

PERE MARQUETTE CHARTER TOWNSHIP BOARD
REGULAR MEETING AGENDA
November 14, 2023 – 4:00 p.m.

Location: PERE MARQUETTE TOWNSHIP HALL
1699 S. Pere Marquette Highway
Ludington, MI 49431

1. CALL TO ORDER
2. INVOCATION
3. PLEDGE TO FLAG
4. ROLL CALL
5. APPROVAL OF MINUTES
6. SHERIFF / COUNTY COMMISSIONER REPORT(S)
7. DEPARTMENT REPORTS
8. BRIEF PUBLIC COMMENTS (TWO MINUTES)
9. APPROVAL OF AGENDA
10. PUBLIC HEARINGS
11. COMMUNICATIONS
12. COMMITTEE REPORTS
13. UNFINISHED BUSINESS
14. NEW BUSINESS
 - A. **Interview Candidates for the Office of Township Supervisor**
 - B. **Appoint Township Supervisor**
 - C. **Consider 2023 Standing Board / Committee Appointments for Supervisor**
 - D. **Consider 2023 Standing Board / Committee Appointments for Treasurer**
 - E. **Affirm Change Order D – Supply and Install of 2” Water Line**
 - F. **Affirm Change Order E – Adjust Structure at right-of-way & Provide Concrete Collar**
 - G. **Consider Drain Field Replacement at Buttersville Campground**
 - H. **Consider Additional Costs for 2022/2023 Road Project**
 - I. **Set Public Hearing Date (12/12/2023) for 2024 Proposed Budget and Levy**
15. OFFICERS REPORTS
 - A. Trustees
 - B. Clerk and payment of invoices
 - C. Treasurer
 - D. Supervisor
16. ANNOUNCEMENTS
17. EXTENDED PUBLIC COMMENTS (TEN MINUTES)
18. ADJOURNMENT

REGULAR MEETING
October 24, 2023

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

Board members present: Clerk Rachele Enbody; Trustees: Andrew Kmetz, James Nordlund, Sr., Henry Rasmussen, and Ronald Soberalski.
Board member(s) absent: None.
Board position vacant: Supervisor.
Also present: County Commissioner Lewis Squires, Sheriff Kim Cole, Leanne Chaltron, Russell Fulker, Dave Bossick (Ludington Daily News),

The meeting was called to order at 6:00 p.m. by the Clerk. Invocation was given by Nordlund; Pledge of Allegiance was recited by all.

Moved by Enbody, seconded by Nordlund to appoint Kmetz as President Pro Tem for this meeting. Motion carried. Kmetz assumed chairmanship of the meeting.

APPROVAL OF MINUTES: **Moved** by Rasmussen, seconded by K. Bleau to amend the portion of the Election Commission Committee Report to read “the Commission ~~met~~ **will meet** on October 12th” and to approve the minutes of the October 10, 2023 regular meeting as amended.

Motion carried.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by Nordlund, seconded by Soberalski to add Item F. Consider Short Term Professional Services Agreement, to address questions received during public comment under Unfinished Business and to approve the agenda as amended.

Motion carried.

UNFINISHED BUSINESS: Enbody addressed questions that were received during the public comment portion.

- The status of the FOIA request for emails sent and received by Rachele Enbody: The FOIA request was withdrawn.
- The status of the FOIA request for an employee’s text messages: The requestor was provided with a good faith estimate for a deposit in order to proceed with the request. The request was considered abandoned when the deposit was not received within 45 days of providing the estimate for the good faith deposit.
- The status of purchase agreement for the property on S. Pere Marquette Hwy.: Correspondence was received on 10/24 from the township attorney stating that the property owner filed with the court and that the Township is now required to file initial disclosures with the Court.
- The status of the Pallets Recycle property: The realtor contacted the Township with the information that all parties intend to proceed with the sale and that the closing of the property will be scheduled in the near future.
- The status of the Forensic Audit: The Forensic Audit was distributed to all board members earlier this month.

NEW BUSINESS: A. **Consider Water Rate Resolution #2023-11** – It was discovered that the quarterly hydrant charge was incorrectly increased to \$100 per quarter beginning January 1, 2023 when Water Rate Resolution #2023-5 was adopted. The correct rate for the hydrant charge is \$90 per quarter. Customers will be credited for the rate error.

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

PERE MARQUETTE CHARTER TOWNSHIP
WATER RATE RESOLUTION #2023-11

WHEREAS, Code of Ordinances, Chapter 30, Article II – Water System (the “Code”) provides that the Township Board shall establish water user rates and charges from time to time; and

WHEREAS, the Township Board desires to establish such rates and charges as are set forth in this resolution.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Under Section 30-61 of the Code, the following charges are established for the Township's water system ("System"):

- a. Water Service Tap Installation Charge (For all connections, except those connections to the portion of the System, as defined in the Water Ordinance, financed by a Water Special Assessment District in which the construction of the water tap is part of the initial construction project or portions of the System built by a third party without cost to the Township), the charges to connect shall be:

1"	\$825.00
1-1/2"	\$900.00
2"	\$1,000.00
Over 2"	At cost

At cost calculations will include time and materials.

