

PERE MARQUETTE CHARTER TOWNSHIP BOARD
REGULAR/COMMITTEE OF THE WHOLE MEETING AGENDA
July 25, 2023 – 6:00 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. BRIEF PUBLIC COMMENTS (TWO MINUTES)
7. APPROVAL OF AGENDA
8. PUBLIC HEARINGS
9. UNFINISHED BUSINESS
10. NEW BUSINESS
 - A. **Presentation of the 2022 Audit**
 - B. **Consider Revision of Compensation Schedule to Pay Board of Review for Training**
 - C. **Consider Resolution to Authorize Sale of Property – First Street Business Park Lot 11**
 - D. **Consider Request from FOIA Coordinator**
11. COMMITTEE OF THE WHOLE
12. ANNOUNCEMENTS
13. EXTENDED PUBLIC COMMENTS (TEN MINUTES)
14. ADJOURNMENT

REGULAR MEETING

July 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: Mason County Commissioner Lewis Squires, Sheriff Kim Cole, Riley Kelley (Ludington Daily News), 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.

APPROVAL OF MINUTES: **Moved** by Rasmussen, seconded by Kmetz to approve the minutes from the meeting on June 27, 2023 as presented.

Motion carried.

SHERIFF / COUNTY COMMISSIONER REPORT(S): County Commissioner Lew Squires reported on the most recent meeting of the Mason County Board of Commissioners.

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

DEPARTMENT REPORTS: Kmetz reported on the most recent meeting of the Fire Department and stated that members had questions that they would like answered before signing the Conflict of Interest Policy and also asked about the status of the new door lock system for the Fire Department. G. Bleau stated that not all the quotes were in for the lock system.

DEPARTMENT REPORTS: Department reports were received.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by Soberalski, seconded by Kmetz to add UNFINISHED BUSINESS: Item A. Discussion of Outcalt Property to the agenda and to approve the agenda as amended.

Motion carried.

COMMUNICATIONS: Enbody reported communications received include a letter from Charter Communications regarding changes to the channel lineup and the 6/22/2023 draft minutes of the Lincoln Lake Improvement Board meeting.

COMMITTEE REPORTS: Western Mason County Fire District Authority (G. Bleau, Kmetz): G. Bleau reported that the Fire Authority heard the 2022 audit presentation and approved spending for equipment for the City of Ludington.

UNFINISHED BUSINESS: A. **Discussion of Outcalt Property (added)** – Board members discussed the purchase of the property at 932 and 946 S. Pere Marquette Highway. The purchase agreement was signed in 2022 with a closing date in 2023. The seller requested an extension in early 2023. The Township Attorney, at the direction of the board, created an addendum to the purchase agreement which was delivered to the seller. There has been no response received by the Township from the seller in response to the addendum.

Mr. Outcalt addressed the board to explain that it is taking longer than expected to remove his personal belongings from the property. Mr. Outcalt requested a copy of documentation of environmental testing performed on the property and the notification of the property closing. G. Bleau asked that Mr. Outcalt to provide a written request to the Township for the documentation.

The board discussed that the original closing date had been set for March 2023 and options were discussed for rescinding, extending, or enforcing the purchase agreement.

Moved by Soberalski, seconded by Kmetz to enforce the purchase agreement for the sale of the property at 932 and 946 S. Pere Marquette Highway.

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

Motion carried.

NEW BUSINESS: A. **Consider Certification of the 2023 Millage Rates for Township Operation and Public Transportation** – A public hearing was held on December 13, 2022 to propose and adopt the 2023 budgets and levy(s). The millage rates of 2.85 mills for the General Fund and .20 mills for the Transportation Fund were used to determine the 2023 budgets and were a subject of the hearing. The Township Operation millage has remained at 2.85 mills since 2004.

Moved by Nordlund, seconded by Enbody to certify the taxes to be levied in 2023 at 2.85 mills for township operation and 0.20 mills for public transportation.

Motion carried.

OFFICERS REPORTS: Trustees – No reports.

Clerk (Enbody) – Reported that the 2022 Audited Financial Statements are complete and have been filed with the State of Michigan. The other required financial reports including the F-65 (Annual Local Unit Fiscal Report), Qualifying Statement, and Continuing Disclosure have all been filed with the appropriate entity(s). Reported working on the completion of documentation for the required fiscal reporting to the Great Lakes Fishery Trust Fund for the Pere Marquette Conservation Park River Access Project and compiling financial data for grant reporting for the numerous grants for the Project. Reported working on department budgets for Clerk and Elections, day-to-day operations of accounts payable, payroll, and journal entries for financial recording. Enbody distributed 2023 second quarter financial reports to board members and provided a list of current invoices for approval.

