

**REGULAR YEAR END MEETING  
December 29, 2009**

**PERE MARQUETTE CHARTER TOWNSHIP BOARD**  
held at 1699 S. Pere Marquette Highway, Ludington MI 49431

Board members present: Clerk, Joanne Kelley; Treasurer, Sara Shelly; Trustees: Pamela Beal, Paul Piper, Henry Groendal,  
Board members absent: Supervisor, Eugene Jorissen, Trustee, Jim McInnis  
Also present: Andy Larr, Terry Wahr, Roger Martin (WKLA)

Meeting was called to order at 4:00 p.m. by the Clerk. Invocation was given by Roger Martin; Pledge of Allegiance was recited by all.

**Moved** by Beal, seconded by Shelly to appoint Paul Piper as President Pro-tem for this meeting. Motion carried . . . all aye Piper assumed chairmanship of the meeting.

**PUBLIC COMMENT:** Jorissen called and was placed on speaker phone so that he could listen to the meeting as a member of the public.

The agenda and minutes of the December 8, 2009 meeting were approved by consent.

**OLD BUSINESS: A. Adoption of 2010 Sewer and Water Fund budgets** – Kelley and Shelly reported that the Water and Sewer Committee had met to begin preliminary review of the water and sewer rates and had tentatively determined that rates would need to be increased to reflect increases by the City of Ludington and additional costs incurred by the departments. The proposed budgets have been updated to reflect anticipated expenses and needed revenue.

**Resolution** presented by Groendal, seconded by Beal to adopt the 2010 Sewer Fund budget as follows:

SEWER FUND

Revenue:			
Charges for Sales/Service	\$	357,033	
Other Revenue		11,013	
Total Revenue			368,046
Expenditure:			
Transmission/Distribution		86,948	
Administrative/Contractual		247,973	
Employee Benefits/Social Security		33,125	
Total Expenditures			368,046
Retained earnings (12/31/08)	\$	533,685	
Anticipated ending net assets/retained earnings (12/31/09)			\$413,393

Roll call vote: Ayes: Groendal, Beal, Piper, Kelley, Shelly  
Nays: None

Resolution declared adopted.

**Resolution** presented by Kelley, seconded by Groendal to adopt the 2010 Water Fund budget as follows:

WATER FUND

Revenue:			
Charges for Sales/Service		364,778	
Other Revenue		5,270	
Total Revenue			370,048

Expenditure:		
Transmission/Distribution	94,148	
Administrative/Contractual	242,775	
Employee Benefits/Social Security	33,125	
Total Expenditures		370,048
Retained earnings (12/31/08)		\$2,930,539
Anticipated ending net assets/retained earnings (12/31/09)		\$2,887,348

Roll call vote: Ayes: Kelley, Groendal, Beal, Shelly, Piper  
Nays: None

Resolution declared adopted.

NEW BUSINESS: A. **Hospitalization plan proposals** – Kelley provided a memo explaining that the Public Employees Health Benefit Act of 2007 requires that the Township solicit four or more bids every three years when renewing or continuing a medical benefit plan. The Township had partially met the requirement early in 2009 before changing the hospitalization coverage to the Blue Cross/Blue Shield PPO 14 plan. She requested proposals prior to the renewal of the current plan and received information and costs for three different plans offered by BC/BS, three Priority Health proposals, and one from Burnham & Flower VEBA (voluntary employee’s beneficiary association). She, Jorissen and Shelly had met with Tom Armintrout of Burnham & Flower, the Township’s agent, to review the plans. The consensus was that the plan currently offered, BC/BS PPO 14 still offers the best coverage at the most affordable rate.

**Moved** by Kelley, seconded by Groendal to continue the BC/BS Community Blue PPO 14 hospitalization plan as currently offered to eligible employees.

Motion carried . . . all aye

B. **2010 salary/wage schedule** – Piper explained that the Personnel Committee has met a number of times, including meetings with employees. They have proposed a schedule that includes a \$2,000 annual increase for two DPW employees who started at the low range on the salary scale when they were hired, a \$2,000 annual increase for the Assessor Assistant who has achieved a Level II certification during the year, and the Water/Sewer Administrator for increased responsibilities, and smaller increases for other employees. He noted many wages were held at the same amount as the 2009 rates and that the wage cost centers for the elected officials were not increased. Due to retirement and shifts in the Department of Public Works, the Township realizes a savings in the total. The 2010 budget is balanced and able to provide for some increases.

**Moved** by Beal, seconded by Groendal to adopt the following salary/wage schedule for 2010:

Supervisor	\$ 16,250
Superintendent	38,750
Treasurer	34,720
Water/Sewer Admin	12,640
Clerk	38,831
Grants & Loans Admin	9,785
Assessor - Level 3	48,895
DPW/Water/Sewer Superintendent	49,920
DPW/Water/Sewer Assistant I	26,920
DPW/Water/Sewer Assistant II	25,400
DPW/Water/Sewer Assistant III	25,400
Building Inspector	35,402
Zoning Administrator	15,038
BZA Assessor Assistant	27,800
Administrative Assistant/GIS	34,349
Deputy Clerk	29,714
Deputy Treasurer	14.48/hr.
Superintendent Assistant	11.48/hr.
Custodian	10.78/hr.
Planning Commission, Zoning Board of Appeals, Tax Abatement Review Board, Construction Board of Appeals, Ad Hoc committees and Park Commission:	

Chairperson: \$60 per meeting - \$75 per day for conferences  
 Members: \$50 per meeting - \$75 per day for conferences  
 Secretary \$ 8.00 per hour

Board of Review: \$100 per day

Trustees: \$85 per meeting - \$110 per day for conferences

Election Inspectors: Chairperson - \$11.00 per hour; Inspectors - \$10.00 per hour plus \$50 per meeting for attending training sessions

D.P.W. on call: \$55 per day

As part of their yearly compensation, the Assessor, the DPW Superintendent and the Building/Zoning Administrator are expected to attend the 12 regular (second Tuesday of the month) Pere Marquette Charter Township Board meetings.

