



PENTWATER TOWNSHIP BOARD

AGENDA PACKET

REGULAR BOARD MEETING

November 8, 2023 at 6:00 p.m.

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

Mike Flynn, Trustee
Dean Holub, Trustee

**PENTWATER TOWNSHIP BOARD MEETING
Regular Meeting**

November 8, 2023 at 6:00 p.m.
Pentwater Community Hall
500 N. Hancock Street, Pentwater, MI 49449

Join Zoom Meeting

<https://us02web.zoom.us/j/86733876418?pwd=VzcrQUM0UkZxeXF3ejJzVE5ZNmVuUT09>

Meeting ID: 867 3387 6418

Passcode: 783326

AGENDA

1. Call to Order
2. Roll Call
3. Consent Agenda – Review & Action
 - a. Minutes of October 11, 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: Resolution to Waive End-of-Tax Year Late Fees

15. Public Comments

16. Other Items from Board Members

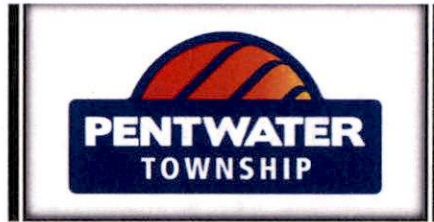
17. Adjournment

Public Participation at Board of Trustee Meetings

1. When addressing the Board, please state your name and address and direct all questions and comments to the Chairperson.
2. We ask that you show common courtesy, display respect for all participants, and refrain from any personal attacks.
3. You may address the Board on any agenda item under the PUBLIC COMMENTS ON AGENDA ITEMS ONLY. Please limit your comments to three (3) minutes.
4. You may address the Board on any matter that falls within the Boards jurisdiction under the PUBLIC COMMENTS PORTION OF THE AGENDA (maximum three minutes).
5. If you would like to meet with any Board or staff member following the meeting, please make your wishes known.
6. The public, press and/or legal stenographers are permitted to record the proceedings -- either video or audio -- so long as it does not interfere with the meeting.

Individuals with disabilities requiring auxiliary aids or services should contact the Pentwater Township Clerk by writing or calling: 500 N. Hancock St., P.O. Box 512, Pentwater, MI 49449 (231) 869-6231 at least one week in advance of the meeting.

Adopted July 14, 2010 by action of the Township Board



A General Law Township

Pentwater Township Regular Board Meeting Consent Agenda Items November 8, 2023

- Prior Meeting Minutes:
 - Township Regular Board Meeting – October 11, 2023
- Correspondence:
 - None
- Financial Reports 4/1/23 thru 10/31/23
- Claims/Bills for the period 10/12/23 – 11/02/23 (*) as follows (incl. payroll):
 - Township - \$156,898 (Includes \$118,200 Road payment to OCRC)
 - Cemetery - \$2,974
 - Fire - \$7,674.68
 - Sewer – \$6,689

*Additional bills will be paid between 11/3 & 11/8 Board Meeting. These will be included next Board Meeting Claims/Bills report

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

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

<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"> • DTE has completed laying the new gas lines along Monroe Rd. • DTE also did “cut ins” to bring gas to residents’ homes along Monroe. • Currently, the side of the road have been ground up per request from the Oceana County Road Commission (OCRC). • DTE – when the project is complete – will pave the shoulders of Monroe Road on both sides. • 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. <p>4. Longbridge Fishing Deck and Platform</p> <ul style="list-style-type: none"> • The Township and the Oceana County Road Commission (OCRC) are working together to repair the fishing deck on the East side of Longbridge Road. • We will be working to secure a grant to complete the major repairs that will be needed in the next few years. <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>2023 Audit:</p> <ul style="list-style-type: none"> • Annual audit completed Sept 12, and accepted by The Board via “Representation Letter” sent to Gabridge & Co. dated Sept 25, 2023 <p>Elections</p> <ul style="list-style-type: none"> • 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. • 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 18th to learn all the specifics we need to be familiar with regarding this new election process. • 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. 	<p>CLERK’S REPORT</p>

<ul style="list-style-type: none"> We have also received a quote for installation & supporting hardware of a drop-box camera that will provide data storage. <p>Pentwater City</p> <ul style="list-style-type: none"> No update <p>Transfer Station “Free Day” & Brush/Yard Waste Disposal:</p> <ul style="list-style-type: none"> This Saturday, October 7th 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. We have issued 189 Village and 212 Township (non-village) permits as of October 5th. Brush/Yard waste dates as follows: Saturdays, 11/4, 11/11, 11/18 and 11/25 <p>Recent Cemetery Thefts:</p> <ul style="list-style-type: none"> No updates 	
<p>Treasure Douglas presented her bank balance summary</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 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"> Deputy Supervisor, Zoning Administrator & Ordinance Enforcement Officer Transfer Station Cemetery 	<p>STAFF REPORTS Zoning, Assessing, Cemetery, Transfer Station</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>FY2022-23 Audit Report</p>

<p>Unfinished Business:</p> <p>a) Re-listed vacant lot, Parcel #64-044-5600-076-00 on 56th 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"> • \$15,500.00 by Curt & Michelle Beenen • \$17,654.32 by John & Danielle Nelson <p>Motion by Holub, seconded by Flynn to accept the bid by John & 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>UNFINISHED BUSINESS a) Bids received for Vacant lot, Parcel #64-044-5600-076-00</p>
<p>New Business:</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) Primozich.</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>NEW BUSINESS a) Citizen of the Year Proclamation</p>
<p>Questions and comments were brought forward by Rick Cluchey, Tim Beggs, Jean Russell, Dave Spittler, Jeff Hodges, and Chris Brown</p>	<p>PUBLIC COMMENTS</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>OTHER ITEMS from BOARD MEMBERS</p>
<p>Moved by Douglas, seconded by Flynn to adjourn the meeting at 7:06 PM. Motion carried.</p>	<p>ADJOURNMENT</p>
<p>_____</p> <p>Lynne Cavazos, Township Supervisor</p>	<p>Prepared by Deputy Clerk Glenn Beavis</p>

User: GLENN

PERIOD ENDING 10/31/2023

DB: PENTWATER TWP

% Fiscal Year Completed: 58.47

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 10/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDTG USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET				
Fund 101 - GENERAL FUND							
Revenues							
Dept 000							
101-000-401.000	FROM PREV YEAR-END	98,387.23	98,387.23	0.00	0.00	98,387.23	0.00
101-000-402.000	CURRENT REAL PROPERTY	299,244.00	299,244.00	0.00	0.00	299,244.00	0.00
101-000-405.000	TAX ADMINISTRATION FEE	60,700.00	60,700.00	29,835.47	1,024.94	30,864.53	49.15
101-000-411.000	DELINQUENT REAL PROP TAX	0.00	0.00	13,219.51	0.00	(13,219.51)	100.00
101-000-429.000	COMM FOREST TAX	20.00	20.00	65.46	0.00	(45.46)	327.30
101-000-432.000	STATE PMT IN LIEU OF TAX (PILT)	3,300.00	3,300.00	0.00	0.00	3,300.00	0.00
101-000-434.000	TRAILER PARK TAX	200.00	200.00	0.00	0.00	200.00	0.00
101-000-445.000	PENALTY & INTEREST TAXES	100.00	100.00	0.00	0.00	100.00	0.00
101-000-477.000	FRANCHISE FEES (CHARTER COMM)	8,000.00	8,000.00	3,892.85	0.00	4,107.15	48.66
101-000-479.000	ZONING PERMIT FEES	2,000.00	2,000.00	860.00	240.00	1,140.00	43.00
101-000-481.000	PLANNING COMMISSION REVIEW FEES	1,050.00	1,050.00	525.00	0.00	525.00	50.00
101-000-546.000	METRO ACT	3,900.00	3,900.00	3,215.62	0.00	684.38	82.45
101-000-549.000	STATE GRANT ELECTION REIMB	4,900.00	4,900.00	0.00	0.00	4,900.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	0.00	886.39	0.00	(886.39)	100.00
101-000-574.000	STATE SHARED REVENUE	56,100.00	56,100.00	38,430.00	0.00	17,670.00	68.50
101-000-602.000	COPY FEES	0.00	0.00	73.50	0.00	(73.50)	100.00
101-000-603.000	ZBA FEES	1,600.00	1,600.00	800.00	0.00	800.00	50.00
101-000-628.000	TRANSFER SITE FEES	11,200.00	11,200.00	11,387.00	794.00	(187.00)	101.67
101-000-664.000	INTEREST INCOME	300.00	300.00	11,580.08	0.00	(11,280.08)	3,860.03
101-000-672.000	OTHER REVENUE	1,400.00	1,400.00	142.58	0.00	1,257.42	10.18
101-000-686.000	MISCELLANEOUS	4,500.00	4,500.00	4,753.64	69.30	(253.64)	105.64
Total Dept 000		556,901.23	556,901.23	119,667.10	2,128.24	437,234.13	21.49
TOTAL REVENUES		556,901.23	556,901.23	119,667.10	2,128.24	437,234.13	21.49
Expenditures							
Dept 101 - TOWNSHIP BOARD							
101-101-702.000	SALARIES & WAGES	3,307.50	3,307.50	1,472.22	268.84	1,835.28	44.51
101-101-705.000	EMPLOYER FICA CONTRIB	253.02	253.02	112.61	20.57	140.41	44.51
Total Dept 101 - TOWNSHIP BOARD		3,560.52	3,560.52	1,584.83	289.41	1,975.69	44.51
Dept 171 - SUPERVISOR							
101-171-702.000	SALARIES & WAGES	35,653.80	35,653.80	20,798.12	2,971.16	14,855.68	58.33
101-171-702.001	DEPUTY WAGES	9,178.03	9,178.03	8,926.51	480.00	251.52	97.26
101-171-705.000	EMPLOYER FICA CONTRIB	3,429.63	3,429.63	2,273.94	264.01	1,155.69	66.30
101-171-910.000	EDUCATION/TRAINING	1,000.00	800.00	100.00	0.00	700.00	12.50
101-171-913.000	TRAVEL	400.00	600.00	596.93	0.00	3.07	99.49
101-171-955.000	MISCELLANEOUS	0.00	0.00	37.50	0.00	(37.50)	100.00
Total Dept 171 - SUPERVISOR		49,661.46	49,661.46	32,733.00	3,715.17	16,928.46	65.91
Dept 215 - CLERK							
101-215-702.000	SALARIES & WAGES	35,653.80	35,653.80	20,798.12	1,971.18	14,855.68	58.33
101-215-702.001	DEPUTY WAGES	26,773.95	26,773.95	15,973.73	2,565.00	10,800.22	59.66
101-215-705.000	EMPLOYER FICA CONTRIB	4,775.72	4,775.72	2,937.87	428.49	1,837.85	61.52
101-215-707.000	PAID TIME OFF	0.00	0.00	245.14	0.00	(245.14)	100.00
101-215-727.000	TWP CLERK OFFICE SUPPLIES	0.00	0.00	183.53	0.00	(183.53)	100.00
101-215-812.000	REC SECRETARY	500.00	500.00	386.49	64.93	113.51	77.30
101-215-860.000	TRAVEL EXPENSES	0.00	0.00	13.20	0.00	(13.20)	100.00

