

PERE MARQUETTE CHARTER TOWNSHIP BOARD

AGENDA

May 9, 2023 – 4:00 p.m.

Location: PERE MARQUETTE CHARTER 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
 - A. **Consider Adoption of Policies and Procedures**
 - a. Buttersville Campground Cash Handling Process
 - b. Purchasing and Bid Policy
14. NEW BUSINESS
 - A. **Consider Bids for Pere Marquette River Community Access**
 - B. **Michigan Sparks Program Update – James Bernier (JMB Associates)**
 - C. **Health Care Plan Information – Tom Armintrout (Burnham & Flower)**
 - D. **Consider Resolution #2023-7 for Re-Authorizing Tax Administration Fee and Imposing a Late Penalty Charge on Property Tax Collections**
 - E. **Consider 2023 Road Projects**
 - F. **Closed Session** (The Board will consider entering into closed session pursuant to Subsection 8(h) of the Open Meetings Act, MCL 15.268 and Subsection 13(1)(g) of the Freedom of Information Act, MCL 15.243.)
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
April 11, 2023

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

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

Board member(s) absent: No members absent.

Also present: Sheriff Kim Cole, Mason County Commissioner Lewis Squires, Carlos Alvarado (Carlos Alvarado Law PC), Riley Kelley (Ludington Daily News) and numerous guests.

Present via Zoom: Township Attorney William Richardson (Fahey Shultz Burzych Rhodes) and Bethany Verble (Maner Costerisan).

The meeting was called to order at 4:00 p.m. by the Supervisor. Invocation was given by Nordlund; Pledge of Allegiance was recited by all.

APPROVAL OF MINUTES: **Moved** by Kmetz, seconded by Nordlund to approve the minutes from the meeting on March 28, 2023 as presented.

Motion carried.

SHERIFF / COUNTY COMMISSIONER REPORT(S): Sheriff Cole reported on fifty-four calls for service in March 2023.

County Commissioner Lewis Squires reported on the most recent meeting of the Mason County Board of Commissioners.

DEPARTMENT REPORTS: The following department reports were received: Building & Zoning Departments, Code Enforcement & Personnel Director; Fire Department; Deputy Clerk; and Treasurer.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by Enbody, seconded by Soberalski to add Item 14. **COMMITTEE REPORTS** to the agenda, to renumber the remaining agenda items consecutively, and to approve the agenda as amended.

Motion carried.

COMMUNICATIONS:

- Mason County Township Officers Association Meeting Agenda for April 20, 2023 at 6:00 p.m.
- 2022 Youth Recreation Participation graphic of participation by township from Ludington Recreation.
- Community Foundation Grant Notification for the Pere Marquette Conservation Park Development Fund in the amount of \$125,000.00 from the Thomas William Paine Charitable Fund.
- Michigan Municipal Risk Management Authority notice of grant award and grant reimbursement requirements.

UNFINISHED BUSINESS: A. **Consider Risk Assessment Report and Adoption of Policies and Procedures** – **Moved** by Kmetz, seconded by Nordlund to consider each item individually.

Motion carried.

- a. Federal Financial Internal Controls and Procedures Appendix C

Bethany Verble of Maner Costerisan explained that the Township is required to have documented federal policies and procedures in order to receive any federal funding. To ensure that all requirements are met, it is recommended to adopt the Federal Financial Internal Controls and Procedures in their entirety.

Moved by Nordlund, seconded by Soberalski to adopt the Federal Financial Internal Controls and Procedures.

Motion carried.

- b. Bank Reconciliation Process Option 1 or Option 2 or Option 3

Ms. Verble explained the most important aspect of any financial process is the oversight and segregation of duties. The overall goal is to have a separation in the individual preparing and the individual reviewing the bank reconciliation while adhering to all legislative requirements regarding custody and responsibility for documents. Enbody added that the State of Michigan Accounting Procedures Manual states that "an authorized individual not responsible for the actual physical handling of the cash should reconcile bank statement to the general ledger".

Moved by Soberalski, seconded by K. Bleau to adopt Bank Reconciliation Process Option 1.

Motion carried.

c. Utility Billing Process

Ms. Verble explained that the focus is the internal control process, which is the segregation of duties. The recommendation is for a division of duties between preparation and review between different staff members. The intent is for the new Administrative Assistant to DPW, Parks, Water & Sewer Departments perform the utility billing process.

Moved by K. Bleau, seconded by Nordlund to adopt the Utility Billing Process.

Motion carried.

d. Cash Handling Process

Ms. Verble explained that the Township is already following the procedures documented in the process and by adopting the process there will be a documented policy.

Moved by K. Bleau, seconded by Kmetz to adopt the Cash Handling Process.

Motion carried.

e. Travel Policy

Ms. Verble explained that aspects related to travel were previously incorporated within the purchasing policy and will now become a separate policy.

Moved by Soberalski, seconded by Nordlund to adopt the Travel Policy.

Motion carried.

f. Conflict of Interest Policy

Ms. Verble explained that a conflict of interest policy is a best practice for any organization. The policy defines what the township considers to be a conflict of interest and addresses the consequences of not reporting a conflict.

Moved by Nordlund, seconded by Soberalski, to adopt the Conflict of Interest Policy.

Motion carried.

g. Fraud Risk Management Policy

Ms. Verble explained that it is recommended that all municipalities should have a fraud policy. The policy details what the Township considers to be fraud, how to report suspicions and other vital steps in reducing the risk of fraud.

Moved by Soberalski, seconded by Rasmussen to adopt the Fraud Risk Management Policy.

Motion carried.

h. Fund Balance Classification and Best Practices Policy

Ms. Verble explained that the purpose of the policy is to address the requirement of the Governmental Accounting Standards Board (GASB) Statement No. 54 which defines the classifications of fund balance in governmental funds and sets guidelines for fund balance in the General Fund.

Moved by Kmetz, seconded by Enbody to adopt the Fund Balance Classification and Best Practices Policy.

Motion carried.

i. Capital Asset Management Policy

Ms. Verble explained that the purpose of the policy is to address the requirement of GASB Statement No. 34 that assets be capitalized if the useful life is estimated to extend beyond one year.

Moved by Nordlund, seconded by Rasmussen to adopt the Capital Asset Management Policy.

Motion carried.

j. Credit Card Policy

Ms. Verble explained that aspects related to credit card purchases were previously incorporated within the purchasing policy and will now become a separate policy. The policy requires employees to sign an agreement which outlines the consequences for fraudulent purchases.

Moved by Kmetz, seconded by K. Bleau to adopt the Credit Card Policy.

Enbody noted that the policy requires the Township to pay the monthly credit card bill via electronically, following the Township's ACH policy. The current statement is scheduled for payment tomorrow and there is not an ACH method set up to submit the payment.

Motion failed.

Moved by Nordlund, seconded by Kmetz to add language to the Credit Card Policy to allow for credit card payment by paper check as follows:

- The Clerk's Office, once all charges are substantiated, will pay the monthly credit card bill via electronically, following the Township's ACH policy, **or by paper check**, to avoid interest payments necessitated by overdue account balances.

Motion carried.

k. Buttersville Campground Cash Handling Process

Ms. Verble explained that strong internal controls are necessary to prevent mishandling of funds and are designed to safeguard and protect employees.

Moved by K. Bleau, seconded by J. Nordlund to adopt the Buttersville Campground Cash Handling Process.

Board members discussed the processes and that the campground manager and/or attendants should be incorporated into the process with procedures detailed for secure transport of funds to the Treasurer's Office.

Motion failed.

Moved by K. Bleau, seconded by Soberalski to postpone adoption of the Buttersville Campground Cash Handling Process.

