

**REGULAR MEETING  
April 12, 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: No members absent.  
 Also present: County Commissioners Steven Hull and Lewis Squires, and two guest.  
 Present for a portion of the meeting: Sheriff Kim Cole, James Bernier (JMB Associates, LLC), and Bruce Pindzia (Fleis & Vandenbrink).

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

APPROVAL OF MINUTES: **Moved** by Soberalski, seconded by K. Bleau to approve the minutes of the March 8, 2022 meeting as printed.

Motion carried.

SHERIFF / COUNTY COMMISSION REPORT(S): Sheriff Cole reported on forty-eight calls for service in February 2022 and seventy-four calls for service in March 2022. County Commissioners Lewis Squires and Steven Hull reported on the most recent meeting of the Mason County Board of Commissioners.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: The current agenda was approved by consent.

COMMUNICATIONS: Enbody reported on four communications from Charter Communications regarding changes to fees and programming. Enbody noted that these communications are sent to all customers.

NEW BUSINESS: A. **Consider Bids for Boat Launch Access** – James Bernier reviewed the details of the following proposals received for professional engineering, design and construction management services for the Pere Marquette River Community Access Project at Pere Marquette Conservation Park:

Abonmarche	\$384,500.00
Fleis & Vandenbrink	\$178,700.00
MCSA Group	\$156,805.00

Bernier stated that all bidders are very well qualified to complete the project. The recommendation, based on their previous history with the project, their qualifications, past performance for the township and having the lowest overall cost, would be to award the bid to MCSA Group.

**Moved** by Soberalski seconded by K. Bleau to award the engineering, design and construction management services for the Pere Marquette Community Access at the Pere Marquette Conservation Park to MCSA Group for a total cost of \$156,805.00.

Motion carried.

B. **Consider 2021 Campground Credits** – K. Bleau explained that she has discovered a list of Buttersville Campground credits that were from cancellations made in 2021. The board adopted a Cancellation Policy on August 10, 2021 which states that daily campsite rental cancellation will result in loss of payment. There were eighteen credits issued prior to August 10<sup>th</sup>, resulting in \$1,266.00 in credits. There were twenty credits issued AFTER August 10<sup>th</sup>, resulting in \$3,174.00 in credits for a total of \$4,440.00 in credits. On January 19, 2022 the former parks manager contacted all of the customers that had outstanding credits from 2021 and directed them to use their credits during the 2022 season, which contradicts the Cancellation Policy. The treasurer is requesting direction on how to proceed with the credits allotted under the previous parks manager.

**Moved** by Enbody seconded by Nordlund to approve the Buttersville Campground credits in the amount of \$4,400.00 and to refund the outstanding credit amounts to the individual customers.

Motion carried.

**C. Consider Campground Policy & Rate Changes** – K. Bleau explained that Buttersville Campground currently has only sixteen campground sites available to be reserved prior to the camping season, while the remaining twenty-nine sites can only be obtained on a first come, first served basis. Making all of the sites reservable will decrease the need for the campground attendants to assist with transient registrations and fee collection, would allow a guarantee of more stays for the campground and would offer more availability for campers to plan to visit rather than drive in without a reserved site. K. Bleau also recommended to remove the three-day minimum / fourteen-day maximum stay rule and the rate per month category as this rule and rate conflict with each other.

**Moved** by K. Bleau, seconded by Kmetz to approve the following campground rates and facility rental rates by eliminating the rate per month category, eliminating the three-night minimum / fourteen-night maximum stay rule, to make all non-seasonal camping sites reservable in advance, to eliminate the coin-operated shower timers, to offer showers to campers at no cost, and to change the facility rental rate for the PMCP Large Pavilion from \$50.00 to \$100.00, effective immediately:

**Buttersville Campground Rates:**

Type of Site	Daily Rate	Rate per month (if applicable)
Electric hookup sites	\$35.00	\$850.00 per month
Non-electric sites	\$30.00	\$700.00 per month

**Facility Rental Rates:**

Facility	Daily Rate	Deposit required
PMCP Large Pavilion	<del>\$50.00</del> \$100.00	

Motion carried.

