

**CLARK TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING WEDNESDAY, MARCH 20,2024**

**AT CLARK TOWNSHIP OFFICE 207 N. BLIND LINE ROAD, CEDARVILLE, MI 49719**

**CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Pledge of Allegiance recited. Clymer called the meeting to order at 8:03 a.m.

**ROLL CALL:** Fitzgerald Here, Kozma Here, Clymer Here, and Rutledge Here. Schuster Absent.

**OTHERS PRESENT:** Steve Harrison (Electrical Inspector), Frank Arnold, Dave Murray, Bob Smith, Erich Doerr (Hoffman News), Paula Badour (Deputy Supervisor), Linda Sherlund (Deputy Clerk).

**INQUIRE IF PUBLIC COMMENT ARE TO ADDRESS AGENDA ITEMS:**

**APPROVAL OF AGENDA:**

Kozma made a motion to approve the agenda. Fitzgerald seconded the motion. All in favor.

**APPROVE MINUTES:**

Approval of minutes for February 21<sup>st</sup>, 2024, Regular Meeting and March 5<sup>th</sup>, 2024, Special Meeting.

**APPROVE INVOICES:**

**GENERAL FUND:** \$100,540.43

**SEWER FUND:** \$ 69,888.26

**INVOICES MORE THAN \$500.00**

**SERVICE CONTRACTS:** None

**SPECIAL EVENTS:** None

**BUDGET AMENDMENTS:**

Rutledge gave budget amendments handout to the Board of Trustees.

**CONSENT AGENDA:**

Fitzgerald made a motion to approve the consent agenda. Kozma seconded the motion. All in favor.

*Approved at 4/17/24 Reg. Mtg.*  
*Susan Rutledge*  
*Mah Cly*

**CORRESPONDENCE:**

**EGLE Notice of Authorization:**

Peter Fournier: 49 S Forest Ln. Cedarville, MI 49719 Install a trestle dock and U-shape slips and dredge.

Elizabeth Meyer: 2616 S Forest Ln. Cedarville, MI 49719 The applicant proposes removing two existing dilapidated cribs and replacing them with three.

Jay Nylander: 49-1468 S Park Avenue, Cedarville, MI 49719 Mechanically remove an existing U-shaped crib dock and replace it with a permanent floating pier dock with extensions.

Paula Stanek: 49 Stanek Cedarville, MI 49719 Construction of a U-shaped crib dock. Bottomlands dredged.

Tammy Upham: 49-2584 S Forest Ln. Cedarville, MI 49719 The applicant proposes to remove the existing crib, stake dock, and add an E-shaped floating dock with ramps. Construct a boat shelter.

**Kevin Turk – Street Light at 3248 W Cedar Road:**

Kevin Turk would like the township to put a light at 3248 W Cedar Road. There is a light before this area and light after; he would like a light in the dark area for safety reasons.

**Kozma made a motion to look at the area and to ask Noel Weaver (neighbor). Rutledge will get the information on cost. Rutledge seconded the motion. All in favor motion carried.**

**Robert Smith – Bottomlands Conveyance Approval:**

Maintenance dredge of the dock area.

Robert Smith will obtain Bottomlands Conveyance Permit from EGLE.

Robert Smith has spoken with both riparian neighbors and neither has an issue with this dredge project.

**Fitzgerald made a motion to adopt a resolution of support for the proposed project for Bottomlands Conveyance approval at parcel number 003-020-00, address 1751 Lakeside Road, Cedarville, Michigan (Robert Smith).**

**Kozma seconded the motion.**

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

**Great Lakes Boat Building School: Beth Autore, Director of Administration:**

Beth Autore sent a letter on behalf of Great Lakes Boat Building School, stating that she has engaged with the surveyors, and they are researching the properties and will get back to her with the results.

## **OLD BUSINESS**

### **Information on Taylor Lumber Building Property Sale – Steve Kozma:**

Kozma spoke to Waterways Engineer regarding this property, and he stated that portion of the land that was donated to Clark Township by the Waterways can be sold to Taylor Lumber Company.

Kozma will continue report under Planning Commission report.

### **Clark Township Office Building Server:**

#### **Quote from VC3 Server:**

Clymer gave a detailed handout of the quote from VC3.