User: GLENN
DB: PENTWATER TWP

PERIOD ENDING 10/31/2023
% Fiscal Year Completed: 58.47

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101-215-910.000	EDUCATION/TRAINING	2,000.00	2,000.00	500.86	0.00	1,499.14	25.04
101-215-913.000	TRAVEL	3,000.00	3,000.00	1,841.84	0.00	1,158.16	61.39
101-215-955.000	MISCELLANEOUS	0.00	0.00	80.04	0.00	(80.04)	100.00
Total Dept 215 - CLERK		72,703.47	72,703.47	42,960.82	5,029.60	29,742.65	59.09
Dept 247 - BOARD OF REVIEW							
101-247-702.000	SALARIES & WAGES	1,102.50	1,102.50	268.42	0.00	834.08	24.35
101-247-705.000	EMPLOYER FICA CONTRIB	84.34	84.34	20.53	0.00	63.81	24.34
101-247-860.000	TRAVEL EXPENSES	100.00	100.00	0.00	0.00	100.00	0.00
101-247-910.000	EDUCATION/TRAINING	125.00	125.00	0.00	0.00	125.00	0.00
101-247-955.000	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 247 - BOARD OF REVIEW		1,911.84	1,911.84	288.95	0.00	1,622.89	15.11
Dept 253 - TREASURER							
101-253-702.000	SALARIES & WAGES	35,653.80	35,653.80	20,798.12	1,971.19	14,855.68	58.33
101-253-702.001	DEPUTY WAGES	12,377.40	12,377.40	6,861.30	900.00	5,516.10	55.43
101-253-705.000	EMPLOYER FICA CONTRIB	3,674.39	3,674.39	2,115.95	219.65	1,558.44	57.59
101-253-727.000	TWP TREASURER OFFICE SUPPLIES	0.00	0.00	77.97	0.00	(77.97)	100.00
101-253-752.000	SUPPLIES/EQUIPMENT	500.00	500.00	122.50	0.00	377.50	24.50
101-253-802.000	PROF SERV SOFTW	4,250.00	4,250.00	1,887.00	0.00	2,363.00	44.40
101-253-815.000	EDUCATION/TRAINING	0.00	0.00	670.00	670.00	(670.00)	100.00
101-253-851.000	POSTAGE	4,300.00	4,300.00	2,367.48	0.00	1,932.52	55.06
101-253-860.000	TRAVEL EXPENSES	0.00	0.00	256.31	0.37	(256.31)	100.00
101-253-910.000	EDUCATION/TRAINING	2,500.00	2,300.00	284.00	0.00	2,016.00	12.35
101-253-913.000	TRAVEL	2,000.00	2,000.00	1,917.34	0.00	82.66	95.87
101-253-955.000	MISCELLANEOUS	100.00	300.00	318.75	0.00	(18.75)	106.25
Total Dept 253 - TREASURER		65,355.59	65,355.59	37,676.72	3,761.21	27,678.87	57.65
Dept 257 - ASSESSOR							
101-257-702.000	SALARIES & WAGES	54,680.85	54,680.85	31,896.67	4,556.66	22,784.18	58.33
101-257-705.000	EMPLOYER FICA CONTRIB	4,183.09	4,183.09	2,440.09	348.58	1,743.00	58.33
101-257-802.001	PROF SERVICES - ATTY	2,000.00	2,000.00	992.00	0.00	1,008.00	49.60
101-257-804.000	PROF SER SOFTWA	2,135.00	2,135.00	3,630.00	335.00	(1,495.00)	170.02
101-257-851.000	POSTAGE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-257-955.000	MISCELLANEOUS	0.00	0.00	37.50	0.00	(37.50)	100.00
Total Dept 257 - ASSESSOR		65,998.94	65,998.94	38,996.26	5,240.24	27,002.68	59.09
Dept 262 - ELECTION							
101-262-702.000	SALARIES & WAGES	8,268.75	8,268.75	0.00	0.00	8,268.75	0.00
101-262-705.000	EMPLOYER FICA CONTRIB	632.56	632.56	0.00	0.00	632.56	0.00
101-262-752.000	SUPPLIES/EQUIPMENT	6,000.00	6,000.00	59.35	0.00	5,940.65	0.99
101-262-801.000	ELECT SERV VILL	4,900.00	4,900.00	0.00	0.00	4,900.00	0.00
101-262-802.000	ELECT OTHER CON	250.00	250.00	0.00	0.00	250.00	0.00
101-262-815.000	EDUCATION/TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-262-851.000	POSTAGE	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-262-910.000	EDUCATION/TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-262-913.000	TRAVEL	500.00	500.00	0.00	0.00	500.00	0.00
101-262-955.000	MISCELLANEOUS	1,750.00	1,750.00	37.17	0.00	1,712.83	2.12

User: GLENN
DB: PENTWATER TWP

PERIOD ENDING 10/31/2023
% Fiscal Year Completed: 58.47

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 262 - ELECTION		30,301.31	30,301.31	96.52	0.00	30,204.79	0.32
Dept 265 - TOWNSHIP							
101-265-705.000	EMPLOYER FICA CONTRIB	449.82	449.82	258.23	41.40	191.59	57.41
101-265-706.000	CUSTODIAL WAGES	5,880.00	5,880.00	3,375.56	541.12	2,504.44	57.41
101-265-727.000	TWP OFFICE SUPPLIES	0.00	0.00	474.57	0.00	(474.57)	100.00
101-265-752.000	SUPPLIES/EQUIPMENT	6,000.00	6,000.00	3,841.80	170.54	2,158.20	64.03
101-265-802.000	PROF SERV SOFTWARE	5,550.00	5,550.00	3,065.91	590.00	2,484.09	55.24
101-265-804.000	PROF SERV-ATTOR	10,000.00	10,000.00	5,839.00	0.00	4,161.00	58.39
101-265-805.000	PROF SERV-AUDIT	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00
101-265-806.000	OTHER SERVICES	2,100.00	2,100.00	156.05	0.00	1,943.95	7.43
101-265-806.001	PROF SERV INFO	6,250.00	6,250.00	3,161.19	0.00	3,088.81	50.58
101-265-807.000	PROF SERV WEB	1,000.00	1,000.00	565.00	290.00	435.00	56.50
101-265-808.000	BUOYS	350.00	350.00	83.05	0.00	266.95	23.73
101-265-828.000	BANK FEES	1,600.00	1,600.00	645.00	0.00	955.00	40.31
101-265-829.000	PERMITS	0.00	0.00	40.00	0.00	(40.00)	100.00
101-265-850.000	UTIL PH/INTERNE	4,000.00	4,000.00	2,124.11	303.67	1,875.89	53.10
101-265-851.000	POSTAGE	3,200.00	3,200.00	0.00	0.00	3,200.00	0.00
101-265-854.000	COPYING	300.00	1,700.00	2,825.96	342.43	(1,125.96)	166.23
101-265-855.000	OTHER SER/CHGS	2,400.00	2,400.00	1,534.13	109.20	865.87	63.92
101-265-860.000	TRAVEL EXPENSES	100.00	100.00	0.00	0.00	100.00	0.00
101-265-900.000	PRINT/PUBLISH	3,000.00	3,000.00	1,828.50	349.80	1,171.50	60.95
101-265-900.001	PRINT/PUB NOTIC	1,200.00	1,200.00	754.35	0.00	445.65	62.86
101-265-910.000	EDUCATION/TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-265-915.000	MEMBER/DUES	6,000.00	6,000.00	4,901.61	0.00	1,098.39	81.69
101-265-915.001	MEM/DUES MML	250.00	250.00	200.00	0.00	50.00	80.00
101-265-915.002	MEM/DUES OTHER	500.00	500.00	0.00	0.00	500.00	0.00
101-265-920.000	UTILITIES	7,400.00	7,400.00	3,370.61	557.77	4,029.39	45.55
101-265-931.000	REP/MAINT BUILDING	0.00	0.00	9,667.00	4,680.00	(9,667.00)	100.00
101-265-932.000	REP/MAIN MOW/SN	2,000.00	2,000.00	748.00	88.00	1,252.00	37.40
101-265-934.000	REP/MAIN CUSTOD	500.00	500.00	0.00	0.00	500.00	0.00
101-265-934.003	REP/MAIN MISC	6,000.00	4,600.00	275.00	0.00	4,325.00	5.98
101-265-935.000	INSURANCE/BONDS	10,050.00	10,050.00	0.00	0.00	10,050.00	0.00
101-265-937.000	WORK COMP	1,500.00	1,500.00	1,123.50	0.00	376.50	74.90
101-265-940.000	COPY MACH RENT	1,500.00	1,500.00	570.80	0.00	929.20	38.05
101-265-940.001	POST MACH RENT	500.00	500.00	170.52	0.00	329.48	34.10
101-265-955.000	MISCELLANEOUS	5,000.00	5,000.00	51,918.35	0.00	(46,918.35)	1,038.37
101-265-970.000	CAP OUT-COMPUTE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
101-265-970.002	CAP OUT-BLDG	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-265-970.003	CAP OUT OTHER	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
101-265-970.004	CAP OUT BLD REP	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-265-991.100	DEBT SERVICE	0.00	0.00	75,000.00	0.00	(75,000.00)	100.00
101-265-995.000	TRANSFERS OUT	6,200.00	6,200.00	0.00	0.00	6,200.00	0.00
Total Dept 265 - TOWNSHIP		143,779.82	143,779.82	178,517.80	8,063.93	(34,737.98)	124.16
Dept 526 - TRANSFER STATION							
101-526-702.000	SALARIES & WAGES	14,120.40	14,120.40	10,904.88	1,833.79	3,215.52	77.23
101-526-705.000	EMPLOYER FICA CONTRIB	1,080.21	1,080.21	834.22	140.28	245.99	77.23
101-526-752.000	SUPPLIES/EQUIPMENT	300.00	300.00	60.00	0.00	240.00	20.00
101-526-802.000	CONTRACTUAL SER	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-526-900.000	PRINT/PUBLISH	500.00	500.00	0.00	0.00	500.00	0.00
101-526-934.000	REP/MAINT	1,000.00	1,000.00	6,465.00	0.00	(5,465.00)	646.50

User: GLENN
DB: PENTWATER TWP

PERIOD ENDING 10/31/2023
% Fiscal Year Completed: 58.47

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101-526-940.000	RENTALS	21,000.00	21,000.00	20,422.89	2,667.61	577.11	97.25
101-526-940.001	EQUIP RENT/JONS	1,000.00	1,000.00	682.50	0.00	317.50	68.25
101-526-956.000	MISCELLANEOUS	600.00	600.00	38.38	0.00	561.62	6.40
Total Dept 526 - TRANSFER STATION		40,600.61	40,600.61	39,407.87	4,641.68	1,192.74	97.06
Dept 597 - DOC/RECREATION/PLIB							
101-597-802.000	CONT SER DOCK	1,000.00	1,000.00	350.00	0.00	650.00	35.00
101-597-804.000	CONT SERV REC	7,500.00	7,500.00	7,500.00	0.00	0.00	100.00
101-597-804.100	PARK PLACE	7,500.00	7,500.00	7,500.00	0.00	0.00	100.00
101-597-805.000	CONT SERV PLIB	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
101-597-934.000	REP/MAIN BOAT	5,000.00	5,000.00	5,497.29	5,497.29	(497.29)	109.95
101-597-955.000	MISCELLANEOUS	1,000.00	1,000.00	200.00	0.00	800.00	20.00
Total Dept 597 - DOC/RECREATION/PLIB		28,000.00	28,000.00	21,047.29	5,497.29	6,952.71	75.17
Dept 701 - PLANNING COMMISSION							
101-701-702.000	FROM	2,310.00	2,310.00	2,457.07	970.44	(147.07)	106.37
101-701-705.000	EMPLOYER FICA CONTRIB	176.72	176.72	187.95	74.24	(11.23)	106.35
101-701-802.000	PROF SERV ATTORNEY	1,000.00	1,000.00	1,852.50	0.00	(852.50)	185.25
101-701-804.000	PROF SERV CONSULTANT	500.00	500.00	0.00	0.00	500.00	0.00
101-701-805.000	MASTER PLAN UPDATE	3,000.00	3,000.00	812.55	0.00	2,187.45	27.09
101-701-812.000	RECORDING SECRETARY	375.00	375.00	0.00	0.00	375.00	0.00
101-701-900.000	NEWSPAPER PUBLICATIONS	500.00	500.00	652.00	398.50	(152.00)	130.40
101-701-910.000	EDUCATION/TRAINING	100.00	100.00	0.00	0.00	100.00	0.00
101-701-913.000	TRAVEL/EXPENSES	100.00	100.00	0.00	0.00	100.00	0.00
101-701-964.000	REFUNDS	100.00	100.00	0.00	0.00	100.00	0.00
Total Dept 701 - PLANNING COMMISSION		8,161.72	8,161.72	5,962.07	1,443.18	2,199.65	73.05
Dept 702 - ZONING ADMINISTRATION							
101-702-702.000	SALARIES & WAGES	25,520.27	25,520.27	14,402.16	1,927.66	11,118.11	56.43
101-702-703.000	HEARING OFFICER WAGES	210.00	210.00	0.00	0.00	210.00	0.00
101-702-705.000	EMPLOYER FICA CONTRIB	1,968.37	1,968.37	1,106.71	147.47	861.66	56.22
101-702-752.000	SUPPLIES/EQUIPMENT	30.00	30.00	0.00	0.00	30.00	0.00
101-702-802.000	PROF SERVICES	11,500.00	11,500.00	440.00	0.00	11,060.00	3.83
101-702-802.001	PROF SER ATTY	3,500.00	3,500.00	2,704.50	0.00	795.50	77.27
101-702-812.000	REC SECRETARY	0.00	0.00	64.93	0.00	(64.93)	100.00
101-702-900.000	PRINT/PUBLISH	600.00	600.00	205.80	205.80	394.20	34.30
101-702-910.000	EDUCATION/TRAINING	150.00	150.00	0.00	0.00	150.00	0.00
101-702-913.000	TRAVEL	100.00	100.00	0.00	0.00	100.00	0.00
101-702-955.000	MISCELLANEOUS	0.00	0.00	37.50	0.00	(37.50)	100.00
101-702-964.000	REFUNDS	200.00	200.00	0.00	0.00	200.00	0.00
Total Dept 702 - ZONING ADMINISTRATION		43,778.64	43,778.64	18,961.60	2,280.93	24,817.04	43.31
Dept 703 - ZONING BOARD OF APPEALS							
101-703-702.000	SALARIES & WAGES	703.50	703.50	457.24	0.00	246.26	65.00
101-703-705.000	EMPLOYER FICA CONTRIB	53.82	53.82	34.98	0.00	18.84	64.99
101-703-802.000	PROF SERV ATTY	750.00	750.00	103.50	0.00	646.50	13.80
101-703-900.000	PRINT/PUBLISH	900.00	600.00	1,011.50	0.00	(411.50)	168.58
101-703-910.000	EDUCATION/TRAINING	150.00	450.00	450.00	0.00	0.00	100.00

