

**REGULAR MEETING
January 13, 2015**

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 Sara McCallum; Trustees: Paul Piper, Joanne Kelley, Andy Kmetz, and James Nordlund.
Also present: Michelle Heffner, Terry Wahr, Andy Larr, Larry Gaylord, Kelly Smith, Sheriff Kim Cole, County Commissioners Curt VanderWall and Steve Hull.

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 December 30, 2014 meeting and the current agenda were approved by consent.

PUBLIC COMMENTS: Sheriff Cole gave a mid-term report on the things he has accomplished since taking office; reported on 88 calls for service in December 2014 and compared 2014 totals with 2013.

Commissioner VanderWall reported on the most recent meeting of the Mason County Board of Commissioners.

NEW BUSINESS: A. **Designation of Depositories** – McCallum explained that the Investment Policy authorizes the treasurer to maintain a list of approved depositories and that by naming institutions specifically by resolution it provides another layer of security for the township investments. McCallum noted that the only change from the previous year is Northwestern Bank to Chemical Bank due to the merger of the two entities.

The following **resolution** was presented by McCallum, and supported by Piper:

RESOLUTION FOR THE DESIGNATION OF DEPOSITORIES

WHEREAS, under the laws of the State of Michigan, this board is required to provide by resolution for the deposit of all public money, including tax money coming into the possession of the treasurer, in one or more financial institutions, hereinafter called institution(s), to be designated in such Resolution.

NOW, THEREFORE, BE IT RESOLVED that the Treasurer is hereby authorized to deposit all public money, including tax money now in or coming into her hands as Treasurer, in the following financial institutions:

- West Shore Bank
- Fifth Third Bank
- Chemical Bank
- PNC Bank
- Crestmark Bank
- Morgan Stanley Smith Barney
- Comerica Securities
- Safe Harbor Credit Union
- Michigan Class
- Preferred Credit Union

Roll call vote: Ayes: Kmetz, Kelley, McCallum, Keson, Enbody, Piper, and Nordlund.
Nays: None.

Resolution declared adopted.

B. Agreement for the collection of summer school property taxes – Moved by Keson, seconded by Kmetz to enter into an agreement with the Ludington Area School District for the collection of 2014 summer property taxes at a reimbursed amount of \$4.00 per parcel and to authorize the Supervisor and Clerk to sign the agreement.

Motion carried.

C. **MERS Defined Contribution Plan** – Enbody explained that while reviewing the MERS Plan Document, it was discovered that MERS had amended the DC Plan to redefine “compensation” for determining pension contributions. MERS had added a new, optional, and more desirable definition of compensation to their DC Plan. In order to adopt this preferred definition, the MERS Defined Contribution Plan Adoption Agreement needs to be updated to the more accurate definition of compensation. In addition, the agreement will be amended to increase the pension contribution for 2015 to be set at 12% (previously 9%) as appropriated in the 2015 budget.

Moved by Enbody, seconded by Piper to approve amending the MERS Uniform Defined Contribution Program Adoption Agreement to a contribution level of **12%** of Compensation as defined in section 19A(4)(c)(ii) of the MERS Plan Document for full-time employees, administrative officials and deputies to officials, beginning January 1, 2015.

Motion carried.

D. **MDOT Resolution** – The following **resolution** was presented by Piper seconded by Kmetz:

PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES

RESOLVED WHEREAS, the Charter Township of Pere Marquette hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utility or other facilities, or to conduct other activities, on, over, and under State Highway right of way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. Any work performed for the GOVERNMENTAL AGENCY will be solely as for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without its specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof will be the sole responsibility of the GOVERNMENTAL AGENCY.
3. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
4. The GOVERNMENTAL AGENCY It will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
5. With respect to any activities authorized by PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental

bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.

6. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.

7. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

Name	Title
Paul Keson	Township Supervisor
Andrew Larr	DPW Superintendent
Larry Wilson	Engineer, V-TEC Engineering
Rachelle Enbody	Township Clerk

Resolution declared adopted.

E. **Amendment to Lease Agreement – Sync Wave** – Board members reviewed the proposed amendment, which would exchange the complimentary broadband service provided to the Township Hall to Sutton’s Landing.

Moved by Nordlund, seconded by Kelley to approve the third amendment to the SyncWave Lease Agreement to amend Section 3. “a. On or before January, 2015 SyncWave shall provide complimentary broadband service to three (3) Township owned facilities located as follows: (a) Pere Marquette Charter Township Sutton’s Landing Park, 5610 W. Iris Road, Ludington, MI 49431 (b) Pere Marquette Charter Township Fire Station, 1040 S. Pere Marquette Hwy., Ludington, MI 49431 (c) Pere Marquette Charter Township Department of Public Works Building, 5030 W. Progress Drive, Ludington, MI 49431” and authorize the Supervisor and Clerk to sign the addendum.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported that the slate of officers elected to the Planning Commission for 2015 are as follows: Chairman Jim Nordlund, Vice-Chair Jim Hinman, and Secretary/ZBA Liaison Doug Busch.

EMPLOYEE REPORTS: Assessor (Heffner) – Reported mailing out the Personal Property Statements and Affidavit of Exemptions and is busy working on the 2015 Assessment Roll.

Building/Zoning Administrator (Wahr) – A written report was received detailing permit activity for December and year end totals for 2014.

DPW/Water/Sewer Superintendent (Larr) – Reported that the pump re-build for the Sixth Street lift station has been completed and the pump has been reinstalled.

Fire Department (Gaylord) – Reported on 27 responses in December of 2014 and finishing the year 37 runs behind 2013; the new turnout gear was received; the department responded to assist with traffic during the storm last week and has been on 7 runs to date for 2015.

Parks Manger (Smith) – Reported focusing on the Parks, Recreation, and Open Space Plan; the decision to hire JMB Associates has been going very well and the Plan is on schedule for adoption and submission to the DNR by the deadline.

OFFICERS REPORTS: Clerk (Enbody) – Reported working on year-end financials and beginning preparation for the audit. Enbody provided a current list of invoices for approval.

Moved by Enbody, seconded by Keson to approve payment of invoices totaling \$59,249.72. Motion carried.

Treasurer (McCallum) – The 2014 year-end report is not yet available due to year-end adjusting entries still being made; the office is busy with tax collection; working on MTT and Board of Review adjustments; working on the required Reliability Study for the DEQ; met with the rate analyst to review preliminary information.

Supervisor (Keson) – Attended a meeting with Representative Ray Franz who reviewed the road proposal that will be on the May ballot; attended a grant workshop in Muskegon; there will be a Township Supervisors meeting tomorrow at the Road Commission office.

ANNOUNCEMENTS: The Mason County Township Officers Association will meet on Thursday, January 15, at 7:30 p.m. at Eden Township.

Meeting adjourned by Supervisor at 7:24 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

**REGULAR MEETING
February 10, 2015**

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 Sara McCallum; Trustees: Joanne Kelley, and Andy Kmetz.
Board members absent: Trustees Paul Piper and James Nordlund.
Also present: Michelle Heffner, Andy Larr, Larry Gaylord, Kelly Smith and Sheriff Kim Cole.

Meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Keson; Pledge of Allegiance was recited by all. The minutes of the January 13, 2015 meeting and the current agenda were approved by consent.

COMMUNICATIONS: Notice of call of Special Meeting by Supervisor Paul Keson for February 17, 2015 at 6:30 p.m. at the township hall to consider a Resolution to Adopt Park, Recreation and Open Space Master Plan; received communication from Scholten Fant Attorneys notifying the board of an increase in the hourly rate to \$150.00 per hour. Enbody noted that Scholten Fant has been the township's law firm for approximately four decades and the rates have remained unchanged at \$135.00 per hour since 1996.

NEW BUSINESS: A. **Household Hazardous Waste Collection Request for Funding Support** – Board members reviewed a request from the Manistee, Mason, and Oceana Household Hazardous Waste Committee for funding support for the Annual Household Hazardous Waste Collection Day. The amount of support requested is based upon population.

Moved by Enbody, seconded by Kmetz to enter into a contract and agreement with the Manistee, Mason, and Oceana Conservation Districts to participate in the Household Hazardous Waste Disposal Program scheduled for August 15, 2015 and to allocate \$750.00 for the program.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reviewed the Planning Commission 2014 Annual Report; working to establish a home based business ordinance and the attorney will be coming in March to work on this.

ZBA Annual Report – Keson reviewed the Zoning Board of Appeals 2014 Annual Report.

Sheriff Kim Cole reported on 101 calls for service in January 2015.

EMPLOYEE REPORTS: Assessor (Heffner) – Reported working on entering personal property statements and preparing annual assessment notices.

Building/Zoning Administrator – Board members received a written report detailing permit activity for January 2015.

DPW/Water/Sewer Superintendent (Larr) – Reported working on vehicle maintenance issues including repairs to the hydraulics on the brush truck; heard presentations from two companies to provide services for the maintenance of the water tower; working with the engineer for the upgrades to the Sixth Street lift station to complete the bid specifications – the pumps and control panel have been ordered; working on year-end DEQ reports.

Fire Department (Gaylord) – Reported on 25 calls for service in January 2015; the year-to-date total is at five runs more than last year; will be coming to the board for approval of a new firefighter once the physical and background check are complete.

Parks Manger (Smith) – Reported he is looking forward to the adoption of the new Park Plan at the meeting on the 17th; gearing up for the 2015 season at Buttersville Park with the addition of five new sites, rennumbers the existing sites, and updating the brochure with the changes; contacted a contractor for options on the repair or replacement of the septic system at Buttersville Park prior to the start of the camping season.

OFFICERS REPORTS: Clerk (Enbody) – Reported preparing for the audit; notified board members of recent FOIA amendments focusing on the fact that public bodies are required to: (a) establish procedures and guidelines to implement the recent FOIA amendments, and (b) create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body’s written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. Enbody will be working with the township attorney to amend the FOIA policy to include the required changes. Enbody provided a current list of invoices for approval.

Moved by Enbody, seconded by Kelley to approve payment of invoices totaling \$131,279.02. Motion carried.

Treasurer (McCallum) – Reported being near the end of the tax collection season; analyzing the second quarter water and sewer billing from the City of Ludington to determine why the township was billed for more than what was billed to our customers; working with the administrative assistant on developing the new website; had conversation with the auditor regarding the recording of interest and beginning in 2015 all interest will be recorded to the General Fund.

Supervisor (Keson) – Reported receiving a request from the American Red Cross to use an area at the Fire Department for storage; met with a company that is looking at a location in the First Street Business Park to construct a communications tower; received and reviewed quotes for internet services to the First Street Business Park and will continue to gather information on comparing coaxial service to fiber optic service.

Meeting adjourned by Supervisor at 7:36 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

**SPECIAL MEETING
February 17, 2015**

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

Board members present: Supervisor Paul Keson; Clerk Rachele Enbody; Treasurer, Sara McCallum; Trustees Paul Piper, Joanne Kelley, and Andy Kmetz.
Absent: Trustee: James Nordlund.
Also present: Kelly Smith, Jordan DeVries (Mason-Lake Conservation District), and James Bernier (JMB Associates, LLC).

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 agenda was approved by consent.

PUBLIC COMMENT: Jim Bernier, consultant for the Park, Recreation, and Open Space Master Plan presented and reviewed changes made to the Plan when compared to the Draft version that was posted and made available for public review beginning January 16, 2015. He then gave a presentation explaining each of the eight sections of the Plan, reviewing the content of each section, and finished the presentation stating that one of the action items of the plan is to conduct a semi-annual review of the Park Plan Goals and Objectives and Action Items. He thanked the board for the opportunity to work on the Plan and thanked township officials and staff members for their assistance.

PUBLIC HEARING: A. **Park, Recreation and Open Space Master Plan** – The public hearing was called to order by the Supervisor at 6:55 p.m. The purpose of the hearing is to hear comments on the Park, Recreation and Open Space Master Plan. Notice of the 30 day plan review period was published in the *Ludington Daily News* on January 16, 2015 and the notice of public hearing was published in the Ludington Daily News on February 10, 2015.

Jordan DeVries stated that he and his staff at the Mason Lake Conservation District reviewed the Plan and thought it was very well done. He suggested working cooperatively on a future grant opportunity involving property gifted to the District that is located within the Township.

No further comments were received and the public hearing was closed at 7:00 p.m.

NEW BUSINESS: A. **Resolution to Adopt Park, Recreation and Open Space Master Plan**

RESOLUTION OF ADOPTION OF THE PARKS, RECREATION & OPEN SPACE PLAN

WHEREAS, the Charter Township of Pere Marquette has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five year period covering the years 2015 through 2019, and

WHEREAS, the Charter Township of Pere Marquette began the process of developing a community recreation and natural resource conservation plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities, and

WHEREAS, residents of the Charter Township of Pere Marquette were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan, and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days, and

WHEREAS, a public hearing was held on February 17, 2015 at Pere Marquette Charter Township Hall, Ludington, MI 49431 to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the Parks, Recreation & Open Space Plan, and

WHEREAS, the Charter Township of Pere Marquette has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the Charter Township of Pere Marquette, and

WHEREAS, after the public hearing, the Pere Marquette Charter Township Board of Trustees voted to adopt said Parks, Recreation & Open Space Plan.

NOW, THEREFORE BE IT RESOLVED the Charter Township of Pere Marquette Board of Trustees hereby adopts the Parks, Recreation & Open Space Plan.

Moved by Kelley, seconded by Enbody to adopt the foregoing resolution.

Roll call vote: Ayes: Kmetz, Kelley, McCallum, Keson, Enbody, and Piper.
Nays: None.
Absent: Nordlund.

Resolution declared adopted.

EXTENDED PUBLIC COMMENTS: Jordan DeVries stated that the Conservation District Annual Meeting is February 20, 2015 at 6:00 p.m.

Meeting adjourned by Supervisor at 7:02 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

REGULAR MEETING
March 10, 2015

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 Sara McCallum; Trustees: Joanne Kelley, and Andy Kmetz.
Board members absent: Trustees Paul Piper and James Nordlund.
Also present: Terry Wahr, Andy Larr, Larry Gaylord, Kelly Smith, County Commissioner Steve Hull, and Mason-Lake Conservation District Administrator Jordan DeVries.
Present for a portion of the meeting: Sheriff Kim Cole.

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 February 10, 2015 regular meeting, the February 17, 2015 special meeting and the current agenda were approved by consent.

PUBLIC COMMENT: Jordan DeVries informed the board that the grant application for the Michigan Invasive Species Grant was denied and that he may bring a new request to the board for an in-kind match of services for a new grant application, that the snake exhibit at the Sandcastles Children's Museum begins March 27th, and thanked the board for their contribution to the Household Hazardous Waste Program for 2015.

County Commissioner Steve Hull reported on the most recent meeting of the Mason County Board of Commissioners.

Sheriff Kim Cole reported on 90 calls for service in February 2015.

COMMUNICATIONS: Board members each received an Auditors Communication With Those Charged With Governance During Planning letter from auditor Douglas Wohlberg, CPA. The communication details the planned scope and timing of the audit and the auditor's responsibilities under accepted auditing standards.

NEW BUSINESS: A. **Resolution - Wholesale Water and Sewer Agreement; Addendum I to Wholesale Water and Sewer Agreement; Water Supply Agreement; and Water Supply Franchise Agreement** – The Supervisor stated the next order of business was the consideration of a resolution to approve and enter into three agreements concerning the Township's water and sewer systems and the supply of public water to Michigan Power Limited Partnership for its processing needs. The following **Resolution** was offered by Keson and supported by McCallum:

RESOLUTION

WHEREAS, Pere Marquette Charter Township ("Township") and the City of Ludington ("City") are parties to a Restated Water and Sewer Agreement, dated November 30, 1983, as amended (the "Restated Agreement"); and

WHEREAS, under terms of the Restated Agreement, the City has supplied treated water from the City's public water system (the "City Water System") to the Township for sale by the Township to customers served by that portion of the Township's water system that receives and distributes water purchased from the City Water System (the "Township Purchased Water System"); and

WHEREAS, under the terms of the Restated Agreement, the City has provided sewage treatment and disposal service by the City's sanitary sewer system (the "City Sewer System"), which includes the City's wastewater treatment plant (the "Sewage Treatment Plant"), to the Township for sanitary sewage and wastewater (together, "Sewage") collected from customers of the Township sanitary sewer system (the "Township Sewer System"); and

WHEREAS, Michigan Power Limited Partnership ("Michigan Power") owns and operates a natural gas-fired electricity producing cogeneration power plant (the "Facility") located on lands in the Township adjacent to the City; and

WHEREAS, Michigan Power is currently a customer of the Township Purchased Water System for some of its needs for public water, that does not include the processing water needs for the cogeneration operations of the Facility; and

WHEREAS, Michigan Power desires to obtain processing water needs of the Facility from the Township's Purchased Water System which would require a large increase in the volume of water distributed from the Township Purchased Water System and, in turn, received from the City Water System; and

WHEREAS, the Township and Michigan Power desire to provide an assured source of public water to the Facility for its process water needs; and

WHEREAS, the City will incur significant expense to upgrade the City's Water Treatment Plant and certain distribution and transmission components of the City Water System in order to enhance the supply of water by the City to customers of the City Water System, including the Township and, in turn, by the Township to Michigan Power for the process water needs of the Facility; and

WHEREAS, in light of the above, representatives of the Township, the City, and Michigan Power have negotiated the following agreements for consideration and approval by the parties:

- A. Wholesale Water and Sewer Agreement, with Exhibit A, between the City and the Township which shall replace and supersede the Restated Agreement;
- B. Addendum I to the Wholesale Water and Sewer Agreement, between the City and the Township, which will supplement the Wholesale Water and Sewer Agreement with terms and conditions relating to large volume of public water required by and to be distributed to Michigan Power for the process water needs of its Facility; and
- C. Water Supply Agreement with Exhibits A-D between the Township, the City, and Michigan Power, which supplements A and B above and provides specific terms and conditions applicable to Michigan Power and the supply of public water to Michigan Power for the process water needs of the Facility;

(collectively the "Agreements"); and

WHEREAS, the Township's administration and legal counsel recommend approval by the Township Board of the Agreements, and the Township Board determines that approval of the Agreements is in the best interests of the Township.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Agreements as attached to this Resolution are hereby approved.
2. The Township Supervisor and Clerk are directed to execute the Agreements, and to take other necessary and appropriate actions to execute, deliver and implement the Agreements.
3. All resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

YES: Kmetz, Kelley, McCallum, Keson, and Enbody.

NO: None.

RESOLUTION DECLARED ADOPTED.

