

**REGULAR MEETING
January 12, 2021**

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

Meeting held via teleconference.

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: Hannah Hubbard (Ludington Daily News), Andy Larr, Larry Gaylord, and County Commissioner Steve Hull.

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Nordlund; Pledge of Allegiance was recited by all.

APPROVAL OF PREVIOUS MINUTES: **Moved** by K. Bleau, seconded by Soberalski to approve the December 29, 2020 minutes as presented.

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

Motion carried.

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

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

Motion carried.

COMMUNICATIONS: Enbody reported a channel change notification from Charter Communications. G. Bleau reported a notification from Consumers Energy to inform customers of tree trimming / clearing efforts.

NEW BUSINESS: A. **Resolution for the 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.

The following Resolution was offered by Bleau and supported by Enbody:

RESOLUTION FOR THE DESIGNATION OF DEPOSITORIES

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:

- Comerica Securities
- Michigan Class
- Multi Bank Securities
- PNC Bank
- Preferred Credit Union
- TCF Bank / Huntington
- Safe Harbor Credit Union
- West Shore Bank

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

Resolution declared adopted.

B. Performance Resolution for Governmental Agencies – 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 Kmetz and supported by Nordlund:

PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES

RESOLVED WHEREAS, the Charter Township of Pere Marquette hereinafter referred to as the "GOVERNMENTAL AGENCY," 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 GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement 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 GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNMENTAL AGENCY 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 GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY 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 GOVERNMENTAL AGENCY by a contractor will be solely as a contractor for the GOVERNMENTAL AGENCY 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 GOVERNMENTAL AGENCY, 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 GOVERNMENTAL AGENCY.
4. The GOVERNMENTAL AGENCY 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 GOVERNMENTAL AGENCY 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 GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
6. With respect to any activities authorized by PERMIT, when the GOVERNMENTAL AGENCY 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 GOVERNMENTAL AGENCY 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 GOVERNMENTAL AGENCY 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 GOVERNMENTAL AGENCY.

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

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

Resolution declared adopted.

C. **Resolution to Adopt Poverty Exemption Income Guidelines and Asset Test**– 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 2021 Income Guidelines and Asset Test

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:

- 1) Be an owner of and occupy as a homestead the property for which an exemption is requested.
- 2) File a claim 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.
- 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 2021 are as follows:

Size of Family Unit	Poverty Guidelines
1	\$12,760
2	\$17,240
3	\$21,720
4	\$26,200
5	\$30,680
6	\$35,160
7	\$39,640
8	\$44,120
For each additional person	\$4,480

6) Meet additional eligibility requirements as determined by the Township Board, including: the disclosure of assets as outlined in the Poverty Exemption Application, 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, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these are communicated in writing to the claimant.

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

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

Resolution declared adopted.

B. Consider Sewer Rate Resolution – K. Bleau researched water and sewer rates going back to 2000. Board members reviewed the proposed changes to the Sewer Rate Resolution which include a change in the usage rate from \$4.81 to \$5.11 per hundred cubic feet, a change in the flat rate sewer charge for single and two-family residences from \$84.66 to \$89.95 per quarter and to provide for an effective date for the quarter beginning on January 1, 2021. The change to the usage rate represents a 6.25% increase in the rate based upon the annual increase recommended by the 2015 Rate Study, the cost-of-living increase, and an increase in the rates charged by the City of Ludington and the increase to the flat rate is based upon an increase in the flat rate charged by the City of Ludington. K. Bleau will obtain quotes for a new Rate Study (the last rate study was completed in 2015).

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

**PERE MARQUETTE CHARTER TOWNSHIP
SEWER RATE RESOLUTION**

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. All connections to the system shall pay a sewer stub installation charge except that if the sewer stub line has already been constructed as part of a special assessment district or by a third party without cost to the township, then there shall be no sewer stub installation charge. The stub installation charge for any other connection shall be as provided in the following table:

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 split, assuming connections are on each side of the main.

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. **\$5.11** per 100 cubic feet of water utilized per calendar quarter plus a quarterly readiness-to serve charge determined as follows:

5/8 & 3/4"	\$12.00
1"	\$30.00
1-1/2"	\$60.00
2"	\$96.00
3"	\$196.00
4"	\$300.00
6"	\$600.00
8"	\$960.00
10"	\$1,380.00
12"	\$2,580.00

- b. Charge for single and two-family residences not connected to public water - **\$89.95** 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, 2021** 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: G. Bleau, Enbody, K. Bleau, Kmetz, and Nordlund.
 No: Rasmussen and Soberalski.
 Absent: None.

Resolution declared adopted.

C. **Consider Water Rate Resolution** – Board members reviewed the proposed changes to the Water Rate Resolution which include a change in the usage rate from \$3.44 to \$3.62 per hundred cubic feet for residential usage, a change in the usage rate for Michigan Power Limited Partnership from \$1.21 to \$1.24 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 5.5% increase based upon the annual increase recommended by the 2015 Rate Study, the 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 terms of the Water Supply Agreement.

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

**PERE MARQUETTE CHARTER TOWNSHIP
 WATER RATE RESOLUTION**

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.** All connections to the system shall pay a water service installation charge except that if the water service line has already been constructed as part of a special assessment district or by a third party without cost to the township, then there shall be no water service installation charge. The tap installation charge for any other connection shall be as provided in the following table:

5/8 & 3/4”	\$750.00
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 split, assuming connections are on each side of the main.
- 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:

- a. Metered fire hydrant use (including cost for filling a swimming pool or providing water for a construction project) - \$100 plus cost of water used
- b. Meter test - \$100
- c. Service call for turn-on, turn-off, meter removal and/or meter re-installation (exclusive of emergency situations)- \$50 each time
- d. Service call for turn-on after delinquent water bill paid - \$50
- e. Cross connection enforcement/turn-off - \$150
- f. Service for meter reading outside the regular meter reading schedule for special billing purposes - \$50
- g. 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, **\$3.62** 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 **\$1.24** 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, 2021** 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: G. Bleau, Enbody, K. Bleau, and Kmetz.
No: Nordlund, Rasmussen, and Soberalski.
Absent: None.

Resolution declared adopted.

F. **Consider Rescinding the Fee for Brush Collection** – The township currently offers brush collection services at a cost of \$45.00 per calendar year. G. Bleau is requesting to eliminate the fee and provide brush collection to its residents at no charge.

Moved by Rasmussen seconded by K. Bleau to eliminate the fee for brush collection and to provide the service to township residents at no charge.

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

Motion carried.

G. **Consider Letter of Resignation – Fire Department** – Board members reviewed a letter of resignation received from Fire Department member Kevin Clark.

Moved by Rasmussen seconded by Soberalski to accept the letter of resignation from Fire Department member Kevin Clark, effective Sunday, January 10th, 2021.

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

Motion carried.

H. **Consider Resolution to Adopt the Building and Zoning Fee Schedule** – G. Bleau reviewed the proposed changes to the fee schedule. He and the Zoning Administrator have been monitoring the fees since the adoption of the most recent schedule in 2019 and are recommending the new fee schedule for approval.

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

WHEREAS, the Pere Marquette Charter Township has adopted a Land Development Code chapter 104 – Buildings and Building Regulations: and

WHEREAS, it is stated in Section 104-20, the township board, from time to time by resolution, shall establish a schedule of fees for the permits, inspections, certificates and other acts and services of the township in its administration and enforcement of the state construction code.

NOW, THEREFORE, BE IT RESOLVED to rescind and repeal all previous schedules (adopted July 11, 2006, amended January 9, 2007, amended June 11, 2013, and amended July 9, 2019) and to adopt the said schedule of fees determined and established as follows, effective upon adoption:

BUILDING & ZONING FEE SCHEDULE

	Demolition
Residential Demo Permit:	\$75.00
Commercial Demo Permit:	\$100.00

All Demo permits will require a dump receipt for a final!

New Construction Residential

Base Fee (One per permit): \$ 100.00 Includes inspection(s) and a certificate of occupancy

<input type="checkbox"/> One & Two Family Dwellings (stick built)	Per Sq. Ft.	\$.40
<input type="checkbox"/> Townhouses (MRC)	Per Sq. Ft.	\$.35
<input type="checkbox"/> Manufactured and Pre Manufactured (BOCA or HUD) Single and Double wide	Per Sq. Ft.	\$.18
<input type="checkbox"/> Unfinished Basements	Add	\$50.00
<input type="checkbox"/> Finished Basements	Add	\$150.00
<input type="checkbox"/> Attached Garage or Accessory Building	Add	\$75.00
<input type="checkbox"/> Detached Garage, Accessory Buildings, Decks and Porches (Covered), Sunrooms, Attached Garage (after the fact)	Per Sq. Ft.	\$.15
<input type="checkbox"/> All other Utility and Miscellaneous Group U	Flat Fee	\$75.00
<input type="checkbox"/> Fences 7' and taller	Flat Fee	\$50.00 No Base fee
<input type="checkbox"/> Swimming Pools (above ground)	Flat Fee	\$50.00 No Base fee
<input type="checkbox"/> Swimming Pools (In ground)	Per Sq. Ft.	\$.10
<input type="checkbox"/> Foundation only	Flat Fee	\$50.00
<input type="checkbox"/> Plan review if required	Percent of entire permit	30 % of permit cost
<input type="checkbox"/> Additional Inspection	Per inspection/ Per Hr.	\$50.00
<input type="checkbox"/> Relocation of building	Per Sq. Ft.	\$.15
<input type="checkbox"/> Outdoor furnaces (must obtain permit from County for Mechanical)	Flat Fee	50.00

**Renovations, Alterations, Remodel
Commercial / Industrial / Residential**

Base Fee (One per permit): \$ 100.00 Includes inspection(s) and a certificate of occupancy

<input type="checkbox"/> Reroof	Flat fee \$50.00; No Base Fee; Includes inspection(s)
<input type="checkbox"/> Replacement windows and doors	Flat Fee \$50.00; No Base Fee; Includes inspection(s)
<input type="checkbox"/> Siding, Soffit, Trim	Flat Fee \$50.00; No Base Fee; Includes inspection(s)
<input type="checkbox"/> Alteration Level 1- alterations include the removal and replacement or the covering of existing materials, elements, equipment, or fixtures using new materials, elements, equipment or fixtures that serve the same purpose.	Residential: Base + \$50.00 Commercial & Industrial: Base + Project value multiplied by .0035
<input type="checkbox"/> Alteration Level 2- alterations include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment.	Residential: Base + \$75.00 Commercial & Industrial: Base + Project value multiplied by .0035
<input type="checkbox"/> Alteration Level 3- alterations apply where the work area exceeds 50 percent of the building area	Residential: Base + 100.00 Commercial & Industrial: Base + Project value multiplied by .0035

Signs (Residential & Commercial)

Base Fee (One per permit): \$ 100.00 Includes inspection(s); Does not include an electrical permit—Mason County

<input type="checkbox"/> All Signs without a foundation	\$50.00 each
<input type="checkbox"/> Signs with a foundation	\$100.00
<input type="checkbox"/> Temporary signs exceeding 20 sq. ft.	\$50.00 each, No base fee

A sign must be installed within six months of the issuance of the permit.

New Construction Commercial and Industrial

Base Fee (One per permit): \$ 100.00 Includes inspection(s) and a certificate of occupancy

<input type="checkbox"/> All use groups	Value using Pere Marquette Township Table (page 5)	Cost of project multiply by .0035
<input type="checkbox"/> Relocation of building	Per Sq. Ft.	\$.20

<input type="checkbox"/> Towers and receiver antennas	Flat Fee + Base Fee	\$350.00 Per Tower \$25.00 Per Antenna
<input type="checkbox"/> Wind Energy Turbine	Value using Pere Marquette Township Table (page 5) - Use Group U	Cost of project multiply by .0055
<input type="checkbox"/> Fences 7' and taller	Flat Fee	\$50.00
<input type="checkbox"/> Plan Review required for all Commercial Projects	Percentage	30% of permit cost
<input type="checkbox"/> Additional Inspections	Per inspection/ Per Hr.	\$50.00
<input type="checkbox"/> Construction Board of Appeals Meeting		\$300.00

Zoning Permit Fee Schedule

Banners, Pennants, Buntings, and Flag Permits:

A person shall not erect, install, remove, rehang or maintain over public property any banner, pennant, bunting or flag until an approved bond has been filed in such amount as may be determined by resolution of the Pere Marquette Charter Township Board from time to time, and or until an insurance policy shall have been filed for public liability in the amount per accident and an amount for property damage as may be determined by resolution of the Pere Marquette Charter Township Board from time to time.

For public liability and property damage:

The following bond shall be required:	\$500,000.00
The following insurance policy limits shall be required:	\$500,000.00
<input type="checkbox"/> Permit Fee:	\$100.00
<input type="checkbox"/> Zoning Compliance Permit	\$25.00
<input type="checkbox"/> Zoning Compliance Permit (HRE / Critical Dune)	\$50.00
<input type="checkbox"/> Short-Term Rental Permit	\$50.00 Application Fee and \$50.00 per Inspection
<input type="checkbox"/> Temporary Uses or Structures	\$50.00
<input type="checkbox"/> Short Term Open Air Businesses Permit	\$50.00 Fee and Deposit \$100.00
<input type="checkbox"/> Accessory buildings under 200 sq. ft./ Farm buildings exempt from building permits	\$25.00
<input type="checkbox"/> Fences, Walls & Signs	\$25.00
<input type="checkbox"/> Mobile Food Vending Permit	Single Unit \$155.00 and Deposit \$100.00 Vendor Court \$465.00 and Deposit \$100.00
<input type="checkbox"/> Site Plan Review (Planning Commission)	\$100.00
<input type="checkbox"/> Site Plan Review (Zoning Administrator)	\$50.00
<input type="checkbox"/> Access Easement review (Planning Commission)	\$100.00
<input type="checkbox"/> Conditional Use Permit Application and Public Hearing	\$500.00
<input type="checkbox"/> PUD Application/Rezone/Public Hearing	\$500.00
<input type="checkbox"/> PUD Escrow (Required)	\$1500.00
<input type="checkbox"/> Request for Rezoning / Change of Classification	\$400.00
<input type="checkbox"/> Request for Zoning Text Amendment	\$400.00
<input type="checkbox"/> Any Other Zoning Request	\$400.00
<input type="checkbox"/> Special Meeting (PC & ZBA) Any meeting that is not on the regular schedule.	Additional \$350.00
<input type="checkbox"/> Variance Request (ZBA)	\$400.00
<input type="checkbox"/> Non-conforming Use/Bldg/Lot Review (ZBA)	\$300.00
<input type="checkbox"/> Ordinance Interpretation (ZBA)	\$300.00
<input type="checkbox"/> Review of Administrative Decision (ZBA)	\$300.00

Zoning Permit Fee Schedule - Continued

<input type="checkbox"/> All Other Matters Per (ZBA)	\$300.00
<input type="checkbox"/> Land Division Application Fee	Per Division \$200.00
<input type="checkbox"/> Subdivision Application Fee	1-25 lots \$500.00
<input type="checkbox"/> Subdivision Application Fee	26 or more \$750.00

**Pere Marquette Township Value Table
(This table is for the calculation of value-based permit fees.)**

USE GROUP	(2009 Michigan Building Code)	TYPE OF CONSTRUCTION									
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB	
A-1	Assembly, theaters, with or without stage	176.44	169.93	165.20	157.56	146.98	142.20	151.76	132.98	127.07	
A-2	Assembly, nightclubs, restaurants, bars, banquet halls	151.03	146.72	141.70	136.83	127.57	124.97	131.74	115.44	113.02	
A-3	Assembly, religious worship buildings, general, community halls, libraries, museums	178.16	171.65	166.92	159.28	148.82	144.24	153.47	134.83	128.91	
A-4	Assembly, arenas	175.54	169.03	163.40	156.66	145.18	141.50	150.86	131.18	126.17	
A-5	Assembly, bleachers, grandstands, stadiums	156.59	150.08	144.45	137.72	125.75	122.53	131.91	112.21	107.20	
B	Business	155.28	149.60	144.52	137.45	124.67	120.03	131.78	109.55	104.34	
E	Educational	163.53	157.90	153.20	146.21	136.19	128.91	141.11	118.49	114.47	
F-1	Factory and industrial, moderate hazard	92.97	88.61	83.30	80.08	71.35	68.29	76.52	58.88	55.23	
F-2	Factory and industrial, low hazard	92.07	87.71	83.30	79.18	71.35	67.39	75.62	58.88	54.33	
H-1	High Hazard, explosives	87.11	82.75	78.34	74.22	66.57	62.61	70.66	54.10	N.P.	
H234	High Hazard	87.11	82.75	78.34	74.22	66.57	62.61	70.66	54.10	49.55	
H-5	HPM	155.28	149.60	144.52	137.45	124.67	120.03	131.78	109.55	104.34	
I-1	Institutional, supervised environment	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95	
I-2	Institutional, hospitals, nursing homes	263.67	257.99	252.91	245.84	232.14	N.P.	240.17	217.03	N.P.	
I-3	Institutional, restrained	176.87	171.19	166.11	159.04	147.61	142.08	153.37	132.50	125.48	
I-4	Institutional, day care facilities	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95	
M	Mercantile	113.22	108.91	103.89	99.02	90.41	87.80	93.93	78.28	75.86	
R-1	Residential, hotels and motels	155.54	150.13	145.97	139.70	128.56	125.20	136.34	115.49	111.44	
R-2	Residential, multiple family including dormitories, convents, monasteries	130.40	124.99	120.83	114.56	104.04	100.68	111.82	90.97	86.92	
R-3	Residential, one- and two-family	122.74	119.39	116.36	113.47	108.94	106.23	109.87	101.79	95.34	
R-4	Residential, care/assisted living facilities	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95	
S-1	Storage, moderate hazard	86.21	81.85	76.54	73.32	64.77	61.71	69.76	52.30	48.65	
S-2	Storage, low hazard	85.31	80.95	76.54	72.42	64.77	60.81	68.86	52.30	47.75	
U	Utility, miscellaneous	64.61	61.02	57.11	53.93	48.40	45.26	51.34	37.85	35.85	

LATE APPLICATION SUBMITTAL

Double Fees—Any person who fails to obtain a permit and pay the required fee prior to the commencement of work shall pay a fee twice that as shall be prescribed by the provisions of this resolution for the issuance of said permit.

REFUND POLICY

Building Permit Fees: The full amount of the permit will be refunded if the project has not started and no inspections have been completed. (NOTE: If a plan review has been completed, no refund of that fee will occur.) In the event the project has started and inspections have been made, refunds will not be given.

Zoning Permit Fees / Application Fees: Refunds will not be given.

PERMIT RENEWAL FEES

Building Permit: \$75.00; Valid for one year. Only one renewal allowed; new application will be required if projects go longer than two years.

Zoning Permit: No renewals.

Building and Zoning permits are not transferable.

DURATION OF PERMITS

Building Permit: 1 year

Zoning Permit: 1 year

Sign and Demolition Permit: 6 months

Site Plan Review and Conditional Use Permit: Permit will expire 1 year after granted, unless construction is complete or commencement of the use has substantially begun.

Temporary Uses or Structures: 6 months

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

Resolution declared adopted.

I. **Consider Purchase Offer for Lots 4 and 5 of the First Street Business Park** – The following resolution was offered by Nordlund and supported by Soberalski:

RESOLUTION

WHEREAS, the Township owns certain real property within the Pere Marquette First Street Business Park;

WHEREAS, John Weeber (the “Purchaser) made an offer to purchase certain real property commonly known as Lot 4 and Lot 5, Pere Marquette First Street Business Park (the “Property), and legally described on the attached Exhibit A for a total purchase price of Seventy-Five Thousand Dollars (\$75,000.00) subject to certain terms and conditions.

WHEREAS, the Board wishes to confirm its acceptance 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 authorized.
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 and the Clerk 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: G. Bleau, Enbody, K. Bleau, Kmetz, Nordlund, Rasmussen, and Soberalski.
No: None.
Absent: None.

Resolution declared adopted.

COMMITTEE REPORTS: Planning Commission (Rasmussen) – No report, no meeting.

