

<p style="text-align: center;"> PENTWATER TOWNSHIP BOARD PENTWATER COMMUNITY HALL 500 N. HANCOCK STREET, PENTWATER, MI 49449 <i>Approved Minutes</i> Regular Meeting of Wednesday, March 9, 2022 & Public Hearing on Proposed 2022/2023 Budgets ZOOM Available for Audience </p>	
<p>Supervisor Cavazos called the meeting to order at 6:00 PM</p> <p>Members Present: Douglas, Flynn, Cavazos, Murphy</p> <p>Members Absent: Holub</p> <p>Staff Present: Keith Edwards, Zoning Administrator; Terry Cluchey, Assistant Fire Chief; Glenn Beavis, Recording Secretary</p> <p>Others Present: Albert Brosky; Ron Christians, Oceana County Commissioner; Jean Russell; Rob Young; Dave Spitler, former Township Supervisor</p> <p>Present via Zoom: Dean Holub, Dean Gustafson, Paula DeGregorio, Amy LaBarge, Chris Conroy, Cathy Crumb</p>	<p>CALL TO ORDER</p> <p>ROLL CALL</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 February 9 & February 22 • Correspondence: Chris Conroy, Affordable Connectivity Program • Financial Reports 4/1/21 thru 2/28/22 • Claims/Bills for the period February 10 – March 9 as follows: <ul style="list-style-type: none"> ○ Township - \$38,279 ○ Cemetery - \$2,083 ○ Fire - \$5,763 ○ Road - \$0 <p>Roll call vote: YES: Douglas, Flynn, Murphy, Cavazos NO: None</p> <p>Motion carries</p>	<p>CONSENT AGENDA</p> <p>Review & Action</p>
<p>Supervisor Cavazos presented the Regular Meeting Agenda.</p>	<p>MEETING AGENDA</p>

<p>Moved by Murphy seconded by Douglas to accept the agenda as presented. Voice vote. All Ayes. Motion carried.</p>	<p>Review & Action</p>
<p>Chris Conroy advocates for consideration of funding set-aside to help with costs associated with needed channel dredging</p>	<p>PUBLIC COMMENT ON AGENDA ITEMS</p>
<p>The Regular Meeting was adjourned by Supervisor Cavazos at 6:05 PM</p>	<p>ADJOURN REGULAR MEETING</p>
<p>The Public Hearing on the Proposed 2022/23 Budget was opened by Supervisor Cavazos at 6:06 PM.</p>	<p>OPEN PUBLIC HEARING ON PROPOSED FY2022/23 BUDGET</p>
<p>Members Present: Flynn, Douglas, Murphy, and Cavazos</p> <p>Members Absent: Holub</p> <p>Staff Present: Keith Edwards, Zoning Administrator; Terry Cluchey, Assistant Fire Chief; Glenn Beavis, Recording Secretary</p> <p>Others Present: Albert Brosky; Ron Christians, Oceana County Commissioner; Jean Russell; Rob Young; Dave Spitler, former Township Supervisor</p> <p>Present via Zoom: Dean Holub, Dean Gustafson, Paula DeGregorio, Amy LaBarge, Chris Conroy, Cathy Crumb</p>	<p>ROLL CALL</p>
<p>Supervisor Cavazos presented the tentative 2022/23 Budgets for the General Fund, Cemetery Fund, Fire Department Fund, Road Fund, and ARPA Fund in the amounts of \$601,756, \$112,335, \$372,340, \$129,210, and \$67,017 respectively. The Township wages reflect an increase of 5.0%.</p> <p>Ms. Cavazos added that \$86,000 in Capital Outlay funds have been budgeted to support parking lot renovations, purchase of used tractor for use at the Transfer Station, and the first contributions to Pentwater/Hart trail (in accordance with Resolution 2021-11 approved last year). Ms. Cavazos also noted that annual fees associated with use of BS&A software will be split between General Fund, Fire Fund, and Cemetery Fund.</p> <p>Budgeted Cemetery Fund will support & complete payments for ongoing repairs of all walls.</p>	<p>PRESENTATION OF TENTATIVELY APPROVED 2022/23 BUDGETS FOR GENERAL FUND, CEMETERY FUND, FIRE DEPARTMENT FUND, ROAD FUND, and ARPA FUND</p>
<p>Chris Conroy questioned planned salary increases given the need for increased training budget and the fact that township staff members and others are relatively new. Have these considerations been</p>	<p>PUBLIC COMMENTS ON PROPOSED BUDGETS 2022/23</p>

