

CLARK TOWNSHIP BOARD OF TRUSTEES

Regular Meeting of Wednesday, December 18, 2024; 8:00 AM

Clark Township Hall 207 N. Blind Line Road, Cedarville, MI 49719 (906) 484-2672

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Meeting called to order at 8:06 am with Pledge of Allegiance led by Clymer.

ROLL CALL

Present: Clymer, Fisher, Fitzgerald, Schuster, Sherlund

Others Present: Paula Badour (Deputy Supervisor), Cal Burnside (Code Enforcement Officer), David Murray, Mark Merchberger (Fire Chief), Terry O'Brien (acting Planning Commission Liaison), Josh Salvador

INQUIRE IF THERE ARE ANY COMMENTS TO ADDRESS AGENDA ITEMS

None

APPROVAL OF AGENDA

Addition to Agenda under Old Business -Add naming E. Kasper Point.

Fitzgerald makes the Motion to approve the Agenda as amended. Sherlund seconds the motion. All in favor. Motion carries.

CONSENT AGENDA

Approve minutes: November 20, 2024, Regular Meeting and December 9, 2024, Special Meeting

Approve invoices:

General Fund: \$207,949.29

Sewer Fund: \$27,902.12

Invoices over \$500

Sanders - Peek A Boo invoice - Clymer

Service Contracts:

Snowmobile Club - 2% Tribal Grant

Special Events:

Community Center- January 20, 2025; am - 12 noon; Cloverland Electric CPR Training

Community Center -April 29, 2025; p.m. - 8:30 pm - Lake Huron Fishery Workshop

Budget Amendments

None

Fitzgerald makes the Motion to approve the Consent Agenda. Sherlund seconds the motion. All in favor. Motion carries.

CORRESPONDENCE

EGLE correspondence

Available for review in the Clerk's Office

Mary Ellen and Bill Walls card

Thank you card from Mary Ellen and Bill Walls for Clymer's hospitality.

MTA-Training for new Officials in Sault Ste. Marie - Fisher and Sherlund

Fitzgerald makes the Motion to approve Fisher and Sherlund to attend the training on January 8, 2025, at costs not to exceed \$500. Schuster seconds the motion.

Roll Call Vote: Clymer (y), Fisher (y), Fitzgerald (y), Schuster (y), Sherlund (y). All in favor. Motion carries.

Sherlund will give an update/overview on the Community Christmas party.

- 85 families attended. There were 25 boys and 38 girls. Sherlund thanks the workers for their assistance. Todd Stevenson, Cal Burnside, Mark Clymer, Marlene Kempny, Joanne Baker, Pauline Mitchell, Deb Beukema, and Santa (Bill Walls). Expenses totaled \$2,915.99. Donations raised were \$5,665. The remaining balance of \$2,749 will be utilized for the 2025 Community Christmas party.
- 24 Turkeys and 88 Hams were distributed to Clark Township residents.

OLD BUSINESS

Streetlight at Sarah Puterbaugh's home - Three Board Members have now visited the site.

- The Board has decided not to provide a light at this driveway. This area does not need to be over lit. The resident is welcome to add lighting at their driveway. Sherlund will be emailing Sarah to let her know.
- Fitzgerald makes the Motion not provide lighting at this location. Schuster seconds the motion. All in favor. Motion carries.

No action needed currently. Cedar Cemetery Split Rail fence at \$14,875 will be added into the budget in April of 2025.

Sherlund health insurance

Sherlund has looked into health insurance for herself. The cost would be \$2,511.70 per month. Her share would be \$355 per month. This plan would cost the Township \$25,000 per year. Sherlund does not want the Township to be burdened with this cost. She would like to opt out of the plan as her husband has insurance that will cover her as well as she is at Medicare age. Her "opt out" reimbursement does cover the portion of the TriCare policy (husband's insurance) that she has to pay.

Fitzgerald makes the Motion allow Sherlund to opt out of the Township insurance policy. She is eligible to opt out. Schuster seconds the motion. All in favor. Motion carries.

Sewer Project Disbursement request/ Bulletin(s).

Clymer has given the Board Members the whole packet showing detail of each Disbursement request (both of these fall under the Grant reimbursement. Note - 341 grinder pumps have been replaced.

- Request #9 was previously approved at the last meeting. However, there were some discrepancies, so the amended request is being presented in the amount of \$347,010.07.
 - Schuster makes the Motion to accept Request #9 as amended. Fitzgerald seconds the motion. Roll Call Vote: Clymer (y), Fisher (y), Fitzgerald (y), Schuster (y), Sherlund (y). All in favor. Motion carries.
- Request #10 in the amount of \$95,719.59 is being presented for Board approval.
 - Fitzgerald makes the Motion to accept Request #10. Schuster seconds the motion. Roll Call Vote: Clymer (y), Fisher (y), Fitzgerald (y), Schuster (y), Sherlund (y). All in favor. Motion carries.

Addition to the Agenda: A member of the Kasper family requested that a peninsula on the North Shore of the Moscoe Channel be formally named "Kasper Point" to commemorate Chester S. Kasper who lived from 1935 - 2018. The Township is required to sign some documents to make this happen. There is no cost to the Township. Schuster makes the Motion to allow Clymer to sign the required documents. Fitzgerald seconds the motion. All in favor. Motion carries.

NEW BUSINESS

Sherlund - Quote for \$2,532.70 for Hose Bed Covers for the Fire Department (Truck 3 and 4). There is money in the fund for this quote (see handout). Merchberger will obtain a purchase order from Sherlund and equipment will be ordered.

Fitzgerald makes the Motion to accept the quote of \$2,532.70 for Hose Bed Covers for the Fire Department to come out of the Fire /Ambulance equipment millage. Sherlund seconds the motion. Roll Call Vote: Clymer (y). Fisher (y). Fitzgerald (y). Schuster (y). Sherlund (y). All in favor. Motion carries.

Clymer to appoint Board of Review members for a two-year term starting in 2025. Note, an Alternate is needed.

- Mark Engle, Jim Eberts and Dean Bryner (They have been sworn into their positions)
- Sherlund will contact members to be sworn in.
- Schuster makes the Motion to appoint three (3) members to the Board of Review and swear them in. Fitzgerald seconds the motion. All in favor. Motion carries.

Airport building roof repair - waiver.

Originally, the idea of a waiver releasing liability to the Township for any injury that may occur during the project. In lieu of a waiver, Josh Salvador contacted an insurance company to obtain Workers Compensation insurance for his insurance for this project. The cost for this coverage is \$1,338. Josh would like to amend his original quote to include this cost. Also, there is a requirement for Josh to obtain safety equipment in the amount of \$300. Josh would like the Board to accept his amended quote to include both of these items. Josh has also requested that the Township submit the costs of the insurance policy to him at the end of this meeting.

Fitzgerald makes the Motion accept the amended quote of \$20,773.85 for Josh Salvador to replace the building's roof once the proper insurance certificates have been received by the Township. Motion also includes honoring Josh's request that the Township submit the cost of the coverage to him at the end of this meeting. Schuster seconds the motion. Roll Call Vote: Clymer (y), Fisher (y), Fitzgerald (y), Schuster (y), Sherlund (y). All in favor. Motion carries.

Lions Club donation to replace the Gazebo at the Cedarville Downtown Park

The Lions Club is interested in replacing the gazebo at the Downtown Park. This would be their donation to the Township. Lions Club is looking for approval to research options. The Board agrees to placing a plaque, naming the Lions Club as the donors of the gazebo.

Clymer suggests that there have been discussions with different committees regarding the requirements of these gazebos, such as size, number of outlets, etc.

Schuster makes the Motion to allow the Lion's Club to being the research on this project. Fisher seconds the motion. All in favor. Motion carries.

Approval of all Board of Trustees meetings in 2025 (list presented in packet) Scheduled for the third Wednesday of every month. Fisher asks if they are able to be virtual. Currently, we do not have the proper audio-visual equipment to facilitate virtual meetings. Clymer advises that all of the Board Members will receive the packets and they are welcome to call into the meeting. However, Board Members are not allowed to vote on subjects virtually.

