

Pentwater Township Board Meeting Summary - 2026-04-08

Pentwater Township Board Meeting – April 8, 2026 Summary

Meeting Title: Pentwater Township Board Meeting

Date: April 8, 2026

Location: Pentwater Township Hall, MI

Timezone: America/New York

Board Member Participants: Lynne Cavazos (Supervisor), Maureen Murphy, Heather Douglas, Dean Holub, Mike Flynn

Other Staff Present: Keith Edwards, Glenn Beavis

Non-Staff Audience Present: Tom Roose, Veronica Parker, Chris Karaptian

Present via Zoom: Ted Cuchna

Executive Summary

The April 8, 2026 Pentwater Township Board meeting covered a wide range of township operations, infrastructure, and administrative updates. Major discussions included recycling and waste management improvements, sewer system upgrades and rate adjustments, accessibility compliance, cemetery operations, recreation program funding, road maintenance priorities, and audit contracts. The board approved several resolutions, including a sewer rate increase for Township South, adoption of a new sewer ordinance, and authorization for various operational contracts.

Key actions focused on improving township infrastructure, ensuring ADA compliance, supporting community recreation, and maintaining fiscal responsibility through multi-year audit planning.

Purpose of Meeting

Regular monthly board meeting to review township operations, approve financial and infrastructure actions, and address public comments.

Key Topics Discussed

1. Supervisor's Report

- Update on the five-county **Material Management Committee** focusing on recycling, waste, and composting infrastructure.
- **Transfer Station and Recycling Center** reopened under new contractor American Classic; emphasis on clean recyclable materials.
- **Disability Network Assessment** findings distributed; board to prioritize ADA compliance improvements.
- **Dock Accessibility Project:** Plans to add wheelchair-accessible features and safety bumpers.
- **Library Millage:** Supervisor appointed to committee to assist with upcoming millage planning.

2. Clerk's Report

- **Cemetery:** Opened April 1; five internments scheduled; new flags ordered; fee schedule updates forthcoming.
- **Truck Purchase:** Seeking a four-wheel-drive half-ton truck under \$20,000.
- **Cemetery Tours:** Determined not permissible under township ordinance.
- **Franchise Agreements:** Updates underway.
- **Election Prep:** No May election; primary August 4; general November 3.
- **Budget:** FY 26–27 budget adopted; payroll and tax reporting completed.
- **Recreation Program Funding:** Clerk's research confirmed shared funding between township and school is appropriate.

3. Treasurer's Report

- Tax settlement nearly complete; awaiting county confirmation.
- Upcoming training for MICPT certification.

4. Zoning and Sewer System Updates (Keith)

- **Sewer Rate Increase:** Approved 10% increase for Township South (from \$278.96 to \$306.86 per quarter) due to higher maintenance costs.

- **New Sewer Ordinance:** Adopted to align with village requirements and state law.
- **Inflow & Infiltration (I&I) Program:** Board approved pilot inspection program for Township North to identify illegal sump pump and drain connections.
- **Short-Term Rentals:** Discussion on regulating or surcharging rentals due to sewer capacity concerns; further legal review planned.

5. New Business

- **Lawn Care Contract:** Renewed with Brian's Lawn Care; \$46 per mowing plus \$20 monthly fuel surcharge.
- **Fishing Dock Repair:** Approved collaboration with Artisan Center to rebuild deteriorated dock boxes.
- **Recreation Program Invoice:** Adjusted payment to \$7,500 (from \$9,500) due to director's early departure.
- **Friends of the Transfer Station:** New volunteer group approved to assist with recycling education and monitoring.
- **Free Disposal Day:** Set for **August 22, 2026**, following the household hazardous waste day; winter schedule continues with monthly openings.
- **Training:** Treasurer approved to attend MMTA Advanced Institute (May 11–13, 2026).
- **MTA Governance Principles:** Board ratified updated principles and will display signed copy.
- **Summer Intern:** Approved hiring of CMU student for 9 weeks at \$18/hour to assist with GIS and planning projects.
- **Road Projects:** Approved **Ottawattamie Road** improvement (\$132,817); other projects deferred pending budget review.
- **Auditor Contracts:** Renewed partnership with Gabridge & Co. for FY 25–26 (\$9,250) and approved a 5-year engagement through 2030 with modest annual increases.

