

REGULAR MEETING
February 8, 2022

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

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

Board member absent: None.

Also present: Andy Larr, Larry Gaylord and one guest.

Present for a portion of the meeting: Mason-Lake Conservation District Project Manager Bri Jasinski.

The meeting was called to order at 6:00 p.m. by the Supervisor. Invocation was given by Nordlund; Pledge of Allegiance was recited by all.

APPROVAL OF MINUTES: Kmetz noted that the roll call vote for the Water Resolution in the January 11 minutes should indicate that Kmetz was absent. **Moved** by Kmetz, seconded by K. Bleau to approve the minutes of the January 11, 2022 meeting as amended.

Motion carried.

PUBLIC COMMENT: Bri Jasinski, the Hemlock Woolly Adelgid project manager from the Mason-Lake Conservation District, explained that Hemlock Woolly Adelgid (HWA) is an insect that infests hemlock trees and that the presence of the insect has been confirmed to exist in Mason County. Through grant funding the Mason Lake Conservation District, in cooperation with the Ottawa Conservation District, will be able to provide for the survey and treatment of the invasive species at no cost to the township.

APPROVAL OF AGENDA: **Moved** by Enbody, seconded by Soberalski to add Item J. "Consider Community Foundation for Mason County Community Project Fund Agreement" to the agenda and approve the agenda as amended.

Motion failed.

Moved by Enbody, seconded by Soberalski to add Item J. "Consider Community Foundation for Mason County Community Project Fund Agreement", Item K. "Consider Michigan Townships Association (MTA) Conference Compensation and Item L. "Consider Mason County Township Officers Association Meeting Compensation" to the agenda and approve the agenda as amended.

Motion carried.

NEW BUSINESS: A. **Consider Job Descriptions** – The Personnel Committee met to review the proposed job descriptions. The parks department does not have any previously approved descriptions for campground attendant and the seasonal maintenance position is new beginning in with the 2022 season. The Personnel Committee is recommending adoption of both job descriptions.

Moved by K. Bleau seconded by Kmetz to approve the job descriptions for Seasonal Campground Attendant and Seasonal Park Maintenance as presented, effective immediately.

Motion failed.

Moved by Enbody seconded by Kmetz to approve the job descriptions for Seasonal Campground Attendant as presented and Seasonal Park Maintenance as amended by adding "and other Township properties" to Essential Job Functions Item 1., effective immediately.

Motion carried.

B. Consider Job Description and Agreement Part Time Fire Chief – The personnel committee met to review the need for a pay per call compensation structure for firefighters and to review a proposed job description and agreement for a new position of part-time fire chief. The job description has been reviewed by the township attorney and the committee is recommending the job description and agreement for approval.

Moved by K. Bleau seconded by Nordlund to approve the Job Description and Agreement for Part Time Fire Chief between the Township and Lawrence Gaylord as presented, effective March 1, 2022 – December 31, 2023.

Motion carried.

C. **Consider Amendment to Compensation Schedule** – **Moved** by K. Bleau seconded by Kmetz to amend the Compensation Schedule by adding the Part Time Fire Chief hourly rate beginning March 1, 2022 and adding a Fire Department Pay Per Call compensation schedule. The changes to the Compensation Schedule are as follows:

Elected Officials, Appointed Officials and Employees		Year 2022	Year 2023	Year 2024
Fire Chief (<i>beginning March 1, 2022</i>)	<i>Per hour</i>	\$25.00	\$25.00	No rate

Fire Department Firefighters (paid quarterly) HIRE DATE PRIOR TO FEBRUARY 1, 2022; Fire Chief paid hourly beginning March 1, 2022 per Agreement.

Fire Department Officer Premiums (paid quarterly)

Chief (to be pro-rated 1/1/22 – 2/28/22 per agreement)	<i>Before 3/1/22</i>	\$2,792.00 (pro-rated)	\$2,860.00 \$0.00	\$2,916.00 No rate
Chief	<i>After 3/1/22</i>	\$0.00	\$0.00	No rate

Fire Department Pay Per Call (paid monthly): HIRE DATE AFTER FEBRUARY 1, 2022

First hour Senior Firefighter	\$40.00
First hour Probationary Firefighter	\$20.00
Each additional hour	\$20.00
Business meeting (per occurrence)	\$50.00
Training Meeting (per occurrence)	\$75.00

Motion carried.

D. **Consider Amending the 2022 Township Board Meeting Schedule** – The board discussed changing the 2022 board meeting start time from 5:30 p.m. to 4:00 p.m.

Moved by Enbody seconded by Soberalski to amend the 2022 Township Board Meeting Schedule to change the meeting start time for all meetings to begin at 4:00 p.m. for the remainder of the meetings in 2022.

Motion carried.

E. **Consider Zoning Board of Appeals Resignation and Appointment** – Board members reviewed resignation correspondence from ZBA member Juan Rodriguez.

Moved by Enbody, seconded by Soberalski to accept the letter of resignation from Zoning Board of Appeals member Juan Rodriguez, effective immediately.

Motion carried.

Moved by Soberalski, seconded by Nordlund to appoint Edmund Wagner as a member of the Zoning Board of Appeals for the remainder of the term ending December 31, 2024.

Motion carried.

F. **Consider Appointment to the Architectural Control Committee** – The First Street Business Park and Pere Marquette Industrial Park Restrictive Covenants establish the Architectural Control Committee membership consisting of four members being the Township Supervisor, the Building Inspector, one member of the Township Planning Commission and one Township Board Trustee. The committee members are nominated by the Township Supervisor and approved by the Township Board. The committee members are reviewed confirmed each year with the annual board and committee appointments.