B. Proposal(s) for Truck for DPW/Water/Sewer and Parks Departments – Board members reviewed a memo from Larr requesting a new four wheel drive truck. The vehicle is a planned expenditure from the Capital Improvement Fund.

Moved by Kelley, seconded by Kmetz to approve the purchase of a 2015 GMC Sierra 3500 HD 4x4 pickup at a purchase price of \$28,361.30.

Motion carried.

C. Proposal for Consulting Services – Keson explained that JMB Associates, LLC has assisted the township with consulting services for the relicensing process for the Ludington Pumped Storage Project and the Park, Recreation and Open Space Master Plan. The scope of consulting services would include assisting the township with various projects such

as Recreation Plan implementation activities, continued services for the Ludington Pumped Storage Project relicensing activities and any other services as may be requested by the Township.

Moved by Keson, seconded by Kelley to accept the proposal from JMB Associates, LLC to provide consulting services to the Township at a rate of \$55.00 per hour with additional expenses such as mileage, copying, services fees, etc., to be invoiced as appropriate.

Motion carried

D. **Appointment of Firefighter** – Gaylord explained that the potential firefighter is a veteran, has past experience as a firefighter in another state and has passed the background check and physical examination.

Moved by Kmetz, seconded by McCallum to approve membership of Fred Reader as a probationary firefighter effective immediately.

Motion carried.

E. **Lift Station #4 Pump Replacement** – Larr explained that there are two grinder pumps that operate alternately in the lift station. One of the pumps was rebuilt but is still not performing as it should. Larr would like to purchase a new grinder pump for the lift station and keep the other grinder pump as a spare. Larr received a quote from Detroit Pump, which is the company that designed and built the original lift station.

Moved by Enbody, seconded by Kmetz to approve the purchase of a pump for lift station #4 from Detroit Pump at a not to exceed cost of \$3,165.00 plus applicable freight charges.

Motion carried.

F. **Lift Station #1 Repairs** – Larr explained that the lift station experienced another failure in January. A service technician from Grandtech, Inc. replaced a check valve and then discovered a variable frequency drive failure. The repairs were necessary due to the fact that it is a main lift station. The lift station is scheduled for upgrades in 2015. The equipment has been ordered and the engineer is finalizing the specifications. Larr stated the goal is to have the upgrades complete before Memorial Day.

Moved by Kelley, seconded by Keson to approve repair charges in the amount of \$4,622.50 for lift station #1.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – The Planning Commission held a work session on long term goals for the Comprehensive Plan and compiled a list of questions for the Township Attorney's meeting with the commission. The commission also discussed the possibility of a sidewalk ordinance and if there would be interest from the Township Board for a cost share sidewalk program.

EMPLOYEE REPORTS: Assessor – Keson reported that the Board of Review met from 1:30 p.m. – 9:00 p.m. on Monday, March 9th and will meet from 9:30 a.m. – 3:00 p.m. on Wednesday, March 11th.

Building/Zoning Administrator (Wahr) – Provided a written report detailing permit activity through February; issued a building permit for ALDI food market and anticipates issuing a permit for Wags to Wiskers pet store within the next week.

DPW/Water/Sewer Superintendent (Larr) – Reported gathering information for the township engineer for the completion of the Reliability Study required by the DEQ; the contractor performing the Cross Connection inspections will be coming at the end of this month; the township has budgeted for approximately fifty inspections per year until all connections have been inspected; the fork lift was inspected and some repairs were made; Larr will be attending a conference next week.

Fire Department (Gaylord) – Reported on 32 responses in February; thanked the board for the appointment of the new member; reported on pipeline training at the Fire Department on March 9th and receiving the new port-a-tank.

Parks Manger (Smith) – Reported waiting for the weather to break to begin preparing the parks for the season and is currently working with the consultant on application for grant funding for the replacement of playground equipment at Buttersville and Memorial Tree Park(s) which needs to be submitted by April 1st.

COMMITTEE OF THE WHOLE: **Moved** by Keson, seconded by Enbody to move into Committee of the Whole at 7:40 p.m. Motion carried. Various topics discussed with no action taken:

- Discussed the remaining two lots in the Pere Marquette Industrial Park. Keson has checked with an appraiser familiar with commercial property and was informed that the cost per acre is reduced when more acreage is purchased. With the remaining two lots being larger lots, Keson informed the board that the cost per acre may need to be reevaluated.
- Discussed the position of assessor. Keson stated he is considering placing someone into the position for one year at a reduced schedule, starting out at two days per week and possibly working up to thirty hours per week instead of the current forty hour per week worked by the current assessor.

Moved by Keson, seconded by Kmetz to return to regular session at 8:05 p.m. Motion carried.

OFFICERS REPORTS: Clerk (Enbody) – Reported receiving notification of receiving a Risk Avoidance Grant to pay for 75% of the tuition for the Citizen Planner courses taken by the Planning Commission members; working on the 2014 audit and working with the auditor on the asset lists. Enbody provided a current list of invoices for approval.

Moved by Enbody, seconded by Kelley to approve payment of invoices totaling \$412,753.81. Motion carried.

Treasurer (McCallum) – Provided a written report detailing quarterly cash, bank, and investment balances by fund and by bank account for the fourth quarter of 2014; provided a written report detailing cash and investment balances by fund and by bank account for January 2015; reviewed 2014 Tax Settlement Report; reported discussion with auditor to consolidate tax revenues to a single account (line item); working on connection quotes, Reliability Study, audit, Continuing Disclosure Report, website, and will soon begin working on a spring newsletter.

Supervisor (Keson) – Reported attending the County Commissioners meeting and a City of Ludington Public Safety/Public Utilities Committee meeting and reported on each meeting; the business interested in internet service to the First Street Industrial Park has put the request on hold due to the possibility of a provider moving into the Business Park.

Meeting adjourned by Supervisor at 8:27p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

REGULAR/COMMITTEE OF THE WHOLE MEETING
March 24, 2015

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

Board members present: Supervisor Paul Keson; Treasurer Sara McCallum; Trustees: Joanne Kelley, Andy Kmetz, and Paul Piper.
Board members absent: Clerk Rachelle Enbody and Trustee James Nordlund.
Also present: Kristin Lange, Kelly Smith, County Commissioner Steve Hull, Devon Hall, and Henry Rasmussen.

Meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Keson; Pledge of Allegiance was recited by all. The minutes of the March 10, 2015 regular meeting and the current agenda were approved by consent.

Moved by McCallum, seconded by Keson to appoint McCallum as temporary clerk for this meeting. Motion carried.

Moved by Keson, seconded by Kelley to appoint Kristin Lange as recording secretary to aid in minute taking for this meeting. Motion carried.

PUBLIC COMMENT: There was no public comment.

PUBLIC HEARING: A. **Application for a Land and Water Conservation Fund Grant** – The public hearing was called to order by the Supervisor at 6:34 p.m. The purpose of the hearing was to hear comments on the Application for a Land and Water Conservation Fund Grant. Notice of the public hearing was published in the *Ludington Daily News* on March 14, 2015.

Kelly Smith (Parks Manager) presented information on the proposed improvements and renovations for the Buttersville Park play area. Commissioner Hull expressed concern with wood fiber maintenance due to close proximity to sand dunes. No further comments were received. The public hearing was closed at 6:55 p.m.

NEW BUSINESS: A. **Resolution in Support of Grant Application** – The following Resolution was offered by Piper and supported by Keson:

LAND AND WATER CONSERVATION FUND

RESOLUTION OF AUTHORIZATION – LOCAL UNIT OF GOVERNMENT MATCH WITHOUT DONATED FUNDS

WHEREAS, the Pere Marquette Charter Township Board of Trustees supports the submission of an application titled, “Buttersville Park Playground Renovation” to the Land and Water Conservation Fund for development of a new playground to replace old, outdated, non-accessible playground equipment with new, accessible playground equipment that includes two multi-function play structures, swings, and the latest versions of a merri-go-round, and a tire swing installed over an engineered wood surface with accessible pathways at Buttersville Park; and,

WHEREAS, the proposed application is supported by the Community’s 5-Year Approved Parks, Recreation and Open Space Plan 2015 - 2019; and,

WHEREAS, the Pere Marquette Charter Township Board of Trustees has made a financial commitment to the project in the amount of \$30,000 matching funds, in cash and/or force account;

NOW THEREFORE, BE IT RESOLVED that the Pere Marquette Charter Township Board of Trustees hereby authorizes submission of a Land and Water Conservation Fund Application for \$30,000, and further resolves to make available its financial obligation amount of \$30,000 (50%) of a total \$60,000 project cost, during the 2016-2017 fiscal year.

Roll Call Vote: Ayes: Kmetz, Kelley, McCallum, Keson, and Piper.
Nays: None.
Absent: Enbody and Nordlund.

RESOLUTION DECLARED ADOPTED.

B. **Resolution to Enter Into Consent and Agreement** – The Supervisor stated the next order of business was the consideration of a resolution to approve and enter into a Consent and Agreement relating to the Water Supply Agreement recently entered into with Michigan Power and the City. The following Resolution was offered by Kelley and supported by McCallum:

RESOLUTION

WHEREAS, the Township entered into a Water Supply Agreement, having an effective date of March 10, 2015, with Michigan Power Limited Partnership ("Michigan Power") and the City of Ludington ("City"); and

WHEREAS, Section 11.10 of the Water Supply Agreement requires the prior written approval of the Township and the City for Michigan Power to assign the Agreement; and

WHEREAS, Michigan Power has entered, and/or will be entering, into certain Loan Arrangements, as summarized in the attached Consent and Agreement, as part of the financing of the operations of Michigan Power's facility in the Township; and

WHEREAS, under such Loan Arrangements, Michigan Power's obligations are, and will be, secured by a security interest in all of its assets, including the contract rights under the Water Supply Agreement; and

WHEREAS, MUFJ Union Bank, N.A. ("Bank") as the Administrative Agent and the Collateral Agent for the Secured Parties under the Loan Arrangement, together with Michigan Power have requested the Township and the City to execute the Consent and Agreement for purposes of approving the collateral assignment of Michigan Power's rights in and to the Water Supply Agreement to the Bank as provided in and under the terms and conditions of the Consent and Agreement; and

WHEREAS, the Township has reviewed the Consent and Agreement and finds that such agreement to be acceptable and appropriate and that it will not adversely affect performance under the Water Supply Agreement.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Consent and Agreement as attached to this Resolution is hereby approved.
2. The Township Supervisor and Deputy Clerk are authorized and directed to execute the Consent and Agreement, and to take other necessary and appropriate actions to execute, deliver and implement the Consent and Agreement.
3. All resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

Roll Call Vote: Ayes: Kmetz, Kelley, McCallum, Keson, and Piper.
Nays: None.
Absent: Enbody and Nordlund.

RESOLUTION DECLARED ADOPTED.

C. **Approve hiring of Assessor** – Keson introduced Devon Hall, a Level III assessor who has expressed interest in succeeding Michelle Heffner, the Township's current assessor who is retiring effective March 31, 2015. Hall then provided a brief summary of his assessing experience and qualifications while responding to a few questions by board members.

Moved by Keson, seconded by Kmetz to approve the hiring of H. Devon Hall as a Level III Assessor, beginning with an abbreviated schedule at an hourly rate equivalent to the current Assessor's salary of \$25.96 per hour up until a full time schedule can be coordinated and thereafter paid at up to the established 2015 Assessor's salary of \$54,004.00 per year.

Motion carried.

COMMITTEE OF THE WHOLE: **Moved** by Piper, seconded by McCallum to move into Committee of the Whole at 7:10 p.m. Motion carried. Various topics discussed with no action taken:

- Discussed progress with zoning enforcement officer within the Township.
- Keson provided updates on the following: the issue regarding the sand dune on South Lakeshore Drive (Buttersville peninsula) that has continually encroached into the roadway; on repair of Phillips Cemetery fence that was damaged in February when a vehicle slid through intersection; and an infrastructure improvement request by Epworth.
- McCallum provided a Reliability Study update and informed members that a request has been made to BS&A regarding a support visit for the Utility Billing Program as well as possible basic training for the DPW employees on the program.
- Discussion occurred regarding Capital Improvement Plan, the approximate bond balance remaining and which projects are currently slated to utilize those monies.

Moved by Keson, seconded by Piper to return to regular session at 7:20 p.m. Motion carried.

ANNOUNCEMENTS: Keson announced that Wayne Schoonover (Mason County Road Commission) offered to present at an April board meeting, a brief overview of ballot initiative Proposal 15-1 for the May 5, 2015 election.

Meeting adjourned by Supervisor at 7:22p.m.

Sara McCallum, Temporary Clerk

Paul Keson, Township Supervisor

REGULAR MEETING
April 14, 2015

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 Sara McCallum; Trustees: Joanne Kelley, Andy Kmetz and James Nordlund.
Board members absent: Trustee Paul Piper.
Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, Kelly Smith, Mike and Elsie Keson, and Mason County Road Commission Manager/Director Wayne Schoonover.
Present for a portion of the meeting: Sheriff Kim Cole.

Meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Keson; Pledge of Allegiance was recited by all. The minutes of the March 24, 2015 regular meeting and the current agenda were approved by consent.

PUBLIC COMMENT: Sheriff Kim Cole reported on 95 calls for service in March 2015.

NEW BUSINESS: A. **Presentation by the Mason County Road Commission on Proposal 1** – Wayne Schoonover gave a presentation on Proposal 15-1, a ballot initiative on the May 5th ballot that, if approved, would increase the sales/use tax from 6% to 7% and give effect to laws that provide additional money for roads by increasing the gas tax and vehicle registration fees.

B. **Request from Ludington Area Jaycees for support of Freedom Festival** – Enbody noted that \$1,000 has been allocated in the budget for the purpose of defraying the expenses of observing Independence Day.

Moved by Keson, seconded by Nordlund to appropriate the sum of \$1,000 to the Ludington Area Jaycees to be utilized for the observance of Independence Day.

Motion carried.

C. **Job Description/Authorize hiring of Code Enforcement Officer** – Board members reviewed the job description for a Code Enforcement Officer. Keson explained that the intent is to provide assistance to the Zoning department. The enforcement officer would work under the direction of the Zoning Official who is also the Ordinance Enforcement Officer. It was determined that the job description should clarify the position as “Assistant Code Enforcement Officer” as this position has no certification requirements and would perform only under the direct supervision of the Zoning Administrator/Ordinance Enforcement Officer. Enbody expressed concern over the cost of benefits for a new full time position and the effect on the budget. As no allocation was made in the 2015 budget for the addition of this position Keson will review the budget and bring a recommendation to the board at a later date.

Moved by Kmetz, seconded by McCallum to approve the job description for Assistant Code Enforcement Officer.

Motion carried

COMMITTEE REPORTS: Planning Commission (Kmetz) – The Planning Commission held a work session with township attorney Rod Schermer to review billboard, sidewalk, fireworks and firearms discharge regulations within the township ordinances.

EMPLOYEE REPORTS: Assessor (Hall) – Stated things are going very well, everyone has been helpful, and he is pleased to be working with the township.

Building/Zoning Administrator (Wahr) – Provided a written report detailing permit activity through March; ALDI’s has begun clearing their site to begin construction and a permit was issued for Wags to Wiskers; reported meeting with the road commission and representative from Mercy Health on driveway concerns for their location at the corner of US-10 and Jebavy; noted that the office building of Pallet Recycle had burned and that they will be going to the ZBA for approval to rebuild on the same footprint; received prints for the new body shop for Shilander; working on a request from McDonalds for a second drive-thru lane; and the Consumers Lake Winds building in PM Industrial Park is nearing completion.

DPW/Water/Sewer Superintendent (Larr) – Reported spring leaf pick up has begun; working with the Road Commission on the beach parking area near Buttersville Park; the new truck has been ordered and is scheduled for production in May; working with drainage issues and leach basins; completed quarterly meter reading; passing along numerous calls about potholes to the Road Commission; and noted that the well field produced an extra 280,000 gallons of water to fight the fire at Pallet Recycle.

Fire Department (Gaylord) – Reported on 32 responses in March and are at 86 calls to date compared with 70 calls to date last year; the aerial truck was used for an investigation to aid in obtaining photographs of an area in which a death occurred.

Parks Manager (Smith) – Reported gearing up to open May 1st; working on rebuilding and repainting picnic tables; plans to submit water samples next week and sees no issues for being ready for opening day.

OFFICERS REPORTS: Clerk (Enbody) – Reported working on reviewing the preliminary audit and adjusting entries, and year-end financial reporting requirements; there will be an informational MERS meeting for employees on Thursday; reported that new FOIA laws become effective on July 1, 2015 that will require new written procedures and guidelines to implement the FOIA, along with a written public summary explaining how the township's FOIA process works; the township cannot charge a fee for a FOIA request unless these items have been adopted. Enbody provided a current list of invoices for approval.

Moved by Enbody, seconded by Keson to approve payment of invoices totaling \$115,423.07. Motion carried.

Treasurer (McCallum) – Reported working on many different things; Jackie has been putting together a lot of quotes for requested water and sewer connections; working with the engineer on the Reliability Study; first quarter water bills have just gone out; the Mason County Treasurers Association speaker at last week's meeting was Ed Bradford of the City of Manistee and he spoke on the budgeting process in smaller municipalities.

Supervisor (Keson) – Received notification from the Road Commission that they have approved the 2014 and 2015 payment(s) of \$9,100.00 for each year for the roads in the First Street Business Park; the Roads Committee will be meeting soon to review roads and determine the projects for 2015; there may be an offer for the purchase of a lot in the First Street Business Park and another business interested in a parcel in the Pere Marquette Industrial Park; working with the Road Commission to fix the drainage issue in the Buttersville beach parking area.

EXTENDED PUBLIC COMMENTS: Kelly Smith stated he had met with the Personnel Committee last fall regarding a full time position with the township and let it be known it was his intent to keep himself available if a position became available and that he let the township administration know of his retirement from racing. He expressed that he is hopeful of working for the township on a full time basis.

Meeting adjourned by Supervisor at 7:56 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

REGULAR MEETING
May 12, 2015

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 Sara McCallum; Trustees: Paul Piper, Joanne Kelley, Andy Kmetz and James Nordlund.
Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, Jim Leonard, County Commissioner Steve Hull, and Mason Lake Conservation District Administrator Jordan DeVries.
Present for a portion of the meeting: Sheriff Kim Cole.

Meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Keson; Pledge of Allegiance was recited by all. The minutes of the April 14, 2015 regular meeting were approved by consent.

PUBLIC COMMENT: Sheriff Kim Cole reported on 57 calls for service in April 2015.

