



Montrose Charter Township
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Phone (810) 639-2021 Fax (810) 639-3207

Montrose Township Board Meeting

DATE: January 19, 2021

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 Cook. All present.

Agenda Approval: Supervisor Emmendorfer requested to change the agenda to move item #5 Master Plan Update to the first item for discussion. A **Motion** was made by Tom Tithof to change the order on the agenda. Support for the motion was given by Gerald Cook. Roll call - Mark Emmendorfer (yes), Steve Schlicht (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Coetta Adams (yes), Gerald Cook (yes). Motion passed.

Citizen's Comments: None

Minutes: Supervisor Emmendorfer asked if there were any corrections or questions about the December 15, 2020 regular board meeting minutes. There were no corrections or questions. A **Motion** to approve the minutes was made by Gary Keeler. Support for the motion was given by Tom Tithof. Roll call - Steve Schlicht (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Coetta Adams (yes), Gerald Cook (yes), Mark Emmendorfer (yes). Motion passed.

Treasurer's Report: Treasurer Quast shared with the new board members that her door is always open with questions on how money is dispensed. She is working on disbursing taxes at this time. There are some C/D's coming due in January and February that will be rolling over because the rates are not increasing and we are going to possibly move them next year. She also let the board know the delinquency in water and sewer is average and actually not higher than this time last year so she doesn't think that Covid-19 has affected too many of our residents causing them to fall behind in payments. Tom Tithof asked a question about the foreclosures published in the Flint Journal and how that works. Mary explained that anything published by the Genesee County would be taxes from previous years, we send our delinquent taxes to the county on March 3, 2021. At that time the county will add fees and collect from the resident. It takes some time for foreclosure to

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Mark Emmendorfer – Supervisor **Steve Schlicht** – Clerk **Mary Quast** – Treasurer
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start and the county is actually working with residents a little more this year because of the pandemic.

Revenue/Expenditure Report: Supervisor Emmendorfer stated that only the Senior Center was on this report due to the bookkeeper getting the year end reports finished. The additional reports will be presented at next month's meeting. Coetta Adams asked about the fiscal year, Supervisor Emmendorfer stated the Townships fiscal year is Jan-Dec but the Senior Center's coincides with the County which is October 1 – Sept 30th.

Presentation of Bills: Supervisor Emmendorfer presented the bills for approval. Total for the month is \$220,743.57. There was a question from Tom Tithof about the purchase of some tractor parts. Steve Schlicht explained that those parts are being purchased for spring so that our crew is ready when the work needs to be done. A **Motion** to pay the bills as presented was made by Gary Keeler. Support for the motion was given by Coetta Adams. Roll call - Mark Emmendorfer (yes), Steve Schlicht (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Coetta Adams (yes), Gerald Cook (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 was present and said things are quiet on his end. A question was asked construction on the new building at the Land fill and Tim stated that construction was pushed back to 2022.

Fire Department: Chief Taylor let the board know that medical runs were down by 60 from this time last year, most were on the medical side. That is a direct result of adding the ambulance base in town. The department is also having some work done on their tanker and it should be repaired soon.

Police Department: Police Chief shared that 5 of the police department employees did take the Covid-19 1st round vaccine and they will be getting their second dose in February. There were questions about how the employees who declined to get the shot can get it if they change their mind. Chief Cochran didn't know how that would be handed at this time.

Building Department: There was nothing to add about the report included

Senior Center: Supervisor Emmendorfer stated that the director Sara Warren was compiling a list of senior citizens over the age of 65 so that when the vaccine becomes available, she can get them signed up for it. They are also still delivering meals to seniors in need.

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Business:

