

<p style="text-align: center;"> <b>PENTWATER TOWNSHIP BOARD</b>  <b>PENTWATER COMMUNITY HALL</b>  500 N. HANCOCK STREET, PENTWATER, MI 49449  <b>APPROVED</b>  12 April 2023  ZOOM Available for Audience </p>	
<p>Supervisor Cavazos called the meeting to order at 6:00 PM</p> <p><b>Members Present:</b> Cavazos, Douglas, Murphy, Flynn, Holub</p> <p><b>Members Absent:</b> None</p> <p><b>Staff Present:</b> Keith Edwards, Deputy Supervisor &amp; Zoning Administrator, Glenn Beavis, Deputy Clerk</p> <p><b>Others Present:</b> Ron Christians, Tom Roose, Valerie McHugh, Blair Selover</p> <p><b>Present via Zoom:</b> Chris Conroy, Cathy Crumb, and one person who declined to identify themselves.</p>	<p><b>CALL TO ORDER</b></p> <p><b>ROLL CALL</b></p>
<p>Moved by Douglas and seconded by Murphy to accept the Consent Agenda as follows:</p> <ul style="list-style-type: none"> <li>• Prior Meeting Minutes (March 8<sup>th</sup> &amp; 28<sup>th</sup>, 2023)</li> <li>• Correspondence: Barb Brown – Fencing/retaining wall ordinance concerns</li> <li>• Budget Reports:</li> <li>• Claims/Bills (payroll, paid, and to be paid) for the 3/8/23 thru 4/11/23 as follows: <ul style="list-style-type: none"> <li>○ Township - \$48,293 (includes any Road Fund payroll)</li> <li>○ Cemetery - \$4,000</li> <li>○ Fire - \$54,256</li> <li>○ Road - \$0</li> </ul> </li> </ul> <p>Roll call vote:  YES: Cavazos, Douglas, Murphy, Flynn, Holub  NO: None  Motion Carried</p>	<p><b>CONSENT AGENDA - Review &amp; Action</b></p>
<p>Moved by Holub and seconded by Douglas to accept the meeting agenda with revision to include Treasurer’s request to participate in MMTA training, and to delete agenda item pertaining to proposed Transfer Station permitting process.</p> <p>Roll call vote:  YES: Cavazos, Douglas, Murphy, Flynn, Holub  NO: None  Motion Carried</p>	<p><b>MEETING AGENDA</b></p>
<p>Valerie McHugh, Pentwater Township Library spoke about various planned activities and events</p>	<p><b>PUBLIC COMMENTS</b></p>
<p>Ms. Cavazos related the following:</p> <ol style="list-style-type: none"> <li>1. <u>Protect the /Channel Request for Township Resolution</u></li> </ol>	<p><b>SUPERVISOR’S REPORT</b></p>

<p>The Township was asked to present and approve a resolution of support PLIB including channel dredging in their new 5 Year Plan (2024-2028).</p> <p>Michelle Martin , Oceana County Drain Commissioner and member of PLIB, is seeking legal counsel regarding PLIB’s involvement in channel dredging and a request for additional assessment. She has not gotten a complete written response from her legal counsel, and it was recommended that the Township wait on presenting a resolution to the Township Board until Michelle and PLIB receive answers to their legal questions.</p> <p>2. <u>Update – “Friends of the Pentwater Cemetery” volunteer organization</u></p> <p>We had our first organizational meeting on April 11, 2023 at the Centenary Methodist Church. Nine volunteers were in attendance. We discussed the Annual Project Plan for 2023 and agreed on the following plan:</p> <ol style="list-style-type: none"> <li>1. Spring – General Clean-up and Cemetery Walkthrough. Date: Sunday , May 21, 2023 at 1:00 pm at the cemetery.</li> <li>2. Summer – Headstone Cleaning in on of the selected old section of the cemetery. Also will consider how we might level some of the older stones that are tipping over. Date: July 22, 2023 at 9:00 AM at the Cemetery.</li> <li>3. Fall – Tentative Plan  General Tour of the Cemetery – with information on the History of the Cemetery with a Pop-Up tent for refreshments. Tentative Dates: Either 10/7 &amp; 10/8 or 10/21 &amp; 10/22</li> </ol> <p>3. <u>Cemetery Tree and Landscape Update</u></p> <p>14 new trees were planted last fall – all look healthy and are starting to bud. The mulch and black protective tubing are still in place around the trunks. Note: Appointments scheduled with Phil from Oceana Irrigation to review irrigation systems and treatment and James Scarleta – to review insecticide treatments in the cemetery.</p> <p>4. Veteran’s Flag – Pentwater Township Cemetery</p> <p>National Honor Society students from Pentwater High School will be placing flags on Veteran’s graves on their Community Service Day – Friday, May 19<sup>th</sup> from 9:30 – 11:00 AM.</p> <p>Submitted: Lynne Cavazos, Supervisor</p>	
<p>Ms. Murphy related the following:</p> <p><b>End of Year Activities:</b></p> <ul style="list-style-type: none"> <li>• BS&amp;A “Year-End Closing” for current fiscal year planned but on hold pending audit completion (cannot be re-opened once closed)</li> <li>• All Board Adopted FY2023-24 Budgets have been uploaded to BS&amp;A and “Adopted.”</li> </ul>	<p><b>CLERK’S REPORT</b></p>

- Budget amendments needed to address several oversights.

