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| <p style="text-align: center;"> PENTWATER TOWNSHIP BOARD PENTWATER COMMUNITY HALL 500 N. HANCOCK STREET, PENTWATER, MI 49449 In-Person Regular Meeting of Wednesday, July 14, 2021 Zoom Available for Audience </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: Johnson, Cavazos, Holub, Douglas and Flynn.</p> <p>Members Absent: None</p> <p>Staff Present: Keith Edwards, Zoning Administrator and Maureen Murphy, Deputy Clerk.</p> <p>Others Present in Person: Justine Murphy, Mike Mackie, Jean Russell, Ron Christians, County Commissioner; Dave Spitler, County Road Commissioner; Ray Hasil, Pentwater Fire Department; and, Allen Blohm; County Road Commissioner.</p> <p>Others Present via Zoom: Paula DeGregorio.</p> | <p>CALL TO ORDER</p> <p>ROLL CALL</p> |
| <p>Supervisor Cavazos opened the Public Hearing at 6:01 p.m.</p> <p>Ms. Johnson explained that the Truth-in-Taxation Hearing (also called “Headlee Rollback”) is necessary for the Board to levy the full allowable millage for the Township, Library, Fire Department and Cemetery on December 1, 2021. If the maximum levy is adopted, tax revenue would increase by \$14, 243 for all units (twp operating, fire operating, fire apparatus, library, cemetery and roads).</p> <p>Headlee legislation requires a local unit of government to reduce its millage when annual growth on existing property is greater than the rate of inflation. As a consequence, the local unit’s millage rate gets “rolled back” so that the resulting growth in property tax revenue, community-wide, is no more than the rate of inflation. The “override” by a vote of the Board will return the millage to the amount originally authorized and is necessary to counteract the effects of the “Headlee Rollback”.</p> <p>Mr. Mackie, 5246 W. Monroe Road, spoke fervently against levying the maximum amount of taxes as other costs to residents such as gasoline, utilities, broadband and sewer/water are rising.</p> | <p>OPEN PUBLIC HEARING ON TRUTH-IN-TAXATION HEARING</p> |

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| <p>Moved by Holub and seconded by Flynn to Close the Public Hearing at 6:10 p.m. Voice vote. Motion carried.</p> | <p>CLOSE PUBLIC HEARING ON TRUTH-IN-TAXATION</p> |
| <p>Moved by Douglas seconded by Flynn to accept the consent agenda as follows:</p> <ul style="list-style-type: none"> • Prior Meeting Minutes of June 9, 2021 • Correspondence from County Planning Commission Re Master Plan Update, from County Republican Committee Re Consolidating Plans; and, from Theodore Cuchna Re Proposed Pentwater School Board Millage • YTD Financial Reports 04-01-2021 thru 06/30/2021 • Claims/Bills for the period June 10 – July 14 as follows: <ul style="list-style-type: none"> ○ Township - \$148,875.14 ○ Cemetery - \$6,014.85 ○ Fire - \$9,435.59 <p>Voice vote. Motion carried.</p> | <p>CONSENT AGENDA</p> <p>Review & Action</p> |
| <p>Moved by Johnson seconded by Douglas to accept the agenda as amended to include Item 16 h – Resolution #2021-15 Acceptance of American Rescue Act (ARA) Funds. Voice vote. Motion carried.</p> | <p>MEETING AGENDA</p> <p>Review & Action</p> |
| <p>Mr. Spitler, County Road Commissioner, expressed his gratitude to the Township Board for implementing BS&A. The reports generated by the new software is much easier to read and understand.</p> <p>Mr. Hasil, Assistant Chief, Pentwater Fire Department, related that Paul Smith, Fire Chief, is in the hospital and will not be back to work for some time.</p> | <p>PUBLIC COMMENT ON AGENDA ITEMS</p> |
| <p>Ms. Cavazos said a special Thank You to Bob Miller, Transfer Station Attendant, for his hard work in conducting the Free Day in June.</p> <p>She also reported that she has attended several meetings regarding the American Rescue Act (ARA). To qualify for \$66,833 in funding, a great deal of paperwork must be submitted to the State Department of Treasury by July 27, 2021. The dollar amount is based on population. Units of government will have until 2024 to identify how to use the funds within the ARA guidelines.</p> | <p>SUPERVISOR’S REPORT</p> |
| <p>Ms. Johnson reported that staff has completed the BS&A training and are learning the new system. When the contract was initially entered into it was for \$45,735 plus travel expenses of up to \$5,390 to be paid</p> | <p>CLERK’S REPORT</p> |

