



PENTWATER TOWNSHIP BOARD

AGENDA PACKET

REGULAR BOARD MEETING
&
PUBLIC HEARING ON PROPOSED FY2023/24
BUDGET

March 8, 2023 at 6:00 p.m.

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

Mike Flynn, Trustee
Dean Holub, Trustee

**PUBLIC NOTICE
PENTWATER TOWNSHIP
SPECIAL MEETING**

**PUBLIC NOTICE OF ANNUAL BUDGET PUBLIC HEARING
WEDNESDAY, MARCH 8, 2023
6:00 PM
PENTWATER TOWNSHIP HALL
500 N. HANCOCK STREET
PENTWATER, MI 49449**

The Pentwater Township Board will hold a special meeting for the public hearing on the proposed budget for the 2023/2024 fiscal year. The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing. A copy of the proposed budget can be obtained by contacting the Township Clerk at 231-869-6231 or by visiting the Pentwater Township website at pentwatertwp.org.

Individuals with disabilities requiring auxiliary aids or services should contact the Township Clerk.

Maureen Murphy
Clerk, Township of Pentwater

OHJ 2.23.23

PENTWATER TOWNSHIP

Synopsis of Meeting

March 08, 2023

Supervisor Cavazos called the March 8th Regular Township Board and Public Hearing on Proposed 2023/24 Budget meetings to order at 6:00 p.m. with three of five Board members present. The meeting was conducted in person and via Zoom. Two staff members and six audience members were present in person, and four persons were present via Zoom. The Consent Agenda was approved as presented. The meeting agenda was approved with revision to adjust the order of New Business items.

Action/acceptance was taken on the following items:

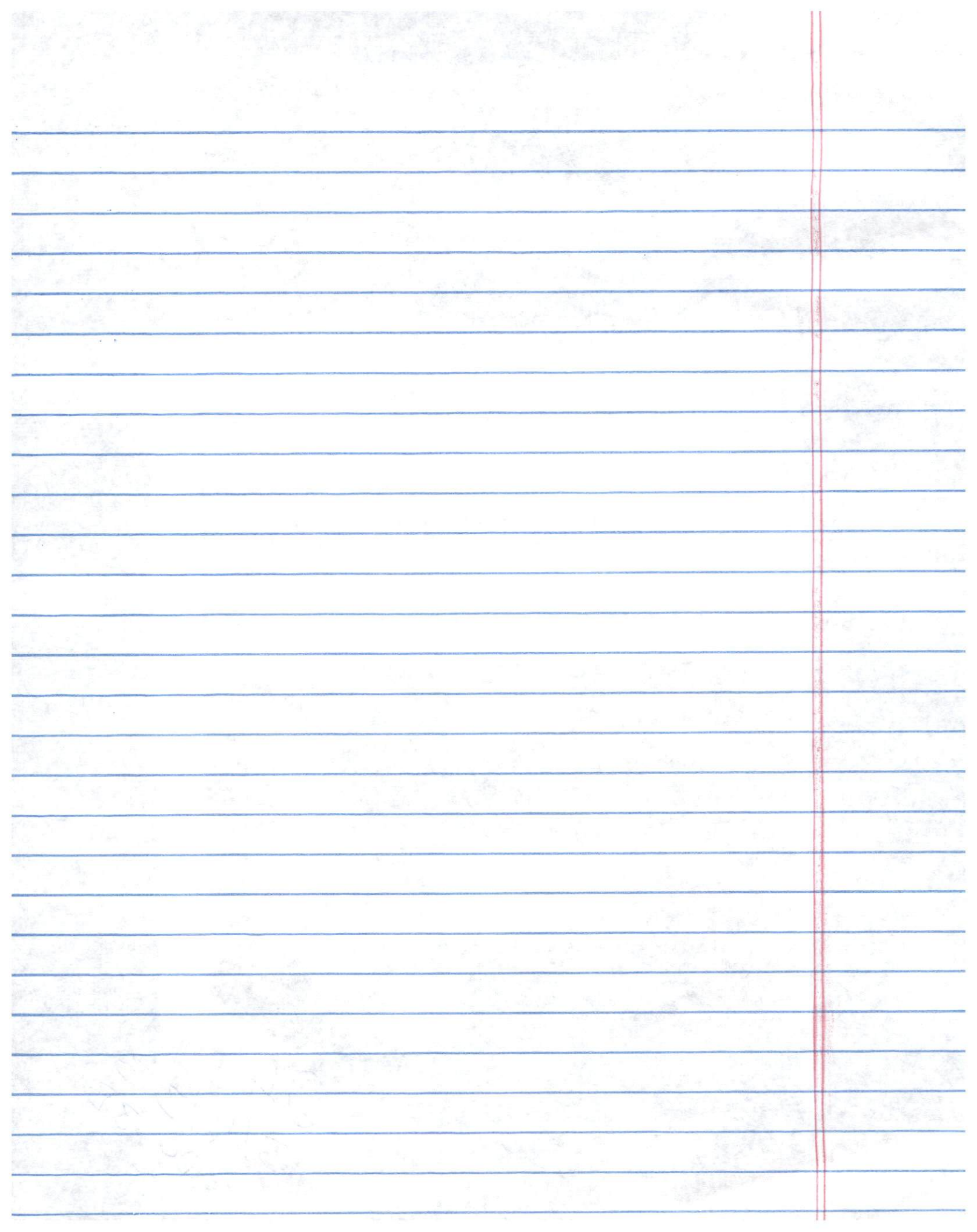
- FY2023/2024 General Fund, Cemetery Fund, Fire Department Fund, Road Fund, ARPA Fund, and Sewer Fund Budgets
- FY2023/2024 Annual Elected Officials Salaries/Per Diem
- Annual Designation of Bank Depositories
- Annual Authorization Buy and Sell Property
- FY2022/2023 Non-Elected Personnel Wage and Salary Schedule
- Fund Balance Savings Account
- Annual Appointments to Boards/Commissions
- Annual Township Staff & Legal Counsel Appointments
- Appointments to Planning Commission & Zoning Board of Appeals
- Appointments to Township Road Committee
- Approval of Brining Bid
- Approval of participation in Household Hazardous Waste Program
- Professional Services agreement with Fleis & Vandenbrink
- Engineering Study of Township North & South Sanitary Sewer Systems

The meeting was adjourned at 7:16 p.m.

A copy of the complete Minutes are available from the Clerk at the Pentwater Township offices, 500 N Hancock St. during regular business hours, via email at clerk@pentwatertwp.org, or online at www.pentwatertwp.org.

Maureen Murphy, Clerk

OHS
3/16/23
pp
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TOWNSHIP BOARD SPECIAL MEETING SIGN-IN SHEET

TOWNSHIP BOARD MEETING		Meeting Date:	March 8, 2023 6:00PM
AND PUBLIC HEARING ON FY2023/24 BUDGET		Location:	500 N. Hancock Pentwater, MI 49449

NAME	ADDRESS	PHONE	EMAIL
<i>Russell Pent</i>			
<i>Al Brosky</i>			
<i>RON CHRISTIAN</i>	<i>87 Sands. PFW.</i>		
<i>STEVE BISHOP</i>			<i>SBISHOP@FVENC.COM</i>
<i>Dean Gustafson</i>	<i>410 Chester</i>	<i>PTW</i>	



A General Law Township

Pentwater Township Regular Board Meeting

Consent Agenda Items

March 8, 2023

- Prior Meeting Minutes:
 - Township Regular Board Meeting - February 8, 2023
 - FY 2023/24 Budget Workshop - February 21, 2023
- Correspondence: None
- Financial Reports 4/1/22 thru 2/28/23
- Claims/Bills for the period February 10 – March 9 as follows:
 - Township - \$29,428
 - Cemetery - \$3,134
 - Fire - \$2,215
 - Road - \$0

**PENTWATER TOWNSHIP BOARD MEETING
Regular Meeting and Public Hearing on Budget**

March 8, 2023 at 6:00 p.m.
Pentwater Community Hall
500 N. Hancock Street, Pentwater, MI 49449

Join Zoom Meeting

<https://us02web.zoom.us/j/82027065078?pwd=UGpLZmJTTGFNMWJPUlhuMHQ3cFZuZz09>

Meeting ID: 820 2706 5078
Passcode: 598547

AGENDA

1. Call to Order/Pledge
2. Roll Call
3. Consent Agenda – Review & Action
 - A. Minutes of February 8, 2023 and February 21, 2023
 - B. Correspondence, if any
 - C. Monthly Budget Reports for General Fund, Cemetery and Fire Department
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. Adjourn Regular Meeting

PUBLIC HEARING ON 2023/2024 BUDGET

7. Open Public Hearing
8. Roll Call
9. Presentation of Proposed 2023/24 Budgets for General Fund, Road Fund, Cemetery Fund, Pentwater Fire Department Fund, American Rescue Plan Fund, and Sewer Fund
10. Public Comment on Proposed 2023/24 Budgets
11. Adjourn Public Hearing

RECONVENE REGULAR MEETING

12. Call to Order
13. Roll Call
14. Supervisor's Report
15. Clerk's Report
16. Treasurer's Report
17. Library Board Packet
18. Fire Department Agenda/Minutes
19. Recreation Report
20. Staff Reports
 - A. Zoning Administrator
 - B. Assessor
 - C. Cemetery Sexton (no report)
 - D. Transfer Station (no report)

21. New Business

Review & Action – Resolutions for FY 2023/24

- A. Adoption of FY 2023/24 Budgets for General Fund, Road Fund, Cemetery Fund, Fire Department Fund, American Rescue Plan Fund, and Sewer Fund – Resolution #2023-04
- B. Adoption of Annual Salary/Wage Schedule, Elected – #2023-05
- C. Pentwater Township Bank Depositories - #2023-06
- D. Authorization to Buy and Sell - #2023-07
- E. Wages and Salaries for Non-Elected Personnel - #2023-08
- F. Increase Fund Balance Policy Savings Account - #2023-09

Review & Action – Motions

- G. Township Board Committee Appointments for 2023/24
- H. Township Staff Appointments for 2023/24
- I. Township Attorney Appointment for 2023/24
- J. Reappointments to Township Planning Commission
- K. Reappointment to Township Zoning Board of Appeals
- L. Reappointment of Township Road Committee
- M. Bid for Brining of Township Roads
- N. FY2023/24 household hazardous waste
- O. Professional Services Agreement with Fleis & Vandenbrink (F&V)
- P. F&V Proposal to Evaluate Township North * Township South Sanitary Sewer Systems

22. Unfinished Business

A. Access Agreement for Park Place Community Building

23. Public Comments

24. Other Items from Board Members

25. Adjournment

Public Participation at Board of Trustee Meetings

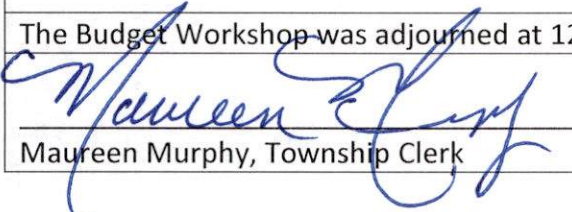
1. When addressing the Board, please state your name and address and direct all questions and comments to the Chairperson.
2. We ask that you show common courtesy, display respect for all participants, and refrain from any personal attacks.
3. You may address the Board on any agenda item under the PUBLIC COMMENTS ON AGENDA ITEMS ONLY. Please limit your comments to three (3) minutes.
4. You may address the Board on any matter that falls within the Boards jurisdiction under the PUBLIC COMMENTS PORTION OF THE AGENDA (maximum three minutes).
5. If you would like to meet with any Board or staff member following the meeting, please make your wishes known.
6. The public, press and/or legal stenographers are permitted to record the proceedings – either video or audio – as long as it does not interfere with the meeting.

Individuals with disabilities requiring auxiliary aids or services should contact the Pentwater Township Clerk by writing or calling: 500 N. Hancock St., P.O. Box 512, Pentwater, MI 49449 (231) 869-6231 at least one week in advance of the meeting.

Adopted July 14, 2010 by action of the Township Board

<p style="text-align: center;"> PENTWATER TOWNSHIP BOARD PENTWATER COMMUNITY HALL 500 N. HANCOCK STREET, PENTWATER, MI 49449 <i>Approved Minutes</i> Budget Workshop of Wednesday, February 21, 2023 </p>	
<p>Supervisor Cavazos called the Budget Workshop to order at 10:02 a.m. for the purpose of reviewing the current taxable value and CPI index, and the 2023/2024 proposed Township budgets for the following funds: General, Road, Fire Department, Cemetery, ARPA, and Sewer</p> <p>Board Members Present: Cavazos, Douglas, and Murphy (Staff Present – Beavis, Eaton, and Edwards)</p> <p>Board Members Absent: Flynn and Holub</p>	<p>CALL TO ORDER</p> <p>ROLL CALL</p>
<p>None</p>	<p>PUBLIC COMMENTS ON AGENDA ITEMS</p>
<p>Supervisor Cavazos asked Assessor Eaton to review the increase in taxable value for Pentwater Township homeowners. The current taxable value increase for 2023-24 is 5%, which is the highest increase in recent years. Eaton also confirmed that the current Consumer Price Index (CPI) is 7.9%.</p> <p>She also clarified that the Pentwater Township Library’s mileage is “perpetual” which means it is always subject to the Headley roll back. It is extremely beneficial to the library to minimize the rollback the library experiences. The current Pentwater Township Library mileage is .8133 (original milage was 1.0 mills)</p> <p>Discussion ensued and new line items were identified, and changes were made to several current line items. The notable changes are listed below:</p> <ul style="list-style-type: none"> • The Delinquent Real Prop Tax is already part of the current real property tax so not included as additional revenue. • Deputy Supervisor line item is new for this budget cycle. Position is for 1 day/week. • Deputy Treasurer wages were adjusted to account for a planned 2 days a week. 	<p>FY 2023/2024 Taxable Value and Truth in Taxation</p> <p>FY 2023/2024 General Fund Budget</p>

<ul style="list-style-type: none"> • PROF SERV SOFTW was increased to \$4,250 to account for BS & A modules used by Treasurer Office. • ELECTION SUPPLIES/EQUIPMENT funding was increased to \$6,000 to support the purchase of a second tabulator for upcoming elections. • TOWNSHIP PROF SERV SOFTWARE was reduced to \$5,500 since \$4500 was shifted to the Treasurer Department. <p>BS&A software expenses are being spread across a number of departments for 2023/2024</p> <p>ZONING ADMINISTRATION:</p> <ul style="list-style-type: none"> • PROF SERVICES - \$8,000 of the proposed \$11,500 will be used to cover the cost of the City Committee Study being conducted for the Township. 	
<p>SEWER:</p> <ul style="list-style-type: none"> • Supervisor Cavazos and Deputy Supervisor Edwards gave an overview of the new SEWER Fund established for the 2023/2024 Fiscal Year. The Village of Pentwater has transferred the South Sewer Systems to the Township per a Quit Claim Deed dated 11/15/2022. <p>Overview of Fund 592:</p> <p>The Estimated Beginning Revenue for the SEWER Fund is projected to be \$253,500. Four Departments have been established to ensure that Expenditures will be accurately documented.</p> <p>The four new Departments are:</p> <ul style="list-style-type: none"> • Dept 538 – Shared N & Sewer Expenditures - \$118,000 • Dept 539 – Shared N & Sewer Administration - \$41,500 • Dept 540 – TWP North Sewer Expenditures - \$62,000 • Dept 541 – TWP South Sewer Expenditures - \$32,000 	<p>FY 2023/2024 Sewer Fund Budget</p>
<p>Supervisor Cavazos presented the proposed 2023/2024 budget of \$106, 520 for the Cemetery.</p> <ul style="list-style-type: none"> • An ADMIN EXPENSE – was added to the budget to cover the extra duties performed by the Clerk for maintaining the cemetery records and working with the public. 	<p>FY 2023/2024 Cemetery Budget</p>

<p>Supervisor Cavazos presented the tentative 2022/2023 balance budget of \$372,340 for the Pentwater Fire Department. Discussion ensued.</p> <p>Cavazos will meet with the Fire Chief to confirm the accuracy of the amount of money being transferred into the Estimated Revenue.</p> <p>STATE GRANT – FIRE: added to the revenue to confirm the \$3,500 Grant Reimbursement received by the Pentwater Fire Department.</p> <p>DEPT SERVICE – PRINCIPAL and DEPT SERVICE – INTEREST will be used to more clearly identify the expenditures for the Aerial Fire Truck. (DEPT SERVICE – PRINCIPAL - \$120,00, DEPT SERVICE – INTEREST - \$4,100)</p>	<p>FY 2023/2024 Pentwater Fire Department Budget</p>
<p>Supervisor Cavazos presented the tentative 2023/2024 balanced budget of \$122,000 for the Road Fund. Discussion ensued.</p> <ul style="list-style-type: none"> • TRANSFER IN: The amount of \$6,200 is transferred in the Revenue for the Road Fund to cover the additional cost of the 2023/24 Lake Breeze Road Project. 	<p>FY 2023/2024 Pentwater Road Fund Budget</p>
<p>Supervisor Cavazos presented the tentative 2023/2024 balance budget of \$67,017 for the ARPA Fund. Discussion ensued.</p> <p>The ARPA Funds will partially be used this budget year to cover expenses related to the Township assuming ownership of both the North and the South Sewer systems.</p>	<p>FY 2023/2024 Pentwater ARPA Fund Budget</p>
<p>Cost of Living Allowance:</p> <p>The CPI for 2023/2024 is currently set at 7.9%. As mentioned earlier by Assessor Eaton, the current increase of taxable value is 5.0%. Although the CPI is at 7.9 %, the board agreed to use the Cost-of-Living Allowance of 5.0% be used for the purposes of salaries and wage increases across ALL FUNDS. (Except for Fire Department who will not be taking a COLA this year.)</p>	
<p>The Budget Workshop was adjourned at 12:10 p.m.</p> <p> Maureen Murphy, Township Clerk</p> <p style="text-align: right;"><u>3.16.23</u> Date</p>	<p>ADJOURNMENT</p> <p>Minutes Prepared by Lynne Cavazos, Supervisor</p>

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

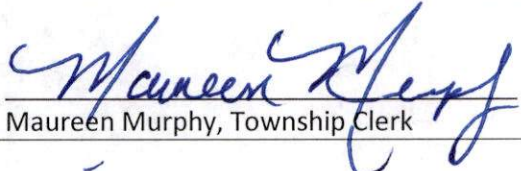
<ul style="list-style-type: none"> ○ I have looked at the Road and the Oceana County Road Commission (Mark Timmer) has surveyed the problem. Repairs will take place in the spring and summer. ● Budget Workshop will be held on Tuesday, February 21, 2023 from 10:00 AM – Noon. Public welcome to attend. ● 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. ● 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.) ● Happy Valentine's Day on Tuesday, February 14th. 	
<p>Ms. Murphy related the following:</p> <p>End of Year Activities:</p> <ul style="list-style-type: none"> ● All end of year Federal and State reporting documents have been completed, and W-2 & 1099 documents have been sent to employees and contractors <p>Cemetery:</p> <ul style="list-style-type: none"> ● Annual update of cemetery map indicating lot sales is completed & available for review both in our office and via the Pentwater Township website. ● 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. ● 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. ● 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..... ● We are also looking into other Townships Fee Schedules and Policies <p>Election Legislation & Other Legislation Impacting Townships:</p>	<p>CLERK'S REPORT</p>

<ul style="list-style-type: none"> Continuing to monitor <i>legislative changes or legislation in review</i> as communicated by the Bureau of Elections and Michigan Township Association (MTA) for anything that directly impacts our office 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. <p>Board of Review:</p> <ul style="list-style-type: none"> Board of Review training scheduled for February 16th in Mears. 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 <p>Michigan Department of Treasury has updated the Uniform Chart of Accounts</p> <ul style="list-style-type: none"> 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. <p>Legislative Updates:</p> <ul style="list-style-type: none"> Governor Whitmer signed the Presidential Primary Bill, which moves Michigan's Presidential Primary up to 4th Tuesday in February, up from 2nd Tuesday in March. (Feb 27th in 2024) <p>Michigan Department of State 2022 Election Security Grant Reimbursement Program:</p> <ul style="list-style-type: none"> We are still awaiting \$1,500 reimbursement submitted last August. MBoE News Update received Jan 17th 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. <p>Transfer Station:</p> <ul style="list-style-type: none"> Closed for the season 	
No report	TREASURER'S REPORT
<p>The following reports were received and placed on file:</p> <ul style="list-style-type: none"> Library, Fire Department, Recreation, Zoning, Assessor 	OTHER DEPARTMENTAL REPORTS Library, Recreation and Fire Department
<p>The following Staff reports were received and placed on file:</p> <ul style="list-style-type: none"> Zoning Administrator & Ordinance Enforcement Officer Assessor (Transfer station & cemetery are closed for the season) 	STAFF REPORTS Zoning, Assessing, Cemetery, Transfer Station

<p>Reports not provided this period:</p> <ul style="list-style-type: none"> • None 	
<p>Unfinished Business:</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:</p> <p>Yeas: Murphy, Flynn, Douglas, Cavazos Nays: None Motion: Carries</p>	<p>UNFINISHED BUSINESS a) RESOLUTION 2023-03: Sale of 327 S. Hancock</p>
<p>Unfinished Business:</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>UNFINISHED BUSINESS b) Park Place Access Agreement Renewal</p>
<p>New Business:</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:</p> <p>Ayes: Flynn, Douglas, Murphy, Cavazos Nays: None Motion: Carries</p>	<p>NEW BUSINESS a) RESOLUTION 2023-02: Poverty Exemption</p>
<p>New Business:</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:</p> <p>Ayes: Flynn, Douglas, Murphy, Cavazos Nays: None Motion: Carries</p>	<p>NEW BUSINESS b) GIS Shape File Updates</p>
<p>New Business:</p> <p>c) Proposed CY2023 Office Holiday Schedule:</p>	<p>NEW BUSINESS c) CY2023 Office Holiday</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>Schedule</p>
<p>New Business:</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 & 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>NEW BUSINESS d) Transfer Station “Free Days”</p>
<p>New Business:</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>NEW BUSINESS e) Appointment of Board of Review Alternate</p>
<p>New Business:</p> <p>f) “ROBIN” Grant Program – Proposed letters to GLE & 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>NEW BUSINESS f) ROBIN Grant Program</p>
<p>New Business:</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>NEW BUSINESS g) Information Technology Bids & “.gov” Domain Changeover</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>New Business:</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>NEW BUSINESS h) IRS Mileage Reimbursement Rate Change</p>
<p>New Business:</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>Mike Barefoot: Assistant Fire Chief Mark Haynor: Caretaker Adam Kokx: MFR Coordinator Ray Hasil: Secretary</p> <p>Roll call vote: Yeas: Douglas, Cavazos, Murphy, Flynn Nays: None Motion: Carries</p>	<p>NEW BUSINESS i) Newly Elected Fire Department Officers</p>
<ul style="list-style-type: none"> • Jean Russell asked the board who was conducting the channel sand study. • Amy LaBarge questioned a Tax Reminder notice she received with a different due date than was expected. 	<p>PUBLIC COMMENTS</p>

None	OTHER ITEMS from BOARD MEMBERS
Moved by Douglas and seconded by Flynn to adjourn the meeting at 6:53 PM. Motion carried.	ADJOURNMENT
 <u>Maureen Murphy, Township Clerk</u>	<u>3.16.23</u> Date

CASH SUMMARY BY FUND FOR PENTWATER TOWNSHIP
FROM 04/01/2021 TO 02/28/2023
FUND: ALL FUNDS
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 04/01/2021	Total Debits	Total Credits	Ending Balance 02/28/2023
101	GENERAL FUND	651,730.97	3,189,948.09	3,056,602.38	785,076.68
204	ROAD FUND	0.00	1,082,980.92	958,386.89	124,594.03
206	FIRE FUND	393,442.77	2,383,873.18	2,380,605.59	396,710.36
209	CEMETERÝ FUND	328,752.27	1,332,417.52	1,356,087.84	305,081.95
286	AMERICAN RESCUE PLAN	0.00	397,811.59	329,428.57	68,383.02
703	CURRENT TAX COLLECTION FUND	36,082.55	18,608,969.52	18,445,533.51	199,518.56
	TOTAL - ALL FUNDS	1,410,008.56	26,996,000.82	26,526,644.78	1,879,364.60

CASH SUMMARY BY ACCOUNT FOR PENTWATER TOWNSHIP
 FROM 04/01/2021 TO 02/28/2023
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2021	Total Debits	Total Credits	Ending Balance 02/28/2023
Fund 101 GENERAL FUND					
001.000	CHECKING ACCT	53,136.17	2,171,932.95	1,960,468.88	264,600.24
001.001	MI CLASS - GENERAL FUND	0.00	452,743.93	291,777.74	160,966.19
002.000	EDGE - GENERAL FUND	0.00	186,854.56	170.47	186,684.09
003.000	HB-CD	19,397.63	0.48	19,398.11	0.00
003.001	W.S. SEWER LAND	30,958.25	115.94	31,074.19	0.00
003.003	5/3 RD FUND	100,507.37	3,530.13	104,037.50	0.00
003.005	SSB S/L CD	0.00	7.81	5.66	2.15
003.007	SSB CD	21,838.64	116.04	21,954.68	0.00
003.009	REC LAND ACQ	0.00	0.00	0.00	0.00
003.010	BLDG REPAIR	0.00	0.00	0.00	0.00
003.011	SSB MASTER PLAN	2,101.61	0.82	2,102.43	0.00
003.012	SSB LAND/SEWER	26,626.63	67.82	26,696.60	(2.15)
003.013	HB MM	397,013.67	155,642.97	472,046.05	80,610.59
003.015	MI CLASS LAND & SEWER	0.00	53,404.60	53,404.60	0.00
003.113	TWP REC FUND HB	0.00	10,060.78	10,060.78	0.00
003.114	MI CLASS REC FUND	0.00	63,404.69	63,404.69	0.00
003.115	MI CLASS - FUND BALANCE POLOCY	0.00	69,127.10	0.00	69,127.10
003.116	MICLASS HART-PTW NON-MOTORIZED TR	0.00	22,937.47	0.00	22,937.47
004.000	PETTY CASH	151.00	0.00	0.00	151.00
	GENERAL FUND	651,730.97	3,189,948.09	3,056,602.38	785,076.68
Fund 204 ROAD FUND					
001.000	ROAD FUND ACCOUNT	0.00	633,015.04	616,145.74	16,869.30
001.001	MI CLASS - ROAD FUND	0.00	191,755.56	84,030.83	107,724.73
002.000	ROAD FUND CASH - SAVINGS	0.00	197,434.61	197,434.61	0.00
003.100	ROAD FUND SAVINGS	0.00	60,775.71	60,775.71	0.00
	ROAD FUND	0.00	1,082,980.92	958,386.89	124,594.03
Fund 206 FIRE FUND					
001.000	CHECKING ACCT	61,187.94	1,442,544.22	1,474,282.69	29,449.47
001.001	CASH MICLASS FD	0.00	338,432.79	300,046.75	38,386.04
001.002	FD MC EDGE	0.00	300,000.00	0.00	300,000.00
003.004	MM HUNTINGTON	332,254.83	302,896.17	606,276.15	28,874.85
003.005	CD HUNTINGTON	0.00	0.00	0.00	0.00
	FIRE FUND	393,442.77	2,383,873.18	2,380,605.59	396,710.36
Fund 209 CEMETERY FUND					
001.000	CHECKING ACCT	43,778.39	744,966.24	767,981.50	20,763.13
001.001	MI CLASS - CEMETERY	0.00	134,269.96	0.00	134,269.96
002.000	CEMETERY CASH - SAVINGS	0.00	27,914.02	27,914.02	0.00
003.000	MM HUNTINGTON	243,917.42	412,131.44	506,000.00	150,048.86
003.001	5/3 SAVINGS	41,056.46	13,135.86	54,192.32	0.00
	CEMETERY FUND	328,752.27	1,332,417.52	1,356,087.84	305,081.95
Fund 286 AMERICAN RESCUE PLAN					
001.001	CASH - HUNTINGTON	0.00	134,308.53	201,465.24	(67,156.71)
001.002	MI CLASS	0.00	135,933.68	127,550.66	8,383.02
002.000	CASH - HB SAVINGS	0.00	67,569.38	412.67	67,156.71
003.000	ARPA MC EDGE	0.00	60,000.00	0.00	60,000.00
017.000	INVESTMENTS	0.00	0.00	0.00	0.00
	AMERICAN RESCUE PLAN	0.00	397,811.59	329,428.57	68,383.02
Fund 703 CURRENT TAX COLLECTION FUND					
001.000	CHECKING ACCT	36,082.55	18,358,373.94	18,301,500.12	92,956.37
001.001	CASH - 2021 SETTLEMENT ERROR	0.00	250,595.58	144,033.39	106,562.19
	CURRENT TAX COLLECTION FUND	36,082.55	18,608,969.52	18,445,533.51	199,518.56
	TOTAL - ALL FUNDS	1,410,008.56	26,996,000.82	26,526,644.78	1,879,364.60

User: MO

DB: PENTWATER TWP

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/28/2023	MONTH 02/28/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-401.000	FROM PREV YEAR-END	140,426.00	0.00	0.00	140,426.00	0.00
101-000-402.000	CURRENT REAL PROPERTY	293,800.00	316,321.50	149,413.70	(22,521.50)	107.67
101-000-405.000	TAX ADMINISTRATION FEE	60,700.00	85,225.15	30,806.10	(24,525.15)	140.40
101-000-411.000	DELINQUENT REAL PROP TAX	13,000.00	0.00	0.00	13,000.00	0.00
101-000-429.000	COMM FOREST TAX	20.00	16.05	0.00	3.95	80.25
101-000-432.000	STATE PMT IN LIEU OF TAX (PILT)	3,300.00	4,194.40	4,194.40	(894.40)	127.10
101-000-434.000	TRAILER PARK TAX	0.00	216.00	216.00	(216.00)	100.00
101-000-445.000	PENALTY & INTEREST TAXES	100.00	0.00	0.00	100.00	0.00
101-000-477.000	FRANCHISE FEES (CHARTER COMM)	8,000.00	6,869.50	2,219.66	1,130.50	85.87
101-000-479.000	ZONING PERMIT FEES	2,000.00	2,065.00	120.00	(65.00)	103.25
101-000-481.000	PLANNING COMMISSION REVIEW FEES	1,050.00	900.00	400.00	150.00	85.71
101-000-546.000	METRO ACT	3,900.00	2,824.71	0.00	1,075.29	72.43
101-000-549.000	ELECTION REIMBURSEMENT	4,860.00	3,627.28	0.00	1,232.72	74.64
101-000-574.000	STATE SHARED REVENUE	56,100.00	83,689.00	0.00	(27,589.00)	149.18
101-000-603.000	ZBA FEES	1,600.00	1,640.00	0.00	(40.00)	102.50
101-000-628.000	TRANSFER SITE FEES	11,200.00	9,791.00	0.00	1,409.00	87.42
101-000-664.000	INTEREST INCOME	300.00	5,418.08	0.00	(5,118.08)	1,806.03
101-000-672.000	OTHER REVENUE	1,400.00	187.53	0.00	1,212.47	13.40
101-000-673.000	ZA REIMBURSEMENT	0.00	(180.00)	0.00	180.00	100.00
101-000-686.000	MISCELLANEOUS	0.00	4,500.00	0.00	(4,500.00)	100.00
Total Dept 000		601,756.00	527,305.20	187,369.86	74,450.80	87.63
TOTAL REVENUES		601,756.00	527,305.20	187,369.86	74,450.80	87.63
Expenditures						
Dept 101 - TOWNSHIP BOARD						
101-101-702.000	SALARIES & WAGES	3,150.00	3,333.58	128.02	(183.58)	105.83
101-101-705.000	EMPLOYER FICA CONTRIB	224.00	185.59	9.78	38.41	82.85
Total Dept 101 - TOWNSHIP BOARD		3,374.00	3,519.17	137.80	(145.17)	104.30
Dept 171 - SUPERVISOR						
101-171-702.000	SALARIES & WAGES	33,956.00	31,126.48	2,829.68	2,829.52	91.67
101-171-705.000	EMPLOYER FICA CONTRIB	2,598.00	2,381.17	216.47	216.83	91.65
101-171-910.000	EDUCATION/TRAINING	1,000.00	374.66	0.00	625.34	37.47
101-171-913.000	TRAVEL	300.00	664.84	0.00	(364.84)	221.61
Total Dept 171 - SUPERVISOR		37,854.00	34,547.15	3,046.15	3,306.85	91.26
Dept 215 - CLERK						
101-215-702.000	SALARIES & WAGES	33,956.00	31,126.48	2,829.68	2,829.52	91.67
101-215-702.001	DEPUTY WAGES	25,499.00	24,750.76	2,066.18	748.24	97.07
101-215-705.000	EMPLOYER FICA CONTRIB	4,548.00	4,331.06	388.65	216.94	95.23
101-215-812.000	REC SECRETARY	742.00	615.46	61.84	126.54	82.95
101-215-910.000	EDUCATION/TRAINING	2,000.00	1,156.08	0.00	843.92	57.80
101-215-913.000	TRAVEL	3,000.00	1,955.73	0.00	1,044.27	65.19
Total Dept 215 - CLERK		69,745.00	63,935.57	5,346.35	5,809.43	91.67

