

**MONROE CHARTER TOWNSHIP
MONROE COUNTY, MICHIGAN
Regular Meeting Minutes
August 19, 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, August 19, 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, Heck, Merkle and Shipman.

Others Present: Chief Hernandez, Attorney McCormick, Representative Bruck and eleven (11) audience members.

INVOCATION/PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES (Regular Meeting Minutes of July 15, 2025).

Motion #1. Motion by Raymo, supported by Sulfaro to approve the Regular Meeting Minutes of July 15, 2025, as presented.

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

Motion carried.

APPROVE PAYMENT OF BILLS/INVOICES

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

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

Motion carried.

ZONING BOARD OF APPEAL REPORT

Motion #3. Motion by Smith, supported by Sulfaro to accept the Zoning Board of Appeal Report for the month of August 2025, as presented.

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

Motion carried.

FIRE DEPARTMENT REPORT

***Fire Committee Report**

***Fire Hydrant Maintenance Report July 10, 2025 - August 8, 2025**

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

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

Motion carried.

MONROE CHARTER TOWNSHIP

REGULAR MEETING

MINUTES

August 19, 2025

SHERIFFS OFFICE REPORT

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

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

Motion carried.

CONSENT AGENDA

Financial Reports:

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

General Reports:

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

Communications:

1. Correspondence from Charter Communications dated June 25, July 3 and July 15, 2025 Re: Upcoming Changes
2. Correspondence from DIRECTV dated July 28, 2025 Re: Annual Video Report
3. Correspondence from Comcast dated August 11, 2025 Re: Programming Advisory

Motion #6. Motion by Heck, supported by Sulfaro to accept the Consent Agenda, as presented.

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

Motion carried.

RESOLUTION

Resolution #25-11, Investment & Depository Policy (updated)

Motion #7. Motion by Smith, supported by Raymo to approve Resolution #25-11, Investment & Depository Policy, as presented.

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

NEW BUSINESS

Authorize the Supervisor and Clerk to sign the 2025 Tax Rate Request Form L- 4029.

Motion #8. Motion by Smith, supported by Sulfaro to authorize the Supervisor and Clerk to sign the 2025 Tax Rate Request Form L- 4029, as presented.

MONROE CHARTER TOWNSHIP

REGULAR MEETING

MINUTES

August 19, 2025

NEW BUSINESS (con't)

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

Approve hiring Jeff Peters as Maintenance Supervisor and approve hourly rate increase to be retroactive to July 21, 2025.

Motion #9. Motion by Smith, supported by Sulfaro to approve hiring Jeff Peters as Maintenance Supervisor and approve hourly rate increase to be retroactive to July 21, 2025, as presented.

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

Approve posting Maintenance Assistant position internally.

Motion #10. Motion by Raymo, supported by Heck to approve posting Maintenance Assistant position internally, as presented.

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

Approve advertising for Maintenance Assistant position, if necessary.

Motion #11. Motion by Smith, supported by Merkle to approve advertising for Maintenance Assistant position, if necessary, as presented.

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

Consider sending Assistant Fire Inspector Scott Pancone to the Michigan Fire Inspectors Society Fall Educational Conference from September 16th-19th, 2025 and to include meals, lodging, transportation and conference costs.

Motion #12. Motion by Smith, supported by Heck to approve sending Assistant Fire Inspector Scott Pancone to the Michigan Fire Inspectors Society Fall Educational Conference from September 16th-19th, 2025 and to include meals, lodging, transportation and conference costs contingent on release to return to work, as presented.

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

Consider a cost revision for the purchase of the Pierce Velocity PUC Pumper truck for the Fire Department.

Motion #13. Motion by Smith, supported by Sulfaro to approve a cost revision for the purchase of the Pierce Velocity PUC Pumper truck for the Fire Department at an additional increase of \$74,948 for a total cost of \$1,101,980.00, as presented.

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

MONROE CHARTER TOWNSHIP

REGULAR MEETING

MINUTES

August 19, 2025

NEW BUSINESS (con't)

Consider approving 3-year service contract with MacQueen for preventative maintenance on extrication tools and power units for the Fire Department.

Motion #14. Motion by Smith, supported by Manor to Consider approving 3-year service contract with MacQueen for preventative maintenance on extrication tools and power units for the Fire Department, as presented.

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

Motion carried.

Jars Holdings, LLC renewal of marihuana business adult use retailer license (Jars) of 15519 S. Telegraph Rd. (Property I.D. #5812-020-072-01) from 10/20/25- 10/20/26, contingent upon approval from Township Fire Inspector.

Motion #15. Motion by Smith, supported by Heck to approve Jars Holdings, LLC renewal of marihuana business adult use retailer license (Jars) of 15519 S. Telegraph Rd. (Property I.D. #5812-020-072-01) from 10/20/25- 10/20/26, contingent upon approval from Township Fire Inspector, as presented.

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

Motion carried.

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, contingent upon approval from Township Fire Inspector.

Motion #16. Motion by Sulfaro, supported by Smith to postpone to the September Board meeting for 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, contingent upon approval from Township Fire Inspector, as presented.

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

Motion carried.

Monroe Solutions, LLC renewal of marihuana business adult use retailer license (Dacut) at 14921 LaPlaisance Rd. (Property I.D. #5812-020-500-01) from 10/3/25 - 10/3/26.

