

MONROE COUNTY, MICHIGAN
Regular Meeting Minutes
December 16, 2025
7:00 p.m.

CALL TO ORDER

A meeting of the Monroe Charter Township Board was called to order by Supervisor John Manor at 7:00 p.m. on Tuesday, December 16, 2025, from the Monroe Charter Township Hall, 4925 East Dunbar Road, Monroe County, Michigan.

ROLL CALL

Present: Supervisor Manor, Clerk Smith, Treasurer Sulfaro, Trustees Raymo, Shipman, Merkle and Heck.

Others Present: Chief Hernandez, Attorney McCormick and ten (10) audience members.

INVOCATION/PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES (Public Hearing Meeting Minutes of November 18, 2025, and Regular Meeting Minutes of November 18, 2025).

Motion #1. Motion by Sulfaro, supported by Raymo to approve the Public Hearing Minutes of November 18, 2025, and Regular Meeting Minutes of November 18, 2025, as presented.

Roll call vote: Sulfaro yes, Raymo yes, Heck yes Merkle yes, Smith yes, Shipman yes, Manor yes.

Motion carried.

APPROVE PAYMENT OF BILLS/INVOICES

Motion #2. Motion by Raymo, supported by Shipman to approve the payment of bills/invoices as listed by the Clerk, as presented.

Roll call vote: Raymo yes, Shipman yes, Smith yes, Heck yes, Sulfaro yes, Merkle yes, Manor yes.

Motion carried.

ZONING BOARD OF APPEALS REPORT

Motion #3. Motion by Shipman, supported by Smith to approve the Zoning Board of Appeal Report, as presented.

Roll call vote: Shipman yes, Smith yes, Sulfaro yes, Raymo yes, Heck yes, Merkle yes, Manor yes.

Motion carried.

FIRE DEPARTMENT REPORT

Motion #4. Motion by Heck, supported by Shipman to accept and place on file the Fire Department Report for the month of November 2025, as presented.

Roll call vote: Heck yes, Shipman yes, Smith yes, Raymo yes, Merkle yes, Sulfaro yes, Manor yes.

Motion carried.

SHERIFFS OFFICE REPORT

Motion #5. Motion by Sulfaro, supported by Merkle to accept and place on file the Sheriff Office report for the month of November 2025, as presented.

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SHERIFFS OFFICE REPORT (con't)

Roll call vote: Sulfaro yes, Merkle yes, Raymo yes, Shipman yes, Heck yes, Smith yes, Manor yes.

Motion carried.

BLIGHT REPORT

Motion #6. Motion by Smith, supported by Merkle to accept and place on file the Blight Report for the month of November 2025, as presented.

Roll call vote: Smith yes, Merkle yes, Heck yes, Sulfaro yes, Raymo yes, Shipman yes, Manor yes.

Motion carried.

CONSENT AGENDA

A. **Financial Reports:**

1. Clerk's 2025 Budget Summary Report, period ending October 31, 2025.
2. Treasurer's Monthly Statement of Bank Accounts & Investments, period ending October 31, 2025, and November 30, 2025.

B. **General Reports:**

1. Supervisor
2. Building Official
3. Zoning Enforcement Officer

C. **Communications:**

1. Correspondence Comcast Communications dated November 18, 2025,
Re: Price changes
2. Correspondence Charter Communications dated November 20, 2025,
Re : Upcoming changes to channel line up

Motion #7. Motion by Raymo, supported by Sulfaro to approve the Consent Agenda, as presented.

Roll call vote: Raymo yes, Sulfaro yes, Shipman yes, Smith yes, Heck yes, Merke yes, Manor yes.

Motion carried.

RESOLUTIONS

- A. Adopt Resolution #25-21, 2025 General Fund Budget Amendment #3
- B. Adopt Resolution #25-22, 2025 Special Revenue Fund Budget Amendment #3
- C. Adopt Resolution #25-23, 2025 Capital Projects Fund Budget Amendment #3
- D. Adopt Resolution #25-24, 2025 Debt Service Fund Budget Amendment #3

Motion #8. Motion by Smith, supported by Shipman to Adopt Resolution #25-21, 2025 General Fund Budget Amendment #3; Adopt Resolution #25-22, 2025 Special Revenue Fund Budget Amendment #3; Adopt Resolution #25-23, 2025 Capital Projects Fund Budget Amendment #3; Adopt Resolution #25-24, 2025 Debt Service Fund Budget Amendment #3, as presented.