Zoning Board of Appeals (Soberalski) – No report, no meeting.

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 Kmetz to approve payment of invoices totaling \$91,256.04.

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

Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for December 2020 and is continuing to collect taxes and working through the utility billing process.

Supervisor (G. Bleau) – Reported a virtual assessment tour of the Pumped Storage Facility; reviewed 2020 building and zoning report totals noting almost eleven million dollars in construction value in 2020.

ADJOURNMENT: **Moved** by K. Bleau, seconded by Rasmussen to adjourn the meeting.

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

Motion carried at 7:34 p.m.

Rachelle D. Enbody, CMC, MiPMC Township Clerk

Gerald A. Bleau, Township Supervisor

SPECIAL MEETING**January 28, 2021****PERE MARQUETTE CHARTER TOWNSHIP BOARD**

held at 1699 S. Pere Marquette Highway, Ludington MI 49431

Meeting held via teleconference.

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 Rock Wood of Dickinson Wright, PLLC and Hannah
Hubbard (Ludington Daily News)

The meeting was called to order at 5:00 p.m. by the Supervisor. Invocation was given by Nordlund; Pledge of Allegiance was recited by all.

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

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

Motion carried.

NEW BUSINESS: A. **Closed Session** – The Board will consider entering into closed session pursuant to Subsection 8 (e) and (h) of the Open Meetings Act, MCL 15.268 and Subsection 13(1)(g) of the Freedom of Information Act, MCL 15.243(1)(g)).

Moved by K. Bleau seconded by Nordlund to go in to Closed Session to discuss materials exempt from disclosure under state or federal statute, including the written confidential opinion and advice of legal counsel dated January 22, 2021, regarding the matter of Township of Pere Marquette v Pallets Recycle, and to discuss legal strategy with counsel regarding settlement concerning this pending litigation matter, pursuant to sections 8 (e) and (h) of the Open Meetings Act.

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

Motion carried at 5:06 p.m.

Moved by Soberalski, seconded by K. Bleau that the Township Board return from closed session that was held to discuss materials exempt from disclosure under state or federal statute, including the written confidential opinion and advice of legal counsel dated January 22, 2021, regarding the matter of Township of Pere Marquette v Pallets Recycle, and to discuss legal strategy with counsel regarding settlement concerning this pending litigation matter, pursuant to sections 8 (e) and (h) of the Open Meetings Act.

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

Motion carried at 6:24 p.m.

ADJOURNMENT: **Moved** by K. Bleau, seconded by Kmetz to adjourn the meeting.

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

Motion carried at 6:29 p.m.

REGULAR MEETING
February 9, 2021

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

Meeting held via teleconference.

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: Hannah Hubbard (Ludington Daily News), and Larry Gaylord.

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Nordlund; Pledge of Allegiance was recited by all.

APPROVAL OF PREVIOUS MINUTES: Moved by Soberalski, seconded by Nordlund to approve the January 12, 2021 minutes as presented.

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

Motion carried.

Moved by Kmetz, seconded by Nordlund to approve the January 28, 2021 special meeting minutes as presented.

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

Motion carried.

Moved by Rasmussen, seconded by K. Bleau to approve the January 28, 2021 closed session minutes as read by the clerk during the closed session.

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

Motion carried.

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

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

Motion carried.

NEW BUSINESS: 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 2020 at .40¢ per capita. The township has participated since the program began in 2007.

Moved by Enbody, seconded by Soberalski 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 21, 2021, to authorize the Supervisor to sign the agreement on behalf of the township and to allocate \$950.00 for the 2021 program.

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

Motion carried.

B. **Consider Agreement(s) for the Collection of Summer Property Taxes** – 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 Soberalski, seconded by Enbody to enter into an agreement with the Ludington Area School District for the collection of 2021 summer property taxes at a reimbursed amount of \$4.00 per parcel and to authorize the Supervisor and Clerk to sign the agreement.

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

Motion carried.

Moved by Nordlund, seconded by Kmetz to enter into an agreement with the West Shore Educational Service District for the collection of 2021 summer property taxes and to authorize the Supervisor and Clerk to sign the agreement.

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

Motion carried.

Moved by Enbody, seconded by Rasmussen to enter into an agreement with West Shore Community College for the collection of 2021 summer property taxes and to authorize the Supervisor and Clerk to sign the agreement.

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

Motion carried.

C. **Consider Request to Purchase Fire Department Rope Rescue Equipment** – Board members reviewed a memo from G. Bleau requesting the purchase of additional rope rescue equipment in the amount of \$2,740.00. The Fire Department purchased \$5,879.78 in rope rescue equipment in 2020. Gaylord stated that this purchase should bring the Fire Department up to a satisfactory level of rope rescue equipment. G. Bleau noted that all safety and rescue equipment have an expiration date and most expirations are ten years from the purchase date.

Moved by G. Bleau, seconded by Rasmussen to approve the purchase of rope rescue equipment from Progressive Rescue Solutions, Inc. in the amount of \$2,740.00.

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

Motion carried.

D. **Consider Request to Purchase Fire Department Pagers** – G. Bleau explained that the purchase of twenty new pagers in the amount of \$10,500.00 was planned and budgeted for 2020. The pagers were ordered through Mason Oceana 911 at a 50% discount along with a credit of \$1,120.00 for sixteen old pagers. The township has just recently received the invoice.

Moved by Soberalski, seconded by Nordlund to approve the purchase of Fire Department pagers purchased through Mason-Oceana 911 in the amount of \$5,405.00.

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

Motion carried.

E. **Consider Request to Purchase Scanner/Printer** – G. Bleau reviewed three quotes for a large format printer/scanner/copier that was budgeted in 2020 between the building, zoning and assessing departments.

Travers Reproduction & Supply Co.	HP Design Jet T2600	\$ 8,890.00
Document Solutions	Canon 3500 (new)	\$21,293.00
Document Solutions	Canon 500 (reconditioned)	\$13,500.00

Moved by Rasmussen, seconded by Nordlund to approve the purchase of a large format printer/scanner from Traverse Reproduction & Supply Company in the amount of \$8,890.00.

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

Motion carried.

F. **Consider Letter of Resignations – Board of Review** – Board members received a letter of resignation from Board of Review member Marsha Gould.

Moved by Enbody, seconded by Kmetz to accept the letter of resignation from Board of Review member Marsha Gould, with regret, effective immediately.

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

Motion carried.

G. **Consider Planning Commission Appointment** – Board members reviewed the recommendation from G. Bleau to appoint Jeremy Wagner to the Planning Commission.

Moved by Kmetz, seconded by Soberalski to appoint Jeremy Wagner to the Planning Commission to fill the vacancy created by the resignation of Rex Pope for the term ending December 31, 2021.

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

Motion carried.

COMMITTEE REPORTS: Planning Commission (Rasmussen) – Reported postponing action to obtain more information.

Zoning Board of Appeals (Soberalski) – Reported the next meeting is tomorrow.

Fire Department (Rasmussen) – Reported on meeting attendance.

Department reports were included in board packets.

OFFICERS REPORTS: Clerk (Enbody) – Reported working on year-end and audit preparation. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Rasmussen to approve payment of invoices totaling \$323,623.04.

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

Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for January 2021 and is working on wrapping up tax collection and utility billing which are due next week.

Supervisor (G. Bleau) – Reported that MDOT is scheduled to do a complete deck repair on the viaduct on South Pere Marquette Highway beginning in February with completion by the end of June; the Mason County Road Commission will be starting the Rasmussen Road project in March with an expected completion date of July 4th; Consumers Energy will be trimming trees in the right-of-way throughout the township; the township will again be applying for a Land and

Water Conservation Grant for the construction of a Pere Marquette River access site; Lakeshore Environmental has been retained to provide environmental due diligence to support the township's acquisition of the remaining Dow parcel; regarding the remaining Dow parcel, the required environmental study has been submitted to EGLE; the Roads Committee will be meeting soon to review the 2021 township road projects; the board will continue to meet virtually through March.

ADJOURNMENT: **Moved** by Enbody, seconded by Soberalski to adjourn the meeting.

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

Motion carried at 7:14 p.m.

Rachelle D. Enbody, CMC, MiPMC Township Clerk

Gerald A. Bleau, Township Supervisor

REGULAR MEETING
February 23, 2021

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

Meeting held via teleconference.

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

Absent: Trustees: Andrew Kmetz (joined at 5:05 p.m.) and James Nordlund Sr. (joined at 5:12 p.m.)

Also present: Hannah Hubbard (Ludington Daily News) and Kelly Smith.

The meeting was called to order at 5:00 p.m. by the Supervisor. Invocation was given by Smith; Pledge of Allegiance was recited by all.

APPROVAL OF PREVIOUS MINUTES: Moved by Soberalski, seconded by K. Bleau to approve the February 9, 2021 minutes as presented.

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

Motion carried.

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

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

Motion carried.

COMMUNICATIONS: Enbody reported a channel update notification from Charter Communications (Spectrum).

NEW BUSINESS: A. First Reading of Proposed Ordinance No. 148 – Zoning Ordinance Text Amendment – Board members conducted the first reading of proposed Ordinance No. 148, a zoning ordinance text amendment. The text amendment would amend the listed Zoning District in Article 19: High-Risk Erosion Overlay Zone; would amend, add and repeal various sections relation to and regulating Article 28: Signs. The Planning Commission held a public hearing on February 2, 2021 and is recommending the ordinance for approval and adoption.

Moved by K. Bleau, seconded by Kmetz to accept the first reading of proposed Ordinance No. 148, a zoning ordinance text amendment and to schedule the second reading and consideration of adoption for March 9, 2021.

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

Motion carried.

B. Consider Request to Purchase UTV for the Parks Department – Board members reviewed quotes for a Utility Terrain Vehicle (UTV) for the Parks Department. The purchase was originally planned for 2024 in the Capital Improvement Plan but was moved up to 2021 with the acquisition of the new park property.

The quotes received were:

Bader Brothers	\$21,100.00
Babbitt's	\$22,000.00
Peacock Ltd.	\$22,000.00
Classic Motor Sports	\$23,121.09

Moved by Rasmussen, seconded by Soberalski to approve the purchase of a Polaris Ranger XP 1000 Utility Terrain Vehicle from Bader Brothers at a purchase price of \$21,100.00.

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

Motion carried.

C. **Consider quotes for Sewer and Water Rate Study** – Board members reviewed the following quotes for a Sewer and Water Rate Study:

Gosling Czubak Engineering Sciences, Inc.	\$ 7,920.00
Stantec	\$28,970.00
Utility Financial Solutions, LLC	\$29,800.00

K. Bleau explained that per the boards' direction in January she had requested quotes from five different firms. The industry standard suggests that a comprehensive analysis be completed every five to seven years. The most recent comprehensive analysis was completed by Stantec (previously Burton & Associates) in 2015. Gosling Czubak completed a rate study for the township in 2007/2008 and Stantec completed an analysis in 2015. Utility Financial Solutions was suggested by the engineering firm of Fleis and Vandenbrink and most recently completed a study for the City of Ludington. The two other firms that were contacted did not provide quotes. K. Bleau recommended Stantec for the analysis as they are the best in the business, they have the most recent comprehensive knowledge of the system and were instrumental in negotiating the current agreement with the City of Ludington and Michigan Power. G. Bleau explained that the Michigan Rural Water Association recently completed a limited study for the township. The MRWA study meets the requirements of the State of Michigan for municipalities to review their rates every three years and the MRWA study is provided at no cost. G. Bleau will distribute the MRWA study to board members.

Moved by Nordlund seconded by Rasmussen to postpone action on conducting a rate study in order to review the MRWA information.

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

Motion carried.

COMMITTEE OF THE WHOLE: **Moved** by G. Bleau, seconded by Enbody to move into Committee of the Whole at 5:35 p.m. Motion carried.

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

Motion carried.

Various topics discussed with no action taken:

G. Bleau explained that he was contacted by Matt Biolette of Republic Services to consider amending the recycling schedule. Biolette explained that there has been a significant increase in cardboard shipping boxes that has significantly increased the amount of recycling collected. The suggested schedule by Republic would split the monthly pick up between the North and South portions of the township. The South portion of the township would be picked up the second Monday of each month and the North portion of the township would be picked up on the third Monday of each month. The board felt that this change would be difficult for residents to adjust to. Another suggestion would be to increase the recycling pickup to two times per month, per residence, but at an increased cost of over \$40,000.00 per year, a twice monthly recycling pick up is cost prohibitive. Bleau will respond to Republic Services that the options presented were declined.

K. Bleau discussed the waiving of penalty charges for the 2020 utility billing. The original resolution states "penalty charges will not be enforced for the remainder of 2020." The fourth quarter billing cycle is billed and collected in 2021. The board will also need to determine if it wishes to continue the waiving of penalties for any of the 2021 billing cycles.

Soberalski complained that he had to wait for twenty-eight minutes at the railroad crossing on Sixth Street and asked if there was an avenue for the township to pursue that would regulate the length of time a train is allowed to delay traffic.

Kmetz asked when the board would be able to meet in person. G. Bleau explained that the current order (MCL 333.2253 – Gathering and Face Mask Order) does not currently allow for in person meetings of more than ten participants from more than two households.

Moved by Enbody, seconded by Kmetz to return to regular session at 6:05 p.m.

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

Motion carried.

Moved by K. Bleau seconded by Rasmussen to clarify that the suspension of utility billing penalty charges remains effective through the fourth quarter billing cycle of 2020.

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

Motion carried.

ADJOURNMENT: **Moved** by Enbody, seconded by Nordlund to adjourn the meeting.

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

Motion carried at 6:09 p.m.

Rachelle D. Enbody, CMC, MiPMC Township Clerk

Gerald A. Bleau, Township Supervisor

REGULAR MEETING
March 9, 2021

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, Henry Rasmussen and Ronald Soberalski.
Present via teleconference: Trustee James Nordlund Sr.
Also present: Sheriff Kim Cole, Larry Gaylord, and Kelly Smith.
Present via teleconference: James Bernier (JMB Associates), Hannah Hubbard (Ludington Daily News), and two guests.

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Smith. Pledge of Allegiance was recited by all.

APPROVAL OF PREVIOUS MINUTES: **Moved** by K. Bleau, seconded by Rasmussen to approve the February 23, 2021 minutes as presented.

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

Motion carried.

PUBLIC COMMENT: Sheriff Cole reported on calls for service from November 2020, December 2020, January 2021 and February 2021.

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

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

Motion carried.

PUBLIC HEARINGS: A. **Application for Land and Water Conservation Fund Grant** – The public hearing was called to order by the Supervisor at 6:43 p.m. The purpose of the hearing is to receive public comments regarding Pere Marquette Charter Township’s grant application for a Federal Land & Water Conservation Fund Grant. Notice of the public hearing was published in the Ludington Daily News on February 27, 2021. Jim Bernier explained that the grant is a 50/50 match, reviewed the local match funding sources, and gave an overview of the development project which is a new Pere Marquette River boating, pedestrian fishing and wetlands ecology observation facility at Pere Marquette Conservation Park.

There were no comments, written or oral and the public hearing was closed at 6:48 p.m.

COMMUNICATIONS: Enbody reported a channel update notification from Charter Communications (Spectrum).

UNFINISHED BUSINESS: A. **Consider Quotes for Sewer and Water Rate Study** – K. Bleau explained that she obtained quotes for a rate study/analysis under the direction of the board. The board postponed action at the previous meeting until members could review the Michigan Rural Water Association Rate Calculation Report. The industry standard recommendation is to conduct a rate analysis every five to seven years. The previous rate analysis was completed in 2015. The MRWA evaluation is required by EGLE every three years and meets the requirements for a water system analysis, but does not make rate recommendations. K. Bleau recommends that the township continue to use the 2015 analysis as a basis for rates and further recommends that the next future analysis be considered for 2023.

Moved by Nordlund seconded by Rasmussen to reject the quotes for a Sewer and Water Rate Study.

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

Motion carried.

NEW BUSINESS: A. **Resolution of Authorization – Land and Water Conservation Fund Grant**

LAND AND WATER CONSERVATION FUND
RESOLUTION OF AUTHORIZATION

WHEREAS, the Pere Marquette Charter Township Board of Trustees supports the submission of an application titled, “Pere Marquette River Community Access” to the Land and Water Conservation Fund for development of a new Pere Marquette River boating, pedestrian fishing and wetlands ecology observation facility 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 1/20/20; and,

WHEREAS, Pere Marquette Charter Township is hereby making a financial commitment to the project in the amount of \$120,000 matching funds, in cash and force account; and,

WHEREAS, if the grant is awarded the applicant commits its local match and donated amounts from the following sources:

- Ludington based Pennies From Heaven Foundation through the Land Conservancy of West Michigan
\$250,000,
 - Metalworks Corp of Ludington through the Land Conservancy of West Michigan
\$130,000
- Total \$500,000

NOW THEREFORE, BE IT RESOLVED that the Pere Marquette Charter Township Board of Trustees hereby authorizes submission of a Land and Water Conservation Fund application for \$500,000; and further resolves to make available through its own financial commitment and cash donations a local match of \$500,000 (50%) for a total \$1,000,000 project cost, during the 2022-2023 fiscal years.

Moved by Soberalski, seconded by Rasmussen to adopt the foregoing **resolution**.

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

Resolution declared adopted.

B. **Second Reading and Consideration of Adoption of Proposed Ordinance No. 148 – Zoning Ordinance Text Amendment** – Board members conducted the second reading of proposed Ordinance No. 148, a zoning ordinance text amendment. The text amendment would amend the listed Zoning District in Article 19: High-Risk Erosion Overlay Zone; would amend, add and repeal various sections relation to and regulating Article 28: Signs. 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 February 27, 2021.

Moved by K. Bleau, seconded by Kmetz to accept the second reading without change and adopt Ordinance No. 148, a zoning text amendment ordinance, and to provide for an effective date.

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

Motion carried.

C. **Consider Purchase of Firefighter Turn-out Gear** – Board members reviewed a quote from Allied Fire Sales & Service, LLC for the purchase of three sets of turnout gear.

Moved by Rasmussen, seconded by Soberalski to approve the purchase of three sets of custom turnout gear from Allied Fire Sales & Service, LLC in the amount of \$7,048.14.

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

Motion carried.

D. Consider Mutual Fire Protection Agreement – Board members reviewed the Mutual Fire Protection Agreement. The agreement provides for mutual aid between Pere Marquette Charter Township, Hamlin Township, and the City of Ludington. The term of the agreement is for two years and shall thereafter automatically extend from year to year.

Moved by Soberalski, second by Rasmussen to approve the Mutual Fire Protection Agreement and to authorize the Supervisor and Clerk to sign the agreement on behalf of the township.

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

Motion carried.

E. Consider Amendment(s) to Personnel Policy – Board members reviewed two updates to the Personnel Policy. The first amendment is in regards to overtime. The current policy only allows for overtime in excess of 40 hours if the employee has actually worked and does not allow the hours for holidays or other paid time off to be considered as hours worked. This amendment would allow for overtime compensation when employees hours, including paid time off, exceed forty hours. The second amendment would change the Good Friday Holiday from “afternoon only” to a full day holiday.

Moved by Enbody, seconded by K. Bleau to approve the following amendment(s) to the Pere Marquette Charter Township Personnel Policy: (amendments are in **bold**).

7.1.3 *Overtime*. Add: **Employees called in to work outside for their normal hourly duties will be paid overtime regardless of paid time off in any given week.**

9.9 Paid Holidays.

Paid holidays include the following:

Good Friday —~~afternoon only~~

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

Motion carried.

F. Consider Approval of Job Descriptions – The township conducted a Classification and Compensation Study in 2020 which included providing the township with the necessary tools for ongoing job description development. The completion of the study included updated job descriptions. Board members reviewed job descriptions for the following positions: Administrative Assistant, Assessor, Building Inspector, Building Official, Deputy Clerk, Department of Public Works Operator, Department of Public Works Superintendent, Department of Public Works Assistant Superintendent, Parks Manager, Township Supervisor, Township Treasurer, and Zoning Administrator. G. Bleau added that the Personnel Committee has reviewed the descriptions. While the township currently contracts the Building Inspector position and the Building Official position is currently handled by G. Bleau, it is still important to have the approved job descriptions available in case the township decides to employ those positions in the future.

