

February 15, 2022



Montrose Charter Township
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Montrose Township Board Meeting

DATE: February 15, 2022

TIME: 6 p.m.

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

Roll Call: Present – Mark Emmendorfer, Steve Schlicht, Mary Quast, Tom Tithof, Gary Keeler, Coetta Adams, Gerald Cole.

Agenda Approval: Supervisor Emmendorfer asked to add the 5-year contract of a new copy machine to the agenda.

A **Motion** was made by Tom Tithof to approve the addition of the contract for a new copy machine to the agenda. Support for the motion was given by Steve Schlicht. Vote - All yes. Motion passed.

Agenda Approval: A **Motion** was made by Tom Tithof to approve the agenda with the addition of the 5-year contract for the copy machine.

Citizen's Comments: Jennifer Almasy running for the 69th state rep introduced herself.

Minutes: Supervisor Emmendorfer asked if there were any corrections or questions about the January 18, 2022 Board Meeting minutes. None was mentioned.

A **Motion** was made by Coetta Adams to approve the minutes of the January 18, 2021 Board Meeting. Support for the motion was given by Tom Tithof. Vote - All yes. Motion passed.

Treasurer's Report: Treasurer, Mary Quast shared that she made an addition to the treasurers' report. Anything printed in red signifies funds held for special projects.

Revenue/Expenditure Report: Report is not in packet. Next month you will receive both February and March's report.

Presentation of Bills: Supervisor Emmendorfer presented the bills for approval. A **Motion** was made by Tom Tithof to pay the bills as presented. Support for the motion was given by Gary Keeler. Roll call – Steve Schlicht (yes), Mary Quast (yes), Tom

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Mark Emmendorfer – Supervisor **Steve Schlicht** – Clerk **Mary Quast** – Treasurer
Township Trustees - **Gary Keeler** - **Tom Tithof** – **Gerald Cole** – **Coetta Adams**

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Tithof (yes), Gary Keeler (yes), Coetta Adams (yes), Gerald Cole (yes), Mark Emmendorfer (yes). Motion passed.

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

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

Brent Run: Tim Church shared that they are looking into building a landfill heavy equipment maintenance shop in 2022.

Republic Services: Gary Hicks apologized for missing last's month's meeting he thought it was at 7pm. He is glad to have made it through covid and lack of employees. He is happy to report they are now fully staffed. There was a discussion about complaints of drivers picking up recycle and putting it in a trash truck.

Fire Department: George Taylor shared things have slowed down.

Police Department: Chief Cochran shared that they are still waiting on the upfitting of the new police car.

Building Department: No comments or questions.

Senior Center: No comments or questions.

Business:

Generator Contract

Supervisor Emmendorfer explained that we hired Cummings when we built the building. Two years ago, we had an antifreeze leak and Cummings came out and said it was a loose clamp. It was \$453 for them to come out and fix this. This past November they came out and reported that this next winter we will need to replace 2 batteries because they will be 4 years old. Our yearly maintenance check cost \$540, for them to change the 2 batteries while here it will cost \$1,373.78. Supervisor Emmendorfer contacted Ken Beale who works on our senior center suggested Brent Browning from Browning Power Systems. Brent sent over a quote that would cost \$700 for the yearly maintenance. To change the two batteries, he quoted \$702. Supervisor Emmendorfer would like to recommend using Browning Power Systems.

A **Motion** was made by Gerald Cole to go with Browning Power Systems. Support for the motion was given by Coetta Adams. Roll call – Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Coetta Adams (yes), Gerald Cole (yes), Mark Emmendorfer (yes), Steve Schlicht (yes). Motion passed.

Board of Review Appointment

John Lund is stepping down. Tim Kalakay, a local builder, has agreed to fill this position.

A **Motion** was made by Tom Tithof to approve this appointment. Support for this motion was made by Gerald Cook. Vote - All yes. Motion passed.

Review of Attorney Hourly Rates

Supervisor Emmendorfer shared the hours Amanda Doyle has averaged per month working for Montrose Township and the hourly rate of pay that is considerably low. With our new code enforcer, she is working more hours for our township for the same monthly salary. Supervisor Emmendorfer would like to suggest taking her monthly pay from \$3,000 to \$3,500.

A **Motion** made by Gerald Cole to accept the new salary of \$3,500 per month for the Township Attorney Amanda Doyle. Support for the motion was made by Tom Tithof. Roll Call - Tom Tithof (yes), Gary Keeler (yes), Coetta Adams (yes), Gerald Cole (yes), Mark Emmendorfer (yes), Steve Schlicht (yes), Mary Quast (yes). Motion passed.

Movie Night at the Park

Supervisor Emmendorfer went to the DDA and they discussed having a couple movie nights this summer. It cost \$1217.50 to fund this event.

