Monday Meeting Rose Township Board of Trustees

MINUTES
August 31, 2026

Approved 9/9/2026

Location: Township Office, 9080 Mason Street, Holly, MI 48442

CALL TO ORDER – Supervisor Stilwell called the meeting to order at 10:38 am.

ROLL CALL

PRESENT: Stilwell, Jobes, Bourdeau, Maher
ABSENT/EXCUSED: Miller

Motion by Treasurer Jobes to excuse Clerk Miller. Supported by Trustee Maher. A voice vote was taken. All present voted yes. The motion was carried 4/0.

APPROVAL OF AGENDA

Request to add Topic #5 – Volunteer Waiver

Motion by Treasurer Jobes to approve the agenda with the addition of Topic #5. Supported by Trustee Maher. A voice vote was taken. All present voted yes. The motion was carried 4/0.

TOPICS

1. Approving bills for payment

Bills should be presented for review at the Monday meetings and approved at the monthly meeting per the proposed amendment to the Policy Manual Sec. 4.0 Financial Administration. It was, therefore, agreed that Topic #4, Amendment to Policy Manual, should be considered at this time.

The board also requested that the clerk's office assign resolution numbers prior to the board meetings.

Motion by Treasurer Jobes to adopt the amendment to Rose Township Policy Manual Sec. 4.0 Financial Administration and to update the Policy Manual version last updated 11/12/2025 as previously approved by the board, Proposed Resolution 2026-30 pending the approval of a Prepayment Resolution. Supported by Trustee Maher. A roll call vote was taken. Stilwell – yes; Jobes – yes; Bourdeau – yes; Maher – yes. The motion was carried 4/0.

TOWNSHIP OF ROSE

OAKLAND COUNTY, MICHIGAN

RESOLUTION 2026-31
A RESOLUTION AUTHORIZING PRE-PAYMENT OF CERTAIN CLAIMS SUBJECT TO POST-AUDIT AND RATIFICATION BY THE TOWNSHIP BOARD

At a regular meeting of the Township Board of the Township of Rose, Oakland County, Michigan, held at the Rose Township Hall, 9080 Mason Street, Holly, Michigan, on August 31, 2026 at 10:30 am, notice of which was posted in compliance with the Open Meetings Act, 1976 PA 267, MCL 15.261 *et seq.*:

PRESENT: Stilwell, Jobes, Bourdeau, Maher

ABSENT: Miller

The following resolution was offered by Jobes and supported by Maher.

RECITALS

WHEREAS, MCL 41.75 provides that the township board shall approve claims against the township and authorize payment of allowed claims, that accounts approved by the township board shall be filed and preserved by the township clerk, and that authorized payments shall be paid by the treasurer on the order of the township board, signed by the township clerk; and

WHEREAS, MCL 41.76 provides that the township treasurer shall receive and take charge of township money and shall pay over and account for it according to the order of the township board; and

WHEREAS, the Uniform Budgeting and Accounting Act, MCL 141.421 et seq., prohibits the incurring of obligations and the expenditure of funds in excess of appropriations and restricts the delegation of duties thereunder; and

WHEREAS, the Township Board meets on a regular schedule, and certain obligations of the Township become due between regular meetings such that payment cannot await board audit without cost or harm to the Township; and

WHEREAS, by Resolution 2026-30 the Township Board amended Section 4.0 of the Township Policy Manual to authorize post-audit of enumerated categories of claims; and

WHEREAS, the Township Board intends by this Resolution to exercise that authority in a manner that is narrow, documented and fully accountable to the Board, and does not intend to delegate, waive or diminish its statutory duty to audit and approve claims;

NOW, THEREFORE, BE IT RESOLVED by the Township Board of the Township of Rose, Oakland County, Michigan, as follows:

1. Authorization. The Township Clerk is authorized to prepare and sign warrants, and the Township Treasurer is authorized to disburse Township funds, in advance of audit and approval by the Township Board, for the following claims only:

(a) Payroll for Township officials and employees, together with associated federal, state and local tax withholding and remittance, FICA and Medicare, court-ordered garnishments and support orders, employee benefit withholdings, and employer contributions to the Township's retirement and welfare benefit plans, including employer contributions to the Township's Section 401(a) defined contribution plan.

(b) Utility bills, including electric, natural gas, water and sewer, telephone, internet and refuse service.

(c) Principal and interest on lawfully issued obligations of the Township, in the amounts and on the dates fixed by the governing instrument.

