

REGULAR MEETING**January 12, 2016****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 member absent: Trustee Paul Piper.

Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, Kelly Smith, Henry Rasmussen, County Commissioner Curt VanderWall, 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 December 29, 2015 meeting and the current agenda were approved by consent.

PUBLIC COMMENTS: Sheriff Cole reported on 97 calls for service in December 2015 and updated board members on the Adopt-A-Door program.

Commissioner VanderWall reported on the most recent meeting of the Mason County Board of Commissioners noting that he was elected as Chairman to the Board of Commissioners and that he has announced his candidacy for the 101st state representative seat.

Jordan DeVries thanked board members for allocating funding in the 2016 budget for the Household Hazardous Waste Program and stated it is scheduled for August 20, 2016. DeVries noted their grant application for the restoration of the Pere Marquette River and Pere Marquette Lake was successful.

COMMUNICATIONS: Enbody reported receiving the following communications: Letter from the Mason-Lake Conservation District confirming the receipt of a grant for restoration work on the Pere Marquette River; Letter from State of Michigan Department of Licensing and Regulatory Affairs stating the Legislature has taken no action to extend the funding to conduct any video franchise activities and shall cease video/cable franchise operations. In addition, the Michigan Public Service Commission will no longer handle or process video/cable franchise entity provider complaints or consumer complaints; Letter from Charter Communications with contact information for Charter along with their most recent newsletter.

NEW BUSINESS: A. **Resolution for the 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.

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

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 designation and deposit of all public money, including tax money, coming into the possession of the township 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 the possession of the 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: Yes: Kmetz, Kelley, McCallum, Keson, Enbody, and Nordlund.
No: None.
Absent: Piper.

Resolution declared adopted.

B. Agreement for the collection of summer school property taxes – Moved by Nordlund, seconded by Kelley to enter into an agreement with the Ludington Area School District for the collection of 2016 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.

D. Performance Resolution for Governmental Agencies – The following **resolution** was presented by Kmetz and seconded by Enbody:

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.

D. Additional Engineering Fees for Sixth Street Pump Station Modifications – Board members reviewed correspondence from V-Tec Engineering outlining the additional engineering services related to the Sixth Street lift station upgrades.

Moved by Kelley, seconded by Keson to approve the appropriation of \$11,090.00 for additional engineering services for the Sixth Street Pump Station Modification Project.

Motion carried.

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

EMPLOYEE REPORTS: Assessor (Hall) – Reported working on revamping and consolidating both the ECF neighborhoods and the Land Value Tables in the assessing software program with the end result being that the township is in a stronger position regarding any future inspection of the assessing records.

Building/Zoning Administrator (Wahr) – Provided a written report detailing permit activity for December and year end totals for 2015. The Pallet Recycle building permit was finalized and they are in the process of moving into the new offices.

DPW/Water/Sewer Superintendent (Larr) – Reported completion of the lift station project and water tower project; the department has just completed quarterly water meter reads; working on snow removal; Larr, Heffner, and Healy all have received their required water system licensure that is good for the next three years; the DEQ District Engineer performed a site visit with no concerns noted.

Fire Department (Gaylord) – Reported on 23 responses in December of 2015; the department finished 2015 with 306 total runs which is 32 runs more than the prior year; the new suburban was taken to Lansing to have new lights and sirens installed and should be in service soon.

Parks Manager / Code Enforcement (Smith) – Reported receiving notification that the township would not be receiving grant funding for new playground equipment but that the township can reapply for the next grant cycle; will be working on projects and ideas for Memorial Tree Park; met with the Planning Commission in December and was asked to review the township zoning ordinance in order to make changes to help with the enforcement process.

OFFICERS REPORTS: Clerk (Enbody) – Reported working on year end balancing; the Election Commission will be meeting in February to appoint inspectors for the March 8 Presidential Primary; ballots will be available January 23, 2016 for absentee voters; preparing for the March election. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kmetz to approve payment of invoices totaling \$91,904.32. Motion carried.

Treasurer (McCallum) – The 2015 year-end report is not yet available due to year-end adjusting entries still being made; attended the Circuit Court hearing for the elimination of delinquent personal property from the tax roll.

Supervisor (Keson) – No report.

ANNOUNCEMENTS: The Mason County Township Officers Association Meeting is scheduled for Thursday, January 21, 2016 at 7:30 p.m. at Logan Township. The Mason County Supervisors will meet on Wednesday, January 13, 2016.

The meeting was adjourned by the Supervisor at 7:18 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

REGULAR MEETING

February 9, 2016

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,
Present for a portion of the meeting: Sheriff Kim Cole, Henry Rasmussen and Stacy Larsen.

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 January 12, 2016 meeting and the current agenda were approved by consent.

PUBLIC COMMENTS: Sheriff Cole reported on 82 calls for service in January 2016.

NEW BUSINESS: A. **First Reading of Proposed Ordinance No. 137 – Amendment to the ORV Ordinance** – Board members conducted the first reading of proposed Ordinance No. 137, an Ordinance to amend the Code of Ordinances by amending Article III of Chapter 26 regarding the authorization and regulation of the operation of off road vehicles on County primary and local roads within the Township, and to provide for its effective date. The current ordinance limits use to the area south of Pere Marquette Lake and the South Branch of the Pere Marquette River and to the area north of the North Branch of the Pere Marquette River east of the Pere Marquette Highway and east of the east right-of-way line of North Jebavy Drive. The amendment will allow a person to operate an ORV on any road within the Township.

Moved by Piper, seconded by Kmetz to accept the first reading of proposed Ordinance No. 137, an ORV Amendment Ordinance, and to schedule the second reading and consideration of adoption for the March 9, 2016 meeting.

Motion carried.

B. **Set Public Hearing Date (3/9/16) – Proposed Amendment to the ORV Ordinance** – Public Act 118 of 2013 requires a public hearing prior to the adoption of an ORV Ordinance. The first reading of Proposed Ordinance No. 137 took place on February 9, 2016, with second reading and consideration of adoption set for March 9, 2016.

Moved by Nordlund, seconded by Kelley to set a public hearing for Wednesday, March 9, 2016 to consider adoption of proposed Ordinance No. 137, an amendment to the ORV Ordinance to authorize and regulate the operation of off road vehicles on County primary and local roads within the township.

Motion carried.

C. **Consider Proposed Park Ranger / Park Employee Wage Schedule** – Smith provided information for pay schedules for three local area campgrounds. He stated the old pay schedule was confusing and difficult; as a result, presented a pay schedule that proposed a .50 cent per year increase for park employees, established a starting wage and a capped amount for the park rangers and the assistant manager.

Moved by Kelley, seconded by McCallum to postpone action on the park employee wage schedule and refer the matter to the Personnel Committee for review.

Motion carried.

D. **Consider Water Rate Resolution** – Board members reviewed the proposed changes to the Water Rate Resolution which include a change in the usage rate for Michigan Power Limited Partnership from \$1.070 to \$1.0828 per 100 cubic feet with an effective date of January 1, 2016.

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

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 \$1.0828 per 100 cubic feet. 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 January 1, 2016, 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.

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

Resolution declared adopted.

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

EMPLOYEE REPORTS: Assessor (Hall) – Reported working on Personal Property taxes and entering the statement information into the Assessing program along with the addition of three new codes: Accepted, Filed Statement Received, and No Form Received – Estimated. The codes will print on future assessment change notices and alert taxpayers of their personal property status. He has been working on reviewing the personal property accounts in order to identify delinquent, retired, and inactive accounts. Informed board members of PA 243 of 2015 Transfer of Ownership which clarifies that the transfer of ownership to a family member under a lady bird deed will not cause the taxable value to become uncapped.

Building/Zoning Administrator (Wahr) – Provided a written report detailing permit activity for January 2016.

DPW/Water/Sewer Superintendent (Larr) – Reported working on year-end reports for the DEQ for annual pumpage and cross connections; working on backhoe repairs, cleaning, repairing and repainting in the well house and doing some snow removal.

Fire Department (Gaylord) – Reported on 26 responses in January of 2016 and a year-to-date total of 31 responses compared to the same time last year; the suburban purchased in October of 2015 is officially in service as a first responder vehicle, replacing the 2005 Jeep that will be put up for sale soon.

Parks Manager/Code Enforcement (Smith) – Reported preparing for the season by ordering park supplies, office supplies and 2016 campground brochures; he was planning to go through some code enforcement information with the planning commission at their last meeting but the meeting was cancelled.

COMMITTEE OF THE WHOLE: **Moved** by Keson, seconded by Enbody to move into Committee of the Whole at 7:13 p.m. Motion carried. Various topics discussed with no action taken:

Keson updated board members on prices per acre on other Michigan business parks from the MEDC website where our industrial and business parks are listed. Keson would like to have the cost of the lots on a negotiable basis. Each purchase offer must come before the board for approval. Board members asked Keson to gather information on business parks that are the most similar to ours and investigate what the cost per acre and other associated costs are.

Moved by Keson, seconded by McCallum to return to regular session at 7:30 p.m. Motion carried.

OFFICERS REPORTS: Clerk (Enbody) – Reported the Election Commission met to appoint election inspectors for the March 8th Presidential Primary; the Public Test of the election equipment is scheduled for February 24th at 9:00 a.m.; Enbody will be conducting a training of new inspectors in Mason County on March 3rd and will be assisting the County Clerk with a training involving Clerks and Chairpersons on February 29th; the Clerk's office has been busy with absentee ballots; nominating petitions are available for the elected township offices; the auditor is scheduled for the week of February 22nd and she is working on year-end financial reports and other audit preparation. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Piper to approve payment of invoices totaling \$172,458.81. Motion carried.

Treasurer (McCallum) – Reported her office is busy collecting winter taxes that are due Feb 16th; after collection her office will be preparing for settlement with the County and they are also working on year-end balancing and entries.

Supervisor (Keson) – Reported meeting with Dennis McKee, Communications Director at Consumers Energy who informed him of smart meter installation for Consumers customers that will take place in the township between March and April; continuing to work on the potential property acquisition and it appears that the application for the grant will take place in 2017; meeting with the Mason County Road Commission and township supervisors tomorrow to review potential road projects for 2016; working on options on the replacement of a water line to Linlook Park and Epworth.

ANNOUNCEMENTS: Keson shared a letter received from the Mason Lake Conservation District inviting board members to their 74th Annual Meeting at the Scottville Optimists Hall.

The meeting was adjourned by the Supervisor at 7:41 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

REGULAR/COMMITTEE OF THE WHOLE MEETING
February 23, 2016

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: Mason County Clerk Cheryl Kelly and Summit Township Supervisor Wayne
Kelly.

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 February 9, 2016 regular meeting and the current agenda were approved by consent.

PUBLIC COMMENT: Cheryl Kelly introduced herself as a candidate for Mason County Clerk. Kelly added that R. Enbody has been a valuable resource for information and assistance.

NEW BUSINESS: A. **Request for Funding Support for the Household Hazardous Waste Program** – 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. This is the tenth year of the collection program.

Moved by Piper, seconded by Nordlund 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 20, 2016 and to allocate \$750.00 for the program.

Motion carried.

B. **Consider 2016 Road Projects** – Board members reviewed a list of proposed road projects. Keson explained that the Road Commission had contacted him earlier this year in order to get the road projects under way. He reviewed the projects and stated that the Township allocation has increased from \$14,670.00 last year to \$18,021.00 for 2016. Meyers Road is also under consideration as a possible project to be done collaboratively with Amber Township.

Moved by Kmetz, seconded by Nordlund to complete the following road projects at a total estimated township cost within the budgeted amount of \$70,000.00 and to authorize the township supervisor and township clerk to sign the contracts with the Mason County Road Commission on behalf of the township:

West Ann Rd to N. Donna St. and N. Betty Ave:

Place HMA wedging in selected areas followed by a seal coat surface and fog seal over the existing roadway.
Length 1,773ft.
Estimated Cost – \$20,199.00

South Benedict Rd. from Chauvez to Bradshaw:

Place a HMA wedging selected areas followed by a seal coat surface and fog seal over the existing roadway.
Length 2,474 ft.
Estimated Cost – \$29,027.00

West Bradshaw Road:

Place a HMA wedging over rough areas. Length 594 ft.
Estimated Cost – \$5,175.00

Lenz Road:

Lenz Road west of PM Hwy to Hesslund Rd. Cut HMA in five different areas, remove two inches of material then re-install HMA in the repaired areas.
Estimated Cost – \$3,030.00

Riverview Drive - Pleasant Ridge Drive Easterly to Jebavy Drive:

MCRC to crack seal all cracks and repair pot holes then place a seal coat surface and fog seal over entire roadway.
Length 0.79 mi.
Estimated Cost – \$20,950.00

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

MCRC to crack seal all cracks and repair pot holes then place 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

Total Estimated Cost	\$86,531.00
Less Current Year Allocation from MCRC	<u>-\$18,021.00</u>
TOTAL	\$68,510.00

2016 Road Project Budget	\$70,000.00
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Motion carried.

C. Consider Adjustment to Sale Price of Business/ Industrial Park Properties – Keson noted that board members had requested he gather information on other business parks in the State that are similar to ours and investigate the cost per acre and other associated costs. Keson presented findings from three business parks. The City of Fremont lists their industrial park parcels at a cost of \$12,500 per acre but stated they have only sold one parcel for that price and that they have negotiated all subsequent sales. The City of Cadillac lists their parcels for \$15,000.00 per acre but stated they are negotiable. Cadillac stated that water and sewer is not included in the price of the lot, but that too is negotiable. The City of Manistee lists their parcels for \$6,000.00 per acre and also are negotiable on the cost of the lot as well as on water and sewer costs. Manistee is the only industrial park that offers fiber optic services. Keson stated that the current rate of \$25,000.00 per acre is not an incentive for businesses to locate in a Pere Marquette Township business/industrial park. Keson stated that if the price was negotiable it would give the township the best opportunity to be creative with each potential buyer and would make our business and industrial parks more attractive for economic growth. All offers would come before the board for approval.

