MINUTES OF THE REGULAR MEETING

APRIL 17, 2024

GARFIELD TOWNSHIP HALL, ENGADINE, MI 49827

THE MEETING WAS CALLED TO ORDER BY SUPERVISOR BUTKOVICH AT 6:30 P.M. WITH THE PLEDGE.

ROLL CALL: PRESENT – D. BUTKOVICH, FILLMAN, S. BUTKOVICH, MACARTHUR AND KETCHER.

MINUTES: **MOTION BY** S. BUTKOVICH, SECONDED BY KETCHER TO APPROVE THE MINUTES OF THE MARCH 19TH BUDGET HEARING AND MARCH 20TH REGULAR MEETING AS PRINTED. MOTION CARRIED.

TREASURER’S REPORT: **MOTION BY** KETCHER, SECONDED BY MACARTHUR TO APPROVE THE TREASURER’S REPORT AS OF MARCH 31ST AS PRINTED. MOTION CARRIED

BUDGET AMENDMENTS: **MOTION BY** FILLMAN, SECONDED BY D. BUTKOVICH TO INCREASE BUILDING INSPECTOR WAGE FROM $3,520.00 TO $5,320.00, AN INCREASE OF $1,800.00, AND DECREASE PROFESSIONAL AND CONTRACTUAL SERVICE BY $1,000.00 AND DECREASE ELECTION WAGES BY $800.00. MOTION CARRIED

**MOTION BY** FILLMAN, SECONDED BY KETCHER TO INCREASE UTILITIES – ELECTRIC FROM $24,000.00 TO $26,200.00, AN INCREASE OF $2,200.00, AND DECREASE NAUBINWAY PAVILION REPAIRS/MAINTENANCE BY $1,000.00 AND DECREASE ELECTION SUPPLIES BY $1,200.00. MOTION CARRIED.

ADDITIONAL BILLS FOR APPROVAL: **MOTION BY** S. BUTKOVICH, SECONDED BY KETCHER TO APPROVE THE ADDITIONAL BILLS FOR PAYMENT. MOTION CARRIED.

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| GENERAL FUND |  |
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| HALLAHAN & ASSOCIATES | $537.03 |
| KLATY'S PH&E | $2,485.00 |
| THE ADVISOR | $449.45 |
| GLEANER LIFE INSURANCE SOCIETY | $19,163.02 |
| MUNICIPAL RETIREMENT SYSTEMS | $375.00 |
| APEX SOFTWARE | $260.00 |
|  |  |
|  | $23,269.50 |
|  |  |
| FIRE FUND |  |
|  |  |
| DANNY'S AUTO VALUE | $283.11 |
| D & D HOME CENTER | $551.11 |
| MUNICIPAL RETIREMENT SYSTEMS | $280.00 |
| GLEANER LIFE INSURANCE SOCIETY | $1,449.05 |
|  |  |
|  | $2,563.27 |
|  |  |
| AMBULANCE FUND |  |
|  |  |
| GLEANER LIFE INSURANCE SOCIETY | $6,246.55 |
| AIRGAS | $431.32 |
| R & R FIRE TRUCK REPAIR | $1,125.59 |
|  |  |
|  | $7,803.46 |
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**NEW BUSINESS:**

HIRE SUMMER MAINTENANCE HELPER: **MOTION BY** D. BUTKOVICH, SECONDED BY KETCHER TO HIRE HAYDEN O’NEIL AS THE SUMMER MAINTENANCE HELPER. MOTION CARRIED.

HIRE MARINA MAINTENACE ASSISTANT: **MOTION BY** D. BUTKOVICH, SECONDED BY MACARTHUR TO HIRE SHAWN PIERSON AS THE MARINA MAINTENACE ASSISTANT. MOTION CARRIED.

TOWNSHIP OFFICER SALARY RESOLUTIONS:

**MOTION BY** FILLMAN, SECONDED BY S. BUTKOVICH TO ACCEPT RESOLUTION 2024-04 TO ESTABLISH THE SALARY OF THE OFFICE OF TOWNSHIP SUPERVISOR FOR $16,650.00. ROLL CALL: YES: FILLMAN, S. BUTKOVICH, MACARTHUR AND KETCHER. NO: NONE. ABSTAINED: D. BUTKOVICH. MOTION CARRIED.

**MOTION BY** S. BUTKOVICH, SECONDED BY KETCHER TO ACCEPT RESOLUTION 2024-05 TO ESTABLISH THE SALARY OF THE OFFICE OF TOWNSHIP CLERK FOR STATUTORY DUTIES FOR $20,640.00. AND SECRETARIAL NON-STATUTORY DUTIES FOR $6,680.00. FOR A TOTAL $27,320.00. ROLL CALL: YES: S. BUTKOVICH, KETCHER, MACARTHUR, AND D. BUTKOVICH. NO: NONE. ABSTAINED: FILLMAN. MOTION CARRIED.

