



PENTWATER TOWNSHIP BOARD

AGENDA PACKET

REGULAR BOARD MEETING

September 9, 2026 – 6:00 PM

Lynne Cavazos, Supervisor
Heather A. Douglas, Treasurer
Maureen H Murphy, Clerk

Mike Flynn, Trustee
Dean Holub, Trustee

PENTWATER TOWNSHIP BOARD MEETING

Regular Meeting

September 9, 2026 at 6:00 p.m.

Pentwater Township Hall

500 N. Hancock Street, Pentwater, MI 49449

Join Zoom Meeting

<https://us02web.zoom.us/j/86141326636?pwd=S2h88Zt71MqBI1j9ucUVSHUgB1PSU.1>

Meeting ID: 861 4132 6636

Passcode: 446835

Dial by your location

+1 312 626 6799 US (Chicago)

AGENDA

1. Call to Order/Pledge

2. Roll Call

3. Consent Agenda – Review & Action

a. Minutes of August 19, 2026 & August 25, 2026

b. Correspondence: E.coli report – Pentwater Lake Association

c. Monthly Budget Reports for General Fund, Cemetery and Fire Department, and Bank Reconciliation

d. Payment of Bills

(Consent Agenda contains all routine items of business on which no disagreement or debate is anticipated. Upon the request of any board member, an item shall be removed from the consent agenda and placed on the regular agenda under New Business)

4. Meeting Agenda - Review & Action

5. Public Comment on Agenda Items (Three (3) minutes maximum)

6. Supervisor's Report

7. Clerks' Report

8. Treasurer's Report

9. Library Board Information

10. Fire Department Agendas & Minutes

11. Recreation Report

12. Reports

a. Zoning Administrator

b. Assessor

c. Cemetery Sexton

d. Transfer Station

13. Unfinished Business:

- a. Update on Metro Act – Great Lakes Energy

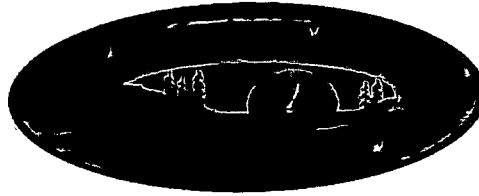
14. New Business

- a. Review & Action: Budget Amendments 2026/2027
- b. Review & Discussion: Pentwater Cemetery – Fall Tours, Indian Burial Project, Wreaths Across America, Shannon Larson – Chair Friends of the Pentwater Cemetery
- c. Review & Action: Approval of Quotes for Indian Burial Project at Pentwater Township Cemetery
- d. Review & Action: Approval of West MI Fire and Rescue Authority Proposal, Greg Hopkins, Township & Village Representative and Bill Kolenda, Chair
- e. Review & Discussion: Dissolution of Fire Intergovernmental Agreement between Pentwater Township & Pentwater Village
- f. Review & Action: Proposals for Fall Clean-up 2026 and Spring Clean-up 2027 at Pentwater Township Cemetery
- g. Review & Discussion: Approval of Moratorium on Data Centers in Pentwater Township
- h. Review & Action: Approval of Resolution (2026-____) to adopt an Employee Policies & Procedures Manual for Pentwater Township
- i. Review & Action: 2026 Citizen of the Year Proclamation – Stever Bass

15. Public Comments (Three - 3 minutes maximum)

16. Other Items from Board Members

17. Adjournment



Pentwater Township Regular Board Meeting

Consent Agenda Items

September 9, 2026

Prior Meeting Minutes:

- Township Regular Board Meeting – August 19, 2026
- Township Special Board Meeting – August 25, 2026

Correspondence:

- E.coli Colilert Pentwater Lake 8/12/2026

Financial Reports for Period 8/01/26 thru 8/31/26 (See included Invoice & Payroll reports)

Claims/Bills as follows:

- Township: \$17,774
- Road: \$5,221
- Cemetery: \$11,081
- Sewer: \$20,721
- Fire: \$10,255

Payroll as follows:

- Township/Cem/Sewer: \$39,625 (includes election workers)
- Fire: \$0

PENTWATER TOWNSHIP BOARD

REGULAR MONTHLY MEETING

OFFICIAL MINUTES

Wednesday, August 19, 2026, Pentwater Township Hall, Pentwater, Michigan
Conducted pursuant to the Michigan Open Meetings Act (MCL 15.261 et seq.) and Robert's Rules of Order

OPEN MEETINGS ACT COMPLIANCE NOTICE: *This meeting was duly noticed and held in compliance with the Michigan Open Meetings Act, MCL 15.261 et seq. A public notice of this meeting was posted at Pentwater Township Hall and on the township website not less than 18 hours before the meeting. The meeting was open to the public. Members of the public were provided an opportunity to address the Board during the Public Comment period.*

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Supervisor Cavazos called the meeting to order at 6:00 p.m. Trustee Mike Flynn led the Board and those present in the Pledge of Allegiance.

2. ROLL CALL AND DETERMINATION OF QUORUM

Board Member	Title	Present
Lynne Cavazos	Township Supervisor	Yes
Maureen Murphy	Township Clerk	Yes
Heather Douglas	Township Treasurer	Yes
Dean Holub	Trustee	Yes
Mike Flynn	Trustee	Yes

A quorum was present. Staff Present: Keith Edwards, Zoning Administrator & Deputy Supervisor; Glenn Beavis, Deputy Clerk (non-voting).

Others Present: Ian Rees, CPA (Gabridge & Company, via Zoom), Jonathan Hughart, Fire Chief; Greg Hopkins (appointee, West Michigan Fire & Rescue Authority); Janet McKeivitt (North Central Beach Association); David Leonard (North Central Beach Association); Fred Kooistra (North Central Beach Association, via Zoom); Tom Roose; David Spittler; Chris & Elise Baker; Holly & David Reynolds

3. CONSENT AGENDA

The Consent Agenda included: minutes from the July 8, 2026 Regular Board Meeting; correspondence (Consumers Energy regarding tree/line maintenance; 2026 Oceana County Day of Caring; and a resident letter to be read later in the meeting); monthly budgets; bank reconciliation documents; and payment of bills.

MOTION:	To approve the Consent Agenda as presented
Moved by:	Douglas
Seconded by:	Holub
Vote:	Roll call: Douglas — Yes; Holub — Yes; Flynn — Yes; Cavazos — Yes; Murphy — Yes
Result:	APPROVED

4. APPROVAL OF MEETING AGENDA

The meeting agenda was presented as prepared, with no amendments.

MOTION:	To approve the meeting agenda as presented
Moved by:	Flynn
Seconded by:	Murphy

Vote:	Roll call: Flynn — Yes; Murphy — Yes; Douglas — Yes; Holub — Yes; Cavazos — Yes
Result:	APPROVED

5. PUBLIC COMMENT — AGENDA ITEMS ONLY

Janet McKeivitt, 8711 North Perry (North Central Beach Association), spoke on behalf of the Association regarding a fire ordinance agenda item. She asked the Board to consider amending the ordinance to more specifically address elevated, oil-burning devices such as tiki torches near dune grass and wooded areas, citing a neighbor's use of such torches near a cottage and the associated fire risk.

6. SUPERVISOR'S REPORT

6-A. Longbridge Road Project

The Supervisor reported the project is nearly complete; all temporary stoplights have been removed. The only outstanding item is replacement of railing fittings on both sides of the bridge, which had to be reordered after the Road Commission deemed the first batch of materials unacceptable. She commended both the Road Commission and area residents for their cooperation during construction.

6-B. Transfer Station Free Day

The Supervisor reminded residents of the free disposal day at the transfer station on Saturday, August 22nd. Transfer Station Operator Bob has recommended one load per family; residents were encouraged to arrive early, as bins fill quickly.

6-C. Cemetery Events

The Supervisor announced upcoming cemetery events organized with Shannon Larson and the Friends of the Cemetery:

- Fall Tour — "America 250: From Revolution to Community" — Saturday, September 26, 11:00 a.m.–12:30 p.m., and Sunday, September 27, 1:00 p.m. Free event; donations accepted.
- Wreaths Across America — Friday, December 19, 2026. The cemetery has identified approximately 374 veterans' graves; wreath sponsorships are \$17 each.

6-D. Native American Burial Site Dedication

The Supervisor reported that Shannon Larson obtained a grant for a bronze marker dedicating the area in Block 4 where four identified Native American burials are located, including an infant and two individuals believed to have drowned in the Pentwater River. A dedication is planned for October 11. The Clerk and Deputy Clerk met with a fencing contractor (Straight Line Fencing) to obtain an estimate for site cleanup ahead of the dedication; estimates are pending.

7. CLERK'S REPORT

7-A. August 4, 2026 State Primary Election — Recap

The Clerk expressed appreciation to Deputy Clerk Glenn Beavis and all election inspectors for their work on the state primary election. Statistics reported:

- 1,555 registered voters.
- 894 voters cast ballots (55% turnout), compared with approximately 27% countywide and approximately 22% statewide.
- Of the 894 voters, 593 voted absentee and 21 took advantage of early in-person voting.

7-B. General Election — November 3, 2026

The Clerk reported that absentee voter ballot applications for the general election are being mailed (approximately 134 applications outstanding, separate from currently enrolled permanent absentee voters). The Township expects to receive absentee ballots from the county by approximately September 21, 2026.

8. TREASURER'S REPORT

Treasurer Douglas reported she attended a joint conference of the Association of Public Treasurers for the U.S. and Canada and the Michigan Municipal Treasurers Association in Grand Rapids. She

suggested the Township consider staff training on phishing and financial scams, noting she has begun discussing this with Deputy Supervisor Edwards. Summer taxes are due September 14, 2026; a penalty applies beginning September 15. The Treasurer distributed the updated cash summary report reflecting reconciled bank balances.

9. LIBRARY UPDATE

No Library representative was present. The Supervisor noted, on behalf of the Library, that the library millage proposal passed.

10. FIRE DEPARTMENT REPORT

Monthly meeting agenda, minutes, and officers' report included in the Board packet. No substantive discussion held.

11. RECREATION REPORT

No report received. The Supervisor noted the recreation program is now administered through Pentwater Schools and expects an update once the school year begins.

12. DEPARTMENTAL REPORTS

12-A. Zoning Administrator / Deputy Supervisor — Keith Edwards

Report included in the Board packet. Zoning activity remains active for the season.

12-B. Township Assessor — Barbie Eaton

No report submitted; the Board of Review was completed in July, and this period is the Assessor's off-season.

12-C. Cemetery Report

Report included in the Board packet. Two cremains burials, two columbarium internments, four foundation sets and two gravesites were sold during the reporting period.

12-D. Transfer Station Report

418 visitors for the reporting period, with continued strong participation from the Village.

13. UNFINISHED BUSINESS

None.

14. NEW BUSINESS

New Business-A. FY2026 Audit Report — Gabridge & Company

Ian Rees, CPA, of Gabridge & Company, presented the Township's FY2026 audit via Zoom screen share. He reported the Township received a clean (unmodified) opinion — the best opinion available. Financial highlights:

- Assets exceeded liabilities by approximately \$2.7 million; of that, approximately \$918,000 is unrestricted.
- Revenues were approximately \$1.4 million against expenses of approximately \$1.9 million, a net position decrease of about \$500,000, attributed primarily to the Library's separation from the Township during the fiscal year.
- Governmental fund balances totaled approximately \$1.4 million (a decrease of about \$418,000 from the prior year, also attributable to the Library separation). Approximately 56% (about \$800,000) is unassigned, entirely within the General Fund — equal to roughly 155% of annual General Fund expenditures.
- Sewer Fund: approximately \$115,000 in free cash flow; net position increased approximately \$203,000 for the year, aided by a settlement received from the Village. Mr. Rees cautioned the Sewer Fund is still operating at a loss and, at the current rate (~\$30,000/year), reserves would be exhausted in approximately five to six years; he recommended the Board monitor sewer rates and expenses going forward.

Trustee Holub asked about the absence of an audit recommendations letter; Mr. Rees confirmed there is a letter to the Board noting one finding related to routine material audit adjustments, which have since been made, with no significant findings.

MOTION:	To accept the FY2026 draft audit report from Gabridge & Company
Moved by:	Douglas
Seconded by:	Holub
Vote:	Roll call: Douglas — Yes; Holub — Yes; Flynn — Yes; Cavazos — Yes; Murphy — Yes
Result:	APPROVED

New Business-B. Great Lakes Energy — Metro Act Right-of-Way Permit Application

The Clerk presented an application from Great Lakes Energy under the Metro Act (2002), which governs telecommunications providers' access to and use of local public rights-of-way, administered through the Michigan Public Service Commission. Upon legal counsel's review, two deficiencies were identified in the application: it did not include an anticipated construction schedule, and it did not identify other organizations or entities with an ownership interest in the applicant. Discussion noted the broadband infrastructure shown on the application's map has, in fact, already been installed (completed in late 2025 under a state grant the Board previously supported, covering Pentwater Township, Weir Township, Summit Township, and Riverton Township in Mason County), which explains the absence of a forward construction schedule.

The Board discussed the choice between a 5-year (unilateral) and 15-year (bilateral) permit term, and expressed a preference for the shorter 5-year term to allow more regular review. It was noted that the application itself may be administratively completed and approved by the Supervisor once the missing information is received, while the underlying right-of-way permit requires Board approval by resolution.

MOTION:	To approve the Great Lakes Energy Metro Act right-of-way permit (resolution), subject to Great Lakes Energy providing a list of related/affiliated entities and amending the application from the bilateral (15-year) form to the unilateral (5-year) form, per Sections 2.4 and 2.5 of the application
Moved by:	Clerk Murphy
Seconded by:	Treasurer Douglas
Vote:	Roll call: Murphy — Yes; Douglas — Yes; Holub — Yes; Flynn — Yes; Cavazos — Yes
Result:	APPROVED, subject to stated conditions

New Business-C. Flock Safety Camera / License Plate Reader Update

The Supervisor provided background: in spring 2025 the Township had agreed to participate, alongside the Oceana County Sheriff's Department, in a trial of automated license plate reader ("flock") cameras at two locations (Monroe/Longbridge and near the cemetery), separate from a related trial conducted independently by the Pentwater Village Police Department. As of the week of this meeting, the Oceana County Sheriff's Office announced it will not move forward with its planned countywide flock camera trial, citing lack of support among townships (of 16 townships, only Pentwater and one other township had agreed to participate). The Supervisor noted the Village's separate arrangement is unaffected by the County's decision and status there remains unclear.

A letter from a Township resident objecting to flock camera surveillance on privacy and Fourth Amendment grounds was read into the record by the Supervisor. The resident's letter cited concerns about accuracy and misuse of automated license plate reader data, referenced a recent U.S. Supreme Court decision addressing geofence warrants and location privacy, and urged the Board not to enter into any future contract for this technology.

No Board action was taken on this item, as the County's decision resolved the immediate matter. The Board discussed the possibility of consulting legal counsel about a local ordinance addressing use of this technology within the Township going forward.

New Business-D. West Michigan Fire & Rescue Authority — Update and Appointment of Representative

Fire Chief Jonathan Hughart reported the Authority's intergovernmental agreement (IGA) documents are with legal counsel and were finalized the day of the meeting. Pentwater Village has voted to move forward with the Authority and has nominated a joint township/village representative.

The Supervisor explained that under the IGA, the Township and Village agreed to appoint one shared representative (rather than one from each entity separately) to avoid over-representation on the Authority board, consistent with legal counsel's advice that the Township, as the fiduciary agency, holds legal authority to make the appointment under Public Act 57. Greg Hopkins was recommended for this role. Mr. Hopkins, a Village resident since 2016, described his 34-year career as a career firefighter in Indianapolis, Indiana, including experience with a combination paid/volunteer township department, and expressed support for the Authority's goal of ensuring the firehouse is staffed.

MOTION:	To approve the appointment of Greg Hopkins as the Township/Village representative to the West Michigan Fire & Rescue Authority Board
Moved by:	Holub
Seconded by:	Douglas
Vote:	Voice vote — Aye [all in favor]; no nays recorded
Result:	APPROVED

New Business-E. Data Centers and Battery Energy Storage Systems — Possible Moratorium

The Supervisor opened discussion on whether the Township should adopt a temporary moratorium on data centers and associated battery storage facilities, similar to actions taken by other Michigan municipalities (e.g., Marquette Township) while communities assess impacts such as water use, energy demand, and effects on housing and energy prices. Legal counsel has suggested a 6-month moratorium, extendable to one year, as a starting point. The Board discussed that while Pentwater Township has limited vacant land suited to such development, a moratorium would still allow time to evaluate the issue, particularly given experiences in less-regulated neighboring townships (e.g., Leavitt Township / Walkerville area). It was noted that any such action should come from legal counsel as a specific resolution clearly stating its purpose and scope, and that a zoning ordinance amendment (requiring Planning Commission review and a public hearing) is a different, longer process than a general ordinance.

No Board action was taken; the Supervisor and Treasurer will continue working with legal counsel on this issue.

New Business-F. North Central Beach Association — Request to Clarify Fire/Burning Ordinance

The Supervisor read into the record a letter from the North Central Beach Association (NCBA) requesting that the Township's 1999 fire ordinance be amended to more specifically prohibit freestanding or staked open-flame devices, including tiki torches, on beaches, dunes, and in wooded areas due to fire danger. The letter noted the Association's membership voted unanimously at its July 25, 2026 annual meeting to raise this concern, referenced a July 3rd incident involving lit tiki torches near dune grass adjoining a cottage, and cited Michigan DNR and state park rules restricting open flames to contained fire rings.

David Leonard, NCBA board member, spoke in support of the request, describing dune grass fire risk in the limited-access dune community and referencing guidance from the Mason-Oceana 911 Limited Access Dune Community Forum and the national Firewise program. Fire Chief Jonathan [Verify last name] recommended the Board have legal counsel review the 1999 ordinance to add specific definitions of "open flame" and to add an administration/enforcement section, rather than relying on general nuisance language.

MOTION:	To refer the Township's fire/burning ordinance to legal counsel for review and to research the Firewise Communities program
Moved by:	Holub
Seconded by:	Douglas
Vote:	Roll call: Holub — Yes; Douglas — Yes; Murphy — Yes ; Flynn — Yes; Cavazos — Yes

Result:	APPROVED
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New Business-G. Township Website — Selection of New Vendor

Trustee Holub reported the Township's current website vendor is retiring. Based on a recommendation from the Township's current webmaster, two public-sector website vendors were identified: Civic Clarity and Revize. Discussion emphasized the Township's priorities of migrating existing content (rather than a full rebuild), retaining in-house editing ability, and prioritizing ADA/accessibility compliance, for which the Township has an extension to April 2028.

MOTION:	To have Trustee Holub contact Civic Clarity and ReViZe and arrange a virtual workshop with the Board to evaluate both companies
Moved by:	Cavazos
Seconded by:	Douglas
Vote:	Voice vote — Aye [all in favor]; no nays recorded
Result:	APPROVED

15. OTHER ITEMS — BOARD MEMBERS

None raised.

16. PUBLIC COMMENT — GENERAL (ANY TOPIC)

Jonathan Hughart, Fire Chief, clarified the rationale for the single joint Township/Village representative appointment to the West Michigan Fire & Rescue Authority (see New Business-D), confirming legal counsel's advice that the Village is not itself a fiduciary agency under the Authority's intergovernmental agreement.

Tom Roose commented on concerns about a data center being constructed near his son's property in Fowlerville, citing noise and property value impacts, and referenced connections between such facilities and license plate reader camera networks.

David Spitler reported that the Oceana County Planning Commission did not meet this cycle due to election-related scheduling conflicts and expects to resume meeting in September. Supervisor Cavazos noted the County Brownfield Redevelopment Authority is currently without funding and is meeting approximately once per quarter; he highlighted the newly completed Walker Hill Market, a former brownfield project site, as a recent success.

17. ADJOURNMENT

MOTION:	To adjourn the meeting
Moved by:	Flynn
Seconded by:	Douglas
Vote:	Voice vote — Aye [all in favor]; no nays recorded
Result:	MEETING ADJOURNED

Meeting adjourned at approximately 7:50 p.m.

CERTIFICATION

I hereby certify that the foregoing constitutes the official minutes of the Regular Meeting of the Pentwater Township Board of Trustees held on August 19, 2026, recorded pursuant to the Michigan Open Meetings Act, MCL 15.261 et seq.

Township Clerk, Pentwater Township

Date

PENTWATER TOWNSHIP BOARD OF TRUSTEES

500 N. Hancock Street, PO Box 512, Pentwater MI 49449

Minutes of Special Meeting/Workshop of August 25, 2026

Supervisor Cavazos called the meeting to order at 10:00 a.m. and led the Pledge of Allegiance

Members Present: Cavazos, Douglas, Murphy, Holub

Members Absent: Flynn

Others Present: Barbie Eaton, Keith Edwards

Meeting Agenda: Supervisor Cavazos stated that the purpose of the Special meeting/workshop was to review and discuss the proposed Pentwater Township Employee Handbook. She outlined the history of the preparation of the document.

New Business:

a. Review and Discussion: Draft Pentwater Township Employee Handbook

Supervisor Cavazos suggested that the Board members address the draft Pentwater Township Employee Handbook on a section- by- section basis. Members entered into discussion and made the following recommendations for changes in the subject draft:

Page 7, Section 1.2.5 – Capitalize the words Length and Service

Page 9, Section 2.4 – Eliminate the word “and” in the second line and end the sentence with “applicants.” and create a second sentence with the word “Length.”

Page 13, Section 3.10.4 – Suggested that the Clerk’s office determine the best way to handle overtime and if necessary retain an Election Administrator or other part-time assistance during election cycles

Page 18, Section 4.8 – Add the wording “are locked or logged off” after the word “computers.”

Page 19, Section 5.4.2 – Change the word “considerate” to
“considerable.”

Page 21, Section 5.8.3 – Add the wording **“by the Township
Supervisor”** after the word “made” in line one

Page 21, Section 5.8.5 – Referred the section regarding **retaliation** to the
Attorney for clarification

Page 26, Section 6 – Changed the 50-mile radius to **150-mile** radius

Page 27, Section 6.4 – Suggested that a new policy regarding the
Township’s Expense Report be developed and adopted for meal
allowances

Page 28, Section 7.2 – Added language that allows hourly employees that
have five (5) years of service to be **eligible for two weeks of PTO**

Supervisor Cavazos said that she would forward the recommended changes to
the Attorney for inclusion. She stated that she would be placing the document on
the September Board meeting agenda for review and action.

The meeting was adjourned at 11:55 a.m.

Minutes prepared by Dean Holub



Tim & Terry Cole <pmtrw78@gmail.com>

Pentwater Lake *E. coli* 8-12-2026

Brian Scull <scullbr@gvsu.edu>

Tue, Aug 18 at 9:17 AM

To: Tim & Terry Cole <pmtrw78@gmail.com>

Cc: Patrick & Diana Hooymon <ahoymon1@gmail.com>, Carol Feltes <cafeltes@gmail.com>, Ross Feltes <rmfeltes@gmail.com>, Richard Pugsley <richpugsley1@netscape.net>

Good morning,

Here are the *E. coli* results from 8-12-2026. Samples greater than 300 cfu/100 mls have been filtered for future MST analysis. Please let me know if you have any questions.

Thank you!