A **Motion** was made by Tom Tithof to approve this movie night at Barber Park for \$1,217.50. The payment would come out of the Park Fund. Support for the motion was made by Coetta Adams. Roll Call - Gary Keeler (yes), Coetta Adams (yes), Gerald Cole (yes), Mark Emmendorfer (yes), Steve Schlicht (yes), Mary Quast (yes), Tom Tithof (yes). Motion passed.

Schedule of Fees Amendment

Bill McMurray, the Township Building/Code enforcement officer, brought it to our attention that the Fees for Temporary Use & Home Occupations permit were listed differently in a couple of places. It cost more than \$200 to hold a Planning Commission meeting and pay the commissioners. It is his recommendation to raise the fee to \$400 with the public hearing. Also, he suggested raising the Home Occupation Permit renewals to \$50/yearly due in January. If paid in February it would be \$100. If not renewed by March 1st then they have to reapply and go before the Planning Commission.

A **Motion** was made by Gerald Cole to approve the fees for the Temporary Use & Home Occupation permit to be \$400 with Public Hearing, and increase the yearly renewal to \$50 if paid by January, \$100 if paid in February, anything March or later would be subject to reapplying for a new permit. Support for this motion was made by Gary Keeler. Roll Call - Coetta Adams (yes), Gerald Cole (yes), Mark Emmendorfer (yes), Steve Schlicht (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler. Motion passed.

Hard Floor Chair Mats

The floor mats through out the office are wore out and have holes in them. To purchase 11 new ones from Quill would cost \$64.99 each. From Staples it would be \$58.99 each.

A **Motion** was made by Gary Keeler to approve the purchase of 11 floor mats from Staples at \$58.99 each, for a total of \$648.89. The monies will be taken out of 101-103-740.000 and 207-301-740.000. Support for the motion was made by Gerald Cole. Roll Call - Gerald Cole (yes), Mark Emmendorfer (yes), Steve Schlicht (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler, Coetta Adams (yes). Motion passed.

Resolution regarding ARPA fund from May 2021 Board Meeting

In the May 2021 board meeting a motion was made to pay our part of the Farrand Rd. culvert replacement by taking the money from the Water Fund and then reimbursing the Water Fund once we received the ARPA money. However, we made another motion to use the \$310,000 to purchase the new fire truck. We need to retract that first motion and not pay the Water Fund back.

A **Motion** was made by Tom Tithof now that the ARRA money has been committed to the fire truck the culvert replacement will be paid out of the Water Fund. Support for this motion was made by Steve Schlicht. Vote - All yes. Motion passed.

Resolution from October 2021 Board Meeting for Cemetery Tractor

Back in October 2021 the board made a motion to purchase a new cemetery tractor but it was not noted which account the \$7,400 is coming from. It is Supervisor Emmendorfer recommendation to take the \$7,400 from the Cemetery Fund.

A **Motion** was made by Gary Keeler to take \$7,400 from the Cemetery Fund and utilize the \$2,000 that was made from selling the old tractor to purchase the new X730 tractor. Support for this motion was made by Tom Tithof. Roll call – Mary Quast (yes), Mark Emmendorfer (yes), Steve Schlicht (yes), Tom Tithof (yes), Gary Keeler (yes), Coetta Adams (yes), Gerald Cole (yes). Motion passed.

GCRC Ditch Mowing

A Quote came in for mowing from the Genesee County Road Commission in 2022. The cost would be \$24,695.91.

A **Motion** was made by Tom Tithof to accept the contract for mowing in the township for \$24,695.91. The money would be coming out of General Funds and transfer to Impact Fund. Support for this motion was made by Gerald Cole. Roll Call - Steve Schlicht (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Coetta Adams (yes), Gerald Cole (yes), Mark Emmendorfer (yes). Motion passed.

Adjust Line 277-526-935-009 Dust Control

Adjustments need to be made in line items 277-526-935.009. A lot of times we don't get our bills for road work that was completed until after the end of the year. Our budget is from January 1st to December 31st. We did not get our 2021 mowing bill of \$11,908.09 until January of the 2022. We need to transfer 11,908.09 from the Impact Fund to the Township Roads line item, 277-526-935.000 to cover this bill. Then increase the dust control 277-526-935.009 from \$50,000 to \$55,000.

A **Motion** was made by Tom Tithof to increase the line item 277-526-935.000 by transferring \$11,908.09 from Impact Funds to Township Roads. And also increase the dust control \$5,000, from \$50,000 to \$55,000. Support was made by Coetta Adams. Roll

Call - Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Coetta Adams (yes), Gerald Cole (yes), Mark Emmendorfer (yes), Steve Schlicht (yes). Motion passed.

