

**REGULAR MEETING
January 11, 2022**

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: James Nordlund Sr., Henry Rasmussen, and Ronald Soberalski.
 Board member absent: Trustee Andrew Kmetz.
 Also present: Larry Gaylord, and County Commissioner Lew Squires.
 Present for a portion of the meeting: Sheriff Kim Cole and County Commissioner Steve Hull.

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. The minutes of the December 28, 2021 meeting and the current agenda were approved by consent.

PUBLIC COMMENT: County Commission Lew Squires reported on the most recent meeting of the Mason County Board of Commissioners.

NEW BUSINESS: A. Resolution to Adopt Poverty Exemption 2022 Income Guidelines and Asset Test #2022-1 – Bleau explained that the law requires the governing body to annually adopt a policy, including an asset test, used to approve or deny poverty exemptions.

Resolution to Adopt Poverty Exemption 2022 Income Guidelines and Asset Test #2022-1

WHEREAS, the homestead of persons who, in the judgment of the Supervisor and Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Property Tax Act; and

WHEREAS, the Township Board is required by Section 7u of the General Property Tax Act, Public Act 206 of 1893 (MCL 211.7u), to adopt guidelines for poverty exemptions;

NOW, THEREFORE, BE IT HEREBY RESOLVED, pursuant to MCL 211.7u, that Pere Marquette Charter Township, Mason County, adopts the following guidelines for the Supervisor and Board of Review to implement.

The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year.

To be eligible, a person shall do all the following on an annual basis **prior to the close of the December Board of Review:**

- 1) Be an owner of and occupy as a homestead the property for which an exemption is requested.
- 2) File Forms 5737 and 5739 with the Supervisor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year, or Form 4988 if no federal or state income tax return was required.
- 3) Produce a valid drivers' license or other form of identification, if requested.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested, if requested.
- 5) Meet the federal poverty income guidelines as defined and determined annually by the United States Office of Management and Budget. The guidelines for 2022 are as follows:

Size of Family Unit	Poverty Guidelines
1	\$12,880
2	\$17,420
3	\$21,960
4	\$26,500
5	\$31,040

6	\$35,580
7	\$40,120
8	\$44,660
For each additional person	\$4,540

6) Meet additional eligibility requirements as determined by the Township Board, including: the disclosure of assets as outlined in Form 5737, the total of which must not exceed 2.5 times the current federal poverty income guidelines.

BE IT ALSO RESOLVED that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption. No deviation from the adopted policy or guidelines is permitted per Public Act 253 of 2020.

The foregoing resolution was offered by Nordlund and supported by K. Bleau.

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

The Supervisor declared the resolution adopted.

B. Performance Resolution for Municipalities #2022-2 – This resolution is required by the Michigan Department of Transportation for the purpose of issuing a municipality a permit in order to construct, operate, use and/or maintain utilities or conduct other activities within State Highway Right of Way locations within its corporate limits.

The following **Resolution** was offered by Enbody and supported by Soberalski:

Performance Resolution for Municipalities #2022-2

RESOLVED WHEREAS, the Charter Township of Pere Marquette hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this Resolution shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Resolution, as provided by law. This Resolution is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employees, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY. Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State

of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation, construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

6. With respect to any activities authorized by PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.

7. The incorporation by the DEPARTMENT of this Resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.

8. This Resolution shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title:	Name:
Township Supervisor	Gerald A. Bleau
DPW/Water/Sewer Superintendent	Andrew Larr
Township Clerk	Rachelle Enbody

Resolution declared adopted.

C. **Consider Agreement for the Collection of Summer Property Taxes for Ludington Area Schools** – MCL 211.43 subsections (12) and (13) allow for agreements between the township and a taxing unit that authorize the township to retain the earned interest on that taxing units’ collections. The Ludington Area School District Agreement authorizes a reimbursement of \$4.00 per parcel for the collection of summer property taxes for the school district.

Moved by Rasmussen, seconded by Soberalski to enter into an agreement with the Ludington Area School District for the collection of 2022 summer property taxes at a reimbursed amount of \$4.00 per parcel and to authorize the Supervisor and Clerk to sign the agreement.

Motion carried.

D. **Consider Sewer Rate Resolution #2022-3** – Board members reviewed the proposed changes to the Sewer Rate Resolution which include a change in the usage rate from \$5.11 to \$5.25 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 \$89.95 to \$112.55 per quarter and to provide for an effective date for the quarter beginning on January 1, 2022. The change to the usage rate represents a 3% increase based upon the annual increase recommended by the 2015 Rate Study, 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 Townshi//p by the City of Ludington.

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

**PERE MARQUETTE CHARTER TOWNSHIP
SEWER RATE RESOLUTION #2022-3**

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. **\$5.25** per 100 cubic feet of water utilized per calendar quarter plus a quarterly readiness-to serve charge determined as follows:

5/8 & 3/4"	\$14.00
1"	\$34.85
1-1/2"	\$69.70
2"	\$111.50
3"	\$227.60
4"	\$348.35
6"	\$696.75
8"	\$1,114.80
10"	\$1,602.50
12"	\$2,996.00

- b. Charge for single- and two-family residences not connected to public water - \$112.55 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, 2022 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: Nordlund, Enbody, G. Bleau, K. Bleau, Rasmussen, and Soberalski.
 No: None.
 Absent: Kmetz.

Resolution declared adopted.

E. **Consider Water Rate Resolution #2022-4** – Board members reviewed the proposed changes to the Water Rate Resolution which include a change in the usage rate from \$3.62 to \$3.75 per hundred cubic feet for residential usage, a change in the usage rate for Michigan Power Limited Partnership from \$1.24 to \$1.32 per hundred cubic feet and to provide for an effective date for the quarter beginning on January 1, 2021. The change in the residential usage rate represents a 6.8% increase based upon the annual increase recommended by the 2015 Rate Study, 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 K. Bleau, and supported by Soberalski:

**PERE MARQUETTE CHARTER TOWNSHIP
 WATER RATE RESOLUTION #2022-4**

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:
- Metered fire hydrant use (including cost for filling a swimming pool or providing water for a construction project) - \$100 plus cost of water used
 - Meter test - \$100
 - Service call for turn-on, turn-off, meter removal and/or meter re-installation (exclusive of emergency situations)- \$50 each time
 - Service call for turn-on after delinquent water bill paid - \$50
 - Cross connection enforcement/turn-off - \$150
 - Service for meter reading outside the regular meter reading schedule for special billing purposes - \$50
 - 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, **\$3.75** per 100 cubic feet, plus a quarterly readiness-to-serve charge determined as follows:

5/8 & 3/4"	\$13.50
1"	\$34.00
1-1/2"	\$68.00
2"	\$108.00
3"	\$216.00
4"	\$338.00
6"	\$675.00
8"	\$1,080.00
10"	\$1,553.00
12"	\$2,903.00
Standby fire line	\$90.00
Hydrant charge	\$90.00

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 \$1.32 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, 2022 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: Soberalski, Rasmussen, K. Bleau, G. Bleau, Enbody, and Nordlund.
 No: None.
 Absent: ~~None~~. Kmetz*

Resolution declared adopted.

F. **Consider Publishing Requirements** – Enbody explained that statute (MCL 42.8) requires that the township board determine the method of publication of minutes. Enbody was unable to locate prior board action for the determination of how minutes are to be published. The options for publication of minutes for a charter township include:

1. Publish the full minutes or a synopsis of minutes in a newspaper at least once a month. This is the current method of publication. OR

2. Post the full minutes or a synopsis in the clerk’s office AND five public places AND a notice published in a newspaper identifying where the minutes are posted within seven days of posting. OR

3. Post the full minutes or a synopsis in the clerk’s office AND on the Township web site AND a notice published in a newspaper identifying where the minutes are posted within seven days of posting.

Moved by Rasmussen seconded by Soberalski to continue with the current practice of publishing a synopsis of township board meeting minutes each month in the newspaper.

Motion carried.

G. **Consider Fee Waiver for ZBA Variance Application** – G. Bleau explained that the Mason County Road Commission is acquiring a parcel for the purpose of creating a new road. The new road will create a non-conforming lot for a parcel along the new road. The property owner of that parcel must apply for a variance in order for the parcel to remain in compliance with township zoning. G. Bleau consulted with the zoning attorney who determined that the variance request was caused by the creation of the new road and not by the owner and therefore it is recommended that the township waive the variance application fee.

Moved by Nordlund seconded by K. Bleau to approve a waiver of the Zoning Board of Appeals variance application fee for parcel #53-010-013-300-001-01 due to the fact that the non-conformity was created by the acquisition of an adjacent parcel for the construction of a new road.

Motion carried.

SHERIFF / COUNTY COMMISSIONER REPORT(S) – Sheriff Cole reported on fifty-two calls for service in December 2021. County Commissioner Steve Hull reported on the most recent meeting of the Mason County Board of Commissioners.

COMMITTEE REPORTS: Sewer and Water Committee (K. Bleau) – Reported discussion of future sewer and water projects, water tower maintenance items, 2022 sewer and water rates, and lift station generator quotes.

Architectural Control Committee (G. Bleau) – Reported review of plans for an addition to an existing building and for the purpose of correction of outdoor storage screening/landscaping and other covenant violations subject to conditions.

Fire Department Liaison (Rasmussen) – Reported seventeen members and one Training Officer in attendance at the monthly meeting. Members discussed the purchase of a new medical vehicle and upcoming training sessions.

Fire Department (Gaylord) – Reported on forty-one responses in December. Year end totals are four hundred sixty in 2021 compared to three hundred seventy-five in 2020. Reported on new regulations from the State requiring thirty-six

hours of continuing education every three years. The Fire Authority has authorized a Train the Trainer Rescue Task Force training for one member from each Department.

COMMITTEE OF THE WHOLE: **Moved** by Soberalski, seconded by Nordlund to move into Committee of the Whole at 7:05 p.m. Motion carried. Various topics discussed with no action taken:

Discussion of the traffic on Jebavy Drive and possible alternatives.

Moved by Rasmussen, seconded by Soberalski to return to regular session at 7:12 p.m. Motion carried.

Department reports were included in board packets.

OFFICERS REPORTS: Clerk (Enbody) – Reported the 2021 audit has been scheduled and will begin on February 15 and is working on year-end balancing and reporting in preparation for the audit. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Rasmussen to approve payment of invoices totaling \$138,214.41.

Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for December 2021 and reported the township is financially stable.

Supervisor (G. Bleau) – Reported the Personnel Committee meeting had to be rescheduled, reported on the pending Pallets Recycle court proceedings and is working with departments to help accomplish tasks designated from recent committee meetings.

EXTENDED PUBLIC COMMENTS: Public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:37 p.m.

Rachelle D. Enbody, CMC, MiPMC Township Clerk

Gerald A. Bleau, Township Supervisor

REGULAR MEETING
February 8, 2022

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 absent: None.

Also present: Andy Larr, Larry Gaylord and one guest.

Present for a portion of the meeting: Mason-Lake Conservation District Project Manager Bri Jasinski.

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: Kmetz noted that the roll call vote for the Water Resolution in the January 11 minutes should indicate that Kmetz was absent. **Moved** by Kmetz, seconded by K. Bleau to approve the minutes of the January 11, 2022 meeting as amended.

Motion carried.

PUBLIC COMMENT: Bri Jasinski, the Hemlock Woolly Adelgid project manager from the Mason-Lake Conservation District, explained that Hemlock Woolly Adelgid (HWA) is an insect that infests hemlock trees and that the presence of the insect has been confirmed to exist in Mason County. Through grant funding the Mason Lake Conservation District, in cooperation with the Ottawa Conservation District, will be able to provide for the survey and treatment of the invasive species at no cost to the township.

APPROVAL OF AGENDA: **Moved** by Enbody, seconded by Soberalski to add Item J. "Consider Community Foundation for Mason County Community Project Fund Agreement" to the agenda and approve the agenda as amended.

Motion failed.

Moved by Enbody, seconded by Soberalski to add Item J. "Consider Community Foundation for Mason County Community Project Fund Agreement", Item K. "Consider Michigan Townships Association (MTA) Conference Compensation and Item L. "Consider Mason County Township Officers Association Meeting Compensation" to the agenda and approve the agenda as amended.

Motion carried.

NEW BUSINESS: A. **Consider Job Descriptions** – The Personnel Committee met to review the proposed job descriptions. The parks department does not have any previously approved descriptions for campground attendant and the seasonal maintenance position is new beginning in with the 2022 season. The Personnel Committee is recommending adoption of both job descriptions.

Moved by K. Bleau seconded by Kmetz to approve the job descriptions for Seasonal Campground Attendant and Seasonal Park Maintenance as presented, effective immediately.

Motion failed.

Moved by Enbody seconded by Kmetz to approve the job descriptions for Seasonal Campground Attendant as presented and Seasonal Park Maintenance as amended by adding "and other Township properties" to Essential Job Functions Item 1., effective immediately.

Motion carried.

B. Consider Job Description and Agreement Part Time Fire Chief – The personnel committee met to review the need for a pay per call compensation structure for firefighters and to review a proposed job description and agreement for a new position of part-time fire chief. The job description has been reviewed by the township attorney and the committee is recommending the job description and agreement for approval.

Moved by K. Bleau seconded by Nordlund to approve the Job Description and Agreement for Part Time Fire Chief between the Township and Lawrence Gaylord as presented, effective March 1, 2022 – December 31, 2023.

Motion carried.

C. **Consider Amendment to Compensation Schedule** – **Moved** by K. Bleau seconded by Kmetz to amend the Compensation Schedule by adding the Part Time Fire Chief hourly rate beginning March 1, 2022 and adding a Fire Department Pay Per Call compensation schedule. The changes to the Compensation Schedule are as follows:

Elected Officials, Appointed Officials and Employees		Year 2022	Year 2023	Year 2024
Fire Chief (<i>beginning March 1, 2022</i>)	<i>Per hour</i>	\$25.00	\$25.00	No rate

Fire Department Firefighters (paid quarterly) HIRE DATE PRIOR TO FEBRUARY 1, 2022; Fire Chief paid hourly beginning March 1, 2022 per Agreement.

Fire Department Officer Premiums (paid quarterly)

Chief (to be pro-rated 1/1/22 – 2/28/22 per agreement)	<i>Before 3/1/22</i>	\$2,792.00 (pro-rated)	\$2,860.00 \$0.00	\$2,916.00 No rate
Chief	<i>After 3/1/22</i>	\$0.00	\$0.00	No rate

Fire Department Pay Per Call (paid monthly): HIRE DATE AFTER FEBRUARY 1, 2022

First hour Senior Firefighter	\$40.00
First hour Probationary Firefighter	\$20.00
Each additional hour	\$20.00
Business meeting (per occurrence)	\$50.00
Training Meeting (per occurrence)	\$75.00

Motion carried.

D. **Consider Amending the 2022 Township Board Meeting Schedule** – The board discussed changing the 2022 board meeting start time from 5:30 p.m. to 4:00 p.m.

Moved by Enbody seconded by Soberalski to amend the 2022 Township Board Meeting Schedule to change the meeting start time for all meetings to begin at 4:00 p.m. for the remainder of the meetings in 2022.

Motion carried.

E. **Consider Zoning Board of Appeals Resignation and Appointment** – Board members reviewed resignation correspondence from ZBA member Juan Rodriguez.

Moved by Enbody, seconded by Soberalski to accept the letter of resignation from Zoning Board of Appeals member Juan Rodriguez, effective immediately.

Motion carried.

Moved by Soberalski, seconded by Nordlund to appoint Edmund Wagner as a member of the Zoning Board of Appeals for the remainder of the term ending December 31, 2024.

Motion carried.

F. **Consider Appointment to the Architectural Control Committee** – The First Street Business Park and Pere Marquette Industrial Park Restrictive Covenants establish the Architectural Control Committee membership consisting of four members being the Township Supervisor, the Building Inspector, one member of the Township Planning Commission and one Township Board Trustee. The committee members are nominated by the Township Supervisor and approved by the Township Board. The committee members are reviewed confirmed each year with the annual board and committee appointments.

Moved by Soberalski, seconded by Rasmussen to appoint Planning Commission member Deborah DelZoppo as a member of the Architectural Control Committee.

Motion carried.

G. Consider Fee Waiver for Land Division Application Fee – The Mason County Road Commission submitted an Application for Land Division for the purpose of the development of a new access road from South Jebavy Drive to South Pere Marquette Highway. The road project is a collaborative project between the Township and the Road Commission.

Moved by Rasmussen seconded by Nordlund to approve a waiver of the Land Division Application Fee for the Mason County Road Commission in the amount of \$200.00 for parent parcel #53-010-013-300-005-00 for the development of a new access road within the township.

Motion carried.

H. Consider Access Road Project Engineering Fees – The Mason County Road Commission is pursuing the development of an access road between the US 10 and Jebavy Drive intersection and South Pere Marquette Highway. A groundwater investigation was conducted as a part of the project. The road project is a collaborative effort between the Mason County Road Commission and Pere Marquette Charter Township.

Moved by Kmetz seconded by Rasmussen to approve the amount of \$6,783.65, which represents 50% of the \$13,567.30 total engineering costs, for the development of a new access road between South Jebavy Drive and South Pere Marquette Highway.

Motion carried.

I. Consider Survey and Treatment Agreement – Board members reviewed the agreement between the Township, the Mason Lake Conservation District and Ottawa Conservation district for the survey and treatment of Hemlock Woolly Adelgid (HWA). There is no cost to the township for the survey or treatment as the costs are covered by a grant received by the conservation district(s).

Moved by K. Bleau seconded by Enbody to approve the Landowner Agreement Form for survey and Treatment of Hemlock Woolly Adelgid, located at Memorial Tree Park, 1550 N. Washington Avenue, Parcel #'s 53-010-002-300-001-00 and to authorize the Supervisor to sign the Agreement on behalf of the Township.

Motion carried.

J. Consider Community Foundation for Mason County Community Project Fund Agreement (added) – Board members reviewed the Community Foundation for Mason County Community Project Agreement. The agreement allows the Community Foundation to accept gifts and other deposits designated for the Pere Marquette Conservation Park Development Fund to support the development of the Pare Marquette Conservation Park. The Agreement will remain in force until December 31, 2027 and may be renewed annually thereafter. The township attorney has reviewed and approved the agreement.

Moved by Soberalski seconded by Kmetz to approve the Community Foundation for Mason County Community Project Fund Agreement and to authorize the Supervisor to sign the Agreement on behalf of the Township.

Motion carried.

K. Consider Michigan Townships Association Conference Compensation (added) – Board members discussed MTA Annual Conference Compensation for trustees for the 2022 Annual Conference in April.

Moved by Rasmussen, seconded by Nordlund to establish the 2022 compensation for trustees for conferences and/or trainings at \$100.00 per day.

Motion carried.

L. Consider Mason Count Township Officers Association Meeting Compensation (added) – Board members discussed trustee compensation for the quarterly Mason County Township Officers Association meeting(s).

Moved by Rasmussen, seconded by Enbody to establish the 2022 compensation for trustees for attending the quarterly Mason County Township Officers Association meetings at \$100.00 per meeting.

Motion carried.

COMMITTEE REPORTS: Election Commission (Enbody) – Reported that there will be a special election in May and that the Election Commission will need to meet to appoint election inspectors.

Roads Committee (G. Bleau) – Reported that Roads Committee met to review the proposed 2022 road projects which will be coming before the board at a future meeting for approval.

OTHER REPORTS: Planning Commission (K. Bleau) – Reported the Planning Commission approved a building addition, approved an amended site plan changing the width of the proposed driveway, reviewed proposals for professional planning consultant services, and discussed temporary signs.

Zoning Board of Appeals (Enbody) – Reported the ZBA held a public hearing and subsequently approved a variance request for side yard encroachments.

Fire Department Liaison (Rasmussen) – No report, no meeting.

Fire Chief (Gaylord) – Reported on department activity and twenty-seven responses for January 2022.

LMTA Representative (Enbody) – Reported on the January 2022 meeting of the LMTA. G. Bleau added that service awards were presented.

Western Mason County Fire District Authority (G. Bleau) – Reported a new medical truck was received for the PMFD.

Department reports were included with board packets.

OFFICERS REPORTS: Clerk (Enbody) – Reported on ongoing audit preparation and the addition of a special election in May for a Ludington Area Schools millage renewal request. Enbody provided a list of current invoices for approval.

Moved by Rasmussen, seconded by K. Bleau to approve payment of invoices totaling \$405,674.19.

Motion carried.

Treasurer (K. Bleau) – Reported that the department has been busy with payments and collection and that they are in a good position for settlement. Reported that the Interim bank account was converted for payroll use. Provided a report detailing cash, bank and investment balances by fund and by bank account for January 2022.

DPW/Water/Sewer Superintendent (Larr) – Reported on recent department activity.

Supervisor (G. Bleau) – Reported making progress on preparations for a special assessment district for the construction of sidewalks. Reported working on updates to the Zoning Administrator’s office, working on soil testing at the township hall for the determination of structural issues, working on the heating system at the township hall as it is inconsistent, and preparing for the court ordered clean-up of the Pallets Recycle property.

EXTENDED PUBLIC COMMENTS: Public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:55 p.m.

REGULAR MEETING
February 22, 2022

PERE MARQUETTE CHARTER TOWNSHIP BOARD OF TRUSTEES
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 absent: None.

The meeting was called to order at 4:00 p.m. by the Supervisor. Invocation was given by Nordlund; Pledge of Allegiance was recited by all. The minutes of the February 8, 2022 meeting and the current agenda were approved by consent.

PUBLIC COMMENT: Public comment was held.

COMMUNICATIONS: Board members received copies of the Western Mason County Fire District Authority 2021 Annual Report and a communication from auditor Douglas Wohlberg, CPA detailing the planned scope and timing of the audit along with the auditor's responsibilities under accepted auditing standards.

NEW BUSINESS: A. **Consider Proposals for Planning Services** – Board members reviewed a memorandum from the Planning Commission regarding the use of professional planning consultant services. The Planning Commission reviewed three proposals and is recommending Mission North, LLC.

Moved by Nordlund seconded by Rasmussen to accept the proposal from Mission North, LLC for professional planning consultant services including assistance with the update of the Comprehensive Plan.

Motion carried.

B. **Consider 2022 Road Projects** – Board members reviewed the proposed 2022 road projects. The township budget has allocated \$275,00.00 for road projects in 2022.

Moved by Enbody seconded by Rasmussen to complete the following road projects at a total estimated township cost of \$266,826.30 and to authorize the township supervisor and township clerk to sign the contracts with the Mason County Road Commission on behalf of the township:

S. Lakeshore Drive – Buttersville Park to South to top of hill (length 600’):
Place 3” HMA overlay over entire roadway with HMA lip gutter
Estimated Cost - \$54,482.50

W. Bradshaw Road – Inman to Brunson (length 3.931’):
Place 2” HMA overlay over entire roadway
Estimated Cost \$82,565.40

W. Patterson Road – Lakeshore westerly (length 760’):
Place 1.5” HMA overlay over entire roadway
Estimated Cost \$15,764.56

S. Speer Drive – Patterson southerly including cul-de-sac (length 726’)
Place 1.5” HMA overlay over entire roadway and 275’ of wedging
Estimated Cost \$20,038.70

W. Dunecrest Avenue – South Lakeshore Drive to South Shoreview Court (length 950’)
Place 1.5” HMA overlay over entire roadway
Estimated Cost \$20,674.83

S. Shoreview Court – Shoreview Court end to end (length 365’ including two cul-de-sacs 100’)
Place 1.5” HMA overlay over entire roadway and remove berm
Estimated Cost \$24,639.55

W. Riverview Drive – West Pleasant Ridge Road to West Pleasant Ridge Road (length 1,853’)
Place 1.5” HMA overlay over entire roadway and remove berm
Estimated Cost \$30,731.87

West Pleasant Ridge – West Riverview Drive to West Riverview Drive (length 689’)
Place 1.5” HMA overlay over entire roadway and remove berm
Estimated Cost \$17,712.01

Township wide dust control
Estimated Cost – \$216.88

Motion carried.

C. **Consider Fifth Amendment to Water Tower Lease Agreement** – Board members reviewed the Water Tower Lease Agreement. The amendment would become effective immediately.

Moved by K. Bleau, seconded by Soberalski to approve the fifth amendment to the SyncWave Lease Agreement to amend Section 3 a. to read as follows and to authorize the Supervisor and Clerk to sign the Fifth Amendment to Water Tower Lease Agreement:

Section 3. Rent a. Coinciding with the term as amended by this Fifth Amendment, SyncWave shall provide complimentary broadband service with “standard equipment only” to the following Township-owned facilities:

- (a) Pere Marquette Charter Township’s Sutton’s Landing Park, 5610 W. Iris Road, Ludington, MI 49431
- (b) Pere Marquette Charter Township Fire Station, 1040 S. Pere Marquette Highway, Ludington, MI 49431
- (c) Pere Marquette Charter Township Department of Public Works Building, 5030 W. Progress Drive, Ludington, MI 49431
- (d) Pere Marquette Charter Township Conservation Park, S. Lakeshore Drive, Ludington, MI 49431
- (e) Pere Marquette Charter Township Beach Parking Lot, S. Lakeshore Drive, Ludington, MI 49431

Motion carried.

D. **Consider Resolution #2022-5 to Adopt Public Transportation Service Millage Ballot Language** – The millage is a renewal of the original transportation millage which began in 2008. The millage was renewed in 2012 and in 2018. The millage renewal is for the same millage rate of up to .4 mill for the period of 2022-2025, inclusive. The millage has been collected in the amount of .29 mill from 2008-2017 and at .20 mill from 2018-2021.

The following Resolution #2022-5 was **moved** for adoption by Nordlund and supported by Soberalski.

**RESOLUTION TO ADOPT PUBLIC TRANSPORTATION
SERVICE MILLAGE RENEWAL BALLOT LANGUAGE AND TO CALL
FOR A MILLAGE ELECTION**

WHEREAS, the Ludington Mass Transportation Authority is a public transportation authority established and existing under Public Act 196 of 1986, as amended, and provides public transportation in the Ludington and Scottville areas of Mason County; and

WHEREAS, the Township has made and wishes to continue to make available and provide economical public transportation service to promote the health, safety and welfare of its citizens; and

WHEREAS, the Township is authorized by the Michigan Constitution of 1963 and applicable laws to contract and cooperate with other public entities, including public transportation authorities; and

WHEREAS, the Township may impose and levy ad valorem taxes to finance lawful public services, as authorized by the Michigan Constitution of 1963 and applicable laws; and

WHEREAS, the voted millage levied by the Township for public transportation services expired in 2021 and the Township wishes to renew such millage at up to .4 mill to account for costs of the services; and

WHEREAS, the Township Board wishes to levy up to .4 mill for the purpose of raising revenues to continue providing public transportation service under a contract with the Ludington Mass Transportation Authority;

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Township Board of Pere Marquette Charter Township, Mason County, Michigan approves the following millage ballot question language:

PUBLIC TRANSPORTATION SERVICE MILLAGE RENEWAL

Shall a previously voted increase of up to .4 mill (\$0.40 per \$1,000.00 of taxable value for all taxable property) above the Charter Township tax of 5 mills be renewed at up to .4 mill on general ad valorem taxes imposed upon all taxable property in Pere Marquette Charter Township, Mason County, Michigan for a period of four (4) years, 2022 through 2025, inclusive, for the purposes of providing public transportation services for the citizens of Pere Marquette Charter Township under a contract with the Ludington Mass Transportation Authority? The estimate of the revenue the Township will collect if the millage is approved and levied in its entirety in the 2022 calendar year is approximately *~~\$269,937~~ \$290,035, of which a portion will be disbursed to the Ludington Mass Transportation Authority as provided by law and contract.

YES ()
NO ()

2. The Township calls for an election of the qualified electors of Pere Marquette Charter Township to be held on Tuesday, August 2, 2022 for purposes of submitting such millage ballot question to the electors.

3. The Township Clerk is instructed and directed to prepare the ballot to be used in the election and to proceed in cooperation with the Mason County Clerk and in accordance with all applicable laws, rules, and regulations relating to placing the millage proposal on the ballot and to the holding of the election.

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

Resolution declared adopted.

ANNOUNCEMENTS: The Mason Lake Conservation District Annual Meeting is on Thursday, February 24th at 5:00 p.m. at the Mason County Reformed Church. Pere Marquette Charter Township has been nominated for Outstanding Conservationist.

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 4:24 p.m.

Rachelle D. Enbody, CMC, MiPMC Township Clerk

Gerald A. Bleau, Township Supervisor

*amended 3/8/2022

REGULAR MEETING
March 8, 2022

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: Henry Rasmussen, and Ronald Soberalski.
Board member absent: Trustees Andrew Kmetz and James Nordlund, Sr.
Also present: County Commissioner Lew Squires.
Present for a portion of the meeting: Kelly Smith.

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

APPROVAL OF MINUTES: Enbody stated that the estimate of revenue for the public transportation service millage renewal should be \$290,035.

Moved by Enbody, seconded by Soberalski to approve the minutes of the February 22, 2022 meeting as amended.

Motion carried.

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

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by Soberalski, seconded by Rasmussen to add Item D. "Consider Board of Review Appointment" and Item E. "Consider Parks Manager Position" to the agenda and approve the agenda as amended.

Motion carried.

COMMUNICATIONS: Enbody reported on three communications from Charter Communications regarding changes to fees and channels. Enbody noted that these communications are sent to all customers.

NEW BUSINESS: A. **Consider Funding Support for the Household Hazardous Waste Program** – Board members reviewed a request from the Manistee, Mason, and Oceana Conservation Districts for funding support for the Annual Household Hazardous Waste Collection Day. The allocation request from municipalities remains the same as in 2021 at .40¢ per capita. The 2020 census data indicated an increase in the township population from 2,366 to 2,416. The township has participated since the program began in 2007.

