

REGULAR MEETING
January 9, 2018

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka; Trustees: Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.
Board member absent: Trustee Paul Piper.
Also present: Terry Wahr, Andy Larr, Larry Gaylord, Kelly Smith, Deborah DelZoppo, County Commissioner Steve Hull, 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 regular session minutes of the December 28, 2017 meeting, the closed session minutes of the December 28, 2017 meeting, and the current agenda were approved by consent.

PUBLIC COMMENTS: Sheriff Cole reported on forty calls for service in December 2017. There were one thousand thirty-six total calls for service in Pere Marquette Charter Township in 2017.

NEW BUSINESS: A. **Water Rate Resolution – Michigan Power** – Board members reviewed the Michigan Power Limited Partnership usage rate increase from \$1.11 to \$1.13 per one hundred cubic feet, effective January 1, 2018.

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

PERE MARQUETTE CHARTER TOWNSHIP
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. 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 \$1.13 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.
2. This resolution shall be effective immediately and shall be applicable for the current quarter beginning on January 1, 2018 and continuing thereafter until modified by future resolution of the Board.

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

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

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 Rasmussen, and supported by Kmetz:

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
Comerica Securities

Safe Harbor Credit Union
Michigan Class
Preferred Credit Union

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

Resolution declared adopted.

C. **Agreement for the collection of summer school property taxes** – Moved by Nordlund, seconded by Sroka to enter into an agreement with the Ludington Area School District for the collection of 2018 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 Enbody and supported by Rasmussen:

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.

Title:	Name:
Township Supervisor	Paul A. Keson
DPW/Water/Sewer Superintendent	Andrew Larr
Township Clerk	Rachelle Enbody

Resolution declared adopted.

COMMITTEE REPORTS: Planning Commission (Kmetz) – No meeting scheduled, no report.

EMPLOYEE REPORTS: Assessor (Hall) – absent (excused). Provided a report of assessing activity in December 2017.

Building/Zoning Administrator (Wahr) – Provided a report detailing permit activity for December including year-end totals for 2017.

DPW/Water/Sewer Superintendent (Larr) – Reported working on fourth quarter meter readings, plowing, and clearing snow from hydrants.

Fire Department (Gaylord) – Reported on 30 responses in December of 2017; the department finished 2017 with three hundred twenty-seven total responses, which is forty-seven fewer responses than in 2016.

Parks Manager / Code Enforcement (Smith) – Reported working on things to prepare for the upcoming camping season: brochures and making changes to the reservation system; working with Lake Effects media on video footage of the Dow acquisition property; starting to put together a list of properties in need of enforcement.

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 Rasmussen to approve payment of invoices totaling \$132,034.71. Motion carried.

Treasurer (Sroka) – Reported working on fourth quarter water and sewer billing and year end audit preparation.

Supervisor (Keson) – Received a memo from the Michigan Department of Transportation detailing 2018 roadwork on Pere Marquette Highway from the freeway exit to US 10; MDOT stated it will be a two-week project and that there will be no weekend work and no lane closures during the construction. Keson reminded board members of the Special Meeting scheduled for January 23, 2018 at 6:30 p.m. at Peterson Auditorium.

ANNOUNCEMENTS: The Mason County Township Officers Association Meeting is scheduled for Thursday, January 18, 2018 at 7:30 p.m. at Amber Township.

The Michigan Townships Association Annual Conference is scheduled for April 24-26, in Traverse City.

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

The meeting was adjourned by the Supervisor at 7:02 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

SPECIAL MEETING
January 23, 2018

PERE MARQUETTE CHARTER TOWNSHIP BOARD

held at Peterson Auditorium, 508 N. Washington Ave., 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: Township Attorney Crystal Bultje of Dickinson Wright, PLLC.

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

NEW BUSINESS: The Supervisor opened the meeting by saying he would like to welcome and thank everyone for coming to this very special meeting. The purpose of the meeting is to allow the Township Board of Pere Marquette an opportunity to hear the public's voices regarding the Father Marquette Memorial in Pere Marquette Charter Township. This is a sensitive issue to which many people feel very strongly and he encouraged everyone who speaks tonight to be respectful in their words and reactions to those who may speak in opposition to their beliefs. Keson added that we all want this to be an informative, productive meeting. Keson then introduced Crystal Bultje of the law firm Dickinson Wright representing Pere Marquette Charter Township.

Ms. Bultje stated that as the attorney for the Township, the Board had asked for her to give context, history, and meeting rules. The Township inherited the Father Marquette Memorial about thirty years ago from the City of Ludington where it had been originally donated by the Butters family. The memorial was in need of repairs and the Township began saving for the anticipated restoration work a few years ago. The restoration project was approved in 2017, which is essentially what started this controversy. After the Board approved the restoration project, it received a letter, which has been followed by several letters from groups that are questioning the Township's ability to maintain the cross on public land and to pay for it with public funds. There is a legal framework that courts use to determine whether public land use is lawful. Essentially, there is one test that courts apply to this type of situation and it is called the *Lemon Test*. The *Lemon Test* asks three things in order for a government display to be constitutional. First, it has to have a secular purpose; second, it cannot inhibit or advance religion; and third, it cannot create excessive entanglement with religion. The Township Board is going to look at the legality of the situation and it is going to look at its options and will make the best determination it can from there. Ms. Bultje outlined the rules for the comment portion.

The meeting was opened for public comments.

Phil DeVries (Pere Marquette Charter Township) – Spoke in favor of keeping the cross as a part of the Father Marquette Memorial.
Leo Yennior (Hamlin Township) – Spoke in favor.
Mark Petzold (Grand Rapids) – Spoke in favor.
Scott Foster (Amber Township) – Spoke in favor.
Mark Gurley (Kent County) – Spoke in favor.
Kevin Rahe (Kent County) – Spoke in favor.
Alicia Guerra (Mason County / Custer) – Spoke in favor.
Jim Merchant (City of Ludington) – Spoke in favor.
Randy Bishop (Torch Lake) – Spoke in favor.
Caleb Duran (Pere Marquette Charter Township) – Spoke in favor.
Jean Christman McCumber (Branch Township) – Spoke in favor.
Greg Collins (Mason County) – Spoke in favor.
Shirley VanderVeer (Pere Marquette Charter Township) – Spoke in favor.
Issac Duran (Pere Marquette Charter Township) – Spoke in favor.
Diana Verm / Becket Law (Washington D.C.) – Spoke in favor.
Peg Gage (Hamlin Township) – Spoke in favor.
Jennifer Richert (Pere Marquette Charter Township) – Spoke in favor.
Jack Daniel Berends (Muskegon County) – Spoke in favor.
Jeremy (no last name given) (no address given) – Spoke in favor.
Erica Sloan (City of Ludington) – Spoke in favor.
Diann Engblade (City of Ludington) – Spoke in favor.
Ron Peterson (Pere Marquette Charter Township) – Spoke in favor.
Llyod Andersen (Pere Marquette Charter Township) – Spoke in favor.

Carolyn Cater (City of Ludington) – Spoke in favor.
Kim McDonald Compeau (Summit Township) – Spoke in favor.
Steve Jones (Pere Marquette Charter Township) – Spoke in favor.
Anne Caldwell (Pere Marquette Charter Township) – Spoke in favor.
James Strange (Mason County) – Spoke in favor.
Dann Anderson (City of Ludington) – Spoke in favor.
Ron Bennett (Grant Township) – Spoke in favor.
Sheryl Anderson (City of Ludington) – Spoke in favor.
Elaine Muzzo (Hamlin Township) – Spoke in favor.
Cathy Ingraham (Pere Marquette Charter Township) – Spoke in favor.
Deb DelZoppo (Pere Marquette Charter Township) – Spoke in favor.
Brian Sytsma (Hamlin Township) – Spoke in favor.
Marylou Eppard (Hamlin Township) – Spoke in favor.
Erwin Plouhar (Pere Marquette Charter Township) – Spoke in favor.
Frank Sagan (City of Ludington) – Spoke in favor.
Janell Schade (City of Ludington) – Spoke in favor.
John Krueger (Kent County) – Spoke in favor.
Mark Caroselli (City of Ludington) – Spoke in favor.
Pat Fricke (Amber Township) – Spoke in favor.
Tom Anderson (City of Ludington) – Spoke in favor.
Everett Horton (Pentwater – Oceana County) – Spoke in favor.
Tim Muldoon (Hamlin Township) – Spoke in favor.
Robin Bogus (Branch Township) – Spoke in favor.
Lorna Kendall (Hamlin Township) – Spoke in favor.

Written comments for the special meeting were received from:

C.J. Bifulco – Don’t take the cross down. It is a religious cross but it’s there for Father Marquette. It should stay.

William Wagner / President, Great Lakes Justice Center – Legal Analysis entitled The Historical Memorial to Pere Marquette does not violate the First Amendment Establishment Clause.

The Supervisor thanked everyone for sharing their comments and concerns. Keson stated the Township Board is committed to finding a solution and that there are a lot of factors and options that the Board must consider. He thanked the participants for the opportunity to hear from them.

The meeting was adjourned by the Supervisor at 8:01 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

REGULAR MEETING
February 13, 2018

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka; Trustees: 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, Carlos Alvarado, Ed White (ACLJ), Rob Alway (Mason County Press), Kevin Braciszkeski, Colton Mokofsky, and Jeff Kiessel (Ludington Daily News), and fifteen 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 January 9, 2018 meeting, and the minutes of the January 23, 2018 meeting, and the current agenda were approved by consent.

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.

Moved by Rasmussen, seconded by Piper 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 18, 2018 and to allocate \$875.00 for the program.

Motion carried.

B. **Set Public Hearing Date for Consideration of Industrial Facilities Exemption(s)** – **Moved** by Kmetz, seconded by Rasmussen to set the public hearing for Tuesday, February 27, 2018 to consider an application for an Industrial Facilities Exemption Certificate for ProAct Services Corporation.

Motion carried.

C. **Letter of Intent – Pere Marquette Memorial** – Board members reviewed the letter of intent received from Attorney Carlos Alvarado regarding the transfer of a portion of the Pere Marquette Memorial site to his client, a community-based organization which is being formed to revitalize the Pere Marquette Memorial Association. The letter states the offeror is willing to pay fair market and reasonable value, with the township obtaining a professional appraisal of the parcel. Keson asked the board if there were any questions from board members. Piper stated that the original parcel was owned by the Butters family and contains deed restrictions in which the owner of the property is required to maintain the site as a memorial and if the property were to revert back to re-established Memorial Association, the letter of intent indicates that the offeror has the ability to complete the restoration and will also have funding through the Community Foundation for ongoing maintenance. Keson invited Mr. Alvarado to address the board. Mr. Alvarado read from a prepared statement and reiterated the terms stated in the letter of intent. Keson thanked Mr. Alvarado for his presentation and stated the township will move forward with obtaining an appraisal of the parcel to determine the fair market value of the property in the event the board decides to exercise that option.

D. **Presentation – Ed White, American Center for Law and Justice** – Keson introduced Ed White and asked Mr. White to present his offer of legal services to the board. Mr. White introduced himself as Senior Counsel for the American Center for Law and Justice. The ACLJ has offices throughout the country and Mr. White is based out of Ann Arbor, Michigan. Mr. White gave a history of his firm and the firm's involvement in constitutionally significant cases. Mr. White offered to represent the township, at no cost, if it faces a lawsuit regarding the Father Marquette Memorial. Mr. White made it clear that his firm is not interested in a test case, that that interest is to represent the Township to come to a resolution and to help reach an answer that will be satisfactory to the community. Township attorney Crystal Bultje noted that the board is in favor of moving forward in negotiating the terms of an agreement with Mr. White and the American Center of Law and Justice.

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

Tax Abatement Review Board (Keson) – Reported the TARB Board met to review the application for an Industrial Facilities Exemption Certificate received from ProAct Services Corporation and will be recommending the application for approval.

EMPLOYEE REPORTS: Assessor (Hall) – Reported that his office is very busy this time of year with assessment change notices and receipt of personal property statements.

Building/Zoning Administrator (Wahr) – Provided a report detailing permit activity for January 2018.

DPW/Water/Sewer Superintendent (Larr) – Reported working on year-end reports of both water systems for the DEQ; met with the DEQ district engineer to review the water systems; working on obtaining quotes for a new service vehicle that is a planned purchase in the Capital Improvement Plan and will be bringing a recommendation to the board.

Fire Department (Gaylord) – Reported on forty-six responses for January 2018 and year-to-date totals are twenty-two runs more than the 2017 year-to-date totals.

