

<p style="text-align: center;"> <b>PENTWATER TOWNSHIP BOARD</b>  <b>PENTWATER COMMUNITY HALL</b>  500 N. HANCOCK STREET, PENTWATER, MI 49449  <b><i>Draft Minutes</i></b>  14 February 2024  ZOOM Available for Audience </p>	
<p>Supervisor Cavazos called the Regular Board Meeting to order at 6:02 PM</p> <p><b>Members Present:</b> Cavazos, Murphy, Douglas, Flynn</p> <p><b>Members Absent:</b> Holub</p> <p><b>Staff Present:</b> Keith Edwards – Deputy Supervisor &amp; Zoning Administrator</p> <p><b>Others Present:</b> Valarie McHugh, Tom Roose, Paula Degregorio, Ron Christians, Unknown.</p> <p><b>Present via Zoom:</b> Dean Holub - Trustee</p>	<p><b>CALL TO ORDER</b></p> <p><b>ROLL CALL</b></p>
<p>Moved by Flynn and seconded by Douglas to accept the Consent Agenda as presented:</p> <ul style="list-style-type: none"> <li>• Prior Meeting Minutes (January 10, 2024 &amp; January 17, 2024)</li> <li>• Correspondence: None</li> <li>• Budget Reports: (4/1/23 thru 1/31/24)</li> <li>• Claims/Bills (payroll, paid, and to be paid) for the 1/5/24 thru 2/14/24 as follows: <ul style="list-style-type: none"> <li>○ Township - \$40,633 (includes any Road Fund payroll)</li> <li>○ Cemetery - \$6,129</li> <li>○ Fire - \$3,798</li> <li>○ Road - \$0</li> <li>○ Sewer - \$18,753</li> </ul> </li> </ul> <p>Roll call vote:  Yes: Cavazos, Murphy, Flynn, Douglas  No: None  Motion Carries</p>	<p><b>CONSENT AGENDA - Review &amp; Action</b></p>
<p>Moved by Douglas and seconded by Flynn to accept the meeting agenda as presented.</p> <p>Roll call vote:  Yes: Cavazos, Murphy, Flynn, Holub, Douglas  No: None  Motion Carried</p>	<p><b>MEETING AGENDA</b></p>
<ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>PUBLIC COMMENTS</b></p>
<p>Supervisor Cavazos communicated the following:</p> <ol style="list-style-type: none"> <li>1. Update on Oceana County Road Commission (OCRC) Bond Money</li> </ol>	

<ul style="list-style-type: none"> <li>• The OCRC has secured a \$3.5 million dollar bond from Shelby State Bank to complete road projects in all 16 townships in Oceana County this spring/summer.</li> <li>• The road project from Pentwater Township will be a “Overlay” project that will extend from the Pentwater Township Line (adjacent to Golden Township) to just N of Lake Breeze Rd on Ridge Road. (8, 212 feet)</li> <li>• Pentwater Township is proposing to split the cost with the OCRC to complete the “Overlay” on Ridge Rd. to Longbridge Rd. (Approximate cost to the Township (\$88,000).</li> </ul> <p>2. MTA Annual Conference at Grand Traverse Resort – April 22 – 25, 2024</p> <ul style="list-style-type: none"> <li>• No one from the Pentwater Township will be attending the conference this year. There are a number of scheduling conflicts for this conference.</li> <li>• The Township Official are planning to attend 1-day focused meetings/training within the State for the remainder of 2024.</li> </ul> <p>3. Pentwater Township joins the Great Lakes &amp; St. Lawrence Cities Initiative</p> <ul style="list-style-type: none"> <li>• Pentwater Township has joined this Initiative to be eligible for grant funding in 2024. We anticipate receiving a proposed funding of \$50,000 toward our “Beachfront Restoration Design Plan.”</li> </ul> <p>Note: In addition to the Cities Initiative Grant, Pentwater Township has also applied for a Michigan Coastal Management Grant and a State Park/Friend Partnership Grant.</p> <p>If successful in receiving these grants, the Township in partnership with Charles Mears State Park, Pentwater Village, and Oceana Beach Association will be and our consultants will be creating a Beachfront Restoration Design for Pentwater.</p> <p>4. Update on our friend, Jean Russell</p> <p>Jean is back home and doing well with support from her friends here in Pentwater.</p> <p>If you would like to send Jean a card her home mailing address is: 5545 North Wayne Rd., Pentwater, MI 4944</p>	
<p>Clerk Murphy reported the following:</p> <p><b>Elections</b></p> <ul style="list-style-type: none"> <li>• We have 13 days until the Election Day.</li> <li>• We have sent out 428 Absentee Ballots as of today we have received 290 back.</li> <li>• 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</li> </ul>	<p><b>CLERK’S REPORT</b></p>

Hart, MI. Voting will take place in the Jury Room. You Can vote you Absentee Ballot during the 9 days of early voting.

- 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 only 1 piece at a time. I'm still planning to make signage to let people know to push up on the metal plate to ease the struggle.
- I was hoping to update the Township website with an Election page, it will definitely not happen before the Presidential Primary. Maybe before the May Election.
- Our Public logic and accuracy test for all of our voting equipment is going to be on Wednesday 21, 2024 starting at 3:30 pm. Open to the Public.
- I would like to make you aware that there will be many groups asking you to sign petitions for ballot proposal, whether local issues or a constitutional amendment this Election Season. For Example, the 2 that I'm going to mention are getting a lot of attention. The first AxMITax, a group who has a petition for a constitutional amendment to eliminate all property taxes. The second Citizens for Choice whose mission statement is to restore local control over zoning regulations, with a petition to repeal part 8 of Public Act 233 of 2023. Just educate yourself and don't feel any pressure to sign anything you are not comfortable with. Like so many people ask us in the Clerk's office why do you have so much more work with the Elections now. And I say because of the passing of Proposal 2 in 2022 and most people don't even remember voting on it,

**Proposal 22-2 A proposal to amend the state constitution to add provisions regarding elections. This proposed constitutional amendment would:**

- Recognize fundamental right to vote without harassing conduct;
- Require military or overseas ballots be counted if postmarked by election day;
- Provide voter right to verify identity with photo ID or signed statement;
- Provide voter right to single application to vote absentee in all elections;
- Require state-funded absentee-ballot drop boxes, and postage for absentee applications and ballots;
- Provide that only election officials may conduct post-election audits;
- Require nine days of early in-person voting;
- Allow donations to fund elections, which must be disclosed;
- Require canvass boards certify election results based only on the official records of votes cast.

- We are working with our Accounting Software Company to become compliant with the Michigan Department of Treasury Uniform Chart of Accounts. It has been a long process and I have to give my Deputy Clerk most of the credit to getting us to Phase 6. Hopefully, we are nearing the end, but the software agent would not commit to end date. It was actually quite funny to listen to her try

<p>and not commit.</p> <ul style="list-style-type: none"> <li>• Year end filings are complete with State and Federal Agencies.</li> <li>• Completing the work on a couple of FOIAs</li> <li>• Workman’s Comp Audit for Fire Department</li> <li>• Continuous and Ongoing Training for Elections. Along with trying to get a Training together for our Election Inspectors and Set up for Election Day.</li> <li>• I wanted to mention that I have had many comments lately that they believe Township Hall is too small to hold the Elections. And I have to agree but with all the changes and then having to change the precinct on top or everything else would lead to more confusion for the voter. Im going to try to set up the Voting space a differently and hope this helps with spacing.</li> </ul> <p>Looking forward to FY 24/25</p> <p>Respectfully Submitted,</p>	
<p>See Attached</p>	<p><b>TREASURER’S REPORT</b></p>
<p>The following reports were received and placed on file:</p> <ul style="list-style-type: none"> <li>• <del>Library</del></li> <li>• Fire Department</li> <li>• Recreation</li> </ul>	<p><b>OTHER DEPARTMENTAL REPORTS</b>  <b>Library, Fire Department and Recreation</b></p>
<p>The following Staff reports were received and placed on file:</p> <ul style="list-style-type: none"> <li>• Deputy Supervisor, Zoning Administrator &amp; Ordinance Enforcement Officer</li> <li>• <del>Assessor</del></li> <li>• <del>Cemetery</del></li> <li>• <del>Transfer Station</del></li> </ul>	<p><b>STAFF REPORTS</b>  <b>Zoning, Assessing, Cemetery, Transfer Station</b></p>
<p><b>Unfinished Business:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>UNFINISHED BUSINESS</b></p>
<p>Motion by Flynn, seconded by Murphy to approve the Township Treasurer to attend the 2024 MMTA Certification training</p> <p>Roll call vote:  Yes: Cavazos, Murphy, Douglas, Flynn  No: None  Motion: Carries</p>	<p><b>NEW BUSINESS a)</b>  <b>MMTA 2024 Professional Treasurer Certification</b></p>
<p>Motion by Douglas, seconded by Flynn to approve Policy and Procedures for Disposition of Surplus Real Estate.</p>	<p><b>NEW BUSINESS b)</b>  <b>Policy &amp;</b></p>

<p>Roll call vote:  Yes: Cavazos, Murphy, Douglas, Flynn  No: None  Motion: Carries</p>	<p><b>Procedures for Disposition of Surplus Real Estate</b></p>
<p>Motion by Douglas, seconded by Flynn to approve Resolution 2024-03 which authorizes the sale of Parcel #: 64-001-620-016-00</p> <p>Roll call vote:  Yes: Cavazos, Murphy, Douglas, Flynn  No: None  Motion: Carries</p>	<p><b>NEW BUSINESS c) Resolution 2024-03 to move forward on Sale of Parcel 64-001-620-016-00</b></p>
<p>Motion by Cavazos, seconded by Flynn to approve Resolution 2024-04 to exempt Planning Commission from Capital Improvements Program Requirements</p> <p>Roll call vote:  Yes: Cavazos, Murphy, Douglas, Flynn  No: None  Motion: Carries</p>	<p><b>NEW BUSINESS d) Resolution 2024-04 Exempting Planning Commission from Capital Improvements Program Requirements</b></p>
<p>Motion by Douglas, seconded by Murphy to approve the revised Access Agreement for Park Place and the revised contract for Recreational Services for 4/1/24 – 3/31/25.</p> <p>Roll call vote for all above motions:  Yes: Cavazos, Murphy, Douglas, Flynn  No: None  Motion: Carries</p>	<p><b>NEW BUSINESS e) Revisit the Renewal of Park Place Access Agreement and Contract for Recreational Services for 4/1/24 – 3/31/25</b></p>
<p>Motion by Douglas, seconded by Flynn to approve the hiring of short-term election assistance during an election year.</p> <p>Roll call vote:  Yes: Cavazos, Murphy, Douglas, Flynn  No: None  Motion: Carries</p>	<p><b>NEW BUSINESS f) Approval of Hiring Short Term Election Assistants</b></p>
<p>Motion by Cavazos, seconded by Douglas to approve the newly elected Fire Department Officers as follows:  Fire Chief - Jonathan Hughart; Treasurer - Terry Cluchey; MFR Coordinator - Adam Kokx</p> <p>Voice vote:  Yes: Cavazos, Murphy, Douglas, Flynn  No: None  Motion: Carries</p>	<p><b>NEW BUSINESS g) Approval of Newly Elected Fire Department Officers</b></p>
<p>Motion by Flynn, seconded by Douglas to approve the Q4 2023 Budget Amendments for Sewer</p> <p>Roll call vote:</p>	<p><b>NEW BUSINESS h) Q4 2023 Budget Amendments for Sewer</b></p>

<p>Yes: Cavazos, Murphy, Douglas, Flynn  No: None  Motion: Carries</p>	
<p>Motion by Murphy, seconded by Douglas to approve the Transfer Station Free Days as follows: June 15<sup>th</sup> and October 5<sup>th</sup></p> <p>Roll call vote:  Yes: Cavazos, Murphy, Douglas, Flynn  No: None  Motion: Carries</p>	<p><b>NEW BUSINESS i)  Transfer Station  Free Days for 2024</b></p>
<p>Motion by Douglas, seconded by Cavazos to approve the proposal to hire CityWebCentral to design a new Pentwater Township Website with costs not to exceed \$15,000</p> <p>Roll call vote:  Yes: Cavazos, Murphy, Douglas, Flynn  No: None  Motion: Carries</p>	<p><b>NEW BUSINESS j)  Proposal to Hire  City Web Central  as Website  Developer</b></p>
<p>Township fee schedule was reviewed and compared to other sites including Oceana County Transfer station. Board requests Clerk’s office to propose new fee structure at next meeting. It was further proposed to begin charging a fee for yard waste disposal, with \$5/load proposed. (This would require gating of the yard waste area, and possibly another attendant to manage that area).</p>	<p><b>NEW BUSINESS k)  Discussion:  Transfer Station  Fee Schedule</b></p>
<ul style="list-style-type: none"> <li>• Ron Christians asked which budget year the approved website development would be associated with.</li> </ul>	<p><b>PUBLIC  COMMENTS</b></p>
<ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>OTHER ITEMS  FROM  BOARD MEMBERS</b></p>
<p>Moved by Flynn, seconded by Douglas to adjourn the meeting at 7:42 PM.  Motion carried via voice vote.</p>	<p><b>ADJOURNMENT</b></p>
<p>_____</p> <p>Maureen Murphy, Township Clerk</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Date</p>	<p><b>Notes taken by  Deputy Supervisor  Keith Edwards &amp;  later formalized  by Deputy Clerk  Glenn Beavis</b></p>