

**MARATHON TOWNSHIP BOARD**

**Regular Meeting Agenda**

**December 13, 2023**

**6:00 PM**

**DRAFT**

**4575 Pine Street, Columbiaville, MI 48421**

**MEMBERS ATTENDING**

**Dennis Hogan, Supervisor**

**Michelle Coultas, Clerk**

**Lori Hollis, Treasurer**

**Sandi Glesenkamp, Trustee**

**Bill Sickner, Trustee**

- I. ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF AGENDA**
- IV. APPROVAL OF MINUTES of regular scheduled meeting held November 8, 2023.**
- V. FINANCIAL REPORT**
- VI. PUBLIC COMMENT**
- VII. UNFINISHED BUSINESS**
  - A. Snake pipes out (camera)**
  - B. Road millage**
- VIII. NEW BUSINESS**
  - a. police contract**
  - b. renewal board members of the Planning Commission & ZBA & BOR**
  - c. BOR members recertification class \$25 p/p Jan. 2024**
  - d. clerks institute – continuation**
  - e. winter workshop treasurer**
- IX. APPROVAL TO PAY BILLS**
- X. CORRESPONDENCE – Lapeer County EMS sheet & police report**
- XI. ADJOURNMENT**

## Minutes of REGULAR MEETING

Held November 8, 2023

6:00PM

**DRAFT**

TOWNSHIP OF MARATHON

Michelle Coultas, Clerk

### CALL TO ORDER

Meeting was called to order at 6:00pm by Supervisor Hogan.

### ROLL CALL

Dennis Hogan, Supervisor  
Michelle Coultas, Clerk  
Lori Hollis, Treasurer  
Sandi Glesenkamp, Trustee  
Bill Sickner, Trustee

### Others in attendance:

Vicki Luoma  
Karen Webber  
Rick Giuliani  
Amanda Renius  
Mark & Carol Winn  
Tom Kohlman

**AGENDA:** Glesenkamp made a motion, supported by Hollis, to approve the agenda as presented. **ALL AYES. NAYS:** None. **Motion carried.**

**MINUTES:** Hollis made a motion, supported by Glesenkamp, to accept the minutes of the regular meeting held October 11, 2023 as presented. **ALL AYES. NAYS:** None. **Motion carried.**

**FINANCIAL REPORT:** The financial report was read and accepted into record.

**PUBLIC COMMENT:** Much discussion took place about the solar farms and the ordinance.

### UNFINISHED BUSINESS

**Office Cleaning:** Glesenkamp made a motion, supported by Coultas, to accept the quote from Country Clean to \$75 per week raised from \$65 per week. **ALL AYES. NAYS:** None. **Motion carried.**

### NEW BUSINESS

**Quotes for yearly snake pipes:** Tabled.

**Quotes exterminator:** Tabled.

**Extend short term rental moratorium:** Hogan made a motion, supported by Hollis, to extend the short-term rental moratorium another 6 months, until May 2024. Roll call vote was taken. **AYES:** Hogan, Coultas, Hollis, Glesenkamp, Sickner. **NAYS:** None. **Motion carried.**

**Joe class:** Glesenkamp made a motion, supported by Hogan, to send Joe to a class for new codes that are coming out. **AYES:** Hogan, Coultas, Hollis, Glesenkamp. **NAYS:** Sickner. **Motion carried.**

**Dennis classes:** Hollis made a motion, supported by Glesenkamp, to send Dennis to two (2) different classes on the same day for board regulations. **ALL AYES. NAYS:** None. **Motion carried.**

**Solar farm ordinance:** Glesenkamp made a motion, supported by Hollis, to accept the new solar farm ordinance with corrections. Roll call vote was taken. **AYES:** Coultas, Hollis, Glesenkamp, Sickner, Hogan. **NAYS:** None. **Motion carried.**

**Solar farm ordinance amendments:** Hogan made a motion, supported by Glesenkamp, to approve the amendments to the various articles in ordinance 200. Roll call vote was taken. **AYES:** Hollis, Glesenkamp, Sickner, Hogan, Coultas. **NAYS:** None. **Motion carried.**

**BOR alternate:** Hogan made a recommendation to accept Charlie Brockriede as a BOR alternate. **ALL AYES. NAYS:** None

#### **APPROVAL TO PAY BILLS**

Hogan made a motion, supported by Coultas, to approve warrants 10154 – 10161 & 10163 – 10207 in the amount of \$40,677.26 from General Fund. Roll call vote was taken. **AYES:** Glesenkamp, Sickner, Hogan, Coultas, Hollis. **NAYS:** None. **Motion carried.**

**ADJOURNMENT:** Meeting was adjourned at 8:00pm by Supervisor Hogan.

Submitted by \_\_\_\_\_  
Michelle Coultas, Clerk

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Dennis Hogan, Supervisor

## COUNTY OF LAPEER

### AGREEMENT FOR LAW ENFORCEMENT SERVICES

#### WITH MARATHON TOWNSHIP

was \$86,805.49

THIS AGREEMENT made and entered into this 9<sup>th</sup> day of November, 2023, to take effect on January 1, 2024, by and between the COUNTY OF LAPEER through its Board of Commissioners and the Lapeer County Sheriff, hereinafter referred to as "County," and the Township of Marathon, hereinafter referred to as "Township."

WITNESS TO: WHEREAS, the Township is desirous of contracting with the County, for the performance of law enforcement functions within its boundaries by the COUNTY; and

WHEREAS, the County and Marathon Township have, by appropriate resolution, been authorized to enter into this agreement pursuant to the provisions of Act 35 of the Public Acts of 1951, being M.S.A.5.4081-5.4084; and

WHEREAS, the uniform maintenance and enforcement of law and order and the safety and welfare of the citizens and residents of the contracted community are of primary importance; and

WHEREAS, the Township desires to secure the services of the County Sheriff's Department to furnish enhanced local police protection in addition to that which is already being furnished by the County Sheriff's Department on a county-wide basis;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The County agrees to provide enhanced police protection within limits of the Township, and said protection is to consist of the enforcement of State Statutes, Township Ordinances, liquor enforcement, etc. For the purposes of performing such functions, the County shall furnish and supply the supervision, equipment (excluding vehicles), communication facilities, and other necessary supplies needed in order to perform such services. Notwithstanding anything heretofore contained, it is agreed that in all instances where special supplies, such as stationary, notices, forms, and the like, need to be executed in the name of the Township, the same shall be supplied at the Township's cost and expense.
2. The standards of performance, the discipline of officers, and other matters incidental to the performance of such service, and the control of the Deputy Sheriffs so assigned to provide such services shall remain in the County; however, the standards of performance shall not be lower than that furnished to other Townships or Villages in the County.
3. The Township shall not be required to assume any liability for the direct payment of salaries, wages, or other compensation to the County for any County personnel performing the services set forth in this document, except as herein otherwise specified. The County will protect and save harmless the Township from any or all claims, demands, suits, and other forms of liability by reason of actions taken by the contracted employee in the scope of his/her employment.
4. The law enforcement service to be provided by the County shall consist of furnishing Deputies for the number of hours contracted, shifts to be determined by the Sheriff, starting and ending times to be established by the Sheriff upon the Township's recommendation.



5. The scope of this agreement is for twelve (12) months of the calendar year 2024 for **one (1) officer**, constituting 2,096 hours. Actual patrol time within the Township will be less, taking into consideration bargained for benefits, such as, but not limited to, vacation time, training, sick leave, and personal days.
6. Any sick leave time in excess of five (5) consecutive work days will be staffed by the County Sheriff's Department.
7. The Township agrees to pay for such law enforcement service at step four (4), which represents **one (1) first shift officer**. The allocations are 65% paid by the Township and 35% paid by the County. The **estimated total cost is \$145,825.02**. **This would be a projected sum of \$94,786.26 for the Township and \$51,038.76 for the County**; said sum to be payable based on actual payroll costs as supplied by the county payroll department. If payment is not received by the 30<sup>th</sup> day of each month, services may be suspended for subsequent month(s) until payments are current. In the event that the assigned officer's wage was less than step four (4), a cost adjustment credit will be included in the 12<sup>th</sup> month billing. In the event the cost to the County in providing law enforcement to the Township increases during the term of this Agreement, the additional amount necessary to cover such increase shall be added to the payment including, but not limited to, any union-negotiated retroactive pay or compensation incentives.
8. The County agrees to pay 35% (**estimated at \$51,038.76**) of the total cost of providing this law enforcement service, subject to any applicable 12 month billing adjustment as noted in paragraph 7.
9. **Marathon Township** may receive reimbursements from the Operating While Intoxicated Fund as established by the Lapeer District Court and the Lapeer County Prosecutors Office.
10. In the event the Township requests additional service during the term of this agreement, the cost of said additional service shall be determined by the mutual agreement of the parties hereto.
11. The Agreement shall be **effective from January 1, 2024, and shall terminate on December 31, 2024**. Said Agreement may be revoked by either party with thirty (30) days written notice.
12. The law enforcement services contemplated under this agreement are limited to the Township for the hours and shifts referenced in item #7 of this agreement. There are no other express or implied conditions that obligate the Township or the County beyond scope of this agreement.
13. This Contract contains the entire agreement of the parties and may not be modified except by a written agreement signed by authorized agents for the parties.

**Lapeer County Board of Commissioners**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Marathon Township**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Lapeer County Sheriff**

By: \_\_\_\_\_

Date: \_\_\_\_\_

2023  
\$133,516.90  
\$86,805.49  
\$46,741.41

## 2024 POLICE SERVICE CONTRACT COSTS

				1st Shift	2nd Shift	3rd Shift
<u>Deputy</u>						
* Wages	\$ 36.19	per hour	X 2096 hours	\$ 75,854.24	\$ 75,854.24	\$ 75,854.24
Overtime	\$ 54.29	per hour	X 50 hours	\$ 2,714.50	\$ 2,714.50	\$ 2,714.50
Holiday Pay	\$ 54.29	per hour	X 88 hours	\$ 4,777.08	\$ 4,777.08	\$ 4,777.08
Longevity				\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
				\$ 84,345.82	\$ 84,345.82	\$ 84,345.82
If 2nd Shift must add					\$ 733.60	
If 3rd Shift must add						\$ 943.20
Medicare		1.45%		\$ 1,223.01	\$ 1,233.65	\$ 1,236.69
Social Security		6.20%		\$ 5,229.44	\$ 5,274.92	\$ 5,287.92
Retirement		21.00%		\$ 17,712.62	\$ 17,866.68	\$ 17,910.69
Unemployment		0.00%		\$ -	\$ -	\$ -
Workers Comp.		0.00%		\$ -	\$ -	\$ -
Medical, Dental & Vision	\$ 1,315.00	X	12 months	\$ 15,780.00	\$ 15,780.00	\$ 15,780.00
Life Insurance	\$ 6.50	X	12 months	\$ 78.00	\$ 78.00	\$ 78.00
Sick & Accident	\$ 15.00	X	12 months	\$ 180.00	\$ 180.00	\$ 180.00
VEBA	\$ 30.00	X	12 months	\$ 360.00	\$ 360.00	\$ 360.00
** Cost Allocation	\$ 602.92	X	12 months	\$ 7,235.04	\$ 7,235.04	\$ 7,235.04
Uniforms & Cleaning	\$ 58.34	X	12 months	\$ 700.08	\$ 700.08	\$ 700.08
Total Vehicle Costs				\$ 12,981.00	\$ 12,981.00	\$ 12,981.00
*** Service Weapon						
-Ammo & Maint	\$ -	X	12 months	\$ -	\$ -	\$ -
				=====	=====	=====
				\$ 145,825.02	\$ 146,768.79	\$ 147,038.44

### Personnel Costs Summary

<u>Deputy</u>				1st Shift	2nd Shift	3rd Shift
Total Personnel Costs				\$ 145,825.02	\$ 146,768.79	\$ 147,038.44
County/Sheriff Contribution		35% X Full Contract		\$ 51,038.76	\$ 51,369.08	\$ 51,463.46
				=====	=====	=====
Balance of Contract				\$ 94,786.27	\$ 95,399.72	\$ 95,574.99
Per month Billing				\$ 7,898.86	\$ 7,949.98	\$ 7,964.58

## 2023 POLICE SERVICE CONTRACT COSTS

				Any (1) Shift
Vehicle	( \$ 38,943.00 /	36 months	\$1,081.75 )	
** -Lease/Rent	\$ 1,081.75	X	12 months	\$ 12,981.00
*** -Radios & Equip. (included)	\$ -	X	12 months	\$ -
**** -Insurance (included)	\$ -	X	12 months	\$ -
-Repair & Maint. (included)	\$ -	X	12 months	\$ -
***** -Gasoline (Billed Direct)	\$ -	X	12 months	\$ -
				\$ 12,981.00

## MARATHON TOWNSHIP HALL

4575 PINE ST., BOX 457, COLUMBIAVILLE, MICHIGAN 48421

TELEPHONE 810-793-2002 \* FAX 810-793-8844

OFFICE HOURS: MONDAY, WEDNESDAY, THURSDAY 9AM-4 PM CLOSED TUESDAY AND FRIDAY

---

### TOWNSHIP BOARD

Meeting held 2<sup>nd</sup> Wednesday of each month @ township hall. Please inquire for scheduled dates.

#### DENNIS HOGAN

SUPERVISOR 810-793-2002

#### WILLIAM SICKNER

TRUSTEE 810-793-2002

#### MICHELLE COULTAS

CLERK 810-793-2002

#### SANDI GLESENKAMP

TRUSTEE 810-793-2002

#### LORI HOLLIS

TREASURER 810-793-2002

DEPUTY SUPERVISOR

#### NATHAN HAGER

ASSESSOR 810-793-2002

#### JAN MCKEE

DEPUTY TREASURER 810-793-2002

#### TIFFANY GLESENKAMP

DEPUTY CLERK 810-793-2002

#### WAYNE NELSON

CEMETERY SEXTON 989-213-5900

---

### PLANNING COMMISSION

#### TOM GREYERBIEHL CHAIR

810-793-2002 (01/24)

#### ROSALEE PERDUE

810-793-2002 (01/24)

#### TERRY MINER

810-793-2002 (04/23)

#### SMOKEY MEINECKE

810-793-2002 (08/25)

#### SANDI GLESENKAMP SEC'Y

810-793-2002 (11/23)

#### SHEILA DENNIS

810-793-2002 (03/26)

#### FRED MOORHOUSE

810-793-2002 8/27

---

### BUILDING DEPARTMENT

#### ZONING ADMINISTRATOR/ BUILDING OFFICIAL

JOE ISRAEL 810-793-2002

#### BUILDING DEPARTMENT CLERK

TIFFANY GLESENKAMP 810-793-2002

#### MECHANICAL/PLUMBING INSPECTOR

JOE ISRAEL 810-793-2002

#### ELECTRICAL INSPECTOR

TIM LIPKA 810-793-2002

JERRY DIBBLE 810-793-2002

**ZONING BOARD OF APPEALS**

Meetings as needed. At least two weeks notice.

**DAWN JOHNSON**

793-2002 (03/26)

**RON SHANK**

810-793-2002 (04/24)

**SANDI GLESENKAMP** SECRETARY

810-793-2002 (01/23)

**GALE CROOKS**

810-793-2002 (03/26)

**JOHN DEITERING**

810-793-2002 (04/24)

---

**PROPERTY TAX BOARD OF REVIEW**

**LENNY SLY**

810-793-2002 (12/25)

**DEBORAH OUELLETTE**

810-793-2002 (03/26)

*Alternate  
Charlie Brockriede.*

**FRED MOORHOUSE**

810-793-2002 *1/27*

---

**MARATHON AREA FIRE AUTHORITY**

Meetings held 3<sup>rd</sup> Thursday of each month

**ALLISON SMITH** CHAIR (07/22)

**RONALD SHANK** TRUSTEE (03/25)

**LORI HOLLIS** TREASURER/SECRETARY (01/23)

**NANCY VANAMBURG** TRUSTEE (04/21)

**MECHELLE VALLEY** TRUSTEE

**JAMIE MEDELLIN** TRUSTEE (02/23)

clerk@marathontwp.com

---

**From:** supervisor@marathontwp.com  
**Sent:** Thursday, December 7, 2023 3:15 PM  
**To:** Betty & Fred Moorhouse; 'Leonard Sly'; 'Deborah Ouellette'; Dkb farms1@gmail.com  
**Cc:** treasurer@marathontwp.com; 'Michelle Coultas'  
**Subject:** Board of Review Certifications

Good afternoon everyone;

We are putting on the December Board agenda for approval for the Board of Review Training required by the State for our certificates. We will all be required to attend. I spoke to Nate and his class will be on January 26, 2024 from 9:00 AM to 12:00 PM at the Mayfield Township offices. Please put the date on your calendar.

Deborah and Lenny, please stop by the office when you have a minute in order for Michelle to readminister your oath.

Thanks;  
Dennis

\$ 25 p/ person.



# Michigan Association of Municipal Clerks Institute

March 17-22, 2024 and March 24-29, 2024

Comfort Inn & Suites Hotel and Conference Center • Mount Pleasant, Michigan



## MAMC Member – \$700\*

Payment postmarked on or before March 3, 2024 for Week One or March 10, 2024 for Week Two.

## Non-member – \$775\*

Payment postmarked on or before March 3, 2024 for Week One or March 10, 2024 for Week Two.

\* Note: Payment postmarked after March 3, 2024 for Week One or March 10, 2024 for Week Two, add \$50. (\$750 MAMC member/\$825 non-member.)

## REGISTRATION INCLUDES

Institute registration fee includes instructional costs, course materials, and some meals. Below is a list of the meals that will be covered by the registration fee.

- Lunch on Monday, Tuesday, Thursday and Friday
- Dinner on Sunday and Thursday (Week One)
- Dinner on Tuesday and Thursday (Week Two)

ONLINE REGISTRATION  
March 17-22, 2024

ONLINE REGISTRATION  
March 24-29, 2024

## THREE YEAR CURRICULUM

The Institute consists of three one-week, non-sequential sessions (one week each year) focusing on training that fulfills the IIMC and CMMC certification requirements. It includes a well-balanced combination of subjects that address Public Administration, Organizational Topics, Social Issues, Interpersonal Skills, and Elections.

Participation is mandatory for all sessions and attendance is monitored. The sessions are non-sequential, and one may begin the three-year cycle at any time. When you register for the Institute, indicate which session and if you are attending the Institute for the first, second or third time.

**2024 CURRICULUM**

March 17-22, 2024 & March 24-29, 2024

- Strategies for Retaining Employees
- Preparing for the Presidential Election
- Train the Trainer
- Security in the Clerks Office
- Emotional Intelligence
- Ethics in the Clerks Office
- Records Management
- Time Management

**2025 CURRICULUM**

March 16-21, 2025 & March 23-28, 2025

- Managing the Public's Expectations
- Financing Local Government Services
- Meeting Techniques & Parliamentary Procedures
- Understanding Yourself and Others
- Lessons learned from the Presidential Election
- Embezzlement and Fraud
- Real Leadership in Public Service
- HR Do's and Don'ts
- Freedom of Information Act
- Strategic Planning

**2026 CURRICULUM**

March 15-20, 2026 & March 22-27, 2026

- Challenges & Solutions for Michigan Clerks
- Understanding the Legislative Process
- Effective Communications
- Lessons Learned in the Mid-Term Elections
- Professionalism in the Clerk's Office
- Managing Generational Differences
- Budgeting Basics
- Training Across Generations
- Eureka to Action

## CANCELLATION POLICY

The cancellation fee is \$100.00 (per SR 17), and request must be submitted 14 days prior to the event. Cancellation requests must be made in writing and emailed to [info@michiganclerks.org](mailto:info@michiganclerks.org) or faxed to MAMC at 517-371-1170. Cancellation requests received after 14 days before the conference date or no shows will be charged the full registration fee and are not entitled to any refund.

## ACCOMMODATIONS

The registration fee does not include lodging. There is a block of rooms reserved for MAMC Institute at the Comfort Inn & Suites Hotel and Conference Center until March 3, 2024 for the first week and March 10, 2024 for the second week. Single occupancy rooms are available at reduced rates starting at \$96 plus applicable taxes and assessments. The cancellation deadline is 48 hours before the arrival date to avoid charging for one night's lodging plus taxes. To make on-line reservations follow the links below.

RESERVATION LINK  
March 17-22, 2024

RESERVATION LINK  
March 24-29, 2024





# WINTER WORKSHOP

**BUILD YOUR  
SKILLS**

**January 18-19, 2024**  
**Attend In-Person or Online**

## Thursday 1:00 – 5:00 pm

Thursday's half day sessions are perfect for new treasurers or anyone looking for a refresher on the basics.

### The Life of a Treasurer

Important Dates and Reports for Cities, Townships, Villages & Counties

### Settlement & Tax Roll - Tips & Tricks

The Importance of Good Relationships Between County & Local Units

### Dinner & Networking

Network with Attendees & County Treasurers (5:00 - 6:30 pm)

## Friday 8:30 am – 4:30 pm

Friday's sessions will help build your treasury skills AND provide actionable knowledge to help you get your job done.

### Why You Should Care About the Market

2024 Market Update and Investment Best Practices

### Protect Your Office from the Unknown

Internal Controls, Cross Training, and Controlling Access

### Legislative Update

An Inside Look from MTA & MML on the Latest Legislation Affecting Treasurers

### Lower Your Risk of Fraud

Be Informed on How You Can Limit Your Municipality's Exposure

Schedule and topics subject to change.

## CPFIM/ACPFIM Training Opportunity

If you have your CPFIM or ACPFIM and need to recertify or would just like an update on your financial investment training, there is a CPFIM/ACPFIM Recertification Class on Thursday, January 18 from 10:00 am - 12:30 pm. This session is a separate registration, through APT US&C - for more info, visit [www.APTUSC.org](http://www.APTUSC.org).

## Registration

In-Person or Online

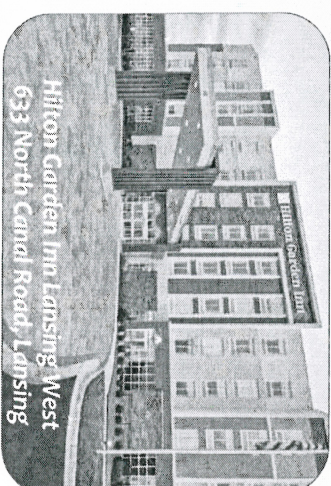
Thursday & Friday: \$199 • Friday Only: \$149

In-Person registration includes Thursday dinner and Friday breakfast and lunch. Please see website for registration deadline and cancellation/refund policy.

Registration fee is the same for in-person or online attendance. Session recordings will be available to registrants following the conference.

### **Hilton Garden Inn Lansing West**

If you plan on attending in-person, make your reservations at the Hilton Garden Inn West by January 1 (use this online reservation link or call the hotel directly at 517-999-9930). Make sure to ask for the MMTA Group Rate of \$119 (plus applicable fees/taxes).



Hilton Garden Inn Lansing West  
633 North Canal Road, Lansing

