

REGULAR MEETING
May 10, 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 Lewis Squires, Steven Hull and Gary Castonia, Sheriff Kim Cole, Ludington City Manager Mitch Foster, Riley Kelley (Ludington Daily News) and two guests.

Present via teleconference: Susan Wenzlick of Fishbeck, Inc.

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 April 26, 2022 meeting as printed.

Motion carried.

SHERIFF / COUNTY COMMISSION REPORT(S): Sheriff Cole reported on sixty-one calls for service in April 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. Rita Copenhaver introduced herself as a candidate for Fourth District County Commissioner.

APPROVAL OF AGENDA: **Moved** by Kmetz, seconded by Nordlund to amend Item I. to add “**and fill previously approved positions**”, to add Item K. **Consider IT Service Contract**, and to add Item L. **Consider Campground Administrator Position and Duties** to the agenda and approve the agenda as amended.

Motion carried.

PUBLIC HEARINGS: **Brownfield Redevelopment Authority** – The public hearing was called to order by the Supervisor at 4:13 p.m. The purpose of the hearing is to hear comments on the adoption of a proposed resolution establishing a Brownfield Redevelopment Authority for Pere Marquette Charter Township. Notice of the public hearing was published in the Ludington Daily News on April 26, 2022.

Susan Wenzlick, Senior Brownfield Consultant from Fishbeck, Inc., joined via teleconference to answer any questions regarding the establishment of a Brownfield Redevelopment Authority.

County Commissioner Squires stated he would like the Township to consider going back to County Board of Commissioners in order to come to an agreement on the elimination of restrictive guidelines and to remain as a cooperative county-wide Brownfield Authority for the betterment of the entire county and not just in particular areas.

There were no further comments, written or oral, and the Supervisor closed the public hearing at 4:15 p.m.

COMMUNICATIONS: G. Bleau received a letter from a resident that expressed frustration with semi-trailer trucks coming through a residential neighborhood and would like the Township to contact the Mason County Road Commission about the established truck routes.

NEW BUSINESS: A. **Consider Resolution 2022-8 Establishing a Brownfield Redevelopment Authority** – Susan Wenzlick, attending via teleconference, explained the steps involved in the process of establishing a Brownfield Redevelopment Authority. Board members asked questions of the process and composition of members of the proposed new authority. Ms. Wenzlick explained that the board has sixty days after the public hearing to make a determination. Enbody requested that the board use the sixty-day time period to obtain further education and information on the formation of a new authority. Soberalski asked if the resolution was passed, if the township was obligated to remain as a separate authority or if the township could rejoin the county authority in the future and Ms. Wenzlick answered that the township could re-join the county authority at any time. K. Bleau asked if the newly formed authority would act as fiduciary and

Ms. Wenzlick responded that each municipality would be responsible for their respective fiduciary responsibilities. Ms. Wenzlick explained that the assumption is that the current county authority will not approve any project for a brownfield that is not contaminated. This prevents the ability to redevelop a site that is blighted or obsolete. The intention of the proposed new authority between the City of Ludington, City of Scottville and Pere Marquette Charter Township is that each municipality will have equal representation on the authority.

RESOLUTION ESTABLISHING A BROWNFIELD REDEVELOPMENT AUTHORITY
FOR PERE MARQUETTE CHARTER TOWNSHIP AND APPOINTING BOARD MEMBERS
PURSUANT TO AND IN ACCORDANCE WITH THE PROVISIONS OF ACT 381 OF THE
PUBLIC ACTS OF THE STATE OF MICHIGAN OF 1996, AS AMENDED

MOTION BY: Nordlund
SUPPORTED BY: Soberalski

WHEREAS, the Township Board of Pere Marquette Charter Township, by Resolution adopted on April 12, 2022 (the "Resolution of Intent"), determined that it is in the best interest of the public to facilitate the implementation of Brownfield Plans relating to the identification and treatment of environmentally distressed, functionally obsolete and/or blighted areas so as to promote revitalization within the municipal limits of Pere Marquette Charter Township and declared its intention to provide for the operation of a Brownfield Redevelopment Authority for Pere Marquette Charter Township (the "Authority") pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended the (the "Act"); and

WHEREAS, on this date, pursuant to and in accordance with the Act and the Resolution of Intent, the Township Board held a public hearing, notice of which was given as required by Section 4(2) of the Act on the adoption of a resolution creating the Authority; and

WHEREAS, all citizens, taxpayers and property owners of Pere Marquette Charter Township and officials of the affected taxing jurisdictions had the right and opportunity to be heard at the public hearing on the establishment of the Authority; and

WHEREAS, the Township Board desires to proceed with the establishment of the Authority for Pere Marquette Charter Township within the municipal limits of which the Authority shall exercise its powers, all pursuant to and in accordance with the Act.

