

**REGULAR MEETING**  
**January 10, 2017**

**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, James Nordlund Sr., and Henry Rasmussen.

Board member absent: Trustee Andy Kmetz.

Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, Kelly Smith, County Commissioner Steve Hull, and Brooke Kansier (Ludington Daily News).

Present for a portion of the meeting: Sheriff Kim Cole, Ken Rocco and Mike Wegener of UACJ Automotive Whitehall Industries, Inc.

The 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 December 27, 2016 meeting and the current agenda were approved by consent.

**PUBLIC COMMENTS:** Sheriff Cole reported on 55 calls for service in December 2016. There were 1,283 total calls for service in Pere Marquette Charter Township in 2016.

**NEW BUSINESS: A. Consider Purchase Offer for Parcels A and B in the Pere Marquette Industrial Park** – Mike Wegener of UACJ Automotive Whitehall Industries, Inc. explained that the current location is going to be expanded and that a new location is needed to house the fabrication equipment. Wegener explained that Phase I would consist of a new 110,000 square foot facility with future expansions up to 500,000 square feet intended for Parcels A and B in the Industrial Park. Wegener showed board members conceptual drawings of the expansion.

Keson explained that the board adjusted the sales price for the remaining acreage in the Industrial Parks to be negotiable. The expansion project is anticipated to bring \$28,850,000 in total Capital Investment and will provide an additional 128 good paying jobs. Keson noted that he discussed the offer with Trustee Kmetz who could not be at the meeting and Keson stated that Kmetz felt the offer was below what he considered fair but did feel comfortable moving forward with the offer because of the project investment and job creation within the community.

The following resolution was offered by Rasmussen and supported by Keson:

**RESOLUTION**

WHEREAS, the Township owns certain real property within the Pere Marquette Industrial Park;

WHEREAS, UACJ Automotive Whitehall Industries, Inc. made an offer to purchase certain real property commonly known as Parcels A and B, Pere Marquette Industrial Park, as shown on the attached Exhibit A for a total purchase price of One Hundred and Thirty Thousand Dollars (\$130,000.00) 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: Rasmussen, Sroka, Keson, Enbody, Piper, and Nordlund.  
No: None.  
Absent: Kmetz.

Resolution declared adopted.

**B. Resolution for the Designation of Depositories** – Sroka explained that the purpose of the resolution is to provide for the deposit of the money coming into the hands of the treasurer of the township, and that the township board approves the financial institutions in which the treasurer may deposit funds.

The following **resolution** was offered by Sroka, 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: Nordlund, Piper, Enbody, Keson, Sroka, and Rasmussen.  
No: None.  
Absent: Kmetz.

Resolution declared adopted.

**C. Agreement for the collection of summer school property taxes** – Moved by Enbody, seconded by Rasmussen to enter into an agreement with the Ludington Area School District for the collection of 2017 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** – This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an “Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way”.

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

**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 utilities 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. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employees, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.

3. Any work performed for the GOVERNMENTAL AGENCY by a contractor will be solely as a contractor 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 the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.

4. 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.

5. The GOVERNMENTAL AGENCY 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.

6. 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.

7. 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.

8. 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 A. Keson	Township Supervisor
Andrew Larr	DPW/Water/Sewer Superintendent
Larry Wilson	Engineer, V-TEC Engineering
Rachelle Enbody	Township Clerk

Resolution declared adopted.

**COMMITTEE REPORTS:** Planning Commission (Kmetz) – Wahr reported the Planning Commission elected officers for 2017 and Smith reported discussion on the status of a previous site plan review and gathering information on potential ordinance and sub-committee work for the next meeting.

Zoning Board of Appeals (Piper) – Reported the ZBA approved a request for a variance from Ronald Mousel that would allow a portion of the new structure (home) to encroach into the front yard setback and rear yard setback.

**EMPLOYEE REPORTS:** Assessor (Hall) – Reported sending out Personal Property statements in December, with several returned already; the 2017 Assessment Roll is nearing completion; late fieldwork for partial construction was busier than normal this year due to the mild fall weather.

Building/Zoning Administrator (Wahr) – Provided a written report detailing permit activity for December and year end totals for 2016.

DPW/Water/Sewer Superintendent (Larr) – Reported completing the fourth quarter meter reads; working on maintenance of equipment. Nordlund asked for an update on the new water meters and Larr explained that due to a change in technology, he is waiting on updated pricing but is hoping to begin installing the new meters by the end of the first quarter.

Fire Department (Gaylord) – Reported on 29 responses in December of 2016; the department finished 2016 with 374 total runs.

Parks Manager / Code Enforcement (Smith) – Reported working towards obtaining new software for an online reservation system; located a dealer in Michigan for a pull behind leaf blower and is waiting on quotes; making sure things are on track for the Dow property acquisition; preparing for the process of obtaining the grant for playground equipment; working on the Father Marquette Memorial reconstruction that is part of the 2017 capital improvement plan; working with the Planning Commission to gather information for potential ordinance and sub-committee work.

**OFFICERS REPORTS:** Clerk (Enbody) – Reported working on year-end balancing, audit preparation, and year-end reports. Enbody provided a list of current invoices for approval.

**Moved** by Enbody, seconded by Piper to approve payment of invoices totaling \$59,008.31. Motion carried.

Treasurer (Sroka) – The 2016 year-end report will not be available until year-end balancing is completed; working on year-end, preparing current utility billing, and audit preparation.

Supervisor (Keson) – Reported closing on the ProAct property last week and ProAct is anticipating construction to begin in the spring; reported working with Whitehall to negotiate the offer received on the Industrial Park property; the Fire Authority held its organizational meeting and the slate of officers will remain the same with Keson as secretary/treasurer of the Fire Authority; Keson, Enbody, and Piper will be meeting soon to review the letters of interest received for the position of township treasurer.

**ANNOUNCEMENTS:** The Mason County Township Officers Association Meeting is scheduled for Thursday, January 19, 2017 at 7:30 p.m. at Sheridan Township.

The meeting was adjourned by the Supervisor at 7:12 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

**REGULAR MEETING**  
**February 14, 2017**

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka; Trustees: Andrew Kmetz and Henry Rasmussen.

Board members absent: Trustees Paul Piper and James Nordlund Sr.

Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, Kelly Smith, Steve Lucas and Heather Gallegos of The Dow Chemical Company, Land Conservancy of West Michigan Land Protection Coordinator Pete DeBoer, County Commissioners Steve Hull and Lewis Squires, Jim Bernier of JMB Associates, Mason Lake Conservation District representative Dani McGarry, Ludington Daily News reporter Brooke Kansier, Ron Soberalski, Deborah DelZoppo, Fran Kalchik, Steve Friese, Dave Dister, and Dan McGarry.

Present for a portion of the meeting: Sheriff Kim Cole.

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Smith; Pledge of Allegiance was recited by all. The minutes of the January 10, 2017 meeting and the current agenda were approved by consent.

**PUBLIC COMMENTS:** Sheriff Cole reported on 69 calls for service in January 2017.

**COMMUNICATIONS:** Enbody reported communication received from the Mason Lake Conservation District regarding the success of the Household Hazardous Waste Collection and the request for allocation increase for 2017; notification from Charter Communications of a price adjustment effective February 21, 2017; board members each received an Auditors Communication With Those Charged With Governance During Planning letter from auditor Douglas Wohlberg, CPA. The communication details the planned scope and timing of the audit and the auditor's responsibilities under accepted auditing standards.

**NEW BUSINESS:** A. **Request for Funding Support for the Household Hazardous Waste Program** – Board members reviewed a request from the Manistee, Mason, and Oceana Conservation Districts for funding support for the Annual Household Hazardous Waste Collection Day. The amount of support requested is based upon population and the District(s) are requesting a .05 cent increase in allocation, which is a total annual increase of \$125.00.

**Moved** by Rasmussen, seconded by Enbody 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 Saturday, August 19, 2017 and to allocate \$875.00 for the program.

Motion carried.

B. **Update on potential Dow Conservation Property** – Jim Bernier (JMB Associates) gave an overview of the timeline for the trust fund process that concludes with a public hearing to receive public comments in regards to the application followed with completion and submission of the application with the possible acquisition taking place in early 2019. Mr. Bernier reviewed a map of the acquisition property along with ideas for recreational activities on the property with the objective to link with City of Ludington and Mason County recreation areas through trails and water access. Detailed recreation development planning will take place when the township recreation plan is updated in 2019.

Steve Lucas (The Dow Chemical Company) gave board members an update on the property appraisals stating that the two appraisals came in at approximately 1.65 million. Dow is prepared to offer the property to the township at a fifty percent discount which is a substantial contribution in order to help the township acquire and develop the property.

Keson stated that the grant requires a twenty-five percent match from the municipality and with the generous offer received from Dow, it will allow the grant to be submitted with a fifty percent match.

Pete DeBoer (Land Conservancy) stated the Land Conservancy has been working in partnership with the township and Dow in order to achieve the acquisition of the property. The offer from Dow to allow the township to purchase the property at fifty percent of its value is significant and he believes the trust fund will look favorably on the grant application. The Land Conservancy intends to continue to work with the township on the development of the property after acquisition.

C. **Authorize Development of Grant Application – Dow Property Acquisition** – Moved by Enbody, seconded by Sroka to authorize JMB Associates, LLC to proceed with the development of the application to the Michigan Department of Natural Resources for a Trust Fund Grant for funding for the acquisition of property along the Pere Marquette River and Pere Marquette Lake currently owned by Dow Chemical Company.

Motion carried.

D. **Set Public Hearing Date (2/28/2017) for Grant Application – Dow Property Acquisition** – Moved by Rasmussen, seconded by Kmetz to set the public hearing date of 2/28/2017 to receive public comments in regards to Pere Marquette Charter Township’s application for a Michigan Natural Resources Trust Fund Grant.

Motion carried.

COMMITTEE REPORTS: Architectural Control Committee – Keson reported that the committee met to review new construction plans and specifications for UACJ/Whitehall Industries. The committee agreed to allow Whitehall three years to complete the decorative masonry to be completed on the North face of the building in order to phase in the front office addition; to require all outdoor lighting on the East side to face the building so that it does not present a nuisance to neighboring residences; to work with the Building and Zoning Administrator on signage.

Planning Commission (Kmetz) – Reported the commission met in work session to review proposed changes to the Zoning Ordinance and to also review a non-compliance site plan issue.

EMPLOYEE REPORTS: Assessor (Hall) – Reported it is a busy time of year preparing Notice of Assessments and receiving Personal Property statements.

Building/Zoning Administrator (Wahr) – Provided a report detailing permit activity for January 2017.

DPW/Water/Sewer Superintendent (Larr) – Reported working on the completion of required year-end reports required by the DEQ; completed first quarter water sampling; working on maintenance of equipment and obtaining proposals for a new backhoe.

Fire Department (Gaylord) – Reported on 24 responses in January of 2017 and year-to-date totals are six runs behind the same time last year.

Parks Manager / Code Enforcement (Smith) – Reported being busy with the Dow property acquisition project; ordering supplies for the upcoming season; in the planning stages for the capital improvement project for the Father Marquette Memorial restoration; intends to begin using a new online reservation system by April 2017.

OFFICERS REPORTS: Clerk (Enbody) – Reported that the 2016 audit has begun; working with the County Clerk on the evaluation of vendors and equipment for the procurement of new election equipment; reported the School Election Coordinating Committee met to renew the contracts for the administration of school elections; the workers’ compensation audit is scheduled for February 21. Enbody provided a list of current invoices for approval.

**Moved** by Enbody, seconded by Rasmussen to approve payment of invoices totaling \$571,640.78. Motion carried.

Treasurer (Sroka) – Reported that tax season has ended but the township will continue to collect taxes until February 28<sup>th</sup>; the date of settlement with the County is March 10<sup>th</sup>; fourth quarter 2016 utility bills are due tomorrow.

Supervisor (Keson) – Reported that the sub-committee to review letters of interest for the position of township treasurer met and stated that Jacalyn Sroka has decided to retain the position; attended the Mason County Supervisors meeting in January to review road projects for 2017 and will be meeting with the Township Roads Committee in the near future; will be attending a West Michigan Regional Dashboard meeting in Grand Rapids on Friday; met with Timothy Terry of MDOT to discuss options for the US 10 and Jebavy Drive intersection; will be attending the Mason Lake Conservation District annual dinner on Thursday; reported seeking letters of support for the Dow Property Acquisition.

EXTENDED PUBLIC COMMENTS: Ron Soberalski asked if the northern portion of the proposed acquisition property would include the bridge and walkway adjoining the South Pond. Keson stated that the intention is for the township to eventually own the bridge and South Pond but will also allow for Occidental Chemical to have an easement for long term access of their brine lines and well sites through the property.

County Commissioner Squires let board members know of his County Board of Commissioners committee assignments and some of his goals for those committees.

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

The meeting was adjourned by the Supervisor at 7:21 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

**REGULAR/COMMITTEE OF THE WHOLE MEETING**  
**February 28, 2017**

**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, and Henry Rasmussen.

Board member absent: Trustee James Nordlund.

Also present: Parks Manager Kelly Smith, County Commissioner Steve Hull, County Parks and Recreation Commission member David Maclean, Brooke Kansier (Ludington Daily News), Alan Haslam (AFFEW), Ron Soberalski, Deborah DelZoppo, Fran Kalchik, Dave Dister, Tom Murphy, Jim Leonard, Steve Jones, Wayne Anderson, Charles Hayes, Doug Dunklow, Bob Davis, and Michael Battle.

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 14, 2017 regular meeting and the current agenda were approved by consent.

**PUBLIC COMMENTS:** Alan Haslam (AFFEW) stated that his organization submitted a letter of support and that AFFEW would like to see the property preserved as much as possible in its natural state.

Wayne Anderson commended the board, along with Dow and Oxy-Chem, on their efforts to obtain the Dow property. As a retired Dow employee, he had always dreamed the property would never be developed and the possibility of obtaining the property for recreational purposes is unique, not only to West Michigan, but the entire Great Lakes.

**PUBLIC HEARINGS:** A. **Application for Michigan Natural Resources Trust Fund Grant** – The public hearing was called to order by the Supervisor at 6:36 p.m. The purpose of the hearing is to receive comments in regards to Pere Marquette Charter Township’s application for a Michigan Natural Resource Trust Fund Grant. The Township is seeking funding to support the acquisition of approximately 316 acres of property currently owned by the Dow Chemical Company for public open space and recreation purposes. The Notice of Public Hearing was published in the Ludington Daily News on February 18, 2017.

Wayne Anderson asked if the Land Conservancy of West Michigan was involved. Keson stated that the Conservancy has been working with the township throughout the acquisition process.

No further comments were received and the public hearing was closed at 6:37 p.m.

**NEW BUSINESS:** A. **Resolution in Support of Grant Application – Dow Property Acquisition** – The Supervisor stated the next order of business was the consideration of a Resolution in Support of Grant Application – Dow Property Acquisition. Keson noted that the original discussions of 50% matching funds were based on the appraisal of \$1,653,000. Other costs to be considered include a future appraisal, closings costs, and other incidental costs associated with the transfer of property, therefore, the township would have a financial commitment of a portion of those costs which would amount to approximately \$12,900 in matching funds.