Parks Manager / Code Enforcement (Smith) – Smith thanked the board for taking the time and seriously considering all of the options with regards to the Father Marquette Memorial; reported receiving approval for the professional plan for the playground equipment that will be purchased with grant funding from the DNR; working with the DPW to rebuild a dock from the Memorial boat launch and will also be working with the DPW on the site preparation for the new playground equipment; making preparations to get ready for the 2018 camping season.

OFFICERS REPORTS: Clerk (Enbody) – Reported working on year-end and preparation for the annual audit which is scheduled to begin next week. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Rasmussen to approve payment of invoices totaling \$310,383.42. Motion carried.

Treasurer (Sroka) – Reported that tomorrow is the last day to pay 2018 winter taxes, quarterly water bills are due Thursday, annual settlement with the County Treasurer is scheduled for March 9th and is preparing for the audit.

Supervisor (Keson) – (no report).

EXTENDED PUBLIC COMMENTS: A woman from Ottawa County stated that two municipalities in Ottawa County had dealt with the same organizations that are requesting removal of the cross from the Father Marquette Memorial.

The meeting was adjourned by the Supervisor at 7:27 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

REGULAR/COMMITTEE OF THE WHOLE MEETING
February 27, 2018

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

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

Board member absent: Trustee James Nordlund Sr.

Also present: Andy Larr, Kelly Smith, Deborah DelZoppo, Fran Kalchik, County Commissioner Steve Hull, and Mason County Growth Alliance Executive Director Spence Riggs.

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 13, 2018 regular meeting and the current agenda were approved by consent.

PUBLIC HEARING: A. Application(s) for Industrial Facilities Exemption Certificate – ProAct Services Corp. – Keson called the public hearing to order at 6:31 p.m.. ProAct Services Corp. submitted an application for an Industrial Facilities Exemption Certificate for a new facility at 4990 W. First Street, Ludington, MI. Notice of the public hearing was published in the Ludington Daily News on February 16, 2018 and the taxing authorities were notified of the public hearing by certified mail.

Spence Riggs gave an overview of the project. The MEDC and MI Works have supported the project with grant(s). ProAct's wages are competitive and include health care, dental, and vision. The abatement is for real property for a period of twelve years. The new facility will be the national headquarters for ProAct Services Corporation.

There were no further comments, written or oral, and the Supervisor closed the public hearing at 6:37p.m..

NEW BUSINESS: A. Consider Resolution to Approve Industrial Facilities Exemption Certificate for ProAct Services Corp. – Keson stated the Tax Abatement Review Board met on February 5, 2018, and reviewed the applications submitted by ProAct Services Corp. The application met the criteria for an IFT certificate and the Tax Abatement Review Board recommended that the Township Board approve the application. 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 the application for abatements, if approved, could add up to an estimated \$479,000 over the twelve-year abatement period. The total investment is approximately \$3.5 million in real property. ProAct intends to create thirty new jobs.

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

RESOLUTION APPROVING AN IFT APPLICATION
ProAct Services Corporation
4990 W. First Street

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

Resolution Approving Application of ProAct Services Corporation 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 September 12, 2006, this Board of Trustees by resolution established Industrial Development District #10, First Street Business Park; and

WHEREAS, ProAct Services Corporation 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 #10; and

WHEREAS, before acting on said application, the Charter Township of Pere Marquette held a hearing on February 27, 2018, 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 January 19, 2018, 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 ProAct Services Corporation 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 #10, to wit:

FIRST STREET BUSINESS PARK
PARCELS 18 THRU 23 AND PARCELS 25 THRU 26

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 after completion.

Yes: Kmetz, Rasmussen, Sroka, Keson, Enbody, and Piper.

No: None.

Absent: Nordlund.

Resolution declared adopted.

B. Consider Equipment Purchase – Board members reviewed proposals for a new pick-up truck that would replace the 2002 Dodge pick-up. The 2002 Dodge would then be used as a reserve vehicle. The acquisition of a new pick-up truck is planned for and included in the 2018 Capital Improvement Fund budget. The quotes include the cost of an aluminum utility tool box. Larr recommended the quote for the GMC from Todd Wenzel Buick because it has the best configuration out of the three vehicles quoted.

Moved by Rasmussen, seconded by Kmetz to authorize the purchase of a 2018 GMC 4x4 extended cab pick-up truck with a Knap Heide model A598 aluminum utility body at a total purchase price of \$44,028.85.

Motion carried.

COMMITTEE OF THE WHOLE: **Moved** by Keson, seconded by Enbody to move into Committee of the Whole at 6:44 p.m. Motion carried. Various topics discussed with no action taken:

Keson updated the board on the water main project on Lakeshore Drive. There is currently a six-inch main from Bryant Road that supplies water to Epworth Heights, Linlook Park, Lakeview Cemetery, and Cartier Park. The Reliability Study identified low test flow rates in the area, which are affected even more negatively during the busy summer months. Keson met with Kimberly Hamm of Epworth Heights who offered to contribute up to 20% of the project cost in order to move the project forward. Keson will also be meeting with the City of Ludington to determine if they would be willing to contribute towards the project as there would be a benefit to several City residents and also help with emergency needs. The current estimated cost of the project is \$ 545,000, of which there is enough fund balance in the water fund to cover the cost of the project. The board agreed on the need for emergency fire flow water and also on seeing the engineering take place. The project will come before the board at a future meeting for a decision.

Keson informed the board that the personnel committee will need to meet in order to make decisions due to the recent, unexpected passing of building inspector of eighteen years, Terry Wahr. County Building Inspector Tom Fulker is currently filling in so that the Township can continue to move forward with the current building projects that are underway.

Kmetz informed the board that during the review and re-write of the current zoning ordinance, it was mentioned that the procedure for Conditional Use permits could be streamlined. Currently, the Conditional Use permit requests are reviewed by the Planning Commission and come before the Township Board for final approval, causing an unnecessary delay. Kmetz discussed having the Planning Commission work with the Planner to re-word the Conditional Use procedure. The updated zoning ordinance will come before the board for approval at a future meeting.

Moved by Keson, seconded by Piper to return to regular session at 7:02 p.m. Motion carried.

ANNOUNCEMENTS: Funeral services for Terry Wahr will be on Friday, March 2, 2018 at noon.

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

ADJOURNMENT: 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 13, 2018

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka; Trustees: Paul Piper, Andrew Kmetz, and Henry Rasmussen.
Board member absent: Trustee James Nordlund Sr.
Also present: Kelly Smith, Township Attorney(s) Edward L. White III and Francis J. Manion, Deborah DelZoppo, County Commissioner Lewis Squires, 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 February 27, 2018 meeting and the current agenda were approved by consent.

PUBLIC COMMENT: Sheriff Cole reported on fifty calls for service in January and thirty-six calls for service in February 2018.

COMMUNICATIONS: Board members each received a 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. Board members also received written communication from the Freedom From Religion Foundation.

NEW BUSINESS: A. **Sewer Rate Resolution** – Board members reviewed the proposed changes to the Sewer Rate Resolution which include a change in the usage rate from \$4.50 to \$4.59 per hundred cubic feet and to provide for an effective date of January 1, 2018. The change represents a 2.2% increase based on the CPI-U (Consumer Price Index For All Urban Consumers). Enbody stated she was opposed to the effective date of January 1st and would prefer an effective date of April 1st in order to inform customers of the rate increase prior to usage of the utility at the increased rate.

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

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. **\$4.59** 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, 2018** 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: Kmetz, Rasmussen, Sroka, Keson, and Piper.
 No: Enbody.
 Absent: Nordlund.

Resolution declared adopted.

B. **Water Rate Resolution** – Board members reviewed the proposed changes to the Water Rate Resolution which include a change in the usage rate from \$3.22 to \$3.29 per hundred cubic feet and to provide for an effective date of January 1, 2018. The change represents a 2.2% increase based on the CPI-U (Consumer Price Index For All Urban Consumers). Enbody again stated she was opposed to the effective date of January 1st and would prefer an effective date of April 1st in order to inform customers of the rate increase prior to usage of the utility at the increased rate.

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

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, **\$3.29** 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.

(The following portion adopted January 9, 2018)

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 \$1.13 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, 2018** 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: Piper, Keson, Sroka, Rasmussen, and Kmetz.
 No: Enbody.
 Absent: Nordlund.

Resolution declared adopted.

C. Consider Contract for Custer Sewer Billing – Sroka explained the contract was a five-year renewal with no increase in fees and no changes from the previous contract. The Township provides sewer billing services for 128 customers per quarter. The contract has been approved by the Village of Custer.

Moved by Rasmussen, seconded by Piper to approve the Contract for Sewer/Water Billing Services with Village of Custer for a period of five years beginning with the first quarter billing of March 1, 2018, and authorize the township supervisor and township clerk to sign the contract on behalf of the Township.

Motion carried.

D. **Consider Playground Equipment Bids** – Smith reviewed the communication from M.C. Smith and Associates which explained that bid packages were sent to six playground manufacturers and three bids were received. M.C. Smith recommended the low bid from Playworld Systems with a base bid of 28,495.00 and alternate cost of \$1,600.00 for Playworld Systems to supervise and coordinate the community build of the playground equipment.

Moved by Rasmussen, seconded by Sroka to authorize the purchase of playground equipment from Playworld Systems at a cost of \$30,095.

Motion carried.

E. **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 Enbody, seconded by Rasmussen that the Township Board enter into closed session to discuss the contents of a written memorandum provided by Township attorney(s) from the American Center for Law & Justice, 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: Kmetz, Rasmussen, Sroka, Keson, Enbody, and Piper.
No: None.
Absent: Nordlund.

Motion carried at 6:47 p.m.

Moved by Keson, seconded by Kmetz that the Township Board return from closed session held to discuss the contents of a written memorandum provided by Township attorney(s) from the American Center for Law & Justice, 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: Piper, Enbody, Keson, Sroka, Rasmussen, and Kmetz.
No: None.
Absent: Nordlund.

Motion carried at 8:05 p.m.

COMMITTEE REPORTS: Personnel Committee (Keson) – Reported the committee met to review the job description for the building inspector and reviewed reimbursement for Tom Fulker who is filling in as building inspector until a new one can be hired. The reimbursement agreement / contract will come to the board for approval at a later date.

OFFICERS REPORTS: Clerk (Enbody) – Reported the auditor was at the township the week of February 20th and the week of March 5th to work on the audit and will be sending financial statements back for review prior to his audit presentation to the board. Reported attending mandatory training for the Qualified Voter File system and for required accreditation certification for the training of election inspectors. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Piper to approve payment of invoices totaling \$492,733.22. Motion carried.

Treasurer (Sroka) – Provided a report detailing quarterly cash, bank and investment balances by fund and by bank account for the fourth quarter of 2017 and for the months of December 2017 and January 2018.

Supervisor (Keson) – Reported the opening session of the 2018 Board of Review took place on Monday and will finish up on Wednesday; attended a meeting with MDOT and Mason County Sheriff regarding the Jebavy Drive intersection; will be meeting with the National Parks Service on the Dow property acquisition and reported that the City of Ludington and Epworth Heights are both planning to contribute to the cost of the water main upgrade on M-116.

ANNOUNCEMENTS: Nominating petitions are available for the office of township treasurer which will appear on the ballot for the August primary and November general elections. The filing deadline is April 24nd at 4:00 p.m.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 8:17 p.m.

REGULAR MEETING
April 10, 2018

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka; Trustees: Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.
Board member absent: Trustee Paul Piper.
Also present: Devon Hall, Andy Larr, Kelly Smith, Fran Kalchik, Josh Wickham, Deborah DelZoppo, 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 regular session minutes of the March 13, 2018 meeting, the closed session minutes of the March 13, 2018 meeting, and the current agenda were approved by consent.

PUBLIC COMMENT: Sheriff Cole reported on forty calls for service in March 2018.

NEW BUSINESS: A. Consider Resolution to Adopt Public Transportation Service Millage Ballot Language – Keson explained that this is a renewal of the current millage, which since inception in 2008, has been collected at .29 mills.

The following Resolution was moved for adoption by Nordlund and was supported by Sroka.

