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P.O. Box 512  
Pentwater, Michigan 49449

## **Pentwater Township Board Meeting – March 11, 2026**

**Meeting Date:** March 11, 2026

### **Supervisor Cavazos called the Regular Board Meeting to order at 6:00 PM**

**Members Present:** Cavazos, Flynn, Murphy, Douglas

**Members Absent:** Holub

**Staff Present:** Glenn Beavis, Deputy Clerk, Keith Edwards, Deputy Supervisor & Zoning Administrator

**Others Present:** Valerie Church-McHugh, Pentwater District Library President; Tom Roose; Chris Karaptian; Mary Marshall

**Present via Zoom:** Ted Cuchna, Dean Holub

### **Executive Summary**

The Pentwater Township Board convened to review and approve the 2026–2027 fiscal year budget, adopt updated wage schedules, and handle multiple administrative and operational matters. The board approved the annual budget, resolutions for salaries and wages, banking designations, and staff appointments. Key discussions included sewer fund accounting corrections and recreation program management transfer to the school district. The board also adopted a new animal-keeping ordinance, renewed service contracts, and approved participation in a DNR grant for beachfront improvements.

### **Purpose of Meeting**

Regular monthly board meeting with a public hearing on the 2026–2027 township budget and consideration of annual administrative resolutions, contracts, and committee appointments.

### **Consent Agenda was approved as presented:**

- Prior Meeting Minutes – 2/11/26
- Correspondence– MTA Information, OCRC Road Closure
- Monthly Budget Reports – 2/01/26 –2/30/26
- Payment of Bills – Township, Cemetery, Fire and Sewer
  - Township- \$7,075
  - Road - \$0
  - Cemetery - \$0
  - Sewer - \$2,063
  - Fire - \$601
  - Payroll – Township/Cemetery/Sewer - \$32,002

## Meeting Agenda was approved with Revision

### Key Topics Discussed

#### 1. Public Hearing on FY 2026-2027 Budget

- Total proposed General Fund budget: **\$668,787**.
- Total proposed Road Fund budget: **\$153,486**.
- Total proposed Cemetery Fund budget: **\$128,100**.
- Total proposed Sewer Fund budget: **\$185,900**.
- Total proposed Fire Department Fund budget: **\$489,650**.
- Reviewed revenue sources including the **1% General Fund tax administration fee (\$114,000)**.
- Discussed sewer fund adjustments and proper accounting for a \$45,000 fund balance increase.
- Confirmed **fire truck loan payoff** by December 2026.
- Approved **Resolution 2026-02** adopting the budget for all township funds - Unanimous

#### 2. Millage Rates

- Allocated Township operating: **1.1825 mills**
- Voted Fire: **0.9859 mills**
- Voted Library: **0.7913 mills**
- Voted Cemetery: **0.3308 mills**
- Voted Fire Apparatus: **0.4819 mills**
- Voted Roads: **0.4929 mills**

#### 3. Supervisor's Report

- Appreciation for staff support during recovery from knee surgery.
- Update on **M-20 tunnel project** (closure through May 17, 2026; completion expected August 2026).
- Announced public comment period for the **Michigan Natural Resource Trust Fund grant** (beachfront project).

#### 4. Clerk's Report

- Budget preparation and contract renewals.
- Transition from **Republic Services** to **American Classic** for waste management.
- Election updates:
  - **Primary:** August 4, 2026
  - **General:** November 3, 2026
  - Village Council candidate filing deadline: July 21, 2026.
- Early voting to remain in Hart.

#### 5. Treasurer's Report

- Winter tax collection completed; fewer payments than usual.
- Settlement with county pending.

#### 6. Library Report

- Welcoming **Weare Township** residents into the district.
- New logo introduced; outreach campaign underway.

#### 7. Zoning and Village Updates

- Sewer maintenance issues in the village due to deferred upkeep and grease buildup.
- Discussion of **Flock camera** program—board expressed privacy concerns and considering declining future purchase/participation.
- No sewer rate changes at this time.

#### 8. New Ordinance Adoption

- Adopted **Zoning Ordinance 2026-01 Section 3.29 – Keeping of Animals**:
  - Limits on roosters and livestock based on acreage.
  - Allows up to **6 pets (cats/dogs combined)**.
  - Aligns with Michigan Right to Farm Act and GAMPS standards.