**D. Consider Personnel Committee Recommendations** – Board members received information regarding staff structure changes for the Department of Public Works, Parks, Cemetery, Water and Sewer Departments. G. Bleau is proposing structure change to departments, staff and duties.

The current Department of Public Works / Water / Sewer structure will be separated into two departments, each with its own superintendent. The new structure will create a DPW / Parks / Cemetery Department and a Water / Sewer Department. The two departments will share a new full-time administrative assistant, four full time and two part-time seasonal workers and the DPW/Parks/Cemetery Department will oversee newly structured campground labor consisting of a new seasonal campground manager, three campground season attendants and two part-time camp hosts with the camp hosts receiving free campsites for the camping season. The information presented included information regarding the responsibilities of the departments, but did not include updated job descriptions for the updated Superintendent positions.

The personnel committee met to review the proposal and recommends the following:

- To promote J. Daniel Healy to DPW/Parks/Cemetery Superintendent with a six-month review and evaluation with no changes to compensation during the review period. Healy may return to his current Assistant Superintendent position with no loss of wages, benefits or seniority if requested by either Healy or the township.
- To share the following duties/positions between the DPW / Parks / Cemetery / Water / Sewer departments:
  - One, full-time administrative assistant at a compensation rate of \$21.18 per hour.
  - One, full-time DPW operator at a compensation rate of \$18.99 per hour.
  - Two, seasonal park maintenance employees for twenty-four weeks, twenty-four hours per week at a compensation rate of \$15.97 per hour.
- To hire the following campground employees:
  - One, seasonal campground manager for twenty-four weeks, forty hours per week at a compensation rate of \$18.50 per hour.
  - Three, part-time seasonal campground attendants for twenty-four weeks, twenty-one hours per week at a compensation rate of \$15.00 per hour.

- Two, part-time camp hosts to be available twenty-four hours per week from May 15 to October 15 to serve in a support role to the campground manager, campground attendant(s) and township staff. A seasonal campsite will be provided as compensation. A camp host that works a regularly scheduled shift as a campground attendant in addition to the camp host duties will receive compensation at the campground attendant compensation rate of \$15.00 per hour.

Enbody expressed concerns regarding the administration of payroll for the compensation of the campsite hosts as there is no mechanism currently in place for this type of compensation and no past experience with this type of compensation.

**Moved** by Kmetz, seconded by Nordlund to approve the recommendation from the personnel committee as presented on a six-month trial basis.

Motion carried with Enbody and Soberalski opposed.

Board members reviewed a job description for the new, shared administrative assistant position.

**Moved** by K. Bleau, seconded by Enbody to approve the job description for the position of Administrative Assistant to DPW, Parks, Cemetery, Water and Sewer with the following amendments: Strike the word “confidential” from job function 1 and strike, in its entirety, job function 3 “Receives, screens and directs telephone calls, visitors and correspondence to appropriate personnel. Serves as liaison between the Township Supervisor and other employees, department heads and/or the public” as this information is included in job functions 1 and 4.

Motion carried.

E. **Consider PMCP Fund Development Memo of Understanding** – Board members reviewed the Pere Marquette Conservation Park Fund Development Memo of Understanding between the township and the Land Conservancy of West Michigan LCWM). The agreement outlines the purpose of the Development Fund, allows the township to accept funds raised by the LCWM to be deposited with the Community Foundation for Mason County, regulates that all disbursements must be for the stated purpose of the respective Fund and agrees to provide LCWM with documentation of expenditures. The township added language in the appendix to indicate that the Township’s obligations under the Michigan Freedom of Information Act and other applicable laws supersede the Township’s obligations under the Agreement and Appendix.