**RESOLUTION TO ADOPT PUBLIC TRANSPORTATION SERVICE MILLAGE
RENEWAL BALLOT LANGUAGE AND TO CALL FOR A MILLAGE ELECTION**

WHEREAS, the Ludington Mass Transportation Authority is a public transportation authority established and existing under Public Act 196 of 1986, as amended, and provides public transportation in the Ludington and Scottville areas of Mason County; and

WHEREAS, the Township has made and wishes to continue to make available and provide economical public transportation service to promote the health, safety and welfare of its citizens; and

WHEREAS, the Township is authorized by the Michigan Constitution of 1963 and applicable laws to contract and cooperate with other public entities, including public transportation authorities; and

WHEREAS, the Township may impose and levy ad valorem taxes to finance lawful public services, as authorized by the Michigan Constitution of 1963 and applicable laws; and

WHEREAS, the voted millage levied by the Township for public transportation services expired in 2017 and the Township wishes to renew such millage at up to .4 mill to account for costs of the services; and

WHEREAS, the Township Board wishes to levy up to .4 mill for the purpose of raising revenues to continue providing public transportation service under a contract with the Ludington Mass Transportation Authority;

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Township Board of Pere Marquette Charter Township, Mason County, Michigan approves the following millage ballot question language:

PUBLIC TRANSPORTATION SERVICE MILLAGE RENEWAL

Shall a previously voted increase of up to .4 mill (\$0.40 per \$1,000.00 of taxable value for all taxable property) above the Charter Township tax of 5 mills be renewed at up to .4 mill on general ad valorem taxes imposed upon all taxable property in Pere Marquette Charter Township, Mason County, Michigan for a period of four (4) years, 2018 through 2021, inclusive, for the purposes of providing public transportation services for the citizens of Pere Marquette Charter Township under a contract with the Ludington Mass Transportation Authority? The estimate of the revenue the Township will collect if the millage is approved and levied in its entirety in the 2018 calendar year is approximately \$234,000.00, of which a portion will be disbursed to the Ludington Mass Transportation Authority as provided by law and contract.

YES ()
NO ()

2. The Township calls for an election of the qualified electors of Pere Marquette Charter Township to be held on Tuesday, August 7, 2018 for purposes of submitting such millage ballot question to the electors.

3. The Township Clerk is instructed and directed to prepare the ballot to be used in the election and to proceed in cooperation with the Mason County Clerk and in accordance with all applicable laws, rules, and regulations relating to placing the millage proposal on the ballot and to the holding of the election.

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

Resolution declared adopted.

B. Consider Short Term Professional Services Agreement – Board members reviewed the Agreement. Keson explained that due to the unexpected passing of previous building inspector Terry Wahr, the agreement was drafted by the Township Attorney so that the Township would be able to continue to provide inspection services. The agreement can be terminated or extended by either party upon written notice.

Moved by Rasmussen, seconded by Kmetz to approve the Professional Services Agreement between the Township and independent contractor, Thomas I. Fulker of Construction Consultants, LLC to perform construction inspection services and building permit application review services for the period of February 26, 2018 through May 31, 2018 at a rate of \$45.00 per building construction inspection and \$45.00 per building permit application review and to authorize the township supervisor to sign the contract on behalf of the Township.

Motion carried.

C. Consider Application for a Conditional Use Permit – Kmetz explained that the Planning Commission held a public hearing on April 3, 2018, reviewed the conditional use permit application and recommended approval.

Moved by Kmetz, seconded by Sroka to approve the Conditional Use Permit submitted by Heirloom Carpentry & Construction, LLC on behalf of Ryann Embury, dated February 27, 2018, for a self-storage facility to be constructed at 125 S. Pere Marquette Highway, Parcel number 53-010-013-300-011-01 subject to the following conditions, recommendations and notations:

1. Sign installation per Article X of the Township’s Zoning Ordinance.
2. Proposed access drive location shown on site plan is subject to MDOT approval.
3. Recommend landscaping where possible and especially in the northeast area of the property.
4. Storm water retention / detention system to be reviewed by the Mason County Drain Commissioner.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported conducting two site plan reviews and a work session on the Zoning Ordinance re-write.

EMPLOYEE REPORTS: Assessor (Hall) – Reported the March Board of Review is complete and is working on closing the 2018 database and rolling over and starting on the 2019 database.

Building/Zoning Administrator – Board members received a report detailing permit activity for March 2018 and a Building and Zoning Department report submitted by department assistant Kristin Lange.

DPW/Water/Sewer Superintendent (Larr) –Reported working on installing new meters for the new meter reading system; representatives from the new meter systems are coming on Thursday for additional training for both the office staff and DPW staff; the new truck approved by the board in February is due to be built this week and should be received by the end of May; working on required DEQ reports.

Fire Department – Keson reported on thirty-two responses for March 2018.

Parks Manager / Code Enforcement (Smith) – Reported that park employees have been held up from working in the parks by bad weather; worked yesterday with campers on the online reservation system; working with property owners on code enforcement to get things alleviated and is crafting letters to begin working on the big code enforcement issues soon; helping and attending planning commissions meetings for the zoning ordinance re-write for items to address with the consultant; ordered the playground equipment for Buttersville campground and is obtaining quotes for other materials with May 19th scheduled as the community build day for the new playground.

OFFICERS REPORTS: Clerk (Enbody) – Reported filling in for the County Clerk to conduct a training of new election inspectors for Eden Township; attended mandatory accreditation training required by the State for the conducting of elections; attended an education day of the Michigan Clerks Association which included a presentation by the national Bipartisan Policy Center on election security and information from the Michigan Bureau of Elections. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kmetz to approve payment of invoices totaling \$87,467.88. Motion carried.

Treasurer (Sroka) – Provided a report detailing quarterly cash, bank and investment balances by fund and by bank account for the first quarter of 2018 and for the month of March 2018; working on the new meter reading system; reported first quarter reads went well; will be out of the office next week attending Treasurer’s Basic Institute; clarified that the contract with the Village of Custer approved at the last meeting did contain changes from the previous contract which included:

- Change in mailing address for the Custer Treasurer
- Change to reports furnished to the village
- Change to add e-mailing of receipt reports as an option to regular mail
- Change to time frame of penalty posting (from 31 days to 10 days)
- Change to time frame for billing of supplies

Sroka added that there was no change to the contract fees.

Supervisor (Keson) – Reported obtaining quotes for the replacement of lower level lighting to more cost effective LED lighting for approximately \$12,000.00 which would include the bathrooms, kitchen, and hallway and is also looking at updating the lighting for the Fire Department of which both projects would qualify for rebates from Consumers Energy; reported working with Tom Fulker for building inspections has been going very well; received information from the Road Commission that the bids for HMA for road projects came in better than expected; will be meeting this week with Dow regarding the property acquisition and the National Forest Service for their assistance with direction on paths and trails for the property; noted there has been some interest in the building inspector position and will be listing the position on building official websites.

ANNOUNCEMENTS: The Mason County Township Officers Association will meet on Thursday, April 19, at 7:30 p.m. at Branch Township.

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

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

REGULAR/COMMITTEE OF THE WHOLE MEETING
April 24, 2018

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

Board members present: Supervisor Paul Keson; Clerk Rachele Enbody; Treasurer Jacalyn Sroka; Trustees: Paul Piper, Andrew Kmetz, and James Nordlund Sr.

Board member absent: Trustee Henry Rasmussen.

Also present: Township Attorney(s) Crystal Bultje (Dickinson Wright) and Edward L. White III (American Center for Law and Justice), Rob Alway (Mason County Press), Andy Hamilton (Ludington Daily News), Brett Kast (7 & 4 News), Taylor Jones (9 & 10 News), Carlos Alvarado (representing the Pere Marquette Memorial Association), Andrea Large (Community Foundation of Mason County), Parks Manager Kelly Smith, and twelve 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 April 10, 2018 regular meeting were approved by consent.

APPROVAL OF AGENDA: **Moved** by Enbody, seconded by Kmetz to amend Item B. on the agenda to read “Consider Letters of Intent”, as the board received a second letter of intent this afternoon, and to approve the agenda as amended. Motion carried.

NEW BUSINESS: A. **Review Property Appraisal** – Keson stated that an appraisal was requested by the board at the February 13, 2018 board meeting after receiving a letter of intent from the Pere Marquette Memorial Association to purchase the memorial property. An appraisal was necessary to determine the fair market value of the parcel. The appraisal was conducted by Andrew Sill, MAI, on the parcel known as the Father (aka Pere) Marquette Memorial Site. Board members reviewed the appraisal which concluded that the fair market value of the property was determined to be \$800.00. Keson noted that the value reflects the deed restrictions which limit the use of the property to be preserved and maintained as a memorial to Father Marquette.

B. **Consider Letter(s) of Intent** – Board members reviewed the letter of intent from Carlos Alvarado representing the Pere Marquette Memorial Association dated February 9, 2018. Alvarado, who was present, confirmed that the Pere Marquette Memorial Association is still interested in purchasing the property. Members then reviewed a letter of intent from the Freedom From Religion Foundation dated April 24, 2018. The Freedom From Religion Foundation did not have a representative in attendance. Keson stated he had received a memorandum from the Township’s legal representatives from Dickinson Wright regarding the separate offers to purchase and asked if the board members wished to enter into closed session to review the memorandum. No motion was made to enter into closed session and discussion continued.

Piper stated that the letter from the Pere Marquette Memorial Association is very detailed and it states that the Pere Marquette Memorial Association will show proof of a fund established at the Community Foundation of Mason County with a minimum of \$20,000.00 allocated for annual maintenance of the Site. The letter from the Freedom From Religion Foundation makes no indication of any funding allocated for the continued maintenance. Keson added that the Township has concerns with the Freedom From Religion Foundation being aware of or having the ability to meet the deed restrictions that require ongoing upkeep and maintenance of the property.

Alvarado stated that the Pere Marquette Memorial Association has also offered to fund an additional \$80,000.00 for repairs to the memorial in order to meet the deed restrictions of the property. Alvarado added that at the time of closing, the Pere Marquette Memorial Association will be able to show that they have deposited the \$100,000.00 into the Community Foundation of Mason County for the maintenance of the property in addition to the \$800.00 offered to purchase the property.

Keson reiterated that the Pere Marquette Memorial Association is a community-based organization. Their offer is to maintain and ensure the historic preservation of the site. The Pere Marquette Memorial Association is offering to take on all responsibilities, repairs, and maintenance of the site, will establish a fund to take care of ongoing costs such as mowing, electrical, future maintenance, tree trimming, etc. The Pere Marquette Memorial Association is aware of the deed restrictions, as they state in their letter, and are willing to assume and fulfill all of those responsibilities to maintain those deed restrictions. The offer appears to be sound and based on the objective outside appraisal of the property’s market value in light of all of the deed restrictions. The offer allows the Township to fulfill its legal obligations while avoiding potentially costly, time consuming, and divisive litigation.

Keson continued, adding that even with free services offered from a firm specializing in constitutional law, there would be costs to the township and its taxpayers. The Township is aware that any loss through the court system at any level could be costly to the residents of the community, not to mention the time, energy and resources that would be dedicated to a lawsuit. He added that he cannot see with this property going back to the private sector where it originated from, to a group like the Pere Marquette Memorial Association, having the means and ability, could be a bad thing for the Township or the memorial.

Piper added that notwithstanding anything they would do with the property, just looking at the offers at face value, \$800.00 from the Pere Marquette Memorial Association vs. \$2,000.00 from the Freedom From Religion Foundation, the \$2,000.00 offer does not have anything in the letter of intent for the maintenance or anything that's going to take care of the property.

Nordlund stated that the offer of \$2,000.00 from the Freedom from Religion Foundation does not indicate that it is aware of or if it will maintain the deed restrictions.

Keson stated that it is his belief that it is in the best financial interest of the Township to enter into a purchase agreement with the Pere Marquette Memorial Association. The Township Attorney drafted a resolution in the event the board wanted to move forward with the sale of the property.

The following **Resolution** was moved for adoption by Board Member Kmetz and was supported by Board Member Nordlund:

RESOLUTION TO APPROVE THE SALE OF THE FATHER MARQUETTE MEMORIAL PROPERTY

WHEREAS, the Township owns certain real property, parcel 53-010-022-100-014-00, a part of which is legally described as:

Commencing at a point 2745 feet south of, and 1059 feet west of the quarter post common to Sections 15 and 22 of Town 18 north, Range 18 west, as now staked, running thence N. 13°, 31' west a distance of 156.4 feet, thence north 76° 29' east a distance of 50.0 feet to the southwest corner of a parcel of land to be conveyed, said point shall hereafter be known as the point of beginning; thence north 45° 01' east a distance of 176.8 feet; thence north 18° 41' west a distance of 339.6 feet; thence south 76° 23' west a distance of 121.5 feet; thence south 13° 31' east a distance of 427.2 feet to the point of beginning; said parcel containing 1.22 acres of land.

