REGULAR MEETING
January 8, 2019

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka;
Trustees: Paul Piper, Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.
Also present: Devon Hall, Jerry Bleau, Andy Larr, Larry Gaylord, Kelly Smith, Fran Kalchik
and County Commissioners Lew Squires and Steve Hull.
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.

APPROVAL OF MINUTES: The following correction was offered for the December 27, 2018 minutes: Under Item C. Water Rate Resolution change the word “t0” to “to”. Moved by Enbody, seconded by Rasmussen to approve the minutes from the December 27, 2018 meeting as corrected. Motion carried.

APPROVAL OF AGENDA: Moved by Keson, seconded by Sroka to add Item D. “Consider 2019 Road Projects” to the agenda and to approve the agenda as amended. Motion carried.

NEW BUSINESS: A. Resolution for the Designation of Depositories – The purpose of the resolution is to provide for the deposit of the money coming into the possession of the treasurer of the township. The township board is required to approve by resolution the financial institutions in which the treasurer may deposit funds.

The following Resolution was offered by Sroka, and supported by Rasmussen:

RESOLUTION FOR THE DESIGNATION OF DEPOSITORIES

WHEREAS, under the laws of the State of Michigan, this board is required to provide by resolution for the designation and deposit of all public money, including tax money, coming into the possession of the township treasurer, in one or more financial institutions, hereinafter called institution(s), to be designated in such Resolution.

NOW, THEREFORE, BE IT RESOLVED that the Treasurer is hereby authorized to deposit all public money, including tax money, now in or coming into the possession of the Treasurer, in the following financial institutions:

West Shore Bank
Fifth Third Bank
Chemical Bank
PNC Bank
Crestmark Bank
Morgan Stanley Smith Barney, LLC
Comerica Securities
Safe Harbor Credit Union
Michigan Class Preferred Credit Union
Multi-Bank Securities

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

Resolution declared adopted.

B. Agreement for the collection of summer school property taxes – Moved by Sroka, seconded by Rasmussen to enter into an agreement with the Ludington Area School District for the collection of 2019 summer property taxes at a reimbursed amount of $4.00 per parcel and to authorize the Supervisor and Clerk to sign the agreement.

Motion carried.

C. Performance Resolution for Governmental Agencies – This Performance Resolution is required by the Michigan Department of Transportation for the purpose of issuing a municipality a permit in order to construct, operate, use and/or maintain utilities or conduct other activities within State Highway Right of Way locations within its corporate limits.

The following Resolution was offered by Keson and supported by Piper:
RESOLVED WHEREAS, the Charter Township of Pere Marquette hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.

2. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employees, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.

3. Any work performed for the GOVERNMENTAL AGENCY by a contractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.

4. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

5. The GOVERNMENTAL AGENCY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation, construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.

6. With respect to any activities authorized by PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.

7. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.

8. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.
BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
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<tbody>
<tr>
<td>Township Supervisor</td>
<td>Paul A. Keson</td>
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<tr>
<td>DPW/Water/Sewer Superintendent</td>
<td>Andrew Larr</td>
</tr>
<tr>
<td>Township Clerk</td>
<td>Rachelle Enbody</td>
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Resolution declared adopted.

D. **Consider 2019 Road Projects** (added) – Board members reviewed a list of proposed road projects for 2019. Keson noted that the Orchard Avenue project could be postponed, depending upon the timing of the Lakeshore Drive watermain project.

Moved by Keson, seconded by Nordlund to complete the following road projects at a total estimated township cost of $247,004.15 and to authorize the township supervisor and township clerk to sign the contracts with the Mason County Road Commission on behalf of the township:

- **Conrad Road – PM Hwy to Meyers Rd:**
  - Place HMA overlay over entire roadway.
  - Length 1.03 mi.
  - Estimated Cost – $73,125.00

- **Kinney Road – PM Hwy to Brye Rd:** Cost Share with Summit Township
  - Selected wedging, cross culvert and seal coat surface then fog seal
  - Length 1.02 mi.
  - Estimated Cost – $25,279.83

- **Orchard Ave – N Lakeshore Dr to N Terri Ct**
  - Place HMA overlay over entire roadway
  - Length 0.14 mi.
  - Estimated Cost – $18,800.00

- **Palmer Blvd and Snead Drive – Chauvez Road to Snead:**
  - Place HMA overlay over entire roadway
  - Length 0.21 mi.
  - Estimated Cost – $39,840.00

- **Russel Street – Washington Ave to Gary St:**
  - Place HMA overlay over entire roadway
  - Length 0.41 mi.
  - Estimated Cost – $16,400.00

- **Gary Street – Bryant Road to Russel Street:**
  - Place HMA overlay over entire roadway
  - Length 0.13 mi.
  - Estimated Cost – $12,400.00

- **Ellis Street – Russel Street to Eli Rd:**
  - Place HMA overlay over entire roadway
  - Length 0.30 mi.
  - Estimated Cost – $23,600.00

- **Lendale Road, Eli Road, Lunette Road:**
  - Place HMA overlay over entire roadway
  - Length 0.50 mi.
  - Estimated Cost – $38,400.00

- **S Brunson Dr – Hesslund Rd to Chauvez Rd:**
  - Chip seal with fog seal
  - Length 0.78 mi.
  - Estimated Cost – $24,167.00


Township wide dust control
Estimated cost - $306.00

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – No meeting scheduled, no report.

EMPLOYEE REPORTS: Assessor (Hall) – Reported sending letters to the residents that have veterans’ exemptions to remind them to file for the exemption; mailed personal property statements; working with Centron to provide the printing and mailing services for the annual Assessment Change notices beginning this year.

Sheriff Cole reported on thirty-three calls for service in December 2018.

Building/Zoning Administrator (Bleau) – Provided a report detailing permit activity for December including year-end totals for 2018. Bleau updated board members that after researching leasing vehicles for township, it may be more practical to purchase a used vehicle. Any future plans to purchase a vehicle will come before the board for approval.

DPW/Water/Sewer Superintendent (Larr) – Reported working on end of year reports for the DEQ, vehicle maintenance and Miss Dig utility markings. Larr also reported that a lift station went down over the weekend and they are working on repairs.

Fire Department (Gaylord) – Reported on 19 responses in December of 2018; the department finished 2018 with three hundred ninety total responses.

Parks Manager / Code Enforcement (Smith) – Reported preparing for the upcoming seasonal reservations and campground software. Smith recently sent some code enforcement letters and is working with new contact personnel at Pallet Recycle on making sure they are compliant with zoning requirements.

OFFICERS REPORTS: Clerk (Enbody) – Reported working on year-end reporting to the State of Michigan for the Asset Forfeiture reporting and to the Election Assistance Commission on voter registration and election documentation; reported entering 2019 budget information and 2018 budget amendments into the general ledger accounting software. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Piper to approve payment of invoices totaling $71,323.87. Motion carried.

Treasurer (Sroka) – Reported working on fourth quarter water and sewer billing, tax bills and year-end balancing.

Supervisor (Keson) – Reported meeting with Dr. Bill Anderson and his work with Cultural Economic Development in Mason County and will be attending a supervisor’s conference in Mt. Pleasant this week.

ANNOUNCEMENTS: The Mason County Township Officers Association Meeting is scheduled for Thursday, January 17, 2019 at 7:30 p.m. at Free Soil Township.

The Michigan Townships Association Annual Conference is scheduled for April 1-4, 2019 in Grand Rapids.

EXTENDED PUBLIC COMMENT: Fran Kalchik stated there is a tree at the West end of Curtwood that is close to power lines and wanted to make sure that the township notified the Road Commission of the issue.

County Commissioners Lew Squires and Steve Hull reported on the most recent meeting of the Mason County Board of Commissioners.

The meeting was adjourned by the Supervisor at 7:10 p.m.
NEW BUSINESS: Consider Purchase Offer for Lots 9 and 10 in the First Street Business Park – Dale Burkett of the Great Lakes Fishery Commission gave a presentation on the type of operation the Fishery Commission intends to operate in the business park and the facilities to be constructed. Kesons noted that the Fishery Commission is a 501(c)(3) status which means they are exempt from property taxes. The offer represents a purchase price of $25,000.00 per acre.

After discussion, the following resolution was offered by Kesons and supported by Rasmussen:

RESOLUTION

WHEREAS, the Township owns certain real property within the Pere Marquette First Street Business Park;

WHEREAS, Great Lakes Fishery Commission (the “Purchaser”) made an offer to purchase certain real property commonly known as Lots 9 and 10, Pere Marquette First Street Business Park (the “Property”), and legally described on the attached Exhibit A for a total purchase price of Eighty-Seven Thousand Five Hundred Dollars ($87,500.00) subject to certain terms and conditions.

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

THE PERE MARQUETTE CHARTER TOWNSHIP BOARD RESOLVES THAT:

1. The sale of the Property to the Purchaser for stated amount is authorized.

2. The Supervisor and the Clerk are authorized to sign the documents necessary to memorialize the terms of the transaction and otherwise close the sale of the Property to the Purchase.

3. All resolutions in conflict in whole or in part with this Resolution are revoked to the extent of such conflict.


Resolution declared adopted.

The meeting was adjourned by the Supervisor at 5:24 p.m.
REGULAR MEETING  
February 12, 2019

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

Board members present:  Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka;  Trustees: Paul Piper, Andrew Kmetz, and Henry Rasmussen.

Board member absent:  Trustee James Nordlund Sr.

Also present:  Devon Hall, Jerry Bleau, Andy Larr, Larry Gaylord, Kelly Smith, and Fran Kalchik.

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 from the regular meeting on January 8, 2019, the minutes of the special meeting on January 22, 2019 and the current agenda were approved by consent.

PUBLIC COMMENT: Sheriff Cole reported on forty-six calls for service in January 2019.

NEW BUSINESS:  A. Request for 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. Keson explained that the conservation district is requesting a .03 cent increase per person in order to cover disposal costs. The township has participated since the program began in 2007.

Moved by Kmetz, seconded by Piper 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 17, 2019 and to allocate $950.00 for the program.

Motion carried.

B. First Reading of Proposed Ordinance No. 142 – Board members conducted the first reading of proposed Ordinance No. 142, an ordinance to amend certain portions of the Code of Ordinances to prohibit marihuana establishments and the sale and consumption of marihuana in public places and to provide for an effective date. Keson reviewed the ordinance in detail with board members.

Moved by Rasmussen, seconded by Sroka to accept the first reading of proposed Ordinance No. 142, an ordinance to amend certain portions of the Code of Ordinances, to prohibit recreational marihuana establishments and to prohibit the sale and consumption of recreational marihuana in public places, to provide for an effective date and to schedule the second reading and consideration of adoption for February 26, 2019.

Motion carried.

COMMITTEE REPORTS:  Planning Commission (Kmetz) – Meeting cancelled, no report.

Zoning Board of Appeals (Piper) – Reported on approval of a variance request in Linlook Park.

EMPLOYEE REPORTS:  Assessor (Hall) – Reported that he will be contracting with Centron Data Services, Inc. for the printing and mailing of the 2019 Notice(s) of Assessment.

Building/Zoning Administrator (Bleau) – Provided a report detailing permit activity for January 2019. Bleau reported that he has also talked with Keson regarding updating the sidewalk ordinance.

DPW/Water/Sewer Superintendent (Larr) – Reported the department is busy moving snow and were able to get the brush piles burned; plumbing fixtures have been updated at the township hall and the department has begun to work on refurbishing the dock at Sutton’s Landing Park.
Fire Department (Gaylord) – Reported on twenty-three responses in January of 2019, compared to forty in 2018; reported on the completion of the lighting replacement/upgrade at the Fire Department that was budgeted in the Capital Improvement Fund.

Parks Manager / Code Enforcement (Smith) – Reported helping with the Sutton’s dock repair; ordering supplies and purchasing equipment for the 2019 camping season; preparing for camping reservations that will begin on April 1st; working on behind the scenes code enforcement; has received positive comments from the fishermen regarding the port-a-john donated by the Fin and Feather Club.

OFFICERS REPORTS: Clerk (Enbody) – Reported the township audit will begin on February 19th; distributed fourth quarter financial reports to the trustees; there will be a special school election on May 7th with absentee ballots becoming available on March 23rd; reported that in 2018 there were many changes to election law that will affect voter registration and absentee ballots in the 2019 election. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Piper to approve payment of invoices totaling $258,375.20. Motion carried.

Treasurer (Sroka) – Reported preparing for the audit and that it is a busy week with water bill payments coming in and tax season coming to an end.

Supervisor (Keson) – Reported meeting with Republic Services and working on contract negotiations. Republic has offered options of providing a ninety-six gallon rolling cart for recycling that would change from a weekly to monthly service and removing the annual spring clean up day and offering a monthly bulk pick up in its place. Keson asked board members to consider the options and let Keson know their thoughts on the changes presented by Republic. Reported attending Board of Review training with board of review members and the assessor. The sale of the property to the Great Lakes Fishery Commission is moving forward. Reported working with Consumers Energy to repair or replace street lights that have been burned out.

EXTENDED PUBLIC COMMENT: Keson informed resident Fran Kalchik that the road commission has been contacted and is aware of the tree/power line problem on Curtwood.

The meeting was adjourned by the Supervisor at 7:04 p.m.

Rachelle D. Enbody, CMC, Township Clerk
Paul A. Keson, Township Supervisor
REGULAR/COMMITTEE OF THE WHOLE MEETING  
February 26, 2019  

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka; Trustees: Paul Piper, Andy Kmetz, and Henry Rasmussen.

Board member absent: Trustee James Nordlund Sr.

Also present: County Commissioner Steve Hull and Noah Hausmann (Ludington Daily News).

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Keson; Pledge of Allegiance was recited by all. The minutes of the February 12, 2019 regular meeting and the current agenda were approved by consent.

COMMUNICATIONS: Board members each received a letter from auditor Douglas Wohlberg, CPA. The communication details the planned scope and timing of the audit and the auditor’s responsibilities under accepted auditing standards. Enbody informed board members that the township received notice from the Mason County Planning and Zoning Department that the Mason County Planning Commission is initiating the process of updating the Master Plan. Once approved for distribution, a copy will be forwarded to the township for review and comment.

NEW BUSINESS: A. Second Reading and Consideration of Adoption of Proposed Ordinance No. 142 – Board members conducted the second reading of proposed Ordinance No. 142, an ordinance to prohibit recreational marihuana establishments and the sale and consumption in public places. 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 16, 2019. Keson stated no calls or comments have been received in regards to the ordinance.

Moved by Rasmussen, seconded by Sroka to accept the second reading without change and adopt Ordinance No. 142, an ordinance to amend certain portions of the Code of Ordinances, to prohibit recreational marihuana establishments and to prohibit the sale and consumption of recreational marihuana in public places, and to provide for an effective date.

Roll call vote: Yes: Kmetz, Rasmussen, Sroka, Keson, Enbody, and Piper.

No: None.

Absent: Nordlund.

Motion carried.

EXTENDED PUBLIC COMMENT: County Commissioner Steve Hull reported on the most recent meeting of the Mason County Board of Commissioners.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 6:39 p.m.

Rachelle D. Enbody, CMC, Township Clerk
Paul A. Keson, Township Supervisor
REGULAR MEETING
March 12, 2019

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka;
Trustees: Paul Piper, Andrew Kmetz, and Henry Rasmussen.
Board member absent: Trustee James Nordlund Sr.
Also present: Jerry Bleau, Larry Gaylord, County Commissioner Steve Hull and Fran Kalchik.
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 Keson; Pledge of Allegiance
was recited by all. The minutes from the regular meeting on February 26, 2019 and the current agenda were approved
by consent.

APPROVAL OF AGENDA: Moved by Keson, seconded by Enbody to add Item A. “Discussion and Consideration of
an Amendment to Declaration of Restrictive Covenants” to the agenda and to approve the agenda as amended. Motion
carried.

NEW BUSINESS: A. Discussion and Consideration of an Amendment to Declaration of Restrictive Covenants –
Keson explained that during the title work for the sale of lots nine and ten in the First Street Business Park, it was
discovered that the language in the restrictive covenants does not match the legal descriptions of the properties. After
researching, it was determined that the legal descriptions document a 50 foot railway right-of-way for the properties
while the covenants refer to a 100 foot right-of-way. The amendment would restate and amend Section V in its entirety
to reflect the correction of the setback from 100 feet to 50 feet.

SECOND AMENDMENT TO
DECLARATION OF RESTRICTIVE COVENANTS
First Street Business Park
PERE MARQUETTE CHARTER TOWNSHIP
MASON COUNTY, MICHIGAN

THE UNDERSIGNED, PERE MARQUETTE CHARTER TOWNSHIP, a Michigan governmental charter
township, of 1699 S. Pere Marquette Highway, Ludington, Michigan 49431 (herein sometimes “Pere Marquette Charter
Township”), being the owner of lands comprising part of a business/industrial center sometimes known and described as
the First Street Business Park, which is located in Pere Marquette Township, Mason County, Michigan, desires to
amend the Declaration of Restrictive Covenants (the “Covenants”) as recorded on August 29, 2006, in Series
2006R04558 of Mason County records, and as amended by the First Amendment on October 29, 2007, all as provided
in Section XII. AMENDMENTS of the Covenants, and to restate and amend Section V in its entirety concerning
building setbacks, upon land situation therein, described as follows, to-wit:

Those lands and premises described in Schedule “A” attached hereto and made a part hereof; herein sometimes the
“land” in the First Street Business Park.

NOW, THEREFORE, in consideration of the mutual benefits to be derived, by Pere Marquette Charter
Township and its successors and assigns, and all intended purchasers and future owners of the parcels, land and various
lots comprising the First Street Business Park, PERE MARQUETTE CHARTER TOWNSHIP HEREBY
DECLARES AS FOLLOWS:

Section V. BUILDING LINES AND SETBACKS in the instrument recorded in Series 2006R04558 shall be
amended and restated in its entirety to provide as follows:

“V. BUILDING LINES AND SETBACKS

All buildings and/or structures shall allow for a 50 foot setback form the right of way line of the former CSX
Transportation railroad property along the Northerly and Westerly side of the First Street Business Park. Property
within the 50 foot setback may be utilized to provide a rail (spur) access to the main railroad track. A side yard setback
shall not be less than the height of the outside wall of the building. All other zoning requirements for the Business,
Technology and Industrial District of the Pere Marquette Charter Township Zoning Ordinance, as amended from time to
time, shall apply.”
All other terms of such Covenants recorded in Series 2006R04558, Pages 1 through 8, inclusive, and as amended by the First Amendment on October 29, 2007, shall remain in full force and effect and the terms of this Second Amendment are incorporated by reference into the Covenants.

Moved by Rasmussen, seconded by Kmetz that the foregoing Second Amendment to the Declaration of Restrictive Covenants for the First Street Business Park be adopted and to authorize the Supervisor and Clerk to sign the amendment to be recorded in the office of the Mason County Register of Deeds.

Motion carried unanimously.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported the election of officers for 2019, heard a report from Bleau regarding ordinance amendments and the commission is continuing with the zoning ordinance re-write.

Zoning Board of Appeals (Piper) – Meeting cancelled, no report.

PUBLIC COMMENT: Sheriff Cole reported on thirty-four calls for service in February 2019.

