

<p style="text-align: center;"> <b>PENTWATER TOWNSHIP BOARD</b>  <b>PENTWATER COMMUNITY HALL</b>  500 N. HANCOCK STREET, PENTWATER, MI 49449   Regular Meeting of Wednesday, April 14, 2021  <small>(also held via ZOOM for public only)</small> </p>	<p style="text-align: center;"><b>DRAFT MINUTES</b></p>
<p>Supervisor Cavazos called the meeting to order at 6:00 PM</p> <p><b>Members Present:</b> Holub, Flynn, Cavazos, Douglas, and Johnson.</p> <p><b>Members Absent:</b> None</p> <p><b>Staff Present:</b> Keith Edwards, Zoning Administrator</p> <p><b>Others Present:</b> Claudia Ressel-Hodan, Village Council Member and Presenter, 7 others attended in person; and 7 attended via Zoom.</p>	<p><b>CALL TO ORDER</b></p> <p><b>ROLL CALL</b></p>
<p><b>Moved by Douglas seconded by Holub</b> to accept the consent agenda as follows:</p> <ul style="list-style-type: none"> <li>• Prior Meeting Minutes of March 10</li> <li>• Correspondence (none)</li> <li>• YTD Financial Reports 04-01-2020 thru 03-31-2021</li> <li>• Claims/Bills for the period March 11 – April 14 as follows: <ul style="list-style-type: none"> <li>○ Township - \$23,020.04</li> <li>○ Cemetery - \$2,520.49</li> <li>○ Fire - \$59,800.27</li> </ul> </li> </ul> <p>Roll call vote: Douglas, yes; Holub, yes; Flynn, yes; Johnson, yes; and, Cavazos, yes. Motion carried.</p>	<p><b>CONSENT AGENDA</b></p> <p><b>Review &amp; Action</b></p>
<p>Supervisor Cavazos presented Agenda.</p> <p><b>Moved by Flynn seconded by Douglas</b> to accept the agenda as presented. Voice vote. Motion carried.</p>	<p><b>MEETING AGENDA</b></p> <p><b>Review &amp; Action</b></p>
<p>None</p>	<p><b>PUBLIC COMMENT ON AGENDA ITEMS</b></p>
<p>The Supervisor reported that:</p> <ol style="list-style-type: none"> <li>1. No bids were received for 327 S. Hancock. Bids were due Monday, April 12<sup>th</sup>. There was only one showing of the property.</li> <li>2. The Oceana County Board will be considering the development of a County Brownfield Development Authority at its meeting of April 22. If they do decide to move forward, a Public Hearing</li> </ol>	<p><b>SUPERVISOR’S REPORT</b></p>

<p>will be held at a later date.</p> <ol style="list-style-type: none"> <li>3. With respect to the American Rescue Plan Act, Michigan is slated to receive \$5.6 billion which then trickles down to local units. Oceana County is scheduled to receive over \$5 million which will then be distributed to local units. It is anticipated Pentwater Township would receive \$146,000.</li> <li>4. The County Board has not declared a State of Emergency with respect to COVID and conducting public meetings in person. The Township Board could declare a State of Emergency if it wanted to.</li> <li>5. Remember to vote on May 4 – West Shore ESD millage renewal</li> </ol>	
<p>The Clerk reported that the BS&amp;A project is moving forward and will be live in mid-June. It was determined that the Clerk and staff will re-enter all QuickBooks activity from April 1<sup>st</sup> forward to implementation of BS&amp;A (mid- June). The Point and Pay Contract for credit card payments needs to be signed by the Supervisor. The set-up fee is \$500 and monthly administrative fee is \$50.</p> <p>The paperwork required for the donation of the Bailey property has been completed. We now have another piece of property off the tax roll.</p> <p>The Public Accuracy Test for the May 4, 2021 Special Election will be held at 2:30 p.m. on Friday, April 16. I spoke with the State Election Bureau the other day and they highly recommend that the Township have a separate AV Counting Board in 2022 due to the high volume of AV Ballots. However, another tabulator would be needed. It was related that sometimes vendors will rent a tabulator to a unit. She highly recommended that we make the change during a smaller election in order to prepare. She also indicated that there is a likelihood that all election equipment will have to be replaced in 2022.</p> <p>Ms. Jean Ferris and family has looked after the cemetery lot of Mr. Byron Curtis, Veteran, whose date of death was 12/27/1889. She would like permission to replace Mr. Curtis’ Cemetery stone.</p>	<p><b>CLERK’S REPORT</b></p>
<p>The Treasurer’s report was received as corrected and placed on file.</p>	<p><b>TREASURER’S REPORT</b></p>
<p>The Library Report, Recreation Report and Fire Department Report were received and placed on file.</p>	<p><b>OTHER DEPARTMENTAL REPORTS</b> <b>Library, Recreation and</b></p>