Motion carried.

l. ACH / EFT Policy

Ms. Verble explained that the Township had an ACH / EFT Policy and verbiage was added to strengthen the policy.

Moved by Kmetz, seconded by Nordlund to adopt the ACH / EFT Policy.

Motion carried.

m. Investment Policy

Ms. Verble explained that the Township had an Investment Policy and language was added to strengthen the policy and to include additional language in legislation. The policy continues to enforce legal restrictions on authorized and suitable investments.

Moved by Nordlund, seconded by K. Bleau to adopt the Investment Policy.

Motion carried.

n. Purchasing and Bid Policy

Ms. Verble explained that the Township had a Purchasing and Bid Policy and changes were made to strengthen what was in place, to modify spending thresholds, and to make the language clearer. Enbody noted that there are areas of the policy that need to be amended before adoption including the definition of Department Heads as they currently exist as well as references to portions of the policy that no longer exist.

Moved by Enbody, seconded by Rasmussen to postpone adoption of the Purchasing and Bid Policy.

Motion carried.

NEW BUSINESS: A. Consider Request to Hire (Personnel Director) of Vacant Administrative Assistant Positions and Seasonal Parks Maintenance Positions – Board members reviewed a memo from the Personnel Director requesting approval to hire the two vacant administrative assistant positions of 1.) The Administrative Assistant to the Supervisor's Office and 2.) The Administrative Assistant to the DPW, Parks, Water & Sewer Departments. The memo is also requesting approval to hire the Seasonal Parks Maintenance positions(s) of up to two staff maintenance positions.

Moved by Nordlund, seconded by Kmetz to approve the request from the Personnel Director to hire applicant(s) for the Assistant to the Supervisor's Office and Administrative Assistant to the DPW, Parks, Water & Sewer Departments and to hire applicant(s) for the two Seasonal Parks Maintenance Positions.

Motion carried.

B. Consider Fireworks Permit – 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 the 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 Enbody, seconded by K. Bleau 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 8, 2023 at dusk and to authorize the township clerk to sign the Permit for Public Display. In case of rain, the display will occur on Friday, August 11, 2023.

Motion carried.

C. Consider New Door Locks at Townhall and Fire Department – Board members reviewed two proposals for the material, labor, and optional hosting, and service program for new door locks at the Pere Marquette Charter Township Hall and Pere Marquette Charter Township Fire Department. The purchase will be submitted to Michigan Municipal Risk Management Authority for a possible 50% reimbursement grant.

VENDOR	LOCATION	EQUIPMENT & LABOR
Architectural Hardware	Township Hall	\$16,360.00
	Fire Department	\$ 7,200.00
	TOTAL	\$23,560.00

VENDOR	LOCATION	EQUIPMENT & LABOR
TKS Security	Township Hall	\$17,210.00
	Fire Department	\$14,280.00
	TOTAL	\$31,490.00

Additional services offered by TKS:

VENDOR	LOCATION	MONITORING & HOSTING SERVICES	QUALITY SERVICE PROGRAM	ADDITIONAL ANNUAL COST
TKS Security	Township Hall	\$120.00 per month	\$200.00 per month	\$3,840.00
	Fire Department	\$ 88.00 per month	\$200.00 per month	\$3,456.00
	TOTAL	\$208.00 per month	\$400.00 per month	\$7,296.00

Board members discussed the quote(s) and if it is necessary to have all locks entry/exit as some of the doors could be designated as exit only. G. Bleau stated that he would have to verify building code requirements.

Moved by Kmetz, seconded by Soberalski to postpone consideration of new door locks for the Township Hall and Fire Department.

Motion carried.

D. **Consider Turnout Gear for Fire Department** – Board members reviewed an invoice from Allied Fire Sales & Service, LLC for the purchase of three sets of turnout gear.

Moved by Kmetz, seconded by Rasmussen to approve the purchase of three sets of custom turnout gear from Allied Fire Sales & Service, LLC in the amount of \$8,598.00.

Motion carried.

E. **Consider Security Cameras – DPW Building, Well House, Water Tower** – Board members reviewed two proposals for the material and labor for the replacement of the security camera system at the Township Hall and Fire Department. The current system at the Township Hall and Fire Department was purchased from and installed by Leo Woodley. Board members agreed that having the same system at all township facilities is beneficial.

VENDOR	DPW BUILDING	WELL HOUSE	WATER TOWER	TOTAL
Sync Wave	\$10,280.86		\$3,935.08	\$14,215.94
Leo Woodley	\$4,300.00	\$2,800.00	\$1,800.00	\$8,900.00

Moved by Nordlund, seconded by Soberalski to accept the proposal from Leo Woodley in the amount of \$8,900.00 for the purchase and installation of new security camera systems for the DPW Building, Well House, and Water Tower.

Motion carried.

F. **Consider Request to Abandon Alley** – Attorney Alvarado reviewed the history of the Linlook Park subdivision and the purpose of the request. Attorney Richardson reviewed the laws regarding the vacating of an alley by a municipality and added that vacating the alley makes good risk assessment sense as the ownership of the land carries liability.

PERE MARQUETTE CHARTER TOWNSHIP, MICHIGAN
RESOLUTION TO VACATE ALLEY IN LINLOOK PARK SUBDIVISION
RESOLUTION NO. 2023-6

Residents John and Anita Wilson, a married couple, who have an address of 7285 Orchard Avenue, Ludington, Michigan 49431, are the sole owners, in fee, of several lots located in Linlook Park Subdivision, Pere Marquette Charter Township, Mason County, State of Michigan, to include lots adjacent to the alley described below.

The Wilsons request the Township Board vacate a portion of alley (Alley) that runs North to South, splitting lots 21 and 22 of the Linlook Park Subdivision, and is located between the South edge of an alley running East-West adjacent to the northern edge of lots 15, and 18 through 24, and the North edge of Jane Avenue, which is legally abandoned. A depiction of the Alley and adjacent parcels is attached hereto as Exhibit A and incorporated herein by reference.

The Linlook Park Subdivision Plat was approved by the Township Board on November 27, 1911, and was recorded on February 21, 1912. The plat states that the "streets and alleys as shown on said plat are hereby dedicated to the Public use". Despite the plat dedication, the Township is not aware of any action on the Township's part to further accept the plat dedication, much less open the subject Alley to public use.

Pursuant to the Michigan Land Division Act, PA 288 of 1967, Section 255b, effective as of December 22, 1978, land that is dedicated to the use of the public on a recorded plat is conclusively presumed to have been accepted "by the municipality within those boundaries the land lies" ten years after the date of recording of the plat, unless it can be established that the dedication was timely withdrawn by the plat proprietor within that same time frame.

The Township is not aware of any recorded document or action on the part of current or historic owners of property in the Linlook Subdivision that might constitute withdrawal of the offer to dedicate the Alley to public use. Although the passage of more than 66 years between the recording of the Linlook Subdivision Plat and the effective date of PA 288 of 1967, Section 255b, could create a question of continued viability of the plat-offering of dedication, the Township assumes, for the purpose of this Resolution that its authority and jurisdiction over the Alley vested a decade after the Linlook Subdivision Plat was recorded.

The McNitt Act, PA 130 of 1931, repealed by PA 51 of 1951, provided a mechanism for the County Road Commission to take over township roads, alleys, and streets within a recorded plat. Subsequent case law further required that any transfer of jurisdiction over roads through the McNitt Act would require a resolution that expressly identified the platted road or the specific plat that contained the road. Therefore, there was a mechanism for the Road Commission to take over the Alley, if the Alley had been effectively accepted by the Township.

