

# CLARK TOWNSHIP

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## **AMENDED AND APPROVED MEETING MINUTES** **TOWNSHIP BOARD MEETING** **Wednesday, August 21, 2024 @ 8:00 a.m.**

- 1 Meeting called to order and Pledge of Allegiance by Clymer at am**
- 2 Roll Call**
  - a. Present – Clymer, Fitzgerald, Kozma, Schuster
  - b. Absent – Rutledge
  - c. Others Present – Linda Sherlund (Deputy Clerk), Paula Badour (Deputy Supervisor) Amy Augenblick, Barbara Augenblick, Terry O’Brien and Noel Weaver
- 3 Inquire if any public comments to address agenda items? (3 minutes)**
  - a. Barbara Augenblick regarding the new streetlight on Short Street directly across from her home. Clymer invites the resident to visit his office after the meeting to further discuss.
  - b. Mr. Terry O’Brien came to the meeting to introduce himself as a new permanent resident of Clark Township.
- 4 Approval of Agenda**
  - a. Fitzgerald adds under “Old Business” – Downtown District
  - b. Motion to approve Agenda made by Schuster, Seconded by Kozma. All in favor. Motion Carries
- 5 Consent Agenda**
  - a. Motion to approve Consent Agenda made by Kozma, Seconded by Fitzgerald. All in favor. Motion Carries
  - b. **Approve Minutes from:**
    - i. July 9, 2024 – Regular Meeting
    - ii. Motion to approve July 2024 minutes made by Kozma, Seconded by Fitzgerald. All in favor. Motion Carries
  - c. **Approve Invoices**
    - i. General Fund: \$219,961.18
    - ii. Sewer Fund: \$56,450.75 – *Fitzgerald states that there is an amendment because there is actually \$50,000 less coming out and the summary sheet states \$50,000 more.*
    - iii. Invoices over \$500 – *(Invoices listed on Agenda have been moved to “Old Business” per Fitzgerald)*

- d. **Service Contracts** – None
- e. **Special Events**
  - i. Salmon Derby – August 24, 2024
- f. **Budget Amendments** – None

## 6 Correspondence

- i. EGLE Permits - Clymer is concerned that all of the EGLE Permits (dock and boat shelter) have been denied. There is no action for the Township to take but Clymer will be discussing with the contractors (Flotation Dock and Breezeswept).
- ii. Upcoming Election – School Bond. The Bond is in the amount of \$7,850,000 for remodeling, furnishings, school buses, instructional technology, athletic fields, play fields. It would be for 1.7 mills. Rather than seeking just millage, they are looking to issue a bond and pay the bond off with millage.
- iii. Clerk Susie Rutledge will not be able to serve for the next four years. Rutledge sent correspondence to only Fitzgerald. Rutledge asked Fitzgerald to post it on the Citizens of Clark Township Facebook page. Fitzgerald reads the correspondence aloud. The correspondence speaks of her accomplishments within the Township Board as well as she is endorsing Linda Sherlund as the new Clark Township Clerk.

## 7 Old Business

### a. Taylor Lumber – land transfer

- i. The paperwork is completed by the Attorney. Taylor Lumber is offering \$10,000. The survey has been completed. The latest issue with putting a deed together was that the Assessor would not allow the land split without meeting the setback requirements. The description that is in the deed, and the attachment, the survey covers all of that now. There is a second quick claim deed that covers the gap that is between the two properties in the chain of title. The Purchase Agreement has not changed.
  - Kozma expresses that he is opposed to accepting \$10,000 for this piece of property. Kozma states that he has not seen this agreement until now.
  - Motion to accept the \$10,000 offer from Taylor Lumber made by Schuster. Seconded by Fitzgerald. Roll Call vote: Clymer (y), Kozma (n), Fitzgerald (y), Schuster (y). Motion carries.

### b. Environmental audit / appraisal cost discussion

- i. Clymer gives an update on the Neal House Acquisition. There is an environmental audit in progress. When that is complete, we will get permission to have another appraisal done (as required by the Trust Fund Grant and all costs are built into the Grant).

### c. Payment requests

- i. Drinking Water Revolving Fund – Request for Reimbursement to be

submitted to the State by C2AE for Reimbursement for \$69,254.20. Motion to approve this invoice made by Fitzgerald. Seconded by Schuster. Roll call vote: Kozma (y), Clymer (y), Schuster (y), Fitzgerald (y). All in favor. Motion carries.

