**Green Lake Township Regular Board Meeting/Public Hearing**

**Minutes**

**June 10, 2025**

**CALL TO ORDER**: Called to order at 5:30 p.m. by Radtke.

**ROLL CALL**: Radtke, West, McDonald, Biondo, Marek, Bieganowski, and Kramer present.

Radtke reminded the members to silence cellphones during the meeting.

**PLEDGE**: Was recited.

**APPROVAL OF AGENDA**:

**Motion by Marek, Supported by West to approve the agenda as amended adding holiday hours under new business after Memorial Park cameras request. Motion Carried Unanimously, voice vote.**

**APPROVAL OF CONSENT AGENDA:**

Treasurer Marek asked that May 13, 2025, meeting minutes be removed for further discussion. Trustee West asked that the May 27, 2025, meeting minutes be removed for further discussion. Each will be placed under new business following holiday hours. **Motion by Marek, Supported by West to approve the Treasurers report as presented. Roll call vote: McDonald – yes, Biondo – yes, Marek – yes, Bieganowski – yes, Kramer – yes, Radtke – yes, West – yes. Motion carries, 7-0.**

**DECLARATION OF CONFLICT OF INTEREST:**

None on this date.

**REPORTS:**

**COMMUNITY POLICE OFFICER:**

Officer Mark Noffke worked an earlier schedule today and was unavailable to stay for the meeting. Supervisor Radtke did have discussion with him regarding noise complaints of a loud party Saturday night. The source of the complaint was found and is under investigation at this time. There have been reports of drug and side arm activity taking place on the railroad corridor, which has been investigated, and it is an old story, and patrols have been stepped up in that area. That issue has been remedied.

**EMERGENCY SERVICES:**

Chief Case provided written reports in the board packets to the members. He reported there was a structure fire in the township on June 4, 2025, he and Mr. Miracle finished the fire investigation today. He reported one of our ambulances is out of service, an insurance claim has been started and there are plans to take the ambulance to Holland on June 11, 2025, to see if it can be repaired. He has been in contact with Blair Township to see if they have an extra ambulance we could use in the interim as concerts at Interlochen Arts Academy begin this week, the insurance policy does have vehicle rental. Blair Township has agreed to allow us to use one of their rigs as a private standby unit at the concerts. The ambulance out of commission is the 2019 Bravo unit. Chief Case presented the board with a capital budget request for a Kubota UTV, Fire/EMS Skid, UTV trailer with modifications, two thermal imaging cameras for a total of $60,300.00. The Kubota UTV will assist the department in retrieving patients in hiking areas our vehicles can not reach so they can be removed safely. They had a call of a patient injured on the Wildwood Trail last week where it was difficult to get to them, this unit would have assisted them in getting to the patient sooner. This unit will also be utilized to fight wild land fires. The thermal cameras we currently have are 18 years old so you can imagine the technology has changed significantly since they were last purchased. **Motion by Kramer, Supported by Marek to authorize the purchase of the capital as outlined by Chief Case not to exceed $60,300.00 from fund number 205-336-970.000 Capital Outlay. Roll call vote:**

**Marek – yes, Bieganowski – yes, Kramer – yes, Radtke – yes, West – yes, McDonald – yes, Biondo – yes. Motion carried 7/0.** Trustee Bieganowski asked why was this brought to the board for approval, he has a budget cannot he just purchase it himself without our approval? Supervisor Radtke stated it is board policy that anything over $5,000.00 must come to the board for approval prior to funds being spent. Trustee West asked where the equipment will be stored and Chief Case state at the station.

Chief Case requested board approval to promote Fire Fighter/Paramedic, Joseph Miracle, Jr. to Captain. **Motion by Marek, Supported by Kramer to authorize Chief Case to promote Fire Fighter/Paramedic Joseph Miracle, Jr. to Captain starting July 1, 2025.**

**Roll call vote: Radtke – yes, West – yes, McDonald – yes, Biondo – yes, Marek – yes, Bieganowski – yes, Kramer – yes. Motion carried, 7/0.**

**ZONING ADMINISTRATOR**:

ZA Hamilton submitted a written report in the board packet.

