

<p style="text-align: center;"> <b>PENTWATER TOWNSHIP BOARD</b>  <b>PENTWATER COMMUNITY HALL</b>  500 N. HANCOCK STREET, PENTWATER, MI 49449  <b><i>Approved Minutes</i></b>  Regular Meeting of Wednesday, March 13, 2024  &amp;  Public Hearing on Proposed 2024/2025 Budgets   ZOOM Available for Audience </p>	
<p>Supervisor Cavazos called the meeting to order at 6:00 PM</p> <p><b>Members Present:</b> Murphy, Douglas, Flynn, Cavazos</p> <p><b>Members Absent:</b> Holub</p> <p><b>Staff Present:</b> Keith Edwards, Zoning Administrator &amp; Deputy Supervisor; Glenn Beavis, Deputy Clerk &amp; Recording Secretary</p> <p><b>Others Present:</b> Mary Barker, Cathy Crumb, Paula DeGregorio, Valerie McHugh, Ron Christians, Tom Roose, Maureen Gustafson, Dean Gustafsson, Mark Trierweiler</p> <p><b>Present via Zoom:</b> Dean Holub</p>	<p><b>CALL TO ORDER</b></p> <p><b>ROLL CALL</b></p>
<p><b>Moved by Douglas seconded by Flynn</b> to accept the consent agenda as follows:</p> <ul style="list-style-type: none"> <li>• Prior Meeting Minutes of February 8, 2023 &amp; February 21</li> <li>• Correspondence: None</li> <li>• (*) Claims/Bills for the period 2/15/24 – 3/6/24 as follows (incl. payroll): <ul style="list-style-type: none"> <li>○ Township - \$37,434 (Includes Road Fund &amp; Election Inspector Wages)</li> <li>○ Cemetery - \$4,039</li> <li>○ Fire - \$3,136</li> <li>○ Sewer – \$3,668</li> </ul> </li> </ul> <p>(*): Available data as of 3/7/24</p> <p>Roll call vote:  YES: Douglas, Flynn, Cavazos, Murphy  NO: None</p> <p>Motion carries.</p>	<p><b>CONSENT AGENDA</b></p> <p><b>Review &amp; Action</b></p>
<p>Supervisor Cavazos presented the Regular Meeting Agenda.</p> <p><b>Moved by Murphy, seconded by Flynn</b> to accept the agenda as</p>	<p><b>MEETING AGENDA</b></p> <p><b>Review &amp; Action</b></p>

presented.	
<ul style="list-style-type: none"> <li>• Dean Gustafson urged The Board to consider other, more equitable, means of distributing wage increases rather than the current process of issuing raises at a flat percentage for all.</li> <li>• Ted Cushna noted that Administration fees are not fully being represented in the currently proposed General Fund budget. Treasurer Douglas confirmed the error, stating that it failed to include admin fees for summer tax collection. This is acknowledged now, but will be physically corrected as part of any 1<sup>st</sup> Quarter 2024/25 General Fund budget amendments that may be required. Ted also questioned ARPA fund spending plans and sewer status.</li> </ul>	<b>PUBLIC COMMENT ON AGENDA ITEMS</b>
The Regular Meeting was adjourned by Supervisor Cavazos at 6:05 PM	<b>ADJOURN REGULAR MEETING</b>
The Public Hearing on the Proposed 2023/24 Budget was opened by Supervisor Cavazos at 6:06 PM.	<b>OPEN PUBLIC HEARING ON PROPOSED FY2024/25 BUDGET</b>
<p><b>Members Present:</b> Murphy, Flynn, Douglas, and Cavazos</p> <p><b>Members Absent:</b> Holub</p> <p><b>Staff Present:</b> Keith Edwards, Zoning Administrator &amp; Deputy Supervisor; Glenn Beavis, Deputy Clerk &amp; Recording Secretary</p> <p><b>Others Present:</b> Mary Barker, Cathy Crumb, Paula DeGregorio, Valerie McHugh, Ron Christians, Tom Roose, Maureen Gustafson, Dean Gustafsson, Mark Trierweiler</p> <p><b>Present via Zoom:</b> Dean Holub</p>	<b>ROLL CALL</b>
<p>Supervisor Cavazos presented the tentative 2024/25 Budgets for the General Fund, Road Fund, Fire Department Fund, Cemetery Fund, ARPA Fund, and Sewer Fund in the amounts of \$766,421(See below), \$222,413, \$419,289, \$140,760, \$5,500(See below), and \$254,000 respectively. The Township wages reflect an increase of 5.0%.</p> <p>Supervisor Cavazos also noted the following:</p> <ul style="list-style-type: none"> <li>• The General Fund budget includes \$90,000 to be pulled from the Fund Balance that, by prior Board agreement, will be transferred out to the Road Fund in support of this year’s planned road work. An earlier version of this budget was distributed without</li> </ul>	<b>PRESENTATION OF TENTATIVELY APPROVED 2024/25 BUDGETS FOR GENERAL FUND, CEMETERY FUND, FIRE DEPARTMENT FUND, ROAD FUND, ARPA FUND, and SEWER FUND</b>

