

CLARK TOWNSHIP

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Clark Township Board of Trustees Regular Meeting Minutes October 16, 2024, at 8:00 am

Call to Order & Pledge of Allegiance: 8:03 am – Lead by Clymer

Roll Call:

- **Present:** Clymer, Fitzgerald, Kozma, Schuster
- **Absent:** Rutledge
- **Others Present:** Linda Sherlund (Deputy Clerk / Acting Clerk), Paula Badour (Deputy Supervisor), Terry O'Brien, Dave Buckalew, Paul Hitchens, Sarah Peterbaugh, Andy Krino, Ken Drenth, Bob Lohff, Pauline Mitchell, Mark Merchberger

Public Comments

- Resident Paul Hitchens inquires about the fencing at the Italian Cemetery. Clymer asks him to wait until the topic is discussed later in the Agenda
- Resident Paul Hitchens ask mentions the Ken Drenth Visionary statement that he would like to talk about.
- Resident Andy Krino asked that the Downtown District update be added to the Agenda (item was added under "h" of Old Business on the Agenda).
- Resident Sarah Peterbaugh is asking about her request for a streetlight on W. Cedar in Hessel. Clymer lets her know that the Board has not had the opportunity to review the location after dark.

Approval of Agenda

- Board Trustee asked that the status of the Boat School site plan request be added to the Agenda.
- *Fitzgerald made the motion to approve the agenda as amended. Kozma supported. All in favor. Motion carried.*

Consent Agenda – *Fitzgerald made a motion to approve the Consent Agenda. Supported by Kozma. Roll call vote: Kozma (y), Clymer (y), Fitzgerald (y), Schuster (y). All in favor. Motion carried.*

- **General Fund Invoices:** \$180,144.84
- **Sewer Fund Invoices:** \$21,396.19
- **Minutes – September 18, 2024, Regular Board Meeting** – Fitzgerald makes the motion to approve the minutes from September 18, 2024. Supported by Kozma. All in favor. Motioned carried.
- **Service Contracts** – None
- **Special Events** – Tribal Youth Council to use the Community Center for their Christmas party on December 14, 2024, from 3pm – 5pm.
- **Budget Amendments** - none

Correspondence

- **Letter from Ken Waybrant's son regarding his status** Clymer summarizes the letter aloud. Ken is making good progress after his stroke. The letter states that Ken will not be returning to work at the Township. This letter sparks the conversation regarding the status of Kris Grover's position. There will be a Special meeting scheduled to discuss Kris Grover's contract (Building / Zoning Inspector).
- **EGLE permits** (available for review in the Clerk's Office)
- **Request from Sarah Peterbaugh for the light at 5072 W. Cedar Road** – Tabled until Board Members are able to review the area after dark.

Old Business

- a. **Fence Replacement for the old Dump, The Italian Cemetery, The Sewer Lagoons, and the Cedar Cemetery**

- i. **The old dump fence quote for \$9,490** – Kozma makes the motion to accept the quote from Robinson Fence to replace the fence at the old dump to be paid out of the Trash and Recycle millage fund in the amount of \$9,490. Supported by Schuster. Roll call vote: Kozma (y), Clymer (y), Fitzgerald (y), Schuster (y). All in favor. Motion carried.
 - ii. **The Italian Cemetery** will be addressed when a quote for a split rail fence is obtained. Resident Paul Hitchens states that there are pieces of fencing missing and he has witnessed a vehicle turning around and almost on the top of a gravesite. Mr. Hitchens also is concerned about snowmobiles. The topic will be addressed at the next Board Meeting.
 - iii. **The Sewer Lagoons fence quote for \$33,900.** Clymer acknowledges that the fence is in need of repair but now is not the time to take funds out of the Sewer fund. Topic will be addressed again when a quote for a gate is obtained. Fitzgerald makes a motion to table the topic. Supported by Kozma. All in favor. Motion carried.
 - iv. **The Cedar Cemetery fence quote for \$14,975.** It has been suggested in the past that the fence be removed entirely. Sherlund spoke with the Cemetery Sexton, and he recommends using the Split rail fence. Clymer is in favor of moving forward with this quote but suggests the idea of raising the cost of a burial. The cost was raised from \$800 up to \$1,000. Fitzgerald makes a motion table the topic until Spring. Supported by Schuster. All in favor. Motion carries.
 - v. **The Downtown fence for prohibiting falls at the corner by the water for \$864.** When the water level is high, you step off the land and into the water and during high water years, the area serves as a boat slip when the water is high as well. When the water is low, you step down to a 4-foot drop. Fitzgerald makes a motion to table the topic. Supported by Kozma. All in favor. Motion carries.
- b. **Cell phone quotes for each department (2 Marinas, Sewer Department, Supervisor office, Clerk office and Treasurer office).**
- i. The Deputy Supervisor provided quotes from ATT for a cell phone plan for six different phones. The quote included the phones in the plan. Also provided was an option to purchase devices and only pay monthly for the ATT service. Purchasing the devices and using ATT service is less expensive than putting the devices under contract with ATT.
 - ii. Fitzgerald and Sherlund state that their office does not need Township paid cell phones.
 - iii. Clymer suggests a motion to purchase (3) devices under \$650 and utilize ATT service for (3) phone lines.
 - iv. Fitzgerald feels that there are more pressing issues than the need for phones all of a sudden. Clymer does mention that personal cell phones are not to be used for Municipal business. Clymer asks if the Board would like to table the topic. Fitzgerald makes a motion to table the topic until the next regular board meeting pending accurate pricing for three devices and phone lines. Supported by Kozma. All in favor. Motion carries.
- c. **Election Workers schedule**
- i. Sherlund shares the election worker schedule with the Board. Fitzgerald makes a motion to approve the list of Election Inspectors for November 5, 2024, as listed. Supported by Schuster. All in favor. Motion carries.
- d. **Kozma agreed to provide bid specs for the windows at the Community Center.**
- i. Kozma does not have written bid specs but does provide verbal instructions as to what is necessary to repair the windows. Bid specs: remove the trim piece, replace cranks and put a new trim piece in. He suggests that the Board can put it out to bid and he estimates the cost of the repairs to be at least \$6,000.

