



MINUTES
December 11, 2024

CALL TO ORDER – Supervisor Stilwell called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Brad Stilwell, William Jobs, Debbie Miller, Debra Bourdeau, Mike Maher

Absent: None

Others Present: Diane Hill, Deputy Clerk/Recording Secretary

Julius Stern, Doug Smith, Will Love, Linda Watson-Call, Chris Olzem, Eric Visser, Sharon Reisenauer, Paul and Diane Hobbs, Paul Englehart, Phil Portman, Matt Weil, Tammy Dick, Dan Johnson, Jan and Chet Koop, Scott and Autumn Woodcox, Scott Blaska, Kim Sparks, Marilee Carstens

1. Approval of Agenda

Supervisor Stilwell requested the following changes to the agenda: under Presentations add Item 3a: WOTA Report (Supervisor George Kullis); remove Item 6d under New Business; reverse agenda items 8 and 9.

➤ **Motion by Treasurer Jobs to approve the agenda as amended. Supported by Trustee Bourdeau. A voice vote was taken. All present voted yes. The motion was carried 5/0.**

2. Approval of Consent Agenda

- Minutes of November 13, 2024
- Receipt of Monthly Reports
- Building Report
- N.O.C.F.A
- HAYA
- Financial Reports
- Treasurers Report
- CDBG Report
- Code Enforcement Officer Report

➤ **Motion by Trustee Maher to approve the Consent Agenda without the following reports: NOCFA, HAYA, Treasurer’s Report, CDBG Report, and Code Enforcement Officer Report. Supported by Trustee Bourdeau. A roll call vote was taken. The motion was carried 5/0.**

Yes: Bourdeau, Jobs, Maher, Miller, Stilwell

No: None

Absent: None

3. Presentations:

- a) Rana Emmons, Rose Township Auditor presentation of the FY2023 Rose Township Financial Audit

Ms. Emmons urged the board to use her as a resource. She is always available and does not charge for phone calls and emails.

The Township received an audit rating of the highest level – unmodified. Revenue was higher in FY2023 because of a 7.9% property tax increase and increased sales tax revenue which the state shares with local governments. Interest earnings were up significantly at \$50,000. The largest expenditures were for gravel/chloride services and for the renovation of the historic town hall. The Township added \$220k to the general fund, and expenses were under budget by \$334k, mostly due to capital projects that came in under budget. The general fund balance was \$1.96M. Building permit revenue was down slightly compared to the active new construction market the last two years. NOCFA payments were increased by 7.7% which was normal and expected. As a note, cemetery perpetual care funds are kept separate from all other funds.

- b) WOTA Report – Supervisor George Kullis

Holly Township Supervisor Kullis, a WOTA board member, gave an overview of the history of WOTA. A new millage last year allowed the service to expand into Holly, Rose Township, and Groveland. They provide transportation by appointment for \$2.00 each way for seniors, veterans, and disabled individuals. Last year they provided 8,200 rides. They have 32-35 vehicles on the road and are adding 18 new vehicles this year and are hiring additional drivers.

4.

5. Meeting Execution Presentation

Treasurer Jobs presented a brief overview of the new meeting format which will allow public comment after each agenda item and before a board decision.

6. Unfinished Business – None

7.

8. New Business

- a. **Assign Technical Oversight to Treasurer William Jobs**

Public comment participant: Johnson

Synopsis of Comment: will the Township begin streaming meetings

- **Motion by Trustee Bourdeau to approve assigning the management of technical initiatives and solutions to Treasurer, William Jobs. Supported by Trustee Maher. A roll call vote was taken. The motion was carried 5/0.**

Yes: Bourdeau, Jobs, Maher, Miller, Stilwell

No: None

Absent: None

b. Enhanced Document Storage Solution

Public comment participants: Hobbs, Love, Johnson

Synopsis of comments: responsibility when the system is compromised; server can also be breached; online storage reduces risk of breaches; need to limit personal information stored; need to update security policies and procedures; use of off-sight storage as backup

Treasurer Jobs requested to be recused from the vote due to conflict of interest. The board approved his request.

