

CHARTER TOWNSHIP OF ROYAL OAK
BOARD OF TRUSTEES REGULAR BOARD MEETING
21131 GARDENLANE, FERNDALE, MI 48220
GYMNASIUM

AGENDA

TUESDAY, JUNE 3, 2025

1. MEETING CALLED TO ORDER

2. INVOCATION

3. ROLL CALL

4. AUTHORIZATION TO EXCUSE MEMBERS FROM THE MEETING Dixon

5. AGENDA

Approve/Disapprove/Additions/Deletions

6. MINUTES

a. Approve/Disapprove minutes from Regular Board Meeting of 05/14/2025

7. SUPERVISOR

Received information June 2, 2025 at 9:00 a.m. - insert

8. CLERK

a. Update

9. TREASURER

1. Approve/disapprove a debit card to be issued to Destynée Nixon (Library Manager) for library operational purposes. The debit card limit will be set at \$1,500 per month. Every month, the library will submit debit card receipts for each transaction to the Finance Department and the Treasurer's office. The finance department will confirm that supporting receipts meet documentation standards and notify the Treasurer to replenish the debit card account. The debit card will only be replenished to a maximum of \$1,500.

2. The Treasurer will create a debit card replenishment form that will need to be completed by Destynée and approved by the Library Board President or Treasurer. The form will need to be completed and submitted monthly with the debit card receipts.

3. Approve/disapprove a separate savings account to be opened for the library, which will be linked to the debit card. The Treasurer will make transfers to this account to cover debit card funds replenishment every month.

4. Approve/disapprove a stop payment processing fee of \$40 per check. This amount will be charged when a check has to be reissued due to the vendor not providing the Finance department with an updated payment address or when a check is misplaced by the vendor. The fee will be subtracted from the payment amount due to the vendor before the check is reissued.

5. Approve/disapprove a NSF processing fee of \$50 per check.

6. Approve/disapprove that the unpaid property tax balance of less than \$5.00 (per parcel or tax bill) not be reported delinquent to the Oakland County Treasurer

TRUSTEES

a. Trustee Herbert Welch Discussion about the appearance of the Township and Code Enforcement

10. ATTORNEY BUSINESS

11. NEW BUSINESS

12. UNFINISHED BUSINESS

13. CITIZENS COMMENTS (3 Minutes)

14. ADJOURN

SPECIAL MEETING NOTICE

Meeting Date: Tuesday, June 3, 2025

Time: 5:00 p.m.

Location : 21131 Gardenlane, Ferndale, Michigan 48220 – Gymnasium

Purpose of Meeting:

1. Approve Consent Agenda
The Board of Trustees will approve the Consent Agenda by one motion. If discussion on an item is requested, that item will be moved to an item under regular business
 - A. Accounts Payables dated 5-28-2025 in the amount of \$988,595.53
 - B. Payroll dated 5-8-2025 in the amount of \$17,550.23
 - C. Payroll dated 5-22-2025 in the amount of \$18,543.79
 - D. Payroll dated 5-23-2025 in the amount of \$270.90
 - E. Minutes dated May 8, 2025
2. Approve Resolution to Amend the EGLE Grant to include an increase of \$89,000 for the Royal Oak Cottages Development Project
3. Approve Toshiba for Docuware set-up/document scanning and training for \$4,410.00
4. Approve the contract for Assessing Services between Oakland County Equalization and Charter Township of Royal Oak to continue with the initial rate per Real and Personal Property
5. Approve Township's Manager Employee Leasing Agreement between MGT (formally GovHR) and Charter Township of Royal Oak with a rate increase of \$3.47 hourly.
6. Approve Natalie Safford as the building department administrator at \$20.00 to begin the week of June 16, 2025
7. Approve the introduction of Article VIII: Property Maintenance, Section 8-194: Front Lawn Furniture
8. Approve the resolution adopting the ordinance titled Division 7:C-3 Mixed Use District, repealing and replacing the prior C-3 zoning regulations as set forth in Chapter 32, Article III of the Township Zoning Code
9. Approve Credit Card for Royal Oak Township Library with a limit of \$2000.00 to be used under the Royal Oak Township Credit Card Policy
10. Approve Resolution to Amend Parks and Recreation Budget in the amount of \$7,000.00

FYI:

- Financial Reports
- Mediator Suggestions