EMPLOYEE REPORTS: Assessor (Hall) – Absent (excused).

Building/Zoning Administrator (Bleau) – Provided a report detailing permit activity for February 2019 and notified the board that he received his Master Citizen Planner certification.

DPW/Water/Sewer Superintendent (Larr) – Absent (excused).

Fire Department (Gaylord) – Reported on twenty-five responses in February of 2019, with year-to-date totals of forty-six compared to sixty in 2018. Gaylord reported speaking with Bleau to consider an amendment to the ordinance making rapid entry systems (a.k.a. knox box) mandatory for commercial buildings. Gaylord asked if there would be any future ordinance amendments regarding fireworks restrictions.

Parks Manager / Code Enforcement (Smith) – Absent (excused).

OFFICERS REPORTS: Clerk (Enbody) – Enbody reported that the Election Commission will meet on April 9, 2019 to appoint inspectors for the May 7th election. The auditor is here this week and working towards completing the audit. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Piper to approve payment of invoices totaling $478,257.89. 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 2018 and for the months of December 2018, January 2019, and February 2019. Reported completing the 2018 tax settlement with the County and is working on utility billing matters that have been neglected.

Supervisor (Keson) – Reported that the Board of Review is in session this week and heard twenty-one appeals on Monday. The majority of the appeals were due to an increase in the county multiplier and how the new cost manual affects replacement costs and adjustments. Hall has been a great help in communicating with the residents to help them to understand the new State cost manual adjustment vs. the new County tax multiplier. The property closing for lots nine and ten in the First Street Business Park is scheduled for Thursday.

EXTENDED PUBLIC COMMENT: County Commissioner Steve Hull reported on the most recent meeting of the Mason County Board of Commissioners.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:00 p.m.
Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka; Trustees: Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.
Board member absent: Trustee Paul Piper.
Also present: Jerry Bleau, Andy Larr, Larry Gaylord, and Kelly Smith.
Present for a portion of the meeting: Sheriff Kim Cole, Matt Bloelette (Republic Services), and Fran Kalchik.

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 from the regular meeting on March 12, 2019 and the current agenda were approved by consent.

COMMUNICATIONS: Board members each received a copy of a communication from the Michigan Townships Association to determine if there is an interest among members in indicating a policy preference on whether or not elective Michigan township offices should be non-partisan. Enbody reported a communication was received from Charter Communications notifying the township that as a result of an internal restructuring that occurred on March 1, 2019, that Spectrum Mid-America, LLC, now holds the cable franchise in the community.

NEW BUSINESS: A. Consider Agreement to Extend Solid Waste Collection and Recycling Agreement – Board members reviewed the original 1992 Solid Waste Collection and Recycling Service Agreement and the current Agreement to Extend Solid Waste Collection & Recycling Agreement. The current five-year agreement expires in September of 2019. Matt Bloelette of Republic Services reviewed the updated agreement and explained that it is for a renewal term of five years beginning September 1, 2019 and expiring on August 31, 2023. The collection rate for mixed refuse and recyclables will increase 2.5% annually for the duration of the agreement. The recycling program will change to a ninety-six gallon recycling container to be collected once per month. The annual spring clean-up will be changed to a monthly collection of two bulky items per residential home on the first collection day of each month. Additional mixed refuse bag stickers will increase to $2.00 per sticker and bulky item stickers will increase to $5.00 per sticker. Keson added that the original Solid Waste Collection and Recycling Service Agreement was reviewed and language in the Agreement was updated to amend obsolete definitions and language. The original Agreement remains the same but will require approval of the updates.

**Moved** by Nordlund, seconded by Rasmussen to authorize the Supervisor and Clerk to enter into a five-year Agreement to Extend Solid Waste Collection and Recycling Agreement with Republic Services that includes annual rate increases of 2.5% for the duration of the Agreement and to approve the updated language changes to the original Agreement.

Motion carried.

B. Consider Vehicle Purchase – Keson explained that Bleau had approached the personnel committee and the board to consider the purchase of a township vehicle that could be used by personnel for travel purposes, rather than using their own personal vehicles. Keson stated that the township has paid more than $7,800.00 in mileage expenses over the past eighteen months for township personnel. Lease options were reviewed but were not cost effective. Keson is recommending the purchase of a 2015 Subaru Crosstrek from a private individual with 12,000 miles at a cost of $19,900.00

**Moved** by Rasmussen, seconded by Sroka to authorize the purchase of a 2015 Subaru XV Crosstrek for a total purchase price of $19,900.00.

Motion carried.

C. Consider Contract for Assessing Services – Board members reviewed the proposed contract for assessing services with David Swinson. Keson explained that due to the complexity of the assessment of the Pumped Storage Facility, the Township must use a Level 4 Assessor. Swinson has been performing assessment services for the Township since 1999. This is a one-year contract for the 2020 assessment year with an increase to the annual amount from $16,000.00 to $19,800.00. A portion of the cost is shared by Summit Township for their portion of the assessment of the Pumped Storage Facility. The contract also allows for an extension for years 2021 and 2022 upon written agreement of both parties.
Moved by Rasmussen, seconded by Kmetz to enter into a one-year Contract for Assessing Services with David Swinson, MMAO (4) for the assessment of the Consumers Energy/Detroit Edison Pumped Storage Plant and the Michigan Power Limited Plant for the 2020 assessment year for the amount of $19,800.00 and to authorize the Supervisor and Clerk to sign the agreement on behalf of the Township.

Motion carried.

D. Resolution to Approve Changes to Street Lighting Contract – Keson received notification from Consumers Energy requesting to change two of the current streetlights from suspended to pole mounted LED lighting at the corners of Jebavy Drive and US 10 and Meyers Road and US 10. These changes to the lighting service require board approval.

The following Resolution was offered by Nordlund and supported by Rasmussen:

RESOLUTION AUTHORIZATION FOR CHANGE IN STANDARD STREET LIGHTING CONTRACT

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the Charter Township of Pere Marquette, dated 5/1/1980, in accordance with the Authorization for Change in Standard Lighting Contract dated 3/8/2019, heretofore submitted to and considered by this board and;

RESOLVED, further, that the Supervisor and Clerk be and are authorized to execute such authorization for change on the behalf of the Charter Township.

Resolution declared adopted.

PUBLIC COMMENT: Sheriff Cole reported on 37 calls for service in March 2019.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported the Planning Commission conducted and approved three site plan reviews and completed the review of the zoning ordinance re-write. Bleau added that the Planning Commission would like to hold a joint meeting with the township board to review the final draft of the updated zoning ordinance. Bleau will coordinate the meeting of the two board/commission(s) and a meeting notice will be posted and will be sent to all members once a date has been finalized.

Finance Committee (Keson) – Reported the finance committee met to review quotes for tiling the showers at the campground and approved the low estimate from White Lake Flooring in the amount of $8,272.00

EMPLOYEE REPORTS: Assessor (Hall) – Absent (excused).

Building/Zoning Administrator (Bleau) – Provided a report detailing permit activity for March 2019. Bleau noted it has been busy so far this year with new home numbers exceeding last year’s total. Commercial numbers are expected to exceed 2017 totals.

DPW/Water/Sewer Superintendent (Larr) – Reported completing the first quarter meter reads and intends to focus on getting the remaining residential meters replaced with meters from the new system. Reported assisting the road commission during the recent rain/thaw to alleviate flooding issues. A new brush collection area was created in the First Street Business Park. Spring leaf collection began this week and will continue into May.

Fire Department (Gaylord) – Reported on twenty-six responses in March of 2019, with year-to-date totals at nineteen runs behind 2018 totals. The new airpacs have been received and firefighters received training on the new equipment.

Parks Manager / Code Enforcement (Smith) – Reported that park reservations began April 1st for the first half of the camping season and reservations for the second half of the season took place on April 8th. Leaf clean-up is taking place in the parks in preparation for the season. The dock at Sutton’s Landing was refurbished over the winter by the DPW. The park wells have been chlorinated in anticipation for testing next week. New tile work will be scheduled for the campground showers.

OFFICERS REPORTS: Clerk (Enbody) – Enbody provided first quarter financial reports to the trustees. Reported the Election Commission met prior to the board meeting to appoint election inspectors for the May 7th special school election. Enbody provided a list of current invoices for approval.
Moved by Enbody, seconded by Rasmussen to approve payment of invoices totaling $206,043.57. Motion carried.

Treasurer (Sroka) – Reported completing the first quarter water and sewer billing and attending her first Michigan Townships Association conference.

Supervisor (Keson) – Keson reported being contacted by Consumers Energy to request an above ground easement for tree maintenance around power lines that will be installed on township property. Keson stated he wanted to make board members aware that he has been approached and is researching the matter further before bringing it to the board for a decision. Keson informed board members that the road contracts for 2019 came in very close to the original quotes. Any additional road projects for 2019 will come before the board for approval. Keson is reviewing the agreement with Sync Wave for leasing space on the water tower. Keson stated that the personnel committee will need to meet to review the job description for the DPW assistant that will be retiring this year and to review changes to the pay scale for the Fire Department. The closing for the Great Lakes Fisheries property in the First Street Business Park took place on Friday, April 5, 2019.

ANNOUNCEMENTS: The Mason County Township Officers meeting is scheduled for Thursday, April 18, 2019 at 7:30 p.m. hosted by Grant Township.

EXTENDED PUBLIC COMMENT: Fran Kalchik asked if there had been any further discussion on thinning the deer herd in Juniper Hills.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:30 p.m.
REGULAR MEETING
May 14, 2019

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

Board members present:  Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka;
Trustees: Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.

Board member absent:  Trustee Paul Piper.

Also present:  Devon Hall, Scott Graczyk, Kelly Smith, County Commissioner Steve Hull, Kelly
Van Frankenhuysen (Ludington Daily News), and Tom Murphy.

Present for a portion of the meeting:  Douglas Wohlberg, C.P.A. and 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 from the regular meeting on April 9, 2019 and the current agenda were approved by consent.

PUBLIC COMMENT: Sheriff Cole reported on forty-five calls for service in April 2019.

COMMUNICATIONS: Board members received a communication from Building Inspector/Zoning Administrator Jerry Bleau informing them of the progress to date on the Zoning Ordinance revision and an outline of the adoption process. The communication included the letter from Bleau, a summary of the changes to the zoning ordinance, a proposed revised zoning map, and a draft of the revised zoning ordinance. The Planning Commission is requesting that the Township board attend its regular meeting scheduled for Tuesday, May 21, 2019 at 6:30 p.m. in order to hear a presentation by Tim Johnson of Main Street Planning regarding the revised zoning ordinance and map.

NEW BUSINESS:  A. Presentation of 2018 Audit – Douglas Wohlberg, C.P.A. – Wohlberg reviewed his qualifications and explained that his responsibility as an auditor is to report to the Township Board and the Michigan Department of Treasury. In the presentation, Wohlberg reviewed trends in the general fund for property values, property tax millages, property tax revenues, state shared revenues, and general fund total revenues, comparing values from 2014 through 2018. He reviewed general fund revenues and the expenditures by function and by account and the effect to the fund balance. Wohlberg then reviewed the sewer and water funds operating income/loss, net positions, and cash and investments for these funds. Wohlberg stated that the General, Water, and Sewer funds are healthy. The financial statements received an unmodified opinion, which is the best opinion possible that can be expressed by the auditor, concluding that the financial statements are presented fairly in all material respects.

B. Consider Application for Fireworks Display Permit – Keson explained that the application for fireworks display received from the Western Michigan Fair Association is complete, all required documentation has been submitted and letters of support and acknowledgement have been received from the Mason County Airport, Mason County Sheriff and the Pere Marquette Charter Township Fire Chief.

Moved by Nordlund, seconded by Sroka 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 6, 2019 at dusk and to authorize the township clerk to sign the Permit for Public Display. In case of rain, the display will occur on August 9, 2019.

Motion carried.

C. Consider Budget Amendment – Keson explained that with the purchase of the Subaru for a township vehicle, he is recommending that the equipment line item in the Township Hall Department be increased for the allocation of the purchase.

Moved by Enbody, seconded by Kmetz to approve the following budget amendment:

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Current Budget</th>
<th>Increase / Decrease</th>
<th>Amended Budget</th>
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<tr>
<td>Contingency</td>
<td>47,000</td>
<td>(20,000)</td>
<td>27,000</td>
</tr>
<tr>
<td>Township Hall &amp; Properties</td>
<td>0</td>
<td>20,000</td>
<td>20,000</td>
</tr>
</tbody>
</table>

NET CHANGE IN GENERAL FUND  0

Motion carried.
**D. Approve Job Description** – Board members reviewed the proposed Utilities and Public Works Operator Job Description. The Personnel Committee met to review the job description and department wages. The committee is recommending approval of the job description and establishing the wages for the new employee as follows:

- Entry level operator: $14.00 – $15.00 per hour.
- Operator with CDL: $15.00 – $16.00 per hour.
- Operator with Water Licenses: $16.00 – $17.00 per hour.
- Operator / Assistant: $17.00 – $18.00 per hour.

Moved by Keson, seconded by Rasmussen to approve the job description and wages for the new Utilities and Public Works Operator employee as recommended by the Personnel Committee. The wage of between $14.00 and $18.00 per hour will be determined by qualifications.

Motion carried.

**COMMITTEE REPORTS:**

- **Personnel Committee (Kmetz)** – Reported the committee met to review the job description and wages for the position that will be opening due to the retirement of Dennis Heffner. The committee also reviewed Fire Department wages and discussed paid-on-call vs. volunteer compensation.

- **Planning Commission (Kmetz)** – Meeting cancelled, no report.

- **Finance Committee (Sroka)** – Reported the committee met and approved a refund of a seasonal campsite deposit. The campground is able to fill the seasonal site from the waiting list with no loss of revenue.

- **EMPLOYEE REPORTS:**
  - **Assessor (Hall)** – Reported completing the assessing database rollover to the 2020 assessment roll and beginning to work in the 2020 database. Reported creating two personal property classifications in order to separate those accounts that are inactive from the active personal property accounts.
  - **Building/Zoning Administrator (Bleau)** – Absent (excused). Provided a report detailing permit activity for April 2019.
  - **DPW/Water/Sewer Superintendent (Larr)** – Absent (excused).
  - **Fire Department (Graczyk)** – Reported on forty responses in April of 2019, with year-to-date totals at nineteen fewer runs than the 2018 year to date totals.
  - **Parks Manager / Code Enforcement (Smith)** – Reported notifying selected property owners in advance of spring clean up so they could take advantage of the service and is considering future ways to notify residents of the change in service from an annual to a monthly service beginning September 1st. Smith updated board members on the Conservation Park property acquisition. All parks are open and operational. The DPW helped to install catch basins in Buttersville Campground to alleviate drainage issues.

- **OFFICERS REPORTS:**
  - **Clerk (Enbody)** – Reported completion of the 2018 Audit and is now working on completing the Continuing Disclosure reporting. The May election had a high turnout with 41% in Precinct 1 and 40% in Precinct 2. Precinct 2 has been selected for a post-election audit which will be conducted on Thursday, May 16th.

Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kmetz to approve payment of invoices totaling $269,775.86. Motion carried.

- **Treasurer (Sroka)** – Provided a report detailing quarterly cash, bank and investment balances by fund and by bank account for the first quarter of 2019 and for the months of March and April. Reported completing the third year of Treasurer’s Institute. First quarter water bills are due tomorrow.

- **Supervisor (Keson)** – Reported attending the ground breaking ceremony for Great Lakes Fisheries new building in the First Street Business Park. Reported Dennis Heffner retired last Thursday and that the township will be advertising to fill the position soon. Keson is working with Paragon Partners and Consumers Energy on a property maintenance easement agreement that will come before the board for approval. The mowing contract for First Street Business Park was extended to the low quote by Shillinger Landscaping. Reported his assistant is working on obtaining quotes for new phones and a new phone system with information to come before the board in the near future.
EXTENDED PUBLIC COMMENT: County Commissioner Steve Hull reported on the most recent meeting of the Mason County Board of Commissioners.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:27 p.m.

Rachelle D. Enbody, CMC, Township Clerk
Paul A. Kes, Township Supervisor
REGULAR MEETING
June 11, 2019

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Trustees: Paul Piper, Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.
Board member absent: Treasurer Jacalyn Sroka.
Also present: Devon Hall, Jerry Bleau, Andy Larr, Larry Gaylord, Kelly Smith, Tom Murphy, and Fran Kalchik.
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 from the regular meeting on May 14, 2019 were approved by consent.

PUBLIC COMMENT: Sheriff Cole reported on eighty-seven calls for service in May 2019.

APPROVAL OF AGENDA: Moved by Enbody, seconded by Piper to amend Item A. to “Consider Approval of Easements” and to approve the agenda as amended. Motion carried.

NEW BUSINESS: Consider Approval of Easements – Keson explained that Consumers Energy is requesting a property maintenance agreement in order to maintain their utility lines on two parcels owned by the township. The first property is Lot 28 in the First Street Business Park and the second property is the water tower parcel in the Pere Marquette Industrial Park. The utility lines are located along the east side of the property(s) along Meyers Road. Consumers Energy has agreed to pay the Township $4,000.00 in consideration for the easement.

Easement for the Protection of Electric Facilities:

Moved by Rasmussen seconded by Kmetz to approve the permanent Easement for the Protection of Electric Facilities between the Township and Consumers Energy Company and to authorize the Supervisor and Clerk to sign the Easement Agreement on behalf of the Township.

Parcel ID: 53-010-699-002-028-00
The easterly 75 feet of Owner’s Land, described as:
A parcel of land in the Southeast ¼, Section 13, Town 18 North, Range 18 West, described as: Commencing at the Southeast corner of said Section 13; thence North 01°21’32” West, 663.59 feet along the East line of said Section 13; thence North 86°40’29” West, 33.11 feet to the West right of way line of Meyers Road (66 feet wide) and the POINT OF BEGINNING; thence continuing North 86°40’29” West, 833.45 feet; thence North 60°28’11” West, 231.70 feet; thence North 18°37’29” West, 263.31 feet; thence Easterly 86.88 feet along a 50 foot railroad right of way line on a 11409.16 foot radius curve to the right, the long chord bearing North 89°01’07” East, 86.88 feet; thence North 89°14’12” East, 1020.83 feet along said railroad right of way line; thence South 01°21’32” East, 427.27 feet along said West right of way line of Meyers Road to the POINT OF BEGINNING.

Parcel ID 53-010-699-001-017-10
The Easterly 108 feet of Owner’s Land, described as:
A parcel of land in the Southeast ¼, Section 24, Town 18 North, Range 18 West, described as: BEGINNING at the Northeast corner thereof; thence North 89°37’17” West, 299.00 feet along the North line thereof; thence South 02°33’29” West, 200.00 feet; thence South 89°37’17” East, 299.00 feet; thence North 02°33’29” East, 200.00 feet to the POINT OF BEGINNING. Subject to a 100 foot wide easement for DOW Chemical and underground utilities along the North side thereof, (Sixth Street) and a 50 foot wide easement for DOW Chemical along the East side thereof, (S. Meyers Road).

Motion carried.

