

Monday Meeting Rose Township Board of Trustees
MINUTES
June 8, 2026

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

CALL TO ORDER - Supervisor Stilwell called the meeting to order at 10:33 am.

ROLL CALL

PRESENT: Stilwell, Miller, Jobes, Bourdeau, Maher

ABSENT: None

APPROVAL OF AGENDA

Request to add the following items to Old Business:

1. Concept of Monday Morning Meetings
2. Participation and Reimbursement in West Nile Virus Fund Program, Proposed Resolution 2026-03
3. Consideration of Treasurer's Proposed RACI Framework for Township Financial Operations and Internal Controls, Proposed Resolution 2026-XX

Request to do routine Reports before business items

Motion by Trustee Maher with those items - the agenda with the following changes: Old Business – 1) Concept of Monday morning meetings, 2) Participation and Reimbursement in West Nile Virus Fund Program, Proposed Resolution 2026-08, 3) Consideration of Treasurer's Proposed RACI Framework for Township Financial Operations and Internal Controls, Proposed Resolution 2026-11, and New Business Item 1. Amendment to the organization's existing 401 (a) Plan, Proposed Resolution 2026-10, like to approve this morning's agenda. Supported by Treasurer Jobes. A voice vote was taken. The motion was carried 5/0.

PRESENTATION - None

REPORTS

Building/Zoning – McGee

- Going on vacation Thursday
- 911 signs – will do a report and photo at the June 10 board meeting
- Peacock issue – doing a mailing to residents in 500 ft. radius of the area where they have been reported
- Need an exotic animal ordinance
- The property belonging to Kirk Gibson has been sold to a single owner who is not requesting a housing development

- Notices have been sent to approximately 20-25 properties in Holly Shores
- Plans to create two RFP's – one for window repair at the Old Township Hall and another for the fence at Dearborn Park
- ZBA will meet on July 7 for a new business item

Deputy Treasurer – Sparks

- Will be out of the office on Wednesday and Thursday
- Working with Bill Thompson on tax rolls

Assessor – Thompson

- Working on tax rolls with Kim

Deputy Clerk – Hill

- Online training in the office this afternoon
- Out of the office on Tuesday morning for training

Trustee Maher – no report

Clerk Miller

- Sent an email to the cemetery committee to organize a meeting

Trustee Bourdeau

- Has current Verizon bill; credit will appear on the next bill; \$158.94 will be the monthly amount going forward; asked to pay current amount only on bills until the credit appears
- HAYA reported 55 new cases, but there wasn't a breakdown of students in Rose Township; Bourdeau will work on getting that

Treasurer Jobs – no report

OLD BUSINESS

1. Concept of Monday Morning Meetings

Motion by Treasurer Jobs that Monday meetings will continue legally as an open meeting with public access; any audio recordings will be kept for note taking and destroyed on the moment that we vote that we accepted the minutes. Because we are allowed to vote, if a vote comes in where we are about to vote on something and one of us disagrees with this, then they can call for a vote to see if we move it to Wednesday meetings. Supported by Trustee Maher. A voice vote was taken. The motion was carried 5/0.

2. Participation and Reimbursement in West Nile Virus Fund Program, Proposed Resolution 2026-08.

Typos in paragraphs 4 & 5 were noted for correction.

ROSE TOWNSHIP RESOLUTION # 2026-08

WEST NILE VIRUS FUND PARTICIPATION AND REIMBURSEMENT AUTHORIZATION

WHEREAS upon the recommendation of the Oakland County Executive, the Oakland County Board of Commissioners has established a West Nile Virus Fund Program to assist Oakland County cities, villages and townships in addressing mosquito control activities; and

WHEREAS Oakland County's West Nile Virus Fund Program authorizes Oakland County cities, villages, and townships to apply for reimbursement of eligible expenses incurred in connection with personal mosquito protection measures/activity,

WHEREAS mosquito habitat eradication, mosquito larvicide or focused adult mosquito insecticide spraying in designated community green areas; and

WHEREAS Rose Township, Oakland County, Michigan, will incur expenses in connection with mosquito control activities believed to be eligible for reimbursement under Oakland County's West Nile Virus Fund program.

NOW THEREFORE BE IT RESOLVED that the Rose Township Board of Trustees authorizes the Township Supervisor, as agent for the Township, in the manner and to the extent provided by the Oakland County Board of Commissioners, to confirm the township's participation in the West Nile Virus mosquito protection program and to request reimbursement of up to \$2,579.45 for mosquito control activity, specifically personal mosquito repellent products, under Oakland County's West Nile Virus Program.

