

REGULAR MEETING
July 9, 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: County Commissioner Les Johnson, Sheriff Kim Cole, Dan Healy, 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 Kmetz to approve the minutes from the June 11, 2024, meeting as presented.

Motion carried.

SHERIFF/COUNTY COMMISSIONER REPORT(S): County Commissioner Johnson reported on the most recent meeting of the Mason County Board of Commissioners.

Sheriff Cole reported eighty-six calls for service within the Township in June 2024.

DEPARTMENT REPORTS: DPW/Water/Sewer Superintendent Dan Healy gave a verbal report of current activity in the Department(s) of Public Works, Water, and Sewer. Zoning Administrator Kristin Lange reviewed the Building/Zoning/Code Enforcement reports of June activity. Campground Manager Patrick Mousel gave a verbal report of current activity at Buttersville Campground.

PUBLIC COMMENT: Public comment was held.

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

Motion carried.

COMMUNICATIONS: Enbody reported a letter of communication was received from Charter Communications stating that customers are being notified via bill message regarding price changes effective on or after July 16, 2024.

NEW BUSINESS: A. **Consider Certification of the 2024 Millage Rates for Township Operation and Public Transportation** – A public hearing was held on December 12, 2023 to propose and adopt the 2024 budgets and levy(s). The millage rates of 2.85 mills for the General Fund and .20 mills for the Transportation Fund were used to determine the 2023 budgets and were a subject of the hearing. The Township Operation millage has remained at 2.85 mills since 2004.

Moved by Smith, seconded by Enbody to certify the taxes to be levied in 2024 at 2.85 mills for township operation and 0.20 mills for public transportation.

Motion carried.

B. **Consider Consultant Services for the Five-Year Parks, Recreation & Open Space Plan** – Smith explained that JMB Associates, LLC has worked with the township on several projects including the previous update of the Plan. The intent of the Plan is to create an inventory of existing facilities and resources, identify community recreation and open space needs, and set a plan of action for a five-year period.

Moved by Soberalski, seconded by Nordlund to accept the proposal for professional services from JMB Associates, LLC to update the Pere Marquette Charter Township Parks, Recreation, and Open Space Plan (2025-2030) and to authorize the township supervisor to sign the agreement on behalf of the township.

Motion carried.

C. **Consider Refund due to Utility Billing Error** – Board members reviewed a request from administrative assistant Leanne Chaltron. The request explains that a temporary hydrant meter was incorrectly billed at cubic foot billing units instead of 100 cubic foot billing units. The total billing error resulted in an overcharge of \$6,800.54. For future hydrant meter usage, a meter endpoint will be attached to the meter to correctly calculate and bill for the usage.

Moved by Smith, seconded by Kmetz to issue a refund in the amount of \$6,800.54 to Mastec Communications Group for a billing error due to the miscalculation of usage.

Motion carried.

D. **Consider Proposals for Engineering Services** – Board members reviewed the following proposals for engineering services for the extension of the watermain and sanitary sewer that would extend the services South along South Jebavy Drive and then East and connect to South Pere Marquette Highway.

VENDOR	AMOUNT
Prein & Newhof	\$26,600.00
Fleis & Vandenbrink	\$35,000.00

Moved by Nordlund, seconded by Smith to approve the proposal from Prein & Newhof in the amount of \$26,600.00 for engineering services for the extension of the water main and sanitary sewer along South Jebavy Drive and to authorize the township supervisor to sign the agreement on behalf of the township.

Motion carried.

E. **Consider Resolution #2024-12 to Approve the Hazard Mitigation Plan** – Board members reviewed correspondence from Mason County Emergency Management Coordinator Heath Scarbrough explaining that the Hazard Mitigation Plan was developed by Mason County in conjunction with the West Michigan Shoreline Regional Development Commission. The Hazard Mitigation Grant Program is administered by FEMA and provides grants to local governments after a major disaster declaration if the entity has adopted the Hazard Mitigation Plan.

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

WHEREAS, Mason County, Michigan has experienced natural and man-made repetitive disasters that have damaged commercial, residential and public properties, displaced citizens and businesses, and presented general public health and safety concerns; and

WHEREAS, Mason County has prepared a *Hazard Mitigation Plan* under the guidance of the Mason County Local Emergency Planning Committee (LEPC), which describes known disasters and impacts, potential hazards, and strategies to reduce overall damage and impact from hazards; and

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Mason County *Hazard Mitigation Plan* is hereby adopted as an official plan of Pere Marquette Charter Township.
2. The Mason County Emergency Management director is charged with supervising implementation and monitoring progress of the Plan's recommendations within the funding limitations as provided by the Mason County Board of Commissioners or other sources.
3. The Mason County LEPC shall provide oversight and guidance toward implementation of the Plan.
4. The Mason County Emergency Management director shall provide an annual progress report to Mason County, including:
 - a. A review of any disasters or emergencies that occurred during the previous calendar year.
 - b. A review of mitigation actions taken, including accomplishments and limitations encountered during the previous year.
 - c. A proposed outline of mitigation projects and activities for the following calendar year.