**Cemetery: Review below to see what was previously discussed.**

- Reopened April 1st
- After much groundwork and investigation, The Clerks office had Harbor Design draft an updated 2023 Cemetery map, which is available in my office and on the Townships 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 of 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 XX # local cemeteries to determine their thoughts and regulations pertaining to cremains burials and the need for vaults.....
- Along with looking into other Townships Fee Schedules and Policies

**Election Legislation & Other Legislation Impacting Townships:**

- Continuing to monitor *legislative changes or legislation in review* as communicated by the Bureau of Elections and Michigan Township Association (MTA) for anything that directly impacts our office

**Legislative Updates:**

- Governor Whitmer signed the Presidential Primary Bill, which moves Michigan's Presidential Primary up to 4<sup>th</sup> Tuesday in February, up from 2<sup>nd</sup> Tuesday in March. (Feb 27<sup>th</sup> in 2024)

**Election Updates:**

- The National Voter Registration Act (NVRA) requires that the Michigan Bureau of Elections prepare a list of voter registrants who should be removed from our records as registered voters due to reliable information indicating they have moved (driver's license surrender, returned voter mail, etc.) or have not voted in the last two General Elections. Our office has received the results of this review and has subsequently purged these voters from our system (about 20).
- Michigan BoE has begun working out details for implementing Proposal 2022-2 (Election process changes) and will be seeking input from local clerks.

**Michigan Department of State 2022 Election Security Grant Reimbursement Program:**

- With the help of MTA Director of Government Relations Judy Allen, we have finally received our \$1,500 Election Security Grant Reimbursement from Michigan Department of State (We applied for this grant last August.) Thank you Judy, for your quick action and follow-through to closure!

<p><b>Transfer Station:</b></p> <ul style="list-style-type: none"> <li>• Re-Opened this past Saturday, April 1. Waste receptacles &amp; Porta-Potty ordered and in place.</li> <li>• Oceana County Transfer Station has increased gate fees this year. Propose revised township fees to match. See NEW BUSINESS #....</li> </ul> <p><b>Website:</b></p> <ul style="list-style-type: none"> <li>• Received quote for revamping of our website from STG – Shumaker Technology Group.</li> </ul> <p>Respectfully Submitted,</p> <hr/> <p>Maureen Murphy Clerk, Pentwater Township</p>	
<p>Treasure Douglas’ report was received and placed on file. Also see elsewhere in this packet.</p>	<p><b>TREASURER’S REPORT</b></p>
<p>The following reports were received and placed on file:</p> <ul style="list-style-type: none"> <li>• Library, Fire Department, and Recreation</li> </ul>	<p><b>OTHER DEPARTMENTAL REPORTS</b> Library, Fire Department Recreation and Assessor</p>
<p>The following Staff reports were received and placed on file:</p> <ul style="list-style-type: none"> <li>• Zoning Administrator &amp; Ordinance Enforcement Officer</li> <li>• Assessor</li> </ul> <p>Reports not provided this period:</p> <ul style="list-style-type: none"> <li>• Transfer Station &amp; Cemetery (now open with first report due next month)</li> </ul>	<p><b>STAFF REPORTS</b> Zoning, Assessing, Cemetery, Transfer Station</p>
<p><b>Unfinished Business:</b></p> <p><b>a. Request from Treasurer to attend the Michigan Municipal Treasurer’s Association (MMTA) 2023 Basic Institute</b></p> <p>Motion by Cavazos, seconded by Murphy to authorize the Township Treasurer to attend the Michigan Municipal Treasurer’s Association (MMTA) 2023 Basic Institute the week of April 23, 2023 in Lansing, Michigan.</p> <p>Roll call vote: Yeas: Murphy, Flynn, Douglas, Cavazos, Holub Nays: None Motion: Carries</p>	<p><b>UNFINISHED BUSINESS a) Treasurer’s Training Request</b></p>