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

**RESOLUTION IN SUPPORT OF GRANT APPLICATION – DOW PROPERTY ACQUISITION**

WHEREAS, the Pere Marquette Charter Township Board of Trustees supports the submission of an application titled, “Pere Marquette Township Dow Property Acquisition” to the Michigan Natural Resources Trust Fund for the acquisition of approximately 316 acres of land currently owned by the Dow Chemical Co at Iris Road and S. Lakeshore Dr. - to be known as Pere Marquette Conservation Park; as shown on the attached map, 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 Dow Chemical Co. has made a financial commitment to the project in the amount of 50 % of the appraised value of the property (estimated appraised value \$1,653,000) in land value, as matching funds; and,

WHEREAS, if the grant is awarded the applicant commits its local match and donated amounts from the following sources:

The Dow Chemical Co.	\$ 826,500 (donated land value)
Total Donations	\$ 826,500; and

WHEREAS, Pere Marquette Charter Township has made a financial commitment to the project in the amount of \$12,900 matching funds.

NOW THEREFORE, BE IT RESOLVED that Pere Marquette Charter Township hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for \$839,400, and further resolves to make available a local match through financial commitment and donation(s) of \$839,400 (50%) of a total \$1,678,800 project cost, during the 2018-2019 fiscal year.

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

Resolution declared adopted.

**B. Resolution in Support of Development Project Agreement – Buttersville Playground Renovation –**

The following **Resolution** was offered by Rasmussen, and supported by Sroka:

MICHIGAN RECREATION PASSPORT GRANT PROGRAM  
RESOLUTION IN SUPPORT OF DEVELOPMENT PROJECT AGREEMENT

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

1. To appropriate all funds necessary to complete the project during the project period and to provide up to Twenty-Five Thousand (\$25,000.00) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.”

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

Resolution declared adopted.

ANNOUNCEMENTS: A workshop put on by the MSU Extension Office entitled The New Economy will be held Wednesday, March 8, 2017, at 4:00 p.m. in the Airport Conference Room.

EXTENDED PUBLIC COMMENTS: Ron Soberalski asked about conceptual ideas and plans for the property. Keson stated that we are only at the beginning stages of obtaining the property and that future planning for the development of the property will require the township board to receive further public comment once the property has been obtained.

Charles Hayes asked how much of the map showed the acquisition property. Parks Manager Smith pointed out the area on the map displayed on the smartboard screen. Hayes then asked where the old railroad grade is that runs through the property and if it is shown on the map. Smith pointed out the area where the old railroad tracks were.

Ron Soberalski asked about access to the bridge. Keson stated that it is planned to work out easements with Oxy-Chem to get through the property and have access to the bridge and walkway that currently exist.

Mike Battle asked if the South Pond area was a part of the acquisition. Keson stated that the pond area is intended for a future acquisition by the township after all remediation has been completed. Battle then asked if the acquisition is contingent upon receiving the grant. Keson stated that the grant is critical to obtaining the property.

Dave Dister stated he has submitted a letter of support for the acquisition of the property. He also commented on the types of trails potentially considered for the property and expressed concern over mountain bike trails and would recommend they only be allowed on fairly level to moderate slopes only. Dister offered to provide pro bono assistance with any flora or fauna surveys that may be deemed necessary and that the board could contact him with any questions.

Keson stated that the acquisition property is a large property that he felt would offer opportunities for almost everyone. Of course, all ideas will need to be researched before consideration when the time comes to begin developing the property. Keson believes a committee will be formed to research and take any public input on any ideas for the development of the property. Keson stated the first priority will be getting the fisherman off of the highway and providing them a safe place to fish and have access to the river.

Keson then reviewed the timeline stating that the acquisition would not take place until 2019.

Fran Kalchik asked if others would be applying at the same time for the grant funding. Keson stated yes, the township would be applying with others for the grant, that the application deadline is April 1<sup>st</sup>, and that all of last year's requests for acquisitions were approved. The money for the funding comes from wells and mineral rights from State owned land. Keson believes that we have the potential to score well on the application.

Mike Battle asked if environmental studies would be required. Keson stated a third party will be retained to perform the required environmental studies. Battle asked if there was any concern of any buried storage tanks or disposal wells on the property. Keson stated that all of the Dow reports show that the tanks were removed and Dow is currently removing the well house buildings on the property and plugging well sites.

There was no further public comment and the meeting was adjourned by the Supervisor at 7:06 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

**REGULAR MEETING**  
**March 14, 2017**

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

Board members present: Clerk Rachelle Enbody; Treasurer Jacalyn Sroka; Trustees: Paul Piper, Andrew Kmetz, and Henry Rasmussen.  
Board member absent: Supervisor Paul Keson and Trustee James Nordlund.  
Also present: Terry Wahr, Andy Larr, Larry Gaylord, Kelly Smith, Fran Kalchik, Jack Thiel, Jim Leonard, and County Commissioner Steve Hull.  
Present for a portion of the meeting: Sheriff Kim Cole.

The 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. The minutes of the February 28, 2017 meeting and the current agenda were approved by consent.

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

NEW BUSINESS: A. **Appointment of Firefighter(s)** – Board members reviewed correspondence from Chief Gaylord recommending Emily Saya and Lacy Payne for appointment to the Fire Department. Both have been interviewed, have passed background checks, driver’s license checks and physicals, and both reside in the appropriate area to become members of the department.

**Moved** by Rasmussen, seconded by Sroka to approve the appointment of Emily Saya and Lacy Payne, each as a probationary firefighter, effective April 1, 2017.

Motion carried.

B. **Authorize Purchase of Backhoe** – Board members reviewed proposals from AIS Construction Equipment, Michigan Cat, and RPM Machinery for the purchase of a backhoe to replace the current backhoe purchased in 1997. The acquisition of a new backhoe is included in the 2017 Capital Improvement Fund budget. Larr recommended the low bid from AIS Construction Equipment for the purchase of a 2017 John Deere 310L backhoe for a total cost after trade in of \$99,942.00.

Moved by Rasmussen, seconded by Kmetz to authorize the purchase of a 2017 John Deere 310L Backhoe from AIS Construction Equipment at a total purchase price of \$99,942.00.

C. **Resolution to Submit Grant Application for the Purchase of New Voting Equipment** – Enbody explained that in order to be eligible for the grant funding, local jurisdictions need to obtain formal authority from their governing boards in order to enter into a grant agreement with the State.

**RESOLUTION TO SUBMIT GRANT APPLICATION FOR THE PURCHASE OF NEW VOTING EQUIPMENT**

The following **Resolution** was offered by Enbody, and supported by Rasmussen:

**WHEREAS**, the Pere Marquette Charter Township Board wishes to apply to the Secretary of State for a grant to purchase a new voting system, which includes precinct tabulators, accessible voting devices for use by individuals with disabilities, and related Election Management System (EMS) software.

**WHEREAS**, partial funding for the new voting system will be provided by the State, and will include a combination of Federal Help America Vote Act and State-appropriated funds. Local funding obligations are detailed in the Election Systems & Software, LLC (ES&S) proposal that was submitted to the State of Michigan.

**WHEREAS**, Pere Marquette Charter Township plans to begin implementation of the new voting system in 2017.

**NOW, THEREFORE, BE IT RESOLVED** that the Pere Marquette Charter Township Clerk is authorized to submit this Grant Application on behalf of Pere Marquette Charter Township, Mason County, on this 14<sup>th</sup> day of March, 2017.

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

Resolution declared adopted.

D. **Sewer Rate Resolution** – Board members reviewed the proposed changes to the Sewer Rate Resolution which include a change in the usage rate from \$4.35 to \$4.50 per hundred cubic feet with an effective date of January 1, 2017. The change represents a 3.5% increase in the rate as recommended in the 2015 Rate Study by Burton & Associates.

The following **Resolution** was offered by Enbody, and supported by Kmetz:

**SEWER RATE RESOLUTION**

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

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

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

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

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

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

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

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

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

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

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

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

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

- a. **\$4.50** per 100 cubic feet of water utilized per calendar quarter plus a quarterly readiness-to serve charge determined as follows:

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

- b. Charge for single- and two-family residences not connected to public water - \$75 per quarter  
 c. Meter test - \$100  
 d. Development plan review and inspection, including testing and compiling construction records for subdivisions, site condominiums, multi-family dwellings and other types of residential, commercial or industrial developments where a sewer line and/or stub is constructed as part of the development - shall be charged at cost for labor, materials and any necessary services. e. Service call for turn-on, turn-off, meter removal and/or meter re-installation (exclusive of emergency situations)- \$50 each time  
 f. Temporary metered discharge to System - \$100 plus commodity charge. The commodity charge may be adjusted on a case-by-case basis when requested by a commercial or industrial customer. Each request will be reviewed by the Water and Sewer Committee, who will then establish a revised temporary rate  
 g. Service for meter reading outside the regular meter reading schedule for special billing purposes - \$50

Charges for partial quarters shall be prorated.

4. Pursuant to Section 30-245 of the Code, service calls for repair/replacement of damaged meters and/or sewer lines shall be charged actual costs for labor, materials and any necessary services.  
 5. This resolution shall be effective immediately and shall be applicable for the current quarter beginning on January 1, 2017, and continuing thereafter until modified by future resolution of the Board.  
 6. All resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

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

Resolution declared adopted.

E. **Water Rate Resolution** – Board members reviewed the proposed changes to the Water Rate Resolution which include a change in the usage rate from \$3.11 to \$3.22 per hundred cubic feet, a change in the usage rate for Michigan Power Limited Partnership from \$1.0828 to \$1.11 per hundred cubic feet, and to provide for an effective date of January 1, 2017. The change represents a 3.5% increase in the residential usage rate as recommended in the 2015 Rate Study by Burton & Associates.

The following **Resolution** was offered by Enbody, and supported by Rasmussen:

#### **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, **\$3.22** 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 **\$1.11** 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, 2017, 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: Rasmussen, Sroka, Enbody, and Piper.  
No: Kmetz.  
Absent: Keson and Nordlund.

Resolution declared adopted.

PUBLIC COMMENT: Sheriff Cole reported on 53 calls for service in February 2017.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported conducting a site plan review for Whitehall Industries which was approved with conditions that have since been resolved; will hold a public hearing for a zoning ordinance amendment text change to add “and major/body” to the C-2 district Automotive repair; finalized a letter to a business not in compliance with a zoning review and discussed agricultural wedding venues which are not currently in the zoning ordinance.

EMPLOYEE REPORTS: Assessor (Hall) – absent (excused for Amber Township Board of Review)

Building/Zoning Administrator (Wahr) – Provided a report detailing permit activity for February 2017; reported working on preparing the building permit for Whitehall Industries.

DPW/Water/Sewer Superintendent (Larr) – Reported working with contractors for the Whitehall site with the expectation that the building is coming April 22<sup>nd</sup>; gathered quotes for the new backhoe in preparation for the board meeting; will be connecting a new water customer this week and preparing for first quarter meter reads.

Fire Department (Gaylord) – Reported on 22 responses for February 2017. Year-to-date totals are 17 under the total runs at the end of February 2016. Gaylord thanked the board for the approval of the new firefighters which will complete the department roster.

Parks Manager / Code Enforcement (Smith) – Reported finalization of the grant application for the acquisition of the Dow property; received delivery of a new commercial leaf blower today; plans to have the new online reservation system up and running by April 10<sup>th</sup> with information on the township website and the park Facebook page; beginning to receive calls for code enforcement.

OFFICERS REPORTS: Clerk (Enbody) – Reported the auditor will be here this week; submitted the project agreement to the State for the Buttersville Park playground renovation; reported that the township closed on the Whitehall property purchase on February 16; has attended several meetings and demonstrations for the purchase of new voting equipment in order to determine which vendor to purchase the equipment from; attended New Economy workshop put on by the MSU Extension Office. Enbody provided a list of current invoices for approval.

**Moved** by Enbody, seconded by Rasmussen to approve payment of invoices totaling \$124,026.39. Motion carried.

Treasurer (Sroka) – Provided a report detailing quarterly cash, bank, and investment balance by fund and by bank account for the fourth quarter of 2016; provided reports detailing cash and investment balances by fund and by bank account for December 2016, January 2017, and February 2017; reported on settlement with the County on March 10<sup>th</sup>.

Supervisor (Keson) – absent (excused).

The meeting was adjourned by the President pro tem at 6:59 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Piper, President pro tempore

**REGULAR MEETING**  
**April 11, 2017**

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka; Trustees: Andrew Kmetz and James Nordlund Sr.  
Board members absent: Trustees Paul Piper and Henry Rasmussen.  
Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, Kelly Smith, Fran Kalchik, and Patti Klevorn (Ludington Daily News).  
Present for a portion of the meeting: Sheriff Kim Cole and State Representative Curt VanderWall.

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Smith; Pledge of Allegiance was recited by all. The minutes of the March 14, 2017 meeting and the current agenda were approved by consent.

**PUBLIC COMMENTS:** Representative VanderWall distributed copies of the Citizen's Guide to State Government and reported current legislation before the House of Representatives.

Sheriff Cole reported on fifty-six calls for service in March 2017.

Patti Klevorn asked the board to reconsider not completing the proposed chip seal for Ivanhoe Road in the 2017 road projects.

**COMMUNICATIONS:** Enbody reported on three communications: A letter was received from Charter Communications informing the Township, as the Franchise Official, of upcoming changes to the channel line-up. Kathy Winczewski dropped off a flyer for a public presentation for Ludington area residents and officials on the threat to the Great Lakes and shoreline communities from the oil pipelines in the Mackinac Straits. The presentation will be held Monday, April 17, 2017 at 4:00 p.m. A letter received from the Michigan Association of Municipal Clerks notified Enbody that her application for the Certified Michigan Municipal Clerk (CMMC) recertification was approved.

**NEW BUSINESS:** A. **Set Public Hearing Date for Consideration of Industrial Facilities Exemption(s) – Moved** by Nordlund, seconded by Kmetz to set the public hearing for Tuesday, April 25, 2017 to consider applications for two separate parcels for Industrial Facilities Exemption Certificate(s) for UACJ Automotive Whitehall Industries, Inc.

Motion carried.

B. **First Reading of Proposed Ordinance No. 140 – Zoning Ordinance Amendment** – Board members conducted the first reading of proposed Ordinance No. 140, an ordinance to amend Chapter 109 (Zoning) of the Pere Marquette Charter Township Code, by expanding the Permitted Automotive Repairs in the Commercial District, C-2. The amendment would change the text under section (d) Principal uses and structures item (13) from *Automotive repairs (general)* to "**Automotive repairs (general and major/body)**".

**Moved** by Kmetz, seconded by Sroka to accept the first reading of proposed Ordinance No. 140, a Zoning Ordinance Amendment and to schedule the second reading and consideration of adoption for the April 25, 2017 meeting.

Motion carried.