Brian

***E. coli* Colilert Pentwater Lake 8/12/2026**

AWRI #	Site ID	Total #cfu/100 mls
76650	PL-04 Mid Lake	6
76651	PL-07 N. Branch Monroe	225
76652	PL-08 S. Branch Flynn	57
76653	Village Creek-Clymer	1986
76654	N. Branch at 126	461
76655	N. Branch at 104	548
76656	N. Branch at 96	206
Blank	Lab Blank	< 1

09/03/2026 01:12 PM
User: GLENN
DB: PENTWATER TWP

CASH SUMMARY BY ACCOUNT FOR PENTWATER TOWNSHIP
FROM 04/01/2026 TO 08/31/2026
FUND: 101 204 206 209 286 592 703
CASH AND INVESTMENT ACCOUNTS

Page: 1/1

Fund Account	Description	Beginning Balance 04/01/2026	Total Debits	Total Credits	Ending Balance 08/31/2026
Fund 101	GENERAL FUND				
004.000	PETTY CASH	151.00	0.00	0.00	151.00
006.000	POOLED CASH	444,524.81	296,816.71	360,555.61	380,785.91
017.000	MI CLASS - GENERAL FUND	17,576.60	9,108.80	4,086.13	22,599.27
017.003	MICLASS HART-PTW NON-MOTORIZED TR	26,731.47	336.18	0.00	27,067.65
017.004	CFCU FUND BALANCE POLICY CD	129,029.80	1,041.56	4,606.91	125,464.45
017.005	CONSUMERS CREDIT UNION PRIM BUS S	27.78	0.00	0.00	27.78
123.000	PREPAID EXPENDITURES	0.00	6,343.00	0.00	6,343.00
	GENERAL FUND	618,041.46	313,646.25	369,248.65	562,439.06
Fund 204	ROAD FUND				
001.001	MI CLASS - ROAD FUND	63,607.91	996.22	196.24	64,407.89
006.000	POOLED CASH	34,805.27	60,484.81	7,078.29	88,211.79
017.000	MC EDGE - ROAD FUND	(115.42)	0.00	0.00	(115.42)
	ROAD FUND	98,297.76	61,481.03	7,274.53	152,504.26
Fund 206	FIRE FUND				
001.000	CHECKING ACCT	248,450.20	224,789.06	377,598.97	95,640.29
001.001	MI CLASS - FD	257,272.01	153,235.61	0.00	410,507.62
123.000	PREPAID EXPENDITURES	0.00	2,483.00	0.00	2,483.00
	FIRE FUND	505,722.21	380,507.67	377,598.97	508,630.91
Fund 209	CEMETERY FUND				
001.001	MI CLASS - CEMETERY	341,337.77	4,292.98	0.00	345,630.75
006.000	POOLED CASH	72,878.68	50,189.97	49,424.88	73,643.77
123.000	PREPAID EXPENDITURE	0.00	1,975.00	0.00	1,975.00
	CEMETERY FUND	414,216.45	56,457.95	49,424.88	421,249.52
Fund 592	SEWER FUND				
006.000	POOLED CASH	88,623.57	82,520.26	70,816.64	100,327.19
123.000	PREPAID EXPENDITURES	0.00	2,019.00	0.00	2,019.00
	SEWER FUND	88,623.57	84,539.26	70,816.64	102,346.19
Fund 703	CURRENT TAX COLLECTION FUND				
002.000	HUNTINGTON CHECKING ACCT	3,000,539.23	1,701,300.77	4,373,471.18	328,368.82
	TOTAL - ALL FUNDS	4,725,440.68	2,597,932.93	5,247,834.85	2,075,538.76

PERIOD ENDING 08/31/2026

2026-27

ORIGINAL

BUDGET

2026-27

AMENDED BUDGET

YTD BALANCE

08/31/2026

NORM (ABNORM)

ACTIVITY FOR

MONTH 08/31/26

INCR (DECR)

AVAILABLE

BALANCE

NORM (ABNORM)

% BDDT

USED

GL NUMBER DESCRIPTION

Fund 101 - GENERAL FUND

Revenues

Dept 000

101-000-400.000	FROM PREV YEAR END	16,058.00	16,058.00	0.00	0.00	16,058.00	0.00
101-000-402.000	CURRENT REAL PROPERTY	363,211.00	363,211.00	(29,354.90)	0.00	392,565.90	(8.08)
101-000-405.001	ADMIN FEE LAND BANK	0.00	0.00	1.63	0.00	(1.63)	100.00
101-000-411.000	DELINQUENT REAL PROP TAX	19,116.00	19,116.00	10,439.37	(4,000.14)	8,676.63	54.61
101-000-429.000	COMM FOREST TAX	34.00	34.00	32.18	0.00	1.82	94.65
101-000-432.000	STATE PMT IN LIEU OF TAX (PILT)	3,900.00	3,900.00	0.00	0.00	3,900.00	0.00
101-000-434.000	TRAILER PARK TAX	220.00	220.00	0.00	0.00	220.00	0.00
101-000-442.000	HOMESTEAD DENIALS	800.00	800.00	0.00	0.00	800.00	0.00
101-000-447.000	TAX ADMINISTRATION FEE	114,000.00	114,000.00	37,539.74	3,748.77	76,460.26	32.93
101-000-447.001	DELINQUENT TAX ADMIN FEE	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
101-000-449.000	SET REIMBURSEMENT	7,200.00	7,200.00	7,175.00	0.00	25.00	99.65
101-000-477.000	FRANCHISE FEES (CHARTER COMM)	8,000.00	8,000.00	1,269.01	0.00	6,730.99	15.86
101-000-479.000	ZONING PERMIT FEES	2,100.00	2,100.00	1,150.00	150.00	950.00	54.76
101-000-481.000	PLANNING COMMISSION REVIEW FEES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-000-541.001	TSRC STATE GRANT	0.00	0.00	0.00	0.00	0.00	0.00
101-000-543.000	STATE GRANTS PUBLIC SAFETY REV SHARI	0.00	0.00	946.00	0.00	(946.00)	100.00
101-000-549.000	ELECTION REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00
101-000-569.000	OTHER STATE GRANTS	3.00	3.00	11.66	0.00	(8.66)	388.67
101-000-569.001	OTHER STATE GRANTS SBYE REIM OPERATI	260.00	260.00	0.00	0.00	260.00	0.00
101-000-573.000	LCSA - METRO ACT	4,500.00	4,500.00	4,769.52	0.00	(269.52)	105.99
101-000-574.000	CONSTITUTIONAL STATE SHARED REVENUE	81,166.00	81,166.00	22,260.00	(1,105.00)	58,906.00	27.43
101-000-574.001	STATUTORY REVENUE SHARING TWP	100.00	100.00	73.00	0.00	27.00	73.00
101-000-574.002	STATUTORY REVENUE SHARING WPP	269.00	269.00	111.00	0.00	158.00	41.26
101-000-580.000	LOCAL UNIT GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
101-000-607.000	LAND DIV FEE	300.00	300.00	0.00	0.00	300.00	0.00
101-000-607.002	ZBA FEES	800.00	800.00	440.00	0.00	360.00	55.00
101-000-607.003	ZONING - TWP BOARD REVIEW FEES	500.00	500.00	0.00	0.00	500.00	0.00
101-000-626.000	COPY FEES	0.00	0.00	0.00	0.00	0.00	0.00
101-000-628.000	TRANSFER SITE FEES	20,000.00	20,000.00	12,843.00	2,967.00	7,157.00	64.22
101-000-630.000	FOIA FEES	0.00	0.00	101.48	0.00	(101.48)	100.00
101-000-664.000	INTEREST INCOME	15,000.00	15,000.00	(2,976.02)	(4,606.91)	17,976.02	(19.84)
101-000-670.000	INTEREST ON SEWER LT ADVANCE	2,750.00	2,750.00	0.00	0.00	2,750.00	0.00
101-000-686.000	MISCELLANEOUS	1,000.00	1,000.00	4,991.66	0.00	(3,991.66)	499.17
101-000-699.000	TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00

Total Dept 000

668,787.00 668,787.00 71,823.33 (2,406.28) 596,963.67 10.74

TOTAL REVENUES

668,787.00 668,787.00 71,823.33 (2,406.28) 596,963.67 10.74

Expenditures

Dept 101 - TOWNSHIP BOARD

101-101-702.000 SALARIES & WAGES

101-101-705.000 EMPLOYER FICA CONTRIB

101-101-995.000 TRANSFER OUT

4,622.00 4,622.00 1,795.51 451.72 2,826.49 38.85

354.00 354.00 102.80 0.00 251.20 29.04

0.00 0.00 0.00 0.00 0.00 0.00

Total Dept 101 - TOWNSHIP BOARD

4,976.00 4,976.00 1,898.31 451.72 3,077.69 38.15

Dept 171 - SUPERVISOR

101-171-702.000 SALARIES & WAGES

101-171-702.001 DEPUTY WAGES

101-171-705.000 EMPLOYER FICA CONTRIB

101-171-815.000 EDUCATION/TRAINING

101-171-860.000 TRAVEL

39,602.00 39,602.00 16,802.35 3,134.07 22,799.65 42.43

3,000.00 3,000.00 794.92 44.42 2,205.08 26.50

4,000.00 4,000.00 1,339.44 236.43 2,660.56 33.49

1,500.00 1,500.00 0.00 0.00 1,500.00 0.00

700.00 700.00 65.97 0.00 634.03 9.42

PERIOD ENDING 08/31/2026

2026-27
ORIGINAL
BUDGET2026-27
AMENDED BUDGETYTD BALANCE
08/31/2026
NORM (ABNORM)ACTIVITY FOR
MONTH 08/31/26
INCR (DECR)AVAILABLE
BALANCE
NORM (ABNORM)% BDGT
USED

GL NUMBER DESCRIPTION

Fund 101 - GENERAL FUND

Expenditures

Total Dept 171 - SUPERVISOR

48,802.00	48,802.00	19,002.68	3,414.92	29,799.32	38.94
39,602.00	39,602.00	16,714.58	3,046.30	22,887.42	42.21
29,738.00	29,738.00	13,628.90	3,020.56	16,109.10	45.83
5,300.00	5,300.00	2,337.81	464.10	2,962.19	44.11
700.00	700.00	216.36	0.00	483.64	30.91
2,500.00	2,500.00	(515.00)	0.00	3,015.00	(20.60)
3,500.00	3,500.00	92.61	0.00	3,407.39	2.65

Total Dept 215 - CLERK

81,340.00	81,340.00	32,475.26	6,530.96	48,864.74	39.93
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Dept 247 - BOARD OF REVIEW

1,228.00	1,228.00	298.16	298.16	929.84	24.28
94.00	94.00	22.79	22.79	71.21	24.24
150.00	150.00	0.00	0.00	150.00	0.00
100.00	100.00	0.00	0.00	100.00	0.00
100.00	100.00	100.00	0.00	0.00	100.00
500.00	500.00	0.00	0.00	500.00	0.00

Total Dept 247 - BOARD OF REVIEW

2,172.00	2,172.00	420.95	320.95	1,751.05	19.38
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Dept 253 - TREASURER

39,602.00	39,602.00	16,714.58	3,046.30	22,887.42	42.21
13,748.00	13,748.00	6,488.91	1,810.12	7,259.09	47.20
4,082.00	4,082.00	1,775.06	371.52	2,306.94	43.49
1,000.00	1,000.00	1,000.00	0.00	0.00	100.00
4,250.00	4,250.00	1,143.27	(1,001.00)	3,106.73	26.90
0.00	0.00	11,732.50	0.00	(11,732.50)	100.00
2,000.00	2,000.00	(339.00)	(100.00)	2,339.00	(16.95)
5,800.00	5,800.00	3,221.65	0.00	2,578.35	55.55
2,700.00	2,700.00	248.82	248.82	2,451.18	9.22
160.00	160.00	0.00	0.00	160.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00

Total Dept 253 - TREASURER

73,342.00	73,342.00	41,985.79	4,375.76	31,356.21	57.25
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Dept 257 - ASSESSOR

60,734.00	60,734.00	25,634.50	4,672.00	35,099.50	42.21
1,640.00	1,640.00	1,961.04	357.40	(321.04)	119.58
2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
5,000.00	5,000.00	3,666.50	0.00	1,333.50	73.33
3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
100.00	100.00	0.00	0.00	100.00	0.00

Total Dept 257 - ASSESSOR

72,474.00	72,474.00	31,262.04	5,029.40	41,211.96	43.14
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Dept 262 - ELECTION

15,000.00	15,000.00	3,319.24	3,319.24	11,680.76	22.13
1,200.00	1,200.00	0.00	0.00	1,200.00	0.00

SALARIES & WAGES
EMPLOYER FICA CONTRIB

REVENUE AND EXPENDITURE REPORT FOR PENTWATER TOWNSHIP

09/03/2026 12:43 PM

User: GLENN

DB: PENTWATER TWP

PERIOD ENDING 08/31/2026

GL NUMBER	DESCRIPTION	2026-27		2026-27		YTD BALANCE		ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	BUDGET	AMENDED	BUDGET	08/31/2026	NORM (ABNORM)	MONTH 08/31/26	BALANCE	USED
						NORM	(ABNORM)	INCR (DECR)		
Fund 101 - GENERAL FUND										
Expenditures										
101-262-752.000	SUPPLIES/EQUIPMENT	4,000.00		4,000.00		978.17		518.29	3,021.83	24.45
101-262-801.000	ELECT SERV VILL	0.00		0.00		0.00		0.00	0.00	0.00
101-262-802.000	ELECT OTHER CON	500.00		500.00		0.00		0.00	500.00	0.00
101-262-803.000	ELECTION SOURCE - CONTRACTUAL	4,000.00		4,000.00		0.00		0.00	4,000.00	0.00
101-262-815.000	EDUCATION/TRAINING	1,000.00		1,000.00		200.00		0.00	800.00	20.00
101-262-851.000	POSTAGE	2,000.00		2,000.00		15.35		13.65	1,984.65	0.77
101-262-860.000	TRAVEL EXPENSES	2,000.00		2,000.00		566.95		201.55	1,433.05	28.35
101-262-955.000	MISCELLANEOUS	1,500.00		1,500.00		0.00		0.00	1,500.00	0.00
101-262-970.003	CAP OUT OTHER	0.00		0.00		0.00		0.00	0.00	0.00
Total Dept 262 - ELECTION		31,200.00		31,200.00		5,079.71		4,052.73	26,120.29	16.28
Dept 265 - TOWNSHIP										
101-265-705.000	EMPLOYER FICA CONTRIB	501.00		501.00		252.29		45.98	248.71	50.36
101-265-706.000	CUSTODIAL WAGES	6,531.00		6,531.00		3,297.82		601.04	3,233.18	50.49
101-265-752.000	SUPPLIES/EQUIPMENT	8,000.00		8,000.00		1,243.01		312.11	6,756.99	15.54
101-265-802.000	PROF SERV SOFTWARE	6,000.00		6,000.00		6,346.17		732.79	(346.17)	105.77
101-265-804.000	PROF SERV-ATTOR	18,000.00		18,000.00		6,193.00		(1,020.00)	11,807.00	34.41
101-265-805.000	PROF SERV-AUDIT	7,000.00		7,000.00		0.00		0.00	7,000.00	0.00
101-265-806.000	OTHER SERVICES	0.00		0.00		0.00		0.00	0.00	0.00
101-265-806.001	PROF SERV IT	1,500.00		1,500.00		0.00		0.00	1,500.00	0.00
101-265-807.000	PROF SERV WEB	4,000.00		4,000.00		0.00		0.00	4,000.00	0.00
101-265-809.000	OTHER SERVICES	0.00		0.00		0.00		0.00	0.00	0.00
101-265-815.000	EDUCATION/TRAINING	800.00		800.00		0.00		0.00	800.00	0.00
101-265-820.000	PROF CONSULTANTS	0.00		0.00		1,650.00		0.00	(1,650.00)	100.00
101-265-825.000	SUBSCRIPTIONS	400.00		400.00		0.00		0.00	400.00	0.00
101-265-828.000	BANK FEES	1,500.00		1,500.00		601.69		240.93	898.31	40.11
101-265-829.000	PERMITS	100.00		100.00		0.00		0.00	100.00	0.00
101-265-850.000	UTIL PH/INTERNE	4,200.00		4,200.00		1,545.02		309.66	2,654.98	36.79
101-265-851.000	POSTAGE	1,200.00		1,200.00		1,503.00		1,003.00	(303.00)	125.25
101-265-854.000	COPYING	1,800.00		1,800.00		442.82		0.00	1,357.18	24.60
101-265-855.000	OTHER SER/CHGS	2,200.00		2,200.00		(1,386.19)		113.94	3,586.19	(63.01)
101-265-860.000	TRAVEL EXPENSES	0.00		0.00		0.00		0.00	0.00	0.00
101-265-900.000	PRINT/PUBLISH	2,000.00		2,000.00		732.00		0.00	1,268.00	36.60
101-265-900.001	PRINT/PUB NOTIC	1,000.00		1,000.00		0.00		0.00	1,000.00	0.00
101-265-915.000	MEMBER/DUES	6,000.00		6,000.00		5,803.18		0.00	196.82	96.72
101-265-915.001	MEM/DUES MML	250.00		250.00		0.00		0.00	250.00	0.00
101-265-920.000	UTILITIES	8,000.00		8,000.00		2,676.24		209.06	5,323.76	33.45
101-265-931.000	REP/MAINT BUILDING	15,000.00		15,000.00		0.00		0.00	15,000.00	0.00
101-265-932.000	REP/MAIN MOW/SN	4,000.00		4,000.00		882.00		204.00	3,118.00	22.05
101-265-934.000	REP/MAIN CUSTOD	525.00		525.00		0.00		0.00	525.00	0.00
101-265-934.003	REP/MAIN MISC	700.00		700.00		0.00		0.00	700.00	0.00
101-265-935.000	INSURANCE/BONDS	6,000.00		6,000.00		(5,222.00)		(5,222.00)	11,222.00	(87.03)
101-265-937.000	WORK COMP	2,000.00		2,000.00		0.00		0.00	2,000.00	0.00
101-265-940.000	COPY MACH RENT	1,700.00		1,700.00		573.48		0.00	1,126.52	33.73
101-265-940.001	POST MACH RENT	3,000.00		3,000.00		482.04		0.00	2,517.96	16.07
101-265-955.000	MISCELLANEOUS	2,500.00		2,500.00		2,014.06		0.00	485.94	80.56
101-265-964.000	REFUNDS	400.00		400.00		0.00		0.00	400.00	0.00
101-265-964.001	REFUNDS DUE TO ASSESSOR CHANGES	0.00		0.00		200.68		0.00	(200.68)	100.00
101-265-970.000	CAP OUT-COMPUTE	0.00		0.00		0.00		0.00	0.00	0.00
101-265-970.002	CAP OUT-BLDG	0.00		0.00		0.00		0.00	0.00	0.00
101-265-991.100	DEBT SERVICE	0.00		0.00		0.00		0.00	0.00	0.00
101-265-995.000	TRANSFERS OUT	0.00		0.00		4,680.00		0.00	(4,680.00)	100.00

PERIOD ENDING 08/31/2026

2026-27
ORIGINAL BUDGET

2026-27
AMENDED BUDGET

YTD BALANCE
08/31/2026
NORM (ABNORM)

ACTIVITY FOR
MONTH 08/31/26
INCR (DECR)

AVAILABLE
BALANCE
NORM (ABNORM)

% BDGT
USED

GL NUMBER DESCRIPTION

Fund 101 - GENERAL FUND

Expenditures

Total Dept 265 - TOWNSHIP

116,807.00	116,807.00	34,510.31	(2,469.49)	82,296.69	29.54
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Dept 445 - DRAIN

101-445-875.000 AT LARGE DRAINAGE ASSESSMENT

20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
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Total Dept 445 - DRAIN

20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
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Dept 526 - TRANSFER STATION

17,975.00	17,975.00	7,673.10	1,379.76	10,301.90	42.69
1,440.00	1,440.00	586.99	105.54	853.01	40.76
1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
500.00	500.00	522.59	0.00	(22.59)	104.52
350.00	350.00	0.00	0.00	350.00	0.00
200.00	200.00	0.00	0.00	200.00	0.00
250.00	250.00	250.00	0.00	0.00	100.00
750.00	750.00	156.46	0.00	593.54	20.86
5,000.00	5,000.00	600.00	0.00	4,400.00	12.00
2,600.00	2,600.00	0.00	0.00	2,600.00	0.00
25,000.00	25,000.00	1,607.00	345.00	23,393.00	6.43
1,300.00	1,300.00	575.00	115.00	725.00	44.23
0.00	0.00	4,400.00	1,650.00	(4,400.00)	100.00
0.00	0.00	4,455.00	1,485.00	(4,455.00)	100.00
0.00	0.00	1,224.06	318.32	(1,224.06)	100.00
0.00	0.00	490.00	0.00	(490.00)	100.00
0.00	0.00	200.00	0.00	(200.00)	100.00
300.00	300.00	0.00	0.00	300.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00

Total Dept 526 - TRANSFER STATION

57,165.00	57,165.00	22,740.20	5,398.62	34,424.80	39.78
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Dept 597 - DOC/RECREATION/PLIB

800.00	800.00	1,933.89	0.00	(1,133.89)	241.74
7,500.00	7,500.00	7,500.00	0.00	0.00	100.00
0.00	0.00	7,500.00	0.00	(7,500.00)	100.00
0.00	0.00	0.00	0.00	0.00	0.00
6,350.00	6,350.00	0.00	0.00	6,350.00	0.00
1,000.00	1,000.00	200.00	0.00	800.00	20.00
15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
58,000.00	58,000.00	53,000.00	0.00	5,000.00	91.38

Total Dept 597 - DOC/RECREATION/PLIB

88,650.00	88,650.00	70,133.89	0.00	18,516.11	79.11
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Dept 701 - PLANNING COMMISSION

5,000.00	5,000.00	1,844.76	553.76	3,155.24	36.90
400.00	400.00	141.12	42.37	258.88	35.28
2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
550.00	550.00	0.00	0.00	550.00	0.00
200.00	200.00	0.00	0.00	200.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
50.00	50.00	0.00	0.00	50.00	0.00

REVENUE AND EXPENDITURE REPORT FOR PENTWATER TOWNSHIP

09/03/2026 12:43 PM

User: GLENN

DB: PENTWATER TWP

PERIOD ENDING 08/31/2026

DB: FENIWATER IWF											
GL NUMBER	DESCRIPTION	2026-27	2026-27	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED	
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2026 NORM (ABNORM)	08/31/2026 INCR (DECR)	NORM (ABNORM)	BALANCE				
Fund 101 - GENERAL FUND											
Expenditures											
101-701-900.000	NEWSPAPER PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00		
101-701-955.000	MISCELLANEOUS	50.00	50.00	0.00	0.00	50.00	0.00	50.00	0.00		
101-701-964.000	REFUNDS	440.00	440.00	0.00	0.00	440.00	0.00	440.00	0.00		
Total Dept 701 - PLANNING COMMISSION		11,190.00	11,190.00	1,985.88	596.13	9,204.12			17.75		
Dept 702 - ZONING ADMINISTRATION											
SALARIES & WAGES											
101-702-702.000	HEARING OFFICER WAGES	38,539.00	38,539.00	19,686.81	4,404.70	18,852.19	0.00	250.00	51.08		
101-702-703.000	EMPLOYER FICA CONTRIBUTION	250.00	250.00	0.00	0.00	250.00	0.00	0.00	0.00		
101-702-705.000	SUPPLIES/EQUIPMENT	3,000.00	3,000.00	1,506.07	336.96	1,493.93	0.00	50.00	50.20		
101-702-752.000	PROF SERVICES	50.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00		
101-702-802.000	PROF SER ATTY	4,000.00	4,000.00	658.72	382.95	3,341.28	0.00	4,917.00	16.47		
101-702-802.001	PROF SERV CONSU	6,000.00	6,000.00	1,083.00	0.00	4,917.00	0.00	950.00	18.05		
101-702-804.000	EDUCATION/TRAINING	1,500.00	1,500.00	550.00	0.00	500.00	0.00	500.00	36.67		
101-702-815.000	TRAVEL EXPENSES	500.00	500.00	0.00	0.00	0.00	0.00	600.00	0.00		
101-702-860.000	PRINT/PUBLISH	600.00	600.00	0.00	0.00	0.00	0.00	1,000.00	0.00		
101-702-900.000	MISCELLANEOUS	1,000.00	1,000.00	0.00	0.00	0.00	0.00	50.00	0.00		
101-702-955.000	REFUNDS	50.00	50.00	0.00	0.00	0.00	0.00	440.00	0.00		
101-702-964.000		440.00	440.00	0.00	0.00						
Total Dept 702 - ZONING ADMINISTRATION		55,929.00	55,929.00	23,484.60	5,124.61	32,444.40			41.99		
Dept 703 - ZONING BOARD OF APPEALS											
SALARIES & WAGES											
101-703-702.000	EMPLOYER FICA CONTRIB	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00		
101-703-705.000	PROF SERV ATTY	225.00	225.00	0.00	0.00	225.00	0.00	225.00	0.00		
101-703-802.000	REC SECRETARY	1,000.00	1,000.00	234.50	0.00	765.50	0.00	23.45	23.45		
101-703-812.000	EDUCATION/TRAINING	225.00	225.00	0.00	0.00	225.00	0.00	0.00	0.00		
101-703-815.000	TRAVEL EXPENSES	300.00	300.00	0.00	0.00	300.00	0.00	0.00	0.00		
101-703-860.000	PRINT/PUBLISH	50.00	50.00	0.00	0.00	50.00	0.00	0.00	0.00		
101-703-900.000	MISCELLANEOUS	900.00	900.00	0.00	0.00	900.00	0.00	0.00	0.00		
101-703-955.000	REFUNDS	100.00	100.00	0.00	0.00	100.00	0.00	100.00	0.00		
101-703-964.000		440.00	440.00	0.00	0.00	440.00	0.00	440.00	0.00		
Total Dept 703 - ZONING BOARD OF APPEALS		4,740.00	4,740.00	234.50	0.00	4,505.50			4.95		
TOTAL EXPENDITURES		668,787.00	668,787.00	285,214.12	32,826.31	383,572.88			42.65		
Fund 101 - GENERAL FUND:											
TOTAL REVENUES		668,787.00	668,787.00	71,823.33	(2,406.28)	596,963.67			10.74		
TOTAL EXPENDITURES		668,787.00	668,787.00	285,214.12	32,826.31	383,572.88			42.65		
NET OF REVENUES & EXPENDITURES		0.00	0.00	(213,390.79)	(35,232.59)	213,390.79			100.00		

REVENUE AND EXPENDITURE REPORT FOR PENTWATER TOWNSHIP

09/03/2026 12:43 PM

User: GLENN

DB: PENTWATER TWP

PERIOD ENDING 08/31/2026

GL NUMBER	DESCRIPTION	2026-27	2026-27	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2026 NORM (ABNORM)	MONTH 08/31/26 INCR (DECR)	NORM (ABNORM)	BALANCE	
Fund 204 - ROAD FUND								
Revenues								
Dept 000								
204-000-400.000	FROM PREV YEAR END	986.00	986.00	0.00	0.00	986.00	0.00	0.00
204-000-402.000	CURRENT REAL PR	142,500.00	142,500.00	111,384.90	55,692.45	31,115.10	78.16	78.16
204-000-411.000	DEL REAL P TAX	7,500.00	7,500.00	3,410.09	(1,382.27)	4,089.91	45.47	45.47
204-000-664.000	INTEREST INCOME	2,500.00	2,500.00	799.98	0.00	1,700.02	32.00	32.00
204-000-679.000	REIMBURSEMENT REVENUE APACHE HILLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
204-000-699.000	TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		153,486.00	153,486.00	115,594.97	54,310.18	37,891.03	75.31	75.31
TOTAL REVENUES								
		153,486.00	153,486.00	115,594.97	54,310.18	37,891.03	75.31	75.31
Expenditures								
Dept 000								
204-000-702.000	SALARIES & WAGES	1,798.00	1,798.00	366.96	0.00	1,431.04	20.41	20.41
204-000-705.000	EMPLOYER FICA CONTRIB	138.00	138.00	28.08	0.00	109.92	20.35	20.35
204-000-805.000	PROF SERV-AUDIT	1,000.00	1,000.00	(495.00)	(495.00)	1,495.00	(49.50)	(49.50)
204-000-855.000	OTHER SER/CHGS	1,550.00	1,550.00	479.00	0.00	1,071.00	30.90	30.90
204-000-930.000	REP/MAIN BRINE	13,000.00	13,000.00	5,313.00	0.00	7,687.00	40.87	40.87
204-000-934.002	REP/MAIN INTERI	136,000.00	136,000.00	0.00	0.00	136,000.00	0.00	0.00
204-000-934.004	REP/MAIN APACHE HILLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
204-000-964.001	REFUNDS DUE TO ASSESSOR CHANGES	0.00	0.00	34.25	0.00	(34.25)	100.00	100.00
Total Dept 000		153,486.00	153,486.00	5,726.29	(495.00)	147,759.71	3.73	3.73
TOTAL EXPENDITURES								
		153,486.00	153,486.00	5,726.29	(495.00)	147,759.71	3.73	3.73
Fund 204 - ROAD FUND:								
TOTAL REVENUES		153,486.00	153,486.00	115,594.97	54,310.18	37,891.03	75.31	75.31
TOTAL EXPENDITURES		153,486.00	153,486.00	5,726.29	(495.00)	147,759.71	3.73	3.73
NET OF REVENUES & EXPENDITURES		0.00	0.00	109,868.68	54,805.18	(109,868.68)	100.00	100.00

