



PENTWATER TOWNSHIP BOARD

AGENDA PACKET

REGULAR BOARD MEETING

December 13, 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**

December 13, 2023 at 6:00 p.m.  
Pentwater Community Hall  
500 N. Hancock Street, Pentwater, MI 49449

Join Zoom Meeting

<https://us02web.zoom.us/j/81957243899?pwd=dmJCekc2SStXM1JZUkxKaG5ZRTd3UT09>

Meeting ID: 819 5724 3899

Passcode: 974998

**AGENDA**

1. Call to Order
2. Roll Call
3. Consent Agenda – Review & Action
  - a. Minutes of November 8 & November 15, 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: Approval of Next Year's Holiday Schedule
- b. Review & Action: Resolution Approving 2024 Board Meeting Dates
- c. Review & Action: Recommended Township Road Improvements for 2024
- d. Review & Action: Q3 Budget Amendments
- e. Review & Action: Annual Property & Liability Insurance Proposal
- f. Review & Action: Resolution to adopt Master Plan
- g. Review & Action: Resolution – Michigan Coastal Management Program Grant
- h. Discussion: Fleis & Vandenbrink Sewer System Report

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 Board's 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 49448 (231) 889-6231 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 December 13, 2023

- Prior Meeting Minutes:
  - Township Regular Board Meeting – November 8 & 15, 2023
- Correspondence:
  - None
- Financial Reports 4/1/23 thru 11/30/23
- Claims/Bills for the period 11/03/23 – 12/13/23 (\*) as follows (incl. payroll):
  - Township - \$49,172.91 (Includes Road Fund)
  - Cemetery - \$8,853.08
  - Fire - \$8,407.28
  - Sewer – \$7,378.34

\*Additional bills were paid between November 3 & the November 8<sup>th</sup> Board Meeting. These were not available to be captured in the November Board Meeting packet, but are included in the Claims/Bills reports for this December Board Meeting.

<p>PENTWATER TOWNSHIP BOARD  PENTWATER COMMUNITY HALL  500 N. HANCOCK STREET, PENTWATER, MI 49449  <b>Draft Minutes</b>  8 November 2023  ZOOM Available for Audience</p>	
<p>Supervisor Cavazos called the Regular Board Meeting to order at 6:01 PM</p> <p><b>Members Present:</b> Cavazos, Douglas, Flynn, Holub, Murphy</p> <p><b>Members Absent:</b> None</p> <p><b>Staff Present:</b> Glenn Beavis - Deputy Clerk</p> <p><b>Others Present:</b> Al Brosky, Rick Cluchey, Tom Roose, Paula DeGregorio, Carrie &amp; Bill Roberts, Ron Christians, Dean Gustafson</p> <p><b>Present via Zoom:</b> Amy LaBarge, Dave Spitler, Ross Feltes</p>	<p><b>CALL TO ORDER</b></p> <p><b>ROLL CALL</b></p>
<p>Moved by Flynn and seconded by Douglas to accept the Consent Agenda with revision to prior meeting minutes as follows:</p> <ul style="list-style-type: none"> <li>• Prior Meeting Minutes (October 11, 2023)</li> <li>• Correspondence: None</li> <li>• Budget Reports:</li> <li>• 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"> <li>○ Township - \$38,698 (includes any Road Fund payroll)</li> <li>○ Cemetery - \$2,974</li> <li>○ Fire - \$7,675</li> <li>○ Road – \$118,200</li> <li>○ Sewer - \$6,689</li> </ul> </li> </ul> <p>Roll call vote:  Yes: Cavazos, Flynn, Holub, Douglas, Murphy  No: None  Motion Carries</p>	<p><b>CONSENT AGENDA - Review &amp; Action</b></p>
<p>Moved by Douglas and seconded by Holub to accept the meeting agenda with revision to remove New Business agenda items a &amp; c.</p> <p>Roll call vote:  Yes: Cavazos, Flynn, Holub, Douglas, Murphy  No: None  Motion Carried</p>	<p><b>MEETING AGENDA</b></p>
<ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>PUBLIC COMMENTS</b></p>
<p>Supervisor Cavazos communicated the following:</p> <ol style="list-style-type: none"> <li>1. Pentwater Township did receive the Risk Reduction PAR Grant that we applied for in September.</li> </ol>	

<ul style="list-style-type: none"> <li>• The amount of the grant was \$2,642.00 to cover the cost 3 Flammable Lockers from ULINE.</li> <li>• One locker is located in the storage area below the Township Office.</li> <li>• Two lockers are located in the storage garages at the Pentwater Township Cemetery.</li> </ul> <p>2. The Township will be closing on the vacant lot that was sold to Danielle and John Nelson on 56<sup>th</sup> Avenue. The Nelson's purchased the lot for \$17, 654.32. NOTE: The Nelson's do own adjacent property to this lot.</p> <p>3. Parking Lot – Pentwater Township Office</p> <ul style="list-style-type: none"> <li>• Striping of the Township Parking lot was completed by Lakeshore PLM out of Muskegon.</li> <li>• Size of the Parking Lot – determined the # of spaces available.</li> </ul> <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>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 front of the building near the generator.</p>	
<p>Clerk Murphy communicated the following:</p> <p><b>Elections</b></p> <ul style="list-style-type: none"> <li>• On October 18<sup>th</sup> 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.</li> <li>• 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.</li> <li>• We received our Thru-Wall Ballot Box . We plan on installing it on the left side of front door &amp; will need to hire a contractor for that work.</li> </ul>	<p><b>CLERK'S REPORT</b></p>

- 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 2<sup>nd</sup>.

**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 8 separate payrolls, and 8 separate accounts payable a month. If could pool the Sewer and the Cemetery with the General fund, it would cut this number to 4 payrolls and 4 accounts payable. Payroll and accounts payable could be further reduced to 2 activities per month if a plan can be worked out 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 separate fund.
- 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

<p>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.</p> <p>Respectfully Submitted,</p> <hr/> <p>Maureen Murphy Clerk, Pentwater Township</p>	
<p>Treasure Douglas presented her bank balance summary. She also read the following in response to public comments made at our October Board meeting:</p> <p>“During last month's public comments, we had the pleasure of listening to Chris Brown, village manager, express some concerns. I'd like to take a moment to address some of these concerns, even though his comments were consistently unclear and inaccurate.</p> <p>Firstly, it appears that Chris mentioned a loan from the general fund to our sewer account for maintenance and upkeep of the sewer system which came under our care on April 1st. Indeed, we did approve a loan amounting to \$125,000 from the general fund to the sewer account to cover expenses associated with the maintenance and repair of the sewer system. Furthermore, we agreed to a 2.5% interest rate and established a clear and timely repayment plan.</p> <p>The reason this loan was necessary is due to the village's failure to provide the funds it had initially committed to. The village handed over a system that had not been adequately maintained, and their manager made a last-minute decision to, instead, retain the funds that were intended for these purposes. These funds were contributed by homeowners <i>within</i> the sewer system <i>for</i> the sewer system. Therefore, any suggestion that village residents are now shouldering the burden for a system they don't use is unfounded.</p> <p>If such a situation were to arise, it would be a <i>direct result</i> of the village's failure to fulfill its agreement, for which the responsibility falls on <i>both</i> the village and its manager.</p> <p>Secondly, Chris mentioned a \$5,000 raise. I can only assume he was alluding to the \$3,000 increase in my compensation, which I received for taking on the <i>additional</i> and <i>non-statutory</i> responsibility of billing and collecting for the above-mentioned sewer system.”</p>	<p><b>TREASURER'S REPORT</b></p>
<p>The following reports were received and placed on file:</p> <ul style="list-style-type: none"> <li>• Library</li> <li>• Recreation</li> </ul>	<p><b>OTHER DEPARTMENTAL REPORTS</b> Library, Fire Department Recreation and Assessor</p>
<p>The following Staff reports were received and placed on file:</p>	<p><b>STAFF REPORTS</b></p>



<ul style="list-style-type: none"> <li>• Deputy Supervisor, Zoning Administrator &amp; Ordinance Enforcement Officer</li> <li>• Transfer Station</li> <li>• Cemetery</li> </ul>	<b>Zoning, Assessing, Cemetery, Transfer Station</b>
<b>Unfinished Business:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	<b>UNFINISHED BUSINESS</b>
<b>New Business:</b> <p>Treasurer Douglas commented that collection of a late fee penalty equal to 3% of the tax on real property during the period from February 15 and before March 1<sup>st</sup> is “too time consuming, costly, and virtually impossible to collect within the allotted timeframe” and urged the Board to rescind a prior resolution written and approved back in 2009 which authorized such fee penalties.</p> <p>Motion by Cavazos, seconded by Holub to approve Resolution 2023-18 which rescinds the prior (un-numbered) 2009 resolution which called for a 3% late fee for taxes paid after February 14<sup>th</sup> and before March 1<sup>st</sup>.</p> <p>Roll call vote:  Yes: Holub, Flynn, Cavazos, Douglas, Murphy  No: None  Motion: Carries</p>	<b>NEW BUSINESS a) RESOLUTION 2023-18 Property Tax Late Fees</b>
<p>Ron Christians had questions pertaining to absentee voters and post-season burials at the Township Cemetery. Amy LaBarge also had questions pertaining to absentee voting.</p>	<b>PUBLIC COMMENTS</b>
<ul style="list-style-type: none"> <li>• None</li> </ul>	<b>OTHER ITEMS from BOARD MEMBERS</b>
<p>Moved by Douglas, seconded by Flynn to adjourn the meeting at 6:40 PM. Motion carried.</p>	<b>ADJOURNMENT</b>
<p>_____</p> <p>Maureen Murphy, Township Clerk</p>	<p>_____</p> <p>Date</p> <p><b>Prepared by Deputy Clerk Glenn Beavis</b></p>

**Pentwater Township Board**

**Special Board Meeting**

**November 15, 2023 at 1:00 PM**

**500 N. Hancock St., Pentwater Michigan 49449**

**Draft Minutes**

The Special meeting of the Pentwater Township Board was called to order at 1:05PM on November 14, 2023 at the Township Building at 500 N. Hancock St. in Pentwater, Michigan.

(2) Roll was called. Present at the meeting was: Lynne Cavazos, Supervisor; Heather Douglas, Treasurer; Mike Flynn, Trustee; Dean Holub, Trustee.

(3) Review and Action:

Motion by Douglas, second by Holub to approve the meeting agenda as presented.

Voice Vote: Ayes: 4 Nays: 0

(4) No Public Comment

(5) New Business:

(a) Review and Action: Resolution to Authorize the Conveyance of Surplus Township Real Property and Matters Related there to (Parcel Number: 64-044-560-076-00).

Motion by Holub, second by Douglas to approve RESOLUTION No. 2023-19

Voice Vote: Ayes – 4 (Cavazos, Douglas, Flynn, Holub) Nays: 0

(6) No Public Comment

(7) Adjournment:

Motion by Flynn, second by Douglas to adjourn the meeting at 1:10 PM.

Voice Vote: Ayes 4 (Cavazos, Douglas, Flynn, Holub) Nays: 0

Minutes Recorded by: Lynne Cavazos, Supervisor

PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2023	MONTH 11/30/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
<b>Fund 101 - GENERAL FUND</b>						
<b>Dept 000</b>						
101-000-401.000	FROM PREV YEAR-END	98,387.23	0.00	0.00	98,387.23	0.00
101-000-402.000	CURRENT REAL PROPERTY	299,244.00	0.00	0.00	299,244.00	0.00
101-000-405.000	TAX ADMINISTRATION FEE	60,700.00	30,227.69	392.22	30,472.31	49.80
101-000-405.001	ADMIN FEE LAND BANK	0.00	0.25	0.00	(0.25)	100.00
101-000-406.000	DELINQUENT TAX ADMIN FEE	0.00	0.00	0.00	0.00	0.00
101-000-411.000	DELINQUENT REAL PROP TAX	0.00	13,219.51	0.00	(13,219.51)	100.00
101-000-429.000	COMM FOREST TAX	20.00	65.46	0.00	(45.46)	327.30
101-000-432.000	STATE PMT IN LIEU OF TAX (PILT)	3,300.00	0.00	0.00	3,300.00	0.00
101-000-434.000	TRAILER PARK TAX	200.00	0.00	0.00	200.00	0.00
101-000-442.000	HOMESTEAD DENIALS	0.00	234.20	0.00	(234.20)	100.00
101-000-445.000	PENALTY & INTEREST TAXES	100.00	0.00	0.00	100.00	0.00
101-000-477.000	FRANCHISE FEES (CHARTER COMM)	8,000.00	6,259.30	0.00	1,740.70	78.24
101-000-479.000	ZONING PERMIT FEES	2,000.00	1,140.00	240.00	860.00	57.00
101-000-481.000	PLANNING COMMISSION REVIEW FEES	1,050.00	525.00	0.00	525.00	50.00
101-000-546.000	METRO ACT	3,900.00	3,215.62	0.00	684.38	82.45
101-000-549.000	STATE GRANT ELECTION REIMB	4,900.00	0.00	0.00	4,900.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	886.39	0.00	(886.39)	100.00
101-000-574.000	STATE SHARED REVENUE	56,100.00	53,762.00	0.00	2,338.00	95.83
101-000-602.000	COPY FEES	0.00	73.50	0.00	(73.50)	100.00
101-000-603.000	ZBA FEES	1,600.00	800.00	0.00	800.00	50.00
101-000-607.000	ZONING - LAND DIV REVIEW FEES	0.00	0.00	0.00	0.00	0.00
101-000-607.001	ZONING - PC REVIEW FEES	0.00	0.00	0.00	0.00	0.00
101-000-607.002	ZONING - ZBA REVIEW FEES	0.00	0.00	0.00	0.00	0.00
101-000-607.003	ZONING - TWP BOARD REVIEW FEES	0.00	0.00	0.00	0.00	0.00
101-000-628.000	TRANSFER SITE FEES	11,200.00	11,535.00	0.00	(335.00)	102.99
101-000-664.000	INTEREST INCOME	300.00	14,315.10	0.00	(14,015.10)	4,771.70
101-000-672.000	OTHER REVENUE	1,400.00	142.58	0.00	1,257.42	10.18
101-000-672.001	VENDOR REFUNDS	0.00	0.00	0.00	0.00	0.00
101-000-686.000	MISCELLANEOUS	4,500.00	21,807.96	17,054.32	(17,307.96)	484.62
101-000-699.000	TRANSFER IN	0.00	0.00	0.00	0.00	0.00
<b>Net - Dept 000</b>		<b>556,901.23</b>	<b>158,209.56</b>	<b>17,686.54</b>	<b>398,691.67</b>	
<b>Dept 101 - TOWNSHIP BOARD</b>						
101-101-702.000	SALARIES & WAGES	3,307.50	1,741.06	268.84	1,566.44	52.64
101-101-705.000	EMPLOYER FICA CONTRIB	253.02	133.18	20.57	119.84	52.64
101-101-999.000	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
<b>Net - Dept 101 - TOWNSHIP BOARD</b>		<b>(3,560.52)</b>	<b>(1,874.24)</b>	<b>(289.41)</b>	<b>(1,686.28)</b>	
<b>Dept 171 - SUPERVISOR</b>						
101-171-702.000	SALARIES & WAGES	35,653.80	23,769.28	2,971.16	11,884.52	66.67
101-171-702.001	DEPUTY WAGES	9,178.03	8,926.51	0.00	251.52	97.26
101-171-705.000	EMPLOYER FICA CONTRIB	3,429.63	2,501.25	227.31	928.38	72.93
101-171-727.000	TWP SUPERVISOR OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
101-171-815.000	EDUCATION/TRAINING	0.00	0.00	0.00	0.00	0.00
101-171-910.000	EDUCATION/TRAINING	800.00	100.00	0.00	700.00	12.50
101-171-913.000	TRAVEL	600.00	596.93	0.00	3.07	99.49
101-171-955.000	MISCELLANEOUS	0.00	37.50	0.00	(37.50)	100.00
<b>Net - Dept 171 - SUPERVISOR</b>		<b>(49,661.46)</b>	<b>(35,931.47)</b>	<b>(3,198.47)</b>	<b>(13,729.99)</b>	
<b>Dept 215 - CLERK</b>						

PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	NORMAL	11/30/2023 (ABNORMAL)	MONTH 11/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
<b>Fund 101 - GENERAL FUND</b>							
101-215-702.000	SALARIES & WAGES	35,653.80		23,769.28	2,971.16	11,884.52	66.67
101-215-702.001	DEPUTY WAGES	26,773.95		18,123.73	2,150.00	8,650.22	67.69
101-215-705.000	EMPLOYER FICA CONTRIB	4,775.72		3,334.60	396.73	1,441.12	69.82
101-215-707.000	PAID TIME OFF	0.00		245.14	0.00	(245.14)	100.00
101-215-712.000	RECORDING SECRETARY	0.00		0.00	0.00	0.00	0.00
101-215-727.000	TWP CLERK OFFICE SUPPLIES	0.00		183.53	0.00	(183.53)	100.00
101-215-812.000	REC SECRETARY	500.00		451.42	64.93	48.58	90.28
101-215-815.000	EDUCATION/TRAINING	0.00		0.00	0.00	0.00	0.00
101-215-860.000	TRAVEL EXPENSES	0.00		13.20	0.00	(13.20)	100.00
101-215-910.000	EDUCATION/TRAINING	2,000.00		800.86	300.00	1,199.14	40.04
101-215-913.000	TRAVEL	3,000.00		1,877.21	35.37	1,122.79	62.57
101-215-955.000	MISCELLANEOUS	0.00		80.04	0.00	(80.04)	100.00
<b>Net - Dept 215 - CLERK</b>		<b>(72,703.47)</b>		<b>(48,879.01)</b>	<b>(5,918.19)</b>	<b>(23,824.46)</b>	
<b>Dept 247 - BOARD OF REVIEW</b>							
101-247-702.000	SALARIES & WAGES	1,102.50		268.42	0.00	834.08	24.35
101-247-705.000	EMPLOYER FICA CONTRIB	84.34		20.53	0.00	63.81	24.34
101-247-815.000	EDUCATION/TRAINING	0.00		0.00	0.00	0.00	0.00
101-247-860.000	TRAVEL EXPENSES	100.00		0.00	0.00	100.00	0.00
101-247-910.000	EDUCATION/TRAINING	125.00		0.00	0.00	125.00	0.00
101-247-955.000	MISCELLANEOUS	500.00		0.00	0.00	500.00	0.00
<b>Net - Dept 247 - BOARD OF REVIEW</b>		<b>(1,911.84)</b>		<b>(288.95)</b>	<b>0.00</b>	<b>(1,622.89)</b>	
<b>Dept 253 - TREASURER</b>							
101-253-702.000	SALARIES & WAGES	35,653.80		23,769.28	2,971.16	11,884.52	66.67
101-253-702.001	DEPUTY WAGES	12,377.40		7,871.30	1,010.00	4,506.10	63.59
101-253-705.000	EMPLOYER FICA CONTRIB	3,674.39		2,420.51	304.56	1,253.88	65.88
101-253-727.000	TWP TREASURER OFFICE SUPPLIES	0.00	100	77.97	0.00	(77.97)	100.00
101-253-752.000	SUPPLIES/EQUIPMENT	500.00		139.70	17.20	360.30	27.94
101-253-802.000	PROF SERV SOFTW	4,250.00		1,887.00	0.00	2,363.00	44.40
101-253-815.000	EDUCATION/TRAINING	0.00	670	670.00	0.00	(670.00)	100.00
101-253-851.000	POSTAGE	4,300.00		3,809.69	1,442.21	490.31	88.60
101-253-860.000	TRAVEL EXPENSES	0.00		478.61	222.30	(478.61)	100.00
101-253-910.000	EDUCATION/TRAINING	2,300.00	1,245	284.00	0.00	2,016.00	12.35
101-253-913.000	TRAVEL	2,000.00	255	2,250.60	333.26	(250.60)	112.53
101-253-955.000	MISCELLANEOUS	300.00	220	516.75	198.00	(216.75)	172.25
<b>Net - Dept 253 - TREASURER</b>		<b>(65,355.59)</b>		<b>(44,175.41)</b>	<b>(6,498.69)</b>	<b>(21,180.18)</b>	
<b>Dept 257 - ASSESSOR</b>							
101-257-702.000	SALARIES & WAGES	54,680.85		36,453.33	4,556.66	18,227.52	66.67
101-257-705.000	EMPLOYER FICA CONTRIB	4,183.09		2,788.67	348.58	1,394.42	66.67
101-257-802.001	PROF SERVICES - ATTY	2,000.00		992.00	0.00	1,008.00	49.60
101-257-804.000	PROF SER SOFTWA	2,135.00		3,630.00	0.00	(1,495.00)	170.02
101-257-851.000	POSTAGE	3,000.00		0.00	0.00	3,000.00	0.00
101-257-955.000	MISCELLANEOUS	0.00		37.50	0.00	(37.50)	100.00
<b>Net - Dept 257 - ASSESSOR</b>		<b>(65,998.94)</b>		<b>(43,901.50)</b>	<b>(4,905.24)</b>	<b>(22,097.44)</b>	
<b>Dept 262 - ELECTION</b>							
101-262-702.000	SALARIES & WAGES	8,268.75		0.00	0.00	8,268.75	0.00

User: SUPERVISOR

PERIOD ENDING 11/30/2023

DB: PENTWATER TWP

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
			11/30/2023	MONTH 11/30/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
<b>Fund 101 - GENERAL FUND</b>						
101-262-705.000	EMPLOYER FICA CONTRIB	632.56	0.00	0.00	632.56	0.00
101-262-752.000	SUPPLIES/EQUIPMENT	6,000.00	59.35	0.00	5,940.65	0.99
101-262-801.000	ELECT SERV VILL	4,900.00	0.00	0.00	4,900.00	0.00
101-262-802.000	ELECT OTHER CON	250.00	0.00	0.00	250.00	0.00
101-262-803.000	ELECTION SOURCE - CONTRACTUAL	0.00	0.00	0.00	0.00	0.00
101-262-815.000	EDUCATION/TRAINING	2,000.00	0.00	0.00	2,000.00	0.00
101-262-851.000	POSTAGE	4,000.00	0.00	0.00	4,000.00	0.00
101-262-860.000	TRAVEL EXPENSES	0.00	0.00	0.00	0.00	0.00
101-262-910.000	EDUCATION/TRAINING	2,000.00	0.00	0.00	2,000.00	0.00
101-262-913.000	TRAVEL	500.00	0.00	0.00	500.00	0.00
101-262-955.000	MISCELLANEOUS	1,750.00	37.17	0.00	1,712.83	2.12
<b>Net - Dept 262 - ELECTION</b>		<b>(30,301.31)</b>	<b>(96.52)</b>	<b>0.00</b>	<b>(30,204.79)</b>	
<b>Dept 265 - TOWNSHIP</b>						
101-265-705.000	EMPLOYER FICA CONTRIB	449.82	309.98	51.75	139.84	68.91
101-265-706.000	CUSTODIAL WAGES	5,880.00	4,051.96	676.40	1,828.04	68.91
101-265-727.000	TWP OFFICE SUPPLIES	0.00	716.86	129.95	(716.86)	100.00
101-265-752.000	SUPPLIES/EQUIPMENT	6,000.00	4,590.18	748.38	1,409.82	76.50
101-265-802.000	PROF SERV SOFTWARE	5,550.00	3,655.91	590.00	1,894.09	65.87
101-265-804.000	PROF SERV-ATTOR	10,000.00	7,205.88	505.50	2,794.12	72.06
101-265-805.000	PROF SERV-AUDIT	5,500.00	63.00	63.00	5,437.00	1.15
101-265-806.000	OTHER SERVICES	2,100.00	156.05	0.00	1,943.95	7.43
101-265-806.001	PROF SERV INFO	6,250.00	4,661.19	0.00	1,588.81	74.58
101-265-807.000	PROF SERV WEB	1,000.00	565.00	0.00	435.00	56.50
101-265-808.000	BUOYS	350.00	83.05	0.00	266.95	23.73
101-265-809.000	OTHER SERVICES	0.00	0.00	0.00	0.00	0.00
101-265-815.000	EDUCATION/TRAINING	0.00	0.00	0.00	0.00	0.00
101-265-828.000	BANK FEES	1,600.00	655.00	0.00	945.00	40.94
101-265-829.000	PERMITS	0.00	40.00	0.00	(40.00)	100.00
101-265-850.000	UTIL PH/INTERNE	4,000.00	2,427.78	303.67	1,572.22	60.69
101-265-851.000	POSTAGE	3,200.00	85.26	85.26	3,114.74	2.66
101-265-854.000	COPYING	1,700.00	2,825.96	0.00	(1,125.96)	166.23
101-265-855.000	OTHER SER/CHGS	2,400.00	1,797.33	154.00	602.67	74.89
101-265-860.000	TRAVEL EXPENSES	100.00	0.00	0.00	100.00	0.00
101-265-900.000	PRINT/PUBLISH	3,000.00	1,923.90	95.40	1,076.10	64.13
101-265-900.001	PRINT/PUB NOTIC	1,200.00	754.35	0.00	445.65	62.86
101-265-910.000	EDUCATION/TRAINING	1,000.00	0.00	0.00	1,000.00	0.00
101-265-913.000	TRAVEL	0.00	0.00	0.00	0.00	0.00
101-265-915.000	MEMBER/DUES	6,000.00	4,976.61	0.00	1,023.39	82.94
101-265-915.001	MEM/DUES MML	250.00	200.00	0.00	50.00	80.00
101-265-915.002	MEM/DUES OTHER	500.00	0.00	0.00	500.00	0.00
101-265-920.000	UTILITIES	7,400.00	3,769.09	329.29	3,630.91	50.93
101-265-930.000	REP/MAIN BRINE	0.00	0.00	0.00	0.00	0.00
101-265-931.000	REP/MAINT BUILDING	0.00	10,967.00	400.00	(10,967.00)	100.00
101-265-932.000	REP/MAIN MOW/SN	2,000.00	792.00	44.00	1,208.00	39.60
101-265-933.000	WEB	0.00	0.00	0.00	0.00	0.00
101-265-934.000	REP/MAIN CUSTOD	500.00	0.00	0.00	500.00	0.00
101-265-934.003	REP/MAIN MISC	4,600.00	275.00	0.00	4,325.00	5.98
101-265-935.000	INSURANCE/BONDS	10,050.00	0.00	0.00	10,050.00	0.00
101-265-937.000	WORK COMP	1,500.00	1,123.50	0.00	376.50	74.90
101-265-940.000	COPY MACH RENT	1,500.00	570.80	0.00	929.20	38.05
101-265-940.001	POST MACH RENT	500.00	170.52	0.00	329.48	34.10
101-265-941.000	CONTIGENCY	0.00	0.00	0.00	0.00	0.00
101-265-955.000	MISCELLANEOUS	5,000.00	51,918.35	0.00	(46,918.35)	1,038.37
101-265-970.000	CAP OUT-COMPUTE	2,500.00	0.00	0.00	2,500.00	0.00