C. **2017 Road Projects** – Board members reviewed a list of proposed road projects. Keson reviewed each project and suggested an optional project that would invest the proceeds from the recent sale of property in the industrial park for an HMA overlay on Sixth Street after the construction of the new Whitehall facility is complete. This cost of this project would be shared with the Road Commission. The cost share projects with Summit and Riverton Townships would be contingent upon separate approval of each township. Two of the projects, chip seal and fog seal for N. Lendale Road and N. Ivanhoe Road, were eliminated as requested from residents in that area.

**Moved** by Kmetz, seconded by Nordlund to complete the following road projects at a total estimated township cost within the budgeted amount of \$94,000.00 and to authorize the township supervisor and township clerk to sign the contracts with the Mason County Road Commission on behalf of the township:

**Arrow Rd. – Ivanhoe to Lendale**

Chip Seal and Fog Seal  
 Estimated Cost – \$1,950.00

**Washington Ave. – Cambridge to Virnetta**

HMA  
 Estimated Cost – \$9,800.00

**Washington Ave. – S. of Virnetta to Russell**

HMA  
 Estimated Cost – \$12,150.00

**Second, Third, and Fourth Streets – Sherman to end of each**

Chip Seal and Fog Seal  
 Estimated Cost – \$7,100.00

**Inman Road – S. Iris to W. Bradshaw**

Chip Seal and Fog Seal  
 Estimated Cost – \$19,500.00

**Bradshaw Road – S. Benedict to S. Meyers**

Chip Seal and Fog Seal  
 Estimated Cost – \$11,700.00

**Speer Drive – 1607 to 1667 Speer Dr.**

HMA Overlay  
 Estimated Cost – \$4,250.00

**S. Brye Road – Chauvez to Kinney**

Chip Seal and Fog Seal  
 Estimated Cost – \$25,950.00  
 (cost share with Riverton Township – 50%)

**W. Kinney Road – Hopkins Lake ending to PM Hwy.**

HMA Wedging and Chip Seal and Fog Seal  
 Estimated Cost - \$17,100  
 (cost share with Summit Township – 50%)

OPTIONAL PROJECT: (using proceeds from property sales)

**Sixth Street – PM Hwy to Meyers Rd.**

HMA Overlay  
 Estimated Cost - \$87,000.00  
 (cost share with MCRC – 50%)

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported on commission activity related to the zoning ordinance amendment.

Tax Abatement Review Board (Keson) – Reported the board met to review two applications from UACJ Automotive Whitehall Industries, Inc. The board determined that the each of the applications overwhelming met the criteria for abatement. Keson stated that Whitehall will be making quite an investment within the community with the expansion of their current facility and the construction of a new facility.

EMPLOYEE REPORTS: Assessor (Hall) – Reported the March Board of Review is complete and all required documentation has been submitted to the County; preparing to roll over the database to the 2018 assessment roll.

Building/Zoning Administrator (Wahr) – Provided a report detailing permit activity for March 2017; the Zoning Board of Appeals and the Architectural Control Committee(s) will each meet to complete their separate reviews of the Whitehall expansion project.

DPW/Water/Sewer Superintendent (Larr) – Reported working with Haworth since last year on their material(s) discharge into the sanitary sewer; Haworth has hired a separate contractor to clean out the discharge residue from the sanitary sewer, which will be hauled to a landfill; first quarter meter readings have been completed and the department has been busy marking utility lines for Miss Dig requests.

Fire Department (Gaylord) – Reported on 20 responses for March 2017; year-to-date totals are 23 under the total runs to date in 2016; two new firefighters began on April 1<sup>st</sup>, two current firefighters have completed their first responder training and are awaiting certification; a resignation was received due to a firefighter moving out of the area.

Parks Manager / Code Enforcement (Smith) – Smith stated that it has been an honor to serve as chairman of the township's Board of Review and he has learned a lot working alongside Hall and appreciates Hall's knowledge; reported it is a busy time for the parks and that the new online reservation system was launched at noon on Monday with overall positive results; spring leaf removal has begun and the new turbine leaf blower is working extremely well; upcoming projects include installing ceilings in the showers at Buttersville and new pressure assist toilets and seal coating the driveway and parking area at Sutton's Landing; working on code enforcement issues and looking forward to ordinance changes that can help with enforcement.

OFFICERS REPORTS: Clerk (Enbody) – Reported compiling information in order to complete and submit three requested reports; one report was for the US Census Bureau for a Government Survey of Public Employment and Payroll; one report was for the US Government Accountability Office (a division of Homeland Security and Justice) for a report of voting equipment and issues related to voting equipment performance and replacement; and one report for the Michigan Public Policy as requested by MTA which is a state-wide survey of local government leaders in Michigan. Enbody provided a list of current invoices for approval.

**Moved** by Enbody, seconded by Nordlund to approve payment of invoices totaling \$78,623.70. Motion carried.

Treasurer (Sroka) – Provided reports detailing monthly and quarterly cash, bank and investment balances by fund and by bank account for March and the first quarter of 2017; working on verifying audit figures; working on first quarter utility billing; will be attending the Michigan Municipal Treasurers Association Basic Institute at the end of April.

Supervisor (Keson) – Reported the DEQ has confirmed the amendment to the County Solid Waste Management Plan that was approved by the township and county; the MEDC issued a press release regarding the expansion and new construction of the Whitehall facilities; the Mason County Growth Alliance is continuing to work with ProAct towards an abatement on their investment; will be accepting bids for the future sale of the old backhoe; Keson asked board members to prepare for a Committee of the Whole meeting during the next meeting to discuss blight issues within the township and the remaining unsold lot in the Pere Marquette Industrial Park (next to Shadestree); received a request from Safety Decals regarding signage for the First Street Business Park and would like members to come up with signage ideas for the park.

ANNOUNCEMENTS: Board members received notification that the Zoning Board of Appeals will hold a public hearing on a request from UACJ Automotive Whitehall Industries Inc. for a variance to encroach into the front yard setback on the property at 5175 W. Sixth Street. The public hearing is scheduled for Wednesday, April 26, 2017.

The quarterly Mason County Township Officers' Association meeting is scheduled for Thursday, April 20, 2017 at Sherman Township.

The meeting was adjourned by the Supervisor at 7:12 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

**REGULAR/COMMITTEE OF THE WHOLE MEETING**  
**April 25, 2017**

**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, Andy Kmetz, James Nordlund, and Henry Rasmussen.

Board member absent: Treasurer Jacalyn Sroka.

Also present: Spence Riggs (Mason County Growth Alliance), Larry Gaylord, Robert and Krystn Matulis, Fran Kalchik, and Jack Thiel.

Present for a portion of the meeting: Ken Rocco and Mike Wegener (UACJ Automotive Whitehall Industries, Inc.) and Kevin Braciszewski (Ludington Daily News).

Meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Keson; Pledge of Allegiance was recited by all. The minutes of the April 11, 2017 regular meeting and the current agenda were approved by consent.

**PUBLIC HEARINGS: A. Application(s) for Industrial Facilities Exemption Certificate – UACJ Automotive Whitehall Industries, Inc.** – Keson called the public hearing to order at 6:31. UACJ Automotive Whitehall Industries, Inc. submitted an application for an Industrial Facilities Exemption Certificate for 5175 W. Sixth Street, Ludington, MI and for 4909 W. Sixth Street/4960 W. Progress Drive. Notice of the public hearing was published in the Ludington Daily News on April 14, 2017 and the taxing authorities were notified of the public hearing by certified mail. There were no comments, written or oral, and the Supervisor closed the public hearing at 6:32.

**NEW BUSINESS: A. Consider Resolution to Approved Industrial Facilities Exemption Certificate of UACJ Automotive Whitehall Industries Inc.** – Keson stated the Tax Abatement Review Board met on March 23<sup>rd</sup> and reviewed the applications submitted by UACJ Automotive Whitehall Industries Inc. Both applications exceeded the criteria for an IFT certificate and the Tax Abatement Review Board recommended that the Township Board approve the application(s). Keson noted that the applications are for real property only – local jurisdictions no longer grant abatements on personal property or equipment. Personal property exemptions are now handled by the State of Michigan with the Eligible Manufacturing Personal Property process. The total value of both applications for abatements, if approved, could add up to \$1,133,000.00 over the twelve-year abatement period. The total investment is approximately \$28,000,000.00, of which \$8,200,000.00 will be invested in real property (new buildings) and \$19,700,000.00 will be invested in the personal property (equipment) installed in the new buildings. Whitehall intends to create 128 new jobs over the next three years.

The Supervisor stated the next order of business was the consideration of a resolution approving an IFT Application.

**RESOLUTION APPROVING AN IFT APPLICATION**  
UACJ Automotive Whitehall Industries, Inc.  
5175 W. Sixth Street

The following preamble and resolution were offered by Keson and supported by Enbody:

**Resolution Approving Application of UACJ Automotive Whitehall Industries, Inc. for an Industrial Facilities Exemption Certificate for a New Facility**

WHEREAS, pursuant to P.A. 198 of 1974, M.C.L. 207.551 et seq., after a duly noticed public hearing held on April 25, 2017, this Board of trustees by resolution established Industrial Development District #3, Pere Marquette Industrial Park; and

WHEREAS, UACJ Automotive Whitehall Industries, Inc. has filed an application for an Industrial Facilities Exemption Certificate with respect to a new facility to be acquired and installed within the Industrial Development District #3; and

WHEREAS, before acting on said application, the Charter Township of Pere Marquette held a hearing on April 25, 2017, at 1699 S. Pere Marquette Hwy., in Ludington, MI, at 6:30 p.m., at which hearing the applicant, the Assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, construction of the facility and installation of new machinery and equipment had not begun earlier than six (6) months before March 3, 2017, the date of acceptance of the application for the Industrial Facilities Exemption Certificate; and

WHEREAS, completion of the facility is calculated to and will at the time of issuance of the certificate have the reasonable likelihood to retain, create or prevent the loss of employment in Pere Marquette Charter Township; and

**WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the Charter Township of Pere Marquette, after granting this certificate, will not exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property thus exempted.**

NOW, THEREFORE, BE IT RESOLVED BY the Board of Trustees of Pere Marquette Charter Township that:

**1. The Board of Trustees finds and determines that the granting of the Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974, shall not have the effect of substantially impeding the operation of Pere Marquette Charter Township, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in Pere Marquette Charter Township.**

2. The application from UACJ Automotive Whitehall Industries, Inc. for an Industrial Facilities Exemption Certificate, with respect to a New Facility on the following described parcel of real property situated within the Industrial Development District #3, to wit:

Parcel # 53-010-699-001-001-00

SECTION 24, T18N, R18W.

PERE MARQUETTE INDUSTRIAL PARK LOTS 1 & 2

SUBJECT TO THE FOLLOWING EASEMENTS:

20' UNDERGROUND UTILITIES EASEMENT ALONG WEST PROPERTY LINE

10' PUBLIC UTILITIES EASEMENT ALONG PROGRESS DR

100' EASEMENT FOR DOW AND UNDERGROUND UTILITIES ALONG SIXTH ST

be and the same is hereby approved.

3. The Industrial Facilities Exemption Certificate when issued shall be and remain in force for a period of 12 years.

Yes: 6  
No: 0  
Absent: 1

Resolution declared adopted.

**B. Consider Resolution to Approved Industrial Facilities Exemption Certificate of UACJ Automotive Whitehall Industries Inc.** – The Supervisor stated the next order of business was the consideration of a resolution approving an IFT Application.

**RESOLUTION APPROVING AN IFT APPLICATION**

UACJ Automotive Whitehall Industries, Inc.  
4909 W. Sixth Street / 4960 W. Progress Drive

The following preamble and resolution were offered by Piper and supported by Nordlund:

**Resolution Approving Application of UACJ Automotive Whitehall Industries, Inc. for an Industrial Facilities Exemption Certificate for a New Facility**

WHEREAS, pursuant to P.A. 198 of 1974, M.C.L. 207.551 et seq., after a duly noticed public hearing held on April 25, 2017, this Board of trustees by resolution established Industrial Development District #3, Pere Marquette Industrial Park; and

WHEREAS, UACJ Automotive Whitehall Industries, Inc. has filed an application for an Industrial Facilities Exemption Certificate with respect to a new facility to be acquired and installed within the Industrial Development District #3; and

WHEREAS, before acting on said application, the Charter Township of Pere Marquette held a hearing on April 25, 2017, at 1699 S. Pere Marquette Hwy., in Ludington, MI, at 6:30 p.m., at which hearing the applicant, the Assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, construction of the facility and installation of new machinery and equipment had not begun earlier than six (6) months before March 3, 2017, the date of acceptance of the application for the Industrial Facilities Exemption Certificate; and

WHEREAS, completion of the facility is calculated to and will at the time of issuance of the certificate have the reasonable likelihood to retain, create or prevent the loss of employment in Pere Marquette Charter Township; and

**WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the Charter Township of Pere Marquette, after granting this certificate, will not exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property thus exempted.**

NOW, THEREFORE, BE IT RESOLVED BY the Board of Trustees of Pere Marquette Charter Township that:

**1. The Board of Trustees finds and determines that the granting of the Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974, shall not have the effect of substantially impeding the operation of Pere Marquette Charter Township, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in Pere Marquette Charter Township.**

2. The application from UACJ Automotive Whitehall Industries, Inc. for an Industrial Facilities Exemption Certificate, with respect to a New Facility on the following described parcel of real property situated within the Industrial Development District #3, to wit:

Parcel # 53-010-699-001-017-00

10' WIDE PUBLIC UTILITIES EASEMENT ALONG PROGRESS DR

COMBINED FOR THE 2017 ASSESSMENT ROLL: #010-699-001-016-00 AND #010-699-001-017-00, IN TO A NEW NUMBER FOR THE 2017 ROLL #010-699-001-017-01.

#010-699-001-017-00 SPLIT ON 08/21/2008 TO 010-699-001-017-10;

ALSO DESCRIBED AS:

PARCEL A

THAT PART OF THE SOUTHEAST ¼ OF SECTION 24, TOWN 18 NORTH, RANGE 18 WEST, PERE MARQUETTE CHARTER TOWNSHIP, MASON COUNTY, MICHIGAN DESCRIBED AS COMMENCING AT THE NORTHEAST CORNER THEREOF;

THENCE NORTH 89 DEGREES 37' 17" WEST 1063.73 FEET ALONG THE NORTH LINE THEREOF;

THENCE SOUTH 00 DEGREES 22' 43" WEST 33.00 FEET TO THE INTERSECTION OF THE SOUTH RIGHT OF WAY LINE OF SIXTH STREET (66 FEET WIDE) WITH THE EAST RIGHT OF WAY LINE OF PROGRESS DRIVE (100 FEET WIDE) AND THE PLACE OF BEGINNING FOR THIS DESCRIPTION;

THENCE SOUTH 89 DEGREES 37' 17" EAST 729.47 FEET ALONG SAID SOUTH RIGHT OF WAY LINE OF SIXTH STREET;

THENCE SOUTH 02 DEGREES 33' 29" WEST 199.98 FEET;

THENCE SOUTH 89 DEGREES 37' 17" EAST 299.98 FEET;

THENCE SOUTH 02 DEGREES 33' 29" WEST 420.47 FEET ALONG THE WEST RIGHT OF WAY LINE OF MEYERS ROAD (66 FEET WIDE);

THENCE NORTH 89 DEGREES 37' 17" WEST 1005.86 FEET;

THENCE NORTH 00 DEGREES 22' 43" EAST 620.0 FEET ALONG SAID EAST RIGHT OF WAY LINE OF PROGRESS DRIVE (100 FEET WIDE) TO THE PLACE OF BEGINNING.