PAYMENT OF INVOICES: **Moved** by Enbody, seconded by Rasmussen to approve payment of invoices in the amount of \$665,017.99.

Motion carried.

Treasurer (K. Bleau) – Provided a report with bank balances for June 2023. Reported that tax collection has begun, the tax bills went out on time, the bank accounts are healthy, purchased a new three-year CD at a rate of 5.5% interest, and stated that the bank statements are available to be reviewed.

Supervisor (G. Bleau) – G. Bleau stated that he intended to report on the Outcalt property for his report but the matter was added to the agenda and discussed. Reported that he has not been notified of the current status of the Pallets Recycle property. The month of June was very healthy for building permits with permits issued for two new homes having an estimated construction value of over six million.

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: The meeting was adjourned by consent at 4:49 p.m.



Rachelle D. Enbody, MiPMC², CMC Township Clerk

Gerald A. Bleau, Township Supervisor

Pere Marquette Charter Township
2023 and 2024 Compensation Schedules

Adopted at: 12.13.2022

Elected Officials, Appointed Officials and Employees		Year 2023 (4%)	Year 2024 (2%)
Trustees (Salary per year for board meetings)	<i>Elected</i>	\$2,000.00	\$2,040.00
Supervisor	<i>Elected</i>	\$73,314.00	\$74,780.28
Assistant to Supervisor	<i>Per hour</i>	\$22.03	\$22.47
Clerk	<i>Elected</i>	\$73,314.00	\$74,780.28
Deputy Clerk	<i>Per hour</i>	\$22.03	\$22.47
Treasurer	<i>Elected</i>	\$73,314.00	\$74,780.28
Deputy Treasurer	<i>Per hour</i>	\$22.03	\$22.47
Assessor - Level 3	<i>Salary</i>	\$78,950.56	\$80,529.57
Building Inspector	<i>Salary</i>	\$1.00	\$1.00
Building Inspector	<i>Salary</i>	\$61,925.76	\$63,164.28
Zoning Administrator	<i>Per hour</i>	\$28.77	\$29.34
Administrative Assistant	<i>Per hour</i>	\$22.03	\$22.47
DPW/Engineering	<i>Per hour</i>	\$32.06	\$32.70
DPW/Engineering	<i>Per hour</i>	\$27.25	\$27.80
DPW/Engineering	<i>Per hour</i>	\$19.75	\$20.14
Operations	<i>Per hour</i>	\$20.28	\$20.69
Operations	<i>Per hour</i>	\$20.80	\$21.22
Parks	<i>Per hour</i>	\$24.20	\$24.68
Parks	<i>Per hour</i>	\$19.75	\$20.14
Parks	<i>Per hour</i>	\$19.24	\$19.62
Parks	<i>Per hour</i>	\$15.60	\$15.91
Parks	<i>Per hour</i>	\$16.61	\$16.94
Fire Department	FOR TO FEBRUARY 1, 2022		
Probationary Firefighter	<i>Annual</i>	\$4,122.56	\$4,205.01
with Medical Training	<i>Annual</i>	\$5,237.44	\$5,342.19
Senior Firefighter (upon completion of two-year probation)	<i>Annual</i>	\$5,237.44	\$5,342.19
with Medical Training	<i>Annual</i>	\$6,801.60	\$6,937.63
Fire Department Officer Premiums (paid quarterly)			
Chief (paid bi-weekly at an hourly rate per agreement)	<i>Per hour</i>	\$26.00	\$26.52
Assistant Chief	<i>Annual</i>	\$2,358.72	\$2,405.89
Captain	<i>Annual</i>	\$1,243.84	\$1,268.72
First Lieutenant	<i>Annual</i>	\$1,243.84	\$1,268.72
Second Lieutenant	<i>Annual</i>	\$1,243.84	\$1,268.72
Safety Officer	<i>Annual</i>	\$1,243.84	\$1,268.72
Training Officer	<i>Annual</i>	\$2,358.72	\$2,405.89
Fire Department Pay Per Call (paid monthly) HIRE DATE AFTER FEBRUARY 1, 2022			
First Hour Senior Firefighter	<i>Per Call</i>	\$41.60	\$42.43
First Hour Probationary Firefighter	<i>Per Call</i>	\$20.80	\$21.22
Each additional hour	<i>Per Call</i>	\$20.80	\$21.22
Business meeting per occurrence	<i>Per Call</i>	\$52.00	\$53.04
Training meeting per occurrence	<i>Per Call</i>	\$78.00	\$79.56

