REGULAR MEETING
February 11, 2020

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 Jacalyn Sroka; Trustees: Paul Piper, Andrew Kmetz and Henry Rasmussen.

Board member absent: Trustee James Nordlund Sr.

Also present: Hannah Hubbard (Ludington Daily News), Andy Larr, Larry Gaylord, Kelly Smith and four guests.

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

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Smith; Pledge of Allegiance was recited by all. The minutes of the January 14, 2020 meeting and the current agenda were approved by consent.

PUBLIC COMMENT: Sheriff Cole reported on seventy-three calls for service in January 2020.

NEW BUSINESS: A. Consider Funding Support for the Household Hazardous Waste Program – Board members reviewed a request from the Manistee, Mason, and Oceana Conservation Districts for funding support for the Annual Household Hazardous Waste Collection Day. The township has participated since the program began in 2007.

Moved by Kmetz, seconded by Sroka to enter into a contract and agreement with the Manistee, Mason, and Oceana Conservation Districts to participate in the Household Hazardous Waste Disposal Program scheduled for Saturday, August 15, 2020 and to allocate $950.00 for the program.

Motion carried.

B. Consider Proposal for Auditing Services – Board members reviewed a three-year proposal submitted by Douglas Wohlberg, CPA for auditing services.

Moved by Enbody, seconded by Rasmussen to approve the proposal for auditing services with Douglas Wohlberg, CPA to conduct Township audits as follows:

<table>
<thead>
<tr>
<th>Year Ending</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 31, 2019</td>
<td>$10,300</td>
</tr>
<tr>
<td>December 31, 2020</td>
<td>$10,600</td>
</tr>
<tr>
<td>December 31, 2021</td>
<td>$10,900</td>
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</tbody>
</table>

Motion carried.

C. Consider Surplus Property Policy – The township does not currently have a policy to address the disposal of township property requiring each item to be disposed of to be brought before the board for approval. This policy would eliminate the need to bring individual requests to the board and establishes guidelines for disposition of obsolete property. A disposition transfer/waiver form, signed and approved by the supervisor, will need to be completed prior to the disposal of any township property.

Moved by Bleau seconded by Enbody to adopt the following Surplus Property Policy:

PERE MARQUETTE CHARTER TOWNSHIP
SURPLUS PROPERTY POLICY

PURPOSE: The purpose of this policy is to ensure the protection of Township assets and to provide guidelines to Township staff when considering proper disposal of obsolete, surplus or salvage personal property owned by Pere Marquette Charter Township.

1. Trash. Personal property which a reasonable person would feel no longer has any value may be discarded as trash by a Township official or employee. Neither Township employees nor Township officials are permitted to receive discarded Township trash, except as may be permitted under paragraph 5.
2. **Declaration.** Each department director shall be responsible for identifying property within their department that is obsolete, surplus or salvage property. The department director shall estimate the fair market value of such property in “as is, where is” condition.

3. **Disposition.** For all such property, the department director will notify the Township Supervisor, who will first attempt to find a use for the property in another department. Personal property which a reasonable person would feel is at the end of its useful life but that the cost of sale or disposal exceeds any sales value, shall be considered of “nominal value” and may be sold or discarded at the discretion of the Township Supervisor or their designee.

Personal property which a reasonable person would feel has remaining value in excess of the nominal value defined above shall be subject to disposition in any manner deemed by the Township Supervisor to be in the Township’s best interest including:

- Internal transfer of equipment/items within Township departments
- Trade-in for other equipment
- Transfer to another government or non-profit organization
- Negotiated sale to one or more designated buyers
- Sale as scrap
- Solicitation of written bids
- Auction or sale on a first come-first served basis (public or online)
- Recycling, salvaging or junking

4. **Substantial Value.** Disposition of any one item or personal property with an estimated value of $10,000 or more must first be approved by the Pere Marquette Charter Township Board of Trustees.

5. **Conflict of Interest.** Township elected officials, employees and relatives of the first degree of an elected official or employee are prohibited from acquiring any personal property of the Township. The Township Supervisor or their designee may grant a written exemption to this prohibition if they can verify the propriety of, and are not a party to, the disposition.

6. **Penalty for Failure to Comply.** Any official or employee of Pere Marquette Charter Township who violates the provisions of this policy may be subject to civil and/or criminal action. Employees responsible for violating this policy may be subject to disciplinary actions provided for by the Township policies and applicable laws up to and including termination.

Motion carried.

D. **First Reading of Proposed Ordinance No. 145** – Board members conducted the first reading of proposed Ordinance No. 145, a zoning text amendment ordinance. The text amendment would revise the boundaries for High Risk Erosion Area B and the description of uses not permitted in a critical dune area. The Planning Commission held a public hearing on January 21, 2020 and is recommending the ordinance for approval and adoption.

Bleau explained the ordinance is a text amendment to the newly restated zoning ordinance adopted in August of 2019. According to the State of Michigan, local ordinances cannot be more restrictive than state law and the state is requiring the text amendment so that the local ordinance is in compliance. The first change (Section 1) is to High Risk Erosion Area B. The south end of the high risk erosion area will change from 1,100 feet to 1,500 feet. The second change (Section 2) is to Uses Not Permitted in a Critical Dune Area and removes the verbiage “or is more extensive than required to implement a use for which a permit is requested.”

Moved by Kmetz, seconded by Rasmussen to accept the first reading of proposed Ordinance No. 145, a zoning text amendment ordinance and to schedule the second reading and consideration of adoption for February 25, 2020.

