

**REGULAR MEETING
October 12, 2021**

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

Board members present: Supervisor Gerald Bleau; Clerk Rachele Enbody; Treasurer Karie Bleau;
Trustees: Andrew Kmetz, James Nordlund, Sr., Henry Rasmussen, and Ronald Soberalski.

Also present: Riley Kelley (Ludington Daily News) and one guest.

Present for a portion of the meeting: Sheriff Kim Cole and James Bernier (JMB Associates).

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

APPROVAL OF MINUTES: **Moved** by Kmetz, seconded by Rasmussen to approve the September 14, 2021 special meeting minutes, the September 14, 2021 regular meeting minutes and the October 5, 2021 special meeting minutes as presented. Motion carried.

Sheriff Cole reported on sixty-one calls for service in September 2021.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: The agenda was approved by consent.

COMMUNICATIONS: Board members received the most recent meeting minutes of the Lincoln Lake Improvement Board and a Notice of Educational Workshop to provide education on zoning topics and processes.

NEW BUSINESS: A. **Presentation Pere Marquette River Access (Jim Bernier, Consultant/Planner)** – James Bernier summarized the status of the Pere Marquette Community Access Site project funding plan. Mr. Bernier explained the current Land and Water Conservation Fund grant status along with future funding plans. Mr. Bernier also distributed information on the MEDC's Redevelopment Ready Communities program.

B. **Set Public Hearing Date (11/09/2021) for 2022 Proposed Budget and Levy** – **Moved** by Nordlund, seconded by K. Bleau to set the public hearing date for the proposed 2022 budget(s) and levy(s) for November 9, 2021.

Motion carried.

C. **Set 2022 Meeting Schedule** – **Moved** by Enbody, seconded by K. Bleau to set the Township Board meeting schedule for 2022 with the meeting time to begin at 5:30 p.m.

Motion failed.

Moved by Nordlund, seconded by Soberalski to set the following Township Board meeting schedule for 2022 with the meeting time to begin at 6:00 p.m.

2022 MEETING SCHEDULE

<u>JANUARY</u> Tuesday – 01/11	<u>FEBRUARY</u> Tuesday – 02/08 Tuesday – 02/22	<u>MARCH</u> Tuesday – 03/08
<u>APRIL</u> Tuesday – 04/12 Tuesday – 04/26	<u>MAY</u> Tuesday – 05/10	<u>JUNE</u> Tuesday – 06/14 Tuesday – 06/28
<u>JULY</u> Tuesday – 07/12	<u>AUGUST</u> Tuesday – 08/09 Tuesday – 08/23	<u>SEPTEMBER</u> Tuesday – 09/13

<p><u>OCTOBER</u> Tuesday – 10/11 Tuesday – 10/25</p>	<p><u>NOVEMBER</u> <u>Thursday</u> – 11/10</p>	<p><u>DECEMBER</u> Tuesday – 12/13 Tuesday – 12/27*</p>
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**Regular Year End Meeting to allow for completion of year-end business scheduled to begin at 4:00 p.m.*

Roll call vote: Yes: Nordlund, Kmetz, Enbody, G. Bleau, K. Bleau, Rasmussen, Soberalski.
 No: None.
 Absent: None.

Motion carried.

D. Consider 2022 Salary Resolutions for Elected Officials – The personnel committee is recommending a 3% cost-of-living increase for the elected positions of Supervisor, Clerk and Treasurer. The township board held a special meeting on September 14th to review the compensation for elected officials and all board members were individually afforded an opportunity to voice their opinions regarding the elected officials’ salaries. R. Soberalski voices his objection(s) to the increase the elected officials’ salaries due to the fact that the elected officials (as well as all employees) received raises in 2021. These raises were a result of professionally contracted compensation study.

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, 2022, the salary of the office of township supervisor shall be as follows:

Supervisor: \$73,314.00 per year

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

Roll call vote: Yes: Rasmussen, K. Bleau, G. Bleau, Enbody, Kmetz, and Nordlund.
 No: Soberalski.
 Absent: None.

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, 2022, the salary of the office of township clerk shall be as follows:

Clerk: \$71,764.00 per year

The foregoing Resolution to establish the salary of the township clerk was offered by K. Bleau and supported by Kmetz.

Roll call vote: Yes: Nordlund, Kmetz, Enbody, G. Bleau, K. Bleau, and Rasmussen.
 No: Soberalski.
 Absent: None.