Per Occurrence:	Per Meeting	Per Hour	Per Day	Per Half Day	Training
Chairperson	\$75.00	-	-	-	\$90.00
Members	\$65.00	-	-	-	\$90.00
Salaried Dept. Heads & Fire Officers (As required)	\$60.00	-	-	-	-
Elected Officials, per meeting (As appointed/approved)	\$100.00	-	-	-	\$110.00
Election Inspectors	-	\$15.00	-	-	\$50.00
Election Chairperson	-	\$17.00	-	-	\$50.00
Board of Review	-	-	\$100.00	\$50.00	-
BOR Chairperson	-	-	\$120.00	\$60.00	-
DPW on Call	-	-	\$75.00	-	-

Misc Per Diem Timesheet	Pere Marquette Charter Township		Name: Rick Deering
			Pay Period
	Meetings Attended:	Date	Amount
	March BOR	3/7/2023	Absent
	March BOR	3/13/2023	Full Day 100
	March BOR <i>Chair</i>	3/15/2023	Full Day 120
	TRAINING	2/10/23	4 hours
	TOTAL \$ 220.00		
Signature <i>Rick Deering</i>		Approved By <i>Harold Holt</i>	

220.00

Misc Per Diem Timesheet	Pere Marquette Charter Township		Name: Marsha Gould
			Pay Period
	Meetings Attended:	Date	Amount
	March BOR	3-7-2023	\$ 50.00
	March BOR	3/13/2023	\$ 100.00
	March BOR	3/15/2023	\$ 100.00
	Training 2-16-23	2/16/23	
	TOTAL \$ 250.00		
Signature <i>Marsha Gould</i>		Approved By <i>Harold Holt</i>	

250.00

Misc Per Diem Timesheet	Pere Marquette Charter Township		Name: James Hinman
			Pay Period
	Meetings Attended:	Date	Amount
	March BOR	3/7/2023	50.00
	March BOR	3/13/2023	100.00
	March BOR	3/15/2023	100.00
	TOTAL \$ 250.00		
Signature <i>James Hinman</i>		Approved By <i>Harold Holt</i>	

250.00

Misc Per Diem Timesheet	Pere Marquette Charter Township		Name: Jennifer Richert / Chair
			Pay Period
	Meetings Attended:	Date	Amount
	March BOR - Organizational	3/7/2023	60.00
	March BOR 1:30-9:00 pm	3/13/2023	120.00
	March BOR	3/15/2023	Absent
	BOR Training (Zoom - 4 hours)	3/10/2023	
	TOTAL \$ 180.00		
Signature <i>Jennifer Richert</i>		Approved By <i>Harold Holt</i>	

180.00

Misc Per Diem Timesheet	Pere Marquette Charter Township		Name: Monica Schuyler
			Pay Period
	Meetings Attended:	Date	Amount
	March BOR	3/7/2023	\$ 50.00
	March BOR	3/13/2023	100.00
	March BOR	3/15/2023	100.00
	TOTAL \$ 250.00		
Signature <i>Monica Schuyler</i>		Approved By <i>Harold Holt</i>	

250.00

**PERE MARQUETTE CHARTER TOWNSHIP
MASON COUNTY, MICHIGAN**

**RESOLUTION TO AUTHORIZE SALE OF PROPERTY
RESOLUTION NO. _____**

At a regular meeting of the Pere Marquette Charter Township Board, held at the Township Hall, on the ____ day of _____ 2023, at __:00 p.m.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Township owns certain real property within the Pere Marquette First Street Business Park also known as Lot 11 and legally described in **Exhibit A** attached hereto (the "Property"); and

WHEREAS, the Township Board finds the Property is no longer needed for public use by the Township;

WHEREAS, the sale of the Property is determined to be in the best interests of the Township;

WHEREAS, Great Lakes Fishery Commission (the "Purchaser") made an offer to purchase the "Property" for a total purchase price of Twenty Thousand Dollars (\$20,000.00), subject to certain terms and conditions; and

WHEREAS, the Board wishes to confirm its acceptance of the Purchaser's offer to purchase the Property.

NOW, THEREFORE, BE IT RESOLVED by the Township Board of Pere Marquette Charter Township, Mason County, Michigan, as follows:

1. The Township Board approves the sale of the Property to the Purchaser for a total purchase price of Twenty Thousand Dollars (\$20,000.00).
2. The Supervisor and the Township Attorney are authorized to negotiate the details of the Offer from the Purchaser to purchase the Property.

