



**PENTWATER TOWNSHIP BOARD**

**AGENDA PACKET**

**REGULAR BOARD MEETING**

**April 10, 2024 at 6:00 p.m.**

Lynne Cavazos, Supervisor  
Heather A. Douglas, Treasurer  
Maureen H Murphy, Clerk

Mike Flynn, Trustee  
Dean Holub, Trustee

THE BOARD OF DIRECTORS  
OF THE UNIVERSITY OF CALIFORNIA  
AT LOS ANGELES

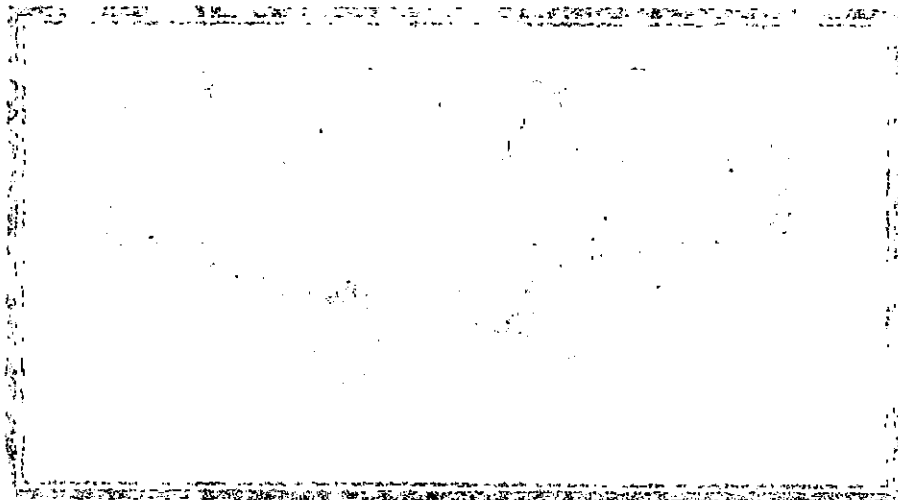
OFFICE OF THE CHAIRMAN  
1100 UNIVERSITY DRIVE, #100

DATE OF MEETING: 1960

REGULAR BOARD MEETING

WEDNESDAY

11:00 AM





*A General Law Township*

## **ANNOUNCEMENT**

During the Months that Elections take place for the remainder of 2024,  
The Township's Monthly Board Meeting will now be held on the  
3<sup>rd</sup> Wednesday of that Month at 6:00 p.m.

## **REVISED SCHEDULE**

Wednesday May 15, 2024  
Wednesday August 21, 2024  
Wednesday November 20, 2024

**PENTWATER TOWNSHIP BOARD MEETING**  
**Regular Meeting**

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

Join Zoom Meeting  
<https://us02web.zoom.us/j/84825608822>

Meeting ID: 848 2560 8822

**AGENDA**

1. Call to Order/Pledge
2. Roll Call
3. Consent Agenda – Review & Action
  - a. Minutes of March 13, 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 (March 6, 2024; April 3, 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. Presentation: Scott Karpatian – School Board Millage Proposal
- b. Presentation: Eric Fox – Candidacy for Oceana Probate Court Judge
- c. Review & Action: Appointment of Ron Christians to Board of Review
- d. Review & Action: Renewal of Storage Agreement with Pentwater Arts Council
- e. Review & Action: Bids for Upgrade & Repair of Transfer Station Access Road
- f. Review & Action: Contract Proposal - Shotwell Solutions
- g. Review & Action: Contract Proposal - Ryan's Lawn Care
- h. Review & Action: Proposal for Quarterly Revenue & Expense Reporting
- i. Review & Action: Resolution 2024-11 - Ballot Proposal for Road Maintenance & Construction Millage Renewal
- j. Review & Action: Resolution 2024-12 - Ballot Proposal for Cemetery Millage Renewal
- k. Review & Action: Resolution 2024-13 - Ballot Proposal for New Additional Millage for Fire Protection Services

**15. Public Comments**

**16. Other Items from Board Members**

**17. Adjournment**

**Public Participation at Board of Trustee Meetings**

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



*A General Law Township*

# Pentwater Township Regular Board Meeting

## Consent Agenda Items

### April 10, 2024

- **Prior Meeting Minutes:**
  - Township Regular Board Meeting – March 13, 2024
- **Correspondence:**
  - None
- **Financial Reports 4/1/23 thru 3/31/24 (Fiscal Year End)**
- **(\* ) Claims/Bills for the period 3/7/24 – 4/10/24 as follows (incl. payroll):**
  - Township - \$49,875 (Includes Election Wages)
  - Cemetery - \$2,838
  - Fire - \$75,109
  - Sewer – \$10,913

(\*): Available data as of 4/4/24

<p style="text-align: center;"> <b>PENTWATER TOWNSHIP BOARD</b>  <b>PENTWATER COMMUNITY HALL</b>  500 N. HANCOCK STREET, PENTWATER, MI 49449  <b>Draft Minutes</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 to accept the consent agenda as follows:</b></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 to accept the agenda as</b></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>

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.

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.

2. CDC Updates on COVID 19 Recommendations - March 1, 2024
  - Updated guidance rescinds the 5-day minimum isolation period.
  - 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.”
  - Virus Guidance clarifies that testing is not required.
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.

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.

Clerk Murphy reported the following:

**Elections**

- 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.
- 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

**CLERK’S REPORT**

that voted of the 622, 383 were absentee voters and 27 utilized the 9 days of early voting at the County Building.

- We have 55 days until the next Election Day, which is Tuesday, May 7<sup>th</sup>.
- There is only 1 item on the Ballot and that is the Pentwater School millage.
- 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.
  
- I would like to make you aware that there will be many groups asking you to sign petitions for ballot proposal, whether local issues or a constitutional amendment this Election Season. For Example, the 2 that I'm going to mention are getting a lot of attention. The first AxMITax, a group who has a petition for a constitutional amendment to eliminate all property taxes. The second Citizens for Choice whose mission statement is to restore local control over zoning regulations, with a petition to repeal part 8 of Public Act 233 of 2023. Just educate yourself and don't feel any pressure to sign anything you are not comfortable with. Like so many people ask us in the Clerk's office why do you have so much more work with the Elections now. And I say because of the passing of Proposal 2 in 2022 and most people don't even remember voting on it,

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

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

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>.

Treasurer Douglas report was received and placed on file. She

**TREASURER'S REPORT**

<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> Library, Recreation and Fire Department</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 14<sup>th</sup> (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> Zoning, Assessing, Cemetery, Transfer Station</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</p> <p>Motion carries</p>	<p><b>UNFINISHED BUSINESS –</b> Transfer Station Fee Schedule</p>
<p>Motion by Flynn, seconded by Douglas to adopt Resolution #2024/2025 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</p> <p>Motion carries</p>	<p><b>NEW BUSINESS - A</b> <b>Resolution 2024-05:</b> <b>Adoption of FY2024/25</b> <b>General, Fire, Cemetery,</b> <b>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</b> <b>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>Moved by Cavazos, seconded by Douglas 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 to reappoint Pat Hooyman &amp; Terry Cluchey to the Township Planning Commission commencing April 1, 2024 through March 31, 2027</b></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  Reappointment to  Planning Commission</b></p>
<p><b>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.</b></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  Reappointment to  Zoning Board of Appeals</b></p>
<p><b>Moved by Douglas, seconded by Flynn to reconfirm Pentwater Township Road Committee member terms of office as follows:</b></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  Reappointment to  Road Committee</b></p>

<p style="text-align: center;"><b>Dean Holub – Annual by Board Appointment</b></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 2023/24. 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 a 1-week shift of regular board meetings for these months.</p> <p>Moved by Murphy, seconded by Flynn to approve shifting the above planned board meetings one week later than currently scheduled</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>Moved by Murphy, seconded by Cavazos to adjourn the meeting 8:10 PM. Motion carried.</p>	<p><b>ADJOURNMENT</b></p>
<p>_____</p> <p>Maureen Murphy, Township Clerk</p>	<p>_____</p> <p>Date</p> <p><b>Prepared by Deputy Clerk Glenn Beavis</b></p>

User: GLENN  
DB: PENTWATER TWP

PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	03/31/2024 NORMAL (ABNORMAL)	MONTH 03/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-402.000	CURRENT REAL PROPERTY	299,244.00	207,280.40	0.00	91,963.60	69.27
101-000-405.001	ADMIN FEE LAND BANK	0.00	0.25	0.00	(0.25)	100.00
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	216.00	216.00	(16.00)	108.00
101-000-442.000	HOMESTEAD DENIALS	0.00	778.99	0.00	(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	8,262.38	0.00	(262.38)	103.28
101-000-479.000	ZONING PERMIT FEES	2,000.00	1,740.00	80.00	260.00	87.00
101-000-481.000	PLANNING COMMISSION REVIEW FEES	1,050.00	650.00	0.00	400.00	61.90
101-000-546.000	METRO ACT	3,900.00	3,215.62	0.00	684.38	82.45
101-000-549.000	ELECTION REIMBURSEMENT	4,900.00	0.00	0.00	4,900.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	1,899.70	0.00	(1,899.70)	100.00
101-000-574.000	STATE SHARED REVENUE	56,100.00	82,301.00	0.00	(26,201.00)	146.70
101-000-607.000	LAND DIV FEE	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	ZBA FEES	1,600.00	800.00	0.00	800.00	50.00
101-000-607.003	ZONING - TWP BOARD REVIEW FEES	0.00	0.00	0.00	0.00	0.00
101-000-626.000	COPY FEES	0.00	73.50	0.00	(73.50)	100.00
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	18,601.90	0.00	(18,301.90)	6,200.63
101-000-672.001	VENDOR REFUNDS	0.00	0.00	0.00	0.00	0.00
101-000-677.000	OTHER REVENUE	1,400.00	142.58	0.00	1,257.42	10.18
101-000-686.000	MISCELLANEOUS	4,500.00	24,354.96	0.00	(19,854.96)	541.22
101-000-699.000	TRANSFER IN	0.00	0.00	0.00	0.00	0.00
Total Dept 000		397,814.00	378,801.41	296.00	19,012.59	95.22
TOTAL REVENUES		397,814.00	378,801.41	296.00	19,012.59	95.22
Expenditures						
Dept 000						
101-000-005.000	HB MM	0.00	(80,649.68)	0.00	80,649.68	100.00
Total Dept 000		0.00	(80,649.68)	0.00	80,649.68	100.00
Dept 101 - TOWNSHIP BOARD						
101-101-702.000	SALARIES & WAGES	3,307.50	3,085.26	134.42	222.24	93.28
101-101-705.000	EMPLOYER FICA CONTRIB	253.02	236.01	10.29	17.01	93.28
101-101-995.000	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
Total Dept 101 - TOWNSHIP BOARD		3,560.52	3,321.27	144.71	239.25	93.28
Dept 171 - SUPERVISOR						
101-171-702.000	SALARIES & WAGES	35,653.80	35,653.92	2,971.16	(0.12)	100.00
101-171-702.001	DEPUTY WAGES	10,781.00	9,806.51	20.00	974.49	90.96
101-171-705.000	EMPLOYER FICA CONTRIB	3,429.63	3,477.75	228.84	(48.12)	101.40
101-171-727.000	TWP SUPERVISOR OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
101-171-815.000	EDUCATION/TRAINING	800.00	100.00	0.00	700.00	12.50
101-171-860.000	TRAVEL	900.00	897.54	0.00	2.46	99.73

FINAL DISBURSMENT PENDING.



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PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDTG USED
Fund 101 - GENERAL FUND						
Expenditures						
101-171-955.000	MISCELLANEOUS	0.00	37.50	0.00	(37.50)	100.00
Total Dept 171 - SUPERVISOR		51,564.43	49,973.22	3,220.00	1,591.21	96.91
Dept 215 - CLERK						
101-215-702.000	SALARIES & WAGES	35,653.80	36,820.56	2,971.16	(1,166.76)	103.27
101-215-702.001	DEPUTY WAGES	26,773.95	27,113.73	2,190.00	(339.78)	101.27
101-215-705.000	EMPLOYER FICA CONTRIB	4,775.72	4,979.32	442.65	(203.60)	104.26
101-215-707.000	PAID TIME OFF	250.00	805.14	560.00	(555.14)	322.06
101-215-712.000	REC SECRETARY	500.00	516.35	64.93	(16.35)	103.27
101-215-727.000	TWP CLERK OFFICE SUPPLIES	0.00	183.53	0.00	(183.53)	100.00
101-215-815.000	EDUCATION/TRAINING	2,000.00	1,055.86	0.00	944.14	52.79
101-215-860.000	TRAVEL	3,000.00	2,920.48	(5.10)	79.52	97.35
101-215-955.000	MISCELLANEOUS	100.00	80.04	0.00	19.96	80.04
Total Dept 215 - CLERK		73,053.47	74,475.01	6,223.64	(1,421.54)	101.95
Dept 247 - BOARD OF REVIEW						
101-247-702.000	SALARIES & WAGES	1,102.50	1,327.58	893.98	(225.08)	120.42
101-247-705.000	EMPLOYER FICA CONTRIB	84.34	101.56	68.40	(17.22)	120.42
101-247-815.000	EDUCATION/TRAINING	125.00	0.00	0.00	125.00	0.00
101-247-860.000	TRAVEL EXPENSES	100.00	0.00	0.00	100.00	0.00
101-247-955.000	MISCELLANEOUS	500.00	29.85	0.00	470.15	5.97
Total Dept 247 - BOARD OF REVIEW		1,911.84	1,458.99	962.38	452.85	76.31
Dept 253 - TREASURER						
101-253-702.000	SALARIES & WAGES	35,653.80	35,653.92	2,971.16	(0.12)	100.00
101-253-702.001	DEPUTY WAGES	12,377.40	12,371.30	490.00	6.10	99.95
101-253-705.000	EMPLOYER FICA CONTRIB	3,674.39	3,673.96	264.80	0.43	99.99
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	0.00	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	4,800.00	4,746.05	0.00	53.95	98.88
101-253-860.000	TRAVEL	2,900.00	2,811.74	0.00	88.26	96.96
101-253-910.000	EDUCATION/TRAINING	0.00	1,332.00	0.00	(1,332.00)	100.00
101-253-955.000	MISCELLANEOUS	700.00	675.75	0.00	24.25	96.54
Total Dept 253 - TREASURER		65,655.59	64,162.90	3,725.96	1,492.69	97.73
Dept 257 - ASSESSOR						
101-257-702.000	SALARIES & WAGES	54,680.85	54,679.97	4,556.66	0.88	100.00
101-257-705.000	EMPLOYER FICA CONTRIB	4,183.09	4,183.01	348.58	0.08	100.00
101-257-802.001	PROF SERVICES - ATTY	2,000.00	992.00	0.00	1,008.00	49.60
101-257-804.000	PROF SER SOFTWA	3,700.00	3,630.00	0.00	70.00	98.11
101-257-815.000	EDUCATION/TRAINING	0.00	0.00	0.00	0.00	0.00
101-257-851.000	POSTAGE	1,435.00	1,434.74	0.00	0.26	99.98
101-257-860.000	TRAVEL EXPENSES	0.00	0.00	0.00	0.00	0.00
101-257-955.000	MISCELLANEOUS	0.00	37.50	0.00	(37.50)	100.00

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PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	NORMAL (ABNORMAL) 03/31/2024	MONTH 03/31/2024 INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 257 - ASSESSOR		65,998.94	64,957.22	4,905.24	1,041.72	98.42
Dept 262 - ELECTION						
101-262-702.000	SALARIES & WAGES	8,268.75	6,687.52	4,887.52	1,581.23	80.88
101-262-705.000	EMPLOYER FICA CONTRIB	632.56	50.64	50.64	581.92	8.01
101-262-752.000	SUPPLIES/EQUIPMENT	6,000.00	3,073.49	364.88	2,926.51	51.22
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	1,335.00	720.00	(1,335.00)	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	120.60	120.60	(120.60)	100.00
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	1,216.57	465.45	533.43	69.52
Total Dept 262 - ELECTION		30,301.31	12,531.63	6,609.09	17,769.68	41.36
Dept 265 - TOWNSHIP						
101-265-705.000	EMPLOYER FICA CONTRIB	550.00	496.25	41.39	53.75	90.23
101-265-706.000	CUSTODIAL WAGES	6,180.00	6,487.00	541.12	(307.00)	104.97
101-265-727.000	TWP OFFICE SUPPLIES	1,000.00	1,586.44	313.33	(586.44)	158.64
101-265-752.000	SUPPLIES/EQUIPMENT	6,000.00	6,336.13	428.99	(336.13)	105.60
101-265-802.000	PROF SERV SOFTWARE	5,550.00	7,217.91	590.00	(1,667.91)	130.05
101-265-804.000	PROF SERV-ATTOR	10,000.00	11,046.88	2,721.00	(1,046.88)	110.47
101-265-805.000	PROF SERV-AUDIT	7,500.00	7,488.00	0.00	12.00	99.84
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	0.00	1,508.84	75.86
101-265-807.000	PROF SERV WEB	1,000.00	3,565.00	0.00	(2,565.00)	356.50
101-265-808.000	BUOYS	350.00	83.05	0.00	266.95	23.73
101-265-809.000	OTHER SERVICES	0.00	500.00	500.00	(500.00)	100.00
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	0.00	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	3,644.47	303.71	355.53	91.11
101-265-851.000	POSTAGE	3,200.00	1,801.82	593.56	1,398.18	56.31
101-265-854.000	COPYING	3,300.00	3,312.95	101.79	(12.95)	100.39
101-265-855.000	OTHER SER/CHGS	2,400.00	2,415.81	168.88	(15.81)	100.66
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	2,346.80	0.00	653.20	78.23
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
101-265-915.000	MEMBER/DUES	6,000.00	5,548.61	0.00	451.39	92.48
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	5,585.35	386.91	1,814.65	75.48
101-265-930.000	REP/MAIN BRINE	0.00	0.00	0.00	0.00	0.00
101-265-931.000	REP/MAINT BUILDING	11,100.00	11,067.00	0.00	33.00	99.70
101-265-932.000	REP/MAIN MOW/SN	2,000.00	2,412.00	86.00	(412.00)	120.60
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	2,446.28	2,171.28	2,153.72	53.18
101-265-935.000	INSURANCE/BONDS	10,300.00	10,270.00	0.00	30.00	99.71
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	1,029.68	0.00	470.32	68.65