Roll call vote: Smith yes, Shipman yes, Merkle yes, Sulfaro yes, Raymo yes, Heck yes, Manor yes. **Motion carried.**

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ORDINANCES

Waive the second reading and adopt General Ordinance No. 177, Marihuana Businesses Ordinance Amendment (an amendment to Chapter 5, Article II, Section 5-32 of the Monroe Charter Township Code), regarding license renewals, all to reference marihuana business license renewals, and to have published in the Monroe News and become effective immediately after publication and adoption.

Motion #9. Motion by Smith, supported by Raymo to waive the second reading and adopt General Ordinance No. 177, Marihuana Businesses Ordinance Amendment (an amendment to Chapter 5, Article II, Section 5-32 of the Monroe Charter Township Code), regarding license renewals, all to reference marihuana business license renewals, and to have published in the Monroe News and become effective immediately after publication and adoption, as presented.

Roll call vote: Smith yes, Raymo yes, Sulfaro yes, Heck yes, Merkle yes, Shipman yes, Manor yes. **Motion carried.**

Waive the second reading and adopt Ordinance No. 178 to amend Monroe Charter Township, Monroe County, Michigan's Zoning Map adopted 3/4/10 to rezone the following properties: 1. 13986 LaPlaisance Road, Monroe, Michigan, Property I.D. #5812-085-131-00 from R-3 (High Density Residential) to C-1 (Local Commercial); 2. 13920 LaPlaisance Road, Monroe, Michigan, Property I.D. #5812-085-130-00 from R-3 (High Density Residential) to C-1 (Local Commercial); 3. Vacant property located on north side of LaPlaisance Creek Road, East of I-75, Monroe, Michigan, Property I.D. #5812-010-198-00 from LI (Light Industrial) to HI (Heavy Industrial); 4. 7955 East Dunbar Road, Monroe, Michigan, Property I.D. #5812-020-278-00 from LI (Light Industrial) to HI (Heavy Industrial); 5. Vacant property located on the east side of South Telegraph Road, north of East Dunbar Road, South of Seventh Street, Monroe, Michigan, Property I.D. #5812-020-022-89 from M-U (Mixed Use) to C-2 (General Commercial); 6. Vacant property on the south side of Southpointe Parkway, west of South Telegraph Road, Monroe, Michigan, Property I.D. #5812-500-002-00 from C-2 (General Commercial) / R-4 (Multiple Family Residential) to completely R-4 (Multiple Family Residential); 7. Vacant property located on the south side of East Albain Road, west of I-75, Monroe, Michigan, Property I.D. #5812-010-180-00 from R-3 (High Density Residential) to LI (Light Industrial); 8. 14741 LaPlaisance Road, Monroe, Michigan, Property I.D. #5812-020-260-01 from C-2 (General Commercial) to LI (Light Industrial); 9. 14775 LaPlaisance Road, Monroe, Michigan, Property I.D. #5812-020-260-30 from C-2 (General Commercial) to LI (Light Industrial); 10. Vacant property located on the south side of East Dunbar Road, west of I-75, east of LaPlaisance Road, Monroe, Michigan, Property I.D. #5812-020-266-00 from C-2 (General Commercial) to LI (Light Industrial); 11. 15000 LaPlaisance Road, Monroe, Michigan, Property I.D. #5812-020-261-00, from C-2 (General Commercial)/ LI (Light Industrial) to completely LI (Light Industrial); 12. Vacant property located on the east side of LaPlaisance Road, south of East Dunbar Road, west of I-75, Monroe, Michigan, Property I.D. #5812-020-261-12 from C-2 (General Commercial) to LI (Light Industrial); 13. 5044 Kay Drive, Monroe, Michigan, Property I.D. #5812-185-020-00, from C-1 (Local Commercial)/R-3 (High Density Residential) to completely R-3 (High Density Residential); 14. 1018 LaPlaisance Road, Monroe, Michigan, Property I.D. #5812-020-327-01 from LI (Light Industrial) to R-3 (High Density Residential); 15. 1056 LaPlaisance Road, Monroe, Michigan, Property I.D. #5812-020-329-00 from LI (Light Industrial) to R-3 (High Density Residential); 16. 14566 South Dixie Highway, Monroe, Michigan, Property I.D. #5812-010-120-00 from C-1 (Local Commercial)/R-2 (Medium Density Residential) to completely R-2 (Medium Density Residential); 17. 14570 South Dixie Highway, Monroe, Michigan, Property I.D. #5812-010-122-00, from C-1 (Local Commercial) to R-2 (Medium Density Residential); 18. Vacant property located on the west side of South Dixie Highway, south of Redwood Drive, north of Tanager Drive, Property I.D. #5812-440-001-00 from C-1 (Local Commercial)/ R-4 (Multiple Family Residential) to completely R-4 (Multiple Family Residential); 19. 15071 South Telegraph Road, Monroe, Michigan, Property I.D. #5812-020-111-00 from C-2 (General Commercial)/R-2 (Medium Density Residential)/AG (Agricultural) to completely AG (Agricultural), and to have published in the Monroe News and become effective 8 days after publication after adoption.

Motion #10. Motion by Merkle, supported by Smith to waive the second reading and adopt Ordinance No. 178 to amend Monroe Charter Township, Monroe County, Michigan's Zoning Map adopted 3/4/10 to rezone the following properties: 1. 13986 LaPlaisance Road, Monroe, Michigan, Property I.D. #5812-085-131-00 from R-3 (High Density Residential) to C-1 (Local Commercial); 2. 13920 LaPlaisance Road, Monroe, Michigan, Property I.D. #5812-085-130-00 from R-3 (High Density Residential) to C-1 (Local Commercial);

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ORDINANCES (con't)

3. Vacant property located on north side of LaPlaisance Creek Road, East of I-75, Monroe, Michigan, Property I.D. #5812-010-198-00 from LI (Light Industrial) to HI (Heavy Industrial); 4. 7955 East Dunbar Road, Monroe, Michigan, Property I.D. #5812-020-278-00 from LI (Light Industrial) to HI (Heavy Industrial); 5. Vacant property located on the east side of South Telegraph Road, north of East Dunbar Road, South of Seventh Street, Monroe, Michigan, Property I.D. #5812-020-022-89 from M-U (Mixed Use) to C-2 (General Commercial); 6. Vacant property on the south side of Southpointe Parkway, west of South Telegraph Road, Monroe, Michigan, Property I.D. #5812-500-002-00 from C-2 (General Commercial) / R-4 (Multiple Family Residential) to completely R-4 (Multiple Family Residential); 7. Vacant property located on the south side of East Albain Road, west of I-75, Monroe, Michigan, Property I.D. #5812-010-180-00 from R-3 (High Density Residential) to LI (Light Industrial); 8. 14741 LaPlaisance Road, Monroe, Michigan, Property I.D. #5812-020-260-01 from C-2 (General Commercial) to LI (Light Industrial); 9. 14775 LaPlaisance Road, Monroe, Michigan, Property I.D. #5812-020-260-30 from C-2 (General Commercial) to LI (Light Industrial); 10. Vacant property located on the south side of East Dunbar Road, west of I-75, east of LaPlaisance Road, Monroe, Michigan, Property I.D. #5812-020-266-00 from C-2 (General Commercial) to LI (Light Industrial); 11. 15000 LaPlaisance Road, Monroe, Michigan, Property I.D. #5812-020-261-00, from C-2 (General Commercial)/ LI (Light Industrial) to completely LI (Light Industrial); 12. Vacant property located on the east side of LaPlaisance Road, south of East Dunbar Road, west of I-75, Monroe, Michigan, Property I.D. #5812-020-261-12 from C-2 (General Commercial) to LI (Light Industrial); 13. 5044 Kay Drive, Monroe, Michigan, Property I.D. #5812-185-020-00, from C-1 (Local Commercial)/R-3 (High Density Residential) to completely R-3 (High Density Residential); 14. 1018 LaPlaisance Road, Monroe, Michigan, Property I.D. #5812-020-327-01 from LI (Light Industrial) to R-3 (High Density Residential); 15. 1056 LaPlaisance Road, Monroe, Michigan, Property I.D. #5812-020-329-00 from LI (Light Industrial) to R-3 (High Density Residential); 16. 14566 South Dixie Highway, Monroe, Michigan, Property I.D. #5812-010-120-00 from C-1 (Local Commercial)/R-2 (Medium Density Residential) to completely R-2 (Medium Density Residential); 17. 14570 South Dixie Highway, Monroe, Michigan, Property I.D. #5812-010-122-00, from C-1 (Local Commercial) to R-2 (Medium Density Residential); 18. Vacant property located on the west side of South Dixie Highway, south of Redwood Drive, north of Tanager Drive, Property I.D. #5812-440-001-00 from C-1 (Local Commercial)/ R-4 (Multiple Family Residential) to completely R-4 (Multiple Family Residential); 19. 15071 South Telegraph Road, Monroe, Michigan, Property I.D. #5812-020-111-00 from C-2 (General Commercial)/R-2 (Medium Density Residential)/AG (Agricultural) to completely AG (Agricultural), and to have published in the Monroe News and become effective 8 days after publication after adoption, as presented.

