

<p style="text-align: center;"> PENTWATER TOWNSHIP BOARD PENTWATER COMMUNITY HALL 500 N. HANCOCK STREET, PENTWATER, MI 49449 Regular Meeting of Wednesday, March 10, 2021 And Public Hearing on Proposed 2021/2022 Budgets Via ZOOM </p>	<p style="text-align: center;">APPROVED MINUTES</p>
<p>Supervisor Cavazos called the meeting to order at 6:00 PM</p> <p>Members Present: Flynn, Cavazos, Johnson, and Holub</p> <p>Members Absent: Douglas (arrived at 6:14 p.m.)</p> <p>Staff Present: Keith Edwards, Zoning Administrator</p> <p>Others Present: Ron Christians, Oceana County Commissioner; Glenn Beavis, Barb Siok, and Jean Russell. Dean Gustafson arrived at 6:10 p.m.</p>	<p>CALL TO ORDER</p> <p>ROLL CALL</p>
<p>Moved by Flynn seconded by Holub to accept the consent agenda as follows:</p> <ul style="list-style-type: none"> • Prior Meeting Minutes of February 10 & February 24 • Correspondence (none) • YTD Financial Reports 04-01-2020 thru 02-28-2021 • Claims/Bills for the period February 11 – March 10 as follows: <ul style="list-style-type: none"> ○ Township - \$33,561.55 ○ Cemetery - \$1,624.93 ○ Fire - \$8,920.37 <p>Roll call vote: Flynn, yes; Holub, yes; Johnson, yes; Cavazos, yes; and, Douglas, absent.</p>	<p>CONSENT AGENDA</p> <p>Review & Action</p>
<p>Supervisor Cavazos presented the Regular Meeting Agenda.</p> <p>Moved by Johnson seconded by Flynn to accept the agenda as presented. Voice vote. All Ayes. Motion carried.</p>	<p>MEETING AGENDA</p> <p>Review & Action</p>
<p>None</p>	<p>PUBLIC COMMENT ON AGENDA ITEMS</p>
<p>The Regular Meeting was adjourned by Supervisor Cavazos at 6:03 PM</p>	<p>ADJOURN REGULAR MEETING</p>
<p>The Public Hearing on the Proposed 2021/2022 Budget was opened by Supervisor Cavazos at 6:03 PM.</p>	<p>OPEN PUBLIC HEARING ON PROPOSED 2020/2021</p>

	BUDGET
<p>Members Present: Flynn, Holub, Johnson, and Cavazos.</p> <p>Members Absent: Douglas</p> <p>Staff Present: Keith Edwards, Zoning Administrator</p> <p>Others Present: Ron Christians, Oceana County Commissioner; Glenn Beavis, Barb Siok and Jean Russell</p>	ROLL CALL
<p>Supervisor Cavazos presented the tentative 2021/2022 Budgets for the General Fund, Cemetery Fund and Fire Department in the amounts of \$611,849, \$97,428, and \$365,500, respectively. The Township wages reflect a COLA increase of 1.4%.</p> <p>Ms. Johnson added that the Cemetery Budget may have to be amended to include repairs to monuments and/or retaining walls.</p>	PRESENTATION OF TENTATIVELY APPROVED 2021/2022 BUDGETS FOR GENERAL FUND, CEMETERY AND FIRE DEPARTMENT
<p>Jean Russell asked if the Cemetery Budget was higher than last year. Ms. Johnson responded that it is actually less than last year.</p> <p>Dean Gustafson arrived at 6:10 p.m.</p>	PUBLIC COMMENTS ON PROPOSED BUDGETS 2021-22
<p>The Public Hearing on the Proposed 2021/2022 Budget was adjourned by Supervisor Cavazos at 6:10 PM.</p>	ADJOURN PUBLIC HEARING
<p>The Regular Meeting of the Township Board reconvened at 6:10 PM and Supervisor Cavazos called the Meeting to Order.</p>	RECONVENE REGULAR MEETING & CALL TO ORDER
<p>Members Present: Holub, Flynn, Johnson, and Cavazos</p> <p>Members Absent: Douglas</p> <p>Staff Present: Keith Edwards, Zoning Administrator</p> <p>Others Present: Ron Christians, Oceana County Commissioner; Glenn Beavis, Barb Siok, Jean Russell, and Dean Gustafson.</p>	ROLL CALL
<p>The Supervisor reported:</p> <ul style="list-style-type: none"> Mr. Robert Miller will again be the Transfer Station Operator. The Transfer Station will open on Saturday, April 3. Thursdays and Saturdays from 9:00 a.m. – 5:00 p.m. will be the hours of operations. Transfer Site Permits are required. Broadband is being explored to expand across the township. 	SUPERVISOR’S REPORT