<p>properly balanced? Ms. Cavazos indicated that there was considerable discussion on this point, and that “all of us” are relatively new to the township and need, and in fact are required, to take the planned training. There has been a substantial loss of institutional knowledge recently due to the departure of the prior treasurer, clerk, and supervisor. The Board felt that there was not a need to be “balanced” in that regard.</p> <p>Amy LaBarge echo’s Chris Conroy’s concern regarding the need for channel dredging this year. Ms. Cavazos indicated she’s been in contact with township’s legal counsel Mika Meyers who indicated that a township can only exercise powers that are expressly granted in the Michigan Constitution, and as a general law township we cannot contribute funds to an entity that isn’t part of our statute and so are not able to provide monies to the project. This year’s query is the third legal interpretation on this matter (2012, 2014, 2022). The township has no property along the lake or channel. Former Township Supervisor Dave Spitler commented that this is the same situation as is the case for Village and Township roads. “You cannot comingle funds”. Trustee Mike Flynn provided historical context to the general issue and how former Judge Terry Thomas long ago turned over boat launch property to the Road Commission and so removed the last piece of township owned property on the lake or channel. Jean asked if anyone has approached Road Commission to see if it could be given back to the township. Ms. Cavazos and Mr. Flynn indicated in the affirmative, but that the Road Commission has no interest in this.</p>	
<p>The Public Hearing on the Proposed 2022/23 Budget was adjourned by Supervisor Cavazos at 6:25 PM.</p>	<p>ADJOURN PUBLIC HEARING</p>
<p>The Regular Meeting of the Township Board reconvened at 6:26 PM and Supervisor Cavazos called the Meeting to Order.</p>	<p>RECONVENE REGULAR MEETING & CALL TO ORDER</p>
<p>Members Present: Douglas, Flynn, Cavazos, Murphy</p> <p>Members Absent: Holub</p> <p>Staff Present: Keith Edwards, Zoning Administrator; Terry Cluchey, Assistant Fire Chief; Glenn Beavis, Recording Secretary</p> <p>Others Present: Albert Brosky; Ron Christians, Oceana County Commissioner; Jean Russell; Rob Young; Dave Spitler, former Township Supervisor</p>	<p>ROLL CALL</p>

<p>Present via Zoom: Dean Holub, Dean Gustafson, Paula DeGregorio, Amy LaBarge, Chris Conroy, Cathy Crumb</p>	
<p>Supervisor Cavazos reported:</p> <ul style="list-style-type: none"> National Society of the Daughters of the American Revolution plans to go forward with cleaning of headstones using a product called D2. This is a spray-on cleaner with no scrubbing required/involved. Planned cleaning is Saturday, May 14. Third bid for generator received. Anticipate approval to proceed in April. 	<p>SUPERVISOR'S REPORT</p>
<p>Clerk Murphy reported:</p> <ul style="list-style-type: none"> Some revised reports provided for this meeting in an effort to simplify. Seeking feedback from Board members as to adequacy and what other reports are needed or not needed to be in such detail, or not needed at all. 105 Absentee Ballot Applications received Has received Notary certification and open for business during her normal working hours Glenn and Maureen plan to attend in-person State of Michigan Election Official training on April 6th 	<p>CLERK'S REPORT</p>
<p>Treasurer Douglas report was received and placed on file. Also reported will be closing some CDs and moving over to Michigan CLASS fund.</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. New fire truck should arrive March 18 or 19. In depth training planned shortly thereafter.</p> <p>Recreation report received and placed on file. Can drive is ongoing.</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>Board of Review planning meeting was held on March 8 in preparation for BoR meetings March 15th and March 22nd</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 Murphy and seconded by Douglas to approve Resolution No. 2022-04 adopting FY 2022/23 budgets as follows:</p>	<p>NEW BUSINESS Review & Action Resolution #2022-04</p>

<ul style="list-style-type: none"> • General Fund: \$601,756 • Cemetery Fund: \$112,335 • Fire Department Fund: \$372,340 • Road Fund: \$129,210 • ARPA Fund: \$67,017 <p>Roll call vote: YES: Murphy, Douglas, Flynn, Cavazos NO: None</p> <p>Motion carries</p>	Adoption of FY 2022-2023 General Fund, Cemetery Fund, Fire Department Fund, Road Fund and ARPA Fund Budgets
<p>Moved by Flynn and seconded by Douglas to approve Resolution No. 2022-05 adoption of Annual Salary and Per Diem Schedule for FY 2022/23 which reflects a 5.0% increase.</p> <p>Roll call vote: YES: Flynn, Douglas, Cavazos, Murphy NO: None</p> <p>Motion carries</p>	NEW BUSINESS Review & Action Resolution #2022-05 Adoption of Annual Salary/Per Diem Schedule
<p>Moved by Cavazos and seconded by Murphy to approve Resolution No. 2022-06 establishing Township Board Meeting Dates/Times at 6:00 PM on the second Wednesday of the month for FY 2022/23.</p> <p>Roll call vote: YES: Murphy, Douglas, Flynn, Cavazos NO: None</p> <p>Motion carries</p>	NEW BUSINESS Review & Action Resolution #2022-06 Township Board Meeting Dates
<p>Moved by Douglas and seconded by Flynn to approve Resolution No. 2022-07 designating bank depositories for Pentwater Township Funds for FY 2022/23.</p> <p>Roll call vote: YES: Douglas, Flynn, Murphy, Cavazos NO: None</p> <p>Motion carries</p>	NEW BUSINESS Review & Action Resolution #2022-07 Pentwater Township Depositories
<p>Moved by Cavazos and seconded by Murphy to approve Resolution No. 2022-08 regarding authorization to buy and sell property during FY 2022/23.</p> <p>Roll call vote: YES: Cavazos, Murphy, Douglas, Flynn NO: None</p> <p>Motion carries</p>	NEW BUSINESS Review & Action Resolution #2022-08 Authorization to Buy and Sell

<p>Moved by Murphy and seconded by Douglas to approve Resolution No. 2022-09 adopting the FY 2022/23 Wage and Salary Schedule for Non-Elected Personnel which represents a 5.0% increase.</p> <p>Roll call vote: YES: Murphy, Douglas, Flynn, Cavazos NO: None Motion carries</p>	<p>NEW BUSINESS Review & Action Wages & Salaries for Non-Elected Personnel #2022-09</p>
<p>Moved by Cavazos and seconded by Douglas 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 • Lisa McKinney, Deputy Treasurer – Pentwater Lake Improvement Board • Dean Holub, Trustee – Road Committee <p>Roll call vote: YES: Cavazos, Douglas, Murphy, Flynn NO: None Motion carries</p>	<p>NEW BUSINESS Review & Action Township Board Committee Appointments for 2022/23</p>
<p>Moved by Douglas and seconded by Flynn 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: YES: Douglas, Flynn, Murphy, Cavazos NO: None Motion carries</p>	<p>NEW BUSINESS Review & Action Township Staff Appointments for 2022/23</p>
<p>Moved by Cavazos and seconded by Flynn to appoint Mika Meyers Beckett and Jones Law firm as the Township Attorneys.</p> <p>Roll call vote: YES: Cavazos, Flynn, Murphy, Douglas NO: None Motion carries</p>	<p>NEW BUSINESS Review & Action Township Attorney Appointment for 2022/23</p>
<p>Moved by Douglas and seconded by Murphy to approve the Annual Holiday Schedule as follows:</p> <ul style="list-style-type: none"> • Memorial Day 	<p>NEW BUSINESS Review & Action Annual Holiday Schedule April 1, 2022 – March 31,</p>

<ul style="list-style-type: none"> • Independence Day (Monday) • Labor Day • Veterans’ Day • Thanksgiving Day • Day After Thanksgiving • Christmas Eve Day (Saturday) • Christmas Day (Sunday) • New Year’s Eve Day (Saturday) • New Year’s Day (Sunday) • Martin Luther King Jr. Day • President’s Day <p>When Independence Day/Veterans’ Day falls on Saturday, the preceding Friday shall be a holiday.</p> <p>When Independence Day/Veterans’ Day falls on Sunday, the preceding Monday shall be a holiday.</p> <p>If a holiday falls on a Saturday, it shall be observed on the preceding Friday.</p> <p>If a holiday falls on Sunday, it shall be observed on the following Monday.</p> <p>If Christmas or New Year’s fall on Saturday, Christmas Eve and New Year’s Eve will be observed on the preceding Thursday.</p> <p>If Christmas or New Year’s Eve fall on a Saturday or Sunday, the preceding Friday will be observed as a holiday. Otherwise, all holidays will be on the observation date.</p> <p>Roll call vote: YES: Douglas, Murphy, Flynn, Cavazos NO: None</p> <p>Motion carries</p>	<p>2023</p>
<p>Moved by Cavazos and seconded by Murphy to appoint Patrick Hooyman to the Township Planning Commission commencing April 1, 2022 through March 31, 2024</p> <p>Voice vote. Motion carried.</p> <p>Moved by Douglas and seconded by Flynn to appoint Mr. Mark Trierweiler to the Pentwater Township Zoning Board of Appeals commencing immediately and expiring May 31,2022</p> <p>Voice vote. Motion carried.</p>	<p>NEW BUSINESS REAPPOINTMENTS TO Planning Commission, Zoning Board of Appeals and Road Committee</p>
<p>Moved by Cavazos and seconded by Douglas to approve the bid from</p>	<p>NEW BUSINESS</p>

