

REGULAR MEETING
April 13, 2021

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.

Also present: Maryamuels (Mason County Road Commission), Larry Gaylord, Kelly Smith and five guests.

Present via teleconference: Riley Kelley (Ludington Daily News) and one guest.

Present for a portion of the meeting: Sheriff Kim Cole and Kristin Lange.

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

APPROVAL OF PREVIOUS MINUTES: **Moved** by Soberalski, seconded by K. Bleau to approve the March 9, 2021 minutes as presented.

Motion carried.

PUBLIC COMMENT: Sheriff Cole reported on calls for service from March 2021.

APPROVAL OF AGENDA: **Moved** by Enbody, seconded by Kmetz to add Item D. "Consider Purchase Offer(s) for LOT 4 of First Street Business Park" to the agenda and approve the agenda as amended.

Motion carried.

COMMUNICATIONS: Kelly Smith gave a presentation on the Master Plan for the Pere Marquette Conservation Park. The presentation is available on the Township's website. Each board member received a letter from auditor Douglas Wohlberg, CPA. The communication details the planned scope and timing of the audit and the auditor's responsibilities under accepted auditing standards. Board members received a copy of the notice from the County Treasurer notifying the township of procedural changes in the foreclosure process.

NEW BUSINESS: A. **Consider Appointment to Board of Review** – **Moved** by Kmetz, seconded by Nordlund to appoint Jennifer Richert as a regular member to the Board of Review to fill the vacancy created with the resignation of Marsha Gould and to appoint James Hinman as an alternate member for terms ending January 1, 2023.

Motion carried.

B. **Consider Request for Reduction of Building Permit Fee** – Board members reviewed a letter from Heirloom Carpentry and Construction requesting a reduction of a building permit fee. The correspondence states that Heirloom contacted the Township for an estimate for a building permit fee in which Heirloom was given a verbal estimate of approximately \$6,500.00 based upon information from a similar project that Heirloom constructed in 2018. When the completed building permit application was received and reviewed, the fee was calculated to be \$9,837.86. Heirloom is requesting that the board honor the verbal quote and not the actual, calculated fee.

Moved by Nordlund, seconded by Rasmussen to approve the request from Heirloom Carpentry & Construction for the reduction of the building permit fee in the amount of \$3,137.86 for the property located at 110 S. Jackson Road.

The Zoning Administrator provided the board with a detailed explanation that the project in 2018 was determined to have an error in the "building type" used to calculate the fee and therefore, was under-calculated and resulted in a savings to Heirloom in the amount of \$2,768.00. The error was not realized until the 2021 building permit application was received and processed which prompted a review of the 2018 permit fee that the verbal estimate was based upon. Enbody stated that the township should not be bound by an estimate. The building and zoning fee schedule has been amended twice since the 2018 permit was issued and the fee schedule is available on the township website so that contractors are able to estimate permit fees for themselves.

Motion failed.

Moved by Kmetz, seconded by K. Bleau to deny the request from Heirloom Carpentry & Construction for the reduction of the building permit fee in the amount of \$3,137.86 for the property located at 110 S. Jackson Road.

Motion carried.

The board made no decision to pursue the reimbursement of the 2018 underpaid permit fee.

C. Consider 2021 Road Projects – Moved by K. Bleau seconded by Enbody to complete the following road projects at a total estimated township cost of \$242,544.14 and to authorize the township supervisor and township clerk to sign the contracts with the Mason County Road Commission on behalf of the township:

Bradshaw Road – Lakeshore Drive to Inman Road (length 2,592’):
Place HMA overlay over entire roadway
Estimated Cost - \$57,639.76

John Street – Jebavy Drive to west of Emily Kay Court (length 636’):
Place HMA overlay over entire roadway
Estimated Cost \$17,556.28

Lakeshore Drive – Iris Road to Buttersville Park (length 6,852’):
Place HMA overlay over entire roadway and install high risers
Estimated Cost \$125,709.82

Riverside Lane – Hillside Drive continuing east to the end (length 1,441)
Place HMA overlay over entire roadway
Estimated Cost \$41,421.40

Township wide dust control
Estimated Cost – \$216.88

F. Consider Purchase Offer(s) for LOT 4 of First Street Business Park – The following resolution was offered by Soberalski and supported by Kmetz:

RESOLUTION

WHEREAS, the Township owns certain real property within the Pere Marquette First Street Business Park;

WHEREAS, Foam Works Acquisition, LLC & Nelson Ludington Property, LLC (the “Purchaser) made an offer to purchase certain real property commonly known as Lot 4, Pere Marquette First Street Business Park (the “Property), and legally described on the attached Exhibit A for a total purchase price of Twenty-Five Thousand Dollars (\$25,000.00) subject to certain terms and conditions.

WHEREAS, the Board wishes to confirm its acceptance of the Purchaser's offer to purchase the Property.

THE PERE MARQUETTE CHARTER TOWNSHIP BOARD RESOLVES THAT:

1. The sale of the Property to the Purchaser for stated amount is authorized.
2. The Supervisor and the Township Attorney are authorized to negotiate the details of the offer from the Purchaser to purchase the Property
3. The Supervisor and the Clerk are authorized to sign the documents necessary to memorialize the terms of the transaction and otherwise close the sale of the Property to the Purchaser.
4. All resolutions in conflict in whole or in part with this Resolution are revoked to the extent of such conflict.

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

Resolution declared adopted.

COMMITTEE REPORTS: Roads Committee (Bleau) – Reported meeting to review road projects and sidewalks.

Planning Commission (Rasmussen) – Reported receiving a public comment requesting a stop sign and brush clearing near the corner by Memorial Tree Park. Lange added that the Planning Commission approved a site plan for a lot in the Pere Marquette Industrial Park.

Fire Department Liaison (Rasmussen) – No report.

Building/Zoning Department (Lange) – Reported on department activity for March 2021.

Department reports were included in board packets.

OTHER REPORTS: Fire Department (Gaylord) – Reported on department activity.

OFFICERS REPORTS: Clerk (Enbody) – Reported the Election Commission met to appoint election inspectors for the May 4 special school election. First quarter financial reports were provided to board members. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Rasmussen to approve payment of invoices totaling \$392,794.44. Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for March 2021. Reported completion of tax settlement with the county, working on bringing investment recommendations to the board, and is busy with water and sewer connections due to the Rasmussen Road project.

Supervisor (G. Bleau) – Reported that the building and zoning departments have been very busy and that the township as a whole is running very smoothly.

ANNOUNCEMENTS: The bridge project on S. Pere Marquette Highway is under review and no start date has been announced. The quarterly meeting of the Mason County Township Officers Association has been cancelled.

EXTENDED PUBLIC COMMENT: One person asked about the amount of funding the township expects to receive from the American Rescue Plan Act. G. Bleau responded that the township has received an estimated amount of the future allocation and that the board will review the allocation and plans for the funding at a future meeting. Other comments were questions to the parks manager regarding the master plan presentation, which were answered by the parks manager.

ADJOURNMENT: **Moved** by Nordlund, seconded Rasmussen to adjourn the meeting at 7:55 p.m.

Motion carried.

Rachelle D. Enbody, CMC, MiPMC, Township Clerk

Gerald A. Bleau, Township Supervisor