Item D. "Sale of Township Camera" was added to the agenda.

Moved by Enbody, seconded by Piper to approve the agenda as amended. Motion carried.

NEW BUSINESS: A. **Consider Request from Mason Lake Conservation District for Grant Assistance** – Jordan DeVries addressed the board to explain a request for grant assistance. The Conservation District would like to apply for a Federal grant for the restoration of the Pere Marquette River that will reduce sediment flow downstream to Pere Marquette Lake and improve the brook trout habitat. The board had previously approved a \$5,000.00 in-kind match of services in support of the Michigan Invasive Species Grant Program, but the Conservation District did not receive that grant. DeVries asked the board to consider applying the previously approved amount to the new grant opportunity. DeVries then updated board members on other projects the Conservation District is managing for the DNR, and also mentioned an opportunity for a township property to obtain a rain garden on behalf of the Muskegon Community Foundation.

Moved by Nordlund, seconded by Piper to appropriate a match equivalent to \$5,000.00 to the Mason Lake Conservation District in support of the Restoration of the Pere Marquette River Grant Program.

Motion carried.

B. **Consider Engineering Services for Water Tower Maintenance Agreement** – Board members reviewed two proposals for maintenance of the water tower. Larr explained that two companies came to inspect the water tower and submit proposals. Dixon Engineering, Inc. gave a proposal for engineering costs in the amount of \$4,500.00 with estimated expenses for maintenance and repairs of \$40,000.00 this year and an additional \$120,000.00 in approximately eight years. The second proposal from Utility Service Co., presented a ten year maintenance plan at \$260,000.00 in which the cost could be spread over ten years at \$26,000.00 per year. Larr stated Dixon Engineering designed the water tower and he has been satisfied with their work in the past. The Water and Sewer Committee reviewed each proposal and recommends Dixon Engineering.

Moved by Keson, seconded by McCallum to approve engineering services from Dixon Engineering, Inc. in the amount of \$4,500.00 for the preparation of technical specifications and contract documents, project administration, and cathodic protection systems and mixer installation inspection for the water storage tank.

Motion carried.

C. **Consider Approval of Purchasing and Bid Policy** – Board members reviewed a memo from McCallum reviewing the significant revisions to the Purchasing and Bid Policy. McCallum explained that the township attorney advised that the policy be updated to reflect changes in statute removing requirements related to sealed bids. Keson explained that a restriction of a \$20,000.00 limit on emergencies would not allow any emergency repairs for lift stations, the generator at the well house, or other purchases related to a catastrophic event and therefore a change was made to the proposed policy eliminating the monetary restrictions on emergency purchases. The proposed policy increases the purchase limit of the Purchasing Agent from \$2,000.00 to \$5,000.00; it gives the Finance Committee the authority to approve purchases up to

\$10,000.00; purchases from \$10,000.00 to \$20,000.00 require board approval and purchase over \$20,000.00 will require Requests for Proposals, quotes or sealed bids, or a majority vote to waive the requirement if not found to be practicable.

Moved by Enbody, seconded by Kelley to adopt the proposed Purchase and Bid Policy, effective upon adoption.

Motion carried.

D. **Sale of Township Camera** – Keson explained that the previous assessor approached him about purchasing the township camera used while she was the assessor. The camera is seven years old and the shutter is broken. Keson researched the resale cost of the camera and it ranges between \$10.00 and \$56.00 depending upon the condition.

Moved by Piper, seconded by Nordlund to authorize the supervisor to sell or dispose of the Kodak camera, to use his discretion to determine the fair value of the camera, and to sell or dispose of the camera within a reasonable time line. All proceeds shall be deposited into the appropriate fund(s).

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported a site plan review for an urgent care facility was approved with minor contingencies including two recommendations being forwarded to MDOT and the Mason County Road Commission to allow a left turn off of eastbound US 10 and to move the entrance on Jebavy Drive as far north of the US 10 intersection as possible.

Zoning Board of Appeals (Piper) – Reported electing officers for 2015.

EMPLOYEE REPORTS: Assessor (Hall) – Reported he will be transitioning to full time beginning Monday and that everything is going well.

Building/Zoning Administrator (Wahr) – Provided a written report detailing permit activity through April; more building permits have already come in for May; expecting a site plan review for the Brownfield property that is being developed by Shilander Auto Body; ALDI's have begun construction at the corner of Meyers and US 10; Pallet Recycle, whose office building was destroyed by fire in March, is hoping to begin rebuilding in the near future.

DPW/Water/Sewer Superintendent (Larr) – Reported working with the Mason County Road Commission at the Buttersville Park parking area improving visibility, drainage, and the area at the Father Marquette Shrine; continuing with leaf and brush pick-up; the new truck that will be shared between the Parks and DPW is scheduled to be delivered next week.

Fire Department (Gaylord) – Reported on 25 responses in April and noted they are 17 runs ahead compared to the same time last year; the ISO report was received and the township has maintained its rating at a six; the report gave areas for improvement and Gaylord plans to work towards improving the rating; three members of the department have completed their Emergency Medical Responder training and should be receiving their certification within the month; annual hose testing was done and three lengths of hose did not pass the testing and have been removed from service; the railroad crossing will be shut down for two days for repairs and a detour will re-route traffic; Gaylord is working on an emergency response plan during the closure; service awards were presented at the last fire department meeting and the following members received awards for their years of service with the Department: Ross Kissel – 40 years, Larry Gaylord – 35 years, Ed Rasmussen – 20 years, and Kevin Burgess – 15 years. The Pere Marquette Fire Department was also awarded a plaque for 40 years of service.

Parks Manager (Smith) – No report (absent).

COMMITTEE OF THE WHOLE: **Moved** by Keson, seconded by Piper to move into committee of the whole at 7:19 p.m. Motion carried. Various topics discussed with no action taken:

- Keson stated he is working with Verizon on the purchase of a property in the First Street Business Park. Verizon was originally considering Lot 27 but now is looking for a location closer to the center of the business park. Keson stated the tower would require approval from the Planning Commission.

- Keson updated the board on the upgrades to the Sixth Street lift station. The pumps and control panel have been received and the engineer is working on finishing up the plans to submit to the DEQ for a permit. The DEQ stated the plans could be submitted as a design/build and once approved, the project can go out for bid.

Moved by Keson, seconded by Piper to return to regular session at 7:32 p.m. Motion carried.

OFFICERS REPORTS: Clerk (Enbody) – Reported on voter turnout for the May Special Statewide Election; noted changes in legislation for the 2016 election schedule; continuing to work on the completion of the audit and the financial reporting that is due upon completion of the audit. Enbody provided a current list of invoices for approval.

Moved by Enbody, seconded by Kelley to approve payment of invoices totaling \$164,421.85. Motion carried.

Treasurer (McCallum) – Provided written report(s) detailing quarterly cash, bank, and investment balances by fund and account for the first quarter of 2015 and detailing cash and investment by fund and bank account for the month of April; reported Ed Bradford of the City of Manistee gave a presentation at the quarterly Mason County Treasurers Association on budgets for smaller municipalities; working with Judy on the new website; the treasurer's office has been busy with Jackie doing research on connections and handling several new requests for connections; will begin working on the tax roll next month.

Supervisor (Keson) – Michigan Economic Developers Association personnel toured the industrial parks with Keson and the township has received certifications from the MEDA for the Pere Marquette Industrial Park and the First Street Business Park; the boat launch area at the Father Marquette Memorial is receiving some improvements with a larger grassy area for picnic tables; presented service awards to fire department members from 15 to 40 years of service and expressed his appreciation for their service and dedication; working towards the hiring of an assistant code enforcement officer; noted that the assessor will officially begin full time employment on May 18th; stated that Judy Cools has submitted a letter of resignation which states she is leaving employment in favor of pursuing other interests.

ANNOUNCEMENTS: Keson announced that he has received notification that the railroad crossing on Pere Marquette Highway will be repaired later this year. The crossing will receive new gates, lights, and other repairs. A portion of highway will be closed during the repairs.

EXTENDED PUBLIC COMMENTS: County Commissioner Hull spoke of upcoming events in Mason County and reported on the most recent meeting of the Mason County Board of Commissioners.

Meeting adjourned by Supervisor at 7:45 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

**REGULAR/COMMITTEE OF THE WHOLE MEETING
May 26, 2015**

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 Sara McCallum; Trustees: Joanne Kelley, Andy Kmetz, and James Nordlund.
Board members absent: Trustee Paul Piper.

Meeting was called to order at 6:31 p.m. by the Supervisor. Invocation was given by Keson; Pledge of Allegiance was recited by all. The minutes of the May 12, 2015 regular meeting and the current agenda were approved by consent.

NEW BUSINESS: A. **Consider Hiring of an Assistant Code Enforcement Officer** – Keson explained that he anticipates the Assistant Code Enforcement Officer will work an average of ten hours per week throughout the year. It is the intention to have Parks Manager Kelly Smith fill the position and combine the Park Manager and Assistance Code Enforcement Officer positions, making Smith eligible for full-time benefits of hospitalization, pension, longevity, life insurance, and entitled to personal, sick and vacation time. Board members reviewed a schedule of budget effects for adding the position and adding the fringe benefits. Enbody expressed concern that the costs had not been budgeted in 2015 and that the ongoing cost of adding a full time position with benefits has not been considered in future budgets.

Moved by Nordlund, seconded by Kelley to approve the hiring of Kelly Smith as an Assistant Code Enforcement Officer at an annual salary of \$7,800.00 which will be pro-rated to \$4,550.00 in 2015 with a start date of June 1, 2015. This position is to be combined with the Parks Manager position and will be entitled to full time benefits as long as the positions remain combined.

Motion carried.

ANNOUNCEMENTS: Keson reported he is obtaining estimates for the replacement of the concrete walkway at the township hall and also looking at the cost for placing heated tubing beneath the sidewalk to help keep the entranceway free of snow in winter. Keson reported that LMTA has announced it will no longer provide service within Amber Township as of July 1st. Keson reported that the Roads Committee has received estimates for 2015 road repairs. He hopes to have road contracts available for approval at the next meeting.

Meeting adjourned by Supervisor at 7:22 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

REGULAR MEETING
June 9, 2015

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

Board members present: Supervisor Paul Keson; Clerk Rachele Enbody; Treasurer Sara McCallum; Trustees: Paul Piper, Joanne Kelley, Andy Kmetz and James Nordlund.
Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, and Kelly Smith.
Present for a portion of the meeting: Sheriff Kim Cole.

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 26, 2015 regular meeting and the current agenda were approved by consent.

PUBLIC COMMENT: Sheriff Kim Cole reported on 110 calls for service in May 2015.

COMMUNICATIONS: Enbody informed board members that she has received a copy of the most recent meeting minutes of the Lincoln Lake Improvement Board.

NEW BUSINESS: A. **Resolution to Approve and to Enter into an Operating Agreement** – The Supervisor stated the next order of business was the consideration of a resolution to approve and to enter into an Operating Agreement between the Township, the City of Ludington ("City") and Michigan Power Limited Partnership ("Michigan Power"), concerning the supply of public water to the Michigan Power cogeneration power plant. The following Resolution was offered by Kelley and supported by Kmetz:

RESOLUTION

WHEREAS, by Resolution, dated March 11, 2015, the Township Board approved the Township entering into a Wholesale Water and Sewer Agreement, between the Township and the City, an Addendum I to the Wholesale Water and Sewer Agreement between the Township and the City, and a Water Supply Agreement between the Township, the City, and Michigan Power (collectively the "Agreements"); and

WHEREAS, the parties have executed the Agreements and they are in force and effect; and

WHEREAS, Section 6.2 of the Water Supply Agreement provided that the parties to that agreement were to negotiate an Operating Agreement relating to the operating practices and standards applicable to the supply of Potable Water, to the Michigan Power Facility (as those capitalized terms are defined in the Water Supply Agreement); and

WHEREAS, in light of the above, representatives of the Township, the City and Michigan Power have negotiated the attached Operating Agreement; and

WHEREAS, the Township's administration recommends approval of the attached Operating Agreement as necessary and appropriate to fulfill the requirement of Section 6.2 of the Water Supply Agreement, and the Township Board determines that approval of the Operating Agreement is in the best interests of the Township.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Operating Agreement as attached to this Resolution is hereby approved.
2. The Township Supervisor and Clerk are authorized and directed to execute the Operating Agreement, and to take other necessary and appropriate actions to execute, deliver and implement the Operating Agreement.
3. All resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

YES: Kmetz, Kelley, McCallum, Keson, Enbody, Piper, and Nordlund.

NO: None.

RESOLUTION DECLARED ADOPTED.

B. Resolution to Adopt FOIA Procedures and Guidelines and the Public Summary – After certain other matters of business were concluded, the Supervisor stated the next order of business was the consideration of Freedom of Information Act ("FOIA") Procedures and Guidelines and the Public Summary. After discussion, the following Resolution was offered by Enbody and supported by Piper:

**A RESOLUTION TO ADOPT PERE MARQUETTE CHARTER TOWNSHIP
FOIA PROCEDURES AND GUIDELINES AND
THE PUBLIC SUMMARY**

WHEREAS, Public Act 563 of 2014 (the "Act"), which amends the FOIA, Public Act 442 of 1976, is effective as of July 1, 2015; and

WHEREAS, the Act requires public bodies to establish specific written procedures and guidelines for FOIA requests; and

WHEREAS, the Township Board has determined to adopt the FOIA Procedures and Guidelines and the Public Summary, attached as Exhibit A, to comply with the requirements of the Act and to provide the public with a written set of procedures governing FOIA requests made to the Township;

NOW, THEREFORE, the Township Board of Trustees resolves that:

1. The Pere Marquette Charter Township FOIA Procedures and Guidelines and the Public Summary, attached as Exhibit A, are adopted to be effective July 1, 2015.
2. The Township officials are authorized and directed to make the Pere Marquette Charter Township FOIA Procedures and Guidelines and the Public Summary available to the public at the Township offices and on the Township's website as provided in the Act.
3. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded, and any existing policy or guidelines regarding FOIA requests are superseded under this Resolution.

YES: Nordlund, Piper, Enbody, Keson, McCallum, Kelley, and Kmetz.

NO: None.

RESOLUTION DECLARED ADOPTED.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Approved site plan for Benedict-Shilander Collision at the May 19th meeting.

EMPLOYEE REPORTS: Assessor (Hall) – Reported submitting Form 4626 – The Assessing Officer’s Report of Taxable Values – that is due to the State by June 15; submitted a copy of the final assessment roll for 2015 to the County Equalization Dept; has rolled over the 2015 database; commented that he is very impressed with Deputy Clerk Kristin Lange’s knowledge and assistance in the Assessing Department.

Building/Zoning Administrator (Wahr) – Provided a written report detailing permit activity through May; attended a meeting with MDOT, the Mason County Road Commission and Mercy Health Partners to approve driveway access of a left and right turn in and right turn out only to/from US-10 and a full access driveway from Jebavy Drive for Mercy Health’s project in the vicinity of US-10 and Jebavy Drive; will be working on building permits for Pallet Recycle and Wags to Wiskers pet store; the Benedict-Shilander Collision building on US 10 is under construction; working with Smith (Assistant Code Enforcement Officer) to get Smith up to speed on the Zoning Ordinance.

DPW/Water/Sewer Superintendent (Larr) – Reported working on a draining issue in the Linlook Park area and will be doing some improvements to a drainage device in that area next week; received the bid specifications from Dixon Engineering for work on the water tower and is reviewing the documentation; working with the township engineer on bid specification for the Sixth Street lift station; working with Michigan Power in order to provide temporary water service during the time they will be making the connection to the City water supply main; also busy with brush pick up.

Fire Department (Gaylord) – Reported on 18 responses in May and they are at nine runs above last year; the flower planters in front of the fire department have been planted; looking into running a conduit for lighting at the Butterfield Memorial to replace the solar lighting.

Parks Manager (Smith) – Reported taking in approximately \$5,000.00 more in campsite rentals in May 2015 compared to 2014 and believes the increase is due to the 2015 increase in rates and knowledge of the reservation system; Buttersville Park began accepting reservations May 1st and the phones were busy with calls for summer reservations; reported sales of approximately \$16,000.00 on opening day; completed construction for the addition of five new campsites; the electrical service to the new campsites was installed and approved at the local level and the sites are waiting State approval; the new paint used for the picnic tables seems to be working well; improvements were made to the grounds of the Father Marquette Memorial with brush cleared, grass seed planted, a new grill added with a picnic table; one new grill was added and one was repaired at Sutton's Landing; the building at Memorial Tree Park was power washed and scrubbed, the picnic tables are being painted and the DPW replaced a culvert in the main driveway.

OFFICERS REPORTS: Clerk (Enbody) – Reported completing the FOIA Policies and Procedures and other documentation for board approval; will be attending an MTA workshop next week that will review the new FOIA laws and will then meet with township staff to review the new procedures and processes; created budget worksheets for the Supervisor to distribute to the departments and begin the budget process for 2016; the annual clerks conference will be the third week of June so Enbody asked to be excused from the June 23rd board meeting; absentee ballots for the August 4th election will be available June 20th; the Election Commission will meet July 14th to appoint election inspectors for the August election; will be working with the County Clerk conducting post-election audits of the May election that are now required by the State for the City of Scottville, Grant, and Riverton Township(s); anticipates that the auditor will be filing the 2014 Audit sometime this week and once the audit has been submitted the Municipal Finance Qualifying Statement and the Continuing Disclosure filing can then be submitted. Enbody provided a current list of invoices for approval.

Moved by Piper, seconded by Nordlund to approve payment of invoices totaling \$125,441.17. Motion carried.

Treasurer (McCallum) – Provided a written report detailing cash and investment balances by fund and by bank account for May 2015; will be working the next couple of weeks on the preparation of tax bills.

Supervisor (Keson) – Reported submitting road projects to the Mason County Road Commission to obtain road contracts; one of the projects that was not submitted was a shared project with Summit Township for Kinney Road and Keson will let Summit Township know; working on sewer connection options for Benedict-Shilander Collision; working with department heads on department budgets; the new website is live but some portions are not yet complete and Keson stated he will determine how to proceed.

ANNOUNCEMENTS: Keson, Enbody, Larr, and Gaylord will be meeting with Emergency Manager Liz Reimink to review the Emergency Plan.