**Clymer made a motion to purchase a new server from VC3 for \$10,424.00. Fitzgerald seconded the motion.**

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

### **VC3 Essentials Support Contract Quote:**

**Rutledge made a motion to approve the support contract. Monthly subtotal \$1,252.72 or and a one time subtotal \$1,252.72. Fitzgerald seconded the motion.**

**Roll Call Vote: Kozma Yes, Rutledge Yes, Fitzgerald Yes, and Clymer Yes. All in favor.**

A quote from Chad at Northern Computer Services for IT support was received but declined by the Board of Trustees. Sean Hendrichs at I-Technical Pro did not submit a quote.

Clymer stated that the Board of Trustees need to sit down with Sean Hendrichs to discuss changes to the support contract.

### **Peek-A-Boo Trail Update Dave Murray:**

Bill Sanders, ASLA Landscape Architect/Principal send an email with an attachment to Clymer with their recommendation for the award of a construction contract with Traction Trailworx for the building of the Peek-A-Boo trail system. Traction Trailworx of Madison Wisconsin with a bid of \$231,450.00 was the low bidder. The budget amount is based on the total project amount of \$269,700.00, which includes the DNR grant and required match amount, less design fees and estimated cost.

Dave Murray stated that volunteers will be needed for the projects at Peek-A- Boo trail.

**Rutledge made a motion to accept the contract for the construction of the Peek-A-Boo trail system for \$231,450.00. Fitzgerald seconded the motion.**

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

David Murray stated that this project will start sometime in 2024.

**Administration Assistant Bargaining Unit:**

Linda Sherlund (Steward of the Union) addressed the Board of Trustees. She stated that she emailed the contract with one clarification to the union members and the majority of the members agreed on the contract.

Clymer stated that he would like a red line copy of the union contract to review with Erin Evashevski, Attorney at Law.

**Insurance Alternatives:**

Clymer stated if Paula Badour opts out of the union, she would like to have the BCBS Plan from Islands Insurance. Clymer stated that this plan is cheaper for the township.

**New Website Progress:**

Matthew Nehrt at Schumaker Group emailed Deborah Beukema on March 19<sup>th</sup>, 2024, stating that he was able to complete all the changes including the fillable forms from the Building Department. He could launch the website after the meeting this week.

The Board of Trustees realize that there may be changes to the website after it goes live.

Clymer asked if there will be a cost to any changes after the website goes live. Deborah Beukema was not available to ask.

**Kozma made a motion to approve the website to go live. Fitzgerald seconded the motion. All in favor. Motion carried.**

**Green For Life Contract:**

Fitzgerald gave the Board of Trustees a proposed service and terms for the Clark Township Recycle Center from Green for Life. Green for Life is the only Recycle Company that manages trash and recycling locally.

Previous contract stated that the Recycle Center would be open four days, no set days. The quarterly cost was \$32,000.00. The increase in cost in the last 10 years has been \$2,500.

Contract Dates: May 1, 2024, through April 30<sup>th</sup>, 2028.

Hours of Operations:

Sunday 9:00 a.m. to 3:00p.m., Monday 8:00 a.m. to 4:00 p.m., Tuesday 10:00 a.m. to 6:00 p.m., Wednesday 8:00 a.m. to 4:00 p.m., Thursday 8:00 a.m. to 4:00 p.m., and closed Friday and Saturday.

Full details will be available on our website or by stopping at the township office.

Fitzgerald stated that the cost is \$50,000.00 quarterly and this cost will come out of the Recycle Millage.

Fitzgerald will get a list of items from GFL that property owners can bring to the Clark Township Recycle Center, and if there is an individual cost to dump those items.

**Rutledge made a motion to approve this proposal and accept this contract for four years. Fitzgerald seconded the motion.**

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

**Sewer Project Pay Request:**

Clark Township did not receive any invoice to send for payment on the sewer project this month.

**NEW BUSINESS**

**MTA Educational Conference & Expo – April 22<sup>nd</sup> through April 25, 2024:**

Clymer stated that Paula Badour, Cal Burnside, and himself would like to attend this conference. Cal Burnside is unsure if he can attend due to an appointment in Traverse City.

Paula Badour would like to attend the basic Board of Review class which is for only one day but may wait until class is available in our area.