Roll call vote: Merkle yes, Smith yes, Shipman yes, Raymo yes, Heck yes, Sulfaro yes, Manor yes. **Motion carried.**

NEW BUSINESS

Authorize payment of 2025 Annual membership dues to SEMCOG in the amount of \$2,025.00.

Motion #11. Motion by Raymo, supported by Smith to authorize payment of 2025 Annual membership dues to SEMCOG in the amount of \$2,025.00, as presented.

Roll call vote: Raymo yes, Smith yes, Shipman yes, Merkle yes, Heck yes, Sulfaro yes, Manor yes. **Motion carried.**

Approve 2026 Appointments, as recommended by Supervisor (new appointments are highlighted).

Motion #12. Motion by Smith, supported by Shipman to approve 2026 Appointments, as recommended by Supervisor, as presented.

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NEW BUSINESS (con't)

Roll call vote: Smith yes, Shipman yes, Heck yes, Merkle yes, Sulfaro yes, Raymo yes, Manor yes.

Motion carried.

Consider approving Recreational Service Agreement with the YMCA.

Motion #13. Motion by Sulfaro, supported by Smith, to consider approving Recreational Service Agreement with the YMCA, as presented.

Roll call vote: Sulfaro yes, Smith yes, Shipman yes, Heck yes, Raymo yes, Merkle yes, Manor yes. **Motion carried.**

Approve any interested Board Members to attend the Annual MTA Conference April 19-24, 2026, with all expenses paid including meals, lodging and travel.

Motion #14. Motion by Smith, supported by Heck to approve any interested Board Members to attend the Annual MTA Conference April 19th-23rd, 2026, with all expenses paid including meals, lodging and travel, as presented.

Roll call vote: Smith yes, Heck yes, Merkle yes, Sulfaro yes, Shipman yes, Raymo yes, Manor yes. **Motion carried.**

Reschedule Tuesday, April 21, 2026, Regular Board Meeting to Tuesday, April 28, 2026, at 7:00 p.m. to allow Township Board members to attend the MTA Conference.

Motion #15. Motion by Smith, supported by Heck to reschedule Tuesday, April 21, 2026, Regular Board Meeting to Tuesday, April 28, 2026, at 7:00 p.m. to allow Township Board members to attend the MTA Conference, as presented.

Roll call vote: Smith yes, Heck yes, Sulfaro yes, Raymo yes, Merkle yes, Shipman yes, Manor yes. **Motion carried.**

Approve renewal agreement with SoniClear for annual software support in the amount of \$622.00.

Motion #16. Motion by Smith, supported by Heck to approve renewal agreement with SoniClear for annual software support in the amount of \$622.00, as presented.

Roll call vote: Smith yes, Heck yes, Shipman yes, Raymo yes, Merkle yes, Sulfaro yes, Manor yes. **Motion carried.**

Approve payment of \$5,445.68 to Team Tire & Service for six tires for the 1996 Pierce Telesquirt Fire Truck.

Motion #17. Motion by Smith, supported by Shipman to approve payment of \$5,445.68 to Team Tire & Service for six tires for the 1996 Pierce Telesquirt Fire Truck, as presented.

