

**REGULAR MEETING
June 12, 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, Fran Kalchik, Gerald Bleau, Karie Bleau, 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 of the May 8, 2018 meeting and the current agenda were approved by consent.

PUBLIC COMMENTS: Sheriff Cole reported on eighty-eight calls for service in May 2018.

COMMUNICATIONS: Keson reported on a letter received from Governor Rick Snyder thanking the Township for participating in the Regional Asset Manager Pilot program. The program is an effort to establish a statewide integrated asset management system in order to provide safe and reliable infrastructure for Michigan citizens.

NEW BUSINESS: A. **Consider Budget Amendment** – Keson explained that the repair and maintenance line item for the Cemetery must be increased to accommodate the repairs to the fence along Lakeshore Drive which was damaged when a car slid through the intersection last November.

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

	Current Budget	Increase / (Decrease)	Amended Budget
Expenditures			
Contingency	50,000	(2,500)	47,500
Cemetery; Repair & Maintenance	700	2,500	3,200
NET CHANGE IN GENERAL FUND		0	

Motion carried.

B. **Consider Resolution in Support of Land Acquisition Project Agreement** – Keson explained that the Township submitted a grant application in February 2017 for the purpose of purchasing approximately three hundred sixteen acres currently owned by Dow that is located in the area of Iris Road and Lakeshore Drive.

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

MICHIGAN NATURAL RESOURCES TRUST FUND
RESOLUTION IN SUPPORT OF LAND ACQUISITION PROJECT AGREEMENT

“RESOLVED, that the Charter Township of Pere Marquette, Mason County, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the Charter Township of Pere Marquette does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide up to Eight Hundred Thirty-Nine Thousand Four Hundred (\$839,400.00) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times in perpetuity.
3. To regulate the use of the property acquired and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
4. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.”

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

Resolution declared adopted.

C. Consider Establishing Salary and Hiring of Building Inspector / Zoning Administrator – The Personnel Committee reported reviewing nine applications for the position of Building Inspector / Zoning Administrator. The Committee is recommending Gerald Bleau to fill the vacant Building Inspector / Zoning Administrator position with an annual salary of \$52,500.00. Keson noted that Mr. Bleau is a registered code official with thirty years of experience in the building industry and years of experience as a building inspector and plan reviewer. In addition, he has eight years of experience as a zoning administrator and carries soil erosion and sediment control certification.

Moved by Kmetz, seconded by Piper to establish the 2018 annual salary of the Building Inspector / Zoning Administrator at \$52,500.00 and to approve the hiring of Gerald Bleau for the position.

Motion carried.

D. Consider Engagement Agreement for Legal Services – Board members reviewed a letter of engagement from the law firm of Mika Meyers for the purpose of providing legal services to represent the Township in Circuit Court for the purpose of clearing old, delinquent personal property taxes from the Township tax rolls. The cost for legal services is reduced because the Township has combined with other Mason County municipalities for legal representation.

Moved by Piper seconded by Nordlund to retain the legal firm of Mika Meyers, PLC to provide legal services for the purpose of striking uncollectable property taxes from the delinquent personal property tax rolls for the 2010-2012 tax years, for a total amount of \$408.13 to be stricken from the Township tax rolls, and to authorize the Treasurer to sign the Engagement Agreement on behalf of the township.

Motion carried.

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

Zoning Board of Appeals (Piper) – Reported on the approval of a variance for a patio addition in Linlook.

EMPLOYEE REPORTS: Assessor(Hall) – Reported that it has been a robust year for building and that residential new home construction is up from the past couple of years.

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

DPW/Water/Sewer Superintendent (Larr) – Reported working at Buttersville Campground on the installation of the new playground; continuing to work on the replacement of water meters; working with the Mason County Road Commission on the installation of a sanitary sewer line during the Road Commission's Rasmussen road project; working on the Annual Water Quality Reports for the two water systems as required by the DEQ; watermain flushing has been completed for the season.

Fire Department (Gaylord) – Reported on thirty-six responses in May 2018 and year-to-date totals are thirty-seven runs above the 2017 year-to-date totals.

Parks Manager / Code Enforcement (Smith) – Reported working on the new playground and noted it is good to have it finally completed; has attended several meetings for the Dow property acquisition with a stakeholder meeting scheduled for later this week which will include representation from the National Park Service; working with the Township attorney on code enforcement letters and trying to take care of some of the properties that really need attention.

COMMITTEE OF THE WHOLE: **Moved** by Keson, seconded by Kmetz to move into Committee of the Whole at 7:05 p.m. Motion carried. Various topics discussed with no action taken:

Kmetz informed members that the Planning Commission's review of the zoning ordinance has determined that there are some areas within the township that the commission is considering creating individual zoning districts. Two examples given were Epworth and the Consumers Energy Pumped Storage Facility. Board members agreed that those areas should be zoned appropriately.

Moved by Keson, seconded by Piper to return to regular session at 7:11 p.m. Motion carried.

OFFICERS REPORTS: Clerk (Enbody) – Reported creating budget spreadsheets in order to begin working on the 2019 budget; reported that the State of Michigan has issued a new Uniform Chart of Accounts which requires municipalities to update to the new version and is working towards updating the township general ledger accounts and working with BS&A on the utility that will update the general ledger to the new required account numbers; working on information for the Census Bureau to provide the bureau with updated township information including a list of residential properties within the township and documenting any changes in residential address information made since the last Census; gearing up for the August primary election with absentee ballots available on June 23rd; reported receiving and working on several FOIA requests in the past week. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Piper to approve payment of invoices totaling \$151,443.51. Motion carried.

Treasurer (Sroka) – Reported working on wrapping up the first quarter water and sewer billing, entering the data into the database when new meters are installed and working on the preparation of summer tax bills.

Supervisor (Keson) – Reported completing a walk-through of the Father Marquette Memorial property with Township attorney Ed White in order to determine signage requirements when the memorial property is sold; received the survey of the memorial property and a draft of the purchase agreement has been sent to the Father Marquette Memorial Association for review; the MDOT held a meeting at the Township Hall to coordinate the Pere Marquette Highway road project taking place this summer; reported that his office has been busy due to the absence of a building inspector and that he is looking forward to Mr. Bleau coming to work for the township.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:26 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor