

CLARK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING WEDNESDAY, MAY 17TH, 2023 AT 8:00 A.M.
AT CLARK TOWNSHIP OFFICE

CALL TO ORDER & PLEDGE OF ALLEGIANCE: 8:00 A.M.

ROLL CALL: Schuster Yes, Fitzgerald Yes, Clymer Yes, Kozma Yes, and Rutledge Yes.

OTHERS PRESENT: Paul Hitchens, Ken Drenth, Robert Smith, Lynn Wolters, Noel Weaver, Max Heil (Harbor Master), Keith McGowan (Ambulance Captain), Robert Lightfoot, Paula Badour (Deputy Supervisor), and Linda Sherlund (Deputy Clerk).

INQUIRE IF PUBLIC COMMENT ARE TO ADDRESS AGENDA ITEMS:

APPROVAL OF AGENDA: Fitzgerald would like to move up the agenda item for Docking Slip Use. Schuster made the motion to approve the agenda with change of the above item, Kozma seconded the motion. All in favor. Motion carried.

Approval of minutes for April 19th, 2023, Regular Board Meeting.

Approved General Fund Invoices \$49,006.95.

Sewer Fund invoices for Sewer Fund \$23,268.22.

Budget Amendments: A handout for budget amendments was given to the Board of Trustees.

CONSENT AGENDA: Fitzgerald made a motion to approve the Consent Agenda, Schuster seconded. All in favor. Motion carried.

CORRESPONDENCE:

Clark Township received a thank you letter for the use of the Community Center from Mackinac County GOP Chairperson.

EGLE Notice of Authorization:

Steve Ackley, 49-1525 1525 S. Point Brulee Road, Hessel, Michigan 49745 – Crib Docks

Dan Autore, 49-2118 S Hill Island Rd, Cedarville, Michigan 49719 – After-the-fact- installation of one F-shaped floating slip.

Marty Letts, 49-2371 S Hill Island Rd, Cedarville, MI 49719 – Crib Docks

Approved at Regular Meeting 6/21/23.
Susan J. Rutledge
Mark [Signature]

OLD BUSINESS & UPDATES:

Docking-Day Use and Transient Use:

The Board of Trustees discussed the usage of the dock slips at Cedarville Marina.

Rutledge made a motion to approve a \$30.00 a dock slip day use pass, first-come, first-serve basis. The marina staff will rent out the south side dock/ramp and slips 1-5 for the public day use and transient use at Max Heil/Harbor Master discretion and with DNR/State approval. Fitzgerald seconded the motion.

Roll Call Vote: Clymer Yes, Fitzgerald Yes, Kozma Yes, Schuster Yes and Rutledge Yes. All in favor. Motion carried.

Due to the grant requirements on docking slips, seasonal docking will not be available this year. The Board of Trustees will wait to see how the slip rental totals are for this year and will discuss this on a yearly basis. Clymer would like Max Heil to form a dock usage policy for the marinas.

Clymer stated that the new Fire Boat and DNR Boat will need a parking spot. There will be room to parked on the south side of the ramp.

Paul Hitchens commented that if the Township is looking for revenue, he strongly feels that Clark Township should charge Taylor Lumber staff for 4 to 5 parking spaces year-round at the Marina Parking lot.

June 8th the marina staff will install the Kayak Ramp at Cedarville Harbor.

Robert Smith commented that there is a weed issue around the docking systems.

Max Heil will work with his staff to solve this problem.

Clymer stated that he will work on getting the Cedarville Bay Dredge this year. The water levels are down, and dredging is needed.

Fleis & Vandenbrink Invoice for Sparks 2

Rutledge presented to the Board of Trustees an invoice for \$3000.00 from Fleis & Vandenbrink for professional services for the period February 26th,2023 to April 1st,2023 for the Weston Trail Project.

Fitzgerald made a motion to approve the invoice for \$3,000.00 to Fleis & Vandenbrink. Rutledge seconded the motion.

Roll Call Vote: Kozma Yes, Clymer Yes, Schuster Yes, Rutledge Yes, and Fitzgerald Yes. All in favor. Motioned carried.

Tim Bright Assistant – Fitzgerald made a motion to table this discussion. Schuster seconded the motion. All in favor. Motion carried.

Website capabilities on cell phones and tablets – New Website Design New Proposal from VC3/Schumaker. Different set up fees for the new website and the cost of maintenance and who will do the work were discussed.

Fitzgerald made a motion to approve up to the amount of \$4,000.00 to create a new website design. Kozma seconded.

Roll Call Vote: Schuster Yes, Rutledge Yes, Clymer Yes, Kozma Yes, and Fitzgerald Yes. All in favor. Motion carried.

The Board of Trustees agreed that Deborah Beukema and the ITTech will work with Schumaker to create a new website.

NEW BUSINESS:

2023 Calcium Chloride Bids

Bay Dust, MJ Vandamme, Inc, Michigan Chloride and Wilkerson Corporation were the bidders for the calcium chloride for the roads. Wilkinson Corporation bid was the lowest bid at 0.395 per gallon, 8000 gallons needed.

Rutledge made the motion to accept the Wilkinson Corporation bid and approve 8000 gallons at 0.395 per gallon for 2023 Calcium Chloride. Fitzgerald seconded the motion.

Roll Call Vote: Kozma Yes, Schuster Yes, Clymer Yes, Fitzgerald Yes, and Rutledge Yes. All in favor. Motion carried.

IT Tech Bid Specs Wording Approval.

Clymer gave a handout for the spec for IT Tech bid. Wording for the notice was given to the Board of Trustees.

Kozma made a motion to approve the wording for the St Ignace News. Fitzgerald seconded the motion. All in favor. Motion carried.

IT Specs are available at the Supervisor's and Clerk's office. All forms of bids will be accepted if they are sealed.

Approve Steve Harrison Contract – Electrical Inspector contract wording.

Schuster made the motion to approve the wording of Steve Harrison contract with changes that were addressed. Kozma seconded the motion.

Roll Call Vote: Fitzgerald Yes, Clymer Yes, Rutledge Yes, Kozma Yes, and Schuster Yes. All in Favor. Motion carried.

Approval To Apply For Permits:

Bike Path Wetlands Permit, Leopold Wetlands Permit, and Cedarville Harbor Dredge Permit.

Rutledge made the motion to spend up to \$1500.00 on the information to apply for these three permits. Fitzgerald seconded the motion.

Roll Call Vote: Clymer Yes, Schuster Yes, Kozma Yes, Fitzgerald Yes, and Rutledge Yes. All in favor. Motioned carried.

Tax Mailing Include Sewer Millage Information: Fitzgerald would like to enclose Sewer Millage Information in with the tax billing in June 2023. Clymer will create the informational millage flyer for the mailing to the taxpayers.

Quote Robinson Fence Company:

Cedar Cemetery – Rutledge received a quote for an 850’ white vinyl fence from Robinson Fence Company for \$13,090 installed. Clark Township will be responsible for taking the old fence down.

Downtown Park - Rutledge received a quote for a white vinyl fence from Robinson Fence Company for \$ 2,926 for the area between the Tipper Room and Cedarville Downtown Park.

Paul Hitchens comment that there are other fences that need to be addressed like the Italian Cemetery Fence.

Clymer inspected the Sewer Lagoon Fence and the Old Dump Fence, and they need to be replaced due being broken or fallen fencing.

Clymer and Schuster will make a list of fences and will inspect them to see if they need repair or replacement. The Board of Trustees will publish a bidding notice for the replacement or repair of the fences.

Fitzgerald made a motion to table this discussion until all fences in Clark Township can be inspected. Kozma seconded the motion. All in favor.

National Office Products – Contract Overage for the Copier

January 25th through April 24th,2023 approval to pay.

Contract amendments to increase copies.

A quarterly invoice from National Office Products was received for the copier for \$865.82, this charge was for additional copies both colored and black and white that were printed over the contract amount.

Fitzgerald made the motion to pay this invoice and call National Office Products to amend the contract amount of black and white to 100,000 and raise the colored to 40,000. Kozma seconded the motion.

Roll Call Vote: Rutledge Yes, Clymer Yes, Kozma Yes, Schuster Yes, and Fitzgerald Yes.

All in favor. Motion carried.

Rutledge will contact National Office Products regarding the contract.

Lagoon System: Loan Report

Balance due \$68,411.23 @ 2.94%

The Board of Trustees discussed paying this balance off and decided to continue to leave this as is due to low interest rates.

Township Board of Trustees - Wages

Wage Increase

No Statutory Duties

Employee Wage Increases – 5% Union Contract expiring June 30th, 2023.

Clark Township Board of Trustees pay increase effective 07/01/2023.

Mark Clymer/Supervisor wage increase in pay; Current \$33,484.60 annually to \$35,160.00 annually.

Schuster made a motion to approve the increase in pay to \$35,160.00 annually effective 07/01/2023, Fitzgerald seconded the motion.

Roll Call Vote: Kozma Yes, Fitzgerald Yes, Rutledge Yes, Schuster Yes, and Clymer Abstained. Motion carried.

Lisa Fitzgerald/Treasurer wage increase in pay; Current \$33,484.60 annually to \$35,160.00 annually.

Kozma made a motion to approve the increase in pay to \$35,160.00 annually effective 07/01/2023. Schuster seconded the motion.

Roll Call Vote: Schuster Yes, Kozma Yes, Fitzgerald Abstained, Rutledge Yes, and Clymer Yes. Motion carried.

Susan Rutledge/Clerk wage increase in pay; Current \$33,484.60 annually to \$35,160.00 annually.

Fitzgerald made a motion to approve the increase in pay to \$35,160.00 annually effective 07/01/2023. Kozma seconded the motion.

Roll Call Vote: Schuster Yes, Kozma Yes, Fitzgerald Yes, Clymer Yes, Rutledge Abstained. Motion carried.

Steve Kozma/Trustee wage increase in pay; Current \$3,299.20 annually to \$3,464.00 annually.

Fitzgerald made the motion to approve the increase in pay to \$3,464.60 annually effective 07/01/2023.

Rutledge seconded the motion.

Roll Call Vote: Schuster Yes, Fitzgerald Yes, Rutledge Yes, Clymer Yes and Kozma Abstained. Motion carried.

Patrick Schuster/Trustee wage increase in pay; Current \$3,299.20 annually to \$3,464.00 annually.

Fitzgerald made the motion to approve the increase in pay to \$3,464.00 annually effective 07/01/2023.

Kozma seconded the motion.

Roll Call Vote: Kozma Yes, Fitzgerald Yes, Rutledge Yes, and Clymer Yes and Schuster Abstained. Motion carried.

Kozma made a motion to approve the rate for all non-statutory duties to be raised \$25.00 per non-statutory duty. Schuster seconded the motion.

Roll Call Vote: Schuster Yes, Kozma Yes, Rutledge Yes, Fitzgerald No, and Clymer Yes. Motion carried.

Clymer is willing to give Kozma some of his non-statutory duties. Kozma accepted the non-statutory Airport duties from Clymer.

Schuster would like to put aside money for all non-statutory duties in 100 funds just in case these duties are not done by the trustees.

Fitzgerald stated that she has been working with an accountant to clean up the General Ledger which has an abundance of line items. The accountant has not charged Clark Township a fee for this work, but may charge for additional work done.

Fitzgerald made a motion to approve the new hire Marina Staff, Office Staff, and Department of Public Works starting wage to \$15.00 per hour. Five percent increase to all union workers effective 7/01/2023 if the contract is accepted by the Board of Trustees. All Marina Staff wages increase will go in effect the next payroll. Rutledge seconded the motion.

Roll Call Vote: Schuster Yes, Kozma Yes, Clymer Yes, Rutledge Yes, and Fitzgerald yes. All in favor. Motion carried.

Flotation Docking: Inspection of Downtown Courtesy Dock and cost to repair.

Flotation Docking Systems, Inc. inspected the dock and sent a written repair notice and estimate for repair.

Schuster made a motion to approve up to \$35,000.00 to make repairs to downtown courtesy dock. Rutledge seconded the motion.

Roll Call Vote: Kozma Yes, Rutledge Yes, Clymer Yes, Fitzgerald Yes, and Schuster Yes. All in favor. Motion carried.

This dock repair will be scheduled for the fall.

Clymer would like to budget money to put aside in a Capital fund for maintenance and repairs on all the township docks.

Items/Tools used by Parks and Recreation Department, DPW, and Cemetery

Fitzgerald made a motion to approve purchasing lawn equipment and spend up to \$1400.00 on a Lawn Dethatcher, Lawn Sweeper, Metal Rake & Mower Attachment Schuster seconded.

These tools purchases will be out of the general fund account and can be used for most level areas. These tools will be available for Tim Bright/Sexton if needed.

Roll Call Vote: Schuster Yes, Fitzgerald Yes, Clymer Yes, Kozma Yes, and Rutledge Yes. All in favor. Motion carried.

Noel Weaver wrote an informal letter regarding a recreation millage to the Board of Trustees.

Noel Weaver is on the Recreation Committee and the committee would like information on procedure for a millage. Clymer would like the Recreation Committee to form a maintenance plan/policy for all the areas of recreation for budgeting purposes and then present it to the Board of Trustees. This does not include the marinas. An additional committee may need to be formed to split any funds that are available.

Rutledge explained that an election is costly. The election in August and November will be paid for by Clark Township. She also explained the new Proposal 2 and how it will affect the election process.

Request for Pickleball Permanent Style Nets: Les Cheneaux Pickleball

Mike Jellison on behalf of Les Cheneaux Pickleball would like Clark Township to purchase 4 PRO1223 pickleball semi-permanent nets for a price of \$448.00 plus shipping. These nets will not be attached to the court.

Kozma would like to know if the net holders will belong to Clark Township along with nets. All equipment for the Snow's Heritage Park facility will be owned by Clark Township.

Schuster made a motion to approve the purchase of the 4 pickleball nets. Rutledge seconded the motion.

Roll Call Vote: Fitzgerald Yes, Clymer Yes, Kozma Abstained, Rutledge Yes, and Schuster Yes. Motioned carried. The vote was 4 yes and 1 abstained. Motion carried.

The Les Cheneaux Pickleball Group is willing to help resurface the other side of the court. They are planning on giving free lessons to 12-year-old and up on June 24th at the Play at the Park Day, adult lessons are available for a cost on June 29, 30, and July 1st, a July tournament is scheduled. Money raised at the tournament will go towards paying for the material previous paid for by the township.

These net purchases will be out of the Snow's Heritage Park Fund.

TREASURER'S REPORT:

General Fund \$649,777.26

Sewer Fund \$234,600.62

Fitzgerald called on the truck for marina use and the truck was sold. Mackinac Sales had a new truck with more miles on it for \$300.00 more, that truck was purchased.

SUPERVISOR'S REPORT:

A report handout was given to the Board of Trustees.

Update on Three Shores Cisma 04/26/2023.

Update on Sewer:

State Fund Grinder Pump - Tribal request for investigating, so we don't dig up the grinder pumps on any sacred grounds.

ARPA Monies – Clymer reported that ARPA money for the sewer was spent on the Jetter and backhoe.

Sewer Newsletter explaining rate increase.

The old Jetter will be taken to Duncan Auctions for resale.

The culvert at Viking is in progress. It can be done by DPW with an approved road budget.

Statues on Grants:

Trust Fund Grant - Hessel Marina Upgrades- Received email from Merrie Carlock needing additional information, information sent as of May 8, 2023.

FEMA Grant-Fire Prevention and Safety - Awards will be notified in June of 2023 and denials will not be notified until all the awards have been notified.

Recreational Passport Grants for Duck Bay Aldo Leopold Dock for \$57,000.00 has passed the completeness review and is its next stage of review for approval. Decision December of 2023.

Sparks Grant – The second round has opened, with the third round cancelled, we will be applying for both the Weston Trail Project and the Kerri Mertaugh Bike Path in conjunction with the bike trail fund at LCCF. This is now a Recreation Committee project.

Other Updates:

The Old Dump inspection has been completed, and issues are being taken care of and a report has been submitted to EGLE.