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PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	03/31/2024 NORMAL (ABNORMAL)	MONTH 03/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
<b>Fund 101 - GENERAL FUND</b>						
<b>Expenditures</b>						
101-265-940.001	POST MACH RENT	500.00	255.78	0.00	244.22	51.16
101-265-941.000	CONTIGENCY	0.00	0.00	0.00	0.00	0.00
101-265-955.000	MISCELLANEOUS	2,000.00	2,269.58	64.83	(269.58)	113.48
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	4,343.57	0.00	0.00	4,343.57	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
<b>Total Dept 265 - TOWNSHIP</b>		<b>131,513.57</b>	<b>107,178.85</b>	<b>9,012.79</b>	<b>24,334.72</b>	<b>81.50</b>
<b>Dept 445 - DRAIN</b>						
101-445-875.000	AT LARGE DRAINAGE ASSESSMENT	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 445 - DRAIN</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Dept 526 - TRANSFER STATION</b>						
101-526-702.000	SALARIES & WAGES	14,120.40	11,780.92	238.92	2,339.48	83.43
101-526-705.000	EMPLOYER FICA CONTRIB	1,080.21	901.24	18.27	178.97	83.43
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	25,000.00	24,953.60	0.00	46.40	99.81
101-526-940.001	EQUIP RENT/JONS	1,000.00	802.52	0.00	197.48	80.25
101-526-956.000	MISCELLANEOUS	120.00	110.98	0.00	9.02	92.48
101-526-964.000	REFUNDS	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 526 - TRANSFER STATION</b>		<b>48,120.61</b>	<b>45,282.41</b>	<b>257.19</b>	<b>2,838.20</b>	<b>94.10</b>
<b>Dept 597 - DOC/RECREATION/PLIB</b>						
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
<b>Total Dept 597 - DOC/RECREATION/PLIB</b>		<b>28,000.00</b>	<b>27,897.29</b>	<b>0.00</b>	<b>102.71</b>	<b>99.63</b>
<b>Dept 701 - PLANNING COMMISSION</b>						
101-701-702.000	SALARIES/WAGES	3,760.00	3,737.22	0.00	22.78	99.39
101-701-705.000	EMPLOYER FICA CONTRIB	300.00	285.86	0.00	14.14	95.29
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	945.98	0.00	(45.98)	105.11
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

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PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDTG USED
<b>Fund 101 - GENERAL FUND</b>						
<b>Expenditures</b>						
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
<b>Total Dept 701 - PLANNING COMMISSION</b>		<b>8,735.00</b>	<b>7,473.56</b>	<b>0.00</b>	<b>1,261.44</b>	<b>85.56</b>
<b>Dept 702 - ZONING ADMINISTRATION</b>						
101-702-702.000	SALARIES & WAGES	25,520.27	24,040.46	1,927.66	1,479.81	94.20
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 CONTRIBUTION	1,968.37	1,844.03	147.46	124.34	93.68
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	1,362.14	380.00	9,337.86	12.73
101-702-802.001	PROF SER ATTY	5,300.00	6,593.00	1,431.50	(1,293.00)	124.40
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	340.60	0.00	259.40	56.77
101-702-910.000	EDUCATION/TRAINING	150.00	0.00	0.00	150.00	0.00
101-702-913.000	TRAVEL	100.00	0.00	0.00	100.00	0.00
101-702-955.000	MISCELLANEOUS	0.00	37.50	0.00	(37.50)	100.00
101-702-964.000	REFUNDS	200.00	0.00	0.00	200.00	0.00
<b>Total Dept 702 - ZONING ADMINISTRATION</b>		<b>44,778.64</b>	<b>34,282.66</b>	<b>3,886.62</b>	<b>10,495.98</b>	<b>76.56</b>
<b>Dept 703 - ZONING BOARD OF APPEALS</b>						
101-703-702.000	SALARIES & WAGES	703.50	457.24	0.00	246.26	65.00
101-703-705.000	EMPLOYER FICA CONTRIB	53.82	34.98	0.00	18.84	64.99
101-703-802.000	PROF SERV ATTY	750.00	103.50	0.00	646.50	13.80
101-703-815.000	EDUCATION/TRAINING	0.00	0.00	0.00	0.00	0.00
101-703-860.000	TRAVEL EXPENSES	0.00	0.00	0.00	0.00	0.00
101-703-900.000	PRINT/PUBLISH	1,150.00	1,011.50	0.00	138.50	87.96
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	100.00	95.00	0.00	5.00	95.00
101-703-964.000	REFUNDS	400.00	0.00	0.00	400.00	0.00
<b>Total Dept 703 - ZONING BOARD OF APPEALS</b>		<b>3,707.32</b>	<b>2,152.22</b>	<b>0.00</b>	<b>1,555.10</b>	<b>58.05</b>
<b>TOTAL EXPENDITURES</b>		<b>556,901.24</b>	<b>414,497.55</b>	<b>38,947.62</b>	<b>142,403.69</b>	<b>74.43</b>
<b>Fund 101 - GENERAL FUND:</b>						
<b>TOTAL REVENUES</b>		<b>397,814.00</b>	<b>378,801.41</b>	<b>296.00</b>	<b>19,012.59</b>	<b>95.22</b>
<b>TOTAL EXPENDITURES</b>		<b>556,901.24</b>	<b>414,497.55</b>	<b>38,947.62</b>	<b>142,403.69</b>	<b>74.43</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(159,087.24)</b>	<b>(35,696.14)</b>	<b>(38,651.62)</b>	<b>(123,391.10)</b>	<b>22.44</b>

PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	03/31/2024 NORMAL (ABNORMAL)	MONTH 03/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 204 - ROAD FUND						
Revenues						
Dept 000						
204-000-402.000	CURRENT REAL PR	122,000.00	84,472.38	0.00	37,527.62	69.24
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	6,094.10	0.00	(5,450.78)	947.29
204-000-699.000	TRANSFER IN	6,200.00	0.00	0.00	6,200.00	0.00
Total Dept 000		128,843.32	94,900.75	0.00	33,942.57	73.66
TOTAL REVENUES		128,843.32	94,900.75	0.00	33,942.57	73.66
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	94,900.75	0.00	33,942.57	73.66
TOTAL EXPENDITURES		128,843.32	127,820.20	0.00	1,023.12	99.21
NET OF REVENUES & EXPENDITURES		0.00	(32,919.45)	0.00	32,919.45	100.00

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PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDTG USED
		AMENDED BUDGET	03/31/2024 NORMAL (ABNORMAL)	MONTH 03/31/2024 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
<b>Fund 206 - FIRE FUND</b>							
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	167,777.30	0.00	74,373.63	69.29	
206-000-402.100	CURR PROP TAX - EQUIPMENT	121,924.73	84,472.38	0.00	37,452.35	69.28	
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	9,867.40	0.00	(9,867.40)	100.00	
206-000-671.000	MISCELLANEOUS	0.00	1,845.58	(19,625.23)	(1,845.58)	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	56,760.00	0.00	(29,760.00)	210.22	
206-000-699.000	TRANSFER IN	0.00	0.00	0.00	0.00	0.00	
<b>Total Dept. 000</b>		<b>445,567.50</b>	<b>340,665.79</b>	<b>(19,625.23)</b>	<b>104,901.71</b>	<b>76.46</b>	
<b>TOTAL REVENUES</b>		<b>445,567.50</b>	<b>340,665.79</b>	<b>(19,625.23)</b>	<b>104,901.71</b>	<b>76.46</b>	
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	
<b>Total Dept 000</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Dept 336 - FIRE							
206-336-702.000	SALARIES & WAGES	95,000.00	95,411.50	32,625.00	(411.50)	100.43	
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	7,356.42	2,495.84	(88.92)	101.22	
206-336-721.000	UNIFORMS	4,500.00	4,094.22	263.67	405.78	90.98	
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	16,670.92	4,519.15	329.08	98.06	
206-336-800.000	PROF/CONTRACT SERVICES	210.00	274.50	0.00	(64.50)	130.71	
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	
206-336-815.000	EDUCATION/TRAINING	0.00	0.00	0.00	0.00	0.00	
206-336-828.000	BANK FEES	500.00	385.00	0.00	115.00	77.00	
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	
206-336-860.000	TRAVEL EXPENSES	0.00	0.00	0.00	0.00	0.00	
206-336-880.000	COMM PROMOTION	1,640.00	1,631.19	0.00	8.81	99.46	
206-336-900.000	PRINT/PUBLISH	1,000.00	0.00	0.00	1,000.00	0.00	
206-336-910.000	EDUCATION/TRAINING	2,450.00	2,412.57	0.00	37.43	98.47	
206-336-913.000	TRAVEL	5,000.00	7,261.43	2,886.65	(2,261.43)	145.23	
206-336-915.000	MEMBER/DUES	500.00	75.00	0.00	425.00	15.00	
206-336-920.000	UTILITIES	14,000.00	14,511.74	1,447.27	(511.74)	103.66	
206-336-931.000	REP/MAINT	37,090.00	28,923.55	323.12	8,166.45	77.98	
206-336-935.000	INSURANCE	27,610.00	28,918.80	1,409.20	(1,308.80)	104.74	
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	1,900.00	2,068.85	200.00	(168.85)	108.89	



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PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 206 - FIRE FUND						
Expenditures						
206-336-968.000	DEPRECIATION AND DEPLETION	0.00	0.00	0.00	0.00	0.00
206-336-968.001	LOSS ON DISPOSAL CAPITAL ASSET	0.00	0.00	0.00	0.00	0.00
206-336-970.000	CAPITAL OUTLAY	101,300.00	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	436,069.79	46,169.90	9,497.71	97.87
TOTAL EXPENDITURES		445,567.50	436,069.79	46,169.90	9,497.71	97.87
Fund 206 - FIRE FUND:						
TOTAL REVENUES		445,567.50	340,665.79	(19,625.23)	104,901.71	76.46
TOTAL EXPENDITURES		445,567.50	436,069.79	46,169.90	9,497.71	97.87
NET OF REVENUES & EXPENDITURES		0.00	(95,404.00)	(65,795.13)	95,404.00	100.00

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PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	03/31/2024 NORMAL (ABNORMAL)	MONTH 03/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
<b>Fund 209 - CEMETERY FUND</b>						
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	58,000.74	0.00	25,719.43	69.28
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	2,100.00	0.00	900.00	70.00
209-000-644.000	CEMETERY FOUNDATION	0.00	2,528.00	0.00	(2,528.00)	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	10,545.93	0.00	(10,445.93)	10,545.9
209-000-671.000	OTHER INCOME	2,400.00	4,894.00	(96,681.91)	(2,494.00)	203.92
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
<b>Total Dept 000</b>		<b>119,586.25</b>	<b>92,709.52</b>	<b>(96,681.91)</b>	<b>26,876.73</b>	<b>77.53</b>
<b>TOTAL REVENUES</b>		<b>119,586.25</b>	<b>92,709.52</b>	<b>(96,681.91)</b>	<b>26,876.73</b>	<b>77.53</b>
Expenditures						
Dept 567 - CEMETERY						
209-567-702.000	SALARIES & WAGES	17,891.00	19,725.22	1,824.32	(1,834.22)	110.25
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	1,746.15	139.57	1,253.85	58.21
209-567-727.000	OFFICE SUPP	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	0.00	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	4,400.00	3,413.00	0.00	987.00	77.57
209-567-807.000	BRICK ENGRAVING	300.00	0.00	0.00	300.00	0.00
209-567-810.000	FOUNDATION EXP	1,910.00	1,801.67	0.00	108.33	94.33
209-567-815.000	EDUCATION/TRAINING	0.00	0.00	0.00	0.00	0.00
209-567-828.000	BANK FEES	720.00	567.00	0.00	153.00	78.75
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
209-567-860.000	TRAVEL EXPENSES	0.00	0.00	0.00	0.00	0.00
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	0.00	(660.00)	100.00
209-567-920.000	UTILITIES	4,800.00	3,873.23	150.95	926.77	80.69
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	10,112.00	556.00	388.00	96.30
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	4,400.00	4,368.50	0.00	31.50	99.28
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

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PERIOD ENDING 03/31/2024

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	03/31/2024 NORMAL (ABNORMAL)	MONTH 03/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 209 - CEMETERY FUND						
Expenditures						
209-567-970.000	CAPITAL OUTLAY	37,055.25	0.00	0.00	37,055.25	0.00
Total Dept 567 - CEMETERY		119,586.25	61,795.70	2,670.84	57,790.55	51.67
TOTAL EXPENDITURES		119,586.25	61,795.70	2,670.84	57,790.55	51.67
Fund 209 - CEMETERY FUND:						
TOTAL REVENUES		119,586.25	92,709.52	(96,681.91)	26,876.73	77.53
TOTAL EXPENDITURES		119,586.25	61,795.70	2,670.84	57,790.55	51.67
NET OF REVENUES & EXPENDITURES		0.00	30,913.82	(99,352.75)	(30,913.82)	100.00

PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
<b>Fund 592 - SEWER FUND</b>						
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	737.48	0.00	262.52	73.75
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	125,000.00	0.00	0.00	125,000.00	0.00
<b>Total Dept 000</b>		<b>254,500.00</b>	<b>100,148.91</b>	<b>0.00</b>	<b>154,351.09</b>	<b>39.35</b>
<b>TOTAL REVENUES</b>		<b>254,500.00</b>	<b>100,148.91</b>	<b>0.00</b>	<b>154,351.09</b>	<b>39.35</b>
Expenditures						
Dept 538 - SHARED N&S SEWER EXPENDITURES						
592-538-752.000	SUPPLIES/EQUIPMENT	5,200.00	4,751.43	0.00	448.57	91.37
592-538-804.000	PROF SER SOFTWA	2,000.00	600.00	0.00	1,400.00	30.00
592-538-829.000	STATE PERMITS	3,300.00	1,800.00	0.00	1,500.00	54.55
592-538-830.001	UTILITY LOCATING SERVICES	0.00	0.00	0.00	0.00	0.00
592-538-830.002	ENGINEERING SERVICES	26,600.00	33,066.94	8,000.00	(6,466.94)	124.31
592-538-830.003	OPERATION SERVICES	36,000.00	36,127.81	1,930.07	(127.81)	100.36
592-538-830.004	FINANCIAL CONSULTANT SERVICES	0.00	0.00	0.00	0.00	0.00
592-538-830.005	LEGAL SERVICES	20,000.00	15,327.50	368.50	4,672.50	76.64
592-538-830.006	AUDITOR SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
592-538-830.008	ADMIN EXPENSE	10,000.00	6,860.00	0.00	3,140.00	68.60
592-538-851.100	POSTAGE - SEWER	377.43	147.00	0.00	230.43	38.95
592-538-855.000	OTHER SER/CHGS	3,000.00	2,590.65	0.00	409.35	86.36
592-538-995.000	TRANSFERS OUT	27,022.57	0.00	0.00	27,022.57	0.00
<b>Total Dept 538 - SHARED N&amp;S SEWER EXPENDITURES</b>		<b>135,500.00</b>	<b>101,271.33</b>	<b>10,298.57</b>	<b>34,228.67</b>	<b>74.74</b>
Dept 539 - SHARED N&S SEWER ADMINISTRATION						
592-539-702.000	SALARIES & WAGES	3,500.00	2,785.25	573.32	714.75	79.58
592-539-705.000	EMPLOYER FICA CONTRIB	500.00	289.93	43.86	210.07	57.99
592-539-830.007	LIABILITY INSURANCE - SEWER	2,500.00	4,524.00	0.00	(2,024.00)	180.96
592-539-915.000	MEMBER/DUES	0.00	0.00	0.00	0.00	0.00
592-539-955.000	MISCELLANEOUS	500.00	334.79	0.00	165.21	66.96
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	3,000.00	0.00	0.00	3,000.00	0.00
592-539-991.100	DEBT SERVICE - PRINCIPAL	0.00	0.00	0.00	0.00	0.00
592-539-991.200	DEBT SERVICE - INTEREST	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 539 - SHARED N&amp;S SEWER ADMINISTRATION</b>		<b>30,000.00</b>	<b>7,933.97</b>	<b>617.18</b>	<b>22,066.03</b>	<b>26.45</b>
Dept 540 - TWP NORTH SEWER EXPENDITURES						
592-540-752.000	SUPPLIES/EQUIPMENT	5,000.00	9,830.23	0.00	(4,830.23)	196.60
592-540-800.000	PROF/CONTRACT SERVICES	5,000.00	0.00	0.00	5,000.00	0.00

