

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

Wednesday, April 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.*

**I. MEETING INFORMATION**

<b>Meeting Type</b>	Regular Monthly Meeting of the Pentwater Township Board
<b>Date &amp; Time</b>	Tuesday, April 8, 2026 (Time of adjournment: 8:10 p.m.)
<b>Location</b>	Pentwater Township Hall, Pentwater, Michigan
<b>Authority</b>	MCL 41.72a; Michigan Open Meetings Act, MCL 15.261 et seq.
<b>Minutes Prepared By</b>	Maureen Murphy, Township Clerk

**II. ROLL CALL AND DETERMINATION OF QUORUM**

**Supervisor:** Lynne Cavazos  Present

**Treasurer:** Heather Douglas  Present

**Clerk:** Maureen Murphy  Present

**Trustee:** Dean Holub  Present

**Trustee:** Mike Flynn  Present

**Staff Present:** Keith Edwards (Zoning/Sewer Administrator); Glenn Beavis (Deputy Clerk)

**Public Present:** Tom Roose; Veronica Parker; Chris Karaptian

**Attending Remotely:** Ted Cuchna (via Zoom — in accordance with MCL 15.263a)

**QUORUM DETERMINATION:** Five (5) of five (5) board members present. A quorum was established.

**III. CALL TO ORDER**

Supervisor Cavazos called the Regular Monthly Meeting of the Pentwater Township Board to order at 6:00pm. The meeting was confirmed to be properly noticed and open to the public in accordance with the Michigan Open Meetings Act, MCL 15.261 et seq.

**IV. CONSENT AGENDA**

The following items were presented as part of the Consent Agenda:

- (a) Minutes of the previous regular board meeting
- (b) Clerk's Office financial reports and accounts payable
- (c) Correspondence received since last meeting

MOTION: To accept the Consent Agenda as presented.

**Moved by:** Douglas    **Seconded by:** Murphy

**AYES:** Cavazos, Murphy, Douglas, Holub, Flynn

**NAYS:** None

**MOTION: CARRIED**

## V. APPROVAL OF MEETING AGENDA

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MOTION: To accept the revised agenda as proposed.

**Moved by:** Holub    **Seconded by:** Flynn

**AYES:** Cavazos, Murphy, Douglas, Holub, Flynn

**NAYS:** None

**MOTION: CARRIED**

## VI. REPORTS

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### A. Supervisor's Report (Cavazos)

Supervisor Cavazos presented the following updates:

1. Five-County Material Management Committee: Reported on ongoing regional efforts regarding recycling, waste management, and composting infrastructure.
2. Transfer Station & Recycling Center: The facility has reopened under new contractor American Classic. Emphasis was placed on the importance of depositing only clean recyclable materials.
3. Disability Network Assessment: Findings have been distributed to board members. The board is to review and prioritize ADA compliance improvements at upcoming meetings.
4. Dock Accessibility Project: Plans are underway to add wheelchair-accessible features and safety bumpers to the Longbridge fishing dock.
5. Library Millage Committee: Supervisor Cavazos has been appointed to a committee to assist with planning for an upcoming library millage.

### B. Clerk's Report (Murphy)

Clerk Murphy presented the following updates:

1. Cemetery Operations: The cemetery opened April 1, 2026. Five interments are scheduled. New flags have been ordered. An updated fee schedule is forthcoming.
2. Vehicle Purchase: The Clerk is seeking a four-wheel-drive half-ton pickup truck under \$20,000 for Cemetery use.
3. Cemetery Tours: After research, it was determined that cemetery tours are not permissible under the current township ordinance and is further supported by MTA guidance.
4. Franchise Agreements: Updates to franchise agreements are currently underway.
5. Election Calendar: No May election. Primary election is August 4, 2026. General election is November 3, 2026.
6. Budget: The FY 2026–27 budget has been adopted. Payroll and tax reporting obligations have been completed.
7. Recreation Program Funding: Research confirmed that shared funding between the township and the school district is legally appropriate.

