MINUTES OF THE REGULAR MEETING

DECEMBER 18, 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, ALBRIGHT AND M. BUTKOVICH.

MINUTES: **MOTION BY** S. BUTKOVICH, SECONDED BY ALBRIGHT TO APPROVE THE MINUTES OF THE NOVEMBER 20TH REGULAR MEETING AS PRINTED. MOTION CARRIED.

TREASURER’S REPORT: **MOTION BY** D. BUTKOVICH, SECONDED BY ALBRIGHT TO APPROVE THE TREASURER’S REPORT AS OF NOVEMBER 30TH AS PRINTED. MOTION CARRIED.

CLERK FILLMAN ASKED THE TREASURER TO ANALYZE AND DEVELOP A POLICY SETTING A GUIDELINE FOR MINIMUM FUND BALANCES SINCE THE SUGGESTED FIGURES AT LAST MONTHS MEETING CAUSED AN OVERDRAFT AND NOT ENOUGH FUNDS TO COVER ON-CALL PAYROLL ON DECEMBER 15TH. NO POLICY WAS PRESENTED.

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

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| GENERAL FUND |  |
|  |  |
| NORTHERN NURSERY | $1,110.00 |
| BANYON DATA SYSTEMS | $840.00 |
| MR. CLEAN SEPTIC SERVICE | $1,400.00 |
|  |  |
|  | $3,350.00 |
|  |  |
| FIRE FUND |  |
|  |  |
| J.F. AHERN CO | $987.94 |
|  |  |
|  | $987.94 |
|  |  |
| AMBULANCE FUND |  |
|  |  |
| AIRGAS | $483.94 |
| NORTHERN FABRICATION | $467.94 |
|  |  |
|  | $951.88 |

**NEW BUSINESS:**

APPOINT PLANNING COMMISSION MEMBERS: **MOTION BY** D. BUTKOVICH, SECONDED BY S. BUTKOVICH TO APPOINT GLEN MILLER TO THE PLANNING COMMISSION FOR A THREE-YEAR TERM. MOTION CARRIED.

APPOINT BOARD OF REVIEW MEMBERS: **MOTION BY** D. BUTKOVICH, SECONDED BY FILLMAN TO APPOINT LINDA BENNETT, JOY MORGAN, AND DENISE FRANK TO THE BOARD OF REVIEW FOR THE JANUARY 1, 2025 TO JANUARY 1, 2027 TERM. MOTION CARRIED.

**MOTION BY** D. BUTKOVICH, SECONDED BY S. BUTKOVICH TO ADVERTISE FOR THE OPEN ALTERNATE SEAT ON THE BOARD OF REVIEW IN THE ADVISOR FOR THE NEXT BOARD MEETING. MOTION CARRIED.

BOARD OF REVIEW TRAINING & BOOKS: **MOTION BY** FILLMAN, SECONDED BY S. BUTKOVICH TO APPROVE BOARD OF REVIEW MEMBERS ATTENDING TRAINING TO WHATEVER LOCATION OR ONLINE CLASS THAT WILL FIT THEIR SCHEDULE. MOTION CARRIED.

**MOTION BY** D. BUTKOVICH, SECONDED BY FILLMAN TO PURCHASE FOUR SETS OF BOARD OF REVIEW BOOKS FROM MICHIGAN TOWNSHIP ASSOCIATION. MOTION CARRIED.

ZONING BOARD OF APPEALS ALTERNATE OPEN SEAT: NO LETTERS OF INTEREST WERE RECEIVED.

**MOTION BY** FILLMAN, SECONDED BY ALBRIGHT TO ADVERTISE AGAIN FOR THE OPEN ALTERNATE SEAT ON THE ZONING BOARD OF APPEALS IN THE ADVISOR FOR THE NEXT BOARD MEETING. MOTION CARRIED.

MTA CONFERENCE & EXPO: **MOTION BY** S. BUTKOVICH, SECONDED BY D. BUTKOVICH TO APPROVE THE EXPENSES FOR THE MICHIGAN TOWNSHIP ASSOCIATION ANNUAL CONFERENCE IN GRAND RAPIDS FROM MARCH 31 TO APRIL 3. MOTION CARRIED.

