



PENTWATER TOWNSHIP BOARD

AGENDA PACKET

REGULAR BOARD MEETING

May 10, 2023 at 6:00 p.m.

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

Mike Flynn, Trustee
Dean Holub, Trustee



TOWNSHIP BOARD MEETING SIGN-IN SHEET

TOWNSHIP BOARD MEETING		Meeting Date:	May 10, 2023 6:00PM
		Location:	500 N. Hancock Pentwater, MI 49449

NAME	ADDRESS	PHONE	EMAIL
✓ Krae Schenmy	214 S. Wythe	202 2139306	_____
✓ Jan Lamabe			
Carol Feltus	4942 Madison	988 3921490	
Amy LaBarey	605 6th St		
Chris Conroy	560 S. Hancock #31	630 606 8301	
Cathy Crum	94 W Lowell	231-869-7097	
✓ Roy Christians	87 Sands St	231 869 3308	
✓ Valerie McHugh	163 Green	869-5832	
✓ Nancy Anvai	5018 Madison	869 4344	
✓ Brenda Flynn	6006 N Wayne	869-5875	kontsa.flynn@gmail.com
✓ Rob Young	163 Wesley	_____	_____
✓ DAVE SAITLER	621 WAYNE		

PENTWATER TOWNSHIP BOARD MEETING
Regular Meeting

May 10, 2023 at 6:00 p.m.
Pentwater Community Hall
500 N. Hancock Street, Pentwater, MI 49449

Join Zoom Meeting
<https://us02web.zoom.us/j/86927971191?pwd=RnQrRHdBRU03RFdGMzZQZXQ1WWR4UT09>
Meeting ID: 869 2797 1191
Passcode: 022966

AGENDA

1. Call to Order/Pledge
2. Roll Call
3. Consent Agenda – Review & Action
 - a. Minutes of April 12, 2023
 - b. Correspondence, if any
 - c. Monthly Budget Reports for General Fund, Cemetery Fund, Fire Dept Fund, and ARPA Fund
 - d. 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. Supervisor's Report
7. Clerk's Report
8. Treasurer's Report
9. Library Board Packet
10. Fire Department Agenda/Minutes
11. Recreation Report
12. Staff Reports
 - a. Zoning Administrator
 - b. Assessor
 - c. Cemetery Sexton (April thru Oct)
 - d. Transfer Station (April thru Oct)

13. Unfinished Business

- a. None

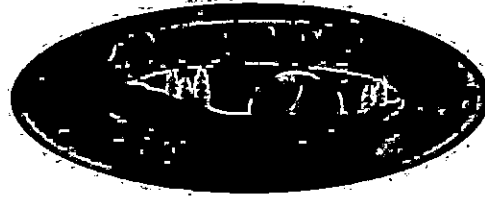
14. New Business

- a. Review & Action: City Committee Presentation of Final CRC Report
- b. Review & Action: Assign Lisa McKinney as Treasurer Designate
- c. Review & Action: Ryan's Lawn Care – Proposal for Township Hall Mowing/Trimming Services
- d. Review & Action: Proposed Increase to Supervisor Spend Limit without Board Approval
- e. Review & Action: Proposed Revision to Cemetery Ordinance (Vault Rqmt)
- f. Review & Action: 2023-14: Resolution to Adjust Sewer Rates & Charges for Sanitary Sewer System
- g. Review & Action: Proposal for Deputy Supervisor Hours Increase
- h. Review & Action: Proposed Clerk Wages for Performance of Non-Statutory Cemetery Duties

15. Public Comments

16. Other Items from Board Members

17. Adjournment



A General Law Township

Pentwater Township Regular Board Meeting

Consent Agenda Items

May 10, 2023

- Prior Meeting Minutes:
 - Township Regular Board Meeting – April 12, 2023
- Correspondence: Claudia Ressel-Hodan: Spark Grant Questions
- Financial Reports 4/01/23 thru 4/30/23 (New Fiscal Year)
- Claims/Bills for the period 4/12/23 – 5/10/23 as follows:
 - Township - \$85,394
 - Cemetery - \$2,966
 - Fire - \$44,340
 - Sewer – 7,883 (New beginning this month)
 - Road - \$0

<p style="text-align: center;"> PENTWATER TOWNSHIP BOARD PENTWATER COMMUNITY HALL 500 N. HANCOCK STREET, PENTWATER, MI 49449 APPROVED 12 April 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, Holub</p> <p>Members Absent: None</p> <p>Staff Present: Keith Edwards, Deputy Supervisor & Zoning Administrator, Glenn Beavis, Deputy Clerk</p> <p>Others Present: Ron Christians, Tom Roose, Valerie McHugh, Blair Selover</p> <p>Present via Zoom: Chris Conroy, Cathy Crumb, and one person who declined to identify themselves.</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 (March 8th & 28th , 2023) • Correspondence: Barb Brown – Fencing/retaining wall ordinance concerns • Budget Reports: • 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"> ○ Township - \$48,293 (includes any Road Fund payroll) ○ Cemetery - \$4,000 ○ Fire - \$54,256 ○ Road - \$0 <p>Roll call vote: YES: Cavazos, Douglas, Murphy, Flynn, Holub NO: None Motion Carried</p>	<p>CONSENT AGENDA - Review & Action</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>MEETING AGENDA</p>
<p>Valerie McHugh, Pentwater Township Library spoke about various planned activities and events</p>	<p>PUBLIC COMMENTS</p>
<p>Ms. Cavazos related the following:</p> <ol style="list-style-type: none"> 1. <u>Protect the /Channel Request for Township Resolution</u> 	<p>SUPERVSR'S REPORT</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.</p> <p>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"> 1. Spring – General Clean-up and Cemetery Walkthrough. Date: Sunday , May 21, 2023 at 1:00 pm at the cemetery. 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. 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 & 10/8 or 10/21 & 10/22 <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.</p> <p>The mulch and black protective tubing are still in place around the trunks.</p> <p>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. <u>Veteran’s Flag – Pentwater Township Cemetery</u></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 19th from 9:30 – 11:00 AM.</p> <p>Submitted: Lynne Cavazos, Supervisor</p>	
<p>Ms. Murphy related the following:</p> <p>End of Year Activities:</p> <ul style="list-style-type: none"> • BS&A “Year-End Closing” for current fiscal year planned but on hold pending audit completion (cannot be re-opened once closed) • All Board Adopted FY2023-24 Budgets have been uploaded to BS&A and “Adopted.” 	<p>CLERK’S REPORT</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 4th Tuesday in February, up from 2nd Tuesday in March. (Feb 27th 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.

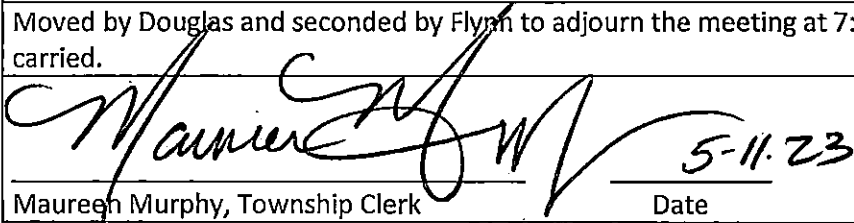
Michigan Department of State 2022 Election Security Grant Reimbursement Program:

- 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>Transfer Station:</p> <ul style="list-style-type: none"> • Re-Opened this past Saturday, April 1. Waste receptacles & Porta-Potty ordered and in place. • Oceana County Transfer Station has increased gate fees this year. Propose revised township fees to match. See NEW BUSINESS #.... <p>Website:</p> <ul style="list-style-type: none"> • Received quote for revamping of our website from STG – Shumaker Technology Group. <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>TREASURER'S REPORT</p>
<p>The following reports were received and placed on file:</p> <ul style="list-style-type: none"> • Library, Fire Department, and Recreation 	<p>OTHER DEPARTMENTAL REPORTS 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"> • Zoning Administrator & Ordinance Enforcement Officer • Assessor <p>Reports not provided this period:</p> <ul style="list-style-type: none"> • Transfer Station & Cemetery (now open with first report due next month) 	<p>STAFF REPORTS Zoning, Assessing, Cemetery, Transfer Station</p>
<p>Unfinished Business:</p> <p>a. Request from Treasurer to attend the Michigan Municipal Treasurer's Association (MMTA) 2023 Basic Institute</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>UNFINISHED BUSINESS a) Treasurer's Training Request</p>

<p>New Business:</p> <p>a. Proposal to Change Payment Processing Company</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>NEW BUSINESS a) Payment Processing</p>
<p>New Business:</p> <p>b. Village Conveyance of North Sewer System to Township</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>NEW BUSINESS b) RESOLUTION 2023-10 North Sewer System Conveyance</p>
<p>New Business:</p> <p>c) Village Conveyance of South Sewer System to Township</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>NEW BUSINESS c) RESOLUTION 2023-11 South Sewer System Conveyance</p>
<p>New Business:</p> <p>d) Memorandum of Understanding for Sewage Treatment Services</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>NEW BUSINESS d) RESOLUTION 2023-12 Sewage Treatment Services</p>
<p>New Business:</p> <p>e) Professional Services Agreement for Operation & Maintenance of Township Sewer Systems</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 & V</p>	<p>NEW BUSINESS e) RESOLUTION 2023-13 Operation & Maintenance of Sewer Systems</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>New Business:</p> <p>f) Transfer Station – Proposed Rate Changes</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>NEW BUSINESS f) Transfer Station – Proposed Rate Changes</p>
<p>New Business:</p> <p>g) This item was removed from the agenda</p>	<p>NEW BUSINESS g) Transfer Station Permitting Process</p>
<p>New Business:</p> <p>h) Proposed Sale of Township Property – Parcel # 64-044-560-076-00</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>NEW BUSINESS h) Proposed Sale of Township Property</p>
<p>New Business:</p> <p>i) DISCUSSION ITEM: STG Website Development Proposal</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>NEW BUSINESS i) STG Website Development Proposal</p>
<ul style="list-style-type: none"> 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, 	<p>PUBLIC COMMENTS</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>OTHER ITEMS from BOARD MEMBERS</p>
<p>Moved by Douglas and seconded by Flynn to adjourn the meeting at 7:55 PM. Motion carried.</p>	<p>ADJOURNMENT</p>
<p> <u>Maureen Murphy, Township Clerk</u> <u>5-11-23</u> Date</p>	<p>Prepared by Deputy Clerk Glenn Beavis</p>

Blank

Supervisor

From: Claudia Ressel-Hodan <chair@pentwaterharttrail.com>
Sent: Monday, May 1, 2023 2:25 PM
To: John Wilson
Cc: Supervisor; Treasurer
Subject: Questions from Pentwater Township

Hi John,

I am providing you the questions generated from my meeting with Pentwater Township to be the Spark Applicant. If we can get these answers this week it would be best.

1. Can we get an answer to the question "Under Special Circumstances" the grant could be other than reimbursement?
2. Can we find out more about the 25% submitted before reinforcement. Is that applying to the Spark grant? Is it 25% of the project total cost or 25% of the grant?
3. Is there a limit on how many reimbursement requests are made? Does the 4 requests in the guidelines apply to this grant?
4. Can payments made be in increments?
5. What needs to be shown in the grant that the Township has \$ available to pay bills?
6. If the grant was awarded, what would be an estimated timeframe of when bill would be generated?

Thank You,

Claudia

BLACK

User: GLENN

PERIOD ENDING 04/30/2023

DB: PENTWATER TWP

% Fiscal Year Completed: 8.20

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 04/30/2023	% BGD USED
		ORIGINAL BUDGET	ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREA		
Fund 101 - GENERAL FUND					
Revenues					
Dept 000					
101-000-401.000	FROM PREV YEAR-END	98,387.23	0.00	0.00	0.00
101-000-402.000	CURRENT REAL PROPERTY	299,244.00	0.00	0.00	0.00
101-000-405.000	TAX ADMINISTRATION FEE	60,700.00	0.00	0.00	0.00
101-000-411.000	DELINQUENT REAL PROP TAX	0.00	0.00	0.00	0.00
101-000-429.000	COMM FOREST TAX	20.00	0.00	0.00	0.00
101-000-432.000	STATE PMT IN LIEU OF TAX (PILT)	3,300.00	0.00	0.00	0.00
101-000-434.000	TRAILER PARK TAX	200.00	0.00	0.00	0.00
101-000-445.000	PENALTY & INTEREST TAXES	100.00	0.00	0.00	0.00
101-000-477.000	FRANCHISE FEES (CHARTER COMM)	8,000.00	0.00	0.00	0.00
101-000-479.000	ZONING PERMIT FEES	2,000.00	140.00	140.00	7.00
101-000-481.000	PLANNING COMMISSION REVIEW FEES	1,050.00	0.00	0.00	0.00
101-000-546.000	METRO ACT	3,900.00	0.00	0.00	0.00
101-000-549.000	ELECTION REIMBURSEMENT	4,900.00	0.00	0.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	0.00	0.00	0.00
101-000-574.000	STATE SHARED REVENUE	56,100.00	0.00	0.00	0.00
101-000-603.000	ZBA FEES	1,600.00	400.00	400.00	25.00
101-000-628.000	TRANSFER SITE FEES	11,200.00	1,014.00	1,014.00	9.05
101-000-664.000	INTEREST INCOME	300.00	2,013.70	2,013.70	671.23
101-000-672.000	OTHER REVENUE	1,400.00	142.58	142.58	10.18
101-000-673.000	ZA REIMBURSEMENT	0.00	0.00	0.00	0.00
101-000-677.000	OTHER REVENUE	0.00	0.00	0.00	0.00
101-000-686.000	MISCELLANEOUS	4,500.00	0.00	0.00	0.00
101-000-699.000	TRANSFER IN	0.00	0.00	0.00	0.00
Total Dept 000		556,901.23	3,710.28	3,710.28	0.67
TOTAL REVENUES		556,901.23	3,710.28	3,710.28	0.67
Expenditures					
Dept 101 - TOWNSHIP BOARD					
101-101-702.000	SALARIES & WAGES	3,307.50	396.86	396.86	12.00
101-101-705.000	EMPLOYER FICA CONTRIB	253.02	30.36	30.36	12.00
101-101-999.000	TRANSFER OUT	0.00	0.00	0.00	0.00
Total Dept 101 - TOWNSHIP BOARD		3,560.52	427.22	427.22	12.00
Dept 171 - SUPERVISOR					
101-171-702.000	SALARIES & WAGES	35,653.80	2,971.16	2,971.16	8.33
101-171-702.001	DEPUTY WAGES	9,178.03	963.83	963.83	10.50
101-171-705.000	EMPLOYER FICA CONTRIB	3,429.63	301.03	301.03	8.78
101-171-815.000	EDUCATION/TRAINING	0.00	0.00	0.00	0.00
101-171-910.000	EDUCATION/TRAINING	1,000.00	0.00	0.00	0.00
101-171-913.000	TRAVEL	400.00	108.73	108.73	27.18
Total Dept 171 - SUPERVISOR		49,661.46	4,344.75	4,344.75	8.75
Dept 215 - CLERK					
101-215-702.000	SALARIES & WAGES	35,653.80	2,971.16	2,971.16	8.33
101-215-702.001	DEPUTY WAGES	26,773.95	2,033.61	2,033.61	7.60
101-215-705.000	EMPLOYER FICA CONTRIB	4,775.72	411.32	411.32	8.61
101-215-707.000	PAID TIME OFF	0.00	245.14	245.14	100.00
101-215-712.000	RECORDING SECRETARY	0.00	0.00	0.00	0.00
101-215-812.000	REC SECRETARY	500.00	126.77	126.77	25.35
101-215-815.000	EDUCATION/TRAINING	0.00	0.00	0.00	0.00
101-215-860.000	TRAVEL EXPENSES	0.00	0.00	0.00	0.00
101-215-910.000	EDUCATION/TRAINING	2,000.00	0.00	0.00	0.00
101-215-913.000	TRAVEL	3,000.00	128.64	128.64	4.29
101-215-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00
101-215-957.000	RPC	0.00	0.00	0.00	0.00
Total Dept 215 - CLERK		72,703.47	5,916.64	5,916.64	8.14
Dept 247 - BOARD OF REVIEW					
101-247-702.000	SALARIES & WAGES	1,102.50	0.00	0.00	0.00
101-247-705.000	EMPLOYER FICA CONTRIB	84.34	0.00	0.00	0.00
101-247-815.000	EDUCATION/TRAINING	0.00	0.00	0.00	0.00
101-247-860.000	TRAVEL EXPENSES	100.00	0.00	0.00	0.00
101-247-910.000	EDUCATION/TRAINING	125.00	0.00	0.00	0.00
101-247-955.000	MISCELLANEOUS	500.00	0.00	0.00	0.00
Total Dept 247 - BOARD OF REVIEW		1,911.84	0.00	0.00	0.00

User: GLENN

PERIOD ENDING 04/30/2023

DB: PENTWATER TWP

% Fiscal Year Completed: 8.20

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 04/30/2023	% BDGT USED
		ORIGINAL BUDGET	ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREA		
Fund 101 - GENERAL FUND					
Expenditures					
Dept 253 - TREASURER					
101-253-702.000	SALARIES & WAGES	35,653.80	2,971.16	2,971.16	8.33
101-253-702.001	DEPUTY WAGES	12,377.40	0.00	0.00	0.00
101-253-705.000	EMPLOYER FICA CONTRIB	3,674.39	227.29	227.29	6.19
101-253-752.000	SUPPLIES/EQUIPMENT	500.00	0.00	0.00	0.00
101-253-802.000	PROF SERV SOFTW	4,250.00	0.00	0.00	0.00
101-253-815.000	EDUCATION/TRAINING	0.00	0.00	0.00	0.00
101-253-851.000	POSTAGE	4,300.00	70.00	70.00	1.63
101-253-860.000	TRAVEL EXPENSES	0.00	0.00	0.00	0.00
101-253-910.000	EDUCATION/TRAINING	2,500.00	0.00	0.00	0.00
101-253-913.000	TRAVEL	2,000.00	0.00	0.00	0.00
101-253-955.000	MISCELLANEOUS	100.00	281.25	281.25	281.25
101-253-964.000	REFUNDS	0.00	0.00	0.00	0.00
Total Dept 253 - TREASURER		65,355.59	3,549.70	3,549.70	5.43
Dept 257 - ASSESSOR					
101-257-702.000	SALARIES & WAGES	54,680.85	4,556.67	4,556.67	8.33
101-257-705.000	EMPLOYER FICA CONTRIB	4,183.09	348.58	348.58	8.33
101-257-802.001	PROF SERVICES - ATTY	2,000.00	0.00	0.00	0.00
101-257-804.000	PROF SER SOFTWA	2,135.00	0.00	0.00	0.00
101-257-851.000	POSTAGE	3,000.00	0.00	0.00	0.00
101-257-955.000		0.00	0.00	0.00	0.00
Total Dept 257 - ASSESSOR		65,998.94	4,905.25	4,905.25	7.43
Dept 262 - ELECTION					
101-262-702.000	SALARIES & WAGES	8,268.75	0.00	0.00	0.00
101-262-705.000	EMPLOYER FICA CONTRIB	632.56	0.00	0.00	0.00
101-262-752.000	SUPPLIES/EQUIPMENT	6,000.00	0.00	0.00	0.00
101-262-801.000	ELECT SERV VILL	4,900.00	0.00	0.00	0.00
101-262-802.000	ELECT OTHER CON	250.00	0.00	0.00	0.00
101-262-803.000	ELECTION SOURCE - CONTRACTUAL	0.00	0.00	0.00	0.00
101-262-815.000	EDUCATION/TRAINING	2,000.00	0.00	0.00	0.00
101-262-851.000	POSTAGE	4,000.00	0.00	0.00	0.00
101-262-860.000	TRAVEL EXPENSES	0.00	0.00	0.00	0.00
101-262-910.000	EDUCATION/TRAINING	2,000.00	0.00	0.00	0.00
101-262-913.000	TRAVEL	500.00	0.00	0.00	0.00
101-262-955.000	MISCELLANEOUS	1,750.00	0.00	0.00	0.00
Total Dept 262 - ELECTION		30,301.31	0.00	0.00	0.00
Dept 265 - TOWNSHIP					
101-265-705.000	EMPLOYER FICA CONTRIB	449.82	9.86	9.86	2.19
101-265-706.000	CUSTODIAL WAGES	5,880.00	128.84	128.84	2.19
101-265-752.000	SUPPLIES/EQUIPMENT	6,000.00	390.98	390.98	6.52
101-265-802.000	PROF SERV SOFTWARE	5,550.00	1,295.91	1,295.91	23.35
101-265-804.000	PROF SERV-ATTOR	10,000.00	0.00	0.00	0.00
101-265-805.000	PROF SERV-AUDIT	5,500.00	0.00	0.00	0.00
101-265-806.000	OTHER SERVICES	2,100.00	0.00	0.00	0.00
101-265-806.001	PROF SERV INFO	6,250.00	785.00	785.00	12.56
101-265-807.000	PROF SERV WEB	1,000.00	0.00	0.00	0.00
101-265-808.000	BUOYS	350.00	0.00	0.00	0.00
101-265-809.000	OTHER SERVICES	0.00	0.00	0.00	0.00
101-265-815.000	EDUCATION/TRAINING	0.00	0.00	0.00	0.00
101-265-828.000	BANK FEES	1,600.00	540.00	540.00	33.75
101-265-829.000	PERMITS	0.00	0.00	0.00	0.00
101-265-850.000	UTIL PH/INTERNE	4,000.00	303.65	303.65	7.59
101-265-851.000	POSTAGE	3,200.00	0.00	0.00	0.00
101-265-854.000	COPYING	300.00	0.00	0.00	0.00
101-265-855.000	OTHER SER/CHGS	2,400.00	92.95	92.95	3.87
101-265-860.000	TRAVEL EXPENSES	100.00	0.00	0.00	0.00
101-265-900.000	PRINT/PUBLISH	3,000.00	286.20	286.20	9.54
101-265-900.001	PRINT/PUB NOTIC	1,200.00	357.75	357.75	29.81
101-265-910.000	EDUCATION/TRAINING	1,000.00	0.00	0.00	0.00
101-265-913.000	TRAVEL	0.00	0.00	0.00	0.00
101-265-915.000	MEMBER/DUES	6,000.00	0.00	0.00	0.00
101-265-915.001	MEM/DUES MML	250.00	0.00	0.00	0.00
101-265-915.002	MEM/DUES OTHER	500.00	0.00	0.00	0.00
101-265-920.000	UTILITIES	7,400.00	652.05	652.05	8.81
101-265-932.000	REP/MAIN MOW/SN	2,000.00	0.00	0.00	0.00
101-265-933.000	WEB	0.00	0.00	0.00	0.00
101-265-934.000	REP/MAIN CUSTOD	500.00	0.00	0.00	0.00
101-265-934.003	REP/MAIN MISC	6,000.00	0.00	0.00	0.00

User: GLENN

PERIOD ENDING 04/30/2023

DB: PENTWATER TWP

% Fiscal Year Completed: 8.20

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 04/30/2023	% BDGT USED
		ORIGINAL BUDGET	ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREA NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND					
Expenditures					
101-265-935.000	INSURANCE/BONDS	10,050.00	0.00	0.00	0.00
101-265-937.000	WORK COMP	1,500.00	1,123.50	1,123.50	74.90
101-265-940.000	COPY MACH RENT	1,500.00	117.52	117.52	7.83
101-265-940.001	POST MACH RENT	500.00	0.00	0.00	0.00
101-265-941.000	CONTIGENCY	0.00	0.00	0.00	0.00
101-265-955.000	MISCELLANEOUS	5,000.00	713.79	713.79	14.28
101-265-970.000	CAP OUT-COMPUTE	2,500.00	0.00	0.00	0.00
101-265-970.002	CAP OUT-BLDG	1,000.00	0.00	0.00	0.00
101-265-970.003	CAP OUT OTHER	30,000.00	0.00	0.00	0.00
101-265-970.004	CAP OUT BLD REP	3,000.00	0.00	0.00	0.00
101-265-995.000	TRANSFERS OUT	6,200.00	0.00	0.00	0.00
Total Dept 265 - TOWNSHIP		143,779.82	6,798.00	6,798.00	4.73
Dept 445 - DRAIN					
101-445-875.000	AT LARGE DRAINAGE ASSESSMENT	0.00	0.00	0.00	0.00
Total Dept 445 - DRAIN		0.00	0.00	0.00	0.00
Dept 526 - TRANSFER STATION					
101-526-702.000	SALARIES & WAGES	14,120.40	706.81	706.81	5.01
101-526-705.000	EMPLOYER FICA CONTRIB	1,080.21	54.07	54.07	5.01
101-526-752.000	SUPPLIES/EQUIPMENT	300.00	0.00	0.00	0.00
101-526-802.000	CONTRACTUAL SER	1,000.00	0.00	0.00	0.00
101-526-900.000	PRINT/PUBLISH	500.00	0.00	0.00	0.00
101-526-934.000	REP/MAINT	1,000.00	0.00	0.00	0.00
101-526-940.000	RENTALS	21,000.00	600.00	600.00	2.86
101-526-940.001	EQUIP RENT/JONS	1,000.00	52.50	52.50	5.25
101-526-956.000	MISCELLANEOUS	600.00	0.00	0.00	0.00
101-526-964.000	REFUNDS	0.00	0.00	0.00	0.00
Total Dept 526 - TRANSFER STATION		40,600.61	1,413.38	1,413.38	3.48
Dept 527 - SEWER-UTILITIES					
101-527-802.000	CONTRACT SERVICES	0.00	0.00	0.00	0.00
101-527-829.000	PERMITS	0.00	0.00	0.00	0.00
101-527-851.000	POSTAGE	0.00	0.00	0.00	0.00
101-527-920.000	UTILITIES	0.00	0.00	0.00	0.00
101-527-932.000	REPAIR/MAINT	0.00	0.00	0.00	0.00
101-527-955.000	MISCELLANEOUS	0.00	0.00	0.00	0.00
101-527-970.000	SEW/LAND CAP OU	0.00	0.00	0.00	0.00
Total Dept 527 - SEWER-UTILITIES		0.00	0.00	0.00	0.00
Dept 597 - DOC/RECREATION/PLIB					
101-597-802.000	CONT SER DOCK	1,000.00	0.00	0.00	0.00
101-597-804.000	CONT SERV REC	7,500.00	0.00	0.00	0.00
101-597-804.100	PARK PLACE	7,500.00	0.00	0.00	0.00
101-597-804.200	NORTHEND PARK	0.00	0.00	0.00	0.00
101-597-805.000	CONT SERV PLIB	6,000.00	0.00	0.00	0.00
101-597-934.000	REP/MAIN BOAT	5,000.00	0.00	0.00	0.00
101-597-955.000	MISCELLANEOUS	1,000.00	0.00	0.00	0.00
Total Dept 597 - DOC/RECREATION/PLIB		28,000.00	0.00	0.00	0.00
Dept 701 - PLANNING COMMISSION					
101-701-702.000	SALARIES/WAGES	2,310.00	433.60	433.60	18.77
101-701-705.000	EMPLOYER FICA CONTRIB	176.72	33.17	33.17	18.77
101-701-802.000	PROF SERV ATTORNEY	1,000.00	0.00	0.00	0.00
101-701-804.000	PROF SERV CONSULTANT	500.00	0.00	0.00	0.00
101-701-805.000	MASTER PLAN UPDATE	3,000.00	624.65	624.65	20.82
101-701-812.000	RECORDING SECRETARY	375.00	0.00	0.00	0.00
101-701-815.000	EDUCATION/TRAINING	0.00	0.00	0.00	0.00
101-701-851.000	POSTAGE	0.00	0.00	0.00	0.00
101-701-860.000	TRAVEL EXPENSES	0.00	0.00	0.00	0.00
101-701-900.000	NEWSPAPER PUBLICATIONS	500.00	253.50	253.50	50.70
101-701-910.000	EDUCATION/TRAINING	100.00	0.00	0.00	0.00
101-701-913.000	TRAVEL/EXPENSES	100.00	0.00	0.00	0.00
101-701-955.000	MISCELLANEOUS	0.00	0.00	0.00	0.00
101-701-964.000	REFUNDS	100.00	0.00	0.00	0.00

User: GLENN

PERIOD ENDING 04/30/2023

DB: PENTWATER TWP

% Fiscal Year Completed: 8.20

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 04/30/2023	% BGD USED
		ORIGINAL BUDGET	ACTIVITY FOR MONTH 04/30/2023 (INCREASE / DECREASE)		
Fund 101 - GENERAL FUND					
Expenditures					
Total Dept 701 - PLANNING COMMISSION		8,161.72	1,344.92	1,344.92	16.48
Dept 702 - ZONING ADMINISTRATION					
101-702-702.000	SALARIES & WAGES	25,520.27	2,175.44	2,175.44	8.52
101-702-702.001	DEPUTY WAGES	0.00	0.00	0.00	0.00
101-702-703.000	HEARING OFFICER WAGES	210.00	0.00	0.00	0.00
101-702-705.000	EMPLOYER FICA CONTRIB	1,968.37	171.38	171.38	8.71
101-702-752.000	SUPPLIES/EQUIPMENT	30.00	0.00	0.00	0.00
101-702-802.000	PROF SERVICES	11,500.00	0.00	0.00	0.00
101-702-802.001	PROF SER ATTY	3,500.00	846.00	846.00	24.17
101-702-804.000	PROF SERV CONSU	0.00	0.00	0.00	0.00
101-702-812.000	REC SECRETARY	0.00	64.93	64.93	100.00
101-702-815.000	EDUCATION/TRAINING	0.00	0.00	0.00	0.00
101-702-860.000	TRAVEL EXPENSES	0.00	0.00	0.00	0.00
101-702-880.000	ADVERTISING-ZON	0.00	0.00	0.00	0.00
101-702-900.000	PRINT/PUBLISH	600.00	0.00	0.00	0.00
101-702-910.000	EDUCATION/TRAINING	150.00	0.00	0.00	0.00
101-702-913.000	TRAVEL	100.00	0.00	0.00	0.00
101-702-964.000	REFUNDS	200.00	0.00	0.00	0.00
Total Dept 702 - ZONING ADMINISTRATION		43,778.64	3,257.75	3,257.75	7.44
Dept 703 - ZONING BOARD OF APPEALS					
101-703-702.000	SALARIES & WAGES	703.50	168.17	168.17	23.90
101-703-705.000	EMPLOYER FICA CONTRIB	53.82	12.87	12.87	23.91
101-703-802.000	PROF SERV ATTY	750.00	0.00	0.00	0.00
101-703-815.000	EDUCATION/TRAINING	0.00	0.00	0.00	0.00
101-703-860.000	TRAVEL EXPENSES	0.00	0.00	0.00	0.00
101-703-900.000	PRINT/PUBLISH	900.00	0.00	0.00	0.00
101-703-910.000	EDUCATION/TRAINING	150.00	0.00	0.00	0.00
101-703-913.000	TRAVEL	100.00	0.00	0.00	0.00
101-703-955.000	MISCELLANEOUS	30.00	0.00	0.00	0.00
101-703-964.000	REFUNDS	400.00	0.00	0.00	0.00
Total Dept 703 - ZONING BOARD OF APPEALS		3,087.32	181.04	181.04	5.86
TOTAL EXPENDITURES		556,901.24	32,138.65	32,138.65	5.77
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		556,901.23	3,710.28	3,710.28	0.67
TOTAL EXPENDITURES		556,901.24	32,138.65	32,138.65	5.77
NET OF REVENUES & EXPENDITURES		(0.01)	(28,428.37)	(28,428.37)	284,283,

User: GLENN

PERIOD ENDING 04/30/2023

DB: PENTWATER TWP

% Fiscal Year Completed: 8.20

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 04/30/2023	% BGD USED
		ORIGINAL MONTH BUDGET	ACTIVITY FOR 04/30/2023 (DECREA NORMAL)		
Fund 204 - ROAD FUND					
Revenues					
Dept 000					
204-000-402.000	CURRENT REAL PR	122,000.00	0.00	0.00	0.00
204-000-405.000	TAX AD FEE	0.00	0.00	0.00	0.00
204-000-411.000	DEL REAL P TAX	0.00	0.00	0.00	0.00
204-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	0.00	0.00	0.00
204-000-664.000	INTEREST INCOME	145.00	488.08	488.08	336.61
204-000-699.000	TRANSFER IN	6,200.00	0.00	0.00	0.00
Total Dept 000		128,345.00	488.08	488.08	0.38
TOTAL REVENUES		128,345.00	488.08	488.08	0.38
Expenditures					
Dept 000					
204-000-702.000	SALARIES & WAGES	1,517.25	0.00	0.00	0.00
204-000-705.000	EMPLOYER FICA CONTRIB	116.07	0.00	0.00	0.00
204-000-805.000	PROF SERV-AUDIT	560.00	0.00	0.00	0.00
204-000-855.000	OTHER SER/CHGS	0.00	0.00	0.00	0.00
204-000-930.000	REP/MAIN BRINE	8,029.46	0.00	0.00	0.00
204-000-934.002	REP/MAIN INTERI	118,122.22	0.00	0.00	0.00
204-000-955.000	MISCELLANEOUS	0.00	0.00	0.00	0.00
Total Dept 000		128,345.00	0.00	0.00	0.00
TOTAL EXPENDITURES		128,345.00	0.00	0.00	0.00
Fund 204 - ROAD FUND:					
TOTAL REVENUES		128,345.00	488.08	488.08	0.38
TOTAL EXPENDITURES		128,345.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	488.08	488.08	100.00

User: GLENN

PERIOD ENDING 04/30/2023

DB: PENTWATER TWP

% Fiscal Year Completed: 8.20

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 04/30/2023	% BDGT USED
		ORIGINAL BUDGET	ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREA NORMAL (ABNORMAL)		
Fund 206 - FIRE FUND					
Revenues					
Dept 000					
206-000-401.000	FROM PREV YEAR-END	50,991.84	0.00	0.00	0.00
206-000-402.000	CURR REAL P TAX	242,150.93	0.00	0.00	0.00
206-000-402.100	CURR PROP TAX - EQUIPMENT	121,924.73	0.00	0.00	0.00
206-000-411.000	DEL REAL P TAX	0.00	0.00	0.00	0.00
206-000-411.100	DEL REAL TX FIRE APPARTUS	0.00	0.00	0.00	0.00
206-000-552.001	STATE GRANTS FIRE	3,500.00	0.00	0.00	0.00
206-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	0.00	0.00	0.00
206-000-573.100	LOCAL COMMUNITY STABILIZATION SHARE	0.00	0.00	0.00	0.00
206-000-664.000	INTEREST INCOME	0.00	1,686.10	1,686.10	100.00
206-000-671.000	MISCELLANEOUS	0.00	0.00	0.00	0.00
206-000-674.000	DONATIONS	0.00	0.00	0.00	0.00
206-000-676.009	MFR REIMBURSE	27,000.00	23,980.00	23,980.00	88.81
206-000-699.000	TRANSFER IN	0.00	0.00	0.00	0.00
Total Dept 000		445,567.50	25,666.10	25,666.10	5.76
TOTAL REVENUES		445,567.50	25,666.10	25,666.10	5.76
Expenditures					
Dept 000					
206-000-955.000	MISCELLANEOUS	0.00	0.00	0.00	0.00
206-000-995.000	TRANSFERS OUT	0.00	0.00	0.00	0.00
Total Dept 000		0.00	0.00	0.00	0.00
Dept 336 - FIRE					
206-336-702.000	SALARIES & WAGES	95,000.00	232.50	232.50	0.24
206-336-702.002	SALARIES \$ WAGES FIRE 2	0.00	0.00	0.00	0.00
206-336-703.000	PAYROLL EXPENSE	0.00	0.00	0.00	0.00
206-336-705.000	EMPLOYER FICA CONTRIB	7,267.50	17.79	17.79	0.24
206-336-721.000	UNIFORMS	1,500.00	103.30	103.30	6.89
206-336-725.000	MUTA EXPENSE	300.00	0.00	0.00	0.00
206-336-752.000	SUPPLIES/EQUIPMENT	17,000.00	3,786.37	3,786.37	22.27
206-336-800.000	PROF/CONTRACT SERVICES	2,000.00	180.00	180.00	9.00
206-336-802.000	PROF SERVICES - SOFTWARE	1,000.00	1,277.67	1,277.67	127.77
206-336-805.000	PROF SERV-AUDIT	600.00	0.00	0.00	0.00
206-336-828.000	BANK FEES	500.00	0.00	0.00	0.00
206-336-851.000	POSTAGE	300.00	98.05	98.05	32.68
206-336-855.000	OTHER SER/CHGS	0.00	0.00	0.00	0.00
206-336-880.000	COMM PROMOTION	1,500.00	0.00	0.00	0.00
206-336-900.000	PRINT/PUBLISH	1,000.00	0.00	0.00	0.00
206-336-910.000	EDUCATION/TRAINING	2,000.00	1,250.00	1,250.00	62.50
206-336-913.000	TRAVEL	5,000.00	0.00	0.00	0.00
206-336-915.000	MEMBER/DUES	500.00	0.00	0.00	0.00
206-336-920.000	UTILITIES	14,000.00	818.10	818.10	5.84
206-336-931.000	REP/MAINT	42,000.00	1,475.00	1,475.00	3.51
206-336-935.000	INSURANCE	26,000.00	25,181.00	25,181.00	96.85
206-336-940.000	RENTALS	0.00	0.00	0.00	0.00
206-336-940.001	HYDRANT RENTALS	0.00	0.00	0.00	0.00
206-336-941.000	CONTINGENCY	2,000.00	0.00	0.00	0.00
206-336-955.000	MISCELLANEOUS	1,000.00	39.00	39.00	3.90
206-336-970.000	CAPITAL OUTLAY	101,000.00	12,124.20	12,124.20	12.00
206-336-991.000	DEBT SERVICE	0.00	2,474.66	2,474.66	100.00
206-336-991.100	DEBT SERVICE - PRINCIPAL	120,000.00	0.00	0.00	0.00
206-336-991.200	DEBT SERVICE - INTEREST	4,100.00	0.00	0.00	0.00
Total Dept 336 - FIRE		445,567.50	49,057.64	49,057.64	11.01
Dept 567 - CEMETERY					
206-567-851.000	POSTAGE	0.00	0.00	0.00	0.00
Total Dept 567 - CEMETERY		0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		445,567.50	49,057.64	49,057.64	11.01
Fund 206 - FIRE FUND:					
TOTAL REVENUES		445,567.50	25,666.10	25,666.10	5.76
TOTAL EXPENDITURES		445,567.50	49,057.64	49,057.64	11.01
NET OF REVENUES & EXPENDITURES		0.00	(23,391.54)	(23,391.54)	100.00

User: GLENN

PERIOD ENDING 04/30/2023

DB: PENTWATER TWP

% Fiscal Year Completed: 8.20

2023-24	ACTIVITY FOR	YTD BALANCE	
ORIGINAL MONTH	04/30/2023	04/30/2023	% BDGT
BUDGET INCREASE (DECREA	NORMAL (ABNORMAL		USED

GL NUMBER	DESCRIPTION
-----------	-------------

User: GLENN

PERIOD ENDING 04/30/2023

DB: PENTWATER TWP

% Fiscal Year Completed: 8.20

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 04/30/2023	% BGD USED
		ORIGINAL BUDGET	ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREA NORMAL (ABNORMAL		
Fund 209 - CEMETERY FUND					
Revenues					
Dept 000					
209-000-401.000	PAR PREV YE BAL	0.00	0.00	0.00	0.00
209-000-402.000	CURR PROP TAX	0.00	0.00	0.00	0.00
209-000-411.000	DEL REAL PP TAX	0.00	0.00	0.00	0.00
209-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	0.00	0.00	0.00
209-000-607.000	SERV RENDERED	0.00	0.00	0.00	0.00
209-000-626.000	INTERMENT FEES	0.00	0.00	0.00	0.00
209-000-645.000	LOT SALES	0.00	100.00	100.00	100.00
209-000-646.000	COLUM SALES	0.00	2,300.00	2,300.00	100.00
209-000-647.000	SCAT GAR BRICK	0.00	0.00	0.00	0.00
209-000-664.000	INTEREST INCOME	0.00	679.00	679.00	100.00
209-000-671.000	OTHER INCOME	0.00	160.00	160.00	100.00
209-000-699.000	TRANSFER IN	0.00	0.00	0.00	0.00
Total Dept 000		0.00	3,239.00	3,239.00	100.00
TOTAL REVENUES		0.00	3,239.00	3,239.00	100.00
Expenditures					
Dept 567 - CEMETERY					
209-567-702.000	SALARIES & WAGES	0.00	2,054.32	2,054.32	100.00
209-567-704.000	ASSIST BURIALS	0.00	0.00	0.00	0.00
209-567-704.001	CEMETERY ASSISTANT	0.00	0.00	0.00	0.00
209-567-705.000	EMPLOYER FICA CONTRIB	0.00	157.16	157.16	100.00
209-567-727.000	OFFICE SUPP	0.00	0.00	0.00	0.00
209-567-752.000	SUPPLIES/EQUIPMENT	0.00	92.49	92.49	100.00
209-567-801.000	PROF SERV-ATTOR	0.00	0.00	0.00	0.00
209-567-802.000	PRO SERV SOFTWA	0.00	1,277.67	1,277.67	100.00
209-567-804.000	PROF SERV MAP	0.00	0.00	0.00	0.00
209-567-805.000	PRO SERV AUDIT	0.00	0.00	0.00	0.00
209-567-806.000	COLUM PLAQUES	0.00	0.00	0.00	0.00
209-567-807.000	BRICK ENGRAVING	0.00	0.00	0.00	0.00
209-567-810.000	FOUNDATION EXP	0.00	0.00	0.00	0.00
209-567-828.000	BANK FEES	0.00	0.00	0.00	0.00
209-567-830.008	ADMIN EXPENSE	0.00	0.00	0.00	0.00
209-567-851.000	POSTAGE	0.00	44.53	44.53	100.00
209-567-855.000	OTHER SER/CHGS	0.00	0.00	0.00	0.00
209-567-900.000	PRINT/PUBLISH	0.00	0.00	0.00	0.00
209-567-910.000	EDUCATION/TRAINING	0.00	0.00	0.00	0.00
209-567-913.000	TRAVEL	0.00	0.00	0.00	0.00
209-567-915.000	MEMBER/DUES	0.00	0.00	0.00	0.00
209-567-920.000	UTILITIES	0.00	100.41	100.41	100.00
209-567-928.000	REFUNDS	0.00	200.00	200.00	100.00
209-567-930.000	REP/MAINT BLDGS	0.00	0.00	0.00	0.00
209-567-930.001	REP/MAINT GROUN	0.00	3,000.00	3,000.00	100.00
209-567-931.000	REP/MAINT EQUIP	0.00	0.00	0.00	0.00
209-567-931.001	REP/MAINT IRRIG	0.00	0.00	0.00	0.00
209-567-935.000	INSURANCE	0.00	374.50	374.50	100.00
209-567-941.000	CONTINGENCY	0.00	0.00	0.00	0.00
209-567-955.000	MISCELLANEOUS	0.00	0.00	0.00	0.00
209-567-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00
Total Dept 567 - CEMETERY		0.00	7,301.08	7,301.08	100.00
TOTAL EXPENDITURES		0.00	7,301.08	7,301.08	100.00
Fund 209 - CEMETERY FUND:					
TOTAL REVENUES		0.00	3,239.00	3,239.00	100.00
TOTAL EXPENDITURES		0.00	7,301.08	7,301.08	100.00
NET OF REVENUES & EXPENDITURES		0.00	(4,062.08)	(4,062.08)	100.00

GL NUMBER	DESCRIPTION	2023-24		ACTIVITY FOR		YTD BALANCE		% BDGT USED
		ORIGINAL BUDGET	INCREASE	MONTH 04/30/2023	(DECREA	NORMAL	(ABNORMAL	
Fund 286 - AMERICAN RESCUE PLAN								
Revenues								
Dept 000								
286-000-401.000	PREV YEAR-END	0.00		0.00		0.00		0.00
286-000-528.000	FEDERAL GRANTS - OTHER	67,017.00		0.00		0.00		0.00
286-000-665.000	INTEREST	0.00		285.05		285.05		100.00
286-000-666.000	DIVIDENDS	0.00		0.00		0.00		0.00
286-000-699.000	INTERFUND TRANSFERS IN	0.00		0.00		0.00		0.00
Total Dept 000		67,017.00		285.05		285.05		0.43
TOTAL REVENUES		67,017.00		285.05		285.05		0.43
Expenditures								
Dept 000								
286-000-802.000	EXPENDITURES	67,017.00		0.00		0.00		0.00
286-000-821.000	OTHER CONTRACTUAL SERVICES	0.00		0.00		0.00		0.00
286-000-977.000	MACHINERY & EQUIPMENT	0.00		0.00		0.00		0.00
286-000-984.000	SOFTWARE	0.00		0.00		0.00		0.00
286-000-995.000	TRANSFERS OUT	0.00		0.00		0.00		0.00
Total Dept 000		67,017.00		0.00		0.00		0.00
TOTAL EXPENDITURES		67,017.00		0.00		0.00		0.00
Fund 286 - AMERICAN RESCUE PLAN:								
TOTAL REVENUES		67,017.00		285.05		285.05		0.43
TOTAL EXPENDITURES		67,017.00		0.00		0.00		0.00
NET OF REVENUES & EXPENDITURES		0.00		285.05		285.05		100.00

User: GLENN

PERIOD ENDING 04/30/2023

DB: PENTWATER TWP

% Fiscal Year Completed: 8.20

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY FOR		YTD BALANCE	% BGDG
		ORIGINAL MONTH	ACTIVITY FOR		
		BUDGET INCREASE	(DECREA	NORMAL (ABNORMAL	
Fund 592 - SEWER FUND					
Revenues					
Dept 000					
592-000-488.000	UTILITY BILLING REVENUE	0.00	0.00	0.00	0.00
592-000-501.000	FEDERAL GRANTS - GENERAL	0.00	0.00	0.00	0.00
592-000-552.000	STATE GRANTS - SANITATION	0.00	0.00	0.00	0.00
592-000-580.000	OTHER GRANTS	0.00	0.00	0.00	0.00
592-000-608.000	SEWER CONNECTION FEES	0.00	0.00	0.00	0.00
592-000-610.000	LATE FEES	0.00	0.00	0.00	0.00
592-000-642.000	TWP. SEWER SALES	128,500.00	0.00	0.00	0.00
592-000-656.000	PENALTIES	1,000.00	0.00	0.00	0.00
592-000-664.000	INTEREST INCOME	0.00	0.00	0.00	0.00
592-000-671.000	MISCELLANEOUS	0.00	0.00	0.00	0.00
592-000-699.000	TRANSFER IN	124,000.00	0.00	0.00	0.00
Total Dept 000		253,500.00	0.00	0.00	0.00
TOTAL REVENUES		253,500.00	0.00	0.00	0.00
Expenditures					
Dept 538 - SHARED N&S SEWER EXPENDITURES					
592-538-829.000	STATE PERMITS	3,000.00	0.00	0.00	0.00
592-538-830.001	UTILITY LOCATING SERVICES	5,000.00	0.00	0.00	0.00
592-538-830.002	ENGINEERING SERVICES	26,600.00	0.00	0.00	0.00
592-538-830.003	OPERATION SERVICES	36,000.00	0.00	0.00	0.00
592-538-830.004	FINANCIAL CONSULTANT SERVICES	15,000.00	0.00	0.00	0.00
592-538-830.005	LEGAL SERVICES	15,000.00	1,701.00	1,701.00	11.34
592-538-830.006	AUDITOR SERVICES	2,000.00	0.00	0.00	0.00
592-538-830.008	ADMIN EXPENSE	15,000.00	5,860.00	5,860.00	39.07
592-538-851.100	POSTAGE - SEWER	400.00	0.00	0.00	0.00
592-538-995.000	TRANSFERS OUT	0.00	0.00	0.00	0.00
Total Dept 538 - SHARED N&S SEWER EXPENDITURES		118,000.00	7,561.00	7,561.00	6.41
Dept 539 - SHARED N&S SEWER ADMINISTRATION					
592-539-702.000	SALARIES & WAGES	15,000.00	0.00	0.00	0.00
592-539-705.000	EMPLOYER FICA CONTRIB	1,147.50	0.00	0.00	0.00
592-539-830.007	LIABILITY INSURANCE - SEWER	2,500.00	0.00	0.00	0.00
592-539-915.000	MEMBER/DUES	0.00	0.00	0.00	0.00
592-539-955.000	MISCELLANEOUS	0.00	0.00	0.00	0.00
592-539-968.100	EQUIPMENT DEPRECIATION	20,000.00	0.00	0.00	0.00
592-539-970.006	CAPITAL OUTLAY - SEWER	2,852.50	0.00	0.00	0.00
592-539-991.100	DEBT SERVICE - PRINCIPAL	0.00	0.00	0.00	0.00
592-539-991.200	DEBT SERVICE - INTEREST	0.00	0.00	0.00	0.00
Total Dept 539 - SHARED N&S SEWER ADMINISTRATION		41,500.00	0.00	0.00	0.00
Dept 540 - TWP NORTH SEWER EXPENDITURES					
592-540-752.000	SUPPLIES/EQUIPMENT	2,000.00	0.00	0.00	0.00
592-540-800.000	PROF/CONTRACT SERVICES	5,000.00	0.00	0.00	0.00
592-540-920.000	UTILITIES	3,000.00	10.45	10.45	0.35
592-540-931.000	REP/MAINT	10,000.00	0.00	0.00	0.00
592-540-942.000	EQUIPMENT RENTAL	2,000.00	0.00	0.00	0.00
592-540-970.006	CAPITAL OUTLAY - SEWER	40,000.00	0.00	0.00	0.00
592-540-991.100	DEBT SERVICE - PRINCIPAL	0.00	0.00	0.00	0.00
592-540-991.200	DEBT SERVICE - INTEREST	0.00	0.00	0.00	0.00
Total Dept 540 - TWP NORTH SEWER EXPENDITURES		62,000.00	10.45	10.45	0.02
Dept 541 - TWP SOUTH SEWER EXPENDITURES					
592-541-752.000	SUPPLIES/EQUIPMENT	2,000.00	0.00	0.00	0.00
592-541-800.000	PROF/CONTRACT SERVICES	5,000.00	0.00	0.00	0.00
592-541-920.000	UTILITIES	3,000.00	150.13	150.13	5.00
592-541-931.000	REP/MAINT	10,000.00	0.00	0.00	0.00
592-541-942.000	EQUIPMENT RENTAL	2,000.00	138.71	138.71	6.94
592-541-970.006	CAPITAL OUTLAY - SEWER	10,000.00	0.00	0.00	0.00
592-541-991.100	DEBT SERVICE - PRINCIPAL	0.00	0.00	0.00	0.00
592-541-991.200	DEBT SERVICE - INTEREST	0.00	0.00	0.00	0.00
Total Dept 541 - TWP SOUTH SEWER EXPENDITURES		32,000.00	288.84	288.84	0.90
TOTAL EXPENDITURES		253,500.00	7,860.29	7,860.29	3.10

User: GLENN

PERIOD ENDING 04/30/2023

DB: PENTWATER TWP

% Fiscal Year Completed: 8.20

GL NUMBER	DESCRIPTION	2023-24		ACTIVITY FOR		YTD BALANCE		% BDGT USED
		ORIGINAL	BUDGET	MONTH	(DECREA	04/30/2023	(ABNORMAL	
Fund 592 - SEWER FUND								
Fund 592 - SEWER FUND:								
	TOTAL REVENUES	253,500.00			0.00		0.00	0.00
	TOTAL EXPENDITURES	253,500.00		7,860.29			7,860.29	3.10
	NET OF REVENUES & EXPENDITURES	0.00		(7,860.29)			(7,860.29)	100.00
	TOTAL REVENUES - ALL FUNDS	1,451,330.73		33,388.51			33,388.51	2.30
	TOTAL EXPENDITURES - ALL FUNDS	1,451,330.74		96,357.66			96,357.66	6.64
	NET OF REVENUES & EXPENDITURES	(0.01)		(62,969.15)			(62,969.15)	629,691,

BLANK

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Pay By Check Type: Paper Check							
1581	CHARTER COMMUNICATIONS	04/13/2023	04/14/2023	177.97	0.00	Paid	Y
1582	CINTAS	04/13/2023	04/14/2023	92.95	0.00	Paid	Y
1583	DTE ENERGY	04/05/2023	04/14/2023	168.05	0.00	Paid	Y
1584	INTEGRITY BUSINESS SOLUTIONS	04/12/2023	04/14/2023	113.96	0.00	Paid	Y
1585	OCEANA COUNTY TREASURER	04/13/2023	04/14/2023	706.95	0.00	Paid	Y
1605	BS&A SOFTWARE	04/30/2023	04/21/2023	1,277.66	0.00	Paid	Y
1606	FLEIS & VANDENBRINK	04/11/2023	04/27/2023	624.65	0.00	Paid	Y
1607	GLENN C BEAVIS	04/24/2023	04/27/2023	128.64	0.00	Paid	Y
1608	JONS TO GO	04/12/2023	04/27/2023	52.50	0.00	Paid	Y
1609	LYNNE CAVAZOS	04/24/2023	04/27/2023	108.73	0.00	Paid	Y
1610	MML WORKERS COMPENSATION FUND	04/24/2023	04/27/2023	1,123.50	0.00	Paid	Y
1611	MIKA MYERS	04/06/2023	04/27/2023	846.00	0.00	Paid	Y
1612	RICOH USA, INC - 1	04/19/2023	04/27/2023	117.52	0.00	Paid	Y
1628	REPUBLIC SERVICES #240	04/25/2023	05/03/2023	1,732.89	0.00	Paid	Y
1629	ADAMS MARINE CONSTRUCTION	04/30/2023	05/03/2023	350.00	0.00	Paid	Y
1630	CINTAS	04/27/2023	05/03/2023	92.95	0.00	Paid	Y
1650	PENTWATER TOWNSHIP SEWER	05/02/2023	05/05/2023	50,000.00	0.00	Paid	Y
Total Pay By Check Type: Paper Check				57,714.92	0.00		
# of Invoices:	17	# Due:	0	Totals:	57,714.92	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				57,714.92	0.00		

--- TOTALS BY BANK ---

GFCKG	TOWNSHIP GENERAL FUND CHECKING	57,714.92
-------	--------------------------------	-----------

--- TOTALS BY GL DISTRIBUTION ---

101-171-913.000	TRAVEL	108.73
101-215-913.000	TRAVEL	128.64
101-265-752.000	SUPPLIES/EQUIPMENT	113.96
101-265-802.000	PROF SERV SOFTWARE	1,277.66
101-265-850.000	UTIL PH/INTERNE	177.97
101-265-855.000	OTHER SER/CHGS	185.90
101-265-920.000	UTILITIES	168.05
101-265-937.000	WORK COMP	1,123.50
101-265-940.000	COPY MACH RENT	117.52
101-265-955.000	MISCELLANEOUS	50,706.95
101-526-940.000	RENTALS	1,732.89
101-526-940.001	EQUIP RENT/JONS	52.50
101-597-802.000	CONT SER DOCK	350.00
101-701-805.000	MASTER PLAN UPDATE	624.65
101-702-802.001	PROF SER ATTY	846.00

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
---	TOTALS BY FUND ---						
	101 - GENERAL FUND			57,714.92	0.00		
---	TOTALS BY DEPT/ACTIVITY ---						
	171 - SUPERVISOR			108.73	0.00		
	215 - CLERK			128.64	0.00		
	265 - TOWNSHIP			53,871.51	0.00		
	526 - TRANSFER STATION			1,785.39	0.00		
	597 - DOC/RECREATION/PLIB			350.00	0.00		
	701 - PLANNING COMMISSION			624.65	0.00		
	702 - ZONING ADMINISTRATION			846.00	0.00		

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
 INVOICE ENTRY DATES 04/13/2023 - 05/11/2023
 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							
1642	CONSUMERS ENERGY	05/01/2023	05/04/2023	54.46	54.46	Open	N
1643	CONSUMERS ENERGY	05/01/2023	05/04/2023	135.29	135.29	Open	N
1644	CONSUMERS ENERGY	05/01/2023	05/04/2023	36.58	36.58	Open	N
1645	HEATHER DOUGLAS	05/01/2023	05/04/2023	218.77	218.77	Open	N
1646	LUDINGTON DAILY NEWS, OCEANA HERA	04/30/2023	05/04/2023	238.50	238.50	Open	N
1647	RICOH USA, INC -2	04/01/2023	05/04/2023	1,659.06	1,659.06	Open	N
1648	ANAVON TECHNOLOGY GROUP	05/01/2023	05/05/2023	125.68	125.68	Open	N
Total Pay By Check Type: Paper Check				2,468.34	2,468.34		
# of Invoices:	7	# Due:	7	Totals:	2,468.34	2,468.34	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				2,468.34	2,468.34		
--- TOTALS BY BANK ---							
	GFCKG	TOWNSHIP GENERAL FUND CHECKING		2,468.34			
--- TOTALS BY GL DISTRIBUTION ---							
	101-253-913.000	TRAVEL		218.77			
	101-265-850.000	UTIL PH/INTERNE		125.68			
	101-265-854.000	COPYING		1,659.06			
	101-265-900.000	PRINT/PUBLISH		238.50			
	101-265-920.000	UTILITIES		226.33			
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			2,468.34	2,468.34		
--- TOTALS BY DEPT/ACTIVITY ---							
	253 - TREASURER			218.77	218.77		
	265 - TOWNSHIP			2,249.57	2,249.57		

Check Register Report For Pentwater Township
For Check Dates 04/13/2023 to 05/10/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/14/2023	GFCKG	22181	BEAVIS, GLENN C	1,122.36	809.21	0.00	Open
04/14/2023	GFCKG	22182	CAVAZOS, LYNNETTE M	2,971.16	2,331.89	0.00	Open
04/14/2023	GFCKG	22183	CLUCHEY, TERRY L.	165.18	145.52	0.00	Open
04/14/2023	GFCKG	22184	DEGREGORIO, PAULA M	82.59	72.76	0.00	Open
04/14/2023	GFCKG	22185	DOUGLAS, HEATHER A	3,053.75	2,637.99	0.00	Open
04/14/2023	GFCKG	22186	EATON, BARBARA C	4,556.67	3,652.30	0.00	Open
04/14/2023	GFCKG	22187	EDWARDS, KEITH J	3,021.36	2,592.93	0.00	Open
04/14/2023	GFCKG	22188	FLYNN, MICHAEL W	134.42	108.42	0.00	Open
04/14/2023	GFCKG	22189	GRAETTINGER, JOHN S	82.59	72.76	0.00	Open
04/14/2023	GFCKG	22190	HEPWORTH, J. RANDOLPH	82.59	76.27	0.00	Open
04/14/2023	GFCKG	22191	HOLUB, DEAN J	134.42	118.43	0.00	Open
04/14/2023	GFCKG	22192	MILLER, ROBERT A	706.81	642.74	0.00	Open
04/14/2023	GFCKG	22193	MONTON, ANTHONY A	103.24	90.96	0.00	Open
04/14/2023	GFCKG	22194	MURPHY, MAUREEN H	2,971.16	2,573.73	0.00	Open
04/14/2023	GFCKG	22195	RUSSELL, JEAN E	103.24	95.34	0.00	Open
04/14/2023	GFCKG	22196	TRIERWEILER, MARK J	82.59	76.27	0.00	Open
05/03/2023	GFCKG	22222	BEAVIS, GLENN C	1,029.84	742.52	0.00	Open
05/03/2023	GFCKG	22223	DOUGLAS, HEATHER A	270.56	249.86	0.00	Open
04/14/2023	GFCKG	EFT97	EFTPS TOWNSHIP	4,172.74	4,172.74	0.00	Open
05/04/2023	GFCKG	EFT100	EFTPS TOWNSHIP	363.73	363.73	0.00	Open

Totals:	Number of Checks:	020	25,211.00	21,626.37	0.00
Total Physical Checks:		18			
Total Check Stubs:		2			

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
 INVOICE ENTRY DATES 04/13/2023 - 05/11/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: CEMCK

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Pay By Check Type: Paper Check							
1602	PENTWATER TOWNSHIP	04/01/2023	04/14/2023	44.53	0.00	Paid	Y
1616	BS&A SOFTWARE	05/01/2023	04/27/2023	1,277.67	0.00	Paid	Y
1617	FRONTIER	04/11/2023	04/27/2023	100.41	0.00	Paid	Y
1618	MML WORKERS COMPENSATION FUND	04/24/2023	04/27/2023	374.50	0.00	Paid	Y
1619	PENTWATER CONVENIENCE CENTER	04/13/2023	04/27/2023	16.90	0.00	Paid	Y
1620	PENTWATER CONVENIENCE CENTER	04/08/2023	04/27/2023	46.23	0.00	Paid	Y
1621	PENTWATER CONVENIENCE CENTER	03/18/2023	04/27/2023	29.36	0.00	Paid	Y
1622	RYANS LAWN CARE	04/27/2023	04/27/2023	3,000.00	0.00	Paid	Y
1634	CONSUMERS ENERGY	04/25/2023	05/03/2023	28.81	0.00	Paid	Y
1635	CONSUMERS ENERGY	04/25/2023	05/03/2023	29.50	0.00	Paid	Y
1636	CONSUMERS ENERGY	04/25/2023	05/03/2023	37.66	0.00	Paid	Y
1637	CONSUMERS ENERGY	04/25/2023	05/03/2023	28.81	0.00	Paid	Y
1638	PENTWATER CONVENIENCE CENTER	04/01/2023	05/03/2023	54.50	0.00	Paid	Y
1639	SEYMOUR' SALES & SERVICE	04/26/2023	05/03/2023	43.79	0.00	Paid	Y
1640	SRM CONCRETE	04/26/2023	05/03/2023	93.73	0.00	Paid	Y

Total Pay By Check Type: Paper Check

5,206.40 0.00

of Invoices: 15 # Due: 0
 # of Credit Memos: 0 # Due: 0

Totals: 5,206.40 0.00
 Totals: 0.00 0.00

Net of Invoices and Credit Memos:

5,206.40 0.00

--- TOTALS BY BANK ---

CEMCK CEMETERY CHECKING 5,206.40

--- TOTALS BY GL DISTRIBUTION ---

209-567-752.000 SUPPLIES/EQUIPMENT 190.78
 209-567-802.000 PRO SERV SOFTWA 1,277.67
 209-567-810.000 FOUNDATION EXP 93.73
 209-567-851.000 POSTAGE 44.53
 209-567-920.000 UTILITIES 225.19
 209-567-930.001 REP/MAINT GROUN 3,000.00
 209-567-935.000 INSURANCE 374.50

--- TOTALS BY FUND ---

209 - CEMETERY FUND 5,206.40 0.00

--- TOTALS BY DEPT/ACTIVITY ---

567 - CEMETERY 5,206.40 0.00

Check Register Report For Pentwater Township
For Check Dates 04/13/2023 to 05/10/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/14/2023	CEMCK	6151	BAILEY, CHRISTOPHER R.	1,490.99	1,318.13	0.00	Open
04/14/2023	CEMCK	6152	MURPHY, MAUREEN H	563.33	520.23	0.00	Open
05/03/2023	CEMCK	6163	LYNN, ROBERT L	123.76	114.30	0.00	Open
04/14/2023	CEMCK	EFT98	EFTPS CEMETERY	261.80	261.80	0.00	Open
Totals:		Number of Checks: 004		2,439.88	2,214.46	0.00	
Total Physical Checks:		3					
Total Check Stubs:		1					

05/04/2023 05:16 PM
User: MO
DB: PENTWATER TWP

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
INVOICE ENTRY DATES 04/13/2023 - 05/11/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: FDCHK