Master plan update

Supervisor Emmendorfer let the board know that Rob Eggers from Spicer Group was here to answer any questions about the mater plan update. The main question from the previous board meeting was if Wade Trim and Rowe Engineering could possibly do the update for the same price as Spicer's. Rowe did not release their numbers but the cost would be between \$11,500 and \$33,000. Rob Eggers addressed the board and stated that he looked at the previous Master Plan from 2009 and went over it section by section. He told Supervisor Emmendorfer that he could update some of the plan or all of it. He said overall the plan looks good but it does look a little old. He also said that he would at a minimum suggest that we redo the community update, the goals and objectives, he would like to redo the photos and the cover. He feels at least ½ to ¾ of the plan needs updating to represent Montrose Township correctly. He does not feel we need to start right away; we should wait for the new census information to be released so that can be included in the new Master Plan. Rob discussed the price with Supervisor Emmendorfer via email and shared that he didn't recommend a complete update but most of the elements would be updated and the cost would be around \$17,500. Supervisor Emmendorfer asked Rob if this is the best time to update the Master Plan, he feels the rural areas are becoming more sought after and he wants to make sure we are ready for any new developments. Rob Eggers said that you always want to make sure you have your land use and township goals up to date for your township to move forward. There were some questions about surveying residents about future land use, that is included in this quote. A question was posed as to weather or not a Master Plan is required by the State of Michigan and Rob Eggers said that it is required and it is supposed to be reviewed and updated every five years. Tom Tithof asked if we were behind schedule and Rob stated that we are and it needs to be updated. Supervisor Emmendorfer stated that we worked with Spicer's in 2009 for the Master Plan, again in 2017 for the Park and Recreation plan and now with the Passport Grant as well. He feels comfortable working with the people at Spicer's and would like to continue to use them for the Master Plan update. Tom Tifhof questioned the price saying he thought it would not exceed \$17,000. Rob Eggers agreed that he misspoke when he said \$17,500. Gerald Cook asked if it was correct that we needed to review the Master Plan but not necessarily update it. Rob Eggers told him that was correct. There is also an option that the Planning Commission could review the Master Plan as well. Supervisor Emmendorfer shared that he feels because the Master Plan is so old, we need to go back to our residents and see what direction they want to go in the future. Supervisor Emmendorfer knows that \$17,000 is a lot of money but we have to make sure the Township is moving forward to bring in new residents. A **Motion** was made by Mary Quast to enter into a contract with Spicer's to update the Master Plan not to exceed \$17,000. Support for the motion was given by Steve Schlicht. Roll call - Tom Tithof (yes), Gary Keeler (yes), Coetta Adams (yes), Gerald Cook (yes), Mark Emmendorfer (yes), Steve Schlicht (yes), Mary Quast (yes). Motion passed.

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Passport Grand Bidding Results

The project was awarded to Spicer's before the new Board members were voted in so Supervisor Emmendorfer included the paperwork in this month's packet. We had 4 bidders, Eastern Asphalt, ECC Construction, Diamond Excavating and LA Construction. Eastern Asphalt came in at the lowest bid of \$207,800. The only issue was the price on the single stall dumpster \$29,500, the decorative bench \$4,200, and the trash receptacle \$2,200. Supervisor Emmendorfer has been in touch with Joe Wright who is handling the project so that we can remove those items and have them done much cheaper from a different company. This would bring the bid down to \$171,900. Supervisor Emmendorfer said that he feels Eastern Asphalt gave a good bid on the asphalt since that is their main business, but when it came to the benches, trash receptacles and dumpsters which is out of their scope of expertise the prices weren't in line with the other bids most likely because they would need to subcontract those items to another company. A **Motion** was made by Gary Keeler to accept the bid from Eastern Asphalt for \$207,800. Support for the motion was given by Tom Tithof. Roll call - Gary Keeler (yes), Coetta Adams (yes), Gerald Cook (yes), Mark Emmendorfer (yes), Steve Schlicht (yes), Mary Quast (yes), Tom Tithof (yes). Motion passed. Supervisor Emmendorfer stated that he thought a motion should be made that we eliminate the three items mentioned (decretive bench, single stall dumpster and trash receptacle) that reduces the bid to \$171,900. A **Motion** was made by Gary Keeler to remove those 3 items from the job. Support for the motion was given by Coetta Adams. Roll call - Coetta Adams (yes), Gerald Cook (yes), Mark Emmendorfer (yes) Steve Schlicht (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes). Motion passed.

Board Committees 2021

Supervisor Emmendorfer asked if anyone any questions about the board committees for 2021. Gerald Cook was not sure what being on the committee would entail. Supervisor Emmendorfer let him know that he puts people on specific committees based on their life experience. These are meet as needed committees. A **Motion** to accept the Board Committees for 2021 was made by Gerald Cook. Support for the motion given by Tom Tifhof. All in favor 7-0 motion passed.

ZBA Appointments

Supervisor Emmendorfer shared that one of our valued community members and ZBA member Kathleen Swart passed away suddenly at the age of 50 at her home. The husband and children of Kathleen wanted to share their appreciation to the fire and police department for the compassion they showed on screen. This being said we will need to replace her on the board. One of the alternate members Kris O'Neal expressed interest in taking the position. We also had two other people express interest, Chad Wysocki and Kevin Peterson. Supervisor Emmendorfer would like to recommend Kris O'Neal to be appointed as a regular member with Kevin Peterson and Chad Wysocki be appointed as alternates. A **Motion** was made by Tom Tithof to appoint Kris O'Neal as regular

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member of the Zoning Board of Appeals and Kevin Peterson and Chad Wysocki as alternates. Support for the motion was given by Gary Keeler. Roll call - Gerald Cook (yes), Mark Emmendorfer (yes), Steve Schlicht (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Coetta Adams (yes). Motion passed. Tom Tithof asked why there are no alternates on the Planning Commission. Supervisor Emmendorfer asked the Township attorney Amanda Doyle. She will get back to us on whether or not we can have alternates for the Planning Commission.

Poverty Exemption Guidelines & Resolution

Supervisor Emmendorfer presented Resolution No.21-001 to adopt the poverty exemption income guidelines. A **Motion** to support the resolution was made by Tom Tithof. Support for the motion given by Gary Keeler. Roll call - Mark Emmendorfer (yes), Steve Schlicht (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Coetta Adams (yes), Gerald Cook (yes). Motion passed.

Budget Amendments:

Supervisor Emmendorfer said that he noticed in the budget that he, Steve Schlicht and Mary Quast were overpaid last year due to the amount of pay periods in 2020. Supervisor Emmendorfer was overpaid by \$1096.05, Steve Schlicht was over paid by \$1096.05 and Mary Quast was overpaid by \$1097.05. In order to balance the budget, he is suggesting that we take funds from Dept 104, 101-104-910-001 General Secretarial Health Savings account and transfer to line items 175, 215 and 253 so we aren't over on our budget and causing an audit. Supervisor Emmendorfer said that our Maintenance and Grounds employee, Maynard Reed was also over paid by 1 week. A **Motion** was made by Gary Keeler to move the funds to balance the budget and to have the employees that were overpaid repay the amount to the township over the next year. Support for the motion was given by Tom Tithof. Roll call - Steve Schlicht (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Coetta Adams (yes), Gerald Cook (yes), Mark Emmendorfer (yes). Motion passed.

Supervisor Emmendorfer discussed the transfer of \$12,656.45 from the general fund to 207-301-702 for police department wages since we were over budget there. The bookkeeper suggested that we just transfer \$13,000 to cover the overage. A **Motion** was made by Gary Keeler to transfer the funds. Support for the motion was given by Gerald Cook. Roll call - Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Coetta Adams (yes) Gerald Cook (yes), Mark Emmendorfer (yes), Steve Schlicht (yes). Motion passed.

Extended Board Member Comments:

Gerald Cook asked supervisor Emmendorfer about the letter that the board received from Don Pollard about the mining operation on McKinley Road. Supervisor Emmendorfer shared that this pond/pit has been active for a lot of years and our ordinances have evolved over the years. The biggest concern of Mr. Pollard's is that there isn't a huge hole left and it is landscaped properly. The owner of the property, Gary Kish has been

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doing everything in his power to follow the ordinances. This issue has been discussed at the Planning Commission and they are planning on have Gary Kish at the next Planning Commission meeting. The Township has a responsibility to make sure it is landscaped properly once it is complete in 2023. Tom Tithof asked if the attorney Amanda Doyle had any update to whether or not the Planning Commission could have alternates. She didn't have a definite answer, but said it could be added by ordinance. They will have to look into it further. Steve Schlicht wanted to add that both the Police and Fire Department received a \$500 donation from a resident who wanted to thank them for their service. Supervisor Emmendorfer said that we are planning on reopening on February 1, 2021. We are still offering curbside service for dump passes, tax and utility payments and anything else a resident may need while the lobby is closed.

Citizen's Comments: No Comments

Adjournment: Gary Keeler made a **Motion** to adjourn the meeting. Support for the motion was given by Tom Tifhof. Vote - All yes. The meeting adjourned at 7:20 p.m.

Submitted by:
Steve Schlicht, Clerk

Steve Schlicht, Clerk

Mark Emmendorfer, Supervisor