

<p style="text-align: center;"> <b>PENTWATER TOWNSHIP BOARD</b>  <b>PENTWATER COMMUNITY HALL</b>  <b>500 N. HANCOCK STREET, PENTWATER, MI 49449</b>  <b><i>Approved Minutes</i></b>  <b>11 October 2023</b>  <b>ZOOM Available for Audience</b> </p>	
<p>Supervisor Cavazos called the Regular Board Meeting to order at 6:03 PM</p> <p><b>Members Present:</b> Cavazos, Douglas, Flynn, Holub</p> <p><b>Members Absent:</b> Murphy</p> <p><b>Staff Present:</b> Glenn Beavis - Deputy Clerk, Keith Edwards – Zoning Administrator and Deputy Supervisor, Barbie Eaton - Assessor</p> <p><b>Others Present:</b> Curt &amp; Michelle Beener, Al Brosky, Rick Cluchey, Cathy Crumb, Jean Russell, Lynn Roose, Val McHugh, Dave Spitler, Paula DeGregorio, Tim Beggs, Jeff Hodges, Carrie Roberts</p> <p><b>Present via Zoom:</b> Ian Rees (Gabridge &amp; Co.), Bruce Baker, Amy LaBarge, Chris Brown, Danielle Nelson</p>	<p><b>CALL TO ORDER</b></p> <p><b>ROLL CALL</b></p>
<p>Moved by Flynn and seconded by Douglas to accept the Consent Agenda as follows:</p> <ul style="list-style-type: none"> <li>• Prior Meeting Minutes (<a href="#">September 13, 2023</a>)</li> <li>• Correspondence: None</li> <li>• Budget Reports:</li> <li>• Claims/Bills (payroll, paid, and to be paid) for the <a href="#">9/13/23 thru 10/11/23</a> as follows: <ul style="list-style-type: none"> <li>○ Township - <a href="#">\$116,054</a> (includes any Road Fund payroll)</li> <li>○ Cemetery - <a href="#">\$7,852</a></li> <li>○ Fire - <a href="#">\$67,073</a></li> <li>○ Road - <a href="#">\$0</a></li> <li>○ Sewer - <a href="#">\$21,741</a></li> </ul> </li> </ul> <p>Roll call vote:  YES: Cavazos, Flynn, Holub, Douglas  NO: None  Motion Carries</p>	<p><b>CONSENT AGENDA - Review &amp; Action</b></p>
<p>Moved by Douglas and seconded by Holub to accept the meeting agenda with revision to move Gabridge &amp; Co. audit reporting from New Business to Agenda Item #5.</p> <p>Roll call vote:  Yeas: Cavazos, Flynn, Holub, Douglas  Nays: None  Motion Carried</p>	<p><b>MEETING AGENDA</b></p>
<ul style="list-style-type: none"> <li>• Rick Cluchey requested to be placed on Regular Board Meeting email list. (completed prior to meeting)</li> </ul>	<p><b>PUBLIC COMMENTS</b></p>

<ul style="list-style-type: none"> <li>• Val McHugh, Pentwater Library Board President reported the following: <ul style="list-style-type: none"> <li>○ Kudos to Pentwater Paint for painting the library at no cost</li> <li>○ Budget planning in process</li> <li>○ Invitation to come lend a hand at their Halloween event. Please arrive at 4:00pm, especially if you'd like to wear a library provided costume.</li> </ul> </li> </ul>	
<p>Supervisor Cavazos communicated the following:</p> <ol style="list-style-type: none"> <li>1. Update on Fall Cemetery Tour held on Sunday, 10/08/23 from 1:30 PM – 3:30 PM. <ul style="list-style-type: none"> <li>• Through sun – rain – hail - more rain – wind and finally sun again the tour took place.</li> <li>• Over 50 people came on the tour (all ages and a few dogs).</li> </ul> <p>Tour Program:</p> <ol style="list-style-type: none"> <li>1. Introduction the History of the Cemetery</li> <li>2. Attendees visited numerous grave sites in the older section of the cemetery. <ul style="list-style-type: none"> <li>• Volunteers shared details about the gravestones and the person/s buried there.</li> </ul> </li> <li>3. After visits to the grave sites – attendees enjoyed cider/water and donut holes.</li> <li>4. Attendees then walked through the new sections of the cemetery to the Columbarium. <ul style="list-style-type: none"> <li>• Maureen Murphy shared information about the niches and options for purchase.</li> <li>• Maureen and Glenn provided a wonderful array of snacks and sparkline grape juices.</li> </ul> </li> <li>5. Attendees then walked over to the Scatter Garden &amp; Lynne Cavazos explained the options for scattering ashes and purchasing an engraved brick.</li> <li>6. Special Thank Yous: <ul style="list-style-type: none"> <li>• Shannon Larson – Chair of Friends of the Pentwater Cemetery and Chair of the Local DAR Chapter for organizing the event.</li> <li>• Melissa Gronndma – Member of Friends of the Pentwater Cemetery for assisting with the organization and set-up.</li> <li>• DAR Volunteers: Brenda Hildebrandt, Susan Thomas, and Joan Wagner</li> <li>• Maureen Murphy and Glenn Beavis and Lynne Cavazos</li> </ul> </li> </ol> </li> </ol> <ol style="list-style-type: none"> <li>2. Parking Lot – Pentwater Township Office <ul style="list-style-type: none"> <li>• Stripping will be done as soon as weather permits.</li> <li>• Lakeshore PLM out of Muskegon will do the stripping after business hours or on the weekend.</li> <li>• Size of the Parking Lot – determines the # of spaces available.</li> </ul> </li> </ol>	

