

**REGULAR MEETING  
September 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, Larry Gaylord, and Kelly Smith.  
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 current agenda was approved by consent.

Enbody noted the following addition/amendment for the August 28, 2018 minutes: PUBLIC COMMENT: Deborah DelZoppo asked the board to consider a fireworks ordinance.

**Moved** by Nordlund, seconded by Kmetz to approve the minutes from August 28, 2018 as amended. Motion carried.

**NEW BUSINESS: Consider Campground Rates** – Board members reviewed a memo from the Parks Manager recommending a \$2.00 per night increase in the daily and monthly rates, and a \$75.00 annual increase in the seasonal rates for campsites at Buttersville Campground.

**Moved** by Nordlund, seconded by Kmetz to approve the following rates for Buttersville Campground beginning with the 2019 season:

Daily no electric	\$27.00
Daily with electric	\$32.00
Monthly no electric	\$660.00
Monthly with electric	\$760.00
Seasonal	\$2,425.00
Seasonal bluff view	\$2,625.00

Motion carried.

**PUBLIC COMMENTS:** Sheriff Cole reported on seventy-four calls for service in August of 2018.

**COMMITTEE REPORTS:** Planning Commission (Kmetz) – The planning commission is continuing to work on the zoning ordinance re-write.

**Finance Committee (Keson)** – Reported meeting and authorizing the purchase of a handheld GPS unit and program at a cost of \$5,700.00 of which \$5,000.00 will be covered by an Asset Management Grant.

**EMPLOYEE REPORTS:** Assessor (Hall) – Reported completion of the update to the GIS mapping which documents the changes that took place in 2017 and 2018 to date and noted that working with Western Land Services will make the process of updating properties go smoother in the future; reported that BS&A added a search tool update to the software; reporting doing field work to view new construction that has taken place during the course of the year.

**Building/Zoning Administrator (Bleau)** – Provided a report detailing permit activity for August 2018.

**DPW/Water/Sewer Superintendent (Larr)** – Absent (excused).

**Fire Department (Gaylord)** – Reported on thirty-eight responses in August of 2018 and the department is in line to be a little over four hundred total runs by year end.

**Parks Manager / Code Enforcement (Smith)** – Reported a ribbon cutting ceremony for the new playground equipment at Buttersville Park which was attended by Senator Booher and received a nice write up in the newspaper; working on budget and preparing for things to slow down at the parks; Smith updated board members on meetings that have or will soon take place to: obtain a conceptual design for a boat launch in the area off the north branch of the Pere Marquette

River, a stakeholder meeting with the National Park Service to review ideas for the Dow property acquisition, and working with the DEQ on the Dow property to complete the required due care plan.

**COMMITTEE OF THE WHOLE: Moved** by Keson, seconded by Enbody to move into Committee of the Whole at 7:00 p.m. Motion carried. Various topics discussed with no action taken:

Keson reported receiving complaints regarding the amount of deer in the northern part of the township and contacted Vern Richardson of the DNR to inquire if it would be possible to open the thirty-two acres in Memorial Tree Park to archery hunting from November to January. The DNR is willing to help set it up and suggested taking a walk on the property to offer suggestions. Hunters would be required to sign up through the township and would report to the township. If not enough interest, it is possible that the township could open it up to groups for disabled persons or veterans. Keson will contact the DNR to discuss options for the township and will keep the board informed.

Keson informed the board that the Capital Improvement Plan includes upgrading to efficiency lighting at the Fire Department. The CIP has budgeted \$10,000.00 and the most recent quote received was for over \$12,000.00. Keson stated he is having difficulty obtaining any additional quotes. Keson will continue to attempt to obtain a second quote. The decision to move forward with the installation of new lighting will come before the board at a future meeting.

Keson stated that at the previous board meeting, members were given the department request budget figures. Keson is working through the budget and asked if members had any thoughts or ideas for future projects. Kmetz will discuss this with the Planning Commission to see if the commission has any future items that should be considered for the budget. Keson mentioned the possibility of partnering with the County to install a new paved walkway along the airport and fairgrounds properties to improve the walkability of the US 10 corridor. Keson will contact the County Administrator to discuss the possibility if the Planning Commission approves that direction. Nordlund added that there may be grants available through the Road Commission to help with the cost of the walkway.

**Moved** by Keson, seconded by Enbody to return to regular session at 7:17 p.m. Motion carried.

**OFFICERS REPORTS:** Clerk (Enbody) – Reported that absentee ballots for the November General Election will be available by September 22<sup>nd</sup>; all accredited election officials must complete a mandatory training assignment by the Bureau of Elections prior to administering the November election; no response has been received as of yet from the requestor as to how to proceed with the FOIA request for 2016 election information. Enbody provided a list of current invoices for approval.

**Moved** by Enbody, seconded by Sroka to approve payment of invoices totaling \$54,584.14. Motion carried.

Treasurer (Sroka) – Reported that summer tax season is winding down and is preparing for the winter tax season; reported a matter from July with the general checking account in which a fraudulent check was presented in error against the township account; the bank has since returned the check to where it originated, the township bank account was not charged, and Sroka has been monitoring the account; provided a report detailing quarterly cash, bank and investment balances by fund and by bank account for the second quarter of 2018.

Supervisor (Keson) – Reported attending the monthly fire department meeting to present service awards; working on a Right of First Refusal offer for two lots in the First Street Business Park; updated board members on the 2018 road projects; reported the township offered free brush pickup for residents in the two weeks after the August 28<sup>th</sup> storm; the township is still at the top of the list for consideration by a development group to purchase lots in the First Street Business Park.

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

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor