

**MONROE CHARTER TOWNSHIP  
MONROE COUNTY, MICHIGAN  
Regular Meeting Minutes  
January 21, 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, January 21, 2025 from the Monroe Charter Township Hall, 4925 East Dunbar Road, Monroe County, Michigan.

**ROLL CALL**

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

**Others Present:** Chief Cherney, Attorney McCormick, Representative Bruck and nine (9) audience members.

**INVOCATION/PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES (Regular Meeting Minutes of December 17, 2024 and Closed Session Minutes of December 17, 2024).**

**Motion #1.** Motion by Raymo, supported by Heck to approve the Regular Meeting Minutes of December 17, 2024 and Closed Session Minutes of December 17, 2024, as presented.

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

**APPROVE PAYMENT OF BILLS/INVOICES**

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

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

**FIRE DEPARTMENT REPORT**

**Motion #3.** Motion by Smith, supported by Heck to accept and place on file the Fire Department Report for the month of December 2024, as presented.

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

**SHERIFF DEPARTMENT REPORT**

**Motion #4.** Motion by Smith, supported by Raymo to accept and place on file the Sheriff Department Report for the month of December 2024, as presented.

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

**MONROE CHARTER TOWNSHIP**

**REGULAR MEETING**

**MINUTES**

**January 21, 2025**

**CONSENT AGENDA**

**A. Financial Reports:**

1. Clerk's 2024 Budget Summary Report, period ending December 31, 2024.
2. Treasurer's Monthly Statement of Bank Accounts & Investments, period ending December 31, 2024.
3. Authorize Supervisor and Clerk to sign 2025 Monroe Charter Township Firefighters Agreement.
4. Authorize Supervisor and Clerk to sign contract with the Monroe County Road Commission for dust control at a cost of \$450.00.
5. Approve membership dues to River Raisin Watershed Council for 2025 for \$100.
6. Consider annual support renewal in the amount of \$498.00 for Soniclear digital recording software.
7. Approve renewal of MiDEAL in the amount of \$230.00 (January 1, 2025 – December 31, 2025).
8. Approve 1<sup>st</sup> quarter 2025 service agreement for \$750.00 to the Monroe County Business Alliance.

**B. General Reports:**

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

**C. Communications:**

1. Correspondence Comcast Communications dated January 2, 2025,  
Re: Upcoming Changes
2. Correspondence from Charter Communications dated December 16, 2024,  
Re: Upcoming Changes

**Motion #5.** Motion by Smith, supported by Sulfaro to accept and place on file the Consent Agenda, as presented.

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

**PROCLAMATION**

**Proclamation #25-01, Proclamation honoring David Noland for 62 years of Scouting Service.**

**Motion #6.** Motion by Smith, supported by Raymo to approve Proclamation #25-01, Proclamation honoring David Noland for 62 years of Scouting Service, as presented.

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

**MONROE CHARTER TOWNSHIP**

**REGULAR MEETING**

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**RESOLUTIONS**

**Adopt Resolution #25-01, set Poverty Exemption Guidelines; Adopt Resolution #25-02, 2024 General Fund Y/E Budget Amendment; Adopt Resolution #25-03, 2024 Special Revenue Fund Y/E Budget Amendment; Adopt Resolution #25-04, 2024 Capital Projects Fund Y/E Budget Amendment; Adopt Resolution #25-05, 2024 Debt Service Y/E Fund Budget Amendment.**

**Motion #7.** Motion by Smith, supported by Merkle to Adopt Resolution #25-01, set Poverty Exemption Guidelines; Adopt Resolution #25-02, 2024 General Fund Y/E Budget Amendment; Adopt Resolution #25-03, 2024 Special Revenue Fund Y/E Budget Amendment; Adopt Resolution #25-04, 2024 Capital Projects Fund Y/E Budget Amendment; Adopt Resolution #25-05, 2024 Debt Service Y/E Fund Budget Amendment, as presented.

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

**NEW BUSINESS**

**Accept and place on file Planning Commission 2024 Annual Report and 2025 Work Plan from McKenna.**

**Motion #8.** Motion by Raymo, supported by Sulfaro to accept and place on file Planning Commission 2024 Annual Report and 2025 Work Plan from McKenna, as presented.

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

**Consider authorizing Township Planner McKenna to update the Zoning Map (not updated since 2010), as proposed in their 2025 work plan and recommended by Kim Fortner, Community Development Director & Zoning Enforcement Officer.**

**Motion #9.** Motion by Smith, supported by Heck to consider authorizing Township Planner McKenna to update the Zoning Map (not updated since 2010), as proposed in their 2025 work plan and recommended by Kim Fortner, Community Development Director & Zoning Enforcement Officer, as presented.

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

**Consider authorizing Township Planner McKenna to update the Landscape Ordinance, as proposed in their 2025 work plan and recommended by Kim Fortner, Community Development Director & Zoning Enforcement Officer.**

**Motion #10.** Motion by Sulfaro, supported by Raymo to consider authorizing Township Planner McKenna to update the Landscape Ordinance, as proposed in their 2025 work plan and recommended by Kim Fortner, Community Development Director & Zoning Enforcement Officer, as presented.