PERIOD ENDING 08/31/2026

GL NUMBER	DESCRIPTION	2026-27		2026-27		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDC USED
		ORIGINAL BUDGET	AMENDED BUDGET	2026-27	2026-27	08/31/2026 NORM (ABNORM)	MONTH 08/31/26 INCR (DECR)				
Fund 206 - FIRE FUND											
Expenditures											
206-336-964.001	REFUNDS DUE TO ASSESSOR CHANGES	0.00	0.00	0.00	0.00	102.01	0.00	(102.01)	100.00		
206-336-968.000	DEPRECIATION AND DEPLETION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
206-336-968.001	LOSS ON DISPOSAL CAPITAL ASSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
206-336-970.000	CAPITAL OUTLAY	46,391.00	46,391.00	46,391.00	46,391.00	97,115.00	97,115.00	(50,724.00)	209.34		
206-336-977.000	FUTURE EQP/IMP	22,222.00	22,222.00	22,222.00	22,222.00	(15,000.00)	(15,000.00)	37,222.00	(67.50)		
206-336-991.000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
206-336-991.100	DEBT SERVICE - PRINCIPAL	119,334.00	119,334.00	119,334.00	119,334.00	0.35	(119,333.00)	119,333.65	0.00		
206-336-991.200	DEBT SERVICE - INTEREST	570.00	570.00	570.00	570.00	91.23	(478.75)	478.77	16.01		
Total Dept 336 - FIRE		489,650.00	489,650.00	489,650.00	489,650.00	176,922.36	(33,353.13)	312,727.64	36.13		
TOTAL EXPENDITURES		489,650.00	489,650.00	489,650.00	489,650.00	146,813.56	(33,353.13)	342,836.44	29.98		
Fund 206 - FIRE FUND:											
TOTAL REVENUES		489,650.00	489,650.00	489,650.00	489,650.00	208,042.40	10,164.53	281,607.60	42.49		
TOTAL EXPENDITURES		489,650.00	489,650.00	489,650.00	489,650.00	146,813.56	(33,353.13)	342,836.44	29.98		
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	61,228.84	43,517.66	(61,228.84)	100.00		

REVENUE AND EXPENDITURE REPORT FOR PENTWATER TOWNSHIP

09/03/2026 12:43 PM

User: GLENN

DB: PENTWATER TWP

PERIOD ENDING 08/31/2026

GL NUMBER	DESCRIPTION	2026-27 ORIGINAL BUDGET	2026-27 AMENDED BUDGET	YTD BALANCE 08/31/2026 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/26 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 209 - CEMETERY FUND							
Revenues							
Dept 000							
209-000-401.000	PAR PREV YE BAL	0.00	0.00	0.00	0.00	0.00	0.00
209-000-402.000	CURR PROP TAX	95,000.00	95,000.00	0.00	0.00	95,000.00	0.00
209-000-411.000	DEL REAL PP TAX	5,000.00	5,000.00	2,288.06	(927.95)	2,711.94	45.76
209-000-626.000	INTERMENT FEES	3,500.00	3,500.00	1,650.00	650.00	1,850.00	47.14
209-000-644.000	CEMETERY FOUNDATION	3,000.00	3,000.00	776.00	208.00	2,224.00	25.87
209-000-645.000	LOT SALES	6,000.00	6,000.00	2,400.00	400.00	3,600.00	40.00
209-000-646.000	COLUM SALES	2,000.00	2,000.00	1,770.00	170.00	230.00	88.50
209-000-647.000	SCAT GAR BRICK	100.00	100.00	0.00	0.00	100.00	0.00
209-000-664.000	INTEREST INCOME	12,000.00	12,000.00	4,292.98	0.00	7,707.02	35.77
209-000-671.000	OTHER INCOME	1,500.00	1,500.00	3,003.00	0.00	(1,503.00)	200.20
209-000-699.000	TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		128,100.00	128,100.00	16,180.04	500.05	111,919.96	12.63
TOTAL REVENUES		128,100.00	128,100.00	16,180.04	500.05	111,919.96	12.63
Expenditures							
Dept 336 - FIRE							
209-336-802.002							
PROF SERVICES ATTORNEY WMIFIRE							
Total Dept 336 - FIRE		0.00	0.00	0.00	0.00	0.00	0.00
Dept 567 - CEMETERY							
209-567-702.000							
SALARIES & WAGES							
209-567-703.000	PAYROLL EXPENSE	0.00	0.00	11,763.32	2,143.92	16,109.68	42.20
209-567-704.001	CEMETERY ASSISTANT	3,333.00	3,333.00	2,415.72	520.46	917.28	72.48
209-567-705.000	EMPLOYER FICA CONTRIB	2,500.00	2,500.00	1,084.69	203.81	1,415.31	43.39
209-567-752.000	SUPPLIES/EQUIPMENT	5,300.00	5,300.00	2,402.59	200.83	2,897.41	45.33
209-567-801.000	PROF SERV-ATTOR	1,700.00	1,700.00	0.00	0.00	1,700.00	0.00
209-567-802.000	PRO SERV SOFTWA	3,000.00	3,000.00	463.90	0.00	2,536.10	15.46
209-567-804.000	PROF SERV MAP	300.00	300.00	0.00	0.00	300.00	0.00
209-567-805.000	PRO SERV AUDIT	900.00	900.00	0.00	0.00	900.00	0.00
209-567-806.000	COLUM PLAQUES	4,000.00	4,000.00	771.00	462.60	3,229.00	19.28
209-567-807.000	BRICK ENGRAVING	300.00	300.00	0.00	0.00	300.00	0.00
209-567-810.000	FOUNDATION EXP	1,000.00	1,000.00	178.54	0.00	821.46	17.85
209-567-815.000	EDUCATION/TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
209-567-851.000	POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00
209-567-855.000	OTHER SER/CHGS	50.00	50.00	0.00	0.00	50.00	0.00
209-567-900.000	PRINT/PUBLISH	350.00	350.00	105.00	0.00	245.00	30.00
209-567-920.000	UTILITIES	3,000.00	3,000.00	1,173.47	225.18	1,826.53	39.12
209-567-928.000	REFUNDS	500.00	500.00	312.00	0.00	188.00	62.40
209-567-930.000	REP/MAINT BLDGS	500.00	500.00	0.00	0.00	500.00	0.00
209-567-930.001	REP/MAINT GROUN	14,000.00	14,000.00	4,833.48	0.00	9,166.52	34.52
209-567-931.000	REP/MAINT EQUIP	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
209-567-931.001	REP/MAINT IRRIG	14,000.00	14,000.00	4,383.19	0.00	9,616.81	31.31
209-567-935.000	INSURANCE	3,500.00	3,500.00	(1,623.00)	(1,975.00)	5,123.00	(46.37)
209-567-955.000	MISCELLANEOUS	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00
209-567-964.001	REFUNDS DUE TO ASSESSOR CHANGES	0.00	0.00	22.99	0.00	(22.99)	100.00
209-567-970.000	CAPITAL OUTLAY	38,594.00	38,594.00	18,342.69	8,150.00	20,251.31	47.53
Total Dept 567 - CEMETERY		128,100.00	128,100.00	46,629.58	9,931.80	81,470.42	36.40

REVENUE AND EXPENDITURE REPORT FOR PENTWATER TOWNSHIP

09/03/2026 12:43 PM
User: GLENN
DB: PENTWATER TWP

PERIOD ENDING 08/31/2026

GL NUMBER	DESCRIPTION	2026-27		2026-27		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL	BUDGET	AMENDED BUDGET	NORM (ABNORM)	08/31/2026	NORM (ABNORM)	MONTH 08/31/26	INCR (DECR)	NORM (ABNORM)	BALANCE	

Fund 209 - CEMETERY FUND											
Expenditures											
TOTAL EXPENDITURES		128,100.00		128,100.00		46,629.58		9,931.80		81,470.42	36.40
Fund 209 - CEMETERY FUND:											
TOTAL REVENUES		128,100.00		128,100.00		16,180.04		500.05		111,919.96	12.63
TOTAL EXPENDITURES		128,100.00		128,100.00		46,629.58		9,931.80		81,470.42	36.40
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(30,449.54)	(9,431.75)				30,449.54	100.00

PERIOD ENDING 08/31/2026

2026-27
ORIGINAL
BUDGET2026-27
AMENDED BUDGETYTD BALANCE
08/31/2026
NORM (ABNORM)ACTIVITY FOR
MONTH 08/31/26
INCR (DECR)AVAILABLE
BALANCE/
NORM (ABNORM)% BDDT
USED

GL NUMBER DESCRIPTION

Fund 592 - SEWER FUND

Revenues

Dept 000

592-000-411.000 DEL REAL P TAX - SEWER NON-PAYMENT 100.00
 592-000-501.000 FEDERAL GRANTS - GENERAL (2,911.49)
 592-000-552.000 STATE GRANTS - SANITATION 0.00
 592-000-580.000 LOCAL UNIT GRANTS 0.00
 592-000-608.000 SEWER CONNECTION FEES 0.00
 592-000-610.000 LATE FEES 0.00
 592-000-610.000 TWP. SEWER SALES 0.00
 592-000-642.000 N TWP SEWER SALES 0.00
 592-000-642.001 S TWP SEWER SALES 0.00
 592-000-642.002 PENALTIES 0.00
 592-000-655.000 INTEREST INCOME 0.00
 592-000-664.000 MISCELLANEOUS 0.00
 592-000-671.000 VENDOR REFUNDS 0.00
 592-000-672.001 TRANSFER IN 0.00
 592-000-699.000

Total Dept 000

TOTAL REVENUES

Expenditures

Dept 000

592-000-828.000 BANK FEES

Total Dept 000

Dept 538 - SHARED N&S SEWER EXPENDITURES

592-538-752.000 SUPPLIES/EQUIPMENT 500.00 348.82 0.00 151.18 69.76
 592-538-804.000 PROF SER SOFTWA 1,700.00 336.00 0.00 1,364.00 19.76
 592-538-829.000 STATE PERMITS 0.00 252.00 0.00 (252.00) 100.00
 592-538-830.001 UTILITY LOCATING SERVICES 2,500.00 547.45 0.00 1,952.55 21.90
 592-538-830.002 ENGINEERING SERVICES 5,000.00 0.00 0.00 5,000.00 0.00
 592-538-830.003 OPERATION SERVICES 2,000.00 814.00 0.00 1,186.00 40.70
 592-538-830.004 FINANCIAL CONSULTANT SERVICES 1,000.00 2,448.00 0.00 (1,448.00) 244.80
 592-538-830.005 LEGAL SERVICES 15,000.00 3,628.50 0.00 11,371.50 24.19
 592-538-830.006 AUDITOR SERVICES 700.00 0.00 0.00 700.00 0.00
 592-538-830.008 ADMIN EXPENSE 0.00 0.00 0.00 0.00 0.00
 592-538-851.100 POSTAGE - SEWER 300.00 0.00 0.00 300.00 0.00
 592-538-855.000 OTHER SER/CHGS 300.00 0.00 0.00 300.00 0.00
 592-538-900.001 PRINT/PUB NOTIC 0.00 0.00 0.00 (1,198.00) 100.00
 592-538-937.000 WORK COMP 350.00 0.00 0.00 350.00 0.00
 592-538-968.000 DEPRECIATION AND DEPLETION 0.00 2,366.00 2,366.00 (2,366.00) 100.00
 592-538-995.000 TRANSFERS OUT 0.00 0.00 0.00 0.00 0.00

Total Dept 538 - SHARED N&S SEWER EXPENDITURES

Dept 539 - SHARED N&S SEWER ADMINISTRATION

592-539-702.000 SALARIES & WAGES 10,000.00 2,992.16 363.97 7,007.84 29.92
 592-539-705.000 EMPLOYER FICA CONTRIB 850.00 228.89 27.84 621.11 26.93
 592-539-830.007 LIABILITY INSURANCE - SEWER 3,200.00 (2,019.00) (2,019.00) 5,219.00 (63.09)
 592-539-915.000 MEMBER/DOES 0.00 0.00 0.00 0.00 0.00
 592-539-955.000 MISCELLANEOUS 300.00 0.00 0.00 300.00 0.00

PERIOD ENDING 08/31/2026

GL NUMBER	DESCRIPTION	2026-27		2026-27		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BUDGET USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2026	NORM (ABNORM)	08/31/2026	NORM (ABNORM)	MONTH 08/31/26	INCR (DECR)	BALANCE	

Fund 592 - SEWER FUND											
Expenditures											
592-539-968.100	EQUIPMENT DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
592-539-970.006	CAPITAL OUTLAY - SEWER	2,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00
592-539-991.100	DEBT SERVICE - PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
592-539-991.200	DEBT SERVICE - INTEREST	2,750.00	2,750.00	0.00	0.00	0.00	0.00	0.00	0.00	2,750.00	0.00

Total Dept 539 - SHARED N&S SEWER ADMINISTRATION		19,100.00	19,100.00	1,202.05	(1,627.19)	17,897.95	6.29				
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Dept 540 - TWP NORTH SEWER EXPENDITURES											
SUPPLIES/EQUIPMENT											
592-540-800.000	PROF/CONTRACT SERVICES	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
592-540-920.000	UTILITIES	30,000.00	30,000.00	4,012.50	0.00	25,987.50	13.38	0.00	0.00	1,478.84	26.06
592-540-920.001	VILLAGE UTILITIES	2,000.00	2,000.00	521.16	0.00	32,804.02	17.99	0.00	0.00	1,295.00	13.67
592-540-931.000	REP/MAINT	40,000.00	40,000.00	205.00	0.00	500.00	0.00	0.00	0.00	(7,700.00)	228.33
592-540-942.000	EQUIPMENT RENTAL	1,500.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
592-540-970.006	CAPITAL OUTLAY - SEWER	6,000.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
592-540-991.100	DEBT SERVICE - PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
592-540-991.200	DEBT SERVICE - INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Dept 540 - TWP NORTH SEWER EXPENDITURES		80,500.00	80,500.00	25,634.64	0.00	54,865.36	31.84				
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Dept 541 - TWP SOUTH SEWER EXPENDITURES											
SUPPLIES/EQUIPMENT											
592-541-800.000	PROF/CONTRACT SERVICES	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
592-541-829.000	STATE PERMITS	15,000.00	15,000.00	4,596.10	0.00	10,403.90	30.64	0.00	0.00	2,000.00	0.00
592-541-920.000	UTILITIES	2,000.00	2,000.00	0.00	0.00	3,221.71	35.57	63.27	0.00	559.78	94.40
592-541-931.000	REP/MAINT	5,000.00	5,000.00	1,778.29	0.00	500.00	0.00	970.00	0.00	6,000.00	0.00
592-541-942.000	EQUIPMENT RENTAL	10,000.00	10,000.00	9,440.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00
592-541-970.006	CAPITAL OUTLAY - SEWER	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
592-541-991.100	DEBT SERVICE - PRINCIPAL	6,000.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
592-541-991.200	DEBT SERVICE - INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Dept 541 - TWP SOUTH SEWER EXPENDITURES		39,000.00	39,000.00	15,814.61	1,033.27	23,185.39	40.55				
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TOTAL EXPENDITURES		167,950.00	167,950.00	54,590.07	1,772.08	113,359.93	32.50				
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Fund 592 - SEWER FUND:											
TOTAL REVENUES											
592-539-968.100	EQUIPMENT DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
592-539-970.006	CAPITAL OUTLAY - SEWER	2,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00
592-539-991.100	DEBT SERVICE - PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
592-539-991.200	DEBT SERVICE - INTEREST	2,750.00	2,750.00	0.00	0.00	0.00	0.00	0.00	0.00	2,750.00	0.00

NET OF REVENUES & EXPENDITURES		19,100.00	19,100.00	1,202.05	(1,627.19)	17,897.95	6.29				
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TOTAL REVENUES - ALL FUNDS											
TOTAL EXPENDITURES - ALL FUNDS											
592-539-968.100	EQUIPMENT DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
592-539-970.006	CAPITAL OUTLAY - SEWER	2,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00
592-539-991.100	DEBT SERVICE - PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
592-539-991.200	DEBT SERVICE - INTEREST	2,750.00	2,750.00	0.00	0.00	0.00	0.00	0.00	0.00	2,750.00	0.00

NET OF REVENUES & EXPENDITURES		19,100.00	19,100.00	1,202.05	(1,627.19)	17,897.95	6.29				
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INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
POST DATES 08/01/2026 - 08/31/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GFPOL

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
4620	SHOTWELL SOLUTIONS LLC	08/01/2026	08/01/2026	708.42	0.00	Paid	Y
4621	ANAVON TECHNOLOGY GROUP	08/01/2026	08/04/2026	129.66	0.00	Paid	Y
4622	AMERICAN CLASSIC DUMPSTER SERVICE	08/03/2026	08/04/2026	345.00	0.00	Paid	Y
4623	MAUREEN MURPHY	08/01/2026	08/04/2026	201.55	0.00	Paid	Y
4625	INTEGRITY BUSINESS SOLUTIONS	08/04/2026	08/04/2026	0.10	0.00	Paid	Y
4626	INTEGRITY BUSINESS SOLUTIONS	08/04/2026	08/04/2026	121.38	0.00	Paid	Y
4627	AMERICAN CLASSIC DUMPSTER SERVICE	07/30/2026	08/07/2026	590.22	0.00	Paid	Y
4628	AMERICAN CLASSIC DUMPSTER SERVICE	07/30/2026	08/07/2026	550.00	0.00	Paid	Y
4629	AMERICAN CLASSIC DUMPSTER SERVICE	07/30/2026	08/07/2026	569.06	0.00	Paid	Y
4630	AMERICAN CLASSIC DUMPSTER SERVICE	07/30/2026	08/07/2026	550.00	0.00	Paid	Y
4631	AMERICAN CLASSIC DUMPSTER SERVICE	07/30/2026	08/07/2026	644.04	0.00	Paid	Y
4632	AMERICAN CLASSIC DUMPSTER SERVICE	07/30/2026	08/07/2026	550.00	0.00	Paid	Y
4633	CHARTER COMMUNICATIONS	08/01/2026	08/07/2026	180.00	0.00	Paid	Y
4634	COLDSPRING	08/06/2026	08/07/2026	154.20	0.00	Paid	Y
4635	CONSUMERS ENERGY	08/04/2026	08/07/2026	74.26	0.00	Paid	Y
4636	CONSUMERS ENERGY	08/04/2026	08/07/2026	150.92	0.00	Paid	Y
4637	CONSUMERS ENERGY	08/01/2026	08/07/2026	30.42	0.00	Paid	Y
4638	CONSUMERS ENERGY	08/01/2026	08/07/2026	110.85	0.00	Paid	Y
4639	MALBURG'S SANITATION SERVICES, IN	08/03/2026	08/07/2026	400.00	0.00	Paid	Y
4640	RYANS LAWN CARE	08/03/2026	08/07/2026	204.00	0.00	Paid	Y
4644*	CONSUMERS CREDIT UNION	08/02/2026	08/12/2026	778.95	0.00	Paid	Y
4645	CINTAS	08/13/2026	08/13/2026	113.94	0.00	Paid	Y
4646	COLDSPRING	08/07/2026	08/13/2026	154.20	0.00	Paid	Y
4647	COLDSPRING	08/11/2026	08/13/2026	154.20	0.00	Paid	Y
4648	DEBRA FLOOD	08/12/2026	08/13/2026	248.82	0.00	Paid	Y
4649	DTE ENERGY	08/06/2026	08/13/2026	67.79	0.00	Paid	Y
4650	DTE ENERGY	08/06/2026	08/13/2026	63.27	0.00	Paid	Y
4651	FLEIS & VANDENBRINK	08/12/2026	08/13/2026	382.95	0.00	Paid	Y
4652	GLENN C BEAVIS	08/12/2026	08/13/2026	134.16	0.00	Paid	Y
4653	JONS TO GO	08/11/2026	08/13/2026	115.00	0.00	Paid	Y
4654	PENTWATER CONVENIENCE CENTER	08/06/2026	08/13/2026	54.66	0.00	Paid	Y
4655	QUADIENT FINANCE USA INC	07/31/2026	08/13/2026	1,003.00	0.00	Paid	Y
4656	RYANS LAWN CARE	08/03/2026	08/13/2026	570.00	0.00	Paid	Y
4657	STRAIGHT LINE FENCE	07/31/2026	08/13/2026	8,150.00	0.00	Paid	Y
4658	ELECTION SOURCE	08/13/2026	08/14/2026	30.86	30.86	Open	N
4659	FLOWERS BY MARY ANN	08/12/2026	08/14/2026	49.99	49.99	Open	N
4660	SRM CONCRETE	08/06/2026	08/14/2026	90.97	90.97	Open	N
4664	MIKA MYERS	08/12/2026	08/18/2026	782.00	782.00	Open	N
4665	F&V OPERATIONS	08/18/2026	08/20/2026	897.00	897.00	Open	N
4666	F&V OPERATIONS	08/18/2026	08/20/2026	897.00	897.00	Open	N
4667	HEATHER DOUGLAS	08/20/2026	08/20/2026	158.49	158.49	Open	N
4668	F&V OPERATIONS	08/18/2026	08/20/2026	7,612.50	7,612.50	Open	N
4669	PREMIER CAULKING INC.	08/15/2026	08/21/2026	1,800.00	1,800.00	Open	N
4670	CONSUMERS ENERGY	08/20/2026	08/25/2026	81.59	81.59	Open	N
4671	CONSUMERS ENERGY	08/20/2026	08/25/2026	57.30	57.30	Open	N
4672	F&V OPERATIONS	08/25/2026	08/25/2026	652.50	652.50	Open	N
4673	F&V OPERATIONS	08/25/2026	08/27/2026	9,787.50	9,787.50	Open	N

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
4674	GREAT LAKES ENERGY	08/15/2026	08/25/2026	354.34	354.34	Open	N
4675	SPECTRUM PRINTERS, INC	08/14/2026	08/25/2026	277.76	277.76	Open	N
4676	VILLAGE OF PENTWATER	08/24/2026	08/26/2026	7,500.00	7,500.00	Open	N
4677	OCEANA COUNTY ROAD COMMISSION	08/25/2026	08/26/2026	5,221.00	5,221.00	Open	N
4678	CONSUMERS ENERGY	08/21/2026	08/27/2026	65.26	65.26	Open	N
4679	CONSUMERS ENERGY	08/21/2026	08/27/2026	35.82	35.82	Open	N
4680	PENTWATER CHAMBER OF COMMERCE	08/10/2026	08/27/2026	75.00	75.00	Open	N
4682	CINTAS	08/27/2026	08/27/2026	113.94	113.94	Open	N
# of Invoices:		55	# Due:	21	Totals:		
# of Credit Memos:		0	# Due:	0	Totals:		
Net of Invoices and Credit Memos:					54,795.84	36,540.82	
					0.00	0.00	
* 1 Net Invoices have Credits Totalling:					54,795.84	36,540.82	
					(100.00)		
--- TOTALS BY FUND ---							
101 - GENERAL FUND					17,773.69	9,590.55	
204 - ROAD FUND					5,221.00	5,221.00	
209 - CEMETERY FUND					11,080.65	2,042.04	
592 - SEWER FUND					20,720.50	19,687.23	
--- TOTALS BY DEPT/ACTIVITY ---							
000 -					5,221.00	5,221.00	
253 - TREASURER					427.31	158.49	
262 - ELECTION					1,042.11	308.62	
265 - TOWNSHIP					4,508.00	1,623.44	
526 - TRANSFER STATION					3,913.32	0.00	
540 - TWP NORTH SEWER EXPENDITURE					18,435.89	18,435.89	
541 - TWP SOUTH SEWER EXPENDITURE					2,284.61	1,251.34	
567 - CEMETERY					11,080.65	2,042.04	
597 - DOC/RECREATION/PLIB					7,500.00	7,500.00	
702 - ZONING ADMINISTRATION					382.95	0.00	

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
POST DATES 08/01/2026 - 08/31/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: FDCHK

09/03/2026 12:58 PM
User: GLENN
DB: PENTWATER TWP

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
4624	AMERICAN CLASSIC DUMPSTER SERVICE	08/03/2026	08/04/2026	100.00	0.00	Paid	Y
4641	CHARTER COMMUNICATIONS	08/01/2026	08/07/2026	313.59	0.00	Paid	Y
4642	CONSUMERS CREDIT UNION	05/01/2026	08/12/2026	5,099.31	0.00	Paid	Y
4643	CONSUMERS CREDIT UNION	06/02/2026	08/12/2026	1,275.72	0.00	Paid	Y
4661	LARSON AND SON	08/15/2026	08/18/2026	85.94	85.94	Open	N
4662	MIKA MYERS	08/12/2026	08/18/2026	1,239.50	1,239.50	Open	N
4663	MIKA MYERS	08/12/2026	08/18/2026	1,608.00	1,608.00	Open	N
4681	CONSUMERS ENERGY	08/21/2026	08/27/2026	533.36	533.36	Open	N
# of Invoices:	8	# Due:	4	Totals:	10,255.42	3,466.80	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	

Net of Invoices and Credit Memos:

10,255.42 3,466.80

--- TOTALS BY FUND ---

206 - FIRE FUND

10,255.42 3,466.80

--- TOTALS BY DEPT/ACTIVITY ---

336 - FIRE

10,255.42 3,466.80

For Check Dates 08/01/2026 to 08/31/2026

Check Date	Bank	Check Number	Check Name	Check Gross	Physical Check Amount	Direct Deposit	Status
08/20/2026	GFPOL	EFT336	POOLED FEDERAL TAXES	3,578.03	3,578.03	0.00	Cleared
08/06/2026	GFPOL	DD625	BAILEY, CHRISTOPHER R.	764.38	0.00	678.20	Cleared
08/06/2026	GFPOL	DD626	BANE, CARTER M	720.00	0.00	589.84	Cleared
08/06/2026	GFPOL	DD627	BEAVIS, GLENN C	1,260.42	0.00	843.56	Cleared
08/06/2026	GFPOL	DD628	CAVAZOS, LYNNETTE M	1,523.15	0.00	1,203.29	Cleared
08/06/2026	GFPOL	DD629	CHRISTIANS, RONALD L	91.74	0.00	80.83	Cleared
08/06/2026	GFPOL	DD630	DOUGLAS, HEATHER A	1,523.15	0.00	1,320.97	Cleared
08/06/2026	GFPOL	DD631	DOUGLAS, HEATHER A	170.88	0.00	157.81	Cleared
08/06/2026	GFPOL	DD632	EATON, BARBARA C	2,336.00	0.00	1,560.95	Cleared
08/06/2026	GFPOL	DD633	EDWARDS, KEITH J	1,526.77	0.00	1,319.00	Cleared
08/06/2026	GFPOL	DD634	EDWARDS, KEITH J	22.21	0.00	20.52	Cleared
08/06/2026	GFPOL	DD635	FLOOD, DEBRA A	966.14	0.00	799.17	Cleared
08/06/2026	GFPOL	DD636	FLOOD, JOSEPH M	300.52	0.00	264.77	Cleared
08/06/2026	GFPOL	DD637	LYNN, ROBERT L	284.78	0.00	261.34	Cleared
08/06/2026	GFPOL	DD638	MILLER, ROBERT A	689.88	0.00	615.02	Cleared
08/06/2026	GFPOL	DD639	MURPHY, MAUREEN H	1,523.15	0.00	1,282.48	Cleared
08/06/2026	GFPOL	DD640	MURPHY, MAUREEN H	307.58	0.00	270.98	Cleared
08/06/2026	GFPOL	DD641	QUINN, RICHARD L	114.68	0.00	101.04	Cleared
08/06/2026	GFPOL	DD642	SUTTNER, LORI A	91.74	0.00	84.73	Cleared
08/06/2026	GFPOL	EFT335	POOLED FEDERAL TAXES	3,351.13	3,351.13	0.00	Cleared

Totals:

Number of Checks: 050

24,557.37

Total Physical Checks:

8

Total Check Stubs:

42



PENTWATER FIRE DEPARTMENT

486 E Park St • PO Box 1117
Pentwater, MI 49449

Phone 231.869.5987 • Fax 231.869.8511
www.pentwaterfiredepartment.com

Monthly Meeting Agenda

Meeting Date: Wednesday, September 2, 2026 19:00
Meeting Location: Pentwater Fire Department
Call to Order

- I. Pledge of Allegiance
- II. Reading and Approval of Minutes
 - a. Minutes from 8/5/26
- III. Reports of Officers
 - a. Treasurer Brad Van Duinen
 - i. Ending Payroll - \$45,335.00
 - ii. Checking - \$96,635.27
 - iii. CLASS – \$411,742.83
 - iv. EDGE - \$0.00
 - v. Total Funds - \$508,378.10
 - vi. Funds Net Payroll - \$463,043.10
- IV. Old Business
 - a. By-Laws
 - b. ID Badges
 - c. Highway Pickup target is September 19, 2026
 - i. Meet at PFD at 07:00.
 - ii. Headcount will be taken at September business meeting to plan for breakfast.
 - d. Fire Authority Update
 - e. Equipment Updates
 - i. SCBA Purchase
 1. Conversion kit for the RIT pack has been shipped.
 - ii. 351
- V. New Business
 - a. Thank you for all the support with the various community events
 - i. July 3rd Fireworks
 - ii. Homecoming Parade and Fireworks on 8/15/2026
 - iii. Fair support the week of 8/23/2026
- VI. Training
- VII. Discussion on Last Months' Calls-



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- a. 32 medical, 9 fire and 1 UAV call for service in August
- b. 1 missed medical call in August
- c. Discussion on best practices for prior months' calls

VIII. Adjourn



PENTWATER FIRE DEPARTMENT

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Officers Meeting Agenda

Meeting Date: Wednesday, September 2, 2026 19:00
Meeting Location: Pentwater Fire Department
Call to Order

Please note- the agenda for the Officer Meeting is the same as the regular monthly meeting and items are often discussed at both meetings.