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2023 (NORMAL (ABNORMAL))	MONTH 02/28/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Dept 247 - BOARD OF REVIEW						
101-247-702.000	SALARIES & WAGES	1,050.00	621.18	65.08	428.82	59.16
101-247-705.000	EMPLOYER FICA CONTRIB	80.00	47.51	4.97	32.49	59.39
101-247-910.000	EDUCATION/TRAINING	125.00	75.00	75.00	50.00	60.00
101-247-955.000	MISCELLANEOUS	900.00	172.00	0.00	728.00	19.11
Total Dept 247 - BOARD OF REVIEW		2,155.00	915.69	145.05	1,239.31	42.49
Dept 253 - TREASURER						
101-253-702.000	SALARIES & WAGES	33,956.00	31,126.48	2,829.68	2,829.52	91.67
101-253-702.001	DEPUTY WAGES	9,196.00	8,602.17	943.04	593.83	93.54
101-253-705.000	EMPLOYER FICA CONTRIB	3,301.00	3,039.18	288.60	261.82	92.07
101-253-752.000	SUPPLIES/EQUIPMENT	420.00	526.09	122.52	(106.09)	125.26
101-253-802.000	PROF SERV SOFTW	3,580.00	0.00	0.00	3,580.00	0.00
101-253-851.000	POSTAGE	4,000.00	5,607.14	1,381.31	(1,607.14)	140.18
101-253-910.000	EDUCATION/TRAINING	2,500.00	2,585.47	0.00	(85.47)	103.42
101-253-913.000	TRAVEL	2,000.00	1,921.06	89.39	78.94	96.05
101-253-955.000	MISCELLANEOUS	0.00	(97.18)	0.00	97.18	100.00
101-253-964.000	REFUNDS	0.00	7.02	7.02	(7.02)	100.00
Total Dept 253 - TREASURER		58,953.00	53,317.43	5,661.56	5,635.57	90.44
Dept 257 - ASSESSOR						
101-257-702.000	SALARIES & WAGES	52,077.00	47,736.92	4,339.72	4,340.08	91.67
101-257-705.000	EMPLOYER FICA CONTRIB	3,984.00	3,651.88	331.99	332.12	91.66
101-257-802.001	PROF SERVICES - ATTY	565.00	563.50	0.00	1.50	99.73
101-257-804.000	PROF SER SOFTWA	2,135.00	1,615.00	0.00	520.00	75.64
Total Dept 257 - ASSESSOR		58,761.00	53,567.30	4,671.71	5,193.70	91.16
Dept 262 - ELECTION						
101-262-702.000	SALARIES & WAGES	7,875.00	7,051.77	0.00	823.23	89.55
101-262-705.000	EMPLOYER FICA CONTRIB	788.00	82.14	0.00	705.86	10.42
101-262-752.000	SUPPLIES/EQUIPMENT	3,700.00	4,398.72	0.00	(698.72)	118.88
101-262-801.000	ELECT SERV VILL	1,300.00	1,228.95	0.00	71.05	94.53
101-262-802.000	ELECT OTHER CON	250.00	0.00	0.00	250.00	0.00
101-262-851.000	POSTAGE	4,000.00	26.95	0.00	3,973.05	0.67
101-262-913.000	TRAVEL	150.00	86.35	0.00	63.65	57.57
101-262-955.000	MISCELLANEOUS	1,750.00	2,848.50	0.00	(1,098.50)	162.77
Total Dept 262 - ELECTION		19,813.00	15,723.38	0.00	4,089.62	79.36
Dept 265 - TOWNSHIP						
101-265-705.000	EMPLOYER FICA CONTRIB	560.00	452.98	39.44	107.02	80.89
101-265-706.000	CUSTODIAL WAGES	5,600.00	5,920.51	515.36	(320.51)	105.72
101-265-752.000	SUPPLIES/EQUIPMENT	6,000.00	6,612.97	788.60	(612.97)	110.22
101-265-802.000	PROF SERV SOFTWARE	9,800.00	9,725.28	0.00	74.72	99.24
101-265-804.000	PROF SERV-ATTOR	7,750.00	12,004.50	1,812.00	(4,254.50)	154.90
101-265-805.000	PROF SERV-AUDIT	5,250.00	5,212.50	0.00	37.50	99.29
101-265-806.000	OTHER SERVICES	1,500.00	1,500.00	0.00	0.00	100.00
101-265-806.001	PROF SERV INFO	3,200.00	3,974.35	482.49	(774.35)	124.20
101-265-807.000	PROF SERV WEB	550.00	333.51	0.00	216.49	60.64

REVENUE AND EXPENDITURE REPORT FOR PENTWATER TOWNSHIP
 PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			NORMAL (ABNORMAL)	MONTH 02/28/2023 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-265-808.000	BUOYS	350.00	0.00	0.00	350.00	0.00
101-265-809.000	OTHER SERVICES	650.00	576.00	0.00	74.00	88.62
101-265-850.000	UTIL PH/INTERNE	5,000.00	3,518.03	304.95	1,481.97	70.36
101-265-851.000	POSTAGE	3,200.00	2,705.84	659.39	494.16	84.56
101-265-854.000	COPYING	1,200.00	121.00	0.00	1,079.00	10.08
101-265-855.000	OTHER SER/CHGS	1,900.00	2,108.32	291.51	(208.32)	110.96
101-265-900.000	PRINT/PUBLISH	3,000.00	2,502.76	456.00	497.24	83.43
101-265-900.001	PRINT/PUB NOTIC	1,200.00	724.88	0.00	475.12	60.41
101-265-910.000	EDUCATION/TRAINING	2,500.00	1,545.50	253.00	954.50	61.82
101-265-913.000	TRAVEL	0.00	15.21	0.00	(15.21)	100.00
101-265-915.000	MEMBER/DUES	5,950.00	6,027.91	99.00	(77.91)	101.31
101-265-915.001	MEM/DUES MML	250.00	200.00	0.00	50.00	80.00
101-265-915.002	MEM/DUES OTHER	1,100.00	815.08	335.40	284.92	74.10
101-265-920.000	UTILITIES	7,400.00	6,455.69	442.59	944.31	87.24
101-265-932.000	REP/MAIN MOW/SN	1,600.00	2,290.00	294.00	(690.00)	143.13
101-265-934.000	REP/MAIN CUSTOD	700.00	419.66	192.61	280.34	59.95
101-265-934.003	REP/MAIN MISC	5,565.00	5,998.83	438.26	(433.83)	107.80
101-265-935.000	INSURANCE/BONDS	10,050.00	10,044.56	0.00	5.44	99.95
101-265-937.000	WORK COMP	1,500.00	1,092.63	0.00	407.37	72.84
101-265-940.000	COPY MACH RENT	2,700.00	1,252.89	111.92	1,447.11	46.40
101-265-940.001	POST MACH RENT	500.00	341.04	85.26	158.96	68.21
101-265-955.000	MISCELLANEOUS	0.00	9,850.79	41.03	(9,850.79)	100.00
101-265-970.000	CAP OUT-COMPUTE	3,485.00	0.00	0.00	3,485.00	0.00
101-265-970.002	CAP OUT-BLDG	1,000.00	0.00	0.00	1,000.00	0.00
101-265-970.003	CAP OUT OTHER	86,000.00	55,867.85	0.00	30,132.15	64.96
101-265-970.004	CAP OUT BLD REP	3,500.00	0.00	0.00	3,500.00	0.00
Total Dept 265 - TOWNSHIP		190,510.00	160,211.07	7,642.81	30,298.93	84.10
Dept 526 - TRANSFER STATION						
101-526-702.000	SALARIES & WAGES	13,448.00	10,819.62	0.00	2,628.38	80.46
101-526-705.000	EMPLOYER FICA CONTRIB	1,029.00	827.71	0.00	201.29	80.44
101-526-752.000	SUPPLIES/EQUIPMENT	550.00	198.75	0.00	351.25	36.14
101-526-802.000	CONTRACTUAL SER	1,605.00	0.00	0.00	1,605.00	0.00
101-526-900.000	PRINT/PUBLISH	500.00	348.00	0.00	152.00	69.60
101-526-934.000	REP/MAINT	1,000.00	0.00	0.00	1,000.00	0.00
101-526-940.000	RENTALS	20,800.00	20,100.65	2,146.46	699.35	96.64
101-526-940.001	EQUIP RENT/JONS	795.00	795.00	0.00	0.00	100.00
101-526-956.000	MISCELLANEOUS	600.00	600.00	0.00	0.00	100.00
Total Dept 526 - TRANSFER STATION		40,327.00	33,689.73	2,146.46	6,637.27	83.54
Dept 527 - SEWER-UTILITIES						
101-527-802.000	CONTRACT SERVICES	14,400.00	13,762.50	2,044.50	637.50	95.57
101-527-851.000	POSTAGE	0.00	12.45	12.45	(12.45)	100.00
101-527-932.000	REPAIR/MAINT	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 527 - SEWER-UTILITIES		24,400.00	13,774.95	2,056.95	10,625.05	56.45
Dept 597 - DOC/RECREATION/PLIB						
101-597-802.000	CONT SER DOCK	1,000.00	400.00	0.00	600.00	40.00
101-597-804.000	CONT SERV REC	7,500.00	7,500.00	0.00	0.00	100.00
101-597-804.100	PARK PLACE	7,500.00	7,500.00	0.00	0.00	100.00

User: MO
DB: PENTWATER TWP

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR	AVAILABLE		% BGD USED
		AMENDED BUDGET	YTD BALANCE 02/28/2023		MONTH 02/28/2023 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 101 - GENERAL FUND							
Expenditures							
101-597-804.200	NORTHEND PARK	10,000.00	0.00	0.00	10,000.00	0.00	
101-597-805.000	CONT SERV PLIB	6,000.00	0.00	0.00	6,000.00	0.00	
101-597-934.000	REP/MAIN BOAT	5,000.00	2,000.00	0.00	3,000.00	40.00	
101-597-955.000	MISCELLANEOUS	200.00	1,228.84	0.00	(1,028.84)	614.42	
Total Dept 597 - DOC/RECREATION/PLIB		37,200.00	18,628.84	0.00	18,571.16	50.08	
Dept 701 - PLANNING COMMISSION							
101-701-702.000	SALARIES/WAGES	2,200.00	2,379.73	474.81	(179.73)	108.17	
101-701-705.000	EMPLOYER FICA CONTRIB	168.00	182.08	36.34	(14.08)	108.38	
101-701-802.000	PROF SERV ATTORNEY	2,000.00	0.00	0.00	2,000.00	0.00	
101-701-804.000	PROF SERV CONSULTANT	500.00	0.00	0.00	500.00	0.00	
101-701-805.000	MASTER PLAN UPDATE	5,000.00	408.72	0.00	4,591.28	8.17	
101-701-851.000	POSTAGE	0.00	8.95	8.95	(8.95)	100.00	
101-701-900.000	NEWSPAPER PUBLICATIONS	500.00	0.00	0.00	500.00	0.00	
101-701-910.000	EDUCATION/TRAINING	200.00	0.00	0.00	200.00	0.00	
101-701-913.000	TRAVEL/EXPENSES	200.00	0.00	0.00	200.00	0.00	
101-701-955.000	MISCELLANEOUS	0.00	10.20	10.20	(10.20)	100.00	
101-701-964.000	REFUNDS	200.00	0.00	0.00	200.00	0.00	
Total Dept 701 - PLANNING COMMISSION		10,968.00	2,989.68	530.30	7,978.32	27.26	
Dept 702 - ZONING ADMINISTRATION							
101-702-702.000	SALARIES & WAGES	33,046.00	27,058.78	2,753.76	5,987.22	81.88	
101-702-703.000	HEARING OFFICER WAGES	500.00	0.00	0.00	500.00	0.00	
101-702-705.000	EMPLOYER FICA CONTRIB	3,200.00	2,070.00	210.67	1,130.00	64.69	
101-702-752.000	SUPPLIES/EQUIPMENT	25.00	21.15	0.00	3.85	84.60	
101-702-802.000	PROF SERVICES	3,500.00	2,817.60	0.00	682.40	80.50	
101-702-802.001	PROF SER ATTY	3,000.00	4,366.00	1,102.50	(1,366.00)	145.53	
101-702-804.000	PROF SERV CONSU	0.00	659.27	659.27	(659.27)	100.00	
101-702-900.000	PRINT/PUBLISH	775.00	391.50	0.00	383.50	50.52	
101-702-910.000	EDUCATION/TRAINING	200.00	150.00	0.00	50.00	75.00	
101-702-913.000	TRAVEL	200.00	0.00	0.00	200.00	0.00	
101-702-964.000	REFUNDS	200.00	125.00	0.00	75.00	62.50	
Total Dept 702 - ZONING ADMINISTRATION		44,646.00	37,659.30	4,726.20	6,986.70	84.35	
Dept 703 - ZONING BOARD OF APPEALS							
101-703-702.000	SALARIES & WAGES	670.00	668.62	0.00	1.38	99.79	
101-703-705.000	EMPLOYER FICA CONTRIB	100.00	51.12	0.00	48.88	51.12	
101-703-802.000	PROF SERV ATTY	1,000.00	0.00	0.00	1,000.00	0.00	
101-703-900.000	PRINT/PUBLISH	600.00	754.00	0.00	(154.00)	125.67	
101-703-910.000	EDUCATION/TRAINING	80.00	0.00	0.00	80.00	0.00	
101-703-913.000	TRAVEL	175.00	0.00	0.00	175.00	0.00	
101-703-955.000	MISCELLANEOUS	25.00	22.00	0.00	3.00	88.00	
101-703-964.000	REFUNDS	400.00	0.00	0.00	400.00	0.00	
Total Dept 703 - ZONING BOARD OF APPEALS		3,050.00	1,495.74	0.00	1,554.26	49.04	
TOTAL EXPENDITURES		601,756.00	493,975.00	36,111.34	107,781.00	82.09	

REVENUE AND EXPENDITURE REPORT FOR PENTWATER TOWNSHIP

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2023	MONTH 02/28/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
	TOTAL REVENUES	601,756.00	527,305.20	187,369.86	74,450.80	87.63
	TOTAL EXPENDITURES	601,756.00	493,975.00	36,111.34	107,781.00	82.09
	NET OF REVENUES & EXPENDITURES	0.00	33,330.20	151,258.52	(33,330.20)	100.00

User: MO

DB: PENTWATER TWP

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2023 NORMAL (ABNORMAL)	MONTH 02/28/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 204 - ROAD FUND						
Revenues						
Dept 000						
204-000-402.000	CURRENT REAL PR	120,000.00	128,022.70	60,889.92	(8,022.70)	106.69
204-000-405.000	TAX AD FEE	1,160.00	0.00	0.00	1,160.00	0.00
204-000-411.000	DEL REAL P TAX	8,050.00	4,645.68	0.00	3,404.32	57.71
204-000-664.000	INTEREST INCOME	0.00	809.06	0.00	(809.06)	100.00
Total Dept 000		129,210.00	133,477.44	60,889.92	(4,267.44)	103.30
TOTAL REVENUES		129,210.00	133,477.44	60,889.92	(4,267.44)	103.30
Expenditures						
Dept 000						
204-000-702.000	SALARIES & WAGES	1,445.00	1,435.55	0.00	9.45	99.35
204-000-705.000	EMPLOYER FICA CONTRIB	140.00	109.84	0.00	30.16	78.46
204-000-805.000	PROF SERV-AUDIT	560.00	557.50	0.00	2.50	99.55
204-000-855.000	OTHER SER/CHGS	100.00	0.00	0.00	100.00	0.00
204-000-930.000	REP/MAIN BRINE	8,690.00	7,702.50	0.00	987.50	88.64
204-000-934.002	REP/MAIN INTERI	118,275.00	117,547.84	0.00	727.16	99.39
Total Dept 000		129,210.00	127,353.23	0.00	1,856.77	98.56
TOTAL EXPENDITURES		129,210.00	127,353.23	0.00	1,856.77	98.56
Fund 204 - ROAD FUND:						
TOTAL REVENUES		129,210.00	133,477.44	60,889.92	(4,267.44)	103.30
TOTAL EXPENDITURES		129,210.00	127,353.23	0.00	1,856.77	98.56
NET OF REVENUES & EXPENDITURES		0.00	6,124.21	60,889.92	(6,124.21)	100.00

REVENUE AND EXPENDITURE REPORT FOR PENTWATER TOWNSHIP

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2023 NORMAL (ABNORMAL)	MONTH 02/28/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-401.000	FROM PREV YEAR-END	750.00	0.00	0.00	750.00	0.00
206-000-402.000	CURR REAL P TAX	232,510.00	228,410.28	120,938.39	4,099.72	98.24
206-000-402.100	CURR PROP TAX - EQUIPMENT	117,080.00	114,999.89	60,889.92	2,080.11	98.22
206-000-411.000	DEL REAL P TAX	0.00	9,226.87	0.00	(9,226.87)	100.00
206-000-411.100	DEL REAL TX FIRE APPARTUS	0.00	4,645.68	0.00	(4,645.68)	100.00
206-000-664.000	INTEREST INCOME	0.00	1,693.76	0.00	(1,693.76)	100.00
206-000-671.000	MISCELLANEOUS	0.00	893.47	0.00	(893.47)	100.00
206-000-674.000	DONATIONS	0.00	3,500.00	0.00	(3,500.00)	100.00
206-000-676.009	MFR REIMBURSE	22,000.00	0.00	0.00	22,000.00	0.00
Total Dept 000		372,340.00	363,369.95	181,828.31	8,970.05	97.59
TOTAL REVENUES		372,340.00	363,369.95	181,828.31	8,970.05	97.59
Expenditures						
Dept 336 - FIRE						
206-336-702.000	SALARIES & WAGES	95,000.00	61,666.00	262.50	33,334.00	64.91
206-336-705.000	EMPLOYER FICA CONTRIB	6,500.00	4,717.47	20.08	1,782.53	72.58
206-336-721.000	UNIFORMS	5,000.00	2,262.72	0.00	2,737.28	45.25
206-336-725.000	MUTA EXPENSE	300.00	0.00	0.00	300.00	0.00
206-336-752.000	SUPPLIES/EQUIPMENT	31,500.00	34,435.35	1,614.58	(2,935.35)	109.32
206-336-800.000	PROF/CONTRACT SERVICES	2,500.00	683.69	0.00	1,816.31	27.35
206-336-802.000	PROF SERVICES - SOFTWARE	890.00	888.50	0.00	1.50	99.83
206-336-805.000	PROF SERV-AUDIT	560.00	557.50	0.00	2.50	99.55
206-336-851.000	POSTAGE	300.00	227.31	0.00	72.69	75.77
206-336-880.000	COMM PROMOTION	1,520.00	1,432.16	0.00	87.84	94.22
206-336-900.000	PRINT/PUBLISH	1,000.00	308.52	308.52	691.48	30.85
206-336-910.000	EDUCATION/TRAINING	4,000.00	1,655.79	392.50	2,344.21	41.39
206-336-913.000	TRAVEL	1,000.00	886.23	0.00	113.77	88.62
206-336-915.000	MEMBER/DUES	500.00	75.00	0.00	425.00	15.00
206-336-920.000	UTILITIES	14,000.00	11,476.84	1,939.29	2,523.16	81.98
206-336-931.000	REP/MAINT	37,000.00	23,775.76	2,572.58	13,224.24	64.26
206-336-935.000	INSURANCE	25,900.00	23,916.15	0.00	1,983.85	92.34
206-336-941.000	CONTINGENCY	2,000.00	0.00	0.00	2,000.00	0.00
206-336-955.000	MISCELLANEOUS	1,100.00	1,129.05	44.86	(29.05)	102.64
206-336-970.000	CAPITAL OUTLAY	16,740.00	18,634.32	4,869.36	(1,894.32)	111.32
206-336-991.000	DEBT SERVICE	124,750.00	124,459.21	0.00	290.79	99.77
Total Dept 336 - FIRE		372,060.00	313,187.57	12,024.27	58,872.43	84.18
TOTAL EXPENDITURES		372,060.00	313,187.57	12,024.27	58,872.43	84.18
Fund 206 - FIRE FUND:						
TOTAL REVENUES		372,340.00	363,369.95	181,828.31	8,970.05	97.59
TOTAL EXPENDITURES		372,060.00	313,187.57	12,024.27	58,872.43	84.18
NET OF REVENUES & EXPENDITURES		280.00	50,182.38	169,804.04	(49,902.38)	17,922.2

REVENUE AND EXPENDITURE REPORT FOR PENTWATER TOWNSHIP

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2023 NORMAL (ABNORMAL)	MONTH 02/28/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 209 - CEMETERY FUND						
Revenues						
Dept 000						
209-000-401.000	PAR PREV YE BAL	13,390.00	0.00	0.00	13,390.00	0.00
209-000-402.000	CURR PROP TAX	83,400.00	94,352.06	41,808.04	(10,952.06)	113.13
209-000-411.000	DEL REAL PP TAX	3,000.00	3,189.70	0.00	(189.70)	106.32
209-000-607.000	SERV RENDERED	800.00	0.00	0.00	800.00	0.00
209-000-626.000	INTERMENT FEES	5,520.00	3,625.00	0.00	1,895.00	65.67
209-000-645.000	LOT SALES	10,300.00	15,100.00	200.00	(4,800.00)	146.60
209-000-646.000	COLUM SALES	6,300.00	5,800.00	700.00	500.00	92.06
209-000-647.000	SCAT GAR BRICK	300.00	0.00	0.00	300.00	0.00
209-000-664.000	INTEREST INCOME	25.00	662.22	0.00	(637.22)	2,648.88
209-000-671.000	OTHER INCOME	1,825.00	2,368.00	0.00	(543.00)	129.75
Total Dept 000		124,860.00	125,096.98	42,708.04	(236.98)	100.19
TOTAL REVENUES		124,860.00	125,096.98	42,708.04	(236.98)	100.19
Expenditures						
Dept 567 - CEMETERY						
209-567-702.000	SALARIES & WAGES	17,039.00	15,820.09	1,419.99	1,218.91	92.85
209-567-704.000	ASSIST BURIALS	600.00	0.00	0.00	600.00	0.00
209-567-704.001	CEMETERY ASSISTANT	2,922.00	2,921.74	0.00	0.26	99.99
209-567-705.000	EMPLOYER FICA CONTRIB	1,576.00	1,433.75	108.63	142.25	90.97
209-567-752.000	SUPPLIES/EQUIPMENT	2,720.00	2,719.25	0.00	0.75	99.97
209-567-801.000	PROF SERV-ATTOR	1,500.00	2,298.00	1,112.50	(798.00)	153.20
209-567-802.000	PRO SERV SOFTWA	1,950.00	2,058.50	0.00	(108.50)	105.56
209-567-804.000	PROF SERV MAP	250.00	0.00	0.00	250.00	0.00
209-567-805.000	PRO SERV AUDIT	600.00	278.75	0.00	321.25	46.46
209-567-806.000	COLUM PLAQUES	3,000.00	2,487.00	0.00	513.00	82.90
209-567-807.000	BRICK ENGRAVING	300.00	0.00	0.00	300.00	0.00
209-567-810.000	FOUNDATION EXP	300.00	295.94	0.00	4.06	98.65
209-567-900.000	PRINT/PUBLISH	44.00	363.00	0.00	(319.00)	825.00
209-567-913.000	TRAVEL	0.00	39.30	39.30	(39.30)	100.00
209-567-920.000	UTILITIES	3,200.00	2,937.09	334.40	262.91	91.78
209-567-928.000	REFUNDS	2,000.00	2,000.00	0.00	0.00	100.00
209-567-930.000	REP/MAINT BLDGS	350.00	0.00	0.00	350.00	0.00
209-567-930.001	REP/MAINT GROUN	7,433.00	7,433.00	0.00	0.00	100.00
209-567-931.001	REP/MAINT IRRIG	9,076.00	9,075.48	0.00	0.52	99.99
209-567-935.000	INSURANCE	1,270.00	353.57	0.00	916.43	27.84
209-567-955.000	MISCELLANEOUS	1,300.00	1,524.38	250.00	(224.38)	117.26
209-567-970.000	CAPITAL OUTLAY	67,325.00	67,325.00	0.00	0.00	100.00
Total Dept 567 - CEMETERY		124,755.00	121,363.84	3,264.82	3,391.16	97.28
TOTAL EXPENDITURES		124,755.00	121,363.84	3,264.82	3,391.16	97.28
Fund 209 - CEMETERY FUND:						
TOTAL REVENUES		124,860.00	125,096.98	42,708.04	(236.98)	100.19
TOTAL EXPENDITURES		124,755.00	121,363.84	3,264.82	3,391.16	97.28
NET OF REVENUES & EXPENDITURES		105.00	3,733.14	39,443.22	(3,628.14)	3,555.37

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
			NORMAL	(ABNORMAL)	MONTH 02/28/2023 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 286 - AMERICAN RESCUE PLAN									
Revenues									
Dept 000									
286-000-528.000	FEDERAL GRANTS - OTHER	67,017.00		33,575.47		0.00		33,441.53	50.10
286-000-665.000	INTEREST	0.00		1,229.73		0.00		(1,229.73)	100.00
Total Dept 000		67,017.00		34,805.20		0.00		32,211.80	51.93
TOTAL REVENUES		67,017.00		34,805.20		0.00		32,211.80	51.93
Expenditures									
Dept 000									
286-000-802.000	EXPENDITURES	67,017.00		0.00		0.00		67,017.00	0.00
Total Dept 000		67,017.00		0.00		0.00		67,017.00	0.00
TOTAL EXPENDITURES		67,017.00		0.00		0.00		67,017.00	0.00
Fund 286 - AMERICAN RESCUE PLAN:									
TOTAL REVENUES		67,017.00		34,805.20		0.00		32,211.80	51.93
TOTAL EXPENDITURES		67,017.00		0.00		0.00		67,017.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		34,805.20		0.00		(34,805.20)	100.00

User: MO

DB: PENTWATER TWP

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2023	MONTH 02/28/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 703 - CURRENT TAX COLLECTION FUND						
Revenues						
Dept 000						
703-000-412.000	DEL PERSONAL PROP TAX	0.00	99.43	0.00	(99.43)	100.00
703-000-672.000	TAX ACT MISC	0.00	1,296.00	0.00	(1,296.00)	100.00
703-000-689.000	CASH OVER/SHORT	0.00	61.08	5.94	(61.08)	100.00
Total Dept 000		0.00	1,456.51	5.94	(1,456.51)	100.00
TOTAL REVENUES		0.00	1,456.51	5.94	(1,456.51)	100.00
Fund 703 - CURRENT TAX COLLECTION FUND:						
TOTAL REVENUES		0.00	1,456.51	5.94	(1,456.51)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	1,456.51	5.94	(1,456.51)	100.00
TOTAL REVENUES - ALL FUNDS						
		1,295,183.00	1,185,511.28	472,802.07	109,671.72	91.53
TOTAL EXPENDITURES - ALL FUNDS						
		1,294,798.00	1,055,879.64	51,400.43	238,918.36	81.55
NET OF REVENUES & EXPENDITURES						
		385.00	129,631.64	421,401.64	(129,246.64)	33,670.5

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
 POST DATES 02/08/2023 - 03/07/2023
 BOTH JOURNALIZED AND UNJOURNALIZED PAID
 BANK CODE: GFCKG

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Pay By Check Type: Paper Check							
1456	DTE ENERGY	02/04/2023	02/09/2023	192.93	0.00	Paid	Y
1457	QUADIENT, INC	02/03/2023	02/09/2023	85.26	0.00	Paid	Y
1459	CHARTER COMMUNICATIONS	02/05/2023	02/10/2023	177.97	0.00	Paid	Y
1460	INTEGRITY BUSINESS SOLUTIONS	02/09/2023	02/10/2023	16.25	0.00	Paid	Y
1467	CINTAS	02/16/2023	02/24/2023	97.17	0.00	Paid	Y
1468	INTEGRITY BUSINESS SOLUTIONS	02/13/2023	02/24/2023	124.96	0.00	Paid	Y
1469	INTEGRITY BUSINESS SOLUTIONS	02/13/2023	02/24/2023	17.29	0.00	Paid	Y
1470	INTEGRITY BUSINESS SOLUTIONS	02/16/2023	02/24/2023	25.95	0.00	Paid	Y
1471	INTEGRITY BUSINESS SOLUTIONS	02/20/2023	02/24/2023	96.04	0.00	Paid	Y
1472	INTEGRITY BUSINESS SOLUTIONS	02/10/2023	02/24/2023	201.45	0.00	Paid	Y
1473	KEITH EDWARDS	02/09/2023	02/24/2023	8.95	0.00	Paid	Y
1474	DEBRA FLOOD	02/24/2023	02/24/2023	89.39	0.00	Paid	Y
1475	LUDINGTON DAILY NEWS, OCEANA HERA	02/23/2023	02/24/2023	261.40	0.00	Paid	Y
1476	MIKA MYERS	02/13/2023	02/24/2023	504.00	0.00	Paid	Y
1477	MIKA MYERS	02/13/2023	02/24/2023	205.50	0.00	Paid	Y
1478	MIKA MYERS	02/13/2023	02/24/2023	945.00	0.00	Paid	Y
1479	MIKA MYERS	02/13/2023	02/24/2023	1,102.50	0.00	Paid	Y
1480	OCEANA COUNTY TREASURER	02/15/2023	02/24/2023	41.03	0.00	Paid	Y
1481	OCEANA'S HERALD JOURNAL	02/14/2023	02/24/2023	74.00	0.00	Paid	Y
1482	RYANS LAWN CARE	02/17/2023	02/24/2023	294.00	0.00	Paid	Y
1483	SHOTWELL SOLUTIONS LLC	02/12/2023	02/24/2023	482.49	0.00	Paid	Y
Total Pay By Check Type: Paper Check				5,043.53	0.00		

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
 POST DATES 02/08/2023 - 03/07/2023
 BOTH JOURNALIZED AND UNJOURNALIZED PAID
 BANK CODE: GFCKG

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
# of Invoices:	21	# Due:	0	Totals:	5,043.53	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					5,043.53	0.00	
--- TOTALS BY BANK ---							
	GFCKG	TOWNSHIP GENERAL FUND CHECKING		5,043.53			
--- TOTALS BY GL DISTRIBUTION ---							
	101-253-913.000	TRAVEL		89.39			
	101-265-752.000	SUPPLIES/EQUIPMENT		481.94			
	101-265-804.000	PROF SERV-ATTOR		1,654.50			
	101-265-806.001	PROF SERV INFO		482.49			
	101-265-850.000	UTIL PH/INTERNE		177.97			
	101-265-855.000	OTHER SER/CHGS		97.17			
	101-265-915.002	MEM/DUES OTHER		335.40			
	101-265-920.000	UTILITIES		192.93			
	101-265-932.000	REP/MAIN MOW/SN		294.00			
	101-265-940.001	POST MACH RENT		85.26			
	101-265-955.000	MISCELLANEOUS		41.03			
	101-701-851.000	POSTAGE		8.95			
	101-702-802.001	PROF SER ATTY		1,102.50			
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			5,043.53	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	253 - TREASURER			89.39	0.00		
	265 - TOWNSHIP			3,842.69	0.00		
	701 - PLANNING COMMISSION			8.95	0.00		
	702 - ZONING ADMINISTRATION			1,102.50	0.00		

Check Register Report For Pentwater Township
For Check Dates 02/08/2023 to 03/07/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/08/2023	GFCKG	22109	BEAVIS, GLENN C	1,072.49	816.16	0.00	Open
02/22/2023	GFCKG	22118	BEAVIS, GLENN C	1,243.18	946.06	0.00	Open
02/22/2023	GFCKG	22119	CAVAZOS, LYNNETTE M	2,829.68	2,224.22	0.00	Open
02/22/2023	GFCKG	22120	CLUCHEY, TERRY L.	78.66	69.30	0.00	Open
02/22/2023	GFCKG	22121	DEGREGORIO, PAULA M	78.66	69.30	0.00	Open
02/22/2023	GFCKG	22122	DOUGLAS, HEATHER A	2,891.52	2,435.61	0.00	Open
02/22/2023	GFCKG	22123	EATON, BARBARA C	4,339.72	3,487.19	0.00	Open
02/22/2023	GFCKG	22124	EDWARDS, KEITH J	2,753.76	2,543.09	0.00	Open
02/09/2023	GFCKG	EFT83	EFTPS TOWNSHIP	440.55	440.55	0.00	Open
02/22/2023	GFCKG	EFT86	EFTPS TOWNSHIP	3,872.91	3,872.91	0.00	Open
02/08/2023	GFCKG	22110	FLOOD, DEBRA A	729.20	614.41	0.00	Open
02/22/2023	GFCKG	22125	FLOOD, DEBRA A	729.20	614.40	0.00	Open
02/22/2023	GFCKG	22126	FLYNN, MICHAEL W	128.02	102.80	0.00	Open
02/22/2023	GFCKG	22127	GRAETTINGER, JOHN S	78.66	69.30	0.00	Open
02/22/2023	GFCKG	22128	HOOYMAN, PATRICK J	78.66	69.30	0.00	Open
02/22/2023	GFCKG	22129	MONTON, ANTHONY A	98.33	86.62	0.00	Open
02/22/2023	GFCKG	22130	MURPHY, MAUREEN H	2,829.68	2,345.64	0.00	Open
Totals:				Number of Checks: 017	24,272.88	20,806.86	0.00
Total Physical Checks:				15			
Total Check Stubs:				2			

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
 POST DATES 02/08/2023 - 03/07/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN
 BANK CODE: GFCKG

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Pay By Check Type: Paper Check							
1495	RICOH USA, INC - 1	02/17/2023	02/28/2023	111.92	111.92	Open	N
Total Pay By Check Type: Paper Check				111.92	111.92		
# of Invoices:	1	# Due:	1	Totals:	111.92	111.92	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				111.92	111.92		