+720

+40

+1,130

10,000

+47,000

PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	11/30/2023	MONTH 11/30/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
<b>Fund 101 - GENERAL FUND</b>						
101-265-970.002	CAP OUT-BLDG	1,000.00	0.00	0.00	1,000.00	0.00
101-265-970.003	CAP OUT OTHER	30,000.00	0.00	0.00	30,000.00	0.00
101-265-970.004	CAP OUT BLD REP	3,000.00	0.00	0.00	3,000.00	0.00
101-265-991.100	DEBT SERVICE	0.00	75,000.00	0.00	(75,000.00)	100.00
101-265-995.000	TRANSFERS OUT	6,200.00	0.00	0.00	6,200.00	0.00
<b>Net - Dept 265 - TOWNSHIP</b>		<b>(143,779.82)</b>	<b>(186,331.51)</b>	<b>(4,176.60)</b>	<b>42,551.69</b>	
<b>Dept 445 - DRAIN</b>						
101-445-875.000	AT LARGE DRAINAGE ASSESSMENT	0.00	0.00	0.00	0.00	0.00
<b>Net - Dept 445 - DRAIN</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Dept 526 - TRANSFER STATION</b>						
101-526-702.000	SALARIES & WAGES	14,120.40	11,542.00	637.12	2,578.40	81.74
101-526-705.000	EMPLOYER FICA CONTRIB	1,080.21	882.97	48.75	197.24	81.74
101-526-752.000	SUPPLIES/EQUIPMENT	300.00	268.15	208.15	31.85	89.38
101-526-802.000	CONTRACTUAL SER	1,000.00	0.00	0.00	1,000.00	0.00
101-526-900.000	PRINT/PUBLISH	500.00	0.00	0.00	500.00	0.00
101-526-934.000	REP/MAINT	1,000.00	6,465.00	0.00	(5,465.00)	646.50
101-526-940.000	RENTALS	21,000.00	23,558.19	3,135.30	(2,558.19)	112.18
101-526-940.001	EQUIP RENT/JONS	1,000.00	802.52	0.00	197.48	80.25
101-526-956.000	MISCELLANEOUS	600.00	38.38	0.00	561.62	6.40
101-526-964.000	REFUNDS	0.00	0.00	0.00	0.00	0.00
<b>Net - Dept 526 - TRANSFER STATION</b>		<b>(40,600.61)</b>	<b>(43,557.21)</b>	<b>(4,029.32)</b>	<b>2,956.60</b>	
<b>Dept 527 - SEWER-UTILITIES</b>						
101-527-802.000	CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
101-527-829.000	PERMITS	0.00	0.00	0.00	0.00	0.00
101-527-851.000	POSTAGE	0.00	0.00	0.00	0.00	0.00
101-527-920.000	UTILITIES	0.00	0.00	0.00	0.00	0.00
101-527-932.000	REPAIR/MAINT	0.00	0.00	0.00	0.00	0.00
101-527-955.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
101-527-970.000	SEW/LAND CAP OU	0.00	0.00	0.00	0.00	0.00
<b>Net - Dept 527 - SEWER-UTILITIES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Dept 597 - DOC/RECREATION/PLIB</b>						
101-597-802.000	CONT SER DOCK	1,000.00	700.00	350.00	300.00	70.00
101-597-804.000	CONT SERV REC	7,500.00	7,500.00	0.00	0.00	100.00
101-597-804.100	PARK PLACE	7,500.00	7,500.00	0.00	0.00	100.00
101-597-804.200	NORTHEND PARK	0.00	0.00	0.00	0.00	0.00
101-597-805.000	CONT SERV PLIB	6,000.00	6,350.00	0.00	(350.00)	105.83
101-597-934.000	REP/MAIN BOAT	5,000.00	5,497.29	0.00	(497.29)	109.95
101-597-955.000	MISCELLANEOUS	1,000.00	350.00	150.00	650.00	35.00
<b>Net - Dept 597 - DOC/RECREATION/PLIB</b>		<b>(28,000.00)</b>	<b>(27,897.29)</b>	<b>(500.00)</b>	<b>(102.71)</b>	
<b>Dept 701 - PLANNING COMMISSION</b>						
101-701-702.000	FROM	2,310.00	2,870.02	412.95	(560.02)	124.24
101-701-705.000	EMPLOYER FICA CONTRIB	176.72	219.53	31.58	(42.81)	124.22

*Handwritten notes:*  
 12,000  
 1,000.00  
 500.00  
 1,000.00  
 1,000.00  
 600.00  
 300  
 300  
 350  
 500  
 50

PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	NORMAL	11/30/2023 (ABNORMAL)	MONTH 11/30/2023 INCREASE (DECREASE)	BALANCE NORMAL--(ABNORMAL)	
<b>Fund 101 - GENERAL FUND</b>							
101-701-802.000	PROF SERV ATTORNEY	1,000.00		1,852.50	0.00	(852.50)	185.25
101-701-804.000	PROF SERV CONSULTANT	500.00		0.00	0.00	500.00	0.00
101-701-805.000	MASTER PLAN UPDATE	3,000.00		812.55	0.00	2,187.45	27.09
101-701-812.000	RECORDING SECRETARY	375.00		0.00	0.00	375.00	0.00
101-701-815.000	EDUCATION/TRAINING	0.00		0.00	0.00	0.00	0.00
101-701-851.000	POSTAGE	0.00		0.00	0.00	0.00	0.00
101-701-860.000	TRAVEL EXPENSES	0.00		0.00	0.00	0.00	0.00
101-701-900.000	NEWSPAPER PUBLICATIONS	500.00		652.00	0.00	(152.00)	130.40
101-701-910.000	EDUCATION/TRAINING	100.00		0.00	0.00	100.00	0.00
101-701-913.000	TRAVEL/EXPENSES	100.00		0.00	0.00	100.00	0.00
101-701-955.000	MISCELLANEOUS	0.00		0.00	0.00	0.00	0.00
101-701-964.000	REFUNDS	100.00		0.00	0.00	100.00	0.00
<b>Net - Dept 701 - PLANNING COMMISSION</b>		<b>(8,161.72)</b>		<b>(6,406.60)</b>	<b>(444.53)</b>	<b>(1,755.12)</b>	
<b>Dept 702 - ZONING ADMINISTRATION</b>							
101-702-005.000	ZBA FRINGES	0.00		0.00	0.00	0.00	0.00
101-702-702.000	SALARIES & WAGES	25,520.27		16,329.82	1,927.66	9,190.45	63.99
101-702-702.001	DEPUTY WAGES	0.00		0.00	0.00	0.00	0.00
101-702-703.000	HEARING OFFICER WAGES	210.00		0.00	0.00	210.00	0.00
101-702-705.000	EMPLOYER FICA CONTRIB	1,968.37		1,254.18	147.47	714.19	63.72
101-702-752.000	SUPPLIES/EQUIPMENT	30.00		0.00	0.00	30.00	0.00
101-702-802.000	PROF SERVICES	11,500.00		707.83	267.83	10,792.17	6.16
101-702-802.001	PROF SER ATTY	3,500.00		4,248.00	1,543.50	(748.00)	121.37
101-702-804.000	PROF SERV CONSU	0.00		0.00	0.00	0.00	0.00
101-702-812.000	REC SECRETARY	0.00		64.93	0.00	(64.93)	100.00
101-702-815.000	EDUCATION/TRAINING	0.00		0.00	0.00	0.00	0.00
101-702-860.000	TRAVEL EXPENSES	0.00		0.00	0.00	0.00	0.00
101-702-880.000	ADVERTISING-ZON	0.00		0.00	0.00	0.00	0.00
101-702-900.000	PRINT/PUBLISH	600.00		205.80	0.00	394.20	34.30
101-702-910.000	EDUCATION/TRAINING	150.00		0.00	0.00	150.00	0.00
101-702-913.000	TRAVEL	100.00		0.00	0.00	100.00	0.00
101-702-955.000	MISCELLANEOUS	0.00		37.50	0.00	(37.50)	100.00
101-702-964.000	REFUNDS	200.00		0.00	0.00	200.00	0.00
<b>Net - Dept 702 - ZONING ADMINISTRATION</b>		<b>(43,778.64)</b>		<b>(22,848.06)</b>	<b>(3,886.46)</b>	<b>(20,930.58)</b>	
<b>Dept 703 - ZONING BOARD OF APPEALS</b>							
101-703-702.000	SALARIES & WAGES	703.50		457.24	0.00	246.26	65.00
101-703-705.000	EMPLOYER FICA CONTRIB	53.82		34.98	0.00	18.84	64.99
101-703-802.000	PROF SERV ATTY	750.00		103.50	0.00	646.50	13.80
101-703-815.000	EDUCATION/TRAINING	0.00		0.00	0.00	0.00	0.00
101-703-860.000	TRAVEL EXPENSES	0.00		0.00	0.00	0.00	0.00
101-703-900.000	PRINT/PUBLISH	600.00		1,011.50	0.00	(411.50)	168.58
101-703-910.000	EDUCATION/TRAINING	450.00		450.00	0.00	0.00	100.00
101-703-913.000	TRAVEL	100.00		0.00	0.00	100.00	0.00
101-703-955.000	MISCELLANEOUS	30.00		95.00	0.00	(65.00)	316.67
101-703-964.000	REFUNDS	400.00		0.00	0.00	400.00	0.00
<b>Net - Dept 703 - ZONING BOARD OF APPEALS</b>		<b>(3,087.32)</b>		<b>(2,152.22)</b>	<b>0.00</b>	<b>(935.10)</b>	

788

User: SUPERVISOR

PERIOD ENDING 11/30/2023

DB: PENTWATER TWP

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2023	MONTH 11/30/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		556,901.23	158,209.56	17,686.54	398,691.67	28.41
TOTAL EXPENDITURES		556,901.24	464,339.99	33,846.91	92,561.25	83.38
NET OF REVENUES & EXPENDITURES		(0.01)	(306,130.43)	(16,160.37)	306,130.42	3,061.30



User: SUPERVISOR

PERIOD ENDING 11/30/2023

DB: PENTWATER TWP

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2023	MONTH 11/30/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
<b>Fund 204 - ROAD FUND</b>						
Dept 000						
204-000-402.000	CURRENT REAL PR	122,000.00	0.00	0.00	122,000.00	0.00
204-000-405.000	TAX AD FEE	0.00	0.00	0.00	0.00	0.00
204-000-411.000	DEL REAL P TAX	0.00	4,334.27	0.00	(4,334.27)	100.00
204-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	0.00	0.00	0.00	0.00
204-000-664.000	INTEREST INCOME	145.00	3,655.54	0.00	(3,510.54)	2,521.06
204-000-699.000	TRANSFER IN	6,200.00	0.00	0.00	6,200.00	0.00
204-000-702.000	SALARIES & WAGES	1,517.25	784.61	0.00	732.64	51.71
204-000-705.000	EMPLOYER FICA CONTRIB	116.07	60.04	0.00	56.03	51.73
204-000-805.000	PROF SERV-AUDIT	<del>560.00</del>	0.00	0.00	560.00	0.00
204-000-855.000	OTHER SER/CHGS	0.00	0.00	0.00	0.00	0.00
204-000-930.000	REP/MAIN BRINE	8,029.46	8,287.50	0.00	(258.04)	103.21
204-000-934.002	REP/MAIN INTERI	118,122.22	118,332.43	0.00	(210.21)	100.18
204-000-955.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
Net - Dept 000		0.00	(119,474.77)	0.00	119,474.77	
<b>Fund 204 - ROAD FUND:</b>						
TOTAL REVENUES		128,345.00	7,989.81	0.00	120,355.19	6.23
TOTAL EXPENDITURES		128,345.00	127,464.58	0.00	880.42	99.31
NET OF REVENUES & EXPENDITURES		0.00	(119,474.77)	0.00	119,474.77	100.00

*Handwritten notes:*  
 118  
 8,300  
 118,400

PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
			NORMAL (ABNORMAL)	MONTH 11/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
<b>Fund 206 - FIRE FUND</b>						
<b>Dept 000</b>						
206-000-401.000	FROM PREV YEAR-END	50,991.84	0.00	0.00	50,991.84	0.00
206-000-402.000	CURR REAL P TAX	242,150.93	0.00	0.00	242,150.93	0.00
206-000-402.100	CURR PROP TAX - EQUIPMENT	121,924.73	0.00	0.00	121,924.73	0.00
206-000-411.000	DEL REAL P TAX	0.00	8,608.86	0.00	(8,608.86)	100.00
206-000-411.100	DEL REAL TX FIRE APPARTUS	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	0.00	0.00	100.00
206-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	0.00	0.00	0.00	0.00
206-000-573.100	LOCAL COMMUNITY STABILIZATION SHARE EQU	0.00	0.00	0.00	0.00	0.00
206-000-664.000	INTEREST INCOME	0.00	5,935.96	0.00	(5,935.96)	100.00
206-000-671.000	MISCELLANEOUS	0.00	1,791.92	35.00	(1,791.92)	100.00
206-000-674.000	DONATIONS	0.00	3,500.00	0.00	(3,500.00)	100.00
206-000-676.009	MFR REIMBURSE	27,000.00	38,280.00	0.00	(11,280.00)	141.78
206-000-699.000	TRANSFER IN	0.00	0.00	0.00	0.00	0.00
206-000-955.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
206-000-995.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
Net - Dept 000		445,567.50	65,951.01	35.00	379,616.49	
<b>Dept 336 - FIRE</b>						
206-336-702.000	SALARIES & WAGES	95,000.00	61,889.00	272.50	33,111.00	65.15
206-336-702.002	SALARIES \$ WAGES FIRE 2	0.00	0.00	0.00	0.00	0.00
206-336-703.000	PAYROLL EXPENSE	0.00	0.00	0.00	0.00	0.00
206-336-705.000	EMPLOYER FICA CONTRIB	7,267.50	4,791.92	20.85	2,475.58	65.94
206-336-721.000	UNIFORMS	4,500.00	3,830.55	0.00	669.45	85.12
206-336-725.000	MUTA EXPENSE	300.00	0.00	0.00	300.00	0.00
206-336-752.000	SUPPLIES/EQUIPMENT	17,000.00	11,395.38	(1,510.63)	5,604.62	67.03
206-336-800.000	PROF/CONTRACT SERVICES	1,700.00	274.50	0.00	1,425.50	16.15
206-336-802.000	PROF SERVICES - SOFTWARE	1,300.00	1,277.67	0.00	22.33	98.28
206-336-805.000	PROF SERV-AUDIT	600.00	0.00	0.00	600.00	0.00
206-336-828.000	BANK FEES	500.00	105.00	0.00	395.00	21.00
206-336-851.000	POSTAGE	300.00	225.35	127.30	74.65	75.12
206-336-855.000	OTHER SER/CHGS	0.00	(89.23)	0.00	89.23	100.00
206-336-880.000	COMM PROMOTION	1,500.00	1,135.02	793.02	364.98	75.67
206-336-900.000	PRINT/PUBLISH	1,000.00	0.00	0.00	1,000.00	0.00
206-336-910.000	EDUCATION/TRAINING	2,000.00	2,000.00	0.00	0.00	100.00
206-336-913.000	TRAVEL	5,000.00	4,238.58	0.00	761.42	84.77
206-336-915.000	MEMBER/DUES	500.00	75.00	75.00	425.00	15.00
206-336-920.000	UTILITIES	14,000.00	9,523.21	1,181.15	4,476.79	68.02
206-336-931.000	REP/MAINT	39,000.00	18,580.54	2,099.11	20,419.46	47.64
206-336-935.000	INSURANCE	26,000.00	27,509.60	0.00	(1,509.60)	105.81
206-336-940.000	RENTALS	0.00	0.00	0.00	0.00	0.00
206-336-940.001	HYDRANT RENTALS	0.00	0.00	0.00	0.00	0.00
206-336-941.000	CONTINGENCY	2,000.00	0.00	0.00	2,000.00	0.00
206-336-955.000	MISCELLANEOUS	1,000.00	1,095.07	0.00	(95.07)	109.51
206-336-968.000	DEPRECIATION AND DEPLETION	0.00	0.00	0.00	0.00	0.00
206-336-968.001	LOSS ON DISPOSAL CAPITAL ASSET	0.00	0.00	0.00	0.00	0.00
206-336-970.000	CAPITAL OUTLAY	101,000.00	101,289.05	0.00	(289.05)	100.29
206-336-991.000	DEBT SERVICE	0.00	1,770.59	0.00	(1,770.59)	100.00
206-336-991.100	DEBT SERVICE - PRINCIPAL	120,000.00	119,333.33	0.00	666.67	99.44
206-336-991.200	DEBT SERVICE - INTEREST	4,100.00	2,267.34	0.00	1,832.66	55.30
Net - Dept 336 - FIRE		(445,567.50)	(372,517.47)	(3,058.30)	(73,050.03)	

*Need 1900*

*-1,900*  
*1,510*

*+100*

*+290*

PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2023	MONTH 11/30/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
<b>Fund 206 - FIRE FUND</b>						
Fund 206 - FIRE FUND:						
TOTAL REVENUES		445,567.50	65,951.01	35.00	379,616.49	14.80
TOTAL EXPENDITURES		445,567.50	372,517.47	3,058.30	73,050.03	83.61
NET OF REVENUES & EXPENDITURES		0.00	(306,566.46)	(3,023.30)	306,566.46	100.00

PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDTG USED
		AMENDED BUDGET	NORMAL	11/30/2023	MONTH 11/30/2023	NORMAL	(ABNORMAL)	
<b>Fund 209 - CEMETERY FUND</b>								
<b>Dept 000</b>								
209-000-401.000	PAR PREV YE BAL	13,066.08		0.00	0.00	13,066.08		0.00
209-000-402.000	CURR PROP TAX	83,720.17		0.00	0.00	83,720.17		0.00
209-000-411.000	DEL REAL PP TAX	0.00		2,975.85	0.00	(2,975.85)		100.00
209-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00		0.00	0.00	0.00		0.00
209-000-607.000	SERV RENDERED	0.00		0.00	0.00	0.00		0.00
209-000-626.000	INTERMENT FEES	3,000.00		1,650.00	250.00	1,350.00		55.00
209-000-644.000	CEMETERY FOUNDATION	0.00		2,190.00	0.00	(2,190.00)		100.00
209-000-645.000	LOT SALES	10,700.00		2,300.00	200.00	8,400.00		21.50
209-000-646.000	COLUM SALES	6,300.00		9,365.00	700.00	(3,065.00)		148.65
209-000-647.000	SCAT GAR BRICK	300.00		0.00	0.00	300.00		0.00
209-000-664.000	INTEREST INCOME	100.00		5,994.36	0.00	(5,894.36)		5,994.36
209-000-671.000	OTHER INCOME	2,400.00		1,115.00	355.00	1,285.00		46.46
209-000-672.001	VENDOR REFUNDS	0.00		0.00	0.00	0.00		0.00
209-000-699.000	TRANSFER IN	0.00		0.00	0.00	0.00		0.00
Net - Dept 000		119,586.25		25,590.21	1,505.00	93,996.04		
<b>Dept 567 - CEMETERY</b>								
209-567-702.000	SALARIES & WAGES	17,890.95		12,427.94	1,824.32	5,463.01		69.46
209-567-704.000	ASSIST BURIALS	0.00		0.00	0.00	0.00		0.00
209-567-704.001	CEMETERY ASSISTANT	3,000.00		2,766.92	0.00	233.08		92.23
209-567-705.000	EMPLOYER FICA CONTRIB	2,115.30		2,341.79	139.55	(226.49)		110.71
209-567-727.000	TWP OFFICE SUPPLIES	0.00		0.00	0.00	0.00		0.00
209-567-752.000	SUPPLIES/EQUIPMENT	3,000.00		5,256.95	120.22	(2,256.95)		175.23
209-567-801.000	PROF SERV-ATTOR	1,500.00		1,693.50	0.00	(193.50)		112.90
209-567-802.000	PRO SERV SOFTWA	2,100.00		1,277.67	0.00	822.33		60.84
209-567-804.000	PROF SERV MAP	250.00		0.00	0.00	250.00		0.00
209-567-805.000	PRO SERV AUDIT	400.00		0.00	0.00	400.00		0.00
209-567-806.000	COLUM PLAQUES	1,800.00		2,481.00	1,530.00	(681.00)		137.83
209-567-807.000	BRICK ENGRAVING	300.00		0.00	0.00	300.00		0.00
209-567-810.000	FOUNDATION EXP	1,750.00		1,801.67	0.00	(51.67)		102.95
209-567-828.000	BANK FEES	420.00		45.80	0.00	374.20		10.90
209-567-830.008	ADMIN EXPENSE	6,760.00		0.00	0.00	6,760.00		0.00
209-567-851.000	POSTAGE	0.00		44.53	0.00	(44.53)		100.00
209-567-855.000	OTHER SER/CHGS	0.00		(6.53)	0.00	6.53		100.00
209-567-900.000	PRINT/PUBLISH	300.00		238.50	0.00	61.50		79.50
209-567-910.000	EDUCATION/TRAINING	0.00		160.00	0.00	(160.00)		100.00
209-567-913.000	TRAVEL	0.00		381.47	0.00	(381.47)		100.00
209-567-915.000	MEMBER/DUES	0.00		0.00	0.00	0.00		0.00
209-567-920.000	UTILITIES	3,200.00		2,817.69	282.43	382.31		88.05
209-567-928.000	REFUNDS	2,000.00		400.00	0.00	1,600.00		20.00
209-567-930.000	REP/MAINT BLDGS	500.00		0.00	0.00	500.00		0.00
209-567-930.001	REP/MAINT GROUN	7,500.00		5,356.00	0.00	2,144.00		71.41
209-567-931.000	REP/MAINT EQUIP	2,000.00		112.80	0.00	1,887.20		5.64
209-567-931.001	REP/MAINT IRRIG	9,000.00		2,467.11	460.00	6,532.89		27.41
209-567-935.000	INSURANCE	2,500.00		2,301.50	0.00	198.50		92.06
209-567-941.000	CONTINGENCY	0.00		0.00	0.00	0.00		0.00
209-567-955.000	MISCELLANEOUS	1,300.00		51.01	0.00	1,248.99		3.92
209-567-970.000	CAPITAL OUTLAY	50,000.00		0.00	0.00	50,000.00		0.00
Net - Dept 567 - CEMETERY		(119,586.25)		(44,417.32)	(4,356.52)	(75,168.93)		

*Need 2490*

*3000*

*5300*

*2500*

*2000*

*2000*

PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 11/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 209 - CEMETERY FUND						
Fund 209 - CEMETERY FUND:						
TOTAL REVENUES		119,586.25	25,590.21	1,505.00	93,996.04	21.40
TOTAL EXPENDITURES		119,586.25	44,417.32	4,356.52	75,168.93	37.14
NET OF REVENUES & EXPENDITURES		0.00	(18,827.11)	(2,851.52)	18,827.11	100.00

PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2023	MONTH 11/30/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
<b>Fund 592 - SEWER FUND</b>						
<b>Dept 000</b>						
592-000-488.000	UTILITY BILLING REVENUE	0.00	0.00	0.00	0.00	0.00
592-000-501.000	FEDERAL GRANTS - GENERAL	0.00	0.00	0.00	0.00	0.00
592-000-552.000	STATE GRANTS - SANITATION	0.00	0.00	0.00	0.00	0.00
592-000-580.000	OTHER GRANTS	0.00	0.00	0.00	0.00	0.00
592-000-608.000	SEWER CONNECTION FEES	0.00	0.00	0.00	0.00	0.00
592-000-610.000	LATE FEES	0.00	0.00	0.00	0.00	0.00
592-000-642.000	TWP. SEWER SALES	128,500.00	66,214.83	0.00	62,285.17	51.53
592-000-656.000	PENALTIES	1,000.00	546.62	187.88	453.38	54.66
592-000-664.000	INTEREST INCOME	0.00	0.00	0.00	0.00	0.00
592-000-671.000	MISCELLANEOUS	0.00	50,000.00	0.00	(50,000.00)	100.00
592-000-672.001	VENDOR REFUNDS	0.00	0.00	0.00	0.00	0.00
592-000-699.000	TRANSFER IN	124,000.00	0.00	0.00	124,000.00	0.00
<b>Net - Dept 000</b>		<b>253,500.00</b>	<b>116,761.45</b>	<b>187.88</b>	<b>136,738.55</b>	
<b>Dept 538 - SHARED N&amp;S SEWER EXPENDITURES</b>						
592-538-752.000	SUPPLIES/EQUIPMENT	0.00	4,684.29	977.79	(4,684.29)	100.00
592-538-804.000	PROF SER SOFTWA	0.00	0.00	0.00	0.00	0.00
592-538-829.000	STATE PERMITS	3,000.00	0.00	0.00	3,000.00	0.00
592-538-830.001	UTILITY LOCATING SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
592-538-830.002	ENGINEERING SERVICES	26,600.00	20,913.19	1,000.00	5,686.81	78.62
592-538-830.003	OPERATION SERVICES	36,000.00	26,373.10	3,079.52	9,626.90	73.26
592-538-830.004	FINANCIAL CONSULTANT SERVICES	15,000.00	0.00	0.00	15,000.00	0.00
592-538-830.005	LEGAL SERVICES	15,000.00	10,930.50	724.50	4,069.50	72.87
592-538-830.006	AUDITOR SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
592-538-830.008	ADMIN EXPENSE	15,000.00	6,860.00	0.00	8,140.00	45.73
592-538-851.100	POSTAGE - SEWER	400.00	147.00	51.00	253.00	36.75
592-538-855.000	OTHER SER/CHGS	0.00	2,590.65	0.00	(2,590.65)	100.00
592-538-995.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
<b>Net - Dept 538 - SHARED N&amp;S SEWER EXPENDITURES</b>		<b>(118,000.00)</b>	<b>(72,498.73)</b>	<b>(5,832.81)</b>	<b>(45,501.27)</b>	
<b>Dept 539 - SHARED N&amp;S SEWER ADMINISTRATION</b>						
592-539-702.000	SALARIES & WAGES	15,000.00	1,986.61	653.32	13,013.39	13.24
592-539-705.000	EMPLOYER FICA CONTRIB	1,147.50	151.97	49.98	995.53	13.24
592-539-830.007	LIABILITY INSURANCE - SEWER	2,500.00	2,197.00	0.00	303.00	87.88
592-539-915.000	MEMBER/DUES	0.00	0.00	0.00	0.00	0.00
592-539-955.000	MISCELLANEOUS	0.00	334.79	0.00	(334.79)	100.00
592-539-968.100	EQUIPMENT DEPRECIATION	20,000.00	0.00	0.00	20,000.00	0.00
592-539-970.006	CAPITAL OUTLAY - SEWER	2,852.50	0.00	0.00	2,852.50	0.00
592-539-991.200	DEBT SERVICE - INTEREST	0.00	0.00	0.00	0.00	0.00
<b>Net - Dept 539 - SHARED N&amp;S SEWER ADMINISTRATION</b>		<b>(41,500.00)</b>	<b>(4,670.37)</b>	<b>(703.30)</b>	<b>(36,829.63)</b>	
<b>Dept 540 - TWP NORTH SEWER EXPENDITURES</b>						
592-540-752.000	SUPPLIES/EQUIPMENT	2,000.00	9,830.23	0.00	(7,830.23)	491.51
592-540-800.000	PROF/CONTRACT SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
592-540-920.000	UTILITIES	3,000.00	9,884.87	0.00	(6,884.87)	329.50
592-540-931.000	REP/MAINT	10,000.00	1,740.00	0.00	8,260.00	17.40
592-540-942.000	EQUIPMENT RENTAL	2,000.00	0.00	0.00	2,000.00	0.00
592-540-970.006	CAPITAL OUTLAY - SEWER	40,000.00	0.00	0.00	40,000.00	0.00

*Need*

*19,000*

*14,000*

*24,000*

User: SUPERVISOR

PERIOD ENDING 11/30/2023

DB: PENTWATER TWP

FL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2023	MONTH 11/30/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
<b>Fund 592 - SEWER FUND</b>						
Net - Dept 540 - TWP NORTH SEWER EXPENDITURES		(62,000.00)	(21,455.10)	0.00	(40,544.90)	
<b>Dept 541 - TWP SOUTH SEWER EXPENDITURES</b>						
592-541-752.000	SUPPLIES/EQUIPMENT	2,000.00	3,072.54	0.00	(1,072.54)	153.63
592-541-800.000	PROF/CONTRACT SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
592-541-920.000	UTILITIES	3,000.00	2,248.15	283.76	751.85	74.94
592-541-931.000	REP/MAINT	10,000.00	6,580.00	0.00	3,420.00	65.80
592-541-942.000	EQUIPMENT RENTAL	2,000.00	138.71	0.00	1,861.29	6.94
592-541-970.006	CAPITAL OUTLAY - SEWER	10,000.00	0.00	0.00	10,000.00	0.00
592-541-991.200	DEBT SERVICE - INTEREST	0.00	0.00	0.00	0.00	0.00
Net - Dept 541 - TWP SOUTH SEWER EXPENDITURES		(32,000.00)	(12,039.40)	(283.76)	(19,960.60)	
<b>Fund 592 - SEWER FUND:</b>						
TOTAL REVENUES		253,500.00	116,761.45	187.88	136,738.55	46.06
TOTAL EXPENDITURES		253,500.00	110,663.60	6,819.87	142,836.40	43.65
NET OF REVENUES & EXPENDITURES		0.00	6,097.85	(6,631.99)	(6,097.85)	100.00

*Handwritten notes:*  
 4,100  
 4,100

PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR MONTH 11/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
				11/30/2023		NORMAL	(ABNORMAL)	
<b>Fund 286 - AMERICAN RESCUE PLAN</b>								
<b>Dept 000</b>								
286-000-401.000	PREV YEAR-END	0.00	0.00	0.00	0.00	0.00	0.00	0.00
286-000-528.000	FEDERAL GRANTS - OTHER	67,017.00	0.00	0.00	0.00	67,017.00	0.00	0.00
286-000-665.000	INTEREST	0.00	2,175.28	0.00	0.00	(2,175.28)	100.00	0.00
286-000-666.000	DIVIDENDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
286-000-699.000	INTERFUND TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
286-000-802.000	EXPENDITURES	67,017.00	0.00	0.00	0.00	67,017.00	0.00	0.00
286-000-821.000	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
286-000-977.000	MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
286-000-984.000	SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
286-000-995.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 000		0.00	2,175.28	0.00	0.00	(2,175.28)		
<b>Fund 286 - AMERICAN RESCUE PLAN:</b>								
TOTAL REVENUES		67,017.00	2,175.28	0.00	0.00	64,841.72	3.25	
TOTAL EXPENDITURES		67,017.00	0.00	0.00	0.00	67,017.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	2,175.28	0.00	0.00	(2,175.28)	100.00	



POST DATES 11/03/2023 - 12/13/2023

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: GFCKG

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
2131	FLEIS & VANDENBRINK	10/01/2023	11/03/2023	142.50	0.00	Paid	Y
2132	ANAVON TECHNOLOGY GROUP	11/01/2023	11/03/2023	125.70	0.00	Paid	Y
2133	CONSUMERS ENERGY	10/30/2023	11/03/2023	150.60	0.00	Paid	Y
2134	KCI	10/27/2023	11/03/2023	1,442.21	0.00	Paid	Y
2135	LAKESHORE PARKING LOT MAINTENANCE	10/30/2023	11/03/2023	400.00	0.00	Paid	Y
2136	PENTWATER CONVENIENCE CENTER	10/01/2023	11/03/2023	78.00	0.00	Paid	Y
2137	PENTWATER CONVENIENCE CENTER	10/18/2023	11/03/2023	56.80	0.00	Paid	Y
2138	REPUBLIC SERVICES #240	10/31/2023	11/03/2023	3,135.30	0.00	Paid	Y
2139	SHOTWELL SOLUTIONS LLC	10/31/2023	11/03/2023	590.00	0.00	Paid	Y
2147*	CARDMEMBER SERVICES	10/28/2023	11/07/2023	1,287.88	0.00	Paid	Y
2148	CHARTER COMMUNICATIONS	11/01/2023	11/07/2023	177.97	0.00	Paid	Y
2149	CONSUMERS ENERGY	11/01/2023	11/07/2023	21.05	0.00	Paid	Y
2150	CONSUMERS ENERGY	11/01/2023	11/07/2023	64.64	0.00	Paid	Y
2151	INTEGRITY BUSINESS SOLUTIONS	11/06/2023	11/07/2023	129.95	0.00	Paid	Y
2152	LUDINGTON DAILY NEWS, OCEANA HERA	10/19/2023	11/07/2023	95.40	0.00	Paid	Y
2153	MICHIGAN MUNICIPAL TREASURERS ASS	10/31/2023	11/07/2023	198.00	0.00	Paid	Y
2171	CINTAS	11/09/2023	11/09/2023	77.00	0.00	Paid	Y
2172	PENTWATER CONVENIENCE CENTER	10/06/2023	11/09/2023	73.35	0.00	Paid	Y
2173	RYANS LAWN CARE	11/09/2023	11/09/2023	44.00	0.00	Paid	Y
2180	ADAMS MARINE CONSTRUCTION	11/13/2023	11/14/2023	350.00	0.00	Paid	Y
2181	DTE ENERGY	11/05/2023	11/14/2023	93.00	0.00	Paid	Y
2182	LP DIVING	11/12/2023	11/14/2023	150.00	0.00	Paid	Y
2183	QUADIENT FINANCE USA INC	11/05/2023	11/14/2023	85.26	0.00	Paid	Y
2185	PENTWATER LAKE IMPROVEMENT BOARD	10/01/2023	11/16/2023	6,350.00	0.00	Paid	Y
2186	DEBRA FLOOD	11/15/2023	11/16/2023	333.26	0.00	Paid	Y
2189	MIKA MYERS	11/09/2023	11/17/2023	63.00	0.00	Paid	Y
2190	MIKA MYERS	11/09/2023	11/17/2023	1,543.50	0.00	Paid	Y
2191	MIKA MYERS	11/09/2023	11/17/2023	505.50	0.00	Paid	Y
2195	FLEIS & VANDENBRINK	10/30/2023	11/21/2023	125.33	0.00	Paid	Y
2196	MAUREEN MURPHY	11/22/2023	11/21/2023	35.37	0.00	Paid	Y
2197	CINTAS	11/22/2023	11/22/2023	77.00	0.00	Paid	Y
2202	RICOH USA, INC - 1	11/17/2023	11/28/2023	111.92	111.92	Open	Y
2213	REPUBLIC SERVICES #240	11/25/2023	12/01/2023	1,395.41	1,395.41	Open	Y
2214	SPECTRUM PRINTERS, INC	11/28/2023	12/01/2023	228.16	228.16	Open	Y
2215	CHARTER COMMUNICATIONS	12/01/2023	12/07/2023	177.97	177.97	Open	Y
2216	CONSUMERS ENERGY	11/29/2023	12/07/2023	134.14	134.14	Open	Y
2217	CONSUMERS ENERGY	12/01/2023	12/07/2023	14.28	14.28	Open	Y
2218	CONSUMERS ENERGY	12/01/2023	12/07/2023	64.75	64.75	Open	Y
2219	FLEIS & VANDENBRINK	12/01/2023	12/07/2023	274.31	274.31	Open	Y
2220	LUDINGTON DAILY NEWS, OCEANA HERA	11/30/2023	12/07/2023	127.20	127.20	Open	Y
2221	MICHIGAN MUNICIPAL TREASURERS ASS	12/01/2023	12/07/2023	399.00	399.00	Open	Y
2222	SHOTWELL SOLUTIONS LLC	12/03/2023	12/07/2023	590.00	590.00	Open	Y
2223	U. S. TREASURY	12/04/2023	12/07/2023	87.70	87.70	Open	Y
2228	CINTAS	12/07/2023	12/08/2023	77.00	77.00	Open	Y
2229	GLENN C BEAVIS	12/06/2023	12/08/2023	270.52	270.52	Open	Y
2231	KCI	12/01/2023	12/08/2023	936.36	936.36	Open	Y
2232	RYANS LAWN CARE	12/08/2023	12/08/2023	244.00	244.00	Open	Y

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP  
 POST DATES 11/03/2023 - 12/13/2023  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GFCKG

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
2233	RYANS LAWN CARE	12/08/2023	12/08/2023	250.00	250.00	Open	Y
2234*	CARDMEMBER SERVICES	12/01/2023	12/08/2023	530.18	530.18	Open	N
# of Invoices:	49	# Due:	18	Totals:	23,914.47	5,912.90	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					23,914.47	5,912.90	

\* 2 Net Invoices have Credits Totalling: (11.03)

--- TOTALS BY FUND ---

101 - GENERAL FUND 23,914.47 5,912.90

--- TOTALS BY DEPT/ACTIVITY ---

215 - CLERK 801.95 466.58  
 253 - TREASURER 3,548.33 1,335.36  
 262 - ELECTION 240.60 240.60  
 265 - TOWNSHIP 5,649.09 2,200.64  
 526 - TRANSFER STATION 4,738.86 1,395.41  
 597 - DOC/RECREATION/PLIB 6,850.00 0.00  
 702 - ZONING ADMINISTRATION 2,085.64 274.31

+ 25,258.44 PR

49,172.91

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP

POST DATES 11/03/2023 - 12/13/2023

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: CEMCK

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
2140	COLDSRING	10/16/2023	11/03/2023	338.00	0.00	Paid	Y
2141	CONSUMERS ENERGY	10/25/2023	11/03/2023	33.87	0.00	Paid	Y
2142	CONSUMERS ENERGY	10/25/2023	11/03/2023	33.87	0.00	Paid	Y
2143	CONSUMERS ENERGY	10/25/2023	11/03/2023	47.37	0.00	Paid	Y
2144	CONSUMERS ENERGY	10/25/2023	11/03/2023	45.72	0.00	Paid	Y
2145	OCEANA IRRIGATION SYSTEMS LLC	10/31/2023	11/03/2023	460.00	0.00	Paid	Y
2146	PENTWATER CONVENIENCE CENTER	10/01/2023	11/03/2023	42.04	0.00	Paid	Y
2154	COLDSRING	10/30/2023	11/07/2023	128.00	0.00	Paid	Y
2155	PENTWATER CONVENIENCE CENTER	10/04/2023	11/07/2023	4.00	0.00	Paid	Y
2156	PENTWATER CONVENIENCE CENTER	10/01/2023	11/07/2023	32.11	0.00	Paid	Y
2157	PENTWATER CONVENIENCE CENTER	10/26/2023	11/07/2023	42.07	0.00	Paid	Y
2177	COLDSRING	11/07/2023	11/14/2023	388.00	0.00	Paid	Y
2178	COLDSRING	11/08/2023	11/14/2023	338.00	0.00	Paid	Y
2179	COLDSRING	11/08/2023	11/14/2023	338.00	0.00	Paid	Y
2192	FRONTIER	11/11/2023	11/21/2023	121.60	0.00	Paid	Y
2203	RYANS LAWN CARE	11/21/2023	11/28/2023	4,200.00	4,200.00	Open	Y
2209	CONSUMERS ENERGY	11/22/2023	11/29/2023	28.79	28.79	Open	Y
2210	CONSUMERS ENERGY	11/22/2023	11/29/2023	29.76	29.76	Open	Y
2211	CONSUMERS ENERGY	11/22/2023	11/29/2023	28.79	28.79	Open	Y
2212	CONSUMERS ENERGY	11/22/2023	11/29/2023	35.99	35.99	Open	Y

# of Invoices: 20 # Due: 5  
 # of Credit Memos: 0 # Due: 0

Totals: 6,715.98 4,323.33  
 Totals: 0.00 0.00

Net of Invoices and Credit Memos:

6,715.98 4,323.33

+2,137.10 PR

--- TOTALS BY FUND ---

209 - CEMETERY FUND

6,715.98 4,323.33

--- TOTALS BY DEPT/ACTIVITY ---

567 - CEMETERY

6,715.98 4,323.33

8,853.08

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP  
 POST DATES 11/03/2023 - 12/13/2023  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: FDCHK

Inv. Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
2159	CHARTER COMMUNICATIONS	11/01/2023	11/08/2023	275.91	0.00	Paid	Y
2160	CONSUMERS ENERGY	10/25/2023	11/08/2023	245.96	0.00	Paid	Y
2161	277-2639.	10/22/2023	11/08/2023	524.94	0.00	Paid	Y
2162	MICHIGAN STATE FIREMEN'S ASSOC.	11/01/2023	11/08/2023	75.00	0.00	Paid	Y
2163	PENTWATER CONVENIENCE CENTER	10/18/2023	11/08/2023	126.07	0.00	Paid	Y
2164	PENTWATER CONVENIENCE CENTER	10/01/2023	11/08/2023	122.88	0.00	Paid	Y
2165	PENTWATER CONVENIENCE CENTER	10/01/2023	11/08/2023	39.05	0.00	Paid	Y
2166	PENTWATER CONVENIENCE CENTER	10/10/2023	11/08/2023	52.19	0.00	Paid	Y
2167	REPUBLIC SERVICES #240	10/25/2023	11/08/2023	173.78	0.00	Paid	Y
2168	US POSTAL SERVICE	10/31/2023	11/08/2023	108.00	0.00	Paid	Y
2169	VERIZON	10/24/2023	11/08/2023	76.02	0.00	Paid	Y
2170	WEST SHORE FIRE INC	10/31/2023	11/08/2023	223.17	0.00	Paid	Y
2184	DTE ENERGY	11/05/2023	11/16/2023	69.29	0.00	Paid	Y
2187*	CARDMEMBER SERVICES	10/24/2023	11/16/2023	652.69	0.00	Paid	Y
2204	CIRCLE K SERVICE	11/11/2023	11/29/2023	3,568.84	3,568.84	Open	Y
2205	CONSUMERS ENERGY	11/22/2023	11/29/2023	253.31	253.31	Open	Y
2206	LARSON AND SON	11/01/2023	11/29/2023	43.05	43.05	Open	Y
2207	PENTWATER CONVENIENCE CENTER	10/13/2023	11/29/2023	70.91	70.91	Open	Y
2208	WEST SHORE FIRE INC	11/15/2023	11/29/2023	775.00	775.00	Open	Y
2224	CHARTER COMMUNICATIONS	12/01/2023	12/07/2023	275.91	275.91	Open	Y
2225	KLOTZ AUTO PARTS	12/01/2023	12/07/2023	12.05	12.05	Open	Y
2226	REPUBLIC SERVICES #240	12/01/2023	12/07/2023	173.04	173.04	Open	Y
2227	VERIZON	12/01/2023	12/07/2023	76.02	76.02	Open	Y

# of Invoices: 23 # Due: 9 Totals: 8,013.08 5,248.13  
 # of Credit Memos: 0 # Due: 0 Totals: 0.00 0.00

Net of Invoices and Credit Memos: 8,013.08 5,248.13

\* 1 Net Invoices have Credits Totalling: (1,980.38)

--- TOTALS BY FUND ---  
 206 - FIRE FUND 8,013.08 5,248.13

--- TOTALS BY DEPT/ACTIVITY ---  
 336 - FIRE 8,013.08 5,248.13

+ 394.20 PR

~~4,807.28~~  
 8,407.28

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP

POST DATES 11/03/2023 - 12/13/2023

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: SEW

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
2158	CARDMEMBER SERVICES	10/28/2023	11/07/2023	261.13	0.00	Paid	Y
2174	DTE ENERGY	11/05/2023	11/14/2023	37.00	0.00	Paid	Y
2175	F&V OPERATIONS	11/09/2023	11/14/2023	3,079.52	0.00	Paid	Y
2176	FLEIS & VANDENBRINK	11/10/2023	11/14/2023	1,000.00	0.00	Paid	Y
2188	MIKA MYERS	11/09/2023	11/17/2023	724.50	0.00	Paid	Y
2193	GREAT LAKES ENERGY	11/17/2023	11/21/2023	246.76	0.00	Paid	Y
2194	USABLUEBOOK	11/03/2023	11/21/2023	767.66	0.00	Paid	Y
2198	MALBURG'S SANITATION SERVICES, IN	11/06/2023	11/28/2023	190.00	190.00	Open	Y
2199	MALBURG'S SANITATION SERVICES, IN	11/06/2023	11/28/2023	155.00	155.00	Open	Y
2200	CONSUMERS ENERGY	11/21/2023	11/28/2023	50.54	50.54	Open	Y
2201	CONSUMERS ENERGY	11/21/2023	11/28/2023	45.81	45.81	Open	Y
2235	CARDMEMBER SERVICES	12/01/2023	12/08/2023	67.14	67.14	Open	N

# of Invoices:	12	# Due:	5	Totals:	6,625.06	508.49
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos: 6,625.06      508.49

+ 753.28 PR

--- TOTALS BY FUND ---

592 - SEWER FUND	6,625.06	508.49
------------------	----------	--------

--- TOTALS BY DEPT/ACTIVITY ---

538 - SHARED N&S SEWER EXPENDITUR	5,899.95	67.14
540 - TWP NORTH SEWER EXPENDITURE	96.35	96.35
541 - TWP SOUTH SEWER EXPENDITURE	628.76	345.00

7,378.34

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/30/2023	GFCKG	22550	BEAVIS, GLENN C	970.00	699.37	0.00	Open
11/30/2023	GFCKG	22551	CAVAZOS, LYNNETTE M	1,485.58	1,165.93	0.00	Open
11/30/2023	GFCKG	22552	DOUGLAS, HEATHER A	1,485.58	1,286.87	0.00	Open
11/30/2023	GFCKG	22553	EATON, BARBARA C	2,278.33	1,826.15	0.00	Open
11/30/2023	GFCKG	22554	EDWARDS, KEITH J	963.83	868.25	0.00	Open
11/30/2023	GFCKG	22555	FLOOD, DEBRA A	600.00	517.95	0.00	Open
11/30/2023	GFCKG	22556	FLOOD, JOSEPH M	270.56	238.35	0.00	Open
11/30/2023	GFCKG	22557	FLYNN, MICHAEL W	134.42	108.43	0.00	Void
11/30/2023	GFCKG	22558	HOLUB, DEAN J	134.42	118.42	0.00	Void
11/30/2023	GFCKG	22559	MILLER, ROBERT A	318.56	284.18	0.00	Open
11/30/2023	GFCKG	22560	MURPHY, MAUREEN H	1,485.58	1,286.86	0.00	Open
11/30/2023	GFCKG	22561	CLUCHEY, TERRY L.	82.59	72.76	0.00	Open
11/30/2023	GFCKG	22562	DEGREGORIO, PAULA M	82.59	72.77	0.00	Open
11/30/2023	GFCKG	22563	GRAETTINGER, JOHN S	61.94	54.57	0.00	Open
11/30/2023	GFCKG	22564	HOOYMAN, PATRICK J	82.59	72.76	0.00	Open
11/30/2023	GFCKG	22565	MONTON, ANTHONY A	103.24	90.96	0.00	Open
11/30/2023	GFCKG	EFT144	EFTPS TWP	2,157.93	2,157.93	0.00	Open
11/15/2023	GFCKG	22527	BEAVIS, GLENN C	1,244.93	888.51	0.00	Open
11/15/2023	GFCKG	22528	CAVAZOS, LYNNETTE M	1,485.58	1,165.94	0.00	Open
11/15/2023	GFCKG	22529	DOUGLAS, HEATHER A	1,485.58	1,286.85	0.00	Open
11/15/2023	GFCKG	22530	EATON, BARBARA C	2,278.33	1,826.13	0.00	Open
11/15/2023	GFCKG	22531	EDWARDS, KEITH J	963.83	868.26	0.00	Open
11/15/2023	GFCKG	22532	FLOOD, DEBRA A	410.00	369.57	0.00	Open
11/15/2023	GFCKG	22533	FLOOD, JOSEPH M	405.84	357.55	0.00	Open
11/15/2023	GFCKG	22534	FLYNN, MICHAEL W	134.42	108.42	0.00	Open
11/15/2023	GFCKG	22535	HOLUB, DEAN J	134.42	118.43	0.00	Open
11/15/2023	GFCKG	22536	MILLER, ROBERT A	318.56	284.19	0.00	Open
11/15/2023	GFCKG	22537	MURPHY, MAUREEN H	1,485.58	1,286.87	0.00	Open
11/14/2023	GFCKG	EFT140	EFTPS TWP	2,213.64	2,213.64	0.00	Open
<b>Totals:</b>				<b>25,258.45</b>	<b>21,696.87</b>	<b>0.00</b>	

Number of Checks: 029

Check Register Report For Pentwater Township  
 For Check Dates 11/09/2023 to 12/13/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/30/2023	CEMCK	6241	BAILEY, CHRISTOPHER R.	745.50	659.08	0.00	Open
11/30/2023	CEMCK	6242	MURPHY, MAUREEN H	166.66	146.83	0.00	Open
11/30/2023	CEMCK	EFT143	EFTPS CEMETERY	312.78	312.78	0.00	Open
11/15/2023	CEMCK	6237	BAILEY, CHRISTOPHER R.	745.50	659.07	0.00	Open
11/15/2023	CEMCK	6238	MURPHY, MAUREEN H	166.66	146.83	0.00	Open
<b>Totals:</b>				Number of Checks: 005	2,137.10	1,924.59	0.00
Total Physical Checks:				4			
Total Check Stubs:				1			

Check Register Report For Pentwater Township  
For Check Dates 11/09/2023 to 12/13/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/30/2023	FDCHK	3997	HAYNOR, MARK R.	192.50	169.59	0.00	Open
11/30/2023	FDCHK	3998	SMITH, KAREN R	40.00	36.94	0.00	Open
11/30/2023	FDCHK	EFT146	EFTPS FIRE	35.58	35.58	0.00	Open
11/15/2023	FDCHK	3993	SMITH, KAREN R	80.00	73.88	0.00	Void
11/15/2023	FDCHK	3994	SMITH, KAREN R	40.00	36.94	0.00	Open
11/15/2023	FDCHK	EFT142	EFTPS FIRE	6.12	6.12	0.00	Open
Totals:							
		Number of Checks: 006		394.20	359.05	0.00	
Total Physical Checks:		4					
Total Check Stubs:		2					



Check Register Report For Pentwater Township  
For Check Dates 11/09/2023 to 12/13/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/30/2023	SEW	8076	DOUGLAS, HEATHER A	166.66	153.91	0.00	Open
11/30/2023	SEW	EFT145	EFTPS SEWER	25.50	25.50	0.00	Open
11/15/2023	SEW	8068	DOUGLAS, HEATHER A	166.66	153.91	0.00	Open
11/15/2023	SEW	8069	EDWARDS, KEITH J	320.00	295.52	0.00	Open
11/15/2023	SEW	EFT141	EFTPS SEWER	74.46	74.46	0.00	Open
Totals:							
				Number of Checks: 005	753.28	703.30	0.00
Total Physical Checks:					3		
Total Check Stubs:					2		

**Bank Balances as of:**

**November 30, 2023**

Monthly Interest

**Township Funds**

**Huntington Bank**

General Fund Checking: \$70,003 \$20.26

General Fund MM: \$0

**Subtotal: \$70,003**

**Mi CLASS**

General Fund: \$61,082 \$362.51

Road Fund \$117,879 \$535.86

Hart-PTW Non-Motorized Trail Fund \$23,954 \$108.88

Fund Balance Policy \$98,160 \$446.21

ARPA Funds \$71,473 \$324.92

General Fund EDGE \$0

**Subtotal: \$372,548**

**Total Township Funds \$442,552**

**Fire Department Funds**

**Huntington Bank**

Fire Dept Checking: \$12,132 \$1.58

Fire Dept Money Market: \$0

**Mi CLASS**

Fire Department: \$57,183 \$228.38

FD EDGE \$85,923 \$383.70

**Total Fire Department Funds \$155,238**

**Sewer (Enterprise) Funds**

**Shelby State Bank**

Sewer Checking: \$79,698

**Total Sewer Funds \$79,698**

**Cemetery Funds**

**Huntington Bank**

Cemetery Checking: \$46,494 \$4.30

Cemetery Money Market: \$0.00

**Mi CLASS**

Cemetery: \$242,142 \$1,014.87

**Total Cemetery Funds \$288,636**

**Total All Funds \$966,123**

**Pentwater Township Library**  
**Regular Monthly Board of Trustee Meeting**  
**December 5, 2023 @ 5:30 p.m.**

Roll Call

Approval of Agenda

Approval of Minutes

Minutes of Regular Meeting of October 17, 2023  
Minutes of Work Session of November 21, 2023

Treasurer's Report

Finance Report October and November 2023

Approval of Bills

Director's Report and Stats

Committee Reports

Policy Committee

Finance Committee

Public Budget Hearing February 20, 2024

Personnel Committee

Director's Evaluation

Community Outreach/Advocacy

Government meetings

Village

Township

Village's City Feasibility Updates

Continuing Business

Preliminary FY25 Budget and Personnel worksheet

District Library/Millage Recommendation

Pentwater Art's Council—Would like permission to display art in front of library.

