

PERE MARQUETTE CHARTER TOWNSHIP BOARD
REGULAR MEETING AGENDA
November 13, 2012 – 6:30 p.m.

Location: PERE MARQUETTE TOWNSHIP HALL
1699 S. Pere Marquette Highway
Ludington, MI 49431

1. CALL TO ORDER
2. INVOCATION
3. PLEDGE TO FLAG
4. ROLL CALL
5. APPROVAL OF PREVIOUS MINUTES
6. BRIEF PUBLIC COMMENTS (2 MINUTES)
7. APPROVAL OF AGENDA
8. PUBLIC HEARINGS
9. COMMUNICATIONS
10. UNFINISHED BUSINESS
11. NEW BUSINESS
 - A. **Set Public Hearing Date on 2012 Budget and Levy (11/27/12)**
 - B. **Fee Waiver Request**
 - C. **Fire Department – Request for Turnout Gear**
 - D. **Water System Expansion**
 - E.
 - F.
 - G.
 - H.
 - I.
 - J.
 - K.
 - L.
 - M.
12. COMMITTEE REPORTS
13. EMPLOYEE REPORTS
 - A. Assessor
 - B. Building and Zoning Administrator
 - C. DPW/Water/Sewer Superintendent
 - D. Fire Chief/Department
14. OTHER REPORTS
15. COMMITTEE OF THE WHOLE
16. OFFICERS REPORTS
 - A. Clerk-payment of bills
 - B. Treasurer
 - C. Supervisor
17. ANNOUNCEMENTS
18. EXTENDED PUBLIC COMMENTS (10 MINUTES)
19. ADJOURNMENT

REGULAR MEETING
October 9, 2012

PERE MARQUETTE CHARTER TOWNSHIP BOARD
held at 1699 S. Pere Marquette Highway, Ludington MI 49431

Board members present: Supervisor Jim McInnis; Clerk Rachelle Enbody; Trustees Paul Piper, Al DeMeester, Joanne Kelley and Andy Kmetz
Board members absent: Treasurer Sara McCallum
Also present: Andy Larr, Michelle Heffner, Terry Wahr, Larry Gaylord, Jeff Nellis, and Kim Cole
Present for a portion of the meeting: Sheriff Jeff Fiers

Meeting was called to order at 6:30 p.m. by the Supervisor. Invocation was given by McInnis; Pledge of Allegiance was recited by all. The minutes of the September 25, 2012 meeting and the current agenda were approved by consent.

PUBLIC COMMENT: Jeff Nellis introduced himself as a candidate for Mason County Probate Judge and stated his qualifications.

Kim Cole introduced himself as the Republican candidate for Mason County Sheriff and stated his qualifications.

Jeff Fiers introduced himself as a write-in candidate for Mason County Sheriff and stated his qualifications. He provided a written report on September activity detailing 87 calls for service.

NEW BUSINESS: A. **Personnel Policy Amendment** – Board members reviewed the current policy and discussed proposed changes.

Moved by DeMeester, seconded by Piper to approve the following amendment(s) to the Pere Marquette Charter Township Personnel Policy: (amendments are in ~~strike through~~ and ***bold italic***)

9.7 Continuance/Termination of Benefits. For eligible employees, the Township's continuation or termination of group health and life insurance benefits, and the payment of premiums for such, shall be as follows:

- (1) The Township will continue coverage and its premium payments on behalf of eligible employees only during the first twelve (12) weeks of an approved but unpaid family or medical leave of absence.
- (2) The Township will continue coverage and its premium payments on behalf of eligible employees during the first thirty (30) calendar days of a layoff ***or approved leave as described in 10.11 Other Approved Leaves. The township board, at its sole discretion, can extend this coverage beyond 30 days.***