## PARCEL B

THAT PART OF THE SOUTHEAST ¼ OF SECTION 24, TOWN 18 NORTH, RANGE 18 WEST, PERE MARQUETTE CHARTER TOWNSHIP, MASON COUNTY, MICHIGAN DESCRIBED AS COMMENCING AT THE NORTHEAST CORNER THEREOF;

THENCE NORTH 89 DEGREES 37' 17" WEST 1063.73 FEET ALONG THE NORTH LINE THEREOF;

THENCE SOUTH 00 DEGREES 22' 43" WEST 653.00 FEET ALONG THE EAST RIGHT OF WAY LINE OF PROGRESS DRIVE (100 FEET WIDE) TO THE PLACE OF BEGINNING FOR THIS DESCRIPTION;

THENCE SOUTH 89 DEGREES 37' 17" EAST 1005.86 FEET;

THENCE SOUTH 02 DEGREES 33' 29" WEST 660.67 FEET ALONG THE WEST RIGHT OF WAY LINE OF MEYERS ROAD (66 FEET WIDE);

THENCE NORTH 89 DEGREES 32' 26" WEST 980.73 FEET ALONG THE SOUTH LINE OF THE NORTH ½ OF SAID SOUTHEAST ¼;

THENCE NORTH 00 DEGREES 22' 43" EAST 353.80 FEET;

THENCE NORTH 44 DEGREES 37' 17" WEST 49.71 FEET;

THENCE NORTHEASTERLY 94.24 FEET ALONG THE EAST RIGHT OF WAY LINE OF PROGRESS DRIVE (100 FEET WIDE) ON A 120.00 FOOT RADIUS CURVE TO THE LEFT, THE LONG CHORD BEARING NORTH 22 DEGREES 52' 43" EAST 91.84 FEET;

THENCE NORTH 00 DEGREES 22' 43" EAST 185.00 FEET ALONG SAID EAST RIGHT OF WAY LINE OF PROGRESS DRIVE TO THE PLACE OF BEGINNING

be and the same is hereby approved.

3. The Industrial Facilities Exemption Certificate when issued shall be and remain in force for a period of 12 years.

Yes: 6

No: 0

Absent: 1

Resolution declared adopted.

**C. Second Reading and Consideration of Adoption of Proposed Ordinance No. 140 – Zoning Ordinance**

**Amendment** – Board members conducted the second reading of proposed Ordinance No. 140, and Amendment to the Zoning 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. The amendment would change the text under section (d) Principal uses and structures item (13) from *Automotive repairs (general)* to "***Automotive repairs (general and major/body)***".

**Moved** by Kmetz, seconded by Rasmussen to accept the second reading without change and adopt Ordinance No. 140, an ordinance to amend Chapter 109 (Zoning) of the Pere Marquette Charter Township Code, by expanding the Permitted Automotive Repairs in the Commercial District, C-2, and to provide for its effective date.

Roll call vote: Yes: Kmetz, Rasmussen, Keson, Enbody, Piper, and Nordlund.

No: None.

Absent: Sroka.

Motion carried.

COMMITTEE OF THE WHOLE: **Moved** by Enbody, seconded by Piper to move into Committee of the Whole at 6:41 p.m. Motion carried. Various topics discussed with no action taken:

Keson asked board members for their thoughts and visions for the S. Pere Marquette Hwy. corridor. He presented an aerial view of the corridor showing several blighted properties. This area has been a point of contention for a long time and Keson stated he receives many calls and complaints about the properties. Gaylord stated that there are health and safety concerns on the blighted properties with old tires and problems with accessibility to the properties if there is an emergency or fire. Kmetz stated that the Planning Commission is working on a Request for Proposal for a planner to review and re-write the zoning ordinance with this area in mind because code enforcement has been an ongoing issue in this area. Keson noted that it is not just one parcel or one property owner. Board members suggested Keson contact the Township attorney to determine what could be done about the properties and also discussed that the Township should have a considerable interest in these properties and their appearance. These properties along the Pere Marquette Hwy. corridor reflect heavily on how visitors and potential businesses view Pere Marquette Charter Township. The Board informed Keson of their support to move forward in getting the parcels cleaned up and safe.

Keson informed the Board that he would keep them updated on the progress.

Keson stated he has received an inquiry from a business interested in the parcel behind Shadetree Mechanic in the Pere Marquette Industrial Park.

Keson said that he was contacted by Nick Tykoski (Safety Decals / Tye's Signs) about the fact that the First Street Business Park has no signage. The Township owns property on Meyers Road that could be used for a new sign. Keson asked for ideas for signage on S. Pere Marquette Hwy. It was suggested that Keson could contact Amerigas that owns a parcel on the corner of First Street and Pere Marquette Hwy. to inquire if the owner would allow the Township to place a sign for the business park. Keson will obtain quotes for the new signs.

**Moved** by Enbody, seconded by Kmetz to return to regular session at 7:01 p.m. Motion carried.

**ANNOUNCEMENTS:** Keson stated that two of the 2017 road projects, chip seal and fog seal for N. Lendale Road and N. Ivanhoe Road were eliminated as requested from residents in that area. Keson received an estimate for HMA paving on Wilderness Trail for \$10,650.00. The Wilderness Trail paving will replace the Lendale and Ivanhoe projects and remain within the 2017 budget.

**EXTENDED PUBLIC COMMENT:** Fran Kalchik asked if current re-zoning would solve the problem in the residential areas of his concern. Keson stated that the area that was re-zoned was commercial, not residential and any current use would be grandfathered in. Kalchik stated he has zoning concerns in other areas of the township with the number of vehicles and other items parked at residences. Jack Thiel added that the residential areas are becoming more commercialized with boats, campers and commercial trailers in the residential area. Kmetz stated that the Planning Commission will be working with a planner to re-write the zoning ordinance in order to have more enforcement ability. Krystn Matulis stated that she and her husband have started a new business on S. Pere Marquette Hwy. They encouraged the Board on the efforts to clean up the S. Pere Marquette Hwy. corridor and added that they have had to follow certain regulations as a new business and said it leaves a bad taste when other property owners do not seem to follow the same regulations.

The meeting was adjourned by the Supervisor at 7:13 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

**REGULAR MEETING**  
**May 9, 2017**

**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: Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.  
Board members absent: Treasurer Jacalyn Sroka and Trustee Paul Piper.  
Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, Kelly Smith, Fran Kalchik, Jim Leonard, and County Commissioner Steve Hull.  
Present for a portion of the meeting: Douglas Wohlberg, C.P.A.

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Smith; Pledge of Allegiance was recited by all. The minutes of the April 25, 2017 meeting were approved by consent.

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

**APPROVAL OF AGENDA:** **Moved** by Keson, seconded by Enbody to add Item C. "Consider Purchase Offer for Parcel in Pere Marquette Industrial Park" to the agenda and to approve the agenda as amended.

Motion carried.

**NEW BUSINESS:** A. **Consider Application for Fireworks Display Permit** – Keson noted that the application for fireworks display permit received from the Western Michigan Fair Association is complete and letters of support and acknowledgement have been received from the Mason County Sheriff and the Pere Marquette Charter Township Fire Chief.

**Moved** by Nordlund, seconded by Rasmussen to approve the Application for Fireworks Display received from the Western Michigan Fair Association to conduct a public fireworks display at the Mason County Fairgrounds on Tuesday, August 8, 2017 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 12, 2017.

Motion carried.

B. **Presentation of 2016 Audit – Douglas Wohlberg, C.P.A.** – Wohlberg listed his qualifications and explained his responsibility as an auditor is to report to the Township Board and the Michigan Department of Treasury. 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 2012 through 2016. 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.

C. **Consider Purchase Offer for Parcel in the Pere Marquette Industrial Park** (added) – Keson explained that in 2016, the Township Board adjusted the sales price of the acreage remaining the Pere Marquette Industrial Park and the First Street Business Park to be negotiable. An offer has been received from Ed Merriman for the purchase of the remaining .9-acre lot in the Industrial Park (Parcel 53-010-699-001-014-10) for a total purchase price of \$5,900.00. Keson added that the lot does not have natural gas service and that if service was ever needed it would be the responsibility of the buyer.

After discussion, the following **Resolution** was offered by Nordlund and supported by Rasmussen:

**RESOLUTION**

WHEREAS, the Township owns certain real property within the Pere Marquette Industrial Park;

WHEREAS, Edward David Merriman and William Everett Lynn submitted an offer to purchase certain real property commonly known as Parcel 53-010-699-001-014-10, Pere Marquette Industrial Park, and legally described on the attached Exhibit A for a total purchase price of Five Thousand Nine Hundred Dollars (\$5,900.00) 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, Rasmussen, Keson, Enbody, and Nordlund.  
 No: None.  
 Absent: Sroka and Piper.

Resolution declared adopted.

COMMITTEE REPORTS: Architectural Control Committee (Keson) – Reported the Committee met to review the plans for the expansion/addition for Whitehall's current facility on Sixth Street. The plans met all of the criteria and the committee approved the plans and requested additional landscaping along the east side for screening.

Personnel Committee (Kmetz) – Reported the committee met to review differences in the HSA contributions for employees compared to the payment-in-lieu of health insurance. The committee reviewed wages for a seasonal assistant for the Supervisor and a Deputy Treasurer. The committee will have a recommendation for the board on both items at the next meeting.

Planning Commission (Kmetz) – Reported conducting two site plan reviews. The first review was for the Whitehall expansion project that was approved with the conditions to meet with the Architectural Control Committee and for a one year inspection of the gravel parking lot by the Zoning Administrator. The second review was for Matulis' auto body repair business which was approved with the conditions of ordinance compliance of adding a sidewalk and sign installation and also to relocate the dumpster and add privacy fencing or screening.

Zoning Board of Appeals (Wahr) – Reported conducting a public hearing and approving a request from Whitehall for a variance to allow expansion into the front yard setback.

EMPLOYEE REPORTS: Assessor (Hall) – Thanked the board for their support for him to pursue a Level IV Assessing Certification but explained that the State has withdrawn the option that would have allowed him to achieve the certification. David Swinson will continue as the contracted Level IV Assessor for Consumers and Michigan Power.

Building/Zoning Administrator (Wahr) – Provided a report detailing permit activity for April 2017; reported a busy year so far and that much of his time has been spent on the Whitehall projects and the new automotive body repair business.

DPW/Water/Sewer Superintendent (Larr) – Reported completing another round of water sampling with a final round required before returning to monthly sampling; the spring leaf collection is going well; will be hosting a Michigan Rural Water Safety training at the Township hall tomorrow; the new backhoe is scheduled to be delivered the first week of June; will be meeting with Badger Meter Systems to obtain pricing information in order to move forward with the purchase of new water meters and a new meter reading system.

Fire Department (Gaylord) – Reported on 36 responses for April 2017 and year-to-date totals are 13 under the total runs to date in 2016.

Parks Manager / Code Enforcement (Smith) – Reported Buttersville Park is up and running with some work being done on the bathroom facilities and the removal of a couple of problematic trees; working with MC Smith to provide professional services for the submission of formal procedures and project scope for the playground grant; new toilets were installed at Sutton’s Landing; reported that while Dow was in area to work on their wells, Dow was able to assist with determining that the pump on the well at Buttersville Campground needed to be replaced. A new pump was installed and the water test results have been completed and approved.

OFFICERS REPORTS: Clerk (Enbody) – Reported completing the review of the financial statements, completing the submission of the request for Industrial Facilities Exemption Certificates for Whitehall to the State of Michigan and, with the completion of the audit, can now begin working on the Continuing Disclosure reporting. Enbody provided a list of current invoices for approval.

**Moved** by Enbody, seconded by Kmetz to approve payment of invoices totaling \$259,075.96. Motion carried.

Treasurer (Sroka) – absent (excused).

Supervisor (Keson) – Reported contacting the attorney regarding the safety concerns with the blight issue from the last meeting and will be meeting with the attorney to determine a course of action and will keep the board informed of the progress; obtained quotes for repainting the signs in front of the Township hall and is also working on obtaining quotes and ideas for new signage for the First Street Business Park.

The meeting was adjourned by the Supervisor at 7:28 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

**REGULAR MEETING**  
**June 13, 2017**

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka; Trustees Paul Piper, Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.  
Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, Kelly Smith, Fran Kalchik and Jim Leonard.  
Present for a portion of the meeting: Sheriff Kim Cole.

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Smith; Pledge of Allegiance was recited by all. The minutes of the May 9, 2017 meeting were approved by consent.

**APPROVAL OF AGENDA: Moved** by Enbody, seconded by Piper to add Item E. "Personnel Committee Recommendations on Compensation" to the agenda and to approve the agenda as amended.

Motion carried.

**NEW BUSINESS: A. Consider Contract for Assessing Services** – Board members reviewed the proposed contract for assessing services by David Swinson. Keson explained that due to the complexity of the assessment of the Pumped Storage Facility the Township must use a Level 4 Assessor. Swinson has been with the Township since 1999, and the contract price has not increased since 2003. This is a one-year contract for the 2018 assessment year with an increase to annual amount from \$12,500.00 to \$15,000.00 due to increases in travel and education expenses. A portion of the cost is shared by Summit Township for their portion of the assessment of the Pumped Storage Facility. The contract also allows for an extension for years 2019 and 2020 upon written agreement of both parties.

Moved by Rasmussen, seconded by Kmetz to enter into a one-year Contract for Assessing Services with David Swinson, MMAO (4) for the assessment of the Consumers Energy/Detroit Edison Pumped Storage Plant and the Michigan Power Limited Plant for the assessment for the 2018 tax year, with the option to extend the contract for years 2019 and 2020, and to authorize the Supervisor and Clerk to sign the agreement on behalf of the Township.

Motion carried.

**B. Consider Proposal(s) for Mowing of Business Park** – Keson explained that the Township requested proposals for the mowing of the remaining empty lots in the First Street Business Park. Board members reviewed two proposals, ranging in cost from \$1,000.00 to \$1,100.00. Keson recommended the low bid from Precision Design, Inc.

**Moved** by Nordlund, seconded by Piper to accept the proposal from Cary Shindelcker of Precision Design, Inc. for two annual mowings in the First Street Business Park at an annual cost of \$1,000.00.

Motion carried.

