

<p>PENTWATER TOWNSHIP BOARD  PENTWATER COMMUNITY HALL  500 N. HANCOCK STREET, PENTWATER, MI 49449  <b>Approved Minutes</b>  08 February 2023  ZOOM Available for Audience</p>	
<p>Supervisor Cavazos called the meeting to order at 6:00 PM</p> <p><b>Members Present:</b> Cavazos, Douglas, Murphy, Flynn</p> <p><b>Members Absent:</b> Holub</p> <p><b>Staff Present:</b> Keith Edwards, Deputy Supervisor &amp; Zoning Administrator, Glenn Beavis, Deputy Clerk</p> <p><b>Others Present:</b> Ron Christians, Tom Roose, Jean Russell, Mark Shotwell, Chris Conroy, Jeff Hodges, Paula DeGregorio</p> <p><b>Present via Zoom:</b> David Spitler, Cathy Crumb, Amy LaBarge, Dean Holub</p>	<p><b>CALL TO ORDER</b></p> <p><b>ROLL CALL</b></p>
<p>Moved by Douglas and seconded by Murphy to accept the Consent Agenda as follows:</p> <ul style="list-style-type: none"> <li>• Prior Meeting Minutes (January 11, 2022)</li> <li>• Correspondence: None</li> <li>• Budget Reports:</li> <li>• Claims/Bills (payroll, paid, and to be paid) for the January 12, 2022 thru February 7, 2023 as follows: <ul style="list-style-type: none"> <li>○ Township - \$32,541 (includes any Road Fund payroll)</li> <li>○ Cemetery - \$2,293</li> <li>○ Fire - \$10,212</li> <li>○ Road - \$0</li> </ul> </li> </ul> <p>Roll call vote:  YES: Cavazos, Douglas, Murphy, Flynn  NO:  Motion Carried</p>	<p><b>CONSENT AGENDA - Review &amp; Action</b></p>
<p>Moved by Murphy and seconded by Douglas to accept the meeting agenda with revision to include review &amp; approval of newly appointed Fire Department officers  Voice Vote: Motion carries</p>	<p><b>MEETING AGENDA</b></p>
<p>None</p>	<p><b>PUBLIC COMMENTS</b></p>
<p>Ms. Cavazos related the following:</p> <ul style="list-style-type: none"> <li>• Longbridge – Road Repair <ul style="list-style-type: none"> <li>○ There are issues with the Roadway going North over the Bridge on Longbridge.</li> <li>○ Some sinkage has occurred and there is a crack running from South – North.</li> </ul> </li> </ul>	<p><b>SUPERVISOR’S REPORT</b></p>

<ul style="list-style-type: none"> <li>○ I have looked at the Road and the Oceana County Road Commission (Mark Timmer) has surveyed the problem. Repairs will take place in the spring and summer.</li> <li>● Budget Workshop will be held on Tuesday, February 21, 2023 from 10:00 AM – Noon. Public welcome to attend.</li> <li>● We are creating a Pentwater Township Newsletter, a onepage flyer, that will go out in the mailing from the Pentwater Township Assessor’s office in February.</li> <li>● Lynne received a notice of approval of the grant request submitted to the Cities Initiative Coastal Resilience Program. This request will be funded by the Great Lakes and St. Lawrence Cities Initiative. This is joint project submitted by the Charles Mears State Park (Manny Valdez) and the Pentwater Lake Association (Lynne Cavazos and Tom Walter.)</li> <li>● Happy Valentine’s Day on Tuesday, February 14<sup>th</sup>.</li> </ul>	
<p>Ms. Murphy related the following:</p> <p><b>End of Year Activities:</b></p> <ul style="list-style-type: none"> <li>● All end of year Federal and State reporting documents have been completed, and W-2 &amp; 1099 documents have been sent to employees and contractors</li> </ul> <p><b>Cemetery:</b></p> <ul style="list-style-type: none"> <li>● Annual update of cemetery map indicating lot sales is completed &amp; available for review both in our office and via the Pentwater Township website.</li> <li>● I would like to make an announcement to anyone that is a owner of a lot or lots in the Cemetery. If you have not assigned anyone to the burial spaces, please make this a priority. We cannot bury anyone that is not assigned to a space besides the owner of lot. Or if you do not want to make an assignment, please have instructions in your Estate or Trust on who has authority to assign the burial spaces. Otherwise, it puts additional burdens on the family with the possibility having to petition Probate Court.</li> <li>● I’m in the process of creating a document with pertinent information like I just mentioned to give to people when purchasing lots going forward to inform and avoid future complications.</li> <li>● Over the past year the Clerk’s office has encountered some delicate issues involving the cemetery so we are in the process of conducting a survey of 15 (to date) local cemeteries to determine their thoughts and regulations pertaining to cremains burials and the need for vaults.....</li> <li>● We are also looking into other Townships Fee Schedules and Policies</li> </ul> <p><b>Election Legislation &amp; Other Legislation Impacting Townships:</b></p>	<p><b>CLERK’S REPORT</b></p>

