

## MINUTES

Pentwater Township Board

Regular Meeting of March 8, 2017

Members Present: Mr. Smith, Ms. Johnson, Mr. Flynn, Ms. Siska and Mr. Ruggles\*  
(\*arrived at 7:25 p.m.)

Members Absent: None

Others Present: Paula DeGregorio, Township Planning Commission; Jean Russell, Township Zoning Board; and, Dean Gustafson, Oceana County Board of Commissioners.

**Call to Order:** Supervisor Smith called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

**Review & Action: Meeting Agenda** – The agenda was unanimously approved as submitted.

**Review & Action: Minutes of Regular Meeting of February 8, 2017** – The Minutes of the Meeting of February 8, 2017 were unanimously approved as submitted.

**Review & Action: Minutes of Special Budget Meeting of February 28, 2017** – The Minutes of the Special Budget Meeting of February 28, 2017 were unanimously approved as submitted.

**Public Comments on Agenda Items** - None

*Moved by Ms. Siska and seconded by Mr. Flynn to adjourn the regular meeting at 7:04 p.m. Voice vote. Motion carried.*

### **FY 2017-2018 Budget Public Hearing for the General Fund, Cemetery Fund & Fire Department**

Supervisor Smith then opened the FY 2017-2018 Budget Public Hearing for the General Fund, Cemetery Fund and Fire Department.

Supervisor Smith briefly outlined each of the proposed budgets for the respective funds. He stated that a 1% increase in salaries for elected and non-elected employees was proposed along with an adjustment on the Supervisor and Clerk.

Supervisor Smith opened the meeting to comments from the public. Comments were as follows:

- Ms. Russell asked about the Administration Fee revenue in the amount of \$74,520. Ms. Siska responded that the monies are generated from the 1% fee

assessed if property taxes are not paid on time. By law, all funds are used to assist in paying the assessor's salary, treasurer's salary and anything to do with tax bills and assessment change notices.

- Ms. Russell the Capital Outlay expenditure of \$25,000 in the Road Committee Budget. Mr. Smith responded that the funds will be used toward the rebuilding of Lakeview Drive.

*Moved by Ms. Johnson and seconded by Mr. Flynn to adjourn the Budget Public hearing on the proposed FY 2016-2017 budgets for the General Fund, Cemetery Fund and Fire Department. Voice vote. Motion carried.*

### **Reconvene Regular Meeting**

Supervisor Smith reconvened the regular meeting at 7:20 p.m.

**Supervisor's Report** - Supervisor Smith presented his State of the Township address.

#### **Review & Action: Proposed Line Item Amendments to the FY 2016-2017 General Fund and Cemetery Budgets**

– Supervisor Smith outlined proposed amendments to the General Fund budget for FY 2016-2017.

*Moved by Ms. Siska and seconded by Mr. Flynn to approve the proposed amendments to the FY 2016-2017 General Fund Budget. Voice vote. Motion carried.*

Supervisor Smith outlined the proposed line item amendments to the Cemetery Fund for FY 2016-2017.

*Moved by Ms. Johnson and seconded by Ms. Siska to approve the proposed amendments to the FY 2016-2017 Cemetery Fund Budget. Voice vote. Motion carried.*

Ms. Johnson stated that it is difficult to make all the necessary year-end budget amendments nearly a month in advance as often unforeseen expenses occur. She recommended that the Supervisor be authorized to make additional budget amendments throughout the month of March for post approval by the Board at its April Meeting.

