

**MONROE CHARTER TOWNSHIP  
MONROE COUNTY, MICHIGAN  
Regular Meeting Minutes  
December 19, 2023  
7:00 p.m**

**CALL TO ORDER**

A meeting of the Monroe Charter Township Board was called to order by Supervisor Alan Barron at 7:00 p.m. on Tuesday, December 19, 2023 from the Monroe Charter Township Hall, 4925 East Dunbar Road, Monroe County, Michigan.

**ROLL CALL**

**Present:** Supervisor Barron, Clerk Smith, Treasurer Barton, Trustee's Raymo, Manor, Janssens and Howe.

**Others Present:** Attorney McCormick, Chief Cherney and twenty-one (21) audience members.

**INVOCATION/PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES (Regular Meeting Minutes of November 21, 2023 and Public Hearing/Special Meeting Minutes of November 28, 2023).**

**Motion #1.** Motion by Manor, supported by Raymo to approve the Regular Meeting Minutes of November 21, 2023 and Public Hearing/Special Meeting Minutes of November 28, 2023, as presented.

Roll call vote: Manor yes, Raymo yes, Barton yes, Howe yes, Janssens yes, Smith yes, Barron yes.

**Motion carried.**

**APPROVE PAYMENT OF BILLS/INVOICES**

**Motion #2.** Motion by Howe, supported by Janssens to approve the payment of bills/invoices as listed by the Clerk, as presented.

Roll call vote: Howe yes, Janssens yes, Smith yes, Barton yes, Raymo yes, Manor yes, Barron yes.

**Motion carried.**

**PLANNING COMMISSION REPORT**

**Motion #3.** Motion by Smith, supported by Howe to accept the Planning Commission report, as presented.

Roll call vote: Smith yes, Howe yes, Manor yes, Janssens yes, Raymo yes, Barton yes, Barron yes.

**Motion carried.**

**FIRE DEPARTMENT REPORT**

**Motion #4.** Motion by Janssens, supported by Raymo to accept and place on file the Fire Department report for the month of November 2023, as presented.

Roll call vote: Janssens yes, Raymo yes, Smith yes, Howe yes, Manor yes, Barton yes, Barron yes.

**Motion carried.**

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**SHERIFF DEPARTMENT REPORT**

**Motion #5.** Motion by Raymo, supported by Howe to accept and place on file the Sheriff Department report for the month of November 2023, as presented.

Roll call vote: Raymo yes, Howe yes, Barton yes, Manor yes, Janssens yes, Smith yes, Barron yes.

**Motion carried.**

**CONSENT AGENDA**

**Financial Reports:**

1. Clerk's 2023 Budget Summary Report, period ending November 30, 2023.
2. Treasurer's Monthly Statement of Bank Accounts & Investments, period ending November 30, 2023.

**General Reports:**

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

**Communications:**

1. Correspondence Comcast Communications dated November 16, 2023,  
Re: Price changes
2. Correspondence Comcast Communications dated December 5, 2023,  
Re: Programming Advisory
3. Correspondence from Charter Communications dated November 21, 2023,  
Re: Upcoming Changes
4. Correspondence from Charter Communications dated November 30, 2023,  
Re: Upcoming Changes

**Motion #6.** Motion by Manor, supported by Howe to accept the Consent Agenda and place on file, as presented.

Roll call vote: Manor yes, Howe yes, Barton yes, Raymo yes, Smith yes, Janssens yes, Barton yes.

**Motion carried.**

**NEW BUSINESS**

**Approve Nick Ottinger as Fire Fighter.**

**Motion #7.** Motion by Howe, supported by Raymo to approve Nick Ottinger as Fire Fighter, as presented.

Roll call vote: Howe yes, Raymo yes, Barton yes, Smith yes, Manor yes, Janssens yes, Barron yes.

**Motion carried.**

**CLOSED SESSION**

**Move that the Board of Trustees convene in closed session under section 8(1)(h) of the Open Meetings Act, to consider material exempt from disclosure by state statute, section 13(1)(g) of the Freedom of Information Act, being a letter from its attorney dated December 13, 2023, for the**

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**CLOSED SESSION (con't)**

**reason that the letter is exempt from disclosure under State law due to the attorney-client privilege.**

**Motion #8.** Motion by Smith, supported by Manor to convene into closed session at 7:16 p.m. under section 8(1)(h) of the Open Meetings Act, to consider material exempt from disclosure by state statute, section 13(1)(g) of the Freedom of Information Act, being a letter from its attorney dated December 13, 2023, for the reason that the letter is exempt from disclosure under State law due to the attorney-client privilege, as presented.

Roll call vote: Smith yes, Manor yes, Janssens yes, Barton yes, Raymo yes, Howe yes, Barron yes.

**Motion carried.**

**RECOVENE OPEN SESSION**

**Motion #9.** Motion by Raymo, supported by Janssens to reconvene open session at 7:41 p.m.

Roll call vote: Raymo yes, Janssens yes, Howe yes, Smith yes, Manor yes, Barton yes, Barron yes.