- I. Pledge of Allegiance
- II. Reading and Approval of Minutes
 - a. Minutes from 8/5/26
- III. Reports of Officers
 - a. Treasurer Brad Van Duinen
 - i. Ending Payroll - \$45,335.00
 - ii. Checking - \$96,635.27
 - iii. CLASS – \$411,742.83
 - iv. EDGE - \$0.00
 - v. Total Funds - \$508,378.10
 - vi. Funds Net Payroll - \$463,043.10
- IV. Old Business
 - a. By-Laws
 - b. ID Badges
 - c. Highway Pickup target is September 19, 2026
 - i. Meet at PFD at 07:00.
 - ii. Headcount will be taken at September business meeting to plan for breakfast.
 - d. West Mich Fire Authority
 - e. Equipment Updates
 - i. SCBA Purchase
 1. Conversion kit for the RIT pack has been shipped.
 - ii. 351
- V. New Business
 - a. Thank you for all of the support for the various community events over the last few months
 - i. July 3rd Fireworks
 - ii. Homecoming Parade and Fireworks on 8/15/2026
 - iii. Fair support the week of 8/23/2026



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VI. Training

VII. Discussion on Last Months' Calls-

- a. 32 medical, 9 fire and 1 UAV call for service in August
- b. 1 missed medical call in August
- c. Discussion on best practices for prior months' calls

VIII. Adjourn



PENTWATER FIRE DEPARTMENT

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Monthly Meeting Minutes

Meeting Date: Wednesday, August 5, 2026 19:00

Meeting Location: Pentwater Fire Department

Call to Order

- I. Pledge of Allegiance
- II. Reading and Approval of Minutes
 - a. Minutes from 7/1/26
 - b. A motion to approve the minutes was made by Kyle Dillingham and seconded by Oscar Esquivel. The motion was unanimously passed by all members present.
- III. Reports of Officers
 - a. Treasurer Brad Van Duinen
 - i. Ending Payroll - \$35,815
 - ii. Checking - \$256,954.03
 - iii. CLASS - \$260,507.62
 - iv. EDGE - \$0.00
 - v. Total Funds - \$517,461.65
 - vi. Funds Net Payroll - \$481,646.65
- IV. Old Business
 - a. By-Laws
 - b. ID Badges
 - i. Dale and Chris need to have pictures taken
 - c. Paysheet and Report Completion Verification Process
 - d. Highway Pickup target is September 19, 2026
 - i. Meet at PFD at 07:00.
 - ii. Headcount will be taken at September business meeting to plan for breakfast.
 - e. West Mich Fire Authority
 - i. Discussions are progressing
 - ii. Vote taken during the meeting on proposed names and will be consolidated with Hart vote.
 - f. OSHA
 - i. Case is closed. Abatement due August 24, 2026



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- ii. Received a \$1000 fine for lack of fall protection for packing hose on fire apparatuses.
 - iii. Hazard communication plan will be brought up to date. Reminder to ensure safety goggles and gloves are worn when handling hazardous materials.
 - iv. Emergency response plan by type of call will be further clarified.
- g. SCBA Purchase
 - i. 12 packs were ordered and a conversion kit for the RIT pack. Cost is approximately \$146,000 and will be covered from fund balance and 2026 budget allocation.
- V. New Business
 - a. Report Completion
 - b. 351's lights have come in
 - i. Expected to be mounted in August
 - c. Homecoming on 8/15/2026
 - i. Brats at the station at 1400
 - ii. Parade at 1600
 - iii. Beach to be closed off further back than on July 3rd due to expected reach of fireworks
 - iv. Traffic control will be the same as July 3rd
- VI. Training
 - a. Discussion on Marina calls
 - i. Reminder that there are materials at the station to make booms, additionally a variety prefabricated booms have been ordered
 - ii. If gas spill is under 10 gallons no action is to be taken
 - b. Ensure all truck checks are completed by the end of the month
- VII. Discussion on Last Months' Calls-
 - a. 32 medical, 11 fire and 2 UAV calls for service in July
 - b. 3 missed medical calls in July
 - c. Discussion on best practices for prior months' calls
- VIII. Adjourn
 - a. Meeting adjourned by Jonathan Hughart



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Officers Meeting Minutes

Meeting Date: Wednesday, August 5, 2026 19:00

Meeting Location: Pentwater Fire Department

Call to Order

Please note- the agenda for the Officer Meeting is the same as the regular monthly meeting and items are often discussed at both meetings.

- I. Pledge of Allegiance
- II. Reading and Approval of Minutes
 - a. Minutes from 7/1/26
- III. Reports of Officers
 - a. Treasurer Brad Van Duinen
 - i. Ending Payroll - \$35,815
 - ii. Checking - \$256,954.03
 - iii. CLASS – \$260,507.62
 - iv. EDGE - \$0.00
 - v. Total Funds - \$517,461.65
 - vi. Funds Net Payroll - \$481,646.65
- IV. Old Business
 - a. By-Laws
 - b. ID Badges
 - c. Paysheet and Report Completion Verification Process
 - d. Highway Pickup target is September 19, 2026
 - i. Meet at PFD at 07:00.
 - ii. Headcount will be taken at September business meeting to plan for breakfast.
 - e. West Mich Fire Authority
 - f. OSHA
 - i. Case is closed. Abatement due August 24, 2026
 - ii. Received a \$1000 fine for lack of fall protection for packing hose on fire apparatuses.
 - iii. Hazard communication plan will be brought up to date.
 - iv. Emergency response plan by type of call will be further clarified.
 - g. SCBA Purchase
 - i. Ordered and expected in October 2026



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- V. New Business
 - a. Report Completion
 - b. 351's lights have come in
- VI. Training
- VII. Discussion on Last Months' Calls-
 - a. 32 medical, 11 fire and 2 UAV calls for service in July
 - b. 3 missed medical calls in July
 - c. Discussion on best practices for prior months' calls
- VIII. Adjourn

Pentwater Township
Deputy Supervisor, Zoning Administrator and Ordinance Enforcement Officer
Monthly Report – September 1, 2026

The following is a summary of the activities that were conducted by the Deputy Supervisor, Zoning Administrator and Ordinance Enforcement Officer for the month of August, 2026.

Deputy Supervisor - I worked with the Township Supervisor, Lynne Cavazos, F&V, and/or the Township Attorney regarding:

- Attended the Township Board meeting of August 19.
- Worked on the Township Hall landscaping on August 5.
- Worked with F&V on Sanitary Sewer Cleaning and televising in Apache Hills on August 24 - 27.
- Prepared the Township North lift stations to receive the new backup generators.
- Reviewed and submitted Sanitary Sewer System invoices.
- Reviewed the Draft RFP for Planning Consulting Services with two consulting firms.
- Mowed grass at Township Sewer lift stations.
- Attended the Township workshop on the Employee Handbook on August 25.

Code Enforcement – Nothing to report at this time.

Planning Commission - The Planning Commission met on August 11 to discuss the following:

- Future Zoning Ordinance Amendments for Single Family Residential Districts including lot sizes in the R-2 District, Accessory Dwelling Units (ADUs) and Short Term Rentals (STRs);
- Consideration for creating a 5-acre minimum lot size single family residential Zoning District; and,
- The outline for the Capital Improvements Plan (CIP).

Zoning Board of Appeals - The Zoning Board of Appeals did not meet in August.

Zoning Permits – The following Zoning Permits were issued in August:

1. ZP 3582 was issued to Blackmer Construction for a new 26 ft. x 30 ft. garage at 6085 48th Ave. was issued to Ken Adams Excavating to demolish the former Boat House Restaurant and either remove or demolish the existing garage at 5164 W. Monroe Road.

2. ZP 3583 was issued to LeBlanc Custom Homes for a new 8704 sq. ft. ranch home with attached garage and deck on Parcel ID No. 001-532-015-00 within the Duna Vista Association.

Other Comments – None.

Sincerely,

Keith J. Edwards

Pentwater Township

Deputy Supervisor, Zoning Administrator & Ordinance Enforcement Officer

Township of Pentwater Assessor

500 N Hancock St.
PO Box 512
Pentwater MI 49449
Phone: (231) 869-6231 Ext 4

Monthly Township Report September 2026

Board of Review:

- The December Board of Review will be held on December 15, 2026, at 1 pm at the Township Hall.

Michigan Tax Tribunal:

- We have no pending MTT cases currently.
- The deadline for filing a **Commercial/Industrial** petition was June 1, 2026 (The May 31st deadline fell on a Sunday, so petitions were considered timely filed if postmarked by June 1st.)
- The deadline for filing a **Residential** petition was July 31, 2026.

Miscellaneous:

- I have been working on entering deeds, property transfer affidavits, and PREs as they come in.
- I have a continuing education class coming up on September 15th. I will be in my office, but I will have limited availability from 12-4 pm that Tuesday.

If you have any questions, please let me know!

Sincerely,
Barbie Eaton, MAAO
Pentwater Township Assessor



PENTWATER TOWNSHIP CEMETERY MONTHLY REPORT

MONTH OF: AUGUST 2026

NUMBER OF BURIALS

Traditional: _____

Cremains: 5

Columbarium 1

FOUNDATIONS SET: 3

GRAVESITES SOLD: 2

COLUMBARIUMS SOLD: _____

SCATTER BRICKS SOLD: _____

Equipment Maintenance: _____ (Approximate # of hours)

Grounds Care: _____ (Approximate # of hours)

Openings/Closings: _____ (Approximate # of hours)

Administration: 68 _____ (Approximate # of hours)

(i.e. Record maintenance, phone calls, emails,
Meetings with families, grave location, etc.)

Respectfully Submitted

MAUREEN MURPHY, CLERK

Date: 09/01/2026

PENTWATER TOWNSHIP
TRANSFER SITE MONTHLY REPORT

Month/Year: 8 / 26

Total Number of Visitors: 329

Total Fees Rec'd: 2655.⁰⁰

<u>Site Usage</u>	<u>Village</u>	<u>Township</u>	<u>Weare</u>
Trash:	<u>41</u>	<u>99</u>	<u>22</u>
Recycling:	<u>39</u>	<u>81</u>	<u>13</u>
Both:	<u>4</u>	<u>27</u>	<u>3</u>

Yard Waste Visitors – Village: 148

Yard Waste Visitors – Township: 56

Yard Waste Visitors – Weare: 11

Submitted By: Bob Miller

Date: 8/31/26

PENTWATER TOWNSHIP
JOURNAL ENTRY
JE: 2165

(nb) a

Post Date: 09/02/2026

Entry Date: 09/02/2026

Entered By: GLENN

Journal: BA

Description: Q3 GF & SEWER BUDGET AMENDMENT

GEN FUND:

257-705: BARBIES FICA INCORRECTLY CALCULATED. SHOULD
BE 7.5% OF SALARY.

262-851: REDUCED ELECTION POSTAGE PENDING FIX OF
MACHINE. PRIMARY PAID VIA TWP POSTAGE.

265-802: GROSSLY UNDERESTIMATED PROF SERV SOFT. (2X
CLAUDE, 2X ADOBE, 1X ZOOM, 1X CANVA).

597-802: REPLACE FISHING DOCK BOXES

597-808: REDUCED BUOY BUDGET

597-934: REDUCED, BUDGETED REPAIR MONIES PAID OUT
PRIOR FISCAL YEAR

597-970-001: SCOPE INCREASE TO REPLACE FISHING DOCK
KICK BOARDS

SEWER:

538-830-002: REDUCED SHARED ENGINEERING SERVICES

538-830-004: INCREASED SHARED FINANCIAL CONSULTANT
SERVICES

540-800-000: REDUCED PLANNED TWP NORTH PROF/CONTRACT
SERV.

540-970-006: INCREASED TWP NORTH CAPITAL OUTLAY

541-800-000: REDUCED TWP SOUTH PROF/CONTRACT SERV.

541-931-000: INCREASED TWP SOUTH REPAIR/MAINT

GL #	Description	Increase/(Decrease)
101-257-705.000	EMPLOYER FICA CONTRIB	3,060.00
101-262-851.000	POSTAGE	(1,000.00)
101-265-802.000	PROF SERV SOFTWARE	4,500.00
101-597-802.000	CONT SER DOCK	1,600.00
101-597-808.000	BUOYS	(600.00)
101-597-934.000	REP/MAIN BOAT RAMP	(14,560.00)
101-597-970.001	CAP OUTLAY - LB FISH DOCK	7,000.00
592-538-830.002	ENGINEERING SERVICES	(1,500.00)
592-538-830.004	FINANCIAL CONSULTANT SERVICES	1,500.00
592-540-800.000	PROF/CONTRACT SERVICES	(9,000.00)
592-540-970.006	CAPITAL OUTLAY - SEWER	9,000.00
592-541-800.000	PROF/CONTRACT SERVICES	(5,000.00)
592-541-931.000	REP/MAINT	5,000.00

Revenue Change: 0.00

Expenditure Change: 0.00

Budgeted Change To Fund Balance: 0.00

APPROVED BY: _____



The Friends
of
Pentwater
Township
Cemetery



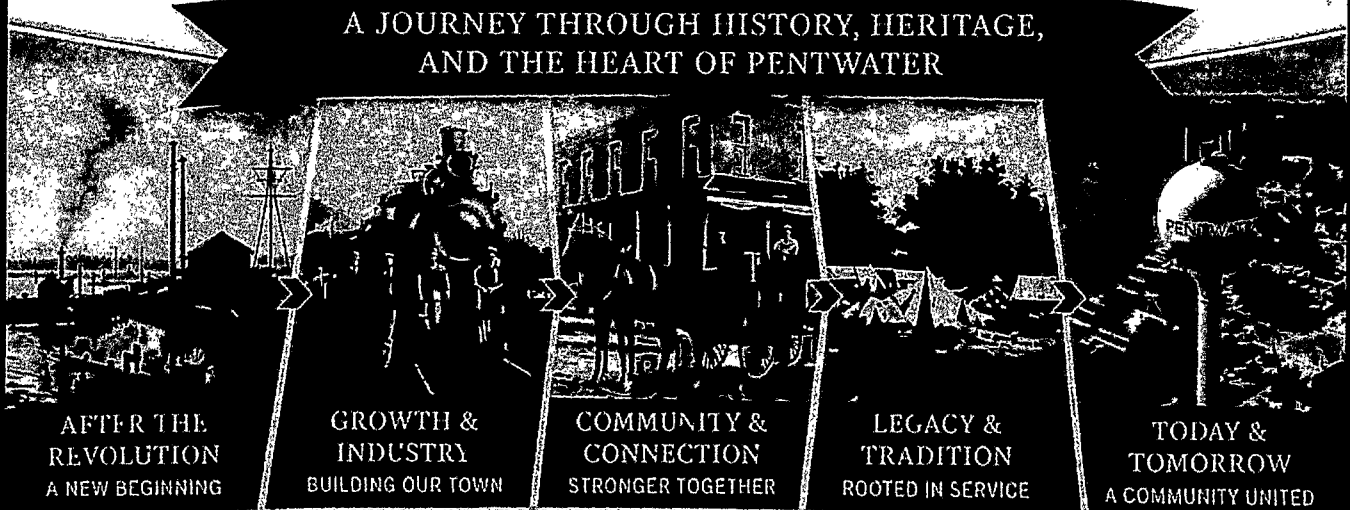
Daughters of the
American Revolution
Michigan Dunes Chapter

ANNUAL FALL TOUR

AMERICA 250 PENTWATER: FROM REVOLUTION TO COMMUNITY

Honoring our past. Celebrating our present. Inspiring our future.

A JOURNEY THROUGH HISTORY, HERITAGE,
AND THE HEART OF PENTWATER



250 YEARS OF FREEDOM. GENERATIONS OF COMMUNITY.

WALK THE PATH. HONOR THE PAST. INSPIRE THE FUTURE.



SATURDAY
SEPTEMBER 26
11:00 AM ★ 12:30 PM



SUNDAY
SEPTEMBER 27
1:00 PM

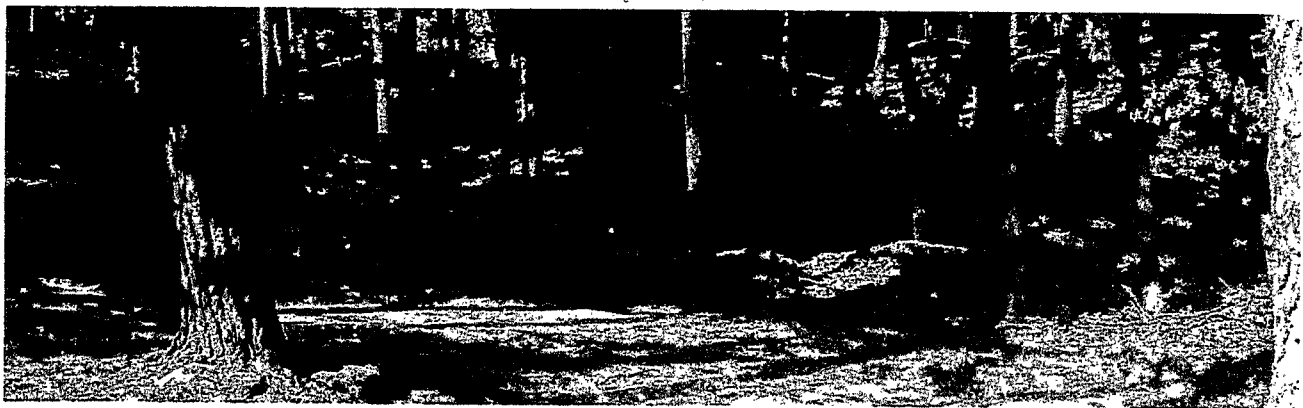
★ PENTWATER TOWNSHIP CEMETERY ★

Presented by the Daughters of the American Revolution, Michigan Dunes Chapter
in partnership with The Friends of Pentwater Township Cemetery and Pentwater Township



**America 250 Legacy Project:
Protecting the Historic Graves of Pentwater Township Cemetery**

Native American Burial Section Dedication



Preserving their legacy for generations to come.

**October 11, 2026
3:00 pm**

Pentwater Township Cemetery
8060 US-31 BUS
Pentwater, MI 49449

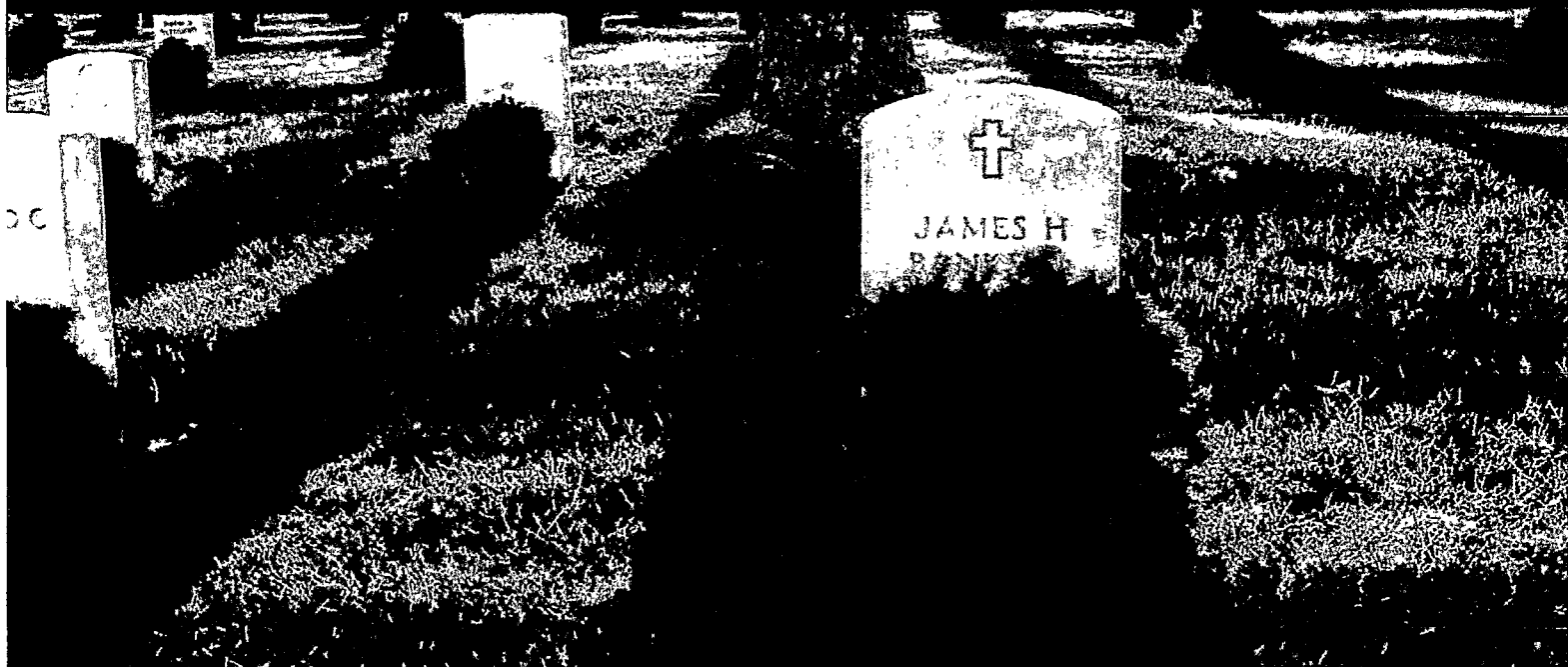
Everyone is Welcome

**This dedication honors the historic Native American burial section within
Pentwater Township Cemetery and reflects our shared commitment to preserving
local history with dignity, respect, and remembrance.**

**Made possible through an America250MI grant and the collaboration of community partners committed to
preserving Michigan's history for future generations.**

Join Us in Our Mission

Remember ★ Honor ★ Teach



★ **December 19, 2026** ★

National Wreaths Across America Day



**Help Michigan Dunes Chapter, NSDAR
honor local heroes!**

Sponsor a wreath today to be placed on a
veteran's grave this December at Pentwater
Township Cemetery, North Weare Township
Cemetery, and Great Lakes National Cemetery

Scan the QR code to make a donation online or
visit www.wreathscrossamerica.org/MI0259P



#RememberMe

WREATHS ACROSS AMERICA

FINANCIAL INFORMATION:

Please visit
www.wreathscrossamerica.org
to view the organization's 990 tax forms.

Since 2007, nearly \$32 million has been redistributed to other non-profits and civic organizations through the Groups Sponsorship Program.

EMPLOYEE INFORMATION:

Total Regular Employees: 64

CONTACT INFORMATION:

4 Point Street
Columbia Falls, ME 04623

Mailing Address:

Po Box 249
Columbia Falls, ME 04623

(877) 385-9504

info@wreathscrossamerica.org

facebook.com/WAAHQ

Twitter @WreathsAcross

Instagram @wreathscross

Tik Tok @wreathscross

youtube.com/wreathscrossamerica

wreathscrossamerica.org

linkedin.com/company/wreathscross-america



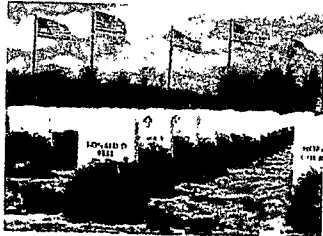
Morrill Worcester
Founder



Wayne Hanson
Chairman of the
Board of Directors



Karen Worcester
Executive Director



OUR MISSION:

Remember, Honor, Teach.

Remember the fallen. Honor those who serve. Teach the next generation the value of freedom.

nb (b)

"REMEMBER ME"

National Wreaths Across America Day

Saturday, Dec. 19, 2026

Volunteers can get involved at any of the 5,500+ participating locations in all 50 states, and abroad.

Join us and millions of volunteers nationwide in placing wreaths on veterans' headstones. Invite your family and friends to an experience you will never forget, as we take a break from the hustle and bustle of the holiday season to honor our service men and women and their families.

