

MONROE COUNTY, MICHIGAN
Regular Meeting Minutes
November 18, 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, November 18, 2025, from the Monroe Charter Township Hall, 4925 East Dunbar Road, Monroe County, Michigan.

ROLL CALL

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

Others Present: Chief Hernandez, Attorney McCormick and eight (8) audience members.

INVOCATION/PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES (Regular Meeting Minutes of October 21, 2025, Closed Session Minutes of October 21, 2025, and Workshop Minutes of November 10, 2025).

Motion #1. Motion by Raymo, supported by Shipman to approve the Regular Meeting Minutes of October 21, 2025, Closed Session Minutes of October 21, 2025, and Workshop Minutes of November 10, 2025, as presented.

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

Motion carried.

APPROVE PAYMENT OF BILLS/INVOICES

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

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

Motion carried.

PLANNING COMMISSION REPORT

Motion #3. Motion by Shipman, supported by Heck to accept the Planning Commission Report, as presented.

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

Motion carried.

ZONING BOARD OF APPEALS REPORT

Motion #4. Motion by Shipman, supported by Raymo to accept the Zoning Board of Appeals Report, as presented.

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

Motion carried.

MONROE CHARTER TOWNSHIP

REGULAR MEETING

MINUTES

November 18, 2025

FIRE DEPARTMENT REPORT

Motion #5, Motion by Smith, supported by Heck to accept and place on file the Fire Department Report for the month of October 2025, as presented.

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

Motion carried.

SHERIFFS OFFICE REPORT

Motion #6. Motion by Merkle, supported by Heck to accept and place on file the Sheriffs Office Report for the month of October 2025, as presented.

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

Motion carried.

BLIGHT REPORT

Motion #7. Motion by Raymo, supported by Shipman to accept and place on file the Blight Report for the month of October 2025, as presented.

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

Motion carried.

CONSENT AGENDA

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.

General Reports:

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

Communications:

1. Correspondence Comcast Communications dated November 5, 2025, Re: Removal of channels owned by Versant from Digital Economy Tier

Motion #8. Motion by Smith, supported by Heck to accept and approve the Consent Agenda, as presented.

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

Motion carried.

RESOLUTION

Adopt Resolution #25-17, 2026 General Fund Budget; Adopt Resolution # 25-18, 2026 Special Revenue Fund Budget; Adopt Resolution # 25-19, 2026 Capital Projects Fund Budget; Adopt Resolution # 25-20, 2026 Debt Service Fund Budget.

MONROE CHARTER TOWNSHIP

REGULAR MEETING

MINUTES

November 18, 2025

RESOLUTION (con't)

Motion #9. Motion by Smith, supported by Sulfaro to Adopt Resolution #25-17, 2026 General Fund Budget; Adopt Resolution # 25-18, 2026 Special Revenue Fund Budget; Adopt Resolution # 25-19, 2026 Capital Projects Fund Budget; Adopt Resolution # 25-20, 2026 Debt Service Fund Budget, as presented.

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

Motion carried.

ORDINANCES

Waive the first reading of proposed 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 brought back to the December 16, 2025, Regular Meeting of the Monroe Charter Township Board.

Motion #10. Motion by Smith, supported by Shipman to waive the first reading of proposed 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 brought back to the December 16, 2025, Regular Meeting of the Monroe Charter Township Board, as presented.

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

Motion carried.

Waive the first reading of proposed 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 1-75, 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 1-75, 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

MONROE CHARTER TOWNSHIP

REGULAR MEETING

MINUTES

November 18, 2025

ORDINANCES (con't)

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 brought back to the December 16, 2025, Regular Meeting of the Monroe Charter Township Board.

Motion #11. Motion by Merkle, supported by Smith to waive the first reading of proposed 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 EastDunbar 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.

MONROE CHARTER TOWNSHIP

REGULAR MEETING

MINUTES

November 18, 2025

ORDINANCES (con't)

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 brought back to the December 16, 2025, Regular Meeting of the Monroe Charter Township Board, as presented.

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

Motion carried.

NEW BUSINESS

Approve 2026 Holiday Schedule.

Motion #12. Motion by Smith, supported by Sulfaro to approve the 2026 Holiday Schedule, as presented.

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

Motion carried.

Approve 2026 Regular Board Meeting Schedule.

Motion #13. Motion by Merkle, supported by Smith to approve the 2026 Regular Board Meeting Schedule, as presented.

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

Motion carried.

Approve Salary and Wage Scale Amendment #35 for employees, effective January 1, 2026.

Motion #14. Motion by Merkle, supported by Heck to approve the Salary and Wage Scale Amendment #35 for employees, effective January 1, 2026, as presented.

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

Motion carried.