User: GLENN  
DB: PENTWATER TWP

PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
<b>Fund 592 - SEWER FUND</b>						
<b>Expenditures</b>						
592-540-920.000	UTILITIES	14,000.00	19,306.31	0.00	(5,306.31)	137.90
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
592-540-991.100	DEBT SERVICE - PRINCIPAL	0.00	0.00	0.00	0.00	0.00
592-540-991.200	DEBT SERVICE - INTEREST	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 540 - TWP NORTH SEWER EXPENDITURES</b>		<b>57,000.00</b>	<b>30,876.54</b>	<b>0.00</b>	<b>26,123.46</b>	<b>54.17</b>
<b>Dept 541 - TWP SOUTH SEWER EXPENDITURES</b>						
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	2,000.00	0.00	3,000.00	40.00
592-541-920.000	UTILITIES	4,000.00	3,305.44	60.71	694.56	82.64
592-541-931.000	REP/MAINT	10,000.00	13,122.35	0.00	(3,122.35)	131.22
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
592-541-991.100	DEBT SERVICE - PRINCIPAL	0.00	0.00	0.00	0.00	0.00
592-541-991.200	DEBT SERVICE - INTEREST	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 541 - TWP SOUTH SEWER EXPENDITURES</b>		<b>32,000.00</b>	<b>21,639.04</b>	<b>60.71</b>	<b>10,360.96</b>	<b>67.62</b>
<b>TOTAL EXPENDITURES</b>		<b>254,500.00</b>	<b>161,720.88</b>	<b>10,976.46</b>	<b>92,779.12</b>	<b>63.54</b>
<b>Fund 592 - SEWER FUND:</b>						
<b>TOTAL REVENUES</b>		<b>254,500.00</b>	<b>100,148.91</b>	<b>0.00</b>	<b>154,351.09</b>	<b>39.35</b>
<b>TOTAL EXPENDITURES</b>		<b>254,500.00</b>	<b>161,720.88</b>	<b>10,976.46</b>	<b>92,779.12</b>	<b>63.54</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>0.00</b>	<b>(61,571.97)</b>	<b>(10,976.46)</b>	<b>61,571.97</b>	<b>100.00</b>
<b>TOTAL REVENUES - ALL FUNDS</b>						
		<b>1,346,311.07</b>	<b>1,007,226.38</b>	<b>(116,011.14)</b>	<b>339,084.69</b>	<b>74.81</b>
<b>TOTAL EXPENDITURES - ALL FUNDS</b>						
		<b>1,505,398.31</b>	<b>1,201,904.12</b>	<b>98,764.82</b>	<b>303,494.19</b>	<b>79.84</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>						
		<b>(159,087.24)</b>	<b>(194,677.74)</b>	<b>(214,775.96)</b>	<b>35,590.50</b>	<b>122.37</b>

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP  
 POST DATES 03/07/2024 - 04/03/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GFCKG

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
2433	ANAVON TECHNOLOGY GROUP	03/01/2024	03/07/2024	125.74	0.00	Paid	Y
2434	CONSUMERS ENERGY	03/01/2024	03/07/2024	21.57	0.00	Paid	Y
2435	CONSUMERS ENERGY	03/01/2024	03/07/2024	65.42	0.00	Paid	Y
2436	CONSUMERS ENERGY	02/27/2024	03/07/2024	150.49	0.00	Paid	Y
2437	INTEGRITY BUSINESS SOLUTIONS	03/04/2024	03/07/2024	199.40	0.00	Paid	Y
2438	INTEGRITY BUSINESS SOLUTIONS	03/04/2024	03/07/2024	16.29	0.00	Paid	Y
2439	INTEGRITY BUSINESS SOLUTIONS	03/04/2024	03/07/2024	51.66	0.00	Paid	Y
2440	OCEANA COUNTY ROAD COMMISSION	03/01/2024	03/07/2024	2,171.28	0.00	Paid	Y
2441	OCEANA COUNTY TREASURER	03/01/2024	03/07/2024	36.83	0.00	Paid	Y
2442	MIKA MYERS	02/21/2024	03/07/2024	1,398.00	0.00	Paid	Y
2443	MIKA MYERS	02/21/2024	03/07/2024	1,460.00	0.00	Paid	Y
2445	CHARTER COMMUNICATIONS	03/01/2024	03/12/2024	177.97	0.00	Paid	Y
2446*	CONSUMERS CREDIT UNION	03/01/2024	03/12/2024	1,217.16	0.00	Paid	Y
2447	DTE ENERGY	03/07/2024	03/12/2024	149.43	0.00	Paid	Y
2448	QUADIANT FINANCE USA INC	03/01/2024	03/12/2024	593.56	0.00	Paid	Y
2449	SHOTWELL SOLUTIONS LLC	02/29/2024	03/12/2024	590.00	0.00	Paid	Y
2450	PENTWATER TOWNSHIP LIBRARY	03/12/2024	03/12/2024	47.04	0.00	Paid	Y
2451	PENTWATER TOWNSHIP LIBRARY	03/12/2024	03/12/2024	54.75	0.00	Paid	Y
2452	JONS TO GO	04/03/2024	03/13/2024	105.00	105.00	Open	N
2460	CINTAS	03/14/2024	03/14/2024	77.00	0.00	Paid	Y
2474	FLEIS & VANDENBRINK	03/08/2024	03/14/2024	380.00	0.00	Paid	Y
2476	SPECTRUM PRINTERS, INC	03/13/2024	03/19/2024	51.99	0.00	Paid	Y
2477	RYANS LAWN CARE	03/18/2024	03/19/2024	86.00	0.00	Paid	Y
2479	ELECTION SOURCE	03/19/2024	03/20/2024	720.00	0.00	Paid	Y
2480	MASON-LAKE CONSERVATION DISTRICT	02/13/2024	03/22/2024	500.00	0.00	Paid	Y
2481	KEITH EDWARDS	03/21/2024	03/22/2024	27.95	0.00	Paid	Y
2482	MIKA MYERS	03/18/2024	03/22/2024	33.50	0.00	Paid	Y
2483	MIKA MYERS	03/18/2024	03/22/2024	959.50	0.00	Paid	Y
2484	MIKA MYERS	03/18/2024	03/22/2024	301.50	0.00	Paid	Y
2489	ANAVON TECHNOLOGY GROUP	04/01/2024	04/03/2024	125.09	125.09	Open	N
2490	CINTAS	04/01/2024	04/03/2024	77.00	77.00	Open	N
2491	CONSUMERS ENERGY	03/27/2024	04/03/2024	188.10	188.10	Open	N
2492	INTEGRITY BUSINESS SOLUTIONS	04/01/2024	04/03/2024	52.94	52.94	Open	N
2493	KCI	03/01/2024	04/03/2024	1,203.21	1,203.21	Open	N
2494	KEN ADAMS EXCAVATING	04/01/2024	04/03/2024	4,150.00	4,150.00	Open	N
2495	OCEANA MTA	03/25/2024	04/03/2024	100.00	100.00	Open	N
2496	PENTWATER FIRE DEPARTMENT	04/01/2024	04/03/2024	400.00	400.00	Open	N
2497	PENTWATER TOWNSHIP LIBRARY	03/13/2024	04/03/2024	5.04	5.04	Open	N
2498	SPECTRUM PRINTERS, INC	03/21/2024	04/03/2024	972.74	972.74	Open	N
2499	REPUBLIC SERVICES #240	03/25/2024	04/03/2024	1,994.38	1,994.38	Open	N
2500	RICOH USA, INC - 1	03/20/2024	04/03/2024	111.92	111.92	Open	N
2501	RICOH USA, INC -2	04/01/2024	04/03/2024	330.52	330.52	Open	N
2502	US POSTAL SERVICE	04/01/2024	04/03/2024	74.00	74.00	Open	N
2503	VILLAGE OF PENTWATER - UTILITIES	04/01/2024	04/03/2024	275.00	275.00	Open	N

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP  
 POST DATES 03/07/2024 - 04/03/2024  
 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:	44	# Due:	16	Totals:	21,828.97		10,164.94
# of Credit Memos:	0	# Due:	0	Totals:	0.00		0.00
Net of Invoices and Credit Memos:					21,828.97		10,164.94
* 1 Net Invoices have Credits Totalling:					+ 28,046.30	PAYROLL	
					(5.10)		
--- TOTALS BY FUND ---					<u>49,875.27</u>		
101 - GENERAL FUND					21,828.97		10,164.94
--- TOTALS BY DEPT/ACTIVITY ---							
215 - CLERK					(5.10)		0.00
247 - BOARD OF REVIEW					100.00		100.00
253 - TREASURER					74.00		74.00
257 - ASSESSOR					1,203.21		1,203.21
262 - ELECTION					2,523.07		972.74
265 - TOWNSHIP					9,472.91		1,165.61
526 - TRANSFER STATION					6,649.38		6,649.38
702 - ZONING ADMINISTRATION					1,811.50		0.00

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP

POST DATES 03/07/2024 - 04/03/2024

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: SEW

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
2444	DTE ENERGY	03/07/2024	03/12/2024	60.71	0.00	Paid	Y
2485	F&V OPERATIONS	03/19/2024	03/22/2024	1,930.07	0.00	Paid	Y
2486	FLEIS & VANDENBRINK	03/19/2024	03/22/2024	8,000.00	0.00	Paid	Y
2487	MIKA MYERS	03/18/2024	03/22/2024	301.50	0.00	Paid	Y

# of Invoices:	4	# Due:	0	Totals:	10,292.28	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos: 10,292.28 0.00

--- TOTALS BY FUND ---

592 - SEWER FUND	10,292.28	0.00
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--- TOTALS BY DEPT/ACTIVITY ---

538 - SHARED N&S SEWER EXPENDITUR	10,231.57	0.00
541 - TWP SOUTH SEWER EXPENDITURE	60.71	0.00

~~2,130.90 PAYROLL~~  
~~12,423.88~~  
+ 620.26 PAYROLL  


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10,912.54



INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP

POST DATES 03/07/2024 - 04/03/2024

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: CEMCK

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
2475	JAMES SCARLATA: CONSULTING FOREST	03/05/2024	03/15/2024	556.00	0.00	Paid	Y
2478	FRONTIER	03/10/2024	03/19/2024	150.95	0.00	Paid	Y

# of Invoices: 2 # Due: 0 Totals: 706.95  
 # of Credit Memos: 0 # Due: 0 Totals: 0.00

Net of Invoices and Credit Memos:

706.95 0.00  
+ 2,130.90 PAYROLL

--- TOTALS BY FUND ---

209 - CEMETERY FUND

706.95 0.00

--- TOTALS BY DEPT/ACTIVITY ---

567 - CEMETERY

706.95 0.00

2,837.85

INVOICE REGISTER REPORT FOR PENTWATER TOWNSHIP  
 POST DATES 03/07/2024 - 04/03/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: **FDCHK**

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
2431	MICHIGAN COUNTIES WORKERS COMP FU	01/01/2024	03/07/2024	704.60	0.00	Paid	Y
2432	MACQUEEN EMERGENCY	03/04/2024	03/07/2024	3,126.39	0.00	Paid	Y
2453	CHARTER COMMUNICATIONS	03/01/2024	03/13/2024	285.19	0.00	Paid	Y
2454	CONSUMERS CREDIT UNION	03/01/2024	03/13/2024	3,548.07	0.00	Paid	Y
2455	DTE ENERGY	03/07/2024	03/13/2024	157.42	0.00	Paid	Y
2456	HALT FIRE	03/01/2024	03/13/2024	165.37	0.00	Paid	Y
2457	HALT FIRE	02/20/2024	03/13/2024	80.55	0.00	Paid	Y
2458	LARSON AND SON	03/02/2024	03/13/2024	15.96	0.00	Paid	Y
2459	NAPA AUTO PARTS	03/01/2024	03/13/2024	(18.00)	0.00	Paid	Y
2461	MARK HAYNOR	03/13/2024	03/14/2024	200.00	0.00	Paid	Y
2462	NAPA AUTO PARTS	02/16/2024	03/14/2024	40.10	0.00	Paid	Y
2463	PENTWATER CONVENIENCE CENTER	02/03/2024	03/14/2024	7.34	0.00	Paid	Y
2464	PENTWATER CONVENIENCE CENTER	02/01/2024	03/14/2024	25.77	0.00	Paid	Y
2465	PENTWATER CONVENIENCE CENTER	02/03/2024	03/14/2024	23.69	0.00	Paid	Y
2466	PENTWATER CONVENIENCE CENTER	02/13/2024	03/14/2024	61.29	0.00	Paid	Y
2467	PENTWATER CONVENIENCE CENTER	02/22/2024	03/14/2024	65.70	0.00	Paid	Y
2468	PENTWATER CONVENIENCE CENTER	02/22/2024	03/14/2024	26.93	0.00	Paid	Y
2469	PENTWATER CONVENIENCE CENTER	02/28/2024	03/14/2024	70.11	0.00	Paid	Y
2470	PENTWATER CONVENIENCE CENTER	02/29/2024	03/14/2024	23.57	0.00	Paid	Y
2471	REPUBLIC SERVICES #240	02/25/2024	03/14/2024	168.98	0.00	Paid	Y
2472	VERIZON	02/24/2024	03/14/2024	76.02	0.00	Paid	Y
2473	ZACHARY J THOCHER	03/12/2024	03/14/2024	34.97	0.00	Paid	Y
2488	LARSON AND SON	03/02/2024	03/27/2024	19.98	19.98	Open	N
2504	CONSUMERS ENERGY	03/22/2024	04/03/2024	306.22	306.22	Open	N

# of Invoices:	23	# Due:	2	Totals:	9,234.22	326.20
# of Credit Memos:	1	# Due:	0	Totals:	(18.00)	0.00

Net of Invoices and Credit Memos: 9,216.22      326.20

*+ 65,892.96 PAYROLL*

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*75,109.18*  
9,216.22      326.20

--- TOTALS BY FUND ---

206 - FIRE FUND	9,216.22	326.20
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--- TOTALS BY DEPT/ACTIVITY ---

336 - FIRE	9,216.22	326.20
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Check Register Report For Pentwater Township  
For Check Dates 03/14/2024 to 04/10/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/31/2024	GFCKG	EFT177	US TREASURY	52.04	52.04	0.00	Open
03/29/2024	GFCKG	22762	BEAVIS, GLENN C	1,715.00	1,118.08	0.00	Open
03/29/2024	GFCKG	22763	CAVAZOS, LYNNETTE M	1,485.58	1,170.18	0.00	Open
03/29/2024	GFCKG	22764	CHRISTIANS, RONALD L	287.67	253.43	0.00	Open
03/29/2024	GFCKG	22765	DOUGLAS, HEATHER A	1,485.58	1,292.15	0.00	Open
03/29/2024	GFCKG	22766	EATON, BARBARA C	2,278.33	1,834.64	0.00	Open
03/29/2024	GFCKG	22767	EDWARDS, KEITH J	983.83	886.60	0.00	Open
03/29/2024	GFCKG	22768	FLOOD, DEBRA A	230.00	212.40	0.00	Open
03/29/2024	GFCKG	22769	FLOOD, JOSEPH M	270.56	238.37	0.00	Open
03/29/2024	GFCKG	22770	MITCHELL, MARGARET C	300.56	300.56	0.00	Open
03/29/2024	GFCKG	22771	MURPHY, MAUREEN H	1,485.58	1,292.15	0.00	Open
03/29/2024	GFCKG	22772	QUINN, RICHARD L	318.64	280.72	0.00	Open
03/29/2024	GFCKG	22773	SUTTNER, LORI A	287.67	265.66	0.00	Open
03/29/2024	GFCKG	EFT171	EFTPS TWP	2,433.76	2,433.76	0.00	Open
03/29/2024	GFCKG	EFT176	STATE OF MICHIGAN	2,276.37	2,276.37	0.00	Open
03/18/2024	GFCKG	EFT167	EFTPS TWP	2,191.62	2,191.62	0.00	Open
03/18/2024	GFCKG	EFT168	EFTPS SEWER	40.78	40.78	0.00	Open
03/14/2024	GFCKG	22739	BEAVIS, GLENN C	1,319.93	888.55	0.00	Open
03/14/2024	GFCKG	22740	CAVAZOS, LYNNETTE M	1,485.58	1,170.19	0.00	Open
03/14/2024	GFCKG	22741	DOUGLAS, HEATHER A	1,485.58	1,292.16	0.00	Open
03/14/2024	GFCKG	22742	EATON, BARBARA C	2,278.33	1,834.64	0.00	Open
03/14/2024	GFCKG	22743	EDWARDS, KEITH J	963.83	868.96	0.00	Open
03/14/2024	GFCKG	22744	FLOOD, DEBRA A	260.00	238.98	0.00	Open
03/14/2024	GFCKG	22745	FLOOD, JOSEPH M	270.56	238.36	0.00	Open
03/14/2024	GFCKG	22746	FLYNN, MICHAEL W	134.42	108.42	0.00	Open
03/14/2024	GFCKG	22747	MILLER, ROBERT A	238.92	210.65	0.00	Open
03/14/2024	GFCKG	22748	MURPHY, MAUREEN H	1,485.58	1,292.16	0.00	Open

Totals: Number of Checks: 027 28,046.30 24,282.58 0.00

Total Physical Checks: 22

Total Check Stubs: 5

Check Register Report For Pentwater Township  
For Check Dates 03/14/2024 to 04/10/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/29/2024	SEW	8118	DOUGLAS, HEATHER A	166.66	153.90	0.00	Open
03/29/2024	SEW	8119	EDWARDS, KEITH J	140.00	129.29	0.00	Open
03/29/2024	SEW	EFT172	EFTPS SEWER	46.94	46.94	0.00	Open
03/14/2024	SEW	8112	DOUGLAS, HEATHER A	166.66	153.92	0.00	Open
03/14/2024	SEW	8113	EDWARDS, KEITH J	100.00	92.35	0.00	Open
<b>Totals:</b>				Number of Checks: 005	620.26	576.40	0.00
Total Physical Checks:				4			
Total Check Stubs:				1			

Check Register Report For Pentwater Township  
For Check Dates 03/14/2024 to 04/10/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/29/2024	CEMCK	6274	BAILEY, CHRISTOPHER R.	745.50	662.90	0.00	Open
03/29/2024	CEMCK	6275	MURPHY, MAUREEN H	166.66	146.82	0.00	Open
03/29/2024	CEMCK	EFT173	EFTPS CEMETERY	153.30	153.30	0.00	Open
03/18/2024	CEMCK	EFT169	EFTPS CEMETERY	153.28	153.28	0.00	Open
03/14/2024	CEMCK	6270	BAILEY, CHRISTOPHER R.	745.50	662.89	0.00	Open
03/14/2024	CEMCK	6271	MURPHY, MAUREEN H	166.66	146.84	0.00	Open
Totals:		Number of Checks: 006		2,130.90	1,926.03	0.00	
Total Physical Checks:				4			
Total Check Stubs:				2			