Keson stated there are four additional Easement Agreements for consideration between the Township and Occidental Chemical Corporation. The Easement Agreements are continuances of existing easement agreements on the Sutton’s Landing property that have been in place since 1976, 1984, and 1986. The original easements were for a term of fifty years with a year-to-year renewal thereafter. The new Easement Agreements have been updated to reflect the easement(s) in perpetuity. Occidental Chemical Company has agreed to pay the Township $1.00 for each foot of the easement area for its entire length.
Moved by Piper, seconded by Kmetz to approve the Easement Agreements between the Township and Occidental Chemical (Oxy Chem) Company and to authorize the Supervisor and Clerk to sign the Easement Agreement(s) on behalf of the Township.

Easement Agreement:

A 50’ right of way across the Northeast ¼ of the Southeast ¼ of Section 26, Town 18 North, Range 18 West, Pere Marquette Charter Township, Mason County, Michigan, described below:

A 50’ wide easement being 10’ Easterly and Northerly of and 40’ Westerly and Southerly of a line described as commencing at the Southeast corner of said Section 26; thence N. 00°43’19” West, 1814.00’ along the East line of the Section thence North 22°59’24” West 200’ to the POINT OF BEGINNING; thence North 21°09’28” West, 120'; thence North 09°31’25” East, 284'; thence North 76°29’25” West, 464'; thence South 65°25’30” West, 223’ to the Southeasterly line of Oxy property being the POINT OF ENDING.

This description amends previous easement description in agreement dated December 28, 1976. Recorded Liber 92, pages 129/133.

Easement Agreement:

A 50’ wide easement being 25’ either and both sides of a line described as commencing at the Southeast corner of said Section 26, Town 18 North, Range 18 West; thence N 01°26’28” West 1320.78 feet along the East line of the Section to the South 1/8 line of the Section, thence North 88°47’04” West 25 feet along the South 1/8 line of the Section to the Point of Beginning; thence North 01°26’28” West 770 feet parallel with the East line of the Section to the Point of Ending.

Easement Agreement:

An easement for a right of way extending 25 feet either side (total width – 50 feet) of a line a portion of which lies in Section 25 and a portion of which lies in Section 26, Town 18 North, Range 18 West, Pere Marquette Charter Township, Mason County, Michigan, with said portions of said line for the license granted herein for the right of way more particularly described as follows:

Section 25 portion of license for right of way:
Commencing at the SW Corner of said Section 25, thence North 00°43’19” West, 2033.24’ along the West line of said Section 25 to the Point of Beginning which is South 00°43’19” East, 502.91’ from a concrete monument located on the South bank of the South Branch of the Pere Marquette River; thence South 63°07’17” East, 104.91’ to the Southerly ditch of Iris Road as now located; thence within the Southerly 40’ right of way of Iris Road Northeasterly, 171.88’ along the centerline of the Southerly ditch of Iris Road on a curve to the right having a Radius – 433.00’ and Long Chord – North 51°42’29” East, 170.75’; thence within the Southerly 40’ right of way of Iris Road and the Westerly 60’; right of way of U.S. 31 as now located, North 68°23’05” East, 122.10’ to the centerline of U.S. 31 being the Point of Ending. Subject to any part thereof used or deeded for public road purposes.

Section 26 portion of license for right of way:
Commencing at the South Corner of said Section 26, thence North 00°43’19” West, 2033.24’ along the East line of said Section 26 to the Point of Beginning which is South 00°43’19” East, 502.91’ of a concrete monument located on the South bank of the South Branch of the Pere Marquette River; thence North 63°07’17” West, 28.21’; thence North 00°43’19” West, 383.82’ being parallel and 25’Westerly of the East line of said Section 26; thence North 80°15’28” West, 472.35’; thence South 65°25’30” West, 289.02’ to an Easterly line of the Oxy property being the Point of Ending.

Easement Agreement:

A 50’ wide easement being 25 feet either and both sides of a line described as commencing at the Southeast corner of said Section 26, Town 18 North, Range 18 West; thence North 01°26’28” West 1320.78’ along the East line of Section 26 to the South 1/8 line of Section 26; thence North 88°47’04” West 494.53’ along the South 1/8 line to the Southeasterly corner of the Dow Well #22 property; thence North 38°56’16” East 203.77’ along the right of way of Iris Road; thence North 57°37’41” West 86.08’ along the Northeasterly line of the Dow Well #22 property to the Point of Beginning; thence North 03°35’38” East 190.54’, thence North 08°14’24” West 379.59’, thence North 43°28’18” West 280.60’, thence North 74°12’06” West 103.5’, thence North 48°25’06” West 27.71’ to the Point of Ending being North 46°12’03” East 55.53’ from the corner of the Pere Marquette Charter Township property.
Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported conducting and approving a site plan for Phase II for UACJ Automotive for the construction of a 200 x 550 addition to the existing facility in the Industrial Park.

Architectural Control Committee (Keson) – Reported the committee met to review the construction plans, specification and site drawings for UACJ Automotive. The addition will create approximately fifty new jobs.

EMPLOYEE REPORTS: Assessor (Hall) – Reported that he has taken a lot of calls for information from brokers, salespeople and potential buyers and believes this will be a good real estate year judging by the increased activity.

Building/Zoning Administrator (Bleau) – Provided a report detailing permit activity for May 2019.

DPW/Water/Sewer Superintendent (Larr) – Reported working on annual water quality reports. Applications are being reviewed and interviews will be scheduled soon to replace Dennis Heffner who retired in May.

Fire Department (Gaylord) – Reported on twenty-three responses and two meetings in May 2019, with May totals at nineteen fewer runs than the 2018 totals. The windstorm earlier this month had ten calls for just the single day, bringing year-to-date totals to twelve fewer runs than last year. Reported receiving an offer for the retired fire truck and air packs.

Parks Manager / Code Enforcement (Smith) – Reported the parks are busy and had a busy Memorial Weekend. The retiling of the bathrooms at Buttersville Park is complete and personnel are working on beach work and some other items. Reported no issues from the recent storm. Reported that he and Bleau have been busy with Code Enforcement.

OFFICERS REPORTS: Clerk (Enbody) – Reported creating budget spreadsheets in order for department heads to begin working on their 2020 budget requests; all required 2018 financial reporting has been completed and submitted; the post-election audit was completed, with the township passing all requirements including a hand count of the ballots which returned the identical results from the tabulated ballots on election day; working on gathering and uploading documentation required for the Dow property acquisition; reported increased activity in sales and inurnments for the Columbarium; reported on seven FOIA requests received to date; will be attending the Clerk’s Annual Conference next week. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Piper to approve payment of invoices totaling $105,946.23. Motion carried.

Treasurer (Sroka) – Absent.

Supervisor (Keson) – Provided a report from Stantec Consulting Services, Inc., which analyzed the cost to produce water by the Township vs. the water purchased from the City of Ludington and explained the results of the study which concluded that it is more costly for the Township to produce water rather than purchase water. Keson will be meeting with the EGLE (Michigan Department of Environment, Great Lakes, and Energy, formerly the DEQ) regarding the two systems for the purpose of determining the fate of the wells if the Township were to change to a system of entirely purchased water. Keson attended a City of Ludington Public Safety Committee Meeting that was reviewing fireworks regulations in order to determine what direction they would be taking on changing their regulation. Keson received a request for a water and sewer connection for a property on Jebavy Drive. Hallack Contracting provided a quote for $52,500.00 to enable the township to provide services to the parcel.

EXTENDED PUBLIC COMMENT: Fran Kalchik inquired about the status of the acquisition of the Dow property.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:12 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul A. Keson, Township Supervisor
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 from the regular meeting on June 11, 2019 and the current agenda were approved by consent.

PUBLIC COMMENT: Nine residents voiced concerns over a section of proposed Ordinance No. 144, Section 3.34 Requirements for all single-family dwellings, and requested additional review of this section.

One resident spoke requesting the township enact a regulatory fireworks ordinance.

NEW BUSINESS: A. First Reading of Proposed Ordinance No. 143 – Board members conducted the first reading of proposed Ordinance No. 143, an ordinance to re-affirm and re-establish the Planning Commission with zoning authority. Building and Zoning administrator Jerry Bleau explained that the ordinance establishes the structure and guidelines for the Planning Commission. The ordinance previously existed as a part of the zoning ordinance and was separated into its own chapter so that it could be more easily amended as needed as laws change.

Moved by Piper, seconded by Sroka to accept the first reading of proposed Ordinance No. 143, an ordinance to re-affirm and re-establish the Planning Commission for Pere Marquette Charter Township by adding Chapter 108, Planning Commission, to the Pere Marquette Charter Township Code of Ordinances in accordance with the requirements of the Michigan Planning Enabling Act, being Act 33 of 2008 as amended and to schedule the second reading and consideration of adoption for August 13, 2019.

Motion carried.

B. First Reading of Proposed Ordinance No. 144 – Board members conducted the first reading of proposed Ordinance No. 144, an ordinance to repeal and replace the current Zoning Ordinance. A joint meeting was held with the Planning Commission and Township Board on May 21, 2019 to review both the proposed text and proposed zoning map. Bleau explained that the Planning Commission has spent the past seventeen months reviewing and revising the zoning ordinance. Public Hearings were held in the months of June and July for the purpose of receiving public comments on the proposed text. Bleau addressed the comments made by residents during the public comment portion of the meeting and stated that the zoning ordinance is designed for everyone in the township and is not the tool for controlling the aesthetic compatibility of proposed dwellings in the township. This type of control is more appropriately used by implementing deed restrictions or association by-laws. Bleau presented board members with correspondence from the township attorney recommending that the section of the proposed ordinance regarding requirements for single family dwellings either be removed or that it be reviewed and revised with greater detail if the township board determines that it would like to keep the requirements. Board members agreed that Section 3.34 Requirements for all Single-Family Dwellings should be referred back to the Planning Commission for review.

Moved by Keson, seconded by Piper to accept the first reading of proposed Ordinance No. 144, an ordinance to repeal Chapter 109, Zoning, of the Pere Marquette Charter Township Code of Ordinances, as amended and to adopt the restated Chapter 109, Zoning, prepared in accordance with the requirements of the Michigan Zoning Enabling Act, being Act 110 of 2006 as amended, to refer Section 3.34 Requirements for all Single-Family Dwellings to the Planning Commission for review, and to schedule the second reading and consideration of adoption for August 13, 2019.

Motion carried.

C. Resolution to Adopt the Building and Zoning Fee Schedule – Bleau explained that during the process of reviewing the zoning ordinance, the fee schedule was also reviewed. Bleau researched fee schedules around the state and used the information to modify the current schedule in order to create a structure and schedule that will be easier to administer. He is recommending the updated fee schedule for approval.

The following Resolution was offered by Piper and supported by Sroka:
WHEREAS, the Pere Marquette Charter Township has adopted a Land Development Code chapter 104 – Buildings and Building Regulations; and

WHEREAS, it is stated in Section 104-20, the township board, from time to time by resolution, shall establish a schedule of fees for the permits, inspections, certificates and other acts and services of the township in its administration and enforcement of the state construction code.

NOW, THEREFORE, BE IT RESOLVED to rescind and repeal all previous schedules (adopted July 11, 2006, amended January 9, 2007 and amended June 11, 2013) and to adopt the said schedule of fees determined and established as follows:

### Demolition
- Residential Demo Permit: $75.00
- Commercial Demo Permit: $100.00

All Demo permits will require a dump receipt for a final!

### New Construction Residential

<table>
<thead>
<tr>
<th>Per Sq. Ft.</th>
<th>Description</th>
</tr>
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<tbody>
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<td>$100.00</td>
<td>Base Fee (One per permit): $100.00 Includes inspection(s) and a certificate of occupancy</td>
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<tr>
<td>$.40</td>
<td>One &amp; Two Family Dwellings (stick built)</td>
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<td>$.35</td>
<td>Townhouses (MRC)</td>
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<td>$.18</td>
<td>Manufactured and Pre Manufactured (BOCA or HUD) Single and Double wide</td>
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<td>Unfinished Basements</td>
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<td>$75.00</td>
<td>All other Utility and Miscellaneous Group U</td>
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<td>$25.00</td>
<td>Fences 7’ and taller</td>
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<td>$50.00 No Base fee</td>
<td>Swimming Pools ( above ground )</td>
</tr>
<tr>
<td>$.10</td>
<td>Swimming Pools ( In ground )</td>
</tr>
<tr>
<td>$50.00</td>
<td>Foundation only</td>
</tr>
<tr>
<td>30 % of permit cost</td>
<td>Plan review if required</td>
</tr>
<tr>
<td>$50.00</td>
<td>Additional Inspection</td>
</tr>
<tr>
<td>$.15</td>
<td>Relocation of building</td>
</tr>
<tr>
<td>50.00</td>
<td>Outdoor furnaces ( must obtain permit from County for Mechanical )</td>
</tr>
</tbody>
</table>

### Renovations, Alterations, Remodel

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100.00</td>
</tr>
<tr>
<td>$50.00</td>
</tr>
<tr>
<td>$50.00</td>
</tr>
<tr>
<td>$50.00</td>
</tr>
<tr>
<td>Base + $50.00</td>
</tr>
<tr>
<td>Base + $75.00</td>
</tr>
<tr>
<td>Base + 100.00</td>
</tr>
</tbody>
</table>
### Signs (Residential & Commercial)

Base Fee (One per permit): $100.00

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ All Signs without a foundation</td>
<td>$50.00 each</td>
</tr>
<tr>
<td>☐ Signs with a foundation</td>
<td>$100.00</td>
</tr>
<tr>
<td>☐ Temporary signs exceeding 20 sq. ft.</td>
<td>$50.00 each, No base fee</td>
</tr>
</tbody>
</table>

A sign must be installed within six months of the issuance of the permit.

### New Construction Commercial and Industrial

Base Fee (One per permit): $100.00

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ All use groups</td>
<td></td>
</tr>
<tr>
<td>☐ Relocation of building</td>
<td>$20 Per Sq. Ft.</td>
</tr>
<tr>
<td>☐ Towers and receiver antennas</td>
<td>Flat Fee + Base Fee</td>
</tr>
<tr>
<td>☐ Wind Energy Turbine</td>
<td>Value using Pere Marquette Township Table (page 5)</td>
</tr>
<tr>
<td>☐ Fences 7’ and taller</td>
<td>Flat Fee + Base</td>
</tr>
<tr>
<td>☐ Plan Review required for all Commercial Projects</td>
<td>Percentage 30% of permit cost</td>
</tr>
<tr>
<td>☐ Additional Inspections</td>
<td>$50.00 Per Hr.</td>
</tr>
<tr>
<td>☐ Construction Board of Appeals Meeting</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

### Zoning Permit Fee Schedule

#### Banners, Pennants, Bunting, and Flag Permits:

A person shall not erect, install, remove, rehang or maintain over public property any banner, pennant, bunting or flag until an approved bond has been filed in such amount as may be determined by resolution of the Pere Marquette Charter Township Board from time to time, and or until an insurance policy shall have been filed for public liability in the amount per accident and an amount for property damage as may be determined by resolution of the Pere Marquette Charter Township Board from time to time.

For public liability and property damage:

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Permit Fee:</td>
<td>$100.00</td>
</tr>
<tr>
<td>☐ Zoning Compliance Permit</td>
<td>$25.00</td>
</tr>
<tr>
<td>☐ Short Term rental inspection</td>
<td>$50.00</td>
</tr>
<tr>
<td>☐ Temporary Uses or Structures</td>
<td>$50.00</td>
</tr>
<tr>
<td>☐ Short Term Open Air Businesses Permit</td>
<td>Deposit: $100.00 and Fee: $50.00</td>
</tr>
<tr>
<td>☐ Accessory buildings under 200 sq. ft./ Farm buildings exempt from building permits</td>
<td>$25.00</td>
</tr>
<tr>
<td>☐ Fences &amp; Walls not requiring a bldg permit</td>
<td>$25.00</td>
</tr>
<tr>
<td>☐ Site Plan Review (Planning Commission)</td>
<td>$100.00</td>
</tr>
<tr>
<td>☐ Site Plan Review (Zoning Administrator)</td>
<td>$50.00</td>
</tr>
<tr>
<td>☐ Access Easement review (Planning Commission)</td>
<td>$100.00</td>
</tr>
<tr>
<td>☐ Conditional Use Permit Application and Public Hearing</td>
<td>$500.00</td>
</tr>
<tr>
<td>☐ PUD Application/Rezone/Public Hearing</td>
<td>$500.00</td>
</tr>
<tr>
<td>☐ PUD Escrow (Required)</td>
<td>$1500.00</td>
</tr>
<tr>
<td>☐ Request for Rezoning / Change of Classification</td>
<td>$400.00</td>
</tr>
<tr>
<td>☐ Request for Zoning Text Amendment</td>
<td>$400.00</td>
</tr>
<tr>
<td>☐ Any Other Zoning Request</td>
<td>$400.00</td>
</tr>
<tr>
<td>☐ Special Meeting (PC &amp; ZBA)</td>
<td>Additional $350.00</td>
</tr>
</tbody>
</table>

Any meeting that is not on the regular schedule.
☐ Variance Request (ZBA) $400.00
☐ Ordinance Interpretation (ZBA) $300.00
☐ Review of Administrative Decision (ZBA) $300.00
☐ All Other Matters Per (ZBA) $300.00
☐ Land Division Application Fee Per Division $200.00
☐ Subdivision Application Fee 1-25 lots $500.00
☐ Subdivision Application Fee 26 or more $750.00

Late Applications: Double Fees. Any person who fails to obtain a permit and pay the required fee prior to the commencement of work shall pay a fee twice that as shall be prescribed by the provisions of this resolution for the issuance of said permit.

Pere Marquette Township Value Table
(This table is for the calculation of value based permit fees.)

<table>
<thead>
<tr>
<th>USE GROUP</th>
<th>(2009 Michigan Building Code)</th>
<th>TYPE OF CONSTRUCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IA</td>
<td>IB</td>
</tr>
<tr>
<td>A-1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assembly, theaters, with or without stage</td>
<td>176.44</td>
<td>169.93</td>
</tr>
<tr>
<td>A-2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assembly, nightclubs, restaurants, bars, banquet halls</td>
<td>151.03</td>
<td>146.72</td>
</tr>
<tr>
<td>A-3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assembly, religious worship buildings, general, community halls, libraries, museums</td>
<td>178.16</td>
<td>171.65</td>
</tr>
<tr>
<td>A-4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assembly, arenas</td>
<td>175.54</td>
<td>169.03</td>
</tr>
<tr>
<td>A-5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assembly, bleachers, grandstands, stadiums</td>
<td>156.59</td>
<td>150.08</td>
</tr>
<tr>
<td>A-6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assembly, hotels and motels</td>
<td>154.20</td>
<td>148.79</td>
</tr>
<tr>
<td>A-7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assembly, hotel rooms</td>
<td>263.67</td>
<td>257.99</td>
</tr>
<tr>
<td>A-8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institutional, supervised environment</td>
<td>176.87</td>
<td>171.19</td>
</tr>
<tr>
<td>A-9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institutional, day care facilities</td>
<td>154.20</td>
<td>148.79</td>
</tr>
<tr>
<td>A-10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mercantile</td>
<td>113.22</td>
<td>108.91</td>
</tr>
<tr>
<td>R-1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential, hotels and motels</td>
<td>155.54</td>
<td>150.13</td>
</tr>
<tr>
<td>R-2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential, multiple family including dormitories, convents, monasteries</td>
<td>130.40</td>
<td>124.99</td>
</tr>
<tr>
<td>R-3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential, one- and two-family</td>
<td>122.74</td>
<td>119.39</td>
</tr>
<tr>
<td>R-4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential, care/assisted living facilities</td>
<td>154.20</td>
<td>148.79</td>
</tr>
<tr>
<td>S-1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage, moderate hazard</td>
<td>86.21</td>
<td>81.85</td>
</tr>
<tr>
<td>S-2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage, low hazard</td>
<td>85.31</td>
<td>80.95</td>
</tr>
<tr>
<td>U</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility, miscellaneous</td>
<td>64.61</td>
<td>61.02</td>
</tr>
</tbody>
</table>
REFUND POLICY

Building Permit Fees: The full amount of the permit will be refunded if the project has not started and no inspections have been completed. In the event the project has started and inspections have been made, refunds will not be given.