### C. Treasurer's Report (Douglas)

Treasurer Douglas reported the following:

1. Tax settlement is nearly complete; awaiting final confirmation from the county.
2. Treasurer Douglas is scheduled to attend MICPT certification training.

#### D. Zoning & Sewer Administrator's Report (Edwards)

Administrator Edwards provided updates on sewer system operations and zoning matters. Specific action items arising from this report are addressed under New Business below.

### **VII. NEW BUSINESS**

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#### Item 1 — Resolution 2026-08: Township South Sanitary Sewer Rate Increase

Administrator Edwards presented a proposed 10% quarterly rate increase for the Township South Sanitary Sewer System, driven by increased maintenance and operational costs. The new rate will increase from \$278.96 to \$306.86 per quarter.

**MOTION:** To approve Resolution 2026-08 authorizing the proposed quarterly rate increase for the Township South Sanitary Sewer System, increasing the quarterly rate from \$278.96 to \$306.86, effective as of the next billing cycle.

**Moved by:** Douglas    **Seconded by:** Holub

**AYES:** Cavazos, Murphy, Douglas, Holub, Flynn

**NAYS:** None

**MOTION: CARRIED**

**ACTION REQUIRED:** K. Edwards: Notify all affected customers of the rate increase.

**ACTION REQUIRED:** H. Douglas: Update billing system for next retroactive billing cycle.

#### Item 2 — Ordinance 2026-02: Regulation of Public and Private Sanitary Sewer Use

The board reviewed a proposed ordinance to regulate the use of public and private sanitary sewer systems. The ordinance is designed to align township requirements with village standards and applicable state law.

**MOTION:** To approve Ordinance 2026-02 to regulate use of public and private sanitary sewer systems within Pentwater Township.

**Moved by:** Douglas    **Seconded by:** Murphy

**AYES:** Cavazos, Murphy, Douglas, Holub, Flynn

**NAYS:** None

**MOTION: CARRIED**

**ACTION REQUIRED:** M. Murphy (Clerk): Prepare Notice of Adoption Summary for Ordinance 2026-02; publish in the Pentwater News (Echo newspaper); obtain and retain affidavit of publication.

#### Item 3 — Policy Discussion: Sewer Capacity, Use, and Inflow & Infiltration (I&I) Program

The board engaged in a policy discussion regarding sewer capacity concerns, including issues related to inflow and infiltration (I&I) from illegal sump pump and drain connections. A pilot inspection program for Township North was discussed. The board also discussed potential surcharges on short-term rental properties due to sewer capacity impacts.

No formal motion was made on this agenda item. The discussion resulted in the following direction to staff:

**ACTION REQUIRED:** K. Edwards: Design a pilot I&I inspection program for the Township North Sewer System for board review at the next meeting.

**ACTION REQUIRED:** K. Edwards: Investigate the legality of imposing a premium fee on short-term rental properties to offset costs associated with sewer usage overages. A short-term rental ordinance may be an additional option for consideration.

Item 4 — 2026 Lawn Care Contract: Ryan's Lawn Care

The board reviewed a proposed contract renewal with Ryan's Lawn Care for spring and summer 2026 grounds maintenance services at a rate of \$46.00 per mowing plus a \$20.00 monthly fuel surcharge.

**MOTION:** To approve the 2026 grounds maintenance contract with Ryan's Lawn Care for spring and summer 2026 services.

**Moved by:** Holub    **Seconded by:** Flynn

**AYES:** Cavazos, Murphy, Douglas, Holub, Flynn

**NAYS:** None

**MOTION:** **CARRIED**

**ACTION REQUIRED:** M. Murphy: Initiate and execute contract with Ryan's Lawn Care.

Item 5 — Longbridge Fishing Dock Wooden Box Repairs

The board reviewed the deteriorated condition of the wooden boxes on the Longbridge fishing dock. A collaborative repair approach with the Artisan Center was discussed.