For a complete list of participating locations, visit
WreathsAcrossAmerica.org



FOUNDER

Morrill Worcester

**CHAIRMAN OF THE
BOARD OF DIRECTORS**
Wayne Hanson

EXECUTIVE DIRECTOR
Karen Worcester

BOARD OF DIRECTORS

Michael Edgecomb,
Vice Chairman

David "Mel" Russen,
Treasurer

Renee Saunders Worcester,
Secretary

Charemon A. Davis,
Chief Financial Officer

Karen Diefendorf
Kevin Haley
Lorna Harris
Col. Daniel M. Leclair
Randy Lewer
Nathan Lewis

Jenny Lovering
Daniel Patrick Mead
Graig Morin
Ron Sailor

Dr. Pamela W. Slaven-Lee
Patrick Simmons

Debbie Ruane Sparks
Sarah Worcester

2025 RECAP

- Over 3.1 million veterans' wreaths were placed in total across the country at 5,594 participating locations. Millions of volunteers helped place wreaths, a third of whom were children.
- At Arlington National Cemetery specifically, 68 tractor-trailers delivered veterans' wreaths. More than 27,000 volunteers helped place these wreaths at 265,000 gravesites.
- 727 truckloads and 45 intermodal loads of wreaths were delivered across the country by over 1,200 volunteer professional truck drivers driving donated equipment and fuel from approximately 325 trucking companies.

WAYS TO GET INVOLVED

1. Program Sponsorship

Your sponsorship honors an American hero with the placement of a veteran's wreath and supports the year-round program. You choose the location. Groups can get involved as a fundraising project.

2. Add a New Location

Coordinate a wreath-laying ceremony at a cemetery or veteran's memorial in your town. Determine if this location is already participating by checking our website. We have resources to help you plan your ceremony.

3. Start a Sponsorship Group

Your civic, nonprofit, school or other group can help raise sponsorships for participating locations. A portion of the funds can be returned to help your group. We offer resources and assistance to ensure your success.

4. Volunteer

Volunteer to place wreaths on a veteran's grave at any of our more than 5,500 participating locations. Involve your friends and family to honor our service men, women and families.

GIVING OPPORTUNITIES

Every \$17 sponsorship supports the year-round mission and the many free programs offered, and places a live, balsam wreath on the headstone of a service member.

- Donation of trucking and transportation of wreaths.
- Give your employees time to participate on National Wreaths Across America Day.

"We are not here to 'decorate graves.' We are here to remember not their deaths, but their lives." — Karen Worcester

4223 W POLK RD, HART, MI 48420
 MI EQUAL OPPORTUNITY EMPLOYER
HALLACK CONTRACTING
 PH: (431) 875-5081 FAX: (431) 875-2889

hb(c)

Pentwater Twp
 Attn: Maureen Murphy

clerk@pentwatertownshipmi.gov

RE: cemetery improvements

drive and improvements to Native Americans proposed plaque area

work item	unit type	units	comments
labor/equipment to saw cut existing asphalt at connection area, possible small stump removal, prepare approx 80'x8.5' for aggregate base and new 2" asphalt paving, spread/level topsoil to cover exposed roots in memorial area	LSUM	1	
6" compacted recycle concrete aggregate to prepare for asphalt base	cu yd	18	
topsoil to spread around base of trees to cover exposed roots, fill/level low areas within memorial area	cu yd	12	
shady mix grass seeding, EZ straw mulch to protect seed and assist with seed germination	LSUM	1	
hot mix asphalt	tons	12	\$6,670.00

improvement to area leading to leaf dump area approx 142'x10'

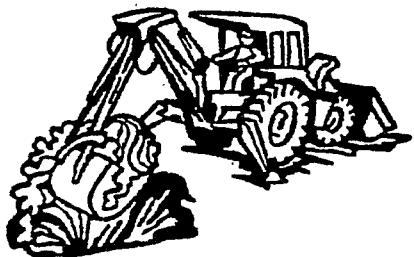
work item	unit type	units	comments
labor/equipment for grading/shaping, aggregate installation, topsoil and seeding	LSUM	1	
imported fill sand to raise area to blend in to vegetated side slopes	cu yd	60	
recycle concrete aggregate leveled/compacted to 6" depth	cu yd	53	
topsoil and seeding to outer edges outside of the 10' wide roadway	LSUM	1	\$5,942.00

Notes:
 add \$4500 to pave 142'x10' after grading preparations are complete

nb(c)

KEN ADAMS EXCAVATING, INC.

P.O. Box 413 • 8770 N. Oceana Dr.
Pentwater, MI 49449
Phone (231) 869-5928 • FAX (231) 869-4620



Date 8/31/26 FAX Number _____

Send To: _____

Address: Pentwater Township

City, State, Zip _____

Person Sending: _____ Number of Sheets: _____

Cemetery Bid

top soil & spreading around trees & rock
in Indian spot \$1,500.⁰⁰

Driveway with crushed asphalt
& leveling in Indian spot road \$1,250.⁰⁰

Driveway with crushed concrete
& leveling \$1,850.⁰⁰

Rock no cost

nb(c)

Maureen Murphy

From: Glenn Beavis
Sent: Thursday, August 20, 2026 1:24 PM
To: Maureen Murphy
Subject: FW: Cemetery Fence
Attachments: Pentwater Township Cemetery Indian Burrial Ground.doc

From: Joel V <joel@straightlinefences.com>
Sent: Thursday, August 20, 2026 11:21 AM
To: Glenn Beavis <deputyclerk@pentwatertownshipmi.gov>
Subject: Cemetery Fence

Good Morning,

Hope all is well. Attached is the proposal for the fence project. Let me know if you have any questions.
Thanks and have a Great Day!

Thank You,
Joel Vergouwe
Straight Line Fence
616-443-2550
joel@straightlinefences.com



nb(c)



PHONE: 616-443-2550
FAX: 616-608-5521
845 CHESTNUT ST SW
GRAND RAPIDS, MI 49503
STRAIGHTLINEFENCES.COM

August 18, 2026

To: Glenn / Pentwater Township
From: Joel Vergouwe / Straight Line Fence
Re: Pentwater Cemetery

4' Tall Ornamental Aluminum Fence– Price - \$6,550.00

- Furnish and install approximately 144' of 4' tall commercial grade black 2 rail ornamental aluminum fence
- One 4' walk gate
- 2" posts, 4' tall x 6' wide sections, 3/4" picket
- All posts will be set in concrete

Same as Above with Decorative Rings – Price - \$9,500.00 (6 week lead time)

Approval Signature

Date

Printed Name

PO Number

- Not included are bonds, permits, prevailing wage, staking or layout, clearing, grading, core drilling, etc.

- Payment terms: Net 30

- Because of unstable material prices, we can hold this price for 30 days.

Straight Line Fence is not responsible for unmarked utilities including sprinkler lines

Thank you for the opportunity to quote this work. If you have any questions, please contact me at 616-443-2550 or by email joel@straightlinefences.com.

nb(d)

ARTICLES OF INCORPORATION WEST MICH FIRE & RESCUE AUTHORITY

These Articles of Incorporation ("Articles") are adopted for the purpose of creating the West Mich Fire & Rescue Authority ("Authority") under the provisions of the Emergency Services to Municipalities Act, 1988 PA 57, as amended.

ARTICLE I NAME AND OFFICE

A. **Name.** The name of this Authority is "West Mich Fire & Rescue Authority," referred to as the "Authority."

B. **Principal Office.** The principal office of the Authority will be located at 808 S. State Street, Hart, Michigan 49420, or at such other office location as may be designated by the Authority.

ARTICLE II DEFINITIONS

The following terms, as used in these Articles, have the meanings set forth below. Undefined terms have the meanings given in Act 57 or, if not defined therein, their ordinary and commonly understood meanings.

A. **Act 57** means the Emergency Services to Municipalities Act, 1988 PA 57, as amended.

B. **Authority** means the West Mich Fire & Rescue Authority incorporated under the provisions of Act 57.

C. **Board** means the Authority's governing board.

D. **Emergency Services** means fire protection services.

E. **Chief Administrative Employee** means the Fire Chief.

F. **Incorporating Municipalities** means a Municipality that is part of this Authority or joins in a manner provided for in these Articles.

G. **Municipal Emergency Service** means an emergency service performed by a Municipality rather than by this Authority.

H. **Municipality** means a county, city, village, or township.

I. **Non-Incorporating Municipality or Municipalities** means a Municipality that does not become part of this Authority in the manner provided for in these Articles.

Other terms shall have such meaning as may be specified in the various provisions of these Articles.

ARTICLE III INCORPORATING MUNICIPALITIES

The Incorporating Municipalities creating this Authority are the City of Hart, a Michigan home rule city (the “City”); and the Township of Golden (“Golden”); the Township of Hart (“Hart Township”); the Township of Pentwater (“Pentwater”); and the Township of Weare (“Weare”) (collectively, Golden, Hart Township, Pentwater, and Weare may be referred to as the “Townships”). All of the foregoing Townships are general law townships under Michigan law. The Townships and the City are referred to herein individually as an “Incorporating Municipality” and collectively as the “Incorporating Municipalities.” If any Incorporating Municipality modifies its form of incorporation, the successor municipal entity shall also be bound by these Articles.

ARTICLE IV PURPOSE

A. The purpose of this Authority shall be and is to provide Emergency Services in accordance with Act 57 and within or without the Authority’s jurisdiction described in Article V of these Articles as may be authorized by these Articles or pursuant to contract with the Authority

by any Incorporating Municipality, Non-Incorporating Municipality, or any other lawful entity in accordance with Act 57.

B. Each of the Incorporating Municipalities is authorized to transfer to the Authority any of its fire protection and rescue equipment, vehicles, and real and personal property.

C. An Incorporating Municipality, and any governmental unit that becomes an Incorporating Municipality of the Authority in the future, shall exclusively utilize the Authority for all Emergency Services within that Incorporating Municipality as set forth in these Articles.

ARTICLE V JURISDICTION

The Authority's jurisdiction shall include all the territory included within the corporate boundaries of its Incorporating Municipalities as now constituted or as hereafter expanded through annexation, consolidation, or change of municipal identity. The Authority has exclusive authority to determine how Emergency Services will be provided within its jurisdiction.

ARTICLE VI POWERS

A. **Body Corporate.** This Authority shall be a body corporate with power to sue or be sued in any court of the State of Michigan.

B. **Powers.** The Authority shall possess all of the powers now or hereafter granted by Act 57, by any other applicable statute of the State of Michigan, by these Articles, and those incident to those purposes, including but not limited to the following:

1. *Bylaws and Rules.* Adopt bylaws and rules of administration to accomplish the purposes of Act 57 and these Articles.

2. *Ordinances.* Pursuant to the procedures set forth in Act 57, adopt ordinances that allow the Authority to assess fees on owners or occupants of property who receive Emergency Services to cover the costs of providing Emergency Services under Act 57, and enforce fire-related ordinances adopted or amended from time to time by the Incorporating Municipalities.

3. *Grants, Loans or Contributions.* Apply for and accept grants, loans, or contributions from the federal government or any of its agencies, the state, or other public or private agencies to be used for any of the purposes of Act 57 and these Articles to do any and all things within its express or implied powers necessary or desirable to secure that financial or other aid or cooperation in the carrying out of any of the purposes of Act 57 and these Articles.

4. *Contracts.* Enter into any contracts with other entities or persons not prohibited by law.

5. *Issuance of Bonds.* Issue unlimited tax general obligation bonds upon approval of a majority of the electors in the jurisdictional limits of the Authority voting on the question of the issuance of such bonds. The proposal to issue unlimited tax general obligation bonds must be submitted to a vote of the electors in the jurisdictional limits of the Authority by resolution of the Authority Board. The resolution must contain the language of the ballot proposal. The Authority may also issue its limited tax general obligation bonds without a vote of the electors in accordance with applicable State law, Act 57, and these Articles.

6. *Installment Purchases.* Enter into a contract or agreement for the purchase of real or personal property for public purposes to be paid for in installments

over a period not to exceed 15 years (or the maximum period permitted under Act 57 at the time of financing), or the useful life of the property acquired, whichever is less. Real or personal property purchased under this section may serve as collateral in support of the contract or agreement.

7. *Investigation.* Investigate Emergency Services requirements, needs, and programs and engage, by contract, consultants as may be necessary and cooperate with the federal government, state, political subdivisions, and other authorities in those investigations.

8. *Employees; Consultants.* As stated more fully in Article XVII of these Articles and subject to the provisions of Act 57, Michigan law, and these Articles, hire employees, attorneys, accountants, and consultants as the Authority considers necessary to carry out the purposes of the Authority.

9. *Taxation.* The Authority may levy a tax on all of the taxable property within the limits of the Authority for the purposes of and as provided in Act 57 and these Articles.

10. *Property.* Acquire private property by purchase, lease, gift, devise, or condemnation, either within or without its corporate limits, and hold, manage, control, sell, exchange, or lease such property. For purposes of condemnation, the Authority may proceed under the Acquisition of Property by State Agencies and Public Corporations Act, 1911 PA 149, or the Uniform Condemnation Procedures Act, 1980 PA 87, as applicable.

11. *Additional Powers.* Possess all other powers authorized by law that are necessary to carry out the purposes of its incorporation and those incident to those purposes.

C. **Limitations.** The enumeration of any powers herein shall not be construed as a limitation upon its general powers unless the context or Michigan law shall clearly indicate otherwise.

D. **Corporate Seal.** The Authority may adopt a corporate seal, and may alter the seal, and may use it by causing it or a facsimile thereof to be affixed, impressed or reproduced in any other manner.

ARTICLE VII TERM

The Authority shall continue in existence perpetually or until dissolved by act of the Incorporating Municipalities or by law, if such dissolution is permitted by law.

ARTICLE VIII FISCAL YEAR

The fiscal year of the Authority shall commence on July 1 of each year and shall end on June 30 of the following year.

ARTICLE IX BOARD OF COMMISSIONERS

A. **Board Members.** The governing body of this Authority shall be a Board of Commissioners (the "Board"), which shall be comprised of a minimum of seven Commissioners, with one Commissioner from each Incorporating Municipality appointed as set forth herein, together with two at-large Commissioners appointed by the Board as provided in this Article.

B. **Appointments.** The governing body of each Incorporating Municipality shall appoint one (1) Commissioner. An appointee to the Board may also be a member of the legislative

body of the respective Incorporating Municipality. All appointees by each Incorporating Municipality shall be residents of the respective Incorporating Municipality.

C. **At-Large Commissioners.** The Board may appoint two (2) at-large Commissioners. Each at-large Commissioner shall be a resident of an Incorporating Municipality, and shall serve at the pleasure of the Board.

D. **Terms.** Each Commissioner appointed by an Incorporating Municipality shall serve a term commencing upon appointment and expiring on December 31 in the year following appointment. After the Initial Terms provided herein, each Commissioner appointed by an Incorporating Municipality shall serve a term of two (2) years. Each at-large Commissioner shall serve a term of four (4) years and may be reappointed by the Board for additional four (4) year terms at the pleasure of the Board. Each Commissioner shall serve until that Commissioner's successor is appointed and qualified. All terms of office, other than the Initial Terms, shall begin on the first day of January.

1. *Timing of Appointment.* No appointment to the Board shall be deemed to be invalid because it was not made within or at the time specified in these Articles.

2. *Qualifications.* Each Commissioner appointed by an Incorporating Municipality shall be a qualified elector residing within the territorial boundaries of the Incorporating Municipality that appointed him or her and within the jurisdiction of the Authority. Each at-large Commissioner shall be a qualified elector residing within the territorial boundaries of any Incorporating Municipality and within the jurisdiction of the Authority. A Commissioner shall not be an employee of the Authority or an officer, member, or employee of any emergency service transferred to, operated by, or contracted with the Authority, including a person who has contracted with or receives a direct

financial benefit or compensation from the Authority. No Commissioner shall become employed by the Authority until one year after the Commissioner leaves the Board. No Commissioner shall serve on the Board when immediate family members are employed by the Authority or have been employed by the Authority during the year prior to the appointment. For purposes of these Articles, "immediate family" shall include father, mother, sister, brother, aunt, uncle, spouse, or child, whether related by blood or marriage.

3. *Oath.* Each Commissioner shall qualify by taking the constitutional oath of office and filing his or her oath with the Authority and as otherwise required by law.

E. **Compensation and Expenses of Commissioners.** The Board may establish, by resolution, a per diem compensation rate for Commissioners attending regular, special, or rescheduled meetings of the Authority Board and other Authority-related meetings. Commissioners may also be reimbursed for expenses actually incurred in carrying out the duties of the Authority, but only upon approval of the Authority Board in advance of the expenditure and to the extent authorized by the Authority budget for the applicable fiscal year.

F. **Vacancies.** A vacancy shall be defined as: (1) the four (4) month continuous absence of, or (2) the retirement, removal, resignation, or death of a Commissioner. In the event of a vacancy in the office of a Commissioner appointed by an Incorporating Municipality, the governing body of the Incorporating Municipality that selected the vacating Commissioner shall fill the vacancy for the remainder of the unexpired term. In the event of a vacancy in the office of an at-large Commissioner, the Board shall fill the vacancy for the remainder of the unexpired term.

G. **Removal.** Any Commissioner appointed by an Incorporating Municipality as its representative may be removed at any time without cause by action of the governing body of that

Incorporating Municipality that appointed the Commissioner. Any at-large Commissioner may be removed at any time, with or without cause, by action of the Board.

ARTICLE X MEETINGS

A. **Meetings.** The Board shall meet regularly and at least quarterly at such time and place as shall be determined by motion of the Board. Special meetings of the Board may be called by the Chairperson or any two Commissioners. Public notices of all regular, special or rescheduled regular meetings of the Board shall be given pursuant to the applicable provisions of the Open Meetings Act, 1976 PA 267, as amended from time to time, and shall be posted on the Authority's website.

B. **Quorum.** A quorum for the transaction of business by the Board shall consist of a majority of the Commissioners appointed and serving. If all seven (7) Commissioner positions are filled, four (4) Commissioners shall constitute a quorum.

C. **Voting.** The Board shall act by motion or resolution, unless a particular format is required by law. Each Commissioner shall have one vote. A majority vote of the Commissioners appointed and then serving shall be required for the passage of any resolution providing for the approval and execution of any contract, election of officers, adoption of by-laws, rules and regulations, or the levying of any tax. In all other matters, a vote of a majority of the Commissioners present at any meeting at which a quorum is present and who are authorized to vote on such matters shall be sufficient for passage. The Board shall keep minutes of its proceedings as required by law. All votes shall be "yeas" or "nays" except that where the vote is unanimous, it shall only be necessary to so state.

D. **Adoption of Bylaws; Rules and Regulations.** The Board shall have the right to adopt bylaws governing its procedure which are not in conflict with Michigan law, federal

law or these Articles. The Board shall also have the right to establish rules and regulations for the use of its real or personal property owned, held, or operated by it under the provisions of law.

ARTICLE XI
AUTHORITY OFFICERS AND OFFICER DUTIES

A. **Election of Authority Officers.** At the first meeting of the Board each year, the Board shall select a Chairperson, Vice-Chairperson, Secretary, and a Treasurer, each of whom shall be a Commissioner. Such officers shall serve until the next annual meeting or until their respective successors shall be selected and qualify. No selection of an officer of the Board shall be deemed to be invalid because it was not made within or at the time specified in these Articles. In the event of a tie vote in an election of an office, the election shall be determined by drawing slips of paper from a container. One slip shall contain the word "ELECTED" and the other slip the words "NOT ELECTED". The member drawing the "ELECTED" slip shall be elected to the office.

B. **Officers.** The Officers of the Board shall have such other powers and duties as may be conferred upon them by the Board and Act 57 including, but not limited to, the following responsibilities:

1. *Chairperson.* The Chairperson of the Board shall be the presiding officer of the Board at all Board regular or special meetings. Except as otherwise provided by these Articles, the Chairperson shall not have any executive or administrative function in the Authority, other than as a Commissioner.

2. *Vice-Chairperson.* In the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.

3. *Treasurer.* The Treasurer shall be the custodian of the funds of the Board and shall give a bond conditioned upon the faithful performance of the duties of his or her office. The Board may hire consultants or enter into contracts necessary to assist the Treasurer with his or her duties, including but not limited to a contract with an Incorporating Municipality to hold, receive, and disburse Authority funds for Authority purposes.

4. *Secretary.* The Secretary shall be the recording officer of the Board and the custodian of the Authority's records. The Board may hire consultants or enter into contracts necessary to assist the Secretary with his or her duties.

C. Duties Regarding Authority Fund.

1. All moneys shall be deposited in a financial institution or financial institutions designated by the Board into the Authority fund. All checks or other forms of withdrawal from the Authority fund, including paychecks, shall be signed by two authorized persons. Authorized persons include the Chairperson, Vice-Chairperson, Secretary, or Treasurer. All authorized signatories shall give a bond to the Authority conditioned upon the faithful performances of his or her office. The cost of said bond shall be paid by the Authority.

2. The Board may enter into a contract with an Incorporating Municipality for that Incorporating Municipality to act as the Authority's fiscal agent for the purpose of holding, receiving, and disbursing of Authority funds for Authority purposes.

**ARTICLE XII
BUDGET AND AUDIT**

A. **Annual Budget.** The Fire Chief and Chairperson shall prepare a proposed annual operating and capital budget reflecting the projected revenues and projected expenditures of the

Authority for the next fiscal year, which shall begin on July 1 and end on June 30 of the following calendar year, and such budget shall be reviewed and approved by the Authority as provided in these Articles. The Board shall consider and adopt an Authority budget for the next fiscal year on or before July 1.

1. *Budget if Authority-Wide Tax Is the Sole Source of Direct Operating Funding.* If, before the Authority adopts its budget for a fiscal year, the Authority has received voter approval to levy an Authority-wide tax that will be collected in the December immediately preceding or occurring during that fiscal year, and the Authority budget does not require direct funding from the Incorporating Municipalities for that fiscal year, the preliminary budget shall be prepared and presented to the Board at a budget meeting held in March before the start of the fiscal year. The final budget shall be adopted at a Board budget meeting in June by a majority of Commissioners appointed and serving. The Incorporating Municipalities shall have the opportunity to provide comments on the budget but shall not have authority to change or approve the budget. The Board may amend and adjust the budget from time to time upon approval by a majority of Commissioners appointed and serving.

2. *Budget if there is Full or Partial Funding by Incorporating Municipalities.*

- a. If the Authority's budget for a fiscal year includes direct funding by the individual Incorporating Municipalities for all or a portion of the Authority's operating or capital costs for that fiscal year, the preliminary budget for the next fiscal year shall be prepared for and presented to the Board at a budget meeting held no later than March 30. The Board shall approve, by a

majority of Commissioners appointed and serving, submission of the budget for the next fiscal year to the Incorporating Municipalities at least ninety (90) days before the end of the Authority's fiscal year. The budget must state the percentage or amount of the Authority budget each Incorporating Municipality must pay, as determined under these Articles or as otherwise agreed to by the Authority and the Incorporating Municipalities. The budget must be approved by the governing body of each Incorporating Municipality.

b. Each Incorporating Municipality's share of funding for the Authority's budget shall be based the following formula (the "Formula"): (1) one-third of the total amount shall be allocated in proportion to the state equalized value of all real property located within that Incorporating Municipality compared with the combined state equalized value of all real property located within all Incorporating Municipalities; (2) one-third shall be allocated equally among the Incorporating Municipalities (for example, if there are five Incorporating Municipalities, each Incorporating Municipality shall be allocated 20% of this component); and (3) one-third shall be allocated in proportion to the number of fire and emergency service runs occurring within each Incorporating Municipality during the prior fiscal year compared with the combined fire and emergency service runs occurring in all Incorporating Municipalities during that fiscal year. Each of the foregoing factors shall be weighted one-third of the total amount due, and the aggregate shall constitute the Incorporating Municipality's respective share of the Authority budget for that fiscal year. Unless otherwise required by law or agreed by the Incorporating

Municipalities, state equalized value shall be determined as of the prior December 31, and run data shall be based on the Authority's most recently completed fiscal year.

c. Amendments to the budget must be approved by a majority of Commissioners appointed and serving, and the governing body of each Incorporating Municipality.

B. Accounting and Budgeting Procedures; Annual Report.

1. *Compliance with Uniform Budgeting and Accounting Act.* The Authority's accounting and budgeting practices shall conform to standard accounting practices, the Uniform Budgeting and Accounting Act, 1968 PA 2, and all other applicable provisions of law. The Board shall cause an annual audit to be made of the books, records, and financial transactions of the Authority by an independent certified public accountant and shall furnish at least two copies thereof to each Incorporating Municipality. The books and records of the Authority shall be open for inspection by any Incorporating Municipality at all reasonable times.

2. *Annual Report.* The Fire Chief of the Authority shall provide an annual report on the activities and achievements of the Authority to the Board and the Clerk of the Incorporating Municipalities no later than ninety (90) days after the end of each calendar year.

ARTICLE XIII

COOPERATIVE AGREEMENTS; EMERGENCY SERVICE AGREEMENTS

The Authority may enter into agreements with any Incorporating Municipality, Non-Incorporating Municipalities, or other entities pursuant to Act 57, the Urban Cooperation Act, 1967

PA 7, 1951 PA 33, or another applicable Michigan law for the purpose of, among other things, providing emergency services to the Authority, Incorporating Municipalities, Non-Incorporating Municipalities, and their residents. Contracts by the Authority to provide emergency services under Section 8 of Act 57 shall be executed in the name and on behalf of the Authority by its Chairperson and Secretary by manual or facsimile signature, and the corporate seal of the Authority or facsimile thereof, if any, shall be printed on and affixed to the contract. An Incorporating Municipality may transfer any Municipal Emergency Service to the Authority by transfer agreement.

ARTICLE XIV ADOPTION OF ORDINANCES

Unless and until the Authority adopts such ordinances as provided in Article VI.B.2 of these Articles, Incorporating Municipalities, in cooperation with each other, shall promulgate uniform ordinances providing for cost recovery for Emergency Services provided by the Authority. In addition, the Incorporating Municipalities, in cooperation with each other, may promulgate ordinances regarding other lawful issues related to the provision of emergency service. From the date on which these ordinances shall take effect, the provisions thereof shall be controlling within the limits of the Authority. At any time, the Board may adopt other ordinances in a similar fashion, provided they are applicable to the purpose of the Authority.

ARTICLE XV FINANCING THE AUTHORITY

A. **Property Tax Levy by Authority.** Subject to the terms and conditions provided in Section 12 of Act 57, the Authority may levy a tax upon all of the taxable property within the jurisdiction of the Authority for the purposes of Act 57 and these articles. The tax shall not be levied without the approval of a majority of the registered electors residing within the Authority's jurisdiction and qualified to vote and voting on the tax. The election may be called by resolution

of the Authority Board pursuant to Michigan law and in compliance with Act 57. Taxes authorized by the Authority may be levied in an amount that does not exceed the amount specified by law and for a period as determined by the Board in the resolution calling the election and included in the ballot proposal. The taxes shall be levied, collected and paid by each tax assessing and collecting officer and the County Treasurer to the Authority as provided by Act 57.