Moved by Kmetz, seconded by K. Bleau to approve the job descriptions as presented, effective immediately.

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

Motion carried.

G. Consider Resolution to Suspend Sewer and Water Penalty Charges – K. Bleau was directed to bring a resolution to waive the utility penalty charges by quarter in 2021. K. Bleau reported that at this time there are approximately six customers with past due bills from fourth quarter 2020. K. Bleau recommended that the board no longer waive penalty charges in 2021.

The following resolution was offered by Nordlund and seconded by Rasmussen.

RESOLUTION TO SUSPEND WATER AND SEWER PENALTY CHARGES

WHEREAS due to the COVID-19 pandemic; and

WHEREAS as stated in Article II. – Water System

Division 1. – Generally

Sec. 30-66. – Billing and enforcement.

(b) Bills shall be mailed by the 15th day of the month following the quarter or month for which the bills are rendered and shall be due and payable on or before the tenth day of the next month. Customers whose bills are not paid on or before the due date shall have a penalty charge equal to eight percent of the amount of the bill added thereto. Customers whose bills remain unpaid on the 20th day of the month shall receive a second and final bill, which shall include the penalty amount and shall indicate that the customer's township water service will be shut off if payment is not made within five days of the date of the bill. If the bill plus the penalty amount is not paid within five days of the date of the bill, then the customer's public water service shall be turned off immediately and without further notice. Water service shall not be restored until the entire amount of the water bill plus the penalty amount has been paid together with any charges due pursuant to section 30-63.

THEREFORE, BE IT RESOLVED by the Pere Marquette Charter Township Board that penalty charges will not be enforced for the first quarter of 2021.

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

Resolution declared defeated.

H. Consider Sewer Connection Discount – Rasmussen Road Project – K. Bleau stated that the township has historically offered connection discounts during construction projects as an incentive for residents to connect to municipal services. If passed, informational letters will be mailed to residents in the project vicinity to inform them of the opportunity to connect.

The following **resolution** was offered by K. Bleau, and seconded by Kmetz:

WHEREAS, Ordinance No. 92, the Pere Marquette Charter Township Sewer System Rate Ordinance (the “Sewer Ordinance”) 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:

11. Pursuant to Section 4 of the Sewer Ordinance, the following sewer connection charges are established; the following sewer connection charges shall be added to Section 4 as indicated in **bold**:

- 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

For the 2021 Rasmussen Road Sewer Project:

These installation charges may be discounted by 50% if application to connect and payment is made during the construction phase of the sewer line installation project on Rasmussen Road. The discount will apply until the completion of the project.

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

Resolution declared adopted.

I. Consider Purchase Offer Amendment for LOT 1 of First Street Business Park – The following resolution was offered by G. Bleau and supported by Enbody:

RESOLUTION

WHEREAS, the Township owns certain real property within the Pere Marquette First Street Business Park;

WHEREAS, ~~White Sand Holdings, Inc.~~, **Sheldon Larson** (the “Purchaser”) made an offer to purchase certain real property commonly known as Lot 1, Pere Marquette First Street Business Park (the “Property”), and legally described on the attached Exhibit A for a total purchase price of Seventy Thousand Four Hundred Seventy Dollars (\$70,470.00) subject to certain terms and conditions.

WHEREAS, the Board wishes to confirm its acceptance 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 authorized.
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 and the Clerk 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: G. Bleau, Enbody, K. Bleau, Kmetz, Nordlund, Rasmussen, and Soberalski.
No: None.
Absent: None.

Resolution declared adopted.

COMMITTEE REPORTS: Zoning Board of Appeals (Soberalski) – Reported granting a variance request for a storage facility.

Planning Commission (Rasmussen) – Reported most will be at next meeting.

Board of Review (G. Bleau) – Reported that the Board of Review held their Organizational Meeting on March 2nd, a regular meeting on March 8th and the next meeting will be March 10th. In March, the Board of Review can consider Poverty and Veteran’s Exemption Applications and Taxpayer Petitions, including valuation disputes.

Fire Department Liaison (Rasmussen) – Reported nineteen members attended a pipeline training session.

Roads Committee (G. Bleau) – Reported that the committee will meet in late March/early April for 2021 Road Projects.

Department reports were included in board packets.

OTHER REPORTS: Parks/Facilities Manager – Reported on department activity.

Fire Department (Gaylord) – Reported on department activity.

G. Bleau noted that board members received the Planning Commission 2020 Annual Report and the Zoning Board of Appeals 2020 Summary Report that were completed and submitted by the Zoning Administrator.

OFFICERS REPORTS: Clerk (Enbody) – Reported that the staff members will be meeting with the auditor on Thursday in order for the auditor to complete a process review. Reported preparing for the May election and that there may also be an August election. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Rasmussen to approve payment of invoices totaling \$576,090.63.

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

Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for February 2021 and is working on a new format for the report. Tax settlement is scheduled for Thursday and with settlement complete, will begin contacting each banking and investment institution to review the investment accounts.

Supervisor (G. Bleau) – Reported taking Smith to Detroit in order to pick of the new truck for the Parks Department. Reported working on the updates to the personnel policy, mutual aid agreement, and preparing for Board of Review. The wayfinding signs were received and installed. The DPW received delivery of the new leaf vac.

ADJOURNMENT: **Moved** by Enbody, seconded by Soberalski to adjourn the meeting.

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

Motion carried at 7:54 p.m.

Rachelle D. Enbody, CMC, MiPMC Township Clerk

Gerald A. Bleau, Township Supervisor

REGULAR MEETING**April 13, 2021****PERE MARQUETTE CHARTER TOWNSHIP BOARD**

held at 1699 S. Pere Marquette Highway, Ludington MI 49431

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

Also present: Maryamuels (Mason County Road Commission), Larry Gaylord, Kelly Smith and five guests.

Present via teleconference: Riley Kelley (Ludington Daily News) and one guest.

Present for a portion of the meeting: Sheriff Kim Cole and Kristin Lange.

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Smith. Pledge of Allegiance was recited by all.

APPROVAL OF PREVIOUS MINUTES: Moved by Soberalski, seconded by K. Bleau to approve the March 9, 2021 minutes as presented.

Motion carried.

PUBLIC COMMENT: Sheriff Cole reported on calls for service from March 2021.

APPROVAL OF AGENDA: Moved by Enbody, seconded by Kmetz to add Item D. "Consider Purchase Offer(s) for LOT 4 of First Street Business Park" to the agenda and approve the agenda as amended.

Motion carried.

COMMUNICATIONS: Kelly Smith gave a presentation on the Master Plan for the Pere Marquette Conservation Park. The presentation is available on the Township's website. Each board member received a letter from auditor Douglas Wohlberg, CPA. The communication details the planned scope and timing of the audit and the auditor's responsibilities under accepted auditing standards. Board members received a copy of the notice from the County Treasurer notifying the township of procedural changes in the foreclosure process.

NEW BUSINESS: A. Consider Appointment to Board of Review – Moved by Kmetz, seconded by Nordlund to appoint Jennifer Richert as a regular member to the Board of Review to fill the vacancy created with the resignation of Marsha Gould and to appoint James Hinman as an alternate member for terms ending January 1, 2023.

Motion carried.

B. Consider Request for Reduction of Building Permit Fee – Board members reviewed a letter from Heirloom Carpentry and Construction requesting a reduction of a building permit fee. The correspondence states that Heirloom contacted the Township for an estimate for a building permit fee in which Heirloom was given a verbal estimate of approximately \$6,500.00 based upon information from a similar project that Heirloom constructed in 2018. When the completed building permit application was received and reviewed, the fee was calculated to be \$9,837.86. Heirloom is requesting that the board honor the verbal quote and not the actual, calculated fee.

Moved by Nordlund, seconded by Rasmussen to approve the request from Heirloom Carpentry & Construction for the reduction of the building permit fee in the amount of \$3,137.86 for the property located at 110 S. Jackson Road.

The Zoning Administrator provided the board with a detailed explanation that the project in 2018 was determined to have an error in the "building type" used to calculate the fee and therefore, was under-calculated and resulted in a savings to Heirloom in the amount of \$2,768.00. The error was not realized until the 2021 building permit application was received and processed which prompted a review of the 2018 permit fee that the verbal estimate was based upon. Enbody stated that the township should not be bound by an estimate. The building and zoning fee schedule has been amended twice since the 2018 permit was issued and the fee schedule is available on the township website so that contractors are able to estimate permit fees for themselves.

Motion failed.

Moved by Kmetz, seconded by K. Bleau to deny the request from Heirloom Carpentry & Construction for the reduction of the building permit fee in the amount of \$3,137.86 for the property located at 110 S. Jackson Road.

Motion carried.

The board made no decision to pursue the reimbursement of the 2018 underpaid permit fee.

C. Consider 2021 Road Projects – Moved by K. Bleau seconded by Enbody to complete the following road projects at a total estimated township cost of \$242,544.14 and to authorize the township supervisor and township clerk to sign the contracts with the Mason County Road Commission on behalf of the township:

Bradshaw Road – Lakeshore Drive to Inman Road (length 2,592’):
Place HMA overlay over entire roadway
Estimated Cost - \$57,639.76

John Street – Jebavy Drive to west of Emily Kay Court (length 636’):
Place HMA overlay over entire roadway
Estimated Cost \$17,556.28

Lakeshore Drive – Iris Road to Buttersville Park (length 6,852’):
Place HMA overlay over entire roadway and install high risers
Estimated Cost \$125,709.82

Riverside Lane – Hillside Drive continuing east to the end (length 1,441)
Place HMA overlay over entire roadway
Estimated Cost \$41,421.40

Township wide dust control
Estimated Cost – \$216.88

F. Consider Purchase Offer(s) for LOT 4 of First Street Business Park – The following resolution was offered by Soberalski and supported by Kmetz:

RESOLUTION

WHEREAS, the Township owns certain real property within the Pere Marquette First Street Business Park;

WHEREAS, Foam Works Acquisition, LLC & Nelson Ludington Property, LLC (the “Purchaser) made an offer to purchase certain real property commonly known as Lot 4, Pere Marquette First Street Business Park (the “Property), and legally described on the attached Exhibit A for a total purchase price of Twenty-Five Thousand Dollars (\$25,000.00) subject to certain terms and conditions.

WHEREAS, the Board wishes to confirm its acceptance 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 authorized.
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 and the Clerk 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: Nordlund, Kmetz, Enbody, G. Bleau, K. Bleau, Rasmussen, and Soberalski.
No: None.
Absent: None.

Resolution declared adopted.

COMMITTEE REPORTS: Roads Committee (Bleau) – Reported meeting to review road projects and sidewalks.

Planning Commission (Rasmussen) – Reported receiving a public comment requesting a stop sign and brush clearing near the corner by Memorial Tree Park. Lange added that the Planning Commission approved a site plan for a lot in the Pere Marquette Industrial Park.

Fire Department Liaison (Rasmussen) – No report.

Building/Zoning Department (Lange) – Reported on department activity for March 2021.

Department reports were included in board packets.

OTHER REPORTS: Fire Department (Gaylord) – Reported on department activity.

OFFICERS REPORTS: Clerk (Enbody) – Reported the Election Commission met to appoint election inspectors for the May 4 special school election. First quarter financial reports were provided to board members. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Rasmussen to approve payment of invoices totaling \$392,794.44. Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for March 2021. Reported completion of tax settlement with the county, working on bringing investment recommendations to the board, and is busy with water and sewer connections due to the Rasmussen Road project.

Supervisor (G. Bleau) – Reported that the building and zoning departments have been very busy and that the township as a whole is running very smoothly.

ANNOUNCEMENTS: The bridge project on S. Pere Marquette Highway is under review and no start date has been announced. The quarterly meeting of the Mason County Township Officers Association has been cancelled.

EXTENDED PUBLIC COMMENT: One person asked about the amount of funding the township expects to receive from the American Rescue Plan Act. G. Bleau responded that the township has received an estimated amount of the future allocation and that the board will review the allocation and plans for the funding at a future meeting. Other comments were questions to the parks manager regarding the master plan presentation, which were answered by the parks manager.

ADJOURNMENT: **Moved** by Nordlund, seconded Rasmussen to adjourn the meeting at 7:55 p.m.

Motion carried.

Rachelle D. Enbody, CMC, MiPMC, Township Clerk

Gerald A. Bleau, Township Supervisor

REGULAR MEETING**April 27, 2021****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.

Also present: One guest.

The meeting was called to order at 5:00 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 K. Bleau to approve the April 13, 2021 minutes as presented. Motion carried.

APPROVAL OF AGENDA: Moved by G. Bleau, seconded by Enbody to add Item I. "Police Week Resolution" to the agenda and approve the agenda as amended. Motion carried.

COMMUNICATIONS: Board members received a letter from the Michigan Department of Treasury regarding planning for the use of the American Rescue Plan.

NEW BUSINESS: A. Proclamation – Public Service Recognition Week – The following proclamation was offered by Enbody and supported by Soberalski:

PUBLIC SERVICE RECOGNITION WEEK

In honor of the millions of public employees at the federal, state, county, township and city levels:

Whereas: Americans are served every single day by public servants at the federal, state, county, township and city levels. These unsung heroes do the work that keeps our nation working. Their tireless efforts are especially critical today during the COVID-19 pandemic;

Whereas: Public employees take not only jobs, but oaths;

Whereas: Many public servants, including military personnel, police officers, firefighters, municipal employees, border patrol officers, embassy employees, health care professionals and other, risk their lives each day in service to the people of the United States and around the world;

Whereas: Public servants include teachers, doctors and scientists, train conductors and astronauts, nurses and safety inspectors, laborers, computer technicians and social workers and countless other occupations. Day in and day out they provide the diverse services demanded by the American people of their government with efficiency and integrity; and

Whereas: Without these public servants at every level, continuity would be impossible in a democracy that regularly changes its leaders and elected officials;

Therefore: I, the Supervisor of Pere Marquette Charter Township of Ludington, MI do hereby announce and proclaim to all citizens and set seal hereto, that May 2nd – 8th, 2021 is Public Service Recognition Week. All citizens are encouraged to recognize the accomplishments and contributions of government employees at all levels – federal, state, county, township and city.

Proclamation declared adopted.

B. Proclamation – 52nd Annual Professional Municipal Clerks Week – The following proclamation was offered by Soberalski and supported by K. Bleau:

Proclamation
52nd ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK
May 2 - May 8, 2021

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, recognizes the week of May 2 through May 8, 2021, 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.

C. **Proclamation – Building Safety Month** – The following proclamation was offered by K. Bleau and supported by Kmetz:

Proclamation
Building Safety Month — May, 2021

Whereas, Pere Marquette Charter Township is committed to recognizing that our growth and strength depends on the safety and economic value of the homes, buildings and infrastructure that serve our citizens, both in everyday life and in times of disaster, and;

Whereas, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

Whereas, these guardians are dedicated members of the International Code Council, a nonprofit that brings together local, state and federal officials that are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work, play, and;

Whereas, our nation benefits economically and technologically from using the International Codes that are developed by a national, voluntary consensus codes and standards developing organization, our government is able to avoid the high cost and complexity of developing and maintaining these codes, which are the most widely adopted building safety and fire prevention codes in the world;

Whereas, these modern building codes include safeguards to protect the public from hazards such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes, and;

Whereas, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' largely unknown protectors of public safety—our local code officials—who assure us of safe, sustainable, energy efficient and livable buildings that are essential to America's prosperity, and;

Whereas, "Prevent, Prepare, Protect. Building Codes Save," the theme for Building Safety Month 2021, encourages all Americans to raise awareness about the importance of safe and resilient construction; fire prevention; disaster mitigation, energy conservation; water safety; training the next generation; and new technologies in the construction industry.

Whereas, each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW, THEREFORE, I, Gerald A. Bleau, Supervisor of Pere Marquette Charter Township, State of Michigan, do hereby proclaim the month of May 2021 as Building Safety Month. Accordingly, I encourage our citizens to join with their communities in participation in Building Safety Month activities.

Proclamation declared adopted.

D. Consider Purchase Offer for LOT(s) 11, 12, & 13 of First Street Business Park –The following resolution was offered by Nordlund and supported by Soberalski:

RESOLUTION

WHEREAS, the Township owns certain real property within the Pere Marquette First Street Business Park;

WHEREAS, Nelson Family Enterprises/Nelson Industrial Construction & Engineering (the “Purchaser) made an offer to purchase certain real property commonly known as Lots 11, 12, & 13 Pere Marquette First Street Business Park (the “Property), and legally described on the attached Exhibit(s) A, B, & C for a total purchase price of Seventy Thousand Dollars (\$70,000.00) subject to certain terms and conditions.

WHEREAS, the Board wishes to confirm its acceptance 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 authorized.
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 and the Clerk 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: Nordlund, Kmetz, Enbody, G. Bleau, K. Bleau, Rasmussen, and Soberalski.
No: None.
Absent: None.

Resolution declared adopted.

E. Consider MDOT Excess property Disposal Notification – G. Bleau explained that Enbody received notification from MDOT of a potential release of land, specifically identified as Tract 1615 & 1616 and located along N. US 31 at the end of S. Beaune Road. MDOT is federally required to offer excess property to governmental agencies. The purchase price is required to be at current market value. An appraisal has not been completed.

Moved by Soberalski, seconded by Kmetz to **decline** the offer from MDOT to purchase excess property along N. US 31 and S. Beaune Road.

Motion carried.

F. Consider Restated Articles of Incorporation* of the WMCFDA, Inc. – G. Bleau explained that the current Articles of Incorporation were adopted in 1996 and are due to expire in 2021. The township attorney and the Fire Authority have reviewed the Articles of Incorporation and have updated them accordingly. The purpose of the Authority, as stated in the Articles, is to provide for fire protection and rescue services and for assisting the Incorporation Municipalities (Ludington, Pere Marquette Charter Township, and Hamlin Township) in providing fire protection and rescue services as described in the Articles. The term of the agreement is twenty-five years.

Moved by G. Bleau seconded by Rasmussen to adopt the Restated Articles of Incorporation of the Western Mason County Fire District Authority, Inc.

Motion carried.

G. Consider Lease Agreement – Malburg’s Sanitation Service, Inc. – K. Bleau explained that there was a change in ownership of Malburg’s Sanitation Service which prompted a review of the lease agreement. The township attorney reviewed the agreement and updated the agreement to indicate the change of ownership, to add a description of the portion of the property subject to lease along with an attached Exhibit of a photo and diagram of the leased portion, to indicate the new term of the agreement (5/1/2021 – 4/30/2024), and to increase the rental cost from \$680.00 to \$830.00 per month.

Moved by Soberalski, seconded by Rasmussen to approve the Lease Agreement between Pere Marquette Charter Township and Malburg’s Sanitation Service, Inc., to lease a portion of the premises located at 5030 W. Progress Drive for the purpose of operating a septic tank cleaning and installation business. The lease term begins May 1, 2021 and will terminate April 30, 2024 and may be renewed for successive terms upon agreement of the parties.

Motion carried.

H. Consider Request for Relief of Charges for Pool Fill – K. Bleau explained that a resident requested to have a new swim spa filled. The DPW staff installed a meter on the hydrant closest to the residence and filled the swim spa. The water was discolored and the resident requested a new fill. The hydrant was flushed and the swim spa was filled a second time. The water from the second fill was also discolored. The resident then filled the swim spa from a garden hose and were satisfied with the fill. The resident is requesting relief of the charges for both attempts at filling the swim spa and the sewer charges associated with filling the swim spa from the garden hose.

Moved by Soberalski seconded by Nordlund to approve the request from the homeowner at 1263 Hillside Drive for the relief of utility charges related to the filling of a swim spa in the amount of \$231.73.

Motion carried.

I. Police Week Resolution (added) - The following proclamation was offered by Nordlund and supported by K. Bleau:

POLICE WEEK RESOLUTION

A resolution to declare May 9-15, 2021 as Police Week in Pere Marquette Charter Township.

