

**MONROE CHARTER TOWNSHIP
MONROE COUNTY, MICHIGAN
Regular Meeting Minutes
September 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, September 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 Shipman, Heck, Raymo, and Merkle.

Others Present: Chief Hernandez and twenty-two (22) audience members.

INVOCATION/PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES (Regular Meeting Minutes of August 19, 2025, Board Workshop Minutes of August 20, 2025, Special Meeting Minutes of August 25, 2025, and Board Workshop Minutes of September 9, 2025).

Motion #1. Motion by Smith, supported by Sulfaro to approve the Budget Workshop Minutes of August 20, 2025, Special Meeting Minutes of August 25, 2025, Budget Workshop Minutes of September 9, 2025, and to postpone approving the Regular Board Meeting Minutes of August 19, 2025, to the October Board Meeting to allow for correction, as presented.

BOARD COMMENTS

Regular Board Meeting Minutes of August 19, 2025, need to be corrected on motion #7. Trustee Raymo was listed twice in the roll call vote and Trustee Merkle's vote was omitted.

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

APPROVE PAYMENT OF BILLS/INVOICES

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

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

PLANNING COMMISSION REPORT

Motion #3. Motion by Smith, supported by Merkle to approve the Planning Commission Report, as presented.

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

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FIRE DEPARTMENT REPORT

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

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

SHERIFFS OFFICE REPORT

Motion #5, Motion by Smith, supported by Merkle to accept and place on file the Sheriff's Office Report for the month of August 2025, as presented.

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

BLIGHT REPORT

Motion #6. Motion by Raymo, supported by Sulfaro to approve the blight report, as presented.

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

CONSENT AGENDA

Financial Reports:

1. Clerk's 2025 Budget Summary Report, period ending August 31, 2025.
2. Treasurer's Monthly Statement of Bank Accounts & Investments, period ending August 31, 2025.
3. ARPA Funds Activity to date.

General Reports:

1. Supervisor
2. Building Official
3. Blight Report
4. Zoning Enforcement Officer

Communications:

1. Correspondence from Charter Communications dated August 26, 2025 and August 31, 2025 Re: Upcoming Changes

Motion #7. Motion by Heck, supported by Raymo to accept the Consent Agenda, as presented.

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

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RESOLUTIONS

Adopt Resolution #25-12, 2025 General Fund Budget Amendment #2
Adopt Resolution #25,13, 2025 Special Revenue Budget Amendment #2
Adopt Resolution #25-14, 2025 Capital Projects Budget Amendment #2
Adopt Resolution #25-15, 2025 Debt Service Budget Amendment #2

Motion #8. Motion by Smith, supported by Raymo to adopt Resolution #25-12, 2025 General Fund Budget Amendment #2; adopt Resolution #25-13, 2025 Special Revenue Budget Amendment #2; adopt Resolution #25-14, 2025 Capital Projects Budget Amendment #2; adopt Resolution #25-15, 2025 Debt Service Budget Amendment #2, as presented.

BOARD COMMENT

Year is listed incorrectly on the agenda for all amendments as 2024 and should be 2025.

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

NEW BUSINESS

Approve payment to Mannik & Smith Group in the amount of \$9,200.00, for survey invoice pertaining to the split and purchase of 2.75 acres located at 4845 E. Dunbar Road.

Motion #9. Motion by Smith, supported by Sulfaro to approve payment to Mannik & Smith Group in the amount of \$9,200.00, for survey invoice pertaining to the split and purchase of 2.75 acres located at 4845 E. Dunbar Road, as presented.

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

Consider approving duct work cleaning bid for Township Offices.

Motion #10. Motion by Merkle, supported by Smith to consider approving duct work cleaning bid for Township Offices from FreshAir Solutions at a cost of \$4,100.00 contingent on insurance requirements being met, as presented.

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

Consider sending Fire Chief Hernandez to a one-day Open House for HME & Dinges on September 23, 2025, in Grand Rapids and to include meals, transportation, and conference costs.

BOARD COMMENT

Flyer included in Board packet stated that meals and lodging are provided by Dinges.

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NEW BUSINESS (con't)

Motion #11. Motion by Smith, supported by Sulfaro to consider sending Fire Chief Hernandez to a one-day Open House for HME & Dinges on September 23, 2025, in Grand Rapids and to include transportation, as presented.

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

Consider approving purchase of software from Central Square in the amount of \$840.00 for the Fire Department/Central Dispatch.

Motion #12. Motion by Shipman, supported by Smith to consider approving purchase of software from Central Square in the amount of \$840.00 for the Fire Department/Central Dispatch.

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

Consider approving the purchase of 8 tablets through Verizon for the Fire Department and to include contract for public safety access at a cost of \$160.00 monthly.

Motion #13. Motion by Smith, supported by Heck to consider approving the purchase of 8 tablets through Verizon for the Fire Department and to include contract for public safety access at a cost of \$160.00 monthly, as presented.

