

PERE MARQUETTE CHARTER TOWNSHIP BOARD
AGENDA

June 27, 2023 – 6:00 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. BRIEF PUBLIC COMMENTS (TWO MINUTES)
7. APPROVAL OF AGENDA
8. PUBLIC HEARINGS
9. COMMUNICATIONS
10. UNFINISHED BUSINESS
11. NEW BUSINESS
 - A. **Consider Budget Amendments**
 - B. **Consider Assembly Permit Request**
12. COMMITTEE OF THE WHOLE
13. ANNOUNCEMENTS
14. EXTENDED PUBLIC COMMENTS (TEN MINUTES)
15. ADJOURNMENT

REGULAR MEETING**June 13, 2023****PERE MARQUETTE CHARTER TOWNSHIP BOARD**

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

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

Board member(s) absent: Clerk Rachelle Enbody.

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

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

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

Motion carried.

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

Motion carried.

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

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

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

PUBLIC COMMENT: Public comment was held.

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

Motion carried.

COMMUNICATIONS:

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

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

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

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

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

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

Motion carried.

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

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

Motion carried.

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

Motion carried.

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

Motion carried.

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

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

Capital Improvement Plan									
Project				2023	2024	2025	2026	2027	2028
#	Item	Category	Department						Total
14-10	Bathroom Remodel TH*	Buildings	TH			\$ 100,000.00			\$ 100,000.00
17-4	Boat Launch for PM Conserv Park **	Land Improv	Parks	\$ 500,000.00					\$ 500,000.00
16-2	Boiler TH***	Buildings	TH	\$ 120,000.00					\$ 120,000.00
22-1	Picnic Shelters & EZ Dock	Buildings	Parks				\$ 125,000.00		\$ 125,000.00
18-1	Truck Replacement	Equipment	Wa/Sw/DPW		\$ 50,000.00				\$ 50,000.00
18-3	Storage Garage	Buildings	Parks	\$ 80,000.00					\$ 80,000.00
18-4	Lift Station Repairs	Utility	Sewer	\$ 200,000.00					\$ 200,000.00
19-1	Generator	Equipment	Fire Dept			\$ 50,000.00			\$ 50,000.00
20-2	PMFD Training Structure	Buildings	Fire Dept				\$ 10,000.00		\$ 10,000.00
21-2	Commercial Sidewalks**	Land Improv	TH				\$ 300,000.00		\$ 300,000.00
21-2	Route to School Sidewalks	Land Improv	TH			\$ 100,000.00			\$ 100,000.00
21-3	Brush Truck replacement	Equipment	Wa/Sw/DPW					\$ 187,500.00	\$ 187,500.00
21-5	Beach barriers	Land Improv	Parks					\$ 36,000.00	\$ 36,000.00
21-6	Truck - Additional	Equipment	Parks					\$ 48,000.00	\$ 48,000.00
21-7	Truck - Replacement	Equipment	Wa/Sw/DPW				\$ 48,000.00		\$ 48,000.00
22-2	Outsalt Property (ADDED 2022)	Land	TH	\$ 46,600.00					\$ 46,600.00
22-3	Entrance to PMIP** (ADDED 2022)	Land Improv	Parks	\$ 150,000.00					\$ 150,000.00
22-4	Pickleball courts @ MTP (ADDED 21)	Land Improv	Parks					\$ 125,000.00	\$ 125,000.00
22-5	Generator @ TH (ADDED 2022)	Equipment	TH			\$ 50,000.00			\$ 50,000.00
Total Purchases				\$ 316,600.00	\$ 330,000.00	\$ 300,000.00	\$ 481,000.00	\$ 271,500.00	\$ 125,000.00
									\$ 2,426,100.00

Motion carried.

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

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

Motion carried.

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

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

Motion carried.