Willard Rd Bridge Epoxy Contract

GCRC has come to us and wants to split the cost of the Willard Rd Bridge Epoxy job. The total is \$18,000 which split would be \$9,000 each. There was a discussion about the 50/50 money and using it on Farrand Rd near the treatment plant.

A **Motion** was made by Coetta Adams to go in 50/50 on the Willard Rd Bridge epoxy and pay our \$9,000 of the total cost. Support was made by Gerald Cole. Roll Call - Tom Tithof (yes), Gary Keeler (yes), Coetta Adams (yes), Gerald Cole (yes), Mark Emmendorfer (yes), Steve Schlicht (yes), Mary Quast (yes). Motion passed.

Copy Machine 5 year Contract

The townships contract with Ricoh printers runs out in April. Applied Imaging stopped by the office and met with Supervisor Emmendorfer. We currently pay \$322.86 per month for 3 copy machines. Applied Imaging gave us a quote for a 5-year contract for 4 copy machines at \$284.91/month. It will take 6-8 weeks once the contract is signed to get the new machines.

A **Motion** was made by Gary Keeler to enter into a 5-year contract. Support was made by Coetta Adams. Roll Call - Tom Tithof (yes), Gary Keeler (yes), Coetta Adams (yes), Gerald Cole (yes), Mark Emmendorfer (yes), Steve Schlicht (yes), Mary Quast (yes). Motion passed.

Discussion on EV Charging Station

Supervisor Emmendorfer shared some of the information regarding an electric vehicle charging station. This is a \$13,127 machine. The company will come and put it in and maintain it. It's a 5-year contract, after 3 years if it is not getting enough use the company has the right to come and take it out. Residents that use this will pay via credit card.

Budget Amendments

Health Insurance for the Secretaries - We need to transfer \$7,067.04 from 101-104-705.000 (Health Reimbursement) to 101-104-910.000 (Health Insurance). An additional \$1,450 from General Fund for a total of \$8502.12 for Health Insurance. We also need to transfer from General Fund \$2,000 to 101-104-910.001 (Health Saving Account).

A **Motion** was made by Tom Tithof to transfer \$7,067.04 from 101-104-705.00 to 101-104-910.000, Support was made by Tom Tithof. Roll Call - Coetta Adams (yes), Gerald Cole (yes), Mark Emmendorfer (yes), Steve Schlicht (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes). Motion passed.

Police Dept - Liability Insurance and Auto Insurance came in a little higher this year. We need to increase the Liability Insurance \$2,195 and increase the Auto Insurance \$1,940.

A **Motion** was made by Gary Keeler to increase the expenditures to 815,367. Support was made by Gerald Cole. Roll Call - Gerald Cole (yes), Mark Emmendorfer (yes), Steve

Schlicht (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Coetta Adams (yes). Motion passed.

A new line item was made for the money that is brought in from Salvage Inspections and also for the money left over from the drug bust. We need to transfer \$5,000 from 207-301-984.000 to the new line item for equipment 210-302-984.000.

Also, we need to move the drug fund money \$50,028.46 from the CD to 210-302-984.000. Transfer \$44,174.08 from the Impact to 210-302-984.000 to make CD \$94,175.54.

A **Motion** was made by Tom Tithof to transfer \$5,000 to 210-302-984.000, transfer \$50,028.46 from a CD to 210-302-984.000, transfer \$44,174.08 from Impact to 210-302-984.000 to make a CD. Support made by Coetta Adams. Roll Call - Mark Emmendorfer (yes), Steve Schlicht (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Coetta Adams (yes), Gerald Cole (yes). Motion passed.

Park - We need to transfer \$2,500 to Park Operating Supplies and \$1,500 toward the Veteran Bell which will increase Park Expenditures to \$76,300.

A Motion was made by Gary Keeler. Roll Call - Steve Schlicht (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Coetta Adams (yes), Gerald Cole (yes), Mark Emmendorfer (yes). Motion passed.

Revised Water Funds approved. Water Fund Revenues \$491,343 and Water Fund Expenses \$488,772.

A **Motion** was made by Tom Tithof to accept the Revised Water Funds. Support was made by Gary Keeler. Roll Call - Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Coetta Adams (yes), Gerald Cole (yes), Mark Emmendorfer (yes), Steve Schlicht (yes). Motion passed.

Citizens Comments: No comments

Extended Board Member Comments: Coetta Adams asked if the ordinance book is available online.

Adjournment: A **Motion** was made by Tom Tithof to adjourn the meeting. Support for the motion was given by Gary Keeler. Vote - All yes. The meeting adjourned at 8:03 p.m.

Submitted by:
Steve Schlicht, Clerk

Steven Schlicht, Clerk

Mark Emmendorfer, Supervisor