REGULAR/COMMITTEE OF THE WHOLE MEETING  
February 25, 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: Andy Kmetz, James Nordlund Sr. and Henry Rasmussen.

Board member absent: Trustee Paul Piper.

Also present: County Commissioner Lewis Squires, Hannah Hubbard (Ludington Daily News) and four guests.

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Bleau; Pledge of Allegiance was recited by all. The minutes of the February 11, 2020 regular meeting and the current agenda were approved by consent.

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

NEW BUSINESS: A. Second Reading and Consideration of Adoption of Proposed Ordinance No. 145 – Board members conducted the second 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 proposed ordinance was published in the Clerk’s office and on the township website and a notice to that effect was published in the Ludington Daily News on February 18, 2020. The text amendments are required by the state because a local ordinance cannot be more restrictive than state law.

Moved by Enbody, seconded by Nordlund to accept the second reading without change and adopt Ordinance No. 145, a zoning text amendment ordinance, and to provide for an effective date.

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

Motion carried.

B. Consider Proposal to Conduct a Classification and Compensation Study – Board members reviewed a proposal to conduct a classification and compensation study from Municipal Consulting Services, LLC. The intent is to develop a compensation system that will enhance the Township’s ability to recruit, retain and motivate quality employees. To accomplish this, Municipal Consulting Services will:

- Develop a solid understanding of the specific duties and responsibilities of each position included in the study.
- Develop new job descriptions that clearly state required duties and the knowledge, skills and abilities required of each position.
- Establish a competitive labor market and conduct a market survey of wages and employee benefits.
- Develop a comprehensive pay grade structure and pay ranges based on job evaluation and a thorough evaluation of the established labor market.
- Develop and include methodologies for evaluating current pay status and the impact of modifying current pay levels and moving employees through the pay ranges over time.
- Recommend procedures for ongoing system maintenance including pay system administration and compensation system upkeep.
- Provide the tools necessary for ongoing job description development and updates, position reclassifications processes and other pay system procedures.

Moved by Nordlund seconded by Kmetz to accept the proposal from Municipal Consulting Services, LLC to conduct a classification and compensation study at a not-to-exceed cost of $13,500.00 plus project expenses such as mileage, lodging, and presentation fees.

Motion carried.

ANNOUNCEMENTS: Bleau introduced the new administrative assistant, Ashley Hall.
EXTENDED PUBLIC COMMENT: Squires asked if the township board was aware of the Mason County Road Commission plans to move their facility to Custer.

Deborah DelZoppo voiced her support of the compensation study.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 6:58 p.m.

Rachelle D. Enbody, CMC, MiPMC, Township Clerk

Gerald A. Bleau, Township Supervisor