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| <p>in three installments. However, changes were made to the scope. Project costs were \$38,425 plus \$3,700 for a total of \$42,125. However, a scanner still needs to be purchased for the Deputy Clerk.</p> <p>Mr. Holub and the Clerk will be meeting with the Sexton, Oceana Irrigation and Walkerville Well Drilling tomorrow at 9:00 a.m. to discuss water issues at the Cemetery. Very coincidentally, a gentleman came in last week quite upset with the condition of his deceased wife's granite memorial bench at the Cemetery and that the fountain no longer is in use. I explained to him the issues we were facing. He told me that his son is a hydrogeologist and will be in the area in the next week or so. He "offered" his son's consulting service to us.</p> <p>Election Source was to be in Oceana County to inspect all unit's election equipment and were scheduled to inspect Pentwater Township's equipment tomorrow between 1:00 p.m. and 5:00 p.m. Notification was received this afternoon that the inspection has been cancelled and will be rescheduled.</p> | |
| <p>The Treasurer's report was received and placed on file. She related that online tax payments may be made, and the link is on the Township's website. There is a 3% convenience fee. Also, payments by credit/debit card may be made in the office or over the telephone.</p> | <p>TREASURER'S REPORT</p> |
| <p>The Library, Fire Department and Recreation Reports were received and placed on file.</p> | <p>OTHER DEPARTMENTAL REPORTS Library, Recreation and Fire Department</p> |
| <p>The Zoning, Assessing, Cemetery and Transfer Station Reports were received and placed on file.</p> | <p>STAFF REPORTS – Zoning, Assessing, Cemetery, Transfer Station</p> |
| <p>Moved by Holub and seconded by Flynn to adopt Resolution No. 2021-13 regarding the 2021 millage levy as follows:</p> <p>WHEREAS, the Pentwater Township Board held the required Truth-in-Taxation Hearing on July 14, 2021, and</p> <p>WHEREAS, the Pentwater Township Board has considered the budgetary needs of the township for FY 2021/2022, and</p> <p>WHEREAS, the millage rates shown in the following table are the maximum</p> | <p>UNFINISHED BUSINESS</p> <p>RESOLUTION No. 2021-13 RESOLUTION RE 2021 MILLAGE LEVY</p> |

millage rates allowed.

THEREFORE, BE IT RESOLVED that the Pentwater Township Board 2021 Millage Levy shall be as follows:

| SOURCE | PURPOSE | December 1, 2021, Maximum Allowed | December 1, 2021 Amount Levied |
|-------------|----------------|-----------------------------------|--------------------------------|
| Allocated | Operating | 1.2199 | 1.2199 |
| Extra Voted | Fire | 0.9874 | 0.9874 |
| Extra Voted | Library | 0.8164 | 0.8164 |
| Extra Voted | Cemetery | 0.3414 | 0.3414 |
| Extra Voted | Fire Apparatus | 0.4972 | 0.4972 |
| Extra Voted | Roads | 0.4972 | 0.4972 |
| TOTALS | | 4.3595 | 4.3595 |

BE IT FURTHER RESOLVED to authorize the Chairperson of the Board and Township Clerk to sign the L-4029 Tax Rate Request Certifying Compliance with Section 31 of Article 9 of the State Constitution of 1963 and that the requested rates have also been reduced, if necessary to comply with MCL Sections 211.24e and 211.34.

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

Mr. Edwards explained that Resolution 2021-14 would require the County Drain Commissioner to review development site plans within the Township for stormwater management purposes. This is typical of townships that do not retain engineering firms. The County Drain Commissioner uses a third-party engineering firm to review the plans. All fees would be submitted from the developer to the Drain Commissioner for deposit into an escrow account that would be managed by the Drain Commissioner's office.

Moved by Douglas and seconded by Holub to adopt Resolution 2021-14.

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

Ms. Cavazos explained that the Hilton family no longer wants the foundation upon which the bell at Bell Park sits. The bell will be removed and stored at the Cemetery until the new footing and slab are constructed. The plaques will be cleaned and mounted to the new

NEW BUSINESS

**Resolution 2021-14
Requiring Oceana County
Drain Commissioner
Review of Development
Site Plans**

**Proposal for Bell
Relocation to Cemetery**

platform.

Moved by Johnson and seconded by Douglas to waive the Township's Purchasing & Procurement Policy and accept the quote from Ruggles & Son Masonry for new footings, slab and removal of the bell from Bell Park to the Pentwater Township Cemetery in the amount of \$3,700 with 50% down payment required before work begins.

