

<p style="text-align: center;"> PENTWATER TOWNSHIP BOARD PENTWATER COMMUNITY HALL 500 N. HANCOCK STREET, PENTWATER, MI 49449 <i>Approved Minutes</i> 14 June 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: Glenn Beavis, Deputy Clerk</p> <p>Others Present: Ron Christians, Tom Roose, Valerie McHugh, Mary Barker, Dave Spittler, Jerrold Maki, Claudia Ressel-Hodan, Carol Friebel, Diane Sanford, Kendra Flynn, V. McHugh, Rob Young, Joan Lundborg, and one person who failed to sign in.</p> <p>Present via Zoom: Kyle Jansen</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 (May 10th & 23rd, 2023) • Correspondence: None • Budget Reports: • Claims/Bills (payroll, paid, and to be paid) for the 5/10/23 thru 6/14/23 as follows: <ul style="list-style-type: none"> ○ Township - \$33,281 (includes any Road Fund payroll) ○ Cemetery - \$5,666 ○ Fire - \$160,230 ○ 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 Douglas and seconded by Holub to accept the meeting as presented.</p> <p>Roll call vote: YES: Cavazos, Douglas, Murphy, Flynn, Holub NO: None Motion Carried</p>	<p>MEETING AGENDA</p>
<p>None</p>	<p>PUBLIC COMMENTS</p>
<p>Ms. Cavazos related the following:</p> <ol style="list-style-type: none"> 1. United Way of the Lakeshore presented at our Oceana MTA Chapter in May. Barb Sims, Oceana County United Way Director, shared a variety of handouts that outline all of the services provided by United Way. I want to encourage 	<p>SUPERVISOR'S REPORT</p>

<p>everyone to continue to support United of the Lakeshore and share the information with others.</p> <ol style="list-style-type: none"> 2. Friends of the Pentwater Cemetery will have a next event on Saturday, July 22, 2023 from 9:00 AM – Noon. The focus of this project will be the cleaning of the headstones in the older part of the Cemetery – Section 12 and 13. You can still join the Friends of the Pentwater Cemetery and participate. 3. The Township participated in the Pentwater Township Library Open House on Monday, June 12. <ul style="list-style-type: none"> • A special thank you to Maureen and her family for providing the Hot Dogs with fixings for everyone in attendance. • Than you also to Mike Flynn and myself for setting up and being available to answer questions regarding the services provided by the Township. • 4. Thank you to the Village of Pentwater for clearing the brush and trees by the curve near the Welcome to Pentwater – south end. The visibility is so much better and hopefully will make travel on the curve safer. Thanks to Chris Brown and Mikey Russell. 	
<p>Ms. Murphy related the following:</p> <p>2023 Audit:</p> <ul style="list-style-type: none"> • The 2023 Audit is scheduled to begin Monday, August 14th and is expected to run two days • The auditor will verify that the Township Office complies with Michigan Department of Treasury’s current Uniform Chart of Accounts document. • Our office has already initiated the process, but the next step of turning information over to BS&A for data transfer is pending a Zoom meeting we have scheduled with the Auditor to review GL numbers currently being used to represent assets and liabilities. This meeting is set for July 25th, and we will need Heather’s participation in order to have an efficient meeting. <p>.GOV Email:</p> <ul style="list-style-type: none"> • General reminder <p>Election Legislation & Other Legislation Impacting Townships:</p> <ul style="list-style-type: none"> • Both the House and Senate introduced identical bill packages and took committee testimony on the legislation this week to implement statutory changes required under Proposal 2 from last November’s election that enshrined several elections-related provisions into the Michigan Constitution. Progress! • Similar, but not identical House & Senate bills were put forward regarding drop boxes: <ul style="list-style-type: none"> ○ The bills clearly state that the SOS is to pay for the drop boxes, their installation, and any required video monitoring, but also removes the 	<p>CLERK’S REPORT</p>

current statutory requirement for video monitoring on new drop boxes!
Bottom line: video monitoring requirement is still up for discussion.

- I continue to accept 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.
- Planning to conduct short workshops describing the role of an Election Inspector. Dates and Times TBD.