BE IT FURTHER RESOLVED that in order to provide effective West Nile Virus protection, Rose Township will distribute the purchased mosquito repellent products to its residents from the township offices, the township parks and from any other location that may become available for distribution

Motion by Trustee Maher that with the typos noted, that we approve the Fund Participation and Reimbursement Authorization, Proposed Resolution 2026-08. Supported by Treasurer Jobes. A roll call vote was taken. Miller – yes; Jobes – yes; Bourdeau – yes; Maher – yes; Stilwell – yes. The motion was carried 5/0.

3. Consideration of Treasurer's Proposed RACI Framework for Township Financial Operations and Internal Controls, Proposed Resolution 2026-11

It was agreed to move on to new business and move Item 3 to the end of the meeting, New Business Item #2.

NEW BUSINESS

1. Amendment to the organization's existing 401 (a) Plan, Proposed Resolution 2026-10.

**Amendment to the organization's existing 401 (a) Plan
Resolution 2026-10
Rose Township, Oakland County Michigan**

MEETING OF THE BOARD OF TRUSTEES OF
ROSE TOWNSHIP GROUP PENSION PLAN

A meeting of the Board of Trustees of ROSE TOWNSHIP, organized and existing under and by virtue of the laws of the State of MICHIGAN was held on the .

Those present at the meeting were the following Trustees of the Organization:
Maher, Bourdeau
Jobes, Miller Stilwell

The Chair announced that the first order of business was the consideration by the Board of an amendment to the organization's existing 401 (a) Plan. After an explanation of the terms of the proposed change, a motion was made, seconded and it was:

RESOLVED, the organization adopt the following amendment:
Change Class 2 to Include: Deputy Supervisor

FURTHER RESOLVED, that the amendment above be effective June 1, 2026.

Motion by Trustee Maher to approve the resolution to add Deputy Supervisor to the Township's 401 (a) plan, Proposed Resolution 2026-10. Supported by Trustee Bourdeau. A roll call vote was taken. Jobes – yes; Miller – yes; Bourdeau – yes; Maher – yes; Stilwell – yes. The motion was carried 5/0.

2. Consideration of Treasurer's Proposed RACI Framework for Township Financial Operations and Internal Controls, Proposed Resolution 2026-11

**Resolution No. 2026-11
Resolution Adopting the Rose Township Financial Operations RACI
Framework
ROSE TOWNSHIP
OAKLAND COUNTY, MICHIGAN**

WHEREAS,

The Rose Township Treasurer has presented a Responsibility Assignment Matrix (RACI) Framework designed to establish documented internal controls, financial workflows, separation of duties, and accountability measures for Township financial operations; and

WHEREAS,

The framework identifies responsibilities for the Township Board, Treasurer, Clerk, Supervisor, and accounting personnel while maintaining compliance with applicable Michigan statutes governing township financial administration, including MCL 41.69, MCL 41.75, MCL 41.76, and MCL 41.77; and

WHEREAS,

The Board recognizes the importance of documented internal controls, proper

segregation of duties, audit readiness, fraud prevention, financial transparency, and consistent operational procedures; and

WHEREAS,

The proposed framework is intended to serve as a governance document that promotes accountability and strengthens financial management practices while preserving all statutory duties assigned by law to elected officials; and

WHEREAS,

The Board finds that adoption of a documented financial responsibility framework is in the best interests of Rose Township and its residents.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Rose Township Board of Trustees hereby adopts the Treasurer's Proposed RACI Framework for Township Financial Operations dated April 21, 2026.
2. The framework shall serve as a financial governance and internal control reference document for Township operations.
3. Nothing contained within the framework shall be interpreted as modifying, transferring, limiting, or superseding any statutory duties assigned by Michigan law to the Township Board, Township Treasurer, Township Clerk, Township Supervisor, or any other elected official.
4. The framework shall be maintained with the Township's financial policies and procedures and may be provided to auditors, staff, and newly elected officials as part of orientation and training.
5. Any future amendments or modifications to the framework shall be submitted to the Township Board for review and approval prior to implementation.

Motion by Treasurer Jobs to accept Proposed Resolution 2026-11 adopting a RACI framework and internal control structure for Township financial operations with an implementation date of July 1, 2026. Supported by Trustee Maher. A roll call vote was taken. Bourdeau – yes; Maher – yes; Stilwell – yes; Miller – no; Jobs – yes. The motion was carried 4/1.

PUBLIC COMMENTS

The public expressed support for the Township working together as a team.

ADJOURNMENT – Supervisor Stilwell adjourned the meeting at 12:20 pm.

Submitted by: Diane Hill, Deputy Clerk/Recording Secretary