; and

WHEREAS, a portion of the above-described property, containing a Memorial to the explorer, Father Jacques Marquette, which was erected in or about 1955, has become the object of demands for removal and threats of litigation from two groups alleging that the said Memorial violates the Establishment Clause of the First Amendment to the United States Constitution; and

WHEREAS, the Township Board believes it is in the best interests of the Township to avoid potentially divisive and costly litigation; and

WHEREAS, the Pere Marquette Memorial Association (the "Association") has expressed an interest in purchasing the above-described property, excluding the parking lot area, which shall be determined by survey (the "Property"); and

WHEREAS, the Association acknowledges and is willing to keep the Property open to the public and comply with all existing restrictions of record, which shall be memorialized in the deed; and

WHEREAS, the Association has offered to purchase the Property for \$800, the price at which the Property was appraised by Andrew E. Sill of Northern Michigan Real Estate Consultants in an appraisal report dated April 6, 2018; and

WHEREAS, the Township received another offer from the Freedom from Religion Foundation ("FFRF") to purchase the Property for \$2,000.00; and

WHEREAS, the Township has a significant interest in ensuring property within its jurisdiction is properly maintained in accordance with all applicable laws and regulations; and

WHEREAS, the Township has historically had difficulty obtaining code compliance with out-of-state property owners; and

WHEREAS, FFRF is an out-of-state organization and its offer fails to indicate any motivation or ability to maintain the Property from another state; and

WHEREAS, the Township Board believes it is in the best interests of the public health, safety, and welfare to convey the Property by quitclaim deed to the Association.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Board authorizes and directs the Township Supervisor and the Township Clerk to enter into a purchase agreement in a form acceptable to them and the Township Attorney with the Association for the sale of the Property, consistent with the terms of this Resolution. The Township Supervisor and Township Clerk are further authorized and directed to sign and deliver any other documents necessary to memorialize the terms of the transaction and otherwise close the sale of the Property to the Association.

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

The Township Supervisor declared the Resolution adopted and ordered to take immediate effect.

Keson thanked everyone for coming and for their patience while the board took the time to go through this process and review every option presented. The process has been lengthy but there was a lot to be considered.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 6:49 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

REGULAR MEETING
May 8, 2018

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka;
Trustees: Paul Piper, Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.
Also present: Devon Hall, Andy Larr, Larry Gaylord, Kelly Smith, 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 24, 2018 meeting and the current agenda were approved by consent.

NEW BUSINESS: A. **Presentation of 2017 Audit – Douglas Wohlberg, C.P.A.** – Wohlberg reviewed his qualifications and explained that his responsibility as an auditor is to report to the Township Board and the Michigan Department of Treasury. In the 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 2013 through 2017. He reviewed general fund revenues and the 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 General, Water, and Sewer funds are healthy. The financial statements received an unmodified opinion, which is the best opinion possible that can be expressed by the auditor, concluding that the financial statements are presented fairly in all material respects.

B. Consider Application for Fireworks Display Permit – Enbody explained that the application for fireworks display received from the Western Michigan Fair Association is complete, all required documentation has been submitted and letters of support and acknowledgement have been received from the Mason County Sheriff and the Pere Marquette Charter Township Fire Chief.

Moved by Enbody, 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 7, 2018 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 10, 2018.

Motion carried.

C. Consider Contract for Assessing Services – Board members reviewed the proposed contract for assessing services with 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 performing assessment services for the Township since 1999. This is a one-year contract for the 2019 assessment year with an increase to the annual amount from \$15,000.00 to \$16,000.00. 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 Piper 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 2019 assessment year, with the option to extend the contract for years 2020 and 2021, and to authorize the Supervisor and Clerk to sign the agreement on behalf of the Township.

Motion carried.

D. Consider Approval of Engineering for Water Main Upgrade – Keson explained that the engineering costs are for the design phase of a project to potentially construct a new twelve-inch water main along North Lakeshore Drive from Lowell Street to Epworth Assembly (approximately 2400 feet). This water main would serve customers in the Linlook subdivision, residents along Lakeshore Drive, and Epworth. The existing six-inch water main is not capable of providing fire flow rates that are required in emergency situations. The City of Ludington and the Epworth Assembly are willing to partner with the Township in the upgrade from a six-inch water main to a twelve-inch water main.

Moved by Rasmussen, seconded by Kmetz to authorize the Supervisor to retain Spicer Group to provide professional engineering services for the Lakeshore Drive water main upgrade project.

Motion carried.

E. **Appointment of Firefighter(s)** – Board members reviewed correspondence from Chief Gaylord recommending Thomas W. Johnston for appointment to the Fire Department. Mr. Johnston has been interviewed, has passed the background check, driver's license check and physical examination, and resides in the appropriate area to become a member of the department.

Moved by Sroka, seconded by Piper to approve the appointment of Thomas W. Johnston as a probationary firefighter, effective May 1, 2018.

Motion carried.

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

EMPLOYEE REPORTS: Assessor (Hall) – Reported completing the database rollover to the 2019 assessment roll; beginning to work in the 2019 database; the State is requiring that all municipalities migrate to the new cost manual and the township is working with BS&A to complete the migration.

Building/Zoning Administrator – Board members received a report detailing permit activity for April 2018 and a Building and Zoning Department report submitted by department assistant Kristin Lange.

DPW/Water/Sewer Superintendent (Larr) – Reported on the progress of the installation of new meters with about two hundred new meters installed out of more than five hundred total meters; spring leaf collection has begun and will continue through Memorial Day; working on plans to install sanitary sewer lines during the Rasmussen Road road construction project that will take place next year, with a meeting of the Water and Sewer Committee needed to review project funding.

Fire Department – Reported on thirty responses in April 2018 and year-to-date totals are eighteen runs above the 2017 year-to-date totals.

Parks Manager / Code Enforcement (Smith) – Reported on the opening of Buttersville Campground on May 1st and working towards the opening of Memorial Tree Park and Sutton's Landing Park by May 15th; the community build for the new playground equipment at Buttersville Park is scheduled for May 19th; reported working on code enforcement.

OFFICERS REPORTS: Clerk (Enbody) – Reported on the most recent changes to election law; working on the financial reporting that is required to be completed and submitted upon completion of the audit; Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kmetz to approve payment of invoices totaling \$229,277.39. Motion carried.

Treasurer (Sroka) – Reported that the Treasurer's Association is again working as a group to retain legal counsel in order to strike uncollectible 2010, 2011, and 2012 personal property taxes from the tax roll; working on entering the new meter information and will soon be working on summer tax bills.

Supervisor (Keson) – Reported attending a Regional Prosperity Initiative meeting for infrastructure management and received a \$5,000.00 grant to be used towards documenting township infrastructure; reported continuing to work with Wayne Schoonover (MCRC) and Tim Terry (MDOT) on solutions for the Jebavy Drive / US 10 intersection; reported on re-sloping of the beach at the parking area for Buttersville which has been acknowledged by Sue Conradson of the DEQ; working towards obtaining a survey of the Father Marquette Memorial property in order to proceed with the sale of the property; reported that Larr and Healy are working towards CDL licensing.

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

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:35 p.m.

**REGULAR MEETING
June 12, 2018**

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka; Trustees: Paul Piper, Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.
Also present: Devon Hall, Andy Larr, Larry Gaylord, Kelly Smith, Fran Kalchik, Gerald Bleau, Karie Bleau, 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 May 8, 2018 meeting and the current agenda were approved by consent.

PUBLIC COMMENTS: Sheriff Cole reported on eighty-eight calls for service in May 2018.

COMMUNICATIONS: Keson reported on a letter received from Governor Rick Snyder thanking the Township for participating in the Regional Asset Manager Pilot program. The program is an effort to establish a statewide integrated asset management system in order to provide safe and reliable infrastructure for Michigan citizens.

NEW BUSINESS: A. Consider Budget Amendment – Keson explained that the repair and maintenance line item for the Cemetery must be increased to accommodate the repairs to the fence along Lakeshore Drive which was damaged when a car slid through the intersection last November.

Moved by Enbody, seconded by Piper to approve the following budget amendment:

	Current Budget	Increase / (Decrease)	Amended Budget
Expenditures			
Contingency	50,000	(2,500)	47,500
Cemetery; Repair & Maintenance	700	2,500	3,200
NET CHANGE IN GENERAL FUND		0	

Motion carried.

B. Consider Resolution in Support of Land Acquisition Project Agreement – Keson explained that the Township submitted a grant application in February 2017 for the purpose of purchasing approximately three hundred sixteen acres currently owned by Dow that is located in the area of Iris Road and Lakeshore Drive.

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

**MICHIGAN NATURAL RESOURCES TRUST FUND
RESOLUTION IN SUPPORT OF LAND ACQUISITION 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 Eight Hundred Thirty-Nine Thousand Four Hundred (\$839,400.00) 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 in perpetuity.
3. To regulate the use of the property acquired and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
4. 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: Kmetz, Rasmussen, Sroka, Keson, Enbody, Piper, and Nordlund.
 No: None.
 Absent: None.

Resolution declared adopted.

C. Consider Establishing Salary and Hiring of Building Inspector / Zoning Administrator – The Personnel Committee reported reviewing nine applications for the position of Building Inspector / Zoning Administrator. The Committee is recommending Gerald Bleau to fill the vacant Building Inspector / Zoning Administrator position with an annual salary of \$52,500.00. Keson noted that Mr. Bleau is a registered code official with thirty years of experience in the building industry ~~and~~ and ten* years of experience as a building inspector and plan reviewer. In addition, he has eight years of experience as a zoning administrator and carries soil erosion and sediment control certification.

Moved by Kmetz, seconded by Piper to establish the 2018 annual salary of the Building Inspector / Zoning Administrator at \$52,500.00 and to approve the hiring of Gerald Bleau for the position.

Motion carried.

D. Consider Engagement Agreement for Legal Services – Board members reviewed a letter of engagement from the law firm of Mika Meyers for the purpose of providing legal services to represent the Township in Circuit Court for the purpose of clearing old, delinquent personal property taxes from the Township tax rolls. The cost for legal services is reduced because the Township has combined with other Mason County municipalities for legal representation.

Moved by Piper seconded by Nordlund to retain the legal firm of Mika Meyers, PLC to provide legal services for the purpose of striking uncollectable property taxes from the delinquent personal property tax rolls for the 2010-2012 tax years, for a total amount of \$408.13 to be stricken from the Township tax rolls, and to authorize the Treasurer to sign the Engagement Agreement on behalf of the township.

Motion carried.

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

Zoning Board of Appeals (Piper) – Reported on the approval of a variance for a patio addition in Linlook.

EMPLOYEE REPORTS: Assessor (Hall) – Reported that it has been a robust year for building and that residential new home construction is up from the past couple of years.

Building/Zoning Administrator – Board members received a report detailing permit activity for May 2018 along with a Building and Zoning Department report submitted by department assistant Kristin Lange.

DPW/Water/Sewer Superintendent (Larr) – Reported working at Buttersville Campground on the installation of the new playground; continuing to work on the replacement of water meters; working with the Mason County Road Commission on the installation of a sanitary sewer line during the Road Commission's Rasmussen road project; working on the Annual Water Quality Reports for the two water systems as required by the DEQ; watermain flushing has been completed for the season.

Fire Department (Gaylord) – Reported on thirty-six responses in May 2018 and year-to-date totals are thirty-seven runs above the 2017 year-to-date totals.

Parks Manager / Code Enforcement (Smith) – Reported working on the new playground and noted it is good to have it finally completed; has attended several meetings for the Dow property acquisition with a stakeholder meeting scheduled for later this week which will include representation from the National Park Service; working with the Township attorney on code enforcement letters and trying to take care of some of the properties that really need attention.

COMMITTEE OF THE WHOLE: **Moved** by Keson, seconded by Kmetz to move into Committee of the Whole at 7:05 p.m. Motion carried. Various topics discussed with no action taken:

Kmetz informed members that the Planning Commission's review of the zoning ordinance has determined that there are some areas within the township that the commission is considering creating individual zoning districts. Two examples given were Epworth and the Consumers Energy Pumped Storage Facility. Board members agreed that those areas should be zoned appropriately.

Moved by Keson, seconded by Piper to return to regular session at 7:11 p.m. Motion carried.

OFFICERS REPORTS: Clerk (Enbody) – Reported creating budget spreadsheets in order to begin working on the 2019 budget; reported that the State of Michigan has issued a new Uniform Chart of Accounts which requires municipalities to update to the new version and is working towards updating the township general ledger accounts and working with BS&A on the utility that will update the general ledger to the new required account numbers; working on information for the Census Bureau to provide the bureau with updated township information including a list of residential properties within the township and documenting any changes in residential address information made since the last Census; gearing up for the August primary election with absentee ballots available on June 23rd; reported receiving and working on several FOIA requests in the past week. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Piper to approve payment of invoices totaling \$151,443.51. Motion carried.

Treasurer (Sroka) – Reported working on wrapping up the first quarter water and sewer billing, entering the data into the database when new meters are installed and working on the preparation of summer tax bills.

Supervisor (Keson) – Reported completing a walk-through of the Father Marquette Memorial property with Township attorney Ed White in order to determine signage requirements when the memorial property is sold; received the survey of the memorial property and a draft of the purchase agreement has been sent to the Father Marquette Memorial Association for review; the MDOT held a meeting at the Township Hall to coordinate the Pere Marquette Highway road project taking place this summer; reported that his office has been busy due to the absence of a building inspector and that he is looking forward to Mr. Bleau coming to work for the township.

