

**REGULAR MEETING
June 8, 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: Township Attorney Ronald Bultje of Dickinson Wright, Sheriff Kim Cole, Andy Larr, Larry Gaylord, Kelly Smith and one guest.

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 MINUTES: **Moved** by Soberalski, seconded by Kmetz to approve the May 11, 2021 minutes as presented. Motion carried.

APPROVAL OF AGENDA: **Moved** by Enbody, seconded by Soberalski to add item G. Resignation of Firefighter to the agenda and approve the agenda. Motion carried.

PUBLIC COMMENT: Sheriff Cole reported on 82 calls for service in May 2021.

COMMUNICATIONS: Enbody reported three communications from Charter Communications regarding change in office location/hours and changes to packages and channels.

NEW BUSINESS: A. **Consider Appeal of Excess Fee(s)** – Attorney Bultje summarized the sequence of events leading to the appeal of the estimate of fees given in response to a FOIA and explained that the board has the following statutory options in response to the appeal: 1. Uphold the fee; 2. Eliminate (waive) the fee; 3. Revise the fee; and 4. Extend the response time which would require action at the next board meeting on June 22, 2021.

Moved by Nordlund, seconded by Kmetz to uphold the estimate with the requirement for a deposit of 25% on the basis of the information provided by clerk and due to the absence of the requesting party submitting a response as to why they believe the estimate is incorrect.

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

Motion carried

B. **First Reading of Proposed Ordinance No. 149 (Floodplain Management)** – Board members conducted the first reading of proposed Ordinance No. 149. The purpose of this ordinance is to amend Section 104-19 of the Pere Marquette Charter Township Code of Ordinances to provide for the township as the agency to administer and enforce the State Construction Code Act (1972 PA 230, as amended) and to designate regulated flood hazard areas.

Moved by K. Bleau, seconded by Enbody to accept the first reading of proposed Ordinance No. 149, an ordinance addressing floodplain management provisions of the State Construction Code, without change and to schedule the second reading and considerations of adoption for the June 22, 2021 meeting.

Motion carried.

C. **Consider Request for Relief of Penalty (Water/Sewer Services)** – K. Bleau explained that a utility customer mailed payment on May 7, 2021 for a utility bill due May 15, 2021. The customer received a late notice and reached out to question the missed payment. The customer issued a replacement check for the utility bill, including the penalty, which was received June 3. The original payment was received June 4, 2021 with a postmark date of May 7, which is prior to the original due date. The customer is requesting relief of the penalty.

Moved by K. Bleau seconded by Nordlund to approve the request for relief of penalty in the amount of \$18.03 for the resident at 6611 W. Park View Court, with the credit to be applied to the next billing cycle.

Motion carried.

D. **Consider Paving of Buttersville Beach Parking Area** – Board members reviewed a proposal obtained from the Mason County Road Commission for the paving of the beach parking area at Buttersville Park. The Township recently obtained the parking lot property, which was previously a leased property, and the township is now able to improve the parking area. G. Bleau suggested the funding could come from the Capital Improvement Fund and the Capital Improvement funding schedule could be re-evaluated and re-aligned to accommodate the paving. By paving the parking area in conjunction with the Road Commission’s paving of Lakeshore Drive, the Township is able to obtain better pricing.

Moved by Nordlund, seconded by Rasmussen to approve the paving of the parking area at Buttersville beach at an estimated cost of \$ 45,897.00 with funding out of the Capital Improvement Fund.

Motion carried.

E. **Consider Cross Connection Inspection Services** – Board members reviewed two proposals for Cross Connection Inspection services. A. Larr stated that neighboring municipalities already use CCRA. Cross Connection inspections are required by the DEQ. The DPW has been performing the inspections and would prefer to contract for the service. CCRA will maintain a database and submit the required reporting, PEI will not provide the database and reporting service.

Performance Engineers, Inc. (PEI) – Total to complete 178 Inspections \$7,120.00

CCRA Professional Services, LLC – Total to complete 71 Inspections \$5,080.00 (three-year agreement)

Moved by Rasmussen seconded by Soberalski to accept the proposal from CCRA Professional Services, LLC in the amount of \$5,080.00 to provide Cross Connection Inspection Services to Pere Marquette Charter Township contingent upon contract review by the township attorney.