--- TOTALS BY BANK ---
 GFCKG

TOWNSHIP GENERAL FUND CHECKING 111.92

--- TOTALS BY GL DISTRIBUTION ---
 101-265-940.000

COPY MACH RENT 111.92

--- TOTALS BY FUND ---
 101 - GENERAL FUND

111.92 111.92

--- TOTALS BY DEPT/ACTIVITY ---
 265 - TOWNSHIP

111.92 111.92

CEN 29428.33

GM

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Pay By Check Type: Paper Check							
1492	FRONTIER	02/10/2023	02/24/2023	74.04	0.00	Paid	Y
1493	GLENN C BEAVIS	02/09/2023	02/24/2023	39.30	0.00	Paid	Y
1494	MIKA MYERS	02/13/2023	02/24/2023	1,112.50	0.00	Paid	Y
Total Pay By Check Type: Paper Check				1,225.84	0.00		
# of Invoices:	3	# Due:	0	Totals:	1,225.84	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				1,225.84	0.00		

--- TOTALS BY BANK ---

CEMCK

CEMETERY CHECKING

1,225.84

--- TOTALS BY GL DISTRIBUTION ---

209-567-801.000

PROF SERV-ATTOR

1,112.50

209-567-913.000

TRAVEL

39.30

209-567-920.000

UTILITIES

74.04

--- TOTALS BY FUND ---

209 - CEMETERY FUND

1,225.84

0.00

--- TOTALS BY DEPT/ACTIVITY ---

567 - CEMETERY

1,225.84

0.00

CEM 3133.51

Check Register Report For Pentwater Township
For Check Dates 02/08/2023 to 03/07/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/22/2023	CEMCK	6139	BAILEY, CHRISTOPHER R.	1,419.99	1,259.85	0.00	Open
02/09/2023	CEMCK	EFT84	EFTPS CEMETERY	243.84	243.84	0.00	Open
02/22/2023	CEMCK	EFT87	EFTPS CEMETERY	243.84	243.84	0.00	Open
Totals:		Number of Checks: 003		1,907.67	1,747.53	0.00	
Total Physical Checks:		1					
Total Check Stubs:		2					

BANK CODE: FDCHK

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Pay By Check Type: Paper Check							
1484	ABSOLUTE SAFETY	02/02/2023	02/24/2023	573.45	0.00	Paid	Y
1485	CARDMEMBER SERVICES	01/25/2023	02/24/2023	144.76	0.00	Paid	Y
1486	CHARTER COMMUNICATIONS	02/06/2023	02/24/2023	297.12	0.00	Paid	Y
1487	DTE ENERGY	02/04/2023	02/24/2023	163.51	0.00	Paid	Y
1488	LUDINGTON DAILY NEWS, OCEANA HERA	01/26/2023	02/24/2023	154.26	0.00	Paid	Y
1489	LUDINGTON DAILY NEWS, OCEANA HERA	01/26/2023	02/24/2023	154.26	0.00	Paid	Y
1490	REPUBLIC SERVICES #240	01/25/2023	02/24/2023	259.34	0.00	Paid	Y
1491	VERIZON	01/24/2023	02/24/2023	76.02	0.00	Paid	Y
Total Pay By Check Type: Paper Check				1,822.72	0.00		
# of Invoices:	8	# Due:	0	Totals:	1,822.72	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				1,822.72	0.00		

--- TOTALS BY BANK ---
 FDCHK

FIRE DEPARTMENT CHECKING 1,822.72

--- TOTALS BY GL DISTRIBUTION ---

206-336-752.000	SUPPLIES/EQUIPMENT	79.70
206-336-900.000	PRINT/PUBLISH	308.52
206-336-920.000	UTILITIES	795.99
206-336-931.000	REP/MAINT	573.45
206-336-955.000	MISCELLANEOUS	65.06

--- TOTALS BY FUND ---

206 - FIRE FUND 1,822.72 0.00

--- TOTALS BY DEPT/ACTIVITY ---

336 - FIRE 1,822.72 0.00

FIRE 2215.47

02/28/2023 11:28 AM
 User: MO
 DB: PENTWATER TWP

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
 POST DATES 02/08/2023 - 03/07/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN
 BANK CODE: FDCHK

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Pay By Check Type: Paper Check							
1496	HRDIRECT	09/22/2022	02/28/2023	90.09	90.09	Open	N
Total Pay By Check Type: Paper Check				90.09	90.09		
# of Invoices:	1	# Due:	1	Totals:	90.09	90.09	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				90.09	90.09		
--- TOTALS BY BANK ---							
	FDCHK		FIRE DEPARTMENT CHECKING	90.09			
--- TOTALS BY GL DISTRIBUTION ---							
	206-336-752.000		SUPPLIES/EQUIPMENT	90.09			
--- TOTALS BY FUND ---							
	206 - FIRE FUND			90.09	90.09		
--- TOTALS BY DEPT/ACTIVITY ---							
	336 - FIRE			90.09	90.09		

Check Register Report For Pentwater Township
For Check Dates 02/08/2023 to 03/07/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/22/2023	FDCHK	EFT88	EFTPS FIRE	40.16	40.16	0.00	Open
02/22/2023	FDCHK	3811	HAYNOR, MARK R.	262.50	231.26	0.00	Open
Totals:		Number of Checks: 002		302.66	271.42	0.00	
Total Physical Checks:		1					
Total Check Stubs:		1					

General Fund with Budget Workshop Updates

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GL Number	Description	01/31/2023 Amended Budget	YTD As Of 01/31/2023	2023-24 PROPOSED	2023-24 BOARD	2023-24 APPROVED
Fund 101 GENERAL FUND						
--- Estimated Revenue ---						
101-000-401.000	FROM PREV YEAR-END	140,426.00	0.00	98,387.23	0.00	0.00
101-000-402.000	CURRENT REAL PROPERTY	293,800.00	166,907.80	299,244.00	0.00	0.00
101-000-405.000	TAX ADMINISTRATION FEE	60,700.00	54,419.05	60,700.00	0.00	0.00
101-000-411.000	DELINQUENT REAL PROP TAX	13,000.00	0.00	0.00	0.00	0.00
101-000-429.000	COMM FOREST TAX	20.00	16.05	20.00	0.00	0.00
101-000-432.000	STATE PMT IN LIEU OF TAX (PILT)	3,300.00	0.00	3,300.00	0.00	0.00
101-000-434.000	TRAILER PARK TAX	0.00	0.00	200.00	0.00	0.00
101-000-445.000	PENALTY & INTEREST TAXES	100.00	0.00	100.00	0.00	0.00
101-000-477.000	FRANCHISE FEES (CHARTER COMM)	8,000.00	4,649.84	8,000.00	0.00	0.00
101-000-479.000	ZONING PERMIT FEES	2,000.00	1,945.00	2,000.00	0.00	0.00
101-000-481.000	PLANNING COMMISSION REVIEW FEES	1,050.00	500.00	1,050.00	0.00	0.00
101-000-546.000	METRO ACT	3,900.00	2,824.71	3,900.00	0.00	0.00
101-000-549.000	ELECTION REIMBURSEMENT	4,860.00	3,627.28	4,900.00	0.00	0.00
101-000-574.000	STATE SHARED REVENUE	56,100.00	83,689.00	56,100.00	0.00	0.00
101-000-603.000	ZBA FEES	1,600.00	1,640.00	1,600.00	0.00	0.00
101-000-628.000	TRANSFER SITE FEES	11,200.00	9,791.00	11,200.00	0.00	0.00
101-000-664.000	INTEREST INCOME	300.00	5,408.03	300.00	0.00	0.00
101-000-672.000	OTHER REVENUE	1,400.00	187.53	1,400.00	0.00	0.00
101-000-686.000	MISCELLANEOUS	0.00	4,500.00	4,500.00	0.00	0.00
101-000-699.000	TRANSFER IN	0.00	0.00	0.00	0.00	0.00
Total Estimated Revenue:		601,756.00	340,105.29	556,901.23	0.00	0.00

DEPT 101 TOWNSHIP BOARD

GL Number	Description	01/31/2023 Amended Budget	YTD As Of 01/31/2023	2023-24 PROPOSED	2023-24 BOARD	2023-24 APPROVED
--- Appropriations ---						
101-101-702.000	SALARIES & WAGES	3,150.00	3,205.56	3,307.50	0.00	0.00
101-101-705.000	EMPLOYER FICA CONTRIB	224.00	175.81	253.02	0.00	0.00
101-101-999.000	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
101-171-702.000	SALARIES & WAGES	33,956.00	28,296.80	35,653.80	0.00	0.00
101-171-702.001	DEPUTY WAGES	0.00	0.00	9,178.03	0.00	0.00
101-171-705.000	EMPLOYER FICA CONTRIB	2,598.00	2,164.70	3,429.63	0.00	0.00
101-171-910.000	EDUCATION/TRAINING	1,000.00	374.66	1,000.00	0.00	0.00
101-171-913.000	TRAVEL	300.00	664.84	400.00	0.00	0.00

DEPT 215 - CLERK

101-215-702.000	SALARIES & WAGES	33,956.00	28,296.80	35,653.80	0.00	0.00
101-215-702.001	DEPUTY WAGES	25,499.00	22,684.58	26,773.95	0.00	0.00
101-215-705.000	EMPLOYER FICA CONTRIB	4,548.00	3,942.41	4,775.72	0.00	0.00
101-215-812.000	REC SECRETARY	742.00	553.62	500.00	0.00	0.00
101-215-910.000	EDUCATION/TRAINING	2,000.00	1,156.08	2,000.00	0.00	0.00
101-215-913.000	TRAVEL	3,000.00	1,955.73	3,000.00	0.00	0.00

General Fund with Budget Workshop Updates

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DEPT 247 - BOARD OF REVIEW						
101-247-702.000	SALARIES & WAGES	1,050.00	556.10	1,102.50	0.00	0.00
101-247-705.000	EMPLOYER FICA CONTRIB	80.00	42.54	84.34	0.00	0.00
101-247-860.000	TRAVEL EXPENSES	0.00	0.00	100.00	0.00	0.00
101-247-910.000	EDUCATION/TRAINING	125.00	0.00	125.00	0.00	0.00
101-247-955.000	MISCELLANEOUS	900.00	172.00	500.00	0.00	0.00
DEPT 253 - TREASURER						
101-253-702.000	SALARIES & WAGES	33,956.00	28,296.80	35,653.80	0.00	0.00
101-253-702.001	DEPUTY WAGES	9,196.00	7,659.13	12,377.40	0.00	0.00
101-253-705.000	EMPLOYER FICA CONTRIB	3,301.00	2,750.58	3,674.39	0.00	0.00
101-253-752.000	SUPPLIES/EQUIPMENT	420.00	403.57	500.00	0.00	0.00
101-253-802.000	PROF SERV SOFTW	3,580.00	0.00	4,250.00	0.00	0.00
101-253-851.000	POSTAGE	4,000.00	4,225.83	4,300.00	0.00	0.00
101-253-910.000	EDUCATION/TRAINING	2,500.00	2,585.47	2,500.00	0.00	0.00
101-253-913.000	TRAVEL	2,000.00	1,831.67	2,000.00	0.00	0.00
101-253-955.000	MISCELLANEOUS	0.00	(97.18)	100.00	0.00	0.00
DEPT 257 - ASSESSOR						
101-257-702.000	SALARIES & WAGES	52,077.00	43,397.20	54,680.85	0.00	0.00
101-257-705.000	EMPLOYER FICA CONTRIB	3,984.00	3,319.89	4,183.09	0.00	0.00
101-257-802.001	PROF SERVICES - ATTY	565.00	563.50	2,000.00	0.00	0.00
101-257-804.000	PROF SER SOFTWA	2,135.00	1,615.00	2,135.00	0.00	0.00
101-257-851.000	POSTAGE	0.00	0.00	3,000.00	0.00	0.00
DEPT 262 - ELECTIONS						
101-262-702.000	SALARIES & WAGES	7,875.00	7,051.77	8,268.75	0.00	0.00
101-262-705.000	EMPLOYER FICA CONTRIB	788.00	15.05	632.56	0.00	0.00
101-262-752.000	SUPPLIES/EQUIPMENT	3,700.00	4,398.72	6,000.00	0.00	0.00
101-262-801.000	ELECT SERV VILL	1,300.00	1,228.95	4,900.00	0.00	0.00
101-262-802.000	ELECT OTHER CON	250.00	0.00	250.00	0.00	0.00
101-262-851.000	POSTAGE	4,000.00	26.95	4,000.00	0.00	0.00
101-262-910.000	EDUCATION/TRAINING	0.00	0.00	2,000.00	0.00	0.00
101-262-913.000	TRAVEL	150.00	86.35	500.00	0.00	0.00
101-262-955.000	MISCELLANEOUS	1,750.00	2,848.50	1,750.00	0.00	0.00
DEPT 265 - TOWNSHIP						
101-265-705.000	EMPLOYER FICA CONTRIB	560.00	413.54	449.82	0.00	0.00
101-265-706.000	CUSTODIAL WAGES	5,600.00	5,405.15	5,880.00	0.00	0.00
101-265-752.000	SUPPLIES/EQUIPMENT	6,000.00	5,824.37	6,000.00	0.00	0.00
101-265-802.000	PROF SERV SOFTWARE	9,800.00	9,725.28	5,550.00	0.00	0.00

General Fund with Budget Workshop Updates
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101-265-804.000	PROF SERV-ATTOR	7,750.00	10,192.50	10,000.00	0.00	0.00
101-265-805.000	PROF SERV-AUDIT	5,250.00	5,212.50	5,500.00	0.00	0.00
101-265-806.000	OTHER SERVICES	1,500.00	1,500.00	2,100.00	0.00	0.00
101-265-806.001	PROF SERV INFO	3,200.00	3,491.86	6,250.00	0.00	0.00
101-265-807.000	PROF SERV WEB	550.00	333.51	1,000.00	0.00	0.00
101-265-808.000	BUOYS	350.00	0.00	350.00	0.00	0.00
101-265-828.000	BANK FEES	0.00	400.00	1,600.00	0.00	0.00
101-265-829.000	PERMITS	0.00	0.00	0.00	0.00	0.00
101-265-850.000	UTIL PH/INTERNE	5,000.00	3,213.08	4,000.00	0.00	0.00
101-265-851.000	POSTAGE	3,200.00	2,046.45	3,200.00	0.00	0.00
101-265-854.000	COPYING	1,200.00	121.00	300.00	0.00	0.00
101-265-855.000	OTHER SER/CHGS	1,900.00	1,816.81	2,400.00	0.00	0.00
101-265-860.000	TRAVEL EXPENSES	0.00	0.00	100.00	0.00	0.00
101-265-900.000	PRINT/PUBLISH	3,000.00	2,046.76	3,000.00	0.00	0.00
101-265-900.001	PRINT/PUB NOTIC	1,200.00	724.88	1,200.00	0.00	0.00
101-265-910.000	EDUCATION/TRAINING	2,500.00	1,292.50	1,000.00	0.00	0.00
101-265-915.000	MEMBER/DUES	5,950.00	5,928.91	6,000.00	0.00	0.00
101-265-915.001	MEM/DUES MML	250.00	200.00	250.00	0.00	0.00
101-265-915.002	MEM/DUES OTHER	1,100.00	479.68	500.00	0.00	0.00
101-265-920.000	UTILITIES	7,400.00	6,013.10	7,400.00	0.00	0.00
101-265-932.000	REP/MAIN MOW/SN	1,600.00	1,996.00	2,000.00	0.00	0.00
101-265-934.000	REP/MAIN CUSTOD	700.00	227.05	500.00	0.00	0.00
101-265-934.003	REP/MAIN MISC	5,565.00	5,560.57	6,000.00	0.00	0.00
101-265-935.000	INSURANCE/BONDS	10,050.00	10,044.56	10,050.00	0.00	0.00
101-265-937.000	WORK COMP	1,500.00	1,092.63	1,500.00	0.00	0.00
101-265-940.000	COPY MACH RENT	2,700.00	1,140.97	1,500.00	0.00	0.00
101-265-940.001	POST MACH RENT	500.00	255.78	500.00	0.00	0.00
101-265-955.000	MISCELLANEOUS	0.00	9,809.76	5,000.00	0.00	0.00
101-265-970.000	CAP OUT-COMPUTE	3,485.00	0.00	2,500.00	0.00	0.00
101-265-970.002	CAP OUT-BLDG	1,000.00	0.00	1,000.00	0.00	0.00
101-265-970.003	CAP OUT OTHER	86,000.00	55,867.85	30,000.00	0.00	0.00
101-265-970.004	CAP OUT BLD REP	3,500.00	0.00	3,000.00	0.00	0.00
101-265-995-000	TRANSFERS OUT			6,200.00		

DEPT 445 - DRAIN

101-445-875.000	AT LARGE DRAIN ASSESSMENT	0.00	0.00	0.00	0.00	0.00
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DEPT 526 - TRANSFER STATION

101-526-702.000	SALARIES & WAGES	13,448.00	10,819.62	14,120.40	0.00	0.00
101-526-705.000	EMPLOYER FICA CONTRIB	1,029.00	827.71	1,080.21	0.00	0.00
101-526-752.000	SUPPLIES/EQUIPMENT	550.00	198.75	300.00	0.00	0.00
101-526-802.000	CONTRACTUAL SER	1,605.00	0.00	1,000.00	0.00	0.00
101-526-900.000	PRINT/PUBLISH	500.00	348.00	500.00	0.00	0.00
101-526-934.000	REP/MAINT	1,000.00	0.00	1,000.00	0.00	0.00
101-526-940.000	RENTALS	20,800.00	17,954.19	21,000.00	0.00	0.00
101-526-940.001	EQUIP RENT/JONS	795.00	795.00	1,000.00	0.00	0.00

General Fund with Budget Workshop Updates

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101-526-956.000	MISCELLANEOUS	600.00	600.00	600.00	0.00	0.00
101-526-964.000	REFUNDS	0.00	0.00	0.00	0.00	0.00
DEPT 527 - SEWER UTILITIES						
101-527-802.000	CONTRACT SERVICES	14,400.00	11,718.00	0.00	0.00	0.00
101-527-829.000	PERMITS	0.00	6,000.00	0.00	0.00	0.00
101-527-851.000	POSTAGE	0.00	0.00	0.00	0.00	0.00
101-527-920.000	UTILITIES	0.00	0.00	0.00	0.00	0.00
101-527-932.000	REPAIR/MAINT	10,000.00	0.00	0.00	0.00	0.00
101-527-970.000	SEW/LAND CAP OU	0.00	0.00	0.00	0.00	0.00
DEPT 597 - DOCK/RECREATION/PLIB						
101-597-802.000	CONT SER DOCK	1,000.00	400.00	1,000.00	0.00	0.00
101-597-804.000	CONT SERV REC	7,500.00	7,500.00	7,500.00	0.00	0.00
101-597-804.100	PARK PLACE	7,500.00	7,500.00	7,500.00	0.00	0.00
101-597-804.200	NORTHEND PARK	10,000.00	0.00	0.00	0.00	0.00
101-597-805.000	CONT SERV PLIB	6,000.00	0.00	6,000.00	0.00	0.00
101-597-934.000	REP/MAIN BOAT	5,000.00	2,000.00	5,000.00	0.00	0.00
101-597-955.000	MISCELLANEOUS	200.00	1,228.84	1,000.00	0.00	0.00
DEPT 701 - PLANNING COMMISSION						
101-701-702.000	SALARIES/WAGES	2,200.00	1,904.92	2,310.00	0.00	0.00
101-701-705.000	EMPLOYER FICA CONTRIB	168.00	145.74	176.72	0.00	0.00
101-701-802.000	PROF SERV ATTORNEY	2,000.00	0.00	1,000.00	0.00	0.00
101-701-804.000	PROF SERV CONSULTANT	500.00	0.00	500.00	0.00	0.00
101-701-805.000	MASTER PLAN UPDATE	5,000.00	408.72	3,000.00	0.00	0.00
101-701-812.000	RECORDING SECRETARY	0.00	0.00	375.00	0.00	0.00
101-701-900.000	NEWSPAPER PUBLICATIONS	500.00	0.00	500.00	0.00	0.00
101-701-910.000	EDUCATION/TRAINING	200.00	0.00	100.00	0.00	0.00
101-701-913.000	TRAVEL/EXPENSES	200.00	0.00	100.00	0.00	0.00
101-701-955.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
101-701-964.000	REFUNDS	200.00	0.00	100.00	0.00	0.00
DEPT 702 - ZONING ADMINISTRATION						
101-702-702.000	SALARIES & WAGES	33,046.00	24,305.02	25,520.27	0.00	0.00
101-702-703.000	HEARING OFFICER WAGES	500.00	0.00	210.00	0.00	0.00
101-702-705.000	EMPLOYER FICA CONTRIB	3,200.00	1,859.33	1,968.37	0.00	0.00
101-702-752.000	SUPPLIES/EQUIPMENT	25.00	21.15	30.00	0.00	0.00
101-702-802.000	PROF SERVICES	3,500.00	2,817.60	11,500.00	0.00	0.00
101-702-802.001	PROF SER ATTY	3,000.00	3,263.50	3,500.00	0.00	0.00
101-702-900.000	PRINT/PUBLISH	775.00	391.50	600.00	0.00	0.00
101-702-910.000	EDUCATION/TRAINING	200.00	150.00	150.00	0.00	0.00
101-702-913.000	TRAVEL	200.00	0.00	100.00	0.00	0.00
101-702-964.000	REFUNDS	200.00	125.00	200.00	0.00	0.00

General Fund with Budget Workshop Updates

Print Date: 3/6/2023, 3:41 PM

DEPT 703 - ZONING BOARD OF APPEALS						
101-703-702.000	SALARIES & WAGES	670.00	668.62	703.50	0.00	0.00
101-703-705.000	EMPLOYER FICA CONTRIB	100.00	51.12	53.82	0.00	0.00
101-703-802.000	PROF SERV ATTY	1,000.00	0.00	750.00	0.00	0.00
101-703-900.000	PRINT/PUBLISH	600.00	754.00	900.00	0.00	0.00
101-703-910.000	EDUCATION/TRAINING	80.00	0.00	150.00	0.00	0.00
101-703-913.000	TRAVEL	175.00	0.00	100.00	0.00	0.00
101-703-955.000	MISCELLANEOUS	25.00	22.00	30.00	0.00	0.00
101-703-964.000	REFUNDS	400.00	0.00	400.00	0.00	0.00
Total Appropriations:		601,756.10	464,196.57	556,901.23	0.00	0.00
Net of Revenues & Appropriations Fund 101		(0.10)	(124,091.28)	(0.00)	0.00	0.00

Road Fund with Budget Workshop Updates

Print Date: 3/6/2023, 3:28 PM

GL Number	Description	01/31/2023 Amended Budget	YTD As Of 01/31/2023	2023-24		2023-24
				PROPOSED	2023-24 BOARD	APPROVED
Fund 204 Road Fund						
--- Estimated Revenue ---						
204-000-402.000	CURRENT REAL PR	120,000.00	67,132.78	122,000.00	0.00	0.00
204-000-405.000	TAX AD FEE	1,160.00	0.00	0.00	0.00	0.00
204-000-411.000	DEL REAL P TAX	8,050.00	4,645.68	0.00	0.00	0.00
204-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	0.00	0.00	0.00	0.00
204-000-664.000	INTEREST INCOME	0.00	809.06	145.00	0.00	0.00
204-000-699.000	TRANSFER IN	0.00	0.00	6,200.00	0.00	0.00
Total Estimated Revenue:		129,210.00	72,587.52	128,345.00	0.00	0.00
--- Appropriations ---						
204-000-702.000	SALARIES & WAGES	1,445.00	1,435.55	1,517.25	0.00	0.00
204-000-705.000	EMPLOYER FICA CONTRIB	140.00	109.84	116.07	0.00	0.00
204-000-805.000	PROF SERV-AUDIT	560.00	557.50	560.00	0.00	0.00
204-000-855.000	OTHER SER/CHGS	100.00	0.00	0.00	0.00	0.00
204-000-930.000	REP/MAIN BRINE	8,690.00	7,702.50	8,029.46	0.00	0.00
204-000-934.002	REP/MAIN INTERI	118,275.00	117,547.84	118,122.22	0.00	0.00
204-000-955.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
Total Appropriations:		129,210.00	127,353.23	128,345.00	0.00	0.00
Net of Revenues & Appropriations Net of Revenues & Appropriations Fund 204:		0.00	(54,765.71)	0.00	0.00	0.00

GL Number	Description	01/31/2023 Amended Budget	YTD As Of 01/31/2023	2023-24 PROPOSED	2023-24	
					BOARD	2023-24 APPROVED
Fund 206 Fire Fund						
--- Estimated Revenue ---						
206-000-401.000	FROM PREV YEAR-END	750.00	0.00	50,991.84	0.00	0.00
206-000-402.000	CURR REAL P TAX	232,510.00	107,471.89	242,150.93	0.00	0.00
206-000-402.100	CURR PROP TAX - EQUIPMENT	117,080.00	54,109.97	121,924.73	0.00	0.00
206-000-411.000	DEL REAL P TAX	0.00	9,226.87	0.00	0.00	0.00
206-000-411.100	DEL REAL TX FIRE APPARTUS	0.00	4,645.68	0.00	0.00	0.00
206-000-552.001	State Grant - Fire			3,500.00		
206-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	0.00	0.00	0.00	0.00
206-000-573.100	LOCAL COMMUNITY STABILIZATION SHARE EQUI	0.00	0.00	0.00	0.00	0.00
206-000-664.000	INTEREST INCOME	0.00	1,693.76	0.00	0.00	0.00
206-000-671.000	MISCELLANEOUS	0.00	893.47	0.00	0.00	0.00
206-000-674.000	DONATIONS	0.00	3,500.00	0.00	0.00	0.00
206-000-676.009	MFR REIMBURSE	22,000.00	0.00	27,000.00	0.00	0.00
206-000-699.000	TRANSFER IN	0.00	0.00	0.00	0.00	0.00
Total Estimated Revenue:		372,340.00	181,541.64	445,567.50	0.00	0.00
--- Appropriations ---						
206-000-955.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
206-000-995.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
206-336-702.000	SALARIES & WAGES	95,000.00	61,403.50	95,000.00	0.00	0.00
206-336-705.000	EMPLOYER FICA CONTRIB	6,500.00	4,697.39	7,267.50	0.00	0.00
206-336-721.000	UNIFORMS	5,000.00	2,262.72	1,500.00	0.00	0.00
206-336-725.000	MUTA EXPENSE	300.00	0.00	300.00	0.00	0.00
206-336-752.000	SUPPLIES/EQUIPMENT	31,500.00	32,820.77	17,000.00	0.00	0.00
206-336-800.000	PROF/CONTRACT	2,500.00	683.69	2,000.00	0.00	0.00
206-336-802.000	PROF SERVICES - SOFTWARE	890.00	888.50	1,000.00	0.00	0.00
206-336-805.000	PROF SERV-AUDIT	560.00	557.50	600.00	0.00	0.00
206-336-828.000	BANK FEES	280.00	210.00	500.00	0.00	0.00
206-336-851.000	POSTAGE	300.00	227.31	300.00	0.00	0.00
206-336-880.000	COMM PROMOTION	1,520.00	1,432.16	1,500.00	0.00	0.00
206-336-900.000	PRINT/PUBLISH	1,000.00	0.00	1,000.00	0.00	0.00
206-336-910.000	EDUCATION/TRAINING	4,000.00	1,263.29	2,000.00	0.00	0.00
206-336-913.000	TRAVEL	1,000.00	886.23	5,000.00	0.00	0.00
206-336-915.000	MEMBER/DUES	500.00	75.00	500.00	0.00	0.00
206-336-920.000	UTILITIES	14,000.00	9,537.55	14,000.00	0.00	0.00
206-336-931.000	REP/MAINT	37,000.00	21,203.18	42,000.00	0.00	0.00
206-336-935.000	INSURANCE	25,900.00	23,916.15	26,000.00	0.00	0.00
206-336-941.000	CONTINGENCY	2,000.00	0.00	2,000.00	0.00	0.00
206-336-955.000	MISCELLANEOUS	1,100.00	1,084.19	1,000.00	0.00	0.00
206-336-970.000	CAPITAL OUTLAY	16,740.00	13,764.96	101,000.00	0.00	0.00
206-336-991.000	DEBT SERVICE	124,750.00	124,459.21		0.00	0.00
206-336-991.100	DEBT SERVICE - PRINCIPAL	0.00	0.00	120,000.00	0.00	0.00
206-336-991.200	DEBT SERVICE - INTEREST	0.00	0.00	4,100.00	0.00	0.00
Total Appropriations:		372,340.00	301,373.30	445,567.50	0.00	0.00
Net of Revenues & Appropriations Fund 206:		0.00	(119,831.66)	0.00	0.00	0.00

Cemetery Fund with Budget Workshop Updates

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GL Number	Description	01/31/2023 Amended Budget	YTD As Of 01/31/2023	2023-24 PROPOSED	2023-24 BOARD	2023-24 APPROVED
Fund 209 Cemetery						
--- Estimated Revenue ---						
209-000-401.000	PAR PREV YE BAL	13,390.00	0.00	13,066.08	0.00	0.00
209-000-402.000	CURR PROP TAX	83,400.00	52,544.02	83,720.17	0.00	0.00
209-000-411.000	DEL REAL PP TAX	3,000.00	3,189.70	0.00	0.00	0.00
209-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	0.00	0.00	0.00	0.00
209-000-607.000	SERV RENDERED	800.00	0.00	0.00	0.00	0.00
209-000-626.000	INTERMENT FEES	5,520.00	3,625.00	3,000.00	0.00	0.00
209-000-645.000	LOT SALES	10,300.00	14,900.00	10,700.00	0.00	0.00
209-000-646.000	COLUM SALES	6,300.00	5,100.00	6,300.00	0.00	0.00
209-000-647.000	SCAT GAR BRICK	300.00	0.00	300.00	0.00	0.00
209-000-664.000	INTEREST INCOME	25.00	662.22	100.00	0.00	0.00
209-000-671.000	OTHER INCOME	1,825.00	2,368.00	2,400.00	0.00	0.00
209-000-699.000	TRANSFER IN	0.00	0.00	0.00	0.00	0.00
Total Estimated Revenue:		124,860.00	82,388.94	119,586.25	0.00	0.00
--- Appropriations ---						
209-567-702.000	SALARIES & WAGES	17,039.00	14,400.10	17,890.95	0.00	0.00
209-567-704.001	CEMETERY ASSISTANT	2,922.00	2,921.74	3,000.00	0.00	0.00
209-567-705.000	EMPLOYER FICA CONTRIB	1,576.00	1,325.12	2,115.30	0.00	0.00
209-567-752.000	SUPPLIES/EQUIPMENT	2,720.00	2,719.25	3,000.00	0.00	0.00
209-567-801.000	PROF SERV-ATTOR	1,500.00	1,185.50	1,500.00	0.00	0.00
209-567-802.000	PRO SERV SOFTWA	1,950.00	2,058.50	2,100.00	0.00	0.00
209-567-804.000	PROF SERV MAP	250.00	0.00	250.00	0.00	0.00
209-567-805.000	PRO SERV AUDIT	600.00	278.75	400.00	0.00	0.00
209-567-806.000	COLUM PLAQUES	3,000.00	2,487.00	3,200.00	0.00	0.00
209-567-807.000	BRICK ENGRAVING	300.00	0.00	300.00	0.00	0.00
209-567-810.000	FOUNDATION EXP	300.00	295.94	350.00	0.00	0.00
209-567-828.000	BANK FEES	105.00	210.00	420.00	0.00	0.00
209-567-830.008	ADMIN EXPENSE	0.00	0.00	6,760.00	0.00	0.00
209-567-900.000	PRINT/PUBLISH	44.00	363.00	300.00	0.00	0.00
209-567-920.000	UTILITIES	3,200.00	2,602.69	3,200.00	0.00	0.00
209-567-928.000	REFUNDS	2,000.00	2,000.00	2,000.00	0.00	0.00
209-567-930.000	REP/MAINT BLDGS	350.00	0.00	500.00	0.00	0.00
209-567-930.001	REP/MAINT GROUN	7,433.00	7,433.00	7,500.00	0.00	0.00
209-567-931.000	REP/MAINT EQUIP	0.00	0.00	2,000.00	0.00	0.00
209-567-931.001	REP/MAINT IRRIG	9,076.00	9,075.48	9,000.00	0.00	0.00
209-567-935.000	INSURANCE	1,270.00	353.57	2,500.00	0.00	0.00
209-567-955.000	MISCELLANEOUS	1,300.00	1,274.38	1,300.00	0.00	0.00
209-567-970.000	CAPITAL OUTLAY	67,325.00	67,325.00	50,000.00	0.00	0.00
Total Appropriations:		124,860.00	118,309.02	119,586.25	0.00	0.00
Net of Revenues & Appropriations Net of Revenues & Appropriations Fund 209:		0.00	(35,920.08)	0.00	0.00	0.00

GL Number	Description	01/31/2023 Amended Budget	YTD As Of 01/31/2023	2023-24 PROPOSED	2023-24 BOARD	2023-24 APPROVED
Fund 286 ARPA FUND						
--- Estimated Revenue ---						
286-000-528.000	FEDERAL GRANTS - OTHER	67,017.00	33,575.47	67,017.00	0.00	0.00
286-000-665.000	INTEREST	0.00	1,229.73	0.00	0.00	0.00
286-000-666.000	DIVIDENDS	0.00	0.00	0.00	0.00	0.00
286-000-699.000	INTERFUND TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
Total Estimated Revenue:		67,017.00	34,805.20	67,017.00	0.00	0.00
--- Appropriations ---						
286-000-802.000	EXPENDITURES	67,017.00	0.00	67,017.00	0.00	0.00
286-000-821.000	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
286-000-977.000	MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00
286-000-984.000	SOFTWARE	0.00	0.00	0.00	0.00	0.00
286-000-995.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
Total Appropriations:		67,017.00	0.00	67,017.00	0.00	0.00
Net of Revenues & Appropriations Net of Revenues & Appropriations Fund 286:		0.00	34,805.20	0.00	0.00	0.00

