDINANCE AMENDING THE MONTROSE CHARTER CODE OF ORDINANCES BY THE ADDITION OF AN ORDINANCE TO PROHIBIT MARIHUANA ESTABLISHMENTS WITHIN THE TOWNSHIP AND TO PROVIDE FOR THE PENALTY FOR THE VIOLATION THEREOF. This ordinance will add Title IX, Chapter 97, and Sections 97.01, 97.02, and 97.03 to the Montrose Township Code of Ordinances.

Passage of the Recreational Marihuana proposal on the ballot in the November 6, 2018 election prompted the Township to draft this ordinance which prohibits Marihuana establishments in the Township. This Ordinance will protect the Township until all the ramifications of the Marihuana law are fully understood. If it becomes apparent the ordinance is adversely affecting Montrose Township it can be rescinded.

Linda Miller made a **Motion** to consider this the first reading of Ordinance 18-232 (AN ORDINANCE TO PROHIBIT MARIHUANA ESTABLISHMENTS WITHIN THE TOWNSHIP OF MONTROSE). Support for the motion was given by Gary Keeler. Vote- Linda Miller (yes), Mark Emmendorfer (yes), Fred Domine (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Dar Eldred (yes). Motion passed.

Twin Township Ambulance- Supervisor Emmendorfer told the Board he had a meeting with Adam Mazur-Baker of Twin Township Ambulance. Adam told him they were still operating the Montrose base seven days a week from 6 a.m. to 6 p.m. The ambulance is not staffed with ALS (Advanced Life Support) personnel as called for in the contract with Montrose Township. Adam said they will not be able to solve the operations hours or the staffing problem any time in the foreseeable future. Emmendorfer said they are in violation of the contract with the Township and it was his recommendation to end the contract and stop paying the \$500 per month to Twin Township. Discussion followed.

Fred Domine made a **Motion** to terminate the Township's contract with Twin Township Ambulance Company and stop payment of the \$500/month subsidy. Support for the motion was given by Dar Eldred. Vote- Mark Emmendorfer (yes), Fred Domine (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (no), Dar Eldred (yes). Linda Miller

\*(abstained). Motion passed. Linda Miller requested and the Board members granted her the right to abstain because she is a member of the Twin Township Board of Directors.

Discussion of Fee schedule for faxing at Township Office- Supervisor Emmendorfer said in a memo; “Recently the Township office has started receiving requests from residents to Fax documents to their mortgage company, insurance company etc. A couple of residents have come in multiple times requesting the fax service. Each time offering to pay but because there is no fee set in place on the Township’s Schedule of Fees the staff has refused payment. Therefore, I am bringing this to the table for discussion.”

The Board discussed the issue and Supervisor Emmendorfer agreed to research the issue further and bring a recommendation back to the Board for the December meeting.

Budget Amendments (If needed) Clerk- None.

Parks & Recreation Survey Results and Recommendations- Supervisor Emmendorfer said the Township received over 300 replies to the Parks and Recreation Survey. The top scoring request 72.9% were for a pedestrian bridge over the Flint River to connect Barber Park with the land the Township owns on the east side of the river. The bridge probably is the most expensive of the projects listed, possibly \$1 million. Emmendorfer continued the most money the DNR Trust Fund Grant will fund now is \$350,000. He continued there are other grants available that would fund the majority of the pedestrian bridge.

Emmendorfer told the Board he came up with four groups of projects based on their ranking in the survey and he was asking the Board for their approval of his recommendation so he can submit this list to Spicer Engineering to use in preparing the DNR Trust Fund Grant.

Fred Domine made a **Motion** to approve the project grouping and DNR Trust Grant recommendation prepared by Supervisor Emmendorfer. Support for the motion was given by Gary Keeler. Vote- Fred Domine (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Dar Eldred (yes). Linda Miller (yes), Mark Emmendorfer (yes). Motion passed.

