

<p>PENTWATER TOWNSHIP BOARD  PENTWATER COMMUNITY HALL  500 N. HANCOCK STREET, PENTWATER, MI 49449  <b>Approved Minutes</b>  10 May 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, Valerie McHugh, Nancy Arvai, Kendra Flynn, Rob Young, Dave Spitler, Karl Schruppf, Joan Lundberg, Carol Feltes, Amy LaBarge, Chris Conroy, Cathy Crumb, plus an additional five persons that did not sign in.</p> <p><b>Present via Zoom:</b> None</p>	<p><b>CALL TO ORDER</b></p> <p><b>ROLL CALL</b></p>
<p>Moved by Flynn and seconded by Holub to accept the Consent Agenda as follows:</p> <ul style="list-style-type: none"> <li>• Prior Meeting Minutes (<a href="#">April 14, 2023</a>)</li> <li>• Correspondence: Claudia Ressel-Hodan (SPARK Grant)</li> <li>• Budget Reports:</li> <li>• Claims/Bills (payroll, paid, and to be paid) for the <a href="#">4/12/23 thru 5/10/23</a> as follows: <ul style="list-style-type: none"> <li>○ Township - <a href="#">\$85,394</a> (includes any Road Fund payroll)</li> <li>○ Cemetery - <a href="#">\$2,966</a></li> <li>○ Fire - <a href="#">\$44,340</a></li> <li>○ Sewer - <a href="#">\$7,888</a></li> <li>○ Road - <a href="#">\$0</a></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 as presented.</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. She also noted the library’s deep interest in the village and township analyses being performed regarding the village possibly becoming designated as a city, as the outcome could conceivably adversely impact the library’s financial position.</p>	<p><b>PUBLIC COMMENTS</b></p>
<p>Ms. Cavazos related the following:</p> <ol style="list-style-type: none"> <li>1. SPARK GRANT – Update</li> </ol>	<p><b>SUPERVISOR’S REPORT</b></p>

<p>The Building Michigan Together Plan was signed in March of 2022. It was designed to provide funding for parks and recreational areas throughout the State and is administered by the Michigan Department of Natural Resources.</p> <p>Pentwater Township is working in a partnership with the Friends of the Pentwater Hart Trail. The Township will serve as the applicant for the grant that will be written and submitted by John Wilson. The grant is being submitted in the 2<sup>nd</sup> Phase of Spark Grants and is due on June 26, 2023. The grant application is for \$1 million dollars. We should hear about this aware this fall.</p> <p>2. The Pentwater Township Library will have an Open House on Monday, June 12<sup>th</sup> from 11:00 AM – 1:00 PM. All community groups are welcome to set up a table at the event. Pentwater Township will have a table again this year at the Open House.</p> <p>3. Veteran Flags for Memorial Day The Pentwater National Honor Society will again be placing flags on graves of Veterans in the Pentwater Township Cemetery on Friday, May 19<sup>th</sup> during the Pentwater School’s Community Service Day. Mike Flynn and Lynne Cavazos will assist the students at the cemetery.</p>	
<p>Ms. Murphy related the following:</p> <p><b>.GOV</b></p> <ul style="list-style-type: none"> <li>As of this past weekend all of our emails have been changed to .gov For example, I’m <a href="mailto:clerk@pentwatertownshipmi.gov">clerk@pentwatertownshipmi.gov</a>. You can still send it to our .org and it will be forwarded to our new .gov email.</li> </ul> <p><b>Cemetery:</b></p> <ul style="list-style-type: none"> <li>So, far in May we have had 1 burial on May 6<sup>th</sup> with 2 more scheduled later this month.</li> <li>4 foundations orders are in process, including one that is oversized and will require Ruggles and Sons to make foundation on site.</li> </ul> <p><b>Election Legislation &amp; Other Legislation Impacting Townships:</b></p> <ul style="list-style-type: none"> <li>Continuing to monitor <i>legislative changes or legislation in review as</i> communicated by the Bureau of Elections and Michigan Township Association (MTA) for anything that directly impacts our office</li> <li>We will need to purchase an outside dropbox and install 24 hour camera surveillance for the 2024 election cycle. Best place to locate this box will need to be determined. The state will pay for the box and camera installation.</li> <li>Michigan’s primary election date is tentatively set for February 27, 2024.</li> <li>I have been reaching out to our election inspectors to determine who will be available. So, far out of our 12 current Election Inspectors, I have 5 that are willing to work hours during the 9 days of early voting and Election Day, 2 that will not be in town and 4 have yet to commit.</li> <li>We will definitely need to hire more Election Inspectors for the Presidential Primary, given the time of year and the requirement for the 9 days of early voting.</li> </ul>	<p><b>CLERK’S REPORT</b></p>