New Business

Girl Scouts Troop 8350—Silver Award project, Anaviolet Jeruzal

Election of Officers—Slate of Officers

Committee Appointments

Annual Investment Report

Schedule of Meetings for 2024

Capital Projects Prioritized for 2023-2025

Weare Township

Other Business to come before the Board.

Public Comment (Limited to 3 minutes)

Adjourn

Pentwater Township Library  
Regular Monthly Board of Trustees Meeting  
DRAFT MINUTES  
October 17, 2023

**Called to order:** Meeting was called to order at 5:32pm by Valerie Church-McHugh.

**Roll call:** Present – Kendra Flynn, Jennifer Gwillim, Amber Jaeb, Valerie Church-McHugh, and Joan LundBorg

Absent – Melissa Williams

Also in attendance – Mary Barker, Director and Tammy Hammerle, Assistant Librarian

**Approval of Agenda:** Moving FY 22/23 End Budget Report up to be discussed before the 'treasurers report'. Motion by Flynn with support by Gwillim to accept agenda as amended.

*Approved.*

**Approval of Minutes:** Motion by Gwillim with support by Flynn to approve minutes from the regular monthly board meeting in August. *Approved.*

Motion by LundBorg with support by Gwillim to approve the minutes from the work session in September. *Approved.*

**New Business:**

FY22/23 End Budget Report – presented by Tammy Hammerle. Anticipated expenses were \$-44,655.00 and ended up being \$-12,277.26.

**Treasurer's Report:** Submitted by Williams, presented by Church-McHugh

Motion by Gwillim with support by Flynn to approve Finance for August. *Approved.*

Motion by Gwillim with support by Jaeb to approve Finance report for September. *Approved.*

LundBorg abstaining from voting for both above reports.

Motion by Flynn with support by LundBorg to reinvest the Treasurer Bonds (\$66,622.22) for six months. *Roll call: Church-McHugh-yes, Flynn-yes, LundBorg-yes, Jaeb-yes Gwillim-yes. Approved.*

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

**Director's Report and Stats:** Included in packet and was reviewed and presented by Mary Barker.

**Committee Reports:**

Policy – Motion by LundBorg with Support by Flynn to approve Board Officers Succession Policy LundBorg, Flynn. *Approved.*

**Rescind motion to approve Board of Officers Succession Policy – all in favor to rescind original motion to approve policy.**

Motion by Gwillim with support by Jaeb to approve the language in the Board of Officers Succession Policy as a proposed revision of the bylaws. *Approved.*

Finance – Presented by Flynn who stated finance committee with discuss future matters at next board work session.

Preliminary FY25 Budget – presented by Mary Barker, board members will review and bring back ideas and suggestions to the next board work session.

Public Hearing Date – February 20, 2024

Capital Projects – list provided by Mary Barker  
Personnel – Nothing to report.

Director eval – possible revision of form. Board members will discuss this at the next work session.

Community –

Village – Church-McHugh has attended the most recent meeting.

Township – Church-McHugh has attended the most recent meeting.

Village's city feasibility updates – nothing to report.

**Continuing Business:**

District library/Millage – Director submitted recommendation. Board will vote on this matter in a special meeting on November 28, 2023.

**New Business:**

Audit – data presented by Mary Barker – see director's report.

Weare township – ongoing discussion about how to capture funds from these patrons as our contract has expired.

Completion of outdoor painting – Small area of material missing near door and this will be repaired by painters who are not charging for the service.

Budget amendment – Mary presented information on grants that were provided to the library and where these funds will be placed. Motion by Gwillim with support by Flynn to accept budget amendment. *Approved.*

Master plan and rec plan review: Information presented by Mary Barker – shared the draft of the village and township master plan.

**Other Business to come before Board:**

Arts council would like to display a piece of art in front of the library.

**Public Comment:** None.

**Next Meeting:** November 21, 2023 work session, November 28, 2023 special meeting.

**Adjourn:** Meeting was adjourned at 8:05 pm. Motion by Jaeb with support by Gwillim.

Draft submitted October 18, 2023  
Amber Jaeb, Secretary

**PENTWATER TOWNSHIP LIBRARY  
WORK SESSION MINUTES  
November 21, 2023**

**Called to Order** by President, Valerie Church-McHugh at 5:32pm. Present: Joan LundBorg, Kendra Flynn, Melissa Williams, Jennifer Gwillim; Director - Mary Barker. Absent: Amber Jaeb

**Discussion and Review of Options:**

- District Library
- District Library plus increase/renew millage
- Millage renewal
- Millage renewal plus increase
- Millage increase

**Discussion and Review Financial Information:**

- Increasing Hourly wages
- Future Salaries
- Retaining and attracting quality employees
- Estimated revenues under the various scenarios

**Discussion regarding Election Date Considerations and Legal Fees**

**Discussion regarding Future Funding**

- Type of Ballot Initiative (Millage - Increase, Headlee Override, District Library, none)
- How much is needed?
- How long?
  - Years should align with general election schedules to avoid requiring a special election)

**Other:**

- Next Regular Board Meeting - Tuesday, December 5, 2023, 5:30pm.
- Election of Board Officers
- Set Calendar for 2024

**Meeting Adjourned**

**Submitted by:**  
Jennifer Gwillim

11/17/23

Dec 3, 2023

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

---

**Budgets:**

We are in the third quarter of our fiscal year and have spent 58% of our budget.

**Property Tax:**

**TOTAL: \$0.00**

**Other Income:**

Fees and Fines: (Copies/Fees/Fines) \$454.99

Private Contributions: \$100.00

Miscellaneous Income: \$1,830.81

Government Contribution: \$0.00

**OTHER INCOME TOTAL: \$2,385.80**

**INCOME TOTAL: \$2,385.80**

**EXPENSE TOTAL: \$25,607.39**

**INVESTMENTS AND CASH HOLDINGS--**

OCTOBER 2023  
 Issued December 2023.

	INTEREST RATES	TYPE	BANK TOTALS			FUND TOTALS		TOTAL
			West Shore	SSB	Cetera	Operating	County	
Operating	0.05%	Checking	21,797.55			21,797.55		21,797.55
Operating	3.5%	Money Market	246,826.81			246,826.81		246,826.81
Operating	0.03%	Money Market		58,273.13		58,273.13		58,273.13
County							11,439.08	11,439.08
Petty Cash								150
Prepaid Exp.			0.00					0.00
Investment					65,000.00			65,000.00
<b>TOTALS</b>								<b>\$403,486.57</b>
Community Foundation Funds								
Hansen Funds			2,355					
PTL Funds			\$38,019.28					



**Fund Balances:**

	Operating Fund (West Shore Bank)	Operating Fund (Shelby State Bank)	County	Prepaid Expenses	Petty Cash	Treasurer Bonds
Fund Balance (\$)	268,624.36	58,273.13	11,439.08	0.00	150.00	65,000.00

**FUND BALANCE TOTAL: \$403,486.57**

---

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

\$403,486.57 (Total Cash on Hand) - \$297,900 (Amount Budgeted) = \$105,586.57

**Investments and Cash Holding:**  
See attached spreadsheet.

---

**Treasurer Bond's:**

## Pentwater Township Library Profit & Loss Budget Performance April through October 2023

58% of Budget		Oct 23	Apr - Oct 23	YTD Budget	\$ Over Budget	% of budget
<b>Income</b>						
	101-402 · Property Tax	0.00	11,439.37	200,149.00	-188,709.63	6%
	101-655 · Fees and Fines	454.99	2,579.59	3,000.00	-420.41	86%
	101-674 · Private Contributions	100.00	4,840.24	2,500.00	2,240.24	186%
	101-679 · Miscellaneous Income	1,830.81	5,306.31	7,450.00	-2,143.69	71%
	101.502 · Government Contribution	0.00	8,800.84	14,900.00	-6,099.16	59%
	<b>Total Income</b>	<b>2,385.80</b>	<b>32,966.35</b>	<b>228,099.00</b>	<b>-195,132.65</b>	<b>14%</b>
<b>Gross Profit</b>						
		2,385.80	32,966.35	- 228,099.00	-195,132.65	14%
<b>Expense</b>						
	101-702 · Salaries & Fringe Ben	17,290.99	114,907.37	195,000.00	-80,092.63	59%
	101-752 · Supplies & Postage	453.49	6,168.14	5,000.00	1,168.14	123%
	101-790 · Library Materials	3,703.06	17,103.49	31,500.00	-14,396.51	54%
	101-801 · Professional & Contract	2,046.06	7,395.90	20,000.00	-12,604.10	37%
	101-805 · Program Expense	0.00	7,492.49	12,950.00	-5,457.51	58%
	101-824 · Bank & Credit Card Fees	-14.66	44.26	200.00	-155.74	22%
	101-880 · Communications & Promo	0.00	1,449.15	2,500.00	-1,050.85	58%
	101-910 · Professional Development	534.48	2,413.21	4,800.00	-2,386.79	50%
	101-924 · Utilities & Maintenance	1,593.97	8,018.37	16,000.00	-7,981.63	50%
	101-937 · Insurance	0.00	0.00	5,500.00	-5,500.00	0%
	101-970 · Capital Outlay	0.00	1,482.26	8,900.00	-7,417.74	17%
	<b>Total Expense</b>	<b>25,607.39</b>	<b>166,474.64</b>	<b>302,350.00</b>	<b>-135,875.36</b>	<b>55%</b>
<b>Net Income</b>		<b>-23,221.59</b>	<b>-133,508.29</b>	<b>-74,251.00</b>	<b>-59,257.29</b>	

**Pentwater Township Library**  
**Balance Sheet**  
 As of October 31, 2023

	Oct 31, 23	Oct 31, 22	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
101-001 · West Shore Reg.Chk.	21,797.55	8,370.99	13,426.56	160.4%
101-002 · West Shore Money Market	246,826.81	299,001.42	(52,174.61)	(17.5)%
101-003 · Shelby State Bank Money Market	58,273.13	123,253.50	(64,980.37)	(52.7)%
101-004 · Petty Cash	150.00	150.00	0.00	0.0%
101.006 · Cetera Investment Services-Y78	32,000.00	0.00	32,000.00	100.0%
101.007 · Cetera Investment Services-ZF9	33,000.00	0.00	33,000.00	100.0%
<b>Total Checking/Savings</b>	392,047.49	430,775.91	(38,728.42)	(9.0)%
<b>Other Current Assets</b>				
101-123 · Prepaid Expenses	0.00	(5,420.59)	5,420.59	100.0%
<b>Total Other Current Assets</b>	0.00	(5,420.59)	5,420.59	100.0%
<b>Total Current Assets</b>	392,047.49	425,355.32	(33,307.83)	(7.8)%
<b>Other Assets</b>				
101-072 · Due from County	11,439.08	7,628.79	3,810.29	50.0%
<b>Total Other Assets</b>	11,439.08	7,628.79	3,810.29	50.0%
<b>TOTAL ASSETS</b>	<u>403,486.57</u>	<u>432,984.11</u>	<u>(29,497.54)</u>	<u>(6.8)%</u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
101-202 · Accounts Payable	(2,487.90)	119.75	(2,607.65)	(2,177.6)%
<b>Total Accounts Payable</b>	(2,487.90)	119.75	(2,607.65)	(2,177.6)%
<b>Credit Cards</b>				
101-204 · Visa 6720	0.00	1,198.60	(1,198.60)	(100.0)%
<b>Total Credit Cards</b>	0.00	1,198.60	(1,198.60)	(100.0)%
<b>Other Current Liabilities</b>				
101-254 · *Payroll Liabilities	5,965.12	3,660.38	2,304.74	63.0%
101-257 · Accrued Wages	6,005.93	3,533.59	2,472.34	70.0%
<b>Total Other Current Liabilities</b>	11,971.05	7,193.97	4,777.08	66.4%
<b>Total Current Liabilities</b>	9,483.15	8,512.32	970.83	11.4%
<b>Total Liabilities</b>	9,483.15	8,512.32	970.83	11.4%
<b>Equity</b>				
101-391 · Retained Earnings	527,511.71	539,788.97	(12,277.26)	(2.3)%
Net Income	(133,508.29)	(115,317.18)	(18,191.11)	(15.8)%
<b>Total Equity</b>	394,003.42	424,471.79	(30,468.37)	(7.2)%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>403,486.57</u>	<u>432,984.11</u>	<u>(29,497.54)</u>	<u>(6.8)%</u>

Pentwater Township Library  
 Inc/Exp Month  
 October 2023

	Oct 23	Oct 22
<b>Income</b>		
101-655 · Fees and Fines		
Annual		
Book Fines	110.00	30.00
Copier Fees	43.99	30.00
	<u>301.00</u>	<u>297.54</u>
<b>Total 101-655 · Fees and Fines</b>	454.99	357.54
101-674 · Private Contributions		
Unrestricted Donations	100.00	250.00
	<u>100.00</u>	<u>250.00</u>
<b>Total 101-674 · Private Contributions</b>	100.00	250.00
101-679 · Miscellaneous Income		
Other Revenue	0.00	1,000.00
101-665 · Interest Earned	1,530.81	25.52
101-670 · Other Grants	300.00	0.00
	<u>1,830.81</u>	<u>1,025.52</u>
<b>Total 101-679 · Miscellaneous Income</b>	1,830.81	1,025.52
<b>Total Income</b>	<u>2,385.80</u>	<u>1,633.06</u>
<b>Gross Profit</b>	2,385.80	1,633.06
<b>Expense</b>		
101-702 · Salaries & Fringe Ben		
Salaries & Wages	14,141.98	10,569.50
101-709 · Payroll Taxes	1,851.25	817.04
101-710 · Payroll Expenses	411.36	110.64
101-716 · Retirement	596.64	145.89
101-718 · Health & Vision Insurance	289.76	305.20
101-719 · Aflac	0.00	(72.40)
	<u>17,290.99</u>	<u>11,875.87</u>
<b>Total 101-702 · Salaries &amp; Fringe Ben</b>	17,290.99	11,875.87
101-752 · Supplies & Postage		
101-755 · Operating Supplies	453.49	780.42
	<u>453.49</u>	<u>780.42</u>
<b>Total 101-752 · Supplies &amp; Postage</b>	453.49	780.42
101-790 · Library Materials		
Unrestricted Library Ma		
Books	2,738.66	1,143.66
Nonprint Material	475.79	989.32
101-791 · Subscriptions	160.00	0.00
	<u>3,374.45</u>	<u>2,132.98</u>
<b>Total Unrestricted Library Ma</b>	3,374.45	2,132.98
101-792 · e-access materials	328.61	0.00
	<u>3,703.06</u>	<u>2,132.98</u>
<b>Total 101-790 · Library Materials</b>	3,703.06	2,132.98
101-801 · Professional & Contract		
Contract Service	2,046.06	1,029.15
101-802 · Professional Fees	0.00	180.00
	<u>2,046.06</u>	<u>1,209.15</u>
<b>Total 101-801 · Professional &amp; Contract</b>	2,046.06	1,209.15
101-805 · Program Expense		
101-778 · Supplies	0.00	173.59
101-780 · Prizes and Giveaways	0.00	254.92
	<u>0.00</u>	<u>428.51</u>
<b>Total 101-805 · Program Expense</b>	0.00	428.51

2:44 PM

11/09/23

Accrual Basis

**Pentwater Township Library  
Inc/Exp YTD  
April through October 2023**

Income	Apr - Oct 23	Apr - Oct 22
101-402 - Property Tax Property Taxes	11,439.37	0.00
<b>Total 101-402 - Property Tax</b>	<b>11,439.37</b>	<b>0.00</b>
101-655 - Fees and Fines Annual		0.00
Book Fines	135.00	160.00
Book Sales	70.99	59.00
Copier Fees	0.00	5.00
<b>Total 101-655 - Fees and Fines</b>	<b>2,373.60</b>	<b>2,021.15</b>
101-674 - Private Contributions Community Foundation		2,245.15
Restricted Gifts-Program	2,650.24	0.00
Unrestricted Donations	1,500.00	300.00
<b>Total 101-674 - Private Contributions</b>	<b>690.00</b>	<b>875.00</b>
101-679 - Miscellaneous Income Other Revenue	4,840.24	1,175.00
101-665 - Interest Earned	77.87	1,155.95
101-666 - Dividend	4,870.74	203.57
101-670 - Other Grants	0.00	115.56
101-676 - Unrestricted Donations	300.00	5,288.83
101-679 - Miscellaneous Income - Other	0.00	200.00
<b>Total 101-679 - Miscellaneous Income</b>	<b>57.70</b>	<b>0.00</b>
101-502 - Government Contribution 101-540 - State Aid	5,306.31	6,963.91
101-558 - Penal Fines	2,110.26	2,045.25
<b>Total 101,502 - Government Contribution</b>	<b>6,690.58</b>	<b>7,709.49</b>
<b>Total Income</b>	<b>8,800.84</b>	<b>9,754.74</b>
<b>Gross Profit</b>	<b>32,966.35</b>	<b>20,138.80</b>
<b>Expense</b>	<b>32,966.35</b>	<b>20,138.80</b>
101-702 - Salaries & Fringe Ben Salaries & Wages	97,251.10	73,298.75
101-709 - Payroll Taxes	9,705.45	6,053.55
101-710 - Payroll Expenses	2,740.97	1,606.55
101-716 - Retirement	2,526.70	1,126.59
101-718 - Health & Vision Insurance	2,217.55	2,123.12
101-719 - Aflac	108.60	36.20
101-726 - Worker's Comp. Insuranc	357.00	519.00
<b>Total 101-702 - Salaries &amp; Fringe Ben</b>	<b>114,907.37</b>	<b>84,763.76</b>
101-752 - Supplies & Postage 101-753 - Cleaning Supplies		167.86
101-754 - Office Supplies	79.68	0.00
101-755 - Operating Supplies	582.93	2,464.58
101-851 - Postage	5,248.59	174.00
<b>Total 101-752 - Supplies &amp; Postage</b>	<b>256.94</b>	<b>2,806.44</b>
101-790 - Library Materials Unrestricted Library Ma Books		10,177.68
Nonprint Material	9,599.64	3,702.09
101-791 - Subscriptions	3,113.08	3,224.30
Unrestricted Library Ma - Other	2,500.39	(24.42)
<b>Total Unrestricted Library Ma</b>	<b>0.00</b>	<b>15,213.11</b>
	15,213.11	17,079.65

December 3, 2023

TO: Pentwater Township Library Board of Trustees  
FROM: Melissa Williams, Board Treasurer  
RE: Month Ending November 30, 2023

---

**Budgets:**

We are in the third quarter of our fiscal year and have spent 58% of our budget.

**Property Tax:**

**TOTAL: \$0.00**

**Other Income:**

Fees and Fines: (Copies/Fees/Fines) \$199.99

Private Contributions: \$50.00

Miscellaneous Income: \$392.40

Government Contribution: \$0.00

**OTHER INCOME TOTAL: \$642.39**

**INCOME TOTAL: \$642.39**

**EXPENSE TOTAL: \$33,806.70**

**Fund Balances:**

	Operating Fund (West Shore Bank)	Operating Fund (Shelby State Bank)	County	Prepaid Expenses	Petty Cash	Treasurer Bonds
Fund Balance (\$)	241,112.28	58,273.13	11,439.08	0.00	150.00	65,000.00

**FUND BALANCE TOTAL: \$365,974.49**

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

\$365,974.49 (Total Cash on Hand) - \$297,900 (Amount Budgeted) = \$68,074.49

**Investments and Cash Holding:**

See attached spreadsheet.

**Treasurer Bond's:**

Library Board approved reinvesting Treasurer Bonds totaling \$66,622.22 for six months on October 17, 2023 at Regular Boarding Meeting.