- b. Frontage Charge A connection to the System as provided in the Code shall be \$25 per front lineal foot. Frontage cost will be divided by 2 if connections are available on both sides of the road.
- c. Benefit Charge For all connections, except those connections served directly by the City of Ludington water system, the charge shall be as follows:

5/8 & 3/4"	\$425.00
1"	\$1,063.00
1-1/2"	\$2,125.00
2"	\$3,400.00
3"	\$6,800.00
4"	\$10,625.00
6"	\$21,250.00
8"	\$34,000.00
10"	\$48,875.00
12"	\$91,375.00

2. Pursuant to Section 30-62(c) of the Code, interest at a rate of prime plus 2% per annum shall be charged on the unpaid balance when the applicant elects to pay the frontage and benefits charges, or any part thereof, in installments.

3. Pursuant to Section 30-63 of the Code, the following Other Charges are established:

- Metered fire hydrant use (including cost for filling a swimming pool or providing water for a construction project) - \$100 plus cost of water used
- Meter test - \$100
- Service call for turn-on, turn-off, meter removal and/or meter re-installation (exclusive of emergency situations)- \$50 each time
- Service call for turn-on after delinquent water bill paid - \$50
- Cross connection enforcement/turn-off - \$150
- Service for meter reading outside the regular meter reading schedule for special billing purposes - \$50
- Development plan review and inspection, including testing and compiling construction records for subdivisions, site condominiums, multi-family dwellings and other types of residential, commercial or industrial developments where a water main and/or system service line is constructed as part of the development - at actual cost for time, materials, and service charges as needed.

4. Pursuant to Section 30-64 of the Code, water rates for water provided to each premises connected to the Pere Marquette Charter Township Water System are established as follows: For water utilized, **\$3.93** per 100 cubic feet, plus a quarterly readiness-to-serve charge determined as follows:

5/8 & 3/4"	\$14.00
1"	\$35.25
1-1/2"	\$70.50
2"	\$112.00

3"	\$224.00
4"	\$350.50
6"	\$700.00
8"	\$1,120.00
10"	\$1,610.00
12"	\$3,010.00
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 \$1.41 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, 2023 and continuing thereafter until modified by future resolution of the Board.

All resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

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

Resolution declared adopted.

B. Consider Hydrant and/or Fire Suppression Prior and Current Charges – Leanne Chaltron, assistant to DPW, Parks, Water and Sewer explained that she has been reviewing the water and sewer accounts and has identified billing errors in the fire suppression and hydrant charges on some of the commercial accounts in the utility billing program. Chaltron is requesting that the board provide guidance to resolve the billing errors. Board members requested a detailed list and verification of charges of the accounts that can be billed retroactively within the time frame allowed by statute.

Moved by Soberalski, seconded by Nordlund to postpone consideration of hydrant and/or fire suppression prior and current charges until a detailed list of the affected accounts is provided and verified.

Motion carried.

C. Consider Recommendation for Roads Committee – Board members reviewed a cost estimate from the Mason County Road Commission for a project at Orchard Avenue and Terri Court. The estimate was requested to alleviate a drainage problem in the area. The project cost will be shared between Pere Marquette Charter Township and the Mason County Road Commission with the Road Commission applying the Township's 2024 cost share allocation to the Mason County Road Commission's portion. J. Nordlund added that the Roads Committee has discussed multiple solutions and narrowed the options down to the addition of the berm and lip gutter as the most logical solution.

Moved by Enbody, seconded by Rasmussen to approve the estimate for improvements to the Northwest Quadrant of Orchard Avenue and Terri Court at an estimated cost of \$7,350.58 to construct approximately 120 lineal feet of HMA lip gutter and approximately 150' of earthen berm to prevent rainwater from flooding the Greene residence.

Motion carried with Soberalski opposed.

SHERIFF / COUNTY COMMISSIONER REPORT(S): County Commissioner Lewis Squires reported the Commission will consider candidates for appointment to the 2nd County Commission District and that there will be a closed session to consider candidates for the county administrator position at the Commission meeting later today.

Sheriff Cole reported on fifty-five calls for service in September 2023.

D. Consider Recommendation for Personnel Committee – Kmetz reported that the Personnel Committee reviewed the job description for the campground manager position. The committee is recommending removal of reporting to a Campground Administrator and changing the position status from seasonal full time to regular part time. Soberalski questioned if the description should be reviewed by the incoming supervisor before the board approves it. Enbody responded that the job description can be amended at any time. K. Bleau added that the current job description only allows the campground manager to work through October and they would be unable to continue working without approving the change to regular part time status.