Meeting adjourned by Supervisor at 7:26 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

REGULAR/COMMITTEE OF THE WHOLE MEETING
June 23, 2015

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

Board members present: Supervisor Paul Keson; Treasurer Sara McCallum; Trustees: Paul Piper, Joanne Kelley, Andy Kmetz, and James Nordlund
 Board members absent: Clerk Rachelle Enbody
 Also present: Kristin Lange and County Commissioner Steve Hull
 Present for a portion of the meeting: Douglas Wohlberg, CPA

Meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Keson; Pledge of Allegiance was recited by all. The minutes of the June 9, 2015 regular meeting were approved by consent.

Moved by Kmetz, seconded by Kelley to appoint McCallum as temporary clerk for this meeting. Motion carried.

Moved by Kelley, seconded by Piper to appoint Kristin Lange as recording secretary to aid in minute taking for this meeting. Motion carried.

PUBLIC COMMENT: There was no public comment.

Item D. "Consider Frontage Fee Exception" was added to the agenda.

Moved by McCallum, seconded by Piper to approve the agenda as amended. Motion carried.

NEW BUSINESS: A. **Presentation of 2014 Audit – Douglas Wohlberg, C.P.A.** – In his 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 2010 through 2015. He reviewed revenues, expenses, and net assets within the major funds. Wohlberg stated that the internal accounting controls are well designed and operating as planned and that the General, Water, and Sewer funds are healthy. The financial statements received an unmodified or "clean" opinion, which is the best opinion possible.

B. **Consider 2015 Road Projects/Contracts** – Board members reviewed a list of proposed road projects.

Moved by Kmetz, seconded by Nordlund to complete the following road projects at a total estimated township cost of \$48,830.00 but not to exceed \$55,000.00 and to authorize the township supervisor and township clerk to sign the contracts with the Mason County Road Commission on behalf of the township:

Conrad Road and Meyers Road Intersection:
Place a HMA overlay over existing HMA over entire roadway. Length 750 ft.
Estimated Cost - \$9,800.00

Ivanhoe Street - Lendale Road East to Sherman Road:
Place a HMA overlay over existing HMA over entire roadway. Length 808 ft.
Estimated Cost - \$10,000.00

Washington Avenue - Cambridge Drive North to Ivanhoe Street:
Place a HMA overlay over existing HMA over entire roadway. Length 594 ft.
Estimated Cost - \$7,700.00

Riverview Drive - Pleasant Ridge Drive Easterly to Jebavy Drive:
MCRC to crack seal all cracks and repair pot holes then have placed a seal coat surface and fog seal over entire roadway.
Length 0.79 mi.
Estimated Cost - \$20,950.00

Sherman Road - Curtwood Road North to Ivanhoe Street:

MCRC to crack seal all cracks and repair pot holes then have placed a seal coat surface and fog seal over entire roadway.
Length 0.31 mi.

Estimated Cost - \$6,900.00

Timber Lane - Rath Avenue East to Cul-De-Sac:

MCRC to crack seal all cracks and repair pot holes then have placed a seal coat surface and fog seal over entire roadway.
Length 0.21 mi.

Estimated Cost - \$6,200.00

Rohrmoser Road - Lakeshore Drive South to end of Certification:

MCRC to crack seal all cracks and repair pot holes then have placed a seal coat surface and fog seal over entire roadway.
Length 0.12 mi.

Estimated Cost – \$1,950.00

Motion carried.

C. Consider Application for Fireworks Display Permit – Board members reviewed the application from the Western Michigan Fair Association for a fireworks display. Keson reported that all required documentation had been submitted.

Moved by Piper, seconded by Kmetz to approve the Application for Fireworks Display Permit received from the Western Michigan Fair Association to conduct a fireworks display at the Mason County Fairgrounds on Tuesday, August 11, 2015 at dusk. In case of rain, the display will occur on August 15, 2015. Further discussion included concerns of public safety in regards to the area where the fireworks are set off and the tendency for dry ground conditions in August as well as general concerns for 4-H farm animals housed at the fairgrounds during fair week. Nordlund requested a roll call vote.

YES: Kmetz, Keson, Piper.

NO: Kelley, McCallum, Nordlund.

ABSENT: Enbody

Motion lost.

Keson stated that he would contact members of the Western Michigan Fair Association to request a short informative presentation at a future meeting in an effort to address any concerns the township board may have regarding the application for fireworks display permit.

D. Consider Frontage Fee Exception (added) – McCallum explained that the ordinance requires board action by resolution for the waiver of frontage fees for connection to water service. She explained the property in question used to be a single parcel and due to the odd way the parcel has been split, it causes an overlapping of the frontage charges. The proposed frontage fee accounts for the actual frontage of the property along Rasmussen Road.

The following **resolution** was presented by Kelley and supported by Nordlund:

WHEREAS, the Pere Marquette Charter Township Sewer Ordinance states, “On application from the owner or other interested party of the affected premises, the frontage component of the sewer connection charge may, by action of the township board by resolution, be waived, all or in part, when special or unusual circumstances exist, such as when the premises in question has frontage on two or more streets or potential streets. The township board may condition such waiver on such terms and conditions as it shall specify”, and

WHEREAS, application has been made by John V. & Mary M. Bergh & Larry King to waive a portion of the frontage component of their connection charge for the following properties owned by them: 53-010-012-200-001-21; 53-010-012-200-001-30; 53-010-012-200-001-40, and

WHEREAS, the three parcels in question are contiguous, and

WHEREAS, the three parcels are eligible to be combined, and

WHEREAS, the three parcels are treated as a single parcel by the State of Michigan for the purpose of Principal Residence application, and

WHEREAS, the owners are not requesting a deferment of any portion of the frontage, and

WHEREAS, the purpose of charging a connection fee based on frontage is to assign cost equitably according to property size, and

WHEREAS, due to the unusual shape of the three properties in question, the application of frontage charges at the front yard building setback would result in an “overlapping” of the frontage charge, making the charge for these properties inequitable compared to other properties of similar size, and

NOW, THEREFORE, BE IT RESOLVED that the Pere Marquette Charter Township Board hereby authorizes the Water Sewer Administrator to adjust the frontage component of the sewer connection charge assessed for properties 53-010-012-200-001-21; 53-010-012-200-001-30; 53-010-012-200-001-40 as though the properties were a single property rather than three separate properties, thereby reducing the frontage component charged from 749 lineal feet to 502 lineal feet.

YES: Kmetz, Kelley, McCallum, Keson, Piper, Nordlund.

NO: None.

ABSENT: Enbody.

RESOLUTION DECLARED ADOPTED.

ANNOUNCEMENTS: Keson announced that he had received an invitation to the Tpr. Paul K. Butterfield II Memorial Highway Dedication Ceremony scheduled for 2:30 p.m. on Monday, July 13, 2015 at Lincoln Hills Country Club; and that he has a meeting scheduled with the City of Ludington to discuss options for water service during the Township’s water tower maintenance.

Meeting adjourned by Supervisor at 7:22 p.m.

Sara McCallum, Temporary Clerk

Paul Keson, Township Supervisor

REGULAR MEETING
July 14, 2015

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

Board members present: Supervisor Paul Keson; Clerk Rachele Enbody; Treasurer Sara McCallum; Trustees: Paul Piper, Joanne Kelley, Andy Kmetz and James Nordlund.
Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, County Commissioner Steve Hull and Andrew Burnham and James Bearman of Burton & Associates
Present for a portion of the meeting: Sheriff Kim Cole, Kirk Myers, Marcia Hansen, Henry Rasmussen and County Commissioner Curt VanderWall.

Meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Keson; Pledge of Allegiance was recited by all. The minutes of the June 23, 2015 regular meeting and the amended agenda were approved by consent.

PUBLIC COMMENT: Sheriff Kim Cole reported on 110 calls for service in June 2015.

Moved by Enbody, seconded by Keson to add **METRO Act Right-of-Way Telecommunications Permit** to the agenda. Motion carried.

UNFINISHED BUSINESS: A. **Consider Application for Fireworks Display Permit** – Keson noted that the application for fireworks display permit received from the Western Michigan Fair Association is complete and letters of support and acknowledgement have been received from the Mason County Sheriff and the Pere Marquette Charter Township Fire Chief. Marcia Hansen addressed the board stating provisions have been made for the safety of the fair animals. Kirk Myers stated that after the first year the board implemented changes for the safety of the animals allowing them to be removed from the fairgrounds during the display, having the doors to the barns closed and supervision at each door during the display and that owners can come into the barn and stay with their animal(s). Marcia Hansen added that they encourage using radios in the barns, giving animals more feed, and also inform owners about using ear plugs for the animals during the display. Hansen and Myers answered questions from board members. Enbody stated that she included additional information in board packets on state statute MCL 28.466 (4) which states “The local governing authority shall rule on the competency and qualification of articles pyrotechnic and display fireworks operators..., and on the time, place, and safety aspect...of display fireworks before granting permits.”

Moved by Kmetz, seconded by Piper to approve the Application for Fireworks Display Permit received from the Western Michigan Fair Association to conduct a fireworks display at the Mason County Fairgrounds on Tuesday, August 11, 2015 at dusk. In case of rain, the display will occur on August 15, 2015.

Motion carried with Kelley opposed.*

Kirk Myers thanked the board for the approval of the permit and asked them to contact him if they had any further questions.

NEW BUSINESS: A. **Presentation of Utility Rate Analysis** – Keson introduced Andrew Burnham and James Bearman of Burton and Associates. Burton and Associates specializes in financial management consulting services to local governments with a significant area of emphasis in specialty and water resources work. Mr. Burnham explained that they began with assisting the township in negotiating a bulk water cost between the township and the City of Ludington due to the addition of a new large user and worked to establish a sliding scale to be able to charge a large volume customer that included a 7.2% adder to recognize the townships administrative costs. They developed multi-year financial management plans for both the water and sewer systems and then evaluated and gave recommendations for quarterly billing charges, connection charges, and miscellaneous fees.

The recommendations for the water systems included a 10% reduction in rates for 2015 and 2016, with 3.5% annual inflationary increases from 2017 through 2024. It was noted that the average rate increase is 5% per year. The recommendation for the sewer system is to maintain the current rates in 2015 and 2016 and then add a 3.5% annual inflationary increase starting in 2017 through 2024. It was noted that these models can be updated periodically as needed.

It was also recommended to take the annual depreciation expense for both the water and sewer funds and transfer it to a separate capital reserve within each utility in order to have funds designated and set aside for future capital spending.

The recommendation for quarterly billing charges is to reduce the water usage rate by 10%, reduce the water service charge for 5/8" meters by 10% and then recalculate service charges for all meters larger than 5/8".

The recommendations for connection charges are to put fees in place based upon connections up to 2" for water and then to use the cost of service spreadsheet developed and provided by Burton and Associates to evaluate the actual costs for making connections over 2"; to update frontage fees to reflect the most current unit cost; and to use meter size and AWWA factors which is common practice for trunkage/benefit fees.

The recommendation for miscellaneous fees is to use the cost of service spreadsheet to update the cost data for these fees.

Keson thanked Mr. Burnham and Mr. Bearman, stating it has been a pleasure to work with both of them and that he appreciates everything they have done to bring this information to the board.

B. Set 2015 Levies for Operation and LMTA Millage – The public hearing to set the 2015 levies and adopt the budget was held on December 9, 2014. The budget was adopted using the millage rates of 2.85 for operation and 0.29 for public transportation (LMTA).

Moved by Kelley, seconded by McCallum to set the 2015 levy for operation at 2.85 mills and the levy for public transportation at 0.29 mills.

Motion carried.

C. Resolution to Appoint Officer Delegate to the 2015 MERS Annual Meeting – The following RESOLUTION was offered by Kelley, and supported by Piper:

WHEREAS, the Municipal Employees' Retirement System (MERS) Annual Meeting will be held on October 8 and 9, 2015; and

WHEREAS, the governing body of each member municipality must appoint an officer delegate of the governing body for the purpose of selecting nominees to the Retirement Board – and the transaction of such other business as the Retirement Board deems necessary.

THEREFORE, BE IT RESOLVED that the Pere Marquette Charter Township Board appoints Rachelle Enbody, Township Clerk and Benefits Plan Administrator, as Officer Delegate for the 2015 MERS Annual Meeting.

RESOLUTION DECLARED ADOPTED.

D. Resolution for Charitable Gaming License for Mason County Historical Society – Enbody explained that a request was received from The Mason County Historical Society requesting they be recognized as a nonprofit organization in the community in order to apply for a raffle license from the State of Michigan. The State requires the local governing body to pass a resolution of recognition. Enbody also noted that a copy of the Society's 501(c)(3) determination letter from the IRS is on file with the township.

The following RESOLUTION was offered by Enbody and supported by Kmetz that the request from The Mason County Historical Society of Ludington, County of Mason, asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses, be considered for approval.

YES: Kmetz, Kelley, McCallum, Keson, Enbody, Piper and Nordlund.
 NO: None.
 ABSENT: None.

RESOLUTION DECLARED ADOPTED.

E. **Resolution for Participation in the Fire Insurance Withholding Program** – Keson reported that the township enrolled in the Fire Insurance Withholding Program in 2005. The information for the banking institution and Treasurer's information requires updating. McCallum clarified that the previous resolution stated that the township would establish an escrow account with Fifth Third Bank. McCallum has been trying for three weeks to make a deposit with Fifth Third and they have been unable to establish an account for deposit. New proposed language for the resolution would designate any board approved depository (bank) for the deposit of funds related to the program.

The following RESOLUTION was offered by McCallum, seconded by Enbody:

WHEREAS, the provisions of Act 495 of the Public Acts of 1980, as amended by Act 216 of the Public Acts of 1998, and the provisions of Act 217 of the Public Acts of 1998, provide that a portion of certain casualty losses for fire or explosion otherwise payable by insurers may be withheld in escrow by participating municipalities in order to secure repair, replacement or removal of damaged structures which violate the Charter Township of Pere Marquette health or safety standards; and

WHEREAS, the Charter Township of Pere Marquette has determined that participation in said program would protect and promote the public health, safety and welfare and wishes to be included in the list of participating municipalities published by the Commissioner of Insurance; and

WHEREAS, the Charter Township of Pere Marquette desires to implement all procedures necessary to administer said program by designating the Township official responsible for administration of the program and establish an escrow account for said purpose.

NOW, THEREFORE, IT IS HEREBY RESOLVED as follows:

1. That the Charter Township of Pere Marquette does hereby become a participating municipality in the program providing for the escrow of fire insurance as established by Act 495 of the Public Acts of 1980, as amended by Act 216 of the Public Acts of 1998, or as established by Act 217 of the Public Acts of 1998, and does declare its intention to uniformly apply the provisions of Section 2845 or Section 2227 to all property within the Township of Pere Marquette.
2. That the Township official responsible for the administration of Section 2845 or 2227 of said Acts and any rules promulgated by the Commissioner of Financial and Insurance Services is hereby designated as follows: Township Treasurer.
3. That the Township Treasurer shall establish an escrow account with an approved designated depository of Pere Marquette Charter Township for the purpose of receiving and holding deposits of money received from insurers pursuant to Section 2845 or 2227 of said Acts, which account shall be separately maintained from all other accounts and may be an interest bearing account.
4. All resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

RESOLUTION DECLARED ADOPTED.

F. **METRO Act Right of Way Telecommunications Permit** (added) – Enbody explained that the purpose of the METRO Act is to create a telecommunication right-of-way oversight authority and provide revenue to municipalities. Lynx Network Group, Inc. has submitted an application and application fee to install a fiber optic cable to provide bandwidth to a cellular provider on the tower located on Chauvez Road.

Moved by Enbody, seconded by Keson, to approve the application for a METRO Act Permit by Lynx Network Group, Inc. and to authorize the Supervisor and Clerk to sign the Bilateral Form Right of Way Telecommunications Permit.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported that a work session was held in which Kelly Smith (Assistant Code Enforcement Officer) introduced himself to the Commission; the Planning Commission will be working with Smith and creating a list of priorities for property maintenance enforcement and ordinance language clarification.

EMPLOYEE REPORTS: Assessor (Hall) – Reported that he received a new computer and thanked the board.

Building/Zoning Administrator (Wahr) – Provided a written report detailing permit activity through June; approved a co-location of antennas on the Chauvez Road tower; stated Pallet Recycle’s new building is under construction; footings have been poured for Wags to Wiskers new construction; reported the Benedict-Shilander new construction is on an aggressive schedule; finalized the Lakewinds O and M building in the Industrial Park and stated they are just about cleared out of their temporary location; there are three variance requests that will be coming before the Zoning Board of Appeals at their next meeting.

DPW/Water/Sewer Superintendent (Larr) – Reported that a contractor is directionally drilling for the township in order to provide water and sewer services to Benedict-Shilander’s and that they will also be installing a lift station for the new business; working with the engineer on the bid for the Sixth Street Lift Station and thinks that the bid specifications will be ready soon; reported that Epworth is interested in increasing water volumes within their boundaries with the possibility of replacing a water main along Lakeshore Drive in a cooperative effort between Epworth, the Township, and the City of Ludington; Michigan Power is planning to connect to township water on July 24th; also working on landscaping, brush collection, and meter reads.

Fire Department (Gaylord) – Reported on 29 responses in June and noted that the department is at 163 runs to date compared to 144 runs at this time last year.

Parks Manager (Smith) – No report (absent).

OFFICERS REPORTS: Clerk (Enbody) – Reported attending the Annual Clerks’ Conference in June; the Election Commission met to appoint inspectors for the August 4th special election; the Public Test of the election equipment will take place on Thursday, July 22nd; will be conducting a county-wide training for new election inspectors on Thursday, July 30th. Enbody provided a current list of invoices for approval.

Moved by Enbody, seconded by Piper to approve payment of invoices totaling \$170,124.02. Motion carried.

Treasurer (McCallum) – Provided a written report detailing cash and investment balances by fund and by bank account for June 2015; tax bills were mailed July 1st; working with the City Treasurer to pull together a county-wide list of delinquent personal property taxes to have them stricken from the tax rolls; water and sewer bills have been mailed; working on her department budgets; busy with new water and sewer connections and finding connections take a lot of time and research; working with banks and discussing investments; was contacted by West Shore Bank about their Positive Pay program and gave a brief explanation of how the program works.

Supervisor (Keson) – Attended a meeting of township supervisors and discussed golf cart ordinances, road issues, elected officers for the organization, discussed hall rental policies, and determined a meeting schedule for the year; ordered four new windows to replace the older windows in the township hall and is looking for a contractor to install them; received quotes for the replacement of the front sidewalk and entrance with the lowest quote coming in at \$3,500.00.

ANNOUNCEMENTS: The quarterly Mason County Township Officers’ Association meeting will be Thursday, July 16th at Grant Township Hall.

