

**ROSE TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
January 13, 2010**

The following residents and guests signed in as present:

Nancy Hanks	Jim Hanks	Emile Bair
Jim Porter	Chester Koop	Robert Hauxwell
Mark Bolan	Jim Weil	Don Walls
Pat Walls	Bruce C. Proper	Robert Kast

Other(s) present: John Mulvihill, Esq. (Township Attorney), Susan Weaver (Recording Secretary)

Supervisor Kalcec called the regular meeting of the Rose Township Board of Trustees to order at 7:30 p.m. at the Rose Township Hall, 204 Franklin Street, Holly, Michigan and led in the Pledge of Allegiance.

Board Members Present: Kalcec, Miller, Slaughter, Gordon, Scheib-Snider  
Board Members Absent: None

**APPROVAL OF AGENDA:**

**A. Approval of Proposed Agenda for January 13, 2010**

Supervisor Kalcec would like to add a line item under New Business: **G. Township of Rose Deficit Elimination Plan** for the building inspection fund, year ending June 30, 2009.

**Moved by Slaughter, seconded by Scheib-Snider, motion carried to approve the Agenda with the addition of line item G. Township Of Rose Deficit Elimination Plan, for the January 13, 2010 regular meeting of the Rose Township Board of Trustees.**

**Voting Yes: Kalcec, Miller, Gordon, Scheib-Snider, Slaughter  
Voting No: None**

**CONSENT AGENDA:**

**A. Approval of Minutes of December 9, 2009 Regular Meeting**

Supervisor Kalcec adds the approval of the December 7, 2009 Special Meeting minutes.

**B. Receipt of Monthly Reports**

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

Fund)

### C. Payment of Bills

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

Voting Yes: Slaughter, Gordon, Scheib-Snyder, Miller, Kalcec

Voting No: None

### PRESENTATIONS:

#### A. FY 2009 Audited Financial Statements

Ken Palka, CPA presents a synopsis of reports (*a full copy of the reports are available at the Township Clerk's office*):

1. Interim Financial Reports to the Township Board - Some not complete, Township Board needs to work on this.
2. Bank reconciliations - State of Michigan requires monthly bank reconciliations which have not been performed timely.
3. Safeguarding of Cash & Checks - Do not feel that cash/checks are being safeguarded, suggests Township purchase a cash register to balance out monies received each day.
4. Withholdings and Payments Reconciliation: Withholdings posted to liability account, these accounts should be reconciled.
5. Current Tax Fund - Activities for current tax should be put into the general ledger system, Rose Township did this this year, need more detail with checks and cash.
6. Dog License Receipts - Trouble reconciling dog receipts. Licenses receipted into three (3) different funds, put into trust and agency fund, and then dispersed into property unit.
7. Budget for NSP Fund - Special revenue fund, State of Michigan requires a budget, was not done this year.
8. Transfers Between Funds – Approved deficit elimination fund (building inspection fund), economy poor, and this fund is suffering due to lack of activity. Most municipalities' building funds are struggling. Building fund lost money and incurred a deficit. Need to approve Deficit Elimination Plan Resolution.
9. Copies of Cleared Checks - Suggests Township receive copies of cleared checks, a State of Michigan requirement.
10. Petty Cash Fund – Reconciled on a monthly basis and posted in general ledger.
11. Controlled Numbered Official Receipts – Township should maintain an official receipt book for every transaction.
12. Timely Deposits - Deposits should be made within a few days of receiving same.
13. Trust and Agency Fund Reconciliation –These accounts must be reconciled so the Township knows correct amounts owed to developers/individuals.
14. Deficit Elimination Plan – Building Inspection Fund – Building Inspection Fund incurred a deficit in 2009, State requires a Deficit Elimination Plan approved by Board.
15. Timely filing Of Payroll Tax Returns – Payroll federal forms need to be filed timely.

Should have registered mail receipt.

16. Interim Updating Of Investment & Cash Balances – General ledger needs to be updated monthly for activity in investment/cash accounts.