The Mason County Road Commission, on its 2021 published roster of roads identifies roads in the Linlook Subdivision for which it claims jurisdiction: Lake Avenue, Juanita Avenue, No Name, Orchard Avenue, Terri Court, and Beech Avenue. The Road Commission has not provided any record that expressly identifies the Linlook Subdivision Plat for the purpose of transferring jurisdiction of all roads (or alleys) contained therein, nor a record that expressly identifies the Alley as being under the Road Commissions jurisdiction. Therefore, the extent to which the Road Commission has jurisdiction over the Alley is dubious.

The Alley is not within 25 meters of Lake Michigan, the closest body of water, and does not provide access to the lake. Therefore, the vacation of the Alley is not subject to the limitations of PA 288 of 1967, Section 255a.

The Township is not aware that the alleys of Linlook Park Subdivision have ever been improved, to the extent that, to date, they have been mowed and landscaped yards to any observer. Additionally, the Township does not have any current interest or future plans for public use of the alleys in the Linlook Subdivision, to the extent that the Alley does not have foreseeable utility to the Township as a public facility. Additionally, the Township does not wish to carry any maintenance responsibilities or liability that might attend jurisdiction over the Alley.

The Township Board finds that vacating its potential interests in and jurisdiction of the Alley, as such vacation might relate to the dedication evidenced in the Linlook Subdivision Plat, is in the best interest of the Township.

Pursuant to MCL 560.256, when the governing body of a municipality by resolution or ordinance vacates an alley or a portion of an alley, the clerk of the municipality, within 30 days thereafter, shall record a certified copy of the resolution with the register of deeds, giving the name of the plat affected, and shall send a copy of the resolution to the Director of the Department of Energy, Labor, and Economic Growth.

IT IS RESOLVED, that the Pere Marquette Charter Township Board, pursuant to MCL 560.256, hereby vacates the portion of the alley running North to South, splitting lots 21 and 22 of the Linlook Park Subdivision Plat, which sits between the South edge of the alley running East-West adjacent to the northern edge of lots 15, and 18 through 24 and the North edge of Jane Avenue.

IT IS FURTHER RESOLVED, that the Clerk is directed to record a certified copy of this resolution with the Register of Deeds, within 30 days of the adoption hereunder, and send a copy of the same to the Director of the Department of Labor and Economic Opportunity.

The above resolution was **moved** for adoption by Board Trustee Nordlund and seconded by Board Trustee K. Bleau.

The motion for adoption received the following vote:

YES:	Soberalski, Rasmussen, K. Bleau, G. Bleau, Enbody, Kmetz, and Nordlund.
NO:	None.
Absent:	No members absent.
Abstained:	No members abstained.

Motion Carried.

G. **Consider Letter of Resignation – Firefighter** – Board members received a notice of resignation from firefighter Thomas Johnston.

Moved by G. Bleau, seconded by Enbody to accept the letter of resignation from firefighter Thomas Johnston, effective March 31, 2023.

Motion carried.

COMMITTEE REPORTS: Sewer & Water Committee (K. Bleau, G. Bleau, Nordlund): The committee will meet this Friday regarding a request for special assessment sewer project.

Roads Committee (Nordlund, Kmetz, Rasmussen): The committee will meet this Thursday at 10:00 a.m.

Planning Commission (K. Bleau): Reported the Planning Commission approved a conditional use application and site plan to construct a new car wash facility on US 10 and held a public hearing for the update to the Comprehensive Plan with two verbal and two written comments received and adopted the 2023 Comprehensive Plan update.

Zoning Board of Appeals (Rasmussen): Reported that the ZBA approved a request to expand a legal non-conforming building and amended the meeting schedule.

Fire Department Liaison (Kmetz): Reported discussion of options for upcoming training. Year-to-date runs are at ninety-nine runs compared to ninety-three runs to date last year. Kmetz presented certificates to Paul Bray for 30 years of service and James Mitchell for 35 years of service.

LMTA Representative (Enbody): Reported that LMTA is in the process of sending a letter to property owners and businesses in Amber Township along the US-10 corridor to see if there is an interest in contributing to public transportation for their customers and employees and that LMTA is seeking grant funding to continue to partially fund the Rides to Wellness program.

TRUSTEE REPORTS: No reports.

OFFICERS REPORTS: Clerk (Enbody) – Enbody distributed 2023 first quarter financial reports to board members. Reported contacting the township auditor to schedule the 2022 annual audit and working on six FOIA requests received in the past week. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kmetz to approve payment of invoices in the amount of \$370,306.47. Motion carried.

Treasurer (K. Bleau) – Provided a report of bank balances for March 2023 including year to date totals and is working on a plan to invest 1.5 million and will be shifting the funds in the next month or so. The campground manager has started and is working to prepare the campground for the season. The bills for the 2021 billing error have gone out and \$8,933.43 has been collected with a little over \$7,000.00 still outstanding.

Supervisor (G. Bleau) – Reported on the most recent court proceeding of the Pallets Recycle case and that the property has been listed for sale. The addendum to the purchase agreement for the property at 946 S. Pere Marquette Hwy. was delivered to the seller with no response received to date. The closing date is expected to change. There is a Blight Elimination Grant available and G. Bleau is working with county officials in order to apply for the possible funding. Reported working with the Sheriff Department to obtain community service workers to assist with the scrap tire clean up.

ANNOUNCEMENTS: The Mason County Township Officers Association Meeting will be April 20, 2023 at 6:00 p.m. at Amber Township Hall.

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: The meeting was adjourned by consent at 6:12 p.m.



Rachelle D. Enbody, MiPMC², CMC Township Clerk

Gerald A. Bleau, Township Supervisor

Buttersville Campground Cash Handling Process

GENERAL

Strong internal controls for cash/cash equivalent collection are necessary to prevent mishandling of funds and are designed to safeguard and protect employees from inappropriate charges of mishandling funds by defining their responsibilities in the cash handling process. Cash and cash equivalents apply to currency, coin, checks, charge and debit card payments, and other electronic payment media payable to the Township. Additional safeguards must be in place for funds collected at the campground, as they are being collected offsite.

All cash receipts and related documents must be maintained in accordance with the State of Michigan Record Retention schedule. Cash drawer reconciliation sheets, computerized reports, bank deposit slips, credit card receipts, manual cash receipts, etc. must be retained for the current year, plus seven additional years by the Treasurer's Office.

STEP 1

All site payments received at the campground, regardless of the method of payment, must be receipted in the CampSpot reservation module. ~~The campground should also have a triplicate receipt book and provide a receipt to the payee, if requested.~~ Payments received for ice, wood or decals should be entered through the CampSpot point of sale (POS). Payments, once received, must be placed in a safe located in the campground office.

STEP 2

During the camping season, the Deputy Treasurer will go to the campground and, with the campground attendant, open the safe and retrieve the funds. The safe should be a drop safe that requires ~~two combinations to open~~. These are placed in a ~~tamper evident~~ bag and brought back, with the related receipts, to the Township offices. Funds are then counted by the Treasurer and Deputy Treasurer, together and compared to CampSpot receipts to ensure that all payments received are appropriately receipted and recorded in the system. These funds will also be recorded, by the Deputy Treasurer, in the BS&A system. The deposit for these funds will follow the Township's cash handling policy.

STEP 3

For any credit or debit card transactions, these will be handled at the Township office by the Deputy Treasurer. A copy of the transmittal sheet should be attached to the appropriate deposit slip. This is to be retained and used during the bank reconciliation process to verify that all charges were appropriately deposited. ~~Additionally, the Deputy Clerk will record the payment in CampSpot.~~ Any checks received will be restrictively endorsed.