Moved by K. Bleau, seconded by Nordlund to approve the job description for Campground Manager as presented.

Motion carried with Soberalski opposed.

E. Consider Execution of Agreement for Election Services for Early Voting Site – Board members were provided with a copy of the Agreement for Election Services for Early Voting Site between Mason County and the following townships: Amber, Branch, Custer, Eden, Free Soil, Grant, Hamlin, Logan, Meade, Pere Marquette Charter, Riverton, Sheridan, Sherman, Summit, Victory, and the City of Scottville. The parties have agreed that the most cost-effective method to provide the constitutionally required nine days of early voting would be to consolidate the precincts to a centrally located early voting site and enter into a county agreement to authorize the county to conduct early voting. Enbody is requesting approval for the execution of the agreement which includes the responsibility of the secure storage and transportation of the early voting equipment.

Moved by Nordlund, seconded by Rasmussen to acknowledge the establishment of an early voting site at the Mason County District Library, 204 E. State Street, Scottville, and back up contingency location of the Custer Township Hall and to approve the Township Clerk to accept the responsibility of the secure storage and transportation of the early voting equipment to and from the Early Voting Site as per the Agreement for Election Services for Early Voting Site.

Motion carried.

F. Consider Short Term Professional Services Agreement – (added) Enbody explained that the agreement was received by the township attorney today and that Mr. Fulker had the opportunity to review and accept the terms of the agreement prior to the meeting in order to provide building official services to the township on an interim basis.

Moved by Rasmussen, seconded by Enbody to approve the Short-Term Professional Services Agreement between the Township and Thomas I. Fulker to perform building permit application review per the terms of the Agreement and to authorize the Township Clerk to sign the Agreement on behalf of the Township.

Motion carried.

ANNOUNCEMENTS: The Election Commission will meet at 9:00 a.m. on October 25, 2023 to conduct the Public Accuracy Test for the November 7, 2023 Special Election.

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: Moved by Soberalski, second by Enbody to adjourn the meeting at 7:16 p.m. Motion carried.


Rachelle D. Enbody, MiPMC³, CMC Township Clerk

Andrew Kmetz, President Pro Tempore

Dear Reader,

10/25/2023

Please consider this as notice of my interest in the position of Pere Marquette Charter Township Supervisor. Enclosed is my resume.

I feel that I am a strong candidate with many leadership qualities. I currently serve on the Board of Directors at the Mason County District Library; I have managed the print shop at Ludington Beverage Co. for 8 years, and I have been responsible for my mother's estate for 10 years now with impeccable accountings submitted to Probate Court each year. I am also a Substitute Teacher at Ludington Area Catholic School, where I successfully guide students through their lessons.

I have excellent communication skills; I thrive in creative problem solving and team goal setting. My leadership style is to make thoughtful collaborative decisions that involve research, gathering information from trusted advisors, and most importantly listening to all parties involved.

I realize that it may be forefront in your minds that I have tried for this position many times. I keep coming back because I feel so strongly drawn to this. But it won't happen until I convince you, so here I am to try to do that again! I do not hold past rejections against anyone, I still have the hope of building professional relationships with this team. I hope that you all will see that my perseverance is how I'd handle any tough issue that comes to my attention. I view these things as challenges and use this much tenacity and persistence to win all parties over.

Pere Marquette Charter Township is a wonderful entity that has been through a lot of demoralizing hurdles lately, and I see myself coming in and creating an environment with stability, respect and support, where employees can feel cared about and highly valued.

Bring me on board. Let me lead because you will get a caring team player, humble servant, thoughtful listener, collaborative decision maker, strong communicator and overall resourceful creative problem solver.

I look forward to hearing from you.

Sincerely,

Jennifer Doggett

October 26, 2023

Dear Pere Marquette Charter Township Board,

Please accept my resume for consideration in regard to the vacancy of Township Supervisor. My education, work experience, and strong leadership in the community provide me the opportunity to be a thriving candidate for the Township. I am determined to make positive changes, demonstrate what strong leadership looks like, and assist the Board in pivoting the municipality in the direction they and the residents truly want.

I am requesting my letter of interest and resume be anonymous at this time. Thank you for your time.

Sincerely,

Jamie Healy

Confidentiality request was removed
by applicant on 11-9-2023

October 23, 2023

Pere Marquette Charter Township
Board of Directors
1699 S. Pere Marquette Hwy.
Ludington, MI 49431

Greetings Pere Marquette Township Board:

I am proposing the Pere Marquette Charter Township, Board of Directors, consider an "Interim Township Supervisor" position. Should the Board of Directors deem this a viable course of action, I am applying for such a position.

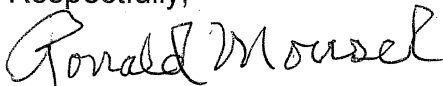
My strength is the ability to bring harmony to an environment which requires leadership. In my working career as an Educator, Teacher, Principal, Athletic Director and Superintendent, I have performed duties of a Township Supervisor as described in your posting. This opportunity would allow the Board a number of important options, including flexibility in planning for a permanent supervisor position.

Since July 1971, I call Linlook Park, Pere Marquette Township, Michigan **MY HOME**. I am a proud resident of my township. I love the community I live in and support growth by reinvesting through civic organizations to make an impact in our quality of life.

As a Pere Marquette Charter Township resident, I served over 20 years on the ZBA as a member and chairman. More recently, I worked at Buttersville Park and Campground as a seasonal park ranger. My commitment to my community has been lifelong.

I am available to meet with the Board at your convenience to discuss the Interim Supervisor position with Pere Marquette Charter Township.

Respectfully,



Ronald Mousel
7323 Orchard Ave
Ludington, MI 49431

October 16, 2023

Pere Marquette Charter Township Board
1699 S. Pere Marquette Hwy.
Ludington, MI 49431

Dear Board Members:

I am writing to express my interest in the position of supervisor. As the former Pere Marquette Township parks manager and a licensed realtor who has experience with township business and staff management, I am eager to accept a new challenge as supervisor.

Serving nearly nine years as parks manager, I learned a lot about local governmental responsibilities, township policies and procedures, and planning and zoning. I successfully oversaw six parks in the township and led a team of staff at Buttersville Campground. This involved building and grounds maintenance, staff scheduling, park improvements and overseeing a budget.

I played an integral part in securing grant funding for Pere Marquette Conservation Park as well as playground equipment at the campground, and I have worked with state and federal agencies to develop plans for the conservation park. I also serve as a member of the facilities team at my church, and I know what it takes to lead a team and get the job done.

In addition, my work as a realtor has allowed me to develop a solid grasp of working with numbers, negotiating toward common ground between buyers and sellers, and achieving numerous awards in my field.

You will not be disappointed in the knowledge, attitude and effort I will bring to this position. I have always been committed to working my hardest in whatever I approach. I have maintained an outstanding employment record, which includes marked dedication. I would bring this dedication to the role of supervisor

I am ready to get started and look forward to hearing from you. I can be reached at
Thank you for your consideration.

Sincerely,

Kelly D. Smith

October 23, 2023

Megan Tresnak
6053 W. Trails End
Ludington, MI 49431

Dear Pere Marquette Charter Township Board,

I am submitting a letter of interest for the open position of Supervisor for Pere Marquette Charter Township. With my experience on the board and my leadership skills, I believe that I have what it takes to make a great Supervisor for Pere Marquette Charter Township.

I have been actively participating in Pere Marquette Charter Township consistently since July 2020. At that time, I was a Pere Marquette Charter Township Board Trustee and that term ended in November 2020. During that time, I was the boards representation on the Zoning Board of Appeals. Since November of 2020, I have been the Chairperson for the Pere Marquette Charter Township Zoning Board of Appeals as well as a member on the Planning Commission for the township.

Additionally, I have two bachelor's degrees, one in Biomedical Science and one in Nursing. I am actively looking for ways to contribute in the community, and one way has been doing multiple fundraisers which has led a to over 800 bags being donated to chemotherapy/radiation patients. Along with my township duties, I sell Thirty-One products. Currently, I lead a team of 45 and I am a member on the Presidential Advisory Council, which is comprised of the top leaders within the company.

My resume, which is included, contains additional information on my skills and experience. I would appreciate the opportunity to discuss with the board about my interest in filling this position.

I know that I would be a great addition, again, to the Pere Marquette Charter Township Board this time in the Supervisor role. I look forward to speaking with the board about this opportunity.

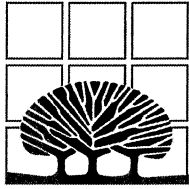
Thank you,
Megan Tresnak

<i>Architectural Control</i> Supervisor / Vacant * Henry Rasmussen Deb DelZoppo Tom Fulker	<i>Election Commission</i> Rachelle Enbody* Jim Nordlund, Sr. Henry Rasmussen	<i>Finance</i> Rachelle Enbody* Andrew Kmetz Supervisor / Vacant
<i>Economic Development/Parks Committee</i> Supervisor / Vacant* Karie Bleau Ron Soberalski		<i>Personnel</i> Andrew Kmetz* Jim Nordlund, Sr. Henry Rasmussen
<i>Sewer & Water</i> Karie Bleau* Supervisor / Vacant Jim Nordlund, Sr.	<i>Roads</i> Jim Nordlund, Sr.* Henry Rasmussen Andrew Kmetz Supervisor / Vacant (alternate)	<i>Tax Abatement Review</i> Rachelle Enbody* Derek Eaton Rick Deering

* First person listed is chairperson of the Committee/Commission

Twp. Bd. Representative to Planning Commission
MMRMA Member Representative

Karie Bleau
Supervisor / Vacant



MCSA
GROUP, Inc.

