



PENTWATER TOWNSHIP BOARD

AGENDA PACKET

REGULAR BOARD MEETING

January 10, 2024 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**

January 10, 2024 at 6:00 p.m.
Pentwater Community Hall
500 N. Hancock Street, Pentwater, MI 49449

Join Zoom Meeting

<https://us02web.zoom.us/j/85306097685?pwd=WXpoS05Udy9sQmh0WFNpc0x5em5UZz09>

Meeting ID: 853 0609 7685

Passcode: 844318

AGENDA

1. Call to Order/Pledge
2. Roll Call
3. Consent Agenda – Review & Action
 - a. Minutes of December 13, 2023
 - b. Correspondence, if any
 - c. Monthly Budget Reports for General Fund, Cemetery and Fire Department
 - 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~~
 - ~~d. Transfer Station~~
13. Unfinished Business - None

14. New Business

- a. Review & Action: Renewal of "Access Agreement for Park Place Community Building" - Expires March 31, 2024
- b. Review & Action: Renewal of Contract for Recreational Services - Expires March 31, 2024
- c. Review & Action: F&V Design, Permitting, Bidding Proposal
- d. Review & Action: Poverty Exemption Resolution
- e. Review & Action: Q3 2023 Budget Amendments
- f. Review & Action: Upcoming MTA Annual Educational Conference
- g. Discussion: Planning for Budget Workshops & Capital Improvement Plan development
- h. Discussion: Update on Michigan Coastal Management Grant
- i. Discussion: Grant Opportunities for Longbridge Fishing Platform & Deck
- j. Review & Action: IRS 2024 Mileage Rate

15. Public Comments

16. Other Items from Board Members

17. Adjournment

Public Participation at Board of Trustee Meetings

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

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



A General Law Township

Pentwater Township Regular Board Meeting

Consent Agenda Items

January 10, 2024

- Prior Meeting Minutes:
 - Township Regular Board Meeting – December 13, 2023
- Correspondence:
 - None
- Financial Reports 4/1/23 thru 12/31
- Claims/Bills for the period 12/14/23 – 1/04/24 as follows (incl. payroll):
 - Township - \$46,314 (Includes Road Fund)
 - Cemetery - \$2,919
 - Fire - \$6,048
 - Sewer – \$7,979

<p>PENTWATER TOWNSHIP BOARD PENTWATER COMMUNITY HALL 500 N. HANCOCK STREET, PENTWATER, MI 49449 Draft Minutes 13 December 2023 ZOOM Available for Audience</p>	
<p>Supervisor Cavazos called the Regular Board Meeting to order at 6:01 PM</p> <p>Members Present: Cavazos, Douglas, Flynn, Holub</p> <p>Members Absent: Murphy</p> <p>Staff Present: Keith Edwards – Deputy Supervisor & Zoning Administrator</p> <p>Others Present: Al Brosky, Tom Roose, Valarie McHugh</p> <p>Present via Zoom: Dave Spitler, Ross Feltes, Cathy Crumb, Everett Horton, Steve Erley, & "Jeff"</p>	<p>CALL TO ORDER</p> <p>ROLL CALL</p>
<p>Moved by Douglas and seconded by Flynn to accept the Consent Agenda as presented:</p> <ul style="list-style-type: none"> • Prior Meeting Minutes (November 8, 2023, November 15) • Correspondence: Chris Brown • Budget Reports: • Claims/Bills (payroll, paid, and to be paid) for the 11/3/23 thru 12/13/23 as follows: <ul style="list-style-type: none"> ○ Township - \$49,173 (includes any Road Fund payroll) ○ Cemetery - \$8,853 ○ Fire - \$8,407 ○ Road - \$0 ○ Sewer - \$7,378 <p>Roll call vote: Yes: Cavazos, Flynn, Holub, Douglas No: None Motion Carries</p>	<p>CONSENT AGENDA - Review & Action</p>
<p>Moved by Holub and seconded by Douglas to accept the meeting agenda as presented.</p> <p>Roll call vote: Yes: Cavazos, Flynn, Holub, Douglas No: None Motion Carried</p>	<p>MEETING AGENDA</p>
<ul style="list-style-type: none"> • None 	<p>PUBLIC COMMENTS</p>
<p>Supervisor Cavazos communicated the following:</p> <ol style="list-style-type: none"> 1. Update/Clarification on Pentwater Pathways Oceana County Cross Country Ski Association (OCCSA) urges cross country skiers to use the 52nd/Railroad Avenue entrance off Longbridge Road to enter 	

<p>Pentwater Pathway. They also recommend that visitors park in the second parking area that will be flatter for cars.</p> <p>Note: The two-track off Wayne Road (used to be the entrance to Pentwater Pathways) is a Private Road now and is no longer plowed or open to the public.</p> <p>2. At the 12-12-23 Village Council meeting, I read the following response during the 2nd Public Comment session regarding the Village Manager's 2 and ½ page report on the documents the Township prepared for the transfer of the North & South Sewer Systems from the Village to the Township:</p> <p style="padding-left: 40px;">The Township has been willing to work cooperatively with the Village with respect to the transfer of these systems, but the Village wants the Township to take these assets "AS IS" without questions asked, without an assessment of the condition of the systems, and without returning customer funds that have been paid for the operation and maintenance of the system.</p> <p style="padding-left: 40px;">The Township cannot assume liability for a system which the Township has not been responsible for forty years unless there is either clear information on the status and condition of the system (which has not been provided, which necessitated the Township paying for the F&V evaluation report)</p> <p>3. Thank you to the Rottschafer's for the amazing scones they dropped off at the Township Office for our holiday eating pleasure.</p>	
<p>No Clerk's Report this period due to illness.</p>	<p>CLERK'S REPORT</p>
<p>Treasure Douglas presented her bank balance summary and mentioned that there was an inadvertent \$0.68 overcharge on tax bills which contain Pentwater Lake Improvement Board (PLIB) special assessment. Approximately 240 tax bills are affected. Cash refunds are available at the Treasurer's office.</p>	<p>TREASURER'S REPORT</p>
<p>The following reports were received and placed on file:</p> <ul style="list-style-type: none"> • Library • Fire Department • Recreation 	<p>OTHER DEPARTMENTAL REPORTS Library, Fire Department and Recreation</p>
<p>The following Staff reports were received and placed on file:</p> <ul style="list-style-type: none"> • Deputy Supervisor, Zoning Administrator & Ordinance Enforcement Officer • Transfer Station • Cemetery • Assessor 	<p>STAFF REPORTS Zoning, Assessing, Cemetery, Transfer Station</p>
<p>Unfinished Business:</p> <ul style="list-style-type: none"> • None 	<p>UNFINISHED BUSINESS</p>
<p>New Business:</p>	<p>NEW BUSINESS a)</p>

<p>The Calander Year 2024 Annual Holiday & Office Observance Calendar was proposed as follows:</p> <p style="text-align: center;">New Year’s Day <u>2024</u>: 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, July 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</p> <p>Moved by Holub, seconded by Douglas to adopt the holiday calendar as presented.</p> <p>Roll call vote: Yes: Holub, Flynn, Cavazos, Douglas No: None Motion: Carries</p>	<p>Calander Year 2024 Annual Holiday & Office Observance Calendar</p>
<p>Motion by Flynn, seconded by Holub to adopt Resolution 2023-22: Resolution Regarding the Establishment of Township Board Meeting Dates/Times for Calendar Year 2024</p> <p>Roll call vote: Yes: Holub, Flynn, Cavazos, Douglas No: None Motion: Carries</p>	<p>NEW BUSINESS b) Resolution 2023-22: 2024 Township Board Meeting Dates & Times</p>
<p>Motion by Cavazos, seconded by Douglas to approve recommended Township road improvements as follows:</p> <ul style="list-style-type: none"> • 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 <p>* 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</p>	<p>NEW BUSINESS c) Proposed Township Road Improvements for 2024</p>

<p>Roll call vote: Yes: Holub, Flynn, Cavazos, Douglas No: None Motion: Carries</p>	
<p>Moved by Holub, seconded by Douglas to postpone Q3 budget amendments until the next regular Board Meeting to be held in January 2024.</p> <p>Roll call vote: Yes: Holub, Flynn, Cavazos, Douglas No: None Motion: Carries</p>	<p>NEW BUSINESS d) Q3 Budget Amendments</p>
<p>Moved by Douglas, seconded by Holub to approve payment of \$10,270 for annual township property & liability insurance.</p> <p>Roll call vote: Yes: Holub, Flynn, Cavazos, Douglas No: None Motion: Carries</p>	<p>NEW BUSINESS e) Annual Township Property & Liability Insurance</p>
<p>Moved by Douglas, seconded by Holub to adopt Resolution 2023-21: Adopting the Master Plan of 2023 and Rescinding All Resolutions In Conflict Therewith, which adopts Planning Commission Resolution 2023-20</p> <p>Roll call vote: Yes: Holub, Flynn, Cavazos, Douglas No: None Motion: Carries</p>	<p>NEW BUSINESS f) Resolution 2023-21: Adoption of Master Plan of 2023</p>
<p>Moved by Holub, seconded by Douglas to adopt Resolution (no number) to approve the submission of the Water Resources Division Grant application to the Michigan Coastal Management Program.</p> <p>Roll call vote: Yes: Holub, Flynn, Cavazos, Douglas No: None Motion: Carries</p> <p>NOTE: A post-facto number of 2023-23 has been assigned to this resolution for our records</p>	<p>NEW BUSINESS g) Resolution (post-facto 2023-23) Michigan Coastal Management Program Grant Application</p>
<p>The Fleis & Vanderbrink Sewer System Report & enclosed recommendations for needed sewer maintenance and improvements were reviewed. Planning for funding critical maintenance is required and will need to be included in future Capital Improvement Plans.</p>	<p>NEW BUSINESS h) DISCUSSION: Fleis & Vanderbrink Sewer System Report</p>
<p>Comments were made by Al Brosky, Tom Roose, Dave Spitler, and Everett Horton which primarily focused on the sewer system and Oceana County Road Commission activity. Board members were also wished a Merry Christmas and Happy New Years by Mr. Brosky.</p>	<p>PUBLIC COMMENTS</p>

<ul style="list-style-type: none"> • None 	OTHER ITEMS FROM BOARD MEMBERS
Moved by Flynn, seconded by Douglas to adjourn the meeting at 7:30 PM. Motion carried.	ADJOURNMENT
<hr/> Maureen Murphy, Township Clerk	Notes by Keith Edwards & formalized by Glenn Beavis <hr/> Date



December 28, 2023

T4 P2 768 *****AUTO**ALL FOR AADC 493
 Pentwater Township
 500 N. Hancock Street
 P.O. Box 512
 Pentwater, MI 49449-8935



Re: Charter Communications – Upcoming Changes

Dear Franchise Official:

We appreciate our customers and continue to enhance our services with the finest communication and entertainment products available, while also providing a compelling suite of services at the greatest value. Despite our best efforts, rising costs, including programming fees charged by TV networks have impacted our pricing. Customers are being notified via bill message regarding the following price changes that will take effect on or after January 30, 2024. Please note for customers who may be paying a promotional price, the retail price does not take effect until the end of the promotional period.

Product	Price
Broadcast TV Surcharge	Will increase by \$2.55/month.
Spectrum TV Select	Will increase by \$5.00/month.
Spectrum TV Silver and Gold	Will each increase by \$10.00/month.
Spectrum TV Select Signature	Will increase by \$5.00/month.
Spectrum TV Select Plus	Will increase by \$5.00/month.
Spectrum Mi Plan Latino (Customers will receive 11 new channels.)	Will increase by \$5.00/month.
Grandfathered Spectrum Mi Plan Latino (Customers will receive 22 new channels.)	Will increase by \$8.00/month (customers will receive a \$3.00 credit for 12 months to offset the increase).
Grandfathered Spectrum Mi Plan Latino Silver and Gold	Will each increase by \$13.00/month (customers will receive a \$3.00 credit for 12 months to offset the increase).
Grandfathered Spectrum Lifestyle Plan Silver and Gold	Will each increase by \$5.00/month.
Spectrum Latino View	Will increase by \$3.00/month.
Spectrum Entertainment View	Will increase by \$3.00/month.
AMC+	Will increase by \$1.00/month.
Spectrum Digi Tier 1	Will increase by \$3.00/month.
Adult Programming	Will increase to \$19.99/month.
Spectrum TV Bundle (grandfathered legacy Time Warner Cable bundle that includes customers subscribing to double play (video and internet) and triple play (video, internet, and voice)	Will increase by \$20.00/month.
Spectrum Digital Terminal Adapters	Will increase by \$1.51/month.
Spectrum Receivers	Will increase by \$1.51/month.

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We remain committed to providing excellent communications and entertainment services in your community. If you have any questions about this change, please feel free to contact me at (616) 607-2380.

Sincerely,

Derrick Mathis

Derrick Mathis
Manager - State Government Affairs, Michigan
Charter Communications

User: GLENN
DB: PENTWATER TWP

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR MONTH 12/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
			NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
Revenues								
Dept 000								
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	43,776.58		43,776.58	255,467.42	14.63	
101-000-405.000	TAX ADMINISTRATION FEE	60,700.00	39,042.52		8,814.83	21,657.48	64.32	
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	1,220.00		80.00	780.00	61.00	
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	15,464.93		0.00	(15,164.93)	5,154.98	
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		0.00	(17,307.96)	484.62	
101-000-699.000	TRANSFER IN	0.00	0.00		0.00	0.00	0.00	
Total Dept 000		556,901.23	212,030.80		52,671.41	344,870.43	38.07	
TOTAL REVENUES		556,901.23	212,030.80		52,671.41	344,870.43	38.07	
Expenditures								
Dept 101 - TOWNSHIP BOARD								
101-101-702.000	SALARIES & WAGES	3,307.50	2,278.74		537.68	1,028.76	68.90	
101-101-705.000	EMPLOYER FICA CONTRIB	253.02	174.30		41.12	78.72	68.89	
101-101-999.000	TRANSFER OUT	0.00	0.00		0.00	0.00	0.00	
Total Dept 101 - TOWNSHIP BOARD		3,560.52	2,453.04		578.80	1,107.48	68.90	
Dept 171 - SUPERVISOR								
101-171-702.000	SALARIES & WAGES	35,653.80	26,740.44		2,971.16	8,913.36	75.00	
101-171-702.001	DEPUTY WAGES	9,178.03	8,986.51		60.00	191.52	97.91	
101-171-705.000	EMPLOYER FICA CONTRIB	3,429.63	2,733.13		231.88	696.50	79.69	
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	