Moved by Enbody, seconded by Rasmussen to enter into a contract and agreement with the Manistee, Mason, and Oceana Conservation Districts to participate in the Household Hazardous Waste Disposal Program scheduled for Saturday, August 20, 2022, to authorize the Supervisor to sign the agreement on behalf of the township and to allocate \$966.40 for the 2022 program.

Motion carried.

B. **Consider Resolution #2022-6 – Designation of Depositories** – The purpose of the resolution is to provide for the deposit of the money coming into the possession of the treasurer of the township. The township board is required to approve by resolution the financial institutions in which the treasurer may deposit funds. K. Bleau explained that she is adding Cetera Investments to the list of depositories as a new investment option through West Shore Bank.

The following **resolution** was presented by K. Bleau, and supported by Rasmussen:

RESOLUTION FOR THE DESIGNATION OF DEPOSITORIES #2022-6

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	Multi Bank Securities	Huntington Bank
Comerica Securities	PNC Bank	Safe Harbor Credit Union
Michigan CLASS	Preferred Credit Union	West Shore Bank

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

Resolution declared adopted.

C. **Consider Budget Amendments** – Enbody reviewed the proposed budget amendments explaining that the legal expense for the township board required an increase due to the increase in legal expenses, that depreciation was not originally budgeted and that the transfer for bond payments was only partially budgeted.

Moved by Enbody, seconded by K. Bleau to approve the following budget amendments:

General Fund			
	Current Budget	Increase /	Amended
Expenditures:			
Township Board - Legal	15,000	20,000	35,000
Contingency	83,135	(20,000)	63,135
Sub-total		0	
NET CHANGE IN GENERAL FUND		0	

Sewer Fund			
	Current Budget	Increase /	Amended
Expenditures:			
Transfer to General Obligation Fund	0	18,293	18,293
Depreciation	0	165,000	165,000
Sub-total		183,293	
NET CHANGE IN SEWER FUND		(183,293)	

Water Fund			
	Current Budget	Increase /	Amended
Expenditures:			
Transfer to General Obligation Fund	113,000	15,048	128,048
Depreciation	0	210,000	210,000
Sub-total		225,048	
NET CHANGE IN WATER FUND		(225,048)	

Motion carried.

D. **Consider Board of Review Appointment** (added) – Moved by Soberalski, seconded by K. Bleau to appoint Monica Schuyler as an alternate member to the Board of Review for term ending January 1, 2023.

Motion carried.

E. **Consider Parks Manager Position** (added) – Kelly Smith informed the Board that he had received a job offer and in considering that offer would agree to remain with the Township if his Parks Manager salary were increased to \$55,000.00. Smith stated he was the lowest paid department head and that the manager for Cartier Park makes more.

Soberalski spoke in favor of the increase but indicated he could not speak to Smith’s administrative skills.

Rasmussen spoke in favor of the increase stating Smith has met expectations.

Enbody asked if the board members could define those expectations.

K. Bleau stated that she cannot support an increase for one employee over other employees as all other employees are meeting or exceeding expectations.

G. Bleau stated that the members of the personnel committee were absent from this meeting and that they had previously reviewed and rejected this request when it came before them at a prior personnel committee meeting. Bleau reminded members that the Township had completed a Classification and Compensation Study in 2021. Bleau stated that while other positions within the Township received the midpoint range for compensation, the Parks Manager and Zoning Administrator received salary amounts above the midpoint range amounts due to both positions receiving mid-year increases during 2021.

Moved by Soberalski, seconded by Rasmussen to approve a pro-rated increase in the Parks Manager salary to \$55,000.00, effective April 1, 2022. G. Bleau requested a roll call vote.

Roll call vote: Yes: Soberalski, Rasmussen,
No: K. Bleau, Enbody, and G. Bleau.
Absent: Kmetz and Nordlund.

Motion failed.

Kelly Smith turned in a letter of resignation.

Moved by Enbody, seconded by K. Bleau to accept the letter of resignation effective March 23, 2022 from Parks Manager Kelly Smith.

Motion carried unanimously.

OTHER REPORTS: Fire Department Liaison (Rasmussen) – Reported on controlled burn and safety and rescue training.

Planning Commission (K. Bleau) – Reported approval of a conditional use permit and site plan application for home based recreational vehicle rental.

LMTA Representative (Enbody): Reported that LMTA and Amber Township are working cooperatively in order to provide transportation services to businesses along the US 10 corridor.

Department reports were included in board packets.

OFFICERS REPORTS: Clerk (Enbody) – Reported on three new FOIA requests, reported the reimbursement request for the DOW property acquisitions has been submitted to the MIDNR and has submitted the required grant progress report. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Rasmussen to approve payment of invoices in the amount of \$751,318.92.

Motion carried.

Treasurer (K. Bleau) – Reported that annual settlement with the County will take place tomorrow, tax collection went well this year, and working with the Mason County Treasurers' Association on the process for removal of delinquent personal property taxes from the roll.

Supervisor – Reported being close to bringing the sidewalk special assessment project forward, continuing to work on improvements at the township hall including the purchase of new file cabinets, working on resolutions to blighted property situations and reported the County is working to amend its policies regarding brownfield redevelopment.

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 5:29 p.m.

**REGULAR MEETING
April 12, 2022**

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 absent: No members absent.
 Also present: County Commissioners Steven Hull and Lewis Squires, and two guests.
 Present for a portion of the meeting: Sheriff Kim Cole, James Bernier (JMB Associates, LLC), and Bruce Pindzia (Fleis & Vandenbrink).

The meeting was called to order at 4:00 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 K. Bleau to approve the minutes of the March 8, 2022 meeting as printed.

Motion carried.

SHERIFF / COUNTY COMMISSION REPORT(S): Sheriff Cole reported on forty-eight calls for service in February 2022 and seventy-four calls for service in March 2022. County Commissioners Lewis Squires and Steven Hull reported on the most recent meeting of the Mason County Board of Commissioners.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: The current agenda was approved by consent.

COMMUNICATIONS: Enbody reported on four communications from Charter Communications regarding changes to fees and programming. Enbody noted that these communications are sent to all customers.

NEW BUSINESS: A. **Consider Bids for Boat Launch Access** – James Bernier reviewed the details of the following proposals received for professional engineering, design and construction management services for the Pere Marquette River Community Access Project at Pere Marquette Conservation Park:

Abonmarche	\$384,500.00
Fleis & Vandenbrink	\$178,700.00
MCSA Group	\$156,805.00

Bernier stated that all bidders are very well qualified to complete the project. The recommendation, based on their previous history with the project, their qualifications, past performance for the township and having the lowest overall cost, would be to award the bid to MCSA Group.

Moved by Soberalski seconded by K. Bleau to award the engineering, design and construction management services for the Pere Marquette Community Access at the Pere Marquette Conservation Park to MCSA Group for a total cost of \$156,805.00.

Motion carried.

B. **Consider 2021 Campground Credits** – K. Bleau explained that she has discovered a list of Buttersville Campground credits that were from cancellations made in 2021. The board adopted a Cancellation Policy on August 10, 2021 which states that daily campsite rental cancellation will result in loss of payment. There were eighteen credits issued prior to August 10th, resulting in \$1,266.00 in credits. There were twenty credits issued AFTER August 10th, resulting in \$3,174.00 in credits for a total of \$4,440.00 in credits. On January 19, 2022 the former parks manager contacted all of the customers that had outstanding credits from 2021 and directed them to use their credits during the 2022 season, which contradicts the Cancellation Policy. The treasurer is requesting direction on how to proceed with the credits allotted under the previous parks manager.

Moved by Enbody seconded by Nordlund to approve the Buttersville Campground credits in the amount of \$4,400.00 and to refund the outstanding credit amounts to the individual customers.

Motion carried.

C. Consider Campground Policy & Rate Changes – K. Bleau explained that Buttersville Campground currently has only sixteen campground sites available to be reserved prior to the camping season, while the remaining twenty-nine sites can only be obtained on a first come, first served basis. Making all of the sites reservable will decrease the need for the campground attendants to assist with transient registrations and fee collection, would allow a guarantee of more stays for the campground and would offer more availability for campers to plan to visit rather than drive in without a reserved site. K. Bleau also recommended to remove the three-day minimum / fourteen-day maximum stay rule and the rate per month category as this rule and rate conflict with each other.

Moved by K. Bleau, seconded by Kmetz to approve the following campground rates and facility rental rates by eliminating the rate per month category, eliminating the three-night minimum / fourteen-night maximum stay rule, to make all non-seasonal camping sites reservable in advance, to eliminate the coin-operated shower timers, to offer showers to campers at no cost, and to change the facility rental rate for the PMCP Large Pavilion from \$50.00 to \$100.00, effective immediately:

Buttersville Campground Rates:

Type of Site	Daily Rate	Rate per month (if applicable)
Electric hookup sites	\$35.00	\$850.00 per month
Non-electric sites	\$30.00	\$700.00 per month

Facility Rental Rates:

Facility	Daily Rate	Deposit required
PMCP Large Pavilion	\$ 50.00 \$100.00	

Motion carried.

D. Consider Personnel Committee Recommendations – Board members received information regarding staff structure changes for the Department of Public Works, Parks, Cemetery, Water and Sewer Departments. G. Bleau is proposing structure change to departments, staff and duties.

The current Department of Public Works / Water / Sewer structure will be separated into two departments, each with its own superintendent. The new structure will create a DPW / Parks / Cemetery Department and a Water / Sewer Department. The two departments will share a new full-time administrative assistant, four full time and two part-time seasonal workers and the DPW/Parks/Cemetery Department will oversee newly structured campground labor consisting of a new seasonal campground manager, three campground season attendants and two part-time camp hosts with the camp hosts receiving free campsites for the camping season. The information presented included information regarding the responsibilities of the departments, but did not include updated job descriptions for the updated Superintendent positions.

The personnel committee met to review the proposal and recommends the following:

- To promote J. Daniel Healy to DPW/Parks/Cemetery Superintendent with a six-month review and evaluation with no changes to compensation during the review period. Healy may return to his current Assistant Superintendent position with no loss of wages, benefits or seniority if requested by either Healy or the township.
- To share the following duties/positions between the DPW / Parks / Cemetery / Water / Sewer departments:
 - One, full-time administrative assistant at a compensation rate of \$21.18 per hour.
 - One, full-time DPW operator at a compensation rate of \$18.99 per hour.
 - Two, seasonal park maintenance employees for twenty-four weeks, twenty-four hours per week at a compensation rate of \$15.97 per hour.
- To hire the following campground employees:
 - One, seasonal campground manager for twenty-four weeks, forty hours per week at a compensation rate of \$18.50 per hour.
 - Three, part-time seasonal campground attendants for twenty-four weeks, twenty-one hours per week at a compensation rate of \$15.00 per hour.

- Two, part-time camp hosts to be available twenty-four hours per week from May 15 to October 15 to serve in a support role to the campground manager, campground attendant(s) and township staff. A seasonal campsite will be provided as compensation. A camp host that works a regularly scheduled shift as a campground attendant in addition to the camp host duties will receive compensation at the campground attendant compensation rate of \$15.00 per hour.

Enbody expressed concerns regarding the administration of payroll for the compensation of the campsite hosts as there is no mechanism currently in place for this type of compensation and no past experience with this type of compensation.

Moved by Kmetz, seconded by Nordlund to approve the recommendation from the personnel committee as presented on a six-month trial basis.

Motion carried with Enbody and Soberalski opposed.

Board members reviewed a job description for the new, shared administrative assistant position.

Moved by K. Bleau, seconded by Enbody to approve the job description for the position of Administrative Assistant to DPW, Parks, Cemetery, Water and Sewer with the following amendments: Strike the word “confidential” from job function 1 and strike, in its entirety, job function 3 “Receives, screens and directs telephone calls, visitors and correspondence to appropriate personnel. Serves as liaison between the Township Supervisor and other employees, department heads and/or the public” as this information is included in job functions 1 and 4.

Motion carried.

E. **Consider PMCP Fund Development Memo of Understanding** – Board members reviewed the Pere Marquette Conservation Park Fund Development Memo of Understanding between the township and the Land Conservancy of West Michigan LCWM). The agreement outlines the purpose of the Development Fund, allows the township to accept funds raised by the LCWM to be deposited with the Community Foundation for Mason County, regulates that all disbursements must be for the stated purpose of the respective Fund and agrees to provide LCWM with documentation of expenditures. The township added language in the appendix to indicate that the Township’s obligations under the Michigan Freedom of Information Act and other applicable laws supersede the Township’s obligations under the Agreement and Appendix.

Moved by K. Bleau seconded by Soberalski to authorize the township supervisor to sign the Pere Marquette Conservation Park Fund Development Memo of Understanding on behalf of the township.

Motion carried.

F. **Confirm Board of Review Appointment** – Board members reviewed a letter of resignation received Kelly Smith dated 3-14-2022.

Moved by Soberalski, seconded by Enbody to accept the letter of resignation from Board of Review member Kelly Smith, effective immediately.

Motion carried.

Moved by K. Bleau, seconded by Nordlund to appoint James Hinman as a regular member of the Board of Review, effective immediately.

Motion carried.

G. **Consider Planning Commission Resignation** – Board members reviewed a letter of resignation received from Jeremy Piper dated 4-4-2022.

Moved by Rasmussen, seconded by Soberalski to accept the letter of resignation from Planning Commission member Jeremy Piper, with regret, effective immediately.

Motion carried.

H. **Consider Appointment of Firefighter** – Board members reviewed a memo from Fire Chief Larry Gaylord stating the department is recommending the appointment of Ryan Leet as a pay-per-call firefighter.

Moved by K. Bleau, seconded by Soberalski to approve the appointment of Ryan Leet as a pay-per-call firefighter effective immediately.

Motion carried.

I. Consider Extension of Benefits due to Leave of Absence – G. Bleau explained he received a request for an extension of a leave of absence and the continuation of benefits. The Personnel Policy states: The township will continue coverage and its premium payments on behalf of eligible employees during the first (30) calendar days of a layoff or approved leave as described in 10.11 Other Approved Leaves. The township board, at its sole discretion, can extend this coverage beyond 30 days.

Moved by Rasmussen, seconded by K. Bleau to approve a thirty-day extension of a personal leave of absence and continuation of fringe benefits, excluding wages as allowed by the Personnel Policy, effective from April 24, 2022 and ending at 11:59 p.m. on May 24, 2022.

Motion carried.

J. Review IT Services – Board members reviewed correspondence regarding a rate increase from IT Right. The correspondence states that if the board agrees to the proposal, that IT Right will send the formal contract language to sign. Board members agreed that the contract should come before the board for approval.

K. Consider Brownfield Resolution #2022-7

PERE MARQUETTE CHARTER TOWNSHIP
RESOLUTION NO. #2022-7

A RESOLUTION OF INTENT TO CREATE AND PROVIDE FOR THE OPERATION OF A BROWNFIELD REDEVELOPMENT AUTHORITY FOR PERE MARQUETTE CHARTER TOWNSHIP PURSUANT TO AND IN ACCORDANCE WITH MICHIGAN’S PUBLIC ACT 381 OF 1996, AS AMENDED

WHEREAS, Pere Marquette Charter Township (“Township”) is a Michigan charter township organized pursuant to The Charter Township Act (Public Act 359 of 1947; MCL §42.1 *et seq.*); and

WHEREAS, the Michigan Brownfield Redevelopment Financing Act (Public Act 381 of 1996; MCL §125.2651 *et seq.*, as amended; hereinafter, the “Act”) authorizes municipalities throughout the state of Michigan to create a brownfield redevelopment authority for various purposes, including (but not limited to) to promote the revitalization, redevelopment, and reuse of certain property, including tax reverted, blighted, or functionally obsolete property, to prescribe the powers and duties of brownfield redevelopment authorities, to authorize certain funds, and to authorize and permit the use of certain tax increment financing; and

WHEREAS, the Township is in possession of information and evidence and is otherwise aware that there are and/or may be environmentally distressed, functionally obsolete, tax reverted, and/or blighted property(ies) in the Township, and that the continued existence of such areas can limit, hinder, or delay redevelopment or revitalization within the Township, and that it is in the best interests of the Township and the general public to facilitate identification and treatment of environmentally distressed, functionally obsolete, tax reverted, and/or blighted property(ies) and to promote the revitalization of same within the municipal limits of the Township; and

WHEREAS, in order to further such interests, it is appropriate for the Township to create and provide for the operation of a Brownfield Redevelopment Authority (“Authority”) in the Township, pursuant to and in accordance with the provisions of the Act; and

WHEREAS, Section 4 of the Act authorizes the governing body of the Township to declare by resolution adopted by a majority of its members elected and serving its intention to create and provide for the operation of an Authority; and

WHEREAS, Section 4(2) requires the Township to schedule a date and time for a public hearing on the consideration and potential adoption of a proposed resolution creating an Authority under the Act, and to publish notice of the public hearing;

NOW THEREFORE, BE IT RESOLVED that:

1. The Township Board of the Township determines that it is in the best interests of the Township to promote the redevelopment of environmentally distressed, functionally obsolete, tax reverted, and/or blighted property(ies) in the Township.

2. The Township Board hereby declares its intention to create and provide for the operation of an Authority in the Township pursuant to and in accordance with the provisions of the Act.

3. A public hearing shall be held before the Township Board of the Township on May 10, 2022 at 4:00 pm at the Township Hall, 1699 S. Pere Marquette Highway, Ludington, Michigan 49431, on the adoption of a resolution creating the Authority within the Township, within the municipal limits of which the Authority shall exercise its powers.

All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same are rescinded.

This Resolution was introduced by Board Member Soberalski and supported by Board Member Nordlund. The Resolution was adopted by the following roll call vote:

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

The Resolution was adopted on this 12th day of April, 2022.

OTHER REPORTS: Election Commission (Enbody) – Reported the Election Commission met to appoint election inspectors for the May 3 special school election.

Personnel Committee (G. Bleau) – Information was reported under Agenda Item D.

Planning Commission (K. Bleau) – Reported that the commission approved draft language for Zoning Ordinance text amendments related to temporary signs and set a public hearing for the ordinance text amendments.

Zoning Board of Appeals (Enbody) – Meeting cancelled, no report.

Fire Department Liaison (Rasmussen) – Reported service awards were presented to Scott Kelsey for thirty-five years of service and Dan Marek for forty years of service. All firefighters were in attendance. There was a discussion regarding new helmets to be ordered. The next meeting will be on the 25th for training

LMTA Representative (Enbody) – Meeting cancelled, no report.

Western Mason County Fire District Authority (G. Bleau) – The Fire Authority held a special meeting and Kmetz was introduced as Pere Marquette Charter Township’s alternate member and the authority approved a motor rebuild for a City truck.

Department reports were included in board packets.

OFFICERS REPORTS: Clerk (Enbody) –Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by K. Bleau to approve payment of invoices in the amount of \$236,172.83

Motion carried.

Treasurer (K. Bleau) – Reported the township continues to remain in a healthy financial position. Investment products continue to mature as scheduled and new investments opportunities have been placed in short-term investments. K. Bleau discovered billing discrepancies in the water and sewer billing rates and charges from the City of Ludington. The billing was reviewed back to 2015 and it was determined that the township has a credit of more than \$105,000.00 owed from the city for overcharges. The city and township agreed that the amount will be credited to the township over the four quarterly billing periods in 2022.

Supervisor (G. Bleau) – Reported receiving an Invasive Species Agreement from the Mason Lake Conservation District.

Moved by Soberalski, seconded by Enbody to approve the Invasive Species Treatment Agreement between the township and the Mason Lake Conservation District and to authorize the supervisor to sign the agreement on behalf of the township. There is no cost to the township for the treatment.

Motion carried.

Supervisor (G. Bleau) continued – Reported requesting a meeting with the Recreation Director, the City of Ludington and Hamlin Township to review the recreation program funding.

ANNOUNCEMENTS: The Township offices will be closed Friday, April 15, 2022.

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:46 p.m.

Rachelle D. Enbody, MiPMC, CMC Township Clerk

Gerald A. Bleau, Township Supervisor

REGULAR MEETING
April 26, 2022

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

Board members present: Supervisor Gerald Bleau; Clerk Rachelle Enbody; Trustees: Andrew Kmetz, and Ronald Soberalski.
Board member absent: Treasurer Karie Bleau; Trustees James Nordlund, Sr. and Henry Rasmussen.
Also present: County Commissioner Lewis Squires, Riley Kelley (Ludington Daily News) and one guest.

The meeting was called to order at 4:00 p.m. by the Supervisor. Invocation was given by Kmetz; Pledge of Allegiance was recited by all. The minutes of the April 12, 2022 meeting and the current agenda were approved by consent.

PUBLIC COMMENT: Public comment was held. County Commissioner Squires reported on the most recent meeting of the Mason County Board of Commissioners.

COMMUNICATIONS: Notification from Mason County Emergency Management informing the community that Mason County Emergency Management is updating the Mason County Hazard Mitigation Plan.

NEW BUSINESS: A. **Proclamation – 53rd Annual Professional Municipal Clerks Week** – The following proclamation was offered by Enbody and supported by Soberalski:

PROCLAMATION
53rd ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK
May 1 - May 7, 2022

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, The Pere Marquette Charter Township Board of Trustees, recognize the week of May 1 through May 7, 2022, as Professional Municipal Clerks Week, and further extend appreciation to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Proclamation declared adopted.

B. **Consider DTE Distribution Easement** – Board members reviewed the terms of the distribution easement. The township owns the parcel at the beginning of the easement and without the approval of the township for the easement through the township owned parcel, the remaining parcels would not have access to natural gas services.

Moved by Kmetz, seconded by Soberalski to approve the permanent Easement between Pere Marquette Charter Township and DTE Gas Company to construct, test, reconstruct, renew, operate, maintain, inspect, alter, repair and remove a pipeline

or pipelines for the transportation of gas, oil or other substances which can be transported through a pipeline or pipelines, and such mains, service laterals, drips, valves, regulators, fittings, meters and other equipment and appurtenances as may be necessary or convenient for its operations over and through the following described real estate in the Township of Pere Marquette, Mason County, State of Michigan, to wit:

REAL ESTATE DESCRIPTION: Lot 1 of the Plat of Elkhorn Subdivision, according to the recorded plat thereof. Parcel #53-010-440-000-001-00.

EASEMENT DESCRIPTION: A 10-foot-wide easement centered on the pipeline as constructed for the above described property, parallel with the West line of S. Elk Trail (private road) as shown on Exhibit "a" together with the right of ingress and egress at convenient points for such purposes, and with all rights necessary for the convenient enjoyment of the privileges herein granted.

Furthermore, the Supervisor is authorized to sign the Easement Agreement on behalf of the township.

Motion carried.

C. **Consider 2022 Road Project(s) Estimated Overages** – Notification was received from the Mason County Road Commission of an increase in the estimated cost of three of the 2022 road projects.

Moved by Soberalski, seconded by Kmetz to acknowledge the increase in the estimated costs to the projects on S. Speer Drive, S. Shoreview Court, and W. Riverview Drive and to proceed with the 2022 road projects.

Motion carried.

D. **Consider Recommendations to Hire Part-Time Seasonal Campground Attendants** – At the previous board meeting, the board approved hiring three, part-time seasonal campground attendants for twenty-four weeks, twenty-one hours per week per person at a compensation rate of \$15.00 per hour. (Total estimated compensation \$22,680) The current recommendation is for seven seasonal campground attendants for twenty-two weeks, a combined total of eighty-four hours per week at a compensation rate of \$15.00 per hour (Total estimated compensation \$27,720). The total estimated compensation does not consider any overlapping of shifts or emergencies. The total compensation at the end of the season could potentially be higher than the estimated compensation.

Moved by Kmetz, seconded by Soberalski to eliminate the previously designated number of part-time seasonal campground attendants and to authorize the hiring of the following persons as seasonal campground attendants for Buttersville Campground: Steven Deller, Ronald Mousel, Michael Garza, Maureen Flynn-Garza, Ford Taylor, Teri White, and Brandon Atkins.

Motion carried.

E. **Consider Options for Wood and Ice Sales at Buttersville Campground** – Board members reviewed a memo from K. Bleau defining options for wood and ice sales.

Moved by Soberalski seconded by Enbody to approve the following procedures for the sale of wood and ice at Buttersville Campground:

WOOD: Allow a local firewood provider to put up a wood stand that is operated on the honor system with a locked collection box that the local firewood provider will maintain. The township will not incur any cost(s) or realize any sales.

ICE: An ice vendor will provide the freezer and ice. Campground attendants will be responsible for collecting the per bag fee and record each sale in the campground software as a point-of-sale purchase. The township will incur costs for the purchase of the ice that is to be sold.

Motion carried.

F. **Consider Campground Rules and Information** – Board members reviewed the rules and information from the Buttersville Campground brochure.

Moved by Enbody seconded by Soberalski to adopt the following Campground Rules and Information:

Reservations Online:

- www.pmtwp.org
- Click on: Buttersville Campground Reservations

CHECK-IN:

- Register at office upon arrival.
- Check-in time is 1pm.

Make sure your yellow card is displayed on the number post!

PETS:

- Must be kept on a leash both within the campground and on the beach.
- Do not leave your pets unattended at any time. No noisy pets please!
- Pet waste stations located throughout the park. Clean up after your pet.

CAMP SITES:

- Each site can have one primary unit plus one additional tent.
- The primary unit can be a trailer, RV, popup camper, truck camper or tent.
- No more than 4 adults per site.

DESTRUCTIVE ACTIVITY:

- No defacing property, including screws or nails in trees.
- No climbing on the bluffs.
- No hunting, guns of any type, slingshots, paintball guns, or any projectile device.

QUIET TIME:

- 10:00 p.m. to 8 a.m. daily.
- No loud music at any time.
- No loud late-night parties.

VIOLATIONS:

Persons violating park rules are subject to eviction without a refund. When you check in, your signature constitutes an agreement to abide by park rules (your signature holds you responsible for each individual on your site).

ALSO NOTE:

- Fish cleaning prohibited in the park.
- Fireworks prohibited in the park.
- Tree-damaging pests are spread in fire wood. Please do not bring in wood from elsewhere, and do not take wood home.

It is important to understand that Lake Michigan can have undertows and rip tides. NO lifeguard on duty; swim at your own risk.

We want you - and others - to enjoy staying here. Please do not leave children or pets unattended. Be a considerate neighbor.

AMENITIES:

- Electricity is available at most sites.
- Flush toilets.
- A picnic table is provided at each site.
 - Please do not move it to another site.
 - Please do not deface the tables.
- Fresh water is located:
 - Near the office
 - Near the pavilion in the north loop
 - Near the play area
- Playground
 - Near the office
- Pavilion for group gatherings.
- Ice and firewood available.
- Open fires are permitted only in the fire ring provided at each site or in a grill.
 - You may move the ring within your site, but not to another site.
 - Not all sites have grills.
 - Do not burn treated lumber, wood with nails, or staples.
 - Do not burn trash.

TRASH:

- Clean your campsite before you check out.
- Two dumpsters are located in the park:
 - Center of the north loop
 - Just north of the office
- If you do not wish to take your returnable bottles and cans home, please deposit them into the marked barrels next to the dumpsters.

- Dispose of graywater at the dump stations. Do not wash dishes at the fresh water faucets, drinking fountain, or in the restrooms.

CHECK-OUT:

- Sites must be vacated by 12 noon or an extra day will be charged.
- If you wish to extend your stay, please check on line at www.campspot.com or see staff to check availability and pay for additional nights.

VEHICLES:

- No more than two vehicles at a site.
- Motorcycles are vehicles.
- Do not park your vehicle on another campsite.
- Speed limit is 5 MPH.
- South Gate is for emergencies only – Do not block this exit!

VISITORS:

- Visitors must leave by 10:00 pm.

Information and rules are subject to change without notice.

Motion carried.

ANNOUNCEMENTS:

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 4:50 p.m.

Rachelle D. Enbody, CMC, MiPMC Township Clerk

Gerald A. Bleau, Township Supervisor

REGULAR MEETING
May 10, 2022

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 absent: No members absent.

Also present: County Commissioners Lewis Squires, Steven Hull and Gary Castonia, Sheriff Kim Cole, Ludington City Manager Mitch Foster, Riley Kelley (Ludington Daily News) and two guests.

Present via teleconference: Susan Wenzlick of Fishbeck, Inc.

The meeting was called to order at 4:00 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 K. Bleau to approve the minutes of the April 26, 2022 meeting as printed.

Motion carried.

SHERIFF / COUNTY COMMISSION REPORT(S): Sheriff Cole reported on sixty-one calls for service in April 2022. County Commissioners Lewis Squires and Steven Hull reported on the most recent meeting of the Mason County Board of Commissioners.

PUBLIC COMMENT: Public comment was held. Rita Copenhaver introduced herself as a candidate for Fourth District County Commissioner.

APPROVAL OF AGENDA: **Moved** by Kmetz, seconded by Nordlund to amend Item I. to add “**and fill previously approved positions**”, to add Item K. **Consider IT Service Contract**, and to add Item L. **Consider Campground Administrator Position and Duties** to the agenda and approve the agenda as amended.

Motion carried.

PUBLIC HEARINGS: **Brownfield Redevelopment Authority** – The public hearing was called to order by the Supervisor at 4:13 p.m. The purpose of the hearing is to hear comments on the adoption of a proposed resolution establishing a Brownfield Redevelopment Authority for Pere Marquette Charter Township. Notice of the public hearing was published in the Ludington Daily News on April 26, 2022.

Susan Wenzlick, Senior Brownfield Consultant from Fishbeck, Inc., joined via teleconference to answer any questions regarding the establishment of a Brownfield Redevelopment Authority.