Mr. Palka discusses the financial statements. (***This report is also available at the Township Clerk's office***). This is the first year that Rose Township exceeded a million dollars (\$1,018,212.00/Actual, General Fund balance) in fund balance and is a good sign that the Township is maintaining spending levels. Fire Fund, p. 56, balance \$176,980.00/end of fiscal year, an area Board will have to look closely at. Building Inspection Fund, p. 59, total revenues under \$23,000.00, expecting \$40,000.00. Fund Balance decreased by \$9,908.00, deficit minus \$8,600.00. Board realizes problem in fund and acting accordingly. NSP Fund, p. 62, revenues \$3,300.00, expenditures \$3,300.00. Township doing good job with these monies. Special Assessment Funds all look good.

Slaughter asks about opinion. Mr. Palka further confirms this is an unqualified opinion, no qualifications; dug into quite a bit of stuff this year and nothing came to our attention that said there are issues or numbers not in accordance with generally accepted accounting principals. A detailed evaluation was performed and this is the highest level of opinion auditors can give.

Paul Gambka, Resident (8510 Tipsico Trail) asks if there were any weakness with the internal control analysis? Were there enough checks and balances? Mr. Palka states that the Township does a decent job with checks and balances and the areas, cash receipting (safe location) and having a register were biggest concerns. Clerk and Treasurer's office do a very good job overseeing each other. Mr. Gambka states this was mostly a transition period. Bank and general ledger reconciliations need more work. Overall books are in good shape.

Janet Cousins, Resident (not signed in) asks about the petty cash fund. Mr. Palka states that petty cash fund was small and not reconciled in the General Ledger, will be corrected.

Gordon asks if there is a mechanism that could be put into place to make sure deficiencies are handled on a timely basis? Mr. Palka states that everyone involved in accounting has the best intent and recommends an accountant (1-2 days/week) to help guide Township. Slaughter states that the Board cut the budget for this help and agrees it would be beneficial. Supervisor Kalcec states that this can be discussed at the next meeting. Miller states the new accounting systems (software) will handle most of Mr. Palka's recommendations.

Sandra Hauxwell, Resident (3100 Maureen Lane) states that these comments are not just for this budget year but occur year-to-year. Mr. Palka responds that circumstances have changed this year compared to prior years. As far as circumstances he said there is distrust within the Township making it important to clearly document comments and recommendations.

Jim Hanks, Resident (11255 Glen Hill) asks what department is operating in a deficit? Mr. Palka responds the building department, common in most municipalities due to economic downturn.

#### **PUBLIC COMMENT ON AGENDA ITEMS:**

Chester Koop, Resident (11750 Eagle Rd., Davisburg) would like to address line item 9(D). Resident states it his understanding that one of the individuals being considered to serve on fact finding panel has conducted their own independent review regarding areas the panel will be addressing. Resident states this review involved discussions with members of the public/officials, requested Township records, made public statements indicating he has formulated certain opinions on issues to be deliberated by the panel and has requested to be considered for appointment to the panel. Resident states that this individual has the right to do this but may run counter to Board's intent relative to the panel guidelines and there are 4,400 registered Township voters to chose from.

Bill Hoffman, Resident (not signed in) explains that line item 10(B)/Geocaching is a GPS technology based scavenger hunt. Explains the three (3) most common Geocaching (urban settings and woods/parks) units. Resident states that a person is given coordinates and GPS puts you within ten (10) feet of items, items very small, shows Board various sizes/examples. If participants find trash in parks, they remove it, cache in, trash out. No digging/drilling, very low impact on environment.

Robert Hauxwell, Resident (3100 Maureen Lane) asks if mileage rates were higher or lower? Supervisor Kalcec responds that IRS figures are used and have gone down.

### **PUBLIC HEARING:**

None.

### **OLD BUSINESS:**

#### **A. Township Hall Facilities Update**

Supervisor Kalcec states the Township is working with Redstone Architects and has a service agreement with them on the Agenda tonight. Redstone Architects is working on the barrier-free access audit and is coordinating with the Bureau of Construction Codes to propose resolutions for all issues relating to barrier-free access and code compliance.