<ul style="list-style-type: none"> • Improvements need to be done to the township parking lot and front entrance. The ceiling insulation and non-glare film have been installed. • Soft openings of Park Place are scheduled. • April’s township board meeting will be held in person at the Township building. Capacity is 25 ½. <p>Trustee Douglas arrived at 6:14 p.m.</p>	
<p>The Clerk’s report was received as amended and placed on file.</p>	<p>CLERK’S REPORT</p>
<p>The Treasurer’s report was received as corrected and placed on file.</p>	<p>TREASURER’S REPORT</p>
<p>The Library Report and Recreation Report were received and placed on file.</p> <p>The Fire Department Report was received. It included a request that the Township and Village donate the boiler from the former village/township hall to the Fire Department.</p> <p>Discussion ensued. As the boiler “belongs” to the building, it was determined that a decision could not be made regarding donation or sale of the boiler until after the date bids might be received for the sale of the building.</p>	<p>OTHER DEPARTMENTAL REPORTS Library, Recreation and Fire Department</p>
<p>The Zoning and Assessing Reports were received and placed on file.</p> <p>There were no reports for the Cemetery and Transfer Station as they are closed until April.</p>	<p>STAFF REPORTS – Zoning, Assessing, Cemetery, Transfer Station</p>
<p>Moved by Johnson and seconded by Douglas to approve Resolution No. 2021-03 adopting FY 2021-2022 General Fund of \$611,849, Cemetery Fund Budget of \$97,428 and Fire Department Budget of \$365,500.</p> <p>Roll call vote: Johnson, yes; Douglas, yes; Flynn, yes; Holub, yes; and, Cavazos, yes. Motion carried.</p>	<p>NEW BUSINESS Review & Action Resolution #2021-03 Adoption of FY 2021-2022 General Fund, Cemetery Fund and Fire Department Budgets</p>
<p>Moved by Flynn and seconded by Johnson to approve Resolution No. 2021-04 adoption of Annual Salary/Wage Schedule for FY 2021/2022 which reflects a 1.4% COLA increase.</p> <p>Roll call vote: Flynn, yes; Johnson, yes; Douglas, yes; Holub, yes; and,</p>	<p>NEW BUSINESS Review & Action Resolution #2021-04 Adoption of Annual</p>

Cavazos, yes. Motion carried.	Salary/Wage Schedule
<p>Moved by Johnson and seconded by Flynn to approve Resolution No. 2021-05 establishing Township Board Meeting Dates/Times at 6:00 PM on the second Wednesday of the month for FY 2021/2022. Roll call vote: Johnson, yes; Flynn, yes; Douglas, yes; and, Cavazos, yes. Motion carried. <i>(Holub was not able to vote as he was having computer difficulties)</i></p>	<p>NEW BUSINESS Review & Action Resolution #2021-05 Township Board Meeting Dates</p>
<p>Moved by Douglas and seconded by Johnson to approve Resolution No. 2021-06 designating bank depositories for Pentwater Township Funds for FY 2021/2022. Roll call vote: Douglas, yes; Johnson, yes; flynn, yes; Cavazos, yes; and Holub, yes. Motion carried.</p>	<p>NEW BUSINESS Review & Action Resolution #2021-06 Pentwater Township Depositories</p>
<p>Moved by Johnson and seconded by Holub to approve Resolution No. 2021-07 regarding authorization to buy and sell property during FY 2021/2022. Roll call vote: Johnson, yes; Holub, yes; Flynn, yes; Douglas, yes; and, Cavazos, yes. Motion carried.</p>	<p>NEW BUSINESS Review & Action Resolution #2021-07 Authorization to Buy and Sell</p>
<p>Moved by Douglas and seconded by Holub to approve Resolution No. 2021-08 authorizing the Township Treasurer to deposit budgeted 2021/2022 Funds to the Road Fund, Sewer Land Acquisition Fund, Park Place Fund, North End Park Fund, and Issue Check to Village of Pentwater for the Community Recreation Program. Roll call vote: Douglas, yes; Holub, yes; Flynn, yes; Johnson, yes; and, Cavazos, yes. Motion carried.</p>	<p>NEW BUSINESS Review & Action Resolution #2021-08 Authorization for Treasurer to Deposit Budgeted Funds and Issue Check to Village of Pentwater</p>
<p>Moved by Douglas and seconded by Flynn to approve Resolution No. 2021-09 adopting the FY 2021/2022 Wage and Salary Schedule for Non-Elected Personnel which represents a 1.4% increase. Roll call vote: Douglas, yes; Flynn, yes; Johnson, yes; Holub, yes; and, Cavazos, yes. Motion carried.</p>	<p>NEW BUSINESS Review & Action Wages & Salaries for Non-Elected Personnel #2021-09</p>
<p>Moved by Johnson and seconded by Flynn to make the following Township Board Committee appointments:</p> <ul style="list-style-type: none"> • Heather Douglas, Treasurer – Township Planning Commission • Mike Flynn, Trustee – Township Zoning Board of Appeals • Dean Holub, Trustee – Road Committee • Lisa McKinney, Deputy Treasurer – Pentwater Lake Improvement Board <p>Roll call vote: Johnson, yes; Flynn, yes; Holub, yes; Douglas, yes; and, Cavazos, yes. Motion carried.</p>	<p>NEW BUSINESS Review & Action Township Board Committee Appointments for 2021-2022</p>