Moved by Keson, seconded by Piper to adjust the sale price for the remaining property within the First Street Business Park and the Pere Marquette Industrial Park to be negotiable.

Motion carried.

Meeting adjourned by Supervisor at 7:00 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

REGULAR MEETING
March 9, 2016

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 member absent: Trustee: Paul Piper.
Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, Kelly Smith, Dan Quinn, and County Commissioner Steve Hull.
Present for a portion of the meeting: Sheriff Kim Cole and County Commissioner Curt VanderWall.

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 23, 2016 meeting and the current agenda were approved by consent.

PUBLIC COMMENTS: Sheriff Cole reported on 71 calls for service in February 2016.

County Commissioners Curt VanderWall and Steve Hull reported on the most recent meeting of the Mason County Board of Commissioners.

PUBLIC HEARINGS: A. **Proposed Ordinance No. 137 – Amendment to the ORV Ordinance** – The public hearing was called to order by the Supervisor at 6:38 p.m. Notice of the public hearing was published in the Ludington Daily News on February 24, 2016.

Dan Quinn asked if there are any plans for an alternate route to enable ORV's to cross the Pere Marquette River. No further comments were received and the public hearing was closed at 6:41 p.m.

The Supervisor stated the next order of business was to conduct the public hearings to receive public comments in regards to Pere Marquette Charter Township's grant applications for a Land and Water Conservation Fund (LWCF) Grant or a Recreation Passport Grant.

B. **Application for a Michigan Recreation Passport Grant** – The public hearing was called to order by the Supervisor at 6:41 p.m. Notice of the public hearing was published in the Ludington Daily News on February 29, 2016.

No comments were received and the public hearing was closed at 6:42 p.m.

C. **Application for a Land and Water Conservation Fund Grant** – The public hearing was called to order by the Supervisor at 6:42 p.m. Notice of the public hearing was published in the Ludington Daily News on February 29, 2016.

No comments were received and the public hearing was closed at 6:42 p.m.

NEW BUSINESS: A. **Second Reading and Consideration of Adoption of Proposed Ordinance No. 137 – Amendment to the ORV Ordinance** – Board members conducted the second reading of proposed Ordinance No. 137, an Amendment to the ORV Ordinance. The proposed ordinance was published in the Clerk's office and on the township website and a notice to that effect was published in the Ludington Daily News. In addition, in accordance with Public Act 118 of 2013, the clerk notified by certified mail the following entities: the county road commission, the county board of commissioners, the legislative body of every other township and municipality located within the county, and the state transportation department. Keson stated the amendment opens up all roads within the township with the exception of U.S. 10, M-116, and the portion of Pere Marquette Hwy. between the freeway entrance and U.S. 10.

Moved by Kmetz, seconded by Nordlund to accept the second reading without change and adopt proposed Ordinance No. 137, an Ordinance to amend the Code of Ordinances by amending Article III of Chapter 26 regarding the authorization and regulation of the operation of off road vehicles on County primary and local roads within the Township, and to provide for its effective date.

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

Motion carried.

B. **Michigan Recreation Passport Program Resolution of Authorization** – Parks Manager Kelly Smith gave a presentation on the proposed improvements and renovations for the Buttersville Park play area.

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

MICHIGAN RECREATION PASSPORT PROGRAM
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 Michigan Recreation Passport Program 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 \$25,000 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 Michigan Recreation Passport Program Application for \$35,000, and further resolves to make available its financial obligation amount of \$25,000 (42%) of a total \$60,000 project cost, during the 2017-2018 fiscal year.

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

Resolution declared adopted.

C. **Land and Water Conservation Fund Resolution of Authorization** – The following **resolution** was offered by Kelley and supported by McCallum:

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 2017-2018 fiscal year.

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

Resolution declared adopted.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reviewed the Planning Commission 2015 Annual Report; reported the Planning Commission is working on sidewalk design and placement along US 10 and property maintenance issues; reported reviewing and submitting comments on the Master Plan to Resilient Ludington and is expecting to receive the updated copy for review next week.

Zoning Board of Appeals – Wahr reviewed the Zoning Board of Appeals 2015 Annual Report. Wahr also noted that the ZBA met on March 3, 2016 and elected officers for 2016.

EMPLOYEE REPORTS: Assessor (Hall) – Reported on the preparation of documents and the filing of responses to the Michigan Tax Tribunal which, by handling the paperwork internally, has saved the township from incurring legal fees.

Building/Zoning Administrator (Wahr) – Provided a written report detailing permit activity for February 2016. Reported that Preferred Credit Union is planning an expansion and the Planning Commission will have a site plan review on March 15; working with the property owner of the Sixth Street home destroyed by fire – a rebuild would require approval by the Zoning Administrator or the Zoning Board of Appeals; working with the County Building Inspector to educate contractors on the new residential energy code that will add significant increases to the cost of building and/or remodeling homes.

DPW/Water/Sewer Superintendent (Larr) – Distributed and reviewed the 2015 Annual Pumpage/Usage Report(s) for Community Water Supply; reported working on small, residential lift stations, tree and brush removal at Memorial Tree and Buttersville Parks, cross connection inspections, and reported being close to a decision on a new water meter system.

Fire Department (Gaylord) – Reported on 29 responses in February of 2016 and that the millage request for the Western Mason County Fire District Authority was approved by voters at the March 8th election.

Parks Manager/Code Enforcement (Smith) – Explained the necessity of the removal of dead trees from Memorial Tree and Buttersville Parks that were posing a danger to buildings and campsites; will begin leaf removal in the parks in preparation for the upcoming season; working with the Planning Commission to review the Code of Ordinances from a code enforcement standpoint in order to make updates in the future.

OFFICERS REPORTS: Clerk (Enbody) – Reported a 40-45% voter turnout for the March 8th Presidential Primary Election; received the asset lists from the auditor and will be reviewing those for updates and changes. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kelley to approve payment of invoices totaling \$562,393.53. 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 2015; provided a written report detailing cash and investment balances by fund and by bank account for January and February 2016; reported on settlement with the County Treasurer today.

Supervisor (Keson) – Received correspondence from V-Tec Engineering regarding the completion of the Reliability Study and General Plan and that V-Tec has submitted it to the DEQ for review; the Board of Review Organizational meeting was held Tuesday, March 8th; reported on a Brownfield Authority meeting to support a sixteen million dollar investment in the City of Ludington; obtained an approximate value for the property at 451 S. Pere Marquette Hwy. for the possible sale of the township owned property in the future.

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

REGULAR MEETING
April 12, 2016

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

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

Meeting was called to order at 6:30 p.m. by the Clerk. Invocation was given by Enbody; Pledge of Allegiance was recited by all.

Moved by Enbody, seconded by Kelley to appoint Paul Piper as President pro tem for this meeting. Motion carried. Piper assumed chairmanship of the meeting.

The minutes of the March 9, 2016 meeting were approved by consent.

PUBLIC COMMENTS: Sheriff Cole reported on 75 calls for service in March 2016.

APPROVAL OF AGENDA: Item B. "Consider Appointment of Firefighter" was added to the agenda.

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

NEW BUSINESS: A. **Consider Proposed Park Ranger / Park Employee Wage Schedule** – Board members reviewed minutes from the Personnel Committee meeting. The committee approved the following recommendation for adoption by the Township Board for 2016 seasonal park wages: Starting wage for new employees – \$9.50 per hour and an increase of .50¢ per hour for current park employees for the 2016 season.

Moved by Kmetz, seconded by Kelley to establish the starting wage for new park ranger/employees at \$9.50 per hour and to approve a .50 cent per hour increase for current park employees for 2016.

Motion carried.

B. **Consider Appointment of Firefighter** – Fire Chief Gaylord explained that the candidate has interviewed with the department and has passed his physical and background check and Gaylord is recommending him for appointment. The appointment would bring the membership to nineteen members. The department is allowed twenty-one members.

Moved by Nordlund, seconded by McCallum to approve the appointment of Tyler L. Todd to the Pere Marquette Fire Department as a Probationary Firefighter.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported conducting and approving a Site Plan Review for an expansion to Preferred Credit Union on Jebavy Drive.

EMPLOYEE REPORTS: Assessor (Hall) – Completed the rollover of the 2016 assessing database to 2017; completed and submitted the 4626 Form for revenue sharing to the County Equalization Office as required; completed and submitted the Eligible Manufacturing Personal Property database to BS&A as required; verified all reports were received.

Building/Zoning Administrator (Wahr) – Provided a written report detailing permit activity for March 2016.

DPW/Water/Sewer Superintendent (Larr) – Reported conducting the quarterly meter reading of water and sewer meters which emphasized the need to update the current meter reading system; will be viewing new meter reading and billing systems in Manistee and Big Rapids; completed two rounds of brush clean up after the ice storm two weeks ago.

Fire Department (Gaylord) – Thanked the board for the approval and appointment the new firefighter. Reported on 35 responses in March. Year to date totals are five runs ahead of 2015.

Parks Manager/Code Enforcement (Smith) – Reporting cleaning up the parks in preparation for the 2016 season; planning to turn the water on at Buttersville to obtain and submit water samples prior to opening; becoming more familiar with the BS&A Building Program and entering / monitoring code enforcement violations.

OFFICERS REPORTS: Clerk (Enbody) – Reported attending the required Bureau of Election Accreditation training with the deputy clerk in order to maintain accreditation to continue to administer elections; will be attending the Michigan Association of Municipal Clerks free education day on Thursday; noted that the auditor will be coming next week for a final visit prior to the completion of the audit; preparing the agenda and packets for the quarterly Mason County Clerks Association meeting next week. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kelley to approve payment of invoices totaling \$71,290.59. Motion carried.

Treasurer (McCallum) – Provided a written report detailing cash and investment balances by fund and by bank account for March 2016; performed the rollover of the 2016 tax database; anticipates an increase of 5% in 2016 tax revenue over the budgeted amount.

ANNOUNCEMENTS: The Mason County Township Officers Association will meet on Thursday, April 21, 2016 at 7:30 p.m. at the Meade Township Hall. Pere Marquette Charter Township will host the following township officers meeting on July 21st.

The meeting was adjourned by the President pro tem at 6:58 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Piper, President pro tempore

REGULAR MEETING
May 10, 2016

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

Board members present: Clerk Rachelle Enbody; ~~Treasurer Sara McCallum~~; Trustees: Paul Piper, Joanne Kelley, Andy Kmetz, and James Nordlund.
Board members absent: Supervisor Paul Keson and *Treasurer Sara McCallum*.
Also present: Devon Hall, Andy Larr, Larry Gaylord, Kelly Smith, Richard Irwin, Mary Alway and Steve Hull.
Present for a portion of the meeting: Sheriff Kim Cole.

Meeting was called to order at 6:30 p.m. by the Clerk. Invocation was given by Enbody; Pledge of Allegiance was recited by all.

Moved by Enbody, seconded by Nordlund to appoint Paul Piper as President pro tem for this meeting. Motion carried. Piper assumed chairmanship of the meeting.

The minutes of the April 12, 2016 meeting were approved by consent.

PUBLIC COMMENTS: Sheriff Cole reported on 60 calls for service in April 2016.

Mary Alway introduced herself as a candidate for Mason County Clerk. She stated she would be available after the meeting if anyone would like to meet with her or if they had any questions.

APPROVAL OF AGENDA: Item B. "Consider Replacement of Fire Department Approach Aprons" was added to the agenda.

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

NEW BUSINESS: A. **Consider Distribution of Draft of Comprehensive Plan** – Kmetz reviewed the process followed by the Planning Commission for revising the Comprehensive Plan. He then reviewed the plan by section and explained the updates and changes to each section, focusing on Section III which is the plan itself. Kmetz explained that the Planning Commission spent a considerable amount of time going over the Future Land Use Plan and map as it relates to zoning, looking at the unique areas within the township and getting back to neighborhood planning, walkability, and concentrating on corridor improvements. The appendices of the plan contain the Implementation Table, explain in detail the LIAA charrette process and the results, assess areas of vulnerability in order to build community resilience, and provide the community survey results.

Moved by Kmetz, seconded by Kelley to authorize the distribution of the draft of the Comprehensive Plan in accordance with State statute.

Motion carried.

B. **Consider Replacement of Fire Department Rear Approach Aprons** (added) – Board members reviewed a quote received from Spuller Concrete for the replacement of rear aprons at the fire department. The contractor agreed to honor the quote received in 2014 which was the low quote received when the original quotes were obtained. The project is in the Capital Improvement Plan and budgeted for 2016.

Moved by Nordlund, seconded by Kmetz to accept the quote from Spuller Concrete in the amount of \$14,400.00 for the replacement of the rear concrete approach aprons to the Fire Department vehicle bays.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Kmetz reported completion of the review of the Comprehensive Plan and submission of the Plan to the Township Board for review, comment, and approval of distribution.

EMPLOYEE REPORTS: Assessor (Hall) – Reported working on the consolidation of the current Land Tables, which are the “places” that the base rates for land, whether priced by the acre or by the front foot, etc. are located. The goal(s) are to consolidate and reduce the number of land tables, to increase the number of parcels per land table so there are sufficient sales to populate those land tables, and to use those sales to value the township properties.

Building/Zoning Administrator (Wahr, absent) – Provided a written report detailing permit activity for April 2016.

DPW/Water/Sewer Superintendent (Larr) – Reported winding down on leaf and brush collection; discovered a leak in a check valve in the Sixth Street force main and is trying to come up with options for a temporary repair rather than putting money into a new valve due to the planned upgrades to the City’s Wastewater Treatment within the next couple of years; working on the roof drain system at the Fire department in conjunction with the installation of the rear approach aprons at the Fire Department.

Fire Department (Gaylord) – Reported on 27 responses in April. Year to date totals are 10 runs ahead of 2015. Reported the annual fire hose testing was conducted today.