- I'm currently accepting applications from people who would like to be part of the Election Process. So, if you know of anyone who would like to do their civic duty this is a great opportunity for them to do so.
- Please stop in the Clerk's office for an application or more information on the duties and responsibilities on an Election Inspector.
- Planning to conduct short workshops describing the role of an Election Inspector. Dates and Times yet TBD.

**Election Updates:**

- Michigan BoE and the Michigan Legislature continue to work out details for implementing Proposal 2022-2 (Election process changes). The Bureau of Elections presented a status update at this year's MTA Annual Conference. While they are clearly busy identifying the many issues that will need to be resolved, much of it is dependent on legislative action, and until that takes place, there is little definitive to report.

**Transfer Station:**

- We had 200 visitors in April and took in \$1,547 in fees. This is up by about 10% and 36% respectively.
- No changes were made to this year's fee schedule except to eliminate acceptance of tires, and to update the look/format of the fee schedule to be more user-friendly.
- New color permits have been created which include an expiration date (October 31, 2025)
- A reminder to Mark your calendar for the first free day which is Saturday June 17, 2023

**Website:**

- No action

**Office Matters – Few Things in looking at our financials**

- Received our quarterly invoice from Ricoh, who is the Vendor for our Copy Machine. The invoice was for \$1,600 for the cost of copying/printing in B&W and Color. This was definitely a red flag because bills over the last year or so were in the ballpark of \$100 -\$150 per quarter. With many calls and emails to Ricoh without any explanation as to why the invoice was so much more, I asked Glenn to do one of his snappy spreadsheets to find out the discrepancy. And sure enough he was able to determine that Ricoh had been estimating the cost of copying for the last 4 quarters, thus the Township had basically not been charged for 9 months of copying in the last year. We have come up with a process to monitor our copy usage on a monthly basis so this does not happen again. If everyone in our office could be mindful to copy/print in B & W the savings will be significant. (1cent/copy B&W vs. 5 cents/copy Color)
- I had the great opportunity to invoice and pay bills for the Sewer System for the very first time on May 2<sup>nd</sup>.
- Our last payment installment for the Bs & A utility module came in and was under By \$1215 from what was originally quoted by BS & A

### Protect Pentwater Harbor Committee

- Representative Moolenaar will be at Park Place on May 19<sup>th</sup> at 2:00pm for a round table discussion on the channel. I extended an invite to Matt Mrozinski the chair of the Michigan Shallow Harbors Coalition.

**MTA Annual Conference: We attended the Annual MTA Conference back in the middle of April. We Learned many important concepts for running a Township along with networking with Vendors and other Townships:**