EXTENDED PUBLIC COMMENTS: Henry Rasmussen expressed his dissatisfaction that his son, who is a member of the fire department, ~~and~~ received a letter from the Fire Chief asking ~~his son~~ him to consider requesting a leave of absence from the department.*

Meeting adjourned by Supervisor at 7:52 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

*amended at the August 11, 2015 meeting

**REGULAR MEETING
August 11, 2015**

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 Sara McCallum; Trustees: Joanne Kelley and Andy Kmetz.
 Board members absent: Trustees Paul Piper and James Nordlund.
 Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, and Kelly Smith.
 Present for a portion of the meeting: Sheriff Kim Cole.

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 agenda was approved by consent.

The following corrections were offered to the July 14, 2015 minutes: Under Item A. Consider Application for Fireworks Display Permit, Kelley requested it be noted that she voted against the application for permit. The minutes will be amended to: Motion carried with Kelley opposed. Under Extended Public Comments, the minutes will be amended to: Henry Rasmussen expressed his dissatisfaction that his son, who is a member of the fire department, received a letter from the Fire Chief asking him to consider requesting a leave of absence from the department.

Moved by Kelley, seconded by Enbody to approve the minutes from July 14, 2015 as amended. Motion carried.

NEW BUSINESS: A. Consider Sewer Rate Resolution – McCallum reviewed the proposed changes to the Sewer Rate Resolution. The changes to the different types of charges set forth in the resolution were based upon recommendations by the Township’s rate analyst, Burton & Associates, and were reviewed by the Township Attorney. McCallum noted the sewer rate will remain unchanged in 2015.

The following **resolution** was offered by Kelley and supported by Kmetz:

SEWER RATE RESOLUTION

WHEREAS, Code of Ordinances, Chapter 30, Article III, Sewer and Sewage Disposal (the “Code”) provides that the Township Board shall establish sewer user rates and charges from time to time; and

WHEREAS, the Township Board desires to establish such rates and charges as are set forth in this resolution.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Pursuant to Section 30-239 of the Code, the following sewer connection charges are established:

- a. Sewer Stub Installation Charge A connection to the System as provided in the Code for which a stub has previously been installed without cost to the Township shall be charged at cost. The stub installation charge for any other connection shall be as provided in the following table:

Gravity sewers	\$950.00
Small diameter pressure sewers (per lf)	\$10.00

Lineal footage for stub charges for pressure sewers should be measured from the stub to the connection point for the premises.

- b. Frontage Charge A connection to the System as provided in the Code shall be as provided in the following table:

Gravity Sewers (per front lf)	\$40.00
Pressure Sewers (per front lf)	\$10.00

- c. Trunkage Charge For all connections, except those connections made directly to the City of Ludington sewer transmission system, the charge shall be as follows:

5/8 & 3/4"	\$1,250.00
1"	\$3,125.00
1-1/2"	\$6,250.00
2"	\$10,000.00
3"	\$20,000.00
4"	\$31,250.00
6"	\$62,500.00
8"	\$100,000.00
10"	\$143,750.00
12"	\$268,750.00

d. Grinder Pump Charge For all connections requiring use of a grinder pump the charge shall be billed at actual cost for time, materials, and service charges as needed.

2. Pursuant to Section 30-240 of the Code, interest at a rate of prime plus 2% per annum shall be charged on the unpaid balance when the applicant elects to pay the frontage and trunkage charges, or any part thereof, in installments.

3. Pursuant to Section 30-241 of the Code, the following Sewer Rates and Other Charges are established:

a. **\$4.35** per 100 cubic feet of water utilized per calendar quarter plus a quarterly readiness-to-serve charge determined as follows:

5/8 & 3/4"	\$12.00
1"	\$30.00
1-1/2"	\$60.00
2"	\$96.00
3"	\$196.00
4"	\$300.00
6"	\$600.00
8"	\$960.00
10"	\$1,380.00
12"	\$2,580.00

b. Charge for single- and two-family residences not connected to public water - \$75 per quarter

c. Meter test - \$100

d. Development plan review and inspection, including testing and compiling construction records for subdivisions, site condominiums, multi-family dwellings and other types of residential, commercial or industrial developments where a sewer line and/or stub is constructed as part of the development - shall be charged at cost for labor, materials and any necessary services. e. Service call for turn-on, turn-off, meter removal and/or meter re-installation (exclusive of emergency situations)- \$50 each time

f. Temporary metered discharge to System - \$100 plus commodity charge. The commodity charge may be adjusted on a case-by-case basis when requested by a commercial or industrial customer. Each request will be reviewed by the Water and Sewer Committee, who will then establish a revised temporary rate

g. Service for meter reading outside the regular meter reading schedule for special billing purposes - \$50

Charges for partial quarters shall be prorated.

4. Pursuant to Section 30-245 of the Code, service calls for repair/replacement of damaged meters and/or sewer lines shall be charged actual costs for labor, materials and any necessary services.

5. This resolution shall be effective immediately and shall be applicable for the current quarter beginning on July 1, 2015 and continuing thereafter until modified by future resolution of the Board

6. All resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

YES: Kmetz, Kelley, McCallum, Keson, Enbody.
 NO: None.

ABSENT: Piper, Nordlund.

RESOLUTION DECLARED ADOPTED.

B. **Consider Water Rate Resolution** – McCallum reviewed the proposed changes to the Water Rate Resolution. The changes to the different types of charges set forth in the resolution were based upon the addition of the new large customer, recommendations by the Township’s rate analyst, Burton & Associates, and were reviewed by the Township Attorney. McCallum noted that the residential standard* water rate will be reduced from \$3.45 to \$3.11 per hundred cubic feet.

The following **resolution** was offered by Enbody and supported by Keson:

WATER RATE RESOLUTION

WHEREAS, Code of Ordinances, Chapter 30, Article II – Water System (the “Code”) provides that the Township Board shall establish water user rates and charges from time to time; and

WHEREAS, the Township Board desires to establish such rates and charges as are set forth in this resolution.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Under Section 30-61 of the Code, the following charges are established for the Township’s water system (“System”):
 - a. **Water Service Tap Installation Charge** A connection to the System as provided in the Code for which a tap has previously been installed without cost to the Township), shall be charged at cost. The tap installation charge for any other connection shall be as provided in the following table:

5/8 & 3/4”	\$750.00
1”	\$825.00
1-1/2”	\$900.00
2”	\$1,000.00
Over 2”	At cost

At cost calculations will include time and materials.

- b. **Frontage Charge** A connection to the System as provided in the Code shall be \$25 per front lineal foot.
 - c. **Benefit Charge** For all connections, except those connections served directly by the City of Ludington water system, the charge shall be as follows:

5/8 & 3/4”	\$425.00
1”	\$1,063.00
1-1/2”	\$2,125.00
2”	\$3,400.00
3”	\$6,800.00
4”	\$10,625.00
6”	\$21,250.00
8”	\$34,000.00
10”	\$48,875.00
12”	\$91,375.00

2. Pursuant to Section 30-62(c) of the Code, interest at a rate of prime plus 2% per annum shall be charged on the unpaid balance when the applicant elects to pay the frontage and benefits charges, or any part thereof, in installments.
3. Pursuant to Section 30-63 of the Code, the following Other Charges are established:
 - a. Metered fire hydrant use (including cost for filling a swimming pool or providing water for a construction project) - \$100 plus cost of water used

- b. Meter test - \$100
- c. Service call for turn-on, turn-off, meter removal and/or meter re-installation (exclusive of emergency situations)- \$50 each time
- d. Service call for turn on after delinquent water bill paid - \$50
- e. Cross connection enforcement/turn off - \$150
- f. Service for meter reading outside the regular meter reading schedule for special billing purposes - \$50
- g. Development plan review and inspection, including testing and compiling construction records for subdivisions, site condominiums, multi-family dwellings and other types of residential, commercial or industrial developments where a water main and/or system service line is constructed as part of the development - at actual cost for time, materials, and service charges as needed.

4. Pursuant to Section 30-64 of the Code, water rates for water provided to each premises connected to the Pere Marquette Charter Township Water System are established as follows: For water utilized, **\$3.11** per 100 cubic feet, plus a quarterly readiness-to-serve charge determined as follows:

5/8 & 3/4"	\$13.50
1"	\$34.00
1-1/2"	\$68.00
2"	\$108.00
3"	\$216.00
4"	\$338.00
6"	\$675.00
8"	\$1,080.00
10"	\$1,553.00
12"	\$2,903.00
Standby fire line	\$90.00
Hydrant charge	\$90.00

Charges for partial quarters shall be prorated.

5. Notwithstanding the provisions in Section 4 above, with regard to Michigan Power Limited Partnership and per the Water Supply Agreement between them, the Township, and the City of Ludington, the usage rate for water shall be \$1.070. The monthly readiness-to-serve charge shall be equal to the wholesale readiness-to-serve charge billed to the Township by the City as per the Wholesale Water and Sewer Agreement between the Township and the City.

6. Pursuant to Section 30-64 of the Code, the Township shall pay an annual charge of \$75 per hydrant to the Pere Marquette Water Department for water supplied through fire hydrants for fire protection or other purposes.

7. Pursuant to Section 30-34 of the Code, service calls for repair/replacement of damaged meters or water service lines shall be charged the actual costs for labor, materials and any necessary services.

8. This resolution shall be effective immediately and shall be applicable for the current quarter beginning on July 1, 2015 and continuing thereafter until modified by future resolution of the Board.

All resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

- YES: Enbody, Keson, McCallum, Kelley, Kmetz.
- NO: None.
- ABSENT: Piper, Nordlund.

RESOLUTION DECLARED ADOPTED.

C. Consider Approval of Investment Policy – McCallum reviewed amendments to the Investment Policy. Language was added to clarify that the policy does not apply to investment of deferred compensation or pension funds, all interest will now be allocated to the General Fund and a change was made to the review guidelines to bring them in line with procedure.

Resolution was offered by McCallum, and seconded by Kelley to amend the PERE MARQUETTE CHARTER TOWNSHIP INVESTMENT POLICY originally adopted on October 9, 2007 and amended on July 8, 2008, Sections **2.0**, **9.0** and **13.0** as follows:

Section 2.0 Scope: This policy does not apply to the investment of employees' retirement funds which has its own investment policy and which is governed by the Michigan Public Employee Retirement System Act, that being PA 314 of 1965. Nor does it apply to the investment of eligible deferred compensation plan funds which meet the requirements of section 457 of the internal revenue code. In addition, proceeds from certain bond issues are covered by a separate policy.

Section 9.0 Investment Pools/Mutual Funds: The Treasurer may, where appropriate, pool cash of various funds to maximize earnings. ~~Investment income shall be allocated to the various funds based upon their respective participation.~~ A thorough investigation of the pool/fund is required prior to investing, and on an annual continual basis.

Section 13.0 Investment Policy Adoption: The Township's investment policy shall be adopted by resolution of the Township Board. The policy shall be reviewed periodically ~~annually~~ by the Treasurer ~~Finance Committee~~ and any modifications made thereto must be approved by the Finance Committee and adopted by the Township Board.

- YES: Kmetz, Kelley, McCallum, Keson, Enbody.
- NO: None.
- ABSENT: Piper, Nordlund.

RESOLUTION DECLARED ADOPTED.

D. Consider Replacement of Fire Department Approach Aprons – Board members reviewed two quotes received for the replacement of the concrete approach aprons at the Fire Department.

Moved by Keson, seconded by Kmetz to accept the quote from Spuller Concrete in the amount of \$12,000.00 for the replacement of the concrete approach aprons at the front of the Fire Department vehicle bays.

Motion carried.

E. Consider Budget Amendments – Enbody and McCallum reviewed the proposed budget amendments noting the purpose of each amendment.

Moved by Enbody, seconded by McCallum to approve the following budget amendments:

General Fund

		Current <u>Budget</u>	Increase / <u>(Decrease)</u>	Amended <u>Budget</u>
Revenues:				
101-000-664.000	Interest & Dividends	7,000	5,000	12,000
Expenditures:				
101-209-707.000	Assessing / Salary/Wages-Perm	7,696	(112)	7,584
101-247-712.000	Board of Review / Salary/Wage-Per Diem	1,350	150	1,500
101-253-704.000	Treasurer / Salary/Wage-Deputy	19,452	(540)	18,912
101-411-708.000	Zoning/Planning Official / Salary/Wages-PT	0	4,550	4,550
101-751-751.000	Parks & Recreation Dept. / Gasoline	0	1,000	1,000
101-850-716.111	Employee Benefits / Hospitalization	140,000	11,000	151,000
101-850-723.000	Employee Benefits / FSA Medical expense	26,000	4,500	30,500
101-899-966.000	Tax / Tribunal Refunds	2,000	2,000	4,000
101-890-700.000	Contingency	40,000	(17,548)	22,452
	NET CHANGE IN GENERAL FUND		0	

Sewer Fund

		Current <u>Budget</u>	Increase / <u>(Decrease)</u>	Amended <u>Budget</u>
Revenues:				
590-000-664.000	Interest on Investments	3,000	(3,000)	0

Expenditures:

590-536-818.000	Transmission & Distribution / Contractual Serv	0	1,000	1,000
590-536-820.000	Transmission & Distribution / Engineering	0	10,000	10,000
590-536-860.000	Transmission & Distribution / Transportation	100	100	200
590-536-935.000	Transmission & Dist / Computer Software/Hdwr	0	650	650
590-536-967.000	Transmission & Distribution / Lease Expense	0	5,280	5,280
590-538-704.000	Administrative & General / Salary/Wage-Deputy	5,802	(162)	5,640
590-538-817.000	Administrative & General / Wholesale Services	0	147,000	147,000
590-538-818.000	Administrative & General / Contractual Services	143,500	(143,000)	500
590-538-826.000	Administrative & General / Legal	7,000	(6,000)	1,000
590-538-935.000	Administrative & Gen / Computer Software/Hdwr	800	(650)	150
590-538-967.000	Administrative & General / Lease Expense	5,280	(5,280)	0
NET CHANGE IN SEWER FUND			5,938	

Water Fund

		<u>Current</u>	<u>Increase /</u>	<u>Amended</u>
		<u>Budget</u>	<u>(Decrease)</u>	<u>Budget</u>
Revenues				
591-000-642.000	Metered Sales to General Customers	404,158	290,000	694,158
591-000-664.000	Interest on Investments	2,000	(2,000)	0
Expenditures:				
591-536-818.000	Transmission & Distribution / Contractual Serv	0	1,000	1,000
591-536-820.000	Transmission & Distribtuion / Engineering	0	5,000	5,000
591-536-850.000	Transmission & Distribution / Communications	2,000	300	2,300
591-536-935.000	Transmission & Dist / Computer Software/Hdwr	0	1,000	1,000
591-536-967.000	Transmission & Distribution / Lease Expense	0	7,920	7,920
591-538-704.000	Administrative & General / Salary/Wage-Deputy	8,873	(246)	8,627
591-538-817.000	Administrative & General / Wholesale Services	0	346,968	346,968
591-538-818.000	Administrative & General / Contractual Services	47,468	(46,968)	500
591-538-820.000	Administrative & General / Engineering	3,000	8,000	11,000
591-538-826.000	Administrative & General / Legal	6,000	16,000	22,000
591-538-910.000	Administrative & General / Insurance	6,255	(1,255)	5,000
591-538-935.000	Administrative & Gen / Computer Software/Hdwr	1,200	(1,000)	200
591-538-967.000	Administrative & General / Lease Expense	7,920	(7,920)	0
NET CHANGE IN WATER FUND			(40,799)	

Motion carried.

SHERIFF'S REPORT: Sheriff Kim Cole reported on 95 calls for service in July 2015.

COMMITTEE REPORTS: Zoning Board of Appeals – Wahr reported on three appeals for variances. A variance for a sign for Benedict Shilander Collision was approved; a variance for a three season room was approved and a variance for a 10x27 covered porch was postponed and is awaiting more information from the homeowner and contractor.

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

EMPLOYEE REPORTS: Assessor (Hall) – Reported Heather Frick has replaced Kelli Sobel as the Executive Director of the State Tax Commission; attended a continuing education class last Friday instructed by Judge Steven Lasher of the Michigan Tax Tribunal. The educational session was extremely informative.

Building/Zoning Administrator (Wahr) – Provided a written report detailing permit activity through July; has received the blueprints for the Mercy Health Partners Ambulatory Care facility with a possible fall start date for construction; also working on continuing education with online classes; the Planning Commission will have a conditional use for the installation of a cell tower to review in the near future.

DPW/Water/Sewer Superintendent (Larr) – Reported on an informal meeting with the DEQ District Engineer; working with the township engineer on the Sixth Street Lift Station project; the bid opening for upgrades to the water tower will be tomorrow with three contractors expected to bid; during the upgrade, the water tower will be out of service and the township will open the interconnects with the City to provide City water to township customers so that there will be no interruption of water service; completed water and sewer connections to Benedict-Shilander Collision; working on clearing utility easements and hydrant maintenance.

Fire Department (Gaylord) – Reported on 39 responses in July. Year to date totals are 192 compared to 167 in 2014.

Parks Manager (Smith) – Reported Buttersville Campground has been busy and staying full; submitted a quote to repair and/or replace the fence, gate, and picnic table damaged by a vehicle; looking at replacing a roof on one of the campground buildings this fall; is considering upgrading the restrooms to auto-flush toilets; Consumers (Trees, Inc.) removed a giant ash tree from the Buttersville property; another tree had a branch fall and it landed on another tree and both needed to be removed; Reported on Code Enforcement and stated that people have been responding well to notices and that most people are willing to comply with the enforcement requests.

OFFICERS REPORTS: Clerk (Enbody) – Reported a 9-10% turnout for the August special election for the WSCC millage renewal; will be submitting a request for reimbursement to the college for the August election and has submitted a request for reimbursement to the State for the May election; provided second quarter financial information to the trustees. Enbody provided a current list of invoices for approval.

Moved by Enbody, seconded by Keson to approve payment of invoices totaling \$142,975.07. Motion carried.

Treasurer (McCallum) – Provided a written report detailing cash and investment balances by fund and by bank account for July 2015; explained that with the new water and sewer rates established by resolution, the average household should see a savings of approximately ten dollars per quarterly billing; commercial businesses will see an increase in the readiness to serve charges each quarter; the treasurer's office is busy with the collection of summer property taxes and working with the township attorney on amending the water and sewer ordinances.