County Commissioner Squires stated he would like the Township to consider going back to County Board of Commissioners in order to come to an agreement on the elimination of restrictive guidelines and to remain as a cooperative county-wide Brownfield Authority for the betterment of the entire county and not just in particular areas.

There were no further comments, written or oral, and the Supervisor closed the public hearing at 4:15 p.m.

COMMUNICATIONS: G. Bleau received a letter from a resident that expressed frustration with semi-trailer trucks coming through a residential neighborhood and would like the Township to contact the Mason County Road Commission about the established truck routes.

NEW BUSINESS: A. **Consider Resolution 2022-8 Establishing a Brownfield Redevelopment Authority** – Susan Wenzlick, attending via teleconference, explained the steps involved in the process of establishing a Brownfield Redevelopment Authority. Board members asked questions of the process and composition of members of the proposed new authority. Ms. Wenzlick explained that the board has sixty days after the public hearing to make a determination. Enbody requested that the board use the sixty-day time period to obtain further education and information on the formation of a new authority. Soberalski asked if the resolution was passed, if the township was obligated to remain as a separate authority or if the township could rejoin the county authority in the future and Ms. Wenzlick answered that the township could re-join the county authority at any time. K. Bleau asked if the newly formed authority would act as fiduciary and

Ms. Wenzlick responded that each municipality would be responsible for their respective fiduciary responsibilities. Ms. Wenzlick explained that the assumption is that the current county authority will not approve any project for a brownfield that is not contaminated. This prevents the ability to redevelop a site that is blighted or obsolete. The intention of the proposed new authority between the City of Ludington, City of Scottville and Pere Marquette Charter Township is that each municipality will have equal representation on the authority.

RESOLUTION ESTABLISHING A BROWNFIELD REDEVELOPMENT AUTHORITY
FOR PERE MARQUETTE CHARTER TOWNSHIP AND APPOINTING BOARD MEMBERS
PURSUANT TO AND IN ACCORDANCE WITH THE PROVISIONS OF ACT 381 OF THE
PUBLIC ACTS OF THE STATE OF MICHIGAN OF 1996, AS AMENDED

MOTION BY: Nordlund
SUPPORTED BY: Soberalski

WHEREAS, the Township Board of Pere Marquette Charter Township, by Resolution adopted on April 12, 2022 (the “Resolution of Intent”), determined that it is in the best interest of the public to facilitate the implementation of Brownfield Plans relating to the identification and treatment of environmentally distressed, functionally obsolete and/or blighted areas so as to promote revitalization within the municipal limits of Pere Marquette Charter Township and declared its intention to provide for the operation of a Brownfield Redevelopment Authority for Pere Marquette Charter Township (the “Authority”) pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended the (the “Act”); and

WHEREAS, on this date, pursuant to and in accordance with the Act and the Resolution of Intent, the Township Board held a public hearing, notice of which was given as required by Section 4(2) of the Act on the adoption of a resolution creating the Authority; and

WHEREAS, all citizens, taxpayers and property owners of Pere Marquette Charter Township and officials of the affected taxing jurisdictions had the right and opportunity to be heard at the public hearing on the establishment of the Authority; and

WHEREAS, the Township Board desires to proceed with the establishment of the Authority for Pere Marquette Charter Township within the municipal limits of which the Authority shall exercise its powers, all pursuant to and in accordance with the Act.

Now therefore, be it resolved that:

1. **Authority Created.** Pursuant to the authority vested in the Township Board by the Act, the Authority is hereby established and shall be known as the Pere Marquette Charter Township Brownfield Redevelopment Authority.
2. **Supervision of the Authority.** The Authority shall be under the supervision and control of a board (the “Board”) appointed by the Supervisor of Pere Marquette Charter Township, in accordance with the membership provisions set forth in Section 5(1) of the Act, subject to the approval of the Township Board. The members of the Board shall hold office, and the Board shall conduct its procedures in accordance with the Act, and, in particular, Section 5 thereof.
3. **Jurisdiction of the Authority.** The Authority shall exercise its powers within the area of Pere Marquette Charter Township.
4. **Powers and Duties of the Authority.** The Authority shall have the powers and duties to the full extent as provided and in accordance with the Act.
5. **Bylaws and Rules of the Authority.** The Authority shall elect officers and adopt bylaws and rules governing its procedures and the holding of its meetings all in accordance with Sections 5(3) and 5(5) of the Act, and shall immediately forward a copy of the bylaws and rules after adoption by the Board to the Township Board in care of the Clerk of Pere Marquette Charter Township (the “Clerk”). The Authority’s bylaws and rules shall be subject to the approval of the Township Board; provided, however, that if the Township Board fails to either approve or disapprove the Authority’s bylaws and rules at its next regular meeting after receipt of a copy thereof by the Clerk, the Authority’s bylaws and rules shall be deemed to have been approved by the Township Board for all purposes.

6. **Form of Approvals.** Except as may otherwise be provided by the Act or other applicable law, approvals by the Township Board of all matters pertaining to the Authority or its Board shall be by resolution.

7. **Severability.** Should any section, clause or phase of this Resolution be declared by the courts invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.

8. **Repeals.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

9. **Publication.** The Clerk is hereby directed to file a true and complete copy with the Michigan Department of State, Office of the Great Seal, promptly after adoption and to take all other actions incident upon such adoption pursuant to applicable charter or other provisions.

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

The Supervisor declared the Resolution adopted.

B. Consider Proposal for Professional Brownfield Consulting Services – Board members reviewed the proposal from Fishbeck, Inc., for professional Brownfield consulting services to include:

- Assist with resolution and public hearings
- Attend public hearing and participate as needed
- Guide on filing resolution with the State of Michigan
- Provide guidance on board member appointments
- Attend and participate in the first organization meeting and help members understand operations and processes
- Assist with the development of bylaws and draft a resolution approving the bylaws
- Prepare an incentive policy and procedure document

Moved by K. Bleau seconded by Nordlund to approve the Professional Services Agreement for Brownfield Consulting Services between the Township and Fishbeck, Inc. as outlined in the proposal for a total fee of \$2,500.00 and to authorize the Supervisor to sign the agreement on behalf of the Township.

Motion carried.

C. Consider Resolution #2022-9 for Re-Authorizing Tax Administration Fee and Imposing a Late Penalty Charge on Property Tax Collections – K. Bleau explained that the previous resolution(s) that authorized the administration fee and late penalty charge were last adopted in 2000. While the resolutions do not expire, K. Bleau feels that the township board should consider the administration fee and late penalty charge on annual basis. She further explained that the late penalty charge is set at 3% and the board has the option to either impose no late penalty charge or to impose a 3% penalty charge. With respect to the administration fee, the board has the option to set the fee from no fee up to 1%. K. Bleau is recommending that the late penalty charge remain at 3% and the administration fee remain at 1%.

RESOLUTION #2022-9
 FOR THE RE-AUTHORIZING TAX ADMINISTRATION FEE AND
 IMPOSING A LATE PENALTY CHARGE ON PROPERTY TAX COLLECTIONS

WHEREAS, Pere Marquette Charter Township, Mason County, Michigan is responsible for assessing ad valorem property taxes, collecting property tax levies, and handling review and appeal matters arising therefrom, and

WHEREAS, PA 206 of 1893, MCL 211.44(3), provides for imposition of a late penalty charge equal to 3% of the tax on all taxes paid after February 14 and before March 1, and,

WHEREAS, it is the desire of this Township Board to encourage the timely payment of taxes,

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Township Board of Pere Marquette Charter Township that: The Township Board does hereby approve and authorize the imposition of a late penalty charge equal to 3% of the tax on all taxes paid after February 14 and before March 1.

FURTHERMORE, WHEREAS MCL 211.44 as amended, provides for, among other things, the imposition of a property tax administration fee on property taxes; and

WHEREAS, it is the desire of this Township Board to approve and authorize the imposition of a property tax administration fee in accordance with the provisions of MCL 211.44(3) as amended.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Pere Marquette Charter Township Board that:

1. The Township Board does hereby approve and authorize the imposition of a property tax administration fee of one percent (1%) each on all property taxes billed July 1 annually (summer tax collection) and on December 1 annually (winter tax collection).
2. As used in this resolution, the term “property tax administration fee” is defined as a fee to offset costs incurred by the Township in assessing property values, collecting the property tax levies and in the review and appeal process.
3. The Treasurer is hereby directed and authorized to take such steps as may be necessary to implement the provisions of this resolution.
4. In addition, the Township Board hereby reserves the right and authority to waive all or part of the property tax administration fee imposed by this resolution for a specific tax levy and collection period by the adoption of a resolution to that effect.
5. This resolution shall continue in full force and effect unless and until revoked or rescinded by resolution of this Township Board.
6. All resolutions or parts of resolutions in conflict with the provisions of this resolution be and the same hereby are rescinded.

The foregoing resolution was offered by K. Bleau and supported by Enbody.

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

Resolution declared adopted.

D. Consider Delinquent Personal Property Matters

1. Consider Waiver and Consent
2. Acknowledge State of Attempt to Collect
3. Consider Engagement Agreement for Legal Services

K. Bleau explained that the process of striking prior Delinquent Personal Property from the tax roll requires the board approve the Waiver and Consent and acknowledge the Statement of Attempt to Collect. K. Bleau has volunteered to lead the striking process on behalf of the Mason County Treasurers’ Association and the costs associated with the engagement agreement will be divided among all of the participating municipalities.

Moved by K. Bleau, seconded by Soberalski to acknowledge the receipt of the 2016 and prior Delinquent Person property Tax Report and the Statement of Attempt to Collect the 2016 and prior Personal Property Taxes and consents to the relief requested by the Petitioner and voluntary waives notice and the hearing and the entry of judgement.

Motion carried.

Moved by K. Bleau seconded by Enbody to approve the Engagement Agreement between the Township and Carlos Alvarado Law PC to provide legal services for the purpose of striking uncollectable property taxes from the delinquent personal property tax rolls for the 2016 and prior tax years for a cost not to exceed \$1,450.00 plus expenses of approximately \$175.00 and to authorize the Treasurer to sign the Engagement Agreement of behalf of the Township.

Motion carried.

E. **Consider Resolution 2022-10 Performance Resolution for Municipalities** – This resolution is required by the Michigan Department of Transportation for the purpose of issuing a municipality a permit in order to construct, operate, use and/or maintain utilities or conduct other activities within State Highway Right of Way locations within its corporate limits. The township is updating the person(s) authorized to apply for permits.

The following **Resolution** was offered by Enbody and supported by Kmetz:

Performance Resolution for Municipalities #2022-10

RESOLVED WHEREAS, the Charter Township of Pere Marquette hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this Resolution shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Resolution, as provided by law. This Resolution is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employees, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY. Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation, construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.
6. With respect to any activities authorized by PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
7. The incorporation by the DEPARTMENT of this Resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
8. This Resolution shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated

by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title:	Name:
Township Supervisor	Gerald A. Bleau
Water/Sewer Superintendent	Andrew Larr
DPW/Parks Superintendent	John Daniel Healy
Township Clerk	Rachelle Enbody

Resolution declared adopted.

F. **Consider Purchase of Firefighting Gear** – Board members reviewed the quotes and letter of request from Larry Gaylord, PMFD Fire Chief for the purchase of new helmets and gloves.

Moved by Rasmussen, seconded by Soberalski to approve the purchase of twenty helmets from 5 Alarm at a cost of \$5,767.20 and twenty sets of Fire-Dex structure fire-fighting gloves from Apollo Fire at a cost of \$2,192.00 for a total expense of approximately \$7,959.20.

Motion carried.

G. **Consider Campground Host Program Agreement** – At the April 12, 2022 board meeting the board approved the following:

- Two, part-time camp hosts to be available twenty-four hours per week from May 15 to October 15 to serve in a support role to the campground manager, campground attendant(s) and township staff. A seasonal campsite will be provided as compensation. A camp host that works a regularly scheduled shift as a campground attendant in addition to the camp host duties will receive compensation at the campground attendant compensation rate of \$15.00 per hour.

After further review of the camp host position after it was approved in April, it was determined that the host benefit may be non-taxable and therefore not included on a W-2. IRS Publication 15B Employer’s Tax Guide to Fringe Benefits allows an employer to exclude the value of lodging (in this case, seasonal camp site) furnished to an employee from the employee’s wage if the lodging is on the business premises, is for the convenience of the township, and the employee accepts it as a condition of employment. The Campground Host Program Agreement addresses the change from hourly wages to host benefit and complies with IRS regulations. The program agreement was reviewed and approved by the township attorney and auditor.

Moved by K. Bleau seconded by Enbody to rescind all previous board action regarding camp host personnel, to approve the Camp Host Program and Agreement and to authorize the Supervisor to enter into the program agreement(s) with up to two (2) camp hosts per season.

Campground Host Program Agreement

Introduction:

This packet is designed to give you the information necessary to apply for a campground host position. Applications will be accepted all year but must be received at least 10 days in advance of the beginning of the camping season that you wish to serve as host. Please send completed applications to the Pere Marquette Charter Township Supervisor at 1699 S. Pere Marquette Hwy. Ludington, MI 49431.

Conditions:

During the period from May 15th to October 15th, the participant(s) will serve as a “live in” host at the Buttersville Campground. A condition of participation in the Camp Host Program is that, for the convenience of Pere Marquette Charter Township, the participant(s) must provide their own housing unit and reside at Buttersville Campground.

Selection:

Campground Hosts will be selected from applications that have been satisfactorily completed and submitted in a timely manner. Interviews will be conducted by the Pere Marquette Charter Township Supervisor and/or representatives. The number of consecutive years that a host may serve may be limited to allow others an opportunity. These limitations are at the discretion of the Pere Marquette Charter Township Supervisor.

Background Check:

All volunteers must undergo a background check. This is done at the time of selection. This also applies to hosts returning from the previous season.

Rules:

Campground Hosts shall comply with all rules and policies of the Buttersville Campground and Pere Marquette Charter Township at all times.

Training:

Campground hosts may be required to attend orientation or training sessions at the discretion of the Park/Township Staff.

Principal Duties and Responsibilities:

The primary responsibility is to assist campers by answering questions and explaining campground rules in a cheerful and helpful manner. Campground Host participant(s) should be familiar with Buttersville Campground rules and should become familiar with local points of interest and the location where local services can be found.

Participant(s) will set an example by being model campers, practicing good housekeeping at all times in and around the host site, and by observing all rules.

Campground Host participant(s) generally work independently. Volunteers are accountable to the Park and Township Staff who will provide training and orientation for hosts and assist hosts throughout the season with any questions or problems that may arise.

Host Benefit:

Campground hosts are provided a free campsite in return for services provided. A campground host's camping unit and equipment may remain on site during the entire time of the camping season.

When:

The Campground Host Program runs from May 15th to October 15th. Campground Hosts may be used as needed and at the discretion of the Park and Township Staff. Volunteers are expected to serve at the campground for the period from May 15th - Oct 15th. Consideration may be given to shorten this period if special circumstances occur, such provisions are at the discretion of the Pere Marquette Charter Township Supervisor.

Campsite:

The Park/Township Staff will select the site and facilities to be used by the campground host.

Equipment:

The campground host provides their own camping unit, equipment and personal items. Safety equipment required to perform duties will be provided by Pere Marquette Charter Township. Other equipment needed to perform duties may be provided by and at the discretion of the Park/Township Staff.

Work Week:

Campground hosts are to provide service for four to five days a week to include weekends and holidays. Days off are mutually agreed to by the Park/Township Staff and the host.

Hours:

Campground host on-duty hours will be mutually agreed to by the Park/Township Staff and the host but must be at least 12 hours per week.

On Call:

Campground hosts are "on-call" to assist other campers at all times of the day or night. Campground hosts should attempt to greet campers, introduce themselves and share information about the campground and park.

Duties:

Campground host duties will include light cleanup in the campground (a few hours each day), keeping toilet buildings neat between regular cleanings, assisting and directing visitors to campsites, explaining camping fees, assisting with camping activities, operating equipment, assisting office personnel and providing information.

Prohibitions:

Campground hosts will not collect money nor operate any vehicle owned by the Pere Marquette Charter Township Parks and Recreation Commission/Pere Marquette Township - either on nor off of Park property.

No Enforcement Duties:

Campground hosts will take no law enforcement measures other than being observant and advising campers of minor rule violations. All other rule violations will be reported to the Park/Township Staff.

Identification:

A sign which reads "Campground Host" will identify the host site. An adult member of the host family will be provided with a name tag, shirt or other identifying article which clearly identifies them as the Campground Host.

Termination:

Campground Host volunteers may be terminated and required to vacate the site if job performance is deemed unsatisfactory or for any other reason or no reason at all at the discretion of the Pere Marquette Charter Township Supervisor.

The undersigned has read, understands, and agrees to the entire content of this agreement.

Motion carried.

H. **Consider Planning Commission Appointment** – Board members reviewed the recommendation from G. Bleau to appoint Steve Winczewski to the Planning Commission.

Moved by Kmetz, seconded by Soberalski to appoint Steve Winczewski to the Planning Commission, effective immediately, to fill the vacancy created by the resignation of Jeremy Piper for the term ending December 31, 2023.

Motion carried

I. **Consider Hiring of One Additional Full-Time DPW Employee “and fill previously approved positions”** (added) – G. Bleau explained that the Personnel Committee had met earlier in the day to review the recommendations for the previously approved position openings.

Moved by Nordlund, seconded by Kmetz, to approve the hiring of the following personnel as recommended by the Personnel Committee:

Full Time Administrative Assistant to the DPW/Parks/Water/Sewer Departments: Lisa Nagel
Seasonal Park Maintenance: John Vierheller and Ken Howell
Full Time DPW Operator: Nolan Stark
Added: Full Time DPW Operator: Russell Fulker

Compensation for the positions was approved at the meeting on April 12, 2022.

G. Bleau disclosed that the added new hire for DPW is the husband of the current deputy treasurer and son of the current contractual building inspector.

Enbody stated she is opposed to the creation of an additional DPW position and furthermore is opposed to nepotism as a hiring practice.

G. Bleau requested a roll call vote.

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

Motion carried.

J. **First Reading of Proposed Ordinance No. 154 – Temporary Signage Regulations** – Board members conducted the first reading of proposed Ordinance No. 154, a zoning ordinance text amendment to update temporary signage regulation in certain districts. The Planning Commission conducted a public hearing on May 3, 2022 and is recommending the ordinance for approval.

Board members discussed clarification of what is considered an “event” when an applicant completes a Temporary Sign Event Permit; if the permit is limited to a parcel, business, property owner, or applicant; and if each temporary “event” is sixty days or if the sixty-day limit is an annual limit. Board members agreed that the first reading could proceed and the items requiring clarification could go back to the Planning Commission for review. The Planning Commission would then have time to amend and/or clarify the portions in question and the board could consider the amendments at the consideration of adoption on June 14th. This allows the ordinance to proceed as scheduled in order to fit the timeline for summer events to achieve their permitting to be in compliance.

Moved by Soberalski, seconded by Enbody to accept the first reading of proposed Ordinance No. 154, a zoning ordinance text amendment to update temporary signage regulation in certain districts without change, and to schedule the second reading and consideration of adoption for June 14, 2022.

Motion carried.

K. **Consider IT Services Contract** (added) – Board members previously received and reviewed correspondence of a rate increase for IT Services at a meeting on April 12th and requested the contract come before the board for approval. G. Bleau noted that he had contacted a local company to perform the IT services but that company indicated they did not have help desk technician(s) for remote or in-person service. The updated contract rate would be adjusted over the next three years up to the industry standard rate and thereafter would include an annual 3% CPI Index escalator. The township

has been with the current provider since 2006 with the last rate increase being in 2020. Prior to 2020 there had been no increase between 2006-2019. The updated contract would stagger the contract increase over three years adjusting the price per endpoint/seat per month from \$35 to \$60 in 2022, \$60 to \$69 in 2023, and \$69 to \$80 in 2024. If the number of endpoint/seat(s) remain the same, the estimated annual contract total(s) are \$8,160 in 2021, \$13,680 in 2022, \$15,732 in 2023 and \$18,240 in 2024.

Moved by Soberalski, seconded by K. Bleau to approve the proposal from IT Right / VC3 for IT Services for nineteen (19) endpoint service accounts for the estimated amount of \$13,680 in 2022; \$15,732 in 2023; and \$18,240 in 2024 with an annual 3% CPI Index escalator thereafter.

Motion carried.

L. Consider Campground Administrator Position and Duties (added) – Board members reviewed a memo from G. Bleau recommending the township treasurer, Karie Bleau be appointed as Campground Administrator with no additional compensation. G. Bleau stated the supervisor is statutorily responsible for the campground but that he does not have the time to assume the duties of the position. There is no compensation for the position.

Moved by Soberalski, seconded by Kmetz to create the Campground Administrator Position, approve the following duties and appoint the Township Treasurer as the Campground Administrator.

Campground Administrator duties

Oversee all Operational aspects of Buttersville Campground including but not limited to:

- *Ordering and tracking of supplies including cleaning & office supplies, Office Equipment, all printed materials and staff apparel.
- * Oversee, approve and/or create and order all necessary signage for Buttersville Campground and beach
- * Organize and facilitate all necessary staff trainings and orientation relative to the operations of Buttersville Campground
- * Create and manage all scheduling of staff, services and delivery of supplies
- * Seek and approve advertising opportunities for campground as needed
- *Participate in the hiring process for Campground staff
- *Participate in the development, improvement, and/or expansion of the campground
- *Create, develop and recommend to the Board rules and policies for Campground operations.
- *Create and implement procedures in accordance with the rules and polices adopted by the Board.
- *Recommendations to the Board for campground rates, fees for products, and campsites designations/types.
- *Oversee the Campground Manager relative to Operational functions. In the absence of a Campground Manager, the above duties will be performed by the Campground Administrator or designee.

Motion carried.

COMMITTEE REPORTS: Personnel Committee (G. Bleau) – Information was reported with agenda business items.

Planning Commission (K. Bleau) – Reported the commission approved the zoning ordinance text amendments and a conditional use permit to operate an indoor salvage business. Mission North will attend the next meeting to discuss the Comprehensive Plan review process.

OTHER REPORTS: Fire Department Liaison (Rasmussen) – Reported four firefighters were absent from the FD meeting. There will be an active shooter training on the 26th. G. Bleau added that the Fire Authority sent three people to the Train the Trainer Active Shooter Training so that they are able to conduct the local training for the fire department members. Rasmussen reported that the members also received training on PFAS.

LMTA Representative (Enbody) – Reported that the collaborative effort between LMTA and Amber Township to provide ridership along the US-10 corridor experienced 381 passenger trips between 4/1 and 4/26. The Rides to Wellness program is close to getting underway and is a partnership of several agencies to provide transportation to medical visits with a grant application being submitted to assist with funding of the program. The LMTA also approved ADA policy required by the American Disability Act.

Western Mason County Fire District Authority (G. Bleau) – Reported reviewing potential bylaw changes and also received a proposal from the fire chiefs to refurbish and restock equipment over fifteen years.

Department reports were included in board packets.

OFFICERS REPORTS: Clerk (Enbody) – Reported on the results of the May special school election with a voter turnout of 22%. The persons voting by absentee ballot accounted for approximately ½ of the total turnout. Preparations for the August Primary have begun and the August and November elections are expected to have high turnouts. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Soberalski to approve payment of invoices in the amount of \$302,576.20.

Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for April 2022. Reported that the township is in good financial condition and is anticipating an increase in interest rates and hoping to generate more revenue from investments. The revenue from camp site rental is currently at \$91,235 compared to \$43,089 in 2021 and that opening up sites for reservation has been positive.

Supervisor (G. Bleau) – Reported approving an expenditure to install a new water line at the campground. Attended a meeting with MCSA, EGLE and J. Bernier on the boat launch access site and construction is expected to be delayed with no affect to the grant funding. Requested J. Bernier continue to research costs and funding for improvements at all parks. Reported continuing to work towards the implementation of the sidewalk project and MDOT regulations. Reported that the court ordered \$41,000 in clean-up has been completed at Pallets Recycle.

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 6:56 p.m.

Rachelle D. Enbody, MiPMC, CMC Township Clerk

Gerald A. Bleau, Township Supervisor

SPECIAL MEETING
May 24, 2022

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.

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

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by Rasmussen, seconded by Kmetz to approve the agenda as presented.

Motion carried.

NEW BUSINESS: A. **Consider Extension of Leave of Absence** – Board members reviewed a request for an extension of a leave of absence and the continuation of benefits. The Personnel Policy states: The township will continue coverage and its premium payments on behalf of eligible employees during the first (30) calendar days of a layoff or approved leave as described in 10.11 Other Approved Leaves. The township board, at its sole discretion, can extend this coverage beyond 30 days.

Moved by Rasmussen, seconded by Soberalski to approve an additional thirty-day extension of a personal leave of absence and continuation of health and life insurance benefits, excluding wages, as allowed by the Personnel Policy, effective from May 24, 2022 and ending at 11:59 p.m. on June 23, 2022.

Motion carried.

EXTENDED PUBLIC COMMENT: Extended public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 4:09 p.m.

Rachelle D. Enbody, CMC, MiPMC Township Clerk

Gerald A. Bleau, Township Supervisor

**SPECIAL MEETING
May 31, 2022**

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.

Also present: Township Attorney Ron Bultje of Dickinson Wright, PLLC.

Pledge of Allegiance was recited by all.

City of Ludington Mayor Steve Miller explained that this was a special meeting conducted jointly with the City of Ludington City Council, City of Scottville City Commission and Pere Marquette Charter Township Board of Trustees. Miller further explained that each municipality will call each of their respective meetings to order, conduct their own meeting(s) by municipality, and record their own meeting minutes. Miller stated the order of opening the respective meetings would begin with the City of Ludington followed by the City of Scottville and Pere Marquette Charter Township. The respective meetings will adjourn in the opposite order.

The City of Ludington called the meeting of the Ludington City Council to order.

The City of Scottville called the meeting of the Scottville City Commission to order.

The Pere Marquette Charter Township meeting was called to order at 6:05 p.m. by the Supervisor.

APPROVAL OF AGENDA: **Moved** by Soberalski, seconded by Nordlund to approve the agenda as presented.

Motion carried.

Presentation by Susan Wenzlick – Susan Wenzlick, Senior Brownfield Consultant at Fishbeck, Inc., gave a presentation explaining Brownfield Redevelopment Authorities. The presentation defined brownfield property and the purpose of a brownfield authority, detailed the incentives of TIF, EGLE grants and loans, MEDC grants and local brownfield revolving fund. Wenzlick demonstrated tax increment financing (TIF) emphasizing that no taxing jurisdiction will receive less tax monies under a brownfield plan and will see a tax increase later after all eligible expenses are repaid. The presentation defined eligible costs, clarifying that the City of Ludington is the only municipality that is considered a core community and therefore qualifies for additional eligible costs for infrastructure and site preparation. The City of Scottville and Pere Marquette Charter Township would be required to go through the state land bank authority which would have a “cost and hassle factor” in order to be eligible for infrastructure and site preparation in either of their communities. Wenzlick explained that a local brownfield revolving fund (LBRD) could be created with local tax increment revenues and would be administered by the Brownfield Redevelopment Authority made up of the members from the three municipalities. Each of the three governing bodies has adopted their own local brownfield authority and now must appoint members and adopt bylaws. Developing a guidance document, fee schedule and development agreement for each project is recommended. Future projects, if approved by the BRA must also be approved by the local governing body.

PUBLIC COMMENT: Public comment was held.

Discussion – Brownfield Authorities Board – Discussion among the three governing bodies was facilitated by City of Ludington Mayor Miller. Pere Marquette Charter Township members asked for information on advantages and disadvantages of having a joint or combined Brownfield Redevelopment Authority, if the township could return to the County Brownfield Redevelopment Authority, and the appointment of authority members with respect to possible incompatibility of office.

ADJOURNMENT: **Moved** by Kmetz, seconded by Rasmussen to adjourn the meeting at 7:25 p.m.

Motion carried.

REGULAR MEETING
June 14, 2022

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 absent: No members absent.
Also present: County Commissioners Lewis Squires and Steven Hull, Mason County Undersheriff Derrek Wilson and two guests.

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

APPROVAL OF MINUTES: **Moved** by Rasmussen, seconded by Soberalski to approve the minutes of the May 10, 2022, May 24, 2022 and May 31, 2022 meeting as printed.

Motion carried.

SHERIFF / COUNTY COMMISSION REPORT(S): County Commissioners Lewis Squires and Steven Hull reported on the most recent meeting of the Mason County Board of Commissioners.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by Soberalski, seconded by Nordlund to add Item L. **Consider Parks/Economic Development Committee Recommendations**, to remove Item C. **Consider Resolution for the Designation of Depositories #2022-12**, to remove Item D. **Consider Agreement(s) for the Collection of Summer Property Taxes 2. West Shore Community College**, and to approve the agenda as amended.

Motion carried.

COMMUNICATIONS: G. Bleau reported on a notice of an increase of \$5 per yard for concrete from SRM Concrete and a notice from West Michigan Shoreline Regional Development Commission (WMSRDC) of the availability of an online survey for public input to identify and plan for local hazards. Enbody reported that board members received copies of the most recent draft minutes from the Lincoln Lake Improvement Board meeting and the Notice to Taxing Jurisdictions of a meeting of the Mason County Brownfield Redevelopment Authority. Enbody also reported on two communications from Charter Communications regarding changes to the local channel lineup.

NEW BUSINESS: A. **Second Reading and Consideration of Adoption of Proposed Ordinance No. 154 – Zoning Ordinance Text Amendment - Temporary Signage Regulations** – Board members conducted the second reading of proposed Ordinance No. 154, a zoning ordinance text amendment. The text amendment would update regulations pertaining to temporary signs and temporary sign events. The proposed ordinance was published in the Clerk’s office and on the township website and a notice to that effect was published in the Ludington Daily News on May 16, 2022. Amendments from the first reading included the addition of definitions for Temporary Event and Temporary Event Sign Permit and Section 109-28.09 Regulations for Temporary Signs was updated to clarify applicable zoning districts, display limit, permit requirements, and the application process

Moved by Kmetz, seconded by K. Bleau to accept the second reading as amended and adopt Ordinance No. 154, a zoning text amendment ordinance, and to provide for an effective date.