Sewer Fund with Budget Workshop Updates

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GL Number	Description	01/31/2023 Amended Budget	YTD As Of 01/31/2023	2023-24 PROPOSED	2023-24	BOARD	2023-24 APPROVED
Fund 592 SEWER							
--- Estimated Revenue ---							
592-000-501.000	FEDERAL GRANTS - GENERAL	0.00	0.00	0.00	0.00	0.00	0.00
592-000-552.000	STATE GRANTS - SANITATION	0.00	0.00	0.00	0.00	0.00	0.00
592-000-580.000	OTHER GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
592-000-608.000	SEWER CONNECTION FEES	0.00	0.00	0.00	0.00	0.00	0.00
592-000-642.000	TWP. SEWER SALES	0.00	0.00	128,500.00	0.00	0.00	0.00
592-000-656.000	PENALTIES	0.00	0.00	1,000.00	0.00	0.00	0.00
592-000-664.000	INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00
592-000-671.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
592-000-699.000	TRANSFER IN	0.00	0.00	124,000.00	0.00	0.00	0.00
Total Estimated Revenue:		0.00	0.00	253,500.00	0.00	0.00	0.00
--- Appropriations ---							
Expenditures							
Dept 538 - Shared N&S Sewer Expenditures							
592-538-829.000	STATE PERMITS	0.00	0.00	3,000.00	0.00	0.00	0.00
592-538-830.001	UTILITY LOCATING SERVICES	0.00	0.00	5,000.00	0.00	0.00	0.00
592-538-830.002	ENGINEERING SERVICES	0.00	0.00	26,600.00	0.00	0.00	0.00
592-538-830.003	OPERATION SERVICES	0.00	0.00	36,000.00	0.00	0.00	0.00
592-538-830.004	FINANCIAL CONSULTANT SERVICES	0.00	0.00	15,000.00	0.00	0.00	0.00
592-538-830.005	LEGAL SERVICES	0.00	0.00	15,000.00	0.00	0.00	0.00
592-538-830.006	AUDITOR SERVICES	0.00	0.00	2,000.00	0.00	0.00	0.00
592-538-830.008	ADMIN EXPENSE	0.00	0.00	15,000.00	0.00	0.00	0.00
592-538-851.100	POSTAGE - SEWER	0.00	0.00	400.00	0.00	0.00	0.00
592-538-995.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL:		0.00	0.00	118,000.00	0.00	0.00	0.00
Expenditures							
Dept 539 - Shared N&S Sewer Administration							
592-539-702.000	SALARIES & WAGES	0.00	0.00	15,000.00	0.00	0.00	0.00
592-539-705.000	EMPLOYER FICA CONTRIB	0.00	0.00	1,147.50	0.00	0.00	0.00
592-539-830.007	LIABILITY INSURANCE - SEWER	0.00	0.00	2,500.00	0.00	0.00	0.00
592-539-915.000	MEMBER/DUES	0.00	0.00	0.00	0.00	0.00	0.00
592-539-955.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
592-539-968.100	EQUIPMENT DEPRECIATION	0.00	0.00	20,000.00	0.00	0.00	0.00
592-539-970.006	CAPITAL OUTLAY - SEWER	0.00	0.00	2,852.50	0.00	0.00	0.00
592-539-991.100	DEBT SERVICE - PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00
592-539-991.200	DEBT SERVICE - INTEREST	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL:		0.00	0.00	41,500.00	0.00	0.00	0.00

Sewer Fund with Budget Workshop Updates

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Expenditures						
Dept 540 - TWP North Sewer Expenditures						
592-540-752.000	SUPPLIES/EQUIPMENT	0.00	0.00	2,000.00	0.00	0.00
592-540-800.000	PROF/CONTRACT SERVICES	0.00	0.00	5,000.00	0.00	0.00
592-540-920.000	UTILITIES	0.00	0.00	3,000.00	0.00	0.00
592-540-931.000	REP/MAINT	0.00	0.00	10,000.00	0.00	0.00
592-540-942.000	EQUIPMENT RENTAL	0.00	0.00	2,000.00	0.00	0.00
592-540-970.006	CAPITAL OUTLAY - SEWER	0.00	0.00	40,000.00	0.00	0.00
592-540-991.100	DEBT SERVICE - PRINCIPAL	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
	SUBTOTAL:	0.00	0.00	62,000.00	0.00	0.00
Expenditures						
Dept 541 - TWP South Sewer Expenditures						
592-541-752.000	SUPPLIES/EQUIPMENT	0.00	0.00	2,000.00	0.00	0.00
592-541-800.000	PROF/CONTRACT SERVICES	0.00	0.00	5,000.00	0.00	0.00
592-541-920.000	UTILITIES	0.00	0.00	3,000.00	0.00	0.00
592-541-931.000	REP/MAINT	0.00	0.00	10,000.00	0.00	0.00
592-541-942.000	EQUIPMENT RENTAL	0.00	0.00	2,000.00	0.00	0.00
592-541-970.006	CAPITAL OUTLAY - SEWER	0.00	0.00	10,000.00	0.00	0.00
592-541-991.100	DEBT SERVICE - PRINCIPAL	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
	SUBTOTAL:	0.00	0.00	32,000.00	0.00	0.00
Total Appropriations:		0.00	0.00	253,500.00	0.00	0.00
Net of Revenues & Appropriations Net of Revenues & Appropriations Fund 592:		0.00	0.00	0.00	0.00	0.00

Bank Balances as of: February 28, 2023 Monthly Interest

Township Funds

Huntington Bank

General Fund Checking:	\$173,840	\$38.74
General Fund MM:	\$80,629	\$18.55
Subtotal:	\$254,469	

Mi CLASS

General Fund:	\$161,567	\$600.93
Road Fund	\$117,602	\$279.50
Hart-PTW Non-Motorized Trail Fund	\$23,021	\$83.34
Fund Balance Policy	\$69,378	\$251.25
ARPA Funds	\$8,592	\$209.31
ARPA EDGE	\$60,039	\$38.86
General Fund EDGE	\$187,059	\$375.27
Subtotal:	\$627,259	\$1,895.75

Total Township Funds \$881,728

Fire Department Funds

Huntington Bank

Fire Dept Checking:	\$753	
Fire Dept Money Market:	\$28,881	\$6.64

Mi CLASS

Fire Department:	\$166,025	\$1,042.53
FD EDGE	\$300,194	\$194.31
		\$1,243.48

Total Fire Department Funds \$495,855

Cemetery Funds

Huntington Bank

Cemetery Checking:	\$120,728	
Cemetery Money Market:	\$50,079.28	\$30.42

Mi CLASS

Cemetery:	\$141,050	\$189.87
		\$220.29

Total Cemetery Funds \$311,857

Total All Funds \$1,689,440

Pentwater Township Library
Regular Monthly Board of Trustee Meeting 1/17/23
DRAFT MINUTES
January 17, 2023

Call to order: Meeting was called to order at 5:35 pm by Valerie Church-McHugh

Roll call: Present Joan LundBorg, Amber Jaeb, Valerie Church-McHugh, Kendra Flynn.

Absent – Melissa Williams and Jennifer Gwillim

Also in attendance: Mary Barker, Director and Carol Feltes representing Friends of the Library.

Approval of Agenda: Suggestion from board to move director's evaluation to the last agenda item and to move Friends to after Approval of Bills. *Motion by Flynn with support by LundBorg to approve the agenda as amended. Approved*

Approval of Minutes: *Motion by Flynn with support by Church-McHugh to approve minutes from the regular monthly board meeting on December 6, 2023. Approved.*

Treasurer's report: December finance report submitted by Williams included in the packet. Report was reviewed by director. *Motion to approve report as amended by Flynn with support by LundBorg. Approved.*

Approval of bills: *Motion by LundBorg with support by Jaeb to accept bills paid as submitted. Approved.*

Friends: Presented by Carol Feltes. First meeting of Friends of the Library was planning and establishing the group roles/assignments. Plans to clarify how Friends interact and work with both the board and the library staff. Plans for a recruitment campaign but first needs to establish with Mary what the library needs are. Three main goals for the Friends group: fund raising, supporting and helping to put on programs/events/advocacy. Friends group will be meeting Monday afternoons at 3:00 pm. Dues will be discussed in the future. A Board member will be assigned to attend Friends meetings to act as a liaison. Board will share action plan with Friends group.

Director's report: Included in packet and was reviewed by Mary Barker, Director.

Committee Reports:

Policy: none

Finance: Bank signatory resolution 2023-1. *Motion by LundBorg with support by Church-McHugh to resolve so that that President and Treasurer sign for Board finances. Roll call: Church-McHugh-yes, Flynn-yes, LundBorg-yes, Jaeb-yes. Approved.* Bank signatory resolution form signed by Secretary and President.

Community Outreach/Advocacy: Flynn and Mary Barker met with Village Recreation Director Katie Anderson to discuss ways they could collaborate on holiday or after school activities in the future. Collaboration for summer programming was also discussed as well as Katie stating she plans to add library events to Community Rec Facebook page. Katie willing to host events at Park Place.

Government meetings: none

Village: Flynn attended and will continue attend as available moving forward.

Township: Church-McHugh attended and will continue to attend as available moving forward.

Continuing business:

Test and Go Kiosks – we will not be getting them
Strategic Plan action plans – grid prepared by Church-McHugh and included in packet.
Board members and Director to start reviewing and brainstorming ideas.
Narcan – Kits have arrived and staff will attend online trainings

New Business:

New Committees – Committees were appointed by President. Williams and Flynn to finance committee. Church-McHugh leaving finance committee. Others will stay the same.
Read Early Read Often – Church-McHugh and Director attended a meeting last week. Director collaborating with these programs to bring awareness of what each are offering.
Board trainings – Document included in packet, courses need to be registered for ahead of time.
Michigan minimum raise increase – Minimum wage is increasing because of prior policy initiative. Director promoting salary increases to get staff to at least the new minimum wage. *Motion by Flynn with support by LundBorg to raise the hourly rate for any employee who does not meet the minimum hourly rate (as decided by the board) to \$13.29 effective next pay period. Roll call: Church-McHugh-yes, Flynn-yes; LundBorg-yes, Jaeb-yes. Approved.*
Budget – Proposed budget included in packet. Any questions need to be addressed with Director by February budget hearing meeting.

Other business to come before the board: none

Public Comment: none

Committee reports (continued):

Personnel Committee: Director evaluation.
Director asked to go into closed session to review evaluation. *Motion by Lundborg with support by Flynn to move to closed session. Approved.*

Adjournment: *Motion to adjourn by Lundborg with support by Jaeb. Approved.* Adjournment at 7:12 pm

Call to order: Meeting reopened and called to order at 7:30 pm by Church-McHugh.

Director evaluation: *Motion by Flynn with support by Lundborg to approve director evaluation as presented. Approved*

Next Meeting: February 21, 2023 at 5:30 pm

Adjournment: *Motion to adjourn by Lundbog with support by Flynn. Approved.* Adjournment at 7:36 pm.

DRAFT submitted: 1/18/23

Amber Jaeb, Secretary

February 20, 2023

TO: Pentwater Township Library Board of Trustees
FROM: Melissa Williams, Board Treasurer
RE: Month Ending January 31, 2023

Budgets:

We are ending the third quarter of our fiscal year and have spent 77% of our budget, this is 6% less than the 83% of proposed budget.

We tend to see donations, or private contributions at the end of the year. We have received several donations to library, plus three donations to the foundations in December.

Property Tax:

Property tax is starting to be collected
Current Total: \$65,521.75

Other Income:

Fees and Fines: (Copies/Fees/Fines) \$167.00
Private Contributions: \$295.00
Miscellaneous Income: \$24.72
Government Contribution: \$870.00
OTHER INCOME TOTAL: \$1,356.72

EXPENSE TOTAL: \$24,353.12

code	Pentwater Township Library Operating Fund	Amended FY21	Approved FY22	Amendmen t October 2021 FY22	Approved FY2023	Budget Ammendm ent August 2022	Proposal FY24	Comments
	INCOME	3/16/2021						
402	Taxes	183,890	188,973	188,973	192,244	192,244	200,149	
502	Govt contributions	14,600	14,000	14,000	14,500	14,500	14,900	
655	Fees & Fines (inc Book sales)	2,800	1,000	1,000	3,200	3,200	3,000	
674	Private Contributions	2,500	2,400	2,400	2,400	2,700	2,600	
679	Misc Income	8,317	1,500	1,500	3,000	3,000	3,000	
670	Grants			11,656		5,289	-	
	TOTAL	212,107	207,873	219,529	215,344	220,933	223,649	
	EXPENSES							
702	Salaries	144,532	148,000	155,800	163,000	163,500	195,000	1.5 STEP INCREASE W/8.7 COLA
752	Supplies & postage	5,800	5,000	5,500	7,000	7,000	5,000	
790	Library mtrls	27,900	27,000	27,000	28,000	29,269	31,500	
801	Prof & contractual	14,100	13,000	13,000	20,000	20,000	20,000	
805	Program Expenses	8,317	5,300	7,656	7,500	10,819	8,500	
824	Bank and Credit Card Fees	3,056	150	150	200	200	200	
880	Communications	3,000	3,000	3,000	3,500	3,500	2,500	
910	Professional Development	3,200	2,000	2,000	3,000	3,500	4,800	
924	Utilities & Maintenance	12,200	12,000	12,000	16,000	16,000	16,000	
937	Insurance	3,200	3,200	3,200	4,000	4,000	5,500	
970	Capital Outlay	150		1,000	2,800	2,800	8,900	3 PROJECTS, CANNED LIGHTS, PAINTING, CONCRETE PAD
	Contingency Fund	2,000	2,000	2,000	5,000	5,000		
	OPERATING TOTAL	227,955	220,650	232,306	260,000	265,589	297,900	
995	Transfer Out	61,539						
	GRAND TOTAL	289,494	220,650	232,306	260,000	265,589	297,900	
	income over (under) expense	(15,848)	-12777	-12777	-44656	-44656	-74250.73	

Fund Balances:

	Operating Fund (West Shore Bank)	Operating Fund (Shelby State Bank)	County	Prepaid Expenses	Petty Cash	Treasurer Bonds
Fund Balance (\$)	328,993.90	58,260.05	7,628.79	-5,420.59	150.00	65,000.00

FUND BALANCE TOTAL: \$454,612.15

Savings (Cash on Hand Over the Amount Budgeted for 2023)

\$454,612.15 (Total Cash on Hand) - \$265,588 (Amount Budgeted) = **\$189,024.15**

Investments and Cash Holding:

See attached spreadsheet.

Treasurer Bond's:

Bonds beginning value (last statement) is \$64,799.56 with a positive market change of **\$256.05** in December.

Fixed Income: \$64,199.49

Cash: \$856.12

BOND TOTAL: \$65,055.61

NOTE: Approx. 50% of Shelby Bank Money Market was invested to create treasurer bonds. The bonds, in one month has generated a higher return on investment than Shelby Bank Money Market monthly interest rate (approx. \$3.50)

Treasurer Bond financial report will be updated quarterly.

INVESTMENTS AND CASH HOLDINGS -

JAN 2023

	INTEREST RATES	TYPE	BANK TOTALS			FUND TOTALS		TOTAL
			West Shore	SSB	Cetera	Operating	County	
Operating	0.05%	Checking	16,630.65			16,630.65		16,630.65
Operating	0.09%	Money Market	312,363.25			312,363.25		312,363.25
Operating	0.03%	Money Market		58,260.05		58,260.05		58,260.05
County							7,628.79	7,628.79
Petty Cash								150
Prepaid Exp.			(5,420.59)					(5,420.59)
Investment					65,000.00			65,000.00
TOTALS								454,612.15

Community Foundation Funds

Hansen Funds 2,355

PTL Funds 35,757.29

Pentwater Township Library
Profit & Loss Budget Performance
April 2022 through January 2023

83% of the Budget		Jan 23	Apr '22 - Jan 23	YTD Budget	\$ Over Budget	% of Budget
Income						
	101-402 · Property Tax	65,521.75	88,854.18	192,244.00	-103,389.82	46%
	101-555 · Fees and Fines	167.00	2,821.14	3,200.00	-378.86	88%
	101-674 · Private Contributions	295.00	1,765.00	2,700.00	-935.00	65%
	101-679 · Miscellaneous Income	24.72	7,718.68	8,289.00	-570.32	93%
	101.502 · Government Contribution	870.00	10,624.74	14,500.00	-3,875.26	73%
	Total Income	66,878.47	111,783.74	220,933.00	-109,149.26	51%
	Gross Profit	66,878.47	111,783.74	220,933.00	-109,149.26	51%
Expense						
	101-702 · Salaries & Fringe Ben	12,674.93	128,464.44	163,500.00	-35,035.56	79%
	101-752 · Supplies & Postage	247.32	3,768.33	7,000.00	-3,231.67	54%
	101-790 · Library Materials	3,628.80	25,288.07	29,269.00	-3,980.93	86%
	101-801 · Professional & Contract	2,925.51	14,427.49	20,000.00	-5,572.51	72%
	101-805 · Program Expense	1,074.96	10,752.12	10,819.00	-66.88	99%
	101-824 · Bank & Credit Card Fees	-87.43	79.76	200.00	-120.24	40%
	101-880 · Communications & Promo	0.00	1,281.91	3,500.00	-2,218.09	37%
	101-910 · Professional Development	0.00	1,769.09	3,500.00	-1,730.91	51%
	101-924 · Utilities & Maintenance	2,148.44	11,078.63	16,000.00	-4,921.37	69%
	101-937 · Insurance	0.00	5,271.00	4,000.00	1,271.00	132%
	101-952 · Reconciliation Discrepancies	0.00	15.84			
	101-970 · Capital Outlay	1,740.59	1,740.59	7,800.00	-6,059.41	22%
	Total Expense	24,353.12	203,937.27	265,588.00	-61,650.73	77%
	Net Income	42,525.35	-92,153.53	-44,655.00	-47,498.53	

Pentwater Township Library

Director's Report

February 2023

Collaboration-- Pentwater is a unique community for several reasons. It is a resort community in summer and in winter becomes a special quiet place. Although some retirees become snowbirds, many other older citizens remain isolated with needed services many miles away. Because Pentwater has no resident health providers or local pharmacies, the needs of many of those seniors were unmet, especially during the pandemic. The library is and has been a vital resource in this community and it made sense to enlist the help of other organizations to help resolve some of the issues facing the community.

We worked with health agencies to first bring covid vaccinations to Pentwater and then later to provide free covid test kits for distribution to the library. During the pandemic we did our best to provide online resources and curbside service to our patrons. We still have free test kits available with a realization that the pandemic is still around although greatly diminished.

Now we are aware that there are other unmet needs in Pentwater to address and that many residents are not aware of the many resources that are available, and are underutilized. One of the agencies that can point our residents to assistance is the United Way's funded 211 program and thus our collaboration with them to inform residents of all the services available. By collaborating with other organizations, the library has become an even more vital community resource.

By now you are also aware that we are collaborating to train our staff as a mental health hub to provide information on various programs and even to become providers of mental health first aid.

The list of our collaborations now seems endless, and we expect it to grow in the future. By collaborating with other libraries, we can provide more online resources and programs. By working with the service club, we are able to provide resources to gardeners in the community garden program next door. Our seed library, of course works for all gardeners in our community too.

We are also working with the village recreation council and the Pentwater Arts Council with some interesting plans and ideas.

On June 12 our Summer Open House invites back to a very successful outdoor event last year more than 1 1/2 dozen community organizations, non-profit organizations, service groups and health and wellness providers. What is interesting is that many of those groups were unaware of some of the variety of services that nearby booths were offering. New collaborations are springing up. Save the date, to help advocate for the library.

Friends of the Library—After several meetings the group has tackled many steps to get the program up and running. They have been working on by-laws, planning policies and building membership plans and also educating themselves about advocating for the library and using the resources of ALA, MLA and Library of Michigan. It has been a very promising start.

Programming – Attendance at programs was another reason we won the Star Library designation in 2022. We are stepping up our efforts this year by increasing our programs for adults this winter with 2 book clubs, 2 movies a month, 2 Tech days, 4 days of painting, card making and information events, tying flies and programs for children. Currently we are having a Saturday movie, and Crafternoons each Thursday along with some passive programs for holidays.

Pentwater Township Library

Director's Report

February 2023

Online Resources – Another contributing factor to the Star Library award is patron use of our e-resources and DVDs. We have seen an overwhelming increase in the use of Hoopla with positive comments each week from new users. We will be retiring the Friday Binge Box movie day until next winter. We now see fewer Friday Binge Box users, but DVD use is still strong. This was a program that was started during Covid and now we see patrons checking out DVD's when they are in the library on other days besides Fridays.

Grants—I'm continuing to look for grants to expand the outdoor space for our patrons. Valerie has mentioned lounge type chairs and I have expanded my way of thinking about this space.

Strategic planning- The goals and objectives from the director and staff continues to be added to. Each Monday we discuss what has been added. We all have different jobs and experiences, so we are drawing out ways such as advocacy how that looks for a clerk, to an assistant, to the director.

Respectfully submitted,

Mary Barker, Director

Pentwater Township Library
 DIRECTOR'S REPORT -
 January Statistics

2/1/2023

CIRCULATION	2023	2022	%	ATTENDANCE	2023	2022	%
FICTION	374	345	8	ADULT PROGRAM	25	137	-82
NON-FICTION	108	89	21	TEEN PROGRAM	0	0	#DIV/0!
LARGE PRINT FICTION	37	42	-12	CHILDREN PROGRAM	21	2	950
LARGE PRINT NON-FICTION	0	3	-100				
TOTAL	519	479	8	TOTAL	46	139	67
KIT GO BAGS	7	2		EVENING PATRONS	38	30	27
KIT MOVIE NIGHT	20	14		TOTAL PATRONS	728	698	4
PERIODICALS	60	60	0				
PAPERBACKS	2	7	-71	NEW REGISTRATIONS			
AUDIO	15	21	-29	ADULT	13	5	160
VIDEOS & DVDS	232	164	41	CHILDREN	14	2	600
				ANNUAL	1	1	0
LIBBY E_Magazine	69	57		TOTAL	28	8	250
LIBBY AUDIO	147	164	-10	Total Deleted Items	0	52	-100
LIBBY E-BOOKS	335	347	-3				
MEL CAT LENT	146	82	78	Multipurpose Room	16	5	
MEL CAT BORROWED	88	123	-28				
HOOPLA E-BOOKS	75	0	#DIV/0!	RE-REGISTRATIONS			
HOOPLA E-AUDIO	43	0	#DIV/0!	ADULT	7	20	-65
HOOPLA E-MOVIE/TV	12	0	#DIV/0!	CHILDREN	2	1	100
HOOPLA BINGE PASS	1	0	#DIV/0!	TOTAL	9	21	57
TOTAL	1252	1039	21				
J FICTION	61	99	-38	COPIES			
J NON-FICTION	24	22	9	BLACK	1470	1934	-24
J EASY	126	144	-13	COLOR	961	971	-1
J PERIODICALS	0	0	#DIV/0!				
J VIDEOS & DVDS	51	56	-9				
TOTAL	262	321	18				
				FAX USAGE	23	61	-62
Y FICTION	6	8	-25				
Y NON-FICTION	4	1	300	COMPUTER USAGE	54	54	0
				WIRELESS USAGE		73	-100
TOTAL	10	9	11				
GRAND TOTAL	2043	1848	11				

MATERIALS BY D. E ADDED FY 2019-20

Material Type 2022-2023	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
1 - New Fiction													0
2 - New Non-Fiction													0
5 - Adult Fiction	39	24	35	29	38	40	31	30	19	33			318
6 - Adult Non-fiction	53	14	4	34	27	49	18	13	23	32			267
7 - Audio Books	4	6	1			1	2		1	1			16
8 - Easy Read	2						45	5	6	1			59
9 - Hold Shelf													0
10 - Juvenile Audio													0
11 - Juvenile Easy	46	3		23	5	197	8	4	11	14			311
12 - Juvenile Fiction	27		6	6	2	9	6	1	2				59
13 - Juvenile Magazine	4	2	3	3	2	2	2	4	1	4			27
14 - Juvenile Non-fic	29	3	5	5	4	16	3			2			67
15 - Juvenile Video	2	2	2		11	7	13		2				39
16 - Juvenile Video Series					1				1				2
17 - Large Print Fiction	7	6	7	4	4	3	7	4	8	10			60
18 - Large Print Non-Fiction		1					2			2			5
19 - Magazine	43	38	40	39	51	40	46	46	32	33			408
24 - Paperback Fiction													0
25 - Reference								2	1				3
26 - Video Non-Fiction				1			2		1				4
27 - Video	10	3	3	3	17	9	9	3	15	15			87
28 - Video Series			1	3	24	3	1		3	1			36
29 - Young Adult Fiction	4		1	3	5	9	11	1	5	2			41
30 - Young Adult Magazine													0
31 - Young Adult Non-Fiction	1		5	2	5	7	3	1					24
50 - Launchpad					1								1
51 - Bookclubs													0
52 - Kit Go Bags	4	6	15		8		1						34
53 - Kit Movie Night													0
54 - Kit Fly Tying													0
55 - Computer	4												4
Total	279	108	128	155	205	392	210	114	131	150	0	0	1872



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, February 1, 2023 19:00
Meeting Location: Pentwater Fire Department
Call to Order

- I. Pledge of Allegiance
- II. Reading and Approval of Minutes
 - a. Minutes from 1/4/23
- III. Reports of Officers
 - a. Treasurer Terry Cluchey
 - i. Money market balance
 - ii. Checking balance
 - iii. Michigan CLASS balance
 - iv. Fund Balance
- IV. Old Business
 - a. 341's Kussmaul
 - b. 361 pump
 - c. FDIC is April 24-29, 2023 in Indianapolis- reservations are complete for members Barefoot, Thocher, Haynor, Kokx, Bowman and Hughart.
 - d. Wildland/extrication PPE grant
 - e. 391's new radio
 - f. 391's tool mounting
 - g. ARPA grant turnout gear
 - h. 2023 budget
 - i. Village/Township approval of PFD elected positions
- V. New Business
- VI. Training
 - a. Online Training
 - b. Pipeline Training Dinner is March 7 at 5:30 PM at Lincoln Hills Golf Club and counts for 2 hours of CE credits.
 - c. "Fully Involved" leadership training taught by Mark Vonoppen at West Shore Community College on May 27 from 9am-5PM (mandatory for all PFD operations officers).
- VII. Discussion on last month's calls: there were 9 medical and 7 fire calls for service in February.
- VIII. Adjourn



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Monthly Meeting Minutes

Meeting Date: Wednesday, February 1, 2023 19:00
Meeting Location: Pentwater Fire Department
Call to Order

- I. Pledge of Allegiance
- II. Reading and Approval of Minutes
 - a. Minutes from 1/4/23
- III. Reports of Officers
 - a. Treasurer Terry Cluchey
 - i. Money market balance: \$28,874.85
 - ii. Checking balance: \$115,576.33
 - iii. Michigan CLASS balance: \$283,154.51
 - iv. We have approximately \$93,000 in our fund balance.
- IV. Old Business
 - a. 341's Kussmaul is on order and we should have it this week.
 - b. 341 primer sensor- repair is complete
 - c. 361 air compressor- repair is complete
 - d. 361 pump- no update. We may get a quote for a Newton Dump from B&B.
 - e. FDIC is April 24-29, 2023 in Indianapolis- reservations are complete for members Barefoot, Thocher, Haynor, Kokx, Bowman and Hughart.
 - f. Wildland/extrication PPE grant- sizing will be on February 15 for 7 members.
 - g. 391's new radio is installed and we are working on a new radio template.
 - h. We are meeting with Pierce tomorrow regarding 391's tool mounting.
 - i. ARPA grant turnout gear is ordered
 - j. Our first revision on our 2023 budget was completed on January 7.
- V. New Business
 - a. Department elections for the positions of Assistant Fire Chief, Secretary and Caretaker are tonight. The MFR Coordinator position that was vacated by Jonathan Hughart will also be voted on. Certified firefighter members eligible to vote tonight were Jonathan



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Hughart, Terry Cluchey, Jesse Bowman, Mark Haynor, Mike Barefoot, Adam Kokx, Kyle Dillingham and Oscar Esquivel.

- i. A motion to nominate Ray Hasil to the position of Secretary by Mike Barefoot was seconded by Jesse Bowman. A vote by members present was unanimously in favor.
 - ii. A motion to nominate Mark Haynor to the position of Caretaker by Mike Barefoot was seconded by Adam Kokx. A vote by members present was unanimously in favor.
 - iii. A motion to nominate Adam Kokx to the position of MFR Coordinator by Oscar Esquivel was seconded by Kyle Dillingham. A vote by members present was unanimously in favor.
 - iv. A motion to nominate Mike Barefoot to the position of Assistant Fire Chief by Adam Kokx was seconded by Kyle Dillingham. A motion to nominate Jesse Bowman to the position of Assistant Fire Chief by Mark Haynor was seconded by Terry Cluchey. A roll call vote of members present was conducted and the results were as follows:
 1. 6 members voted for Mike Barefoot (Hughart, Cluchey, Barefoot, Kokx, Dillingham and Esquivel).
 2. 2 members voted for Jesse Bowman (Bowman and Haynor)
 3. With over 50% of the votes, Mike Barefoot is elected to the position of Assistant Fire Chief.
- VI. Training
- a. Online Training- February's online training will be on Fire Department Communications.
 - b. Pipeline Training Dinner is March 7 at 5:30 PM at Lincoln Hills Golf Club and counts for 2 hours of CE credits.
 - c. "Fully Involved" leadership training taught by Mark Vonoppen at West Shore Community College on May 27 from 9am-5PM (mandatory for all PFD operations officers).
- VII. Discussion on last month's calls: there were 29 medical and 1 fire calls for service in January.
- VIII. Adjourn: a motion to adjourn by Mark Haynor was seconded by Mike Barefoot.



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Officer Meeting Minutes

Meeting Date: Wednesday, February 1, 2023 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. Reading and Approval of Minutes
 - a. Minutes from 1/4/23

- II. Reports of Officers
 - a. Treasurer Terry Cluchey
 - i. Money market balance: \$28,874.85
 - ii. Checking balance: \$115,576.33
 - iii. Michigan CLASS balance: \$283,154.51
 - iv. We have approximately \$93,000 in our fund balance.

- III. Old Business
 - a. 391's Kussmaul is on order and we should have it this week.
 - b. 341 primer sensor- repair is complete
 - c. 361 air compressor- repair is complete
 - d. 361 pump- no update. We may get a quote for a Newton Dump from B&B.

- IV. New Business

- V. Training

- VI. Discussion on last month's calls: there were 29 medical and 1 fire calls for service in January.

- VII. Adjourn: a motion to adjourn by Jesse Bowman was seconded by Adam Kokx.



Rec Report – March 2023

Rec Program

Boys Rec Basketball has been going great, we have a passionate group of boys who are eager to play and learn the game. We held a home game on February 25th against Walkerville and Baldwin. We had a great turnout and the boys worked together as a team and played very well.

Boys and Girls Spring Soccer signups are currently underway with a deadline of March 10th. Games will be played on Saturday mornings beginning April 15th and ending May 20th.

Donation request letters have been sent out for the 2023-2024 Rec Program Season.

We will continue the Can Drive throughout the year, cans and bottles can be dropped off at the DPW at the Blue Shed or in the containers placed down at the Marina.

2022-2023 Can Drive Donations: \$1304.70

Can Drive Totals Since 2020: \$5111.45

2023-2024 Rec Donations: \$700.00

North End Park

North End Park Donations are open throughout the year. To donate to the North End Park, please visit the Village Website at pentwatervillage.org or contact myself at 231-869-8301 ext. 4 or kanderson@pentwatervillage.org.

We are truly grateful to everyone that has donated to the North End Park and the Rec Program.

Thank you,

Katie Anderson

Katie Anderson
Rec Director

Pentwater Township
Deputy Supervisor, Zoning Administrator and Ordinance Enforcement Officer
Monthly Report – February 28, 2023

Board Members, the following is a summary of activities conducted by the Zoning Administrator and Ordinance Enforcement Officer for the month of February 2023.

Deputy Supervisor - I worked with the Township Supervisor, Lynne Cavazos and Trustee Dean Holub to:

- Review and prepare a recommendation for the Board to consider hiring the Township Engineer;
- Solicited a proposal from Fleis & Vandenbrink for Evaluation of the Sanitary Sewer Systems that the Township is inheriting;
- Reviewed two proposals for sanitary sewer rate studies, one for wholesale and one for our Township Customers; and,
- Hosted Fleis & Vandenbrink on a tour of the Township in preparation of a proposal for Operation and Maintenance of the Sanitary Sewer Systems,
- Preparing a budget for the new sanitary sewer system department.
- I continue to assist Lynne and Dean with the review and preparation of documents regarding the draft Intergovernmental Sanitary Sewer agreement between the Township and the Village.

Code Enforcement – Nothing significant to report at this time.

Planning Commission - The Planning Commission did not meet on February 14 to:

- Approve a request for an addition to a nonconforming residence at 5571 W. Watson (Rieves) Avenue.
- Receive a draft of the Master Plan

Zoning Board of Appeals - The Zoning Board of Appeals did not meet in February 2023.

Zoning Permits – The following Zoning Permits were issued in January 2023:

1. ZP 3439 was issued to Darryl Massa for a new home with attached garage on the old Emil Adams property near the wishing well. Parcel ID No. 64-001-001-100-05.
2. ZP 3440 was issued to Michelle Sinas for a new 288 sq. ft. accessory building at 5905 W. Duna Vista Dr.
3. ZP 3441 was issued to Inspired Home builders to construct an enclosed 3-seasons porch addition at 5571 W. Watson (Rieves) Avenue.
4. ZP 3442 was issued to American Living, Inc. for a new 1,620 sq. ft. home with an attached garage and covered front and rear porches at 5308 W. Hammett Rd.