**COUNTY COMMISSION**:

Commissioner McAllister was not available on this date.

**SUPERVISOR REPORT:**

Supervisor Radtke stated the jail common area is currently closed due to engineering issues, which is being reviewed to see if they can remedy the situation. At this time, Supervisor Radtke does not have a current update from MDOT on the detours that are being improved, he asked for patience. He has reached out to the contractors and asked if they could keep the township up to date with their plans moving forward. As of this afternoon regarding the improvements at the intersection we talked about extending water mains across the road to Toms and north and south in conjunction with the request of the fire chief, we put a request into EGLE six weeks ago, it normally takes 90 to 120 days to receive approval, this afternoon Jamie Wade from EGLE granted our permit to proceed with the water main. Trustee West asked when the bridges on U.S. 31 South will be shut down? Supervisor Radtke said the work will begin the day after Labor Day for two weeks. Supervisor Radtke informed everyone that Interlochen Center for the Arts has been approved to install a walking tunnel under J Maddy Parkway which will replace the current cross walk. The work on this project will begin August 4, 2025, the project is expected to take two weeks to complete but must be completed before Labor Day. Permission has been granted for EMS/Fire to have access through Interlochen Center for the Arts so the emergency vehicles can go on through during the construction period.

**PUBLIC COMMENT:**

Greg Caskie, Sr. 11717 U.S. 31

Mr. Caskie is happy to see law enforcement stepped up on U.S. 31, too many accidents on that road. He would like to pass along anyone who is currently a scout, previous scout or anyone who has anything to do with scouting there is a clean up day scheduled for June 21, 2025, beginning at 10:00 a.m. at Camp Greilick in East Bay Township.

Scot Richards 11802 Fredmar

Mr. Richards encouraged everyone to vote for the Cherryland Electric Board Members.

**PUBLIC COMMENT CONTINUED:**

Greg Caskie, Jr. 11711 U.S. 31

Mr. Caskie thanked the fire department for doing a great job on the structure fire. He also thanked the Zoning Administrator for taking care of a bovine situation. He would like to ask zoning and the board to investigate a way of protecting the homesteads who have been here for some time and are starting back up because people are realizing what they are eating. We are a rural area, he would like it to stay that way, it is our heritage. We have new people moving in who want that but do not understand what it is. There are people moving into our community who do not understand homesteads and do not want them and do not understand there are people who prefer to grow their own food rather than buy it. He would like to see some protection for the homesteads.

Jill Coverdill 5648 Wrenwood Way

Ms. Coverdill would like to clarify something she said at the May 27, 2025, special meeting while the budget was being discussed. She was asked if she supported increasing the budget for the deputy treasurer and she said yes because she feels at times it requires two people in the office. I do not believe it requires it all the time but at certain times like tax season it does. It is her opinion based on the salaries that were approved for the treasurer, supervisor and clerk that represents a full-time job. It would be her expectation that the treasurer would be present more days than not. My support was not to give a feeling that she supported Andy being out of the office more often and someone else being there instead. She thinks the work load requires it and she feels the position should be changed to hourly and **not** be a salaried position and that the budget he requested should be a not to exceed this amount so that when it is busy and they have to work longer days they know they have the hours in the budget to do it. She wanted to clarify this is not a way to replace Andy being present in the office in any way shape or form.

Robert Glover 6811 Galvin Road

Mr. Glover said he thinks this board does a great job. He would like to see the board have two clean up days a year, he knows there are a lot of people in the township that utilize the cleanup day.

**DISCUSSION:**

Supervisor Radtke stated we did amend our budget to reflect two clean up days, the board will investigate this matter. He wanted to include last year Zoning Administrator, Jason Hamilton and Assistant Zoning Administrator, Roy Volkening assembled a crew of volunteers with vehicles and trailers and went to individual places where people were unable to utilize our clean up day and loaded their items onto the trailers and took them to the clean up day. He believes it was successful, he has heard nothing but positive comments and they are look forward to utilizing the volunteers again this year. Each cleanup cost roughly $18,000.00 and if we pay for some additional help to make sure it runs smoothly, that is an additional $1,000.00. It is something we will look at and see what the feelings are.