Parks Manager/Code Enforcement (Smith) – Reported Buttersville Park had a good opening day – there was a temporary issue with the credit card machine but tech support was able to work through the problem; all parks are open and he is planning on Buttersville being filled up by Memorial Weekend. Reported working on ongoing cases for Code Enforcement and sending out reminder letters about the spring clean-up.

OFFICERS REPORTS: Clerk (Enbody) – Reported receiving adjusting entries from the auditor and reviewing the financial statements in order to wrap up the 2015 audit; distributed the 2015 fourth quarter financial summaries and 2016 first quarter financial summaries to the trustees; working on gathering the data needed for the required financial reporting for the Municipal Finance Qualifying Statement and Continuing Disclosure Report. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kelley to approve payment of invoices totaling \$120,732.52. Motion carried.

ANNOUNCEMENTS: Spring clean-up will be on Saturday, May 14th.

The meeting was adjourned by the President pro tem at 7:05 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Piper, President pro tempore

REGULAR MEETING
June 14, 2016

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, and Andy Kmetz.
Board members absent: Clerk Rachelle Enbody and Trustee James Nordlund.
Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, Kelly Smith, Kristin Lange
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 following amendment was offered to the May 10, 2016 minutes: Treasurer Sara McCallum was listed as present but should reflect that she was absent.

Moved by Piper, seconded by McCallum to approve the minutes from May 10, 2016 as amended. Motion carried.

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

Moved by Keson, seconded by Kmetz to appoint Kristin Lange as recording secretary to assist with the recording of the minutes for this meeting. Motion carried.

APPROVAL OF AGENDA: Keson stated that the auditor, Doug Wohlberg, was unable to make it to the meeting due to illness; therefore the agenda would need to be amended to delete Item A. "Presentation of 2015 Audit – Douglas Wohlberg, C.P.A."

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

PUBLIC COMMENT: Sheriff Cole reported on 64 calls for service in May 2016.

NEW BUSINESS: A. ~~Presentation of 2015 Audit – Douglas Wohlberg, C.P.A.~~ Item deleted from agenda.

B. **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.

Moved by Keson, seconded by Piper to approve the Application for Fireworks received from the Western Michigan Fair Association to conduct a fireworks display at the Mason County Fairgrounds on Tuesday, August 9, 2016 at dusk and to authorize the township clerk to sign the Permit for Public Display. In case of rain, the display will occur on August 13, 2016.

Motion carried.

C. **METRO Act Right of Way Telecommunications Permit** – Keson explained that the purpose of the METRO Act is to create a telecommunication right-of-way oversight authority and to provide revenue to municipalities. KEPS Technology, Inc. dba ACD.net has submitted an application, along with the application fee, to install a fiber optic line that would connect their end users to a high speed telecommunications network which would include internet and telephone services. The line would connect to a telecommunications tower on a private drive located off of U.S. 10. The township board approved a Conditional Use Permit for the construction of the telecommunications tower in October 2015.

Moved by Kelley, seconded by Kmetz, to approve the application for a METRO Act Permit by KEPS Technology, Inc. dba ACD.net and to authorize the Supervisor and Clerk to sign the Bilateral Form Right of Way Telecommunications Permit.

Motion carried.

D. **Consider Purchase Offer for Eight Parcels in the Pere Marquette First Street Business Park** – Keson explained that in February of 2016, the Township Board adjusted the sales price of the acreage remaining in the Pere Marquette Industrial Park and First Street Business Park to be negotiable. An offer has been received from ProAct Services Corporation for the purchase of Parcel(s) 18, 19, 20, 21, 22, 23, 25, and 26 for a total purchase price of \$100,000.00. ProAct intends to construct a 20,000 square foot manufacturing facility and 4,000 square feet of office space as Phase I of their expansion.

After discussion, the following **Resolution** was offered by Keson and supported by Kmetz:

RESOLUTION

WHEREAS, the Township owns certain real property within the Pere Marquette First Street Business Park;

WHEREAS, ProAct Services Corporation made an offer to purchase certain real property commonly known as Parcels 18, 19, 20, 21, 22, 23 25, and 26, Pere Marquette First Street Business Park, and legally described on the attached Exhibit A for a total purchase price of One Hundred Thousand Dollars (\$100,000.00) subject to certain terms and conditions.

WHEREAS, the Board wishes to confirm its acceptance of the Purchaser's offer to purchase the property.

THE PERE MARQUETTE CHARTER TOWNSHIP BOARD RESOLVES THAT:

1. The sale of the Property to the Purchaser for stated amount is authorized.
2. The Supervisor and the Clerk are authorized to sign the documents necessary to memorialize the terms of the transaction and otherwise close the sale of the Property to the Purchaser.
3. All resolutions in conflict in whole or in part with this Resolution are revoked to the extent of such conflict.

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

Resolution declared adopted.

COMMITTEE REPORTS: Zoning Board of Appeals (Piper) – No report.

Planning Commission (Kmetz) – Kmetz reported that Spence Riggs from the Mason County Growth Alliance presented base sidewalk ordinance language for members to consider and modify to the Township's needs.

EMPLOYEE REPORTS: Assessor (Hall) – Reported working on some special projects alongside the supervisor which includes some research on Oxy Chem / Dow easements as they relate to township property and then determining ownership of the walkway out to the south breakwall; also working on finalizing last of the MTT cases left by his predecessor.

Building/Zoning Administrator (Wahr) – Provided a printed report detailing building and zoning permit activity for May 2016; reported Mercy Health was finalizing building construction and that he just received an application for construction of a new home in Dawson's Estates off South Lakeshore Drive.

DPW/Water/Sewer Superintendent (Larr) – Reported on few issues with Rasmussen Road reconstruction project as they related to the township's water lines; just completed a cycle of water main flushes; working on Consumer Confidence Reports; a second round of cross connection inspections were just completed with a third round still to come.

Fire Department (Gaylord) – Reported on 19 responses in May. Year to date totals are 22 runs ahead of 2015.

Parks Manager/Code Enforcement (Smith) – Reported on several small projects that have been completed within Buttersville Campground, Suttons Landing and Memorial Tree Park; continuing to send letters out in regards to code enforcement while also closing several complaints due to compliance.

OFFICERS REPORTS: Clerk – Lange, on behalf of Enbody, provided a list of current invoices for approval.

Moved by Keson, seconded by Piper to approve payment of invoices totaling \$181,606.95. Motion carried.

Treasurer (McCallum) – Provided a printed report detailing cash and investment balances by fund and by bank account for May 2016; provided printed report detailing cash balance analysis from 2009 to 2015; reported meeting with Alan Supp, Morgan Stanley financial advisor newly assigned to the Township, as well as working alongside the Clerk’s office finalizing audit documents and completing the Continuing Disclosure for 2015.

Supervisor (Keson) – Reported completing compilation of information on the different water meter read systems for presentation at the next board meeting; parking lots at town hall will be seal coated and striped next week; prepping information on former Wingate parcel for possible sale; and noted that the 2016 Freedom Festival fireworks sponsorship payment was included on the list of invoices.

The meeting was adjourned by the Supervisor at 7:47 p.m.

Sara L. McCallum, Temporary Clerk

Paul A. Keson, Township Supervisor

REGULAR/COMMITTEE OF THE WHOLE MEETING
June 28, 2016

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: Andy Larr and Fran Kalchik.
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 Enbody; Pledge of Allegiance was recited by all. The minutes of the June 14, 2016 regular meeting and the current agenda were approved by consent.

NEW BUSINESS: A. **Presentation of 2015 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 2011 through 2015. He reviewed general fund revenues and expenditures by function and by account and the effect to the fund balance. Wohlberg then reviewed the sewer and water funds operating income/loss, net positions, and cash and investments for these funds. Wohlberg stated that the 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 opinion, which is the best opinion possible expressed by the auditor when the auditor concludes that the financial statements are presented fairly, in all material respects.

B. **Consider Purchase of Water Meters and Water Meter Reading System** – Board members reviewed water meter and meter reading system information compiled from quotes received from three separate vendors. Keson explained the process for gathering estimates and stated the information was presented using a ten year time frame for comparison. Larr explained the different reading systems (tower read, drive-by read, and cellular read) noting the method(s) used to obtain meter reads from each system and the benefits and/or drawbacks of each reading system. Keson explained that himself, Larr, McCallum, and Sroka visited communities to review the different reading systems and were highly impressed with the cellular read system and its advantages. The main advantage was the ability to track individual accounts on an ongoing basis and that customers would also be able to access their account information. Larr explained the three meter types (plastic/poly, brass, and stainless steel) and the benefits and/or drawbacks of each type. McCallum noted that the funding for the system improvements would come from bond funds and the water and sewer funds.

Moved by Nordlund, seconded by Kmetz to approve the purchase of new stainless steel water meters and a cellular meter reading system from Badger Meter for an approximate initial investment of \$258,474.00.

Motion carried.

C. **Set 2016 Levies for Operation and LMTA Millage** – A public hearing was held on November 10, 2015, to propose the 2016 levies and adopt the 2016 budget. The 2016 budget was adopted using the millage rate(s) of 2.85 for operation and 0.29 for public transportation (LMTA).

Moved by Enbody, seconded by McCallum to certify the taxes to be levied in 2016 at 2.85 mills for operation and at 0.29 mills for public transportation.

Motion carried.

COMMITTEE OF THE WHOLE: **Moved** by Keson, seconded by Kelley to move into Committee of the Whole at 7:16 p.m. Motion carried. Various topics discussed with no action taken:

- Reviewed communication from the Assessor indicating his interest in obtaining his Level 4 Certification.
- Keson reported continuing discussions with Epworth for a new water main to increase the water volumes within their boundaries. Keson asked the board for consensus to go forward with obtaining an engineer to review the information gathered by Epworth.

- Keson stated that at the most recent LMTA meeting, he informed the LMTA board members that he had received an estimate from a realtor, with the opinion of the assessor being in agreement, of between \$18,000 and \$20,000 for the value of the property owned by the township that is adjacent to the LMTA facility.

Moved by Keson, seconded by Kmetz to return to regular session at 7:33 p.m. Motion carried.

ANNOUNCEMENTS: The City of Ludington will hold a public hearing to hear and consider public comments concerning the proposed amendments to the Ludington Master Plan on July 5, 2016 at 7:00 p.m. at the Ludington Municipal Building.

Meeting adjourned by Supervisor at 7:35 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

REGULAR MEETING
July 12, 2016

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, Larry Gaylord, Kelly Smith, Henry Rasmussen, Dick Irwin, and County Commissioner Steve Hull.
Present for a portion of the meeting: Sheriff Kim Cole and Lew Squires.

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 28, 2016 regular meeting were approved by consent.

APPROVAL OF AGENDA: Item C. "Fire Department – Appointment of Officers" was added to the agenda.

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

PUBLIC COMMENT: Sheriff Cole reported on 81 calls for service in June 2016.

Lew Squires introduced himself as a candidate for District 4 County Commissioner and spoke about his qualifications and goals.

NEW BUSINESS: A. **Resolution to Appoint Officer Delegate to the 2016 MERS Annual Meeting** – The following RESOLUTION was offered by Enbody, supported by Kmetz:

WHEREAS, the Municipal Employees' Retirement System (MERS) Annual Meeting will be held on September 28 and 29, 2016; 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 2016 MERS Annual Meeting.

Resolution declared adopted.

B. **Letter of Resignation (Planning Commission)** – Board members reviewed a letter of resignation from Mike Romansik, a member of the Planning Commission.

Moved by Nordlund, seconded by Piper to accept the resignation of Mike Romansik from the Planning Commission.

Motion carried.

C. **Fire Department – Appointment of Officers** (added) – Board members reviewed correspondence from Fire Chief Larry Gaylord recommending changes to the Fire Officers for the Pere Marquette Fire Department.

Moved by Keson, seconded by Kelley to approve the following appointments, effective July 1, 2016.

Fire Department Officers:
Scott Graczyk – from 1st Lieutenant to Assistant Chief
Scott Kelsey – from 2nd Lieutenant to 1st Lieutenant
Paul Bray – from Senior Firefighter to 2nd Lieutenant

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported reviewing the sidewalk ordinance and forwarding the information to the township attorney for updating the ordinance.

Zoning Board of Appeals (Piper) – Reported approving a variance request to reduce the front yard setback for a parcel on Park View Court.

EMPLOYEE REPORTS: Assessor (Hall) – Reported visiting commercial properties in the township to verify that the record cards for those properties are complete and accurate.

Building/Zoning Administrator (Wahr) – Provided a written report detailing building and zoning permit activity for June 2016; spoke with the township attorney regarding the sidewalk ordinance to have language added to require sidewalks and define the size, placement and districts.

DPW/Water/Sewer Superintendent (Larr) – (absent-excused)

Fire Department (Gaylord) – Reported on 42 responses in June 2016. Year to date totals are 14 runs ahead of 2015.

Parks Manager/Code Enforcement (Smith) – Reported a smooth Fourth of July weekend at the campground; the parks have been busy with pavilion rentals and the Buttersville beach area has been very busy. Code Enforcement is progressing and he is waiting for new assignments from the Planning Commission. Smith is having some preliminary engineering done for the refurbishment of the Father Marquette Memorial.

OFFICERS REPORTS: Clerk (Enbody) – Reported the Public Test of election equipment will be held on July 20th at 9:00 am; will be conducting two training sessions with the County Clerk in order to certify all of the election inspectors within Mason County; will be conducting a training session for all new Mason County election inspectors and a separate training session for only Pere Marquette election inspectors; distributed second quarter financial reports to the Trustees. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by McCallum to approve payment of invoices totaling \$105,176.51. Motion carried.

Treasurer (McCallum) – Provided a written report detailing quarterly cash, bank, and investment balances by fund and by bank account for the second quarter of 2016; summer tax bills were mailed July 1st and are due September 14th; second quarter utility bills will be going out soon; the members of the Mason County Treasurers' Association are meeting every other month for an informal luncheon in addition to the regularly scheduled meetings.

