

PENTWATER TOWNSHIP BOARD — OFFICIAL MEETING MINUTES
REGULAR MONTHLY MEETING
OFFICIAL MINUTES

Wednesday, July 8, 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. 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	No
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: Valerie Church-McHugh (Library President); Tom Roose (Township electrical contractor); Dave Spitler

Via Zoom: Tim Unseldt (high bidder, truck sale); Ted Cuchna.

3. CONSENT AGENDA

The Consent Agenda included: minutes from the June 10, 2026 Regular Board Meeting; and payment of bills (Township, Road, Cemetery, Sewer, Fire, and Cable funds). No correspondence items were included.

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

4. APPROVAL OF MEETING AGENDA

The Supervisor noted the agenda had been amended prior to the meeting: item H was removed. The Supervisor indicated she would address this item when the Board reached that point.

MOTION:	To approve the meeting agenda as amended
Moved by:	Trustee Flynn
Seconded by:	Trustee Holub
Vote:	Roll call: Flynn — Yes; Holub — Yes; Douglas — Yes; Cavazos — Yes
Result:	APPROVED

5. PUBLIC COMMENT — AGENDA ITEMS ONLY

No public comment on agenda items was received from the audience.

6. SUPERVISOR'S REPORT

6-A. Channel Lane Park — Beach Restoration Project Update (60% Design)

The Supervisor reported on the June 25, 2026 public information meeting at Channel Lane Park, attended by approximately 40 residents. Engineers Sarah and Jake from Stantec (Minnesota) presented the 60% design plan, which incorporated feedback from an initial public meeting held approximately one year prior. Key design elements:

- Elimination of the center island turnaround; replaced with two lanes (outer unloading lane and inner through-lane) to improve circulation.
- Native plantings to disrupt sand transport toward the channel while maintaining sightlines to the lake and lighthouse.
- Shaded seating areas and improved bicycle parking.
- Universally accessible playground: a grant of \$100,000 was applied for (and believed to have been received) from a group funding inclusive playgrounds for children in wheelchairs. The current aging playground would need to be relocated or replaced as part of the redesign.

Resident feedback was generally positive. The project is targeting 90% design completion by August 2026, with continued pursuit of additional funding.

6-B. August 4 Ballot — Millage Public Education Effort

The Supervisor discussed public education efforts regarding four millage proposals on the August 4, 2026 primary ballot affecting Township residents:

- Mason-Oceana 911 Operating Millage
- Oceana County Emergency Ambulance Operating Millage
- Combined County, Township and West Shore ESD Operating Millage (10-year renewal — 2026 is the renewal year)
- Pentwater District Library Millage Proposal (1.25 mills, 4 years)

Deputy Clerk Beavis and Assessor Barbie Eaton prepared informational materials explaining the ballot language, particularly for the combined county/township operating millage. The Michigan Townships Association confirmed the Township may distribute factual information without constituting improper promotion.

6-C. Hazardous Waste Disposal Day

The Supervisor reminded the public of the Oceana County one-day hazardous waste collection event, Saturday, August 15th from 9:00 a.m. to 1:00 p.m.

6-D. Longbridge Road Project

The Supervisor advised that this project should be completed the first week in August.

7. TREASURER'S REPORT

Treasurer Douglas reported that summer tax season began July 1, 2026 (due date: September 14, 2026). The start has been slow, attributed to the July 4th holiday. The Treasurer announced that payment processor AutoAgent has launched an optional monthly auto-payment program for property taxes; taxpayers would make monthly payments to AutoAgent, which remits the full amount to the Township before the due date. The Treasurer will participate in a call with AutoAgent on July 9 to learn more; no Board action requested at this time.

The Treasurer distributed the updated cash summary report reflecting reconciled balances through June 30, 2026.

8. CLERK'S REPORT

8-A. Election Update — August 4, 2026 Primary

- Clerk Murphy and Deputy Clerk Beavis attended election officials training; approximately 25 action/verification items were identified and are being worked through.
- Election Inspectors attended training on July 8, 2026.
- Approximately 620 absentee ballots sent, representing approximately 45% of registered voters.
- Millage informational materials distributed; MTA confirmed factual information may be shared without constituting improper promotion.

8-B. Cemetery — Fence Installation

Straight Line Fencing will begin cemetery fence installation on July 9, 2026. Deputy Clerk Beavis planned to meet the contractor on-site to review the work.