Motion carried.

E. **Request to hire full-time Administrative Assistant** – Board members reviewed a memo from Supervisor Bleau requesting authorization to hire a full-time administrative assistant and to approve compensation for the position. Bleau is proposing that funds be moved from Contingency to cover the change to the 2020 budget allocations.

Moved by Piper, seconded by Sroka to authorize the Supervisor to hire a full-time administrative assistant and to establish the 2020 compensation at $18.36 per hour with benefits.

Motion carried.
F. **Consider Rate & Category Change for Facility Rental** – Board members reviewed a memo from Facilities Maintenance/Parks Manager Kelly Smith recommending a change in the daily pavilion rental rates at Memorial Tree Park and Sutton’s Landing from $40 per day to $50 per day. Smith is also recommending a change to the rental categories for the township hall rental fees that include the elimination of the half-day rental, elimination of the government/non-profit group rate and to increase the business meeting rate from $25 to $50. Smith explained that he researched rates of other communities and is proposing the increase in park facility rentals to be comparable. He also explained that the rates for the township hall rental will not change but is requesting that the structure be simplified.

Moved by Enbody, seconded by Piper to increase the Memorial Tree Park and Sutton’s Landing pavilion rental fees from $40 to $50, to change the township hall rental fees to eliminate the half-day rental option, to eliminate the government/non-profit group rate and to increase the business meeting rate for meetings under two hours from $25 to $50, effective with rentals initiated after February 11, 2020.

**Motion carried.**

**COMMITTEE REPORTS:**

**Planning Commission (Kmetz)** – Reported reviewing a possible zoning ordinance text amendment for accessory structures that will come before the board for approval. The commission also reviewed a minor change request with the Zoning Administrator and Planning Commission chair that would allow the placement of a storage shed within a Site Condominium development.

**Election Commission (Enbody)** – Reported the commission met to appoint election inspectors for the March 10, 2020 Presidential Primary as required by MCL 168.674.

**Roads Committee (Bleau)** – Reported reviewing the 2020 road projects, discussing a drainage project on Virnetta Drive and monitoring the intersection of Jebavy Drive and Bryant Road with the new school construction taking place this year. The committee also discussed the installation of sidewalks on County owned property along US 10.

**EMPLOYEE REPORTS:**

**Assessor (Hall)** – Provided a report detailing department activity.


**DPW/Water/Sewer Superintendent (Larr)** – Reported working on year-end reports for pumpage/usage and cross connections. Larr attended an EGLE training on lead and copper rule changes and new municipality requirements. The department is continuing to work on the replacement of meters with forty-four changed out since January.

**Bleau** presented Fire Chief Larry Gaylord with a Certificate of Appreciation from the Township Board for his 40 years of service with the department.

**Fire Department (Gaylord)** – Reported on twenty-five responses in January of 2020. Gaylord has been working on the ISO Audit which regulates fire protection rates and is hoping that the report will come back with an improved rating. Gaylord informed the board that there have been two rescues along the high bluffs and feels that the department would benefit from rope rescue training and the purchase of equipment for this type of rescue. Gaylord is gathering information and will come back to the board for approval for training and equipment.

**Parks / Facilities Manager (Smith)** – Smith updated the board on the acquisition property. The township is waiting on the appraisals for parcels 1-4 so they can be submitted to the DNR. The Due Care Plan is complete and has been submitted to EGLE. Several grant opportunities are being pursued for the development of the property. Smith is planning to engage the public in events sometime in April. Smith is taking the Michigan Certified Assessing Technician course later this week.

**Clerk (Enbody)** – Provided fourth quarter 2019 financial reports to board members. Informed the board that the new deputy clerk will be starting next week. The auditor was at the township last week to begin the 2019 audit. Enbody reported submitting the first Financial Status Report for the 2020 Coastal Management Access Grant. The 2020 presidential primary season has started with approximately three hundred and fifty absentee applications mailed to residents on the permanent list and over one hundred and sixty absentee ballots issued to date. Enbody will be conducting several training sessions for election inspectors to prepare them for the March election.

**Enbody** provided a list of current invoices for approval.
Moved by Enbody, seconded by Kmetz to approve payment of invoices totaling $372,659.50. Motion carried.

Treasurer (Sroka) – Provided a report detailing quarterly cash, bank and investment balances by fund and by bank account for the fourth quarter of 2019 and for the months of December 2019 and January 2020. Reported working on audit items, wrapping up winter taxes and fourth quarter water billing.

Supervisor (Bleau) – Reported presenting a forty-year pin and plaque to Larry Gaylord at the most recent meeting of the fire department for his service with the township. Contracts for the Lakeshore Drive watermain project have been received and Bleau and Larr are reviewing the contract documents. Bleau is preparing for the hiring of a new assessor with the upcoming retirement of Hall and is trying to obtain clarification from the State on the assessor level requirement for the township. Reported working with the Sheriff to obtain signage for areas with slow moving vehicles.

ANNOUNCEMENTS: Enbody reported that nominating petitions are available for all township elected offices.

EXTENDED PUBLIC COMMENT: Fran Kalchik asked if the area on Jebavy Drive from last year’s water/sewer connection project is scheduled for repair. Bleau answered that the repairs will take place in the spring.

The meeting was adjourned by the Supervisor at 7:32 p.m.

Rachelle D. Enbody, CMC, MiPMC, Township Clerk

Gerald A. Bleau, Township Supervisor