**C. Consider Additional 2017 Road Project** – Board members reviewed information for an additional road project. Originally, the Roads Committee had requested an estimate for chip seal and fog seal for N. Ivanhoe Road from Arrow Road to Curtwood Road. Residents in the area requested that original project be eliminated from the project list. The new estimate is to place an HMA overlay over the entire roadway instead of the chip seal and fog seal. Additionally, on Sunday Keson was contacted by Riverton Township stating that they have reconsidered and are now interested in the cost share between the townships for the Brye Road project approved by Pere Marquette Township in April. At this time, the Brye Road project will have to be put out for bids by the Road Commission to determine if the project can still be completed this year. The board discussed road conditions and whether or not to put off projects or approve budget amendments in order to continue to maintain the roads of the Township. The board will revisit the budget and consider amendments if the Brye Road project is able to be completed in 2017.

**Moved** by Nordlund, seconded by Kmetz to complete an HMA Overlay on Ivanhoe Road between Arrow Rd and Curtwood Road at a total estimated township cost of \$29,500 and to authorize the Supervisor and Clerk to sign the contracts with the Mason County Road Commission on behalf of the township.

Motion carried.

D. **Consider Amendment to Consent and Agreement** – Keson explained the Consent and Agreement relates to the Water Supply Agreement previously entered into with Michigan Power Limited Partnership and the City of Ludington. In December 2015, the Township, City of Ludington, and Michigan Power entered into the current Consent and Agreement that provided Michigan Power’s lenders certain rights in the Water Supply Agreement. Michigan Power is now refinancing and has requested that the parties authorize a new Consent and Agreement to replace Wells Fargo and BNP Paribas with MUFG Union Bank, N.A. as the Collateral Agent and Administrative Agent. In addition, verbiage was added that allows Michigan Power to refinance without requiring a new Consent and Agreement each time unless requested by Michigan Power.

**Moved** by Enbody, seconded by Sroka to approve the Consent and Agreement between Pere Marquette Charter Township, the City of Ludington, Michigan Power and Michigan Power’s lenders.

Motion carried.

E. **Personnel Committee Recommendations on Compensation** – Piper reported that the Personnel Committee met to review compensation amounts for the Assistant to the Supervisor position, the Deputy Treasurer position, and the payment-in-lieu of insurance compensation for the employees that are not on the Township’s health insurance plan and is offering the recommendations to the board for approval.

**Moved** by Piper, seconded by Nordlund to approve the hiring of a part-time office assistant in the Supervisor’s office for the summer at an hourly wage of \$9.50 per hour.

Motion carried.

**Moved** by Piper, seconded by Nordlund to establish the wage for the position of Deputy Treasurer between \$10.00 to \$14.00 per hour depending upon qualifications.

Motion carried.

**Moved** by Piper, seconded by Nordlund to set the payment-in-lieu-of-insurance amount to be equal to the amount allocated to the Health Savings Accounts or Health Reimbursement Accounts or Flexible Spending Accounts of employees on the Township’s group health insurance plan, currently set at \$2,350.00 for individuals and \$4,700.00 for families.

Motion carried.

Sheriff Cole reported on fifty-one calls for service in April 2017 and seventy-two calls for service in May 2017.

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

Zoning Board of Appeals (Piper) – Reported meeting to consider a variance request in which the proposed porch would have encroached into the front yard setback area and the variance was turned down.

EMPLOYEE REPORTS: Assessor (Hall) – Reported a lot of activity in the assessing office with a lot of people coming, phone calls, and e-mails; working with residents to help file their Primary Residence Exemption forms by the June 1<sup>st</sup> deadline; assisting residential and commercial inquiries on property tax inquiries; stated he feels that by being available to the residents, it allows him the opportunity to educate them on property matters and that it gives residents the opportunity to ask questions and receive the time and attention they need.

Building/Zoning Administrator (Wahr) – Provided a report detailing permit activity for May 2017; permits have been issued for the Whitehall Sixth Street Plant expansion and the new body shop and a building permit application was received from Harbor Freight Tools; the DEQ is requiring the Township to update the Critical Dune Ordinance and the Planning Commission is ready to put out the Request for Proposals for the re-write of the Zoning Ordinance.

DPW/Water/Sewer Superintendent (Larr) – Reported completing the annual water quality reports and is working with the Ludington Daily News on required publication of the reports; completed the flushing of the water mains last week; the grapple truck has been repaired and the crew has been able to get back to picking up brush; Larr and Heffner visited the John Deere plant in Iowa where the new backhoe is coming from; a decision was made on the purchase of water (and sewer) meters and the department is waiting on the first batch of cellular end points to be received in order to get

those installed to verify everything is working between the Badger Meter and BS&A software systems; after the initial set-up, the department will begin the process of installing all of the new meters.

Fire Department (Gaylord) – Reported on twenty-six responses for May 2017 and year-to-date totals are thirteen runs under the total runs to date in 2016.

Parks Manager / Code Enforcement (Smith) – Reported that the Township has been invited to do a presentation on the Dow property acquisition in front of the Michigan Natural Resources Trust Fund Board in Grand Rapids on June 14; the grant coordinator for the property acquisition will be conducting a site visit of the property on June 23; working on the final details on the blueprints for the renovation of the Pere Marquette Memorial so that it can be put out for bid(s); received the required survey of Buttersville Park playground site and forwarded the survey to M.C. Smith Associates and Architectural Group, Inc. so that they can complete the playground project plans to submit to the DNR for approval in the next stage of the grant process; Sutton’s Landing was seal coated this past week and the Pere Marquette Shrine drive and parking area will be completed next week; two new employees have been hired at Buttersville Campground; Memorial Tree Park has had some additional help from people completing community service requirements; recently mailed letters for code violations and is looking forward to the re-write of the zoning ordinance that will help to make code enforcement more effective.

OFFICERS REPORTS: Clerk (Enbody) – Reported completing and submitting the following required financial reports: Michigan F-65 (Annual Local Unit Fiscal Report), the Municipal Finance Qualifying Statement, and the Continuing Disclosure report; distributed 2018 budget worksheets to each department to begin working on next year’s budget; reported attending a training on the operation of the new election equipment with the county clerk and city clerk that was held in Bay City; will be attending the Michigan Association of Municipal Clerks annual conference next week; provided first quarter financial reports to the trustees. Enbody provided a list of current invoices for approval.

**Moved** by Enbody, seconded by Kmetz to approve payment of invoices totaling \$106,940.08. Motion carried.

Treasurer (Sroka) – Provided a report detailing cash and investment balance by fund and by bank account for May 2017; working on the preparation of summer tax bills; advertised for the position of deputy treasurer; attended the Michigan Municipal Treasurers Institute in April and a BS&A Fund Accounting class in May.

Supervisor (Keson) – Reported discussing the property maintenance issues on the corridor with the Township attorney who recommended the Township adopt a blight ordinance in order to move forward with eliminating the safety concerns of those parcels; will be one of eight entities invited to make a presentation to the Michigan Natural Resources Trust Fund on the land acquisition grant application; the closing on the sale of the last parcel of property in the Pere Marquette Industrial Park will be taking place this month; residents will be receiving a survey with their summer tax bill to obtain resident input on interest in having marijuana processing growing and/or dispensaries located in the Township.

ANNOUNCEMENTS: Keson reported the Township received a copy of the approved permit issued to the City of Ludington for the relocation of the authorized sanitary outfall from its current location on Conrad Road to the right-of-way of Pere Marquette Highway by the North bridge.

EXTENDED PUBLIC COMMENTS: Jim Leonard asked why part time workers for the township are receiving insurance. Keson explained that only full-time employees are eligible to receive insurance.

Fran Kalchik asked for an update on the Dow property acquisition. Keson explained that the township will find out in September how it scored on points on the application.

The meeting was adjourned by the Supervisor at 7:20 p.m.

**REGULAR MEETING**  
**July 11, 2017**

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka; Trustees Paul Piper, Andrew Kmetz, and Henry Rasmussen.  
Board member absent: Trustee James Nordlund Sr.  
Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, Kelly Smith, County Commissioners Lewis Squires and Steve Hull, Sheriff Kim Cole, and Fran Kalchik.

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Smith; Pledge of Allegiance was recited by all. The minutes of the June 13, 2017 meeting and the current agenda were approved by consent.

**PUBLIC COMMENTS:** Sheriff Cole reported on 102 calls for service in June 2017.

Commissioners Squires and Hull reported on the most recent meeting of the Mason County Board of Commissioners.

**COMMUNICATIONS:** Enbody informed board members that she has received a copy of the most recent meeting minutes of the Lincoln Lake Improvement Board and the minutes are available in the Clerk's office. An informational fact sheet regarding shoreline habitat assessment was received from the conservation district. Enbody reported the June retirement(s) of the State of Michigan Chief Deputy Treasurer Joseph Fielek after forty years of service, Bureau of Elections Program Development Division Director Tim Hanson after twenty-three years of service, and Bureau of Elections Director Chris Thomas after thirty-six years of service.

**NEW BUSINESS:** A. **Certify the 2017 Millage Rates for Township Operation and Public Transportation** – A public hearing was held on November 22, 2016, to propose the 2017 levies and adopt the 2017 budgets. The 2017 budgets were adopted using the millage rate(s) of 2.85 for operation and 0.29 for public transportation (LMTA).

**Moved** by Rasmussen, seconded by Kmetz to certify the taxes to be levied in 2017 at 2.85 mills for operation and at 0.29 mills for public transportation.

Motion carried.

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

Finance Committee (Keson) – Reported meeting to review quotes received for the replacement of the roof on the Sixth Street warehouse. The committee agreed to go with the low quote from Vandervest Construction for \$9300.00.

**EMPLOYEE REPORTS:** Assessor (Hall) – Reported working with BS&A Software to add a feature in the assessing program that allows users to expand the land information sketch to view the land dimensions.

Building/Zoning Administrator (Wahr) – Provided a report detailing permit activity for June 2017; reported working on ordinance amendments and has received one response to the RFP for the zoning ordinance re-write.

DPW/Water/Sewer Superintendent (Larr) – Reported the new backhoe has been received; the DEQ District Engineer visited yesterday to review record keeping procedures, water sample histories, and view the water system in general and was impressed with the well house; DPW staff have completed the second quarter meter readings.

Fire Department (Gaylord) – Reported on twenty-seven responses for June 2017 and year-to-date totals are fifteen or sixteen runs under the total number of runs in 2016.

Parks Manager / Code Enforcement (Smith) – Reported Buttersville campground is having a nice year and had no major issues over the Fourth of July holiday; working on the plans for the Father Marquette Shrine renovations and anticipates the project should be ready to go out for bids soon; will be meeting with Jim Bernier to go over the details on the Buttersville Playground construction project; sealcoating of the Shrine and Sutton's Landing parking areas is complete; Smith was able to track down the owner of a property in order to bring the property into compliance for the ongoing overgrown grass and weed problem and is looking forward to the re-write of the zoning ordinance that will help to make code enforcement more effective.

COMMITTEE OF THE WHOLE: **Moved** by Keson, seconded by Piper to move into Committee of the Whole at 6:52 p.m. Motion carried. Various topics discussed with no action taken:

Keson informed the board that the Sheriff's Department is looking to build a storage facility. Keson asked if board members would be opposed to the building being located behind the fire department. The storage facility, if constructed, would require an easement through the fire department's parking lot for access to the storage facility. The County would own the storage facility and the Township would allow the easement with the possibility of sharing parking lot maintenance costs. The board had no objections.

Keson was approached by Smith who inquired if the Township had ever used a realtor in the past for the marketing of the lots in the Industrial Parks. Keson stated that without a set price that it would be difficult to determine commission percentages. Smith added that if the board wanted, rather than listing with a realtor, to make it known to realtors so realtors could be the buyer's agent. Keson stated he would gather more information.

Keson informed the board of the lack of emergency services water supply to Epworth and Linlook during peak summer usage. Preliminary estimates for the replacement from the current six-inch main to a twelve-inch main were received from Spicer Group, Inc. at an estimated cost of \$597,000.00. Keson also suggested that he could inquire to see if Epworth would be interested in contributing to the cost of the replacement which could help move the project forward sooner. Keson asked the board if they were interested in moving forward with the water main replacement and continuing with Spicer Group to obtain a more accurate quote on project costs. The board agreed that Keson should continue working towards the replacement/upgrade of the water main and continue working with Spicer Group as the project engineer.

**Moved** by Keson, seconded by Rasmussen to return to regular session at 7:06 p.m. Motion carried.

OFFICERS REPORTS: Clerk (Enbody) – Reported attending the Michigan Association of Municipal Clerks (MAMC) annual conference which had some very good educational sessions including ballot preparation and preparing for the new election equipment; the MAMC has implemented new educational requirements with clerks having to submit reports for each educational session they attend in order to receive education certification, making clerks more accountable for their education and training; Enbody is working on new Affordable Care Act requirements that have a July 31<sup>st</sup> deadline and require the township to pay a fee that will go towards the Patient Centered Outcomes Research Institute and require documentation to be filed with the IRS; submitted 2018-2020 budget worksheets to the Supervisor and is working with the attorney on ballot proposal language for the LMTA millage renewal for 2018.

**Moved** by Enbody, seconded by Rasmussen to approve payment of invoices totaling \$225,724.13. Motion carried.

Treasurer (Sroka) – Provided a report detailing quarterly cash, bank, and investment balance by fund and by bank account for the first quarter of 2017; summer tax bills have been mailed and are due and payable between July 1<sup>st</sup> and September 14<sup>th</sup>; working on second quarter utility bills and budgets; interviewed seven candidates for deputy treasurer and will be making a recommendation by Thursday.

Supervisor (Keson) – Attended the most recent meeting of the Lincoln Lake Improvement Board and noted the board will hold a public hearing on August 2<sup>nd</sup> on the practicability of a five-year improvement project for aquatic nuisance plant control; a traffic safety meeting is scheduled for July 18<sup>th</sup> regarding the Jebavy Drive intersection; the results-to-date of the survey requesting resident opinion on medical marijuana facilities in the township with 220 of 1500 received are 74% no and 26% yes; worked with the attorney on a blight ordinance that will be going before the planning commission at their next meeting; the Township Hall signs are being repainted and the first one has been completed and looks nice; working with Grand Rapids Door on a new ADA accessible doorway for the township offices.

EXTENDED PUBLIC COMMENTS: Fran Kalchik commented that the improvements made at Memorial Tree Park look very nice.

The meeting was adjourned by the Supervisor at 7:15 p.m.

**REGULAR MEETING**  
**August 8, 2017**

**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 Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.  
Board members absent: Treasurer Jacalyn Sroka and Trustee Paul Piper.  
Also present: Devon Hall, Terry Wahr, Andy Larr, and Larry Gaylord.  
Present for a portion of the meeting: Sheriff Kim Cole.

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Keson; Pledge of Allegiance was recited by all. The minutes of the July 11, 2017 meeting and the current agenda were approved by consent.

COMMUNICATIONS: Enbody reported receiving notice from Charter Communications that, in conformance with the Cable Act, Charter Communications is notifying the township that it is their intention to renew the Franchise Agreement and will submit the relevant documents as the date of expiration approaches in 2020. An informational letter was received from Charter Communications that they will notify their customers of price adjustments effective August 22<sup>nd</sup>. Received notice of a meeting of the Lincoln Lake Improvement Board for August 11, 2017 at 10:00 a.m. at the Mason County Drain Commissioner's office.