(d) Insurance and employee benefit premiums, where nonpayment before the next regular meeting would result in lapse or cancellation of coverage.

(e) Invoices that would incur a penalty, late fee or interest charge, or forfeit an available discount, if not paid before the next regular meeting at which claims are approved.

(f) Postage and replenishment of the Township postage or permit imprest account.

(g) Payments fixed as to payee and amount by a contract previously approved by the Township Board.

(h) Remittance to other units of government of taxes, fees and collections held by the Township on their behalf, in the amounts and on the dates required by law.

(i) Emergency expenditures authorized in writing by the Township Supervisor when essential due to an imminent threat to the health, safety and welfare of the Township, in an amount not to exceed $___7500___ per occurrence.

2. Limitations. The authority granted in Section 1 is subject to the following:

(a) No disbursement shall be made in an amount exceeding the amount actually due and owing.

(b) No disbursement shall be made that would cause expenditures to exceed the amount appropriated for the applicable account in the Township's general appropriations act. If no sufficient unencumbered appropriation exists, the claim shall be held for Board action and a budget amendment.

(c) No disbursement shall be made to a member of the Township Board, or to any entity in which a Board member has a financial interest, other than payroll and expense reimbursements processed in the ordinary course under the Township Policy Manual.

(d) No claim shall be divided or restructured for the purpose of bringing it within this authorization.

(e) Every disbursement shall bear the signature of the Clerk or Deputy Clerk and the signature of the Treasurer or Deputy Treasurer, consistent with Section 4.51 of the Township Policy Manual.

3. Documentation. Before a warrant is prepared under this Resolution, the Clerk shall obtain the original invoice or other documentation required by Section 4.46 of the Township Policy Manual and shall verify the payee, amount, purpose, disbursing fund and availability of an unencumbered appropriation. All such documentation shall be filed and preserved by the Clerk and shall be available to any Board member on request and to the Township's auditor.

4. Post-Audit and Ratification. Every claim paid under this Resolution shall be presented to the Township Board at its next regular meeting on the check register or claims report, listed separately from claims presented for advance approval, identifying as to each the payee, amount, date paid, the subsection of Section 1 relied upon, and the official who authorized the disbursement. The Township Board shall audit each such claim and shall act upon it by motion, and the action taken shall be recorded in the minutes.

5. No Delegation of Board Authority. This Resolution does not delegate, waive or diminish the Township Board's duty under MCL 41.75 to approve claims against the Township. The Township Board expressly retains the authority to disapprove any claim presented for post-audit, to direct that any amount improperly disbursed be recovered, and to require that any category of claim be returned to advance approval.

6. Reporting of Disapproved Claims. If the Township Board disapproves a claim paid under this Resolution, the Clerk shall promptly notify the payee, shall document the basis for disapproval, and shall report to the Board at its next regular meeting on the steps taken to recover the amount disbursed.

7. Term and Annual Reaffirmation. This Resolution shall remain in effect until December 31, 2027, unless earlier rescinded. The Township Board shall review this Resolution at its organizational meeting each year, together with the dollar threshold in Section 1(i), and shall reaffirm, amend or rescind it. Failure to reaffirm shall not extend this Resolution beyond its stated expiration.

8. Effective Date. This Resolution shall be effective upon adoption, or upon the effective date of Resolution 2026-30, whichever is later.

9. Repeal of Conflicting Provisions. All resolutions and parts of resolutions in conflict with this Resolution are rescinded to the extent of the conflict.

10. Severability. If any provision of this Resolution is held invalid, the remaining provisions shall remain in full force and effect.

TOWNSHIP OF ROSE
OAKLAND COUNTY, MICHIGAN
RESOLUTION 2026-30

A RESOLUTION AMENDING SECTION 4.0 OF THE ROSE TOWNSHIP POLICY MANUAL, FINANCIAL ADMINISTRATION, TO AUTHORIZE BOARD POST-AUDIT OF CERTAIN CLAIMS

At a regular meeting of the Township Board of the Township of Rose, Oakland County, Michigan, held at the Rose Township Hall, 9080 Mason Street, Holly, Michigan, on August 31, 2026, at 10:30 am., notice of which was posted in compliance with the Open Meetings Act, 1976 PA 267, MCL 15.261 *et seq.*:

PRESENT: Stilwell, Jobes, Bourdeau, Maher

ABSENT: Miller

The following resolution was offered by Jobes and supported by Maher:

RECITALS

WHEREAS, the Township Board has adopted a policy manual, Section 4.0 of which governs Financial Administration; and

WHEREAS, MCL 41.75 provides that the township board shall approve claims against the township and authorize payment of allowed claims, and MCL 41.76 provides that the township treasurer shall pay over township money according to the order of the township board; and

WHEREAS, certain recurring obligations of the Township — including payroll and the payroll taxes and withholdings that accompany it, utility service, debt service, insurance premiums, and invoices carrying penalties or interest — come due between regular meetings of the Township Board, and deferring payment of such obligations until the next regular meeting exposes the Township to late fees, interest, loss of discounts, service interruption and, in the case of payroll, potential liability under the wage payment statutes; and

WHEREAS, the Michigan Department of Treasury Accounting Procedures Manual, which the Township has adopted, contemplates that a local unit may authorize payment of specified categories of claims in advance of board audit provided such claims are post-audited by the board; and

WHEREAS, Section 4.0 of the Township Policy Manual as presently written requires board approval of all claims prior to payment and contains no provision for post-audit, and therefore must be amended before any pre-payment authorization may lawfully be exercised; and

WHEREAS, the Township Board intends that any such authorization be narrow, enumerated, documented, capped, and subject to review and ratification by the full

Board at its next regular meeting, and that it not constitute a delegation of the Board's statutory duty to audit claims;

NOW, THEREFORE, BE IT RESOLVED by the Township Board of the Township of Rose, Oakland County, Michigan, as follows:

1. Amendment of Section 4.48. Section 4.48 of the Township Policy Manual, Board Approval Required for All Claims, is amended and restated to read as follows:

4.48 Board Approval Required for All Claims

All claims shall be approved by the township board prior to payment, with the exception of tax collection disbursements and claims authorized by Section 4.49 of this policy for post-auditing by the township board.

2. Adoption of Section 4.49. Section 4.49 of the Township Policy Manual is adopted to read as follows:

4.49 Board Post-Audit Authorized for Certain Claims

Only the following types of claims may be paid by disbursement made prior to board audit and approval:

1. Payroll, together with the payroll taxes, employee withholdings, garnishments and support orders, and employer contributions to retirement and welfare benefit plans that accompany it.
2. Utility bills, including electric, natural gas, water and sewer, telephone, internet and refuse service.
3. Principal and interest payments on lawfully issued obligations of the township, in the amounts and on the dates fixed by the governing instrument.
4. Insurance and employee benefit premiums, where nonpayment before the next regular board meeting would result in lapse or cancellation of coverage.
5. Invoices that would incur a penalty, late fee or interest charge, or that would forfeit an available discount, if payment were not made before the meeting at which claims will next be approved.
6. Postage and replenishment of the township postage or permit imprest account.
7. Payments fixed as to payee and amount by a contract previously approved by the township board.
8. Emergency expenditures authorized by the township supervisor when deemed essential due to an imminent threat to the health, safety and welfare of the township, in an amount not to exceed $____________ per occurrence.

No disbursement shall be made under this section that would cause expenditures to exceed the amount appropriated for the applicable account in the general appropriations act. No disbursement shall be made under this section to a member of the township board, or to an entity in which a board member has a financial interest, other than payroll and expense reimbursements processed in the ordinary course under this policy.

> Any claim paid under this section shall be supported by an original invoice or other documentation required by Section 4.46, and shall be verified by the clerk as to payee, amount, purpose, disbursing fund and available appropriation before the warrant is prepared.
>
> Any claim authorized under this section and paid prior to board approval shall be post-audited by the township board at its next regular meeting. This section does not delegate, waive or diminish the township board's duty under MCL 41.75 to approve claims against the township, and the board retains full authority to disapprove any claim presented for post-audit and to direct the recovery of any amount improperly disbursed.

3. Amendment of Section 4.47. The second sentence of the first paragraph of Section 4.47 of the Township Policy Manual, Claims Reports, is amended and restated to read as follows:

> Any items paid prior to board audit under Section 4.49 shall be listed separately and conspicuously on the check register or warrant report, or on a separate schedule accompanying it, identifying as to each the payee, amount, date paid, the subsection of Section 4.49 relied upon, and the official who authorized the disbursement.