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Pay By Check Type: Paper Check							
1586	BHS	04/01/2023	04/14/2023	23,044.00	0.00	Paid	Y
1587	BHS	04/01/2023	04/14/2023	2,137.00	0.00	Paid	Y
1588	CARROT-TOP INDUSTRIES INC	04/05/2023	04/14/2023	948.20	0.00	Paid	Y
1589	CHARTER COMMUNICATIONS	04/06/2023	04/14/2023	296.41	0.00	Paid	Y
1590	CLIA LABORATORY PROGRAM	04/07/2023	04/14/2023	180.00	0.00	Paid	Y
1591	DTE ENERGY	04/05/2023	04/14/2023	204.22	0.00	Paid	Y
1592	LARSON AND SON	03/31/2023	04/14/2023	2.05	0.00	Paid	Y
1593	MACQUEEN EMERGENCY	04/01/2023	04/14/2023	92.55	0.00	Paid	Y
1594	NATIONAL HOSE TESTING SPECILTIES,	04/07/2023	04/14/2023	1,475.00	0.00	Paid	Y
1595	PENTWATER TOWNSHIP	04/01/2023	04/14/2023	98.05	0.00	Paid	Y
1596	REPUBLIC SERVICES #240	04/01/2023	04/14/2023	166.45	0.00	Paid	Y
1597	VERIZON	04/01/2023	04/15/2023	76.02	0.00	Paid	Y
1598	VILLAGE OF PENTWATER	04/01/2023	04/15/2023	75.00	0.00	Paid	Y
1599	WITMER PUBLIC SAFETY GROUP	04/04/2023	04/15/2023	83.90	0.00	Paid	Y
1600	WITMER PUBLIC SAFETY GROUP	04/01/2023	04/15/2023	113.79	0.00	Paid	Y
1601	WITMER PUBLIC SAFETY GROUP	04/01/2023	04/15/2023	72.29	0.00	Paid	Y
1623	ALLIED FIRE SALES & SERVICES	04/24/2023	04/27/2023	12,124.20	0.00	Paid	Y
1624	BS&A SOFTWARE	05/01/2023	04/27/2023	1,277.67	0.00	Paid	Y
1625	LARSON AND SON	04/10/2023	04/27/2023	37.93	0.00	Paid	Y
1626	OCEANA CO FIREFIGHTERS TRAINING	04/01/2023	04/27/2023	1,250.00	0.00	Paid	Y
1627	WITMER PUBLIC SAFETY GROUP	04/17/2023	04/27/2023	103.30	0.00	Paid	Y
1631	PENTWATER CONVENIENCE CENTER	04/30/2023	05/03/2023	29.14	0.00	Paid	Y
1632	PENTWATER CONVENIENCE CENTER	04/01/2023	05/03/2023	62.34	0.00	Paid	Y
1633	VERIZON	04/24/2023	05/03/2023	76.02	0.00	Paid	Y
Total Pay By Check Type: Paper Check				44,025.53	0.00		

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
 INVOICE ENTRY DATES 04/13/2023 - 05/11/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: FDCHK

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
# of Invoices:	24	# Due:	0	Totals:	44,025.53	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					44,025.53	0.00	

--- TOTALS BY BANK ---

FDCHK FIRE DEPARTMENT CHECKING 44,025.53

--- TOTALS BY GL DISTRIBUTION ---

206-336-721.000	UNIFORMS	103.30
206-336-752.000	SUPPLIES/EQUIPMENT	1,350.71
206-336-800.000	PROF/CONTRACT SERVICES	180.00
206-336-802.000	PROF SERVICES - SOFTWARE	1,277.67
206-336-851.000	POSTAGE	98.05
206-336-910.000	EDUCATION/TRAINING	1,250.00
206-336-920.000	UTILITIES	985.60
206-336-931.000	REP/MAINT	1,475.00
206-336-935.000	INSURANCE	25,181.00
206-336-970.000	CAPITAL OUTLAY	12,124.20

--- TOTALS BY FUND ---

206 - FIRE FUND 44,025.53 0.00

--- TOTALS BY DEPT/ACTIVITY ---

336 - FIRE 44,025.53 0.00

Check Register Report For Pentwater Township
For Check Dates 04/13/2023 to 05/10/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/14/2023	FDCHK	3837	HAYNOR, MARK R.	232.50	204.83	0.00	Open
05/03/2023	FDCHK	3876	SMITH, KAREN R	40.00	36.94	0.00	Open
04/14/2023	FDCHK	EFT99	EFTPS FIRE	35.58	35.58	0.00	Open
05/04/2023	FDCHK	EFT101	EFTPS FIRE	6.12	6.12	0.00	Open
Totals:		Number of Checks: 004		314.20	283.47	0.00	
Total Physical Checks:				2			
Total Check Stubs:				2			

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
 INVOICE ENTRY DATES 04/13/2023 - 05/11/2023
 BOTH JOURNALIZED AND UNJOURNALIZED PAID
 BANK CODE: SEW

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Pay By Check Type: Paper Check							
1603	CONSUMERS ENERGY	04/21/2023	04/21/2023	10.45	0.00	Paid	Y
1604	MIKA MYERS	04/06/2023	04/21/2023	1,701.00	0.00	Paid	Y
1613	KEITH EDWARDS	04/24/2023	04/27/2023	138.71	0.00	Paid	Y
1614	BS&A SOFTWARE	04/14/2023	04/27/2023	5,860.00	0.00	Paid	Y
1615	GREAT LAKES ENERGY	04/19/2023	04/27/2023	150.13	0.00	Paid	Y
1641	CONSUMERS ENERGY	04/25/2023	05/03/2023	23.05	0.00	Paid	Y
Total Pay By Check Type: Paper Check				7,883.34	0.00		
# of Invoices:	6	# Due:	0	Totals:	7,883.34	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				7,883.34	0.00		

--- TOTALS BY BANK ---

SEW SEWER BANK 7,883.34

--- TOTALS BY GL DISTRIBUTION ---

592-538-830.005 LEGAL SERVICES 1,701.00
 592-538-830.008 ADMIN EXPENSE 5,860.00
 592-540-920.000 UTILITIES 33.50
 592-541-920.000 UTILITIES 150.13
 592-541-942.000 EQUIPMENT RENTAL 138.71

--- TOTALS BY FUND ---

592 - SEWER FUND 7,883.34 0.00

--- TOTALS BY DEPT/ACTIVITY ---

538 - SHARED N&S SEWER EXPENDITUR 7,561.00 0.00
 540 - TWP NORTH SEWER EXPENDITURE 33.50 0.00
 541 - TWP SOUTH SEWER EXPENDITURE 288.84 0.00

Blank

May 10, 2023 – Pentwater Township Board Meeting

Supervisor Report

1. SPARK GRANT – Update

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.

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 2nd 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.

2. The Pentwater Township Library will have an Open House on Monday, June 12th 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.

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 19th during the Pentwater School's Community Service Day. Mike Flynn and Lynne Cavazos will assist the students at the cemetery.

Clerk's Report – 10 May 2023



Ms. Murphy related the following:

.GOV

- As of this past weekend all of our emails have been changed to .gov For example, I'm clerk@pentwatertownshipmi.gov. You can still send it to our .org and it will be forwarded to our new .gov email.

Cemetery:

- So, far in May we have had 1 burial on May 6th with 2 more scheduled later this month.
- 4 foundations orders are in process, including one that is oversized and will require Ruggles and Sons to make foundation on site.

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
- 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.
- Michigan's primary election date is tentatively set for February 27, 2024.
- 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.
- 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.
- 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 if 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 2nd.
- 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 19th 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 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.
- 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.

Respectfully Submitted,

Maureen Murphy
Clerk, Pentwater Township

Bank Balances as of:

April 30, 2023

Monthly Interest

Township Funds

Huntington Bank

General Fund Checking:	\$48,090	\$21.95
General Fund MM:	\$80,670	\$19.89
Subtotal:	\$128,760	

Mi CLASS

General Fund:	\$212,988	\$753.42
Road Fund	\$118,576	\$488.08
Hart-PTW Non-Motorized Trail Fund	\$23,211	\$95.56
Fund Balance Policy	\$95,117	\$391.54
ARPA Funds	\$69,035	\$284.19
ARPA EDGE	\$223	\$0.86
General Fund EDGE	\$188,573	\$753.29
Subtotal:	\$707,723	\$2,808.78

Total Township Funds \$836,483

Fire Department Funds

Huntington Bank

Fire Dept Checking:	\$35,271	
Fire Dept Money Market:	\$18,419	\$4.99

Mi CLASS

Fire Department:	\$96,140	\$472.23
FD EDGE	\$302,623	\$1,208.88
		\$1,686.10

Total Fire Department Funds \$452,452

Cemetery Funds

Huntington Bank

Cemetery Checking:	\$70,507	
Cemetery Money Market:	\$43,511.00	\$10.73

Mi CLASS

Cemetery:	\$192,301	\$668.27
		\$679.00

Total Cemetery Funds \$306,319

Total All Funds \$1,595,254

Blank

Pentwater Township Library Board
SPECIAL SESSION
Minutes
03/21/2023

Call to Order: The SPECIAL SESSION was held at the PTL and was called to order at 5:31 PM by Board President Valerie Church-McHugh.

Roll Call Present: Kendra Flynn, Valerie Church-McHugh, Joan LundBorg and Jennifer Gwillim.
Absent: Amber Jaeb and Melissa Williams.

Also Present: Mary Barker, Director PTL.

Guests: Carol Feltes, Friends of the Library.

Agenda: *Motion by Flynn with support by Gwillim to approve the agenda as presented. Approved.*

Treasurer's Report: Discussed renewing the 3-month Treasury Bond. Church-McHugh presented the current interest rates. Barker to ask auditor how the bonds should be recorded on financial reports. *Motion by Flynn with support by Gwillim to approve the financial reports as presented. Approved.*

New Business:

- Treasury Bill Reinvestment –
 - 3-month treasury bond is now due, has rolled over money into Cetera's money market. *Motion by LundBorg with support by Gwillim to invest our current 3-month bond into a 6-month bond. Roll Call: YES- Church-McHugh, Gwillim, Flynn and LundBorg. NO – None. Approved.*
 - Include copy of quarterly statement in board packet.
 - Need to transfer money out of WSB to SSB because of FDIC limitations. Agenda item for next meeting.
- West Shore Bank – Additional forms need to be signed by new officers.
- Budget Amendment FY23 – *Motion by Gwillim with support by LundBorg to move \$1000 from Line 880 Communications to Line 805 Program Expenses. Approved.*

Public Comment: Carol Feltes outlined the progress made by the newly formed Friends of the Library. Final language of by-laws. All officer positions filled. Feltes will be attending Advocacy Day in Lansing. Working on logo. Next planning meeting 4/10. General membership meeting on 5/8 at Park Place.

Adjournment: *Motion to adjourn special session by Gwillim with support by Flynn. Approved. Meeting adjourned at 5:59 p.m.*

Signed: _____

PTL Minutes
Special Meeting: 2023 03 21
Approved:

Joan LundBorg, Board Secretary

April 16, 2023

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

Budgets:

We are ending the fourth quarter of our fiscal year and have spent 89% of our budget, this is 11% less than the 100% of proposed budget.

Most of the \$188,842.05 millage has been collected. We only have \$3,401.95 yet to be collected and that usually comes in by June.

Property Tax:

Property tax is starting to be collected
CURRENT TOTAL: \$15,760.79

Other Income:

Fees and Fines: (Copies/Fees/Fines) \$00.00
Private Contributions: \$0.00
Miscellaneous Income: \$84.33
Government Contribution: \$0.00
OTHER INCOME TOTAL: \$84.33

INCOME TOTAL: \$15,845.12

EXPENSE TOTAL: \$16,786.11

Fund Balances:

	Operating Fund (West Shore Bank)	Operating Fund (Shelby State Bank)	County	Prepaid Expenses	Petty Cash	Treasurer Bonds
Fund Balance (\$)	394,999.72	58,268.07	7,628.79	-5,420.59	150.00	65,000.00

FUND BALANCE TOTAL: \$520,620.99

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

\$520,620.99 (Total Cash on Hand) - \$267,468.00 (Amount Budgeted) = \$253,152.99

Investments and Cash Holding:

See attached spreadsheet.

Treasurer Bond's:

Library board approved 3-month treasury bond roll-over to a 6-month bond on March 21 2023 at Pentwater Township Library Board Special Session.

Treasurer Bond financial report will be updated quarterly.

INVESTMENTS AND CASH HOLDINGS -

MAR 2023

	INTEREST RATES	TYPE	BANK TOTALS			FUND TOTALS		TOTAL
			West Shore	SSB	Cetera	Operating	County	
Operating	0.05%	Checking	15,991.17			15,991.17		15,991.17
Operating	0.09%	Money Market	379,008.55			379,008.55		379,008.55
Operating	0.03%	Money Market		58,263.07		58,263.07		58,263.07
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								520,620.99

Community Foundation Funds:

Hansen Funds 2,355

PTL Funds 35,757.29

C

C

C

Pentwater Township Library

Director's Report
March and April 2023

Grants—I have been concentrating on grants for this period. I received a grant from MMLL to pay for roughly half the cost for a Universal Design Picnic table. The cost of commercial outdoor furniture has gone up, and because of the cost we weren't able to include this table with last year's grant from the Junior Women's Group. The table is designed for wheelchairs to have the space to roll into the end of each side and have ample room for the chair without any table legs obstructing the chair.

I also applied for a Kubuta grant for \$100,000 for the building of a pavillion and landscaping around the library with some sidewalks. Kubuta will be awarding five grants, but because we have a drawing and a landscape design paid for and a Kubuta dealer within 50 miles of us, we have a chance at this grant.

I also attended the Oceana County Foundation's gathering for information on how to submit grants to the Foundation. The meeting was full of nonprofits, and governmental units to find ways we can work together. Gerber, and other granters were also there. I also was approached by the Shelby Optimist Club that they might have money for youth activities. I will be attending and speaking at their meeting on Wednesday evening.

Training— *Niche Academy*— All staff has an account to do Niche webinars that are provided free from the Library of Michigan. Once a month I ask them to watch selection topics to complete. Some are short, some are several hours long. *MAVEL*—The Library of Michigan created MAVEL for staff to understand the workings of a library, best practices, how to react and how to interact with patron requests, and other operational skills. Each front-line staff member has completed and has a certificate of completion. *Level 3 Certification*—Justin has completed training for his Certification as a Level 3 Library of Michigan. State Aid requires at least Level 3 or 4 for one employee employed by the library to receive State Aid for a Class 1 library, along with other requirements. He now joins Tammy and me as Level 3 Certified.

Advocacy—Library of Michigan and MLA are celebrating with events at the Capital in Lansing. The PTL Friend's chair, Carol Feltes will be meeting with our state representatives or their aids.

National Library Week—April 23-29, 2023—During NLW we will be doing many posts on our Facebook page, asking fun questions and photos of staff with their favorite books. We will also be doing very short surveys each day. In the library we will have a Gratitude Wall for patrons to write comments of what has helped them the most at the library.

Library Worker Day— Tuesday of NLW is assigned as Library Worker Day to honor the work that staff does all year long. I will be presenting certificates and surprises during the day to staff.

Strategic Plans (Staff Activities)—I have gathered input from staff on all of our goals and we are working on compiling them into the Library Board's formatting.

Summer Reading Program—Planning has been completed now: Eight weeks of the SRP with each week another emphasis. The weekly activities will be about culture, travel, foods and activities that bring us together and learn about each other.

Arts Programs—Two groups that will meet for six weeks of activities for Children and Tweens/Teens. We will be working in watercolor, fabric paint, have paint pours, and make other items. All make and takes are different each week.

Pentwater Township Library

Director's Report
March and April 2023

Adult Arts Program—Our winter program was fun and generated a lot of nice projects. We plan to continue them again in the early fall.

Visits-- State Representative Curtis VanderWall had his first office hours at the library. The visit generated a group of hostile anti battery plant people from Mecosta County. They were loud and nasty as soon as they got in the door of the library. Public libraries are a forum for public discord, but it was a bit much.

Exterior Painting RFP—I will be posting the RFP for painting the exterior of the library in the Oceana Herald Journal in the coming days. The bids will be reviewed in our next board meeting. Because there is a lot of repair work to be done, the winning bid of the exterior painting will be able to subcontract for the cleaning, and for the repairs. I will also advertise on Facebook, our website and post office. Packets with all the information will be here at the library and also allow it to be sent out as attachments to any e-mail.

My concerns about the future of the library-- In the 168 years of this library's existence this institution has faced all kinds of challenges and changes growing in size and stature, changing buildings and dealing with new laws and regulations, but now we are faced with what could be the greatest threat to this library.

The Village of Pentwater is exploring becoming the City of Pentwater with profound consequences for this library. If implemented as suggested the library could lose 45% of its perpetual millage. Reduction in staff and hours to serve our patrons as well as our ability to deliver anywhere near the programs and services we currently provide would be the result of such a move.

All board members must renew their advocacy for the library and attend the informational sessions about the proposed changes. It is not clear exactly why such a move is being proposed other than the villages residents are taxed twice, the "City" would be able to apply to different grants. But overreach in projects that they didn't have secured funds for has resulted in a monetary shortfall of their own making. It is not clear how this plan is going to save taxpayers money. Attorney fees will be costly for all parties, and education of the public is so needed, you could be the one to help.

Nevertheless, our patrons, the general public and our friends all need to become more aware of the impact on our library of this poorly considered proposal. I, of course, will do my part and I expect this board to share in that endeavor. There are lots of differing opinions. Many misunderstandings are stated as facts. Also rumors and gossip are abundant. We definitely need to keep on top of all of this because the impact could be devastating for the library. The views expressed above are mine alone at this time.

Respectfully submitted,

Mary Barker, Director

Pentwater Township Library

DIRECTOR'S REPORT -

Fiscal Year 2022-2023

April 2022-March 2023

CIRCULATION	2022-2023	2021-2022	%	ATTENDANCE	2022-2023	2021-2022	%
FICTION	5693	5588	2	ADULT PROGRAM	641	320	100
NON-FICTION	1527	1542	-1	TEEN PROGRAM	37	57	-35
LARGE PRINT FICTION	503	548	-8	CHILDREN PROGRAM	888	185	380
LARGE PRINT NON-FICTION	22	43	-49				
				TOTAL	1303	562	132
TOTAL	7745	7721	0				
KIT GO BAGS	167	110		EVENING PATRONS	1004	479	110
KIT MOVIE NIGHT	426	287		TOTAL PATRONS	12149	11071	10
PERIODICALS	885	1075	-18				
PAPERBACKS	43	69	-38	NEW REGISTRATIONS			
AUDIO	279	353	-21	ADULT	171	160	7
VIDEOS & DVDS	3331	2570	30	CHILDREN	39	13	200
				ANNUAL	16	24	-33
LIBBY E_Magazine	694	485					
LIBBY AUDIO	1866	1921	-3	TOTAL	224	186	20
LIBBY E-BOOKS	3668	4170	-12				
MEL CAT LENT	1613	1212	33	Total Deleted Items	1613	850	90
MEL CAT BORROWED	1381	1449	-5				
HOOPLA E-BOOKS	291	0	#DIV/0!				
HOOPLA E-AUDIO	161	0	#DIV/0!	Multipurpose Room	202	122	66
HOOPLA E-MOVIE/TV	98	0	#DIV/0!				
HOOPLA BINGE PASS	13	0	#DIV/0!	RE-REGISTRATIONS			
				ADULT	246	314	-22
TOTAL	18300	13653	34	CHILDREN	13	19	-32
				TOTAL	259	333	-22
J FICTION	1059	1056	0				
J NON-FICTION	440	525	-16				
J EASY	1905	2023	-6	COPIES			
J PERIODICALS	7	17	-59	BLACK	27108	24634	10
J VIDEOS & DVDS	972	989	-2	COLOR	16640	12879	29
TOTAL	4383	4610	-5		0	4	-100
				FAX USAGE	555	1502	-63
Y FICTION	213	188	13		0	0	#DIV/0!
Y NON-FICTION	79	68	16				
				COMPUTER USAGE	1101	886	24
TOTAL	292	256	14	WIRELESS USAGE	1763	2698	-35
GRAND TOTAL	30720	26240	17				