Now therefore, be it resolved that:

1. **Authority Created.** Pursuant to the authority vested in the Township Board by the Act, the Authority is hereby established and shall be known as the Pere Marquette Charter Township Brownfield Redevelopment Authority.
2. **Supervision of the Authority.** The Authority shall be under the supervision and control of a board (the "Board") appointed by the Supervisor of Pere Marquette Charter Township, in accordance with the membership provisions set forth in Section 5(1) of the Act, subject to the approval of the Township Board. The members of the Board shall hold office, and the Board shall conduct its procedures in accordance with the Act, and, in particular, Section 5 thereof.
3. **Jurisdiction of the Authority.** The Authority shall exercise its powers within the area of Pere Marquette Charter Township.
4. **Powers and Duties of the Authority.** The Authority shall have the powers and duties to the full extent as provided and in accordance with the Act.
5. **Bylaws and Rules of the Authority.** The Authority shall elect officers and adopt bylaws and rules governing its procedures and the holding of its meetings all in accordance with Sections 5(3) and 5(5) of the Act, and shall immediately forward a copy of the bylaws and rules after adoption by the Board to the Township Board in care of the Clerk of Pere Marquette Charter Township (the "Clerk"). The Authority's bylaws and rules shall be subject to the approval of the Township Board; provided, however, that if the Township Board fails to either approve or disapprove the Authority's bylaws and rules at its next regular meeting after receipt of a copy thereof by the Clerk, the Authority's bylaws and rules shall be deemed to have been approved by the Township Board for all purposes.

6. **Form of Approvals.** Except as may otherwise be provided by the Act or other applicable law, approvals by the Township Board of all matters pertaining to the Authority or its Board shall be by resolution.

7. **Severability.** Should any section, clause or phase of this Resolution be declared by the courts invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.

8. **Repeals.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

9. **Publication.** The Clerk is hereby directed to file a true and complete copy with the Michigan Department of State, Office of the Great Seal, promptly after adoption and to take all other actions incident upon such adoption pursuant to applicable charter or other provisions.

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

The Supervisor declared the Resolution adopted.

B. Consider Proposal for Professional Brownfield Consulting Services – Board members reviewed the proposal from Fishbeck, Inc., for professional Brownfield consulting services to include:

- Assist with resolution and public hearings
- Attend public hearing and participate as needed
- Guide on filing resolution with the State of Michigan
- Provide guidance on board member appointments
- Attend and participate in the first organization meeting and help members understand operations and processes
- Assist with the development of bylaws and draft a resolution approving the bylaws
- Prepare an incentive policy and procedure document

Moved by K. Bleau seconded by Nordlund to approve the Professional Services Agreement for Brownfield Consulting Services between the Township and Fishbeck, Inc. as outlined in the proposal for a total fee of \$2,500.00 and to authorize the Supervisor to sign the agreement on behalf of the Township.

Motion carried.

C. Consider Resolution #2022-9 for Re-Authorizing Tax Administration Fee and Imposing a Late Penalty Charge on Property Tax Collections – K. Bleau explained that the previous resolution(s) that authorized the administration fee and late penalty charge were last adopted in 2000. While the resolutions do not expire, K. Bleau feels that the township board should consider the administration fee and late penalty charge on annual basis. She further explained that the late penalty charge is set at 3% and the board has the option to either impose no late penalty charge or to impose a 3% penalty charge. With respect to the administration fee, the board has the option to set the fee from no fee up to 1%. K. Bleau is recommending that the late penalty charge remain at 3% and the administration fee remain at 1%.

