

MINUTES

Pentwater Township Board

Pentwater Community Hall

327 S. Hancock Street, Pentwater, MI 49449

Regular Meeting – May 9, 2018

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

Members Absent: None

Others Present: District State Representative Holly Hughes and Village Recording Secretary Ms. Siok.

Call to Order: Supervisor Smith called the meeting to order at 7:01 PM and led the Pledge of Allegiance.

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

Review & Action: Minutes of Regular Meeting of April 11, 2018 – The Minutes of the Regular Meeting of April 11, 2018 were unanimously approved as submitted.

Public Comments on Agenda Items: None.

Correspondence – Letter from the Pentwater Village Zoning Administrator regarding the Village Planning Commission's intent to update its existing Master Plan was received and placed on file.

Supervisor's Report: Mr. Smith introduced Holly Hughes. She announced that she is running for State Senate and is in her third term as State Representative Muskegon 91st District. She has served 3 terms as White River Township Trustee and is a former Montague Area Public School board member.

Clerk's Report: Ms. Johnson related that she had prepared proposed Resolution No. 18-14 to establish a food and beverage policy for the Board's consideration. Discussion ensued. It was determined that they would think about it and review the subject again at its next meeting. The clerk's report continued and 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: Moved by Ms. Johnson and seconded by Mr. Smith that it is the Township Board's intent to cover costs associated with continuing education of the Zoning Administrator. However, attendance at all training, conferences and/or meetings must be approved by the Board in advance. This motion is to become effective May 10, 2018.

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

Review & Action: Moved by Ms. Johnson and seconded by Ms. Siska to authorize Mr. Keith Edwards to attend the 2018 Citizen Planner Advanced Academy on Thursday, June 7, 2018. Registration, mileage and meal expenses will be shared on a 50/50 basis with the Village of Pentwater.

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

- b. Assessor's Report: No Report
- 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: Minutes for April 4, 2018 were received and placed on file.
- c. Library Board: April 17, 2018 Board packet was received and placed on file.
- d. Pentwater Lake Improvement Board (PLIB): The PLIB met May 1 and will be meeting again on May 15, 2018. DEQ permit for DASH (Diver Assisted Suction Harvest) was issued on May 4. A permit is also required from the Army Corps of Engineers.

Review & Action: Payment of Bills:

- a. **Township – Review & Action:** Moved by Ms. Johnson and seconded by Ms. Siska to approve the Township bills in the amount of \$46,807.90 which represents prepaids of \$38,146.22 and To Be Paid of \$8,661.68 for the period April 12, 2018 – May 9, 2018 as submitted.

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

- b. **Cemetery – Review & Action:** Moved by Mr. Flynn and seconded by Mr. Smith to approve the Cemetery bills in the amount of **\$29,326.84** which represents prepaids of \$29,241.78 and To Be Paid of \$85.06 for the period April 12, 2018 – May 9, 2018 as

submitted.

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

- c. **Fire Department – Review & Action:** *Moved by Mr. Ruggles and seconded by Ms. Siska to approve the Fire Department bills in the amount of \$16,736.92 which represents prepaids of \$15,962.19 and To Be Paid of \$774.73 for the period April 12, 2018 – May 9, 2018 as submitted.*

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

Old Business: None

New Business:

- a. **Review & Action:** 2018/2019 General Fund Budget Amendment:

Moved by Mr. Smith and seconded by Ms. Siska to amend the 2018/2019 General Fund Budget from \$475,050 to \$481,960 as follows:

Increase REVENUE line item #265-671-000 Other Revenue from \$7,302 to \$14,212

Increase EXPENDITURES as follows:

- *Assessor Budget – Increase Line Item 209-900 Print/Mail from \$3,350 to \$5,017*
- *Transfer Station – Increase Line Item 526-702 Wages from \$8,500 to \$13,371*
- *Transfer Station – Increase Line Item 526-714 Fringes from \$651 to \$1,023*

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

- b. **Review & Action:** Consideration of Formation of Pentwater Community Recreation Commission, Assignment of Township member(s) and Financial Commitment:

Moved by Mr. Ruggles and seconded by Mr. Flynn to become part of a new “Pentwater Recreation Board” to include 1 member from the Village Council; 1 member from the Township Board, 1 member from the school; a township resident/liaison and a village resident/liaison. Voice vote. Motion carried.

Mr. Smith appointed Mr. Ruggles as the Pentwater Township Board representative.

- c. **Review & Action:** The Notice from County Treasurer of Foreclosed Properties in Pentwater Township was reviewed.

Moved by Mr. Smith and seconded by Ms. Johnson to waive our first right of refusal to all parcels that were foreclosed on due to delinquent real property taxes for the 2015 tax year.

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

Public Comments: None.

Other Items from Members: None.

Adjournment – Moved by Ms. Siska and seconded by Mr. Flynn to adjourn the meeting at 8:06 PM. Voice vote. Motion carried.

Next Meeting: The next Regular Meeting will be held June 13, 2018 at 7:00 PM.

Respectfully submitted,

Sue Ann Johnson

Sue Ann Johnson

June 13, 2018

Date

Minutes Prepared by Barbara Siok
Recording Secretary