- ii. Peek-A-Boo Bike Trail invoices (comes out of the Peek-A-Boo fund):
  1. Sanders & Czapski – change order in the amount of \$2,356 for the Bike Path. Motion to approve payment of this invoice made by Kozma, Seconded by Schuster. Roll call vote: Clymer (y), Schuster (y), Fitzgerald (y), Kozma (y).
  2. Sanders & Czapski – invoice for Traction Trailworx – Progress payment #3 in the amount of \$31,147.20 for the Bike Path. Motion to approve payment of this invoice made by Fitzgerald, Seconded by Kozma. Roll call vote: Clymer (y), Schuster (y), Fitzgerald (y), Kozma (y).
- iii. Maverick Construction invoice for \$4,250 for check valves. The original design of the system in 1994 called for a check valve at the curb stop but was eliminated as a cost saving measure. By adding these in the current project, it will add another measure of protection from backups. Maverick construction was able to provide these at a price break by purchasing in bulk between his company and the Township. Clymer recommends that this cost be taken from the Sewer fund. Motion to approve payment of this invoice made by Schuster. Seconded by Fitzgerald. Roll call vote: Kozma (y), Clymer (y), Schuster (y), Fitzgerald (y).

**d. C2AE update on the sewer project**

- i. It has been approved for Maverick to perform 50 discharge valve replacements with check valves and the Township has also been approved to perform 50 valve replacement with check valves. Maverick will be starting the replacements in September and the DPW has been replacing these valves on an “as needed basis” and they are hoping to have 50 done before snowfall.
- ii. All grinder pumps in the system have been evaluated and Maverick is only able to put new pumps into about 300 out of the 700 in the project. When they come across a broken valve, they close it back up and leave it functioning for replacement in the future. Neither the Engineers nor our DPW anticipated that there would be so many broken discharge valves.
- iii. Rebecca Bender from C2AE is on a zoom meeting to explain the overall scope of the project and the progress being made. She has been working with the contractors on the installation of the grinder pumps and control panels.
  - Control panels are being replaced with updated control panels with several layers of alarms, leaving the existing station tank but replacing the grinder pump.
  - When the discharge valve is broken, the pump is not replaced at this time. Maverick will be starting this process in September.

**e. Added to Agenda by Fitzgerald – Downtown District**

- i. Andy Krino approached Fitzgerald regarding having a public hearing

regarding the Downtown District. She did get a list of all the people that it will affect in the area from the Assessor. She is wondering if we need to set up a public hearing or if we should postpone it until next year due to the availability of Summer residents.

- ii. Kozma states that the Planning Commission's only recommendation was to send the information to the Board for Review.
- iii. Fitzgerald feels that a public hearing is necessary. Clymer feels that it is premature for the Board to take action on it, but it is not premature to get feedback from the public, and for the Board take action on it next year. Kozma suggests that the person who is driving this plan should provide a certain number of signatures asking for a public hearing.

## **8 New Business**

### **a. MTA Fall Regional Meeting Registration on October 2, 2024, in Gaylord (as of 8/14 – attendees are Kris, Paula, Mark, Jim Keighley).**

- i. Historically, the Board has always attended the in-person MTA meetings. When Covid came along, the in-person meetings were halted. This is the first year that the in-person meeting are being held again. The information was sent out to all Committees and Board members and only 4 employees are interested. The costs for the 1-day meeting are in all of the Department budgets.

### **b. Hessel Marina restrooms – Fitzgerald**

- i. The Marina staff is no longer able to clean the Marina bathrooms adequately. They are in poor condition. Fitzgerald is asking for advice or guidance to repair the bathrooms. Clymer, Kozma and Max Heil will go to the location and evaluate the condition.

### **c. Non-statutory duty pay – Union request – Fitzgerald**

- i. The Clerk, Susan Rutledge, is out on a medical leave and is not expected to return. During her absence, the Township is not required to make payments for the non-statutory duties, but the Township is required to continue to pay her salary until her term ends. Requesting to compensate Linda Sherlund and Deb Beukema for the extra duties that they are performing for non-statutory duties. This is the same compensation that Susie was receiving.
- ii. Kozma states that if the Union Members are agreeable to this additional compensation to only 2 members of a 4 member Union, he supports the increase.
- iii. Fitzgerald acknowledges and appreciates that all Administrative personnel have stepped up to help out in Susie's absence.
- iv. The Township is required to obtain approval from the Union to for any increases or decreases in wages. Fitzgerald will be contacting the Union representing the Administrative personnel to get authorization for the following increases in salaries for:
  - Linda Sherlund - \$975 monthly for the non-statutory duties of the Community Center, the Hessel Beach, the Fire Department, the Ambulance Corp and the Sewer Department.
  - Deborah Beukema - \$225 monthly for the non-statutory duty of the Cemetery.
  - Fitzgerald will be contacting Rutledge to inform her that she will no longer be receiving compensation for the non-statutory duties.