For Check Dates 03/14/2024 to 04/10/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/29/2024	FDCHK	4086	HAYNOR, MARK R.	212.50	162.21	0.00	Open
03/29/2024	FDCHK	4087	PENTWATER FIRE DEPT. ASSOCIATION	475.00	475.00	0.00	Open
03/29/2024	FDCHK	EFT174	EFTPS FIRE	32.52	32.52	0.00	Open
03/29/2024	FDCHK	EFT175	STATE OF MICHIGAN	1,166.53	1,166.53	0.00	Open
03/18/2024	FDCHK	4057	BAREFOOT, MICHAEL S	4,275.00	3,741.27	0.00	Open
03/18/2024	FDCHK	4058	BOWMAN, JESSE H	2,275.00	1,979.27	0.00	Open
03/18/2024	FDCHK	4059	BOYKO, AARON N.	850.00	759.97	0.00	Open
03/18/2024	FDCHK	4060	CLUCHEY, TERRY L	3,300.00	2,882.30	0.00	Open
03/18/2024	FDCHK	4061	DILLINGHAM, KYLE W	1,075.00	967.76	0.00	Open
03/18/2024	FDCHK	4062	ESQUIVEL, OSCAR A	2,425.00	2,111.43	0.00	Open
03/18/2024	FDCHK	4063	HARTRUM, LAUDE E	200.00	151.20	0.00	Open
03/18/2024	FDCHK	4064	HASIL, RAYMOND S.	1,150.00	988.14	0.00	Open
03/18/2024	FDCHK	4065	HAYNOR, MARK R.	3,722.50	3,182.27	0.00	Open
03/18/2024	FDCHK	4066	HUGHART, JONATHAN D.	5,825.00	5,106.83	0.00	Open
03/18/2024	FDCHK	4067	KOKX, ADAM J	2,375.00	2,168.31	0.00	Open
03/18/2024	FDCHK	4068	MALBURG, JOSEPH R.	875.00	783.06	0.00	Open
03/18/2024	FDCHK	4069	MITCHELL, DARWIN D	275.00	217.27	0.00	Open
03/18/2024	FDCHK	4070	SMITH, KAREN R	40.00	36.94	0.00	Open
03/18/2024	FDCHK	4071	SNIEGOWSKI, AMANDA J	50.00	19.04	0.00	Open
03/18/2024	FDCHK	4072	THOCHER, ZACHARY J	625.00	525.63	0.00	Open
03/18/2024	FDCHK	4073	VAN DUINEN, ANNA R	1,400.00	1,208.40	0.00	Open
03/18/2024	FDCHK	4074	VANDUINEN, BRADLEY J	1,525.00	1,318.53	0.00	Open
03/18/2024	FDCHK	4075	VEGA, ELIZABETH A	150.00	107.14	0.00	Open
03/18/2024	FDCHK	EFT170	EFTPS FIRE	5,031.41	5,031.41	0.00	Open
03/14/2024	FDCHK	4038	BAREFOOT, MICHAEL S	4,275.00	3,766.27	0.00	Void
03/14/2024	FDCHK	4039	BOWMAN, JESSE H	2,275.00	2,004.27	0.00	Void
03/14/2024	FDCHK	4040	BOYKO, AARON N.	850.00	784.97	0.00	Void
03/14/2024	FDCHK	4041	CLUCHEY, TERRY L	3,300.00	2,907.30	0.00	Void
03/14/2024	FDCHK	4042	DILLINGHAM, KYLE W	1,075.00	992.76	0.00	Void
03/14/2024	FDCHK	4043	ESQUIVEL, OSCAR A	2,425.00	2,136.43	0.00	Void

Check Register Report For Pentwater Township  
For Check Dates 03/14/2024 to 04/10/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/14/2024	FDCHK	4044	HARTRUM, LAUDE E	200.00	176.20	0.00	Void
03/14/2024	FDCHK	4045	HASIL, RAYMOND S.	1,150.00	1,013.14	0.00	Void
03/14/2024	FDCHK	4046	HAYNOR, MARK R.	3,722.50	3,207.27	0.00	Void
03/14/2024	FDCHK	4047	KOKX, ADAM J	2,375.00	2,193.31	0.00	Void
03/14/2024	FDCHK	4048	MALBURG, JOSEPH R.	875.00	808.06	0.00	Void
03/14/2024	FDCHK	4049	MITCHELL, DARWIN D	275.00	242.27	0.00	Void
03/14/2024	FDCHK	4050	SMITH, KAREN R	40.00	36.94	0.00	Void
03/14/2024	FDCHK	4051	SNIEGOWSKI, AMANDA J	50.00	44.04	0.00	Void
03/14/2024	FDCHK	4052	THOCHER, ZACHARY J	625.00	550.63	0.00	Void
03/14/2024	FDCHK	4053	VAN DUINEN, ANNA R	1,400.00	1,233.40	0.00	Void
03/14/2024	FDCHK	4054	VANDUINEN, BRADLEY J	1,525.00	1,343.53	0.00	Void
03/14/2024	FDCHK	4055	VEGA, ELIZABETH A	125.00	110.13	0.00	Void
<b>Totals:</b>							
			Number of Checks:	042	65,892.96	58,673.35	0.00
			Total Physical Checks:	39			
			Total Check Stubs:	3			

## Suprvisor Report – 4/10/24

### Announcements:

1. Pentwater Township Transfer Station is open for the season. Station will be open on Thursdays and Saturdays from 9:00 AM – 5:00 PM.
2. Pentwater Township Cemetery is open for the season.
3. Road Closure at Longbridge Rd. and Monroe Rd.

Road Closure at Intersection of Longbridge Rd and Monroe Rd beginning Monday, April 15, 2024. Traffic will not be able to turn left or right from Lionbridge and will not be able to ravel West on Monroe into Pentwater during the closure.

DTE has requested a permit for the road closure to complete their gas line project and replace a “Muller” at the intersection of Longbridge and Monroe. The steel pipe on Longbridge will also need to cut and reconnected to the new Muller. This is required by Federal Regulation.

Expected Start Date: Monday, April 15<sup>th</sup>. The closure is expected to be for 4 weeks. Project will be completed by Memorial Weekend. NOTE: New Start Date is now Tuesday, April 16<sup>th</sup>.

4. Pentwater Township Library Open House will be held on Monday, June 17<sup>th</sup> from 11:00 AM – 1:00 PM. The Township will have a booth again this year and Maureen will be assisting with Food options.
5. Friend of the Pentwater Township Cemetery
  - Spring Clean-up at the cemetery will be Saturday, May 11, 2024 at 9:00 AM. The Summer headstone cleaning and repair is scheduled for June 22, 2024.
  - Volunteers are welcome to join the Friends of the Cemetery – applications available at the Township Office.



Report Center

1. The following information is provided for the purpose of the report. The information is provided for the purpose of the report. The information is provided for the purpose of the report.

2. The following information is provided for the purpose of the report.

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The following information is provided for the purpose of the report. The information is provided for the purpose of the report. The information is provided for the purpose of the report.

## Clerk's Report – April 10, 2024



### Reminder: Revised TWP Board Meeting Schedule

Any Month with an Election (May, August and November) The Township Board Meeting Has Changed to the 3<sup>rd</sup> Wednesday of the Month.

### Transfer Station

- First week opened for the 2024 Season
- Received 60 visitors – 32 TWP 28 VIL
- Clerk's office has issued in months of March and April – Transfer Site Permits to 20 TWP 17 VIL

### Cemetery

- Flags are ordered for Memorial Day
- 1 Traditional Burial scheduled for April 19, 2024
- In the process of selling a brick for the Scatter Garden. The Township has not sold one since 2021.

### Clerk's Office

- Commercial Copier broke down in early February. After much negotiation with Ricoh we are finally getting a less used version of our copier in the next week or 2.
- The Township, Cemetery and Transfer Site's Workman's Comp Audit is due by April 30, 2024. I have been working on getting the relevant documents together to complete the Audit.
- With our FY ending March 31, 2024, the Clerk's office has many FY year end obligations to fulfill. We must do year end closing in BS & A, all files have to be converted to FY 24/25, etc.
- Staying informed on MDOT updated numbered letters to make sure our accounting practices and procedures are in compliance with the State.
- Still need to review updated G/L numbers that BS & A converted per State of Michigan update to the Uniform Chart of Accounts.

### Elections

- Next Election is May 7, 2024 – Combined precinct due to school district. We have combined with Riverton, Summit and Weare Townships.
- 2,251 voters for the combined precinct.
- As of today, we have sent out 518 Ballots.
- The Clerk's office will be open May 4, 2024, from 9am – 5pm the Saturday before the Election for new or updated registrations.
- Glenn and I are working on a training/meeting with our Election Inspectors. Date still TBD
- The Library Board and Village Council are on the November Ballot only. They need to fill out Nominating Petition (City/Township) Nonpartisan, with date being August 6, 2024. Deadline for them to file with me is July 23, 2024.
- The election is taking up a lot of time due to conflicting and lack of information. The Struggle is Real.



1955 12 10 10:30 AM

Dear Mr. [Name],  
I have received your letter of the 10th and am glad to hear from you.  
The information you provided is being reviewed.

I will contact you again once a decision has been reached.  
Thank you for your patience.

Sincerely,  
[Name]

I am sorry that it has taken some time to get back to you.  
The process is a bit slower than I would like.  
I will do my best to expedite the matter.

Very truly yours,  
[Name]

I hope this finds you well.  
Please let me know if you have any further questions.

Best regards,  
[Name]

Thank you Proposal 2

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.

Respectfully Submitted,

  
Maureen Murphy

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99.  $\frac{1}{x^{100}} = x^{-100}$



## PENTWATER FIRE DEPARTMENT

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

Phone 231.869.5987 • Fax 231.869.8511  
www.pentwaterfiredepartment.com

### Monthly Meeting Agenda

---

Meeting Date: Wednesday, April 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 3/6/24
- III. Reports of Officers
  - a. Treasurer Terry Cluchey
- IV. Old Business
  - a. By-Laws
  - b. UAV
  - c. Turnout gear grant
  - d. Michigan Volunteer Fire Capacity grant
  - e. New Millage
    - i. Flyer/Mailer
- V. New Business
- VI. Training
- VII. Discussion on last month's calls
  - a. There were 27 medical and 4 fire calls for service in March.
- VIII. Adjourn



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### Monthly Meeting Minutes

---

Meeting Date: Wednesday, March 6, 2024 19:00

Meeting Location: Pentwater Fire Department

Call to Order

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- I. Pledge of Allegiance
- II. Reading and Approval of Minutes
  - a. Minutes from 2/7/24
- III. Reports of Officers
  - a. Treasurer Terry Cluchey- not available
- IV. Old Business
  - a. By-Laws- there will be a meeting on March 14 at 6PM.
  - b. UAV- we are planning on a new drone with a different program.
  - c. Turnout gear grant- still waiting
  - d. Michigan Volunteer Fire Capacity grant- need hose, nozzles and adapters.
  - e. New Millage- awaiting legal and then hoping to take a resolution to the township.
- V. New Business
  - a. Creating a mailer with information on the millage proposal. Planning an open house in June for millage information.
- VI. Training
  - a. Electric Bus Training
- VII. Discussion on last month's calls
  - a. There were 16 medical and 5 fire calls for service in February.
- VIII. Adjourn- a motion by Mike Barefoot was seconded by Kyle Dillingham



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Phone 231.869.5987 • Fax 231.869.8511  
www.pentwaterfiredepartment.com

### Officer Meeting Minutes

---

Meeting Date: Wednesday, March 6, 2024 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 2/7/24
  
- II. Reports of Officers
  - a. Treasurer Terry Cluchey- no report
  
- III. Old Business
  - a. By-Laws
  - b. UAV
  - c. Turnout gear grant
  - d. Michigan Volunteer Fire Capacity grant
  - e. New Millage- there was discussion regarding a number of matters related to the new millage proposal.
  
- IV. New Business
  
- V. Adjourn- a motion to adjourn by Terry Cluchey was seconded by Mike Barefoot.



**Pentwater Township**  
**Deputy Supervisor, Zoning Administrator and Ordinance Enforcement Officer**  
**Monthly Report – April 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 March, 2024.

**Deputy Supervisor** - I worked with the Township Supervisor, Lynne Cavazos, F&V, Utility Financial Services (UFS) and Township Attorney Mark Nettleton to:

- Reviewed the drawings and applied for the EGLE permit through F&V for the Apache Hills and Hilltop Septic Repair project to be bid out soon.
- Solicited a proposal for a Sanitary Sewer Extension Feasibility from F&V Engineering with the idea of providing sanitary sewer service to all Pentwater Lake frontage parcels;
- Continue to work on the Capital Improvements Program (Plan) or CIP;
- Review the drawings for the Comprehensive Sanitary Sewer Ordinance;
- Solicited and reviewed a proposal from Utility Financial Solutions for a Sanitary Sewer Rate Study; and,
- Read and commented on the Project Plan for submission for CWSRF funding to EGLE to access funding for Sanitary Sewer System upgrades for the Township South Sewer System.

**Code Enforcement** – Nothing significant to report at this time.

**Planning Commission** - The Planning Commission did not meet in March, 2024

**Zoning Board of Appeals** - The Zoning Board of Appeals did not meet in March, 2024, however, our next meeting is April 11.

**Zoning Permits** – Two Zoning Permit were issued in March, 2024 as follows:

1. ZP 3474 was issued to Brian Daly for a new deck at 5874 W. Longbridge Rd.
2. ZP 3475 was issued for a new 1873 sq. ft. home with attached garage at 5253 Lake View Dr., where the Anderson house burned a few years ago.

**Other Comments** - None

Sincerely,

*Keith J. Edwards*

Pentwater Township

Deputy Supervisor, Zoning Administrator & Ordinance Enforcement Officer

## Township of Pentwater Assessor

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

### Monthly Township Report April 2024

#### Board of Review:

- The March Board of Review was held on Tuesday March 12 and Thursday March 14 this year. We had 11 petitions to review, which included 8 letters and 3 in person appointments. Notices of the Board's decisions were mailed on 4/4/2024 to property owners.
- In February Glenn Beavis stepped down from the Board of Review. I would like to thank him for his years of service on the Board of Review.
- Our alternate, Ron Christians was available to attend all the March Board of Review meetings. Mr. Christians is willing to accept the position of regular member for the Board of Review and has written a letter of intent for the Township Board to act on.

#### Michigan Tax Tribunal:

- There are no pending MTT tribunals.
- The deadline for filing a **Commercial/Industrial** petition is May 31, 2024
- The deadline for filing a **Residential** petition is July 31, 2024.

#### Miscellaneous:

- The Final March Board of Review Taxable Value for the 2024 Assessment Roll was **\$286,706,407** which was an 8.86% increase from the final 2023 Taxable Value.
- The Final March Board of Review Assessed Value for the 2024 Assessment Roll was **\$472,862,200** which was a 20.55% increase from the 2023 Assessed Value.

If you have any questions, please let me know!



Sincerely,  
Barbie Eaton, MAAO  
Pentwater Township Assessor

NB S)

**Re: 2024 Board of Review**

Barbie Eaton <assessor@pentwatertownshipmi.gov>

Tue 3/19/2024 2:35 PM

To: Ron Christians <ronchristians8@gmail.com>

Ron,

Thank you so much for reaching out! I would be happy to recommend your appointment to the Board of Review at the April meeting of the Pentwater Township board. Please let me know if you have any questions.

*Barbie Eaton, MAAO*

PO Box 512

Pentwater MI 49449

(P)231-869-6231 Ext 228

Tues & Thurs 9a-4p

**\*\*Please note my email address has recently changed to  
assessor@pentwatertownshipmi.gov\*\***

---

**From:** Ron Christians <ronchristians8@gmail.com>

**Sent:** Tuesday, March 19, 2024 2:32 PM

**To:** Barbie Eaton <assessor@pentwatertownshipmi.gov>

**Subject:** 2024 Board of Review

March 19, 2024

Attn: Ms. Barbie Eaton, MAAO

Dear Barbie,

I want to thank you, and the Pentwater Township staff, for allowing me to be an Alternate on the township Board of Review. It was a pleasure to work alongside you, Rick Quinn, and Lori Suttner. I continue to learn about various property values.

I am aware of the recent board opening on the Board of Review. I would like to step-up, and become the number 3 person as an official member of the Township Board of Review.

I would appreciate your endorsement to take this position on the Board of Review. I would appreciate your passing my name forward to our Supervisor Lynne Cavazos. At some point, the recommendation would need the full support of the Pentwater Township Board.

I thank you in-advance for your consideration.

Sincerely,

Ronald Christians  
87 Sands Street,

NB d)



*A General Law Township*

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

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

**Storage Lease Agreement**

This storage lease agreement is made and entered into as of this day: \_\_\_\_\_  
by the Pentwater Township Board of Trustees and the Pentwater Art Council for a period of 3 years  
beginning May 1, 2024.

**Storage Space:** The Pentwater Art Council shall have the use of the vacant storage space in the  
Northeast Corner of the lower level of the Pentwater Township Office. This space is approximately  
7.5' x 8' in size. The PAC has permission to install removable shelves in the storage space at their  
expense. The shelves shall remain in the Township Office Building when PAC chooses to vacate the  
space.

**Term of Commitment:** The Pentwater Township will provide a storage space for PAC for a period of 3  
years beginning on June 14, 2021. Either Party may terminate this agreement at any time. An option  
to extend this agreement must be acceptable and agreed upon by both parties.

**Insurance:** The Pentwater Township Board of Trustees shall not be responsible for any of the PAC  
items stored in the agreed upon space in the lower-level basement of the Township office. The PAC  
will need to secure their own insurance for the items stored if they so desire.

**Access:** One or more members of the PAC may have access to the storage space during regular  
Township business hours: Monday - Friday from 9:00 AM - 4:00 PM. If stored items are needed  
outside of the hours listed above, a member of PAC will contact Supervisor of Pentwater Township to  
gain access. The PAC will not be given a key to the Township building.