**Fire Department Firefighter Application – Mike Kasper:**

The Board of Trustees tabled this agenda item until the April Meeting. The Fire Department reviews all applications first and then gives a recommendation to the Board of Trustees.

**Mackinac County Road Commission Road Agreement Match Project – State Avenue:**

**Fitzgerald made a motion to approve the Mackinac County Road Commission Road Agreement which will sand and gravel lift and slope restoration of State Avenue for the cost of \$30,000.00; ten thousand each for MCRC, Clark Township and Mackinac County. Kozma seconded the motion.**

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

**Submit Planning Commission Recommendation for Development of Downtown District – Steve Kozma:**

Kozma will give this information to the board with the Planning Commission report.

**Michigan Assessor Posting:**

Sherry Burd gave the Board of Trustees information to post an ad for the assessor position. Sherry Burd is retiring on July 1<sup>st</sup>, 2024. She suggested that the Board of Trustees post this position on the Michigan Assessor Association website, Clark Township website, and send the information to the Mackinac County Equalization Department.

Application deadline is April 30<sup>th</sup>, 2024.

**Fitzgerald made a motion to approve this ad for the Assessor's Position. Rutledge seconded the motion. All in favor. Motion carried.**

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

**2024 Liquid Calcium Chloride:**

Mackinac County Road Commission gave Clark Township a dust control practice policy, the calcium bid tabulation for 2024 and a list of bidders. Wilkinson Corporation per gallon was 0.405 with a minimum order per truck of 2500 gallons with a 24-hour notice was the best bid. Wilkinson Corporation will start after Memorial Day.

Clymer will update route and map of the roads prior to Wilkinson Corporation starting of the dusting.

**Rutledge made a motion to approve the Wilkinson Corporation bid for 0.405 per gallon of liquid Calcium Chloride minimum order of 2,500 gallons. Fitzgerald seconded the motion.**

**Roll call Vote: Kozma Yes, Clymer Yes, Fitzgerald Yes, and Rutledge Yes.**

**All in favor. Motion carried.**

**Cemetery Cutting 10-20 Acres by Donald Smith Logging (Digger):**

**Kozma made a motion to approve Donald Smith to cut ten to twenty acres north of the cemetery and pay stumpage if applicable. This area cleared will be to expand the cemetery.**

**Fitzgerald seconded the motion.**

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

Donald gave a price list for wood that may apply to the stumpage.

Rutledge spoke with Donald (Digger) Smith to save the trees that are good.

**Grants – Clymer:**

**Congressional Directed Spending (CDS) Appropriation Request – New Fire Truck.**

Clymer explained that FY 2024 Appropriations Requests and Congressionally Directed Spending Program.

Due March 11, 2024- Debbie Stabenow.

Application submitted for overall project of \$670,000.00 with a match of \$170,000.00.

Due March 19<sup>th</sup>, 2024 – Gary Peters

Application submitted for overall project of \$670,000.00 with a match of \$170,000.00.

Fitzgerald asked if the new fire truck and new ambulance will be purchased at the same time.

Clymer stated that the fire truck will take about 2 years to build after ordering. The township has not ordered the fire truck. The new ambulance is going on a waitlist and should be available in 2025.

**Rutledge made a motion to approve these grant applications for the new fire truck. Fitzgerald seconded the motion.**

**The match of \$170,000.00 will come out of the Fire Equipment Fund.**

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

**DNR 2024 Recreation Passport Grant:**

Due April 1<sup>st</sup>, 2024, apply for funds for the first segment of the Hessel to Cedarville Bike Path:

Minium amount \$7,500.00 /Maximum \$150,000.00

Requires a 25% match of \$25,000.00. Community Foundation bike path fund has \$70,000.00 to \$80,000.00 available for the match.

**Fitzgerald made a motion to apply for the DNR 2024 Recreation Passport Grant for the first segment of the Bike Path. Rutledge seconded the motion.**

**\$25,000.00 will come out of the Les Cheneaux Community Foundation Bike Path Fund.**

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

**DNR Waterways Grant Program:**

Apply for funds for an update of the pre-engineering study for the Hessel Marina.

Due April 1<sup>st</sup>, 2024.

Clymer estimates that the overall project to be \$30,000.00. Requires a 50% match cost to Clark Township of \$15,000.00.