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PERIOD ENDING 10/31/2023

DB: PENTWATER TWP

% Fiscal Year Completed: 58.47

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 10/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET				
Fund 101 - GENERAL FUND							
Expenditures							
101-703-913.000	TRAVEL	100.00	100.00	0.00	0.00	100.00	0.00
101-703-955.000	MISCELLANEOUS	30.00	30.00	95.00	0.00	(65.00)	316.67
101-703-964.000	REFUNDS	400.00	400.00	0.00	0.00	400.00	0.00
Total Dept 703 - ZONING BOARD OF APPEALS		<u>3,087.32</u>	<u>3,087.32</u>	<u>2,152.22</u>	<u>0.00</u>	<u>935.10</u>	<u>69.71</u>
TOTAL EXPENDITURES		<u>556,901.24</u>	<u>556,901.24</u>	<u>420,385.95</u>	<u>39,962.64</u>	<u>136,515.29</u>	<u>75.49</u>
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		556,901.23	556,901.23	119,667.10	2,128.24	437,234.13	21.49
TOTAL EXPENDITURES		<u>556,901.24</u>	<u>556,901.24</u>	<u>420,385.95</u>	<u>39,962.64</u>	<u>136,515.29</u>	<u>75.49</u>
NET OF REVENUES & EXPENDITURES		(0.01)	(0.01)	(300,718.85)	(37,834.40)	300,718.84	3,007.18

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PERIOD ENDING 10/31/2023

DB: PENTWATER TWP

% Fiscal Year Completed: 58.47

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 204 - ROAD FUND							
Revenues							
Dept 000							
204-000-402.000	CURRENT REAL PR	122,000.00	122,000.00	0.00	0.00	122,000.00	0.00
204-000-411.000	DEL REAL P TAX	0.00	0.00	4,334.27	0.00	(4,334.27)	100.00
204-000-664.000	INTEREST INCOME	145.00	145.00	3,109.90	0.00	(2,964.90)	2,144.76
204-000-699.000	TRANSFER IN	6,200.00	6,200.00	0.00	0.00	6,200.00	0.00
Total Dept 000		<u>128,345.00</u>	<u>128,345.00</u>	<u>7,444.17</u>	<u>0.00</u>	<u>120,900.83</u>	<u>5.80</u>
TOTAL REVENUES		<u>128,345.00</u>	<u>128,345.00</u>	<u>7,444.17</u>	<u>0.00</u>	<u>120,900.83</u>	<u>5.80</u>
Expenditures							
Dept 000							
204-000-702.000	SALARIES & WAGES	1,517.25	1,517.25	784.61	351.01	732.64	51.71
204-000-705.000	EMPLOYER FICA CONTRIB	116.07	116.07	60.04	26.86	56.03	51.73
204-000-805.000	PROF SERV-AUDIT	560.00	560.00	0.00	0.00	560.00	0.00
204-000-930.000	REP/MAIN BRINE	8,029.46	8,029.46	8,287.50	0.00	(258.04)	103.21
204-000-934.002	REP/MAIN INTERI	118,122.22	118,122.22	118,332.43	118,200.00	(210.21)	100.18
Total Dept 000		<u>128,345.00</u>	<u>128,345.00</u>	<u>127,464.58</u>	<u>118,577.87</u>	<u>880.42</u>	<u>99.31</u>
TOTAL EXPENDITURES		<u>128,345.00</u>	<u>128,345.00</u>	<u>127,464.58</u>	<u>118,577.87</u>	<u>880.42</u>	<u>99.31</u>
Fund 204 - ROAD FUND:							
TOTAL REVENUES		<u>128,345.00</u>	<u>128,345.00</u>	<u>7,444.17</u>	<u>0.00</u>	<u>120,900.83</u>	<u>5.80</u>
TOTAL EXPENDITURES		<u>128,345.00</u>	<u>128,345.00</u>	<u>127,464.58</u>	<u>118,577.87</u>	<u>880.42</u>	<u>99.31</u>
NET OF REVENUES & EXPENDITURES		<u>0.00</u>	<u>0.00</u>	<u>(120,020.41)</u>	<u>(118,577.87)</u>	<u>120,020.41</u>	<u>100.00</u>

User: GLENN
DB: PENTWATER TWP

PERIOD ENDING 10/31/2023
% Fiscal Year Completed: 58.47

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 206 - FIRE FUND							
Revenues							
Dept 000							
206-000-401.000	FROM PREV YEAR-END	50,991.84	50,991.84	0.00	0.00	50,991.84	0.00
206-000-402.000	CURR REAL P TAX	242,150.93	242,150.93	0.00	0.00	242,150.93	0.00
206-000-402.100	CURR PROP TAX - EQUIPMENT	121,924.73	121,924.73	0.00	0.00	121,924.73	0.00
206-000-411.000	DEL REAL P TAX	0.00	0.00	8,608.86	0.00	(8,608.86)	100.00
206-000-411.100	DEL REAL TX FIRE APPARTUS	0.00	0.00	4,334.27	0.00	(4,334.27)	100.00
206-000-552.001	STATE GRANTS FIRE	3,500.00	3,500.00	3,500.00	0.00	0.00	100.00
206-000-664.000	INTEREST INCOME	0.00	0.00	4,983.78	0.00	(4,983.78)	100.00
206-000-671.000	MISCELLANEOUS	0.00	0.00	1,756.92	0.00	(1,756.92)	100.00
206-000-674.000	DONATIONS	0.00	0.00	3,500.00	3,500.00	(3,500.00)	100.00
206-000-676.009	MFR REIMBURSE	27,000.00	27,000.00	38,280.00	0.00	(11,280.00)	141.78
Total Dept 000		445,567.50	445,567.50	64,963.83	3,500.00	380,603.67	14.58
TOTAL REVENUES		445,567.50	445,567.50	64,963.83	3,500.00	380,603.67	14.58
Expenditures							
Dept 336 - FIRE							
206-336-702.000	SALARIES & WAGES	95,000.00	95,000.00	61,616.50	302.50	33,383.50	64.86
206-336-705.000	EMPLOYER FICA CONTRIB	7,267.50	7,267.50	4,771.07	23.14	2,496.43	65.65
206-336-721.000	UNIFORMS	1,500.00	4,500.00	3,830.55	0.00	669.45	85.12
206-336-725.000	MUTA EXPENSE	300.00	300.00	0.00	0.00	300.00	0.00
206-336-752.000	SUPPLIES/EQUIPMENT	17,000.00	17,000.00	12,695.84	393.86	4,304.16	74.68
206-336-800.000	PROF/CONTRACT SERVICES	2,000.00	1,700.00	274.50	0.00	1,425.50	16.15
206-336-802.000	PROF SERVICES - SOFTWARE	1,000.00	1,300.00	1,277.67	0.00	22.33	98.28
206-336-805.000	PROF SERV-AUDIT	600.00	600.00	0.00	0.00	600.00	0.00
206-336-828.000	BANK FEES	500.00	500.00	105.00	0.00	395.00	21.00
206-336-851.000	POSTAGE	300.00	300.00	98.05	0.00	201.95	32.68
206-336-855.000	OTHER SER/CHGS	0.00	0.00	(89.23)	0.00	89.23	100.00
206-336-880.000	COMM PROMOTION	1,500.00	1,500.00	342.00	0.00	1,158.00	22.80
206-336-900.000	PRINT/PUBLISH	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
206-336-910.000	EDUCATION/TRAINING	2,000.00	2,000.00	2,000.00	0.00	0.00	100.00
206-336-913.000	TRAVEL	5,000.00	5,000.00	4,238.58	0.00	761.42	84.77
206-336-915.000	MEMBER/DUES	500.00	500.00	0.00	0.00	500.00	0.00
206-336-920.000	UTILITIES	14,000.00	14,000.00	8,288.96	967.26	5,711.04	59.21
206-336-931.000	REP/MAINT	42,000.00	39,000.00	11,189.39	820.03	27,810.61	28.69
206-336-935.000	INSURANCE	26,000.00	26,000.00	27,509.60	0.00	(1,509.60)	105.81
206-336-941.000	CONTINGENCY	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
206-336-955.000	MISCELLANEOUS	1,000.00	1,000.00	1,095.07	0.00	(95.07)	109.51
206-336-970.000	CAPITAL OUTLAY	101,000.00	101,000.00	101,289.05	0.00	(289.05)	100.29
206-336-991.100	DEBT SERVICE - PRINCIPAL	120,000.00	120,000.00	119,333.33	0.00	666.67	99.44
206-336-991.200	DEBT SERVICE - INTEREST	4,100.00	4,100.00	2,267.34	0.00	1,832.66	55.30
Total Dept 336 - FIRE		445,567.50	445,567.50	362,133.27	2,506.79	83,434.23	81.27
TOTAL EXPENDITURES		445,567.50	445,567.50	362,133.27	2,506.79	83,434.23	81.27
Fund 206 - FIRE FUND:							
TOTAL REVENUES		445,567.50	445,567.50	64,963.83	3,500.00	380,603.67	14.58
TOTAL EXPENDITURES		445,567.50	445,567.50	362,133.27	2,506.79	83,434.23	81.27
NET OF REVENUES & EXPENDITURES		0.00	0.00	(297,169.44)	993.21	297,169.44	100.00

REVENUE AND EXPENDITURE REPORT FOR PENTWATER TOWNSHIP

PERIOD ENDING 10/31/2023

% Fiscal Year Completed: 58.47

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	2023-24	10/31/2023	MONTH 10/31/23	BALANCE	
		BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED

REVENUE AND EXPENDITURE REPORT FOR PENTWATER TOWNSHIP

PERIOD ENDING 10/31/2023
 % Fiscal Year Completed: 58.47

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 286 - AMERICAN RESCUE PLAN							
Revenues							
Dept 000							
286-000-528.000	FEDERAL GRANTS - OTHER	67,017.00	67,017.00	0.00	0.00	67,017.00	0.00
286-000-665.000	INTEREST	0.00	0.00	1,526.79	0.00	(1,526.79)	100.00
Total Dept 000		67,017.00	67,017.00	1,526.79	0.00	65,490.21	2.28
TOTAL REVENUES		67,017.00	67,017.00	1,526.79	0.00	65,490.21	2.28
Expenditures							
Dept 000							
286-000-802.000	EXPENDITURES	67,017.00	67,017.00	0.00	0.00	67,017.00	0.00
Total Dept 000		67,017.00	67,017.00	0.00	0.00	67,017.00	0.00
TOTAL EXPENDITURES		67,017.00	67,017.00	0.00	0.00	67,017.00	0.00
Fund 286 - AMERICAN RESCUE PLAN:							
TOTAL REVENUES		67,017.00	67,017.00	1,526.79	0.00	65,490.21	2.28
TOTAL EXPENDITURES		67,017.00	67,017.00	0.00	0.00	67,017.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	1,526.79	0.00	(1,526.79)	100.00

