

Monday Meeting Rose Township Board of Trustees

MINUTES

October 5, 2026

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

DRAFT COPY

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 Topics: #1 – Meeting Notes Process; move other items down; add #10 – November 11 Board Meeting Discussion

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

PRESENTATION - None

TOPICS

1. Meeting Notes Process

Three stages of minutes development were identified: 1) meeting notes prepared by the recording secretary, 2) draft minutes for publication, and 3) approved minutes (by board vote). After discussion, the board determined that changes could be made to the minutes during the period before publication. The process will be as follows: meeting notes are to be presented at the Monday meeting for board review, discussion, and potential changes. They will then be published by the Clerk's office by the 8th business day as mandated by the State. Trustee Bourdeau was asked to create a draft policy regarding changes to minutes.

2. Review of Bills for Payment and Warrant Packet

The Invoice Journal Proof Report was presented for board review. No action taken.

3. Snowplow Contract Review

Supervisor Stilwell asked for the following statement to be entered into the minutes:

"I want to put this on the record. On September 30, 2026, I requested, on behalf of the Board, that the prior year's snow-plowing records be provided for review at our next Monday morning Board meeting. Those records were not available. MCL41.65 provides that the Township Clerk has custody of the Township's records, books and papers, and MCL41.69 requires the safekeeping of those records. The Board needs access to these records to properly conduct Township business. I am asking that this concern and the Board's discussion be included in the minutes".

The Clerk could not find a contract in the files, and the vendor did not have a copy of a contract executed by the Township.

The Clerk's office was directed to develop a Records Management Policy. January was set as the target date for completion of the draft.

Supervisor Stilwell will draft a snow removal contract. It was generally agreed that cost estimates will be below the threshold for bids, so Supervisor Stilwell will solicit proposals for snow removal services.

4. Approval of Township Authorized Check Signers, Proposed Resolution 2026-33

This item was postponed until review of the proposed 4.0 Financial Administration Policy.

5. Review of Certificate of Authorized Signers

This item is related to the proposed 4.0 Financial Administration Policy and was also postponed.

6. Office Open on November 3 for Election Business Only

Township operations, other than elections business, will be suspended on November 3 (the date of the State General Election). The Clerk asked about coverage for the office when the Clerk and Deputy have to be in the precinct for business. The board authorized the Clerk to hire additional staff as needed for elections coverage.

7. Review Recording Secretary Policy

The Clerk reported on policies from Springfield and Highland Townships. As requested by the board, the Clerk then read a statement from the Deputy Clerk's job description stating that the Township does not provide additional compensation for work that is included in customary job duties and that the \$150 additional payment does not automatically apply unless the board has authorized the additional compensation.

No action was taken on the proposed policy included in the meeting packet.

8. Cell Phones Cancellation

Supervisor Stilwell stated that, according to a recent statement, Trustees Bourdeau and Maher did not use their cell phones, and Clerk Miller had placed only two calls on her cell phone.

Motion by Treasurer Jobses to cancel the cell phones for Bourdeau, Maher, and Miller. Supported by Trustee Maher. A voice vote was taken. All present voted yes. The motion was carried 5/0.

9. Business Hours During the Holidays

There was agreement on the following business hours:

- Closed November 30, 2026 for the Thanksgiving Holiday
- Holiday hours: the office will be open on Dec. 23, 29, and 30

NOTE: January 4 was discussed as a holiday but not approved

Clerk Miller left the meeting to service a voter.

10. November 11 Board Meeting Discussion

November 11, 2026 is Veterans Day, and the board agreed to move the board meeting to November 18, 2026.

Motion by Treasurer Jobses to cancel the board meeting on November 11, 2026 and schedule the board meeting on November 18, 2026. Supported by Trustee Bourdeau. A voice vote was taken. All present voted yes. The motion was carried 4/0.

Treasurer Jobses informed the board that there are three expiring SAD's that are due for renewal: Ottie Way, Tipsico Lake, and Williams Drive. Ottie Way and Williams Drive require two public hearings; Tipsico Lake requires one public hearing. The Treasurer will write the resolutions and provide them to the board. For approval purposes today, numbers were assigned with the subjects of each resolution as follows:

2026-34 – Ottie Way – the first public hearing will be held October 26, 2026 at 10:30 am (at the Monday Meeting). The second public hearing will be held on November 18, 2026 at 7:00 pm (the monthly board meeting)

2026-35 – Williams Drive – the first public hearing will be held October 26, 2026 at 10:30 am (at the Monday Meeting). The second public hearing will be held on November 18, 2026 at 7:00 pm (the monthly board meeting)

2026-36 – Tipsico Lake – the public hearing will be held on November 18, 2026 (the monthly board meeting)

REPORTS & ACTION ITEMS UPDATE

Deputy Treasurer – None

Trustee Maher – None

Trustee Bourdeau

- Reported on the Hickory Ridge ditch issue
- Attended the HAYA meeting where they added the Township's \$1500 contribution to their budget by hand (because it had been omitted) and designated it for shoes and family education despite our stipulation that it would go towards operations. The Township should be getting an invoice for \$1500. Trustee Bourdeau will do an agreement with all of the Townships

Treasurer Jobes

- Requested to add the following item to the October Board Meeting agenda – Process of Forensic Audit. The recommended process is to enter into an agreement with the attorney to interview accounting firms. The Supervisor will provide the wording for the meeting agenda.

Deputy Supervisor

- Attended grant writing workshop where it was determined that the playground grant was a cost sharing grant: we buy the equipment up front and there is no guarantee that the grant will be awarded.
- SEMCOG has an avenue for a grant for historical documents
- Discussed grants for the building

Supervisor

- The Dearborn Park fence project has been started

PUBLIC COMMENTS

Resident thanked Trustee Bourdeau for her assistance with the overgrown/flooded ditch issue

ADJOURNMENT – Supervisor Stilwell adjourned the meeting at 1:19 pm

Submitted by: Diane Hill, Deputy Clerk/Recording Secretary