

**GARDEN TOWNSHIP BOARD MINUTES
REGULAR MEETING
March 14, 2023**

The regular meeting was called to order with the Pledge of Allegiance at 7:00 p.m. by Supervisor, Kathy Young.

Present: Brenda Lester, Jenna Silkworth, Susan Rochefort, and Kathy Young. Craig Potvin was absent.

CHANGES/ADDITIONS TO THE AGENDA: Closed session minutes for February 9, 2023 was added under Minutes.

PUBLIC COMMENTS ON AGENDA ITEMS: None.

MINUTES: Sue made a motion, supported by Brenda, to approve the minutes for the regular meeting held on February 7, 2023 and special meetings held on February 9, 2023 and February 16, 2023. Ayes: 4, Nays: 0. Motion carried. Brenda made a motion, seconded by Sue, to approve the closed session minutes from February 9, 2023. Ayes: 4, Nays: 0. Motion carried.

BUDGET AMENDMENTS: The following budget amendments presented by the Clerk:

General Fund

- Planning Commission Training Fees Exp.: Increase from -0- to \$2,000.00
- Zoning Ads & Notices Exp.: Increase from \$200.00 to \$400.00, an increase of \$200.00
- Contracted Zoning Director Exp.: Increase from \$3083.00 to \$3083.80, an increase of \$.80
- Street Lights Exp.: Increase from \$1,000.00 to \$1,100.00, an increase of \$100.00
- Cemetery Wages for Burials Exp.: Increase from \$500.00 to \$1,110.00, an increase of \$610.00
- Cemetery Supplies Exp.: Increase from \$100.00 to \$150.00, an increase of \$50.00
- Elections Supplies Exp.: Increase from \$500.00 to \$650.00, an increase of \$150.00
- Contracted Services-Elections Exp.: Increase from \$2,000.00 to \$2,100.00, an increase of \$100.00
- Misc. ARPA Fed. Grant Hall Exp.: Increase from \$-0- to \$620.00, an increase of \$620.00
- Twp. Hall Deposit Refunds Exp.: Increase from \$400.00 to \$600.00, an increase of \$200.00
- Twp. Hall Utilities Exp.: Increase from \$5,500.00 to \$6,500.00, an increase of \$1,000.00
- Contracted Legal Exp.: Increase from \$25,000.00 to \$50,000.00, an increase of \$25,000.00
- Twp. Office Furniture & Equipment Exp.: Increase from \$-0- to \$5,500.00, an increase of \$5,500.00
- Twp. Office Miscellaneous Exp.: Increase from \$100.00 to \$120.00, an increase of \$20.00
- Twp. Office Website Fees Exp.: Increase from \$-0- to \$500.00, an increase of \$500.00
- Twp. Office Ads & Notices Exp. Increase from \$800.00 to \$1,800.00, an increase of \$1,000.00
- Twp. Office Telephone Exp.: Increase from \$2,200.00 to \$2,350.00, an increase of \$150.00
- Payroll Tax Exp.: Increase from \$6,500.00 to \$7,200.00, an increase of \$700.00
- Board of Review Training Wage Exp.: Increase from \$200.00 to \$400.00, an increase of \$200.00
- Board of Review Ads. & Notices Exp.: Increase from \$-0- to \$500.00, an increase of \$500.00
- Board of Review Training Fees Exp.: Increase from \$-0- to \$150.00, an increase of \$150.00
- Contracted Services – Audit Exp.: Increase from \$6,000.00 to \$7,000.00, an increase of \$1,000.00
- Supervisor Deputy Salary Exp.: Increase from \$719.03 to \$819.03, an increase of \$100.00
- General Insurance Exp.: Increase from \$5,000.00 to \$5,200.00, an increase of \$200.00
- Culture & Recreation (Parks) Maintenance & Repairs Exp.: Decrease from \$1,700.00 to \$700.00, a decrease of \$1,000.00