**INVESTMENTS AND CASH HOLDINGS -**

NOVEMBER 2023  
 Issued December 2023

	INTEREST RATES	TYPE	BANK TOTALS			FUND TOTALS		TOTAL
			West Shore	SSB	Cetera	Operating	County	
Operating	0.05%	Checking	10,843.07			10,843.07		10,843.07
Operating	3.5%	Money Market	230,269.21			230,269.21		230,269.21
Operating	0.03%	Money Market		58,273.13		58,273.13		58,273.13
County							11,439.08	11,439.08
Petty Cash								150
Prepaid Exp.			0.00					0.00
Investment					65,000.00			65,000.00
<b>TOTALS</b>								<b>\$375,974.49</b>
<b>Community Foundation Funds</b>								
Hansen Funds			2,355					
PTL Funds			\$38,019.28					



**Pentwater Township Library**  
**Profit & Loss Budget Performance**  
 April through November 2023

66% of Budget		Nov 23	Apr - Nov 23	YTD Budget	\$ Over Budget	% of Budget
<b>Income</b>						
	101-402 · Property Tax	0.00	11,439.37	200,149.00	-188,709.63	6%
	101-655 · Fees and Fines	199.99	2,779.58	3,000.00	-220.42	93%
	101-674 · Private Contributions	50.00	4,890.24	2,600.00	2,290.24	188%
	101-679 · Miscellaneous Income	392.40	5,698.71	7,450.00	-1,751.29	76%
	101.502 · Government Contribution	0.00	8,800.84	14,900.00	-6,099.16	59%
	<b>Total Income</b>	<b>642.39</b>	<b>33,608.74</b>	<b>228,099.00</b>	<b>-194,490.26</b>	<b>15%</b>
<b>Gross Profit</b>						
		642.39	33,608.74	228,099.00	-194,490.26	15%
<b>Expense</b>						
	101-702 · Salaries & Fringe Ben	24,668.06	139,575.43	195,000.00	-55,424.57	72%
	101-752 · Supplies & Postage	952.62	7,120.76	5,000.00	2,120.76	142%
	101-790 · Library Materials	1,939.52	19,043.01	31,500.00	-12,456.99	60%
	101-801 · Professional & Contract	1,124.22	8,520.12	20,000.00	-11,479.88	43%
	101-805 · Program Expense	1,704.05	9,196.54	12,950.00	-3,753.46	71%
	101-824 · Bank & Credit Card Fees	12.97	57.23	200.00	-142.77	29%
	101-880 · Communicatons & Promo	0.00	1,449.15	2,500.00	-1,050.85	58%
	101-910 · Professional Development	1,263.58	3,676.79	4,800.00	-1,123.21	77%
	101-924 · Utilities & Maintenance	1,196.30	9,214.67	16,000.00	-6,785.33	58%
	101-937 · Insurance	0.00	0.00	5,500.00	-5,500.00	0%
	101-970 · Capital Outlay	945.38	2,427.64	8,900.00	-6,472.36	27%
	<b>Total Expense</b>	<b>33,806.70</b>	<b>200,281.34</b>	<b>302,350.00</b>	<b>-102,068.66</b>	<b>66%</b>
<b>Net Income</b>		<b>-33,164.31</b>	<b>-166,672.60</b>	<b>-74,251.00</b>	<b>-92,421.60</b>	

12:17 PM

11/30/23

Accrual Basis

Pentwater Township Library  
Inc/Exp Month  
November 2023

	Nov 23	Nov 22
<b>Income</b>		
101-655 · Fees and Fines		
Book Fines	28.99	0.00
Copier Fees	171.00	238.50
<b>Total 101-655 · Fees and Fines</b>	199.99	238.50
101-674 · Private Contributions		
Restricted Gifts-Books	0.00	35.00
Unrestricted Donations	50.00	0.00
<b>Total 101-674 · Private Contributions</b>	50.00	35.00
101-679 · Miscellaneous Income		
Other Revenue	392.40	263.98
101-665 · Interest Earned	0.00	24.79
<b>Total 101-679 · Miscellaneous Income</b>	392.40	288.77
<b>Total Income</b>	642.39	562.27
<b>Gross Profit</b>	642.39	562.27
<b>Expense</b>		
101-702 · Salaries & Fringe Ben		
Salaries & Wages	21,285.29	16,552.42
101-709 · Payroll Taxes	2,352.88	1,328.75
101-710 · Payroll Expenses	644.72	816.86
101-716 · Retirement	131.61	235.21
101-718 · Health & Vision Insurance	289.76	305.20
101-719 · Aflac	(36.20)	(36.20)
<b>Total 101-702 · Salaries &amp; Fringe Ben</b>	24,668.06	19,202.24
101-752 · Supplies & Postage		
101-753 · Cleaning Supplies	0.00	106.40
101-755 · Operating Supplies	952.62	181.26
<b>Total 101-752 · Supplies &amp; Postage</b>	952.62	287.66
101-790 · Library Materials		
Unrestricted Library Ma		
Books	1,376.20	1,657.76
Nonprint Material	207.87	85.09
Unrestricted Library Ma - Other	0.00	17.42
<b>Total Unrestricted Library Ma</b>	1,584.07	1,760.27
101-792 · e-access materials	355.45	0.00
<b>Total 101-790 · Library Materials</b>	1,939.52	1,760.27
101-801 · Professional & Contract		
Contract Service	1,124.22	1,290.06
101-802 · Professional Fees	0.00	683.00
<b>Total 101-801 · Professional &amp; Contract</b>	1,124.22	1,973.06

12:17 PM  
 11/30/23  
 Accrual Basis

**Pentwater Township Library**  
**Inc/Exp Month**  
**November 2023**

	Nov 23	Nov 22
<b>101-805 · Program Expense</b>		
101-778 · Supplies	449.71	839.20
101-779 · Decorations	566.35	276.42
101-780 · Prizes and Giveaways	287.99	243.16
101-808 · Presenters	400.00	0.00
<b>Total 101-805 · Program Expense</b>	<b>1,704.05</b>	<b>1,358.78</b>
<b>101-824 · Bank &amp; Credit Card Fees</b>	<b>12.97</b>	<b>45.31</b>
<b>101-880 · Communications &amp; Promo Advertising</b>	<b>0.00</b>	<b>121.00</b>
<b>Total 101-880 · Communications &amp; Pr...</b>	<b>0.00</b>	<b>121.00</b>
<b>101-910 · Professional Development</b>		
101-912 · Education & Training	1,033.68	0.00
101-913 · Travel & Transportation	229.90	557.81
<b>Total 101-910 · Professional Develop...</b>	<b>1,263.58</b>	<b>557.81</b>
<b>101-924 · Utilities &amp; Maintenance</b>		
101-850 · Telephone	0.00	129.36
101-920 · Electricity	486.35	290.51
101-921 · Gas	84.57	78.39
101-927 · Online Services	99.98	219.96
101-934 · Maintenance & Repairs	525.40	152.00
<b>Total 101-924 · Utilities &amp; Maintenance</b>	<b>1,196.30</b>	<b>870.22</b>
<b>101-937 · Insurance</b>		
101-935 · Building & Liability In	0.00	3,289.00
<b>Total 101-937 · Insurance</b>	<b>0.00</b>	<b>3,289.00</b>
<b>101-970 · Capital Outlay</b>	<b>945.38</b>	<b>0.00</b>
<b>Total Expense</b>	<b>33,806.70</b>	<b>29,465.35</b>
<b>Net Income</b>	<b>(33,164.31)</b>	<b>(28,903.08)</b>

12:17 PM  
 11/30/23  
 Accrual Basis

Pentwater Township Library  
 Inc/Exp YTD  
 April through November 2023

	Apr - Nov 23	Apr - Nov 22
<b>Income</b>		
101-402 • Property Tax		
Property Taxes	11,439.37	0.00
<b>Total 101-402 • Property Tax</b>	<b>11,439.37</b>	<b>0.00</b>
101-655 • Fees and Fines		
Annual		
Book Fines	135.00	160.00
Book Sales	99.98	59.00
Copier Fees	0.00	5.00
	2,544.60	2,259.65
<b>Total 101-655 • Fees and Fines</b>	<b>2,779.58</b>	<b>2,483.65</b>
101-674 • Private Contributions		
Community Foundation	2,650.24	0.00
Restricted Gifts-Books	0.00	35.00
Restricted Gifts-Program	1,500.00	300.00
Unrestricted Donations	740.00	875.00
<b>Total 101-674 • Private Contributions</b>	<b>4,890.24</b>	<b>1,210.00</b>
101-679 • Miscellaneous Income		
Other Revenue		
101-665 • Interest Earned	470.27	1,419.93
101-666 • Dividend	4,870.74	228.36
101-670 • Other Grants	0.00	115.56
101-676 • Unrestricted Donations	300.00	5,288.83
101-679 • Miscellaneous Income - Other	0.00	200.00
	57.70	0.00
<b>Total 101-679 • Miscellaneous Income</b>	<b>5,698.71</b>	<b>7,252.68</b>
101.502 • Government Contribution		
101-540 • State Aid	2,110.26	2,045.25
101-658 • Penal Fines	6,690.58	7,709.49
<b>Total 101.502 • Government Contribution</b>	<b>8,800.84</b>	<b>9,754.74</b>
<b>Total Income</b>	<b>33,608.74</b>	<b>20,701.07</b>
<b>Gross Profit</b>	<b>33,608.74</b>	<b>20,701.07</b>
<b>Expense</b>		
101-702 • Salaries & Fringe Ben		
Salaries & Wages	118,536.39	89,851.17
101-709 • Payroll Taxes	12,058.33	7,382.30
101-710 • Payroll Expenses	3,385.69	2,423.41
101-716 • Retirement	2,658.31	1,361.80
101-718 • Health & Vision Insurance	2,507.31	2,428.32
101-719 • Aflac	72.40	0.00
101-726 • Worker's Comp. Insuranc	357.00	519.00
<b>Total 101-702 • Salaries &amp; Fringe Ben</b>	<b>139,575.43</b>	<b>103,966.00</b>
101-752 • Supplies & Postage		
101-753 • Cleaning Supplies	79.68	274.26
101-754 • Office Supplies	582.93	0.00
101-755 • Operating Supplies	6,201.21	2,645.84
101-851 • Postage	256.94	174.00
<b>Total 101-752 • Supplies &amp; Postage</b>	<b>7,120.76</b>	<b>3,094.10</b>

12:17 PM  
 11/30/23  
 Accrual Basis

**Pentwater Township Library  
 Inc/Exp YTD  
 April through November 2023**

	Apr - Nov 23	Apr - Nov 22
101-790 · Library Materials		
Unrestricted Library Ma		
Books	10,975.84	11,835.44
Nonprint Material	3,320.95	3,787.18
101-791 · Subscriptions	2,500.39	3,224.30
Unrestricted Library Ma - Other	0.00	(7.00)
Total Unrestricted Library Ma	16,797.18	18,839.92
101-792 · e-access materials	2,245.83	1,355.27
Total 101-790 · Library Materials	19,043.01	20,195.19
101-801 · Professional & Contract		
Contract Service	6,588.99	8,576.67
101-802 · Professional Fees	295.00	1,421.32
101-915 · Society Dues	581.00	481.34
101-916 · Mid-Mich League Dues	1,055.13	1,022.65
Total 101-801 · Professional & Contract	8,520.12	11,501.98
101-805 · Program Expense		
101-778 · Supplies	3,535.15	5,678.41
101-779 · Decorations	1,056.14	1,085.61
101-780 · Prizes and Giveaways	2,302.81	1,568.14
101-808 · Presenters	2,302.44	1,345.00
Total 101-805 · Program Expense	9,196.54	9,677.16
101-824 · Bank & Credit Card Fees	57.23	66.70
101-880 · Communications & Promo Advertising	1,449.15	1,176.91
Total 101-880 · Communications & Promo	1,449.15	1,176.91
101-910 · Professional Development		
101-912 · Education & Training	2,216.78	400.00
101-913 · Travel & Transportation	1,460.01	1,369.09
Total 101-910 · Professional Development	3,676.79	1,769.09
101-924 · Utilities & Maintenance		
101-850 · Telephone	264.64	517.44
101-917 · Water & Sewer	1,232.35	962.49
101-920 · Electricity	2,204.92	2,227.15
101-921 · Gas	613.18	570.47
101-927 · Online Services	709.86	874.84
101-934 · Maintenance & Repairs	4,189.72	3,034.97
Total 101-924 · Utilities & Maintenance	9,214.67	8,187.36
101-937 · Insurance		
101-935 · Building & Liability In	0.00	5,271.00
Total 101-937 · Insurance	0.00	5,271.00
101-962 · Reconciliation Discrepancies	0.00	15.84
101-970 · Capital Outlay	2,427.64	0.00
Total Expense	200,281.34	164,921.33
Net Income	(166,672.60)	(144,220.26)

**Pentwater Township Library**  
**Balance Sheet**  
**As of November 30, 2023**

	Nov 30, 23	Nov 30, 22	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
101-001 · West Shore Reg.Chk.	10,843.07	14,266.01	(3,422.94)	(24.0)%
101-002 · West Shore Money Market	230,269.21	265,022.80	(34,753.59)	(13.1)%
101-003 · Shelby State Bank Money Market	58,273.13	123,256.34	(64,983.21)	(52.7)%
101-004 · Petty Cash	150.00	150.00	0.00	0.0%
101.006 · Cetera Investment Services-Y78	32,000.00	0.00	32,000.00	100.0%
101.007 · Cetera Investment Services-ZF9	33,000.00	0.00	33,000.00	100.0%
<b>Total Checking/Savings</b>	<b>364,535.41</b>	<b>402,695.15</b>	<b>(38,159.74)</b>	<b>(9.5)%</b>
<b>Other Current Assets</b>				
101-123 · Prepaid Expenses	0.00	(5,420.59)	5,420.59	100.0%
<b>Total Other Current Assets</b>	<b>0.00</b>	<b>(5,420.59)</b>	<b>5,420.59</b>	<b>100.0%</b>
<b>Total Current Assets</b>	<b>364,535.41</b>	<b>397,274.56</b>	<b>(32,739.15)</b>	<b>(8.2)%</b>
<b>Other Assets</b>				
101-072 · Due from County	11,439.08	7,628.79	3,810.29	50.0%
<b>Total Other Assets</b>	<b>11,439.08</b>	<b>7,628.79</b>	<b>3,810.29</b>	<b>50.0%</b>
<b>TOTAL ASSETS</b>	<b>375,974.49</b>	<b>404,903.35</b>	<b>(28,928.86)</b>	<b>(7.1)%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
101-202 · Accounts Payable	0.00	(1,006.51)	1,006.51	100.0%
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>(1,006.51)</b>	<b>1,006.51</b>	<b>100.0%</b>
<b>Credit Cards</b>				
101-204 · Visa 6720	0.00	1,342.14	(1,342.14)	(100.0)%
101-205 · Visa 8118	0.00	(11.01)	11.01	100.0%
<b>Total Credit Cards</b>	<b>0.00</b>	<b>1,331.13</b>	<b>(1,331.13)</b>	<b>(100.0)%</b>
<b>Other Current Liabilities</b>				
101-254 · *Payroll Liabilities	9,129.45	5,476.43	3,653.02	66.7%
101-257 · Accrued Wages	6,005.93	3,533.59	2,472.34	70.0%
<b>Total Other Current Liabilities</b>	<b>15,135.38</b>	<b>9,010.02</b>	<b>6,125.36</b>	<b>68.0%</b>
<b>Total Current Liabilities</b>	<b>15,135.38</b>	<b>9,334.64</b>	<b>5,800.74</b>	<b>62.1%</b>
<b>Total Liabilities</b>	<b>15,135.38</b>	<b>9,334.64</b>	<b>5,800.74</b>	<b>62.1%</b>
<b>Equity</b>				
101-391 · Retained Earnings	527,511.71	539,788.97	(12,277.26)	(2.3)%
Net Income	(166,672.60)	(144,220.26)	(22,452.34)	(15.6)%
<b>Total Equity</b>	<b>360,839.11</b>	<b>395,568.71</b>	<b>(34,729.60)</b>	<b>(8.8)%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>375,974.49</b>	<b>404,903.35</b>	<b>(28,928.86)</b>	<b>(7.1)%</b>

## Pentwater Township Library

Director's Report

October and November 2023

**Michigan Library Association Conference**—This October the annual MLA conference was held in Kalamazoo and Tammy, Justin and I attended. We divided the conference sessions up so that we were able to cover more sessions, but we did attend some of the keynote speakers together. This was Justin's first time at a large library conference, and he attended a variety of subjects for his sessions, from challenged books to PR and the Power of Play. Tammy hit on a variety of themes also but got a lot of ideas from programming and information on the Michigan Activity Pass (MAP) that all library patrons have access to use. I concentrated on legal issues with many sessions with the Law Librarian at Library of Michigan and Anne Seurnyck and Mike from Foster Swift. The most interesting sessions were on the minimum wage issue that will be going to the Supreme Court soon. Also, the use of labeling in public libraries, such as the Mystery stickers, grade level labels and DVD labels. Which can be view as a censorship issue.

**Parliamentary Procedure Workshop**—This workshop was for Directors and Board Members and was put on by the White Pine Library Cooperative. Their focus was directed to the problems boards are having with running meetings and accomplishing proper motions and getting work done. The session was eye-opening because boards all over the state are running into many of the same problems. White Pine's concerns were generated because one of the libraries in their coop was having difficulties and had book challenges happening at the same time. Our speaker was a member of the National Association of Parliamentarians, I included one of the worksheets from the meeting in this packet. I was so impressed with the presentation, I wrote to MMLL director to tell her about the speaker and if there is a time or money for such a program it would be well worth our time.

**Library Inventory**— To prepare for the inventory we first weeded the collection then shelf read all the shelves to be sure all materials were in the correct order, then inventoried each section. We worked the entire month of November on a complete inventory. Each session had minor problems with several items, some needed to have spelling mistakes fixes, classification changes, new covers or cases and other maintenance issues fixed. We only have two books that are a mystery in their location, we have no record of them being checked out and the barcodes weren't scanned. These two items are now listed in the circulation system as "Problems" and if the books are returned or found in the library and just by the item being scanned will clean up the "Problem" status. There was a total of 532 items weeded, our current total of 15,298 items overall, and 1,940 current patron accounts.

**Programming**—The Haunted Library: We have been very busy with programs this fall, and our largest event was for Halloween. The Haunted Library drew more than 519 visitors (some children continued going through the library multiple times were not counted again). Comments were so encouraging; we were thanked so many times for having this event. Families now make plans to be at our Library to see what fun we can conjure up. Many times, I heard, "this was the best one yet!", "this library feels so much bigger", "how did they make the library bigger", or "wow these people have a real artistic eye". The theme this year was simply "Haunted Library" and we used materials from all our past haunted themes such as Frankenstein, Birds, and Hocus Pocus. We were fortunate this year to have so much help to pull this off. The Friends of the Pentwater Library 2.0 had a huge presence in helping us set up and during the event and many showed up to help us take it all down. Others that helped were Library Board members, and citizens that wantto volunteer. All the help was greatly appreciated.

Other programming this fall included, our "I Spy Table", staff has been actively engaging children with passive activities with searches, interesting questions and fun ways to count and

## Pentwater Township Library

### Director's Report

October and November 2023

use of their skills in reasoning. We have small prizes, and some children rush to the library to be part of the program. We have been doing adult paint workshops, adult and tween and teen card making, two different active book clubs meet monthly, fly tying, movie Saturdays and Tech Help twice a month. Summer may be over, but we have been as busy as ever.

For the holidays we have the Allandale Jazz band returning to Jazz up our holiday and that event will be held at Park Place on Friday December 8<sup>th</sup> at 6 p.m. After the concert Santa is scheduled for a pre-Christmas visit for the children of Pentwater. Santa will meet the children in the library for visits and cookies and hot chocolate will be served. We have specials after-school holiday crafts planned for Wednesdays during December. On Saturday, December 9 from 10 a.m. to Noon we will have a Family group project a paper cone wreath that each family will work together to create.

**Staff Training**—Training has been concentrating on MeL resources from the new Arts and Crafts sessions called DYI and Master File. Staff have time to work and practice when we have down time, and we usually work on the same program for a couple weeks to learn the most we can on each program. We have also been working on recording of webinars and Library programs from INFOPeople on how to do displays and book arrangements.

**Adult Winter Reading Program**-- The new Adult Winter Reading Program has started titled "Are you Yeti to Read?" The Yeti is a clever way to emphasize the winter part and to signal that we are introducing the participants to genres that they don't usually read. We have a new focus on giving the readers new challenges and best chances to win the grand prize. The selection lists and records show ways to get your name into the drawing and the program was created so participants can start anytime during the 12 week-long challenge.

**Library Building Lost Electricity**—Last week the library had to close early because of two mischievous squirrels that chewed our wires at the transformer (our neighbor has video of the incident on their home security system). The library was down until about 2:30 p.m. Consumers Power people picked up the squirrels and displayed them on the memorial rock for an example of proper behavior to other squirrels in the neighborhood.

**Covid Test Kits**--Just before Thanksgiving my latest order of Covid test kits arrived and because of the holiday travel and gathering with others the Covid kits are very much in demand. We have enough to get through to 2024 and we can hope that we have less call for them in the future.

Respectfully submitted,  
Mary Barker, Director



Pentwater Township Library  
 DIRECTOR'S REPORT -  
 October Statistics

11/1/2023

CIRCULATION	2023	2022	%	ATTENDANCE	2023	2022	%
FICTION	386	434	-11	ADULT PROGRAM*	43	19	126
NON-FICTION	108	143	-24	TEEN PROGRAM*	0	0	#DIV/0!
LARGE PRINT FICTION	60	41	46	CHILDREN PROGRAM*	507	490	3
LARGE PRINT NON-FICTION	2	1	100	PASSIVE PROGRAM*	95		#DIV/0!
				<b>TOTAL</b>	<b>645</b>	<b>509</b>	<b>27</b>
<b>TOTAL</b>	<b>556</b>	<b>619</b>	<b>-10</b>				
KIT GO BAGS	6	8		EVENING PATRONS	41	461	-91
KIT MOVIE NIGHT	0	31		<b>TOTAL PATRONS*</b>	<b>1433</b>	<b>1485</b>	<b>-4</b>
PERIODICALS	46	60	-23				
PAPERBACKS	2	1	100	NEW REGISTRATIONS			
AUDIO	50	24	108	ADULT	7	13	-46
VIDEOS & DVDS	150	240	-38	CHILDREN	0	3	-100
				ANNUAL	1	2	-50
LIBBY E_Magazine	249	66					
LIBBY AUDIO	175	170	3	<b>TOTAL*</b>	<b>8</b>	<b>18</b>	<b>-56</b>
LIBBY E-BOOKS	257	303	-15				
MEL CAT LENT	113	120	-6	Total Deleted Items	41	16	156
MEL CAT BORROWED	112	136	-18				
HOOPLA E-BOOKS	88		#DIV/0!				
HOOPLA E-AUDIO	62		#DIV/0!	Multipurpose Room	24	16	
HOOPLA E-MOVIE/TV	16		#DIV/0!				
HOOPLA BINGE PASS	1		#DIV/0!	RE-REGISTRATIONS			
				ADULT	19	14	36
<b>TOTAL</b>	<b>1327</b>	<b>1159</b>	<b>14</b>	CHILDREN	0	0	#DIV/0!
				<b>TOTAL*</b>	<b>19</b>	<b>14</b>	<b>36</b>
J FICTION	30	62	-52				
J NON-FICTION	11	44	-75				
J EASY	58	137	-58	COPIES			
J PERIODICALS	0	0	#DIV/0!	BLACK	2655	1682	58
J VIDEOS & DVDS	31	86	-64	COLOR	747	757	-1
<b>TOTAL</b>	<b>130</b>	<b>329</b>	<b>-60</b>				#DIV/0!
				FAX USAGE	82	71	15
Y FICTION	36	5	620				#DIV/0!
Y NON-FICTION	1	12	-92				
				COMPUTER USAGE*	91	87	5
<b>TOTAL</b>	<b>37</b>	<b>17</b>	<b>118</b>	WIRELESS USAGE*	421		#DIV/0!
<b>GRAND TOTAL</b>	<b>2050</b>	<b>2124</b>	<b>-3</b>				

Pentwater Township Library  
 DIRECTOR'S REPORT -  
 November Statistics

12/1/2023

CIRCULATION	2023	2022	%	ATTENDANCE	2023	2022	%
FICTION	355	382	-7	ADULT PROGRAM	14	13	8
NON-FICTION	114	102	12	TEEN PROGRAM	0	0	#DIV/0!
LARGE PRINT FICTION	40	38	5	CHILDREN PROGRAM	11	39	-72
LARGE PRINT NON-FICTION	0	1	-100	PASSIVE PROGRAM	45		#DIV/0!
<b>TOTAL</b>	<b>509</b>	<b>523</b>	<b>-3</b>	<b>TOTAL</b>	<b>25</b>	<b>52</b>	<b>-52</b>
KIT GO BAGS	3	6		EVENING PATRONS	27	26	4
KIT MOVIE NIGHT	0	20		<b>TOTAL PATRONS</b>	<b>702</b>	<b>799</b>	<b>-12</b>
PERIODICALS	28	46	-39	<b>NEW REGISTRATIONS</b>			
PAPERBACKS	1	4	-75	ADULT	8	5	60
AUDIO	17	21	-19	CHILDREN	0	1	-100
VIDEOS & DVDS	118	218	-46	ANNUAL	0	0	#DIV/0!
LIBBY E_Magazine	213	84	154	<b>TOTAL</b>	<b>8</b>	<b>6</b>	<b>33</b>
LIBBY AUDIO	171	121	41	Total Deleted Items		0	#DIV/0!
LIBBY E-BOOKS	245	306	-20		491		
MEL CAT LENT	127	134	-5	Multipurpose Room	26	15	73
MEL CAT BORROWED	93	129	-28	<b>RE-REGISTRATIONS</b>			
HOOPLA E-BOOKS	88	24	267	ADULT	14	14	0
HOOPLA E-AUDIO	76	10	660	CHILDREN	4	0	#DIV/0!
HOOPLA E-MOVIE/TV	4	32	-88	<b>TOTAL</b>	<b>18</b>	<b>14</b>	<b>29</b>
HOOPLA BINGE PASS	1	3	-67	COPIES			
<b>TOTAL</b>	<b>1185</b>	<b>1158</b>	<b>2</b>	BLACK	3706	1883	97
J FICTION	51	39	31	COLOR	1333	1191	12
J NON-FICTION	12	40	-70	<b>TOTAL</b>			
J EASY	77	70	10	FAX USAGE	11	59	-81
J PERIODICALS	0	0	#DIV/0!	<b>COMPUTER USAGE</b>	<b>80</b>	<b>76</b>	<b>5</b>
J VIDEOS & DVDS	35	54	-35	WIRELESS USAGE			#DIV/0!
<b>TOTAL</b>	<b>175</b>	<b>203</b>	<b>-14</b>				
Y FICTION	15	8	88				
Y NON-FICTION	1	1	0				
<b>TOTAL</b>	<b>16</b>	<b>9</b>	<b>78</b>				
<b>GRAND TOTAL</b>	<b>1885</b>	<b>1893</b>	<b>0</b>				