<p>( 6 regular spots, 1 handicap spot, 1 spot by side door, 1 spot on East side of lower driveway, and 2 parking spaces below (unlined)</p> <p>3. On-going work on Monroe Rd between Longbridge Road and the Village Limits</p> <ul style="list-style-type: none"> <li>• DTE has completed laying the new gas lines along Monroe Rd.</li> <li>• DTE also did “cut ins” to bring gas to residents’ homes along Monroe.</li> <li>• Currently, the side of the road have been ground up per request from the Oceana County Road Commission (OCRC).</li> <li>• DTE – when the project is complete – will pave the shoulders of Monroe Road on both sides.</li> <li>• NOTE: the water running along the North side of Monroe is due to a broken pipe that collects ground water than would normally drain into Pentwater Lake.</li> </ul> <p>4. Longbridge Fishing Deck and Platform</p> <ul style="list-style-type: none"> <li>• The Township and the Oceana County Road Commission (OCRC) are working together to repair the fishing deck on the East side of Longbridge Road.</li> <li>• We will be working to secure a grant to complete the major repairs that will be needed in the next few years.</li> </ul> <p>The Fishing platform and deck provide everyone in the Pentwater Community, along with visitors and county residents, an ideal location to fish and enjoy the natural habitat and wildlife along Pentwater Lake and the marsh.</p> <p>This is a public access site fore everyone to enjoy unlike some of the other areas around Pentwater Lake that are privately owned and inaccessible for fishing and sitting.</p>	
<p>Clerk Murphy communicated the following:</p> <p><b>2023 Audit:</b></p> <ul style="list-style-type: none"> <li>• Annual audit completed Sept 12, and accepted by The Board via “Representation Letter” sent to Gabridge &amp; Co. dated Sept 25, 2023</li> </ul> <p><b>Elections</b></p> <ul style="list-style-type: none"> <li>• On September 20th, this office along with other township clerks met with County Clerk Amy Anderson to enter into an agreement whereby the new 9-day early voting requirement will be hosted by the County at the Hart office. Municipalities within the county are required to contribute election inspector resources for the 9-day period. I have reached out to our election inspectors to see who would be interested in supporting one of these nine days of early voting.</li> <li>• The State Bureau of Elections has scheduled regional training related to Proposal 2022-2 “9-Day Early Voting”. Glenn and I will be attending a session in Ludington next week on the 18<sup>th</sup> to learn all the specifics we need to be familiar with regarding this new election process.</li> <li>• We have placed an order for a “through-wall” ballot drop-box that will be installed next to the front door where the current “Office Hours” sign is mounted.</li> </ul>	<p><b>CLERK’S REPORT</b></p>