Moved by Soberalski, seconded by Rasmussen to appoint Planning Commission member Deborah DelZoppo as a member of the Architectural Control Committee.

Motion carried.

G. **Consider Fee Waiver for Land Division Application Fee** – The Mason County Road Commission submitted an Application for Land Division for the purpose of the development of a new access road from South Jebavy Drive to South Pere Marquette Highway. The road project is a collaborative project between the Township and the Road Commission.

Moved by Rasmussen seconded by Nordlund to approve a waiver of the Land Division Application Fee for the Mason County Road Commission in the amount of \$200.00 for parent parcel #53-010-013-300-005-00 for the development of a new access road within the township.

Motion carried.

H. **Consider Access Road Project Engineering Fees** – The Mason County Road Commission is pursuing the development of an access road between the US 10 and Jebavy Drive intersection and South Pere Marquette Highway. A groundwater investigation was conducted as a part of the project. The road project is a collaborative effort between the Mason County Road Commission and Pere Marquette Charter Township.

Moved by Kmetz seconded by Rasmussen to approve the amount of \$6,783.65, which represents 50% of the \$13,567.30 total engineering costs, for the development of a new access road between South Jebavy Drive and South Pere Marquette Highway.

Motion carried.

I. **Consider Survey and Treatment Agreement** – Board members reviewed the agreement between the Township, the Mason Lake Conservation District and Ottawa Conservation district for the survey and treatment of Hemlock Woolly Adelgid (HWA). There is no cost to the township for the survey or treatment as the costs are covered by a grant received by the conservation district(s).

Moved by K. Bleau seconded by Enbody to approve the Landowner Agreement Form for survey and Treatment of Hemlock Woolly Adelgid, located at Memorial Tree Park, 1550 N. Washington Avenue, Parcel #'s 53-010-002-300-001-00 and to authorize the Supervisor to sign the Agreement on behalf of the Township.

Motion carried.

J. **Consider Community Foundation for Mason County Community Project Fund Agreement** (added) – Board members reviewed the Community Foundation for Mason County Community Project Agreement. The agreement allows the Community Foundation to accept gifts and other deposits designated for the Pere Marquette Conservation Park Development Fund to support the development of the Pare Marquette Conservation Park. The Agreement will remain in force until December 31, 2027 and may be renewed annually thereafter. The township attorney has reviewed and approved the agreement.

Moved by Soberalski seconded by Kmetz to approve the Community Foundation for Mason County Community Project Fund Agreement and to authorize the Supervisor to sign the Agreement on behalf of the Township.

Motion carried.

K. **Consider Michigan Townships Association Conference Compensation** (added) – Board members discussed MTA Annual Conference Compensation for trustees for the 2022 Annual Conference in April.

Moved by Rasmussen, seconded by Nordlund to establish the 2022 compensation for trustees for conferences and/or trainings at \$100.00 per day.

Motion carried.

L. **Consider Mason Count Township Officers Association Meeting Compensation** (added) – Board members discussed trustee compensation for the quarterly Mason County Township Officers Association meeting(s).

Moved by Rasmussen, seconded by Enbody to establish the 2022 compensation for trustees for attending the quarterly Mason County Township Officers Association meetings at \$100.00 per meeting.

Motion carried.

COMMITTEE REPORTS: Election Commission (Enbody) – Reported that there will be a special election in May and that the Election Commission will need to meet to appoint election inspectors.

Roads Committee (G. Bleau) – Reported that Roads Committee met to review the proposed 2022 road projects which will be coming before the board at a future meeting for approval.

OTHER REPORTS: Planning Commission (K. Bleau) – Reported the Planning Commission approved a building addition, approved an amended site plan changing the width of the proposed driveway, reviewed proposals for professional planning consultant services, and discussed temporary signs.

Zoning Board of Appeals (Enbody) – Reported the ZBA held a public hearing and subsequently approved a variance request for side yard encroachments.

Fire Department Liaison (Rasmussen) – No report, no meeting.

Fire Chief (Gaylord) – Reported on department activity and twenty-seven responses for January 2022.

LMTA Representative (Enbody) – Reported on the January 2022 meeting of the LMTA. J. Bleau added that service awards were presented.

Western Mason County Fire District Authority (G. Bleau) – Reported a new medical truck was received for the PMFD.

Department reports were included with board packets.

OFFICERS REPORTS: Clerk (Enbody) – Reported on ongoing audit preparation and the addition of a special election in May for a Ludington Area Schools millage renewal request. Enbody provided a list of current invoices for approval.

Moved by Rasmussen, seconded by K. Bleau to approve payment of invoices totaling \$405,674.19.

Motion carried.

Treasurer (K. Bleau) – Reported that the department has been busy with payments and collection and that they are in a good position for settlement. Reported that the Interim bank account was converted for payroll use. Provided a report detailing cash, bank and investment balances by fund and by bank account for January 2022.

DPW/Water/Sewer Superintendent (Larr) – Reported on recent department activity.

Supervisor (G. Bleau) – Reported making progress on preparations for a special assessment district for the construction of sidewalks. Reported working on updates to the Zoning Administrator's office, working on soil testing at the township hall for the determination of structural issues, working on the heating system at the township hall as it is inconsistent, and preparing for the court ordered clean-up of the Pallets Recycle property.

EXTENDED PUBLIC COMMENTS: Public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:55 p.m.