Any existing resolution in conflict within this resolution is hereby repealed to the extent of any such conflict.

Resolution declared adopted.

COMMITTEE REPORTS: Architectural Control Committee (Smith, Rasmussen): Smith reported the committee will meet tomorrow.

Economic Development / Parks & Recreation Committee (Smith, Kmetz, Soberalski): Smith reported that the Committee met with MCSA and Rieth-Riley representatives to review the final checklist items to be completed at the River Access Project. The official ribbon cutting ceremony will take place on July 19, 2024.

Election Commission (Enbody, Nordlund, Rasmussen): Enbody reported that the Election Commission conducted the required public Logic and Accuracy testing of the election equipment on June 24, 2024 for the equipment that will be used at the August 6th Primary Election. The Election Commission is schedule to meet on July 10, 2024 to appoint election inspectors for the August 6th Primary Election.

Finance Committee (Enbody, Iteen, Smith): Smith reported the Finance Commission will need to meet to review the Capital Improvement requests from the departments received in preparation of the 2025 budget.

Planning Commission (Iteen): Reported a work session to create questions for a survey for R-1 residents and the Commission will review a draft of the survey at the next meeting.

Fire Department Liaison (Kmetz): Reported on 41 calls for service in June with 2024 year-to-date responses at 199, compared to 213 year-to-date responses in 2023. Department members received electrical training from Consumers Energy at the Riemer Training Center. The Department will be participating in a controlled burn event on July 27th, attend the River Community Access ribbon cutting on the 19th, and the Blessing of the Badges on August 23rd.

LMTA Representative (Enbody): The June 25th LMTA meeting was cancelled.

Western Mason County Fire District Authority (Smith, Kmetz): Smith reported the Authority approved the purchase of electric vehicle fire suppression blanket(s), the new truck ordered for the Hamlin Department was received, and the 2023 audit is complete.

OFFICERS REPORTS: Clerk (Enbody) – Enbody distributed the second quarter financial summaries to board members. Reported on twenty-three FOIA requests to date. The DPW will be moving the stored Early Vote Site equipment to Custer Township Hall tomorrow. Four hundred and twenty absentee ballots have been issued to date for the August 6th election. The 2023 audit is complete and was filed with the Michigan Dept. of Treasury on June 28th. Other financial reporting, including the Continuing Disclosure filing, the F-65 (Annual Local Unit Fiscal Report), and Municipal Finance have all been completed and filed. The Mason County Clerks Association will meet on Wednesday to discuss upcoming Early Voting requirements. Enbody and Jehl will be attending Early Voting Site training on Thursday. Enbody is continuing to compile the necessary documentation and information for the grant reporting required for the Great Lakes Fishery Trust grant, the Waterways Commission grant, and the Land and Water Conservation Fund grant.

PAYMENT OF INVOICES: **Moved** by Enbody, seconded by Kmetz to approve payment of invoices in the amount of \$285,440.63.

Motion carried.

Treasurer (Iteen) – Provided a report detailing cash and investment balances by fund and by bank account for June 2024. June was busy with tax preparation and there has been a steady turnout of people coming in to pay their summer taxes. Iteen is working on account allocations to record the redemption of maturing CD's.

Supervisor (Smith) – Reported working through finalizing the Pere Marquette River Community Access Project, with the ribbon cutting ceremony on July 19th. Smith is working with a group to try to address the housing needs in our area. Initial budget work has begun with budgets under development for 2025 and 2026. Dan Healy has been moved to the Superintendent position of the DPW/Water/Sewer departments. Reported that he has been working with potential buyers interested in a lot in the First Street Business Park. Smith is working with the Township's website provider in order to set up a subscription notification system for residents.

Kmetz questioned truck replacement with the upcoming budget. Smith responded that the DPW is looking to replace the crane truck but that it may be more practical to place the crane on a trailer and that the truck may be of use in the Parks Department after the crane is removed.

Nordlund asked if Smith has resolved the request for a waiver of water connection. Smith responded that we have requested documentation from the homeowner and are waiting for the response to the request.

ANNOUNCEMENTS: The Pere Marquette River Community Access ribbon cutting will take place at 11:30 a.m. on July 19, 2024.

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: The meeting was adjourned by consent at 4:55 p.m.

Rachelle D. Enbody, MiPMC?, CMC Township Clerk

Kelly D. Smith, Township Supervisor