- e. **Fitzgerald agreed to research / provide information on qualified contractors to repair Hessel Marina Showers and repair and preventative maintenance on the water tanks.**
 - i. Fitzgerald does not recall taking the responsibility of finding a contractor. Clymer will contact Todd Stephenson for tile work. Fitzgerald did contact Shawn Fitzgerald Plumbing regarding the water tanks, and he recommends repair not replacement of the water heaters.
- f. **Community Center cleaning person.**
 - i. Linda Williams and Jessica have decided not to continue the cleaning at the Community Center. Sherlund hired Jessica Richards (our current office cleaning person) to clean the Community Center. No action is necessary as the costs are consistent with the current cleaning personnel.
- g. **C2AE invoice / change order approval.**
 - i. Disbursement request #8 for \$197,279.49. Fitzgerald makes a motion to accept Invoice #8 in the amount of \$197,279.49. Supported by Schuster. Roll Call vote: Kozma (y), Clymer (y), Fitzgerald (y), Schuster (y). All in favor. Motion carries.
 - ii. Change order for \$125,235.50 for additional discharge assemblies. This will be added to the project and come out of the contingency fund and will cover Maverick Construction to acquire discharge and check valves to install at 50 locations. Fitzgerald made a motion to table this change order pending further information. Clymer questions her hesitation and explains the balance in the contingency fund. Kozma makes a motion to accept Change order #2 in the amount of \$125,235.50 for the replacement of discharge assemblies within existing 200 Series tanks. Supported by Schuster. Roll Call vote: Kozma (y), Clymer (y), Fitzgerald (y), Schuster (y). All in favor. Motion carries.
 - iii. Resident Pauline Mitchell questions the new Edgewood Development and how this will impact our sewer system. Ms. Mitchell is concerned that her sewer rates could increase. Clymer assures her that our sewer system has the capacity to handle the additional development.
 - iv. Resident Paul Hitchens addresses the restoration of property after digging up grinder pumps for replacement. Clymer assures Mr. Hitchens that the issue has been addressed with both the vendor and the Engineers.
- h. **Resident Andy Krino – Update on the Downtown District. There are 121 properties in the Downtown District.**
 - i. Andy has contacted 35 people in reference to support for the Downtown District proposal. Of the 35 residents, he has received (29) yes votes, (6) for discussion and zero no votes. He would like to produce a letter to the residents along with a copy of the proposal and asks the Township to put the correspondence on their website.
 - ii. Per Kozma, a Public Hearing will be necessary to further explain the Downtown District proposal. Public Hearing is not to vote on the proposal. It will be for the residents to express their opinions / concerns regarding the proposal.
 - iii. Clymer suggests that we review it from a legal standpoint and that we follow through with the proposal in the Spring when more residents are here.
 - iv. The Planning Commission will present a recommendation to the Board.
 - v. Krino asks about having a virtual Public Meeting regarding this topic. Clymer explains that this is not an option at this point and suggests a Public Meeting in early Spring/Summer (after Memorial Day 2025).
- i. **Boat School site plan**
 - i. Based on The Boat School building as presented was not parallel to the road, so the Building Inspector wrote a letter to the Boat School requesting an updated site plan. Kozma states that an updated site plan is not all that is needed.
 - ii. Kozma states that the Boat School has to do the whole special land use proposal again because the current site plan is a part of the special land use permit and it specifically violates our parking ordinance as backing out onto the road from a business is prohibited in our ordinance.

