

CLARK TOWNSHIP

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Approved 10/16/24

Clark Township Board of Trustees Regular Meeting Minutes September 18, 2024, at 8:00 am

Call to Order & Pledge of Allegiance: 8:05 am

Roll Call:

- **Present:** Clymer, Fitzgerald, Kozma, Schuster
- **Absent:** Rutledge
- **Others Present:** Linda Sherlund (Deputy Clerk / Acting Clerk), Paula Badour (Deputy Supervisor), Rebecca Bender and Arlethia Bell (C2AE), Dennis Wenzel (resident)

Approval of Agenda

- Schuster made the motion to approve the agenda as presented. Kozma supported. All in favor. Motion carried.

Consent Agenda – Fitzgerald made a motion to approve the Consent Agenda NOT to include the VC3 invoice made by Fitzgerald. Supported by Kozma. Roll call vote: Kozma (y), Clymer (y), Fitzgerald (y), Schuster (y). All in favor. Motion carried.

- **General Fund Invoices:** \$132,947.14
- **Sewer Fund Invoices:** \$41,477.81
- **VC3 Invoice in the amount of \$3,479 for network security** – further discussion necessary. The invoice has already been approved prior to the meeting based on the urgency as the network was compromised last week.
- **Minutes – August 21, 2024, Regular Board Meeting** – Motion to approve the minutes from August 21, 2024 (with amendments) made by Kozma. Supported by Schuster. All in favor. Motioned carried.
- **Service Contracts** – None
- **Special Events** – LCIP Pickleball at Snows Heritage Park on July 19, 2025; additional day in case of rain – July 20, 2025.
- **Budget Amendments** - none

Correspondence

- **EGLE permits (2)**
- **Request for streetlight – Sarah Puterbaugh – 5072 Cedar Street in Hessel** –
 - Fitzgerald made a motion to table the request for a streetlight at 5072 Cedar Street in Hessel until further information or option is obtained from Cloverland due to expenses. Supported by Schuster. All in favor. Motion carried.

Old Business

- a. **Fence Replacement for Sewer Lagoon, Cedar Cemetery, The old dump and The Italian Cemetery** – The Supervisors office is requesting updated quotes from Robinson Fence Company. The fence at the dump is aging and in dis-repair in several areas. When Peek A Boo Trail opens, the fence should be replaced. Funds for the replacement fence at the old dump will come out of the Recycle Fund. This item will be tabled until further information and quotes are obtained.
- b. **Electrical Inspector Contract / conversation with Cedar Grove Electric** – Cedar Grove Electric contacted Electrical Inspector, Steve Harrison. After (3) attempts, Harrison responded to Cedar Grove Electric and he stated that “he no longer works for Clark Township”. In reviewing the State website, Steve’s Electrical Inspector license has expired as of September 16, 2024. In July, Steve was sent a registered letter requesting all Township documentation be returned and although he signed the receipt, he has never communicated with Clymer or Grover and has not returned any Township materials. Steve also contacted our Attorney and included a copy of a complaint that he filed with LARA; however, LARA had

not notified the Township of a complaint filed nor have they taken any action. As Harrison's contract with the Township expired on May 27, 2024, no action was taken.

- c. **GLIA event update / invitation** – Currently, registered – Mark, Paula, Kris, Max, Jessica. All are invited to register and attend the event that is being held September 22 – 25, 2024.
- d. **Approval of Sewer project invoice from C2AE** – Monthly sewer project invoice in the amount of \$145,087.79 was received late on September 17, 2024. This invoice will be submitted to the Board for approval on the Sewer project. Fitzgerald made a motion to submit Draw #7 in the amount of \$145,087.79. Supported by Schuster. Roll call vote: Kozma (y), Clymer (y), Fitzgerald (y), Schuster (y).
- e. **Review/Approval of Peek A Boo invoices – note, one additional invoice was added to this agenda as it was received the morning of the Board Meeting.**
 - i. Sanders and Czapski - \$17,313.50
 - ii. Sanders and Czapski - \$3,980.00
 - iii. Traction Trailworx - \$24,533.10
 - iv. Clymer will submit invoices for reimbursement from the grant. There may need to be a budget amendment made. In the future, vendors shall be notified to send all payment requests to the Clerk's office. Kozma makes the motion to approve Invoice #3 and #4 from Sanders and Czapski and invoice #4 from Traction Trailworxs. Seconded by Schuster. Roll call vote: Kozma (y), Clymer (y), Fitzgerald (n), Schuster (y) Motion carries.

Treasurer's Report

- a. General Fund balance: \$255,269.57
- b. Sewer Fund balance: \$110,562.19
 - i. Sewer Bills were mailed with the incorrect due date. Residents are not being charged or assessed a late fee until after the correct due date of October 16, 2024.
- c. Summer tax collection ended as of Monday but are still payable within the Township until the end of February but there is a 1% fee interest added for late payments.
- d. Discussion around recycle days, hazardous waste days, and paper shredding days took place. More information will follow at future meetings.
- e. Fitzgerald reports that the Operating Engineers Local 324 did approve payment increases for non-statutory duties for (2) of the (4) Union members.