User: GLENN
DB: PENTWATER TWP

PERIOD ENDING 10/31/2023
% Fiscal Year Completed: 58.47

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 592 - SEWER FUND							
Revenues							
Dept 000							
592-000-642.000	TWP. SEWER SALES	128,500.00	128,500.00	66,214.83	0.00	62,285.17	51.53
592-000-656.000	PENALTIES	1,000.00	1,000.00	358.74	0.00	641.26	35.87
592-000-671.000	MISCELLANEOUS	0.00	0.00	50,000.00	0.00	(50,000.00)	100.00
592-000-699.000	TRANSFER IN	124,000.00	124,000.00	0.00	0.00	124,000.00	0.00
Total Dept 000		253,500.00	253,500.00	116,573.57	0.00	136,926.43	45.99
TOTAL REVENUES		253,500.00	253,500.00	116,573.57	0.00	136,926.43	45.99
Expenditures							
Dept 538 - SHARED N&S SEWER EXPENDITURES							
592-538-752.000	SUPPLIES/EQUIPMENT	0.00	0.00	3,706.50	71.97	(3,706.50)	100.00
592-538-829.000	STATE PERMITS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
592-538-830.001	UTILITY LOCATING SERVICES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
592-538-830.002	ENGINEERING SERVICES	26,600.00	26,600.00	19,913.19	0.00	6,686.81	74.86
592-538-830.003	OPERATION SERVICES	36,000.00	36,000.00	18,780.12	0.00	17,219.88	52.17
592-538-830.004	FINANCIAL CONSULTANT SERVICES	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
592-538-830.005	LEGAL SERVICES	15,000.00	15,000.00	8,820.00	0.00	6,180.00	58.80
592-538-830.006	AUDITOR SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
592-538-830.008	ADMIN EXPENSE	15,000.00	15,000.00	6,860.00	0.00	8,140.00	45.73
592-538-851.100	POSTAGE - SEWER	400.00	400.00	96.00	0.00	304.00	24.00
592-538-855.000	OTHER SER/CHGS	0.00	0.00	2,590.65	0.00	(2,590.65)	100.00
592-538-995.000	TRANSFERS OUT	0.00	0.00	34,672.02	0.00	(34,672.02)	100.00
Total Dept 538 - SHARED N&S SEWER EXPENDITURES		118,000.00	118,000.00	95,438.48	71.97	22,561.52	80.88
Dept 539 - SHARED N&S SEWER ADMINISTRATION							
592-539-702.000	SALARIES & WAGES	15,000.00	15,000.00	1,333.29	1,333.29	13,666.71	8.89
592-539-705.000	EMPLOYER FICA CONTRIB	1,147.50	1,147.50	101.99	101.99	1,045.51	8.89
592-539-830.007	LIABILITY INSURANCE - SEWER	2,500.00	2,500.00	2,197.00	0.00	303.00	87.88
592-539-955.000	MISCELLANEOUS	0.00	0.00	334.79	0.00	(334.79)	100.00
592-539-968.100	EQUIPMENT DEPRECIATION	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
592-539-970.006	CAPITAL OUTLAY - SEWER	2,852.50	2,852.50	0.00	0.00	2,852.50	0.00
Total Dept 539 - SHARED N&S SEWER ADMINISTRATION		41,500.00	41,500.00	3,967.07	1,435.28	37,532.93	9.56
Dept 540 - TWP NORTH SEWER EXPENDITURES							
592-540-752.000	SUPPLIES/EQUIPMENT	2,000.00	2,000.00	9,830.23	0.00	(7,830.23)	491.51
592-540-800.000	PROF/CONTRACT SERVICES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
592-540-920.000	UTILITIES	3,000.00	3,000.00	9,784.21	9,030.87	(6,784.21)	326.14
592-540-931.000	REP/MAINT	10,000.00	10,000.00	1,740.00	1,740.00	8,260.00	17.40
592-540-942.000	EQUIPMENT RENTAL	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
592-540-970.006	CAPITAL OUTLAY - SEWER	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
Total Dept 540 - TWP NORTH SEWER EXPENDITURES		62,000.00	62,000.00	21,354.44	10,770.87	40,645.56	34.44
Dept 541 - TWP SOUTH SEWER EXPENDITURES							
592-541-752.000	SUPPLIES/EQUIPMENT	2,000.00	2,000.00	3,072.54	0.00	(1,072.54)	153.63
592-541-800.000	PROF/CONTRACT SERVICES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
592-541-920.000	UTILITIES	3,000.00	3,000.00	1,683.95	0.00	1,316.05	56.13

REVENUE AND EXPENDITURE REPORT FOR PENTWATER TOWNSHIP

PERIOD ENDING 10/31/2023

% Fiscal Year Completed: 58.47

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 592 - SEWER FUND							
Expenditures							
592-541-931.000	REP/MAINT	10,000.00	10,000.00	6,580.00	0.00	3,420.00	65.80
592-541-942.000	EQUIPMENT RENTAL	2,000.00	2,000.00	138.71	0.00	1,861.29	6.94
592-541-970.006	CAPITAL OUTLAY - SEWER	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 541 - TWP SOUTH SEWER EXPENDITURES		<u>32,000.00</u>	<u>32,000.00</u>	<u>11,475.20</u>	<u>0.00</u>	<u>20,524.80</u>	<u>35.86</u>
TOTAL EXPENDITURES		<u>253,500.00</u>	<u>253,500.00</u>	<u>132,235.19</u>	<u>12,278.12</u>	<u>121,264.81</u>	<u>52.16</u>
Fund 592 - SEWER FUND:							
TOTAL REVENUES		253,500.00	253,500.00	116,573.57	0.00	136,926.43	45.99
TOTAL EXPENDITURES		<u>253,500.00</u>	<u>253,500.00</u>	<u>132,235.19</u>	<u>12,278.12</u>	<u>121,264.81</u>	<u>52.16</u>
NET OF REVENUES & EXPENDITURES		0.00	0.00	(15,661.62)	(12,278.12)	15,661.62	100.00
TOTAL REVENUES - ALL FUNDS		1,451,330.73	1,451,330.73	310,175.46	5,628.24	1,141,155.27	21.37
TOTAL EXPENDITURES - ALL FUNDS		<u>1,451,330.74</u>	<u>1,451,330.74</u>	<u>1,042,218.99</u>	<u>173,325.42</u>	<u>409,111.75</u>	<u>71.81</u>
NET OF REVENUES & EXPENDITURES		(0.01)	(0.01)	(732,043.53)	(167,697.18)	732,043.52	7,320.43

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
 POST DATES 10/12/2023 - 11/02/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: GFCKG

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
2095	CINTAS	10/12/2023	10/13/2023	109.20	0.00	Paid	Y
2096	OCEANA COUNTY ROAD COMMISSION 2	10/12/2023	10/13/2023	118,200.00	0.00	Paid	Y
2102	DTE ENERGY	10/10/2023	10/20/2023	69.19	69.19	Open	N
2103	MIKA MYERS	10/11/2023	10/20/2023	861.38	861.38	Open	N
2104	OCEANA COUNTY DRAIN COMMISSIONER	09/27/2023	10/20/2023	6,350.00	6,350.00	Open	N
2105	PENTWATER CHAMBER OF COMMERCE	09/01/2023	10/20/2023	75.00	75.00	Open	N
2106	V & V ASSESSING LLC	10/16/2023	10/20/2023	1,500.00	1,500.00	Open	N
2115	INTEGRITY BUSINESS SOLUTIONS	10/23/2023	10/24/2023	14.28	14.28	Open	N
2117	INTEGRITY BUSINESS SOLUTIONS	10/24/2023	10/25/2023	98.06	98.06	Open	N
2118	SILVER LAKE ELECTRIC, INC	10/17/2023	10/26/2023	900.00	900.00	Open	N
2122	CINTAS	10/26/2023	10/27/2023	109.20	109.20	Open	N
2123	JONS TO GO	10/27/2023	10/27/2023	15.02	15.02	Open	N
2124	JONS TO GO	10/27/2023	10/27/2023	105.00	105.00	Open	N

# of Invoices:	13	# Due:	11	Totals:	128,406.33	10,097.13
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos:

	128,406.33	10,097.13
+ 28,491.65 PAYROLL		
<u>156,897.98</u>	<u>10,206.33</u>	10,097.13
	118,200.00	0.00

--- TOTALS BY FUND ---

101 - GENERAL FUND
 204 - ROAD FUND

--- TOTALS BY DEPT/ACTIVITY ---

000 -
 265 - TOWNSHIP
 526 - TRANSFER STATION
 597 - DOC/RECREATION/PLIB

	118,200.00	0.00
	3,736.31	3,627.11
	120.02	120.02
	6,350.00	6,350.00

156,897.98
 - 118,200.00 - ROAD
38,697.98

For Check Dates 10/12/2023 to 11/08/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/03/2023	GFCKG	EFT139	EFTPS TWP	2,245.72	2,245.72	0.00	Open
11/01/2023	GFCKG	EFT136	EFTPS TOWNSHIP	VOID 2,538.09	2,538.09	0.00	VOID
10/30/2023	GFCKG	22490	BEAVIS, GLENN C	1,400.00	984.82	0.00	Open
10/30/2023	GFCKG	22491	CAVAZOS, LYNNETTE M	1,485.58	1,165.95	0.00	Open
10/30/2023	GFCKG	22492	CLUCHEY, TERRY L.	82.59	72.77	0.00	Open
10/30/2023	GFCKG	22493	COLE, TIMOTHY H	82.59	72.76	0.00	Open
10/30/2023	GFCKG	22494	DEGREGORIO, PAULA M	82.59	72.76	0.00	Open
10/30/2023	GFCKG	22495	DOUGLAS, HEATHER A	1,568.17	1,350.42	0.00	Open
10/30/2023	GFCKG	22496	EATON, BARBARA C	2,278.33	1,826.14	0.00	Open
10/30/2023	GFCKG	22497	EDWARDS, KEITH J	1,083.83	963.09	0.00	Open
10/30/2023	GFCKG	22498	FLOOD, DEBRA A	510.00	447.66	0.00	Open
10/30/2023	GFCKG	22499	FLOOD, JOSEPH M	270.56	238.37	0.00	Open
10/30/2023	GFCKG	22500	GRAETTINGER, JOHN S	82.59	72.76	0.00	Open
10/30/2023	GFCKG	22501	HICKS, THOMAS J	82.59	72.76	0.00	Open
10/30/2023	GFCKG	22502	HOLUB, DEAN J	82.59	72.76	0.00	Open
10/30/2023	GFCKG	22503	HOOYMAN, PATRICK J	103.24	90.95	0.00	Open
10/30/2023	GFCKG	22504	MILLER, ROBERT A	955.68	870.20	0.00	Open
10/30/2023	GFCKG	22505	MONTON, ANTHONY A	103.24	90.95	0.00	Open
10/30/2023	GFCKG	22506	MURPHY, MAUREEN H	1,485.58	1,286.86	0.00	Open
10/13/2023	GFCKG	22456	BEAVIS, GLENN C	1,229.93	879.20	0.00	Open
10/13/2023	GFCKG	22457	CAVAZOS, LYNNETTE M	1,485.58	1,165.94	0.00	Open
10/13/2023	GFCKG	22458	CLUCHEY, TERRY L.	82.59	72.76	0.00	Open
10/13/2023	GFCKG	22459	DEGREGORIO, PAULA M	82.59	72.76	0.00	Open
10/13/2023	GFCKG	22460	DOUGLAS, HEATHER A	1,734.83	1,477.24	0.00	Open
10/13/2023	GFCKG	22461	EATON, BARBARA C	2,278.33	1,826.14	0.00	Open
10/13/2023	GFCKG	22462	EDWARDS, KEITH J	1,323.83	1,150.54	0.00	Open
10/13/2023	GFCKG	22463	FLOOD, DEBRA A	390.00	353.16	0.00	Open
10/13/2023	GFCKG	22464	FLOOD, JOSEPH M	270.56	238.35	0.00	Open
10/13/2023	GFCKG	22465	FLYNN, MICHAEL W	134.42	108.43	0.00	Open
10/13/2023	GFCKG	22466	GRAETTINGER, JOHN S	103.24	90.95	0.00	Open

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
 POST DATES 10/12/2023 - 11/02/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: FDCHK

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
2107	CIRCLE K SERVICE	10/05/2023	10/20/2023	1,203.03	1,203.03	Open	N
2108	CIRCLE K SERVICE	10/05/2023	10/20/2023	402.48	402.48	Open	N
2109	CIRCLE K SERVICE	10/05/2023	10/20/2023	1,203.12	1,203.12	Open	N
2110	CIRCLE K SERVICE	10/05/2023	10/20/2023	828.75	828.75	Open	N
2111	CIRCLE K SERVICE	10/05/2023	10/20/2023	1,454.28	1,454.28	Open	N
2112	DTE ENERGY	10/10/2023	10/20/2023	53.10	53.10	Open	N
2113	LARSON AND SON	10/18/2023	10/20/2023	8.99	8.99	Open	N
2114	WITMER PUBLIC SAFETY GROUP	10/17/2023	10/20/2023	111.19	111.19	Open	N
2119	WEST SHORE FIRE INC	10/19/2023	10/26/2023	200.38	200.38	Open	N
2120	WESTSHORE BANK	10/17/2023	10/26/2023	1,770.59	1,770.59	Open	N
2121	WITMER PUBLIC SAFETY GROUP	10/23/2023	10/26/2023	89.99	89.99	Open	N

of Invoices: 11 # Due: 11
 # of Credit Memos: 0 # Due: 0

Totals: 7,325.90 7,325.90
 Totals: 0.00 0.00

Net of Invoices and Credit Memos:

7,325.90 7,325.90

+ 348.78 PR
7,674.68

--- TOTALS BY FUND ---

206 - FIRE FUND

7,325.90 7,325.90

--- TOTALS BY DEPT/ACTIVITY ---

336 - FIRE

7,325.90 7,325.90

Check Register Report For Pentwater Township
For Check Dates 10/12/2023 to 11/08/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
10/13/2023	FDCHK	3971	< Check added as Void >	0.00	0.00	0.00	Void
10/13/2023	FDCHK	3972	HAYNOR, MARK R.	302.50	266.50	0.00	Open
10/13/2023	FDCHK	EFT134	EFTPS FIRE	46.28	46.28	0.00	Open
Totals:				Number of Checks: 003	348.78	312.78	0.00
Total Physical Checks:				2			
Total Check Stubs:				1			

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
 POST DATES 10/12/2023 - 11/02/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: CEMCK

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
2097	FRONTIER	10/10/2023	10/20/2023	106.01	106.01	Open	N
2098	MIKA MYERS	10/11/2023	10/20/2023	315.00	315.00	Open	N
2127	COLDSPRING	10/23/2023	10/27/2023	338.00	338.00	Open	N

# of Invoices:	3	# Due:	3	Totals:	759.01	759.01
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos:

	759.01	759.01
	+ 2,215.08 PR	
	<u>\$ 2974.09</u>	
	759.01	759.01

--- TOTALS BY FUND ---
 209 - CEMETERY FUND

--- TOTALS BY DEPT/ACTIVITY ---
 567 - CEMETERY

759.01	759.01
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Check Register Report For Pentwater Township
 For Check Dates 10/12/2023 to 11/08/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/03/2023	CEMCK	EFT137	EFTPS TWP	51.00	51.00	0.00	Open
10/30/2023	CEMCK	6228	BAILEY, CHRISTOPHER R.	745.50	659.07	0.00	Open
10/30/2023	CEMCK	6229	LYNN, ROBERT L	70.72	65.30	0.00	Open
10/30/2023	CEMCK	6230	MURPHY, MAUREEN H	166.66	153.91	0.00	Open
10/30/2023	CEMCK	EFT135	EFTPS CEMETERY	294.26	294.26	0.00	Open
10/13/2023	CEMCK	6223	BAILEY, CHRISTOPHER R.	745.50	659.07	0.00	Open
10/13/2023	CEMCK	6224	LYNN, ROBERT L	141.44	130.63	0.00	Open
Totals:			Number of Checks: 007	2,215.08	2,013.24	0.00	
Total Physical Checks:			5				
Total Check Stubs:			2				

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
 POST DATES 10/12/2023 - 11/02/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: SEW

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
2099	F&V OPERATIONS	10/11/2023	10/20/2023	4,513.46	4,513.46	Open	N
2100	MIKA MYERS	10/11/2023	10/20/2023	1,386.00	1,386.00	Open	N
2101	DTE ENERGY	10/10/2023	10/20/2023	55.13	55.13	Open	N
2116	GREAT LAKES ENERGY	10/18/2023	10/24/2023	225.31	225.31	Open	N
2125	CONSUMERS ENERGY	10/24/2023	10/27/2023	46.68	46.68	Open	N
2126	CONSUMERS ENERGY	10/24/2023	10/27/2023	53.98	53.98	Open	N

# of Invoices:	6	# Due:	6	Totals:	6,280.56	6,280.56
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos:

6,280.56 6,280.56

~~+ 166~~
 + 408.03 PAYROLL

6,280.56 6,280.56

--- TOTALS BY FUND ---

592 - SEWER FUND

--- TOTALS BY DEPT/ACTIVITY ---

538 - SHARED N&S SEWER EXPENDITUR
 540 - TWP NORTH SEWER EXPENDITURE
 541 - TWP SOUTH SEWER EXPENDITURE

5,899.46 5,899.46
 100.66 100.66
 280.44 280.44

\$ 6,688.99

For Check Dates 10/12/2023 to 11/08/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/03/2023	SEW	EFT138	EFTPS TWP	* 241.37	241.37	0.00	Open
10/30/2023	SEW	8062	DOUGLAS, HEATHER A	166.66	153.92	0.00	Open
Totals:		Number of Checks: 002		408.03	395.29	0.00	
Total Physical Checks:				1			
Total Check Stubs:				1			

* INCL'S MONIES PREVIOUSLY (INCORRECTLY)
CHARGED AGAINST GEN FUND

Supervisor's Report: 11/09/23

1. | Pentwater Township did receive the Risk Reduction PAR Grant that we applied for in September.
 - The amount of the grant was \$2,642.00 to cover the cost 3 Flammable Lockers from ULINE.
 - One locker is located in the storage area below the Township Office.
 - Two lockers are located in the storage garages at the Pentwater Township Cemetery.

2. The Township will be closing on the vacant lot that was sold to Danielle and John Nelson on 56th Avenue. The Nelson's purchased the lot for \$17, 654.32. NOTE: The Nelson's do own adjacent property to this lot.

3. Parking Lot – Pentwater Township Office
 - Stripping of the Township Parking lot was completed by Lakeshore PLM out of Muskegon.
 - Size of the Parking Lot – determined the # of spaces available.
(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)

4. The Township purchased a new "Bike Rack" for visitors to use if they chose to come to the office by bicycle. The rack is located in the front of the building near the generator.

Clerk's Report – 8 NOVEMBER 2023



Elections

- On October 18th Glenn and I attended a Proposal 2 Implementation Update in Ludington that was presented by the Bureau of Elections. There are a lot of changes happening and more to come. I believe the biggest challenge is going to be the new permanent absent voter ballot list option. It is one and done. So, if a voter checks that box on the application that will be going out for the February primary, they will never receive another application in the mail. They will receive an absentee ballot. It is now on the voter to let the Clerk know at what address they will be at for every upcoming election, if they will not be at their mailing address that I have on their voting record.
- I would like to add an Election page to our website. I have reached out to our website developer at Brickhouse and he suggested finding 2 election website pages from other municipalities that I liked and he would be able to recreate the pages. I found 3 that I liked, one from Delta Township, Bloomfield Hills Township and Algoma Township. Before I forward my final choice to Brickhouse I would like to ask the Board if they would visit each site and give me your opinion on which election page you liked the best, such as easily accessible, information content, the pictures.... I will send an email tomorrow with the names of townships, so if you could please review your time would be greatly appreciated. Once I send it to our website developer, he will send me a proposal, which I will hopefully bring to the Board in December.
- We received our Thru-Wall Ballot Box . We plan on installing it on the left side of front door & will need to hire a contractor for that work.
- We received a quote last month for installation & supporting hardware for a drop-box camera monitoring system. We are still waiting for a quote from Mark Shotwell/Shotwell Solutions.
- The State will reimburse drop box and camera monitoring system costs, along with all or a portion of installation costs.

90 Degree Bend Dock Removal:

- Multiple complaints received regarding earlier than expected seasonal removal.

Transfer Station:

- We provided Free Day services to 131 township taxpayers last month.
- The Transfer Station is now closed except for brush/yard waste disposal on Saturdays through November from 9:00 to 5:00 pm
- We have issued 205 Village and 224 Township permits as of November 2nd.

Cemetery:

- Gates closed for the season.
- Only 43 columbarium slots remain unsold. Recommend placing a line-item in our 5-Year Capital Improvement Plan

Pooling of Accounts

- I believe we have all have heard at one point or another that we should have all or most of our Funds pooled together, either from the Auditor or BS & A.
- Last Friday, Glenn and I were working with BS & A on an issue with P/R. Taylor, our point of contact was very surprised that we were still operating BS & A with all our Funds separate except for the General and Road Fund. He said this is very uncommon and that we are not utilizing the BS & A software to its potential. In fact, we are creating more work for ourselves.
- The Clerk's office has to do eight separate payrolls, and eight separate accounts payable a month. If could pool the Sewer and the Cemetery with the General fund, it would cut this number to four payrolls and four accounts payable per month. There is additional opportunity to reduce the number of payroll and accounts payable activities to two each per month if we can work through some process changes with the Fire Department. Even though we would be processing the same number of employees and invoices, it would cut back on having to do the internal work for each of four separate funds.
- It would also cut back on the number of bank reconciliations each month the treasurer would have to do and that I would have to approve.
- I believe it would make the Clerk's office way more efficient and not overburdened with paperwork.

The Clerk's along with the Treasurer have started to look at how to begin this process, talking to our Auditor, BS & A, other municipalities, and our attorney. I would like everyone in our office who utilizes BS & A, to think about the concept of pooling accounts and how it would affect how you would do your daily job. We need to make sure we think of everything and not just jump into this without covering all angles. I only know how it will affect the Clerk's office. We will continue to gather information and do the necessary research to accomplish this goal.

Respectfully Submitted,

Maureen Murphy

Clerk, Pentwater Township

Bank Balances as of:

October 31, 2023

Monthly Interest

Township Funds

Huntington Bank

General Fund Checking:	\$65,128	\$26.08
General Fund MM:	\$9,692	\$2.47

Subtotal: \$74,820

Mi CLASS

General Fund:	\$80,720	\$574.32
Road Fund	\$117,343	\$545.64
Hart-PTW Non-Motorized Trail Fund	\$23,845	\$110.87
Fund Balance Policy	\$97,713	\$454.36
ARPA Funds	\$71,148	\$330.82
General Fund EDGE	\$0	\$211.46

Subtotal: \$390,770

Total Township Funds \$465,590

Fire Department Funds

Huntington Bank

Fire Dept Checking:	\$22,192	
Fire Dept Money Market:	\$16,011	\$4.08

Mi CLASS

Fire Department:
FD EDGE

Total Fire Department Funds \$38,203

Sewer (Enterprise) Funds

Shelby State Bank

Sewer Checking: \$91,879

Total Sewer Funds \$91,879

Cemetery Funds

Huntington Bank

Cemetery Checking:	\$51,366	
Cemetery Money Market:	\$43,576.90	\$11.10

Mi CLASS

Cemetery:

Total Cemetery Funds \$94,943

Total All Funds \$690,615

**Pentwater Township Library
Regular Monthly Board of Trustees Meeting
DRAFT MINUTES
August 15, 2023**

Call to order: Meeting was called to order at 5:36 pm by Valerie Church-McHugh.

Roll call: Present – Amber Jaeb, Valerie Church-McHugh, Kendra Flynn, Melissa Williams, and Jennifer Gwillim.

Absent – Joan LundBorg

Also in attendance: Mary Barker, Director

Approval of agenda: Add September work session date and Board Succession Policy first reading to 'Other business to come before the Board" Motion by Flynn with support by Gwillim to accept agenda as amended. *Approved.*

Approval of minutes: Motion by Gwillim with support by Williams to approve minutes from the regular monthly board meeting and the work session on June 20, 2023. *Approved.*

Treasurer's Report: June and July presented by Williams. Motion by Flynn with support by Jaeb to accept reports. *Approved.*

Approval of bills: Motion by Gwillim with support by Flynn to accept bills paid as submitted. *Approved.*

Director's report: Included in packeted and was reviewed and presented by Mary Barker, Director.

Committee reports:

Personnel – nothing to report

Policy – nothing to report

Finance – nothing to report

PR/Advocacy – Village meetings have been attended by various library board members and the July Township Q&A session was attended by Church-McHugh.

Continuing business: nothing to report

New business:

District library recommendation – continue to discuss and further explore options at our next work session in September 2023.

Board Succession Policy – first reading reviewed by board members

Other business to come before the Board: Motion by Gwillim with support by Flynn to support the library closure on 9/21/23 for the full day and 10/31/23 at 12:00 pm. *Approved.*

Public Comment: None

Adjournment: Meeting was adjourned at 6:38 pm by Church-McHugh

Draft submitted 8/16/23
Amber Jaeb, Secretary

**Pentwater Township Library
Library Board of Trustees Work Session
DRAFT minutes
Tuesday September 19, 2023 @ 5:30 pm.**

Call to order: 5:44 by Jennifer Gwillim

In attendance: Jennifer Gwillim, Melissa Williams, Amber Jaeb, Joan LundBorg, and Mary Barker (Director)

Absent: Kendra Flynn, Valerie Church-McHugh

Agenda reviewed

Reviewed minutes from July work session: Presented by Gwillim

District Library Agreement: Discussed and explored options of what a future board of directors would look like for a district library (appointed vs elected members)

Formulated a list of questions for attorney:

Still not clear on who is involved in appointing representatives to the district library board. Can we get clarification on this?

