

**REGULAR MEETING
October 10, 2023**

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

Board members present: Clerk Rachelle Enbody; Trustees: Andrew Kmetz, James Nordlund Sr., Henry Rasmussen, and Ronald Soberalski.
Board member(s) absent: Treasurer Karie Bleau.
Board position vacant: Supervisor.
Also present: Mason County Commissioner Lewis Squires, Matthew Biolette and Shane Peterson of F&V Engineering, Derek Eaton, Larry Gaylord, Dan Healy, Dave Bossick (Ludington Daily News) and numerous guests.

The meeting was called to order at 4:00 p.m. by the Clerk. Invocation was given by Nordlund; Pledge of Allegiance was recited by all.

Moved by Enbody, seconded by Nordlund to appoint Kmetz as President Pro Tem for this meeting. Motion carried. Kmetz assumed chairmanship of the meeting.

APPROVAL OF MINUTES: **Moved** by Nordlund, seconded by Soberalski to approve the minutes from the meeting on September 26, 2023, as presented.

Motion carried.

SHERIFF / COUNTY COMMISSIONER REPORT(S): Commissioner Squires reported on the most recent meeting of the Mason County Board of Commissioners.

DEPARTMENT REPORTS: Department reports were received from the Fire Department and the Zoning and Code Enforcement Department. Fire Chief Larry Gaylord, Assessor Derek Eaton, and Department of Public Works, Water and Sewer Assistant Superintendent Dan Healy, gave verbal reports of department activity.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by Soberalski, seconded by Rasmussen to add Item F. "**Consider Well Inspection and Repairs**" to the agenda and to approve the agenda as amended.

Motion carried.

COMMUNICATIONS: Enbody reported receiving the following communications:
Charter Communications – Notification of the renewal of the carriage agreement with The Walt Disney Company and changes to the channel lineup serving the Ludington community.
Michigan Department of Natural Resources – Notification that the Township's application for the Michigan Spark Grant Program was not recommended by the DNR Director.

COMMITTEE REPORTS: Architectural Control Committee (Rasmussen): Rasmussen reported the Committee approved signage changes for Haworth.

Economic Development / Parks & Recreation Committee (K. Bleau, Soberalski): Soberalski reported attending the bi-monthly Construction Progress Meeting for the Pere Marquette Community River Access Project and noted that the construction is going along very well.

Election Commission (Enbody, Nordlund, Rasmussen): Enbody reported that the Commission met on October 12th to approve Election Inspectors for the November 7th Election and the Commission will meet on October 25th at 9:00 a.m. to conduct the public logic and accuracy testing.

Roads Committee (Nordlund, Kmetz, Rasmussen): Nordlund reported that the Committee met to review the Linlook Park drainage situation.

Fire Department Liaison (Kmetz): Kmetz reported the Fire Department discussed truck repairs and purchasing foldable traffic cones.

LMTA Representative (Enbody): Enbody reported on the most recent meeting of the LMTA.

Western Mason County Fire District Authority (Kmetz): Kmetz reported the Fire Authority will meet on October 17th.

NEW BUSINESS: A. **Presentation – Fleis & VandenBrink Engineering** – Matt Biolette and Shane Peterson gave an update of the accomplishments-to-date of the services provided to the Township by F&V Engineering.

B. **Consider Assessing Services** – The Township is required to have a MMAO (level four) assessor for the assessment of the electric generating power plant parcels located in the township. A portion of the cost will be shared by Summit Township for their portion of the assessment of the Pumped Storage Facility.

Moved by Nordlund, seconded by Soberalski to enter into an Agreement for Assessment Services with Edward K. VanderVries, MMAO IV, PPE for the assessment of the Consumers Energy/Detroit Edison Pumped Storage Plant and the Michigan Power Limited Plant for the 2021-2023 assessment year(s) for an annual base fee in the amount of \$15,000.00 per year and to authorize the Supervisor and Clerk to sign the agreement on behalf of the Township.

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

Motion carried.

C. **Consider Expiration of Leave of Absence of Firefighter(s)** – Enbody explained that firefighters Gilbert Hadley and Zachary Wallager were each approved for a one year leave of absence and the leave of absence(s) have expired.

Moved by Soberalski, seconded by Enbody to affirm the expiration of the one-year leave of absence requests granted October 11, 2022 for firefighter Gilbert Hadley for the period of September 30, 2022 to September 30, 2023 and for firefighter Zachary Wallager for the period of June 30, 2022 to June 30, 2023 and to terminate their positions as firefighters with Pere Marquette Charter Township.

Motion carried.

