

PENTWATER TOWNSHIP BOARD PENTWATER COMMUNITY HALL 500 N. HANCOCK STREET, PENTWATER, MI 49449 <i>Regular Board Meeting</i> <i>Approved Minutes</i> 09 July 2025 ZOOM Available for Audience	
Supervisor Cavazos called the Regular Board Meeting to order at 6:00 PM Members Present: Cavazos, Flynn, Holub, Douglas, Murphy Members Absent: None Staff Present: Keith Edwards, Zoning Administrator & Ordinance Enforcement Officer Others Present: Tom Roose, Barb Siok, Mark Sturr, David Spitler Present via Zoom: None	CALL TO ORDER ROLL CALL
Moved by Flynn and seconded by Douglas to accept the Consent Agenda as presented. 1. Prior Meeting Minutes: a. Township Regular Board Meeting – June 11, 2025 2. Correspondence: None 3. Financial Reports for Period 5/1/25 thru 5/31/25 a. Claims/Bills as follows: i. Township: \$14,810 ii. Road: \$0 iii. Cemetery: \$48 iv. Sewer: \$2,967 v. Fire: \$19,042 b. Payroll as follows: i. Township/Road/Cem/Sewer: \$30,952 ii. Fire: \$46 Roll call vote: Yes: Cavazos, Murphy, Douglas, Flynn, Holub No: None Motion Carried	CONSENT AGENDA - Review & Action

None	PUBLIC COMMENTS
Supervisor Cavazos communicated the following: - Update on the 5 County Materials Management Committee (Lake, Mason, Muskegon, Mason, and Oceana) Surveys will be sent out to all governmental units in the above five counties in the next few weeks asking for specific information about what type of services are offered in their jurisdiction and what providers are currently being used. - Update on Fall Cemetery Tours – sponsored by the Friends of the Pentwater Township Cemetery The theme for the fall tours is “Maritime Memories.” This year the tours will be part of the Fall Festival sponsored by the Pentwater Chamber of Commerce. This is a walking tour scheduled for Saturday, 9/27/25 and Sunday 9/28/25. Times for the Tours: 9/27/25 – 11:00 AM and 1:00 PM 9/28/25 – 1:00 PM and 2:00 PM - New Message Board at Pentwater Township Cemetery The new message board is installed thanks to Chris Bailey and his assistant Rob. It is located on the north side of the entrance driveway – just past the buildings on the left. The current postings include a map of the cemetery, price list for sites, Scatter Garden information, and a flyer with information about the Fall Tours. - Gift From Melissa Williams in honor of her mother Sharon Bluhm Melissa Williams has gifted a copy of the book: “Manierre Dawson – Inventions of the Mind” The book was researched and written by Sharon Bluhm.	SUPERVISOR’S REPORT
Clerk Murphy communicated the following: Attended a three-hour webinar yesterday. It was sponsored by BS & A, who provides our financial software. The webinar’s focus was governmental accounting using BS & A software. It was very informative but more importantly it provided insight into what I would call the inner workings of the software, which we as users don’t always get to see. A Fun fact from the training or not so fun depending on how much you like accounting, but learned the Father of accounting was Luca Pacioli who lived from 1447- 1517 AD, He collaborated with Leonardo Da Vinci, he is credited with the first publication of Double Entry accounting, which was an effort to show more transparency in the Catholic Church’s bookkeeping in Italy.	CLERK’S REPORT

- As I mentioned last month, I have received notification from the Bureau of Elections that I have 6 hours of online training to complete by the end of the year in order to keep my accreditation as an Election Administrator. The training involves a voter registration module and election security module, which is not available until September. I hope to begin this training soon. - Continuing to gather needed documentation for Auditor for our annual financial audit. I was concerned about the increase in the amount of information they were asking compared to previous years, so I reached out to our Auditor and they explained they have been hit by a myriad of new audit and accounting standards and compliance requirements by GASB (Governmental Accounting Standards Board) and GAAS (Generally Accepted Auditing Standards). So, we are probably doing double if not triple the work to prepare for the Audit. The auditor will be in house the week of July 28th. - The cemetery keeps me quite busy every day. I'm very excited to announce that after almost a year of a lot of negotiations and hard work the retaining wall project is finally complete in Block 7 Lots 33 & 36. We also have a new message board that has been recently installed after you enter the gate of the cemetery. We will begin posting upcoming events, a fee schedule, a link to cemetery page on the website, possibly a map of the cemetery, etc. - I hope everyone is having a great summer !	
See Board Packet	TREASURER'S REPORT
The following reports were received and placed on file: - Library - Fire Department - Recreation	OTHER DEPARTMENTAL REPORTS Library, Fire Department and Recreation
The following Staff reports were received and placed on file: - Deputy Supervisor, Zoning Administrator & Ordinance Enforcement Officer - Assessor - Cemetery - Transfer Station	STAFF REPORTS Zoning, Assessing, Cemetery, Transfer Station
None	OLD BUSINESS
A previously approved intergovernmental agreement between Pentwater Township & Pentwater Village to provide financial support for channel dredging was rescinded during this meeting. Because of dredging scheduling delays and somewhat higher than expected lake levels, a decision was made to not dredge the channel this calendar year. Motion by Cavazos, seconded by Flynn to rescind the above referenced channel dredging intergovernmental agreement for CY 2025. Roll call vote: Yes: Cavazos, Murphy, Douglas, Flynn, Holub	NEW BUSINESS a) Channel Dredging Intergovernmental Agreement

No: None Motion: Carries	
Motion by Flynn second by Holub to approve a COVE resolution authorizing COVE to apply for short term special use of Business 31 on August 2nd, 2025. Roll call vote: Yes: Cavazos, Murphy, Douglas, Flynn, Holub No: None Motion: Carries	NEW BUSINESS b) COVE Special Usage of Business 31
Motion by Holub, second by Murphy to approve a quote from Rieth-Riley Construction for Paving Projects at the Pentwater Township Cemetery Roll call vote: Yes: Cavazos, Murphy, Douglas, Flynn, Holub No: None Motion: Carries	NEW BUSINESS c) Cemetery Road Repairs
Motion by Douglas, second by Cavazos to designate Trustee Dean Holub as Designate Clerk and Designate Treasure if/as needed. Roll call vote: Yes: Cavazos, Murphy, Douglas, Flynn, Holub No: None Motion: Carries	NEW BUSINESS d) Designee Clerk & Treasurer
Motion by Cavazos, second by Flynn to appoint Mark Sturr as First Alternate on the Zoning Board of Appeals VOICE VOTE Motion: Carries	NEW BUSINESS e) ZBA First Alternate
Motion by Flynn, second by Holub to appoint Barb Siok as Second Alternate on the Zoning Board of Appeals VOICE VOTE Motion: Carries	NEW BUSINESS f) ZBA Second Alternate
Motion by Cavazos, second by Douglas to approve Barb Siok as Secretary of the Township Planning Commission and the Zoning Board of Appeals. Roll call vote: Yes: Cavazos, Murphy, Douglas, Flynn, Holub No: None Motion: Carries	NEW BUSINESS g) Secretary for Planning Commission and ZBA
Motion by Douglas, second by Holub to approve Resolution 2025-08 which imposes a 1% property tax administration fee. Applies to all property tax levies that become due and payable in 2025 and each year thereafter unless the resolution is rescinded or amended. Roll call vote: Yes: Cavazos, Murphy, Douglas, Flynn, Holub No: None Motion: Carries	NEW BUSINESS h) Resolution 2025-08: Property Tax Admin Fee
None	PUBLIC

	COMMENTS
None	OTHER ITEMS FROM BOARD MEMBERS
Moved by Holub, seconded by Flynn to adjourn the meeting at 6:50 PM. Motion carried via voice vote.	ADJOURNMENT
Maureen Murphy, Township Clerk Date	Notes taken by Clerk Murphy & formalized by Deputy Clerk Beavis