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	50	45					327
6 - Adult Non-fiction	23	18	9	8	12	3	82	44					199
7 - Audio Books	1	2	2	4	3	6	24	14					46
8 - Easy Read			1				1						2
9 - Hold Shelf													0
10 - Juvenile Audio													0
11 - Juvenile Easy	21	37	6	5	1	7	5	1					83
12 - Juvenile Fiction	12	18	1	3		1	5	2					42
13 - Juvenile Magazine	3	3	2	2	2	3	1	3					19
14 - Juvenile Non-fic	47	5	1	3		2	1						59
15 - Juvenile Video			1			11	7	1					20
16 - Juvenile Video Series													0
17 - Large Print Fiction		2	11	4	5	7	9	5					43
18 - Large Print Non-Fiction						2							2
19 - Magazine	39	38	28	21	28	31	27	26					238
24 - Paperback Fiction			1					2					3
25 - Reference													0
26 - Video Non-Fiction								1					1
27 - Video	2	50	8	3		9	16	8					96
28 - Video Series	1	1	4		3	2	1	7					19
29 - Young Adult Fiction	2				1	22	1	4					30
30 - Young Adult Magazine													0
31 - Young Adult Non-Fiction	2						2						4
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									0
Total	180	239	125	76	94	135	232	153	0	0	0	0	1234

code	Pentwater Township Library Operating Fund	Approved FY2023	Budget Ammendm ent August 2022	ApprovedF Y24	Proposed Budget FY 25	Comments
	<b>INCOME:</b>					
402	Taxes	192,244	192,244	200,149	214,481	
502	Govt contributions	14,500	14,500	14,900	15,000	
655	Fees & Fines (inc Book sales)	3,200	3,200	3,000	3,000	
674	Private Contributions	2,400	2,700	2,600	2,500	
679	Misc Income	3,000	3,000	3,000	5,000	
670	Grants		5,289			
	<b>TOTAL</b>	<b>215,344</b>	<b>220,933</b>	<b>223,649</b>	<b>239,981</b>	
	<b>EXPENSES:</b>					
702	Salaries	163,000	163,500	195,000	215,000	
752	Supplies & postage	7,000	7,000	5,000	7,000	
790	Library mtris	28,000	29,269	31,500	31,500	
801	Prof & contractual	20,000	20,000	20,000	20,000	
805	Program Expenses	7,500	10,819	8,500	8,500	
824	Bank and Credit Card Fees	200	200	200	200	
880	Communications	3,500	3,500	2,500	2,500	
910	Professional Development	3,000	3,500	4,800	4,800	
924	Utilities & Maintenance	16,000	16,000	16,000	16,000	
937	Insurance	4,000	4,000	5,500	5,500	
970	Capital Outlay	2,800	2,800	8,900	6,000	
	Contingency Fund	5,000	5,000			
	<b>OPERATING TOTAL</b>	<b>260,000</b>	<b>265,589</b>	<b>297,900</b>	<b>317,000</b>	
995	Transfer Out					
	<b>GRAND TOTAL</b>	<b>260,000</b>	<b>265,589</b>	<b>297,900</b>	<b>317,000</b>	
	Income over (under) expense	-44656	-44656	-74250.73	-77019	

--INCLUDES: AD VALOREM PARCELS, ADJUSTED VALUES--

CERTIFICATION OF ASSESSING OFFICER AUTHENTICATING COPY OF TAX ROLL

STATE OF MICHIGAN

I HEREBY CERTIFY that the foregoing and annexed is the Tax Roll of PENTWATER TOWNSHIP Winter 2023 in the County aforesaid, for the year 2023, with my warrant thereunto annexed and that the aggregate amount of taxes spread upon the said tax roll is as follows:

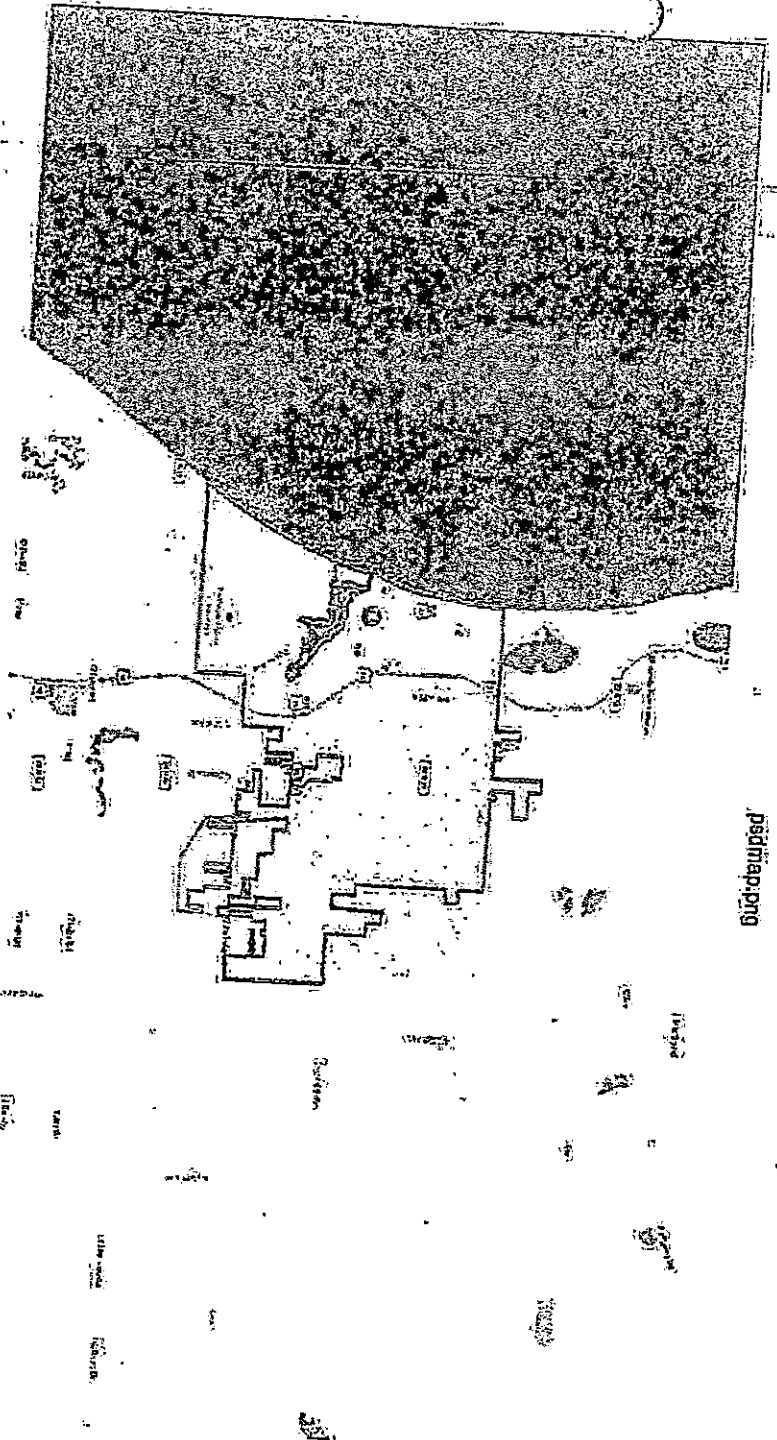
TAXABLE-REAL	259,855,880	TAXABLE-EXEMPT	0
TAXABLE-PRE/MBT	93,772,295	TAXABLE-PRE/MBT	0
TAXABLE-NON PRE/MBT	166,083,585	TAXABLE-NON PRE/MBT	0
TAXABLE-PERSONAL	3,879,900		
TAXABLE-PRE/MBT	402,800		
TAXABLE-NON PRE/MBT	3,477,100		
TAXABLE-REAL & PERSONAL	263,735,780		
TAXABLE-PRE/MBT	94,175,095		
TAXABLE-NON PRE/MBT	169,560,685		

TAX DESCRIPTION	COUNT	TAXABLE VALUE	MILLAGE	GROSS TAX	TAX LEVIED	DIFFERENCE
COUNTY AMBULANCE	2,865	263,735,780	0.90000	237,362.20	237,349.91	-12.29
COUNTY 9-1-1	2,865	263,735,780	0.13740	36,237.30	36,223.04	-14.26
COUNTY COA	2,865	263,735,780	0.98380	259,463.26	259,449.26	-14.00
COUNTY VETERANS	2,865	263,735,780	0.09860	26,004.35	25,989.68	-14.67
COUNTY MCF OPER	2,865	263,735,780	1.97300	520,350.69	520,336.43	-14.26
TWP OPERATING	2,865	263,735,780	1.21530	320,518.09	320,503.78	-14.31
TWP FIRE OPER	2,865	263,735,780	0.98370	259,436.89	259,422.65	-14.24
PENTWTR LIBRARY	-2,865	263,735,780	0.81330	214,496.31	214,481.83	-14.48
PENTWTR CEMETERY	2,865	263,735,780	0.34010	89,696.54	89,682.31	-14.23
TWP FIRE EQUIP	2,865	263,735,780	0.49530	130,628.33	130,613.97	-14.36
TWP ROADS	2,865	263,735,780	0.49530	130,628.33	130,613.97	-14.36
PENTWATER PUBLIC SCHOOL DIST, 64070						
WS ESD OPER	2,865	263,735,780	0.27500	72,527.34	72,513.67	-13.67
WS ESD SPEC ED	2,865	263,735,780	2.37260	625,739.51	625,724.83	-14.68
WS ESD VOC ED	2,865	263,735,780	0.91750	241,977.58	241,963.44	-14.14
PENTWTR SCH OPER	2,034	169,560,685	18.00000	3,052,092.33	3,052,086.78	-5.55
PENTWTR SCH OPER (MBT Comm)	7	402,800	6.00000	2,416.80	2,416.80	0.00
PENTWTR SCH DEBT	2,865	263,735,780	0.88000	232,087.49	232,074.13	-13.36
SPECIAL ASSESSMENTS						
PLIB2023, PENTWATER LAKE B	467				50,799.08	
				6,451,663.34	6,502,245.56	-216.86
				Tax Amount Levied:	6,502,245.56	
				Administration Fee:	64,500.22	
				Total of Roll:	6,566,745.78	

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

ASSESSOR/SUPERVISOR OF  
PENTWATER TOWNSHIP

CERTIFICATION # \_\_\_\_\_



psd\map.png

N 120th Ave

Way Jackson

N Oceana Dr

N 72nd Ave

N 66th Ave

Wayne Ave

Pentwater State Game Area

Frenchtown

11031

11031

11031

BUS 31

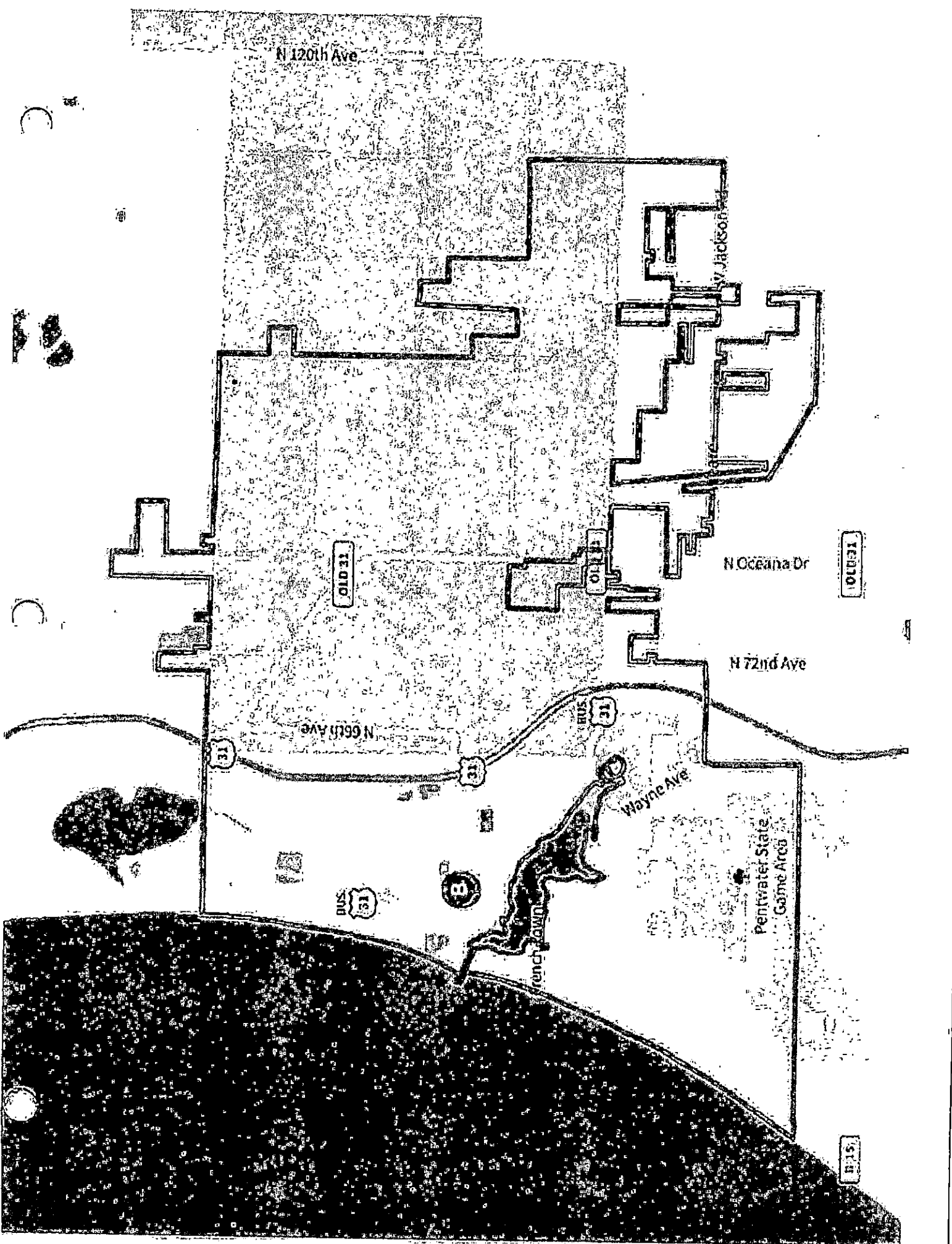
B

BUS 31

BUS 31

BUS 31

B-15



Dear Library Representative,

11/19/2023

We are Girl Scouts from Troop 8350. We are looking for ways to help out the community. We would love for you to be one of our locations for our Silver Award project. A Silver Award project is a project that helps your community and the people in it. Our idea is to include three different libraries and give them paddles and balls for pickleball.

This summer our troop tried out pickle ball and loved it. Then we noticed that there were pickleball courts that were in the following towns: Hart, Pentwater, and Ludington. The reason why we chose these cities is because one girl from each town is involved in this project. Laney goes to Ludington High School, Anaviolet goes to Pentwater High School, and Nina goes to Hart High School.

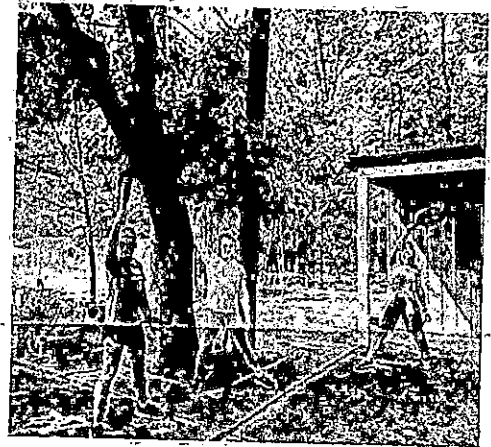
We thought of how many courts there are and how not many young people use them. We thought of reasons why they were not being used by them and then realized that not many young people have pickleball supplies.

We think that everyone should be able to get the experience of playing pickleball without having to pay all that money to get supplies. So we thought of ways we could get the supplies and give them to people who might want to try pickleball. That then led to the idea of libraries could check out the paddles and balls to people who want to give it a try, just like how books are checking the supplies out to the public.

We think this would be a great idea to help out the community and we were hoping to include you in it. We would love to come and present our idea to you with further information at your next Library board meeting.

Sincerely,

Anaviolet Jeruzal  
Anaviolet Jeruzal  
anaviolet.jeruzal@gmail.com  
(231)397-5345



Laney Bottrell  
Laney Bottrell  
helana.bottrell@icloud.com  
(231) 907-7612



Nina Frick  
Nina Frick  
ninafrick2009@gmail.com  
(231)923-2413





## BOARD SUCCESSION/SLATE OF OFFICERS

### 2023

- President – Valerie Church McHugh
- Vice-President – Jennifer Gwillim
- Treasurer - Melissa Williams
- Secretary – Amber Jaeb
- Trustee – Joan LundBorg
- Trustee – Kendra Flynn

### 2024 (Draft)

- President – Valerie Church McHugh
- Vice-President – Jennifer Gwillim
- Treasurer - Melissa Williams
- Secretary – Amber Jaeb
- Trustee – Joan LundBorg
- Trustee – Kendra Flynn

**Pentwater Township Library**  
Director's Annual Investment Report  
December 2023

To: Pentwater Township Library Board of Trustees

From: Mary Barker, Director

Date: December 1, 2023

Re: Annual Investment Report

The Library's funds are deposited into two Money Market accounts, one at Shelby State Bank, earning about \$1.68 per month on a balance of \$58,274.81 and it sits there earning nearly nothing month after month. The other Money Market account is at West Shore Bank that is earning about \$775.00 per month on \$240,000 for approximately 5 more months, then will go back to current interest levels. Our business checking account is also at West Shore Bank. This account is used to pay bills and for payroll. Money is transferred from the West Shore Bank Money Market account into the Business checking account as needed to cover payroll and our bills. We have funds invested with Treasury Bills with West Shore Bank for a balance of just over \$66,000.

Currently, our Signatories are Maureen Murphy, Township Clerk, Heather Douglas, Township Treasurer, Valerie Church McHugh, Board President, Melissa Williams, Board Treasurer

**Pentwater Township Library**

**2024 SCHEDULE FOR LIBRARY BOARD OF TRUSTEE MEETINGS AND WORK SESSIONS**

**THE BOARD OF TRUSTEES MEET ON THE THIRD TUESDAY EACH MONTH @ 5:30 P.M. IN THE LIBRARY EXCEPT IN JULY AND DECEMBER**

**JANUARY 16—WORK SESSION**

**FEBRUARY 20—PUBLIC BUDGET HEARING @ 5:30 P.M.**

**FEBRUARY 20—BOARD OF TRUSTEE MEETING (Immediately following Public Budget Hearing)**

**MARCH 19—WORK SESSION**

**APRIL 16—BOARD OF TRUSTEE MEETING**

**MAY 21—WORK SESSION**

**JUNE 18—BOARD OF TRUSTEE MEETING**

**JULY—NO WORK SESSION OR MEETING**

**AUGUST 20—BOARD OF TRUSTEE MEETING**

**SEPTEMBER 17—WORK SESSION**

**OCTOBER 15—BOARD OF TRUSTEE MEETING**

**NOVEMBER 19—WORK SESSION**

**DECEMBER 10 (SECOND TUESDAY)—BOARD OF TRUSTEE MEETING**

**BOARD MEMBERS**

**PRESIDENT—VALERIE CHURCH MCHUGH**

**VICE-PRESIDENT—JENNIFER GWILLIM**

**TREASURER—MELISSA WILLIAMS**

**SECRETARY—AMBER JAEB**

**TRUSTEE—JOAN LUNDBORG**

**TRUSTEE—KENDRA FLYNN**

**THE PUBLIC IS ENCOURAGED AND WELCOMED TO ATTEND ALL MEETINGS AND WORK SESSIONS**

# Pentwater Township Library

## Capital Projects 2023-2025

### Prioritized

- 1.) Upgrade and fix outside building lights and electrical outlets
- 2.) 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 (old lights are corroded and old burned out bulbs can't be removed)
  - c. Remove drop ceiling and replace (the tiles are over original to the building—have been painted to cover old water leaks, no longer made and because the lights are in the wrong place impossible to add a new layout.
- 3.) Move drop box on to a cement pad and install bollards to allow for drive-up use. (Small project that could be accomplished with our outside volunteer and staff members.)
- 4.) Emergency door—upgrade with push bar for emergencies.
- 5.) Yard maintenance (this could also include sidewalks) Remove overgrown scrubs (not all of them, but the pines near the corners of the building all need to be removed, other scrubs trimmed and the trees on west side of building need to be thinned and trim away from the building.
- 6.) Add a Library Sign (Centenary United Methodist Church has exactly what I would want, made of brick, the right size and not glaring light for our residential neighborhood.)
- 7.) Repair or add drains at edge of sidewalk and driveway. (Every time it rains, or snow melts the sidewalk becomes a lake to cross over. The grade of the driveway is about 18 inches higher than the sidewalk.
- 8.) Create a Patio picnic area for picnic tables to sit, right now we have to move the tables for mowing.
- 9.) Purchase a universal access table. If there was a patio and a sidewalk this would be a nice feature to our outdoor space.



## PENTWATER FIRE DEPARTMENT

486 E Park St • PO Box 1117  
Pentwater, MI 49449

Phone 231.869.5987 • Fax 231.869.8511  
www.pentwaterfiredepartment.com

### Monthly Meeting Agenda

---

Meeting Date: Wednesday, December 6, 2023 19:00

Meeting Location: Pentwater Fire Department

Call to Order

---

- I. Pledge of Allegiance
- II. Reading and Approval of Minutes
  - a. Minutes from 10/4/23
  - b. The November Officer Meeting and November Monthly Meetings were both cancelled so members could participate with neighboring agencies in live fire burn training.
- III. Reports of Officers
  - a. Treasurer Terry Cluchey
    - i. Payroll- \$18,475.00
    - ii. Michigan CLASS- \$57,183.28
    - iii. Michigan EDGE- \$85,923.10
    - iv. Checking- \$12,131.85
    - v. Money Market Account- \$0.00
    - vi. Total Available- \$173,713.23
    - vii. Budget Funds \$73,050.03
    - viii. Fund balance \$100,663.20
- IV. Old Business
  - a. By-Laws
  - b. UAV
  - c. Turnout gear grant
- V. New Business
- VI. Training
- VII. Discussion on last month's calls: there were 24 medical and 5 fire calls for service in November.
- VIII. Adjourn



## PENTWATER FIRE DEPARTMENT

486 E Park St • PO Box 1117  
Pentwater, MI 49449

Phone 231.869.5987 • Fax 231.869.8511  
[www.pentwaterfiredepartment.com](http://www.pentwaterfiredepartment.com)

### Monthly Meeting Agenda

---

Meeting Date: Wednesday, November 1, 2023 19:00  
Meeting Location: Pentwater Fire Department

---

- I. The November meeting was cancelled so members could participate with neighboring agencies in live fire burn training.



## PENTWATER FIRE DEPARTMENT

486 E Park St • PO Box 1117  
Pentwater, MI 49449

Phone 231.869.5987 • Fax 231.869.8511  
www.pentwaterfiredepartment.com

### Monthly Meeting Minutes

---

Meeting Date: Wednesday, October 4, 2023 19:00

Meeting Location: Pentwater Fire Department

Call to Order

---

- I. Pledge of Allegiance
- II. Reading and Approval of Minutes
  - a. Minutes from 9/6/23
- III. Reports of Officers
  - a. Treasurer Terry Cluchey
    - i. Ending payroll through 9/23/23- \$59,759.00
    - ii. Michigan CLASS- \$100,726.09
    - iii. Michigan EDGE- \$85,067.97
    - iv. Checking- \$18,360.98
    - v. Money Market Account- \$16,007.38
    - vi. Total of all funds- \$220,162.42
    - vii. Budget funds \$154,074.71
    - viii. Fund balance \$66,087.71
- IV. Old Business
  - a. We worked on by-laws at 4PM today before our monthly meeting. The big news is we are considering changes to our meeting and training times.
  - b. UAV update- we are getting quotes on a new UAV.
- V. New Business
  - a. Today is payday.
  - b. Oscar Esquivel's family was present at tonight's meeting. Oscar completed his Firefighter I & II training this year and his family pinned his badge on him.
  - c. Mark Haynor wrote a grant for PFD to receive \$20,000 for turnout gear that was already purchased.
- VI. Training
- VII. Discussion on last month's calls: there were 31 medical and 3 fire calls for service in September.
- VIII. Adjourn- a motion to adjourn by Mark Haynor was seconded by Kyle Dillingham.



## PENTWATER FIRE DEPARTMENT

486 E Park St • PO Box 1117  
Pentwater, MI 49449

Phone 231.869.5987 • Fax 231.869.8511  
[www.pentwaterfiredepartment.com](http://www.pentwaterfiredepartment.com)

### Officer Meeting Agenda

---

Meeting Date: Wednesday, November 1, 2023 19:00  
Meeting Location: Pentwater Fire Department

---

- I. The November meeting was cancelled so members could participate with neighboring agencies in live fire burn training.





## PENTWATER FIRE DEPARTMENT

486 E Park St • PO Box 1117  
Pentwater, MI 49449

Phone 231.869.5987 • Fax 231.869.8511  
www.pentwaterfiredepartment.com

### Officer Meeting Minutes

---

Meeting Date: Wednesday, October 4, 2023 19:00

Meeting Location: Pentwater Fire Department

Call to Order

---

Please note- the agenda for the Officer Meeting is the same as the regular monthly meeting and items are often discussed at both meetings.

- I. Reading and Approval of Minutes
  - a. Minutes from 9/6/23
  
- II. Reports of Officers
  - a. Treasurer Terry Cluchey
    - i. Ending payroll through 9/23/23- \$59,759.00
    - ii. Michigan CLASS- \$100,726.09
    - iii. Michigan EDGE- \$85,067.97
    - iv. Checking- \$18,360.98
    - v. Money Market Account- \$16,007.38
    - vi. Total of all funds- \$220,162.42
    - vii. Budget funds \$154,074.71
    - viii. Fund balance \$66,087.71
  
- III. Old Business
  - a. By-laws- we worked on by-laws from 4PM to 6PM today.
  - b. UAV update
  
- IV. New Business
  - a. Today is payday
  - b. We are receiving \$20,000 from a Michigan Fire Equipment grant through the Michigan Department of Treasury. The grant pays us based on a previous PPE purchase. Lieutenant Mark Haynor wrote the grant.
  - c. UAV- Jesse priced out a Mavic III duo for \$5,498. Batteries are \$209 each and at least 4 are recommended for a total of \$6,125.
  - d. 371 is out of service at Circle K in Midland with a pump issue.
  - e. Member applications
    - i. An application for membership from Justin Ilbrink was reviewed by the administrative committee. A motion by Mike Barefoot to deny membership was seconded by Ray



## PENTWATER FIRE DEPARTMENT

486 E Park St • PO Box 1117  
Pentwater, MI 49449

Phone 231.869.5987 • Fax 231.869.8511  
[www.pentwaterfiredepartment.com](http://www.pentwaterfiredepartment.com)

Hasil. The motion unanimously passed and the application will remain on file for 1 year from the date the application was received.

- ii. An application for membership from Victoria Gutierrez was reviewed by the administrative committee. A motion by Mike Barefoot to postpone a vote until our December 6, 2023 meeting was seconded by Jonathan Hughart. The motion unanimously passed. The application will be reconsidered at the December 6 meeting.

