

**REGULAR MEETING  
December 11, 2018**

**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, Jerry Bleau, Andy Larr, Larry Gaylord, Kelly Smith, Norman and  
Nancy Dwyer.  
Present for a portion of the meeting: Sheriff Kim Cole.

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Smith; Pledge of Allegiance was recited by all. The minutes of the November 13, 2018 meeting were approved by consent.

**PUBLIC COMMENT** – Sheriff Cole reported on seventy-four calls for service in October and forty-one calls for service in November 2018. Cole also reported on the Sheriff's Department budget status for 2018.

**APPROVAL OF AGENDA:** **Moved** by Enbody, seconded by Kmetz to add Item F. "Board of Review Appointments" to the agenda and to approve the agenda as amended. Motion carried.

**PUBLIC HEARING:** A. **2019 Proposed Budgets and Levy** – The public hearing was called to order by the Supervisor at 6:37 p.m. Notice of the public hearing was published in the Ludington Daily News on December 1, 2018. 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.

Nancy Dwyer asked if the millage rate is being increased. Keson responded that the millage rate has remained at 2.85 mills since 2004.

There were no further comments, written or oral, and the public hearing was closed at 6:38 p.m.

**COMMUNICATIONS:** Board members received a copy of the communication from the Fin and Feather Club of Mason County offering to provide a port-a-potty for the months of December, January and February for ice fisherman at the Buttersville beach area.

Keson and Smith presented a certificate and plaque to parks employee Norman Dwyer, who recently retired from the parks, in recognition of thirty-four years of service with the township.

**NEW BUSINESS:** A. **Adopt 2019 Proposed Budgets / General Appropriations Act** – Board members reviewed the proposed 2019 General Fund, Metro Act Special Fund and Transportation System Special Fund budgets. Keson stated that the General Fund budget was based on a millage rate of 2.85 mills. Keson reviewed anticipated revenue increases of 9% over the 2018 budget due to new constructions, Consumers/DTE Pumped Storage Plant upgrades, uncapping of sold properties and the assessment inflationary roll up of 2.4% increase for 2019. Expenditure changes include compensation increases for township employees and elected officials, an increase for updated aerial images to the assessing program, an increase of \$125,000 in road improvements, an increase in the cost of refuse collection services, the addition of a tire recycling collection, an increase in the Parks department for shower remodel, campsite fire rings, mowing equipment and new doors to Memorial Tree Park restrooms, and an increase of \$10,000 for new computers and a new server. The revenues and expenditures are balanced at \$2,478,423. Keson noted that the township is in excellent financial shape.

**PERE MARQUETTE CHARTER TOWNSHIP  
2019 General Appropriations Act**

The Pere Marquette Charter Township Board resolves:

**SECTION 1:** Title--This resolution shall be known as the Pere Marquette Charter Township **2019** 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 1, 2018, and a public hearing on the proposed budget was held on December 11, 2018.

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 2019 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:

<b>Fund 101 - General Fund</b>			
TOTAL ESTIMATED REVENUE	2,478,423		
APPROPRIATIONS			
Dept 101-Township Board	78,000		
Dept 171-Township Supervisor	88,815		
Dept 173-Administration-Grants & Loans	30,876		
Dept 191-Election Commission	8,500		
Dept 209-Assessor	99,365		
Dept 215-Clerk	85,257		
Dept 228-Web/GIS/Info Technology	10,600		
Dept 247-Board Of Review	2,500		
Dept 248-Tax Abatement Review Board	250		
Dept 253-Treasurer	63,036		
Dept 265-Township Hall & Grounds	156,450		
Dept 276-Cemetery Operation	2,800		
Dept 336-Fire Department	210,940		
Dept 371-Building Official	48,333		
Dept 400-Planning Commission	21,600		
Dept 410-Zoning Board Of Appeals	2,090		
Dept 411-Zoning/Planning Official	34,418		
Dept 441-Dept. Of Public Works	154,203		
Dept 446-Roads & Streets	250,000		
Dept 448-Street Lighting	75,000		
Dept 528-Refuse Collection / Disposal	200,000		
Dept 751-Parks & Recreation Department	177,250		
Dept 850-Employee Benefits	370,420		
Dept 890-Contingency	47,000		
Dept 899-Tax/Tribunal Refunds	5,000		
Dept 965-Transfer To Other Funds	255,720		

TOTAL ESTIMATED APPROPRIATIONS	2,478,423		
NET OF REVENUES/APPROPRIATIONS - FUND 101	0		
Beginning fund balance			2,642,926
Anticipated ending fund balance (12/31/19)			2,642,926
<b><u>Fund 275 - Metro Act Special</u></b>			
TOTAL ESTIMATED REVENUES	4,400		
TOTAL ESTIMATED APPROPRIATIONS	0		
NET OF REVENUES/APPROPRIATIONS - FUND 275	4,400		
Beginning fund balance			62,026
Anticipated ending fund balance (12/31/19)			66,426
<b><u>Fund 288 - Transportation System Special</u></b>			
TOTAL ESTIMATED REVENUES	117,000		
TOTAL ESTIMATED APPROPRIATIONS	140,000		
NET OF REVENUES/APPROPRIATIONS - FUND 288	0		
Beginning fund balance			196,764
Anticipated ending fund balance (12/31/19)			173,764

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 Kmetz, seconded by Nordlund to adopt the foregoing resolution and General Appropriations Act.