**Moved** by K. Bleau seconded by Soberalski to authorize the township supervisor to sign the Pere Marquette Conservation Park Fund Development Memo of Understanding on behalf of the township.

Motion carried.

F. **Confirm Board of Review Appointment** – Board members reviewed a letter of resignation received Kelly Smith dated 3-14-2022.

**Moved** by Soberalski, seconded by Enbody to accept the letter of resignation from Board of Review member Kelly Smith, effective immediately.

Motion carried.

**Moved** by K. Bleau, seconded by Nordlund to appoint James Hinman as a regular member of the Board of Review, effective immediately.

Motion carried.

G. **Consider Planning Commission Resignation** – Board members reviewed a letter of resignation received from Jeremy Piper dated 4-4-2022.

**Moved** by Rasmussen, seconded by Soberalski to accept the letter of resignation from Planning Commission member Jeremy Piper, with regret, effective immediately.

Motion carried.

H. **Consider Appointment of Firefighter** – Board members reviewed a memo from Fire Chief Larry Gaylord stating the department is recommending the appointment of Ryan Leet as a pay-per-call firefighter.

**Moved** by K. Bleau, seconded by Soberalski to approve the appointment of Ryan Leet as a pay-per-call firefighter effective immediately.

Motion carried.

**I. Consider Extension of Benefits due to Leave of Absence** – G. Bleau explained he received a request for and extension of a leave of absence and the continuation of benefits. The Personnel Policy states: The township will continue coverage and its premium payments on behalf of eligible employees during the first (30) calendar days of a layoff or approved leave as describe in 10.11 Other Approved Leaves. The township board, at its sole discretion, can extend this coverage beyond 30 days.

**Moved** by Rasmussen, seconded by K. Bleau to approve a thirty-day extension of a personal leave of absence and continuation of fringe benefits, excluding wages as allowed by the Personnel Policy, effective from April 24, 2022 and ending at 11:59 p.m. on May 24, 2022.

Motion carried.

**J. Review IT Services** – Board members reviewed correspondence regarding a rate increase from IT Right. The correspondence states that if the board agrees to the proposal, that IT Right will send the formal contract language to sign. Board members agreed that the contract should come before the board for approval.

**K. Consider Brownfield Resolution #2022-7**

PERE MARQUETTE CHARTER TOWNSHIP  
RESOLUTION NO. #2022-7

**A RESOLUTION OF INTENT TO CREATE AND PROVIDE FOR THE OPERATION OF A BROWNFIELD REDEVELOPMENT AUTHORITY FOR PERE MARQUETTE CHARTER TOWNSHIP PURSUANT TO AND IN ACCORDANCE WITH MICHIGAN’S PUBLIC ACT 381 OF 1996, AS AMENDED**

WHEREAS, Pere Marquette Charter Township (“Township”) is a Michigan charter township organized pursuant to The Charter Township Act (Public Act 359 of 1947; MCL §42.1 *et seq.*); and

WHEREAS, the Michigan Brownfield Redevelopment Financing Act (Public Act 381 of 1996; MCL §125.2651 *et seq.*, as amended; hereinafter, the “Act”) authorizes municipalities throughout the state of Michigan to create a brownfield redevelopment authority for various purposes, including (but not limited to) to promote the revitalization, redevelopment, and reuse of certain property, including tax reverted, blighted, or functionally obsolete property, to prescribe the powers and duties of brownfield redevelopment authorities, to authorize certain funds, and to authorize and permit the use of certain tax increment financing; and

WHEREAS, the Township is in possession of information and evidence and is otherwise aware that there are and/or may be environmentally distressed, functionally obsolete, tax reverted, and/or blighted property(ies) in the Township, and that the continued existence of such areas can limit, hinder, or delay redevelopment or revitalization within the Township, and that it is in the best interests of the Township and the general public to facilitate identification and treatment of environmentally distressed, functionally obsolete, tax reverted, and/or blighted property(ies) and to promote the revitalization of same within the municipal limits of the Township; and