3. The Supervisor, Clerk and Treasurer are authorized to sign the documents necessary to memorialize the terms of the transaction and otherwise close the sale of the Property to the Purchaser.
4. All resolutions in conflict in whole or in part with this Resolution are revoked to the extent of such conflict.

Yeas: _____

Nays: _____

RESOLUTION DECLARED ADOPTED.

Gerald A. Bleau, Township Supervisor

STATE OF MICHIGAN)
) ss
COUNTY OF MASON)

I, the undersigned, the duly qualified and acting Clerk for the Pere Marquette Charter Township, Mason County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Pere Marquette Charter Township Board at a meeting held on the ____ day of _____ 2023, and further certify that the above Resolution was adopted at said meeting.

Rachelle Enbody, Township Clerk
Pere Marquette Charter Township

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

PARCEL 11(0.93 GROSS ACRES, 0.80 NET ACRES)

THAT PART OF THE SE 1/4 OF SECTION 13, T18N, R18W, PERE MARQUETTE CHARTER TOWNSHIP, MASON COUNTY, MICHIGAN DESCRIBED AS COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 13; THENCE N86°35'00"W 1766.56 FEET ALONG THE SOUTH LINE OF SAID SECTION 13; THENCE N03°19'31"E 602.16 FEET TO THE NORTHERLY RIGHT OF WAY LINE OF COMMERCE DRIVE (100 FEET WIDE) AND THE PLACE OF BEGINNING FOR THIS DESCRIPTION; THENCE CONTINUING N03°19'31"E 159.95 FEET; THENCE N62°30'26"E 232.88 FEET; THENCE S03°19'31"W 251.24 FEET; THENCE N86°40'29"W 0.49 FEET ALONG SAID NORTHERLY RIGHT OF WAY LINE; THENCE WESTERLY 118.44 FEET ALONG SAID NORTHERLY RIGHT OF WAY LINE ON A 600.0 FOOT RADIUS CURVE TO THE LEFT THE LONG CHORD BEARING S87°40'14"W 118.23 FEET; THENCE S82°00'56"W 83.46 FEET ALONG SAID NORTHERLY RIGHT OF WAY LINE TO THE PLACE OF BEGINNING.

SUBJECT TO EXISTING WETLAND PRESERVATION EASEMENT F, AS RECORDED IN UBER 575 ON PAGES 3219-3226 OF MASON COUNTY RECORDS. SUBJECT TO A 10-FOOT-WIDE PUBLIC UTILITIES EASEMENT LYING NORTHERLY OF, AND ADJACENT TO, THE NORTHERLY RIGHT OF WAY LINE OF COMMERCE DRIVE.



PERE MARQUETTE

CHARTER TOWNSHIP

Memo

To: Township Board

From: **Rachelle Enbody, Clerk**

Date: June 23, 2023

Re: Freedom of Information Act (FOIA) Coordinator and Conflict of Interest

The Conflict of Interest Policy states:

DISCLOSURE OF CONFLICTS: Elected Officials and employees shall disclose conflicts as they arise as well as disclose those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict. Employees should disclose to their Department Head/Elected Official. Elected Officials should disclose any conflicts of interest to the Supervisor as soon as the person with the conflict is aware of the conflict/potential conflict or appearance of a conflict exists.

POLICY/PROCEDURE: If concerns arise regarding conflicts of interest involving the Supervisor, the employee or Elected Official in question is to bring the concern to two other Elected Officials.

As the board appointed FOIA Coordinator I am disclosing that I have received the following FOIA requests:

- FOIA request for all emails that have been sent and received by Rachelle Enbody's email address at rachelle@pmtwp.org,
- FOIA request for all text messages sent and received by a township employee.

Section 1 of the FOIA Procedures and Guidelines designate the Township Clerk as the FOIA Coordinator:

Section 1: General Policies

The Township Board, acting pursuant to the authority at MCL 15.236, designates the Township Clerk as the FOIA Coordinator. He or she is authorized to designate other Township staff to act on his or her behalf to accept and process written requests for the Township's public records and approve denials.

REQUEST: I am requesting that in order to eliminate any appearance of conflict, that all FOIA requests received from or involving Township Officials and/or Township employees, as well as any requests received from or involving any Township Standing Board or Committee member(s) will be handled by the Township's legal counsel, Ronald A. Bultje of Dickinson Wright.

It is my intention to continue to serve as FOIA Coordinator for all other requests that do not involve persons employed and/or compensated by the Township.