Cemetery:

- Monthly report provided (\$1,430 revenue/2 burials/2 traditional lots sold)
- Attended half-day **Cemetery Management & Administration** workshop, hosted by MTA on June 6th. Key Takeaways:
 - Reminds us that townships have perpetual obligation to maintain – prices should be keeping up with inflation (at minimum every 5 years). When were our prices last updated?
 - Suggest tiered pricing for columbarium niches (higher vs. lower/North vs. South)
 - BS&A offers a cemetery module that we may want to consider
 - Make sure we have cemetery land survey & verify deeded to Township
 - We were advised to add ordinance language stating that all burial rights are to be assigned at time of purchase. Also consider language stating an “expiration date”, typically 15–30 years, unless purchaser contacts Township to update/confirm plans
 - Regarding the “Vault” question, there are no laws requiring the use of vaults for any burial type. We could eliminate vault requirement IF the person holding burial right gives up the right to exhume the remains. Requires ordinance revision.
 - New Revenue Generator: Consider offering a Pet Cemetery in a designated area. Promote with fliers to local vets, etc.
 - Could become Green Burial Friendly if desired:
 - Remove vault requirement from ordinance
 - Identify a designated area
 - Charge higher fee due to larger space requirement

Transfer Station:

- We had 219 visitors in May and took in \$1,292 in fees.
- We continue to issue new permits with expiration dates (Oct 2025)
- Free day this Saturday June 17th

Sewer Fund Seed Money:

At our Special Board Meeting of May 23rd, we discussed revising our current FY General Fund budget to include a “Transfer Out” of \$83,000 in “seed money” to the new Sewer Fund, and a corresponding “Transfer In” of these monies to the Sewer Fund budget. After the meeting we spoke to our auditor who recommends instead that we set up a loan from the General Fund to the Sewer Fund. A loan will appear as an Asset and Liability in the fund’s respective balance sheets, rather than in their budgets, and will be paid back with interest in accordance with a TBD amortization schedule. Bottom line is that we will not set up “Transfer Out”/“Transfer In” budget line items when we do our quarterly budget amendments next month as had been originally discussed

<p>during our May 23rd Special Board Meeting. The total amount of the loan (if > \$83k), payback schedule, and interest rate to be charged will need to be developed by this board for review and approval at the July Board Meeting.</p> <p>Website:</p> <ul style="list-style-type: none"> • Zoom meeting set up with website provider STG on Thursday, June 22nd. Meeting invite has been sent to everyone. • STG is the company that reviewed our website and prepared proposals that we viewed in our April Board meeting. • Ask Heather if she’s identified any local website providers <p>Office Matters</p> <p>RICOH Printer: After receiving a \$1,600 bill from RICOH last month (since explained and understood), we are paying closer attention to monthly usage to make sure that future billings align with actual usage</p> <ul style="list-style-type: none"> • May Usage: <ul style="list-style-type: none"> ▪ 6003 copies with about a third being color ▪ Color copies are over six times more expensive than B&W ▪ Ask that we minimize usage of color copies wherever possible 	
<p>Treasure Douglas’ spoke of ongoing efforts regarding new sewer billing. Written report not provided.</p>	<p>TREASURER’S REPORT</p>
<p>The following reports were received and placed on file:</p> <ul style="list-style-type: none"> • Fire Department and Recreation • No Library Board meeting this month 	<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"> • Deputy Supervisor, Zoning Administrator & Ordinance Enforcement Officer • Assessor • Transfer Station • Cemetery <p>Reports not provided this period:</p> <ul style="list-style-type: none"> • None 	<p>STAFF REPORTS Zoning, Assessing, Cemetery, Transfer Station</p>
<p>Unfinished Business:</p> <p>a. CRC City Committee Final Report</p> <p>Committee member David Spidler presented a summary of the report and identified several recommended revisions be made to the copy presented to the board. David indicated a plan to meet the following day with Clerk Murphy & Library Director Mary Barker to review & verify proposed revisions after which Clerk Murphy would work with Eric Lupher to implement. The committee has the task to propose dates and location for two public presentations and will work with the board to</p>	<p>UNFINISHED BUSINESS a) CRC City Committee Final Report</p>