Whereas, In 1962, President John F. Kennedy proclaimed May 15th as Nation Peace Officers Memorial Day and the calendar week in which May 15th falls as National Police Week. Established by a joint resolution of Congress in 1962, National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others, and;

Whereas, There are more than 800,000 law enforcement officers serving in communities across the United States, including the approximately 17,000 full-time uniformed police officers in Michigan, and;

Whereas, Members of law enforcement deserve the appreciation and respect of the people of Pere Marquette Charter Township for the merit, dignity, bravery, and reliability they exhibit each and every day. We must also honor the sacrifices made by families of police officers, as each day they must face constant fear as their loved one works to protect us, and;

Whereas, In 2018 alone, 163 law enforcement officers were killed and many, many more assaulted in the line of duty across the country. The names of these dedicated public servants who made the ultimate sacrifice are engraved on the walls of the National Law Enforcement Officers Memorial in Washington D.C., and;

Whereas, Michigan’s and local fallen officers will never be forgotten, nor will their service to their respective communities. By choosing to commit themselves to law enforcement, these brave individuals answered the call for service and willingly put their lives in jeopardy. We commend them for recognizing service as a noble career and protecting the public safety, and also all of those who are serving without incident to date, and;

Whereas, Pere Marquette Charter Township, Michigan and all Michigan citizens have turned to members of law enforcement for assistance and support in times of distress, whether they are coping with a personal crisis or struggling through civil disorder or a natural disaster. Our communities rely on these courageous individuals when it is difficult to

stand on our own, and we are indebted to the unwavering public service of our local and state police. We are indeed fortunate and grateful for the contributions of law enforcement officers to the people of this state;

Now, Therefore, be it Resolved, that the members of this Township Board declare May 9 – 15, 2021 as Police Week in Pere Marquette Charter Township, Michigan.

We publicly salute the service of law enforcement officers in our community as well as those of our state and nation and honor police who place their lives on the line for the safety and security of their communities.

Resolution declared adopted.

ADJOURNMENT: Moved by Soberalski, seconded by Kmetz to adjourn the meeting at 5:45 p.m. Motion carried.

Rachelle D. Enbody, CMC, MiPMC Township Clerk

Gerald A. Bleau, Township Supervisor

REGULAR MEETING
May 11, 2021

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 Rachele Enbody.
Also present: Sheriff Kim Cole, Jennifer Strahan, Tom Murphy, and Fran Kalchik,

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Jim Nordlund, Sr. Pledge of Allegiance was recited by all.

Moved by K. Bleau seconded by J. Nordlund, Sr. to appoint Karie Bleau as Temporary Secretary for this meeting. Motion carried.

APPROVAL OF PREVIOUS MINUTES: **Moved** by R. Soberalski, seconded by A. Kmetz to approve the April 27, 2021 minutes with the following correction to the April 27, 2021 minutes: Item F: should read "Consider Restated Articles of **Incorporation** of the WMCFDA, Inc." 4/27/21 minutes read: Consider Restated Articles of **Information** of the WMCFDA, Inc. Motion carried.

PUBLIC COMMENT: Sheriff Cole reported on 71 calls for service in April 2021. Jennifer Strahan addressed the Board with her concerns and suggestions regarding the resolution to allow golf carts on designated roads. She asked the Board to delay passing the resolution until a study and public input can be considered.

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

NEW BUSINESS: A. **Consider Purchase Offer Amendment for LOT 4 of First Street Business Park** – The following resolution was offered by J. Nordlund, Sr. and supported by A. Kmetz:

RESOLUTION

WHEREAS, the Township owns certain real property within the Pere Marquette First Street Business Park;

WHEREAS, Nelson Ludington Property, LLC (the "Purchaser) made an offer to purchase certain real property commonly known as Lot 4, Pere Marquette First Street Business Park (the "Property), and legally described on the attached Exhibit A for a total purchase price of Twenty-Five Thousand Dollars (\$25,000.00) subject to certain terms and conditions.

WHEREAS, the Board wishes to confirm its acceptance 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 authorized.
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 and the Clerk 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: J. Nordlund, Sr. A. Kmetz, G. Bleau, K. Bleau, H. Rasmussen, and R. Soberalski
No: None
Absent: R. Enbody

Resolution declared adopted.

B. **Consider Purchase Offer for LOT(s) 12 & 13 of First Street Business Park** –The following resolution was offered by R. Soberalski and supported by J. Nordlund, Sr.:

RESOLUTION

WHEREAS, the Township owns certain real property within the Pere Marquette First Street Business Park;

WHEREAS, Nelson Family Enterprises, LLC (the “Purchaser”) made an offer to purchase certain real property commonly known as Lots 12, & 13 Pere Marquette First Street Business Park (the “Property”), and legally described on the attached Exhibit(s) A & B for a total purchase price of Sixty Thousand Dollars (\$60,000.00) subject to certain terms and conditions.

WHEREAS, the Board wishes to confirm its acceptance 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 authorized.
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 and the Clerk 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: J. Nordlund, Sr. A. Kmetz, G. Bleau, K. Bleau, H. Rasmussen, and R. Soberalski
 No: None
 Absent: R. Enbody

Resolution declared adopted.

C. **Consider Amendment to Schedule 1 of the Waste Services Agreement** – **Moved** by J. Nordlund, Sr. seconded by K. Bleau to approve the Schedule 1 Amendment to the Solid Waste Collection and Recycling Agreement between Pere Marquette Charter Township and Republic Services to add the second waste cart service for residential customers at a cost of \$45.00, quarterly, for the service. Residential customers will be invoiced directly by Republic Services.

Motion carried.

D. **Consider Resolution to Allow Golf Carts on Designated Roads** – Decision was postponed – no action was taken.

COMMITTEE REPORTS: Planning Commission (Rasmussen) – Reported most will be at next meeting

Architectural Control Committee – G. Bleau reported that the Architectural Control Committee has recently approved the Lakewinds Energy Park and Whitehall Industries projects. The projects will go to the Planning Commission for approval.

Fire Department Liaison (Rasmussen) – Reported seventeen members attended the most recent training. H. Rasmussen noted that the heat and air conditioning were running at the same time which prompted an inquiry regarding an energy study being done for the facility.

Department reports were included in board packets.

OTHER REPORTS: Fire Department (Gaylord) – Reported on department activity.

COMMITTEE OF THE WHOLE: **Moved** by R. Soberalski, seconded by H. Rasmussen to move into Committee of the Whole at 7:34 p.m. Motion carried.

R. Soberalski informed the Board of his long-standing concern regarding the traffic at the intersections of US 10/Jebavy Drive and S Pere Marquette Hwy/US 10. R. Soberalski shared that he spoke to someone at MDOT and the Airport Manager about the possibility of creating a bypass for traffic traveling northbound on Pere Marquette Highway. R. Soberalski reported that he believes that the airport will need to make some changes in the near future so now might be the time to pursue this idea further. G. Bleau spoke about the impending addition of an access road behind Shop N Save which should help with traffic volumes on at the Jebavy Dr./US 10 intersection. Sheriff Cole agreed to arrange a meeting with the Traffic Safety Committee.

Moved by R. Soberalski, seconded by H. Rasmussen to return to regular session at 7:57 p.m. Motion carried

OFFICERS REPORTS: Clerk (Enbody) – Absent.

Moved by K. Bleau, seconded by H. Rasmussen to approve payment of invoices totaling \$435,545.23. Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for April 2021.

Supervisor (G. Bleau) – Reported that he and the Zoning Administrator have been focusing on getting properties in compliance on Pere Marquette Highway and that they have had some very promising talks and have seen some progress from some of the properties. Pallet Recycle continues to be a problem without much progress but Bleau says they will keep trying.

ANNOUNCEMENTS: None

EXTENDED PUBLIC COMMENT: Jennifer Strahan again commented on the golf cart resolution and offered to research and provide information regarding education and safety practices of other municipalities who allow golf carts on their streets. Tom Murphy commented that he would like to see the Township's logo on the top section of the north side of the Township building as he said that it would look good in that empty space.

ADJOURNMENT: **Moved** by R. Soberalski, seconded J. Nordlund, Sr. to adjourn the meeting at 8:11 p.m.

Motion carried.

Karie Bleau, Temporary Clerk

Gerald A. Bleau, Township Supervisor

**REGULAR MEETING
June 8, 2021**

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

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

Also present: Township Attorney Ronald Bultje of Dickinson Wright, Sheriff Kim Cole, Andy Larr, Larry Gaylord, Kelly Smith and one guest.

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Smith; Pledge of Allegiance was recited by all.

APPROVAL OF MINUTES: **Moved** by Soberalski, seconded by Kmetz to approve the May 11, 2021 minutes as presented. Motion carried.

APPROVAL OF AGENDA: **Moved** by Enbody, seconded by Soberalski to add item G. Resignation of Firefighter to the agenda and approve the agenda. Motion carried.

PUBLIC COMMENT: Sheriff Cole reported on 82 calls for service in May 2021.

COMMUNICATIONS: Enbody reported three communications from Charter Communications regarding change in office location/hours and changes to packages and channels.

NEW BUSINESS: A. **Consider Appeal of Excess Fee(s)** – Attorney Bultje summarized the sequence of events leading to the appeal of the estimate of fees given in response to a FOIA and explained that the board has the following statutory options in response to the appeal: 1. Uphold the fee; 2. Eliminate (waive) the fee; 3. Revise the fee; and 4. Extend the response time which would require action at the next board meeting on June 22, 2021.

Moved by Nordlund, seconded by Kmetz to uphold the estimate with the requirement for a deposit of 25% on the basis of the information provided by clerk and due to the absence of the requesting party submitting a response as to why they believe the estimate is incorrect.

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

Motion carried

B. **First Reading of Proposed Ordinance No. 149 (Floodplain Management)** – Board members conducted the first reading of proposed Ordinance No. 149. The purpose of this ordinance is to amend Section 104-19 of the Pere Marquette Charter Township Code of Ordinances to provide for the township as the agency to administer and enforce the State Construction Code Act (1972 PA 230, as amended) and to designate regulated flood hazard areas.

Moved by K. Bleau, seconded by Enbody to accept the first reading of proposed Ordinance No. 149, an ordinance addressing floodplain management provisions of the State Construction Code, without change and to schedule the second reading and considerations of adoption for the June 22, 2021 meeting.

Motion carried.

C. **Consider Request for Relief of Penalty (Water/Sewer Services)** – K. Bleau explained that a utility customer mailed payment on May 7, 2021 for a utility bill due May 15, 2021. The customer received a late notice and reached out to question the missed payment. The customer issued a replacement check for the utility bill, including the penalty, which was received June 3. The original payment was received June 4, 2021 with a postmark date of May 7, which is prior to the original due date. The customer is requesting relief of the penalty.

Moved by K. Bleau seconded by Nordlund to approve the request for relief of penalty in the amount of \$18.03 for the resident at 6611 W. Park View Court, with the credit to be applied to the next billing cycle.

Motion carried.

D. **Consider Paving of Buttersville Beach Parking Area** – Board members reviewed a proposal obtained from the Mason County Road Commission for the paving of the beach parking area at Buttersville Park. The Township recently obtained the parking lot property, which was previously a leased property, and the township is now able to improve the parking area. G. Bleau suggested the funding could come from the Capital Improvement Fund and the Capital Improvement funding schedule could be re-evaluated and re-aligned to accommodate the paving. By paving the parking area in conjunction with the Road Commission’s paving of Lakeshore Drive, the Township is able to obtain better pricing.

Moved by Nordlund, seconded by Rasmussen to approve the paving of the parking area at Buttersville beach at an estimated cost of \$ 45,897.00 with funding out of the Capital Improvement Fund.

Motion carried.

E. **Consider Cross Connection Inspection Services** – Board members reviewed two proposals for Cross Connection Inspection services. A. Larr stated that neighboring municipalities already use CCRA. Cross Connection inspections are required by the DEQ. The DPW has been performing the inspections and would prefer to contract for the service. CCRA will maintain a database and submit the required reporting, PEI will not provide the database and reporting service.

Performance Engineers, Inc. (PEI) – Total to complete 178 Inspections \$7,120.00

CCRA Professional Services, LLC – Total to complete 71 Inspections \$5,080.00 (three-year agreement)

Moved by Rasmussen seconded by Soberalski to accept the proposal from CCRA Professional Services, LLC in the amount of \$5,080.00 to provide Cross Connection Inspection Services to Pere Marquette Charter Township contingent upon contract review by the township attorney.

Motion carried, one opposed.

F. **Consider Equipment Purchase** – Board members reviewed the following quotes for a new Compact Track Loader (skid steer) along with quotes for additional attachments:

Equipment	Base Price	Attachments	TOTAL
JCB 270T	\$71,363.80	\$28,104.80	\$ 99,468.60
John Deere 333G II	\$73,071.07	\$28,104.80	\$101,175.87
CAT 289 D3	\$71,500.00 (includes forks)	\$28,385.00	\$ 99,885.00

The purchase was included in the 2021 Capital Improvement plan at a budget of \$70,000.00. The township has been able to rent the equipment on an as-needed basis in the past and has also been able to lease the equipment although the lease option is no longer available. Larr (DPW) and Smith (Parks) both spoke of uses of the equipment for DPW/Water/Sewer and Park projects. Larr added that the storage building planned in the Capital Improvement Plan at a cost of \$75,000.00 could be postponed in order to purchase the equipment and attachments this year.

Moved by Soberalski, seconded by Rasmussen to authorize the purchase of the John Deere Compact Track Loader (skid steer) in the amount of 73,071.07 and additional attachments of a power rake, rotary cutter, forks, and broom in the amount of \$28,104.80 for a total purchase price of \$101,175.87.

Motion carried, two opposed.

G. **Resignation of Firefighter** (added) – Board members received a notice of resignation from firefighter Jacob (Jake) Bussey.

Moved by Rasmussen, seconded by Kmetz to accept the letter of resignation from firefighter Jacob Bussey with regret, effective immediately.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Rasmussen) – Nothing to report at this time.

Finance Committee (K. Bleau) – Reported the Committee met to review invoices from MTA and Construction Consultants, LLC. The review was required because the invoices were over the approval limit of the Supervisor.

Architectural Control Committee (G. Bleau) – Reported the Committee met June 3rd to review constructions plans for the construction of a distribution warehouses building on Lots 12 & 13 and met on June 9th to review construction plans for a warehouse office building on Lot 4, both projects located in the First Street Business Park.

Fire Department Liaison (Rasmussen) – No report.

Board members received the May 2021 Zoning/ Code Enforcement report.

COMMITTEE OF THE WHOLE: **Moved** by K. Bleau, seconded by Nordlund to move into Committee of the Whole at 7:32 p.m. Motion carried.

G. Bleau stated that the office staff is struggling to cover all of the departments during lunch time, with some not taking lunch and/or eating at their desk(s) while trying to serve the public. Without objection, he proposed closing the office building from 12:30 to 1:30 each day on a trial basis for the summer. He stated that it sends an important message to the staff that we value each of them and recognize the need for them to have a designated lunch hour.

Moved by Enbody, seconded by K. Bleau to return to regular session at 7:43 p.m. Motion carried.

OFFICERS REPORTS: Clerk (Enbody) – Enbody reported on recent department activity and provided a list of current invoices for approval.

Moved by Enbody, seconded by Rasmussen to approve payment of invoices totaling \$208,856.24. Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for May 2021. Reported that meter changes are almost complete, with one remaining meter to be converted to the new system.

Supervisor (G. Bleau) – Reported on Building Department activity. Reported working on the golf cart resolution by gathering information from residents and will be meeting with the owner of Pallets Recycle tomorrow regarding future disposition of the property.

ANNOUNCEMENTS: The Lincoln Lake Improvement Board will meet June 24, 2021.

EXTENDED PUBLIC COMMENT: Smith and Gaylord reported on department activity.

ADJOURNMENT: **Moved** by Kmetz, seconded Rasmussen to adjourn the meeting at 7:59 p.m. Motion carried.

Rachelle D. Enbody, CMC, MiPMC, Township Clerk

Gerald A. Bleau, Township Supervisor

REGULAR MEETING
June 22, 2021

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., and Ronald Soberalski.
Board member absent: Trustee Henry Rasmussen.
Also present: One guest.

The meeting was called to order at 5:00 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 June 8, 2021 minutes as presented. Motion carried.

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

PUBLIC COMMENT: Public comment was held.

NEW BUSINESS: A. **Resolution – Grant Agreement** – G. Bleau explained that the resolution authorizes the acceptance of the Michigan Department of Natural Resources grant for the engineering and construction of a boating access site.

RESOLUTION

The following resolution was offered by Nordlund and supported by K. Bleau:

"RESOLVED, that the Township of Pere Marquette, Michigan, accepts the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the Township agrees, but not by way of limitation, as follows:

1. To appropriate the sum of Two Hundred Fifty Thousand dollars (\$250,000.00) to match the One Hundred Eighty-three Thousand dollars (\$183,000.00) State grant authorized by the Department.
2. To maintain satisfactory financial accounts, documents, and records, and to make them available to the Department for auditing at reasonable times.
3. To construct the facilities and provide the funds, services, and materials as may be necessary to satisfy the terms of the Agreement.
4. To ensure that all premises, buildings, and equipment related procedures comply with all applicable State and Federal regulations.
5. To establish and appoint the **Pere Marquette Charter Township Board of Trustees** to regulate the use of the facilities constructed under this Agreement to assure the use thereof by the public on equal and reasonable terms.
6. To enforce all State statutes and local ordinances pertaining to marine safety and to enforce statutes of the State of Michigan within the confines of the Township pertaining to the licensing of watercraft. Watercraft not fully complying with the laws of the State of Michigan relative to licensing shall not be permitted to use the facility until full compliance with those laws has been made.
7. To comply with all terms of the Agreement, including all terms not specifically set forth in the foregoing portions of this Resolution."

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

Resolution declared adopted.

B. Second Reading and Consideration of Adoption of Proposed Ordinance No. 149 – (Floodplain Management) – Board members conducted the second reading of proposed Ordinance No. 149. The purpose of this ordinance is to amend Section 104-19 of the Pere Marquette Charter Township Code of Ordinances to provide for the township as the agency to administer and enforce the State Construction Code Act (1972 PA 230, as amended) and to designate regulated flood hazard areas. 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 June 18, 2021.

Moved by Kmetz, seconded by Enbody to accept the second reading without change and adopt Ordinance No. 149, an ordinance addressing floodplain management provisions of the State Construction Code and to provide for an effective date.

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

Motion carried.

COMMITTEE OF THE WHOLE: **Moved** by Soberalski, seconded by Nordlund to move into Committee of the Whole at 5:10 p.m. Motion carried.

Various topics discussed with no action taken.

Moved by Enbody, seconded by K. Bleau to return to regular session at 5:19 p.m. Motion carried.

G. Bleau stated that information was mailed township residents and placed on the website regarding the use of golf carts within the township. Residents are encouraged to respond as to whether or not they support allowing golf cart use on township roads and streets.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 5:21 p.m.

Rachelle D. Enbody, MiPMC, CMC Township Clerk

Gerald A. Bleau, Township Supervisor

REGULAR MEETING
July 13, 2021

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.

Also present: County Commissioner Steve Hull and eight guests.

Present for a portion of the meeting: Douglas Wohlberg, C.P.A.

The meeting was called to order at 6:30 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 June 22, 2021 minutes as presented. Motion carried.

PUBLIC COMMENT: Public comment was held.

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

PUBLIC HEARINGS: A. **Application for Industrial Facilities Exemption Certificate – UACJ Automotive** – G. Bleau called the public hearing to order at 6:35 p.m.. UACJ Automotive Whitehall Industries, Inc. submitted an application for an Industrial Facilities Exemption Certificate for a new facility at 4960 W. Progress Drive, Ludington. Notice of the public hearing was published in the Ludington Daily News on July 3, 2021 and the taxing authorities were notified of the public hearing by certified mail. The abatement request is for real property for a period of twelve years.

There were no comments, written or oral, and the Supervisor closed the public hearing at 6:36 p.m..

B. **Operation of Golf Carts within the Township** – G. Bleau called the public hearing to order at 6:36 p.m. The purpose of the hearing is to receive public comment in regards to the use of golf carts on the streets and roads within the township. Notice of the public hearing was published in the Ludington Daily News on July 3, 2021.