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

WHEREAS, the Pere Marquette Charter Township Board of Trustees supports the submission of an application titled, "Pere Marquette Conservation Park Entry and Trail Project" to the Michigan Sparks Community Recreation Grant Program for the development of the new entry road and parking for the township's Pere Marquette Conservation Park (PMCP) and a multi-use non-motorized trail connecting PMCP to the township's Buttersville Campground; and,

WHEREAS, the proposed project and corresponding application is supported by Pere Marquette Charter Township's Parks, Recreation and Open Space Plan 2020-2024, Adopted 1/20/2020, and with the PMCP Master Plan the township adopted on 12/31/2020; and,

WHEREAS, the Pere Marquette Charter Township Board of Trustees believes these highly desired and widely supported public access needs have been significantly delayed by the impacts of the COVID 19 pandemic and that the completion of this project will contribute to the area's continuing recovery, both economically and socially; and,

WHEREAS, the Pere Marquette Township Board of Trustees is confident that this project will help to build a stronger, healthier, and safer community, benefit area residents and attract visitors who will contribute to the economic well-being of the community; and,

WHEREAS, the Pere Marquette Charter Township Board of Trustees is prepared to commit \$300,000 of township capital improvement funds toward this \$999,000 project;

NOW THEREFORE, BE IT RESOLVED that the Pere Marquette Charter Township Board of Trustees hereby authorizes submission of a Michigan Sparks Grant Program application for a \$699,000 grant, which in combination with township funds will enable completion of the Pere Marquette Conservation Park Entry and Trail Project.

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

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

Resolution declared adopted.

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

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

Clerk (Enbody) – Absent, no report.

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

Motion carried.

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

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

EXTENDED PUBLIC COMMENT: Public comment was held.

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

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

Ronald Soberalski, Temporary Clerk

Gerald A. Bleau, Township Supervisor



PERE MARQUETTE

CHARTER TOWNSHIP

Memo

To: Township Board

From: Rachelle Enbody, Clerk

Date: June 23, 2023

Re: Budget Amendments

According to the Uniform Budgeting and Accounting Act (Act 2 of 1968), it states in 141.437 Sec. 17 (1) The legislative body of the local unit shall amend the general appropriations act as soon as it becomes apparent that a deviation from the original general appropriations act is necessary and the amount of the deviation can be determined.

The State of Michigan Uniform Budget Manual states:

- The legislative body must amend the budget as soon as a deviation is apparent. AND
- Please note that the Budget Act required budget amendments **before** any expenditures exceed the budget. There is no authority to amend the budget after year end.

The Pere Marquette Charter Township General Appropriations Act, Section 9: Budget Monitoring states: Whenever it appears to the Township Supervisor or the Township Board that the actual and probable revenues in a fund will be less than the estimated revenues upon which appropriations from such fund were based, and **when it appears that expenditures will exceed an appropriations**, the Township Supervisor shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

Therefore, I would request that the Township Board consider the following amendments:

General Fund Budget Amendments:

Revenues:

Disposition/sale of Asset

Budgeted amount \$ 0.00

May YTD Revenue \$49,218.40

Recommend to increase budget from \$0 to \$49,000 due to sale of a lot in the 1st St. Business Park

Expenditures:

Township Board – Legal

Budgeted amount \$35,000.00

May YTD expenses \$29,220.24

June YTD expenses \$54,690.85

Recommend to increase budget from \$35,000 to \$55,000

Township Supervisor – Salary /Wage Deputy

Budgeted amount \$ 0.00

May YTD expenses \$2,710.00

June YTD expenses \$3,350.00

Recommend to increase budget from \$0 to \$8,300 (new position of Deputy Supervisor added in 2023)

Page 2
Budget Amendments

Township Supervisor – HSA Contributions

Budgeted amount \$14,100.00
May YTD expenses \$14,100.00
June YTD expenses \$18,800.00

Recommend to increase budget from \$14,100.00 to \$23,500.00 due to additional HSA expenses for two new administrative assistants. Previous administrative assistants received HSA distribution in January for 2023. The previous assistants resigned and the new administrative assistants are entitled to HSA distribution for 2023.

Fire Department – Transportation

Budgeted amount \$1,000.00
May YTD expenses \$1,859.38
June YTD expenses \$1,938.64

Recommend to increase budget from \$1,000 to \$2000 due to additional expenses for meals, hotel, and mileage associated with conference attendance.