**PENTWATER TOWNSHIP**

By: \_\_\_\_\_

Lynne Cavazos, Supervisor

By: \_\_\_\_\_

Maureen Murphy, Clerk

Date \_\_\_\_\_

**PENTWATER ART COUNCIL**

By: \_\_\_\_\_

Janet Nelson, PAC Representative

Date: \_\_\_\_\_

NR e)

**BECKMAN BROTHERS, INC.  
3581 W. BAKER RD.  
SHELBY, MICHIGAN 49455  
PH: 231-861-2031 - FX: 231-861-5000**

**April 2, 2024**

**Township Supervisor  
Pentwater, MI  
[supervisor@pentwatertownshipmi.gov](mailto:supervisor@pentwatertownshipmi.gov)**

**RE: Pentwater Transfer Station Quote**

**Beckman Brothers proposes the following depth options for the Driveway and parking area restorations at the Pentwater Transfer Station.**

**4" Depth**

<b>22A Slag - 235 Yards</b>	<b>\$6,403.30</b>
<b>Equipment / Labor</b>	<b><u>\$3,346.70</u></b>
<b>TOTAL</b>	<b>\$9,750.00</b>

**6" Depth**

<b>22A Slag - 370 yards</b>	<b>\$10,730.00</b>
<b>Equipment / Labor</b>	<b><u>\$ 6,000.00</u></b>
<b>TOTAL</b>	<b>\$16,730.00</b>

**Beckman's will deliver the slag and supply the labor and equipment needed to spread and compact the material in the drive and parking areas.**

**Please contact our office if you have any questions or would like to get scheduled.  
Thank you.**

**Sincerely**

**Matthew Beckman  
President**

**Glenn Beavis**

---

**From:** Ken Adams <ken@midiggers.com>  
**Sent:** Tuesday, March 5, 2024 8:46 AM  
**To:** Supervisor  
**Subject:** STONE FOR ROAD

GOOD MORNING SENDING A PRICE FOR ROAD WORK AT THE TRANFER STATION PLANS FROM BOB .

1 # ADDING 6 INCHES OF SLAG STONE FROM THE YELLOW GATE DOWN TO THE FENCE TO THE CONTAINER AREA .  
LEVELING AND COMPACTING \$ 16,765.

2 # ADDING 2 INCHES OF TRAP STONE IN SIDE OF FENCE LEVELING AND COMPACTING \$ 4,150 .

3 # CAN DO THIS JOB BEFORE U OPEN UP AND GET THE DUMPSTERS SET IN PLACE

4 # ANY QUESTION PLEASE CALL ME .

Thanks,  
Ken Adams  
Owner  
Ken Adams & Sons  
[ken@michigandiggers.com](mailto:ken@michigandiggers.com)

[www.michigandiggers.com](http://www.michigandiggers.com)

NB f)

**Maureen Murphy**

---

**From:** Mark Shotwell <mark@shotwellsolutions.com>  
**Sent:** Monday, April 8, 2024 7:56 AM  
**To:** Maureen Murphy  
**Cc:** Lynne Cavazos  
**Subject:** 2024 Managed Service Agreement  
**Attachments:** Pentwater\_Township\_Managed\_Service\_Agreement\_2024.pdf;  
Pentwater\_Township\_Managed\_Service\_Agreement\_2024\_option2.pdf

Good morning Mo,

Attached is the updated agreement for 2024. I included the other option that I mentioned last week. That option would add \$40 per month to the contract (8 computers) and would enhance the security of the systems. The software has not had an impact for your office but has helped in two other offices. I think it is worth it, but obviously it has a cost.

Please let me know if you have any questions.

Mark Shotwell  
mark@shotwellsolutions.com  
231-939-2239  
shotwellsolutions.com

option 1



# Managed Service Agreement Pentwater Township - April 2024

Shotwell Solutions, LLC  
401 E Hanover Street  
Pentwater, MI 49449  
(231) 939-2239  
accounting@shotwellsolutions.com  
Shotwellsolutions.com

April 1, 2024

Pentwater Township  
500 N. Hancock St  
Pentwater, MI 49449

## Managed Service Plan Agreement

Dear Supervisor,

This Managed Service Plan Agreement ("Agreement") is entered into between Shotwell Solutions LLC ("Provider") and Pentwater Township ("Client") as of the date first written above. The purpose of this Agreement is to outline the terms and conditions under which Provider will provide managed services to Client.

### Scope of Services

Provider shall provide Client with the following services (the "Services"):

- a. Helpdesk Support: Provider will offer remote and on-site technical support to Client's employees, limited to seven (7) users and (1) server. Support will be available during the Provider's standard business hours. Services needed outside of normal business hours may be billed separately.
- b. Network Monitoring and Maintenance: Provider will periodically monitor Client's network infrastructure, including servers, firewalls, and switches, to ensure optimal performance and security.
- c. Backup and Disaster Recovery: Provider will implement and maintain a backup solution for Client's critical data, and provide disaster recovery services in the event of a system failure or data loss.
- d. Security: Provider will implement and manage security measures, including antivirus software and firewalls.
- e. Software and Hardware Management: Provider will manage software updates and patches, as well as monitor hardware performance and coordinate necessary upgrades or replacements.
- f. Reporting and Documentation: Provider will provide Client with regular reports detailing network performance, security events, and other relevant information.
- g. Office 365 Licensing: Provider will pay for and manage Microsoft 365 Business Standard licenses for 7 users, and 1 Office 365 Small Business license for the admin user.
- h. Site Visits: Provider will perform a site visit 1 to 2 times per month at a minimum.
- i. Project Hours: Provider will provide additional services for projects outside of this agreement at a fee of \$75 per hour.



THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY

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Term

This Agreement shall commence on the date first written above and shall continue for a period of one (1) year, unless terminated earlier in accordance with the terms of this Agreement.

Fees

Client shall pay Provider a monthly fee of \$590 for the Services. This fee is based on the number of users, as specified in this Agreement, and includes all necessary software licenses and maintenance fees. The fee is due on the first day of each month during the term of this Agreement.

Additional Users

If Client wishes to add additional users to the Services, Client shall notify Provider in writing. Provider will adjust the monthly fee accordingly and the new fee will become effective on the first day of the month following the addition of the new user(s).

Termination

Either party may terminate this Agreement upon thirty (30) days written notice to the other party. In the event of termination, Client shall pay Provider for any Services provided up to the date of termination.

Confidentiality

Provider shall treat all Client data, systems, and information as confidential and shall not disclose any such information to any third party without the prior written consent of Client.

Limitation of Liability

In no event shall Provider be liable for any indirect, incidental, special, or consequential damages arising out of or in connection with this Agreement or the Services provided hereunder.

Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without regard to its conflict of law provisions.

Entire Agreement

This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, whether written or oral, relating to the same subject matter.

Please indicate your acceptance of this Agreement by signing below and returning a copy to us. We look forward to working with you.

Sincerely,



Mark Shotwell  
CEO  
Shotwell Solutions, LLC

Accepted and Agreed:

Lynne Cavazos  
Supervisor  
Pentwater Township

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is essential for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to ensure the validity of the findings.

3. The third part of the document describes the results of the data analysis and the key findings. It notes that the data indicates a significant trend in the market, which has implications for the organization's strategy.

4. The fourth part of the document discusses the implications of the findings and provides recommendations for future actions. It suggests that the organization should focus on improving its internal processes to better align with the market trends.

5. The fifth part of the document concludes the report and summarizes the main points. It reiterates the importance of ongoing monitoring and evaluation to ensure the organization remains competitive in a dynamic market.

6. The sixth part of the document provides a detailed breakdown of the data used in the analysis. It includes a table of the key variables and their corresponding values, which are used to support the conclusions drawn in the report.

7. The seventh part of the document discusses the limitations of the study and the potential sources of error. It acknowledges that while the data is comprehensive, there are still some uncertainties that could affect the results.

8. The eighth part of the document provides a final summary of the report and offers suggestions for further research. It encourages the organization to continue to explore new opportunities and challenges in the market.

9. The ninth part of the document is a list of references and sources used in the report. It includes a variety of academic journals, industry reports, and other relevant materials.

10. The tenth part of the document is a list of appendices and supplementary materials. It includes additional data tables, charts, and other information that supports the main text of the report.

11. The eleventh part of the document is a list of acknowledgments and a thank you note. It expresses appreciation to the individuals and organizations that provided support and assistance during the course of the study.

12. The twelfth part of the document is a list of contact information and a disclaimer. It provides details on how to reach the author and includes a statement regarding the use of the report's contents.

13. The thirteenth part of the document is a list of glossary terms and definitions. It clarifies the meaning of key terms used throughout the report to ensure consistency and understanding.

14. The fourteenth part of the document is a list of abbreviations and acronyms. It provides a key to the shorthand used in the report to make it easier to read and understand.

option 2



# Managed Service Agreement Pentwater Township - April 2024

Shotwell Solutions, LLC  
401 E Hanover Street  
Pentwater, MI 49449  
(231) 939-2239  
accounting@shotwellsolutions.com  
Shotwellsolutions.com

April 1, 2024

Pentwater Township  
500 N. Hancock St  
Pentwater, MI 49449

## Managed Service Plan Agreement

Dear Supervisor,

This Managed Service Plan Agreement ("Agreement") is entered into between Shotwell Solutions LLC ("Provider") and Pentwater Township ("Client") as of the date first written above. The purpose of this Agreement is to outline the terms and conditions under which Provider will provide managed services to Client.

### Scope of Services

Provider shall provide Client with the following services (the "Services"):

- a. Helpdesk Support: Provider will offer remote and on-site technical support to Client's employees, limited to seven (7) users and (1) server. Support will be available during the Provider's standard business hours. Services needed outside of normal business hours may be billed separately.
- b. Network Monitoring and Maintenance: Provider will periodically monitor Client's network infrastructure, including servers, firewalls, and switches, to ensure optimal performance and security.
- c. Backup and Disaster Recovery: Provider will implement and maintain a backup solution for Client's critical data, and provide disaster recovery services in the event of a system failure or data loss.
- d. Security: Provider will implement and manage security measures, including antivirus software and firewalls.
- e. Software and Hardware Management: Provider will manage software updates and patches, as well as monitor hardware performance and coordinate necessary upgrades or replacements.
- f. Reporting and Documentation: Provider will provide Client with regular reports detailing network performance, security events, and other relevant information.
- g. Office 365 Licensing: Provider will pay for and manage Microsoft 365 Business Standard licenses for 7 users, and 1 Office 365 Small Business license for the admin user.
- h. **Detection & Response Software. Provider will pay for and deploy software to work alongside Microsoft Windows Defender in an effort to catch malware or other similar software. This has a cost per system of \$5 per month/COMPUTER**
- i. Site Visits: Provider will perform a site visit 1 to 2 times per month at a minimum.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is essential for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support informed decision-making.

3. The third part of the document focuses on the role of technology in modern data management. It discusses how advanced software solutions can streamline data collection, storage, and analysis, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data security and privacy. It stresses the importance of implementing robust security measures to protect sensitive information from unauthorized access and breaches.

5. The fifth part of the document explores the ethical implications of data collection and analysis. It discusses the need for transparency in data handling practices and the importance of obtaining informed consent from individuals whose data is being collected.

6. The sixth part of the document provides a detailed overview of the data analysis process. It describes various statistical and analytical techniques used to extract meaningful insights from large volumes of data.

7. The seventh part of the document discusses the importance of data visualization in communicating complex information. It highlights how charts, graphs, and dashboards can make data more accessible and understandable for stakeholders.

8. The eighth part of the document concludes by summarizing the key findings and recommendations. It emphasizes the need for a data-driven approach to organizational management and the importance of continuous monitoring and improvement of data management practices.

10/20/2023

2023-2024

j. Project Hours: Provider will provide additional services for projects outside of this agreement at a fee of \$75 per hour.

**Term**

This Agreement shall commence on the date first written above and shall continue for a period of one (1) year, unless terminated earlier in accordance with the terms of this Agreement.

**Fees**

Client shall pay Provider a monthly fee of \$630 for the Services. This fee is based on the number of users, as specified in this Agreement, and includes all necessary software licenses and maintenance fees. The fee is due on the first day of each month during the term of this Agreement.

**Additional Users**

If Client wishes to add additional users to the Services, Client shall notify Provider in writing. Provider will adjust the monthly fee accordingly and the new fee will become effective on the first day of the month following the addition of the new user(s).

**Termination**

Either party may terminate this Agreement upon thirty (30) days written notice to the other party. In the event of termination, Client shall pay Provider for any Services provided up to the date of termination.

**Confidentiality**

Provider shall treat all Client data, systems, and information as confidential and shall not disclose any such information to any third party without the prior written consent of Client.

**Limitation of Liability**

In no event shall Provider be liable for any indirect, incidental, special, or consequential damages arising out of or in connection with this Agreement or the Services provided hereunder.

**Governing Law**

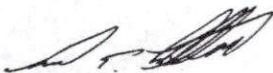
This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without regard to its conflict of law provisions.

**Entire Agreement**

This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, whether written or oral, relating to the same subject matter.

Please indicate your acceptance of this Agreement by signing below and returning a copy to us. We look forward to working with you.

Sincerely,



Mark Shotwell  
CEO  
Shotwell Solutions, LLC

Accepted and Agreed:

Lynne Cavazos  
Supervisor  
Pentwater Township

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NR 9)

**RYAN'S LAWN CARE**

5156 LATTIN RD. - PENTWATER, MI. 49449  
RYAN PATTERSON  
(231) 845-9889

**PROPOSAL AND  
ACCEPTANCE**

<b>PROPOSAL SUBMITTED TO :</b>	<b>PHONE :</b>	<b>DATE :</b>
<u>Pentwater Township Office</u>	<u>849-6251</u>	<u>3-13-24</u>
<b>STREET :</b>	<b>JOB NAME :</b>	
<u>500 N. Hancock / P.O. Box 512</u>	<u>2024 Summer Maintenance</u>	
<b>CITY, STATE, AND ZIP CODE :</b>		
<u>Pentwater, MI 49449</u>		

I hereby submit specifications and estimates for :

Mowing / Trimming 2024      \$1 44.00 per time

I Propose to furnish material and labor - complete in accordance with above specifications, for the sum of :

Forty four 00/100 Dollars (\$ 44.00 )

Payment to be made as follows:

To be billed and payed in full at the end of the month

**Authorized Signature :**



**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Date of Acceptance :** 



NB i)

[Proposal for renewal of Road Maintenance and Construction Millage 0.50 levy]

**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 10th day of April 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. 24- 11**

**RESOLUTION TO APPROVE BALLOT PROPOSAL FOR RENEWAL OF ROAD MAINTENANCE AND CONSTRUCTION MILLAGE**

WHEREAS, electors of the Township of Pentwater (the "Township") previously approved a 0.50 mill levy to provide funds for the maintenance and construction of roads in the Township for a four-year period from 2020 through 2023, both inclusive; and

WHEREAS the Township Board finds that it is necessary, advisable and in the best interests of the residents of the Township, which includes the Village of Pentwater, to raise funds to be used for the maintenance and construction of roads; and

WHEREAS, pursuant to Sections 24f and 34d of the General Property Tax Act, Act 206 of the Public Acts of Michigan of 1893, as amended, the Township Board may request approval to increase the tax rate limitation as previously approved, so as to provide for a 0.50 mill levy for the maintenance and construction of roads; and

WHEREAS, Section 358a of the Michigan Election Law, which is Act 116 of the Public Acts of Michigan of 1954, as amended (the "Michigan Election Law"), authorizes the Township

Board to call a special election to be held in the Township for the purpose of submitting a ballot proposition to the electors of the Township.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The question whether to continue the tax levy for the maintenance and construction of roads for an additional period of four years beginning with the December 1, 2024 tax levy, in the amount of 0.4953 mill, and to levy an additional 0.0047 mill for such purposes to restore previous millage reductions under the “Headlee Amendment,” shall be submitted to the qualified electors of the Township at a Township election coinciding with the State primary election to be held on Tuesday, August 6, 2024, pursuant to the provisions of the General Property Tax Act and the Michigan Election Law.

2. The ballot proposal to be submitted to the electors shall be in the form attached hereto as Exhibit A, and in such form is hereby certified to the County Clerk.

3. The last day of registration for the August 6, 2024 primary election in any manner other than in person shall be Monday, July 22, 2024. Pursuant to Section 498(1) of the Michigan Election Law, the Township Clerk is hereby directed to be at the Clerk’s Office located at the Pentwater Township Hall, 327 Hancock Street, in the Township, on July 22, 2024, from 9:00 a.m. to 5:00 p.m. to receive applications for voter registration. Thereafter, the Township Clerk is directed to receive in-person registration applications, with proof of residency, from July 23 through 8:00 p.m. on August 6, 2024.

4. The Township Clerk is hereby directed to provide for publication once of the Notice of the Last Day of Registration, which is hereby approved substantially in the form attached hereto as Exhibit B, with the publication not less than seven days before the last day of registration and, in addition, to provide for publication once of the Notice of Election, which is hereby approved substantially in the form attached hereto as Exhibit C, with such publication not less than seven

days before the day of such election. The publication of such notice shall be made in the *Oceana's Herald-Journal*, which is hereby determined to be a newspaper of general circulation in the Township reaching the largest number of persons to whom said notices are addressed.

5. The Township Clerk is hereby authorized and directed to follow all procedures required by the Michigan Election Law for the special election and may, as necessary, combine the notices required to be provided herein with any other notices required to be provided under State law with respect to the August 6, 2024 election or have any such required notices published by the County on behalf of the Township.

6. The Township Clerk is hereby authorized and directed to make the necessary arrangements to deliver a certified copy of this Resolution to the Oceana County Clerk as soon as possible, but in no event later than 4:00 p.m. on May 14, 2024 and to take other steps which are necessary and useful in scheduling the election.

7. The Township Clerk is hereby authorized and directed to file, within five days after the election, a certified copy of the official declaration of the election results with the County Treasurer.