RESOLUTION #2022-9
 FOR THE RE-AUTHORIZING TAX ADMINISTRATION FEE AND
 IMPOSING A LATE PENALTY CHARGE ON PROPERTY TAX COLLECTIONS

WHEREAS, Pere Marquette Charter Township, Mason County, Michigan is responsible for assessing ad valorem property taxes, collecting property tax levies, and handling review and appeal matters arising therefrom, and

WHEREAS, PA 206 of 1893, MCL 211.44(3), provides for imposition of a late penalty charge equal to 3% of the tax on all taxes paid after February 14 and before March 1, and,

WHEREAS, it is the desire of this Township Board to encourage the timely payment of taxes,

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Township Board of Pere Marquette Charter Township that: The Township Board does hereby approve and authorize the imposition of a late penalty charge equal to 3% of the tax on all taxes paid after February 14 and before March 1.

FURTHERMORE, WHEREAS MCL 211.44 as amended, provides for, among other things, the imposition of a property tax administration fee on property taxes; and

WHEREAS, it is the desire of this Township Board to approve and authorize the imposition of a property tax administration fee in accordance with the provisions of MCL 211.44(3) as amended.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Pere Marquette Charter Township Board that:

1. The Township Board does hereby approve and authorize the imposition of a property tax administration fee of one percent (1%) each on all property taxes billed July 1 annually (summer tax collection) and on December 1 annually (winter tax collection).
2. As used in this resolution, the term "property tax administration fee" is defined as a fee to offset costs incurred by the Township in assessing property values, collecting the property tax levies and in the review and appeal process.
3. The Treasurer is hereby directed and authorized to take such steps as may be necessary to implement the provisions of this resolution.
4. In addition, the Township Board hereby reserves the right and authority to waive all or part of the property tax administration fee imposed by this resolution for a specific tax levy and collection period by the adoption of a resolution to that effect.
5. This resolution shall continue in full force and effect unless and until revoked or rescinded by resolution of this Township Board.
6. All resolutions or parts of resolutions in conflict with the provisions of this resolution be and the same hereby are rescinded.

The foregoing resolution was offered by K. Bleau and supported by Enbody.

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

Resolution declared adopted.

D. Consider Delinquent Personal Property Matters

1. Consider Waiver and Consent
2. Acknowledge State of Attempt to Collect
3. Consider Engagement Agreement for Legal Services

K. Bleau explained that the process of striking prior Delinquent Personal Property from the tax roll requires the board approve the Waiver and Consent and acknowledge the Statement of Attempt to Collect. K. Bleau has volunteered to lead the striking process on behalf of the Mason County Treasurers' Association and the costs associated with the engagement agreement will be divided among all of the participating municipalities.

Moved by K. Bleau, seconded by Soberalski to acknowledge the receipt of the 2016 and prior Delinquent Person property Tax Report and the Statement of Attempt to Collect the 2016 and prior Personal Property Taxes and consents to the relief requested by the Petitioner and voluntary waives notice and the hearing and the entry of judgement.

Motion carried.

Moved by K. Bleau seconded by Enbody to approve the Engagement Agreement between the Township and Carlos Alvarado Law PC to provide legal services for the purpose of striking uncollectable property taxes from the delinquent personal property tax rolls for the 2016 and prior tax years for a cost not to exceed \$1,450.00 plus expenses of approximately \$175.00 and to authorize the Treasurer to sign the Engagement Agreement of behalf of the Township.

Motion carried.

E. **Consider Resolution 2022-10 Performance Resolution for Municipalities** – This resolution is required by the Michigan Department of Transportation for the purpose of issuing a municipality a permit in order to construct, operate, use and/or maintain utilities or conduct other activities within State Highway Right of Way locations within its corporate limits. The township is updating the person(s) authorized to apply for permits.

The following **Resolution** was offered by Enbody and supported by Kmetz:

Performance Resolution for Municipalities #2022-10

RESOLVED WHEREAS, the Charter Township of Pere Marquette hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this Resolution shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Resolution, as provided by law. This Resolution is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employees, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY. Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation, construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.
6. With respect to any activities authorized by PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
7. The incorporation by the DEPARTMENT of this Resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
8. This Resolution shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated

by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title:	Name:
Township Supervisor	Gerald A. Bleau
Water/Sewer Superintendent	Andrew Larr
DPW/Parks Superintendent	John Daniel Healy
Township Clerk	Rachelle Enbody

Resolution declared adopted.

F. **Consider Purchase of Firefighting Gear** – Board members reviewed the quotes and letter of request from Larry Gaylord, PMFD Fire Chief for the purchase of new helmets and gloves.