**Motion carried.**

**ORDINANCE**

**Waive first reading to amend Zoning Ordinance 52-2010 to include text amendments to Article 11, Signs, to further regulate temporary signs, temporary outdoor special event signs, single-tenant pole signs, multi-tenant pole signs, multi-tenant ground monument signs and nonconforming signs, and to have published in the Monroe News and brought back the January 16, 2024, Regular Meeting of the Monroe Charter Township Board.**

**Motion #10.** Motion by Manor, supported by Smith to waive first reading to amend Zoning Ordinance 52-2010 to include text amendments to Article 11, Signs, to further regulate temporary signs, temporary outdoor special event signs, single-tenant pole signs, multi-tenant pole signs, multi-tenant ground monument signs and nonconforming signs, and to have published in the Monroe News and brought back the January 16, 2024, Regular Meeting of the Monroe Charter Township Board, as presented.

Roll call vote: Manor yes, Smith yes, Janssens yes, Howe yes, Raymo yes, Barton yes, Barron yes.

**Motion carried.**

**NEW BUSINESS (con't)**

**Authorize Supervisor and Clerk to sign 2024 Monroe Charter Township Firefighters Agreement.**

**Motion #11.** Motion by Smith, supported by Manor to authorize Supervisor and Clerk to sign 2024 Monroe Charter Township Firefighters Agreement with \$1 million/\$2 million liability limits, as presented.

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**NEW BUSINESS (con't)**

**BOARD COMMENTS**

Concerns over new insurance requirements in proposed contract were discussed. Association would like to discuss these concerns at their next meeting.

Roll call vote: Smith no, Manor no, Howe no, Raymo no, Barton no, Janssens no, Barron no. **Motion denied.**

**Authorize a 1-month extension of the 2023 Monroe Charter Township Firefighters Association contract.**

**Motion #12.** Motion by Raymo, supported by Howe to authorize a 1-month extension of the 2023 Monroe Charter Township Firefighters Association contract, as presented.

Roll call vote: Raymo yes, Howe yes, Smith yes, Manor yes, Barton yes, Janssens yes, Barron yes.

**Motion carried.**

**Approve hiring of Steve Peterson as interim Plumbing Inspector to fill in as needed for Plumbing Inspector Butch Weiss, effective December 7, 2023, as recommended by Community Development Director/Zoning Officer.**

**Motion #13.** Motion by Smith, supported by Barton to approve hiring of Steve Peterson as interim Plumbing Inspector to fill in as needed for Plumbing Inspector Butch Weiss, effective December 7, 2023, as recommended by Community Development Director/Zoning Officer, as presented.

Roll call vote: Smith yes, Barton yes, Janssens yes, Raymo yes, Howe yes, Manor yes, Barron yes.

**Motion carried.**

**Approve payment to West Shore Services, Inc., in the amount of \$24,564.75 for Warning Siren Head replacement at 2900 W. Albain Road.**

**Motion #14.** Motion by Smith, supported by Howe to approve payment to West Shore Services, Inc., in the amount of \$24,564.75 for Warning Siren Head replacement at 2900 W. Albain Road, as presented.

Roll call vote: Smith yes, Howe yes, Manor yes, Janssens yes, Raymo yes, Barton yes, Barron yes.

**Motion carried.**

**Authorize payment of 2023 Annual membership dues to SEMCOG in the amount of \$1,805.00.**

**Motion #15.** Motion by Smith, supported by Manor to authorize payment of 2023 Annual membership dues to SEMCOG in the amount of \$1,805.00, as presented.

Roll call vote: Smith yes, Manor yes, Howe yes, Raymo yes, Barton yes, Janssens yes, Barron yes.

**Motion carried.**

**Authorize payment of 2023-2024 Annual package renewal to David Chapman Insurance & Bond Agency in the amount of \$73,211.00.**

**Motion #16.** Motion by Smith, supported by Manor to authorize payment of 2023-2024 Annual package renewal to David Chapman Insurance & Bond Agency in the amount of \$73,211.00, as presented.

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**NEW BUSINESS (con't)**

Roll call vote: Smith yes, Manor yes, Raymo yes, Barton yes, Howe yes, Janssens yes, Barron yes.  
**Motion carried.**

**Approve 2024 Appointments, as recommended by Supervisor.**

**Motion #17.** Motion by Manor, supported by Smith to approve 2024 Appointments, as recommended by Supervisor, as presented.

Roll call vote: Manor yes, Smith yes, Barton yes, Raymo yes, Janssens yes, Howe yes, Barron yes.  
**Motion carried.**

**Approve use of Nature Center for "Native Plant Sale", sponsored by Monroe Conservation District on Thursday, June 13th, 2024, from 4:00 p.m. 7:00 p.m., (setup 1:00 p.m. - 4:00 p.m.) with fees being waived.**

**Motion #18.** Motion by Barton, supported by Smith to approve use of Nature Center for "Native Plant Sale", sponsored by Monroe Conservation District on Thursday, June 13th, 2024, from 4:00 p.m. 7:00 p.m., (setup 1:00 p.m. - 4:00 p.m.) with fees being waived, as presented.