- Contracted Services – Planning & Zoning Exp.: Decrease from \$700.00 to \$200.00, a decrease of \$500.00
- Cemetery Flags Exp.: Decrease from \$500.00 to \$300.00, a decrease of \$200.00
- Elections Wage Exp.: Decrease from \$3,000.00 to \$2,000.00, a decrease of \$1,000.00
- Twp. Hall Wage Exp.: Decrease from \$2,500.00 to \$2,000.00, a decrease of \$500.00
- Twp. Hall Supplies Exp.: Decrease from \$750.00 to \$500.00, a decrease of \$250.00
- Twp. Hall Capital Outlay Exp.: Decrease from \$9,109.54 to \$-0-, a decrease of \$9,109.54
- Twp. Office Capital Outlay Exp.: Decrease from \$5,500.00 to \$-0-, a decrease of \$5,500.00
- Treasurer Training Salary Exp.: Decrease from \$500.00 to \$-0-, a decrease of \$500.00
- Clerk Training Salary Exp.: Decrease from \$500.00 to \$-0-, a decrease of \$500.00
- Supervisor Training Salary Exp.: Decrease from \$300.00 to \$-0-, a decrease of \$300.00
- Supervisor Mileage Exp.: Decrease from \$1,500.00 to \$1,000.00, a decrease of \$500.00
- Miscellaneous Revenue: Increase from \$2,700.00 to \$6,000.00, an increase of \$3,300.00
- State Grants, Metro Authority: Increase from \$-0- to \$2,500.00, an increase of \$2,500.00
- Local Community Stabilization: Increase from \$5,000.00 to \$11,000.00, an increase of \$6,000.00
- State Revenue Sharing: Increase from \$40,000.00 to \$66,936.95, an increase of \$26,936.95
- Property Tax Admin. Fee: Increase from \$20,000.00 to \$26,000.00, an increase of \$6,000.00
- Contingency Fund: Decrease from \$17,395.69 to \$-0-, a decrease of \$17,395.69
- Election Reimbursements: Decrease from \$1,000.00 to \$-0-, a decrease of \$1,000.00
- Current Property Taxes: Decrease from \$40,000.00 to \$34,000.00, a decrease of \$6,000.00

Fire Department

- Utilities Exp.: Increase from \$6,000.00 to \$8,500.00, an increase of \$2,500.00
- Employer Payroll Taxes Exp.: Increase from \$500.00 to \$800.00, an increase of \$300.00
- Fire Equipment Exp.: Decrease from \$15,000.00 to \$10,991.03, a decrease of \$4,008.97
- FD Share of Admin. Wages Exp.: Increase from \$3,600.00 to \$4,339.94, an increase of \$739.94
- FD Share of Assessor/Equalization Exp.: Increase from \$2,600.00 to \$2,636.69, an increase of \$36.69
- FD share of Twp. Office Operations Exp.: Increase from \$1,200.00 to \$1,632.34, an increase of \$432.34

Transfer Station

- TS Share of Twp. Office Operations Exp.: Increase from \$3,000.0 to \$3,400.71, an increase of \$400.71
- TS Share of Assessor/Equalization: Decrease from \$6,500.00 to \$6,099.29, a decrease of \$400.71

A motion was made by Brenda, seconded by Jenna, to approve the budget amendments. Roll Call Vote: Jenna – yes, Sue – yes, Brenda – yes, and Kathy – yes. Motion carried.

APPROVAL OF BILLS: Jenna explained the overdraft that happened for taxes collected on February 28, 2023. The paybacks to the General Fund from the Transfer Station and the Fire Department were listed on the bill sheet to be approved. Sue made a motion, seconded by Jenna, to approve the bills. Roll Call Vote: Sue – yes, Jenna – yes, Brenda – yes, and Kathy – yes. Motion carried.

REPORTS

ASSESSOR'S REPORT: There was no assessor's report due to the Board of Review.

FIRE DEPARTMENT: Chief, Keith Farley was not present. A quote was received for upgrading the air packs in the amount of \$16,980.00. Fairbanks Township agreed to amend their contract to allow for enhanced services for fire protection with Garden Township. Garden Township will purchase 10 refurbished air bottles that will cost about \$9,000.00 which will come from their equipment funds. The jaws will be serviced sometime in April and the cost will be about \$455.00. They are looking at a battery-operated combo tool.

CLERK/CEMETERY REPORT: Brenda gave her Clerk Report. Jenna made a motion, seconded by Sue, to approve the purchase of two flag poles at \$129.99 each and 3 solar lights for \$16.99 from Menards to be paid with the debit card. Roll Call Vote: Jenna – yes, Sue – yes, Brenda – yes, and Kathy – yes. Motion carried.

