

<p style="text-align: center;">PENTWATER TOWNSHIP BOARD PENTWATER COMMUNITY HALL 327 S. HANCOCK STREET, PENTWATER, MI 49449</p> <p style="text-align: center;">Regular Meeting of Wednesday, June 10, 2020 Zoom ID: 898 1510 8798</p>	<p style="text-align: center;"><b>APPROVED MINUTES</b></p>
<p>Supervisor Spitler called the meeting to order at 6:08 PM</p> <p><b>Members Present via Zoom:</b> Flynn, Holub, Johnson, Siska, Spitler.</p> <p><b>Members Absent:</b> None.</p> <p><b>Staff Present via Zoom:</b> McKinney, Deputy Supervisor and Edwards, Zoning Administrator.</p> <p><b>Others Present Via Zoom:</b> Jean Russell, ZBA Chair; Dean Gustafson, County Commissioner, several residents and Siok, Recording Secretary.</p>	<p><b>CALL TO ORDER</b></p> <p><b>ROLL CALL</b></p>
<p><b>Moved by Johnson seconded by Flynn</b> to accept the consent agenda as follows:</p> <ol style="list-style-type: none"> <li>a. Meeting Minutes of May 13, 2020</li> <li>b. Correspondence - None</li> <li>c. Budget Reports (05/01/2020 thru 05/31/2020)</li> <li>d. Payment of Bills for the period May 14 – June 10, 2020 as follows: <ul style="list-style-type: none"> <li>o Township - \$19,346.92</li> <li>o Cemetery - \$6,859.37</li> <li>o Fire - \$8,055.93</li> </ul> </li> </ol> <p><b>Roll call vote:</b> Johnson, yes; Flynn, yes; Siska, yes; Holub, yes; Spitler, yes. Motion carried.</p> <p>Holub asked if this was the typical format for the Profit &amp; Loss report. Johnson replied that it was a report for the month of May.</p>	<p><b>CONSENT AGENDA</b></p> <p><b>Review &amp; Action</b></p>
<p><b>Moved by Johnson and seconded by Flynn</b> to approve the Meeting 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>Spitler reported on the following:</p> <ul style="list-style-type: none"> <li>• Regular hours for staff will resume Monday, June 15th</li> <li>• Supervisor hours will be Monday and Tuesday: 8-2.</li> <li>• Deputy Supervisor’s hours will be Thursday and Friday: 9 to 12.</li> <li>• Transfer Station had a serious incident of fire about a week ago. He</li> </ul>	<p><b>SUPERVISOR’S REPORT</b></p> <p><b>SUPERVISOR’S REPORT continued</b></p>

<p>said that we do not want to burn such large quantities and is looking into trying out a chipper. The Transfer Station will be open on Thursdays and Saturdays only from 9:00 a.m. – 5:00 p.m. It will be closed and gated the rest of the time. Signs have been ordered and will be installed. There are two other issues that he will discuss later during the meeting.</p>	
<p>Johnson stated that she has been busy with elections and other Clerk duties but shared that Terry Cluchey called and said there will be no Civic Band Concerts this summer.</p> <p>Every registered voter will receive an absent voter ballot <b>application</b> in the mail. They were sent on June 9.</p> <p>The Clerk’s Report was received and placed on file.</p> <p>Johnson said the MTA Annual Dues Invoice this year included offering a special price for training for employees and board members. Spitler said this may be a good time to do that since there will be new members this year. He said may not need the premium package but let us look at the other packages and review it before July.</p>	<p><b>CLERK’S REPORT Review &amp; Action</b></p> <p><b>MTA Annual Dues Invoice</b></p>
<p>The Treasurer’s report was received and placed on file.</p> <p>Siska said there was nothing to add to the report.</p>	<p><b>TREASURER’S REPORT</b></p>
<p>Library Packet was received and placed on file.</p> <p>Johnson said the Library Board requested to have the Truth-In-Taxation Hearing.</p>	<p><b>LIBRARY BOARD PACKET Request for Truth-In-Taxation Hearing</b></p>
<p>Fire Chief Paul Smith read his report on the history of the Pentwater Fire Department’s trucks and equipment. There is a lack of necessary equipment to extend high enough to reach the tall buildings and homes. A ladder or platform vehicle would provide for safer access and rescuing. An aerial apparatus is being researched as are ways to fund the purchase. He requested that the Township consider putting a new millage question on the November 2020 ballot for 0.5 mills for a period of 6 years. It is anticipated that the millage will generate \$750,000 over 6 years and the Fire Department fund balance will make up the remaining \$250,000 over the next 6 years.</p> <p>Johnson said that she heard the presentation at Monday’s Village Council meeting. They voted to put the millage question on the ballot so the public may decide. The ballot language is due to the Township clerk by</p>	<p><b>FIRE DEPARTMENT Apparatus</b></p>