Rutledge plans to resign from her position as of November 20, 2024.

- Motion made by Kozma, Seconded by Schuster to approve Fitzgerald to contact the Union for permission to compensate Union Member Linda Sherlund in the amount of \$975 per month to Linda Sherlund for the non-statutory duties that she is performing in the absence of the Clerk and \$225 per month to Deborah Buekema for the non-statutory duties that she is performing. Roll call vote: Clymer (y), Schuster (y), Fitzgerald (y), Kozma (y). All in favor. Motion carries.

**d. Commitment request from Les Cheneaux Community Schools for ballfields – Fitzgerald**

- i. The school feels like their program is really taking off as far as baseball and softball.
- ii. The school is looking for Township to agree to a 5-year agreement.
- iii. Per Fitzgerald, the agreement does not really change anything as far as how things are being done right now as far as maintenance, etc.
- iv. When Noel cannot be there, the school will have people available to take care of things.
- v. This Agreement basically covers the Heritage Park fields and the Airport field could be used for a practice field.
- vi. Because the South field softball field is not capable of being a usable field right now, it needs extra fencing, bases moved, a pitchers mound built, score boards added, etc., the school is working on raising funds. Fitzgerald is also applying for a grant with the Soo Tribe for 2% and she is going to ask for \$5,000. Motion to support the Commitment from the Les Cheneaux Community Schools for ballfields made by Schuster, Seconded by Kozma. Roll call vote: Kozma (y), Clymer (y), Fitzgerald (y), Schuster (y). All in favor. Motion carries.
- vii. Motion to support the application for the 2% grant by Schuster, Seconded by Kozma. All in favor. Motion carries.

- e. **\$1,000 gas powered wheelbarrow for Traction Trailworx for Peek A Boo – (from the Maintenance Fund approved by the Township Board several months ago)**
  - i. The Board feels that they need more information on this. The funds are available in the Peek A Boo Trail fund. Clymer feels that if there is already money in the fund, that the Board should approve this purchase without objection.
  - ii. This equipment will be owned by the Township under Parks and Recreation and will be stored at either the Lagoons or the DPW.
  - iii. The equipment has already been purchased.
- f. **Commercial use fee schedule and rules – Fitzgerald**
  - i. Fitzgerald provided a hand out that has been approved by the DNR but she is seeking Board approval and is not a conflict with our DNR grant agreement. The Waterways Commission has the authority to grant these. This has been something that we have been pursuing since 2018.
  - ii. Currently, Max is not charging any fees for Commercial Use. The fees collected under this fee schedule will go into the Marina fund.
  - iii. Clymer asks how pickups and deliveries will be charged and suggests another category. Kozma feels that we are only going to be able to charge for commercial / contractor use and not the residential people who bring their boat in to pick up an appliance for their home on the islands.
  - iv. The goal is to collect a fee for the people that are tying up the ramp for commercial use. Several Board members suggest adjusting the fees and the classifications. This fee schedule will not be utilized until next year.
  - v. Fitzgerald will take further with the Harbor Master regarding this issue.
  - vi. Motion to approve this recommendation as amended made by Kozma, Seconded by Schuster. All in favor. Motion carries.