Once the deposit slip is prepared, the deposit is taken to the bank in a locked bank bag. The bank deposit slip is brought back to the Township and compared to the receipt report in BS&A and the internally prepared deposit slip. This should be done by Treasurer.

Appendix A, Section 10

Buttersville Campground Cash Handling Process

GENERAL

Strong internal controls for cash/cash equivalent collection are necessary to prevent mishandling of funds and are designed to safeguard and protect employees from inappropriate charges of mishandling funds by defining their responsibilities in the cash handling process. Cash and cash equivalents apply to currency, coin, checks, charge and debit card payments, and other electronic payment media payable to the Township. Additional safeguards must be in place for funds collected at the campground, as they are being collected offsite.

All cash receipts and related documents must be maintained in accordance with the State of Michigan Record Retention schedule. Cash drawer reconciliation sheets, computerized reports, bank deposit slips, credit card receipts, manual cash receipts, etc. must be retained for the current year, plus seven additional years by the Treasurer's Office.

STEP 1

All site payments received at the campground, regardless of the method of payment, must be receipted in the campground reservation/accounting module. The campground should provide a receipt to the payee, if requested. Payments received for ice, wood or merchandise should be entered through the campground reservation/accounting software point of sale (POS) module. Cash and check payments must be placed in a locking cash drawer located in the campground office. At the end of every shift, the campground attendant will generate a report from the campground reservation/accounting system and reconcile against money received leaving a designated amount of money in reserve to make change in the locking cash drawer. The Campground Attendant will then place the reconciliation reports and money received during their shift in an envelope and place it in the drop safe in the campground office.

STEP 2

During the camping season, the Campground Manager, Deputy Treasurer or Treasurer will go to the campground and, with the Campground Attendant, open the drop safe and retrieve the funds at regular intervals not less than 3 times per week. The Campground Manager, Deputy Treasurer or Treasurer will verify the funds based on the campground reservation/accounting system reconciliations all located in the drop safe. These funds will be placed in a locking bank bag and brought back, with the related receipts to the Township office. Funds will then be counted by the Treasurer or Deputy Treasurer, and compared to campground reservation/accounting system receipts to ensure that all payments received are appropriately receipted and recorded in the system. These funds will also be recorded, by the Deputy Treasurer or Treasurer, in the BS&A system. The deposit for these funds will follow the Township's cash handling policy.

STEP 3

Recording and reconciliation for any credit or debit card transactions, will be handled at the Township office by the Deputy Treasurer or Treasurer. A copy of the transmittal sheet should be attached to the appropriate deposit slip. This is to be retained and used during the bank reconciliation process to verify that all charges were appropriately deposited. Any checks received will be restrictively endorsed.

Once the deposit slip is prepared, the deposit is taken to the bank in a locked bank bag. The bank deposit slip is brought back to the Township and compared to the receipt report in BS&A and the internally prepared deposit slip. This should be done by Treasurer.

PERE MARQUETTE CHARTER TOWNSHIP

PURCHASING AND BID POLICY

GENERAL

This Policy is adopted by the Pere Marquette Charter Township ("Township") Board of Trustees ("Board") as a guideline for the purchase of goods and services necessary and appropriate for the normal and routine operation of the Township.

DEFINITIONS

Purchasing Agent shall mean the Supervisor. In the Supervisor's absence the Clerk shall act as the Purchasing Agent.

Goods shall mean materials and supplies, equipment, machinery, vehicles, and tangible things of any kind that are necessary and appropriate for acquisition and use by the Township, its officials and employees in conducting Township business.

Services shall mean all labor furnished and performed by non-Township personnel or entities, by contract or otherwise, that is necessary and appropriate for conducting the Township's business and affairs for which Township funds are paid, whether or not goods are furnished as a part of or incident to such services.

Department Heads are the individuals responsible for the departmental budget(s) within the Township budget. Examples include but are not limited to: Clerk, Treasurer, Assessor, etc. It shall also include the Campground Manager (if applicable) and Department Assistants or the Deputies in the absence of the Department Head due to vacancy. shall mean the Clerk, the Treasurer, the Assessor, the Building and Zoning Administrator, the Parks Manager, the Fire Department Chief, and the Superintendent of the Department of Public Works.

PURCHASES UNDER \$5,000.00

- The Purchasing Agent may make or authorize purchases of less than \$5,000.00 for goods or services. Purchase orders, if any, shall be signed by the Purchasing Agent.
- The Purchasing Agent may delegate purchasing responsibilities to one or more elected officials or to staff members, and specifically, the Purchasing Agent shall delegate purchasing authority to the Clerk and the Treasurer as may be necessary and appropriate to carry out their respective statutory duties.
- Department Heads are authorized to spend up to \$500.00 (or \$1,000.00) for purchases without prior approval of the Purchasing Agent provided funds are available in the Department Budget.
- Every reasonable attempt must be made to ensure the Township receives the best value for its purchases and the funds expended.
- Every reasonable attempt must be made to assure that purchases are not made from vendors or providers who are currently in default on payment of any taxes, license fees, water/sewer bills, special assessments or other monies due the Township.
- ~~Except as otherwise provided for purchases made by credit card,~~ All purchase documentation should be submitted to the Clerk's office for review and preparation for presentation of bills to the Board for approval.
- For purchases within this range, a minimum of three quotes is required. Each potential purchasing source will use uniform specifications from which a quote may be made. This should include a written description of the items to be purchased, quantity, price per unit, special terms

and/or specifications, and the desired delivery date. ~~This information can be issued in either written or oral form.~~ The response from each source shall be maintained by the Department Head or Purchasing Agent in a readily retrievable format. The written documentation maintained should include a description of the item(s) being purchased, quantity, price per unit, proposed delivery date, and any other information used by the Department Head or Purchasing Agent to make an informed decision that is in the best interest of the Township. This documentation should support the justification of the purchase selection.

PURCHASES FROM \$5,000.00 TO \$20,000.00

- The Township's Finance Committee may authorize and make purchases in excess of \$5,000.00 but not more than \$10,000.00, by unanimous vote.
- Any other purchase of goods or services involving an anticipated amount of at least \$10,000.00 but not exceeding \$20,000.00 shall require prior approval of the Board. The Purchasing Agent shall request proposals or quotes from at least ~~two~~ **three** responsible vendors/providers to be presented to the Board for consideration. No publication of Notice to Bidders is required and the proposals/quotes do not have to be sealed.

PURCHASES OVER \$20,000.00.