Zoning Permit Fees / Application Fees: Refunds will not be given.

PERMIT RENEWAL FEES

Building Permit: $75.00; Valid for one year. Only one renewal allowed; new application will be required if projects go longer than two years.

Zoning Permit: No renewals.

Building and Zoning permits are not transferable.

DURATION OF PERMITS

Building Permit: 1 year

Zoning Permit: 1 year

Sign Permit: 6 months

Site Plan Review and Conditional Use Permit: Permit will expire 1 year after granted, unless construction is complete or commencement of the use has substantially begun.

Temporary Uses or Structures: 6 months

All resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict. This resolution shall be effective August 1, 2019.


Resolution declared adopted.

D. Consider Hiring a Utilities and Public Works Operator – Kesom stated that the township received twenty-three applications for the position. Together with Larr, the personnel committee conducted interviews of the candidates and is recommending Sean Roach for the position.

Moved by Kmetz, seconded by Piper to approve the hiring of Sean Roach for the Utilities and Public Works Operator position and to establish the 2019 hourly wage for the Utilities and Public Works Operator at $16.00 per hour

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported that the Planning Commission completed the required public hearings on the proposed zoning ordinance. After conducting the review and hearings, the planning commission recommended the updated zoning ordinance, zoning map and the list of parcels affected by the multiple changes in zoning districts to the township board for approval.

Personnel Committee – Kesom reported that the committee met along with Larr to conduct interviews of applicants for the utilities and public works operator position.

EMPLOYEE REPORTS: Assessor (Hall) – Reported that the Board of Review will be meeting next Tuesday. The July Board of Review meets to review and correct any clerical errors or mutual mistakes of fact, mainly involving late primary residency exemptions.

Building/Zoning Administrator (Bleau) – Provided a report detailing permit activity for June 2019. Bleau stated that development in both the industrial and residential areas has been exceptional in 2019.
DPW/Water/Sewer Superintendent (Larr) – Reported busy with Miss Dig requests and water connections. The department has completed the second quarter meter readings.

Fire Department (Gaylord) – Absent (excused).

Parks Manager / Code Enforcement (Smith) – Reported attending a stakeholder group meeting in June regarding the property acquisition. The pump house on the Dow property on Pere Marquette Highway was recently removed in preparation for the land to be transferred to the township. The acquisition will take place in two separate closings, with the first closing taking place on the four parcels located south of the Pere Marquette river this fall and the second closing for the remaining parcel located north of the river taking place in the spring of 2020. Dates have been set for meetings for community participation that will help to shape the development of the property. Buttersville campground was busy over the July 4th holiday and Smith organized a volunteer group for beach clean-up on July 5th.

OFFICERS REPORTS: Clerk (Enbody) – Provided second quarter financial reports to the trustees showing revenues and expenditures as of June 30th. Reported working on preparing notices for publications of first reading(s) in the local newspaper and on the website. Reported preparing the IRS filing due July 31st for fees associated with health care plans. Reported that she is beginning to work on the 2020 department budgets that she administers. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Piper to approve payment of invoices totaling $272,387.27. Motion carried.

Treasurer (Sroka) – Provided a report detailing quarterly cash, bank and investment balances by fund and by bank account for the second quarter of 2019. Reported that summer tax bills were sent out on July 1st and that quarterly water and sewer bills will be going out on July 15th. Sroka reported that her deputy submitted her resignation and she will be requesting that the personnel committee meet to review compensation for appointing a new deputy.

Supervisor (Keson) – Keson asked board members for their input regarding a speed trailer shared with Amber Township. Because the ownership is shared, it makes the trailer difficult to insure and maintain. He asked if there would be any objection to selling the trailer to the Sheriff’s Department who would then take over maintenance and insuring the trailer. Without objection, Keson will have the township attorney draw up an agreement to transfer ownership to the Mason County Sheriff’s Department. Keson stated that he has spoken with school superintendent Jason Kennedy who informed him that the schools will be sending out an RFP in the near future in anticipation of beginning construction on the new elementary school at the corner of Bryant and Jebavy in March/April 2020. Keson reported conducting a bid opening for the Lakeshore Drive watermain project. A single bid was received that was incomplete because it did not include all inspections. The engineer’s estimate for the project was $425,000.00 and the bid received came in at $539,675.00, which was much higher than estimated. The engineer recommended to re-bid the project in the fall and plan for the project to begin in the spring of 2020. Keson reported that the Ludington Area schools will be taking over the administration of the Ludington Area Recreation Program and Keson requested that Pere Marquette Township continue to have representation on the recreation board. With the construction of the new school, Keson is trying to stay in front of any traffic issues at Jebavy and Bryant. Keson added that the school superintendent also informed him that there may be funding available to help with congested traffic and safety issues on property connected to school parcels. Keson is working on organizing a meeting between MDOT, the Mason County Road Commission and the Ludington Area Schools superintendent to discuss reconstruction options to help with traffic control around the school property. Keson is working on organizing another tire collection event for Pere Marquette residents in August or September.

EXTENDED PUBLIC COMMENT: One resident spoke to ask if the township has a cell phone policy. The resident also thanked the supervisor for bending the meeting rules to allow for interaction between the board and the residents and added that the zoning should not have special rules for one neighborhood but should be uniform for all neighborhoods.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:53 p.m.
REGULAR MEETING
August 13, 2019

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka; Trustees: Paul Piper, Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen. Also present: Devon Hall, Jerry Bleau, Andy Larr, Larry Gaylord, Kelly Smith, and five 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 from the regular meeting on July 9, 2019 were approved by consent.

PUBLIC COMMENT: Sheriff Cole reported on fifty-five calls for service in June 2019 and sixty-nine called for service in July 2019.

Terri Langerak asked that the board leave the statement in the zoning ordinance that requires residential dwellings to be compatible with other dwellings in the neighborhood.

APPROVAL OF AGENDA: Moved by Enbody, seconded by Piper to add Item H. “Letter of Resignation” and Item I. “Approve Notice for Accepting Letters of Interest for the Office of Township Supervisor” to the agenda and to approve the agenda as amended. Motion carried.

COMMUNICATIONS: There will be a presentation at Peterson Auditorium at 7:00 p.m. on September 23rd entitled “Civilian Response to Active Shooters”. The presentation is free and open to the public.

NEW BUSINESS: A. Consumers Energy Conveyance Resolution – Eric Gustad, Community Affairs Manager for Consumers Energy, explained that the resolution is a necessary step in the re-licensing process for the Pumped Storage Facility. The facility applied for its original license with the Federal Energy Regulatory Commission (FERC) in 1969 but the fish barrier net was not installed until 1990. As part of the current re-licensing, FERC is requiring that the local governing body approve a conveyance resolution with the understanding that the barrier net is to be deployed each spring and removed each fall.

CONVEYANCE RESOLUTION

Moved by Trustee Nordlund, seconded by Trustee Rasmussen to adopt the following resolution:

WHEREAS, Consumers Energy Company, a Michigan corporation, which is the co-owner and operator of the Ludington Pumped Storage Plant (“Plant”), is filing an application for a conveyance of an interest in the Great Lakes Bottomlands in connection with the Plant barrier net operations located at 3525 South Lakeshore Drive, Ludington, Michigan 49431.

IT IS HEREBY RESOLVED, that Pere Marquette Charter Township does hereby approve the application for conveyance of an interest in the Great Lakes Bottomlands to Consumers Energy Company by the State of Michigan. The Great Lakes Bottomlands subject to such conveyance are fully described as follows:

An area of land described as all of the submerged patented lands and unpatented lake bottom lands belonging to or held in trust by the State of Michigan lying Westerly of Government Lots 1, 2, 3 and 4 of Section 3, Township 17 North, Range 18 West, Pere Marquette Township, and Government Lots 1 and 2 of Section 10, Township 17 North, Range 18 West, Summit Township, Mason County, Michigan, and lying within the area described as follows:

Commencing at the East 1/4 Corner of said Section 3; thence North 88°43'29" West, along the East-West 1/4 line of said Section, 1240.25 feet to a 3/4" iron pipe on the Westerly right-of-way line of Lakeshore Drive, as monumented; thence South 00°55'27" West, along said right-of-way line, 268.67 feet to the South line of the North 268.67 feet; thence North 88°43'29" West, along said South line, 961.24 feet; thence North 01°16'31" East, perpendicular to said South line, 93.15 feet to the Point of Beginning; thence North 47°13'06" West 658.29 feet; thence North 42°20'44" West 1523.23 feet; thence South 86°47'34" West 1450.63 feet; thence South 49°53'54" West 560.44 feet; thence South 03°04'28" East 5023.89 feet; thence South 58°55'54" East 567.68 feet; thence North 81°08'31" East 691.74 feet; thence North 89°58'46" East 781.33 feet; thence North 55'16'30" East 1021.25 feet to a point that is South 02°23'38" East 3323.62 feet from the Point of Beginning and to the Ordinary High Water Mark (OHWM) of Lake Michigan; thence Northerly along the OHWM to the south line of the Tailrace Lease Area, recorded in Liber 75, Page 377; thence the boundary of said Lease Area the following seven (7) courses; South 86°47'34"
West 480.31 feet; thence South 03°11'07" East 260.00 feet; thence South 86°48'53" West 1550.00 feet; thence North 03°11'07" West 2400.00 feet; thence North 86°48'53" East 1550.00 feet; thence South 03°11'07" East 125.00 feet; thence North 86°48'53" East 470.89 feet to the OHWM; thence along the OHHM to the Point of Beginning. Said area of land containing 262.0 acres more or less.

Ayes: 7
Nays: 0
Resolution declared adopted.

B. Second Reading and Consideration of Adoption of Proposed Ordinance No. 143 – Board members conducted the second reading of proposed Ordinance No. 143, an amendment to the Code of Ordinances. The proposed ordinance was published in the Clerk’s office and on the township’s website and a notice to that effect was published in the Ludington Daily News on July 15, 2019. The amendment removes the Planning Commission section from the Zoning Chapter and creates a new, separate chapter for the Planning Commission. As a stand-alone chapter it would be easier to amend at any time in the future because it would not require the extensive notification steps that are required for an amendment to a zoning ordinance. The establishment of a Planning Commission is not a zoning action and should be separate from zoning.

Moved by Kmetz, seconded by Sroka to accept the second reading without change and adopt Ordinance No. 143, an ordinance to re-affirm and re-establish the Planning Commission for Pere Marquette Charter Township by adding Chapter 108, Planning Commission, to the Pere Marquette Charter Township Code of Ordinances in accordance with the requirements of the Michigan Planning Enabling Act, being Act 33 of 2008, as amended and to provide for its effective date.

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

C. Second Reading and Consideration of Adoption of Proposed Ordinance No. 144 – Kmetz reported that, at their most recent meeting, the Planning Commission reviewed Section 3.34 Requirements for all Single-Family Dwellings as requested by the Township Board. The Planning Commission reviewed the section and is recommending that Section 3.34, Item j. should be removed in its entirety. Bleau then addressed the board to explain that the township attorney reviewed Article 19: High-Risk Erosion Overlay District and Article 20: Critical Dune Overlay District sections of the ordinance and recommended some minor changes that include the removal of verbiage that is more restrictive than statute.

Moved by Kmetz, seconded by Sroka to accept the second reading; removing Section 3.34 Item J. in its entirety as recommended by the Planning Commission and the changes to Article 19 High Risk Erosion Overlay District and Article 20 Critical Dune Overlay District as recommended by the Township Attorney; and adopt Ordinance No. 144, an ordinance to repeal Chapter 109, Zoning, of the Pere Marquette Charter Township Code of Ordinances, as amended and to adopt the restated Chapter 109, Zoning, prepared in accordance with the requirements of the Michigan Zoning Enabling Act, being Act 110 of 2006 as amended, and to provide for its effective date.

Motion carried unanimously.

D. Certify the 2019 Millage Rates for Township Operation and Public Transportation – A public hearing was held on December 11, 2018 to propose the 2019 levies and to adopt the 2019 budgets. The millage rates were a subject of the hearing. The rates of 2.85 mills for the General Fund and .20 mills for the Transportation Fund were used to determine the 2019 budgets.

Moved by Enbody seconded by Piper to certify the taxes to be levied in 2019 at 2.85 mills for township operation and 0.20 mills for public transportation.

Motion carried.

E. Resolution to Appoint Officer Delegate to the 2019 MERS Annual Meeting – The following resolution was offered by Nordlund, seconded by Kmetz:

RESOLUTION TO APPOINT AN OFFICER DELEGATE TO THE 2019 MERS ANNUAL MEETING
WHEREAS, the Municipal Employees’ Retirement System (MERS) Annual Meeting will be held on October 3 and 4, 2019; and

WHEREAS, the governing body of each member municipality must appoint an officer delegate of the governing body for the purpose of selecting nominees to the Retirement Board and the transaction of such other business as the Retirement Board deems necessary; and

WHEREAS, MERS requires that the Officer Delegate shall be an officer member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative and /or executive branch of local government;

NOW, THEREFORE, BE IT RESOLVED, that the Pere Marquette Charter Township Board appoints Rachelle Enbody, Township Clerk / Benefit Plan Administrator, as Officer Delegate for the 2019 MERS Annual Meeting.

Resolution declared adopted.

F. **Establish Compensation Schedule for Regular, Part-time Employees** – Piper reported that the personnel committee met to review and establish the compensation schedule for regular, part-time employees and appointed deputies. The schedule creates a graduated approach based upon qualifications.

Moved by Keson seconded by Sroka to approve the following compensation schedule for regular, part-time employees and appointed deputies:

- Level 1 Minimum wage to $12.00 per hour
- Level 2 $12.00 to $15.00 per hour
- Level 3 $15.00 to $17.00 per hour

Motion carried.

G. **Request from Fire Department to Sell Surplus Township Equipment** – Board members reviewed a memo from Gaylord requesting to sell sixteen of the old SCBA airpacks for $100.00 each. The Fire Department purchased sixteen new airpacks earlier this year.

Moved by Rasmussen, seconded by Piper to authorize the sale of the old SCBA airpacks with the revenue from the sale to be deposited into the General Fund, disposition/sale of asset line item.

Motion carried.

H. **Letter of Resignation (added)** – Keson read his letter of resignation from the position of township supervisor.

Moved by Nordlund, seconded by Piper to accept the letter of resignation from the office of township supervisor from Paul A. Keson, with regret, effective September 27, 2019.

Motion carried.

I. **Consider Notice for Accepting Letters of Interest for the Office of Township Supervisor (added)** – Board members reviewed the following notice:

```
NOTICE TO RESIDENTS OF
PERE MARQUETTE CHARTER TOWNSHIP

The Pere Marquette Charter Township Board is seeking letters of interest and resumes from persons interested in appointment to the Township Board for the Office of Township Supervisor.

Candidates must be a qualified elector of the township and registered to vote. To be a qualified elector, a person must be 18 years of age, a U.S. citizen, and have lived in the township at least 30 days prior to the appointment. Statutory duties include, but are not limited to: Manage and supervise all public improvements, works, and undertakings of the township; See that all laws and township ordinances are enforced; Moderate board meetings; Act as the legal agent for the township; Prepare and administer the township budget; Act as purchasing agent; Act as personnel director; Perform such other duties as required by state statute, township ordinance or direction of the township board.
```
The salary of the Office of Township Supervisor is $61,115.00 plus longevity and benefits. Benefits include health insurance, pension, and life insurance. For additional information about the duties and responsibilities of Township Supervisor, please contact Rachelle D. Enbody, Township Clerk.

A letter of interest and resume should be submitted to Rachelle D. Enbody, Township Clerk at 1699 S. Pere Marquette Highway, Ludington, MI 49431 by September 6, 2019. Email: rachelle@pmtwp.org.

Moved by Enbody, seconded by Piper to approve the foregoing notice for persons interested in being considered for appointment to the office of township supervisor.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported conducting a site plan review for North Woods Signs that was approved.

Personnel Committee – Keson reported the committee met to review compensation for regular, part-time employees.

DEPARTMENT REPORTS: Assessor (Hall) – Reported on the July Board of Review meeting in which nine petitions were considered. Six petitions were Primary Residency Exemption requests and three petitions were personal property accounts that were retired from the roll.

Building/Zoning Administrator (Bleau) – Provided a report detailing permit activity for July 2019 which shows a year-to-date estimated construction value of almost 17.7 million dollars.

DPW/Water/Sewer Superintendent (Larr) – Reported the new employee has started and is working out well. The department has been busy with routine maintenance and checking lift stations. The well system pumped over ten million gallons during July 2019.

Fire Department (Gaylord) – Reported on fifty-three calls for service in July 2019 and year to date runs are six behind the number of runs last year. Gaylord believes that the department will have over four hundred runs by year end.

Parks Manager / Code Enforcement (Smith) – Reported on the community town hall events for the Pere Marquette Conservation Park. The events are being facilitated by the National Park Service in order to help gather information input for what residents and visitors would like to see in the park. The appraisers are scheduled to visit the property on Thursday to begin the grant required appraisal process for the acquisition. Reported continuing to work on code enforcement.

OFFICERS REPORTS: Clerk (Enbody) – Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Rasmussen to approve payment of invoices totaling $327,909.35. Motion carried.

Treasurer (Sroka) – Provided a report detailing monthly cash, bank and investment balances by fund and by bank account for July 2019. Reported the office is busy with water, sewer and tax payments coming in. An applicant accepted the position of deputy treasurer but that person has recently declined the position. Sroka will be offering the position to someone else tomorrow.

Supervisor (Keson) – Reported that the department heads have turned in their department request budgets. Keson is now working on the Supervisor proposed budget(s). Keson is working with Hall to gauge property tax revenue. Reported attending the Mason County Road Commission meeting and would like the roads committee to meet to determine the 2020 road projects. Reported a DOW property acquisition meeting with the township attorney and the DOW attorneys. The township attorney had some concerns that were addressed at the meeting and Keson reported that everything looks positive for the acquisition of parcels 1-4 closing this fall. Progress is continuing on parcel 5, which is possibly a year away.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:31 p.m.
REGULAR MEETING  
September 10, 2019

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka; Trustees: Paul Piper, Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.

Also present: Devon Hall, Jerry Bleau, 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 from the regular meeting on August 13, 2019 were approved by consent.