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

Motion carried.

B. **Consider Application for Fireworks Display Permit – Western Michigan Fair Association** – Board members reviewed the application for fireworks display permit, noted that all information is complete, all required documentation has been submitted, and letters of support and acknowledgement have been received from the Mason County Sheriff, Pere Marquette Charter Township Fire Chief, and the airport manager. It is the responsibility of the governing body to rule on the competency and qualifications of an articles pyrotechnic and display fireworks operator and on the time, place, and safety aspects of the display of articles pyrotechnic or display fireworks.

Moved by Enbody, seconded by Soberalski to approve the Application for Fireworks Display received from the Western Michigan Fair Association to conduct a public fireworks display at the Mason County Fairgrounds on Tuesday, August 9, 2022 at dusk and to authorize the township clerk to sign the Permit for Public Display. In case of rain, the display will occur on August 12, 2022.

Motion carried.

C. **Consider Resolution for the Designation of Depositories #2022-12** REMOVED –

D. **Consider Agreement(s) for the Collection of Summer Property Taxes** –

1. West Shore Educational Service District
- ~~2. West Shore Community College~~ REMOVED

K. Bleau explained that the township attorney and auditor recommended that the township have agreements with all of the entities in which the township collects and disburses summer taxes and that the agreements include language that authorizes the township to retain any interest earned in an interest-bearing bank account on the collections prior to disbursement. The township has a current agreement with Ludington Area Schools.

Moved by K. Bleau, seconded by Rasmussen to enter into the agreement with West Shore Educational Service District for the collection of 2022 summer property taxes and to authorize the Supervisor and Clerk to sign the agreement on behalf of the Township.

Motion carried.

E. **Consider Buttersville Campground Reservation Refund Request** – K. Bleau explained that the campground reservation system requires a minimum payment of three nights per reservation. The terms and conditions for the reservation system states that there is a “no refunds policy on all reservations”. K. Bleau received a request from a 14-day reservation for a refund of 11 of the 14 days because the customer failed to select the “pay the 3-night minimum” option when making the reservation and was charged for the full 14-day reservation. The customer intends to stay the full 14-days but wants the payment for 11 of the 14 days refunded in the interim. K. Bleau informed the customer of the no refund policy and the customer requested that the board receive and review the request.

Moved by Kmetz, seconded by Enbody to deny the 11-day refund request in the amount of \$385.00.

Motion carried.

F. **Consider Buttersville Campground Campsite Discount Request** – G. Bleau explained that he had received a request from a campground attendant for a reduced price on their campsite. The attendant calculated the daily rate for a seasonal campsite and requested a pro-rated amount for May 23 – September 18. The discount would reduce the revenue from \$2,500.00 to \$1,926.94 for the season. The attendant’s request included that they would be willing to assist campers and cover for other attendants that are late or sick if the attendant is in the park and can work. G. Bleau added that the attendant received a discount in 2021, paying only \$1,995.00 of the \$2,500.00 seasonal rate.

Moved by K. Bleau seconded by Kmetz to deny the request for a discount of campsite fees at Buttersville Campground and to offer the attendant the established daily rate of \$35.00 per day OR the seasonal rate of \$2,500.00 which would include entering into a seasonal camping agreement and providing proof of insurance, with confirmation of the rate option chosen by the attendant by close of business on June 17, 2022.

Motion carried.

G. **Consider Appointment to Board of Review** – **Moved** by Kmetz, seconded by K. Bleau to appoint Marsha Gould as an alternate member to the Board of Review for the term ending January 1, 2023.

Motion carried.

H. **Consider Hiring Full Time DPW Operator** – **Moved** by Nordlund, seconded by Soberalski to rescind the May 10, 2022 approval to hire Nolan Stark and approve the hiring of Aaron Schmock for the position of full-time DPW Operator with a starting date during the week of June 20, 2022.

Motion carried.

G. **Consider Request for Increase in Cleaning Service Fees** – Board members reviewed a request from Cassandra Chase for an increase in cleaning service fees from \$107.00 per week to \$125.00 per week for the Township Hall and from \$25.00 to \$35.00 each per week for the DPW and Fire Department buildings.

Moved by Nordlund, seconded by Soberalski to approve the increase in the fees, effective July 1, 2022, for weekly cleaning services for the Township Hall, DPW and Fire Department buildings.

Motion carried.

J. **Resolution #2022-11 for Class C and SDM Liquor License(s)** – Enbody explained that she received a request from the attorney representing the applicant who stated that Pere Marquette Charter Township has an available license. Township board approval is only required for new On-Premises liquor licenses. Enbody stated that she contacted the township attorney for guidance and the attorney suggested that the township could require the applicant to provide the Township with documentation from the State that the Township still has a license available to grant, the Township could do its own investigation to determine if a license is available, or the Township could approve the application contingent on the Township having a license available that could be used by the applicant. The attorney further recommended that if the Township were to choose to deny the request that the reason for denial must not be illegal or arbitrary.

Moved by Nordlund seconded by Rasmussen that the application from El Rancho, Inc #3 for the following license(s): New quota Class C and SDM license pursuant to MCL 436-1531 (1) with outdoor service to be located at 4970 W. US Hwy. 10, Ludington, MI 49431. It is the consensus of this body that it recommends this application be considered for approval by the Michigan Liquor Control Commission, contingent upon the Township having a license available that could be used by the applicant to be determined by the Michigan Liquor Control Commission.

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

Resolution declared adopted.

K. **Consider Proposal for School Resource Deputy(s)** – Board members reviewed a memo from Sheriff Kim Cole to County Administrator Knizacky. In the memo, the Sheriff is seeking the County Board to approved funding for two full time deputy sheriffs. During the school year, the deputies would be assigned to the Ludington Elementary School and Mason County Eastern School. There is the option that the Township could have the two deputies to cover the Township's day-to-day law enforcement duties when school is not in session. Board members discussed the possibility of an agreement for contractual services for road patrol deputies for Pere Marquette Charter Township. Estimated services would be at 25% of the wages/benefits for the deputies (estimate of \$47,707.39 annually), a patrol car (estimate of \$55,000.00), and equipment and uniforms for the officers (one time cost estimate of \$25,000 per duty).

Moved by Nordlund, seconded by Soberalski to authorize the Supervisor to further explore contractual services between Mason County and Pere Marquette Charter Township for road patrol deputy services.

Motion carried.

L. **Consider Parks/Economic Development Committee Recommendations** – Board members received a memo from G. Bleau containing the following information from today's meeting of the Parks/Economic Development Committee:

- Proposal from Game Time Recreation (a MI Deal vendor) in the amount of \$45,000.00 for playground equipment for Memorial Tree Park. The Capital Improvement Plan has the playground improvements scheduled for 2023 but with the delay of the 2022 PMCP River Access Project (boat launch) and the escalating costs and supply chain issues the committee requests the board consider ordering the playground equipment in 2022. The funding for the project will be allocated from the Capital Improvement Fund.
- Proposal from MCSA Group, Inc. for Master Planning Services for Buttersville Park/Campground with the goal of the plan being fully usable for the attainment of State of Michigan Grants. The committee requests the board consider the proposal in order to have shovel-ready plans for obtaining grant funding. The funding for the master planning services will be allocated from the parks department engineering line item.

Moved by Enbody, seconded by Kmetz to retain the services of MCSA Group, Inc. for the Master Planning Services for professional services for Buttersville Park/Campground for a not-to-exceed cost of \$8,000.00

Motion carried.

Moved by Soberalski, seconded by K. Bleau to approve the purchase of playground equipment for Memorial Tree Park in the amount of \$45,000.00.

Motion carried.

COMMITTEE REPORTS: Parks Committee (G. Bleau) – Information was reported under Agenda Item L.

Election Commission – Enbody reported the Commission is required to meet between June 23rd and July 12th to appoint precincts inspectors for the August primary election.

OTHER REPORTS: Planning Commission (K. Bleau) – Reported a site plan review for 117 N. Jebavy Drive for leased office space, reviewed proposed text amendments to the temporary sign ordinance, working with Mission North on the Comprehensive Plan, and had a work session to conduct an initial review of a Planned Unit Development at Starport Marina.

Zoning Board of Appeals (Enbody) – Reported the ZBA approved a request for variance to front and side yard setbacks in the Linlook subdivision for the construction of an exterior deck and clarified that the variance applies only to an open, unenclosed deck and shall not apply to any future alterations to enclose the deck with walls and/or a roof.

Fire Department Liaison (Rasmussen) – Reported on three meetings. Year to date runs are at 167 compared to 169 in 2021. The new medical truck was received and is being prepared for operation with the installation of equipment.

LMTA Representative (Enbody) – Reported the pilot project between Amber Township and LMTA has provided 823 passenger trips in and out of Amber Township as of 5/23/22. The City of Scottville is seeking a LMTA board representative. The Rides to Wellness program is up and running and has provided 11.25 hours of service as of 5/31/22. Ridership numbers are currently at 80 to 100 riders per day and is expected to slow down when school gets out for summer. Fuel and operation costs have increased considerably in 2022.

Brownfield Redevelopment Authority (G. Bleau) – Reported working with the consultant on the proposed by-laws. The County Brownfield Redevelopment Authority recommended to approve the Laura Street project with infrastructure. The project will now go before the County Board of Commissioners and Ludington City Council.

Department reports were included in board packets.

COMMITTEE OF THE WHOLE: **Moved** by Soberalski, seconded by K. Bleau to move into Committee of the Whole at 5:54 p.m. Motion carried. Various topics discussed with no action taken:

Discussion of board meeting start time and of adding a second meeting to the months of January, March, May, July, September, and November.

Moved by Soberalski, seconded by Kmetz to return to regular session at 5:59 p.m. Motion carried.

OFFICERS REPORTS: Clerk (Enbody) – Reported the deputy clerk position has been offered and accepted with a start date of June 27th. Enbody will be attending the Michigan Association of Municipal Clerks Annual Conference next week and will also be teaching two sessions on Election Best Practices. The audit is in the process of finalization with the completion of the adjusting entries. Reported working on the annual continuing disclosure filing. Preparation for the August primary has begun with 615 permanent absent voter application sent and 216 received to date. New voter information cards will be going out soon with the changes to the various voting districts due to the reapportionment after the 2020 Census. Election Security Grant funding is available and Enbody is working on items to purchase with the funding. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Rasmussen to approve payment of invoices in the amount of \$317,791.61.

Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for May 2022. Tax collection will begin soon and the Treasurer's office will be printing and mailing the tax bills this year rather than contracting for the service. The township continues to look financially healthy.

Supervisor (G. Bleau) – Reported working with Nordlund and Associates on foundation issues at the township hall.

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:14 p.m.

Rachelle D. Enbody, MiPMC, CMC Township Clerk

Gerald A. Bleau, Township Supervisor

SPECIAL MEETING
June 22, 2022

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

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

The meeting was called to order at 1:00 p.m. by the Supervisor. Invocation was given by Nordlund; Pledge of Allegiance was recited by all.

PUBLIC COMMENT: Gerald Battice addressed the board on his wishes for the board to approve and expedite the purchase of the Battice Parcel.

Moved by Rasmussen, seconded by Nordlund to appoint K. Bleau as temporary clerk for this meeting.

Motion carried.

Moved by Soberalski, seconded by Rasmussen to appoint Lisa Nagel, Deputy Clerk as recording secretary to aid in the creation of the draft minutes for this meeting.

Motion carried.

APPROVAL OF AGENDA: **Moved** by Kmetz, seconded by Rasmussen to approve the agenda as presented.

Motion carried.

NEW BUSINESS: A. **Consider Purchase Agreement for 914 S. Pere Marquette Hwy.** – G. Bleau discussed negotiations and the removal of the Risk of Loss and Indemnification sections from the purchase agreement.

The following resolutions was offered by Nordlund and supported by Soberalski:

RESOLUTION NO. #2022-13

WHEREAS, Gerald Battice, whose address is 914 S Pere Marquette Hwy, Ludington, MI 49431, desires to sell Parcel No. 53010-024-300-008-00, situated at 914 S Pere Marquette Hwy, legally described in **Exhibit A**, to the Township, and the Township desires to purchase said parcel for and in consideration of the payment of Seventy-Three Thousand Seven Hundred Sixty-Four Dollars (\$73,764.00) and the prospective benefits to be derived by the Property;

WHEREAS, the Township desires to purchase the parcels identified and described in **Exhibits A** (referred to as the “Battice Parcel”) for the public purpose(s) of eliminating blight.

NOW, THEREFORE, BE IT RESOLVED by the Township Board of the Charter Township of Pere Marquette, Mason County, Michigan, as follows:

1. The Township Board hereby determines that the purchase of the Battice Parcel serves the public health, safety, and general welfare for the reasons described above, which are incorporated herein by reference.
2. The Township Board approves the purchases of the parcel identified and described in **Exhibit A** subject to execution of the Purchase Agreement as negotiated by and approved by counsel.

- 3. The Township authorizes and directs the Township Supervisor to execute the final Purchase Agreement and take such actions, including the payment of incidental expenses, as are necessary to effect the purchase of the Battice Parcel upon the terms as agreed and outlined herein.
- 4. The Township authorizes and directs the Treasurer to remit the funds necessary to effect the purchase of the Battice Parcel upon the terms as agreed and outlined herein, including the payment of final closing and other costs as directed by the Title Company.
- 5. All prior resolutions and parts of prior resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

**EXHIBIT A TO
REAL ESTATE PURCHASE AGREEMENT**

Legal Description of Premises

SEC 24 T18N R18W CONT 1.44 A H COM AT W 1/4 COR, TH E ALG 1/4 LN 750.25FT, S ALG C/L PERE MARQUETTE HWY 692.58 FT FOR POB, TH S 167 FT, E 367 FT TO W LN RR R/W, NLY ALG SD W LN TO A PT E OF POB, W 505 FT TO POB, SUBJ TO RD R/W

The Parcel identification number is 53010-024-300-008-00.

Bleau Yeas: Jim Nordlund Sr., Ron Soberalski, Henry Rasmussen, Karie Bleau, Andy Kmetz, Gerald

Nays: None

Absent: Rachelle Enbody

RESOLUTION DECLARED ADOPTED.

B. Consider Agreement for the Collection of Summer Taxes, West Shore Community College - Moved by K. Bleau, seconded by Rasmussen to enter into an agreement with West Shore Community College for the collection of 2022 summer property taxes and to authorize the Supervisor and Clerk to sign the agreements.

Motion carried.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 1:58 p.m.

Karie Bleau, Temporary Clerk

Gerald A. Bleau, Township Supervisor

REGULAR MEETING
July 12, 2022

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 absent: No members absent.
Also present: County Commissioner Lewis Squires, Sheriff Kim Cole, Riley Kelley (Ludington Daily News), Matt Biolette (Republic Services), Andy Larr and two guests.

The meeting was called to order at 4:00 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 June 14, 2022 and June 22, 2022 meetings as printed.

Motion carried.

SHERIFF / COUNTY COMMISSION REPORT(S): Sheriff Cole reported on forty-eight calls for service in June 2022. County Commissioner Lewis Squires reported on the most recent meeting of the Mason County Board of Commissioners.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by Kmetz, seconded by K. Bleau add "**Republic Services Request**" as Item I. and to move Demonstration – Election Equipment Logic & Accuracy Test from Item I. to Item J. and to approve the agenda as amended.

Motion carried.

COMMUNICATIONS: Enbody reported that board members received copies of the most recent draft minutes from the Lincoln Lake Improvement Board meeting.

NEW BUSINESS: A. Consider Great Lakes Fishery Trust Resolution of Authorization #2022-14

The following Resolution was offered by Rasmussen and supported by Nordlund:

GREAT LAKES FISHERY TRUST
RESOLUTION OF AUTHORIZATION
#2022-14

WHEREAS, the Pere Marquette Charter Township Board of Trustees supports the submission of an application titled, "Pere Marquette River Community Access Boardwalk" to the Great Lakes Fishery Trust (GLFT) for the Boardwalk / Fishing Pier portion of the new Pere Marquette River Boating, Pedestrian Fishing and Wetlands Ecology Observation Boardwalk at Pere Marquette Conservation Park; and,

WHEREAS, the proposed project and corresponding application is supported by Pere Marquette Charter Township's Parks, Recreation and Open Space Plan 2020-2024, Adopted 1/20/2020; and,

WHEREAS, Pere Marquette Charter Township has made previous financial commitments and successfully obtained additional Federal, State and private funding grants totaling \$1,483,000 for the PM River Community Access site project, which has a total engineer's estimated cost of \$1,850,000, and,

WHEREAS, the remaining unfunded portion of the PM River Community Access project includes the Pedestrian Fishing and Wetlands Ecology Observation Boardwalk with the design engineers estimated cost of \$317,400, and

WHEREAS, the Boardwalk part of the project is an essential part of PM Township's objective to provide full universal access to the fishing, wetlands observation and public open space enjoyment at the site, and,

WHEREAS, the PM River Community Access site is consistent with the GLFT goals of providing excellent shore-based fishing access to the Lake Michigan based fishery at the site, both for the public at large and for tribal fishing,

NOW THEREFORE, BE IT RESOLVED that the Pere Marquette Charter Township Board of Trustees hereby authorizes submission of a Great Lakes Fishery Trust grant application in the amount of \$317,400.

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

Resolution declared adopted.

B. Consider Resolution for the Designation of Depositories #2022-15 – The purpose of the resolution is to provide for the deposit of the money coming into the possession of the treasurer of the township. The township board is required to approve by resolution the financial institutions in which the treasurer may deposit funds. The following resolution was presented by K. Bleau, and supported by Soberalski:

RESOLUTION FOR THE DESIGNATION OF DEPOSITORIES #2022-15

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
 Preferred Credit Union
 Huntington
 Safe Harbor Credit Union
 West Shore Bank

BE IT FUTHER RESOLVED, that the Treasurer is hereby authorized to close the account in the following financial institution, PNC Bank, and move the money to a designated depository.

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

Resolution declared adopted.

C. Consider Water Main Extension Project – Board members reviewed a memo explaining that four proposals for the design, bid and project administration services for a 12” water main extension from S. Pere Marquette Highway to the Pere Marquette Conservation Park River Access Site. The water main extension will provide water service for the river access development project and any future development within the extension area along S. Pere Marquette Hwy.

Moved by K. Bleau, seconded by Kmetz to approve the proposal for design, bid, and project administration services in the amount of \$19,500.00 from Land and Resource Engineering for the proposed watermain extension project to extend water service to the Pere Marquette Conservation Park River Access site.

Motion carried.

D. Consider Refund Request – Pavilion Rental Fee – Board members reviewed a memo for a request for refund of a pavilion rental fee because the pavilion was dirty according to the renter.

Moved by Nordlund, seconded by Soberalski to approve the Memorial Tree Park pavilion rental refund request in the amount of \$50.00.

Motion carried.

E. **Consider Road Repair – Emily Kay Court** – The Road Committee met to review a damaged area on Emily Kay Court. The committee is recommending to repair the damaged portion.

Moved by Kmetz, seconded by Rasmussen to approve 100-120’ of road repairs to Emily Kay Court for an estimated cost of \$15,021.83.

Motion carried.

F. **Consider Brownfield Redevelopment Authority Board Appointments** – Board members reviewed the Brownfield Redevelopment Authority board appointments that have been approved by both the City of Ludington and City of Scottville for members of a combined board of Pere Marquette, City of Scottville, City of Ludington and community members making up a nine-member board representing the three communities. Kmetz suggested withdrawing from the combined authority board structure and appointing a separate Brownfield Authority board consisting of Pere Marquette appointments only.

Moved by Kmetz, seconded by Soberalski to postpone the Brownfield Redevelopment Authority Board Appointments with the intent to create a Brownfield Authority Board of Pere Marquette Charter Township member/appointments only.

Motion carried.

G. **Consider Brownfield Redevelopment Authority By-laws** – No action taken.

H. **Consider Personnel Matters** – G. Bleau explained that an employee had exhausted all personal accumulated leave banks, twelve weeks of Family Medical Leave Act leave, and two 30-day leave extension of benefits requests. There has not been a request for additional extension of benefits past the previously granted leave extension approved on May 24, 2022 for the extension of benefits through June.

Moved by Kmetz, seconded by Nordlund, to release employee Robert Hannah from employment, to discontinue fringe benefits according to the terms of the personnel policy, to express appreciation for his years of service to the township and to offer Mr. Hannah the opportunity to apply for new employment with the Township in the future.

Motion carried.

I. **Republic Services Request for Amendment to Waste Collection & Recycling Agreement** (added) – Matt Biolette, Municipal Services Manager for Republic Services asked the board to consider a fuel adjustment. The adjustment would only be activated if/when diesel fuel exceeds \$4.50 per gallon and would increase by .04% for every \$.01 cent increase.

Moved by Nordlund, seconded by Soberalski to approve to amend the Solid Waste Collection & Recycling Agreement between Pere Marquette Charter Township and Republic Services to add and agree to a fuel surcharge as follows:

1. Fuel Surcharge – In the event fuel costs exceed \$4.50 per gallon per the Department of Energy website, for a four-week average, Contractor will apply a temporary fuel adjustment to collection services using the calculation of 0.04% per \$0.01 of fuel increase. This adjustment shall be removed when the diesel fuel reduces under \$4.50 per gallon.
2. This fuel surcharge clause shall sunset on the 1st day of June, 2023.

and to authorize the Supervisor to sign the agreement on behalf of the Township.

Motion carried.

Biolette informed the board that the Republic Services operations team would like to move the Recycle monthly pickup date from the third week to the second week of every month. The recycling pick up schedule is not defined in the contract and would not require an amendment. Without objection, Republic Services would take care of informing residents of the change to the recycling pick up schedule by a post card mailing to residents, auto-calls, and new calendars.

J. **Demonstration – Election Equipment Logic and Accuracy Test** – Enbody conducted a presentation of the required preparation and logic and accuracy testing conducted on election equipment.

COMMITTEE REPORTS: Election Commission (R. Enbody) – Reported the Election Commission met on July 7th to appoint election inspectors for the August 2, 2022 Primary Election.

Roads Committee (G. Bleau) – Reported that the Committee meeting information was reported under Agenda Item E.

OTHER REPORTS: Planning Commission (K. Bleau) – Reported the commission is continuing to work on the comprehensive plan update and has already received a fair number of surveys returned from residents. There will be a public input session held on August 2 at Sutton’s Landing. The commission is continuing to work on a Planned Unit Development (PUD) request and will conduct a public hearing next week to review an application for rezoning and the site plan for a residential planned unit development district.

Fire Department Liaison (Rasmussen) – Reported the department held a meeting last night with a discussion on procedures.

LMTA Representative (Enbody) – Reported that no action was taken at the previous meeting due to lack of a quorum.

Western Mason County Fire District Authority (G. Bleau) – Reported discussions of workshops to consider the Authority structure and how to move forward.

OFFICERS REPORTS: Clerk (Enbody) – Reported that election inspector trainings will be conducted on July 14, 20 and July 29. The Public Logic and Accuracy Test will be performed on July 20, 2022 at 9:00 a.m. New deputy clerk Caleb Wagner has completed both the Qualified Voter File (QVF) basic and QVF complete training(s) to perform voter registration and absent voter ballot administration and is working towards the Election Officials’ Accreditation certification. Absent Voter turnout has been steady with over 600 applications sent and over 300 ballots issued to date. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by K. Bleau to approve payment of invoices in the amount of \$328,213.82.

Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for June 2022 and reported that the treasurer’s office is busy with tax collection and that she continues to watch for investment products.

Supervisor (G. Bleau) – Reported making progress on the S. Pere Maquette Hwy. property purchase. There will be a status conference with the judge on the Pallets Recycle case. The sidewalk special assessment project is moving forward again. G. Bleau distributed budget worksheets to the departments and has begun the budget process. Reported working with Nordlund & Associates, Inc. to repair the township hall foundation.

ANNOUNCEMENTS: The Mason County Township Officers Association Meeting will be held July 21, 2022 at Summit Township. The auditor will give the 2021 audit presentation at the August 14, 2022 board meeting.

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 6:22 p.m.

Rachelle D. Enbody, MiPMC, CMC Township Clerk

Gerald A. Bleau, Township Supervisor

REGULAR MEETING**August 9, 2022****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 absent: No members absent.

Also present: Douglas Wohlberg, C.P.A., Sheriff Kim Cole, County Commissioner Lewis Squires, Andy Larr, Kristin Lange, and four guests.

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

APPROVAL OF MINUTES: **Moved** by K. Bleau, seconded by Rasmussen to approve the minutes of the July 12, 2022 meeting as printed.

Motion carried.

SHERIFF / COUNTY COMMISSION REPORT(S): Sheriff Cole reported on fifty-five calls for service in July 2022. County Commissioner Squires reported on the most recent meeting of the Mason County Board of Commissioners.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by Kmetz, seconded by Nordlund add Item E. "**Consider Refund Request – Buttersville Campground**", Item F. "**Consider Letter of Resignation**", Item G. "**Consider Gathering Permit Request**" and to approve the agenda as amended.

Motion carried.

COMMUNICATIONS: Board members received a letter regarding a parcel at 846 S. Lakeshore Drive that contained questions regarding the zoning and proposed use of the property.

NEW BUSINESS: A. **Presentation of 2021 Audit** – Douglas Wohlberg, C.P.A. – Wohlberg reviewed his qualifications and experience as an auditor and explained that his responsibility is to report to the Township Board and the Michigan Department of Treasury. In the presentation, Wohlberg reviewed trends in the general fund for property values, property tax millages, property tax revenues, state shared revenues, and general fund total revenues, comparing values from 2017 through 2021. He reviewed the general fund revenues and the expenditures by function and by account and the effect to the fund balance. Wohlberg then reviewed the sewer and water funds operating income/loss, net positions, and cash and investments for these funds. Wohlberg stated that the General, Water, and Sewer funds are healthy. The financial statements received an unmodified opinion, which is the best opinion possible that can be expressed by the auditor, concluding that the financial statements are presented fairly in all material respects and that the internal controls are well designed and operating as intended.

B. **Certify the 2022 Millage Rates for Township Operation and Public Transportation** – A public hearing was held on November 9, 2021 to propose and adopt the 2022 budgets and levy(s). The millage rates of 2.85 mills for the General Fund and .20 mills for the Transportation Fund were used to determine the 2022 budgets and were a subject of the hearing.

Moved by Enbody, seconded by K. Bleau to certify the taxes to be levied in 2022 at 2.85 mills for township operation and 0.20 mills for public transportation.

Motion carried.

C. **Consider Personnel Committee Recommendation** – Board members reviewed a memo from G. Bleau outlining the conditions of employment for Department of Public Works employees for obtaining water licensure and CDL certification within two years of employment. G. Bleau explained that there were delays in obtaining the required licenses due to the COVID -19 pandemic. The Personnel Committee is recommending to extend the time frame for two employees to obtain the remaining required licenses and also to present new language in the job descriptions to reflect the extension.

Moved by Kmetz, seconded by Nordlund to extend the time frame for two employees, Trenton Sanford and Lee Buck, to obtain the remaining licensure(s). The time frame for each employee is extended until November 30, 2023.

Motion carried.

D. **Consider Township Hall Foundation Repair Bids** – Board members reviewed documentation from Nordlund & Associates, Inc., regarding the bids received for the Township Hall foundation repair. Two bids were received.

Kent Companies	\$10,217.00
Ken Adams Excavating	\$71,219.00

The bid from Kent Companies contained exclusions to the bid documents for surface repair (asphalt and concrete). Nordlund recommended Kent Companies concluding that the Township could replace the removed concrete and bituminous surfaces for less than \$5,000.00.

Moved by Soberalski, seconded by Kmetz to approve the bid from Kent Companies in the amount of \$10,217.00 for the Township Hall foundation repairs.

Motion carried.

E. **Consider Refund Request – Buttersville Campground** (added) – Board members reviewed an email request for a refund for the cancellation of campground reservations at Buttersville Campground for October 12th – 15th. The request states that they did not see the cancellation policy when making the reservations and only noticed the policy when the reservation email confirmation was received. The request also states that they are unable to ~~use a credit~~ use a credit* amount for a future stay because they live out of state.

Moved by Nordlund, seconded by Kmetz to deny the request from Jeffrey Douglas for a refund in the amount of \$226.00, as per the Cancellation Policy, for the cancellation of a reservation at Buttersville Campground.

Motion carried.

F. **Consider Letter of Resignation** (added) – Board members received a letter of resignation from Andrew Larr along with a letter of request to keep the township issued cell phone and cell phone number and to be paid out for all accrued holiday, personal, vacation, and sick time.

Moved by Nordlund, seconded by Soberalski to accept the letter of resignation received from Andrew Larr with deep regret.

Motion carried.

Moved by Nordlund, seconded by Enbody to allow Larr to purchase the cell phone from the township at fair market value and to keep the cell phone number.

Motion carried.

Moved by Enbody, seconded by Soberalski to deny the request for the payout for holiday pay in accordance with the terms of the Personnel Policy.

Motion carried.

Moved by Enbody, seconded by Kmetz to deny the request for the payout of personal time in accordance with the terms of the Personnel Policy.

Motion carried.

The Personnel Policy allows the payout of vacation time. No action required on this item.

Moved by Kmetz, seconded by Nordlund to deny the request for the payout of sick time beyond what is allowed by the Personnel Policy.

Motion carried.

