

GARDEN TOWNSHIP BOARD MINUTES
REGULAR MEETING
September 12, 2023

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

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

CHANGES/ADDITIONS TO THE AGENDA: None.

PUBLIC COMMENTS ON AGENDA ITEMS: Public was present but there were no public comments.

MINUTES: Brenda made a motion, supported by Jenna, to approve the minutes for the regular meeting held on August 8, 2023 with a correction. Ayes: 4, Nays: 0. Motion carried.

BUDGET AMENDMENTS: None.

APPROVAL OF BILLS: Brenda noted that the payment for the new side by side for the Fire Department was on the bill sheet as well and the payment for the new dump trailer for the Transfer Station. The original quote for the side by side did not include a sliding rear window in the amount of \$350.00 which will need to come from the Escrow account and will not be reimbursed by the Title III grant. Jenna will check with the bank to see when we can transfer/withdraw funds from the Escrow account without being penalized and a transfer will take place moving \$350.00 to the Fire Department checking account. Jenna made a motion to preapprove the payment for the title fees for the old and new side-by sides for the Fire Department and the license plate fee for the new dump trailer for the Transfer Station, seconded by Sue. Roll Call Vote: Brenda – yes, Kathy – yes, Sue – yes, and Jenna. Motion carried. A motion was made by Brenda, seconded by Jenna, to approve training fees for the Supervisor in the amount of \$50.00 to attend webinars on The Art of the Agenda and Election updates and \$25.00 for the Clerk to attend the webinar on Election Updates with the MTA. Roll Call Vote: Sue – yes, Brenda – yes, Jenna – yes, and Kathy – yes. Motion carried. A motion was made by Sue, seconded by Jenna, to approve the bills. Roll Call Vote: Sue – yes, Jenna – yes, Brenda – yes, and Kathy – yes. Motion carried.

REPORTS

ASSESSOR/ZONING ADMINISTRATOR REPORTS: Colleen Maki presented the assessor and zoning administrator reports. Copies will be kept on file. Included was a land split that was approved for Parcel number 21-010-005-005-10 & 21-010-005-005-20 for Dennis Grabski.

CLERK/CEMETERY REPORT: The election equipment was delivered to Gladstone for their annual maintenance. The nine days of early voting was explained to the board. The township needs to have a ballot box in place before the Presidential Primary. There's a grant to cover the price of the ballot box but the township is responsible for the installation. The township needs to have a cement base for the box done before winter and may consider some barrier posts.

FIRE DEPARTMENT: Keith Farley, Fire Chief, gave his report. The Fire Equipment Grant was approved by the State of Michigan for \$10,000.00 for battery operated equipment and lighting. Motion was made by Jenna, seconded by Brenda, to offer the old side by side without the tracks to Norway Fire Department for \$15,000.00. Roll Call Vote: Sue – yes, Brenda – yes, Kathy – yes, and Jenna – yes. Motion carried.

TREASURER: The Treasurer and Clerk accounts balance for August, 2023.

TOWNSHIP HALL: The township is still waiting for Bittner to come and give an estimate for the hall roof. Brenda made a motion, seconded by Jenna, to allow the Grow our Garden Group to use the township hall for their Harvest Festival on September 23, 2023, if there is inclement weather and also to waive the fee as long as they've signed the documents for any damages that could occur while in

use as long as there's no alcohol. Roll Call Vote: Brenda – yes, Kathy – yes, Jenna – yes, and Sue – yes. Motion carried.

TRANSFER STATION: Still working on getting the recycle bin repaired. Bill found a gate to purchase at Tractor Supply that will work at the Transfer Station for about \$188.00 and will also need hinges. A motion was made by Jenna, seconded by Sue, for the purchase and payment for the safety gate and hinges for the Transfer Station from Tractor Supply up to \$300.00. Roll Call Vote: Sue – yes, Kathy – yes, Brenda – yes, and Jenna – yes. Motion carried.

PARKS AND RECREATION: Playground equipment grant through Gametime that was mentioned in the August meeting is only for matching grants that exceed \$75,000.00. No action taken. Betty will paint the interior walls and floors of each of the outhouses and touch up the doors.

PLANNING COMMISSION: They met on August 10, 2023. Next meeting will be September 21, 2023. Members haven't been able to take the trainings for Citizen Planner and Zoning Board of Appeals due to the township getting the application of the grant completed. Brenda mentioned that the new schedule for the Planning Commission needs to be established.