9. LIBRARY UPDATE

9-A. Millage Proposal — Public Outreach

Library President Valerie Church-McHugh reported on outreach activities since the June meeting:

- Presentation to the Pentwater Women's Club — well received.
- Interview arranged with reporter Anna Mae Bush of The Pentwater News/Echo to clarify ballot millage proposal language. The interview is expected to appear July 10 or July 17.

As a District Library, board members and staff cannot legally promote the millage; outreach is conducted through the Friends of the Library (Yes Committee).

9-B. ADA Compliance — West Michigan Disability Network Assessment

The Library Board has invited the West Michigan Disability Network to conduct an ADA assessment of the library. The Library President noted that ADA compliance encompasses not only physical access but also digital accessibility: all information on the library's website, Facebook, and other digital platforms must be accessible to individuals who are deaf or blind. The library has engaged a vendor at \$3,500/year for digital accessibility compliance. Under FOIA requirements, all comments posted to a public body's Facebook page — including those deleted by the poster — must be preserved. The Library President noted the Township's website may have a pending digital accessibility compliance requirement for which an extension has been granted.

10. FIRE DEPARTMENT REPORT

Monthly meeting agenda, minutes, and officers' meeting documents included in board packet. No substantive discussion held.

11. RECREATION REPORT

No report received. The Supervisor does not expect a report until fall. Superintendent Craig is currently managing recreation responsibilities; no Recreation Director has been hired. The Township does not operate a summer recreation program.

12. DEPARTMENTAL REPORTS

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

Report included in board packet. Zoning permit activity remains high, slightly lower than the prior month.

12-B. Township Assessor — Barbie Eaton

Report included in board packet. July Board of Review: July 21, 2026 at Township Hall. No cases are currently pending.

12-C. Cemetery Report

Report included in board packet. One traditional burial; one columbarium foundation site/grave site sold during the reporting period. The Supervisor noted a memorial service for Roger Bailey will be held at Park Place on the afternoon of the Strawberry Social (approximately 1:00–3:00 p.m.).

12-D. Transfer Site Monthly Report

284 visitors through June 26, 2026. Transfer Site Operator Bob was commended for requiring visitors to have current passes. An incident occurred during the reporting period: the chain on the waste hauler's rear-load truck broke during container pickup; Bob used the Transfer Site's front-end loader to assist in removing the container from the truck.

13. UNFINISHED BUSINESS

Old Business-A. Sale of Surplus Township Truck — Award to High Bidder

13 sealed bids were received, ranging from \$202 (low) to \$3,003 (high). High bidder: Tim Unseldt (via Zoom). All other bidders were notified of the high bid amount. The Supervisor and Mr. Unseldt will meet Friday, July 10, 2026 to complete the title transfer; the Township Clerk has the truck title on file.

MOTION:	To approve the sale of the surplus Township truck to Tim Unseldt, high bidder, for \$3,003
Moved by:	Trustee Holub
Seconded by:	Treasurer Douglas
Vote:	Roll call: Cavazos — Yes; Douglas — Yes; Holub — Yes; Flynn — Yes
Result:	APPROVED

14. NEW BUSINESS

New Business-A. Repeal of Animal Control Police Power Ordinance

Deputy Supervisor Edwards presented the recommendation to repeal the Township's Animal Control Police Power Ordinance. In 2024, Oceana County adopted a new animal control ordinance making the Township's ordinance largely redundant. The Planning Commission reviewed the matter over several months; the Board subsequently adopted a zoning ordinance amendment to address the one item not covered by the county ordinance (barking dogs, now handled as a public nuisance under the county's omnibus nuisance ordinance).

Action item: Clerk to publish the ordinance repeal per statutory requirements and notify the Oceana County Sheriff's Department. Assigned Ordinance Number; 2026-04

MOTION:	To approve repeal of the Township's Animal Control Police Power Ordinance, with correction of the effective date to 2026
Moved by:	Supervisor Cavazos
Seconded by:	Treasurer Douglas
Vote:	Voice vote — Aye [all in favor]; no nays recorded
Result:	APPROVED

New Business-B. Sewer Lift Station Backup Generators — Purchase Authorization

The Supervisor presented a request to purchase backup generators for the Lakeview and Boathouse sewer lift stations (Township North system), as recommended in a 2023 Fleis & VandenBrink engineering evaluation. Tom

Roose, the Township's master electrician, identified generators at significantly below the original \$50,000/each estimate.

Proposed purchase: two generators at \$13,700 each (\$27,400 total), funded from the Sewer Fund. Does not include gas line connections/meter installations (pending DTE coordination) or a road commission right-of-way permit (~\$50 for the Lakeview installation). The Sewer Fund has sufficient cash after accounting for the previously approved ~\$30,000 sewer cleaning and televising expenditure.

