

Monday Meeting Rose Township Board of Trustees

MINUTES

September 28, 2026

APPROVED 10/14/2026

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

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

ROLL CALL

PRESENT: Stilwell, Miller, Jobes, Bourdeau, Maher

ABSENT: None

APPROVAL OF AGENDA

Treasurer Jobes asked to make Item #1 under Topics: Approval of Monday Minutes of 9/21/2026 and renumber the remainder of the topics.

TOPICS

1. Approval of Monday Minutes of 9/21/2026

Treasurer Jobes asked to remove the following statement from the minutes of September 21, 2026 - "Will discuss unacceptable meeting behavior (walking out of the meeting) with Supervisor Stilwell."

Motion by Treasurer Jobes to approve the minutes of September 21, 2026 as amended. Supported by Trustee Maher. A voice vote was taken. All present voted yes. The motion was carried 5/0.

The following items were also discussed:

- Meeting Recordings – the board unanimously agreed that Monday meetings will not be recorded, and all regular monthly board meetings will be video recorded and saved
- Records Retention – there needs to be a system for records management. No assignment was given and no action taken
- Fire and Safety millage renewal – the current millage expires on 12/31/2027. A plan will be formulated for renewal of the Fire and Safety millage. Clerk Miller will get the last ballot language for the board's review.

2. Review of Bills for Payment and Warrant Packet

The packet will be reviewed by Clerk Miller. No action taken.

3.Payment Policy for Meeting Recording Secretary

The Deputy Clerk/Recording Secretary is paid \$150 per meeting (in addition to salary) for producing meeting minutes. The Deputy Clerk/Recording Secretary was not in attendance at the September 9 meeting but did transcribe the minutes from the recording and submitted a purchase request for \$150 payment. There was a question regarding whether the purchase request should be approved if the Deputy Clerk/Recording Secretary was not in attendance at the meeting.

The Deputy Clerk also asked about additional hours worked during elections. There was a question regarding whether this is covered by salary or is considered overtime.

The board asked Clerk Miller to draft a policy regarding payment of the Deputy Clerk when performing the duties of Recording Secretary. In the meantime, the purchase order will be held until there is a determination by the board.

The board also asked the Clerk to consult with other townships regarding their policies for extra hours worked during elections.

4.Disposal of Election Records

Because the Township is preparing for a forensic audit, no records will be shredded, including election records from 2024 which have been released by the State for destruction according to the State records retention schedule. The board agreed that the election records which are scheduled for destruction and all Township department documents placed in the shred bins will be retained on site until conclusion of the audit. The shred bin key will be kept by the Clerk's office because all election documents have to remain in the custody of the Clerk's office until destruction.

5.NOCFA FY2027 Budget Review

Supervisor Stilwell stated that the FY2027 budget includes the following:

- An increase of \$57k for both Townships
- Debt service payments for the new ambulance were included

The following questions were posed – are we requiring budgeting for the future? Should we require the authority to budget for capital improvements? A life expectancy/replacement schedule was suggested. There was also discussion regarding grants and other options to obtain additional funds for the Townships Fire and Safety account.

6.Proposals – Painting Dearborn Park Fence

Repairs include the following items: clear vegetation, board replacement, tighten joints, power washing, and two coats of stain

Supervisor Stilwell presented four proposals from: Rick Amis, Tom Weng's All America, MPS Company, LLC, and Kustom Painting, Inc.

Per policy, the expense is under \$10k and requires the approval of two trustees. The Supervisor and Treasurer have reviewed the proposals and amounts and are in agreement about doing the repairs. The board unanimously chose Rick Amis to do the work and all required documents (certificate of liability, etc) will be obtained before work begins.

REPORTS & ACTION ITEMS UPDATE

Assessor

- Doing field work right now
- Recommended that the Township opt out of the letter designating an assessor in case of an audit at this time; the board agreed that the Township does not need a letter designating assessor
- Board of Review will review the Township's current and previous Poverty Exemption Applications and thresholds and present a draft for the Board's review at their December board meeting

Building/Zoning

- Has obtained two additional proposals for renovations to the front counter area; recommended Scott Wilcox and the board unanimously agreed
- Has the names of two architects to design the renovations to the Township offices and will give those names to Supervisor Stilwell

Trustee Maher

- No report on the Holly Mill Pond dam
- NoHaz events are done until next year
- Everything is quiet at the cemeteries
- No report from the Heritage Committee
- Roselle Road will be a problem this winter; the alternate route is dangerous and has a history of accidents in bad weather

Trustee Bourdeau

- Asked for agreement from the board on the order of business at the board meetings. There was general agreement to the following order: agenda item announced, brief description presented, board discussion, public comment, opportunity for additional board discussion, motion, vote. It was also agreed that public comment was not a time for dialogue between the board and the public; it is comment only. There will still be a public comment period at the end of the meeting for comment on any topic of concern.

- Has the issue regarding the ditches at 8880 Hickory Ridge Road been resolved? According to Trustee Bourdeau's information, the drain is 2 ft underground and that is causing the drainage issue. Supervisor Stilwell will follow up with the Road Commission
- Attorney Delzer has made the proposed adjustments to the Volunteer Agreement and stated that it is not necessary to consult with our insurance provider before implementing. The board agreed that all agreements should be reviewed and signed by the attorney before implementation

Treasurer – no report

Deputy Supervisor

- The CDBG funds for minor home repairs are spent
- HAYA has not submitted documents for remaining 2025 CDBG funds; Trustee Bourdeau will follow up
- The Township will be audited for 2026 CDBG funds; documents cannot be found and some items were not journalized correctly; there are no other CDBG records
- The October 12 Monday meeting needs to be cancelled (offices are closed for Columbus Day)

Motion by Treasurer Jobes to cancel the October 12, 2026 Monday Meeting. Supported by Clerk Miller. A voice vote was taken. All present voted yes. The motion was carried 5/0.

Clerk

- Will be sending out the ballots this week

PUBLIC COMMENTS - None

ADJOURNMENT – Supervisor Stilwell adjourned the meeting at 1:09 pm

Submitted by: Diane Hill, Deputy Clerk/Recording Secretary