**Extended Board Member Comments:**

Fred Domine reported the election turnout was really huge. 2,566 Township voters or (54%) of those registered cast their ballots in the November 6, 2018 election. Renewal of the Fire Equipment millage passed 1,541(yes) to 874 (no). Renewal of the Fire Operating passed 1,551 (yes) to (887) no.

Tom Tithof said he thought everything went smoothly during the election. Tom asked if the election results could be posted on the Township’s web-site.

Mark Emmendorfer informed the Board that he submitted the Township's CBDG application for the addition to the Senior Center. In the meantime Mark said Spicer Engineering furnished the Township with an estimate of \$228,000 for the proposed 1,000 square foot addition to the Senior Center building. He said he had anticipated \$150,000. Mark reminded the Board the Township has three years to commit to a project on which to spend our anticipated \$45,219 grant. The Board can take their time and evaluate different options for the Senior Center but more room at the facility is a priority.

**Citizens Time:** 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 7:38 P.M.

Submitted by,  
Fred Domine, clerk

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Fred Domine, Clerk

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Mark Emmendorfer, Supervisor



**Montrose Township Police  
Holiday Schedule 2019**

<b>Month</b>	<b>Holiday - Day - Date</b>	<b>Date Observed</b>
January	New Year's Day - Tuesday, January 1	Tuesday, January 1
January	Martin Luther King Day - Monday, January 21	Monday, January 21
April	Easter Day - Sunday, April 21	Sunday, April 21
May	Memorial Day - Monday, May 27	Monday, May 27
July	4th of July - Thursday, July 4	Thursday, July 4
September	Labor Day - Monday, September 2	Monday, September 2
November	Veteran's Day - Monday, November 11	Monday, November 11
November	Thanksgiving Day - Thursday, November 28	Thursday, November 28
November	Day after Thanksgiving - Friday, November 29	Friday, November 29
December	Christmas Eve - Tuesday, December 24	Tuesday, December 24
December	Christmas Day - Wednesday, December 25	Wednesday, December 25
December	New Year's Eve - Tuesday, December 31	Tuesday, December 31
		*ADOPTED 11/20/18*

**Montrose Township Senior Center  
Holiday Schedule 2019**

<b>Month</b>	<b>Holiday - Day - Date</b>	<b>Date Observed</b>
January	New Year's Day - Tuesday, January 1	Tuesday, January 1
January	Martin Luther King Day - Monday, January 21	Monday, January 21
February	President's Day - Monday, February 18	Monday, February 18
May	Memorial Day - Monday, May 27	Monday, May 27
July	4th of July - Thursday, July 4	Thursday, July 4
September	Labor Day - Monday, September 2	Monday, September 2
November	Veteran's Day - Monday, November 11	Monday, November 11
November	Thanksgiving Day - Thursday, November 28	Thursday, November 28
November	Day after Thanksgiving - Friday, November 29	Friday, November 29
December	Christmas Eve - Tuesday, December 24	Tuesday, December 24
December	Christmas Day - Wednesday, December 25	Wednesday, December 25
December	New Year's Eve - Tuesday, December 31	Tuesday, December 31
		*ADOPTED 11/20/18*

## Montrose Township Meeting Schedules 2019

Month	Planning	Township Board	Appeals (ZBA)
	First Thursday 6:00 p.m.	Third Tuesday 6:00 p.m.	Fourth Thursday 6:00 p.m.
January	3rd	15th	24th
February	7th	19th	28th
March	7th	19th	28th
April	4th	16th	25th
May	2nd	21st	23rd
June	6th	18th	27th
July	11th (2nd Thursday)	16th	25th
August	1st	20th	22nd
September	5th	17th	26th
October	3rd	15th	24th
November	7th	19th	21st (3rd Thursday)
December	5th	17th	26th