G. **Consider Gathering Permit Request** (added) – Abigail Butler addressed the Board to request a permit to have a wedding reception at Buttersville Park beach area for approximately 60 people. The Code of Ordinances requires proper written permission (assembly permit) for a gathering for 30 or more persons.

Moved by Rasmussen, seconded by Nordlund to approve the issuance of an assembly permit for the Butler wedding reception with the Treasurer/Campground Administrator to handle the necessary permit paperwork.

Motion carried.

COMMITTEE REPORTS: Economic Development / Parks & Recreation Committee (G. Bleau) – Reported meeting with the MCSA Group on the River Access Project and also met to review considerations for the master plan for the parks.

Personnel Committee (G. Bleau) – Reported that the meeting information was reported under Item C. and that the committee is reviewing the combined Parks/DPW department structure.

OTHER REPORTS: Planning Commission (K. Bleau) – Reported the Planning Commission held public hearings on an application for re-zoning and site plan for a residential planned unit development district on Buttersville peninsula and for proposed Zoning Ordinance Text amendments. The meeting was well attended. The public input workshop did not receive a lot of in person attendance but did receive a lot of public input from the surveys that were sent out with the summer tax billing. Mission North is compiling the survey responses and public input for the Planning Commission.

Fire Department Liaison (Rasmussen) – Reported meeting attendance of sixteen members and discussed member code of conduct.

LMTA Representative (Enbody) – Reported on the growing use of the Rides to Wellness program and LMTA's seeing of ~~grant~~ grant* funding for the continuation of the program.

Western Mason County Fire District Authority (G. Bleau) – The Authority will meet next week and Pere Marquette will be requesting new tires.

COMMITTEE OF THE WHOLE: Moved by Soberalski, seconded by K. Bleau to move into Committee of the Whole at 5:40 p.m. Motion carried. Various topics discussed with ~~not~~ no* action taken.

Discussion of the traffic on Jebavy Drive, consideration for a traffic study for a possible stoplight at the Sixth Street and South Pere Marquette Highway intersection and traffic study for the Iris Road and S. Pere Marquette Hwy. intersection.

Moved by Rasmussen, seconded by K. Bleau to return to regular session at 5:46 p.m. Motion carried.

Department reports were included in board packets.

OFFICERS REPORTS: Clerk (Enbody) – Enbody reported on the recent election results with Pere Marquette turnout between 32% and 34% compared to a county wide turnout of 27%. Absentee ballots accounted for about half of the turnout. Reported that prior to the August election the deputy clerk had completed the accreditation training and passed the exam to be fully accredited to administer elections. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by K. Bleau to approve payment of invoices in the amount of \$403,298.88.

Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for July 2022. Reported receiving the grant reimbursement for the Conservation Park.

Supervisor (G. Bleau) – Reported working with Jim Bernier and the engineers on the River Access Project. The township will be submitting the grant application for a Great Lakes Fishery Trust grant. Reported working with L. Nagel for the planning and construction of the new playground equipment planned for Memorial Tree Park.

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 6:12 p.m.

**REGULAR MEETING
August 23, 2022**

**PERE MARQUETTE CHARTER TOWNSHIP BOARD OF TRUSTEES
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 absent: No members absent.
 Also present: County Commissioner Steve Hull, Riley Kelley (Ludington Daily News), Dan Healy, and eight guests.

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

APPROVAL OF MINUTES: Enbody noted three typographical errors in the previous minutes. **Moved** by Soberalski, seconded by Rasmussen to approve the minutes of the August 9, 2022 meeting as amended.

Motion carried.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by Nordlund, seconded by Kmetz to add Item E. "**Letter of Resignation**", Item F. "**Consider Campground Refund(s)**", Item G. "**Consider EPA Assessment Coalition Grant**", Item H. "**Consider Suttons Landing Rental Refund**" and to approve the agenda as amended.

Motion carried.

NEW BUSINESS: A. **Consider participation in Housing Needs Assessment** – Board members reviewed a proposal from Bowen Nation Research to the City of Ludington to conduct a Housing Needs Assessment for Mason County. G. Bleau indicated that the City of Ludington had shared the communication in order to reach out to other municipalities to consider participation in the study. Board members agreed that more information was needed before determining if the township would participate or contribute. No action taken.

B. **Consider Quotes for Seal Coating** – G. Bleau reported that Lisa Nagel had prepared a Request for Proposal, contacted contractors, and obtained quotes for the sealcoating and striping of township property parking lots and driveways.

	JLS Construction	West Michigan Seal Coat	Brian’s Superior Sealcoating	Wolfgang Paving & Seal Coat
Township Hall	7,100.00	3,275.00	6,300.00	8,048.00
Fire Station	8,000.00	3,174.89	5,900.00	7,792.00
Sutton’s Landing	13,000.00	5,470.85	9,700.00	8,008.00
PM Boat Launch	9,300.00	3,709.40	6,300.00	13,285.00
DPW Office	2,800.00	1,119.80	2,750.00	2,602.00
Water Tower	no quote	645.00	1,250.00	1,118.00
Well House	approx. 3,000 per phone	1,165.00	2,200.00	4,147.00
TOTAL	40,200.00	19,050.94	34,400.00	45,000.00

Moved by Nordlund seconded by Soberalski to approve the quote for seal coating received from West Michigan Seal Coat in the amount of \$19,050.94.

Motion carried.

C. **Consider Purchase Offer for LOT 8 of First Street Business Park** – Board members reviewed an offer in the amount of \$28,000.00 for Lot 8 in the First Street Business Park. The value of the lot is \$86,250.00 which was established by the engineering firm when the park was constructed. Enbody reviewed the offers received in 2021 and stated that the 2021 offers were within the range of the established values.

Moved by Soberalski, seconded by Kmetz to reject the offer from J.R. Maintenance and Restoration / Juan Rodriguez in the amount of \$28,000.00

Motion carried.

D. **Consider Personnel Committee Recommendations** – Board members received a memo from G. Bleau requesting the approval of the following job descriptions and to authorize the Supervisor to fill the positions per the personnel policy.

1. Job Descriptions
 - a. DPW Superintendent/Water & Sewer Operator in Charge – one position to fill.
 - b. Parks Superintendent – one position to fill.
 - c. DPW Operator – one position to fill.
 - d. Parks Maintenance Technician – one position to fill.

2. Amendments to the Compensation Schedule

The Parks Superintendent and Parks Maintenance Technician are new positions. The Parks Manager position has been eliminated and the Parks Superintendent compensation is based on the prior Parks Manager position compensation.

The memo also states that the personnel committee recommends the 2022-2024 compensation schedule to be amended as presented. The updated compensation schedule changes the method of compensation for the Zoning Administrator, DPW/Water/Sewer Superintendent (updated job description/title is DPW Superintendent/Water & Sewer Operator in Charge) and Parks Superintendent from a salaried rate to an hourly rate at the equivalent rate of compensation. The update also eliminates per meeting compensation of \$60.00 per meeting for deputies and staff, and those positions will be compensated at their hourly rate of pay for meetings that they are required to attend.

Elected Officials, Appointed Officials and Employees		Year 2022	Year 2023	Year 2024
Zoning Administrator / Code Enforcement	Salary	\$57,526.00	\$58,964.00	\$60,143.00
	Per hour	\$27.66	\$28.35	\$28.92
DPW/Water/Sewer Superintendent	Salary	\$64,128.00	\$65,731.00	\$67,046.00
DPW Superintendent / Water & Sewer Operator in Charge (updated title)	Per hour	\$30.83	\$31.60	\$32.23
DPW/Water/Sewer Operator	Per hour	\$18.99	\$19.47	\$19.86
Operator - with one water license (new)		\$19.50	\$19.98	\$20.38
Operator - with two water licenses (new)		\$20.00	\$20.50	\$20.91
Parks Manger / Facilities Maintenance	Salary	\$48,410.00	\$49,620.00	\$50,613.00
Parks Superintendent (new)	Per hour	\$23.27	\$23.85	\$24.33
Parks Maintenance Technician (new)	Per hour	\$18.99	\$19.47	\$19.86

Per Occurrence:	Per Meeting	Per Hour	Per Day	Per Half Day	Training
Salaried Dept. Heads/ Deputies/Staff/Fire Officers (As required)	\$60.00	-	-	-	-

Moved by Kmetz, seconded by Nordlund to approve the recommendations from the Personnel Committee as presented. It was further moved that the township advertise the position(s) for one week.

Motion carried.

E. **Consider Letter of Resignation** (added) – Board members received a letter of resignation from DPW/Parks Superintendent Dan Healy. A lengthy discussion followed regarding the resignation of three people in management positions. D. Healy stated that he has been frustrated with the department changes and that it has been a challenge to work here in the past few months. He also stated that if the work environment could change, he would reconsider.

Moved by K. Bleau, seconded by R. Soberalski to reject the letter of resignation from Dan Healy.

Motion carried.

F. **Consider Campground Refund Request(s)** (added) – Board members received correspondence from two individuals, each stating that they were unable to use the campsite(s) they reserved for the time period of August 7, 8, and 9 due to flooding caused by heavy rainfall.

Moved by K. Bleau, seconded by Kmetz to approve the refund request from Dennis Lee Carver and Susan Betke for three nights at a rate of \$35.00 per night for a total refund in the amount of \$105.00 each.

Motion carried.

G. **Consider EPA Assessment Coalition Grant Application** (added) – Board members reviewed a memo from G. Bleau which referenced an email from Susan Wenzlick of Fishbeck, Inc. informing the City of Ludington, City of Scottville and Pere Marquette Charter Township of the opportunity to collaborate to write a grant application for an EPA Assessment Coalition Grant at no cost to the township. The grant, if received, would fund the assessment of blighted Brownfield sites within the township. Enbody asked if the board would be required to pass a resolution in order to apply for the grant. G. Bleau stated that he would verify if a resolution was required.

Moved by Nordlund, seconded by Soberalski, to authorize Susan Wenzlick to complete a grant application on behalf of the township for an EPA Assessment Coalition Grant at no cost to the township.

Motion carried.

H. **Consider Suttons Landing Rental Refund** (added) – G. Bleau stated he had received a call from Helen Gutschke requesting a refund of the pavilion rental fee. Ms. Gutschke stated that there were no additional folding tables, complained of cigarette stains on the picnic tables, coffee cups left on the railings of the pavilion and no soap in the restrooms. The pavilion was reserved for the Gutschke function and the pavilion was used for their event. The board discussed the possibility of raising the rental/reservation fees in order to contract for professional cleaning services to clean the pavilions prior to reservations.

Moved by Soberalski, seconded by Nordlund to refund Helen Gutschke one-half of the reservation fee in the amount of \$25.00.

Motion carried.

ANNOUNCEMENTS: G. Bleau reviewed an Eagle Scout Service Project Report for a Memorial Tree Park Sign Project. The project involved identifying fifteen different species of trees and placing a plaque on each tree that includes a QR code that the public can scan in order to obtain information about the tree.

Moved by Soberalski, seconded by Kmetz to recognize and thank Isaac Morgan for his efforts and contribution.

Motion carried.

G. Bleau distributed 2023 department head request budget figures.

EXTENDED PUBLIC COMMENT: Public comment was held. County Commissioner Hull reported on the most recent meeting of the Mason County Board of Commissioners.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 5:57 p.m.

Rachelle D. Enbody, CMC, MiPMC Township Clerk

Gerald A. Bleau, Township Supervisor

**SPECIAL MEETING
August 29, 2022**

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 members absent: No members absent.
Also present: Brian Ross, Regional Manager and Blair Selover, Group Manager of F&V Operations and Resource Management, Inc.

The meeting was called to order at 2:01 p.m. by the Supervisor. Invocation was given by Nordlund; Pledge of Allegiance was recited by all.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by Enbody, seconded by Rasmussen to approve the agenda as presented.

Motion carried.

NEW BUSINESS: A. **Consider Proposals for Operator in Charge Service Contract** – Board members reviewed a proposal for Interim Operator Assistance service. The scope of services will provide operation assistance for the township water system, expected to be up to eight (8) hour-per-week basis, with the assumption that the site management personnel will continue to perform maintenance, sampling, collect pumpage information, provide analytical results, and monitor chemical usage and power consumption. The cost of services for a Certified Operations Specialist is an hourly rate of \$145.00 including mileage, plus reimbursable expenses. The budget for the base scope of services is approximately \$6,100.00 per month excluding emergency, additional, or on-call services.

Moved by Nordlund, seconded by Soberalski, to accept the terms of the proposal from F & V Operations and Resource Management, Inc., for general consultation and certified Operator support services as outlined in the Water Operator Assistance Proposal for an hourly rate of \$145.00, including mileage plus reimbursable expenses and to authorize the Supervisor to sign the Professional Services Agreement on behalf of the township.

Motion carried.

EXTENDED PUBLIC COMMENT: Extended public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 2:27 p.m.

Rachelle D. Enbody, CMC, MiPMC Township Clerk

Gerald A. Bleau, Township Supervisor

REGULAR MEETING
September 13, 2022

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 absent: No members absent.

Also present: Sheriff Kim Cole, County Commissioner Steve Hull, Riley Kelley (Ludington Daily News), Tim Romanowski (Peninsula Cove, LLC), Zoning Administrator Kristin Lange, and twenty-eight members of the public.

The meeting was called to order at 4:00 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 K. Bleau to approve the minutes of the August 23, 2022 and August 29, 2022 meetings as printed.

Motion carried.

SHERIFF / COUNTY COMMISSION REPORT(S): Sheriff Cole reported on fifty-one calls for service in August 2022. County Commissioner Hull reported on the most recent meeting of the Mason County Board of Commissioners.

PUBLIC COMMENT: G. Bleau stated the meeting was open for public comment and that there is a public hearing portion later in the meeting to hear comments regarding the Planned Unit Development district.

Steven Geldersma (Township property owner) spoke in opposition of the proposed residential development.
Gerald Thompson (Township property owner) spoke in opposition of the proposed residential development.
Terri Langerak (Township property owner) spoke in favor of the proposed residential development.
Anthony Fabaz (Township property owner) spoke in opposition “unless conditions are met” of the proposed residential development.
Daniel Hooper (Township property owner) spoke in opposition of the proposed residential development.

There was no further public comment and the public comment portion was closed.

APPROVAL OF AGENDA: **Moved** by Soberalski, seconded by Kmetz to amend the agenda by removing Item A. First Reading of Proposed Ordinance No. 155, to add Item A. Discussion of Proposed Planned Unit Development and to approve the agenda as amended.

Motion carried.

PUBLIC HEARING: The public hearing was called to order by the Supervisor at 4:17 p.m. The public hearing is to hear comments and review an application for rezoning and the site plan for a residential planned unit development district, pursuant to Article 21 – PUD Planned Unit Development District of the Pere Marquette Charter Township Zoning Ordinance. Notice of the public hearing was published in the Ludington Daily News on August 27, 2022.

Henry Langerak (Township property owner) spoke in favor of the proposed residential development.
Gerald Thompson (Township property owner) spoke in opposition of the proposed residential development.
Anita Ransom (Township property owner) spoke in opposition of the proposed residential development.
Michael Endres (StarPort Marina patron) spoke in opposition of the planned unit development.
Daniel Hooper (Township property owner) spoke in opposition of the proposed residential development unless it is limited to three houses.
Mary Ann Harris (Township property owner) spoke in favor of bringing the parcel into compliance for either the current use or any future use.
Carl Tuuk (Township property owner) spoke “not against the proposal but against the density”.
Anthony Fabaz (Township property owner) spoke in opposition of the proposed residential development “the way it is now”.
William Caldwell (Township property owner) spoke in opposition of the planned unit development.
Gerald Thompson (Township property owner) questioned timeline of project.
Judith Miller (Township property owner) spoke in opposition of the planned unit development.

There were twelve emailed comments received regarding the planned unit development. Gary Smith (StarPort Marina patron) wrote in opposition of the planned unit development. Paul Korte (Township property owner) wrote in opposition of the planned unit development. Gerald Thompson (Township property owner) wrote in opposition of the planned unit development. Tim Penny (Township property owner) wrote in opposition of the planned unit development. Stuart Birn (Township property owner) wrote in opposition of the planned unit development. Stanley Schroeder (StarPort Marina patron) wrote in opposition of the planned unit development. Chad Starr (StarPort Marina patron) wrote in opposition of the planned unit development. Hannah Gottschalk (StarPort Marina patron) wrote in opposition of the planned unit development. Jackie Toth (StarPort Marina patron) wrote in opposition of the planned unit development. Tom & Michelle Goward (StarPort Marina patron) wrote in opposition of the planned unit development. Scott Van Hoven (StarPort Marina patron) wrote in opposition of the planned unit development. Daniel Taylor (StarPort Marina patron) wrote in opposition of the planned unit development.

The public hearing was closed at 4:43 p.m.

COMMUNICATIONS: Enbody reported on a communication received from the Department of Licensing and Regulatory Affairs notifying El Rancho that the Michigan Liquor Control Commission has referred the application for a new Class C Liquor License to the Enforcement Division for investigation of the request.

NEW BUSINESS: A. **First Reading of Proposed Ordinance No. 155 – Zoning Ordinance Text Amendment** (removed). The first reading was removed from the agenda pending receipt and review of any and all proposed deed restrictions, covenants, homeowners' association bylaws and/or a master deed of the proposed Planned Unit Development.

A. **Discussion of Proposed Planned Unit Development** (added). Discussion only, no action taken. G. Bleau outlined the Planned Unit Development (PUD) process.

- *Pre-application conference (Step 1).*
- *PUD Application (Step 2).*
- *Initial review at the Planning Commission work session (Step 3).*
- *Planning Commission review of PUD site plan and Rezoning (Step 4).*
- *Township Board review (Step 5).*

The purpose of Planned Unit Development regulations is to encourage and allow more creative and imaginative design of land developments than is possible under district zoning regulations. G. Bleau read an excerpt from the Planning Commission minutes dated 8/19/2022 which states that the recommendation from the Planning Commission is:

“that the Township Board approve the application and site plan submitted by Peninsula Cove, LLC in order to rezone the parcel located at 846 S. Lakeshore Drive, Ludington, Michigan, parcel number 53010-720-000-002-00 for the purpose of establishing a residential planned unit development district with six single-family dwelling units as detailed on the revised site plan dated 6/27/2022, as complying with Article 21 of the Pere Marquette Charter Township Zoning Ordinance, and subject to the following conditions:

1. The onsite septic system to be installed per EGLE and Health Department regulations;
2. Request the applicant to file a Notice of Intent to Establish Condominium Project with EGLE;
3. Township Board to review any and all proposed deed restrictions, covenants, homeowners' association bylaws and/or a master deed prior to a final approval of the proposed residential planned unit development;
4. Screening or fencing to be installed along north property line as a buffer with adjacent neighbor.”

Zoning Administrator Kristin Lange confirmed that the township zoning attorney helped the Planning Commission work through the qualifying conditions and helped to determine / verify the density calculation.

B. **Deer Management Discussion** – Discussion only, no action taken. G. Bleau will research and develop a formal plan that will come back to the township board for approval or denial.

C. **Consider Refund Request – Buttersville Campground** – Board members reviewed a request for refund of a reservation. The camper changed his dates of stay and is requesting a refund of the original reservation dates.

Moved by Kmetz, seconded by Soberalski to deny the request for a refund in the amount of \$105.00 for lots 1 and 2 for August 29, 30, and 31.

Motion carried.

D. Consider Recommendations for 2023 Camping Season from Parks Committee and Campground Administrator

– Board members reviewed a memo from K. Bleau outlining the recommendations. **Moved** by Nordlund, seconded by Soberalski to discuss the rules. Discussion ensued and motion was not voted upon.

Adopt the Rules and Expectations – Seasonal Campers

Moved by Soberalski, seconded by Enbody to approve the Rules and Expectations – Seasonal Campers as part of the Seasonal Contract.

RULES AND EXPECTATIONS – SEASONAL CAMPERS

- Seasonal Campers are responsible for mowing and trimming their sites on a regular basis. A completed Volunteer Agreement **MUST** be on file with the Supervisor at the Township Hall prior to the use of any tools or equipment.
- Any alterations/changes/additions to Campground property, equipment or trees, flowers, or other plantings must be approved by the Township Board in advance.
- Fences, of any kind, are not permitted.
- All personal items, including but not limited to: decks, portable tents/sheds, flower pots/hangers, lights, outdoor ornaments, etc. **MUST** be removed at the end of the season.
- All children must be supervised at all times. The Campground staff will not be responsible for monitoring children on the playground or elsewhere in the campground.
- Dog(s) may **NOT** be left unattended. Any site with a barking dog(s) will be given one warning. If the problem continues, campers will be asked to leave and the no refunds policy will apply.
- Each lot will park two vehicles. All others will be allowed to park in overflow parking for a short period of time (not more than 3 days). Visitors are allowed in the campground until 10pm.
- Seasonal campers will be allowed to set up their campsites 3 days prior to opening day (May 15th). Please plan accordingly.
- Buttersville Campground is a public park, where transient campers are welcomed. Please demonstrate a high level of decorum and respect to those who only have the privilege of enjoying the campground for shorter time periods.
- Applications for the next season must be received no later than October 1st. Random selection drawing will take place the first week of October.
- A completed and signed Seasonal Camper and Volunteer Agreements must be submitted no later than Nov. 1st. Rent payments may be split into 2 payments – one half will be due no later than Jan. 5th, the final payment must be paid on or before move in day but no later than May 15th.

Motion carried.

Moved by Enbody, seconded by Rasmussen to deny the following recommendations:

To eliminate the existing waiting list for seasonal campsites and to offer to refund any waiting list applicant that chooses not to participate in the drawing for seasonal campsite in 2023.

Develop and implement an annual application and random selection process for seasonal campsites to include a \$100 non-refundable application fee and drawing for (seasonal) sites 1-12, 23 and 24.

The board discussed the recommendations at length. Enbody questioned why we are eliminating the seasonal people that have been there for years and if the seasonal people are aware of the changes. G. Bleau stated the parks committee felt that the seasonal campers were a benefit but felt it was important to open this asset up to everybody and treat it as a township park and not a private park with a fair and random selection process. K. Bleau stated that it has been no secret that there were going to be changes. ~~that the patrons were invited to the committee meeting and are aware that this is on the agenda.*~~ Kmetz questioned why campers would want to continue to pay a yearly, non-refundable fee of \$100 with no guarantee of receiving a site, ever. G. Bleau requested a roll call vote.

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

Motion failed.

Eliminate the existing seasonal campsite waiting list – Moved by Nordlund, seconded by Soberalski to eliminate the existing waiting list for seasonal campsites and to offer to refund all current waiting list applicants.

Motion carried.

Develop and implement an annual application and random selection process for seasonal campsites to include a \$100 non-refundable application fee and drawing for (seasonal) sites 1-12, 23 and 24. Moved by Nordlund, seconded by Kmetz to develop and implement an annual application and random selection process for ~~season~~ seasonal* campsites and drawing for sites 1-12, 23 and 24. There will be no application fee to participate.

Motion carried.

Amend the campground rate schedule to Seasonal - \$3,750. Board members discussed the increase. The current seasonal rates are \$2,500 for regular seasonal sites and \$2,700 for seasonal sites along the bluff. Even with the increase, seasonal campers are receiving a discount of approximately 30% of the daily rate. **Moved** by Soberalski, seconded by Nordlund to increase the rate for all seasonal campsites to \$3,750.00.

Motion carried.

Authorize one staff member to attend the 2022 Campground Owners Expo in Branson, MO from Nov. 30 to Dec 3, 2022 with the cost not to exceed \$2,500. Board members discussed looking for Michigan based opportunities and additional costs to consider for out of state travel. **Moved** by Soberalski, seconded by Enbody to deny the request to attend the Second Annual 2022 Campground Owners Expo in Branson, Missouri.

Motion carried.

E. **Brownfield Board Appointments** – **Moved** by G. Bleau, seconded by Kmetz to approve the following appointments to the Pere Marquette Charter Township Brownfield Redevelopment Authority:

Gerald Bleau and Kristin Lange for terms expiring 12/31/2023;
Carmen Chapman and Kimberly Hamm for terms expiring 12/31/2024;
Derek Eaton, Henry Rasmussen and Megan Tresnak for terms expiring 12/31/2025.

Motion carried.

COMMITTEE REPORTS: Economic Development / Parks & Recreation Committee (G. Bleau) – The committee met to review the recommendations and is reviewing the master plan with regards to Buttersville campground. The River Access project is moving forward.

Personnel Committee (G. Bleau) – The committee has met to discuss several personnel issues and will meet again on compensation and wages for the budget.

OTHER REPORTS: Planning Commission (K. Bleau) – The commission approved a storage unit project site plan and is progressing on the comprehensive plan. There will be a text amendment change coming before the board.

Fire Department Liaison (Rasmussen) – Reported fourteen members at the last meeting with discussion of recent fires.

LMTA Representative (Enbody) – Distributed a report of ridership numbers.

Western Mason County Fire District Authority (G. Bleau) – Reported conducting a special meeting for approving the purchase of tires and added there is continued debate regarding the purpose of the Fire Authority. G. Bleau noted that he approved the new medical truck to be used by the Fire Chief to and from his home. The Fire Department's Standard Operating Procedures and Policy Manual will be updated to include the use of a vehicle by the fire chief.

Department reports were included in board packets.

OFFICERS REPORTS: Clerk (Enbody) – Reported that she and her deputy attended education on September 1st which included election security information and resources along with information on a ballot proposal that would amend the constitution to require nine days of early in-person voting. The November general election ballots will be available September 29th. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Nordlund to approve payment of invoices in the amount of \$374,042.34.

Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for August 2022. Tomorrow is the last day of summer tax collection without penalty. The court hearing for striking uncollectable delinquent personal property from the tax rolls is complete.

Supervisor (G. Bleau) – Reported he had been appointed to an ad hoc committee to discuss additional school resource officer(s). The park superintendent position has been filled and interviews will be taking place for the DPW/Water/Sewer administrator position. Initial interviews have taken place for the parks maintenance position. J. Bleau met with a property owner to discuss the purchase of a blighted property. Reported meeting with EGLE regarding grant funding for the removal of scrap tires. J. Bleau updated board members on the Pallets Recycle case.

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:01 p.m.

Rachelle D. Enbody, MiPMC, CMC Township Clerk

Gerald A. Bleau, Township Supervisor

SPECIAL MEETING
September 19, 2022

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 absent: No members absent.

Also present: Riley Kelley (Ludington Daily News).

The meeting was called to order at 2:00 p.m. by the Supervisor. Invocation was given by Nordlund; Pledge of Allegiance was recited by all.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by Enbody, seconded by Rasmussen to approve the agenda as presented. Motion carried.

NEW BUSINESS: A. **Consider Resolution #2022-17 to Authorize Purchase of Property** – The following resolution was offered by Soberalski and supported by Nordlund:

WHEREAS, Steven Outcalt, whose address is 2443 S Brunson Road, Ludington, MI 49431, desires to sell Parcel No. 53010-024-300-007-00, situated at 896 S Pere Marquette Hwy, respectively, legally described in **Exhibit A**, to the Charter Township of Pere Marquette (“Township”), and the Township desires to purchase said parcel for and in consideration of the payment of Eighty-Five Thousand Eight Hundred Dollars (\$85,800.00) and the prospective benefits to be derived by the Property;

WHEREAS, Steven and Shawn Outcalt, whose address is 2443 S Brunson Road, Ludington, MI 49431, desire to sell Parcel No. 53010-024-300-005-00, situated at 866 S Pere Marquette Hwy, legally described in **Exhibit A**, to the Township, and the Township desires to purchase said parcel for and in consideration of the payment of Forty-Six Thousand Six Hundred Dollars (\$46,600.00) and the prospective benefits to be derived by the Property;

WHEREAS, Steve Outcalt, whose address is 2443 S Brunson Road, Ludington, MI, desires to sell Parcels No. 53010-024-300-009-00, situated at 932 S Pere Marquette Hwy, and 946 Pere Marquette Hwy, Parcel No. 53010-24-300-010-00 legally described in **Exhibits A, B**, to the Township, and the Township desires to purchase said parcels for and in consideration of the payment of One Hundred Thirty-Nine Thousand Two Hundred Dollars (\$139,200.00) and the prospective benefits to be derived by the Properties;

WHEREAS, the Township desires to purchase the parcels identified and described in **Exhibits A and B** (collectively referred to as the “Outcalt Parcels”) for the public purpose(s) of eliminating blight.

NOW, THEREFORE, BE IT RESOLVED by the Township Board of the Charter Township of Pere Marquette, Mason County, Michigan, as follows:

1. The Township Board hereby determines that the purchase of the Outcalt Parcels serves the public health, safety, and general welfare for the reasons described above, which are incorporated herein by reference.
2. The Township Board approves the purchases of the parcels identified and described in **Exhibit A** subject to execution of the Purchase Agreement as negotiated by and approved by counsel.
3. The Township Board approves the purchases of the parcels identified and described in **Exhibit B** subject to execution of the Purchase Agreement as negotiated by and approved by counsel.
4. The Township authorizes and directs the Township Supervisor to execute each final Purchase Agreement such documents and take such actions, including the payment of incidental expenses, as are necessary to effect the purchase of the Outcalt Parcels upon the terms as agreed and outlined herein.
5. The Township authorizes and directs the Treasurer to remit the funds necessary to effect the purchase of the Outcalt Parcels upon the terms as agreed and outlined herein, including the payment of final closing and other costs as directed by the Title Company.

6. All prior resolutions and parts of prior resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Exhibit A to Real Estate Purchase Agreement:

SECTION 24, T18N, R18W. COMMENCING AT THE WEST ¼ CORNER, THENCE S 87°52'35" E ALONG THE EAST-WEST ¼ LINE, 750.25', THENCE S 05°23'40" W, 602.58' TO THE POINT OF BEGINNING:

THENCE CONTINUING S 05°23'40" W, 90.00';

THENCE S 88°22'30" E, 503' TO THE WEST LINE OF RAILROAD RIGHT-OF-WAY;

THENCE ALONG SAID RAILROAD RIGHT-OF-WAY, 103.5';

THENCE N 88°22'30" W, 547' TO THE POINT OF BEGINNING.

