

REGULAR MEETING
March 28, 2023

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(s) absent: Clerk Rachelle Enbody.
Also present: Numerous guests.
Present via Zoom: Township Attorney Kyle O'Meara (Fahey Shultz Burzych Rhodes) and Bethany Verble (Maner Costerisan).

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.

Moved by G. Bleau, seconded by Soberalski to appoint R. Soberalski as temporary clerk for this meeting.

Motion carried.

ADOPTION OF AGENDA: G. Bleau requested that Item B. "Consider Board of Trustees Meeting Conduct Policy" be removed from the agenda. R. Soberalski requested that the Public Comment conditions that would only allow comments "On Unfinished Business or New Business" under the first public comment portion and the condition that would only allowing comment on "Non-Agenda Items" under the second public comment portion be removed.

Moved by Soberalski, seconded by Kmetz to approve the agenda as amended.

Motion carried.

APPROVAL OF MINUTES: **Moved** by Soberalski, seconded by Nordlund to approve the minutes of the March 14, 2023 meeting as presented.

Motion carried.

SHERIFF / COUNTY COMMISSIONER REPORT(S): No reports were given.

CORRESPONDENCE, ANNOUNCEMENTS, and PRESENTATIONS: No correspondence, announcements or presentations were given.

PUBLIC COMMENT (~~On Unfinished Business or New Business~~): Removed the conditions required for comment(s): Public comment was held.

UNFINISHED BUSINESS: A. Consider Risk Assessment Report from Maner Costerisan – Bethany Verble of Maner Costerisan explained that the Risk and Vulnerability Assessment includes policies that are detailed in the appendices. Appendix A contains new policies recommended by Maner Costerisan. Appendix B contains current township policies including any recommended changes/amendments. Appendix C is a Federal Financial Internal Controls and Procedures Policy that is required for any organization receiving federal funds. J. Bleau reviewed Appendix A, specifically the options for bank reconciliation procedures. Kmetz stated his preference was to wait until the full board was present before adopting the policies from the risk assessment.

Moved by Kmetz, seconded by Soberalski to postpone consideration of the Risk Assessment Report.

Motion carried.

B. Consider Request from Randy and Sara Durand / Water Sewer Committee – G. Bleau reported that the Water and Sewer Committee met to review the request from the Durand's for township approval in order for the Health Department to issue a septic permit. The committee concluded that the home is further than the 200' distance to connect to municipal services and that the Township Ordinance does not address mandatory connection for sewer. The Committee also reviewed the connection fees and is recommending a discounted rate if the Durand's would consider connecting to municipal services.

The recommendation is to discount the frontage charges from \$2,280.00 to \$1,140.00, reduce the benefit charge from \$1,250.00 to \$625.00. The stub charge would remain at full cost of \$950.00 for a total connection cost of \$2,715.00.

Moved by Soberalski, seconded by Nordlund to approve the request from 1055 N. Jebavy Drive for township approval to allow the Health Department to issue a septic permit and to approve offering a 50 % discount on the frontage and benefit charges to encourage connection to municipal services.

Motion carried.

NEW BUSINESS: A. **Consider Appointment to Water & Sewer Committee** – Board members reviewed a memo from G. Bleau recommending Matt Fournier for appointment to the Water & Sewer Committee. Mr. Fournier is a township resident and a supervisor at District Health Department No. 10.

Moved by Nordlund, seconded by Rasmussen to appoint Matt Fournier to the Water and Sewer Committee.

Motion carried.

B. Consider Board of Trustees Meeting Conduct Policy – Removed from the agenda.

C. **Consider Campground Administrator Request** – Board members reviewed a memo from Campground Administrator K. Bleau requesting approval for K. Bleau and the Personnel Director (Kristin Lange) to hire campground staff wishing to return to work from the previous season, new campground attendants, and a campground manager. G. Bleau indicated he will report back to the board when a position is filled with the new employee(s) background and qualification.

EXTENDED PUBLIC COMMENT (~~Non-Agenda Items~~) Removed the conditions required for comment(s): Public comment was held.

REPORTS: A. Trustees: Nordlund reported waiting for information on 2023 road projects. Rasmussen reported there are two Zoning Board of Appeals meetings scheduled in April. Soberalski commented that he disliked the new agenda format presented at this meeting. Soberalski also asked why the signage at the Township Hall indicated the premises were under audio and visual surveillance. G. Bleau stated he has not updated the signage for the surveillance system.

B. Clerk (Enbody) – Absent, no report.

C. Treasurer (K. Bleau) – K. Bleau reported that the first quarter water and sewer billing will need to go out next week and that there has not been anyone designated to do the billing. Nordlund asked who has performed the billing services in the past and K. Bleau responded that the Treasurer has performed the billing. The consensus of the members was that the water and sewer billing could be performed by the Treasurer's office until the adoption of the new internal control policies.

D. Supervisor (G. Bleau) – Reported three candidates were interviewed for the two administrative assistant positions. Kyle O'Meara of Fahey Schultz Burzych Rhodes updated members regarding the intended purchase by the Township of the properties at 932 and 946 S. Pere Marquette Hwy. The seller has requested an extension from the Township and the attorney stated that he did not feel that it is necessary for the board to address the request for a ninety-day extension at this time. The closing is scheduled for mid-April.

ADJOURNMENT: The meeting was adjourned by consent at 7:05 p.m.

Ronald Soberalski, Temporary Clerk

Gerald A. Bleau, Township Supervisor