- Any purchase of goods or services involving an anticipated amount in excess of \$20,000.00 shall be made by a request for proposal ("RFP") and the receipt of sealed bids.
 1. The Township, or its agent, shall prepare the RFP. The request for sealed bids shall specify the place where the bids shall be received, the date and time of opening the bids received, the final date and time for submission of sealed bids and the address to which the sealed bids are to be submitted. All requests shall also include a description of the services, goods and/or supplies to be purchased and whether performance and/or payment bonds are requested, and shall also request such information concerning the bidders as may be appropriate. The Township shall have the right, and each request for bids shall state that the Township reserves the right to accept or reject any or all bids, to negotiate with any bidder, to waive any informality or errors in the bidding process and to accept any bid deemed to be in the best interest of the Township, including a bid that is not the low bid.
 2. A Notice to Bidders shall be posted on the Township website, published in the Township's newspaper of record, and may also be sent to potential bidders known to the Township.
 3. Each bid/proposal shall be in writing, signed by the bidder and shall contain the full name of any person or company interested therein. Each bid/proposal shall be marked on the outside "sealed bid for (description of goods or services)."
 4. At a time and place prescribed in the request for opening bids/proposals, the Clerk shall publicly open all bids/proposals and read the amounts aloud.
 5. Following opening, the bids/proposals shall be tabulated/reviewed and shall be referred to the Board for action. The Board may reject any and all bids/proposals, may waive any informality and defects in any bid/proposal or in the bidding process, may direct the Purchasing Agent to negotiate with any bidder/vendor, and may accept any bid/proposal and award a contract to the lowest and/or best bidder/vendor competent to furnish the goods or services. The awarding of a contract shall be upon a bid/proposal deemed to be in the best interest of the Township, including a bid/proposal that is not the lowest submitted. Pertinent information shall be considered by the Board in its review of the bids/proposals, and may include:
 - Cost;

- Reliability and quality of goods or service;
 - Timeliness of delivery of goods or service;
 - Ability, capacity and skill of bidder to supply the goods or service;
 - Experience, reputation and efficiency of the bidder including but not limited to previous and existing compliance of the bidder with the laws and ordinances relating to supplying goods and services of a similar nature;
 - Ability to provide future maintenance and service;
 - The quality of performance of previous contracts by the bidder;
 - Warranties;
 - Conditions attached to bid/proposal;
 - Whether the bidder is in default on payment of any taxes, license fees or other monies due the Township; and
 - Compatibility of the proposed item with existing Township items.
6. The Clerk shall notify all bidders of the action taken by the Board.

EXCEPTIONS.

- In case of an emergency, when necessary to protect the health, safety, welfare, and wellbeing of the community, the Purchasing Agent, may make or authorize a purchase higher than \$5,000.00, after receiving the consent of the Clerk and Treasurer, or in the absence of one or both, one or two other members of the Board. Such expenditure shall be considered for ratification at the next regular Board meeting.
- If, in its discretion, the Board determines that a RFP or quotes and/or sealed bids under III.B., or IV.A., are not practicable for a specific purchase, such requirements may be waived. Such waiver shall require a concurring vote of a majority of the members of the Board, after stating the reason why a RFP or quotes and/or the sealed bid process are not required for that situation.
- Unless otherwise decided by the Board, this Policy shall not apply to purchases of or contracts for professional services, which include legal, engineering, accounting and information technology services, or to the purchase of insurance, or to employment contracts. The selection of such persons and contracts for such services shall be determined by the Board, in its discretion.
- Competitive bids/proposals are deemed inappropriate for and are not required for the following:
 1. Intergovernmental agreements;
 2. All matters relating to services of offices, officials, board and commission members, and employees in their capacities as personnel of the Township;
 3. Emergency repairs;
 4. Purchases made through State or Federal purchasing programs;
 5. The amendment or renewal of previously awarded contracts, unless the Board decides otherwise; or
 6. The acquisition of any interest in real property.

INVOICES FOR PAYMENT PAYMENT PROCESS

~~Except for billing statements for credit cards,~~ All invoices for the purchase of goods and services, upon receipt by the Township or by any of its departments or commissions, shall be forwarded to the Clerk's office. ~~together with the documentation relating to the authorized purchase, if such documents were not previously provided. Any inaccuracy in the billing or involving the receipt of goods or services noted by~~

or brought to the attention of the Clerk shall be resolved prior to presenting such invoice to the Board for approval of payment. Where possible, the invoice will be emailed directly to the Deputy Clerk. For those that are purchased directly by a department head, the department head is responsible for reviewing the invoice, ensuring that the item or service has been received and indicating the appropriate account for the expense account. Once the department head has reviewed the invoice, where applicable, the Deputy Clerk (or Clerk in the absence of the Deputy Clerk) will enter the appropriate information into BS&A and, for any invoices that were not received electronically, scan the invoices into BS&A. Invoices are approved by the Clerk through electronic approval in BS&A. Once the invoices have been reviewed by the Clerk and Treasurer, the Board approves, via motion, the invoices for payment. The Board is provided a listing of all invoices in paper copy and electronically and can ask questions of the Clerk at any time.

The Clerk or Deputy Clerk will then initiate ACH transactions for all payments paid online and the Township will follow the ACH/EFT Policy in place. For any that are paid via physical check, the Clerk reviews the check register to ensure that no additional items have been added from the Board approved checks.

Checks are then printed by the Deputy Clerk, who provides those to the Clerk to be signed. These checks and invoices are then provided to the Treasurer to be signed and mailed.

At the discretion of the Clerk and Treasurer, invoices for recurring expenses, such as utility bills, insurance, employee benefits, transportation and meal reimbursement, registration for workshops/training, and other similar invoices, may be paid in advance, particularly when payment results in the savings of late payment costs, or larger fees. Such invoices will be included on the list of invoices for Board approval at the next regular board meeting. I recommend reinstating this section.

USE OF TOWNSHIP CREDIT CARDS AND VENDOR CHARGE ACCOUNTS. (this section is now in the separate Credit Card Policy)

PREVIOUS:

Schedule of Authorization			
Purchase Type	Dollar Limit	Authorized by	Notes
General	under \$500	Department Heads	per budget
	under \$5,000	Purchasing Agent	
	under \$5,000	Clerk or Treasurer	in support of statutory duties
	\$5,001 - \$10,000	Finance Committee	by unanimous vote
	\$10,001 - \$20,000	Board Approval	at least 2 proposals
	over \$20,000	Board Approval	RFPs & sealed bids
See Section V. for exceptions for Emergencies, Professional Services, etc.			

NEW:

<u>Dollar Limit</u>	<u>Authorized by</u>	<u>Notes</u>
Under \$500 (or \$1,000.00)	Department Heads	Per the approved budget
Under \$5,000	Purchasing Agent/Clerk/Treasurer	Clerk or Treasurer, in support of statutory duty
\$5,0001 - \$10,000	Finance Committee	By unanimous vote
\$10,001 - \$20,000	Board Approval	At least three proposals, with a majority of board to waive RFPs and bids
Over \$20,000	Board Approval	
See detail above for emergencies, professional services, etc.		

PERE MARQUETTE CHARTER TOWNSHIP

PURCHASING AND BID POLICY

GENERAL

This Policy is adopted by the Pere Marquette Charter Township ("Township") Board of Trustees ("Board") as a guideline for the purchase of goods and services necessary and appropriate for the normal and routine operation of the Township.

DEFINITIONS

Purchasing Agent shall mean the Supervisor. In the Supervisor's absence the Clerk shall act as the Purchasing Agent.

Goods shall mean materials and supplies, equipment, machinery, vehicles, and tangible things of any kind that are necessary and appropriate for acquisition and use by the Township, its officials and employees in conducting Township business.

Services shall mean all labor furnished and performed by non-Township personnel or entities, by contract or otherwise, that is necessary and appropriate for conducting the Township's business and affairs for which Township funds are paid, whether or not goods are furnished as a part of or incident to such services.

Department Heads are the individuals responsible for the departmental budget(s) within the Township budget. Examples include but are not limited to: Clerk, Treasurer, Assessor, etc. It shall also include the Campground Manager (if applicable) and Department Assistants or the Deputies in the absence of the Department Head due to vacancy.