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

Resolution declared adopted.

B. **Adopt 2019 Proposed Water and Sewer Fund Budgets** – Board members reviewed the proposed 2019 Sewer and Water Fund budgets.

<b><u>Fund 590 - Sewer Fund</u></b>			
TOTAL ESTIMATED REVENUES	386,500		
APPROPRIATIONS			

Dept 536-Transmission & Distribution	74,962		
Dept 538-Administrative & General	303,156		
Dept 850-Employee Benefits	28,424		
TOTAL ESTIMATED APPROPRIATIONS	406,542		
NET OF REVENUES/APPROPRIATIONS - FUND 590	(20,042)		
Beginning fund balance			5,065,070
Anticipated ending fund balance (12/31/19)			5,045,028
<b><u>Fund 591 - Water Fund</u></b>			
TOTAL ESTIMATED REVENUES	1,065,755		
APPROPRIATIONS			
Dept 536-Transmission & Distribution	123,129		
Dept 538-Administrative & General	968,713		
Dept 850-Employee Benefits	37,575		
TOTAL ESTIMATED APPROPRIATIONS	1,129,417		
NET OF REVENUES/APPROPRIATIONS - FUND 591	(63,662)		
Beginning fund balance			6,426,789
Anticipated ending fund balance (12/31/19)			6,363,127

**Moved** by Enbody, seconded by Rasmussen to adopt the foregoing 2019 Sewer and Water Fund Budgets.

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

Motion carried.

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

Department Heads: Increase of 2%; Building Inspector/Zoning Administrator will receive a merit based increase.

Regular Hourly Employees: Merit based increases.

Park/Seasonal/Part Time Employees: Starting wage will increase to \$10.00 per hour and current returning employees will receive an increase of .50 cents per hour.

Board of Review Chairperson Increase in meeting pay to \$10.00 for half day and \$20.00 for full day.

Firefighter increases as follows: Probationary Firefighter \$3,700.00 per year  
 Probationary with Medical \$4,700.00 per year  
 Senior Firefighter to \$4,700.00 per year  
 Senior with Medical to \$6,100.00 per year

Firefighter Officer increases as follows: Chief \$2,660.00 per year  
 Asst. Chief \$2,160.00 per year  
 Training Officer \$2,160.00 per year  
 Captain \$1,140.00 per year  
 1<sup>st</sup> Lieutenant \$1,140.00 per year  
 2<sup>nd</sup> Lieutenant \$1,140.00 per year

NEW – Licensure Premium for CDL \$500.00 per year.

**Moved** by Kmetz, seconded by Sroka to approve the foregoing recommendations from the Personnel Committee for compensation for the year 2019.

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, 2019, the salary of the office of township supervisor shall be as follows:

Supervisor: \$61,115.00

The foregoing **Resolution** to establish the salary of the township supervisor was offered by Nordlund and supported by Sroka.

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

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, 2019, the salary of the office of township clerk shall be as follows:

Clerk: \$45,760.00

The foregoing **Resolution** to establish the salary of the township clerk was offered by Keson and supported by Kmetz

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

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, 2019, the salary off the office of township treasurer shall be as follows:

Treasurer: \$44,678.00

The foregoing **Resolution** to establish the salary of the township treasurer was offered by Keson and supported by Enbody.

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

The supervisor declared the resolution adopted.

**E. Resolution Approving Submission of Coastal Zone Management Grant Application** – The following **Resolution** was offered by Keson, and supported by Rasmussen:

**RESOLUTION APPROVING SUBMISSION OF COASTAL ZONE MANAGEMENT GRANT APPLICATION FOR PERE MARQUETTE CONSERVATION PARK**

WHEREAS, the Pere Marquette Charter Township Board of Trustees supports the submission of an application titled “Pere Marquette Conservation Park Coastal Access Planning” to the Michigan Office of the Great Lakes for the purpose of creating a Master Plan to guide future coastal recreation access developments at the Pere Marquette Conservation Park; and

WHEREAS, the closing and property transfer into township ownership is scheduled to occur in mid-2019; and

WHEREAS, sound planning is essential to the proper development of the park property to ensure that public access needs are met and coastal resources are properly protected; and

WHEREAS, the planning effort would engage citizens in the community and help to guide future township management, project funding and grant requests; and

WHEREAS, funding is available to support such community Coastal Public Access planning efforts from the U.S. Department of Commerce through the Coastal Management Program for Fiscal Year 2020 (10/2019 – 12/2020); and

WHEREAS, total project cost is estimated to be \$40,000, 50 percent of which would be funded through the Coastal Program and 50 percent would be a local match;

NOW, THEREFORE, BE IT RESOLVED, that the Pere Marquette Charter Township Board of Trustees hereby authorizes submission of a Coastal Zone Management Planning Grant Application for \$20,000, and further resolves to make available its financial obligation amount of \$20,000 through cash and in-kind services, of a total \$40,000 project cost, during the 2019-2020 fiscal year.