<p>July 28, 2020. She asked how the equipment purchase would be funded at the outset. Mr. Smith responded that if the millage passed, either the Township or Village would be asked to borrow the funds and, in turn, the Fire Department would provide reimbursement.</p> <p>Siska asked where the vehicle would be stored. Smith said that it will be housed in the first bay and the air trailer would then be stored outside. Smith said training is included in the purchase of the Apparatus. Hughart said a one-page Q&amp;A is being prepared.</p> <p><b>Moved by Flynn and seconded by Johnson</b> to put a request for 0.5 mills on the November ballot for the Pentwater Fire Department Apparatus as presented.</p> <p><b>Roll call vote:</b> Flynn, yes; Johnson, yes; Siska, yes; Holub, yes; Spitler, yes. Motion carried.</p>	<p><b>Fire Department Apparatus continued</b></p>
<p>Report was received and placed on file.</p> <p>Flynn said that he was asked about where to donate cans and bottles and asked if the Rec Department would like them. Siok replied that the Rec Department is collecting cans and bottles at the DPW Building on Madison or small bags can be dropped off at the Village Hall. Signs have been placed on the building by the Recreation Director Kate Anderson.</p>	<p><b>RECREATION REPORT</b></p>
<p>Edwards highlighted the monthly report and noted that zoning permits have picked up in May. The Master Plan Steering Committee has covered a lot of ground and a memorandum is included in the packet regarding where the Vision Team left off on eight of the major themes. He said a few that are outside the scope will be addressed in a different manner. Mary Temple volunteered to head the housing issue for all age groups; Tony Monton and Michael Haack will head up the Waterfront area. Edwards will work with Holub regarding Transportation and Village Complete Streets Program. He provided the Master Plan outline dated June 2, 2020 and comprehensive outline revised June 2, 2020.</p> <p>Holub asked about the permit to reconstruct or replace the house that was damaged from the fire on Longbridge. Edwards replied the house is existing non-conforming and a survey has taken place. A permit was issued for a one-year time frame.</p> <p>The Zoning Administrator’s Report was received and placed on file.</p> <p>No Assessor’s Report was received.</p>	<p><b>STAFF REPORTS – Zoning: Master Plan Steering Committee Update; Request for Time Off as Compensation, Assessor, Transfer Station, Cemetery Sexton</b></p>

<p>Transfer Station Report was received and placed on file. Spitler said that recycling has increased.</p> <p>Cemetery Sexton Reports for April and May were received and placed on file.</p>					
<p><b>Moved by Holub and seconded by Johnson</b> to accept the contract from GOVPROS for the acceptance of credit/debit card payments for zoning, assessing and cemetery fees/services. All transaction costs will be borne by the consumer. There will be no additional costs incurred by the Township.</p> <p>Johnson said that it will be for cemetery, zoning, and other fees but not for property taxes.</p> <p><b>Roll call vote:</b> Holub, yes; Johnson, yes; Flynn, yes; Siska, yes; Spitler, yes. Motion carried.</p>	<p><b>UNFINISHED BUSINESS</b>  <b>Review &amp; Action</b>  <b>Contract with GovPros for Credit-Debit Card Payments</b></p>				
<p><b>Moved by Siska and seconded by Spitler</b> to conduct a Public Hearing at 6:00 PM on Wednesday, July 8, 2020 for a proposed increase of 0.0630 mills in the operating tax millage rate to be levied on all property in 2020.</p> <p><b>Roll call vote:</b> Siska, yes; Spitler, yes; Johnson, yes; Flynn, yes, Holub, yes. Motion carried.</p>	<p><b>NEW BUSINESS</b>  <b>a. Review &amp; Action</b>  <b>Request to Conduct Truth-In-taxation Public Hearing</b></p>				
<p><b>Moved by Holub seconded by Flynn</b> to establish a Paid Time Off Policy for Year-Round Salaried Employees (currently Zoning Administrator and Assessor) as follows:</p> <table border="0" data-bbox="243 1239 974 1323"> <tr> <td>Employed from 0 to 5 Years</td> <td>4 workdays per year</td> </tr> <tr> <td>Employed Over 5 Years</td> <td>8 workdays per year</td> </tr> </table> <p>Roll call vote: Holub, yes; Flynn, yes; Johnson, yes; Siska, yes; Spitler, yes. Motion carried.</p> <p>Johnson said this would define the number of days off even though employees are salaried. It does not apply to elected officials.</p> <p>Johnson said that this is different than what Keith originally requested, but it is important for the assessor and zoning administrator to have paid time off. The Zoning Administrator has worked many extra hours recently.</p>	Employed from 0 to 5 Years	4 workdays per year	Employed Over 5 Years	8 workdays per year	<p><b>NEW BUSINESS</b>  <b>b. Review &amp; Action</b>  <b>Establish Paid Time Off (PTO) Policy for Year-Round Salaried Employees</b></p>
Employed from 0 to 5 Years	4 workdays per year				
Employed Over 5 Years	8 workdays per year				
<p><b>Moved by Johnson seconded by Siska</b> to establish a Paid Time Off Policy for Year-Round Hourly Employees as follows:</p>	<p><b>NEW BUSINESS</b>  <b>c. Review &amp; Action</b>  <b>Establish Paid Time Off (PTO) Policy for Hourly Employees</b></p>				

HOURS WORKED	HOURS EARNED
Less Than 728 Hours/Year	0 Hours per year
728-909 Hours/Year	14 Hours per year
910-1091 Hours/Year	17.5 Hours per Year
1092-1273 Hours/Year	21 Hours per year
1274-1455 Hours/Year	24.5 Hours per year
1456-1554 Hours/Year	28 Hours per year

**Roll call vote:** Johnson, yes; Siska, yes; Flynn, yes; Holub, yes; Spitler, yes; Motion carried.

Holub asked about the number of hours Mary and Holly work.