Moved by Rasmussen, seconded by Soberalski to approve the purchase of twenty helmets from 5 Alarm at a cost of \$5,767.20 and twenty sets of Fire-Dex structure fire-fighting gloves from Apollo Fire at a cost of \$2,192.00 for a total expense of approximately \$7,959.20.

Motion carried.

G. **Consider Campground Host Program Agreement** – At the April 12, 2022 board meeting the board approved the following:

- 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.

After further review of the camp host position after it was approved in April, it was determined that the host benefit may be non-taxable and therefore not included on a W-2. IRS Publication 15B Employer's Tax Guide to Fringe Benefits allows an employer to exclude the value of lodging (in this case, seasonal camp site) furnished to an employee from the employee's wage if the lodging is on the business premises, is for the convenience of the township, and the employee accepts it as a condition of employment. The Campground Host Program Agreement addresses the change from hourly wages to host benefit and complies with IRS regulations. The program agreement was reviewed and approved by the township attorney and auditor.

Moved by K. Bleau seconded by Enbody to rescind all previous board action regarding camp host personnel, to approve the Camp Host Program and Agreement and to authorize the Supervisor to enter into the program agreement(s) with up to two (2) camp hosts per season.

Campground Host Program Agreement

Introduction:

This packet is designed to give you the information necessary to apply for a campground host position. Applications will be accepted all year but must be received at least 10 days in advance of the beginning of the camping season that you wish to serve as host. Please send completed applications to the Pere Marquette Charter Township Supervisor at 1699 S. Pere Marquette Hwy. Ludington, MI 49431.

Conditions:

During the period from May 15th to October 15th, the participant(s) will serve as a "live in" host at the Buttersville Campground. A condition of participation in the Camp Host Program is that, for the convenience of Pere Marquette Charter Township, the participant(s) must provide their own housing unit and reside at Buttersville Campground.

Selection:

Campground Hosts will be selected from applications that have been satisfactorily completed and submitted in a timely manner. Interviews will be conducted by the Pere Marquette Charter Township Supervisor and/or representatives. The number of consecutive years that a host may serve may be limited to allow others an opportunity. These limitations are at the discretion of the Pere Marquette Charter Township Supervisor.

Background Check:

All volunteers must undergo a background check. This is done at the time of selection. This also applies to hosts returning from the previous season.

Rules:

Campground Hosts shall comply with all rules and policies of the Buttersville Campground and Pere Marquette Charter Township at all times.

Training:

Campground hosts may be required to attend orientation or training sessions at the discretion of the Park/Township Staff.

Principal Duties and Responsibilities:

The primary responsibility is to assist campers by answering questions and explaining campground rules in a cheerful and helpful manner. Campground Host participant(s) should be familiar with Buttersville Campground rules and should become familiar with local points of interest and the location where local services can be found.

Participant(s) will set an example by being model campers, practicing good housekeeping at all times in and around the host site, and by observing all rules.

Campground Host participant(s) generally work independently. Volunteers are accountable to the Park and Township Staff who will provide training and orientation for hosts and assist hosts throughout the season with any questions or problems that may arise.

Host Benefit:

Campground hosts are provided a free campsite in return for services provided. A campground host's camping unit and equipment may remain on site during the entire time of the camping season.

When:

The Campground Host Program runs from May 15th to October 15th. Campground Hosts may be used as needed and at the discretion of the Park and Township Staff. Volunteers are expected to serve at the campground for the period from May 15th - Oct 15th. Consideration may be given to shorten this period if special circumstances occur, such provisions are at the discretion of the Pere Marquette Charter Township Supervisor.

Campsite:

The Park/Township Staff will select the site and facilities to be used by the campground host.

Equipment:

The campground host provides their own camping unit, equipment and personal items. Safety equipment required to perform duties will be provided by Pere Marquette Charter Township. Other equipment needed to perform duties may be provided by and at the discretion of the Park/Township Staff.

Work Week:

Campground hosts are to provide service for four to five days a week to include weekends and holidays. Days off are mutually agreed to by the Park/Township Staff and the host.

Hours:

Campground host on-duty hours will be mutually agreed to by the Park/Township Staff and the host but must be at least 12 hours per week.

On Call:

Campground hosts are "on-call" to assist other campers at all times of the day or night. Campground hosts should attempt to greet campers, introduce themselves and share information about the campground and park.

Duties:

Campground host duties will include light cleanup in the campground (a few hours each day), keeping toilet buildings neat between regular cleanings, assisting and directing visitors to campsites, explaining camping fees, assisting with camping activities, operating equipment, assisting office personnel and providing information.