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

Resolution declared adopted.

**F. Board of Review Appointments** – Moved by Keson, seconded by Sroka to approve the following appointments, effective January 1, 2019:

Board of Review – Kelly Smith, Marsha Gould, Rick Deering, and Jennifer Richert for terms ending January 1, 2021.

Motion carried.

COMMITTEE REPORTS: Finance Committee (Keson – Reported the Finance Committee will be meeting to review Capital Improvement requests.

Planning Commission (Kmetz) – Reported the Planning Commission is continuing to work on the zoning ordinance re-write.

EMPLOYEE REPORTS: Assessor (Hall) – Reported that the Board of Review met today and addressed primary residence exemptions and one new veteran exemption.

Building/Zoning Administrator (Bleau) – Reported on permit activity for November 2018. Bleau has been researching the possibility of leasing a vehicle for township use and will keep the board informed on his findings. Bleau informed

board members of a building project in Linlook that had not obtained the necessary permits. Bleau informed the contractor of the permitting and zoning requirements. The project does not comply with zoning which may bring the issue before the Zoning Board of Appeals in the future.

DPW/Water/Sewer Superintendent (Larr) – Reported that leaf collection has ended for the season; the DEQ district engineer completed the second water system survey of the year noting both water systems look good; reported on the upcoming changes in lead and copper rules and changes in regulations; reported that a drainage issue on Orchard has been taken care of with Hallack Contracting performing the work for the township; met with Spicer Group on the Lakeshore Drive watermain project – depending upon how construction estimates come in, the project could begin in the spring; Larr stated he would like to purchase an additional truck mounted plow for snow removal. The plow purchase will go before the Finance Committee for review.

Fire Department (Gaylord) – Reported on twenty-four responses in November 2018, which is down from the forty-two runs last month. Year-to-date totals are around three hundred eight-five and Gaylord is anticipating year-end totals to be over four hundred.

Parks Manager / Code Enforcement (Smith) – Reported details on a regional trails committee meeting he attended and the advantages of connectivity in Mason County with other existing trails.

OFFICERS REPORTS: Clerk (Enbody) – Reported on several changes to election law with the passing of Proposal 18-3; preparing for year-end in payroll, accounts payable, and general ledger; a post-election audit will be conducted for Precinct #2 on December 17<sup>th</sup> as required by the State which includes a hand count of the 897 ballots cast in three separate ballot races. Enbody provided a list of current invoices for approval.

**Moved** by Enbody, seconded by Rasmussen to approve the payment of invoices totaling \$178,400.64. Motion carried.

Treasurer (Sroka) – Provided a report detailing cash, bank and investment balances by fund and by bank account for November 2018; working on year-end; tax bills were sent out on December 1<sup>st</sup> and payments are coming in.

Supervisor (Keson) – Provided a copy of a memo to the payroll department regarding compensation for hours worked on a holiday. The current policy states “Holidays will not be counted as hours worked for overtime compensation purposes.”

**Moved** by Keson, seconded by Sroka to amend Section 9.9 Paid Holidays to add “unless approved by Department Head/Supervisor in advance.” Motion failed. Keson was advised by the Board to write future memos, if needed, to the payroll department for approval of overtime hours paid out for holidays until such time that the Board can review updated wording pertaining to overtime and holiday pay in the township Personnel Policy.

Keson reported that he conducted interviews for the Administrative Assistant position and the Personnel Committee previously recommended an hourly rate between 13.00 and 15.00. Keson noted this is a part time position.

**Moved** by Enbody, seconded by Sroka to establish the Administrative Assistant hourly wage at \$15.00 per hour. Motion carried.

Keson reported he attended a meeting in Cadillac regarding the Dow property acquisition and that the acquisition is moving forward. Keson reported the Great Lakes Fisheries Commission has expressed interest in property in the First Street Business Park.

EXTENDED PUBLIC COMMENT – Norm Dwyer spoke of his service with the township and is appreciative of the board’s investment and development of township parks. Nancy Dwyer asked when the upgrades to the pumped storage facility would be complete and wondered who designated the bike trail along Iris Road.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 8:24 p.m.