

CLARK TOWNSHIP BOARD OF TRUSTEES

MINUTES

Regular Board of Trustees Meeting on Wednesday, November 20, 2024; 8:00 AM

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

Prior to the start of today's meeting, Elected Officials were sworn into their office.

Mark Clymer; Township Supervisor • Lisa Fitzgerald; Township Treasurer • Linda Sherlund; Township Clerk • Sandi Fisher; Township Board Trustee • Pat Schuster; Township Board Trustee

- Note: Former Clerk, Susan Rutledge swore the new Clerk, Linda Sherlund into her position. Sherlund then swore all other Board Members into their positions.

Prior to the start of today's meeting, Former Trustee and Planning Commission Chair, Steve Kozma presented to the Board of Trustees - Amanda Jensen as the new Planning Commission Liaison to the Township Board.

- Note – Planning Commission voted to compensate Jensen \$75 to attend the meetings.

1. **Call to Order & Pledge of Allegiance** – Lead by Clymer at 8:20 am
2. **Roll Call** – All Board Members present; Fitzgerald (y), Clymer (y), Fisher (y), Sherlund (y), Schuster (y).
3. **Others Present:** Joe Baker, Rebecca Bender, Terry Burmeister, Amanda Jensen, Steve Kozma, Terry O'Brien, Sarah Puterbaugh, Tom Sherlund
4. **Inquire if Public Comments are to Address Agenda Items** - None
5. **Approval of Agenda** – Fitzgerald makes the motion to approve the Agenda with amendment to include Jensen payment of \$75 per meeting. Supported by Schuster. All in favor. Motion carried. Also, the Radar Run event added to the Agenda under Correspondence.
6. **Consent Agenda** – Fitzgerald makes the motion to approve the Consent Agenda; Supported by Fisher. All in favor. Motion carried.
 - a. Approve minutes: October 16, 2024, Regular Meeting ; October 30, 2024, Special Meeting
 - b. Approved invoices:
 - General Fund: \$195,987.93
 - Sewer Fund: \$21,479.46
 - Invoices over \$500
 - c. Service Contracts:
 - Community Christmas party - \$500 donation
 - d. Special Events:
 - SnowsFest; February 7-9, 2025
 - Added to the Agenda – Radar Run at the Airport; March 1, 2025 – Participant will submit insurance information and all required documentation.
 - e. Budget Amendments - None
7. **Correspondence**
 - a. EGLE Correspondence – may be reviewed in the Clerk's office.
 - b. Ken Drenth; Community Foundation Correspondence – Ken Drenth will be retiring from his position as Director at the Les Cheneaux Community Foundation. Sherlund reads aloud the correspondence from the Community Foundation.
 - c. Added to the Agenda – Sherlund reads aloud a Letter of thanks to Diane Keighley from the Board of Trustees for her participation and going above and beyond in helping with the election process.

8. Old Business & Updates

- a. Tabled from previous meeting.
 - Sarah Puterbaugh streetlight at 5072 Cedar Road– Sherlund received new pricing from Cloverland / Matt Duncan in the amount of \$1,296.00. *Topic tabled at this meeting until further investigation by Board Members to evaluate the need for the streetlight at this location. Fitzgerald makes the motion to table this topic until further investigation. Supported by Fisher. All in favor. Motion carried.*
 - Fence for Sewer Lagoon – grant eligible expense – table until funding is found. *Tabled until funding can be found.*
 - Cell phones for each department / location; updated pricing. *Price comparison shows that the most cost-effective option would be to purchase the devices for the Marinas, the Supervisor's Office, the Sewer Department, and the Treasurer's Office. Primarily the Sewer Department needs a floating cell phone to be accessible in case of a sewer emergency as one Sewer employee does not have a personal cell phone. Fitzgerald makes the motion to approve the purchase of one cell phone for the Sewer Department and tabling the other cell phone purchases/plans until Spring. Supported by Fisher. Costs to be taken from the Sewer Fund. Roll Call vote: Fitzgerald (y), Clymer (y), Fisher (y), Sherlund (y), Schuster (y). All in favor. Motion carried. Note: Further discussion will be done at the Budget meeting regarding cell phones for other Departments.*
- b. Sewer project Disbursement Request #9 in the amount of \$248,569.46 - Schuster makes the motion to approve Disbursement Request #9 in the amount of \$248,569.46. Supported by Fitzgerald. Roll Call vote: Fitzgerald (y), Clymer (y), Fisher (y), Sherlund (y), Schuster (y). All in favor. Motion carried.
- c. C2AE Bulletin #4 (received 11/19/24) - Clymer explains that no action needs to be taken but does explain this bulletin. *This bulletin depicts the return of some equipment, but we have already received the equipment and paid for it. Returning would entail shipping and restocking charges. We do need some of this equipment, but our Sewer Department will install it. There are some unexpected expenses involving the requirement to replace discharge assemblies as well. This Bulletin is just an informational Bulletin at this point. Once the Contractor provides pricing for the bulletin and the Township agrees, it will become a change to the contract with EGLE. Decision and pricing are pending at this point.*