Two people spoke against the resolution citing safety and the age of the persons driving the golf carts and one person spoke in favor of the resolution.

G. Bleau clarified that the Michigan Vehicle Code allows a township to adopt a resolution permitting operation of golf carts on township on streets in the township subject to the requirement of the Vehicle Code. The Mason County Sheriff Department and/or the Michigan State Police are responsible for enforcement. G. Bleau shared the results of the golf cart survey. Six hundred fifteen surveys were issued and one hundred forty-seven were returned. Ninety of the responses were in favor and fifty-seven responses were against allowing golf carts in the township.

There were no further comments, written or oral, and the Supervisor closed the public hearing at 6:52 p.m..

NEW BUSINESS: A. **Presentation of 2020 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 2016 through 2020. 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. Wohlberg added that the audit was conducted remotely and the staff members were very helpful in submitting documents and information for audit purposes. G. Bleau opened the meeting for any questions from the board members or audience members with no questions received.

B. **Consider Resolution to Approve Industrial Facilities Exemption Certificate** – UACJ Automotive Whitehall Industries, Inc.

Enbody stated that the Tax Abatement Review Board met on June 30, 2021 and reviewed the application submitted by UACJ Automotive Whitehall Industries, Inc. The Tax Abatement Review Board recommends the application for approval. The application is for real property only – local jurisdictions no longer grant abatements on personal property or equipment. Personal property exemptions are now handled by the State of Michigan with the Eligible Manufacturing Personal Property process. The total investment is estimated to be 5.6 million in real property and UACJ intends to retain two hundred ninety-eight current jobs and create eighteen new jobs with the investment.

The following preamble and resolution were offered by Enbody and supported by Rasmussen.

RESOLUTION APPROVING AN IFT APPLICATION
UACJ Automotive Whitehall Industries, Inc.
4960 W. Progress Drive

Resolution Approving Application of UACJ Automotive Whitehall Industries, Inc. for Industrial Facilities Exemption Certificate for a New Facility

WHEREAS, pursuant to P.A. 198 of 1974, M.C.L. 207.551 et seq., after a duly noticed public hearing held on July 13, 2021, this board by resolution established Industrial Development District #3, Pere Marquette Industrial Park; and

WHEREAS, UACJ Automotive Whitehall Industries, Inc., has filed an application for an Industrial Facilities Exemption Certificate with respect to a new facility to be acquired and installed within the Industrial Development District #3; and

WHEREAS, before acting on said application, the Pere Marquette Charter Township Board held a hearing on July 13, 2021, at the Pere Marquette Charter Township Hall, in Ludington, MI, at 6:30 p.m., at which hearing the applicant, the Assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, construction of the facility and installation of new machinery and equipment had not begun earlier than six (6) months before May 19, 2021, the date of acceptance of the application for the Industrial Facilities Exemption Certificate; and

WHEREAS, completion of the facility is calculated to and will at the time of issuance of the certificate have the reasonable likelihood to retain, create or prevent the loss of employment in Pere Marquette Charter Township; and

WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the Charter Township of Pere Marquette, after granting this certificate, will not exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property thus exempted.

NOW, THEREFORE, BE IT RESOLVED BY the Board of Trustees of Pere Marquette Charter Township that:

1. The Charter Township of Pere Marquette finds and determines that the granting of the Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974, shall not have the effect of substantially impeding the operation of Pere Marquette Charter Township, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in Pere Marquette Charter Township.

2. The application from UACJ Automotive Whitehall Industries, Inc., for an Industrial Facilities Exemption Certificate, with respect to a New Facility on the following described parcel of real property situated within the Industrial Development District #3, to wit: Parcel # 53-010-699-001-017-01

PERE MARQUETTE INDUSTRIAL PARK LOT 16 (AKA PARCEL "B")

SUBJECT TO THE FOLLOWING EASEMENTS:

10' WIDE PUBLIC UTILITIES EASEMENT ALONG PROGRESS DR

50' WIDE DOW CHEMICAL COMPANY EASEMENT ALONG MEYERS RD

AND ALSO:

PERE MARQUETTE INDUSTRIAL PARK LOT 17 (AKA PARCEL "A"), EXCEPT THE NORTH 200' OF THE EAST 299' THEREOF.

SUBJECT TO THE FOLLOWING EASEMENTS:

100' WIDE EASEMENT FOR DOW AND UNDERGROUND UTILITIES ALONG SIXTH ST

10' WIDE PUBLIC UTILITIES EASEMENT ALONG PROGRESS DR

be and the same is hereby approved.

3. The Industrial Facilities Exemption Certificate when issued shall be and remain in force for a period of 12 years after completion

Yes: Soberalski, Rasmussen, K. Bleau, G. Bleau, Enbody, Kmetz, and Nordlund.

No: None.

Absent: None.

Resolution declared adopted.

Moved by Enbody, seconded by Kmetz to rescind the 2007 Pere Marquette Charter Township Guidelines and Policies for the Review and Establishment of Tax Abatements along with any and all previous policies; to use the resources and forms provided by the State of Michigan for Industrial Facility Exemptions; and to recommend annual meetings of the Tax Abatement Review Board in order to review and evaluate any and all current abatements.

Motion carried.

C. **Consider Resolution to Allow Golf Carts on Designated Roads** – G. Bleau stated that, by statute, the operation of golf carts shall not exceed a speed of 15 mph and golf carts shall not operate on roads with a speed limit of over 30 mph. G. Bleau has requested the Mason County Road Commission add speed limit signs to the areas entering and leaving all subdivisions in the township.

The following resolution was offered by G. Bleau and supported by Soberalski.

WHEREAS, the Board wishes to allow golf cart to operate on the appropriate roads within the township.

WHEREAS, the Michigan Vehicle Code, Act 300 of 1949, Section 257.657a allows for operation of golf carts on streets in the township.

WHEREAS, golf carts are allowed to operate on streets in the township at a speed not to exceed 15 MPH and shall not operate on a state trunk line highway or a highway or street with a speed limit of more than 30 miles per hour except to cross that state trunk line highway or highway or street.

WHEREAS, the Board does not wish to have riders and or carts to be registered and does not wish to impose Section 257.657a (21) (a) thru (k); all other requirements and rules of section 257.657a shall apply.

NOW, THEREFORE, BE IT RESOLVED, The Pere Marquette Charter Township shall allow the operation of golf carts on applicable streets within the boundaries of the township.

Roll Call Vote:

Yes: Nordlund, Kmetz, Enbody, G. Bleau, Rasmussen, and Soberalski.

No: K. Bleau.

Absent: None.

Resolution declared adopted.

D. **Consider Appointment of Firefighter** – Board members reviewed correspondence from Chief Gaylord recommending Zachary Wallager for appointment to the Fire Department. Mr. Wallager has been interviewed, has passed the background check, driver's license check and physical examination and resides in the appropriate area to become a member of the department.

Moved by Rasmussen, seconded by Soberalski to approve the appointment of Zachary Wallager as a probationary firefighter, effective August 1, 2021.

Motion carried.

E. **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 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 Kmetz, seconded by Enbody 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 10, 2021 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 14, 2021.

Motion carried.

F. **Sidewalk Service Contract Agreement** – Board members reviewed three proposals for engineering services to develop conceptual plans and cost opinions for sidewalk improvements for US 10, Pere Marquette Highway and Jebavy Drive. The current ordinance requires installation of sidewalk when property owners in the specified areas apply for a building permit or site plan review. This process would take the next step towards completing the goal of sidewalk installation in the specified commercial district. Grant money is available through an MDOT enhancement program and the sidewalk plan is necessary in order to apply for grant funding. G. Bleau clarified that the proposal from Fleis & Vandenbrink is conceptual, while the proposals from C2AE and Nordlund and Associates would include plans and specifications that are bid-ready. Enbody added that this is a first step, and without knowing what the cost of the complete sidewalk improvement plan would be, it may be a better option to go with the conceptual lower proposal so the board can later determine if it is feasible to proceed with the complete project. G. Bleau stated the budget for the project would come from the Metro-Act Fund.

Nordlund requested permission to abstain citing a conflict of interest as his company is competing for the bid award.

Moved by Enbody, seconded by Soberalski, to grant the request from Nordlund to abstain from participation in discussion and voting on the sidewalk service contract agreement. Motion carried.

Fleis & Vandenbrink	\$ 7,500.00
C2AE	\$18,400.00
Nordlund & Associates, Inc.	\$16,700.00

Moved by Enbody, seconded by Soberalski to accept the proposal from Fleis & Vandenbrink in the amount of \$7,500.00 for engineering services for a sidewalk improvement plan.

Motion carried.

G. **Consider Request for Refund – Park Rental** – Board members reviewed a memo from K. Bleau. K. Bleau explained that a person requested a refund of a park reservation fee. When researching previous cancellations, there was information that stated there is a seven-day cancellation policy, but an actual policy could not be located. Without a policy, the board must approve the refund. K. Bleau asked the board if they would like to review all future requests for refunds or if they would prefer to adopt a cancellation policy. Board members were in agreement that K. Bleau should create a cancellation policy for facility rentals to be adopted by the board.

Moved by Soberalski, seconded by Kmetz to approve the request for refund for a park pavilion reservation fee in the amount of \$50.00 and to request that the treasurer to create a cancellation policy for facility rentals.

Motion carried.

H. **Consider Relief of Sewer Overcharge** – Board members reviewed a memo from K. Bleau. K. Bleau explained that a billing error caused a customer to be charged sewer charges for a lawn meter service and is requesting that the customer be issued a billing credit of \$121.60 for the overcharges. K. Bleau stated she would prefer to deal with utility service charges on a case-by-case basis as a policy could not anticipate the various refund circumstances. It was suggested that the sewer and water rate resolutions could be modified in order to allow the ability for the treasurer to initiate service credit in the case of billing errors.

Moved by Nordlund seconded by Soberalski to approve the request from the resident at 5958 W. Sixth Street for relief of charges in the amount of \$121.60 that were incurred due to a billing error that added sewer charges to a lawn meter account to be credited to the account.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Rasmussen) – No report.

Tax Abatement Review Board (Enbody) – The TARB meeting report was covered during the IFT portion of the meeting.

Fire Department Liaison (Rasmussen) – Reported 15 or 16 in attendance at the meeting which discussed the fireworks display permit application.

The following department reports were received: Clerk and Deputy Clerk, Treasurer and Deputy Treasurer, Fire Department and Building/Zoning/Code Enforcement.

OFFICERS REPORTS: Clerk (Enbody) – Enbody reported the Election Commission met to appoint election inspectors for the August 3rd election and is busy with absentee ballots and election preparation. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by K. Bleau to approve payment of invoices totaling \$258,830.69. Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for June 2021 and reported the department is busy with tax collection, water bills and working on next years' budget.

Supervisor (G. Bleau) – Reported a local restaurant will be moving from Amber Township to Pere Marquette Charter Township. The supervisor, clerk and treasurer will be meeting tomorrow to review the requirements and prepare for applying for the American Rescue Plan Act funding.

ANNOUNCEMENTS: The Mason County Township Officers Association meeting will be on Thursday, July 15, 2021 at Meade Township.

EXTENDED PUBLIC COMMENTS: Steve Hull reported on the most recent meeting of the Mason County Board of Commissioners.

ADJOURNMENT: **Moved** by Enbody, seconded by Soberalski to adjourn the meeting at 8:31 p.m. Motion carried.

Rachelle D. Enbody, MiPMC, CMC Township Clerk

Gerald A. Bleau, Township Supervisor

**REGULAR MEETING
August 10, 2021**

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.

Also present: Andy Larr, Larry Gaylord, Kelly Smith and four guests.

Present for a portion of the meeting: Sheriff Kim Cole.

The meeting was called to order at 6:30 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 July 13, 2021 minutes as presented. Motion carried.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by Kmetz, seconded by Nordlund to approve the agenda as amended by removing Item A. Consider Request for Price Adjustment. Motion carried.

COMMUNICATIONS: G. Bleau reported on a communication received from Trinity Health notifying the township that all contractors, vendors and other who conduct business in Trinity Health facilities will be required to be fully vaccinated or have an approved medical or religious exemption. Enbody reported on a notification from Charter Communications of a change in channel lineup.

NEW BUSINESS: A. **Consider Request for Price Adjustment – Republic Services** – (Removed from agenda)

B. **Consider DPW Request to Purchase Compactors** – Board members reviewed the following quotes received for compactors.

Vendor	Equipment	Quote
Northern Tool & Equipment	Confined Area Compactor	\$2,479.99
MacAllister Rentals	Confined Area Compactor	\$2,327.90
Northern Tool & Equipment	Reversible Plate Compactor	\$6,199.00
MacAllister Rentals	Reversible Plate Compactor	\$5,993.97

Larr stated that the reversible plate compactor would replace the current compactor. The confined area compactor would be a new addition to be used for smaller areas that are inaccessible for a plate compactor. The DPW has budgeted within their department for this purchase

Moved by Rasmussen seconded by Soberalski to approve the purchase of a Confined Area (jumping jack) Compactor for a purchase price of \$2,327.90 from MacAllister Rentals.

Motion carried.

Moved by Nordlund seconded by Rasmussen to approve the purchase of Reversible Plate Compactor for a purchase price of \$5,993.97 from MacAllister Rentals.

Motion carried.

C. **Consider Proposed Cancellation Policy** –**Moved** by Kmetz, seconded by Enbody 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. No refunds for any reason. Reservation can be rescheduled and payment applied to new reservation for the current year.

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.

Motion carried.

D. **Consider Conflict of Interest Policy** – G. Bleau explained that in order to be eligible for the American Rescue Plan funding, the township is required to adopt the Federal Procurement Conflict of Interest Policy.

Moved by Soberalski, seconded by Nordlund to approve the following **Pere Marquette Charter Township Federal Procurement Conflict of Interest Policy:**

I. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under [2 C.F.R. § 200.318\(c\)\(1\)](#).

II. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. In addition to the prohibition against self-benefiting from a public contract under Public Act 317 of 1968 and other applicable state law, no officer, employee, or agent of Pere Marquette Charter Township may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent involved in the selection, award, or administration of a contract;
2. any member of their immediate family;
3. their partner; or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to their immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

B. Gifts. In addition to the prohibition against accepting gifts and favors from vendors and contractors under state law, officers, employees, and agents of Pere Marquette Charter Township are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$100.00 per occurrence, which fall into one of the following categories may be accepted:

1. promotional items;
2. honorariums for participation in meetings; or
3. meals furnished at banquets

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to their immediate supervisor.

III. Violation

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.

Motion carried.

Sheriff Cole reported on seventy-one calls for service in July 2021.

COMMITTEE REPORTS: Planning Commission (Rasmussen) – Reported the Planning Commission approved a site plan application with conditions. G. Bleau added that the next meeting will hold a public hearing and conditional use review along with a site plan review for a storage facility.

Fire Department Liaison (Rasmussen) – Reported attendance of seventeen members at the monthly meeting and that there will be a fire truck on display at the Western Michigan Fair.

Roads Committee (G. Bleau) – Reported the committee reviewed past projects and will be recommending an additional project for this year that will come before the board at the next meeting. The approved projects have been completed and came in under budget. G. Bleau completed a final walk through on the Rasmussen sewer line project.

Personnel Committee (G. Bleau) – Reported the committee met and were presented with requests for hazard pay. The committee is researching the American Rescue Plan Act (ARPA) funding guidance. The committee began discussion on 2022 wages and will revisit the hazard pay and wage discussions when they meet again next week.

Board of Review (G. Bleau) – Reported the July Board of Review met to make corrections to clerical errors and to review various exemption applications.

Fire Department (Gaylord) – Reported on fifty-five responses for July 2021.

Parks/Facilities Manager (Smith) – Reported on recent department activity. Reminded board members of the ribbon cutting ceremony for the Pere Marquette Conservation Park on Friday, August 13, 2021 at 1:00 p.m.

The following department reports were received: Clerk and Deputy Clerk, Treasurer and Deputy Treasurer, Fire Department and Building/Zoning/Code Enforcement.

OFFICERS REPORTS: Clerk (Enbody) – Reported on the results of the August special election with voter turnout of 17%. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kmetz to approve payment of invoices totaling \$266,325.30. Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for July 2021. The department is busy with tax collection all fund accounts are looking healthy.

Supervisor (G. Bleau) – Reported working on the park dedication ceremony and noted that the office will close at noon on Friday in order for the township staff to attend. Reported that he has received the department request budgets and will review those with the board at the next meeting. The next step is to then prepare the supervisor proposed budgets for adoption. G. Bleau reminded trustees that they can meet with him at any time to review the budgets and process. Reported meeting with Fleis & Vandebriink to begin the sidewalk improvement planning and discussing grant funding for sidewalks for the new school facility. Reported receiving complaints of golf carts speeding and is in communications with the Road Commission for the installation of speed limit signs in township subdivisions in order to enforce speed limit restrictions.

EXTENDED PUBLIC COMMENTS: Extended public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:41 p.m.

REGULAR MEETING
August 24, 2021

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

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

The meeting was called to order at 5:00 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 Soberalski to approve the August 10, 2021 minutes as presented. Motion carried.

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

PUBLIC COMMENT: Public comment was held.

NEW BUSINESS: A. **Consider Request for Price Adjustment – Republic Services** – Board members reviewed the request for price adjustment. The adjustment is due to an increase in the number of residential properties within the township. The house count number has increased by 20 units since 2016. The adjustment request increases the monthly billing by \$264.05 and will begin with the September 1, 2021 billing. The annual rate increases of 2.5% will still apply for the duration of the Agreement.

Moved by Kmetz, seconded by K. Bleau to authorize the Supervisor and Clerk to sign the Agreement to Extend Solid Waste Collection & Recycling Agreement on behalf of the township.

Motion carried.

B. **Consider Supplemental Agreement for Automatic Mutual Aid** – Board members reviewed the Supplemental Agreement for Automatic Mutual Aid. The agreement between Pere Marquette Charter Township and the City of Ludington provides for mutual aid to allow for the automatic response of the closest available resources via emergency dispatch for Crosswinds Estates and Epworth Heights. The term of the agreement is ten years.

Moved by Rasmussen, seconded by Soberalski to approve the Supplemental Agreement for Automatic Mutual Aid and to authorize the Supervisor and Clerk to sign the agreement on behalf of the township.

Motion carried.

C. **Consider Road Project** – Board members reviewed a Local Road Improvement Agreement from the Mason County Road Commission for the paving of North Meyers Road. This would be an additional 2021 project. The township would partner with Amber Township to share in the cost of the portion in Amber Township, with reimbursement to come from Amber Township's 2022 budget. There would be a cost savings with completing the project in 2021 as paving costs are expected to increase next year.

Moved by Nordlund, seconded by Rasmussen to approve the Meyers Road paving project, contingent upon approval of the cost share from Amber Township, for a total estimated cost of \$136,710.00, with Pere Marquette Township's portion to be \$97,595.75 and Amber Township's portion to be \$39,114.25.

Motion carried.

COMMITTEE OF THE WHOLE: **Moved** by G. Bleau, seconded by Kmetz to move into Committee of the Whole at 5:21 p.m. Motion carried.

Various topics discussed with no action taken.

A. Presentation - JMB Associates – J. Bleau reviewed the PM Community Access Site Project Status / Financing Update memo from Jim Bernier. Jim Bernier will attend the October meeting to review the grant and funding development plan.

B. Budget Workshop – The 2022-2024 department budget requests were presented. G. Bleau requested that each board member complete a compensation worksheet for elected officials. The compensation information will be reviewed during a special meeting to be held on Tuesday, September 14, 2021 in advance of the regular board meeting.

Moved by Nordlund, seconded by G. Bleau to return to regular session at 6:01 p.m. Motion carried.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 6:02 p.m.

Rachelle D. Enbody, MiPMC, CMC Township Clerk

Gerald A. Bleau, Township Supervisor

**SPECIAL MEETING
September 14, 2021**

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 5:00 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 Kmetz, seconded by Nordlund to approve the agenda as presented. Motion carried.