#### **B. Resolution to Transfer Property (Part of Hills of Davisburg) to Springfield Township (Tabled)**

**Moved by Gordon, seconded by Scheib-Snider, motion carried to remove this item from the table.**

**Voting Yes: Kalcec, Slaughter, Miller, Gordon, Scheib-Snider**

**Voting No: None**

Supervisor Kalcec states that Springfield Township ("ST") has approved the Interlocal Agreement and has convinced ST to allow Rose Township fifteen (15) years of park services at the same rate their residents pay. Supervisor Kalcec needs authorization to enter into Interlocal Agreement (signed by Supervisor and Clerk). Attorney Mulvihill states a few encumbrances need to be removed from property, clarification that the property title is clear and preparation of an assignment of pedestrian easement.

**Moved by Gordon, seconded by Scheib-Snider, motion carried to authorize the Supervisor to execute the Interlocal Agreement and the Clerk to execute Quit Claim Deed conditioned upon clarification of clear title to the property and assignment of the pedestrian easement.**

**Voting Yes: Gordon, Miller, Kalcec, Scheib-Snider, Slaughter  
Voting No: None**

**C. Board Vote on Corrected Minutes of November 11, 2009**

Supervisor Kalcec states that Minutes of December 9, 2009 meeting indicate a missing final vote on a motion, p. 2, line item C.

**Moved by Slaughter, seconded by Gordon, motion carried to approve the Minutes of the November 11, 2009 Regular Meeting as corrected.**

**Voting Yes: Scheib-Snider, Gordon, Slaughter, Kalcec, Miller  
Voting No: None**

**D. Appoint Fact Finding Panel**

Supervisor Kalcec states each Board member chose one (1) person to serve on a fact finding panel to respond to allegations relating to the purchase/remodeling of the Township Offices. The members of this panel are as follows: Glenn Noble, Janet Cousins, James Porter, Robert Hauxwell, and Scott Fischer. Each of these citizens deserves our gratitude and Supervisor did not make any requirement of any Board member of whom they chose.

**NEW BUSINESS:**

**A. Revised Poverty Property Tax Exemption Income Guidelines**

Supervisor Kalcec states there is a proposal to adjust income guidelines for poverty exemptions for property tax. 2010 State recommendations changed their guidelines (raising income levels 4%):

<b>No. of Persons Residing in Homestead</b>	<b>Annual Household Income</b>
1 Person	\$19,200.00
2 Persons	\$24,750.00
3 Persons	\$26,200.00
4 Persons	\$29,300.00
5 Persons	\$32,500.00
6 Persons	\$34,900.00
7 Persons	\$38,200.00
8 Persons	\$40,500.00
For each person over 9 add:	\$ 3,700.00

**Moved by Slaughter, seconded by Gordon, motion carried to approve the proposed 2010 Annual Household Income Guidelines for Poverty Exemptions.**

**Voting Yes: Kalcec, Slaughter, Miller, Gordon, Scheib-Snider**  
**Voting No: None**

**B. Request for Permission to Engage in Geocaching Activity in Dearborn Park**

Supervisor Kalcec explains a request has been made to place a Geocache in several Township parks.

Slaughter asks if a certificate of liability insurance will be provided? Resident responds that when someone signs up for a Geocaching profile there is a checklist stating they will not hold Geocaching responsible. There is no difference between geocaching and walking through the park. Gordon states that he walks through the park without homeowners insurance, sees no difference. Slaughter states we have a waiver of liability certificate that could be signed. Supervisor Kalcec views it as park users and asks Geocachers to stop in and let us know what is placed in the parks. Gordon states Mr. Hoffman did not have to speak with Township about Geocaching. Resident states more information can be found at [geocaching.com](http://geocaching.com). Mr. Hoffman explains that Geocaching has reached out to police departments and provide notifications, Township can also receive notifications. Miller asks if items placed in parks will resemble a “bomb” items which would frighten residents. Geocaching “meet and greet” in Fenton and had 80 people last week attend.