<ul style="list-style-type: none"> <li>Continuing to monitor <i>legislative changes</i> or <i>legislation in review</i> as communicated by the Bureau of Elections and Michigan Township Association (MTA) for anything that directly impacts our office</li> <li>On January 31 the Michigan House of Representatives Committee on Elections meet and Secretary of State Joselyn Benson and Attorney General Dana Nessel gave a presentation regarding the Implementation of Proposal 22-2. It is a 3 Tier Implementation Process and was noted there will be much more required training for Clerks and Election Inspectors. If anyone would like to see their presentation, please contact me.</li> </ul> <p><b>Board of Review:</b></p> <ul style="list-style-type: none"> <li>Board of Review training scheduled for February 16<sup>th</sup> in Mears.</li> <li>Ron Christians has offered to serve as a BoR alternate. If the Board approves this appointment, he will join other BoR members at this upcoming training</li> </ul> <p><b>Michigan Department of Treasury has updated the Uniform Chart of Accounts</b></p> <ul style="list-style-type: none"> <li>On January 31, 2023 the Michigan Department of Treasury published their new edition of Uniform Chart of Accounts. Reviewing for possible impacts on the Townships Chart of Accounts.</li> </ul> <p><b>Legislative Updates:</b></p> <ul style="list-style-type: none"> <li>Governor Whitmer signed the Presidential Primary Bill, which moves Michigan’s Presidential Primary up to 4<sup>th</sup> Tuesday in February, up from 2<sup>nd</sup> Tuesday in March. (Feb 27<sup>th</sup> in 2024)</li> </ul> <p><b>Michigan Department of State 2022 Election Security Grant Reimbursement Program:</b></p> <ul style="list-style-type: none"> <li>We are still awaiting \$1,500 reimbursement submitted last August.</li> <li>MBoE News Update received Jan 17<sup>th</sup> states (among other things) that they are still processing applications and asks for our patience. They will reach out to us if any additional documentation is required.</li> </ul> <p><b>Transfer Station:</b></p> <ul style="list-style-type: none"> <li>Closed for the season</li> </ul>	
No report	<b>TREASURER’S REPORT</b>
<p>The following reports were received and placed on file:</p> <ul style="list-style-type: none"> <li>Library, Fire Department, Recreation, Zoning, Assessor</li> </ul>	<b>OTHER DEPARTMENTAL REPORTS</b> Library, Recreation and Fire Department
<p>The following Staff reports were received and placed on file:</p> <ul style="list-style-type: none"> <li>Zoning Administrator &amp; Ordinance Enforcement Officer</li> <li>Assessor</li> <li>(Transfer station &amp; cemetery are closed for the season)</li> </ul>	<b>STAFF REPORTS</b> Zoning, Assessing, Cemetery, Transfer Station

<p>Reports not provided this period:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<p><b>Unfinished Business:</b></p> <p>a) Disposition of 327 S. Hancock Building:</p> <p>Motion by Douglas, seconded by Murphy to adopt Resolution 2023-03 RESOLUTION TO AUTHORIZE CONVEYANCE OF SURPLUS TOWNSHIP REAL PROPERTY AND MATTERS RELATED THERETO. This resolution authorizes the Township Supervisor and Township Clerk to sell 327 S. Hancock, considered surplus property, to Pentwater Village for \$1.00. The resolution further states that any proceeds from the Township’s original half interest in the property be earmarked/allocated to a public recreational use within the village.</p> <p>Roll call vote:  Yeas: Murphy, Flynn, Douglas, Cavazos  Nays: None  Motion: Carries</p>	<p><b>UNFINISHED BUSINESS a) RESOLUTION 2023-03: Sale of 327 S. Hancock</b></p>
<p><b>Unfinished Business:</b></p> <p>b) “Access Agreement for Park Place Community Building”:</p> <p>In January The Board directed Supervisor Cavazos to renew above agreement for another year on condition that the amount not change from current \$7,500/year obligation. Cavazos reported that The Village had not yet prepared the updated agreement and so this topic will be deferred to the March Board meeting.</p>	<p><b>UNFINISHED BUSINESS b) Park Place Access Agreement Renewal</b></p>
<p><b>New Business:</b></p> <p>a) Resolution 2023-02 Poverty Exemption for CY2023:</p> <p>Motion by Cavazos, seconded by Flynn to adopt Resolution No. 2023-02 RESOLUTION FOR POVERTY EXEMPTION</p> <p>Roll call vote:  Ayes: Flynn, Douglas, Murphy, Cavazos  Nays: None  Motion: Carries</p>	<p><b>NEW BUSINESS a) RESOLUTION 2023-02: Poverty Exemption</b></p>
<p><b>New Business:</b></p> <p>b) Assessor Request for updated GIS Shape Files (Cost = \$150):</p> <p>Motion by Douglas, seconded by Flynn to approve purchase of updated GIS Shape Files as proposed.</p> <p>Roll call vote:  Ayes: Flynn, Douglas, Murphy, Cavazos  Nays: None  Motion: Carries</p>	<p><b>NEW BUSINESS b) GIS Shape File Updates</b></p>
<p><b>New Business:</b></p> <p>c) Proposed CY2023 Office Holiday Schedule:</p>	<p><b>NEW BUSINESS c) CY2023 Office Holiday</b></p>

<p>Motion by Flynn, seconded by Murphy to adopt proposed CY2023 Office Holiday Schedule which includes proposed closure during the week between Christmas and New Year</p> <p>Roll call vote:  Ayes: Flynn, Douglas, Murphy, Cavazos  Nays: None  Motion: Carries</p>	<p><b>Schedule</b></p>
<p><b>New Business:</b></p> <p>d) Proposed Transfer Station Free Days:</p> <p>Note: Pentwater Community Garage Sale scheduled for Saturday, June 10</p> <p>Motion by Cavazos, seconded by Douglas to establish Saturday, June 17 &amp; Saturday, October 7, 2023 as Transfer Station “Free” days for 2023.</p> <p>Roll call vote:  Yeas: Flynn, Douglas, Murphy, Cavazos  Nays: None  Motion: Carries</p>	<p><b>NEW BUSINESS</b></p> <p><b>d) Transfer Station “Free Days”</b></p>
<p><b>New Business:</b></p> <p>e) Appointment of Board of Review Alternate:</p> <p>Motion by Murphy, seconded by Douglas to appoint Ron Christians as Board of Review Alternate.</p> <p>Roll call vote:  Yeas: Flynn, Douglas, Murphy, Cavazos  Nays: None  Motion: Carries</p>	<p><b>NEW BUSINESS</b></p> <p><b>e) Appointment of Board of Review Alternate</b></p>
<p><b>New Business:</b></p> <p>f) “ROBIN” Grant Program – Proposed letters to GLE &amp; Spectrum:</p> <p>Motion by Cavazos, seconded by Douglas to direct Supervisor Cavazos to issue proposed letters to GLE and Spectrum, encouraging them to take advantage of ROBIN funding opportunities to expand high-speed internet services to township areas currently identified as “unserved”</p> <p>Roll call vote:  Yeas: Douglas, Cavazos, Murphy, Flynn  Nays: None  Motion: Carries</p>	<p><b>NEW BUSINESS</b></p> <p><b>f) ROBIN Grant Program</b></p>
<p><b>New Business:</b></p> <p>g) CY2023 Bids for Information Technology (IT) Support, and Status Update for Upcoming “.gov” Domain Changeover:</p> <p>Current IT Support provider Mark Shotwell of Shotwell Solutions LLC presented The Board with an overview of planned changeover to a “.gov” domain, replacing the current “.org” domain. The changeover is currently in-process and provides for an added level of security by nature of government control over “.gov”</p>	<p><b>NEW BUSINESS</b></p> <p><b>g) Information Technology Bids &amp; “.gov” Domain Changeover</b></p>