Pentwater Township Library

DIRECTOR'S REPORT -

1-Apr-23

March Statistics

CIRCULATION	2023	2022	%	ATTENDANCE	2023	2022	%
FICTION	351	333	5	ADULT PROGRAM	36	67	-46
NON-FICTION	134	74	81	TEEN PROGRAM	0	0	#DIV/0!
LARGE PRINT FICTION	48	33	45	CHILDREN PROGRAM	13	6	117
LARGE PRINT NON-FICTION	1	3	-67				
TOTAL	534	443	21	TOTAL	49	73	-33
KIT GO BAGS	3	2		EVENING PATRONS	40	35	14
KIT MOVIE NIGHT	0	24		TOTAL PATRONS	790	603	31
PERIODICALS	85	71	20				
PAPERBACKS	2	3	-33	NEW REGISTRATIONS			
AUDIO	12	34	-65	ADULT	8	2	300
VIDEOS & DVDS	155	190	-18	CHILDREN	1	0	#DIV/0!
				ANNUAL	0	0	#DIV/0!
LIBBY E_Magazine	84	47					
LIBBY AUDIO	183	168	9	TOTAL	9	2	350
LIBBY E-BOOKS	245	381	-36				
MEL CAT LENT	129	112	15	Total Deleted Items	34	0	#DIV/0!
MEL CAT BORROWED	108	111	-3				
HOOPLA E-BOOKS	74	0	#DIV/0!				
HOOPLA E-AUDIO	54	0	#DIV/0!	Multipurpose Room	18	17	
HOOPLA E-MOVIE/TV	14	0	#DIV/0!				
HOOPLA BINGE PASS	4	0	#DIV/0!	RE-REGISTRATIONS			
				ADULT	9	12	-25
TOTAL	1152	1141	1	CHILDREN	0	0	#DIV/0!
				TOTAL	9	12	-25
J FICTION	43	70	-39				
J NON-FICTION	38	53	-28				
J EASY	103	121	-15	COPIES			
J PERIODICALS	1	0	#DIV/0!	BLACK	5677	2340	143
J VIDEOS & DVDS	36	30	20	COLOR	2475	761	225
TOTAL	221	274	-19				
				FAX USAGE	63	102	-38
Y FICTION	9	5	80				
Y NON-FICTION	3	9	-67				
				COMPUTER USAGE	88	73	21
TOTAL	12	14	-14	WIRELESS USAGE		60	-100
GRAND TOTAL	1919	1872	3				

MATERIALS BY DATE ADDED FY 2022-23

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	29	5	352
6 - Adult Non-fiction	53	14	4	34	27	49	18	13	23	32	30	12	309
7 - Audio Books	4	6	1			1	2		1	1	1		17
8 - Easy Read	2						45	5	6	1		1	60
9 - Hold Shelf													0
10 - Juvenile Audio													0
11 - Juvenile Easy	46	3		23	5	197	8	4	11	14	28	6	345
12 - Juvenile Fiction	27		6	6	2	9	6	1	2		6		65
13 - Juvenile Magazine	4	2	3	3	2	2	2	4	1	4	2	2	31
14 - Juvenile Non-fic	29	3	5	5	4	16	3			2	5		72
15 - Juvenile Video	2	2	2		11	7	13		2		3	1	43
16 - Juvenile Video Series					1				1			1	3
17 - Large Print Fiction	7	6	7	4	4	3	7	4	8	10	4	4	68
18 - Large Print Non-Fiction		1					2			2			5
19 - Magazine	43	38	40	39	51	40	46	46	32	33	41	41	490
24 - Paperback Fiction													0
25 - Reference								2	1				3
26 - Video Non-Fiction				1			2		1				5
27 - Video	10	3	3	3	17	9	9	3	15	15	3	3	93
28 - Video Series			1	3	24	3	1		3	1		1	37
29 - Young Adult Fiction	4		1	3	5	9	11	1	5	2	4		45
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	156	78	2106



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, May 3, 2023 19:00
Meeting Location: Pentwater Fire Department
Call to Order

- I. Pledge of Allegiance
- II. Reading and Approval of Minutes
 - a. Minutes from 4/5/23
- III. Reports of Officers
 - a. Treasurer Terry Cluchey
 - i. February payroll: \$3,185.00
 - ii. Payroll total: \$35,213.00
- IV. Old Business
 - a. 361 pump
 - b. FDIC
 - c. 391's Headsets
 - d. ARPA grant turnout gear
- V. New Business
- VI. Training
 - a. New Member Training
 - b. Online Training
 - 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 April.
- VIII. Adjourn



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 Minutes

Meeting Date: Wednesday, April 5, 2023 19:00

Meeting Location: Pentwater Fire Department

Call to Order

- I. Pledge of Allegiance
- II. Reading and Approval of Minutes
 - a. Minutes from 3/1/23
- III. Reports of Officers
 - a. Treasurer Terry Cluchey
 - i. Money market balance- \$31,367.33
 - ii. Checking balance- \$35,658.79
 - iii. Michigan CLASS balances
 1. CLASS 1- \$301,414.22
 2. CLASS 2- \$126,667.61
 - iv. Total Balance- \$495,107.95
- IV. Old Business
 - a. 361 pump- pump is expected by the end of April
 - b. FDIC is April 24-29, 2023 in Indianapolis (Barefoot, Thocher, Haynor, Kokx, Bowman and Hughart)
 - c. 391's Headsets (passenger cannot transmit over radio)- they seem to work very well.
 - d. ARPA grant turnout gear- will hopefully be shipping soon.
- V. New Business
 - a. If it is a fire or PI in PFD's area, only the Chief and Asst Chief should respond direct. Radio traffic on calls seems to be going well.
- VI. Training
 - a. We will be focusing more on training with newer members. Topics will include drone responses, medicals, and various fire topics. Brad asked if trainings could be captured on video for future training and review.
 - b. Online Training will be on foam.
 - 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 23 medical, 3 fire and 1 UAV calls for service in March.
- VIII. Adjourn- a motion to adjourn by Jesse Bowman was seconded by Kyle Dillingham.

Secretary- Ray Hasil



PENTWATER FIRE DEPARTMENT

486 E Park St • PO Box 1117

Pentwater, MI 49449

Phone 231.869.5987 • Fax 231.869.8511

www.pentwaterfiredepartment.com

Officer Meeting Minutes

Meeting Date: Wednesday, April 5, 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 3/1/23

- II. Reports of Officers
 - a. Treasurer Terry Gluchey
 - i. Money market balance- \$31,367.33
 - ii. Checking balance- \$35,658.79
 - iii. Michigan CLASS balances
 1. CLASS 1- \$301,414.22
 2. CLASS 2- \$126,667.61
 - iv. Total Balance- \$495,107.95

- III. Old Business
 - a. 391's Headsets are being used and are very nice. Chrouch still needs to program the passenger headset.
 - b. ARPA grant turnout gear- invoice will go straight to the county.

- IV. New Business
 - a. Today is payday.
 - b. On fire and PI responses, only the Chief and Asst Chief should go direct.
 - c. Mike has a list of what PPE each firefighter should have.
 - d. Jesse has tags for tracking inventory of all equipment.
 - e. Jesse has been tasked to develop a drone training program.
 - f. Jonathan would like us to be more engaged with training newer members.
 - g. Jonathan will contact Oceana Co Road Commission to add members for notifications.

- V. Training
 - a. Online Training- on foam
 - b. "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).

- VI. Discussion on last month's calls: there were 23 medical, 3 fire and 1 UAV calls for service in March.

- VII. Adjourn- a motion to adjourn by Jonathan Hughart was seconded by Mike Barefoot.

Secretary- Ray Hasil



Rec Report – May 2023

Rec Program

Soccer is still going strong with the season ending May 20th. I appreciate all the hard work that our kids have put into the season and want to thank our volunteer coaches for their efforts this year.

Summerball signups deadline was May 5th, registration forms are still coming in and look to have a final count by May 12th. We will be fielding teams this year and for any team that is short on numbers, I will be working with Hart and Shelby to make sure our kids can play.

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.

2023-2024 Can Drive Donations:
2022-2023 Can Drive Donations: \$1304.70
Can Drive Totals Since 2020: \$5111.45
2023-2024 Rec Donations: \$850.00

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 – May 1, 2023

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

Deputy Supervisor - I worked with the Township Supervisor, Lynne Cavazos and Township Attorney Mark Nettleton to:

- Review, prepare, and deliver documents to the Village for signature regarding the conveyance of both Township North and South Sanitary Sewer Systems to the Township;
- Review, prepare, and deliver the Memorandum of Understanding (MOU) document to the Village for signature regarding the Village and Township agreement for Township North Sanitary Sewer treatment.
- Retrieved the physical assets of sanitary sewer inventory including pumps, floats, a control panel and two electrical generators from the Village for storage at the Township Hall.
- Worked with Fleis & Vandenbrink (F&V) to establish a local telephone number and emergency answering service to report sanitary sewer problems and dispatch F&V personnel;
- Worked with F&V personnel on three occasions in the Township for repairs of problems, and on two occasions to evaluate these systems.
- I continue to assist Lynne and Dean with the review and preparation of documents regarding the conveyance of both Township North and South Sanitary Sewer Systems to the Township.

Code Enforcement – Nothing significant to report at this time.

Planning Commission - The Planning Commission met on April 11, 2023 to:

- Hear comments from Barbara Brown of 5757 W. Longbridge Rd. who is concerned about the visual appearance of a retaining wall for property under construction at 5753 W. Longbridge. Chairperson Tony Monton requested that the matter be discussed to consider aesthetic regulations for retaining walls and fences at the next Planning Commission meeting.
- Hold a public hearing for the consideration of a request to rezone a 17.5-acre parcel from RR, Rural Residential to R-1, Single Family Residential. The request was approved as is now heading to the Township Board of Trustees for consideration.

- Consider setting a date for a public hearing to consider a Zoning Ordinance Amendment for Accessory Buildings for agricultural buildings, as well as for Multiple Family, Commercial, and Industrial Zoning Districts. The public hearing date was set for June 13, 2023.

Zoning Board of Appeals - The Zoning Board of Appeals on April 4, 2023 to hear a request for a dimensional variance in order to place an accessory building in a front yard for 8987 Paulina Ave in Pentwater Beach Addition No. 4 (a.k.a. Duna Vista Association), Parcel ID no. 64-001-531-007-00. After the public hearing and deliberation by the ZBA, the applicant's request was denied because it did not meet the criteria of Section 18.08 of the Zoning Ordinance for approval.

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

1. ZP 3448 was issued to Charles Eggerding for a 40' x 56' agricultural storage building on a 72.5-acre property near the north end of 56th Avenue, Parcel ID No. 64-001-012-100-08.

Other Comments

I have finished my final edits on Master Plan chapters 1 through 4 and am currently finalizing my edits on chapters 5 and 6. The Master Plan committee also met on April 11 to discuss the Existing and Future Land Use maps, which are being sent off for final edits to F&V.

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 May 2023

Board of Review:

- The July Board of Review will be held on Tuesday, July 18, 2023, at 1 pm if there is business to attend to.

Michigan Tax Tribunal:

- Our one case that was pending in the Michigan Tax Tribunal was settled at the beginning of May.

Miscellaneous:

- I have been entering deeds, PTAs, and PREs as they come in.

If you have any questions, please let me know!

Sincerely,
Barbie Eaton, MAAO
Pentwater Township Assessor

PENTWATER TOWNSHIP
CEMETERY MONTHLY REPORT

MONTH OF: April 2023

NUMBER OF BURIALS

Traditional: 1

Cremaains: 0

NUMBER OF FOUNDATIONS SET: 3

NUMBER OF GRAVESITES SOLD: 1 lot & 2 columbarium niche's

TOTAL MONTHLY INCOME: \$4,004

Submitted By: Maureen Murphy

Date: 10 May 202

PENTWATER TOWNSHIP

TRANSFER SITE I

REPORT

APRIL-2023

TOTAL NUMBER OF VISITORS: 200

TOTAL FEES RECEIVED: 1547 ⁰⁰

NUMBER OF TRASH VISITORS: 82

NUMBER OF RECYCLING VISITORS: 102

NUMBER OF TRASH/RECYCLING VISITORS: 16

Submitted By: BOB MILLER

Date: 5/1/23

BLACK

NB a)

April 2023



EVALUATING THE POTENTIAL IMPACTS ON PENTWATER TOWNSHIP IF PENTWATER VILLAGE IS INCORPORATED AS A CITY

This is Version 2. It was republished on May 1, 2023, to reflect revenue and appropriation comparisons to Fiscal Year 2022-23 (pp. 10-11) to remove unnecessary confusion about the township building its budget with one-time balance carried forward funds. Language was added to page 6 to make clear that 17 townships were used as comparisons to Pentwater Township (18 in total). Page 15 was amended to clarify that the township does not own any of the recreational facilities but it still has an interest in their maintenance and upkeep as assets of the community.

April 19, 2023

Pentwater Township Ad Hoc City Committee

Community Leaders:

Pursuant to your request there is transmitted herewith the Citizens Research Council of Michigan report on the potential impacts on Pentwater Township if Pentwater Village follows through and incorporates as a city.

The enclosed report looks at several measures of the community and compares Pentwater Township outside of the village to several peer townships. It describes a budget exercise that identified how revenues would be impacted by the change to cityhood and attempted to make sufficient expenditure reductions to maintain quality services and a balanced budget. It describes how several services would be affected and offers policy paths to maintaining those services through intergovernmental agreements with the new city. It looks at the annexation processes for villages and cities to assess how future aspirations to expand the village/city footprint could be helped or hindered by the proposed change. Finally, it describes the opportunity to dissolve the village to concentrate governance of Pentwater under a single unit of government.

Pentwater Township is to be applauded for seeking the facts to assist the leaders and residents to make informed decisions. We are sure local government leaders throughout Michigan will watch with great interest as your community deals with the matters before it.

We hope this report helps Pentwater to make informed decisions relative to this important issue.

Respectfully Submitted

Eric Lupher
President

EVALUATING THE POTENTIAL IMPACTS ON PENTWATER TOWNSHIP IF PENTWATER VILLAGE IS INCORPORATED AS A CITY

Contents

Introduction.....	1
Michigan's Local Government Service Delivery Model	1
Township/Village Comparisons	3
Population	3
Age.....	3
Household Income	4
Pentwater Township Tax Base	4
Key Township/Village Takeaways	5
Peer Township Comparisons	6
Tax Base	6
Tax Rates	7
Oceana County Townships	8
Key Comparison Takeaways.....	8
Township Budget.....	9
Taxes.....	9
Revenues.....	9
Expenditures	10
Key Budget Takeaways.....	11
Township Facilities and Services	12
Township Hall.....	12
Elections	12
Roads.....	12
Fire Department	13
Library	13
Cemetary	14
Refuse Transfers.....	14
Recreation.....	15
Annexation Process	16
Village Process	16
City Process.....	16
Key Annexation Takeaways	17
An Altnerative Governance Model	18
Dissolve Village to Rely on the Township	18
Immediate Referendum	18
Disincorporation Commission and Referendum	19
Advantages and Disadvantages of City Incorporation or Village Dissolution	19
Organization.....	19
Police	20
Roads.....	20
Taxes.....	20

Tables

Table 1	2022-23 Pentwater Township Revenues: Final vs Scenario Without the Village	10
Table 2	2022-23 Pentwater Township Appropriations: Final vs Scenario Without the Village.....	11

Charts

Chart 1	Population of Pentwater Township, Inside and Outside of Pentwater Village, 1980 to 2020	3
Chart 2	Median Age of Residents in Pentwater Village and Township, 2020	3
Chart 3	Median Household Income of Residents in Pentwater Village and Township, 2020	4
Chart 4	Composition of Pentwater Township Property Tax Base, 2022.....	4
Chart 5	State Equalized Value of Peer Townships.....	6
Chart 6	Tax Rates Levied by Pentwater Township's Peer Townships.....	7
Chart 7	Tax Rates Levied by Townships in Oceana County	8

About the Citizens Research Council of Michigan

The Citizens Research Council of Michigan is a privately funded, not-for-profit public affairs research organization that was founded in 1916.

Since then, the objective of the Research Council has been to provide factual, unbiased, independent information on significant issues concerning state and local government organization and finance. The Research Council believes that the use of this information by policymakers will lead to sound, rational public policy formation in Michigan.

The Citizens Research Council of Michigan is noted for the accuracy and objectivity of its research. Over the years, the Research Council has made significant contributions to the ongoing debate over the appropriate role of government and has gained vast experience in virtually every facet of state and local government.

The Citizens Research Council does not lobby, support or oppose candidates for public office, or take positions on ballot issues. Instead, the Research Council relies on the presentation of its research findings to bring about sound public policy on state and local issues. The hallmark of the Citizens Research Council is timely, reliable information researched in an independent, nonpartisan manner. As a result of the credibility earned by the Research Council, it is often the only organization that can address controversial issues in an objective fashion.

The Citizens Research Council of Michigan is supported primarily by charitable contributions from businesses, foundations, and individuals. It is a tax-exempt organization and contributions are tax deductible under Section 501(c)(3) of the Internal Revenue Code.

EVALUATING THE POTENTIAL IMPACTS ON PENTWATER TOWNSHIP IF PENTWATER VILLAGE IS INCORPORATED AS A CITY

Introduction

Residents in Pentwater Village are exploring the possibility of incorporating it as a city. The question rests with residents of the village, but what they decide will have consequences for Pentwater Township. Villages are parts of townships, so decisions to incorporate and become independent units of government affect the finances and service delivery models of the townships from which they separate.

The analysis that follows suggests that Pentwater Township would be affected by the village incorporating as a city, but tools exist for it to adapt. Because

Pentwater Township has a relatively rich property tax base and levies taxes at relatively high rates, it will have more resources than surrounding townships or similarly sized townships throughout Michigan. While some services and operations may need to be scaled back, those changes would do little to lessen the quality of life in the township. Additionally, several Michigan laws could be utilized to provide services such as elections, fire protection, the library, the cemetery, refuse transfer site, and recreation facilities in collaboration with the city or surrounding townships.

Michigan's Local Government Service Delivery Model

The services provided by local governments in Michigan can be divided into two broad classes. The first grouping of services includes those required by state law to be provided by primary local units of government. These legally required duties are:

1. Assessing property as a basis of state, county, and school taxes
2. Collecting taxes for the state, counties, and schools
3. Conducting county, state, and national elections

The second broad category consists of all other local services that cities, villages, and townships elected to provide, such as fire protection, police protection, water supply, sewage disposal, zoning, public health, etc.

Cities and townships are the primary local units of government in Michigan. They furnish residents and businesses with both categories of services. Accordingly, the entire state is divided into non-overlapping cities and townships, to which the legally required duties are assigned. Whenever a new city is incorporated, the geographic footprint is withdrawn from the township for all governmental purposes.

In cities and townships, all local government activities – both state-imposed duties and elective local services – are unified in one government. Only in villages are the governmental activities divided between township and village governments. Village residents, therefore, are the only persons in Michigan living under and supporting two local units of government, a village and a township.

Michigan's townships were organized without resident input. They were created by a congressional survey under the Northwest Ordinance of 1787. Only a few states have local governments called townships. Unlike Michigan, which has empowered townships to provide a broad range of services, most of these states rely on their townships to serve very few services. Michigan currently has 1,240 townships.

Most townships operate under general law, a set of provisions of state law that dictate their governance structure, operating methods, and authority. About 11 percent of the townships have opted to operate under the Charter Township Act, which provides some additional powers and some additional protection from annexation from cities.

REPORT TO PENTWATER TOWNSHIP AD HOC CITY COMMITTEE

A village is not a primary local unit. It is an incomplete government furnishing only elective local services. The area of the village remains part of a township, village citizens are also township citizens, and the township government provides for residents of the village the legally required duties imposed by the state as outlined above. While the township government may perform certain elective local services for village residents, historically this was the exception rather than the rule. The purpose in organizing a village was to furnish local services to residents of a built-up area in the township that the township government, due to its limitations, could not provide. However, village taxpayers have to pay for such elective local services and, in addition, may have to help support all the activities of the township government.

Most villages are incorporated under the General Law Village Act that establishes specific governance and operating structures. On the other hand, the Home Rule Village Act, enacted at the same time as the Home Rule City Act, allows villages to adopt a charter that dictates the governance structure and basic operating structure. Since 1980, state law requires that all newly created villages incorporate under the Home Rule Village Act. Pentwater Village is organized under the General Law Village Act.

Cities enjoy broader powers than do villages and townships. The powers of townships and general law villages are confined to those specifically enumerated in the state laws pertaining to these types of governments: these delegated powers are strictly construed. The purpose of the home rule powers conferred by the 1963 Michigan Constitution and the implementing statutes was to provide broader powers in the conduct of their own affairs. Home rule municipalities have the power to manage their own affairs in their own way within constitutional and statutory restrictions.

The Home Rule Cities Act is more generous and less cumbersome with respect to the levying of taxes than laws pertaining to villages and townships. The village and townships acts, for all practical purposes, permit the levy of a limited amount of property taxes, but this limitation is broken into several small rates for different governmental services. The Home Rule Cities Act provides for the establishment of a tax rate limitation in the charter up to a maximum of 20 mills for all purposes to be allocated at the discretion of local officials.

The differences between the powers of cities and villages or townships have lessened in recent decades. Since enactment of the Charter Township Act in 1947, townships have increased their authority to provide services and meet the needs of their residents and businesses. Charter township status was adopted by many townships, especially in the state's urban areas, and the authority granted to general law townships was expanded. It was once necessary to incorporate as a city, or village, or attach to a city, or village, through annexation to benefit from the broad range of services they provide, but that is not necessary any longer.

The expanded powers of townships – both those organized under general law and those operating as charter townships – have reduced or eliminated the need for communities to consider incorporation as a village. Only four villages have been incorporated in the last 40 years. Many more communities have gone directly from a township to a city. Michigan does not have any cities that could be characterized as rural in nature with low population densities, but it does have a number of townships and villages that are very urban in nature and that have populations rivaling the neighboring cities.