**MOTION:** To authorize plans for the repair of the Longbridge fishing dock wooden boxes and to pursue a quote from the Artisan Center for said repairs.

**Moved by:** Cavazos    **Seconded by:** Murphy

**AYES:** Cavazos, Murphy, Douglas, Holub, Flynn

**NAYS:** None

**MOTION:** **CARRIED**

**ACTION REQUIRED:** M. Flynn: Assess condition of dock box; obtain dimensions and report to Supervisor Cavazos.

**ACTION REQUIRED:** L. Cavazos: Obtain repair quote from Artisan Center upon receipt of dimensions.

Item 6 — FY 2025-2026 Recreation Program Agreement — Adjusted Payment

The board reviewed an invoice from Pentwater Village for the 2025-2026 Recreation Program. The original invoice was for \$9,500; however, due to the program director's early departure, the board determined that an adjusted payment of \$7,500 is appropriate.

**MOTION:** To authorize payment to Pentwater Village in the amount of \$7,500 (reduced from the invoiced amount of \$9,500) for the 2025-2026 Recreation Program, reflecting an adjustment for the program director's early departure.

**Moved by:** Douglas    **Seconded by:** Holub

**AYES:** Cavazos, Murphy, Douglas, Holub, Flynn

**NAYS:** None

**MOTION:** **CARRIED**

**ACTION REQUIRED:** M. Murphy: Submit invoice payment of \$7,500 to Pentwater Village. The full invoiced amount of \$9,500 was not approved.

Item 7 — Creation of 'Friends of Pentwater Township Transfer Station & Recycling Center'

The board discussed the creation of a volunteer citizen group — 'Friends of Pentwater Township Transfer Station & Recycling Center' — to assist with recycling education and monitoring at the transfer station.

**MOTION:** To approve the creation of the volunteer citizen organization 'Friends of Pentwater Township Transfer Station & Recycling Center.'

**Moved by:** Douglas    **Seconded by:** Cavazos

**AYES:** Cavazos, Murphy, Douglas, Holub, Flynn

**NAYS:** None

**MOTION: CARRIED**

**ACTION REQUIRED:** D. Holub: Draft an invitational notice for the 'Friends of PTTSRC' organization.

**ACTION REQUIRED:** H. Douglas: Post the invitational notice to the township community website upon receipt.

#### Item 8 — Transfer Station & Recycling Center: 2026 Schedule of Operations

The board reviewed and approved the schedule of operations for the Pentwater Township Transfer Station & Recycling Center (TSRC) for 2026 as follows:

- April 1 – October 31, 2026: Tuesdays and Thursdays
- November 2026: Every Saturday (leaf and brush disposal)
- November 2026 – March 2027: First Saturday of each month (recycling only)
- August 22, 2026: Annual Free Disposal Day (following the household hazardous waste day)

**MOTION:** To establish the 2026 TSRC schedule of operations as presented above.

**Moved by:** Murphy    **Seconded by:** Douglas

**AYES:** Cavazos, Murphy, Douglas, Holub, Flynn

**NAYS:** None

**MOTION: CARRIED**

**ACTION REQUIRED:** M. Murphy: Update the official TSRC Hours of Operation & Fee Schedule document to reflect the approved 2026 schedule.

**ACTION REQUIRED:** H. Douglas: Post the updated TSRC schedule and fee information to the township website.

#### Item 9 — MMTA Advanced Institute Conference — Treasurer Douglas

The board considered a request to authorize Treasurer Heather Douglas to attend the MMTA Advanced Institute Conference scheduled for May 11–13, 2026.

**MOTION:** To approve Treasurer Douglas' attendance at the MMTA Advanced Institute Conference, May 11–13, 2026, with associated expenses to be paid from the township budget.

