

REGULAR MEETING
August 10, 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 Rachelle Enbody; Treasurer Karie Bleau;
Trustees: Andrew Kmetz, James Nordlund, Sr., Henry Rasmussen, and Ronald Soberalski.

Also present: Andy Larr, Larry Gaylord, Kelly Smith and four guests.

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

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

APPROVAL OF MINUTES: **Moved** by Rasmussen, seconded by Soberalski to approve the July 13, 2021 minutes as presented. Motion carried.

PUBLIC COMMENT: Public comment was held.

APPROVAL OF AGENDA: **Moved** by Kmetz, seconded by Nordlund to approve the agenda as amended by removing Item A. Consider Request for Price Adjustment. Motion carried.

COMMUNICATIONS: G. Bleau reported on a communication received from Trinity Health notifying the township that all contractors, vendors and other who conduct business in Trinity Health facilities will be required to be fully vaccinated or have an approved medical or religious exemption. Enbody reported on a notification from Charter Communications of a change in channel lineup.

NEW BUSINESS: A. **Consider Request for Price Adjustment – Republic Services** – (Removed from agenda)

B. **Consider DPW Request to Purchase Compactors** – Board members reviewed the following quotes received for compactors.

Vendor	Equipment	Quote
Northern Tool & Equipment	Confined Area Compactor	\$2,479.99
MacAllister Rentals	Confined Area Compactor	\$2,327.90
Northern Tool & Equipment	Reversible Plate Compactor	\$6,199.00
MacAllister Rentals	Reversible Plate Compactor	\$5,993.97

Larr stated that the reversible plate compactor would replace the current compactor. The confined area compactor would be a new addition to be used for smaller areas that are inaccessible for a plate compactor. The DPW has budgeted within their department for this purchase

Moved by Rasmussen seconded by Soberalski to approve the purchase of a Confined Area (jumping jack) Compactor for a purchase price of \$2,327.90 from MacAllister Rentals.

Motion carried.

Moved by Nordlund seconded by Rasmussen to approve the purchase of Reversible Plate Compactor for a purchase price of \$5,993.97 from MacAllister Rentals.

Motion carried.

C. **Consider Proposed Cancellation Policy** –**Moved** by Kmetz, seconded by Enbody to approve the following Cancellation Policy:

Pavilion rental –

Cancellations made up to the day of the event, will receive a 100% refund. No refunds will be given if the notice of cancellation is given after the event. Cancellation refunds will not be transferred to events in future years. Reservations will be taken beginning Jan. 1st for the current year.

Hall rental –

Cancellation made up to the day of the event will receive a 100% deposit refund. No refunds will be given if the notice of cancellation is given after the event. Cancellation refunds will not be transferred to events in future years. Reservations will be taken beginning Jan. 1st for the current year.

Daily Campsite rental –

Cancellations result in loss of payment. No refunds for any reason. Reservation can be rescheduled and payment applied to new reservation for the current year.

Seasonal Campground rental –

Cancellations made prior to opening day will receive a full refund. Cancellations made after opening day will receive a prorated refund based on the number of days from opening day to the date of cancellation.

Motion carried.

D. **Consider Conflict of Interest Policy** – G. Bleau explained that in order to be eligible for the American Rescue Plan funding, the township is required to adopt the Federal Procurement Conflict of Interest Policy.

Moved by Soberalski, seconded by Nordlund to approve the following **Pere Marquette Charter Township Federal Procurement Conflict of Interest Policy**:

I. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under [2 C.F.R. § 200.318\(c\)\(1\)](#).

II. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. In addition to the prohibition against self-benefiting from a public contract under Public Act 317 of 1968 and other applicable state law, no officer, employee, or agent of Pere Marquette Charter Township may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent involved in the selection, award, or administration of a contract;
2. any member of their immediate family;
3. their partner; or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to their immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

B. Gifts. In addition to the prohibition against accepting gifts and favors from vendors and contractors under state law, officers, employees, and agents of Pere Marquette Charter Township are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$100.00 per occurrence, which fall into one of the following categories may be accepted:

1. promotional items;
2. honorariums for participation in meetings; or
3. meals furnished at banquets

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to their immediate supervisor.

III. Violation

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.

Motion carried.

Sheriff Cole reported on seventy-one calls for service in July 2021.

COMMITTEE REPORTS: Planning Commission (Rasmussen) – Reported the Planning Commission approved a site plan application with conditions. G. Bleau added that the next meeting will hold a public hearing and conditional use review along with a site plan review for a storage facility.

Fire Department Liaison (Rasmussen) – Reported attendance of seventeen members at the monthly meeting and that there will be a fire truck on display at the Western Michigan Fair.

Roads Committee (G. Bleau) – Reported the committee reviewed past projects and will be recommending an additional project for this year that will come before the board at the next meeting. The approved projects have been completed and came in under budget. G. Bleau completed a final walk through on the Rasmussen sewer line project.

Personnel Committee (G. Bleau) – Reported the committee met and were presented with requests for hazard pay. The committee is researching the American Rescue Plan Act (ARPA) funding guidance. The committee began discussion on 2022 wages and will revisit the hazard pay and wage discussions when they meet again next week.

Board of Review (G. Bleau) – Reported the July Board of Review met to make corrections to clerical errors and to review various exemption applications.

Fire Department (Gaylord) – Reported on fifty-five responses for July 2021.

Parks/Facilities Manager (Smith) – Reported on recent department activity. Reminded board members of the ribbon cutting ceremony for the Pere Marquette Conservation Park on Friday, August 13, 2021 at 1:00 p.m.

The following department reports were received: Clerk and Deputy Clerk, Treasurer and Deputy Treasurer, Fire Department and Building/Zoning/Code Enforcement.

OFFICERS REPORTS: Clerk (Enbody) – Reported on the results of the August special election with voter turnout of 17%. Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kmetz to approve payment of invoices totaling \$266,325.30. Motion carried.

Treasurer (K. Bleau) – Provided a report detailing cash, bank and investment balances by fund and by bank account for July 2021. The department is busy with tax collection all fund accounts are looking healthy.

Supervisor (G. Bleau) – Reported working on the park dedication ceremony and noted that the office will close at noon on Friday in order for the township staff to attend. Reported that he has received the department request budgets and will review those with the board at the next meeting. The next step is to then prepare the supervisor proposed budgets for adoption. G. Bleau reminded trustees that they can meet with him at any time to review the budgets and process. Reported meeting with Fleis & Vandebriek to begin the sidewalk improvement planning and discussing grant funding for sidewalks for the new school facility. Reported receiving complaints of golf carts speeding and is in communications with the Road Commission for the installation of speed limit signs in township subdivisions in order to enforce speed limit restrictions.

EXTENDED PUBLIC COMMENTS: Extended public comment was held.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:41 p.m.