**All meetings are held at the Montrose Township Hall  
11444 N. Seymour Rd., Montrose, MI, 48457  
810-639-2021**

### Montrose Township Office Holiday Schedule 2019

Month	Holiday - Day - Date	Date Observed
January	New Year's Day - Tuesday, January 1	Tuesday, January 1
January	Martin Luther King Day - Monday, January 21	Monday, January 21
Feb	President's Day - Monday, February 18	Monday, February 18
May	Memorial Day - Monday, May 27	Monday, May 27
July	4th of July - Thursday, July 4	Thursday, July 4
September	Labor Day, Monday, September 2	Monday, September 2
November	Veteran's Day - Monday, November 11	Monday, November 11
November	Thanksgiving Day - Thursday, November 28	Thursday, November 28
November	Day After - Thanksgiving - Friday, November 29	Wednesday, November 27
December	Christmas Eve - Tuesday, December 24	Tuesday, December 24
December	Christmas Day - Wednesday, December 25	Wednesday, December 25
December	New Year's Eve Day - Tuesday, December 31	Tuesday, December 31
		Adopted 11/20/18

## BOARD COMMITTEES FOR 2019

### Roads & Bridges

Dar Eldred  
Gary Keeler  
Maurice Fikes

### Public Safety

(Police & Fire)  
Fred Domine  
Tom Tithof

### Building & Grounds

(Parks & Recreation)  
Linda Miller  
Mary Quast

### Water & Waste

Gary Keeler  
Tom Tithof

### Policy & Procedure

Mary Quast  
Dar Eldred

### Planning Commission

Board Representative  
Tom Tithof

### 911 Representative

Mark A. Emmendorfer

### Building & Assessor

Dar Eldred  
Linda Miller

### Senior Center

Gary Keeler  
Linda Miller

### Finance

Mary Quast  
Fred Domine

### GCMPC

(Genesee County Metro Planning Comm)  
Tom Tithof  
Mark Emmendorfer

### Zoning Board Appeals

Board Representative  
Fred Domine

### Veteran's Memorial

Tom Tithof  
Dar Eldred

## Montrose Township Board Appointments

### Planning Commission Members and Terms

Member	Position	Date of Appointment	Term Expiration Date
Morrie Fikes	Chairman	Jan - 01 - 2018	Dec - 31 - 2020
Don Pollard	Vice-Chair	Jan - 01 - 2018	Dec - 31 - 2020
Tom Tithof	Twp. Board	Nov - - - 2016	Nov - - - 2020
James Ingram	Member	Jan - 01 - 2019	Dec - 31 - 2021
David Badgley	Member	Jan - 01 - 2019	Dec - 31 - 2021
Bill Stroup	Member	Jan - 01 - 2017	Dec - 31 - 2019
Harry Powell	Member	Jan - 01 - 2017	Dec - 31 - 2019

Three Year Terms

### Zoning Board of Appeals Members and Terms

Member	Position	Date of Appointment	Term Expiration Date
Kathleen Swart	Vice-Chair	Jan - 01 - 2018	Dec - 31 - 2020
David Allard	Chairman	Jan - 01 - 2018	Dec - 31 - 2020
Fred Domine	Twp Board	Nov - - - 2016	Nov - - - 2020
Ron Loafman	Member	Jan - 01 - 2019	Dec - 31 - 2021
Don Pollard	Planning	Jan - 01 - 2018	Dec - 31 - 2020
Robert Lannoy	Member	Jan - 01 - 2017	Dec - 31 - 2019
Steven Schlict	Member	Jan - 01 - 2017	Dec - 31 - 2019

Alternates

		- -	- -
		- -	- -

Three Year Terms

### Board of Review Members and Terms

Member	Position	Date of Appointment	Term Expiration Date
Karen Jones	Chair	Jan - 01 - 2019	Dec - 31 - 2020
John Lund	Secretary	Jan - 01 - 2019	Dec - 31 - 2020
Steve Schlict	Member	Jan - 01 - 2019	Dec - 31 - 2020

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Two Year Terms

Adopted 11-21-2017

Page 12 of 12

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

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