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

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

REGULAR/COMMITTEE OF THE WHOLE MEETING
June 26, 2018

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

Board members present: Supervisor Paul Keson; Clerk Rachele Enbody; Treasurer Jacalyn Sroka; Trustees: Paul Piper, Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.
Board member absent: None.
Also present: Andy Larr and Kelly Smith.

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 agenda was approved by consent.

The following amendment was offered for the June 12, 2018 minutes: Under Item C. Consider Establishing Salary and Hiring of Building Inspector / Zoning Administrator: The third sentence should read "Keson noted that Mr. Bleau is a registered code official with thirty years of experience in the building industry ~~and~~ and ten years of experience as a building inspector and plan reviewer."

Moved by Piper, seconded by Nordlund to approve the minutes from June 12, 2018 as amended. Motion carried.

NEW BUSINESS: A. **Consider Engineering Services** – Board members reviewed four proposals for professional engineering and construction services for the Rasmussen Road sanitary sewer extension project. The purpose of the project is to extend sanitary sewer along Rasmussen Road in conjunction with the Mason County Road Commission's road reconstruction project.

ENGINEERING FIRM	DESIGN ENGINEERING	CONSTRUCTION ENGINEERING	TOTAL ENGINEERING
Spicer Group	\$19,800.00	\$31,800.00	\$51,600.00
Prein & Newhof	\$12,500.00	\$22,500.00	\$35,000.00
Fleis & Vandenbrink	\$14,300.00	\$20,000.00	\$34,500.00
Nordlund & Associates	\$9,000.00	\$10,000.00	\$19,000.00

Moved by Rasmussen, seconded by Kmetz to accept the proposal from Nordlund and Associates in the amount of \$19,000.00 for professional engineering and construction services for the Rasmussen Road sanitary sewer extension.

Motion carried with Nordlund abstaining.

B. **Consider Equipment Purchase** – Board members reviewed four quotes for a tractor with a loader for the Parks Department. The 2018 Capital Improvement Plan includes \$41,000.00 for the purchase of a multi-use tractor for the Parks Department. Parks Manager Smith recommended the purchase of the Kubota model.

VENDOR	MODEL	QUOTE
Louis Gelder & Sons	New Holland	\$37,700.00
Louis Gelder & Sons	Mahindra	\$33,700.00
Bader & Sons	John Deere	\$44,175.43
Freeman Creek Equipment	Kubota	\$40,400.00

Moved by Nordlund, seconded by Rasmussen to purchase the Kubota model from Freeman Creek Equipment in the amount of \$40,400.00 for the purchase of a tractor for the Parks Department.

Motion carried.

C. **Presentation of New Election Equipment** – Enbody gave a presentation of the new election equipment that will be used for the first time in the August 2018 primary election.

COMMITTEE OF THE WHOLE: **Moved** by Keson, seconded by Enbody to move into Committee of the Whole at 7:14 p.m. Motion carried. Various topics discussed with no action taken:

Keson reported that he was contacted by Republic Services and that they are requesting an increase in the contract rate due to sudden and extreme changes in the charges to process recycling. The additional costs are calculated to be an additional \$424.34 per month to go into effect September 1, 2018. This matter will come before the board for formal action at a future meeting.

Keson reported that he was contacted by an investor that is interested in purchasing three lots (9, 10, & 11) in the First Street Business Park. The investor is currently viewing other properties in the area but stated he would be willing to offer \$25,075.00 per acre for the First Street Business Park properties. If a formal offer is made it will come before the board for formal action at a future meeting.

Keson informed the board that Amber Township Supervisor, Jim Gallie obtained a quote for a speed trailer that would be shared between Amber and Pere Marquette Townships. The cost of the speed trailer is \$7,839.00, which would also be split between the townships. Keson stated that Gallie is waiting to see if the County is interested in purchasing an additional speed trailer and will place the order once the County has made a decision.

Keson asked board members if they had interest in purchasing five parcels located on South Pere Marquette Highway. The intent of the purchase would be to improve the corridor, which is highly visible as people enter the community. Keson presented a comparable property and sale price for reference. The property owner suggested a selling price of \$400,000.00. The comparable neighboring property has an accepted offer at \$190,000.00. Board members agreed to allow Keson to negotiate a purchase price based upon the information presented.

Keson reported that the purchase agreement for the sale of the Pere Marquette Memorial property was signed by the Township and the Father Marquette Memorial Association and the sale of the property is proceeding.

Moved by Keson, seconded by Kmetz to return to regular session at 7:50 p.m. Motion carried.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:52p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

**REGULAR MEETING
July 10, 2018**

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka;
Trustees: Paul Piper, Andrew Kmetz, James Nordlund Sr., and Henry Rasmussen.
Also present: Devon Hall, Jerry Bleau, Andy Larr, Larry Gaylord, Kelly Smith, and County
Commissioner Steve Hull.
Present for a portion of the meeting: Sheriff Kim Cole and Municipal Sales Manager Matt Biolette of Republic
Services.

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 26, 2018 meeting were approved by consent.

APPROVAL OF AGENDA: **Moved** by Keson, seconded by Enbody to add Item B. "**Consider Rate Increase for Recycling Services**" to the agenda and to approve the agenda as amended. Motion carried.

NEW BUSINESS: A. **Resolution to Appoint Officer Delegate to the 2018 MERS Annual Meeting** – The following **resolution** was presented by Piper, seconded by Rasmussen:

RESOLUTION TO APPOINT AN OFFICER DELEGATE
TO THE 2018 MERS ANNUAL MEETING

WHEREAS, the Municipal Employees' Retirement System (MERS) Annual Meeting will be held on October 4 and 5, 2018; and

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

WHEREAS, MERS requires that the Officer Delegate shall be an officer member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative and /or executive branch of local government;

NOW, THEREFORE, BE IT RESOLVED, that the Pere Marquette Charter Township Board appoints Rachelle Enbody, Township Clerk / Benefit Plan Administrator, as Officer Delegate for the 2018 MERS Annual Meeting.

Resolution declared adopted.

B. **Consider Rate Increase for Recycling Services** – Keson explained that board members received information on the rate increase at the last meeting. The proposed contract language change will cover the current contract which expires in 2019. Matt Biolette, Municipal Services Manager for Republic Services explained that the request is due to sudden and extreme changes in the charges to process recycling, which is collected as part of the Township contract. Republic Services has calculated the cost to the Township to be an additional \$424.34 per month, based on the previous twelve-month average collection of 6.06 tons of recyclables collected per month within Pere Marquette Township. Keson noted that the increase equates to approximately .36 cents per household per month.

Moved by Nordlund, seconded by Sroka to allow Republic Services to apply the new rate increase for processing costs in the amount of \$424.34 per month effective September 1, 2018 and if needed, allow for a second increase to be applied when the notice comes from the Processor, as long as it does not exceed \$90.00 per ton without any further action by the Township Board. Furthermore, the Township Supervisor and Republic Services shall review this processing fee annually going forward for any needed increases or decreases. There are 1,180 residences that receive curbside pick-up services.

Motion carried.

PUBLIC COMMENTS: Sheriff Cole reported on eighty-two calls for service in June 2018.

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

EMPLOYEE REPORTS: Assessor (Hall) – Reported completion of the cost table migration for the assessing program; informed the board of the identification of issues found with the migration and the process to correct the assessing records found to have errors; preparing for July Board of Review.

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

DPW/Water/Sewer Superintendent (Larr) – Reported completing the second quarter meter reads, noting that they are about halfway finished with the installation of the new meters; the Annual Water Quality Reports were published last week and another round of water sampling will be done tomorrow.

Fire Department (Gaylord) – Reported on thirty-five responses in June 2018 and year-to-date totals are twenty-eight runs above the 2017 year-to-date totals. The new fire truck should be here around the first of August.

Parks Manager / Code Enforcement (Smith) – Reported a good Fourth of July; picked up the new tractor which was approved at the last meeting and has already used it for pulling the beach cleaner and filling in the driveway area; reported a cracked water pipe under the new playground which was repaired with water being out for only a few hours; working with Bleau on some zoning issues and working towards getting those issues in compliance.

Personnel Committee (Piper) – Reported meeting to consider a permanent, part-time position for an assistant to the Supervisor and meeting with the Treasurer for the appointment of a new deputy treasurer position as the current deputy will be retiring this month.

OFFICERS REPORTS: Clerk (Enbody) – Reported the Election Commission met to appoint election inspectors for the August 7, 2018 primary election; the public test of the election equipment is scheduled for July 25th at 9:00 a.m.; Enbody will be conducting a training of all new inspectors within the county, training of PM inspectors which will involve a review of election procedures, the new equipment and the new Electronic Poll Books, and will assist with the recertification training of all inspectors; the Clerk's office has been busy with absentee ballots. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kmetz to approve payment of invoices totaling \$177,984.02. Motion carried.

Treasurer (Sroka) – Reported summer tax bills have been mailed; working on second quarter water billing; interviewing for the deputy treasurer position and will be making a decision this week; attended the court hearing for the striking of uncollectable delinquent personal property taxes.

Supervisor (Keson) – Reported receiving an Access Agreement from Dow Chemical Company in order to complete well testing on township properties; reported dealing with a lot of code enforcement issues and is glad that the new zoning official is here to take care of the issues; reported that the Lakeshore Drive road project will take place after Labor Day; the Road Commission has appointed Mary Samuels as interim manager; preparing for the July Board of Review.

ANNOUNCEMENTS: The Mason County Township Officers Association Meeting is scheduled for Thursday, July 19, 2018 at 7:30 p.m., hosted by Custer Township at the Mason County Eastern Elementary all-purpose room.

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

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

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

REGULAR MEETING
August 14, 2018

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka;
Trustees: Paul Piper, Andrew Kmetz, and Henry Rasmussen.
Board member absent: Trustee James Nordlund Sr.
Also present: Devon Hall, Jerry Bleau, Andy Larr, Larry Gaylord, Kelly Smith, and County
Commissioners Steve Hull and Lew Squires.
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 July 10, 2018 meeting and the current agenda were approved by consent.

NEW BUSINESS: No new business.

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

EMPLOYEE REPORTS: Assessor (Hall) – Reported working with Western Land Services to update the GIS maps in the BS&A programs rather than going through Mason County, which will result in more timely updates.

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

DPW/Water/Sewer Superintendent (Larr) – Reported receiving the new truck for the department; Reported the DEQ is requiring all water systems to have a way to track maintenance of water valves and fire hydrants; Larr has reviewed and found a company that sells the GPS marking unit with software that will track a vast majority of the information required by the DEQ. The total start-up for the system is approximately \$5,700.00 with annual software fees of \$1,250.00.

Fire Department (Gaylord) – Reported on forty-four responses in July 2018 and the 2018 totals are fifty-six runs above the 2017 totals.

Parks Manager / Code Enforcement (Smith) – Reported the campground passed the annual Health Department inspection; a ribbon-cutting / dedication ceremony is scheduled for this Friday at 3:00 pm for the new playground; reported improvements to the beach area at Buttersville Park that included the addition of a service drive, gate, and fencing; reported attending meetings for the DOW property acquisition with stakeholder groups, the National Parks Service, and MC Smith which are taking up quite a bit of time; turned in department request budgets and continuing with code enforcement work.

PUBLIC COMMENTS: Sheriff Cole reported on ninety-one calls for service in July 2018.

OFFICERS REPORTS: Clerk (Enbody) – Reported a record high August primary voter turnout. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Piper to approve payment of invoices totaling \$391,653.84. Motion carried.

Treasurer (Sroka) – Reported hiring a new assistant who is working out well; busy with utility and tax collection; reported residents are happy with the new meter system and the ability to notify system users of possible water leaks due to daily system monitoring.

Supervisor (Keson) – Reported he will be meeting with ITC Holdings regarding their project to update their wooden power poles with steel poles. ITC is using Harbison Walker as a staging area for the project. The project will span both Mason and Oceana counties and will take place on the eastern border of the Township. Reported working with Matt Biolette of Republic Services to find a solution for glass recycling which will no longer be picked up at curbside. Republic offered a suggestion to provide a recycling bin (location to be determined) to be used by the City of Ludington, City of Scottville and Pere Marquette Charter Township at an estimated cost of \$780.00 per month, per community. Keson asked board members if they felt if this was a service the Township needed to offer. The consensus was for Keson to continue to negotiate the costs with Republic for a more equitable solution.