**MOTION BY** FILLMAN, SECONDED BY D. BUTKOVICH TO ACCEPT RESOLUTION 2024-06 TO ESTABLISH THE SALARY OF THE OFFICE OF TOWNSHIP TREASURER FOR $23,110.00. ROLL CALL: YES: FILLMAN, D. BUTKOVICH, MACARTHUR AND KETCHER. NO: NONE. ABSTAINED: S. BUTKOVICH. MOTION CARRIED.

**MOTION BY** FILLMAN, SECONDED BY S. BUTKOVICH TO ACCEPT RESOLUTION 2024-07 TO ESTABLISH THE SALARY OF THE OFFICE OF TOWNSHIP TRUSTEE FOR $6,675.00. ROLL CALL: YES: FILLMAN, S. BUTKOVICH AND D. BUTKOVICH. NO: NONE. ABSTAINED: MACARTHUR AND KETCHER. MOTION CARRIED.

HIRE AUDITOR: **MOTION BY** FILLMAN, SECONDED BY D. BUTKOVICH TO HIRE DAN SMITH & COMPANY PC AS THE TOWNSHIP AUDITOR AND SIGN THE CONTRACT FOR THE COST OF THE AUDIT NOT TO EXCEED $7,500.00. MOTION CARRIED.

CEMETERY CLEAN UP & ADVERTISE: **MOTION BY** D. BUTKOVICH, SECONDED BY KETCHER TO SCHEDULE CEMETERY CLEAN UP FOR MAY 18TH AND ADVERTISE IN THE ADVISOR. MOTION CARRIED.

FIREWORKS PERMIT - TOLCA: **MOTION BY** D. BUTKOVICH, SECONDED BY S. BUTKOVICH TO ALLOW THE TOP OF THE LAKE COMMUNITY ASSOCIATION TO HOST THE JULY 4TH FIREWORKS AT THE MARINA. MOTION CARRIED.

INVESTING AND INVESTMENT POLICY: TREASURER BUTKOVICH PRESENTED A LIST OF QUESTIONS TO ASK OF VENDORS WHILE AT THE MICHIGAN TOWNSHIP ASSOCIATION CONFERENCE. SHE IS ALSO WORKING ON UPDATING THE INVESTMENT POLICY.

SPENDING LIMIT: THE FIRE DEPARTMENT AND AMBULANCE SERVICE REQUESTED AN INCREASE OF THE SPENDING LIMIT FROM $250.00 TO $500.00 WITHOUT BOARD APPROVAL. THE BOARD DISCUSSED THE REQUEST BUT NO ACTION WAS TAKEN.

CREDIT CARDS: THE FIRE DEPARTMENT AND AMBULANCE SERVICE REQUESTED SPENDING CREDIT CARDS. THE BOARD DISCUSSED THE REQUEST. THE TOWNSHIP INSURANCE CARRIER RECOMMENDS THAT ONLY THE SUPERVISOR, CLERK AND TREASURER HOLD CREDIT CARDS FOR SPENDING FOR THE TOWNSHIP. CURRENTLY THE SUPERVISOR AND CLERK HOLD SPENDING CREDIT CARDS FOR THE TOWNSHIP AND IT IS SUFFICIENT FOR ANY PURCHASES OUT SIDE OF A NORMAL VENDOR. NO ACTION WAS TAKEN.

NEW COMPUTER - CLERK: **MOTION BY** KETCHER, SECONDED BY S. BUTKOVICH TO PURCHASE A NEW LAPTOP COMPUTER FOR THE CLERK FROM MANISTIQUE COMPUTERS NOT TO EXCEED $1,800.00. MOTION CARRIED.

BUILDING INSPECTOR ISSUES: **MOTION BY** D. BUTKOVICH, SECONDED BY MACARTHUR TO GO INTO CLOSED SEASON FOR THE PURPOSE OF THE BUILDING INSPECTOR ISSUES. ROLL CALL: YES: D. BUTKOVICH, MACARTHUR, S. BUTKOVICH, KETCHER AND FILLMAN. NO: NONE. CLOSED SESSION BEGAN 7:05 P.M.

REGULAR SESSION RESUMED AT 8:27 P.M.

BUILDING INSPECTOR ISSUES: THE BUILDING INSPECTOR HAS UNTIL THE 25TH TO MAKE CORRECTIONS AND THEN THE BOARD WILL ADDRESS THE ISSUES AGAIN.