*Moved by Ms. Johnson and seconded by Ms. Siska to authorize the Pentwater Township Supervisor to complete necessary FY 2016/2017 budget amendments on or before March 31, 2017. Said budget amendments will be presented to the Board for post approval at its Regular Meeting of April 12, 2017. Voice vote. Motion carried.*

#### **Review & Action: Reappointment to Cemetery Advisory Committee**

– *Moved by Mr. Smith and seconded by Mr. Flynn to reappoint John Barker to the Cemetery Advisory Committee for a three-year term from April 1, 2017 – March 31, 2020. Voice vote. Motion carried.*

#### **Review & Action: Reappointment to Township Planning Commission**

– *Moved by Mr. Smith and seconded by Ms. Siska to reappoint Ms. Myrna Carlin and Ms. Paula DeGregorio to the Pentwater Township Planning Commission for three-year terms from April 1, 2017 – March 31, 2020. Voice vote. Motion carried.*

**Review & Action: Reappointment to Zoning Board of Appeals –**

*Moved by Mr. Smith and seconded by Ms. Johnson to reappoint Ms. Jean Russell to the Zoning Board of Appeals for the three-year term from April 1, 2017 – March 31, 2020. Voice vote. Motion carried.*

Mr. Smith related that Mr. Tom Davis resigned as an alternate to the Zoning Board of Appeals as he had been appointed to the Planning Commission. *Moved by Mr. Smith and seconded by Mr. Flynn to accept Mr. Davis’s resignation with regrets. Voice vote. Motion carried.*

**Review & Action: Appointment of Alternate to Board of Review –**

*Moved by Mr. Smith and seconded by Ms. Siska to appoint Ms. Norma Oly as an Alternate to the Board of Review for the two-year term of January 1, 2017 – December 31, 2018. Voice vote. Motion carried.*

Mr. Smith distributed an email from David W. Bluhm, P.E., Fleis & VandenBrink. It serves as an update to his progress with respect to the Longbridge Road Trail. It is expected that plans/alternatives/estimates will be available early during the week of March 20<sup>th</sup> which is in time for the Special Township Board Meeting that the Supervisor has scheduled for March 29.

**Clerk’s Report** – Ms. Johnson stated that she attended another Election equipment demonstration and that the County Clerk was still in the process of gathering information about the same. The State of Michigan will cover the cost of the equipment and software as well as the first 5 years of maintenance/software upgrades.

**Treasurer’s Report** – The Treasurer’s report was received and filed. Ms. Siska indicated that she will be completing property tax settlement with the County Treasurer tomorrow (Thursday, March 9).

**Zoning Administrator’s Report** – The Zoning Administrator’s report was received and placed on file.

**Assessor’s Report** – The Assessor’s report was received and filed.

**Committee/Department Reports**

- a. Planning Commission – Ms. DeGregorio related that a Public Hearing on March 21 will be held to hear comments on proposed Zoning Ordinance amendments regarding camping issue on private property.
- b. Cemetery Advisory Committee – Ms. Johnson stated that the Committee will conduct its first regular meeting of the year on March 29<sup>th</sup> at 3:00 p.m.
- c. Fire Department – Fire department report was received and filed.
- d. Library – Library report was received and filed. Mr. Flynn related that the library staff will be temporarily housed at the Shelby State Bank during the remodeling phase.

- e. Pentwater Lake Improvement Board – Ms. Johnson stated that the Board will meet on March 30<sup>th</sup> at 4:00 p.m.
- f. Road Committee – no report

### **Review & Action: Invoices**

- a. **Township** – *Moved by Ms. Siska and seconded by Mr. Smith to approve the Township bills in the amount of \$17,720.13 which represents prepaids of \$15,592.18 and To Be Paids of \$2,127.95 for the period February 10 – March 8, 2017.  
Roll call vote: Siska, yes; Smith, yes; Ruggles, yes; Flynn, yes; and, Johnson, yes. Motion carried.*
- b. **Cemetery** – *Moved by Ms. Johnson and seconded by Ms. Siska to approve the Cemetery bills in the amount of \$1,481.06 which represents prepaids of \$1,378.30 and To Be Paids of \$102.76 for the period February 10 – March 8, 2017.  
Roll call vote: Johnson, yes; Siska, yes; Ruggles, yes; Flynn, yes; and, Smith yes. Motion carried.*
- c. **Fire Department** – *Moved by Mr. Smith and seconded by Mr. Flynn to approve the Fire Department bills in the amount of \$3,869.85 which represents prepaids of \$896.12 and To Be Paids of \$2,973.73 for the period February 10 – March 8, 2017 as submitted.  
Roll call vote: Smith, yes; Flynn, yes; Johnson, yes; Ruggles, yes; and, Siska, yes. Motion carried.*

### **Old Business – Review & Action**

Supervisor Smith referred to the motion adopted last month to reimburse the assessors for costs associated with assessing recertification/continuing education costs. As an effective date was not included in the motion, he recommended that the motion be rescinded and a new motion be made.