PURCHASES UNDER \$5,000.00

- The Purchasing Agent may make or authorize purchases of less than \$5,000.00 for goods or services. Purchase orders, if any, shall be signed by the Purchasing Agent.
- The Purchasing Agent may delegate purchasing responsibilities to one or more elected officials or to staff members, and specifically, the Purchasing Agent shall delegate purchasing authority to the Clerk and the Treasurer as may be necessary and appropriate to carry out their respective statutory duties.
- Department Heads are authorized to spend up to \$500.00 (or \$1,000.00) for purchases without prior approval of the Purchasing Agent provided funds are available in the Department Budget.
- Every reasonable attempt must be made to ensure the Township receives the best value for its purchases and the funds expended.
- Every reasonable attempt must be made to assure that purchases are not made from vendors or providers who are currently in default on payment of any taxes, license fees, water/sewer bills, special assessments or other monies due the Township.
- All purchase documentation should be submitted to the Clerk's office for review and preparation for presentation of bills to the Board for approval.
- For purchases within this range, a minimum of three quotes is required. Each potential purchasing source will use uniform specifications from which a quote may be made. This should include a written description of the items to be purchased, quantity, price per unit, special terms and/or specifications, and the desired delivery date. The response from each source shall be maintained by the Department Head or Purchasing Agent in a readily retrievable format. The written documentation maintained should include a description of the item(s) being purchased,

quantity, price per unit, proposed delivery date, and any other information used by the Department Head or Purchasing Agent to make an informed decision that is in the best interest of the Township. This documentation should support the justification of the purchase selection.

PURCHASES FROM \$5,000.00 TO \$20,000.00

- The Township's Finance Committee may authorize and make purchases in excess of \$5,000.00 but not more than \$10,000.00, by unanimous vote.
- Any other purchase of goods or services involving an anticipated amount of at least \$10,000.00 but not exceeding \$20,000.00 shall require prior approval of the Board. The Purchasing Agent shall request proposals or quotes from at least three responsible vendors/providers to be presented to the Board for consideration. No publication of Notice to Bidders is required and the proposals/quotes do not have to be sealed.

PURCHASES OVER \$20,000.00.

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 1. The Township, or its agent, shall prepare the RFP. The request for sealed bids shall specify the place where the bids shall be received, the date and time of opening the bids received, the final date and time for submission of sealed bids and the address to which the sealed bids are to be submitted. All requests shall also include a description of the services, goods and/or supplies to be purchased and whether performance and/or payment bonds are requested, and shall also request such information concerning the bidders as may be appropriate. The Township shall have the right, and each request for bids shall state that the Township reserves the right to accept or reject any or all bids, to negotiate with any bidder, to waive any informality or errors in the bidding process and to accept any bid deemed to be in the best interest of the Township, including a bid that is not the low bid.
 2. A Notice to Bidders shall be posted on the Township website, published in the Township's newspaper of record, and may also be sent to potential bidders known to the Township.
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 - Reliability and quality of goods or service;
 - Timeliness of delivery of goods or service;
 - Ability, capacity and skill of bidder to supply the goods or service;

- Experience, reputation and efficiency of the bidder including but not limited to previous and existing compliance of the bidder with the laws and ordinances relating to supplying goods and services of a similar nature;
 - Ability to provide future maintenance and service;
 - The quality of performance of previous contracts by the bidder;
 - Warranties;
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 - Whether the bidder is in default on payment of any taxes, license fees or other monies due the Township; and
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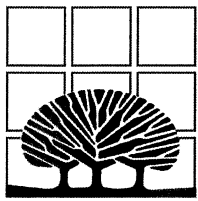
electronically, scan the invoices into BS&A. Once the invoices have been reviewed by the Clerk and Treasurer, the Board approves, via motion, the invoices for payment. The Board is provided a listing of all invoices in paper copy and electronically and can ask questions of the Clerk at any time.

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<u>Dollar Limit</u>	<u>Authorized by</u>	<u>Notes</u>
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Under \$5,000	Purchasing Agent/Clerk/Treasurer	Clerk or Treasurer, in support of statutory duty
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\$10,001 - \$20,000	Board Approval	At least three proposals, with a majority of board to waive RFPs and bids
Over \$20,000	Board Approval	
See detail above for emergencies, professional services, etc.		



MCSA
GROUP, Inc.

Landscape Architects and Architects
EAST GRAND RAPIDS • MICHIGAN

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

May 5th, 2023

Gerald A. Bleau
Township Supervisor
Pere Marquette Charter Township
1699 S. Pere Marquette Hwy.
Ludington, MI 49431

RE: Pere Marquette River Community Access -Grant # 26-01871

Dear Jerry,

Bids for Pere Marquette River Community Access were received and opened at the Township Hall offices on Tuesday, March 21, 2023 at 10:00 a.m. There were two (2) bids received on the project. See attached Bid Tabulation.

Improvements for this project include a restroom building including septic system and associated utilities; fish cleaning station including walk in freezer and shade shelter; shade shelter with light; fishing pier and boardwalk; bituminous parking, drive and trail; concrete paving; solar lighting; park entrance sign; boat launch; native and restoration seeding

We recommend the low bidder, Rieth-Riley Construction Co., Inc. of Ludington Michigan with a base bid of \$1,857,002.60.

I spoke with Matt Skiver, of Rieth-Riley Construction, and he indicated he was excited to work with Pere Marquette Township. We also spoke their references which included Eric Nelson of Mason County Road Commission, Mark Timmer of Oceana County Road Commission, and Keith Campbell of MDOT. Each of them spoke highly of Rieth-Riley Construction and Matt Skiver. They do quality work, complete projects on time, and easy to work with on changes.

I also spoke with references for Swidorski Bros (the excavation sub contractor). Shawn Middleton of Spicer Group and Bernie LaCross of Tridonn Construction have worked with them on numerous projects and highly recommend them. Swidorski Bros also has experience working along the Pere Marquette River on another similar project.



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

Gerald A. Bleau
Township Supervisor
Pere Marquette Township
May 5th, 2023
Page 2 of 2

We understand that due to the bidding climate these costs are higher than anticipated.

Rieth-Riley Construction also provided the following voluntary alternates.

1. Eliminate Herbicide under Driveway and Parking Lot Paving for a price \$3,400.00.
Note that paved trails along the river would still receive herbicide on the sub grade.
2. Substitute 21AA for 22A Slag for a \$2,400.00 price decrease.

We recommend that the total Project Construction Cost be \$1,926,202.60. This cost includes Base Bid (\$1,857,002.60), deductions from alternates (-\$5,800.00) and a Construction Contingency (\$75,000.00).

If you have any questions or need additional information concerning this recommendation, please feel free to contact me.

Sincerely,

M. C. Smith Associates and Architectural Group, Inc.

Melinda Whitten
Vice President
MCSA Group, Inc.

cc: Tiffany A. Smith, MCSA Group
Jim Bernier, JMB Associates

PROJECT: Pere Marquette Twp, Pere Marquette River Community Access
26-01871

BID DATE: Tuesday, April 11, 2023 @ 10:00am



MCSA
GROUP, Inc.

[illegible]

PM RIVER COMMUNITY ACCESS PROJECT
BID RESULTS AND RECOMMENDATIONS
MAY 9, 2023

Bidding Results

Pere Marquette Township's engineering / design partner, MCSA Group, issued the PM River Community Access project for construction bid 2/27/23, after final MDNR approval of the design plans. The estimated construction cost for the project was \$1,850,000. Three contractors attended the 3/15/23 pre-bid, and proposals were submitted (4/11/23) by Rieth-Riley Construction (total cost \$1,857,002.60) and Griffith Builders (total cost \$2,117,000.00). Attached is a letter from MCSA Group recommending award of the project to Rieth-Riley

MCSA recommends accepting two alternates proposed by Rieth-Riley that will reduce the cost by \$5,800 (net \$1,851,202.6). An additional cost reduction of \$10,400 to the township is associated with Dow reimbursing the township for work associated with Michigan EGLE approved Due Care plans for the site. That results in a net township cost of \$1,840,802.60. However, that allows for no construction contingency, and MCSA recommends that a \$75,000 (4%) contingency allowance be added to the award amount, which would bring the contract award total to **\$1,926,202.60** (net township commitment with the contingency would be \$1,915,802.60 due to the Dow reimbursement item).