<p>this inclusion but has since been corrected.</p> <ul style="list-style-type: none"> <li>• The Road Fund budget includes \$90,000 that will be transferred in from the General Fund to support planned road improvements</li> <li>• The Fire Department budget was set by their board</li> <li>• The Cemetery Fund budget includes monies to address repair and reinstallation of the old water fountain, a pergola, benches, and ongoing maintenance.</li> <li>• ARPA Fund monies are planned to be used in support of the newly acquired sewer systems but details are yet to be determined and so not reflected in the new budget. There is currently \$72,461 in the ARPA Fund Balance.</li> <li>• The Sewer Fund budget no longer includes an estimate for anticipated monies that will be transferred in from the Village to the Township as this matter remains unresolved.</li> </ul>	
None	<b>PUBLIC COMMENTS ON PROPOSED BUDGETS 2024/25</b>
The Public Hearing on the Proposed 2024/25 Budget was adjourned by Supervisor Cavazos at 6:33 PM.	<b>ADJOURN PUBLIC HEARING</b>
The Regular Meeting of the Township Board reconvened at 6:34 PM and Supervisor Cavazos called the Meeting to Order.	<b>RECONVENE REGULAR MEETING &amp; CALL TO ORDER</b>
<p><b>Members Present:</b> Murphy, Douglas, Flynn, Cavazos</p> <p><b>Members Absent:</b> Holub</p> <p><b>Staff Present:</b> Keith Edwards, Zoning Administrator &amp; Deputy Supervisor; Glenn Beavis, Deputy Clerk &amp; Recording Secretary</p> <p><b>Others Present:</b> Mary Barker, Cathy Crumb, Paula DeGregorio, Valerie McHugh, Ron Christians, Tom Roose, Maureen Gustafson, Dean Gustafsson, Mark Trierweiler</p> <p><b>Present via Zoom:</b> Dean Holub</p>	<b>ROLL CALL</b>
<p>Supervisor Cavazos reported:</p> <ol style="list-style-type: none"> <li>1. Update on “Break-In” at Pentwater Township Transfer Station</li> </ol> <p>Sometime between when the Transfer Station closed on November 1<sup>st</sup> and early February, the Pentwater Transfer Station was broken into. The intruders entered from over the fence in the back of the</p>	<b>SUPERVISOR’S REPORT</b>