Keson reviewed the Transportation System millage. The Transportation System Fund has been operating at .29 mills since 2008. Tax revenues have increased in recent years due to the upgrades to the Pumped Storage Facility. Keson notified members that he will be recommending that the 2018 millage rate for the Transportation System millage be decreased to .20 mills. Keson reported receiving two Notice of Authorization Permits from the DEQ. The first Notice is for a City of Ludington project to install a new larger storm water outfall structure to Pere Marquette Lake through the existing steel bulkhead of the north outlet channel. The second Notice is for a Dow Chemical Project to remove the existing pumphouse, intake and parking area/boat launch ramp from DOW property located on S. Pere Marquette Highway and to restore the site to a natural vegetated area.

ANNOUNCEMENTS: Buttersville Park Playscape Dedication will be held Friday, August 17, 2018 at 3:00 p.m. at Buttersville Park.

EXTENDED PUBLIC COMMENT: County Commissioners Lew Squires and Steve Hull reported on the most recent meeting of the Mason County Board of Commissioners.

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

Rachelle D. Enbody, CMC, Township Clerk

Paul Keson, Township Supervisor

**REGULAR/COMMITTEE OF THE WHOLE MEETING
August 28, 2018**

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, James Nordlund, Sr., and Henry Rasmussen.
Board member absent: Supervisor Paul Keson.
Present for a portion of the meeting: Deborah DelZoppo.

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.

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

The minutes of the August 14, 2018 meeting and the current agenda were approved by consent.

PUBLIC COMMENT: Deborah DelZoppo asked the board to consider a fireworks ordinance.

NEW BUSINESS: **Certify the 2018 Millage Rates for Township Operation and Public Transportation** – A public hearing was held on December 12, 2017, to propose the 2018 levies and adopt the 2018 budgets. The 2018 budgets were adopted using the millage rate(s) of 2.85 for operation and 0.29 for public transportation (LMTA).

Piper explained that the Township Board held a public hearing in December of 2017 for the 2018 proposed budget(s) and levy(s) for the General Fund and Transportation Fund. The millage rates were a subject of the hearing. The rates of 2.85 for the General Fund and .29 for the Transportation Fund were used to determine the 2018 budgets. At the August 14th meeting, Keson explained that he would recommend that the Transportation Fund millage be reduced from .29 mills to .20 mills. The original millage for the Transportation Fund was set at .29 mills in 2008. The recent growth within the township has increased the taxable value base and the Transportation Fund has a fund balance that will allow for a reduction in the millage rate.

Moved by Rasmussen, seconded by Sroka to certify the taxes to be levied in 2018 at 2.85 mills for township operation and at 0.20 mills for public transportation.

Motion carried.

COMMITTEE OF THE WHOLE: **Moved** by Enbody, seconded by Nordlund to move into Committee of the Whole at 6:37 p.m. Motion carried. Various topics discussed with no action taken:

Department request budget figures were distributed for board members. Enbody noted that Keson would like members to review the department budget requests and contact him with any questions or comments.

Moved by Enbody, seconded by Nordlund to return to regular session at 6:39 p.m. Motion carried.

ANNOUNCEMENTS: The next meeting of the Lincoln Lake Improvement Board will be Wednesday, August 29, 2018 at 10:00 a.m. at the Mason County Drain Commissioner’s Office.

Enbody informed board members that the township has received the FOIA Request from “Emily” of United Impact Group, LLC. The request asks for an extensive amount of records in connection with the November 8, 2016 election.

ADJOURNMENT: The meeting was adjourned by the President pro tem at 6:50 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul Piper, President pro tempore

**REGULAR MEETING
September 11, 2018**

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka;
Trustees: Andrew Kmetz, James Nordlund, Sr., and Henry Rasmussen.
Board member absent: Trustee Paul Piper.
Also present: Devon Hall, Jerry Bleau, Larry Gaylord, and Kelly Smith.
Present for a portion of the meeting: Sheriff Kim Cole.

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

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

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

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

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

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

Motion carried.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

REGULAR MEETING
October 9, 2018

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka;
Trustees: Paul Piper, Andrew Kmetz and Henry Rasmussen.
Board member absent: Trustee James Nordlund, Sr.
Also present: Devon Hall, Jerry Bleau, Andy Larr, Larry Gaylord, Kelly Smith 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 September 11, 2018 meeting and the current agenda were approved by consent.

NEW BUSINESS: A. World War I Commemorative Resolution

A RESOLUTION OF THE CHARTER TOWNSHIP OF PERE MARQUETTE TO FORMALLY COMMEMORATE AND HONOR THE BRAVE MEN AND WOMEN OF THE STATE OF MICHIGAN WHO SERVED OUR GREAT NATION DURING WORLD WAR I; TO RECOGNIZE AND PAY TRIBUTE TO THE DISTINGUISHED MILITARY UNITS OF MICHIGAN WHO SERVED IN THIS GREAT WAR; AND TO PAY APPROPRIATE HOMAGE TO THE MANY MICHIGAN BUSINESS AND MANUFACTURING ENTERPRISES THAT SUPPORTED AND CONTRIBUTED TO OUR NATION'S WAR EFFORT. *

WHEREAS, World War I, "the War to End All Wars," was a global conflict fought primarily in Europe during the period 1914 to 1918 with participation of the majority of the world's then-most prominent nations, to include the United States of America; and

WHEREAS, said Great War tragically resulted in the loss of more than 9 million combatants and 6 million civilians and forever altered the course of world history; and

WHEREAS, the Governor of the State of Michigan signed into law Public Act 97 of 2017 on July 13, 2017 creating a World War I Centennial Commission, whose primary purpose is to plan, develop, and execute programs, projects, and activities to commemorate the centennial of WWI, and in particular to highlight and pay tribute to the contributions and sacrifices made by Michigan citizens, private industry, and business organizations involved with or contributing to our nation's efforts in said global war.

WHEREAS, the Township Board deems that support of the work of said Centennial Commission is a tremendously important aspect of recognizing said contributions and sacrifices and in preserving the history of the State of Michigan and the United States of America.

NOW THEREFORE BE IT RESOLVED THAT the Township Board hereby offers its unequivocal support and endorsement of the efforts and work of Michigan's World War I Centennial to highlight and pay tribute to the contributions and sacrifices made by Michigan citizens, Michigan military units, private industry, and business organizations involved with or contributing to our nation's involvement in World War I.

BE IT FURTHER RESOLVED THAT the Township Board strongly encourages the participation, support, and involvement of its citizens, its business community, and its private and fraternal organizations in events, programs, projects, and activities which commemorate or pay tribute to the contributions made by Michigan citizenry, Michigan military units, private industry, and business organizations that supported or played a role to our nation's efforts in World War I and in particular Armistice Day activities which commemorate the 100th anniversary of the end of hostilities in said Great War.

BE IT FURTHER RESOLVED THAT the Township Board hereby designates the Charter Township of Pere Marquette as a Michigan World War I Commemorative Township in tribute to the contributions made by Michigan's citizens in support of our nation during said Great War and in recognition of said Centennial.

BE IT FURTHER RESOLVED THAT in memoriam to all who lost their lives in said world conflict and in commemoration to the end of hostilities in World War I, the Township Board encourages community participation in the national Armistice Bell Ringing Ceremony at 11 a.m. on November 11, 2018 to mark the cessation of said hostilities.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The foregoing Resolution was introduced by Enbody and supported by Kmetz.

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

Resolution declared adopted.

COMMITTEE REPORTS: Zoning Board of Appeals (Piper) – Reported the ZBA will be meeting Wednesday, Oct. 11.

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

EMPLOYEE REPORTS: Assessor (Hall) – Reported a lot of real estate activity this fall with entering new deeds, splits and combinations of properties and is busy with field work for new construction and other permits.

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

DPW/Water/Sewer Superintendent (Larr) – Reported continuing to pick up brush and changing over to the new meter system with two hundred eighty new meters installed. The third quarter meter reading is complete and the new system is working well. The department is preparing for fall leaf pick-up.

Fire Department (Gaylord) – Reported that year to date runs are up sixty-six runs from 2017.

Parks Manager / Code Enforcement (Smith) – Reported preparing for shutting down the parks for the season with a closing date of October 15th. At the end of September, the campground revenues were up \$3500 from 2017 due to good weather. Meetings regarding the Dow property acquisition are continuing and stated that public input will be sought in the first quarter of next year as the acquisition of the property gets closer.

OFFICERS REPORTS: Clerk (Enbody) – Reported the Election Commission met to appoint inspectors for the November 6 election; to date, three hundred and thirty five absentee ballots have been sent with four weeks to go before the election; preparing for testing of election equipment with the Public Test of election equipment scheduled for October 24; reported attending the 2018 MERS annual conference; reported setting up meetings with representatives from MERS, AFLAC and VOYA for employees; distributed third quarter financial reports to trustees. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Piper to approve payment of invoices totaling \$232,265.40. Motion carried.

Treasurer (Sroka) –Reported attending the Michigan Municipal Treasurers Association’s fall conference, working on third quarter water billing and preparing for winter tax billing.

Supervisor (Keson) – Reported attending interviews for the County Drain Commissioner position. Keson was contacted by the Fin and Feather Club offering payment for a port-a-jon for ice fishermen in the winter months at the Father Marquette Memorial launch or the Buttersville beach parking lot. Keson will be setting up meetings in the near future of the Roads Committee and Personnel Committee. Keson presented a conceptual drawing of a boat launch facility planned for the property acquisition and noted that a fundraising campaign is being planned to assist with the development of the property.

ANNOUNCEMENTS: The Mason County Township Officers Association will meet October 17 in Eden Township. Vern Richardson of the MI DNR will meet with the Supervisor to evaluate Memorial Tree Park for archery deer hunting.

EXTENDED PUBLIC COMMENTS: Fran Kalchik asked if the public could attend the meeting with the DNR. Keson responded that the meeting will be on October 18th at 1:00 p.m. and the public is welcome to attend.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 6:54 p.m.

**REGULAR MEETING
November 13, 2018**

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

Board members present: Supervisor Paul Keson; Clerk Rachele Enbody; Treasurer Jacalyn Sroka;
Trustees: Paul Piper, Andrew Kmetz, James Nordlund, Sr. and Henry Rasmussen.
Also present: Devon Hall, Jerry Bleau, Andy Larr, Larry Gaylord, Kelly Smith and County
Commissioners Steve Hull and Lewis Squires.

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 9, 2018 meeting were approved by consent.

The following amendment was offered for the October 9, 2018 minutes: Under Item A. “World War I Commemorative Resolution” the title should read: A ~~RESOLUTION~~ RESOLUTION* OF THE CHARTER TOWNSHIP OF PERE MARQUETTE TO FORMALLY COMMEMORATE AND HONOR THE BRAVE ~~MEN~~ MEN* AND WOMEN OF THE ~~STATE~~ STATE* OF MICHIGAN WHO SERVED OUR GREAT NATION DURING WORLD WAR I; TO RECOGNIZE AND PAY TRIBUTE TO THE DISTINGUISHED MILITARY UNITS OF MICHIGAN WHO SERVED IN THIS GREAT WAR; AND TO PAY APPROPRIATE HOMAGE TO THE MANY MICHIGAN BUSINESS AND MANUFACTURING ENTERPRISES THAT SUPPORTED AND CONTRIBUTED TO OUR NATION’S WAR EFFORT.

Moved by Rasmussen, seconded by Sroka to approve the minutes from October 9, 2018 as amended. Motion carried.

PUBLIC COMMENT – County Commissioners Lewis Squires and Steve Hull reported on the most recent meeting of the Mason County Board of Commissioners.

NEW BUSINESS: A. **Set Public Hearing Date (12/11/2018) for 2019 Proposed Budget and Levy** – **Moved** by Rasmussen, seconded by Piper to set the public hearing date for the proposed 2019 budgets and levy for December 11, 2018.

Motion carried.

B. **Set 2019 Meeting Schedule** – **Moved** by Kmetz, seconded by Rasmussen to set the following Township Board meeting schedule for 2019:

2019 MEETING SCHEDULE

<u>JANUARY</u> Tuesday – 01/08	<u>FEBRUARY</u> Tuesday – 02/12 Tuesday – 02/26	<u>MARCH</u> Tuesday – 03/12
<u>APRIL</u> Tuesday – 04/09 Tuesday – 04/23	<u>MAY</u> Tuesday – 05/14	<u>JUNE</u> Tuesday – 06/11 Tuesday – 06/25
<u>JULY</u> Tuesday – 07/09	<u>AUGUST</u> Tuesday – 08/13 Tuesday – 08/27	<u>SEPTEMBER</u> Tuesday – 09/10
<u>OCTOBER</u> Tuesday – 10/08 Tuesday – 10/22	<u>NOVEMBER</u> Tuesday – 11/12 Tuesday – 11/26	<u>DECEMBER</u> Tuesday – 12/10 <u>Thursday – 12/26*</u>

**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, Piper, and Nordlund.
No: None.
Absent: None.

Motion carried.