NEW BUSINESS: A. **Authorize Purchase of Election Equipment and Supplies** – Enbody explained that the grant application for the new election equipment has been submitted to the State of Michigan. The grant only covers the purchase of two tabulators, two accessible voting devices and software. Enbody recommends the purchase of one additional tabulator and one additional accessible voting device, along with ballot storage containers, cases for the equipment, and additional thumb drives. The township planned for the purchase of new election equipment and budgeted \$8,000.00 for this equipment.

**Moved** by Nordlund, seconded by Enbody to approve the purchase of election equipment and supplies including one DS-200 optical scan tabulator, one Express Vote accessible device, three ballot storage containers, two additional 4GB thumb drives, and three DS-200 soft-sided cases at a total estimated cost of \$7,730.00.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported conducting a site plan review for Chemical Bank which was approved subject to review by the Drain Commissioner and extension of the sidewalk to the northern boundary of the property line; reviewed proposals for the Zoning Ordinance re-write and determined that Wahr will contact the three lowest proposal companies to discuss possible future interviews with the Planning Commission.

EMPLOYEE REPORTS: Assessor (Hall) – Hall thanked Keson for the opportunity to attend the site visit with the Level Four Assessor and Keson for the annual assessment of the Ludington Pumped Storage Facility.

Building/Zoning Administrator (Wahr) – Provided a report detailing permit activity for July 2017; reported that Whitehall Industries expects to move operations into their new facility by September 1<sup>st</sup>.

DPW/Water/Sewer Superintendent (Larr) – Reported that as a result of last month's site visit from the DEQ, he has received a communication from the DEQ for using record keeping software for water valve and hydrant maintenance records; the new backhoe was sent in for repairs but is now back and working properly; the crew is painting hydrants.

Fire Department (Gaylord) – Reported on twenty-seven responses for July 2017 and year-to-date totals are at 188 runs to date this year compared to 190 runs to date in 2016.

Parks Manager / Code Enforcement (Smith) – Absent (excused).

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

Keson distributed the department request budget figures for board members to review.

Keson distributed a draft of a blight ordinance for board members to review.

Keson asked that members review the department budget requests and the draft ordinance and contact him with any questions, suggestions, or comments.

**Moved** by Keson, seconded by Rasmussen to return to regular session at 7:19 p.m. Motion carried.

**PUBLIC COMMENTS:** Sheriff Cole reported on ninety-four calls for service in July 2017.

**OFFICERS REPORTS:** Clerk (Enbody) – Reported second quarter financial statements were distributed to the trustees; working on the online submission of the documents required for the Buttersville Playground Grant; received registration documents for the participation in the 2020 Census that will need to be completed and submitted; reported three sales of columbarium niches and orders for five columbarium plaques; received a proposed change of contract from the deferred compensation vendor and is working with employees and the deferred compensation representative to schedule a meeting to review the change of contract; attended the MTA Clerks Professional Development Retreat in July. Enbody provided a list of current invoices for approval.

**Moved** by Enbody, seconded by Kmetz to approve payment of invoices totaling \$184,987.83. Motion carried.

Treasurer (Sroka) – Absent (excused).

Supervisor (Keson) – Reported working with the attorney on the draft blight ordinance; attended a LEAD group meeting to work towards a non-motorized trail; working with the Road Commission on the current road projects; reported the visit to the Ludington Pumped Storage Facility went well; the relicensing of the Pumped Storage Facility is still in process and the township wishes to continue the good relations with the facility and management.

The meeting was adjourned by the Supervisor at 7:46 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

**REGULAR/COMMITTEE OF THE WHOLE MEETING**  
**August 22, 2017**

**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: Terry Wahr and Kelly Smith.

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 August 8, 2017 regular meeting and the current agenda were approved by consent.

NEW BUSINESS: A. **First Reading of Proposed Ordinance No. 141 – Anti-Blight and Inoperable Motor Vehicle Ordinance** – Board members conducted the first reading of proposed Ordinance No. 141, an ordinance to amend the Code of Ordinances by adding Chapter 19 to prevent, reduce, and eliminate blight, blighting factors, or causes of blight within Pere Marquette Charter Township, Mason County, Michigan; to provide definitions of certain terms; to establish regulations regarding inoperable motor vehicles within the township; to protect the health, safety, and general welfare of persons and property within the township; and to provide for its effective date.

Keson reviewed the ordinance in detail with board members, including the process for the issuance of citations, the fine amounts and the different levels of offenses and citations, and the procedure for when the violation goes before the court system.

**Moved** by Nordlund, seconded by Sroka to accept the first reading of proposed Ordinance No. 141, Anti-Blight and Inoperable Motor Vehicle Ordinance, and to schedule the second reading and consideration of adoption for September 12, 2017.

Motion carried.

ANNOUNCEMENTS: Keson stated that he received a communication from Scholten Fant Attorneys notifying the Township that township attorney Ron Bultje will be leaving Scholten Fant to join the firm of Dickinson Wright as of August 24, 2017. The Township has the option to remain with Scholten Fant, to continue to be represented by Ron Bultje at Dickinson Wright, or to choose a new attorney or legal firm. Keson informed the board that due to the fact that an immediate response was required, the Township will continue to be represented by Ron Bultje at Dickinson Wright.

Enbody informed members of an MTA On The Road Regional Meeting that will be held in Ludington on October 11, 2017. Registration is due by September 11, 2017 and Enbody will collect registration information from board members who wish to attend.

The meeting was adjourned by the Supervisor at 6:40 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

**REGULAR MEETING**  
**September 12, 2017**

**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: James Nordlund Sr. and Henry Rasmussen.  
Board members absent: Trustees: Paul Piper and Andrew Kmetz.  
Also present: Devon Hall, Terry Wahr, Scott Graczyk, and Kelly Smith, Robert and Betty Ford, and County Commissioner Steve Hull.

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Smith; Pledge of Allegiance was recited by all. The minutes of the August 22, 2017 meeting and the current agenda were approved by consent.

**PUBLIC COMMENTS:** Betty Ford commented that Pallet Recycle has large scrap piles of pallets and is concerned that it is a fire hazard and stated it should be considered blight.

**COMMUNICATIONS:** Enbody reported receiving notice from the EPA that it is seeking public comments on an injection well permit for Occidental Chemical Corporation for a well located on Virnetta Drive. The EPA will accept comments until Monday, October 2, 2017. Republic Services will be hosting a customer appreciation day on Thursday, September 28, 2017, at the Manistee Landfill. A press release was received from the Michigan Department of Treasury announcing that the State of Michigan's credit rating from Standard and Poor's has improved to a AA- rating.

**NEW BUSINESS:** A. **Second Reading and Consideration of Adoption of Proposed Ordinance No. 141 – Anti-Blight and Inoperable Motor Vehicle Ordinance** – Board members conducted the second reading of proposed Ordinance No. 141, an ordinance to amend the Code of Ordinances by adding Chapter 19 to prevent, reduce, and eliminate blight, blighting factors, or causes of blight within Pere Marquette Charter Township, Mason County, Michigan; to provide definitions of certain terms; to establish regulations regarding inoperable motor vehicles within the township; and to protect the health, safety, and general welfare of persons and property within the township. 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 25, 2017.

**Moved** by Enbody, seconded by Nordlund to accept the second reading without change and adopt proposed Ordinance No. 141 – Anti-Blight and Inoperable Motor Vehicle Ordinance, to become effective the day after publication in accordance with the laws of the State of Michigan.

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

Motion carried.

B. **Consider Bid Award – Father Marquette Shrine Reconstruction** – Board members reviewed the correspondence from Nordlund and Associates, Inc., regarding the bid received from the bid opening conducted on August 30, 2017 for the Father Marquette Shrine Reconstruction project. Keson explained that no major work has been done on the Shrine for sixty-one years and it is in need of renovations.

Moved by Keson, seconded by Rasmussen to award the bid for the Father Marquette Shrine Reconstruction project to Michael Wadel Construction in the amount of \$75,365.54 and to authorize the Supervisor and Clerk to sign all necessary documents.

Motion carried.

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

Architectural Control Committee (Keson) – Reported the committee met to review construction plans for ProAct Services Corporation. The committee approved the architectural and site plans for the purpose of constructing a new corporate headquarters and manufacturing facility with the stipulation to include brick facing on the east exterior wall.

**EMPLOYEE REPORTS:** Assessor (Hall) – Announced his recent marriage and thanked Enbody and Lange for taking care of the paperwork necessary to implement the change of status.

Building/Zoning Administrator (Wahr) – Provided a report detailing permit activity for August 2017; the building department is seeing a lot of activity with two million in new construction value in Epworth, a permit was issued for Harbor Freight Tools, America’s Fitness Center is moving locations, and a temporary Certificate of Occupancy was issued for the new Whitehall Industries facility with the offices expected to be complete in another month.

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

Fire Department (Graczyk) – Reported on thirty-two responses for August 2017 and year-to-date totals are 217 in 2017 compared to 270 in 2016.

Parks Manager / Code Enforcement (Smith) – Reported that the parks have started to slow down but overall activity for the season is up partially due to the online reservation system; the township is still waiting on the DNR to approve the plans, specifications, and bid documents for the Buttersville playground equipment; Smith thanked the board for approving the bid for the Shrine reconstruction project. Keson added that there will be a meeting next Monday with the staff of the Nature Conservancy to tour the Dow acquisition property so their staff can determine fundraising efforts. Acquisition grant scores should be available soon. Smith stated he was also thankful for the adoption of the Anti-Blight Ordinance that will help with Code Enforcement.

**OFFICERS REPORTS:** Clerk (Enbody) – Reported that the new election equipment for all of Mason County will be delivered to the township hall next week; Each municipality will be required to conduct acceptance testing of the new equipment, which will also take place at the township hall; Enbody and Lange attended electronic poll book training in order to implement electronic poll books in future elections; Enbody will be attending the Michigan Government Finance Officers Association fall training institute at the end of September. Enbody provided a list of current invoices for approval.

**Moved** by Enbody, seconded by Sroka to approve payment of invoices totaling \$194,941.26. Motion carried.

Treasurer (Sroka) – Reported that Thursday is the last day to pay summer property taxes; will be attending a BS&A training at the end of September and will be attending the Michigan Municipal Treasurer’s Association conference in October; reported working with Beacon billing system for Badger meters in order to begin obtaining the radio reads and hopes to get the new system up and running in the near future.

Supervisor (Keson) – Reported the Western Mason County Fire District Authority approved the purchase of two new fire trucks, one for Pere Marquette Township and one for Hamlin Township; Reviewed a communication from the Mason County Road Commission stating they were unable to complete chip and seal projects this fall and that Keson will be requesting the Roads Committee meet this fall in order to submit the 2018 road projects to the MCRC by December; Keson received information that a parcel of property near the Fire Department is for sale. He asked board members if they would be interested in pursuing the purchase of the property if it were reasonable. Board members agreed that Keson should pursue the purchase of the parcel, which would come back to the board for final approval; Reported that the Fords had previously dropped off paperwork and expressed concern over the current condition of the Pallet Recycle property. Keson explained that the township has a prior court order stating that the facility must abide by the court ordered stipulations and that the township will be working with the owner of Pallet Recycle; Keson received a complaint of gun fire taking place on City property near the wastewater treatment plant and noted that the property is used by the City Police Department for training; attended a supervisors meeting with discussion as to whether accessory buildings should be allowed on vacant land.

**ANNOUNCEMENTS:** The MTA On the Road Regional Meeting will be October 11, 2017 at Lincoln Hills Golf Club.

**EXTENDED PUBLIC COMMENT:** Betty Ford stated she has photos of the Pallet Recycle property. County Commissioner Hull reported on the most recent meeting of the Mason County Board of Commissioners.

The meeting was adjourned by the Supervisor at 7:17 p.m.

**REGULAR MEETING**  
**October 10, 2017**

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka; Trustees: Paul Piper, Andrew Kmetz, James Nordlund Sr. and Henry Rasmussen.  
Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, and Kelly Smith, Sheriff Kim Cole, and Ray Franz.  
Present for a portion of the meeting: Juan Rodriquez and two additional guests.

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Smith; Pledge of Allegiance was recited by all. The minutes of the September 12, 2017 meeting were approved by consent.

PUBLIC COMMENTS: Sheriff Cole reported on sixty-two calls for service in September 2017.

APPROVAL OF AGENDA: **Moved** by Keson, seconded by Rasmussen to add Item D. "Consider Purchase Offer for Parcel 27 in the First Street Business Park" to the agenda and to approve the agenda as amended.

Motion carried.

NEW BUSINESS: A. **Consider Approval of Proposal to Update the Zoning Ordinance** – Board members reviewed a memorandum from the Planning Commission stating that the Planning Commission received five proposals to update the current Zoning Ordinance. The proposals ranged from \$20,000.00 to \$67,000.00. The Planning Commission reviewed the proposals and is recommending the proposal submitted by MainStreet Planning Company.

**Moved** by Kmetz seconded by Sroka that the Pere Marquette Charter Township Board contract the professional services of MainStreet Planning Company for the purpose of updating the Pere Marquette Charter Township Zoning Ordinance at a fixed fee of \$25,500.00 plus reimbursable expenses of mileage, printing, postage and materials costs and to authorize the Township Supervisor to sign the contract for professional services on behalf of Pere Marquette Charter Township.

Motion carried.

B. **Consider Purchase Offer for Parcels 6 and 7 in the First Street Business Park** – Keson explained that he received an offer from Juan Rodriguez of J.R. Maintenance and Restoration. Mr. Rodriguez intends to build a 6,000-square foot steel building with an additional 1,600 square foot of office space for his construction and restoration business. The business currently employs an average of ten employees with the expectation to expand to eighteen employees. Mr. Rodriguez has outgrown his current location and needs to expand both his office and storage space to accommodate future growth. The combined lots have 2.99 total acres of which 2.48 acres are usable.

**RESOLUTION**

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

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

WHEREAS, Juan Rodriguez of JR Maintenance (the "Purchaser) made an offer to purchase certain real property commonly known as Parcels 6 and 7, Pere Marquette First Street Business Park (the "Property), and legally described on Exhibit A for a total purchase price of Forty-Five Thousand Dollars (\$45,000.00) 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, Rasmussen, Sroka, Keson, Enbody, Piper, and Nordlund.  
 No: None.  
 Absent: None.

Resolution declared adopted.

C. **Resolution to Approve Street Lighting Contract with Consumers Energy** – Keson explained that Consumers Energy determined that there were nineteen streetlights that were on Township poles that were not being billed on the Township streetlighting account. The change in contract will add the nineteen lights to the account and add approximately \$190.00 per month to the current billing of approximately \$1,850.00 per month. Keson noted that the township is also able to upgrade the high-pressure sodium streetlights to more efficient LED (light-emitting diode) lighting for a cost of approximately \$3,000.00, which will be recovered in energy savings over three years. The board agreed that the Township should upgrade the high-pressure sodium lighting to the more energy efficient LED lighting.