School districts included as a municipality District Library – How does collaboration work with the school? How many Weare township residents are in the Pentwater school district?

If we decided to form with the school – would we lose people?

How many kids from Weare are in the boundary for Pentwater school?

Utilizing the library as a place to promote unity in the community: ongoing discussion.

Next steps: Discussed Weare township contract renewal vs charging individual families an annual card. Board members will share what we learn and what information is gathered and will report on it at the next meeting.

Next meeting: October 17, 2023 – regular monthly board meeting

Adjournment: 7:05 pm

Draft submitted September 21, 2023
Amber Jaeb, Secretary

Fund Balances:

	Operating Fund (West Shore Bank)	Operating Fund (Shelby State Bank)	County	Prepaid Expenses	Petty Cash	Treasurer Bonds
Fund Balance (\$)	294,888.64	58,271.79	7,628.79	-5,420.59	150.00	65,000.00

FUND BALANCE TOTAL: \$420,518.63

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

\$420,518.63 (Total Cash on Hand) - \$297,900 (Amount Budgeted) = **\$122,618.63**

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, and now the 6 months has been completed. It is time to reinvest bonds.

Per conversation between West Shore Bank Financial Advisor (Maddy Ambrose) and Library Board President (Valerie McHugh) these are the current rates on the treasury bills. 4-6 months has the highest return on investment, as shown below.

Current Interest Rates:

1 month: 5.1%

2-3 month: 5.15%

4-6 month: 5.2%

9-12 month: 5.05%

Recommendation:

To reinvest the Treasurer Bonds of \$66,622.22 for 6 months at an interest rate of 5.2%. We originally invested \$65,000 in Treasurer bonds. The library has made a financial gain of \$1,622.22 through bond investments.

INVESTMENTS AND CASH HOLDINGS -

SEPTEMBER 2023
Issued October 2023

	INTEREST RATES	TYPE	BANK TOTALS			FUND TOTALS		TOTAL
			West Shore	SSB	Cetera	Operating	County	
Operating	0.05%	Checking	33,490.40			33,490.40		33,490.40
Operating	3.5%	Money Market	261,398.24			261,398.24		261,398.24
Operating	0.03%	Money Market		58,271.79		58,271.79		58,271.79
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								\$420,518.63

Community Foundation Funds

Hansen Funds 2,355

PTL Funds \$38,019.28

October 13, 2023

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

Budgets:

We are in the second quarter of our fiscal year and have **spent 41% of our budget.**

Property Tax:

TOTAL: \$0.00

Other Income:

Fees and Fines: (Copies/Fees/Fines) \$370.55

Private Contributions: \$150.00

Miscellaneous Income: \$822.55

Government Contribution: \$1,062.54

OTHER INCOME TOTAL: \$2,405.64

INCOME TOTAL: \$2,405.64

EXPENSE TOTAL: \$24,367.16

INVESTMENTS AND CASH HOLDINGS -

AUGUST 2023
 Issued October 2023

	INTEREST RATES	TYPE	BANK TOTALS			FUND TOTALS		TOTAL
			West Shore	SSB	Cetera	Operating	County	
Operating	0.05%	Checking	54,791.23			54,791.23		54,791.23
Operating	3.5%	Money Market	253,629.45			253,629.45		253,629.45
Operating	0.03%	Money Market		58,270.11		58,270.11		58,270.11
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								\$434,048.99

Community Foundation Funds

Hansen Funds 2,355

PTL Funds \$38,019.28

Private Donor 75.00

Pentwater Township Library Profit & Loss Budget Performance

April through August 2023

		41% of Budget	Aug 23	Apr - Aug 23	YTD Budget	\$ Over Budget	% of Budget
Income							
	101-402 · Property Tax		0.00	11,439.37	200,149.00	-188,709.63	6%
	101-655 · Fees and Fines		370.55	1,717.35	3,000.00	-1,282.65	57%
	101-674 · Private Contributions		150.00	4,600.24	2,600.00	2,000.24	177%
	101-679 · Miscellaneous Income		822.55	3,471.91	3,000.00	471.91	116%
	101.502 · Government Contribution		1,062.54	8,800.84	14,900.00	-6,099.16	59%
	Total Income		2,405.64	30,029.71	223,649.00	-193,619.29	13%
Gross Profit			2,405.64	30,029.71	223,649.00	-193,619.29	13%
Expense							
	101-702 · Salaries & Fringe Ben		17,258.81	80,612.22	195,000.00	-114,387.78	41%
	101-752 · Supplies & Postage		873.09	5,141.01	5,000.00	141.01	103%
	101-790 · Library Materials		1,669.31	12,042.57	31,500.00	-19,457.43	38%
	101-801 · Professional & Contract		1,242.96	5,249.42	20,000.00	-14,750.58	26%
	101-805 · Program Expense		-197.42	6,681.69	8,500.00	-1,818.31	79%
	101-824 · Bank & Credit Card Fees		4.25	44.34	200.00	-155.66	22%
	101-880 · Communications & Promo		693.57	1,201.15	2,500.00	-1,298.85	48%
	101-910 · Professional Development		1,044.00	1,594.46	4,800.00	-3,205.54	33%
	101-924 · Utilities & Maintenance		1,778.59	5,742.06	16,000.00	-10,257.94	36%
	101-937 · Insurance		0.00	0.00	5,500.00	-5,500.00	0%
	101-970 · Capital Outlay		0.00	0.00	8,900.00	-8,900.00	0%
	Total Expense		24,367.16	118,308.92	297,900.00	-179,591.08	40%
Net Income			-21,961.52	-88,279.21	-74,251.00	-14,028.21	

Pentwater Township Library
Profit & Loss Budget Performance
April through September 2023

	50% of Budget	Sep 23	Apr - Sep 23	YTD Budget	\$ Over Budget	% of Budget
Income						
101-402 · Property Tax		0.00	11,439.37	200,149.00	-188,709.63	6%
101-655 · Fees and Fines		407.25	2,124.60	3,000.00	-875.40	71%
101-674 · Private Contributions		140.00	4,740.24	2,600.00	2,140.24	182%
101-679 · Miscellaneous Income		3.59	3,475.50	3,000.00	475.50	116%
101.502 · Government Contribution		0.00	8,800.84	14,900.00	-6,099.16	59%
Total Income		550.84	30,580.55	223,649.00	-193,068.45	14%
Gross Profit		550.84	30,580.55	223,649.00	-193,068.45	14%
Expense						
101-702 · Salaries & Fringe Ben		17,004.16	97,616.38	195,000.00	-97,383.62	50%
101-752 · Supplies & Postage		573.64	5,714.65	5,000.00	714.65	114%
101-790 · Library Materials		1,704.93	13,400.43	31,500.00	-18,099.57	43%
101-801 · Professional & Contract		500.42	5,749.84	20,000.00	-14,250.16	29%
101-805 · Program Expense		810.80	7,492.49	8,500.00	-1,007.51	88%
101-824 · Bank & Credit Card Fees		14.58	58.92	200.00	-141.08	29%
101-880 · Communications & Promo		248.00	1,449.15	2,500.00	-1,050.85	58%
101-910 · Professional Development		284.27	1,878.73	4,800.00	-2,921.27	39%
101-924 · Utilities & Maintenance		682.34	6,424.40	16,000.00	-9,575.60	40%
101-937 · Insurance		0.00	0.00	5,500.00	-5,500.00	0%
101-970 · Capital Outlay		1,482.26	1,482.26	8,900.00	-7,417.74	17%
Total Expense		23,305.40	141,267.25	297,900.00	-156,632.75	47%
Net Income		-22,754.56	-110,686.70	-74,251.00	-36,435.70	

11.

Pentwater Township Library
Director's Report
October 2023

Recommendation—I would like to recommend to the Library Board of Trustees that we go ahead with a Headlee Override Millage request to the Township residents in August of 2024 to reset our millage rate to 1.0. The Headlee Override is a request to our Township voters to reset the millage rate back to the original amount of 1 mil. Our millage was voted on in perpetuity over 30 years ago. Because the prior Township Treasurer was unaware of the minor problem this caused the library, the situation was just ignored, as years went on tiny bits of our millage were reduced, we just lived with the results. As the millage dropped to .97 the board noticed that we were not being fully funded by this millage. We had a healthy fund balance. Several years ago, our Board Treasurer produced a plan to see how long that fund balance could survive if we did nothing or would be having to ask for additional millage. When the Township got a new Township Clerk, she noticed the problem and came to the board meeting to speak about the millage problem. She instructed us to ask for a Truth in Taxation Hearing and told us it would not change the millage but would help a bit. The board agreed and we got a little uptick in our millage funds. We have asked for a Truth in Taxation Hearing each year since and have been researching millages and District library status for several years. Now we must act. I believe that we should contact our attorney and have ballot language drawn up for a Headlee Override and follow the steps to get our millage rollback on the ballot in August of 2024. The ballot proposal must clearly state it's a renewal of a previously authorized millage that has been reduced to .813 due to Headlee rollback and reset the amount that Township residents voted for. We would only be asking for the amount to make the original 1 mil, so the amount would be .187 of a mil. If we win, we then have time to further educate ourselves on the process of becoming a District Library with time to consider all the necessary pros and cons. If we lose, we do more education for the public and try again in November of 2024. If we win, we will be doing well until we decide other courses of action. If we lose, we will know that we must make major changes to our operations and may need to reduce; hours, days open, reduce staff hours, and budgets.

Why do I recommend this now? We are not moving....forward or backward, we are staled waiting for others to do something when we have been studying our own problem for years. Let us decide and stick to it and accomplish something. If the millages fail, at least we know we have taken a step and go forward with the district.

This hasn't been an easy time, and I don't want to pretend that we have stalled because we haven't tried to work on this. We are stalled for good reason, and have learned so much, but complex decisions must be made.

August Notes:

Audit—The Audit was delayed several times during the summer months and got started near the end of August. The results were recently published, and Eric from Gabridge & Co. have reported back in Zoom meetings to both the Township and Village for their audit reports. The

Pentwater Township Library
Director's Report
October 2023

library audit is included with the Township's audit because of how the library is established in the Township, we will be billed for our share of the cost. We had a few journal entries to make for prepaids and all necessary journal entries have been updated.

Homecoming—We had an exceptionally good reaction to our balloon raising star backpacks and so many people loved it. Having a presence in the parade is important PR for the library.

September Notes

Adult Summer Reading Program—We had our largest Adult Summer Reading program with over 300 books read and 66 readers signed up. We had 12 weekly winners, we send out updates by email to the whole group of Reading Program participants, which gives them updates and reminders that they signed up for the program and lets them know that there are winners. We awarded three grand prizes. All prizes were well supported by our area merchants with gift cards and each prize was a theme related: One prize was an "Air Travel" package with sleeping mask, neck pillow, and blanket, another theme prize was "Hiking", with binoculars, water bottles and compass, the last prize was with "Road Trip" with cooler, travel mugs. Readers could put their name tickets in one or all three prize canisters after getting a BINGO. The three lucky prize winners were: Christ Wilcox, Nancy Beaty and Bob Carson.

Connected Nation—AT&T worked with all local libraries to help teach classes for new users of technology from email and basic information because of all the new user's access from cable being installed in rural areas that have never had access. The planning of this program was total chaos, but we made it work and used the time to train our staff with valuable information on cyber-security.

Staff Training

MCLS(Midwest Collaborative for Library Services)—Trainer Laura Warren-Gross provided training for our staff on Novelist, a program that works with LibraryAware and helps find element of novels that meet selected .We were also able to learn more about some of the other e-resources on MeL. Staff training is one of my highest concerns. Our staff needs to know how and where to send patrons for the information that they need, and e-resources are a huge part of that.

Continuing education—There are hundreds of self-paced learning opportunities that the Library of Michigan has deployed and has included an Archive. It is called Niche Academy, and it helps to train staff quickly and efficiently. We are using this with all staff, especially when we have down times. It helps them have gain knowledge and confidence. It also helps with current events.

Certification—There are four certified staff members now! Mary, Tammy, and Justin who got his training done this summer. The newest is Olivia who completed her training just a week ago.