We have received a quote from Michigan Aeronautics for painting and over band crack sealings at the airport, and this will be revisited in the fall (per Michigan Aeronautics).

Ceiling tiles at the airport need to be replaced. Replacement cost is .60 a foot with approximately \$20,000 for the completed job.

Kozma questioned Clymer's comment on "The Glamping proposal has been taken off the table by the proposers as they were met with way too much negativity from our residents, compounded by a procedural issue between Ken Waybrant and Steve Kozma."

Clymer stated that there was confusion regarding having a site plan.

Kozma and Waybrant have clarified what information is needed for a Planning Commission meeting.

Campgrounds need special land use. Kozma spoke regarding the confusion on the resort definition. The Planning Commission will review resort policy. Clymer stated that since 1975 there has been an ordinance for no new resorts. The existing resorts can be added to or expanded.

Kozma made a motion to approve a text amendment to the 10.6 zoning of resort; conditional use to permit use to reflect what is in the ordinance. Fitzgerald seconded the motion.

Roll Call Vote: Schuster Yes, Fitzgerald Yes, Clymer Yes Rutledge Yes, and Kozma Yes.

All in favor. Motion carried.

The 14' Aluminum Boat that was up at the Sewer Lagoons is now licensed and can be used by Cal Burnside for complaints on the islands or township employees needing to get to the islands.

COMMITTEE/COMMISSION REPORTS:

Airport Committee: No meeting

Ambulance Corp: EMS calls from 04/01/2023 to 04/30/2023. 27 Calls, Detail handout was given to Board of Trustees.

OB & Primary Patient Assessment Trainings done.

The office had some work done: new paint, flooring is in, used trundle bed, new desk, and microwave stand.

Fall EMT Classes will be held at Bay Mills College.

Fire Department: Call report handout given. The number of incidents responded to in 2023 is eight.

The new Fireboat should be here the first week of June.

Code Enforcement Officer: April 2023 call report handout was given.

Heritage Park: Fitzgerald updated the Board of Trustees regarding the events for this summer. A spring clean-up is scheduled for 05/20/2023 from 10:00a.m. to 2:00 p.m. weather permitting.

5 people have registered to be at the Market in Park. Fitzgerald states that she will collect money the day of if anyone who wants to participate in the Market.

The committee received posters from The St Ignace News for "Play in the Park" to advertise this event.

Pickleball lessons will be June 29, 30, and July 1st at Snow's Heritage Park.

Pickleball Tournament is scheduled for July 14, 15, and 16th at Snow's Heritage Park.

Hessel Harbor Committee: No Meeting. Les Cheneaux Foundation will be having their twenty-fifth-year anniversary this summer and the Harbor Enhancement Project/ Neal House will be their feature program.

Planning Commission: Three cases were brought to the Planning Commission and were approved.

Kozma would like to have the new boathouse version put on the website. Clymer will work with Deb Beukema to correct.

Recreation Committee: Peek-A-Boo Trail committee will meet this evening.

Clymer updated the Board of Trustees on the Bike Path. The Recreation Committee met with Pat Duncan to move forward on the Bike Path. The committee would like to rename the Les Cheneaux Bike Path to Kerri Mertaugh Memorial Bike Path.

Schuster stated that he needed more information regarding the cost of the project and what the family is donating to this project before voting on changing the name of the path.

Kozma made a motion to approve applying for the Sparks Grant for the Bike Path, this section is the open stretch at Mackinac Bay. A cost of \$500.00 for information to apply for this grant. Schuster seconded the motion.

Kozma how much will a site plan cost?

Roll Call Vote: Kozma Yes, Schuster Yes, Fitzgerald Yes, Clymer Yes, and Rutledge Yes.

Road Committee and Road Ends Committee: Clymer reported that Meridian Road project will start, and Cedar Road will be the next road that is improved.

Sewer Advisory Board: No Meeting

Public Comment: LIMITED TO THREE (3) MINUTES PER PERSON FOR NON-AGENDA ITEMS

ADJOURNMENT: Fitzgerald made the motion to adjourn the meeting at 11:00 a.m. Schuster seconded the motion. All in favor. Motion carried.