## 9. Resolutions and Appointments

- Approved (unanimous):
  - **Resolution 2026-03**: Elected officials' salaries (+2.7% COLA).
  - **Resolution 2026-04**: Non-elected personnel wages (+2.7%).
  - **Resolution 2026-05**: Banking depositories (Huntington, West Shore, Michigan Class, Consumers Credit Union).
  - **Resolution 2026-06**: Authorization to buy/sell property.
  - **Staff appointments** (Assessor, Zoning Administrator & Ordinance Enforcement, Cemetery Sexton, Transfer Station staff).
  - **Planning Commission reappointments** (John Graettinger Jr & Mark Sturr).
  - **Committee reappointments** (Zoning Board of Appeals, Road).
    - ZBA: Jean Russell
    - Road: Patrick Hooyman, Tim Cole, Tom Hicks, John Faas
  - **Township Board Committee/Commission Representative reappointments**
    - PLIB: Lynne Cavazos
    - Planning Commission: Heather Douglas
    - ZBA: Mike Flynn
    - Road Committee: Dean Holub
  - **Attorney**: Mika Myers PLC retained.

## 10. Contracts and Services

- Renewed **Shotwell Solutions** IT contract.
- Approved **Michigan Chloride Sales** for two annual road brinings at \$0.23/gal.
- Donated **\$500** to the county's Household Hazardous Waste Program.

## 11. Beachfront Project Grant

- Approved **Resolution 2026-07** authorizing submission of the DNR Trust Fund grant application.
- Township acts as fiduciary; project partners include the State Park, Conservation District, and Pentwater Lake Association.

## 12. Recreation Program

- Program management to transfer to **Pentwater School District**.
- Township and Village each to contribute **\$7,500** annually (Township approval by motion).
- Discussion of school's financial capacity and potential for full funding by the district.

## Public Comments

- **Ted Kushner** questioned the need for township funding of the recreation program given the school's strong fund balance.
- **Tom Roose** inquired about the waste service change; board confirmed switch to American Classic for improved service and cost efficiency.

## Major Decisions or Agreements

- Adopted FY 2026–2027 budget and related resolutions.
- Approved new animal ordinance.
- Authorized DNR grant submission for beachfront improvements.
- Confirmed recreation program funding and transition to school oversight.

- Renewed key service contracts and committee appointments.

**Action Items and Owners**

Action	Owner	Due
Correct sewer fund accounting entries	Beavis	March 27, 2026
Submit DNR Trust Fund grant	Supervisor Cavazos	March 27, 2026
Finalize recreation program contract with school	Supervisor Cavazos	Before summer 2026
Notify appointees and administer oaths	Murphy	April 2026
Finalize & sign Resolutions	Beavis	March 27, 2026

**Next Steps**

- Monitor grant submission and beachfront project progress.
- Oversee recreation program transition and contract finalization.
- Continue coordination with Road Commission and Village on infrastructure projects.
- Prepare for upcoming election cycle and fiscal year-end reporting.

**Adjourned: 7:12 PM**

**Next Regular Meeting: April 8, 2026**

**Motions Made During Meeting of 11 March 2026:**

**Consent Agenda:**

Motion to Accept the Consent Agenda:

- Prior Meeting Minutes – 2/11/26
- Correspondence– MTA Information, OCRC Road Closure
- Monthly Budget Reports – 2/01/26 –2/30/26
- Payment of Bills – Township, Cemetery, Fire and Sewer
  - Township- \$7,075
  - Road - \$0
  - Cemetery - \$0
  - Sewer - \$2,063
  - Fire - \$601
  - Payroll – Township/Cemetery/Sewer - \$32,002

Motion by: \_\_\_\_\_ Flynn \_\_\_\_\_      Seconded by: \_\_\_\_\_ Douglas \_\_\_\_\_

Roll call vote:

AYES: Cavazos  Murphy  Douglas  Flynn

**Meeting Agenda:**

Change “j” to Township Board Committee Appointments and ADD “q” Update on Pentwater Recreation Program.

Motion to Accept the Agenda as Amended.