Fitzgerald makes the Motion to accept the 2025 Board of Trustees Meeting dates for 2025. Fisher seconds the motion. All in favor. Motion carries.

- **Treasurer's Report**
 - General Fund balance is \$174,840.40.
 - Sewer Fund balance is \$206,826.44
 - North Shore Tax Accounting will be here on December 23, 2024, to work with the Treasurer to go over the General Fund and to look for any discrepancies. Fitzgerald will report to the Board upon completion.
 - There is going to be a Hazardous Waste Collection in our Township in either May or June. There is no cost, no volunteers are needed. It will be provided through a grant at Bay Mills Environmental. More information will follow in the near future. Clymer suggests talking with the Watershed Council about getting the word out about the Hazardous Waste Collection Day. More information will follow. Sherlund wants all fees waived to use the Community Center for this day.

- **Supervisor's Report**
 - BS&A Budget Webinar- February 11,2025; am -12 noon - \$200.00.
 - o It will be set up in the Board Room via Zoom so any Trustees can also attend. This is in the Supervisor Department budget.
 - o Schuster makes the Motion to spend \$200 on the BS&A Budget Webinar on February 11, 2025. Fitzgerald seconds the motion. Roll Call Vote: Clymer (y), Fisher (y), Fitzgerald (y), Schuster (y), Sherlund (y). All in favor. Motion carries.
 - BS&A Training; March 3-5, 2025; Building Department Training; \$3,000.
 - o This is an onsite training course over multiple days. The costs will be split between the Supervisor, Assessor and Building Departments. This is to get the whole Building program up and running. Jessica and Mark have been working together to be able to utilize BS&A to it's fullest potential.
 - o Fitzgerald makes the Motion to spend \$3,000 on the BS&A Building Department training. Cost will be split between the Supervisor, Assessor and Building Departments. Schuster seconds the motion. Roll Call Vote: Clymer (y), Fisher (y), Fitzgerald (y), Schuster (y), Sherlund (y). All in favor. Motion carries.
 - Update on Grant Applications (see handout)
 - o Board members take a minute to read the handout.
 - o Paula Badour makes the Board aware that the \$4,900 reimbursement check was received from the DNR Waterways grant.
 - o Paula and Mike Kasper are working on getting the FEMA Assistance to Firefighters Grant submitted by December 20, 2024. The grant ask is for \$17,000 for personal Therma imaging cameras for our firefighters. These cameras enable firefighters to see through smoke, locate victims quickly, identify hotspots that may reignite and navigate safely through hazardous conditions.
 - Monthly budget reports for each department
 - o Clymer will be implementing a procedure that each Department will present or be presented with monthly budget reports for their Department.
 - Audit report
 - o No Board Members had any questions regarding the Audit report.

- **Committee/Commission Reports**
 - Airport Committee
 - o Bruce Johnson currently has a 5-year lease at \$21,000 that renews in 2026. He pays \$4,200 each January. He is proposing to renew his lease under new terms. He would renew now for a 6-year lease at \$18,000 and he will pay the \$18,000 in full in January of 2025. Technically, this