- **Managing your Township Team** (MTA's Township Governance Academy pre-conference training - 6 credits) We learned about the importance of having in place comprehensive personnel policies (handbook) to help minimize employment related risks, retain good employees, and generally ensure good morale by having in place policies that clearly define expectations of both employer and employee.
- **Elections Update:** Put on by the Secretary of State's office and state Bureau of Elections. Topic focused primarily on organizational restructuring and the changes and challenges associated with Proposal 2022-2. Other than seeing that the BoE, QVF team, and state legislators are working together and have identified most if not all implementation challenges, there is much work to be yet to be completed either by way of legislative action, QVF software modifications, and training of clerks and voters.
- **Safety First – Preparing for the Unimaginable:** Main takeaways - Be vigilant in awareness of suspicious activity; communicate to authorities immediately; de-escalate if possible; run/hide/defend, and know your surroundings in advance – alternative exits, safe places to hide if cannot escape, and be aware of potential improvisational weapons such as fire extinguishers or other heavy objects if you need to defend yourself. And if you do need to defend yourself, do so like your life depends on it – because it does! A list of recommended Emergency Kit components was also recommended.
- **Keep Calm and Carry On:** Offered guidance on how to deal with angry and aggressive individuals at board meetings and determining when free speech crosses the line. The basic message was to keep calm, listen carefully to the person's complaint, reflect back what they said so they know you are listening, and respond to their complaint the extent possible, even if it's simply to invite them back for further discussion. The *presenters strongly recommended that every township have a comprehensive public facility use policy on hand.* Many reasons were given, both legal and practical. A detailed presentation is available for review of details.
- **Know your Boundaries:** We learned about several historically successful Township defenses to Annexation from attorney firm "Fahey

<p>Schultz Burzych Rhodes PLC”, as well as City strategies for annexing properties while avoiding involvement by the State Boundary Commission. The strategies presented are complex and many, if not all, may not be applicable for our particular situation. Our take away is that, should Pentwater Village move forward with becoming a city, it would be good for the township spend an hour reviewing our particular situation with this firm to determine what if any defensive strategies may be worth pursuing.</p> <ul style="list-style-type: none"> <li>• We also attended opening and closing events and met with and established connections with several of our elected counterparts elsewhere in the state. We compared notes on how each other’s township operates pertaining to things like jurisdiction size, handling of payroll, expenditure authorization process, distribution of duties, elected officials board reporting, etc.</li> </ul>	
<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>• Deputy Supervisor, Zoning Administrator &amp; Ordinance Enforcement Officer</li> <li>• Assessor</li> <li>• Transfer Station</li> <li>• Cemetery</li> </ul>	<p><b>STAFF REPORTS</b> Zoning, Assessing, Cemetery, Transfer Station</p>
<p><b>Unfinished Business:</b> a. None</p>	<p><b>UNFINISHED BUSINESS a)</b></p>
<p><b>New Business:</b> <b>City Committee Presentation of Final CRC Report</b></p> <p>City Committee chairperson Karl Schrupf and former Township Supervisor Dave Spitler summarized the final CRC report and spoke to several highlights therein, including an estimated 34% reduction in General Fund revenues should the village move forward with City designation.</p> <p>The committee will now develop a plan for communication of the report’s findings to the general public.</p> <p>Motion by Holub, seconded by Douglas to accept the final CRC report as presented.</p>	<p><b>NEW BUSINESS</b> a) City Committee Presentation of Final CRC Report</p>