Planning Commission – Printing and Publishing

Budgeted amount \$1,000.00
May YTD expenses \$ 801.60
June YTD expenses \$ 801.60

Recommend to increase budget from \$1,000 to \$1,500 due to additional expenses for publication(s) for required public hearing(s).

Zoning Board of Appeals – Printing and Publishing

Budgeted amount \$ 600.00
May YTD expenses ~~\$1,000.00~~ \$663.00
June YTD expenses \$ 884.00

Recommend to increase budget from \$600 to \$1,000 due to additional expenses for publication(s) for required public hearing(s).

Department of Public Works – Communications

Budgeted amount \$500.00
May YTD expenses \$667.05
June YTD expenses \$788.25

Recommend to increase budget from \$500 to \$1,500 due to actual monthly expenses of \$125/month.

Department of Public Works – Public Utilities

Budgeted amount \$7,000.00
May YTD expenses \$6,385.11
June YTD expenses \$6,618.73

Recommend to increase budget from \$7,000 to \$10,000 due to higher than average first quarter water/sewer charges.

Parks and Recreation – Gasoline

Budgeted amount \$2,500.00
May YTD expenses \$1,922.26 (only includes invoices through April 2023)

Recommend to increase budget from \$2,500 to \$6,000 due to increase in gasoline usage.

Parks and Recreation – Bank Service Charges

Budgeted amount \$8,500.00
May YTD expenses \$7,438.94
June YTD expenses \$8,776.37

Recommend to increase budget from \$8,500 to \$11,000. 2022 expenses were \$10,230.76.

Page 3
Budget Amendments

Parks and Recreation – Communications

Budgeted amount \$1,500.00

May YTD expenses \$1,261.44

June YTD expenses \$1,657.28

Recommend to increase budget from \$1,500 to \$4,000 with the addition of internet service in 2023 of \$140/month at Memorial Tree Park for a security camera system. 2022 expenses were \$2,253.75.

Sewer & Water Fund Budget Amendments:

Sewer Fund – Administrative Expense

Budgeted amount \$ 0.00

May YTD expenses \$7,559.60

Recommend to increase budget from \$0 to \$15,120 due to the expense not being budgeted.

Water Fund – Administrative Expense

Budgeted amount \$ 0.00

May YTD expenses \$11,339.20

Recommend to increase budget from \$0 to \$22,678 due to the expense not being budgeted.

Water Fund – Contractual Services

Budgeted amount \$35,000.00

May YTD expenses \$25,311.06

June YTD expenses \$29,606.36

Recommend to increase budget from \$35,000 to \$40,000 due to F&V Operations assistance.

PROPOSED BUDGET AMENDMENTS

General Fund

	Current Budget	Increase / (Decrease)	Amended Budget
Revenues:			
3) Disposition/sale of asset	0	49,000	49,000
Expenditures:			
1) Township Board - Legal	35,000	20,000	55,000
1) Township Supervisor - Salary/Wage Deputy	0	8,300	8,300
1) Township Supervisor - HSA Contributions	14,100	9,400	23,500
1) Fire Department - Transportation	1,000	1,000	2,000
1) Planning Commission - Printing & Publishing	1,000	500	1,500
1) Zoning Board of Appeals - Printing & Publishing	600	400	1,000
1) Department of Public Works - Communications	500	1,000	1,500
1) Department of Public Works - Utilities	7,000	3,000	10,000
1) Parks & Recreation - Gasoline	2,500	3,500	6,000
1) Parks & Recreation - Bank Service Charges	8,500	2,500	11,000
1) Parks & Recreation - Communications	1,500	2,500	4,000
2) Contingency	30,511	(3,100)	27,411
Sub-total		0	
NET CHANGE IN GENERAL FUND		0	

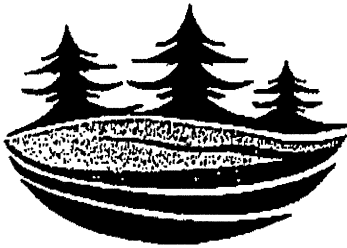
Sewer Fund

	Current Budget	Increase / (Decrease)	Amended Budget
Expenditures:			
1) Administrative Expense	0	15,120	15,120
Sub-total		15,120	
NET CHANGE IN SEWER FUND		15,120	