**CORRESPONDENCE:** NONE

**POSTPONED BUSINESS:**

**TREASURER BANK RECONCILIATION ISSUES**

Treasurer Marek thanked Jill Coverdill for the hours she has spent in the office assisting him at zero cost to the residents. She has not inputted anything into the computer she is not attesting to any of the numbers in the accounts, she is simply an advisor to the Treasurer Marek. Treasurer Marek said they are close getting the tax account up to date, we are about halfway done. It has proven to be a bit more challenging than we anticipated and there are a number of factors behind that. Ms. Coverdill would like to address the board and if you have any questions myself or Ms. Coverdill will attempt to answer them. Ms. Coverdill went over a three-page memo of concerns and observations she had with regards to various thing she has been working with Andy on, some more critical than others. There are best practices that could be put into place that will help with the processes. The tax collections are the most problematic right now she believes there needs to be more education obtained as far as how best to utilize BS&A. When a tax payment is made there needs to be more urgency on getting the deposit into the bank. Right now, the complexity on the tax account the entry is coming across hitting the general ledger/trial balance there is not a one-to-one match to what is showing in the deposits to the bank. They may have the deposit showing in the bank, but you spend time hunting through receipts for entries that match, so it is complicated to do. The tax account needs to be addressed lickety split because we are 20 days out from tax season starting. There needs to be an understanding of how it all works and how all the pieces come together. The township is a most bizarre business structure in that there is no one in charge, there is not really an accounting person who totally understands how this all works. It is going to have its speed bumps and hurtles and obstacles but the more everyone can work together to figure out how can we do this best and most efficiently. The last thing you want to do is get back in the sink hole we have been trying to get out of the last three months again. That should not be tolerated. She feels the tax receipt side is critical that is where the money flows into the township and out to the property taxing authorities. There is a lot of work to do, I was randomly jotting down thoughts on how to do that. I have put ideas into writing that I will get to Marv and Judi tomorrow. ~~She feels the bank recs in all honesty,~~ **O**nce the tax account is fixed, there is still a huge entry problem to the tune of $6 million dollars that needs to be worked through with the CPA firm on how to fix it as the open cash was out and she believes a tax entry posted went backwards or something to mess it up but that needs to be addressed soon. She thinks in all honesty if you are doing things right and using the system to its best ability these bank recs could all be done before each board meeting. If transfers are being done correctly and timely and bank deposits being done timely, bank recs can be completed within a day to do all of them. Ms. ~~Coverdale~~ **Coverdill** stated she has limited days moving forward that she can assist Treasurer Marek, she did not realize this would be a three-month commitment which it has turned into. They must work hard at getting this done but there needs to be the dedication and motivation with the staff and officials to get your head wrapped around this otherwise its going to remain a mess. Supervisor Radtke stated you may have seen us joke a bit about this sitting up here, he wanted to state we are dead serious about this matter and want it resolved this is just a way for us to vent a little bit. We are taking this very seriously and please do not take some of our jovial comments out of context because this is serious. This is his tax money, your tax money, every one’s tax money that is going into this and we want to make sure that all of it is accounted for. Jill has been gracious in volunteering her time, tens of thousands of dollars have been donated by her. She is very patient and understanding and she is not biased she will speak up. Supervisor Radtke is grateful for her time and assistance. He stated he is not happy that the bank rec situation got to this point. Polled the board for questions. Trustee West asked the reports that were presented to the board members were dated April 30, 2025, is that how far you are on the bank recs? Treasurer Marek stated the May bank recs are done, he did not have time to compile the reports needed for the meeting. Ms. Coverdill stated next month the board should received May and June and possibly July completed bank rec reports.

