

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