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

Approve list of items to dispose of from the Fire Department.

Motion #14. Motion by Heck, supported by Shipman to approve list of items to dispose of from the Fire Department, as presented.

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

Approve hiring Austin Obuch for the Maintenance Assistant job effective 9/17/25 and contingent on pre-employment screening process.

Motion #15. Motion by Raymo, supported by Smith to approve hiring Austin Obuch for the Maintenance Assistant job to be effective contingent on pre-employment screening process being received by the Clerk, as presented.

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

Postponed from Township Board Meeting of 8/19/25, Anna Sloan, LLC renewal of marihuana business adult use retailer license (Urb) at 14515 LaPlaisance Rd. (Property I.D. #5812-010-234-00) from 10/5/25 – 10/5/26.

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NEW BUSINESS (con't)

Motion #16. Motion by Smith, supported by Merkle to approve Anna Sloan, LLC renewal of marihuana business adult use retailer license (Urb) at 14515 LaPlaisance Rd. (Property I.D. 5812-010-234-00) from 10/5/25 – 10/5/26, as presented.

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

Motion carried.

TC MI Ann Arbor 2 LLC, renewal of marihuana business adult use retailer license (W. Cannabis) at 1118 S. Telegraph Rd, A (Property I.D. #5812-020-067-20) from 11/3/25- 11/3/26.

Motion #17. Motion by Smith, supported by Heck to approve TC MI Ann Arbor 2 LLC, renewal of marihuana business adult use retailer license (W. Cannabis) at 1118 S. Telegraph Rd, A (Property I.D. #5812-020-067-20) from 11/3/25- 11/3/26, as presented.

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

Motion carried.

Quality Roots Inc, renewal of marihuana business adult use retailer license (Quality Roots) at 1121 S. Monroe St. (Property I.D.# 5812-020-206-30) from 10/20/25 – 10/20/26.

Motion #18. Motion by Raymo, supported by Heck to approve Quality Roots Inc, renewal of marihuana business adult use retailer license (Quality Roots) at 1121 S. Monroe St. (Property I.D.# 5812-020-206-30) from 10/20/25 – 10/20/26, as presented.

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

Motion carried.

Fire Farm LLC, renewal of marihuana business adult use retailer license (Crave) at 1100 S. Monroe St. (Property I.D. #5812-020-216-00) from 10/13/25 – 10/13/26.

Motion #19. Motion by Merkle, supported by Shipman to approve Fire Farm LLC, renewal of marihuana business adult use retailer license (Crave) at 1100 S. Monroe St. (Property I.D. #5812-020-216-00) from 10/13/25 – 10/13/26, as presented.

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

Motion carried.

Urb (2nd special event for 2025), 14515 LaPlaisance Rd, (Property I.D. #5812-010-234-00) on 10/3/25 from 9 a.m. to 7 p.m.

Motion #20. Motion by Smith, supported by Raymo to approve Urb (2nd special event for 2025), 14515 LaPlaisance Rd, (Property I.D. #5812-010-234-00) on 10/3/25 from 9 a.m. to 7 p.m, as presented.

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

Motion carried.

NU Group LLC, renewal of marihuana business grower license at 14500 LaPlaisance Road., A20-A40 (Property I.D. #5812-010-221-20) from 10/5/25 – 10/5/26).

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NEW BUSINESS (con't)

Motion #21. Motion by Smith, supported by Shipman to approve NU Group LLC, renewal of marihuana business grower license at 14500 LaPlaisance Road., A20-A40 (Property I.D. #5812-010-221-20) from 10/5/25 – 10/5/26), as presented.

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

Motion carried.

NU Group LLC, renewal of marihuana adult retailer license at 14498 LaPlaisance Road (Property I.D. #5812-010-221-00) from 10/20/25 – 10/20/26.

Motion #22. Motion by Raymo, supported by Heck to approve NU Group LLC, renewal of marihuana adult retailer license at 14498 LaPlaisance Road (Property I.D. #5812-010-221-00) from 10/20/25 – 10/20/26, as presented.

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

Motion carried.

Approve promoting Lt. Scott J. McCarty to Captain of the Monroe Charter Township Fire Department.

Motion #23. Motion by Smith, supported by Sulfaro to approve promoting Lt. Scott J. McCarty to Captain of the Monroe Charter Township Fire Department, as presented.

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

Motion carried.

PUBLIC COMMENTS

Public comments began at 7:37 p.m. and ended at 7:44 p.m.

There was 1 public comment regarding blight in Ravenwood Subdivision.

ADJOURNMENT

Motion #24. Motion by Smith, supported by Raymo, to adjourn the meeting at 7:44 p.m.

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

Motion carried.

Attested:



John Manor, Supervisor
Monroe Charter Township



Christina Smith, Clerk
Monroe Charter Township