Township/Village Comparisons

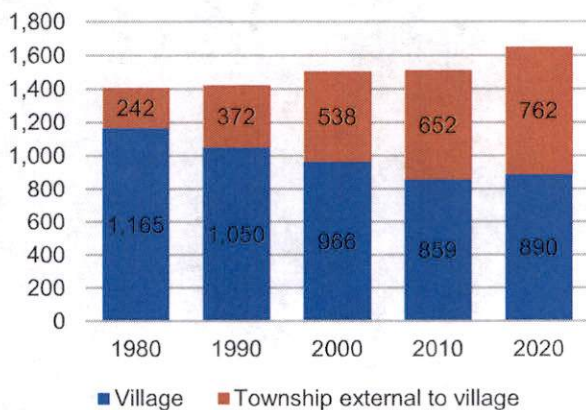
Population

The Pentwater community has grown in recent years. That growth has occurred with families moving into the township outside of the village and building second homes.

- Pentwater Township has enjoyed modest population growth over the past 40 years, growing from 1,407 residents in 1980 to 1,652 in 2020 (see **Chart 1**).
- Most of the growth over these 50 years has occurred in the township outside the village.
 - The overall township population increased 17.4 percent (0.4 percent annual rate of growth).
 - The village population decreased 23.6 percent during this period (losing 0.6 percent annually).
 - The township population outside the village has increased 214.9 percent (5.4 percent growth annually).
- While more than 80 percent of the township residents lived in the village in 1980, only 54 percent lived in the village in 2020.

Chart 1

Population of Pentwater Township, Inside and Outside of Pentwater Village, 1980 to 2020



Source: U.S. Census

Some in the village desire independence from the township, but long-term sustainability must be considered. The village has lost a quarter of its population (275 people) over these decades, but new people and some level of growth are key ingredients to success in Michigan's system of local government.

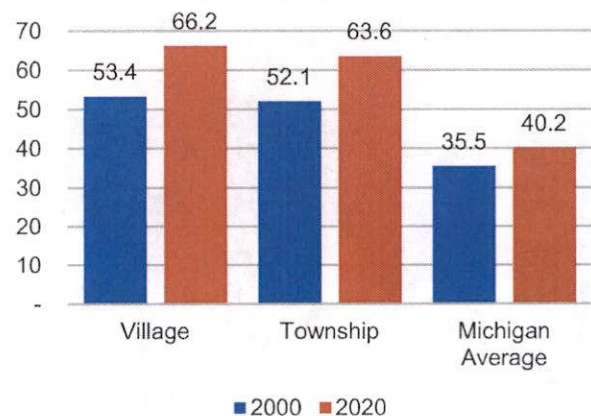
Age

The Pentwater Township population, both within the village and outside of it, is relatively old (see **Chart 2**).

- The median age of the village residents is more than 66 years old.
- The township median age is more than 63 years old.
- The village, the township, and the state are getting older.
- The village and township are and have been far older than the median age of Michigan as a whole, 40 years old.
- The median ages of both the village and township have had sharper increases than the state.

Chart 2

Median Age of Residents in Pentwater Village and Township, 2020



Source: U.S. Census

This is significant because growth in the area is going to have to come, for the most part, from people moving into the area. Large parts of the Pentwater community are beyond their childbearing years. Maintaining the quality of life that the Pentwater community is accustomed to will involve keeping tax rates from escalating and maintaining service quality to keep the area safe and attractive.

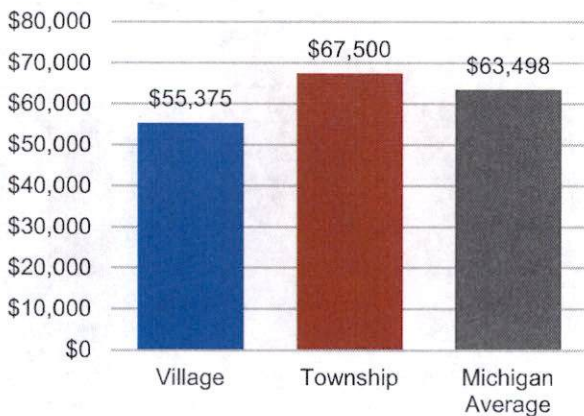
Household Income

Pentwater Township residents are fairly prosperous relative to the state average (See **Chart 3**).

- In 2020, the township had a median household income of \$67,500.
 - This was 6.3 percent greater than the state average.
- The village median household income was \$55,375.
 - This was 12.8 percent lower than the state average.
- The U.S. Census does not report this statistic exclusively for the township outside of the village, but it is clear from the numbers that the village pulls down the township average.

The village/city will be taking on new responsibilities, which may necessitate the need for additional resources. The wealth of the community is an indication of its ability to afford the additional tax burden.

Chart 3
Median Household Income of Residents in Pentwater Village and Township, 2020



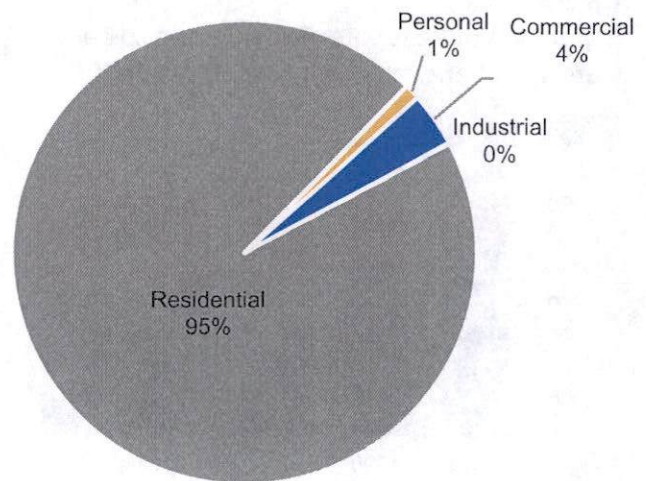
Source: U.S. Census

Pentwater Township Tax Base

The composition of the tax base in the township and village/city is important because residential properties generally struggle to fund the services they receive. As is discussed below, Pentwater Township performs the functions mandated of townships, including elections, property assessing, and property tax collections. The village provides a number of elective services, but if it becomes a city it too will take on the mandated services.

- Property in the township is almost entirely for residential purposes (see **Chart 4**).
 - The boat storage facilities are the only industrial properties in the township.
 - The commercial property is within the village, mostly on Hancock Street.
 - The township yields 95 percent of its property tax revenue from residential properties.

Chart 4
Composition of Pentwater Township Property Tax Base, 2022



Source: Michigan State Tax Commission

Both the township and village residential property tax base is comprised of a mix of owner-occupied and second homes. The census data show that in 2020:

- The village had 399 housing units.
- The township had 405 housing units outside of the village.
- For both the village and the township as a whole:
 - Roughly 45 percent are owner-occupied housing units.
 - The other 55 percent are second homes for families that reside elsewhere.

Key Township/Village Takeaways

Growth in Pentwater has been concentrated in the township over the past four decades with the village losing about a quarter of its population. The median ages of both the village and the township are higher than in Michigan, generally. This suggests that future growth is going to have to come from migration from other parts of the state or elsewhere. The wealth of the township residents, as measured by median household income, suggests a capacity to fund government services at whatever level the collective community decides upon. Finally, the township property tax base is highly concentrated in residential properties. The commercial properties are in the village, so a decision to incorporate as a city would leave the township property tax base composed almost solely of residential property.

Peer Townships Comparisons

Michigan relies heavily on property taxes to fund local governments. State shared taxes are the second largest source of resources for most local governments. Unlike most other states, Michigan does not authorize local governments to levy other types of taxes except for the income taxes authorized to cities and minor taxes counties can levy. (Detroit is authorized to levy others.)

Therefore, the ability of Pentwater Township to sustain itself without the village depends on the wealth of properties – the tax base – and the capacity to levy taxes on those properties – the tax rate.

Tax Base

A peer group of Michigan townships was identified

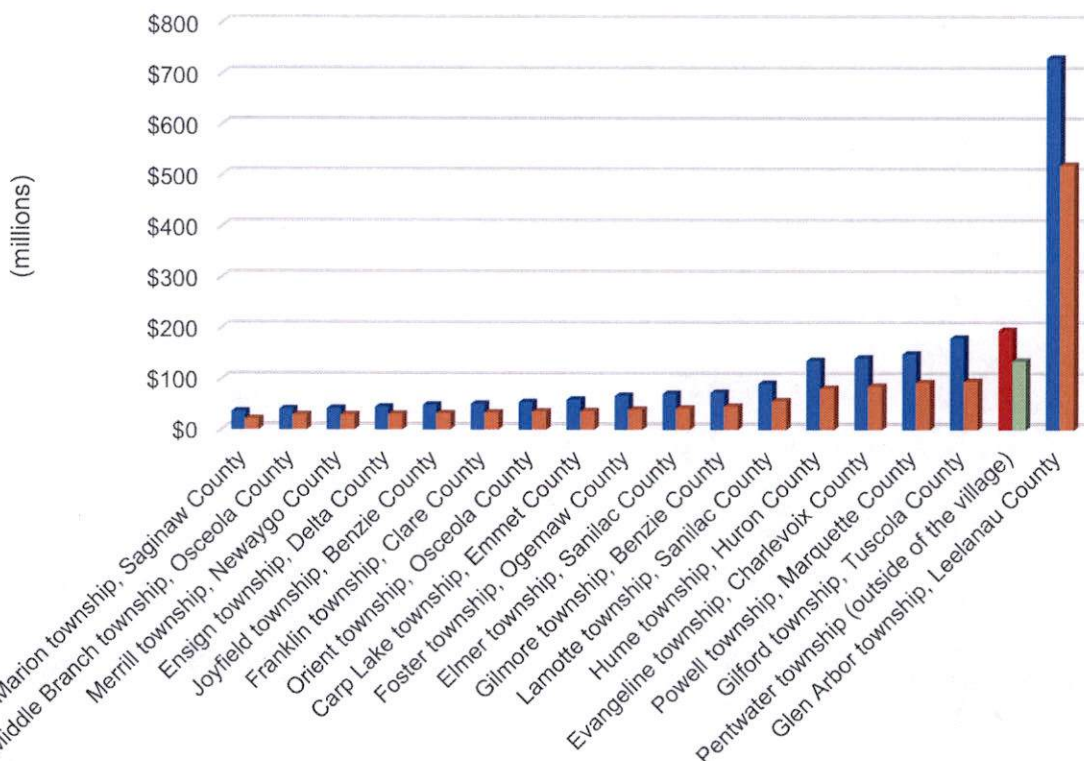
to compare with Pentwater Township.^a These peers help to quantify the size of the township's property tax base outside the village. Each of the 17 comparison townships is rural in nature. Like Pentwater Township, their tax bases are primarily comprised of residential properties. Agricultural properties are part of the tax bases in many of these townships.

Chart 5 shows the state equalized value and taxable value of these townships. State equalized value re-

^a To evaluate Pentwater Township's tax base without the village, 25 other townships with populations within five percent of Pentwater's were identified. Since the purpose was to look at the township without the village, eight of those 25 townships were eliminated because they contained all or part of a village.

Chart 5

State Equalized Value and Taxable Value of Peer Townships (exclusive of townships with villages), 2022



Source: State Tax Commission

flects roughly half of the market value of property in each jurisdiction. Local governments do not benefit from the full value of properties within their jurisdiction boundaries. Since 1994, property taxes have been levied on taxable value. Unlike state equalized value, which is linked to market value, taxable value increases for each parcel of property are constitutionally limited to five percent or the rate of inflation in the previous year, whichever is less, excluding the value of new construction.

The chart shows that among Pentwater’s peers:

- Glen Arbor Township stands out with its relatively rich tax base.
- Aside from Glen Arbor Township, Pentwater Township (exclusive of Pentwater Village) has the richest tax base among these comparison townships.
- Residential property makes up more of Pentwater Township’s tax base than any of these peers.

- Agricultural property, which tends to have slower growth in taxable values because it changes ownership infrequently, is a significant part of the tax base for a third of these townships.
- Commercial property contributes at least a small portion of the tax base for each of the peer townships. All of the commercial property in Pentwater Township is in the village.

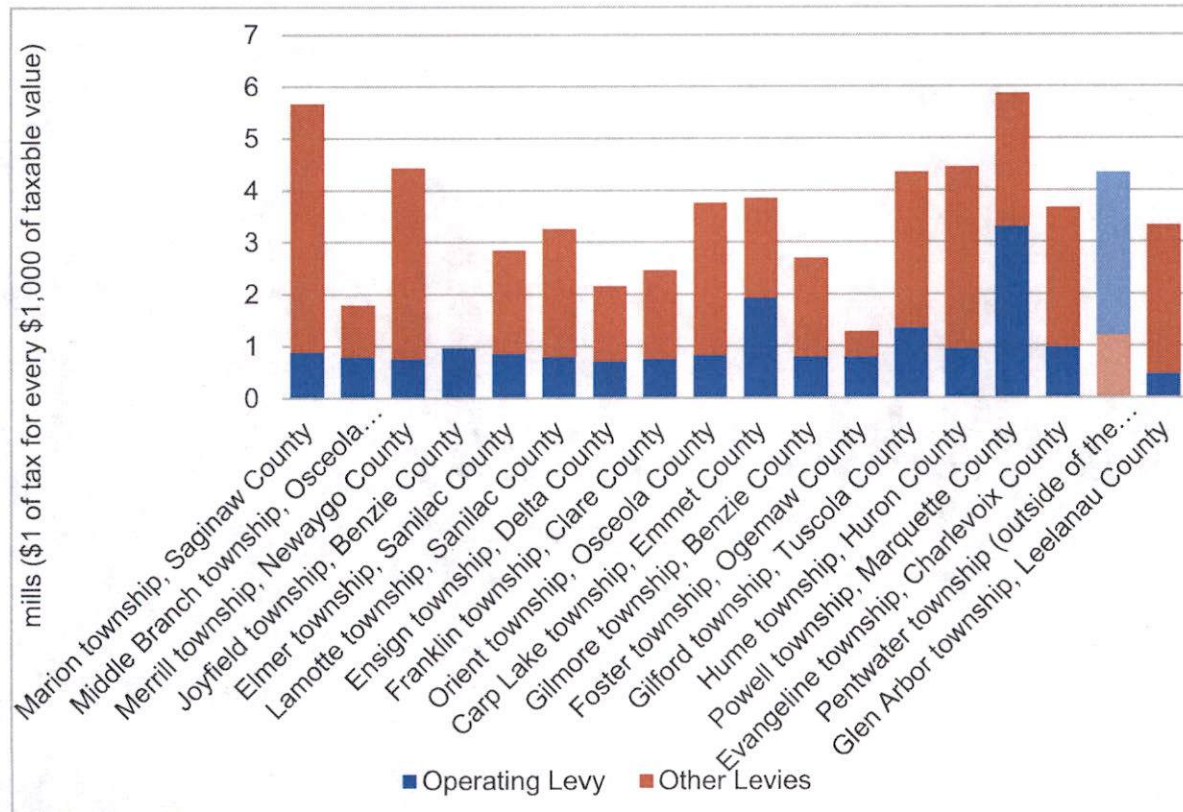
Tax Rates

We examined tax rates among Pentwater Township’s peer townships (see **Chart 6** (in the same order as Chart 5)) and among other townships in Oceana County. Among the peer townships:

- At 4.3430 mills^b, Pentwater Township ranks

^b In property tax parlance, the tax rate is referred to as a mill. A mill is equal to \$1 of tax for every \$1,000 of taxable value.

Chart 6
Tax Rates Levied by Pentwater Township’s Peer Townships



Source: State Tax Commission

REPORT TO PENTWATER TOWNSHIP AD HOC CITY COMMITTEE

fifth highest among the 18 townships identified as peers.

- Pentwater Township's levy for general operations, 1.2153 mills, is third highest among the townships.
- The extra-voted mills levied, totaling 3.1277 mills, also ranks third highest.

Oceana County Townships

Pentwater Township also levies fairly high tax rates relative to the other townships in Oceana County (see Chart 7).

- Oceana County townships are levying an average of 3.8500 mills.
 - The townships levy a fairly uniform millage for general operations, 1.2115 mills on average,

- Pentwater Township's extra-voted millage levy is higher than the 2.6386 mill average for these townships. Only Shelby, Crystal, and Elbridge townships levy higher property tax rates.

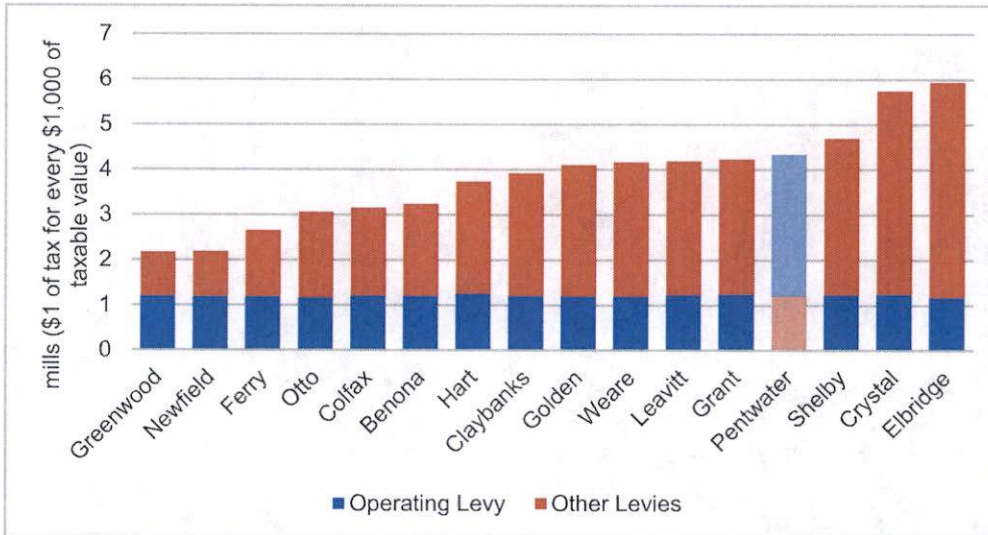
Key Comparison Takeaways

For its size, Pentwater Township outside of the village has a lot of advantages relative to its peers and neighbors. Its relatively rich tax base is driven largely by the lakeside location and its attractiveness for the second homes that make up a large segment of the residential property tax base.

Pentwater Township's operating millage is levied at a rate similar to its peers, but it levies it on a relatively rich tax base. Pentwater Township residents have been willing to tax themselves to pay for township services, especially the dedicated millages for fire protection, the library, roads, and the cemetery.

Chart 7

Tax Rates Levied by Townships in Oceana County



Source: State Tax Commission

Township Budget

To estimate the impact on the Pentwater Township budget that the village incorporating as a city would have, revenue projections in the recently adopted township budget were adjusted to reflect a smaller tax base and other changes, as well as to estimate a level of township expenditures to maintain a semblance of current township operations given the available resources.

This non-binding exercise was performed to assess the potential fiscal impact of the village becoming a city. For this exercise, it was assumed that the village could flip a switch and become a city immediately. In fact, it will take a few years if village leadership and residents opt to pursue this path. If the actions lead to cityhood, the township board will repeat this exercise to adjust the budget with binding actions.

Taxes

Pentwater Township collects more than \$4 million in property tax revenue from township property owners annually. However, only 13.7 percent, \$520,035, of that revenue stays with the township. The remaining \$3.8 million is collected on behalf of, and remitted to, the county, the school district, the intermediate school district, and the state.

The township levies a total of 4.4340 mills on eligible property. (Again, the tax rate is referred to as a mill. A mill is equal to \$1 of tax for every \$1,000 of taxable value.):

Township Operations	1.2153 mills
Fire Operations	0.9837 mills
Fire Equipment	0.4953 mills
Roads	0.4953 mills
Cemetery	0.3401 mills
Library	<u>0.8133</u> mills
Total	4.4340 mills

(On top of the township’s 4.4340 mills, Pentwater Village levies 11.8958 mills on a tax base equal to only 45 percent of the township’s tax base to yield \$1,314,718 in property tax revenue.)

Revenues

The township general fund budget generated \$558,449 in revenues during the 2022-23 fiscal year. Of the total revenue, 57 percent comes from property taxes, 15 percent from administrative fees, and 17 percent from state revenue sharing. The other 11 percent is derived from minor taxes, charges, and other sources.

If the village incorporates as a city, Pentwater Township revenues would be expected to decrease by 35 percent as a result of the loss of the tax base and other assumed changes (see Table 1). Reductions in property tax revenue, administrative fees, and delinquent taxes would comprise most of the decrease because the village’s tax base currently accounts for 45 percent of the township’s tax base. In addition to the reduction in property tax revenues and administrative fees, the township would no longer be reimbursed for village elections.

State revenue sharing is distributed to lightly populated townships, villages, and cities on a per capita basis. Village population counts already are excluded from the total township population counts in the calculation of these payments. Otherwise, both the township and village would be compensated for the same people. State revenue sharing payments would not be affected by the village becoming a city.

REPORT TO PENTWATER TOWNSHIP AD HOC CITY COMMITTEE

Table 1

2022-23 Pentwater Township Revenues: Final vs Scenario Without the Village

	Approved	Without the Village	Difference
Current Real Property Tax	\$316,330	\$174,540	44.8%
Tax Administration Fee	85,230	47,027	44.8%
Delinquent Real Property Tax	13,000	7,173	44.8%
Commercial Forest Tax	20	20	0.0%
State Payment In Lieu Of Tax (PILT)	4,200	4,200	0.0%
Trailer Park Tax	220	0	100.0%
Penalty & Interest Taxes	100	100	0.0%
Franchise Fees (Charter Comm)	7,000	3,925	43.9%
Zoning Permit Fees	2,250	2,250	0.0%
Planning Commission Review Fees	300	300	0.0%
Metro Act	4,100	4,100	0.0%
Election Reimbursement	5,130	0	100.0%
State Shared Revenue	97,662	97,662	0.0%
ZBA Fees	1,640	1,640	0.0%
Transfer Site Fees	9,791	9,791	0.0%
Interest Income	6,786	6,786	0.0%
Other Revenue	190	190	0.0%
Miscellaneous	4,500	4,500	0.0%
Total Revenue	\$558,449	\$364,204	34.8%

Expenditures

While understanding the potential impact on revenues is fairly straightforward, estimating how expenditures would change required a more surgical approach. It is not as simple as saying that all expenditures across the board should be decreased by 37 percent. For some services that have to be provided, the opportunities for savings are minimal.

