

**REGULAR MEETING
November 12, 2024**

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

Board members present: Supervisor Kelly Smith; Clerk Rachelle Enbody; Treasurer Sarah Iteen; Trustees: Andrew Kmetz, James Nordlund, Sr., Henry Rasmussen, and Ronald Soberalski.
Board member(s) absent: None.
Also present: Richard Neihardt (Gabridge & Co.) Derek Eaton, Scott Graczyk, Kristin Lange, Patrick Mousel, and numerous guests.

The meeting was called to order at 4:00 p.m. by the Supervisor. The invocation was given by Nordlund; The Pledge of Allegiance was recited by all.

APPROVAL OF MINUTES: **Moved** by Soberalski, seconded by Nordlund to approve the minutes from the October 22, 2024 meeting as presented.

Motion carried.

NEW BUSINESS: A. **Presentation – 2023 Audited Financial Statements** – Richard Neihardt, staff accountant with Gabridge & Co., presented a summary of the 2023 audited financial statements. The Township was issued an unmodified opinion, which is the best opinion possible, assuring that the financial statements are presented fairly in all material aspects and that there are no material budget deficiencies. Mr. Neihardt reviewed the Township's fund balance across all funds, reviewed the Statement of Net Position and the Statement of Activities as reported as part of the financial statements. Mr. Neihardt stated that the board is doing a good job of monitoring the budget and making amendments as necessary.

SHERIFF / COUNTY COMMISSIONER REPORT(S): No reports.

DEPARTMENT REPORTS: Fire Chief Graczyk reported on forty-six calls for service in October 2024 with year-to-date totals of three hundred seventy-three runs in 2024 compared to three hundred seventy-four runs in 2023. Assessor Derek Eaton gave a verbal report on the most recent activity in the Assessing Department. Zoning Administrator Kristin Lange reviewed the Building/Zoning/Code Enforcement report of October activity. Campground Manager Patrick Mousel gave a verbal report of recent activity in Buttersville Campground.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by Iteen, seconded by Soberalski to approve the agenda as presented.

Motion carried.

COMMUNICATIONS: No communications to report.

NEW BUSINESS: A. **Presentation – 2023 Audited Financial Statements** – This presentation took place earlier in the meeting.

B. **Set Public Hearing Date (12/10/2024) for 2025 Proposed Budget and Levy** – **Moved** by Soberalski, seconded by Kmetz to set the public hearing date for the proposed 2025 budget(s) and levy(s) for December 10, 2024.

Motion carried.

C. **Consider Dismissal of Firefighter(s)** – Section 4.6 of the Rules and Regulation of the Pere Marquette Charter Township Board for the Pere Marquette Charter Township Volunteer Fire Department states: Dismissal: Any Firefighter or Officer may be dismissed from the Fire Department by the Township Board at any time, upon the recommendation of the Fire Chief or Supervisor.

Moved by Kmetz, seconded by Enbody that firefighters Edwin Rasmussen and Megan Ellison be dismissed due to lack of response and inactivity with the Pere Marquette Charter Township Fire Department.

Motion carried.

D. **Consider Amendment to Conflict-of-Interest Policy** – The current policy contains a section requiring an annual statement from each employee and Elected Official. The policy states:

ANNUAL STATEMENT

Each employee/Elected Official shall annually sign a statement which affirms they have received a copy of the conflict-of-interest policy, they have read and understand the policy, and they agree to comply with the policy.

Moved by Nordlund, seconded by Kmetz to remove the Annual Statement requirement language from the policy and to adopt the Conflict-of-Interest Policy as amended.

Motion carried.

COMMITTEE REPORTS: Economic Development / Parks & Recreation Committee (Smith, Kmetz, Soberalski): The committee reviewed the survey for the compilation of the 2025-2029 Parks, Recreation, and Open Space Plan. Discussion of future park design ideas, funding, employee structure, equipment and storage needs, and pavilion rental rates. The committee also discussed the need for zoning flexibility for housing needs and Smith has renewed discussions with the City of Ludington and Ludington Area Schools for the Safe Routes to Schools Program for sidewalk development.

Roads Committee (Nordlund, Kmetz, Rasmussen): The committee requested better maps.

Fire Department Liaison (Kmetz): The Department will be reviewing the Standard Operating Procedures manual. The Rules and Regulations will also require review for possible amendments concerning solicitations and donations to the Department.

LMTA Representative (Enbody): Reported on the most recent meeting of the Ludington Mass Transportation Authority.

Western Mason County Fire District Authority (Smith, Kmetz): The Authority approved budget amendments, adopted the budget, approved invoices for payment, and approved Douglas Wohlberg as auditor for the Authority.

COMMITTEE OF THE WHOLE: **Moved** by Iteen, seconded by Soberalski to move into Committee of the Whole at 4:37 p.m. Motion carried. Various topics discussed with no action taken.

Board members discussed the Zoning and Housing Questionnaire.

Moved by Nordlund, seconded by Smith to return to regular session at 4:42 p.m. Motion carried.

OFFICER REPORTS: Trustees: Soberalski thanked everyone for the support and encouragement during his term of office. He is proud of having served and of what he has accomplished as a member of the board of trustees.

Clerk (Enbody) – Reported that the recent Presidential Election went very smoothly. Enbody commended the election inspectors that serve the Township for their dedication to the election process. Enbody distributed a chart showing the percentage of voters by the method of voting. Overall turnout was 76.08%. Enbody provided a list of current invoices for approval.

PAYMENT OF INVOICES: **Moved** by Soberalski, seconded by Smith to approve payment of invoices in the amount of \$761,708.41.

Motion carried.

Treasurer (Iteen) – Provided a report detailing cash and investment balances by fund and by bank account for October 2024, is busy with collection of utility bills, investments, and preparing the winter tax billing.

Supervisor (Smith) – Reported working on the 2025 budget. The water tower project is complete. The water rate study is on track for completion by year-end. Smith met with the MMRMA representative, and the township will see an increase in the property and casualty insurance rate for next year. Smith has requested copies of all traffic control orders from the Mason County Road Commission and the Michigan State Police to determine established speed limits within the township.

ANNOUNCEMENTS: No announcements.

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: The meeting was adjourned by consent at 5:28 p.m.

Rachelle D. Enbody, MiPMC², CMC Township Clerk

Kelly D. Smith, Township Supervisor

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