Moved by: \_\_\_\_\_ Flynn \_\_\_\_\_      Seconded by: \_\_\_\_\_ Douglas \_\_\_\_\_

Roll call vote:

AYES: Cavazos  Murphy  Douglas  Flynn

**Adjourn Regular Meeting**

**PUBLIC HEARING ON 2026-2027 BUDGET**

1. Open Public Hearing
2. Roll Call – Mo
3. Presentation of Proposed 2026-2027 Budget for General Fund, Road Fund, Cemetery Fund, Pentwater Fire Department Fund, and Sewer Fund
4. Public Comment on Proposed 2026-2027 Budgets
5. Adjourn Public Hearing

**Reconvene Regular Meeting**

**New Business:**

**(a) Review and Action: Adoption of Resolution No. 2026-02, FY 2026-2027 Budgets for General Fund, Road Fund, Cemetery Fund, Fire Department Fund, and Sewer Fund**

Motion to approve resolution No. 2026.02 – FY Budgets for General Fund, Road Fund, Cemetery Fund, Fire Department Fund, and Sewer fund.

Motion by   Murphy                   Seconded by:   Douglas                  

Roll call vote:

AYES: Cavazos   X   Murphy   X   Douglas   X   Flynn   X  

**(b) Adoption of Resolution 2026.03 - Annual Salary/Wage Schedule, for Elected Officials**

Motion to approve Resolution 2026.03 – Annual Salary/Wage Schedule for Elected Officials.

Motion by   Cavazos                   Seconded by:   Flynn                  

Roll call vote:

AYES: Cavazos   X   Murphy   X   Douglas   X   Flynn   X  

**(c) Adoption of Resolution 2026.04 – Wages and Salaries for Non-Elected Personnel.**

Motion to adopt Resolution 2026.04 – Wages and Salaries for Non-Elected Personnel.

Motion by   Douglas                   Seconded by:   Flynn                  

Roll call vote:

AYES: Cavazos   X   Murphy   X   Douglas   X   Flynn   X  

**(d) Adoption of Resolution 2026.05 –Designation of Bank Depositories for FY 2026/2027.**

Motion to adopt Resolution 2026.05 –Designation of Bank Depositories for FY 2026/2027.

Motion by   Douglas                   Seconded by:   Murphy                  

Roll call vote:

AYES: Cavazos   X   Murphy   X   Douglas   X   Flynn   X  

**(e) Adoption of Resolution 2026.06 – Authorization to Buy & Sell Property in FY 2026/2027.**

Motion to adopt Resolution 2026.06 –Authorization to Buy and Sell Property in FY 2026/2027.

Motion by   Cavazos                   Seconded by:   Douglas                  

Roll call vote:

AYES: Cavazos   X   Murphy   X   Douglas   X   Flynn   X  

**(f) Approval of Township Staff Appointments**

Motion to approve Township Staff Appointments for 2026/2027 – Barbie Eaton, Township Assessor; Keith Edwards, Zoning Administrator & Ordinance Enforcement Officer; Chris Bailey, Cemetery Sexton; Rob Lynn, Cemetery Sexton Helper; Robert Miller, Transfer Station and Recycling Center Manager; Dillion Hendrixon-Beatty, Transfer Station and Recycling Center Assistant.

Motion by   Murphy                   Seconded by:   Flynn                  

Roll call vote:

AYES: Cavazos   X   Murphy   X   Douglas   X   Flynn   X  

**(g) Approval of Reappointment of Township Planning Board Commission for 2026-2029.**

Motion to approve Reappointment of John (Buz) Graettinger, Jr. and Mark Sturr to Township Planning Board Commission for 2026-2029.

Motion by \_\_Cavazos\_\_\_\_\_ Seconded by: \_\_Flynn\_\_\_\_\_

Roll call vote:

AYES: Cavazos \_\_X\_\_ Murphy \_\_X\_\_ Douglas \_\_X\_\_ Flynn \_\_X\_\_

**(h) Approval of Reappointment of Township Zoning Board of Appeals for 2026-2029.**

Motion to approve Reappointment Jean Russel to the Township Zoning Board of Appeals for 2026-2029.

Motion by \_\_Murphy\_\_\_\_\_ Seconded by: \_\_Flynn\_\_\_\_\_

Roll call vote:

AYES: Cavazos \_\_X\_\_ Murphy \_\_X\_\_ Douglas \_\_X\_\_ Flynn \_\_X\_\_

**(i) Approval of Reappointment of Township Road Committee for 2026-2028.**

Motion to approve Reappointment of Patrick Hooyman, Chair; Tim Cole, Vice Chair; Tom Hicks, Committee member; and John Faas, Committee Member to the Township Road Committee for 2026-2028.

Motion by \_\_Flynn\_\_\_\_\_ Seconded by: \_\_Douglas\_\_\_\_\_

Roll call vote:

AYES: Cavazos \_\_X\_\_ Murphy \_\_X\_\_ Douglas \_\_X\_\_ Flynn \_\_X\_\_

**(j) Approval of Township Board Committee Appointments for 2026/2027.**

Motion to approve Reappointment of Lynne Cavazos, Township Representative and Treasurer to PLIB, Heather Douglas, Township Planning Commission, Mike Flynn, Township Zoning Board of Appeals, and Dean Holub – Township Road Committee

Motion by \_\_Cavazos\_\_\_\_\_ Seconded by: \_\_Douglas\_\_\_\_\_

Roll call vote:

AYES: Cavazos \_\_X\_\_ Murphy \_\_X\_\_ Douglas \_\_X\_\_ Flynn \_\_X\_\_

**(k) Adoption of Proposed Zoning Ordinance – Section 3.29 – Keeping of Animals.**

Motion to approve Adoption of Proposed Zoning Ordinance – Section 3.29 – Keeping of Animals.

Motion by \_\_Douglas\_\_\_\_\_ Seconded by: \_\_Flynn\_\_\_\_\_

Roll call vote:

AYES: Cavazos \_\_X\_\_ Murphy \_\_X\_\_ Douglas \_\_X\_\_ Flynn \_\_X\_\_

**(l) Approval of Appointment of township Attorney – Mika Meyers, PLC. For 2026/2027.**

Motion to approve Appointment of Mika Meyers, PLC as Township Attorney for 2026/2027.

Motion by \_\_Cavazos\_\_\_\_\_ Seconded by: \_\_Murphy\_\_\_\_\_

Roll call vote:

AYES: Cavazos \_\_X\_\_ Murphy \_\_X\_\_ Douglas \_\_X\_\_ Flynn \_\_X\_\_

**(m) Approval of Contract Proposal for Shotwell Solutions for 2026/2027**

Motion to approve Contract Proposal for Shotwell Solutions for 2026-2027. .

Motion by \_\_Douglas\_\_\_\_\_ Seconded by: \_\_Flynn\_\_\_\_\_

Roll call vote:

AYES: Cavazos \_\_X\_\_ Murphy \_\_X\_\_ Douglas \_\_X\_\_ Flynn \_\_X\_\_

**(n) Approval of Brining Contact for Township Roads by OCRC.**

Motion to approve Bid from Michigan Chloride Sales, LLC for two brinings per season @\$0.23 per gallon of Township Roads by the Oceana County Road Commission.

Motion by \_\_Cavazos\_\_\_\_\_ Seconded by: \_\_Flynn\_\_\_\_\_

Roll call vote:

AYES: Cavazos  Murphy  Douglas  Flynn

**(o) Approval of Donation for the FY 2026-2027 County Household Hazardous Waste Program.**

Motion to approve a \$500 Donation for the FY 2026-2027 County Household Hazardous Waste Program.

Motion by  Douglas \_\_\_\_\_ Seconded by:  Flynn \_\_\_\_\_

Roll call vote:

AYES: Cavazos  Murphy  Douglas  Flynn

**(p) Resolution 2026-07 approving submittal of a Michigan DNR Natural Resource Trust Fund Grant Application.**

Motion to approve Resolution 2026-07 that authorizes Pentwater Township to submit a Michigan DNR Natural Resources Trust Fund Grant Application.

Motion by  Douglas \_\_\_\_\_ Seconded by:  Flynn \_\_\_\_\_

Roll call vote:

AYES: Cavazos  Murphy  Douglas  Flynn

**(q) Review & Action: Pentwater Recreation Program- Pentwater School, Village of Pentwater and Pentwater Township'**

Motion to approve Pentwater Township to provide financial support of \$7,500 for the Pentwater Recreation Program. (Contract language to be finalized by the 3 parities)

Motion by  Flynn \_\_\_\_\_ Seconded by:  Douglas \_\_\_\_\_

Roll call vote:

AYES: Cavazos  Murphy  Douglas  Flynn

**Motion by Douglas, seconded by Flynn to adjourn meeting at 7:12pm**

Voice Vote: Aye.

Notes taken by Deputy Clerk Beavis

Approval: \_\_\_\_\_  
Maureen Murphy, Township Clerk

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