

**REGULAR MEETING**  
**January 24, 2023**

**PERE MARQUETTE CHARTER TOWNSHIP BOARD**  
held at 1699 S. Pere Marquette Highway, Ludington MI 49431

Board members present: Supervisor Gerald Bleau; Clerk Rachelle Enbody; Treasurer Karie Bleau; Trustees: Andrew Kmetz, James Nordlund Sr., Henry Rasmussen and Ronald Soberalski.

Board member(s) absent: No members absent.

Also present: Sheriff Kim Cole, Riley Kelley (Ludington Daily News), Larry Gaylord, Kristin Lange, and nineteen guests.

The meeting was called to order at 6:00 p.m. by the Supervisor. Invocation was given by Nordlund; Pledge of Allegiance was recited by all.

**APPROVAL OF MINUTES:** **Moved** by Soberalski, seconded by Rasmussen to approve the minutes of the January 10, 2023 meeting as presented. Enbody explained that the invoice approval amount was amended prior to distribution to reflect the actual amount of payment. A setting in the report parameter allowed two previously paid invoices to appear on the report that was approved at the January 10<sup>th</sup> meeting, inadvertently adding those previously paid invoices to the report total. The amount of \$183,620.58 documented in the minutes is the correct amount.

Motion carried.

**PUBLIC COMMENT:** Public comment was held.

**APPROVAL OF AGENDA:** G. Bleau offered a memo from the Township Supervisor to the Township Personnel Committee to be added to the agenda. **Moved** by Kmetz, seconded by Nordlund to add Item g. **Memorandum to Personnel Committee** to the agenda and to approve the agenda as amended.

Motion carried.

**NEW BUSINESS:** a. **Commercial Timber Sale Project Update** – Board members reviewed a memo from JMB Associates, LLC regarding the Memorial Tree Park proposed commercial timber sale. On October 11, 2022 the board approved allowing JMB Associates, LLC to move forward with the marking and tallying of the timber to be removed from Memorial Tree Park and to bring a proposal back to the board for consideration. The plan would require board approval prior to implementation. The memo recommends that due to the mild winter, that the plan be suspended until December 2023, January, or February 2024.

The board discussed options including a review of the documentation identifying the trees that need to be removed due to disease or to reduce density and affording residents the opportunity to be involved in the planning process through outreach from the Parks Committee.

**Moved** by Soberalski, seconded by Rasmussen to rescind the Commercial Timber Sale in Memorial Tree Park until further notice.

Motion carried.

b. **Consider Purchase of New Garage Door Operators for Fire Department** – Chief Gaylord reviewed two proposals received for the replacement of garage door operators, transmitters, and garage door seals.

Overhead Door Company of Grand Rapids: Installed	\$10,064.00
(5) electric overhead door operators	
(1) 3-button station (open/stop/close)	
(8) 2-button remotes	
Photo cells, timer to close module, removal and disposal of old operators	

Cadillac Garage Door, Inc: Installed	\$14,625.00
(5) electric overhead door operators	
(10) 2-button transmitters (remotes)	
(3) replace bottom garage door seals	\$ 1,544.00

Gaylord is recommending the proposal from Cadillac Garage Door, Inc.

**Moved** by Nordlund, seconded by Soberalski approve the proposal from Cadillac Garage Door, Inc. in the amount of \$16,169.00 for the replacement of five garage door operators, the purchase of ten remote transmitters, and for the replacement of three bottom garage door seals.

Motion carried.

c. **Consider Heating System Repairs for Township Hall** – G. Bleau reviewed a proposal from Skoog Heating & Cooling, LLC for repairs to the snowmelt system for the front sidewalk at the township hall and a proposal from Skoog Heating and Cooling, LLC for the material and labor to install a hydronic unit heater at the township hall. The hydronic unit heater is needed to solve the issues with the hot and cold areas within the township hall.

**Moved** by Rasmussen seconded by Kmetz approve the estimate from Skoog Heating & Cooling, LLC in the amount of \$4,326.00 for a hydronic unit heater including labor and installation and \$2,000.00 for repairs to the heated sidewalk system at the township hall. Total cost \$6,326.00.