<p>Michigan Chloride for brining of unpaved roads in Pentwater Township for the 2022 season in the amount of \$0.195 per gallon. Said bid is for two applications of 19% - 21% Calcium Chloride per gallon at 2,500 gallons per mile for 10.4 miles of Township roads.</p> <p>Roll call vote: YES: Cavazos, Douglas, Murphy, Flynn NO: None Motion carries</p>	<p>2022 Road Brining</p>
<p>Moved by Cavazos and seconded by Murphy to approve proposed Bradford property donation (#64-001-623-015-00) pending that said transaction is completed without any attached deed restrictions.</p> <p>Roll call vote: YES: Cavazos, Murphy, Douglas, Flynn NO: None Motion carries</p>	<p>NEW BUSINESS Bradford Property Donation</p>
<p>Moved by Cavazos and seconded by Douglas to authorize the Supervisor to execute the 2022 Manistee, Mason, and Oceana Counties Household Hazardous Waste (HHW) Program Contract in the amount of \$500. Said payment will be made payable to the Mason-Lake Conservation District, which serves as the fiduciary for the HHW Program.</p> <p>Roll call vote: YES: Cavazos, Douglas, Murphy, Flynn NO: None Motion carries</p>	<p>NEW BUSINESS Household Hazardous Waste Program</p>
<p>Moved by Cavazos and seconded by Douglas to approve proposed Zoning Map revision to change Parcel #64-001-023-300-04 from Rural Residential (RR) to Single Family Residential (R1)</p> <p>Roll call vote: YES: Cavazos, Douglas, Murphy, Flynn NO: None Motion carries</p>	<p>NEW BUSINESS Zoning Map Revision</p>
<p>Moved by Douglas and seconded by Cavazos to approve slate of officers for the Pentwater Fire Department effective immediately as recommended by the Pentwater Fire Department at its meeting of February 2, 2022</p> <p>Roll call vote: YES: Douglas, Cavazos, Murphy, Flynn</p>	<p>NEW BUSINESS Appointment of Fire Department Chief & Assistant Chief</p>

NO: None Motion carries	
Moved by Flynn and seconded by Douglas to approve Q4 2021-22 Amended Budget to reflect reallocation of certain Fund expense line items (GL#'s) as provided. Note that the overall budget allocation for each fund remains unchanged. Roll call vote: YES: Flynn, Douglas, Murphy, Cavazos NO: None Motion carries	UNFINISHED BUSINESS FY 2021/22 Year-End Budget Amendments
Moved by Cavazos and seconded by Murphy to approve purchase of ESRA ArcGIS Basic Software for purposes of editing GIS maps and publishing them online as needed. Roll call vote: YES: Cavazos, Murphy, Flynn, Douglas NO: None Motion carries	UNFINISHED BUSINESS Purchase of ESRA ArcGIS Basic Software
Mr. Ron Christians compliments the decision to move forward with purchase of ESRA software. He also notes that blind curves in the cemetery should be addressed. Ms. Cavazos has made a note of this for further investigation. Mr. David Spitler thanks the township for commitment of \$129,000 to the Road Fund. He cautions that rapidly rising fuel and material costs may result in adverse impacts regarding planned road repairs. Ms. Chris Conroy thanks the Township for making these meetings remotely accessible. Ms. Amy LaBarge concurs. Ms. Jean Russell asked if the Township has received any proposals for purchase of the old Village/Township building.	PUBLIC COMMENTS
None	OTHER ITEMS from BOARD MEMBERS
Moved by Douglas and seconded by Flynn to adjourn the meeting 7:21 PM. Motion carried.	ADJOURNMENT
_____	_____
Maureen Murphy, Township Clerk	Date