Motion carried, one opposed.

F. **Consider Equipment Purchase** – Board members reviewed the following quotes for a new Compact Track Loader (skid steer) along with quotes for additional attachments:

| Equipment | Base Price | Attachments | TOTAL |
|--------------------|------------------------------|-------------|--------------|
| JCB 270T | \$71,363.80 | \$28,104.80 | \$ 99,468.60 |
| John Deere 333G II | \$73,071.07 | \$28,104.80 | \$101,175.87 |
| CAT 289 D3 | \$71,500.00 (includes forks) | \$28,385.00 | \$ 99,885.00 |

The purchase was included in the 2021 Capital Improvement plan at a budget of \$70,000.00. The township has been able to rent the equipment on an as-needed basis in the past and has also been able to lease the equipment although the lease option is no longer available. Larr (DPW) and Smith (Parks) both spoke of uses of the equipment for DPW/Water/Sewer and Park projects. Larr added that the storage building planned in the Capital Improvement Plan at a cost of \$75,000.00 could be postponed in order to purchase the equipment and attachments this year.

Moved by Soberalski, seconded by Rasmussen to authorize the purchase of the John Deere Compact Track Loader (skid steer) in the amount of 73,071.07 and additional attachments of a power rake, rotary cutter, forks, and broom in the amount of \$28,104.80 for a total purchase price of \$101,175.87.

Motion carried, two opposed.

G. **Resignation of Firefighter** (added) – Board members received a notice of resignation from firefighter Jacob (Jake) Bussey.

Moved by Rasmussen, seconded by Kmetz to accept the letter of resignation from firefighter Jacob Bussey with regret, effective immediately.

Motion carried.

COMMITTEE REPORTS: Planning Commission (Rasmussen) – Nothing to report at this time.

Finance Committee (K. Bleau) – Reported the Committee met to review invoices from MTA and Construction Consultants, LLC. The review was required because the invoices were over the approval limit of the Supervisor.

Architectural Control Committee (G. Bleau) – Reported the Committee met June 3rd to review constructions plans for the construction of a distribution warehouses building on Lots 12 & 13 and met on June 9th to review construction plans for a warehouse office building on Lot 4, both projects located in the First Street Business Park.

Fire Department Liaison (Rasmussen) – No report.

Board members received the May 2021 Zoning/ Code Enforcement report.

COMMITTEE OF THE WHOLE: **Moved** by K. Bleau, seconded by Nordlund to move into Committee of the Whole at 7:32 p.m. Motion carried.

G. Bleau stated that the office staff is struggling to cover all of the departments during lunch time, with some not taking lunch and/or eating at their desk(s) while trying to serve the public. Without objection, he proposed closing the office building from 12:30 to 1:30 each day on a trial basis for the summer. He stated that it sends an important message to the staff that we value each of them and recognize the need for them to have a designated lunch hour.

Moved by Enbody, seconded by K. Bleau to return to regular session at 7:43 p.m. Motion carried.

OFFICERS REPORTS: Clerk (Enbody) – Enbody reported on recent department activity and provided a list of current invoices for approval.

Moved by Enbody, seconded by Rasmussen to approve payment of invoices totaling \$208,856.24. Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for May 2021. Reported that meter changes are almost complete, with one remaining meter to be converted to the new system.

Supervisor (G. Bleau) – Reported on Building Department activity. Reported working on the golf cart resolution by gathering information from residents and will be meeting with the owner of Pallets Recycle tomorrow regarding future disposition of the property.

ANNOUNCEMENTS: The Lincoln Lake Improvement Board will meet June 24, 2021.

EXTENDED PUBLIC COMMENT: Smith and Gaylord reported on department activity.

ADJOURNMENT: **Moved** by Kmetz, seconded Rasmussen to adjourn the meeting at 7:59 p.m. Motion carried.

Rachelle D. Enbody, CMC, MiPMC, Township Clerk

Gerald A. Bleau, Township Supervisor