PUBLIC COMMENT: Sheriff Cole reported on 87 calls for service in August 2019.

APPROVAL OF AGENDA: Moved by Kmetz, seconded by Enbody to add Item E. “Consider Water/Sewer Project” and Item F. “Personnel Committee Report” to the agenda and to approve the agenda as amended.

Motion carried.

NEW BUSINESS: A. Resolution for the Designation of Depositories – According to MCL 41.77, all township depositories must be approved by the township board, as provided by resolution. Crestmark Bank has changed its name to Metabank which must be approved by the board as a depository.

The following Resolution was offered by Sroka, and supported by Rasmussen:

RESOLUTION FOR THE DESIGNATION OF DEPOSITORIES

WHEREAS, under the laws of the State of Michigan, this board is required to provide by resolution for the designation and deposit of all public money, including tax money, coming into the possession of the township treasurer, in one or more financial institutions, hereinafter called institution(s), to be designated in such Resolution.

NOW, THEREFORE, BE IT RESOLVED that the Treasurer is hereby authorized to deposit public money, including tax money, now in or coming into the possession of the Treasurer, in the following financial institution:

Metabank (previously Crestmark Bank)

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

Resolution declared adopted.

B. Establish Compensation for Deputy Treasurer – The Personnel Committee met last month to establish a wage scale for regular, part-time employees. Sroka is requesting to establish the rate for the new deputy treasurer at $15.00 per hour.

Moved by Piper seconded by Nordlund to approve compensation for the position of Deputy Treasurer at a rate of $15.00 per hour.

Motion carried.

C. Authorize Consultation Service for Supervisor’s Office – In order to provide for a smooth transition in the supervisor’s office, the board has the authority to authorize funds in order for Keson to provide assistance to the new supervisor.

Moved by Piper, seconded by Sroka to authorize Keson to provide consultation services in the Supervisor’s office at an hourly rate based upon his current salary.

Motion carried.
D. **Budget Amendment** – Enbody explained that with the zoning ordinance re-write, the entire new zoning chapter will need to be added to the Code of Ordinances. Municode has provided an estimate for the cost to add the new zoning chapter and it will exceed the current budgeted amount. Enbody is requesting the amendment to allow for the publication of the new zoning chapter to the Code of Ordinances.

Moved by Enbody, seconded by Keson to approve the following budget amendment:

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Current Budget</th>
<th>Increase / Decrease</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>101-890-700.000 Contingency</td>
<td>27,000</td>
<td>(2,500)</td>
<td>24,500</td>
</tr>
<tr>
<td>101-215-818.000 Clerk; Contractual Services</td>
<td>6,000</td>
<td>2,500</td>
<td>8,500</td>
</tr>
<tr>
<td><strong>NET CHANGE IN GENERAL FUND</strong></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Motion carried.

E. **Consider Water/Sewer Project** (added) – Board members reviewed quotes received for the installation of a water main and sanitary sewer connections for commercial properties on North Jebavy Drive. Larr explained that the vacant properties on North Jebavy Drive are not currently connected to municipal water and sewer services. Site plans have been approved for new construction and those commercial properties have requested municipal service connections. The properties will pay the required connection fees when they hook up to the services. Larr met with contractors at the site to review the project. Three companies were contacted to obtain quotes for the project, with two quotes received.

<table>
<thead>
<tr>
<th>Company</th>
<th>Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hallack Contracting</td>
<td>$52,995.00</td>
</tr>
<tr>
<td>Schultz Excavating</td>
<td>$47,600.00</td>
</tr>
</tbody>
</table>

Moved by Rasmussen, seconded by Nordlund to award the project to Schultz Excavating in the amount of $47,600.00, to require that Jebavy Drive shall not be closed for more than seven days, excluding any unforeseen circumstances, to require the project be completed by November 15, 2019, and to authorize the appropriate township officers to sign all required documents related to the project.

Motion carried.

F. **Personnel Committee Report** (added) – Piper reported that the personnel committee reviewed the current letters of interest for the position of township supervisor. Piper noted that there is ample time to make the appointment, noting that the deadline for the appointment is November 11, 2019. The committee is recommending that the board continue to advertise the vacancy and extend the request for letters of interest until October 1, 2019.

Moved by Piper, seconded by Nordlund to extend the Notice to Residents to submit letter(s) of interest and resume(s) until October 1, 2019.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported the planning commission met and approved site plans for two new commercial buildings.

DEPARTMENT REPORTS: Assessor (Hall) – Reported that the State Tax Commission has determined that the township will require a Michigan Master Assessing Officer (MMAO or level 4) for the preparation of the assessment roll. The certification requirement is based on the total assessed value of the township. The township will apply for a certification level waiver which is allowed if there is a high valued property that increases the total SEV beyond the general character of the rest of the unit.

Building/Zoning Administrator (Bleau) – Provided a report detailing permit activity for August 2019 with twenty-three permits issued in August and a year-to-date construction value nearing nineteen million.

DPW/Water/Sewer Superintendent (Larr) – Reported completing the lead and copper water sampling for the township ground water system and that the samples came back below the limits set by the state. Larr informed the board that there will be more changes to the water sampling requirement coming next year. Reported preparing for the Jebavy Drive project, cleaning utility rights-of-way and performing residential brush collection.
Fire Department (Gaylord) – Reported on thirty-two calls for service in August 2019 and year to date runs are nine runs behind the total number of runs last year.

Parks Manager / Code Enforcement (Smith) – Reported the parks department is busy. A new split rail fence was installed at the Memorial boat launch. Campground revenue is up for 2019. Seasonal campsite contracts have gone out for the 2020 season. A stakeholder meeting was held yesterday regarding the Dow property acquisition. The township was chosen for a Coastal Management Program planning grant for the design and planning of a boat launch on the acquisition property. The National Park Service will be gathering information for the acquisition projects and parks plan at the farmers market, a local coffee shop, and aboard the Badger. Remediation work is continuing on acquisition parcel five and the township is anticipating a November closing date for parcels 1-4 of the acquisition. Smith informed the board that he has been asked to take part in a leadership development education opportunity over the next nine months. Kmetz asked about code enforcement. Smith explained that letters have recently gone out to property owners on enforcement issues.

OFFICERS REPORTS: Clerk (Enbody) – Reported that the Coastal Management Program grant agreement will be coming before the board for approval at a future meeting. Attended a webinar with IT contractor IT Right regarding cyber-security for the township’s computer system. In addition, she has become a member of MS-ISAC (Multi-State Information Sharing and Analysis Center) and EA-ISAC (Elections Infrastructure Information Sharing and Analysis Center) as recommended by the Bureau of Elections, both of which are cyber-security organizations, which membership will be beneficial in the upcoming 2020 election cycle. Reported that she was unanimously chosen as the new township director for the Michigan Association of Municipal Clerks (MAMC). Reported on a meeting with the U.S. Census Bureau to review the upcoming census operations planned by the bureau. Enbody will be attending a MAMC Education session on September 12th. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Rasmussen to approve payment of invoices totaling $293,545.78. Motion carried.

Treasurer (Sroka) – Provided a report detailing monthly cash, bank and investment balances by fund and by bank account for August 2019. Reported being fairly busy with tax season coming to an end.

Supervisor (Keson) – Keson reported considering a cell phone stipend for a DPW employee instead of the employee receiving a township owned phone. The township currently pays a cell phone stipend of $50.00 per month to the parks manager who uses his personal phone instead of a township owned phone. All of the scheduled 2019 road work has been completed. The road committee will need to meet to begin reviewing 2020 projects. The City of Ludington is reaching out to WMRSDC to complete a Shoreline Land Use and Resiliency Plan for the port of Ludington, which would include Pere Marquette Lake and would like Pere Marquette to partner in the plan at an estimated cost of $5,000.00 to the Township. Keson reported that the grant agreement for the Dow property acquisition requires mineral rights to be retained by the owner (township) and that Dow has identified a need for access to an area of the property for sand needed in future restoration of another parcel owned by Dow. Dow has requested that an area of the acquisition be retained by Dow for this use until all restoration has been completed. Keson asked board members if there were any objections to continuing discussion with Dow, EGLE, and the DNR to complete the grant agreement with the removal of the portion of land needed for remediation and restoration purposes. There were no objections and Keson will contact the township attorney to facilitate moving forward with updating the grant agreement to reflect the change. Keson was contacted by the Mason County Road Commission about a request to abandon the public right of way at the end of Kinney Road that dead ends at Hopkins Lake. Keson researched the issue and stated that the DNR would be opposed to the Road Commission abandoning that access. The consensus of the board was to let the Road Commission know that the township would be opposed to the abandonment of the public right of way.

EXTENDED PUBLIC COMMENT. Tom Murphy thanked the board for purchasing a speed trailer which has recently been set up on Iris Road and asked when Iris Road is scheduled to be re-paved. Keson answered that the township is anticipating on working in partnership with the Road Commission in order to help move the project up on the Road Commission’s schedule.

Fran Kalchik asked if there was a change to the public access at the North end of Washington Avenue. Keson explained that it is a private drive and not a public access.

County Commissioner Steve Hull reported on the most recent meeting of the Mason County Board of Commissioners.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:45 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul A. Keson, Township Supervisor
REGULAR MEETING  
October 8, 2019  
PERE MARQUETTE CHARTER TOWNSHIP BOARD  
held at 1699 S. Pere Marquette Highway, Ludington MI  49431  

Board members present:  Clerk Rachelle Enbody; Treasurer Jacalyn Sroka; Trustees: Paul Piper, Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.  
Board position vacant:  Supervisor  
Also present:  Devon Hall, Jerry Bleau, Andy Larr, Larry Gaylord, Kelly Smith, and five guests.  
Present for a portion of the meeting:  Sheriff Kim Cole.  

The meeting was called to order at 6:30 p.m. by the Clerk. Invocation was given by Smith; Pledge of Allegiance was recited by all. The minutes from the regular meeting on September 10, 2019 were approved by consent.  

Moved by Enbody, seconded by Rasmussen to appoint Paul Piper as President pro tem for this meeting. Motion carried. Piper assumed chairmanship of the meeting.  

PUBLIC COMMENT: Sheriff Cole reported on sixty-one calls for service in September 2019.  

APPROVAL OF AGENDA: Due to a request for confidentiality of a letter of interest, the board will need to go into closed session to review the confidential letter of interest.  

Moved by Piper, seconded by Kmetz to move Item B. “Review Letters of Interest” to Item C. and to add Item B. “Closed Session” to the agenda and approve the agenda as amended. Motion carried.  

COMMUNICATIONS: Enbody reported a communication was received from resident Paul Keson requesting Jim Nordlund be appointed to the personnel committee.  

NEW BUSINESS: A.  Michigan Coastal Management Grant Agreement  – Enbody explained that the township submitted a grant application in 2018 for funding to enable the township to engage a qualified landscape architect firm to prepare a detailed Master Plan for the Pere Marquette Conservation Park and associated cost estimates for the various facilities that will be developed within the Park. The total project cost is estimated to be $40,000.00, fifty percent of which would be funded by the grant and fifty percent would be a local match through cash and in-kind services.  

Moved by Nordlund seconded by Sroka to approve the Michigan Coastal Management Grant Agreement between the Michigan Department of Environment, Great Lakes, and Energy and Pere Marquette Charter Township for Project #20-PA-001 and to authorize the Clerk/Grants and Loans Administrator to sign the agreement on behalf of the township. Motion carried.  

B. Closed Session – The board will consider entering into closed session pursuant to Subsection 8(f) of the Open Meetings Act, MCL 15.268(f).  

Moved by Enbody, seconded by Piper that the Township Board enter into closed session to review and consider the contents of an application(s) for employment or appointment to a public office for the candidate(s) that have requested that their application(s) remain confidential, pursuant to Subsection 8(f) of the Open Meetings Act, MCL 15.268(f).  

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

Motion carried at 6:44 p.m.  

Moved by Nordlund, seconded by Piper that the Township Board return from closed session held to review and consider the contents of an application(s) for employment or appointment to a public office for the candidate(s) that have requested that their application(s) remain confidential, pursuant to Subsection 8(f) of the Open Meetings Act, MCL 15.268(f).
Roll call vote:
Yes: Nordlund, Piper, Enbody, Sroka, Rasmussen, and Kmetz.
No: None.
Absent: None.

Motion carried at 6:51 p.m.

C. **Review Letters of Interest** – Board members reviewed letters of interest for the position of township supervisor.

**Moved** by Enbody, seconded by Sroka to recommend Jeremy Piper to be interviewed for the position of township supervisor.

Motion carried.

**Moved** by Kmetz, seconded by Enbody to recommend Christopher Tresnak to be interviewed for the position of township supervisor.

Motion carried.

**Moved** by Nordlund, seconded by Sroka to recommend Tyrone Collins to be interviewed for the position of township supervisor.

Motion carried.

**Moved** by Enbody, seconded by Sroka to recommend Lawrence Gaylord to be interviewed for the position of township supervisor.

Motion carried.

**Moved** by Nordlund, seconded by Sroka to recommend Kelly Smith to be interviewed for the position of township supervisor.

Motion carried.

**Moved** by Sroka, seconded by Enbody to recommend the confidential candidate to be interviewed for the position of township supervisor.

Motion carried.

**Moved** by Enbody, seconded by Sroka to set a Special Meeting for October 17, 2019 at 6:30 p.m. to conduct interviews of persons interested in being appointed to the office of township supervisor.

Motion carried.

**Moved** by Piper, seconded by Enbody to amend the agenda to add Item D. “Personnel Committee Appointment” to the agenda.

Motion carried.

D. **Personnel Committee Appointment** (added) – Moved by Piper, seconded by Kmetz to appoint Nordlund to the Personnel Committee to complete the 2019 annual term due to the committee vacancy created upon the resignation of township supervisor Paul Keson.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported conducting a site plan review for The Cluck Bucket was approved with conditions.

Personnel Committee (Piper) – Reported the committee met to review letters of interest for the position of township supervisor and all letters of interest received were brought before the board to determine candidates for interview(s).
DEPARTMENT REPORTS: Assessor (Hall) – Reported the township is experiencing growth in all sectors of the township.

Building/Zoning Administrator (Bleau) – Provided a report detailing permit activity for September 2019. Bleau informed the board he has issued violations to two separate properties and there will be legal expenses incurred in order to pursue the enforcement issues.

DPW/Water/Sewer Superintendent (Larr) – Reported on the progress of the Jebavy Drive water and sewer project and that the contractor is hopeful to have the work completed by Friday. The department has been busy with MISS DIG requests, residential connections, installing concrete approaches at the DPW building and completing third quarter meter reads.

Fire Department (Gaylord) – Reported on thirty-six calls for service in September 2019.

Parks Manager / Code Enforcement (Smith) – Reported there is a meeting with the core planning group on the 16th to review the township recreation plan survey. The survey is posted on the website. The results of the survey will be incorporated into the Pere Marquette Conservation Park Coastal Access Plan. The township is moving forward with the Dow property acquisition with the preparation of a response activity plan that will be submitted to EGLE. The campground will be closing October 15th and payments are due by October 31st to secure seasonal campsites for 2020.

OFFICERS REPORTS: Clerk (Enbody) – Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kmetz to approve payment of invoices totaling $185,323.22. Motion carried.

Treasurer (Sroka) – Provided a report detailing quarterly cash, bank and investment balances by fund and by bank account for the third quarter of 2019 and for the month of September. Summer tax collections are still coming in and third quarter water bills will go out next week. Sroka will be attending a conference in Kalamazoo next week.

ANNOUNCEMENTS: The Mason County Township Officers Association will meet on October 17, 2019 at 7:30 p.m. at Logan Township.

EXTENDED PUBLIC COMMENT: Jennifer Doggett expressed that although she was sad that she was not selected for an interview, that the board showed excellent judgement when they selected Paul Keson as supervisor (in 2013). She thanked the board for their consideration.

ADJOURNMENT: The meeting was adjourned by the President pro tem at 7:32 p.m.

Rachelle D. Enbody, CMC, Township Clerk
Paul Piper, President pro tempore
SPECIAL MEETING
October 17, 2019

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

Board members present: Clerk Rachelle Enbody; Treasurer Jacalyn Sroka; Trustees: Paul Piper, Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.
Board position vacant: Supervisor
Also present: Devon Hall, Jerry Bleau, Andy Larr, Larry Gaylord, Kelly Smith, Tyrone Collins, Jeremy Piper, Adrienne Corcoran, and ten guests.

The meeting was called to order at 6:30 p.m. by the Clerk. Invocation was given by Enbody; Pledge of Allegiance was recited by all.

Moved by Enbody, seconded by Nordlund to appoint Paul Piper as President pro tem for this meeting. Motion carried. Piper assumed chairmanship of the meeting.

NEW BUSINESS: A. Interview Candidates for the Office of Township Supervisor – Piper explained that the board would be conducting interviews of candidates for the office of township supervisor for the term of office expiring November 20, 2020. The former supervisor, Paul Keson, resigned effective September 27, 2019. One candidate, Christopher Tresnak, withdrew his letter of interest prior to the interviews.

Board members conducted individual interviews of five persons interested in being appointed to the office of township supervisor: Kelly Smith, Gerald Bleau, Tyrone Collins, Lawrence Gaylord, and Jeremy Piper.

After interviews were conducted, Piper explained that the appointment would be made at a future meeting in order to give board members time to consider the candidates and qualifications of each.

EXTENDED PUBLIC COMMENTS: Karie Bleau commended the board on the interview process, expressed understanding of the difficulty of conducting the public interviews, stated that the board asked good questions and stayed on task.

ADJOURNMENT: The meeting was adjourned by the President pro tem at 8:00 p.m.

Rachelle D. Enbody, CMC, Township Clerk
Paul Piper, President pro tempore
SPECIAL MEETING  
October 21, 2019

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

Board members present: Clerk Rachelle Enbody; Treasurer Jacalyn Sroka; Trustees: Paul Piper, Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.

Board position vacant: Supervisor
Also present: Township Attorney Ronald A. Bultje, Dickinson Wright.

The meeting was called to order at 6:30 p.m. by the Clerk. Invocation was given by Enbody; Pledge of Allegiance was recited by all.

Moved by Enbody, seconded by Rasmussen to appoint Paul Piper as President pro tem for this meeting. Motion carried. Piper assumed chairmanship of the meeting.

NEW BUSINESS: A. Closed Session – The Board will consider entering into closed session pursuant to Subsection 8(h) of the Open Meetings Act, MCL 15.268(h) and Subsection 13(1)(g) of the Freedom of Information Act.

Moved by Kmetz, seconded by Rasmussen that the Township Board enter into closed session to discuss the contents of a written memorandum provided by our attorneys at Dickinson Wright, pursuant to Subsection 8(h) of the Open Meetings Act and Subsection 13(1)(g) of the Freedom of Information Act.

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

Motion carried at 6:33 p.m.

Moved by Nordlund, seconded by Sroka that the Township Board return from closed session to discuss the contents of a written memorandum provided by our attorneys at Dickinson Wright, pursuant to Subsection 8(h) of the Open Meetings Act and Subsection 13(1)(g) of the Freedom of Information Act and return to regular session.

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

Motion carried at 7:47 p.m.