FIRE SIGN INSTALL: TREASURER BUTKOVICH STATED WE NEED TO FINISH THE FIRE SIGN INSTALL BUT THE FIRE DEPARTMENT DOESN’T HAVE ENOUGH VOLUNTEERS. SUPERVISOR BUTKOVICH AND TRUSTEES ALBRIGHT AND BUTKOVICH WILL WORK ON INSTALLING THE REMAINING SIGNS.

HIGHLINE – LETTER OF SUPPORT: **MOTION BY** S. BUTKOVICH, SECONDED BY D. BUTKOVICH TO SEND THE LETTER OF SUPPORT TO HIGHLINE FOR THE BEAD GRANT. MOTION CARRIED.

UPAHEAD PROPOSAL: UPAHEAD IS A COMPANY THAT WILL CONTACT SUBSCRIBERS WITH E-ALERTS. CLERK FILLMAN CONTACTED CIVIC CLARITY WEB DESIGN AND THIS FEATURE IS ALREADY IN THE CONTRACT WITH THEM. THE BOARD WAS NOT INTERESTED IN UPAHEAD’S PROPOSAL.

**UNFINISHED BUSINESS:**

ARPA FUNDS: **MOTION BY** FILLMAN, SECONDED BY D. BUTKOVICH THAT THE REMAINING ARPA FUNDS IN THE AMOUNT OF $33,595.55 BE SPENT ON THE ALLOWABLE USE OF REVENUE LOSS AS ALLOWED IN THE U.S. TREASURY FINAL RULE AND THAT THE GOVERNMENT SERVICE IDENTITY IS: BUILDING IMPROVEMENT FOR $7,370.00, PARKING LOT IMPROVEMENTS FOR $11,700.00 AND EMPLOYEE WAGES AND BENEFITS FOR $14,525.55 ALLOCATED WITHIN THE GENERAL FUND DURING THE PERIOD OF PREFACE WHICH IS MARCH 3, 2021 TO DECEMBER 31, 2026. ROLL CALL: YES – FILLMAN, D. BUTKOVICH, M. BUTKOVICH, S. BUTKOVICH AND ALBRIGHT. NAYS: NONE. MOTION CARRIED.

THIS MOTION ALLOWS THE REMAINING $33,595.55 TO BECOME GENERAL FUND MONIES. THIS ALLOWS THE TOWNSHIP TO CLOSE OUT THE ARPA FUND REPORTING. THIS ALSO GIVES THE TOWNSHIP TIME TO APPROPRIATE THESE FUNDS TO PROJECTS, LIKE NEW PLAYGROUND EQUIPMENT, WITHOUT OBLIGATING THE FUNDS AND THE CONTINUED REPORTING. IF THE TOWNSHIP OBLIGATED THE FUNDS TO A PROJECT AND IT WAS NOT SPENT OR COMPLETED BY DECEMBER 31, 2026, THE TOWNSHIP WOULD HAVE TO RETURN THE MONEY. THIS ALSO GIVES THE TOWNSHIP THE FLEXIBILITY TO SEEK OUT OTHER PROJECTS THAT WILL BENEFIT THE TOWNSHIP COMMUNITY AS A WHOLE.

CLERK FILLMAN REPORTED SHE RECEIVED A PHONE CALL ASKING WHAT THE TOWNSHIP PLANNED ON DOING WITH THE OLD PAVILION CURTAINS. IT WAS DECIDED TO WAIT UNTIL THE NEW CURTAINS ARRIVED AND INSTALLED BEFORE PUTTING OUT FOR BIDS IF THAT WOULD BE THE DIRECTION THE BOARD WANTED TO GO CONSIDERING THE CONDITION SOME OF THE CURTAINS ARE IN.

EGLE COMMUNITY ENERGY MANAGEMENT PROGRAM GRANT: CLOVERLAND ELECTRIC HAS STARTED PUTTING IN THE NEW FIXTURES. THE BOARD DECIDED TO WAIT AND SEE HOW THEY MOVE ALONG WITH PUTTING IN THE NEW FIXTURES BEFORE SUBMITTING A REIMBURSEMENT CLAIM WITH THE STATE.