Project Funding Status

The township has been able to obtain significant grant support for the project.

Funding Source	Amount	Comments
Michigan Waterways Grant	\$ 183,000	Awarded in 2021
Federal Land & Water Conservation Fund Grant	\$ 500,000	Awarded in 2022
Thomas Paine Family - Metalworks Inc	\$ 250,000	Facilitated through Community Fd
John & Anita Wilson Pennies From Heaven	\$ 250,000	Direct grant
Great Lakes Fish Trust Fund Grant	\$ 317,400	Supports the fishing piers/boardwalk
Pere Marquette Twp 2023 Budgeted Capital	\$ 300,000	
Community Foundation – Mason County Grant	\$ 10,000	Grant supports the site entry sign
Total	\$ 1,810,400	

One additional grant proposal for \$15,000 is pending.

MICHIGAN SPARKS PROGRAM UPDATE

APRIL 2023

Overview

The 'Sparks Grant' program was announced in 2022 and was initially designed to distribute \$65 million in recreation project grant funds to communities throughout Michigan in three competitive rounds: \$15M (winter 2022), \$25M (spring 2023), \$25M (fall 2023). The program is made possible through American Rescue Plan Act funding, which is aimed at providing resources to communities negatively affected by the COVID-19 pandemic. PM Township applied for a grant for the PM Conservation Park Entry & Trail (connecting to Buttersville CG) project, seeking \$899k with a \$100k match from the township.

The response to the initial round of Michigan Spark Grants was much stronger and the ask much higher than with traditional DNR recreation grant programs. The DNR received 462 proposals totaling \$281 Million. In the first round, only 21 were funded for a total of \$14.2M.

Revised Michigan Sparks Program

The State announced April 21, 2023 that the program has been revised. A second competitive round with \$23M will open May 1 with final applications due June 26. The State then went through a process to identify targeted communities to which the remaining \$27.5M will be made available through a partnership with the Council of Michigan Foundations. The list of the 39 selected 'opportunity communities' is shown below. The emphasis is on economically and socially disadvantaged communities; Mason County, including PM Township, is not eligible for those funds.

Opportunity Communities

- City of Highland Park (Wayne County)
- City of Muskegon Heights (Muskegon County)
- City of Detroit (Wayne County)
- City of Hamtramck (Wayne County)
- City of River Rouge (Wayne County)
- City of Ecorse (Wayne County)
- City of Benton Harbor (Berrien County)
- City of Onaway (Presque Isle County)
- City of Flint (Genesee County)
- City of Jackson (Jackson County)
- City of Marlette City (Sanilac County)
- Covert Township (Van Buren County)
- City of Hartford City (Van Buren County)
- City of Muskegon (Muskegon County)
- City of White Cloud (Newaygo County)
- City of Inkster (Wayne County)
- City of Melvindale (Wayne County)
- City of Pontiac (Oakland County)
- City of Hazel Park (Oakland County)
- Royal Oak Charter Township (Oakland County)
- City of Standish City (Arenac County)
- City of Imlay City (Lapeer County)
- Benton Charter Township (Berrien County)
- City of Morenci City (Lenawee County)
- City of Ewart (Osceola County)
- City of Albion (Calhoun County)
- City of Center Line (Macomb County)
- Buena Vista Charter Township (Saginaw County)
- City of Saginaw City (Saginaw County)
- City of Port Huron (St. Clair County)
- City of Sault Ste. Marie (Chippewa County)
- Hamilton Township (Clare County)
- Hayes Township (Clare County)
- City of Harrison City (Clare County)
- Lincoln Township (Clare County)
- City of Grayling City (Crawford County)
- City of Mt. Morris (Genesee County)
- City of Beaverton (Gladwin County)
- Village of Baldwin (Lake County)

MICHIGAN SPARKS PROGRAM UPDATE

APRIL 2023

Application Scores

Concurrent with the announcement of the revised program, MDNR provided its scoring of the applications from the first round.

Tiers	Score Range	Number of Apps	Cumulative	Total Request	Cumulative
Tier 1	Funded	21	21	\$14,178,900.00	\$14,178,900.00
Tier 2	83-89	10	31	\$4,804,600.00	\$18,983,500.00
Tier 3	80-82	20	51	\$11,729,600.00	\$30,713,100.00
Tier 4	77-79	39	90	\$27,618,200.00	\$58,331,300.00
Tier 5	74-76	45	135	\$28,802,100.00	\$87,133,400.00
Tier 6	70-73	62	197	\$39,466,100.00	\$126,599,500.00
Tier 7	67-69	55	252	\$32,215,400.00	\$158,814,900.00
Tier 8	64-66	55	307	\$33,418,400.00	\$192,233,300.00
Tier 9	60-63	56	363	\$36,648,900.00	\$228,882,200.00
Tier 10	0-59	99	462	\$52,115,700.00	\$280,997,900.00
		462		\$280,997,900.00	

PM Township Park Entry and Trails Project

App Number	Public Benefit Anticipated Outcomes	Access to Project Site	Financial and Social Considerations	Clarity of Scope and Ability to Execute	Access to New Opportunities for People of All Abilities	New Const, Renovation and Future Maintenance	Total Score	Tier
Max Pts Available	24	17	19	14	15	11	100	
PM Twp	15	13	10	9	13	7	67	7

Options – Go Forward

- 1) Resubmit our application for the final \$23 Million round as is. Potential for success is very low.
- 2) Resubmit our application with increased township contribution to the project from \$100k to \$200 or \$300k, so we would be seeking \$800k or \$700k from the State. This would improve our chances, but still probably less than 50 – 50. Cost to resubmit is low.
- 3) Do not resubmit under Michigan Sparks, instead breaking the proposal into two projects, one for the new entry and parking at the PMCP primary site (the old Dow AC Park), and a second project for the trail. These would need to be submitted separately under the normal MDNR Recreation Grants process, the entry project in 2024 and the trail project in 2025 or 2026. For both projects, matching funds in the range of \$200k to \$300k would need to be found through township resources or other options.

Recommendation

My recommendation is to resubmit to Michigan Sparks under Option 2 with a \$300k match. This would be 2024 / 2025 funds if successful. If we are not successful, then we can pursue option 3 with a 2024 grant application and township funding would be needed in 2025 / 2026.

RESOLUTION # 2023-7
RESOLUTION FOR THE RE-AUTHORIZING TAX ADMINISTRATION FEE AND IMPOSING A
LATE PENALTY CHARGE ON PROPERTY TAX COLLECTIONS

WHEREAS, Pere Marquette Charter Township, Mason County, Michigan, is a township with responsibility for the assessing of ad valorem property taxes, the collection of property tax levies and the handling of review and appeal matters arising therefrom, and

WHEREAS, PA 206 of 1893, MCL 211.44(3), provides for imposition of a late penalty charge equal to 3% of the tax on all taxes paid after February 14 and before March 1, and,

WHEREAS, it is the desire of this Township Board to encourage the timely payment of taxes,

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Township Board of Pere Marquette Charter Township that: The Township Board does hereby approve and authorize the imposition of a late penalty charge equal to 3% of the tax on all taxes paid after February 14 and before March 1.