Supervisor (Keson) – Reported meeting with the City of Ludington and Epworth on a watermain project to upsize the main water line to Epworth; the project has been referred to the township engineer to determine cost allocations of the project; the front sidewalks and approach are scheduled to be replaced at the end of August; the bid opening for the water tower upgrades will be held Wednesday, August 12 at 2:00; Keson and Enbody will be attending a Community Leaders reception on Thursday, August 13th with U.S. Senator Debbie Stabenow; informed the board of the retirement of township attorney Rod Schermer and let the board know that Mr. Schermer said he appreciates all of the years working with the board.

ANNOUNCEMENTS: The Michigan Townships Association will be holding Professional Development Retreats during the month of September with retreats designed specifically for each type of township official. The Trustees retreat will be held the weekend of September 12th and 13th. The Michigan Townships Association's Annual Educational Conference will be January 19-22 in Detroit.

Meeting adjourned by Supervisor at 7:53 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

REGULAR MEETING
September 8, 2015

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 Sara McCallum; Trustees: Paul Piper, Joanne Kelley, Andy Kmetz and James Nordlund.
Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, and Kelly Smith.
Present for a portion of the meeting: Sheriff Kim Cole and County Commissioner Steve Hull.

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 agenda was approved by consent.

The following amendment was offered to the August 11, 2015 minutes: Under Item B. Consider Water Rate Resolution in the last sentence of the explanation to change the word residential to standard.

Moved by Enbody, seconded by McCallum to approve the minutes from August 11, 2015 as amended. Motion carried.

SHERIFF'S REPORT: Sheriff Kim Cole reported on 118 calls for service in August 2015. County Commissioner Steve Hull reported on the most recent meeting of the Mason County Board of Commissioners and noted there will be an Open House for Mason-Oceana 911 on Saturday, September 19th from 1:00-5:00 p.m. to recognize 20 years of operation.

COMMUNICATIONS: Enbody reported that board members have been invited to a Ribbon Cutting Ceremony for ALDI on Thursday, September 10th at 9:00 a.m. and also to the dedication ceremony for the bronze sculpture "Helping Hands" at the Mason County Sheriff's Office on September 11th at 5:00 p.m.

NEW BUSINESS: A. **Consider Appointment of Firefighter** – Board members reviewed a memo from Chief Gaylord. Gaylord explained that the potential firefighter has twenty-four years of experience as a firefighter, has medical training and has passed the background check and physical examination.

Moved by Keson, seconded by Piper to approve the appointment of Kevin Clark to the Pere Marquette Fire Department as a Senior Firefighter with medical training effective immediately and to waive the two year probationary period.

Motion carried.

B. **Consider 2015 Road Project/Contract Amendment** – Keson explained that the company that the road commission contracted to complete the chip and seal road projects is unable complete the chip and seal work this year. Keson recommended replacing one of the chip and seal projects for an HMA overlay on Sherman Road. The chip and seal projects scheduled for 2015 will be placed on the list for completion in 2016.

Moved by Nordlund, seconded by Kmetz to complete the following road project and to authorize the township supervisor and township clerk to sign the contract with the Mason County Road Commission on behalf of the township:

Sherman Road - Curtwood Road North to Ivanhoe Street: Place a HMA overlay over existing HMA over entire roadway. Length 0.31 mi. Estimated Cost - \$21,300.00

Motion carried.

C. **Consider Water Tower Maintenance Project** – Board members reviewed correspondence from the project engineer. The lowest bid received was \$18,000.00 more than the estimated project cost of \$35,000.00. The engineer recommended rejecting the bids and purchasing the equipment directly from the cathodic protection and mixing system vendors and allowing Dixon to subcontract with an electrical contractor to provide all required wiring to install the mixer and control panel. Following the recommendation would bring the estimated project cost in at \$27,497.00.

Moved by Kmetz, seconded by Enbody to reject the bids received for the Cathodic Protection System and Mixing Unit Installation; to purchase the equipment directly from the cathodic protection and mixing system vendors; to authorize Dixon Engineering to subcontract with an electrical contractor to provide all required wiring to install the mixer and control

panel; and to approve additional engineering costs with Dixon Engineering for the hiring of an electrical subcontractor for an approximate project cost of \$35,000.00.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Planning Commission members have received a copy of the Comprehensive Plan Draft prepared by LIAA and will be reviewing the plan to bring back suggestions at the next meeting.

Zoning Board of Appeals (Piper) – Reported the ZBA held two meetings recently; a sign variance and small addition of a three season room were approved at the first meeting; a request to enclose a porch and to add a second, larger covered porch was postponed from the first meeting awaiting more information from the homeowner and contractor. At a special meeting, the ZBA approved enclosing the current porch and denied the addition of a second covered deck.

EMPLOYEE REPORTS: Assessor (Hall) – Stated he had nothing new to report but was available to answer any questions from the board.

Building/Zoning Administrator (Wahr) – Provided a written report detailing permit activity through August; the ALDI permit has been finalized; has issued a construction permit for Mercy Health with a construction value of 2.7 million; the construction of the Wags to Wiskers building is behind schedule but now that ALDI is open they are trying to get caught up; a building permit for a new home in the Woodland Hills subdivision is ready to be issued.

DPW/Water/Sewer Superintendent (Larr) – The DPW removed the old sidewalk at the township hall in preparation for the installation of a new sidewalk; they have installed a drain on Sherman Street to eliminate a water problem in that area and will be working on a drain system at the Fire Department in conjunction with the new concrete approach installation.

Fire Department (Gaylord) – Reported on 26 responses in ~~July~~ August*. Year-to-date totals are 211 in 2015 compared to 186 in 2014. Reported on a hazardous materials incident and the progress of the concrete approach installation.

Parks (Smith) – Reported the Labor Day weekend was busy; waiting for answers on grant applications; the most recent grant application was for trees that will be planted along the roadway guardrail fence line that will create a sound and visual barrier for the campers from the traffic on Lakeshore Drive; working to replace the fence and picnic tables damaged in a vehicle accident near the parking area; determining future projects in the parks including auto flush toilets for the campground and a future playground area at Memorial Tree Park.

Clerk (Enbody) – Reported working on entering department request budget figures; working with insurance provider on hospitalization coverage; received notification from MERS of changes to their website; working with the Supervisor on renewal of the property and casualty insurance. Enbody provided a current list of invoices for approval.

Moved by Enbody, seconded by Piper to approve payment of invoices totaling \$122,851.01. Motion carried.

Treasurer (McCallum) – Provided a written report detailing cash and investment balances by fund and by bank account for August 2015; finished the department request figures for the water and sewer budgets; recently prepared the first utility bill for Michigan Power.

Supervisor (Keson) – Reported he and Wahr met with representatives from Dow and CH2MHill regarding potential property acquisition; distributed department request budget figures noting an increase of approximately 6% in revenues for 2016; Keson noted that the personnel committee will need to meet soon; will be attending the ALDI Grand Opening and the Sculpture Dedication.

Meeting adjourned by Supervisor at 7:40 p.m.

**REGULAR MEETING
October 13, 2015**

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 Sara McCallum; Trustees: Paul Piper, Joanne Kelley, Andy Kmetz and James Nordlund.
Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, Kelly Smith and Fran Kalchik.
Present for a portion of the meeting: Sheriff Kim Cole and Mason County Emergency Management Coordinator Elizabeth Reimink.

Meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Keson; Pledge of Allegiance was recited by all. The agenda was approved by consent.

The following amendment was offered to the September 8, 2015 minutes: Under EMPLOYEE REPORTS: Fire Department, it should state that Gaylord reported on 26 responses in August instead of July.

Moved by Enbody, seconded by Piper to approve the minutes from September 8, 2015 as amended. Motion carried.

SHERIFF'S REPORT: Sheriff Kim Cole reported on 74 calls for service in September 2015.

COMMUNICATIONS: Enbody reported on a letter received from ALDI thanking board members for attending the grand opening celebration for their new store in Ludington. Enbody also reported on an e-mail received from MTA regarding a change to the housing procedure for the 2016 Annual Conference.

NEW BUSINESS: A. **Fire Department Request for Turnout Gear** – Board members reviewed quotes from Time Emergency, SaMM, Allied Fire Sales and Service, LLC, and 5 Alarm Fire and Safety Equipment for the replacement of structural turnout gear. The Fire Department has budgeted for the replacement of three sets of turnout gear. Gaylord explained that members of the fire department reviewed the quotes at their last meeting and would prefer the Allied gear.

Moved by Nordlund, seconded by Kmetz to approve the purchase of three sets of structural turnout gear from Allied Fire Sales and Service, LLC at a cost of \$4825.86, plus shipping.

Motion carried.

B. **Consider Bid for Modifications to the Sixth Street Lift Station** – Board members reviewed correspondence from V-Tec Engineering recommending the award of the project to Jackson-Merkey for the removal/installation of two centrifugal submersible pumps and corresponding control panel for the Sixth Street lift station. The equipment has been purchased by the township and the removal/installation will be completed by the contractor. The funding for the project will come from 2013 bond money. Keson stated that the bid opening was held on August 20th and that only one bid was received. The DEQ is expected to issue the permit for the project soon, as all the required documentation has been submitted and approved.

Moved by Kelley, seconded by McCallum to award the Sixth Street Lift Station Modification project to Jackson-Merkey Contractors, Inc., in the bid amount of \$178,715.00 and to authorize the appropriate township officers to sign all required documents related to the construction contract.

Motion carried.

C. **Resolution of Support for the Lake Michigan Trails Network** – Keson stated that he had received a request from Kathy Evan, the Environmental Program Manager from WMSRDC for the support of the Lake Michigan Trails Network.

The following **resolution** was offered by Enbody and supported by Nordlund:

WHEREAS, Pere Marquette Charter Township is committed to the "Lake Michigan Trails Network", a partnership of advocates and stakeholders developing and promoting water, biking, hiking, and automobile routes and trails around Lake Michigan while enhancing environmental, economic, and health benefits for residents and visitors; and

WHEREAS, the “Lake Michigan Trails Network” fosters partnerships between planners, trail managers and users, landowners, business owners, tourism agencies, government agencies and advocacy groups in all four shoreline states to plan and build trails and amenities, and share knowledge, successes, methods and challenges, to aid the development of projects; and

WHEREAS, the “Lake Michigan Trails Network” recommends linking trails together, gaining cooperation to encourage regional collaboration, and create a partnership that will provide transportation, recreation and community benefits aimed at enhancing the quality of life; and

WHEREAS, many communities, agencies, and trail advocates in the region have taken a lead in planning and/or building local trails, and those efforts can be greatly enhanced by being connected to the larger Lake Michigan Trails with a strong brand marketed to encourage tourism; and

WHEREAS, trails are freely accessible community assets offering opportunities for transportation, recreation and exercise to everyone and provide safe places for people to experience a sense of community and create stronger social and family ties; and

WHEREAS, trails have significant impact on health and economic viability of the region through encouraging active lifestyles, increased tourism revenue, enhanced property values, as well as enhanced ability to attract and retain businesses to the region due to improved quality of life, and

WHEREAS, the “Lake Michigan Trails Network” provides the foundation for a long-term strategy that will continue to grow and to provide invaluable resources for future generations; and

NOW, THEREFORE BE IT RESOLVED that Pere Marquette Charter Township is committed to the promotion and continued development of the “Lake Michigan Trails Network” and in concept to working with neighboring communities to plan, design, build and maintain a system of trails that will connect our communities, people and special regional points of interest for years to come.

Resolution declared adopted.

D. **Resolution of Adoption of the Hazard Mitigation Plan** – Mason County Emergency Management Coordinator Elizabeth Reimink explained the Hazard Mitigation Plan was approved by the Federal Emergency Management Agency and adopted by the Mason County Board of Commissioners. The Hazard Mitigation Grant Program is administered by FEMA and provides grants to local governments after a major disaster declaration if the entity has adopted the Hazard Mitigation Plan.

The following **resolution** was offered by Keson and supported by Enbody:

Resolution to Approve the Hazard Mitigation Plan

WHEREAS, Mason County, Michigan has experienced repetitive disasters that have damaged commercial, residential and public properties, displaced citizens and businesses, closed streets and bridges dividing the community both physically and emotionally, and presented general public health and safety concerns; and

WHEREAS, the community has prepared a *Hazard Mitigation Plan* that outlines the community’s options to reduce overall damage and impact from natural and technological hazards; and

WHEREAS, the *Hazard Mitigation Plan* has been reviewed by community residents, business owners, and federal, state and local agencies, and has been revised to reflect their concerns.

THEREFORE BE IT RESOLVED THAT,

1. The *Hazard Mitigation Plan* is hereby adopted as an official plan of Pere Marquette Charter Township.

2. The Mason County Local Emergency Planning Commission (LEPC) is hereby established as a permanent community advisory body whose members are subject to the approval of the Mason County Board of Commissioners. The group's duties shall be as designated in the *Hazard Mitigation Plan*.

3. The Mason County Emergency Management Coordinator, or designee, is charged with supervising the implementation of the Plan's recommendations within the funding limitations as provided by Mason County Board of Commissioners or other sources.

4. The Mason County Emergency Management Coordinator shall convene the LEPC quarterly. The LEPC shall monitor implementation of the plan and shall submit a written progress report to Mason County in accordance with the following format:

- a. A review of the original plan.
- b. A review of any disasters or emergencies that occurred during the previous calendar year.
- c. A review of the actions taken, including what was accomplished during the previous year.
- d. A discussion of any implementation problems.
- e. Recommendations for new projects or revised action items. Such recommendations shall be subject to approval by the Mason County Board of Commissioners.

Resolution declared adopted.

COMMITTEE REPORTS: Finance Committee (Keson) – Reported the committee met to review three quotes for a new plow attachment and salt spreader for the 2015 GMC Sierra pick-up. The committee authorized the purchase of a plow from Western for approximately \$6,000 and a salt spreader from Boss for \$2,143.64. The committee also reviewed three quotes for a replacement motor for the 2008 Ford pick-up. The motor will have to be replaced due to maintenance issues. The committee authorized Shadetree Mechanic to replace the motor at an estimated cost of \$7,559.78.

Planning Commission (Kmetz) – Reported on a special meeting to hold a public hearing and review of a Conditional Use Application for a wireless communication tower. The Conditional Use Permit will come before the township board for approval.

EMPLOYEE REPORTS: Assessor (Hall) – Reported on completion of a multi month project in conjunction with the Mason County Equalization director to visit and verify the large improved Industrial Class 301 properties in the township. The collaboration was beneficial for the fieldwork information as well as pricing and general valuation issues such as functional and economic obsolescence. Keson noted it had been quite some time since these properties were last assessed.

Building/Zoning Administrator (Wahr) – Provided a written report detailing permit activity through September; work has begun on the new medical facility and building permits for new homes are continuing to come in.

DPW/Water/Sewer Superintendent (Larr) – Reported working with Elmer's on the water and sewer connections for Mercy Health; working with Oudbier Instrument Company on water meter reading instrumentation for Michigan Power; all of the permit application documentation has been submitted to the DEQ for the lift station project and the permit should be on its way; the mixers for the water tower project have come in and the project is tentatively scheduled for the first week of November; the department has just completed the quarterly meter reads and is now preparing for fall leaf collection.

Fire Department (Gaylord) – Reported on twenty four responses in September and they are about twenty runs ahead of last years' run totals at this time; the railroad crossing is closed for repair and the department has been able to create a temporary access through the Cal-Chlor property in order to respond to calls while the highway is closed; the Fire Authority has purchased a suburban for the department that will be used as a first responder vehicle.

Parks (Smith) – Reported on preparing the parks for closing this Thursday; several projects will be taking place including repairs to the roofs on the restrooms and pump house, installing a knotty pine ceiling inside the restrooms, looking into replacing the current toilets with auto-flush models, and rebuilding picnic tables; received a tree planting grant and will be placing twenty-five new spruce trees along Lakeshore Drive which will create a visual and sound barrier to the traffic noise.

Clerk (Enbody) – Reported on educational sessions from attending the MTA Clerks' Professional Development Conference and the Municipal Employees' Retirement System Annual Conference. Enbody provided a current list of invoices for approval.

Moved by Enbody, seconded by Piper to approve payment of invoices totaling \$231,322.19. Motion carried.

Treasurer (McCallum) – Provided a written report detailing quarterly cash, bank, and investment balances by fund and by bank account for the third quarter of 2015 and noted there have been no changes in any of the ratings; reported on attending the Michigan Association of Municipal Treasurers’ Annual Conference and the Michigan Government Finance Officers’ Annual Conference and reviewed topics covered at each conference; the deputy treasurer is working on quarterly water and sewer bills; is working to pull together information for the winter tax billing; reported there will be a letter of engagement coming before the board to approve legal representation in order to petition the court to strike uncollectable delinquent personal property taxes from the record.

Supervisor (Keson) – Reported he will be attending the Supervisors’ Annual Conference at the end of next week; reported speaking with several people about the ORV Ordinance and he will be reviewing the ordinance as the one year review is approaching; has spoken with Eric Gustad of Consumers Energy who has offered a tour of the Pumped Storage Facility for any board member that is interested; the Road Commission has requested a list of possible 2016 road projects; met with Epworth administration members to consider upsizing a water main; four windows are being replaced at the township hall along the East and North sides of the building; met with Senator Booher regarding a potential property acquisition; the DPW/Water/Sewer Department will be flushing water mains at the end of the week.

ANNOUNCEMENTS – The Mason County Township Officers’ Association will meet on Thursday, October 21, 2015 at 7:30 p.m. at Hamlin Township Hall.

PUBLIC COMMENT – Fran Kalchik requested that additional gravel be placed along the edges of Sherman Street. The new paving raised the road and some of the road edges drop off sharply. Keson stated he will contact the Road Commission.

Meeting adjourned by Supervisor at 7:51 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

REGULAR/COMMITTEE OF THE WHOLE MEETING
October 27, 2015

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 Sara McCallum; Trustees: Paul Piper, Joanne Kelley, Andy Kmetz and James Nordlund.
Also present: Terry Wahr and County Commissioner Steve Hull.
Present for a portion of the meeting: Amy Rodriguez of TeleCad Wireless and Attorney Robert LaBelle for ERS Telecom & Verizon.

Meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Keson; Pledge of Allegiance was recited by all. The minutes of the October 13, 2015 regular meeting and the current agenda were approved by consent.

PUBLIC COMMENT: Commissioner Hull reported on the most recent meeting of the Mason County Board of Commissioners.

NEW BUSINESS: A. Set Public Hearing Date (11/10/2015) Proposed Budget and Levy – The proposed 2016 general fund budget is based upon the current millage rate of 2.85 mills. The transportation fund budget is based upon a millage rate of .29 mills.

Moved by Enbody, seconded by Nordlund to set the public hearing on the 2016 budgets and levy for November 10, 2015.

Motion carried.