*Moved by Ms. Johnson and seconded by Ms. Siska to rescind the motion adopted on February 8, 2017 to cover the costs associated with required assessing recertification continuing education requirements and mileage expenses for the Assessor and/or Deputy Assessor providing such costs are not already being paid by another entity.*

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

Moved by Ms. Johnson and seconded by Ms. Siska to cover the costs associated with the required assessing recertification continuing education requirements as established periodically by the Michigan State Tax Commission as well as mileage expenses for the Assessor and/or Deputy Assessor provided such costs are not already being paid by another entity. This motion is to be retroactive to November 1, 2016.

Discussion ensued. Ms. Siska asked that resolution include that dues will also be reimbursements. *Moved by Mr. Smith and seconded by Ms. Siska to amend the above motion by inserting the words "and dues" after the word "expenses".*

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

Moved by Ms. Johnson and seconded by Ms. Siska to cover the costs associated with the required assessing recertification continuing education requirements as established periodically by the Michigan State Tax Commission as well as mileage expenses **and dues** for the Assessor and/or Deputy Assessor provided such costs are not already being paid by another entity. This motion is to be retroactive to November 1, 2016.

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

## **New Business – Resolutions for FY 2017/2018**

**a. Review & Action: FY 2017-2018 Budget Resolution No. 17-02 for the Township General Fund, Cemetery & Fire Department**

Moved by Mr. Smith and seconded by Mr. Ruggles to approve the proposed FY 2017-2018 Budgets as follows: General Fund - \$460,575; Cemetery - \$78,302; and, Fire Department - \$224,856.27

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

**b. Review & Action: FY 2017-2018 Supervisor's Annual Salary Resolution No. 17-03**

Moved by Ms. Johnson and seconded by Mr. Ruggles to approve the proposed FY 2017-2018 Salary for the Township Supervisor at \$24,317.

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

**c. Review & Action: FY 2017-2018 Clerk's Annual Salary Resolution No. 17-04**

Moved by Mr. Ruggles and seconded by Ms. Siska to approve the proposed FY 2017-2018 Salary for the Township Clerk at \$29,820.

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

**d. Review & Action: FY 2017-2018 Treasurer's Annual Salary Resolution No. 17-05**

Moved by Mr. Smith and seconded by Mr. Flynn to approve the proposed FY 2017-2018 Salary for the Township Treasurer at \$29,820.

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

**e. Review & Action: FY 2017-2018 Township Trustees Annual Per Diem Resolution No. 17-06**

Moved by Ms. Johnson and seconded by Ms. Siska to approve the proposed 2017-2018 Per Diem Rate for the Township Trustees at \$112.00.