8. 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

**EXHIBIT A**

**TOWNSHIP OF PENTWATER**

**COUNTY OF OCEANA, MICHIGAN**

**PROPOSAL NO. \_\_\_\_\_**

**MILLAGE RENEWAL PROPOSITION**

**0.50 MILL FOR MAINTENANCE AND CONSTRUCTION  
OF ROADS IN THE TOWNSHIP**

Shall the previous voted increase in the Township of Pentwater tax rate limitation imposed under Article IX, Sec. 6 of the Michigan Constitution on general ad valorem taxes, currently 0.4953 mill (\$0.4953 per \$1,000 of taxable value), be renewed and levied in the years 2024-2027, both inclusive, and shall an additional 0.0047 mill (\$0.0047 per \$1,000 of taxable value) be approved and levied to restore previous millage reductions under the "Headlee Amendment" since this millage was last approved, resulting in the levy of 0.50 mill (\$0.50 per \$1,000 of taxable value), subject to reduction as provided by law, on taxable property in the Township?

The purpose of this levy is to provide for the maintenance and construction of roads in the Township. It is estimated that a levy of 0.50 mill would provide revenue of \$143,175 in the first calendar year, of which \$1,346 would result from the additional 0.0047 mill. The revenue from this millage levy will be disbursed to the Township of Pentwater.

Yes    \_\_\_  
No     \_\_\_

**EXHIBIT B**

**TOWNSHIP OF PENTWATER**

**COUNTY OF OCEANA, MICHIGAN**

**NOTICE TO THE RESIDENTS OF THE TOWNSHIP OF  
PENTWATER OF THE LAST DAY OF VOTER REGISTRATION  
FOR THE AUGUST 6, 2024 SPECIAL TOWNSHIP ELECTION**

Any qualified resident of the Township of Pentwater, County of Oceana, State of Michigan, who is not already registered to vote may register to vote in a special election to be held on the 6th day of August 2024 in the Township, in conjunction with the State primary election.

The last day to register for the August 6, 2024 primary election will be:

Monday, July 22, 2024 in any manner other than in-person OR  
July 23, 2024 – August 6, 2024 in person with proof of residency

The Ballot Proposition to be considered at said election is as follows:

**PROPOSAL NO. \_\_\_\_  
MILLAGE RENEWAL PROPOSITION  
0.50 MILL FOR MAINTENANCE AND CONSTRUCTION  
OF ROADS IN THE TOWNSHIP**

Shall the previous voted increase in the Township of Pentwater tax rate limitation imposed under Article IX, Sec. 6 of the Michigan Constitution on general ad valorem taxes, currently 0.4953 mill (\$0.4953 per \$1,000 of taxable value), be renewed and levied in the years 2024-2027, both inclusive, and shall an additional 0.0047 mill (\$0.0047 per \$1,000 of taxable value) be approved and levied to restore previous millage reductions under the "Headlee Amendment" since this millage was last approved, resulting in the levy of 0.50 mill (\$0.50 per \$1,000 of taxable value), subject to reduction as provided by law, on taxable property in the Township?

The purpose of this levy is to provide for the maintenance and construction of roads in the Township. It is estimated that a levy of 0.50 mill would provide revenue of \$143,175 in the first calendar year, of which \$1,346 would result from the additional 0.0047 mill. The revenue from this millage levy will be disbursed to the Township of Pentwater.

Yes    \_\_\_  
No     \_\_\_

This Notice is given by authority of the Township Board of the Township of Pentwater, County of Oceana, State of Michigan.

Dated: \_\_\_\_\_, 2024.

Maureen Murphy, Township Clerk  
Township of Pentwater

**EXHIBIT C**

**TOWNSHIP OF PENTWATER**

**COUNTY OF OCEANA, MICHIGAN**

**NOTICE TO THE QUALIFIED ELECTORS  
OF THE TOWNSHIP OF PENTWATER OF THE  
AUGUST 6, 2024 SPECIAL ELECTION**

Notice is hereby given that the special election will be held in the Township of Pentwater, on Tuesday, August 6, 2024, from 7:00 a.m. to 8:00 p.m. Local Time, in conjunction with the State primary election, to vote on the following Ballot Proposition:

**PROPOSAL NO. \_\_\_\_  
MILLAGE RENEWAL PROPOSITION  
0.50 MILL FOR MAINTENANCE AND CONSTRUCTION  
OF ROADS IN THE TOWNSHIP**

Shall the previous voted increase in the Township of Pentwater tax rate limitation imposed under Article IX, Sec. 6 of the Michigan Constitution on general ad valorem taxes, currently 0.4953 mill (\$0.4953 per \$1,000 of taxable value), be renewed and levied in the years 2024-2027, both inclusive, and shall an additional 0.0047 mill (\$0.0047 per \$1,000 of taxable value) be approved and levied to restore previous millage reductions under the "Headlee Amendment" since this millage was last approved, resulting in the levy of 0.50 mill (\$0.50 per \$1,000 of taxable value), subject to reduction as provided by law, on taxable property in the Township?

The purpose of this levy is to provide for the maintenance and construction of roads in the Township. It is estimated that a levy of 0.50 mill would provide revenue of \$143,175 in the first calendar year, of which \$1,346 would result from the additional 0.0047 mill. The revenue from this millage levy will be disbursed to the Township of Pentwater.

Yes    \_\_\_  
No     \_\_\_

List of Polling Place Locations: 500 N. Hancock St., Pentwater, MI

This Notice is given by authority of the Township Board of the Township of Pentwater, County of Oceana, State of Michigan.

Dated: \_\_\_\_\_, 2024.

Maureen Murphy, Township Clerk  
Township of Pentwater

NB j)

[Proposal for renewal of Cemetery  
Millage 0.35 levy]

**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 10th day of April 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. 24- 12**

**RESOLUTION TO APPROVE BALLOT PROPOSAL FOR  
RENEWAL OF CEMETERY MILLAGE**

WHEREAS, electors of the Township of Pentwater (the "Township") previously approved a 0.35 mill levy for maintaining and improving the Pentwater Township Cemetery (the "Cemetery") for a four-year period from 2021 through 2024, both inclusive; and

WHEREAS the Township Board finds that it is necessary, advisable and in the best interests of the residents of the Township, which includes the Village of Pentwater, to raise funds to be used for maintaining and improving the Cemetery; and

WHEREAS, pursuant to Sections 24f and 34d of the General Property Tax Act, Act 206 of the Public Acts of Michigan of 1893, as amended, the Township Board may request approval to increase the tax rate limitation as previously approved, so as to provide for a 0.35 mill levy for maintenance and improvement to the Cemetery; and

WHEREAS, Section 358a of the Michigan Election Law, which is Act 116 of the Public Acts of Michigan of 1954, as amended (the "Michigan Election Law"), authorizes the Township



Board to call a special election to be held in the Township for the purpose of submitting a ballot proposition to the electors of the Township.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The question whether to continue the tax levy for maintenance of and improvements to the Cemetery for an additional period of four years beginning with the December 1, 2025 tax levy, in the amount of 0.3401 mill, and to levy an additional 0.0099 mill for such purposes to restore previous millage reductions under the “Headlee Amendment,” shall be submitted to the qualified electors of the Township at a Township special election coinciding with the State primary election to be held on Tuesday, August 6, 2024, pursuant to the provisions of the General Property Tax Act and the Michigan Election Law.

2. The ballot proposal to be submitted to the electors shall be in the form attached hereto as Exhibit A, and in such form is hereby certified to the County Clerk.

3. The last day of registration for the August 6, 2024 primary election in any manner other than in person shall be Monday, July 22, 2024. Pursuant to Section 498(1) of the Michigan Election Law, the Township Clerk is hereby directed to be at the Clerk’s Office located at the Pentwater Township Hall, 500 N. Hancock Street, in the Township, on July 22, 2024, from 9:00 a.m. to 5:00 p.m. to receive applications for voter registration. Thereafter, the Township Clerk is directed to receive in-person registration applications, with proof of residency, from July 23 through 8:00 p.m. on August 6, 2024.

4. The Township Clerk is hereby directed to provide for publication once of the Notice of the Last Day of Registration, which is hereby approved substantially in the form attached hereto as Exhibit B, with the publication not less than seven days before the last day of registration and, in addition, to provide for publication once of the Notice of Election, which is hereby approved substantially in the form attached hereto as Exhibit C, with such publication not less than seven

days before the day of such election. The publication of such notice shall be made in the *Oceana's Herald-Journal*, which is hereby determined to be a newspaper of general circulation in the Township reaching the largest number of persons to whom said notices are addressed.

5. The Township Clerk is hereby authorized and directed to follow all procedures required by the Michigan Election Law for the special election and may, as necessary, combine the notices required to be provided herein with any other notices required to be provided under State law with respect to the August 6, 2024 election or have any such required notices published by the County on behalf of the Township.

6. The Township Clerk is hereby authorized and directed to make the necessary arrangements to deliver a certified copy of this Resolution to the Oceana County Clerk as soon as possible, but in no event later than 4:00 p.m. on May 14, 2024 and to take other steps which are necessary and useful in scheduling the election.

7. The Township Clerk is hereby authorized and directed to file, within five days after the election, a certified copy of the official declaration of the election results with the County Treasurer.

8. 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

**EXHIBIT A**

**TOWNSHIP OF PENTWATER**

**COUNTY OF OCEANA, MICHIGAN**

**PROPOSAL NO. \_\_\_**

**MILLAGE RENEWAL PROPOSITION**

**0.35 MILL FOR MAINTENANCE OF AND IMPROVEMENTS  
TO THE PENTWATER TOWNSHIP CEMETERY**

Shall the previous voted increase in the Township of Pentwater tax rate limitation imposed under Article IX, Sec. 6 of the Michigan Constitution on general ad valorem taxes, currently 0.3401 mill (\$0.3401 per \$1,000 of taxable value), be renewed and levied in the years 2025-2028, both inclusive, and shall an additional 0.0099 mill (\$0.0099 per \$1,000 of taxable value) be approved and levied to restore previous millage reductions under the "Headlee Amendment" since this millage was last approved, resulting in the levy of 0.35 mill (\$0.35 per \$1,000 of taxable value), subject to reduction as provided by law, on taxable property in the Township?

The purpose of this levy is to provide for the maintenance of and improvements to the Pentwater Township Cemetery for the Township. It is estimated that a levy of 0.35 mill would provide revenue of \$100,222 in the first calendar year, of which \$2,835 would result from the additional 0.0099 mill. The revenue from this millage levy will be disbursed to the Township of Pentwater.

Yes    \_\_\_  
No     \_\_\_

**EXHIBIT B**

**TOWNSHIP OF PENTWATER**

**COUNTY OF OCEANA, MICHIGAN**

**NOTICE TO THE RESIDENTS OF THE TOWNSHIP OF  
PENTWATER OF THE LAST DAY OF VOTER REGISTRATION  
FOR THE AUGUST 6, 2024 SPECIAL TOWNSHIP ELECTION**

Any qualified resident of the Township of Pentwater, County of Oceana, State of Michigan, who is not already registered to vote may register to vote in a special election to be held on the 6th day of August, 2024 in the Township, in conjunction with the State primary election.

The last day to register for the August 6, 2024 primary election will be:

Monday, July 22, 2024 in any manner other than in-person OR  
July 23, 2024 – August 6, 2024 in person with proof of residency

The Ballot Proposition to be considered at said election is as follows:

**PROPOSAL NO. \_\_\_\_  
MILLAGE RENEWAL PROPOSITION  
0.35 MILL FOR MAINTENANCE OF AND IMPROVEMENTS  
TO THE PENTWATER TOWNSHIP CEMETERY**

Shall the previous voted increase in the Township of Pentwater tax rate limitation imposed under Article IX, Sec. 6 of the Michigan Constitution on general ad valorem taxes, currently 0.3401 mill (\$0.3401 per \$1,000 of taxable value), be renewed and levied in the years 2025-2028, both inclusive, and shall an additional 0.0099 mill (\$0.0099 per \$1,000 of taxable value) be approved and levied to restore previous millage reductions under the "Headlee Amendment" since this millage was last approved, resulting in the levy of 0.35 mill (\$0.35 per \$1,000 of taxable value), subject to reduction as provided by law, on taxable property in the Township?

The purpose of this levy is to provide for the maintenance of and improvements to the Pentwater Township Cemetery for the Township. It is estimated that a levy of 0.35 mill would provide revenue of \$100,222 in the first calendar year, of which \$2,835 would result from the additional 0.0099 mill. The revenue from this millage levy will be disbursed to the Township of Pentwater.

Yes    \_\_\_  
No     \_\_\_

This Notice is given by authority of the Township Board of the Township of Pentwater, County of Oceana, State of Michigan.

Dated: \_\_\_\_\_, 2024.

Maureen Murphy, Township Clerk  
Township of Pentwater

**EXHIBIT C**

**TOWNSHIP OF PENTWATER**

**COUNTY OF OCEANA, MICHIGAN**

**NOTICE TO THE QUALIFIED ELECTORS  
OF THE TOWNSHIP OF PENTWATER OF THE  
AUGUST 6, 2024 SPECIAL ELECTION**

Notice is hereby given that the special election will be held in the Township of Pentwater, on Tuesday, August 6, 2024, from 7:00 a.m. to 8:00 p.m. Local Time, in conjunction with the State primary election, to vote on the following Ballot Proposition:

**PROPOSAL NO. \_\_\_\_  
MILLAGE RENEWAL PROPOSITION  
0.35 MILL FOR MAINTENANCE OF AND IMPROVEMENTS  
TO THE PENTWATER TOWNSHIP CEMETERY**

Shall the previous voted increase in the Township of Pentwater tax rate limitation imposed under Article IX, Sec. 6 of the Michigan Constitution on general ad valorem taxes, currently 0.3401 mill (\$0.3401 per \$1,000 of taxable value), be renewed and levied in the years 2025-2028, both inclusive, and shall an additional 0.0099 mill (\$0.0099 per \$1,000 of taxable value) be approved and levied to restore previous millage reductions under the "Headlee Amendment" since this millage was last approved, resulting in the levy of 0.35 mill (\$0.35 per \$1,000 of taxable value), subject to reduction as provided by law, on taxable property in the Township?

The purpose of this levy is to provide for the maintenance of and improvements to the Pentwater Township Cemetery for the Township. It is estimated that a levy of 0.35 mill would provide revenue of \$100,222 in the first calendar year, of which \$2,835 would result from the additional 0.0099 mill. The revenue from this millage levy will be disbursed to the Township of Pentwater.

Yes \_\_\_\_  
No \_\_\_\_

List of Polling Place Locations: 500 N. Hancock St., Pentwater, MI

This Notice is given by authority of the Township Board of the Township of Pentwater, County of Oceana, State of Michigan.

Dated: \_\_\_\_\_, 2024.

Maureen Murphy, Township Clerk  
Township of Pentwater

NB K)

[Single proposal for  
New Additional Millage of 3.500 mills  
for Fire Protection]

**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 10th day of April 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. 24- 13**

**RESOLUTION TO APPROVE BALLOT PROPOSAL FOR NEW ADDITIONAL MILLAGE FOR FIRE PROTECTION SERVICES**

WHEREAS, the electors of the Township of Pentwater (the "Township") previously approved a 1.000 mill levy to raise additional funds to provide funds for fire protection services through the December 1, 2023 tax levy; and

WHEREAS, the Township Board finds it is necessary for the welfare of the citizens of the Township to authorize a new additional millage in the amount of 3.500 mills for a period of four years commencing with the December 1, 2024 tax levy to provide additional funds for fire protection services within the Township; and

WHEREAS, the Property Tax Limitation Act, Act 62 of the Public Acts of Michigan of 1933, as amended ("Act 62"), authorizes the Township to submit a ballot proposal to the Township electors for authorization to increase the total tax rate limitation applicable to the Township in order to levy a tax for fire protection services in the Township; and

WHEREAS, Section 358a of the Michigan Election Law, which is Act 116 of the Public Acts of Michigan of 1954, as amended (the “Michigan Election Law”), authorizes the Township Board to call a special election to be held in the Township for the purpose of submitting a ballot proposition to the electors of the Township.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. The question whether to increase the Township’s total tax limitation by, and to levy up to, the amount of 3.500 mills for a period of four years, commencing with the December 1, 2024 tax levy to provide funds for fire protection services within the Township shall be submitted to the qualified electors of the Township at a special Township election coinciding with the State primary election to be held on Tuesday, August 6, 2024, pursuant to the provisions of the General Property Tax Act and the Michigan Election Law.

2. The ballot proposal to be submitted to the electors shall be in the form attached hereto as Exhibit A, and in such form is certified to the County Clerk.

3. The last day of registration for the August 6, 2024 special election in any manner other than in person shall be Monday, July 22, 2024. Pursuant to Section 498(1) of the Michigan Election Law, the Township Clerk is hereby directed to be at the Clerk’s Office located at the Pentwater Township Hall located at 500 N. Hancock Street, in the Township, on July 22, 2024, from 9:00 a.m. to 5:00 p.m. to receive in-person applications for voter registration. Thereafter, the Township Clerk is directed to receive in-person registration applications, with proof of residency, from July 23, 2024 through 8:00 p.m. on August 6, 2024.

4. The Township Clerk is hereby directed to provide for publication once of the Notice of the Last Day of Registration, which is hereby approved substantially in the form attached hereto as Exhibit B, with the publication not less than seven days before the last day of registration and, in addition, to provide for publication once of the Notice of Election, which is hereby approved



substantially in the form attached hereto as Exhibit C, with such publication not less than seven days before the day of such election. The publication of such notice shall be made in the *Oceana's Herald-Journal*, which is hereby determined to be a newspaper of general circulation in the Township reaching the largest number of persons to whom said notices are addressed.

5. The Township Clerk is hereby authorized and directed to follow all procedures required by the Michigan Election Law for the special election and may, as necessary, combine the notices required to be provided herein with any other notices required to be provided under State law with respect to the August 6, 2024 election or have any such required notices published by the County on behalf of the Township.

6. The Township Clerk is hereby authorized and directed to make the necessary arrangements to deliver a certified copy of this Resolution to the Oceana County Clerk as soon as possible, but in no event later than 4:00 p.m. on May 14, 2024 and to take other steps which are necessary and useful in scheduling the election.

