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>
</tr>
</thead>
<tbody>
<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.

- 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.

**Moved** by Enbody, seconded by Kmetz to approve payment of invoices totaling $269,775.86. 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 7:27 p.m.

Rachelle D. Enbody, CMC, Township Clerk
Paul A. Keson, Township Supervisor