6. Public Comments

- Ted Kushner raised questions about sewer capacity, recycling volunteer incentives, and free day volume management.
- Discussion on potential development near the boathouse and accessibility improvements at Longbridge.
- No major objections: community support for recycling and infrastructure improvements noted.

7. Board Member Comments

- Clerk proposed digitizing invoices and payroll records; board agreed.
- Discussion on fire hydrant placement and potential sale of unused fire truck.
- Reminder to review ADA assessment for next meeting.

Major Decisions or Agreements

- **Approved:** 10% sewer rate increase for Township South.
- **Adopted:** New sanitary sewer ordinance (No. 2602).
- **Authorized:** Pilot I&I inspection program for Township North.
- **Approved:** Lawn care, dock repair, recreation payment adjustment, and volunteer recycling program.
- **Set:** August 22, 2026 as Free Disposal Day.
- **Approved:** Hiring of planning intern and Ottawattamie Road project.
- **Ratified:** MTA governance principles and 5-year auditor agreement.

Action Items and Owners

Action	Owner	Due
Meet with Road Commission engineers on Ottawattamie project	Maureen, Dean	Before construction
Develop pilot I&I inspection plan	Keith	Next meeting
Review ADA assessment priorities	All board members	May meeting
Post Free Day and recycling schedule online	Heather	Immediate
Coordinate Artisan Center dock rebuild	Mike	May 2026
Finalize 5-year audit contract	Mo	After board approval

Next Steps / Follow-Up

- Review ADA compliance report and prioritize improvements.
- Continue planning for recreation program transition to school oversight.
- Begin I&I pilot and evaluate sewer capacity management.
- Monitor recycling center operations and volunteer program effectiveness.
- Prepare for August Free Disposal Day logistics.

Source Note: Summary based on the April 8, 2026 Pentwater Township Board meeting transcript and related discussions. Additional township records may provide further context.

Motions Made During Meeting of 8 April 2026:

Consent Agenda:

Motion by Douglas, seconded by Murphy to accept the Consent Agenda as presented.

AYES: Cavazos, Murphy, Douglas, Holub, Flynn

NAYS: None

Motion: Carries

ACTION Needed: None

Meeting Agenda:

Motion by Holub, seconded by Flynn to accept the revised agenda as proposed

AYES: Cavazos, Murphy, Douglas, Holub, Flynn

NAYS: None

Motion: Carries

ACTION Needed: None

New Business:

(a) Review & Action: Resolution 2026-08 - Township South Sanitary Sewer System Rates – Proposed Quarterly Rate Increase – Resolution 2026-08

Motion by Douglas, seconded by Holub to approve Resolution 2026-08 for the proposed quarterly rate increase for Township South Sanitary Sewer System

AYES: Cavazos, Murphy, Douglas, Holub, Flynn

NAYS: None

Motion: Carries

ACTION Needed: Edwards: User notification; Douglas: Update sewer rate for next retroactive billing cycle

(b) Review and Action: Proposed Ordinance to Regulate use of Public and Private Sanitary Sewer.

Motion by Douglas, seconded by Murphy to approve Ordinance 26-02 to regulate use of public and private sanitary sewer system.

AYES: Cavazos, Murphy, Douglas, Holub, Flynn

NAYS: None

Motion: Carries

ACTION Needed: Prepare Notice of Adoption Summary, publish in Echo newspaper & request affidavit of publication to be sent to Township for our records

(c) Policy Discussion – Township Sanitary Sewer Capacity Concerns Regarding Use, Capacity, and Infiltration (I & I)

ACTION Needed: Keith: Design pilot program for Township North Sewer System. Investigate legality of imposing a premium fee on short term rental properties to offset township costs for usage overages. (Short term rental ordinance may be another option)

(d) Review & Action: Approval of Contract for Ryan’s Lawn Care – Spring & Summer 2026

Motion by Holub, seconded by Flynn to approve 2026 contract with Ryan’s Lawn Care

AYES: Cavazos, Murphy, Douglas, Holub, Flynn

NAYS: None

Motion: Carries

ACTION Needed: Murphy initiate contract with Ryan’s Lawn Care

(e) Review & Action: Longbridge Fishing Deck Wooden Box Repairs

Motion by Cavazos, seconded by Murphy to make plans for repair of fishing dock wooden box.