Other Comments

I worked with the Township Supervisor, Lynne Cavazos and Trustee Dean Holub to review and prepare a recommendation for the Board to consider hiring the Township Engineer; solicited a proposal from Fleis & Vandenbrink for Evaluation of the Sanitary Sewer Systems that the Township is inheriting; reviewed two proposals for sanitary sewer rate studies, one for wholesale and one for our Township Customers; and, took Fleis & Vandenbrink on a tour of the Township in preparation of a proposal for Operation and Maintenance of the Sanitary Sewer Systems, while preparing a budget for the new sanitary sewer system department. I continue to assist Lynne and Dean with preparation of documents regarding draft Intergovernmental Sanitary Sewer agreement for consideration by the Village

The Master Plan Committee continues to make progress on the Master Plan. I am currently reviewing/editing the chapters that deal with Existing Land Use, Infrastructure and Public Services, Future Land Use and Housing, while Version 8 of the plan is currently being reviewed by the Committee.

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

Monthly Township Report March 2023

Board of Review:

- The March Board of Review will meet on the following dates:
Organizational Meeting: March 7, 2023, at 1 pm
Appeals Hearing #1: March 14, 2023, 3-9 pm
Appeals Hearing #2: March 16, 2023, 9am-3pm
- All 4 of our Board of Review members and Secretary Lynne Cavazos received training this February.
- The Notice for the March Board of Review was published in the following Oceana Herald editions: February 23, March 2, and March 9.

Michigan Tax Tribunal:

- We have 1 case pending for the Entire Tribunal.

Miscellaneous:

- Our starting ratios for the 2023 Assessment Cycle are as follows:
Commercial: 44.06%
Industrial: 48.6%
Residential: 43.7%
Each class must be balanced between 49-50% by the first Monday in March.
- The Rate of Inflation (CPI) was calculated by the State of Michigan to be 7.9% for the 2023 year. Proposal A of 1994 caps the taxable value increase to the lesser of the CPI or 5%. This will be the first time the 5% cap has ever been utilized.
- Notices of Assessment Change were mailed by KCI on February 28, 2023. Any questions on those should be directed to me.

If you have any questions, please let me know!



Sincerely,
Barbie Eaton, MAAO
Pentwater Township Assessor

TOWNSHIP OF PENTWATER
COUNTY OF OCEANA, MICHIGAN

At 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 8th day of March, 2023 at 6:00 p.m.

PRESENT: Members: Cavazos, Douglas, Flynn

ABSENT: Members: Holub, Murphy

The following resolution was offered by Member Douglas and supported by Member Flynn:

RESOLUTION NO. 2023-04

**RESOLUTION APPROVING ANNUAL TOWNSHIP BUDGET
AND DETERMINING PROPERTY TAX RATES
FOR SUPPORT OF BUDGET**

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 2 of 1968, as amended by Public Act 621 of 1978 requires that the Township adopt an annual budget, after public hearing;

WHEREAS, the Township Board has convened a public hearing on the proposed Pentwater Township budget, which includes budgets for the Township Fire Department, Township Cemetery, Township Road, Township Sewer, and Township ARPA, and Township General Fund for the fiscal year commencing April 1, 2023, after the publication of public notice as required by law;

WHEREAS, the published notice of the Township Board public hearing on the annual budget stated that the Township property tax millage rate proposed to be levied to support the proposed budget would be a subject of the budget hearing; and

WHEREAS, the Township Board has considered the proposed annual budget for the above-stated fiscal year, has considered comments thereon made at the public hearing and has otherwise considered the budget and the property tax rates for 2023.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The Township Board hereby adopts the Pentwater Township budget, including the Township Fire Department, Township Cemetery, Township Road, Township Sewer, Township ARPA, and Township General Fund, for fiscal year 2023, being the fiscal year commencing April 1, 2023, and ending March 31, 2024.

2. The Township Board shall cause to be levied and collected general property tax on all real and personal property within the Township upon the property tax assessment roll,

except property exempt from taxation, at the rate indicated below, or such adjusted or reduced millage amount as may be required by operation of law:

Allocated operating millage	-	1.2153 mills
Voted Library millage	-	0.8133 mills
Voted Cemetery millage	-	0.3401 mills
Voted Fire millage	-	0.9837 mills
Voted Fire Apparatus	-	0.4953 mills
Voted Roads	-	<u>0.4953mills</u>
Total	-	4.3430 mills

3. The Township property tax rate indicated above shall be subject to final determination by the Township Board, following any required Headlee amendment reduction or such other adjustment as may be required or authorized by law.

4. Township expenditures pursuant to the annual budget, the amendment of the budget, the transfer of funds thereunder and other matters pertaining to financial operations pursuant to the budget shall be subject to applicable provisions of the Uniform Budgeting and Accounting Act.

AYES: Douglas, Flynn, Cavazos

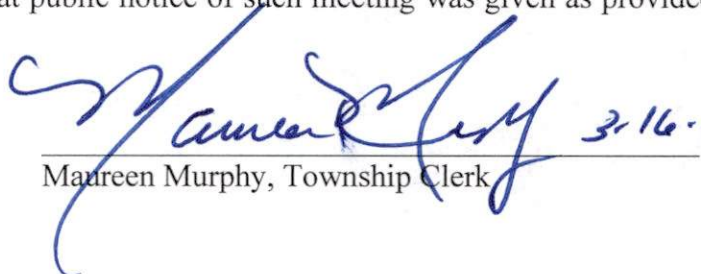
NAYS: None

ABSTAIN: None

RESOLUTION DECLARED ADOPTED.


Maureen Murphy, Township Clerk 3.16.23

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 3.16.23

TOWNSHIP OF PENTWATER
COUNTY OF OCEANA, MICHIGAN

At 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 8th day of March 2023 at 6:00 p.m.

PRESENT: Members: Cavazos, Douglas, Flynn

ABSENT: Members: Holub, Murphy

The following resolution was offered by Member Flynn and seconded by Member Douglas:

RESOLUTION NO. 2023-05

RESOLUTION APPROVING FY 2023-24 SALARIES AND PER DIEM

WHEREAS, pursuant to MCLA 41.95(3), which provides that in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the Board of Pentwater Township deems it desirable to establish the salary of the Township Supervisor, Treasurer, Clerk and the Per Diem of the Trustees to ensure compensation for these positions remain equitable and commensurate with the duties of said elective office.

THEREFORE, BE IT RESOLVED, that as of April 1, 2023, the salaries and per diem for the following township offices shall be:

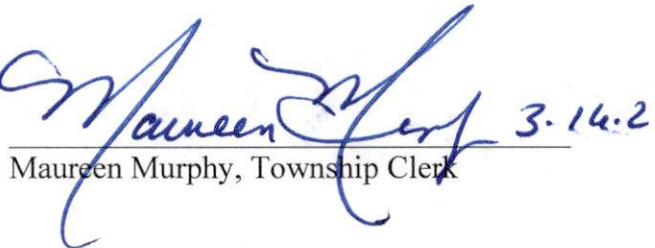
- Supervisor - \$35,654 per year
- Treasurer - \$35,654 per year
- Clerk - \$35,654 per year
- Trustee - \$134.42 per meeting

AYES: Flynn, Douglas, Cavazos

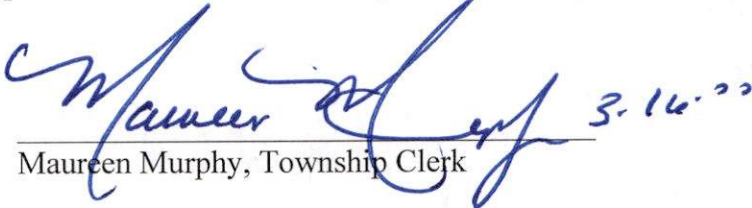
NAYS: None

ABSTAIN: None

RESOLUTION DECLARED ADOPTED.


Maureen Murphy, Township Clerk 3-14-23

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.

 3.16.22

Maureen Murphy, Township Clerk

TOWNSHIP OF PENTWATER
COUNTY OF OCEANA, MICHIGAN

At a regular meeting of the Township Board of the Township of Pentwater, held at the Pentwater Township Hall, 500 North Hancock Street, within the Township, on the 8th day of March 2023 at 6:00 p.m.

PRESENT: Members: Cavazos, Douglas, Flynn

ABSENT: Members: Holub, Murphy

The following resolution was offered by Member Douglas and seconded by Member Flynn:

RESOLUTION NO. 2023-06

**RESOLUTION REGARDING DESIGNATION OF BANK DEPOSITORIES FOR
PENTWATER TOWNSHIP FUNDS FOR FY 2023-2024**

Whereas, the Pentwater Township Board of Trustees has the authority to select certain financial institutions for deposit of Township funds, and

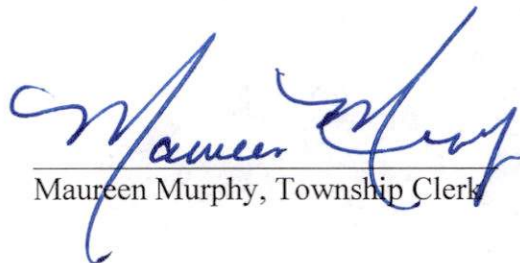
Whereas the Pentwater Township Board of Trustees prefers to utilize local financial institutions for deposit of its funds.

Now therefore be It resolved that the Township Treasurer is authorized to deposit and invest Township funds in the following financial institutions: Huntington Bank, Michigan CLASS, and Shelby State Bank for FY 2023-2024.


AYES: Douglas, Flynn, Cavazos

NAYS: None

RESOLUTION DECLARED ADOPTED.

 3-14-23
Maureen Murphy, Township Clerk

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.

 3-14-23
Maureen Murphy, Township Clerk

TOWNSHIP OF PENTWATER
COUNTY OF OCEANA, MICHIGAN

At a regular meeting of the Township Board of the Township of Pentwater, held at the Pentwater Township Hall, 500 North Hancock Street, within the Township, on the 9th day of March 2022 at 6:00 p.m.

PRESENT: Members: Cavazos, Douglas, Flynn

ABSENT: Members: Holub, Murphy

The following resolution was offered by Member Cavazos and seconded by Member Beavis:

RESOLUTION NO. 2023-07

**RESOLUTION REGARDING AUTHORIZATION TO BUY AND SELL PROPERTY
FOR FY 2022-2023**

Whereas, pursuant to MCL 41.2, townships have the authority to purchase and sell property with public funds, and

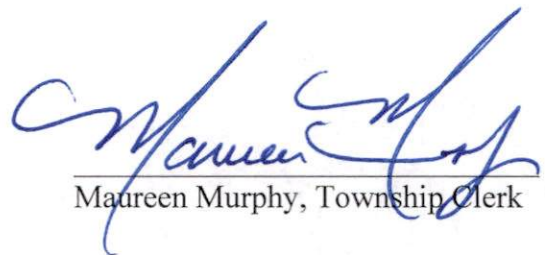
Whereas, the Pentwater Township Board of Trustees may wish to exercise such authority;

Now Therefore Be It Resolved that the Pentwater Township Board of Trustees is hereby authorized to purchase or sell property with public funds during FY 2023-2024.

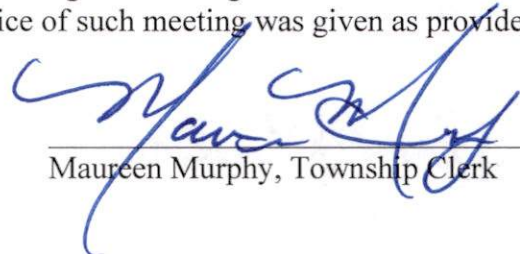
AYES: Cavazos, Douglas, Flynn

NAYS: None

RESOLUTION DECLARED ADOPTED.

 3-16-23
Maureen Murphy, Township Clerk

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.

 3-16-23
Maureen Murphy, Township Clerk

TOWNSHIP OF PENTWATER
COUNTY OF OCEANA, MICHIGAN

At a regular meeting of the Township Board of the Township of Pentwater, held at the Pentwater Township Hall, 500 North Hancock Street, within the Township, on the 8th day of March 2023, at 6:00 p.m.

PRESENT: Members: Douglas, Flynn, Cavazos

ABSENT: Members: Holub, Murphy

The following resolution was offered by Member Douglas and seconded by Member Flynn:

RESOLUTION NO. 2023-08

RESOLUTION APPROVING FY 2023-2024 NON-ELECTED EMPLOYEES WAGE & SALARY SCHEDULE

WHEREAS, townships have the authority to establish wages and salaries for non-elected employees, and

WHEREAS, the board of Pentwater Township deems it desirable to establish the salary and wages of its non-elected employees to ensure compensation remains equitable and commensurate with the duties of the respective positions;

NOW THEREFORE BE IT RESOLVED, that as of April 1, 2023, the salary for the non-elected employees of Pentwater Township represent a 5.0% increase as follows:

Zoning Administrator – appointed (3 → 2 days)	\$23,132	annually
Deputy Supervisor – appointed (0 → 1 days)	\$11,566	annually
Cemetery Sexton - appointed	\$17,892	annually
Assessor - appointed	\$54,680	annually
Janitorial Service	\$270.56	Bi-monthly
Deputy Clerk	\$18.39	hourly
Deputy Treasurer	\$17.68	hourly
Board of Review Chair	\$17.95	hourly
Board of Review Member	\$17.09	hourly
Board of Review Recording Secretary	\$17.95	hourly
Election Board Chair	\$17.96	hourly
Election Inspector	\$17.68	hourly
Transfer Site Attendant	\$19.91	hourly
Cemetery Sexton Assistant & Extra Help	\$17.68	hourly
Township Board Recording Secretary	\$64.93	Per meeting
ZBA Recording Secretary	\$64.93	Per meeting

Planning Comm. Recording Secretary	\$64.93	Per meeting
Planning Commission Chair	\$103.24	per meeting
Planning Commission Member	\$82.59	per meeting
Road Committee Chair	\$103.24	per meeting
Board of Review Chair (Organizational Mtg.)	\$103.24	per meeting
Board of Review Member (Organizational Mtg.)	\$82.59	per meeting
Road Committee Member	\$82.59	per meeting
Zoning Board of Appeals Chair	\$103.24	per meeting
Zoning Board of Appeals Member	\$82.59	per meeting

AYES: Douglas, Flynn, Cavazos

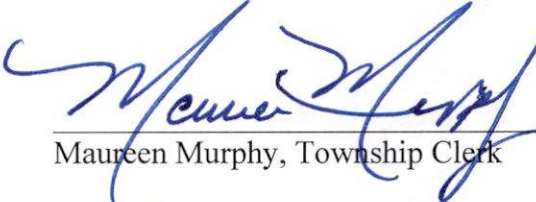
NAYS: None

ABSTAIN: None

RESOLUTION DECLARED ADOPTED.

 3.14.23
 Maureen Murphy, Township Clerk

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.

 3.14.23
 Maureen Murphy, Township Clerk

TOWNSHIP OF PENTWATER
COUNTY OF OCEANA, MICHIGAN

At a regular meeting of the Township Board of the Township of Pentwater, held at the Pentwater Township Hall, 500 North Hancock Street, within the Township, on the 8th day of March 2023 at 6:00 p.m.

PRESENT: Members: Cavazos, Douglas, Flynn

ABSENT: Members: Holub, Murphy

The following resolution was offered by Member Cavazos and supported by Member Flynn:

RESOLUTION NO. 2023-09

RESOLUTION APPROVING AN INCREASE IN THE FUND BALANCE POLICY SAVINGS ACCOUNT

WHEREAS, the Pentwater Township Board previously adopted a Fund Balance Policy via Resolution No. 2014-14 on October 8, 2014; and

WHEREAS, the Fund Balance Policy stipulates that the Township maintain 25% of its annual budget in reserves; and

WHEREAS, the Township Board has previously established a separate "Fund Balance Policy" savings account; and

WHEREAS, the current Fund Balance Policy savings account does not contain 25% of the Township's annual budgeted amount;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

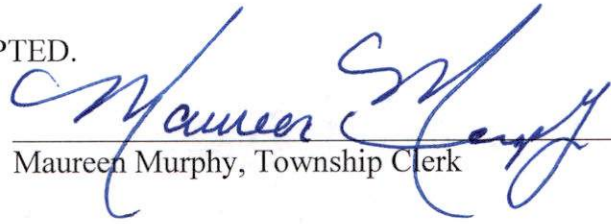
The Township Board hereby directs the Treasurer to transfer \$25,000 from the Township's general savings account to the Fund Balance Policy savings account.

AYES: Cavazos, Flynn, Douglas

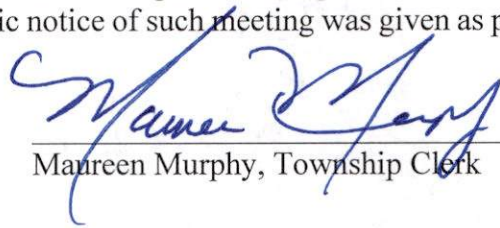
NAYS: None

ABSTAIN: None

RESOLUTION DECLARED ADOPTED.

 3-16-23
Maureen Murphy, Township Clerk

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.

 3-16-23
Maureen Murphy, Township Clerk

MEMORANDUM

To: Lynne Cavazos, Township Supervisor

From: Keith Edwards, Zoning Administrator

Date: February 24, 2023

Subject: Reappointments to the Township Planning Commission

Currently there are two positions on the Planning Commission that expire on March 31, 2023 – John (Buz) Graettinger Jr. and Paula Degregorio.

Both have demonstrated appreciable value with insight and service to the Planning Commission and Buz also serves on the Master Plan Committee.

Thus, please consider appointing Buz Graettinger and Paula DeGregorio to another 3-year term on the Planning Commission to expire March 31, 2026.

MEMORANDUM

To: Lynne Cavazos, Township Supervisor

From: Keith Edwards, Zoning Administrator

Date: February 24, 2023

Subject: Reappointments to the Township Zoning Board of Appeals

Currently there is one position on the Zoning Board of Appeals that expires on March 31, 2023 – Jean Russell, the current Chairperson.

Jean has been of the Zoning Board of Appeals for many years and served as the Chairperson for as long as I can remember, at least since 2015.

Please consider reappointing Jean Russell to another 3-year term on the Zoning Board of Appeals to expire March 31, 2026.

Managing Director
Mark Timmer

MEMORANDUM

Date: January 30, 2023

To: Township Officials

Re: Brine Packet/Memo and Brine Contract

This memo is to explain the 2023 brine program. Michigan Chloride Sales (MCS) and Great Lakes Chloride Sales (GLC) are the two vendors who bid on brine again this year and meet the specifications for Calcium Chloride (CaCl₂). These are the only approved vendors; no permits will be given for any other brining for roads in Oceana County. The application rate for GLC (38%) is 2000 gallons per mile compared with MCS CaCl₂ (~20% 2500 gallons per mile. The lower application rate for GLC is based on the brine having a higher concentration of CaCl₂ (~38%).

With current economy with a shortage of parts and increased fuel prices the price of the application rate has remained at .09/gallon (9 cents per gallon). Each township will be billed for the application rate (cost per gallons) and half of the actual gallons used for the brine you select, while the Road Commission is still paying the other half of the actual gallons of brine used.

The **ACTUAL** Township prices for brine are as follows:

Michigan Chloride Sales .21/gallon actual brine cost

$$.21/\text{gallon}/2 = .105/\text{gallon} + .09/\text{gallon application rate} =$$

\$.195/gallon applied Actual Township Price

Great Lakes Chloride .576/gallon actual brine cost

$$.576/\text{gallon}/2 = .288/\text{gallon} + .09/\text{gallon application rate} =$$

\$.378/gallon applied Actual Township Price

Our foremen will work with you to update maps. We recommend making double passes on all roads unless they are truly one lane width, otherwise you will experience dusty conditions. Going to double passes will increase the amount of gallons used, and increase the cost, but dramatically reduce the citizen complaints and improve dust control and help retain the aggregate on gravel roads.

An **example** of the Township Cost for each vendor based on brining 30 miles is illustrated below:

Michigan Chloride Sales (MCS)

30 miles X 2500 gal/mile = 75,000 gal X \$.195/gal = \$14,625 TWP Cost for 1st brining

30 miles X 2500 gal/mile = 75,000 gal X \$.195/gal = \$14,625 TWP Cost for 2nd brining

60 miles total = \$29,250 Township Cost for two brinings (includes .09/gal application rate) 150,000 gallons total

Great Lakes Chloride

30 miles X 2000 gal/mile = 60,000 gal X \$.378/gal = \$22,680 TWP Cost 1 (one) brining

30 miles total = \$22,680 Township Cost for one brining (includes .09/gallon application rate) 60,000 gallons total

The estimates and illustrations are theoretical to help each township in their budget process. You will be billed based on the actual gallons used plus the application rate.

Thank you for your participation in the 2023 OCRC brining programs.

Sincerely,



Mark Timmer
Managing Director

MB-N



Household Hazardous Waste Disposal Program
Mason-Lake Conservation District
655 N. Scottville Rd.
Scottville, MI 49454



*Approved by Board 3.8.23
Mailed 3.17.23*

February 1, 2023

Maureen Murphy
Pentwater Township
PO Box 512
Pentwater, MI 49449

Dear Pentwater Township Board,

Your local Conservation District, representing the three-county Household Hazardous Waste (HHW) Committee, wishes to request support for the HHW and Clean-Sweep collection event to be held on **Saturday, August 19th**. Each year, the HHW collection continues to be highly utilized by the community. The cost of disposal for household hazardous waste is continuing to increase across the industry, but **our allocation requests from municipalities will remain the same as in recent years (\$0.40 per capita)**. We have updated our per capita calculations to reflect the 2020 census data. Thus, the only reason that you may see a change in the requested amount for Pentwater Township is solely a reflection on the population change. **In 2023, every pound of waste collected will cost at least \$1.08 for disposal**. If Pentwater Township is able to contribute even a small amount more than our request, it would be greatly appreciated. A little goes a long way; every dollar buys a pound!

Last year's collection was a great success, resulting in the safe **disposal of nearly 80,000 pounds of material** across Manistee, Mason and Oceana Counties. The **cost for this one-day event was nearly \$70,000**, but thanks to the support from our community leaders like you, we were able to cover those costs and provide this valuable service to our landowners.

For residents dropping off materials on collection day, the committee is continuing with the suggested donation of \$15 to help cover the increasing costs of disposal. The committee felt this was feasible for those directly participating.

Please find enclosed an allocation request packet, including a 2023 program contract, for consideration for the Pentwater Township 2023 budget process. Reports and further details of past and upcoming collection days can be found at www.Mason-LakeConservation.org under Programs & Services. If you would like someone from our committee to attend a board/council meeting to further discuss the program, please let us know. We would be happy to do so.

Again, please accept our heartfelt appreciation for your continued support of our program and protection of our precious water resources.

Very Sincerely,

Household Hazardous Waste Committee

Encl. 2023 per capita calculation sheet, 2023 contract (2)

Frequently Asked Questions

What is this program all about?

For those unfamiliar with the HHW program, the goal is to provide a way for residents to safely and easily dispose of hazardous materials so that they do not end up in our lakes, streams, groundwater or public water supplies. This often includes chemicals and heavy metals found in electronics or batteries.

What is the average cost per car?

On average, each car brings \$84 worth of hazardous materials for disposal. Our request for funds is only \$0.40 per person from the township, and a suggested \$15 donation at the site from program participants.

How much waste is collected each year?

In recent years, an average of 96,960 pounds of hazardous waste and pesticides is responsibly disposed of each year. From 2016-2022, the committee has collected and safely disposed more than 325 tons in the 3-county area.

Why can't it just get thrown away?

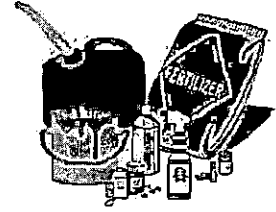
Many of these hazardous materials are not allowable in municipal waste or cannot be safely disposed of through our municipal waste system and could end up in the environment. For example, we most commonly collect pesticides, fertilizers, oils and other chemicals. Pesticides can acutely impact human health when they spill and leach through the soil and into the groundwater aquifers from which many people in rural communities drink. Nitrogen pollution in groundwater can cause chronic effects in infants and the elderly by affecting the blood's ability to carry oxygen. In addition to these more immediate threats, pesticides and fertilizers can impact our local watersheds, causing harmful algae blooms and/or fish and invertebrate die-offs. Items such as pesticides, fertilizers, motor oil and heavy metals found in electronics and batteries can be safely reused, recycled, or disposed of through our program, helping to keep our drinking water clean and rivers healthy.

Why does this program have two names?

This collection is often referred to as the HHW/Clean Sweep Program. It was founded upon the need for safe pesticide disposal in the 3-county area. The Clean-Sweep program was operated for many years before it inspired the collection and disposal of Household Hazardous Waste and the formation of the HHW committee in 2006.



655 N. Scottville Rd.
Scottville, MI 49454
Phone: (231) 757-3707 x5
www.mason-lakeconservation.org



2023 Per Capita Calculation Sheet Household Hazardous Waste Program

Requested amount from *Pentwater Township* : 500

762 people x .40/person = \$500

Calculated as \$0.40 per capita. Population Based on 2020 Census (please notify us if our data is wrong).

If it is possible to round up to the nearest \$25 amount or greater, we would greatly appreciate any additional support! Every \$1.08 helps dispose of one pound of hazardous material.

Two contract agreements have been included; please keep one for your records and sign and return the other with a check following the information below.

Make the check payable to Mason-Lake Conservation District
(as fiduciary for the Mason, Manistee & Oceana HHW Program):

Mason-Lake Conservation District
655 N. Scottville Rd.
Scottville, MI 49454

For questions or further information, contact:

Dani McGarry
Treasurer, HHW Committee
Executive Director, Mason-Lake Conservation District
(231) 757-3707 Ext. 5.
Dani.mcgarry@macd.org

Thank you for your support!

2023
CONTRACT AND
AGREEMENT FOR SERVICES
Pentwater Township AND
MANISTEE, MASON, AND OCEANA
CONSERVATION DISTRICTS

Pentwater Township and the Manistee, Mason and Oceana Conservation Districts desire to act cooperatively to provide the proper disposal of household hazardous waste for residents of Pentwater Township and Mason County. Therefore, Pentwater Township contracts with Manistee, Mason and Oceana Conservation Districts for collection and disposal of household hazardous waste in the amount of \$ 500⁰⁰. This service agreement will promote the public health, safety, and welfare of the Township and County residents.

Date: _____ by: _____
Pentwater Township Representative

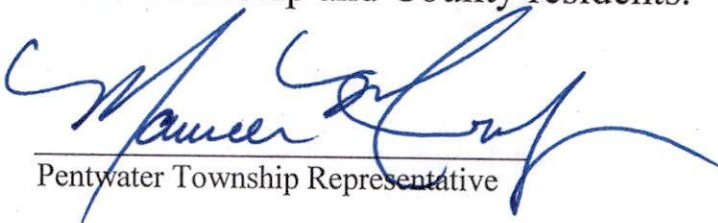
Date: 2/01/23 by: *Renee Mallison*
Manistee Conservation District
Representative

Date: 2/01/23 by: *Danell McJany*
Mason-Lake Conservation District
Representative

Date: 2/01/23 by: *S Knoll*
Oceana Conservation District
Representative

2023
CONTRACT AND
AGREEMENT FOR SERVICES
Pentwater Township AND
MANISTEE, MASON, AND OCEANA
CONSERVATION DISTRICTS

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Date: 3-16-23 by: 
Pentwater Township Representative

Date: 2/01/23 by: Brenee Mallison
Manistee Conservation District
Representative

Date: 2/01/23 by: Danell McJany
Mason-Lake Conservation District
Representative

Date: 2/01/23 by: S Knoll
Oceana Conservation District
Representative

MEMORANDUM

To: Pentwater Township Board of Trustees

From: Keith Edwards, Deputy Township Supervisor

Date: February 24, 2023

Subject: Request for Township Board Approval of Professional Services Agreement
Township Engineer – Fleis & Vandenbrink

Introduction

As a result of the imminent transfer of the Sanitary Sewer Infrastructure within the Township from the Village of Pentwater to Pentwater Township and for the purposes of addressing other issues such as Storm Water Management, Pentwater Township issued a Request for Proposals from Engineering Firms in December of 2022. The Township sent out 10 RFPs. Of the 10 firms invited, five firms attended the mandatory pre-proposal meeting. The Township received a total of three RFPs by the deadline on January 31, 2023.

Township Supervisor Lynne Cavazos, Township Trustee Dean Holub and I have evaluated those proposals and are recommending that the Township Board consider approval of the Professional Services Agreement for the engineering firm of Fleis & Vandenbrink, headquartered in Grand Rapids, Michigan.

For your consideration, I have attached to this memorandum a copy of the RFP submitted by Fleis & Vandenbrink (F&V), the proposed Professional Services Agreement, and F&Vs Liability Insurance Certificates.

At this time, Staff is requesting the Board of Trustees approve the Professional Services Agreement to hire Fleis & Vandenbrink, effective as of March 9, 2023, with an expiration date of March 31, 2026, and authorize the Township Supervisor and Township Clerk to sign the Professional Services Agreement.

**GENERAL CIVIL ENGINEERING
AND ASSOCIATED PROFESSIONAL
CONSULTING SERVICES**



Submitted to:
Pentwater
Township

January 31, 2023
P18947



FLEIS&VANDENBRINK

DESIGN. BUILD. OPERATE.



January 31, 2023

Lynne Cavazos, Township Supervisor
Pentwater Township
500 North Hancock St.
Pentwater, MI 49449

RE: GENERAL CIVIL ENGINEERING AND ASSOCIATED PROFESSIONAL CONSULTING SERVICES

Dear Ms. Cavazos:

Fleis & VandenBrink (F&V) is pleased to provide Pentwater Township with our Statement of Qualifications for a variety of engineering and associated professional services on a General Consultation basis.

We understand the Township is seeking a professional engineering consultant to support the Township with its various types of projects. Of immediate significance are engineering and operations services associated with the separation of the sewer system between the Township and the Village. The Township has a new responsibility to own, maintain, and operate the portions of the wastewater system within Township limits as well as set sewer rates for its residents and bill them.

Why choose F&V over the other firms?

We offer a one-stop-shop. Based on discussions at the Pre-Proposal meeting held at the Township Offices on January 12th, we offer more of the needed services in-house than our competitors.

Services F&V offers in-house the Township can utilize immediately:

- Professional Engineering
- Wastewater Operations
- Geographical Information Systems (GIS)
- Maintenance Technicians (hands-on repair of things like pump stations)
- Cleaning & Televising of sanitary sewer pipe networks
- Grant and loan acquisition assistance

Services we offer that may be of interest to the Township in the future:

- Underwater Diving (fishing pier piling inspection)
- Environmental Services
- Survey
- Construction Management
- Landscape Architecture
- Architecture and many more!

Providing the varied services in-house to F&V rather than subconsulting or with multiple contracts with the Township benefits the Township in a couple of significant ways. The personnel accomplishing the various tasks are under one roof making communications better and easier. We often find ourselves sitting at a lunch table or at a working counter-top with an engineer, operator, and GIS technician in close proximity making communication more seamless. Without this benefit, issues can easily slip through the cracks.

316 Morris Avenue, Suite 230
Muskegon, MI 49440
P: 231.726.1000
F: 231.726.2200
www.fveng.com

Secondly the services we offer are different but very related. We often discuss the design of a particular project with our operations group to get their opinion on how best to solve a particular problem. The operators have a different perspective than our engineering staff and with the two aligned we are able to provide an improved, practical design.

All of the services F&V offers are further detailed later in this Statement of Qualifications. We look forward to working with you! If you have any questions or comments, please let us know.

Sincerely,

FLEIS & VANDENBRINK



Steve Bishop, PE
Project Manager, Associate
sbishop@fveng.com
616.540.3617



Danell K Smith, PE
Assistant Project Manager
dsmith@fveng.com
989.640.5120



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SECTION 2:	FIRM INTRODUCTION
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SECTION 5:	FEE PROPOSAL

SECTION 1: STATEMENT OF UNDERSTANDING

As described in the Request for Proposals, we understand the Township is seeking an engineering consultant to assist with general consultation services as it relates to the Township's needs on a range of issues. The services are likely to evolve over time and F&V will adapt itself to provide the services needed at the time.

F&V currently provides general Civil Engineering services to several communities throughout Michigan and can assist Pentwater Township with the same. Our staff is very familiar with assisting communities with all the services mentioned in the request for proposals such as infrastructure assessments, permitting, capacity calculations, operations, etc. F&V understands each community has a unique set of needs and requested services. As F&V becomes familiar with the Township and their needs, we will integrate ourselves into Township staff culture to compliment their processes.

The first important assignment will be to help with the transition of sewer system ownership and operation from the Village to the Township. As described in the cover letter, the Township will be assuming ownership, operation, and maintenance responsibility for the sewer system within the Township. As the transition in ownership occurs, we understand the Township wants to evaluate and assess the sewer system to determine its condition and what, if any, improvements should occur. As stated in the pre-proposal meeting, one of the two septic systems is permitted through the state. The discharge permit for it will likely need to be reissued to the Township and the other septic system may need to be permitted (need based on flow).

One task on the critical path schedule of ownership transition is the need to establish an operator of the sewer system. As such, one of our first tasks will be to work with the Township to establish F&V as the official treatment system operator and determine the fee for its operation. We will also assist the Township in establishing an overall sewer budget including things such as emergency repairs, routine cleaning, and capital improvements.