<p>Transfer Station. The shed was broken into, and a variety of items were taken (heater, radio, coat, cooler, and other items). In addition, the intruders siphoned diesel gas from the front-end loader and a propane tank.</p> <p>Almost all of the items were found in the wooded area beyond the fence except for tank and fuel. The Michigan State Police were contacted, and a trooper came to investigate and file a report. We have not received a report as of today. I requested an official report and was told it would be at least 3 weeks. It is not likely there will be any arrests – lack of evidence. We also do not plan to file a claim with Township Insurance since our deductible for this type of claim is \$1,000. The Township is applying for a Risk Reduction Grant for trail monitoring cameras and solar lights.</p> <p>2. CDC Updates on COVID 19 Recommendations - March 1, 2024</p> <ul style="list-style-type: none"> <li>• Updated guidance rescinds the 5-day minimum isolation period.</li> <li>• Respiratory Virus Guidance recommends that “people stay home and away from others until at least 24 hours after their symptoms are getting better overall and they have not had a fever.”</li> <li>• Virus Guidance clarifies that testing is not required.</li> </ul> <p>3. Upon Recommendation from Laude Hartrum, Pentwater Chief of Police, the buoy that was located in the East end of Pentwater Lake needed to be replaced due to excessive damage. This is the buoy that indicates shallow water near the bridge on Longbridge Rd.</p> <p>Pentwater Township is responsible for this buoy so a Hazard Warning Custom Buoy with a Solar Light clearly visible for one mile was purchased. The cost was \$701.00. Chief Hartrum will install the new buoy.</p>	
<p>Clerk Murphy reported the following:</p> <p><b>Elections</b></p> <ul style="list-style-type: none"> <li>• I would like to start out by thanking all our dedicated election workers that worked the Presidential Primary. It was a long day and night. Everyone did an outstanding job. It was a pleasure to work with all of you. Again, a huge thank you for your time, hard work and commitment to the electoral process and the Pentwater Community.</li> <li>• With that being said the Community of Pentwater also has something else to be really proud of for the Presidential Primary. Out of the other 17 municipalities in Oceana County, Pentwater Township had the highest voter turnout. We had 622 residents</li> </ul>	<p><b>CLERK’S REPORT</b></p>

<p>that voted of the 622, 383 were absentee voters and 27 utilized the 9 days of early voting at the County Building.</p> <ul style="list-style-type: none"> <li>• We have 55 days until the next Election Day, which is Tuesday, May 7<sup>th</sup>.</li> <li>• There is only 1 item on the Ballot and that is the Pentwater School millage.</li> <li>• The Clerk’s office will begin issuing and mailing Absentee Ballots on Thursday, March 28th along with be available in the Clerk’s office if you want to stop by in person. Please make sure the Clerk’s office has your correct address of where to send your absentee ballot.</li> <li>• I would like to make you aware that there will be many groups asking you to sign petitions for ballot proposal, whether local issues or a constitutional amendment this Election Season. For Example, the 2 that I’m going to mention are getting a lot of attention. The first AxMITax, a group who has a petition for a constitutional amendment to eliminate all property taxes. The second Citizens for Choice whose mission statement is to restore local control over zoning regulations, with a petition to repeal part 8 of Public Act 233 of 2023. Just educate yourself and don’t feel any pressure to sign anything you are not comfortable with. Like so many people ask us in the Clerk’s office why do you have so much more work with the Elections now. And I say because of the passing of Proposal 2 in 2022 and most people don’t even remember voting on it,</li> </ul> <p><b>Proposal 22-2 A proposal to amend the state constitution to add provisions regarding elections. This proposed constitutional amendment would:</b></p> <ul style="list-style-type: none"> <li>• Recognize fundamental right to vote without harassing conduct;</li> <li>• Require military or overseas ballots be counted if postmarked by election day;</li> <li>• Provide voter right to verify identity with photo ID or signed statement;</li> <li>• Provide voter right to single application to vote absentee in all elections;</li> <li>• Require state-funded absentee-ballot drop boxes, and postage for absentee applications and ballots;</li> <li>• Provide that only election officials may conduct post-election audits;</li> <li>• Require nine days of early in-person voting;</li> <li>• Allow donations to fund elections, which must be disclosed;</li> <li>• Require canvass boards certify election results based only on the official records of votes cast.</li> </ul> <p>The Transfer Station will be opening for the Season. It’s first day of operation will Thursday April 4<sup>th</sup>. The Cemetery will also be opening for the Season, as always The Cemetery will open on April 1<sup>st</sup>.</p>	
<p>Treasurer Douglas report was received and placed on file. She</p>	<p><b>TREASURER’S REPORT</b></p>