NEW BUSINESS: A. **Review 2022 Compensation for Elected Officials** – Board members reviewed and discussed options for elected official compensation. No action taken.

EXTENDED PUBLIC COMMENT: Extended public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 6:24 p.m.

Rachelle D. Enbody, CMC, MiPMC Township Clerk

Gerald A. Bleau, Township Supervisor

**REGULAR MEETING
September 14, 2021**

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

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

Also present: County Commissioner Steve Hull, Derek Eaton, Kelly Smith, Larry Gaylord, and one guest.

Present for a portion of the meeting: Sheriff Kim Cole.

The meeting was called to order at 6:30 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 August 24, 2021 minutes as presented. Motion carried.

Sheriff Cole reported on seventy-one calls for service in August 2021.

PUBLIC COMMENT: Public comment was held.

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

COMMUNICATIONS: G. Bleau reviewed the following: a map provided by Consumers Energy that outlines where work will be taking place for the upgraded service to Whitehall Industries; notification of clearing in Sutton's Landing in the Occidental Chemical Company easement areas; notification from Charter Communications of channel additions; notice from the Michigan Department of Treasury of the approval of the funding request for the Coronavirus Local Fiscal Recovery Fund with distribution and reporting requirements and information.

NEW BUSINESS: A. **Certify the 2021 Millage Rates for Township Operation and Public Transportation** – A public hearing was held on December 8, 2020 to propose the 2021 levies and to adopt the 2021 budgets. The millage rates were a subject of the hearing. The rates of 2.85 mills for the General Fund and .20 mills for the Transportation Fund were used to determine the 2021 budgets.

Moved by K. Bleau, seconded by Enbody to certify the taxes to be levied in 2021 at 2.85 mills for township operation and 0.20 mills for public transportation.

Motion carried.

B. **Consider Demolition and Building Permit Fee Waiver(s)** – Board members considered a request for the waiver of demolition and building permit fees for the demolition and repair of the pavilion buildings in the Pere Marquette Conservation Park.

Moved by Rasmussen, seconded by Kmetz to approve the waiver of demolition and building permit fees for the demolition and repair of township owned buildings in the Pere Marquette Conservation Park.

Motion carried.

C. **Consider Resolution to Authorize a Computerized Assessment Roll** – Eaton explained that the while there is no requirement for the resolution, the resolution provides that the township will follow the state required procedures for the computerized assessment roll so that there is consistency in the use of the computerized roll going forward. The township assessment roll is recorded in a digital database and meets the requirements for data backup above and beyond the State's requirements.

WHEREAS, the Assessor and Pere Marquette Charter Township Board of Review desire to utilize a Computerized Assessment Roll; and

WHEREAS, the data processing used by Pere Marquette Charter Township, BS&A Assessing.NET, has been demonstrated to have the capacity to enable a local tax collecting unit to comply with property tax law; and

WHEREAS, the data backup and retention policy currently in place at Pere Marquette Charter Township meets or exceeds current statutory requirements; and

WHEREAS, Public Act 25 of 2016 permits the use of a Computerized Assessment Roll by a Local Tax Collecting Unit;

NOW, THEREFORE, BE IT HEREBY RESOLVED, pursuant to MCL 211.24, that Pere Marquette Charter Township, Mason County, adopts the guidelines and procedures from the Michigan Department of Treasury, Form 5446 for the Assessor of Record to implement the use of a Computerized Assessment Roll.

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

Roll call vote: Ayes: Rasmussen, Soberalski, K. Bleau, G. Bleau, Enbody, Kmetz, and Nordlund.
Nays: None.
Absent: None.

The Supervisor declared the resolution adopted.

D. **Consider Property Resolution** – The following Resolution was moved for adoption by Soberalski and was supported by Rasmussen.

DOW CHEMICAL PROPERTY RESOLUTION

WHEREAS, the Township and The Dow Chemical Company (“Dow Chemical”) have engaged in extensive discussions and negotiations regarding the sale and donation of property by Dow Chemical to the Township, all as described in a Real Estate Sale and Donation Agreement, dated September 14, 2021 (the “Real Estate Agreement”); and

WHEREAS, the Township and Dow Chemical wish to close on the sale and donation of the property subject to the Real Estate Agreement (the “Property”); and

THEREFORE, the Township Board resolves as follows.

1. The Supervisor and the Clerk are authorized to approve and execute all documents necessary to close on the Property sale and donation, as described in the Real Estate Agreement.
2. The Supervisor and the Clerk are specifically authorized to execute the Real Estate Agreement in substantially its current form.
3. The Supervisor and the Clerk are specifically authorized to execute the Warranty Deed for the sale and donation of the Property to the Township.

Roll call vote: Ayes: Nordlund, Kmetz, Enbody, G. Bleau, K. Bleau, Rasmussen, and Soberalski.
Nays: None.
Absent: None.

The Supervisor declared the Resolution adopted and ordered to take immediate effect.

E. **Consider Park and Facility Rates** – Board members reviewed proposed rates for Buttersville Park camping rates and Township Facility rental rates. Smith explained that the Buttersville Campground rates are an increase of \$3.00 per night on both electric and non-electric rates; a monthly rate would apply a \$200.00 discount to the cumulative per night rate; seasonal rates would increase by \$75.00 for the season. Daily, monthly and seasonal rates have not increased since 2019. All **reservation** camp sites would be subject to the daily rate plus an \$8.00 reservation fee per reservation. Reservation camp sites have a three night minimum and fourteen night maximum stay rule. There was no change to the pavilion rates. The township hall rental rate for funeral luncheons increased from \$0.00 to \$50.00 due to cleaning costs.

Moved by G. Bleau seconded by Rasmussen to approve the following campground rates and facility rental rates:

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
Type of Site	Rate per Season	Season
Seasonal	\$2,500.00	May 15 th – October 15 th
Seasonal Site – Lake Michigan View	\$2,700.00	May 15 th – October 15 th
Other		
Firewood	\$5.00 per bundle	
Ice (block or cubes)	\$2.50 per bag	
Non-camper dump fee	\$5.00 per visit	

Facility Rental Rates:

Facility	Daily Rate	Deposit required
Sutton’s Landing Pavilion	\$50.00	
Memorial Tree Park Pavilion	\$50.00	
PMCP Large Pavilion	\$50.00	
PMCP Small Pavilion	\$50.00	
Township Hall lower level	\$200.00	\$200.00
Township Hall business meeting	\$50.00 (two hours or less)	\$100.00
Township Hall Funeral	\$50.00	\$100.00

Insurance binder required if alcohol will be present during ANY hall rentals.

COMMITTEE REPORTS: Planning Commission Liaison (Rasmussen) – Reported approving an amendment to a site plan for the addition of a security gate and reported there will be a training session in October.

Fire Department Liaison (Rasmussen) – Reported seventeen members in attendance at the meeting.

Roads Committee (G. Bleau) – Reported that the Meyers Road project will go before the Amber Township board at their September meeting. If Amber Township does not approve the project, a special meeting may be needed to determine how to proceed.

Personnel Committee (G. Bleau) – Reported the committee is working on a three-year proposed wage schedule that will be submitted for board approval at an upcoming meeting.

Fire Department (Gaylord) – Reported on sixty-two responses for August 2021.

Parks/Facilities Manager (Smith) – Reported on recent department activity.

Assessor (Eaton) – Reported continuing to work towards the Level 4 certification; reported on a single tribunal case this year which has been settled; reported the township passed its Audit of Minimum Assessing Requirements (AMAR).

The following department reports were received: Clerk and Deputy Clerk, Treasurer and Deputy Treasurer, and Building/Zoning/Code Enforcement. G. Bleau noted the building report indicates more than fourteen million in construction value through August 2021.

G. Bleau noted that he has instructed the Parks Manager to bring a detailed vision list and priorities using the Master Plan as guidance for future planning for the Pere Marquette Conservation Park and all other township parks. The priority list will detail the improvement priorities and options. A board workshop will be held for the board to determine plans and goals for all township parks.

OFFICERS REPORTS: Clerk (Enbody) – Reported an upcoming cyber-security webinar on changing from a .org to a .gov domain. Benefits include that the public can more easily identify the domain as a trusted government source along with increased security. Reported attending an education session geared towards working on the Qualified Voter File (QVF) street index and monitoring the Michigan Independent Citizens Redistricting Commission for upcoming redistricting changes that will affect the township. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kmetz to approve payment of invoices totaling \$308,362.99. Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for August 2021. Reported that the summer tax collection ended today and that all distribution cycles have balanced and is working with the auditor on making changes to investments.

Supervisor (G. Bleau) – Reported the board will soon have a conceptual plan and presentation on the sidewalk improvement plan. G. Bleau is working with the Road Commission on erosion issues in the Linlook subdivision and for the installation of speed limit signs in residential areas.

EXTENDED PUBLIC COMMENTS: County Commissioner Steve Hull reported on the most recent meeting of the Mason County Board of Commissioners.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 8:03 p.m.

Rachelle D. Enbody, MiPMC, CMC Township Clerk

Gerald A. Bleau, Township Supervisor

**SPECIAL MEETING
October 5, 2021**

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, Henry Rasmussen, and Ronald Soberalski.
Board member absent: Trustee James Nordlund, Sr.
Also present: County Commissioner Steve Hull.

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.

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. Review County Commission Redistricting Plans – The County Apportionment Commission asked municipalities to review the plan options for county commission district reapportionment. Enbody explained that after each census, each county must reapportion the districts in time for the second election of each new decade. The updated population numbers saw a decrease in City of Ludington residents and an increase in Hamlin Township residents, putting those commission district out of formula. Plan 7 would reapportion Pere Marquette precinct 1 with the City of Ludington which would become county commission district 2. Precinct 2 would remain with Amber Township and the City of Scottville would be added to become county commission district 4. Plan 7 risks eliminating representation at the county commission level of the agricultural district that exists in PM precinct 1. Plan 8 would combine all of Pere Marquette Charter Township with Summit Township to create county commission district 2. Plan 8 is preferable as it keeps the township together within a single county commission district providing better representation for Pere Marquette at the county commission level. Enbody also noted that the county clerk had communicated that the plans have not been finalized and are subject to change. Board members agreed that the preference would be that Pere Marquette only be combined with townships and would be against any plan to combine Pere Marquette with the City.

Moved by Rasmussen seconded by Kmetz to support PLAN 8 of the Mason County Reapportionment Plan 2021.

Motion carried.

B. Consider Meyers Road Project – G. Bleau explained that the Meyers Road project was previously approved contingent upon participation from Amber Township for Amber's portion of Meyers Road. The Amber Township board recently met and opposed the project. Board members agreed to continue with Pere Marquette's portion of the project.

Moved by G. Bleau seconded by Soberalski to complete the following road project for a total estimated cost of \$97,595.75 and to authorize the township supervisor and township clerk to sign the contracts with the Mason County Road Commission on behalf of the township:

Meyers Road – Starting at 3,600 feet south of Rasmussen Road and proceeding SW & W for approximately 2,400 feet: Place HMA overlay over entire roadway plus 50' cul-de-sac. Estimated Cost - \$58,481.50

Meyers Road – ONLY THE PERE MARQUETTE SIDE Starting at Rasmussen Road south to curve. 3,600' or .7 miles this goes around the corner about 100'.

Place HMA overlay over entire roadway. Estimated Cost - \$39,114.25

Motion carried.

EXTENDED PUBLIC COMMENT: Extended public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 4:54 p.m.

**REGULAR MEETING
October 12, 2021**

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

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

Also present: Riley Kelley (Ludington Daily News) and one guest.

Present for a portion of the meeting: Sheriff Kim Cole and James Bernier (JMB Associates).

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Nordlund; Pledge of Allegiance was recited by all.

APPROVAL OF MINUTES: **Moved** by Kmetz, seconded by Rasmussen to approve the September 14, 2021 special meeting minutes, the September 14, 2021 regular meeting minutes and the October 5, 2021 special meeting minutes as presented. Motion carried.

Sheriff Cole reported on sixty-one calls for service in September 2021.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: The agenda was approved by consent.

COMMUNICATIONS: Board members received the most recent meeting minutes of the Lincoln Lake Improvement Board and a Notice of Educational Workshop to provide education on zoning topics and processes.

NEW BUSINESS: A. **Presentation Pere Marquette River Access (Jim Bernier, Consultant/Planner)** – James Bernier summarized the status of the Pere Marquette Community Access Site project funding plan. Mr. Bernier explained the current Land and Water Conservation Fund grant status along with future funding plans. Mr. Bernier also distributed information on the MEDC’s Redevelopment Ready Communities program.

B. **Set Public Hearing Date (11/09/2021) for 2022 Proposed Budget and Levy** – **Moved** by Nordlund, seconded by K. Bleau to set the public hearing date for the proposed 2022 budget(s) and levy(s) for November 9, 2021.

Motion carried.

C. **Set 2022 Meeting Schedule** – **Moved** by Enbody, seconded by K. Bleau to set the Township Board meeting schedule for 2022 with the meeting time to begin at 5:30 p.m.

Motion failed.

Moved by Nordlund, seconded by Soberalski to set the following Township Board meeting schedule for 2022 with the meeting time to begin at 6:00 p.m.

2022 MEETING SCHEDULE

<u>JANUARY</u> Tuesday – 01/11	<u>FEBRUARY</u> Tuesday – 02/08 Tuesday – 02/22	<u>MARCH</u> Tuesday – 03/08
<u>APRIL</u> Tuesday – 04/12 Tuesday – 04/26	<u>MAY</u> Tuesday – 05/10	<u>JUNE</u> Tuesday – 06/14 Tuesday – 06/28
<u>JULY</u> Tuesday – 07/12	<u>AUGUST</u> Tuesday – 08/09 Tuesday – 08/23	<u>SEPTEMBER</u> Tuesday – 09/13

<p><u>OCTOBER</u> Tuesday – 10/11 Tuesday – 10/25</p>	<p><u>NOVEMBER</u> <u>Thursday</u> – 11/10</p>	<p><u>DECEMBER</u> Tuesday – 12/13 Tuesday – 12/27*</p>
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**Regular Year End Meeting to allow for completion of year-end business scheduled to begin at 4:00 p.m.*

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

Motion carried.

D. Consider 2022 Salary Resolutions for Elected Officials – The personnel committee is recommending a 3% cost-of-living increase for the elected positions of Supervisor, Clerk and Treasurer. The township board held a special meeting on September 14th to review the compensation for elected officials and all board members were individually afforded an opportunity to voice their opinions regarding the elected officials’ salaries. R. Soberalski voices his objection(s) to the increase the elected officials’ salaries due to the fact that the elected officials (as well as all employees) received raises in 2021. These raises were a result of professionally contracted compensation study.

RESOLUTION TO ESTABLISH SALARY OF THE TOWNSHIP SUPERVISOR

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 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, 2022, 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 Enbody and supported by Nordlund.

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

The supervisor declared the resolution adopted.

RESOLUTION TO ESTABLISH SALARY OF THE TOWNSHIP CLERK

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, 2022, the salary of the office of township clerk shall be as follows:

Clerk: \$71,764.00 per year

The foregoing Resolution to establish the salary of the township clerk was offered by K. Bleau and supported by Kmetz.

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

The supervisor declared the resolution adopted.

RESOLUTION TO ESTABLISH SALARY OF THE TOWNSHIP TREASURER

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, 2022, the salary of the office of township treasurer shall be as follows:

Treasurer: \$70,917.00 per year

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

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

The supervisor declared the resolution adopted.

The board then considered a resolution for the salary of township trustee(s). The trustee salary was also a part of the discussion at the September 14th special meeting. Previously, the trustees were paid on a per meeting basis. It was discovered that all elected official salaries are to be set by resolution. The salary resolution represents an approximate increase of 30% with the approximation due to the variability of per meeting pay paid per number of meetings versus an annual salary unaffected by the number of meetings. G. Bleau noted that he felt the recommended salary was too low.

RESOLUTION TO ESTABLISH SALARY OF THE TOWNSHIP TRUSTEE

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 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, 2022, the salary of the office of township trustee shall be as follows:

Trustee: \$2,0000 Per Year

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

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

The supervisor declared the resolution adopted.

E. **Consider 2022, 2023, 2024 Compensation Schedule** – The personnel committee is recommending a cost-of-living increase of 3% in 2022 for all township employees, with the exception of the deputy treasurer and assistant to the supervisor positions, which will receive an 11% increase and 7% increase, respectively to align these wages with the deputy clerk wage. The 2023 and 2024 schedules represent a 2.5% and 2% increase, respectively. 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. The board may amend the schedule at any time. G. Bleau also noted that he holds the position of the township building official for an annual salary of \$1.00 but that a salary for a separate, full time building official was included in the schedule so that if the board ever wished to hire the position separate from the supervisor, a salary amount would exist in the schedule. R. Soberalski discussed the Park Manager salary amount and stated that he felt it needed to be increased but offered no amount for an increase.

Elected Officials, Appointed Officials and Employees		Year 2022	Year 2023	Year 2024
Trustees (Salary per year for board meetings)	<i>Elected</i>	\$2,000.00	\$2,050.00	\$2,091.00
Supervisor	<i>Elected</i>	\$73,314.00	\$75,147.00	\$76,650.00
Assistant to Supervisor	<i>per hour</i>	\$21.18	\$21.71	\$22.14
Clerk	<i>Elected</i>	\$71,764.00	\$73,558.00	\$75,029.00
Deputy Clerk	<i>per hour</i>	\$21.18	\$21.71	\$22.14
Treasurer	<i>Elected</i>	\$70,917.00	\$72,689.00	\$74,143.00
Deputy Treasurer	<i>per hour</i>	\$21.18	\$21.71	\$22.14
Assessor - Level 3	<i>Salary</i>	\$75,914.00	\$77,812.00	\$79,368.00
Building Official Appointed to Supervisor	<i>Salary</i>	\$1.00	\$1.00	\$1.00
Building Official Full Time (If needed)	<i>Salary</i>	\$59,544.00	\$61,033.00	\$62,253.00
Zoning Administrator / Code Enforcement	<i>Salary</i>	\$57,526.00	\$58,964.00	\$60,143.00
DPW/Water/Sewer Superintendent	<i>Salary</i>	\$64,128.00	\$65,731.00	\$67,046.00
DPW/Water/Sewer Assistant Superintendent	<i>per hour</i>	\$23.50	\$24.09	\$24.57
DPW/Water/Sewer Operator	<i>per hour</i>	\$18.99	\$19.47	\$19.86
Parks Manager/Facilities Maintenance	<i>Salary</i>	\$48,410.00	\$49,620.00	\$50,613.00
Parks Seasonal - Seasonal Campground Attendant	<i>per hour</i>	\$15.00	\$15.38	\$15.68
Parks Seasonal - Seasonal Park Maintenance	<i>per hour</i>	\$15.97	\$16.36	\$16.69

Fire Department Firefighters (paid quarterly)

Probationary Firefighter (first two years)	<i>Annual</i>	\$3,964.00	\$4,064.00	\$4,144.00
with Medical Training	<i>Annual</i>	\$5,036.00	\$5,160.00	\$5,264.00
Senior Firefighter (upon completion of two-year probation)	<i>Annual</i>	\$5,036.00	\$5,160.00	\$5,264.00
with Medical Training	<i>Annual</i>	\$6,540.00	\$6,700.00	\$6,832.00

Fire Department Officer Premiums (paid quarterly)

Chief	<i>Annual</i>	\$2,792.00	\$2,860.00	\$2,916.00
Assistant Chief	<i>Annual</i>	\$2,268.00	\$2,324.00	\$2,368.00
Captain	<i>Annual</i>	\$1,196.00	\$1,224.00	\$1,248.00
First Lieutenant	<i>Annual</i>	\$1,196.00	\$1,224.00	\$1,248.00
Second Lieutenant	<i>Annual</i>	\$1,196.00	\$1,224.00	\$1,248.00
Safety Officer	<i>Annual</i>	\$1,196.00	\$1,224.00	\$1,248.00
Training Officer	<i>Annual</i>	\$2,268.00	\$2,324.00	\$2,368.00

Per Occurrence:	Per Meeting	Per Hour	Per Day	Per Half Day	Training
Chairperson	\$75.00	-	-	-	\$90.00
Members	\$65.00	-	-	-	\$90.00
Dept. Heads/ Deputies/Staff/Fire Officers (As required)	\$60.00	-	-	-	-
Elected Officials, per meeting (As appointed/approved)	\$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 Nordlund, seconded by Kmetz to approve the foregoing recommendations from the Personnel Committee for compensation for the year(s) 2022, 2023, and 2024.