- **Motion by Supervisor Stilwell to authorizing the allocation of up to \$11,800 for the implementation of Laserfiche, a secure cloud-based document management system. Supported by Trustee Bourdeau. A roll call vote was taken. The motion was carried 4/0.**

Yes: Bourdeau, Maher, Miller, Stilwell

No: None

Recused: Jobs

Absent: None

c. Move BS&A Software to the Cloud

Public comment participants: Portman, Hobbs, Koop, Johnson

Synopsis of Comments: outdated security with old technology; who is responsible for breaches; accuracy of data being moved, especially cemetery data; insurance is available to cover cost of breaches and restoration of data

The board commented that no data will be transferred since the entire application would be moved to the cloud instead of storing it on the server.

No action was taken while the board does further research.

d. Approval for Accounting Systems and Processes Training

This item was removed from the agenda during approval of minutes.

e. Hiring of Township Legal Counsel

The board proposed engaging William E. Delzer, PLC (WEDPLC) as legal counsel for Rose Township to address municipal and government legal needs. WEDPLC will provide up to 20 hours of legal services per month for a monthly fee of \$2,000. Additional hours and litigation services will be billed at \$125 per hour.

Public comment participants: None

- **Motion by Treasurer Jobs to authorize the engagement of William E. Delzer, PLC (WEDPLC) to represent Rose Township for its municipal legal needs under the terms outlined in the agreement. Supported by Clerk Miller. A roll call vote was taken. The motion was carried 5/0.**

Yes: Bourdeau, Jobs, Maher, Miller, Stilwell
No: None
Absent: None

f. Assignment of Board Members to Various Boards

- **Motion by Treasurer Jobs to approve Resolution 2024-20 appointing Andrew Ziegler to the Board of Review for a 2-year term ending December 2026; to approve Resolution 2024-21 appointing Debra Bourdeau to the Zoning Board of Appeals for a 4-year term expiring in 2028 and Penny Sharich to the Zoning Board of Appeals for a 3-year term ending December 2027; to approve Resolution 2024-22 appointing William Jobs to the Planning Commission for a 4-year term beginning in December 2024 and expiring in December 2028; to approve Resolution 2024-23 appointing Debbie Miller and Brad Stilwell to the NOCFA board for 4-year terms beginning December 2024 and ending November 2028. Supported by Clerk Miller. A voice vote was taken. All present voted yes. The motion was carried 5/0.**

g. Special Assessment District (SAD) organization and evaluation of Township Practices

Township legal counsel, Bill Delzer, stated that a SAD is an ordinance that is generally used for projects, not ongoing maintenance as it is currently being used in the Township. He is not an expert but can consult with legal experts for an opinion regarding compliance and best practices and legal standards moving forward. He suggested Attorney David Lattie.

Public comment participants: Visser, Hobbs, Koop, Stern

Synopsis of Comments: Eveline Drive agreement has already expired; there are 9 SADs that currently impact a minimum of 180 people; all SAD agreements are for private roads and were initially created to assure that roads would be accessible for emergency vehicles; question regarding whether progress has been made on Eveline Drive issues

- **Motion by Treasurer Jobs to approve Attorney Lattie to work in conjunction with Township legal counsel to evaluate and update the Township's ordinances and processes for Special Assessment Districts (SADs) based on the expert opinion presented by legal counsel for a fee not to exceed \$2,000. Supported by Trustee Maher. A roll call vote was taken. The motion was carried 5/0.**

Yes: Bourdeau, Jobs, Maher, Miller, Stilwell

No: None

Atty. Delzer will work to have an opinion for the January meeting but definitely by the February 8 meeting.

h. North Oakland Household Hazardous Waste Consortium (NOHAZ) – Resolution for Appointment and Fee Structure Decision

Key Details: 71 residents participated in 2023; 73 residents participated in 2024; anticipated Program Cost for 2024 is \$8,400

Public comment participants: Love, Smith, Ziegler, Visser, Johnson, Carder, Hobbs

Synopsis of Comments: need a local site; there is no other method to dispose of hazardous waste that is a fire hazard and an environmental pollutant; people are dumping their hazardous waste along the roadside; confusion about different costs for other townships; suggestion that Township inquire whether the company providing the service can come here

Treasurer Jobs stated that cost should not be the main concern. This is about the safety and health of our residents and reducing roadside disposal.