SUPERVISOR COMMENTS: Kathy updated the board of the fire sign project. The project should be completed by the Spring of 2024. Delta County Building and Zoning is responsible for assigning fire numbers but now the townships are responsible for ordering the signs. Each township needs to decide whether the township pays for the signs or the taxpayer does. A lot of the townships will bill the residents. Secondary road signs will be done and the board will receive a list and it may be the responsibility of the townships to pay for the signs. Delta County has a new Addressing Ordinance and it states it will fine residents if they don't have their fire sign in place. Kathy will look into the ordinance further.

OLD BUSINESS

- **Board Meeting Times:** A motion was made by Brenda, seconded by Jenna, to change the time for the regular township board meetings to 6:00 p.m. effective with the October, 2023, meeting. Ayes: 4, Nays: 0. Motion carried. Per the Michigan Townships Association, the new schedule does not need to be published in the paper and it only needs to be posted at the hall and on our website.
- **Cemetery Ordinance:** A motion was made by Jenna, seconded by Sue, to adopt an amendment, Ordinance No. 2023-4, to Garden Township's Cemetery Ordinance (02-01) effective upon publication. Roll Call Vote: Sue – yes, Jenna – yes, Kathy – yes, and Brenda – yes. Motion carried.
- **Hall Fees & Agreements:** A motion was made by Brenda, seconded by Sue, to approve the new fees schedule for the township hall that includes fee for small parties as \$50.00 with a deposit of \$50.00. Roll Call Vote: Sue – yes, Brenda – yes, Kathy – yes, and Jenna – yes. Motion carried.

NEW BUSINESS

- **Credit Card/Debit Card:** Jenna made a motion for the township to apply for a credit card with a credit limit of \$2,000.00 for use by the Clerk and the Treasurer using guidelines established by the new debit card policy, seconded by Sue. Roll Call Vote: Sue – yes, Brenda – yes, Jenna – yes, and Kathy – yes. Motion carried.
- **Safety Bar for Transfer Station:** Covered in the Transfer Station report.
- **Painting of Building at Cemetery:** The white building at the cemetery will be painted.
- **Prepays List Additions:** Motion was made by Brenda with the new additions to the Prepays List for all supplies purchased by funds from the General Fund under \$500.00 per the new Debit Card Policy, contracted Zoning Director fees, antivirus software, and QuickBooks fees, seconded by Sue. Roll Call Vote: Sue – yes, Brenda – yes, Kathy – yes, and Jenna – yes. Motion carried.
- **Website:** Garden Township's Facebook account has been closed. A motion was made by Jenna, seconded by Sue, to remove the general email option on the township's website. Ayes: 4, Nays: 0. Motion carried.
- **Burial of Doris Spaulding:** A motion was made by Sue, seconded by Jenna, to allow Doris Spaulding to be buried on the Rufus Spaulding plot next to her husband, Orde Spaulding. Ayes: 4, Nays: 0. Motion carried.

- **Security Camera/Internet:** Brenda received quotes from two vendors for security cameras. She tried contacting AngWin but they are not a local company. She also called DS Tech and they stated they had no equipment to fit our needs. Sine Tech submitted a quote in the amount \$6,577.42 for cameras for the hall and the drop box and a separate quote just for the ballot box camera for \$1,763.25. J3 Consulting submitted two quotes for two different systems for the entire hall. One was for Lorex cameras in the amount of \$2,333.30 and the second one was for a Turing system in the amount of \$3,810.60. Jim from J3 stated the Turing system would give better clarity. A motion was made by Jenna, supported by Sue, to approve the purchase and payment to J3 Consulting for the Turing System for \$3,810.60. Roll call vote: Sue – yes, Jenna – yes, Kathy – yes, and Brenda – yes. Motion carried. Motion was made by Brenda, seconded by Sue, to apply for the Risk Reduction grant through the Michigan Participating Plan to see if they will help cover some of the costs for the new security cameras. Ayes: 4, Nays: 0. Motion carried. A motion was made by Sue, seconded by Jenna to change to Starlink for internet service at the Township Hall. Ayes: 4, Nays: 0. Motion carried. Brenda made a motion to allow the use of the debit card to order the Starlink equipment and pay for the monthly service. Roll Call Vote: Sue – yes, Brenda – yes – Kathy – yes, and Jenna – yes. Motion carried.

PUBLIC COMMENT: Public comment was received.

Brenda made a motion, seconded by Jenna, to adjourn. Ayes: 4, Nays: 0. Motion was carried and the meeting was adjourned at 9:30 p.m.

Respectfully submitted:

Brenda Lee Lester
Garden Township Clerk