Supervisor's Report

- a. **Update on Catholic Church property** – it was recently shared that the Bishop deeded all of the church properties to the individual Parrish's last Spring. We are moving forward on closing the property.
- b. **Taylor Lumber sale** – ready to close on the property.
- c. **Boat School** – Our Building Inspector has requested an updated site plan from the Boat School, as Kozma has noted in the past that the Boat School site plan that we have is not "as built". Kozma states that the Planning Commission will have to resolve any issues and suggests that the Building Inspector contact him.
- d. **Renewable energy ordinance** – Clymer shares a copy of a template regarding renewable energy with the Board.
- e. **Bob Smith (Carpet Bob) and Jeff Dutcher came into the office and indicated that Hessel Beach was supposed to be named Kramen Beach.**
 - a. Sherlund and Clymer only found a Purchase Agreement stating that they would like to see the beach dedicated to Joseph Kramen. There is a large plaque at the location honoring Joseph Kramen.
 - b. Fitzgerald suggests creating a sign to be hung under the Hessel Beach sign honoring Joseph Kramen. Clymer spoke with the family and is awaiting their response on any additional or enhanced signage. The family did remind Clymer that Joseph Kramen did discount the price when the Township purchased.
- f. **Naming Kasper Point over on Moscoe Channel.** We really don't need to do anything other than say there are no objections and Clymer asked permission to write the letter to the government. Fitzgerald makes the motion to give Clymer permission to write the letter to the government stating that the Township has no objections to naming a point of land on Lakeside Road "Kasper Point". Seconded by Schuster. All in favor. Motion carries.
- g. **I-Technical Pro** – Since the Township hired VC3 for our IT Company. Last year, the Township signed a

contract with I-Technical Pro for \$12,000. I-Technical Pro has presented a new estimate in the amount of \$5,040. This estimate replaces the previous contract. This would include him being the local technical person to work with VC3 and to work independently for scopes of work that fall outside of the VC3 contract for hardware upgrades, individual site locations, etc., and maintenance on the workstations. Fitzgerald makes a motion to approve I-Technical Pro's contract in the amount of \$5,040 for September 17, 2024, through October 17, 2025. Seconded by Schuster. Roll call vote: Kozma (y), Clymer (y), Fitzgerald (y), Schuster (y).

- h. **Document regarding holiday lights / electrical in Hessel.** The Board had previously approved up to \$3,000 for adding electrical outlets to the poles in Hessel. There are 24 poles and equipment required. Larry Perkins (Licensed Electrical Contractor) is providing the equipment to Cloverland to per Cloverland's specifications for Cloverland to install. This will then give our crew an outlet to plug into when needed.
- a. Larry Perkin's invoice has been received in the amount of \$6,056.84 to provide Cloverland with the equipment. Merchberger, with Cloverland Electric, verifies that there is a cost involved in installation as well. The Board was not made aware of any costs that exceeded \$3,000. In order to follow through with this process, the township will have to spend an additional \$6,000 to complete the project based on the fact that the Electrical Contractor received authorization from Rutledge (without Board approval) to create the equipment and he has the completed assembling the equipment and has it stored.
 - b. Richard Taylor (Marina employee electrician) will repair the poles in Cedarville.
 - c. Clymer suggests finding / asking for a grant, but also suggests paying the invoice from Larry Perkin. Kozma is questioning how invoices are approved without Board approval. Fitzgerald makes the motion to pay for the Clark Township pole lighting equipment in Hessel in the amount of \$6,056.84 to Larry Perkins. Seconded by Kozma. Roll call vote: Kozma (y), Clymer (y), Fitzgerald (y), Schuster (y). All in favor. Motion carries. Note - There are also questions regarding the number of poles that Rutledge approved without Board approval.
 - d. Fitzgerald questions the "state that Rutledge was in" when she solely approved the work to be done, and the costs associated with them.
- i. **Re-shingling of the chemical building (Sewer Department)** – Upon inspection, this building requires replacement. Clymer shares a quote that Jim Landreville received for a new 8-foot x 8-foot storage building that can be put in place. Per Landreville, the building will require a heavier duty floor. Clymer is requesting an updated quote. Clymer suggests that the Board approve costs up to \$3,000 for this replacement so that our crew can insulate the building and add the additional subfloor. There will also be an electrician required for this installation.
- a. Kozma suggests a different type of structure such as a metal or plastic enclosure.
 - b. Fitzgerald makes a motion to approve the purchase of a structure with a cost of up to \$5,000 for the chemical storage building for the Sewer Department at Kromiller and Park Avenue to come out of the Sewer Fund. Seconded by Schuster. Roll call vote: Kozma (y), Clymer (y), Fitzgerald (y), Schuster (y). All in favor. Motion carries.
- j. **Autore Oil price lock in** – Autore stating that our price will be \$1.39 per gallon with no increase from last year, and is comparable to other local propane vendors. Fitzgerald makes a motion to sign the Autore Oil Company rate lock. Seconded by Schuster. Roll call vote: Kozma (y), Clymer (y), Fitzgerald (y), Schuster (y). All in favor. Motion carries.

Committee / Commission Reports

- **Airport Committee** – Airport Committee has not met. Clymer is working on a grant for the over band crack sealing of the runway with Max Heil.
 - i. Cal Burnside, Code Enforcement Officer – Lighting at the airport has been an issue. Clymer will address this with the Airport Manager and Assistant Manager.
 - ii. Clymer was notified by a pilot the hanger door in disrepair has a broken weld and contacted a local welder to perform the repairs.
- **Ambulance** – No ambulance report
- **Fire Department report** – 26 incidents.
 - i. Kids Night at the Firehall and pressure testing on hoses
 - ii. Incident on Coryelle Island – EMS assist using the new fireboat and new

ambulance.

- **Code Enforcement Officer's Report** – 22 complaints / 20 resolved and 2 ongoing investigations.
- **Heritage Park** – Fitzgerald reports that they still working on the baseball field. An engineer looked at the ball field to offer suggestions on irrigation / drainage project. The school is raising funds to get the ball field in order.
- **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.