Once these costs have been budgeted along with the other sewer costs such as those associated with billing, F&V will assist in coordinating a Municipal Financial Advisor to prepare a rate study. The rate study will recommend how to structure rates as well as what the rates should be to pay for the expenses of the sewer system. We understand the Township's first bill to its sewer customers will be in July 2023.

As detailed throughout these qualifications, F&V is uniquely qualified to assist the Township with the varied services being requested. We have in-house capability for engineering, operations, repair/maintenance, and construction. F&V has strategically positioned itself in the engineering market to serve clients like Pentwater Township as general consulting engineer better than our competitors.

F&V proudly serves the engineering needs of several lakeshore communities like Pentwater Township. During the pre-proposal meeting it was mentioned many of the Township residents are seasonal and some of the terrain within the Township falls within the classification of being *critical dunes*.



It may interest the Township to know we have served as engineer for the City of Saugatuck and the utility authority in the Saugatuck area, the Kalamazoo Lake Sewer and Water Authority, for many years. There are many similarities between your two communities. Both have very seasonal populations and as such we are familiar with the challenges and opportunities this creates. For instance, infrastructure improvements and routine maintenance are better conducted between November and Memorial Day weekend. During this time, population is lower and accompanying wastewater flow is low, vehicle traffic is low, public interaction with construction equipment is low which increases everyone's safety. Similarly, we have experience with infrastructure improvements within *designated critical dune areas*. Reference the *Oval Beach Parking Lot Improvements* project in the project experience section of these qualifications.



SECTION 2: FIRM INTRODUCTION

NAME: Fleis & VandenBrink (F&V)

ADDRESS: 2960 Lucerne Drive SE, Grand Rapids, MI 49546

BRIEF HISTORY: Established in 1993, F&V has grown from a team of two to more than 270 multi-disciplined professionals. Our growth has been an outcome of hiring the best people, doing great work, and focusing on client relationships.

We believe great relationships are built over time through communication and an understanding of our client's needs. We work collaboratively to gain that understanding by uncovering potential issues and concerns prior to beginning work. Knowledge of those critical success factors gives us agreed upon expectations and allows us to work together towards a successful project.

We also understand the critical component funding has in turning a project vision into reality. Our team of funding experts actively pursues grants and low interest loan opportunities on behalf of our clients. We work diligently with state and federal organizations to find and obtain the best option for each project. Since our inception, we have obtained more than \$1 billion in grants and low interest loans for our clients.

Our team encompasses a broad range of in-house services designed to provide our clients with a one stop shop consultant. Providing a wide range of services allows us to design custom-fit solutions and award-winning projects as promised - on time and on budget.

CORPORATION

Fleis & VandenBrink Engineering, Inc. (F&V) was established in January of 1993 as a firm of Professional Consulting Engineers.

F&V currently operates as a Corporation in the States of Michigan and Indiana.

Years in Business: 30

www.fveng.com | 800.494.5202

CORE PRINCIPLES

Understand our customers' needs and satisfy them...
Employ, value, and empower good people...
Do what we say we are going to do...
Have fun!

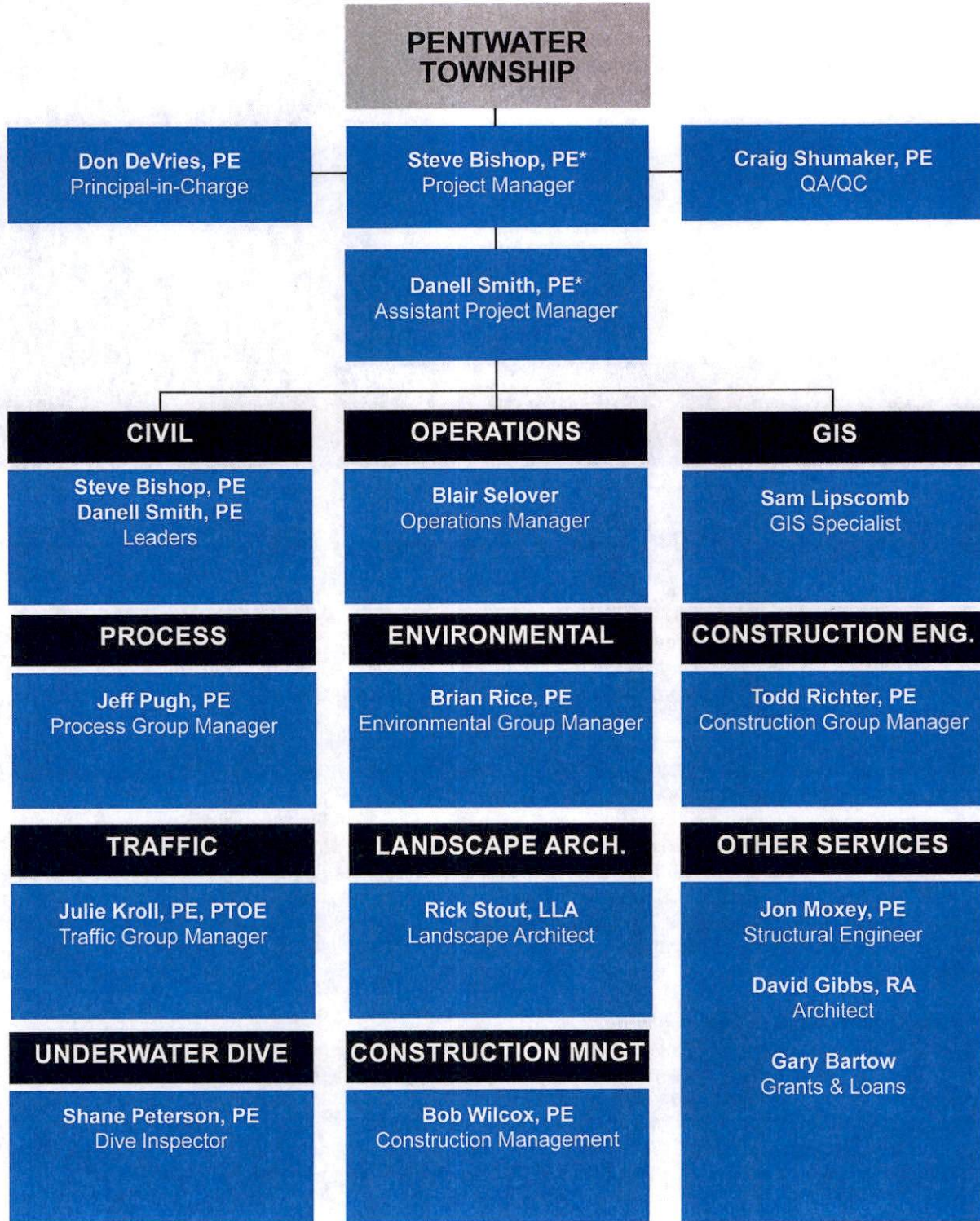
VISION STATEMENT

F&V is the leader for delivering efficient, effective, innovative projects by top professionals who are making a difference.

As a strategic partner, F&V listens to clients needs to provide customized solutions to design, build and operate successful projects.



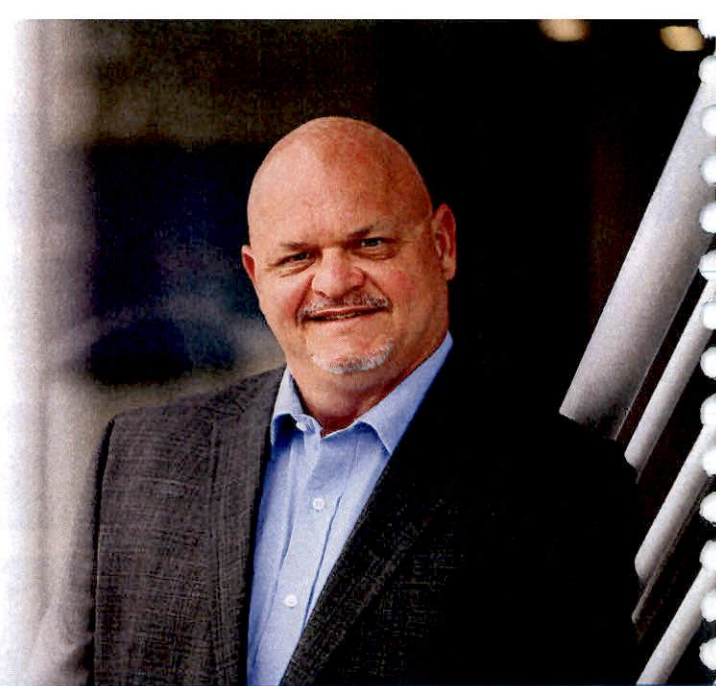
SECTION 3: PROJECT STAFF



F&V has extensive services and staff to support Pentwater Township. Due to the size of our team, we are only providing resumes of key personnel (*). Additional resumes are available upon request.

PROFESSIONAL BIO

Steve has over 25 years' experience as a project engineer and manager, providing civil engineering for municipal, private, and institutional clients. He specializes in infrastructure, utility, and transportation projects. Steve manages all aspects of projects, including master planning, funding, design, bidding, and construction engineering.



STEVE BISHOP, PE
Project Manager | Associate



sbishop@fveng.com
616.942.3614



BS Civil Engineering
Michigan State University



Professional Engineer
Michigan (No. 6201043299)
Indiana (No. PE 11800096)

Spring Street Reconstruction - Three Rivers

Project manager for the design and construction engineering of road and utility improvements. Utility improvements consist of replacing the existing eight inch sanitary sewer in Spring Street and replacing the 12 inch sanitary in Swartz Street between Spring and Constantine. The storm sewer would be replaced and would connect into the existing 42 inch storm sewer in Hill Street and/or be routed directly to the river. The existing four inch watermain experiences freezing indicating it is too shallow and would be replaced with an eight inch watermain at the proper depth with new hydrants and water services.

Pump Station Improvements - Holland Board of Public Works

Project manager for the design, bidding services, and construction engineering for reconstruction of three Holland Board of Public Works pump stations. The project included removal of the existing station and controls and replacing or rehabilitating the wet well. The project also included a new valve chamber, piping, pumps, and station controls per HBPW standards. These stations are also located on small easements that required innovative design solutions.

Beechtree Reconstruction - Grand Haven

Project manager for the Beechtree reconstruction. Work included watermain installation, sanitary sewer CIPP, storm sewer, installation, and roadway reconstruction including approximately 3,400 Syd of concrete or HMA pavement removal, 830 feet of 15 inch sanitary sewer CIPP including sanitary lateral CIPP, 660 feet of eight inch watermain and appurtenances, 120 feet of 12 inch storm sewer, five catch basins, 1,300 feet of concrete curb and gutter, 3,200 syd aggregate base, 800 tons HMA, 4,400 sft of sidewalk, installation and electrical for four decorative street lights, pavement marking, permanent street signage, and all related work.

Dresser Industrial Park - Sturgis

Project manager providing design, bidding, and construction phase services to extend public infrastructure Dresser Industrial Park area. The goal of the project was to make a 90 acre area ready for future development. The project included 1-mile of gravity sewer, two miles of watermain, stormwater management for the 90 acres, and the reconstructing of 1-mile of roadway to All Season traffic standards. This \$2.25-million project was funded with a \$1.2-million grant from EDA and a \$1.05M grant from the city's Economic Development Corporation's Revolving Loan Fund.





DANELL SMITH, PE
Assistant Project Manager

PROFESSIONAL BIO

Danell has eight years of civil engineering experience. Her experience lies in utility design and construction including water, wastewater, lift stations, and stormwater for municipal and private clients. She is also very competent in transportation design for MDOT and municipal clients. She has assisted in projects from concept to construction including: feasibility studies, funding, design, construction engineering, and inspection.



dsmith@fveng.com
616.965.8783



BS Civil Engineering
Michigan State University



Professional Engineer
Michigan (No. 6201070503)

Neighborhood Sewers Phase 1 - Oshtemo Township

Project engineer responsible for the design of approximately 4.5 miles of gravity sanitary sewers, two duplex submersible pump stations and the reconstruction of various storm sewers and watermains to accommodate the new sanitary sewer. The project includes the reconstruction of the roadways within this mixed residential and commercial area.

6th Street Sidewalk Improvements - Shelby

Design engineer for the sidewalk improvements along 6th Street from Sunset Terrace to east Village limits. Project includes removing unstable retaining wall and replacing with wider sidewalk and a retaining wall. Project also includes removing stairs to sidewalk to make ADA compliant.

Gilmore Car Museum Sewer System - Hickory Corners

Project engineer for master planning, design, permitting and construction services for construction of a new sanitary sewer and a pump station. F&V Construction also managed the project's construction. The new sewer system enabled the museum to abandon several individual septic systems and free up space for expansion.

Amity Avenue Reconstruction - Muskegon

Design engineer for the reconstruction of nearly one mile of roadway including all utilities. This project replaces several old utilities that have reached the end of their useful life as well as the reconstruction of the roadway to current design standards. One unique aspect of this project includes designing around an existing shallow 36" concrete force main which was not replaced. This project is funded through the State SRF and DWRP programs.

SAW Asset Management Program Development

Engineer-in-training for development of asset management programs for storm, wastewater and water, including asset inventory, condition assessment, and capital improvement plans. Coordinated efforts with collection system programs to develop 5-Year and 20-Year CIPs and worked with rate consultants to develop affordable and sustainable programs.



SECTION 4: RESPONDENT EXPERIENCE

F&V represents 80+ communities as their engineer of record, providing extensive municipal services and serving as a trusted advisor.

ENGINEER OF RECORD

- Allendale Charter Township
- Argentine Township
- Beecher Metropolitan District
- Boston Township
- Brighton Charter Township
- City of Big Rapids
- City of Croswell
- City of Grand Blanc
- City of Harrison
- City of Hudsonville
- City of Montrose
- City of Plainwell (Wastewater Utilities)
- City of Northville
- City of Portland
- City of Saugatuck
- City of Scottville
- City of Springfield
- City of Three Rivers
- Coldwater Township
- Frankenlust Township
- Green Lake Township
- Hampton Charter Township
- Hopkins Township
- Kalamazoo Lake Sewer & Water Authority
- Mundy Township
- Oakland County Water Resources Commission
- Oscoda Charter Township
- Paw Paw Township
- Pere Marquette Charter Townshi
- Saline Township
- Sheridan Township
- Village of Berrien Springs

- Village of Bloomingdale
- Village of Breckenridge
- Village of Caledonia
- Village of Centreville
- Village of Clarksville
- Village of Colon
- Village of Constantine
- Village of Dryden
- Village of Hopkins
- Village of Kaleva
- Village of Luther
- Village of Lyons
- Village of Muir
- Village of Nashville
- Village of Pewamo
- Village of Saranac
- Village of Sand Lake
- Village of Sheridan
- Village of Sparta
- Village of Vermontville
- Waterloo Township

PREFERRED ENGINEER

- Au Sable Township
- Bangor Township
- Billings Township
- City of Birmingham
- City of Burton
- City of Coleman
- City of Essexville
- City of Farmington Hills
- City of Flint
- City of Frankenmuth
- City of Grand Rapids
- City of Hudson
- City of Kalamazoo

- City of Kentwood
- City of Lansing
- City of Livonia
- City of Manton
- City of McBain
- City of Muskegon
- City of Omer
- City of Owosso
- City of Ovid
- City of Pinconning
- City of Port Huron
- City of Royal Oak
- City of Saginaw
- City of Saline
- City of West Branch
- Commerce Charter Township
- Emmett Charter Township
- Houghton Lake Sewer Authority
- Kawkawlin Township
- Northport/Leelanau Township Utilities Authority
- Northville Township
- Portsmouth Township
- Village of Bear Lake
- Village of Benzonia
- Village of Carleton
- Village of Carsonville
- Village of Howard City
- Village of Lincoln
- Village of Mesick
- Village of Onekama
- Village of Roscommon
- Village of Sheperd
- Village of Stockbridge

SERVICES

As clients' projects develop, and needs and goals are identified, we work to deliver on our promises and have grown our expertise around the needs of our clients.

- Architectural design
- Brownfield redevelopment
- **Civil engineering**
- Construction engineering, inspection, and testing
- Construction management
- Demolition management
- Energy and sustainable design
- Environmental investigation and remediation
- Environmental property assessment
- **Geographic information system (GIS)**
- **Grant and financial assistance**
- High water services
- **Land surveying**
- Landscape architecture
- Mass flow monitoring
- **Operations and technical support**
- **Plan review**
- Process engineering
- Site development
- Structural engineering
- Traffic engineering
- **Underwater dive inspections**
- **Wastewater treatment**

CIVIL ENGINEERING

F&V serves as Engineer of Record (EOR) or preferred engineer for over 80 communities across the state; many of which are small to medium sized communities very similar to Pentwater Township. As such, we have evolved into a "one stop shop" for our municipal clients. With municipal services being the cornerstone of our firm, your team will be supported by F&V's team of professionals who are able to address all your project needs. Each year F&V works with numerous State and Local Agencies providing project planning, budgeting, design, construction engineering and contract administration services.



SANITARY

F&V provides safe sewer services to protect both our environment and our standard of living. Properly disposing of waste and maintaining the systems that deliver and/or sanitize the wastewater is key to preventing backups and keeping our environment safe. Properly designed, constructed, and maintained sewer systems can have a substantial impacts to reduce basement floodings, massive sinkholes, and sewage overflows.

STORMWATER

F&V enhances the quantity and quality of stormwater management to protect human and environmental health. By understanding how and where your stormwater runoff flows, we can design, engineer, and construct retentions, detentions, and drains that properly manage stormwater. Aiming for both quantity and quality stormwater management allows communities to reduce their carbon footprint and protect the environment.

ROADWAYS

F&V studies, designs, and constructs roadways and highways that move you wherever you're going. Road engineering is about more than vehicles – it's about you and your users, and what's right for your users. Our approach is based on client relationships, getting to understand your twists and turns, needs, and goals. We will collaborate with you to design and construct transportation systems that become an avid part of the community. We'll start with a study and stay working and communicating with you through construction, and then we may even use the transportation system ourselves. With nine offices throughout Michigan and Indiana, it's quite possible your road is our road.

WATERMAINS

F&V designs and constructs supply and distribution mains of all sizes. We also specialize in energy and water efficiency evaluations, asset management, water reliability studies, and water treatment systems. Water is needed for life. While clean, quality water begins at the treatment plant, the key to communities and businesses receiving the same clean, quality water is the watermains and transmissions lines that deliver it. Breaks, deterioration, and age can affect how the water flows and contaminates its contents. Improving, enhancing, and maintaining water systems and fire hydrants saves lives and makes our communities healthier.

WASTEWATER SYSTEMS OPERATIONS

F&V through sister company F&V Operations (FVOP), improves performance of water and wastewater facilities through optimization studies and evaluations to help communities and commercial/industrial facilities preserve their capital investments and control costs, as well as keep them healthy. Our approach has always been to represent the technical information, historical background, regulatory compliance issues, and facility interests with precision and accuracy. The resulting data allows us to determine if improvements can be made to energy utilization, water production and distribution, chemical usage, data utilization, wastewater sludge processing and disposal, operator staffing, and warehouse practices and procedures. The study findings will be used to produce realistic recommendations and a plan for their implementation that will improve your water and/or wastewater operation facilities.



GEOGRAPHIC INFORMATION SYSTEMS (GIS)

F&V's GIS experts gather, manage and analyze a variety of data to create an interactive, useful, and user-friendly computer-based GIS customized specifically for our clients. Our approach is to carefully listen to our clients to better understand their goals and create a cost-effective GIS to meet current and future needs. We carefully consider current software and hardware solutions available and recommend solutions that fit best with our clients' needs and resources, knowing that there is not a one size fits all GIS solution.

We understand that for GIS to be useful, it needs to be accessible and easy to manage. F&V's approach includes leveraging the latest innovative technologies including ESRI and AutoDesk software, cloud-based GIS solutions, mobile technology, Global Positioning Systems (GPS), and beyond to get GIS into the hands of those who need it the most and provide an easy-to-manage system.



MAIN-TECH SERVICES

Main-Tech is a subsidiary of F&V. They perform maintenance and repair services for components of wastewater mechanical, electrical, and control systems, such as lift stations, digestors, and clarifiers. Our capabilities allow us to offer enhanced maintenance and emergency repair services to customers.



UNDERWATER DIVE INSPECTIONS

F&V's dive team answers the question of what cannot be seen below the surface of the water. We're experts at gathering and documenting the structural integrity of bridges and a variety of other underwater structures, as well as conducting surveys and relocations of endangered species within a body of water. Our dive team is highly trained and experienced. Dive team members are Professional Engineers and National Highway Institute (NHI) Qualified Team Leaders (QTL). Our divers are also certified members of the Association of Diving Contractors International (ADC). Safety is our dive team's number one priority. All divers have advance diver training as well as CPR, AED, first aid, confined space, and emergency oxygen administration certifications.



ENVIRONMENTAL ENGINEERING

The environmental investigation and remediation of contaminated sites can be a daunting challenge to communities and industries. F&V's engineers, scientists, geologists, and technicians investigate and remediate contaminated sites to protect and restore the environment. F&V's multi-disciplinary team provides common sense solutions to complicated problems. Our approach utilizes technologically sound, cost-effective solutions. We assess and offer innovative solutions on how to investigate and remediate environmental challenges. We also assist clients with reviewing the environmental impact future projects may have on their communities and provide them with best-choice alternatives. We strive to provide responsive, consistent service while delivering a quality product that is complete, on time and within budget.



LAND SURVEYING

Land surveying at F&V provides answers to the 'what' and 'where' questions of your project – whether it's a site development, private property, or infrastructure and utility improvement project. We gather information using a mixture of surveying techniques and equipment to deliver data in the required format accurately and timely – laying the foundation for a successful project. Our approach to land surveying is to first and foremost understand your immediate and long-term goals and needs. We look at projects from today's 'immediate' perspective as well as tomorrow's 'what's next.' By taking the time to understand your project in a more comprehensive manner, we can combine 'future needs' into the 'now,' which typically realizes overall project savings.



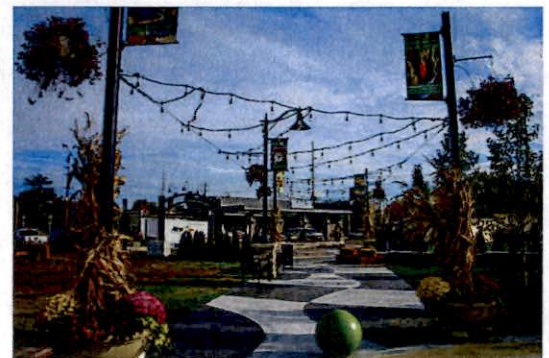
CONSTRUCTION MANAGEMENT

F&V's sister company, F&V Construction (FVC), provides construction services from project inception through turn-key delivery. Our approach to construction services and their management is to be a designer-led firm. Through our affiliation with F&V, FVC provides single-source responsibility for your project from the beginning. Being single-source means the owner has a single point-of-contact, thereby enhancing communication and collaboration throughout the entire project. Since the professional design team is in-house, we can easily resolve problems or issues without affecting the schedule or budget. When one firm handles it all, the owner can spend more time focusing on their normal daily activities.



LANDSCAPE ARCHITECTURE

Landscape architects create designs that are meant to be experienced. That's why our approach is a collaboration between our landscape architects, the client, and the client's end users to create a valuable, aesthetic, safe, and enjoyable environment based on client goals and needs. When environments can be experienced, a community is brought together. Landscape architecture is more than parks and recreation. It helps bring identity and personality to mundane infrastructure. A road becomes a streetscape with flowers, planters, and brick pavers. A pathway becomes an adventure to reconnect with nature. An alley becomes a woonerf for pedestrians and various modes of transportation to share the space. An abandoned parcel becomes a hub of gathering and entertainment. Merging the useful infrastructure with creative designs and uses creates an environment to be experienced.



TRAFFIC ENGINEERING

F&V's professional staff is experienced in providing traffic engineering services to both public and private sector clients. Our technical analyses are intended to minimize capital investment and maximize system operations. We pay strong attention to detail in the quality of our engineering, and act as advocates to serve our clients' needs. With the diversity of services offered by F&V, we are able to seamlessly integrate the recommendations of our traffic engineers into our civil design process. Solving complex traffic problems requires specialized education, years of experience, and an understanding of the best tools available. We utilize the latest traffic modeling and simulation technology including Synchro/Sim Traffic, VISSIM, and PTV VISTRO to assist our clients in meeting their objectives.



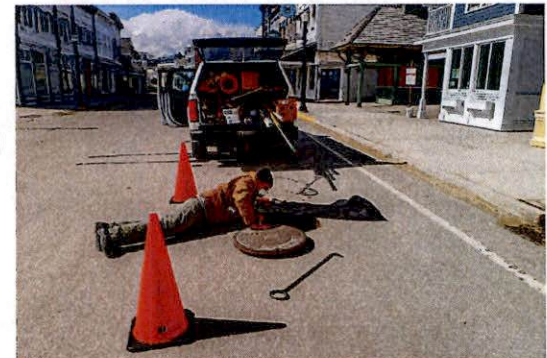
PROCESS ENGINEERING

F&V has the largest process engineering staff in Michigan. Our process engineers focus solely on water and wastewater treatments, providing safe water for drinking and delivering clean water back to the environment. Our experts are leaders in all aspects of design, permitting, construction, streamlining operation and maintenance, and financing of wastewater treatment systems. We provide clients with full-service process engineering, and typically take projects from feasibility study to concept/planning through commissioning. Our staff has designed and completed hundreds of water and wastewater treatment systems and has a great understanding of the various treatment technologies.



WATER RESOURCES

Engineers and scientists at F&V design, construct, and operate water treatment systems to safely and efficiently deliver clean water to its users. Our approach is to understand the water source and how it flows through your community. We find, select, and install water system components (such as pipes, storage tanks, booster pumps, meters, and valves) that improve and provide your community with clean, quality water because it is essential to life. Whether your water source is from local groundwater or piped from lakes miles away, we'll uncover effective ways to deliver clean, quality water to your community.



CONSTRUCTION ENGINEERING

Construction engineering at F&V is all about designing, planning, constructing, and managing infrastructures such as roads, tunnels, bridges, airports, railroads, facilities, buildings, dams, utilities, and other projects. If you can image it, we can construction engineer it!

At F&V, our expert team utilizes the latest tools in construction engineering technology to design traditional or alternative solutions based on what we've learned firsthand about the needs and goals for your project.



OTHER SERVICES

STRUCTURAL ENGINEERING

Our goal is to produce structures that are safe, aesthetically pleasing and sustainable, yet cost-effective. Most of the structures we work on are used on a daily basis for linking communities, such as providing clean drinking water, protecting the environment and providing space for municipal governance and operations. Our work helps to transform inadequate sites and structures into opportunities for development or redevelopment. Whether it's a building or a bridge, our experts will help support and link your community to be structurally sound.

ARCHITECTURE

The architects at F&V design creative, tangible solutions and spaces for living, working, and playing. Our approach to architectural design is to collaborate with you and understand your needs and goals. Once we have determined how your desired layout shall be used, we will design your vision into reality. From the earliest stages of schematic design through construction administration, we take pride in defining spaces and environments. We believe in creating character and producing emotions for every project. Whether your project is a personal space or community environment, our architectural design team at F&V design creative, tangible solutions for daily living that reflect your vision.

REFERENCES

CITY OF THREE RIVERS

Amy Roth, PE, DPS Director
269.273.1845

KALAMAZOO LAKE SEWER & WATER AUTHORITY

Daryl VanDyke, Manager
269.857.2709

CITY OF HOLLAND BOARD OF PUBLIC WORKS

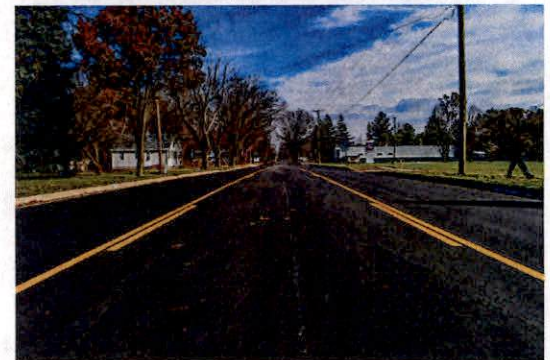
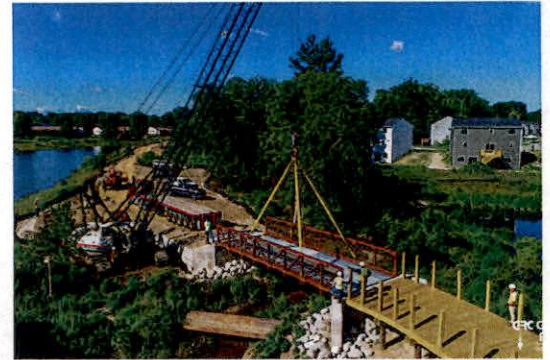
Mark Gipson, PE, Engineer
616.355.1300

VILLAGE OF HOWARD CITY

Michael Falcon, Manager
231.937.4311

PROJECTS

We have provided select project sheets on the following pages, further demonstrating our experience with the services requested.





DOUGLAS AVENUE STREET & UTILITY IMPROVEMENTS

Three Rivers, MI

PROJECT INFORMATION

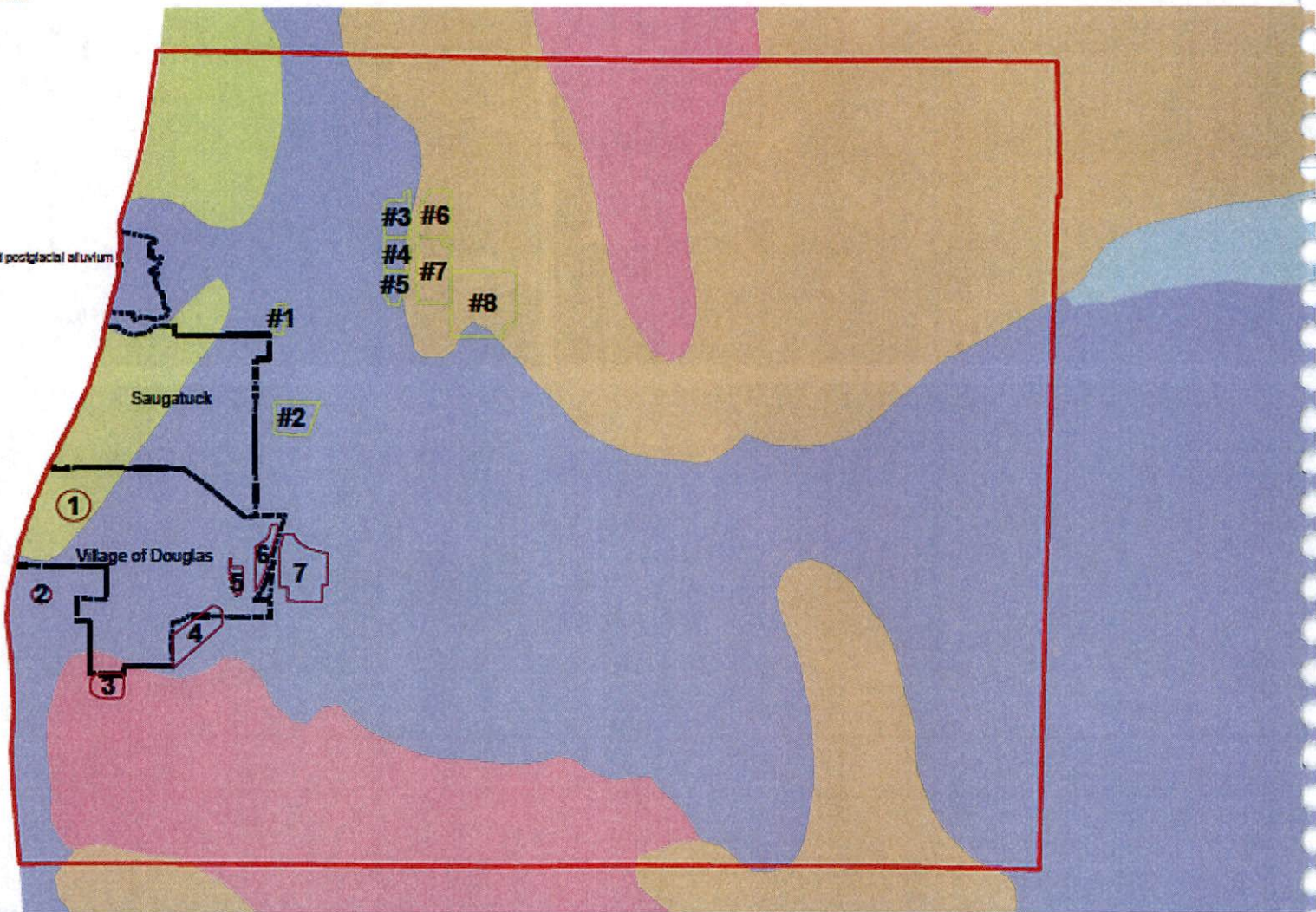
Construction Completed: 2021

Construction Costs: \$1,500,000

City officials had an aging residential roadway and underground utilities that had reached the end of their useful life and decided to reconstruct a half mile of South Douglas Avenue. The project included a new asphalt roadway with concrete curb and gutter and sidewalks, and new sanitary sewer, storm sewer and watermain.

F&V provided design and construction engineering services for the project, which was identified and prioritized through an Asset Management Plan.

The City was able to replace its aging infrastructure and, by combining both projects in one, the City was able to make best use of its infrastructure funding.