<p>domains.</p> <p>Proposals for IT support were submitted by Shotwell Solutions LLC, and Mullen Information Technology Service. Owners of both businesses reviewed their proposals in person with Supervisor Cavazos and Clerk Murphy. Proposed fees were similar, with Shotwell Solutions’ bid coming in slightly less. Their recommendation to The Board was to continue with Shotwell Solutions for reasons of price, and familiarity with our current systems.</p> <p>Motion by Douglas, seconded by Flynn to contract Shotwell Solutions LLC for FY2023/24 Information Technology support services.</p> <p>Roll call vote:  Yeas: Douglas, Cavazos, Murphy, Flynn  Nays: None  Motion: Carries</p>	
<p><b>New Business:</b></p> <p>h) IRS Mileage Reimbursement Update</p> <p>The IRS announced that beginning in January, the standard mileage rate for business use is going up again and it is 65.5 cents per mile driven for business use in 2023. The Township Expense Report Form should be updated accordingly.</p> <p>Motion by Douglas, seconded by Murphy to update the Township Expense Report form to reflect \$0.655/mile business use mileage rate.</p> <p>Roll call vote:  Yeas: Douglas, Cavazos, Murphy, Flynn  Nays: None  Motion: Carries</p>	<p><b>NEW BUSINESS</b>  <b>h) IRS Mileage Reimbursement Rate Change</b></p>
<p><b>New Business:</b></p> <p>i) Newly Elected Fire Department Officers:</p> <p>Motion by Cavazos, seconded by Murphy to approve appointment of newly elected Fire Department officers as follows:</p> <p style="padding-left: 40px;">Mike Barefoot: Assistant Fire Chief</p> <p style="padding-left: 40px;">Mark Haynor: Caretaker</p> <p style="padding-left: 40px;">Adam Kokx: MFR Coordinator</p> <p style="padding-left: 40px;">Ray Hasil: Secretary</p> <p>Roll call vote:  Yeas: Douglas, Cavazos, Murphy, Flynn  Nays: None  Motion: Carries</p>	<p><b>NEW BUSINESS</b>  <b>i) Newly Elected Fire Department Officers</b></p>
<ul style="list-style-type: none"> <li>• Jean Russell asked the board who was conducting the channel sand study.</li> <li>• Amy LaBarge questioned a Tax Reminder notice she received with a different due date than was expected.</li> </ul>	<p><b>PUBLIC COMMENTS</b></p>

None	<b>OTHER ITEMS from BOARD MEMBERS</b>
Moved by Douglas and seconded by Flynn to adjourn the meeting at 6:53 PM. Motion carried.	<b>ADJOURNMENT</b>
<p>_____</p> <p>Maureen Murphy, Township Clerk</p>	<p>_____</p> <p>Date</p>