9. New Business

- a. *Added to Agenda by Clymer (from above) – \$75 compensation for Jensen – Planning Commission Liaison to attend meetings. This is consistent with the payments for all other members. Since Jensen is not on the Board of Trustees but is on the Planning Commission, compensation would be \$50 for the Board Meeting report/attendance and \$25 for her attendance at the Planning Commission Meeting. Schuster makes the motion to pay the Liaison \$75 unless the Liaison is a Board Member; Supported by Fitzgerald. Roll Call vote: Fitzgerald (y), Clymer (y), Fisher (y), Sherlund (y), Schuster (y). All in favor. Motion carried.*
- a. Health Insurance for Linda Sherlund – *Sherlund has been voted in as the new Clerk. This position does not allow her to be a union member therefore, she cannot be on the Union insurance policy. She will be investigating the costs for a new policy for her. Beginning December 1, 2024, Per Fitzgerald, Linda will continue to pay the same amount that she is currently paying, and the Township will pay the remainder (similar to Lisa and Jessica's plan) to ensure that Linda does not have a lapse in coverage starting December 1, 2024. Sherlund will ask for a Special Meeting when she has hired a Deputy and there will be further discussion regarding insurance rates.*
- b. Airport crack seal and paint grant; awarded \$40,000 under the 2024 funding. The supervisor's office is applying for the remaining \$85,000 needed under the 2025 funding. No Match is required. MDOT Aeronautics decision will be announced in December of 2024. *Clymer explains the funding program. Until now, we have been unable to get ahold of the proper personnel to discuss funding. Badour will be asking if this funding program may include fencing, signage, etc. Discussion around placement of*

airport fencing. If this funding opportunity allows for fencing or signage, further discussion regarding the exact placement will take place.

10. Treasurer's Report

- a. General fund balance was reported at \$161,955.75. However, Fitzgerald investigated a \$50,000 discrepancy that was resolved following the meeting. General Fund balance is increased by \$50,000.
- b. The sewer fund balance is \$230,999,08
- c. Fitzgerald was contacted by Les Cheneaux Community Schools that they had turned in an incorrect L-4029. Meaning that millages that had been paid off should not have been collected. To remedy this issue, the Township is issuing a credit on the winter bills. The School will include a letter to all of the residents explaining their mistake. Fitzgerald has asked that any questions be directed at the Les Cheneaux Community School District. Also, information regarding the correct billing will be published on the Township website.

11. Supervisor's Report

- a. We have received the grant scoring from the DNR on the first segment (Catholic Church to the Hessel M-134 scenic lookout) of the Bike Path. We have not been made aware of who has received funding yet. Clymer explains that Pam Blough has been hired to design the whole proposed trail starting at the church in Hessel through Hessel to Cedarville. We are working with MDOT and securing easements with some property owners as this project unfolds.
- b. The purchase of a portion of the Catholic Church parking lot has finally closed. This will offer a trailhead and parking for cars and trucks in the amount of 12-16 additional spaces.
- c. Peek A Boo Trail is moving along smoothly. The Committee has closed the Trail during hunting season.
- d. The Neal House – the Legislature failed to approve the funding before their Summer recess. Funding comes out of the gas and oil lease fund. They usually approve this funding in the Spring. It has now been approved and Clymer is providing the necessary additional paperwork to the DNR and to the title company, etc. Closing on the property will be in mid to late December.
- e. Clymer explains that in the upcoming budget, he wants Department budgets produced so that each Department knows where they are at from a budgetary standpoint each month.

12. Committee/Commission Reports

- a. Airport Committee – The Airport Committee has not met. There has been a leak in the roof of the former FDS hanger. Township employees were unable to fit the repair into their schedule this past Summer. We are hoping that Josh Salvador will be able to perform the repairs, and it will be charged as time and materials.
- b. Ambulance Corp / Fire Department – Sherlund shares that Keith would like to hire Joshua Ratcliff. He works for Kinross EMS and would like to join the Clark Township EMS. His qualifications as a EMT B position do meet our needs. Several of our Ambulance personnel are either leaving for the winter or taking a leave of absence. Fitzgerald makes the motion to approve the application of Joshua Ratcliff to join our Ambulance Crew; Supported by Fisher. Roll Call vote: Fitzgerald (y), Clymer (y), Fisher (y), Sherlund (y), Schuster (y). All in favor. Motion carried.
 - The ambulance report shows 29 calls and intercepts, 8 refusals, 1 DOA, 4 fire standby. They passed out candy for Halloween at the Fire Hall.
 - They are requesting that the Township work on a new firehouse / ambulance hall. In the past, we hired an engineering company, and they provided proposed plans but then, Covid hit, and the plan was put on hold. We will need at least 15 acres for a new building. We will look into grant options for a new facility. Clymer will provide copies of the originally proposed plan. Clymer will send a synopsis of the past process. Note – the current building is not as adequate as what we would like. Vehicle height and overnight accommodations are a few of the reasons. Clymer would like fire and ambulance personnel to work together on their needs.

- *Fire Department – A mutual aid structure fire on Pine River Road, Wildfire on Three Mile, Wildfire on Marquette Island, Cattails fire on M134, Vehicle fire and wood pile fire on St. Ignace Road, EMS assist on Poglese, and an iPhone crash alert. 36 incidents this year.*
 - *Carmuese provided a tour of all of their buildings so that our Fire Department is able to respond in specific locations if necessary.*
 - *We have an agreement with the Forest Service for Government Island so we can use each other's resources on Government Island if necessary.*
 - *Clymer speaks of the Fire Boat that was privately funded by local donations when we were not awarded funding from FEMA.*
- c. *Code Enforcement Officer's Report – 16 complaints and 16 issues resolved. Accolades to Cal Burnside.*
- d. *Heritage Park – Committee did meet. Max and Noel and high school students built the new pitcher's mound and it is ready for next spring. Funding continues for things like scoreboards, fence raising, groundwork. Light up the Park starting December 1, 2024, at p.m. Noel has started putting up Christmas lights throughout the community.*
- e. *Planning Commission – Jensen reports that the PC talked about Steve's retirement. The PC is in need of a commissioner. Fitzgerald suggested that it be advertised on the website. They may not have a quorum for next month. They chatted briefly about fiber options coming to Clark Township. Since they may not be able to meet next month, they voted to elect Shawn Merritt as the Chair and Jim Keighley as the Vice Chair. The Board has approved and appointed Terry O'Brien as a new Planning Commission member. Schuster makes the motion to approve the recommendation to appoint Terry O'Brien as a Planning Commission member; Supported by Fitzgerald. Roll Call vote: Fitzgerald (y), Clymer (y), Fisher (y), Sherlund (y), Schuster (y). All in favor. Motion carried.*
- f. *Recreation Committee – Clymer has covered topics in his Supervisor's report.*
- g. *Sewer Advisory Board – At the last meeting, several members were not present, but they have been invited to the informational meeting to take place later in the afternoon on the day of this meeting.*

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

- *Sherlund wanted to make sure that all members got the information on the applicant for the Building Inspector position.*

14. Adjournment - 9:55 am *Fitzgerald makes the motion to adjourn; Supported by Schuster. All in favor. Motion carried.*