## 9 Treasurer's Report

- a. General fund balance is \$324,360.16- \$50,000 discrepancy is due to the bill for Green for Life was paid out of the wrong account.
- b. Sewer fund balance is \$165,381.94

## 10 Supervisor's Report

- a. Clymer talks about a visit from Bob Smith (Carpet Bob) with concerns that the Hessel Beach was supposed to be named Kramen Memorial Beach. Clymer gives the family history. Clymer investigated through the old files and can find nothing regarding honoring Joseph Henry Kramen. It has been suggested that we provide a plaque for Joseph Henry Kramen.
- b. Clymer gives an overview of the upcoming GLIA event and invites anyone to attend. He hands out the itinerary.
- c. Update on getting materials into Peek A Boo Trail. There are some discrepancies between the ownership of the land nearby the road. This may require another survey but Mark will discuss with the landowner of the former Creekside Herbs and if necessary, the Mackinac County Road Commission.
- d. Brian Hanna (Taylor Lumber) is making a donation of materials that we need for the Boardwalk for Peek A Boo Trail.
- e. Clymer got a Sponsor for the 120 tote bags for GLIA. These bags will contain promotional material regarding the Les Cheneaux Islands.
- f. The Supervisor's office is working on creating fillable forms for the website so

that a customer can fill the form out online, go directly into BS&A and to the proper Departments. Schumaker can spend 5-10 hours on this project at \$75 per hour but this is still in the beginning stages so it is premature to ask for a budget for this.

- g. Pam Blough is helping with the Bike Trail between Cedarville and Hessel will be visiting/meeting with the Committee in the near future.
- h. Clymer was approached by a member of the Kasper family who is requesting that a point of land be named Kasper Point. Clymer has no objection. They are asking the Board to support this naming of the Point on the South side of Moscoe Road on Moscoe Channel. It is currently not named. Clymer will be providing more information and will be reviewed at the next meeting.
- i. The Supervisor's office is working with the Insurance Company on creating volunteer waivers for the Peek A Boo volunteers to sign.
- j. We won the Quiet Title Suite for the church parking lot and hopefully, we can close on that in the near future.

## **11 Committee / Commission Reports**

- a. **Airport Committee** – has not met. We are working on the grant to do the overband crack seal.
- b. **Ambulance Corp / Fire Department**
  - i. Did not receive the Ambulance Corp report. Linda states that there are classes starting on the 14<sup>th</sup> of October in Kinross for basic EMT training. These classes are available via zoom at a cost of \$250. These are Monday, Wednesday and Saturday and the classes will end in March of 2025. There is a start up meeting on September 30, 2024 in Kinross.
  - ii. Fitzgerald suggests posting an advertisement on the Citizens of Clark Township website.
  - iii. One of our ambulances got towed because it would not start while it was at the hospital.
  - iv. 24 fire incidents, Engine 24 is back in service, another hose is being requested for the fireboat and Clymer suggests obtaining funding for the hose from a grant. Clymer suggests the Mark Merchberger start thinking about any equipment needed. Merchberger mentions that the jaws of life have never been serviced. He has found a company that will provide service and will obtain a quote. Within the Clerk's office there has been a budget for maintenance and suggests that he work with Linda to simply hire the company for maintenance of the jaws of life.
- c. **Code Enforcement Officer's Report**
  - i. 24 complaints, 21 issues resolved, and 21 ongoing investigations.
  - ii. Cal is doing a fabulous job of keeping the peace around the township
- d. **Heritage Park**
  - i. The Baseball fields and working on the fund raising
  - ii. Working on a grant for the resurfacing of the pickle ball courts.
  - iii. Clymer will talk with the other court owners and see if we can work together.
  - iv. Noel explains the drainage issues on the ballfields at the Park. He is obtaining Contractor bids.
- e. **Planning Commission**
  - i. Kozma reports not many cases this year due to the aforementioned EGLE permit issues.

- ii. Kozma mentions the Master Plan and the need to complete it.
- iii. Kozma will be resigning at the end of the year as Chair of the Planning Commission. Shawn Merritt is showing an interest in Chairing the Commission in the future. When Kozma leaves, the Planning Commission will be down to 7 members.

**f. Recreation Committee**

- i. All information has been covered earlier in the meeting.

**g. Road Committee Report**

- i. Meridian has been paved and Cedar Road is also paved.
- ii. Harbor Master requested a crosswalk be painted across from the sidewalk over to the Marina. Fitzgerald will be requesting this from the Road Committee.

- h. **Sewer Advisory Board** – has not met but meeting will be held in September.

**12 Public Comment (3) Minutes / comments from the Deputy Clerk**

- a. A drainage pipe has popped up in the Community Center parking lot. Tim has asked for a load of gravel.
- b. Noel asked about the outlets for downtown Cedarville. The outlets on the lighting poles are not working.
- c. Linda is waiting for fall pricing from Autore for propane.

**13 Adjournment**

- a. Motion to adjourn made by Clymer at 11:42 am, Seconded by Kozma. All in favor. Motion carries.