Approve payment to Steven's Disposal in the amount of \$7,750.00 for the Fall Clean Up Day.

Motion #15. Motion by Smith, supported by Sulfaro to approve payment to Steven's Disposal in the amount of \$7,750.00 for the Fall Clean Up Day, as presented.

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

Motion carried.

MONROE CHARTER TOWNSHIP

REGULAR MEETING

MINUTES

November 18, 2025

NEW BUSINESS (con't)

Approve Property & Casualty renewal insurance effective 12/31/25 - 12/31/26 with Trident Public Risk Solutions in the amount of \$104,826.00.

Motion #16. Motion by Smith, supported by Merkle to approve Property & Casualty renewal insurance effective 12/31/25 - 12/31/26 with Trident Public Risk Solutions in the amount of \$104,826.00, as presented.

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

Approve payment to the Monroe County Finance Department in the amount of \$278,431.06 for the Monroe County Loop Trail Project Construction contract dated 4/23/2025.

Motion #17. Motion by Merkle, supported by Smith to approve payment to the Monroe County Finance Department in the amount of \$278,431.06 for the Monroe County Loop Trail Project Construction contract dated 4/23/2025, as presented.

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

Approve sending the Clerk to Michigan Association of Municipal Clerks Institute in Mount Pleasant, March 8, 2026- March 13, 2026, to include registration, lodging and meals.

Motion #18. Motion by Heck, supported by Sulfaro to approve sending the Clerk to Michigan Association of Municipal Clerks Institute in Mount Pleasant, March 8, 2026- March 13, 2026, to include registration, lodging and meals, as presented.

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

Consider approving Chief Hernandez to seek bids for cameras & other security measures for Fire Station #1, as outlined in proposed RFP.

Motion #19. Motion by Smith, supported by Heck to consider approving Chief Hernandez to seek bids for cameras & other security measures for Fire Station #1, as outlined in proposed RFP, as presented.

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

Consider bid proposal from Samsara for Security Cameras in emergency vehicles for next year, in the amount of \$21,195.90 for 36 months for Fire Department.

Motion #20. Motion by Smith, supported by Merkle to consider bid proposal from Samsara for Security Cameras in emergency vehicles for next year, in the amount of \$21,195.90 for 36 months for Fire Department, as presented.

MONROE CHARTER TOWNSHIP

REGULAR MEETING

MINUTES

November 18, 2025

NEW BUSINESS (con't)

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

Consider approving Fire Department annual physicals to be completed by BIO-Care in the amount of \$10,350.00 for 3 years.

Motion #21. Motion by Merkle, supported by Shipman to consider approving Fire Department annual physicals to be completed by BIO-Care in the amount of \$10,350.00 for 3 years, as presented.

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

Nicholas Ottinger leave of absence as fire fighter for one (1) year starting on October 15, 2025 - October 15, 2026.

Motion #22. Motion by Smith, supported by Heck to approve Nicholas Ottinger leave of absence as fire fighter for one (1) year starting on October 15, 2025 - October 15, 2026, as presented.

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

Approve sending Fire Chief Hernandez to Annual Professional Development Conference in Traverse City, December 4, 2025 – December 7, 2025, to include registration, lodging, transportation and meals.

Motion #23. Motion by Smith, supported by Sulfaro to approve sending Fire Chief Hernandez to Annual Professional Development Conference in Traverse City, December 4, 2025 – December 7, 2025, to include registration, lodging, transportation and meals, as presented.

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

Approve 2026 Roadside mowing contract with the Monroe County Road Commission in the amount of \$15,900.00.

Motion #24. Motion by Smith, supported by Heck to approve 2026 Roadside mowing contract with the Monroe County Road Commission in the amount of \$15,900.00, as presented.

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

Approve 2026 Roadside Primary mowing contract with Monroe County Road Commission in the amount of \$2,225.00.

Motion #25. Motion by Smith, supported by Raymo to approve 2026 Roadside Primary mowing contract with Monroe County Road Commission in the amount of \$2,225.00, as presented.

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

MONROE CHARTER TOWNSHIP

REGULAR MEETING

MINUTES

November 18, 2025

PUBLIC COMMENTS

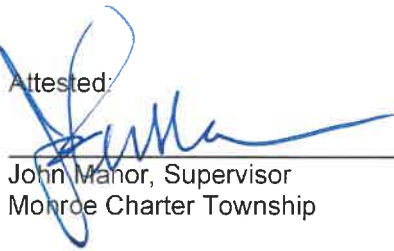
There were no public comments.

ADJOURNMENT

Motion #26. Motion by Smith, supported by Heck to adjourn the Regular Meeting at 7:42 p.m.

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

Motion carried.

Attested: 

John Manor, Supervisor
Monroe Charter Township



Christina Smith, Clerk
Monroe Charter Township