

**Regular Meeting Rose Township Board of Trustees**

**MINUTES**

**March 12, 2025**

Location: 9080 Mason Street, Holly MI 48442

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**BOARD MEMBERS PRESENT**

Brad Stilwell, Debbie Miller, William Jobes, Debra Bourdeau, Mike Maher

**OTHERS PRESENT**

Diane Hill, Deputy Clerk/Recording Secretary, Dan Johnson, Julius Stern, Tina Russette, Will Love, Linda Watson-Call, Scott and Adam Woodcox, Brady Lennon, Brooke Schmidt, Scott Gow, Michelle and Tim Seal

**1. APPROVAL OF AGENDA**

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

**2. APPROVAL OF CONSENT AGENDA**

- Minutes of February 19, 2025
- Building Department
- N.O.C.F.A
- HAYA
- Financial Reports
- Treasurer's Report

**Motion by Trustee Bourdeau to approve the Consent Agenda of March 12. Supported by Clerk Miller. A roll call vote was taken. The motion was carried 5/0.**

**YES votes: Stilwell, Miller, Jobes, Bourdeau, Maher**

**NO votes: None**

**Absent: None**

**3. PRESENTATION - Holly Township Library, Tina Russette**

**4. UNFINISHED BUSINESS - None**

**5. NEW BUSINESS**

- a. Hiring a staff position - Director of Zoning and Building Compliance, Maintenance, and Code Enforcement - Resolution 2025-03

Supervisor Stilwell introduced Steve McGee. Mr. McGee stated that he has 40 years of experience working in the Fire Department and Building and Zoning Departments in Holly and Groveland. He is scheduled to work 20 hours per week with additional time as needed. Supervisor Stilwell intends to work hand-in-hand with him to learn zoning so that he can help when needed.

Public Commenters: Love

Synopsis of Comment: will the Zoning Department assist and guide individuals throughout the process

### **RESOLUTION 2025-03**

#### **ROSE TOWNSHIP BOARD OF TRUSTEES**

#### **Approval of New Position - Director of Zoning and Building Compliance, Maintenance, and Code Enforcement**

**WHEREAS**, Rose Township has recognized the need to transition to an internally managed Zoning and Building Compliance system to improve efficiency and reduce costs; and

**WHEREAS**, the Township Board has determined that consolidating zoning enforcement, building permits, code compliance, and building maintenance oversight into a single position will streamline operations and provide a higher level of service to the community; and

**WHEREAS**, the position of Director of Zoning and Building Compliance, Maintenance, and Code Enforcement is designed to fulfill these needs and will offer significant benefits including cost savings, operational efficiency, and improved accessibility for township residents;

**NOW, THEREFORE, BE IT RESOLVED**, that the Rose Township Board of Trustees hereby approves the creation and hiring of the position of **Director of Zoning and Building Compliance, Maintenance, and Code Enforcement** effective **March 3, 2025**, with the following terms as outlined:

**1. Employment Terms:**

- **Part-time position with three (3) days per week** in the office, plus additional hours as needed for inspections and resident inquiries, with days determined by the Supervisor.
- **Hourly compensation:** \$40.00 per hour.
- **At-will employment**, subject to termination by the Employer with 30 days' written notice.
- An **annual performance review** will be conducted.

**2. Position Responsibilities:**

- Issue and process zoning and building permits.
- Perform property inspections to ensure code compliance.
- Enforce zoning and building ordinances.
- Oversee township building maintenance.
- Provide regular reports to the Township Board as required.

**3. Benefits to the Township:**

- Estimated **annual savings of \$18,600**.

- Reduction of **465 hours annually** in outsourced services.
- **Consistency** through internal oversight, eliminating the need for multiple external positions.
- **Improved availability** with more flexible hours for resident services.

**Motion by Treasurer Jobs to adopt resolution 2025-03 for the approval of the new position, Director of Zoning and Building Compliance, Maintenance, and Code Enforcement. Supported by Trustee Maher. A roll call vote was taken. The motion was carried 5/0.**

**YES votes: Stilwell, Miller, Jobs, Bourdeau, Maher**

**NO votes: None**

**Absent: None**

- b. Proposal to Approve New Copier Contract Agreement with Toshiba Business Solutions.

The new agreement will give us additional features and capabilities over our current Ricoh lease equipment, and it will come at a lower cost.