SUBJECT TO ROAD RIGHT-OF-WAY.

Parcel Identification Number is 53-010-024-300-007-00.

Commonly known as 896 S. Pere Marquette Hwy., Ludington.

Exhibit A to Real Estate Purchase Agreement:

SECTION 24, T18N, R18W. COMMENCING AT THE WEST ¼ CORNER, THENCE S 87°52'35" E ALONG THE EAST-WEST ¼ LINE, 880.60' TO THE WEST LINE OF PERE MARQUETTE HIGHWAY; THENCE S 05°23'40" ALONG SAID LINE, 370.00' TO THE POINT OF BEGINNING:

THENCE S 05°23'40" W, 232.58';

THENCE S 88°22'30" E, 162.00';

THENCE N 05°23'40" E, 232.58';

THENCE N 88°22'30" W, 162.00' TO THE POINT OF BEGINNING.

Parcel Identification Number is 53-010-300-005-00.

Commonly known as 866 S. Pere Marquette Hwy., Ludington.

Exhibits A to Real Estate Purchase Agreement:

SECTION 24, T18N, R18W.

COMMENCING AT THE WEST ¼ CORNER, THENCE S 87°52'35" E ALONG THE EAST-WEST ¼ LINE, 750.25', THENCE S 05°23'40" W, 849.58' TO THE POINT OF BEGINNING:

THENCE S 37°25' E, 110.5';

THENCE S 88°22'30" E, 214.5' TO THE WEST LINE OF RAILROAD RIGHT-OF-WAY;

THENCE SOUTHWESTERLY ALONG SAID WEST LINE 360' TO THE CENTERLINE OF PERE MARQUETTE HIGHWAY;

THENCE N 05°23'40" E, 297' TO THE POINT OF BEGINNING.

Parcel Identification Number is 53-010-024-300-010-00

Commonly known as 946 S. Pere Marquette Hwy., Ludington.

Exhibit B to Real Estate Purchase Agreement:

SECTION 24, T18N, R18W. COMMENCING AT THE WEST ¼ CORNER, THENCE S 87°52'35" E ALONG THE EAST-WEST ¼ LINE, 750.25', THENCE S 05°23'40" W, 849.58'; THENCE S 37°25' E, 90.9' TO THE POINT OF BEGINNING:

THENCE CONTINUING S 37°25' E, 19.6';

THENCE S 88°22'30" E, 214.5' TO THE WEST LINE OF RAILROAD RIGHT-OF-WAY;

THENCE N 50°33' E, 109.4';

THENCE N 88°22'30" W, 307';

THENCE S 05°23'40" W, 60.3' TO THE POINT OF BEGINNING.

Parcel Identification Number is 53-010-024-300-009-00

Commonly known as 932 S. Pere Marquette Hwy., Ludington.

Roll call vote: Yes: Soberalski, Rasmussen, K. Bleau, G. Bleau, and Nordlund.

No: Enbody and Kmetz.

Absent: None.

Resolution declared adopted.

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 2:37 p.m.

REGULAR MEETING
October 11, 2022

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 absent: No members absent.

Also present: Senator Jon Bumstead, Sheriff Kim Cole, County Commissioners Steven Hull and Lewis Squires, James Bernier (JMB Associates, LLC), Riley Kelley (Ludington Daily News), and thirteen guests.

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

APPROVAL OF MINUTES: K. Bleau noted the following amendment to Item D. Consider Recommendations for 2023 Camping Season from Parks Committee and Campground Administrator: “K. Bleau stated that it has been no secret that there were going to be changes, ~~that the patrons were invited to the committee meeting and are aware that this is on the agenda~~” (removal of portion in strikethrough) and that the word “season” should be changed to “seasonal” in the following motion: **Moved** by Nordlund, seconded by Kmetz to develop and implement an annual application and random selection process for ~~season~~ seasonal campsites and drawing for sites 1-12, 23 and 24.

Moved by Rasmussen, seconded by Nordlund to approve the minutes of the September 13, 2022 as amended and the September 19, 2022 meetings as printed.

Motion carried.

SHERIFF / COUNTY COMMISSION REPORT(S): Sheriff Cole reported on fifty-seven calls for service in September, 2022. County Commissioners Squires and Hull reported on the most recent meeting of the Mason County Board of Commissioners.

PUBLIC COMMENT: Public comment was held. Tim Iteen addressed the board to indicate his interest in purchasing the Pallet Recycle property. Senator Jon Bumstead introduced himself as a candidate for 34th District State Senator.

APPROVAL OF AGENDA: **Moved** by Soberalski, seconded by Rasmussen to change Item E. “Firefighter” to “Firefighters”, to add Item G. “Consider Request to Waive Hall Rental Fee for Funeral” and to approve the agenda as amended.

Motion carried.

COMMUNICATIONS: Enbody reported on a letter from Charter Communications on an addition to the channel line-up servicing the community and a communication from the Michigan Department of State acknowledging the receipt and filing for the establishment of a Brownfield Redevelopment Authority for the Charter Township of Pere Marquette. G. Bleau noted he had received a couple of communications regarding the Planned Unit Development and that he would report on those communications when that issue comes before the board.

NEW BUSINESS: A. **Consider Commercial Timber Sale Proposal – Memorial Tree Park** – Jim Bernier reviewed a proposal for the sale of timber in Memorial Tree Park. Bernier explained that he initially reviewed the park for commercial sale potential in 2016 and at that time the supervisor determined not to proceed until updating the overall plans for Memorial Tree Park. In 2022, the Economic Development/Parks and Recreation Committee requested JMB Associates to revisit the project. After the 2022 review JMB Associates recommends thinning the tree cover in the park by removing the diseased or dying trees and then marking the hardwood trees for sale and removal.

Moved by Kmetz seconded by Soberalski to allow 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.

Motion carried.

B. **Consider Resolution #2022-18 – Land and Water Conservation Fund Development Project Agreement** – The following **Resolution** was offered by Soberalski and supported by K. Bleau:

**Land and Water Conservation Fund Development Project Agreement
Resolution #2022-18**

“RESOLVED, that Pere Marquette Charter Township, Michigan, does hereby accept the terms of the Agreement for Pere Marquette River Community Access – PM Conservation Park Project Number 26-01871 as received from the Michigan Department of Natural Resources, and that the CHARTER TOWNSHIP OF PERE MARQUETTE does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate or otherwise obtain all funds necessary to complete the project during the project period and to provide by way of appropriation or through donated private funds Five hundred thousand (\$500,000.00) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times in perpetuity.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.”

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

Resolution declared adopted.

C. Consider Purchase of Standby Generator for Sixth Street Lift Station – Board members reviewed the following bids received for the purchase of a standby generator for the Sixth Street Lift Station. G. Bleau stated the generator purchase will be allocated from the sewer fund.

Energy Service Solutions, LLC	Kohler Standby Generator	\$52,000.00
C & I Electric	Generac Standby Generator	\$72,545.00

Moved by Nordlund, seconded by Kmetz to approve the bid from Energy Service Solutions, LLC in the amount of \$52,000.00 for the purchase of a standby generator for the Sixth Street Lift Station.

Motion carried.

D. Consider Purchase of Snowplow for Parks Department – Board members reviewed quotes received for the purchase of a snowplow for the Parks Department.

Larson’s Landscaping, LLC	Boss 8’ 2” steel VXT	\$8,757.76
Mears Service Center	Boss 8’ 2” steel VXT	\$8,783.59

Moved by Soberalski, seconded by K. Bleau to approve the quote from Larson’s Landscaping, LLC in the amount of \$8,757.76 for the purchase of a snowplow attachment for the Parks Department.

Motion carried.

E. Consider Leave of Absence for Firefighter(s) – Board members reviewed a request for leave of absence from firefighter Gilbert Hatley, effective September 30, 2022.

Moved by K. Bleau, seconded by H. Rasmussen to approve a one-year leave of absence to firefighter Gilbert Hatley, effective from September 30, 2022 to September 30, 2023.

Motion carried.

Board members reviewed a request for leave of absence from firefighter Zachary Wallager, effective June 30, 2022.

Moved by Rasmussen, seconded by Enbody to approve a one-year leave of absence to firefighter Zachary Wallager, effective from June 30, 2022 to June 30, 2023.

Motion carried.

F. Consider Buttersville Campground Reservation Refund Request – Board members reviewed an email request for a refund for the cancellation of campground reservations at Buttersville Campground for October 6th – 10th. The request states that they were unable to use the reserved dates due to a car accident and were unable to reschedule before the season end date of October 15th. Kmetz asked if the cancellation policy could be amended to take legitimate reasons for refunds such as accidents and flooding into consideration.

Moved by Nordlund, seconded by Kmetz to approve the request from Kyle Bruno for a refund in the amount of \$140.00 for the cancellation of a 2022 reservation at Buttersville Campground.

Motion carried.

G. Consider Request to Waive Hall Rental Fee for Funeral (added) – Board members reviewed a memo from K. Bleau requesting a waiver of the hall rental fee for a funeral luncheon in memory of Norm Dwyer. Mr. Dwyer retired from the parks department in 2018 and had also served as a firefighter for the township.

Moved by Soberalski seconded by Rasmussen to approve the request to waive the hall rental fee for Nancy Dwyer for a funeral luncheon in memory of her husband Norm Dwyer.

Motion carried.

COMMITTEE REPORTS: Election Commission (Enbody) – Reported the Election Commission met today to appoint election inspectors for the November 8, 2022 General Election. The commission reviewed an agreement provided by the County Clerk to jointly publish election notices. The agreement will come before the board for approval at a future meeting. The Public Logic and Accuracy Test of the election equipment will be held on October 26, 2022 at 9:00 a.m.

Finance Committee (G. Bleau) – Reported the committee will be meeting soon to discuss the Capital Improvement Plan.

Personnel Committee (G. Bleau) – Reported he will be trying to get a meeting together for next week.

OTHER REPORTS: Planning Commission (K. Bleau) – Reported approval of a site plan for an addition to a pole building and approval of a site plan for a change in use from a funeral home to a church on Jebavy Drive with the conditions of sidewalk installation, requirement for a Knox Box, and front yard landscaping to be reviewed prior to installation.

Zoning Board of Appeals (Enbody) – Reported on a special meeting in September to consider a request to enlarge a legal nonconforming structure by constructing a new roof. The request to construct the new roof was granted. The October regular meeting was to consider a zoning text interpretation for a nonconforming structure and nonconforming use. The interpretation determined that the Zoning Ordinance prohibits the re-establishment of a nonconforming use in a nonconforming building or structure if the building is damaged in excess of 50%.

Fire Department Liaison (Rasmussen) – Reported fourteen members in attendance at the monthly meeting. Members discussed the purchase of a new pressure washer and an upcoming training session on October 17th.

LMTA Representative (Enbody) – September meeting cancelled – no report.

Brownfield Redevelopment Authority (G. Bleau) – Reported the Authority met for the first time for an educational session led by Brownfield Consultant, Susan Wenzlick. The Authority will meet in November for additional education and to discuss possible grant eligibility for blighted properties.

COMMITTEE OF THE WHOLE: **Moved** by Soberalski, seconded by K. Bleau to move into Committee of the Whole at 5:15 p.m. Motion carried. Various topics discussed with no action taken:

Soberalski asked board members to consider the possibility of a hired position of a Township Manager or Township Superintendent. Nordlund and Kmetz confirmed the personnel committee considered and reviewed the option in 2019.

Soberalski asked that the board consider increasing board meetings to two meetings per month. The board will be acting on the 2023 board meeting schedule in the next couple of months.

Soberalski asked about the deer cull. G. Bleau stated that it is not a cull, it is a deer management plan and the plan will come before the board for approval at a future meeting.

Moved by K. Bleau, seconded by Soberalski to return to regular session at 5:23 p.m. Motion carried.

OFFICERS REPORTS: Clerk (Enbody) – Reported the Clerk’s office is extremely busy with absentee ballots and election preparation. Enbody noted that quarterly financial reports were distributed to board members. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kmetz to approve payment of invoices in the amount of \$478,628.09.

Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for September 2022. Reported reviewing investment opportunities. Reported success with the sending of reminder bills.

Supervisor (G. Bleau) – Reported continuing to work on the deer management plan for the residents of Buttersville peninsula. Bleau showed pictures taken from the construction of the new playground at Memorial Tree Park. Bleau noted that Floracraft contributed workers to assist with the construction of the playground. The Pallet Recycle case is still pending. The title work for the purchase of the property on South Pere Marquette Highway (Outcalt) is proceeding in anticipation of closing. G. Bleau reported that the developer for the Planned Unit Development on Lakeshore Drive contacted /informed him that they are continuing to work on the documentation to provide to the township for the project. G. Bleau stated he is still in the process of filling the DPW Superintendent position. The township hall foundation repairs will begin tomorrow.

ANNOUNCEMENTS: The fire department will be at a community event at the Mason County Fairgrounds on October 22.

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 5:36 p.m.

Rachelle D. Enbody, MiPMC, CMC Township Clerk

Gerald A. Bleau, Township Supervisor

**REGULAR MEETING
October 25, 2022**

PERE MARQUETTE CHARTER TOWNSHIP BOARD OF TRUSTEES
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 absent: No members absent.
Also present: Sheriff Kim Cole, County Commissioners Lewis Squires and Steven Hull, LAS Superintendent Kyle Corlett, and fourteen guests.

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

APPROVAL OF MINUTES: **Moved** by Nordlund, seconded by Rasmussen to approve the minutes of the October 11, 2022 meeting as printed.

Motion carried.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by Rasmussen, seconded by Soberalski to approve the agenda as presented.

Motion carried.

NEW BUSINESS: A. **Economic Development Update from the Chamber of Commerce** – Kristi Zimmerman of The Right Place and the Economic Development Director of the Ludington & Scottville Area Chamber of Commerce introduced herself and gave an overview of her role as Economic Development Director.

B. **Consider 2023 Deer Management Plan** – G. Bleau explained that the Plan was developed in response to continued complaints from residents. The Plan addresses deer management in township parks and private property.

PUBLIC COMMENT: G. Bleau opened the meeting for an additional public comment period because several members of the public arrived late and were not present for the initial public comment portion of the meeting.

Julia Nickelson, City of Ludington resident, spoke in opposition of the plan.

Connie Anderson, Pere Marquette Charter Township resident, asked if it would be only on public land.

Tom Murphy, Pere Marquette Charter Township resident, stated to give it more time and get additional public comment.

Moved by Nordlund, seconded by Soberalski to approve the 2023 Deer Management Plan.

Motion carried.

C. **Consider Agreement for Sheriff's Services** – G. Bleau explained that the law allows a township to contract with a county and county sheriff to provide special police protection within the township and to enforce local ordinances. The responsibilities of the deputy would be to provide services during the school year to the school district and to the township during the summer months and school breaks. Per the agreement the County will bill the Township on a monthly basis at a 25% cost share of an annual estimated cost of one officer and related vehicle and equipment. The 2023 estimate of the township's share is \$36,062.50 annually. (\$3,013.54 monthly). The agreement shall run indefinitely and either party may terminate with at least one hundred and twenty days advance written notice.

PUBLIC COMMENT: G. Bleau opened the meeting for an additional public comment period because several members of the public arrived late and were not present for the initial public comment portion of the meeting.

Connie Anderson, resident, spoke in opposition of the Agreement.

Sheriff Cole gave a brief report of calls for service within the township from 2019-2021.

LAS Superintendent Kyle Corlett, resident, spoke in support of the Agreement.

County Commissioner Squires spoke in support of the Agreement.

Josiah Coates, resident, spoke in support of the Agreement.

White Pine Village Executive Director Rebecca Berringer spoke in support of the Agreement.

William Manifold, resident, spoke in support of the Agreement.

Jim McInnis, resident, spoke in support of the Agreement.

Victor Burwell, Hamlin Township, spoke in support of the Agreement.

Tom Murphy, resident, suggested the addition of a sunset clause.

Phil DeVries, resident, spoke in support of the Agreement.

Trustee Soberalski asked for clarification of the school resource officer / township deputy.

Trustee Kmetz spoke in opposition of the Agreement emphasizing that providing deputies is the County’s responsibility.

Treasurer K. Bleau indicated that the Township has enough in ARPA grant funding to cover the cost of the additional deputy for seven years.

Moved by Rasmussen, seconded by K. Bleau to approve the Agreement for Sheriff’s Services and to authorize the Supervisor and Clerk to sign the agreement on behalf of the Township.

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

Motion carried.

D. Consider Phase II Environmental Study – Board members reviewed two proposals to conduct a Phase II Environmental Site Assessment for five contiguous parcels at 866-946 S. Pere Marquette Highway. The Environmental Site Assessment is required in order to be eligible for grant funding for the clean up of the properties.

Lakeshore Environmental, Inc.	\$8,500.00
Fishbeck, Inc.	\$16,471.00

Moved by Kmetz, seconded by Nordlund to approve the quote from Lakeshore Environmental, Inc., in the amount of \$8,500.00 for a Phase II Environmental Study for the properties at 866-946 S. Pere Marquette Hwy., parcels 010-024-300-005-00; 010-024-300-007-00; 010-024-300-008-00; 010-024-300-009-00; and 010-024-300-010-00.

Motion carried.

E. Consider Election Notice Publications Agreement – Enbody explained that election law indicates that a county clerk may enter into an agreement with the clerk of one or more township or city in the county to jointly publish election notices. While the notices have been published jointly in the past, there has not been an official agreement for the joint publications. The Mason County Clerk has provided an agreement between Mason County and Pere Maquette Charter Township in order to coordinate the publication of required election notices.

Moved by Rasmussen, seconded by Soberalski to approve the Mason County Election Notice Publications Agreement and to authorize the Clerk to sign the agreement on behalf of the Township.

Motion carried.

F. **Consider Campground Refund Request** – Board members reviewed an email request for a refund for the cancellation of campground reservations at Buttersville Campground for October 13th – 15th. The request states that they were unable to use the reserved dates due to family medical matter. They are unable to reschedule for the 2022 due to the campground closing date of October 15.

Moved by Nordlund, seconded by K. Bleau to approve the request from Jerry Cleek for a refund in the amount of \$70.00 for the cancellation of a reservation at Buttersville Campground.

Motion carried.

EXTENDED PUBLIC COMMENT: Public comment was held. Brandy Miller, President of the Ludington & Scottville Area Chamber of Commerce stated the Chamber of Commerce and Economic Development is looking forward to working side by side with Pere Marquette Charter Township. County Commissioner Hull reported on the most recent meeting of the Mason County Board of Commissioners.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 6:06 p.m.

Rachelle D. Enbody, CMC, MiPMC Township Clerk

Gerald A. Bleau, Township Supervisor

**REGULAR MEETING
November 10, 2022**

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

Board members present: Supervisor Gerald Bleau; Trustees: James Nordlund, Sr., Henry Rasmussen, and Ronald Soberalski.
Board member absent: Clerk Rachele Enbody, Treasurer Karie Bleau and Trustee Andrew Kmetz.
Also present: Eleven guests.

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

Moved by Nordlund, seconded by Rasmussen to appoint Soberalski as Temporary Clerk for this meeting. Motion carried.

APPROVAL OF MINUTES: **Moved** by Rasmussen, seconded by Nordlund to approve the minutes of the October 11, 2022 meeting as printed.

Motion carried.

APPROVAL OF AGENDA: **Moved** by Soberalski, seconded by Nordlund to add Item G. "Consider Security Cameras for Township Hall and Fire Department" and to approve the agenda as amended.

Motion carried.

PUBLIC COMMENT: Public comment was held.

COMMUNICATIONS: G. Bleau read an email from the Clerk asking that with three of seven members absent to consider postponing the compensation agenda items until they can be considered by the full board. An information packet was received from employees requesting consideration of increase in wages. A letter was received from Nick Vlahakis expressing concerns with the planned unit development. A letter was received from Matthew Zimmerman of Varnum Attorneys in representation of Dan and Tia Hooper regarding the density calculation of the planned unit development.

NEW BUSINESS: A. **First Reading of Proposed Ordinance No. 155 – Planned Unit Development** – Board members conducted the first reading of proposed Ordinance No. 155, an amendment to the zoning ordinance and zoning map to rezone certain properties from R-1 low-density residential to a Planned Unit Development district. The Planning Commission met several times to review the site plan and application during Commission meetings on June 7, 2022, and June 21, 2022. The Planning Commission held a public hearing for the proposed planned unit development on July 19, 2022 and the application was further considered during the Planning Commission meetings on July 19, 2022 and August 16, 2022 at which time it was recommended to the Township Board for approval. The Township Board conducted a public hearing on September 13, 2022 to hear comments and review the application for rezoning and the site plan for the residential planned unit development district.

Moved by Soberalski, seconded by Nordlund to accept the first reading of proposed Ordinance No. 155, an Ordinance to amend the Pere Marquette Charter Township Zoning Ordinance, Zoning Ordinance Map, and rezone certain properties with parcel number 53-010-720-000-002-00 located within Pere Marquette Township, Mason County, Michigan from their current classification of a R-1 low-density residential zoning (R-1 Zone) to a Planned Unit Development District (PUD) without change, and to schedule the second reading and consideration of adoption for December 13, 2022.

Motion carried.

B. **Set Public Hearing Date (12/13/2022) for 2023 Proposed Budget and Levy** – **Moved** by Soberalski, seconded by Rasmussen to set the public hearing date for the proposed 2023 budget(s) and levy(s) for December 13, 2022.

Motion carried.

C. **Consider 2023 Salary Resolutions for Elected Officials** – G. Bleau stated the personnel committee met and is recommending no increase in the salaries for the Trustees, no increase in the salary of the Supervisor, a 2.16% increase for the Clerk, and a 3.38% increase for the Treasurer. The increases for the Clerk and Treasurer will make those salaries equal to the salary of the Supervisor.

RESOLUTION TO ESTABLISH SALARY OF THE TOWNSHIP TRUSTEES #2022-19*

WHEREAS, according to MCLA 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems it desirable to ~~adjust~~ maintain* the salary of the township trustee to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, now,

BE IT RESOLVED, that as of January 1, 2023, the salary of the office of township trustee shall be as follows:

Trustee: \$2,000.00 Per Year

The foregoing Resolution to establish the salary of the township trustee was offered by Nordlund and supported by Soberalski.

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

The supervisor declared the resolution adopted.

RESOLUTION TO ESTABLISH SALARY OF THE TOWNSHIP SUPERVISOR #2022-20*

WHEREAS, according to MCLA 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems it desirable to ~~adjust~~ maintain* the salary of the township supervisor to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, now,

BE IT RESOLVED, that as of January 1, 2023, the salary of the office of township supervisor shall be as follows:

Supervisor: \$73,314.00 per year

The foregoing Resolution to establish the salary of the township supervisor was offered by Soberalski and supported by Nordlund.

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

The supervisor declared the resolution adopted.

RESOLUTION TO ESTABLISH SALARY OF THE TOWNSHIP TREASURER #2022-21*

WHEREAS, according to MCLA 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems it desirable to adjust the salary of the township treasurer to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, now,

BE IT RESOLVED, that as of January 1, 2023, the salary of the office of township treasurer shall be as follows:

Treasurer: \$73,314.00 per year

The foregoing Resolution to establish the salary of the township treasurer was offered by Nordlund and supported by G. Bleau.

Roll call vote: Yes: Nordlund, Rasmussen and G. Bleau.
 No: Soberalski.
 Absent: Kmetz, K. Bleau, and Enbody.

The supervisor declared the resolution adopted.

RESOLUTION TO ESTABLISH SALARY OF THE TOWNSHIP CLERK #2022-22*

WHEREAS, according to MCLA 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems it desirable to adjust the salary of the township clerk to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, now,

BE IT RESOLVED, that as of January 1, 2023, the salary of the office of township clerk shall be as follows:

Clerk: \$73,314.00 per year

The foregoing Resolution to establish the salary of the township clerk was offered by Nordlund and supported by Rasmussen.

Roll call vote: Yes: Nordlund, Rasmussen and G. Bleau.
 No: Soberalski.
 Absent: Kmetz, K. Bleau, and Enbody.

The supervisor declared the resolution adopted.

D. Consider 2023 & 2024 Compensations Schedule – Moved by Soberalski, second by Nordlund to postpone consideration of the 2023 and 2024 Compensation Schedule.

Motion carried.

E. Consider Cancellation Policy – The section of the policy regarding Daily Campsite rental was amended to remove “No refunds for any reason”, to change “current year” to “current camping season”, and to add “If you are unable to reschedule within the current camping season due to extenuating circumstances, a written refund request must be submitted to the Campground Manager. Consideration and a decision will be made by the 2 of 3 Elected Officials (Supervisor/Clerk/Treasurer) and the Campground Manager or Campground Administrator in the absence of the Campground Manager. The reservation fee will not be refunded under any circumstances.”

Moved by Nordlund, seconded by Soberalski to approve the following Cancellation Policy:

Pavilion rental –

Cancellations made up to the day of the event, will receive a 100% refund. No refunds will be given if the notice of cancellation is given after the event. Cancellation refunds will not be transferred to events in future years. Reservations will be taken beginning Jan. 1st for the current year.

Hall rental –

Cancellation made up to the day of the event will receive a 100% deposit refund. No refunds will be given if the notice of cancellation is given after the event. Cancellation refunds will not be transferred to events in future years. Reservations will be taken beginning Jan. 1st for the current year.

Daily Campsite rental –

Cancellations result in loss of payment. Reservations can be rescheduled and payment applied to new reservation for the current camping season. If you are unable to reschedule within the current camping season due to extenuating circumstances, a written refund request must be submitted to the Campground Manager. Consideration and a decision will be made by the 2 of 3 Elected Officials (Supervisor/Clerk/Treasurer) and the Campground Manager or Campground Administrator in the absence of the Campground Manager. The reservation fee will not be refunded under any circumstances.

Seasonal Campground rental –

Cancellations made prior to opening day will receive a full refund. Cancellations made after opening day will receive a prorated refund based on the number of days from opening day to the date of cancellation.

F. Consider Proposal for Consulting Services – Board members reviewed a proposal from JMB Associates, LLC for the continuation of consulting services for the Township and to increase in the hourly rate from \$55.00 to \$60.00.

Moved by Soberalski, seconded by Rasmussen to accept the proposal from JMB Associates, LLC to provide consulting services to the Township at a rate of \$60.00 per hour with additional expenses such as mileage, copying, services fees, etc., to be invoiced as appropriate.

Motion carried.

G. Consider Security Cameras at Township Hall and Fire Department (added) – Board members reviewed two proposals for the material and labor for the replacement of the security camera system at the Township Hall and Fire Department.

Leo Woodley	\$14,500.00
Sync Wave	\$22,459.42

Moved by Nordlund, seconded by Soberalski to accept the proposal from Leo Woodley in the amount of \$14,500.00 for new security camera systems for the Township Hall and Fire Department.

Motion carried.

COMMITTEE REPORTS: No reports.

OTHER REPORTS: Fire Department Liaison (Rasmussen) – Reported fifteen members in attendance at the meeting, the department interviewed a potential candidate for firefighter, discussed the purchase of another float dock and there will be an event at Meijer on December 15th with the firefighters.

Department reports were included in board packets including reports from the Fire Chief, Zoning, and Deputy Clerk.

Soberalski requested discussion of the following:

- Attendance of department heads at board meetings
- Request for two board meetings per month
- Relationship of CPI increase and property taxes
- Township millage rate
- Change/remove the Committee of the Whole portion of the agenda
- Removing the ten-minute extended public comment from the agenda

OFFICERS REPORTS: Clerk (Enbody) – Absent. **Moved** by Rasmussen, seconded by Soberalski to approve payment of invoices in the amount of \$284,650.86.

Motion carried.

Treasurer (K. Bleau) – Absent.

Supervisor (G. Bleau) – Reported on water well testing at the Township Hall and Sutton’s landing, and on the status of the Pallets Recycle court proceedings. The closing for the properties at 866 and 896 S. Pere Marquette Hwy. will take place on Thursday with the property to be fenced and No Trespassing signage added.

EXTENDED PUBLIC COMMENT: Public comment was held.

Nordlund requested G. Bleau investigate the purchase of a sound system for board meetings so the public can hear the meeting discussion.

ADJOURNMENT: Moved by Rasmussen, second by Soberalski to adjourn the meeting at 5:45 p.m.

Ronald Soberalski, Temporary Clerk

Gerald A. Bleau, Township Supervisor

**Amended 12/13/2022*

**REGULAR MEETING
December 13, 2022**

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, County Commissioner Steve Hull, James Bernier (JMB Associates, LLC), Douglas Wohlberg, C.P.A., Riley Kelley (Ludington Daily News), Tim Romanowski (Peninsula Cove, LLC), and twenty-three guests.

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

APPROVAL OF MINUTES: The following amendments were offered:

The Resolution to Establish the Salary of the Township Trustees approved on November 10, 2022 shall be known as Resolution #2022-19.

The Resolution to Establish the Salary of the Township Supervisor approved on November 10, 2022 shall be known as Resolution #2022-20.

The Resolution to Establish the Salary of the Township Treasurer approved on November 10, 2022 shall be known as Resolution #2022-21.

The Resolution to Establish the Salary of the Township Clerk approved on November 10, 2022 shall be known as Resolution #2022-22.

To change the word “adjust” to “maintain” in Resolution(s) #2022-19 and #2022-20 to clarify that there was no change to the salaries of the Township Trustees or the Township Supervisor.

Moved by Enbody, seconded by Kmetz to approve the minutes of the November 10, 2022 meeting as amended.

Motion carried.