**UNFINISHED BUSINESS:**

ARPA FUNDS: **MOTION BY** FILLMAN, SECONDED BY S. BUTKOVICH TO ACCEPT CLOVERLAND ELECTRIC QUOTE FOR THE STREET LIGHT PROJECT ON THE MARINA ROAD FOR $18,259.82. MOTION CARRIED.

**MOTION BY** D. BUTKOVICH, SECONDED BY FILLMAN TO HIRE KEINONEN TREE SERVICE TO REMOVE THE TREES ON THE MARINA ROAD FOR THE NEW STREET LIGHTS FOR A TOTAL OF $1,800.00. MOTION CARRIED.

EGLE COMMUNITY ENERGY MANAGEMENT PROGRAM GRANT: SUPERVISOR BUTKOVICH REPORTED THE GRANT TO REPLACE THE STREET LIGHT LIGHTING IN THE ENTIRE TOWNSHIP WITH LED LIGHTING

WAS SUBMITTED ON APRIL 9TH.

GRAYMONT GRANT: THE FIRE DEPARTMENT IS LOOKING FOR A TRAILER FOR THE UTV AND WILL GET THE INFORMATION TO THE GRANT WRITER.

**PUBLIC INPUT:**

THE VETERAN’S SERVICES BOARD HAS A RESTRAINING ORDER AGAINST THE COUNTY COMMISSIONERS.

THE VETERAN’S SERVICES BOARD IS LOOKING AT A MILLAGE RENEWAL PROPOSAL.

A QUESTION WAS ASKED ON THE INVESTMENT POLICY.

RECYCLING – NOTHING NEW TO REPORT

OPIOID PROGRAM – NOTHING NEW AT THE COUNTY LEVEL. THERE IS A CHRONIC NEED FOR COMMUNITY SERVICES.

AMBULANCE REPORT:

**MOTION BY** FILLMAN, SECONDED BY KETCHER TO APPROVE THE QUOTE FROM R&R FIRE TRUCK REPAIR FOR THE A/C COMPRESSOR LEAK ON 791 FOR $900.00 IF THIS IS WHAT THEY REQUEST TO HAVE REPAIRED. MOTION CARRIED. SUPERVISOR BUTKOVICH WILL DISCUSS WITH RYNE OZANICH.

ASSESSOR REPORT:

ASSESSOR MAKI REQUESTED THE BOARD TO ALSO LOOK AT REPLACING HER LAPTOP BECAUSE SHE TOO IS HAVING SOME ISSUES AND THE CLERKS AND HER LAPTOP WERE PURCHASED AT THE SAME TIME.

FIRE REPORT:

**MOTION BY** D. BUTKOVICH, SECONDED BY MACARTHUR TO APPROVE PURCHASING EXTRICATION TOOL MOUNTS FROM IMPACT RESCUE FOR ENGINE 1 FOR $960.00 AND ENGINE 2 FOR $2,120.00. MOTION CARRIED.

**MOTION BY** FILLMAN, SECONDED BY KETCHER TO APPROVE TESTING OF 10 AIR PACKS BY WEST SHORE FIRE. MOTION CARRIED.

CLERK FILLMAN REPORTED A CHECK FOR $128.00 FROM HELEN NEWBERRY JOY HOSPITAL WAS RECEIVED FOR THE FIRE RELIEF FUND. MORE INFORMATION IS NEEDED AS TO WHERE TO APPLY THIS MONEY BECAUSE THE TOWNSHIP DOESN’T HAVE A FIRE RELIEF FUND.

ROADS:

**MOTION BY** MACARTHUR, SECONDED BY D. BUTKOVICH TO ACCEPT THE MCKELVEY ROAD AGREEMENT TO GRAVEL 1,320 FEET FOR $13,090.00. MOTION CARRIED.

**MOTION BY** MACARTHUR, SECONDED BY S. BUTKOVICH TO ACCEPT THE LOWEN STREET AGREEMENT TO GRAVEL 950 FEET FOR $8,389.50. MOTION CARRIED.

**MOTION BY** MACARTHUR, SECONDED BY FILLMAN TO ACCEPT THE KRAUSE ROAD AGREEMENT TO GRAVEL 1,320 FEET WITH A SAND LIFT FOR $48,887.85. MOTION CARRIED.

**MOTION BY** MACARTHUR, SECONDED BY KETCHER TO ACCEPT THE LINCK ROAD AGREEMENT TO CRACK SEAL THE PAVEMENT FOR $2,975.00. MOTION CARRIED.

