

**Special Meeting
Rose Township Board of Trustees
May 21, 2025
MINUTES**

Location: 9080 Mason Street

Call to Order- Supervisor Stilwell called the meeting to order at 10:44 a.m.

Roll Call

Members Present: Stilwell, Miller, Jotes

Absent: Bourdeau, Maher

Motion by Treasurer Jobes to excuse Trustee Bourdeau and Trustee Maher. Supported by Supervisor Stilwell. A voice vote was taken. All present voted yes. The motion was carried 3/0.

Absent: Bourdeau, Maher

Approval of Agenda

Request to move Item #2 to Item #1

Motion by Treasurer Jobes to approve the agenda as amended. Supported by Miller. A voice vote was taken. All present voted yes. The motion was carried 3/0.

Absent: Bourdeau, Maher

Business:

1. Resolution for Appointment to Planning Commission

**ROSE TOWNSHIP RESOLUTION 2025-12
TO APPOINT MEMBERS OF PLANNING COMMISSION**

WHEREAS, a member of the Rose Township Board needs to be a member of the Rose Township Planning Commission and a vacancy has occurred,

NOW THEREFORE BE IT RESOLVED, that the Rose Township Board of Trustees approves the appointment of Mara Jung to the Planning Commission to serve a (2) four-year term beginning in June 2025 and expiring at the December 2026.

Motion by Clerk Miller to approve a Resolution appointing Maura Jung to the Planning Commission for a term beginning May 21, 2024 and expiring December 31, 2026. Supported by Treasurer Jobes. A roll call vote was taken. The motion was carried 3/0.

Yes Votes: Stilwell, Miller, Jobes

No Votes: None

Absent: Bourdeau, Maher

2. Workshop: Budget and Staffing

Purchasing Policy/Purchase Orders – a purchase order process was agreed upon. Supervisor Stilwell will write a policy and present it to the board for adoption. Spending

limits will be considered and a vendor onboarding process will be developed and formalized. All invoices will go to the supervisor for approval.

Supervisor's Vision for the Township

- Staffing the front office to assure continuity of operations – philosophy is to build an internal structure that, regardless of changes in elected officials, Township business operations will continue without interruption.
- The following are being considered: Staff 1 (existing with a deputy stipend), Staff 2 (existing with a deputy stipend), and Staff 3 (new). A third staff position is being considered so that the offices will always be open and no one will be in the office by themselves

Assignment – board members were asked to make a list of Pro's and Con's for the staffing suggestions and present them at the next workshop, Wednesday, May 28, 2025, 10:30 a.m.

Budget – Supervisor Stilwell presented categorized expenses and included details for each category. Accountant will provide fund information next week.

Public Comments - None

Adjournment – Supervisor Stilwell adjourned the meeting at 12:30 p.m.

**Next Budget & Staffing Workshop: Wednesday, May 28, 10:30 a.m., Rose Township Offices
9080 Mason Street, Holly, MI 48442**