Supervisor (Keson) – Reported preparation for the July Board of Review next Tuesday; the Meyers Road repaving project, in conjunction with Amber Township will be starting soon; things are moving forward with the sale of the First Street Business Park property; reported on research of the Michigan Economic Development Association (MEDA) website and how the township business parks are receiving “hits” which means people are viewing our information.

ANNOUNCEMENTS: The Mason County Township Officers Association Meeting will be held on Thursday, July 21st at Pere Marquette Charter Township. The guest speaker will be Matt Biolette from Republic Services.

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

The meeting was adjourned by the Supervisor at 7:09 p.m.

REGULAR MEETING
August 9, 2016

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Trustees: Paul Piper, Joanne Kelley, Andy Kmetz and James Nordlund.
Board members absent: Treasurer Sara McCallum.
Also present: Devon Hall, Terry Wahr, Andy Larr, and Scott Graczyk.
Present for a portion of the meeting: Sheriff Kim Cole 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 July 12, 2016 regular meeting and the current agenda were approved by consent.

COMMUNICATIONS: Enbody reported receiving notification from Emergency Management Coordinator Elizabeth Reimink that the Federal Emergency Management Agency (FEMA) has approved the Mason County Hazard Mitigation Plan. The approval of the plan allows eligibility for Hazard Mitigation Assistance Grants.

NEW BUSINESS: A. **First Reading of Proposed Ordinance No. 138 – Amendment to Phillips Cemetery Columbarium Ordinance** – Enbody explained the changes to the ordinance, noting the removal of the requirement for residency, clarification that a purchaser is an owner of a burial right, clarification to the purchase of columbarium markers, removal of references to a sexton, clarification of forfeiture of burial rights, and formatting corrections.

Moved by Kmetz, seconded by Kelley to accept the first reading of proposed Ordinance No. 138, an Amendment to Phillips Cemetery Columbarium Ordinance, and to schedule the second reading and consideration of adoption for the August 23, 2016 meeting.

Motion carried.

B. **Consider Appointment of Firefighters** – Board members reviewed memos from Chief Gaylord recommending Tyler Hillier and Curtis Lamb for appointment to the Fire Department. Both have been interviewed, have passed background checks and physicals and both reside in the appropriate area to become members of the department.

Moved by Keson, seconded by Nordlund to approve the appointment of Tyler Hillier and Curtis Lamb, each as a probationary firefighter, effective August 1, 2016.

Motion carried.

C. **Consider Purchase Offer for Parcel 010-024-100-002-00 (451 S. Pere Marquette Hwy.)** – After discussion, the following **Resolution** was offered by Enbody and supported by Keson:

WHEREAS, the Township owns certain real property at 451 S. Pere Marquette Hwy.;

WHEREAS, Ludington Mass Transportation Authority made an offer to purchase certain real property commonly known as Parcel 53-010-024-100-002-00, and legally described on the attached Exhibit A for a total purchase price of Eighteen Thousand Dollars (\$18,000.00) subject to certain terms and conditions.

WHEREAS, the Board wishes to confirm its acceptance of the Purchaser's offer to purchase the property.

THE PERE MARQUETTE CHARTER TOWNSHIP BOARD RESOLVES THAT:

1. The sale of the Property to the Purchaser for stated amount is authorized.
2. The Supervisor and the Clerk are authorized to sign the documents necessary to memorialize the terms of the transaction and otherwise close the sale of the Property to the Purchaser.
3. All resolutions in conflict in whole or in part with this Resolution are revoked to the extent of such conflict.

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

Resolution declared adopted.

D. Consider Planning Commission Appointment – Keson explained he received two letters of interest for the position on the Planning Commission. He is recommending Deborah DelZoppo for appointment.

Moved by Keson, seconded by Kelley to appoint Deborah DelZoppo to the Planning Commission to fill the vacancy created by the resignation of Mike Romansik for the term ending December 31, 2016.

Motion carried.

PUBLIC COMMENT: Sheriff Kim Cole reported on 112 calls for service for the month of July 2016.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported the Planning Commission conducted a site plan review for a mental health office with the contingency of approval of the drain commissioner and reviewed the budget.

EMPLOYEE REPORTS: Assessor (Hall) – Reported details of the July Board of Review meeting.

Building/Zoning Administrator (Wahr) – Provided a written report detailing building and zoning permit activity for July 2016; Preferred Credit Union has set up temporary office that will be used during the remodeling of their current facility.

DPW/Water/Sewer Superintendent (Larr) – Reported marking water and sewer lines for several Miss Dig projects; the MDEQ has contracted for soil borings at two location on South Pere Marquette Highway; a new water customer on Limouze has been connected to the township water system.

Fire Department (Graczyk) – Reported on 41 responses in July 2016. Year to date totals are 216 runs this year compared to 189 in 2015.

Parks Manager/Code Enforcement (Smith) – absent (excused)

OFFICERS REPORTS: Clerk (Enbody) – Provided a written report of the August Primary election results; reported submitting next year’s budget requests for Clerk, Elections, Grants, Bond Transfers, and Employee Benefits departments to the Supervisor and also reviewing the 2016 General Fund budget for possible amendments. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Nordlund to approve payment of invoices totaling \$251,750.43. Motion carried.

Treasurer (McCallum) – absent (excused)

Supervisor (Keson) – Reported that the Fire Authority is obtaining quotes for a new tanker truck for Pere Marquette; will be meeting later this month regarding a possible property acquisition; has received numerous complaints of deer overpopulation in the northern portion of the township; reviewing budget requests and working on the 2017 budgets.

ANNOUNCEMENTS: There will be a free tire recycling event on Saturday, August 27th from 9:00 a.m. to 1:00 p.m. at the Fire Department for township residents/property owners. The Household Hazardous Waste Collection is Saturday, August 20th from 9:00 a.m. to 2:00 p.m.

The meeting was adjourned by the Supervisor at 7:29 p.m.

REGULAR/COMMITTEE OF THE WHOLE MEETING
August 23, 2016

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: County Commissioner Steve Hull.

Meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Enbody; Pledge of Allegiance was recited by all. The minutes of the August 9, 2016 regular meeting and the current agenda were approved by consent.

NEW BUSINESS: A. **Second Reading and Consideration of Adoption of Proposed Ordinance No. 138 – Amendment to Phillips Cemetery Columbarium Ordinance** – Board members conducted the second reading of proposed Ordinance No. 138, an ordinance to amend the Phillips Cemetery Columbarium Ordinance. The proposed ordinance was published in the Clerk’s office and on the township website and a notice to that effect was published in the Ludington Daily News on August 16, 2016. The amendments include the removal of the requirement for residency, clarification that a purchaser is an owner of a burial right, clarification to the purchase of columbarium markers, removal of references to a sexton, clarification of forfeiture of burial rights, and formatting corrections.

Moved by Enbody, seconded by Piper to accept the second reading without change and adopt proposed Ordinance No. 138, an amendment to Phillips Cemetery Columbarium Ordinance, to become effective the day after publication in accordance with the laws of the State of Michigan.

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

Motion carried.

B. **Resolution to Amend the Fee Schedule for Phillips Cemetery Columbarium** – Enbody explained that with the removal of the residency requirement in the ordinance, the fee schedule would need to be amended to be consistent with the ordinance. In the fee schedule, the terminology of *Former resident* was changed to *Non-resident*. The fee amounts did not change.

The following resolution was offered by Nordlund and supported by Kelley:

PERE MARQUETTE CHARTER TOWNSHIP
RESOLUTION TO AMEND THE FEE SCHEDULE
FOR PHILLIPS CEMETERY COLUMBARIUM

WHEREAS, the Charter Township of Pere Marquette desires to establish the fees charged by the Township for cemetery services; and

WHEREAS, Public Act 215 of 1937 gives townships authority to establish, control, maintain, and care for public cemeteries; and

WHEREAS, the Charter Township of Pere Marquette Board of Trustees periodically reviews the fee schedule regarding the administration of inurnments and the maintenance of Phillips Cemetery ensuring the fee schedule is appropriate; and

WHEREAS, Pere Marquette Charter Township Phillips Cemetery Columbarium Ordinance provides for such fees to be established by resolution;

NOW, THEREFORE, BE IT RESOLVED, that Pere Marquette Charter Township hereby resolves to establish the following fee schedule. This fee schedule supersedes any fees stated in the Pere Marquette Charter Township Phillips Cemetery Columbarium Ordinance or other preceding resolutions.

In accordance with Section 6-23. - Purchase price and transfer fees:

Resident	
Single burial right	\$ 400
Double burial right	\$ 600
Conversion of single right to double right	\$ 200 plus \$50 administration fee
Non-resident	
Single burial right:	\$ 600
Double burial right	\$ 800
Conversion of single right to double right	\$ 200 plus \$50 administration fee
Opening/Closing of burial space	No charge

In accordance with Section 6-25. - Markers:

Name marker – available through the township	At cost – paid by purchaser
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Resolution declared adopted.

ANNOUNCEMENTS: Keson explained that there will be a free tire recycling event on Saturday, August 27th from 9:00 a.m. to 1:00 p.m. at the Fire Department for township residents/property owners to dispose of unwanted tires with a limit of ten tires per resident/property owner.

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

The meeting was adjourned by the Supervisor at 6:53 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

REGULAR MEETING
September 13, 2016

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 member(s) absent: Trustee Paul Piper.

Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, Kelly Smith, Ron Soberalski,
and County Commissioner Steve Hull.

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 August 23, 2016 regular meeting and the current agenda were approved by consent.

PUBLIC COMMENT: Sheriff Kim Cole reported on 82 calls for service for the month of August 2016.

NEW BUSINESS: (None)

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported the Planning Commission conducted three site plan reviews and gave details on each review.

EMPLOYEE REPORTS: Assessor (Hall) – Reported completing the major overhaul of the Land Tables in the assessing program and gave details on the process; working with Keson on special projects, including a possible new IFT.

Building/Zoning Administrator (Wahr) – Provided a written report detailing building and zoning permit activity for August 2016.

DPW/Water/Sewer Superintendent (Larr) – Reported routine water sampling and sewer cleaning; reported a one year warranty inspection of the new cathodic protection system installed on the water tower, which is working as intended; the department is picking up a lot of brush and is preparing for autumn leaf pick up.

Fire Department (Gaylord) – Reported on 50 responses in August 2016. Year to date totals are 272 runs this year compared to 217 runs last year, which is fifty-five more runs than in 2015. The driveway and parking lot has been seal-coated.

Parks Manager/Code Enforcement (Smith) – Reported on park personnel and staffing; began some tree clearing at Memorial Tree Park; consultant Jim Bernier brought a forester to Memorial Tree Park to evaluate the value of some of the larger trees at Memorial Tree Park for logging; lighting struck a tree at Buttersville Park and it had to be removed; the storm also took out the electrical for the well and blew some of the fuses in the electrical panel but everything is back up and running; working on the budget and looking into incorporating an online reservation system and new campground software; working on code enforcement.

OFFICERS REPORTS: Clerk (Enbody) – Reported the sale of four burial rights since the ordinance was updated to allow non-residents; updated the burial permit application form to incorporate the ordinance changes; received and is processing a FOIA request for information on the property sale to ProAct; the recent storm created a power surge which took out one-half of the networking port switch and the internet and spent most of last Wednesday working with IT Right and Keson to restore workability to the employees; will be attending the MGFOA Conference the beginning of next week; working with Keson on budgets and will soon be entering the information into the accounting software. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kmetz to approve payment of invoices totaling \$178,428.02. Motion carried.

Treasurer (McCallum) – Provided a printed report detailing cash and investment balances by fund and by bank account for July 2016 and August 2016; reported her office is busy with tax collection; reported that after the third quarter billing they are expecting that the DPW will begin to install some of the new meters so the treasurer's office can begin working with the new meter reading software.

Supervisor (Keson) – Reported meeting with a representative from Dow noting that Dow would like to make a presentation to the board and is waiting for further information which may lead to calling a special meeting later this month; working on budgets; reported that the purchase agreement with ProAct has been signed and is expecting to close on the sale within the next few weeks; stated that there have been some setbacks with the purchase of the new water metering system and has met with representatives from the company in order to work out the details; the tire recycling event went very well; the Road Commission has confirmed that the road work on Jebavy Drive is complete; noted that the Personnel Committee will be meeting soon to review the 2017 salary and wage schedule.

EXTENDED PUBLIC COMMENTS: Ron Soberalski asked if there were any plans to clean the exterior of the water tower. He was informed that the water tower is scheduled to be cleaned before the end of this year.

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

The meeting was adjourned by the Supervisor at 7:16 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

SPECIAL MEETING
September 27, 2016

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: Township Attorney Ron Bultje, Senator Darwin Booher, Dow Representatives Steve Lucas, Steve Jones and two media consultants, Occidental Chemical representatives Doug Dunklow and Doug Busch (who is also a member of the Planning Commission), CH2MHill representative Nick Moore, Land Conservancy of West Michigan Land Protection Coordinator Pete DeBoer, The Nature Conservancy Eastern Lake Michigan Project Manager Shaun Howard, Consumers Energy representative Richard Castle, County Commissioners Curt VanderWall and Steve Hull, County Drain Commissioner Jim Riffle, County Parks and Recreation Commission members Ed McCumber and David Maclean, Mason County Growth Alliance Director Spence Riggs, Mason Lake Conservation District representative Dani McGarry, Ludington Daily News reporter Brook Kansier, Devon Hall, Terry Wahr, Kelly Smith, and sixteen residents.

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.

NEW BUSINESS: The Supervisor stated the purpose of the special meeting is to discuss Dow Chemical Company's offer of the conversion of about four hundred acres of undeveloped Dow-owned property on the south side of Pere Marquette Lake into a public conservation area. Keson introduced Steve Lucas, the Associate Remediation Director of The Dow Chemical Company.