<p>continued to express pleasure at earned interest in all Michigan Class accounts.</p>	
<p>The Fire Department Report, Library Report and Recreation Report were all received and placed on file.</p>	<p><b>OTHER DEPARTMENTAL REPORTS</b>  <b>Library, Recreation and Fire Department</b></p>
<p>The Zoning and Assessing Reports were received and placed on file. The Board of Review organizational meeting was held on March 7 in preparation for BoR meetings scheduled for March 12<sup>th</sup> (9:00AM – 3:00PM)and March 14th (3:00AM- 9:00PM).</p> <p>There were no reports for the Cemetery and Transfer Station as they are closed until April.</p>	<p><b>STAFF REPORTS –</b>  <b>Zoning, Assessing, Cemetery, Transfer Station</b></p>
<p><b>Moved by Douglas and seconded by Flynn</b> to approve the revised transfer station fee schedule for FY2024/25. See meeting packet for details.</p> <p>Roll call vote:  YES: Cavazos, Douglas, Flynn, Murphy  NO: None  Motion carries</p>	<p><b>UNFINISHED BUSINESS –</b>  <b>Transfer Station Fee Schedule</b></p>
<p>Motion by Flynn, seconded by Douglas to adopt Resolution #2024-05 to approve the Fiscal Year 2024/2025 Budgets for General Fund, Road Fund, Cemetery Fund, Fire Department Fund, American Rescue Plan Fund, and Sewer Fund as follows:</p> <ul style="list-style-type: none"> <li>• General Fund: \$766,421</li> <li>• Cemetery Fund: \$140,760</li> <li>• Fire Department Fund: \$419,289</li> <li>• Road Fund: \$222,413</li> <li>• ARPA Fund: \$5,500</li> <li>• Sewer Fund: \$254,000</li> </ul> <p>Roll call vote:  YES: Cavazos, Douglas, Flynn, Murphy  NO: None  Motion carries</p>	<p><b>NEW BUSINESS - A</b>  <b>Resolution 2024-05:</b>  <b>Adoption of FY2024/25 General, Fire, Cemetery, Fire, and ARPA Budgets</b></p>
<p>Motion by Flynn, seconded by Douglas to adopt Resolution #2024-06 to approve the Adoption of Annual Salary/Wage Schedule for Elected Officials.</p> <p>Roll call vote:</p>	<p><b>NEW BUSINESS - B</b>  <b>Resolution 2024-06:</b>  <b>Approval of FY2024/25 Salaries &amp; Per Diem</b></p>

<p>YES: Cavazos, Douglas, Flynn, Murphy NO: None Motion carries</p>	
<p>Motion by Cavazos, seconded by Douglas to approve Pentwater Township Bank Depositories – Resolution #2024-07  Roll call vote: YES: Cavazos, Douglas, Flynn, Murphy NO: None Motion carries</p>	<p><b>NEW BUSINESS - C Resolution 2024-07: Approval of Pentwater Township Bank Depositories</b></p>
<p>Motion by Flynn, seconded by Murphy to approve Resolution #2024-08 - Authorization to Buy and Sell property during FY2024/25  Roll call vote: YES: Cavazos, Douglas, Flynn, Murphy NO: None Motion carries</p>	<p><b>NEW BUSINESS - D Resolution 2024-08: Authorization Policy to Buy and Sell Property in FY2024/25</b></p>
<p>Motion by Cavazos, seconded by Flynn to approve the Adoption of the annual Salary/Wage Schedule for Non-Elected Officials – Resolution #2024-09  Roll call vote: YES: Cavazos, Douglas, Flynn, Murphy NO: None Motion carries</p>	<p><b>NEW BUSINESS - E Resolution 2024-09: Adoption of Annual Salary/Wage Schedule for Non-Elected Officials</b></p>
<p>Motion by Douglas, seconded by Flynn to approve submitting Michigan Township Participating Plan Grant Application, seeking funds for purposes of increasing security at the Transfer Station  Roll call vote: YES: Cavazos, Douglas, Flynn, Murphy NO: None Motion carries</p>	<p><b>NEW BUSINESS - F Resolution 2024-10: Resolution in Support of Risk Prevention Grant – PAR Plan</b></p>
<p>Fire Chief Jonathan Hughart discussed a planned 3.5 millage proposal that will be on the August 2024 ballot. This proposed millage, if approved, will replace the 1.0 millage currently levied that will expire December of 2024 and, a year later, will replace the current Fire Apparatus 0.5 millage, which expires in December of 2025.  Chief Hughart spent considerable time reviewing personnel equipment costs as well as the need for facility repairs and the need to replace older fire trucks. He also spoke to demographic changes that result in longer times needed to get to emergency sites and an older community population that requires more emergency services than in the past. The millage is also intended to cover costs for four full time</p>	<p><b>NEW BUSINESS - G Discussion: Fire Department Proposed Millage Proposal</b></p>