10.11 Other Approved Leaves. ~~The Township recognizes that there may be compelling personal reasons for an employee to request a leave of absence. An employee who has worked for the Township for at least twelve months may request a personal leave of absence for up to thirty days during a rolling twelve month period measured backward from the date the employee uses the leave. A~~ ***The*** request for a personal ***said*** leave of absence will be granted ***solely*** at the Township's ***Township Board's*** discretion. ~~, depending upon work load and business considerations.~~ ***The Township Board can extend the leave of absence beyond a thirty-day period if circumstances so warrant.*** A request for a leave must be in writing and must be presented to ~~the Superintendent~~ ***their department head for their recommendation*** at least thirty days in advance of the requested departure date, ***when possible.*** If granted, the leave will be unpaid; ***unless otherwise noted in this policy manual,*** benefits will not continue to accumulate during the absence. Please see the sections that refer to each benefit for specifics. ***Any employee who fails to report to work at the end of an approved leave will be deemed to have voluntarily resigned.***

~~Any other leaves of absence, paid or not, must be authorized by the Superintendent.~~

Motion carried.

B. **Personal Leave of Absence** – Enbody requested an additional thirty-day leave of absence for the deputy clerk.

Moved by Piper, seconded by Kelley to approve a thirty day extension of a personal leave of absence and continuation of health care benefits for the deputy clerk, at the discretion of the clerk.

Motion carried.
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COMMITTEE REPORTS: Planning Commission (Kmetz) – Reported working on portions of the zoning ordinance pertaining to property maintenance and enforcement and will be working next week on the access plan.

EMPLOYEE REPORTS: Assessor (Heffner) – Attended Michigan Assessor's Association classes last week and has received preliminary figures from the county equalization director on residential values for 2013.

Building and Zoning Administrator (Wahr) – Provided a written report detailing September permit activity, noting a new build at Epworth; received three year renewals from the State of Michigan for his licensing as building official, building inspector and plan reviewer; Consumers may have a site plan to review at an upcoming Planning Commission meeting; commented that the Sargent Sand property has shown increased activity lately.

DPW/Water/Sewer Superintendent (Larr) – Reported that his crew has been working on the boat launch at cross getting rid of the drop-off and also removing several loads of brush from the property; they plan to repaint cross soon, pending weather and fall leaf pick-up; completed quarterly water meter reading; explained that he is looking into a new program and system for reading meters and has received a sample pack of twenty-five auto-read meters with reader for trial next quarter; informed board members that he has contacted V-Tec engineering for engineering proposals on potential water projects - a request from River Meadows to extend the water system to the mobile home community that could happen in 2013, the access road on South Jebavy Drive, and interest in water service to Virnetta, Betty, Donna, and Ann Streets.

Fire Chief/Department (Gaylord) – Reported on 30 responses in September with 266 calls to date compared to 267 in 2011. Presented photographs and details of a practice burn/training held last Saturday

OFFICERS REPORTS: Clerk (Enbody) –Reported attending the MERS Annual Conference; working with Municipal Code on the final details with the Code of Ordinance to have available on the website and as a Word document; continuing to work on cross-training of office staff; will be meeting with the auditor Friday to work towards creating a Fund Balance Policy; will be conducting training sessions for election inspectors in preparation for the November election; noted the clerk's office has issued 189 absentee ballots to date; explained that there is a new law that mandates the establishment of a receiving board for each election; the Election Commission has appointed a receiving board and the election inspectors for the November 6th election. Enbody provided a current list of invoices for approval.

Moved by Enbody, seconded by Kmetz to approve payment of invoices totaling \$73,826.58. Motion carried.

Supervisor (McInnis) – Reported meeting with Dr. Bill Anderson who suggested a bronze sculpture to be located at the township hall with the goal of creating a sculpture trail throughout Mason County; shared the latest Certified Business Park Newsletter which gives examples of some communities that have begun listing their business park properties with realtors; working on finishing the 2013 budget and remarked that the township is in good shape.

Meeting adjourned by Supervisor at 7:46 p.m.

Rachelle D. Enbody, Township Clerk

Jim McInnis, Township Supervisor