Mr. Lucas introduced himself as the Director of Remediation and Restoration for North American large sites for The Dow Chemical Company. He stated that he is responsible for Dow's remaining activities in Ludington. Mr. Lucas then gave a Power Point presentation that included a map of the Dow property that is the subject of this meeting. Since 2009, Dow has been developing a vision for what it wanted to do with its property in Pere Marquette Township and is calling that vision the Ludington Conservation Area. The vision, when implemented, will convert a large area of unused property and undeveloped land into a protected natural resource that will become accessible to the public for recreational use. Ultimately it will create a link between Lake Michigan, Pere Marquette Lake, Pere Marquette River and the two existing Township recreational areas [Buttersville Park and Sutton's Landing Park]. This unique combination of natural resources offers an extraordinary opportunity to protect and enhance the ecological value of the area. The goal of this conservation area is to preserve and enhance this abundant natural resource while providing additional recreational opportunities for the public. In developing this vision, Dow has had discussions with Township Supervisor Paul Keson and staff at the Township, The Land Conservancy of West Michigan, The Nature Conservancy, and other potential stakeholders and have reason to believe the vision for the Dow property may be of strong and shared interest with this community. This belief is supported by the Township's recently adopted Parks, Recreation, and Open Space Plan, which included a future objective/vision for the Dow property that is very similar to the vision Dow is sharing tonight. It is the understanding that the Township hopes to construct a boat launch providing improved access to the lake and river for water based recreation, create a walking and biking trail system, and other outdoor recreational activities. These are goals that are consistent with Dow's and something that Dow strongly supports. To further the development of what Dow believes to be the shared vision for the property, tonight Dow is offering to Pere Marquette Township the opportunity to acquire over four hundred acres of undeveloped Dow property on the south side of Pere Marquette Lake. In appreciation for the support and commitment Dow has received from the Dow Ludington employees, retirees and the community for over sixty years, Dow is going to offer this property to the Township at a substantial discount to the appraised value. It is Dow's understanding if the community is interested in acquiring this property from Dow, the Township, with the support of the Land Conservancy of West Michigan and Dow, would apply for a grant for the Michigan Natural Resources Trust and, if successful, that grant could provide the funds necessary to acquire the property. Mr. Lucas then stated he would be glad to answer any questions from the board on Dow's vision or this offer.

Paul Piper asked Mr. Lucas if he could outline the area of the property that is being discussed on the map from the presentation (the map is included for reference). Lucas pointed out the area of Dow lands and noted that all areas shaded in the purple/pink color are all a part of Dow's vision. Lucas noted that there is an area that is cross-hatched that represents property that Dow does not presently own, that is owned by Occidental Chemical (Oxy), that Dow retains obligations to restore. The property is a part of the long range vision but since Dow is not the current owner, it is not part of the conversation at this meeting. The balance of the property indicated on the map is in Dow's control today and is part of the offer. Lucas stated that Dow is working with Oxy now in separate discussions on the long term ownership of the cross hatched area and fully expects that in time that the area, in support of the recreational and ecological concept, would also be property conveyed to the Township.

Joanne Kelley asked if the cross hatched area on the map indicated the Dow pond area. Lucas said it is referred to as the South Pond area. Kelley asked if that was the only portion not included in this offer. Lucas stated, to be clear, that the entire property including the cross hatched area is part of the long term vision. Dow does not own the property today and cannot transfer it to the Township at any price. It is part of something Dow is working on. Essentially, the balance of the property (excluding the cross hatched area) is included and available as part of the offer.

Paul Keson asked if there was a time frame that Dow is looking at for the South Pond area to be turned over to the Township as part of the property. Lucas stated that it is a complicated question and he is unable to fully answer the question at this time. The transfer of the South Pond area is contingent upon Dow's discussions with Oxy. Lucas hopes that Dow obtains ownership of at least a portion of the pond quite soon. Dow is working separately with the State of Michigan on the restoration plan for that pond and hopes to do the restoration construction next year. If successful with Oxy, which at this point looks promising but there are no formal or final agreements in place, and if Dow is successful with the negotiations with the State, Lucas would expect that one half of that footprint (the pond) would be turned over as part of the transaction we are contemplating tonight. The remaining portion of the cross hatched area is going to have to wait until Oxy finishes utilizing that pond. When that might be is a question to direct to Oxy.

Keson asked about the bridge that crossed the north branch and if it was a part of this equation or if Oxy would retain ownership. Lucas answered that the bridge area is one of the details that still need to be worked out. As part of the end state it is Dow's vision that all of that area will be restored and all of it will belong to Pere Marquette Township. It will have trails and it will form a connection between a proposed boat launch area, the Township's two park properties and ultimately Lake Michigan. In that vision of the future, if this project is successful, the bridges would belong to Pere Marquette Township. To bring this to the rather more complicated reality, Oxy is going to continue to operate on a portion of the property. There are details that still need to be worked out, but it is anticipated that one party will own the property (the Township) and the other party (Oxy) will have an appropriate access in the intervening period and those are details that are still being discussed. Obviously, we need to be respectful of Oxy's right to operate and that they do so safely and securely within the community. At the same time Dow intends to find a way to restore half of the pond and open it up to what Dow believes is a beneficial public use. There are still a lot of details that will need to be worked out between Dow and Oxy, between Dow and the State and all of those parties together with Pere Marquette Township. Those are details that Dow is excited to work on if there is interest in the community to move forward with this vision.

Sara McCallum asked if Lucas would identify the area of the map in yellow. Lucas explained that if you are from this community you may recognize the area as the sand dock. The dock is utilized by Consumers Energy and Oxy. It was Dow property at one time, it was sold to Oxy and it continues to be a very important business asset of Oxy's and Oxy has every intent on retaining that portion of property now and in the future. It is not part of the offer and Lucas does not anticipate it becoming part of an offer at least as it relates to Dow.

Kelley asked if Lucas could speak to the purpose of the Land Conservancy of West Michigan, if they are familiar with this project and if they are in favor of it. Lucas said he believes that the Land Conservancy was brought in to the vision to help advise both Dow and the Township. The Land Conservancy helps communities do projects like this in the western part of the State. They help to raise funds to preserve ecologically valuable land and to help put management plans together. Lucas stated he thinks Pete DeBoer of the Land Conservancy can provide a better description and it is Lucas' understanding that the Land Conservancy has been a part of the discussions so far and that the Conservancy is enthused about the potential for this project.

Pete DeBoer of the Land Conservancy introduced himself. DeBoer stated that the Land Conservancy has been in partnership with Keson and the Township and in discussions with Lucas and Dow. The Land Conservancy has done several of these what are considered community partnerships where the conservancy sees themselves as a partner to the local community in trying to achieve the vision that Lucas presented. The Land Conservancy takes on all different

kinds of roles, but really sees their role as a partner. The Land Conservancy has done over a dozen of these community visions involving the Michigan Natural Resources Trust Fund. The Land Conservancy is enthused about this vision and feels that this is an ideal fit for the Township and with the natural resources that are here; Lake Michigan, the Pere Marquette River and the large portion of Pere Marquette Lake. The Land Conservancy has done a number of projects on the Pere Marquette River that would support the protection of the river and this project as well. The Land Conservancy is based out of Grand Rapids but comes up as far as the Pere Marquette River watershed as the northern boundary. This vision stands out in west Michigan as a great opportunity.

Keson asked about the potential liability for the Township in obtaining previously owned Dow property and what would be Dow's stake in the liability of the property. Lucas stated that Dow is certainly responsible for current environmental issues that may be associated with the land. To give a clearer picture, Dow will retain those liabilities, Dow is performing on them now and it is Dow's full intent that even if Dow transfers the property to a third party, Dow will remain responsible for those obligations. It will be something that Dow will work through contractually as part of the sale so that the Township has an assurance of no liability. There are other means with the State of Michigan that an innocent property owner or prospective owner can take to get other shields from potential liability and the Township will get that advice and want to take that advice. Lucas added that the site was used essentially for salt manufacturing (calcium chloride) so Dow does have salt or chloride issues in ground water in a few locations which Dow is actively working with the State of Michigan on as required and appropriate. None of those issues, and Lucas believes the State will agree, in any way compromise the vision that Dow is presenting here tonight. The use of the property for ecological preservation and outdoor recreation is a perfect fit. While Dow has some things to do now, and may have an occasion to access the property in the future for ground water monitoring or other things, it should be something that is not of significant concern.

Keson asked if there would be restrictions on all of the parcels or if it would be limited to certain parcels. Lucas thought that was a detail that would need to be worked out. It is a very large property with the four hundred acres offered now and ultimately at full expansion possibly over five hundred acres. There are portions of the property that are going to have restrictions on them for Dow to manage their issues with the State of Michigan. Lucas does not think those restrictions would prevent any of the ecological or recreational uses discussed in the vision. There are other areas of the property that have not been developed in a very long time and there are no discernable issues on those portions. Those areas have much less of a concern and may have what could be considered close unrestricted use but those are details that have not been worked out and Dow intends to work the details out with the Township moving forward to help better define it and work through it.

Kelley asked what types of restrictions, rules or regulations Dow would place upon the use of the property. Lucas said that recreational use, fishing, trails, hiking, all of those recreational activities are ok. DeBoer added that if it is a Natural Resources Trust Fund project then the property can only be used for recreational purposes. The Land Conservancy is going to be a partner in the acquisition of the property but they do not see any additional restrictions on the property outside of the areas that Lucas has already discussed with the possible liability coming forward. As far as future restrictions from the Land Conservancy, they are not involved with that with this property. After the acquisition by the Township, the Land Conservancy sees itself stepping back and still being involved in possible restoration possibilities but nothing as far as restrictions go.

Attorney Ron Bultje asked the Land Conservancy if there would be a conservation easement. DeBoer stated that due to the Natural Resources Trust Fund requirements that the Land Conservancy would not require a conservation easement.

Kelley asked if an appropriate value has been established. Lucas stated that a couple of appraisals were done a few years ago on a slightly different footprint so those appraisals are not really appropriate to this discussion. Dow is working with the Land Conservancy and the Township and is in the process of updating and getting two current appraisals. Hopefully all parties will have the appraisal information very soon and from the current appraisal, Dow will then provide a much more specific number as to what the significant discount will be. The Township will have to wait a little longer for a precise number but Dow is diligently working on it and also aware that they will need to have that figure pretty quickly.

Lucas wanted to state one additional comment regarding the grant that is being anticipated. One of the requirements of the grant is that the community has to be able to provide a twenty-five percent match. Dow expects that with the significant discount that the property will be offered at, that the Township will more than qualify for that requirement. Lucas said he could share that much and then Dow can get precise numbers over the next month or two as the details come in.

McCallum asked if the grant under consideration is an acquisition only grant and not for development of the property. Lucas stated he should primarily deflect to DeBoer on this question but would answer as to his understanding. Lucas believes you can do either acquisition or development under the grant but in this case the discussion is about acquisition. DeBoer confirmed what Lucas had explained and added that acquiring the property is the first step and once the property is secured, the Township could later apply for grants for the development of the property.

Kelley stated that this is not a short term project when talking about acquisition and development, it is something that the Township will be working on for quite a few years.

Lucas stated that if the community is interested and Dow pursues this and the grant application is filed, the timing as he understands it is that the best case scenario is that the property acquisition would be funded at the end of 2017 and perhaps the deed would transfer sometime between mid to late 2018. It is a very big property and Lucas thinks there is a lot of opportunity for development and restoration of the property. He has seen this vision before this presentation and it is impressive but he believes that it is probably going to take quite a few years to make everything happen.

Lucas added that he anticipates there will be more questions as the Board and community ponder this vision. Dow is excited to make this offer and Lucas hopes that we are beginning a collaboration here. Dow will be excited to hear what the community thinks and hopes they are as excited about the potential as Dow is. If that's the case, Lucas thinks that Dow and the Township will be working for quite some time to make this vision a reality for the community.

Keson then presented a couple of conceptual drawings to the Board. In the development of the drawings, he and Kelly Smith (parks manager) and others had ideas for the property and created the drawings to see if the Township's idea of recreation and conservation was matching up with Dow's vision. The drawings include areas for a sledding hill, over five miles of mountain biking trails on two different courses, a twenty acre disc golf course, a boat launch area with parking, walking trails from the boat launch area on the north side of the property that could connect to more trails on the south side and along the river, and camping cabins on the bluff overlooking Pere Marquette Lake. Keson stated that many ideas went into the creation of the conceptual drawings while knowing that once the vision was announced there would be the opportunity to hear comments from the public and there may still be ideas to be incorporated. Keson stated that we want to look at every possible opportunity that we can for that property.

Attorney Bultje asked if the Township would be considering putting the property into the conservation district (zoning) and if there are multiple zoning districts within the property now. Keson stated there are currently multiple zoning districts and depending on how the conservation district fits with the recreation aspect that is under consideration, the Township may have to address zoning changes in the future.

Keson opened the meeting for public comments.

Stacey Behan asked if the plans were available online. Keson stated that it is not available online at this time. The vision has just been announced and that he is happy to finally get the ideas into the public arena so that everyone could find out about it and then the Township can see what kind of support is received from the community.

Ron Soberalski asked if there would be any conditions or restrictions on any of the structures being considered for the property. Keson stated those are details that still have to be worked out. While there are no definite plans at this time, thoughts for structures have been rental cabins for campers, a warming station for the sledding hill, cross country ski trails, and snowshoeing and for a restroom facility at the boat launch.

Trish Petrus asked what the potential is for what is now considered the Dow A/C Park, which has been closed since the sale of Dow to Oxy. Keson stated there is definitely potential there. He has visited the site and determined that the existing structures all appear to be in good shape and is excited about that portion of the property. The area could be used as a kayak stop and there is a nice walk from the lake up to the property. There are also ball diamonds on the property that present a recreational opportunity.