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, 2022, the salary of the office of township treasurer shall be as follows:

Treasurer: \$70,917.00 per year

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

Roll call vote: Yes: Rasmussen, K. Bleau, G. Bleau, Enbody, Kmetz, and Nordlund.
 No: Soberalski.
 Absent: None.

The supervisor declared the resolution adopted.

The board then considered a resolution for the salary of township trustee(s). The trustee salary was also a part of the discussion at the September 14th special meeting. Previously, the trustees were paid on a per meeting basis. It was discovered that all elected official salaries are to be set by resolution. The salary resolution represents an approximate increase of 30% with the approximation due to the variability of per meeting pay paid per number of meetings versus an annual salary unaffected by the number of meetings. G. Bleau noted that he felt the recommended salary was too low.

RESOLUTION TO ESTABLISH SALARY OF THE TOWNSHIP TRUSTEE

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 trustee 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, 2022, the salary of the office of township trustee shall be as follows:

Trustee: \$2,0000 Per Year

The foregoing Resolution to establish the salary of the township trustee was offered by Enbody and supported by Nordlund.

Roll call vote: Yes: Nordlund, Kmetz, Enbody, K. Bleau, and Rasmussen.
 No: G. Bleau and Soberalski.
 Absent: None.

The supervisor declared the resolution adopted.

E. **Consider 2022, 2023, 2024 Compensation Schedule** – The personnel committee is recommending a cost-of-living increase of 3% in 2022 for all township employees, with the exception of the deputy treasurer and assistant to the supervisor positions, which will receive an 11% increase and 7% increase, respectively to align these wages with the deputy clerk wage. The 2023 and 2024 schedules represent a 2.5% and 2% increase, respectively. Annual salary amounts were rounded to the nearest dollar amount. G. Bleau stated that the elected officials' salaries were included in the schedule, but those salaries are subject to annual resolutions and are represented in the schedule only for transparency purposes. The board may amend the schedule at any time. G. Bleau also noted that he holds the position of the township building official for an annual salary of \$1.00 but that a salary for a separate, full time building official was included in the schedule so that if the board ever wished to hire the position separate from the supervisor, a salary amount would exist in the schedule. R. Soberalski discussed the Park Manager salary amount and stated that he felt it needed to be increased but offered no amount for an increase.

Elected Officials, Appointed Officials and Employees		Year 2022	Year 2023	Year 2024
Trustees (Salary per year for board meetings)	<i>Elected</i>	\$2,000.00	\$2,050.00	\$2,091.00
Supervisor	<i>Elected</i>	\$73,314.00	\$75,147.00	\$76,650.00
Assistant to Supervisor	<i>per hour</i>	\$21.18	\$21.71	\$22.14
Clerk	<i>Elected</i>	\$71,764.00	\$73,558.00	\$75,029.00
Deputy Clerk	<i>per hour</i>	\$21.18	\$21.71	\$22.14
Treasurer	<i>Elected</i>	\$70,917.00	\$72,689.00	\$74,143.00
Deputy Treasurer	<i>per hour</i>	\$21.18	\$21.71	\$22.14
Assessor - Level 3	<i>Salary</i>	\$75,914.00	\$77,812.00	\$79,368.00
Building Official Appointed to Supervisor	<i>Salary</i>	\$1.00	\$1.00	\$1.00
Building Official Full Time (If needed)	<i>Salary</i>	\$59,544.00	\$61,033.00	\$62,253.00
Zoning Administrator / Code Enforcement	<i>Salary</i>	\$57,526.00	\$58,964.00	\$60,143.00
DPW/Water/Sewer Superintendent	<i>Salary</i>	\$64,128.00	\$65,731.00	\$67,046.00
DPW/Water/Sewer Assistant Superintendent	<i>per hour</i>	\$23.50	\$24.09	\$24.57
DPW/Water/Sewer Operator	<i>per hour</i>	\$18.99	\$19.47	\$19.86
Parks Manager/Facilities Maintenance	<i>Salary</i>	\$48,410.00	\$49,620.00	\$50,613.00
Parks Seasonal - Seasonal Campground Attendant	<i>per hour</i>	\$15.00	\$15.38	\$15.68
Parks Seasonal - Seasonal Park Maintenance	<i>per hour</i>	\$15.97	\$16.36	\$16.69