7. The Township Clerk is hereby authorized and directed to file, within five days after the election, a certified copy of the official declaration of the election results with the County Treasurer.

8. 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

**EXHIBIT A**

**TOWNSHIP OF PENTWATER**

**COUNTY OF OCEANA, MICHIGAN**

**NEW ADDITIONAL MILLAGE  
3.500 MILLS FOR FIRE PROTECTION PURPOSES**

Shall the limitation on general ad valorem taxes imposed under Article IX, Sec. 6 of the Michigan Constitution against all taxable property within the Township of Pentwater be increased by 3.500 mills (\$3.500 per \$1,000 of taxable value) annually for a period of four years, 2024 through 2028, both inclusive, subject to reduction as permitted by law?

The purpose of this new additional millage is to provide funds for fire protection services within the Township. It is estimated that a levy of 3.500 mills would provide revenue of \$1,002,222 in the first calendar year. The revenue from this millage levy will be disbursed to the Township of Pentwater.

Yes

No

**EXHIBIT B**

**TOWNSHIP OF PENTWATER**

**COUNTY OF OCEANA, MICHIGAN**

**NOTICE TO THE RESIDENTS OF THE TOWNSHIP OF  
PENTWATER OF THE LAST DAY OF VOTER REGISTRATION  
FOR THE AUGUST 6, 2024 PRIMARY ELECTION**

Any qualified resident of the Township of Pentwater, County of Oceana, State of Michigan, who is not already registered to vote may register to vote in a special election to be held on the 6th day of August, 2024, in the Township, in conjunction with the State primary election.

The last day to register for the August 6, 2024 primary election will be:

Monday, July 22, 2024 in any manner other than in-person OR  
July 23, 2024 – August 6, 2024 in person with proof of residency

The Ballot Proposition to be considered at said election is as follows:

**NEW ADDITIONAL MILLAGE  
3.500 MILLS FOR FIRE PROTECTION PURPOSES**

Shall the limitation on general ad valorem taxes imposed under Article IX, Sec. 6 of the Michigan Constitution against all taxable property within the Township of Pentwater be increased by 3.500 mills (\$3.500 per \$1,000 of taxable value) annually for a period of four years, 2024 through 2028, both inclusive, subject to reduction as permitted by law?

The purpose of this new additional millage is to provide funds for fire protection services within the Township. It is estimated that a levy of 3.500 mills would provide revenue of \$1,002,222 in the first calendar year. The revenue from this millage levy will be disbursed to the Township of Pentwater.

Yes

No

This Notice is given by authority of the Township Board of the Township of Pentwater, County of Oceana, State of Michigan.

Dated: \_\_\_\_\_, 2024.

Maureen Murphy, Township Clerk  
Township of Pentwater

**EXHIBIT C**

**TOWNSHIP OF PENTWATER**

**COUNTY OF OCEANA, MICHIGAN**

**NOTICE TO THE QUALIFIED ELECTORS  
OF THE TOWNSHIP OF PENTWATER OF THE  
AUGUST 6, 2024 SPECIAL ELECTION**

Notice is hereby given that the special election will be held in the Township of Pentwater, on Tuesday, August 6, 2024, from 7:00 a.m. to 8:00 p.m. Local Time, in conjunction with the State primary election, to vote on the following Ballot Proposition:

**NEW ADDITIONAL MILLAGE  
3.500 MILLS FOR FIRE PROTECTION PURPOSES**

Shall the limitation on general ad valorem taxes imposed under Article IX, Sec. 6 of the Michigan Constitution against all taxable property within the Township of Pentwater be increased by 3.500 mills (\$3.500 per \$1,000 of taxable value) annually for a period of four years, 2024 through 2028, both inclusive, subject to reduction as permitted by law?

The purpose of this new additional millage is to provide funds for fire protection services within the Township. It is estimated that a levy of 3.500 mills would provide revenue of \$1,002,222 in the first calendar year. The revenue from this millage levy will be disbursed to the Township of Pentwater.

Yes

No

List of Polling Place Locations: 500 N. Hancock St., Pentwater, MI

This Notice is given by authority of the Township Board of the Township of Pentwater, County of Oceana, State of Michigan.

Dated: \_\_\_\_\_, 2024.

Maureen Murphy, Township Clerk  
Township of Pentwater



# Who Can Do What ... For Clerk and Election Duties

*\* Tips to "Lighten the Load" for Township Clerks*



March 2024

... for Clerk and Election Duties

This is "lightning bolt" for January Clerk



1998-1999

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**Michigan Townships Association**  
512 Westshire Drive, Lansing, MI 48917  
Ph: (517) 321-6467  
[www.michigantownships.org](http://www.michigantownships.org)



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# Introduction

The office of township clerk has always been an important one with a wide variety of statutory duties, not the least of which is administering elections for the township.

The variety of duties—and often exaggerated expectations—for the office of clerk have long meant that the clerk was expected to be capable in multiple areas, including even ones that are not statutory duties of the office.

For many clerks, it was rewarding work and, because they viewed it as a public service, they accepted salaries that would not have competed with pay for the same levels of responsibility in the private sector. Many clerks have been “super clerks” getting it all done simply because the rest of the board took it for granted. But that is no longer the case.

While the statutory duties of the office of clerk—including recordkeeping, accounting and financial reporting—have expanded over the years with new laws and requirements that impact even the smallest townships, the recent changes in different aspects of Election Law have radically changed the office of clerk in a way not experienced before.

With generational changes, clerks have been retiring in greater numbers. And many more are simply leaving because they cannot continue with the ever-increasing levels of responsibility at lower pay than private sector jobs or which interfere with family responsibilities. Experienced clerks are leaving township office in unprecedented numbers, and new clerks may not want to take on everything that the former clerk did (or put up with), especially things that are not duties of the office of clerk.

In reality, no one wakes up in the morning and automatically knows how to be a township board member, let alone how to be a township clerk. Nothing about township government is intuitive—it is all directed by what the law says townships and township officials must or may do. Even having similar experience in a private sector position, like accounting, is helpful, but still not a full understanding of what governmental fund accounting involves or the role of the clerk in it.

And most people who come to township office have skills or expertise in some areas, but not in others. An individual who is interested in being elected or appointed to the office of clerk might be great at drafting minutes and keeping records but cannot handle numbers—or vice versa. Or a person might agree to help by being appointed to fill a clerk vacancy (nothing can be paid if there is no clerk and no deputy clerk) but has no interest in doing specific clerk functions beyond serving in the clerk’s board member capacity.

There is no point trying to ram a square peg into a round hole; ultimately the whole township board is responsible for seeing that the statutory duties of all of the offices get done properly for the township, regardless of the board members’ skills or lack of.

This fact sheet is intended to help a township board understand some options for helping current and new clerks—and the township itself—succeed by working with what resources the township can provide for a person willing to hold the clerk’s office, including having others do different aspects of the statutory duties of the office of clerk, as well as balancing expectations for the clerk to do “additional, non-statutory duties.”



# 1. What Does “Statutory Duty” Mean?

**Note:** *The following information applies to all townships, regardless of general law or charter township status, and includes all offices with statutory duties, including a superintendent/manager in a charter township. We are focusing on the office of clerk, and specifically the non-election and election duties of the clerk that could be performed by someone other than the clerk or deputy clerk, if authorized by the board. The statutory duties discussed here are used as common examples.*

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

But even a quick look at the statutory duties of the office of clerk 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 “own” the duty—you “owe” 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, working with the township board, 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. And only the clerk/deputy clerk or treasurer/deputy treasurer can sign for their respective positions on checks or other payments.

Whether an official is overwhelmed by a complicated function or the volume of responsibilities that come particularly with being the clerk—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

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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.

## 2. Statutory Duties of Office of Clerk:

Many of the statutory duties of the office of clerk may instead be done by someone other than the clerk.

And many things people think 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:

### A. Statutory Duties of Clerk:

- **Township Board Member:**
  - Same legislative and administrative responsibilities as all other board members, including duty to participate and vote (clerk is not simply the “secretary” to the board)
  - Responsible for the drafting and maintenance of township board meeting minutes
  - Notifies township board members of special township board meetings
  - Responsible for township board meeting notices
  
- **Records:**
  - Maintains custody of all township records not assigned by law to another board office
  - Keeps the township “oath book” (oath slips must be filed with clerk)
  - Responsible for maintenance of township “ordinance book” (ordinances, including the zoning ordinance, must be filed with clerk)
  - Receives and delivers tax certificates (often L-4029) of taxing entities to supervisor for Summer Tax Bill and Winter Tax Bill
  
- **Accounting:**
  - Accounts for all township funds.
  - Monthly reconciles general ledger against treasurer’s banking ledger, receipts and deposits (*required by MI Treasury Accounting Procedures Manual*)
  - Prepares financial reports for the township board:
    - At least monthly balance sheet by fund (*best practice per MI Treasury APM*)
    - At least monthly check report
    - At least quarterly revenue and expenditure report (*required per MI Treasury APM; in a charter township, MCL 42.29 requires supervisor or superintendent to do quarterly*)
    - Provides information to assist in development of budget, at least for clerk’s area of responsibility (“clerk’s department, elections department”)
  
- **Payroll and Payables:**
  - Initiates and signs all payments leaving township (except for current year tax collection disbursement account). ONLY clerk or deputy clerk can sign payments (checks/electronic) for the “clerk’s side.” ONLY treasurer or deputy treasurer can sign payments for the “treasurer’s side.” Someone else may do preparation of payments.
  - Unless records are assigned by law to another office, the clerk would maintain or oversee maintenance of personnel, payroll and payables records. (*In a charter township, the supervisor or superintendent would do as “personnel director” duties under MCL 42.10(n)*)

- **Elections:**
  - Township “department head” for elections (budgeting and preparation for equipment, software, training, internal staffing, etc.)
  - Chairs the township Election Commission, which appoints Election Inspectors and conducts specific other pre-election functions.
  - Voter Registration (done year ‘round, including specific hours during 14-days prior to an election, Early Voting Days, and Election Day)
  - Qualified Voter File maintenance and updating
  - Candidate and Local Proposal Petition Filings
  - Publishing and Posting Election Notices
  - Absent Voter Process—List, Applications and Ballots
  - Military and Overseas Voters (MOVE)
  - Ballot Proofing
  - Preparation and Programming of Election Equipment (Electronic Pollbook; working with Election Commission on equipment for Preliminary and Public Tabulation Accuracy Tests)
  - Election Day Issues (including Early Voting Days)
  - Closing the Polls/Precinct Canvass

**B. NOT Statutory Duties of Clerk:** *(clerk could agree to do as additional, non-statutory duty)*

- Serving as Freedom of Information Act Coordinator
- Drafting all resolutions, ordinances or policies for board *(usually those functions require legal drafting or at a minimum at least review by township attorney)*
- Holding specific non-election related “office hours”
- Being office manager or other township “job description”
- Serving as “recording secretary,” drafting minutes or handling notice for other township boards and commissions, such as the board of review, planning commission, zoning board of appeals
- Employee personnel/HR functions
- Handling billing functions
- Serving as Cemetery Sexton/Manager, including selling plots, scheduling grave openings, maintenance—per individual township’s job description/expectations
- Working as an Election Inspector *(ONLY if, as chairperson of Election Commission, appointing self under emergency situation prior to Election Day, MCL 168.674(5). Note that the township Election Commission cannot assign “additional duties”—only the township board may (MCL 15.183(4)(c)), but board has no authority to appoint election inspectors.)*



1. Les personnes qui ont des idées et des sentiments différents de ceux de la majorité ont-elles tendance à être plus créatives ?
2. Les personnes qui ont des idées et des sentiments différents de ceux de la majorité ont-elles tendance à être plus innovantes ?
3. Les personnes qui ont des idées et des sentiments différents de ceux de la majorité ont-elles tendance à être plus originales ?
4. Les personnes qui ont des idées et des sentiments différents de ceux de la majorité ont-elles tendance à être plus imaginatives ?
5. Les personnes qui ont des idées et des sentiments différents de ceux de la majorité ont-elles tendance à être plus fantasmatiques ?
6. Les personnes qui ont des idées et des sentiments différents de ceux de la majorité ont-elles tendance à être plus intuitives ?
7. Les personnes qui ont des idées et des sentiments différents de ceux de la majorité ont-elles tendance à être plus sensibles ?
8. Les personnes qui ont des idées et des sentiments différents de ceux de la majorité ont-elles tendance à être plus empathiques ?
9. Les personnes qui ont des idées et des sentiments différents de ceux de la majorité ont-elles tendance à être plus affectives ?
10. Les personnes qui ont des idées et des sentiments différents de ceux de la majorité ont-elles tendance à être plus émotionnelles ?
11. Les personnes qui ont des idées et des sentiments différents de ceux de la majorité ont-elles tendance à être plus romantiques ?
12. Les personnes qui ont des idées et des sentiments différents de ceux de la majorité ont-elles tendance à être plus idéalistes ?
13. Les personnes qui ont des idées et des sentiments différents de ceux de la majorité ont-elles tendance à être plus utopiques ?
14. Les personnes qui ont des idées et des sentiments différents de ceux de la majorité ont-elles tendance à être plus rêveuses ?
15. Les personnes qui ont des idées et des sentiments différents de ceux de la majorité ont-elles tendance à être plus fantasmatiques ?

QUESTIONNAIRE SUR LA CREATIVITE ET L'INNOVATION

1. Je suis capable de penser de manière créative.
2. Je suis capable de générer de nouvelles idées.
3. Je suis capable de résoudre des problèmes de manière innovante.
4. Je suis capable de trouver des solutions originales.
5. Je suis capable d'être imaginatif.
6. Je suis capable de penser de manière flexible.
7. Je suis capable de penser de manière divergente.
8. Je suis capable de penser de manière convergente.
9. Je suis capable de penser de manière critique.
10. Je suis capable de penser de manière analytique.
11. Je suis capable de penser de manière synthétique.
12. Je suis capable de penser de manière systémique.
13. Je suis capable de penser de manière globale.
14. Je suis capable de penser de manière holistique.
15. Je suis capable de penser de manière multidimensionnelle.
16. Je suis capable de penser de manière interdisciplinaire.
17. Je suis capable de penser de manière transdisciplinaire.
18. Je suis capable de penser de manière pluridisciplinaire.
19. Je suis capable de penser de manière multidisciplinaire.
20. Je suis capable de penser de manière pluridisciplinaire.

### 3. Additional, Non-Statutory Duties of Township Board Members

#### Q. Can a township board member be hired to also work as a township employee?

Yes, but only if the township board votes to authorize them to do an employee job description as an “additional duty.” Michigan law allows township boards to assign additional, non-statutory duties to township board members and to authorize payment for those services, as the township board deems reasonable. (MCL 41.96)

But it is an exception to a law that prohibits it.

The Incompatible Public Offices Act, Public Act 566 of 1978 (MCL 15.181, et seq.), states that a public officer shall not hold two or more incompatible offices at the same time. (MCL 15.182)

“Incompatible offices” are public offices held by a public official that, when the official is performing the duties of any of the public offices held by the official, result in: 1) the subordination of one public officer to another; 2) the supervision of one public office by another; or 3) a breach of duty of public office. (MCL 15.181(b)) Since the township board is the employer, any employment position with the township would result in that position being subordinate to and under the supervision of the township board.

But the Act does provide an exception to that prohibition, in theory recognizing that some areas may not have ready employee candidates for important township jobs. There are limits:

In a township of 40,000 or more in population, a township board member cannot serve in any employment position, including emergency medical services personnel, fire fighter or police officer of any sort, or as an additional duty.

If the township is *under* 40,000 in population, a township board member may then serve, with or without compensation, in an emergency medical services position (MCL 15.183(4)(a)), or as a firefighter, police chief, fire chief, police officer, or public safety officer in that township, as long as they are not a person who negotiates a collective bargaining agreement with the township on behalf of the firefighters, police chiefs, fire chiefs, police officers, or public safety officers (MCL 15.183(4)(b)).

And the township board (*and only the township board*) in a township *under* 40,000 in population may vote to authorize a board member to perform, with or without compensation, **additional services** for the township that would otherwise be incompatible (MCL 15.183(4)(c)).

But the key word is “may.” The board is under no obligation to give a board member additional duties. Especially with the start of a new term, the composition of the township board may change, and some boards do not believe it is appropriate for board members to also work for the township.

A township board member is not prohibited from voting to assign him- or herself additional duties or to establish the compensation for the additional duties (*Burton Township v Speck*, 1 Mich. App. 339, 1965). But a board member seeking additional duties may want to evaluate the appropriateness of voting on the question. Note that, in a charter township, a board member may abstain only if the other members present unanimously vote to allow him or her to abstain. (MCL 42.7(6))

# STATE OF TEXAS, COUNTY OF DALLAS, PROBATE COURT.

Case No. 123456

In re: the Estate of JAMES EARL RAY, deceased.

James Earl Ray, deceased, was a resident of the County of Dallas, State of Texas, at the time of his death. He was survived by his wife, Jane Doe, and his children, John Doe and Mary Doe. The decedent's last will and testament was admitted to probate on this day.

The will of the decedent provides that the residue of his estate is to be divided equally among his children, John Doe and Mary Doe. The will also provides that the residue of the estate is to be paid to the children in equal shares, but in such a way as to provide for the support and maintenance of the surviving child.

The will of the decedent also provides that the residue of the estate is to be paid to the children in equal shares, but in such a way as to provide for the support and maintenance of the surviving child. The will also provides that the residue of the estate is to be paid to the children in equal shares, but in such a way as to provide for the support and maintenance of the surviving child.

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**Q. How is a township board member compensated for these additional services?**

A township supervisor, clerk or treasurer may only be compensated for the statutory duties of his or her office through the salary of that office. The trustee position may be compensated by salary, by per diem or per meeting payments, or by a combination of salary and per diem/per meeting payments.

The laws state that a township official may serve in an additional, non-statutory duty position with or without compensation; no statute requires that a township official be compensated for additional services. However, because additional services must, by definition, be outside the statutory duties of an official's office, the salary of the office does not cover those additional services. A township board may authorize a township official to be compensated for performing additional services.