Prohibitions:

Campground hosts will not collect money nor operate any vehicle owned by the Pere Marquette Charter Township Parks and Recreation Commission/Pere Marquette Township - either on nor off of Park property.

No Enforcement Duties:

Campground hosts will take no law enforcement measures other than being observant and advising campers of minor rule violations. All other rule violations will be reported to the Park/Township Staff.

Identification:

A sign which reads "Campground Host" will identify the host site. An adult member of the host family will be provided with a name tag, shirt or other identifying article which clearly identifies them as the Campground Host.

Termination:

Campground Host volunteers may be terminated and required to vacate the site if job performance is deemed unsatisfactory or for any other reason or no reason at all at the discretion of the Pere Marquette Charter Township Supervisor.

The undersigned has read, understands, and agrees to the entire content of this agreement.

Motion carried.

H. **Consider Planning Commission Appointment** – Board members reviewed the recommendation from G. Bleau to appoint Steve Winczewski to the Planning Commission.

Moved by Kmetz, seconded by Soberalski to appoint Steve Winczewski to the Planning Commission, effective immediately, to fill the vacancy created by the resignation of Jeremy Piper for the term ending December 31, 2023.

Motion carried

I. **Consider Hiring of One Additional Full-Time DPW Employee “and fill previously approved positions”** (added) – G. Bleau explained that the Personnel Committee had met earlier in the day to review the recommendations for the previously approved position openings.

Moved by Nordlund, seconded by Kmetz, to approve the hiring of the following personnel as recommended by the Personnel Committee:

Full Time Administrative Assistant to the DPW/Parks/Water/Sewer Departments: Lisa Nagel
 Seasonal Park Maintenance: John Vierheller and Ken Howell
 Full Time DPW Operator: Nolan Stark
 Added: Full Time DPW Operator: Russell Fulker

Compensation for the positions was approved at the meeting on April 12, 2022.

G. Bleau disclosed that the added new hire for DPW is the husband of the current deputy treasurer and son of the current contractual building inspector.

Enbody stated she is opposed to the creation of an additional DPW position and furthermore is opposed to nepotism as a hiring practice.

G. Bleau requested a roll call vote.

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

Motion carried.

J. **First Reading of Proposed Ordinance No. 154 – Temporary Signage Regulations** – Board members conducted the first reading of proposed Ordinance No. 154, a zoning ordinance text amendment to update temporary signage regulation in certain districts. The Planning Commission conducted a public hearing on May 3, 2022 and is recommending the ordinance for approval.

Board members discussed clarification of what is considered an “event” when an applicant completes a Temporary Sign Event Permit; if the permit is limited to a parcel, business, property owner, or applicant; and if each temporary “event” is sixty days or if the sixty-day limit is an annual limit. Board members agreed that the first reading could proceed and the items requiring clarification could go back to the Planning Commission for review. The Planning Commission would then have time to amend and/or clarify the portions in question and the board could consider the amendments at the consideration of adoption on June 14th. This allows the ordinance to proceed as scheduled in order to fit the timeline for summer events to achieve their permitting to be in compliance.

Moved by Soberalski, seconded by Enbody to accept the first reading of proposed Ordinance No. 154, a zoning ordinance text amendment to update temporary signage regulation in certain districts without change, and to schedule the second reading and consideration of adoption for June 14, 2022.

Motion carried.

K. **Consider IT Services Contract** (added) – Board members previously received and reviewed correspondence of a rate increase for IT Services at a meeting on April 12th and requested the contract come before the board for approval. G. Bleau noted that he had contacted a local company to perform the IT services but that company indicated they did not have help desk technician(s) for remote or in-person service. The updated contract rate would be adjusted over the next three years up to the industry standard rate and thereafter would include an annual 3% CPI Index escalator. The township

has been with the current provider since 2006 with the last rate increase being in 2020. Prior to 2020 there had been no increase between 2006-2019. The updated contract would stagger the contract increase over three years adjusting the price per endpoint/seat per month from \$35 to \$60 in 2022, \$60 to \$69 in 2023, and \$69 to \$80 in 2024. If the number of endpoint/seat(s) remain the same, the estimated annual contract total(s) are \$8,160 in 2021, \$13,680 in 2022, \$15,732 in 2023 and \$18,240 in 2024.