The following **Resolution** was offered by Enbody and supported by Piper:

**RESOLUTION AUTHORIZATION FOR CHANGE IN STANDARD STREET LIGHTING CONTRACT**

RESOLVED, that it is hereby deemed advisable to enter into a contract with Consumers Energy Company of Jackson, Michigan, for furnishing lighting service within the Township of Pere Marquette for a period of 1 (one) year and thereafter from year to year, in accordance with the terms of the contract heretofore submitted to and considered by this board; and

RESOLVED, further, that the Supervisor and the Clerk be and are authorized and directed to execute such contract on the behalf of the Township.

Resolution declared adopted.

D. **Consider Purchase Offer for Parcel 27 in the First Street Business Park (added)** – Keson explained he received an offer late Sunday for the purchase of parcel 27 and copies of the request were distributed to board members. Keson stated that Mr. Chapman intends to build a 2,400-square foot building to be used for warehousing and mini storage. Parcel 27 is a total of 5.34 acres of which 1.88 acres is usable. The parcel has not been improved and that cost should be considered with the offer.

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

**RESOLUTION**

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

WHEREAS, Richard Chapman (the “Purchaser”) made an offer to purchase certain real property commonly known as Parcel 27, Pere Marquette First Street Business Park (the “Property”), and legally described on Exhibit A for a total purchase price of Twenty-Five Thousand Dollars (\$25,000.00) 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: Nordlund, Piper, Enbody, Keson, Sroka, Rasmussen, and Kmetz.  
 No: None.  
 Absent: None.

Resolution declared adopted.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported conducting a Site Plan Review for ProAct Services which was approved subject to review by the Mason County Drain Commissioner.

EMPLOYEE REPORTS: Assessor (Hall) – Reported on sales activity and working with the County in order to update the GIS system to match the actual property information when adding new sales and transfers of property.

Building/Zoning Administrator (Wahr) – Provided a report detailing permit activity for September 2017; Wahr informed board members of some of the details of the permit activities.

DPW/Water/Sewer Superintendent (Larr) – Reported the roof replacement of the storage building on Sixth Street has been completed; the department has completed third quarter meter reads, is preparing equipment for fall leaf pick-up, and will be adding twenty feet to the concrete approach on the DPW building with the project expected to be completed by the end of the month.

Parks Manager / Code Enforcement (Smith) – Reported preparing for the closing of the parks on the 15<sup>th</sup>; working on year end reports; Wadel Construction has begun the restoration work to the Father Marquette Memorial; received preliminary grant scores for the Dow property acquisition and the Township has submitted supplemental information that will be considered by the DNR with the intent to increase the original grant scores.

Fire Department (Gaylord) – Reported on thirty-four responses for September 2017 and year-to-date totals are at 257 in 2017 compared to 298 in 2016.

OFFICERS REPORTS: Clerk (Enbody) – Reported receiving the new election equipment and Electronic Poll Books that are both funded by HAVA grant funds, conducted acceptance testing of all of the new equipment and submitted the acceptance paperwork to the State of Michigan; held a meeting with the election inspectors to demonstrate the new equipment with a very positive response from the inspectors. Enbody provided a list of current invoices for approval.

**Moved** by Enbody, seconded by Rasmussen to approve payment of invoices totaling \$162,055.09. Motion carried.

Treasurer (Sroka) – Provided a report detailing quarterly cash, bank, and investment balance by fund and by bank account for the third quarter of 2017; attended the Michigan Association of Municipal Treasurers Association fall conference; will be attending the MTA On the Road Regional Meeting tomorrow and a user group meeting for Utility Billing at BS&A on Thursday; working with the Badger meter system for the new meter read system and completing the third quarter utility billing.

Supervisor (Keson) – Reported additional inquiries on property in the First Street Business Park; met with residents from the Buttersville Peninsula regarding deer problems; considering obtaining aerial film footage of the property acquisition to be placed on the Township website if the grant is awarded; roadwork estimates for Lakeshore Drive came in at \$97,000.00; reported working on the budget and planning a budget workshop at a future meeting.

ANNOUNCEMENTS: The MTA On the Road Regional Meeting will be October 11, 2017 at Lincoln Hills Golf Club.

EXTENDED PUBLIC COMMENT: Ray Franz introduced himself as a candidate for the thirty-fifth state senate district seat and gave details on his background and qualifications.

The meeting was adjourned by the Supervisor at 7:24 p.m.

**REGULAR/COMMITTEE OF THE WHOLE MEETING**  
**October 24, 2017**

**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.

Meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Keson; Pledge of Allegiance was recited by all. The minutes of the October 10, 2017 regular meeting and the current agenda were approved by consent.

COMMITTEE OF THE WHOLE: **Moved** by Enbody, seconded by Piper to move into Committee of the Whole at 6:33 p.m. Motion carried. Various topics discussed with no action taken:

- Reviewed preliminary proposed budget figures for the 2018 budget.

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

ANNOUNCEMENTS: The Mason County Board of Road Commissioners has scheduled a one-hour Information and Listening Session with each Township Board to meet with the Road Commissioners.

The meeting was adjourned by the Supervisor at 7:23 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

**REGULAR MEETING  
November 14, 2017**

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka; Trustees: Andrew Kmetz, James Nordlund Sr. and Henry Rasmussen.  
Board member absent: Trustee Paul Piper.  
Also present: Devon Hall, Andy Larr, Scott Graczyk, and Kelly Smith.  
Present for a portion of the meeting: Katie Miller (DHD #10) and Sheriff Kim Cole.

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Smith; Pledge of Allegiance was recited by all. The minutes of the October 24, 2017 meeting were approved by consent.

COMMUNICATIONS: Enbody distributed information received from the Mason County Historical Society on the installation of the Buttersville Depot Building, a locomotive, and railroad platform to be located in White Pine Village.

NEW BUSINESS: A. **Presentation by District Health Department** – Keson introduced Katie Miller, Health Educator and Coalition Coordinator for District Health Department #10. Ms. Miller gave a presentation on the detrimental health effects of marijuana and its impact on youth.

After the presentation, Keson informed the board of the results of the survey that was distributed with the summer tax bills. The survey asked residents to answer YES if they would consider having marijuana facilities (processing, growing, and/or dispensaries) located in the Township or NO if they were not interested in having marijuana facilities located in the Township. The results of the surveys returned were 74% NO to 26% YES.

PUBLIC COMMENTS: Sheriff Cole reported on seventy-two calls for service in October 2017.

B. **Set Public Hearing Date (12/12/2017) Proposed Budget and Levy** – Moved by Enbody, seconded by Kmetz to set the public hearing date for the 2018 budgets and levy for December 12, 2017.

Motion carried.

C. **Set 2018 Meeting Schedule** – Moved by Nordlund, seconded by Rasmussen to set the following Township Board meeting schedule for 2018:

2018 MEETING SCHEDULE

<b><u>JANUARY</u></b> Tuesday – 01/09	<b><u>FEBRUARY</u></b> Tuesday – 02/13 Tuesday – 02/27	<b><u>MARCH</u></b> Tuesday – 03/13
<b><u>APRIL</u></b> Tuesday – 04/10 Tuesday – 04/24	<b><u>MAY</u></b> Tuesday – 05/08	<b><u>JUNE</u></b> Tuesday – 06/12 Tuesday – 06/26
<b><u>JULY</u></b> Tuesday – 07/10	<b><u>AUGUST</u></b> Tuesday – 08/14 Tuesday – 08/28	<b><u>SEPTEMBER</u></b> Tuesday – 09/11
<b><u>OCTOBER</u></b> Tuesday – 10/09 Tuesday – 10/23	<b><u>NOVEMBER</u></b> Tuesday – 11/13 Tuesday – 11/27	<b><u>DECEMBER</u></b> Tuesday – 12/11 <b><u>Thursday</u></b> – 12/27*

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

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

Motion carried.

D. **2018 Standing Board / Committee Appointments** – Moved by Kmetz, seconded by Sroka to approve the following Standing Board/ Committee Appointments for 2018:

**Proposed Standing Boards and Committees for 2018**

<b>Architectural Control</b> Paul Keson* Henry Rasmussen Jim Hinman Terry Wahr	<b>Election Commission</b> Rachelle Enbody* Jim Nordlund, Sr. Henry Rasmussen	<b>Finance</b> Jacalyn Sroka* Rachelle Enbody Paul Keson
<b>Economic Development</b> Paul Keson* Rachelle Enbody Jacalyn Sroka	<b>MI Municipal Risk Management</b> Paul Keson* Andrew Larr Andy Kmetz Terry Wahr Jim Nordlund, Sr.	<b>Personnel</b> Paul Piper* Andy Kmetz Paul Keson
<b>Sewer &amp; Water</b> Rachelle Enbody* Jacalyn Sroka Paul Keson	<b>Roads</b> Paul Keson* Jim Nordlund, Sr. Andy Kmetz	<b>Tax Abatement Review</b> Paul Keson* Devon Hall Susan VanHoven

\* First person listed is chairperson of the Committee/Commission

- Twp. Bd. Representative to Planning Commission** Andy Kmetz
- Twp. Bd. Representative to Zoning Bd. of Appeals** Paul Piper
- Grant Administrator** Rachelle Enbody
- Water/Sewer Administrator** Jacalyn Sroka
- 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. **2018 Fire Department Officer Appointments** – Moved by Sroka, seconded by Rasmussen to approve the following Fire Department Officer appointments, effective January 1, 2018:

**Fire Department:**

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

Motion carried.

F. **Board and Commission Appointments** – Moved by Enbody, seconded by Kmetz to approve the following appointments, effective January 1, 2018:

Planning Commission – William Perry and James Hinman for terms ending December 31, 2020.

Zoning Board of Appeals – Patrick Shinn and Eric Sherman for terms ending December 31, 2020.

Construction/Maintenance Board of Appeals –William Roy and Michael Knudsen for terms ending December 31, 2019.

Motion carried.

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

**EMPLOYEE REPORTS:** Assessor (Hall) – Reported that each year the State of Michigan calculates the Inflation Rate Multiplier. The multiplier is calculated by statute, on the Consumer Price Index (CPI) and is based on a two-year average of the consumer price index based on the state fiscal year. All property in Michigan will have an average increase based on the Inflation Rate Multiplier or 5% (whichever is lower). The 2018 Inflation Rate Multiplier is set at 2.1%. Most properties can expect an increase in their taxable value for 2018 due to the Inflation Rate Multiplier, which will mean the Township can anticipate an increase in tax revenue in 2018.

Building/Zoning Administrator (Wahr) – Absent (excused). Provided a report detailing permit activity for October 2017.

DPW/Water/Sewer Superintendent (Larr) – Provided a report detailing water and sewer main installation dates, the size of lines installed, and the length in lineal feet of each main; distributed informational sheet of vehicles and equipment for sale by the City of Ludington and indicated that he was interested in purchasing a 1998 Vactor – the board asked Larr to obtain more information on the Vactor before making a decision; received notification from Oxy that they are interested in donating several pallets of calcium chloride to local municipalities – the product has been stored at Cal-Chlor for three years and they are no longer able to sell the outdated stock.

Fire Department (Graczyk) – Reported on thirty-eight responses for October 2017 and year-to-date totals are forty-seven runs less than the 2016 year-to-date totals.

Parks Manager / Code Enforcement (Smith) – Reported all parks have been winterized and the campground is closed for the season; received the final score for the Dow property acquisition grant and the Township was able to increase the original score by forty-five additional points; Smith is looking forward to the decision of the Trust Fund Board and is hoping to have news of the grants that were official awarded at the next Township Board meeting; Wadel Construction continues to make progress on the Father Marquette Memorial reconstruction project.

**OFFICERS REPORTS:** Clerk (Enbody) – Reported reviewing the general ledger for possible 2017 year-end budget amendments; continuing to work with the Supervisor on the 2018 budgets; the DNR requested additional information for the Buttersville Playground grant and that information has been uploaded to the DNR website; provided third quarter financial reports to the Trustees. Enbody provided a list of current invoices for approval.

**Moved** by Enbody, seconded by Rasmussen to approve the payment of invoices totaling \$238,227.25. Motion carried.

Treasurer (Sroka) – Provided a report detailing cash and investment balance by fund and by bank account for October 2017; third quarter water bills are due tomorrow and is working on preparing winter tax bills in order to have them to the printer by the end of the week.

Supervisor (Keson) – Reported receiving a letter from the Riverview Estates Association with a concern of water quality in the subdivision; all water tests from the area have been clear and Keson stated he is looking into options; Keson will be meeting with Consumers Energy and the DNR on the federal re-licensing of the Pumped Storage Facility and how Consumers Energy may be able to provide recreational opportunities within the Township.

The meeting was adjourned by the Supervisor at 7:45 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

**REGULAR MEETING**  
**December 12, 2017**

**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, James Nordlund Sr. and Henry Rasmussen.  
Board member absent: Trustee Andrew Kmetz.  
Also present: Devon Hall, Terry Wahr, Andy Larr, Larry Gaylord, Kelly Smith, and Jim Leonard.  
Present for a portion of the meeting: Sheriff Kim Cole.

The meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by Smith; Pledge of Allegiance was recited by all. The minutes of the November 14, 2017 meeting were approved by consent.

**PUBLIC HEARING:** A. **2018 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 December 1, 2017. 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 2018 Proposed Budgets / General Appropriations Act** – Board members reviewed the proposed 2018 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. Keson reviewed revenue increases noting that property tax revenues will be up approximately 5½%, or \$114,368.00. The increase is due to new construction within the township, the ongoing Consumers Energy Pumped Storage facility upgrades, the uncapping of properties sold within the township, and the inflationary roll up of 2.1% increase in taxable values in 2018. Keson then reviewed expenditure increases for 2018 noting changes in salaries, contractual assessing services, consulting services for the zoning ordinance update, improvements to township street lighting, road and streets, and refuse collection services.

**PERE MARQUETTE CHARTER TOWNSHIP**  
**2018 General Appropriations Act**

The Pere Marquette Charter Township Board resolves:

**SECTION 1:** Title--This resolution shall be known as the Pere Marquette Charter Township **2018** 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 December 1, 2017, and a public hearing on the proposed budget was held on December 12, 2017.

