

REGULAR MEETING
June 13, 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: Michelle McHale and Kyle Sutton of Plante Moran, Township Attorney Christopher Patterson (Fahey Shultz Burzych Rhodes) County Commissioner Lewis Squires, Undersheriff Derrek Wilson, Riley Kelley (Ludington Daily News), Rob Alway (Mason County Press), Larry Gaylord and numerous 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.

TEMPORARY CLERK: **Moved** by G. Bleau, seconded by Kmetz to appoint Soberalski as temporary clerk for this meeting.

Motion carried.

APPROVAL OF MINUTES: **Moved** by Rasmussen, seconded by Soberalski to approve the minutes from the meeting on May 23, 2023 as presented.

Motion carried.

SHERIFF / COUNTY COMMISSIONER REPORT(S): Undersheriff Wilson reported on eighty-two calls for service in May 2023.

PRESENTATION: Michelle McHale and Kyle Sutton of Plante Moran gave a presentation on the Forensic Audit explaining the difference between a financial statement audit which represents the material statement of the township and a forensic audit which looks to see if fraud has occurred or is occurring. Reports from the township's accounting software were extracted from the software by Plante Moran as extraction leaves no room for manipulation of data. Twenty-five data analytical tests were performed. Background research was performed on nineteen key employees. Mr. Sutton explained in detail each of the tests that were performed and the results of each testing procedure. Plante Moran identified controls that they recommend the township implement to strengthen internal control environments, and, in summary, did not find evidence of fraud, waste, or abuse. After the presentation, Ms. McHale asked Attorney Patterson to verify the items to be included in the final report and explained the final report will be made available to township upon completion.

DEPARTMENT REPORTS: The following department reports were received: Fire Department, Deputy Clerk, and Treasurer. Gaylord gave a verbal report of fire department activity.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by K. Bleau, seconded by Rasmussen to add "Presentation by Plante Moran" to the agenda and to add Item H. "Consider Resolution #2023-8 Michigan Sparks Community Recreation Grant Program Resolution of Authorization" to the agenda and to approve the agenda as amended.

Motion carried.

COMMUNCIATIONS:

- G. Bleau read a letter from Gerald Bleau and his wife, Karie Bleau to the Township Board stating they have engaged legal counsel to explore slander/defamation claims and will no longer entertain questions or get involved in discussions that involve issues questioning their character, honesty, or their ability to serve as public officials.
- Notification from Spectrum Enterprise that Spectrum Enterprise and Spectrum Business have each updated their respective Internet Acceptable Use Policies.
- Certificate dated 6/9/2023 from the State of Michigan of Special Tribute dedicated to honor and celebrate Pere Marquette Charter Township upon the groundbreaking of the Pere Marquette River Access Park.

COMMITTEE REPORTS: Finance (Kmetz) – Reported the committee met to review the Capital Improvement Plan, budget amendments, and to review the request for an equipment trailer. Options for trailers were discussed with consideration to search for used, rather than new and if the current inventory would allow for shared use.

Parks (Soberalski) – Reported the committee met and heard a presentation from Jim Bernier. The cycling club presented ideas for a trail system in the Pere Marquette Conservation Park.

Planning Commission (K. Bleau) – Reported the commission met and discussed ordinance amendments and made a list of items of concern within the current ordinance to continue to review and research.

Zoning Board of Appeals (Rasmussen) – Reported on the most recent meeting of the Zoning Board of Appeals.

NEW BUSINESS: A. **Consider Michigan Townships Association Annual Dues** – Moved by Kmetz, seconded by Soberalski to approve the payment of annual dues to the Michigan Townships Association in the amount of \$7,538.00.

Motion carried.

B. **Consider Engineering Agreement for Water Tower Project** – Board members reviewed a memo from DPW Assistant Superintendent Dan Healy and F & V Regional Manager Brian Ross. The memo provides that an inspection of the water tower indicates the need for repairs and necessary improvements. The memo further requests that Dixon Engineering be retained for engineering services to provide for the repairs and improvements. The costs of the engineering and subsequent repairs and improvements will come from the Water Fund.

Moved by Kmetz, seconded by Nordlund to enter into an agreement for professional services with Dixon Engineering to develop technical specifications, generate bidding and contract documents, to hold a preconstruction meeting, to provide project administration and construction observation/inspections, and a one-year follow-up warranty inspection on the 500,000 gallon elevated storage tank for a not to exceed cost of \$54,000.00 and to authorize the Supervisor and Clerk to sign the agreement on behalf of the Township.

Motion carried.

C. **Consider Appointment to Board of Review** – Moved by Soberalski, seconded by K. Bleau to appoint Terri Langerak to the Board of Review for term ending January 1, 2025.

Motion carried.

D. **Consider Budget Amendments** – Moved by G. Bleau, seconded by Soberalski to postpone consideration of budget amendments.

Motion carried.

E. **Consider Adoption of Capital Improvement Plan** – Board members reviewed the proposed six-year Capital Improvement Plan.

Moved by Kmetz, seconded by K. Bleau to adopt the 2023-2028 Capital Improvement Plan.