**AIRPORT MANAGER FOLLOW UP:**

Supervisor Radtke stated Trustee Bieganowski is also part of the airport manager hiring committee, a resume was received on June 10, 2025, there were three candidates but one has withdrawn. They will interview the candidates and bring this back to the July 2025, Regular Board meeting. Trustee West asked that resumes be forwarded to the board members.

**NEW BUSINESS:**

**BUDGET AMENDMENTS:**

Supervisor Radtke discussed the budget amendments list provided in the board packets. After reviewing the budget centers, a list of amendments was drafted. The board discussed and reviewed the request. Trustee McDonald asked about the Village Roads Special Assessment, it is showing a negative amount in the activity. Treasurer Marek said he has corrected this. Clerk Kramer stated the SAD was paid off in March. Supervisor Radtke said the Township Auditor will prepare a corrective action plan to the State of Michigan on behalf of Green Lake Township when the annual audit is completed. **Motion by Bieganowski, Supported by Marek to approve the June 8, 2025, budget amendment request as presented. Roll call vote: Radtke – yes, West – yes, McDonald – yes, Biondo – yes, Marek – yes, Bieganowski – yes, Kramer – yes. Motion carried, 7/0.**

**OPEN PUBLIC HEARING:**

**Motion by Marek, Supported by Biondo to open the public hearing at 6:28 p.m.**

**Voice vote, motion carried 7/0.**

Supervisor Radtke stated before he opens the meeting up for public input, there are a couple changes or clarification amendments that were discovered today he would like to discuss. On page one of the budget third line from the bottom Interest, after reviewing information from the Treasurers office he would like to change the requested interest amount ~~of~~  **to** $19,500.00. One page 9 net of revenues/appropriations where it shows.

-$13,965.00 the new amount would be $3,145.00 in the black and under beginning fund balance the new amount will be $700,084.00. On page 48 net of revenues/appropriations – all funds requested will now be $46,870.00 and the beginning fund balance all funds will now be $3,906,041.

**DISCUSSION ON THE PUBLIC HEARING:**

Supervisor Radtke presented the L4029 Form and reviewed the millages listed, millage rates, headlee millage reduction fraction, millage rate permanently reduced, assessing or equalization millage rollback, maximum allowable millage levy, millage requested to be levied Dec. 1, and the expiration date of millage authorized. The truth and taxation millage rate for Green Lake Township is not to exceed 3.9803 Township Millage. Copies of the L4029 were present at the public hearing.

**NEW BUSINESS CONTINUED:**

**CLOSE PUBLIC HEARING:**

**Motion by Marek, Supported by McDonald to close the public hearing at 6:35 p.m.**

**Roll call vote: McDonald – yes, West – yes, Marek – yes, Biondo – yes,**

**Bieganowski – yes, Kramer – yes, Radtke – yes. Motion carried, 7/0.**

**ACTION ON PUBLIC HEARING – APPROVE 2025/2026 BUDGET:**

**Motion by Kramer, Supported by Biondo to approve the 2025/2026 requested budget as amended. Roll call vote: Radtke – yes, West – yes, McDonald – yes, Biondo – yes, Marek – yes, Bieganowski – yes, Kramer – yes. Motion carried, 7/0.** Treasurer Marek stated he is concerned with the amount of fund balance and would like to see the board appropriate some of the funds. It was discussed it is recommended the Township maintain a 45% to 50% fund balance in case of an emergency. The current fund balance is 41%. Trustee Bieganowski asked for clarification on the deputy treasurer position, it is his understanding the amount of $48,000.00 Treasurer Marek added to the budget is a place holder not to exceed this amount, is that correct? Supervisor Radtke that is correct.