Discussion followed regarding the supervisor position, assigning additional non-statutory duties to the supervisor position and the consideration of creating a superintendent position with no action taken.

ADJOURNMENT:  The meeting was adjourned by the President pro tem at 7:59 p.m.

Rachelle D. Enbody, CMC, Township Clerk  Paul Piper, President pro tempore
REGULAR/COMMITTEE OF THE WHOLE MEETING  
October 22, 2019

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

Board members present:  Clerk Rachelle Enbody; Treasurer Jacalyn Sroka;  
Trustees: Paul Piper, Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.

Board position vacant:  Supervisor

Also present:  Devon Hall, Jerry Bleau, Andy Larr, Larry Gaylord, Kelly Smith, Tyrone Collins,  
Jeremy Piper, Kelly van Frankenhuysen (Ludington Daily News) and three guests.

The meeting was called to order at 6:30 p.m. by the Clerk. Invocation was given by Enbody; Pledge of Allegiance was recited by all.

Moved by Enbody, seconded by Kmetz to appoint Paul Piper as President pro tem for this meeting. Motion carried. Piper assumed chairmanship of the meeting.

PUBLIC COMMENTS: Jeremy Piper commented that no matter what the outcome that he appreciates the endorsement the township has shown and given to him with the opportunity to be interviewed, he wished all the candidates good luck and added that he is willing to serve the township in any capacity that he can convey his expertise. Mr. Piper thanked the board for their consideration.

Enbody reported a letter of support for Tyrone Collins was received from Tom Plank.

Moved by Rasmussen, seconded by Sroka to approve the minutes from the regular meeting on October 8, 2019, the closed session on October 8, 2019, the special meeting on October 17, 2019, the special meeting on October 21, 2019 and the closed session on October 21, 2019. Motion carried.

NEW BUSINESS: A. Consider Letter of Resignation – Board members reviewed a letter from Planning Commission member James Hinman informing the board of his resignation.

Moved by Rasmussen, seconded by Nordlund, to accept, with regret, the resignation of James Hinman from the Planning Commission effective October 22, 2019, and to thank Mr. Hinman for his service. Motion carried.

B. Consider Proposal Agreement for Professional Services – Board members reviewed a proposal agreement between Pere Marquette Charter Township and MCSA Group, Inc. for the conceptual designs and final Master Plan for public access and management strategies to protect sensitive coastal habitat at the Pere Marquette Conservation Park, which includes a segment of the Lake Michigan Water Trails. The planning process will involve public engagement to get ideas and support for this coastal access opportunity.

Moved by Enbody, seconded by Nordlund to enter into an agreement with MCSA Group, Inc. for the preparation of a Pere Marquette Charter Township Conservation Park Master Plan and to authorize the Clerk to sign the agreement on behalf of the township.

Motion carried.

C. Appoint Township Supervisor – The Board conducted interviews on October 17, 2019 to appoint a replacement for Paul Keson who resigned effective September 27, 2019. Important considerations were availability of time, having a vision for the future of the township, willingness to serve, the necessity and ability to research, to see that all laws and ordinances are enforced, the importance of understanding the structure of township government and working cooperatively with fellow board members and residents. The current term of office runs through November 20, 2020. Piper reviewed the qualifications of the five candidates to be considered for the office of township supervisor.

Moved by Nordlund, seconded by Kmetz to appoint Gerald Bleau to the office of Township Supervisor effective November 1, 2019, to fulfill the statutory duties of the office and to complete the unexpired term of office ending November 20, 2020, with an annual salary of $61,115.00 as established in the 2019 salary resolution for Township Supervisor.
Motion carried.

**Moved** by Nordlund, seconded by Kmetz to amend the previous motion to add “contingent upon resignation”. The motion is now “to appoint Gerald Bleau to the office of Township Supervisor effective November 1, 2019, to fulfill the statutory duties of the office and to complete the unexpired term of office ending November 20, 2020, with an annual salary of $61,115.00 as established in the 2019 salary resolution for Township Supervisor, **contingent upon resignation**.”

Motion carried.

**Letter of Resignation** – Board members reviewed a letter of resignation received from Gerald Bleau from the position of building inspector / zoning administrator, effective October 31, 2019.

Moved by Kmetz seconded by Sroka to accept the letter of resignation from Gerald Bleau, Building Inspector / Zoning Administrator, effective October 31, 2019.

Motion carried.

EXTENDED PUBLIC COMMENTS: Mr. Bleau thanked the board for their consideration. He thanked the staff, which he stated is top notch and thanked the other candidates. Mr. Bleau stated that this will be an exciting journey and he is hoping that this will be successful for the long term. Mr. Bleau relocated to the area because he loved the area and because of Paul Keson. Mr. Bleau stated that his success as supervisor is not possible without the staff and that the staff at Pere Marquette is better than anywhere he has worked.

ADJOURNMENT: The meeting was adjourned by the President pro tem at 6:48 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Piper, President pro tempore
PERE MARQUETTE CHARTER TOWNSHIP BOARD
held at 1699 S. Pere Marquette Highway, Ludington MI  49431

Board members present: Supervisor Gerald Bleau, Clerk Rachelle Enbody; Trustees: Paul Piper, Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.
Board member absent: Treasurer Jacalyn Sroka.
Also present: Devon Hall, Andy Larr, Larry Gaylord, Kelly Smith, Kelly van Frankenhuysen (Ludington Daily News) and two guests.

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 from the regular meeting on October 22, 2019 were approved by consent.

APPROVAL OF AGENDA:  Moved by Piper, seconded by Kmetz to add Item E. “Consider Planning Commission Appointment” to the agenda and approve the agenda as amended. Motion carried.

NEW BUSINESS: A. Consider Proposal for Building Inspection Services  – Bleau explained that he met with Thomas Fulker, the building inspector for Mason County and the City of Ludington, for providing inspection services to Pere Marquette Charter Township. Bleau is recommending that the Township enter into the agreement with Construction Consultants, LLC (Thomas I. Fulker) to provide building inspection and plan review services. Moved by Rasmussen seconded by Kmetz to approve the Building Inspection Services Proposal from Construction Consultants, LLC to provide field inspection services at a rate of 50% of the total building permit fees; to provide building plan reviews at a rate of 80% of each total building plan review fee; to provide inspections for existing, issued building permits at a rate of $45.00 each; and to provide additional services, as needed for preparing documents for web sites, attending administrative and judicial proceedings, additional inspections and other such items at a rate of $45.00 per hour. Motion carried.

B. Appoint Architectural Control Committee Member  – The Architectural Control Committee regulations require that a member of the Planning Commission serve as a member of this committee. James Hinman was the previous member but is no longer able to continue due to his resignation from the Planning Commission. Douglas Busch has indicated he is willing to serve as the Planning Commission member of the Architectural Control Committee. Moved by Piper seconded by Nordlund to appoint Douglas Busch to the Architectural Control Committee. Motion carried.

C. Standing Board / Committee Appointments for Township Supervisor  – Moved by Rasmussen, seconded by Kmetz to appoint Gerald Bleau to the same standing board / committees previously held by the former supervisor, effective immediately. Motion carried.

D. Personnel Committee Recommendations  – Piper reported that the Personnel Committee met to review personnel changes due to the appointment of a new supervisor which resulted in the loss of the building and zoning official. The Personnel Committee reviewed and approved a job description for a new position of Building Official. The Personnel Committee also reviewed and revised the Parks Manager position to include new facilities maintenance responsibilities and to adjust the compensation for the position, with the code enforcement responsibilities moving to a potential new position of a Zoning / Code Official. The Personnel Committee is recommending the adoption of the new job descriptions, the appointment of Bleau as the Building Official, and the approval of compensation for the Building Official and Parks Manager/Facilities Maintenance position(s).

1. Approve Job Description for Building Official

Moved by Nordlund seconded by Kmetz to approve the job description for the position of Building Official. Motion carried.
2. Establish Building Official Compensation

Moved by Piper seconded by Rasmussen to establish the annual compensation for the Building Official at $4,000.00, effective November 1, 2019.

Motion carried.

3. Appoint Building Official

Moved by Enbody, seconded by Kmetz to appoint Gerald Bleau as the Building Official, effective November 1, 2019.

Motion carried.

4. Approve Job Description: Parks Manager / Facilities Maintenance

Moved by Kmetz, seconded by Nordlund to approve the job description for the Parks Manager / Facilities Maintenance position.

Motion carried.

5. Establish Parks Manager / Facilities Maintenance Compensation – Piper explained that the compensation was determined on a three-step system with the first step starting the salary at $42,000.00 and incremental increases when the Pere Marquette Conservation Park property is purchased and the final step when the park becomes operational.

Moved by Nordlund, seconded by Kmetz to establish the annual initial compensation for the Parks Manager / Facilities Maintenance at $42,000 effective December 1, 2019. The Personnel Committee will review the compensation as needed dependent upon park development.

Motion carried.

E. Consider Planning Commission Appointment – Bleau explained that Jeremy Piper had expressed interest in being appointed to the Planning Commission.

Moved by Rasmussen, seconded by Nordlund to appoint Jeremy Piper to the Planning Commission to fill the vacancy created by the resignation of James Hinman for the term ending December 31, 2020.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Meeting cancelled, no report.

DEPARTMENT REPORTS: Assessor (Hall) – Reported the Michigan Department of Treasury recently released the Headlee Millage Reduction Fraction inflation rate multiplier for 2020, capping property value growth to 1.9% for the coming year. Hall reported that he and previous supervisor Keson used a multiplier of 1.85% to determine the 2020 proposed budget revenue figures.

Building/Zoning Administrator (Bleau) – Provided a report detailing permit activity for September 2019.

DPW/Water/Sewer Superintendent (Larr) – Reported that the first bids for the Lakeshore Drive watermain project came in high so it was determined that the project would be re-bid in the fall. The advertisement will begin November 18th, there will be a pre-bid meeting on December 5th and the bid opening will be December 19th. The tentative start date will be in April of 2020 with completion expected by the end of June. The department has been working on flushing water mains and is continuing with brush pick up and fall leaf pick up services.

Fire Department (Gaylord) – Reported on fifty-nine calls for service in October 2019 with year-to-date totals at three hundred forty-eight, which is equal to the year-to-date runs in 2018. Firefighter Hannes was awarded a certificate for thirty years of service at the last department meeting.
Parks Manager / Code Enforcement (Smith) – Reported that the parks have all been shut down for the season. Smith intends to review the township hall and park rentals to determine if rental fees need to be increased and if an online reservation system can be integrated with the website. There will be a meeting on Thursday with MCSA Group, Inc., to tour the DOW acquisition property to prepare a master plan for the Pere Marquette Conservation Park.

COMMITTEE OF THE WHOLE: Moved by Nordlund, seconded by Rasmussen to move into Committee of the Whole at 7:08 p.m. Motion carried. Various topics discussed with no action taken:

The personnel committee reported on a discussion separating the Supervisor position into separate positions of a Superintendent that would be in charge of day-to-day operation of the township and a Supervisor that would function more like a mayor or trustee and would run the board meetings. The Superintendent would be hired by the township board, the Supervisor would remain an elected position. A charter township board has the authority to appoint a township superintendent and to delegate functions specified in the statute. Any functions that are not delegated to the superintendent are exercised by the supervisor. The committee considered that it may be more efficient to separate the positions. Bleau stated that the people of the township should have a chance to weigh in on the subject and that future meetings should be held to obtain feedback from the community. Bleau added that there are pros and cons to both concepts and that anytime the structure of the township government changes, the public should have a chance to be involved in the discussion.

Rasmussen asked if there had been any further discussion of reducing the deer population. Bleau reported that Keson had informed the board that the DNR had determined that hunting would have little impact on the herd numbers and that the City was looking into a deer management program. Bleau will reach out to the City of Ludington and bring information back to the board.

Moved by Nordlund, seconded by Piper to return to regular session at 7:23 p.m. Motion carried.

OFFICERS REPORTS: Clerk (Enbody) – Reported working on documentation and financial figures for the Recreation Plan update, working on getting budget documentation prepared and beginning year-end preparations. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Piper to approve payment of invoices totaling $339,071.27. Motion carried.

Treasurer (Sroka) – Absent. Provided a report detailing cash, bank and investment balances by fund and by bank account for October 2019.

Supervisor (Bleau) – Reported attending a Fire Department meeting to present a thirty-year achievement award to Tim Hannes. The well at the township hall required service and was flushed out and chlorinated. The well service company recommended removing the old galvanized tank and replacing it with a variable frequency control panel and small tank. Bleau suggested that the compensation schedule requirement of attendance at regular board meetings by department heads could be changed from monthly to quarterly and he will bring the subject back for consideration at a later date.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:35 p.m.
Regular/Committee of the Whole Meeting
November 26, 2019

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, James Nordlund Sr., and Henry Rasmussen.

Also present: Kelly van Frankenhuysen (Ludington Daily News), County Commissioner Steve Hull, and Karie Bleau.

Present for a portion of the meeting: Kelly Smith.

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 from the regular meeting on November 12, 2019 and the current agenda were approved by consent.

A. Set Public Hearing Date (12/10/2019) for 2020 Proposed Budget(s) and Levy(s) – Moved by Piper, seconded by Kmetz to set the public hearing date for the proposed 2020 budget(s) and levy(s) for December 10, 2019.

Motion carried.

B. Consider Amendment to the MERS Defined Contribution Plan – Enbody explained that a request was received from a participant to take out a loan on their defined contribution plan. The current plan does not allow loans. The MERS Loan Addendum document defines the loan procedures and MERS is responsible for the administration of all loans. The responsibility of the township is to maintain payroll deductions as determined by MERS, submit loan repayments to MERS and to notify MERS of any separation from employment of participants.

Moved by Piper, seconded by Nordlund to approve amending the MERS Uniform Defined Contribution Plan Adoption Agreement to indicate that loans shall be permitted for eligible MERS participants to be effective December 1, 2019, and to authorize the Clerk/Benefits Plan Administrator to sign the Agreement.

Motion carried.

C. Consider Temporary Staffing Services – Board members reviewed agreements from two staffing service agencies. Enbody reviewed the terms of each agreement and recommended Arch Staffing & Consulting due to the flexibility they allow with scheduling and the ability to interview and choose the temporary personnel.

Moved by Enbody seconded by Rasmussen to accept the terms of the Rate & Service Confirmation Letter from Arch Staffing & Consulting to provide temporary staffing services in the Clerk’s office and to authorize the Clerk to sign the agreement.

Motion carried.

D. Consider Rescinding Township Board Rules – Enbody explained that she had discovered a document entitled Board Rules that, according to township board minutes, was originally adopted in 1984 and later amended in 1994. The document that was discovered only incorporated a portion of the amendments and is therefore incomplete. Many of rules within the document are township laws and the document would require continual monitoring of legislation and adopting amendments as new laws are passed. Because township government must abide by statute it is redundant to have a separate document that also lists laws as rules to be followed by the board.

Moved by Kmetz seconded by Sroka to rescind the list of Board Rules originally adopted 12/11/1984.

Motion carried.

E. Personnel Committee Recommendation(s) – Piper reported on the most recent meeting of the Personnel Committee. The committee met to review the job description for the position of Zoning Administrator / Code Enforcement and to review with Smith, at Smith's request, the job description for the Parks Manager / Facilities Maintenance position that was adopted at the last meeting.

1. Approve Job Description: Zoning Administrator / Code Enforcement.
Moved by Nordlund seconded by Sroka to approve the job description for the position of Zoning Administrator / Code Enforcement, effective immediately. All job descriptions or parts of job descriptions in conflict with this job description are hereby repealed.

Motion carried.

2. Establish Compensation: Zoning Administrator / Code Enforcement – Piper noted that the compensation for the Zoning Administrator / Code Enforcement position is based upon a forty-hour work week.

Moved by Piper seconded by Kmetz to establish the annual compensation for the Zoning Administrator / Code Enforcement position at $46,850.00, effective January 1, 2020.

Motion carried.

3. Authorize Supervisor to advertise for the position of Zoning Administrator / Code Enforcement.

Moved by Enbody seconded by Kmetz to authorize the supervisor to advertise, interview and bring to the board for approval, a candidate for the position of Zoning Administrator / Code Enforcement.

Motion carried.

4. Re-affirm Parks Manager / Facilities Maintenance job description – Piper noted that the previous Parks Manager position had been combined with the Code Enforcement position and that when the new Parks Manager / Facilities Maintenance job description was adopted at the last meeting, the Code Enforcement portion was not addressed. The new position and job description of Zoning Administrator / Code Enforcement job description has just been approved and should eliminate any confusion with respect to Code Enforcement responsibilities. The new Parks Manager / Facilities Maintenance position is required to maintain office hours at the township hall of thirty hours per week in the winter months and nine hours per week in the summer months along with the hours worked at the park facilities. The position is considered a full-time year-around forty hour per week and on call after hours position. Kelly Smith requested that he be allowed to address the board to review the requirements of the job description. Smith requested that the requirement of office hours be eliminated and that he be allowed to work from home. The township does not have a policy to allow employees to work from home. The personnel policy requires employees to regularly work thirty or more hours per week to be eligible to receive benefits. After a lengthy discussion with Smith, the board acted.

Moved by Piper seconded by Kmetz to re-affirm the approval of the job description for the Parks Manager / Facilities Maintenance position which requires the employee to maintain winter office hours at the Township Hall Monday through Friday, five hours per day, five days a week and one hour per day for park inspections and summer office hours at the Township Hall for three hours per day, three days per week with an annual average work week of forty hours per week, effective December 1, 2019. In addition, the previous Parks Manager position shall be considered terminated effective December 1, 2019.

Motion carried.

Moved by Sroka seconded by Kmetz to offer the position of Parks Manager / Facilities Maintenance position to Kelly Smith, effective December 1, 2019, with acceptance of the offer, duties, and requirement of hours to be received by the Supervisor on or before December 1, 2019.

Motion carried.

F. Appoint Assessor as Land Division Administrator – Bleau explained that the Ordinance states that applications for land division approval are filed with the township zoning administrator or other official designated by the township board. Bleau is recommending that the Township Assessor be designated as a Land Division Administrator to receive land division applications and corresponding documentation.

Moved by Rasmussen seconded by Sroka to designate the Township Assessor as a Land Division Administrator to accept filings for land division requests.

Motion carried.
COMMITTEE OF THE WHOLE: **Moved** by Enbody, seconded by Piper to move into Committee of the Whole at 7:27 p.m. Motion carried. Various topics discussed with no action taken:

Board members reviewed and discussed 2020 proposed budget figures.

**Moved** by Kmetz, seconded by Nordlund to return to regular session at 7:37 p.m. Motion carried.

EXTENDED PUBLIC COMMENT: County Commissioner Steve Hull reported on the most recent meeting of the Mason County Board of Commissioners.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:42 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Gerald A. Bleau, Township Supervisor
Board members present: Supervisor Gerald Bleau, Clerk Rachelle Enbody, Treasurer Jacalyn Sroka, Trustees: Paul Piper, Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.

Also present: Devon Hall, Andy Larr, Larry Gaylord, Kelly Smith, Kelly van Frankenhuizen (Ludington Daily News) and two 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 from the regular meeting on November 26, 2019 and the current agenda were approved by consent.