Senator Darwin Booher asked if there was a plan to try and present the project to the DNR trust fund yet during this funding period. Keson stated it is a goal the Township is working towards and is waiting to find out what the purchase amount is before bringing it back to the board to determine if there are any more questions or concerns before proceeding. Keson is waiting for the appraised value in order to be able to create a budget. In the process of obtaining the property, the goal is to have a budget in place in order to be able to "hit the ground running" so that we don't just acquire the property and then be years away from doing anything with it. Keson also said the Township would like to take into consideration potential donors and contributions when putting together a budget for this property.

Senator Booher stated he has been on the Capital Outlay Committee in Lansing for twelve years and will resume chairmanship of the committee on January 1, 2017. These projects, once they are approved by the trust fund board, must come through the Capital Outlay Committee before going to the legislature for approval. Booher said he would like to have the project come before his committee for approval during his term of office. As his senate district and with Dow agreeing to let the Township purchase the property, it is a great opportunity for this community and it would be nice to see this project as soon as we can get it to Lansing.

Senator Booher asked Lucas which department with the State of Michigan is it that Dow is working with now. Lucas answered that as it relates to the environmental and remediation and restoration obligations, Dow is working with the Michigan Department of Environmental Quality. The Department (DEQ) has a lot of different programs and Dow is working with several of those programs relating to this project. Lucas stated that Dow has not had any discussions with the DNR as it relates to what Lucas works on but obviously the DNR and many others at the State level he believes would be very excited about the potential for this project as well and Dow would be glad at the right time to have those discussions. While working with the DEQ, even though they have no approval of the vision being discussed, Dow has shared the concept and the DEQ is well aware of what Dow is trying to achieve in the big picture aspect and understands why the projects Dow is taking care of through the DEQ are important and timely. Lucas stated that all of those discussions seem to be on a positive footing right now but it is a complicated transaction with complicated issues and many details yet to be worked out.

Donald Janish asked if there has been any consideration on commercial development within the property. Janish stated it is a beautiful piece of property and that maybe certain portions could be allocated for commercial businesses and condominiums that could have a significant economic impact on the community. Keson stated that several different avenues for the property were looked at. The vision of Dow is conservation, not commercial development. Janish asked if Dow would allow the Township to develop a portion as commercial. Keson stated that the Township is looking to offer a greenspace to the community for public use. Janish asked Lucas if Dow would have any problem with commercial development on the property. Lucas stated that what Dow is offering the community tonight and moving forward is an opportunity to develop this property for ecological and recreational preservation. Dow is interested in hearing the goals the community has for the property. This offer from Dow is predicated on Dow's vision for the property. If it turns out that the community is more interested in economic development than what Dow is offering, then Dow will have to take that under consideration. Lucas stated that Dow is not prepared to provide a discounted sale to the community for the purpose of commercial development. Dow could certainly choose to sell the property to the highest bidder but that is not Dow's view for the land and what Dow desires to see as the highest and best use. Dow wants to hear the community's ideas and the discussion about commercial development.

James Nordland asked how Dow intends to protect its vision. Would it be written into the purchase agreement? Lucas said that if the Township successfully obtains grant funding from the Natural Resources Trust Fund, the State will impose those restrictions (that it is to be used for recreational purposes) on the property in perpetuity as a condition of owning the land. Those restrictions imposed by the State will be the principle control. Dow may choose to also provide some of those requirements in the deed as part of the transfer in order but Lucas will allow those details to be worked out when it is time to get into the transaction details.

Mary Klemm said while she appreciates the fact that it is land conservancy and understands the financial aspects of a commercial venture, wanted to make sure people realize that there are more and more people that are interested in the biking aspect and recreational possibilities that bring money into the community. The venture doesn't have to be condominiums and it doesn't have to be commercial to make an economic impact, but giving a place for people to come will also impact the economy. If you open up more campground area, it will be used more. The vision is an avenue that opens the property up to everybody, not just a select few. Klemm likes the ideas presented tonight and believes others like the idea of the vision presented tonight. Klemm added that she sees it as a place for youth and community participation and not as a place delegated to people that have a tremendous amount of wealth that could purchase a condominium. Klemm sees a community of young people and people that want to use the trails and the biking and the recreational benefits will turn into an economic benefit.

Shelby Solberalski stated she completely agrees with Mrs. Klemm and believes that over time the Township will receive more attraction and tourism with the vision presented. She asked if consideration would be given for handicap accessibility. Keson stated that when the Township applies for grants it will look at ADA compliance and is currently looking at updating the current parks for that compliance as well.

Ron Soberalski stated that this has been a concept the Township has been working on. Ludington is the number one fishing port in the State of Michigan, if not the Great Lakes. The Pere Marquette River is a national scenic river. There is not an area to launch a boat directly into the river in Ludington. The recreational use the community would obtain from a boat launch from the fishing aspect of the river and the lake is what spearheaded this entire program and Soberalski commended Dow for supporting the community in looking at the recreational and conservation aspects with their vision.

Edna Nelson asked if at some point in time we would find out what the Township is liable for monetarily. Keson said Dow is working towards obtaining the appraisals and once the appraised value is obtained and Dow determines what they will offer the Township for a purchase price, the Township can then build a budget for the acquisition and development of the recreational areas. The Township will also determine what participants want to be a part of the vision by means of contributions and donations. The Township Board will have meetings including public hearings in order to have the public involved for input.

Don Klemm asked if the Board has set up a tentative timetable of how these things would happen. Keson said the board has not looked at that yet. The purpose of the meeting was to bring the idea forward in order to get the public involved and to see what kind of excitement the public had for the vision. Dow was interested to see if the vision that was presented would be supported. Keson said that personally he is very excited about the vision. He believes that it is going to offer a great economic benefit to our community and will be an area that will be utilized in all seasons alike. Klemm added that he thinks it is a great opportunity and thinks the board ought to really work at making it happen.

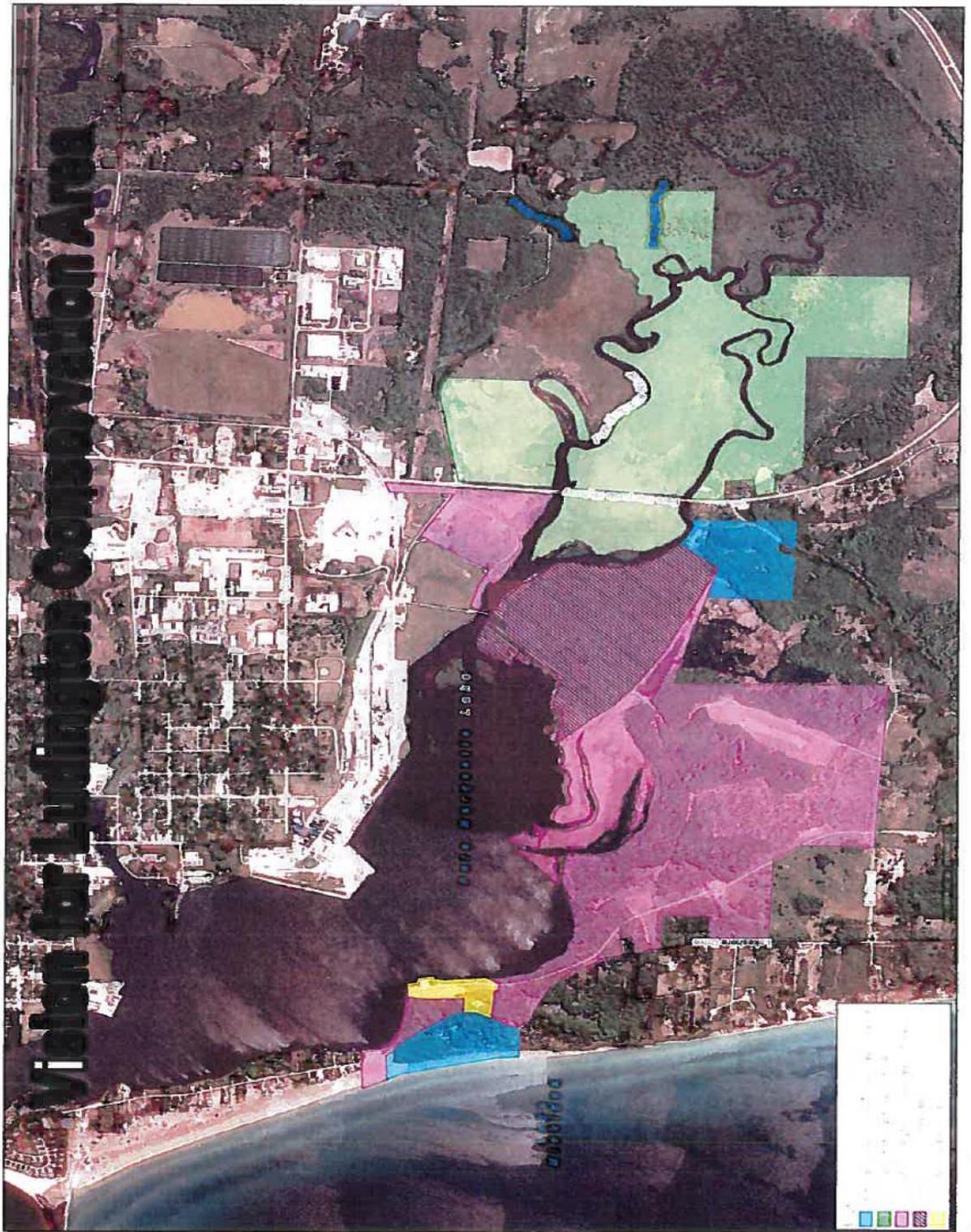
With no further comments, Keson thanked everyone for coming to the meeting tonight. He said he appreciated all of the comments and that it was great to see this kind of support and turnout.

The meeting was adjourned by the Supervisor at 7:14 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

Insert map – Vision for Ludington Conservation Area



REGULAR MEETING
October 11, 2016

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

Board members present: Clerk Rachelle Enbody; Treasurer Sara McCallum; Trustees: Paul Piper, Joanne Kelley, and Andy Kmetz.
Board member(s) absent: Supervisor Paul Keson and Trustee 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, Wesley Morton, Henry Rasmussen, and Ron Smith.

Meeting was called to order at 6:30 p.m. by the Clerk. Invocation was given by Smith; Pledge of Allegiance was recited by all.

Moved by Enbody, seconded by Kelley to appoint Paul Piper as President pro tempore for this meeting. Motion carried. Piper assumed chairmanship of the meeting.

The minutes of the September 13, 2016, regular meeting, the September 27, 2016, special meeting and the current agenda were approved by consent.

PUBLIC COMMENT: Sheriff Kim Cole reported on 60 calls for service during the month of September 2016.

NEW BUSINESS: A. Resolution of Local Government Approval – Kmetz stated that the Planning Commission had performed a site plan review of the winery and approved the site plan application for the purpose of operating a vineyard, winery and wine tasting facility. Enbody explained that the board does not have the authority to approve the liquor license, the license itself is approved (or denied) by the Michigan Liquor Control Commission. The board must consider to either recommend or not recommend that the application for the license be considered for approval by the Michigan Liquor Control Commission

Moved by Kmetz and supported by McCallum that the application from Pere Marquette Winery, Inc. for the following license: Small Wine Maker to be located at: 1914 S. Lakeshore Drive, Ludington, MI 49431 was reviewed by the Township Board and it is the consensus of this body that it recommends this application be considered for approval by the Michigan Liquor Control Commission.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported that the commission approved the site plan for the winery and is working on the sidewalk ordinance in preparation for a public hearing on the ordinance.

Personnel Committee (Piper) – Reported the committee met to evaluate salary requests and will meet one more time to finalize the 2017 salaries and wages.

EMPLOYEE REPORTS: Assessor (Hall) – Reported he will be meeting with Keson, Spence Riggs of the Mason County Growth Alliance and Bill Kratz of the MEDC to discuss tax abatements.

Building/Zoning Administrator (Wahr) – Provided a report detailing building and zoning permit activity for September 2016; the public hearing on the sidewalk ordinance is scheduled for October 18.

DPW/Water/Sewer Superintendent (Larr) – Reported that both pumps in the Riverview Drive lift station failed and the lift station is currently operating manually until the parts come in to fix the pumps; the water tower cleaning is scheduled to be completed this year; after meeting with the environmental engineer from Haworth, it was determined that Haworth will perform the clean out of the sewer lines coming from their plant.

Fire Department (Gaylord) – Reported on thirty-nine responses in September 2016 and they are fifty-nine runs ahead of last year; reported approving the site plan for the winery.

Parks Manager/Code Enforcement (Smith) – Reported the parks will be closing on the 15th and working with staff to prepare for closing for the season; rented a skid steer and used the loader to clean up drifted sand from the Buttersville Beach parking area and road and will be installing a sand fence to keep the sand from drifting over the road; City of Ludington DPW staff will be coming to demonstrate how to operate the beach cleaner so that it can be used next season.

COMMITTEE OF THE WHOLE: **Moved** by Enbody, seconded by Kelley to move into Committee of the Whole at 6:49 p.m. Motion carried. Various topics discussed with no action taken:

Board members discussed an offer for a lot in the First Street Business Park. The board questioned the type of business intended for the lot, if it fits within zoning, if it would meet the covenant requirements and how many jobs it would create. The board referred the matter back to the Supervisor and Building Inspector to obtain more specific details regarding the intended use of the property.

Moved by Enbody, seconded by Kmetz to return to regular session at 6:59 p.m. Motion carried.

OFFICERS REPORTS: Clerk (Enbody) – Reported above average number of absentee ballots issued with four weeks remaining until the election; reported the Public Test of the election equipment will be held October 20th; several training sessions for election inspectors are scheduled in preparation for the election; continuing to work with Keson on the budget; reported the property sales to ProAct and LMTA should close by the end of the month.

Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kelley to approve payment of invoices totaling \$127,383.87. Motion carried.

Treasurer (McCallum) – Provided a report detailing quarterly cash, bank, and investment balances by fund and by bank account for the third quarter of 2016; reported submitting the water and sewer budgets to the Supervisor; working with the deputy treasurer on files and instructions; will soon be working on getting out the winter tax bills.

