

REGULAR MEETING
August 13, 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, Henry Rasmussen, and Ronald Soberalski.
Board member(s) absent: Trustee James Nordlund, Sr.
Also present: Derek Eaton, Kristin Lange, Scott Graczyk, Kendra Gilchrist (Ludington Daily News), and numerous guests.
Present for a portion of the meeting: Sheriff Cole.

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

APPROVAL OF MINUTES: **Moved** by Soberalski, seconded by Iteen to approve the minutes from the July 23, 2024, meeting as presented.

Motion carried.

DEPARTMENT REPORTS: Fire Chief Scott Graczyk reported on thirty-six calls for service in July 2024 with year-to-date totals of two hundred thirty-five calls in 2024 compared to two hundred fifty-six calls in 2024. Zoning Administrator Kristin Lange reviewed the Building/Zoning/Code Enforcement reports covering July activity. Assessor Derek Eaton gave a verbal report of department activity.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by Smith, seconded by Soberalski to add Item F. Consider Waiver of Penalty(s) to the agenda and to approve the agenda as presented.

Motion carried.

COMMUNICATIONS: Enbody reported the Mason County Board of Commissioners has filed its Notice of Intent to prepare the Materials Management Plan, the intent to complete the Plan development as part of a multicounty plan, and that all materials management planning committee meetings are open to the public. A notice of an AT & T Data Incident was received notifying the Township that some of the Township's data was accessed but no indication of any public release or illegal use of the data was indicated and that the access occurred in 2022. An email was received from a resident thanking the board for approving the new e-notify system and expressing concern that the ordinance language for consideration appears to be vague. Smith added that residents may sign up for e-notify alerts for various types of notifications via the website, scanning the QR code, or by contacting the Township. Iteen reported that True North Community Services contacted her to inform her of the various services offered, including assistance with children's services, heat and utility assistance, housing assistance, hunger prevention and youth programs.

NEW BUSINESS: A. **Consider Water/Sewer Rate Study Proposals** – Board members reviewed three proposals received for water and sewer financial projections and rate study. Considerations included the total hours needed to complete the project, the amounts charged per hour and the number of years of projections to be provided. Stantec was the only company to provide for a ten-year period and had a lower hourly rate for the services provided. Prior experience with Stantec has been top notch.

Moved by Soberalski, seconded by Enbody to enter into an agreement for Water and Sewer Financial Projections, Benchmarking, and Rate Study with Stantec Consulting Services, Inc. for a total not to exceed amount of \$23,310.00 for the water portion of the study and a not to exceed amount of \$22,420.00 for the sewer portion of the study.

Motion carried.

B. **Consider Water/Sewer Reliability Study Proposals** – Board members reviewed two proposals received for a water reliability study. Considerations included the timeline to complete the project and the cost of the project. Fleis & Vandenbrink has experience with the Township's water system and can complete the project within six weeks. Upon completion of the reliability study the information can be turned over to Stantec to aid with the rate study.

Moved by Smith, seconded by Rasmussen to enter into an agreement with Fleis & Vandenbrink to conduct a Water Reliability Study for a total fee of \$12,500.00.

Motion carried.

C. First Reading of Ordinance No. 157 – Amendment to Water System Rate and Administration Ordinance – Board members conducted the first reading of proposed Ordinance No. 157, an ordinance to amend Ordinance No. 91, Water System Rate and Administration Ordinance to amend Section 30-27, Connections to System. Smith reported that the township’s attorney assisted with the language and that the amendment language allows the board to determine the process for application to request a waiver from the mandatory connection requirement to the water system.

Moved by Soberalski, seconded by Iteen to accept the first reading of proposed Ordinance No. 157, an ordinance to amend Ordinance No. 91 Water System Rate and Administration Ordinance to amend Section 30-27, Connections to System, and to schedule the second reading and consideration of adoption for August 27, 2024.

Motion carried.