- **Motion by Supervisor Stilwell to approve appointing Mike Maher as the Township’s representative to the NOHAZ Advisory Board while the board considers whether to participate in the program. Supported by Trustee Bourdeau. A roll call vote was taken. The motion was carried 5/0.**
Yes: Bourdeau, Jobs, Maher, Miller, Stilwell
No: None

i. Rental of Township Buildings

Public comment participants: Johnson, Stern

Synopsis of Comments: allow political events as long as no one is breaking the law; should include all facilities, including Dearborn Park.

The board stated that the policy will exclude rental of the current Township Hall for the safety and security of the offices located there. Initial desires are to not charge a rental fee for residents but to collect a refundable deposit that can be returned if the facilities are left in good condition.

No action was taken.

9. Special Announcements

- a. Board meetings and times are listed in the packet and website.

8. Brief Public Comments: Comments only; limited to 3 minutes

- Linda Watson-Call, resident, addressed the board welcoming them and providing cookies as a welcome gesture.
- Julius Stern, resident, addressed the board regarding cemetery funds.
- Will Love, resident, addressed the board and expressed thanks for an enjoyable meeting. He also asked to have some recycling here.
- Dan Johnson, resident, addressed the board regarding placing public comments before reports
- Mike Maher, resident, addressed the board thanking all who voted for him and wishing everyone a Merry Christmas.

9. Miscellaneous Reports

- a. Clerk – Debbie Miller
 - 80% election turnout
 - Attended MAMC conference with Deputy Clerk Hill where they met with Homeland Security
 - Cemetery Committee – current president, Linda Dagenhardt, passed away. We are awaiting arrangements. Will need to elect a new president
- b. Cemetery – Mike Maher
 - The Township has three cemeteries that are full of history
 - Projects this year included clearing out overgrowth and cleaning headstones
- c. N.O.C.F.A. – no meeting; no report
- d. Planning Commission – no meeting; no report
- e. HAYA – no meeting; no report
- f. Trustees:
 - Trustee Bourdeau
 - Has been organizing offices and supplies in the Township Hall
 - Will be meeting with committees during this coming year
 - Does not currently have access to emails due to technical issues; leave a message with the office if you need to get in touch
 - Trustee Maher
 - Thanked all who voted for him and gave wishes for a beautiful holiday
- g. Treasurer – William Jobes
 - Thanked all who voted for him
 - Introduced Kim Sparks, the new Deputy Treasurer
 - They just got access to the tax system and appreciate your patience during the transition
 - Looking forward to increased communication including Facebook and tax information online
 - Taxes can be paid at the State Bank
 - Will be attending training on Dec 17
 - Thanked Holly Township Treasurer Jennifer Ryan and Supervisor George Kullis for providing training assistance
- h. Zoning Board of Appeals – no report
- i. Parks and Recreation – no report
- j. Heritage Committee – no report
- k. Supervisor – Brad Stilwell
 - Items 8 and 9 were switched so that the board could respond to public comments
 - Encouraged residents to call him
 - Regarding concerns about cemetery funds, he will call the Township Accountant
 - Thanked voters
 - Looking for individuals to hire for code enforcement and zoning administration

2. Adjournment – Supervisor Stilwell adjourned the meeting at 9:05 p.m.

Recording Secretary: Diane Hill, Deputy Clerk

Debra A. Miller, Clerk