Supervisor (Keson) – absent (excused).

ANNOUNCEMENTS: The Mason County Township Officers Association meeting is Thursday, October 20, 2016 at 7:30 p.m. at Riverton Township Hall.

The meeting was adjourned by the President pro tem at 7:07 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Piper, President pro tempore

REGULAR MEETING
November 9, 2016

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, Larry Gaylord, Kelly Smith, Henry Rasmussen, Jacalyn Sroka, and County Commissioner Steve Hull.
Present for a portion of the meeting: Sheriff Kim Cole, Joe Moloney, Kathy Winczewski, and Martin Smith.

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 11, 2016 regular meeting were approved by consent.

PUBLIC COMMENT: Sheriff Kim Cole reported on 84 calls for service for the month of October 2016.

Joe Maloney introduced himself as a member of the City of Ludington Planning Commission and spoke in favor of the Sidewalk Ordinance.

Kathy Winczewski introduced herself as a member of the City of Ludington City Council and spoke in favor of the Sidewalk Ordinance.

Martin Smith (River Meadows Homesite Community) stated he felt the township board was doing a good job and thanked everyone for their service.

McCallum distributed a letter of resignation from the position of township treasurer to board members.

Moved by Kelley seconded by Kmetz to add Item G. Letter of Resignation to the agenda and to approve the agenda as amended. Motion carried.

NEW BUSINESS: A. **Set Public Hearing Date (11/22/2016) Proposed Budget and Levy** – The proposed 2017 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 Piper to set the public hearing on the 2017 budgets and levy and also set a Regular/Committee of the Whole meeting date for November 22, 2016.

Motion carried.

B. **First Reading of Proposed Ordinance No. 139 – Sidewalk Ordinance** – Board members conducted the first reading of proposed Ordinance No. 139, an Ordinance to amend Chapter 109 (Zoning) of the Pere Marquette Charter Township Code of Ordinances, by defining sidewalks, by adding Article XI – Sidewalks, and by providing for the effective date of the amending ordinance. The Planning Commission held a public hearing on the proposed ordinance on October 18, 2016.

Moved by Kelley, seconded by McCallum to accept the first reading of proposed Ordinance No. 139, Sidewalk Ordinance, and to schedule the second reading and consideration of adoption for November 22, 2016.

Motion carried.

C. **Resolution of Participation in Regional Resource Recovery Project** – Keson explained that the Regional Resource Recovery Project has received a \$30,000.00 grant from the USDA Rural Development to identify and develop a sustainable regional resource recovery program. There is no cost to the township and Mason County has also agreed to participate in this project that will develop a plan for our region.

The following **resolution** was offered by Nordlund and seconded by Piper:

RESOLUTION
Pere Marquette Charter Township
REGIONAL RESOURCE RECOVERY PROJECT

WHEREAS, a sustainable resource recovery/recycling program is important to the quality of life and economic well-being of our governmental jurisdiction; and

WHEREAS, a sustainable resource recovery/recycling program benefits from having a sufficient critical mass of recycled wastes in order for the program to be economically viable; and

WHEREAS, the Alliance for Economic Success (AES) that manages economic and community development in Manistee and Benzie Counties has received a grant from the USDA, Rural Development to identify and develop a sustainable resource recovery program; and

WHEREAS, the AES and the consulting project director, Iris Waste Diversion Specialists, is seeking collaboration in the project from neighboring governmental units; and

WHEREAS, the results and findings of the project will be driven by representatives from the governmental units that participate in the project and there are no preconceptions about the location or nature of what those results or findings may include; and

WHEREAS, we have not been asked to provide funding to participate in the project and our commitment will involve dedication of staff to support the project;

NOW, THEREFORE, BE IT RESOLVED that our governmental unit voluntarily participate in the Regional Resource Recovery Project, with the understanding that we can withdraw from the project at any time.

Resolution declared adopted.

D. **Set 2017 Meeting Schedule** – Moved by Enbody, seconded by Kmetz to set the following Township Board meeting schedule for 2017:

2017 MEETING SCHEDULE

<u>JANUARY</u> Tuesday – 1/10	<u>FEBRUARY</u> Tuesday – 2/14 Tuesday – 2/28	<u>MARCH</u> Tuesday – 3/14
<u>APRIL</u> Tuesday – 4/11 Tuesday – 4/25	<u>MAY</u> Tuesday – 5/9	<u>JUNE</u> Tuesday – 6/13 Tuesday – 6/27
<u>JULY</u> Tuesday – 7/11	<u>AUGUST</u> Tuesday – 8/8 Tuesday – 8/22	<u>SEPTEMBER</u> Tuesday – 9/12
<u>OCTOBER</u> Tuesday – 10/10 Tuesday – 10/24	<u>NOVEMBER</u> Tuesday – 11/14	<u>DECEMBER</u> Tuesday – 12/12 <u>Thursday</u> – 12/28*

*Regular Year End Meeting to allow for completion of year-end business scheduled to begin at 4:00 p.m.

E. **Board and Commission Appointments** – Moved by Kmetz, seconded by Nordlund to approve the following appointments, effective January 1, 2017:

Planning Commission – Douglas Busch and Deborah DelZoppo for terms ending December 31, 2019.

Construction/Maintenance Board of Appeals – Russ Peterson, George Wagner, and Tom Enbody for terms ending December 31, 2018.

Hamlin/Pere Marquette Water/Sewer Authority – Pere Marquette Township Treasurer for term ending December 31, 2018.

Board of Review – Kelly Smith, Marsha Gould, Rick Deering, and Jennifer Richert for terms ending January 1, 2019.

Motion carried.

F. **Fire Department Officer Appointments** – **Moved** by Enbody, seconded by Piper to approve the following Fire Department Officer appointments, effective January 1, 2017:

Fire Department:

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

Motion carried.

G. **Letter of Resignation** – McCallum read her letter of resignation from the position of Township Treasurer to be effective November 20, 2016.

Moved by Piper seconded by Nordlund to accept the letter of resignation from the office of treasurer from Sara McCallum, effective November 20, 2016, with regret.

Motion carried.

Moved by Keson, seconded by Piper to add Item H. Appoint Interim Treasurer to the agenda and to approve the agenda as amended. Motion carried.

H. **Appoint Interim Treasurer** – Keson explained that when an elected official resigns the appointment of his or her deputy also ends. Until a new treasurer is appointed, no checks, payments or disbursements can be issued. In order to continue to pay bills and issue paychecks, an interim treasurer must be appointed. Keson stated that the current deputy treasurer, Jacalyn Sroka, is willing to cover in the interim until the board can advertise and interview for the position.

Moved by Kmetz seconded by Enbody to appoint Jacalyn Sroka as interim treasurer effective November 20, 2016, with McCallum abstaining as required by state statute.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported conducting the public hearing on the proposed sidewalk ordinance in October with all positive comments from the public.

EMPLOYEE REPORTS: Assessor (Hall) – Reported conducting annual field work and visiting all properties issued a building permit in 2016.

Building/Zoning Administrator (Wahr) – Provided a report detailing building and zoning permit activity for October 2016.

DPW/Water/Sewer Superintendent (Larr, absent/excused) – Keson reported that the water tower has been cleaned and the crew is working on fall leaf pick up.

Fire Department (Gaylord) – Reported on twenty-four responses in October 2016.

Parks Manager/Code Enforcement (Smith) – Reported that all of the parks are closed and have been winterized; additional work has been performed in Memorial Tree Park to remove dead trees and trim branches with compliments received from residents on how nice it looks; working towards setting up an online reservation system for next season.

COMMITTEE OF THE WHOLE: **Moved** by Keson, seconded by Enbody to move into Committee of the Whole at 7:13 p.m. Motion carried. Various topics discussed with no action taken:

Keson reviewed in detail the supervisor proposed 2017 general fund budget.

McCallum reviewed the 2017 proposed water and sewer budgets.

Moved by Enbody, seconded by Piper to return to regular session at 7:44 p.m. Motion carried.

OFFICERS REPORTS: Clerk (Enbody) – Provided a summary report of the election results noting a 72.42% voter turnout in the township; requested that board members to take their oath(s) of office prior to the next board meeting. Enbody provided a list of current invoices for approval.

Moved by Piper, seconded by Enbody to approve payment of invoices totaling \$181,202.31. Motion carried.

Treasurer (McCallum) – Provided a report detailing cash and investment balances by fund and by bank account for October 2016; reported preparation for winter tax billing; an interim settlement to settle the tax roll has been scheduled with the County Treasurer to settle year-to-date tax collections.

Supervisor (Keson) – Reported that the appraisals are underway on the Dow property that is under consideration for sale to the township and believes the second appraiser will be visiting the property soon and that he hopes to have a number in December for the amount Dow is willing to offer the property to the township; reported closing on the sale of property to LMTA and is expecting to close on the sale of the property to ProAct by November 15th; Sixth Street will be closed Thursday and Friday for the replacement of the railroad crossing.

EXTENDED PUBLIC COMMENTS: Steve Hull reported on the most recent meeting of the Mason County Board of Commissioners.

The meeting was adjourned by the Supervisor at 7:55 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul A. Keson, Township Supervisor

REGULAR/COMMITTEE OF THE WHOLE MEETING
November 22, 2016

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka;
Trustees: Paul Piper, Andy Kmetz, James Nordlund, and Henry Rasmussen.

Also present: Fran Kalchik, Nancy Motyka, and Jim Strahan.

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 9, 2016 regular meeting and the current agenda were approved by consent.

PUBLIC HEARING: A. 2017 Proposed Budgets and Levy – The public hearing was called to order by the Supervisor at 6:32 p.m. Notice of the public hearing was published in the Ludington Daily News on November 14, 2016. 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 6:33 p.m.

NEW BUSINESS: A. Adopt 2017 Proposed Budgets / General Appropriations Act – Board members reviewed the proposed 2017 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 ½%, or \$129,000.00. Keson then reviewed expenditure increases for 2016 noting changes in salaries, consulting services, building improvements, equipment purchases, road and streets, and refuse collection services.

PERE MARQUETTE CHARTER TOWNSHIP
2017 General Appropriations Act

The Pere Marquette Charter Township Board resolves:

SECTION 1: Title--This resolution shall be known as the Pere Marquette Charter Township **2017** 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 14, 2016, and a public hearing on the proposed budget was held on November 22, 2016.

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 2017 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 12/31/15)			2,353,005
Anticipated ending fund balance (12/31/16)			2,353,005
TOTAL ESTIMATED REVENUES	2,121,720		
APPROPRIATIONS			
Dept 101-Township Board	71,300		
Dept 171-Township Supervisor	92,446		
Dept 173-Administration-Grants & Loans	15,107		
Dept 191-Election Commission	22,700		
Dept 209-Assessor	86,834		
Dept 215-Clerk	69,874		
Dept 228-Web/GIS/Info Technology	10,600		
Dept 247-Board Of Review	2,400		
Dept 248-Tax Abatement Review Board	250		
Dept 253-Treasurer	73,750		
Dept 265-Township Hall & Grounds	131,840		
Dept 276-Cemetery Operation	1,000		
Dept 336-Fire Department	211,050		
Dept 371-Building Official	47,715		
Dept 400-Planning Commission	51,300		
Dept 410-Zoning Board Of Appeals	1,890		
Dept 411-Zoning/Planning Official	33,618		
Dept 441-Dept. Of Public Works	104,954		
Dept 446-Roads & Streets	94,000		
Dept 448-Street Lighting	27,000		
Dept 528-Refuse Collection / Disposal	174,222		
Dept 751-Parks & Recreation Dept	143,950		
Dept 850-Employee Benefits	345,570		
Dept 890-Contingency	50,000		
Dept 899-Tax/Tribunal Refunds	5,000		
Dept 965-Transfer To Other Funds	253,350		
TOTAL APPROPRIATIONS	2,121,720		
NET OF REVENUES/APPROPRIATIONS - FUND 101	0		
Anticipated ending fund balance (12/31/17)			2,353,005
Fund 275 - Metro Act Special			
Beginning fund balance (Audit 12/31/15)			48,964
Anticipated ending fund balance (12/31/16)			53,464
TOTAL ESTIMATED REVENUES	3,500		
TOTAL APPROPRIATIONS	0		

NET OF REVENUES/APPROPRIATIONS - FUND 275	3,500		
Anticipated ending fund balance (12/31/17)			56,964
Fund 288 - Transportation System Special			
Beginning fund balance (Audit 12/31/15)			156,138
Anticipated ending fund balance (12/31/16)			146,038
TOTAL ESTIMATED REVENUES	140,100		
TOTAL APPROPRIATIONS	140,100		
NET OF REVENUES/APPROPRIATIONS - FUND 288	0		
Anticipated ending fund balance (12/31/17)			146,038

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 Nordlund to adopt the foregoing resolution and General Appropriations Act.

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

Resolution declared adopted.

B. **Adopt 2017 Proposed Water and Sewer Fund Budgets** – Board members reviewed the proposed 2017 Water and Sewer Fund budgets. Keson noted items of interest for the current year including rate increases of 3.5% for both water and sewer rates.

Fund 590 - Sewer Fund			
Beginning fund balance (Audit 12/31/15)			1,714,693
Anticipated ending fund balance (12/31/16)			1,606,173
TOTAL ESTIMATED REVENUES	533,262		
APPROPRIATIONS			
Dept 536-Transmission & Distribution	97,247		
Dept 538-Administrative & General	430,495		
Dept 850-Employee Benefits	41,462		
TOTAL APPROPRIATIONS	569,204		
NET OF REVENUES/APPROPRIATIONS - FUND 590	(35,942)		
Anticipated ending fund balance (12/31/17)			1,570,231

Fund 591 - Water Fund			
Beginning fund balance (Audit 12/31/15)			4,669,156
Anticipated ending fund balance (12/31/16)			4,539,814
TOTAL ESTIMATED REVENUES	1,263,584		
APPROPRIATIONS			
Dept 536-Transmission & Distribution	165,498		
Dept 538-Administrative & General	1,070,895		
Dept 850-Employee Benefits	60,715		
TOTAL APPROPRIATIONS	1,297,108		
NET OF REVENUES/APPROPRIATIONS - FUND 591	(33,524)		
Anticipated ending fund balance (12/31/17)			4,506,290

Resolution presented by Kmetz, seconded by Piper, to adopt the foregoing 2017 Sewer and Water Fund Budgets.