**Moved by:** Flynn    **Seconded by:** Holub

**AYES:** Cavazos, Murphy, Douglas, Holub, Flynn

**NAYS:** None

**MOTION: CARRIED**

#### Item 10 — Ratification of MTA Principles of Governance

The board reviewed and discussed the updated Michigan Township Association (MTA) Principles of Governance document and agreed to ratify and operate in accordance with its provisions.

MOTION: To ratify and commit to serving in accordance with the Michigan Township Association's Principles of Governance document.

**Moved by:** Cavazos    **Seconded by:** Douglas

**AYES:** Cavazos, Murphy, Douglas, Holub, Flynn

**NAYS:** None

**MOTION:** **CARRIED**

**ACTION REQUIRED:** All Board Members: Sign the MTA Principles of Governance document; display a signed copy at Pentwater Township Hall.

Item 11 — Hiring of Planning & Zoning Department Summer Intern

The board reviewed a request from Administrator Edwards to hire Carter Bane, a Central Michigan University student, as a summer intern for the Planning & Zoning Department. The intern will assist with GIS mapping and planning projects for a 9-week term at a rate of \$18.00 per hour, for a total not to exceed \$3,240.00, to be funded from the Planning & Zoning budget.

MOTION: To approve the hiring of summer intern Carter Bane to support the Planning & Zoning Department at a rate of \$18.00/hour for up to 9 weeks, with total compensation not to exceed \$3,240.00, to be paid from the Planning & Zoning budget.

**Moved by:** Douglas    **Seconded by:** Cavazos

**AYES:** Cavazos, Murphy, Douglas, Holub, Flynn

**NAYS:** None

**MOTION:** **CARRIED**

**ACTION REQUIRED:** K. Edwards: Submit new employee hiring paperwork for Carter Bane to the Clerk's office for processing.

Item 12 — Ottawattamie Street Road Improvement — OCRC Estimate

The board reviewed an estimate from the Oceana County Road Commission (OCRC) for road improvement work on Ottawattamie Street within Pentwater Township, in the amount of \$132,817.00. Other road projects were discussed but deferred pending further budget review.

MOTION: To approve the Oceana County Road Commission estimate for road improvement work on Ottawattamie Street in Pentwater Township in the amount of \$132,817.00.

**Moved by:** Douglas    **Seconded by:** Cavazos

**AYES:** Cavazos, Murphy, Douglas, Holub, Flynn

**NAYS:** None

**MOTION:** **CARRIED**

**ACTION REQUIRED:** L. Cavazos: Meet with OCRC engineers prior to construction commencement to ensure the scope of work will adequately address the underlying road condition problem.

Item 13 — Audit Services Contract: Gabridge & Co. — FY 2025-2026

The board reviewed a contract proposal from Gabridge & Co. for audit services for fiscal year 2025-2026, at a fee of \$9,250.00.

MOTION: To approve the contract proposal from Gabridge & Co. for the FY 2025-2026 township audit at a fee of \$9,250.00.

**Moved by:** Murphy    **Seconded by:** Douglas

**AYES:** Cavazos, Murphy, Douglas, Holub, Flynn

**NAYS:** None

**MOTION: CARRIED**

**ACTION REQUIRED:** M. Murphy: Engage and execute contract with Gabridge & Co. for the FY 2025-26 audit.

Item 14 — Multi-Year Audit Services Contract: Gabridge & Co. (2026–2030)

The board reviewed a proposed 5-year audit engagement with Gabridge & Co. covering fiscal years 2026 through 2030, with modest annual fee increases over the contract term.

**MOTION:** To approve a 5-year audit services engagement contract with Gabridge & Co. covering fiscal years 2026 through 2030.

**Moved by:** Holub    **Seconded by:** Douglas

**AYES:** Cavazos, Murphy, Douglas, Holub, Flynn

**NAYS:** None

**MOTION: CARRIED**

**ACTION REQUIRED:** M. Murphy: Initiate and execute the 5-year audit services contract with Gabridge & Co.

**VIII. PUBLIC COMMENT**

In accordance with the Michigan Open Meetings Act (MCL 15.263), a public comment period was held. The following matters were raised:

**Ted Cuchna (via Zoom):** Raised questions regarding sewer capacity, incentives for recycling volunteers, and management of volume on Free Disposal Day. No formal action was requested.