Motion carried.

d. **Resolution for the Designation of Depositories #2023-3**

The following **Resolution** was offered by Rasmussen, and supported by K. Bleau:

# 2023-3

RESOLUTION FOR THE DESIGNATION OF DEPOSITORIES

WHEREAS, under the laws of the State of Michigan, this board is required to provide by resolution for the designation and deposit of all public money, including tax money, coming into the possession of the township treasurer, in one or more financial institutions, hereinafter called institution(s), to be designated in such Resolution.

NOW, THEREFORE, BE IT RESOLVED that the Treasurer is hereby authorized to deposit all public money, including tax money, now in or coming into the possession of the Treasurer, in the following financial institutions:

Cetera Investment Services, LLC  
Comerica Securities  
Michigan CLASS  
Multi-Bank Securities, Inc.  
Preferred Credit Union  
Huntington Bank  
Safe Harbor Credit Union  
West Shore Bank

Roll call vote: Yes: Soberalski, Rasmussen, K. Bleau, G. Bleau, Enbody, Kmetz, and Nordlund.  
No: None.  
Absent: None.

Resolution declared adopted.

e. **Consider Sewer Rate Resolution #2023-4** – Board members reviewed the proposed changes to the Sewer Rate Resolution which include a change in the usage rate from \$5.25 to \$5.48 per hundred cubic feet, an increase in the readiness-to-serve charges, a change in the flat rate sewer charge for single and two-family residences from \$112.55 to \$122.01 per quarter and to provide for an effective date for the quarter beginning on January 1, 2023. The change to the usage rate represents an increase in the rates charged by the City of Ludington and as specified in the terms of the Wholesale Water & Sewer Agreement. The change to the readiness-to-serve rate(s) and the flat rate represent an increase to the rates charged to the Township by the City of Ludington.

The following **Resolution** was offered by Nordlund, and supported by Soberalski:

PERE MARQUETTE CHARTER TOWNSHIP  
SEWER RATE RESOLUTION #2023-4

WHEREAS, Code of Ordinances, Chapter 30, Article III, Sewer and Sewage Disposal (the "Code") provides that the Township Board shall establish sewer user rates and charges from time to time; and

WHEREAS, the Township Board desires to establish such rates and charges as are set forth in this resolution.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Pursuant to Section 30-239 of the Code, the following sewer connection charges are established:

- a. Sewer Stub Installation Charge For all connections, except those connections to the portion of the System, as defined in the Sewer Ordinance, financed by a Sewer Special Assessment District in which the construction of the sewer stub is part of the initial construction project or portions of the System built by a third party without cost to the Township), The charges to connect shall be:

Gravity sewers	\$950.00
Small diameter pressure sewers (per lf)	\$10.00

Lineal footage for stub charges for pressure sewers should be measured from the stub to the connection point for the premises.

- b. Frontage Charge A connection to the System as provided in the Code shall be as provided in the following table: Frontage cost will be divided by two when connections are available on both sides of the road.

Gravity Sewers (per front lf)	\$40.00
Pressure Sewers (per front lf)	\$10.00

- c. Trunkage Charge For all connections, except those connections made directly to the City of Ludington sewer transmission system, the charge shall be as follows:

5/8 & 3/4"	\$1,250.00
1"	\$3,125.00
1-1/2"	\$6,250.00
2"	\$10,000.00
3"	\$20,000.00
4"	\$31,250.00
6"	\$62,500.00
8"	\$100,000.00
10"	\$143,750.00
12"	\$268,750.00

- d. Grinder Pump Charge For all connections requiring use of a grinder pump the charge shall be billed at actual cost for time, materials, and service charges as needed.

2. Pursuant to Section 30-240 of the Code, interest at a rate of prime plus 2% per annum shall be charged on the unpaid balance when the applicant elects to pay the frontage and trunkage charges, or any part thereof, in installments.