Landscape Architects and Architects
EAST GRAND RAPIDS • MICHIGAN

Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

DATE: October 30th, 2023

TO: Rieth-Riley Construction Co. Inc.
5621 W 1st St.
Ludington, Mi 49431

SUBJECT: CHANGE ORDER D

Pere Marquette River Community Access
Pere Marquette Charter Township

Gentlepeople,

You are hereby authorized to make the following changes to the original contract for the above project; with changes in the amount of the Contract Sum as follows:

CONTRACT ADDITIONS:

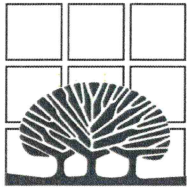
ADDITIONS

1. Supply and install 2" waterline to get beyond edge of turning lane, per attached bid proposal.

\$4,750.00

TOTAL ADDITIONS THIS CHANGE ORDER

Add \$ 4,750.00



MCSA
GROUP, Inc.

Landscape Architects and Architects
EAST GRAND RAPIDS • MICHIGAN

Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

Pere Marquette River Community Access
Pere Marquette charter Township
Change Order D
October 30, 2023
Page -2-

THE CURRENT STATUS OF THE CONTRACT IS AS FOLLOWS:

Original Contract Amount	\$1,851,202.60
Net Change for Change Order D	\$4,750.00
Net Change for Previous Orders	\$19,107.58
New Contract Amount including previous Change Orders	\$1,875,060.18

RECOMMENDED BY: MCSA Group, Inc.

Date: 10.30.2023

Melinda Whitton

Title: Principle

ACCEPTED BY: Rieth-Riley Construction Co. Inc.
5621 W 1st St.
Ludington, Mi 49431

Date: _____

Title: _____

APPROVED BY: Pere Marquette Township

Date: _____

Title: _____

Swidorski Bros. Excavating LLC

4523 Red Apple Road
Manistee, MI 49660
Phone: 231-723-7244
swidbros@hotmail.com

BID PROPOSAL

October 26, 2023

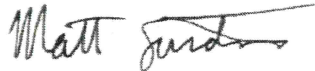
Rieth-Riley Construction Co. Inc.
Attn: Matt Skiver
5621 W. First Street
Ludington, MI 49431

Re: Pere Marquette River Community Access Project – Additional Water Line

SCOPE OF WORK

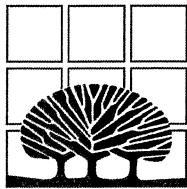
All labor, equipment, materials, and trucking required to:
Supply and install enough waterline to get beyond edge of turning lane;
Restoration of disturbed area with existing topsoil

Job Cost: \$4,750.00



Matt Swidorski
Swidorski Bros. Excavating LLC

591-538-970 R. R. Body



MCSA
GROUP, Inc.

Landscape Architects and Architects
EAST GRAND RAPIDS • MICHIGAN

Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

DATE: November 6th, 2023

TO: Rieth-Riley Construction Co. Inc.
5621 W 1st St.
Ludington, Mi 49431

SUBJECT: CHANGE ORDER E

Pere Marquette River Community Access
Pere Marquette Charter Township

Gentlepeople,

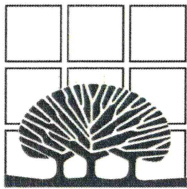
You are hereby authorized to make the following changes to the original contract for the above project; with changes in the amount of the Contract Sum as follows:

CONTRACT ADDITIONS:

ADDITIONS

1. Adjust structure at right of way and provide concrete collar around lid.	\$2,000.00
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TOTAL ADDITIONS THIS CHANGE ORDER	Add \$ 2,000.00
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MCSA
GROUP, Inc.

Landscape Architects and Architects
EAST GRAND RAPIDS • MICHIGAN

Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

Pere Marquette River Community Access
Pere Marquette charter Township
Change Order E
November 6th , 2023
Page -2-

THE CURRENT STATUS OF THE CONTRACT IS AS FOLLOWS:

Original Contract Amount	\$1,851,202.60
Net Change for Change Order	\$2,000.00
Net Change for Previous Orders	\$23,857.58
New Contract Amount including previous Change Orders	\$1,877,060.18

RECOMMENDED BY: MCSA Group, Inc.

