

**REGULAR MEETING**  
**April 10, 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, Andy Larr, Kelly Smith, Fran Kalchik, Josh Wickham, Deborah DelZoppo, 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 regular session minutes of the March 13, 2018 meeting, the closed session minutes of the March 13, 2018 meeting, and the current agenda were approved by consent.

PUBLIC COMMENT: Sheriff Cole reported on forty calls for service in March 2018.

NEW BUSINESS: A. Consider Resolution to Adopt Public Transportation Service Millage Ballot Language – Keson explained that this is a renewal of the current millage, which since inception in 2008, has been collected at .29 mills.

The following Resolution was moved for adoption by Nordlund and was supported by Sroka.

**RESOLUTION TO ADOPT PUBLIC TRANSPORTATION SERVICE MILLAGE  
RENEWAL BALLOT LANGUAGE AND TO CALL FOR A MILLAGE ELECTION**

WHEREAS, the Ludington Mass Transportation Authority is a public transportation authority established and existing under Public Act 196 of 1986, as amended, and provides public transportation in the Ludington and Scottville areas of Mason County; and

WHEREAS, the Township has made and wishes to continue to make available and provide economical public transportation service to promote the health, safety and welfare of its citizens; and

WHEREAS, the Township is authorized by the Michigan Constitution of 1963 and applicable laws to contract and cooperate with other public entities, including public transportation authorities; and

WHEREAS, the Township may impose and levy ad valorem taxes to finance lawful public services, as authorized by the Michigan Constitution of 1963 and applicable laws; and

WHEREAS, the voted millage levied by the Township for public transportation services expired in 2017 and the Township wishes to renew such millage at up to .4 mill to account for costs of the services; and

WHEREAS, the Township Board wishes to levy up to .4 mill for the purpose of raising revenues to continue providing public transportation service under a contract with the Ludington Mass Transportation Authority;

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Township Board of Pere Marquette Charter Township, Mason County, Michigan approves the following millage ballot question language:

**PUBLIC TRANSPORTATION SERVICE MILLAGE RENEWAL**

Shall a previously voted increase of up to .4 mill (\$0.40 per \$1,000.00 of taxable value for all taxable property) above the Charter Township tax of 5 mills be renewed at up to .4 mill on general ad valorem taxes imposed upon all taxable property in Pere Marquette Charter Township, Mason County, Michigan for a period of four (4) years, 2018 through 2021, inclusive, for the purposes of providing public transportation services for the citizens of Pere Marquette Charter Township under a contract with the Ludington Mass Transportation Authority? The estimate of the revenue the Township will collect if the millage is approved and levied in its entirety in the 2018 calendar year is approximately \$234,000.00, of which a portion will be disbursed to the Ludington Mass Transportation Authority as provided by law and contract.

YES (     )  
NO (     )

2. The Township calls for an election of the qualified electors of Pere Marquette Charter Township to be held on Tuesday, August 7, 2018 for purposes of submitting such millage ballot question to the electors.

3. The Township Clerk is instructed and directed to prepare the ballot to be used in the election and to proceed in cooperation with the Mason County Clerk and in accordance with all applicable laws, rules, and regulations relating to placing the millage proposal on the ballot and to the holding of the election.

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

Resolution declared adopted.

**B. Consider Short Term Professional Services Agreement** – Board members reviewed the Agreement. Keson explained that due to the unexpected passing of previous building inspector Terry Wahr, the agreement was drafted by the Township Attorney so that the Township would be able to continue to provide inspection services. The agreement can be terminated or extended by either party upon written notice.

**Moved** by Rasmussen, seconded by Kmetz to approve the Professional Services Agreement between the Township and independent contractor, Thomas I. Fulker of Construction Consultants, LLC to perform construction inspection services and building permit application review services for the period of February 26, 2018 through May 31, 2018 at a rate of \$45.00 per building construction inspection and \$45.00 per building permit application review and to authorize the township supervisor to sign the contract on behalf of the Township.

Motion carried.

