

**ROSE TOWNSHIP BOARD OF TRUSTEES
SPECIAL MEETING
PUBLIC HEARING FOR PY 2013 & PY 2014 CDBG FUNDS
December 11, 2013**

The following residents and guests signed in as present:

Jim Weil	Tom Willwerth	Donna Boshell	Lawrence Bannerman
Dior Rushton	Jim Porter	Mark Bolan	GE Noble

Other(s) present: Susan Weaver (Recording Secretary)

Supervisor Gambka called the special meeting (public hearing) of the Rose Township Board of Trustees to order at 7:00 p.m. at the Rose Township Hall, 9080 Mason Street, Rose Township, Michigan.

Board Members Present: Gambka, Miller, Trevethan, Kemp, Scheib-Snider

Board Members Absent: None

APPROVAL OF AGENDA:

A. Approval of Proposed Agenda for December 11, 2013

Moved by Scheib-Snider, seconded by Kemp, motion carried to approve the Agenda as submitted.

Voting Yes: Scheib-Snider, Miller, Trevethan, Kemp, Gambka

Voting No: None

OPEN PUBLIC HEARING REPROGRAMMING OF PY 2013 COMMUNITY DEVELOPMENT BLOCK GRANT ("CDBG") IN THE AMOUNT OF \$16,849.00

Supervisor Gambka opens the public hearing at 7:01 p.m.

Currently money is going toward minor home repair, Rose Township will administer funds.

GE Noble, Resident states the money is scheduled toward minor home repair, staff can handle funds and it should be kept in our control to avoid paying the County.

Supervisor Gambka closes the public hearing at 7:03 p.m.

OPEN PUBLIC HEARING PROGRAM OF PY 2014 COMMUNITY DEVELOPMENT BLOCK GRANT ("CDBG") IN THE APPROXIMATE AMOUNT OF \$16,849.00

Supervisor Gambka opens the public hearing at 7:03 p.m.

The funds will become available on or before July 1, 2014

Tom Willwerth, Resident states the funds should be used to reconstruct the Old Township Hall's porch and steps. This is a historical building.

Supervisor Gambka closes the public hearing at 7:05 p.m.

Moved by Kemp, seconded by Scheib-Snyder, motion carried to adjourn the special meeting at 7:07 p.m.

Voting Yes: Scheib-Snyder, Miller, Trevethan, Kemp, Gambka

Voting No: None

Approved/Corrected

A handwritten signature in black ink, appearing to read "Debbie Miller". The signature is written in a cursive style with a horizontal line underneath the name.

Debbie Miller, CMC
Rose Township Clerk

**ROSE TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
December 11, 2013**

The following residents and guests signed in as present:

Jim Weil	Tom Willwerth	Donna Boshell	Lawrence Bannerman
GE Noble	Darlene Stanczyk	Tom Wirth	Pat Hefferan

Other(s) present: Susan Weaver (Recording Secretary)

Supervisor Gambka called the regular meeting of the Rose Township Board of Trustees to order at 7:30 p.m. at the Rose Township Hall, 9080 Mason Street, Rose Township, Michigan and led in the Pledge of Allegiance.

Board Members Present: Gambka, Miller, Trevethan, Kemp, Scheib-Snider
Board Members Absent: None

APPROVAL OF AGENDA:

A. Approval of Proposed Agenda for December 11, 2013

Moved by Kemp, seconded by Scheib-Snider, motion carried to approve the Agenda as corrected.

Kemp line item 5, Unfinished Business – strike out “selection of company”.

Kemp line item 7, Announcements, next Township Board Meeting is January 8th, not the 20th.

**Voting Yes: Scheib-Snider, Miller, Trevethan, Kemp, Gambka
Voting No: None**

CONSENT AGENDA:

A. Approval of Minutes of October 9, 2013

B. Receipt of Monthly Reports

- Building Department
- Constable
- NOCFA
- HAYA
- Financial Reports (Revenue and Expense Reports/Balance Sheets by Fund)

C. Payment of Bills

Moved by Miller, seconded by Kemp, motion carried to approve the Consent Agenda as submitted.

Supervisor Gambka states the paychecks are reflecting the date of 2012, change to 2013.