**MOTION BY** MACARTHUR, SECONDED BY S. BUTKOVICH TO ACCEPT THE MILE ROAD, BETWEEN PLEASANT AVENUE AND M-117, AGREEMENT TO GRAVEL 5,280 FEET FOR $69,823.25. MOTION CARRIED.

THE BOARD REQUESTED WORK ESTIMATES FOR BROWN ROAD, HAHN ROAD FROM KRAUSE ROAD EAST AND RASKI ROAD FROM THE BRIDGE SOUTH TO THE CORNER.

MARINA:

THE HARBOR MASTER REQUESTED A PAY INCREASE. THE BOARD STATED EVERYONE RECEIVED A 3% INCREASE FOR THE NEW FISCAL YEAR AND THE BOARD WAS NOT WILLING TO INCREASE THE PAY MORE. THE DISCUSSION INCLUDED REDUCE THE HOURS, SET DIFFERENT HOURS, ASSIGN MORE WORK TO THE ASSISTANT. THE SUPERVISOR WILL DISCUSS THIS WITH THE HARBOR MASTER.

A LIST OF SIX ITEMS FOR THE MARINA WERE GIVEN TO THE BOARD.

**MOTION BY** D. BUTKOVICH, SECONDED BY KETCHER TO PURCHASE A MINN KOTA ELECTRIC TROLLING MOTOR AND BATTERY FROM FISH AND HUNT SHOP FOR $350.00. MOTION CARRIED.

**MOTION BY** MACARTHUR, SECONDED BY KETCHER TO PURCHASE 600 FEET OF 3 STRAND NYLON ROPE FOR $390.74 PLUS SHIPPING. MOTION CARRIED.

THE MAP DISPLAY CASE AND NOAA NAUTICAL CHART WAS TABLED.

THE SUPERVISOR WILL SEEK A PLUMBER TO FIX THE BATHROOM LEAK.

TRUSTEE KETCHER WILL SEEK SOMEONE TO SANDBLAST THE PIER WALL.

BUILDING AND GROUNDS:

EQUIPMENT QUOTES: **MOTION BY** KETCHER, SECONDED BY D. BUTKOVICH TO PURCHASE FROM HILLCREST FARMS A STIHL BACKPACK BLOWER FOR $615.99 AND A WEED TRIMMER FOR $299.99. MOTION CARRIED.

CEMETERY TREE REMOVAL: **MOTION BY** FILLMAN, SECONDED BY KETCHER TO HIRE KEINONEN TREE SERVICE TO REMOVE DYING TREES AND LIMBS AT THE ENGADINE AND NAUBINWAY CEMETERIES AT A COST NOT TO EXCEED $7,000.00. MOTION CARRIED.

LAWN MAINTENANCE: NO CONTRACT WAS RECEIVED FOR THE MAINTENANCE OF THE MILL POND FOR THIS MEETING.

MARINA GARAGE/PARKING LOT:

**MOTION BY** FILLMAN, SECONDED BY S. BUTKOVICH TO APPLY FOR A SOIL EROSION AND SEDIMENT CONTROL PERMIT WITH THE LMAS DISTRICT HEALTH DEPARTMENT FOR $350.00. MOTION CARRIED.

**MOTION BY** FILLMAN, SECONDED BY D. BUTKOVICH TO APPROVE THE AID TO CONSTRUCTION PERMIT WITH CLOVERLAND ELECTRIC FOR $410.00. MOTION CARRIED.

**MOTION BY** MACARTHUR, SECONDED BY KETCHER TO HIRE KLATY’S P.H.&E. TO INSTALL THE ELECTRICAL SERVICE TO THE GARAGE FOR $4,885.00. MOTION CARRIED.

**MOTION BY** KETCHER, SECONDED BY MACARTHUR TO HIRE MIKE BUTKOVICH TRUCKING TO EXCAVATE, FILL AND LEVEL THE PARKING LOT FOR $8,500.00. MOTION CARRIED.

**MOTION BY** FILLMAN, SECONDED BY KETCHER TO SIGN THE AGREEMENT FOR MEMBER-INSTALLED EQUIPMENT WITH CLOVERLAND ELECTRIC. MOTION CARRIED.

**COMMUNICATIONS:**

EGLE – LETTER TO TRILEAF CORPORATION THAT A PERMIT WAS NOT REQUIRED FOR THE FLOODPLAIN SITE.

**MOTION BY** KETCHER, SECONDED BY D. BUTKOVICH TO ADJOURN AT 10.50 P.M. MOTION CARRIED.

RESPECTFULLY SUBMITTED:

PAULA FILLMAN

GARFIELD TOWNSHIP CLERK

(THESE DRAFT MINUTES ARE SUBJECT TO CORRECTION AND APPROVAL AT THE NEXT BOARD MEETING.)