- V. Training
- VI. Discussion on last month's calls: there were 31 medical and 3 fire calls for service in September.
- VII. Adjourn- a motion to adjourn by Jesse Bowman was seconded by Mark Haynor.



## **Rec Report – December 2023**

### **Rec Program**

**Girls Basketball is in the last week of their Season. We have a home game this Saturday, December 16<sup>th</sup> at 9am, we would love to have the community join us and support our program.**

**Boys Basketball Signups are currently underway, the deadline is this Friday, December 15<sup>th</sup>.**

**The Rec Program's Annual Christmas Crafts and Cookie Decorating will be this Friday, December 15<sup>th</sup> at 3pm at Park Place. We would love for the community to join in on all the fun!**

**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: \$336.75**

**Can Drive Totals Since 2020: \$5448.20**

**2023-2024 Rec Donations: \$1575.00**

### **5 Year Parks and Rec Plan**

**The Parks and Rec Board will hold their next meeting on Tuesday, December 19<sup>th</sup> at 4pm. We will be looking to set our first public hearing/winter workshop to start engaging with the community and get their feedback.**

**Thank you,**

***Katie Anderson***

**Katie Anderson  
Rec Director**

**Pentwater Township**  
**Deputy Supervisor, Zoning Administrator and Ordinance Enforcement Officer**  
**Monthly Report – December 4, 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 November 2023.

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

- Order parts for repairs of the Township South Sewer System;
- Coordinate septic / lift station pumping and disposal on the Twp. South Sewer System;
- Finalize the Sanitary Sewer System Evaluation, with F&V and attorney Mark Nettleton;
- Discuss preparation of the Attorney's letter to the Village regarding transfer of the Twp. North and South Systems including financial reports.
- 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 on November 21, 2023 to consider changes made to the draft document as a result of the public hearing held with the Planning Commission for the Village of Pentwater on October 3, 2023, and a subsequent meeting of the Master Plan Committee. The Planning Commission passed a resolution to recommend approval of the Master Plan, which includes the Future Land Use Map.

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

**Zoning Permits** – The following Zoning Permits were issued in November, 2023:

1. ZP 3465 was issued to Ken Adams Excavating to demolish the existing 700 sq. ft. home at 5760 W. Longbridge.
2. ZP 3466 was issued to John Leegwater to construct a 5 ft. wide addition to a deck at 9053 Helena Ave.
3. ZP 3467 was issued to Green Shield Home Improvement to construct a 180 sq. ft. front deck at 5560 Blackfoot Road.
4. ZP 3468 was issued to Ken Adams Excavating to demolish the existing home and detached garage at 5762 W. Longbridge.

5. ZP 3469 was issued to Jeff Chandonnet to construct a new 2523 sq. ft. home with basement garage, deck and a covered but unenclosed porch at 5577 W. Longbridge Rd..
6. ZP 3470 was issued to Archstone Homes, LLC to construct a new 1400 sq. ft. home over a walk out basement with attached 308 sq. ft. garage at 5760 W. Longbridge Rd.

**Other Comments**

None.

Sincerely,

*Keith J. Edwards*

Pentwater Township

Deputy Supervisor, Zoning Administrator & Ordinance Enforcement Officer

## Township of Pentwater Assessor

500 N Hancock St.  
PO Box 512  
Pentwater MI 49449  
Phone: (231) 869-6231 Ext 228

### Monthly Township Report December 2023

#### **Board of Review:**

- The December Board of Review will be held on Tuesday, December 12, 2023, at 1 pm. As of 12/7/2023, there is only one petition to review.

#### **Michigan Tax Tribunal:**

- 1 pending case in Small Claims. The hearing has been scheduled for December 14, 2023, and will be conducted telephonically.

#### **Miscellaneous:**

- I have been entering deeds, PTAs, and PREs as they come in.
- Tax bills were sent to KCI for printing on November 16, 2023
- In October 2023, there was a packet of bills that were signed into law that change how the Disabled Veteran Exemption is handled. Effective immediately, the Assessor now has the authority to grant or deny the Disabled Veteran Exemption. Timely filed exemptions will no longer be handled by the Board of Review. After January 1, 2025, the disabled veteran will no longer have to apply for the exemption each year.

If you have any questions, please let me know!

Sincerely,  
Barbie Eaton, MAAO  
Pentwater Township Assessor

NB a)



*A General Law Township*

Phone: (231) 869-6231  
Fax: (231) 869-4340  
Website: [www.pentwatertwp.org](http://www.pentwatertwp.org)

500 N. Hancock Street  
P.O. Box 512  
Pentwater, Michigan 49449

Below proposed 2024 holiday schedule for December 13, 2024 Township Board Review:

### **Calendar Year 2024 Annual Holiday & Office Observance Schedule**

The Pentwater Township Offices will be closed in observance of 2024 Federal Holidays as follows:

New Year's Day 2024: Monday, Jan 1  
Martin Luther King Day: Monday, Jan 15  
President's Day: Monday, Feb 19  
Memorial Day: Monday, May 27  
Juneteenth: Wednesday, Jun 19  
Independence Day: Thursday, Jul 4 & Friday, July 5  
Labor Day: Monday, Sept 2  
Columbus Day: Monday Oct 14  
Veterans' Day: Monday, Nov 11  
Thanksgiving Day: Thursday, Nov 28 & Friday, Nov 29  
Thanksgiving: Thursday, Nov 28  
Christmas Eve Day thru New Year's Eve Day: Tuesday, Dec 24 thru Tuesday, Dec 31

NB b)

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

At a regular meeting of the Township Board of the Township of Pentwater, held at the Pentwater Township Hall, 500 N. Hancock Street on the 13<sup>th</sup> day of December 2023 at 6:00 p.m.

PRESENT: Members:

ABSENT: None

The following resolution was offered by Member \_\_\_\_\_ and seconded by Member \_\_\_\_\_:

**RESOLUTION NO. 2023-22**

**RESOLUTION REGARDING ESTABLISHMENT OF TOWNSHIP BOARD MEETING  
DATES/TIMES FOR Calendar Year 2024**

Whereas, the Pentwater Township Board of Trustees has the authority to establish meeting dates and times for its regular monthly meetings, and

Whereas, the Pentwater Township Board of Trustees feels that such meetings should be held when it is most convenient for the general public;

Now Therefore Be It Resolved that the Pentwater Township Board of Trustees shall conduct its regular monthly meetings on the second Wednesday of every month at 6:00 p.m. in the Pentwater Community Hall, 500 N. Hancock St.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Maureen Murphy, Township Clerk

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

\_\_\_\_\_  
Maureen Murphy, Township Clerk



**MEMORANDUM****TO:** Pentwater Township Board of Trustees**FROM:** Pentwater Township Road Committee**DATE:** December 6, 2023**SUBJECT:** Recommended Township Road Improvements for 2024

Pursuant to the primary responsibility of the Pentwater Township Road Committee, at its meeting of December 5, 2023, the Committee reviewed the following road projects for consideration and acceptance/approval by the Pentwater Township Board of Trustees and subsequent submittal to the Oceana County Road Commission.

- **Hilltop Ct., Crescent Dr., & Bent Pine Dr.** – Crack pour, chip seal and fog coat - \$55,000\*
- **Wayne Road** – Asphalt wedge (Township line to newer chip seal section) - \$60,000\*\*
- **Bone Avenue** – Gravel/Slag (Intersection of BR 31 to 200' north) - \$5,000
- **Lansing Avenue** - Intersection with BR 31 – Improve Drainage - \$0 (OCRC)
- **Local Gravel/Earthen Roads** – Brining - \$8,000
- **Road Committee** – Administration - \$2,000

\* Cost estimates (attached) from Mark Timmer, OCRC

\*\*Balance of project (chip seal & fog coat) would be completed in 2025 pending renewal of the road millage or allocation of Township funds

As you are all aware, the Township has a dedicated .5 mil road millage to fund road improvements. The subject millage is estimated to raise approximately \$130,000 in 2024 while, the Committee discussed the fact that the subject millage expires next year.

The Road Committee has now completed three years of road improvements and is convinced that Township residents have experienced the direct results of their approval of the initial road millage via improved road conditions. In its discussion,

members were in unanimous agreement that the Township should place the subject road millage on the Primary election ballot for renewal in August of next year in order to continue its efforts in raising the quality of roads in the Township.

**Therefore, the Township Road Committee recommends that the Township approve the proposed road projects/activities for 2024 above, and further, that the Township place renewal of the .5 mil road millage on the August 2024 primary election.**

Encl.

cc: Road Committee

**PENTWATER TOWNSHIP ROAD COMMITTEE**

**500 N. Hancock Street, PO Box 512, Pentwater MI 49449**

**Minutes of Meeting of December 5, 2023**

- I. Vice-Chairman Cole called the meeting to order at 10:01 a.m..
- II. Members Present: Pat Hooyman, John Faas, Tim Cole, Tom Hicks, Dean Holub  
  
Members Absent: None  
  
Others Present: None
- III. **Meeting Agenda:** A motion was made by Member Hicks and duly seconded by Member Faas to approve the meeting agenda as presented. Voice vote: Aye: All Nay: None
- IV. **Minutes of Meeting of October 17, 2023:** A motion was made by Member Cole and duly seconded by Member Hicks to approve the meeting minutes of October 17, 2023 as amended. Voice vote: Aye: All Nay: None
- V. **Old Business: None**
- VI. **New Business:**
  - a. **Review & Action: Recommendation for Township Road Improvements for 2024:** Member Holub referred members to a communication from Mark Timmer, Manager of the OCRC in response to a request for cost estimates for several potential road improvement projects for 2024. Members entered into discussion regarding each one of the suggested road segments for maintenance/improvement and respective tentative cost of each.

Member Holub stated that the road millage would generate a total of \$130,000 in 2024.

At its previous meeting, the Committee recommended the improvement of Crescent Drive, Hilltop Ct. and Bent Pine Avenue as its first priority for 2024 at a cost of \$55,000. Members noted that the proposed Wayne Road project, estimated at \$130,000 would consume all of next year's road millage revenue.

Member Holub distributed a communication from Mark Timmer in response to a question regarding the possibility of dividing the Wayne Road project up into two years (2024 & 2025) subject to the renewal of the road millage next year. He said that the wedging portion of the project could be done next year at a cost of approximately \$60,000, which would use the balance of the road millage revenue for next year.

Members then discussed the proposed Lansing Avenue project for 2024. It was noted that the OCRC would finance the drainage project in its entirety, however it differed from the suggested improvement from the Committee.

Member Hicks inquired about any citizen complaints regarding road conditions in the Township. Member Holub noted that a resident of Bone Avenue has repeatedly complained about the poor condition of the entrance to Bone Avenue at its intersection with BR 31. He stated that the road is essentially sand and grading/blading does little to improve the condition for any length of time. He said that in a conversation with the OCRC foreman that the only remedy for improvement would be to remove the sand and install gravel or slag material. Members felt that the situation should be addressed and included in potential improvements for 2024 since it likely could be accomplished fairly inexpensively.

After further discussion a motion was made by Member Cole and duly seconded by Member Faas to recommend that the Township Board approve/accept the following road improvements in 2024 with road millage funds and submit the same to the Oceana County Road Commission:

- **Hilltop Ct., Crescent Dr., & Bent Pine Dr.** – Crack pour, chip seal and fog coat - \$55,000\*
- **Wayne Road** – Asphalt wedge (Township line to newer chip seal section) - \$60,000\*\*
- **Bone Avenue** – Gravel/Slag (Intersection of BR 31 to 200' north) - \$5,000
- **Lansing Avenue** – Intersection at BR 31 – Improve Drainage - \$0 (OCRC with MDOT funds)
- **Local Gravel/Earthen Roads** – Brining - \$8,000
- **Committee Expense** – Meetings - \$2,000

Voice vote: Aye: All Nay: None

The Committee then entered into discussion regarding potential renewal of the road millage next year. Members felt that considerable improvements have been made to the quality of Township roads over the past three years and unanimously agreed that the millage should be renewed for another four years at the same rate of .5 mills.

After further discussion, a **motion was made by Member Faas and duly seconded by Member Cole to request the Township Board to place renewal of the Township Road Millage on the August primary election ballot next year.**

Voice vote: Aye: All Nay: None

Mr. Holub stated that he would prepare a communication with the Committee's recommendations to the Township Board for its review and action at its December 13, 2023 meeting.

**b. Committee Meeting Schedule for 2024:** A motion was made by Member Faas and duly seconded by Member Hicks to keep the same meeting schedule as in 2023.

Voice vote: Aye: All Nay: None

The Committee will meet at 3:00 p.m. on the third Tuesday of the following months in 2024:

**May 21, 2024**  
**July 16, 2024**  
**October 15, 2024**  
**November 19, 2024**

VII. **Citizen Comments – None**

VIII. **Other Items from Members: None**

IX. **Announcements: None**

X. **Adjournment:** A motion was made by Member Hicks duly seconded by Member Cole to adjourn the meeting at 11:05 a.m. Voice vote: Aye: All Nay: None

Respectfully Submitted,

Dean Holub

---

Dean Holub, Secretary

UNRECORDED

1. Hill Top Ct, Crescent Dr, and Bent Pine Dr, ( Crack pour ~\$17,000 and chip seal/fog seal \$38,000 or \$55,000 total
2. Wayne Rd, partial wedge (3715') and chip seal/fog seal 9770' from Township line to newer chip seal SE of Longbridge Rd \$130,000
3. Lansing Ave intersection, pull berm, maintenance for additional drainage. We need to fix the water problem here before considering paving.

All pricing is a preliminary estimate, subject to change based on asphalt and emulsion prices which haven't been determined yet for 2024.

Thank you,

Mark Timmer

Oceana County Road Commission

PENTWATER TOWNSHIP

JOURNAL ENTRY

JE: 1147

ND d)  
1 OF 4

Post Date: 12/31/2023

Entry Date: 12/06/2023

Description: Q3 2023 GF BUDGET AMENDMENT

Entered By: GLENN

Journal: BA

GL #	Description	Increase/(Decrease)
101-000-401.000	FROM PREV YEAR-END	48,967.88
101-253-727.000	TWP TREASURER OFFICE SUPPLIES	100.00
101-253-815.000	EDUCATION/TRAINING	670.00
101-253-910.000	EDUCATION/TRAINING	(1,245.00)
101-253-913.000	TRAVEL	255.00
101-253-955.000	MISCELLANEOUS	220.00
101-257-804.000	PROF SER SOFTWA	1,495.00
101-257-851.000	POSTAGE	(1,495.00)
101-265-727.000	TWP OFFICE SUPPLIES	720.00
101-265-829.000	PERMITS	40.00
101-265-854.000	COPYING	1,130.00
101-265-931.000	REP/MAINT BUILDING	11,000.00
101-265-955.000	MISCELLANEOUS	42,000.00
101-526-702.000	SALARIES & WAGES	(2,120.40)
101-526-802.000	CONTRACTUAL SER	(1,000.00)
101-526-900.000	PRINT/PUBLISH	(500.00)
101-526-934.000	REP/MAINT	5,500.00
101-526-940.000	RENTALS	3,000.00
101-526-956.000	MISCELLANEOUS	(550.00)
101-597-802.000	CONT SER DOCK	(300.00)
101-597-805.000	CONT SERV PLIB	350.00
101-597-934.000	REP/MAIN BOAT	500.00
101-597-955.000	MISCELLANEOUS	(650.00)
101-701-702.000	FROM	590.00
101-701-705.000	EMPLOYER FICA CONTRIB	73.28
101-701-802.000	PROF SERV ATTORNEY	900.00
101-701-805.000	MASTER PLAN UPDATE	(2,175.00)
101-701-900.000	NEWSPAPER PUBLICATIONS	200.00
101-702-802.000	PROF SERVICES	(10,500.00)
101-702-802.001	PROF SER ATTY	750.00
101-702-955.000	MISCELLANEOUS	40.00
101-703-802.000	PROF SERV ATTY	(600.00)
101-703-900.000	PRINT/PUBLISH	500.00
101-703-955.000	MISCELLANEOUS	70.00
Revenue Change:		48,967.88
Expenditure Change:		48,967.88
Budgeted Change To Fund Balance:		0.00

APPROVED BY: \_\_\_\_\_



PENTWATER TOWNSHIP  
JOURNAL ENTRY  
JE: 1148

NB d)  
CONT.  
2 of 4

Post Date: 12/31/2023  
Entry Date: 12/06/2023  
Description: Q3 2023 ROAD FUND BUDGET AMENDMENT

Entered By: GLENN  
Journal: BA

GL #	Description	Increase/(Decrease)
204-000-805.000	PROF SERV-AUDIT	(548.32)
204-000-930.000	REP/MAIN BRINE	270.54
204-000-934.002	REP/MAIN INTERI	277.78
	Revenue Change:	0.00
	Expenditure Change:	0.00
	Budgeted Change To Fund Balance:	0.00

APPROVED BY: \_\_\_\_\_

PENTWATER TOWNSHIP

JOURNAL ENTRY

JE: 1149

NB JS  
CONT.  
3 OF 4

Post Date: 12/31/2023

Entry Date: 12/06/2023

Entered By: GLENN

Journal: BA

Description: Q3 2023 CEM BUDGET AMENDMENT

GL #	Description	Increase/(Decrease)
209-567-705.000	EMPLOYER FICA CONTRIB	884.70
209-567-752.000	SUPPLIES/EQUIPMENT	2,300.00
209-567-806.000	COLUM PLAQUES	700.00
209-567-810.000	FOUNDATION EXP	250.00
209-567-830.008	ADMIN EXPENSE	(4,134.70)
	Revenue Change:	0.00
	Expenditure Change:	0.00
	Budgeted Change To Fund Balance:	0.00

APPROVED BY: \_\_\_\_\_

PENTWATER TOWNSHIP  
JOURNAL ENTRY  
JE: 1150

NB d)  
4 of 4

Post Date: 12/31/2023  
Entry Date: 12/06/2023  
Description: Q3 2023 SEWER BUDGET AMENDMENT

Entered By: GLENN  
Journal: BA

GL #	Description	Increase/(Decrease)
592-540-752.000	SUPPLIES/EQUIPMENT	8,000.00
592-540-920.000	UTILITIES	11,000.00
592-540-970.006	CAPITAL OUTLAY - SEWER	(21,000.00)
592-541-752.000	SUPPLIES/EQUIPMENT	2,000.00
	Revenue Change:	0.00
	Expenditure Change:	0.00
	Budgeted Change To Fund Balance:	0.00

APPROVED BY: \_\_\_\_\_



2023/2024



# COMMERCIAL INSURANCE PROPOSAL

## Pentwater Township

500 N Hancock Street  
Pentwater, MI 49449

BHS Insurance

3055 44<sup>th</sup> Street, SW  
Grandville, MI 49418

---

THIS DOCUMENT SUMMARIZES YOUR INSURANCE. THIS IS NOT A CONTRACT. THE TERMS OF THE POLICY FORMS WILL CONTROL THE INSURANCE CONTRACT WITHOUT REGARD TO ANY STATEMENT MADE IN THIS SUMMARY.

# Service Team

---

**Phone Number:** (616) 531-1900

**Toll Free Phone Number:** (800) 350-7676

**Fax Number:** (616) 574-3317

## **Account Executive/Team Leader**

Overall responsibility for account team, consultant, strategist, etc.

## **Chris Arendshorst**

E-mail: [carendshorst@bhsins.com](mailto:carendshorst@bhsins.com)

Phone number: (616) 510-2427

## **Account Manager**

Administration of client's insurance programs, policy amendments, invoicing & statements and claims reporting

## **Sharon Lenhart**

E-mail: [Slenhart@bhsins.com](mailto:Slenhart@bhsins.com)

Phone number: (616) 261-7354

## **Claims Advocate: Non-Worker's Compensation**

Responsible for filing, follow-up and compliance of claim reporting

## **Hope Bush**

E-mail: [hbush@bhsins.com](mailto:hbush@bhsins.com)

Phone number: (616) 261-7331

## **Claims Advocate: Worker's Compensation**

Responsible for filing, follow-up and compliance of claim reporting

## **Chris Ensley**

E-mail: [censley@bhsins.com](mailto:censley@bhsins.com)

Phone number: (616) 261-7308

# NAMED INSUREDS

Named Insured	Interest	FEIN
Pentwater Township	First Named Insured	

# LOCATION SCHEDULE

Loc #	Bldg #	Address
1	1	8060 N. US HWY 31-SEXTON CEMETERY
1	2	8060 N. US HWY 31-PENTWATER TOWNSHIP CEMETERY
1	3	8060 N. US HWY 31-STORAGE
1	4	8060 N. US HWY 31-RESTROOM/STORAGE
2	1	6184 N. 68TH AVE-TRANSFER STATION STORAGE
3	1	500 N HANCOCK ST-NEW TOWNSHIP HALL
4	1	828 N US HWY 31-WASTEWATER TREATMENT – NORTH
5	1	6920 N US HWY 31-WASTEWATER TREATMENT – NORTH
6	1	APACHE HILLS (METER #46471258) – TWP SOUTH
7	1	LONGBRIDGE RD (METER #34872697) – TWP SOUTH
7	2	LONGBRIDGE RD (METER #34869905) – TWP SOUTH
8	1	OTTAWATTAMIE DR (METER #34874019) – TWP SOUTH

# COMMERCIAL PROPERTY

**Issuing Company:** U. S. Specialty Insurance Co.  
**Policy Number:** M23MTP81379-01  
**Policy Term:** 12/1/2023 – 12/1/2024

## PROPERTY COVERAGE DETAIL

Loc #	Bldg #	Address	Building	Personal Property
1	1	8060 N. US HWY 31-SEXTON CEMETERY	\$83,094	\$11,334
1	2	8060 N. US HWY 31-PENTWATER TOWNSHIP CEMETERY	\$47,004	\$5,667
1	3	8060 N. US HWY 31-STORAGE	\$36,157	\$5,667
1	4	8060 N. US HWY 31-RESTROOM/STORAGE	\$134,738	\$5,667
2	1	6184 N. 68TH AVE-TRANSFER STATION STORAGE	\$5,073	\$1,703
3	1	500 N HANCOCK ST-NEW TOWNSHIP HALL	\$664,858	\$137,500
4	1	828 N US HWY 31-WASTEWATER TREATMENT – NORTH	\$110,000	\$0
5	1	6920 N US HWY 31-WASTEWATER TREATMENT – NORTH	\$110,000	\$0
6	1	APACHE HILLS (METER #46471258) – TWP SOUTH	\$100,000	\$0
7	1	LONGBRIDGE RD (METER #34872697) – TWP SOUTH	\$55,000	\$0
7	2	LONGBRIDGE RD (METER #34869905) – TWP SOUTH	\$55,000	\$0
8	1	OTTAWATTAMIE DR (METER #34874019) – TWP SOUTH	\$55,000	\$0

## FORMS & ENDORSEMENTS

Total Building and Contents Limit	\$1,623,462
Coinsurance	N/A
<b>Subject to:</b>	<b>\$1,000 Deductible</b>
Blanket Basis	Included
Agreed Amount	Included
Building Valuation—per schedule on file with company	Replacement Cost
Special Form	Included
Accounts Receivable	\$250,000
Animal Mortality	\$10,000 any one occurrence
Business Income	\$500,000 any one occurrence
Extra Expense	\$500,000 any one occurrence
Debris Removal	25% of direct physical loss or damage to covered property
Electrical Utility Service Interruption	\$25,000 any one occurrence
Fire Department Service Charge	\$5,000 for your liability
Fire Equipment Recharge	\$5,000 for each separate 12 month period
Foundations of Machinery	\$250,000 any one occurrence
Golf Course Greens	\$100,000 any one occurrence
Inventory or Appraisal	\$10,000 any one claim
Newly Acquired or Constructed Prop – Bldg	\$1,000,000 for 180 days at each building
Newly Acquired or Constructed Prop – Contents	\$250,000 at each building
Outdoor Property – Specifically Listed Items	\$10,000 any one occurrence; Limited Perils
Outdoor Property – All Other Items	\$5,000 any one occurrence; Limited Perils
Personal Effects – Property of Others	\$1,000 for personal property of any one employee or volunteer
	\$50,000 any one occurrence
	\$15,000 any one occurrence for property of others
Property in Transit	\$50,000 any one occurrence
Property off Premises	\$100,000 any one occurrence
Underground Pipes, Flues or Drains	\$1,000,000
Valuable Papers & Records – Cost to Research	\$250,000 any one occurrence
Law and Ordinance Coverage	Actual Loss Sustained
Earthquake Coverage	\$1,000,000 <b>subject to \$50,000 Deductible</b>
Flood Coverage	\$100,000 <b>subject to \$10,000 Deductible</b>

(Any location in the following flood zones is excluded: Flood Zones A, AO, AH, A1 - A30, A99, V, V1-V30. Any area later designated by FEMA as a "special flood coverage area" at the time of a Covered Cause of Loss is also subject to this limitation. Any area removed by FEMA from a "special flood coverage area" designed at the time of a Covered Cause of Loss is not subject to this limitation.)