	<b>Fire Department</b>
<p>The Zoning, Assessing, Cemetery and Transfer Station Reports were received and placed on file.</p>	<p><b>STAFF REPORTS – Zoning, Assessing, Cemetery, Transfer Station</b></p>
<p>Moved by Holub and seconded by Douglas to conduct the Transfer Station Free Days on Saturday, June 19, 2021 (after the Village-wide yard sale) and Saturday, October 2, 2021.</p> <p>Roll call vote: Holub, yes; Douglas, yes; Flynn, yes; Johnson, yes; and, Cavazos, yes. Motion carried.</p>	<p><b>UNFINISHED BUSINESS Transfer Station Free Days</b></p>
<p>Ms. Cavazos referred to the Agreement from contractual zoning services that she and the Village Manager prepared. The Village Council has already approved the contract.</p> <p>Moved by Douglas and seconded by Flynn to adopt the Intergovernmental Agreement effective April 1, 2021 for the Joint Services of the Zoning Administrator for Pentwater Township and Pentwater Village.</p> <p>Roll call vote: Douglas, yes; Flynn, yes; Holub, yes; Johnson, yes; Cavazos, yes. Motion carried.</p>	<p><b>UNFINISHED BUSINESS Contractual Arrangement for Zoning Administrator Services</b></p>
<p>Ms. Cavazos indicated that the sale of the disposition of the Swamp House property (Parcel 64-044-560-082-30) has been on the docket for a few months. A great deal of research had been done over the past months. The property does not include the 66’ right-of-way.</p> <p>The property had been put up for bid and Andrew &amp; Mary Jo Todd submitted a cash offer and the Village of Pentwater proposed a property swap.</p> <p>Mr. Edwards said that the property originally went for back taxes to the State of Michigan. Even though the property was conveyed to us there was a stipulation regarding urban renewal. That statute was repealed; thus, it is a moot issue.</p> <p>If the property is sold for a profit, the proceeds will go back to the taxing jurisdictions. The taxes (over \$147,000) far exceed what is being offered for the property. Thus, each of the taxing units will receive a prorated share of the purchase price. The Township Assessor placed a</p>	<p><b>UNFINISHED BUSINESS Swamp House Property</b></p>

<p>true cash value of the property offered by the Village as a “swap” of \$32,000 plus.</p> <p>Ms. Cavazos said that there has been discussion by Board members about putting property back on the tax rolls.</p> <p><b>Moved by Holub and seconded by Flynn</b> to accept Andrew &amp; Mary Jo Todd bid submitted on December 2, 2020 in the amount of \$76,560.51 for the property in Section 14 (Swamp House Property)</p> <p>Roll call vote: Holub, yes; Flynn, yes; Douglas, yes; Johnson, yes; and, Cavazos, yes. Motion carried.</p>	
<p>Ms. Cavazos obtained 4 quotes for a commercial grade tractor mower for use at the Pentwater Cemetery and recommended that the quote be from Seymour Sales and Service be accepted as they are also able to do equipment repairs if and when needed.</p> <p><b>Moved by Cavazos and seconded by Johnson</b> to authorize the Pentwater Township Supervisor to purchase one (1) Husqvarna TS354XD from Seymours Sales and Service, Ludington, Michigan in the amount of \$3,119.59.</p> <p>Roll call vote: Cavazos, yes; Johnson, yes; Douglas, yes; Flynn, yes; and Holub, yes. Motion carried.</p>	<p><b>NEW BUSINESS</b>  <b>Review &amp; Action</b>  <b>Purchase of Equipment for Cemetery</b></p>
<p>Ms. Johnson requested that an hourly rate be established for a “Deputy Clerk In-Training”. As the Board is aware, Holly Rought has submitted her resignation after over 30 years of employment with the Township. Ms. Johnson offered the position to Maureen Murphy who has a finance related degree and resides in Pentwater Township.</p> <p><b>Moved by Holub and seconded by Douglas</b> to establish the hourly rate of the “Deputy Clerk – In Training” at \$16.14 per hour retroactive to April 8, 2021. Effective May 27, 2021, the Deputy Clerk – In-Training will become the Deputy Clerk and be paid according to the 2021/2022 Wage and Salary Schedule that became effective April 1, 2021.</p> <p>Roll call vote: Holub, yes; Douglas, yes; Flynn, yes; Johnson, yes; and Cavazos.</p>	<p><b>NEW BUSINESS</b>  <b>Review &amp; Action</b>  <b>Establish Hourly Rate for Deputy Clerk – In-Training</b></p>
<p>Ms. Johnson related that the following budget items are needed in order to create a separate Road Fund from the General Fund.</p>	<p><b>NEW BUSINESS</b>  <b>Review &amp; Action</b>  <b>General Township Budget</b></p>

<p><b>Moved by Johnson and seconded by Holub</b> to amend the 2021/2022 General Fund Budget from \$611,849 to \$480,859 as follows:</p> <p>REVENUE:  Reduce Current Real Property - Roads by \$115,196  Reduce 101-000-405.000 Tax Admin Fee by \$1,152  Reduce Previous Year-End Balance by \$14,642</p> <p>EXPENDITURES:  Reduce 101-447-702.000 Rd Committee Wages from \$1,200 to \$-0-  Reduce 101-447-705.000 Rd Committee Fringes from \$90 to \$-0-  Reduce 101-447-930.000 Rep/Main Brine from \$4,700 to \$-0-  Reduce 101-447-934.002 Cap Outlay Twp Rd from \$125,000 to -0-</p> <p>Said amendment is for the purpose of creating a 2021/2022 Road Fund Budget.</p> <p>Roll call vote: Johnson, yes; Holub, yes; Douglas, yes; Cavazos, yes; and Flynn, yes. Motion carried.</p>	<p><b>Amendment</b></p> <p><b>Establishment of Road Committee Fund Budget</b></p>																										
<p><b>Moved by Johnson and seconded by Holub</b> to approve the 2021/2022 Road Fund Budget in the amount of \$130,990 as follows:</p> <table border="0" style="width: 100%;"> <tr> <td colspan="2"><b>Income</b></td> </tr> <tr> <td>204-000-402.000 Current Real Prop</td> <td style="text-align: right;">\$ 115,196</td> </tr> <tr> <td>204-000-405.000 Admin Fee</td> <td style="text-align: right;">\$ 1,152</td> </tr> <tr> <td>204-000-411.000 Del Real Property</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>204-000-402.000 Transfer In</td> <td style="text-align: right;"><u>\$ 14,642</u></td> </tr> <tr> <td><b>Total Income</b></td> <td style="text-align: right;"><b>\$ 130,990</b></td> </tr> <tr> <td colspan="2"> <b>Expense</b></td> </tr> <tr> <td>204-000-702.000 Rd Comm Wages</td> <td style="text-align: right;">\$ 1,200</td> </tr> <tr> <td>204-000-705.000 Rd Comm Fringes</td> <td style="text-align: right;">\$ 90</td> </tr> <tr> <td>204-000-930.000 Rep/Main Brine</td> <td style="text-align: right;">\$ 4,700</td> </tr> <tr> <td>204-000-910.000 Training</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>204-000-934.002 Cap Out Twp Rds</td> <td style="text-align: right;"><u>\$ 125,000</u></td> </tr> <tr> <td><b>Total Expense</b></td> <td style="text-align: right;"><b>\$ 130,990</b></td> </tr> </table> <p>Roll call vote: Johnson, yes; Holub, yes; Douglas, yes; Cavazos, yes; and, Flynn, yes. Motion carried.</p>	<b>Income</b>		204-000-402.000 Current Real Prop	\$ 115,196	204-000-405.000 Admin Fee	\$ 1,152	204-000-411.000 Del Real Property	\$ -	204-000-402.000 Transfer In	<u>\$ 14,642</u>	<b>Total Income</b>	<b>\$ 130,990</b>	 <b>Expense</b>		204-000-702.000 Rd Comm Wages	\$ 1,200	204-000-705.000 Rd Comm Fringes	\$ 90	204-000-930.000 Rep/Main Brine	\$ 4,700	204-000-910.000 Training	\$ -	204-000-934.002 Cap Out Twp Rds	<u>\$ 125,000</u>	<b>Total Expense</b>	<b>\$ 130,990</b>	<p><b>NEW BUSINESS</b></p> <p><b>Establishment of Road Fund Budget</b></p>
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<p>Ms. Claudia Ressel-Houdan stated that the goal is to connect Pentwater to the Hart-Montague Trail. The committee was founded in 2015 whose goal is to raise \$4.2 million for an 8 mile plus multi-use trail beginning at Longbridge Road and Wayne Road. The trail would be</p>	<p><b>PRESENTATION</b></p> <p><b>Pentwater Hart/Trail Tap Grant Application</b></p>																										

along the road right-of-way. The financing plan is for the Oceana County Road Commission to seek a TAP grant for 60% of the overall projected costs. Pentwater Township's financial contribution over the next 2 – 3 years is estimated to be \$44,730 which is the minimum 15% contribution.