**Voting Yes: Kemp, Scheib-Snider, Miller, Trevethan, Gambka
Voting No: None**

PRESENTATIONS:

Tom Willwerth, Resident (Cemetery Assistant) states he took this job in 2011 in order to bring the cemetery back up to date. Resident has put 7,000 hours into this project as there were many errors to correct. The Cemetery Plot map was incorrect, had to be corrected in order to sell lots. Supervisor Gambka reaffirms that Resident is requesting to have certain lots removed from the sale listing as they are unable to be sold (covered by road, etc.). Resident is looking for a Board resolution rescinding the 1999-2002 document and have it corrected.

PUBLIC COMMENT ON AGENDA ITEMS ONLY (limit comments to 3 minutes each item):

None

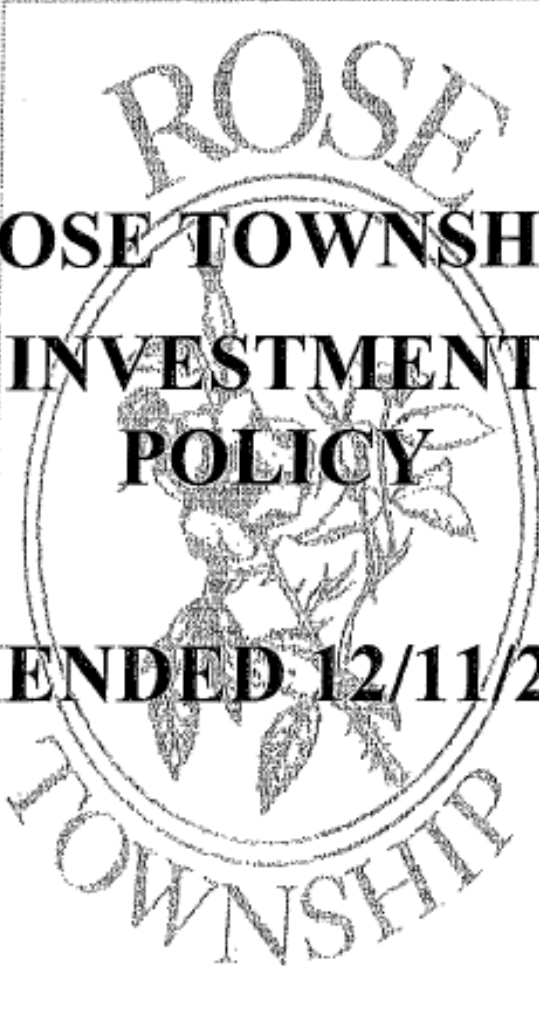
UNFINISHED BUSINESS:

A. Discussion and Review for Installation of Cameras, Monitor and Equipment at the Rose Township Offices.

Kemp states 4 proposals have been reviewed and important items discussed/documented. Discussion as to a video retention period, tv/monitor/stand alone – computer monitor. Scheib-Snyder states this began as building/parking lot monitoring. Kemp states a monitor should be placed in front office. Supervisor Gambka states signs should be placed informing residents they are being videotaped. Decided on month long video retention, no audio, with/without monitors, shut-off capabilities. Maintenance/warranty/upgrade information not known at this time.

NEW BUSINESS:

A. Rose Township Investment Policy

The seal of Rose Township is a circular emblem. At the top, the word "ROSE" is written in an arch. In the center, there is a detailed illustration of a rose bush with several roses in various stages of bloom and leaves. At the bottom, the word "TOWNSHIP" is written in an inverted arch. The entire seal is enclosed within a rectangular border with a dotted line.

**ROSE TOWNSHIP
INVESTMENT
POLICY
(AMENDED 12/11/2013)**

4.11 Investment Policy (Amended 12/11/13)

4.11(a) Purpose

It is the policy of Rose Township to invest public funds in a manner which will ensure the preservation of principal while providing the highest investment return with maximum security, meeting the daily cash flow requirements of the Township and conforming to all state statutes, including Public Act 20 of 1943, as amended, governing the investment of public funds.

4.11(b) Scope

This investment policy applies to all financial assets of the Township held by the Township Treasurer. These funds are accounted for in the Township Treasurer's Annual Financial Report. This includes the following funds:

- General Fund
- Fire Fund
- Trust and Agency Fund
- Special Assessment Funds
- Cemetery Fund
- Building Inspection Fund
- Building Fund
- Tax Fund
- Community Development Fund
- Any new fund created by the governing body, unless specifically exempted by the governing body

This investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds.