<p>fire personnel with intent to always have someone at the Fire Barn. No physical presentation materials were provided but are being prepared for future reviews and distribution.</p>	
<p>Motion by Cavazos, seconded by Flynn to approve Q4 2023-204 EOY Budget Amendments</p> <p>Roll call vote:  YES: Cavazos, Douglas, Flynn, Murphy  NO: None</p> <p>Motion carries</p>	<p><b>NEW BUSINESS – H  Review &amp; Action: Q4  2023/24 Budget  Amendments</b></p>
<p>Motion by Douglas, seconded by Flynn to approve Township Board Committee Appoints to make the following Township Board Committee appointments:</p> <p style="padding-left: 40px;">Lynne Cavazos, Supervisor – Pentwater Lake Improvement Board  Heather Douglas, Treasurer – Township Planning Commission  Mike Flynn, Trustee – Township Zoning Board of Appeals  Dean Holub, Trustee – Road Committee</p> <p>Roll call vote:  YES: Cavazos, Douglas, Flynn, Murphy  NO: None</p> <p>Motion carries</p>	<p><b>NEW BUSINESS - I  Review &amp; Action  Township Board  Committee Appointments  for 2024/25</b></p>
<p>Moved by Flynn, seconded by Douglas to make the following Township Staff appointments (annual appointment):</p> <p style="padding-left: 40px;">Keith Edwards: Zoning Administrator and Ordinance Enforcement Officer  Robert Miller: Township Transfer Site Attendant  Dillon Hendrixon-Beatty: Transfer Site Assistant  Rob Lynn: Cemetery Sexton helper  Chris Bailey: Cemetery Sexton  Barbie Eaton: Township Assessor</p> <p>Roll call vote:  YES: Cavazos, Douglas, Flynn, Murphy  NO: None</p> <p>Motion carries</p>	<p><b>NEW BUSINESS - J  Review &amp; Action  Township Staff  Appointments for  2024/25</b></p>
<p><b>Moved by Cavazos, seconded by Douglas</b> to appoint Mika Meyers PLC as the Township Attorneys for FY2024/25.</p> <p>Roll call vote:</p>	<p><b>NEW BUSINESS - K  Review &amp; Action  Township Attorney  Appointment for 2024/25</b></p>



<p>YES: Cavazos, Douglas, Flynn, Murphy  NO: None  Motion carries</p>	
<p><b>Moved by Flynn, seconded by Murphy</b> to reappoint Pat Hooyman &amp; Terry Cluchey to the Township Planning Commission commencing April 1, 2024 through March 31, 2027</p> <p><b>Planning Commission Members (3 year term):</b>  John Graettinger – Expires 3/31/26  Paula DeGregorio – Expires 3/31/26  Pat Hooyman – Expires 3/31/24  Terry Cluchey – Expires 3/31/24  Peter Zangara – Expires 5/31/25  Tony Monton – Expires 5/31/25  Heather Douglas – Annual by Board Appointment</p> <p>Roll call vote:  YES: Cavazos, Douglas, Flynn, Murphy  NO: None  Motion carries</p>	<p><b>NEW BUSINESS - L</b>  <b>Reappointment to Planning Commission</b></p>
<p>Moved by Cavazos, seconded by Douglas to reappoint Randy Hepworth to the Pentwater Township Zoning Board of Appeals (ZBA) for another three year term expiring March 31, 2027.</p> <p><b>Zoning Board of Appeals Members (3 year term):</b>  Terry Cluchey – Annual by Planning Commission  Mike Flynn – Annual by Board Appointment  Randy Hepworth – Expires 3/31/24  Jean Russell – Expires 3/31/26  Mark Trierweiler – Expires 8/10/25  Jeff Wrisley – Expires 5/11/25</p> <p>Roll call vote:  YES: Cavazos, Douglas, Flynn, Murphy  NO: None  Motion carries</p>	<p><b>NEW BUSINESS - M</b>  <b>Reappointment to Zoning Board of Appeals</b></p>
<p>Moved by Douglas, seconded by Flynn to reconfirm Pentwater Township Road Committee member terms of office as follows:</p> <p><b>Road Committee Members (3 year term):</b>  John Faas – Expires 3/31/26  Tom Hicks – Expires 3/31/26  Pat Hooyman - Expires 3/31/26  Tim Cole - Expires 3/31/26</p>	<p><b>NEW BUSINESS - N</b>  <b>Reappointment to Road Committee</b></p>