B. For purposes of Articles XII and XV, a tax levied on December 1 shall be treated as revenue available for the Authority fiscal year in which the levy is made, or for such other fiscal year as the Board identifies in the ballot proposal and budget resolution. If voter approval, levy timing, collection timing, or the differing fiscal years of the Incorporating Municipalities require temporary cash-flow support, the Board may require interim direct contributions from the Incorporating Municipalities in amounts determined under the Formula, subject to credit or reconciliation when tax proceeds are received.

C. **Interim Period Financial Contribution From Each Incorporating Municipality.** During any period in which an Authority-wide tax has not been approved, levied, and collected in an amount sufficient to fund the Authority budget for the applicable Authority fiscal year, each Incorporating Municipality agrees to support the Authority through direct funding using any lawful funds. The Authority's operating and capital budget shall be funded using the Formula set forth in Article XII.A.2.b. For each Authority fiscal year during the Interim Period, the Chief Administrative Employee and Chairperson shall prepare a proposed annual operating and capital budget as provided in Article XII of these Articles. Each Incorporating Municipality shall pay its annual amount in quarterly installments, or on such other schedule approved by the Board and the Incorporating Municipalities. Because the Authority's fiscal year begins July 1, the Townships' fiscal years begin March 1, the City's fiscal year begins July 1, and an Authority-wide

tax would be levied on December 1, the Board may allocate interim contributions among the Incorporating Municipalities so that the Authority has sufficient operating funds until tax proceeds are received and available. Direct municipal contributions shall terminate, or be credited against future obligations, to the extent the same Authority fiscal year's costs are funded by Authority-wide tax proceeds, unless otherwise agreed by the Board and the Incorporating Municipalities.

D. Property Tax Levy by Municipality. Any Incorporating Municipality or municipality granted taxing authority under Michigan law may levy a tax on all of the taxable property within the limits of its political subdivision and appropriate, grant, or contribute the proceeds of the tax to the Authority for the purposes of Act 57 or to provide sufficient money to fulfill its contractual obligation to the Authority, which tax shall be within charter, statutory, and constitutional limitations.

E. Other Sources of Revenue. The sources of revenue for financing the Authority specified herein are non-exclusive. The Authority, the Incorporating Municipalities, and any Non-Incorporating Municipalities may provide for their respective financial contributions to the Authority from all other sources of revenue authorized by law.

F. Federal or State Grants in Aid. The Authority shall have the power to apply for and accept grants, loans, or contributions from the United States of America or any agency or instrumentality thereof, the State of Michigan or other public or private agencies; and to do any and all things necessary or desirable to secure such financial or other aid or cooperation in carrying out any of the purposes of Act 57.

ARTICLE XVI PROPERTY AND EQUIPMENT TRANSFER AND OWNERSHIP

The Authority is hereby authorized to enter into agreements with any or all of the Incorporating Municipalities for the acquisition, conveyance, or transfer to the Authority of any

real property, personal property, equipment, or titled vehicles held in the name of an Incorporating Municipality, and to execute and deliver all documents and instruments necessary to complete the transfer of title to such property, equipment, or vehicles to the Authority.

ARTICLE XVII EMPLOYEES AND INDEPENDENT CONTRACTORS

A. **Chief Administrative Employee.** The Board shall hire a Fire Chief, who shall serve as an at will employee of the Authority and the Chief Administrative Employee of the Authority. The Fire Chief shall serve at the pleasure of the Board. The Fire Chief shall administer the activities conducted and services provided by the Authority on a daily basis as may be more fully determined by the Board including, but not limited to, employing necessary firefighters and emergency services personnel.

B. **Independent Contractors and Consultants.** The Authority may retain from time to time the services of attorneys, accountants, and other consultants as the Authority considers necessary to carry out the purpose of the Authority.

ARTICLE XVIII INVESTMENT

The Treasurer of the Authority and/or his or her consultant or fiscal agent, when authorized by resolution of the Board, may invest general funds of the Authority in compliance with the laws of the State of Michigan.

ARTICLE XIX PUBLICATION

These Articles shall be published once in the *Oceana Press*, and once on each Incorporating Municipality's website, which newspaper and websites have general circulation within the jurisdiction of the Authority. One printed copy of the Articles, certified as a true copy, as hereinafter provided, with the dates and places of publication shown by the publisher's

affidavit of publication attached hereto, shall be filed with the Secretary of State. The City Clerk is hereby designated as the person to cause these Articles to be published, certified, and filed as aforesaid.

ARTICLE XX
WITHDRAWAL OF INCORPORATING MUNICIPALITY

A. **Procedure for Withdrawal.** An Incorporating Municipality may withdraw from the Authority by resolution of the Incorporating Municipality's legislative body approving the withdrawal, a certified copy of which resolution shall be provided to the Board and the other Incorporating Municipalities at least twelve (12) months prior to the beginning of a new fiscal year for the Authority. Such new fiscal year shall serve as the effective date for the withdrawal. If there is no Authority-wide tax levied under Section 12 of Act 57 and Section VI.B.9 of these Articles, the Incorporating Municipality that withdraws shall continue to be financially obligated to continue all funding, including operations and capital equipment budgets, as required by these Articles or other contract until the Effective Date of the withdrawal.

B. **Tax Liability.** An Incorporating Municipality that withdraws from the Authority ("Withdrawing Municipality") shall continue to be subject to any tax levied in its jurisdiction under Section 12 of Act 57 and Section VI.B.9 of these Articles, for the duration of the period of that tax as determined pursuant to Section 12(3) of Act 57.

C. **Debts and Liabilities.** A Withdrawing Municipality shall remain liable for a proportion of the debts and liabilities of the Authority incurred while the Withdrawing Municipality was a part of the Authority and in the same manner using the Formula set forth in Article XII.A.2.b., above, determined as of the effective date of the withdrawal.

D. **Authority Property.** Any property owned by the Authority, which is in the possession of the Withdrawing Municipality or in the possession of personnel who will no longer

remain with the Authority as a result of the Withdrawing Municipality's withdrawal from the Authority, shall be returned to the Authority before the effective date of the withdrawal. The Withdrawing Municipality shall not be entitled to the return of any credit for any property or money it transferred to or paid to the Authority prior to the withdrawal.

E. **Employees.** Employees of the Authority who perform emergency services in the jurisdiction of the Withdrawing Municipality shall be protected in relation to the Withdrawing Municipality to the same extent as employees of the Incorporating Municipality are protected in relation to the Authority under Section 10 of Act 57.

F. **Effect on Authority Governance.** Upon the effective date of withdrawal, the Authority's Articles shall be amended to reflect the withdrawal. If only one Incorporating Municipality remains, the Authority shall be deemed dissolved unless otherwise authorized and recognized under applicable law.

G. **Dissolution.** If all of the Incorporating Municipalities withdraw or if the Authority is otherwise dissolved as permitted by law, all assets of the Authority shall be disbursed at the time of dissolution to the Incorporating Municipalities based on the Formula set forth in Article XII.A.2.b., above.

ARTICLE XXI EFFECTIVE DATE

These Articles shall become effective upon the filing of certified copies of these Articles with the Secretary of State, as provided in Article XIX hereof.

ARTICLE XXII AMENDMENTS

These Articles may be amended at any time so as to permit any county, city, village, township or charter township to become a part of this Authority if such amendment to the Articles

is adopted by the governing body of such county, city, village, township, or charter township proposing to become a member, and if such amendment is adopted by the governing body of each Incorporating Municipality of which the Authority is comprised. If there is an Authority-wide tax, the Authority shall condition acceptance of any county, city, village, or township on the authorization of that Authority-wide tax by the majority of the electors of the municipality desiring to become part of the Authority. Other amendments may be made to these Articles at any time if adopted by the governing body of each Incorporating Municipality of which the Authority is composed. Any such amendment shall be endorsed, published, certified and printed copies thereof filed in the same manner as the original Articles, except that the printed and filed copies shall be certified by the Secretary of this Authority.

ARTICLE XXIII MISCELLANEOUS

A. **Counterparts.** These Articles may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

B. **Captions.** The captions of these Articles are for convenience only and shall not be considered as part of these Articles or in any way limiting or amplifying the terms and provisions hereof.

ARTICLE XXIV ENDORSEMENT

These Articles have been adopted by the Townships and the City, as set forth in the following endorsements, and in witness whereof the Supervisor and the Clerk of the respective Townships, and the Mayor and Clerk/Treasurer of the City have endorsed thereon the statement of such adoption.

SIGNATURES

These Articles of Incorporation were adopted by the Township Board of the Township of Golden, County of Oceana, State of Michigan, at a meeting duly called on the__day of _
_____ 2026.

TOWNSHIP OF GOLDEN

Robert Draper
Supervisor

Rachel Iteen
Clerk

These Articles of Incorporation were adopted by the Township Board of the Township of Hart, County of Oceana, State of Michigan, at a meeting duly called on the ____ day of _____ 2026.

TOWNSHIP OF HART

Jay McGhan
Supervisor

Steve Freed
Clerk

August 19, 2026

These Articles of Incorporation were adopted by the Township Board of the Township of Pentwater, County of Oceana, State of Michigan, at a meeting duly called on the _____ day of _____ 2026.

TOWNSHIP OF PENTWATER

Lynne Cavazos
Supervisor

Maureen Murphy
Clerk

These Articles of Incorporation were adopted by the Township Board of the Township of Weare, County of Oceana, State of Michigan, at a meeting duly called on the ___ day of _____ 2026.

TOWNSHIP OF WEARE

Larry Doran
Supervisor

Melanie Sayles
Clerk

These Articles of Incorporation were adopted by the City Council of the City of Hart,
County of Oceana, State of Michigan, at a meeting duly called on the ____ day of _____
_____, 2026.

CITY OF HART

Amanda Klotz
Mayor

&

Karla Swihart
City Clerk/Treasurer

CERTIFICATE OF CITY CLERK/TREASURER

I, Karla Swihart, hereby certify that I am the City Clerk/Treasurer of the City of Hart, Oceana County, State of Michigan; and that the above is a true and complete copy of the printed Articles of Incorporation of the West Mich Fire & Rescue Authority, a public corporation incorporated under the provisions of Act 57, which Articles were published on _____, 2026 in the *Oceana Press*, as stated in the affidavit of publication on file in the Clerk/Treasurer's office at 407 State St., Hart, Michigan.

Further, the Articles of Incorporation were published on the following websites on the following dates:

City of Hart: _____, 2026

Township of Golden: _____, 2026

Township of Hart: _____, 2026

Township of Pentwater: _____, 2026

Township of Weare: _____, 2026

Karla Swihart
Clerk/Treasurer, City of Hart
Dated: _____, 2026

nb (g)

**TOWNSHIP OF PENTWATER
COUNTY OF OCEANA, MICHIGAN**

At a regular meeting of the Township Board of the Township of Pentwater, held at the Township Hall, 500 N. Hancock Street, Pentwater, Michigan 49449, on the ____ day of _____, 2026, at 6:00 p.m.

PRESENT: Members: _____

ABSENT: Members: _____

The following preamble and resolution were offered by Member _____ and seconded by Member _____:

RESOLUTION NO. _____

**RESOLUTION ENACTING A TEMPORARY MORATORIUM ON APPLICATIONS
FOR ZONING AND BUILDING REVIEW WITH RESPECT TO DATA CENTERS AND
DIGITAL MINING USES**

WHEREAS, pursuant to the Michigan Zoning Enabling Act, Public Act 110 of 2006, MCL 125.3101, *et seq.*, the Township of Pentwater (the "Township") has adopted a Zoning Ordinance that establishes zoning districts and zoning regulations for the entire Township; and

WHEREAS, a new land use, commonly known as "Data Centers," has begun to be proposed and developed with increasing frequency in the State of Michigan and around the Country; and

WHEREAS, Data Centers are secure buildings filled with computer servers that store, process and transmit data in support of internet functions and other digital services, and which are typically accompanied by networking equipment, water-fueled cooling systems (to prevent overheating), backup power systems and security systems, and which typically have minimal on-site staffing, limited customer visitation and no retail activity; and

WHEREAS, data and computer processing centers have been established in the past in the area, but the Data Centers being proposed are substantially larger than data or computer processing centers developed in the past, and can require hundreds of acres and large amounts of power, water for cooling, and other resources; and

WHEREAS, the type of Data Centers that have recently been proposed within Michigan were not envisioned by the Township when the Township Zoning Ordinance was originally adopted, nor when the Zoning Ordinance was last amended, such that the Zoning Ordinance currently does not include specific requirements related to use of land, buildings and structures for this purpose that addresses the potential adverse impacts of the use; and

WHEREAS, a related new land use, called a "Digital Mining Use," is a use involving a building or structure that is primarily occupied by computers used for digital currency mining purposes. Typical physical characteristics of a Digital Mining Use include, but are not limited to, specialized computer hardware or data centers with a non-diverse electrical use for mining operations, as well as equipment to cool the hardware and operating space. A Digital Mining Use may be, but is not always, included as part of a Data Center; and

WHEREAS, Digital Mining Uses were not envisioned by the Township when the Township Zoning Ordinance was originally adopted, nor when the Zoning Ordinance was last amended, such that the use of land, buildings and structures for this purpose is currently not permitted or regulated in any way under the terms of the Zoning Ordinance; and

WHEREAS, the Township desires to ascertain the most appropriate and safest means for regulating the use of lands, buildings or structures for Data Centers and Digital Mining Uses, in order to protect the health, safety and welfare of Township residents; and

WHEREAS, the Township Board finds that it is in the public interest to enact a temporary moratorium with respect to the Township's review of zoning applications and other approvals for Data Centers and/or Digital Mining Uses, as specified below, so as to preserve the status quo in the interim; to prevent the development of Data Centers and Digital Mining Uses that may not be in the best interest of the Township development plans; to prevent the development of Data Centers and Digital Mining Uses that might be detrimental to the health, safety, and/or welfare of Township residents; and to allow the Township sufficient time to evaluate, develop and potentially enact amendments to the Zoning Ordinance that will establish new regulations for Data Centers and/or Digital Mining Uses.

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

1. ***Temporary Moratorium.*** A temporary moratorium on Township consideration of applications for Data Centers and Digital Mining Uses is hereby adopted under the following terms, conditions, and limitations:

(a) During the temporary moratorium, no Township officer, employee, agent, contractor, board, agency or commission shall process or review any zoning or building application for the use of any land, building or structure for a Data Center and/or a Digital Mining Use, or issue a permit, license or other form of approval which would allow any land, building or structure to be used for a Data Center and/or a Digital Mining Use.

(b) The temporary moratorium is effective as to all applications for Data Centers and Digital Mining Uses that have been received in the Township on or after September 9, 2026.

(c) The temporary moratorium shall remain in effect until March 9, 2027, unless previously terminated or otherwise extended by the Township Board.

(d) The moratorium applies only to the types of applications stated in this Resolution.

2. All resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

AYES: Members: _____

NAYS: Members _____

ABSTAIN: Members _____

RESOLUTION DECLARED ADOPTED.

Maureen Murphy, Township Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF OCEANA)

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board of the Township of Pentwater at a regular meeting thereof held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

Maureen Murphy, Township Clerk

**TOWNSHIP OF PENTWATER
COUNTY OF OCEANA, MICHIGAN**

Minutes of a regular meeting of the Township Board of the Township of Pentwater, held at the Pentwater Township Hall, 500 N. Hancock Street, within the Township, on the ____ day of _____ 2026, at 6:00 p.m. Local Time.

PRESENT: Members: _____

ABSENT: Members: _____

The following preamble and resolution were offered by Member _____ and seconded by Member _____:

RESOLUTION NO. 26-__

**RESOLUTION ADOPTING A TOWNSHIP EMPLOYEE POLICIES AND
PROCEDURES MANUAL**

WHEREAS, the Township of Pentwater Board of Trustees (the "Township Board") is the policy making board for the Township of Pentwater (the "Township") and is authorized to establish parameters and expectations for Township employees' performance and conduct;

WHEREAS, the Township Board wishes to establish uniform personnel policies and procedures for Township employees;

WHEREAS, a manual, entitled the "Pentwater Township Employee Policies and Procedures Manual," has been prepared by Township Counsel and reviewed by the Township Board; and

WHEREAS, it is in the best interest of the Township and its employees to adopt the Employee Policies and Procedures Manual.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Pentwater Township Employee Policies and Procedures Manual, attached hereto as Exhibit A and incorporated herein, is hereby adopted and shall become effective upon adoption of this Resolution.

2. Each employee of the Township shall be furnished with a copy of the new manual and be required to sign and return a receipt and acknowledgement thereof.

3. The Township Board reserves the right to amend the manual by subsequent resolution.

4. All policies, parts of policies, resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

AYES: Members: _____

NAYS: Members: _____

ABSTAIN: Members: _____

RESOLUTION DECLARED ADOPTED.

Maureen Murphy, Township Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF OCEANA)

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board of the Township of Pentwater at a regular meeting thereof held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

Maureen Murphy, Township Clerk

EXHIBIT A

[Manual to be inserted]

nb(h)



Employee

Policies and Procedures

Manual

Effective _____, 2026

TABLE OF CONTENTS

1	INTRODUCTION AND MISSION STATEMENT	5
1.1.	Scope	6
1.2.	Definitions.....	6
1.2.1	Administration Committee	6
1.2.2	Applicant.....	6
1.2.3	Board	6
1.2.4	Call Out	7
1.2.5	Continuous Service	7
1.2.6	Date of Employment.....	7
1.2.7	Deputies	7
1.2.8	Full-Time Employee	7
1.2.9	Intermittent Employee	7
1.2.10	Job Description.....	7
1.2.11	Part-Time Employee.....	7
1.2.12	Seasonal Employee	7
1.2.13	Supervisor	8
1.2.14	Temporary Employee	8
1.3.	Amendments	8
1.4.	Distribution of the Manual.....	8
2	SELECTION OF EMPLOYEES.....	8
2.1.	Equal Employment Opportunity	8
2.2.	Size of Workforce	9
2.3.	Recruitment	9
2.4.	Vacancies and Transfer.....	9
2.5.	Hiring Decisions.....	9
2.6.	Hiring of Relatives or Nepotism	9
2.7.	Immigration Control and Reform Act	10
2.8.	Residency.....	10
3	GENERAL EMPLOYMENT POLICIES	10
3.1.	At-Will Status	10
3.2.	Orientation.....	10
3.3.	Personnel Records	10
3.4.	Social Security Numbers	11
3.5.	Length of Service.....	11
3.6.	Loss of Service	11
3.7.	Schedule.....	12
3.8.	Attendance	12
3.9.	Severe Weather.....	12
3.10.	Recording Work Hours and Payroll Procedures.....	13
3.10.1	Applicability	13
3.10.2	Pay Periods and Paydays	13

Pentwater Township Employee Policies and Procedures Manual

3.10.3	Timekeeping	13
3.10.4	Overtime	13
3.10.5	Deductions and Withholdings	14
3.10.6	Direct Deposit	14
3.10.7	Payroll records	14
3.10.8	Reporting and Compliance	14
3.11.	Compensation	14
4	SAFETY AND SECURITY	15
4.1.	Driving	15
4.2.	Clothing	16
4.3.	Safety Equipment	16
4.4.	Injuries	16
4.5.	Robbery/Burglary	16
4.6.	Fires	17
4.7.	Township Hall Keys	17
4.8.	Building Access	17
4.9.	Valuables	18
4.10.	Search & Monitoring Policy	18
5	EMPLOYEE CONDUCT	18
5.1.	Political Activities	18
5.2.	Solicitation and Distribution	19
5.3.	Outside Employment	19
5.4.	Personal Use of Township Property	19
5.4.1	Telephones	19
5.4.2	Vehicles	19
5.4.3	Equipment, Supplies and Labor	19
5.5.	Lost, Replaced or Damaged Equipment	19
5.6.	Public Bulletin Board	20
5.7.	Smoking and Vaping	20
5.8.	Unlawful Harassment and Discrimination	20
5.8.1	Reporting a Violation	21
5.8.2	Investigation	21
5.8.3	Resolution	21
5.8.4	Good Faith Rule and False Claims	21
5.8.5	No Retaliation	21
5.9.	Personal Appearance	22
5.10.	Professionalism	22
5.11.	Electronic Resources	22
5.11.1	Limits on Use	23
5.11.2	Restrictions on Content	23
5.11.3	Other Prohibited Activities	23
5.11.4	Passwords	24
5.11.5	Ownership & No Expectation of Privacy	24
5.11.6	Monitoring and Inspection	24

Pentwater Township Employee Policies and Procedures Manual

5.11.7	Viruses and Tampering	25
5.11.8	Use of Computer Software	25
6	CONFERENCES, WORKSHOP AND TRAVEL	25
6.1.	Mileage	26
6.2.	Compensation	26
6.3.	Expenditures.....	26
6.4.	Vouchers	27
6.5.	Payment for Expenses	27
7	EMPLOYEE BENEFITS	27
7.1.	Holidays	27
7.2.	Paid Time Off.....	28
7.3.	Workers' Compensation Insurance	29
7.4.	Paid Sick Leave	29
7.5.	Bereavement	32
7.6.	Court Obligations.....	33
7.7.	Military Leave	33
7.8.	Unpaid Leaves.....	33
7.9.	Continuing Education	34
7.10.	Employee Recognition.....	34
8	SUBSTANCE ABUSE	34
9	DISCIPLINARY ACTIONS	36
9.1.	Purpose	36
9.2.	Examples of Misconduct.....	36
9.3.	Disciplinary Actions	37
10	RESIGNATION.....	38
	ACKNOWLEDGMENT	39
	STATUTE OF LIMITATIONS AGREEMENT	40

1 INTRODUCTION AND MISSION STATEMENT

Dear Employee:

Welcome to Pentwater Township. We want to take this opportunity to tell you how much we appreciate you joining our team. At Pentwater Township (also referred to as the "Township" in this Manual), our mission is to enhance the quality of life for residents and visitors by fostering a welcoming, sustainable community. We prioritize preserving our natural surroundings, supporting responsible growth, and ensuring transparency, fairness, and engagement in all we do. In addition, our vision is to respond to the needs of our residents promptly, efficiently and with a desire to serve those who are, in reality, our customers. We believe that with the right combination of people we can accomplish this vision.

This level of excellence requires a commitment on your part to help us become all that we can be. Your commitment means that we can count on you to do the best job that you possibly can. In turn, we intend to recognize your value to the Township. As such, we want to make the Township a great place to work.

Each new employee will have questions about the Township. This manual has been prepared to help answer new employees' as well as current employees' questions. Please feel free to ask your Supervisor or the Township Supervisor if you have any specific questions that are not addressed in the Manual.

On behalf of the Township, we would once again like to say "Thanks" for joining our team. We hope you find working at Pentwater Township a rewarding experience and that you continue to embrace our philosophy in such a manner that we can count on your dedication to our residents.

Thank you

Pentwater Township

1.1. Scope

Except as specifically noted herein, the policies and procedures in this Manual shall apply to all non-Fire Department Pentwater Township employees, except where specifically noted. **This Manual does not apply to members of the Pentwater Township Fire Department (the "Fire Department"), as members of the Fire Department are subject to separate policies.**

With the exception of the Statute of Limitations Agreement at the end of this Manual, nothing in this Manual constitutes or creates a contract between the Township and its employees. It is for use by Township employees in understanding Township policies. It is not intended to create any third-party beneficiary rights.

The provisions contained in this Manual supersede any and all contrary representations that may have been made either by the Township or employee in connection with employment. No representative of the Township has authority to enter into any agreement for employment for any period of time or to make any agreement contrary to the policies and procedures in this Manual. All contracts between an employee and the Township must be approved, in writing, by the Township's Board of Trustees. To the extent that a provision in a contract signed by an employee and the Township Board contains a provision conflicting with the policies and procedures in this Manual, the contract provision shall control.

1.2. Definitions

The words and phrases below have the following meanings for the Township of Pentwater:

1.2.1 Administration Committee

The Township Supervisor, Clerk and Treasurer, as stipulated in the Township Act. For purposes of this Handbook, the Township Supervisor, Clerk and Treasurer are not considered to be Full-Time, Part-Time, Seasonal or Temporary employees, as these elected officials are not employees of the Township.

1.2.2 Applicant

A person who has filed an application or submitted a resume for employment with the Township.

1.2.3 Board

The Pentwater Township Board of Trustees.

1.2.4 Call Out

Time worked in cases of emergency, or what may be determined to be imminent need, during non-scheduled hours of any workweek, as determined by a Supervisor and subject to review and approval of the Supervisor.

1.2.5 Continuous Service

Uninterrupted service from the date an employee begins work for the Township, in accordance with the Length of Service policy.

1.2.6 Date of Employment

The date the employee begins work for the Township, in accordance with the Length of Service policy.

1.2.7 Deputies

Deputy Clerk and Deputy Treasurer who serve at the pleasure of the Clerk and Treasurer through the provisions of Public Acts 22 and 23 of 1977 and who are entitled to employee benefits and fringes as outlined in this Manual and as so budgeted by the Township Board.

1.2.8 Full-Time Employee

An employee who is regularly scheduled to work twenty-eight (28) hours or more per week.

1.2.9 Intermittent Employee

An employee who works irregular hours on an as-needed basis throughout the year and/or throughout a particular season (e.g., from May – September).

1.2.10 Job Description

A written listing of a position's duties and responsibilities.

1.2.11 Part-Time Employee

An employee who is regularly scheduled to work less than twenty-eight (28) hours, per week.

1.2.12 Seasonal Employee

An employee who only works seasonally (e.g., from May – September) each year, but who works consistent hours during the season. Seasonal Employees do not include election workers, who are considered to be Temporary Employees.

1.2.13 Supervisor

An individual who has supervisory authority over one or more other Township employees. The following positions are the only Supervisors for the Township:

- Township Clerk (Supervisor of the Deputy Clerk)
- Township Treasurer (Supervisor of the Deputy Treasurer)
- Township Supervisor (Supervisor of the Deputy Supervisor, Assessor and all other Township employees not supervised by the Township Clerk or the Township Treasurer.)

1.2.14 Temporary Employee

An employee who is hired for a defined period of time, regardless of the number of hours the employee is scheduled to work during that time period.

1.3. Amendments

Pentwater Township reserves the right to modify, amend, supplement or delete any of the policies set forth in this Manual at any time. No such modification, amendment, supplement or deletion will be valid, however, unless it is in writing, and approved by the Township Board.

1.4. Distribution of the Manual

All employees will receive a copy of the Pentwater Township Employee Policy and Procedures Manual. Every employee shall sign the acknowledgment sheet and return it to the Clerk's office.