PUBLIC COMMENT: Sheriff Cole reported on sixty-five calls for service in October and seventy-seven calls for service in November 2019.

PUBLIC HEARING: A. 2020 Proposed budgets and Levy – The public hearing was called to order by the Supervisor at 6:41 p.m. Notice of the public hearing was published in the Ludington Daily News on December 2, 2019. The property tax millage rate of 2.85 mills proposed to be levied to support the general fund budget is a subject of this hearing. The millage rate has remained at 2.85 mills since 2004.

There were no comments, written or oral, and the public hearing was closed at 6:43 p.m.

COMMUNICATIONS: Enbody reported a communication from Charter Communications to notify the township of the elimination of certain sports channels from the regular channel line-up. Enbody read an email received from a resident thanking the township and DPW crew for the valiant attempt at fall leaf clean-up.

NEW BUSINESS: A. Adopt 2020 Proposed Budgets / General Appropriations Act – Board members reviewed the proposed 2020 General Fund, Metro Act Special Fund and Transportation System Special Fund budgets. The General Fund budget was based on a millage rate of 2.85 mills. Bleau reviewed anticipated revenue increases of approximately $221,250.00 which is an increase of 9% over the 2019 budget due to new construction, Consumers/DTE Pumped Storage Plant upgrades, uncapping of sold properties and the assessment inflationary roll up of 1.9% increase for 2020. Expenditure changes include a 2% compensation increase for township employees and elected officials, an increase in contractual services in the Assessing Department for Level 4 assessing services, an increase in the Township Hall Department for the new position for facility maintenance, new pagers and radios for the Fire Department, changes in the Building Official Department to add Building Official compensation and increase contractual services for building inspections, an increase in the Zoning/Planning Official Department due to the creation of a new position, and a new line item in the Parks Department for the Parks Manager compensation. The revenues and expenditures are balanced at $2,699,636.00. Bleau noted that the township is in excellent financial shape.

PERE MARQUETTE CHARTER TOWNSHIP
2020 General Appropriations Act

The Pere Marquette Charter Township Board resolves:

SECTION 1: Title--This resolution shall be known as the Pere Marquette Charter Township 2020 General Appropriations Act.

SECTION 2: Public Hearing on the Budget – Pursuant to MCL 42.26, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on December 2, 2019, and a public hearing on the proposed budget was held on December 10, 2019.

SECTION 3: Millage Levy – The Pere Marquette Charter Township Board shall cause to be levied and collected the general property tax on all real and personal property within the Township upon the current tax roll an amount equal to 2.85 mills for township operations, and voter authorized millage of .20 mills for public transportation. The millage for township operations is levied at less than the 5 mills authorized by statute.
SECTION 4: Adoption of budget by Department – Pere Marquette Charter Township Board adopts the 2020 budgets for the various funds by Department. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each Department. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

SECTION 5: Payment of Bills – Pursuant to MCL 41.75, all claims (bills) against the Township shall be approved by the Pere Marquette Charter Township Board prior to being paid. The Township Clerk and Treasurer may pay certain bills prior to approval by the Township Board to avoid late penalties, service charges and interest (primarily utilities) and payroll in accordance with the approved salaries and hourly rates adopted by the Township Board. The Township Board shall receive a list of claims (bills) paid prior to approval for approval at the next Board meeting.

SECTION 6: Authorized salary, hourly and per meeting/diem rates – Included in the various Departments are amounts of the salary, hourly and per meeting/diem rates for the officials and employees of the Township as set in the Schedule of Salaries and Wages as adopted by the Pere Marquette Charter Township Board.

SECTION 7: Estimated Revenues and Expenditures – Estimated total revenues and expenditures for the various funds of Pere Marquette Charter Township are:

<table>
<thead>
<tr>
<th>Fund 101 - General Fund</th>
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</thead>
<tbody>
<tr>
<td>TOTAL ESTIMATED REVENUE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPROPRIATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept 101-Township Board</td>
</tr>
<tr>
<td>Dept 171-Township Supervisor</td>
</tr>
<tr>
<td>Dept 173-Administration-Grants &amp; Loans</td>
</tr>
<tr>
<td>Dept 191-Election Commission</td>
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<tr>
<td>Dept 209-Assessor</td>
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<tr>
<td>Dept 215-Clerk</td>
</tr>
<tr>
<td>Dept 228-Web/GIS/Info Technology</td>
</tr>
<tr>
<td>Dept 247-Board Of Review</td>
</tr>
<tr>
<td>Dept 248-Tax Abatement Review Board</td>
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<tr>
<td>Dept 253-Treasurer</td>
</tr>
<tr>
<td>Dept 265-Township Hall &amp; Grounds</td>
</tr>
<tr>
<td>Dept 276-Cemetary Operation</td>
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<tr>
<td>Dept 336-Fire Department</td>
</tr>
<tr>
<td>Dept 371-Building Official</td>
</tr>
<tr>
<td>Dept 400-Planning Commission</td>
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<tr>
<td>Dept 410-Zoning Board of Appeals</td>
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<tr>
<td>Dept 411-Zoning/Planning Official</td>
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<tr>
<td>Dept 441-Dept. Of Public Works</td>
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<tr>
<td>Dept 446-Roads &amp; Streets</td>
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<tr>
<td>Dept 448-Street Lighting</td>
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<tr>
<td>Dept 528-Refuse Collection / Disposal</td>
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<tr>
<td>Dept 751-Parks &amp; Recreation Department</td>
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<tr>
<td>Dept 850-Employee Benefits</td>
</tr>
<tr>
<td>Dept 890-Contingency</td>
</tr>
<tr>
<td>Dept 899-Tax/Tribunal Refunds</td>
</tr>
<tr>
<td>Dept 965-Transfer To Other Funds</td>
</tr>
</tbody>
</table>

| TOTAL ESTIMATED APPROPRIATIONS | 2,699,636 |

| NET OF REVENUES/APPROPRIATIONS - FUND 101 | 0 |

Beginning fund balance | 2,816,147
Anticipated ending fund balance (12/31/20) | 2,816,147

**Fund 275 - Metro Act Special**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>TOTAL ESTIMATED REVENUES</td>
<td>4,400</td>
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<tr>
<td>TOTAL ESTIMATED APPROPRIATIONS</td>
<td>0</td>
</tr>
<tr>
<td>NET OF REVENUES/APPROPRIATIONS - FUND 275</td>
<td>4,400</td>
</tr>
</tbody>
</table>

Beginning fund balance | 67,380
Anticipated ending fund balance (12/31/20) | 71,780

**Fund 288 - Transportation System Special**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL ESTIMATED REVENUES</td>
<td>126,000</td>
</tr>
<tr>
<td>TOTAL ESTIMATED APPROPRIATIONS</td>
<td>160,000</td>
</tr>
<tr>
<td>NET OF REVENUES/APPROPRIATIONS - FUND 288</td>
<td>0</td>
</tr>
</tbody>
</table>

Beginning fund balance | 147,900
Anticipated ending fund balance (12/31/20) | 113,900

SECTION 8: Periodic Financial Reports – The Township Clerk shall provide the Township Board at the Board meeting immediately following the end of each fiscal quarter and at the final Board meeting of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts in the various funds of the Township.

SECTION 9: Budget Monitoring – Whenever it appears to the Township Supervisor or the Township Board that the actual and probable revenues in any 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 appropriation, 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.

SECTION 10: Board Adoption – Moved by Enbody, seconded by Kmetz to adopt the foregoing resolution and General Appropriations Act.

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

Resolution declared adopted.

B. Adopt 2020 Proposed Sewer and Water Fund Budgets – Bleau reviewed the Sewer and Water Fund Budgets.

**Fund 590 - Sewer Fund**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>TOTAL ESTIMATED REVENUES</td>
<td>386,000</td>
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<tr>
<td>APPROPRIATIONS</td>
<td></td>
</tr>
<tr>
<td>Dept 536-Transmission &amp; Distribution</td>
<td>82,005</td>
</tr>
<tr>
<td>Dept 538-Administrative &amp; General</td>
<td>400,259</td>
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<tr>
<td>Dept 850-Employee Benefits</td>
<td>27,525</td>
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<tr>
<td>TOTAL ESTIMATED APPROPRIATIONS</td>
<td>509,789</td>
</tr>
<tr>
<td>NET OF REVENUES/APPROPRIATIONS - FUND 590</td>
<td>(123,789)</td>
</tr>
<tr>
<td>Fund 591 - Water Fund</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ESTIMATED REVENUES</strong></td>
<td>1,129,740</td>
</tr>
<tr>
<td><strong>APPROPRIATIONS</strong></td>
<td></td>
</tr>
<tr>
<td>Dept 536-Transmission &amp; Distribution</td>
<td>141,550</td>
</tr>
<tr>
<td>Dept 538-Administrative &amp; General</td>
<td>1,043,888</td>
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<td>Dept 850-Employee Benefits</td>
<td>37,940</td>
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<tr>
<td><strong>TOTAL ESTIMATED APPROPRIATIONS</strong></td>
<td>1,186,787</td>
</tr>
<tr>
<td><strong>NET OF REVENUES/APPROPRIATIONS - FUND 591</strong></td>
<td>(93,638)</td>
</tr>
<tr>
<td>Beginning fund balance</td>
<td>6,635,462</td>
</tr>
<tr>
<td>Anticipated ending fund balance (12/31/20)</td>
<td>6,541,824</td>
</tr>
</tbody>
</table>

Moved by Nordlund, seconded by Piper to adopt the foregoing 2020 Sewer and Water Fund Budgets.

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

Motion carried.

C. **Adopt 2020 Compensation Schedule** – The Personnel Committee made the following recommendations for 2019 compensation:

Department Heads: Increase of 2%.

Regular Hourly Employees: Increase of 2%.

Park/Seasonal/Part Time Employees: No change. Starting wage will remain at $10.00 per hour and current returning employees will receive an increase of .50 cents per hour.

Firefighter total annual compensation as follows:

- Probationary Firefighter $3,775.00 per year
- Probationary with Medical $4,795.00 per year
- Senior Firefighter to $4,795.00 per year
- Senior with Medical to $6,225.00 per year

Moved by Piper, seconded by Sroka to approve the foregoing recommendations from the Personnel Committee for compensation for the year 2020.

Motion carried.

D. **Adopt Salary Resolutions for Supervisor, Clerk, and Treasurer** – The Personnel Committee recommended a 2% increase for the elected positions of Supervisor, Clerk, and Treasurer.

**RESOLUTION TO ESTABLISH SALARY OF THE TOWNSHIP SUPERVISOR**

WHEREAS, according to MCLA 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems it desirable to adjust the salary of the township supervisor to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, now,
BE IT RESOLVED, that as of January 1, 2020, the salary of the office of township supervisor shall be as follows:

Supervisor: $62,337.00

The foregoing Resolution to establish the salary of the township supervisor was offered by Piper and supported by Enbody.

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

The supervisor declared the resolution adopted.

RESOLUTION TO ESTABLISH SALARY OF THE TOWNSHIP CLERK

WHEREAS, according to MCLA 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems it desirable to adjust the salary of the township clerk to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, now,

BE IT RESOLVED, that as of January 1, 2020, the salary of the office of township clerk shall be as follows:

Clerk: $46,921.00

The foregoing Resolution to establish the salary of the township clerk was offered by Sroka and supported by Enbody.

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

The supervisor declared the resolution adopted.

RESOLUTION TO ESTABLISH SALARY OF THE TOWNSHIP TREASURER

WHEREAS, according to MCLA 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems it desirable to adjust the salary of the township treasurer to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, now,

BE IT RESOLVED, that as of January 1, 2020, the salary of the office of township treasurer shall be as follows:

Treasurer: $45,817.00

The foregoing Resolution to establish the salary of the township treasurer was offered by Piper and supported by Nordlund.

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

The supervisor declared the resolution adopted.

E. **Set 2020 Meeting Schedule** – Moved by Kmetz, seconded by Nordlund to set the following Township Board meeting schedule for 2020:
**2020 MEETING SCHEDULE**

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday – 01/14</td>
<td>Tuesday – 02/11</td>
<td>Wednesday – 03/11</td>
</tr>
<tr>
<td>Tuesday – 02/25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APRIL</th>
<th>MAY</th>
<th>JUNE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday – 04/14</td>
<td>Tuesday – 05/12</td>
<td>Tuesday – 06/09</td>
</tr>
<tr>
<td>Tuesday – 04/28</td>
<td></td>
<td>Tuesday – 06/23</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JULY</th>
<th>AUGUST</th>
<th>SEPTEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday – 07/14</td>
<td>Tuesday – 08/11</td>
<td>Tuesday – 09/08</td>
</tr>
<tr>
<td>Tuesday – 07/21</td>
<td>Tuesday – 08/25</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>DECEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday – 10/13</td>
<td>Tuesday – 11/10</td>
<td>Tuesday – 12/08</td>
</tr>
<tr>
<td>Tuesday – 10/27</td>
<td>Tuesday – 11/24</td>
<td>Thursday – 12/29*</td>
</tr>
</tbody>
</table>

*Regular Year End Meeting to allow for completion of year-end business scheduled to begin at 4:00 p.m.

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

Motion carried.

F. **2020 Standing Board / Committee Appointments** – Moved by Piper seconded by Enbody to approve the following Standing Board/Committee Appointments for 2020:

**Standing Boards and Committees for 2020**

<table>
<thead>
<tr>
<th>Architectural Control</th>
<th>Election Commission</th>
<th>Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gerald Bleau*</td>
<td>Rachelle Enbody*</td>
<td>Jacalyn Sroka*</td>
</tr>
<tr>
<td>Henry Rasmussen</td>
<td>James Nordlund, Sr.</td>
<td>Gerald Bleau</td>
</tr>
<tr>
<td>Douglas Busch</td>
<td>Henry Rasmussen</td>
<td></td>
</tr>
<tr>
<td>Building Inspector</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Economic Development</th>
<th>MI Municipal Risk Management</th>
<th>Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gerald Bleau*</td>
<td>Gerald Bleau*</td>
<td>Paul Piper*</td>
</tr>
<tr>
<td>Rachelle Enbody</td>
<td>Andrew Larr</td>
<td>Andy Kmetz</td>
</tr>
<tr>
<td>Jacalyn Sroka</td>
<td>Andy Kmetz</td>
<td>James Nordlund, Sr.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sewer &amp; Water</th>
<th>Roads</th>
<th>Tax Abatement Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rachelle Enbody*</td>
<td>Gerald Bleau*</td>
<td>Rachelle Enbody*</td>
</tr>
<tr>
<td>Jacalyn Sroka</td>
<td>James Nordlund, Sr.</td>
<td>Devon Hall</td>
</tr>
<tr>
<td>Gerald Bleau</td>
<td>Andrew Kmetz</td>
<td>Susan VanHoven</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Twp. Bd. Representative to Planning Commission</th>
<th>Twp. Bd. Representative to Zoning Bd. of Appeals</th>
<th>Grants/Loans Administrator</th>
<th>Water/Sewer Administrator</th>
<th>Mason County Growth Alliance Representative</th>
<th>Ludington Mass Transit Authority Representative</th>
<th>MMRMA Member Representative</th>
<th>Lincoln Lake Improvement Board Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Kmetz</td>
<td>Paul Piper</td>
<td>Rachelle Enbody</td>
<td>Gerald Bleau</td>
<td>Gerald Bleau</td>
<td>Gerald Bleau</td>
<td>Gerald Bleau</td>
<td>Stephen Wegener</td>
</tr>
</tbody>
</table>

Motion carried.
G. **2020 Fire Department Officer Appointments** – Moved by Sroka, seconded by Nordlund to approve the following Fire Department Officer appointments, effective January 1, 2020:

**Fire Department:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Chief</td>
<td>Lawrence Gaylord</td>
</tr>
<tr>
<td>Assistant Chief</td>
<td>Scott Graczyk</td>
</tr>
<tr>
<td>Captain</td>
<td>Dan Marek</td>
</tr>
<tr>
<td>1st Lieutenant</td>
<td>Scott Kelsey</td>
</tr>
<tr>
<td>2nd Lieutenant</td>
<td>Paul Bray</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>Jim Mitchell</td>
</tr>
<tr>
<td>Training Officer</td>
<td>Ross Kissel</td>
</tr>
</tbody>
</table>

Motion carried.

H. **Board and Commission Appointments** – Moved by Kmetz seconded by Piper to approve the following appointments, effective January 1, 2020:


Motion carried.

I. **Set Public Hearing Date (1/14/2020) for Parks, Recreation and Open Space Plan** – Moved by Enbody, seconded by Sroka to set the public hearing date to hear comments on the Parks, Recreation and Open Space Plan for January 14, 2020.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported approving a site plan for a Culver’s restaurant, subject to conditions. Groundbreaking will take place in January with completion by Memorial Day. The Planning Commission also set the 2020 meeting schedule.

Zoning Board of Appeals (Piper) – Reported conducting a public hearing and making a determination on a variance request for setback relief. The request was approved to allow an encroachment of five feet into the side yard setback to allow for an accessory structure. The ZBA also elected 2020 officers and set the 2020 meeting schedule.

DEPARTMENT REPORTS: Assessor (Hall) – Hall read a letter to the board announcing his retirement for sometime in late June or early July. Hall wanted to give the board ample time to secure a new assessor. Hall stated that it has been an honor to serve and that it has been a privilege to work with the highly competent staff at Pere Marquette Charter Township. Hall also suggested that the township consider hiring a professional firm to review the compensation for all township positions.

Building/Zoning/Code Administrator – Provided a report detailing permit activity for November 2019. Bleau noted that the township is just short of twenty-one million dollars in construction value this year and that 2020 is shaping up to be another good year.

DPW/Water/Sewer Superintendent (Larr) – Reported on a pre-bid meeting for the Lakeshore Drive watermain project with the bid opening scheduled for December 19th. The project is scheduled for the spring of 2020. The crew has been busy with leaf and brush collection noting that the early snowfall has hampered collection this year.

Fire Department (Gaylord) – Reported on thirty-six responses in November 2019. November figures are three hundred eighty-one calls in 2018 compared to three hundred seventy in 2019. Year to date responses are three hundred ninety-six responses in 2019 with total responses in 2018 at three hundred and ninety.

Parks / Facilities Manager (Smith) – Reported working on the five-year recreation plan with consultant Jim Bernier. The DOW property acquisition is progressing with boundary adjustments to be submitted to the DNR for approval. Smith is hopeful that the closing of parcels 1-4 of the acquisition will take place in February or March of 2020.
Smith distributed documentation from the National Park Service that details the community outreach strategy for the Pere Marquette Conservation Park. Meetings to obtain public input are scheduled for the spring with the information to be given to MC Smith for incorporation into the park master plan. Reported working to develop spreadsheets for equipment maintenance. Bleau added that with the discussions from the most recent Conservation Park acquisition meeting he is confident with the meeting and the process.

OFFICERS REPORTS: Clerk (Enbody) – Enbody reported her office is already planning and ordering supplies for the 2020 March Presidential Primary Election. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Piper to approve payment of invoices totaling $342,578.17. Motion carried.

Treasurer (Sroka) – Provided a report detailing cash, bank and investment balances by fund and by bank account for November 2019.