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

The supervisor declared the 2022, 2023, and 2024 compensation schedule adopted.

F. **Consider 2022 Fire Department Officer Appointments** – Moved by Rasmussen, seconded by Kmetz to approve the following Fire Department Officer appointments, effective January 1, 2022:

Fire Department:

Fire Chief	Lawrence Gaylord
Assistant Chief	Scott Graczyk
Captain	Dan Marek
1 st Lieutenant	Scott Kelsey
2 nd Lieutenant	Paul Bray
Safety Officer	Jim Mitchell
Training Officer	Ross Kissel

Motion carried.

G. **Affirm Expiration of Leave of Absence** – G. Bleau explained that firefighter Fred Reader requested a one-year leave of absence in 2020 and the leave of absence has expired.

Moved by Rasmussen, seconded by K. Bleau to affirm the expiration of the one-year leave of absence request granted October 1, 2020, to firefighter Fred Reader and to terminate his position as firefighter with Pere Marquette Charter Township.

Motion carried.

H. **Consider Flooring Quotes** – Board members reviewed the following quotes for epoxy floor coating for the men's and women's restrooms in Sutton's Landing and Memorial Tree Park.

Garage Kings	\$5,140.00
Edgewater Concrete Solutions, LLC.	\$4,400.00

Moved by K. Bleau, seconded by Soberalski to approve the quote from Edgewater Concrete Solutions, LLC in the amount of \$4,400.00 for the installation of epoxy floor coating in the restroom facilities at Sutton's Landing and Memorial Tree Park.

Motion carried.

I. **Consider PMCP Building Renovation Quotes** – Board members reviewed the following quotes for the restroom building renovation at the Pere Marquette Conservation Park:

Absolute Services of MI, LLC	Demo, remediation, replace roof	\$ 8,550.00
Visscher Construction, Inc.	Demo, replace roof	\$16, 500.00
Servpro	Demo, remediation	\$ 5,939.37

Enbody expressed that the scope of work varies greatly between quotes and would prefer that updated quotes be obtained to be able to evaluate comparable costs for comparable scope(s) of work and services.

Moved by Kmetz, seconded by Soberalski to approve the quote from Absolute Services of MI, LLC in the amount of \$8,550.00 for demolition, mold remediation, and new roofing for the restroom facility at the Pere Marquette Conservation Park.

Motion carried.

J. **Consider Incident Response Services** – G. Bleau explained that due to an email breach, he filed an incident report with the township's insurance provider, as instructed by the insurance provider. The incident report triggered a quote for an estimated cost of \$7,500.00 for Incident Response Services to conduct an investigation into the breach. Attorney fees could result in additional fees of up to \$5,000.00. G. Bleau and Enbody spoke with IT Right, the township's information technology provider, regarding the incident and the operations manager indicated that an email breach of this nature is seldom reported to insurance carriers because the breached emails did not contain any sensitive information.

Moved by Nordlund, seconded by Soberalski to take no action on the quote for Incident Response Services.

Motion carried.

K. First Reading of Proposed Ordinance No. 150 – Board members conducted the first reading of proposed Ordinance No. 150, State Construction Code Ordinance, an ordinance to designate an enforcing agency to discharge the responsibility of the Charter Township of Pere Marquette located in Mason County to enforce the provisions of the State Construction Code Act No. PA 230 of the Public Acts of 1972, as amended and to designate regulated flood hazard areas.

Moved by Enbody, seconded by K. Bleau to accept the first reading of proposed Ordinance No. 150 and to schedule the second reading and consideration of adoption for October 26, 2021.

Motion carried.

L. First Reading of Proposed Ordinance No. 151 – Board members conducted the first reading of proposed Ordinance No. 151, Fire Prevention Code Ordinance, an ordinance to adopt by reference the International Fire Code establishing the minimum regulations governing the safeguarding of life and property from the hazards of fire and of explosions arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the use of occupancy of building or premises.

Moved by G. Bleau, seconded by Kmetz to accept the first reading of proposed Ordinance No. 151 and to schedule the second reading and consideration of adoption for October 26, 2021.

Motion carried.

M. First Reading of Proposed Ordinance No. 152 – Board members conducted the first reading of proposed Ordinance No. 152, Property Maintenance Code Ordinance, an ordinance to adopt by reference the International Property Maintenance Code and to provide certain modifications therein in their application to Pere Marquette Charter Township.

Moved by Kmetz, seconded by Nordlund to accept the first reading of proposed Ordinance No. 152 and to schedule the second reading and consideration of adoption for October 26, 2021.

Motion carried.

N. First Reading of Proposed Ordinance No. 153 – Board members conducted the first reading of proposed Ordinance No. 153, Parks and Recreation Ordinance, an ordinance to provide for the maintenance, management and control of parks and places of recreation within Pere Marquette Charter Township and to provide the penalties for the violations thereof.

Moved by G. Bleau, seconded by K. Bleau to accept the first reading of proposed Ordinance No. 153 and to schedule the second reading and consideration of adoption for October 26, 2021.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Rasmussen) – Reported the Planning Commission is reviewing the Comprehensive Plan.

Personnel Committee (G. Bleau) – Reported the Personnel Committee met to determine the compensation schedule that was presented earlier in the meeting.

Finance Committee (K. Bleau) – Reported that the Finance Committee will be meeting soon to review the Capital Improvement Plan.

Fire Department Liaison (Rasmussen) – Reported fifteen members in attendance at the meeting and the meeting lasted fifteen minutes.

The following department reports were received: Clerk and Deputy Clerk, Treasurer and Deputy Treasurer, Fire Department and Building/Zoning/Code Enforcement.

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

Moved by Enbody, seconded by Kmetz to approve payment of invoices totaling \$521,577.08.

Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for September 2021. Reported that all funds continue to look healthy and that interviews for the deputy treasurer position are complete and will hopefully be extending an offer for employment soon.

Supervisor (G. Bleau) – Reported that there will be a presentation at the October 26th meeting on the sidewalk improvement plan. G. Bleau asked board members if an additional workshop was necessary for a presentation on park planning. Board members felt the presentation could be included in the regular meeting.

ANNOUNCEMENTS: The Mason County Township Officers Meeting will be held October 21, 2021 at 6:00 p.m. at Riverton Township Hall. An Educational Workshop to provide education on zoning topics will be held Tuesday, October 19, 2021 at 5:30 p.m. at Pere Marquette Township Hall.

EXTENDED PUBLIC COMMENTS: Extended public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 8:44 p.m.

Rachelle D. Enbody, MiPMC, CMC Township Clerk

Gerald A. Bleau, Township Supervisor

REGULAR MEETING
October 26, 2021

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.

Also present: Bruce Pindzia, Shane Peterson, and Leah Bectel of Fleis & Vandenbrink, James Bernier of JMB Associates, LLC and Kelly Smith.

The meeting was called to order at 5:00 p.m. by the Supervisor. Invocation was given by Nordlund; Pledge of Allegiance was recited by all. The minutes of the October 12, 2021 meeting and the current agenda were approved by consent.

PUBLIC COMMENT: Public comment was held.

NEW BUSINESS: A. **Presentation of Sidewalk Improvement Plan – Fleis & Vandenbrink** – Fleis & Vandenbrink personnel presented a Sidewalk Improvement Plan concept for the areas of US 10, Pere Marquette Highway and Jebavy Drive in order to accomplish the goal of consistent sidewalk installation throughout the specified commercial district(s). In addition, the plan reviewed the inclusion of Safe Routes to School sidewalks on Bryant and Johnson roads. Funding options would include partnerships with the City of Ludington and the areas school(s) for obtaining Safe Routes to School grant funding and creating a special assessment district. The board agreed to move forward in the pursuit of grant funding and to authorize Fleis and Vandenbrink to arrange a preliminary meeting with a funding specialist.

B. **Presentation of Pere Marquette Conservation Park Construction and Funding Plan** – Smith reviewed the Master Plan which was achieved with grant funding from a Coastal Zone Management Grant and took place in 2020. The plan, developed by M.C.S.A. Group, Inc., separates the park into separate areas and identifies options for development as well as estimated costs for the development of each area. Smith reviewed potential financing options including possible grant funding, private fund raising for donations, and voted millage. The board agreed to plan a board workshop before the end of the year with the goal of identifying and prioritizing the development areas.

C. **Second Reading and Consideration of Adoption of Proposed Ordinance No. 150** – Board members conducted the second reading of proposed Ordinance No. 150, State Construction Code Ordinance, an ordinance to designate an enforcing agency to discharge the responsibility of the Charter Township of Pere Marquette located in Mason County to enforce the provisions of the State Construction Code Act No. PA 230 of the Public Acts of 1972, as amended and to designate regulated flood hazard areas. 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 October 19, 2021.

Moved by Kmetz, seconded by Nordlund to accept the second reading without change and adopt Ordinance No. 150, State Construction Code 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.

D. **Second Reading and Consideration of Adoption of Proposed Ordinance No. 151** – Board members conducted the second reading of proposed Ordinance No. 151, Fire Prevention Code Ordinance, an ordinance to adopt by reference the International Fire Code establishing the minimum regulations governing the safeguarding of life and property from the hazards of fire and of explosions arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the use of occupancy of building or premises. 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 October 19, 2021.

Moved by Soberalski, seconded by K. Bleau to accept the second reading without change and adopt Ordinance No. 151, Fire Prevention Code Ordinance, and to provide for an effective date.

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

Motion carried.

E. **Second Reading and Consideration of Adoption of Proposed Ordinance No. 152** – Board members conducted the second reading of proposed Ordinance No. 152, Property Maintenance Code Ordinance, an ordinance to adopt by reference the International Property Maintenance Code and to provide certain modifications therein in their application to Pere Marquette Charter Township. 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 October 19, 2021.

Moved by Nordlund, seconded by Soberalski to accept the second reading without change and adopt Ordinance No. 152, Property Maintenance Code 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.

F. **Second Reading and Consideration of Adoption of Proposed Ordinance No. 153** – Board members conducted the second reading of proposed Ordinance No. 153, Parks and Recreation Ordinance, an ordinance to provide for the maintenance, management and control of parks and places of recreation within Pere Marquette Charter Township and to provide the penalties for the violations thereof. 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 October 19, 2021.

Moved by Kmetz, seconded by Enbody to accept the second reading without change and adopt Ordinance No. 153, Parks and Recreation Ordinance, and to provide for an effective date.

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

Motion carried.

G. **Consider Seasonal Campground Agreement** – Board members reviewed the Buttersville Campground Seasonal Camping Agreement. K. Bleau explained that the previous agreement required updating due to the addition of a cancellation provision and to require documentation of insurance coverage. The township attorney has reviewed the document and has made appropriate modifications. The township attorney recommends that the Board approve this agreement, as well as any and all other agreements involving the township and any entity or individual.

Moved by K. Bleau seconded by Enbody to approve the Buttersville Campground Seasonal Camping Agreement, effective immediately.

Motion carried.

ANNOUNCEMENTS: G. Bleau will be proposing a change to the 2022 standing boards/committees that would change the Economic Development Committee to include Parks and Recreation, which would then become the Economic Development, Parks and Recreation Committee. The change will come before the board at the November meeting.

EXTENDED PUBLIC COMMENT: Extended 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

REGULAR MEETING
November 9, 2021

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.

Also present: County Commissioner Steve Hull, Larry Gaylord and two guests.

Present for a portion of the meeting: Sheriff Kim Cole.

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Nordlund; Pledge of Allegiance was recited by all. The minutes of the October 26, 2021 meeting and the current agenda were approved by consent.

Sheriff Cole reported on eighty-one calls for service in October 2021.

PUBLIC COMMENT: Public comment was held.

PUBLIC HEARING: Proposed Budget and Levy – The public hearing was called to order by the Supervisor at 6:40 p.m. Notice of the public hearing was published in the Ludington Daily News on October 30, 2021. 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.

There were no comments, written or oral, and the public hearing was closed at 6:41 p.m.

NEW BUSINESS: A. Consider Adoption of 2022 Proposed Budgets / General Appropriations Act – Board members received and reviewed department budget requests at a budget workshop meeting in August. Since that time, G. Bleau has encouraged board members to meet with him to discuss any questions on the budgets and/or the budget process. G. Bleau reviewed the General Fund, Metro Act Fund and Transportation Fund budgets.

PERE MARQUETTE CHARTER TOWNSHIP
2022 General Appropriations Act

The Pere Marquette Charter Township Board resolves:

SECTION 1: Title--This resolution shall be known as the Pere Marquette Charter Township **2022** 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 October 30, 2021, and a public hearing on the proposed budget was held on November 9, 2021.

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 2022 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/diem 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	3,003,405		
APPROPRIATIONS			
Dept 101-Township Board	116,750		
Dept 171-Township Supervisor	191,118		
Dept 191-Election Commission	35,400		
Dept 209-Assessor	159,264		
Dept 215-Clerk	205,518		
Dept 247-Board Of Review	3,050		
Dept 253-Treasurer	179,021		
Dept 265-Township Hall & Properties	183,600		
Dept 276-Cemetery Operation	2,800		
Dept 336-Fire Department	242,270		
Dept 371-Building Official	44,801		
Dept 400-Planning Commission	24,575		
Dept 410-Zoning Board of Appeals	3,870		
Dept 411-Zoning/Planning Official	91,326		
Dept 441-Dept. Of Public Works	311,597		
Dept 446-Roads & Streets	275,000		
Dept 448-Street Lighting	35,000		
Dept 528-Refuse Collection / Disposal	210,000		
Dept 751-Parks & Recreation Department	330,550		
Dept 850-Employee Benefits	0		
Dept 890-Contingency	83,135		
Dept 899-Tax/Tribunal Refunds	5,000		
Dept 965-Transfer To Other Funds	269,760		
TOTAL ESTIMATED APPROPRIATIONS	3,003,405		
NET OF REVENUES/APPROPRIATIONS - FUND 101	0		
Beginning fund balance			3,155,179
Anticipated ending fund balance (12/31)			3,155,179
<u>Fund 275 - Metro Act Special</u>			
TOTAL ESTIMATED REVENUES	4,800		
TOTAL ESTIMATED APPROPRIATIONS	30,000		
NET OF REVENUES/APPROPRIATIONS - FUND 275	(25,200)		
Beginning fund balance			69,640
Anticipated ending fund balance (12/31)			51,858

Fund 288 - Transportation System Special			
TOTAL ESTIMATED REVENUES	143,000		
TOTAL ESTIMATED APPROPRIATIONS	196,000		
NET OF REVENUES/APPROPRIATIONS - FUND 288	(53,000)		
Beginning fund balance			146,532
Anticipated ending fund balance (12/31)			96,532

SECTION 8: Periodic Financial Reports – The Township Clerk shall provide the Township Board at the Board meeting immediately 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 Enbody, seconded by Nordlund to adopt the foregoing resolution and General Appropriations Act.

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

Resolution declared adopted.

B. **Consider Adoption of 2022 Proposed Sewer Fund and Water Fund Budgets** – K. Bleau reviewed the Sewer and Water Fund budgets. The Pere Marquette Charter Township Board resolves:

Fund 590 - Sewer Fund			
TOTAL ESTIMATED REVENUES	393,320		
APPROPRIATIONS			
Dept 536-Transmission & Distribution	150,309		
Dept 538-Administrative & General	269,720		
TOTAL ESTIMATED APPROPRIATIONS	420,029		
NET OF REVENUES/APPROPRIATIONS - FUND 590	(26,709)		
Beginning fund balance			5,127,642
Anticipated ending fund balance (12/31)			5,100,933
Fund 591 - Water Fund			
TOTAL ESTIMATED REVENUES	1,214,440		
APPROPRIATIONS			
Dept 536-Transmission & Distribution	269,622		
Dept 538-Administrative & General	900,680		
TOTAL ESTIMATED APPROPRIATIONS	1,170,302		

NET OF REVENUES/APPROPRIATIONS - FUND 591	44,138		
Beginning fund balance			6,743,160
Anticipated ending fund balance (12/31)			6,787,298

Moved by Kmetz, seconded by Soberalski to adopt the foregoing 2022 Sewer and Water Fund Budgets.

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

Motion carried.

C. Consider Adoption of Capital Improvement Plan – Board members reviewed the proposed six-year Capital Improvement Plan. K. Bleau explained the items on the plan and how the supervisor, department heads and finance committee evaluated the scheduling of each purchase. Enbody added that that the Capital Improvement Fund is capable of supporting the planned purchases and improvements.

Moved by Kmetz, seconded by Enbody to adopt the 2022-2027 Capital Improvement Plan.

Capital Improvement Plan									
Project		Department	2022	2023	2024	2025	2026	2027	Total
Bathroom Remodel TH	Buildings	TH	\$30,000.00						\$30,000.00
Storage Garage	Buildings	DPW		\$200,000.00					\$200,000.00
Boat Launch for PM Consv Park	Land Improv	Parks	\$200,000.00						\$200,000.00
Boiler TH	Buildings	THG				\$12,500.00			\$12,500.00
Water Main S Jebavy to PM Hwy	Utility	Wa		\$300,000.00					\$300,000.00
MTP Improvements	Land Improv	Parks		\$80,000.00					\$80,000.00
Cabins for new PM Consv Park	Buildings	Parks		\$90,000.00					\$90,000.00
Truck Replacement	Equipment	Wa/Sw/DPW			\$50,000.00				\$50,000.00
Storage Garage	Buildings	Parks			\$80,000.00				\$80,000.00
Lift Station Repairs	Utility	Sewer			\$200,000.00				\$200,000.00
Generator	Equipment	Fire Dept				\$30,000.00			\$30,000.00
PMFD Training Structure	Buildings	Fire Dept					\$10,000.00		\$10,000.00
Vactor	Equipment	Wa/Sw/DPW				\$200,000.00			\$200,000.00
Commercial Sidewalks	Land Improv	All	\$264,000.00						\$264,000.00
Route to School Sidewalks	Land Improv	All				\$100,000.00			\$100,000.00
Brush Truck replacement	Equipment	DPW						\$187,500.00	\$187,500.00
Lift Station Generators	Equipment	Sewer	\$70,000.00						\$70,000.00
Total Purchases			\$564,000.00	\$670,000.00	\$330,000.00	\$342,500.00	\$10,000.00	\$187,500.00	\$2,104,000.00

Motion carried.

D. Consider 2022 Standing Board / Committee Appointments – Moved by Enbody seconded by K. Bleau to approve the following Standing Board/ Committee Appointments for 2022:

<u>Architectural Control</u> Gerald Bleau - <i>Chair</i> Ron Soberalski Doug Busch Tom Fulker (Bldg. Inspector)	<u>Economic Development/ Parks and Recreation</u> Gerald Bleau - <i>Chair</i> Rachelle Enbody Karie Bleau Ron Soberalski	<u>Election Commission</u> Rachelle Enbody- <i>Chair</i> Jim Nordlund, Sr. Henry Rasmussen
<u>Finance</u> Gerald Bleau - <i>Chair</i> Rachelle Enbody Andy Kmetz	<u>MI Municipal Risk Mgmt</u> Gerald Bleau - <i>Chair</i> Andy Larr Andy Kmetz Henry Rasmussen	<u>Personnel</u> Gerald Bleau- <i>Chair</i> Andy Kmetz Jim Nordlund, Sr.

<u>Sewer & Water</u> Karie Bleau- <i>Chair</i> Gerald Bleau Rachelle Enbody	<u>Roads</u> Gerald Bleau - <i>Chair</i> Jim Nordlund, Sr. Andy Kmetz Andy Larr	<u>Tax Abatement Review</u> Rachelle Enbody- <i>Chair</i> Derek Eaton Rick Deering
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Township Board Representative to Planning Commission	Karie Bleau
Township Board Representative to Zoning Bd. Of Appeals	Rachelle Enbody
Township Board Representative to Fire Department	Henry Rasmussen
Township Building Official	Gerald Bleau
Grants/Loans Administrator	Rachelle Enbody
Water/Sewer 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	Andy Kmetz

Rasmussen requested to remain as the liaison to the Planning Commission. G. Bleau stated his intent is to make changes to the standing boards and committees in order to bring a fresh perspective and new ideas to the boards and committees.