<p style="text-align: center;">Dean Holub – Annual by Board Appointment</p> <p>Roll call vote:  YES: Cavazos, Douglas, Flynn, Murphy  NO: None  Motion carries</p>	
<p>Moved by Cavazos and seconded by Flynn to approve the bid from Michigan Chloride Sales for brining of unpaved roads in Pentwater Township for the 2024/25. Said bid is for two applications of 19% - 21% Calcium Chloride per gallon at 2,500 gallons per mile for 10.4 miles of Township roads.</p> <p>Roll call vote:  YES: Cavazos, Douglas, Flynn, Murphy  NO: None  Motion carries</p>	<p><b>NEW BUSINESS - O  2024/25 Road Brining</b></p>
<p>Moved by Murphy, seconded by Flynn to authorize the Supervisor to execute the 2024 Manistee, Mason, and Oceana Counties Household Hazardous Waste (HHW) Program Contract in the amount of \$500. Said payment will be made payable to the Mason-Lake Conservation District, which serves as the fiduciary for the HHW Program.</p> <p>Roll call vote:  YES: Cavazos, Douglas, Flynn, Murphy  NO: None  Motion carries</p>	<p><b>NEW BUSINESS - P  Household Hazardous Waste Program</b></p>
<p>Moved by Cavazos, seconded by Douglas to approve Fleis &amp; Vanderbrink preparing a project plan for submission to the state CWSRF for consideration by EGLE.</p> <p>Roll call vote:  YES: Cavazos, Douglas, Flynn, Murphy  NO: None  Motion carries</p>	<p><b>NEW BUSINESS - Q  Fleis &amp; Vanderbrink Proposal to Prepare Project Plan</b></p>
<p>Moved by Cavazos, seconded by Douglas to accept a bid for \$6,500 for short-term repairs of the Longbridge Platform. Work to be conducted by Hallack &amp; overseen by Oceana County Road Commission.</p> <p>Roll call vote:  YES: Cavazos, Douglas, Flynn, Murphy  NO: None  Motion carries</p>	<p><b>NEW BUSINESS - R  Bid for Preliminary Longbridge Platform Repair</b></p>
<p>Clerk Murphy noted that our normally scheduled regular Township Board meeting dates run very close to scheduled 2024 election dates in</p>	<p><b>NEW BUSINESS - S  Proposed Change of May,</b></p>

<p>May, August, and November. As a result, the Clerk’s office will not be able to properly prepare and support these meetings as originally scheduled. Ms. Murphy requests regular board meetings be moved to the 3<sup>rd</sup> Wednesday of the month for these months.</p> <p>Moved by Murphy, seconded by Flynn to approve shifting the May, August, and November 2024 Regular Board Meeting dates from the traditional 2<sup>nd</sup> Wednesday of the month to the 3<sup>rd</sup> Wednesday of the month.</p> <p>Roll call vote:  YES: Cavazos, Douglas, Flynn, Murphy  NO: None</p> <p>Motion carries</p>	<p><b>August, and November Regular Township Board Meeting Dates</b></p>
<ul style="list-style-type: none"> <li>• Mark Trierweiler, on behalf of the Pentwater Service Club, is seeking proposals for community projects with estimated costs of up to \$4,000</li> <li>• Ted Cushna thinks consolidation of surrounding townships with Pentwater Township for purposes of conducting the May election/school bond proposal is a bad idea and advises against it</li> <li>• Ron Christians enquired about Pentwater Township’s Capital Improvement Plan</li> <li>• Dave Spittler advises that a \$5,000,000 bond was approved for road work in Hart, Pentwater, and Walkerville</li> </ul>	<p><b>PUBLIC COMMENTS</b></p>
<p>None</p>	<p><b>OTHER ITEMS from BOARD MEMBERS</b></p>
<p><b>Moved by Murphy, seconded by Cavazos</b> to adjourn the meeting 8:10 PM. Motion carried.</p>	<p><b>ADJOURNMENT</b></p>
<p>_____</p> <p>Maureen Murphy, Township Clerk</p>	<p><b>Prepared by Deputy Clerk Glenn Beavis</b></p> <p>_____</p> <p>Date</p>