3. Pursuant to Section 30-241 of the Code, the following Sewer Rates and Other Charges are established:

- a. **\$5.48** per 100 cubic feet of water utilized per calendar quarter plus a quarterly readiness-to-serve charge determined as follows:

5/8 & 3/4"	\$15.68
1"	\$37.78
1-1/2"	\$75.56
2"	\$120.87
3"	\$246.72
4"	\$377.62
6"	\$755.28
8"	\$1,208.45
10"	\$1,737.11
12"	\$3,247.67

- b. Charge for single- and two-family residences not connected to public water - \$122.01 per quarter
- c. Meter test - \$100
- d. Development plan review and inspection, including testing and compiling construction records for subdivisions, site condominiums, multi-family dwellings and other types of residential, commercial or industrial developments where a sewer line and/or stub is constructed as part of the development - shall be charged at cost for labor, materials and any necessary services.
- e. Service call for turn-on, turn-off, meter removal and/or meter re-installation (exclusive of emergency situations)- \$50 each time
- f. Temporary metered discharge to System - \$100 plus commodity charge. The commodity charge may be adjusted on a case-by-case basis when requested by a commercial or industrial customer. Each request will be reviewed by the Water and Sewer Committee, who will then establish a revised temporary rate
- g. Service for meter reading outside the regular meter reading schedule for special billing purposes - \$50

Charges for partial quarters shall be prorated.

- 4. Pursuant to Section 30-245 of the Code, service calls for repair/replacement of damaged meters and/or sewer lines shall be charged actual costs for labor, materials and any necessary services.
- 5. This resolution shall be effective immediately and shall be applicable for the current quarter beginning on January 1, 2023 and continuing thereafter until modified by future resolution of the Board
- 6. All resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

Roll call vote: Yes: Rasmussen, K. Bleau, G. Bleau, Enbody, Kmetz, Nordlund, and Soberalski.  
 No: None.  
 Absent: None.

Resolution declared adopted.

f. **Consider Water Rate Resolution #2023-5** – Board members reviewed the proposed changes to the Water Rate Resolution which include a change in the usage rate from \$3.75 to \$3.93 per hundred cubic feet, a change in the usage rate for Michigan Power Limited Partnership from \$1.32 to \$1.41 per hundred cubic feet and to provide for an effective date for the quarter beginning on January 1, 2023. The change in the residential usage rate represents an increase based upon a cost-of-living increase and an increase in the rates charged by the City of Ludington. The Michigan Power usage rate increase is determined by the change in the CPI-U as specified in the terms of the Water Supply Agreement.

The following **Resolution** was offered by Soberalski, and supported by Nordlund:

**PERE MARQUETTE CHARTER TOWNSHIP  
 WATER RATE RESOLUTION #2023-5**

WHEREAS, Code of Ordinances, Chapter 30, Article II – Water System (the “Code”) provides that the Township Board shall establish water user rates and charges from time to time; and

WHEREAS, the Township Board desires to establish such rates and charges as are set forth in this resolution.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1. Under Section 30-61 of the Code, the following charges are established for the Township’s water system (“System”):
  - a. **Water Service Tap Installation Charge** (For all connections, except those connections to the portion of the System, as defined in the Water Ordinance, financed by a Water Special Assessment District in which the construction of the water tap is part of the initial construction project or portions of the System built by a third party without cost to the Township), the charges to connect shall be:

1”	\$825.00
1-1/2”	\$900.00
2”	\$1,000.00
Over 2”	At cost

At cost calculations will include time and materials.

- b. Frontage Charge A connection to the System as provided in the Code shall be \$25 per front lineal foot. Frontage cost will be divided by 2 if connections are available on both sides of the road.
- c. Benefit Charge For all connections, except those connections served directly by the City of Ludington water system, the charge shall be as follows:

5/8 & 3/4"	\$425.00
1"	\$1,063.00
1-1/2"	\$2,125.00
2"	\$3,400.00
3"	\$6,800.00
4"	\$10,625.00
6"	\$21,250.00
8"	\$34,000.00
10"	\$48,875.00
12"	\$91,375.00

2. Pursuant to Section 30-62(c) of the Code, interest at a rate of prime plus 2% per annum shall be charged on the unpaid balance when the applicant elects to pay the frontage and benefits charges, or any part thereof, in installments.

3. Pursuant to Section 30-63 of the Code, the following Other Charges are established:

- a. Metered fire hydrant use (including cost for filling a swimming pool or providing water for a construction project) - \$100 plus cost of water used
- b. Meter test - \$100
- c. Service call for turn-on, turn-off, meter removal and/or meter re-installation (exclusive of emergency situations)- \$50 each time
- d. Service call for turn-on after delinquent water bill paid - \$50
- e. Cross connection enforcement/turn-off - \$150
- f. Service for meter reading outside the regular meter reading schedule for special billing purposes - \$50
- g. Development plan review and inspection, including testing and compiling construction records for subdivisions, site condominiums, multi-family dwellings and other types of residential, commercial or industrial developments where a water main and/or system service line is constructed as part of the development - at actual cost for time, materials, and service charges as needed.