Discussion included: the April 2026 sewer overflow event (8,000 gallons over capacity due to a major rain/snowmelt event); stormwater infiltration investigation via the upcoming televising project (starting week of July 13); boathouse restaurant property crawl space flooding (owner Tom Stewart confirmed sump pumps were not discharging into the sanitary sewer); Village cooperation on sewer/stormwater issues; and parking availability for Fleis & VandenBrink equipment.

MOTION:	To approve purchase of two backup generators for the Lakeview and Boathouse sewer lift stations at \$13,700 each (\$27,400 total), funded from the Sewer Fund
Moved by:	Trustee Holub
Seconded by:	Treasurer Douglas
Vote:	Roll call: Holub — Yes; Douglas — Yes; Cavazos — Yes; Flynn - Yes
Result:	APPROVED

New Business-C. Traffic Control Order — No Parking, Monroe Road (Longbridge to Old Channel Road), April 1–October 31 Annually

The Supervisor and Deputy Supervisor Edwards presented a proposed seasonal no-parking Traffic Control Order for Monroe Road (north/northeast side, between Longbridge Road and Old Channel Road). MDOT-installed no-parking signs exist along this stretch but cannot be enforced by the Oceana County Sheriff without a local Traffic Control Order. This section is part of a Federal bicycle route; unsafe parking by boat trailers and vehicles has been an ongoing concern, recently prompting contact from the County Undersheriff.

Key provisions: seasonal (April 1–October 31 annually, consistent with cemetery season and transfer site dates, allowing ice fishermen to park during winter); applies to north/northeast side only. Supervisor Cavazos, as the Township's traffic authority, will sign the Traffic Control Order; the Board approves the authorizing resolution. The Clerk will assign the resolution number upon finalization. Implementation requires the Road Commission to fabricate and install signs; given summer workload, installation is expected in fall 2026.

MOTION:	To approve the resolution authorizing a Traffic Control Order establishing seasonal no-parking restrictions on Monroe Road (north/northeast side, Longbridge Road to Old Channel Road) from April 1 through October 31 annually, and to authorize Supervisor Cavazos to execute the Traffic Control Order
Moved by:	Trustee Holub
Seconded by:	Supervisor Cavazos
Vote:	Roll call: Holub — Yes; Cavazos — Yes; Douglas — Yes; Flynn — Yes
Result:	APPROVED

New Business-D. Request for Proposals — Planning Consultant

Deputy Supervisor Edwards requested Board authorization to issue an RFP (Request for Proposal) for a Township planning consultant. The Township has been without a planning consultant since LSL Planning (Langworthy, Strader & LeBlanc) was acquired by Safe Build approximately 11 years ago. Reasons to engage a planning consultant now:

- The Township's Master Plan expires in 2028; the update process should begin in 2027 with budget authorization in the 2027–2028 cycle.
- Significant development proposals pending or anticipated (former boathouse restaurant site; adjacent housing development), requiring traffic study and drainage plan review.

- Increasingly complex zoning ordinance questions at the Planning Commission level, particularly regarding data centers and renewable energy projects.
- Planning consultants are generally more cost-effective than attorneys for zoning ordinance drafting.

Deputy Supervisor Edwards also disclosed he will turn 62 next year and is considering retirement, with interest in reducing hours starting summer 2027 and transitioning planning, zoning, and sewer system responsibilities — further supporting the value of engaging a planning consultant. The RFP draft is based on the Township engineer RFP format; only a finalized schedule remains to be developed. Potential firms include Spicer Engineering, Williams & Works, and firms in Grand Rapids, Kalamazoo, and Traverse City.

MOTION:	To approve issuance of Request for Proposals for a Township planning consultant
Moved by:	Supervisor Cavazos
Seconded by:	Treasurer Douglas
Vote:	Roll call: Cavazos — Yes; Douglas — Yes; Holub — Yes; Flynn - Yes
Result:	APPROVED

New Business-E. Rescheduling of August Board Meeting

The Clerk requested the August 2026 Regular Board Meeting be rescheduled from August 12 to Wednesday, August 19, 2026, to allow additional time for post-election work following the August 4 primary. This is consistent with prior election year practice.