- o would pay for the roof replacement but would be discounting his annual lease payment by \$1,200 per year.
 - o Clymer would like to re-evaluate the lease structure as we move forward with airport leases.
 - o Clymer will meet with the Airport Committee regarding the leases.
- Ambulance Corp/ Fire Department
 - o 19 calls - 7 refusals by patient (some are simply lift assists)
 - o Sherlund has received an application for a new EMT Class B. He is from Pickford. Will and Keith recommended him.
 - o Fitzgerald makes the Motion to hire Ronald Guider to the Clark Township Ambulance Corp. Schuster seconds the motion. Roll Call Vote: Clymer (y), Fisher (y), Fitzgerald (y), Schuster (y), Sherlund (y) . All in favor. Motion carries.
 - o Fire Department report:
 - 38 Incidents so far this year
 - (1) suspected gas leak on Hill Island, EMS lift assist in Downtown Hessel.
 - They did an ice rescue techniques equipment strategies classroom training, drained pumps and engines for the winter, new ice rescue lines, fluid leak in one of the engines, replaced wheels on the side-by-side with tracks for the winter.
 - Sherlund reached out to Steve Autore regarding the idea that Rutledge had started regarding the property for the new firehouse. Rutledge was hoping that Autore would give the land to the Township. Autore's accountant advised against this. Autore met with the wetlands consultant, and they were investigating the land over the summer. Autore will provide further information in the future. This is the property that is the old creek bed near the Heritage Park.
- Code Enforcement Officer's Report
 - o 17 complaints and 15 are resolved and 2 are ongoing.
 - o Code Enforcement Officer Cal Burnside states that he would like to get into the Bruce Johnson building at the airport to see the leak over the electrical panel since we have had a lot of rain, and also to evaluate some code violations on the interior of the building.
- Heritage Park - Fitzgerald reports - the annual Christmas tree lighting was on December 1, 2024. Santa was there and there was a campfire. Fitzgerald is looking for more ideas to elevate this event next year. \$12.00 was raised in donations this year.
- Planning Commission
 - o Terry O'Brien reports in place of Amanda Jensen. Terry recaps the Planning Commission meeting, but no pressing issues took place at the last meeting.
 - o Andy Krino has sent in a letter of interest to be a Planning Commission member.
- Recreation Committee
 - o Met 12/11/24- Minutes are not yet available. They will be emailed to all Board Member when available.
 - o Clymer explains the closing documents to the Board for the Neal House purchase. The Closing is December 20, 2024.
 - o Peek A Boo is ongoing. The ADA Boardwalk is being completed. Clymer makes the Board aware that Amanda Jensen has formally notified the Township through her attorney that she and her husband do not want anyone crossing over her property into the DNR property from Blind Line. Long term, the DNR will want to allow loggers to go in and manage the timber so we will have to create an alternate route of entry.
- Sewer Advisory Board - Attended Progress meeting on November 20, 2024, with C2AE just to keep them updated via Zoom meeting with C2AE. Rob from Maverick Construction will be unavailable during the beginning of January.
- Road Committee Meeting postponed by the Committee. Will be rescheduled to discuss the 2025 road budget and project.

- **Public Comment: LIMITED TO THREE (3) MINUTES PER PERSON FOR NON-AGENDA ITEMS** - None
Schuster makes the Motion to go into Closed Session. Fitzgerald seconds the motion. Roll Call Vote: Clymer (y), Fisher (y), Fitzgerald (y), Schuster (y), Sherlund (y). All in favor. Motion carries.

- **CLOSED SESSION**

- Permanent Building Inspector applicant/ hiring discussions.
 - Adjournment of Closed Session
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- Reconvene of Regular Meeting

- Sherlund reiterates that as long as she is seeking a Deputy Clerk, she is within the guidelines set forth by the MTA.
- As of January 1, 2024 - she will make a decision.
- Sherlund thanks Paula Badour and Heather Black for helping with the Deputy Clerk responsibilities.
- Clymer announces that the Board recommends hiring Grover on an annual basis at a salary of \$35,480. Essentially, renewing his contract. In March, the recommendation to re-evaluate his salary and re-evaluate the fee structure for Building permits. Clymer will also require a monthly report from the Building Inspector.
 - o Schuster makes the Motion renew Kris Grover's contract for Building Inspector for 12 months, with a review of the contract in 90 days with the contingency that after 90 days, make any additional offers based on permit fees and if he is absent on a required day - he makes it up on another day. Fitzgerald seconds the motion. Roll Call Vote: Clymer (y), Fisher (y), Fitzgerald (y), Schuster (y), Sherlund (y). All in favor. Motion carries.

- **Adjournment of Regular Meeting - 10:06 am**

- Fitzgerald makes the Motion to adjourn the regular meeting. Schuster seconds the motion. All in favor. Motion carries.