TREASURER: The Treasurer and Clerk accounts balance for February, 2023. Treasurer will be working on policies for tax collection.

TOWNSHIP HALL: The township is still waiting for the estimate from Valentine Construction for the roof. The township will consider seeking other estimates at that time.

TRANSFER STATION: Residents received a card in the mail from Solid Waste which was a list of items that can be recycled. Note, plastic bags are not a recyclable item.

PARKS AND RECREATION: Jenna gave her report.

SUPERVISOR COMMENTS: Janet Feenstra-Daasch submitted her resignation and Jenna Silkworth was appointed as Township Treasurer. There will be a Public Hearing for the township budget on March 23, 2023.

PLANNING COMMISSION: With Janet Daasch resigning, she also lost her seat on the Planning Commission so a new Ex-Officio member from the Garden Township Board will need to be appointed.

OLD BUSINESS

- **Enhanced Services for Tri-Star (Bay de Noc Ambulance Authority):** The contract with the Bay de Noc Ambulance Authority Board expires the end of March, 2023. That contract will be on the agenda for the Budget Hearing meeting to be held on March 23, 2023. Fairbanks and Nahma Townships have not made a decision for enhanced services with Tri-Star.
- **Planning Commission Term:** A motion was made by Kathy, seconded by Brenda, that the term of the new member of the Planning Commission, Rose Devaro, will end on June 30, 2024. Ayes: 4, Nays: 0. Motion carried.

NEW BUSINESS

- **Ex-Officio Board Member Appointment for the Planning Commission:** A motion was made by Kathy, seconded by Sue, to appoint Jenna Silkworth as the Ex-Officio Garden Township Planning Commission Board member. Ayes: 3, Nays: 0. Motion carried. Jenna abstained. There will be a survey to the public regarding the solar issue and the township will try to get them mailed with the summer tax bills.
- **Approval of Additional Bill:** Brenda made a motion to pay a bill from the Mini Mart for the Fire Department in the amount of \$56.69 for supplies, supported by Jenna. Roll Call Vote: Jenna – yes, Sue – yes, Brenda – yes, and Kathy – yes. Motion carried.
- **Speed Study for U.S. 2, Garden Corners:** Kathy, as a citizen, will request a speed study for U.S. Highway 2 from the Fish Dam to the public rest stop. Next step may be a formal resolution by the Township Board.
- **Tax Collection Policy:** Brenda made a motion, seconded by Sue, to table the tax collection policy until a future meeting so that the treasurer is able to gather information from other townships and the Delta County Treasurer. Roll Call Vote: Jenna – yes, Sue – yes, Brenda – yes, and Kathy – yes. Motion carried.
- **Clerk & Supervisor Computers:** Motion was made by Brenda, seconded by Sue, for the township to purchase a laptop for the Clerk from Manistique Computers up to the amount of \$1,705.97 with approval to pay at time of pick-up to be ordered after April 1, 2023. Clerk's old computer will be cleaned and passed on to the supervisor. Roll Call Vote: Jenna – yes, Sue – yes, Brenda – yes, and Kathy – yes. Motion carried.
- **New Chairs for Township Office:** Sue made a motion, seconded by Jenna, to purchase two new chairs for the township office under \$500.00 combined after April 1, 2023. Roll Call Vote: Jenna – yes, Sue – yes, Brenda – yes, and Kathy – yes. Motion carried.

- **Salary Resolutions:** Brenda made a motion to not give the supervisor, clerk and treasurer a salary increase for fiscal year 2023/2024, supported by Sue. Roll Call Vote: Jenna – yes, Sue – yes, Brenda – yes, and Kathy – yes. Motion carried.
- **FY 2023/2024 Meeting Schedule:** Motion was made by Jenna to approve the FY 2023/2024 meeting schedule, supported by Sue. Ayes: 4, Nays: 0. Motion carried.
- **M.S.U. Extension Citizen Planner Classroom Program:** Tabled.

PUBLIC COMMENT: Public comment was received.

Brenda made a motion, seconded by Sue, to adjourn. Ayes: 4, Nays: 0. Motion was carried and the meeting was adjourned at 8:45 p.m.

Respectfully submitted:

Brenda Lee Lester
Garden Township Clerk