**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 2018 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:

<b>Fund 101 - General Fund</b>			
Beginning fund balance (Audit 12/31/16)			2,550,765
Anticipated ending fund balance (12/31/17)			2,550,765
TOTAL ESTIMATED REVENUES	2,236,088		
APPROPRIATIONS			
Dept 101-Township Board	87,200		
Dept 171-Township Supervisor	94,711		
Dept 173-Administration-Grants & Loans	14,876		
Dept 191-Election Commission	23,708		
Dept 209-Assessor	90,864		
Dept 215-Clerk	79,662		
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	62,678		
Dept 265-Township Hall & Grounds	135,290		
Dept 276-Cemetery Operation	1,000		
Dept 336-Fire Department	212,150		
Dept 371-Building Official	49,278		
Dept 400-Planning Commission	31,600		
Dept 410-Zoning Board Of Appeals	2,090		
Dept 411-Zoning/Planning Official	34,228		
Dept 441-Dept. Of Public Works	114,984		
Dept 446-Roads & Streets	125,000		
Dept 448-Street Lighting	76,961		
Dept 528-Refuse Collection / Disposal	178,578		
Dept 751-Parks & Recreation Department	149,800		
Dept 850-Employee Benefits	350,100		
Dept 890-Contingency	50,000		
Dept 899-Tax/Tribunal Refunds	5,000		
Dept 965-Transfer To Other Funds	253,080		
TOTAL APPROPRIATIONS	2,236,088		
NET OF REVENUES/APPROPRIATIONS - FUND 101	0		
Anticipated ending fund balance (12/31/18)			2,550,765
<b>Fund 275 - Metro Act Special</b>			
Beginning fund balance (Audit 12/31/16)			54,058
Anticipated ending fund balance (12/31/17)			57,558
TOTAL ESTIMATED REVENUES	3,500		
TOTAL APPROPRIATIONS	0		

NET OF REVENUES/APPROPRIATIONS - FUND 275	3,500		
Anticipated ending fund balance (12/31/18)			61,058
<b>Fund 288 - Transportation System Special</b>			
Beginning fund balance (Audit 12/31/16)			169,443
Anticipated ending fund balance (12/31/17)			169,443
TOTAL ESTIMATED REVENUES	160,000		
TOTAL APPROPRIATIONS	160,000		
NET OF REVENUES/APPROPRIATIONS - FUND 288	0		
Anticipated ending fund balance (12/31/18)			169,443

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: Rasmussen, Sroka, Keson, Enbody, Piper, and Nordlund.  
No: None.  
Absent: Kmetz.

Resolution declared adopted.

B. **Adopt 2018 Proposed Water and Sewer Fund Budgets** – Board members reviewed the proposed 2018 Sewer and Water Fund budgets.

<b>Fund 590 - Sewer Fund</b>			
Beginning fund balance (Audit 12/31/16)			1,701,226
Anticipated ending fund balance (12/31/17)			1,665,284
TOTAL ESTIMATED REVENUES	476,770		
APPROPRIATIONS			
Dept 536-Transmission & Distribution	99,243		
Dept 538-Administrative & General	382,214		
Dept 850-Employee Benefits	40,740		
TOTAL APPROPRIATIONS	522,197		
NET OF REVENUES/APPROPRIATIONS - FUND 590	(45,427)		
Anticipated ending fund balance (12/31/18)			1,619,857

<b>Fund 591 - Water Fund</b>			
Beginning fund balance (Audit 12/31/16)			4,597,486
Anticipated ending fund balance (12/31/17)			4,563,962
TOTAL ESTIMATED REVENUES	1,223,800		
APPROPRIATIONS			
Dept 536-Transmission & Distribution	162,454		
Dept 538-Administrative & General	1,140,699		
Dept 850-Employee Benefits	58,460		
TOTAL APPROPRIATIONS	1,361,613		
NET OF REVENUES/APPROPRIATIONS - FUND 591	(137,813)		
Anticipated ending fund balance (12/31/18)			4,426,149

**Moved** by Nordlund, seconded by Piper, to adopt the foregoing 2018 Sewer and Water Fund Budgets.

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

Motion carried.

C. **Adopt 2018 Compensation Schedule** – Keson explained that the Personnel Committee met to review department budget requests for compensation increases along with employee evaluations. Piper added that the committee determined that Fire Department increases would take place every other year. The Personnel Committee made the following recommendations for 2018 compensation:

Department Heads: Increase of 2%.  
 Regular Hourly Employees: Merit based increases.  
 Park/Seasonal/Part Time Employees: Starting wage will remain at \$9.50 per hour and current returning employees will receive an increase of .50 cents per hour.  
 Election Inspectors: Increase of \$2.00 per hour.

**Moved** by Piper, seconded by Sroka to approve the foregoing recommendations from the Personnel Committee for compensation for the year 2018.

Motion carried.

D. **Adopt Salary Resolutions for Supervisor, Clerk, and Treasurer** – The Personnel Committee recommended a 2% increase for the elected positions of 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, 2018, the salary of the office of township supervisor shall be as follows:

Supervisor: \$59,917.00.

The foregoing **Resolution** to establish the salary of the township supervisor was offered by Piper and supported by Enbody.

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

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, 2018, the salary of the office of township clerk shall be as follows:

Clerk: \$44,622.00.

The foregoing **Resolution** to establish the salary of the township clerk was offered by Nordlund and supported by Piper.

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

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

BE IT RESOLVED, that as of January 1, 2018, the salary off the office of township treasurer shall be as follows:

Treasurer: \$43,561.00.

The foregoing **Resolution** to establish the salary of the township treasurer was offered by Rasmussen and supported by Piper.

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

The supervisor declared the resolution adopted.

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

Zoning Board of Appeals (Piper) – Reported setting the 2018 ZBA meeting schedule.

EMPLOYEE REPORTS: Assessor (Hall) – Reported the December Board of Review met today with Primary Residence Exemptions being the majority of board action and will begin the necessary paperwork resulting from the meeting.

Building/Zoning Administrator (Wahr) – Provided a report detailing permit activity for November 2017. Construction values to date are almost triple the values of last year with permit requests for a 90x40 storage unit at Railside Rental, the new ProAct facility, addition to Shilander collision and a remodel of the old Radio Shack expected yet this month.

DPW/Water/Sewer Superintendent (Larr) – Reported completing leaf collection for the year; received forty pallets of calcium chloride from Oxy-Chem; completed installation of a new water service on Washington Ave. today and is obtaining quotes for body repairs to the rust on the 2002 Dodge pick-up.

Fire Department (Gaylord) – Reported on twenty-five responses for November 2017 and year-to-date totals are forty-seven runs less than the 2016 year-to-date totals.

Parks Manager / Code Enforcement (Smith) – Reported the Township received recommendation for funding from the Michigan Natural Resources Trust Fund for the acquisition of the Dow property in the amount of \$839,000 which is a 50% match of funding; the Township received the top score of all applicants; the funding is scheduled for approval by the Legislature for 2018 and if everything proceeds as expected, acquisition could take place in late 2018 or early 2019; Smith also reported that the reconstruction of the Father Marquette Memorial is proceeding, with the old brick set aside and saved for future use.

OFFICERS REPORTS: Clerk (Enbody) – 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; processing 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

**Moved** by Enbody, seconded by Piper to approve the payment of invoices totaling \$81,119.61. Motion carried.

Treasurer (Sroka) – Provided a report detailing cash and investment balances by fund and by bank account for November 2017; reported tax payments coming in and will be trained Thursday on the new Beacon meter read system.

Supervisor (Keson) – Reported receiving a feasibility study from Spicer Group for the installation of a water main along M-116 on the west side of Lakeshore Drive; Spicer Group checked with MDOT which gave recommendations on directional drilling; the next step is for Keson to meet with Epworth for their participation and to determine when the project can begin; received information from the Mason County Road Commission on local road funding – the new funding will increase the Township's allocation by \$5,296.90 to a total annual allocation of \$22,148.96 and will also change from a 60/40 cost share to a 50/50 cost share; the Road Commission would also like to receive the 2018 road projects early in 2018 to obtain better estimates; construction on ProAct's new facility in the First Street Business Park should begin soon; the Road Commission informed Keson that they will be re-doing a section of Rasmussen Road and asked if the Township would have any projects to coordinate while the road was under construction and noted that the Township is interested in installing a section of sewer main along that section of road; Keson inquired if board members had suggestions for engineering firms to administer the project; with no objection, Keson will meet with Nordlund & Associates to review the project and will report back at the next meeting; Keson attended a traffic safety meeting to discuss the traffic issues along US 10 with discussions held to obtain ideas for alleviating the traffic issues; the December Board of Review met today and the Fire Authority will meet on Monday.

EXTENDED PUBLIC COMMENTS: Sheriff Cole reported on fifty-six calls for service in November 2017.

The meeting was adjourned by the Supervisor at 7:23 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

**REGULAR YEAR END MEETING**  
**December 28, 2017**

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

Board members present: Supervisor Paul Keson, Clerk Rachelle Enbody, Treasurer Jacalyn Sroka;  
Trustees: Paul Piper, Andrew Kmetz, James Nordlund Sr. and Henry Rasmussen.  
Also present: Terry Wahr, Kelly Smith, Township Attorney(s) Ron Bultje and Crystal Bultje,  
State Representative Curt VanderWall, County Commissioner Steve Hull, Sheriff  
Kim Cole, Kevin Braciszkeski (Ludington Daily News), and ten additional guests.

Meeting was called to order at 4:00 p.m. by the Supervisor. Invocation was given by Smith; Pledge of Allegiance was recited by all. The minutes of the December 12, 2017 meeting and the current agenda were approved by consent.

**PUBLIC COMMENT:** Representative VanderWall conveyed greetings from Lansing, reported that 2018 will see many things happening in Mason County due to grants approved by the State Legislature and added that he appreciates the support from the community.

Elaine Muzzo of Hamlin Township stated she is against the removal of the cross on the Father Marquette Memorial. The Memorial is a part of our history and to have somebody come and take it away is wrong. The memorial should stay there for all of us.

Cindy Muzzo of Hamlin Township stated she would like to add her name to Elaine Muzzo statements and that she totally concurs with all that she has said about this matter.

Ken Muzzo of Hamlin Township stated that merely having a cross marking the place where Father Marquette died is not the government forming or mandating a religion, but if it were to be removed it would be prohibiting free expression of faith. He added it would be a travesty to remove it.

Brandon Hall of Grand Haven stated that Grand Haven has dealt with the person requesting removal of the cross from the Father Marquette Memorial and that it is time to take a stand. He urged the board to carefully consider who is bringing the complaint and that the idea that it is a Civil Rights organization is completely ridiculous.

**NEW BUSINESS:** A. **Resolution for Charitable Gaming License for Connexion Point, Inc.** – Keson explained that a request was received from Connexion Point, Inc. requesting they be recognized as a nonprofit organization in the community in order to apply for a raffle license from the State of Michigan. The State requires the local governing body to pass a resolution of recognition. Enbody added that a copy of the Society's 501(c)(3) determination letter from the IRS is on file with the township.

The following **RESOLUTION** was offered by Nordlund and supported by Piper that the request from Connexion Point, Inc. of Ludington, County of Mason, asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses, be considered for approval.

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

Resolution declared adopted.

B. **2018 Road Projects** – Board members reviewed a list of proposed road projects for 2018.

**Moved** by Kmetz, seconded by Rasmussen to complete the following road projects at a total estimated township cost of \$125,851.04 and to authorize the township supervisor and township clerk to sign the contracts with the Mason County Road Commission on behalf of the township:

**King Drive – Jebavy Drive Easterly to Oakwood Dr:**  
Place HMA overlay over entire roadway.  
Length 0.20 mi.  
Estimated Cost – \$20,000.00

**Lakeshore Drive – Buttersville beach access to Crosswinds entrance:**

Rehabilitation including crushing and shaping existing HMA, placing minimum two inches of aggregate base, and place HMA overlay over entire roadway.  
 Length 0.77 mi.  
 Estimated Cost – \$99,000.00

**Benedict/Hesslund Roads – Benedict – Bradshaw Road Northerly to Hesslund Road and East and West:**

MCRC to crack seal and place chip seal with fog seal.  
 Length 0.53 mi.  
 Estimated Cost – \$15,500.00

**Inman Road – Chauvez Road Northerly to Bradshaw Road:**

MCRC to crack seal and place chip seal with fog seal.  
 Length 0.49 mi.  
 Estimated Cost – \$13,500.00

Motion carried.

C. **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 each item within the plan in detail, noting that three projects, the Radio Read System, the Buttersville Campground playground equipment and the Father Marquette Memorial reconstruction project(s) are being carried over from 2017 into 2018 as those projects have not yet been completed. Enbody added that the fund balance in the Capital Improvement Fund is capable of supporting the planned purchases and improvements.

**Moved** by Piper, seconded by Sroka to adopt the 2018-2023 Capital Improvement Plan.

Motion carried.

D. **Budget amendments / appropriations** – Enbody reviewed the proposed amendments and noted that it is estimated that there will be excess revenues over expenditures at the end of the year due to the sale of First Street Business Park and Pere Marquette Industrial Park properties. 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 Kmetz, seconded by Rasmussen to approve the following 2017 budget amendments / appropriations and to authorize the transfer of up to \$738,000.00 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			
Revenues:	Current Budget	Increase / (Decrease)	Amended Budget
Revenues	2,121,720	486,800	2,608,520
Sub-total		486,800	
Expenditures:			
Township Supervisor	92,446	(26,000)	66,446
Web/GIS/Info Technology	10,600	(5,000)	5,600
Treasurer	73,750	(16,950)	56,800
Township Hall & Properties	131,840	(29,540)	102,300
Building Official	47,715	500	48,215
Planning Commission	51,300	(35,000)	16,300
Department of Public Works	104,954	(17,500)	87,454
Roads & Streets	94,000	31,500	125,500
Street Lighting	174,222	3,000	177,222
Employee Benefits	345,570	(56,210)	289,360
Contingency	50,000	(50,000)	0
Transfers to Other Funds / Capital Improvement	253,350	688,000	941,350
Sub-total		486,800	
<b>NET CHANGE IN GENERAL FUND</b>		<b>0</b>	

Motion carried.

E. **Payment of bills** – Enbody provided a list of current invoices for approval. **Moved** by Enbody, seconded by Piper to approve payment of bills totaling \$137,817.74.

Motion carried.

The Supervisor stated the next order of business was to enter into closed session with the Township Attorney(s). Keson added that there will be a Special Meeting of the Township Board on January 23<sup>rd</sup> at 6:30 p.m. at Peterson Auditorium to receive public comments regarding the Father Marquette Memorial.

F. **Closed Session** – The Board will consider entering into closed session pursuant to Subsection 8(h) of the Open Meetings Act, MCL 15.268(h) and Subsection 13(1)(g) of the Freedom of Information Act, MCL 15.243(1)(g).

**Moved** by Rasmussen, seconded by Piper that the Township Board enter into closed session to discuss the contents of a written memorandum provided by our attorneys at Dickinson Wright, pursuant to Subsection 8(h) of the Open Meetings Act and Subsection 13(1)(g) of the Freedom of Information Act.

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

Motion carried at 4:26 p.m.

**Moved** by Nordlund, seconded by Piper that the Township Board return from closed session to discuss the contents of a written memorandum provided by our attorneys at Dickinson Wright, pursuant to Subsection 8(h) of the Open Meetings Act and Subsection 13(1)(g) of the Freedom of Information Act and return to regular session.

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

Motion carried at 6:02 p.m.

ANNOUNCEMENTS: Keson re-stated that there will be a Special Meeting of the Township Board on January 23, 2018 at 6:30 p.m. at Peterson Auditorium to hear public comment(s) on the Father Marquette Memorial.

Keson displayed a Certificate of Recognition to the Pere Marquette Charter Township Board from the Pere Marquette Fire Department.

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

The meeting was adjourned by the Supervisor at 6:06 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul A. Keson, Township Supervisor