Pentwater Township Library
Director's Report
October 2023

We are all certified with level three certification. We have two other staff members that will begin staff training in nine months. Most Class 1 libraries will only have one staff member certified which is needed to qualify for State Aid for the library. Training has changed because of Covid, libraries can do the self-paced program without the expense of travel. Having more staff certified shows the State that we are serious about training and have plans in place when emergency situations occur.

Friends—The Friends of the Pentwater Library 2.0 recently had a membership meeting. The meeting was to help update members about the things that have been accomplished in the last few months, including fundraising, events, and growing funds from membership.

MMLL Annual Meeting—Thomas Fladung, speaker from Hennes Communications, came to talk about how to handle "Social Media and Crisis Management in Public Library", such as a negative Facebook post and how to react. Their slogan is: "Because the Court of Public Opinion is Always in Session. He said the Winning approach is transparency and responsiveness...you can't wait this out and investigate with experts, you need a game plan ahead of time and you to speak out right away. Social media doesn't wait, it takes a life of its own and makes it difficult to recover. This speaker hit on so many important tips and steps for handling current library issues and events in our area.

October

Michigan Library Association Conference—The conference is in Kalamazoo this year at the Radisson. The hotel just contacted us to tell us that the parking deck is a major construction site along with the hotel, so I'm not sure why they picked this site, but the line up of sessions and speakers is very relevant for the three of us attending. Tammy, Justin and I will be attending for three days. This is the first MLA for Tammy and Justin, so they will be attending a session for first timers.

Staff Retirement—Our Library Clerk Lenee Anderson will be retiring the evening of October 31 after the Haunted Library. We will be having a Retirement Open House for her and invite the Staff, Board and Patrons on October 24 at 1p.m. The Halloween Haunted Library isn't how we wish to send her off to the world. She and her husband have purchased a home in the Grand Rapids area to be closer to family. They will be vacationing in the summers at their present home, so I'm sure we will be seeing them often in the summer months.

Respectfully Submitted,


Mary Barker, Director

Pentwater Township Library								
DIRECTOR'S REPORT -					1-Sep-23			
August Statistics								
CIRCULATION	2023	2022	%	ATTENDANCE	2023	2022	%	
FICTION	703	871	-19	ADULT PROGRAM	142	153	-7	
NON-FICTION	146	233	-37	TEEN PROGRAM	0	0	#DIV/0!	
LARGE PRINT FICTION	106	68	56	CHILDREN PROGRAM	20	29	-31	
LARGE PRINT NON-FICTION	5	4	25					
				TOTAL	162	182	-11	
TOTAL	960	1176	-18					
KIT GO BAGS	28	30		EVENING PATRONS	152	77	97	
KIT MOVIE NIGHT		52		TOTAL PATRONS	1767	1831	-3	
PERIODICALS	124	107	16					
PAPERBACKS	4	5	-20	NEW REGISTRATIONS				
AUDIO	27	24	13	ADULT	12	28	-57	
VIDEOS & DVDS	202	392	-48	CHILDREN	1	2	-50	
				ANNUAL	4	5	-20	
LIBBY E_Magazine	58	32	81					
LIBBY AUDIO	142	180	-21	TOTAL	17	35	-51	
LIBBY E-BOOKS	264	265	0					
MEL CAT LENT	119	122	-2	Total Deleted Items	295	854	-65	
MEL CAT BORROWED	111	151	-26					
HOOPLA E-BOOKS	79		#DIV/0!				#DIV/0!	
HOOPLA E-AUDIO	58		#DIV/0!	Multipurpose Room	15	8	88	
HOOPLA E-MOVIE/TV	4		#DIV/0!					
HOOPLA BINGE PASS	1		#DIV/0!	RE-REGISTRATIONS				
				ADULT	67	45	49	
TOTAL	1221	1360	-10	CHILDREN	1	0	#DIV/0!	
				TOTAL	68	45	-51	
J FICTION	112	129	-13					
J NON-FICTION	34	50	-32					
J EASY	201	262	-23	COPIES				
J PERIODICALS	0	0	#DIV/0!	BLACK	2374	2752	-14	
J VIDEOS & DVDS	58	142	-59	COLOR	2376	1336	78	
TOTAL	405	583	-31				#DIV/0!	
				FAX USAGE	68	38	79	
Y FICTION	35	45	-22				#DIV/0!	
Y NON-FICTION	25	27	-7					
				COMPUTER USAGE	220	145	52	
TOTAL	60	72	-17	WIRELESS USAGE	775	471	65	
GRAND TOTAL	2646	3191	-17					

MATERIALS BY DATE ADDED FY 2023-2024

Material Type	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	27	65	50	23	39								204
6 - Adult Non-fiction	23	18	9	8	12								70
7 - Audio Books	1	2	2	4	3								12
8 - Easy Read			1										1
9 - Hold Shelf													0
10 - Juvenile Audio													0
11 - Juvenile Easy	21	37	6	5	1								70
12 - Juvenile Fiction	12	18	1	3									34
13 - Juvenile Magazine	3	3	2	2	2								12
14 - Juvenile Non-fic	47	5	1	3									56
15 - Juvenile Video			1										1
16 - Juvenile Video Series													0
17 - Large Print Fiction		2	11	4	5								22
18 - Large Print Non-Fiction													0
19 - Magazine	39	38	28	21	28								154
24 - Paperback Fiction			1										1
25 - Reference													0
26 - Video Non-Fiction													0
27 - Video	2	50	8	3									63
28 - Video Series	1	1	4		3								9
29 - Young Adult Fiction	2				1								3
30 - Young Adult Magazine													0
31 - Young Adult Non-Fiction	2												2
50 - Launchpad													0
51 - Bookclubs													0
52 - Kit Go Bags													0
53 - Kit Movie Night													0
54 - Kit Fly Tying													0
55 - Computer													0
58 - Juvenile Vox Books				35									0
Total	180	239	125	76	94	0	0	0	0	0	0	0	714

Pentwater Township Library								
DIRECTOR'S REPORT -					10/1/2023			
September Statistics								
CIRCULATION	2023	2022	%	ATTENDANCE	2023	2022	%	
FICTION	483	506	-5	ADULT PROGRAM	35	26	35	
NON-FICTION	107	121	-12	TEEN PROGRAM	0	0	#DIV/0!	
LARGE PRINT FICTION	83	52	60	CHILDREN PROGRAM	4	0	#DIV/0!	
LARGE PRINT NON-FICTION	3	2	50	PASSIVE PROGRAM	62		#DIV/0!	
TOTAL	676	681	-1	TOTAL	101	26	288	
KIT GO BAGS	5	8		EVENING PATRONS	40	46	-13	
KIT MOVIE NIGHT	0	57		TOTAL PATRONS	955	98	874	
PERIODICALS	61	79	-23					
PAPERBACKS	0	2	-100	NEW REGISTRATIONS				
AUDIO	33	21	57	ADULT	11	10	10	
VIDEOS & DVDS	248	324	-23	CHILDREN	1	2	-50	
				SEASONAL	0	1	-100	
LIBBY E_Magazine	77	60						
LIBBY AUDIO	147	180	-18	TOTAL	12	13	-8	
LIBBY E-BOOKS	236	383	-38					
MEL CAT LENT	101	129	-22	Total Deleted Items	39	7	457	
MEL CAT BORROWED	85	157	-46					
HOOPLA E-BOOKS	88		#DIV/0!			0		
HOOPLA E-AUDIO	57		#DIV/0!	Multipurpose Room	23	11		
HOOPLA E-MOVIE/TV	4		#DIV/0!					
HOOPLA BINGE PASS	0		#DIV/0!	RE-REGISTRATIONS				
				ADULT	27	27	0	
TOTAL	1142	4784	-76	CHILDREN	3	0	#DIV/0!	
				TOTAL	30	27	11	
J FICTION	29	88	-67					
J NON-FICTION	7	42	-83					
J EASY	67	113	-41	COPIES				
J PERIODICALS	0	3	-100	BLACK	2073	1956	6	
J VIDEOS & DVDS	44	104	-58	COLOR	958	973	-2	
TOTAL	147	350	-58					#DIV/0!
				FAX USAGE	51	114	-55	
Y FICTION	52	16	225					#DIV/0!
Y NON-FICTION	1	5	-80					
				COMPUTER USAGE	115	98	17	
TOTAL	53	21	152	WIRELESS USAGE	450		#DIV/0!	
GRAND TOTAL	2018	5836	-65					

MATERIALS BY DATE ADDED FY 2023-2024

Material Type	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	27	65	50	23	39	28							232
6 - Adult Non-fiction	23	18	9	8	12	3							73
7 - Audio Books	1	2	2	4	3	6							18
8 - Easy Read			1										1
9 - Hold Shelf													0
10 - Juvenile Audio													0
11 - Juvenile Easy	21	37	6	5	1	7							77
12 - Juvenile Fiction	12	18	1	3		1							35
13 - Juvenile Magazine	3	3	2	2	2	3							15
14 - Juvenile Non-fic	47	5	1	3		2							58
15 - Juvenile Video			1			11							12
16 - Juvenile Video Series													0
17 - Large Print Fiction		2	11	4	5	7							29
18 - Large Print Non-Fiction						2							2
19 - Magazine	39	38	28	21	28	31							185
24 - Paperback Fiction			1										1
25 - Reference													0
26 - Video Non-Fiction													0
27 - Video	2	50	8	3		9							72
28 - Video Series	1	1	4		3	2							11
29 - Young Adult Fiction	2				1	22							25
30 - Young Adult Magazine													0
31 - Young Adult Non-Fiction	2												2
50 - Launchpad													0
51 - Bookclubs													0
52 - Kit Go Bags						1							1
53 - Kit Movie Night													0
54 - Kit Fly Tying													0
55 - Computer													0
58 - Juvenile Vox Books				35									35
Total	180	239	125	76	94	135	0	0	0	0	0	0	849

Pentwater Township Library
 DIRECTOR'S REPORT - Fiscal Year 2023-2024
 April 2023-September 2023

CIRCULATION	2023-2024	2022-2023	%	ATTENDANCE	2023-2024	2022-2023	%
FICTION	3463	3521	-2	ADULT PROGRAM	676	491	38
NON-FICTION	740	844	-12	TEEN PROGRAM	58	37	57
LARGE PRINT FICTION	472	272	74	CHILDREN PROGRAM	508	314	62
LARGE PRINT NON-FICTION	13	17	-24	PASSIVE PROGRAM	709		#DIV/0!
				TOTAL	1903	842	126
TOTAL	4688	4654	1				
KIT GO BAGS	70	130		EVENING PATRONS	563	393	43
KIT MOVIE NIGHT	31	316		TOTAL PATRONS	8586	7147	20
PERIODICALS	559	555	1				
PAPERBACKS	17	30	-43	NEW REGISTRATIONS			
AUDIO	164	172	-5	ADULT	87	121	-28
VIDEOS & DVDS	1452	2034	-29	CHILDREN	15	20	-25
				ANNUAL	7	13	-46
LIBBY E_Magazine	362	260					
LIBBY AUDIO	949	950	0	TOTAL	109	154	-29
LIBBY E-BOOKS	1520	1923	-21				
MEL CAT LENT	623	810	-23	Total Deleted Items	1058	1209	-12
MEL CAT BORROWED	621	733	-15				
HOOPLA E-BOOKS	441	0	#DIV/0!				
HOOPLA E-AUDIO	342	0	#DIV/0!	Multipurpose Room	121	110	10
HOOPLA E-MOVIE/TV	77	0	#DIV/0!				
HOOPLA BINGE PASS	5	0	#DIV/0!	RE-REGISTRATIONS			
				ADULT	152	187	-19
TOTAL	7233	11297	-36	CHILDREN	6	10	-40
				TOTAL	158	197	-20
J FICTION	686	791	-13				
J NON-FICTION	269	279	-4				
J EASY	1194	1331	-10	COPIES			
J PERIODICALS	1	5	-80	BLACK	14856	14586	2
J VIDEOS & DVDS	312	659	-53	COLOR	13154	9508	38
			#DIV/0!				
TOTAL	2462	3065	-20		0	0	#DIV/0!
				FAX USAGE	333	293	14
Y FICTION	233	170	37		0	0	#DIV/0!
Y NON-FICTION	45	51	-12				
				COMPUTER USAGE	894	691	29
TOTAL	278	221	26	WIRELESS USAGE	2375	1763	35
GRAND TOTAL	14661	19237	-24				

Pentwater Township Library By-Laws Succession Policy Suggested Revisions

The Pentwater Township (PTL) Board desires full inclusion and involvement of all Board Trustees (Trustees) in execution of the mission and by-laws of the organization. Therefore, the Trustees have identified a suggested succession of positions, combination of officer positions and committee presidents, that allow for diversified experience and contribution of all board members. Given all trustees must fulfill the following responsibilities as discussed in the Michigan Public Library Trustee Manual, opportunities for orientation and experience are key for success of all trustees:

- Attend all board meetings
- Participate at meetings
- Become a team player
- Support board decisions
- Advocate for the library
- Respect the role of the library director
- Support the library director

By allowing all trustees to serve in the major roles, the trustees may fulfill their responsibilities with balanced contributions from all trustees, sharing the duties required to make PTL a successful organization.