Clymer stated that the Hessel Marina Steering Committee priority is the bathhouse and the stone break wall.

Kozma would like to receive an invitation to the next Hessel Marina Steering Committee meeting.

Kozma stated that pre-engineering studies have not been accurate in the past. The cost of numerous projects has been higher than the amount in their studies.

Fitzgerald was concerned that the information that the Les Cheneaux Community Foundation published in the preliminary stages of the marina project, stated that there would not be a cost to the taxpayers and now the township is paying for a study for \$15,000.00 and still the township does not know what the plans are for the building.

Clymer stated that there was no cost to the taxpayers to acquire the Neal House.

The Board of Trustees discussed the plan, top priorities include the stone break wall and bathhouse.

Clymer stated that this grant is needed to update the pre-engineering study for the Hessel Marina project. This pre-engineer study will update the master plan and will have cost break down for this project.

**Fitzgerald made a motion to apply for the DNR Waterways Grant for a pre-engineer study. Rutledge seconded.**

**Roll Call Vote: Clymer Yes, Rutledge Yes, Fitzgerald Yes, and Kozma No. 3 to 1 vote. Motion carried.**

**FEMA Assistance to Fire Fighters grant not submitted due to late notification of products needed (less than one week prior to deadline for grant).**

Paula Badour stated that there was no error on the part of the Supervisor's Office. Clymer stated that he will be applying for the SAFER grant due on April 12<sup>th</sup>,2024.

**Awarded on January 2<sup>nd</sup>, 2024, DNR Grant Fire Assistance Grant:**

Project items total of \$4,998.00 for dual range nozzle, Uniden radio, hoses, and cart pump on wheels. All items are on order.

Invoice due for reimbursement on September 1, 2024.

Rutledge asked who has the radio and who ordered the radio. Clymer stated that he has the radio, and the radio was purchased for the purpose of keeping his office better informed of local emergencies. The Sheriff's department only issues radios for first responders.

Fitzgerald asked why the radio cost came out of the Fire Assistance Grant instead of the Enforcement budget.

Clymer stated that he will use the radio so his office is more aware of emergencies, and they can assist with community communications.

**TREASURER'S REPORT:**

**General Fund: \$631,779.92**

**Sewer Fund: \$36,602.15**

Fitzgerald stated that the sewer letters read funny; regarding rate increase in the question section.

**SUPERVISOR'S REPORT:**

**Note- Per Electrician on the Sewer Project.**

All electrical panel changeovers in Hessel will be complete by the second week of April.



Maverick recommending change orders for curb stops and grinder pump base totaling around \$2,000.00 per unit.

**Electrical Permitting for Sewer Project Discussion:**

The E1 manufacturer representative’s letter stated that if there is no change to the circuit, in-kind replacement can, without a permit.

Clymer stated that he called entities: State Revolving Fund, EGLE, MTA, C2ae and Maverick Construction, and their understanding is that the township does not need to get permits. Engineers are providing oversight on the installation of all pumps and panels.

Steve Harrison (Electrical Inspector) sent a letter to Phillip Blank, owner of Northwood Electric, stating that he is in violation of the electrical code. Phillip Blank will receive a violation for each electrical panel and sewer pump that is altered or replaced without an electrical permit. If he does not respond within 10 days, he will receive a civil infraction from the State of Michigan and may lose his license.

Steve Harrison stated that he only has authority over the electrician not the township or the contractor.

Phillip Blank can make a complaint to Steve Harrison requesting a code review.

Frank Arnold spoke regarding what electrical work and what alternations can be made by the electrical code on any project. He to agrees with Steve Harrison that the project needs electrical permit for each address.

Kozma asked about the DPW working on the system without a permit. Per Steve Harrison, the sewer guys can change out a pump on emergency bases only without a permit.

Clymer asked about an annual electrical permit would be sufficient for the whole project. Steve Harrison stated that each address needs a permit.

Fitzgerald would like to speak with the state electrical inspector. Steve Harrison will provide her with Ben Berk phone number.

Clymer will speak with Clark Township’s Attorney Erin Evashevski regarding this matter.

**COMMITTEE/COMMISSION REPORTS:**

**Airport Committee:**

Has not met.  
Joe Baker reopened airport.