C. **2019 Standing Board / Committee Appointments** – Moved by Piper, seconded by Sroka to approve the following Standing Board/ Committee Appointments for 2019:

Proposed Standing Boards and Committees for 2019

<i>Architectural Control</i> Paul Keson* Henry Rasmussen Jim Hinman Jerry Bleau	<i>Election Commission</i> Rachelle Enbody* Jim Nordlund, Sr. Henry Rasmussen	<i>Finance</i> Jacalyn Sroka* Rachelle Enbody Paul Keson
<i>Economic Development</i> Paul Keson* Rachelle Enbody Jacalyn Sroka	<i>MI Municipal Risk Management</i> Paul Keson* Andrew Larr Andy Kmetz Jerry Bleau Jim Nordlund, Sr.	<i>Personnel</i> Paul Piper* Andy Kmetz Paul Keson
<i>Sewer & Water</i> Rachelle Enbody* Jacalyn Sroka Paul Keson	<i>Roads</i> Paul Keson* Jim Nordlund, Sr. Andy Kmetz	<i>Tax Abatement Review</i> 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.

D. **2019 Fire Department Officer Appointments** – Moved by Nordlund, seconded by Kmetz to approve the following Fire Department Officer appointments, effective January 1, 2019:

Fire Department:

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

Motion carried.

E. **Board and Commission Appointments** – Moved by Kmetz, seconded by Sroka to approve the following appointments, effective January 1, 2019:

Planning Commission – Jim Nordlund Jr. and Rex Pope for terms ending December 31, 2021.

Zoning Board of Appeals – Ron Soberalski and Jim Beal for terms ending December 31, 2021.

Construction/Maintenance Board of Appeals – Tom Enbody, Russ Peterson, and George Wagner for terms ending December 31, 2020.

Board of Review – Kelly Smith, Marsha Gould, Rick Deering, and Jennifer Richert for terms ending January 1, 2021.

Motion carried.

COMMITTEE REPORTS: Personnel Committee (Piper) – Reported the Personnel Committee met to review 2019 compensation amounts.

Zoning Board of Appeals (Piper) – Reported the ZBA met in October and approved a variance request to allow the construction of an agricultural spray barn to encroach twenty-nine feet into the required minimum forty feet front yard setback due to the USDA requirement that the barn must be one hundred fifty feet from any well. The new barn will be located within the fenced area of the property.

Planning Commission (Kmetz) – Reported the Planning Commission is continuing to work on the re-write of the Zoning Ordinance.

EMPLOYEE REPORTS: Assessor (Hall) – Reported visiting properties that have had building permit activity in 2018 noting there has been a lot of building going on in the township and reported preparing for December Board of Review.

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

DPW/Water/Sewer Superintendent (Larr) – Reported the department is in the process of fall leaf pick-up; attended a DEQ meeting last week with updates and new requirements to lead and copper rules for municipal water systems to be completed by the year 2025; department members will be attending continuing education classes for water license renewal(s).

Fire Department (Graczyk) – Reported on thirty-six responses in September 2018 and forty-two responses in October 2018, bringing year-to-date totals to seventy-five runs above the 2017 year-to-date totals.

Parks Manager / Code Enforcement (Smith) – Reported the parks are all closed for the season; the campground had a good year which Smith attributed to good weather; completing budget preparation; ordered catch basins for a couple of the campsites that have standing water problems; continuing to attend meetings for the Dow property acquisition that is still on track for 2019 acquisition; will be updating the Parks and Recreation Plan in 2019.

OFFICERS REPORTS: Clerk (Enbody) – Distributed November election results to the board members; reported that precinct two was selected by the Bureau of Elections for a post-election audit along with Grant and Meade Townships; reported holding employee meetings last week with representatives from MERS, AFLAC, and the Deferred Compensation Plan. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Piper to approve the payment of invoices totaling \$258,605.78. Motion carried.

Treasurer (Sroka) – Provided reports detailing quarterly cash, bank and investment balances by fund and by bank account for the third quarter of 2018; completing third quarter utility billing; preparing tax billing that has to be to the printing company by next week and will then be looking at water and sewer rates for 2019.

Supervisor (Keson) – Reported that the Army Corps of Engineers will be dredging the Ludington harbor next year and will require access to the Buttersville beach area; reported on meeting with Vern Richardson of the MI DNR regarding allowing archery deer hunting in Memorial Tree Park and handed out a summary from Richardson on things to consider; reviewed the election results of Proposal 18-1, the legalization of recreational marijuana, and that the majority of the township voted against the proposal; MTA has created ordinance templates for local governments in order to regulate recreational marijuana establishments within their jurisdictions; noted that he is considering another tire recycling event for the township in 2019; working with the Mason County Road Commission on potential future road projects and will be in touch with committee members to review the 2019 road projects.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:08 p.m.

**REGULAR MEETING
December 11, 2018**

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

Board members present: Supervisor Paul Keson; Clerk Rachelle Enbody; Treasurer Jacalyn Sroka;
Trustees: Andrew Kmetz, James Nordlund, Sr. and Henry Rasmussen.
Board member absent: Trustee: Paul Piper.
Also present: Devon Hall, Jerry Bleau, Andy Larr, Larry Gaylord, Kelly Smith, Norman and
Nancy Dwyer.
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 13, 2018 meeting were approved by consent.

PUBLIC COMMENT – Sheriff Cole reported on seventy-four calls for service in October and forty-one calls for service in November 2018. Cole also reported on the Sheriff’s Department budget status for 2018.

APPROVAL OF AGENDA: Moved by Enbody, seconded by Kmetz to add Item F. “Board of Review Appointments” to the agenda and to approve the agenda as amended. Motion carried.

PUBLIC HEARING: A. 2019 Proposed Budgets and Levy – The public hearing was called to order by the Supervisor at 6:37 p.m. Notice of the public hearing was published in the Ludington Daily News on December 1, 2018. 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.

Nancy Dwyer asked if the millage rate is being increased. Keson responded that the millage rate has remained at 2.85 mills since 2004.

There were no further comments, written or oral, and the public hearing was closed at 6:38 p.m.

COMMUNICATIONS: Board members received a copy of the communication from the Fin and Feather Club of Mason County offering to provide a port-a-potty for the months of December, January and February for ice fisherman at the Buttersville beach area.

Keson and Smith presented a certificate and plaque to parks employee Norman Dwyer, who recently retired from the parks, in recognition of thirty-four years of service with the township.

NEW BUSINESS: A. Adopt 2019 Proposed Budgets / General Appropriations Act – Board members reviewed the proposed 2019 General Fund, Metro Act Special Fund and Transportation System Special Fund budgets. Keson stated that the General Fund budget was based on a millage rate of 2.85 mills. Keson reviewed anticipated revenue increases of 9% over the 2018 budget due to new constructions, Consumers/DTE Pumped Storage Plant upgrades, uncapping of sold properties and the assessment inflationary roll up of 2.4% increase for 2019. Expenditure changes include compensation increases for township employees and elected officials, an increase for updated aerial images to the assessing program, an increase of \$125,000 in road improvements, an increase in the cost of refuse collection services, the addition of a tire recycling collection, an increase in the Parks department for shower remodel, campsite fire rings, mowing equipment and new doors to Memorial Tree Park restrooms, and an increase of \$10,000 for new computers and a new server. The revenues and expenditures are balanced at \$2,478,423. Keson noted that the township is in excellent financial shape.

**PERE MARQUETTE CHARTER TOWNSHIP
2019 General Appropriations Act**

The Pere Marquette Charter Township Board resolves:

SECTION 1: Title--This resolution shall be known as the Pere Marquette Charter Township **2019** 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, 2018, and a public hearing on the proposed budget was held on December 11, 2018.

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 .20 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 2019 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:

<u>Fund 101 - General Fund</u>			
TOTAL ESTIMATED REVENUE	2,478,423		
APPROPRIATIONS			
Dept 101-Township Board	78,000		
Dept 171-Township Supervisor	88,815		
Dept 173-Administration-Grants & Loans	30,876		
Dept 191-Election Commission	8,500		
Dept 209-Assessor	99,365		
Dept 215-Clerk	85,257		
Dept 228-Web/GIS/Info Technology	10,600		
Dept 247-Board Of Review	2,500		
Dept 248-Tax Abatement Review Board	250		
Dept 253-Treasurer	63,036		
Dept 265-Township Hall & Grounds	156,450		
Dept 276-Cemetery Operation	2,800		
Dept 336-Fire Department	210,940		
Dept 371-Building Official	48,333		
Dept 400-Planning Commission	21,600		
Dept 410-Zoning Board Of Appeals	2,090		
Dept 411-Zoning/Planning Official	34,418		
Dept 441-Dept. Of Public Works	154,203		
Dept 446-Roads & Streets	250,000		
Dept 448-Street Lighting	75,000		
Dept 528-Refuse Collection / Disposal	200,000		
Dept 751-Parks & Recreation Department	177,250		
Dept 850-Employee Benefits	370,420		
Dept 890-Contingency	47,000		
Dept 899-Tax/Tribunal Refunds	5,000		
Dept 965-Transfer To Other Funds	255,720		

TOTAL ESTIMATED APPROPRIATIONS	2,478,423		
NET OF REVENUES/APPROPRIATIONS - FUND 101	0		
Beginning fund balance			2,642,926
Anticipated ending fund balance (12/31/19)			2,642,926
<u>Fund 275 - Metro Act Special</u>			
TOTAL ESTIMATED REVENUES	4,400		
TOTAL ESTIMATED APPROPRIATIONS	0		
NET OF REVENUES/APPROPRIATIONS - FUND 275	4,400		
Beginning fund balance			62,026
Anticipated ending fund balance (12/31/19)			66,426
<u>Fund 288 - Transportation System Special</u>			
TOTAL ESTIMATED REVENUES	117,000		
TOTAL ESTIMATED APPROPRIATIONS	140,000		
NET OF REVENUES/APPROPRIATIONS - FUND 288	0		
Beginning fund balance			196,764
Anticipated ending fund balance (12/31/19)			173,764

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 Kmetz, seconded by Nordlund to adopt the foregoing resolution and General Appropriations Act.

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

Resolution declared adopted.

B. **Adopt 2019 Proposed Water and Sewer Fund Budgets** – Board members reviewed the proposed 2019 Sewer and Water Fund budgets.

<u>Fund 590 - Sewer Fund</u>			
TOTAL ESTIMATED REVENUES	386,500		
APPROPRIATIONS			

Dept 536-Transmission & Distribution	74,962		
Dept 538-Administrative & General	303,156		
Dept 850-Employee Benefits	28,424		
TOTAL ESTIMATED APPROPRIATIONS	406,542		
NET OF REVENUES/APPROPRIATIONS - FUND 590	(20,042)		
Beginning fund balance			5,065,070
Anticipated ending fund balance (12/31/19)			5,045,028
<u>Fund 591 - Water Fund</u>			
TOTAL ESTIMATED REVENUES	1,065,755		
APPROPRIATIONS			
Dept 536-Transmission & Distribution	123,129		
Dept 538-Administrative & General	968,713		
Dept 850-Employee Benefits	37,575		
TOTAL ESTIMATED APPROPRIATIONS	1,129,417		
NET OF REVENUES/APPROPRIATIONS - FUND 591	(63,662)		
Beginning fund balance			6,426,789
Anticipated ending fund balance (12/31/19)			6,363,127

Moved by Enbody, seconded by Rasmussen to adopt the foregoing 2019 Sewer and Water Fund Budgets.

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

Motion carried.

C. Adopt 2019 Compensation Schedule –The Personnel Committee made the following recommendations for 2019 compensation:

Department Heads: Increase of 2%; Building Inspector/Zoning Administrator will receive a merit based increase.

Regular Hourly Employees: Merit based increases.

Park/Seasonal/Part Time Employees: Starting wage will increase to \$10.00 per hour and current returning employees will receive an increase of .50 cents per hour.

Board of Review Chairperson Increase in meeting pay to \$10.00 for half day and \$20.00 for full day.

Firefighter increases as follows: Probationary Firefighter \$3,700.00 per year
 Probationary with Medical \$4,700.00 per year
 Senior Firefighter to \$4,700.00 per year
 Senior with Medical to \$6,100.00 per year

Firefighter Officer increases as follows: Chief \$2,660.00 per year
 Asst. Chief \$2,160.00 per year
 Training Officer \$2,160.00 per year
 Captain \$1,140.00 per year
 1st Lieutenant \$1,140.00 per year
 2nd Lieutenant \$1,140.00 per year

NEW – Licensure Premium for CDL \$500.00 per year.

Moved by Kmetz, seconded by Sroka to approve the foregoing recommendations from the Personnel Committee for compensation for the year 2019.