4. Pursuant to Section 30-64 of the Code, water rates for water provided to each premises connected to the Pere Marquette Charter Township Water System are established as follows: For water utilized, **\$3.93** per 100 cubic feet, plus a quarterly readiness-to-serve charge determined as follows:

5/8 & 3/4"	\$14.00
1"	\$35.25
1-1/2"	\$70.50
2"	\$112.00
3"	\$224.00
4"	\$350.50
6"	\$700.00
8"	\$1,120.00
10"	\$1,610.00
12"	\$3,010.00
Standby fire line	\$90.00
Hydrant charge	\$ 100.00

Charges for partial quarters shall be prorated.

5. Notwithstanding the provisions in Section 4 above, with regard to Michigan Power Limited Partnership and per the Water Supply Agreement between them, the Township, and the City of Ludington, the usage rate for water shall be **\$1.41** per 100 cubic feet. The monthly readiness-to-serve charge shall be equal to the wholesale readiness-to-serve charge billed to the Township by the City as per the Wholesale Water and Sewer Agreement between the Township and the City.

6. Pursuant to Section 30-64 of the Code, the Township shall pay an annual charge of \$75 per hydrant to the Pere Marquette Water Department for water supplied through fire hydrants for fire protection or other purposes.

7. Pursuant to Section 30-34 of the Code, service calls for repair/replacement of damaged meters or water service lines shall be charged the actual costs for labor, materials and any necessary services.

8. This resolution shall be effective immediately and shall be applicable for the current quarter beginning on January 1, 2023 and continuing thereafter until modified by future resolution of the Board.

All resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

Roll call vote: Yes: K. Bleau, G. Bleau, Enbody, Kmetz, Nordlund, Soberalski, and Rasmussen.  
 No: None.  
 Absent: None.

Resolution declared adopted.

g. **Memorandum to Personnel Committee** (added) – G. Bleau announced that he has appointed Kristin Lange (Zoning Administrator) as Deputy Supervisor. G. Bleau read a memorandum that he submitted to the Personnel Committee that outlines a proposal for compensation for Deputy Supervisor. The memorandum recommends the delegation of the duties of Deputy Supervisor to include the duties of Personnel Director to Lange at a compensation rate of \$4.00 per hour in addition to the current hourly rate as Zoning Administrator. The current hourly rate as the Zoning Administrator is \$28.77. The hourly rate for the additional duties as Deputy Supervisor/Personnel Director would increase the total hourly rate for Lange to \$32.77 per hour for all hours worked. As Personnel Director, Lange would be tasked to work with the Personnel Committee to review the Personnel Policy, act as liaison to the Personnel Committee, staff, and supervisor, and would become the direct supervisor of any administrative assistants that work in the supervisor's office.

**Moved** by Nordlund, seconded by Kmetz to approve the additional compensation of \$4.00 per hour for Kristin Lange during the time that Lange serves the Township as both the Zoning Administrator and Deputy Supervisor/Personnel Director.

Motion carried.

COMMITTEE OF THE WHOLE: **Moved** by Kmetz, seconded by Bleau to move into Committee of the Whole at 7:03 p.m. Motion carried. Various topics discussed with no action taken:

- Discussion regarding financial consulting services from Maner Costerisan. A report is expected by the next board meeting.
- Discussion of a letter to the editor regarding the water and sewer billing error. K. Bleau provided the names and addresses of the affected accounts and requested direction from the board on how to proceed. A suggestion was offered to send letters of explanation to the affected accounts until such time as the board can meet to make a determination on how to proceed.

**Moved** by G. Bleau, seconded by Soberalski to return to regular session at 7:23 p.m. Motion carried.

ANNOUNCEMENTS: R. Enbody reported a letter of resignation was received from the Deputy Clerk. G. Bleau reported that he has received both written and verbal requests to pause all activities associated with the Deer Management Plan.

EXTENDED PUBLIC COMMENT: Public comment was held.

SHERIFF REPORT: Sheriff Cole reported on seventy-one calls for service in December 2022 and 2022 county-wide statistics.

ADJOURNMENT: The meeting was adjourned by consent at 8:00 p.m.