<p><b>New Business:</b></p> <p><b>a. Proposal to Change Payment Processing Company</b></p> <p>Motion by Holub, seconded by Flynn to authorize the Township Treasurer to set up Auto Agent as the township’s Payment Processing Company.</p> <p>Roll call vote:  Ayes: Holub, Flynn, Douglas, Murphy, Cavazos  Nays: None  Motion: Carries</p>	<p><b>NEW BUSINESS</b>  <b>a) Payment Processing</b></p>
<p><b>New Business:</b></p> <p><b>b. Village Conveyance of North Sewer System to Township</b></p> <p>Motion by Holub, seconded by Douglas to approve Resolution No. 2023-10 to approve and authorize execution of conveyance documents for conveyance of the assets of the Township North System by the Village of Pentwater to the Township of Pentwater and matters related to.</p> <p>Roll call vote:  Ayes: Holub, Flynn, Douglas, Murphy, Cavazos  Nays: None  Motion: Carries</p>	<p><b>NEW BUSINESS</b>  <b>b) RESOLUTION 2023-10 North Sewer System Conveyance</b></p>
<p><b>New Business:</b></p> <p><b>c) Village Conveyance of South Sewer System to Township</b></p> <p>Motion by Cavazos, seconded by Douglas to approve Resolution No. 2023-11 to approve and authorize execution of conveyance documents for conveyance of the assets of the Township South System by the Village of Pentwater to the Township of Pentwater and matters related to</p> <p>Roll call vote:  Ayes: Flynn, Douglas, Murphy, Cavazos, Holub  Nays: None  Motion: Carries</p>	<p><b>NEW BUSINESS</b>  <b>c) RESOLUTION 2023-11 South Sewer System Conveyance</b></p>
<p><b>New Business:</b></p> <p><b>d) Memorandum of Understanding for Sewage Treatment Services</b></p> <p>Motion by Douglas, seconded by Holub approve Resolution No. 2023-12 to approve and authorize execution of Memorandum of Understanding for Sewage Treatment Services and matters related thereto.</p> <p>Roll call vote:  Yeas: Douglas, Holub, Murphy, Cavazos, Flynn  Nays: None  Motion: Carries</p>	<p><b>NEW BUSINESS</b>  <b>d) RESOLUTION 2023-12 Sewage Treatment Services</b></p>
<p><b>New Business:</b></p> <p><b>e) Professional Services Agreement for Operation &amp; Maintenance of Township Sewer Systems</b></p> <p>Motion by Murphy, seconded by Holub to approve Resolution No. 2023-13 to approve and authorize execution of Professional Services Agreement with F &amp; V</p>	<p><b>NEW BUSINESS</b>  <b>e) RESOLUTION 2023-13 Operation &amp; Maintenance of Sewer Systems</b></p>

<p>(Fleis and Vanderbrink) Operations and Resource Management, inc. relating to operation and Maintenance of Township Sewer Systems, and Matters Related there to.</p> <p>Roll call vote:          Yeas: Murphy, Holub, Flynn, Douglas, Cavazos          Nays: None          Motion: Carries</p>	
<p><b>New Business:</b></p> <p>f) <b>Transfer Station – Proposed Rate Changes</b></p> <p>Discussion regarding proposed rate changes was postponed indefinitely pending further study. A decision was, however, made to no longer accept tires at the Transfer Station.</p> <p>Motion by Cavazos, seconded by Flynn to no longer accept tires for disposal at the Transfer Station.</p> <p>Roll call vote:          Yeas: Murphy, Holub, Flynn, Douglas, Cavazos          Nays: None          Motion: Carries</p>	<p><b>NEW BUSINESS</b></p> <p>f) <b>Transfer Station – Proposed Rate Changes</b></p>
<p><b>New Business:</b></p> <p>g) This item was removed from the agenda</p>	<p><b>NEW BUSINESS</b></p> <p>g) <b>Transfer Station Permitting Process</b></p>
<p><b>New Business:</b></p> <p>h) <b>Proposed Sale of Township Property – Parcel # 64-044-560-076-00</b></p> <p>Motion by Douglas, seconded by Murphy to approve the sale of Parcel #64-044-560-076-00, and to direct Supervisor Cavazos to initiate the process for placing this property up for sale.</p> <p>Roll call vote:          Yeas: Douglas, Cavazos, Murphy, Flynn          Nays: None          Motion: Carries</p>	<p><b>NEW BUSINESS</b></p> <p>h) <b>Proposed Sale of Township Property</b></p>
<p><b>New Business:</b></p> <p>i) <b>DISCUSSION ITEM: STG Website Development Proposal</b></p> <p>The board expressed general interest in improving our website presence and asked Clerk Murphy to ask STG if they could meet with us to more fully review their proposal and capabilities, especially as pertains to editor user friendliness. Treasurer Douglas was asked to seek out other potential website development/hosting businesses for comparison purposes</p>	<p><b>NEW BUSINESS</b></p> <p>i) <b>STG Website Development Proposal</b></p>
<ul style="list-style-type: none"> <li>Tom Roose asked Board if speed bumps could be installed in the Apache Hills subdivision. While these roads are private, Zoning Ordinance requires that they provide “a safe and unimpeded route of travel for motor vehicle traffic,</li> </ul>	<p><b>PUBLIC COMMENTS</b></p>

<p>pedestrians, and emergency vehicles in all weather conditions". Zoning Administrator Edwards advised that the issue of speed bumps previously placed at Apache Hills subdivision were determined by the Fire Department to be a significant impediment to timely passage of emergency vehicles when called upon, and so were directed to be removed. Mr. Edwards recommends that Apache Hills work with the Fire Department to seek out a compromise speed bump design that would be acceptable to both parties.</p>	
<p>None</p>	<p><b>OTHER ITEMS from BOARD MEMBERS</b></p>
<p>Moved by Douglas and seconded by Flynn to adjourn the meeting at 7:55 PM. Motion carried.</p>	<p><b>ADJOURNMENT</b></p>
<p>_____</p> <p>Maureen Murphy, Township Clerk</p>	<p><b>Prepared by Deputy Clerk Glenn Beavis</b></p>