Date: 11.06.2023

Melinda Whitten

Title: Principle

ACCEPTED BY: Rieth-Riley Construction Co. Inc.
5621 W 1st St.
Ludington, Mi 49431

Date: _____

Title: _____

APPROVED BY: Pere Marquette Township

Date: _____

Title: _____

**Pere Marquette Charter
Township**

Memo

To: Pere Marquette Charter Township Board of Trustees

From: Patrick Mousel, Buttersville Campground Manager

cc:

Date: 10/30/23

Re: Buttersville Campground Septic System

Buttersville has obtained a Soil Erosion & Sedimentation Control Permit and Sewage Treatment System Permit. Three companies were contacted in August for quotes for a new drain field to replace the failed drain field. Buttersville received only one quote, from Malberg's Sanitation Service, Inc. The window to do this work before the ground freezes is closing quickly.

I'm requesting approval to move forward with the Malberg quote to avoid a construction-based delay to the opening of the 2024 Season. I have included the permits and the quote for review.

Patrick Mousel, Campground Manager

Malburg's Sanitation Service, Inc.

Ludington, MI 49431
5030 Progress Dr.

Estimate

Date	Estimate #
9/1/2023	091557

PHONE (231)843-2007 FAX

Name / Address
Pere Marquette Township 1699 S Pere Marquette Hwy Ludington, MI 49431

Project Site
991 S Lakeshore Dr. Ludington, MI 49431

Service	Description	Qty
Job Description	ESTIMATE TO REPLACE SEPTIC SYSTEM Permit # 8542 Install a 1600 gallon dual chamber septic tank. The new tank will be the third tank, with 2 existing 1500 gallon septic tanks already in place. The second septic tank will be ran into the third (new) tank, the third tank will be ran into the existing pump chamber tank. The liftstation will then be lifted to a two-way distribution valve that will go to two 2400 sq ft drain fields.	
Install	1600 Gallon Dual Chamber Tank Effluent Filter 4" x 6" Baffle Insert Type 24" poly riser and cover 4" SDR 35 PVC pipe (ft) 4" SDR 35 PVC pipe fittings Two-way distribution valve 1 1/2" Sch 40 PVC Pipe (ft) 1 1/2" Sch 40 PVC Pipe fittings 2 2400 sq ft drain fields	1 1 1 60 5 1 100 6
Excess Soils	Load and haul excess soils to directed location	
Backfill	Backfill with site soils/topsoils;rake to grade	
Notes	Estimate does NOT include permits from Michigan Department of Environment, Great Lakes, and Energy (EGLE) The drain fields will have a 6 foot gap between the two sides	
TERMS	IF THIS ESTIMATE IS ACCEPTABLE, PLEASE CONTACT US AT THE NUMBER ABOVE 50% DOWN, BALANCE UPON COMPLETION ESTIMATE VALID FOR 45 DAYS	
By Xander Thank-You		Total \$31,500.00

This estimate for the work to be performed is based on available knowledge of the site and site conditions, which may include past reports, permits, site visits and customer requests. Undisclosed or undiscovered site conditions may cause the intended design of your system to be altered. Our personnel will endeavor to provide you with the best recommendation for an appropriate and effective system to meet your needs.



District Health Department #10

Healthy People, Healthy Communities

Serving Crawford, Kalkaska, Lake, Manistee, Mason, Mecosta, Missaukee, Newaygo, Oceana, and Wexford

Mason County • 916 Diana St • Ludington, MI 49431 • (231) 845-7381 • Fax: 845-0438

August 22, 2023

Pere Marquette Charter Township
1699 S Pere Marquette Hwy
Ludington, MI 49431

Re: Permit to construct a Sewage Treatment System

Dear Homeowner:

Enclosed is the sewage treatment permit for which you recently applied. The permit has been approved and you may begin installation at any time. If you have any questions regarding the specific requirements of the sewage system permit, please do not hesitate to call this office. I would also be happy to answer any questions you may have on proper construction techniques. Local codes require notification to this office prior to back filling or covering the septic system.

Sewage Disposal Contractor Licensing

The Sanitary Code for District Health Department # 10 requires that "Any person, firm, company, or corporation who shall engage in the business of installation of a sewage disposal system, or any part thereof under the provisions of this sanitary code MUST be licensed by District Health Department #10."

If you have any questions, please call (231) 845-7381. This office is open Monday through Friday, 8:00 a.m. to 4:30 p.m.