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

- f. Review & Action: FY 2017-2018 Monthly Township Board Meeting Dates Resolution No. 17-07**  
*Moved by Mr. Smith and seconded by Ms. Johnson to approve the proposed FY 2017-2018 meeting dates of the Township Board of Trustees as the second Wednesday of each month at 7:00 p.m.*  
*Roll call vote: Smith, yes; Johnson, yes; Siska, yes; Flynn, yes; and, Ruggles, yes. Motion carried.*
- g. Review & Action: FY 2017-2018 Pentwater Township Depositories Resolution No. 17-08**  
*Moved by Mr. Ruggles and seconded by Ms. Siska to approve Huntington Bank, Fifth Third Bank, Shelby State Bank, West Shore Bank as Township depositories for FY 2017-2018.*  
*Roll call vote: Ruggles, yes; Siska, yes; Smith, yes; Johnson, yes; Flynn, yes. Motion carried.*
- h. Review & Action: FY 2017-2018 Authorization to Buy and Sell Property Resolution No. 17-09**  
*Moved by Ms. Johnson and seconded by Ms. Siska to authorize the Township to buy and/or sell property in FY 2017-2018.*  
*Roll call vote: Johnson, yes; Siska, yes; Ruggles, yes; Smith, yes; and, Flynn, yes. Motion carried.*
- i. Review & Action: FY 2017-2018 Approval of Fee Schedule Resolution No. 17-10**  
*Moved by Mr. Ruggles and seconded by Ms. Siska to approve the proposed Fee Schedules for the Clerk's Office, Zoning, and Township Transfer Site for FY 2017-2018.*  
*Roll call vote: Ruggles, yes; Siska, yes; Flynn, yes; Smith, yes; and, Johnson, yes. Motion carried.*
- It was determined that the Zoning Administrator and Clerk would review their respective Fee Schedules and recommend changes, if any, to the Township Board at a later date.
- j. Review & Action: Authorization of Treasurer to Deposit Budgeted Funds for FY 2017-2018 Resolution No. 17-11**  
*Moved by Ms. Johnson and seconded by Ms. Siska to authorize the Township Treasurer to deposit FY 2017-2018 budgeted General Funds into the Township Road Fund, Sewer Land Acquisition Fund, Recreation Land Acquisition Fund, Building Repair Fund, and to issue a check to the Village of Pentwater for the Community Recreation Program.*  
*Roll call vote: Johnson, yes; Siska, yes; Smith, yes; Flynn, yes; and, Ruggles, yes. Motion carried.*
- k. Review & Action: Non-Elected Employees Wages & Salaries for FY 2017-2018 Resolution No. 17-12**  
*Moved by Ms. Siska and seconded by Mr. Ruggles to approve the proposed wages and salary schedule for non-elected employees for FY 2017-2018 as*

*follows:*

|                                    |             |            |
|------------------------------------|-------------|------------|
| Supervisor - elected               | \$24,317.00 | annually   |
| Clerk - elected                    | \$29,820.00 | annually   |
| Treasurer - elected                | \$29,820.00 | annually   |
| Zoning Administrator - appointed   | \$14,511.00 | annually   |
| Cemetery Sexton - appointed        | \$14,964.00 | annually   |
| Assessor - appointed               | \$50,658.00 | annually   |
|                                    |             |            |
| Janitorial Service                 | \$113.14    | Bi-monthly |
|                                    |             |            |
| Deputy Clerk                       | \$15.38     | hourly     |
| Deputy Treasurer                   | \$14.79     | hourly     |
| Board of Review Chair              | \$15.01     | hourly     |
| Board of Review Member             | \$14.30     | hourly     |
| Election Board Chair               | \$14.35     | hourly     |
| Election Inspector                 | \$13.65     | hourly     |
| Transfer Site Attendant            | \$14.79     | hourly     |
| Cemetery Sexton Assistant          | \$14.79     | hourly     |
| Cemetery Extra Help                | \$11.30     | hourly     |
| Planning Comm. Recording Secretary | \$12.64     | hourly     |
|                                    |             |            |
| Trustee                            | \$112.00    | per mtg    |
| Cemetery Committee Chair           | \$86.36     | per mtg    |
| Cemetery Committee Member          | \$69.07     | per mtg    |
| Planning Commission Chair          | \$86.36     | per mtg    |
| Planning Commission Member         | \$69.07     | per mtg    |
| Road Committee Chair               | \$86.36     | per mtg    |
| Road Committee Member              | \$69.07     | per mtg    |
| Zoning Board of Appeals Chair      | \$86.36     | per mtg    |
| Zoning Board of Appeals Member     | \$69.07     | per mtg    |