Roll call vote: Barton yes, Smith yes, Janssens yes, Raymo yes, Howe yes, Manor yes, Barron yes.  
**Motion carried.**

**Approve request of Michigan Department of Health and Human Services to host the Michigan Chemical Exposure Monitoring lab on February 7-9, 2024 in the Township Parking Lot.**

**Motion #19.** Motion by Smith, supported by Janssens to approve request of Michigan Department of Health and Human Services to host the Michigan Chemical Exposure Monitoring lab on February 7-9, 2024 in the Township Parking Lot, as presented.

Roll call vote: Smith yes, Janssens yes, Howe yes, Manor yes, Barton yes, Raymo yes, Barron yes.  
**Motion carried.**

**Approve addendum to Employee Personnel Policy as stated: On even election years only where 9 days of early voting is required Clerk's staff may carry up to 5 vacation days to the following year and must be used within the first 3 months of the year or they can opt to be paid out on the unused days. Must be decided no later than December 15th of that year. On instances where they must work a paid Holiday due to the 9 days early voting. Clerk's staff may be paid additionally or take the paid Holiday within 30 days following the election. (Personnel Policy changes for the Clerk's Office only)**

**Motion #20.** Motion by Howe, supported by Smith to approve addendum to Employee Personnel Policy as stated: On even election years only where 9 days of early voting is required Clerk's staff may carry up to 5 vacation days to the following year and must be used within the first 3 months of the year or they can opt to be paid out on the unused days. Must be decided no later than December 15th of that year. On instances where they must work a paid Holiday due to the 9 days early voting. Clerk's staff may be paid additionally or take the paid Holiday within 30 days following the election. Personnel policy changes for the Clerk's Office only, as presented.

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Roll call vote: Howe yes, Smith yes, Manor yes, Raymo yes, Barton yes, Janssens yes, Barron yes.

**Motion carried.**

**Approve payment to the State of Michigan MiDeal in the amount of \$230.00.**

**Motion #21.** Motion by Smith, supported by Manor to approve payment to the State of Michigan MiDeal in the amount of \$230.00, as presented.

Roll call vote: Smith yes, Manor yes, Janssens yes, Howe yes, Raymo yes, Barton yes, Barron yes.

**Motion carried.**

**Consider accepting a \$100,000 personal guarantee, with \$5,000.00 to be held in escrow from Michigan Pure Green (Dispo).**

**Motion #22.** Motion by Barton, supported by Manor to Consider accepting a \$100,000 personal guarantee, with \$5,000.00 to be held in escrow from Michigan Pure Green (Dispo), as presented.

Roll call vote: Barton no, Manor no, Raymo no, Janssens no, Smith no, Howe no, Barron no. **Motion denied.**

**Consider accepting \$100,000 cash or bond from Michigan Pure Green (Dispo) to be received no later than 01/05/2024.**

**Motion #23.** Motion by Raymo, supported by Smith to consider accepting \$100,000 cash or bond from Michigan Pure Green (Dispo) to be received no later than 01/05/2024, as presented.

Roll call vote: Raymo yes, Smith yes, Barton yes, Janssens yes, Manor yes, Howe yes, Barron yes.

**Motion carried.**

**Request authorization to order potential appraisals for Monroe Dixie LLC, properties involved are 15237 South Dixie Highway (Lino's Car Wash) and 15311 South Dixie Highway (Pure Cannabis Outlet) not to exceed \$5,000 as requested by Assessor Cathy Cousineau.**

**Motion #24.** Motion by Smith, supported by Raymo to consider request to authorize potential appraisals for Monroe Dixie LLC, properties involved are 15237 South Dixie Highway (Lino's Car Wash) and 15311 South Dixie Highway (Pure Cannabis Outlet) not to exceed \$5,000 as requested by Assessor Cathy Cousineau, as presented.

Roll call vote: Smith yes, Raymo yes, Janssens yes, Barton yes, Howe yes, Manor yes, Barron yes.

**Motion carried.**

**PUBLIC COMMENTS**

Public comments began at 8:09 p.m. and ended at 8:14 p.m.

There were two comments. One regarding blight near Vineyard Drive and the other was regarding an appointment request for the Pedestrian Bike Trail Committee.


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**ADJOURNMENT**

**Motion #24.** Motion by Smith, supported by Janssens to adjourn the Regular Meeting at 8:14 p.m.

Roll call vote: Smith yes, Janssens yes, Raymo yes, Barton yes, Howe yes, Manor yes, Barron yes.  
**Motion carried.**



Christina Smith, Clerk

Monroe Charter Township

Attested:



Alan Barron, Supervisor

Monroe Charter Township