Fire Department Firefighters (paid quarterly)

Probationary Firefighter (first two years)	<i>Annual</i>	\$3,964.00	\$4,064.00	\$4,144.00
with Medical Training	<i>Annual</i>	\$5,036.00	\$5,160.00	\$5,264.00
Senior Firefighter (upon completion of two-year probation)	<i>Annual</i>	\$5,036.00	\$5,160.00	\$5,264.00
with Medical Training	<i>Annual</i>	\$6,540.00	\$6,700.00	\$6,832.00

Fire Department Officer Premiums (paid quarterly)

Chief	<i>Annual</i>	\$2,792.00	\$2,860.00	\$2,916.00
Assistant Chief	<i>Annual</i>	\$2,268.00	\$2,324.00	\$2,368.00
Captain	<i>Annual</i>	\$1,196.00	\$1,224.00	\$1,248.00
First Lieutenant	<i>Annual</i>	\$1,196.00	\$1,224.00	\$1,248.00
Second Lieutenant	<i>Annual</i>	\$1,196.00	\$1,224.00	\$1,248.00
Safety Officer	<i>Annual</i>	\$1,196.00	\$1,224.00	\$1,248.00
Training Officer	<i>Annual</i>	\$2,268.00	\$2,324.00	\$2,368.00

Per Occurrence:	Per Meeting	Per Hour	Per Day	Per Half Day	Training
Chairperson	\$75.00	-	-	-	\$90.00
Members	\$65.00	-	-	-	\$90.00
Dept. Heads/ Deputies/Staff/Fire Officers (As required)	\$60.00	-	-	-	-
Elected Officials, per meeting (As appointed/approved)	\$100.00	-	-	-	\$110.00
Election Inspectors	-	\$15.00	-	-	\$50.00
Election Chairperson	-	\$17.00	-	-	\$50.00
Board of Review	-	-	\$100.00	\$50.00	-
BOR Chairperson	-	-	\$120.00	\$60.00	-
DPW on Call	-	-	\$75.00	-	-

Moved by Nordlund, seconded by Kmetz to approve the foregoing recommendations from the Personnel Committee for compensation for the year(s) 2022, 2023, and 2024.

Roll call vote: Yes: Rasmussen, K. Bleau, G. Bleau, Enbody, Kmetz, and Nordlund.
 No: Soberalski.
 Absent: None.

The supervisor declared the 2022, 2023, and 2024 compensation schedule adopted.

F. **Consider 2022 Fire Department Officer Appointments** – Moved by Rasmussen, seconded by Kmetz to approve the following Fire Department Officer appointments, effective January 1, 2022:

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.

G. **Affirm Expiration of Leave of Absence** – G. Bleau explained that firefighter Fred Reader requested a one-year leave of absence in 2020 and the leave of absence has expired.

Moved by Rasmussen, seconded by K. Bleau to affirm the expiration of the one-year leave of absence request granted October 1, 2020, to firefighter Fred Reader and to terminate his position as firefighter with Pere Marquette Charter Township.

Motion carried.

H. **Consider Flooring Quotes** – Board members reviewed the following quotes for epoxy floor coating for the men's and women's restrooms in Sutton's Landing and Memorial Tree Park.

Garage Kings	\$5,140.00
Edgewater Concrete Solutions, LLC.	\$4,400.00

Moved by K. Bleau, seconded by Soberalski to approve the quote from Edgewater Concrete Solutions, LLC in the amount of \$4,400.00 for the installation of epoxy floor coating in the restroom facilities at Sutton's Landing and Memorial Tree Park.

Motion carried.

I. **Consider PMCP Building Renovation Quotes** – Board members reviewed the following quotes for the restroom building renovation at the Pere Marquette Conservation Park:

Absolute Services of MI, LLC	Demo, remediation, replace roof	\$ 8,550.00
Visscher Construction, Inc.	Demo, replace roof	\$16, 500.00
Servpro	Demo, remediation	\$ 5,939.37

Enbody expressed that the scope of work varies greatly between quotes and would prefer that updated quotes be obtained to be able to evaluate comparable costs for comparable scope(s) of work and services.

Moved by Kmetz, seconded by Soberalski to approve the quote from Absolute Services of MI, LLC in the amount of \$8,550.00 for demolition, mold remediation, and new roofing for the restroom facility at the Pere Marquette Conservation Park.

Motion carried.