4.11(c) Objective

The primary objectives, in priority order of the Township Treasurer's investment activities shall be:

- 4.11.c.i Safety: Safety of principal is the foremost objective of Township funds. Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

4.11.c.ii Liquidity: The investment portfolio shall remain sufficiently liquid to enable the Township Treasurer to meet all operating requirements that might be reasonably anticipated.

4.11.c.iii Return on Investments: The investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow characteristics of the portfolio.

4.11(d) Diversification

It is the policy of Rose Township to diversify its investment portfolios. Assets held in the common cash *account* and other investment funds shall be diversified to reduce the risk of loss resulting from over concentration of assets in a specific maturity, individual financial institution(s) or a specific class of securities. Diversification strategies shall be determined and revised by the Township Treasurer from time to time to meet diversification objectives (to reduce overall portfolio risks while attaining market average rates of return).

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll, debt service) as well as considering sizable blocks of anticipated revenue (taxes, state revenue sharing payments).

4.11(e) Delegation Of Authority

Management responsibility for the investment policy is hereby delegated to the Township Treasurer as required by state statute.

4.11(f) Authorized Investments

The Township Treasurer is authorized to invest in the following types of securities authorized by Public Act 20 of 1943, as amended:

4.10.f.i. Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States.

- 4.10.f.ii. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution.
- 4.10.f.iii. Repurchase agreements consisting of instruments in subdivision 4.10.f.i above.
- 4.10.f.iv. Bankers' acceptances of United States Banks.
- 4.10.f.v. Obligations of this state or any of its political subdivision that at the time of purchase are rated as investment grade by not less than one standard rating service.
- 4.10.f.vi. Obligations described in subdivision 4.10.f.i. through 4.10.f.v. above, if purchased through an inter-local agreement under the Urban Cooperation Act of 1967, 1967 (ExSess) PA 7, MCL 124.501 to 124.512.
- 4.10.f.vii. Investments pools organized under the Surplus Funds Investment Pool Act of 1982, PA 367, MCL 129.111 to 129.118.

4.11(g) Safekeeping And Custody

It shall be the responsibility of the Township Treasurer to determine which securities will be held by a third party custodian. Securities held for safekeeping by a third party custodian shall be evidenced by a safekeeping receipt.

Custodial credit risk is the risk that in the event of a bank failure, the Township's deposits may not be returned to it. The Township believes that due to the dollar amounts of cash deposits and the limits of FDIC insurance, it is necessary to insure all deposits. As a result, the Township evaluates each financial institution with which it deposits funds and assesses the level of risk of each institution; only those institutions with an acceptable estimated risk level are used as depositories. *(Amended by Resolution 2013-38 adopted 11/13/2013)*

Any individual or entity accepting Township funds for investment shall sign an acknowledgement indicating that he/she/they have read and fully understand Act 20 PA 1943, as amended, and the township' investment policy. The approved form is as follows:

ACKNOWLEDGEMENT OF RECEIPT OF INVESTMENT
POLICY
AND AGREEMENT TO COMPLY

I have read and fully understand Act 20 PA 1943, as amended, and the Investment policy of the Township of Rose. Any investment advice or recommendation on investments given by _____, representing _____, to the Rose Township Treasurer shall comply with the Investment Policy of the Township of Rose. Any existing investment not conforming to the statute or the policy will be disclosed promptly to the Rose Township Treasurer.

By: _____

Title: _____

Date: _____

4.11(h) Prudence

The standard of prudence to be used by the Township Treasurer shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with good judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

4.11(i) Investment Reporting

The Township Treasurer shall provide, at least a quarterly, a report to the Township Board that provides a clear picture of the status and types of investments of the current investment portfolio. This report shall be prepared in a manner that will allow the Township Board to ascertain whether investment activities during the reporting period have conformed to the investment policy.

Moved by Trevethan, seconded by Gambka, motion carried to approve the Rose Township Investment Policy/Resolution.

Voting Yes: Trevethan, Kemp, Scheib-Snider, Miller, Gambka

Voting No: None

B. Appointment of Glen Noble – Planning Commissioner and Cindy Eisenberg – Zoning Board of Appeals

Moved by Gambka, seconded by Miller, motion carried to thank Bruce Proper for his services to Rose Township.

Moved by Gambka, seconded by Miller, motion carried to appoint Glen Noble to the Planning Commission.