<ul style="list-style-type: none"> <li>We have also received a quote for installation &amp; supporting hardware of a drop-box camera that will provide data storage.</li> </ul> <p><b>Pentwater City</b></p> <ul style="list-style-type: none"> <li>No update</li> </ul> <p><b>Transfer Station “Free Day” &amp; Brush/Yard Waste Disposal:</b></p> <ul style="list-style-type: none"> <li>This Saturday, October 7<sup>th</sup> is our last “free day” of the season. Stop in to our office to get a Transfer Station permit if you don’t already have one.</li> <li>We have issued 189 Village and 212 Township (non-village) permits as of October 5<sup>th</sup>.</li> <li>Brush/Yard waste dates as follows: Saturdays, 11/4, 11/11, 11/18 and 11/25</li> </ul> <p><b>Recent Cemetery Thefts:</b></p> <ul style="list-style-type: none"> <li>No updates</li> </ul>	
<p>Treasure Douglas presented her bank balance summary</p>	<p><b>TREASURER’S REPORT</b></p>
<p>The following reports were received and placed on file:</p> <ul style="list-style-type: none"> <li>Fire Department</li> <li>Recreation</li> </ul>	<p><b>OTHER DEPARTMENTAL REPORTS</b>  <b>Library, Fire Department Recreation and Assessor</b></p>
<p>The following Staff reports were received and placed on file:</p> <ul style="list-style-type: none"> <li>Deputy Supervisor, Zoning Administrator &amp; Ordinance Enforcement Officer</li> <li>Transfer Station</li> <li>Cemetery</li> </ul>	<p><b>STAFF REPORTS</b>  <b>Zoning, Assessing, Cemetery, Transfer Station</b></p>
<p>Mr. Ian Rees, Gabridge and Company, presented the Township’s Financial Report which contains an unmodified and clean opinion which is the best opinion to receive.</p> <p>Mr. Rees referred to page 5 of the report which reflects \$713,511 in unrestricted funds which equates to 130.7% of the annual general fund expenditures. Pages 7 and 8 refer to net position. The township’s overall net position decreased by \$249,061 from the previous year – primarily resulting from a bookwork clean-up of recorded assets, many of which were either fully depreciated or no longer an asset.</p> <p>Motion by Holub, seconded by Douglas to accept the FY2022-23 audit as presented.</p> <p>Roll call vote:  Ayes: Holub, Flynn, Cavazos, Douglas  Nays: None  Motion: Carries</p>	<p><b>FY2022-23 Audit Report</b></p>

<p><b>Unfinished Business:</b></p> <p>a) Re-listed vacant lot, Parcel #64-044-5600-076-00 on 56<sup>th</sup> Ave</p> <p>Two bids were received on above vacant lot following its recent re-listing. The bidding deadline was October 2, 2023 @ 2:00pm:</p> <ul style="list-style-type: none"> <li>• \$15,500.00 by Curt &amp; Michelle Beenen</li> <li>• \$17,654.32 by John &amp; Danielle Nelson</li> </ul> <p>Motion by Holub, seconded by Flynn to accept the bid by John &amp; Danielle Nelson in the amount of \$17,654.32 for the sale of Parcel #64-044-5600-076-00.</p> <p>Roll call vote:  Ayes: Holub, Flynn, Cavazos, Douglas  Nays: None  Motion: Carries</p>	<p><b>UNFINISHED BUSINESS a)</b>  <b>Bids received for Vacant lot, Parcel #64-044-5600-076-00</b></p>
<p><b>New Business:</b></p> <p>A proposed Pentwater Township Proclamation was written and presented by Supervisor Cavazos for the Pentwater Service Club’s 2023 Citizen Of The Year (COY), Mr. Joseph (Joe) Primozych.</p> <p>Motion by Flynn, seconded by Holub to approve the proposed proclamation as written, and for Supervisor Cavazos to read aloud and present said proclamation at the COY celebration on October 12, 2023.</p> <p>Roll call vote:  Ayes: Holub, Flynn, Cavazos, Douglas  Nays: None  Motion: Carries</p>	<p><b>NEW BUSINESS a)</b>  <b>Citizen of the Year Proclamation</b></p>
<p>Questions and comments were brought forward by Rick Cluchey, Tim Beggs, Jean Russell, Dave Spitler, Jeff Hodges, and Chris Brown</p>	<p><b>PUBLIC COMMENTS</b></p>
<p>Treasurer Douglas noted that she’s been receiving public comments suggesting that the Township needs to do more to address the Village’s current consideration into becoming a city.</p>	<p><b>OTHER ITEMS from BOARD MEMBERS</b></p>
<p>Moved by Douglas, seconded by Flynn to adjourn the meeting at 7:06 PM.  Motion carried.</p>	<p><b>ADJOURNMENT</b></p>
<p>_____</p> <p>Lynne Cavazos, Township Supervisor</p>	<p>Prepared by  Deputy Clerk  Glenn Beavis</p>