- iii. Fitzgerald states that Taylor Lumber customers back out onto the road and how does this differ from the Boat School. Kozma states that because Taylor Lumber has “existed forever” and we do not have a special land use permit on record for them.
 - iv. The original site plan that the Boat School provided does not show customers backing out on the road.
 - v. Kozma also states that since the Boat School is now offering Marine mechanics and their electrical courses. This is a change to the interior and the use of the building. Originally, the facility had the capability of pulling through the building. With this change, they are not able to pull boats through the building. They have to back boats into the garage door which Kozma states is also not allowed.
 - vi. Kozma talks of one incident where a boat rolled out into the road with students trying to stop it. He feels that this is a danger. Kozma talks of the speed limit through the area.
 - vii. Clymer states that these specifics have never been brought up in this detail.
 - viii. Kozma states that he has nothing against the Boat School. He states that his concern is about safety.
 - ix. Mr. Hitchens has expressed negativity with Kozma’s report. Mr. Hitchens chooses to leave the meeting.
 - x. Kozma states that the Board voted to obtain an update from the Boat School regarding all current uses of the building including parking. Clymer will follow through with the issues.
- j. **Hessel Marina / Neal House Acquisition Resolution** – We have an Agreement, the legislature passed, and the Governor has signed one of the steps in the Trust Fund Grant.
- i. We have a resolution to accept the Grant from the Trust Fund in the amount of \$737,000 and the Community Foundation has \$259,000 in private donations for the match.
 - ii. Once the Resolution is signed and we also have an Addendum to the closing making the Neal House part of the Marina from the DNR standpoint.
 - iii. Now that we have been notified that we were awarded the grant, signing this Resolution simply states that the Board has agreed to accept the Grant. Clymer is hoping to close on the transaction by deer season. Normally, these transactions with the DNR would have been completed in June but the legislature did not sign before going on vacation for the Summer. [Schuster makes a motion to adopt the Hessel Marina / Neal House Acquisition Resolution. Supported by Fitzgerald. Roll Call vote: Kozma \(y\), Clymer \(y\), Fitzgerald \(y\), Schuster \(y\). All in favor. Motion carries.](#)
 - iv. Clymer thanks the Board and discusses how this will benefit the community recreation in Hessel. Not just the boaters as we can use the property for any legal purpose as long as the funds generated are put into the Hessel Marina fund. We will be holding public meetings next Spring regarding the proposed uses of the building. Clymer invites anyone to be on the mailing list.
- k. **Ken Drenth – Community Visionary Plan** Back in May, the Community Foundation sent a letter to every nonprofit and governmental agency in the Township asking for their long and short-term plans as well as what the agencies see as overall community needs. The deadline for the report was the end of August. In September, there was a collaborative meeting to report on the results. Clymer will send the report out to the Board members. In the late 80’s / early 90’s , there were three major topics in the Visionary Plan – Environmental protections related to growth, enhancing environmental opportunities of what we have to offer so that tourism would be related to eco-tourism. Drenth states that basically, we have done that. We have tremendous things to offer here such as Narnia Trail. The Nature Conservancy came down to take a look at the trail. It was a beautiful day, and they could not find a place to park. It was an eye-opener for them to see that we have to figure out a way to protect what we have been trying to protect. It opened the issue of “where are we headed...do we have a plan, are we looking forward?” The Foundation Board wanted to do this because a lot of the non-profits and the Township ask for funding from the Community Foundation. They will use the responses to prioritize their funding for future requests in consideration of the future.