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

**New Business - Motions**

**a. Review & Action: Township Board Committee Assignments for FY 2017-2018**

*Moved by Mr. Smith and seconded by Mr. Ruggles to make the following Township Board appointments: Treasurer Siska to Township Planning Commission; Trustee Flynn to Township Zoning Board of Appeals; Trustee Ruggles to the Road Committee; Clerk Johnson to the Township Cemetery Advisory Committee; and, Clerk Johnson to the Pentwater Lake Improvement Board for FY 2017-2018. Voice vote. Motion carried.*

**b. Review & Action: Township Staff Assignments for FY 2017-2018**

*Moved by Ms. Siska and seconded by Mr. Smith to appoint Keith Edwards as the Township Zoning Administrator and Ordinance Enforcement Officer; Robert Miller as Township Transfer Site Attendant; Ramon Martinez as the Township Transfer Site assistant on scheduled Transfer Site "Free Days"; Chris Bailey as the Township Cemetery Sexton; Ramon Martinez as the Township Cemetery Sexton Assistant; Vicki Johnson as the Assessor; and Martha Hicks as the Deputy Assessor for FY 2017-2018. Voice vote. Motion carried.*

**c. Review & Action: Appointment of Township Attorney for FY 2017-2018**

*Moved by Mr. Smith and seconded by Ms. Siska to appoint the firm of Mika Meyers Beckett and Jones Law Firm as the Township Attorney for FY 2017-2018. Voice vote. Motion carried.*

**d. Review & Action: Appointment of Township Planning Consultant for FY 2017-2018**

*Moved by Mr. Smith and seconded by Ms. Johnson to appoint LSL Planning as the Township Planning and Zoning Consultant for FY 2017-2018. Voice vote. Motion carried.*

**e. Review & Action: Holiday Office Closing Schedule for FY 2017-2018**

*Moved by Ms. Johnson and seconded by Ms. Siska to close the Township Offices on the following days during FY 2017-2018: New Year's Eve Day, New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day and Christmas Day. When the holiday falls on a Saturday, the previous Friday will be observed as the holiday. When a holiday falls on a Sunday, the following Monday will be observed as the holiday. Voice vote. Motion carried.*

**f. Review & Action: Acceptance of Bid for Brining of Township Roads**

Supervisor Smith explained bids for the annual brining of unpaved roads in the Township which were/are solicited by the Oceana County Road Commission. He recommended the bid from Great Lakes, Inc.

*Moved by Mr. Smith and seconded by Ms. Johnson to approve the bid from Great Lakes, Inc. for brining of unpaved roads in Pentwater Township for the 2017 season in the amount of \$.475 per gallon. Said bid is for one application of 38% Calcium Chloride for 2,000 gallons per mile for 13.85 miles of Township Roads. Roll call vote: Smith, yes; Johnson, yes; Flynn, yes; Ruggles, yes; Siska, yes. Motion carried.*



**Public Comments** - Ms. Russell asked why the Chairperson of the various commissions/committees were paid more than the members. Mr. Smith responded that the Chairpersons have more responsibility.

Mr. Gustafson thanked the Board for its diligence and making welcoming him. He related that periodically the County Board of Commissioners will conduct night meetings as well.

**Other Items from Board Members** – A brief discussion ensued regarding the \$3,000 annual appropriation made to the Village of Pentwater for the Pentwater Recreation Program. It was determined that the Supervisor and Treasurer would meet with the appropriate Pentwater Village official(s) to draft a contract and/or reporting requirements in order to have an accounting of the funds.

**Adjournment** – *Moved by Ms. Siska and seconded by Mr. Flynn to adjourn the meeting at 8:40 p.m. Voice vote. Motion carried.*

**Next Meeting** – The next regular meeting of the Pentwater Township Board of Trustees will be on Wednesday, April 12, 2017 at 7:00 p.m.

Respectfully submitted,

\_\_\_\_\_  
Sue Ann Johnson, Clerk

\_\_\_\_\_  
Date