Water Fund

	Current Budget	Increase / (Decrease)	Amended Budget
Expenditures:			
1) Administrative Expense	0	22,678	22,678
1) Contractual Services	35,000	5,000	40,000
Sub-total		27,678	
NET CHANGE IN WATER FUND		27,678	

- 1) Increase - align with actual expenses
- 2) Reduce contingency to balance amendments in the General Fund
- 3) Increase to align with revenue and to balance amendments in the General Fund



PERE MARQUETTE

CHARTER TOWNSHIP

1699 SOUTH PERE MARQUETTE HWY. • LUDINGTON, MICHIGAN 49431
(231) 845-1277 • FAX (231) 843-3330

PUBLIC ASSEMBLY PERMIT APPLICATION

This application applies to any form of public assembly or entertainment expected to attract or involve thirty (30) or more persons to be held on or at property owned and operated by Pere Marquette Charter Township.

Date of application: 6-21-23
 Name(s) of applicant: Curtis Chamberlain & Leslie Slagle
 Address of applicant: 8639 15¹/₂ mile Road Marshall MI 49068
 Email address: Slaglel@bronsonbg.org Phone # 269-298-7244
 Location of event: Campground in Pere Marquette Charter Township Type of event: Small Wedding Ceremony
 Date of event: 8-24-24 Hours of event: 30 min
 Description of event: Small Standing Wedding Ceremony
 Estimated number of people in attendance: 20
 Will a tent be erected? NO size: N/A Tent stakes are NOT allowed in the parking area
 Clean up plans: Wont need to. No decorations

Rules/Requirements/Regulations:

1. The road and/or parking lot must not be blocked or public access to the parking lot or park must not be impeded in any way. The park/beach will still be open to the public during your event.
2. Please be considerate of the neighbors and follow the dawn until dusk noise rule.
3. Glass containers, of any kind including for food or beverages, are strictly prohibited.
4. All fires including bonfires and/or camping fires must be contained in a designated receptacle and area and must be completely extinguished with water. Do not attempt to extinguish the fire with sand or cover partially burned wood with sand.
5. Applicant will be responsible for all trash receptacles and removal of trash related to their event.
6. Applicant must provide tables, chairs and other furnishings necessary for their event.

Applicant agrees to adhere to the above rules/requirements/regulations and to leave the park/beach in the same or better condition than prior to their event.

Signed: Leslie Slagle

FOR OFFICIAL USE ONLY: Application was approved or denied (circle one)

Date of Board of Trustees action: _____

I'm faxing this to explain that my family and I will be camping at Buttersville Campground, my fiance and I would love to get married on the beach. It would be a small standing ceremony with around 20 people. (8.24.2024) No tables, no chairs, no decorations. It will be only 30 min long. We will be going to a local restaurant for dinner.

I'm requesting this be taken to the board for review at the earliest possible date.

Thank you
Leslie S/gle

RISK

MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

June 15, 2023

Jerry A. Bleau, Supervisor
Pere Marquette Township
1699 South Pere Marquette Highway
Ludington, MI 49431

RE: RAP

Dear Mr. Bleau,

In accord with your RAP application and documentation for your Digital Cameras & Security (Township Hall) project, I am pleased to enclose our payment in the amount of \$5,250.

I commend Pere Marquette Township and yourself for taking this risk management initiative.

Sincerely,

Cara Ceci /sp

Cara Ceci, ARM, CPCU
Member Resources Manager

CC/sp

cc: MMRMA Risk Manager

Enclosure

RISK

MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

June 15, 2023

Jerry A. Bleau, Supervisor
Pere Marquette Township
1699 South Pere Marquette Highway
Ludington, MI 49431

RE: RAP

Dear Mr. Bleau,

In accord with your RAP application and documentation for your Digital Cameras & Security (Fire Department) project, I am pleased to enclose our payment in the amount of \$2,000.

I commend Pere Marquette Township and yourself for taking this risk management initiative.

Sincerely,

Cara Ceci/sp

Cara Ceci, ARM, CPCU
Member Resources Manager

CC/sp

cc: MMRMA Risk Manager

Enclosure