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	12/31/2023 NORMAL (ABNORMAL)	MONTH 12/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 171 - SUPERVISOR		49,661.46	39,194.51	3,263.04	10,466.95	78.92
Dept 215 - CLERK						
101-215-702.000	SALARIES & WAGES	35,653.80	26,740.44	2,971.16	8,913.36	75.00
101-215-702.001	DEPUTY WAGES	26,773.95	20,453.73	2,330.00	6,320.22	76.39
101-215-705.000	EMPLOYER FICA CONTRIB	4,775.72	3,740.13	405.53	1,035.59	78.32
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	0.00	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	0.00	1,199.14	40.04
101-215-913.000	TRAVEL	3,000.00	2,343.79	466.58	656.21	78.13
101-215-955.000	MISCELLANEOUS	0.00	80.04	0.00	(80.04)	100.00
Total Dept 215 - CLERK		72,703.47	55,052.28	6,173.27	17,651.19	75.72
Dept 247 - BOARD OF REVIEW						
101-247-702.000	SALARIES & WAGES	1,102.50	433.60	165.18	668.90	39.33
101-247-705.000	EMPLOYER FICA CONTRIB	84.34	33.16	12.63	51.18	39.32
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
Total Dept 247 - BOARD OF REVIEW		1,911.84	466.76	177.81	1,445.08	24.41
Dept 253 - TREASURER						
101-253-702.000	SALARIES & WAGES	35,653.80	26,740.44	2,971.16	8,913.36	75.00
101-253-702.001	DEPUTY WAGES	12,377.40	9,381.30	1,510.00	2,996.10	75.79
101-253-705.000	EMPLOYER FICA CONTRIB	3,674.39	2,763.33	342.82	911.06	75.21
101-253-727.000	TWP TREASURER OFFICE SUPPLIES	0.00	77.97	0.00	(77.97)	100.00
101-253-752.000	SUPPLIES/EQUIPMENT	500.00	139.70	0.00	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	670.00	0.00	(670.00)	100.00
101-253-851.000	POSTAGE	4,300.00	4,746.05	936.36	(446.05)	110.37
101-253-860.000	TRAVEL EXPENSES	0.00	478.61	0.00	(478.61)	100.00
101-253-910.000	EDUCATION/TRAINING	2,300.00	683.00	399.00	1,617.00	29.70
101-253-913.000	TRAVEL	2,000.00	2,333.13	82.53	(333.13)	116.66
101-253-955.000	MISCELLANEOUS	300.00	675.75	159.00	(375.75)	225.25
Total Dept 253 - TREASURER		65,355.59	50,576.28	6,400.87	14,779.31	77.39
Dept 257 - ASSESSOR						
101-257-702.000	SALARIES & WAGES	54,680.85	41,009.99	4,556.66	13,670.86	75.00
101-257-705.000	EMPLOYER FICA CONTRIB	4,183.09	3,137.26	348.59	1,045.83	75.00
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

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	12/31/2023 NORMAL (ABNORMAL)	MONTH 12/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 257 - ASSESSOR		65,998.94	48,806.75	4,905.25	17,192.19	73.95
Dept 262 - ELECTION						
101-262-702.000	SALARIES & WAGES	8,268.75	0.00	0.00	8,268.75	0.00
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	287.51	228.16	5,712.49	4.79
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	47.81	47.81	452.19	9.56
101-262-955.000	MISCELLANEOUS	1,750.00	337.17	300.00	1,412.83	19.27
Total Dept 262 - ELECTION		30,301.31	672.49	575.97	29,628.82	2.22
Dept 265 - TOWNSHIP						
101-265-705.000	EMPLOYER FICA CONTRIB	449.82	351.37	41.39	98.45	78.11
101-265-706.000	CUSTODIAL WAGES	5,880.00	4,593.08	541.12	1,286.92	78.11
101-265-727.000	TWP OFFICE SUPPLIES	0.00	716.86	0.00	(716.86)	100.00
101-265-752.000	SUPPLIES/EQUIPMENT	6,000.00	5,017.22	427.04	982.78	83.62
101-265-802.000	PROF SERV SOFTWARE	5,550.00	4,245.91	590.00	1,304.09	76.50
101-265-804.000	PROF SERV-ATTOR	10,000.00	7,205.88	0.00	2,794.12	72.06
101-265-805.000	PROF SERV-AUDIT	5,500.00	6,838.00	6,775.00	(1,338.00)	124.33
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	851.00	0.00	749.00	53.19
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	2,605.75	177.97	1,394.25	65.14
101-265-851.000	POSTAGE	3,200.00	585.26	500.00	2,614.74	18.29
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	1,874.33	77.00	525.67	78.10
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	2,051.10	127.20	948.90	68.37
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	5,001.61	25.00	998.39	83.36
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	4,118.91	349.82	3,281.09	55.66
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	0.00	(10,967.00)	100.00
101-265-932.000	REP/MAIN MOW/SN	2,000.00	1,286.00	494.00	714.00	64.30
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	10,270.00	10,270.00	(220.00)	102.19

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	(ABNORMAL)	MONTH 12/31/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
101-265-937.000	WORK COMP	1,500.00		1,123.50			376.50	74.90
101-265-940.000	COPY MACH RENT	1,500.00		682.72		0.00	817.28	45.51
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		1,927.97	(49,904.18)		3,072.03	38.56
101-265-970.000	CAP OUT-COMPUTE	2,500.00		0.00		0.00	2,500.00	0.00
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		0.00	(75,000.00)		0.00	0.00
101-265-995.000	TRANSFERS OUT	6,200.00		0.00		0.00	6,200.00	0.00
Total Dept 265 - TOWNSHIP		143,779.82		82,044.59	(104,508.64)		61,735.23	57.06
Dept 445 - DRAIN								
101-445-875.000	AT LARGE DRAINAGE ASSESSMENT	0.00		0.00		0.00	0.00	0.00
Total Dept 445 - DRAIN		0.00		0.00		0.00	0.00	0.00
Dept 526 - TRANSFER STATION								
101-526-702.000	SALARIES & WAGES	14,120.40		11,542.00		0.00	2,578.40	81.74
101-526-705.000	EMPLOYER FICA CONTRIB	1,080.21		882.97		0.00	197.24	81.74
101-526-752.000	SUPPLIES/EQUIPMENT	300.00		268.15		0.00	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		24,953.60	1,395.41		(3,953.60)	118.83
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
Total Dept 526 - TRANSFER STATION		40,600.61		44,952.62	1,395.41		(4,352.01)	110.72
Dept 527 - SEWER-UTILITIES								
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
Total Dept 527 - SEWER-UTILITIES		0.00		0.00		0.00	0.00	0.00
Dept 597 - DOC/RECREATION/PLIB								
101-597-802.000	CONT SER DOCK	1,000.00		700.00		0.00	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		0.00	650.00	35.00

\$ 50K LOAN TO SEWER RECATAGORIZED AS GP ASSET & SEWER FUND LIABILITY

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL) 12/31/2023	MONTH 12/31/2023 INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 597 - DOC/RECREATION/PLIB		28,000.00	27,897.29	0.00	102.71	99.63
Dept 701 - PLANNING COMMISSION						
101-701-702.000	FROM	2,310.00	3,386.21	516.19	(1,076.21)	146.59
101-701-705.000	EMPLOYER FICA CONTRIB	176.72	259.00	39.47	(82.28)	146.56
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
Total Dept 701 - PLANNING COMMISSION		8,161.72	6,962.26	555.66	1,199.46	85.30
Dept 702 - ZONING ADMINISTRATION						
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	18,257.48	1,927.66	7,262.79	71.54
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	1,401.64	147.46	566.73	71.21
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	982.14	274.31	10,517.86	8.54
101-702-802.001	PROF SER ATTY	3,500.00	4,248.00	0.00	(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
Total Dept 702 - ZONING ADMINISTRATION		43,778.64	25,197.49	2,349.43	18,581.15	57.56
Dept 703 - ZONING BOARD OF APPEALS						
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

User: GLENN

PERIOD ENDING 12/31/2023

DB: PENTWATER TWP

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
Fund 101 - GENERAL FUND						
Expenditures						
101-703-964.000	REFUNDS	400.00	0.00	0.00	400.00	0.00
Total Dept 703 - ZONING BOARD OF APPEALS		3,087.32	2,152.22	0.00	935.10	69.71
TOTAL EXPENDITURES		556,901.24	386,428.58	(78,133.13)	170,472.66	69.39
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		556,901.23	212,030.80	52,671.41	344,870.43	38.07
TOTAL EXPENDITURES		556,901.24	386,428.58	(78,133.13)	170,472.66	69.39
NET OF REVENUES & EXPENDITURES		(0.01)	(174,397.78)	130,804.54	174,397.77	1,743.97

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2023 NORMAL (ABNORMAL)	MONTH 12/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 204 - ROAD FUND						
Revenues						
Dept 000						
204-000-402.000	CURRENT REAL PR	122,000.00	17,839.95	17,839.95	104,160.05	14.62
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	4,191.40	0.00	(4,046.40)	2,890.62
204-000-699.000	TRANSFER IN	6,200.00	0.00	0.00	6,200.00	0.00
Total Dept 000		128,345.00	26,365.62	17,839.95	101,979.38	20.54
TOTAL REVENUES		128,345.00	26,365.62	17,839.95	101,979.38	20.54
Expenditures						
Dept 000						
204-000-702.000	SALARIES & WAGES	1,517.25	1,114.97	330.36	402.28	73.49
204-000-705.000	EMPLOYER FICA CONTRIB	116.07	85.30	25.26	30.77	73.49
204-000-805.000	PROF SERV-AUDIT	560.00	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
Total Dept 000		128,345.00	127,820.20	355.62	524.80	99.59
TOTAL EXPENDITURES		128,345.00	127,820.20	355.62	524.80	99.59
Fund 204 - ROAD FUND:						
TOTAL REVENUES		128,345.00	26,365.62	17,839.95	101,979.38	20.54
TOTAL EXPENDITURES		128,345.00	127,820.20	355.62	524.80	99.59
NET OF REVENUES & EXPENDITURES		0.00	(101,454.58)	17,484.33	101,454.58	100.00

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	12/31/2023 (ABNORMAL)	MONTH 12/31/2023 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 206 - FIRE FUND								
Revenues								
Dept 000								
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		35,433.60	35,433.60	206,717.33		14.63
206-000-402.100	CURR PROP TAX - EQUIPMENT	121,924.73		17,839.95	17,839.95	104,084.78		14.63
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		7,021.05	0.00	(7,021.05)		100.00
206-000-671.000	MISCELLANEOUS	0.00		1,791.92	0.00	(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
Total Dept 000		445,567.50		120,309.65	53,273.55	325,257.85		27.00
TOTAL REVENUES		445,567.50		120,309.65	53,273.55	325,257.85		27.00
Expenditures								
Dept 000								
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
Total Dept 000		0.00		0.00	0.00	0.00		0.00
Dept 336 - FIRE								
206-336-702.000	SALARIES & WAGES	95,000.00		62,434.00	545.00	32,566.00		65.72
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		4,833.61	41.69	2,433.89		66.51
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		11,438.43	0.00	5,561.57		67.28
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		280.00	0.00	220.00		56.00
206-336-851.000	POSTAGE	300.00		225.35	0.00	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		1,631.19	496.17	(131.19)		108.75
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		2,300.00	300.00	(300.00)		115.00
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	0.00	425.00		15.00
206-336-920.000	UTILITIES	14,000.00		10,485.51	638.08	3,514.49		74.90
206-336-931.000	REP/MAINT	39,000.00		27,446.97	4,522.59	11,553.03		70.38
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		1,119.22	0.00	(119.22)		111.92
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

REVENUE AND EXPENDITURE REPORT FOR PENTWATER TOWNSHIP

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	12/31/2023	MONTH 12/31/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 206 - FIRE FUND						
Expenditures						
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
Total Dept 336 - FIRE		445,567.50	383,971.26	6,543.53	61,596.24	86.18
TOTAL EXPENDITURES		445,567.50	383,971.26	6,543.53	61,596.24	86.18
Fund 206 - FIRE FUND:						
TOTAL REVENUES		445,567.50	120,309.65	53,273.55	325,257.85	27.00
TOTAL EXPENDITURES		445,567.50	383,971.26	6,543.53	61,596.24	86.18
NET OF REVENUES & EXPENDITURES		0.00	(263,661.61)	46,730.02	263,661.61	100.00

User: GLENN

DB: PENTWATER TWP

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	12/31/2023 NORMAL (ABNORMAL)	MONTH 12/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 209 - CEMETERY FUND						
Revenues						
Dept 000						
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	12,249.28	12,249.28	71,470.89	14.63
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	1,800.00	150.00	1,200.00	60.00
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	0.00	8,400.00	21.50
209-000-646.000	COLUM SALES	6,300.00	9,365.00	0.00	(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	7,013.53	0.00	(6,913.53)	7,013.53
209-000-671.000	OTHER INCOME	2,400.00	3,757.00	2,642.00	(1,357.00)	156.54
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
Total Dept 000		119,586.25	41,650.66	15,041.28	77,935.59	34.83
TOTAL REVENUES		119,586.25	41,650.66	15,041.28	77,935.59	34.83
Expenditures						
Dept 567 - CEMETERY						
209-567-702.000	SALARIES & WAGES	17,890.95	14,252.26	1,824.32	3,638.69	79.66
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	2,481.35	139.56	(366.05)	117.30
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	0.00	(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	0.00	(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	312.00	0.00	108.00	74.29
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	3,047.03	106.01	152.97	95.22
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	9,556.00	0.00	(2,056.00)	127.41
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	0.00	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

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	12/31/2023 NORMAL (ABNORMAL)	MONTH 12/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 209 - CEMETERY FUND						
Expenditures						
	Total Dept 567 - CEMETERY	119,586.25	51,076.74	2,069.89	68,509.51	42.71
TOTAL EXPENDITURES		<u>119,586.25</u>	<u>51,076.74</u>	<u>2,069.89</u>	<u>68,509.51</u>	<u>42.71</u>
Fund 209 - CEMETERY FUND:						
TOTAL REVENUES		119,586.25	41,650.66	15,041.28	77,935.59	34.83
TOTAL EXPENDITURES		<u>119,586.25</u>	<u>51,076.74</u>	<u>2,069.89</u>	<u>68,509.51</u>	<u>42.71</u>
NET OF REVENUES & EXPENDITURES		0.00	(9,426.08)	12,971.39	9,426.08	100.00

User: GLENN

DB: PENTWATER TWP

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	12/31/2023	MONTH 12/31/2023	NORMAL	(ABNORMAL)	
Fund 286 - AMERICAN RESCUE PLAN								
Revenues								
Dept 000								
286-000-401.000	PREV YEAR-END	0.00		0.00	0.00		0.00	0.00
286-000-528.000	FEDERAL GRANTS - OTHER	67,017.00		0.00	0.00		67,017.00	0.00
286-000-665.000	INTEREST	0.00		2,500.20	0.00		(2,500.20)	100.00
286-000-666.000	DIVIDENDS	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
Total Dept 000		67,017.00		2,500.20	0.00		64,516.80	3.73
TOTAL REVENUES		67,017.00		2,500.20	0.00		64,516.80	3.73
Expenditures								
Dept 000								
286-000-802.000	EXPENDITURES	67,017.00		0.00	0.00		67,017.00	0.00
286-000-821.000	OTHER CONTRACTUAL SERVICES	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
286-000-984.000	SOFTWARE	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
Total Dept 000		67,017.00		0.00	0.00		67,017.00	0.00
TOTAL EXPENDITURES		67,017.00		0.00	0.00		67,017.00	0.00
Fund 286 - AMERICAN RESCUE PLAN:								
TOTAL REVENUES		67,017.00		2,500.20	0.00		64,516.80	3.73
TOTAL EXPENDITURES		67,017.00		0.00	0.00		67,017.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		2,500.20	0.00		(2,500.20)	100.00

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2023 (ABNORMAL)	MONTH 12/31/2023 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 592 - SEWER FUND								
Revenues								
Dept 000								
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		99,411.43	33,196.60		29,088.57	77.36
592-000-656.000	PENALTIES	1,000.00		517.94	0.00		482.06	51.79
592-000-664.000	INTEREST INCOME	0.00		0.00	0.00		0.00	0.00
592-000-671.000	MISCELLANEOUS	0.00		0.00	(50,000.00)		0.00	0.00
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
Total Dept 000		253,500.00		99,929.37	(16,803.40)		153,570.63	39.42
TOTAL REVENUES		253,500.00		99,929.37	(16,803.40)		153,570.63	39.42
Expenditures								
Dept 538 - SHARED N&S SEWER EXPENDITURES								
592-538-752.000	SUPPLIES/EQUIPMENT	0.00		4,751.43	67.14		(4,751.43)	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	0.00		5,686.81	78.62
592-538-830.003	OPERATION SERVICES	36,000.00		28,856.72	2,483.62		7,143.28	80.16
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	0.00		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	0.00		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
Total Dept 538 - SHARED N&S SEWER EXPENDITURES		118,000.00		75,049.49	2,550.76		42,950.51	63.60
Dept 539 - SHARED N&S SEWER ADMINISTRATION								
592-539-702.000	SALARIES & WAGES	15,000.00		2,459.93	473.32		12,540.07	16.40
592-539-705.000	EMPLOYER FICA CONTRIB	1,147.50		188.18	36.21		959.32	16.40
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
Total Dept 539 - SHARED N&S SEWER ADMINISTRATION		41,500.00		5,179.90	509.53		36,320.10	12.48
Dept 540 - TWP NORTH SEWER EXPENDITURES								
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		9,981.22	0.00		(6,981.22)	332.71

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	12/31/2023 NORMAL (ABNORMAL)	MONTH 12/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 592 - SEWER FUND						
Expenditures						
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
Total Dept 540 - TWP NORTH SEWER EXPENDITURES		62,000.00	21,551.45	0.00	40,448.55	34.76
Dept 541 - TWP SOUTH SEWER EXPENDITURES						
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	2,299.89	51.74	700.11	76.66
592-541-931.000	REP/MAINT	10,000.00	8,500.00	1,575.00	1,500.00	85.00
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
Total Dept 541 - TWP SOUTH SEWER EXPENDITURES		32,000.00	14,011.14	1,626.74	17,988.86	43.78
TOTAL EXPENDITURES		253,500.00	115,791.98	4,687.03	137,708.02	45.68
Fund 592 - SEWER FUND:						
TOTAL REVENUES		253,500.00	99,929.37	(16,803.40)	153,570.63	39.42
TOTAL EXPENDITURES		253,500.00	115,791.98	4,687.03	137,708.02	45.68
NET OF REVENUES & EXPENDITURES		0.00	(15,862.61)	(21,490.43)	15,862.61	100.00

User: GLENN

PERIOD ENDING 12/31/2023

DB: PENTWATER TWP

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2023 NORMAL (ABNORMAL)	MONTH 12/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 703 - CURRENT TAX COLLECTION FUND						
Revenues						
Dept 000						
703-000-410.000	CURRENT PERSONAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00
703-000-411.000	DEL REAL PROPERTY TAX	0.00	0.00	0.00	0.00	0.00
703-000-412.000	DEL PERSONAL PROP TAX	0.00	0.00	0.00	0.00	0.00
703-000-672.000	TAX ACT MISC	0.00	555.05	15.00	(555.05)	100.00
703-000-675.000	REIMBURSEMENT TO TWP TAX ACCT	0.00	0.00	0.00	0.00	0.00
703-000-689.000	CASH OVER/SHORT	0.00	329.49	350.14	(329.49)	100.00
703-000-699.000	TRANSFER IN	0.00	0.00	0.00	0.00	0.00
Total Dept 000		0.00	884.54	365.14	(884.54)	100.00
TOTAL REVENUES		0.00	884.54	365.14	(884.54)	100.00
Expenditures						
Dept 000						
703-000-828.000	BANK FEES	0.00	420.00	0.00	(420.00)	100.00
703-000-828.001	MERCHANT PROCESSING FEE	0.00	55.00	0.00	(55.00)	100.00
Total Dept 000		0.00	475.00	0.00	(475.00)	100.00
TOTAL EXPENDITURES		0.00	475.00	0.00	(475.00)	100.00
Fund 703 - CURRENT TAX COLLECTION FUND:						
TOTAL REVENUES		0.00	884.54	365.14	(884.54)	100.00
TOTAL EXPENDITURES		0.00	475.00	0.00	(475.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	409.54	365.14	(409.54)	100.00
TOTAL REVENUES - ALL FUNDS		1,570,916.98	503,670.84	122,387.93	1,067,246.14	32.06
TOTAL EXPENDITURES - ALL FUNDS		1,570,916.99	1,065,563.76	(64,477.06)	505,353.23	67.83
NET OF REVENUES & EXPENDITURES		(0.01)	(561,892.92)	186,864.99	561,892.91	5,618.92

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
2236	ASSOCIATION OF PUBLIC TREASURERS	12/13/2023	12/19/2023	159.00	0.00	Paid	Y
2237	BHS	12/01/2023	12/19/2023	10,270.00	0.00	Paid	Y
2238	DTE ENERGY	12/06/2023	12/19/2023	136.65	0.00	Paid	Y
2239	GABRIDGE & COMPANY, PLC	12/13/2023	12/19/2023	6,775.00	0.00	Paid	Y
2240	HEATHER DOUGLAS	12/19/2023	12/19/2023	82.53	0.00	Paid	Y
2241	INTEGRITY BUSINESS SOLUTIONS	12/11/2023	12/19/2023	88.60	0.00	Paid	Y
2242	INTEGRITY BUSINESS SOLUTIONS	12/13/2023	12/19/2023	16.76	0.00	Paid	Y
2243	MAUREEN MURPHY	12/19/2023	12/19/2023	35.37	0.00	Paid	Y
2244	OCEANA COUNTY TREASURER	12/14/2023	12/19/2023	8.12	0.00	Paid	Y
2245	QUADIENT FINANCE USA INC	11/22/2023	12/19/2023	500.00	0.00	Paid	Y
2246	ROYAL GREEN CONSTRUCTION	11/30/2023	12/19/2023	300.00	0.00	Paid	Y
2251	CONSUMERS CREDIT UNION	12/12/2023	12/19/2023	25.00	0.00	Paid	Y
2263	CINTAS	12/21/2023	12/22/2023	77.00	77.00	Open	N
2264	MIKA MYERS	12/12/2023	12/22/2023	301.50	301.50	Open	N
2265	MIKA MYERS	12/12/2023	12/22/2023	661.00	661.00	Open	N
2266	MIKA MYERS	12/12/2023	12/22/2023	913.50	913.50	Open	N

# of Invoices:	16	# Due:	4	Totals:	20,350.03	1,953.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos: 20,350.03 1,953.00

--- TOTALS BY FUND ---

101 - GENERAL FUND

--- TOTALS BY DEPT/ACTIVITY ---

253 - TREASURER

262 - ELECTION

265 - TOWNSHIP

702 - ZONING ADMINISTRATION

	20,350.03	1,953.00
<i>PAYROLL 25,964</i>		
<i>TOT \$46,314</i>		
	20,350.03	1,953.00
	241.53	0.00
	335.37	0.00
	18,859.63	1,039.50
	913.50	913.50

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP

POST DATES 12/14/2023 - 01/04/2024

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: CEMCK

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
2250	FRONTIER	12/10/2023	12/19/2023	106.01	0.00	Paid	Y
2259	COLDSRING	12/20/2023	12/21/2023	338.00	338.00	Open	N
2267	COLDSRING	12/21/2023	12/22/2023	338.00	338.00	Open	N

# of Invoices:	3	# Due:	2	Totals:	782.01	676.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos:	782.01	676.00
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--- TOTALS BY FUND ---
 209 - CEMETERY FUND

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

PAYROLL 2,137

 TOT \$ 2,919
 782.01 676.00
 782.01 676.00

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
 POST DATES 12/14/2023 - 01/04/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: FDCHK

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
2252	TARGET SOLUTIONS LEARNING	11/01/2023	12/19/2023	1,550.33	0.00	Paid	Y
2253	TARGET SOLUTIONS LEARNING	12/01/2023	12/19/2023	2,015.64	0.00	Paid	Y
2254	CIRCLE K SERVICE	11/11/2023	12/20/2023	944.57	0.00	Paid	Y
2255	CITY OF FREMONT	12/13/2023	12/20/2023	300.00	0.00	Paid	Y
2256	DTE ENERGY	12/06/2023	12/20/2023	113.11	0.00	Paid	Y
2257	CARDMEMBER SERVICES	11/25/2023	12/20/2023	496.17	0.00	Paid	Y
# of Invoices:	6	# Due:	0	Totals:	5,419.82	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					5,419.82	0.00	
--- TOTALS BY FUND ---							
206 - FIRE FUND							
--- TOTALS BY DEPT/ACTIVITY ---							
336 - FIRE					5,419.82	0.00	

PAYROLL 628
 TOT \$6,048

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP

POST DATES 12/14/2023 - 01/04/2024

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: SEW

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
2247	DTE ENERGY	12/06/2023	12/19/2023	51.74	0.00	Paid	Y
2248	F&V OPERATIONS	12/08/2023	12/19/2023	2,483.62	0.00	Paid	Y
2249	MALBURG'S SANITATION SERVICES, IN	12/07/2023	12/19/2023	1,575.00	0.00	Paid	Y
2268	MIKA MYERS	12/12/2023	12/22/2023	3,060.00	3,060.00	Open	N
2269	GREAT LAKES ENERGY	12/17/2023	01/03/2024	262.41	262.41	Open	N

# of Invoices:	5	# Due:	2	Totals:	7,432.77	3,322.41
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos: 7,432.77 3,322.41

--- TOTALS BY FUND ---

592 - SEWER FUND

Partial 546
~~TOT \$7,432.77~~
 TOT 7,432.77 3,322.41

--- TOTALS BY DEPT/ACTIVITY ---

538 - SHARED N&S SEWER EXPENDITUR

5,543.62 3,060.00

541 - TWP SOUTH SEWER EXPENDITURE

1,889.15 262.41

Check Register Report For Pentwater Township
For Check Dates 12/14/2023 to 01/04/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
12/22/2023	GFCKG	22608	BEAVIS, GLENN C	1,180.00	848.20	0.00	Open
12/22/2023	GFCKG	22609	CAVAZOS, LYNNETTE M	1,485.58	1,165.94	0.00	Open
12/22/2023	GFCKG	22610	COLE, TIMOTHY H	82.59	72.77	0.00	Open
12/22/2023	GFCKG	22611	DOUGLAS, HEATHER A	1,485.58	1,286.86	0.00	Open
12/22/2023	GFCKG	22612	EATON, BARBARA C	2,278.33	1,826.14	0.00	Open
12/22/2023	GFCKG	22613	EDWARDS, KEITH J	983.83	884.99	0.00	Open
12/22/2023	GFCKG	22614	FAAS, JOHN D	82.59	72.76	0.00	Open
12/22/2023	GFCKG	22615	FLOOD, DEBRA A	700.00	596.05	0.00	Open
12/22/2023	GFCKG	22616	FLOOD, JOSEPH M	270.56	238.36	0.00	Open
12/22/2023	GFCKG	22617	FLYNN, MICHAEL W	134.42	108.43	0.00	Open
12/22/2023	GFCKG	22618	HICKS, THOMAS J	82.59	72.77	0.00	Open
12/22/2023	GFCKG	22619	HOLUB, DEAN J	217.01	191.20	0.00	Open
12/22/2023	GFCKG	22620	HOOYMAN, PATRICK J	82.59	72.76	0.00	Open
12/22/2023	GFCKG	22621	MURPHY, MAUREEN H	1,485.58	1,286.87	0.00	Open
12/22/2023	GFCKG	EFT150	EFTPS TWP	4,576.00	4,576.00	0.00	Open
12/15/2023	GFCKG	22566	< Check added as Void >	0.00	0.00	0.00	Void
12/15/2023	GFCKG	22567	BEAVIS, GLENN C	1,232.59	880.85	0.00	Open
12/15/2023	GFCKG	22568	CAVAZOS, LYNNETTE M	1,485.58	1,165.95	0.00	Open
12/15/2023	GFCKG	22569	DOUGLAS, HEATHER A	1,485.58	1,286.86	0.00	Open
12/15/2023	GFCKG	22570	EDWARDS, KEITH J	1,003.83	900.63	0.00	Open
12/15/2023	GFCKG	22571	FLOOD, DEBRA A	810.00	681.96	0.00	Open
12/15/2023	GFCKG	22572	FLOOD, JOSEPH M	270.56	238.37	0.00	Open
12/15/2023	GFCKG	22573	FLYNN, MICHAEL W	134.42	108.43	0.00	Open
12/15/2023	GFCKG	22574	HOLUB, DEAN J	134.42	118.42	0.00	Open
12/15/2023	GFCKG	22575	MURPHY, MAUREEN H	1,485.58	1,286.86	0.00	Open
12/15/2023	GFCKG	22576	SUTTNER, LORI A	82.59	76.28	0.00	Open
12/15/2023	GFCKG	22577	EATON, BARBARA C	2,278.33	1,826.13	0.00	Open
12/15/2023	GFCKG	22578	DEGREGORIO, PAULA M	82.59	72.76	0.00	Open
12/15/2023	GFCKG	22579	DOUGLAS, HEATHER A	82.59	76.28	0.00	Open
12/15/2023	GFCKG	22580	GRAETTINGER, JOHN S	82.59	72.77	0.00	Open

Check Register Report For Pentwater Township
For Check Dates 12/14/2023 to 01/04/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
12/15/2023	GFCKG	22581	HOOYMAN, PATRICK J	82.59	72.77	0.00	Open
12/15/2023	GFCKG	22582	MONTON, ANTHONY A	103.24	90.95	0.00	Open
Totals:			Number of Checks: 032	25,964.33	22,256.37	0.00	
Total Physical Checks:			31				
Total Check Stubs:			1				

Check Register Report For Pentwater Township
For Check Dates 12/14/2023 to 01/04/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
12/22/2023	CEMCK	6248	BAILEY, CHRISTOPHER R.	745.50	659.07	0.00	Open
12/22/2023	CEMCK	6249	MURPHY, MAUREEN H	166.66	146.83	0.00	Open
12/22/2023	CEMCK	EFT147	EFTPS CEMETERY	312.80	312.80	0.00	Open
12/15/2023	CEMCK	6243	BAILEY, CHRISTOPHER R.	745.50	659.07	0.00	Open
12/15/2023	CEMCK	6244	MURPHY, MAUREEN H	166.66	146.83	0.00	Open
Totals:				Number of Checks: 005	2,137.12	1,924.60	0.00
Total Physical Checks:				4			
Total Check Stubs:				1			

Check Register Report For Pentwater Township
For Check Dates 12/14/2023 to 01/04/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
12/22/2023	FDCHK	4012	HAYNOR, MARK R.	232.50	204.83	0.00	Open
12/22/2023	FDCHK	4013	SMITH, KAREN R	40.00	36.94	0.00	Open
12/22/2023	FDCHK	EFT149	EFTPS FIRE	83.38	83.38	0.00	Open
12/15/2023	FDCHK	3999	HAYNOR, MARK R.	272.50	240.08	0.00	Open
Totals:				Number of Checks: 004	628.38	565.23	0.00
Total Physical Checks:				3			
Total Check Stubs:				1			

Check Register Report For Pentwater Township
For Check Dates 12/14/2023 to 01/04/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
12/22/2023	SEW	8083	DOUGLAS, HEATHER A	166.66	153.91	0.00	Open
12/22/2023	SEW	8084	EDWARDS, KEITH J	60.00	55.41	0.00	Open
12/22/2023	SEW	EFT148	EFTPS SEWER	72.42	72.42	0.00	Open
12/15/2023	SEW	8077	DOUGLAS, HEATHER A	166.66	153.91	0.00	Open
12/15/2023	SEW	8078	EDWARDS, KEITH J	80.00	73.88	0.00	Open
Totals:				Number of Checks: 005	545.74	509.53	0.00
Total Physical Checks:				4			
Total Check Stubs:				1			

January 10, 2024 – Supervisor Report

1. Update on Jean Russell

Jean is still at Blodgett Hospital in Grand Rapids and making progress with her recovery. The plan is for her to be transferred to Mary Free Bed for physical therapy before coming back to Pentwater,. The hope is she will be able to come home in early February with home health care.

2. 2024 MTA Capital Conference

The Capital conference this year will be held on January 23, 2024 at the Lansing Center. The special topics will focus on Local Government, Election Changes, Capital Updates and issues related to Renewable Energy. The Lunch Session is set up for township officials to meet with their local legislators. Maureen, Lynne and Glenn will be attending the one-day conference.

3. Monday – January 15, 2024, is Martin Luther King Day. This is a federal holiday so the Pentwater Township Office will be closed for the day.

4. When residents receive their Assessor Notice – we will be including the 2024 Calendar with dates highlighted for Township Meetings, Holidays, and important dates to remember for the year.

Clerk's Report – 10 January 2024



Most of my report is going to be focused on Elections and the upcoming February 27, 2024, Presidential Primary Election

I will be working on W2's and 1099's and will have them done by early next week, so everyone can start working on their taxes.

I want to mention that the PTCO (Parent Teacher Community Organization), an organization that supports Pentwater School Students, with their main objective to fundraise for educational assemblies for Pentwater students, is bringing back their Infamous Fat Tuesday Fund Raising Event, after a four-year hiatus. It is a evening full of fun, themed tables, games, raffles and entertainment. There is a minimum \$20.00 donation for a seat. You can also host a table at no cost. The event is on February 17, 2024, from 4:00 pm to 6:00 pm at Park Place. Please contact Katie Saunders for more information (231) 690 3605

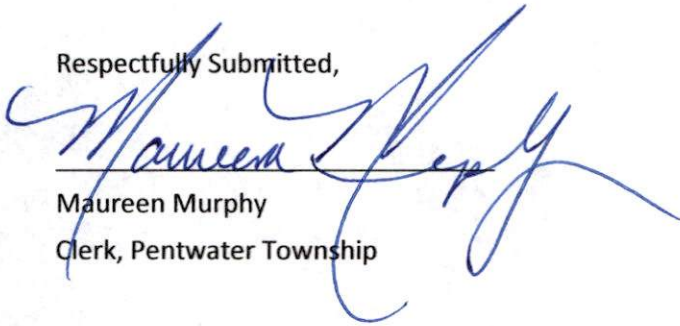
Elections

- We have approximately 1600 voters combined. 800 in the Village and 800 in the Township.
- We have sent out 683 AVBA's and we have had 260 returned as of today.
- We will have absentee ballots for issuance by January 18, 2024. At which time we will start processing them and sending them out.
- We are partnering with the County for the 9 days of early voting. The 9 days will begin on Saturday, February 17, 2024, and go through to Sunday, February 25, 2024. Voting will be from 8:00 am – to 4:00 pm each day of the early voting. Early Voting will be at the Oceana County Building located at 100 State Street in Hart, MI. Voting will take place in the Jury Room.
- I will have extended hours the Saturday before the Election. That date will be February 24, 2024, from 9:00 am to 5:00 pm.
- Our Absentee Voter Drop Box for Absentee Voter Applications and Ballots is located to the left side of the entrance door to Township Hall. It is accessible 24 hours a day, 7 days a week. It has camera security monitoring it 24hours a day. Some residents are struggling to put their Election mail into the Drop Box because the slot receptacle is very narrow. So, you need to push up on the metal plate then slide your Election mail in. Also, it is best to slide 1 piece at a time. I'm planning to make signage to let people know to push up on the metal plate to ease the struggle.
- I'm hoping to update the Township website with an Election page, not sure if it will happen before the Presidential Primary. I would love to include a video to show where the Drop Bos is located and the best way to access it for depositing Election mail, along with all other pertinent Election information.
- I would like to show you all the New Absentee Voter Ballot Application. Here is a copy of mine. If you look in the upper right corner there is a check box that says, "Automatically send me an absent voter ballot for each future election I'm eligible for." What that means is that you are

now a Permanent Ballot Voter no longer an Absentee Voter. You will no longer receive an application in mail for future Elections. You will only receive an Absentee Ballot. I can't stress enough that with this new Permanent Ballot Voter option, it is on the voter to let the Clerk's office know if you will be at a different address to receive your Absentee Ballot. Election Mail can not be forwarded. I'm to send out a letter to our Permanent Ballot Voter List reminding them to let the Clerk's office know if they will be at a different address to receive their ballot.

- I could go on for another hour about Elections but I'm going to stop at this point. But I encourage anyone, please if you have any questions do not hesitate to call me or stop in my office anytime.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Maureen Murphy", written over a horizontal line. The signature is stylized and extends to the right.

Maureen Murphy

Clerk, Pentwater Township

Bank Balances as of: December 31, 2023 Interest

Township Funds

Huntington Bank		
General Fund Checking:	\$59,535	\$21.14
Mi CLASS		
General Fund:	\$61,371	\$288.60
Road Fund	\$118,436	\$556.99
Hart-PTW Non-Motorized Trail Fund	\$24,067	\$113.18
Fund Balance Policy	\$98,623	\$463.82
ARPA Funds	\$71,811	\$337.70
Total Township Funds	\$433,844	\$1,781.43

Fire Department Funds

Huntington Bank		
Fire Dept Checking:	\$11,507	
Mi CLASS		
Fire Department:	\$56,297	\$266.88
FD EDGE	\$86,409	\$399.32
Total Fire Department Funds	\$154,212	\$666.20

Sewer (Enterprise) Funds

Shelby State Bank		
Sewer Checking:	\$77,997	
Total Sewer Funds	\$77,997	\$0.00

Cemetery Funds

Huntington Bank		
Cemetery Checking:	\$49,320	
Mi CLASS		
Cemetery:	\$243,286	\$1,144.15
Total Cemetery Funds	\$292,607	\$1,144.15

Total All Funds	\$958,660	\$3,591.78
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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, January 3, 2024 19:00

Meeting Location: Pentwater Fire Department

Call to Order

- I. Pledge of Allegiance
- II. Reading and Approval of Minutes
 - a. Minutes from 12/6/23
- III. Reports of Officers
 - a. Treasurer Terry Cluchey
 - i. Payroll- \$21,575.00
 - ii. Michigan CLASS- \$56,296.85
 - iii. Michigan EDGE- \$86,408.51
 - iv. Checking- \$11,506.81
 - v. Total Available- \$154,212.17
 - vi. Budget Funds \$61,596.24
 - vii. Fund balance \$92,615.93
- IV. Old Business
 - a. By-Laws
 - b. UAV
 - c. Turnout gear grant
- V. New Business
- VI. Training
 - a. BBP Training is February 17 at 6PM.
- VII. Discussion on last month's calls: there were 21 medical and 2 fire calls for service in December.
- VIII. Adjourn



PENTWATER FIRE DEPARTMENT

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

Phone 231.869.5987 • Fax 231.869.8511
www.pentwaterfiredepartment.com

Monthly Meeting Minutes

Meeting Date: Wednesday, 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: scheduled for January 3 at 4PM.
 - b. UAV- is received and flying.
 - c. Turnout gear grant- we are waiting on the State for next steps.
- V. New Business
 - a. We will burn the brush pile on Friday.
- VI. Training
 - a. BBP Training is February 17 at 6PM.
- VII. Discussion on last month's calls: there were 24 medical and 5 fire calls for service in November.
- VIII. Adjourn- a motion to adjourn by Adam Kokx was seconded by Oscar Esquivel.



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, December 6, 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 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.
- II. Reports of Officers
 - a. Treasurer Terry Cluchey
 - i. Payroll- \$18,475.00
 - ii. Michigan CLASS- \$57,183.28
 - iii. Michigan EDGE- \$85,923.10
- III. Old Business
 - a. By-Laws
 - b. UAV
 - c. Turnout gear grant- we are waiting on the State for next steps.
- IV. New Business
- V. Training
- VI. Discussion on last month's calls: there were 24 medical and 5 fire calls for service in November.
- VII. Adjourn- a motion to adjourn by Mike Barefoot was seconded by Adam Kokx



Rec Report – January 2024

Rec Program

Boys Basketball begins this week. We have one 3rd/4th Grade team and one 5th Grade team. Games begin January 20th and end February 24th. Game scheduled are not out as of yet.

Our next upcoming sport will be Soccer in the spring, with signups beginning in February.

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 did not meet on December 19th due to illness and lack of quorum. We are currently working on a January meeting date where we will discuss winter workshops and setting a public hearing to gain public input.

Thank you,

Katie Anderson

**Katie Anderson
Rec Director**

Pentwater Township
Deputy Supervisor, Zoning Administrator and Ordinance Enforcement Officer
Monthly Report – January 4, 2024

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

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

- Order parts for future 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;
- Finalize F&V Proposal for Design, Permitting and Bidding of Septic System Repairs for the Apache Hills and Hilltop Septic Systems.

Code Enforcement – Nothing significant to report at this time.

Planning Commission - The Planning Commission held its regular meeting on December 12, 2023 to discuss a request to consider Zoning Ordinance amendments for fences and retaining walls, and to begin a discussion of Single-Family Residential regulations now that the Master plan is complete.

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

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

1. ZP 3471 was issued to James Ruitter to construct a 1120 sq. ft. new home and detached garage at 8184 N. Bus. Rt. US 31 – Permit includes use of a motor home during construction.
2. ZP 3472 was issued to Dune Ridge Construction to construct a new 1,336 sq. ft. home with attached garage at 5762 W. Longbridge Road.

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 January 2024

Board of Review:

- The December Board of Review was held on December 12, 2023, at 1:00 pm. There was only one petition.
- The March Board of Review will be held at the Township Hall (500 N Hancock St) on the following days:
 - Organizational Meeting: Tuesday, March 5, 2024, at 1 pm
 - Appeals Hearing: Tuesday, March 12, 2024, 3-9 pm
 - Appeals Hearing: Thursday, March 14, 2024, 9 am to 3 pm

Michigan Tax Tribunal:

- There are currently no pending petitions for the MTT.
- I am awaiting a decision on the petition that was heard December 14, 2023. Those decisions generally take about 6-8 weeks.

Miscellaneous:

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

PRE-PAID ACCESS AGREEMENT FOR PARK PLACE COMMUNITY BUILDING

THIS ACCESS AGREEMENT for the Park Place Community Building (the "Agreement") is made and entered into as of this ___ day of _____, 202__, by and between the VILLAGE OF PENTWATER, a Michigan general law village located in Oceana County, Michigan, whose offices are located at 65 S. Hancock Street, P.O. Box 622, Pentwater, Michigan 49449 (hereinafter, the "Village"), and the TOWNSHIP OF PENTWATER, a Michigan general law township located in Oceana County, Michigan, whose offices are located at 500 N. Hancock Street, P.O. Box 512, Pentwater, Michigan 49449 (hereinafter, "Township").

RECITALS

WHEREAS, the Village owns and operates a community building and center located at 310 N. Rush Street, Pentwater (the "Community Building"); and

WHEREAS, the Village operates and maintains the Community Building for various community purposes and sponsors and conducts events at the Community Building; and

WHEREAS, the Village and Township desire to provide access to the Community Building to Township residents that do not reside within the Village; and

WHEREAS, the Village and Township desire to continue their long-standing cooperative and collaborative working relationship with respect to the Community Building and enter into this Agreement as authorized under the provisions of Act 35 of the Public Acts of Michigan of 1951, as amended, and Act 7 of the Public Acts of 1967, as amended, to provide access to the Community Building for community events and programs held at the Community Building.

NOW THEREFORE, in consideration of the foregoing, the parties agree as follows:

1. Payment from Township. The Township hereby agrees that on or before July 30, 202__, it will pay \$7,500 to the Village to permit Township residents that do not reside within the Village to have access to and attend events held at the Community Building including, but not limited to, the ability of such Township residents to rent the Community Building for private uses at the non-resident rate. Use of the Community Building by Township residents shall be subject to all applicable Village rules and regulations. To the extent that an organization or group holds an event at the Community Building and charges a fee for attendance or participation at the event (if permitted by the Village and in accordance with the Village's rules and regulations), Township residents shall be required to pay such fee to that organization to attend or participate in that organization's event at the Community Building.

2. Ownership. The Community Building is owned by the Village and the Township will not, by means of this Agreement, obtain or claim any ownership of the Community Building.

3. Term of Agreement. This Agreement shall extend through and including March 31, 202__, unless one party provides not less than 60 day prior written notice to the other party that it desires to terminate this Agreement. This Agreement may be renewed by mutual agreement of the Township Board and the Village Council.

4. Liability. The Village, as the owner of the Community Building, shall be entirely responsible for any liability associated with the Community Building, the maintenance of insurance, upkeep and operation of the building, and all other potential matters subject to liability or claim. The Township does not assume and shall not be liable for any such claims for personal or property damage, or any other liabilities whatsoever, other than the payment described in paragraph 1 of this Agreement.

5. Authority to Execute. The parties have authorized their respective chief executive officers (the Township Supervisor and Village President) and clerks to execute this Agreement in accordance with Act 35 and Act 7.

IN WITNESS WHEREOF, the parties have each caused this Agreement to be executed by their respective, duly authorized individuals.

VILLAGE OF PENTWATER

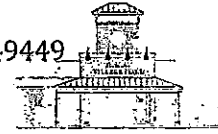
By: _____
Jeff Hodges
Its: President

By: _____
Rande S. Listerman
Its: Clerk

TOWNSHIP OF PENTWATER

By: _____
Lynne Cavazos
Its: Supervisor

By: _____
Maureen Murphy
Its: Clerk



CONTRACT FOR RECREATIONAL SERVICES

This is a contract entered into by and between the Village of Pentwater, hereinafter referred to as “the Provider” and the Township of Pentwater, hereinafter referred to as “the Client” on this ____ day of January 2024.

The Client hereby engages the Provider to provide services described herein under “Scope and Manner of Services.” The Provider hereby agrees to perform such services in exchange for consideration described herein under “Payment for Services Rendered.”

Scope and Manner of Services

The Provider shall perform the following services on an annual basis:

- Administer and operate a recreation program for the Pentwater community.
- By March 1, 2024, submit a brief written summary of the end of the program year, including participation rates, as well as an outline of the program for the following year.

Payment for Services Rendered

The Client shall compensate the Provider for services rendered at the rate of \$7,500 annually, following the receipt of an invoice from the Provider.

Terms of Contract

This Contract for Services shall commence upon the signing of both parties and shall extend for a period of one year from that date.

Amendments

This Contract for Services may be amended and/or renewed upon the approval of both the Provider and Client at any time during its term.

Termination

This contract for Services may be terminated by either party with a minimum 90-day notice citing the reason(s) for termination.

Signatories

Village of Pentwater

Chris Brown, Manager

Date

Rande Listerman, Clerk/Treasurer

Date

Township of Pentwater

Lynne Cavazos, Supervisor

Date

Maureen Murphy, Clerk

Date

MEMORANDUM

To: Pentwater Township Board of Trustees

From: Keith Edwards, Deputy Supervisor

Date: December 21, 2023

Subject: **F&V Proposal for Design, Permitting and Bidding - Septic System Repairs System Apache Hills and Hilltop Sanitary Sewer Districts**

Introduction

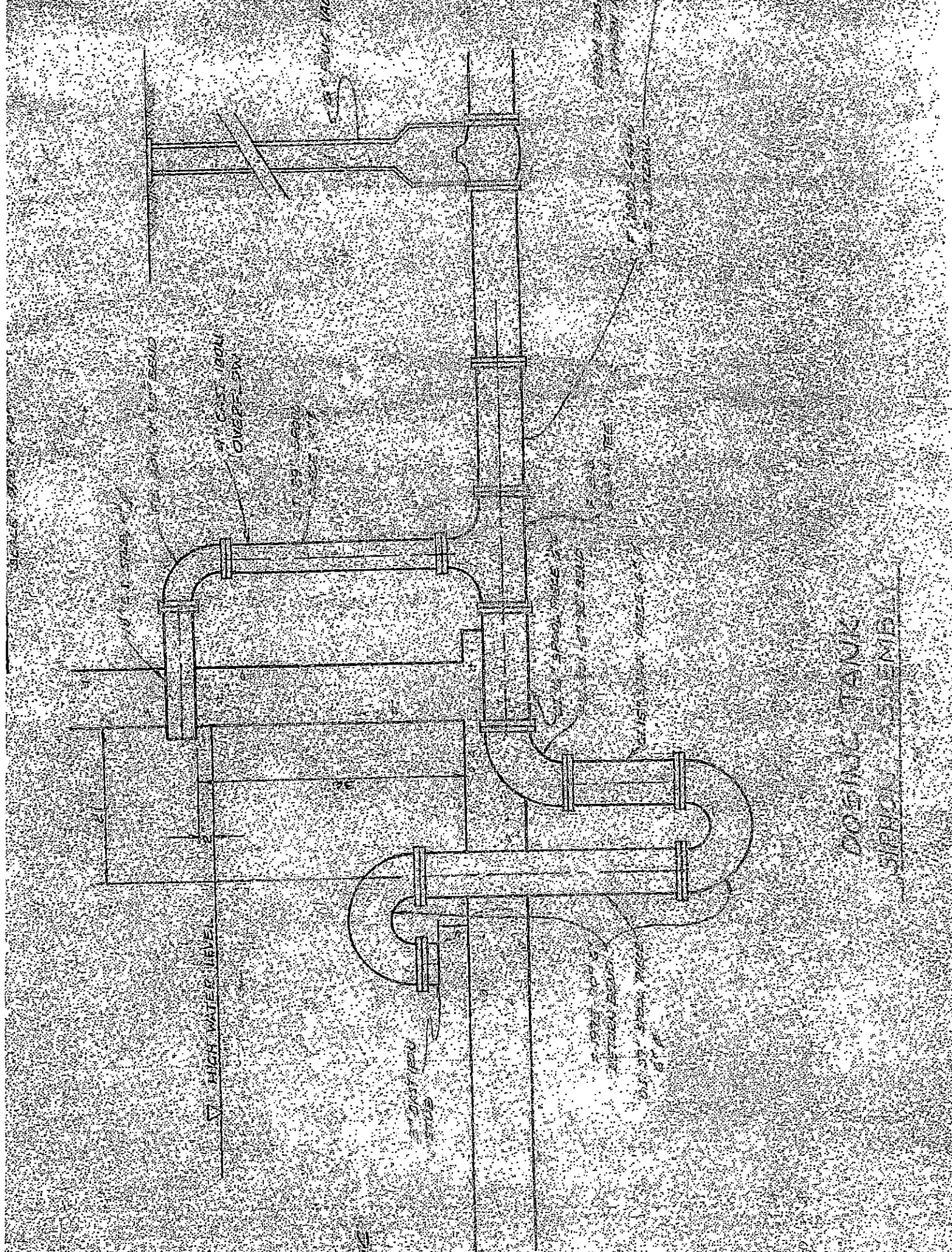
During the Sanitary Sewer System Evaluation, a visual inspection of each of the two septic systems in the Township South Systems was conducted. Upon inspection it was discovered that the dosing tanks associated with the Apache Hills and Hilltop systems are not working properly. Water was exiting the overflow pipe rather than building a hydraulic head to exit through the dosing siphon assembly (see attached drawing). Additionally, the valves used to divert the wastewater from one field to another have not been exercised for quite some time and may not be working either. Therefore, neither of the two drain fields associated with each septic system are receiving a periodic flush of water – a mechanism that seeks to maintain a clog-free drain field for as long as possible.

To maintain compliance with the permitted design of the system, the dosing features must be repaired. On the Township's behalf, our Engineers at Fleis & Vandenbrink (F&V) contacted the Michigan Department of Environment, Great Lakes and Energy (EGLE) to determine whether the repair could be made as a "maintenance" item or if such work required a permit from EGLE. EGLE determined that a "Part 41" permit for the work is required for the repairs.

Thus, I requested a proposal from F&V to prepare the permit application, which must be accompanied by drawings or detail sheets and specifications for the repair, as well as a construction estimate. This work may require the expertise of one or more firms outside of the Mason/Oceana County area, so I also asked that F&V to prepare bid documents for distribution to prospective contractors. The bidding process is outlined on page two of the attached proposal from F&V.

Recommendation

Please consider approval of the proposed \$15,700 lump sum fee as requested by our Township Engineers from F&V in the enclosed proposal dated November 16, 2023.



DOSEAL TANK
SUPERVALINE



November 16, 2023

Via Email: zoningadministrator@pentwatertownshipmi.gov

Keith Edwards, Deputy Supervisor
Pentwater Township
500 N. Hancock St.
Pentwater, MI 49449

RE: Septic System Repairs

Keith:

We understand the Township would like to pursue engineering services for the repairs of the Apache Hills and Hilltop septic systems. Based on our conversations with EGLE permitting staff a Part 41 permit will be required that requires engineer sealed design documents.

Proposed Project Scope

The following is our understanding of the scope of work to be completed during this project. It is assumed this proposed project scope will not need electrical modifications.

1. Repair or replace the gravity flow dosing capability of the dosing tanks at Apache Hills and Hilltop.
2. Excavate and retrieve the sewer jetting head stuck in the gravity flow pipe at Apache Hills, repair pipe.
3. Repair or replace inspections ports on all drainfields.
4. Install automatic alternating valves at both drainfield systems.

Proposed Work Plan

The following work plan outlines our tasks for the design, permitting, and bidding process.

1. **Design & Permitting:**
 - Review existing drawings of system.
 - Draft detail sheet(s) and specifications for the improvements.
 - Complete preliminary design of the proposed improvements and an estimate of construction costs in accordance with industry standards for review by the Township and F&V Operations staff.
 - Upon receipt of comments from the Township and F&V Operations, revise the design to address review comments.
 - On behalf of the Township, submit for the project for appropriate permitting. A EGLE Part 41 permit for sanitary sewer construction is anticipated.

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

2. Bidding

- On behalf of the Township, provide bidding documents to contractors interested in bidding the project and answer bidder questions throughout the bidding period.
- Attend the bid opening, collect bids, prepare a bid tabulation and review bids submitted for completion, responsiveness and qualifications.
- Prepare a recommendation of award letter to the Township.
- Review bidders' bonds & insurances and, if appropriate, prepare a construction agreement between the Township and the selected contractor for execution.

We propose to complete the above scope of services for **\$15,700** lump sum fee.

A work plan and fee for construction phase engineering services can be created once the duration and timing of construction has been determined.

We appreciate the opportunity to continue our working relationship with you and your community. To authorize the above listed work, please sign below. Please do not hesitate to contact me if you have any questions regarding this proposal.

Sincerely,

FLEIS & VANDENBRINK



Danell Smith, P.E.
Project Manager



Don DeVries, P.E.
Municipal Group Manager/Principal

WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. is hereby authorized to perform the services stated within this proposal under the existing Professional Services Agreement with F&V executed on March 16, 2023.

By _____

Date _____

NB d)

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 North Hancock Street, within the Township, on the 10th day of January 2024 at 6:00 p.m.

PRESENT: Members:

ABSENT: Members:

The following resolution was offered by Cavazos and seconded by Douglas:

RESOLUTION NO. 2024-01

RESOLUTION FOR POVERTY EXEMPTION

WHEREAS, the adoption of guidelines for poverty exemptions is required of the Pentwater Township Board; and

WHEREAS, the principal residence of persons, who the Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the Township of Pentwater, Oceana County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the supervisor/assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year.
- 3) File a claim reporting that the combined assets of all persons do not exceed \$10,000. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.

- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
- 7) The application for an exemption shall be filed after January 1, but at least one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

Federal Poverty Guidelines for 2024 Assessments

Size of Family Unit	Poverty Guidelines
1 person	\$14,580
2 persons	\$19,720
3 persons	\$24,860
4 persons	\$30,000
5 persons	\$35,140
6 persons	\$40,280
7 persons	\$45,420
8 persons	\$50,560
For each additional person	\$ 5,140

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Review shall follow the above stated policy and income guidelines in granting or denying an exemption.

AYES:

NAYS:

ABSENT:

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

PENTWATER TOWNSHIP
 JOURNAL ENTRY
 JE: 1181

NB e)

Post Date: 12/31/2023
 Entry Date: 12/19/2023
 Description: Q3 GENERAL FUND BUDGET AMENDMENT

Entered By: GLENN
 Journal: BA

GL #	Description	Increase/(Decrease)
101-253-727.000	TWP TREASURER OFFICE SUPPLIES	100.00
101-253-815.000	EDUCATION/TRAINING	700.00
101-253-910.000	EDUCATION/TRAINING	(1,350.00)
101-253-913.000	TRAVEL	300.00
101-253-955.000	MISCELLANEOUS	250.00
101-257-804.000	PROF SER SOFTWA	1,565.00
101-257-851.000	POSTAGE	(1,565.00)
101-265-727.000	TWP OFFICE SUPPLIES	800.00
101-265-829.000	PERMITS	40.00
101-265-854.000	COPYING	1,300.00
101-265-931.000	REP/MAINT BUILDING	11,000.00
101-265-955.000	MISCELLANEOUS	(3,000.00)
101-265-970.003	CAP OUT OTHER	(15,040.00)
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	1,400.00
101-526-956.000	MISCELLANEOUS	(500.00)
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	(550.00)
101-701-702.000	FROM	1,000.00
101-701-802.000	PROF SERV ATTORNEY	900.00
101-701-805.000	MASTER PLAN UPDATE	(2,100.00)
101-701-900.000	NEWSPAPER PUBLICATIONS	200.00
101-702-802.000	PROF SERVICES	(800.00)
101-702-802.001	PROF SER ATTY	800.00
		<hr/>
Revenue Change:		0.00
Expenditure Change:		0.00
Budgeted Change To Fund Balance:		0.00

APPROVED BY: Lynne Cavazos 1/16/24

PENTWATER TOWNSHIP
JOURNAL ENTRY
JE: 1183

Post Date: 12/31/2023
Entry Date: 12/19/2023
Description: Q3 2023 FIRE DEPT BUDGET AMENDMENT

Entered By: GLENN
Journal: BA

GL #	Description	Increase/(Decrease)
206-336-931.000	REP/MAINT	(1,910.00)
206-336-935.000	INSURANCE	1,510.00
206-336-955.000	MISCELLANEOUS	100.00
206-336-970.000	CAPITAL OUTLAY	300.00
	Revenue Change:	0.00
	Expenditure Change:	0.00
	Budgeted Change To Fund Balance:	0.00

APPROVED BY: *Lynae Cavages* 1/16/24

PENTWATER TOWNSHIP

JOURNAL ENTRY

JE: 1182

Post Date: 12/31/2023

Entered By: GLENN

Entry Date: 12/19/2023

Journal: BA

Description: Q3 2023 ROAD FUND BUDGET AMENDMENT

GL #	Description	Increase/(Decrease)
204-000-664.000	INTEREST INCOME	498.32
204-000-930.000	REP/MAIN BRINE	270.54
204-000-934.002	REP/MAIN INTERI	227.78
	Revenue Change:	498.32
	Expenditure Change:	498.32
	Budgeted Change To Fund Balance:	0.00

APPROVED BY: *Lynne Cavay* 1/16/24

PENTWATER TOWNSHIP

JOURNAL ENTRY

JE: 1184

Post Date: 12/31/2023

Entered By: GLENN

Entry Date: 12/19/2023

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
209-567-801.000	PROF SERV-ATTOR	200.00
209-567-806.000	COLUM PLAQUES	700.00
209-567-930.001	REP/MAINT GROUN	3,000.00
209-567-970.000	CAPITAL OUTLAY	(7,084.70)
	Revenue Change:	0.00
	Expenditure Change:	0.00
	Budgeted Change To Fund Balance:	0.00

APPROVED BY:

Lynne Cavazos 4/16/24

PENTWATER TOWNSHIP

JOURNAL ENTRY

JE: 1185

Post Date: 12/31/2023

Entered By: GLENN

Entry Date: 12/19/2023

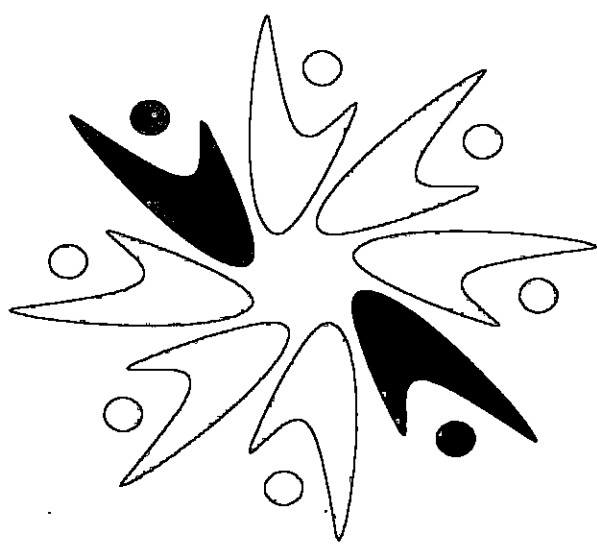
Journal: BA

Description: Q3 2023 SEWER BUDGET AMENDMENT

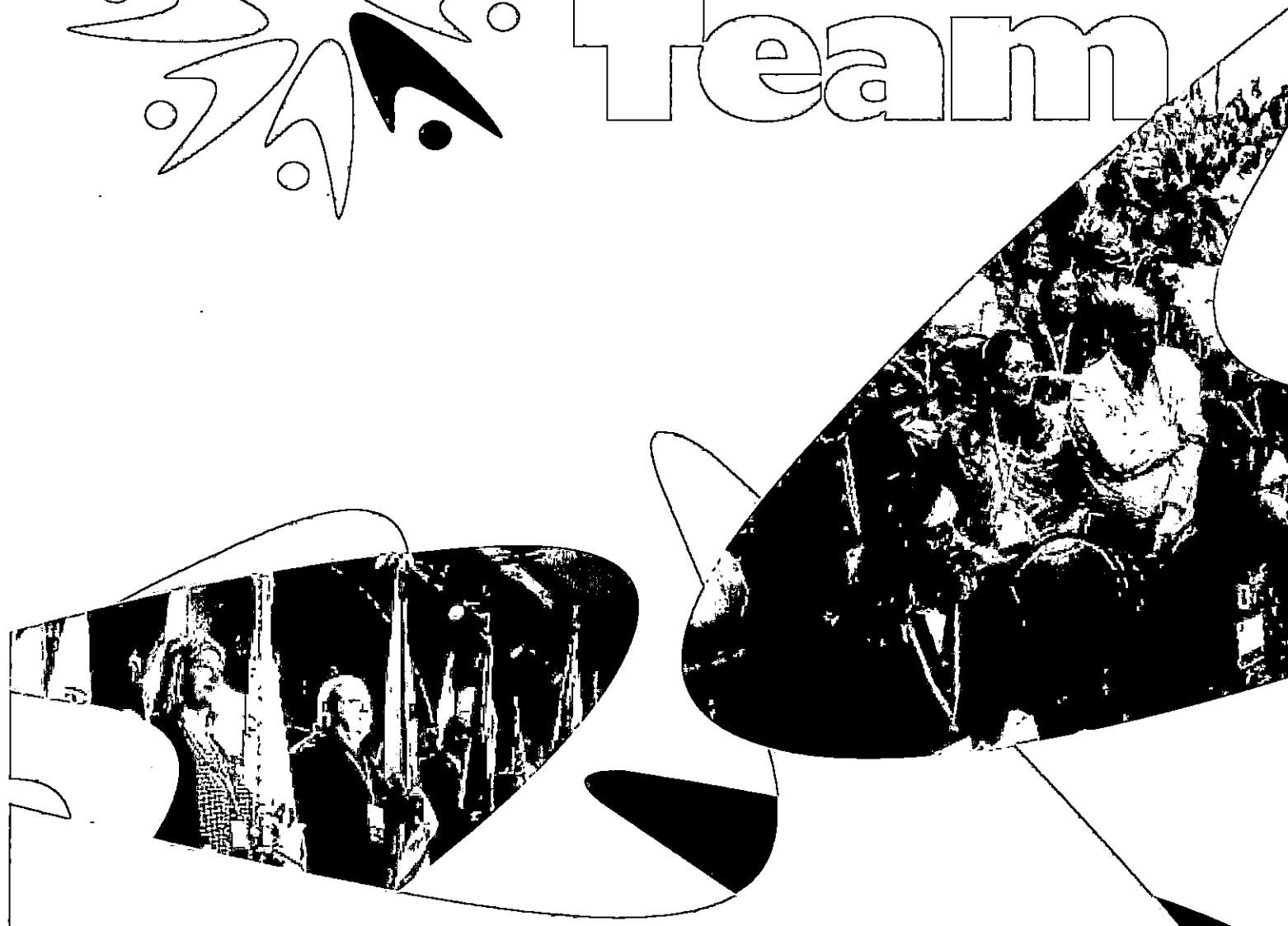
GL #	Description	Increase/ (Decrease)
592-540-752.000	SUPPLIES/EQUIPMENT	8,000.00
592-540-920.000	UTILITIES	11,000.00
592-540-931.000	REP/MAINT	(8,000.00)
592-540-970.006	CAPITAL OUTLAY - SEWER	(11,000.00)
592-541-752.000	SUPPLIES/EQUIPMENT	1,100.00
592-541-920.000	UTILITIES	1,000.00
592-541-970.006	CAPITAL OUTLAY - SEWER	(2,100.00)
	Revenue Change:	0.00
	Expenditure Change:	0.00
	Budgeted Change To Fund Balance:	0.00

APPROVED BY: Lynne Cavazos 1/16/24

NB ♀

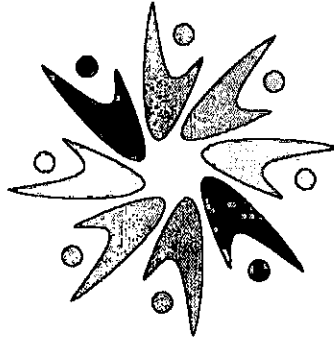


one Team



MTA Educational Conference & Expo
April 22-25, 2024
Grand Traverse Resort, Acme Township

Registration opens Jan. 3



**one
Team**

MTA Educational Conference & Expo
Acme Township • April 22-25, 2024

Join MTA this April as
we celebrate the power
of “One Team”

When members of a township team come together, there’s nothing they can’t accomplish! Whether it’s your “teammates” working together for the good of your community, collaborating on a regional level, or joining as **One Team** to protect and improve laws and policy impacting all townships, with the right playbook and players uniting toward a goal, townships can make it happen.

MTA’s 2024 Educational Conference & Expo will help inspire the team leadership, attitude and spirit for a better township and a better Michigan. Join us **April 22-25** at the **Grand Traverse Resort** in Acme Township (Grand Traverse Co.). This can’t-miss event truly offers something for everyone on your township team.

We look forward to seeing you there!

Registration begins **Jan. 3**; housing opens **Jan. 24**.

pre-conference classes

Separate registration fees apply. Register for pre-Conference sessions using the registration form on page 10. Room locations and event details will be provided in a "Know Before You Go" email sent prior to the event.

Monday, April 22

8:30 a.m. to 12:30 p.m.

Assessors' Renewal: March Madness

Includes continental breakfast.

Approved by the State Tax Commission (STC) for four hours of assessors' elective credit

Hey assessors, you won't want to miss this motivational journey that walks you through the planning, preparation and navigation of the assessment cycle, from Tax Day all the way through the equalization process! We'll share strategies for success, from setting goals to meeting quality standards, and demonstrate tried-and-true tips for improving time management, team leadership and process improvement for both the municipalities you serve and your peers in the assessing industry. Find ways to enhance your professional knowledge, competence and effectiveness.

Speaker: Shila Kiander, Michigan Advanced Assessing Officer, Director, Mecosta County Equalization

8:30 a.m. to 5 p.m.

Understanding Assessing Basics

Includes continental breakfast and lunch

Satisfies STC training requirement for all uncertified assessing support staff

Get an in-depth review of assessing fundamentals from STC experts! Enhance your knowledge and understanding of the functions of the assessing office and ensure your township's assessing process runs smoothly. Review valuation concepts, taxable and assessed value, board of review, equalization, and much more. All township uncertified assessing support staff—those who engage in assessment roll development, field work or provide assessment roll information to the public—must receive training once every two years. Ensure your assessing team is covered and prepare your township to pass the state's assessment roll audit.

Speakers: David Buick, Executive Director, State Tax Commission, and Will Gast, Education Coordinator, Property Services Division, Michigan Department of Treasury

Excellence in Governance

MTA's Township Governance Academy (TGA) goes beyond board meetings and budgets, enhancing your leadership skills and motivating you to take on the challenges and opportunities unique to those serving as township public servants. Regardless of your position with the township or amount of experience, the Academy will move you to a higher level of performance and make your service to your community more effective—and more rewarding. You don't have to be enrolled in TGA to attend our pre-Conference class. If you decide to enroll within six months after this class, credit will be applied retroactively.



8:30 a.m. to 4:30 p.m.

Defining Your Township's Land Use Future

F-102—6 credits; includes continental breakfast and lunch

What do you value in your community? What threatens those qualities you value and how can you protect it? In this session, attendees will learn about issues that must be confronted if your township's planning efforts are to be successful. Review the role that the township board and your community play, and discover strategies for making effective land use decisions that will benefit your community well into the future. You'll discover how to balance property rights with public interest, and get a better understanding of when, why and how your master plan should be reevaluated. Examine the purpose, process and legal requirements of your township's master plan, and walk away with insights into a broad range of day-to-day and emerging land use issues.

Speaker: Steve Langworthy, land use expert and author of MTA's planning and zoning guides

9 a.m. to 5 p.m.

Show Me the Money: A Township Board Primer on Raising, Spending and Reporting Township Money

Includes continental breakfast and lunch

Who decides how a township spends money? Townships and the way they raise, spend and report money are governed by statutes, rules and best practices designed to protect the public's money while enabling each township to perform mandated functions and other, optional, governmental expenditures for the public's good. Every township board member is a trustee when you are sitting at the head table, with the fiduciary responsibility to know and make important decisions about the township's revenues, expenditures and financial standing. Join us for a deep dive and gain insights into enabling statutes, fiduciary duties, revenue sources and lawful expenditures.

We'll also explore budgeting, capital improvements, financial reporting and lawful borrowing options.

Speakers: MTA Staff Attorney Catherine Mullhaupt; Rod Taylor, Senior Government Consultant, Maner Costerisan, PC; and Steve Mann, Attorney, Miller Canfield

9:30 a.m. to 4:30 p.m.


Legal Institute for Township Attorneys

Includes continental breakfast and lunch

Connect with fellow municipal attorneys from across the state to discuss changes, updates and other trends affecting township government. MTA's annual Legal Institute is the premier educational event for attorneys who serve Michigan's townships. Your attendance keeps you informed on legal news and changes that impact your local government clients. Register on page 10; registration materials will also be mailed in January and available at www.michigantownships.org.

Moderator: Rob Thall, MTA Legal Counsel, Bauckham, Thall, Seeber, Kaufman & Koches, PC

educational sessions

Our educational sessions are designed for township elected and appointed officials and your entire township team, from communities of all sizes, to enhance your knowledge, skills and effectiveness as a leader, regardless your level of experience. Topics address statutory duties, and a variety of concepts, trends and current issues in township government. Sessions that part of the Conference On-Demand package are denoted with a  (session recording assistance provided by Shumaker Technology Group).

Schedule is subject to change. Additional sessions will be added; watch MTA publications and website, and consult your program on-site for the final schedule.

Tuesday, April 23

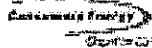
Business Solution Sessions 11:30 a.m. to 12:30 p.m.

These sessions, presented by MTA Allied Service Providers, provide information about various aspects of products and services available to assist townships.



What's Next for Renewable Energy?

What are the implications of Michigan's new energy laws? Hear how Consumers Energy plans to work with their township partners and customers to achieve our clean energy goals while making sure our communities benefit.



Speakers: Representatives from Consumers Energy

Township Trivia Showdown

Get ready to test your township know-how in a face-off like never before!



This fan-favorite session is back with an exciting game show twist, where two teams compete for ultimate bragging rights. You—the game show contestant—will have the chance to showcase your individual knowledge of township law and the opportunity to learn something new along the way. The game board is based on some of the most important questions township officials are asking. Can you answer before our team of expert attorneys weighs in with the answer? Visit fsbrlaw.com/mta to submit a township question for the chance to have it answered live during the show. Speakers: Attorneys from Fahey Schultz Burzych Rhodes PLC

Hot Legal Topics for Townships— 2024 Edition

Get a practical perspective on some of the timely hot topics facing Michigan townships in 2024 including—but not limited to—marijuana, wind and solar energy,



environmental issues, special assessments, zoning and land use, and compliance and changes to Michigan's employment law. While anyone may attend, lunch is guaranteed only to the first 100 who RSVP to jleuvoy@fosterswift.com. Speakers: Attorneys from Foster Swift

Improving Law Enforcement Transparency and Accountability with Accreditation

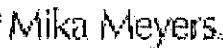
Partnering with the Michigan Association of Chiefs of Police, the Par Plan will provide details on how the Michigan Law Enforcement Accreditation Commission's accreditation program can assist local law enforcement agencies improve accountability, transparency and insurability. Speakers: Representatives from Michigan Township Participating Plan



The Benefits and Burdens of Using Special Assessments for Improvement Projects

Review how to utilize the provisions of Act 188 of 1954 to undertake certain public and private improvements, confirm a special assessment roll, address potential Michigan Tax Tribunal benefit challenges, and finance public improvements using special assessment bonds.

Speaker: Mark Nettleton, Attorney, Mika Meyers PLC



Getting Your Community 'Cleaned Up'

Hear from a seasoned local prosecutor about the role of a municipal code enforcement officer and prosecutor, and the benefits of having a strong code enforcement program in your township. Best practices for pre-ticket enforcement will also be covered, along with gathering evidence and how a case is prosecuted after a ticket is issued. Establishing and properly utilizing a municipal civil infraction violations bureau will also be discussed.

Speaker: Lisa Hamameh, Attorney, Rosati Schultz Joppich & Amtsbuechler, PC



Concurrent Educational Sessions 1 to 2:15 p.m.

Blight Fight: Going Another Round

Blight affects all townships, big and small, rural and urban. From overgrown weeds to dangerous structures, we'll discuss ways your township can be proactive in the blight fight. Take away tools for your enforcement toolbox, including penalties for violations and tips for clean-up. Ensure that your township continues to be a beautiful place to live, work and play.

Speaker: Seth Koches, MTA Legal Counsel, Bauckham, Thall, Seeber, Kaufman & Koches, PC

'Coins in the Couch': Revenue Sources

Townships receive revenues from several sources. Some, like revenue sharing and allocated millage, are provided by law for township general operations. Others, like special assessments and fees, are options that township boards may consider using to cover specific costs. The township board makes important policy decisions about which revenue sources it will use, and board members should understand your options and the ways different revenues may—or may not—be used.

Speaker: MTA Staff Attorney Catherine Mullhaupt

Geez! I Wish I Hadn't Said That

We've all said something at a meeting, in an email or on Facebook that we wish we had said differently. Gain insights from an experienced municipal litigator on how such communications can negatively impact you and your township in litigation. Learn what you can do to reduce the risk of it coming back to bite you in court, how to handle the records, and some suggestions on how to avoid getting yourself into this situation in the first place.

Speaker: Michael Berger, Attorney, Rosati, Schultz, Joppich & Amtsbuechler, PC

Insights from Inside the Capitol

The 2023 legislative session year was exceedingly busy with many changes—positive and negative—for township government. With the 102nd legislative session now more than halfway complete, learn the priorities for the balance of this year—from the governor and the Legislature to MTA, and those seeking to lessen local authority. What are the policy and budget issues in store? How has the change in power in the House and Senate impacted action at the state Capitol this session? How will this impact townships and the upcoming November 2024 elections? Discover the answers to these questions and more, including how they may impact your community and your residents. Don't miss this opportunity to learn to navigate the issues and challenges of today's political landscape, including how your experiences and voice can influence both current and emerging issues.

Speakers: MTA Government Relations Staff

Our Facilities Need Help! Where Do We Start?

Whether you're considering restoration, renovation or a complete rebuild, you can't afford to miss this session! Regardless of the scope of the project, the process is quite similar; the biggest difference is the zeros. Join us for an overview of typical project phases, structures and insights into the steps. We'll review common challenges and offer tips for efficiency in your next project.

Speaker: Scott Reynolds, AIA, NCARB, Architect, Kojanian Management Corporation, and Planning Commissioner, Orion Charter Township (Oakland Co.)

Rebuilding Broken Trust

Teams, decisions, projects and results get stuck when there is lack of trust in our working relations. Regardless of what caused the breakdown, as leaders we need to take accountability for fixing it, even when we feel others are not reciprocating. This session will focus on how to re-establish trust when board relationships are broken. We'll address the need for psychological safety in the boardroom, as well as the three steps required in conflict resolution.

Speaker: Susan Radwan, Owner, Leading Edge Mentoring

Roadmap to Rural Prosperity

The Michigan Office of Rural Prosperity (ORP) was created to facilitate state efforts to build long-term prosperity in our rural communities. One of six in the nation, the ORP strategically focuses on key rural priorities like housing, workforce, infrastructure and community capacity building. Learn more about the ORP's initiatives to support rural communities, including implementation of the Roadmap to Rural Prosperity, which will be released in early 2024 following extensive statewide engagement with community leaders across rural Michigan.

Speakers: Sarah Lucas, Director, Michigan Office of Rural Prosperity, and local leaders from our rural communities

Roads and Relationships

This peer-to-peer panel picks up where expert discussion left off in last year's briefing on road issues. Participants are encouraged to contribute by bringing your own experiences to share. Please remember that this discussion conveys the experience, advice and opinions of your fellow officials who may have handled similar situations in their own townships; it should not be construed as formal MTA or legal advice.

Moderated by MTA Executive Director Neil Sheridan; panelists to be announced

Short-term Rental Programs:

Do They Really Work?

It's no secret, popular lake communities experience vacation rental impacts—noise complaints, increased boat traffic, septic system stress, absentee owners, loss of community, and pressures on the housing market. These trends make regulating vacation rentals a necessity. Learn how one township created a model short-term rental certification program that continues to evolve and improve, and how the program resulted in some surprising community benefits that reach beyond simply controlling rentals.

Speakers: Christopher Patterson, Member, and Jacob Witte, Attorney, Fahey Schultz Burzych Rhodes PLC; Claire Karner, AICP, Planner, East Bay Charter Township (Grand Traverse Co.); and Leslie Sickterman, AICP, Planner, Long Lake Township (Grand Traverse Co.)

Staying Out of Trouble:

Keep Your Meetings in Compliance

Have you ever wondered if your board meetings comply with the Open Meetings Act? Well, wonder no longer! Join us as we review ways to ensure your meetings are in compliance and areas in the act where there is often confusion. Start attending, calling and posting your meetings with confidence.

Speaker: Michael Selden, MTA Director of Member Information Services

Substance Use Policies and Your Township

Drug testing rules have changed significantly since the legalization of marijuana in Michigan. Did you know the Michigan Department of Transportation approved an oral fluid test for marijuana? Or that Michigan's Civil Service Commission now excludes testing for marijuana under certain circumstances? If you haven't already considered reviewing and modifying your drug and alcohol testing policy, now is the time! Gain insights into all the recent changes and the impact on your township. We'll also discuss the nuances of background checks.

Speaker: Mark Koerner, Attorney, Foster Swift

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Concurrent educational sessions

2:45 to 4 p.m.

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BS&A Best Practices and Efficiencies

Delve into the realm of best practices and optimal utilization of BS&A software and get valuable insights for enhanced operational efficiency. You won't want to miss this unique opportunity to engage in a dynamic panel discussion and gain firsthand knowledge and expertise. Explore the best strategies, get your questions answered by the experts, and elevate your understanding of governmental outsourcing and BS&A software.

Facilitator: Rod Taylor, Senior Manager, Government Consulting Group, Maner Costerisan

Speakers: Adam Frost, Manager, and Heather Farmer, Government Finance Specialist, Maner Costerisan; and Jason Hafner, Chief Customer Advocate, and Lauren Hirn, Manager, BS&A Software

Crisis Communication and Message Management

Emergencies are unpredictable. They can happen to anyone, anywhere, at any time. Advanced prep and planning for how you'll respond to the media frenzy is a must. And *what* you say is just critical as *how* you say it. We'll offer insights into the realities of crises based on real-life experience and preparedness tips that help ensure you're messaging the situation appropriately.

Speaker: Hayley Bierkle Burns, Partner, River Strategies

Dig into Brownfield Redevelopment

Cleaning up and reinvesting in "undevelopable" land creates many benefits for your community. It can increase your tax base, facilitate job growth and reduce blight while improving and protecting the environment. Get a review of the steps you can take and the friends you could make to assist you with cleaning up contaminated lands in your community.

Speakers: Marvin Radtke, MTA District 8 Director and Supervisor, Green Lake Township (Grand Traverse Co.); and Anne Jamieson-Urena, Director, Grand Traverse County Brownfield Redevelopment Authority

Enforcement and the Right to Farm Act: Myths and Misconceptions

The Right to Farm Act (RTFA) and Generally Accepted Agricultural Management Practices (GAAMPs) seriously complicate your zoning ordinance and public nuisance prosecutions. It's becoming increasingly more common for landowners to assert defenses under the RTFA in response to local ordinance enforcement action. Many times, their "defenses" try to justify activities that have nothing to do with farming. Learn what the RTFA protects, the scope of the GAAMPs and how they impact your ordinances. We'll review common myths and misconceptions both landowners and townships may have regarding right to farm.

Speakers: William Fahey, Member, and Kyle O'Meara, Attorney, Fahey Schultz Burzych Rhodes PLC; and Kevin Beeson, MTA Treasurer and Supervisor, Pine River Township (Griot Co.)

Go With the Flow: Water Resources and Your Township

Surrounded by four of the five Great Lakes, Michigan has 3,288 miles of coastline, more than 10,000 inland lakes, and over 35,000 miles of streams and rivers. This good fortune brings a variety of challenges for townships striving to ensure the safe and reasonable use of these water resources. From the misuse of "road ends" or dedicated shoreline areas to congestion or overcrowding of lakes and shorelines, join us for a review of options to lawfully address these challenges. We'll explore funding for treatment of aquatic nuisances, special watercraft regulations and more.

Speaker: Ron Redick, Attorney, Mika Meyers PLC

Human Trafficking: Not in My Township

Human trafficking and sextortion are second only to drug trafficking as the largest trans-national crime. Evidence shows that young men, women and children are being extorted and sold in every area of our state and throughout the world every day. This eye-opening session will demonstrate how to identify vulnerabilities, risk factors and warning signs that might be happening in your community. We'll share underlying causes and effective strategies for prevention and response so your township can join the fight to help eradicate these awful crimes.

Speaker: Terrie Godde, EMS Continuing and Specialty Education Coordinator, Division of EMS and Systems of Care, Bureau of Emergency Preparedness, EMS, and Systems of Care, Michigan Department of Health and Human Services

Information Overload

In today's world, there are so many ways to provide and receive information. As a result, we are constantly inundated with news, current events and other data. Information overload is a real phenomenon that can render us unable to make decisions. Managing information, and the many ways it spills into our lives, (radio, television, print media, websites, email and mobile apps) becomes critical. Join us as we explore options and best practices for connecting with those you serve, based on the type of information you wish to share.

Speaker: Judy Bigney, MTA Member Information Services Liaison

Managing Public Meetings and Policies

Are you looking for ways to turn down the heat in your township meetings or public hearings? Are controversial, emotionally charged meetings keeping you from holding productive discussions? Learn steps you can take and policies you can make to better manage rising tempers and temperatures so you can get your township team back on track during meetings.

Speaker: Seth Koches, MTA Legal Counsel, Bauckham, Thall, Seeber, Kaufman & Koches, PC

Planning for a Millage Question

Is a millage election in your township's future? As townships grow and revenue sources become more limited, an understanding of voted millages can help township officials finance much-needed programs and services. We'll discuss whether to use a new millage or a renewal, mandated elements of a millage ballot question, tips for scheduling millage questions, and how far a township board can go to promote a ballot question.

Speaker: MTA Staff Attorney Catherine Mullhaupt

Public Safety Priorities

Threats to the health and safety of your community comes in all shapes and sizes. Listen in as panelists review current challenges and opportunities impacting your township's public safety team. Please remember that this discussion conveys the experience, advice and opinions of your fellow officials who may have handled similar situations in their own townships; it should not be construed as formal MTA or legal advice.

Moderated by MTA Executive Director Neil Sheridan; panelists to be announced

Teamwork Makes the Dream Work

There is no "I" in team, but you'll find more than one "c." Confused? We're talking about clarity in roles and vision, contribution based on strengths and weakness, commitment to what matters (and why!), and conflict resolution that allows every team member to voice their concerns. Come to this session for clarity on how you can collaborate with your team on these constructive and critical components of teams.

Speaker: Nancy Ohle, President, Professional Training & Development Resources

Wednesday, April 24

Plenary sessions

10:15 to 11:30 a.m.

Elections Update

Hear directly from the Secretary of State's office and state Bureau of Elections on the hot issues in Michigan elections. We'll share guidance and updates on the changes and new requirements brought about by Proposal 2022-2 and its implementation statutes, early voting lessons learned from the presidential primary, and more.

Speaker: Kristi Dougan, Manager, Training and Elections Assistance, Michigan Bureau of Elections, Michigan Department of State

One Team: Applying the Playbook Pillars

Expanding on his keynote address, Paul Epstein will unpack his transformative team building strategies to help you cultivate grit and resilience in your own community. He'll provide a



blueprint for building an environment that maximizes belonging and contribution to inspire service and impact. You'll identify new ways of confidently approaching team turbulence that will foster a willingness to come together, make better decisions faster, set aside misunderstandings, and manage issues with vision and unity.

Speaker: MTA 2024 Conference Keynoter Paul Epstein

Renewable Energy Update

You won't want to miss this review of the renewable energy legislation, update on where we are now and what's on the horizon. Learn how this new legislation sets statewide land use standards for wind, solar and battery storage facilities and what's next with local siting. We'll offer insights into the various options available to your township, the impact on your township's ordinances as well as the ability to address public safety and infrastructure considerations.

Speakers: Rob Thall and Catherine Kaufman, MTA Legal Counsel, Bauckham, Thall, Seeber, Kaufman & Koches, PC

Concurrent educational sessions

1 to 2:15 p.m.

Asset Management:

The Science of Managing Roads

Roads are a vital component of our society because we depend on them to move goods and people across the nation. There are over four million miles of public roads in the U.S. While roads can appear basic, there is more than meets the eye with this massive infrastructure network. Learn the science of how roads deteriorate and how to stop or slow down this deterioration, and tools that can help you develop a strategy for working with your road commission on the local roads in your township.

Speaker: Tim Colling, Ph.D., PE, Director, Center for Technology & Training, Civil, Environmental, and Geospatial Engineering Department, Michigan Technological University

Building a Successful Township Team

Would you characterize your township hall as a positive work environment? Now more than ever, creating and maintaining a dynamic and diverse workplace is just as important to the success of your township as effectively managing that team. If you're not fostering a positive environment, you're not even in the game, and you run the risk of losing good people whom you've already invested in! Gain insights into the factors that influence satisfaction and productivity, as well as conflict resolution strategies to bridge departmental gaps and encourage collaboration. We'll even outline the unique values and communication styles of today's multi-generation workforce.

Speakers: Mary Gladstone-Highland, Founder, and Christina Wichert, Principal Consultant, Spark Group Consulting

Campaign Finance Act:

What Can We Say?

When there's a hot topic on the ballot—perhaps a millage increase or a marijuana ordinance—townships and their elected officials can find themselves unsure of what they can lawfully say or do. Can the township respond to incorrect campaign statements? Can township board members advocate for a certain vote during public meetings? This session is a deep dive into the Michigan Campaign

Finance Act, specifically Section 57. We will address how public resources can (and cannot) be used in connection with campaigns; what policymaking officials can say, and how townships can minimize the risk of campaign finance complaints.

Speaker: Laura Genovich, Attorney, Foster Swift

Guns on Runs: Should Fire and EMS Personnel Carry Weapons While on Duty?

There is increasing interest from emergency responders to carry a firearm while on duty. In some cases, the practice occurs without the knowledge of elected officials. This discussion targets the toughest questions, including: Does a conceal carry permit entitle personnel to carry a firearm? Should personnel be permitted to carry a firearm? What about the Second Amendment? What are the pros and cons of allowing the practice? What is the liability exposure? Find out the answers in this topical discussion.

Speaker: Pat Nelson, Risk Control Representative, Michigan Township Participating Plan, and former Fire Chief

In the Weeds

It's been nearly a "nickel" since Michigan legalized recreational marijuana. Townships varied in their regulatory approach as consumers did with their demands. How has cannabis shaped your community? Are you considering changing your approach to regulation or administration? Join us as we outline the proper way to roll with the changes.

Speaker: Catherine Kaufman, MTA Legal Counsel, Bauckham, Thall, Seeber, Kaufman & Koches, PC

Lawful Borrowing Options

Learn the ins and outs of how townships may lawfully borrow money under Michigan's strict municipal finance laws ... and how to keep your township out of trouble! How can your township borrow money for equipment (police cars, fire trucks, water meters) or capital improvements (water, sewer, town hall, fire station)? What about short-term cash flow needs—can you borrow for that? Can your local bank help with borrowing needs? Do you need state Treasury approval before you borrow? Get the answers to these questions and more in this enlightening municipal finance presentation.

Speaker: Steve Mann, Attorney, Miller Canfield

Navigating the Digital Minefield

Delve into how technology has changed litigation, particularly with the advent of social media and cell phones. Join us as we explore common pitfalls to avoid and offer insights into how these issues commonly play out in formal lawsuits. Take a thought-provoking journey through the digital age's legal complexities and learn how to navigate them successfully.

Speaker: Thomas Beindit, Attorney, Rosati, Schultz, Joppich & Amtsbuechler, PC

Ransomware, Phishing and Hacktivists—Your Township *is* at Risk!

Cybersecurity risks remain a threat to communities across the state. Get an update on the state's efforts and learn how your township can participate in the State and Local Cybersecurity Grant Program. We'll help you identify the next steps in reducing cybersecurity risk and securing your township's information systems and assets.

Speakers: Michelle McClish, Senior Security Consultant, Michigan Cyber Partners, Cybersecurity & Infrastructure Protection, Michigan Department of Management, Technology & Budget; and Brandon Smith, Cybersecurity Intelligence Analyst, Cyber Section, Michigan Cyber Command Center, Michigan State Police

What Changes Are Proposed for the MTA Policy Platform

Learn about the proposed 2024 Policy Platform from a panel of MTA directors who serve on the MTA Legislative Policy Platform Committee. Committee chairs will discuss the proposed changes and receive feedback from members attending. This session allows delegates to learn the rationale behind the proposed changes as well as get questions addressed prior to the Annual Meeting, where the proposed policy platform will be formally introduced.

Speakers: Members of the MTA Board of Directors and MTA Government Relations Staff

What the Board Needs to Know about the Clerk and Treasurer Dynamic

Do you know what the roles and responsibilities of the clerk or treasurer are? How about what reports each office is responsible for? What's important about the way the clerk and treasurer

interact on a regular basis? This session will provide a fun, interactive format where laws, best practices and myths will be discussed. Come test your knowledge!
Speakers: Cindy Dodge and Judy Bigney, MTA Member Information Services Liaisons

What Your Township Needs to Know about MIOSHA Inspections

Is your township prepared for a Michigan Occupational Safety and Health Administration (MIOSHA) inspection? Did you know that fines can be significant? Get a review of MIOSHA laws, rules, regulations and fines, including insights into assessing your township's current safety programs and policies. You'll walk away with tips and tools that will help keep your township out of the danger zone, including a MIOSHA inspection checklist.

Speaker: Lawrence Kosmalski, Principal, Archangel Safety

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Concurrent educational sessions
2:45 to 4 p.m.
.....

Can They FOIA That?

How can your township be prepared for another onslaught of requests for voting records? This session is a boot camp on what is—and is not—a public record subject to the Freedom of Information Act (FOIA), focused on the surge of recent election-related FOIA requests.

Speaker: Laura Genovich, Attorney, Foster Swift

Civil & Collaborative Leadership: Creating High-Functioning Teams

Typical township leadership teams are made up of hard-working, honorable, conscientious people with a genuine intent to serve. However, municipal leaders across the nation are reporting a growing need to figure out how to work together in respectful and productive ways to achieve results for the communities they serve. Identify team development strategies, detours to avoid dysfunction pitfalls, and techniques for working together to avoid and/or manage "that guy" who appears to have a need to intentionally disrupt, usually for self-serving reasons. Understand the stages of development all teams experience and actions that need to be taken in each to stay focused on collaborative results.

Speaker: Marilynn Semonick, Chief Exploration Officer, The Success Studio

Community Connection LIVE

Don't miss this peer-to-peer discussion of challenges and opportunities facing full-service townships. Participants are encouraged to contribute by bringing your own questions (or ideas!) to share with the panelists. Please remember that this discussion conveys the experience, advice and opinions of your fellow officials who may have handled similar situations in their own townships; it should not be construed as formal MTA or legal advice.

Moderated by MTA Executive Director Neil Sheridan; panelists to be announced

Community Matters: Creative Community Engagement

Looking for a fresh take on your community engagement efforts? Struggling to determine what really matters most to your residents? Some residents don't know they live in a township, much less that your volunteer needs exist. And some officials get used to simply holding public meetings when they want input from their residents. Stepping out from behind the lectern and sitting down with residents builds relationships and can take your engagement further than a town hall meeting ever could. Hear how one township's innovative method resulted in excellent feedback and several new local government advocates.

Speaker: Gordon Gallagher, Manager, Spring Lake Township (Ottawa Co.)

Data-driven Strategic Planning and Budget Creation

Strategic planning provides communities with a road map for long-term success and sustainability. The budget process is the tool that enables the prioritization of limited resources, allocates and allows informed decisions based on data and analysis. This session will tie these critical processes together to help you achieve long-term success.

Speaker: Rod Taylor, Senior Manager, Government Consulting Group, Maner Costerisan

Rising Stream of Support for Water Infrastructure

Water infrastructure is critical to your community's households and businesses and the pressure is building on municipalities to provide and upgrade

it. But how do you determine what you need or when you'll need it? We can help! Immerse yourself into this discussion to learn more about improving and upgrading this critical community infrastructure, including a brief review of current sources of state financing and funding flowing in from the federal Bipartisan Infrastructure Law.

Speaker: Mickey Bittner, PE, Regional Director, Wightman

Subpoenas, Depositions and Discovery, Oh My!

Lawsuits can be intimidating, especially when you're unfamiliar with the procedures. Join this session for a comprehensive introduction to the litigation process, from understanding the fundamental terminology to navigating the path toward case resolution. Don't miss the opportunity to gain essential knowledge as a municipal officer, enabling you to confront legal challenges with confidence.

Speaker: Heather Sumner, Attorney, Rosati, Schultz, Joppich & Amtsbuechler, PC

Tax Collection Best Practices

Immerse yourself in a wealth of knowledge as industry thought leaders explore the intricacies of property tax collection. Gain invaluable insights into best practices, enhancing transparency and streamlining processes during this dynamic panel discussion. You won't want to miss this opportunity to engage with the experts and elevate your understanding of property tax collection practices.

Speakers: Heather Farmer, Government Finance Specialist, and Angie Stoneham, Associate, Maner Costerisan; Courtney Nicholls, Finance Director, Delta Charter Township (Eaton Co.); and Molly Crorey, Deputy Treasurer, St. Clair County

They Posted What?!

In an age of oversharing on social media and fiery political disagreements, townships are under more pressure than ever to monitor what's being said online and take action when it presents their township in a bad light. Navigating these complicated and often frustrating issues can land even seasoned township

officials into hot water. Join us for a discussion about free speech, and get tips for managing your township's website and social media, including how the public and your township team engage.

Speakers: Helen "Lizzie" Mills, Member, and Chad P. Karsten, Attorney, Fahey Schultz Burzych Rhodes PLC

Traffic Safety and Your Township

As a township official, your community depends on you to weigh in on traffic safety issues, and your local perspective is critical. Learn the factors that influence speed limits and resulting crash outcomes. We'll review Michigan's 2023 Hands-Free Law, including what constitutes a violation. Walk away with tips on how your community can become a traffic safety partner to help combat increasing accident rates.

Speaker: Sandra Enness, Statewide Diverse Populations Traffic Safety Outreach Coordinator, Office of Highway Safety Planning, Michigan State Police

Join the Parade!



The Township Parade of Flags will kick off MTA's 2024 Annual Conference's Opening Session on Tuesday, April 23.

Register today to take part in the Parade—what some attendees call "the most inspirational part of the Conference!" To register, email your interest to jenn@michigantownships.org or fax this form to (517) 321-8908 by April 8, 2024. Information and instructions will be emailed to all Parade participants prior to Conference.

Township/County _____

Contact Person _____

Email Address _____

Questions? Contact Jenn Fiedler at jenn@michigantownships.org or (517) 321-6467, ext. 229.

MEMORANDUM

To: Pentwater Township Board of Trustees

From: Keith Edwards, deputy Supervisor

Date: January 8, 2024

Subject: **Outline for Capital Improvements Program (CIP)
Michigan Planning Enabling Act Requirements**

Introduction

Section 125.3865 of the Michigan Compiled laws, also known as Section 65 (1) of the Michigan Planning Enabling Act, PA 33 of 2008, requires that a Township that "...owns or operates a water supply or sewage disposal system...., annually prepare a capital improvements program...for all types of public structures and improvement". The program is "...for needed or desirable public structures and improvements that and can be undertaken within the ensuing 6-year period."

While the statute assigns the task of preparing the CIP to the Planning Commission, the Township Board of Trustees may exempt the Planning Commission from this responsibility and prepare the CIP either "...separate from or as a part of the annual budget..." and may "...delegate the preparation of the CIP to the chief elected official (Supervisor) or non-elected administrative official, subject to final approval by the legislative body."

At this time, the Township Supervisor has asked me to prepare an outline for the CIP for your consideration. I have asked the Township Attorney to advise us whether a resolution is necessary to exempt the Planning Commission or if just a simple motion would suffice.

Background

While ownership of the sanitary sewer systems located within the Township is still being negotiated by the Township and Village, the Township has been operating the sanitary sewer systems within the Township since April 1, 2023. The Pentwater Community Master Plan, which primarily deals with land use and future development was adopted by the Township Board of Trustees on December 13, 2023. Currently, Staff and the elected officials are in the process of preparing the 2024-25 Annual Budget, for Board consideration in early 2024. Thus, preparation of the CIP at this time is appropriate.

Proposed Program Process and Content Outline

In February of 2018, I attended a Capital Improvements Programs training hosted by the Michigan Association of Planning. The seminar, held in Newaygo provided an overview of the Michigan statute, suggested policies and processes and culminated in a role-playing exercise. One might understand that creating a "one-size-fits-all" training seminar for representatives from cities, townships and villages for preparing a CIP for municipalities with vastly different budgets, the training did provide a good overview, suggested the development of relevant policies and proposed procedures adaptable to a given municipality.

Purpose

The purpose of preparing a CIP is to "Identify and prioritize the long-term capital projects of a local unit of government. Using the Master Plan and other plans created by the municipality such as Recreation Plans, both of which are typically updated every 5 years, a municipality can list the projects it intends to complete including each project's priority, budgeted funds, other sources of funding, timeline and the identification of personnel, departments, committees and commissions responsible for the projects over a 6-year period.

Process

The Township should define what is a capital project, vs a maintenance or replacement item, and limits for spending, i.e., maintenance limits vs. capital project status. The Board may wish to consider the establishment of a CIP Review Team, which should include at least one Planning Commission member, Department heads and other staff or elected officials responsible for public facilities and a representative from the County Road Commission. Lastly, the Township should establish a system to evaluate project priorities, if necessary.

The Planning Commission should review a draft of the CIP and hold a public hearing, before making a recommendation to the Township Board of Trustees.

Content

The CIP should identify all areas where money is spent on Capital Improvements (as defined by the municipality) are proposed, such as the Sanitary Sewer System, Roads, Cemetery, Transfer Site, etc. The CIP should contain the appropriate definitions, policies and the process by which Township and public input was collected, how projects were evaluated for priority and describe the proposed budgets and funding sources. Often a spread sheet for the six-year period is prepared where the first year is considered the capital budget and subsequent years are identified with projected funds until project phases or the entire projects are completed.

Recommendation

It is always a good idea to review the annual budget and capital improvements program (CIP) simultaneously. However, for the 2024-25 budget year, it is not likely that we can complete the CIP prior to approving the 2024-25 annual budget in March of 2024. Therefore, I am recommending that we continue the Township tradition of a simple 1 to 2 page CIP and begin work on a CIP that meets the requirements of the Michigan Planning Enabling Act for the 2025-26 Budget year. A simplified outline of that process is listed below:

- Establish CIP Review Team – February 2024
- Draft appropriate Definitions and Policies – April 2024
- Conduct stakeholder meetings – June 2024
- Draft CIP – July 2024
- Planning Commission Review and public hearing – August 2024
- Submit CIP for Township Board approval – October 2024.

challenge, Merit is developing a comprehensive platform to aggregate individual, local and regional challenges to the state map. The free resource will be available to help local communities optimize funding to build broadband infrastructure. To make this happen, Merit is convening a BEAD Challenge workgroup and is seeking local government officials, community partners, civic organizations and others to participate. By joining, you will help unlock BEAD funding for your community to improve the internet, which improves economic development, health and education outcomes, population retention, and much more. Planning is happening now—prior to the challenge window opening later this month—through virtual sessions. You can get involved by completing the form at [Merit Hosted: Michigan BEAD Challenge Process](#).

* [ITC Holdings Corp.](#)

* [Rosati, Schultz, Joppich & Amsbuechler, P.C.](#)

* [Mika Meyers, PLC](#)



2024 IRS mileage rate set at 67 cents

The [IRS has increased](#) the optional standard mileage rate for 2024 to 67 cents per mile. There is no requirement for townships to pay the standard mileage rate per mile—the maximum amount employers can reimburse employees for business miles driven in the employee’s personal vehicle without tax consequences. The IRS sets these “safe harbor” limits whereby the employer [township] can reimburse the employee for the business use of his or her personal vehicle without income tax consequences. The rate applies to electric and hybrid automobiles as well as gasoline and diesel-powered vehicles.

Presidential primary reminders from BOE

The state Bureau of Elections (BOE) reminds townships and clerks of numerous upcoming deadlines related to the Feb. 27 presidential primary. A [complete presidential primary calendar](#) is available on the BOE website.

Numerous actions must be completed by **Jan. 29**, including publish a newspaper notice of days and hours for voter registration at the clerk’s office; and post and enter into the Qualified Voter File (QVF) the hours the clerk’s office will be open on the Saturday or Sunday (or both) immediately before the election, and any additional locations and hours (if applicable), to issue and receive absent voter (AV) ballots; and for those coordinating an early voting region, the location, days and hours of early voting sites should be posted into the QVF.

Presidential primary ballot selection form. If a permanent mail ballot voter has not returned their ballot selection form by **Jan. 18**, the local clerk must notify the voter by phone, email and text message, if available, that the voter will not receive a presidential primary ballot unless they make a party selection. Notification

must be made by mail if the clerk doesn't have the voter's phone number or email address, and may also be made by any other available method. A form is available in the BOE [eLearning Center](#).

Early tabulation. Starting with the Feb. 27 presidential primary, all communities can authorize an absent voter counting board (AVCB) to process and tabulate AV ballots on the Monday before Election Day. Townships with a population of at least 5,000, and with a combined AVCB, may process and tabulate AV ballots on any of the eight days before Election Day. This is separate from ballot tabulation at an early voting site and replaces any ballot "preprocessing" previously established in Michigan Election Law. Townships must notify the Secretary of State by **Jan. 30** that it intends to participate in AV ballot early tabulation, to elections@michigan.gov with the subject line: Early tabulation notice. The dates, hours, location and number of election inspectors participating must be posted on the township's website and in the clerk's office by **Feb. 9**.

EGLE floodplain, climate webinars

Register now for upcoming webinars from the Michigan Department of Environment, Great Lakes and Energy (EGLE).

As part of EGLE's [Local Leaders Webinar Series](#), designed for building officials, planning and zoning officials, and others involved in floodplain management and development:

- [Resources for Floodplain Management 101, Jan. 23, 1-2 p.m.](#) Explore floodplain management and ways to work collaboratively, and gain a better understanding of the Federal Emergency Management Agency (FEMA) National Flood Insurance Program, Michigan building code flood provisions and state floodplain authority.
- [Floodplain Substantial Damage and New Coastal FEMA National Flood Insurance Rate Maps, Jan. 30, 1-2 p.m.](#) Discuss how federal, state and local agencies and floodplain regulatory codes work together to minimize flood losses, including substantial damage/improvement/repairs, as defined in the Michigan building codes, and the ways this is determined and documented. Learn how to interpret flood zones in updated Digital Flood Insurance Rate Maps and apply applicable sections of the Michigan building codes.

As part of EGLE's [Catalyst Communities Webinar Series](#):

- [Introduction to Climate and Health Adaptation Planning: A Health in all Policies Approach, Jan. 17, Noon-1 p.m.](#) The first of a three-part series