Voting Yes: Miller, Trevethan, Kemp, Scheib-Snider, Gambka

Voting No: None

Moved by Scheib-Snider, seconded by Kemp, motion carried to appoint Cindy Eisenberg to the Zoning Board of Appeals.

Voting Yes: Scheib-Snider, Miller, Trevethan, Kemp, Gambka

Voting No: None

C. Resolution to Waive Recapture of CDBG funds for 2011

Moved by Scheib-Snider, seconded by Kemp, motion carried to approve the Resolution to waive the recapture of CDBG funds for 2011 in the amount of \$8,293.00, with the correction of December 2011.

Voting Yes: Kemp, Scheib-Snider, Miller, Trevethan, Gambka

Voting No: None

D. Reprogramming of PY 2013 CDBG Funds in the amount of \$16,849.00

Supervisor Gambka states these monies are being used for minor home repair with Rose Township administering. It was thought that 30% of the money could be given to charities per year (15% to HAYA, 15% OSHA). Asks Board for direction, due by January 17, 2014. Kemp would prefer that the Township administer CDBG funds, unaware of workloads and who would administer. Supervisor Gambka suggests Dave Plewes handle administration. Miller would like to know if these funds could be used on the Old Township Hall.

E. Reprogramming of PY 2014 CDBG Funds in the Approximate Amount of \$16,849.00

Moved by Gambka, seconded by Kemp, motion carried to table line item (D) and (E) 2013/2014 CDBG Funds until the next Board meeting.

Voting Yes: Miller, Trevethan, Kemp, Scheib-Snider, Gambka

Voting No: None

F. Thomas Buechel R-60-35-226-002 Requests Waiver of \$200.00 PTA Penalty

Moved by Gambka, seconded by Kemp, motion carried to waive Thomas Buechel R-60-35-226-

002 Two Hundred and 00/100 (\$200.00) Dollars PTA Penalty.

Trevethan states Buechel purchased property and would be paying the previous owner's penalty. Mr. Buechel is paying his taxes in a timely manner.

Voting Yes: Scheib-Snider, Miller, Trevethan, Kemp, Gambka
Voting No: None

ANNOUNCEMENTS:

- A. Next Regular Planning Commission Meeting – December 5, 2013 – 7:30 p.m. (cancelled)
- B. Zoning Board of Appeals Meeting, December 3, 2013 – 7:30 p.m. (cancelled)
- C. NOCFA Board Meeting – December 16, 2013 – 6:30 p.m. – Rose Township
- D. Assessing Office – 2nd Tuesday every month – 9:00 a.m. – 4:00 p.m. – Rose Township
- E. Next Township Board Meeting – January 8, 2013 – 7:30 p.m.
- F. Cemetery Committee Meeting – TBD – Rose Township Offices
- G. 24/7 Rose Township Recycling – 9080 Mason Street, Holly, MI

MISCELLANEOUS REPORTS:

- A. NOCFA – N/A
- B. Planning Commission – N/A
- C. Holly Area Youth Assistance (HAYA) – Purchasing toys for 400 people, need volunteers to wrap gifts (18th, 19th). Looking for donations to accommodate teen gifts.
- D. Cemetery Committee – Miller states there will be a meeting in 2 weeks.
- E. Parks and Recreation – Scheib-Snider states park trails are required to be ADA accessible.
- F. Supervisor's Report – Supervisor Gambka states Enbridge grant submitted, in process, \$25,000.00 by end of December. Enbridge wants grant monies used for parks.

PUBLIC COMMENT (limit comments to 3 minutes each item):

Don Walls, Resident states he met Bruce Proper many years ago and Mr. Proper is a fair/honest man who did a wonderful job chairing the Planning Commission. Resident asks that everyone send him a thank you.

Dior Rushton, Resident states she serves on the Board of Review and all members have agreed to a certain procedure change. Resident states this proposed change consists of eliminating the review of hardship exemptions in March. Proposing to eliminate the March review and review in July and December. Resident asks that this be placed on the January Board Meeting Agenda, requesting a Resolution to adopt new procedure effective 2014. Trevethan agrees with holding off and states there are guidelines, residents can come in and dispute taxes, tax bills do not go out until June.

ADJOURNMENT:

Meeting adjourned at 8:42 p.m.



Debbie Miller, CMC
Rose Township Clerk

Approved/Corrected