D. **Consider Budget Amendments** – Enbody reviewed the proposed budget amendments in detail.

Moved by Enbody, seconded by Rasmussen to approve the following budget amendments:

BUDGET AMENDMENTS

General Fund

	Current Budget	Increase / (Decrease)	Amended Budget
Revenues:			
Building Permit Fees	40,000	8,700	48,700
Other Revenue - Sales	3,500	9,500	13,000
Disposition/sale of asset	49,000	19,000	68,000
Expenditures:			
Township Board - Legal	55,000	57,200	112,200
Contingency	27,411	(20,000)	7,411
Sub-total		0	

NET CHANGE IN GENERAL FUND 0

E. **Consider Personnel Committee Recommendations** – Kmetz reported the Personnel Committee discussed information provided by the Michigan Townships Association and the Mason County Clerk. Due to the retirement of G. Bleau, the recall election for the office of Township Supervisor will not be canvassed. The Township Board has forty-five days to appoint a person to fill the vacancy. Board members discussed consideration of hiring a Township Superintendent or Township Manager, but first must fill the vacancy within the statutory time frame.

Consider Notice for Accepting Letters of Interest for the Office of Township Supervisor – Board members reviewed the following notice:

NOTICE TO RESIDENTS OF
PERE MARQUETTE CHARTER TOWNSHIP

The Pere Marquette Charter Township Board is seeking letters of interest and resumes from persons interested in appointment to the Township Board for the Office of Township Supervisor.

Candidates must be a qualified elector of the township and registered to vote. To be a qualified elector, a person must be 18 years of age, a U.S. citizen, and have lived in the township at least 30 days prior to the appointment. Statutory duties include, but are not limited to: Manage and supervise all public improvements, works, and undertakings of the township; See that all laws and township ordinances are enforced; Moderate board meetings; Act as the legal agent for the township; Prepare and administer the township budget; Act as purchasing agent; Act as personnel director; Perform such other duties as required by state statute, township ordinance or direction of the township board.

The salary of the Office of Township Supervisor is \$73,314.00 plus longevity and benefits. Benefits include health insurance, a defined contribution plan, and life insurance. For additional information about the duties and responsibilities of Township Supervisor, please contact Rachelle D. Enbody, Township Clerk.

A letter of interest and resume should be submitted to Rachelle D. Enbody, Township Clerk at 1699 S. Pere Marquette Highway, Ludington, MI 49431 by October 26, 2023. Email: rachelle@pmtwp.org.

Moved by Soberalski, seconded by Nordlund to approve the foregoing notice for persons interested in being considered for appointment to the office of township supervisor.

Motion carried.

Board members discussed the position of Building Official vacated upon G. Bleau's retirement. The current contracted Building Inspector Thomas Fulker is willing to fill in as Building Official so that the Township can continue to issue permits until a determination can be made as to how to move forward with fulfilling the position of Building Official.

Moved by Soberalski, seconded by Nordlund to postpone advertisement for the position of Building Official.

Motion carried.

Board members discussed the shortage of staff within the Department of Public Works. The Personnel Committee is recommending that an advertisement for the DPW Operator be posted with the prospective candidates to be interviewed by the next DPW Superintendent.

Moved by Soberalski, seconded by Nordlund to place an advertisement for the position of DPW Operator.

Motion carried.

F. **Consider Well Inspection and Repairs** (added) – Board members reviewed a memo from DPW Assistant Superintendent Dan Healy recommending efficiency testing on the Township's three wells and a full inspection on one of the wells. The cost of the efficiency testing is \$350.00 per well. The cost of the full inspection of one of pumps from one of the wells is \$6,940.00 and does not include repairs.

Moved by Rasmussen, seconded by Soberalski to approve the quote from Northern Pump and Well for efficiency testing of the three wells and a full inspection of the pump of one well at a total proposed cost of \$7,990.00.

Motion carried.

OFFICERS REPORTS: Trustees: Soberalski and Rasmussen reported attending the ribbon cutting ceremony for Harsco Rail.

Clerk (Enbody) – Reported mailing more than 600 absent voter applications for the November election to registered voters on the permanent absent voter list. To date, more than three hundred ballots have been requested. Provided the third quarter financial summary to board members detailing revenues and expenditures through September 2023.

The Election Commission will meet on Thursday to appoint election inspectors for the November election and the public logic and accuracy testing of the election equipment will be performed on October 25th at 9:00 a.m. Enbody provided a list of current invoices for approval.

PAYMENT OF INVOICES: Moved by Enbody, seconded by Soberalski to approve payment of invoices in the amount of \$564,349.59.

Motion carried.

Treasurer (K. Bleau) – Provided a report with bank balances for September 2023.

Supervisor – (vacant)

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: The meeting was adjourned by consent at 5:34p.m. Motion carried.

Rachelle D. Enbody, MiPMC², CMC Township Clerk

Andrew Kmetz, President Pro Tempore

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