2 SELECTION OF EMPLOYEES

2.1. Equal Employment Opportunity

The Township of Pentwater is an equal opportunity employer whose policy is to select personnel and conduct all personnel activities without regard to religion, race, color, national origin, age, sex, height, weight, marital status, disability, political affiliation, or any other characteristics protected by applicable law.

Under state and federal law, an employee may not be discriminated against in employment because of a disability that can be reasonably accommodated to enable the employee to perform the job. Disabled employees who feel accommodation is needed to perform their job should notify the Township Supervisor in writing of the need for accommodation within 182 days after the date the employee knew or reasonably should have known that an accommodation was needed.

2.2. Size of Workforce

The Township Board creates all positions consistent with applicable law, Township needs and Township budgetary limitations.

2.3. Recruitment

The Township Supervisor, if so directed by the Board, shall be responsible for the recruitment process of all Township personnel except the Township's Deputy Clerk and Deputy Treasurer, who are selected by the Township's Clerk and Treasurer, respectively, pursuant to applicable law. When an opening for a non-Deputy position occurs, the Township Supervisor will post the open position, review candidate materials, interview candidates, and ultimately make a hiring recommendation to the Board.

2.4. Vacancies and Transfer

When a vacant position occurs, current Township employees are eligible to apply. Selection decisions will be based on the qualifications of applicants. Length of service with the Township will not be a determining factor in the selection process.

2.5. Hiring Decisions

The Township Board makes all hiring decisions for the Township, except for the Deputy Clerk and Deputy Treasurer positions. The Township Clerk and Township Treasurer shall decide which candidates are selected for the Deputy Clerk and Deputy Treasurer positions, respectively; however, the selected candidates for these positions must then be approved by the Township Board.

2.6. Hiring of Relatives or Nepotism

Pentwater Township permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the Township Board, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, niece, or nephew, as well as the corresponding "in-law" or "step" relation. For purposes of this policy, individuals will also be considered "related" if they share a residence or are in a romantic relationship. The Township will exercise reasonable business judgment in the placement of related employees in accordance with the following guidelines:

1. Relatives are permitted to work for the Township, provided that, as determined by the Township Board in its sole discretion, no conflict exists such that one relative's work responsibilities, salary, discipline or career progress could be influenced by the other relative.
2. Employees who become relatives while employed by the Township are treated in accordance with these guidelines. That is, if, in the determination of the Township Board, in its sole discretion, a conflict or an apparent conflict

arises as the result of the relationship, one of the employees will be transferred to another position at the earliest practical time.

3. This policy applies to all categories of employment at Pentwater Township.
4. An applicant or employee of the Township shall notify the Township in either the application for employment (in the case of an applicant), or in writing to their Supervisor (if presently employed by the Township), of such a relationship.

2.7. Immigration Control and Reform Act

Pursuant to applicable law, before a person is hired, the person must provide documentation to show he or she is authorized to work in the United States. This documentation shall be retained by the Township in accordance with applicable law.

2.8. Residency

To be employed by Pentwater Township as a statutory Deputy, a person must reside within Oceana County or as state law mandates.

3 GENERAL EMPLOYMENT POLICIES

3.1. At-Will Status

Except as provided by law, all employees of Pentwater Township are "at-will" employees, meaning that either the employee or the Township may terminate the employment relationship with or without notice, for any or no reason. Nothing in this Manual shall be interpreted to alter an employee's "at-will" status.

3.2. Orientation

All new employees, on the first day of employment, will complete the necessary tax withholding and group insurance forms. The Township Clerk will review policy and organizational matters with the employee and the employee's Supervisor will review job tasks. Each new employee will be given a copy of the current Personnel Policies and Procedures Manual.

3.3. Personnel Records

A personnel file shall be maintained for each employee containing:

1. Application and/or resume
2. Exit interview, when applicable
3. Social Security number
4. Disciplinary actions
5. Record of leaves
6. Letters of commendation and discipline

7. Records of training, and other pertinent data
8. Other employment-related documents, including documents required by applicable law to be maintained.

Medical documentation may be kept in a separate, confidential file. It is necessary for the Township to keep information in your file correct and up to date for purposes of tax withholding, insurance and other benefits. If you have a change in address, telephone number, marital status or number of dependents, please report it to the Clerk's office.

Personnel records are maintained by the Clerk's office. The Township will comply with applicable law regarding the disclosure of personnel records.

Pursuant to applicable state law, you may inspect your personnel file at reasonable intervals and have copies made of any documents contained in it. Please submit your request to inspect your personnel file in writing to the Clerk's office. Inspections will generally, but not always, be scheduled within two weeks of the Clerk's office's receipt of a request. During an inspection, you are not permitted to alter the personnel file in any way. If you believe a document should not be in your personnel file, you should notify the Clerk's office immediately.

3.4. Social Security Numbers

The Township obtains Social Security numbers in connection with employment and constituent transactions and is obligated to protect the privacy of Social Security numbers. Documents containing Social Security numbers should be accessed only by specifically authorized personnel who have a legitimate need to use them in connection with their work. Except as required by law or court order, or as necessary for business or personnel transactions, no more than four consecutive digits of a Social Security number shall be disclosed or transmitted to anyone, except as authorized in writing by the holder of the Social Security number. Documents that contain a Social Security number must be shredded prior to disposal. Anyone who violates this policy will be subject to disciplinary action up to and including immediate termination.

3.5. Length of Service

Length of service is a period of continuous and unbroken employment with the Township.

3.6. Loss of Service

An employee shall lose service credit upon the following:

1. Resignation
2. Discharge
3. Retirement
4. Failure to return to work after seven calendar days of recall notice from layoff.

5. Failure to return to work at the expiration of an approved leave of absence.

If, following one of the above events, the employee is subsequently re-employed by the Township, the employee will not be credited with any length of service from their prior employment. Exceptions to this policy may be made at the discretion of the Township Board.

3.7. Schedule

The Pentwater Township office building's normal business hours are 9:00 a.m. to 4:00 p.m., Monday through Friday. Supervisors shall determine the schedules for the employees who report to them.

During the hour between 12 p.m. and 1 p.m., Supervisors should ensure that there is sufficient coverage in the Township office reception area to accommodate telephone calls, provide sale of licenses and provide such information as is requested from residents using their lunch hours for such purposes. Coverage during this time period will be managed from existing staff.

When employees are required to leave the Township offices for work purposes, they are required to provide the necessary information (expected location and date and hour of expected return) to the office staff and their Supervisor. Information regarding the employee's date and hour of return and expected location will enable Township personnel to provide accurate answers to inquiries regarding availability and will better prepare the Township to deal with emergencies and/or high priority concerns.

3.8. Attendance

Employees are expected to be conscientious about reporting to work on time and using paid leave. A Supervisor who will be late or absent when they are otherwise expected to be at the Township offices should notify another Supervisor as soon as possible. Non-Supervisors must notify their Supervisor that they will be late or absent prior to the beginning of their scheduled work hours or, if the leave is not foreseeable, as soon as reasonably possible thereafter. Unauthorized absence, tardiness, or failure to follow policies regarding notification and use of paid leave time may subject an employee to disciplinary action.

Three (3) consecutive days of not reporting to work and following notification procedures (i.e., "no call, no show") will be considered a voluntary resignation of employment.

3.9. Severe Weather

If the Township Supervisor determines that severe weather necessitates the closing of the Township offices, all employees who are unable to work because of the office closure will receive pay for any missed, scheduled work hours at their regular rate of pay.

If the office is open during severe weather and an employee cannot make it to work, the employee must, as with any other absence, follow notification procedures and must either take the time off unpaid or choose to use available paid time off.

3.10. Recording Work Hours and Payroll Procedures

3.10.1 Applicability

This policy applies to all Pentwater Township employees and elected officials receiving compensation for services rendered to the Township, with the exception of members of the Fire Department.

3.10.2 Pay Periods and Paydays

- Pay periods are bi-weekly.
- Pay checks are generally issued on the Thursday or Friday following the end of the pay period.
- The Township's Supervisor, Clerk and Treasurer are paid bi-weekly.
- Trustees and members of appointed boards/committees/commissions are generally paid on the next pay date following a meeting of the respective board/commission/committee.
- If a payday falls on a recognized holiday, payment will generally be issued on the preceding business day.

3.10.3 Timekeeping

- All hourly employees are required to accurately record their hours worked using Township timecards.
- Timecards must be submitted to Supervisors for review by the close of business on the Friday preceding payday.
- Supervisors must approve and forward timecards to the payroll clerk no later than 12:00 p.m. on the Monday preceding payday.

3.10.4 Overtime

- Employees will be classified as exempt or non-exempt in accordance with state and federal law. The Township Supervisor, with Township Board consensus, is responsible for determining the positions that are exempt and non-exempt, based on criteria set by law.

- Non-exempt employees will receive overtime compensation, as required by applicable law, at 1.5 times their regular rate of pay for all hours worked in excess of forty (40) hours in a workweek.
- For purposes of this policy, the Township's workweek starts each Saturday at 12:00 a.m. and ends the following Friday at 11:59 p.m.

3.10.5 Deductions and Withholdings

- Payroll deductions are made as required by applicable local, state and federal law.
- Deductions can also be made by the employee's written authorization or pursuant to a court order.

3.10.6 Direct Deposit

- All employees and elected officials are encouraged to enroll in direct deposit to facilitate timely and secure wage payments.
- Employees and elected officials must provide written authorization and bank account details to initiate direct deposit.
- Employees and elected officials who do not enroll in direct deposit will receive a physical check.

3.10.7 Payroll records

- Payroll records shall be maintained by the Clerk's office in compliance with state and federal record retention laws.

3.10.8 Reporting and Compliance

- The Township Clerk's office is responsible for ensuring timely submission of payroll, its taxes and required reporting, including W-2 forms.

Any problems or questions concerning the amount of an employee's pay or payroll procedures should be directed to the Clerk.

3.11. Compensation

The Township Board establishes all wages.

Wages are subject to annual review as part of the Township budget process. Adjustments may be based upon cost of living adjustments, the Township's budgetary constraints and any other factors deemed relevant by the Township Board. When

reviewing wages, the Township Board may consider recommendations from Supervisors and/or the Township Administration Committee.

4 SAFETY AND SECURITY

Safety is everyone's full-time job. We care about your safety at Pentwater Township, but safety is your responsibility too. No job is so important and no job effort is so urgent that you cannot take the time to perform work safely. Being alert will help prevent accidents for you and others.

Employees are required to follow all occupational safety and health standards. Employees are required to report accident hazards, potential accident hazards, unsafe conditions or practices to their Supervisor immediately.

Employees are expected to cooperate in all safety and health procedures and to make proper use of all equipment and devices provided for such purposes. Employees shall not operate any equipment until they have been properly trained and instructed by their Supervisor. The Township will provide additional safety training as needed. Employees are encouraged to submit safety suggestions.

Good housekeeping is directly concerned with and is essential to safety, efficiency and satisfactory working conditions. Each employee must do their share in helping to keep work areas clean.

When on official, non-emergency Township business, employees shall not enter private homes unless or until an adult resident (over 18 years old) is present.

All injuries, damage to, and accidents involving Township vehicles, equipment, buildings and/or personnel must be reported immediately to your Supervisor, and an Accident Report must be filled out and given to the Clerk's office even if you are not injured.

4.1. Driving

Any employee who drives a Township vehicle in the course of their employment must maintain a valid driver's license and have an acceptable driving record. Employees who drive their own vehicle for work purposes must also possess registration and proof of insurance for their vehicle. Employees are required to immediately report to the Township Supervisor any information which relates to their driving record, driving competence, or which may raise a question about their driving competence. This includes but is not limited to accidents, driving offenses, civil or criminal infractions or convictions, or actions taken by a court or Secretary of State that changes the status of the employee's driving record.

Employees shall comply with all laws when driving or riding in Township vehicles and/or driving another vehicle in the course of their employment. State law requires all drivers and passengers in a motorized vehicle to wear a safety belt. ALL EMPLOYEES

ARE REQUIRED TO WEAR A SAFETY BELT in any Township vehicle and when driving during work hours, whether the employee is driving a Township-owned vehicle, a rented vehicle, or the employee's own vehicle.

Any employees required to drive on Township business must immediately report any and all accidents that occur while the employee is on Township business, as well as any damage that occurs to a Township vehicle.

Vehicles are to be operated in a safe manner consistent with weather and road conditions. When driving for work purposes, employees shall not pick up hitchhikers. Employees are personally responsible for any traffic violations and may be personally responsible for accidents and insurance claims made in relation to the employees' work travel. The Township will not pay for traffic tickets or post bond. Any alcohol-related driving violations or similar violations or reckless violations incurred while the employee was operating a vehicle for Township work purposes will result in immediate termination. The Township reserves the right to conduct periodic driving record checks on all employees who drive on Township business.

4.2. Clothing

Any employee working in or around moving equipment should not wear loose fitting clothing, necklaces, watches, rings, bracelets, scarves, or any other type of clothing or jewelry that could become entangled in or catch on such equipment.

4.3. Safety Equipment

Employees may be provided with hard hats, work gloves, safety glasses, hearing and breathing protection for use during working hours if required to be worn by the employee. Non-disposable safety equipment shall be kept clean and in good condition for reuse.

4.4. Injuries

All injuries that occur during work time, even minor ones, must be immediately reported to the employee's immediate Supervisor by the injured employee and an Accident Report must be filled out. First aid supplies are available in the Township office. Employees who need emergency medical attention should immediately obtain treatment and then notify their immediate Supervisor as soon as reasonably possible.

4.5. Robbery/Burglary

In the event of a robbery or burglary, do not panic or do anything without thinking it through. DON'T BE A HERO! Employees should never endanger themselves or the public under any circumstances. Employees should generally do exactly what the robber asks and call the police after he/she has left. If emergency assistance is required, dial 911 for the ambulance and/or police. Remember, any information you can pass on to the authorities may be helpful, so be alert.

If it appears on opening that the Township's offices have been burglarized, do not enter the building. It is possible the intruder will be inside. Call the police or 911.

4.6. Fires

Each year, thousands of buildings are damaged by fire. Many of these fires could have been prevented. Please be alert at all times for potential hazards and report them to your Supervisor.

Employees shall take appropriate steps to eliminate and prevent fire hazards, including but not limited to maintaining a minimum clearance of three (3) feet around all fire extinguishers, drinking fountains, alarm boxes and electric panels, and placing all waste in proper containers.

In case of a fire, call the Fire Department (911). If the fire seems serious, appoint one person to get everyone out of the building. Once the Fire Department has been called, it may appear that the fire can be put out with a fire extinguisher or water. Only do so without endangering yourself or others. Employees shall not attempt to extinguish electrical fires unless they are trained and qualified to fight electrical fires.

4.7. Township Hall Keys

Individuals in the following positions are authorized to receive a key to the Township Hall main door:

1. All Board members.
2. Deputy Clerk and Deputy Treasurer.
3. Other Township staff, as determined in the discretion of the Township Supervisor.

If a Township Hall key is lost, the individual who was issued the key must notify the Township Supervisor immediately. A replacement key shall be issued. If the Township Supervisor has reason to believe that the missing key may be used for unauthorized entry, new locks will be installed.

Upon termination of employment, employees shall return all Township-issued keys to the Township Supervisor. No person shall duplicate a key or make a key available to any unauthorized person without express authorization from the Township Supervisor.

4.8. Building Access

The first person arriving to the Township Hall each morning should make sure that the security system, if applicable, is deactivated and all public access doors are unlocked.

Prior to leaving, each employee will make his or her work station secure by checking that computers are locked or logged out, and that lights are turned off and appropriate filing cabinets and cash drawers, if applicable, are locked.

The last person to leave the Township Hall each day shall check to see that the coffee maker and other office machines are turned off, all doors and common area windows are locked, all lights are turned off (except for designed security lights) and the security system, if available, is activated.

Persons working after hours are responsible for turning off the lights and office machines used and checking that all doors and windows are secure and that the security system, if available, is activated.

4.9. Valuables

Employees should not keep money or other valuables in their desks or at their workstations. The Township shall not be responsible for the loss of any personal property left or stored on Township premises.

4.10. Search & Monitoring Policy

All vehicles, packages, purses, briefcases, and other personal belongings or containers brought onto or exiting a Township work area are subject to inspection at any time, as are offices, desks, lockers and Township vehicles. These procedures are equally applicable to all employees, regardless of position. Failure to submit to them or cooperate in their application may result in disciplinary action, up to and including discharge.

The Township further reserves the right to monitor its facilities and/or use of its equipment with video and audio recording equipment and/or computer software. Employees should have no expectation of privacy when on Township property and/or using Township equipment, although employees can be assured that the Township does not use video or audio surveillance in restrooms or changing areas.

5 EMPLOYEE CONDUCT

5.1. Political Activities

Employees who are elected to a Township office are required to resign their employment with the Township.

Employees may neither use their Township position for any political purpose nor engage in political activities during working hours or using Township equipment. Banned political activities during work hours include wearing political buttons, soliciting political contributions, displaying political bumper stickers or posters on Township vehicles or property, and distributing political materials.

5.2. Solicitation and Distribution

Employees are prohibited from engaging in solicitation of any kind for any reason during working hours. Distribution of literature is prohibited during working time or in work areas.

5.3. Outside Employment

Employees may accept outside employment in addition to their work with the Township provided that it does not constitute a conflict of interest or interfere with the employee's normal duties or regular work hours. Employees are required to notify the Township Supervisor, in writing, prior to engaging in any outside employment.

5.4. Personal Use of Township Property

5.4.1 Telephones

Township telephones are for business purposes only.

5.4.2 Vehicles

Township vehicles of any kind represent a considerable investment by the taxpayers. For that reason and because these vehicles must be in excellent condition at all times, the following rules apply to their maintenance and use:

1. Vehicles are to be driven only by those employees who are specifically authorized to do so.
2. Any unauthorized use of a Township vehicle will result in strict disciplinary action up to and including immediate dismissal.
3. Any employee who is authorized to operate a Township vehicle, and allows any other unauthorized use of the vehicle will be subject to the same disciplinary action described above.
4. Anyone involved in an accident with a Township vehicle may be required to submit to a drug/alcohol test.
5. Smoking or vaping in any Township vehicle is prohibited.

5.4.3 Equipment, Supplies and Labor

Personal use of the Township equipment, supplies, postage or labor is prohibited.

5.5. Lost, Replaced or Damaged Equipment

Any lost, replaced or damaged equipment shall be reported immediately to the employee's Supervisor.

5.6. Public Bulletin Board

Only materials related to the Township may be posted on the Township's bulletin board.

5.7. Smoking and Vaping

Smoking and vaping is prohibited within all Township buildings and vehicles. The Township may designate outdoor areas that employees may use for smoking and vaping.

5.8. Unlawful Harassment and Discrimination

We strive to maintain a pleasant working environment for all of our employees, free from intimidation, humiliation, and insult. Harassment or discrimination on the basis of any lawfully protected characteristic, including but not limited to race, color, religion, gender, sex, pregnancy, national origin, age, disability, height, weight, marital status, and political affiliation, is prohibited.

Harassment is verbal or physical conduct or communication when:

1. Submission to the conduct or communication is made either an explicit or implicit term or condition of employment;
2. Submission to or rejection of the conduct or communication by an individual is used as a basis for an employment decision affecting that individual; or
3. The conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive work environment.

Examples of prohibited sexual harassment include, but are not limited to: unwelcome sexual advances; requests for sexual favors and other verbal abuse of sexual nature; graphic verbal commentary about an individual's body, sexual prowess or sexual deficiency; sexually degrading, lewd, or vulgar words to describe an individual; leering; pinching or touching a private area of the body; displaying sexual suggestive objects, pictures, posters or cartoons.

Examples of prohibited harassment based on characteristics other than sex include, but are not limited to, insults based on a protected characteristic, verbal, written, graphic or physical conduct or communication degrading or hostile to a person based on a protected characteristic.

Harassment prohibited by this policy must be distinguished from conduct or communication that, even though unpleasant or disconcerting, is not inappropriate in the context of carrying out instructional, advisory, counseling or supervisory responsibilities.

5.8.1 Reporting a Violation

If an employee believes that a violation of this policy has occurred, the employee has should report the alleged violation immediately, preferably within 48 hours, to their Supervisor or to the Township Supervisor. While there is no requirement that the incident initially be reported in writing, a written report that details the nature of the conduct, dates, times and other persons present when the conduct occurred will enable the Township to take effective, timely and constructive action. Once made aware of any alleged conduct that may violate this policy, Supervisors are required to immediately report it to the Township Supervisor. If the alleged conduct involves the Township Supervisor, employees may report the conduct to the Township Clerk or the Township Treasurer.

5.8.2 Investigation

Once the Township has been made aware of a potential violation of this policy, an investigation will be initiated to gather relevant facts. Investigations may include interviews of employees and review of relevant documents.

The Township will conduct investigations as confidentially and objectively as possible, although confidentiality cannot be guaranteed.

5.8.3 Resolution

After the investigation has been completed, a determination will be made by the Township regarding the appropriate resolution of the matter. The determination will be reported to the employee who was allegedly subjected to inappropriate conduct. If the investigation establishes that violation of this policy has occurred, immediate and appropriate corrective action, up to and including termination of employment, will be taken to stop the violative conduct and prevent its recurrence.

Misconduct, including unprofessional or harassing conduct or behavior, will be dealt with appropriately. Responsive action would be at the Township's discretion and could include but would not be limited to the following: counseling, warning, demotion, suspension, reprimand, decrease in pay, reassignment, transfer, or termination of employment.

5.8.4 Good Faith Rule and False Claims

The Township takes all reports of unlawful harassment or discrimination seriously and will investigate all alleged violations of this policy. Therefore, employees are expected to bring violations to the Township's attention in good faith. Good faith means that the employee has a sincerely held belief, even if erroneous, that the policy has been violated.

5.8.5 No Retaliation

The Township will not retaliate against, or tolerate retaliation against, any employee or other person who in good faith reports a violation or perceived violation of

this policy, or who participates in any investigation. Retaliation is a serious violation of this policy and is subject to the investigation and corrective measures described in this policy. Any suspected retaliation must be promptly reported to your Supervisor or to the Township Supervisor.

5.9. Personal Appearance

Discretion in style of dress is essential to efficient operation of Pentwater Township. Employees are, therefore, required to dress appropriately for their position and their daily activities. Please use good judgment in your choice of work clothes.

5.10. Professionalism

Employees are expected to accept certain responsibilities, adhere to acceptable business principles and manners of personal conduct, and exhibit a high degree of professionalism at all times. This not only involves respect for others but also demands that you refrain from any behavior that might be harmful to you, your co-workers and/or Pentwater Township.

Whether you are on duty or off, your conduct reflects on Pentwater Township. You are, consequently, encouraged to observe the highest standards of professionalism at all times.

5.11. Electronic Resources

This policy establishes guidelines for using the Township's electronic resources, which include the Internet, software, electronic mail (e-mail), voice mail, telephones, cell phones, PCs, laptops, mobile devices and fax machines. All employees are responsible for using the Township's electronic resources in a professional, ethical, and lawful manner, and in accordance with Township policies.

The Township gives its employees access to the Township's electronic resources to help them in doing their jobs. These electronic resources belong to the Township and must be used in accordance with this policy and all other Township policies.

The Township's electronic resources provide access to a worldwide network of computers containing millions of pages of information and many diverse points of view. Users of the Internet may encounter material that is inappropriate, offensive, and often illegal. The Township cannot control the availability of this information or restrict access to it. Employees are responsible for the material they review and download on the Internet.

This policy addresses the appropriate use of the Township's electronic resources, including access, creation, use, and disclosure of information, messages or material delivered over any existing or future electronic communications systems of the Township, including but not limited to: e-mail, voice mail, the Internet, telephones, PCs, laptops, mobile devices and fax machines.

5.11.1 Limits on Use

The Township's electronic resources are to be used primarily to conduct Township business. Incidental and occasional personal use is permitted during non-working time and subject to the restrictions in other Township policies. Employees may not use the Township's electronic resources for any of the following: creation or distribution of chain letters; passing off or representing your own views as those of the Township; moonlighting or searching for another job; sports pools or other gambling; electronic mailing lists for non-work-related purposes and other Internet applications; fraudulent or illegal activity; promotion or maintenance of a personal or private business; or any activity violative of Township policies. Internet applications refer to all current and emerging Internet technologies, including but not limited to: websites, blogs, wikis, forums, video sites (i.e., YouTube), and photo sharing sites (i.e., Flickr).

Solicitations, advertisements, and bulletin board postings are restricted in accordance with Township policies.

Unless specifically authorized by the Township, employees may not use the Township's electronic resources to post information to Internet discussion groups and other such forums, and may not use their Township-assigned e-mail address or cellular phone number as contact/account information for any non-work-related Internet application account.

5.11.2 Restrictions on Content

Employees may not upload, download, or otherwise transmit via the Township's electronic resources, any defamatory, harassing, or threatening material. This includes but is not limited to sexual content or images, racial or ethnic slurs, and comments or images that would offend on the basis of race, gender, national origin, religion, disability or any other protected characteristic.

5.11.3 Other Prohibited Activities

Employees may not:

1. Unless previously authorized by the Township, upload, download, or otherwise transmit copyrighted, trademarked, patented, trade secret, or other confidential or proprietary materials, unless permitted by the owner of such materials or consistent with applicable law. Employees may not upload, download, or otherwise transmit illegal information or materials.
2. Use the Township's electronic resources to gain unauthorized access to remote computers or other systems, or to damage, alter, or disrupt remote computers or systems in any way.

3. Enable unauthorized third parties to access or use the Township's electronic communications systems, nor may employees otherwise jeopardize the security of the Township's electronic resources.
4. Read misaddressed e-mail. Employees shall delete misaddressed e-mail messages immediately upon discovering that the received message is misaddressed.
5. Send materials anonymously using the Township's electronic resources.

5.11.4 Passwords

All Township-owned devices must be password protected. Passwords should be rotated frequently and should not be shared with third parties.

5.11.5 Ownership & No Expectation of Privacy

The Township owns all of its electronic resources and all information and material created, sent, received, accessed, or stored on its electronic resources. Employees should assume that any communication, whether business-related or personal, may be read or heard by someone other than the intended recipient. Employees have no reasonable expectation of privacy when using any Township electronic resources, including but not limited to, e-mail, phones, computers, and other communication tools.

Upon request from their Supervisor or the Township Supervisor, employees must provide their access/log-in information for any software, device, or other electronic account utilized by the employee in the course of their job duties for the Township.

The Township may, in its discretion, cut off an employee's access to its electronic resources at any time. An employee's Township-assigned email address may be remotely wiped if a device used by a Township employee is lost, an employee's employment is terminated, the Township detects a policy breach, a virus, or similar threat to the security of the Township's technology resources. The Township reserves the right to keep an employee's Township-assigned e-mail address active for a reasonable period following an employee's departure from the Township. Employees should not use their Township-assigned e-mail for personal communications.