Sincerely,

Lisa Hofmann, REHS
Environmental Health Division
DHD #10 - Mason County Office

For more information on Environmental Health services or other public health information beneficial to you and your community, please visit our website: www.dhd10.org

Stormwater Management and /or Soil Erosion & Sedimentation Control Permit

Mason County Drain Commission
102 East Fifth Street * Scottville, Michigan 49454
Telephone (231) 757-9366

6567

Permittee: **Pere Marquette Charter Township
Jerry Bleau, Supervisor
1699 S. Pere Marquette Hwy
Ludington, MI 49431**

Date of Issue: September 6, 2023
Date of Expiration: September 6, 2024

Under the provisions of Part 91, Soil Erosion & Sedimentation Control, of the Michigan Natural Resources & Environmental Protection Act of 1994, as amended, and the Mason County Board of Commissioner's Stormwater Management and Soil Erosion Control Ordinance and Guidelines, and their corresponding General Rules, authority is Hereby granted to conduct earth change activities relating to:

Excavation for the construction of a commercial septic system within 500 feet of Lake Michigan.

Located at 991 S. Lakeshore Dr.

Property # 53-010-022-300-002-00

Section: 22 Township: Pere Marquette

T18N R18W

ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS SUBMITTED AND/OR ATTACHED HERETO. Authority granted by this permit is subject to the limitations and conditions marked with an (X) or (✓) below.

(X) All work authorized by this permit shall be accomplished in accordance with the special restrictions, Limitations, instructions or requirements listed in attachment(s)

(X) Attachment I
(X) Attachment II

() Attachment III
() Attachment IV

(X) Other special restrictions, limitations, instructions or requirements listed as follows:
This permit does not waive the necessity of obtaining all other required federal, state or local permits.

THIS PERMIT MUST BE POSTED AT THE PROJECT SITE!



Rob Allard Administrator

On Site Responsible Party:
Name: Russell Fulker
231-852-3100

Copies To:
() Bldg Dept
(X) Twp/City
() Other:



PERE MARQUETTE

CHARTER TOWNSHIP

Memo

To: Township Board
From: **Rachelle Enbody, Clerk**
Date: November 10, 2023
Re: Request from Mason County Road Commission

2023 Roads Budget:	\$200,000.00
Expenditures to date	\$112,318.91
Linlook project approved 10/24	\$ 7,350.58

Remaining budget	<u>\$ 80,330.51</u>
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Lakeshore Drive estimate	\$ 62,654.88
Lakeshore Drive additional	\$ 34,891.66

2023 Budget overage **\$ 17,216.03**

(IF the township were to approve the full amount of the Lakeshore Drive project overage, this would require a budget amendment)

The Mason County Road Commission has incurred additional costs for the Lakeshore Drive project (from Buttersville Park South to top of hill). The original estimate was \$62,654.88 and the completed project cost came to \$97,546.54.

The Mason County Road Commission is asking if the township would be willing to participate in a portion of the additional costs.

Rachelle Enbody

From: Eric Nelson <enelson@masoncountyroads.com>
Sent: Thursday, November 2, 2023 8:20 AM
To: Rachelle Enbody
Cc: Heather Braginton; Kristin Lange; Jennifer Strickland
Subject: PM Township Projects - Estimated VS Actual Costs
Attachments: 2023 PERE MARQUETTE TOWNSHIP PROJECT LIST - ESTIMATED VS ACTUAL COST.pdf

Good Morning Rachelle,

Please see the attached summary of project costs for Pere Marquette Township. The MCRC had estimated the 2023 project costs for PM Township at \$221,668.28. Overall the majority of the projects were at or below the estimated cost. Sherman Road and S. Lakeshore Road are the only two projects that were over the estimated amount.

The total billable cost of all the projects for PM Township with the MCRC cost share is \$210,926.95 which is \$10,741.33 below the total estimated amount. S. Lakeshore Drive is currently billed at 15% over the estimated cost \$62,654.88. During the project, there was additional clay encountered directly under the gravel that needed to be removed. This was not anticipated. The MCRC has incurred an additional \$34,891.66 of costs on this project. Given the above information if PM Township would be willing to participate for a portion of the additional costs, it would be greatly appreciated.

Please let me know if you have any questions, comments or concerns.

Thank you!

Eric R. Nelson, P.E.

County Highway Engineer
Mason County Road Commission
510 E. State Street
Scottville, Michigan 49454
Office Ph# 757-2882
Office Fax# 757-2662
Cell #231-907-7200
enelson@masoncountyroads.com