Fire Department:

Probationary Firefighter (first two years)	\$800 per quarter
with medical training	\$1,000 per quarter

Firefighter I (after 2 years basic training)	\$855 per quarter
with medical training	\$1,055 per quarter

Senior Firefighter (after 2 year probation)	\$950 per quarter
with medical training	\$1,150 per quarter

Fire Department Officers: (per year)

Chief	\$2,500	1st Lt.	\$1,000
Assistant Chief	\$2,000	2nd Lt.	\$1,000
Captain	\$1,000	Safety Officer	\$1,000

Roll call vote: Ayes: Beal, Groendal, Shelly, Kelley, Piper  
 Nays: None

Motion carried. Members expressed appreciation to the Personnel Committee for the careful effort they made to develop a fair salary/wage schedule.

C. **Approve payment of year end bills** – Kelley provided a list of current invoices for approval. **Moved** by Groendal, seconded by Shelly to approve payment of bills totaling \$42,454.78.

Motion carried . . . all aye

D. **Budget amendments/appropriations** – Kelley reviewed the proposed amendments and reported that she has estimated that there will be \$120,000 in excess revenue over expense at the end of the year. She and Shelly recommended that the Board appropriate \$20,000 to be added to general fund balance and transfer the balance of the remaining non-tax revenue to the Capital Improvement Fund.

**Moved** by Shelly, seconded by Groendal to approve the following 2009 budget amendments/appropriations:

\*General Fund

Revenue:

101-000-403.000	Current Real Property Tax	\$ 1,110,000	(increase of \$13,000)
101-000-416.000	Current Personal Property Tax	57,979	(increase of \$2,129)

Expenditures:

101-101-826.000	Township Board, Legal	4,000	(decrease of \$2,000)
101-247-960.000	Board of Review, Education & Training	400	(increase of \$300)
101-336-710.000	Fire Department, Salary/Wage Volunteers	81,900	(increase of \$4,500)
101-336-977.000	Fire Department, Equipment	2,000	(increase of \$2,000)

101-410-826.000	Zoning Board of Appeals, Legal	700	(increase of \$200)
101-441-730.000	Dept of Public Works, Operating Supplies	7,500	(increase or \$4,000)
101-441-863.000	Dept of Public Works, Truck Maintenance	5,500	(increase of \$2,000)

101-441-975.000	Dept of Public Works, Bldg Improvement/Addition	2,200	(increase of \$1,200)
101-446-969.000	Roads & Streets, Contribution to Other Units	32,000	(decrease of \$3,000)
101-448-920.000	Street Lighting, Public Utilities	26,000	(increase of \$4,000)
101-751-974.000	Park Commission, Land Improvements	6,000	(increase of \$6,000)
101-890-700.000	Contingency	0	(decrease of \$9,071)
101-899-966.000	Tax/Tribunal Refunds	6,500	(increase of \$5,000)
101-965-700.401	Transfers to Other Funds, Capital Improvement	150,000	(increase of \$150,000)

\*Approve appropriation and authorize the Township Treasurer to retain an addition of \$20,000 to the Fund Balance of the General Fund realized as a result of revenues which exceed expenditures.

Any additional revenues which exceed expenditures (non-tax revenue) shall be transferred to the Capital Improvement Fund following posting of the 2009 audit adjustments, with said budget to be amended accordingly

Transportation System Special

288-899-966.000	Tax/Tribunal Refunds	2,000	(increase of \$2,000)
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Sewer Fund

590-538-818.000	Admin & General, Contractual Services	120,700	(increase of 7,000)
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Motion carried . . . all aye

E. **Facility Encroachment Agreement with CSX Transportation, Inc.** – Board members reviewed the agreement which will allow the Township to install a watermain under the railroad tracks along S. Pere Marquette Hwy. Kelley explained that a memorandum of agreement will also be completed and signed and then recorded.

**Resolution** presented by Groendal, seconded by Beal to approve the Facility Encroachment Agreement first dated December 7, 2009, allowing for installation of watermain along S. Pere Marquette Highway beneath the CSX Railroad tracks, to authorize the Township Supervisor and/or Township Clerk to sign the agreement and the Memorandum of Agreement on behalf of the Township, and approve Statement of Fees totaling \$5,000 payable to CSX Transportation, Inc.

Roll call vote: Ayes: Groendal, Beal, Shelly, Kelley, Piper  
Nays: None

Resolution declared adopted.

REPORTS/COMMENTS: Kelley provided a thank you letter from Jerry Funk, Ludington Fire Chief, to Lyle Collins for the help and cooperation shown during the fire at Longfellow Towers.

Kelley also provided copies of a letter and attached Charter Communications bills from Craig Lintz stating his complaint about employees being unwilling to answer specific questions about components of his bill. He was advised to file a formal complaint with the Township, as franchising authority.

Piper stated his satisfaction that the Township is doing well financially and is able to end the year with a positive increase in fund balance.

Shelly stated that the Township is fortunate that we have been able to remain conservative, that the budget is well managed, and that the staff is going to great lengths to keep costs down.

Meeting adjourned by President Pro-tem at 4:43 p.m.

Joanne Kelley, Township Clerk

Paul Piper, President Pro-tem