5.11.6 Monitoring and Inspection

The Township has the right to monitor, inspect, access, retrieve, read, and disclose all information and materials – whether business-related or personal – that is created, sent, received, accessed, or stored using its electronic resources, including but not limited to inspecting Township-issued e-mail accounts, voicemails, computers, etc. The Township may access such information and material at any time, in its discretion, for any legitimate business purpose, with or without prior notification to the employee.

Internal disclosure by the Township of an employee's personal information or material obtained through access or monitoring of the Township's electronic resources will be limited to employees with a reasonable need to know.

The Township may disclose externally, for any business purpose, information and material it obtains through access or monitoring of its electronic resources.

The Township reserves the right to disclose to law enforcement officials all material created, sent, received, accessed, or stored using the Township's electronic resources without notice to the originators or recipients of such material.

5.11.7 Viruses and Tampering

Any files downloaded from the Internet and any storage devices (e.g., disks, USBs, etc.) received from non-Township sources must be scanned with virus detection software before installation and execution. The introduction of viruses, attempts to breach system security, or other malicious tampering with any of the Township's electronic resources, is expressly prohibited. Employees must immediately report any viruses, tampering, or other system breaches to their Supervisor.

5.11.8 Use of Computer Software

The Township uses computer software in its operations. In most cases, the Township does not own the software but is only licensed to use it. Any duplication of software, except for backup purposes, violates both license agreements and copyright laws, and subjects the Township and the individual to potentially significant civil damages and criminal penalties that include fines and imprisonment.

No individual may copy software or its accompanying documentation for use on any other computer at the Township or elsewhere. Employees may not give Township software or copies of Township software to anyone outside the Township.

To aid in enforcement of this policy, to help prevent damage to the Township's electronic resources from viruses, hackers, or defective software, and to prevent the unauthorized disclosure of confidential information, it is the Township's policy that all computer software and hardware must be approved and acquired by the Township Supervisor. Employees may not bring software from home or elsewhere for use on Township devices, including computers, without obtaining such approval.

The content of computer storage media used in conjunction with Township operations or computers or devices owned by the Township may be inspected at any time for compliance with this policy. Software purchased by the Township will be operated in accordance with the licensing agreements that regulate its use. All employees agree to follow these policies as a condition to using the Township's electronic resources.

6 CONFERENCES, WORKSHOP AND TRAVEL

Employees are encouraged, with Township approval, to attend workshops, seminars, conferences or other training sessions to further their knowledge in an area directly related to their work. Requests to attend workshops, seminars, conferences, etc. should be submitted to the employee's Supervisor in advance, must be approved in advance by the Township Supervisor or Township Board, where appropriate, and are subject to budget limits. The following must be approved by the Township Board: (a) any travel outside a 150-mile radius, (b) any overnight travel, and (c) attendance at any workshops, seminars, conferences, etc. where the cost(s) to attend, in total, are \$500 or more. The Township will generally pay for registration and hotel costs in advance, if possible. Attendees are encouraged to use the most economical method of transportation. Food expenses and mileage are paid for by the employee and reimbursed by the Township, where appropriate, provided that the employee follows the Township's policies and procedures for reimbursement. Expenses incurred by any other person not employed by the Township are not the responsibility of the Township and will not be reimbursed by the Township.

6.1. Mileage

Unless a vehicle is provided by the Township, employees must use their own vehicle for approved travel. Reimbursement will be at a rate equal to the annually adjusted mileage rate allowed by the Internal Revenue Service. Persons who receive a vehicle allowance will not be reimbursed for travel when traveling within the Township or for required trips that are considered part of the position. Travel must be documented on a travel voucher and submitted to the Clerk's office prior to an employee receiving mileage reimbursement.

6.2. Compensation

Time spent traveling to and attending approved workshops, seminars and conferences will be treated as compensable work time in accordance with applicable law. Employees who choose to attend unapproved workshops, seminars and conferences of their choosing in their non-work time will not be compensated for that attendance.

6.3. Expenditures

Employees will be reimbursed for reasonable and approved expenses incurred for meals, lodging, and other travel-related costs while on approved Township business. Employees must obtain receipts and submit all expenses for reimbursement on a voucher. The Township does not reimburse employees for alcohol. The Township also does not reimburse employees for the cost of gas, as employees receive mileage reimbursement for use of their personal vehicles. Reasonable meals and lodging expenses, including tips, will be reimbursed, up to amounts established periodically by the Township. The Township Clerk will provide information about reimbursement amounts to employees upon request. Any reimbursement in excess of the established reimbursement amounts must be approved by the Township Board.

When an employee, on approved travel status, shares a room or other lodging with other travelers, reimbursement to the traveler will be as follows:

1. If a room is shared with other travelers who receive no travel reimbursement from the Township, reimbursement will be at the single occupancy rate of the facility, regardless of the number of persons who actually occupy the room. The single occupancy rate should be noted on the receipt.
2. If lodging is shared by two or more Township employees, reimbursement will be to the employee who incurs the expense.

6.4. Vouchers

To receive reimbursement for travel expenses, travel vouchers, available from the Clerk's office, must be completed to include the following information:

1. Date and time of departure from Pentwater Township.
2. Date and time of arrival in Pentwater Township.
3. Purpose of the trip.
4. Total distance traveled in miles.
5. Description of all meals, lodging, and other expenses incurred on the trip.
6. Receipts for all meals, lodging, and other expenses incurred on the trip should be attached to the voucher.

Travel vouchers should be submitted to the Clerk's office on the employee's next regularly scheduled workday.

6.5. Payment for Expenses

Employees will be issued a separate check for reimbursement of approved travel expenses. Reimbursement will be made after the travel voucher is submitted to the Clerk's office. Commuting from residence to the Township Hall or the employee's official workstation shall not be eligible for reimbursement. Board and committee members shall not receive mileage to attend Board meetings that are a statutory duty of their office. Personal expenses that are unnecessary in conducting Township business, such as entertainment and alcohol consumed, shall not be eligible for reimbursement.

7 EMPLOYEE BENEFITS

7.1. Holidays

Township-recognized holidays are established by Board resolution annually. Full-Time, Part-Time and Seasonal employees shall be granted time off with pay for a

Township-recognized holiday. These employees will receive compensation for the holiday based on the number of hours they are regularly scheduled to work on that day at their regular rate of pay. Temporary and Intermittent employees are not eligible for holiday pay.

7.2. Paid Time Off

Full-Time and Part-Time employees are eligible to receive Paid Time Off ("PTO") pursuant to this policy. PTO may be used for rest, relaxation, and personal pursuits. Eligible employees receive PTO on the first day of each calendar year for use during that calendar year.

On January 1st of each year, each eligible hourly employee who has been employed less than five (5) years with the Township will receive one week of PTO, and each eligible hourly employee who has been employed for five (5) or more years with the Township will receive two weeks of PTO. For purposes of this policy, a "week" shall equate to the number of hours the employee is regularly scheduled to work in a week. For example, a Full-Time hourly employee who is regularly scheduled to work thirty (30) hours per week and has been employed with the Township for three years will receive thirty (30) hours of PTO on January 1st, while a Part-Time hourly employee who is regularly scheduled to work twenty (20) hours each week and has been employed with the Township for three years will receive twenty (20) hours of PTO on January 1st. New Full-Time and Part-Time hourly employees will receive a prorated amount of PTO for use during the calendar year in which they are hired.

On January 1st of each year, each eligible salaried employee who has been employed less than five (5) years with the Township will receive four (4) workdays (i.e., 28 hours) of PTO, and each eligible salaried employee who has been employed for five (5) or more years with the Township will receive eight (8) workdays (i.e., 56 hours) of PTO. Eligible salaried employees will receive a prorated amount of PTO for use during the calendar year in which they are hired.

Employees who are on a leave of absence lasting thirty (30) days or more on January 1st will not be awarded PTO under this policy until they return to active employment and complete two weeks of active employment.

Unused PTO remaining at the end of a calendar year cannot be rolled over to the following calendar year, meaning that any unused PTO remaining at the end of a calendar year shall be forfeited without compensation.

Employees who are paid on an hourly basis may use PTO in one (1) hour increments, while employees who are paid on a salary basis must use PTO in full workday (i.e., 7-hour) increments. PTO is paid at each employee's normal hourly rate at the time the PTO is taken. Incentives, commissions, bonuses, overtime, holiday pay, and shift differentials are not included when determining the employee's normal hourly rate for purposes of this policy.

Employees should submit requests to use PTO as soon as possible in order to maximize the chances of the request being approved. Except in the case of exigent circumstances, requests to use PTO must be submitted to each employee's Supervisor at least two (2) weeks in advance of the leave. Supervisors will consider multiple factors in determining whether or not to grant a PTO request, including but not limited to, the number of people already approved to take PTO during the requested time period, seniority, Township needs, and other business considerations.

If a holiday recognized by the Township falls during the time an employee is on PTO, and the employee is eligible for holiday pay, that day will not be charged against the employee's PTO balance.

PTO is not considered time worked for purposes of calculating overtime.

Employees are not entitled to compensation for any unused PTO remaining upon termination of employment, regardless of whether the employee or the Township ends the employment relationship.

7.3. Workers' Compensation Insurance

Each employee will be covered by the applicable Workers' Compensation laws and insurance coverage purchased by the Township in accordance with current law. All job-related injuries, including minor ones, are to be immediately reported to the employee's Supervisor and/or Township Supervisor. An employee may use available paid time off or paid sick leave for any waiting period during which they are not eligible for workers' compensation benefits.

7.4. Paid Sick Leave

The Township fully complies with applicable law, including Michigan's Earned Sick Time Act ("ESTA"), related to leave requirements. Accordingly, all Township employees are entitled to paid sick leave under this policy.

For the purposes of the Township's Paid Sick Leave policy, the following definitions apply:

"Employee" means an individual engaged in service to the Township in the business of the Township. This includes all Full-Time, Part-Time, Temporary, Intermittent and Seasonal Township employees, but does not include:

1. Individuals who work in accordance with a policy of the Township, if both of the following conditions are met: 1) The policy allows the individual to schedule the individual's own working hours; and 2) the policy prohibits the Township from taking adverse personnel action against the individual if the individual does not schedule a minimum number of working hours;

2. Individuals employed in accordance with the Youth Employment Standards Act, 1978 PA 90, MCL 409.101 et seq.;
3. Elected and appointed officials to the extent that they are not otherwise treated as employees; and
4. Unpaid trainees or interns.

"Family member" includes all of the following:

1. A biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis.
2. A biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or an individual who stood in loco parentis when the employee was a minor child.
3. An individual to whom the employee is legally married under the laws of any state or a domestic partner.
4. A grandparent.
5. A grandchild.
6. A biological, foster, or adopted sibling.
7. An individual related by blood to the employee.
8. An individual whose close association with the employee is the equivalent of a family relationship.

Employees may use paid sick leave for any of the following reasons:

1. The employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
2. For the employee's family member's mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition or preventative medical care for a family member of the employee;
3. If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, to relocate due to domestic

violence or sexual assault, to obtain legal services, or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;

4. For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
5. For closure of the employee's place of business by order of a public official due to a public health emergency, for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

Full-Time and Part-Time employees are, starting on January 1, 2026, granted 40 hours of paid sick leave each calendar year, for immediate use. Eligible Full-Time and Part-Time employees are granted the paid sick leave on January 1 of each year, or upon the employee's date of hire, if the employee is hired after January 1 of that year. New Full-Time and Part-Time employees will receive a prorated amount of paid sick leave upon hire for use during that calendar year, based on their date of hire.

Temporary, Intermittent and Seasonal employees earn 1 hour of paid sick leave for every 30 hours worked, with such accrual starting on October 1, 2025, or upon the employee's date of hire, if the employee is hired after October 1, 2025. Eligible Temporary, Intermittent and Seasonal Township employees that are exempt from overtime requirements are assumed to work 40 hours in each workweek unless the employee's normal workweek is less than 40 hours, in which case earned sick time will accrue based upon hours worked by that employee in a normal workweek.

Eligible Temporary, Intermittent and Seasonal Township employees who are hired after October 1, 2025, may not use accrued paid sick leave until one-hundred and twenty (120) days after their date of hire. There is no waiting period for Full-Time and Part-Time employees who receive a lump sum of paid sick leave upon hire.

For purposes of granting, accruing and using paid sick leave, the Township uses the twelve-month period commencing on the first day of the calendar year.

Paid sick leave is paid on the basis of the employee's rate of pay at the time paid sick leave is used. Holiday pay, overtime pay, bonuses and any other paid benefits are not considered when calculating an employee's rate of pay for paid sick leave purposes.

Eligible employees may use paid sick leave if they notify their Supervisor, or their Supervisor's designee(s), of their intention to use paid sick leave at least seven (7) days before the need to use sick leave arises, to the extent such notice is foreseeable. If the eligible employee's need to use sick leave is not foreseeable, the employee shall give notice as soon as practicable. Employees who take or plan to take more than 3 consecutive days of paid sick leave may be required to provide limited documentation signed by a health care professional or other appropriate individual confirming the employee's need to use the leave. The Township will pay all out-of-pocket costs incurred by an employee in providing such documentation, if it is requested by the Township. Employees are required to use applicable call-in and notification procedures when notifying the Township of the need to use paid sick leave.

Employees may use paid sick leave in one-quarter (1/4) hour increments.

Unused paid sick leave may not be converted to money, meaning employees will not be paid for unused paid sick leave that cannot be rolled over at the end of the calendar year. Full-Time and Part-Time employees are not permitted to roll over any unused paid sick leave remaining at the end of the calendar year. Temporary, Intermittent and Seasonal employees are limited to rolling over a maximum of forty (40) hours of accrued but unused paid sick leave at the end of a calendar year to the next calendar year.

Except as otherwise approved by the Township Board, the Township will not pay employees for unused paid sick leave upon termination of employment for any reason, regardless of whether the employee or the Township ends the employment relationship.

If an employee is rehired within two (2) months of separation from employment from the Township, however, all accrued, unused paid sick leave will be reccredited to the employee. All employees who are separated from employment for more than two (2) months will lose all accrued, unused paid sick leave without compensation.

All Township employees are limited to using a maximum of 40 hours of paid sick leave each calendar year.

This Paid Sick Leave policy became effective on October 1, 2025.

7.5. Bereavement

All Full-Time employees and Part-Time employees (on a prorated basis) will be granted paid leave for bereavement purposes as follows:

1. Three (3) days for immediate family members, including the employee's spouse, mother, father, sister, brother, daughter, son, grandchild, grandparent, mother/father-in-law, daughter/son-in-law, step-mother/father, step-daughter/son, or other relative residing in the employee's home.

2. One (1) day for other family members not listed above, friends, co-workers or as directed by the Township Supervisor to represent the Township at a funeral service.

All other employees will not be paid for work time missed for bereavement purposes.

Additional bereavement time for Full-Time and Part-Time employees, and all bereavement leave for all other employees, must be approved in advance, if possible, by the employee's Supervisor and is not compensated unless available paid time off is used. The Township may ask employees to furnish reasonable proof of death.

7.6. Court Obligations

All Full-Time and Part-Time employees (on a prorated basis) who are called to court to testify or for jury service will receive paid leave pursuant to this policy. The Township will pay these employees at their regular rate of pay for all missed work hours, less payment received by the employee from the court. Reimbursed expenses from the court, such as mileage, shall not be considered payment from the court for these purposes. All other employees who are called to court to testify or for jury service will receive time off from work for those purposes, however, such time will be unpaid unless paid time off or paid sick leave is available and the leave is for a reason set forth in the paid sick leave policy.

An employee called to court as a witness, participating in a matter in which the employee is a named party in a private matter or in which the employee has a personal interest, shall not be eligible for any payment by the Township, except as provided under the Township's Paid Sick Leave policy. An employee having a court obligation shall notify their Supervisor as soon as possible. An employee excused by the court on a workday shall report to work for the balance of the day, except that the employee's combined hours of work and jury duty/testimony should not exceed eight hours for that day or require the employee to work past his or her normal quitting time.

7.7. Military Leave

Employees who are called into military service will be granted time off to satisfy these obligations in accordance with applicable state and federal law. Employees who require a military-related leave should notify their Supervisor as soon as they receive their orders.

7.8. Unpaid Leaves

Any employee may, in the Township's discretion and/or as required by applicable law, be granted an unpaid leave of absence for a period not to exceed three (3) months. Extensions of unpaid leave may be considered on a per request basis, depending on factors including, but not limited to, the reason for the leave. Accumulated paid sick leave and paid time off must be utilized prior to the granting of an unpaid leave of absence.

Employees are required to submit written requests for unpaid leaves of absence to the Township Supervisor as far in advance as possible. Such written requests shall state the reason for the leave and its anticipated length. All requests must be approved by the Township Board who shall specify the beginning and ending dates of the leave. In considering whether or not to grant a request for an unpaid leave of absence and/or an extension of the same, the Township Board will consider factors including, but not limited to, the reason for the leave, applicable law and Township business needs.

7.9. Continuing Education

Employees are encouraged to achieve higher educational opportunities. Regular Full-Time employees may be eligible for reimbursement for up to four (4) credit hours per year of undergraduate, work-related college classes, at an accredited college or university for which they receive a grade of "C" or better. To be eligible for reimbursement, an employee must submit a written request for continuing education approval to the Township Board, and receive written approval from the Township Board, prior to starting the course. Reimbursement is for tuition only and does not include books or fees. If the employee is not employed by the Township at the time the course is completed, the employee is not entitled to reimbursement from the Township.

Any funds available for tuition reimbursement will be part of the annual budget subject to Board approval. Applications for reimbursements should be submitted to the Clerk's office with evidence of both the Township Board's approval of the continuing education and the employee's grade.

7.10. Employee Recognition

Supervisors may bring to the attention of the Board any incidences of meritorious conduct by any Township employee, volunteer or appointed official. The Township Board shall recognize meritorious actions that the Board deems worthy through the adoption of resolutions of tribute.

8 SUBSTANCE ABUSE

The Township maintains a firm commitment to provide a safe and healthy work environment for its employees and provide quality services to its constituents. The unauthorized possession or use of any illegal drug or alcohol or the abuse of a legal drug poses an unacceptable risk to the performance of our job responsibilities. Compliance with this policy is a condition of employment.

The Township will strictly enforce the following rules:

1. No employee shall possess, distribute, use, or be impaired by alcohol and/or marijuana on Township property, while on Township business, during working hours, including rest and meal periods, or while operating Township equipment/property. The moderate use of alcohol at Township-approved meetings, with business meals, travel, entertainment, or in an

appropriate social setting is not prohibited by this policy; however, employees may not consume alcohol and then operate Township equipment, a Township vehicle or any vehicle while on Township business. In accordance with federal and state laws, such consumption must be made with full awareness that the employee is representing the Township and the employee must act responsibly and professionally at all times.

2. No employee shall possess, distribute, use, be impaired by, or have in their bodily system Illegal Drugs on Township property, while on Township business, during working hours, including rest and meal periods, or while operating Township equipment/property, including a Township vehicle.
3. No employee shall be impaired by Legal Prohibited Drugs while on Township property, on Township business, during working hours, including rest and meal periods, or while operating Township equipment/property, including a Township vehicle. An employee who is taking a Legal Prohibited Drug must notify his or her Supervisor if its use may adversely affect the employee's performance of the essential functions of the employee's job. Employees have a duty to know if the legal prescription or nonprescription drugs they are taking may impair working ability.
4. In addition to the above restrictions, no employee shall be impaired by or under the influence of a Legal Prohibited Drug, Illegal Drug, alcohol, or marijuana at any time, and regardless of the employee's location, if such impairment or influence adversely affects the employee's work performance or the safety of others.
5. In addition to the above restrictions, no employee shall possess, use, solicit for, or sell Legal Prohibited Drugs, Illegal Drugs, alcohol, or marijuana at any time, regardless of the employee's location, if such activity or involvement adversely affects the employee's work performance or the safety of others.

"Illegal Drugs" include those substances the possession, concealment, transportation, purchase, and/or sale of which is made illegal by either the laws of the United States or applicable state law, as well as restricted substances requiring a prescription to possess, but for which an employee does not possess a current prescription. "Legal Prohibited Drugs" include any legally-possessioned prescription or nonprescription substances that may impair working ability.

For purposes of this policy, "impaired by" means that the employee is impaired in his/her ability to safely, efficiently, and competently perform the duties of his/her job or a positive detection level. A determination of impairment may be made by analysis of breath, hair, blood, or urine, or by personal observations.

The Township reserves the right to test any employee for the use of alcohol and drugs, including but not limited to marijuana, under state, federal or local law, if the

Township has reasonable suspicion to believe the employee is in violation of this policy, or following a work-related accident if there is a reasonable basis to conclude that the employee's substance use contributed to the accident. Under those circumstances, the employee may be driven to a certified lab, at the Township's expense, for the test. The Township further reserves the right to conduct random drug and/or alcohol testing.

Failure or refusal of an employee to cooperate fully, sign a consent/release form or any other required document for testing, or submit in full to any inspection or alcohol/drug test as provided in this policy will be grounds for termination of employment. Substituting or adulterating any bodily substance or specimen submitted for testing or falsely representing that the bodily substance or specimen is the employee's own sample likewise will be grounds for termination.

To the extent any federal, state or local law, rule or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary and only for that geographical area, this policy is deemed to be amended in compliance.

9 DISCIPLINARY ACTIONS

9.1. Purpose

Pentwater Township has established policies and procedures concerning employee conduct which are deemed necessary to ensure the orderly and efficient operation of the Township. The type and severity of disciplinary action imposed will depend on: the nature and seriousness of the offense; the employee's disciplinary and work record; the employee's length of service; the Township's past practice in similar cases; and any mitigating or aggravating circumstances. Nothing in these procedures should be considered to change the status of each and every employee as an "at-will" employee of Pentwater Township. Each employee's Supervisor shall have the authority to discipline employees who report to them, except that decisions to terminate employees in positions other than the Deputy Clerk and Deputy Treasurer positions must be made by the Township Board.

9.2. Examples of Misconduct

The following examples of unacceptable conduct are not intended to be all-inclusive:

1. Violation of the policies and procedures set forth in this Manual.
2. Violation of other Township policies or procedures.
3. Stealing.
4. Refusal to do an assigned job without adequate reason, as determined in the discretion of the Township.
5. Sleeping on the job, wasting time or loitering during work time.

6. Excessive unexcused absenteeism or tardiness.
7. Careless conduct or neglect of safety rules and procedures.
8. Insubordination, including but not limited to walking off duty without permission from immediate Supervisor or other unprofessional conduct.
9. Gambling during work hours or using Township equipment.
10. Carrying weapons during work time without authorization from the Township Board, even if carried pursuant to a Concealed Weapons Permit.
11. Negligent or careless use of Township equipment.
12. Discourtesy to members of the public.
13. Falsifying Township records.
14. Falsifying leave requests.
15. Threatening or abusive language towards another employee, a Township official, or a member of the public.
16. Fighting or other acts of violence.
17. Conviction of a felony or certain misdemeanors.

9.3. Disciplinary Actions

Disciplinary action may include any one or more of the following:

1. **Verbal Warning.** Verbal warnings should be documented and placed in the employee's personnel file.
2. **Written Warning.** Employees should receive a copy of any written warning. One copy of the warning should be placed in the employee's personnel file.
3. **Suspension.** Suspension is time away from work without pay, for a specified duration, not to exceed five working days.
4. **Termination/Discharge.** Termination or discharge is a permanent removal from the job and may occur at any time.

Since employment with the Township is at-will, termination/discharge may occur at any time, with or without reason or notice. The Township does *not* utilize a progressive disciplinary procedure and does not implement disciplinary action in any particular order. The Township will review each disciplinary case individually and issue disciplinary action as deemed appropriate, in the discretion of the Township.

10 RESIGNATION

An employee who resigns from Township employment should give at least two (2) weeks' written notice to their Supervisor, who will provide the original to the Clerk's office. The Clerk will notify the Township Board of the resignation at the next regularly scheduled meeting. The written notice will be included in the employee's personnel file.

ACKNOWLEDGMENT

I acknowledge that I have received this Policies and Procedures Manual. I understand that I am responsible for reading and understanding it. I agree to be bound by the policies and procedures described in this Policies and Procedures Manual and, in consideration for my employment, I agree to follow them.

I understand and agree that the policies in this Manual are subject to change at any time by the Township, with or without notice to employees, and that I am responsible for reading any and all updates to this Manual, and any other written policies or amendments to policies. I understand that the Township may add new policies to the Manual, as well as replace, change, amend, or cancel existing policies.

I understand that the provisions and policies contained in this Manual supersede all prior oral and written communications concerning the subject matter contained herein; however, should a policy or provision in this Manual conflict with a written employment agreement to which the Township and I are parties, I understand and agree that the terms of the written employment agreement control, even if the agreement was executed prior to my execution of this Acknowledgment form. I understand that no one, except the Township Board, can enter into an agreement contrary to the provisions of this Manual and that any such agreement is effective only if in writing and signed by me and the Township Board's designee.

I further understand that this Manual is not intended to and does not establish or create any contractual obligation, express or implied, or any other obligation on either the Township's part or mine to maintain my employment for any period of time. I understand that I am an at-will employee, and either the Township or I may terminate my employment with the Township for any reason or no reason and with or without giving prior notice.

I understand that these policies cannot anticipate every situation or answer every question concerning employment. I am encouraged by the Township to take the opportunity either now or at any time during my employment to consult the Township Supervisor and/or the Administration Committee for clearer understanding or to ask any questions I have regarding my employment with the Township.

Dated

Employee
Print Name: _____

STATUTE OF LIMITATIONS AGREEMENT

In consideration for employment with the Township, I agree that to the extent legally possible, any lawsuit or claim, including without limitation administrative claims, against Pentwater Township and/or any of the Township's employees, officials, agents, and/or representatives that arises out of my employment, application for employment, or termination of employment, including but not limited to claims arising under state or federal civil rights statutes and any claims alleging commission of a tort, discrimination, harassment, retaliation, breach of contract, violation of public policy, and/or claims for wrongful termination, whether under statutory or common law (collectively, "Claims"), must be brought within the following time limits or be forever barred: (a) within 180 days of the events giving rise to the claim, or (b) the time limit specified by statute, whichever is shorter. To the extent legally permissible, I expressly waive any statute of limitations that exceeds this time limit.

I acknowledge and agree that this Statute of Limitations Agreement is the only text in the Pentwater Township Employee Policies and Procedures Manual that creates an enforceable contract between the Township and me.

Dated

Employee

Print Name: _____