FURTHERMORE, WHEREAS, PA 503 of 1982, MCL211-44 as amended, provides for, among other things, the imposition of a property tax administration fee on property taxes; and

WHEREAS, it is the desire of this Township Board to approve and authorize the imposition of a property tax administration fee in accordance with the provisions of MCL 211.44(3) as amended.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Pere Marquette Charter Township Board that:

1. The Township Board does hereby approve and authorize the imposition of a property tax administration fee of one percent (1%) each on all property taxes billed July 1 annually (summer tax collection) and on December 1 annually (winter tax collection).

2. As used in this resolution, the term "property tax administration fee" is defined as a fee to offset costs incurred by the Township in assessing property values, collecting the property tax levies and in the review and appeal process.

3. The Treasurer is hereby directed and authorized to take such steps as may be necessary to implement the provisions of this resolution.

4. In addition, the Township Board hereby reserves the right and authority to waive all or part of the property tax administration fee imposed by this resolution for a specific tax levy and collection period by the adoption of a resolution to that effect.

5. This resolution shall continue in full force and effect unless and until revoked or rescinded by resolution of this Township Board.

6. All resolutions or parts of resolutions in conflict with the provisions of this resolution be and the same hereby are rescinded.

The foregoing resolution was offered by: _____ and supported by _____

Roll Call vote: Yes:

No:

Absent:

Resolution declared _____.

PERE MARQUETTE ROAD COMMITTEE

The PM Road Committee met on the April 13 at 10:AM.

Present were Andy Kmetz, Henry Rasmussen and Jim Nordlund, Sr.

The County has allocated \$28,602 and we have budgeted \$200,000 for roads.

The following roads were selected for repaving:

Emily Kay Court

John St. from Emily Kay to Katie Court

Katie Court

Sherman Street Curtwood to Bryant

Barton Street

Bonnie Street

Limouse Street

Third Street and Second Street

Annual Brine Cost

These projects total approximately \$159,833.

When the \$28,602 county participation is subtracted from the total, we have approximately \$68,769 unspent in our street budget.

As there is the potential for costs associated with Lakeshore Drive, we thought it was prudent to leave these funds in the budget for now.

Jim Nordlund

Deputy Clerk Monthly Report

April – May 2023

Deputy Clerk

- Daily processing of mail
- Reading numerous emails (MTA, BOE, MAMC) throughout each day
- Journalized & Posted Invoices for payment
- Daily input of invoices/reimbursements for payment – includes getting approval for expenditure from department head
- Prepared Invoice Approval Report for board packet
- Organize bills for clerk review prior to payment
- Journalize & post Invoices for payment
- Printed checks for payment of bills from board meeting
- Proof minutes from board meetings
- Weekly upkeep of registered voter records (Master Card file and mailing of ID Cards)
- End of Month Bills
- Monthly addition to Fuel Comparison spreadsheet
- Spoke, chatted or emailed with several vendors
- Proof reading of various documents
- Shredded documents per retention schedule
- Reconciled investment statements to General Ledger
- Reconciled WSB tax account statement to General Ledger
- Contacted Spectrum about misapplied payment to accounts

Benefits Plan Administrator

- Scanned in and emailed new employee benefit forms to vendors

Payroll Administrator

- Processed three payroll cycles – including associated remittances (benefits)
- Tracking of trustee and committee meeting attendance
- Prepare trustee time sheets
- Bureau of Labor Statistics Reporting
- State of Michigan – New Hire Reporting
- Leave Schedule updated each payroll cycle – verify with payroll software
- Entered employee requests for withholding/deposit into payroll software
- Applied forfeited MERS funds to bill per MERS statement
- Researched new ways to streamline new hire reporting
- Reported returning and new employees to state

Miscellaneous

- Assisted with walk-in residents
- Assisted Amber Township in May election as an Election Inspector Chairperson
- Created expense report to be used for reimbursements

**PERE MARQUETTE CHARTER TOWNSHIP
TREASURER'S REPORT**

BANK BALANCES
FROM: 4/1/2023 TO: 4/30/2023

Type	Description	Beginning Balance 4/1/2023	Total Debits	Total Credits	Ending Balance 4/30/2023
Investment	Cetera Investments	\$194,765.94	\$0.00	\$0.00	\$194,765.94
Money Market	Comerica Savings/MM	\$499,866.24	\$0.00	\$1,903.80	\$501,770.04
Investment	Comerica Securities	\$99,809.00	\$0.00	\$137.00	\$99,946.00
Money Market	Huntington Bank /MM	\$131,078.38	\$0.00	\$32.32	\$131,110.70
Investment	MBIA Michigan Class	\$1,790,972.86	\$0.00	\$7,402.98	\$1,798,375.84
Investment	Multi-Bank Securities, Inc.	\$875,161.76	\$0.00	\$203,251.75	\$1,078,413.51
Investment	Preferred Credit Union CD's	\$270,359.38	\$0.00	\$0.00	\$270,359.38
Cash	Preferred Credit Union Savings	\$5.68	\$0.00	\$0.00	\$5.68
Investment	Safe Harbor CD's	\$590,814.12	\$0.00	\$0.00	\$590,814.12
Cash	Safe Harbor Savings/MM	\$60,806.27	\$0.00	\$0.00	\$60,676.25
Investment	West Shore Bank CD's	\$450,000.00	\$76.44	\$76.44	\$450,000.00
Cash	West Shore Current Tax	\$1,903.92	\$1,554.12	\$0.68	\$350.48
Cash	West Shore General Checking	\$3,378,047.64	\$605,215.33	\$326,368.69	\$3,099,201.00
Cash	West Shore Payroll Account	\$3,512.57	\$101,082.28	\$101,861.98	\$4,292.27
Money Market	West Shore Savings/MM	\$1,806,843.15		\$594.03	\$1,807,437.18
Cash	West Shore Trust Account	\$2,601.00	\$1,510.00	\$3,116.00	\$4,207.00
	TOTALS	\$10,156,547.91	\$709,438.17	\$644,745.67	\$10,091,855.41

YEAR-TO-DATE TOTAL BANK BALANCES

Month:	Year:	Ending Balance:
December	2022	\$8,791,320.94
January	2023	\$11,141,812.41
February	2023	\$10,155,931.16
March	2023	\$10,156,547.91
April	2023	\$10,091,855.41

** Highlights: 4/17/2023 \$200,000 CD purchased for 18 month term/4.95% rate with MBS Securities

PERE MARQUETTE CHARTER TOWNSHIP FIRE DEPARTMENT



1040 SOUTH PERE MARQUETTE HWY. • LUDINGTON, MICHIGAN 49431

May 1, 2023

Pere Marquette Charter Township Board

During the month of April 2023, the Fire Department responded to the following:

Medical	15
Fire	5
PI/PDA	1
Alarms Fire/CO/odor	0
Wires	0
Haz Mat	0
Water Emergency	0
Total Responses	21
Year to Date 2023	113
Year to Date 2022	115

Respectfully Submitted

Lawrence Gaylord, Chief



April 14, 2023



T4 P2 745 *****AUTO**ALL FOR AADC 493

Pere Marquette Township
1699 S. Pere Marquette Hwy.
Ludington, MI 49431-9323

Re: Charter Communications – Upcoming Changes

Dear Franchise Official:

We value our customers and are committed to providing them with the latest products and technology, and we work hard to keep prices as low as possible. Effective May 16, 2023, the price for unreturned residential embedded multimedia terminal adapters (D3 and newer models, wired and wireless) will reduce by \$1.00 per month.

We remain committed to providing excellent communications and entertainment services in your community. If you have any questions about this change, please feel free to contact me at (906) 553-7866.

Sincerely,

A handwritten signature in blue ink that reads "Joan Movrich".

Joan Movrich
Manager – State Government Affairs, Michigan
Charter Communications