Equipment & Mechanical Breakdown	Included
	<b>Subject to: \$1,000 Deductible</b>
	Law and Ordinance Limit: \$250,000



# EQUIPMENT FLOATER

**Issuing Company:** U. S. Specialty Insurance Co.  
**Policy Number:** M23MTP81379-01  
**Policy Term:** 12/1/2023 – 12/1/2024

## COVERAGE DETAIL

Description	Value
Deductible	\$500
Valuation	Replacement Cost

## UNSCHEDULED EQUIPMENT

Description	Amount of Ins
Miscellaneous Property & Equipment - Items over \$25,000 must be specifically scheduled.	\$48,500
Ancillary Equipment	\$0
Contractors Equipment Rented from others less than 90 days	\$35,000

## SCHEDULED EQUIPMENT

Serial #	Make	Model	Department	Limit of Insurance
Verdin Clock	Hand Made		Cemetery	\$25,000
Granite Bronze	(3) Columbarium's		Cemetery	\$35,426
Grinder Pumps	(28)		DPW	\$97,757

# ELECTRONIC DATA PROCESSING

**Issuing Company:** U. S. Specialty Insurance Co.  
**Policy Number:** M23MTP81379-01  
**Policy Term:** 12/1/2023 – 12/1/2024

## COVERAGE DETAIL

Coverage A – Electronic Data Processing Property	Blanket Limit	Deductible
System Breakdown Coverage	Included	\$500
Loss of Business Income	\$100,000	\$500
Extra Expense	\$100,000	\$500
Media Coverage	\$100,000	\$500

EDP Property includes computer hardware, electronic media and records, telecommunications equipment, climate control equipment used exclusively with your hardware, your programming documentation and instruction manuals, and similar property of others in your care, custody or control.

## SCHEDULED EQUIPMENT

Description	Limit	Deductible
MISCELLANEOUS EDP EQUIPMENT	\$100,000	\$500

# CRIME

**Issuing Company:** U. S. Specialty Insurance Co.  
**Policy Number:** M23MTP81379-01  
**Policy Term:** 12/1/2023 – 12/1/2024

## COVERAGE DETAIL

Description	Limit	Deductible
Forgery or Alteration	\$100,000	\$0
Theft Disappearance & Destruction – In/Out	\$100,000	\$0
Computer Fraud	\$100,000	\$0
Employee Dishonesty – Per Loss	\$100,000	\$0

## CRIME COVERAGE TERM DEFINITIONS

### Employee Dishonesty

Employee theft or forgery of assets of the insured. ERISA coverage can be added to also protect the assets of the insured's employee benefit plans.

### Forgery

Coverage for direct loss sustained by the insured resulting from forgery or alteration of a financial instrument committed by a third party.

### Computer Fraud

Coverage for direct loss sustained by the insured resulting from the unlawful taking or the fraudulently induced transfer of money, securities or property resulting from a computer violation.

### Theft Disappearance & Destruction – Inside/Outside

Inside: Theft, Disappearance or Destruction of "Money" and "Securities" inside the premises or banking premises

Outside: Theft, Disappearance or Destruction of "Money" and "Securities" outside the premises in the care custody & control of a messenger

# GENERAL LIABILITY

**Issuing Company:** U. S. Specialty Insurance Co.  
**Policy Number:** M23MTP81379-01  
**Policy Term:** 12/1/2023 – 12/1/2024

## COVERAGE DETAIL

Limits of Liability	Deductible	Description
\$2,000,000	\$0	Per Occurrence/\$0 Aggregate
\$500,000	\$0	Damage to Premises Rented to you
\$10,000	\$0	Medical Expense Each Claim
Included	\$0	Government Medical
Included	\$0	Cemetery Professional
\$1,000,000	\$0	Employee Benefits Per Occurrence/\$3,000,000 Aggregate
\$100,000	\$0	Sewer Backup Per Occurrence/\$100,000 Aggregate

## EXPOSURES R=Retained, C=Contracted

Class Code	Premium Basis	Classification	Exposure	Additional Information
C31	R	Cemeteries	1	
C18	C	Fire Department	0	
C26	R	Mowing Operation	1	
C35	R	Zoning	1	
C25	R	Chemical Spraying	0	If Any
C46	R	Garbage Disposal-Incinerator	1	Transfer station
C73	R	Utilities - Sanitary Sewers (# of Cust.)	125	
C76	C	Utilities - Water (# of Cust.)	1	Village of Pentwater

# COMMERCIAL AUTO

**Issuing Company:** U. S. Specialty Insurance Co.  
**Policy Number:** M23MTP81379-01  
**Policy Term:** 12/1/2023 – 12/1/2024

## COVERAGE DETAIL

Description	Symbol*	Limits
Bodily Injury & Property Damage Liability Combined Single Limit	1	\$2,000,000
Uninsured/Underinsured Motorists Liability	2	\$100,000
Personal Injury Protection Liability	5	Unlimited
Property Protection Insurance	5	Included
Comprehensive Deductible	7,8	On File
Collision Deductible	7,8	On File
Hired / Borrowed Auto Liability		Included
Hired Auto Physical Damage		\$50,000
Mini Tort Liability		Included
Employee Vehicle Endorsement		Included

*Symbol Definitions		
(1) Any Auto	(4) Owned Autos Other Than Private Passenger	(7) Autos Specified On Schedule
(2) All Owned Autos	(5) All Owned Autos Requiring No-Fault Coverage	(8) Hired Autos
(3) Owned Private Passenger Autos	(6) Owned Autos Subject To Compulsory U.M. Law	(9) Non-Owned Autos

## IMPORTANT NOTE

Michigan Law (MCLA 500.3101) requires that the owner or registrant of a motor vehicle registered in this state must have insurance or other approved security for the payment of no-fault benefits on the vehicle at all times. An owner or registrant who drives or permits a vehicle to be driven upon a public highway without the proper insurance or other security is guilty of a misdemeanor.

## VEHICLE(S)

Cost New	Comp Ded	Collision Ded	Year	Make/Model	VIN #
\$6,495	\$500	\$500	1989	GMC Pickup	64711

# Public Officials/Wrongful Acts–Occurrence Form

**Issuing Company:** U. S. Specialty Insurance Co.  
**Policy Number:** M23MTP81379-01  
**Policy Term:** 12/1/2023– 12/1/2024

## Public Officials/Wrongful Acts – Occurrence Form

Limits of Liability	Deductible	Description
\$2,000,000	\$0	Per Occurrence/\$0 Aggregate
\$100,000	\$0	Zoning Per Occurrence/\$0 Aggregate
\$25,000	\$0	Non-Monetary Damage Per Suit/\$50,000 Per Policy Limit

Please note: Wrongful Acts Deductible and Loss Adjustment Expenses Apply to EPLI.

## Public Officials Bond

**Issuing Company:** U. S. Specialty Insurance Co.  
**Policy Number:** U22POB150020-00  
**Policy Term:** 12/1/2022 – 11/20/2024

## Public Officials Bond

Limits of Liability	Number in Position	Title
\$10,000	1	Clerk
\$10,000	1	Deputy Clerk
\$15,000	1	Deputy Treasurer
\$5,000	1	Supervisor
\$25,000	1	Treasurer

# Cyber Liability

<b>Cyber Liability Limit(s)</b>	<b>\$250,000</b>
Multimedia Liability	\$250,000
Security and Privacy Liability	\$250,000
Privacy Regulatory Defense and Penalties	\$250,000
PCI DSS Liability	\$250,000
TCPA Defense	\$50,000
Breach Event Costs	\$250,000
Post Breach Remediation Costs	\$25,000
BrandGuard	\$250,000
System Failure	\$250,000
Dependent System Failure	\$250,000
Cyber Extortion	\$25,000
Cyber Crime Aggregate Limit	\$50,000
<i>A. Financial Fraud Sublimit</i>	\$50,000
<i>B. Telecommunications Fraud Sublimit</i>	\$50,000
<i>C. Phishing Fraud Aggregate Sublimit</i>	\$50,000
1. <i>Your Phishing Fraud Loss Sublimit</i>	\$50,000
2. <i>Client Phishing Fraud Loss Sublimit</i>	\$50,000
Reward Expenses	\$50,000
Court Attendance Costs	\$25,000
Bodily Injury (via endorsement)	\$50,000
Bricking Loss with Betterment (via endorsement)	\$50,000
Maximum Policy Aggregate Limit:	\$250,000
Additional Defense Costs Limit:	\$250,000
Separate Breach Event Costs	N/A
<b>Premium:</b>	<b>\$1,217</b>
<b>Deductible:</b>	<b>\$2,500</b>

# Premium Summary

Line of Business	Expiring Premium	Renewal Premium
Package	\$8,243	\$8,931
MCCA Surcharges	\$86	\$122
Cyber Liability	\$1,058	\$1,217
<b>Total Premium</b>	<b>\$9,387</b>	<b>\$10,270</b>

You declined terrorism coverage for the expiring policy period. We have, therefore, not included a quotation for terrorism coverage for the renewal period and your signed declination of terrorism insurance will remain in effect as long as you are insured by this company and until you rescind the declination in writing. If you would like the above quotation to include insurance for terrorism, or if you would like to know more about terrorism coverage options available to you, please advise your agent.

You selected UNLIMITED PIP medical coverage for the expiring policy period. Therefore, we have included a quotation with that same amount of PIP medical coverage for the renewal period. Your signed PIP selection form, if applicable, will remain in effect as long as you are insured by this company or until you change this selection by completing and signing a new selection form. If you would like to change your selection of PIP medical coverage, or if you would like to know more about these coverage options available to you, please advise your agent.



# MTPP Risk Control Special Events



## Special Event Bulletin

With summer quickly approaching, bringing a multitude of special events in your community, the Michigan Township Participating Plan (Par Plan) has streamlined the special event review process.

You now have access, via the [Par Plan website member login](https://r20.rs6.net/tn.jsp?f=001FyD3e9AY1yAavFKOI0HMBp2VrP9-DH1SKPAzxnD46ZtZ_nyQLrYwKo7GFv6wQ2CtYckZp6kpL8--ZYJhPNqNcF1Lg4kNOeWmQ-ZBNdJNTvGbdKUMSYjtR9uhEx6nkBhz8CROpCpA1pbyEW4p90N1qxWuUi1FHqc&c=cAf_bylYA16KVTu_YFyvHmTiO5OS3_2ZDt4BxCSNg1a5rfl8EhyqjA==&ch=CSWpf5Zg5gOvhhoVaEP3LjREvP57XxU8xpjBhh-ORFe9qD5Xlhn6iA==) ([https://r20.rs6.net/tn.jsp?f=001FyD3e9AY1yAavFKOI0HMBp2VrP9-DH1SKPAzxnD46ZtZ\\_nyQLrYwKo7GFv6wQ2CtYckZp6kpL8--ZYJhPNqNcF1Lg4kNOeWmQ-ZBNdJNTvGbdKUMSYjtR9uhEx6nkBhz8CROpCpA1pbyEW4p90N1qxWuUi1FHqc&c=cAf\\_bylYA16KVTu\\_YFyvHmTiO5OS3\\_2ZDt4BxCSNg1a5rfl8EhyqjA==&ch=CSWpf5Zg5gOvhhoVaEP3LjREvP57XxU8xpjBhh-ORFe9qD5Xlhn6iA==](https://r20.rs6.net/tn.jsp?f=001FyD3e9AY1yAavFKOI0HMBp2VrP9-DH1SKPAzxnD46ZtZ_nyQLrYwKo7GFv6wQ2CtYckZp6kpL8--ZYJhPNqNcF1Lg4kNOeWmQ-ZBNdJNTvGbdKUMSYjtR9uhEx6nkBhz8CROpCpA1pbyEW4p90N1qxWuUi1FHqc&c=cAf_bylYA16KVTu_YFyvHmTiO5OS3_2ZDt4BxCSNg1a5rfl8EhyqjA==&ch=CSWpf5Zg5gOvhhoVaEP3LjREvP57XxU8xpjBhh-ORFe9qD5Xlhn6iA==)), to extensive special event planning resources including a planning guide and checklists.

With the availability of these resources, you will no longer have to submit a Special Event Application to your insurance agent or risk control representative.

While the application is no longer needed, we encourage you to contact your Par Plan agent regarding insurance coverage for your special events or your [risk control representative](https://r20.rs6.net/tn.jsp?f=001FyD3e9AY1yAavFKOI0HMBp2VrP9-DH1SKPAzxnD46ZtZ_nyQLrYwKo7GFv6wQ2CNSzGJEDaJtiqd0aveGA5iLFGBuKxqfZkhBu2bvQ8WTVf_sY6B3QDx4leOIVLn2ePGYj_xVCRKyt5Tx-YvDzIstrD1fKLZVNLR4z0NoCYjkkCBsOy9njcJw==&c=cAf_bylYA16KVTu_YFyvHmTiO5OS3_2ZDt4BxCSNg1a5rfl8EhyqjA==&ch=CSWpf5Zg5gOvhhoVaEP3LjREvP57XxU8xpjBhh-ORFe9qD5Xlhn6iA==) ([https://r20.rs6.net/tn.jsp?f=001FyD3e9AY1yAavFKOI0HMBp2VrP9-DH1SKPAzxnD46ZtZ\\_nyQLrYwKo7GFv6wQ2CNSzGJEDaJtiqd0aveGA5iLFGBuKxqfZkhBu2bvQ8WTVf\\_sY6B3QDx4leOIVLn2ePGYj\\_xVCRKyt5Tx-YvDzIstrD1fKLZVNLR4z0NoCYjkkCBsOy9njcJw==&c=cAf\\_bylYA16KVTu\\_YFyvHmTiO5OS3\\_2ZDt4BxCSNg1a5rfl8EhyqjA==&ch=CSWpf5Zg5gOvhhoVaEP3LjREvP57XxU8xpjBhh-ORFe9qD5Xlhn6iA==](https://r20.rs6.net/tn.jsp?f=001FyD3e9AY1yAavFKOI0HMBp2VrP9-DH1SKPAzxnD46ZtZ_nyQLrYwKo7GFv6wQ2CNSzGJEDaJtiqd0aveGA5iLFGBuKxqfZkhBu2bvQ8WTVf_sY6B3QDx4leOIVLn2ePGYj_xVCRKyt5Tx-YvDzIstrD1fKLZVNLR4z0NoCYjkkCBsOy9njcJw==&c=cAf_bylYA16KVTu_YFyvHmTiO5OS3_2ZDt4BxCSNg1a5rfl8EhyqjA==&ch=CSWpf5Zg5gOvhhoVaEP3LjREvP57XxU8xpjBhh-ORFe9qD5Xlhn6iA==)) if you have questions about planning your special event. If you need assistance accessing the member portal on the website, please contact [Catarina DeSchutter](mailto:Catarina.DeSchutter@tmhcc.com), Par Plan Associate Administrator, at 248-371-3081 or [theparplan@tmhcc.com](mailto:theparplan@tmhcc.com).

# COVERAGE REMINDERS & CONSIDERATIONS

The Coverage Considerations listed below are not intended to be an exhausted list nor is this list intended to identify all potential exposure. Please advise us if a proposal for any of these coverage's is desired.

## FOR ALL POLICIES

- Review the **Named Insured, Additional Insured(s), Mortgagees and Loss Payees**.
- Review the **Premium Basis** for each coverage such as payrolls, sales, areas, cost or schedules.
- Review any **Co-insurance** requirements that may apply.

*Co-insurance Formula: Insurance value carried / Insurance value required x value of the loss (less any applicable deductible) = settlement value.*

Please see the policy language for further details on the coinsurance clause and potential co-insurance penalties.

- Advise us of **Any Changes or New Developments in your Operation** such as mergers or expansion in new states or countries, new entities or DBA's, new products or services, contractual agreements granting indemnity and/or hold harmless agreements, equipment owned, transportation needs or any changes to your building or occupancy of your premises such as vacancies.

## PROPERTY

- **Building & Contents** values and coverage forms should be reviewed regularly to ensure they are insured adequately and any coinsurance requirements are satisfied. An appraisal of your building & contents are recommended. Improvements and Betterments should be considered too for any leased locations.
- **A business interruption worksheet** should be completed to assist in determining an adequate coverage limit. Also any Extra Expense coverage needs should be considered when determining an adequate coverage limit.
- **Building Ordinance or Law Coverage.** The endorsement is used to include protection for three additional coverage exposures: Coverage A – payment for the value of the undamaged part of a building when a building code requires its demolition following a partial loss; Coverage B – coverage for the expense of demolishing the undamaged portion of a building damaged by an insured peril including the cost of removing debris; and Coverage C – coverage for the increased costs of construction resulting from enforcement of construction or building laws. This applies to both the damaged and undamaged portion of the structure.
- **Property of others or employees'** in your possession must be scheduled, as the basic form may exclude or provide a low sub-limit for each.
- **Bailee Customers Goods Floater.** This form is used to insure against loss to property of others that is in your possession, regardless of your legal liability.

- **Utility Services – Direct Damage and Time Element.** This coverage extends Direct Damage and Business Income and Extra Expense insurance to protect against losses due to the interruption of services by a facility that provides you with power, water or communications when caused by a covered peril.
- **Debris removal** limit may be increased.
- **Coverage for Backup of Sewer or Drains, Flood & Earthquake** may be available.
- **Mobile equipment** may not be included or limited coverage under your contents coverage. Examples are tools, cameras, fine arts, musical equipment, and other mobile property.
- **Builders Risk & Installation** coverage's may be available.
- **Boiler & Machinery/Equipment Breakdown.** This coverage provides protection for the repair or replacement of equipment, pipes, vessels, air conditioning, and refrigerated equipment, electrical panels, etc. that would be damaged or destroyed from a sudden and accidental breakdown. This coverage can also include coverage for Production Equipment as well as resulting Business Income loss.
- **Vacancy Clause.** Please note that when a building is as little as 33% unoccupied/vacant, there is language in all property policies, which limits coverage. Some policies reduce the payout, some exclude coverage for such perils as broken pipes, vandalism and other. If you experience this situation, please notify your agent to see if there are other options for you.

## CRIME

- **Computer Fraud, Fund Transfer Fraud, Social Engineering, Forgery or Alteration and Money & Securities** should be considered.
- **3rd Party Employee Dishonesty** is recommended if your employees have access to client property.
- **Fiduciary Liability, Directors & Officers Liability, Kidnap/Ransom, Extortion and Identity theft** may be available.

## INLAND MARINE

- **Motor Truck Cargo, Property in Transit, Ocean Cargo, Installation Floaters, Misc. & Scheduled Equipment coverage and Rented, Leased, Borrowed Equipment coverage and Employee Tool coverage** should be considered.

## LIABILITY

- **A formalized program** to review certificates should be established. Your company should require, from any subcontractor doing work on your behalf, certificates of insurance requiring that the subcontractors have limits of liability for General Liability, Automobile, and Workers Compensation at least as high as the limits you have. If you fail to do this, payments you make can be charges against your Workers Compensation or General Liability policies. This could result in substantial additional premium charges.
- **Any subcontractors should name your company as an Additional Insured**, and this should be noted on the certificate of insurance.
- **Hold Harmless Agreements** should be included in any contracts. Your attorney should review these.
- **Fire Legal Liability** limit should be reviewed. The building lease may include contractual transfer of loss.
- **Warehouse Legal exposure. Employee Benefits Liability** – this protects against suits alleging damage because of handling of employee benefits. As an example, this coverage would protect the insured if an employee, by error, is not added to the group health plan. This can be added to the present plan at a nominal cost if not included now.
- **Claims Made** – any situation that you feel could lead to a claim must be reported to the carrier prior to the policy expiration or extended reporting period to avoid potential claim denial.
- **Professional Liability, Directors & Officers Liability, Employment Practice Liability, Pollution Liability, Cyber Liability and Multi-International coverage's** should be considered.

## AUTOMOBILE

**Michigan Law (MCLA 500.3101)** requires that the owner or registrant of a motor vehicle registered in this state must have insurance or other approved security for the payment of no-fault benefits on the vehicle at all times. **An owner or registrant who drives or permits a vehicle to be driven upon a public highway without the proper insurance or other security is guilty of a misdemeanor.**

- **Drive Other Car** coverage and schedule of individuals should be reviewed.
- **Broadened PIP** including names of family members
- **Higher limits** of liability and uninsured & underinsured motorist should be considered.
- **Towing & Rental Reimbursement** coverage is available.
- **All aftermarket equipment on vehicles must be scheduled.**

- **Hired Auto Physical Damage**

- Assure proper coverage for your hired/rented auto physical damage. You need to have a clear company procedure for employees' short-term hired/rented car physical damage. Adopt one of the following procedures (each may have a limit for the value of any one vehicle):
  - Add Hired Auto Physical Damage to your existing automobile policy, if not currently provided.
  - Employees place rental contracts only on credit cards providing this rental physical damage coverage.
  - Require employees to accept physical damage coverage through the auto rental company. This is the most expensive option of the three.
  - Because of high value exposures, an established company procedure is important.
- Any autos you lease, hire, rent, or borrow from any of your employees or partners or members of their household should be reviewed.

## **WORKERS COMPENSATION**

**Workers Compensation Insurance is required by Law in the State of Michigan. There are severe consequences to an employer who fails to carry workers compensation insurance.**

- **Stop Gap Coverage** can be added to extend employers liability coverage for monopolistic states. However, workers comp for monopolistic states must be purchased directly from the State Fund and cannot be added to your policy.
- **Endemic Disease, and Repatriation** coverage should be added if foreign travel exposure exists.
- **Advise your agent if you will be traveling to other states or countries.**

NB f)

**MICHIGAN PLANNING ENABLING ACT (EXCERPT)**

Act 33 of 2008

**125.3843 Proposed master plan; public hearing; notice; approval by resolution of planning commission; statement; submission of copy of master plan to legislative body; approval or rejection by legislative body; procedures; submission of adopted master plan to certain entities.**

Sec. 43. (1) Before approving a proposed master plan, a planning commission shall hold not less than 1 public hearing on the proposed master plan. The hearing shall be held after the expiration of the deadline for comment under section 41(3). The planning commission shall give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within the local unit of government. The planning commission shall also submit notice of the public hearing in the manner provided in section 39(3) to each entity described in section 39(2). This notice may accompany the proposed master plan submitted under section 41.

(2) The approval of the proposed master plan shall be by resolution of the planning commission carried by the affirmative votes of not less than 2/3 of the members of a city or village planning commission or not less than a majority of the members of a township or county planning commission. The resolution shall refer expressly to the maps and descriptive and other matter intended by the planning commission to form the master plan. A statement recording the planning commission's approval of the master plan, signed by the chairperson or secretary of the planning commission, shall be included on the inside of the front or back cover of the master plan and, if the future land use map is a separate document from the text of the master plan, on the future land use map. Following approval of the proposed master plan by the planning commission, the secretary of the planning commission shall submit a copy of the master plan to the legislative body.

(3) Approval of the proposed master plan by the planning commission under subsection (2) is the final step for adoption of the master plan, unless the legislative body by resolution has asserted the right to approve or reject the master plan. In that case, after approval of the proposed master plan by the planning commission, the legislative body shall approve or reject the proposed master plan. A statement recording the legislative body's approval of the master plan, signed by the clerk of the legislative body, shall be included on the inside of the front or back cover of the master plan and, if the future land use map is a separate document from the text of the master plan, on the future land use map.

(4) If the legislative body rejects the proposed master plan, the legislative body shall submit to the planning commission a statement of its objections to the proposed master plan. The planning commission shall consider the legislative body's objections and revise the proposed master plan so as to address those objections. The procedures provided in subsections (1) to (3) and this subsection shall be repeated until the legislative body approves the proposed master plan.

(5) Upon final adoption of the master plan, the secretary of the planning commission shall submit, in the manner provided in section 39(3), copies of the adopted master plan to the same entities to which copies of the proposed master plan were required to be submitted under section 41(2).

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

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

Minutes of a regular meeting of the Board of Trustees of the Township of Pentwater, held at the Pentwater Township Hall, 327 Hancock Street, within the Township, on the 13<sup>th</sup> day of December, 2023, at 6:00 p.m.

PRESENT: Members: \_\_\_\_\_

ABSENT: Members: \_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and seconded by Member \_\_\_\_\_:

**RESOLUTION NO. 2023-21**

**RESOLUTION ADOPTING THE MASTER PLAN OF 2023 AND RESCINDING ALL RESOLUTIONS IN CONFLICT THEREWITH**

WHEREAS, the Michigan Planning Enabling Act (“MPEA”), 2008 PA 33, MCL 125.3801, *et. seq.* requires municipal planning commissions to prepare a “master plan” pertinent to the future development of the municipality; and

WHEREAS, the Pentwater Township Planning Commission has prepared a proposed Master Plan and Future Land Use Map (the “Master Plan”) for the Township to update and replace the previous master plan; and

WHEREAS, on July 12, 2023 the Township authorized the distribution of the proposed Master Plan to the general public and the various entities required by the MPEA, for review and comment purposes; and

WHEREAS, the proposed Master Plan was made available to the various entities and the general public as required by the MPEA, and a public hearing thereon was held by the Planning Commission on October 3, 2023 pursuant to notice as required by the MPEA; and

WHEREAS, the Planning Commission found the proposed Master Plan as submitted for the public hearing to be desirable and proper, and furthers the land use and development goals and strategies of the Township, and has adopted a resolution recommending that the Township Board of Trustees adopt the proposed Master Plan; and

WHEREAS, pursuant to the MPEA and Township Resolution No 2023-20, the Township Board has asserted its right to approve or deny the proposed Master Plan.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Pentwater Township Board of Trustees hereby adopts the new Master Plan as recommended by the Planning Commission including all text, charts, tables, maps, and descriptive and other matter therein intended by the Planning Commission to form the complete Master Plan, including the Future Land Use Map.

2. The new Master Plan shall henceforth be referred to as the Pentwater Township Master Plan of 2023.

3. All resolutions of the Township Board in conflict with this resolution are hereby rescinded to the extent of the conflict.

AYES:           Members: \_\_\_\_\_

NAYS:           Members: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Maureen Murphy, Township Clerk



STATE OF MICHIGAN     )  
  ) ss.  
COUNTY OF OCEANA     )

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

\_\_\_\_\_  
Maureen Murphy, Township Clerk

NB 9)

INFO PENDING

NB h)

DATA PENDANG