**Moved by Kalcec, seconded by Scheib-Snider, motion carried to grant permission to allow Geocaching in the Township’s parks noting that Mr. Hoffman will inform Township when Geocache is taking place.**

**Voting Yes: Scheib-Snider, Gordon, Slaughter, Kalcec, Miller**  
**Voting No: None**

**C. Request to Place a Planet Aid Collection Box**

Supervisor Kalcec explains that she received a request to place a Planet Aid Collection Box (donated clothing, etc.) at a Township’s location. Township has one located at Phil’s Store. Collection Box will be emptied twice a week, no trash problems. Slaughter states that the Township Hall parking lot would be good.

Board consensus that the Board will approve a Plant Aid Collection Box on a three (3) month trial basis.

**D. Mileage Reimbursement Rate Adjustment**

Supervisor Kalcec states that the IRS has issued new mileage rate reimbursement amount/.50 per mile.

**Moved by Slaughter, seconded by Miller, motion carried to approve a reduced mileage reimbursement rate of .50 per mile.**

**Voting Yes: Scheib-Snider, Gordon, Slaughter, Kalcec, Miller**  
**Voting No: None**

**E. Authorization to Sign Service Agreement with Redstone Architects**

Supervisor Kalcec states a standard contract from Redstone Architects was received and Attorney Mulvihill had a few concerns/additions which were sent back to Redstone Architects. Slaughter (Article 9.1) asks about the November 9<sup>th</sup> date and Supervisor Kalcec responds it is the date of the proposal.

**Moved by Gordon, seconded by Scheib-Snider, motion carried to authorize Supervisor to execute the Service Agreement with Redstone Architects, including Exhibit A.**

**Voting Yes: Scheib-Snider, Kalcec, Miller, Slaughter, Gordon**  
**Voting No: None**

**F. Comprehensive Policy Review Project**

Supervisor Kalcec states she spoke/reviewed with Ms. Slaughter and Ms. Scheib-Snider about reviewing polices and updating them where necessary (i.e., Sections **1.0 Introduction** and **2.0 Township Board of Trustees Administration** in the Rose Township Administrative and Personnel Policies and Procedures Manual. Supervisor Kalcec would like to see separate work sessions to discuss these issues and bring them to the Board. Miller asked if we can meet every other month?

Supervisor would like review to be completed by year-end with 2-3 policy revision workshops between now and June 2010 to revise policy and bring to regular meeting for consensus.

Board consensus to hold policy revision workshops regarding policy revisions between now and June 2010.

**G. Township Of Rose Deficit Elimination Plan**

Supervisor Kalcec states this Plan would resolve the Township of Rose plan showing income, expenditures and shows transfer from General Fund of \$25,000.00 to reconcile last years deficit in the Building Inspection Fund. Resolution (if adopted) needs to go to the State of Michigan along with Audit Report.

**Moved by Kalcec, seconded by Miller, motion carried to adopt the Deficit Elimination Plan Resolution for Fund #249 Building Inspection Fund.**

Slaughter asks Mr. Mulvihill if the Township loans money to the Building Fund, do they have to pay us back? Supervisor Kalcec responds that it would be a transfer, not a loan and for many years Building Inspection Department operated out of the General Fund.

**Voting Yes: Slaughter, Gordon, Scheib-Snider, Miller, Kalcec**

Voting No: None

**ANNOUNCEMENTS:**

- A. Next Regular Planning Commission Meeting February 4, 2010, 7:30 p.m. (if needed)
- B. NOCFA Board Meeting January 25, 2010, 7:00 p.m., Holly Township Hall
- C. Next Recycling Date February 6, 2010, 9:00 a.m. until Noon
- D. Zoning Board of Appeals February 2, 2010 (if needed to conduct business)
- E. Next Regular Township Board Meeting February 13, 2010 at 7:30 p.m.
- F. Board of Review meets on March 2, 2010 at 10:00 a.m., Township Offices
- G. 2010 Dog Licenses are available at the Township Offices
- H. Last Date to Pay 2009 Winter Taxes Without Penalty is February 16, 2010

**MISCELLANEOUS REPORTS:**

**A. NOCFA**

Supervisor Kalcec states the fire authority is in process of completing chief's performance evaluation and moving forward with revising his objectives/goals. Treasurer Slaughter asks about grant amount. Supervisor Kalcec states they are awaiting final grant notification.

