

**REGULAR MEETING**  
**March 14, 2023**

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

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

Board member(s) absent: No members absent.

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

Present via Zoom: Township Attorney Christopher Patterson (Fahey Shultz Burzych Rhodes) and Sarah Jennings and Bethany Verble (Maner Costerisan).

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: Soberalski noted that in the motion to approve the agenda, the minutes indicated removal of **Item e.** and should have indicated **Item d. Moved** by Soberalski, seconded by Rasmussen to approve the minutes from the meeting on February 28, 2023 as amended.

Motion carried.

SHERIFF / COUNTY COMMISSIONER REPORT(S): Sheriff Cole reported on thirty-three calls for service in February 2023.

DEPARTMENT REPORTS: PERSONNEL DIRECTOR. Kristin Lange presented the Building & Zoning Departments, Code Enforcement & Personnel Director report. Lange stated that she was directed to advertise for all of the positions listed in the employment ad. Lange indicated that all prior submissions for township positions were before her designation as Personnel Director, but staff who previously submitted for any of the open positions are still under consideration for that position. Soberalski asked about the selection process for the open township positions. Lange also reported that because she was not part of the previous interview and hiring discussions, she means to start the process from the beginning in order to have all the information firsthand before proceeding. The Deputy Clerk monthly report was received.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by Soberalski, seconded by Kmetz to amend the agenda to change the Extended Public Comment time limit from five minutes to ten minutes.

Motion carried.

COMMUNICATIONS: G. Bleau stated that board packets included communications from Mason County Emergency Management, a DPW security assessment report, and emails from Dave DeMorrow, Tom Rotta and Camping Fever (Tim Iteen).

**COMMITTEE REPORTS:**

Architectural Control Committee (G. Bleau, Rasmussen) – Reported the Committee met to review a proposed crematorium for a property in the First Street Business Park and to review a proposed industrial equipment assembly and repair use for a property in the Sixth Street Industrial Park. Both were approved to submit to the Planning Commission for Site Plan Review.

Personnel Committee (Kmetz, Rasmussen, Nordlund) – Reported meeting to discuss back pay, the DPW Superintendent Position, and consideration of changes to the personnel policy with regards to work schedules.

Planning Commission (K. Bleau) – Reported the Planning Commission approved a site plan for HPC Industrial to change the use to allow assembling and repairing of industrial equipment for a property in the Sixth Street Industrial Park and approved a conditional use for the operation of a crematorium in the First Street Business Park.

Zoning Board of Appeals (Rasmussen) – Reported on the annual election of ZBA officers and approving a setback variance.

Fire Department Liaison (Kmetz) – Reported discussion on ways of identifying probational firefighters when they respond to a scene, monthly truck inventory process, training, and the installation of the new garage door openers.

LMTA Representative (Enbody) – Reported on the most recent LMTA Board of Directors meeting.

NEW BUSINESS: a. **Consider Request to Extend Closing Date for 932/946 S. Pere Marquette Hwy.** – Board members reviewed a Notice of Closing to the property owner of 932 and 946 S. Pere Marquette Highway. The board discussed possible options for the extension of the closing date and options to charge fair market lease rental on the parcels for items on the property not removed by closing. It was determined that Attorney Patterson will prepare an addendum to the purchase agreement / contract for approval at the next meeting.

b. **Consider Risk Assessment Report from Maner Costerisan** – Bethany Verble of Maner Costerisan gave a presentation on the Risk and Vulnerability Assessment conducted by Maner Costerisan. It was clarified that the assessment was to obtain a clarity of goals to make recommendations and to identify areas of risk and that the assessment was not conducted to look for fraud. The assessment reviewed the legislative duties of the Supervisor, Clerk, and Treasurer, previous communications from the township auditor, identified vulnerabilities and gave recommendations for each area of vulnerability. Maner Costerisan also provided draft documents of policies and processes. Board members agreed that more time was needed to review the documentation before making a decision. The documentation will come back to the board at a future meeting for consideration.

c. **Consider Request from Randy and Sara Durand to allow the Health Department to issue a Septic Permit** – Board members reviewed a request from Randy and Sara Durand, 1055 N. Jebavy Drive, to obtain permission from the Township in order for the Health Department to issue a septic permit. Board members discussed connection fees and the ability of the homeowner to spread the cost of connection over a ten-year period. Matt Fournier of the District Health Department was available for questions from board members. Nordlund suggested that the Water and Sewer Committee should meet to discuss the matter and bring back a recommendation to the board.

**Moved** by Nordlund, seconded by Soberalski to postpone consideration of the request to allow the Health Department to issue a septic permit for the property at 1055 N. Jebavy Drive.

Motion carried.

OFFICERS REPORTS: Trustees: Soberalski asked about the procedure to place something on the agenda. G. Bleau stated he will have a policy at the next meeting for procedures regarding the agenda and board packet.

Nordlund referenced the communication from DeMorrow and asked if the township could re-institute a newsletter. Nordlund asked if any communication had been received from the Road Commission regarding 2023 road projects. G. Bleau stated the contracts have been received and he will need to set up a Roads Committee meeting.

Clerk (Enbody) – Enbody distributed 2022 fourth quarter financial reports to board members. Reported completion of year-end balancing and reporting in preparation for the audit. Reported on education sessions focused on the constitutional amendment that will require nine days of early voting 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 \$316,111.35.

Motion carried.

Treasurer (K. Bleau) – Provided a report of bank balances for January 2023. Reported that the tax settlement process is complete and will soon be moving money into investments. Kmetz asked if year-to-date information could be included in the monthly report of bank balances.

Supervisor (G. Bleau) – Reported that the March Board of Review process has begun. Reported on the Pallets Recycle court proceedings. Received notice regarding the scrap tire grant and the required financial reporting. Reported on the continuing effort to contact the prior owner regarding the removal of trailers and other materials from the property on S. Pere Marquette Hwy. G. Bleau stated he intends to bring a policy to the next board meeting on meeting and agenda procedures.

ANNOUNCEMENTS: Enbody noted that she will be absent from the meeting on March 28, 2023 meeting.

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: The meeting was adjourned by consent at 6:17 p.m.

Rachelle D. Enbody, MiPMC<sup>2</sup>, CMC Township Clerk

Gerald A. Bleau, Township Supervisor

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