- i. Schuster thanks Drenth and the Community Foundation for helping with the donations for the Hessel Marina /Neal House Acquisition. Drenth mentions that being on the Community Foundation is one of the best jobs he has ever had because every phone call is from people that want to help. Drenth states that there are many, many people who feel that the purchase is great for the community.
- I. **GLIA event update** – Clymer updates the Board on the event that took place in September. Clymer shares an ad in the paper recognizing all of the businesses and individuals for their donations or their participation in the event. All of the feedback that was received from the participants has been positive and the Supervisor’s office has received thank you cards from the organization for making the event successful. Clymer feels that this is a very important organization for the community to interact with. The organization has some really good individuals from other island communities that are willing to put their heads together regarding any issues that we have. We have been working with Mackinac, Beaver and Drummond Islands on several issues that are similar to our issues. Clymer will send a recap. Badour takes a minute to let the Board know that there were 91 attendees at the event (residents and out of towners). She states that Mark Merchberger gave a great presentation regarding fire and ambulance. She makes mention that the event brought over \$30,000 to the businesses in our community over the three day period. She wishes that the Board members would have been able to attend. We learned how other islands deal with affordable housing. Clymer states that Drenth’s presentation on Aldo Leopold got a lot of notarity. The Tribal Youth got involved as well as the YAC group. People at the meeting helped fund some of their projects. The YAC kids are continuing to receive donations from the GLIA participants for their trip to Lansing to be part of the legislative process. The Tribal group will be going to a unity conference in San Diego as well. Badour mentions that this Summit brought about a lot of synergy between the Tribal Group and YAC. Prior to the presentation, they did not realize that each organization existed. They are now working together to find different ways to fund raise, etc., Clark Township resident, Terry O’Brien adds that this is the 7th Conference that GLIA has had. It is the first time that Clark Township hosted and our community shined. Attendees were from two countries and three states. He states that “we blew them away.”

Treasurer’s Report

- a. General Fund balance: \$190,222.00
- b. Sewer Fund balance: \$172,737.14

Supervisor’s Report

- a. **Invoices that came in the night before the meeting for Peek A Boo Bike Trail**
 - i Traction Trailworx – (Invoice #5) for \$37,869.71 and Sander & Czapinski (Invoice #5) for \$800. Clymer requests a motion to approve Traction Trailworx invoice and Sanders & Czapinski invoice. Schuster makes a motion to submit payment to Traction Trailworxs in the amount of \$37,869.71 and payment to Sanders & Czapinski in the amount of \$800. Supported by Kozma. Roll call vote: Fitzgerald (y), Schuster (y), Clymer (y), Kozma (y). All in favor. Motion carries.
 - ii **Note, the vendors have been made aware that the invoices are to be emailed to the Clerk’s office as well. Note, Clymer has submitted invoices to the DNR for reimbursement up through Invoice #4. Also, we should be receiving the donated match money in the amount of \$24,000 from the Community Foundation in the near future. Clymer also applied for \$35,000 from the DNR Recreation Fund for this project.**
- b. **Township Audit** - Fitzgerald and Clymer report that the new auditing firm was wonderful. They have not contacted us back with any negative comments about our audit.
- c. **MTA Class in Gaylord** – Clymer, Badour, Keighley and Grover attended an MTA class in Gaylord (Michigan Townships Association). Before Covid, the entire Board would attend the classes. It was a great class that held classes on many Township topics, i.e., the Renewable Energy Bill that got passes last year, strategic planning and budgeting; Clymer will send a summary of the classes to the Board in the near future.
- d. **Catholic Church Parking lot** – Gary Reid, when in Office, had created a acquisition that was accepted by the Catholic Church to purchase a parcel of land on the North side of the Mission Tribal Cemetery in Hessel for \$15,000. When Clymer took office in 2017, he started the title search process and title companies would not insure it. After years of investigation, we were finally able to complete the purchase and the closing was last week.

- e. **VC3 (Network / IT provider)** – We have had some problems with the network crashing. Their recommendation was to install a hardware firewall. Installer to be at the office today (October 16, 2024). Fitzgerald makes a Motion to approve invoice for the firewall in the amount of \$3,479 – pending satisfactory results after the installation. Supported by Schuster. Roll call vote: Fitzgerald (y), Schuster (y), Clymer (y), Kozma (y). All in favor. Motion carries.
- f. **Letter from the Chamber of Commerce Board of Directors relating to renaming the Township to Les Cheneaux Township.** The Chamber of Commerce Board of Directors supports the name change. Clymer states that there are pros and cons to it. St. Ignace News Reporter, Erich Doerr, informs the Board that another Township laughed at the request that the Clark Township name be changed to Les Cheneaux Township.