The additional duties should be specified by the board in a job description, and the compensation should be established and authorized before the additional duties are performed. ***The compensation should not be included in the salary stated in the salary resolution. Why? Because they are two very different forms of compensation:***

For example, if a township board votes to authorize a clerk to serve as the FOIA Coordinator, with the clerk's agreement:

**1) Salary of the Office:** The salary of the office of clerk must be a fixed amount. The salary cannot be decreased during the four-year term of office unless the officeholder agrees in writing to the reduction in salary and diminishing of statutory duties. If the township board establishes the board salaries, the salary resolution is subject to petition for referendum. If the township holds an annual meeting of the electors, the clerk salary is subject to annual meeting of the electors approval. If the township has a salary compensation commission, the clerk salary is subject to the commission's determination. Township board salaries are not subject to minimum wage or hour requirements and there is no overtime pay.

**2) Compensation for a Township "Job" (an Additional Duty):** The compensation of the FOIA Coordinator position may be a salary or an hourly wage. It may be adjusted by the township board to reflect pay increases or decreases, years of service, bonuses, merit increases, or number of hours worked. The compensation given to a township board member who is performing an additional duty is not subject to annual meeting of the electors or salary compensation commission approval. It is not subject to referendum. If the township board member leaves office or the board removes the authorization to perform the additional duty, he or she is not eligible for unemployment insurance for those duties (because they are additional duties of an elective office).

Note that a township board member is not given an additional duty permanently. An additional duty can only be held by the term—the authority to hold that job ends with the township term. Every time even a long-serving board member runs for reelection, they would still need to have the board agree to "give them that job back"—if the board wants to.

But a township board is under no obligation to give you additional duties or give them "back" year after year.

Section 104 - The Department of Health and Human Services

The Department of Health and Human Services is the largest and most complex of the executive departments. It is responsible for the health and well-being of the American people. The Department's mission is to protect and promote the health of the Nation, to provide for the medical care of the people, and to improve the health of the Nation.

The Department is headed by the Secretary of Health and Human Services, who is appointed by the President. The Secretary is assisted by the Deputy Secretary and the Assistant Secretary for Administration. The Department is organized into several major offices, including the Office of the Assistant Secretary for Health, the Office of the Assistant Secretary for Health Care Policy and Research, the Office of the Assistant Secretary for Health Services Administration, and the Office of the Assistant Secretary for Health Policy and Statistics.

The Department is also responsible for the regulation of the food and drug industry, the control of infectious diseases, and the promotion of public health. The Department's activities are carried out through a network of federal, state, and local health agencies. The Department's budget is one of the largest in the federal government, reflecting the complexity and importance of its mission.

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## **4. Options to Help “Lighten the Load” on Clerks:**

### **A. Spread the Non-Election Clerk Duties:**

#### **“Someone Else” Can Perform Many Functions of the Clerk’s Department:**

This 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 to 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.

Regarding the clerk’s duties, for example, 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.

For example, it may be an option for a township board to use “someone else” (someone other than the clerk), such as other township officials or employees, or a third-party company to handle certain clerk statutory duties, such as accounting, payables and payroll processing (although neither the treasurer nor deputy treasurer can be the person preparing the checks because of the segregation of financial duties required by the Michigan Department of 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. And only the treasurer or deputy treasurer can sign any payments for the “treasurer’s “side.”

It’s important to 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.

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 or reduce the stress on a very busy or overwhelmed elected official, for example.

There are still some statutory duties that cannot be performed by anyone other than the clerk and his or her deputy, such as check-signing.

# A. Options to Help Lighten the Load on Charities

## A. Specialized Non-Profit Organizations

### 1. Overview of the Non-Profit Organization's Role in Charitable Activities

The non-profit organization's role in charitable activities is a complex one, involving a wide range of legal and financial considerations. This section provides an overview of the key issues that non-profits must navigate in order to effectively carry out their charitable mission. The primary focus is on the legal structure of the organization, which is typically a corporation or a trust, and the implications of this structure for the organization's operations and its relationship with the public. The discussion also covers the financial aspects of the organization, including the sources of funding and the management of the organization's assets. Finally, the section addresses the role of the organization's board of directors and the importance of transparency and accountability in the organization's operations.

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## **B. Emergency Situations:**

Note that MCL 41.58 does provide 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.”

MTA understands that to include the check-signing duties of the clerk or treasurer, depending on the office involved.

But also note that “disabilities” do not include simply being unavailable (AGO O-3629 of 1945-46) or having resigned (*the clerk is then no longer holding office as the “incumbent”*). Instead, think of the unfortunate situation in which a clerk and deputy clerk might both have been injured in a car accident and literally unable to perform, for example. So this is different from the “someone else” approach.





## **C. Spread the Election Duties:**

Even in “normal” times, a clerk can take a “department head” approach to Election Duties, if the clerk and the township board can agree to it. The township board’s approval would be needed to provide appropriate staff, such as a deputy clerk authorized to be more than a “substitute-only” deputy, or to provide one or more Election Assistants (with legal authority to do clerk election duties, not simply clerical office staff). In this way they could work alongside or instead of the clerk to perform some or most of the Election Administration duties of the clerk.

**Note that the terms “Election Assistant” and “Elections Clerk” are not generic job titles for anyone helping out in the clerk’s department. They are specific titles provided in the Election Law for specific situations. And there is no statutory position of “Election Specialist” at the local level—it is our understanding that this may be a generic job title reflecting commonly accepted job-naming practices.**

### **Clerk Election Accreditation Training:**

#### **Clerk Initial Training:**

All new clerks must complete the **Election Officials’ Training Accreditation** within six months of the date of an election to be able to administer the election. (MCL 168.31) According to the Bureau of Elections, “This course is not required before conducting an election for the first time but should be completed as able to do so.”

Clerks that are already certified only need to meet the mandatory continuing education requirements (see below).

While it was previously required to be taken **in-person** only, the **Online Election Officials’ Training Accreditation** has been created by the BOE to fulfill the requirements under the Election Law for the clerk to receive initial accreditation. A clerk must also pass the Online Accreditation Exam and receive a certificate of Accreditation Certification. The BOE 1-day in-person course replaces the 2-day course and will be offered only on a very limited basis.

While clerks are **required** by MCLs 168.31 and 168.33 to receive initial accreditation and take continuing education, the BOE **encourages** all deputies and election administrators (including “Election Assistants”) to complete the curriculum as well.

#### **Clerk Continuing Education:**

Each township clerk is also required to complete the BOE continuing election training at least once every two years to maintain accreditation as a clerk. This training is provided by the BOE to clerks at no charge to the clerk or township. (MCL 168.33)

After a clerk receives their initial accreditation, any additional materials in the BOE e-Learning Center that they complete will count towards the clerk’s requirement for continuing education.

1800-1850: The Industrial Revolution

The Industrial Revolution was a period of major change in the way that people lived and worked. It began in Britain in the late 1700s and spread to other parts of the world by the mid-1800s. This period was characterized by the development of new technologies, such as the steam engine and the factory system, which led to a dramatic increase in the production of goods. The Industrial Revolution also led to the growth of cities and the emergence of a new social class, the industrial bourgeoisie.

The Industrial Revolution had a profound impact on the world. It led to the development of modern industry and the growth of the middle class. It also led to the emergence of the working class and the social problems associated with industrialization, such as pollution and child labor. The Industrial Revolution was a turning point in human history, marking the beginning of the modern world.

1850-1900: The Age of Imperialism

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The Age of Imperialism was a period of intense competition between the major powers of the world for territory and resources. It began in the mid-19th century and reached its peak in the late 19th and early 20th centuries. This period was characterized by the expansion of European empires and the acquisition of vast territories in Africa, Asia, and the Americas. The Age of Imperialism was driven by a combination of economic, political, and social factors, including the desire for raw materials and the quest for national glory.

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## **Training “Someone Else” to Do Election Duties**

At the current time, per the BOE, the only individuals that are required to complete the Accreditation Training are clerks. While clerks are **required** by MCLs 168.31 and 168.33 to receive initial accreditation and take continuing education, the BOE **encourages** all deputies and Election Assistants to complete the accreditation curriculum as well.

Per the BOE, an Election Assistant will only need to complete the “QVF Basic User” curriculum for initial access to QVF. If they need complete QVF access, they will also need to complete the full “QVF Basic to Complete” training. There are no other required trainings in eLearning at this time for Election Assistants.

### **1. Deputy clerk:**

While every township clerk has a deputy clerk with the same statutory authority as the clerk, except for voting or sitting on the township board, without any additional authorization by the township board, the deputy clerk acts only as a substitute in the absence, death, disability, or recall of the clerk. For a deputy clerk to act alongside the clerk, the township board would have to specifically authorize that deputy clerk to do so—and that can vary depending on the hours or pay authorized.

**Training:** If a deputy clerk is expected by the board and the clerk to assist the clerk in performing all or most of the clerk’s election duties, it is strongly recommended that the deputy clerk should also have the same Bureau of Elections **Election Official’s Training and Accreditation** as the clerk.

### **2. Election Assistants:**

The Election Law provides that a clerk may appoint a number of Election 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 Election Assistant without regard to age, socioeconomic status, sex, race, national origin, religion, political affiliation or any disability the applicant may have.

An Election 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 (see *below*).

A township clerk has no authority to unilaterally “hire” township employees. An Election Assistant may receive compensation only if authorized, and at the level authorized, by the township board. (MCL 168.29)

Election Assistants appointed under MCL 168.29 possess only the authority “to carry out the general provisions of the election law” assigned to them by the clerk. There is no case law on what those provisions include, with only Attorney General Opinion 6972 of 1998 specifically stating that Election Assistants could be appointed to assist a clerk “in taking voter registrations.”

It is clear that an Election Assistant cannot do any NON-election clerk duties and is not an “additional” deputy clerk. So, an Election Assistant cannot substitute for the clerk at a township board meeting or to provide a signature where the clerk’s signature is required (on checks or contracts, for example).

Working Paper 10-01

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1. [Author Name], [Year], [Title], [Journal Name], [Volume], [Page].  
2. [Author Name], [Year], [Title], [Journal Name], [Volume], [Page].  
3. [Author Name], [Year], [Title], [Journal Name], [Volume], [Page].

4. [Author Name], [Year], [Title], [Journal Name], [Volume], [Page].  
5. [Author Name], [Year], [Title], [Journal Name], [Volume], [Page].  
6. [Author Name], [Year], [Title], [Journal Name], [Volume], [Page].

Appendix

Table 1: [Table Description]

Variable	Mean	Std. Dev.
[Variable 1]	[Mean]	[Std. Dev.]
[Variable 2]	[Mean]	[Std. Dev.]

Table 2: [Table Description]

Variable	Mean	Std. Dev.
[Variable 1]	[Mean]	[Std. Dev.]
[Variable 2]	[Mean]	[Std. Dev.]

Table 3: [Table Description]

Variable	Mean	Std. Dev.
[Variable 1]	[Mean]	[Std. Dev.]
[Variable 2]	[Mean]	[Std. Dev.]

Table 4: [Table Description]

Variable	Mean	Std. Dev.
[Variable 1]	[Mean]	[Std. Dev.]
[Variable 2]	[Mean]	[Std. Dev.]

Table 5: [Table Description]

Variable	Mean	Std. Dev.
[Variable 1]	[Mean]	[Std. Dev.]
[Variable 2]	[Mean]	[Std. Dev.]

Clerk Election Administration functions that likely could be done by a deputy clerk or an Election Assistant, include *(and possibly are not limited to)*:

- Voter Registration (done year 'round, including specific hours during 14-days prior to an election, Early Voting Days, and Election Day)
- Qualified Voter File maintenance and updating
- Candidate and Local Proposal Petition Filings
- Publishing and Posting Election Notices
- Absent Voter Process—List, Applications and Ballots
- Military and Overseas Voters (MOVE)
- Ballot Proofing
- Preparation and Programming of Election Equipment (Electronic Pollbook; working with Election Commission on equipment for Preliminary and Public Tabulation Accuracy Tests)
- Election Day Issues (including Early Voting Days)
- Closing the Polls/Precinct Canvass

**Training:** While it is only required for the clerk, the BOE encourages all deputy clerks and Election Assistants to complete the accreditation curriculum as well.

Note that an Election Assistant will only need to complete the “QVF Basic User” curriculum for initial access to QVF. If they need complete QVF access, they will also need to complete the full “QVF Basic to Complete” training. There are no other required trainings in eLearning at this time for Election Assistants.

### ***3. Elections Clerk:***

Again, this is actually a very specific title for a very specific situation—not a generic job description for anyone in the “clerk’s department.”

**MCL 168.373** states: “**If neither the township clerk NOR any [read “the deputy”—township clerk can only have one at a time] 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.**”

**Training:** Because this section of the law anticipates that neither the clerk or deputy clerk are available to perform the election duties—and the Elections Clerk does so “until such time as the clerk or deputy resume their duties”—this would typically be a situation in which both the clerk and deputy clerk are unable to perform (*illness, injury, unavoidable absence, etc.—speak to township’s attorney for specific guidance on when this option is appropriate*). And, because an Elections Clerk “has all powers and authority of a deputy clerk pertaining to registrations, nominations and elections,” it is strongly recommended that an Elections Clerk should also have the same Bureau of Elections **Election Official’s Training and Accreditation** as the clerk, or at a minimum, any BOE training required or recommended to perform specific functions, such as that needed for working in the QVF.

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#### ***4. Election Inspectors:***

Election Inspectors do not have authority outside of the polling places on Early Voting Days or Election Day. And they do not have election functions on other days. When working as an Election Inspector, they do not register voters.

But, as people who are trained and experienced in working elections, they may be considered to also serve as “Election Assistants” at other times or as an “Election Clerk” if it becomes necessary (per MCL 168.373, see above) to perform some or all of the township clerk’s statutory Election Administration duties.

**Training:** Note that **Election Inspector Training** is not the training needed for the clerk. If an Election Inspector is going to be an “Election Assistant” or “Election Clerk,” they have the same training requirements recommended or needed for those positions.



## 5. Township Clerk Election Compensation

MTA supports townships paying township clerks an appropriate salary of the office for their very important duties, especially election functions.

And we recognize that the greatly expanded election functions due to recent extensive amendments to the Election Law in a short period of time, as well as increasing numbers of elections being scheduled, even in what would normally have been considered in the past to be “off years,” means that all townships should review their lawful options for appropriate clerk’s compensation.

### **Clerk Election Pay or Reimbursement Rules Depend on the Office Held:**

***There are major differences between the laws that govern counties, cities, villages and townships—particularly regarding what a township board member can be paid and how that is set, as compared to the other units where, for example, a city or village clerk might not be elected/appointed, but is actually an employee, subject to entirely different laws regarding pay.***

In a township, the salary of the office of clerk as stated in the salary resolution for the office of clerk, is the **ONLY** compensation that a township clerk can receive for performing the statutory duties of the office of clerk. A township clerk cannot be paid extra, separate compensation, for any statutory duty of the office of clerk.

Administering elections is one of the primary statutory duties of a clerk. A township clerk is compensated for anything to do with the **clerk's statutory duty of election administration** through the salary of the office of clerk. So, a township clerk cannot be paid additionally, over and above the salary of the office, for administering an election (but the salary can be increased following the correct legal steps for the individual township). There is no extra payment to the clerk per election or election reimbursement.

If a clerk serves as an election inspector for an election (under limited circumstances per MCL 168.674(5)), then they would be an “election inspector” for those hours they serve on Election Day, and they would be paid what the township pays its election inspectors—BUT they cannot receive any other additional pay for their clerk’s statutory election duties.

So, regardless of how many elections or early voting/registration days a township clerk might have in a given year, the salary of the office stated in the salary resolution is the most that can be paid to a township clerk for holding the office of clerk and performing the statutory duties of the office.

***For this reason, MTA encourages townships to consider increasing the salary of the office of clerk to account for the recently increased voter registration and Early Voting duties of township clerks, if at all possible.***

See the [MTA's Compensation for Township Officials Members Webpage](#) for more direction on the method your individual township can use to increase the salary of a Township Board office.

## 2. Township Clerk Election Campaign

The Township Clerk Election Campaign is a series of events designed to inform the public about the candidates and the issues involved in the election.

The campaign will include a series of public meetings, a door-to-door canvassing effort, and a series of radio and television spots. The goal is to ensure that all eligible voters have the opportunity to hear from the candidates and to make an informed choice.

### Public Meetings

Public meetings will be held in each of the four precincts. The meetings will provide an opportunity for candidates to present their platforms and for voters to ask questions. The meetings will be held on the following dates:

Meeting 1: Tuesday, October 10, 7:00 PM, Precinct 1  
Meeting 2: Wednesday, October 11, 7:00 PM, Precinct 2  
Meeting 3: Thursday, October 12, 7:00 PM, Precinct 3  
Meeting 4: Friday, October 13, 7:00 PM, Precinct 4

A series of door-to-door canvassing efforts will be conducted by the candidates. The canvassers will be provided with a list of eligible voters and will be instructed to provide information about the candidates and the issues. The canvassing effort will be completed by the end of the month.

A series of radio and television spots will be aired during the campaign. The spots will provide information about the candidates and the issues. The spots will be aired on the following stations:

Station 1: WABC Radio, 10:00 AM - 11:00 AM, Tuesday, October 10  
Station 2: WABC Radio, 10:00 AM - 11:00 AM, Wednesday, October 11  
Station 3: WABC Radio, 10:00 AM - 11:00 AM, Thursday, October 12  
Station 4: WABC Radio, 10:00 AM - 11:00 AM, Friday, October 13

The campaign will be managed by the Township Clerk's Office. The office will be responsible for coordinating the public meetings, the canvassing effort, and the radio and television spots. The office will also be responsible for providing information to the public about the candidates and the issues.

The Township Clerk Election Campaign is a vital part of the democratic process. We encourage all eligible voters to participate in the campaign and to make an informed choice.