**RESOLUTION #06102025.1 Appropriate Budgeted Funds:**

**Motion by Bieganowski, Supported by West to adopt Resolution #06102025.1 Appropriate Budgeted Funds as presented.**

Trustee McDonald stated he feels there should be additional information added to the resolution. After Now, THEREFORE, BE IT RESOLVED THAT: the Green Lake Township Board does so appropriate said funds. After that add **“in accordance with the budget adopted for 2025-2026 and outlined in form L4029, millage rate not to exceed 3.9803 mills”. Motion amended to add in accordance with the budget adopted for 2025-2026, and incorporated herein by reference, levying 3.98 mils, as outlined in form L4029. Roll call vote: McDonald – yes, Biondo – yes, Marek – yes, Bieganowski – yes, Kramer – yes, Radtke – yes, West – yes. Motion carried, 7/0.**

**RESOLUTION #06102025.2 Township Board Meeting Schedule:**

**Motion by Marek, Supported by McDonald to adopt Resolution #06102025.2 Township Board Meeting Schedule as presented. Roll call vote: Biondo – yes, Marek – yes, Bieganowski – yes, Kramer – yes, Radtke – yes, West – yes, McDonald – yes. Motion carried, 7/0.**

**NEW BUSINESS CONTINUED:**

**RESOLUTION #06102025.3 Depository Resolution:**

Trustee McDonald asked that in the first paragraph after this state: strike out “Act 20 PA 1943 as amended through December 31, 1997”. **Motion by Marek, Supported by McDonald to adopt Resolution #06102025.3 as amended removing “Act 20 PA 1943 as amended through December 31, 1997. Roll call vote: Marek – yes, Bieganowski – yes, Kramer – yes, Radtke – yes, West – yes, McDonald – yes, Biondo – yes. Motion carried, 7/0.**

**RESOLUTIOON #06102025.4 Investment Resolution:**

**Motion by Radtke, Supported by Marek to adopt Resolution #06102025.4 Investment Resolution as presented. Roll call vote: Bieganowski – yes, Kramer – yes, Radtke – yes, West – yes, McDonald – yes, Biondo – yes, Marek – yes. Motion carried, 7/0.**

**SALARIES/WAGES SHEET:**

**Motion by Kramer, Supported by West to approve the salaries/wages sheet changing the Deputy Treasurer position from a salary position to an hourly wage position in the amount of $25.25 per hour effective July 1, 2025. Roll call vote: Kramer – yes,**

**Radtke – yes, West – yes, McDonald – yes, Biondo – yes, Marek – yes,**

**Bieganowski – no. Motion carried, 6/1.**

**DOWNTOWN DEVELOPMENT AUTHORITY PROPOSED BUDGET:**

Trustee West asked if the DDA is going to sponsor the entire Light Up Interlochen Event? Trustee McDonald stated they are not sponsoring it all but this year the DDA is making a significant sponsorship to it, but they do not plan to repeat it after this year. The Interlochen Chamber requested a $52,000.00 sponsorship but the DDA reduced it to $42,000.00. It is primarily to extend it across the road to make it all part of the light show, they will have to buy new equipment to get it all up and functioning. Trustee West stated it is showing a cost of $63,000.00 and the DDA approved $42,000.00, Trustee McDonald stated yes, the Interlochen Chamber asked for $52,000.00 but the DDA agreed to $42,000.00. Supervisor Radtke stated this is a one-time event, it has been indicated firmly that it will not happen again next year. Trustee McDonald stated they will ask for money next year. Trustee West asked if the Interlochen Chamber received insurance funds yet to cover the lost lights and items? Trustee McDonald stated it is his understanding they did receive reimbursement for them. Clerk Kramer stated last year they had trouble with the

**NEW BUSINESS CONTINUED:**

current set up, the light was half lit for most of the season or the three weeks it was operating, and they had issues with the music, have they discussed the possibility of not extending the light show until they can get the current problems straightened around? Trustee McDonald stated yes, it was. Clerk Kramer stated wait a couple of years until they get the current light show up and running correctly before they add to it? Trustee McDonald stated that was discussed with them and that it was extremely important to the DDA that they get them up and running correctly. Trustee Bieganowski stated we do not tell the DDA how to spend their money correct? Supervisor Radtke stated yes, the Township does through approving their budget. Clerk Kramer stated we need sidewalks and streetlights in the DDA area, she would rather see the money go towards that than the light display being extended. Supervisor Radtke stated it is his hope if we agree to allocate this fund/request of Light Up Interlochen that this money will go towards fixing the other half of the light show that did not operate the light system and music system correctly last year. Supervisor Radtke stated the board does need to approve a budget for them or they are unable to operate. Trustee McDonald stated the board can always adopt the budget with modifications as the Light Up Interlochen group needs to start ordering things. Trustee Biondo asked are you saying the $52,000.00 is changing to $42,000.00, the $63,000.00 is the total? Trustee McDonald stated that is correct. This means the DDA is paying 65% of the lighting. The board discussed the possibility of the Interlochen Chamber raising money to fund this in the future. **Motion by Marek, Supported by Biondo to approve the Interlochen Downtown Development Authority draft budget as presented. Roll call vote: Biondo – yes, West – yes, Kramer – no, Bieganowski – no, Marek – yes,**