Motion carried.

E. **Consider Various Board and Commission Appointments** – Moved by Kmetz, seconded by K. Bleau to approve the following appointments, effective January 1, 2022:

Planning Commission – Jim Nordlund, Jr. and Jeremy Wagner for terms ending December 31, 2024.

Zoning Board of Appeals – Megan Tresnak and James Bachelder for terms ending December 31, 2024.

Construction Maintenance Board of Appeals – Alan DeMeester and Mike Knudsen for terms ending December 31, 2023.

Motion carried.

F. **Consider Community Foundation Grant Agreement** – Board members reviewed the grant agreement document for the replacement of the electric service at the Conservation Park day use facility. Smith had obtained one proposal in the amount of \$10,800 which was used for the grant application. G. Bleau has instructed Smith to obtain two additional quotes for the project. Board members noted the grant period is between 11/1/2021 to 4/30/2022.

Moved by Soberalski, seconded by Nordlund to agree to the terms in the Community Foundation for Mason County Grant Agreement and to authorize the Supervisor to sign the agreement on behalf of the township.

Motion carried.

G. **Consider Proposals for Storage Garage Roof Replacement** – Board members reviewed two quotes received for the replacement of the roof of the storage garage at the Pere Marquette Conservation Park. G. Bleau recommended the quote from Absolute Services of MI, LLC.

Absolute Services of MI, LLC	\$ 7,800.00
Superior Exteriors	\$14,480.00

Moved by Soberalski, seconded by Rasmussen to accept the proposal from Absolute Services of MI, LLC in the amount of \$7,800.00 for the installation of a new roof on the storage garage building in the Pere Marquette Conservation Park.

Motion carried.

H. **Consider Engagement Letter for Zoning and Planning Matters** – G. Bleau explained that the township has been dissatisfied with the legal representation for zoning matters by the township’s current legal firm. Fahey Schultz Burzych Rhodes has been providing tax tribunal legal services since 2020 and G. Bleau is recommending the township use them for planning and zoning services.

Moved by Enbody, seconded by K. Bleau to retain Fahey Schultz Burzych Rhodes PLC for legal services related to Planning and Zoning matters. The hourly rate quoted in the agreement is between \$240.00 and \$305.00 per hour, depending upon the attorney performing the service(s).

Motion carried.

COMMITTEE REPORTS: Zoning Board of Appeals Liaison (Soberalski) – Reported the ZBA met to review a variance request to allow for deck construction into the front yard setback. Soberalski stated the variance was approved.

Planning Commission Liaison (Rasmussen) – Reported a request to amend a site plan for a change of surface material for a parking area was denied and the commission is continuing their review of the Comprehensive Plan.

Fire Department Liaison (Rasmussen) – Reported twelve members in attendance at the meeting.

Finance Committee (K. Bleau) – Reported the Finance Committee met to finalize the Capital Improvement Plan.

Roads Committee (G. Bleau) – Reported the committee has begun the process for reviewing road projects for 2022.

Fire Department (Gaylord) – Reported on thirty-nine responses for October 2021 and department activity.

The following department reports were received: Clerk and Deputy Clerk, Treasurer, Parks, and Building/Zoning/Code Enforcement.

OFFICERS REPORTS: Clerk (Enbody) – Reported beginning the review of the 2021 budget to determine year-end budget amendments. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kmetz to approve payment of invoices totaling \$340,550.33. Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for October 2021. K. Bleau added that the report shows the recent purchase of new bonds and CD's and that the funds continue to have healthy fund balances. A new deputy treasurer was appointed and started on November 1st.

Supervisor (G. Bleau) – Reported the building department is incredibly busy. Reported on an ongoing code enforcement issue and that the board may need to hold a closed session in the future to discuss the pending litigation.

EXTENDED PUBLIC COMMENTS: County Commissioner Steve Hull reported on the most recent meeting of the Mason County Board of Commissioners.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 8:08 p.m.

Rachelle D. Enbody, MiPMC, CMC Township Clerk

Gerald A. Bleau, Township Supervisor

**REGULAR MEETING
December 14, 2021**

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.

Also present: Larry Gaylord and one guest.

Present for a portion of the meeting: Sheriff Kim Cole and Matt Biolette of Republic Services.

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Nordlund; Pledge of Allegiance was recited by all. The current agenda was approved by consent.

APPROVAL OF PREVIOUS MINUTES: **Moved** by Soberalski, seconded by Nordlund to approve the November 9, 2021 minutes as presented.

Motion carried.

Sheriff Cole reported on sixty-one calls for service in November 2021.

PUBLIC COMMENT: Public comment was held.

COMMUNICATIONS: Board members received a copy of the Western Michigan Fair Association 2021 Annual Report, a notification from Charter Communications of changes to channel lineup and a copy of the Certificate of Proclamation proclaiming December 13-19, 2021 as Water and Wastewater Professionals Workforce Week.

NEW BUSINESS: A. **Sanitation Service Update from Republic Services** – Matt Biolette, Municipal Services Manager of Republic Services gave an update on the challenges facing the municipal recycling and waste industry.

B. **Consider Invoice for the 2021 Contribution to the Ludington Recreation Program** – Board members reviewed an invoice received from the City of Ludington for the 2021 contribution to the Ludington Recreation Program. The City of Ludington has turned over the recreation program to Ludington Area Schools. G. Bleau received additional information that MTA recommends the township have a contractual agreement for the recreation services. It was determined that more information is needed before payment can be approved.

C. **Consider Appointment(s) to the Planning Commission and Zoning Board of Appeals** – G. Bleau explained that due to the loss of a Planning Commission member, ZBA member Megan Tresnak has expressed interest in moving from the ZBA to the Planning Commission which would leave a new vacancy on the ZBA which would be filled by new appointee Juan Rodriguez. The Planning Commission will then appoint a new liaison to the ZBA at a future meeting.

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

Motion carried.

Moved by Kmetz, seconded by Nordlund to appoint Megan Tresnak as a member of the Planning Commission for the remainder of the term ending December 31, 2022.

Motion carried.

Moved by Enbody, seconded by K. Bleau to appoint Juan Rodriguez as a member of the Zoning Board of Appeals for the remainder of the term ending December 31, 2024.

Motion carried.

D. **Consider Resolution for the 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.

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

RESOLUTION FOR THE DESIGNATION OF DEPOSITORIES

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:

- Comerica Securities
- Fifth Third Bank
- Michigan Class
- Multi Bank Securities
- PNC Bank
- Preferred Credit Union
- Huntington Bank (formerly TCF Bank)
- Safe Harbor Credit Union
- West Shore Bank

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

Resolution declared adopted.

E. **Consider Electrical Service Upgrade / Conservation Park** – The township received a grant from the Community Foundation for an upgrade to the electrical service at the Pere Marquette Conservation Park (formerly DOW AC Park area) based upon an estimate obtained for the grant application. After receiving the grant notification, additional estimates were sought and four proposals were received. Two of the proposals were from contractors outside of the area and were three times the amount(s) of the local contractor estimates. It was also determined that the original bid for 100-amp service would not be sufficient for the service at the park. In-kind services for underground trenching for the conduit will be provided by the township. The two estimates considered were:

C & I Electric	\$12,820.00
Rees Electric	\$15,869.50

Moved by Rasmussen seconded by K. Bleau to approve the quote from C & I Electric in the amount of \$12,820.00 for the electrical service upgrade at the Pere Marquette Conservation Park.

Motion carried.

F. **Consider Township Hall Lease Agreement** – K. Bleau explained that with the recent approval of a cancellation policy, the current lease agreement required updating to include the cancellation language. The document was also updated to include expanded language for insurance requirements. The agreement was reviewed and approved by the township attorney.

Moved by Nordlund seconded by K. Bleau to approve the Township Hall Lease Agreement, effective immediately.

TOWNSHIP HALL LEASE AGREEMENT

Please note: The Hall will not be leased to minors, will not be leased for profit-making uses, and will not be leased for events where a cover charge or entrance fee is charged.

(1) THIS LEASE AGREEMENT is between the Township and _____
 (Lessee) for the use of the Township Hall (the “Premises”) for the rental date of _____.

- (2) Deposit is due upon signing lease and securing the date requested.

Length of Time	Rent	Deposit *
Full Day (more than 4 hrs.)	\$200	\$200
Partial Day (more than 2 hrs.; not more than 4 hrs.)	\$100	\$150
Brief Meeting (2 hrs. or less)	\$50	\$100
Memorial Services / Funeral Lunches	\$50	\$100

Deposit is doubled when alcohol is served

- a. In addition to the deposit being doubled when alcohol is served, Lessee must provide to the Township a copy of the Lessee's Homeowner's insurance policy with a "Host Provision" AND Umbrella Liability Coverage, OR a 24-hour Liquor Liability Insurance certificate at least 14 days before the rental date. Failure to timely provide proof of insurance will result in cancellation of the reservation and refund of the deposit. Failure to disclose that alcohol will be served will result in forfeiture of the entire deposit, and may result in additional monetary charges and/or legal actions by the Township against the Lessee.
- b. If alcohol is not to be served, Lessee shall provide an event liability policy for the rental date, to the Township, at least 14 days before the rental date. Failure to timely provide proof of insurance will result in cancellation of the reservation and refund of the deposit.
- c. All insurance required above must be equal to at least \$1,000,000 per occurrence and at least \$1,000,000 aggregate.
- (3) The above **Rental Fee** is due when hall keys are picked up. Keys may be obtained the day of the event or on Friday for a weekend event. Hall keys must be picked up from the Township office during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. It is the Lessee's responsibility to remember to pick up the keys.
- (4) The Lessee agrees to conduct its activities upon the Premises so as not to endanger any person lawfully thereon and to indemnify and to save harmless the Township against any and all claims for injury to persons on property, including claims of employees of the Lessee or any contractor, subcontractor, members, guests, invitees, or the agent of any of the above (collectively the "Lessee's Persons").
- (5) The Lessee shall not admit to the Premises a larger number of persons than can safely and freely move about in the Premises and the decision of the Township in this respect shall be final. (Currently 139 persons.) No portion of the sidewalks, entries, passages, vestibules, or stairways, or access to public utilities of the Premises shall be obstructed by the Lessee or used for any purpose other than for ingress to and egress from the Premises. The doors, stairways, and openings that reflect or admit light into the Premises, and radiators and house lighting attachments, shall not be covered or obstructed by the Lessee except with the prior written approval of the Township when necessary to provide proper lighting effect for performances. The rest rooms and other water apparatuses shall not be used by the Lessee, for any purpose other than that for which they were constructed. Lessee shall not, without the written consent of the Township, put up or operate any engine or motor inside the Premises or use oils, bottled gas, kerosene, naphtha, gasoline, or any such flammable material for either mechanical or other purposes.
- (6) The Township has the right to terminate this Agreement and to require the Lessee to vacate the Premises upon certain events such as (but not limited to): Violation of any Federal, State, or local laws or regulations; damage to the Premises or to personal property, including personal property of the Lessee or the Lessee's Persons; personal injury; instances where Lessee's Persons become unruly and/or there is significant threat of damage or injury to persons or property. If any of the above occurs, whether specifically listed or not and whether the Agreement is terminated or not, the rental deposit will be forfeited.
- (7) The Lessee indemnifies the Township and its agents, representatives, employees, contractors, and subcontractors against all losses, damages, costs, and expenses, including reasonable attorney's fees, resulting from the Lessee's use of and/or presence in the Premises on the rental date or any holdover period.
- (8) The Lessee shall not deface, injure, or mar the Premises – including but not limited to by the use of nails, hooks, tacks, screws, staples, any kind of tape, etc. – in any part of the Premises, and will not make any alterations of any kind therein. Masking tape may be used only to fasten decorations to tables and ceiling hooks. **BUT MUST BE COMPLETELY REMOVED.** Tables and chairs must be returned to the storage room.
- (9) **THIS IS A SMOKE-FREE FACILITY.** Deductions from the deposit will be taken for failure to observe this Smoke-Free Policy.
- (10) The Premises must be left in the same condition as when first rented. Vacating time for a full day rented is 12:00 midnight of the day it is rented. The Premises must be completely cleaned-up and Lessee's possessions removed **NO LATER THAN 12:00 MIDNIGHT OF RENTAL DAY.** All garbage and trash must be removed from the Premises and the parking lot and placed in the dumpster provided. Any violation of this clause may result in the loss of the entire deposit.
- (11) Payment of the deposit to the appropriate Township official and Lessee's signature on this Agreement are required to guarantee the rental date. The Lessee may cancel this Agreement without penalty up to the day of the event and will receive a full deposit refund, absent any violations of this Agreement by the Lessee.

No refunds will be given if the notice of the cancellation is given after the event. Cancellation refunds will not be transferred to events in future years. *RESERVATIONS WILL BE TAKEN BEGINNING JANUARY 1ST FOR THAT CALENDAR YEAR.*

- (12) Monies placed on deposit in accordance with this Agreement shall be returned in full to the Lessee upon SATISFACTORY inspection by the Township or its agent and certification that the Premises have been left in a clean and undamaged condition. Leaving an unclean or damaged facility will result in forfeiture of all or part of the deposit. If damages exceed the amount of the deposit, the Lessee accepts liability for the additional expenses required to return the Premises to its prior condition.
- (13) No provisions of this Agreement shall be waived or altered except by writing endorsed hereon or attached hereto and signed by the Township and by the Lessee. The invalidity of any particular clause, provision, or covenant shall not affect the enforceability of the balance of the Agreement. This Agreement shall not be assignable without the prior written consent of the Township.
- (14) AED Device is located in front entrance of the Premises. The Lessee is responsible to ensure this device is not damaged or removed from the Premises.**
- (15) All limitations placed upon the Lessee apply equally to the Lessee’s Persons, and all limitations placed upon the Lessee’s Persons apply equally to the Lessee.

I have read and understood this lease agreement and agree to its terms.
 Will alcohol be used at this event? YES NO
 Will kitchen be used at this event? YES NO

 Name

 Address

 City and Zip

Phone Number	Email
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 Lessee’s Signature

 Receipt #

 Township Representative Signature

Motion carried.

COMMITTEE REPORTS: Planning Commission Liaison (Rasmussen) – Reported review of Chapters 6 and 7 of the Master Plan and appointment of a temporary secretary until the 2022 election of officers.

Fire Department Liaison (Rasmussen) – Reported fifteen members in attendance at the meeting.

Tax Abatement Review Board (Enbody) – Reported the board met to conduct the annual compliance review of IFT Certificates. The TARB reviewed the building progress of the new UACJ – Whitehall Industries facility related to the new certificate, reviewed the existing certificates and determined that all certificates were in compliance. In addition, the TARB determined it would be beneficial for the board to review all other abated properties that are not subject to review by any other boards, commissions, or authorities. The township’s current abatements total \$8,684.06.

Fire Department (Gaylord) – Reported on thirty-four responses for November 2021 and department activity. Year-to-date runs are at 410 compared to 344 runs in 2020. Total 2021 runs to date are at 436.

The following department reports were received: Clerk and Deputy Clerk, Treasurer, Parks, and Building/Zoning/Code Enforcement.

OFFICERS REPORTS: Clerk (Enbody) – Provided copies of the required continuing education Election Accreditation certifications for clerk Rachelle Enbody and deputy clerk Lisa McGregor. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kmetz to approve payment of invoices totaling \$484,178.76. Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for November 2021. Reported that all bank accounts appear healthy, the department is busy collecting taxes, working on campground end of year reconciliations and determining water and sewer rate recommendations for 2022.

Supervisor (G. Bleau) – Reported a court date of January 7, 2022 on the Pallet Recycle matter; reported that the Brownfield Authority approved a property in the City of Ludington for redevelopment for a potential twenty-million-dollar investment of a residential complex; continuing to work on implementing sidewalk installation(s) on the properties within the commercial district by pursuing a special assessment process; reported a property owner recently approached him to see if the township would be interested in purchasing a parcel on S. Pere Marquette Hwy. and board members agreed to have the supervisor pursue preparation of an offer to purchase.

J. Bleau announced that the township has been approved for the Land and Water Conservation Fund development grant for the Pere Marquette Community Access Project in the amount of \$500,000.00. A grant project agreement will come before the board for approval at a later date. Board members discussed the need to obtain construction documents, plans and specifications for the project. It was determined that J. Bleau will contact JMB Associates to create an RFP to obtain services for the engineering and design of the proposed access project.

ANNOUNCEMENTS: J. Bleau and K. Bleau will be absent from the December 28 year end board meeting.

EXTENDED PUBLIC COMMENTS: Public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 8:12 p.m.

Rachelle D. Enbody, MiPMC, CMC Township Clerk

Gerald A. Bleau, Township Supervisor

REGULAR YEAR END MEETING
December 28, 2021

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

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

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 December 14, 2021 minutes were approved by consent.

Moved by Kmetz, seconded by Nordlund to approve the agenda as presented. Motion carried.

NEW BUSINESS: A. **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 G. Bleau, seconded by Rasmussen to approve the following 2021 budget amendments / appropriations and to authorize the transfer of up to \$751,265 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	2,838,882	398,350	3,237,232
Sub-total		398,350	
Expenditures:			
Township Board	73,300	(10,000)	63,300
Web/GIS	10,600	(10,600)	0
Township Hall & Properties	151,200	(37,000)	114,200
Fire Department	230,521	(12,000)	218,521
Planning Commission	26,325	(12,000)	14,325
Zoning/Planning Official	67,200	5,500	72,700
Dept. of Public Works	228,264	(36,000)	192,264
Roads & Streets	200,000	60,100	260,100
Refuse Collection	210,000	(10,000)	200,000
Street Lighting	50,000	(28,000)	22,000
Parks & Recreation	266,100	(53,000)	213,100
Employee Benefits	431,550	(64,800)	366,750
Contingency	95,115	(95,115)	0
Transfers to Other Funds / Capital Improvement	50,000	701,265	751,265
Sub-total		398,350	
NET REVENUES (EXPENDITURES)		0	
Beginning Fund Balance		3,155,179	
Ending Fund Balance		3,155,179	

Sewer Fund

Revenues:	Current Budget	Increase / (Decrease)	Amended Budget
Revenues	385,553	90,000	475,553
Sub-total		90,000	

Expenditures:

Transmission & Distribution	89,023	32,000	121,023
Administrative & General	487,533	225,000	712,533
	Sub-total	257,000	
	NET REVENUES (EXPENDITURES)	(167,000)	
	Beginning Fund Balance	5,127,642	
	Ending Fund Balance	4,960,642	

Water Fund

Revenues:	Current Budget	Increase / (Decrease)	Amended Budget
Revenues	1,149,940	155,000	1,304,940
	Sub-total	155,000	
Expenditures:			
Transmission & Distribution	142,478	41,300	183,778
Administrative & General	1,012,745	125,087	1,137,832
	Sub-total	166,387	
	NET REVENUES (EXPENDITURES)	(11,387)	
	Beginning Fund Balance	6,743,160	
	Ending Fund Balance	6,731,773	

Motion carried.

B. **Payment of invoices** – Enbody provided a list of current invoices for approval. **Moved** by Enbody, seconded by Kmetz to approve the payment of invoices totaling \$50,720.67.

Motion carried.

COMMITTEE OF THE WHOLE: **Moved** by Soberalski, seconded by Nordlund to move into Committee of the Whole at 4:15 p.m. Motion carried.

Various topics discussed with no action taken:

- Pending litigation of property due to zoning violation(s)
- Status of possible purchase offer
- Capital Improvement Plan and development of park property
- Upcoming committee meetings: Parks, Water & Sewer, and Personnel

Moved by Enbody, seconded by Kmetz to return to regular session at 5:00 p.m. Motion carried.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 5:00 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Gerald A. Bleau, Township Supervisor

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