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

Resolution declared adopted.

C. Second Reading and Consideration of Adoption of Proposed Ordinance No. 139 – Sidewalk Ordinance – Board members conducted the second reading of proposed Ordinance No. 139, an Ordinance to amend Chapter 109 (Zoning) of the Pere Marquette Charter Township Code of Ordinances, by defining sidewalks, by adding Article XI – Sidewalks, and by providing for the effective date of the amending ordinance. The proposed ordinance was published in the Clerk’s office and on the township website and a notice of first reading was published in the Ludington Daily News on November 14, 2016.

Moved by Enbody, seconded by Kmetz to accept the second reading without change and adopt proposed Ordinance No. 139, to become effective eight days after publication in accordance with the laws of the State of Michigan.

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

Motion carried.

D. 2017 Standing Board / Committee Appointments – **Moved** by Piper, seconded by Nordlund to approve the following Standing Board/Committee appointments for 2017:

Standing Boards and Committees for 2017

<i>Architectural Control Committee</i> Paul Keson* Paul Piper Jim Hinman Terry Wahr	<i>Election Commission</i> Rachelle Enbody* Jim Nordlund, Sr. Henry Rasmussen	<i>Finance Committee</i> Treasurer* Rachelle Enbody Paul Keson
<i>Economic Development Committee</i> Paul Keson* Rachelle Enbody Treasurer	<i>MI Municipal Risk Management</i> Paul Keson* Andrew Larr Andy Kmetz Terry Wahr Jim Nordlund, Sr.	<i>Personnel Committee</i> Paul Piper* Andy Kmetz Paul Keson

Sewer & Water Committee Rachelle Enbody* Treasurer Paul Keson	Roads Committee Paul Keson* Jim Nordlund, Sr. Andy Kmetz	Tax Abatement Review Board Paul Keson* Devon Hall Susan VanHoven
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* 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
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.

E. **Notice for Accepting Letters of Interest for the Office of Township Treasurer** – Board members reviewed the following notice:

NOTICE TO RESIDENTS OF
PERE MARQUETTE CHARTER TOWNSHIP

The Pere Marquette Charter Township Board is seeking letters of interest and resumes from persons interested in appointment to the Township Board for the Office of Township Treasurer. A person appointed to fill the vacancy must run in the primary and general election in 2018 to retain the office.

Candidates must be a qualified elector of the township and registered to vote. To be a qualified elector, a person must be 18 years of age, a U.S. citizen, and have lived in the township at least 30 days prior to the appointment. Statutory duties include, but are not limited to: Collecting taxes; Keeping an accurate account of township revenues and expenditures; Disbursing township checks; Depositing township revenues in approved depositories; Investing township funds in approved investment vehicles; Perform such other duties as required by state statute, township ordinance or direction of the township board.

The current salary of the Office of Township Treasurer is \$42,466 plus benefits. For additional information about the duties and responsibilities of Township Treasurer, please contact Rachelle D. Enbody, Township Clerk.

A letter of interest and resume should be submitted to Rachelle D. Enbody, Township Clerk at 1699 S. Pere Marquette Highway, Ludington, MI 49431 by December 9, 2016. Email: rachelle@pmtwp.org.

Moved by Kmetz, seconded by Piper to approve the notice for persons interested in being considered for appointment to the office of township treasurer and to authorize the township supervisor, township clerk, and personnel committee chairperson to review submissions and recommend those to be interviewed by the township board.

Motion carried.

ANNOUNCEMENTS: Keson stated that the Sixth Street railroad crossing has been repaired and that Republic Services has informed the township that service dates have been changed from Dec. 26 and Jan. 2 to Dec. 27 and Jan 3 due to the Christmas and New Years holidays.

PUBLIC COMMENTS: Nancy Motyka asked how residents are notified of new ordinances and expressed dissatisfaction with township water quality. Fran Kalchik asked if residents could be notified that leaves should not be placed in the roads.

The meeting was adjourned by the Supervisor at 7:07 p.m.

**REGULAR MEETING
December 13, 2016**

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka;
Trustees: Paul Piper, Andy Kmetz, James Nordlund, and Henry Rasmussen.
Also present: Devon Hall, Terry Wahr, Andy Larr, Scott Graczyk, and Kelly Smith.

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 22, 2016 regular meeting were approved by consent.

COMMUNICATIONS: Enbody reported on two separate communications from Charter Communications informing the township as the Franchise Official about changes to the channel lineup and changes in pricing for residential customers for unreturned equipment.

NEW BUSINESS: A. **Resolution for the Approval of Amendment 2016-1 to the Mason County Solid Waste Management Plan** – Keson stated that he is the chairman of the Mason County Solid Waste Committee and that the Committee held a public hearing on October 27th regarding the proposed update to the Mason County Solid Waste Management Plan. The Committee met on November 1st and approved the amendment to the Plan. The Mason County Board of Commissioners approved the Plan at their November 22nd board meeting. The next step is to have all the city commissions, township boards and village councils in Mason County vote on the Plan. If two-thirds of the municipalities approve the Plan, it is forwarded to the Michigan Department of Environmental Quality (MDEQ) for approval. The amendment adds the Wexford County Landfill located in Wexford County to the Plan for Type II landfills that can be used by Mason County.

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

By action of the Board of Trustees of Pere Marquette Charter Township, it is hereby RESOLVED that the Board approves Amendment 2016-1 to the Mason County Solid Waste Management Plan, prepared pursuant to the Natural Resources and Environment Protection Act, PA 451 of 1994, as amended (NREPA), Part 115, Solid Waste Management, and its Administrative Rules.

Resolution declared adopted.

B. **Adopt 2017 Compensation Schedule** – Keson explained that the Personnel Committee met to review department budget requests for compensation increases along with employee evaluations. The recommendation from the Personnel Committee is that the salary /wage schedule for 2017 be established at a \$.50 increase per hour for officials and staff; Fire Department volunteers will receive a 1 ½% increase; Fire Department Officers will receive an additional \$50.00 per year; Park employees starting wage remains at \$9.50 per hour and that current returning employees will receive an increase of \$.50 per hour; the Park Manager salary will increase to \$29,000.00 per year; and the Code Enforcement compensation will increase to \$8,000.00 per year. Piper added that committee members evaluated percentage based increases compared to flat rate increases to determine the 2017 increases.

Moved by Rasmussen, seconded by Piper to approve the foregoing recommendations from the Personnel Committee for compensation for the year 2017.

Motion carried.

C. **Adopt 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, 2017, the salary of the office of township supervisor shall be as follows:

Supervisor: \$58,742.00

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

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

The supervisor declared the resolution 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, 2017, the salary of the office of township clerk shall be as follows:

Clerk: \$43,506.00

Moved by Nordlund, seconded by Sroka to approve the foregoing resolution to establish the salary of the township clerk.

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

The supervisor declared the resolution 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 that no adjustment in the salary of the office of Pere Marquette Charter Township Supervisor is warranted since township board members' salaries were last adjusted, now

BE IT RESOLVED, that as of January 1, 2017, the salary off the office of township treasurer shall be as follows:

Treasurer: \$42,466.00

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

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

The supervisor declared the resolution adopted.

D. **Adopt Capital Improvement Plan** – Board members reviewed the proposed six-year Capital Improvement Plan. Keson explained the items on the plan and how the supervisor and department heads evaluated the scheduling of each purchase. Keson reviewed in detail each item within the plan. Enbody added that the fund balance in the Capital Improvement fund is capable of supporting the planned purchases and improvements.

Moved by Rasmussen, seconded by Kmetz to adopt the 2017-2022 Capital Improvement Plan.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported setting the 2017 meeting dates and going in to work session.

Zoning Board of Appeals (Piper) – The next meeting is scheduled for Wednesday, December 14, 2016.

EMPLOYEE REPORTS: Assessor (Hall) – Reported attending a State Tax Commission Department of Treasury seminar last week in Cadillac regarding administering the Eligible Manufacturing Personal Property abatements and exemptions. He is expecting more companies to file in the future as they become aware of the Personal Property Tax Reform. Reported working on Personal Property Statements that will be sent out by the end of next week and preparing the Veterans Exemption forms that need to be filed each year.

Building/Zoning Administrator (Wahr) – Provided a report detailing building and zoning permit activity for the month of November 2016. Reported working on year end and cleaning up old building permits.

DPW/Water/Sewer Superintendent (Larr) – Reported completing leaf collection for the year with the department hauling 151 loads of leaves, which equates to approximately 2100 cubic yards of leaves collected. Reported dealing with ongoing lift station repairs and beginning to be busy with snow removal.

Fire Department (Graczyk) – Reported on 34 responses for the month of November 2016. Year to date totals are at 356 runs, which is the highest amount of runs the department has ever had.

Parks Manager/Code Enforcement (Smith) – Reported attending an MSU Extension meeting that will help areas in Michigan form coalition groups to help strengthen grant applications for trails and connectivity; continuing to work with Keson and JMB Associates on the pumped storage relicensing and hoping to obtain funding for the possible Dow property acquisition; working on plans for the shrine reconstruction planned for 2017; reported that both grant applications for playground equipment at Buttersville Park scored well and that we should be hearing soon if we will be awarded funding; the appraisals of the Dow acquisition property have been completed and are awaiting final assessment which will be addressed at a future meeting in either January or February.

OFFICERS REPORTS: Clerk (Enbody) – Reported on the recent request for statewide recount that was denied by the legislature; completed and submitted the annual survey for the Michigan Department of Licensing and Regulatory Affairs Public Service Commission that is necessary for the preparation of LARA's annual report to the Governor and Legislature; completed a report of health insurance rates to the third-party administrator for COBRA benefits; working on year-end preparations and reviewing the general ledger for year-end budget amendments that will come before the board for approval at the next meeting; post-election audits for precincts in Mason County will be conducted on Wednesday. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Piper to approve payment of invoices totaling \$145,147.44. Motion carried.

Treasurer (Sroka) – Provided a report detailing cash and investment balances by fund and by bank account for November 2016; winter tax bills were sent out and tax payments are beginning to come in.

Supervisor (Keson) – Reported that the December Board of Review acted on four items – one veterans exemption, two primary residence exemptions and one poverty exemption; the Ragnar Relay event that was held at Sutton's Landing in the fall was successful and they would like to have Sutton's Landing remain as one of their exchange points for the 2017 relay; the sale of property to ProAct has been delayed due to the lender's concern over wetland easements and the township attorney has worked with the DEQ to resolve the issue and the township should be closing on the property soon; Keson attended several meetings with MDOT regarding solutions to the Jebavy Drive intersection with MDOT being receptive to solutions offered; also met on a non-motorized plan that is working with communities to find out what types of connectivity paths exist and to create a book of maps of the different paths; the DPW cell phones have been updated and if anyone is interested in purchasing one of the used phones they may contact Keson; attended the Fire Department Christmas Party and was presented with a Certificate of Appreciation for the township board for their support of the Fire Department.

ANNOUNCEMENT: There will be a New Economy Workshop on Wednesday, March 8, 2017 at 4:00 p.m. in the Airport Conference Room. If any board members are interested in attending, they can contact Keson for the meeting packet information. The next board meeting is scheduled for Tuesday, Dec 27th at 4:00 p.m.

The meeting was adjourned by the Supervisor at 7:22 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul A. Keson, Township Supervisor

**REGULAR YEAR END MEETING
December 27, 2016**

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 Jacalyn Sroka; Trustee Henry Rasmussen.

Also present: Jim Strahan.

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 13, 2016 meeting and the current agenda were approved by consent.

NEW BUSINESS: A. **Year-end bills** – Enbody provided a list of current invoices for approval. **Moved** by Enbody, seconded by Rasmussen to approve payment of bills totaling \$63,515.37.

Motion carried.

B. **Budget amendments / appropriations** – Enbody reviewed the proposed amendments and noted that it is estimated that there could be up to \$250,000 in excess revenues over expenditures 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 Rasmussen, seconded by Enbody to approve the following 2016 budget amendments / appropriations and to authorize the township treasurer to transfer up to \$250,000 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	1,992,502	95,525	2,088,027
Sub-total		95,525	
Expenditures:			
Township Supervisor	89,566	(27,700)	61,866
Township Hall & Properties	116,000	600	116,600
Fire Department	203,636	200	203,836
Building Official	45,829	325	46,154
Zoning/Planning Official	33,086	100	33,186
Roads & Streets	70,000	20,000	90,000
Employee Benefits	188,500	(50,000)	138,500
Contingency	50,000	(50,000)	0
Tax / Tribunal Refunds	5,000	2,000	7,000
Transfers to Other Funds / Capital Improvement	271,740	200,000	471,740
Sub-total		95,525	
NET CHANGE IN GENERAL FUND		0	

Transportation System Special

	Current Budget	Increase / (Decrease)	Amended Budget
Revenues:			
Property tax levy	130,000	400	130,400
Expenditures:			
Tax Refunds / Reductions	100	400	500
NET CHANGE IN TRANSPORTATION FUND		0	

Motion carried.

REPORTS/ANNOUNCEMENTS: Keson noted that according to residential home sales for both existing and new construction, there were twenty-nine new residents that moved to the township in 2016. There were also several home sales in which residents moved within the township to either a new or existing home.

Keson also noted that the township received notification that the grant application for the Buttersville Park Playground renovation submitted under the Recreation Passport Grant program was approved for funding in the amount of \$35,000.00.

The meeting was adjourned by the Supervisor at 4:11p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul A. Keson, Township Supervisor