WEBSITE: SUPERVISOR BUTKOVICH REPORTED A ROUGH DRAFT HOPEFULLY WILL READY FOR BOARD REVIEW BY THE END OF THE YEAR.

WEX FUEL CREDIT CARD: TREASURER BUTKOVICH REPORTED THE PAPERWORK HAS BEEN SUBMITTED.

TOWNSHIP PERSONNEL POLICY: SUPERVISOR BUTKOVICH REPORTED AN UPDATED DRAFT SHOULD BE READY SOON.

**PUBLIC INPUT:**

LAW SUIT CONTINUES BETWEEN MACKINAC COUNTY AND COUNTY VETERANS’ SERVICES.

PROSPECTIVE VETERANS’ SERVICE MEMBERS WILL INTERVIEWED ON MONDAY AND SEATS FILLED BEFORE THEY ARE VACANT.

SOLAR ORDINANCE SHOULD BE CREO COMPATIBLE.

WATERSHED PLAN REVIEW IS 50% COMPLETE AND THEN IT WILL BE SUBMITTED TO EGLE.

SLED DOG RACES ON THE CLUB IN FEBRUARY.

WINTER CARNAVAL MAY BE REVIVED.

THE MASTER PLAN AND SOLAR ORDINANCE SHOULD BE READY FOR THE JANUARY BOARD MEETING.

A THANK YOU TO DAVE KOVAR FOR ALL THE WORK HE PUT IN ON THE MASTER PLAN.

ASSESSOR REPORT:

ASSESSOR MAKI ASKED IF THE BOARD HAD ANY QUESTION REGARDING THE DRAFTS OF THE POLICIES THAT WILL BE NEEDED FOR THE STATE AUDIT. FINAL DRAFTS WILL BE READY FOR THE JANUARY BOARD MEETING.

FIRE REPORT:

FEMA GRANT: THIS GRANT WILL BE SUBMITTED THIS WEEK AS A REGIONAL GRANT WITH HUDSON TOWNSHIP. THE GRANT IS FOR TURN OUT GEAR FOR $126,588.00.

STILL WORKING ON SCHEDULING, THE TIRE INSTALL ON E-2. ONCE THE TIRES ARE INSTALLED, THE OLD TIRES WILL BE PLACED OUT FOR BIDS.

OPEN TANKER BIDS: THERE WERE A TOTAL OF NINE BIDS RECEIVED.

**MOTION BY** D. BUTKOVICH, SECONDED BY ALBRIGHT TO ACCEPT THE AS IS BID FROM ISLAND CONTRACTORS, INC., BOIS BLANC ISLAND, FOR $5,551.00. MOTION CARRIED.

ROADS:

A LETTER WAS RECEIVED FROM THE MACKINAC COUNTY BOARD OF COMMISSIONERS EXPLAINING HOW THE MATCH FUND PROGRAM FOR 2025 WILL WORK. IT WILL ALLOW THE TOWNSHIP TO CARRY THE $10,000.00 OVER TO THE NEXT YEAR TO SAVE FOR LARGER PROJECTS. THE ROAD COMMISSION HAS COMMITMENT TO DISCONTINUE CHARGING FOR ROUTINE MAINTENANCE. THERE WAS A QUESTION ON WHO HOLDS THE MONEY.

A LETTER WAS RECEIVED FROM THE MACKINAC COUNTY ROAD COMMISSION THAT A PUBLIC HEARING IS SCHEDULED FOR TUESDAY, JANUARY 14TH AT 3:30 P.M. AT THE ST. IGNACE OFFICE, FOR THE REVISION OF MILEAGE TO KOVAR ROAD ON THE SEASONAL ROADS LIST. SINCE THE LETTER DID NOT INCLUDE ANY EXPLANATION, THE BOARD FELT THIS IS TO EXTEND HOW FAR THE ROAD COMMISSION SNOW PLOWS THE ROAD, TO NOW GO PAST THE DRIVEWAY OF A YEAR-ROUND RESIDENT.

**COMMUNICATIONS:**

A LETTER WAS RECEIVED FROM FOSTER SWIFT ATTORNEYS OF A RATE INCREASE FOR 2025 TO $225.00 PER HOUR.

**MOTION BY** FILLMAN, SECONDED BY ALBRIGHT TO ADJOURN AT 8:16 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.)