**Ambulance Corp & Fire Department:**

**Ambulance Corp Report:**

01/01/2024 to 01/31/2024

18 Calls

02/01/2024 to 02/29/2024

13 Calls

Report by Keith McGowan. The Board of Trustees received a complete report.

**Fire Department Report:**

02/20/2024 to 03/18/2024

The number of incidents responded to in 2024 is four.

Bill Kohlmann was promoted to Assistant Chief.

Will Ross was promoted to Lieutenant and the new Training Officer.

Report by Chet Kasper. The Board of Trustees received a complete report.

**Code Enforcement Officer:**

February 2024 nine complaints with nine complaints resolved.

**Heritage Park:**

May 4<sup>th</sup> and May 11<sup>th</sup>, 2024, the middle school students will be playing baseball on the baseball fields, both at the Airport and Snow's Heritage Park. The township will rent Porta Potty for the Airport for those days. A second set of supplies are necessary for the teams to use the airport ballfield. The school is willing to pay a portion of the supplies.

Clark Township has received \$25,000.00 from Mackinac County for Snow's Heritage Park. This money will reimburse the township for the remaining expenses of the bathroom facility project and to upgrade the baseball fields.

**Hessel Harbor Committee:**

Update is in Supervisor's report.

**Planning Commission:**

**Downtown District Committee recommendation to the Planning Commission:**

Kozma will e-mail this information to the Board of Trustees, and they will discuss this information at a future meeting. Committee members' goals are the best use for downtown area. Kozma stated that a Public Hearing will be necessary for any changes to the downtown area.

The Downtown District – Cedarville is designated as property in the area bounded by:

North Boundary – South of M134 but with no M-134 frontage

South Boundary – Cedarville Bay to the corner of Islington and Meridian

West Boundary – a north/south from the southwest corner of EZ Mart property

East Boundary – South Beach Street to Cedarville Bay

**Taylor Lumber Company Sale Discussion:**

The Planning Commission discussed The Great Lakes Boat School: The Great Lakes Boat School must apply for Special Land Use if they purchase this property from Taylor Lumber Company, due to them possibly expanding the school.

The Planning Commission approved The Great Lakes Boat School's original land use permit. The Great Lakes Boat School had six months to record this permit at the Mackinac County Registers of Deeds and they did not. The site plan for the building that the Planning Commission received was not the site plan that The Great Lakes Boat Building School used. The Planning Commission will meet with them to go over plans and to reissue permits. Kozma stated that a special meeting fee is \$250.00. The Planning Commission voted not to charge that fee. Kozma met with Great Lakes Boat School to discuss.

Taylor Lumber Company is encroaching on Clark Township property, so the Planning Commission addressed this issue and suggested to the Board of Trustees that the drip line edge would be the property line and to add an easement for their well and sewer system but not to sell any additional property. If the existing building is torn down the owners will have to abide by the setbacks to rebuild.

The Planning Commission will work on how to follow the proper procedures and steps and how to track permits. The landowner will receive instructions on their responsibilities with their special land use permit and what steps they need to take.

**Fitzgerald made a motion to accept the recommendation of the Planning Commission to set the property line at the drip line edge and do an easement for their well and sewer system. Also, Kozma will speak with Brien Hanna, owner of Taylor Lumber Company regarding this information.**

**Clymer seconded the motion.**

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

**Rutledge motioned to have Kozma review special land use permits; any permits that need more attention will go to the Planning Commission for further review. Fitzgerald seconded the motion.**

**Roll call vote: Clymer Yes, Rutledge Yes, Fitzgerald Yes, and Kozma Abstained. Motion carried.**

**Recreation Committee:** Peek -A – Boo Committee will meet in April.

**Road Committee and Road Ends Committee:** Committee has not met.

**Sewer Advisory Board:** Committee has not met.

Clymer stated that Jim Keighley, Ken Bean, Jim Landreville and Bob Smith went to the lagoons to check out the sludge in the bottom which may plug the aerators. Touche stated that he has a method to put bugs in the lagoon to clear out the sludge for a cost of \$2,800.00 per year to buy equipment plus a fee for the bugs.

The group that went to the lagoons stated that the aerator's movement keeps the sludge from plugging them.

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

**ADJOURNMENT:**

**Fitzgerald made a motion to adjourn at 11:40 a.m. Kozma seconded the motion. All in favor. Motion carried.**