SHERIFF / COUNTY COMMISSIONER REPORT(S): Sheriff Cole reported on fifty-two calls for service in December 2022. County Commissioner Steve Hull reported on the most recent meeting of the Mason County Board of Commissioners.

DEPARTMENT REPORTS: Fire Chief Larry Gaylord reported on November calls for service, year-to-date calls for service in 2022 compared to YTD in 2021 and reported on department activity.

Assessor Derek Eaton provided a budget tax revenue report to board members and reported the 2023 inflation rate multiplier for 2023 property tax is at the maximum of 5%.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by Soberalski, seconded by Kmetz to add Township Auditor Douglas Wohlberg, C.P.A. to the agenda as Item A-1 and to approve the agenda as amended.

Motion carried.

PUBLIC HEARINGS: A. **Proposed Budget and Levy** – The public hearing was called to order by the Supervisor at 4:19 p.m. Notice of the public hearing was published in the Ludington Daily News on December 3, 2022. The property tax millage rate of 2.85 mills proposed to be levied to support the general fund budget is a subject of this hearing. The millage rate has remained at 2.85 mills since 2004.

Constance Andersen expressed concerns over budget increases.

There were no further comments, written or oral, and the public hearing was closed at 4:26 p.m.

B. Application for MISparks Recreation Development Grant – The public hearing was called to order by the Supervisor at 4:27 p.m. The purpose of the hearing is to receive public comments regarding Pere Marquette Charter Township’s grant application for a Michigan Sparks Community Recreation Development Grant. Notice of the public hearing was published in the Ludington Daily News on December 8, 2022. James Bernier explained that Michigan Spark Grants are a \$65 million program for local communities to create, renovate or redevelop public outdoor opportunities. The Township is seeking funding to develop a new entry into the Pere Marquette Conservation Park and to develop a paved, accessible trail system within the park.

There were no further comments, written or oral and the public hearing was closed at 4:32 p.m.

COMMUNICATIONS: Board members received a copy of the Wester Michigan Fair Association’s 2022 Annual Report. Enbody reported a channel change notification from Charter Communications. G. Bleau reported on correspondence from Consumers Energy regarding tree trimming and removal work in in vicinity of power line.

UNFINISHED BUSINESS: Consider Personnel Committee Recommendations, 2023/2024 Compensation Schedule

- The personnel committee is recommending a cost-of-living increase of 4% in 2023 for all township employees, with the exception of the DPW/Water/Sewer Assistant Superintendent position, which will receive an 15.95% increase. The 2024 schedule represents a 2% increase. Annual salary amounts were rounded to the nearest dollar amount. G. Bleau stated that the elected officials’ salaries were included in the schedule, but those salaries are subject to annual resolutions and are represented in the schedule only for transparency purposes.

Board members discussed the recommended compensation schedule and reviewed additional information provided by the employees of the township requesting consideration for an increase higher than the proposed increase to help combat the higher-than-average cost of living increase.

Ashley Hall, Administrative Assistant to the Supervisor, addressed the board to express dissatisfaction with the process of determining compensation, the disparity in compensation increases, and to state that when she requested a meeting with the personnel committee to review the information that was provided to the board separately, the request for a meeting was denied.

Elected Officials, Appointed Officials and Employees		Year 2023 (4%)	Year 2024 (2%)
Trustees (Salary per year for board meetings)	<i>Elected</i>	\$2,000.00	\$2,040.00
Supervisor	<i>Elected</i>	\$73,314.00	\$74,780.28
Assistant to Supervisor	<i>Per hour</i>	\$22.03	\$22.47
Clerk	<i>Elected</i>	\$73,314.00	\$74,780.28
Deputy Clerk	<i>Per hour</i>	\$22.03	\$22.47
Treasurer	<i>Elected</i>	\$73,314.00	\$74,780.28
Deputy Treasurer	<i>Per hour</i>	\$22.03	\$22.47
Assessor - Level 3	<i>Salary</i>	\$78,950.56	\$80,529.57
Building Official Appointed to Supervisor	<i>Salary</i>	\$1.00	\$1.00
Building Official Full Time (If needed)	<i>Salary</i>	\$61,925.76	\$63,164.28
Zoning Administrator / Code Enforcement	<i>Per hour</i>	\$28.77	\$29.34
Administrative Assistant to DPW, Parks, Water & Sewer	<i>Per hour</i>	\$22.03	\$22.47
DPW/Water/Sewer Superintendent	<i>Per hour</i>	\$32.06	\$32.70
DPW/Water/Sewer Assistant Superintendent	<i>Per hour</i>	\$27.25	\$27.80
DPW/Water/Sewer Operator	<i>Per hour</i>	\$19.75	\$20.14
Operator - with one water license	<i>Per hour</i>	\$20.28	\$20.69
Operator - with two water licenses	<i>Per hour</i>	\$20.80	\$21.22

Parks Superintendent	<i>Per hour</i>	\$24.20	\$24.68
Parks Maintenance Technician	<i>Per hour</i>	\$19.75	\$20.14
Parks Seasonal - Campground Manager	<i>Per hour</i>	\$19.24	\$19.62
Parks Seasonal - Seasonal Campground Attendant	<i>Per hour</i>	\$15.60	\$15.91
Parks Seasonal - Seasonal Park Maintenance	<i>Per hour</i>	\$16.61	\$16.94
Fire Department Firefighters (paid quarterly) HIRE DATE PRIOR TO FEBRUARY 1, 2022			
Probationary Firefighter (<i>first two years</i>)	<i>Annual</i>	\$4,122.56	\$4,205.01
with Medical Training	<i>Annual</i>	\$5,237.44	\$5,342.19
Senior Firefighter (<i>upon completion of two-year probation</i>)	<i>Annual</i>	\$5,237.44	\$5,342.19
with Medical Training	<i>Annual</i>	\$6,801.60	\$6,937.63
Fire Department Officer Premiums (paid quarterly)			
Chief (<i>paid bi-weekly at an hourly rate per agreement</i>)	<i>Per hour</i>	\$26.00	\$26.52
Assistant Chief	<i>Annual</i>	\$2,358.72	\$2,405.89
Captain	<i>Annual</i>	\$1,243.84	\$1,268.72
First Lieutenant	<i>Annual</i>	\$1,243.84	\$1,268.72
Second Lieutenant	<i>Annual</i>	\$1,243.84	\$1,268.72
Safety Officer	<i>Annual</i>	\$1,243.84	\$1,268.72
Training Officer	<i>Annual</i>	\$2,358.72	\$2,405.89
Fire Department Pay Per Call (paid monthly) HIRE DATE AFTER FEBRUARY 1, 2022			
First Hour Senior Firefighter	<i>Per Call</i>	\$41.60	\$42.43
First Hour Probationary Firefighter	<i>Per Call</i>	\$20.80	\$21.22
Each additional hour	<i>Per Call</i>	\$20.80	\$21.22
Business meeting per occurrence	<i>Per Call</i>	\$52.00	\$53.04
Training meeting per occurrence	<i>Per Call</i>	\$78.00	\$79.56

Per Occurrence:	Per Meeting	Per Hour	Per Day	Per Half Day	Training
Chairperson	\$75.00	-	-	-	\$90.00
Members	\$65.00	-	-	-	\$90.00
Salaried Dept. Heads & Fire Officers (<i>As required</i>)	\$60.00	-	-	-	-
Elected Officials, per meeting (<i>As appointed/approved</i>)	\$100.00	-	-	-	\$110.00
Election Inspectors	-	\$15.00	-	-	\$50.00
Election Chairperson	-	\$17.00	-	-	\$50.00
Board of Review	-	-	\$100.00	\$50.00	-
BOR Chairperson	-	-	\$120.00	\$60.00	-
DPW on Call	-	-	\$75.00	-	-

Moved by Kmetz, seconded by Nordlund to approve the foregoing recommendations from the Personnel Committee for compensation for the year(s) 2023, and 2024.

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

Motion carried.

NEW BUSINESS: A. **Consider Adoption of 2023 Proposed Budgets / General Appropriations Act #2022-27** – Board members received department budget requests on August 23, 2022. G. Bleau reviewed the General Fund, Metro Act Fund and Transportation Fund budgets. Soberalski stated that the Township needs to control spending.

**PERE MARQUETTE CHARTER TOWNSHIP
2023 General Appropriations Act**

The Pere Marquette Charter Township Board resolves:

SECTION 1: Title--This resolution shall be known as the Pere Marquette Charter Township **2023** General Appropriations Act.

SECTION 2: Public Hearing on the Budget – Pursuant to MCL 42.26, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on December 3, 2022, and a public hearing on the proposed budget was held on December 13, 2022.

SECTION 3: Millage Levy – The Pere Marquette Charter Township Board shall cause to be levied and collected the general property tax on all real and personal property within the Township upon the current tax roll an amount equal to 2.85 mills for township operations, and voter authorized millage of .20 mills for public transportation. The millage for township operations is levied at less than the 5 mills authorized by statute.

SECTION 4: Adoption of budget by Department – Pere Marquette Charter Township Board adopts the 2023 budgets for the various funds by Department. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each Department. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

SECTION 5: Payment of Bills – Pursuant to MCL 41.75, all claims (bills) against the Township shall be approved by the Pere Marquette Charter Township Board prior to being paid. The Township Clerk and Treasurer may pay certain bills prior to approval by the Township Board to avoid late penalties, service charges and interest (primarily utilities) and payroll in accordance with the approved salaries and hourly rates adopted by the Township Board. The Township Board shall receive a list of claims (bills) paid prior to approval for approval at the next Board meeting.

SECTION 6: Authorized salary, hourly and per meeting rates – Included in the various Departments are amounts of the salary, hourly and per meeting/diem rates for the officials and employees of the Township as set in the Schedule of Salaries and Wages as adopted by the Pere Marquette Charter Township Board.

SECTION 7: Estimated Revenues and Expenditures – Estimated total revenues and expenditures for the various funds of Pere Marquette Charter Township are:

<u>Fund 101 - General Fund</u>			
TOTAL ESTIMATED REVENUE	3,203,537		
APPROPRIATIONS			
Dept 101-Township Board	185,600		
Dept 171-Township Supervisor	302,486		
Dept 191-Election Commission	23,525		
Dept 209-Assessor	165,463		
Dept 215-Clerk	212,844		
Dept 247-Board Of Review	4,393		
Dept 253-Treasurer	206,958		
Dept 265-Township Hall & Properties	309,300		
Dept 276-Cemetery Operation	3,300		
Dept 336-Fire Department	274,345		
Dept 371-Building Official	48,001		
Dept 400-Planning Commission	27,325		

Dept 410-Zoning Board of Appeals	3,942		
Dept 411-Zoning/Planning Official	104,622		
Dept 441-Dept. Of Public Works	186,339		
Dept 446-Roads & Streets	200,000		
Dept 448-Street Lighting	30,000		
Dept 528-Refuse Collection / Disposal	210,000		
Dept 751-Parks & Recreation Department	407,735		
Dept 890-Contingency	30,511		
Dept 899-Tax/Tribunal Refunds	5,000		
Dept 965-Transfer To Other Funds	261,848		
TOTAL ESTIMATED APPROPRIATIONS	3,203,537		
NET OF REVENUES/APPROPRIATIONS - FUND 101	0		
Beginning fund balance			3,259,396
Anticipated ending fund balance (12/31)			3,259,396
<u>Fund 275 - Metro Act Special</u>			
TOTAL ESTIMATED REVENUES	4,800		
TOTAL ESTIMATED APPROPRIATIONS	45,000		
NET OF REVENUES/APPROPRIATIONS - FUND 275	(40,700)		
Beginning fund balance			69,558
Anticipated ending fund balance (12/31)			28,858
<u>Fund 288 - Transportation System Special</u>			
TOTAL ESTIMATED REVENUES	145,000		
TOTAL ESTIMATED APPROPRIATIONS	156,000		
NET OF REVENUES/APPROPRIATIONS - FUND 288	(11,000)		
Beginning fund balance			202,326
Anticipated ending fund balance (12/31)			191,326

SECTION 8: Periodic Financial Reports – The Township Clerk shall provide the Township Board at the Board meeting following the end of each fiscal quarter and at the final Board meeting of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts in the various funds of the Township.

SECTION 9: Budget Monitoring – Whenever it appears to the Township Supervisor or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures will exceed an appropriation, the Township Supervisor shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

SECTION 10: Board Adoption – **Moved** by G. Bleau, seconded by Enbody to adopt the foregoing resolution and General Appropriations Act.

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

Resolution declared adopted.

B. **Consider Adoption of 2023 Proposed Sewer Fund and Water Fund Budgets** –G. Bleau reviewed the Sewer and Water Fund budgets. The Pere Marquette Charter Township Board resolves:

Fund 590 - Sewer Fund			
TOTAL ESTIMATED REVENUES	412,500		
APPROPRIATIONS			
Dept 536-Transmission & Distribution	331,719		
Dept 538-Administrative & General	956,496		
TOTAL ESTIMATED APPROPRIATIONS	1,288,215		
NET OF REVENUES/APPROPRIATIONS - FUND 590	(875,715)		
Beginning fund balance			5,152,472
Anticipated ending fund balance (12/31)			4,276,757
Fund 591 - Water Fund			
TOTAL ESTIMATED REVENUES	1,246,940		
APPROPRIATIONS			
Dept 536-Transmission & Distribution	343,241		
Dept 538-Administrative & General	1,842,600		
TOTAL ESTIMATED APPROPRIATIONS	2,185,841		
NET OF REVENUES/APPROPRIATIONS - FUND 591	(938,901)		
Beginning fund balance			6,814,295
Anticipated ending fund balance (12/31)			5,875,394

Moved by G. Bleau, seconded by Kmetz to adopt the foregoing 2023 Sewer and Water Fund Budgets.

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

Motion carried.

A.1 Douglas Wohlberg, C.P.A. (added) Note: The original motion was to add this as Item A.1 to the order of business. After the meeting began, this item was overlooked and was added as soon as the error was discovered. The minutes accurately reflect the order in which the business items were addressed at the meeting.

Douglas Wohlberg, C.P.A. addressed the board and stated that Trustee Soberalski had contacted him after receiving the letter notifying the board of the decision to end his relationship as auditor for the township due to recent email exchanges between himself and the Treasurer. The email exchanges led him to conclude he would not be able to work with the Township Treasurer. Wohlberg stated that coming to the meeting was not something he wanted to do but that Soberalski had persuaded him that this was important for the board to discuss. Wohlberg has been the Township's auditor for twenty-four years and had submitted a proposal for auditing services for 2022, 2023, and 2024 but due to the recent correspondence with the treasurer he has decided that he can no longer continue as auditor. Wohlberg cited issues with utility bills, bank reconciliations, and recording of investments gains and losses. As the township auditor he stated he would be compromising the audit of the financial statements if he is both creating the entries in the general ledger and then auditing the entries.

K. Bleau stated the utility billing rate error has since been corrected in the system but that corrected bills were never issued.

G. Bleau stated there were questions that the treasurer asked the auditor that were unanswered. Wohlberg stated that the laws governing townships define the statutory duties and that the BS&A accounting software covers the checks and balances of the separation of duties.

R. Soberalski stated the biggest flag is the reconciliation of the bank statements.

Nordlund stated it was unfortunate that Wohlberg came to do a hit piece on the treasurer and that he didn't feel she deserved it.

C. **Consider 2023 Standing Board / Committee Appointments** – Board members received an updated list of standing board/committee recommendations at the meeting to replace the list that was provided in board packets.

Moved by G. Bleau seconded by J. Nordlund to postpone the 2023 Standing Board/ Committee Appointments.

Motion carried.

D. **Consider Various Board and Commission Appointments** – **Moved** by Nordlund, seconded by Kmetz to approve the following appointments, effective January 1, 2023:

Planning Commission – Deborah DelZoppo and Megan Tresnak for terms ending December 31, 2025.

Zoning Board of Appeals – Ron Mousel for term ending December 31, 2025.

Construction Maintenance Board of Appeals – Russ Peterson, Terri Langerak and Thomas Enbody for terms ending December 31, 2024.

Motion carried.

E. **Consider 2023 Fire Department Officer Appointments** – **Moved** by K. Bleau, seconded by Soberalski to approve the following Fire Department Officer appointments, effective January 1, 2023:

Fire Department:

- Fire Chief Lawrence Gaylord
- Assistant Chief Scott Graczyk
- Captain Dan Marek
- 1st Lieutenant Scott Kelsey
- 2nd Lieutenant Paul Bray
- Safety Officer Jim Mitchell
- Training Officer Ross Kissel

Motion carried.

F. **Set 2023 Meeting Schedule** – Board members reviewed the following meeting schedule, as recommended by the Supervisor:

Regular meetings will be held the second Tuesday of every month and on the fourth Tuesday of the month in February, April, June, August, and October and December and with all meetings to begin at 4:00 p.m..

Board members discussed amending the schedule to include two meeting per month and a later start time.

Moved by Soberalski, seconded by Nordlund adopt the following meeting schedule for 2023:

2023 MEETING SCHEDULE

<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>
Tuesday – 01/10 - 4:00 p.m. Tuesday – 01/24 - 6:00 p.m.	Tuesday – 02/14 - 4:00 p.m. Tuesday – 02/28 - 6:00 p.m.	Tuesday – 03/14 - 4:00 p.m. Tuesday – 03/28 - 6:00 p.m.

<u>APRIL</u> Tuesday – 04/11 - 4:00 p.m. Tuesday – 04/25 - 6:00 p.m.	<u>MAY</u> Tuesday – 05/09 - 4:00 p.m. Tuesday – 05/23 - 6:00 p.m.	<u>JUNE</u> Tuesday – 06/13 - 4:00 p.m. Tuesday – 06/27 - 6:00 p.m.
<u>JULY</u> Tuesday – 07/11 - 4:00 p.m. Tuesday – 07/25 - 6:00 p.m.	<u>AUGUST</u> Tuesday – 08/08 - 4:00 p.m. Tuesday – 08/22 - 6:00 p.m.	<u>SEPTEMBER</u> Tuesday – 09/12 - 4:00 p.m. Tuesday – 09/26 - 6:00 p.m.
<u>OCTOBER</u> Tuesday – 10/10 - 4:00 p.m. Tuesday – 10/24 - 6:00 p.m.	<u>NOVEMBER</u> Tuesday – 11/14 - 4:00 p.m. Tuesday – 11/28 - 6:00 p.m.	<u>DECEMBER</u> Tuesday – 12/12 - 4:00 p.m. <u>Thursday</u> – 12/28 - 4:00 p.m.

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

Motion carried.

G. Consider Planned Unit Development Agreement – The process and procedures for establishing a Planned Unit Development District is contained in the Township Zoning Ordinance. The purpose of Planned Unit Development regulations is to encourage and allow more creative and imaginative design of land developments than is possible under district zoning regulations. The Planning Commission held the required public hearing on the application for rezoning and site plan for a residential planned unit development district on July 19, 2022. The Township Board held the required public hearing for a residential planned unit development district on September 13, 2022. The final steps involve approval of the Planned Unit Development Agreement, the adoption of a resolution to approve the PUD site plan, and amending the Zoning Ordinance to identify the Planned Unit Development District and to add the PUD to the zoning map.

Moved by K. Bleau, seconded by Soberalski to approve the Planned Unit Development Agreement between Pere Marquette Charter Township and Peninsula Cove, LLC for parcel ID 53-010-720-000-002-00 at 846 S. Lakeshore Drive and to authorize the Supervisor and Clerk to sign the Agreement on behalf of the Township.

Motion carried.

H. Consider Resolution #2022-25 to Approve the Planned Unit Development (“PUD”) Site Plan

The following resolution was offered by Soberalski and supported by Kmetz:

PERE MARQUETTE CHARTER TOWNSHIP
 RESOLUTION TO APPROVE THE PLANNED UNIT DEVELOPMENT (“PUD”) SITE PLAN
 RESOLUTION NO. 2022-25

WHEREAS, the Township received an application to rezone from Peninsula Cove LLC (hereafter “Developer”) in order to place a Planned Unit Development (“PUD”) at 846 S. Lakeshore Drive, Parcel ID: 720-000-002-00, currently zoned into the R-1 Residential District; and

WHEREAS, the Developer submitted a Site Plan for the proposed PUD to the Planning Commission along with the application for rezoning the parcel into the PUD District as required by the Pere Marquette Charter Township Zoning Ordinance (the “Ordinance”); and

WHEREAS, the Planning Commission met for the first time to review the application and associated material in a work session on June 7, 2022; and

WHEREAS, after a public hearing, the Planning Commission reviewed the application for rezoning and the Site Plan and recommended approval of the PUD and Site Plan on August 16th 2022, subject to the following conditions: (1) the Developer provide option(s) for changes to driveways, including the widths and the location of the north driveway on the Site Plan; and

WHEREAS, the Developer has submitted both the options for the changes to the driveways within the PUD and a proposal for additional parking options for the development's guests; and

WHEREAS, the Township Board has conducted a public hearing on the rezoning application and the Site Plan pursuant to Section 109-21.09 of the Ordinance; and

WHEREAS, the Township Board, after a thorough review of the application, Site Plan, Planning Commission recommendation and Ordinance, has determined that the proposed PUD meets the standards of the Ordinance set forth in Section 21 as related to PUD approval standards and Section 23 as related to Site Plan Approval; and

WHEREAS, the Township Board has determined that reasonable conditions should be imposed on the proposed PUD to ensure that public services and facilities affected by the PUD will be capable of accommodating increased service and facility loads caused by the property use or activity, that the natural environment will be protected, that natural resources and energy will be conserved, that the PUD is compatible with adjacent uses of land, and to ensure the proposed use of the property is socially and economically desirable; and

WHEREAS, such conditions are designed to protect natural resources, the health, safety, and welfare and the social and economic well-being of those who will use the proposed project under consideration, residents, and landowners immediately adjacent to the proposed PUD and the community as a whole; and

WHEREAS, such conditions are related to the valid exercise of the police power and the purposes, which are affected by the proposed PUD; and

WHEREAS, such conditions are necessary to meet the intent and purpose of the Ordinance, and necessary to ensure compliance with those standards.

NOW, THEREFORE, BE IT RESOLVED by Pere Marquette Charter Township, Mason County, Michigan, that the Pere Marquette Charter Township Board approves the Site Plan for the PUD located at 846 S. Lakeshore Drive, Parcel ID: 720-000-002-00 and makes the following factual findings in support of its decision to accept the Planning Commission's recommendation and approve the Site Plan with conditions:

1. **PUD Findings.** The Township Board finds that the Site Plan meets the requirements for PUDs set forth in the following subsections:
 - a. **Section 109-21.03.** The Township Board finds that the proposed PUD and Site Plan complies with the qualifying conditions of Section 109-21.03 of the Ordinance. Namely:
 - i. **Section 109-21.03(a).** The area proposed for rezoning to PUD is not a minimum of three contiguous acres; however, the Planning Commission is, after a review of the Site Plan, Application, and supporting documents, recommending approval as the Planning Commission has determined that the intent of the PUD district has nevertheless been achieved.
 - ii. **Section 109-21.03(b).** The proposed PUD is under unified ownership or control such that there is one person, group of persons, or legal entity having responsibility for the completion and ongoing maintenance of the development in compliance with the conditions and regulations imposed on the development. In this case, that entity is Peninsula Cove LLC.
 - b. **Section 109-21.04.** The Township Board finds that the Site Plan reflects an appropriate, permitted use under Section 109-21.04 of the Ordinance which is cogent with the surrounding R-1 Residential District, as the development is a residential development with recreational elements.

- c. **Section 109-21.06.** The Township Board finds that the proposed PUD and Site Plan complies with the Open Space requirements set forth in Section 109-21.06 of the Ordinance. Namely:
- i. **Section 109-21.06(1).** The PUD provides a minimum of 20% of the gross site acreage as preserved dedicated open space in accordance with the standards of the Ordinance.
 - ii. **Section 109-21.06(2).** The Open Spaces, as described in the Site Plan, do not contain uses that utilize more than 50% of the dedicated open space.
 - iii. **Section 109-21.06(3).** The Open Space, as described in the Site Plan, is close to adjacent pedestrian paths.
 - iv. **Section 109-21.06(4).** The Developer represents that the Open Space be available for all residents of the development, subject to reasonable rules and regulations and shall be reasonably accessible to the residents of the open space development. Safe and convenient pedestrian access points to the open space from the interior of the open space are provided.
 - v. **Section 109-21.06(6).** The Open Space is located in such a way so as to preserve significant natural features of the area, namely the access to the lake from the PUD.
 - vi. **Section 109-21.06(7).** The Developer represents that grading within the PUD shall be kept to a minimum.
- d. **Section 109-21.07.** The Township Board finds that the Site Plan for the PUD meets the additional requirements for PUDs which will devote all or a portion of the site to residential use. The Site Plan demonstrates:
- i. **Section 109-21.07(a).** That the area requested for rezoning shall only be developed in accordance with the density allowed by the R-1 zoning district as recommended by the Comprehensive Plan.
 - ii. **Section 109-21.07(b).** The Board has determined that the proposed six dwellings meet the density recommendation set forth in the Ordinance using the formula provided.
 - iii. **Section 109-21.07(c).** The Board has determined that the proposed six highend dwellings are appropriate for the zoning district and comport with the density and development requirements in the Ordinance.
2. **PUD Standards of Approval.** The Township Board finds that the Standards of Approval under 109-21.09 have been met. In particular:
- a. **Section 109-21.09(b).** The uses to be conducted within the proposed PUD—high end housing units and a private marina—are substantially consistent with the Comprehensive Plan, in that the uses are residential and recreational in nature. As such, the uses are appropriate for the proposed location, which is zoned R-1 Residential and will not lead to significant changes to the nature of the surrounding area.
 - b. **Section 109-21.09(c).** The proposed PUD is compatible with surrounding uses of land, as it is residential and recreational in nature, the natural environment, and the capacities of public services and facilities affected by the development. The proposed Site Plan permits significant green space as per the ordinance and contemplates appropriate septic facilities and setbacks from natural water features.
 - c. **Section 109-21.09(d).** The proposed uses within the PUD possess conditions or effects that would be injurious to the public health, safety or welfare of the community. The Site Plan contemplates appropriate roads, walkways, setbacks, utilities, and septic systems to service the development.

- d. **Section 109-21.09(e).** The proposed PUD is consistent with the spirit and intent of the PUD district, as described in Section 109-21.01 of the Ordinance as it represents an opportunity for improved or innovative development for the community that could not be achieved through conventional zoning, namely the development of high-end housing units coupled with a private marina.
3. **Site Plan Approval Standards.** Further, the Township Board finds that the Site Plan complies with all applicable Standards of Approval for Site Plan Approval found in Section 109-23.06 of the Ordinance as required by Section 109-21.08(b)(4). Namely:
 - a. **Section 109-23.06(a).** The Site Plan is designed to minimize or avoid conflicting and unsafe vehicle turning movements on the site and at driveways serving the site and to avoid driver sight obstructions and provide for vehicle access between adjoining parcels.
 - b. **Section 109-23.06(b).** The Site Plan as presented complies with the requirements of the Township Water and Sewer Department where applicable.
 - c. **Section 109-23.06(f).** The Site Plan provides reasonable visual and sound privacy for all dwelling units located therein. Fences, walks, barriers, and landscaping are appropriately used to accomplish these purposes.
 - d. **Section 109-23.06(g).** All buildings or groups of buildings are arranged so as to permit necessary emergency vehicle access as requested by the Township Fire Department.
 - e. **Section 109-23.06(i).** The arrangement of public or common ways for vehicular and pedestrian circulation is connected to existing or planned streets and pedestrian or bicycle pathways in the area.
 4. **Conditions.** Pursuant to Section 109-21.08(e)(3), the Township Board has determined that reasonable conditions should be imposed on the proposed PUD to ensure that public services and facilities affected by the PUD will be capable of accommodating increased service and facility loads caused by the property use or activity, that the natural environment will be protected, that natural resources and energy will be conserved, that the PUD is compatible with adjacent uses of land, and to ensure the proposed use of the property is socially and economically desirable. These conditions are as follows:
 - a. **Landscaping and Buffers.** The landscaping, landscape buffers and greenbelts must be designed in accordance with the landscape provisions of the Ordinance.
 - b. **Natural Preservation.** The landscape must be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or by making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance.
 - c. **Drainage.** Insofar as is reasonably practicable, areas of natural drainage such as swales, wetlands, ponds, or swamps shall be protected and preserved in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land. Developer shall submit a drainage plan to the Township before construction begins.
 - d. **Storm Water Removal.** Where necessary, appropriate measure shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public stormwater drainage system. Provisions shall be made to accommodate stormwater, prevent erosion particularly during construction, and prevent the formation of dust.
 - e. **Exterior Lighting.** Exterior lighting fixtures shall be full cut-off design and arranged so that illumination is deflected downward and away from adjacent properties and so that it does not interfere with the vision of the motorist along adjacent streets. Flashing or intermittent lights shall not be permitted. Excessive lighting of buildings or structures shall be minimized to reduce light pollution.