To estimate Pentwater Township's ability to maintain a service package similar to what residents currently receive, appropriations were reduced in a number of the budget items to reflect lesser revenue, fewer parcels being served, and/or a smaller population served (see Table 2).

Appropriations for the township board, supervisor, clerk, and treasurer are reduced to reflect the diminished revenues, except that funding for education and training was maintained in the clerk's budget. In addition to serving in legislative roles on the township board, these three officials fulfill executive roles in managing the operations and finances of the township. Funding for the deputies for each of these officers was similarly reduced. These reductions likely would result in less accessibility to

these officials for township residents.

Appropriations for the assessor would be cut 40 percent. Because the responsibilities of this office relate to the number of parcels, it was assumed that funding needs would be reduced commensurate with the smaller township size. The village contains 44 percent of the parcels in the township and the other 56 percent are outside of the village.

Appropriations for elections could be decreased 11 percent. Salaries and supplies for conducting elections would not change because the township has fewer people. The tasks and staffing needs would remain largely unchanged. But, mailing costs would be decreased. In other years, this budget item might have reflected reduced costs because the township would not be conducting village elections.

It is assumed that appropriations for operations of the township – legal and auditing fees, utilities and maintenance of the township hall, etc. – can be decreased 8 percent.

The transfer station is used by township residents for refuse disposal. It is assumed that appropriations for the transfer station can be reduced by nearly 40 percent as salaries and rentals would be reduced

REPORT TO PENTWATER TOWNSHIP AD HOC CITY COMMITTEE

Table 2

2023-24 Pentwater Township Appropriations: Final vs Scenario Without the Village

	Approved	Without the Village	Difference
Township Board	\$3,686	\$2,404	-34.8%
Supervisor	38,204	24,916	-34.8%
Clerk	69,996	47,212	-32.6%
Board of Review	2,002	2,002	0.0%
Treasurer	58,954	37,938	-35.6%
Assessor	58,761	35,570	-39.5%
Election	19,813	17,547	-11.4%
Township	173,133	158,798	-8.3%
Transfer Station	33,825	20,241	-40.2%
Sewer Utilities	24,866	6,000	-75.8%
Doc/Recreation/PLIB	18,630	11,130	-40.3%
Planning Commission	8,853	7,951	-10.2%
Zoning Administration	44,647	26,899	-39.8%
Zoning Board of Appeals	<u>3,079</u>	<u>3,079</u>	0.0%
Total Appropriations	\$558,449	\$401,705	-28.1%
Surplus/Deficit	\$0	-\$37,501	

in accordance with the number of parcels using the station.

Appropriations to maintain the dock and for recreation are assumed to be reduced by 40 percent. Everything is held constant except appropriations for Park Place are zeroed out with the assumption that instead of underwriting its expenses township residents would have to pay membership fees.

Appropriations for the planning commission are assumed to decrease by 10 percent with the assumption that operations will change from six meetings a year to four.

Appropriations for zoning administration are assumed to be cut 40 percent with less manpower fulfilling the zoning tasks.

Appropriations for the Board of Review and Zoning Board of Appeals was left unchanged because these bodies will have to perform their assigned tasks regardless of the size of the township.

This exercise in assuming appropriations changes sums to a 71 percent decrease in total appropriations: less than the 63 percent reduction in revenues that would occur.

However, the goal is to create a sustainable budget, meaning it is likely that deeper cuts would have to be made or new revenues would have to be generated.

Key Budget Takeaways

Pentwater Township revenues can be expected to decrease by about 35 percent if the village incorporates as a city with losses concentrated in property tax revenues, administrative fees, and franchise fees. A good faith effort to decrease expenditures by a commensurate amount to maintain the accessibility and quality of township services failed to yield sufficient savings. To achieve a sustainable township budget, either deeper cuts would need to be made or the general operating property tax rate would have to be increased incrementally to yield more revenues.

Township Facilities and Services

Incorporation of the village as a city could affect the location of facilities and adjustments to the delivery of several township services. Under the township/village arrangement, it has always made sense for the township to be the primary governing body and funder of services serving the whole community. Village residents and businesses remain township residents, so all taxpayers are contributing to the services. Incorporation as a city would mean that village residents and businesses would no longer be considered to be township residents and businesses. Under a city/township arrangement, it would make very little sense for the city and township to each provide those services the township currently provides to village residents. Several of these are capital- or labor-intensive services. In a community as small as Pentwater, it would make the most sense economically to maintain current service delivery models as best as possible. Village/city residents and businesses could still benefit from the services, many of which are located in the village/city, so equity and necessity suggests that a path to maintaining the services should be identified.

Township Hall

The Pentwater Township Hall currently is physically located within the village limits. This makes sense under the current arrangement as the village serves as the center of the community. It would make less sense if the village were incorporated as a city as the township's primary government center would no longer be physically located within the township. A decision to relocate the hall would come at a significant expense and would require time to fully transition all government operations to a new location.

While it may make sense for the township to house its main government building inside the township, Michigan law does not require it.

State law allows township board to designate a time and place for board meetings,^c but it does not specify that the place has to be in the township. Section

^c MCL 41.72, <http://legislature.mi.gov/doc.aspx?mcl-41-72a>

41.16, which provides for actual meetings of the township electors, says that the township board may designate a place.^d It too does not specify that that place has to be in the township.

Still, it would be desirable to have the township hall easily accessible to the residents to attend board and committee meetings, register to vote, pay taxes, iron out zoning issues and building permits, and conduct other business, so it would make sense that the township business would be conducted in the township.

Elections

Proposal 2 in the 2022 election amended the Michigan Constitution to, among other things, require nine days of in-person early voting. In doing so, the amendment permits municipalities within the same county to share early voting sites. For example, the township and city would be allowed to coordinate and combine their efforts to offer in-person early voting for residents of the two municipalities. To the extent that Pentwater city and township voters are interested in early voting, this provision would allow the jurisdictions to recoup some of the efficiencies that would be lost if the current single voting precinct was made into two.

Roads

The Oceana Road Commission is responsible for construction and maintenance of township roads outside of the village. Pentwater Village maintains its own roads. Pentwater Township levies a 0.4953 mill property tax for road funding to support the road commission's efforts. If the village were to become a city in the current fiscal year, 45 percent of the tax base for this tax would be removed and funding available for road maintenance would decrease in a commensurate amount. The township would simply reduce the amount of road improvements that could be undertaken each year.

^d MCL 41.16, <http://legislature.mi.gov/doc.aspx?mcl-41-16>

Fire Department

Pentwater Township operates a fire department to protect the properties in the township, including those in the village. The township levies a 0.4953 mill tax to fund the needed firefighting apparatus and a 0.9837 mill tax to fund operations of the department. The fire station is physically located within the village.

If the village were to become a city, residents would no longer pay these millages. As a result, the fire department would lose 42 percent of the township's contribution to funding for the Pentwater Fire Department. Without policy changes, it would be left to protect only the properties outside of the city and the city would be without protection unless it funded its own department.

Fortunately, state law is accommodating for local governments to collaborate in the provision of fire protection services. A number of state laws could be used to create a fire authority between the city and township.

The Emergency Services to Municipalities Act provides authority for the joint provision of emergency services, including police and fire protection, and ambulance service.^e

An emergency service authority can be established by resolution of the governing bodies of the city and township. The city and township would have to draft an intergovernmental agreement for governance and finance of the authority. It is left to the governments to establish an authority to develop a method of selecting the authority's governing body. The authority may levy a property tax at a rate not to exceed 20 mills upon voter approval and assess fees to cover the costs of providing emergency services. It may apply for and accept grants, loans, or contributions from the federal government or any of its agencies, the state, or other public or private agencies.

Although the act provides for much broader taxing authority, it would be possible for the emergency services authority board to submit the question of levying a tax, presumably at the current 1.4790 mill combined rate, to the electors of the city and township.

^e Public Act 57 of 1988, MCL 124.601 et seq. <http://legislature.mi.gov/doc.aspx?mcl-Act-57-of-1988>

Library

Pentwater Township operates the Pentwater Township Library. A 0.8133 mill tax is levied for support of the library building and operations yielding \$89,886. If the village were to become a city in the current fiscal year, 45 percent of the township's contribution to funding for the Pentwater Library would be eliminated.

The library building is physically located within the village, so the village becoming a city would necessitate changes to the governance and funding of the library.

As is the case for fire protection, state law is accommodating for local governments to collaborate in the provision of library services. Two different laws are relevant to discussions around continuation of library services.

The City, Village and Township Libraries Act permits a city, village, or township to contract to provide library services to another unit of government or jointly provide library services. The library would be governed by a board of five directors (the board may be expanded to seven or nine directors by ordinance after appointment of first five-member board). The term of office for each member of the appointed board of directors may not be less than two years nor more than five years. The library millage, at a rate not to exceed two mills, may be introduced in participating villages and townships by petition and is subject to approval by the qualified electors in that unit.^f

Additionally, the District Library Establishment Act provides authority for counties, cities, villages, townships, and school districts to establish a district library. The legislative body of the city and township would have to adopt a resolution providing for the establishment of a district library and approving a district library agreement. A district library board would be created consisting of between five and eight members as decided in the agreement creating the district. The district library would be authorized to levy a tax of up to four mills. Portions of the library budget not funded through the tax millage may be shared by the participating units.^g

^f Public Act 164 of 1877, MCL 397.201 et seq. <http://legislature.mi.gov/doc.aspx?mcl-Act-164-of-1877>

^g Public Act 24 of 1989, MCL 397.171 et seq. <http://legislature.mi.gov/doc.aspx?mcl-Act-24-of-1989>

REPORT TO PENTWATER TOWNSHIP AD HOC CITY COMMITTEE

The District Library Establishment Act is best suited to meeting the needs of Pentwater if the village is incorporated as a city. The city council and township board would each adopt a resolution establishing the library. The municipalities would file with the state librarian both a copy of the agreement that identifies the proposed library district and a copy of a map that clearly shows the territory proposed to be included in the district library district. The state librarian will then review the agreement and the map and approve or disapprove of the proposed district library district.

The members of the district library board would be appointed by the city and township at the time the agreement is established, but future board members may be elected if so desired. The library assets of the township would be transferred to the district library. The district library board would then submit the question of levying a tax, presumably at the same 0.8 mill rate, to the electors of the city and township. The canvass of the election results on this tax proposal would be counted throughout the whole district – city and township together.

Assuming there is not a desire to use this opportunity to adjust the 0.8 mill tax rate to provide better library services, a tax could be submitted to the electors in the city and township for approval at the exact same rate.

Cemetery

Pentwater Township operates a cemetery that village residents have benefited from historically as members of the township. The issue if the village incorporates as a city is whether changes should be made to the governance and financing of the cemetery to reflect its benefit. Burial spaces are available to everyone, but the fees are different for township (including the Village) property taxpayers and non-township property taxpayers. Without change, the township would continue to bear the majority of the cost of operations, and city residents would be charged higher fees for internment in the cemetery.

The township levies a 0.3401 mill tax to support care of the cemetery grounds and operations that is pro-

jected to yield \$83,400 in the 2023-24 fiscal year. If the village were to become a city in the current fiscal year, one third of the Pentwater Cemetery funding would be eliminated.

Michigan law does not provide explicit authority for intergovernmental collaboration in the provision of a cemetery, but there is a catchall law for collaboration that can be used. The Urban Cooperation Act provides for the joint exercise of any power, privilege, or authority that each public agency has the power to exercise separately. Both townships and cities have the authority to provide a cemetery individually, so they could do it jointly.

A contract in the form of an interlocal agreement would be agreed to by the legislative bodies of each participating unit. No additional taxing power is obtained by cooperating through the provisions of this act, but the agreement may provide for contributions from each participating entity. The township and the city could contribute funding toward operation of the cemetery, or they each could levy property taxes to raise sums to support the operations.

Refuse Transfer

Pentwater Township operates a transfer station for residents to drop off refuse to be further transported to a dump. The transfer station is funded in the township's general operating budget. The facility is outside of the village and serves all residents – both inside and outside the village – but it is understood that village residents make less use of it than other township residents.

The issue facing the township and the city is whether the facility should serve only township residents or residents of both communities. If the township board acts to restrict its use only to township residents, how will refuse in the city be handled?

The Natural Resources and Environmental Protection Act provides authority for transfer sites to be operated jointly through an interlocal agreement with one or more local unit(s) of government. An agreement would have to be drafted and approved by the city council and township board providing for joint ownership and operation of the site. The agreement

islature.mi.gov/doc.aspx?mcl-Act-24-of-1989

may create a separate board to oversee operations of the site or may designate certain officials of the city and township to have the supervision and control. The city and township do not gain any additional taxing power by cooperating through the provisions of this act, but they may issue full faith and credit bonds or mortgage bonds if capital improvements are needed in the future.^h

If the newly created city does not wish to share the cost of operating the transfer station, the township could explore collaborative arrangements with any or all of the surrounding townships – Golden, Hart, Weare, Summit, or Riverton.

Recreation

The township incurs costs for maintenance of Park Place, Northend Park, and several other recreational amenities. These facilities and services are funded out of the township's general fund.

The Northend Park, Park Place, and several other

^h Public Act 451 of 1994, Part 43, MCL 324.4301 et seq. <http://legislature.mi.gov/doc.aspx?mcl-451-1994-II-1-SEWAGE-DISPOSAL-AND-WATERWORKS-SYS-TEMS-43>

recreation facilities are physically located in the village, so responsibility could be left to the city. On the other hand, they are community amenities utilized by village and township residents, so cost allocation among the two units of government has merit. That is likely to continue regardless of the legal status of a village or city.

Of all the facilities funded through the township budget, Park Place is the only one for which exclusion is possible. Parks and playgrounds by their nature are open to the public, so even through cost could fall exclusively to the city, it would not be able to restrict usage to city residents. The budget exercise above assumed that fees would be charged for use of Park Place unless constitution sharing with the city can be agreed upon.

The Recreation and Playgrounds Act authorizes cities, villages, townships, counties, and school districts to act independently or in cooperation for the provision of recreational services. The city and township could create a recreation board funded with money appropriated from each government.ⁱ

ⁱ Public Act 156 of 1917, <http://legislature.mi.gov/doc.aspx?mcl-Act-156-of-1917>

Annexation Processes

The process and prospects of land annexation is an issue for village and township residents to consider as the village investigates the merits of incorporating as a city. Annexation is a simpler process for a village, but the decision making ultimately rests with the county board of commissioners and not the village and/or township.

Village Process

Villages may seek to alter their boundaries, either by expanding or contracting their boundaries, by petitioning the county board of commissioners to approve the changes. The legal petition for changes is submitted to the county commission and must contain a description of the lands and premises to be added or subtracted from the village territory and provide the reasons for the proposed change. Notice of the proposed change must be published in a newspaper serving the community or posted in three of the most public places within the village and three of the most public places in the territory proposed for change – annexation or detachment. The county commissioners must have a hearing to provide an opportunity for all parties interested to be heard. It is then up to the county commissioners to determine whether the petition should be granted.^j

The intent of this process was to put the question of border changes to the elected officials in the township and surrounding townships and cities. However, the system of governance for county governments changed and the village border change process was not addressed.

The process for changing village borders was established in the original enactment of the General Law Village Act in 1895. It has been amended slightly a few times, most recently in 1948. It still provides for the decision to be made by the County Board of Supervisors. This body was comprised of one supervisor per township regardless of population, and one or more representatives from each city depending on

^j General Law Village Act, Public Act 3 of 1895, MCL 74.6 <http://legislature.mi.gov/doc.aspx?mcl-74-6>

the population of each.

County boards of supervisors were ruled is violative of federal constitutional provisions as interpreted by the United States Supreme Court in *Reynolds v Sims* and other cases. The idea that representation of the county residents could vary depending on the population of each township was found contrary to the one-man, one-vote principles of the federal constitution. Although the state constitutional provision has never been amended, PA 261 of 1966, as amended, provides for the election of county commissioners from single member districts.^k

The county boards no longer represent local governments, and therefore their relationship to the wellbeing of the township or village has been diminished. Village annexations are not common and how a county commission might react to a petition for territorial change varies by county.

Nonetheless, this is the process. The current Oceana County Board of Commissioners is comprised of five members representing roughly equal populations within the county. District 1 represents Pentwater, as well as Claybanks, Benona, and Golden Townships.

City Process

Cities may annex territory in several ways. If the property has been purchased by the city and is vacant, the city council may adopt a simple resolution stating their intent to annex the property. If the township agrees, annexation takes place by the adoption of a joint resolution of the city council and township board.

Most annexations are through petition to the State Boundary Commission. The petitions can be filed by the city, by 75 percent of the landowners, by 25 percent of the registered voters in the area to be annexed, or by one percent of the entire population of the city and township.

^k Apportionment of County Boards of Commissioners, <http://legislature.mi.gov/doc.aspx?mcl-Act-261-of-1966>.

Before acting on a petition, the State Boundary Commission must hold a public hearing. If the three-member Commission approves the petition and the director of the state Department of Licensing and Regulatory Affairs approves, the annexation is placed on a path to take effect 45 days later. Unlike the process for villages where the decision of the county board of commissioners is final, the Home Rule Cities Act provides the opportunity for a referendum on the decision of the State Boundary Commission. If five percent of the registered voters in the area to be affected file a petition to hold an election on the question of annexation, an election is held. A majority of the electors in both the annexed area and the majority of the city or township electors voting separately must approve the annexation for the decision of the Commission to stand. If either group

fails to register a majority vote, the Commission's decision is overturned.^l

Key Annexation Takeaways

Whether it is a village or a city aspiring to annex territory, ultimately the decision of whether annexation should occur rests with an entity outside of Pentwater. Depending on where one sits – annexations often have proponents and opponents – the city process affords those affected the ability to petition for a referendum on the question.

^l Michigan Municipal League, *Handbook for Municipal Officials, 2015 Update*, https://mml.org/pdf/resources/publications/ebooks/HMO_by_chapter/CH%204%20Boundaries%20and%20Annexation.pdf

An Alternative Governance Model

The citizens advisory committee has been meeting and will soon submit its recommendations for Pentwater city feasibility to the village council. Nonetheless, it is worth considering that the village incorporating as a city is not the only path to accomplishing many of the goals that led to this discussion.

Michigan has built structural inefficiencies in the fabric of its local government system by maintaining governance options for entities that are small in population and geographic area. With only 890 people spread across 1.3 square miles, Pentwater Village is extremely small, even relative to other Michigan villages. Some townships, villages, and small cities in Michigan have had trouble finding people to serve in public office or with the skill sets to be treasurer or clerk. Because these small jurisdictions have relatively small tax bases, they sometimes levy taxes with high tax rates to yield the revenues needed to fund the services desired. It also has built in a system of duplicative services and functions, both between villages and townships and among the network of small jurisdictions in each county.

Growth will be a factor in the future. The Citizens Research Council of Michigan has documented how Michigan's property tax system creates pressure for local governments to continue adding to their

tax bases or raise tax rates.^m Pentwater Village has developable land, but the infrastructure to serve new development – roads, sewer, etc. – would have to be extended to the new developments. This comes with its own costs.

There is also the issue of creating a governance and finance system that reflects the population being served. Village residents have limited ability to live, shop, work, and find leisure opportunities solely within the village. Even township residents feel these limitations. Village and township residents must leave the boundaries of their local governments and are therefore beholden to others to tax themselves to pay for public safety, smooth roads, and other public services.

It could be argued that instead of further dividing the communities via city incorporation, reducing the

^m See Citizens Research Council of Michigan, *Local Governments Respond to Property Tax Base Limitations by Raising Tax Rates*, Memorandum 1169, July 2022, <https://crcmich.org/publications/raising-property-tax-rates> and Michigan's Overlapping *Property Tax Limitations Create an Unsustainable Municipal Finance System*, Report 411, August 2021, <https://crcmich.org/publications/michigans-overlapping-property-tax-limitations>.

number of governments would better reflect Pentwater's 21st century corner of Michigan. This would involve dissolving the village entirely and have the township provide public services and levy taxes to pay for them.

Dissolve Village to Rely on the Township

By eliminating the village, all taxpayers in the township would share the cost of services. The more densely populated areas of the township – what now constitutes the village – could receive services disproportionate to the other areas. The need and demand for public services tend to correlate to population density. So, it would be expected that what is now the village would receive more police and fire services, refuse collection, and recreation spending.

With that said, it is also the case that everyone benefits from a thriving, attractive downtown area. Families are attracted to the area because of the quaint downtown area defined by the village. The downtown area serves as a gathering place for the whole Pentwater community. Even though not all properties will be located in the same density as the village, they can all be expected to support a downtown as part of the community.