**General Discussion:** Public comment also included discussion regarding potential development near the boathouse and accessibility improvement opportunities at Longbridge. Community support for recycling programming and infrastructure improvements was noted.

**IX. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

Clerk Murphy proposed digitizing invoices and payroll records; the board agreed to move forward with this initiative.

Board members were reminded to review the ADA Disability Network Assessment prior to the May 2026 meeting.

**X. SUMMARY OF ACTION ITEMS**

ACTION ITEM	RESPONSIBLE PARTY	DUE / TIMELINE
Notify affected users of sewer rate increase (Res. 2026-08)	K. Edwards	Immediately
Update sewer billing rate for next retroactive billing cycle	H. Douglas	Next billing cycle
Prepare Notice of Adoption Summary for Ordinance 2026-02; publish in Echo newspaper; obtain affidavit of publication	M. Murphy (Clerk)	Immediately
Design pilot I&I inspection program for Township North Sewer System	K. Edwards	Next meeting

**PENTWATER TOWNSHIP BOARD — OFFICIAL MEETING MINUTES**

Investigate legality of premium fee on short-term rental properties for sewer usage overages	K. Edwards	Next meeting
Initiate contract with Ryan's Lawn Care for 2026 season	M. Murphy	Immediately
Assess fishing dock wooden box conditions; obtain dimensions; advise Supervisor	M. Flynn	Before May meeting
Obtain quote from Artisan Center for Longbridge fishing dock box repair	L. Cavazos	Before May meeting
Submit invoice payment of \$7,500 to Pentwater Village for 2025-2026 Recreation Program pending receipt of revised invoice from Pentwater Village	M. Murphy	Upon receipt
Draft invitational notice for 'Friends of PTTSRC'	D. Holub	Next meeting
Post 'Friends of PTTSRC' invitational notice to community website	H. Douglas	Upon receipt
Update TSRC Hours of Operation & Fee Schedule document	M. Murphy	Immediately
Post updated TSRC schedule to township website	H. Douglas	Upon receipt
Attend MMTA Advanced Institute Conference (May 11–13, 2026)	H. Douglas	May 11–13, 2026
All board members sign and post MTA Principles of Governance document	All Members	Next meeting
Submit new employee hiring paperwork for intern Carter Bane	K. Edwards	Immediately
Meet with Oceana County Road Commission engineers re: Ottawattamie St. project	L. Cavazos	Before construction
Engage Gabridge & Co. for FY 2025–26 audit	M. Murphy	Immediately
Initiate 5-year audit engagement contract with Gabridge & Co.	M. Murphy	Immediately
Review ADA Disability Network Assessment; prioritize improvements	All Members	May 2026 meeting

**XI. ADJOURNMENT**

MOTION: To adjourn the meeting.  
**Moved by:** Flynn    **Seconded by:** Douglas  
**AYES:** (Voice Vote — Unanimous)  
**NAYS:** None  
**MOTION: CARRIED**

The meeting was adjourned at 8:10 p.m.

**XII. CERTIFICATION OF MINUTES**

I, Maureen Murphy, duly elected Clerk of Pentwater Township, Oceana County, Michigan, do hereby certify that the foregoing constitutes the official minutes of the Regular Monthly Meeting of the Pentwater Township Board held on April 8, 2026, and that said meeting was held in compliance with the Michigan Open Meetings Act, MCL 15.261 et seq.

PENTWATER TOWNSHIP BOARD — OFFICIAL MEETING MINUTES

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These minutes were approved by the Pentwater Township Board at its meeting on: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_  
Maureen Murphy, Township Clerk

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Lynne Cavazos, Township Supervisor

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*These are the official minutes of the Pentwater Township Board. Minutes are subject to approval at the next regular board meeting.*