

MINUTES
Pentwater Township Board
Pentwater Community Hall
327 S. Hancock Street, Pentwater, MI 49449
Regular Meeting – July 11, 2018

Call to Order - Supervisor Smith called the meeting to order at 7:00 PM and led the Pledge of Allegiance.

Members Present - Ms. Johnson, Ms. Siska, Mr. Ruggles, Mr. Flynn and Mr. Smith.

Members Absent - None

Others Present –Jim Ege, resident; Jean Russell, resident; Martha Hicks, Assessor; Keith Edwards, Zoning Administrator; and, Village Recording Secretary Ms. Siok.

Review & Action - Meeting Agenda – The agenda was unanimously approved as amended adding Chamber of Commerce request under Supervisor’s Report.

Review & Action -Minutes of Regular Meeting of June 13, 2018 – The Minutes of the Regular Meeting of June 13, 2018 were unanimously approved as submitted.

Public Comments on Agenda Items: None.

Supervisor’s Report – Mr. Smith’s report was received and placed on file.

- a. **Review & Action –Salary for Assessor-** *Moved by Ms. Johnson and seconded by Ms. Siska to set the annual salary for the Assessor at \$ 45,500 effective August 1, 2018. Office hours will be from 9AM - 4PM two days per week. Roll call vote: Johnson, yes; Siska, no; Ruggles, no; and Flynn, no; Smith, yes. Motion failed. Further discussion.*

Moved by Ms. Siska and seconded by Mr. Ruggles to set the annual salary for the Assessor at \$ 41,175 effective August 1, 2018. Office hours will be from 9AM - 4PM two days per week. Roll call vote: Siska, yes; Ruggles, yes; Johnson, yes, Flynn, no; Smith, yes. Motion carried.

- b. **Review & Action – Chamber Request donation for Fireworks** - *Moved by Mr. Smith. and seconded by Ms. Siska to contribute \$500 to the Pentwater Chamber of Commerce for Fireworks. Roll call vote: Smith, yes; Siska, yes; Johnson, yes, Ruggles, yes; and Flynn, yes. Motion carried.*

Clerk’s Report - Ms. Johnson’s report was received and placed on file.

Treasurer’s Report - Ms. Siska’s report was received and placed on file.

Staff Reports

- a. **Zoning Administrator** – Mr. Edwards’s report was received and placed on file.
Review & Action- Increase Fees for Zoning Permits and After-the Fact Zoning Permits; and Permits for RVs, boats, signs and temporary uses.

Moved by Mr. Smith and seconded by Ms. Johnson to adopt the following Zoning Fees effective November 1, 2018:

| | |
|--|----------------|
| <i>Zoning Permit</i> | <i>\$40.00</i> |
| <i>After-the-Fact Zoning Permit</i> | <i>\$80.00</i> |
| <i>RVs, Boats, Signs, and Temporary Use Permit</i> | <i>\$25.00</i> |

*Roll call vote: Smith, yes; Johnson, yes; Siska, yes; Ruggles, yes; and Flynn, yes.
Motion carried*

- b. **Assessor’s Report** – Ms. Hick’s report was received and placed on file.
c. **Cemetery Sexton** – The report was received and placed on file.
d. **Transfer Station Attendant** – No report.

Committee/Department Reports

- a. **Planning Commission** – No report.
b. **Fire Department** – No report.
c. **Library Board** – June 2018 report was received and placed on file.
d. **Pentwater Lake Improvement Board (PLIB)** – PLIB met July 10, 2018.
e. **Recreation Committee** – No report.

Review & Action: Payment of Bills

a. **Township** – *Moved by Ms. Johnson and seconded by Mr. Ruggles to approve the Township bills in the amount of \$21,858.40 which represents prepaids of \$21,251.45 and To Be Paid in the amount of \$606.95 for the period June 14, 2018 – July 11, 2018, as submitted. Roll call vote: Johnson, yes; Ruggles, yes; Siska, yes, Flynn, yes; and Smith, yes. Motion carried.*

b. **Cemetery** – *Moved by Mr. Ruggles and seconded by Ms. Siska to approve the Cemetery bills in the amount of \$3,093.53 which represents prepaids of \$2,241.63 and To Be Paid of \$851.90 for the period June 14, 2018 – July 11, 2018 as submitted. Roll call vote: Ruggles, yes; Siska, yes; Johnson, yes; Flynn, yes and Smith, yes. Motion carried.*

c. **Fire Department** – *Moved by Mr. Flynn and seconded by Mr. Smith to approve the Fire Department bills in the amount of \$6,713.94 which represents prepaids of \$1,038.51 and To Be Paid of \$5,675.43 for the period June 14, 2018 – July 11, 2018 as submitted. Roll call vote: Flynn, yes; Smith, yes; Siska, yes; Johnson, yes and Ruggles, yes. Motion carried.*

Old Business

- a. Review & Action** –Additional Pay for Extra Hours Worked by Deputy Assessor
Moved by Mr. Smith and seconded by Mr. Flynn to pay Andrew Clark \$1,019.70 which represents 45 extra hours worked during the months of April and May, 2018. Said pay will be made during his next regular payroll period. Roll call vote: Mr. Smith, yes; Mr. Flynn, yes; Ms. Siska, yes; Ms. Johnson and Mr. Ruggles, yes. Motion carried.

New Business

- a.** Mr. Jim Ege – distributed a copy of the Fishing Recycling Program in Pentwater Village and Township.

- b. Review & Action-** Consideration of Policy for Purchase of Emblems for Columbarium Niches

Moved by Ms. Johnson and seconded by Mr. Smith to allow loved one’s to purchase up to two (2) emblems per Columbarium Niche in the amount \$150.00 per emblem. Emblems will be adhered by epoxy to the plaque and/or face of the niche by the Cemetery Sexton. The fee per emblem is subject to change pending increase in fees per the vendor. Roll call vote: Johnson, yes; Smith, yes; Siska, no; Ruggles, yes; and Flynn, yes. Motion carried.

Public Comments – None.

Other Items from Members -None.

Adjournment – *Moved by Mr. Ruggles and supported by Mr. Flynn to adjourn the meeting at 8:20 PM. Voice vote. Motion carried.*

Next Meeting: The next Regular Meeting will be held August 8, 2018 at 7:00 PM.

Respectfully submitted,

Sue Ann Johnson

Date

Minutes Prepared by Barbara Siok
Recording Secretary