A recommended succession of roles would be:

- Board Secretary
- Board Treasurer
- Board Vice President (remove of Board)
- Board President (remove of Board)

For example, new trustees would be nominated to the board Secretary role during their first year as Trustee, moving through the other roles in approximate order above, depending on specific balance of new and existing trustees. The Board Nominating Committee would review the options for a complete slate of board roles, match trustees with rotating roles, and make recommendations to the full Board for approval per Board Officer Policy in December.

It is intended/advised if possible that no one board member serves less than 2 consecutive years or more than three consecutive years in the position of Treasurer or President.

Capital Projects 2023-2025

Outside Projects:

- 1.) Upgrade and fix outside building lights and electrical outlets.
- 2.) Move drop box on to a cement pad and install bollards to allow for drive-up use.

Landscape:

- 1.) Yard maintenance —remove overgrown scrubs, trim trees and scrubs.
- 2.) Create Patio picnic areas.
- 3.) Repair or add drains at edge of sidewalk and driveway.
- 4.) Purchase universal access table.
- 5.) Add a Library Sign

Inside:

- 1.) Inside Lighting/ceiling project:
 - a. Install LED lights in library with attractive accent lighting over tables and seating area.
 - b. Replace canned lights with LED
 - c. Remove drop ceiling and replace, so lighting fixtures line up with shelving, seating and luminate area to avoid dark zones.
- 2.) Emergency door—upgrade with push bar for emergencies

Pentwater Township Library

To: Pentwater Township Library Board of Trustees
From: Mary Barker, Director
Date: October 17, 2023
RE: Budget Amendment

We have received several grants during this fiscal year and need to add them to the appropriate Line Item in both Income and Expenses. The grants are from the Community Foundation's Hansen Grant for \$2,650, the Shelby Optimist Club for \$1,500 and the Lori and James Haskel Art donation of \$300 for a total of \$4,550.00.

All funds will be recorded in Line Item 670 Grants and 805 Program Expenses if passed by the Board of Trustees.

Pentwater Township Library

To: Pentwater Township Library Board of Trustees
From: Mary Barker, Director
Date: October 17, 2023
RE: Budget Amendment

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All funds will be recorded in Line Item 670 Grants and 805 Program Expenses if passed by the Board of Trustees.



Rec Report – November 2023

Rec Program

Girls Basketball is underway. Practices started towards the end of October with games beginning the first Saturday in November. The season will go until December 16th. We look forward to the new opportunity to play against Hart and Shelby. Pentwater will host home games on November 11th and December 16th.

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: \$306.75

Can Drive Totals Since 2020: \$5418.20

2023-2024 Rec Donations: \$1425.00

5 Year Parks and Rec Plan

The Parks and Rec Board had their first meeting on October 17th. The 2019-2024 Plan was distributed with the main focus of introducing new members to the Board and developing a timeline of our responsibilities. Each entity was tasked with evaluating their Goals and Action Plans before the next scheduled meeting. The Board plans to meet again in November at an undetermined date at this time.

Thank you,

Katie Anderson

**Katie Anderson
Rec Director**

Pentwater Township
Deputy Supervisor, Zoning Administrator and Ordinance Enforcement Officer
Monthly Report – November 2, 2023

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

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

- Painted the Sanitary Sewer shed with primer.
- Finalized the Sanitary Sewer System Evaluation, with F&V and attorney Mark Nettleton;
- 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 held a special meeting with the Planning Commission for the Village of Pentwater on October 3, 2023 to accept public comment on the draft (version 9) of the Pentwater Community Master Plan. The Planning Commission also met for their regularly scheduled meeting on October 10, 2023 to discuss the following:

- Hold a public hearing and discuss a proposed change in the Zoning Map from C-1 General Commercial to R-2, Single Family Residential, Parcel ID No. 64-001-400-022-05. Approximately 1.14 acres, 5176 W. Monroe Road, north and west of Treasure Island Drive. The Planning Commission voted unanimously to recommend the Township Board approve the request. At this time, a request for Township Board consideration of the proposed change is on hold at the request of the applicant.
- Public comments received from the Master Plan public hearing on October 3, 2023.

Zoning Board of Appeals - The Zoning Board of Appeals did not meet in October, 2023.

Zoning Permits – The following Zoning Permits were issued in October, 2023:

1. ZP 3458 was issued to Kevin Szeszulski for a 20 ft. x. 20 detached accessory building for a well / pump house and new well at the Station Apartments (former Main Event) at 9523 N. Bus. Rt. US 31.
2. ZP 3459 was issued to Kevin Szeszulski for a 10 ft. x 20 ft. detached accessory building and fence at the Station Apartments (former Main Event) at 9523 N. Bus. Rt. US 31.
3. ZP 3460 was issued to Michael Vanderplow for a swimming pool and fence at 5166 W. Lake View Drive.

4. ZP 3461 was issued to Robert Matulis to move an existing accessory building off of the property and to construct a new 26 ft. x 40 ft. detached accessory building at 6275 W. Longbridge Rd.
5. ZP 3462 was issued to West Michigan Restoration for the installation of 120 linear feet of 4 ft. tall fence at 5251 Lake Breeze Dr.
6. ZP 3463 was issued to Debra Flood to install a 20 ft. x 24 ft. detached accessory building at 5445 Ridge Rd., relocated from 6275 W. Longbridge Rd.
7. ZP 3464 was issued to Alan Van Duinen to construct a new 2044 sq. ft. ranch house with attached garage and open front porch at 7095 Crescent Drive in the Madison Ridge PUD.

Other Comments

I met with Chris Brown and Kate Anderson from the Village of Pentwater to discuss the draft master plan. Subsequently, I met with Kate Anderson and the joint Master Plan Committee on October 19 to discuss changes to the Master Plan draft suggested by Chris Brown, Village Manager and from feedback during the public hearing. Following the joint Master Plan Committee meeting the Future Land Use Map corrections were made by F&V and I reviewed the revisions and made suggestions for corrections to Version #10 of the draft Master Plan. I am hoping that those changes will produce a new draft soon, and that the Planning Commission will hold a special meeting in November to approve the draft and send it to the Township Board for final approval in December 2023. The joint Master Plan Committee met on Meeting. Review of V10 of the MP draft. Editing of FLUP.

Sincerely,

Keith J. Edwards

Pentwater Township

Deputy Supervisor, Zoning Administrator & Ordinance Enforcement Officer

PENTWATER TOWNSHIP
CEMETERY MONTHLY REPORT

MONTH OF: November 2023

NUMBER OF BURIALS:

Traditional: 1
Cremains: 2
Columbarium: 1

NUMBER OF FOUNDATIONS SET: 0

NUMBER OF GRAVESITES SOLD:

Cremains: 0
Traditional: 0
Columbarium: 2

TOTAL MONTHLY INCOME: \$1,420
TOTAL MONTHLY EXPENSES: \$6,254

Submitted By: Maureen Murphy

Date:

PENTWATER TOWNSHIP
TRANSFER SITE MONTHLY REPORT

TRANSFER SITE
VISITORS

Month/Year: OCTOBER 2023

VILLAGE = 94

Total Number of Visitors: 283

TOWNSHIP = 115

WEARE = 20

Total Fees Rec'd: 733 00

Trash Visitors: 49

Recycling Visitors: 69

Trash/Recycling Visitors: 34

FREE DAY VISITORS: 131

Yard Waste Visitors – Village: 143

Yard Waste Visitors – Township: 56

Yard Waste Visitors – Weare: 4

Submitted By: Bob Miller

Date: 10/30/23

**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 8th day of November 2023, at 6:00 p.m. Local Time.

PRESENT: Cavazos, Murphy, Douglas, Holub, Flynn

ABSENT: None

The following preamble and resolution were offered by Member Cavazos and seconded by Member Holub:

RESOLUTION NO. 2023-18

**RESOLUTION TO RESCIND THE APRIL 8, 2009
LATE REAL PROPERTY TAX PENALTY FEE RESOLUTION**

WHEREAS, The Township of Pentwater, Oceana County, Michigan is responsible for assessing ad valorem property taxes levies, and handling review and appeal matters arising there from, and,

WHEREAS, PA 206 of 1893, MCL 211.44(3), provides for imposition of a late fee penalty charge equal to 3% of the tax on all real property taxes paid after February 14 and before March 1, and,

WHEREAS, it is the desire of this Township Board to remove these penalties as to it too time consuming, costly, and virtually impossible to collect within the allotted timeframe, and,

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

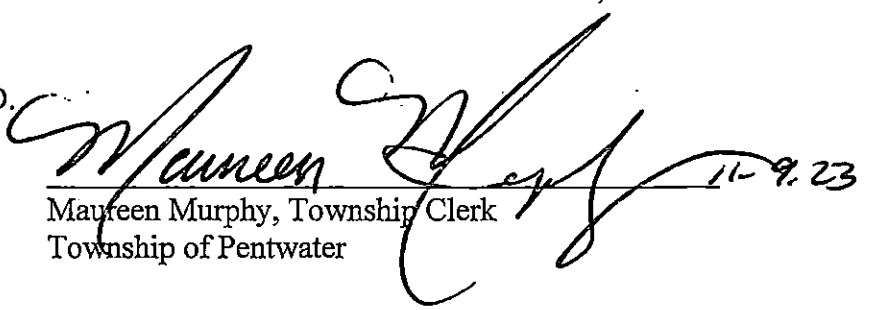
1. The Township Board does hereby rescind the resolution (dated April 8, 2009) authorizing a late penalty charge equal to 3 % of the tax on all real property taxes paid after February 14th and before March 1st.

AYES: Members: Cavazos, Murphy, Douglas, Holub, Flynn

NAYS: Members: None

ABSTAIN: Members: None

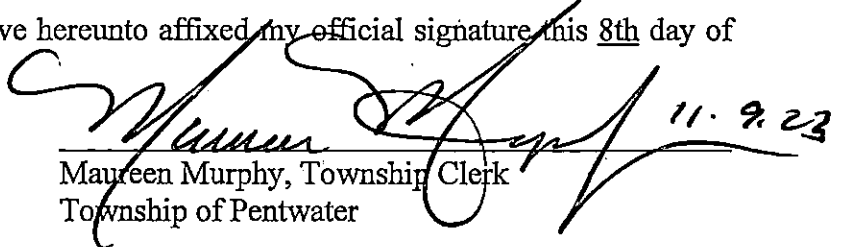
RESOLUTION DECLARED ADOPTED.

 11-9-23
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 (the "Township"), do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board of the Township at a rescheduled regular meeting held on the 8th day of November 2023, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, being Act No: 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 8th day of November, 2023.

 11-9-23
Maureen Murphy, Township Clerk
Township of Pentwater

2010 Permitting 09-8-4

April 8, 2009

Motion for a Resolution by B. Burke support by C. Smith to apply to the property tax levy that shall become a lien in 2009 or any year thereafter and this resolution shall continue in full force and effect unless revoked or rescinded by Resolution of Pentwater Township.

WHEREAS, The Township of Pentwater, Oceana County, Michigan is responsible for assessing ad valorem property taxes levies, and handling review and appeal matters arising there from, and

WHEREAS, PA 206 of 1893, MCL 211.44(3), provides for imposition of a late fee penalty charge equal to 3% of the tax on all taxes paid after February 14, and before March 1, and,

WHEREAS, it is the desire of this Township Board to encourage the timely payment of taxes.

NOW THEREFORE, BE IT HEREBY RESOLVED: by the Township Board of Pentwater Township that: The Township Board does hereby approve and authorize the imposition of a late penalty charge equal to 3 % of the tax on all taxes paid after February 14 and before March 1.

This Resolution shall apply to the property tax levy that shall become a lien in 2009 or any year thereafter and this resolution shall continue in full force and effect unless and revoke or rescinded by resolution of Pentwater Township Board.

Roll Call Vote. All Ayes. Resolution Adopted

RESCINDED
PER RESOLUTION
2023-18 # BOARD
APPROVED 11/8/23