<p>determine presentation format. Current vision is to conduct two meetings at Park Place, with one taking place in the afternoon and the other taking place in the evening.</p> <p>NOTE: The CRC Final Report will not be included in the final posted Board Packet but will be posted to the Township website separately.</p> <p>Motion by Flynn, seconded by Douglas to accept the CRC Report with above referenced revisions that will be finalized the following day, and establish protocol for sharing the report and scheduling meetings with Township residents.</p> <p>Roll call vote: Yeas: Murphy, Flynn, Douglas, Cavazos, Holub Nays: None Motion: Carries</p>	
<p>Unfinished Business:</p> <p>b. Process for Placing Parcel 64-044-560-076-00 Up for Sale</p> <p>Proposed Mika Meyers prepared “Instructions to Persons Submitting Proposals” and “Notice of Sale of Vacant Land.....” were reviewed and approved by the Board. Supervisor Cavazos will obtain and place a FOR SALE sign on the property, and the clerk’s office will get the Notice of Sale to OHJ for publication, and will post same, along with Instructions documents to the web.</p> <p>Deadline for proposals is July 31, 2023 at 2:00PM EST</p> <p>Motion by Holub, seconded by Douglas to approve the process for selling parcel 64-044-076-00 and move forward with the sale of public vacant land.</p> <p>Roll call vote: Yeas: Murphy, Flynn, Douglas, Cavazos, Holub Nays: None Motion: Carries</p>	<p>UNFINISHED BUSINESS b) Process for Placing Parcel 64-044-560-076-00 Up for Sale</p>
<p>Unfinished Business:</p> <p>c. Park Place Access Agreement</p> <p>Motion by Cavazos, seconded by Douglas to sign the revised Park Place Access Agreement renewal document.</p> <p>Roll call vote: Yeas: Murphy, Flynn, Douglas, Cavazos, Holub Nays: None Motion: Carries</p>	<p>UNFINISHED BUSINESS a) Park Place Access Agreement Renewal</p>
<p>New Business:</p> <p>a. Proposed Zoning Map Change for Parcel No. 64-001-023-400-01</p>	<p>NEW BUSINESS a) Proposed Zoning Map Change:</p>

<p>The proposed change would allow the owner to split the subject 13.5-acre parcel in order to create an additional parcel for other family members. The Planning Commission voted in favor of Board approval.</p> <p>Motion to approve Ordinance No. 2023-2 that amends the Pentwater Township Zoning that will rezone parcel no. 64-001-023-400-01 from RR Rural Residential District to a R-1 Single Family Residential District.</p> <p>Roll call vote: Ayes: Holub, Flynn, Douglas, Murphy, Cavazos Nays: None Motion: Carries</p>	<p>Parcel 64-001-023-400-01</p>
<p>New Business:</p> <p>b. Proposed Comprehensive Sanitary Sewer Ordinance</p> <p>Discussion of the proposed Ordinance ensued, and Supervisor Cavazos requested that F&V and the Board review the proposed ordinance for further discussion at the next Board meeting.</p> <p>This item to be revisited at the July Regular Board Meeting</p>	<p>NEW BUSINESS b) DISCUSSION: Proposed Comprehensive Sewer Ordinance</p>
<p>New Business:</p> <p>c) Proposed Township South Sanitary Sewer System Maintenance Agreement</p> <p>Motion by Douglas, seconded by Holub to approve the maintenance agreement with Cummins, Inc. for the generator at the Apache Hills Lift Station – Township South Sewer System.</p> <p>Roll call vote: Ayes: Flynn, Douglas, Murphy, Cavazos, Holub Nays: None Motion: Carries</p>	<p>NEW BUSINESS c) South Sewer System Maintenance Agreement</p>
<p>New Business:</p> <p>d) Capital Improvement Plan</p> <p>Updates to this plan require in-depth review with board members. Supervisor Cavazos will call a Special Board Meeting to further develop plan.</p>	<p>NEW BUSINESS d) 5-Year Capital Improvement (CIP) Plan</p>
<p>New Business:</p> <p>e) Township “Par Plan” Risk Assessment Recommendations</p> <p>Motion by Murphy, seconded by Holub to approve the Supervisor and Clerk moving forward to address the recommendations from the Par Plan Insurance Risk Assessment representative and approve funds to complete the recommendations</p> <p>Roll call vote: Yeas: Murphy, Holub, Flynn, Douglas, Cavazos Nays: None</p>	<p>NEW BUSINESS e) Township “Par Plan” Risk Assessment Recommendations</p>