B. Consider Application for Conditional Use Permit – Kmetz explained that the Planning Commission held a public hearing, reviewed the application and recommended approval. Wahr verified that the tower was acceptable for co-location of additional wireless vendors. Ms. Rodriguez and Mr. LaBelle explained that the tower would provide better coverage and increase wireless communication capacity for Verizon customers.

Moved by Kmetz, seconded by Piper to approve the Conditional Use Permit submitted by TeleCad Wireless on behalf of ERS Telecom, dated September 21, 2015, for a wireless communication facility to be placed on a 100' x 100' leased area of Parcel Number 53-010-013-400-003-10 subject to the following condition:

1. Monopole tower to be designed to collapse at or near tower midpoint height to create a fall radius within 75 feet of base.

Motion carried.

C. Consider Engagement Agreement for Legal Services – Board members reviewed an Engagement Agreement from Richard M. Wilson, Jr. of Mika Meyers, PLC to provide legal services in concert with several other Mason County municipalities at an estimated cost to be between \$750.00 and \$1,000.00. McCallum explained that the removal of the uncollectable personal property taxes from the tax rolls is required by law. McCallum reviewed the uncollectable accounts.

Moved by McCallum 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 2003-2009 tax years and to authorize the Treasurer to sign the Engagement Agreement on behalf of the township.

Motion carried.

ANNOUNCEMENTS: The Personnel Committee will meet on Friday, October 30 at 10:00a.m.

Meeting adjourned by Supervisor at 7:10 p.m.

**REGULAR MEETING
November 10, 2015**

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 Sara McCallum; Trustees: Joanne Kelley and Andy Kmetz.
 Board members absent: Trustees Paul Piper and James Nordlund.
 Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, Kelly Smith, Jennifer Richert, Merrilee Woodrick, and County Commissioner Curt VanderWall
 Present for a portion of the meeting: Sheriff Kim Cole.

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 October 27, 2015 meeting and the current agenda were approved by consent.

PUBLIC COMMENT: Sheriff Kim Cole reported on 107 calls for service in October 2015.

PUBLIC HEARING: A. **2016 Proposed Budgets and Levy** – The public hearing was called to order by the Supervisor at 6:34 p.m. Notice of the public hearing was published in the Ludington Daily News on November 2, 2015. The property tax millage rate of 2.85 mills proposed to be levied to support the general fund budget is a subject of this hearing.

There were no comments, written or oral, and the public hearing was closed at 6:35 p.m.

NEW BUSINESS: A. **2016 Proposed Compensation Schedule** – Kelley reviewed the proposed compensation schedule for 2016 and explained that it reflects a flat rate increase based on a .50 cent per hour increase for salaried employees. Kelley also reviewed the adjustments to the Fire Department wages.

Moved by Kmetz, seconded by Kelley to adopt the following compensation schedule for 2016:

Salaries

Water/Sewer Administrator	12,276
Grants & Loans Administrator	12,276
Assessor - Level 3*	55,044
DPW/Water/Sewer Superintendent*	56,155
DPW/Water/Sewer Assistant Superintendent	35,983
DPW/Water/Sewer Operator I	31,785
DPW/Water/Sewer Operator II	30,566
Building Inspector*	39,808
Zoning Administrator	16,910
Deputy Clerk/Bldg, Zoning, Assessing Assistant	38,959
Deputy Treasurer	34,089
Parks Manager*	24,945
Code Enforcement	7,995

*Expected to attend the twelve regular Pere Marquette Charter Township Board meetings

Per Occurrence

	Per Meeting	Per Day Training	Per Hour	Per Day	Per half day
Chairperson	60.00	75.00	-	-	-
Members	50.00	75.00	-	-	-
Dept Heads/Deputies/Staff	50.00	-	-	-	-
Trustees	85.00	110.00	-	-	-
Election Inspectors	-	50.00	10.00	-	-
Election Chairperson	-	50.00	11.00	-	-
Board of Review	-	-	-	100.00	50.00
DPW on call	-	-	-	75.00	-

Licensure Premium (Water/Sewer licenses; per license, per year) \$ 1,000

Fire Department: per year (paid quarterly)

Probationary Firefighter (first two years)	\$ 3,600
with medical training	4,600
Senior Firefighter (has completed two year probation)	4,600
with medical training	5,900
Fire Department Officer Premiums: per year (paid quarterly)	
Chief	2,550
Assistant Chief	2,050
Training Officer	2,050
Captain	1,025
First Lieutenant	1,025
Second Lieutenant	1,025
Safety Officer	1,025

Motion carried.

B. Salary Resolutions for Supervisor, Clerk, and Treasurer

RESOLUTION TO ESTABLISH SALARY OF THE TOWNSHIP SUPERVISOR

WHEREAS, according to MCLA 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems it desirable to adjust the salary of the township supervisor to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, now

BE IT RESOLVED, that as of January 1, 2016, the salary of the office of township supervisor shall be as follows:

Supervisor: \$57,702.00

Moved by Kelley, seconded by Kmetz to approve the foregoing resolution to establish the salary of the township supervisor.

Roll call vote: YES: Kmetz, Kelley, McCallum, Keson, and Enbody.
NO: None.
ABSENT: Piper and Nordlund.

Resolution declared adopted.

RESOLUTION TO ESTABLISH SALARY OF THE TOWNSHIP CLERK

WHEREAS, according to MCLA 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems it desirable to adjust the salary of the township clerk to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, now

BE IT RESOLVED, that as of January 1, 2016, the salary of the office of township clerk shall be as follows:

Clerk: \$42,466.00

Moved by Kmetz, seconded by Kelley to approve the foregoing resolution to establish the salary of the township clerk.

Roll call vote: YES: Enbody, Keson, McCallum, Kelley, and Kmetz.
NO: None.
ABSENT: Piper and Nordlund.

Resolution declared adopted.

RESOLUTION TO ESTABLISH SALARY OF THE TOWNSHIP TREASURER

WHEREAS, according to MCLA 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems it desirable to adjust the salary of the township treasurer to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, now

BE IT RESOLVED, that as of January 1, 2016, the salary off the office of township treasurer shall be as follows:

Treasurer: \$42,466.00

Moved by Enbody, seconded by Kelley to approve the foregoing resolution to establish the salary of the township treasurer.

Roll call vote: YES: Kmetz, Kelley, McCallum, Keson, and Enbody.
NO: None.
ABSENT: Piper and Nordlund.

Resolution declared adopted.

C. **Adopt 2016 Proposed Budgets / General Appropriations Act** – Board members reviewed the proposed 2016 General Fund, Metro Act Special Fund, and Transportation System Special Fund budgets. Keson noted that the General Fund budget was based on the millage rate of 2.85 mills. The General Fund millage rate has been at 2.85 mills since 2004 and the Transportation Fund millage rate has been at .29 mills since 2008. Keson reviewed revenue increases noting that property tax revenues are up approximately 6%, or \$74,000.00. Keson then reviewed expenditure increases for 2016 noting changes to salaries, elections, contractual services, equipment purchases, road and streets, parks, and contingency.

**PERE MARQUETTE CHARTER TOWNSHIP
2016 General Appropriations Act**

The Pere Marquette Charter Township Board resolves:

SECTION 1: Title--This resolution shall be known as the Pere Marquette Charter Township **2016** General Appropriations Act.

SECTION 2: Public Hearing on the Budget – Pursuant to MCL 42.26, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on November 2, 2015, and a public hearing on the proposed budget was held on November 10, 2015.

SECTION 3: Millage Levy – The Pere Marquette Charter Township Board shall cause to be levied and collected the general property tax on all real and personal property within the Township upon the current tax roll an amount equal to 2.85 mills for township operations, and voter authorized millage of .29 mills for public transportation. The millage for township operations is levied at less than the 5 mills authorized by statute.

SECTION 4: Adoption of budget by Department – Pere Marquette Charter Township Board adopts the 2016 budgets for the various funds by Department. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each Department. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

SECTION 5: Payment of Bills – Pursuant to MCL 41.75, all claims (bills) against the Township shall be approved by the Pere Marquette Charter Township Board prior to being paid. The Township Clerk and Treasurer may pay certain bills prior to approval by the Township Board to avoid late penalties, service charges and interest (primarily utilities) and payroll in accordance with the approved salaries and hourly rates adopted by the Township Board. The Township Board shall receive a list of claims (bills) paid prior to approval for approval at the next Board meeting.

SECTION 6: Authorized salary, hourly and per meeting/diem rates – Included in the various Departments are amounts of the salary, hourly and per meeting/diem rates for the officials and employees of the Township as set in the Schedule of Salaries and Wages as adopted by the Pere Marquette Charter Township Board.

SECTION 7: Estimated Revenues and Expenditures – Estimated total revenues and expenditures for the various funds of Pere Marquette Charter Township are:

Fund 101 - General Fund			
Beginning fund balance (Audit 12/31/14)			2,187,763
Anticipated ending fund balance (12/31/15)			2,187,763
TOTAL ESTIMATED REVENUES	1,992,502		
APPROPRIATIONS			
Dept 101-Township Board	55,900		
Dept 171-Township Supervisor	89,566		
Dept 173-Administration-Grants & Loans	15,276		
Dept 191-Election Commission	26,192		
Dept 209-Assessor	84,036		
Dept 215-Clerk	68,649		
Dept 228-Web/GIS/Info Technology	10,600		
Dept 247-Board Of Review	2,350		
Dept 248-Tax Abatement Review Board	150		
Dept 253-Treasurer	73,522		
Dept 265-Township Hall & Grounds	116,000		
Dept 276-Cemetery Operation	1,000		
Dept 336-Fire Department	203,636		
Dept 371-Building Official	45,829		
Dept 400-Planning Commission	12,725		
Dept 410-Zoning Board Of Appeals	2,015		
Dept 411-Zoning/Planning Official	33,086		
Dept 441-Dept. Of Public Works	96,580		
Dept 446-Roads & Streets	70,000		
Dept 448-Street Lighting	26,500		
Dept 528-Refuse Collection / Disposal	169,973		
Dept 751-Parks & Recreation Dept	125,200		
Dept 850-Employee Benefits	336,977		
Dept 890-Contingency	50,000		
Dept 899-Tax/Tribunal Refunds	5,000		
Dept 965-Transfer To Other Funds	271,740		
TOTAL APPROPRIATIONS	1,992,502		
NET OF REVENUES/APPROPRIATIONS - FUND 101	0		
Anticipated ending fund balance (12/31/16)			2,187,763

<u>Fund 275 - Metro Act Special</u>			
Beginning fund balance (Audit 12/31/14)			44,893
Anticipated ending fund balance (12/31/15)			48,993
TOTAL ESTIMATED REVENUES	3,000		
TOTAL APPROPRIATIONS	0		
NET OF REVENUES/APPROPRIATIONS - FUND 275	3,000		
Anticipated ending fund balance (12/31/16)			51,993
<u>Fund 288 - Transportation System Special</u>			
Beginning fund balance (Audit 12/31/14)			160,423
Anticipated ending fund balance (12/31/15)			151,223
TOTAL ESTIMATED REVENUES	130,000		
TOTAL APPROPRIATIONS	140,100		
NET OF REVENUES/APPROPRIATIONS - FUND 288	(10,100)		
Anticipated ending fund balance (12/31/16)			141,123

SECTION 8: Periodic Financial Reports – The Township Clerk shall provide the Township Board at the Board meeting immediately following the end of each fiscal quarter and at the final Board meeting of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts in the various funds of the Township.

SECTION 9: Budget Monitoring – Whenever it appears to the Township Supervisor or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures will exceed an appropriation, the Township Supervisor shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

SECTION 10: Board Adoption – **Moved** by Enbody, seconded by Keson to adopt the foregoing resolution and General Appropriations Act.

Roll call vote: YES: Enbody, Keson, McCallum, Kelley, and Kmetz.
 NO: None.
 ABSENT: Piper and Nordlund.

Resolution declared adopted.

D. **Adopt 2016 Proposed Water and Sewer Fund Budgets** – Board members reviewed the proposed 2016 Water and Sewer Fund budgets. McCallum noted items of interest for the current year, stated that the water and sewer rates will remain the same in 2016 and that next year will be the first full year to see the effect on revenues and expenditures from high usage customer Michigan Power.

Resolution presented by Keson, seconded by Kmetz, to adopt the 2016 Sewer and Water Fund Budgets as follows:

<u>Fund 590 - Sewer Fund</u>			
Beginning fund balance (Audit 12/31/14)			1,444,410
Anticipated ending fund balance (12/31/15)			1,345,604
TOTAL ESTIMATED REVENUES	361,665		
APPROPRIATIONS			
Dept 536-Transmission & Distribution	95,342		
Dept 538-Administrative & General	334,943		
Dept 850-Employee Benefits	39,900		
TOTAL APPROPRIATIONS	470,185		
NET OF REVENUES/APPROPRIATIONS - FUND 590	(108,520)		
Anticipated ending fund balance (12/31/16)			1,237,084
<u>Fund 591 - Water Fund</u>			
Beginning fund balance (Audit 12/31/14)			4,766,127
Anticipated ending fund balance (12/31/15)			4,578,583
TOTAL ESTIMATED REVENUES	1,178,976		
APPROPRIATIONS			
Dept 536-Transmission & Distribution	160,517		
Dept 538-Administrative & General	1,086,726		
Dept 850-Employee Benefits	61,075		
TOTAL APPROPRIATIONS	1,308,318		
NET OF REVENUES/APPROPRIATIONS - FUND 591	(129,342)		
Anticipated ending fund balance (12/31/16)			4,449,241

Roll call vote: YES: Kmetz, Kelley, McCallum, Keson, and Enbody.
 NO: None.
 ABSENT: Piper and Nordlund.

Resolution declared adopted.

COMMITTEE REPORTS: Planning Commission (Kmetz) – The planning commission held a work session to review the Comprehensive Plan.

Zoning Board of Appeals – Wahr reported the ZBA met on November 4th. A public hearing had been scheduled for a variance request but the request was withdrawn prior to the meeting. The board held the November meeting and approved past minutes and set the 2016 meeting dates.

Finance Committee (Keson) – Reported that Larr requested to meet with the finance committee regarding the choice of plow and attachment for the 2015 GMC Sierra pickup. The preferred choice of the DPW was for the 9’2” plow from Larsen’s Landscaping. Larr obtained a new quote for the plow at a reduced cost that was \$474.00 less than the original quote. The committee agreed to authorize the purchase of the 9’2” plow from Larsen’s Landscaping.

EMPLOYEE REPORTS: Assessor (Hall) – Reported working on updating the GIS maps and explained the steps taken in the updating process; received the inflation rate multiplier for 2016 which has been set at .003% for the State of Michigan - this figure is provided annually to all assessors in a bulletin from the State Tax Commission.

Building/Zoning Administrator (Wahr) – Provided a written report detailing permit activity through October noting 7.5 million dollars year-to-date in construction value; permit requests for new homes are continuing to come in.

DPW/Water/Sewer Superintendent (Larr) – Reported on the progress of the water tower project – the cathodic protection was completed last week and the mixing units were installed yesterday; they have begun refilling the water tank and it should be back in service early next week; the Sixth Street lift station upgrades are scheduled to begin next week; attended a meeting at the Road Commission to review the project schedule for repairs to Rasmussen Road over the next few years; leaf collection has begun; a fire hydrant was damaged during the railroad crossing repairs.

Fire Department (Gaylord) – Reported on thirty-one responses in October and are twenty-nine runs ahead of last year. The recently purchased suburban is being prepared for service and should be on the road within the month.

Parks (Smith) – Reported the parks are officially closed for the season; working on leaf removal; completed the tree planting along Lakeshore Drive that was approved for grant funding; completed the bathroom projects with new knotty pine ceilings and updated lighting; may be attending an upcoming zoning workshop; received a letter from a property owner adjacent to Buttersville Park clarifying details of a property transaction which affected the scoring of the grant application for new playground equipment; with the details clarified, the grant scoring was adjusted in the townships favor.

Clerk (Enbody) – Reported completing the necessary documentation for the reimbursement for the tree planting grant project at Buttersville Park; completed and submitted the annual survey for the Michigan Department of Licensing and Regulatory Affairs Public Service Commission necessary for the preparation of the annual report to the Governor and Legislature; viewed a presentation of new election equipment scheduled for rollout in 2017; reported on Senate Bill 13, a bill to eliminate straight-party voting option on ballots.

Moved by Enbody, seconded by Kelley to approve payment of invoices totaling \$162,464.08. Motion carried.

Treasurer (McCallum) – Provided a written report detailing cash and investment balances by fund and by bank account for October 2015; reported on the most recent meeting of the Mason County Treasurers' Association; working on changes to the water and sewer ordinances and expects to have them finished before the end of the year.

Supervisor (Keson) – Reported being contacted by a local business (Pro Act) inquiring if the township would rent a portion of the property in the Pere Marquette Industrial park for the storage of semi trailers for the winter; the business may also be interested in purchasing a lot in the future; working on the Capital Improvement Plan; the Fire Authority met and approved their 2016 budget and approved ballot language for a millage request to be placed on the ballot in 2016; the repairs to the railroad crossing are complete and are an improvement from the original repair/replacement; reviewing road projects to submit to the Road Commission for completion in 2016.

Meeting adjourned by Supervisor at 7:34 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

**REGULAR/COMMITTEE OF THE WHOLE MEETING
November 24, 2015**

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 Sara McCallum; Trustees: Paul Piper, Joanne Kelley, Andy Kmetz and James Nordlund.
Also present: Carl Andersen and County Commissioner Steve Hull

Meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Keson; Pledge of Allegiance was recited by all. The minutes of the November 10, 2015 regular meeting and the current agenda were approved by consent.

PUBLIC COMMENT: Carl Andersen commented on the condition of Jackson Road. The board referred Andersen to the Mason County Drain Commission and Road Commission.

NEW BUSINESS: A. Resolution to Amend Grant Project Agreement – Enbody explained that when the DNR received the current grant application for Buttersville Park playground equipment, a discrepancy was found between the current project area and the project area from a grant project completed back in 1989. The DNR has requested that the township adopt an amendment modifying the original agreement and because the original agreement was adopted by the governing body, the amendment must be adopted in the same manner. The amendment will update the boundary map and legal description from the 1989 grant.

The following **resolution** was offered by Nordlund and supported by Enbody:

RESOLUTION TO AMEND GRANT PROJECT AGREEMENT

WHEREAS, in 1989, the Charter Township of Pere Marquette applied for a Grant from the Recreation Bond Program for the construction of restroom facilities at Buttersville Park; and

WHEREAS, the Charter Township of Pere Marquette received grant funding from the “Protecting Michigan’s Future” Recreation Bond Program through Project Number BF89-414; and

WHEREAS, the Project Agreement executed by the Charter Township of Pere Marquette included specific long-term obligations related to the management of the project site.