Some may argue that larger geographic areas create more opportunities to slate elect officials without representation of the village, or corners of the township. Township officials are elected at large, so there is no guarantee that candidates from any geographic area of the township would be elected. That is true for every type of government with at-large elections – state officials, county sheriffs, clerks, and registers of deeds, city officials, and school boards.

Duplicative services could be eliminated by eliminating the village. How much savings that creates would have to be explored in a different study. Even without knowing those economies of scale, it is the case that village residents would receive tax savings and non-village township residents would pay a higher level of taxes.

For example, the village currently levies 11.8958 mills on a tax base of \$110 million to yield \$1.3 million.

If the township endeavored to raise that same \$1.3 million, it would need levy a tax of only 5.34 mills.

Under the General Law Village Act, disincorporation of a village may be initiated by circulating a petition requesting a vote on the question of whether the village shall disincorporate. Petition circulators must get a number of signatures equal to at least 15 percent of the registered electors of the village. The petitions are filed with the township clerk, who then has 14 days to determine the legal sufficiency of the petition.

The General Law Village Act provides two avenues to proceed with disincorporation:

- a. an immediate referendum, or
- b. creation of a disincorporation commission followed by a referendum.

Path A, an immediate referendum, provides expediency, but leaves many issues unsettled for residents asked to decide the path forward. Path B, creating a commission, prolongs the process but addresses many of the issues that, if left unanswered, might cause push back on the idea of dissolution. In recent years, general law villages have attempted dissolution using both paths with the common result that voters have rejected the idea of dissolution and opted to keep their villages.

Immediate Referendum

Should the elected village board take no action, the question of disincorporation would appear on the ballot at the next general or special election to be held in the village. Separate elections are held in the village and the portions of the township outside the boundaries of the village, respectively. Michigan election law provides four dates in a calendar year for the conduct of elections – the fourth Tuesday in February; the first Tuesday after the first Monday in May; the first Tuesday after the first Monday in August; and the first Tuesday after the first Monday in November. Disincorporation of the village becomes effective using this avenue only if two-thirds (2/3) of the electors voting on the question in each jurisdiction vote “yes”.

Disincorporation Commission and Referendum

The General Law Village Act also allows for the insertion of an intermediary step between the collection of petition signatures calling for disincorporation and the actual vote.

Once the clerk determines the sufficiency of the petitions, the village board may, by resolution, elect to adopt procedures set forth in the General Law Village Act to create a disincorporation commission. The commission would be composed of six members with equal representation from the village and township. The village president with approval of the village council, is responsible for appointing the members representing the village. The township supervisor, with approval of the township board, is responsible for appointing the members representing the township. The commission would be charged with addressing the following issues:

- methods for dealing with land use planning and zoning within the village
- payment of indebtedness of the village
- disposition of the village's real and personal property and other assets
- disposition of all public records of the village
- the transfer or termination of village employees
- jurisdiction over the village's roads, sidewalks, and any public easements, including street-lights and snow removal
- jurisdiction over traffic control
- provision for any special assessments within the village
- the transfer or termination of public utilities and public services of the village (including water, sewer, drainage, cable television, street lighting, electric service, and garbage and refuse service)
- the regulation or orderly transfer of responsibility for any special districts (such as historic districts, downtown development districts, tax increment financing districts, and land subject to any land transfer agreements)
- provision for any authorities that the village has established or in which the village is a member
- findings as to the fiscal impact of dissolution upon the township and the residents of the village

- a process for resolution of any disputes that may arise in the process of disincorporating
- the effect disincorporation may have on property values, public service levels and costs, and local property tax rates.

Upon completion of the disincorporation commission's work, the plan would be submitted to the village and township boards for their approval. Pending such approval, the question of disincorporation would appear on the ballot at the next general or special election to be held in the village. Unlike the provision for taking the question of disincorporation directly to the ballot that requires a supermajority two-thirds (2/3) vote, the question posed after the work of a disincorporation commission requires only a majority of the votes cast by (a) electors of the village and (b) the portions of the township outside the boundaries of the village.

Should the question fail at the ballot under either scenario, a new petition for disincorporation could not be filed until two years have passed.

Advantages and Disadvantages of City Incorporation or Village Dissolution

The original design of local government – with townships serving unincorporated, minimally populated areas, villages serving areas where people and businesses have aggregated but not in great numbers, and cities serving heavily populated areas – would suggest many differences in powers of townships and cities. However, the expansion of the powers of townships and the transfer of some responsibilities from cities to counties and the state over the years has blurred the lines of distinction between the types of governments.

When reduced to its simplest terms, incorporation as a city merely means providing through the new city government the local services formerly provided by the township government, plus whatever necessary and non-duplicating functions were provided by the village government.

Organization. An important advantage to be gained by incorporating as a city is the opportunity to draft a new charter under the provisions of the Home Rule

REPORT TO PENTWATER TOWNSHIP AD HOC CITY COMMITTEE

City Act.ⁿ The new charter may include a modern organizational pattern and modern administration procedures. The additional benefits to be derived from city incorporation may provide the necessary stimulus for choosing to become a city.

Townships and cities also differ in their organizational structures and the authorities afforded them. Governance of townships is provided for in state law and all townships operate with a supervisor, treasurer, clerk, and either two or four trustees all elected in township-wide elections. Cities decide through their city charters how many city council/commission members to elect; whether to elect those officials in city-wide or district elections; whether to operate in a strong mayor system or a council/manager system; whether to independently elect certain executive branch officials – such as the treasurer, clerk, assessor, etc.; and what authority the city should have for enacting ordinances to reflect the values of the community.

Police. It is common for townships, especially those rural in nature, to rely on their county sheriffs for police protection. Language in the Home Rule Cities Act suggests that cities bear the additional responsibility of providing police (and perhaps fire) protection. The responsibility to provide public safety services should not be confused with a requirement to self-provide the services. Michigan has many examples of cities that provide for fire protection by participating in a fire protection authority and increasing numbers of cities are providing police protection by contracting with the county sheriffs.

ⁿ Public Act 279 of 1909, <http://legislature.mi.gov/doc.aspx?mcl-chap117>.

Roads. Another significant difference between cities and townships is the responsibility for construction and maintenance of the roads and bridges in their jurisdiction. The Michigan Constitution expressly provides townships jurisdiction over the use of roads, streets, and highways within their borders, but state law^o provides that township roads are under the jurisdiction of county road commissions. The Constitution provides villages and cities with jurisdiction over the use of roads, streets, and highways within their borders, but in this case, Public Act 51 of 1951 authorizes villages and cities to care for highways and distributes funding from motor fuel taxes and motor vehicle registration fees to support those efforts.

Taxes. Finally, townships and cities differ in the ability to levy taxes. Townships fund operations from millage allocated to them by the counties and have limited authority to levy additional millage with voter approval. By opting to operate under the Charter Township Act,^p townships may gain authorization to levy a maximum of 10 mills for operations. The Home Rule Cities Act authorizes cities to levy a maximum of 20 mills for operations. Many cities, through limitations set in their city charters, have millage limits well below this 20-mill maximum. Cities are also authorized to levy a local-option income tax to fund municipal operations. Only 22 of Michigan's 279 cities currently take advantage of this option.

^o Public Act 51 of 1951, <http://legislature.mi.gov/doc.aspx?mcl-Act-51-of-1951>.

^p Public Act 359 of 1947, <http://legislature.mi.gov/doc.aspx?mcl-Act-359-of-1947>.

BLANK

THE SUBJECT

Needs Board Approval

NB c)

RYAN'S LAWN CARE

5156 LATTIN RD. – PENTWATER, MI. 49449
RYAN PATTERSON
(231) 845-9889

**PROPOSAL AND
ACCEPTANCE**

PROPOSAL SUBMITTED TO :

Pentwater Township Office

PHONE :

849-6231

DATE :

4-19-23

STREET :

500 N. Hancock / P.O. Box 512

JOB NAME :

2023 Summer

CITY, STATE, AND ZIP CODE :

Pentwater MI 49449

I hereby submit specifications and estimates for :

Mowing / Trimming \$44⁰⁰ per time

Note: Proof of insurance was emailed from Smith and Eddy Ins.

**I Propose to furnish material and labor – complete in accordance with above specifications,
for the sum of :**

Forty four 00/100 Dollars (\$ 44⁰⁰)

Payment to be made as follows:

To be billed and payed in full at the end of every month

Authorized Signature :

A

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance : A

10

11/11/11

BLANK

NB d)

MEMORANDUM

TO: Pentwater Township Board of Trustees

From: Keith Edwards, Deputy Supervisor

Date: May 4, 2023

Subject: **Request to Amend the Policy on Township Supervisor Spending Limit.
Raise Township Supervisor's Spending Limit from \$1,000 to \$5,000**

In accordance with the existing policy, the Township Supervisor may spend up to one thousand dollars (\$1,000.00) dollars without pre-approval by the Township Board of Trustees.

As the Township Supervisor and I have been learning about the operations of Township North and South Sanitary Sewer systems that we have acquired from the Village of Pentwater we realize that some repairs or emergencies that may arise will likely seek the Township Supervisor's one thousand (\$1,000.00) dollar spending limit.

In an effort to provide timely service for sewer system repair or maintenance to prevent emergencies, we find that it may necessary to request work from contractors such as Waste Haulers, Electricians, and Excavators, and perhaps parts suppliers or other vendors, the Township Supervisor and I are requesting that the Township Board of Trustees raise the spending limit from \$1,000 to \$5,000.00 per occurrence.

BLANK

TOWNSHIP OF PENTWATER
COUNTY OF OCEANA, MICHIGAN

At a regular meeting of the Township Board of the Township of Pentwater, held at 500 Hancock Street in the Township on the 10th day of May, 2023, at 6:00 p.m.

PRESENT: Members: _____

ABSENT: Members: _____

The following ordinance was offered by Member-----and supported by Member _____

ORDINANCE NO 2023-1

AN ORDINANCE TO AMEND ORDINANCE NO. 2021-1, THE AMENDED AND RESTATED PENTWATER TOWNSHIP CEMETERY ORDINANCE

TOWNSHIP OF PENTWATER, COUNTY OF OCEANA, MICHIGAN ORDAINS:

Section 1. Amendment of the Pentwater Cemetery Ordinance. Section XI of the Amended and Restated Pentwater Township Cemetery Ordinance, Ordinance No. 2021-1 (the "Cemetery Ordinance"), entitled "Vaults," is hereby amended to read in its entirety as follows:

All traditional and cremain burials shall be within a vault installed in each burial space before interment. Exception: if an urn is made of metal (e.g., iron, gold, silver, copper and aluminum and alloys such as brass and steel) or any other non-degradable material, a vault is not required.

Section 2. Publication. A true copy of a summary of this Ordinance shall be published in the *Oceana's Herald-Journal*, a newspaper of general circulation within the boundaries of the Township qualified under state law to publish legal notices within thirty (30) days after the adoption of the Ordinance by the Township. This Ordinance shall be recorded in the minutes of the Township Board of the meeting at which this Ordinance was adopted and, in addition, shall be recorded in the Ordinance Book of the Township.

Section 3. Effective Date and Repealer. This Ordinance shall become effective thirty days after its publication or thirty days after the publication of a summary of its provisions in a newspaper of general circulation. All Ordinances or parts of ordinances in conflict herewith are hereby repealed.

AYES: Members: _____

NAYS: Members: _____

ABSTAIN: Members: _____

ORDINANCE DECLARED ADOPTED.

Maureen Murphy, Township Clerk
Township of Pentwater

STATE OF MICHIGAN)
) ss.
COUNTY OF OCEANA)

I hereby certify that the foregoing is a true and complete copy of the Ordinance adopted by the Township Board of the Township of Pentwater at a regular meeting held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

I hereby certify pursuant to MCL 41.184 that Township Ordinance No. 2023-1 or a summary thereof was published in the *Oceana's Herald-Journal* on----- 2023.

Dated: _____,2023

Maureen Murphy, Township Clerk
Township of Pentwater

TOWNSHIP OF PENTWATER
COUNTY OF OCEANA, MICHIGAN

NOTICE OF ADOPTION OF ORDINANCE No. 2023-1_ AMENDING THE AMENDED AND
RESTATED TOWNSHIP OF PENTWATER CEMETERY ORDINANCE AND SUMMARY OF THE
REGULATORY EFFECT THEREOF

PUBLIC NOTICE IS HEREBY GIVEN that on May 10, 2023, at a regular meeting of the Township Board of the Township of Pentwater, County of Oceana, Michigan (the "Township"), held at the Pentwater Township Hall, the Township adopted Ordinance No. 2023-1, which is an ordinance amending Section XI of Ordinance No. 2021-1, the Township's Amended and Restated Cemetery Ordinance (the "Cemetery Ordinance"). The principal provisions of Ordinance No. 2023-1(the "Ordinance") can be summarized as follows:

Section 1. Amendment and Restatement of the Cemetery Ordinance. The Ordinance amends Section XI of the existing Cemetery Ordinance to remove the requirement that traditional or cremain burials use a specific type of vault. Further, the Ordinance provides that urns that are made out of metal, alloy or any other non-degradable materials are not required to have a vault in the burial space.

Section 2. Publication. This summary will be published in the *Oceana's Herald-Journal* within thirty days of the adoption of the Ordinance and the Ordinance will be recorded in the minutes of the Township Board meeting and in the Ordinance Book of the Township.

Section 3. Effective Date and Repealer. The Ordinance takes effect 30 days following this publication. All ordinances or parts of ordinances that conflict with this Ordinance are repealed.

A copy of Ordinance No. 2023-1 may be inspected or purchased at the Township office, 500 North Hancock Street, Pentwater, Michigan, during regular Township office hours.

Dated: _____, 2023

TOWNSHIP BOARD OF THE
TOWNSHIP OF PENTWATER

BLANK

NR 4)

**TOWNSHIP OF PENTWATER
COUNTY OF OCEANA, MICHIGAN**

Minutes of 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 10th day of May 2023, at 6:00 p.m. Local Time.

PRESENT: Members: _____

ABSENT: Members: _____

RESOLUTION NO. 2023-14

**RESOLUTION TO ADJUST SEWER RATES AND CHARGES
FOR THE SANITARY SEWER SYSTEM**

WHEREAS, Section 5 of Ordinance No. 2, which is the Sewer Rate and Connection Ordinance adopted March 12, 1986 (“Ordinance No. 2”) established sewer rates and charges for the connection to and use of the Pentwater Sanitary Sewer System, which is comprised of the Township North System connected to the Village of Pentwater’s sanitary sewer system and wastewater treatment plant (the “Village Sewer System”), and the Township South System, which consists of drain fields that are not connected to the Village Sewer System (collectively, the Township North System and Township South System are referred to as the “Sewer System”); and

WHEREAS, Ordinance No. 11-10, adopted November 10, 2010, amended Ordinance No. 2 (collectively Ordinance No. 2, as amended by Ordinance No. 11-10 are referred to as the “Sewer Rate and Connection Ordinance”) to provide that the Township Board may adjust sewer rates and charges for connection to and use of the Sewer System by resolution of the Township Board from time to time; and

WHEREAS, after a careful analysis of the System’s revenues and expenses and capital needs, the Township Board hereby determines that it is necessary and in the best interest of the Township to adjust sewer rates and charges for connection to and use of the Sewer System.

NOW, THEREFORE BE IT RESOLVED, AS FOLLOWS:

1. In accordance with the Sewer Rate and Connection Ordinance and effective July 1, 2023, the Township Board hereby establishes the following sewer rates and charges for connection to and use of the Sewer System:

- a. Connection charge: \$4,000 fee (per REU; minimum one REU)
- b. Sewer User (Operation and Maintenance) Charge
 - i. Township North System: \$286.81 (per quarter)
 - ii. Township South System: \$253.60 (per quarter)

2. All other Sewer Rates and Charges not otherwise set forth in this Resolution shall remain in full force and effect and in the amount previously established by resolution of the Township Board.

3. The Township Board shall review the Sewer Rates and Charges for the System on an annual basis.

4. The capitalized terms in this resolution shall have the meanings as defined in the Sewer Rate and Connection Ordinance.

5. All resolutions and parts of resolutions in conflict herewith shall be and the same are hereby rescinded; provided, however, that any actions previously taken establishing rates and charges for connection to and use of the Sewer System other than the rates and charges set forth herein, shall remain in full force and effect and are not otherwise modified by this Resolution.

YEAS: Members: _____

NAYS: Members: _____

ABSTAIN: Members: _____

RESOLUTION DECLARED ADOPTED.

Maureen Murphy, Township Clerk
Township of Pentwater

STATE OF MICHIGAN)
) ss.
COUNTY OF OCEANA)

I, the undersigned, the duly qualified and acting Clerk of the Township of Pentwater, Oceana County, Michigan (the "Township"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting on the 10th day of May 2023, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed my official signature on this ____ day of May 2023.

Maureen Murphy, Township Clerk
Township of Pentwater

~~BLANK~~

MEMORANDUM

To: Pentwater Township Board of Trustees
From: Keith Edwards, Township Supervisor
Date: May 5, 2023
Subject: Request for Additional Hours of Work

As we have been preparing for taking over the Township North and South Sanitary Sewer Systems, I have been working extra to make sure that the Township is ready and that the transition is as seamless as possible for our customers and property owners.

Since January 18, 2023, I have worked 119 extra hours. I often am required to juggle the duties of Zoning Administrator and Deputy Township Supervisor to meet deadlines and adjust to priorities and certain situations, especially where calls for service for sanitary sewer service take priority over other projects such as finishing the Master Plan.

Setting up the Township to operate these sewer systems has taken a good deal more work than I had originally imagined, including transporting and storing pumps, floats, control boxes, switches; maintaining generators, setting up files and accounts with vendors and contractors such as an excavator, septic hauler electrician and lawn service; working with the attorney for creating various documents and meetings with Village officials. Fortunately, I have only had to respond to 2 service calls so far, one just after midnight on April 1, and the next day, and the other on a Wednesday during the week when I accompanied Fleis & Vandenbrink to the property.

Thus, I have calculated an hourly rate for operating above the one-day per week in my capacity as Deputy Supervisor. The \$11,566.00 per year equates to \$34.42 per hour. I am requesting at this time to be paid \$4095.98 for hours worked and \$34.42 per hour from this point on for hours worked in addition to my one day per week as Deputy Supervisor. I would keep track of these hours worked just the same way as other hourly employees.

I believe this situation is temporary as we will finish the master plan soon, and we will have all of the elements in-place to manage the Sanitary Sewer systems properly, including using Fleis & Vandenbrink Operations and Resource Management (FVOP) for service calls. I intend to return to my 3-day schedule by this fall.

My hope is that this work will lead to a smooth transition of sanitary sewer service from the Village to Pentwater Township.

MEMORANDUM

To: Pentwater Township Board of Trustees

From: Maureen Murphy, Township Clerk

Date: May 6, 2023

Subject: **Proposed Clerk Wages for Performance of Non-Statutory Cemetery Duties**

As requested by the Pentwater Township Board, this is my proposal for compensation to continue to perform Non-Statutory Duties for the Cemetery.

MCL 128.61 and 333.2426 assigns the responsibility of overseeing and managing township cemeteries to the township board as a whole. There is nowhere in the statute assigning all cemetery recordkeeping or other duties of the cemetery specifically to the Clerk. It is important to note that clerks who perform these additional, non-statutory duties of cemetery administration can be compensated in addition to their salary of their office.

At the Township’s annual budget workshop, February 21, 2023 a line item was created that provided for monetary compensation for the non-statutory duties performed by the Clerk for the cemetery. This line item was then approved at the March 8, 2023, annual budget public hearing with a budgeted amount of \$6,700 yearly.

I’m requesting that I be compensated for what was approved back in March. It is an hourly rate of \$24.25 for 5.5 hours a week based on 50 weeks a year effective April 1, 2023. In addition, I would ask the Board to create a resolution which identifies the responsibilities of the Clerk in regard to cemetery management duties.

Listed below are the duties I perform on a yearly basis for the cemetery.

1. Pre-sale of lots – I spend a considerable amount of time with potential lot owners, guiding them by reviewing the cemetery map and what lots are available. Sometimes, going to extent of touring the cemetery with them to pick out the lot best suited for them.
2. Actual sale of cemetery lots and columbarium niches. Making sure that they assign burial spaces for future family burials, in order to keep families out of probate court.
3. Entering sale into our cemetery software, which in turn creates and records the deed.
4. Ordering columbarium niche plaques with our vendor and monitoring the status of the plaque until completion and delivery to my office.
5. Pre-burial – time spent with families in what is needed from them before burial or coordinating with funeral homes on burial arrangements, which is then communicated to the Sexton.
6. Entering burial information into our software, thus creating a historical record.
7. All record keeping when lots are returned to the Township. Voiding deeds, updating software and cemetery map.

8. Coordinating with Sexton on foundation orders, receiving a request for a foundation, making sure money is collected for the foundation and confirmation foundation is set for placement of burial marker.
9. Maintaining and Updating the Cemetery Map throughout the year for ongoing accuracy and exactness.
10. Keeping the Township's Obituary Binder up to date for historical significance.
11. Process all cash receipting, accounts payable, and payroll for the cemetery all year long.

I believe that performing and being available for the above duties year-round is a benefit to our municipality, taxpayer and non-taxpayers alike while making sure our cemetery is current and maintained consistently on an annual basis. I hope the board sees the value in keeping my cemetery duties yearly and urge them to approve this proposal.

Thank you for your time in this matter.

Sincerely,

Maureen Murphy
Pentwater Township Clerk