Supervisor (Bleau) – Reported on the recent passing(s) of Kurtis Malzahn, City of Ludington Water Plant Superintendent and Lyle Collins, former Pere Marquette Charter Township Fire Chief with more than thirty years of service to the department. Bleau reported receiving a waiver from the Michigan Department of Treasury to allow the township assessor to certify the 2020 assessment roll with the requirement that the township contracted MMAO (level 4) assessor prepares the assessment for the Consumers Power / DTE Ludington Pumped Storage Project. In addition, the waiver granted to Pere Marquette Township reduces the requirement that Mason County have an Equalization Director of Record certified at the MMAO (Level 4) level. This waiver expires December 31, 2020. Bleau added that the township has advertised for the zoning administrator/code enforcement position which he is hoping to fill soon.

ANNOUNCEMENTS: Bleau announced the dates and times of upcoming holiday gatherings for both the fire department and township offices.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:47 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Gerald A. Bleau, Township Supervisor
Board members present: Supervisor Gerald Bleau, Clerk Rachelle Enbody, Treasurer Jacalyn Sroka, Trustees: Paul Piper, Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.

Also present: Noah Hausmann (Ludington Daily News) and one guest.

Meeting was called to order at 4:00 p.m. by the Supervisor. Invocation was given by Bleau; Pledge of Allegiance was recited by all. The minutes of the December 10, 2019 meeting and the current agenda were approved by consent.

NEW BUSINESS: A. **Adopt Capital Improvement Plan** – Board members reviewed the proposed six-year Capital Improvement Plan. Bleau explained the items on the plan and how the supervisor, department heads and finance committee evaluated the scheduling of each purchase. Bleau reviewed each item within the plan. Enbody added that the fund balance in the Capital Improvement Fund is capable of supporting the planned purchases and improvements.

<table>
<thead>
<tr>
<th>#</th>
<th>Item Category</th>
<th>Department</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-3</td>
<td>Leaf Vacuum Replacement</td>
<td>DPW</td>
<td>85,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>85,500</td>
</tr>
<tr>
<td>17-4</td>
<td>Boat Launch for PM Conservation</td>
<td>Parks</td>
<td>200,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>200,000</td>
</tr>
<tr>
<td>14-10</td>
<td>Bathroom Remodel TH</td>
<td>THG</td>
<td>30,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30,000</td>
</tr>
<tr>
<td>14-6</td>
<td>Skid Steer</td>
<td>Wa/Sw/DPW</td>
<td>54,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>54,000</td>
</tr>
<tr>
<td>17-5</td>
<td>Storage Garage</td>
<td>DPW</td>
<td>75,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>75,000</td>
</tr>
<tr>
<td>16-2</td>
<td>Boiler TH</td>
<td>THG</td>
<td>12,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12,500</td>
</tr>
<tr>
<td>16-4</td>
<td>Drain Field/Septic @ BV</td>
<td>Parks</td>
<td>20,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20,000</td>
</tr>
<tr>
<td>14-8</td>
<td>Water Main S Jebavy to PM Hwy</td>
<td>Wa</td>
<td>300,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>300,000</td>
</tr>
<tr>
<td>16-1</td>
<td>MTP Improvements**</td>
<td>Parks</td>
<td>80,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>80,000</td>
</tr>
<tr>
<td>17-3</td>
<td>Cabins for new PM Conservation</td>
<td>Parks</td>
<td>90,000</td>
<td>30,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>120,000</td>
</tr>
<tr>
<td>18-1</td>
<td>Truck Replacement</td>
<td>Wa/Sw/DPW</td>
<td>50,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50,000</td>
</tr>
<tr>
<td>18/2</td>
<td>UTV (Utility Task Vehicle)</td>
<td>Parks</td>
<td>22,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>22,000</td>
</tr>
<tr>
<td>18-3</td>
<td>Storage Garage</td>
<td>Parks</td>
<td>80,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>80,000</td>
</tr>
<tr>
<td>18-4</td>
<td>Lift Station Repairs</td>
<td>Sewer</td>
<td>200,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>200,000</td>
</tr>
<tr>
<td>19-1</td>
<td>Generator</td>
<td>Fire Dept</td>
<td>30,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30,000</td>
</tr>
</tbody>
</table>

**Total Purchases** | 315,500 | 129,000 | 32,500 | 470,000 | 352,000 | 30,000 | 1,329,000

**Moved** by Nordlund, seconded by Kmetz to adopt the 2020-2025 Capital Improvement Plan.

Motion carried.

B. **Sewer Rate Resolution** – Board members reviewed the proposed changes to the Sewer Rate Resolution which include a change in the usage rate from $4.72 to $4.81 per hundred cubic feet, a change in the flat rate sewer charge for single and two-family residences from $83.00 to $84.66 per quarter and to provide for an effective date for the quarter beginning on January 1, 2020. The change to usage rate represents a 2% increase in the rate(s) based upon the cost of living increase and the increase to the flat rate is based upon an increase in the flat rate charged to the Township by the City of Ludington.

The following **Resolution** was offered by Sroka, and supported by Piper:

**PERE MARQUETTE CHARTER TOWNSHIP**  
**SEWER RATE RESOLUTION**

WHEREAS, Code of Ordinances, Chapter 30, Article III, Sewer and Sewage Disposal (the “Code”) provides that the Township Board shall establish sewer user rates and charges from time to time; and

WHEREAS, the Township Board desires to establish such rates and charges as are set forth in this resolution.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Pursuant to Section 30-239 of the Code, the following sewer connection charges are established:
a. **Sewer Stub Installation Charge.** All connections to the system shall pay a sewer stub installation charge except that if the sewer stub line has already been constructed as part of a special assessment district or by a third party without cost to the township, then there shall be no sewer stub installation charge. The stub installation charge for any other connection shall be as provided in the following table:

<table>
<thead>
<tr>
<th>Gravity sewers</th>
<th>$950.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small diameter pressure sewers (per lf)</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Lineal footage for stub charges for pressure sewers should be measured from the stub to the connection point for the premises.

b. **Frontage Charge.** A connection to the System as provided in the Code shall be as provided in the following table:

| Gravity Sewers (per front lf) | $40.00 |
| Pressure Sewers (per front lf) | $10.00 |

c. **Trunkage Charge.** For all connections, except those connections made directly to the City of Ludington sewer transmission system, the charge shall be as follows:

<table>
<thead>
<tr>
<th>Size</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8 &amp; 3/4”</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>1”</td>
<td>$3,125.00</td>
</tr>
<tr>
<td>1-1/2”</td>
<td>$6,250.00</td>
</tr>
<tr>
<td>2”</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>3”</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>4”</td>
<td>$31,250.00</td>
</tr>
<tr>
<td>6”</td>
<td>$62,500.00</td>
</tr>
<tr>
<td>8”</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>10”</td>
<td>$143,750.00</td>
</tr>
<tr>
<td>12”</td>
<td>$268,750.00</td>
</tr>
</tbody>
</table>

d. **Grinder Pump Charge.** For all connections requiring use of a grinder pump the charge shall be billed at actual cost for time, materials, and service charges as needed.

2. Pursuant to Section 30-240 of the Code, interest at a rate of prime plus 2% per annum shall be charged on the unpaid balance when the applicant elects to pay the frontage and trunkage charges, or any part thereof, in installments.

3. Pursuant to Section 30-241 of the Code, the following Sewer Rates and Other Charges are established:

a. **$4.81** per 100 cubic feet of water utilized per calendar quarter plus a quarterly readiness-to serve charge determined as follows:

<table>
<thead>
<tr>
<th>Size</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8 &amp; 3/4”</td>
<td>$12.00</td>
</tr>
<tr>
<td>1”</td>
<td>$30.00</td>
</tr>
<tr>
<td>1-1/2”</td>
<td>$60.00</td>
</tr>
<tr>
<td>2”</td>
<td>$96.00</td>
</tr>
<tr>
<td>3”</td>
<td>$196.00</td>
</tr>
<tr>
<td>4”</td>
<td>$300.00</td>
</tr>
<tr>
<td>6”</td>
<td>$600.00</td>
</tr>
<tr>
<td>8”</td>
<td>$960.00</td>
</tr>
<tr>
<td>10”</td>
<td>$1,380.00</td>
</tr>
<tr>
<td>12”</td>
<td>$2,580.00</td>
</tr>
</tbody>
</table>

b. Charge for single and two-family residences not connected to public water - **$84.66** per quarter

c. Meter test - $100

d. Development plan review and inspection, including testing and compiling construction records for subdivisions, site condominiums, multi-family dwellings and other types of residential, commercial or industrial developments where a sewer line and/or stub is constructed as part of the development - shall be charged at cost for labor, materials and any necessary services.

e. Service call for turn-on, turn-off, meter removal and/or meter re-installation (exclusive of emergency situations) - $50 each time
f. Temporary metered discharge to System - $100 plus commodity charge. The commodity charge may be adjusted on a case-by-case basis when requested by a commercial or industrial customer. Each request will be reviewed by the Water and Sewer Committee, who will then establish a revised temporary rate.

g. Service for meter reading outside the regular meter reading schedule for special billing purposes - $50

Charges for partial quarters shall be prorated.

4. Pursuant to Section 30-245 of the Code, service calls for repair/replacement of damaged meters and/or sewer lines shall be charged actual costs for labor, materials and any necessary services.

5. This resolution shall be effective immediately and shall be applicable for the current quarter beginning on January 1, 2020 and continuing thereafter until modified by future resolution of the Board.

6. All resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

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

Resolution declared adopted.

C. **Water Rate Resolution** – Board members reviewed the proposed changes to the Water Rate Resolution which include a change in the usage rate from $3.38 to $3.44 per hundred cubic feet for residential usage, a change in the usage rate for Michigan Power Limited Partnership from $1.17 to $1.21 per hundred cubic feet and to provide for an effective date for the quarter beginning on January 1, 2020. The change in the residential usage rate represents a 2% increase based upon the cost of living increase. The Michigan Power usage rate increase is per the terms of the Water Supply Agreement.

The following **Resolution** was offered by Sroka, and supported by Kmetz:

**PERE MARQUETTE CHARTER TOWNSHIP**

**WATER RATE RESOLUTION**

WHEREAS, Code of Ordinances, Chapter 30, Article II – Water System (the “Code”) provides that the Township Board shall establish water user rates and charges from time to time; and

WHEREAS, the Township Board desires to establish such rates and charges as are set forth in this resolution.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Under Section 30-61 of the Code, the following charges are established for the Township’s water system (“System”):

   a. **Water Service Tap Installation Charge.** All connections to the system shall pay a water service installation charge except that if the water service line has already been constructed as part of a special assessment district or by a third party without cost to the township, then there shall be no water service installation charge. The tap installation charge for any other connection shall be as provided in the following table:

<table>
<thead>
<tr>
<th>5/8 &amp; 3/4”</th>
<th>$750.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>1”</td>
<td>$825.00</td>
</tr>
<tr>
<td>1-1/2”</td>
<td>$900.00</td>
</tr>
<tr>
<td>2”</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Over 2”</td>
<td>At cost</td>
</tr>
</tbody>
</table>

At cost calculations will include time and materials.

b. **Frontage Charge.** A connection to the System as provided in the Code shall be $25 per front lineal foot.

c. **Benefit Charge.** For all connections, except those connections served directly by the City of Ludington water system, the charge shall be as follows:
2. Pursuant to Section 30-62(c) of the Code, interest at a rate of prime plus 2% per annum shall be charged on the unpaid balance when the applicant elects to pay the frontage and benefits charges, or any part thereof, in installments.

3. Pursuant to Section 30-63 of the Code, the following Other Charges are established:
   a. Metered fire hydrant use (including cost for filling a swimming pool or providing water for a construction project) - $100 plus cost of water used
   b. Meter test - $100
   c. Service call for turn-on, turn-off, meter removal and/or meter re-installation (exclusive of emergency situations) - $50 each time
   d. Service call for turn-on after delinquent water bill paid - $50
   e. Cross connection enforcement/turn-off - $150
   f. Service for meter reading outside the regular meter reading schedule for special billing purposes - $50
   g. Development plan review and inspection, including testing and compiling construction records for subdivisions, site condominiums, multi-family dwellings and other types of residential, commercial or industrial developments where a water main and/or system service line is constructed as part of the development - at actual cost for time, materials, and service charges as needed.

4. Pursuant to Section 30-64 of the Code, water rates for water provided to each premises connected to the Pere Marquette Charter Township Water System are established as follows: For water utilized, $3.44 per 100 cubic feet, plus a quarterly readiness-to-serve charge determined as follows:

<table>
<thead>
<tr>
<th>Size</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8 &amp; 3/4”</td>
<td>$13.50</td>
</tr>
<tr>
<td>1”</td>
<td>$34.00</td>
</tr>
<tr>
<td>1-1/2”</td>
<td>$68.00</td>
</tr>
<tr>
<td>2”</td>
<td>$108.00</td>
</tr>
<tr>
<td>3”</td>
<td>$216.00</td>
</tr>
<tr>
<td>4”</td>
<td>$338.00</td>
</tr>
<tr>
<td>6”</td>
<td>$675.00</td>
</tr>
<tr>
<td>8”</td>
<td>$1,080.00</td>
</tr>
<tr>
<td>10”</td>
<td>$1,553.00</td>
</tr>
<tr>
<td>12”</td>
<td>$2,903.00</td>
</tr>
<tr>
<td>Standby fire line</td>
<td>$90.00</td>
</tr>
<tr>
<td>Hydrant charge</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

Charges for partial quarters shall be prorated.

5. Notwithstanding the provisions in Section 4 above, with regard to Michigan Power Limited Partnership and per the Water Supply Agreement between them, the Township, and the City of Ludington, the usage rate for water shall be $1.21 per 100 cubic feet. The monthly readiness-to-serve charge shall be equal to the wholesale readiness-to-serve charge billed to the Township by the City as per the Wholesale Water and Sewer Agreement between the Township and the City.

6. Pursuant to Section 30-64 of the Code, the Township shall pay an annual charge of $75 per hydrant to the Pere Marquette Water Department for water supplied through fire hydrants for fire protection or other purposes.

7. Pursuant to Section 30-34 of the Code, service calls for repair/replacement of damaged meters or water service lines shall be charged the actual costs for labor, materials and any necessary services.
8. This resolution shall be effective immediately and shall be applicable for the current quarter beginning on January 1, 2020 and continuing thereafter until modified by future resolution of the Board.

All resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

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

Resolution declared adopted.

D. Consider Hiring a Zoning Administrator – Piper explained that there were several applicants for the position of Zoning Administrator/Code Enforcement which were reviewed by the personnel committee. The personnel committee recommends that Kristin Lange be hired for the position effective January 1, 2020. In addition, Lange’s current duties of Assistant to the Building and Assessing Departments will be included with the duties of the position.

Moved by Sroka, seconded by Kmetz to approve the hiring of Kristin Lange for the Zoning Administrator/Code Enforcement position, effective January 1, 2020 and to establish the 2020 compensation at $50,850.00.

Motion carried.

E. Consider 2020 Road Projects – Board members reviewed a list of proposed road projects for 2020.

Moved by Kmetz, seconded by Nordlund to complete the following road projects at a total estimated township cost of $239,011.44 and to authorize the township supervisor and township clerk to sign the contracts with the Mason County Road Commission on behalf of the township:

Virnetta Dr. – Washington Ave. to Rath Ave.:  
Place HMA overlay over entire roadway. Drain work.  
Estimated Cost – $46,704.00

Curtwood Rd. – Sherman St. to Lendale Rd.:  
Place HMA overlay over entire roadway.  
Estimated Cost – $19,800.00

W. Hazelwood Dr. – N. Jebavy Dr. to Oakwood Dr.:  
Place HMA overlay over entire roadway  
Estimated Cost – $23,650.00

W. Johnson Rd. – N. Jebavy to end of cul-de-sac:  
Place HMA overlay over entire roadway  
Estimated Cost – $27,550.00

Hillside Dr. – N. Jebavy to end:  
Place HMA overlay over entire roadway  
Estimated Cost – $62,370.00

Pleasant Ridge Dr. – Sherman St. to Riverview Dr.:  
Place HMA overlay over entire roadway  
Estimated Cost – $40,850.00

Juanita Ave.:  
Place HMA overlay over entire roadway  
Estimated Cost – $14,100.00

Beech Ave.:  
Place HMA overlay over entire roadway  
Estimated Cost – $16,990.00

Lake Ave.:  
Place HMA overlay over entire roadway  
Estimated Cost – $8,850.00
**Terri Ct.**
Place HMA overlay over entire roadway  
Estimated Cost – $6,300.00

**Township wide dust control**  
Estimated cost - $550.00

Motion carried.

F. **Consider Server Upgrade** – Board members reviewed an estimate from the township’s IT company for the replacement of the server. The current server was last upgraded in 2013. The estimate includes the server, a new server rack, electrical service for the relocation of the server, and cabling upgrades.

**Moved** by Enbody, seconded by Sroka to authorize the installation of a new server, server rack, and cabling upgrade at an estimated cost of $13,394.50.

Motion carried.

G. **Budget amendments / appropriations** – Enbody reviewed the proposed amendments and noted that it is estimated that there will be excess revenues over expenditures at the end of the year. She recommended that the Board appropriate a portion to the Capital Improvement Fund and any remaining revenue be added to the fund balance in the general fund.

**Moved** by Enbody, seconded by Kmetz to approve the following 2019 budget amendments / appropriations and to authorize the transfer of up to $562,500.00 in unrestricted revenue from the General Fund to the Capital Improvement Fund with the intention of leaving a fund balance in the General Fund equal to at least 100% of budgeted revenues upon completion of year end revenue and expense reports:

<table>
<thead>
<tr>
<th>BUDGET AMENDMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Fund</strong></td>
</tr>
<tr>
<td>Revenues:</td>
</tr>
<tr>
<td>Current Budget</td>
</tr>
<tr>
<td>Increase / (Decrease)</td>
</tr>
<tr>
<td>Amended Budget</td>
</tr>
<tr>
<td>Revenues</td>
</tr>
<tr>
<td>Sub-total</td>
</tr>
<tr>
<td>Expenditures:</td>
</tr>
<tr>
<td>Zoning/Planning Official</td>
</tr>
<tr>
<td>Roads &amp; Streets</td>
</tr>
<tr>
<td>Street Lighting</td>
</tr>
<tr>
<td>Employee Benefits</td>
</tr>
<tr>
<td>Contingency</td>
</tr>
<tr>
<td>Transfers to Other Funds / Capital Improvement</td>
</tr>
<tr>
<td>Sub-total</td>
</tr>
<tr>
<td><strong>NET CHANGE IN GENERAL FUND</strong></td>
</tr>
</tbody>
</table>

Motion carried.

H. **Payment of invoices** – Enbody provided a list of current invoices for approval. **Moved** by Enbody, seconded by Piper to approve the payment of invoices totaling $89,434.12.

Motion carried.

ANNOUNCEMENTS: The next Mason County Township Officers Association Meeting will be January 16th at Pere Marquette Charter Township at 7:30 p.m. The speaker will be Ashiya Brown from the Bureau of Elections and the subject will be election security.

The meeting was adjourned by the Supervisor at 4:36 p.m.

Rachelle D. Enbody, CMC, Township Clerk  
Gerald A. Bleau, Township Supervisor