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

**Approve and authorize Supervisor and Clerk to sign agreement with Mannik & Smith Group for construction engineering and inspection fees for the Township Park Addition and Barron's Way Resurfacing projects, in the amount of \$72,900.00.**

**MONROE CHARTER TOWNSHIP**

**REGULAR MEETING**

**MINUTES**

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**NEW BUSINESS (con't)**

**Motion #11.** Motion by Smith, supported by Sulfaro to approve and authorize Supervisor and Clerk to sign agreement with Mannik & Smith Group for construction engineering and inspection fees for the Township Park Addition and Barron's Way Resurfacing projects, in the amount of \$72,900.00, as presented.

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

**Approve Christina Smith, Lisa Sulfaro and any other Board Members that are interested to attend the Annual MTA Educational Conference and Expo March 30, 2025-April 3, 2025 in Grand Rapids, Michigan, including meals, lodging and other related expenses.**

**Motion #12.** Motion by Smith, supported by Heck to approve Christina Smith, Lisa Sulfaro and any other Board Members that are interested to attend the Annual MTA Educational Conference and Expo March 30, 2025-April 3, 2025 in Grand Rapids, Michigan, including meals, lodging and other related expenses, as presented.

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

**Approve May 17, 2025 as Spring Clean-up Day from 9:00 a.m. to 3:00 p.m. and October 18, 2025 as Fall Clean-up Day from 9:00 a.m. to 3:00 p.m., with Steven's Disposal as waste hauler.**

**Motion #13.** Motion by Heck, supported by Smith to approve May 17, 2025 as Spring Clean-up Day from 9:00 a.m. to 3:00 p.m. and October 18, 2025 as Fall Clean-up Day from 9:00 a.m. to 3:00 p.m., with Steven's Disposal as waste hauler, as presented.

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

**Approve contract from Calkins, Hehl, & Rafko for conducting the audit for the year ending December 31, 2024, in the amount of \$18,200.00 and any other additional costs.**

**Motion #14.** Motion by Smith, supported by Sulfaro to approve contract from Calkins, Hehl, & Rafko for conducting the audit for the year ending December 31, 2024, in the amount of \$18,200.00 and any other additional costs, as presented.

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

**Approve and authorize Supervisor and Clerk to sign the following 2025 Township Road Improvement contracts with the Monroe County Road Commission at a total cost of approximately \$ 147,761.00.**

**Motion #15.** Motion by Smith, supported by Sulfaro to amend the approval and authorize Supervisor and Clerk to sign the following 2025 Township Road Improvement contracts with the Monroe County Road Commission, not to include the shared cost projects with LaSalle Township until confirmation of approval, at a total cost of approximately \$ 68,465.00, as presented.

**MONROE CHARTER TOWNSHIP**

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**NEW BUSINESS (con't)**

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

**Authorize Supervisor and Clerk to sign 2025 contract with the Monroe County Road Commission for roadside mowing and approve Precision Irrigation as contractors, at a cost of \$11,500.00.**

**Motion #16.** Motion by Heck, supported by Sulfaro to authorize Supervisor and Clerk to sign 2025 contract with the Monroe County Road Commission for roadside mowing and approve Precision Irrigation as contractors, at a cost of \$11,500.00, as presented.

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

**Accept and place on file letter of resignation from Dale Woolace resigning as the alternate member to the Zoning Board of Appeals, effective immediately.**

**Motion #17.** Motion by Smith, supported by Heck to accept and place on file letter of resignation from Dale Woolace resigning as the alternate member to the Zoning Board of Appeals, effective immediately, as presented.

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

**Accept and place on file letter of resignation from Linda Brehmer resigning as the alternate member to the Board of Review, member of the Parks & Recreation Committee, member of the Salary Compensation Commission and member of the Township Pedestrian/Bike/Trail Committee.**

**Motion #18.** Motion by Smith, supported by Shipman to accept and place on file letter of resignation from Linda Brehmer resigning as the alternate member to the Board of Review, member of the Parks & Recreation Committee, member of the Salary Compensation Commission and member of the Township Pedestrian/Bike/Trail Committee, as presented.

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

**Approve Amended 2025 Appointments, as recommended by Supervisor (new appointments are highlighted).**

**Motion #19.** Motion by Smith, supported by Heck to Approve Amended 2025 Appointments, as recommended by Supervisor, as presented.

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

**MONROE CHARTER TOWNSHIP  
MINUTES**

**REGULAR MEETING  
January 21, 2025**

**PUBLIC COMMENTS**

Public comments began at 7:30 p.m. and ended at 7:39 p.m.

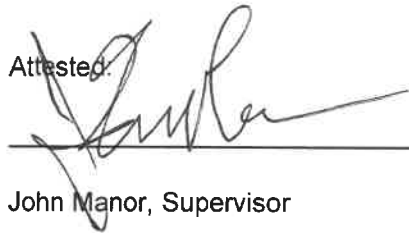
There was one public comment by Representative Bruck regarding the Paid Time Off Bill and Tip Bill.

**ADJOURNMENT**

**Motion #20.** Motion by Smith, supported by Heck to adjourn the meeting at 7:39 p.m.

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

Attested:

  
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John Manor, Supervisor

Monroe Charter Township

  
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Christina Smith, Clerk

Monroe Charter Township