Capital Improvement Plan										
#	Project Item	Category	Department	2023	2024	2025	2026	2027	2028	Total
14-10	Bathroom Remodel TH*	Buildings	TH			\$ 100,000.00				\$ 100,000.00
17-4	Boat Launch for PM Conserv Park **	Land Improv	Parks	\$ 500,000.00						\$ 500,000.00
16-2	Boiler TH***	Buildings	TH	\$ 120,000.00						\$ 120,000.00
22-1	Picnic Shelters & EZ Dock	Buildings	Parks				\$ 125,000.00			\$ 125,000.00
18-1	Truck Replacement	Equipment	Wa/Sw/DPW		\$ 50,000.00					\$ 50,000.00
18-3	Storage Garage	Buildings	Parks	\$ 80,000.00						\$ 80,000.00
18-4	Lift Station Repairs	Utility	Sewer	\$ 200,000.00						\$ 200,000.00
19-1	Generator	Equipment	Fire Dept			\$ 50,000.00				\$ 50,000.00
20-2	PMFD Training Structure	Buildings	Fire Dept				\$ 10,000.00			\$ 10,000.00
21-1	Commercial Sidewalks**	Land Improv	TH				\$ 300,000.00			\$ 300,000.00
21-2	Route to School Sidewalks	Land Improv	TH			\$ 100,000.00				\$ 100,000.00
21-3	Brush Truck replacement	Equipment	Wa/Sw/DPW					\$ 187,500.00		\$ 187,500.00
21-5	Beach barriers	Land Improv	Parks					\$ 36,000.00		\$ 36,000.00
21-6	Truck - Additional	Equipment	Parks					\$ 48,000.00		\$ 48,000.00
21-7	Truck - Replacement	Equipment	Wa/Sw/DPW				\$ 48,000.00			\$ 48,000.00
22-2	Outcalt Property (ADDED 2022)	Land	TH	\$ 46,600.00						\$ 46,600.00
22-3	Entrance to PMIP** (ADDED 2022)	Land Improv	Parks	\$ 150,000.00						\$ 150,000.00
22-4	Pickleball courts @ MTP (ADDED 2022)	Land Improv	Parks						\$ 125,000.00	\$ 125,000.00
22-5	Generator @ TH (ADDED 2022)	Equipment	TH			\$ 50,000.00				\$ 50,000.00
Total Purchases				\$ 816,600.00	\$ 330,000.00	\$ 300,000.00	\$ 483,000.00	\$ 271,500.00	\$ 125,000.00	\$ 2,326,100.00

Motion carried.

F. **Consider 2023 Tax Collection Agreement – West Shore Educational Service District** – K. Bleau explained that this is an annual agreement for the collection of property taxes for the West Shore Educational Service District.

Moved by K. Bleau, seconded by Nordlund to enter into the agreement with West Shore Educational Service District for the collection of 2023 summer property taxes and to authorize the Supervisor and Clerk to sign the agreement on behalf of the Township.

Motion carried.

G. **Consider 2023 Tax Collection Agreement – West Shore Community College** – K. Bleau explained that this is an annual agreement for the collection of property taxes for West Shore Community College.

Moved by K. Bleau, seconded by Rasmussen to enter into the agreement with West Shore Community College for the collection of 2023 summer property taxes and to authorize the Supervisor and Clerk to sign the agreement on behalf of the Township.

Motion carried.

H. Consider Resolution #2023-8 Michigan Sparks Community Recreation Grant Program Resolution of Authorization (added)

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 and parking 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 and widely supported 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 continuing 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 \$300,000 of township capital improvement funds toward 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 a \$699,000 grant, which in combination with township funds will enable completion of the Pere Marquette Conservation Park Entry and Trail Project.

The foregoing resolution was offered by Soberalski and supported by Nordlund.

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

Resolution declared adopted.

OFFICERS REPORTS: Trustees – Kmetz asked about the status of the Brownfield Authority and expressed concerns that it is a duplicative effort of the Mason County Brownfield Authority. G. Bleau stated the township has never officially left the County Brownfield Authority and that the Township has the option of using either Authority.

Nordlund asked about the status of the purchase agreement on the Outcalt property at 932/936 S. Pere Marquette Hwy. Kmetz asked if the extension was accepted and signed. G. Bleau explained that he has received no communication from the property owner. There was an extended discussion of possible options including, but not limited to pursuing the purchase and/ or zoning enforcement action.

Clerk (Enbody) – Absent, no report.

PAYMENT OF INVOICES: **Moved** by Soberalski, seconded by Kmetz to approve payment of invoices in the amount of \$454,933.20.

Motion carried.

Treasurer (K. Bleau) – Provided a report of bank balances for May 2023. K. Bleau indicated new features on the report that identify quarterly statements. Reported a remainder of \$2,811.66 to collect on the outstanding 2021 utility billing.

Supervisor (G. Bleau) – Reported on the groundbreaking of the Pere Marquette River Access project. Reported on the Pallets Recycle hearing and that the property has been sold. The new owner has pledged to begin clean-up of the property within sixty days with completion in nine months. G. Bleau thanked the representatives from Plante Moran for their work on the forensic audit.

EXTENDED PUBLIC COMMENT: Public comment was held.

COUNTY COMMISSIONER REPORT(S): Commissioner Squired reported that the Mason County Board of Commissioners will meet later today to consider twenty-five resolutions.

ADJOURNMENT: The meeting was adjourned by consent at 5:45 p.m.

Ronald Soberalski, Temporary Clerk

Gerald A. Bleau, Township Supervisor