NOW, THEREFORE BE IT RESOLVED that the Charter Township of Pere Marquette Board of Trustees does hereby agree to amend the Agreement as follows:

The words “project area” shall mean the land and area described in the attached legal description and shown on the attached boundary map.

BE IT FURTHER RESOLVED that the Supervisor and Clerk are hereby authorized to sign the Protecting Michigan’s Future Recreation Bond Program Agreement Amendment.

Resolution declared adopted.

B. Consider Lease Agreement – Keson explained he was approached by ProAct Services Corporation with a request to temporarily store their equipment on two of the vacant lots in the First Street Business Park. The lots would no longer be tax exempt if they are leased and therefore the township would be responsible for the real property taxes. ProAct has offered \$400.00 per month for six months. The amount received from the lease will cover the property taxes. The use is compliant with zoning. Keson stated that ProAct has inquired about purchasing property in the industrial park and that the lease is for one season only.

Moved by McCallum, seconded by Piper to approve the short term lease agreement between Pere Marquette Charter Township and ProAct Services Corporation, with the clarification that the Township will pay all real property taxes, for the temporary lease of Lot 4 and one-half of Lot 5 in the First Street Business Park from December 1, 2015 to May 1, 2016 for the storage and parking of ProAct Corporation business equipment and to authorize the Township Supervisor to sign all required documents.

Motion carried.

C. **Consider Hospitalization / Health Insurance** – Enbody stated that the Finance Committee reviewed several options for health insurance. The recommendation from the insurance agent was to complete the current year under the FSA plan and then change to an HSA plan beginning January 1, 2016, that would result in a savings of over 6%

Moved by Kelley seconded by Nordlund to authorize the Township Clerk to enter into an agreement for a Blue Cross / Blue Shield Simply Blue PPO HSA health insurance plan with a renewal date of January 1, 2016 and to authorize the Clerk to administer the funding of employee Health Savings Accounts at \$2,350 for single plans and \$4,700 for family plans, and to sign all required documents related to the agreement.

Motion carried

COMMITTEE OF THE WHOLE: **Moved** by Keson, seconded by Piper to move into Committee of the Whole at 7:07 p.m. Motion carried. Various topics discussed with no action taken:

Reviewed possible meeting dates and times for 2016 and an option to reduce the number of Committee of the Whole meetings which are currently scheduled every month and instead meet every other month beginning in February. Members also discussed moving meeting dates that fall on an Election Day to the following day (Wednesday).

Discussed a request received from a non-resident for the purchase of burial rights in the Phillips Cemetery columbarium.

Keson noted that the one-year review of the ORV Ordinance is approaching and he has received requests for access through Pere Marquette Township in order to get from Hamlin Township to the City of Ludington and will research amending the ordinance to allow access through the northern portion of the township.

Keson informed members that the Sixth Street lift station project was held up due to a sewer main break in Muskegon. The project is expected to begin soon.

Discussed options for obtaining a new engineer due to the approaching retirement of our current engineer.

Moved by Keson, seconded by Piper to return to regular session at 7:42 p.m. Motion carried.

Meeting adjourned by Supervisor at 7:44 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

**REGULAR MEETING
December 8, 2015**

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 Sara McCallum; Trustees: Joanne Kelley, Andy Kmetz and James Nordlund.
 Board members absent: Trustee Paul Piper.
 Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, and Kelly Smith.
 Present for a portion of the meeting: Sheriff Kim Cole and Eric Sherman.

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 November 24, 2015 meeting and the current agenda were approved by consent.

PUBLIC COMMENTS: Eric Sherman asked if board members were aware of the fundraising efforts of the “adopt a Boot” campaign that will provide an extra layer of safety for classrooms throughout Mason County. Keson informed Mr. Sherman that Sheriff Cole had presented the board with information on the fundraising campaign.

Sheriff Cole reported on 121 calls for service in November 2015. He explained that fundraising efforts for the “adopt a Boot” campaign were going well and expects installation at some of the locations to begin over the Christmas break.

NEW BUSINESS: A. **2016 Standing Board / Committee Appointments** – Moved by Kmetz, seconded by Kelley to approve the following Standing Board/Committee appointments for 2016:

Standing Boards and Committees for 2016

Architectural Control Paul Keson* Paul Piper Jim Hinman Terry Wahr	Election Commission Rachelle Enbody* Joanne Kelley Jim Nordlund, Sr.	Finance Sara McCallum* Rachelle Enbody Paul Keson
Economic Development Paul Keson* Rachelle Enbody Sara McCallum	MI Municipal Risk Management Paul Keson* Andrew Larr Andy Kmetz Terry Wahr Jim Nordlund, Sr.	Personnel Paul Piper* Joanne Kelley Andy Kmetz
Sewer & Water Rachelle Enbody* Sara McCallum Paul Keson	Roads Paul Keson* Jim Nordlund, Sr. Andy Kmetz	Tax Abatement Review Paul Keson* Devon Hall Susan VanHoven

* First person listed is chairperson of the Committee/Commission

Twp. Bd. Representative to Planning Commission	Andy Kmetz
Twp. Bd. Representative to Zoning Bd. of Appeals	Paul Piper
Grant Administrator	Rachelle Enbody
Water/Sewer Administrator	Sara McCallum
Mason County Growth Alliance Representative	Paul Keson
Ludington Mass Transit Authority Representative	Paul Keson
MMRMA Member Representative	Paul Keson
Lincoln Lake Improvement Board Representative	Stephen Wegener

Motion carried.

B. Fire Department Officer Appointments – Moved by Enbody, seconded by Nordlund to approve the following appointments, effective January 1, 2016:

Fire Department:

Fire Chief	Lawrence Gaylord
Assistant Chief	Dennis Grant
Captain	Dan Marek
1 st Lieutenant	Scott Graczyk
2 nd Lieutenant	Scott Kelsey
Safety Officer	Jim Mitchell
Training Officer	Ross Kissel

Motion carried.

C. Board and Commission Appointments – Moved by Keson, seconded by McCallum to approve the following appointments, effective January 1, 2016:

Planning Commission – Jim Nordlund, Jr. and Rex Pope for terms ending December 31, 2018.

Zoning Board of Appeals – Ron Soberalski and Jim Beal for terms ending December 31, 2018.

Construction/Maintenance Board of Appeals – Bill Roy and Mike Knudsen for terms ending December 31, 2017.

Hamlin/Pere Marquette Water/Sewer Authority – Rachele Enbody and Paul Keson (alternate) for terms ending December 31, 2017.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported the Planning Commission has completed its initial review of the Comprehensive Plan and has sent the requested modifications back to LIAA; attended a training on sidewalk design and maintenance and obtained a lot of information and good ideas for the Planning Commission to incorporate into a sidewalk ordinance.

EMPLOYEE REPORTS: Assessor (Hall) – Reported conducting a lot of field work with the numerous building permits and the new construction in 2015; preparing personal property forms along with a letter covering details regarding the forms and reminding filers of deadlines for filing the exemption form; reported attending a seminar regarding the phasing out of Industrial Personal Property, Eligible Manufacturing Personal Property and the Essential Services Administration which is the mechanism to provide reimbursement to local units that have lost revenue due to the phasing out of the Industrial Personal Property taxes; prepared a special letter to those disabled veterans who received the exemption in 2015 reminding them of the need to file for the exemption annually; the Board of Review will meet on December 15.

Building/Zoning Administrator (Wahr) – Provided a written report detailing permit activity through November; reported that the new Wags to Wiskers pet store hopes to open sometime after Christmas.

DPW/Water/Sewer Superintendent (Larr) – Reported that the fall leaf pick-up has ended; the Sixth Street Lift Station upgrade has begun and Jackson-Merkey will be dismantling the existing pumps tomorrow with the entire project wrapping up in a couple of weeks; the crew worked in conjunction with the City of Ludington and Mason County Drain Commission to clear the Creamery Corners drain near Whitehall Industries; winterizing fire hydrants; attended a meeting with a meter representative and will meet with one more vendor before deciding on a company to purchase new meters from.

Fire Department (Gaylord) – Reported on 25 responses in November and are ahead of the number of runs from the same time last year; the suburban that was purchased as an emergency medical vehicle will be in service soon.

Parks / Code Enforcement (Smith) – Reported working on the park properties on various things that need attention; met with Jim Bernier of JMB Associates for a site visit to Memorial Tree Park to look at some areas that could be improved; attended the relicensing meeting for the Pumped Storage Facility along with Bernier and Keson; reported that the township may not receive the grant for playground equipment at Buttersville due to so many applicants for the same funding; campground revenues were up approximately 20% in 2015 due to the addition of new sites.

OFFICERS REPORTS: Clerk (Enbody) – Beginning year-end preparations and reviewing the general ledger for budget amendments that will need to be approved at the next meeting; completed a report of health insurance rates and billing information to the third-party administrator for COBRA benefits; discussed new legislation that will affect the 2016 election cycle; received legal opinion from MTA that it is reasonable and legal for the township to charge a higher burial permit fee to non-resident non-taxpayers and also noted that most cemeteries in Mason county allow non-resident burials.

Moved by Enbody, seconded by Keson to approve payment of invoices totaling \$198,439.97. Motion carried.

Treasurer (McCallum) – Provided a written report detailing cash and investment balances by fund and by bank account; the winter tax bills went out December 1st and are due February 14th; the court date for the purpose of striking uncollectable taxes from the delinquent personal property tax rolls has been scheduled for January 7, 2016; working on year-end.

Supervisor (Keson) – Reported preparing for the December Board of Review; working on the Capital Improvement Plan for approval at the next board meeting; working with the attorney on amending the ORV ordinance; reported a billing error between the Western Mason County Fire District Authority and the Mason County Rural Fire Authority that will result in a \$75,000 reimbursement to the Rural Fire Authority.

ANNOUNCEMENTS: The next board meeting is scheduled for Tuesday, December 29th at 4:00 p.m. Nordlund requested permission to be excused because he will be out of the state.

Meeting adjourned by Supervisor at 7:24 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul A. Keson, Township Supervisor

**REGULAR YEAR END MEETING
December 29, 2015**

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 Sara McCallum; Trustees: Paul Piper, Joanne Kelley, Andy Kmetz and James Nordlund.
Also present: Terry Wahr.

Meeting was called to order at 4:00 p.m. by the Supervisor. Invocation was given by Keson; Pledge of Allegiance was recited by all. The minutes of the December 8, 2015 meeting and the current agenda were approved by consent.

NEW BUSINESS: A. **Set 2016 Meeting Schedule** – **Moved** by Kelley, seconded by Piper to set the following Township Board meeting schedule for 2016:

TOWNSHIP BOARD 2016 MEETING SCHEDULE

<u>JANUARY</u> Tuesday – 1/12	<u>FEBRUARY</u> Tuesday – 2/9 Tuesday – 2/23	<u>MARCH</u> Wednesday – 3/9**
<u>APRIL</u> Tuesday – 4/12 Tuesday – 4/26	<u>MAY</u> Tuesday – 5/10	<u>JUNE</u> Tuesday – 6/14 Tuesday – 6/28
<u>JULY</u> Tuesday – 7/12	<u>AUGUST</u> Tuesday – 8/9 Tuesday – 8/23	<u>SEPTEMBER</u> Tuesday – 9/13
<u>OCTOBER</u> Tuesday – 10/11 Tuesday – 10/25	<u>NOVEMBER</u> Wednesday – 11/9**	<u>DECEMBER</u> Tuesday – 12/13 Tuesday – 12/27*

*Regular Year End Meeting to allow for completion of year-end business scheduled to begin at 4:00 p.m.
**Scheduled for Wednesday due to Election on Tuesday.

Motion carried.

B. **Adopt Capital Improvement Plan** – Board members reviewed the proposed six-year Capital Improvement Plan. Keson explained the items on the plan and how the department heads and finance committee evaluated the scheduling of each purchase.

Moved by Enbody, seconded by Kelley to adopt the 2016-2021 Capital Improvement Plan.

Motion carried.

C. **Resolution to Amend Consent and Agreement** – The Supervisor stated the next order of business was the consideration of a resolution to approve and enter into a new Consent and Agreement relating to the Water Supply Agreement previously entered into with Michigan Power Limited Partnership and the City of Ludington due to a change in ownership of Michigan Power. The following Resolution was offered by Kelley and supported by Kmetz:

RESOLUTION

WHEREAS, the Township entered into a Water Supply Agreement, having an effective date of March 10, 2015, with Michigan Power Limited Partnership ("Michigan Power") and the City of Ludington ("City"); and

WHEREAS, Section 11.10 of the Water Supply Agreement requires the prior written approval of the Township and the City for Michigan Power to assign the Agreement; and

WHEREAS, on March 24, 2015 the Township approved entering into a Consent and Agreement among the Township, the City, Michigan Power, and MUFG Union Bank, N.A.; and

WHEREAS, Rockland Capital is now in the process of purchasing Michigan Power; and

WHEREAS, Michigan Power has entered, and/or will be entering, into certain Loan Arrangements, as summarized in the attached Consent and Agreement, as part of the financing of the operations of Michigan Power's facility in the Township; and

WHEREAS, under such Loan Arrangements, Michigan Power's obligations are, and will be, secured by a security interest in all of its assets, including the contract rights under the Water Supply Agreement; and

WHEREAS, BNP Paribas as the Administrative Agent, and Wells Fargo Bank, N.A. (the "Bank") as the Collateral Agent for the Secured Parties under the Loan Arrangement, together with Michigan Power have requested the Township and the City to execute the Consent and Agreement for purposes of approving the collateral assignment of Michigan Power's rights in and to the Water Supply Agreement to the Bank as provided in and under the terms and conditions of the Consent and Agreement; and

WHEREAS, the Township has reviewed the Consent and Agreement and finds that such agreement is acceptable and appropriate and that it will not adversely affect performance under the Water Supply Agreement;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Consent and Agreement as attached to this Resolution is hereby approved.
2. The Township Supervisor and the Township Clerk are authorized and directed to execute the Consent and Agreement, and to take other necessary and appropriate actions to execute, deliver, and implement the Consent and Agreement.
3. All resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

YES: Kmetz, Kelley, McCallum, Keson, Enbody, Piper, and Nordlund.
 NO: None.

RESOLUTION DECLARED ADOPTED.

D. **Year end bills** – Enbody provided a list of current invoices for approval. **Moved** by Enbody, seconded by Piper to approve payment of bills totaling \$290,574.27.

Motion carried.

E. **Budget amendments / appropriations** – Enbody reviewed the proposed amendments and noted that it is estimated that there will be over \$200,000 in excess revenues over expenses at the end of the year. She recommended that the Board appropriate a portion of the non-tax revenue to the Capital Improvement Fund and any remaining revenue be added to the fund balance in the general fund.

Moved by Enbody, seconded by McCallum to approve the following 2015 budget amendments / appropriations and to authorize the township treasurer to transfer up to \$200,000 in non-tax revenue from the General Fund to the Capital Improvement Fund with the intention of leaving a fund balance in the General Fund equal to at least 100% of budgeted revenues upon completion of year end revenue and expense reports:

General Fund			
	Current Budget	Increase / (Decrease)	Amended Budget
Revenues:			
Revenues	1,873,123	85,500	1,958,623

	Current Budget	Increase / (Decrease)	Amended Budget
Expenditures:			
Township Supervisor	88,776	(7,582)	81,194
Election Commission	18,084	(4,000)	14,084
Township Hall & Grounds	110,856	(11,106)	99,750
Fire Department / Contractual Services	199,210	(3,000)	196,210
Building Official	45,335	600	45,935
Planning Commission	20,675	(8,000)	12,675
Zoning/Planning Official	28,887	990	29,877
DPW	87,008	(4,350)	82,658
Roads & Streets	55,000	(9,000)	46,000
Parks & Recreation	121,450	500	121,950
Employee Benefits	301,350	2,900	304,250
Contingency	22,452	(22,452)	0
Transfers to Other Funds / Capital Improvement	272,250	150,000	422,250
NET CHANGE IN GENERAL FUND		0	

Transportation System Special

	Current Budget	Increase / (Decrease)	Amended Budget
Revenues:			
Property tax levy	130,800	100	130,900
Expenditures:			
Tax Refunds / Reductions	0	100	100
NET CHANGE IN TRANSPORTATION FUND		0	

Sewer Fund

	Current Budget	Increase / (Decrease)	Amended Budget
Revenues:			
Metered Sales to General Customers	354,736	27,016	381,752
Expenditures:			
Transmission & Distribution	101,018	3,000	104,018
Administrative & General	315,147	10,000	325,147
Employee Benefits	37,377	1,099	38,476
NET CHANGE IN SEWER FUND		12,917	

Water Fund

	Current Budget	Increase / (Decrease)	Amended Budget
Revenues:			
Metered Sales to General Customers	734,234	(7,658)	726,576
Expenditures:			
Transmission & Distribution	156,453	15,600	172,053
Administrative & General	395,781	20,000	415,781
Employee Benefits	55,964	2,160	58,124
NET CHANGE IN WATER FUND		(45,418)	

Motion carried.

COMMITTEE OF THE WHOLE: **Moved** by Keson, seconded by Piper to move into Committee of the Whole at 4:40 p.m. Motion carried. Various topics discussed with no action taken:

- Discussed engineering costs for the Sixth Street Lift station project.
- Reviewed a draft on an amendment to the ORV Ordinance that would expand the authorized area to North of Bryant Road.
- Discussed the sewer rate increase implemented by the City of Ludington.
- Keson informed the board that the City of Ludington is planning to purchase a new beach cleaner and will be selling the old one which, if purchased by the township, could be used at the Buttersville Campground beach area.
- Keson stated he had been approached by LMTA regarding purchasing the township owned parcel adjacent to LMTA. Discussion took place about the possibility of using that parcel as an additional well site. Keson will explore further to determine if the parcel could be a possible well site.

Moved by Keson, seconded by Enbody to return to regular session at 5:19 p.m. Motion carried.

ANNOUNCEMENT: Keson stated that he had spoken with Amber Township Supervisor Jim Gallie who informed him that Wal-mart has agreed to contribute towards the paving of Meyers Road. Keson also noted that Gallie has spoken with the owner of the plaza that Tractor Supply is located in and they are willing to review the paving information and also may consider contributing to the cost of paving Meyers Road.

Meeting adjourned by Supervisor at 5:24 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul A. Keson, Township Supervisor