

**REGULAR MEETING
May 8, 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: Paul Piper, Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.
Also present: Devon Hall, Andy Larr, Larry Gaylord, Kelly Smith, and County Commissioner
Steve Hull.
Present for a portion of the meeting: Douglas Wohlberg, C.P.A.

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 April 24, 2018 meeting and the current agenda were approved by consent.

NEW BUSINESS: A. Presentation of 2017 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 2013 through 2017. 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 – Enbody 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 Sheriff and the Pere Marquette Charter Township Fire Chief.

Moved by Enbody, seconded by Rasmussen 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 7, 2018 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 10, 2018.

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 2019 assessment year with an increase to the annual amount from \$15,000.00 to \$16,000.00. 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 2019 and 2020 upon written agreement of both parties.

Moved by Rasmussen, seconded by Piper 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 2019 assessment year, with the option to extend the contract for years 2020 and 2021, and to authorize the Supervisor and Clerk to sign the agreement on behalf of the Township.

Motion carried.

D. Consider Approval of Engineering for Water Main Upgrade – Keson explained that the engineering costs are for the design phase of a project to potentially construct a new twelve-inch water main along North Lakeshore Drive from Lowell Street to Epworth Assembly (approximately 2400 feet). This water main would serve customers in the Linlook subdivision, residents along Lakeshore Drive, and Epworth. The existing six-inch water main is not capable of providing fire flow rates that are required in emergency situations. The City of Ludington and the Epworth Assembly are willing to partner with the Township in the upgrade from a six-inch water main to a twelve-inch water main.

Moved by Rasmussen, seconded by Kmetz to authorize the Supervisor to retain Spicer Group to provide professional engineering services for the Lakeshore Drive water main upgrade project.

Motion carried.

E. **Appointment of Firefighter(s)** – Board members reviewed correspondence from Chief Gaylord recommending Thomas W. Johnston for appointment to the Fire Department. Mr. Johnston has been interviewed, has passed the background check, driver's license check and physical examination, and resides in the appropriate area to become a member of the department.

Moved by Sroka, seconded by Piper to approve the appointment of Thomas W. Johnston as a probationary firefighter, effective May 1, 2018.

Motion carried.

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

EMPLOYEE REPORTS: Assessor(Hall) – Reported completing the database rollover to the 2019 assessment roll; beginning to work in the 2019 database; the State is requiring that all municipalities migrate to the new cost manual and the township is working with BS&A to complete the migration.

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

DPW/Water/Sewer Superintendent (Larr) – Reported on the progress of the installation of new meters with about two hundred new meters installed out of more than five hundred total meters; spring leaf collection has begun and will continue through Memorial Day; working on plans to install sanitary sewer lines during the Rasmussen Road road construction project that will take place next year, with a meeting of the Water and Sewer Committee needed to review project funding.

Fire Department – Reported on thirty responses in April 2018 and year-to-date totals are eighteen runs above the 2017 year-to-date totals.

Parks Manager / Code Enforcement (Smith) – Reported on the opening of Buttersville Campground on May 1st and working towards the opening of Memorial Tree Park and Sutton's Landing Park by May 15th; the community build for the new playground equipment at Buttersville Park is scheduled for May 19th; reported working on code enforcement.

OFFICERS REPORTS: Clerk (Enbody) – Reported on the most recent changes to election law; working on the financial reporting that is required to be completed and submitted upon completion of the audit; Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kmetz to approve payment of invoices totaling \$229,277.39. Motion carried.

Treasurer (Sroka) – Reported that the Treasurer's Association is again working as a group to retain legal counsel in order to strike uncollectible 2010, 2011, and 2012 personal property taxes from the tax roll; working on entering the new meter information and will soon be working on summer tax bills.

Supervisor (Keson) – Reported attending a Regional Prosperity Initiative meeting for infrastructure management and received a \$5,000.00 grant to be used towards documenting township infrastructure; reported continuing to work with Wayne Schoonover (MCRC) and Tim Terry (MDOT) on solutions for the Jebavy Drive / US 10 intersection; reported on re-sloping of the beach at the parking area for Buttersville which has been acknowledged by Sue Conradson of the DEQ; working towards obtaining a survey of the Father Marquette Memorial property in order to proceed with the sale of the property; reported that Larr and Healy are working towards CDL licensing.

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 7:35 p.m.