AYES: Cavazos, Murphy, Douglas, Holub, Flynn

NAYS: None

Motion: Carries

ACTION Needed: Flynn determine box conditions, obtain dimensions & advise Cavazos; Cavazos obtain quote from Artisan Center for repair

(f) Review & Action: 2025-2026 Recreation Program Agreement

Motion by Douglas, seconded by Holub to submit payment to Pentwater Village in the amount of \$7,500 (less than was invoiced) for 2025-2026 Recreation Program

AYES: Cavazos, Murphy, Douglas, Holub, Flynn

NAYS: None

Motion: Carries

ACTION Needed: Murphy submit invoice payment of \$7,500. (Full invoice amount not approved)

(g) Review & Action: Discuss – Creation of a “Friends of the Pentwater Township Transfer Station & Recycling Center

Motion by Douglas, seconded by Cavazos to approve creation of a “Friends of Pentwater Township Transfer Station & Recycling Center”

AYES: Cavazos, Murphy, Douglas, Holub, Flynn

NAYS: None

Motion: Carries

ACTION Needed: Holub to draft invitational notice for Douglas to post on the community website

(h) Review & Action: Transfer Station & Recycling Center – Schedule for Spring, Summer, Fall, Winter of 2026.

Motion by Murphy, seconded by Douglas to establish schedule for 2026 TSRC days of operation as follows:

April 1 through October 31: Tuesdays & Thursdays

November: Every Saturday for leaf & brush disposal

November through March: First Saturday of month for recycling only

AYES: Cavazos, Murphy, Douglas, Holub, Flynn

NAYS: None

Motion: Carries

ACTION Needed: Murphy update TSRC Hours of Operation & Fee Schedule document: Douglas post to website.

(i) Review & Action: MMTA Advanced Institute Conference Attendance – Heather Douglas, Pentwater Township Treasurer

Motion by Flynn, seconded by Holub to approve Treasurer Douglas' attendance at upcoming MMTA conference

AYES: Cavazos, Murphy, Douglas, Holub, Flynn

NAYS: None

Motion: Carries:

ACTION Needed: Douglas attend conference

(j) Review & Action: Review and Ratification of the MTA Principles of Governance

Motion by Cavazos, seconded by Douglas to ratify and serve in accordance with Michigan Township Association's Principles of Governance document.

AYES: Cavazos, Murphy, Douglas, Holub, Flynn

NAYS: None

Motion: Carries

ACTION Needed: Board members sign & post MTA's Principals of Governance.

(k) Review & Action: Request for Planning & Zoning Department Summer Intern

Motion by Douglas, seconded by Cavazos to approve request to hire summer intern Carter Bane to support the Planning & Zoning Department. Intern to be paid \$18/hour up to a maximum of \$3,240 to be paid out of the Planning & Zoning budget.

AYES: Cavazos, Murphy, Douglas, Holub, Flynn

NAYS: None

Motion: Carries

ACTION Needed: Edwards to submit new employee hiring paperwork to clerk's office for processing.

(l) Review & Action: Approval of Estimate for Road Work for Ottawattamie St. in Pentwater Township.

Motion by Douglas, seconded by Cavazos to approve the OCRC estimate for road work on Ottawattamie Street in Pentwater Township.

AYES: Cavazos, Murphy, Douglas, Holub, Flynn

NAYS: None

Motion: Carries

ACTION Needed: Cavazos to meet with engineers to ensure the problem will be adequately addressed.

(m) Review & Action: Contract Proposal for Auditor Services from Gabridge & CO. for 2025-2026.

Motion by Murphy, seconded by Douglas to approve the contract proposal from Gabridge & Co. for the 2025/26 audit.

AYES: Cavazos, Murphy, Douglas, Holub, Flynn

NAYS: None

Motion: Carries

ACTION Needed: Murphy engage Gabridge & Co. for this year's audit.

(n) Review & Action: Multi-Year Contract Proposal for Auditor Services from Gabridge & CO.

Motion by Holub, seconded by Douglas to approve the 5-year contract proposal from Gabridge & Co. for audit services.

AYES: Cavazos, Murphy, Douglas, Holub, Flynn

NAYS: None

Motion: Carries

ACTION Needed: Murphy initiate 5-year contract with from Gabridge & Co. for audit services.

Motion by Flynn, seconded by Douglas to adjourn the meeting at 8:10pm approved via voice vote.

Approval: _____ Date: _____

Maureen Murphy, Township Clerk