Roll call vote: Smith yes, Shipman yes, Raymo yes, Merkle yes, Heck yes, Sulfaro yes, Manor yes. **Motion carried.**

Consider phone system quote and call plan from IVS, in the amount of \$6,685.00 for the Township Hall and \$6,135.00 for Fire Station #1.

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NEW BUSINESS (con't)

Motion #18. Motion by Smith, supported by Shipman to consider phone system quote and call plan from IVS Comm, in the amount of \$6,685.00 for the Township Hall and \$6,135.00 for Fire Station #1, as presented.

BOARD COMMENTS

The board would like to add a phone at Station #2

Roll call vote: Smith yes, Shipman yes, Heck yes, Merkle yes, Sulfaro yes, Raymo yes, Manor yes. **Motion carried.**

Authorize Supervisor and Clerk to sign the proposed Website Design from Shumaker Technology Group for the platinum package in the amount of \$2,995.00 (one time cost) and maintenance plan in the amount of \$900.00 annually.

Motion #19. Motion by Smith, supported by Sulfaro to authorize Supervisor and Clerk to sign the proposed Website Design from Shumaker Technology Group for the platinum package in the amount of \$2,995.00 (one time cost) and maintenance plan in the amount of \$900.00 annually, as presented.

Roll call vote: Smith yes, Sulfaro yes, Shipman yes, Heck yes, Raymo yes, Merkle yes, Manor yes. **Motion carried.**

Approve Treasurer, Lisa Sulfaro, to attend the 2026 Michigan Municipal Treasurer's Association Workshop, January 15 & 16, 2026 with all expenses paid including meals, lodging and travel.

Motion #20. Motion by Raymo, supported by Shipman to approve Treasurer, Lisa Sulfaro, to attend the 2026 Michigan Municipal Treasurer's Association Workshop, January 15th & 16th, 2026 with all expenses paid including meals, lodging and travel.

Roll call vote: Ramo yes, Shipman yes, Merkle yes, Sulfaro yes, Smith yes, Heck yes, Manor yes. **Motion carried.**

Approve payment to Monroe County Road Commission, in the amount of \$10,539.10 for an additional lane on Seventh Street.

Motion #21. Motion by Merkle, supported by Raymo to approve payment to Monroe County Road Commission, in the amount of \$10,539.10 for an additional lane on Seventh Street, as presented.

Roll call vote: Merkle yes, Raymo yes, Smith yes, Shipman yes, Heck yes, Sulfaro yes, Manor yes. **Motion carried.**

Consider approving truck vault unit for Fire Department 2025 Tahoe Chief's vehicle/command in the amount of \$6,257.49.

Motion #22. Motion by Smith, supported by Heck to consider approving truck vault unit for Fire Department 2025 Tahoe Chief's vehicle/command in the amount of \$6,257.49, as presented.

Roll call vote: Smith yes, Heck yes, Raymo yes, Shipman yes, Merkle yes, Sulfaro yes, Manor yes. **Motion carried,**

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NEW BUSINESS (con't)

Approve Personnel Policy updates effective January 1, 2026.

Motion #23. Motion by Smith, supported by Sulfaro to approve Personnel Policy updates effective January 1, 2026, as presented.

Roll call vote: Smith yes, Sulfaro yes, Heck yes, Merkle yes, Raymo yes, Shipman yes, Manor yes. **Motion carried.**

PUBLIC COMMENTS

Public comments began at 7:32 p.m. and ended at 7:33 p.m.

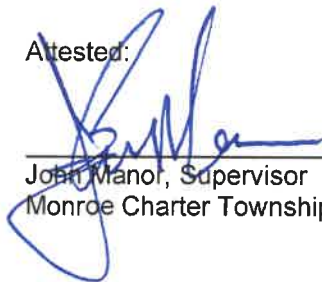
There was one comment regarding the partnership between the Township and YMCA for summer baseball.

ADJOURNMENT

Motion #24. Motion by Smith, supported by Sulfaro, to adjourn the meeting at 7:34 p.m.

Roll call vote: Smith yes, Sulfaro yes, Raymo yes, Heck yes, Merkle yes, Shipman yes, Manor yes. **Motion carried.**

Attested:



John Manor, Supervisor
Monroe Charter Township



Christina Smith, Clerk
Monroe Charter Township