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, 2019, the salary of the office of township supervisor shall be as follows:

Supervisor: \$61,115.00

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

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

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, 2019, the salary of the office of township clerk shall be as follows:

Clerk: \$45,760.00

The foregoing **Resolution** to establish the salary of the township clerk was offered by Keson and supported by Kmetz

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

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, 2019, the salary off the office of township treasurer shall be as follows:

Treasurer: \$44,678.00

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

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

The supervisor declared the resolution adopted.

E. Resolution Approving Submission of Coastal Zone Management Grant Application – The following **Resolution** was offered by Keson, and supported by Rasmussen:

RESOLUTION APPROVING SUBMISSION OF COASTAL ZONE MANAGEMENT GRANT APPLICATION FOR PERE MARQUETTE CONSERVATION PARK

WHEREAS, the Pere Marquette Charter Township Board of Trustees supports the submission of an application titled “Pere Marquette Conservation Park Coastal Access Planning” to the Michigan Office of the Great Lakes for the purpose of creating a Master Plan to guide future coastal recreation access developments at the Pere Marquette Conservation Park; and

WHEREAS, the closing and property transfer into township ownership is scheduled to occur in mid-2019; and

WHEREAS, sound planning is essential to the proper development of the park property to ensure that public access needs are met and coastal resources are properly protected; and

WHEREAS, the planning effort would engage citizens in the community and help to guide future township management, project funding and grant requests; and

WHEREAS, funding is available to support such community Coastal Public Access planning efforts from the U.S. Department of Commerce through the Coastal Management Program for Fiscal Year 2020 (10/2019 – 12/2020); and

WHEREAS, total project cost is estimated to be \$40,000, 50 percent of which would be funded through the Coastal Program and 50 percent would be a local match;

NOW, THEREFORE, BE IT RESOLVED, that the Pere Marquette Charter Township Board of Trustees hereby authorizes submission of a Coastal Zone Management Planning Grant Application for \$20,000, and further resolves to make available its financial obligation amount of \$20,000 through cash and in-kind services, of a total \$40,000 project cost, during the 2019-2020 fiscal year.

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

Resolution declared adopted.

F. Board of Review Appointments – Moved by Keson, seconded by Sroka to approve the following appointments, effective January 1, 2019:

Board of Review – Kelly Smith, Marsha Gould, Rick Deering, and Jennifer Richert for terms ending January 1, 2021.

Motion carried.

COMMITTEE REPORTS: Finance Committee (Keson – Reported the Finance Committee will be meeting to review Capital Improvement requests.

Planning Commission (Kmetz) – Reported the Planning Commission is continuing to work on the zoning ordinance re-write.

EMPLOYEE REPORTS: Assessor (Hall) – Reported that the Board of Review met today and addressed primary residence exemptions and one new veteran exemption.

Building/Zoning Administrator (Bleau) – Reported on permit activity for November 2018. Bleau has been researching the possibility of leasing a vehicle for township use and will keep the board informed on his findings. Bleau informed

board members of a building project in Linlook that had not obtained the necessary permits. Bleau informed the contractor of the permitting and zoning requirements. The project does not comply with zoning which may bring the issue before the Zoning Board of Appeals in the future.

DPW/Water/Sewer Superintendent (Larr) – Reported that leaf collection has ended for the season; the DEQ district engineer completed the second water system survey of the year noting both water systems look good; reported on the upcoming changes in lead and copper rules and changes in regulations; reported that a drainage issue on Orchard has been taken care of with Hallack Contracting performing the work for the township; met with Spicer Group on the Lakeshore Drive watermain project – depending upon how construction estimates come in, the project could begin in the spring; Larr stated he would like to purchase an additional truck mounted plow for snow removal. The plow purchase will go before the Finance Committee for review.

Fire Department (Gaylord) – Reported on twenty-four responses in November 2018, which is down from the forty-two runs last month. Year-to-date totals are around three hundred eight-five and Gaylord is anticipating year-end totals to be over four hundred.

Parks Manager / Code Enforcement (Smith) – Reported details on a regional trails committee meeting he attended and the advantages of connectivity in Mason County with other existing trails.

OFFICERS REPORTS: Clerk (Enbody) – Reported on several changes to election law with the passing of Proposal 18-3; preparing for year-end in payroll, accounts payable, and general ledger; a post-election audit will be conducted for Precinct #2 on December 17th as required by the State which includes a hand count of the 897 ballots cast in three separate ballot races. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Rasmussen to approve the payment of invoices totaling \$178,400.64. Motion carried.

Treasurer (Sroka) – Provided a report detailing cash, bank and investment balances by fund and by bank account for November 2018; working on year-end; tax bills were sent out on December 1st and payments are coming in.

Supervisor (Keson) – Provided a copy of a memo to the payroll department regarding compensation for hours worked on a holiday. The current policy states “Holidays will not be counted as hours worked for overtime compensation purposes.”

Moved by Keson, seconded by Sroka to amend Section 9.9 Paid Holidays to add “unless approved by Department Head/Supervisor in advance.” Motion failed. Keson was advised by the Board to write future memos, if needed, to the payroll department for approval of overtime hours paid out for holidays until such time that the Board can review updated wording pertaining to overtime and holiday pay in the township Personnel Policy.

Keson reported that he conducted interviews for the Administrative Assistant position and the Personnel Committee previously recommended an hourly rate between 13.00 and 15.00. Keson noted this is a part time position.

Moved by Enbody, seconded by Sroka to establish the Administrative Assistant hourly wage at \$15.00 per hour. Motion carried.

Keson reported he attended a meeting in Cadillac regarding the Dow property acquisition and that the acquisition is moving forward. Keson reported the Great Lakes Fisheries Commission has expressed interest in property in the First Street Business Park.

EXTENDED PUBLIC COMMENT – Norm Dwyer spoke of his service with the township and is appreciative of the board’s investment and development of township parks. Nancy Dwyer asked when the upgrades to the pumped storage facility would be complete and wondered who designated the bike trail along Iris Road.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 8:24 p.m.

**REGULAR YEAR END MEETING
December 27, 2018**

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

Board members present: Supervisor Paul Keson, Clerk Rachelle Enbody, Treasurer Jacalyn Sroka;
Trustees: Paul Piper, Andrew Kmetz and Henry Rasmussen.
Board member absent: Trustee James Nordlund Sr.
Also present: Larry Gaylord and Noah Hausmann (LDN).

Meeting was called to order at 4:00 p.m. by the Supervisor. Invocation was given by Keson; Pledge of Allegiance was recited by all. The minutes of the December 11, 2018 meeting were approved by consent.

APPROVAL OF AGENDA: **Moved** by Enbody, seconded by Piper to add Item F. “Consider Equipment Purchase” to the agenda and to approve the agenda as amended. Motion carried.

NEW BUSINESS: A. **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, department heads and finance committee evaluated the scheduling of each purchase. Keson reviewed each item within the plan in detail. Enbody added that the fund balance in the Capital Improvement Fund is capable of supporting the planned purchases and improvements.

Capital Improvement Plan										
Project			Department	2019	2020	2021	2022	2023	2024	Total
#	Item	Category	Department							
14-1	Light Fixtures for bay (efficiency)	Buildings	Fire Dept	10,000						10,000
17-6	SCBA Air Tanks/Masks**	Equipment	Fire Dept	150,000						150,000
16-3	Leaf Vacuum Replacement	Equipment	DPW		80,000					80,000
17-4	Boat Launch for PM Consv Park**	Land Improv	Parks		200,000					200,000
14-6	Skid Steer	Equipment	Wa/Sw/DPW			54,000				54,000
17-5	Storage Garage	Buildings	DPW			75,000				75,000
16-2	Boiler TH	Buildings	THG				12,500			12,500
15-4	Drain Field/Septic @ BV	Land Improv	Parks				20,000			20,000
14-10	Bathroom Remodel TH	Buildings	THG				30,000			30,000
14-8	Water Main S Jebavy to PM Hwy	Utility	Wa					300,000		300,000
16-1	MTP Improvements**	Land Improv	Parks					80,000		80,000
17-3	Cabins for new PM Consv Park	Buildings	Parks					90,000		90,000
18-1	Truck replacement	Equipment	Wa/Sw/DPW						50,000	50,000
18-2	UTV (Utility Task Vehicle)	Equipment	Parks						22,000	22,000
18-3	Storage Garage	Buildings	Parks						80,000	80,000
18-4	Lift Station Repairs*	Capital Outla	Sewer						200,000	200,000
	Total Purchases			160,000	280,000	129,000	62,500	470,000	352,000	1,453,500

Moved by Rasmussen, seconded by Kmetz to adopt the 2019-2024 Capital Improvement Plan.

Motion carried.

B. **Sewer Rate Resolution** – Board members reviewed the proposed changes to the Sewer Rate Resolution which include a change in the usage rate from \$4.59 to \$4.72 per 100 cubic feet, a change in the flat rate sewer charge for single and two-family residences from \$75 to \$83 per quarter and to provide for an effective date for the quarter beginning on January 1, 2019. The change to usage rate represents a 2.8% increase in the rate(s) based upon the cost of living increase and the increase to the flat rate is based upon an increase in the flat rate charged to the Township by the City of Ludington. The township has not increased the flat rate charge since 2010.

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

**PERE MARQUETTE CHARTER TOWNSHIP
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. **\$4.72** 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 - **\$83** 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, 2019** 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: Kmetz, Rasmussen, Sroka, Keson, Enbody and Piper.
 No: None.
 Absent: Nordlund.

Resolution declared adopted.

C. **Water Rate Resolution** – Board members reviewed the proposed changes to the Water Rate Resolution which include a change in the usage rate from \$3.29 to \$3.38 per hundred cubic feet for residential usage, a change in the usage rate for Michigan Power Limited Partnership from \$1.13 to \$1.17 per 100 cubic feet and to provide for an effective date for the quarter beginning on January 1, 2019. The changes represent a 2.8% increase in the rate(s) based upon the cost of living increase.

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

**PERE MARQUETTE CHARTER TOWNSHIP
 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, **\$3.38** 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 **\$1.17** 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, 2019** 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: Piper, Enbody, Keson, Sroka, Rasmussen and Kmetz.
 No: None.
 Absent: Nordlund.

Resolution declared adopted.

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. She recommended that the Board appropriate a portion to the Capital Improvement Fund and any remaining revenue be added to the fund balance in the general fund.

Moved by Enbody, seconded by Rasmussen to approve the following 2018 budget amendments / appropriations and to authorize the transfer of up to \$685,800.00 in unrestricted 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:

BUDGET AMENDMENTS

General Fund

Revenues:	Current Budget	Increase / (Decrease)	Amended Budget
Revenues	2,236,088	364,800	2,600,888
Sub-total		364,800	
Expenditures:			
Township Board	87,200	(10,000)	77,200
Township Supervisor	94,711	(30,000)	64,711
Elections	23,708	(1,000)	22,708
Assessor	79,662	(2,000)	77,662
Clerk	79,662	(8,500)	71,162
Web/GIS/Info Technology	10,600	(8,000)	2,600
Township Hall & Properties	135,290	(34,000)	101,290
Fire Department	212,150	(12,500)	199,650
Department of Public Works	114,984	(23,900)	91,084
Roads & Streets	125,000	7,900	132,900
Street Lighting	76,961	(40,000)	36,961
Refuse Collection	178,578	4,000	182,578
Parks	149,800	(7,000)	142,800
Employee Benefits	345,570	(57,500)	288,070
Contingency	47,500	(47,500)	0
Transfers to Other Funds / Capital Improvement	50,000	634,800	684,800
Sub-total		364,800	
NET CHANGE IN GENERAL FUND		0	

Motion carried.

E. **Payment of invoices** – Enbody provided a list of current invoices for approval. **Moved** by Enbody, seconded by Piper to approve the payment of invoices totaling \$100,924.76.

Motion carried.

F. **Consider Equipment Purchase** (added) – Board members reviewed a memo from Fire Chief Larry Gaylord listing three quotes for new air tanks, masks and a fill station. The purchase is a planned purchase in 2019 as part of the Capital Improvement Plan. If ordered before year-end the vendor has stated it will save the Township between three to five percent due to cost increases going into effect in 2019.

Moved by Rasmussen, seconded by Piper to authorize the purchase of sixteen SCBA air packs, sixteen spare tanks, twenty-one masks and a fill station from 5Alarm Fire and Safety at a total purchase price of \$147,099.00, plus shipping. Motion carried.

ANNOUNCEMENTS: Enbody reported that the 2018 Annual Report from Michigan Municipal Risk Management Authority was received and is available if board members would like to review it.

The meeting was adjourned by the Supervisor at 4:33 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul A. Keson, Township Supervisor