WATER WELL CONTROL IMPROVEMENTS

Kalamazoo Lake Sewer & Water Authority, MI

PROJECT INFORMATION

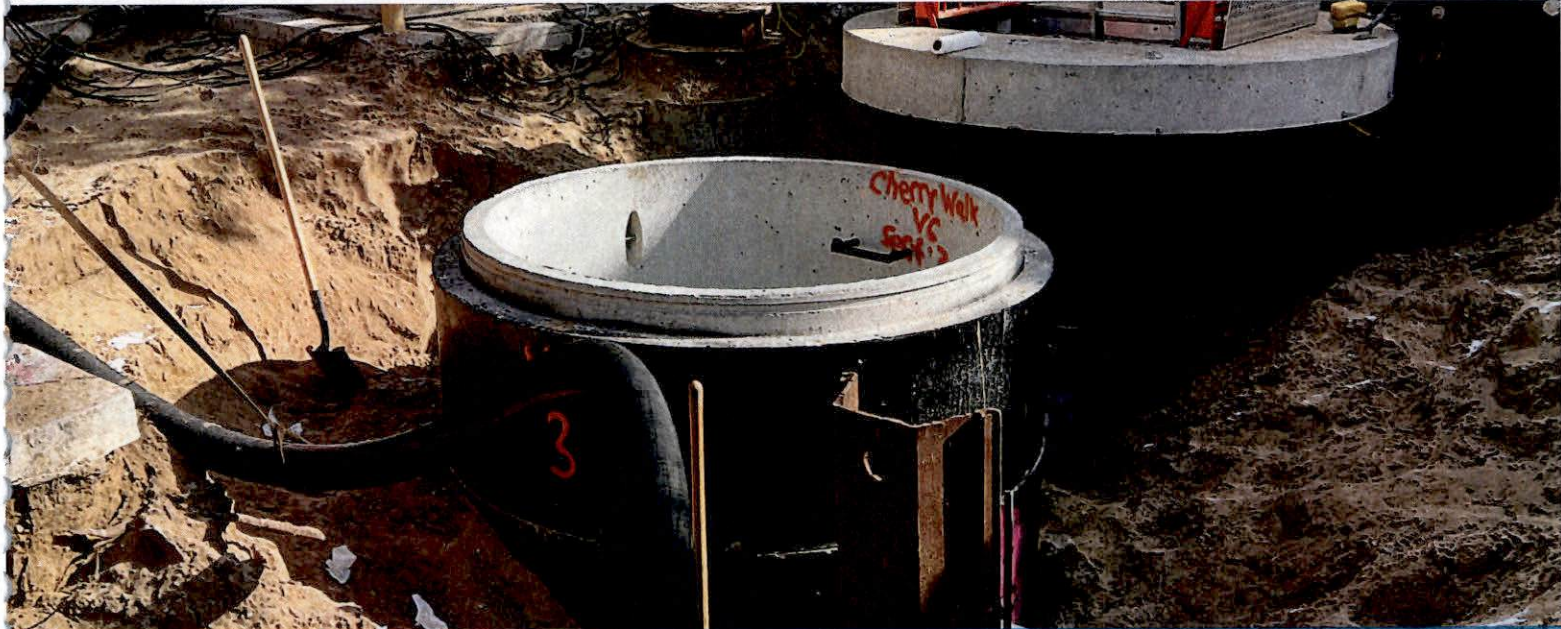
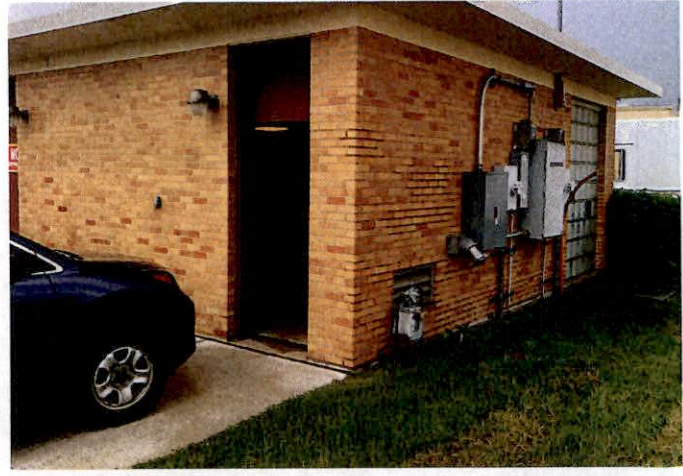
Construction Completed: Fall 2017
Construct Cost: \$300,000

The Kalamazoo Lake Sewer & Water Authority (KLSWA) had a ground storage tank that needed repairs and would be out of service for a couple months. However, the well pumps and associated controls pressed into service to mimic the tank pressure were not up to the challenge.

F&V was hired to develop a plan to improve the controls and allow the system to operate in “automatic” mode when the tank was out of service. The solution included new well pump motors, VFD’s, pressure monitoring stations, upgrades to well house piping and improvements to the SCADA system.

F&V assisted the KLSWA in design and installation of VFD’s and pressure sensors on two of the Authority’s water wells and a radio-based SCADA system

The improvements were constructed, tested and pressed into service during a simulated trial of the tank being out of service. Bugs in the system were fixed and when it was time to take the tank out of service, the new control system worked perfectly. The tank improvements were made without water service interruption to the residents.



PUMP STATION IMPROVEMENTS

Holland Board of Public Works

PROJECT INFORMATION

Contract A Date Completed: 2022
Contract A Construction Cost: \$419,000
Contract B Date Completed: 2023
Contract B Construction Cost: TBD

F&V provided design, bidding services, and construction engineering for reconstruction of three Holland Board of Public Works pump stations. The project included removal of the existing station and controls and replacing or rehabilitating the wet well. The project also included a new valve chamber, piping, pumps, and station controls per HBPW standards.

Contract A included the reconstruction of Cherry Walk pump station including innovative solutions to a small easement footprint and limited access for construction equipment.

Contract B included the reconstruction design of Beechwood and Steketee pump stations.

These stations are also located on small easements that required innovative design solutions. F&V completed the design and bidding of Contract B and is continuing to work with HBPW on the construction phase.



OVAL BEACH PARKING LOT IMPROVEMENTS

Saugatuck, MI

PROJECT INFORMATION

Date Completed: 2016

Construction Cost: \$370,110

HIGHLIGHTS

Increased Parking Space by 1.4%

Project Cost Under Budget by 9%

F&V provided design engineering and construction services for improvements to Oval Beach parking lot. We obtained Joint Permit/Critical Dunes Permit from the EGLE in order to make the improvements possible. Improvements were timed to be complete prior to Memorial Day weekend when usage increases significantly.

Improvements to the 500-space parking lot included:

- Crushing, shaping and repaving the existing asphalt surface
- Targeted expansions of the paved area to improve functionality
- Expanding the park entrance turnaround to better accommodate turning movements and recreational vehicles
- Increasing the parking space capacity by 1.4% (or seven spaces)

Design of the expansion area took the configuration of the existing backlot into consideration to improve traffic flow. The improvements came in 9% (about \$37,000) under budget.



NEW CITY HALL, POLICE STATION AND COMMUNITY ROOM
DeWitt, MI

PROJECT INFORMATION

Completed Date: 2022

Construction Cost: \$2,716,000

The City of Dewitt had outgrown its space in an existing city hall and police station that dated back to 1956. Plans to renovate or expand the 6,000 square foot facility to accommodate the City's 19 employees were not cost-effective.

The City purchased an adjacent site and demolished an old building. The facility is more than twice the size that will also include council chambers, more storage space, and a 2,600 square foot community room.

F&V's architectural staff designed the city hall and police station with a spacious main lobby, front and rear parking, council chambers, a large conference room, file storage space, and shared office space for the Downtown Development Authority (DDA) and tax assessor.

The new 12,300 square foot modern facility, with a 900 square foot storage space in the basement, meets growing needs of the City for years to come.





HARVEY STREET EXTENSION AND STREETScape

Hudsonville, MI

PROJECT INFORMATION

Date Completed: 2017

Construction Cost: \$976,045

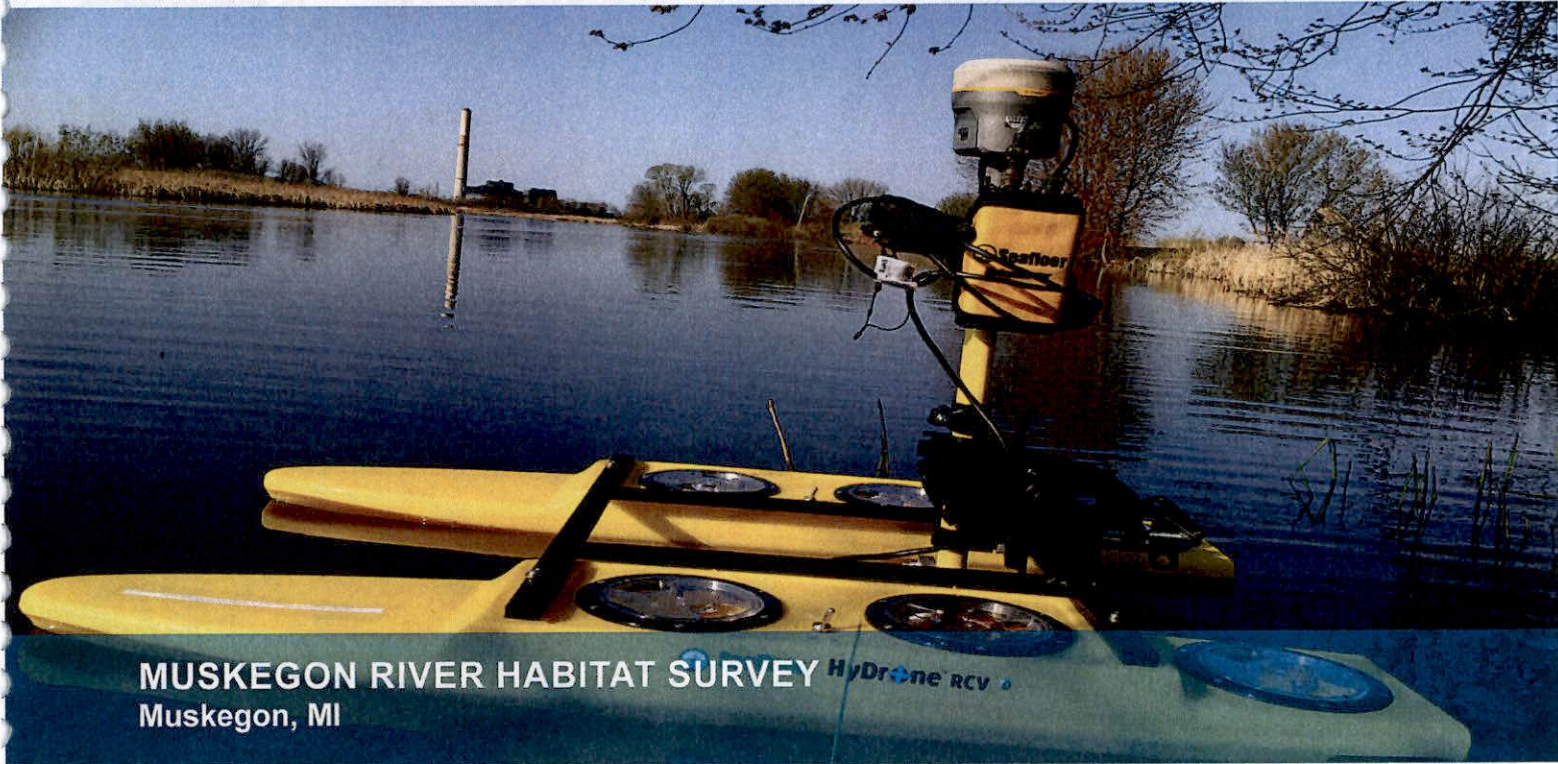
AWARDS

ACEC-MI 2019 Engineering Merit Award

The City of Hudsonville 2030 Visioning Plan includes four main principles for Hudsonville to be a distinctive, livable, vibrant, and connected city. Harvey Street streetscape and extension project, from Plaza Avenue to School Avenue, is the second project in the 2030 Visioning Plan. F&V provided design and landscape architectural services for the project.

F&V designed Harvey with a woonerf concept - a term from the Netherlands which means “shared” or “living” street that prioritizes the pedestrian experience. It is intended to transform the street from car prioritized space to a shared space for all modes of transport, including cars, bicycles, and pedestrians.

Harvey will also be extended to the east to intersect with the Terra Square Farmers Market, which was the first project implemented in the 2030 visioning plan. It is intended for this shared use connector to offer fun seating areas, splash pad, bike racks, art, permeable paver drives, decorative stamped concrete, tree bisques, and interactive areas for people to socialize and hang out before grabbing a bite to eat or shopping at one of the shops along Harvey Street.



MUSKEGON RIVER HABITAT SURVEY HyDrone RCV

Muskegon, MI

PROJECT INFORMATION

Date Completed: 2016
Surveying Fee: \$15,000

PROJECT HIGHLIGHTS

Award Winning
6:1 return on investment

F&V partnered with GEI Consultants, Inc., to help the West Michigan Shoreline Regional Development Commission (WMSRDC) develop a detailed plan to restore over 50 acres of fish and wildlife habitat and wetlands. We provided a comprehensive survey of the overall site that included a hydrographic survey of the Muskegon River via a radio controlled boat and a topographic survey using a drone for aerial photography.

Boundary location and mapping of obscured areas was accomplished using GPS and robotic total stations (RTS). By combining RTS and GPS with a remote controlled boat and drone to perform topographic and bathymetric survey, our map provided roughly ten times more data points and thus a dramatically more precise model for GEI to assess and design habitat restoration improvements.

The project produced a 6:1 return on the original \$10M grant in 2009 that began the restoration efforts. This project was awarded the Honorable Conceptor Award from the American Council of Engineering Companies of Michigan (ACEC/M) in 2017.





MASS FLOWING MONITORING Mackinac Island, MI

PROJECT HIGHLIGHTS

Project Completed: Summer of 2020

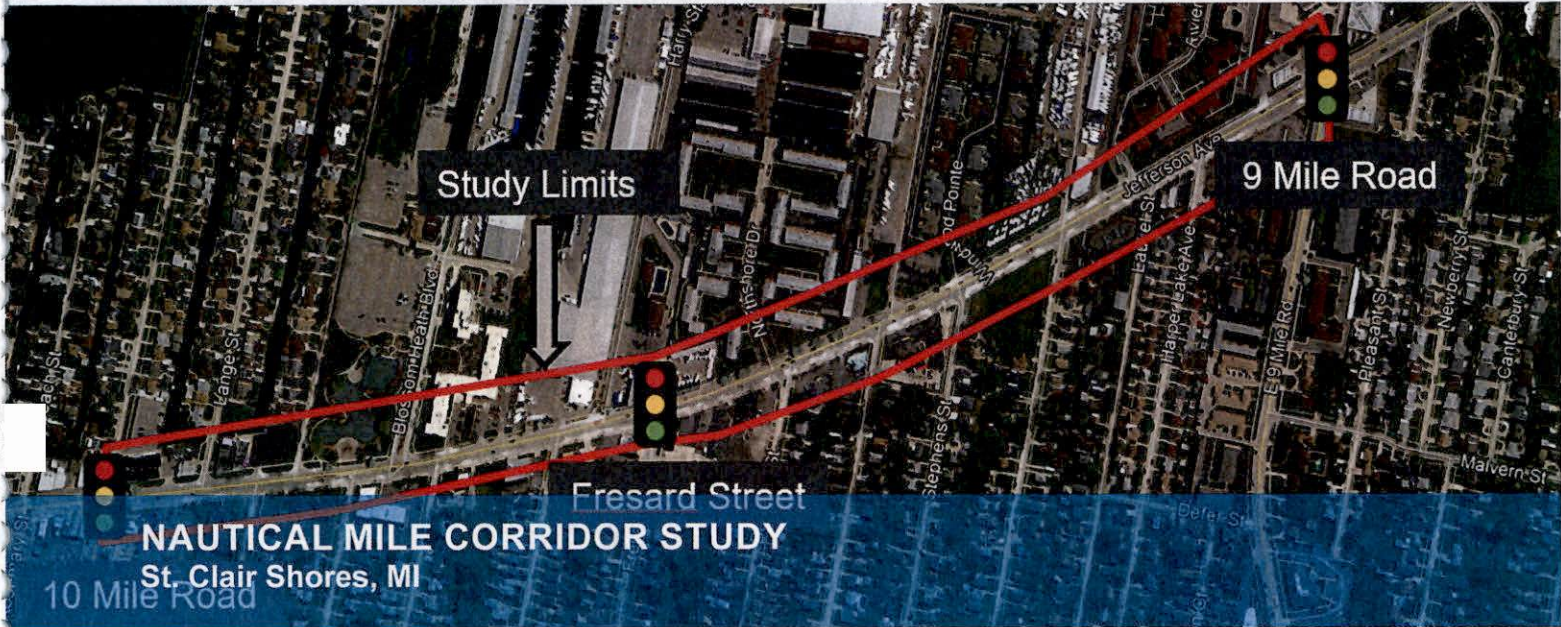
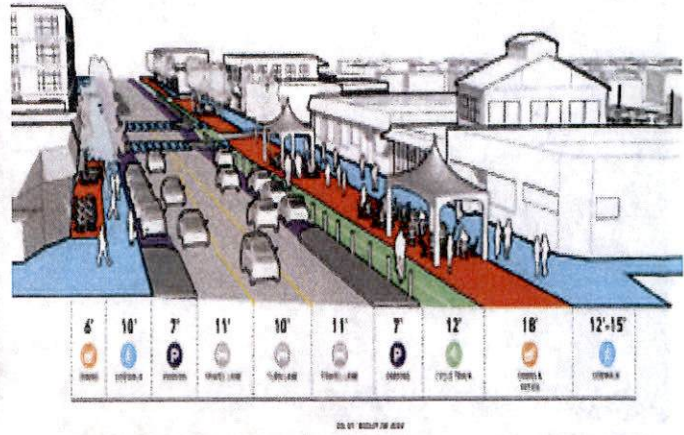
Project Cost: \$39,000

The City of Mackinac Island had capacity concerns at the Wastewater Treatment Plant (WWTP) and throughout the collection system as excessive clean water infiltration and inflow (I/I) was causing high base flows and peak inflows to the WWTP. Increased flows were also observed as in 2019 as the level of Lake Huron water was steadily rising. Televising of sewer lines on Main Street also indicated a significant amount of clear water.

F&V is providing I/I evaluation using specially developed Mass Flow Monitoring (MFM) technology, which monitors dry and weather flow patterns and estimates flows based on depth monitors deployed at numerous locations. Three temporary flow meters were installed along the M-185/Main Street trunk sewer to collect instantaneous flow measurements. Five Leveloggers collected sewage temperature and depth measurements at critical manholes and another was installed in the harbor to monitor Lake Huron levels.

When the study is completed, collected data will identify priority areas in the collection system that can be addressed to substantially reduce I/I. The study will also evaluate the cost effectiveness of removing I/I compared to constructing flow equalization at the WWTP. The analysis will include a summary report and preliminary budgets to fix the identified problems.





PROJECT INFORMATION

Date Completed: 2019

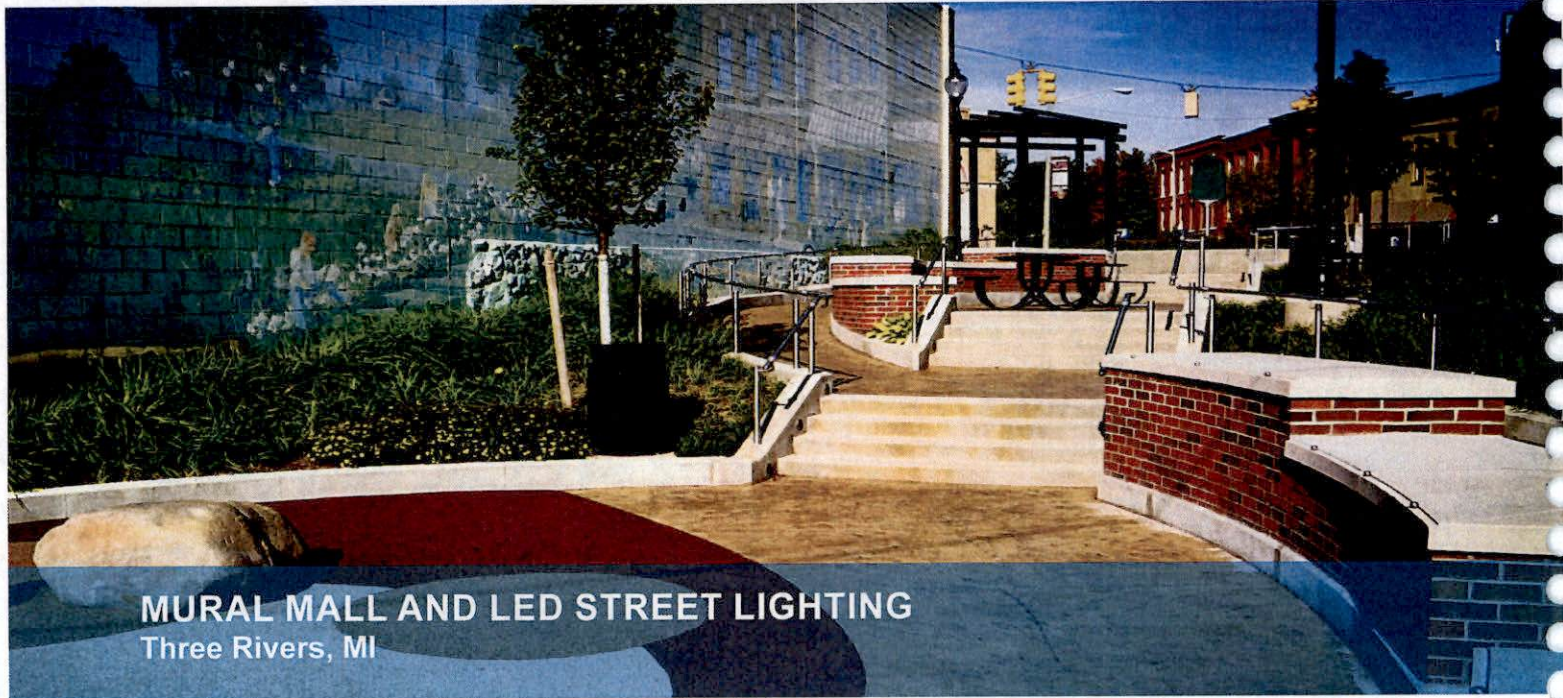
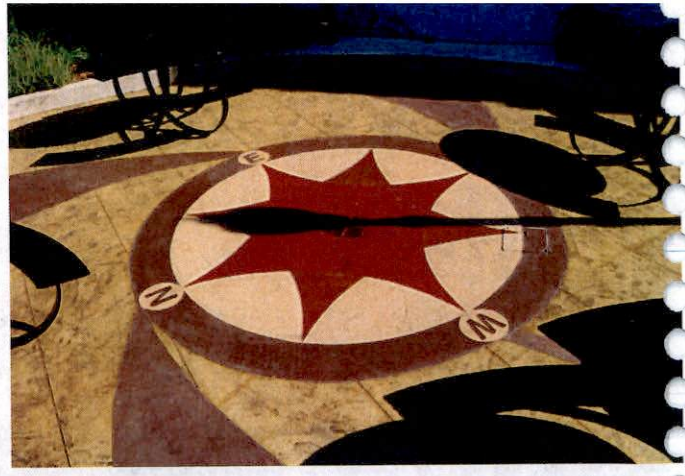
PROJECT HIGHLIGHTS

Traffic Analysis, Corridor Study, Road Diet, Access Management, Non-Motorized Improvements

F&V provided an evaluation for the Jefferson Avenue (Nautical Mile) corridor between 9 Mile Road and 10 Mile Road in the City of St. Clair Shores. The Nautical Mile corridor through St. Clair Shores is a five-lane roadway with two lanes of travel in each direction and a center left-turn lane.

F&V performed a feasibility study to evaluate the impact of converting the existing five-lane roadway to a three-lane roadway, with on-street parking and bike lanes. The evaluation considered both the weekday and weekend peak periods to determine if the conversion to a three-lane roadway may only be considered as a temporary fixture during the weekends, or if it could be a permanent fixture, providing on-street parking seven days a week.

The corridor study evaluated existing and future intersection operations and provided mitigation recommendations to improve operations. The results and recommendations of the corridor study were presented to the City and a final report was prepared for their use as guidance document for implementation.



MURAL MALL AND LED STREET LIGHTING

Three Rivers, MI

PROJECT INFORMATION

Construction Cost: \$953,870

FUNDING

MDEC Grant: \$750,000

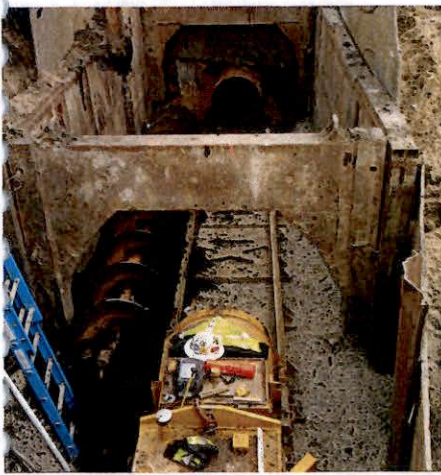
Local Match: \$175,000

Access through the existing Mural Mall was a challenge due to nearly 18 feet of elevation change. F&V redesigned the entryway from the ground up, incorporating an ADA-compliant walkway from Main Street leading toward Memory Isle Park, another City park located on both sides of the Rocky River. The changes provided connectivity between public recreation areas and the City's downtown.

F&V assisted the City with the design and construction administration of an active gathering space that was created next to the downtown core. The accessible park included:

- Seating areas
- A rain garden
- Chess tables
- Pergola gateways
- Brick seating walls
- Decorative concrete paving
- LED street lighting
- Rubberized play surfacing
- Perennial gardens

A strong and vibrant downtown area offers improved retail, entertainment, housing, recreation, and social opportunities to people of all ages and physical abilities. With this in mind, the City moved forward to improve accessibility to this precious natural resource in the heart of downtown Three Rivers.



9TH STREET SANITARY SEWER IMPROVEMENTS Muskegon, MI

PROJECT INFORMATION

Date Completed: 2021
Project Cost: \$2,000,000

FUNDING

SRF: \$1,980,000

F&V provided design and construction engineering services for the replacement of approximately 1 mile of 8" to 30" sanitary sewer in a heavily commercialized section of Muskegon. The project weaves its way down several streets and alley ways and includes full roadway reconstruction in sections and only partial replacement in others.

The project is complicated by soil and groundwater contamination within Heritage Landing, as well as a planned bore & jack under Lakeshore Drive and the adjacent railroad tracks. The project ends near the intersection of 9th and Houston. One other complicating factor with this project is the replacement of the sanitary sewer in the alley behind the Hackley-Bolt House, which is on the National Register of Historic Places.

This project was funded by the state's SRF program.



SAFE ROUTES TO SCHOOL

Portland, MI

PROJECT INFORMATION

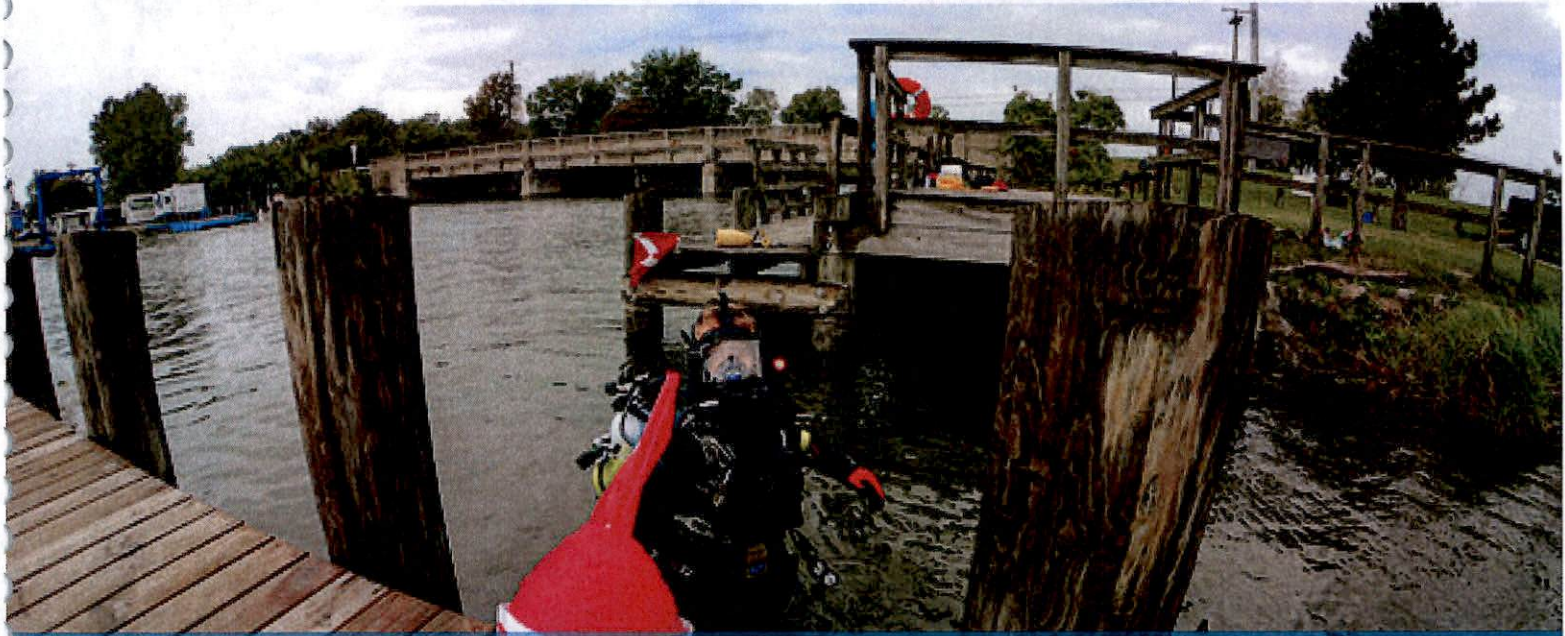
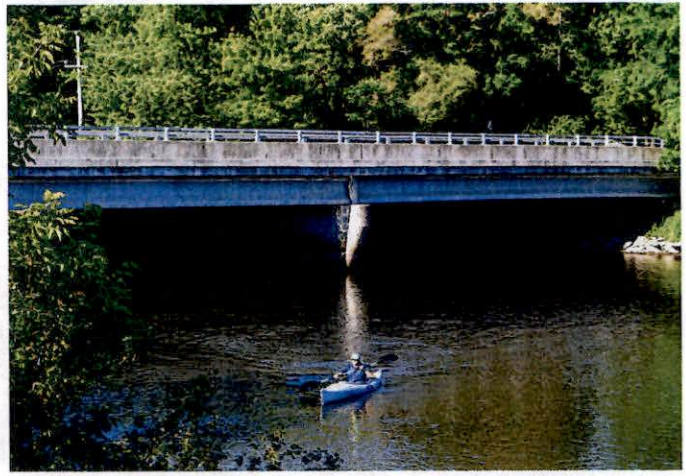
Date Completed: 2021

Construction Cost: \$1,000,000

The City of Portland had an outdated traffic signal at an intersection that was no longer safely facilitating activities for an adjacent school. The City applied for and received an MDOT Safe Routes to Schools grant to replace the Grand River Avenue and West Street signal and improve sidewalks and crosswalks around five elementary and middle schools in the City.

F&V provided funding assistance and design and construction engineering for the signal and sidewalk improvements.

The City replaced the outdated diagonal span signal with a decorative mast arm configuration incorporating modern technology, replaced existing sidewalks with new ADA sidewalks and built new sidewalks to fill in gaps. The improvements are making it safer and more convenient for children, including those with disabilities, to walk or bicycle to school.

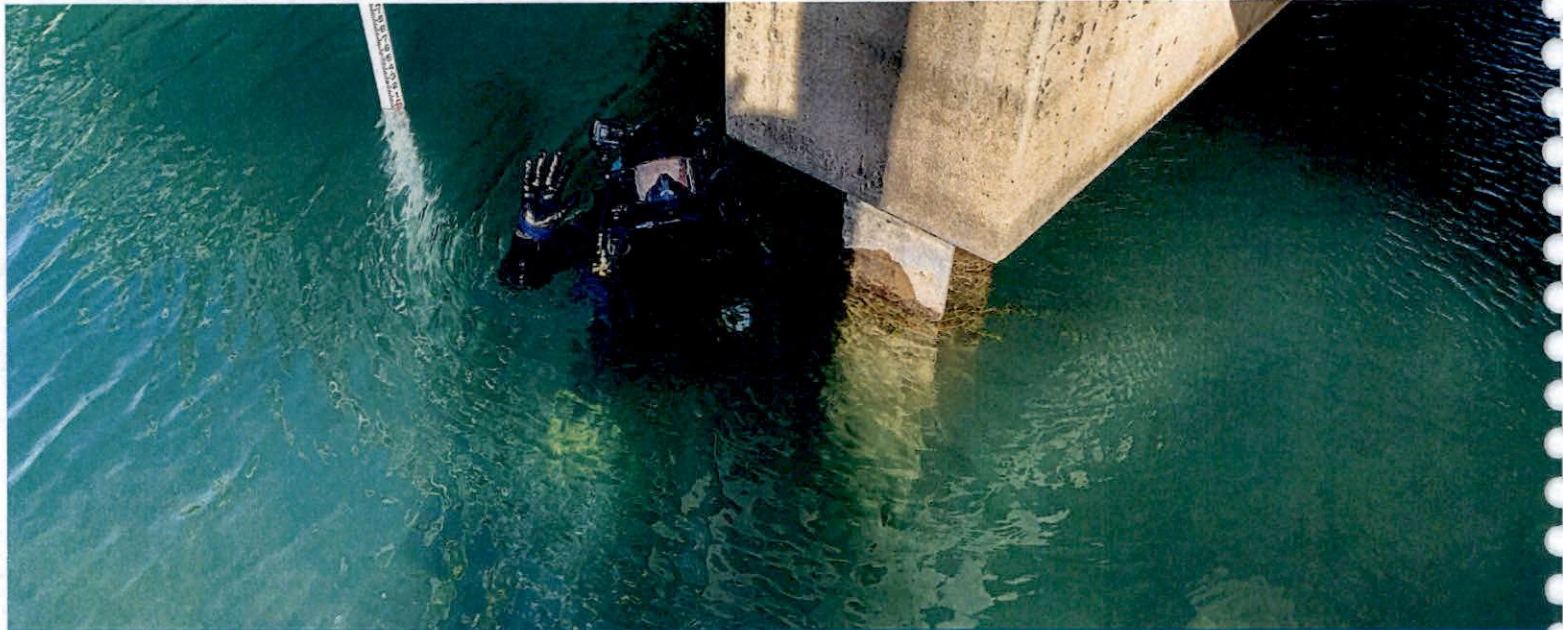


UNDERWATER ENDANGERED MUSSEL INSPECTIONS
ASTI Environmental, Various Michigan

PROJECT INFORMATION

Date Completed: 2021

F&V has provided underwater inspection services for endangered mussels along several rivers and bridges. For all projects, mussels were collected and inventoried by a biologist and relocated away from the area of impact.