4. Amendment of Section 4.52. Section 4.52 of the Township Policy Manual, Check Processing, is amended by adding the following at the end thereof:

> If payment is made in compliance with Section 4.49, the signed warrant, check, voucher, payment or disbursement shall be forwarded to the treasurer not later than the next business day after it is signed by the clerk or deputy clerk.

5. Amendment of Section 4.53. The first sentence of Section 4.53 of the Township Policy Manual, Electronic Payments, is amended and restated to read as follows:

> Following township board approval, or in compliance with Section 4.49 of this policy for post-auditing payments, the clerk or deputy clerk shall initiate electronic payments and the treasurer or deputy treasurer shall review and accomplish.

6. Segregation of Duties Preserved. Nothing in this Resolution alters Section 4.51 of the Township Policy Manual. Every disbursement made under Section 4.49 shall bear the signature of the Clerk or Deputy Clerk and the signature of the Treasurer or Deputy Treasurer.

7. Annual Review. The Township Board shall review Section 4.49 annually at its organizational meeting, including the dollar threshold in subsection 8 thereof, and shall reaffirm, amend or rescind it.

8. Effective Date. This Resolution shall be effective immediately upon adoption.

9. Repeal of Conflicting Provisions. All policies, resolutions and parts thereof in conflict with this Resolution are rescinded to the extent of the conflict.

10. Severability. If any provision of this Resolution is held invalid, the remaining provisions shall remain in full force and effect.

Motion by Treasurer Jobes to approve a Prepayment Policy, Proposed Resolution 2026-31. Supported by Trustee Maher. A roll call vote was taken. Maher – yes; Bourdeau – yes; Jobes – yes; Stilwell – yes. The motion was carried 4/0.

The board reviewed a report of the checks that were issued since last Monday's meeting

2. Consideration of Resolution 2026-29, Amending Resolution 2026-25

The board suggested changing some of the language in Proposed Resolution 2026-29. Treasurer Jobes will make the changes discussed and send the updated version to the board. The board also discussed a resolution using base salaries to calculate the employer contribution to the 401 (a) plan. Treasurer Jobes will develop a draft resolution for board consideration at a future meeting (Proposed Resolution 2026-27).

No action taken.

3. Consideration of September 9 agenda items

The board reviewed the draft agenda and suggested changes.

Treasurer Jobes will provide language for the Amendment to the Master Plan forwarded by the Planning Commission from their meeting on 8/13/2026.

As a follow-up to an old business item, Treasurer Jobes will draft an amendment to the Code of Ordinance to establish a process for recovering costs associated with ordinance abatement work performed by the Township.

4. Amendment to Township Policy Manual – Section 4.0, Financial Administration, Proposed Resolution 2026-30 (addressed under Agenda Topic #1)

This item was addressed under Agenda Topic #1.

5. Volunteer Waiver

Trustee Bourdeau will draft a waiver form for the attorney's review and board consideration at a future meeting.

PRESENTATION – None

REPORTS & ACTION ITEMS UPDATE

Deputy Clerk

- Discussion of plans while out of office from Sep 2 until Sep 14 (return date)
- Ballot proofing will be completed today or tomorrow
- Will prepare Sep 9 agenda and packet
- No Monday meeting on Sep. 7; will do the Sep 14 agenda on that morning
- Trustee Bourdeau will record the board meeting on Sep. 9; deputy clerk will transcribe the minutes after returning to office on Sep 14

Building/Zoning

- Received an estimate for $3k for improvements to the front counter office area
- Ongoing efforts to work with property owner at Hickory Ridge and Sackner roads to remove the debris from the burned structure and seek assistance for re-housing

Trustee Bourdeau

- Has not heard from HAYA regarding contract
- N2N was slow; send ideas for the next meeting – the topic is home insurance

The board discussed upcoming projects that may be topics for a future N2N meeting

- Office remodeling and expansion
- Parks
- Roads
- Signs

Treasurer Jobes

- Will be doing assigned resolutions
- Has moved documents to the new website

Trustee Maher

- Thanked Trustee Bourdeau for developing a volunteer waiver
- 3 stumps have been removed at the cemeteries; will get estimates for cleanup, add top soil and seed

Supervisor

- Getting estimates for fence repair at Dearborn Park

A question arose regarding insurance for proposed playground/park improvements

PUBLIC COMMENTS – None

ADJOURNMENT – Supervisor Stilwell adjourned the meeting at 12:25 pm

Submitted by: Diane Hill, Deputy Clerk/Recording Secretary