

Monday Meeting Rose Township Board of Trustees
MINUTES
May 18, 2026

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

CALL TO ORDER – Supervisor Stilwell called the meeting to order at 10:30 am

ROLL CALL

PRESENT – Stilwell, Miller, Jobes, Bourdeau, Maher

ABSENT – None

APPROVAL OF AGENDA

No action taken.

PRESENTATION - None

OLD BUSINESS

1. Policy regarding reimbursement of meeting, mileage, and events for Trustees

No action taken.

2. Accounting Process and Policy

Motion by Treasurer Jobes to deduct final payment in full for overpayment of trustees. Supported by Maher. A Roll Call vote was taken. Stilwell – yes; Maher – yes; Miller – yes; Jobes – yes; Bourdeau – yes. The motion was carried 5/0.

Supervisor Stilwell presented a document titled “Establishment of Financial Office Function” for the board’s review.

Treasurer Jobes presented two documents: 1) Memorandum – Proposed RACI Framework for Township Financial Operation – Strengthening Internal Controls and Separation of Duties, and 2) How We Handle Township Money – A Plain Guide for the Board.

Public Comments: support for multiple levels of oversight; clerk elected to oversee, deserves extra help; support for both of these comments expressed

Motion by Treasurer Jobes to accept the new policy for an accounting department as presented and approve and institute procedures.

The board took a short break.

Supervisor Stilwell called the meeting to order at 12:15 pm

Roll Call

PRESENT: Stilwell, Maher, Bourdeau, Jobes, Miller

ABSENT: None

Treasurer Jobes withdrew his original motion.

Motion by Treasurer Jobes to establish a financial process in which the clerk, treasurer, and supervisor work together in internal accounting roles and function together to handle day-to-day operations of the Township. Supported by Trustee Maher. A roll call vote was taken. Jobes – yes; Bourdeau – yes; Stilwell – yes; Maher – yes; Miller – no. The motion was carried 4/0.

NEW BUSINESS

1. Do we need to cancel June ZBA (June2) and/or June Planning Commission (June 4)

Motion by Treasurer Jobes to cancel the June ZBA and Planning Commission meetings. Supported by Trustee Bourdeau. A voice vote was taken. The motion was carried 5/0.

OLD BUSINESS, continued

3. Budget Review

Trustee Bourdeau excused herself from the meeting at 12:35 pm.

All revenue and expense items were discussed. Highlights of the discussion:

- Revenue
 - Eliminate unused line items from the report
 - New item - income from grant administration
- Salaries and Wages topics discussed:
 - Proposed salary increases for trustees and deputies for purposes of parity
 - Payment for additional meetings and mileage for trustees
 - Increases for Building Department and Assessor
 - No increase for retirement account contribution
 - Providing health, vision, and dental; in-lieu-of payments
- Review of building department
- Increased road maintenance funding
- Replacement and repair of small equipment, including new computers
- Parks budget
- Funding for elections and potential new equipment requirement from the State
- Funding for repairs and maintenance for cemeteries

PUBLIC COMMENTS - None

ADJOURNMENT – Supervisor Stilwell adjourned the meeting at 2:59 pm.

Submitted by: Diane Hill, Deputy Clerk/Recording Secretary

DRAFT