**B. Planning Commission**

Supervisor Kalcec states that more information submitted by Oakland County Parks/Special Use Permit for archery hunting.

**C. Holly Area Youth Assistance**

Slaughter states the annual meeting will take place the first Thursday in February, 2010.

**D. Supervisor's Reports**

Road Commission Update:

Supervisor Kalcec has had several visits from David Czerniakowski/Director of Citizen Services. The Tri-County program has been partially funded and should hear soon as to how much Rose Township can expect if participating.

Village of Holly Wellhead Protection Committee:

Supervisor Kalcec states the Wellhead Protection Committee will meet in February 2010. Maps available in Supervisor's office showing aquifer, part of the area Village of Holly Wellhead Protection district comes into Rose Township.

Comcast:

Supervisor Kalcec states she was visited by a Comcast representative regarding digital network enhancements (expanding from analogue to digital). Customers will receive mail notifications and will receive hardware at no cost.

Barrier Free Access Audit:

Supervisor Kalcec states this is moving forward, Redstone Architects visited the building and performed upfront observations. Redstone has been in contact with the Bureau of Construction Codes and the Township's application for exception is being held pending completion of their report.

Oakland County Chapter, Michigan Townships Association:

Supervisor Kalcec states that the OCCMTA is planning a spring membership meeting with presentations from several health insurance providers to help plan for next year's budget in February or March.

Michigan Townships Association Educational Conference:

Supervisor Kalcec, Clerk Miller and Trustee Scheib-Snyder will be attending the MTA Educational Conference the last week in January 2010.

Neighborhood Stabilization Program ("NSP"):

Supervisor Kalcec states the NSP is moving forward and several foreclosed properties in Holly Shores have been demolished, property in Webberdale demolished or refurbished.

Police Services Survey:

Supervisor Kalcec states 300+ surveys have been received and feedback will be posted on the website in a few weeks.

Census 2010:

Census beginning and temporary jobs are available. Information is available at the Township Offices.

Sign Up for Email:

Supervisor Kalcec states the public can sign up to receive email from Rose Township free of cost (i.e., calendars, meeting announcements, etc.).

Supervisor Kalcec had meetings with representatives of Consumers Energy and ECT. Consumers Energy gave Township a check for \$7,500.00 to pay for services of third-party reviewer as they construct pipeline through the Township. Will be receiving proposed Service Agreement from ECT in a week or so.

**PUBLIC COMMENTS:**

Glen Noble, Resident (Ranch Rd.) noticed in paper Township taking bids under NSP program, advertisement referenced the Davis Bacon Act. Resident states the Township may be naïve regarding large scale construction contracts/documentation and cautions Board regarding Davis Bacon Act (prevailing wage requirements). Resident states that other communities in Brownfield development areas that have had funds withheld because laborers and mechanics did not receive prevailing wages and cautions township. Supervisor Kalcec states she will speak to representatives of the County and Mr. Schang.

Chester Koop, Resident (11750 Eagle Rd., Davisburg) asks if Township is aware of

Geocaching going on now? Saw someone in the park and inquired.

Sandra Hauxwell, Resident (3100 Maureen Lane) asks how the Planet Aid boxes will be emptied, has seen the boxes with stuff on the outside. Supervisor Kalcec responds this is why it will be a trial basis.


Unidentified Resident asks if Planet Aid is a non-profit organization? Supervisor Kalcec responds yes.

**ADJOURNMENT:**

**Moved by Kalcec, seconded by Scheib-Snider, motion carried to adjourn the regular meeting of the Rose Township Board of Trustees at 8:53 p.m.**

**Voting Yes: Gordon, Miller, Kalcec, Scheib-Snider, Slaughter**

**Voting No: None**

  
Debbie Miller  
Rose Township Clerk

Approved/Corrected