Motion #17. Motion by Raymo, supported by Shipman to approve Monroe Solutions, LLC renewal of marihuana business adult use retailer license (Dacut) at 14921 LaPlaisance Rd. (Property I.D. #5812-020-500-01) from 10/3/25 - 10/3/26, as presented.

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

Motion carried.

Attitude Wellness, LLC renewal of marihuana business adult use retailer license (Lume) at 15391 South Dixie Hwy. (Property I.D. #5812-210-001-00) from 10/13/25-10/13/26, contingent upon approval from Township Fire Inspector.

MONROE CHARTER TOWNSHIP

REGULAR MEETING

MINUTES

August 19, 2025

NEW BUSINESS (con't)

Motion #18. Motion by Raymo, supported by Merkle to approve Attitude Wellness, LLC renewal of marihuana business adult use retailer license (Lume) at 15391 South Dixie Hwy. (Property I.D. #5812-210-001-00) from 10/13/25-10/13/26, contingent upon approval from Township Fire Inspector.

Roll call vote: Raymo yes, Merkle yes, Heck yes, Shipman yes, Sulfaro yes, Smith 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 #19. Motion by Sulfaro, supported by Smith to postpone to the September Board meeting 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: Sulfaro yes, Smith yes, Shipman yes, Heck yes, Raymo yes, Merkle yes, Manor yes.
Motion carried.

Approve Kinzit to remove and destroy old hard drives and computers.

Motion #20. Motion by Smith, supported by Sulfaro to approve Kinzit to remove and destroy old hard drives and computers, as presented.

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

Consider approving 2026 Kay Drive Park project.

Motion #21. Motion by Smith, supported by Raymo to consider approving 2026 Kay Drive Park project, as presented.

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

Consider approving five (5) additional e-mails for Fire Department Officers at a cost of \$150.00, per e-mail annually.

Motion #22. Motion by Smith, supported by Sulfaro to consider approving five (5) additional e-mails for Fire Department Officers at a cost of \$150.00, per e-mail annually, as presented.

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

Approve payment for the purchase of 2.75 acres located at 4845 E. Dunbar Rd., Monroe MI 48161, in the amount of \$54,329.00, less \$5,000 earnest down payment for a total of \$49,329.00.

Motion #23. Motion by Smith, supported by Sulfaro to approve payment for the purchase of 2.75 acres located at 4845 E. Dunbar Rd., Monroe MI 48161, in the amount of \$54,329.00, less \$5,000 earnest down payment for a total of \$49,329.00, as presented.

MONROE CHARTER TOWNSHIP

REGULAR MEETING

MINUTES

August 19, 2025

NEW BUSINESS (con't)

Roll call vote: Smith yes, Sulfaro yes, Heck yes, Merkle yes, Raymo no, Shipman yes, Manor yes. **Motion carried.**

Accept with regret resignation of James Assenmacher from the Salary Compensation Commission effective immediately.

Motion #24. Motion by Smith, supported by Heck to accept with regret resignation of James Assenmacher from the Salary Compensation Commission effective immediately, as presented.

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

Approve appointment of Scott Burns to the Salary Compensation Commission effective immediately (term expiration date 01-01-2028).

Motion #25. Motion by Smith, supported by Raymo to Approve appointment of Scott Burns to the Salary Compensation Commission effective immediately (term expiration date 01-01-2028), as presented.

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

PUBLIC COMMENTS

Public comments began at 7:48 p.m. and ended at 7:59 p.m.

The new Blight Officer introduced himself to the Board and discussed the progress he's made over the last 6 weeks.

Representative Bruck apprised the Board of the upcoming budget workshops in Lansing and addressed some of the concerns regarding the MDOT projects.

CLOSED SESSION

Move that the Township Board go into closed session pursuant to MCL 15.268(1)(e) which provides that a public body may go into closed session to "consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body" and pursuant to MCL 15.268 (d) "for the purpose of discussing the purchase or lease of real estate."

Motion #26. Motion by Smith, supported by Heck to move that the Township Board go into closed session at 7:59 p.m. pursuant to MCL 15.268(1)(e) which provides that a public body may go into closed session to "consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body" and pursuant to MCL 15.268 (d) "for the purpose of discussing the purchase or lease of real estate."

MONROE CHARTER TOWNSHIP

REGULAR MEETING

MINUTES

August 19, 2025

CLOSED SESSION (con't)

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

RECONVENE OPEN SESSION

Motion #27. Motion by Raymo, supported by Heck to reconvene open session at 9:00 p.m.

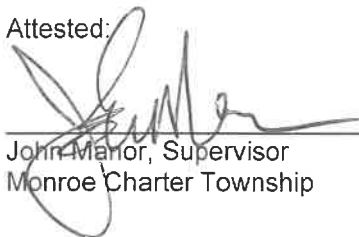
Roll call vote: Raymo yes, Heck yes, Sulfaro yes, Merkle yes, Shipman yes, Smith yes, Manor yes.
Motion carried.

ADJOURNMENT

Motion #28. Motion by Raymo, supported by Heck to adjourn the meeting at 9:03 p.m.

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

Attested:



John Manor, Supervisor
Monroe Charter Township



Christina Smith, Clerk
Monroe Charter Township