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

Ms. Cavazos said that three bids were received for the John Deere Mower as follows:

- John Barber, Pentwater resident/taxpayer - \$1,156.00
- Mike Russell, Pentwater taxpayer - \$639.97
- James Yancy, Walkerville resident - \$1,250.00

The first two bids were received on or before July 13 and the last bid was received on July 14. Ms. Cavazos sent a text to Mike Russell indicating that the deadline to submit the bid was July 13 at 4:00. Discussion ensued on the timeliness of the bids.

Moved by Douglas and seconded by Cavazos to accept the bid from James Yancy, 211 Laurel Street, Walkerville, Michigan in the amount of \$1,250 for the sale of the used 2006 John Deere F725 Front Mower.

Roll call vote: Douglas, yes; Cavazos, yes; Flynn, yes; Holub, no; and, Johnson, no. Motion carried.

Ms. Johnson said that the current copy machine contract is due to expire. She received quotes for two vendors; however, one vendor is on vacation and was not available to respond to questions that she had. Thus, this issue will be put on the next meeting agenda.

Moved by Holub and seconded by Douglas that effective August 1, 2021, no claims for per diem, mileage expenses or personal expenses while on Township Business shall be allowed unless said claims are submitted within the two (2) months following the last day of the calendar month in which the right to the same is incurred.

Roll call vote: Holub, yes; Douglas, yes; Johnson, yes; Flynn, yes; and,

Bid for Disposal of John Deere Mower

Proposal for Copy Machine

Policy Re Submission of Per Diem and Other Expenses

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| <p>Cavazos, yes. Motion carried.</p> <p>Moved by Douglas and seconded by Johnson to adopt Principles of Governance as prepared by the Michigan Townships Association.</p> <p>Roll call vote: Douglas, yes; Johnson, yes; Flynn, yes; Holub, yes; and, Cavazos, yes. Motion carried.</p> <p>Moved by Johnson and seconded by Holub to retain Holly Rought to clean the Township Offices during the time Debra Flood is on medical leave. Said rate of pay is \$122.71 per cleaning with cleaning done once per week.</p> <p>Roll call vote: Johnson, yes; Holub, yes; Flynn, yes; Douglas, yes; and, Cavazos, yes. Motion carried.</p> | <p>Principles of Governance</p> <p>Retention of Temporary Cleaning Help</p> |
| <p>Moved by Cavazos and seconded by Douglas to approve Resolution No. 2021-15 to accept the direct award of \$66,883 from the American Rescue Plan Act Fiscal Recovery Fund and authorize the Township Supervisor and Township Treasurer to execute all documents related to the acceptance and amend the budget accordingly by creating Fund 285 – Stimulus Grant Fund.</p> <p>Roll call vote: Cavazos, yes; Douglas, yes; Holub, yes; Flynn, yes; and, Johnson, yes. Motion carried.</p> | <p>Resolution No. 2021-15 Acceptance of American Rescue Act Funds</p> |
| <p>Mr. Christians, County Commissioner said that “collaborative” is the word being used with respect to ARA Funds. Units receiving the monies can partner with other units and do joint projects. He related there is also a County Broadband Committee and a County Brownfield Development Board.</p> | <p>PUBLIC COMMENTS</p> |
| <p>Ms. Johnson said that she is incredibly pleased with the performance of Maureen Murphy, recently appointed Deputy Clerk. She came into the office in mid-May and began learning the QuickBooks accounting software and then in mid-June we changed to BS&A. She is doing a great job.</p> <p>Ms. Douglas asked for the Board’s feedback with respect to her sharing Township Board information on social media. She runs a community page on Facebook, and it would make sense to share information on that site. She controls what is posted to the site. Discussion ensued. If Ms. Douglas announces where/when the meeting is or posts the link to the Board packet on her community page, that would be permissible.</p> | <p>OTHER ITEMS from BOARD MEMBERS</p> |

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| <p>Mr. Holub said that he and the Supervisor attended a meeting yesterday regarding broadband. It was highly informative. Great Lakes Energy has 11,000 customers in Oceana County and recently deployed True Stream (fiber optic internet service) in the southern part of Oceana County. They are determined to expand throughout Oceana County at some point. Great Lakes will be the envy of Spectrum and other customers. They advertise 100 megabytes for \$59.95.</p> | |
| <p>Supervisor Cavazos adjourned the meeting 7:09 p.m.</p> | <p>ADJOURNMENT</p> |
| <p>_____</p> <p>Sue Ann Johnson, Township Clerk</p> | <p>_____</p> <p>Date</p> |