- f. **Phasing Plan.** A phasing plan shall be submitted describing the intended schedule for start and completion of each phase and the improvements to be undertaken in each phase of the development in accordance with Section 109-21.10(c) of the Ordinance.
 - g. **Roads.** The internal roads within the PUD are private roads and shall be maintained by Developer until such time as an Owners Association has been established for the residential portion of the PUD, at which time said Association shall maintain such roads. If Developer or the Owners Association fails to maintain any of the internal private roads as required hereby, Township may perform such maintenance and assess the owners of the parcels on the private road or those residents who have access to the private road the costs for such work. No public funds of Township shall be used to build, repair, or maintain the private roads in the PUD. Other than as set forth herein, the internal private roads in the PUD shall comply with the Mason County Road Commission's Specifications for Plat Development or such other standards as may be adopted by Township for private roads.
 - h. **Normative Egress Permitted.** The owners of property within the PUD shall refrain from prohibiting, restricting, limiting or in any manner interfering with the normal ingress and egress and use of the private roads within the PUD by any of the other owners of property within the PUD. Normal ingress and egress and use shall include use by family, guests, invitees, tradesmen, and others traveling to or returning from any of the properties within the PUD.
 - i. **Pedestrian Walkways.** Pedestrian walkways shall be constructed on both sides of the residential streets within the PUD. The pedestrian walkways shall be four feet (4') in width with a surface of concrete. Walkways constructed in the Open Space Area shall be of a pervious surface, such as woodchips or gravel.
 - j. **Easements.** Developer shall grant easements over the private roads in the PUD to the public for the purpose of emergency and other public vehicles for whatever public access or services are necessary.
 - k. **Compliance.** The Site Plan shall conform to all applicable requirements of county, state and federal statutes and approval may be conditioned on the applicant receiving necessary county, state and federal permits before final Site Plan approval or any occupancy permit is granted.
 - l. **Site Plan Consistency.** The PUD shall be developed pursuant to the submitted Site Plan, the requirements of the Ordinance, the conditions imposed herein, and any and all applicable local, state, and federal laws.
 - m. **PUD Agreement.** Prior to issuance of any building permits or commencement of construction on any portion of the PUD, the Township Board may require the applicant to enter into an agreement with the Township in recordable form, setting forth the applicant's obligations with respect to the PUD pursuant to Section 10921.10 of the Ordinance.
5. **Repeal.** All other resolutions or parts of resolutions insofar as they are inconsistent with this resolution are repealed.

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

Resolution declared adopted.

I. Second Reading and Consideration of Adoption of Proposed Ordinance No. 155 – Planned Unit Development – Board members conducted the second reading of proposed Ordinance No. 155, an amendment to the zoning ordinance and zoning map to rezone certain properties from R-1 low-density residential to a Planned Unit Development district. The proposed ordinance was published in the Clerk's office and on the township website and a notice to that effect was published in the Ludington Daily News on November 19, 2022.

Moved by G. Bleau, seconded by Soberalski to accept the second reading without change and adopt Ordinance No. 155, an amendment to the zoning ordinance and zoning map to rezone certain properties from R-1 low-density residential to a Planned Unit Development district.

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

Motion carried.

J. **Consider Resolution #2022-23 Michigan Sparks Community Recreation Grant Program** – The following resolution was offered by G. Bleau and supported by Enbody:

MICHIGAN SPARKS COMMUNITY RECREATION GRANT PROGRAM
RESOLUTION OF AUTHORIZATION #2022-23

WHEREAS, the Pere Marquette Charter Township Board of Trustees supports the submission of an application titled, "Pere Marquette Conservation Park Entry and Trail Project" to the Michigan Sparks Community Recreation Grant Program for the development of the new entry road for the township's Pere Marquette Conservation Park (PMCP) and a multi-use non-motorized trail connecting PMCP to the township's Buttersville Campground; and,

WHEREAS, the proposed project and corresponding application is supported by Pere Marquette Charter Township's Parks, Recreation and Open Space Plan 2020-2024, Adopted 1/20/2020, and with the PMCP Master Plan the township adopted on 12/31/2020; and,

WHEREAS, the Pere Marquette Charter Township Board of Trustees believes these highly desired public access needs have been significantly delayed by the impacts of the COVID 19 pandemic and that the completion of this project will contribute to the area's recovery, both economically and socially; and,

WHEREAS, the Pere Marquette Township Board of Trustees is confident that this project will help to build a stronger, healthier, and safer community, benefit area residents and attract visitors who will contribute to the economic well-being of the community; and,

WHEREAS, the Pere Marquette Charter Township Board of Trustees is prepared to commit \$100,000 of COVID Relief funding that the township has received under the American Rescue Plan Act toward the completion of this \$999,000 project;

NOW THEREFORE, BE IT RESOLVED that the Pere Marquette Charter Township Board of Trustees hereby authorizes submission of a Michigan Sparks Grant Program application for an \$899,000 grant to enable completion of the Pere Marquette Conservation Park Entry and Trail Project.

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

Resolution declared adopted.

K. **Consider Resolution #2022-24 Great Lakes Fishery Trust Project Agreement**

GREAT LAKES FISHERY TRUST PROJECT AGREEMENT
RESOLUTION OF AUTHORIZATION #2022-24

WHEREAS, at its July 12, 2022 regular meeting the Pere Marquette Charter Township Board of Trustees adopted a resolution authorizing the submission of an application titled, "Pere Marquette River Community Access Boardwalk" to the Great Lakes Fishery Trust (GLFT) for a portion of the funding of the new Pere Marquette River Boating, Pedestrian Fishing and Wetlands Ecology Observation Boardwalk at Pere Marquette Conservation Park; and,

WHEREAS, the proposed project and corresponding application is supported by Pere Marquette Charter Township's Parks, Recreation and Open Space Plan 2020-2024, Adopted 1/20/2020; and,

WHEREAS, Pere Marquette Charter Township has made previous financial commitments and successfully obtained additional Federal, State and private funding grants totaling \$1,483,00 for the PM River Community Access site project, which has a total engineer’s estimated cost of \$1,850,000, and,

WHEREAS Pere Marquette Charter Township subsequently submitted a Great Lakes Fishery Trust grant application in the amount of \$317,400, and,

WHEREAS Pere Marquette Charter Township was informed by letter dated November 18, 2022, that its PM River Community Access (Project #2022.1994), was selected and approved by the Great Lakes Fishery Trust Board of Trustees on November 9, 2022, for an amount not to exceed \$317,400

NOW THEREFORE BE IT RESOLVED that the Pere Marquette Charter Township Board of Trustees does hereby accept the terms of the Project Agreement as received from the Great Lakes Fishery Trust, and that the Pere Marquette Charter Township Board of Trustees does hereby specifically agree, but not by way of limitation, as follows:

- 1) To authorize the sum of One Million, Five-Hundred Thirty-Two Thousand, Six-Hundred dollars (\$1,532,600), including the Federal, State and private funding grants outlined above, toward construction and related costs to complete the project according to the Project Agreement with the TRUST
- 2) To maintain satisfactory financial accounts, documents, and records and to make them available to the TRUST for auditing at reasonable times.
- 3) To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
- 4) To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

The foregoing Resolution to was offered by G. Bleau and supported by Soberalski.

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

Resolution declared adopted.

L. **Consider Professional Services Agreement** – Moved by Rasmussen, seconded by Soberalski to postpone consideration of the Profession Services Agreement between the Township and Fleis & Vandenbrink Engineering, Inc.

Motion carried.

M. **Consider Resolution #2022-26 Consumers Energy Change in Lighting Service** – G. Bleau explained that the resolution for change in lighting service is to add two new street lights on Bryant Road in front of the new middle school.

The following resolution was offered by Nordlund and supported by Rasmussen:

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting services as provided in the Standard Lighting Contract between the Company and the Charter Township of Pere Marquette, dated 10/1/2017, in accordance with the Authorization for Change in Standard Lighting Contract dated December 13, 2022; heretofore submitted to and considered by this board; and

RESOLVED, further, that the Township Supervisor and Township Clerk be and are authorized to execute such authorization for change on the behalf of the Charter Township.

Resolution declared adopted.

N. **Consider Firefighter Waiver of Probationary Period and Change of Classification** – Board members reviewed a memo from Fire Chief Larry Gaylord requesting changing a firefighter from probationary to Senior Firefighter and changing a firefighter from the quarterly pay rate to the paid per call rate.

ARTICLE III of the Rules and Regulations of the Pere Marquette Charter Township Board for the Pere Marquette Charter Township Volunteer Fire Department states:

Section 3.7: Every person hired as a Pere Marquette Charter Township Firefighter shall be considered a Probationary Firefighter for the first two (2) years from date of hire. All Probationary Firefighters must satisfactorily complete the state required training within the first two (2) years to become a full member of the fire department. The Pere Marquette Charter Township Board of Trustees may reduce or waive the probationary period based upon the qualifications of the applicant.

Moved by Enbody seconded by Soberalski to reduce the probationary period for firefighter Ryan Leet, (hire date 4/13/2022) and change his classification to Senior Firefighter, paid per call, effective January 1, 2023.

Motion carried.

Moved by K. Bleau, seconded by Soberalski to change the classification of Edwin Rasmussen from Senior Firefighter paid quarterly, to Senior Firefighter, paid per call, effective January 1, 2023.

Motion carried.

O. Consider Proposals for Financial Consulting Services – Board members reviewed a memo from K. Bleau who, under the direction of the Supervisor and the recommendation of Chris Patterson of Fahey, Schulz, Burzych, Rhodes law firm, requested consulting services for the establishment of internal control procedures for the Township. Proposals received were as follows:

Yeo & Yeo:

- 40 hours minimum at \$430.00 per hour for a total of \$17,200.00 with Senior Manager OR
- 40 hours at \$270.00 per hour for a total of \$10,800.00 with Manager PLUS out of pocket costs for travel, meals, overnight stays.

Maner Costerisan:

- Two accounting professionals for three days beginning January 4-6, 2023 for \$8,000 - \$15,000 plus out of pocket costs for travel, report production, postage, etc.

Moved by G. Bleau, seconded by Nordlund to approve the consulting services from Maner Costerisan at an estimated cost of \$8,000.00 to \$15,000.00 plus out of pocket costs for travel, report production, postage, etc.

Motion carried.

P. Consider Proposals for Auditing Services – Board members reviewed proposals for audit services for fiscal years ending 2022, 2023, and 2024.

Yeo & Yeo	\$30,000 to \$40,000
Gabridge & Company	\$13,910 for 2022 \$14,300 for 2023 \$14,700 for 2024
Baird, Cotter, & Bishop	\$22,500 for 2022 \$23,000 for 2023 \$23,500 for 2024

Moved by Rasmussen, seconded by G. Bleau to approve the proposal for auditing services with Baird, Cotter, & Bishop for a cost not to exceed \$22,500 for fiscal year ending 2022, \$23,000 for fiscal year ending 2023, and \$ 23,500 for fiscal year ending 2024.

Motion failed.

Moved by Soberalski, seconded by Kmetz to approve the proposal for auditing services Gabridge & Company for auditing services at a cost not to exceed \$13,910.00 for fiscal year ending 2022, \$14,300 for fiscal year ending 2023, and \$ 14,700 for fiscal year ending 2024.

Motion carried.

COMMITTEE REPORTS: There were no committee meetings to report.

TRUSTEE / OTHER REPORTS: Zoning Board of Appeals (Enbody): Reported the ZBA met to approve the 2023 meeting schedule.

Planning Commission (K. Bleau): Reported that the planning commission received and reviewed the first draft of the updated Comprehensive Plan, approved a site plan for Bish's RV on S. Pere Marquette Highway to use the location for RV unit storage and approved a site plan for HGA Support Services on Johnson Road to provide small group autism training.

Fire Department Liaison (Rasmussen) – Reported fourteen in attendance at the department meeting and all officers in attendance for the Officers meeting with training on how to use the float.

Department reports were included in board packets including reports from the Deputy Clerk, Fire Chief and the Zoning Administrator.

Soberalski addressed a member of the public to discuss a request for speed limit signs in the Pleasant Ridge.

Nordlund discussed the Road Commission's announcement of a future roadway from South Jebavy to Pere Maquette Highway and the need to have utility easements in place for water and sewer so that the utility services can be included when the new road is constructed.

OFFICERS REPORTS: Clerk (Enbody) – Reported working on year-end budget amendments, will be attending the quarterly Mason County Clerks' Association meeting on Wednesday and that the Michigan Association of Municipal Clerks has reached out to all municipalities to gather information on what municipalities will need to implement the nine days of early voting measure that was passed in November and will be required in 2024. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Rasmussen to approve payment of invoices in the amount of \$523,653.59.

Motion carried.

Treasurer (K. Bleau) – Reported being busy with winter tax collection and reported the township is fiscally solvent. Provided a report detailing cash, bank and investment balances by fund and by bank account for November 2022.

Supervisor (G. Bleau) – Reported on a meeting with MDOT, the County Road Commission and Sheriff to discuss the Jebavy Drive / U.S. 10 intersection and learned that U.S. 10 will be resurfaced next year from the Shell station to the hospital. There are no plans at this time to widen the intersection but South Jebavy will be rebuilt, moved in line with North Jebavy and will continue to South Pere Marquette Highway.

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: Moved by Enbody, second by Kmetz to adjourn the meeting at 6:54 p.m.

Rachelle D. Enbody, CMC, MiPMC Township Clerk

Gerald A. Bleau, Township Supervisor

**REGULAR YEAR END MEETING
December 27, 2022**

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 absent: No members absent.
Also present: Township Attorney Helen Mills (Fahey Schultz Burzych Rhodes), County Commissioner Lew Squires, Dave Bossick (Ludington Daily News), and thirteen guests.

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

APPROVAL OF MINUTES: **Moved** by Enbody, seconded by Soberalski to approve the minutes of the December 13, 2022 meeting as presented.

Motion carried.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by G. Bleau, seconded by Nordlund to replace Item E. Closed Session with Item E. "Board of Review Appointments", to add Item F. "Letter from Assessor to the Township Board", to add Item G. "Rebuttal to Statements of Doug Wohlberg" and to move Item E. Closed Session to Item H. "Closed Session" and approve the agenda as amended.

Motion carried.

UNFINISHED BUSINESS: A. **Consider 2023 Standing Board / Committee Appointments** – **Moved** by G. Bleau seconded by K. Bleau to approve the following Standing Board/ Committee Appointments for 2023 as recommended by G. Bleau.

Architectural Control Committee: Gerald Bleau, Henry Rasmussen, Tom Fulker, and Deborah DelZoppo.
Economic Development/Parks Committee: Gerald Bleau, Karie Bleau, and Ron Soberalski. **The recommendation is to eliminate this committee.**
Election Commission: Rachelle Enbody, James Nordlund, Sr., and Henry Rasmussen.
Finance Committee: Rachelle Enbody, Andrew Kmetz, and Gerald Bleau.
Michigan Municipal Risk Management: Gerald Bleau, Andrew Kmetz, and Henry Rasmussen. **The recommendation is to eliminate this committee.**
Personnel Committee: Andrew Kmetz, Gerald Bleau, James Nordlund Sr., and Henry Rasmussen (alternate).
Water & Sewer Committee: Karie Bleau, Gerald Bleau, and James Nordlund, Sr. **The recommendation is to eliminate this committee.**
Roads Committee: James Nordlund, Sr., Henry Rasmussen, Andrew Kmetz, Gerald Bleau (alternate).
Tax Abatement Review Board: Rachelle Enbody, Derek Eaton, Rick Deering.

Township Board Representative to Planning Commission	Karie Bleau
Township Board Representative to Zoning Bd. Of Appeals	Henry Rasmussen
Township Board Representative to Fire Department	Andrew Kmetz
Township Building Official	Gerald Bleau
Grants/Loans Administrator	Rachelle Enbody
Water/Sewer Administrator	Karie Bleau
Campground Administrator	Karie Bleau
Ludington Mass Transit Authority Representative	Rachelle Enbody
MMRMA Member Representative	Gerald Bleau
Lincoln Lake Improvement Board Representative	Stephen Wegener
Western Mason County Fire District Authority Alternate	Andrew Kmetz

Motion failed.

Moved by Enbody, seconded by G. Bleau to approve the following Standing Board/Committee Appointments effective January 1, 2023:

Architectural Control Committee: Gerald Bleau (Chair), Henry Rasmussen, Tom Fulker, and Deborah DelZoppo.

Economic Development/Parks Committee: Gerald Bleau (Chair), Karie Bleau, and Ron Soberalski.

Election Commission: Rachelle Enbody (Chair), James Nordlund, Sr., and Henry Rasmussen.

Finance Committee: Rachelle Enbody (Chair), Andrew Kmetz, and Gerald Bleau.

~~Michigan Municipal Risk Management: Eliminated~~

Personnel Committee: Andrew Kmetz (Chair), James Nordlund Sr., and Henry Rasmussen.

Water & Sewer Committee: Karie Bleau (Chair), Gerald Bleau, and James Nordlund, Sr.

Roads Committee: James Nordlund, Sr. (Chair), Henry Rasmussen, Andrew Kmetz, and Gerald Bleau (alternate).

Tax Abatement Review Board: Rachelle Enbody (Chair), Derek Eaton, Rick Deering.

Township Board Representative to Planning Commission	Karie Bleau
Township Board Representative to Zoning Bd. Of Appeals	Henry Rasmussen
Township Board Representative to Fire Department	Andrew Kmetz
Township Building Official	Gerald Bleau
Grants/Loans Administrator	Rachelle Enbody
Water/Sewer Administrator	Karie Bleau
Campground Administrator	Karie Bleau
Ludington Mass Transit Authority Representative	Rachelle Enbody
MMRMA Member Representative	Gerald Bleau
Lincoln Lake Improvement Board Representative	Stephen Wegener
Western Mason County Fire District Authority Alternate	Andrew Kmetz

Motion carried.

B. Consider Professional Services Agreement – Board members reviewed an Engineering Services Proposal from Fleis & Vandenbrink Engineering, Inc. that would assist the Township in applying for State Revolving Funds that would enable the Township to make crucial improvements to the Township’s water system. The agreement would provide for consulting services on an as-needed basis and future projects would come before the board for approval as required by the purchasing policy.

Moved by G. Bleau, seconded by Nordlund, to accept the terms of the proposal from Fleis & Vandenbrink Engineering, Inc. for general consultation for engineering services as outlined in the Engineering Services Proposal at an hourly rate as specified in the Fee Schedule and Basis for Compensation, plus 1.1 times reimbursable expenses and to authorize the Supervisor to sign the Professional Services Agreement on behalf of the township.

Motion carried.

NEW BUSINESS: A. Consider Resolution #2022-27 for Sale of Lot 2 in the First Street Business Park – Board members discussed the offer of \$42,000.00 for Lot 2, which has an estimated value of \$58,250.00. Board members determined that a counter offer of \$50,000.00 should be presented to the proposed buyer.

The following resolution was offered by Kmetz and supported by Nordlund:

RESOLUTION #2022-27

WHEREAS, the Township owns certain real property within the Pere Marquette First Street Business Park;

WHEREAS, Kirk B. Barz (the “Purchaser”) made an offer to purchase certain real property commonly known as Lot 2, Pere Marquette First Street Business Park (the “Property”), and legally described on the attached Exhibit A for a total purchase price of \$42,000.00 subject to certain terms and conditions.

WHEREAS, the Board wishes to confirm its counter offer of the Purchaser's offer to purchase the Property.

THE PERE MARQUETTE CHARTER TOWNSHIP BOARD RESOLVES THAT:

1. The sale of the Property to the Purchaser for stated amount is countered at \$50,000.00.

2. The Supervisor and the Township Attorney are authorized to negotiate the details of the Offer from the Purchaser to purchase the Property.
3. The Supervisor, Clerk and the Treasurer are authorized to sign the documents necessary to memorialize the terms of the transaction and otherwise close the sale of the Property to the Purchaser.
4. All resolutions in conflict in whole or in part with this Resolution are revoked to the extent of such conflict.

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

Resolution declared adopted.

B. Consider Appointment of Firefighter – Board members reviewed a memo from Fire Chief Larry Gaylord stating the department is recommending the appointment of Rebecca Cain as a pay-per-call firefighter.

Moved by Rasmussen, seconded by Kmetz to approve the appointment of Rebecca Cain probationary as a pay-per-call firefighter effective immediately.

Motion carried.

C. Budget amendments / appropriations – Enbody reviewed the proposed amendments and noted that it is estimated that there will be excess revenues over expenditures at the end of the year. She recommended that the Board appropriate a portion to the Capital Improvement Fund and any remaining revenue be added to the fund balance in the general fund.

Moved by Enbody, seconded by Kmetz to approve the following 2022 budget amendments / appropriations and to authorize the transfer of up to \$336,135 in unrestricted revenue from the General Fund to the Capital Improvement Fund with the intention of leaving a fund balance in the General Fund equal to at least 100% of budgeted revenues upon completion of year end revenue and expense reports:

General Fund			
Revenues:	Current Budget	Increase / (Decrease)	Amended Budget
Revenues	3,003,405	20,000	3,023,405
Sub-total		20,000	
Expenditures:			
Township Board	136,750	(45,000)	91,750
Township Supervisor	191,118	(10,000)	181,118
Election Commission	35,400	(8,000)	27,400
Assessor	159,264	(10,000)	149,264
Township Hall & Properties	183,600	(15,000)	168,600
Fire Department	242,270	(7,000)	235,270
Building Official	44,801	(10,000)	34,801
Planning Commission	24,575	15,000	39,575
Zoning Board of Appeals	3,870	2,500	6,370
Dept. of Public Works	311,597	20,000	331,597
Roads & Streets	275,000	(60,000)	215,000
Street Lighting	35,000	(10,000)	25,000
Parks & Recreation	330,550	(115,500)	215,050
Contingency	95,115	(63,135)	31,980
Transfers to Other Funds / Capital Improvement	50,000	336,135	386,135
Sub-total		20,000	
NET REVENUES (EXPENDITURES)		0	
Beginning Fund Balance		3,259,396	
Ending Fund Balance		3,259,396	

Water Fund

Revenues:	Current Budget	Increase / (Decrease)	Amended Budget
Revenues	1,165,000	155,000	1,320,000
Sub-total		155,000	
Expenditures:			
Administrative & General	1,125,728	180,000	1,305,728
Sub-total		180,000	
NET REVENUES (EXPENDITURES)		(25,000)	
Beginning Fund Balance		6,633,385	
Ending Fund Balance		6,608,385	

Motion carried.

D. **Payment of invoices** – Enbody provided a list of current invoices for approval. **Moved** by Enbody, seconded by Rasmussen to approve the payment of invoices totaling \$136,518.41.

Motion carried.

E. **Consider Board of Review Appointments** – **Moved** by G. Bleau, seconded by Nordlund to approve the following appointments to the Board of Review, effective January 1, 2023:

Board of Review – Rick Deering, Marsha Gould (Alternate), James Hinman, Jennifer Richert, and Monica Schuyler (alternate) for terms ending January 1, 2025.

Motion carried.

F. **Letter from the Assessor to the Township Board** (added). G. Bleau read a memo from the Township Assessor with the purpose being to clarify some of the information provided by a former contractor at a recent meeting of the Township Board. No action taken.

G. **Rebuttal to Statements of Doug Wohlberg** (added). K. Bleau read a memo providing background and clarification to Mr. Wohlberg's statements during the December 13, 2022 meeting of the Township Board. No action taken.

**Amended 1/10/2023 to add the rebuttal memo to the meeting minutes:*

Memo to: Board of Trustees

Date: Dec. 27, 2022

Re: Explanation and Clarification of Doug Wohlberg's (former Auditor) statements at 12/13/2022 Board Meeting

Dear Board Members and Residents of Pere Marquette Charter Township:

The purpose of this memo is to provide necessary background and clarification to Mr. Wohlberg's statements, which he made with broad generalizations, during the Dec. 13, 2022 meeting of the Township Board. While Mr. Wohlberg appeared interested in creating confusion and unnecessary injury to the Township and the office of Treasurer, further background and clarification reflect that the Township and the office of Treasurer are working for the residents of the Township with their best interests as the focus:

1. Several times throughout Mr. Wohlberg's statements he claims that it is "too risky" to continue to serve as the Township's auditor due to my "lack of care" in performing my duties relative to my role as the Water/Sewer Administrator (which is an appointed role – not a statutory duty). Mr. Wohlberg is correct in his statements that I did not calculate the 10 bills that he requested via email on June 16, 2022 (see attachment A1) as I had no reason to believe that the rates were incorrectly calculating after having followed the instructions from BS&A for changing the rates

(see attachment A2). Nor did I have any reason to think that Mr. Wohlberg was still doing testing for the audit in June when he was at the office for the audit on Feb. 15-17th and the audit is due to the State by June 30th. When Mr. Wohlberg and I spoke about this issue I immediately reached out to BS&A with a help request via email on June 17, 2022 (see attachment A3) and sent a status update email to Mr. Wohlberg on June 20, 2022 (see attachment A4). Mr. Wohlberg's statement that I did not tell him that I had corrected the error, with the help of BS&A (see attachment A5) is totally false as is evidenced by the reports that were sent to him via email on June 20, 2022 (see attachments A6 – 4 pages). Mr. Wohlberg and I had a lengthy phone conversation regarding back billing the accounts that were affected, during which I expressed my concerns regarding the amount of time that had lapsed since the end of the year – had this issue been discovered in February when I believed the audit was being done, I would have thought it was reasonable to bill the additional charges to the affected customers but since nearly 6 months had lapsed it did not seem reasonable that we should expect customers to pay for an error in our billing system after so much time had lapsed. During this conversation, Mr. Wohlberg stated that the financial statements were already prepared and due to the state by June 30th and having to book this receivable would take a lot of work and that he would be reporting this issue to the Board and they could direct me to back bill if that was the desired course of action. Also during this phone conversation, Mr. Wohlberg asked me to write a brief explanation of the events and send it to him (see attachment A6).

During his presentation, Mr. Wohlberg fails to mention my discovery of a billing error by the City of Ludington to the Township that dates back to 2015 and results in a credit to the Township of \$105,836 (see attachments A7, A8 and A9)

Perhaps the Township Board and the residents should ask Mr. Wohlberg how he missed that the Township was being overcharged in all of the audits he performed since 2015?

2. Mr. Wohlberg stated that I “took away the bank reconciliations from the Clerk.” This is true but Mr. Wohlberg didn't explain that I had to do so in response to an official adding signers to the bank accounts without my knowledge or consent– which was outside that individual's statutory duties. In response to the questions in my initial email to Mr. Wohlberg dated Oct. 27, 2022 (see attachment B1 and B2) he states that “the Treasurer reconciling the bank accounts is a material weakness in internal control that will have to be reported to the State”. I respond with asking why it was OK for the Treasurer to reconcile the bank statements from 2014 thru 2017 – a question he does not answer (see attachment B3). Mr. Wohlberg never responds to my additional questions regarding the statutory duties of the Treasurer in MCL 41.78 or proposed internal controls relative to the bank reconciliations. I have subsequently discussed this issue with four CPA's, two Investment Bankers and one Attorney who all agree the bank reconciliations are a statutory duty of the Treasurer.
3. Mr. Wohlberg implies that he believes that I have sent incorrect tax bills – an accusation for which he provides no basis of fact. However, the need for amended tax bills to be sent happens frequently for a several reasons: real estate transactions happen close to the date that tax bills are sent out, bi-annual Board of Review changes, adjustments from the County Treasurer and the filing of principal residence exemption forms with the Assessor. The Treasurer has no role in creating the need for an amended tax bill.
4. Mr. Wohlberg states that I tried to “talk him into not recording investment losses” when all I did was ask him questions like: “I'm trying to understand why we are recording “unrealized loss/gains” based on a change in the market value. Should we be recording these “losses” when there is not an actual cash event? If we should in fact be recording the “unrealized loss/gains, what is the affect then the product matures? And what if the product matures in a different FY than the “unrealized loss/gain is recorded in? I don't understand the logic and/or necessity of recording something that doesn't actually have an impact on the cash. Can you help?” (see attachment C1). Numerous times throughout our email conversation, I ask for Mr. Wohlberg's help and I explain that it is not my intent to be argumentative, defiant and/or difficult but I am trying to perform my duties to the best of my abilities for the Township (see attachment C2). I can only speculate as to how or why Mr. Wohlberg would conclude that I was “trying to talk him into not recording investment losses” from these statements.

In conclusion, it appears that Trustee Solberaski and Mr. Wohlberg's only goal in orchestrating Mr. Wohlberg's presentation was to damage the Treasurer, the Township and the residents by creating unnecessary confusion then perhaps Trustee Solberaski could explain to the Board why he "took it upon himself" to convince Mr. Wohlberg to present himself to the Dec. 13th meeting without a directive from the Board? Perhaps Mr. Solberaski could speak to the last time he reviewed the Township's invoices or bank statements? Further, if Mr. Wohlberg's only motive was to inform the Board and the residents then perhaps the Board should ask him why in his audit presentation to the Board on Aug. 9, 2022 he gave a "clean" unmodified opinion (see attachment D1) if he had concerns about my ability to perform the functions of my position or why he didn't disclose that he had a disciplinary action on his license with a fine imposed on Nov. 22, 2020 (see attachment D2).

H. **Closed Session** (moved from Item E. to Item H.) – The Board will consider entering a closed session pursuant to Subsection 8(h) of the Open Meetings Act, MCL 15.268 and Subsection 13(1)(g) of the Freedom of Information Act, MCL 15.243.

Moved by G. Bleau, seconded by Nordlund that the Township Board enter a closed session to discuss the contents of a written memorandum provided by the township attorney at Fahey Schultz Burzych Rhodes, pursuant to Subsection 8(h) of the Open Meetings Act and Subsection 13(1)(g) of the Freedom of Information Act.

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

Motion carried at 5:06 p.m.

Moved by Enbody, seconded by Kmetz that the Township Board return from closed session that was held to discuss the contents of a written memorandum provided by the township attorney at Fahey Schultz Burzych Rhodes, pursuant to Subsection 8(h) of the Open Meetings Act and Subsection 13(1)(g) of the Freedom of Information Act and to return to regular session.

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

Motion carried at 6:19 p.m.

EXTENDED PUBLIC COMMENT: Public comment was held.

County Commissioner Lew Squires reported on the most recent meeting of the Mason County Board of Commissioners.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 6:32 p.m.

Rachelle D. Enbody, CMC/ MiPMC, Township Clerk

Gerald A. Bleau, Township Supervisor

*Amended 1/10/2023