<p>Moved by Douglas and seconded by Holub to make the following Township Staff appointments:</p> <ul style="list-style-type: none"> • Keith Edwards, Zoning Administrator & Ordinance Enforcement Officer • Robert Miller, Township Transfer Site Attendant • Rob Lynn, Cemetery Sexton helper • Chris Bailey, Cemetery Sexton • Barbie Eaton, Township Assessor <p>Roll call vote: Douglas, yes; Holub, yes; Johnson, yes; Flynn, yes; and Cavazos, yes. Motion carried.</p>	<p>NEW BUSINESS Review & Action Township Staff Appointments for 2021-2022</p>
<p>Moved by Flynn and seconded by Holub to appoint Mika Meyers Beckett and Jones Law firm as the Township Attorneys.</p> <p>Roll call vote: Flynn, yes; Holub, yes; Douglas, yes; Johnson, yes; and, Cavazos, yes. Motion carried.</p>	<p>NEW BUSINESS Review & Action Township Attorney Appointment for 2021- 2022</p>
<p>Moved by Douglas and seconded by Flynn to approve the Annual Holiday Schedule as follows:</p> <ul style="list-style-type: none"> • Memorial Day • Independence Day (Sunday) • Labor Day • Veterans’ Day • Thanksgiving Day • Day After Thanksgiving • Christmas Eve Day (Friday) • Christmas Day (Saturday) • New Year’s Eve Day (Friday) • New Year’s Day (Saturday) • Martin Luther King Jr. Day • President’s Day <p>When a 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.</p> <p>Before taking a vote, Ms. Johnson asked the Board to review the Christmas/New Year’s holidays as most years employees receive 2 paid holidays for Christmas Eve and Christmas Day and two paid holidays for New Year’s Eve and New Year’s Day. This time, Christmas Day, and New Year’s Day fall on a Saturday; thus, reducing the paid days off by 2.</p> <p>If a change is to be made to the Holiday Schedule, it would make sense</p>	<p>NEW BUSINESS Review & Action Annual Holiday Schedule April 1, 2021 – March 31, 2022</p>

<p>to do so. No change was recommended.</p> <p>Roll call vote: Douglas, yes; Flynn, yes; Johnson, yes; Holub, yes; and Cavazos, yes. Motion carried.</p>	
<p>Moved by Holub and seconded by Douglas to reappoint Mr. Terry Cluchey and Mr. Joseph Beavan to the Pentwater Township Planning Commission for three-year terms of April 1, 2021 - March 31, 2024. Voice vote. Motion carried.</p> <p>Moved by Flynn and seconded by Johnson to reappoint Mr. Randy Hepworth to the Pentwater Township Zoning Board of Appeals for the three-year term of April 1, 2021 – March 31, 2024. Voice vote. Motion carried.</p> <p>Moved by Holub and seconded by Johnson to reappoint Patrick Hooyman, Tim Cole, and Tom Hicks to the Pentwater Township Road Committee for two-year terms of April 1, 2021 – March 31, 2023. Vote vote. Motion carried.</p> <p><i>It was noted that one vacancy remains as Nancy Arvai chose not to accept reappointment to the Road Committee.</i></p>	<p>NEW BUSINESS REAPPOINTMENTS TO Planning Commission, Zoning Board of Appeals and Road Committee</p>
<p>Discussion ensued regarding the two bids for brining. Mr. Holub said that historically the Township has done two applications which will be about \$500 more than the single application. As one who lives on a gravel road, one application does not last throughout the entire summer.</p> <p>Moved by Flynn and seconded by Holub to approve the bid from Michigan Chloride for brining and unpaved roads in Pentwater Township for the 2021 season in the amount of \$0.145 per gallon. Said bid is for two applications of 19% - 21% Calcium Chloride per gallon for 2,500 gallons per mile for 10.4 miles of Township roads.</p> <p>Roll call vote: Flynn, yes; Holub, yes; Johnson, yes; Douglas, yes; and, Cavazos, yes. Motion carried.</p>	<p>NEW BUSINESS 2021 Road Brining</p>
<p>Discussion ensued regarding a contract effective April 1 with the Village wherein the Township would employ the Zoning Administrator for four days per week. In turn, the ZA would work 2 days for the township and 2 days for the village and the village would reimburse the township for 50% of the ZA’s wages and fringes.</p>	<p>NEW BUSINESS Contractual Provision of Zoning Administrator to the Village of Pentwater by the Township of Pentwater</p>