Moved by Soberalski, seconded by K. Bleau to approve the proposal from IT Right / VC3 for IT Services for nineteen (19) endpoint service accounts for the estimated amount of \$13,680 in 2022; \$15,732 in 2023; and \$18,240 in 2024 with an annual 3% CPI Index escalator thereafter.

Motion carried.

L. Consider Campground Administrator Position and Duties (added) – Board members reviewed a memo from G. Bleau recommending the township treasurer, Karie Bleau be appointed as Campground Administrator with no additional compensation. G. Bleau stated the supervisor is statutorily responsible for the campground but that he does not have the time to assume the duties of the position. There is no compensation for the position.

Moved by Soberalski, seconded by Kmetz to create the Campground Administrator Position, approve the following duties and appoint the Township Treasurer as the Campground Administrator.

Campground Administrator duties

Oversee all Operational aspects of Buttersville Campground including but not limited to:

- *Ordering and tracking of supplies including cleaning & office supplies, Office Equipment, all printed materials and staff apparel.
- * Oversee, approve and/or create and order all necessary signage for Buttersville Campground and beach
- * Organize and facilitate all necessary staff trainings and orientation relative to the operations of Buttersville Campground
- * Create and manage all scheduling of staff, services and delivery of supplies
- * Seek and approve advertising opportunities for campground as needed
- *Participate in the hiring process for Campground staff
- *Participate in the development, improvement, and/or expansion of the campground
- *Create, develop and recommend to the Board rules and policies for Campground operations.
- *Create and implement procedures in accordance with the rules and polices adopted by the Board.
- *Recommendations to the Board for campground rates, fees for products, and campsites designations/types.
- *Oversee the Campground Manager relative to Operational functions. In the absence of a Campground Manager, the above duties will be performed by the Campground Administrator or designee.

Motion carried.

COMMITTEE REPORTS: Personnel Committee (G. Bleau) – Information was reported with agenda business items.

Planning Commission (K. Bleau) – Reported the commission approved the zoning ordinance text amendments and a conditional use permit to operate an indoor salvage business. Mission North will attend the next meeting to discuss the Comprehensive Plan review process.

OTHER REPORTS: Fire Department Liaison (Rasmussen) – Reported four firefighters were absent from the FD meeting. There will be an active shooter training on the 26th. G. Bleau added that the Fire Authority sent three people to the Train the Trainer Active Shooter Training so that they are able to conduct the local training for the fire department members. Rasmussen reported that the members also received training on PFAS.

LMTA Representative (Enbody) – Reported that the collaborative effort between LMTA and Amber Township to provide ridership along the US-10 corridor experienced 381 passenger trips between 4/1 and 4/26. The Rides to Wellness program is close to getting underway and is a partnership of several agencies to provide transportation to medical visits with a grant application being submitted to assist with funding of the program. The LMTA also approved ADA policy required by the American Disability Act.

Western Mason County Fire District Authority (G. Bleau) – Reported reviewing potential bylaw changes and also received a proposal from the fire chiefs to refurbish and restock equipment over fifteen years.

Department reports were included in board packets.

OFFICERS REPORTS: Clerk (Enbody) – Reported on the results of the May special school election with a voter turnout of 22%. The persons voting by absentee ballot accounted for approximately ½ of the total turnout. Preparations for the August Primary have begun and the August and November elections are expected to have high turnouts. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Soberalski to approve payment of invoices in the amount of \$302,576.20.

Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for April 2022. Reported that the township is in good financial condition and is anticipating an increase in interest rates and hoping to generate more revenue from investments. The revenue from camp site rental is currently at \$91,235 compared to \$43,089 in 2021 and that opening up sites for reservation has been positive.

Supervisor (G. Bleau) – Reported approving an expenditure to install a new water line at the campground. Attended a meeting with MCSA, EGLE and J. Bernier on the boat launch access site and construction is expected to be delayed with no affect to the grant funding. Requested J. Bernier continue to research costs and funding for improvements at all parks. Reported continuing to work towards the implementation of the sidewalk project and MDOT regulations. Reported that the court ordered \$41,000 in clean-up has been completed at Pallets Recycle.

EXTENDED PUBLIC COMMENT: Public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 6:56 p.m.

Rachelle D. Enbody, MiPMC, CMC Township Clerk

Gerald A. Bleau, Township Supervisor

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