Johnson replied that Holly works in 1274-1455 range. The policy applies to year-round part-time employees. The Transfer Station employees do not work year-round.

**Moved by Holub seconded by Flynn** to adopt the new Transfer Station Fee Schedule, revised June 2020.

**Roll Call Vote:** Holub, yes; Flynn, yes; Johnson, yes; Siska, yes; Spitler, yes. Motion carried.

Spitler commented that he would like to hire Paul Betz who has been assisting Bob Miller for free at the Transfer Site, 3-4 hours on Saturdays. A motion is not needed, and money is in the budget. He said the signs will be ready for the Transfer Station next week. He does not want leaves left in plastic bags or have any brush larger than 3” in diameter. He has a “permanent” solution for the brush and is renting a chipper next week for what is in the pile and will figure out if it is reasonable to do that in-house.

Johnson voiced her concern about liability if we own and operate a chipper.

**Moved by Spitler seconded by Siska** to appoint Mr. Joseph Beavan to the Pentwater Township Planning Commission effective immediately to fill the vacant three-year term ending 03/31/2021 due to the resignation of Jim Gwillim and to appoint Dr. Peter Zangara effective immediately to fill the vacant three-year term ending 05/31/2022 that was formerly held by Tom Davis. Voice vote. Motion carried.

**Moved by Siska and seconded by Holub** to accept the estimate of \$2,409.25 from Mike Russell for tree work at 500 N. Hancock Street, Pentwater, MI. **Roll Call Vote:** Siska, yes; Holub, yes; Johnson, yes; Flynn, yes; Spitler, yes. Motion carried.

**NEW BUSINESS**

**d. Review & Action  
Revised Pentwater  
Township Transfer Station  
Fee Schedule**

**NEW BUSINESS**

**e. Review & Action  
Appointment to Township  
Planning Commission**

**NEW BUSINESS**

**f. Review & Action  
Estimate for Tree Work**

<p><b>Moved by Spitler seconded by Siska</b> to establish an hourly rate of \$17.00 for Intermittent Laborer.</p> <p><b>Roll Call Vote:</b> Spitler, yes; Siska, yes; Johnson, yes; Flynn, yes; Holub, yes. Motion carried.</p> <p>Spitler said that Jacob Edwards would be hired to do sorting, boxing, and getting things ready for the move and help with the dock around the bend. He did not anticipate the hours to exceed 20 per week.</p>	<p><b>NEW BUSINESS</b>  <b>g. Review &amp; Action</b>  <b>Establish Part-time Pay Rate for Intermittent Laborer</b></p>
<p><u>Dean Gustafson</u> commented on the Highwater Webinar. The Board of Commissioners meet on Thursday, June 18<sup>th</sup> and will conduct Committee Meetings are at 10:00 a.m. with the Regular Board Meeting following at 11:30 AM. He invited the public to tune in. The County is also soliciting bids for containers for its Transfer Station.</p> <p><u>Jean Russell</u> commented that she has a log splitter if needed.</p>	<p><b>PUBLIC COMMENTS</b></p>
<p><u>Spitler</u> said Horton is finishing the drawings for 500 N. Hancock Street and insurance coverage on the building/contents will be effective June 15. Monroe Road into Pentwater may be opened by June 19. Concrete is to be set from Longbridge to the west. He reminded everyone that the Highwater Webinar will be Monday, June 15<sup>th</sup> at 7:00 p.m.</p> <p><u>Holub</u> commented that the Road Committee will meet via Zoom next Tuesday at 3:00 p.m. to discuss long-range financing options for road improvements. He spoke with Pat Hooyman regarding No Wake Zone and gave him contact information. He said the Pentwater Lake Association will be send out a questionnaire as well.</p> <p>He asked that the Cemetery Sexton be requested to identify which retaining walls in the Cemetery need repair or replacement.</p> <p>He commented that those who live in the southern part of the Township and are Great Lakes Energy customers will soon have access to fiber optic high speed internet. As an incentive, if one pre-registers, installation fees are waived.</p>	<p><b>OTHER ITEMS from BOARD MEMBERS</b></p>
<p><b>Moved</b> by Johnson and seconded by Siska to adjourn meeting at 7:33 PM. Motion carried by unanimous consent.</p>	<p><b>ADJOURNMENT</b></p>

Sue Ann Johnson, Township Clerk

Date

**Minutes Transcribed by  
Barbara Siok, Recording  
Secretary**