**McDonald – yes, Radtke – no. Motion carried 4/3.**

**BOOM BOOM CLUB REQUEST:**

**Motion by Bieganowski, Supported by McDonald to contribute $1,776.00 to the Boom Boom Club. Roll call vote: McDonald – yes, West – yes, Marek – yes, Biondo – yes, Bieganowski -- yes, Kramer – yes**, **Radtke – yes. Motion carried, 7/0.**

**MEMORIAL PARK CAMERAS REQUEST:**

Supervisor Radtke stated there has been a request to add two cameras to the park to help monitor areas currently not covered. Recently we had a heart attack patient at the park and last year we were asked by the Sheriff Department to provide camera surveillance of a fight that broke out at the park, this is something we want to keep track of. Trustee Bieganowski asked if there are blind spots the current cameras do not cover? Supervisor Radtke stated yes there are. We would like to have a camera that covers the pickleball courts and a camera that covers the fitness court and walking trail and field 2.

**NEW BUSINESS CONTINUED:**

Clerk Kramer stated there are leftover funds from the pickleball court donations and they have asked for a camera to cover their area so that will pay for their area. **Motion by Marek, Supported by Kramer to purchase two additional cameras for Memorial Park not to exceed $3,842.00. Roll call vote: West – yes, McDonald – yes, Biondo – yes, Marek – yes, Bieganowski -- yes, Kramer – yes, Radtke – yes. Motion carried, 7/0.**

**HOLIDAY HOURS:**

Supervisor Radtke said as usual between Christmas and New Years the office staff is not called in other than the clerk office and the treasurer office. This year it is only two days (12/29/25 and 12/30/25) the staff would need to utilize vacation or ESTA. The days closed would be 12/24/205 to 1/5/2026 with staff utilizing vacation or ESTA for 12/29/25 and 12/30/25. **Motion by Kramer, Supported by Marek to approve closing the Township office from December 24, 2025, to January 5, 2026, using vacation time or ESTA for December 29, 2025, and December 30, 2025. Roll call vote: McDonald – yes,**

**Biondo – yes, Marek – yes, Bieganowski – yes, Kramer – yes, Radtke – yes, West – yes.**

**Motion carried, 7/0.**

**MAY 13, 2025, AND MAY 27, 2025, MEETING MINUTES:**

Treasurer Marek asked that the May 13, 2025, meeting minutes be corrected. Under Treasurer Bank Reconciliation Issues fourth line down accept should be except. Trustee West asked on the May 27, 2025, meeting minutes under public comment is Lea Gourlay name correct. Yes it is correct. **Motion by Marek, Supported by West to receive and accept the May 13, 2025, and May 27. 025 meeting minutes as corrected. Voice vote, motion carried. 7/0.**

Trustee West asked if the Duck Lake Dam information has been sent to the Township Attorney? Supervisor Radtke stated yes it has.

**PUBLIC COMMENT:** NONE

**DISCUSSION:** Trustee Bieganowski asked if the L4029 form is placed on the website? Supervisor Radtke stated yes, it is.

**ADJOURNMENT:**

**Motion by Radtke, Supported by Bieganowski, to adjourn the meeting at 7:17 p.m. Motion Carried, voice vote 6-1.**

Respectfully submitted,

Judith L. Kramer

Green Lake Township Clerk