

**GARDEN TOWNSHIP BOARD MINUTES
REGULAR MEETING
December 11, 2018**

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

Present: Brenda Lester, Tyler Lucas, Mary Ann LeBresh, Lisa Pichette, and Richard Pichette.

CHANGES/ADDITIONS TO THE AGENDA: None

PUBLIC COMMENTS ON AGENDA ITEMS: None.

MINUTES: Motion was made by Lisa, seconded by Tyler to approve minutes as presented by the Clerk. Ayes: 5, Nays: 0. Motion carried.

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

GENERAL FUND

Cemetery Wages: Decrease from \$5,500 to \$5,100. A decrease of \$400

Elections Wages: Increase from \$3,200 to \$3,499. An increase of \$300

Elections Supplies: Decrease from \$500 to \$400.00. A decrease of \$100

A motion was made by Mary Ann, seconded by Lisa, to approve the budget amendments as presented by the clerk. Roll Call Vote: Brenda – yes, Tyler – yes, Lisa – yes, Mary Ann – yes, and Richard - yes. Motion carried.

APPROVAL OF THE BILLS: Mary Ann made a motion, seconded by Tyler, to approve payment of the bills as presented by the clerk. Roll Call Vote: Brenda – yes, Tyler – yes, Lisa – yes, Mary Ann – yes, and Richard - yes. Motion carried.

REPORTS:

ASSESSOR'S REPORT: Assessor's report was received and a copy will be placed on file. Assessor was not present.

FIRE DEPARTMENT: Chief Farley presented his report. He would like to apply for a 2% grant to help cover the cost of installing new lighting at the fire hall. Keith will get together with Brenda to draft a letter. Richard will have bids ready for the board's review at the January meeting. Kobas Electric will be servicing the generator. Jaws unit also needs to be serviced by Fire Rescue Supply and the bill should be around \$350.00. Keith asked the board to consider adding a rear window for the Ranger and will get some price quotes.

CLERK/CEMETERY REPORT: Brenda stated there was a recount held on December 6, 2018, for the school's sinking fund millage which was on the November ballot.

TREASURER/TOWNSHIP HALL: The Treasurer and Clerk accounts balanced and a copy of the reports will be placed on file. Archie installed the door for the township storage room but the door knob still needs to be keyed by Benoit's. Richard will be getting quotes on replacing the ceiling lights at the township hall and installing motion lights at the township hall and the fire hall.

TRANSFER STATION: Repairs were done on the semi and the Ford.

PARKS AND RECREATION: Lisa is working on closing out the Placemaking mini grant.

OLD BUSINESS:

- **Transfer Station Pole/Line Installation:** Pole has been installed by Cloverland and C.J. Electric has finished their work and the lights are now operational.
- **Hall Septic:** Motion was made by Richard, seconded by Mary Ann, to hold off on replacing the hall septic tank until May, 2019. Ayes: 5, Nays: 0. Motion carried.
- **Hall Door:** This was covered in the treasurer's report.
- **Jamadots Franchise Agreement:** JSI/Jamadots/Hiawatha Communications franchise agreement was reviewed by the board. The franchise agreement was for video streaming services through their internet for residents who reside in the north end of Garden Township. The franchise agreement, if approved, would allow Garden Township to collect a fee up to 5% for this service. Motion made by Lisa, seconded by Mary Ann, to not charge a fee. Ayes: 5, Nays: 0. Motion carried.
- **Motion Lights:** Covered under Treasurer/Township Hall report.

NEW BUSINESS:

- **Budget Meetings:** The budget meetings were scheduled to work on the 2019/2020 budget. They are as follows:
 - 1/14/19 at 6:00 p.m.
 - 1/21/19 at 9:00 a.m.
 - 1/28/19 at 6:00 p.m. (for the Fire Department)
 - 2/18/19 at 9:00 a.m.
 - 2/25/19 at 6:00 p.m.
- **Job Descriptions:** Motion was made by Lisa, seconded by Tyler, to approve the job descriptions for the Transfer Station and Cemetery/Parks positions with corrections requested by Brenda. Ayes: 5, Nays: 0. Motion carried.
- **Transfer Station Tools:** A list for new tools was submitted to the board by Billy Harris for the Transfer Station. A motion was made by Brenda, seconded by Lisa, to allow Bill to purchase tools per the list that was presented to the board. Ayes: 5, Nays: 0. Motion carried. The board also told Bill to look into purchasing an adequate tool box to store the new tools. Also, the old air compressor doesn't work and the board gave Bill approval to dispose of it.
- **Treasurer Computer:** Mary Ann's computer needs to be looked at. She needs a new antivirus program and her computer may need to be looked at by Manistique Computers.
- **Township Website:** Motion was made by Lisa, seconded by Mary Ann, to develop a township website with a basic package cost of \$60.00 per year and an additional cost of \$15.00 for the domain name. Ayes: 5, Nays: 0. Motion carried.
- **Audit Findings Letter:** Audit findings were discussed. Mary Ann explained how often she makes deposits for tax collections and feels she distributes it in a timely manner, considering we are a small township. Old outstanding checks were discussed. Brenda stated the township needs to set up year-end accruals and establish special accounts for accounts receivables (tax collections and other monies due the township) and accounts payables (bills to be paid in a new fiscal year for the prior year) for year-end purposes. Brenda stated she and Mary Ann will work on this with Anderson Tackman and do this at the end of this fiscal year. The segregation of duties is not possible because of few staff and this was recognized by the accounting firm.
- **CUPPAD:** The possibility of matching funds for potential future projects may be available. Richard stated the board should look into this in February or March of 2019.
- **PA System:** A microphone has been replaced and the PA system seems to be working fine.
- **Marijuana Ordinance:** Motion was made by Brenda, seconded by Mary Ann, to do nothing with the marijuana law at this time. Ayes: 5, Nays: 0. Motion carried.

PUBLIC COMMENT: None.

Motion made by Mary Ann, seconded by Lisa, to adjourn at 8:29 p.m. Ayes: 5, Nays: 0. Meeting adjourned.

Respectfully submitted:

Brenda Lester

Garden Township Clerk