Although the Township would not charge for the indirect costs associated with office space, it expects the Village to pay 50% of any future equipment purchases and IT services with respect to zoning.

Ms. Cavazos said that she would work with the Village Manager in drawing up a contract. She did not feel an attorney was necessary.

Mr. Holub said that the bullet points that the Clerk previously sent to the members should be incorporated into the agreement.

Ms. Johnson reviewed those points for the audience:

- 4 days per week for both entities with each entity paying 50% of wages/fringes/PTO/Holiday and acknowledging that ZA may work for one entity more than the other from time to time
- Township is the employer and 4 days per week is stipulated as 2 with township and 2 with the village
- Auto-renewal of contract on an annual basis (or stipulate a different timeframe) with a 90-day notice if one wishes to cancel
- Any salary change will be discussed between the Village Manager and Township Supervisor prior to implementation
- While the Township has agreed to provide the office space at no charge to the Village, the Village will be billed 50% of costs of equipment purchased and IT services

Ms. Cavazos asked if she was authorized to move forward with the Agreement. Ms. Johnson said that the Agreement should be brought before the Board for its approval at its April meeting.

Moved by Douglas and seconded by Flynn to approve the concept of a 4 day per week Pentwater Township Zoning Administrator pending a contract with the Village of Pentwater that said Zoning Administrator would perform Village Zoning services 50% of the time with the Village reimbursing the Township 50% of the costs.

Roll call vote: Douglas, yes; Flynn, yes; Holub, yes; Johnson, yes; and Cavazos, yes. Motion carried.

Moved by Johnson and seconded by Holub to amend the 2020/21 General Fund Budget of \$1,645,395.07 to \$1,656,904.40.
Roll call vote: Johnson, yes; Holub, yes; Flynn, yes; Douglas, yes; and,

UNFINISHED BUSINESS
Year-End Budget
Amendments

Cavazos, yes. Motion carried.	
<p>Mr. Glenn Beavis, Crescent Drive, Pentwater asked about the budget revenue – specifically loan proceeds and franchising fees. Ms. Johnson responded that the loan proceeds reflect the loan amount received from West Shore Bank for the purchase of the fire truck. Franchising fees are the monies for Spectrum’s use of the road rights-of-way for their equipment.</p> <p>Mr. Beavis also asked about the brining amount in the budget and the amount presented today. Mr. Holub responded that the budget amount is fairly close to the actual. Also, the Road Commission pays 50% of the brining cost.</p> <p>Mr. Ron Christians, County Commissioner, said that the County Commission is working hard with Lansing and WMSRDC to channel more funds and grant monies to Oceana County for roads.</p> <p>Mr. Dean Gustafson said that he is happy to “get back to real life” in terms of meeting in person. He was particularly pleased to see the Library moving forward but he was personally disappointed in their conservative attitude and are just now getting back to service.</p> <p>Ms. Jean Russell asked if the Township’s in-person meetings will be held at Park Place as the Village Council intends to do. Ms. Cavazos said that Township Board Meeting will be held in the Township Office. The only reason we might hold a meeting elsewhere would be if a large attendance were expected. Mr. Flynn said that the capacity of the Township meeting room is 25 ½ people.</p>	PUBLIC COMMENTS
None	OTHER ITEMS from BOARD MEMBERS
Moved by Johnson and seconded by Douglas to adjourn the meeting 7:03 PM. Motion carried.	ADJOURNMENT
<p>_____</p> <p>Sue Ann Johnson, Township Clerk</p>	<p>_____</p> <p>Date</p>