<p>Motion: Carries</p>	
<p>New Business:</p> <p>f) Columbarium Placard Payment Responsibility</p> <p>(1) Motion by Holub, seconded by Cavazos to approve the payment responsibility for columbarium placards at the Pentwater Township Cemetery from Township to Niche purchaser. Roll call vote: Yeas: Murphy, Holub, Flynn, Douglas, Cavazos Nays: None Motion: Carries</p> <p>(2) Motion by Douglas, seconded by Murphy to approve the reimbursement for purchased niches to be for original purchase price less the cost of the placard. Roll call vote: Yeas: Murphy, Holub, Flynn, Douglas, Cavazos Nays: None Motion: Carries</p>	<p>NEW BUSINESS f) Columbarium Placard Payment Responsibility</p>
<p>New Business:</p> <p>g) Proposal for Pentwater – Hart Trail Engineering & Consulting Services</p> <p>Motion by Douglas, seconded by Murphy to approve the recommendation to use F&V as the prime professional for professional services for the Pentwater Hart Trail. Roll call vote: Yeas: Douglas, Cavazos, Murphy, Flynn Nays: None Motion: Carries</p> <p>Motion by Holub, seconded by Douglas to authorize the Pentwater Township Supervisor to enter into an agreement to provide professional services for the Pentwater Hart Trail and to provide documents needed for the Spark Grant. Roll call vote: Yeas: Douglas, Cavazos, Murphy, Flynn Nays: None Motion: Carries</p>	<p>NEW BUSINESS g) Pentwater-Hart Trail Engineering & Consulting Services</p>
<p>New Business:</p> <p>h) Apache Hills Septic Tank Pump-Out Cost Estimate</p> <p>Motion by Douglas, seconded by Holub to approve the estimate of \$5,500 to remove sludge from the septic tank at the Apache Hills Drain Field – Township South System. Roll call vote: Yeas: Douglas, Cavazos, Murphy, Flynn Nays: None</p>	<p>NEW BUSINESS h) Apache Hills Septic Tank Pump-Out Costs</p>

Motion: Carries		
New Business: i) MTA dues for 7/01/2023- 6/30/2024 Motion by Murphy, seconded by Cavazos to approve the expenditure of \$4,151.61 for Annual Dues to MTA, plus \$750 for the On-Line Learning Essentials subscription.		NEW BUSINESS i) MTA Annual Dues
New Business: j) Discussion Item: Joint 5-year Recreation plan with Village of Pentwater This plan is expected to take about 18 months to complete with target completion in December 2024. The Board expressed support for the Township’s involvement in a new Joint 5-year Recreation Plan with the Village. The new plan will cover 2024 through 2029 calendar years.		NEW BUSINESS j) Joint 5-Year Recreation Plan w/Village
<ul style="list-style-type: none"> • Tom Roose asked for Township status regarding additional sewer hook-ups and drainage issues. He also asked about repair plans for Longbridge bridge. Regarding the bridge, Dave Spitler noted that repair plans are pending underwater structural assessment after-which the Oceana Road Commission will be seeking grants to support bridge approaches. • Paula DeGregorio expressed concern regarding someone selling semi-automatic and other guns out of their garage during the Village yard sale. • Claudia Ressel-Hodan & Ron Christians both applaud the Board for it’s involvement with the Pentwater-Hart trail and seeking out a Spark grant. 		PUBLIC COMMENTS
None		OTHER ITEMS from BOARD MEMBERS
Moved by Douglas and seconded by Murphy to adjourn the meeting at 8:08 PM. Motion carried.		ADJOURNMENT
_____ Maureen Murphy, Township Clerk		Prepared by Deputy Clerk Glenn Beavis
_____ Date		