Following approval by the Oceana County Road Commission, the next big accomplishment was approval of a grant for "Hansen Appropriation Dollars". \$1.4 million was obtained to be used as matching funds for the trail. Of that money, a significant portion has already been put into Pentwater Township --- paved shoulders of Monroe and Sixth Street.

Safe Routes to School was approved by the Hart City Council and the grant submittal just went in the end of March. They are awaiting final work. Hansen appropriations dollars were used for the 40% match on the Safe Routes to School dollars.

The Pentwater Township section of the TAP grant is from the corner of Tyler and 72<sup>nd</sup> Avenue to Longbridge is estimated to cost \$1,491,000. Pentwater Township has 2.8 miles of the trail. 45% is within Pentwater Township; thus, 45% or \$307,000 of the Hansen appropriation funds are apportioned to Pentwater Township. A balance of \$289,000 remains as the needed match.

Although the County Road Commission will be the TAP grant applicant, they will not move forward in the application process until all matching monies secured. The Road Commission also wants maintenance monies to be provided.

Ms. Ressel-Houdan requested a resolution of support from the Pentwater Township Board that would support the efforts for applying for TAP (Transportation Alternatives Programs) assistance; provide a minimum contribution of \$44,730 for construction of the trail within Pentwater Township's boundaries; and an annual payment of \$1,000 for trail maintenance.

Mr. Flynn asked if the trail would be on the east side or west side. Weare Township is on the east side and Pentwater is on the west side. He was not in favor of using Pentwater Township's funds in Weare Township.

Ms. Cavazos clarified that the Township's match monies could be paid over a couple of years.

<p>Ms. Jean Russell expressed her support of Ms. Ressel-Houdan’s request of the Township Board for \$44,730 in funding for the trail. Private individuals could also contribute.</p> <p>Ms. Paula DeGregorio, Pentwater resident, asked about the ownership of the 66’ right-of-way near the Swamp House Property. Mr. Edwards, Zoning Administrator, responded that is “the \$64,000 question”. Ms. Rutledge completed a “deed of easement” – two terms that do not go together. Easement is the use of property and deed is real property. The Deed of Easement was granted to the Village if the Village had improved and maintained a road within 2 years. “The jury is kind of out on whether that was done or not.” Irrespective of that, when the Swamp House property went from the State for back taxes it did not include the 66’. Therefore, when the State conveyed it to the Township, it did not include the 66’. His interpretation after speaking with a couple of attorneys is that whoever seeks the 66’ would have to deal with the heirs of Elsie Rutledge.</p> <p>Mr. Edwards expressed his support of the Pentwater/Hart trail especially since the County Road Commission has jurisdiction of the road rights-of-way.</p>	<p><b>PUBLIC COMMENTS</b></p>
<p>Ms. Johnson reminded the Board that during the 2021/2022 Budget process , \$7,500 was appropriated for the Pentwater Recreation Program, \$7,500 for Park Place and \$10,000 for North End Park. Each of these three projects are administered by the Village. It was the intent of the Township Board to make the first two payments soon and put \$10,000 in a separate account for North End Park. Those funds would be expended once sufficient progress had been made at North End Park.</p> <p>However, she recommended that none of the funds be released to the Village at this time. She attended the Village Council Meeting on April 12 wherein President Hodges alluded that donations may be co-mingled and put into the General Fund rather than being earmarked for certain funds. In turn, the Village Manager and/or Council would determine the best use of the funds. Also, according to the Village Recreation Program reports that she had obtained, the Township had paid more than 50% toward the Pentwater Recreation Program for fiscal years ending 03/31/2020 and 03/31/2021.</p> <p>The original Recreation Program contract was signed in 2014 with a</p>	<p><b>OTHER ITEMS from BOARD MEMBERS</b></p>

<p>contribution of \$3,000 per year. However, at the June 12, 2019 Township Board Meeting, the contribution was increased to \$7,500.</p> <p>These financial appropriations need to be reconsidered especially in light of a potential new contribution for trail.</p>	
<p><b>Moved by Holub and seconded by Flynn</b> to adjourn the meeting 7:08 p.m. Motion carried.</p>	<p><b>ADJOURNMENT</b></p>
<p>_____</p> <p>Sue Ann Johnson, Township Clerk</p>	<p>_____</p> <p>Date</p>