**C. Consider Application for a Conditional Use Permit** – Kmetz explained that the Planning Commission held a public hearing on April 3, 2018, reviewed the conditional use permit application and recommended approval.

**Moved** by Kmetz, seconded by Sroka to approve the Conditional Use Permit submitted by Heirloom Carpentry & Construction, LLC on behalf of Ryann Embury, dated February 27, 2018, for a self-storage facility to be constructed at 125 S. Pere Marquette Highway, Parcel number 53-010-013-300-011-01 subject to the following conditions, recommendations and notations:

1. Sign installation per Article X of the Township's Zoning Ordinance.
2. Proposed access drive location shown on site plan is subject to MDOT approval.
3. Recommend landscaping where possible and especially in the northeast area of the property.
4. Storm water retention / detention system to be reviewed by the Mason County Drain Commissioner.

Motion carried.

**COMMITTEE REPORTS:** Planning Commission (Kmetz) – Reported conducting two site plan reviews and a work session on the Zoning Ordinance re-write.

**EMPLOYEE REPORTS:** Assessor(Hall) – Reported the March Board of Review is complete and is working on closing the 2018 database and rolling over and starting on the 2019 database.

**Building/Zoning Administrator** – Board members received a report detailing permit activity for March 2018 and a Building and Zoning Department report submitted by department assistant Kristin Lange.

**DPW/Water/Sewer Superintendent (Larr)** –Reported working on installing new meters for the new meter reading system; representatives from the new meter systems are coming on Thursday for additional training for both the office staff and DPW staff; the new truck approved by the board in February is due to be built this week and should be received by the end of May; working on required DEQ reports.

**Fire Department** – Keson reported on thirty-two responses for March 2018.

Parks Manager / Code Enforcement (Smith) – Reported that park employees have been held up from working in the parks by bad weather; worked yesterday with campers on the online reservation system; working with property owners on code enforcement to get things alleviated and is crafting letters to begin working on the big code enforcement issues soon; helping and attending planning commissions meetings for the zoning ordinance re-write for items to address with the consultant; ordered the playground equipment for Buttersville campground and is obtaining quotes for other materials with May 19<sup>th</sup> scheduled as the community build day for the new playground.

OFFICERS REPORTS: Clerk (Enbody) – Reported filling in for the County Clerk to conduct a training of new election inspectors for Eden Township; attended mandatory accreditation training required by the State for the conducting of elections; attended an education day of the Michigan Clerks Association which included a presentation by the national Bipartisan Policy Center on election security and information from the Michigan Bureau of Elections. Enbody provided a list of current invoices for approval.

**Moved** by Enbody, seconded by Kmetz to approve payment of invoices totaling \$87,467.88. 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 2018 and for the month of March 2018; working on the new meter reading system; reported first quarter reads went well; will be out of the office next week attending Treasurer's Basic Institute; clarified that the contract with the Village of Custer approved at the last meeting did contain changes from the previous contract which included:

- Change in mailing address for the Custer Treasurer
- Change to reports furnished to the village
- Change to add e-mailing of receipt reports as an option to regular mail
- Change to time frame of penalty posting (from 31 days to 10 days)
- Change to time frame for billing of supplies

Sroka added that there was no change to the contract fees.

Supervisor (Keson) – Reported obtaining quotes for the replacement of lower level lighting to more cost effective LED lighting for approximately \$12,000.00 which would include the bathrooms, kitchen, and hallway and is also looking at updating the lighting for the Fire Department of which both projects would qualify for rebates from Consumers Energy; reported working with Tom Fulker for building inspections has been going very well; received information from the Road Commission that the bids for HMA for road projects came in better than expected; will be meeting this week with Dow regarding the property acquisition and the National Forest Service for their assistance with direction on paths and trails for the property; noted there has been some interest in the building inspector position and will be listing the position on building official websites.

ANNOUNCEMENTS: The Mason County Township Officers Association will meet on Thursday, April 19, at 7:30 p.m. at Branch Township.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:17 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor