MASTER

PENTWATER TOWNSHIP BOARD

AGENDA PACKET

REGULAR BOARD MEETING

February 14, 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

February 14, 2024 at 6:00 p.m.
Pentwater Community Hall
500 N. Hancock Street, Pentwater, MI 49449

Join Zoom Meeting
https://us02web.zoom.us/j/89077282708?pwd=ejVxUWM0WlM3NHNoVmpIRkVXZ0dvZz09

Meeting ID: 890 7728 2708
Passcode: 313679

AGENDA

1. Call to Order/Pledge
2. Roll Call
3. Consent Agenda – Review & Action
   a. Minutes of January 10, 2024 & January 17, 2024
   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 Minutes (Dec 6, 2023; Jan 3, 2024; Feb 7, 2024)
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: MMTA 2024 Professional Treasurer Certification Training

b. Review & Action: Policy & Procedures for Disposition of Surplus Real Property

c. Review & Action: Resolution 2024-03: Proposed Sale of Parcel 64-001-620-016-00

d. Review & Action: Resolution 2024-04: Exempting Planning Commission from Capital Improvements Program Requirements

e. Review & Action: Revisit of Revised Park Place Access agreement & Contract for Recreation Services

f. Review & Action: Board Approval for Hiring Short Term Election Assistants

g. Review & Action: Approval of Newly Elected Fire Department Officers

h. Review & Action: Q4 2023/24 Budget Amendment – Sewer

i. Review & Action: Transfer Station Free Days

j. Review & Action: Proposal to Hire CityWebCentral as Website Developer

k. Discussion: Transfer Station Fee review

15. Public Comments

16. Other Items from Board Members

17. Adjournment

PENTWATER TOWNSHIP

A General Law Township

Pentwater Township Regular Board Meeting

Consent Agenda Items

February 14, 2024

- Prior Meeting Minutes:
  - Township Regular Board Meeting – January 10, 2024
  - Capital Improvement Plan & Budget Workshop – January 17, 2024
  -
- Correspondence:
  - None
- Financial Reports 4/1/23 thru 01/31
- Claims/Bills for the period 1/5/24 – 2/14/24 as follows (incl. payroll):
  - Township - $40,663 (Includes Road Fund)
  - Cemetery - $6,129
  - Fire - $3,798
  - Sewer – $18,753

PENTWATER TOWNSHIP BOARD PENTWATER COMMUNITY HALL 500 N. HANCOCK STREET, PENTWATER, MI 49449 ***Draft Minutes*** 10 January 2024 ZOOM Available for Audience	
Supervisor Cavazos called the Regular Board Meeting to order at 6:02 PM **Members Present:** Cavazos, Murphy, Douglas, Flynn, Holub **Members Absent**: None **Staff Present:** Keith Edwards – Deputy Supervisor & Zoning Administrator **Others Present:** Al Brosky, Tom Roose, Jeff Wrisley, Paula Degregorio, Cathy Crumb, Mark Trierweiler, Chris Conroy **Present via Zoom:** Dave Spitler, Carol Triebel, Joan/Ted Cuchna	**CALL TO ORDER** **ROLL CALL**

Moved by Douglas and seconded by Holub to accept the Consent Agenda as amended to include correspondence from Charter Communications:
• Prior Meeting Minutes (December 13, 2023)
• Correspondence: Charter Communications
• Budget Reports: (4/1/23 thru 12/31/23)
• Claims/Bills (payroll, paid, and to be paid) for the 12/14/23 thru 1/4/24 as follows:
  ○ Township - $46,314 (includes any Road Fund payroll)
  ○ Cemetery - $2,919
  ○ Fire - $6,048
  ○ Road - $0
  ○ Sewer - $7,979
Roll call vote:
Yes: Cavazos, Murphy, Flynn, Holub, Douglas
No: None
Motion Carries
	CONSENT AGENDA - Review & Action

Moved by Flynn and seconded by Cavazos to accept the meeting agenda with revision to add agenda item regarding CY2024 IRS Mileage Reimbursement Rate. Roll call vote: Yes: Cavazos, Murphy, Flynn, Holub, Douglas No: None Motion Carried	**MEETING AGENDA**
• Chris Conroy thanks The Board for approving the Master Plan. She also reviewed the agenda for the upcoming MTA Annual Educational Conference in advance of today's meeting and sees value in our attending the conference. Finally, she asked that we query the MTA as to why they do not support Michigan House Bill	**PUBLIC COMMENTS**

4729 regarding proposed workman's compensation for fire fighters injured while on duty • Mark Trierweiler acknowledged Chris Conroy for her years of effort in supporting development of the Master Plan	
Supervisor Cavazos communicated the following: 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 Murphy reported the following: 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**	**CLERK'S REPORT**

• We have approximately 1600 voters combined. 800 in the Village and 800 in the Township. • We have sent out 683 AVBAs 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 Box 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.	
Treasure Douglas stated that Chris Brown sent her public correspondence last month as a "private citizen" stating that he would prepare a Power Point presentation to explain the Township's budget to "us", however, "that is not necessary as we know he's not well educated in Michigan General Law Township budgets."	**TREASURER'S REPORT**
The following reports were received and placed on file: • ~~Library~~	**OTHER DEPARTMENTAL REPORTS**

• Fire Department • Recreation	**Library, Fire Department and Recreation**
The following Staff reports were received and placed on file: • Deputy Supervisor, Zoning Administrator & Ordinance Enforcement Officer • Assessor • ~~Cemetery~~ • ~~Transfer Station~~	**STAFF REPORTS Zoning, Assessing, Cemetery, Transfer Station**
Unfinished Business: • None	**UNFINISHED BUSINESS**
Motion by Douglas, seconded by Murphy to renew the Access Agreement for Park Place from 4/1/24 to 3/31/25 Roll call vote: Yes: Cavazos, Murphy, Douglas, Holub, Flynn No: None Motion: Carries	**NEW BUSINESS a) Access Agreement for Park Place Community Building**
Motion by Cavazos, seconded by Douglas to renew the contract with Pentwater Village for Recreational Services from 4/1/24 to 3/31/25 Roll call vote: Yes: Cavazos, Murphy, Douglas, Holub, Flynn No: None Motion: Carries	**NEW BUSINESS b) Renewal of Contract Agreement for Recreational Services**
Motion by Holub, seconded by Flynn to approve the outlined scope of services from Fleis & Vandenbrink in the amount of $15,700 Roll call vote: Yes: Cavazos, Murphy, Douglas, Holub, Flynn No: None Motion: Carries	**NEW BUSINESS c) F&V Design, Permitting, & Bidding Proposal**
Motion by Douglas, seconded by Cavazos to approve Resolution No. 2024-01: Resolution for Poverty Exemption Roll call vote: Yes: Cavazos, Murphy, Douglas, Holub, Flynn No: None Motion: Carries	**NEW BUSINESS d) Poverty Exemption Resolution**
Motion by Holub, seconded by Flynn to approve Q3 2023 Budget Amendment for General Fund Motion by Holub, seconded by Flynn to approve Q3 2023 Budget Amendment for Fire Fund	**NEW BUSINESS e) Q3 2023 Budget Amendments**

Motion by Cavazos, seconded by Murphy to approve Q3 2023 Budget Amendment for Road Fund Motion by Holub, seconded by Flynn to approve Q3 2023 Budget Amendment for Cemetery Fund Motion by Holub, seconded by Flynn to approve Q3 2023 Budget Amendment for Sewer Fund Roll call vote for all above motions: Yes: Cavazos, Murphy, Douglas, Holub, Flynn No: None Motion: Carries	
Motion by Douglas, seconded by Murphy to approve attendance of specific Pentwater Township Board and Staff to attend the Annual MTA Educational Conference. Roll call vote: Yes: Cavazos, Murphy, Douglas, Holub, Flynn No: None Motion: Carries	**NEW BUSINESS f) Upcoming MTA Annual Educational Conference**
A budget & Capital Improvement Planning Workshop will be scheduled for Wednesday, January 17th beginning at 10:00 a.m. and will running until 2:00 p.m. or as needed. Post-Meeting Update: Clerk Murphy confirmed post-meeting that the workshop notice needs to be posted at least 18 hours in advance of the meeting but does not need to be published in a local newspaper. Posting to the Township bulletin board and website has already been completed.	**NEW BUSINESS g) DISCUSSION: Budget & Capital Improvement Plan Workshop Planning**
Update on Michigan Coastal Management Grant: The grant was submitted on December 15, 2023 by the Michigan Coastal Management Team. The Project Title is: Pentwater Community "Beachfront Restoration Design Plan. The project start and end dates are: November 1, 2024 – February 28, 2026. Total Project Budget: $103, 581 (Grant Request $51,570 and the Match $51,831) A new grant is being applied for through the State Park/Friend Partnership. Additional funds are needed for the Cas Cap (in the above grant) The request is for $24,500.	**NEW BUSINESS h) DISCUSSION: Michigan Coastal Management Grant Update**
Mr. Holub informed the members that he, the Supervisor and the Deputy Supervisor had a zoom meeting with representatives of Fleis & Vandenbrink regarding possible grant opportunities for a permanent repair of the fishing platform on the Longbridge Road bridge. He said that there were three potential grant opportunities through the Michigan Department of Natural Resources. He stated a representative of Fleis & Vandenbrink indicated that the Joint Recreation Plan for Pentwater had expired on December 30, 2023 so that the Township could not qualify for grants from two of the three programs. They were informed that the third grant program had a maximum grant amount of $150,000 and a match of $75,000 so it was not an option since the estimated cost to permanently repair the fishing platform was nearly $300,000. Mr. Holub concluded by saying that the Township would arrange a zoom meeting with	**NEW BUSINESS i) DISCUSSION: Grant Opportunities for Longbridge Fishing Platform & Deck**

representatives of Fleis & Vandenbrink as well as the Oceana County Road Commission to further discuss options regarding the fishing platform and planned improvements to the bridge and adjoining roadway.	
Motion by Holub, seconded by Flynn to approve updating of the Township Expense Report template to reflect CY2024 IRS Mileage Reimbursement Rate. Roll call vote: Yes: Cavazos, Murphy, Douglas, Holub, Flynn No: None Motion: Carries	**NEW BUSINESS j) CY2024 IRS Mileage Reimbursement Rate**
• Mark Trierweiler advised that he has submitted three FOIA requests to the Village, one to Jeff Hodges and two from Rande Listerman. He had not heard back from the one sent to Mr. Hodges and was not satisfied with what he received from Ms. Listerman. • Mark also thanks Treasurer Douglas for "having the backs of both Village and Township residents." • Dave Spitler noted that there is a county-wide recreational plan under development that is expected to be completed in the next 1 – 2 months. This may be a useful reference document for the Township	**PUBLIC COMMENTS**
• None	**OTHER ITEMS FROM BOARD MEMBERS**
Moved by Cavazos to adjourn the meeting at 7:26 PM. Motion carried via voice vote.	**ADJOURNMENT**
_____ _____ Maureen Murphy, Township Clerk Date	**Notes taken by Clerk Murphy & formalized by Deputy Clerk Beavis**

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
INVOICE ENTRY DATES 01/11/2024 - 02/08/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GFCKG

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Pay By Check Type: EFT Transfer							
2295	CARDMEMBER SERVICES	12/30/2023	01/13/2024	705.96	0.00	Paid	Y
2313	CARDMEMBER SERVICES	01/30/2024	02/06/2024	2,113.36	0.00	Paid	Y
Total Pay By Check Type: EFT Transfer				2,819.32	0.00		
Pay By Check Type: Paper Check							
2296	CHARTER COMMUNICATIONS	12/31/2023	01/13/2024	177.97	0.00	Paid	Y
2297	CONSUMERS ENERGY	12/31/2023	01/13/2024	65.70	0.00	Paid	Y
2298	CONSUMERS ENERGY	12/31/2023	01/13/2024	21.76	0.00	Paid	Y
2299	INTEGRITY BUSINESS SOLUTIONS	01/08/2024	01/13/2024	66.98	0.00	Paid	Y
2300	INTEGRITY BUSINESS SOLUTIONS	01/08/2024	01/13/2024	5.85	0.00	Paid	Y
2301	MICHIGAN MUNICIPAL TREASURERS ASS	01/10/2024	01/13/2024	649.00	0.00	Paid	Y
2302	QUADIENT FINANCE USA INC	12/31/2023	01/13/2024	539.00	0.00	Paid	Y
2303	RYANS LAWN CARE	01/08/2024	01/13/2024	86.00	0.00	Paid	Y
2304	SHOTWELL SOLUTIONS LLC	01/07/2024	01/13/2024	669.97	0.00	Paid	Y
2305	SPECTRUM PRINTERS, INC	12/31/2023	01/13/2024	566.66	0.00	Paid	Y
2307	DTE ENERGY	01/06/2024	01/16/2024	142.67	0.00	Paid	Y
2308	KCI	01/12/2024	01/16/2024	1,434.74	0.00	Paid	Y
2309	OCEANA COUNTY TREASURER	01/10/2024	01/16/2024	15.38	0.00	Paid	Y
2312	ANAVON TECHNOLOGY GROUP	02/01/2024	02/06/2024	125.74	0.00	Paid	Y
2314	CINTAS	01/18/2024	02/06/2024	64.60	0.00	Paid	Y
2315	CINTAS	02/01/2024	02/06/2024	77.00	0.00	Paid	Y
2316	CONSUMERS ENERGY	01/29/2024	02/06/2024	166.70	0.00	Paid	Y
2317	CONSUMERS ENERGY	02/01/2024	02/06/2024	21.73	0.00	Paid	Y
2318	CONSUMERS ENERGY	01/31/2024	02/06/2024	65.66	0.00	Paid	Y
2319	GLENN C BEAVIS	01/24/2024	02/06/2024	226.75	0.00	Paid	Y
2320	GABRIDGE & COMPANY, PLC	01/01/2024	02/06/2024	650.00	0.00	Paid	Y
2321	GREAT LAKES & ST LAWRENCECITIES I	01/23/2024	02/06/2024	275.00	0.00	Paid	Y
2322	LUDINGTON DAILY NEWS, OCEANA HERA	01/25/2024	02/06/2024	134.80	0.00	Paid	Y
2323	LUDINGTON DAILY NEWS, OCEANA HERA	01/25/2024	02/06/2024	168.50	0.00	Paid	Y
2324	LYNNE CAVAZOS	01/23/2024	02/06/2024	199.66	0.00	Paid	Y
2325	MAUREEN MURPHY	01/20/2024	02/06/2024	95.34	0.00	Paid	Y
2326	MAUREEN MURPHY	01/31/2024	02/06/2024	127.30	0.00	Paid	Y
2327	MIKA MYERS	01/09/2024	02/06/2024	157.50	0.00	Paid	Y
2328	RICOH USA, INC - 1	01/19/2024	02/06/2024	117.52	0.00	Paid	Y
2329	RYANS LAWN CARE	02/05/2024	02/06/2024	954.00	0.00	Paid	Y
2330	US POSTAL SERVICE	02/01/2024	02/06/2024	74.00	0.00	Paid	Y
2336	PENTWATER CONVENIENCE CENTER	11/04/2023	02/07/2024	72.60	0.00	Paid	Y
2361	ROOSE ELECTRIC CO., INC	01/29/2024	02/07/2024	100.00	0.00	Paid	Y
Total Pay By Check Type: Paper Check				8,316.08	0.00		

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
INVOICE ENTRY DATES 01/11/2024 - 02/08/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GFCKG

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
# of Invoices:	35	# Due:	0	Totals:	11,135.40	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					11,135.40	0.00	

+ 29,527.74 PR
40,663.14

--- TOTALS BY BANK ---

GFCKG	GENERAL FUND CHECKING	11,135.40

--- TOTALS BY GL DISTRIBUTION ---

101-171-913.000	TRAVEL	199.66
101-215-910.000	EDUCATION/TRAINING	255.00
101-215-913.000	TRAVEL	472.54
101-253-752.000	SUPPLIES/EQUIPMENT	123.51
101-253-910.000	EDUCATION/TRAINING	649.00
101-257-851.000	POSTAGE	1,434.74
101-262-752.000	SUPPLIES/EQUIPMENT	2,322.61
101-262-955.000	MISCELLANEOUS	95.34
101-265-727.000	TWP OFFICE SUPPLIES	72.83
101-265-752.000	SUPPLIES/EQUIPMENT	368.37
101-265-802.000	PROF SERV SOFTWARE	590.00
101-265-804.000	PROF SERV-ATTOR	157.50
101-265-805.000	PROF SERV-AUDIT	650.00
101-265-806.001	PROF SERV INFO	79.97
101-265-850.000	UTIL PH/INTERNE	303.71
101-265-851.000	POSTAGE	613.00
101-265-855.000	OTHER SER/CHGS	141.60
101-265-900.000	PRINT/PUBLISH	168.50
101-265-915.000	MEMBER/DUES	473.00
101-265-920.000	UTILITIES	484.22
101-265-931.000	REP/MAINT BUILDING	100.00
101-265-932.000	REP/MAIN MOW/SN	1,040.00
101-265-940.000	COPY MACH RENT	117.52
101-265-955.000	MISCELLANEOUS	15.38
101-526-956.000	MISCELLANEOUS	72.60
101-702-900.000	PRINT/PUBLISH	134.80

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BANK CODE: GFCKG

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			11,135.40	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	171 - SUPERVISOR			199.66	0.00		
	215 - CLERK			727.54	0.00		
	253 - TREASURER			772.51	0.00		
	257 - ASSESSOR			1,434.74	0.00		
	262 - ELECTION			2,417.95	0.00		
	265 - TOWNSHIP			5,375.60	0.00		
	526 - TRANSFER STATION			72.60	0.00		
	702 - ZONING ADMINISTRATION			134.80	0.00		

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
INVOICE ENTRY DATES 01/11/2024 - 02/08/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: CEMCK

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Pay By Check Type: Paper Check							
2306	PONTEM SOFTWARE	01/01/2024	01/14/2024	1,345.00	0.00	Paid	Y
2331	CONSUMERS ENERGY	01/23/2024	02/06/2024	29.24	0.00	Paid	Y
2332	CONSUMERS ENERGY	01/23/2024	02/06/2024	30.53	0.00	Paid	Y
2333	CONSUMERS ENERGY	01/23/2024	02/06/2024	37.91	0.00	Paid	Y
2334	CONSUMERS ENERGY	01/23/2024	02/06/2024	29.24	0.00	Paid	Y
2335	FRONTIER	01/10/2024	02/06/2024	128.63	0.00	Paid	Y
2337	PENTWATER TOWNSHIP	01/19/2024	02/07/2024	2,067.00	0.00	Paid	Y
Total Pay By Check Type: Paper Check				3,667.55	0.00		
# of Invoices:	7 # Due:	0	Totals:	3,667.55	0.00		
# of Credit Memos:	0 # Due:	0	Totals:	0.00	0.00		
Net of Invoices and Credit Memos:				3,667.55	0.00		

+ 2,461.78 PR
6,129.33

--- TOTALS BY BANK ---

CEMCK	CEMETERY CHECKING	3,667.55

--- TOTALS BY GL DISTRIBUTION ---

209-567-802.000	PRO SERV SOFTWA	685.00	
209-567-915.000	MEMBER/DUES	660.00	
209-567-920.000	UTILITIES	255.55	
209-567-935.000	INSURANCE	2,067.00	

--- TOTALS BY FUND ---

209 - CEMETERY FUND	3,667.55	0.00

--- TOTALS BY DEPT/ACTIVITY ---

567 - CEMETERY	3,667.55	0.00

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
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BANK CODE: FDCHK

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Pay By Check Type: EFT Transfer							
2339	CARDMEMBER SERVICES	01/27/2024	02/07/2024	1,326.22	0.00	Paid	Y
2362	CARDMEMBER SERVICES	01/24/2024	02/07/2024	175.98	0.00	Paid	Y
Total Pay By Check Type: EFT Transfer				1,502.20	0.00		
Pay By Check Type: Paper Check							
2338	B&B FIRE DIVISON	11/01/2023	02/07/2024	677.19	0.00	Paid	Y
2340	CHARTER COMMUNICATIONS	01/01/2024	02/07/2024	275.91	0.00	Paid	Y
2341	DTE ENERGY	01/06/2024	02/07/2024	145.99	0.00	Paid	Y
2342	SHELBY BENONA FIRE DEPARTMENT	01/01/2024	02/07/2024	112.57	0.00	Paid	Y
2343	PENTWATER CONVENIENCE CENTER	01/01/2024	02/07/2024	40.02	0.00	Paid	Y
2344	PENTWATER CONVENIENCE CENTER	01/01/2024	02/07/2024	79.34	0.00	Paid	Y
2345	PENTWATER CONVENIENCE CENTER	01/01/2024	02/07/2024	26.72	0.00	Paid	Y
2346	PENTWATER CONVENIENCE CENTER	11/21/2023	02/07/2024	35.50	0.00	Paid	Y
2347	PENTWATER CONVENIENCE CENTER	01/08/2024	02/07/2024	76.00	0.00	Paid	Y
2348	PENTWATER CONVENIENCE CENTER	01/01/2024	02/07/2024	56.30	0.00	Paid	Y
2349	PENTWATER CONVENIENCE CENTER	11/01/2023	02/07/2024	25.00	0.00	Paid	Y
2350	PENTWATER CONVENIENCE CENTER	11/18/2023	02/07/2024	61.89	0.00	Paid	Y
2363	CONSUMERS ENERGY	01/23/2024	02/07/2024	358.25	0.00	Paid	Y
2364	LARSON AND SON	01/31/2024	02/07/2024	39.98	0.00	Paid	Y
2365	REPUBLIC SERVICES #240	01/25/2024	02/07/2024	167.13	0.00	Paid	Y
2366	VERIZON	01/24/2024	02/07/2024	76.02	0.00	Paid	Y
Total Pay By Check Type: Paper Check				2,253.81	0.00		

# of Invoices:	18	# Due:	0	Totals:	3,756.01	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					3,756.01	0.00

+ 42.50 PR
3,798.51

--- TOTALS BY BANK ---

FDCHK	FIRE DEPARTMENT CHECKING	3,756.01

--- TOTALS BY GL DISTRIBUTION ---

206-336-752.000	SUPPLIES/EQUIPMENT	656.35	
206-336-910.000	EDUCATION/TRAINING	112.57	
206-336-913.000	TRAVEL	136.20	
206-336-920.000	UTILITIES	1,424.07	
206-336-931.000	REP/MAINT	677.19	
206-336-955.000	MISCELLANEOUS	749.63	

--- TOTALS BY FUND ---

206 - FIRE FUND	3,756.01	0.00

--- TOTALS BY DEPT/ACTIVITY ---

336 - FIRE	3,756.01	0.00

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP
INVOICE ENTRY DATES 01/11/2024 - 02/08/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: SEW

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Pay By Check Type: Paper Check							
2310	DTE ENERGY	01/06/2024	01/16/2024	58.71	0.00	Paid	Y
2351	BS&A SOFTWARE	02/01/2024	02/07/2024	600.00	0.00	Paid	Y
2352	CONSUMERS ENERGY	01/23/2024	02/07/2024	44.65	0.00	Paid	Y
2353	CONSUMERS ENERGY	01/23/2024	02/07/2024	57.60	0.00	Paid	Y
2354	STATE OF MICHIGAN EGLE	01/15/2024	02/07/2024	1,800.00	0.00	Paid	Y
2355	ETNA SUPPLY	01/16/2024	02/07/2024	3,411.35	0.00	Paid	Y
2356	F&V OPERATIONS	01/09/2024	02/07/2024	2,677.07	0.00	Paid	Y
2357	FLEIS & VANDENBRINK	01/18/2024	02/07/2024	4,153.75	0.00	Paid	Y
2358	GREAT LAKES ENERGY	01/17/2024	02/07/2024	268.74	0.00	Paid	Y
2359	MIKA MYERS	01/09/2024	02/07/2024	968.50	0.00	Paid	Y
2360	PENTWATER TOWNSHIP	01/19/2024	02/07/2024	2,327.00	0.00	Paid	Y
2367	BARNEY'S SEWER & DRAIN CLEANERS	01/01/2024	02/08/2024	1,450.00	1,450.00	Open	N
2368	BARNEY'S SEWER & DRAIN CLEANERS	01/01/2024	02/08/2024	550.00	550.00	Open	N
Total Pay By Check Type: Paper Check				18,367.37	2,000.00		

# of Invoices:	13	# Due:	2	Totals:	18,367.37	2,000.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					18,367.37	2,000.00

+ 384.32 PR
18,752.69

--- TOTALS BY BANK ---

SEW	SEWER BANK	18,367.37

--- TOTALS BY GL DISTRIBUTION ---

592-538-804.000	PROF SER SOFTWA	600.00
592-538-830.002	ENGINEERING SERVICES	4,153.75
592-538-830.003	OPERATION SERVICES	2,677.07
592-538-830.005	LEGAL SERVICES	968.50
592-539-830.007	LIABILITY INSURANCE - SEWER	2,327.00
592-540-920.000	UTILITIES	102.25
592-541-800.000	PROF/CONTRACT SERVICES	3,800.00
592-541-920.000	UTILITIES	327.45
592-541-931.000	REP/MAINT	3,411.35

--- TOTALS BY FUND ---

592 - SEWER FUND	18,367.37	2,000.00

--- TOTALS BY DEPT/ACTIVITY ---

538 - SHARED N&S SEWER EXPENDITUR	8,399.32	0.00
539 - SHARED N&S SEWER ADMINISTRA	2,327.00	0.00
540 - TWP NORTH SEWER EXPENDITURE	102.25	0.00
541 - TWP SOUTH SEWER EXPENDITURE	7,538.80	2,000.00

Check Register Report For Pentwater Township

For Check Dates 01/11/2024 to 02/14/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/31/2024	GFCKG	22651	< Check added as Void >	0.00	0.00	0.00	Void
01/31/2024	GFCKG	22652	BEAVIS, GLENN C	2,595.00	1,724.92	0.00	Open
01/31/2024	GFCKG	22653	CAVAZOS, LYNNETTE M	1,485.58	1,170.20	0.00	Open
01/31/2024	GFCKG	22654	DOUGLAS, HEATHER A	1,485.58	1,292.17	0.00	Open
01/31/2024	GFCKG	22655	EATON, BARBARA C	2,278.33	1,834.65	0.00	Open
01/31/2024	GFCKG	22656	EDWARDS, KEITH J	1,203.83	1,063.79	0.00	Open
01/31/2024	GFCKG	22657	FLOOD, DEBRA A	810.00	685.44	0.00	Open
01/31/2024	GFCKG	22658	FLOOD, JOSEPH M	405.84	357.54	0.00	Open
01/31/2024	GFCKG	22659	FLYNN, MICHAEL W	134.42	108.42	0.00	Open
01/31/2024	GFCKG	22660	HOLUB, DEAN J	134.42	118.42	0.00	Open
01/31/2024	GFCKG	22661	MURPHY, MAUREEN H	1,485.58	1,292.17	0.00	Open
01/31/2024	GFCKG	EFT155	EFTPS TWP	2,848.89	2,848.89	0.00	Open
01/31/2024	GFCKG	EFT158	STATE OF MICHIGAN	2,307.53	2,307.53	0.00	Open
01/16/2024	GFCKG	EFT152	EFTPS TWP	2,144.16	2,144.16	0.00	Open
01/12/2024	GFCKG	22623	< Check added as Void >	0.00	0.00	0.00	Void
01/12/2024	GFCKG	22624	BEAVIS, GLENN C	915.00	659.71	0.00	Open
01/12/2024	GFCKG	22625	CAVAZOS, LYNNETTE M	1,485.58	1,170.19	0.00	Open
01/12/2024	GFCKG	22626	DOUGLAS, HEATHER A	1,485.58	1,292.16	0.00	Open
01/12/2024	GFCKG	22627	EATON, BARBARA C	2,278.33	1,834.63	0.00	Open
01/12/2024	GFCKG	22628	EDWARDS, KEITH J	1,183.83	1,048.15	0.00	Open
01/12/2024	GFCKG	22629	FLOOD, DEBRA A	700.00	599.54	0.00	Open
01/12/2024	GFCKG	22630	FLOOD, JOSEPH M	405.84	357.55	0.00	Open
01/12/2024	GFCKG	22631	FLYNN, MICHAEL W	134.42	108.43	0.00	Open
01/12/2024	GFCKG	22632	HOLUB, DEAN J	134.42	118.43	0.00	Open
01/12/2024	GFCKG	22633	MURPHY, MAUREEN H	1,485.58	1,292.16	0.00	Open
Totals:			Number of Checks: 025	29,527.74	25,429.25	0.00	

Total Physical Checks: 22

Total Check Stubs: 3

Check Register Report For Pentwater Township

For Check Dates 01/11/2024 to 02/14/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/31/2024	CEMCK	6255	BAILEY, CHRISTOPHER R.	745.50	662.90	0.00	Open
01/31/2024	CEMCK	6256	MURPHY, MAUREEN H	166.66	146.83	0.00	Cleared
01/31/2024	CEMCK	EFT156	EFTPS CEMETERY	306.56	306.56	0.00	Cleared
01/31/2024	CEMCK	EFT157	STATE OF MICHIGAN	330.90	330.90	0.00	Open
01/12/2024	CEMCK	6250	BAILEY, CHRISTOPHER R.	745.50	662.90	0.00	Cleared
01/12/2024	CEMCK	6251	MURPHY, MAUREEN H	166.66	146.83	0.00	Cleared
Totals:			Number of Checks: 006	2,461.78	2,256.92	0.00	

Total Physical Checks: 4

Total Check Stubs: 2

Check Register Report For Pentwater Township
For Check Dates 01/11/2024 to 02/14/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/31/2024	FDCHK	EFT159	STATE OF MICHIGAN	42.50	42.50	0.00	Cleared
01/16/2024	FDCHK	EFT151	EFTPS TWP	0.00	0.00	0.00	Cleared
Totals:			Number of Checks: 002	42.50	42.50	0.00	

Total Physical Checks:
Total Check Stubs: 2

Check Register Report For Pentwater Township

For Check Dates 01/11/2024 to 02/14/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/31/2024	SEW	8091	DOUGLAS, HEATHER A	166.66	153.91	0.00	Cleared
01/31/2024	SEW	EFT153	EFTPS SEWER	25.50	25.50	0.00	Cleared
01/31/2024	SEW	EFT154	EFTPS SEWER	25.50	25.50	0.00	Cleared
01/12/2024	SEW	8085	DOUGLAS, HEATHER A	166.66	153.91	0.00	Cleared
Totals:			Number of Checks: 004	384.32	358.82	0.00	

Total Physical Checks: 2

Total Check Stubs: 2

Capital Improvement Planning and Budget Review – Public Workshop

Date: Wednesday, January 17, 2024 Time: 10:00 AM – 2:30 PM

Location: Pentwater Township Hall (500 N. Hancock St., Pentwater)

Attendance:

Board Members: Lynne Cavazos, Heather Douglas, Mike Flynn, Dean Holub, Maureen Murphy
Staff: Glenn Beavis, Bob Miller Public Attendance: None

Summary of Workshop:

The workshop focused on two areas:

Capital Improvement: Maintenance and Projects

(1) Review of Current 5 Year Capital Improvement Plan and determine what projects have been completed or still need to be completed.
(2) Compile suggestions for Capital Improvements for Fiscal Year 2024-2025
(3) Review process and timeline for developing a comprehensive 6 Year Plan for 2025-2030

Development of Township Budget for 2024-2025 (April 1, 2024- March 30, 2025)

(1) Review of current Township Budget for 2023-2024 (April 1, 2023-March 30, 2024)
(2) Consider projections for Revenue – specifically the General Fund Revenue.
(3) Impact of Cost of Living Index.
(4) Review areas that need to be increased based on expenditures and increases in costs.

NOTE: Next Capital Improvement & Budget Planning Meeting: Thursday, 2/01/24 at 10:00 AM

" CORRESPONDENCE "

Ludington Daily News

www.ludingtondailynews.com

Dear Valued Ludington Daily News Subscriber,

I trust this message finds you well. We are reaching out to inform you about a change to our publication schedule that will take effect on Monday, January 22nd, 2024.

As you may be aware, the cost of producing and delivering a newspaper has risen over the past couple of years, reflecting the broader trend of increased prices across various industries. Your local newspaper is not exempt from these challenges, and after careful consideration, we have decided to make an adjustment to our print schedule.

Beginning January 22nd, 2024, the Ludington Daily News will no longer produce a printed edition on Mondays. While the print edition on Monday will be going away, we will continue to produce a Monday paper that will be available online and through our app.

We understand the importance of providing you with comprehensive news coverage, and we want to assure you that this decision was not made lightly. We chose Monday for this adjustment because it aligns with the existing practice of not publishing on federal holidays, seven of which fall on Mondays in 2024.
Here's what you can expect with this change:

1. **Online Access:** Despite the absence of the printed edition on Mondays, you will still have access to the Ludington Daily News through our online edition, available on our website or mobile app. Our app is a convenient and user-friendly way to stay connected with the latest news from our community. If you haven't already, you can scan the QR codes below to easily access the app:

2. **No Rate Increase:** We are pleased to share that, by implementing this change, we can maintain our current subscription rates without the need for a rate increase at this time. Your support and understanding in this matter are invaluable as we navigate the challenges posed by rising costs.

GET IT ON Google Play (Android)

Available on the App Store (iOS)

Our staff is available to assist you with any questions or concerns you may have, whether it's setting up the Ludington Daily News app or any other inquiries. You can reach out to our customer service team at (231) 583-1300 or circulation@ludingtondailynews.com, and you are also welcome to come to our office for in-person assistance.

We understand the importance of your local newspaper in keeping you informed about the events and stories that matter to our community. This adjustment allows us to continue delivering quality journalism while ensuring the financial sustainability of the Ludington Daily News.

Thank you for your understanding and continued support. We look forward to providing you with news and information throughout the week, both online and in print.

Sincerely,

Mike Hrycko
Publisher
Ludington Daily News

PO Box 340 • Ludington, MI 49431-0340 • (231) 845-5181 • fax (231) 843-4011

REVENUE AND EXPENDITURE REPORT FOR PENTWATER TOWNSHIP

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 01/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
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	137,144.41	93,367.83	162,099.59	45.83
101-000-405.000	TAX ADMINISTRATION FEE	60,700.00	57,208.50	18,165.98	3,491.50	94.25
101-000-405.001	ADMIN FEE LAND BANK	0.00	0.25	0.00	(0.25)	100.00
101-000-406.000	DELIQUENT 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	3,664.16	0.00	(364.16)	111.04
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	778.99	544.79	(778.99)	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	0.00	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	68,718.00	14,956.00	(12,618.00)	122.49
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	17,302.58	950.91	(17,002.58)	5,767.53
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	344,567.21	127,985.51	212,334.02	61.87
TOTAL REVENUES		556,901.23	344,567.21	127,985.51	212,334.02	61.87
Expenditures						
Dept 101 - TOWNSHIP BOARD						
101-101-702.000	SALARIES & WAGES	3,307.50	2,816.42	537.68	491.08	85.15
101-101-705.000	EMPLOYER FICA CONTRIB	253.02	215.44	41.14	37.58	85.15
101-101-999.000	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
Total Dept 101 - TOWNSHIP BOARD		3,560.52	3,031.86	578.82	528.66	85.15
Dept 171 - SUPERVISOR						
101-171-702.000	SALARIES & WAGES	35,653.80	29,711.60	2,971.16	5,942.20	83.33
101-171-702.001	DEPUTY WAGES	9,178.03	9,446.51	460.00	(268.48)	102.93
101-171-705.000	EMPLOYER FICA CONTRIB	3,429.63	2,995.61	262.48	434.02	87.34
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 01/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 01/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 171 - SUPERVISOR		49,661.46	42,888.15	3,693.64	6,773.31	86.36
Dept 215 - CLERK						
101-215-702.000	SALARIES & WAGES	35,653.80	30,878.24	2,971.16	4,775.56	86.61
101-215-702.001	DEPUTY WAGES	26,773.95	23,963.73	3,510.00	2,810.22	89.50
101-215-705.000	EMPLOYER FICA CONTRIB	4,775.72	4,235.94	495.81	539.78	88.70
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	1,055.86	255.00	944.14	52.79
101-215-913.000	TRAVEL	3,000.00	2,462.28	118.49	537.72	82.08
101-215-955.000	MISCELLANEOUS	0.00	80.04	0.00	(80.04)	100.00
Total Dept 215 - CLERK		72,703.47	63,569.38	7,350.46	9,134.09	87.44
Dept 247 - BOARD OF REVIEW						
101-247-702.000	SALARIES & WAGES	1,102.50	433.60	0.00	668.90	39.33
101-247-705.000	EMPLOYER FICA CONTRIB	84.34	33.16	0.00	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	29.85	29.85	470.15	5.97
Total Dept 247 - BOARD OF REVIEW		1,911.84	496.61	29.85	1,415.23	25.98
Dept 253 - TREASURER						
101-253-702.000	SALARIES & WAGES	35,653.80	29,711.60	2,971.16	5,942.20	83.33
101-253-702.001	DEPUTY WAGES	12,377.40	10,891.30	1,510.00	1,486.10	87.99
101-253-705.000	EMPLOYER FICA CONTRIB	3,674.39	3,106.14	342.81	568.25	84.53
101-253-727.000	TWP TREASURER OFFICE SUPPLIES	100.00	77.97	0.00	22.03	77.97
101-253-752.000	SUPPLIES/EQUIPMENT	500.00	263.21	123.51	236.79	52.64
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	700.00	670.00	0.00	30.00	95.71
101-253-851.000	POSTAGE	4,300.00	4,746.05	0.00	(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	950.00	1,332.00	649.00	(382.00)	140.21
101-253-913.000	TRAVEL	2,300.00	2,333.13	0.00	(33.13)	101.44
101-253-955.000	MISCELLANEOUS	550.00	675.75	0.00	(125.75)	122.86
Total Dept 253 - TREASURER		65,355.59	56,172.76	5,596.48	9,182.83	85.95
Dept 257 - ASSESSOR						
101-257-702.000	SALARIES & WAGES	54,680.85	45,566.65	4,556.66	9,114.20	83.33
101-257-705.000	EMPLOYER FICA CONTRIB	4,183.09	3,485.84	348.58	697.25	83.33
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	3,700.00	3,630.00	0.00	70.00	98.11
101-257-851.000	POSTAGE	1,435.00	1,434.74	1,434.74	0.26	99.98
101-257-955.000	MISCELLANEOUS	0.00	37.50	0.00	(37.50)	100.00

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 01/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 257 - ASSESSOR		65,998.94	55,146.73	6,339.98	10,852.21	83.56
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	881.75	594.24	5,118.25	14.70
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	615.00	615.00	(615.00)	100.00
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	0.00	452.19	9.56
101-262-955.000	MISCELLANEOUS	1,750.00	337.17	0.00	1,412.83	19.27
Total Dept 262 - ELECTION		30,301.31	1,881.73	1,209.24	28,419.58	6.21
Dept 265 - TOWNSHIP						
101-265-705.000	EMPLOYER FICA CONTRIB	449.82	413.46	62.09	36.36	91.92
101-265-706.000	CUSTODIAL WAGES	5,880.00	5,404.76	811.68	475.24	91.92
101-265-727.000	TWP OFFICE SUPPLIES	800.00	889.27	172.41	(89.27)	111.16
101-265-752.000	SUPPLIES/EQUIPMENT	6,000.00	5,127.18	109.96	872.82	85.45
101-265-802.000	PROF SERV SOFTWARE	5,550.00	4,835.91	590.00	714.09	87.13
101-265-804.000	PROF SERV-ATTOR	10,000.00	8,168.38	0.00	1,831.62	81.68
101-265-805.000	PROF SERV-AUDIT	5,500.00	6,838.00	0.00	(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	4,741.16	79.97	1,508.84	75.86
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	951.00	35.00	649.00	59.44
101-265-829.000	PERMITS	40.00	40.00	0.00	0.00	100.00
101-265-850.000	UTIL PH/INTERNE	4,000.00	3,037.05	431.30	962.95	75.93
101-265-851.000	POSTAGE	3,200.00	1,124.26	539.00	2,075.74	35.13
101-265-854.000	COPYING	3,000.00	3,181.16	355.20	(181.16)	106.04
101-265-855.000	OTHER SER/CHGS	2,400.00	2,028.33	77.00	371.67	84.51
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	2,178.30	127.20	821.70	72.61
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	5,100.61	99.00	899.39	85.01
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	4,772.59	653.68	2,627.41	64.49
101-265-930.000	REP/MAIN BRINE	0.00	0.00	0.00	0.00	0.00
101-265-931.000	REP/MAINT BUILDING	11,000.00	10,967.00	0.00	33.00	99.70
101-265-932.000	REP/MAIN MOW/SN	2,000.00	1,372.00	86.00	628.00	68.60
101-265-933.000	WEB	0.00	0.00	0.00	0.00	0.00
101-265-934.000	REP/MAIN CUSTOD	500.00	0.00	0.00	500.00	0.00
101-265-934.003	REP/MAIN MISC	4,600.00	275.00	0.00	4,325.00	5.98
101-265-935.000	INSURANCE/BONDS	10,050.00	10,270.00	0.00	(220.00)	102.19

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 01/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-265-937.000	WORK COMP	1,500.00	1,123.50	0.00	376.50	74.90
101-265-940.000	COPY MACH RENT	1,500.00	800.24	117.52	699.76	53.35
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	2,000.00	1,943.35	15.38	56.65	97.17
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	14,960.00	0.00	0.00	14,960.00	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	0.00	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		138,879.82	87,511.48	4,362.39	51,368.34	63.01
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	0.00	0.00	0.00	0.00	0.00
101-526-900.000	PRINT/PUBLISH	0.00	0.00	0.00	0.00	0.00
101-526-934.000	REP/MAINT	6,500.00	6,465.00	0.00	35.00	99.46
101-526-940.000	RENTALS	22,400.00	24,953.60	0.00	(2,553.60)	111.40
101-526-940.001	EQUIP RENT/JONS	1,000.00	802.52	0.00	197.48	80.25
101-526-956.000	MISCELLANEOUS	100.00	38.38	0.00	61.62	38.38
101-526-964.000	REFUNDS	0.00	0.00	0.00	0.00	0.00
Total Dept 526 - TRANSFER STATION		45,500.61	44,952.62	0.00	547.99	98.80
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	700.00	700.00	0.00	0.00	100.00
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	6,350.00	6,350.00	0.00	0.00	100.00
101-597-934.000	REP/MAIN BOAT	5,500.00	5,497.29	0.00	2.71	99.95
101-597-955.000	MISCELLANEOUS	450.00	350.00	0.00	100.00	77.78

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 01/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
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	3,310.00	3,386.21	0.00	(76.21)	102.30
101-701-705.000	EMPLOYER FICA CONTRIB	176.72	259.00	0.00	(82.28)	146.56
101-701-802.000	PROF SERV ATTORNEY	1,900.00	1,852.50	0.00	47.50	97.50
101-701-804.000	PROF SERV CONSULTANT	500.00	0.00	0.00	500.00	0.00
101-701-805.000	MASTER PLAN UPDATE	900.00	812.55	0.00	87.45	90.28
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	700.00	652.00	0.00	48.00	93.14
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	0.00	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	20,185.14	1,927.66	5,335.13	79.09
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	1,549.10	147.46	419.27	78.70
101-702-752.000	SUPPLIES/EQUIPMENT	30.00	0.00	0.00	30.00	0.00
101-702-802.000	PROF SERVICES	10,700.00	982.14	0.00	9,717.86	9.18
101-702-802.001	PROF SER ATTY	4,300.00	5,161.50	0.00	(861.50)	120.03
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	28,186.11	2,075.12	15,592.53	64.38
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

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 01/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT 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	420,849.20	31,235.98	136,052.04	75.57
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		556,901.23	344,567.21	127,985.51	212,334.02	61.87
TOTAL EXPENDITURES		556,901.24	420,849.20	31,235.98	136,052.04	75.57
NET OF REVENUES & EXPENDITURES		(0.01)	(76,281.99)	96,749.53	76,281.98	762,819,

REVENUE AND EXPENDITURE REPORT FOR PENTWATER TOWNSHIP

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 01/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 204 - ROAD FUND						
Revenues						
Dept 000						
204-000-402.000	CURRENT REAL PR	122,000.00	55,890.09	38,050.14	66,109.91	45.81
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	643.32	5,349.81	601.42	(4,706.49)	831.59
204-000-699.000	TRANSFER IN	6,200.00	0.00	0.00	6,200.00	0.00
Total Dept 000		128,843.32	65,574.17	38,651.56	63,269.15	50.89
TOTAL REVENUES		128,843.32	65,574.17	38,651.56	63,269.15	50.89
Expenditures						
Dept 000						
204-000-702.000	SALARIES & WAGES	1,517.25	1,114.97	0.00	402.28	73.49
204-000-705.000	EMPLOYER FICA CONTRIB	116.07	85.30	0.00	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	8,300.00	8,287.50	0.00	12.50	99.85
204-000-934.002	REP/MAIN INTERI	118,350.00	118,332.43	0.00	17.57	99.99
204-000-955.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
Total Dept 000		128,843.32	127,820.20	0.00	1,023.12	99.21
TOTAL EXPENDITURES		128,843.32	127,820.20	0.00	1,023.12	99.21
Fund 204 - ROAD FUND:						
TOTAL REVENUES		128,843.32	65,574.17	38,651.56	63,269.15	50.89
TOTAL EXPENDITURES		128,843.32	127,820.20	0.00	1,023.12	99.21
NET OF REVENUES & EXPENDITURES		0.00	(62,246.03)	38,651.56	62,246.03	100.00

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 01/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
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	111,007.68	75,574.08	131,143.25	45.84
206-000-402.100	CURR PROP TAX - EQUIPMENT	121,924.73	55,890.09	38,050.14	66,034.64	45.84
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	8,574.33	800.99	(8,574.33)	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	235,487.15	114,425.21	210,080.35	52.85
TOTAL REVENUES		445,567.50	235,487.15	114,425.21	210,080.35	52.85
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	0.00	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	0.00	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	350.00	35.00	150.00	70.00
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	0.00	(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	0.00	(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	11,126.24	640.73	2,873.76	79.47
206-336-931.000	REP/MAINT	37,090.00	27,923.24	476.27	9,166.76	75.29
206-336-935.000	INSURANCE	27,510.00	27,509.60	0.00	0.40	100.00
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	1,100.00	1,119.22	0.00	(19.22)	101.75
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 01/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 01/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 206 - FIRE FUND						
Expenditures						
206-336-970.000	CAPITAL OUTLAY	101,300.00	101,289.05	0.00	10.95	99.99
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	385,158.26	1,152.00	60,409.24	86.44
TOTAL EXPENDITURES		445,567.50	385,158.26	1,152.00	60,409.24	86.44
Fund 206 - FIRE FUND:						
TOTAL REVENUES		445,567.50	235,487.15	114,425.21	210,080.35	52.85
TOTAL EXPENDITURES		445,567.50	385,158.26	1,152.00	60,409.24	86.44
NET OF REVENUES & EXPENDITURES		0.00	(149,671.11)	113,273.21	149,671.11	100.00

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 01/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
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	38,375.51	26,126.23	45,344.66	45.84
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	0.00	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	9,331.33	1,173.65	(9,231.33)	9,331.33
209-000-671.000	OTHER INCOME	2,400.00	4,164.00	407.00	(1,764.00)	173.50
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	70,501.69	27,706.88	49,084.56	58.95
TOTAL REVENUES		119,586.25	70,501.69	27,706.88	49,084.56	58.95
Expenditures						
Dept 567 - CEMETERY						
209-567-702.000	SALARIES & WAGES	17,890.95	16,076.58	1,824.32	1,814.37	89.86
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	3,000.00	1,467.02	139.56	1,532.98	48.90
209-567-727.000	TWP OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
209-567-752.000	SUPPLIES/EQUIPMENT	5,300.00	5,256.95	0.00	43.05	99.19
209-567-801.000	PROF SERV-ATTOR	1,700.00	1,693.50	0.00	6.50	99.62
209-567-802.000	PRO SERV SOFTWA	2,100.00	1,962.67	685.00	137.33	93.46
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	2,500.00	3,157.00	0.00	(657.00)	126.28
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	382.00	35.00	38.00	90.95
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	660.00	660.00	(660.00)	100.00
209-567-920.000	UTILITIES	3,200.00	3,174.38	127.35	25.62	99.20
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	10,500.00	9,556.00	0.00	944.00	91.01
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	42,915.30	0.00	0.00	42,915.30	0.00

PERIOD ENDING 01/31/2024

GL NUMBER DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 01/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 209 - CEMETERY FUND					
Expenditures					
Total Dept 567 - CEMETERY	119,586.25	54,105.08	3,471.23	65,481.17	45.24
TOTAL EXPENDITURES	119,586.25	54,105.08	3,471.23	65,481.17	45.24
Fund 209 - CEMETERY FUND:					
TOTAL REVENUES	119,586.25	70,501.69	27,706.88	49,084.56	58.95
TOTAL EXPENDITURES	119,586.25	54,105.08	3,471.23	65,481.17	45.24
NET OF REVENUES & EXPENDITURES	0.00	16,396.61	24,235.65	(16,396.61)	100.00

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 01/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
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	3,175.36	337.46	(3,175.36)	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	3,175.36	337.46	63,841.64	4.74
TOTAL REVENUES		67,017.00	3,175.36	337.46	63,841.64	4.74
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	3,175.36	337.46	63,841.64	4.74
TOTAL EXPENDITURES		67,017.00	0.00	0.00	67,017.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	3,175.36	337.46	(3,175.36)	100.00

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 01/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
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	0.00	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	0.00	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	0.00	153,570.63	39.42
TOTAL REVENUES		253,500.00	99,929.37	0.00	153,570.63	39.42
Expenditures						
Dept 538 - SHARED N&S SEWER EXPENDITURES						
592-538-752.000	SUPPLIES/EQUIPMENT	0.00	4,751.43	0.00	(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	0.00	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	13,990.50	0.00	1,009.50	93.27
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	78,109.49	0.00	39,890.51	66.19
Dept 539 - SHARED N&S SEWER ADMINISTRATION						
592-539-702.000	SALARIES & WAGES	15,000.00	1,788.61	333.32	13,211.39	11.92
592-539-705.000	EMPLOYER FICA CONTRIB	1,147.50	213.68	25.50	933.82	18.62
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	4,534.08	358.82	36,965.92	10.93
Dept 540 - TWP NORTH SEWER EXPENDITURES						
592-540-752.000	SUPPLIES/EQUIPMENT	10,000.00	9,830.23	0.00	169.77	98.30
592-540-800.000	PROF/CONTRACT SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
592-540-920.000	UTILITIES	14,000.00	19,110.43	9,129.21	(5,110.43)	136.50

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 01/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 592 - SEWER FUND						
Expenditures						
592-540-931.000	REP/MAINT	2,000.00	1,740.00	0.00	260.00	87.00
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	29,000.00	0.00	0.00	29,000.00	0.00
Total Dept 540 - TWP NORTH SEWER EXPENDITURES		62,000.00	30,680.66	9,129.21	31,319.34	49.48
Dept 541 - TWP SOUTH SEWER EXPENDITURES						
592-541-752.000	SUPPLIES/EQUIPMENT	3,100.00	3,072.54	0.00	27.46	99.11
592-541-800.000	PROF/CONTRACT SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
592-541-920.000	UTILITIES	4,000.00	2,621.01	321.12	1,378.99	65.53
592-541-931.000	REP/MAINT	10,000.00	9,711.00	1,211.00	289.00	97.11
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	7,900.00	0.00	0.00	7,900.00	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	15,543.26	1,532.12	16,456.74	48.57
TOTAL EXPENDITURES		253,500.00	128,867.49	11,020.15	124,632.51	50.84
Fund 592 - SEWER FUND:						
TOTAL REVENUES		253,500.00	99,929.37	0.00	153,570.63	39.42
TOTAL EXPENDITURES		253,500.00	128,867.49	11,020.15	124,632.51	50.84
NET OF REVENUES & EXPENDITURES		0.00	(28,938.12)	(11,020.15)	28,938.12	100.00
TOTAL REVENUES - ALL FUNDS		1,571,415.30	819,234.95	309,106.62	752,180.35	52.13
TOTAL EXPENDITURES - ALL FUNDS		1,571,415.31	1,116,800.23	46,879.36	454,615.08	71.07
NET OF REVENUES & EXPENDITURES		(0.01)	(297,565.28)	262,227.26	297,565.27	2,975,65

Supervisor Report: 2/14/24

1. Update on Oceana County Road Commission (OCRC) Bond Money
    - 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.
    - 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)
    - 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).
    -
2. MTA Annual Conference at Grand Traverse Resort – April 22 – 25, 2024
    - No one from the Pentwater Township will be attending the conference this year. There are a number of scheduling conflicts for this conference.
    - The Township Official are planning to attend 1-day focused meetings/training within the State for the remainder of 2024.
    -
3. Pentwater Township joins the Great Lakes & St. Lawrence Cities Initiative

    - 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."

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.

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.

4. Update on our friend, Jean Russell
   Jean is back home and doing well with support from her friends here in Pentwater.
   If you would like to send Jean a card her home mailing address is:

   5545 North Wayne Rd., Pentwater, MI 4944 9

Clerk's Report – 14 February 2024

Elections

- We have 13 days until the Election Day.
- We have sent out 428 Absentee Ballots as of today we have received 290 back.
- 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. 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 retore 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 Treasurey Uniforn 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 and not commit.

Year end filings are complete with State and Federal Agencies.

Completing the work on couple FOIAs

Workmans Comp Audit for Fire Department

Continuous and Ongoing Training for Elections. Along with trying to get a Training together for our Election Inspectors and Set up for Election Day.

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.

So Looking forward to FY 24/25

Respectfully Submitted,

_____

Maureen Murphy

Bank Balances as of:	January 31, 2024	Interest
Township Funds		
Huntington Bank		
General Fund Checking:	$196,554	$36.02
Mi CLASS		
General Fund:	$141,148	$243.52
Road Fund	$171,908	$601.42
Hart-PTW Non-Motorized Trail Fund	$24,180	$113.10
Fund Balance Policy	$99,087	$463.49
ARPA Funds	$72,149	$337.46
General Fund **EDGE**	$44,024	$130.80
Total Township Funds	**$749,050**	**$1,925.81**
Fire Department Funds		
Huntington Bank		
Fire Dept Checking:	$122,193	
Mi CLASS		
Fire Department:	$134,280	$592.81
FD EDGE	$167,106	$208.18
Total Fire Department Funds	**$423,578**	**$800.99**
Sewer (Enterprise) Funds		
Shelby State Bank		
Sewer Checking:	$88,999	
Total Sewer Funds	**$88,999**	**$0.00**
Cemetery Funds		
Huntington Bank		
Cemetery Checking:	$67,213	
Mi CLASS		
Cemetery:	$244,430	$1,143.33
Cem **EDGE**	$36,332	$30.32
Total Cemetery Funds	**$311,643**	**$1,173.65**
Total All Funds	***$1,573,269***	**$3,900.45**

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

Secretary- Ray Hasil

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Monthly Meeting Minutes

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
   b. The 2024 PFD budget will be $259,422.65
   c. The 2024 Aerial Millage will be $130,617.94

IV. Old Business
   a. By-Laws- we did not get to work on by-laws much tonight and instead discussed our upcoming millage renewal.
   b. UAV- we are still determining whether or not to purchase a new UAV.
   c. Turnout gear grant

V. New Business
   a. We were awarded a Michigan Volunteer Fire Capacity grant that will match up to $1,750 toward wildland hose, nozzles and adapters.
   b. We will hold a budget meeting at 6PM on January 11.

VI. Training
   a. BBP Training was December 6 at 6PM with Arlene Kolby.
   b. There is a joint training tabletop exercise on February 19 with Riverton FD, both county emergency managers, 911 and Michigan DNR Fire Officers.
   c. Tonight- we will all inspect and inventory our turnout gear and wildland gear.

Secretary- Ray Hasil

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VII. Discussion on last month's calls: there were 21 medical and 2 fire calls for service in December. We ended with 371 calls for 2023.

VIII. Adjourn- a motion to adjourn by Aaron Boyko was seconded by Jesse Bowman.

Secretary- Ray Hasil

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Phone 231.869.5987 • Fax 231.869.8511
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Officer Meeting Minutes

Meeting Date: Wednesday, January 3, 2024 19:00
Meeting Location: Pentwater Fire Department
Call to Order

The By-Laws meeting that began at 4PM ran over and an officer meeting was not held.

Secretary- Ray Hasil

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Phone 231.869.5987 • Fax 231.869.8511
www.pentwaterfiredepartment.com

Monthly Meeting Minutes

Meeting Date: Wednesday, February 7, 2024 19:00
Meeting Location: Pentwater Fire Department
Call to Order

I. Pledge of Allegiance

II. Reading and Approval of Minutes
   a. Minutes from 1/3/24

III. Reports of Officers
   a. Treasurer Terry Cluchey
      i. Payroll- $25,150.00
      ii. Michigan CLASS- $134,279.70
      iii. Budget Funds- $61,561.24

IV. Old Business
   a. By-Laws- no update
   b. UAV- no update
   c. Turnout gear grant- we are awaiting a response from the State of Michigan.
   d. Michigan Volunteer Fire Capacity grant- paperwork just arrived today.

V. New Business
   a. Department elections for the positions of Fire Chief, Treasurer and MFR Coordinator were held tonight. Certified firefighter members eligible to vote tonight were Jonathan Hughart, Mike Barefoot, Mark Haynor, Adam Kokx, Ray Hasil, Aaron Boyko, Terry Cluchey, Kyle Dillingham, Brad VanDuinen and Oscar Esquivel. Probationary member Anna VanDuinen was also in attendance but is not yet certified and is not yet able to vote.
      i. A motion to nominate Jonathan Hughart to the position of Fire Chief by Mike Barefoot was seconded by Adam Kokx. A vote by members present was unanimously in favor.
      ii. A motion to nominate Terry Cluchey to the position of Treasurer by Kyle Dillingham was seconded by Adam Kokx. A vote by members present was unanimously in favor.
      iii. A motion to nominate Adam Kokx to the position of MFR Coordinator by Brad VanDuinen was seconded by Terry Cluchey. A vote by MFR certified members present (neither Anna

Secretary- Ray Hasil

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VanDuinen nor Aaron Boyko are MFR certified and were excluded from this vote) was unanimously in favor.

b. The appointments are not official until approved by the Pentwater Village Council and Pentwater Township Board.
c. New Millage- plans for a new millage were discussed. The many steps required are in motion but are not yet concrete. Much will happen between today and our next meeting on Wednesday, March 6.

VI. Training
a. There is a joint training tabletop exercise on February 19 with Riverton FD, both county emergency managers, 911 and Michigan DNR Fire Officers.

VII. Discussion on last month's calls: there were 18 medical and 2 fire calls for service in January.

VIII. Adjourn- a motion to adjourn by Aaron Boyko was seconded by Mike Barefoot.

Secretary- Ray Hasil

Rec Report – February 2024

Rec Program

Boys Basketball is in full swing. The 5th Grade team has a home game on Saturday, February 17th at 9am and the 3rd/4th Grade team has a home game on Saturday, February 24th at 9am. The 3rd/4th Grade team's season ends February 24th and the 5th Grade team's season finishes up March 2nd.

While we are still in the heart of basketball, it is already time to think about Spring Soccer. Soccer signups are currently underway with March 8th being the deadline.

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 met on January 29, 2024 to review the 2019-2024 Plan. The Board focused on each Section, identifying changes, and worked on a timeline to gain public input.

Thank you,

Katie Anderson

Katie Anderson
Rec Director

Pentwater Township
Deputy Supervisor, Zoning Administrator and Ordinance Enforcement Officer
Monthly Report – February 1, 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 January 2024.

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

- Prepare the Debt Service Schedule for the interfund loan from the General Fund to the Sewer Fund;
- Prepare a proposed Sewer Budget for the 2024-2025 Fiscal Year;
- Continue to work on the Capital Improvements Program (Plan) or CIP;
- Solicit a request for a proposal from Utility Financial Solutions for a Sanitary Sewer Rate Study; and,
- Attend the Recreation Master Plan meeting on January 29, 2024.

Code Enforcement – Nothing significant to report at this time.

Planning Commission - The Planning Commission did not meet in January, 2024.

Zoning Board of Appeals - The Zoning Board of Appeals did not meet in January, 2024.

Zoning Permits – Zero Zoning Permits were issued in January, 2024.

Other Comments

A hard copy of the adopted Master Plan has been distributed to the Board Members, and Planning Commissioners. It is also available on the Township's website.

Sincerely,
Keith J. Edwards
Pentwater Township
Deputy Supervisor, Zoning Administrator & Ordinance Enforcement Officer

NB b)

TOWNSHIP OF PENTWATER
COUNTY OF OCEANA, MICHIGAN

POLICY FOR THE DISPOSITION OF SURPLUS REAL PROPERTY

I. PURPOSE

This policy establishes guidelines for the identification and disposition of Surplus Real Property owned by the Township of Pentwater (the "Township") pursuant to MCL 41.2.

II. POLICY STATEMENT

Real property owned by the Township represents a considerable investment of public funds. Procedures and safeguards provided herein are designed to encourage efficient utilization of real property, establish managerial control, and provide for the efficient disposition of real property deemed as surplus in accordance with this policy or other applicable restrictions governing the disposition of such real property.

It is the intent of the Township to dispose of Surplus Real Property in a manner which provides the greatest monetary return to the Township or which serves some valid public purpose.

III. DEFINITIONS

Disposition: Shall mean transfer of control or ownership of real property considered by the Township to be Surplus Real Property by means of sale, lease, transfer, or other means of conveyance, to include preparing, negotiating, and executing a written contract or other agreement, where necessary.

Real Property: Fixed property, principally land, buildings, structures, and fixtures owned or controlled by the Township.

Surplus Real Property: Real property that is no longer needed in the foreseeable future or has no practical benefit to the Township.

IV. APPLICABILITY

A. This policy is intended to apply to all Township-owned Real Property except:

1. Real property purchased with grant funds which shall be disposed of in accordance with applicable grant requirements, if any.

2. Seized or unclaimed property within the possession of law enforcement which shall be handled and disposed of in accordance with applicable Federal, State, and Local requirements.

B. This policy is not intended to be applied to:

1. The disposition of personal property owned or in control of the Township.

2. Intergovernmental property transfers.

V. PROCEDURES

A. Sale or other disposition of real property shall be coordinated by the Township Supervisor or his/her designee, who shall be responsible for obtaining the fair market value of the real property and shall gather and retain information regarding the location and size of the property, zoning, and any restrictions, covenants, or other encumbrances attached to the parcel.

B. Real property may be disposed of through public request for proposals, live public auction, public online auction, sealed bid, negotiated sale, real estate listing with a realtor, or any other method approved by the Township Board. Generally, the preferred method for sale of Surplus Real Property shall be to publish a Notice of Sale, in which the real property is described, soliciting proposals to be provided in a sealed envelope to the Township. However, the Township reserves the right to utilize the method that best serves the interests of the Township.

C. All sales or other disposal of real property shall be approved through resolution approved by the Township Board. Prior to the Board's consideration of any transaction, the Township Supervisor shall provide the Board with a summary of all responses, proposals, offers, and bids received for each parcel of surplus Real Property.

VI. TRANSACTION REQUIREMENTS

A. Real property may be conveyed by quitclaim deed.

B. Unless otherwise determined by the Township Board, all Surplus Real Property shall be sold "AS IS" without any warranties offered by the Township.

C. All sales, conveyances, transfers, or other dispositions of Real Property shall be subject to any existing easements, reservations, rights of use and restrictions of record, building and use restrictions, zoning ordinances, municipal regulations, prior conveyances or leases of oil, gas, and mineral rights, and all liens, encumbrances, defects and other conditions on, concerning, or relating to the Surplus Real Property.

D. The Township shall retain an easement on all properties where public utilities exist or where future development may conceivably require public utilities.

E. The Township may retain an easement for ingress/egress over properties to access and/or maintain other Township properties, facilities, or services.

F. The Township shall not sell, transfer, convey, or otherwise dispose of any Township Real Property to any individual or entity who is in default of any contract or obligation with the Township, including but not limited to a prospective purchaser who is shown in the Township records to have delinquent Township real

or personal property taxes or special assessments, outstanding invoices for Township services, or has received a notice or citation for violation of any Township ordinance, rule, or regulation, unless the default, delinquency, or violation is corrected prior to the Township Board's consideration of the sale, conveyance, or other disposition of the real property.

G. The Purchaser of Real Property shall agree to pay and be responsible to pay for any mortgage or title insurance policy, all costs in applying for and securing financing or assuming existing financing, all costs of preparation of documents relating to new or existing financing, recording financing statements, inspections, environmental assessments, recording fees for mortgage and deed, costs in connection with matters relating to purchaser's use or intended use of the real property, including but not limited to , re-zoning, special use permits, variances, soil borings, surveying, rights-of-way, site plan preparation, sanitary sewer lines, water lines and other matters related to development of the real property, and purchaser's broker and attorney fees, and any other conditions that may apply.

H. PUBLIC NOTICE

Public notice of the sale or disposition of Surplus Real Property may vary depending upon the nature of the Surplus Property and the method of disposition. Public notice may be given by posting on the Township's website, by publication in a newspaper of general circulation within the Township, or by any other mechanism deemed appropriate under the circumstances to allow the public to participation or notification. Inclusion of items on the Boards agenda shall constitute public notification.

I. REVIEW

All contracts, deeds, and related documents shall be reviewed by the Township Supervisor, subject to review of and approval by the Township Board, prior to the disposition of Real Property.

J. CONFLICTS OF INTEREST

Township employees shall be permitted to participate as buyers in public sales of Surplus Real Property only. Township employees shall not take advantage to gain personal benefit from such transactions.

K. RESERVED RIGHTS

The Township reserves to itself the right and prerogative to reject any and all proposals, responses, offers and/or bids to purchase any Real Property; to withdraw any parcel of Surplus Real Property prior to the acceptance of or entry into any purchase agreement. The Township may enter into a purchase agreement with a purchaser which the Township Board, in its sole and absolute discretion and judgement, determines will be in the best interests of the Township. The Township reserves the right to waive informalities or irregularities in any of the processes,

procedures, terms, or conditions set forth in this policy. Exceptions to or waivers of this policy in part or its entirety may be approved by the Township Board on an individual basis at the Board's discretion.

NB 6) (CONT.)

TOWNSHIP OF PENTWATER

COUNTY OF OCEANA, MICHIGAN

At a regular meeting of the Township Board of the Township of Pentwater, held at the Pentwater Township Hall, 500 N. Hancock Street, within the Township, on the ____ day of _____, _____, 2024, at 6:00 p.m.

PRESENT: Members: _____

ABSENT: Members: _____

The following preamble and resolution was offered by Member _____ and supported by Member _____:

RESOLUTION NO. 2024-03

RESOLUTION TO ESTABLISH A POLICY AND PROCEDURE FOR THE DISPOSITION OF SURPLUS REAL PROPERTY

WHEREAS, under MCL 41.2, by resolution of the township board, a majority of the members serving may acquire property for public purposes by purchase, gift, condemnation, lease, construction, or otherwise and may convey or lease that property or part of that property not needed for public purposes; and

WHEREAS, the Township Board of the Township of Pentwater finds that it is necessary, advisable, and in the best interests of the residents of the Township to establish guidelines for the disposition of surplus real property owned by the Township; and

WHEREAS, this policy supersedes all prior resolutions or policy statements by the Township Board regarding disposition of surplus property.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The policy titled "Disposition of Surplus Real Property," attached hereto as Exhibit A and incorporated herein, is hereby adopted and shall become effective upon adoption of this Resolution.

2. All resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

AYES: Members: _____

NAYS: Members: _____

RESOLUTION DECLARED ADOPTED.

_____
Maureen Murphy, Township Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF OCEANA)

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

_____
Maureen Murphy, Township Clerk

Parcel Number: 64-001-620-016-00 Jurisdiction: PENTWATER TOWNSHIP County: OCEANA Printed on 01/30/2024

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.
MICHIGAN DNR	PENTWATER TOWNSHIP	525	07/01/1998	QC	13-GOVERNMENT	98/17809	DEED	0.0

Property Address	Class: COMMERCIAL-VACANT	Zoning: R2	Building Permit(s)	Date	Number	Status
BR US-31	School: PENTWATER PUBLIC SCHOOL DIST					
	P.R.E. 0%					
Owner's Name/Address	MAP #:					
PENTWATER TOWNSHIP PO BOX 512 PENTWATER MI 49449	2024 Est TCV Tentative					

Improved | X | Vacant

Land Value Estimates for Land Table 4040.4040 PYTHIAN/FINCHERS RETREAT/SEC 1

Description	Frontage	Depth	* Factors * Front	Depth	Rate	%Adj.	Reason	Value
C-GOOD	138.85	187.50	1.0000	1.0000	100	100		13,885
146 Actual Front Feet, 0.58 Total Acres					Total Est. Land Value =			13,885

Tax Description

SPL FR 005 IN 2000 PYTHIAN ADDITION TO PYTHIAN PARK SUBDIVISION LOTS 16 THRU 25 INCL BLK 10.

Comments/Influences

Public Improvements

- X Dirt Road
- Gravel Road
- Paved Road
- Storm Sewer
- Sidewalk
- Water
- Sewer
- X Electric
- Gas
- Curb
- Street Lights
- Standard Utilities
- Underground Utils.

Topography of Site

- Level
- X Rolling
- Low
- X High
- Landscaped
- Swamp
- Wooded
- Pond
- Waterfront
- Ravine
- Wetland
- Flood Plain

Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/ Other	Taxable Value
2024	EXEMPT	EXEMPT	EXEMPT			EXEMPT
2023	EXEMPT	EXEMPT	EXEMPT			EXEMPT
2022	0	0	0			0
2021	0	0	0			0

Who	When	What
MWH	06/21/2011	REVIEWED
MWH	05/07/2007	INSPECTED
LDH	08/01/2009	DATA ENTER

*** Information herein deemed reliable but not guaranteed***

NB P

MI Government Lands

PENTWATER TOWNSHIP

NTB d)

MEMORANDUM

To: Pentwater Township Board of Trustees

From: Keith Edwards, Deputy Supervisor

Date: January 25, 2024

Subject: Resolution to Exempt Planning Commission from responsibility to prepare the Capital Improvement Program or Plan (CIP) and Formation of the CIP Review Team

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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 the January 10, 2024 Township Board meeting, we discussed delegating the responsibility for the CIP to the Township Supervisor and/or myself and relieving the Planning Commission of the responsibility for preparing the CIP, while having at leas one member of the Planning Commission become a member of CIP Review team for the purpose of preparing the document, making a recommendation to the Planning Commission, where the public hearing will be held and the Planning Commission will then make a recommendation to the Township Board of Trustees.

Resolution to Exempt Planning Commission from Preparation of the CIP

I have asked the Township Attorney to prepare the enclosed resolution to exempt the Planning Commission from their responsibility to prepare the CIP in accordance with Section 65 of the Michigan Planning Enabling Act for your consideration.

Suggested members of the CIP Review Team

To assist the Township Board in preparation of the CIP, a Review Team may be created by the Township Board of Trustees. At this time, the Township Supervisor and I are requesting the Review Team might be comprised of (but perhaps not limited to) the following persons:

- The Township Supervisor, Lynne Cavazos,
- The Deputy Supervisor and Zoning Administrator, Keith Edwards,
- Heather Douglas, Township Treasurer and Planning Commission member,
- Dave Spitler, former Township Supervisor and Oceana County Road Commissioner,
- Dean Holub, Township Trustee and Township Road Committee member,
- One additional Planning Commissioner as recommended by the Chairperson of the Planning Commission.

The Review Committee will seek input the Fire Department, Library, transfer Site Attendant, Cemetery Sexton, Township Clerk's office and residents at large in various meetings prior to requesting a public hearing before the Planning Commission.

Staff intends to report on the Review Team's progress monthly at each Township Board meeting for the duration of the project.

Recommendation

Please consider:

1. Approval of the enclosed resolution to exempt the Planning Commission from their responsibility to prepare the CIP; and,

2. Approval of the members of the CIP Review Team.

TOWNSHIP OF PENTWATER

COUNTY OF OCEANA, MICHIGAN

Minutes of a regular meeting of the Township Board of the Township of Pentwater, held at the Pentwater Township Hall, 500 N. Hancock Street, within the Township, on the 14th day of February, 2024, at 6:00 p.m. Local Time.

PRESENT: Members: _____

_____

ABSENT: Members: _____

The following preamble and resolution were offered by Member _____ and seconded by Member _____:

RESOLUTION NO. 2024-04

RESOLUTION TO EXEMPT PLANNING COMMISSION FROM CAPITAL IMPROVEMENTS PROGRAM REQUIREMENTS

WHEREAS, Section 65 of the Michigan Planning Enabling Act, the same being Public Act 33 of 2008, MCL 125.3865 (the "Act"), provides that a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise; and

WHEREAS, pursuant to the Act, if the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body; and

WHEREAS, the Township Board of the Township of Pentwater (the "Township Board") wishes to exempt the Township Planning Commission from any responsibilities regarding the preparation of a capital improvements program.

NOW, THEREFORE, BE IT HERBY RESOLVED AS FOLLOWS:

1. The Township Board exempts the Township Planning Commission from the capital improvement program requirements in the Act and expressly retains the responsibility of adopting a capital improvements program for the Township.

2. All resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

AYES: Members:_____

NAYS: Members: _____

RESOLUTION DECLARED ADOPTED.

_____
Maureen Murphy, Township Clerk
Township of Pentwater

STATE OF MICHIGAN)
) ss.
COUNTY OF OCEANA)

I, the undersigned, the duly qualified and acting Clerk of the Township of Pentwater (the "Township"), do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board of the Township at a special meeting held on the __th day of February, 2024, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, being Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this _____ day of _____, 2024.

_____
Maureen Murphy, Township Clerk
Township of Pentwater

NB e)

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 _____, 2024, by and between the VILLAGE OF PENTWATER, a Michigan general law village located in Oceana County, Michigan, whose offices are located at 327 S. Hancock Street, P.O. Box 422, 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 June 1, 2024, 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 on the same basis as residents of the Village. Use of the Community Building by Township residents shall be on the same basis as use by residents of the Village and 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 in fee simple absolute. The Township will not, by means of this Agreement, obtain or claim any ownership or permanent possessory interest what so ever of and/or in the Community Building.

3. Term of Agreement. This Agreement shall extend from April 1, 2024 through and including March 31, 2025, 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.

6. Miscellaneous. This Agreement contains the entire agreement between the parties with respect to the Township's use of the Park Place Community Building and it supersedes any prior oral or written understanding or agreements. This Agreement shall not be assigned by either party except by written consent of both parties. Venue and jurisdiction regarding any action regarding this Agreement or the subject matter thereof shall lie in Oceana County, Michigan, and the Agreement shall be construed in accordance with the laws of the State of Michigan. This Agreement shall not be construed to restrict or limit the authority of either party in performing any official power or duty as authorized by law. By signing this Agreement, neither party waives its governmental immunity nor any defenses available to it or its elected or appointed officials, officers, employees, agents, or volunteers under Michigan law. This Agreement shall not confer any rights or remedies upon any third party other than the parties in this Agreement and their respective successors and assigns. If any provision of this Agreement is declared invalid or unenforceable, it shall be ineffective only to the extent of such invalidity without invalidating the remainder of such provisions or the remaining provisions of this Agreement, and the other provisions hereof shall be liberally construed to effectuate the purpose and intent of this Agreement. All of the covenants and provisions of this Agreement and any amendments thereto shall extend and be binding upon the respective successors, legal representatives, officers, officials, employees, independent contractors, agents, and volunteers of the parties. No provisions of this Agreement shall be amended except by written amendment signed by the authorized representatives of both parties.

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

DEFINITION
"FEE SIMPLE ABSOLUTE"

When a person owns a fee simple absolute estate interest, that person has the absolute right to use the land, possess it, dispose of it, and even damage it. A fee simple absolute estate interest is the greatest and highest property ownership estate right recognized by United States law.

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 1st, 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.

Term of Contract

This Contract for Services shall begin April 1, 2024 and terminate on March 31, 2025.

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 of 90-day notice citing the reason/s for the termination. Financial obligation shall be prorated based on unused funds.

Signatories

Village of Pentwater

Chris Brown, Village Manager	Date
Rande Listerman, Clerk/Treasurer	Date

Township of Pentwater

Lynne Cavazos, Supervisor	Date
Maureen Murphy, Clerk	Date

NB f)

PENTWATER TOWNSHIP

FEBRUARY 13, 2024

PROPOSAL FOR ADDITIONAL HOURS OF WORK

I'm requesting permission from the Township Board to hire Election Assistants, to help with the four Elections this year.

February 27, 2024
May 7, 2024
August 6, 2024
November 5, 2024

The Bureau of Elections' evolving guidelines and the complexities of Proposal 2022-2 have significantly increased the workload for our office, making it difficult to accurately estimate the number of staff hours required for the February elections. Unlike previous elections, with primarily only Election Day and absentee voting for special circumstances, the current process is vastly more complex. To maintain election integrity and ensure efficient operations, I propose the following:

1. **Hiring Election Assistants on an as-needed basis:** This flexible approach allows us to scale our staffing based on actual workload, ensuring efficient use of resources.
2. **Charging a portion of the Deputy Clerk's election-related hours to a general Election Department line item:** This aligns the budget with the actual workload and prevents the Deputy Clerk from exceeding their individual budget due to unforeseen circumstances.

Both the Deputy Clerk and I have already dedicated significant overtime to meet election deadlines. While we are committed to fulfilling our responsibilities, these measures are necessary to address the current challenges and ensure a smooth election process.

By May, we expect clearer guidelines and improved support from the Bureau of Elections, which will hopefully alleviate some of the burden on our office. Until then, I urge the Board to consider these proposals to ensure we have the necessary resources to conduct the February elections effectively.

Thank you for your understanding and support.

Maureen Murphy
Pentwater Township Clerk

NTB 5
(CONT.)

Who Can Do What?

Presentation to Ocean County MTA Chapter, January 31, 2024

at does Statutory Duty mean?

(Excerpt from MTA's 2020 *Authorities & Responsibilities of Michigan Townships* –the "little red book")

"Statutory duties

"The main duty of a township board member is to serve on the township board. But the statutes assign various administrative (non-policymaking) duties to the four township board offices.

"The word "duty" is not used lightly.

"MCL 750.478 provides that any public officer who willfully neglects to perform a statutory duty, "where no special provision shall have been made for the punishment of such delinquency," is guilty of a misdemeanor punishable by imprisonment for not more than one year or a fine of not more than $1,000.

"And at least one court opinion has stated that a township board cannot unduly restrict a board member from performing their statutory duties. (*McKim v. Green Oak Twp. Bd.*, 158 Mich. App. 200 (1987))

"But even a quick look at the lists of statutory duties below should give anyone pause to consider whether he or she knows what those duties involve or has experience to perform them.

"While township accounting might historically have involved recording a few checks and bank deposits a month, today it commonly involves hundreds of transactions, year-to-date tracking with state-mandated chart of account numbers, and electronic federal payroll reporting and withholding procedures that incur rolling fines if not done properly. And that's only one aspect of day-to-day administration and management for townships in the modern world.

"When a township board office has a statutory duty to perform an administrative function for a township, the officeholder does not "<u>own</u>" the duty—you "<u>owe</u>" the duty to see that the function is performed properly for the township.

"Many board members focus their attention and skills on performing the administrative duties of their office. Other board members choose to emphasize their role as local legislator and policymaker at board meetings, relying on deputies and employees to handle administrative duties. And those are personal decisions that board officeholders may make, with considerations of the staff and resources the township has to function.

"At the very least, the officeholder has a responsibility to see that the duties of his or her office get done, and that may include working with the board to have the job done by others, including the official's deputy, other township staff or outsourcing, under the officeholder's oversight. Depending on the statute that assigns the duty, there may be limitations on who

may perform it. For example, mandated financial internal controls would prevent the treasurer from performing the clerk's accounting functions.

"Whether an official is overwhelmed by a complicated function or the volume of responsibilities that come particularly with being the clerk or treasurer—or is refusing to do the function properly or at all— there may be times when a township board may need to step in and provide other options for performing that function, after consulting with its legal counsel, liability insurance carrier, auditor or applicable state agency for specific guidance on what a board may or may not do depending on the seriousness of the situation.

"Ultimately, the township is responsible for its affairs and functions, and the township board has the fiduciary responsibility to see that the township meets its legal obligations, complies with laws and regulations, and avoids waste.

"Finally, a board member who is reluctant to allow someone else to perform a statutory duty of their office is often concerned about losing their salary. Because the salary of a board office cannot be reduced during the term of office without the official's written agreement, the officeholder will still be entitled to the salary of the office, whether they actually perform the duties of the office or allow someone else to perform them. It can be expensive, because the board is likely also paying the "someone else" to perform those duties, but it is one way to at least minimize mounting penalties from late payroll reporting, for example."

"Someone else" may be able to do statutory duties of a township office:

(Excerpt from MTA's 2020 *Authorities & Responsibilities of Michigan Townships* –the "little red book")

"Ensuring that financial functions are performed

"When a township board office has a statutory duty to perform an administrative function for a township, the officeholder does not **own** the duty. Having the authority and responsibility for performing a statutory administrative function for a township is not the same thing being the only person permitted to perform that function. Instead, the officeholder **owes** the duty to see that the administrative function is performed properly for the township.

"There are some statutory duties that cannot be performed by anyone other than the officeholder and his or her deputy, such as check-signing. Even there, however, MCL 41.68 provides that, "If, because of disabilities, the incumbent in a township office *and* the incumbent's deputy are unable to perform the duties of their offices, the township board may make a temporary appointment of a suitable person to discharge the duties of the incumbent's office. The person so appointed shall take the oath of office or give bond as required by law and shall continue to discharge such duties until the office is filled by election or permanent appointment or until the disability of the incumbent or the incumbent's deputy is removed."

"The accounting, payables and especially payroll functions are very complicated and time-sensitive, and have the potential to subject the township to fines and penalties for non-compliance. The clerk has the responsibility to see that these administrative functions are performed, but the board still has the overall responsibility and liability for the township's funds and financial obligations. This same concept applies to any of the three board offices that have statutory administrative duties—supervisor, clerk and treasurer. In many townships, a person holding the office of supervisor, clerk or treasurer prefers to concentrate on his or her legislative board duties and take a department head approach to having staff to perform the day-to-day administrative functions. Other supervisors, clerks or treasurers prefer to take a hands-on approach on their administrative duties. Ultimately, the township board must balance the available skills and resources of both board members and staff, with the real-life challenges of costs and compliance for their regulated functions.

"It may be an option for a township board to use other staff or a third-party company to handle accounting, payables and payroll processing, although the treasurer or deputy treasurer cannot be the person preparing the checks, because of the segregation required by Treasury. The clerk could perform the duties of the office by overseeing other staff or the outsourcing of the accounting, payable and payroll administration function to a third-party company.

"Note that the clerk would still sign the checks/payments. That duty can only be performed by the clerk or deputy clerk. The treasurer or deputy treasurer's signature is also still required.

"Also note that arranging to have someone other than the clerk perform the payables or payroll functions is not to say that a township board can simply reduce the salary of the office of clerk as a result. The person who holds the office of clerk would have to agree in writing to reduce the salary of the office for that to happen, unless the salary of the office is reduced effective with the start of a new township term. From a practical standpoint, reducing exposure to state and federal penalties for payroll non-compliance may soften the reality that the township may have to pay additional costs."

Here are some options to help "lighten the load" on clerks:

A. Spread the Non-Election Clerk Duties:

Many of the statutory duties of the office of clerk may be done by someone other than the clerk. And many things people <u>think</u> are statutory duties of the clerk are not really and could be done by others—or the clerk could receive "additional, non-statutory duty" compensation (outside of the salary resolution, but still by payroll) for doing them.

B. Spread the Election Duties:

We are working on a fact sheet with more information on this topic, but are waiting on some more information from the Bureau of Elections. In the meantime, here is the "gist" of our message:

Even in "normal" times, a clerk can take a "department head" approach if the clerk and the board can agree to provide appropriate staff (election workers or other township staff with election certifications)or others—like an election assistant (see attached info and item below)--for pretty much any of the clerk's statutory duties--even elections, for the most part, if the deputy clerk or others are trained/certified at the appropriate level required by the Bureau of Elections.

Election assistants:
Note that the Election Law also provides that a clerk may appoint a number of assistants as may be necessary to carry out the general provisions of the Election Law. If doing so, the clerk must consider an application for the appointment of an assistant without regard to age, socioeconomic status, sex, race, national origin, religion, political affiliation or any disability the applicant may have. An assistant must take the oath of office, which must be filed in the township clerk's office, and must be properly instructed by township clerk in the duties the assistant is assigned to perform. (MCL 168.29)

Assistants appointed under MCL 168.29 possess **only the authority and perform only specific Election Law duties assigned to them by the clerk**. We do not have any specific guidance on whether there are any limits on what Election Law authority or duties the clerk may assign—except that Attorney General Opinion 6972 of 1998 took the position that election assistants could be appointed to assist clerks "in taking voter registrations" (in the context of a different law regarding "deputy registrars" being repealed—it does not give a township clerk authority to have multiple deputy clerks). We assume that election assistants could also be designated to handle Absent Voter applications and ballots

The clerk has no authority to unilaterally "hire" township employees. An assistant may receive compensation only if authorized, and at the level authorized, by the township board. (MCL 168.29)

Elections clerk:
MCL 168.373 states: "If neither the township clerk nor any deputy township clerk shall be available to perform any necessary functions in connection with registrations, nominations or elections during the usual or required times for performing such functions, the township board shall appoint some qualified person who is a registered elector of the township to perform such functions until such time as the clerk or a deputy resume their duties. Any such person so appointed shall have all of the powers and authority of a deputy appointed by the clerk pertaining to registrations, nominations and elections."

An "elections clerk" has all powers and authority of a clerk's deputy (which means the same authority of the clerk, except for voting on the board) pertaining to registrations, nominations and elections, but no other authority.

Election Workers:
They do not have authority outside of the polling places on Election Day (or authority as an election worker to register voters), but the people who are trained and experienced in working elections may be considered (if they meet any specific requirements) to also serve as "election assistants" or as an "election clerk" if it becomes necessary.

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

NB g) ~~NB g)~~

Approval of Newly Elected Fire Department Officials:

See Fire Department Minutes of February 7 enclosed within

NTB h)

MEMORANDUM

To: Pentwater Township Board of Trustees

From: Keith Edwards, Deputy Supervisor

Date: February 2, 2024

Subject: Request for Fourth Quarter Line-Item Budget Adjustments
Sanitary Sewer Fund - Department No. 592
2023-2024 Fiscal Year Budget

Introduction

For the 2023-2024 Fiscal Year, I drafted a proposed budget for Pentwater Township's new Sanitary Sewer Department. Although I have not personally managed a Sanitary Sewer Department before, I did have some prior experience in working with subordinates on managing enterprise funds, and some on the ground knowledge about the operation of sanitary sewer systems from my work experiences.

It appears that the Sewer Department will be able to pay its obligations for the 2023-2024 Fiscal Year including the first payment of the $125,000.oo loan to the Township's General Fund.

However, certain line items have gone over budget for their individual line items. The request therefore is to adjust those line items to balance the budget for the 2023 – 2024 Fiscal Year.

Background

Pentwater Township began operating the Township North (distribution only) and Township South (distribution and disposal) Sanitary Sewer Systems on April 1, 2023, with no seed money provided by the former operator of these systems, the Village of Pentwater.

After incurring and paying $32, 283.45 in Sanitary Sewer expenses from the General Fund, , the General Fund deposited $50,000 into the Sewer Fund on May 5, 2023. The Township, having recognized that $50,000 was not going to be enough money to cover expenses, and with the anticipation that revenues from rate payers would not begin to arrive until after June 30, 2023, the Township Board approved, by resolution number 2023-16, a loan of $125,000.00 from the General Fund on August 9, 2023. Thus, an additional $75,000 was transferred from the Township's General Fund to the Sewer Fund on September 29, 2023.

Revenues from the sale of Sanitary Sewer services totaled $99,411.43 as of December 31, 2023, with an anticipated amount of revenue of $29,088.57 to be from rate customers posed to be collected by March 31, 2024. Sewer bills are sent out at the end of each quarter, or June 31, September 30, December 31 and March 31, specifically.

As of December 31, 2023, the Sewer Department's total expenditures were $117,847.34, with revenue of $99,929.37, or a **shortfall of $17,917.97**. However, the shortfall experienced does not account for the revenues to be collected from our third quarter or fourth quarter billings of $32,125.00 each for a total of $64,250.00.

I anticipate that the Sewer Department will be able to make the required payment of $27,022.57 (see attachment) for the dept service to the General Fund by April 1, 2024 after the third quarter sewer bills have been paid, as well as the remainder of Sewer Department's expenses for the remainder of the 2023-2024 Fiscal Year.

Request for Line-Item Adjustments

The FY 2023-2024 Budget line items that have exceeded their approved limits in **Department 592 – Sewer Fund**, along with the proposed amendments and requested new amounts are as follows:

GL Number	Description	Amended Budget	YTD Expense	Proposed Amendment	Difference
538-751.000	Supplies/Eq.	0	4,751.43	5,500.00	748.57
538-804.000	Prof. Ser. Soft. (BS&A)	0	6,845.00	7,000.00	155.00
538-829.000	State Permits	3,000.00	3,300.00	3,300	300.00
538-830.001	Util. Locating	5,000.00	0	0	(5,000.00)
538-830.004	Fin. Consultant	15,000.00	0	0	(15,000.00)
538-830.005	Legal Services	15,000.00	13,990.50	20,000.00	6,009.50
538-851.100	Postage	400.00	147.00	300.00	(100.00)
538-855.000	Other Ser/Charges	0	2,590.65	5,000.00	5,000.00
538-995.000	Transfers Out	0	0	27,022.57	27,022.57
539-702.000	Salaries & Wages	15,000	1,455.29	5,000.00	(8,544.71)
539-705.000	Employer FICA	1,147.50	188.18	500.00	(311.82)
539-955.000	Misc.	0	334.79	500.00	500.00
540-970.006	Capital Outlay	29,000	0	5,000.00	(24,000.00)
541-752.000	Supplies/Equipment	3,100.00	3,072.54	5,000.00	1,927.46
				Difference	**(11,293.43)**

Utility locating services have been combined with our monthly operation conducted by Fleis & Vandenbrink Operations.

Overall, the above changes represent an $11,293.43 reduction in the anticipated overall expenditure for the Sewer Fund.

The anticipated surplus may be used to further repay the general fund or carried over into the 2024-2025 Fiscal Year.

At this time, I request the Township Board's approval of the above 2023-2024 Budget Amendments.

Additionally, I wish to suggest at this time, that the remaining funds be carried over into the 2024-2025 Fiscal Year, either to further pay for debt service to the Township's General Fund or for other purposes.

In the first quarter of the 2024-2025 Fiscal Year, I will be requesting funds for completion of a Rate Study to be conducted by Utility Financial Services (UFS). As required by *Bolt v. East Lansing*, independent rate studies must be conducted in order to determine the appropriate rate to charge for sanitary sewer services, which analyzes many factors including anticipated revenues, expenses, maintenance and long-term capital outlay that will be necessary to insure the continued operation of these services. The Rate Study would then be used to recommend a rate reduction or rate increase to ensure sufficient funding for sustainable operation of the Township's Sanitary Sewer System.

DEBT SERVICE SCHEDULE

Pentwater Township
$125,000 Inter-fund Loan re Sewer System
5 years
Dated August 9, 2023

Year	Interest (4/1)	Principal (4/1)	Coupon Rate	Total P&I	Balance
2023			2.500%		125,000
2024	2,022.57 *	25,000.00	2.500%	27,022.57	100,000
2025	2,500.00	10,000.00	2.500%	12,500.00	90,000
2026	2,250.00	25,000.00	2.500%	27,250.00	65,000
2027	1,625.00	30,000.00	2.500%	31,625.00	35,000
2028	875.00	35,000.00	2.500%	35,875.00	0
	9,272.57	125,000.00		134,272.57	

Dated January 29, 2024

*Accrued Interest from August 9, 2023 to April 1, 2024

NB j)

Glenn Beavis

From:	Heather Douglas
Sent:	Thursday, February 8, 2024 12:23 PM
To:	Glenn Beavis
Subject:	FW: PENTWATER TOWNSHIP Website: Design and Development Services Proposal, Attached
Attachments:	Pentwater Township Proposal 020724a.pdf

Here is the new website proposal.

Heather A. Douglas
Pentwater Township Treasurer
Pentwater Township Office
500 N Hancock
PO Box 505
Pentwater, MI 49449
231.869.6231

From: John Chickering <john@citywebcentral.com>
Sent: Thursday, February 8, 2024 12:08 PM
To: Lynne Cavazos <supervisor@pentwatertownshipmi.gov>
Cc: Heather Douglas <treasurer@pentwatertownshipmi.gov>
Subject: PENTWATER TOWNSHIP Website: Design and Development Services Proposal, Attached

Lynne, cc Heather,

Thank you again for our Zoom session on Tuesday.

Attached here, please find our written CityWebCentral proposal to design, build and host your new Pentwater Township website and content management system. The proposal includes our website construction planning, municipal client references, costs, and terms of service.

Please let me know your thoughts and questions.

As you consider web services providers, CityWebCentral is the one you will enjoy working with, long after your new website is built. Our Cobra7 CMS™ content management system makes it easy and fun to keep your website current and fresh. You will appreciate our seasoned experience as municipal website specialists, and our local West Michigan presence. We are deeply knowledgeable people that you can depend on, every day for top quality service and results.

I hope you will select CityWebCentral. I look forward to our next steps. Thank you again for the opportunity.

-- John

====
John E. Chickering
CityWebCentral
Chickering Associates, Inc.
Phone 844-248-9932 (844-CITYWEB)
CityWebCentral.com

---------- Forwarded message ---------
From: **John Chickering** <john@citywebcentral.com>
Date: Wed, Feb 7, 2024 at 1:34 PM
Subject: PENTWATER TOWNSHIP Website: Thank You For Our Meeting Yesterday
To: Keith Edwards <zoningadministrator@pentwatertownshipmi.gov>, Lynne Cavazos <supervisor@pentwatertownshipmi.gov>, cayman123@yahoo.com <cayman123@yahoo.com>, Mark Shotwell <mark@shotwellsolutions.com>, Heather Douglas <treasurer@pentwatertownshipmi.gov>

Heather, Lynne, Keith, Dean and Mark,

Thanks for your time and attention yesterday, as we discussed the Pentwater Township website. We had a very good discussion, and you asked many great questions.

We looked at the responsive design and user features of some CityWebCentral websites, and I briefly showed you our Cobra7 CMS™ content management system. We also talked about specific features, needs and your wishes for a new Pentwater Township website, and how we could customize a design to build them all in.

I would be delighted to work with you in that respect. CityWebCentral would be a great choice to design, build and host a new Pentwater Township website.

Toward that, we are preparing a written proposal now that I will send to Lynne and Heather by separate email tomorrow.

Please reach out to me with any thoughts or questions. Thank you again.

-- John

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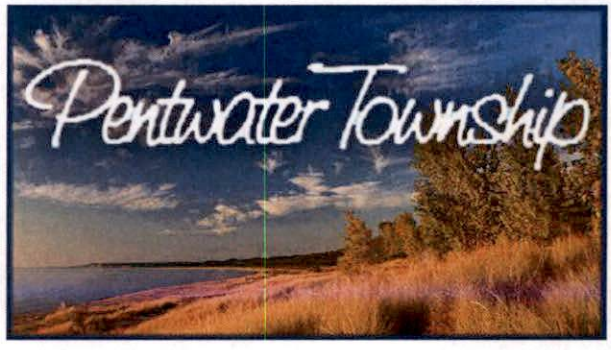
John E. Chickering
CityWebCentral
Chickering Associates, Inc.

CITY WEB CENTRAL

Website Design and Development Services Proposal



Pentwater Township, Michigan
February 8, 2024

Prepared by
CityWebCentral

Website Design • Host • Build • Manage

Rockford, Michigan 49341 • 844-248-9932 • CityWebCentral.com

Executive Summary

February 8, 2024

Pentwater Township, Michigan
Lynne Cavazos, Township Supervisor
500 N. Hancock Street, P.O. Box 512
Pentwater, Michigan 49449

Dear Lynn,

Thank you for inviting CityWebCentral to prepare a proposal to develop a new website for Pentwater Township. Responding to your request, you asked us to prepare a presentation of our services for your review. CityWebCentral can create for you a modern new website that will:

- Be intuitive for residents and users to navigate.
- Improve communication between Township government and its citizens.
- Improve service and transparency.
- Promote community and economic development.
- Improve public document access and document storage options.
- Utilize proven website features while maintaining a unique design.
- Be easy to maintain by Township staff.
- Easy to find on the Internet and user friendly to mobile devices.
- Potential to integrate video, audio, and social media.
- Provide detailed analytics reporting.

As principal and founder of CityWebCentral, I am responsible for the design and performance of all our products. In my past I have served as a City Councilor, a Mayor Pro Tem, and as a Chamber of Commerce president, so I understand first-hand a Township's daily communication challenges and needs. My firm's background in business, advertising and creative design combines to provide added value as a community marketing resource. I will personally manage your account, and the design, build, training and ongoing service for the Pentwater Township website.

When Pentwater Township chooses CityWebCentral, you choose a firm known and respected across Michigan for more than 35 years. Quality, integrity and innovation are our hallmarks. We bring you the best of all worlds: Municipal website experience, high quality website design and construction, a strong background in marketing and community development, plus ongoing service and advice from proven professionals you can trust, headquartered not far from your office.

The sections of this proposal provide our background information and our plan for Pentwater Township. Please note also the Appendix, with some frequently-asked questions answered there.

CityWebCentral loves doing great work, and I would be very proud to direct your website project personally. Thank you again for the opportunity, Lynn.

John E. Chickering
Principal, CityWebCentral

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APPENDIX

FAQs (Answers to Questions We Are Frequently Asked) ..... Page 30

CityWebCentral Background, and Recent Work Examples

From our studio office near Rockford and Grand Rapids, CityWebCentral has been designing, building, launching and maintaining websites for Michigan businesses, organizations and municipalities since 2002.

CityWebCentral is the website design and development enterprise of Chickering Associates, Inc., a Michigan corporation since 1980, also well-known for its work as a multi-media production company in commercial video, audio and graphic design, and as a regional advertising agency. Chickering Associates, Inc. has also owned and operated commercial AM and FM radio stations in Michigan.

The primary contact for Pentwater Township will be John Chickering. John is CityWebCentral's founder, principal and corporate president. He is also an experienced Webmaster and multi-media producer, and author of Cobra7 CMS™, our acclaimed municipal website content management system. John will personally direct Pentwater Township website design, construction, implementation, training and support.

We collaborate with a wide array of technical specialists and Internet resource providers to bring a professional blend of website development and management services. Our business model is lean, efficient and sharply focused. As a result, CityWebCentral is able to provide a high caliber of design, a broad array of professional website services, and construction and maintenance at lower cost than our competition.

We bring proven, successful website experience. Community marketing expertise… municipal government website experience… graphic design, photography, video and multi-media production expertise… expert coding and construction using today's most modern processes and tools… beautiful and high-functioning website results.

CITY WEB CENTRAL

Pentwater Township

Recent Example of Our Work

City of Alma • myalma.org

Responsive design,
Shown in Desktop, Tablet and Smartphone Mode

CITY WEB CENTRAL

Pentwater Township

Recent Example of Our Work
City of Belding • belding.us

Responsive design,
Shown in Desktop, Tablet and Smartphone Mode

CITY WEB CENTRAL

Pentwater Township

Recent Example of Our Work

City of Hart • cityofhart.org

Responsive design,
Shown in Desktop, Tablet and Smartphone Mode

Recent Example of Our Work

Township of Pentwater • pentwaterTownship.org

Responsive design,
Shown in Desktop, Tablet and Smartphone Mode

CITY WEB CENTRAL

Pentwater Township

Recent Example of Our Work

Michigan Trails • mitrails.org

Official website of Michigan Trails Magazine and the Michigan Trails Network

Responsive design,

Shown in Desktop, Tablet and Smartphone Mode

35 FEATURES: For the New Pentwater Township

1) Custom Graphic Design, Modern Page Menu Systems and Website Architecture, prepared by our experienced designers for Pentwater Township.

2) Mobile-Friendly Website Functions for modern, responsive performance in all browsers, desktop tablet and smartphone.

3) Professional Photography Services are included as part of our website construction. Great photography helps to make a great website! The new Pentwater Township website will feature professional outdoor landscape photography that we shoot and prepare, showcasing the community and promoting its vibrant and attractive features. **Aerial Photography** by drone over selected Township locations is also included, at no additional cost.

4) Complete Content Management System: Cobra7 CMS™. Designed especially for municipal websites. Township staff can quickly update website content on any page at any time, from any browser, with no special skills or other software necessary. All website content is easily managed via Cobra7 CMS. Update text, photos, page banners, alert banners, slide shows, image galleries, links, documents, forms, FAQs, and much more. Cobra7 CMS is intuitive and very simple to use. **If you are comfortable with Microsoft Word, you will enjoy Cobra7 CMS.** CityWebCentral provides complete system training for Township staff. We also offer a Cobra7 CMS Resource Library with helpful how-to videos and online "tip" instructional resources at each step. Ask us for a live demonstration of Cobra7 CMS.

5) Document and Forms Management. CityWebCentral provides a complete online document solution with our FileCabinets™ Repository and Document/Link Presentation

System for concise, orderly archival and presentation of Township forms, documents, and links. Meeting minutes, agendas, publications, applications, newsletters, external websites links; all manner of materials can be included, sorted, linked, organized, stored and presented for easy download on the new website. Our system reduces Township printing costs and staff administration, while increasing convenience and transparency for citizens. Everything is easily managed and updated with our Cobra7 CMS content management system.

6) Opt-In "Citizens Email System". Customized system installed at the Township's request. Township website visitors are invited to become members of the Township Email List. Then, Township staff can bulk-send email messages to list members, all from with the website's Cobra7 CMS content management system. Email messages arrive to members in a professionally styled HTML format, showing the Township logo, colors and a layout to match the website. System emails can include images and attachments if you desire. Use for citizens news updates, service alerts, information updates, community event information or any other Township communication purpose.

7) FOIA, EVIP and Citizen Dashboard content installed to facilitate financial and information transparency, as suggested by best practices or required by law.

8) ADA Compliant Website Construction features enabling the use of assistive browsing devices as described and recommend by the Americans with Disabilities Act.

9) Website Performance Measurements and site traffic reporting via Google Analytics, installed and linked for direct access by Township staff.

10) SEO (Search Engine Optimization) features, including populated meta tags and sitemaps submitted to Google, Yahoo and Bing. These are installed at website launch, and easily updated using our Cobra7 CMS content management system.

11) Website Search Engine dedicated exclusively to the Pentwater Township website, providing a Google®-like search experience within the Pentwater Township website itself. When a user types a phrase into the Township website search bar, all instances of pages or documents containing that phrase appear as clickable links. It's very powerful, quick and easy to find any website page or document link.

12) Integration With External Apps and Platforms that may be used by Pentwater Township, including Novus Agenda, Solutions, RecDesk, hosted municipal code from American Legal Publishing, and others.

13) Creative Emphasis On Community Marketing. Content, copy, colorful photography and helpful resource links strive to present Pentwater Township as a great place to start a business, raise a family and live a good life.

14) Social Media Links and Shared Calendars as requested; Facebook, Twitter, Pinterest, LinkedIn, Google Calendar, etc.

15) FAQs or Frequently Asked Questions help reduce phone calls and citizen trips to your offices by answering often-asked questions on the website. FAQs can appear on the "How Do I?" page or any other page, and FAQs can be updated anytime via Cobra7 CMS. FAQs are also searchable. They help site visitors find answers they want fast.

16) TV-Style Alert Banners crawl across browser screens to flag breaking news, special events or emergencies, as the Township chooses. Set one or more banners to run hourly or on any schedule desired via our Cobra7 CMS content management system.

17) YouTube and Vimeo Videos may be embedded into articles and shown on any website page, via our Cobra7 CMS content management system.

18) New Content Preparation, copywriting assistance, photo and image preparation as requested from our professional CityWebCentral staff.

19) Migration of Content From Your Existing Website, as needed and directed during the website construction process.

20) Township Departments Pages showing the purpose, people and functions of each Township department. Examples are police, fire, planning and zoning, clerk, treasurer, DPW, electric, water and sewer, DDA, as requested during website construction.

21) Parks and Recreation Page. What's to do and enjoy in Pentwater Township? Event listings, park photos, amenities, shopping and places to eat can all be shown.

22) Elected Officials Pages showing titles, names, terms of office, photos, contact information.

23) Boards and Committees Page showing Township boards and member names, contact information, terms of office. Planning, Zoning and other boards.

24) Links to Community Organizations such as the Chamber of Commerce, Convention and Visitors Bureau, County and State offices, and others requested.

25) Online Contact Forms for Site Visitors used to send queries and messages to departments and staff at Township offices. Includes a "Contact Us" page dedicated to this purpose.

26) Township Staff Directory Page showing Township staff member names, emails and phone contact information.

27) Township Calendar showing meetings, events and happenings in Pentwater Township. Easily updated anytime from any browser by Township staff. We suggest

integration of the Google® Calendar platform as it will satisfy all Township calendar specification requirements, including the ability to display hyperlinks, and to present itself to site users in day, week, month, or agenda calendar views.

28) Comprehensive Drop Button Menu System organized by major category with sub-tabs identifying individual pages.

29) "Quick Links" immediately connect site visitors with the most popular content.

30) "How Do I?" Page showing FAQ-style quick answers and links, to help site visitors with most-often-asked questions navigate the website and accomplish their needs.

31) Secure "Padlock" Website Connection. Users will enjoy the added security and peace of mind provided by their browser's "Padlock" indication of a secure encrypted connection whenever they connect to the Pentwater Township website host.

32) Complete Hosting and Database Management Services. Daily local and cloud service backups of secure host server and database, hosting redundancy, state-of-the-art host maintenance processes.

33) Website Perfomance Monitoring by Google Analytics™. To provide Township management with a complete set of website performance and monitoring tools, CityWebCentral will integrate Google Analytics™ into every page sitewide. Google Analytics makes it easy to monitor site usage, count visits to each website page, determine user demographics, and understand how visitors are using the website.

34) Redevelopment Ready Best Practices. We will construct the new Pentwater Township website observing the overview, objectives and key factors of the Redevelopment Ready Communities program Best Practices for community websites: Functionality, Relevance, and Aesthetics. As shown at this link: https://www.miplace.org/globalassets/media-documents/rrc/rrc-guide---websites.pdf

And Very Importantly…

35) Ongoing Support Services 24/7 for website content assistance and for personal help to Township staff. Website and content management system assistance and training is always available, for new staff members and as refreshment for all staff members. When Township staff is too busy, we are happy to take on content update tasks as well. Simply email or telephone our support line, 844-248-9932.

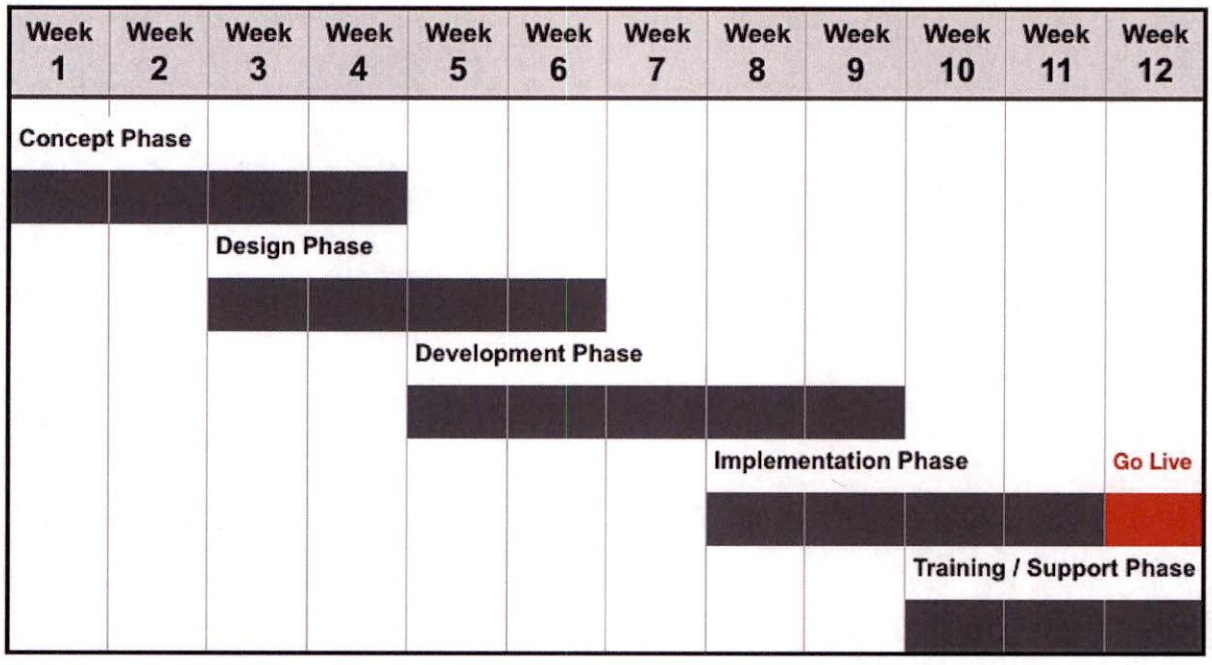
As We Build Your New Township Website…

A special "Pentwater Township Workshop Site" is established offline. This is the space where we build and test the new website and its components. We provide Township management with an online Workshop URL, and invite you to "watch over our shoulders" as we work build out and test your new website, approving major steps as we work through them.

Construction Process and Timetable

12 Week Timetable
5 Website Construction Phases

This table shows Pentwater Township website construction proceeding through 5 phases over a 12-week period. Phases overlap as work on each proceeds concurrently.



CityWebCentral estimates a project timetable of 12 weeks from start to finish, from the date we agree to begin, to the finished new website launch. This timetable estimate assumes timely provision of assets by Township staff, timely directions and phase approvals by Township management, and CityWebCentral access to Township management and staff for required project supervision and systems training.

Five Website Construction Phases

I. **Concept Phase**

A. Determine Content

1. Evaluate existing web content for inclusion with the new site.
2. Brainstorm and identify new content.
3. Document all content for the new site.
4. Document content relationships for use later during site layout.

B. Navigation Structure

1. Determine the functional top level navigation tabs.
2. Determine sub-level navigation options.

C. Acceptance

1. Concept report of findings and recommendations.
2. Present to Township management for approval.

Narrative: John Chickering works with Township staff. We review the Township's existing website, identify the strengths and weaknesses of its current presentation, decide what content should be brought forward to the new website, and identify new content needs and opportunities. During this phase we also determine the new site's navigational structure, menu tabs and arrangement, as well as site function deliverables, such as visitor email lists, contact forms, FAQ structure, photo gallery structure, footer menu, and SEO improvements. We also take inventory of existing Township website assets, including text, documents and photography, to be brought forward (converted) to the new site.

II. **Design Phase**

A. Functional Specifications

1. Detail how the website will operate.

2. Specify all deliverables.
3. Set specific design milestones.

B. Design Site Layout
1. Organize the site structure.
2. Determine all the templates needed for various functions.
3. Determine a look and feel for the site, including color schemes, graphic elements and navigation tools.

C. Demonstration Pages / Mock-up Templates
1. Create visual models of how pages and user interfaces will operate.

D. Acceptance
1. Present to management.
2. Implement suggestions made.
3. Final Acceptance.

Narrative: Working with results of the Concept phase, CityWebCentral prepares a home page design, demonstrating major site functions and components (menu tabs, quick links, banner images, page text and related elements) and approaches to color, layout and composition. Together with Township management, we critique the design for best presentation structure and, functionality, look and feel. We refine the design and its mechanical elements, and thematically it becomes the design basis for all pages in the website.

III. **Development Phase**

A. Create Templates

B. Design Web Applications
1. Develop server side objects and components.
2. Develop client side scripts and controls.

C. Testing Technical Aspects and Usability

D. Acceptance. Present to management, Implement suggestions made.

Narrative. In this phase, all site pages, content and controls determined in the Concept and Design phases are assembled and made ready. Existing website content is converted from the old site to the new site. The website content management system (Cobra7™ CMS) is installed. A special "Pentwater Township Workshop Site" is established offline. This is the space where we build and test the new website and its components. We provide Township management with the Workshop URL and invite them to "watch over our shoulders" as we build out and test the new site, approving major steps as we work through them.

IV. Implementation

1. Install Web Applications, Objects and Components at Host
    1. Host server files preparation
    2. Host database establish and program
    3. Host server and database link to Cobra7 CMS
2. Site Testing
    1. Continuity, debugging of applications and connections
    2. Load, stress and usability testing
3. Acceptance
    1. Present to Management
        a. Management proof and approval of all site pages
        b. Final pre-launch content additions and changes
    2. Implement suggestions made
    3. Final Acceptance
    4. **Go Live Launch** (Replace current site with finished new site).

Narrative: CityWebCentral and Township management review the new website's developed pages via the Workshop Site URL and proof content and site functions for completeness and accuracy. Finished site construction is tested and exercised. Final adjustments are made as necessary. Township management

gives its final approval, and then at last it is time for the big moment!

CityWebCentral performs Go Live functions, replacing the Township's existing pages and content with the newly-built website, launching the new website.

V. **Training / Support Phase**

A. Train staff

1. Provide Cobra7 CMS content management system training to Township staff personnel.
2. Provide documentation outlining system maintenance processes.

B. Support

1. Provide ongoing support plan and support contact information.
2. Process for obtaining assistance with content management.
3. Additional system training and support materials.
4. Process to obtain updates to website structure and features.

Narrative: CityWebCentral trains Township staff on the content management system, Cobra7 CMS. We provide staff members with documentation, video links, and access to our Cobra7 CMS Resource Library. We show staffers hands-on how to make website updates, place documents, create links, update calendars, load new photos, set an alert, manage email lists, and more. No technical skills are needed; anyone comfortable with Microsoft Word™ will enjoy Cobra7 CMS. The system will run on the staff's existing computer browsers. Following the Go Live and ever after, CityWebCentral remains close and ready to assist Township staff members with every website need, per our Ongoing Support Services (OSS) agreement as detailed in the next section of this proposal.

Ongoing Support Services (OSS)

Once the new Pentwater Township website is built, CityWebCentral provides **Ongoing Support Services**. OSS is a complete package of website management, maintenance and update services, including the Cobra7 CMS™ content management system, our Cobra7 CMS training, Cobra7 CMS help videos and resource library for Township staff, continuing Cobra7 CMS system feature set updates and additions, daily database and host file backups, daily website search engine updates, content management assistance, and website hosting service management. We are on call 24/7 as the Township's website support team and "go-to" website experts, ready to answer questions and provide solutions anytime.

On a continuing basis, CityWebCentral OSS will provide:

- Local, prompt response to any Pentwater Township website question or need.
- Regular support 7:00a to 7:00p Monday through Friday excluding holidays.
- Emergency support for website content and website hosting, 24/7/365.
- Online Cobra7 CMS training for Township staff members as requested.
- Dedicated account manager (John Chickering).
- Automatic integration of Cobra7 CMS upgrades and enhancements.
- Website content update assistance when Township staff requests.
- Daily website host file and database backups.
- Daily website search engine indexing and search results updates.

Extra Benefit: Website content updates, anytime. When Township staff is too busy or unavailable to make content updates themselves via Cobra7 CMS, we can make them for you. Just phone, fax or email your update and we will post it right away, most often within 1 or 2 business days. The Township can receive 2 hours of this content

management service each month at no additional cost, as part of our Ongoing Support Services agreement (see the Cost Quotations section for details).

Extra Benefit: Website Design Refresh after 2 years. In the world of the Internet, the future has a way of coming more quickly than expected. With CityWebCentral OSS, you can relax and let the future arrive. Pentwater Township can request a website design refresh at no cost after 2 years from date of this new website's launch. With the design refresh, we will show you suggested design and feature set updates to keep the site looking new and fresh, and to accommodate newer browsing features.

Cobra7 CMS™ continuing system service and program updates. Pentwater Township will enjoy full and continuing use of the Cobra7 CMS™ to manage and update website content. As Cobra7 CMS continues to grow and new standard features are added, Pentwater Township will automatically receive standard Cobra7 CMS™ updates at no additional cost. CityWebCentral will assure the Township website is always running the newest Cobra7 CMS™ version and we will offer no-cost training when new feature sets are introduced.

Daily backups to Pentwater Township website database and file servers. Pentwater Township website host files and database will be copied, backed up and archived every day on the overnight, to help assure data continuity and quick content retrieval should it ever be necessary.

Hosting and Security

CityWebCentral provides complete website hosting services. Our contracted Network Operations Center manages our Primary Data Center and operates our web servers. Each server is designed specifically for website hosting and administration. Ultra-reliable, ultra-fast SSD, monitored on site by certified engineers 24/7/365.

About Our Primary Data Center in Southfield, Michigan

A2 Hosting, contracted provider of our Virtual Private Web Server (VPS)
- Redundant Network
- Dual Fiber Entrance
- Multi-homed network connectivity

Redundant Power Supply
- 300kVA UPS uninterrupted power
- 480V 3-Phase building power
- 1200 AMP -48 DC Power Plant
- 750kVA Cummins Diesel Generator
- Single active path for power source from DTE Energy
- 20A 120VAC UPS circuit

Data Center Security
- SSAE16 certified. Physical data center security measures include:
- Gated parking lot with security key entry
- Security key needed to enter data center
- Security key needed to access fully enclosed locked server rack
- Video surveillance

Turbo Server: Up To 20X Faster Page Loads
Solid State Drive (SSD) Speed Boost
10 Gb/s Redundant Network
100 GB RAM Server
CityWebCentral designed and built these websites and provides website management:

Client References

City of Alma, Michigan

Aeric Ripley, City Manager
(616) 887-8251 or email aripley@myalma.org
Website Address: myalma.org

City of Belding, Michigan

Janet Ortega, City Clerk
(616) 794-1900 ext 210 or email j.ortego@ci.belding.mi.us
Website Address: belding.us

City of Hart, Michigan

Cheri Eisenlohr, Deputy Clerk; Rob Splane, City Manager
(231) 923-3837 or email ceisenlohr@cityofhart.org
Website Address: cityofhart.org

Sparta Township, Michigan

Marcie Savage, Township Clerk
(616) 887-8863 or email clerk@spartatownship.org
Website Address: spartatownship.org

Village of Pentwater, Michigan

Katie Anderson, Deputy Clerk/Zoning Administrator
(231) 869-8401 or email kanderson@pentwatervillage.org
Website Address: pentwatervillage.org

Terms and Conditions

1) **Ongoing Support Services.** After the website is built, CityWebCentral provides a package of Ongoing Support Services (OSS), including access to and use of our Cobra7 CMS™ content management system, and the package of website maintenance and management services defined in the Ongoing Support Services (OSS) section here on page 22. Our agreement to provide OSS begins on the date of the new website's go-live launch, and remain in effect for a one year term (12 months). The term fee, as shown in the Cost Quotations section on page 29 here, will be invoiced at the term start. If neither party gives notice to end the agreement 60 days prior to the finish of the initial or any subsequent term, the agreement to provide Ongoing Support Services shall renew and be invoiced for an additional one year term. **Included benefits** are up to 2 hours each month of content management services at no cost, and upon completion of 2 consecutive years of this OSS agreement, Pentwater Township will be eligible for a CityWebCentral Website Design Refresh at no cost, as defined on page 24.

2) **Photography for the New Website.** See Professional Photography Services explained on page 13. The use of our photography is an exclusive bonus to Pentwater Township provided at no additional cost by CityWebCentral. Pentwater Township will have the right to use our photography freely within its CityWebCentral website. Please note that our additional permission must be gathered in order to use our photography for other purposes or for its use by other parties.

3) **Project Invoicing and Payment Terms.** The payment schedule is as follows. See Cost Quotations on page 29 and Construction Process and Timetable, page 17.

- 25% of the Total Construction Amount upon acceptance of this proposal.
- 25% of the Total Construction Amount upon completion of the Design Phase.

- 25% of Total Construction Amount upon completion of the Development Phase.
- 25% of Total Construction Amount upon completion of Implementation Phase.

The first year of Ongoing Support Services (OSS) and pro-rated Website Hosting Services are also due upon completion of the Implementation Phase.

4) **CityWebCentral Link.** At CityWebCentral's option, Pentwater Township allows display of "Website by CityWebCentral" link to the CityWebCentral website at the foot of its website pages.

5) **Ownership and Content Responsibility.** Upon complete payment for website construction as outlined in item 3 above, Pentwater Township will own the website content, including text and copy, all importable and exportable data, photographs and images provided by the Township or its resource providers, and archived documents. After the new website is launched (Go Live), Pentwater Township assumes full responsibility for website content maintenance and administration, and for the accuracy, legality and usage rights of all website content.

6) **Intellectual Property.** The intellectual property of the Cobra7™ CMS content management system and of CityWebCentral's website design and development processes remains the exclusive property of CityWebCentral. Pentwater Township shall not license, transfer or make available the use of Cobra7 CMS to any third party, nor shall it allow the use the Cobra7 CMS in any way other than intended and specified by CityWebCentral in our staff training process and materials. Pentwater Township shall not allow access to Cobra7 CMS software or its system files in order to build a competitive product or to copy any of its features, functions, graphics, program ideas or system code. The Cobra7 CMS™ name and logo are CityWebCentral trademarks and are not permitted to be used or published without our permission.

7) **Indemnification.** Pentwater Township and CityWebCentral shall defend, indemnify and hold the other party harmless against any lawsuits, claims or expenses, including attorney's fees, in connection with the operation of the website and Cobra7 CMS™ software contemplated by this agreement. This provision shall not apply if damage is caused by gross negligence or willful misconduct of either party.

8) **Liabilities.** CityWebCentral will not be liable for any failure caused by or the result of any act or omission by Pentwater Township or its employees or agents. Pentwater Township agrees that it is solely responsible for the solicitation, collection, storage and use of any website user's personal data, and that CityWebCentral has no responsibility for any user's personal data or the consequences of its use.

CITY WEB CENTRAL

Pentwater Township

Cost Quotations

Website Concept, Design and Development .....Included
Special Artwork, Graphics, Copywriting .....Included
Comprehensive Coding, Database Integration, Forms Development.....Included
Conversion of Existing Pentwater Township Website Content .....Included
Citizens Email System (premium service of Cobra7 CMS™) .....Included
Website Internal Search Engine .....Included
CityWebCentral Landscape and Aerial Drone Photography Services .....Included
Search Engine Optimization and Google Analytics® Performance Tracking.....Included
Client Communications, Meetings, Online Conferences .....Included
Total Construction Amount, Compete Website, Finished and Launched.....**$12,000**

CityWebCentral Ongoing Support Services (OSS) (Per Year).....**$2,500**
Cobra7 CMS™ Website Integration and Installation, Ongoing Use .....Included
Cobra7 CMS™ Training and Support for Pentwater Township Staff .....Included
Continuing Cobra7 CMS™ Standard Feature Set Additions and Updates .....Included
Daily Host File and Database Backups; Daily Search Engine Updates .....Included
2 Hours Per Month of No-Charge Content Update Assistance .....Included

Website Hosting Services (Per Year).....**$500**

Other Costs (Apply only if needed)

- Content Updates after 2 no-cost hours per month **("Alternative" to CMS)** $75/hour
- Post-launch changes to website structural design elements, menu system or page structures; features or functions requested beyond the scope of original construction; change-orders to previously approved construction phases $145/hour
- Mileage reimbursement for automobile travel .....Prevailing federal rate

APPENDIX: FAQs (Answers to Questions We Are Frequently Asked)

Q) How long will it take to build and launch the new Pentwater Township website?

A) Typically, our municipal website construction process takes about 12 weeks from start to finish. See our production timetable graphic here on page 17. This timetable can be adjusted to accommodate Township staff schedules.

Q) How much will our new website cost?

A) Complete website production will be $12,000; Ongoing Support Services (OSS) is currently $2,500 annually with the first year billed at website Go-Live launch, and then on the anniversary of that date thereafter; Hosting services are currently $500 annually and billed on January 1 for the calendar year. Your website hosting for the current year will be pro-rated from the date of the website's Go-Live launch. Please see page 29 for cost descriptions.

Q) Can we view construction of the new Township website as it is being built?

A) Yes! We will provide a special online URL website address where you will be invited to view the new website as we build it out. This allows you to collaborate closely with us on every aspect of its construction, and provide us with your proofing, guidance and approval as we move through each construction phase.

Q) Who will be our contact person?

A) The contact person and account manager for the Pentwater Township website will be John E. Chickering, founder and principal of CityWebCentral.

Q) What is John Chickering's personal background?

A) John and his company have been designing and building professional websites for businesses, organizations and municipalities since 1997. John is a deeply experienced webmaster and also has a background in national consumer product advertising, retail marketing, video, audio and graphic production, and in broadcasting. In the 1990s while living in Ludington, John served as a City Councilor and as Mayor Pro Tem. He also served as a board member and president of the Ludington Area Chamber of Commerce, board member of the Ludington Economic Development Corporation, and on the board of the West Shore Community College Foundation. These experiences combined to provide the unique perspectives necessary to understand municipal government, municipal communication and community marketing needs, and helped to form the basis for the start of CityWebCentral.

Q) What is the CityWebCentral business model?

A) CityWebCentral is the website development enterprise of Chickering Associates, Inc., a Michigan corporation working in advertising, marketing, broadcasting and multi-media production services since 1980. With a broad base of business experience and many clients across Michigan, we provide high quality, responsive service. Our diverse team consists of contract professional designers, website code specialists, Internet experts and top-notch IT professionals with vast resources. Our partners at A2 Hosting in Southfield, Michigan provide a strong, robust support platform for more than 25 CityWebCentral websites and our Cobra7 CMS™ content management system aboard our private server. We use today's modern tools to engineer, build and manage websites to industry best-practice standards.

Q) What services will CityWebCentral provide after our website is built?

A) Pentwater Township will receive CityWebCentral's complete package of Ongoing Support Services (OSS), which consists of the Cobra7 CMS content management system, Cobra7 CMS training for Township staff, access to the Cobra7 CMS training video library, and importantly, 24/7 response to any Township staff member calls, inquiries or need for assistance. See page 22 for Ongoing Support Services (OSS) details. If Township staff is too busy to make content updates using the content management system, CityWebCentral will be happy make them for you for up to 2 hours each month at no extra cost. In addition, the Pentwater Township website host and database will be backed up to local and cloud-based servers every night for safety and redundancy. The search engine built into the Township website will also re-index all website content and produce new site maps every night, always providing site visitors, Google, Yahoo, Bing and other search service providers with up-to-date links to the Township's very latest content updates.

Q) What is the Cobra7 CMS™ content management system?

A) Cobra7 CMS™ is an advanced cloud-based networked system that allows Pentwater Township staff to manage and maintain all of the content on your CityWebCentral website. It works from any computer, tablet or smartphone web browser, and requires no software or special skills. Anyone comfortable with Microsoft Word will enjoy working with Cobra7 CMS. Cobra7 CMS is designed especially for municipal websites, and for Township staff members at every level to use. With Cobra7 CMS, staff members can make quick, easy updates to any content on the website. Meeting minutes, news events, alert banners, article photos, banner images, article text, headlines, documents, forms, links, FAQs and more are all posted in a snap. We made Cobra7 to be industry's easiest and most dependable system to use. Our municipal clients all love it.

Q) What about website hosting and security?

A) The Pentwater Township website will be hosted on the CityWebCentral private server, which resides on the A2 Hosting secure server platform in Southfield, Michigan. The A2 Hosting platform is among the most stable and secure operating anywhere today according to ongoing industry reviews, with a consistently excellent record for uptime and host security. In CityWebCentral's years of partnership with A2 and across our dozens of websites hosted with them, we have never experienced any security issues. Cobra7 CMS is also served by A2 Hosting, on a SSL-certificated secured HTTPS host to provide encryption of user data. More information about hosting nomenclature is provided on page 25 here.

Thank you for inviting us to prepare this proposal!

We look forward to a long and happy relationship and to building a truly great website for Pentwater Township.

Oceana County - 2023	County Fee	TWP *Current*	TWP *Difference*	TWP *Proposed*	*Difference*	2023 Board Approved	Notes
Garbage Bags:							
Small - 15 Gallon:	**$3**	$2	($1)	$3			
Medium - 30 Gallon:	**$4**	$2	($2)	$3	($1)		
Large - 50 Gallon & Up:	**$5**	$3	($2)	$5			
Pick-up Trucks (No Shingles):							
Short Bed (6'):	**$45**	$30	($15)	$45			
Long Bed (8'):	**$65**	$50	($15)	$65			
Trailer up to 6' x 10':	**$65**	$30 - $50	($15)	$45 - $65			Bob estimates load size & charges accordingly
Per Additional Foot:	**$15**	N/A	N/A	N/A			Bob estimates load size & charges accordingly
Clean Shingles:							
Short Bed:	**$60**	$30	($30)	$45	($15)		
Long Bed:	**$75**	$50	($25)	$65	($10)		
Trailer Up to 6' x 8':	**$80**	$30 - $50	($15)	$45 - $65	$15 -$35		Bob estimates load size & charges accordingly
Per Additional Foot:	**$15**	N/A	N/A	N/A			
Mattress:	**$20**	$15	($5)	$15	($5)		
Microwave:	**$7**	Free	($7)	$7			Able to dispose of at no cost
Small Refrigerator/Freezer:	**$15**	Free	($15)	$15			Able to dispose of at no cost
Large Appliance:	**$10 - $25**	$30	N/A	$30	$5		Able to dispose of at no cost
Chair:	**$10**	$10	$0	$10			Bob estimates load size & charges accordingly
Sofa:	**N/A**	$20 - $30	N/A	$20 - $30			Bob estimates load size & charges accordingly
30 Gallon Barrel:	**N/A**	$7	N/A	$7			
50 Gallon Barrel:	**N/A**	$20	N/A	$20			
Television:	**$15**	Free	N/A	$10	($5)		Can no longer dispose of at no cost. Compromise increase.
Tires - Passenger Car/PU/SUV:	**$5**	$5	$0	*See note!*			Bob processes at home. Wants to exit this service.
Tires - Trucks up to 30":	**$15**	N/A	N/A	N/A			
Yard Waste per "Load":	$20	$0	($20)	$0	($20)		Bob considering options for future control