Public Commenters: Love, Stern

Synopsis of Comments: clear the hard drive before surrendering the Ricoh copier; hope that it has binding capabilities

**Motion by Trustee Bourdeau to approve the copier contract agreement with Toshiba. Supported by Clerk Miller. A roll call vote was taken. The motion was carried 5/0.**

**YES votes: Stilwell, Miller, Jobs, Bourdeau, Maher**

**NO votes: None**

**Absent: None**

- c. Proposal to Amend the Old Township Hall Rental Agreement to Update the Building Capacity per the Fire Authority

Public Commenter: Stern

Synopsis of Comment: what was the reason for the change (information on the Occupancy Permit posted at the Hall)

**Motion by Supervisor Stilwell to change the rental agreement for the Old township Hall to read: Chairs – 180; Tables and Chairs – 60; Standing – 180. Supported by Treasurer Jobs. A voice vote was taken. All present voted yes. The motion was carried 5/0.**

## 6. ANNOUNCEMENTS

- NOCFA Meeting -March 25, 2025
- Zoning Board of Appeals -April 1, 2025
- Planning Commission -April 3, 2025
- Board of Trustees-April 9, 2025

- NOCFA Meeting -April 22, 2025
- Spring Cleanup - May 3, 2025
- No-Haz Days
  - o Saturday, April 12, 8 am -1 pm, Pine Knob Music Theatre
  - o Saturday, June 7, 8 am -1 pm, Oxford Middle School
  - o Saturday, July 19, 8 am -1 pm, Kensington Church
  - o Saturday, September 13, 8 am -1 pm, Oakland County Service Center Campus

**7. Public Comments** - Comments only; limit to 3 minutes

- o Brooke Schmidt, 9760 Fish Lake Road, what is the plan to respond to code violations
- o Will Love, 850 Munger Rd, requested to move comments after the motion and to include more information
- o Julius Stern, 14445 Munger Road, office instructed him on how to get easy access to meeting information so he is better informed and prepared for the meeting; library staff is very helpful

**8. Reports**

- a. Clerk Miller
  - Deputy Clerk Hill will attend Institute training next week
- b. Cemetery – Clerk Miller
  - No meeting yet; will meet soon to elect officers
- c. N.O.C.F.A. – Supervisor Stilwell
  - Appointed Dan Johnson to the board position of Citizen-at-Large
  - Union negotiations are on-going
- d. Planning Commission – Treasurer Jobes stated that there was no meeting
- e. HAYA – Trustee Bourdeau
  - Fueling Kids Futures needs donations (there is a link on Rose Township website)
  - The Middle School will be open in the fall
- f. Trustee Bourdeau
  - Attended jazz event at the library (she is our library board liaison)
  - Eight new people attended Neighbor-2-Neighbor
  - The Fire Department has a free smoke alarm program
  - The Fire Department offers free home inspections
  - If you have a neighbor in need, please reach out to us
- g. Trustee Maher
  - Has permission from No Haz to do a small collection preceding the first No Haz Day. He will be at the Township Hall on April 11 from 3pm-6pm to collect household items until his truck is filled
  - Encouraged everyone to attend Neighbor-2-Neighbor
- h. Treasurer Jobes
  - The tax system is closed because settlements are being done; we will not have access for 7-10 days
  - Meeting with the auditor to understand the money that comes in and where it goes

- Will decide on investments before the next board meeting (working with the auditor)
- i. Zoning Board of Appeals – Trustee Bourdeau stated that there was no meeting
- j. Parks and Recreation – no meeting
- k. Heritage Committee – Trustee Maher stated that there was no meeting
- l. Supervisor Stilwell
  - OLHSA provides services for low income and senior residents (62+); get in touch with him if you need mowing services; the program funding runs until June 2026
  - Meeting with three companies that provide security equipment and services; seeking installation at the Old Township Hall and upgrades to system at Township offices; will have three bids to present
  - Met with the Road Commission to develop a plan for regular service to Township roads that includes a gravel program – the Township has 58 miles of dirt roads, and it costs \$100k/3 miles to maintain
  - The Township continues to need volunteers for boards and committees; bring or send your resume to the Supervisor
  - Thanked Trustees Bourdeau and Maher for hosting Neighbor-2-Neighbor
  - Reminder that residents can rent the Old Township Hall for free: a \$200 refundable damages deposit is required

9. **Adjournment** – Supervisor Stilwell adjourned the meeting at 7:47 pm.

DRAFT