WHEREAS, in order to further such interests, it is appropriate for the Township to create and provide for the operation of a Brownfield Redevelopment Authority (“Authority”) in the Township, pursuant to and in accordance with the provisions of the Act; and

WHEREAS, Section 4 of the Act authorizes the governing body of the Township to declare by resolution adopted by a majority of its members elected and serving its intention to create and provide for the operation of an Authority; and

WHEREAS, Section 4(2) requires the Township to schedule a date and time for a public hearing on the consideration and potential adoption of a proposed resolution creating an Authority under the Act, and to publish notice of the public hearing;

**NOW THEREFORE, BE IT RESOLVED** that:

1. The Township Board of the Township determines that it is in the best interests of the Township to promote the redevelopment of environmentally distressed, functionally obsolete, tax reverted, and/or blighted property(ies) in the Township.

2. The Township Board hereby declares its intention to create and provide for the operation of an Authority in the Township pursuant to and in accordance with the provisions of the Act.

3. A public hearing shall be held before the Township Board of the Township on May 10, 2022 at 4:00 pm at the Township Hall, 1699 S. Pere Marquette Highway, Ludington, Michigan 49431, on the adoption of a resolution creating the Authority within the Township, within the municipal limits of which the Authority shall exercise its powers.

All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same are rescinded.

This Resolution was introduced by Board Member Soberalski and supported by Board Member Nordlund. The Resolution was adopted by the following roll call vote:

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

The Resolution was adopted on this 12<sup>th</sup> day of April, 2022.

**OTHER REPORTS:** Election Commission (Enbody) – Reported the Election Commission met to appoint election inspectors for the May 3 special school election.

Personnel Committee (G. Bleau) – Information was reported under Agenda Item D.

Planning Commission (K. Bleau) – Reported that the commission approved draft language for Zoning Ordinance text amendments related to temporary signs and set a public hearing for the ordinance text amendments.

Zoning Board of Appeals (Enbody) – Meeting cancelled, no report.

Fire Department Liaison (Rasmussen) – Reported service awards were presented to Scott Kelsey for thirty-five years of service and Dan Marek for forty years of service. All firefighters were in attendance. There was a discussion regarding new helmets to be ordered. The next meeting will be on the 25<sup>th</sup> for training

LMTA Representative (Enbody) – Meeting cancelled, no report.

Western Mason County Fire District Authority (G. Bleau) – The Fire Authority held a special meeting and Kmetz was introduced as Pere Marquette Charter Township’s alternate member and the authority approved a motor rebuild for a City truck.

Department reports were included in board packets.

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

**Moved** by Enbody, seconded by K. Bleau to approve payment of invoices in the amount of \$236,172.83

Motion carried.

Treasurer (K. Bleau) – Reported the township continues to remain in a healthy financial position. Investment products continue to mature as scheduled and new investments opportunities have been placed in short-term investments. K. Bleau discovered billing discrepancies in the water and sewer billing rates and charges from the City of Ludington. The billing was reviewed back to 2015 and it was determined that the township has a credit of more than \$105,000.00 owed from the city for overcharges. The city and township agreed that the amount will be credited to the township over the four quarterly billing periods in 2022.

Supervisor (G. Bleau) – Reported receiving an Invasive Species Agreement from the Mason Lake Conservation District.

**Moved** by Soberalski, seconded by Enbody to approve the Invasive Species Treatment Agreement between the township and the Mason Lake Conservation District and to authorize the supervisor to sign the agreement on behalf of the township. There is no cost to the township for the treatment.

Motion carried.

Supervisor (G. Bleau) continued – Reported requesting a meeting with the Recreation Director, the City of Ludington and Hamlin Township to review the recreation program funding.

ANNOUNCEMENTS: The Township offices will be closed Friday, April 15, 2022.

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:46 p.m.

Rachelle D. Enbody, MiPMC, CMC Township Clerk

Gerald A. Bleau, Township Supervisor

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