<p>Roll call vote:  Ayes: Holub, Flynn, Douglas, Murphy, Cavazos  Nays: None  Motion: Carries</p>	
<p><b>New Business:</b></p> <p><b>b. Assign Lisa McKinney as Treasurer Designate June 2023 thru August of 2023</b></p> <p>Treasurer Douglas indicated that she would be unavailable during all or portions of the above timeframe and so proposed that former Deputy Supervisor and Deputy Treasurer Lisa McKinney be assigned Treasurer Designate during this period. She also indicated that this assignment would have no adverse impact on the Treasurer’s current fiscal year budget.</p> <p>Motion by Douglas, seconded by Holub to approve Lisa McKinney as the Treasurer Designate for the period June 2023 thru August 2023.</p> <p>Roll call vote:  Ayes: Holub, Flynn, Douglas, Murphy, Cavazos  Nays: None  Motion: Carries</p>	<p><b>NEW BUSINESS</b>  <b>b) Assignment of Treasurer Designate</b></p>
<p><b>New Business:</b></p> <p><b>c) Proposal for Ryan’s Lawn Care to provide Mowing and Trimming Services for the Township Hall</b></p> <p>Motion by Cavazos, seconded by Murphy to approve the proposal submitted by Ryan’s Lawn Care to provide mowing and trimming services for the Township Hall</p> <p>Roll call vote:  Ayes: Flynn, Douglas, Murphy, Cavazos, Holub  Nays: None  Motion: Carries</p>	<p><b>NEW BUSINESS</b>  <b>c) Mowing &amp; Trimming Services for Township Hall</b></p>
<p><b>New Business:</b></p> <p><b>d) Proposed Increase to Supervisor Spend Limit without Board Approval</b></p> <p>This proposal was presented because of the Township’s new sewer and sanitary system responsibilities, and the potential for prompt authorization of payment should sewer system emergencies arise.</p> <p>Motion by Douglas, seconded by Murphy to approve an increase in the Supervisor’s spend limit from \$1,000 to \$5,000.</p> <p>Roll call vote:  Yeas: Douglas, Holub, Murphy, Cavazos, Flynn  Nays: None  Motion: Carries</p>	<p><b>NEW BUSINESS</b>  <b>d) Increased Supervisor’s Spend Limit without Board Approval</b></p>
<p><b>New Business:</b></p>	<p><b>NEW BUSINESS</b>  <b>e) Cemetery Ordinance</b></p>

<p><b>e) Ordinance to amend Ordinance 2021-1, The Amended and Restated Pentwater Township Cemetery Ordinance</b></p> <p>Motion by Holub, seconded by Flynn to approve Ordinance 2023-1 that clarifies the Cemetery Ordinance regarding vault requirements at the Pentwater Cemetery</p> <p>Roll call vote:  Yeas: Murphy, Holub, Flynn, Douglas, Cavazos  Nays: None  Motion: Carries</p>	<p><b>2023-1</b></p>
<p><b>New Business:</b></p> <p><b>f) Resolution to Adjust Sewer Rates and Charges for the Sanitary Sewer System</b></p> <p>Motion by Cavazos, seconded by Douglas to approve Resolution 2023-14 that approves the Sewer Rates and Charges for the sanitary sewer system for the current fiscal year (current fiscal year language confirmed at Board meeting)</p> <p>Roll call vote:  Yeas: Murphy, Holub, Flynn, Douglas, Cavazos  Nays: None  Motion: Carries</p>	<p><b>NEW BUSINESS</b>  <b>f) RESOLUTION 2023-14</b>  <b>Resolution to Adjust Sewer Rates and Charges for the Sanitary Sewer System</b></p>
<p><b>New Business:</b></p> <p><b>g) Deputy Supervisor Request for Additional Hours of Work</b></p> <p>Motion by Douglas, seconded by Murphy to approve an increase in hours for the Deputy Supervisor for extensive work in implementing the Township Sanitary Sewer System.</p> <p>Roll call vote:  Yeas: Murphy, Holub, Flynn, Douglas, Cavazos  Nays: None  Motion: Carries</p> <p>Motion by Cavazos, seconded by Douglas to approve payment to Deputy Supervisor at an hourly rate of \$31.77/hour through the Fall of 2023.</p> <p>Roll call vote:  Yeas: Murphy, Holub, Flynn, Douglas, Cavazos  Nays: None  Motion: Carries</p>	<p><b>NEW BUSINESS</b>  <b>g) Proposal for Deputy Supervisor Additional Hours of Work</b></p>
<p><b>New Business:</b></p> <p><b>h) Proposal to Increase Clerk Wages for Performance of Non-Statutory Cemetery Duties</b></p> <p>The Board felt there had been insufficient time to review the written request and so tabled it for further review at the next Board meeting.</p> <p>Motion by Flynn, seconded by Holub to table this discussion until next Board Meeting</p>	<p><b>NEW BUSINESS</b>  <b>h) Proposal to Increase Clerk Wages for Performance of Non-Statutory Cemetery Duties</b></p>