UNDERWATER BRIDGE INSPECTIONS

St. Clair County Road Commission

PROJECT INFORMATION

Date Completed: 2022

Project Cost: \$53,400

F&V provided underwater inspection of foundation/substructure units for twenty seven bridges in St. Clair County. The work included performing visual and tactile underwater inspection utilizing self-contained breathing apparatus' (SCUBA) of the submerged accessible elements, scour evaluation, depth soundings, and preparing reports detailing the findings. The work was completed in two phases:

1. Site inspection and data gathering including the review of previous inspections and scour data
2. Report writing and communication of information to SCCRC

Underwater bridge inspections are required for all bridges listed in the National Bridge Inventory (NBI) every five years. Inspections discovered the condition of all substructure/foundation units and recorded all defects that were detected. Benefits include compliance with the National Bridge Inspection Standards (NBIS), and improved capital improvement plans for bridge and culvert assets.

SECTION 5: FEE PROPOSAL

Classification	2023	2024	2025
CIVIL ENGINEERS	\$108 - \$234	\$111 - \$241	\$114 - \$248
Engineers-in-Training	\$108 - \$117	\$111 - \$121	\$114 - \$124
Engineers	\$117 - \$143	\$121 - \$147	\$124 - \$151
Project Engineers	\$137 - \$148	\$142 - \$152	\$146 - \$157
Engineer Managers	\$152 - \$163	\$157 - \$168	\$162 - \$173
Senior Engineer Managers	\$193 - \$234	\$198 - \$241	\$204 - \$248
PROJECT MANAGERS	\$145 - \$190	\$149 - \$196	\$154 - \$202
Project Managers	\$145 - \$180	\$149 - \$185	\$154 - \$191
Senior Project Managers	\$185 - \$190	\$191 - \$196	\$196 - \$202
TECHNICIANS	\$76 - \$154	\$78 - \$159	\$81 - \$164
Technicians	\$76 - \$114	\$78 - \$118	\$81 - \$121
Environmental Technicians	\$82 - \$88	\$85 - \$90	\$87 - \$93
Office Technicians	\$95 - \$100	\$98 - \$103	\$101 - \$106
Senior Engineer Technicians	\$119 - \$154	\$123 - \$159	\$127 - \$164
SURVEYING	\$102 - \$167	\$105 - \$172	\$109 - \$177
Survey Crew Chief	\$102 - \$118	\$105 - \$122	\$109 - \$126
Survey Manager	\$153 - \$167	\$158 - \$172	\$163 - \$177
SITE DEVELOPMENT	\$89 - \$166	\$91 - \$171	\$94 - \$176
Landscape Designers	\$89 - \$157	\$91 - \$113	\$94 - \$117
Senior Landscape Architects	\$150 - \$166	\$155 - \$171	\$159 - \$176
Architects	\$157 - \$166	\$161 - \$171	\$166 - \$176
OTHER PROFESSIONALS	\$103 - \$136	\$107 - \$140	\$110 - \$145
Geologists	\$103 - \$120	\$107 - \$124	\$110 - \$128
Environmental Specialists	\$131 - \$136	\$135 - \$140	\$139 - \$145
ADMINISTRATIVE AND BUSINESS SERVICES (IT, HR, MARKETING, ACCOUNTING, BUSINESS DEVELOPMENT)	\$70 - \$103	\$72 - \$107	\$74 - \$110
Administrative Assistants	\$70 - \$103	\$72 - \$107	\$74 - \$110




FLEIS & VANDENBRINK
DESIGN. BUILD. OPERATE.

316 Morris Avenue, Suite 230
Muskegon, MI 49440
P: 231.726.1000
F: 231.726.2200
www.fveng.com

PROFESSIONAL SERVICES AGREEMENT

FLEIS & VANDENBRINK ENGINEERING, INC.
2960 Lucerne Drive SE, Grand Rapids, Michigan 49546
P: 616.977.1000 F: 616.977.1005

This Professional Services Agreement ("PSA") is entered into between Fleis & VandenBrink Engineering, Inc. ("Engineer") and Pentwater Township, whose address is 500 N. Hancock Street, PO Box 512, Pentwater, Michigan, 49449, ("Owner") where Engineer agrees to provide services for Owner and Owner agrees to pay Engineer, all in accordance with the terms of this PSA.

DESCRIPTION OF PROJECT AND SCOPE OF SERVICES: The description of the Project ("Project") and the scope of services ("Services") provided under this PSA is as follows: **General Consultation services as authorized by the Owner.**

AGREEMENT DOCUMENTS: All obligations covered under this PSA are governed by the Agreement Documents, which specifically include this PSA and all of the following documents, which are all incorporated herein by reference: Additional Provisions – Construction Observation, Fee Proposal submitted as part of the RFP dated January 31, 2023.

COMPENSATION OF ENGINEER: This contract is an Hourly Fee contract plus 1.1 times reimbursable expenses. Authorized additional services will be provided on an hourly basis plus 1.1 times reimbursable expenses unless otherwise negotiated. Fees will be based on the Fee Proposal submitted as part of the RFP dated January 31, 2023, with annual adjustments beginning April 2024.

Owner shall Pay Engineer for all Services and reimbursable expenses on a monthly basis or as otherwise stated herein which shall be due and payable within thirty (30) calendar days of presentation of the invoice. Invoices shall be past due thirty (30) calendar days after presentation, and shall then incur interest at the rate of 7% per annum, or the highest rate permitted by law, whichever is lower. Reimbursable expenses include the cost of subconsultants.

PAYMENT. If Owner fails to make any payment when due, Engineer may suspend performance of Services hereunder until all past due amounts and accrued interest are paid. Engineer shall have no liability of any type as a result of suspension of services caused by Owner's failure to pay. The suspension of Services shall not limit any other remedy available to Engineer.

If Owner objects to any portion of an invoice, Owner shall notify Engineer in writing within seven (7) calendar days of presentation. Owner shall identify the disputed charges and shall pay when due that portion of the invoice not in dispute. If the disputed amount of the invoice is resolved in Engineer's favor and not paid by the invoice due date, interest as stated in the agreement shall be paid by Owner on the disputed amount from the original due date.

The Owner's Payment of Engineer's invoices shall not be subject to any right of setoff, and payment shall be due regardless of suspension or termination of this Agreement by either party. If any payment obligation is not paid when due, Owner agrees to pay all costs of the collection, including actual attorney's fees through all levels of appeal, whether or not a legal proceeding for collection is commenced as part of the collection process.

OWNER REPRESENTATIVE. The Owner's representative for this Project shall be Township Supervisor who shall have complete actual authority on behalf of the Owner and its governing body to make all decisions in connection with the PSA.

OWNER RESPONSIBILITIES. The Owner shall timely furnish, at the Owner's expense, all information, requirements, reports, data, surveys and instructions required by this Agreement. The Engineer may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. The Engineer shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the Owner and/or the Owner's Engineers and contractors.

CHANGES. For all services that were completed due to changes to the Description of the Project and/or the Scope of Services, Engineer shall be paid by Owner on an hourly basis at Engineer's customary hourly rates, plus 1.1 times reimbursable expenses, unless otherwise negotiated. If the construction period extends beyond the contracted period in the Scope of Services or the contracted completion date, all services of Engineer thereafter shall continue to be performed and shall be paid by Owner on an hourly basis plus 1.1 times reimbursable expenses. Owner understands and accepts that field techniques and analytical capabilities are evolving and that the standards and regulations are subject to rapid change such that currently acceptable investigative approaches and techniques may become superseded after the time of the signing of this PSA. Such changes will constitute changed conditions requiring adjustment in the Services and Engineer's Compensation.

DELAYS. Engineer shall not be responsible to Owner for any delay of any type or kind unless caused in whole by Engineer.

CONSULTANTS. Engineer may engage Consultants and subcontractors to perform, in its sole discretion, all or any portion of the Services.

COST ESTIMATES. Engineer has no control over the costs of labor and material for construction or over competitive bidding and market conditions. All cost estimates provided by Engineer are based on Engineer's experience and are considered opinions of probable cost. Engineer does not warrant the accuracy of any cost estimate. If project costs exceed the Owner's expectations and the Owner decides to re-design or re-bid any or all portions of the Work, all re-design, re-bid or other services provided by Engineer shall be paid by Owner on an hourly basis at Engineer's customary hourly rates, plus 1.1 times reimbursable expenses.

INDEMNITY. Owner indemnifies, defends and holds harmless Engineer and its agents, consultants and employees, from and against any claim, injury, damage, cost, expense or liability, regardless of the legal theory, including actual attorneys' fees, whether arising before, during or after completion of Services performed under the PSA, caused by, arising out of, resulting from or occurring in connection with the performance of the Services or any activity associated with the Services, whether or not caused in part by the active or passive negligence or other fault of Engineer excepting only injury to person or damage to property caused by the sole negligence of Engineer. In the case of claims against Engineer or any of its consultants, agents or employees by anyone for whose acts Owner may be liable, this indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable under workers' compensation acts and/or disability benefit acts. This indemnity includes, but is not limited to, any claims resulting from interpretation of or changes to the documents prepared as a result of this PSA. This indemnity survives termination of this PSA.

In addition to the indemnity provided herein by Owner, Owner shall indemnify and hold harmless Engineer and its officers, directors, partners, agents, employees and consultants from and against any and all claims, costs, losses, and damages (including but not limited to all fees and charges of Engineer, architects, attorneys and other professionals, and all court, arbitration, or other dispute resolution costs) caused by, arising out of, relating to or resulting from any and all environmental contamination on the Project.

Engineer, to the extent covered by insurance, indemnifies, defends and holds harmless Owner and its agents and employees, from and against any claim, injury, damage, cost, expense or liability, arising out of or relating to the Services provided by Engineer for the Project, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property other than the work itself, but only to the extent caused solely by any negligent act or omission of Engineer or Engineer's officers, directors, partners, employees or consultants.

To the fullest extent permitted by law, a party's total liability to the other party under the terms and conditions of this PSA including any indemnity, as well as to anyone claiming by, through or under the other party, for any cost, loss, or damages caused in part by the negligence of the party and in part by the negligence of the other party, and any other negligent entity or individual, shall not exceed the percentage share that the party's negligence bears to the total negligence of all of the responsible parties.

PERFORMANCE STANDARDS. The Engineer shall perform its services consistent with the professional skill and care ordinarily provided by other engineers performing similar services in the same or similar locality under the same or similar circumstances. The Engineer shall perform its services as expeditiously as is consistent with such skill and care and the orderly progress of the Project.

MUNICIPAL ADVISOR. Engineer's services do not include (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission, or (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances.

LIMITATION OF LIABILITY. Engineer shall not be liable for any claim, damage, cost, expense or other liability not caused by negligent acts, errors or omissions of Engineer. The total liability of Engineer under any legal theory whatsoever, in the aggregate, as well as any claimed liability of Engineer's officers, directors, employees, or agents or consultants, for any claims arising out of the PSA, shall not exceed the fees actually paid by the Owner for the particular Service which forms the basis of the claimed liability.

Engineer makes no warranties, express or implied, with respect to the Services under the PSA, and disclaims any liability for implied warranties of any type or kind, including but not limited to implied warranties of fitness or merchantability, and disclaims any liability for special or consequential damages of any type or kind. Within these limitations, Engineer shall not be liable in any way for errors, omissions or negligence unless caused by the sole and exclusive negligence of Engineer. For all PSAs which involve multiple projects or general consultations, or various services for various projects over a period of time, liability shall not exceed the fee actually paid by the Owner for the particular Services on the specific Project or consultation or assignment which forms the basis of the claimed liability and any statute of limitations shall commence upon the completion of the task giving rise to the claim, not the last unrelated service provided under the PSA for general consultation services. To the extent that Engineer may be found liable under the terms of this paragraph, and only to such extent, Engineer's liability shall not exceed the percentage share of Engineer's responsibility.

INSURANCE. Upon Owner's request, Engineer will furnish Owner with a written statement of insurance coverage. No oral representations regarding insurance shall be binding.

SITE ACCESS. Owner shall be solely responsible for obtaining all site access, easements, and permission from third party property owners for Engineer to access the site to perform the Services herein. Owner is solely responsible for any claims arising from the disturbance of surface or subsurface soil or water conditions caused by the performance of Engineer's Services, excepting damages caused by the sole negligence of Engineer. Engineer will take reasonable precautions to avoid damage to underground structures and utilities. Owner indemnifies Engineer from any damage caused by or to underground structures and utilities not called to Engineer's attention, all in accordance with the indemnity provisions herein. Owner shall provide Engineer with a list of all known hazardous substances on site and a list of protective measures in case of exposure, all in compliance with the current Federal, State and Local Right to Know laws and Federal Hazard Communication Standards.

SHOP DRAWINGS AND SUBMITTALS. If shop drawing or submittal review is part of the Services Engineer provides, Engineer will review the shop drawings and submittals only for conformance with the design concept of the project and compliance with the Contract Documents. Unless specifically indicated in writing, this PSA does not include the preparation of record drawings.

REJECTION OF WORK. In the event that the Scope of Services includes construction phase services in the form of site observation, then Engineer shall have the authority to reject any work which is not, in the judgment of the Engineer, in conformance with the Contract Documents, Plans and Specifications. Neither this authority nor Engineer's good faith judgment to reject or not reject any work shall subject Engineer to any liability or cause of action to any contractor, subcontractor, supplier, or Owner on the Project.

SPREAD OF CONTAMINATION. Owner understands and agrees that Engineer shall not be responsible for any claims or damages which may arise as a result of or from the spread of contamination caused by drilling, sampling or any other activity unless such spread or contamination is substantially caused by the negligence of Engineer. To the extent that Engineer may be found liable under the terms of this Paragraph, and only to such extent, Engineer's liability shall not exceed the percentage share of Engineer's responsibility.

FAILURE TO ENCOUNTER HAZARDOUS MATERIALS. Owner understands that the failure to discover hazardous materials does not guarantee that; (1) hazardous materials do not exist at the project site, and/or (2) that a non-contaminated site may later become contaminated. Although Engineer will use reasonable care and a level of skill ordinarily exercised by members of the profession currently practicing in the city, municipality or political subdivision where the Project is located under similar conditions, Owner agrees that Engineer shall not be responsible for the failure to detect the presence of hazardous materials through techniques and practices commonly used for those purposes.

PERMITS AND APPROVALS. Unless otherwise specifically stated in the Scope of Services, obtaining permits and approvals for the Project is the responsibility of the Owner. For an additional fee, Engineer may assist the Owner provided the assistance shall consist of completing and submitting forms as to the results of certain work included in the Scope of Services and the assistance does not include special studies, special research, attendance at meetings with public authorities, special testing or special documentation not normally required for similar projects. If Engineer participates in any way with any permitting process, Engineer provides no guaranty or warranty that any permits or approvals will be provided. Owner shall pay Engineer for all fees and reimbursable expenses under this PSA regardless of the outcome of approval or denial of permits or other approvals.

ADA AND CODE COMPLIANCE. The Americans with Disabilities Act ("ADA") provides that alterations to a facility must be made in such a manner that, to the maximum extent feasible, the altered portions of the facility are accessible to persons with disabilities. The Owner acknowledges that the requirements of the ADA will be subject to various and possibly contradictory interpretations. To the extent applicable, the Engineer will use its reasonable professional efforts and judgment to interpret applicable ADA requirements and other federal, state and local laws, rules, codes, ordinances and regulations as they may apply to the Project. The Engineer does not warrant or guarantee that the Project will comply with all interpretations of the ADA requirements and/or the requirements of other federal, state and local codes, rules, laws, ordinances and regulations as they may apply to the Project. Owner shall pay Engineer its customary hourly fees plus 1.1 times reimbursable expenses for any design changes made necessary by newly enacted laws, codes and regulations, or changes to any existing laws, codes or regulations after the date that this PSA is last signed by the parties.

WAIVER. No delay on the part of any party hereto in the exercise of any right or remedy shall operate as a waiver of such right or remedy and a waiver on any one (1) occasion shall not be construed as a bar to or a waiver of any subsequent breach of the same or any other provision of the agreement on a future occasion. No waiver by Engineer of any breach by Owner of a provision of this PSA shall be deemed a waiver of any other provision hereof or of any subsequent breach by Owner of such provision.

ENFORCEABILITY. This agreement shall be binding upon the parties hereto and their respective successors and assigns.

SEVERABILITY. In the event that any one (1) or more provisions contained in the agreement shall be declared invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions of the agreement shall not be affected or impaired.

OWNERSHIP OF INSTRUMENTS OF SERVICE. Engineer's documents prepared pursuant to this PSA, including those in electronic format, are instruments of service. All reports, plans, specifications, computer files, field data, notes and other documents prepared by Engineer as instruments of service shall remain the property of Engineer. Engineer shall retain all common law, statutory and other reserved rights, including the copyright thereto and all other intellectual property rights. Owner shall not use or permit the use of said documents on any other project. Owner fully indemnifies Engineer against any and all claims for unauthorized use.

TERMINATION: This PSA may be terminated by either party upon seven (7) calendar days' written notice. Upon termination, Engineer shall be paid by Owner for all Services performed up to the notice of termination, as well as all costs necessary to demobilize from the site.

DISPUTE RESOLUTION: In the event of a dispute arising out of or relating to this Agreement or the services to be rendered hereunder, the Owner and the Engineer agree to attempt to resolve such disputes in the following manner: First, the parties agree to attempt to resolve such disputes through direct negotiations between the appropriate representatives of each party. Second, if such negotiations are not fully successful, the parties agree to attempt to resolve any remaining dispute through mediation using a mediator agreed upon between both parties. Owner and Engineer agree to participate in the mediation process in good faith. The process shall be conducted on a confidential basis, and shall be completed within 120 days. If such mediation is unsuccessful in resolving a Dispute, then the parties may (1) mutually agree to a dispute resolution of their choice, or (2) either party may seek to have the Dispute resolved by a court of competent jurisdiction. The venue for a court resolution will be Kent County, Michigan.

NO THIRD PARTY BENEFICIARIES. There are no third party beneficiaries to this PSA and the Services provided herein are exclusively for the direct benefit of the Owner indicated above. Owner shall ensure that all other agreements relating to this project reflect that there are no third party beneficiaries to this PSA.

ASSIGNMENT. This is a professional services contract and is non-assignable without the express written consent of Engineer.

MISCELLANEOUS. No additional or contrary terms, whether contained in an order, acknowledgment, or other document from Owner, shall be binding upon Engineer unless agreed to in writing signed by an authorized representative of Engineer, and Engineer expressly rejects all such additional or contrary terms as may be contained in Owner's documents. The terms in this PSA will have precedence over any other terms expressed by the Owner's authorization process such as a purchase order. Engineer's performance is conditioned on Owner's unmodified consent exclusively to this PSA. Engineer shall have the right to correct any errors, whether clerical or mathematical, which are contained in this PSA. Unless otherwise specifically indicated in writing or otherwise required by law and paid for by Owner, there are no Performance or Payment bonds required on this Project. This PSA shall be binding upon and shall inure to the benefit of the parties hereto and their successors and permitted assigns. This PSA shall be governed by the laws of the State of Michigan. This contract sets forth the entire agreement between Engineer and Owner. This is a fully integrated contract.

ELECTRONIC/FACSIMILE SIGNATURES. The signatures on this PSA shall be deemed to be original signatures when transmitted electronically or by facsimile machine or by any other medium. No party shall be required to produce a PSA with an original signature in order to enforce any provision of this PSA.

IN WITNESS WHEREOF, the parties hereto have made and entered into this PSA. To be valid, this PSA must be signed by an authorized representative of Fleis & VandenBrink Engineering, Inc.

OWNER
PENTWATER TOWNSHIP

By: _____


Title: _____

By: _____

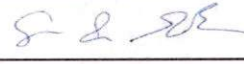
Title: _____

Date: _____

ENGINEER
FLEIS & VANDENBRINK ENGINEERING, INC.

By: 

Steve Bishop, P.E.
Title: Project Manager

By:  2-24-2023

Craig Shumaker, P.E.
Title: Sr. Vice President

Date: 2-24-2023

ADDITIONAL PROVISIONS - CONSTRUCTION OBSERVATION

1. DEFINITIONS.

- 1.1. Contract Documents shall mean construction agreement(s) between Owner and Contractor(s), including plans, specifications, addenda and change orders.
- 1.2. Contractor shall mean the person or entity providing construction services to Owner, as defined in the Contract Documents.

2. SITE OBSERVATION.

- 2.1. The Engineer shall visit the site as defined in the Scope of Services to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Engineer shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Engineer shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed. Engineer will not be responsible for the means, methods, techniques, and procedures of construction observed during such visits. Engineer will not be responsible for the Contractor's failure to perform the work in accordance with the Contract Documents.
- 2.2. Based solely on Engineer's on-site observations and Engineer's review of the Contractor's applications for payment, Engineer will recommend in writing to Owner payment to the Contractor. Such recommendations of payment to constitute a representation to Owner, based solely on such observation, review and the data comprising such applications, that to the Engineer's knowledge, information and belief, the work has progressed to the point indicated and that to the Engineer's knowledge, information and belief the quality of the work is generally in accordance with the Contract Documents.
- 2.3. Engineer will conduct, in company with Owner, a final review of the Project for conformance with the design concept of the Project, and compliance with the information given by the Contract Documents, and recommend, in writing, payment to the Contractor, on the same basis as set forth above.

3. OWNER RESPONSIBILITIES. Owner will:

- 3.1. Provide full information as to his requirements for the Project. Assist Engineer by placing at Engineer's disposal all available information pertinent to the Project, including previous site reports and any other data relative to the design or construction of the Project.

4. SITE SAFETY PROGRAMS AND PRECAUTIONS.

- 4.1. Owner acknowledges that the Contractor, not Engineer, is responsible for initiating, maintaining and supervising all safety programs and all safety precautions in connection with the work.
- 4.2. Engineer shall neither have control over, nor be responsible for, safety programs and precautions in connection with the work, since these are solely the responsibility of the Contractor.
- 4.3. Neither the professional activities of the Engineer, nor the presence of the Engineer or its employees at the site, shall impose any duty on the Engineer, nor relieve the Contractor of its responsibility for jobsite safety.

MEMORANDUM

To: Pentwater Township Board of Trustees

From: Keith Edwards, Deputy Township Supervisor

Date: February 24, 2023

**Subject: Request for Township Board Approval of Engineer's Proposal
Township North and South Sanitary Sewer Systems
Fleis & Vandenbrink**

Introduction

As a result of the imminent transfer of the Sanitary Sewer Infrastructure within the Township from the Village of Pentwater to Pentwater Township, we have asked Fleis & Vandenbrink to provide a proposal for evaluating the condition of the "Township North" and "Township South" Sanitary Sewer Systems. That proposal is attached for your review. The requested lump sum fee for the work is \$19,600.00 and is available within the 2022-2023 General Fund Budget under Department 527 – Utility Services.

The Township Attorney, Mark Nettleton of Mika Meyers recommends that "...the Township should engage F&V to do this evaluation as soon as possible.

At this time, Staff recommends that the Township Board:

1. Amend the 2022-2023 General Fund Budget to transfer \$5,200.00 from line item 101-527-932.000 Repair/Maint to 101-527-802.000 Contract Services within Dept 597.
2. Approve the attached proposal from F&V dated February 21, 2023.
3. Authorize the Township Supervisor or Deputy Supervisor to sign said proposal for \$a lump sum of \$19,600.00.



February 21, 2023

Via email: zoningadministrator@penwatertwp.org

Keith Edwards, Deputy Supervisor
Pentwater Township
500 N. Hancock Street
P.O. Box 512
Pentwater, MI 49449

RE: North and South Sanitary Sewer Systems Evaluation

Keith:

We understand the Township would like the north and south sanitary sewer systems evaluated in anticipation of gaining ownership, operation, and maintenance of these systems, which the Village of Pentwater has managed since approximately 1984.

We propose to provide an evaluation of the existing Township Sewer System including recommendation for repairs and improvements to the system.

Scope of Work

We propose the following scope of services:

Field Work

1. Collect and review existing available information including record drawings of the existing system, maps, and records provided by the Township.
2. Pump station evaluation at each of the three pump stations: Apache Hills, Lakeview, and Boat House. Each evaluation will include the following:
 - i. Evaluation of the general site condition including but not limited to the condition of the driveway, surface drainage around the structures, general appearance of the station, etc.
 - ii. Structure evaluation. Evaluation would primarily be visual noting things such as deteriorated concrete, rusted steel, and damaged or broken components.
 - iii. Pump draw down tests will be conducted on each pump and force main pressure readings will be recorded, if available.
 - iv. Pump and motor model and serial numbers will be recorded, if available.
 - v. Other typical pumping problems will be evaluated.
 - vi. Alarm conditions will be simulated and evaluated.
 - vii. Operating levels will be noted and compared to original design set points, if available.
 - viii. Backup power information will be noted.
 - ix. Bypass pumping systems will be noted.
 - x. Force main pipe condition will be noted in areas that can be accessed.
 - xi. Presence of safety equipment would be evaluated as it relates to current code and common industry practice.

316 Morris Avenue, Suite 230
Muskegon, MI 49440
P: 231.726.1000
F: 231.726.2200
www.fveng.com

Engineering Evaluation

After the field work is completed F&V will evaluate the field data and summarize in a report to the Township. The engineering evaluation and report will include:

1. All data collected during the field work.
2. Compare current facilities with permit requirements and make recommendations to Township accordingly to meet current standards.
3. Comparison of pump flow and pressure to the pump curve with an analysis of equipment age and potential impeller wear.
4. Capacity evaluation of each pump station.
5. Capacity evaluation of each septic system.
6. Provide a prioritized list of recommended improvements and repairs to the system.

We propose to complete the evaluation and report for the Township's Sewer System as outlined above for a **lump sum fee of \$19,600.**

We look forward to beginning our working relationship with the Township on this project. Please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Steven M. Bishop, P.E.
Project Manager



Don DeVries, P.E.
Group Manager

WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. (F&V) is hereby authorized to perform Services as detailed in this letter and under the General Consultation Professional Services Agreement with F&V.

PENTWATER TOWNSHIP

Keith Edwards, Deputy Supervisor

Date

ACCESS AGREEMENT FOR PARK PLACE COMMUNITY BUILDING

THIS ACCESS AGREEMENT for the Park Place Community Building (the "Agreement") is made and entered into as of this 13th day of February, 2023, by and between the VILLAGE OF PENTWATER, a Michigan general law village located in Oceana County, Michigan, whose offices are located at 327 S. Hancock Street, P.O. Box 422, Pentwater, Michigan 49449 (hereinafter, the "Village"), and the TOWNSHIP OF PENTWATER, a Michigan general law township located in Oceana County, Michigan, whose offices are located at 500 N. Hancock Street, P.O. Box 512, Pentwater, Michigan 49449 (hereinafter, "Township").

RECITALS

WHEREAS, the Village owns and operates a community building and center located at 310 N. Rush Street, Pentwater (the "Community Building"); and

WHEREAS, the Village operates and maintains the Community Building for various community purposes and sponsors and conducts events at the Community Building; and

WHEREAS, the Village and Township desire to provide access to the Community Building to Township residents that do not reside within the Village; and

WHEREAS, the Village and Township desire to continue their long-standing cooperative and collaborative working relationship with respect to the Community Building and enter into this Agreement as authorized under the provisions of Act 35 of the Public Acts of Michigan of 1951, as amended, and Act 7 of the Public Acts of 1967, as amended, to provide access to the Community Building for community events and programs held at the Community Building.

NOW THEREFORE, in consideration of the foregoing, the parties agree as follows:

1. Payment from Township. The Township hereby agrees that on or before June 1, 2023, it will pay \$7,500 to the Village to permit Township residents that do not reside within the Village to have access to and attend public events held at the Community Building. Use of the Community Building by Township residents shall be on the same basis as use by residents of the Village and shall be subject to all applicable Village rules and regulations. To the extent that an organization or group holds an event at the Community Building and charges a fee for attendance or participation at the event (if permitted by the Village and in accordance with the Village's rules and regulations), Township residents shall be required to pay such fee to that organization to attend or participate in that organization's event at the Community Building. Township Residents shall pay the non-resident fee to reserve for private use events.

2. Ownership. The Community Building is owned by the Village and the Township will not, by means of this Agreement, obtain, or claim any ownership of the Community Building.

3. Term of Agreement. This Agreement shall extend through and including March 31, 2023, unless one party provides not less than 60-day prior written notice to the other party that it desires to terminate this Agreement. This Agreement may be renewed by mutual agreement of the Township Board and the Village Council.

4. Liability. The Village, as the owner of the Community Building, shall be entirely responsible for any liability associated with the Community Building, the maintenance of insurance, upkeep and operation of the building, and all other potential matters subject to liability or claim. The Township does not assume and shall not be liable for any such claims for personal or property damage, or any other liabilities whatsoever, other than the payment described in paragraph 1 of this Agreement.

5. Authority to Execute. The parties have authorized their respective chief executive officers (the Township Supervisor and Village President) and clerks to execute this Agreement in accordance with Act 35 and Act 7.

6. Miscellaneous. This Agreement contains the entire agreement between the parties with respect to the Township's use of the Park Place Community Building and it supersedes any prior oral or written understanding or agreements. This Agreement shall not be assigned by either party except by written consent of both parties. Venue and jurisdiction regarding any action regarding this Agreement or the subject matter thereof shall lie in Oceana County, Michigan and the Agreement shall be construed in accordance with the laws of the State of Michigan. This Agreement shall not be construed to restrict or limit the authority of either party in performing any official power or duty as authorized by law. By signing this Agreement, neither party waives its governmental immunity nor any defenses available to it or its elected or appointed officials, officers, employees, agents, or volunteers under Michigan law. This Agreement shall not confer any rights or remedies upon any third party other than the parties in this Agreement and their respective successors and assigns. If any provision of this Agreement is declared invalid or unenforceable, it shall be ineffective only to the extent of such invalidity without invalidating the remainder of such provisions or the remaining provisions of this Agreement, and the other provisions hereof shall be liberally construed to effectuate the purpose and intent of this Agreement. All of the covenants and provisions of this Agreement and any amendments thereto shall extend and be binding upon the respective successors, legal representatives, officers, officials, employees, independent contractors, agents, and volunteers of the parties. No provisions of this Agreement shall be amended except by written amendment signed by the authorized representatives of both parties.

7. Assignment. This Agreement shall not be assigned by either party except by written consent of both parties.

8. Municipal Authority. This Agreement shall not be construed to restrict or limit the authority of either party in performing any official power or duty as authorized by law.

9. Complete Agreement. This Agreement contains the entire agreement between the parties with respect to the Township's use of the Park Place Community Building and it supersedes any prior oral or written understanding or agreements.

10. Applicable Law. This Agreement shall be construed in accordance with the laws of the State of Michigan. Venue and jurisdiction regarding any action regarding this Agreement or the subject matter thereof shall lie in Oceana County, Michigan.

11. Governmental Immunity. By signing this Agreement, neither party waives its governmental immunity nor any defenses available to it or its elected or appointed officials, officers, employees, agents, or volunteers under Michigan law.

12. No Third-Party Beneficiaries. This Agreement shall not confer any rights or remedies upon any third party other than the parties in this Agreement and their respective successors and assigns.

13. Severability. If any provision of this Agreement is declared invalid or unenforceable, it shall be ineffective only to the extent of such invalidity without invalidating the remainder of such provisions or the remaining provisions of this Agreement, and the other provisions hereof shall be liberally construed to effectuate the purpose and intent of this Agreement.

14. Binding Effect. All of the covenants and provisions of this Agreement and any amendments thereto shall extend and be binding upon the respective successors, legal representatives, officers, officials, employees, independent contractors, agents, and volunteers of the parties.

15. Amendments. No provisions of this Agreement shall be amended except by written amendment signed by the authorized representatives of both parties.

IN WITNESS WHEREOF, the parties have each caused this Agreement to be executed by their respective, duly authorized individuals.

VILLAGE OF PENTWATER

By: _____
Jeff Hodges
Its: President

By: _____
Rande S. Listerman
Its: Clerk

TOWNSHIP OF PENTWATER

By: _____
Lynne Cavazos
Its: Supervisor

By: _____
Maureen Murphy
Its: Clerk