J. **Consider Incident Response Services** – G. Bleau explained that due to an email breach, he filed an incident report with the township's insurance provider, as instructed by the insurance provider. The incident report triggered a quote for an estimated cost of \$7,500.00 for Incident Response Services to conduct an investigation into the breach. Attorney fees could result in additional fees of up to \$5,000.00. G. Bleau and Enbody spoke with IT Right, the township's information technology provider, regarding the incident and the operations manager indicated that an email breach of this nature is seldom reported to insurance carriers because the breached emails did not contain any sensitive information.

Moved by Nordlund, seconded by Soberalski to take no action on the quote for Incident Response Services.

Motion carried.

K. First Reading of Proposed Ordinance No. 150 – Board members conducted the first reading of proposed Ordinance No. 150, State Construction Code Ordinance, an ordinance to designate an enforcing agency to discharge the responsibility of the Charter Township of Pere Marquette located in Mason County to enforce the provisions of the State Construction Code Act No. PA 230 of the Public Acts of 1972, as amended and to designate regulated flood hazard areas.

Moved by Enbody, seconded by K. Bleau to accept the first reading of proposed Ordinance No. 150 and to schedule the second reading and consideration of adoption for October 26, 2021.

Motion carried.

L. First Reading of Proposed Ordinance No. 151 – Board members conducted the first reading of proposed Ordinance No. 151, Fire Prevention Code Ordinance, an ordinance to adopt by reference the International Fire Code establishing the minimum regulations governing the safeguarding of life and property from the hazards of fire and of explosions arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the use of occupancy of building or premises.

Moved by G. Bleau, seconded by Kmetz to accept the first reading of proposed Ordinance No. 151 and to schedule the second reading and consideration of adoption for October 26, 2021.

Motion carried.

M. First Reading of Proposed Ordinance No. 152 – Board members conducted the first reading of proposed Ordinance No. 152, Property Maintenance Code Ordinance, an ordinance to adopt by reference the International Property Maintenance Code and to provide certain modifications therein in their application to Pere Marquette Charter Township.

Moved by Kmetz, seconded by Nordlund to accept the first reading of proposed Ordinance No. 152 and to schedule the second reading and consideration of adoption for October 26, 2021.

Motion carried.

N. First Reading of Proposed Ordinance No. 153 – Board members conducted the first reading of proposed Ordinance No. 153, Parks and Recreation Ordinance, an ordinance to provide for the maintenance, management and control of parks and places of recreation within Pere Marquette Charter Township and to provide the penalties for the violations thereof.

Moved by G. Bleau, seconded by K. Bleau to accept the first reading of proposed Ordinance No. 153 and to schedule the second reading and consideration of adoption for October 26, 2021.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Rasmussen) – Reported the Planning Commission is reviewing the Comprehensive Plan.

Personnel Committee (G. Bleau) – Reported the Personnel Committee met to determine the compensation schedule that was presented earlier in the meeting.

Finance Committee (K. Bleau) – Reported that the Finance Committee will be meeting soon to review the Capital Improvement Plan.

Fire Department Liaison (Rasmussen) – Reported fifteen members in attendance at the meeting and the meeting lasted fifteen minutes.

The following department reports were received: Clerk and Deputy Clerk, Treasurer and Deputy Treasurer, Fire Department and Building/Zoning/Code Enforcement.

OFFICERS REPORTS: Clerk (Enbody) – Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kmetz to approve payment of invoices totaling \$521,577.08.

Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for September 2021. Reported that all funds continue to look healthy and that interviews for the deputy treasurer position are complete and will hopefully be extending an offer for employment soon.

Supervisor (G. Bleau) – Reported that there will be a presentation at the October 26th meeting on the sidewalk improvement plan. G. Bleau asked board members if an additional workshop was necessary for a presentation on park planning. Board members felt the presentation could be included in the regular meeting.

ANNOUNCEMENTS: The Mason County Township Officers Meeting will be held October 21, 2021 at 6:00 p.m. at Riverton Township Hall. An Educational Workshop to provide education on zoning topics will be held Tuesday, October 19, 2021 at 5:30 p.m. at Pere Marquette Township Hall.

EXTENDED PUBLIC COMMENTS: Extended public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 8:44 p.m.

Rachelle D. Enbody, MiPMC, CMC Township Clerk

Gerald A. Bleau, Township Supervisor

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