MASON COUNTY
ROAD COMMISSION

2023 TOWNSHIP PROJECTS

*UPDATED 10/31/2023

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	STATUS	MCRC COST SHARE	TWP COST SHARE	TOTAL PROJECT COST	ESTIMATED COST	
							\$ 5,012.79	COST SHARE FUNDS AVAILABLE			
040	LOGAN	DUST CONTROL	Township Wide	16.25	One Single and Two Double Applications	Complete & Billed	\$ 17,162.25	\$ 17,162.25	\$ 34,324.50	\$ 33,421.50	
041									\$ -	\$ -	
042									\$ -	\$ -	
043									\$ -	\$ -	
044									\$ -	\$ -	
045									\$ -	\$ -	
046									\$ -	\$ -	
047									\$ -	\$ -	
048									\$ -	\$ -	
049									\$ -	\$ -	
							\$ 22,175.04	\$ 17,162.25	\$ 34,324.50	\$ 33,421.50	
							\$ (0.00)	COST SHARE FUNDS AVAILABLE			
050	PERE MARQUETTE	DUST CONTROL	Township Wide	0.57	One Double Application. 2,850 gallons	Complete & Billed	\$ 299.25	\$ 299.25	\$ 598.50	\$ 598.50	
051		THIRD ST / SECOND ST.	Sherman Rd East to End	0.24	HMA Overlay (165lb/syd) 18' wide, replace 15" CMP 40' long	Complete & Billed		\$ 35,816.87	\$ 39,214.66	\$ 31,145.10	
052		SHERMAN RD	Bryant Rd North to mailbox 1233 900'	0.17	HMA Overlay (220lb/syd) 22 feet wide	Complete & Billed	\$ 12,254.99	\$ 12,254.99	\$ 24,509.97	\$ 25,929.75	
053		EMILY KAY CT	John St North 243' including cul-de-sac	0.08	HMA Overlay (165lb/syd) 26 feet wide with valley gutter and res	Complete & Billed	\$ 7,365.00	\$ 7,365.00	\$ 14,730.00	\$ 17,187.80	
054		JOHN ST	Emily Kay Ct to Kate Ct 446'	0.08	HMA Overlay (165lb/syd) 26 feet wide with valley gutter. 3 - 1" M	Complete & Billed	\$ 5,234.08	\$ 5,234.08	\$ 10,468.16	\$ 15,921.50	
055		KATIE CT	John St North 269' including cul-de-sac	0.08	HMA Overlay (165lb/syd) 26 feet wide with valley gutter. 1 - 1" M	Complete & Billed	\$ 3,449.27	\$ 14,744.38	\$ 18,193.65	\$ 20,203.75	
056		LIMOUSE RD	Nelson Rd easterly 612'	0.12	HMA Overlay (165lb/syd). 20 feet wide 1 - 1" MH riser rings and r	Complete & Billed	\$ -	\$ 13,687.17	\$ 13,687.17	\$ 17,180.80	
057		BONNIE ST	Barton St Northerly 450'	0.09	HMA Overlay (165lb/syd) 20 feet wide and restoration	Complete & Billed	\$ -	\$ 9,836.85	\$ 9,836.85	\$ 16,723.00	
058		BARTON ST	Nelson Rd easterly 631'	0.12	HMA Overlay (165lb/syd). 20 feet wide 1 - 1" MH riser rings and r	Complete & Billed	\$ -	\$ 13,080.32	\$ 13,080.32	\$ 14,945.00	
059		S. LAKESHORE DR	From Buttersville Park S to top of hill	0.11	Crush & Shape, undercut and stabilize bank, HMA paving	Complete & Billed	\$ -	\$ 62,654.88	\$ 97,546.54	\$ 54,482.50	
160		ORCHARD AVE	NW Quadrant of Orchard Ave & Terri Ct		lip gutter and earthen berm to prevent flooding		\$ -	\$ 7,350.58	\$ 7,350.58	\$ 7,350.58	
							\$ 28,602.58	\$ 182,324.37	\$ 249,216.40	\$ 221,668.28	
							\$210,926.95		Est. +15% \$254,918.52		
							\$ 0.00	COST SHARE FUNDS AVAILABLE			
060	AMBER	DUST CONTROL	Township Wide	7.72	Two Double Applications. 75,000 gallons. Late May, Late Aug	Complete & Billed	\$ 2,037.00	\$ 2,037.00	\$ 4,074.00	\$ 8,102.86	
061		AMBER RD	US-10 to Conrad	1.50	Select wedging 10'-11' wide and chip/fog seal	Complete & Billed	\$ 28,147.87	\$ 67,427.91	\$ 95,575.78	\$ 103,408.36	
062		BRYE RD	First St to Conrad	1.00	Select wedging 10'-11' wide and chip/fog seal	Complete & Billed	\$ -	\$ 61,213.67	\$ 61,213.67	\$ 63,052.07	
063		DENNIS RD	US-10 to Hansen	1.50	Select wedging 10'-11' wide and chip/fog seal	Complete & Billed	\$ -	\$ 72,064.52	\$ 72,064.52	\$ 85,270.34	
064									\$ -	\$ -	
065									\$ -	\$ -	
066									\$ -	\$ -	
067									\$ -	\$ -	
068									\$ -	\$ -	
069									\$ -	\$ -	
							\$ 30,184.87	\$ 202,743.10	\$ 232,927.97	\$ 259,833.63	