D. Consider Resolution to Appoint Officer Delegate / MERS Annual Meeting #2024-13 – The following resolution was offered by Enbody and supported by Kmetz:

RESOLUTION TO APPOINT AN OFFICER DELEGATE
TO THE 2024 MERS ANNUAL MEETING
#2024-13

WHEREAS, the Municipal Employees’ Retirement System (MERS) Annual Meeting will be held on October 10 and 11, 2024; 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 2024 MERS Annual Meeting.

Resolution declared adopted.

E. Consider Compensation of Election Inspectors – Board members reviewed a memo from Enbody regarding compensation for election inspectors. Multiple jurisdictions share in the cost of the compensation for early voting site inspectors and the participating jurisdictions agreed that the early voting site inspectors should be paid a consistent hourly wage from all municipalities. Enbody also requested that the Pere Marquette election inspectors be compensated at the same rate.

Moved by Smith, seconded by Rasmussen to increase the compensation for election inspectors from \$15.00 per hour to \$20.00 per hour and to increase the compensation for election inspector chairpersons from \$17.00 per hour to \$22.00 per hour, effective August 1, 2024.

Motion carried.

F. Consider Waiver of Penalty (added) – Board members reviewed a list of water and sewer account balances for Pere Marquette Charter Township owned properties. The quarterly billing came out after the previous board meeting and became due and payable before the next/current board meeting, which would result in penalties in the amount of \$280.57 for late payment. Board approval is required for a waiver of a penalty.

Moved by Soberalski, seconded by Kmetz to waive the penalty charges for current utility billing period for Pere Marquette Charter Township due to the billing and payment due dates falling between board meeting approval dates.

Motion carried.

SHERIFF/COUNTY COMMISSIONER REPORT(S): Sheriff Cole reported ninety-three calls for service within the Township in July 2024.

COMMITTEE REPORTS: Personnel Committee (Kmetz, Nordlund, Soberalski): The committee will meet next week. Sewer & Water Committee (Smith, Iteen, Nordlund): Reported under agenda items A. and B.

Planning Commission (Iteen): Reported approval of a site plan for a campground, with conditions.

Zoning Board of Appeals (Rasmussen): Reported a public hearing and approval of an expansion of a legal nonconforming residential structure.

Fire Department Liaison (Kmetz): Reported that the recent hose testing indicated that some of the department fire hoses required replacement. The hydro testing for the SCBA tanks was completed with the cascade tanks being tested next.

New shirts were purchased for fire department members and the MDOT inspections on the vehicles are complete.

LMTA Representative (Enbody): Reported the July LMTA meeting was cancelled.

Western Mason County Fire District Authority (Smith, Kmetz): The Authority is scheduled to meet on August 15th.

OFFICERS REPORTS: Clerk (Enbody) – Enbody reported on the August Primary election results and provided a list of current invoices for approval.

PAYMENT OF INVOICES: **Moved** by Smith, seconded by Enbody to approve payment of invoices in the amount of \$808,231.00

Motion carried.

Treasurer (Iteen) – Provided a report detailing cash and investment balances by fund and by bank account for July 2024, reported a 63% increase in online payments with the addition of the QR code to the tax bills, and reported her office has been busy with facility rentals for township properties.

Supervisor (Smith) – Reported working on a power point presentation for the MDNR Trust Fund Board meeting. Smith has attended several meetings on housing assessment needs and presentations are scheduled to come before the Planning Commission and the Township Board. Smith is working through the department budget requests and starting the Supervisor proposed budget. The new e-notify system is now active and available. There was a meeting with City of Ludington to go over the procedures and to work out the details for water service during the Township's water tower project. The conversion to natural gas service at the township hall is complete. The township is looking at the potential for additional parking at the township hall to better accommodate voters during elections with a future possibility of consolidation to one polling location.

ANNOUNCEMENTS: Special Meeting, August 20, 2024, at 9:00 a.m.

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: The meeting was adjourned by consent at 5:17 p.m.

Rachelle D. Enbody, MiPMC², CMC Township Clerk

Kelly D. Smith, Township Supervisor