Committee / Commission Reports

- **Airport Committee** – Airport Committee has not met. Clymer and Badour are working on a grant for the over band crack sealing of the runway.
- **Ambulance** – Not read aloud but is available for review.
- **Fire Department report** – Not read aloud but is available for review.
- **Code Enforcement Officer’s Report** – Not read aloud but is available for review.
- **Heritage Park**
 - i. Fitzgerald reports that the goal right now is to get the ball field ready for the school to use by Spring. The school is working on fundraisers to raise money to raise fences, build a mound, etc. The Board decided at the last meeting to give the school a 5-year contract. Fitzgerald asks the Board for permission to purchase the items to create the mound at a cost of \$5,776, half of which will be paid for by the school. The Heritage Park fund can support this cost. Fitzgerald makes a motion to purchase the materials to create the pitching mound at the baseball field. Supported by Schuster. Roll call vote: Kozma (y), Schuster (y), Clymer (y), Fitzgerald (y). All in favor. Motion carries.
 - ii. **Fitzgerald reports that corrections will be also made to the park as well as to the major league ballfield.** She received two quotes on a French Drain and Bill Lohff (retired engineer) ensured that a French Drain would correct the issues at the park. Fitzgerald proposes that the quote from Autore Excavating for the French drain in the amount of \$9,942 be accepted (the park fund can support this cost). Fitzgerald did apply for the 2% tribal grant and is waiting for the decision from them. Fitzgerald makes a accept the quote from Autore Excavating for \$9,942 minus the sales tax for the French drain project at Heritage Park. Supported by Schuster. Roll call vote: Kozma (y), Clymer (y), Fitzgerald (y), Schuster (y). All in favor. Motion carries.
 - iii. **Fitgerald reports that she will be working on Light Up The Park again this year.** She will be distributing flyers and she compliments Noel for a great job done fundraising for displays and decorations.
 - iv.
- **Planning Commission** – Kozma reports no cases or issues being worked on. Questions about the commercial launch ramp use are a topic in discussion at the meetings.
 - i. **Kozma reports that he went to the Community Center to review the condition of the windows.** He does not recommend replacing the windows. He reports that the windows are not in bad shape and need only minor, inexpensive repairs, and recommends an experienced professional perform the repairs. He also recommends putting the repair project out for bid. Kozma will put together the bid specs.
 - ii. **Kozma reports that he went to the showers at the Hessel Marina building.** He feels that the condition of the showers is repairable, and the issues there depict a lack of maintenance. He feels that the showers need to be sealed properly (grouted) and cleaned by an experienced person and replace broken items like soap dishes, etc. Fitzgerald will research qualified repair personnel.
 - iii. **Clymer mentions that pressure tank and water heaters are in pretty bad shape at the Hessel Marina.** Clymer suggests consulting a plumber about re-routing some of the equipment or to

give a recommendation about whether to repair or replace. Fitzgerald will speak with a plumber for recommendation.

- **Recreation Committee**
 - i. Ongoing work with the DNR (Trail people and general Recreation) people on Peek A Boo Trail. Clymer is working out some ongoing issues with a neighboring property owner concerned about 4-wheeler trespassers. Clymer did put up a barricade, and the property owner contacted Clymer to express appreciation.
 - ii. Volunteers have completed at least one segment of the Boardwalk on Peek A Boo Trail and Clymer shared photos.
- **Road Committee Report** – We have received reports from several people stating “what should be the next road.” Clymer mentions several roads that are in need of repairs.
 - i. Clymer is working with the Road Commission on getting a dredge permit to address the surface water drainage at DeLoof corner.
 - ii. This year, we have budgeted 1 mil (\$238,000) for the roads in the upcoming year.
 - iii. Cedar Road has been completed and most residents are, but wish that people were not using it as a “superhighway” now.
- **Sewer Advisory Board** – will be meeting in October to discuss how we are going to fund next year’s work that was not part of the original scope of the work on the sewer project.

Public Comment (3) Minutes

- a. Rebecca from C2AE introduces colleague, Arlethia Bell. Arlethia is getting familiar with force main stuff. They have been reviewing asset management and the project seems to be progressing on the Sewer project as planned. Replacements are about halfway completed. As far as restoration of properties, at some point, the weather will prohibit seed establishment. However, additional clean up and growth will continue in the spring where/when necessary.
- b. Mr. Merchberger talks about how noisy the pump station is near his house on Shaftmaster.
- c. Sherlund informs the Board that Dylan (Sewer Department) will be attending Michigan Rural Water Association Conference from October 15 – 17, 2024.
- d. Sherlund is looking for a cleaning person for the Community Center.
- e. Currently, Sherlund is working on the audit for the Accident Fund Insurance Agency.
- f. Sherlund – Tim does not think that the fence at the Cedar Cemetery can be repaired. Fitzgerald suggests that we remove the fence until we have the funds for a nicer fence.
- g. Sherlund – Diane will be helping her during election time to get the ballots out.

Adjournment

- Fitzgerald makes the motion to adjourn the meeting at 10:52 am. Seconded by Kozma. All in favor. Motion carries.