MOTION:	To reschedule the August 2026 Regular Board Meeting to Wednesday, August 19, 2026
Moved by:	[Verify]
Seconded by:	[Verify]
Vote:	Voice vote — Aye [all in favor]; no nays recorded
Result:	APPROVED

New Business-F. Tax Account Reconciliation — Approval of Backlog (December 2025 through June 2026)

Treasurer Douglas presented tax account bank reconciliation documents for December 2025 through June 2026, per the process adopted at the June 2026 meeting following auditor Ian Rees, CPA (Gabridge & Company) recommendation. All months show an unreconciled difference of \$0. Each package includes the reconciliation document and corresponding bank statement.

Background on prior reconciliation difficulties: a technical disconnect between the tax system and general ledger going back to 2024, compounded by payment processor deposit timing issues, made reconciliation complex. Plant Moran assisted in resolving these issues. Auditor Ian Rees confirmed the accounts are off by only \$0.10 — an unusually precise result given transaction volume. Going forward, the Board will receive one month's reconciliation per meeting. The Supervisor will sign reconciliation documents on behalf of the Board; copies retained by both Treasurer's and Clerk's offices.

MOTION:	To approve the tax account reconciliation documents for December 2025 through June 2026 as presented
Moved by:	Trustee Flynn
Seconded by:	Trustee Holub
Vote:	Roll call: Cavazos — Yes; Murphy — Yes; Douglas — Yes; Holub — Yes; [verify Flynn]
Result:	APPROVED

New Business-G. Columbarium Base Repair — Premier Caulking Company

Trustee Holub presented an estimate for columbarium base repair at the Township cemetery. The columbaria were installed on concrete pads without a flexible sealant between the base and surrounding concrete; Michigan

freeze-thaw cycles have caused the concrete to crack and deteriorate. Trustee Holub met on-site with Tim “Chip” Davis of Premier Caulking Company (Grand Rapids), who will remove all deteriorated material from around all columbarium bases and replace it with appropriate flexible caulking/sealant, completable in one day. Trustee Holub will coordinate Premier Caulking’s visit with cemetery staff.

MOTION:	To approve the estimate from Premier Caulking Company for columbarium base repair at the Township cemetery, in the amount of \$1,800
Moved by:	Supervisor Cavazos
Seconded by:	Trustee Holub
Vote:	Roll call: Cavazos — Yes; Holub — Yes; Douglas — Yes; Flynn — Yes
Result:	APPROVED

New Business-H. [Item Removed from Agenda]

This item was removed from the agenda prior to the meeting. No discussion recorded.

15. OTHER ITEMS — BOARD MEMBERS

15-A. Draft Personnel Policies — Special Board Meeting

Trustee Holub noted the Board has received draft personnel policies and recommended scheduling a special Board meeting to review and discuss them. Date to be determined.

15-B. Township Website — Webmaster Transition

Trustee Holub reminded the Board that the Township’s current webmaster is leaving the business, with approximately nine months remaining. Trustee Holub volunteered to research and prepare an RFP for website services. The Supervisor noted several providers have already expressed interest in submitting proposals.

16. PUBLIC COMMENT — GENERAL (ANY TOPIC)

Comment — Tom Roose (Apache Hill Sewer)

Tom asked about sewer connection availability for lots in the Apache Hill area (Tonto Road area). Deputy Supervisor Edwards clarified: connections in the Township North system are available to lots with an existing service lead only; lots without a lead cannot connect due to capacity constraints. A map identifying lots with existing leads is being prepared for the Township website; interested parties may contact the Deputy Supervisor directly in the meantime.

Comment — Ted Cuchna (via Zoom)

Mr. Cuchna raised two items:

1. Sewer Infiltration: The Village’s DPW reportedly pumped 76,000 gallons of domestic water while receiving 240,000 gallons of sewer flow in a single April/May day — typically a low-flow period — with flows potentially reaching 400,000–500,000 gallons/day in August. Mr. Cuchna expressed concern about groundwater infiltration through deep wells or lift stations along Monroe Road and commended the Township for investigating through the upcoming televising project.

2. Flock License Plate Reader Cameras: Mr. Cuchna reported that the Flock tracking map shows six cameras operating in or near Pentwater, including one at 6th and Hancock Streets (in operation approximately one year, accessed by the Pentwater Police Department approximately 125 times). He expressed concern about privacy implications. The Supervisor responded that the Township was previously asked to participate in a 90-day test; she has since informed the Oceana County Sheriff’s Department that the Township will not purchase any Flock cameras. The county and sheriff’s department are still expected to proceed with a test cycle this year. Most townships in the county have declined participation.

17. ADJOURNMENT

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

Meeting adjourned at 7:31 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 July 8, 2026, recorded pursuant to the Michigan Open Meetings Act, MCL 15.261 et seq.

Township Clerk, Pentwater Township

Date