

<p><b>PENTWATER TOWNSHIP BOARD</b>  <b>PENTWATER COMMUNITY HALL</b>  500 N. HANCOCK STREET, PENTWATER, MI 49449</p> <p><b><i>DRAFT</i></b>  13 July 2022  ZOOM Available for Audience</p>	
<p>Supervisor Cavazos called the meeting to order at 5:45 PM</p> <p><b>Members Present:</b> Cavazos, Flynn, Holub, Murphy</p> <p><b>Members Absent:</b> Douglas</p> <p><b>Staff Present:</b> Glenn Beavis - Recording Secretary</p> <p><b>Others Present:</b> David Messerlie, Jean Russell, Valerie McHugh, Dave Smith, Ron Christians, Rob Young, Al Brosky, Bob Wilcox, Amy LaBarge, Dave Spitler</p> <p><b>Present via Zoom:</b> Cathy Crumb, Carol Feltes</p>	<p><b>CALL TO ORDER</b></p> <p><b>ROLL CALL</b></p>
<p><b>Public Hearing – Truth in Taxation</b>  A proposed increase of 0.1387 mills in the operating tax millage rate to be levied on property in 2022 was explained by Supervisor Cavazos. See meeting packet for details.</p> <p>During public comments, David Messerlie asked if a Board approval of this would result in an increase in his property taxes. Supervisor Cavazos responded that it would not exceed the original voted millage.</p> <p>The Public Hearing was closed at 5:55PM</p>	<p><b>Public Hearing  Truth in  Taxation</b></p>
<p>Supervisor Cavazos called the regular board meeting to order at 6:00 PM</p> <p><b>Members Present:</b> Cavazos, Flynn, Holub, Murphy</p> <p><b>Members Absent:</b> Douglas</p> <p><b>Staff Present:</b> Glenn Beavis - Recording Secretary</p> <p><b>Others Present:</b> David Messerlie, Jean Russell, Valerie McHugh, Dave Smith, Ron Christians, Rob Young, Al Brosky, Bob Wilcox, Amy LaBarge, Dave Spitler</p> <p><b>Present via Zoom:</b> Cathy Crumb, Carol Feltes</p>	<p><b>Regular Board  Meeting</b></p>
<p><b>Moved by Flynn and seconded by Holub to</b> accept the Consent Agenda as follows:</p> <ul style="list-style-type: none"> <li>• Prior Meeting Minutes of April 13, 2022</li> <li>• Fiscal YTD Financial Reports 4/1/22 thru 4/30/22</li> <li>• Claims/Bills for the period April 14<sup>th</sup> thru May 11<sup>th</sup> as follows: <ul style="list-style-type: none"> <li>○ Township - \$46,369</li> <li>○ Cemetery - \$13,429</li> </ul> </li> </ul>	<p><b>CONSENT  AGENDA</b></p> <p><b>Review &amp;  Action</b></p>

<ul style="list-style-type: none"> <li>○ Fire - \$9433</li> <li>○ Road - \$76,348</li> </ul> <p>Roll call vote:  YES: Murphy, Holub, Flynn, Cavazos  NO: None  Motion carried</p>	
<p><b>Moved by Murphy, and seconded by Holub</b> to accept the agenda with revision to include discussion regarding citizen Tracy Blamer application to work as alternate to the Zoning Board of Appeals</p> <p>Voice Vote: Motion carried</p>	<p><b>MEETING AGENDA</b></p>
<ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>PUBLIC COMMENTS</b></p>
<p>Ms. Cavazos related the following:</p> <ul style="list-style-type: none"> <li>• Generator will be installed this week. Will not be functional pending installation of new natural gas line.</li> <li>• Planned parking lot improvements are in the works. Three RFPs sent out with one received and two pending</li> <li>• The Longbridge Fishing Dock is traditionally equipped with trash cans that are periodically emptied by the transfer station attendant. Two of these cans are missing so replacements are on order. Also, two planks need replacement. Trustee Flynn has agreed to take care of this.</li> <li>• Working with manager of Mears State Park. Submitted Participation of Interest form to Resilient Coastal Project Initiative who is looking for West Michigan Projects that help to minimize sand erosion/displacement. We are interested in their assessment of potential fencing solutions being considered as well as native plant erosion control. This is a Pentwater Lake Association effort of which Ms. Cavazos is a current board member.</li> </ul>	<p><b>SUPERVISOR'S REPORT</b></p>
<p>Elections:</p> <ul style="list-style-type: none"> <li>• Primary: August 2<sup>nd</sup></li> <li>• General: November 8</li> <li>• We have 1613 registered voters in the village/township. Of those 465 are permanent absentee voters. As of today 265 Absentee Voter Ballot Applications had been received, associated ballots mailed out, and 88 returned.</li> <li>• We've received two Election Inspector applications for this cycle who will be attending training along with current Election Inspectors whose certifications are near expiration. In addition, we plan to hold our own Pentwater Township Organizational Meeting for Election inspectors as was done for our May election. This proved to be quite useful for all involved.</li> <li>• Logic &amp; Accuracy testing of voting equipment for upcoming August Primary election is scheduled for Wednesday, July 27, at 2:30P.M. A notice of Public Accuracy Testing has been submitted to OHJ for publication &amp; posted on the bulletin board.</li> </ul>	<p><b>CLERK'S REPORT</b></p>

- The last day to register for the state primary election, in any manner other than in-person with a local clerk will be Monday, July 18, 2022. After this date, voters need to stop into our office to register in person.
- If you intend to run as a candidate for the General Election, I have petition forms & calendar available in my office. Candidates without political party affiliation seeking a partisan office need to file their paperwork by July 21<sup>st</sup> by 4:00PM. Candidates running for Village offices need to submit their paperwork by July 26<sup>th</sup> at 4:00PM. I need to turn in all candidate filings to the County Clerk no later than July 27<sup>th</sup>, so to help me, please submit your documents as soon as possible!

Michigan Department of State 2022 Election Security Grant Reimbursement Program:

- We have not yet submitted our \$1,500 Election Security Grant request as had been previously planned due to other priorities. But it is still on our list and we hope to get it done this month. We anticipate receiving the full \$1,500 grant refund.

Upcoming July Audit:

- On 16 June we had a pre-audit meeting with Mr. Richard Neihardt of Gabridge & Co auditors. While overall Mr. Neihardt felt we were in pretty good shape from an auditing perspective, he made several observations & provided suggestions that we might want to consider to streamline our operations/workload. These were documented during the meeting, but for now I'm holding onto them pending a revisit with auditors during the actual audit scheduled for July 19 thru 21.
- In preparation for the audit, Gabridge & Co sent us a spreadsheet listing 33 documents that were due this past Friday. While most fell on the clerk to provide, others fell to the treasurer and supervisor for completion. Please stop by my office to discuss any outstanding documents yet to be submitted.

Oceana County Jail Visit:

- We toured the jail and highly recommend folks take Sheriff Craig Mast's offer to tour their facility to get an understanding of why the issue is on the ballot. He offers regular tours Wednesday's at 1:00PM & 7:00PM but most likely would be willing to arrange for other dates and times as needed.

Transfer Station Activity:

- We've been issuing Transfer Station Permits at a rate of about 5/day.
- See report for other details.

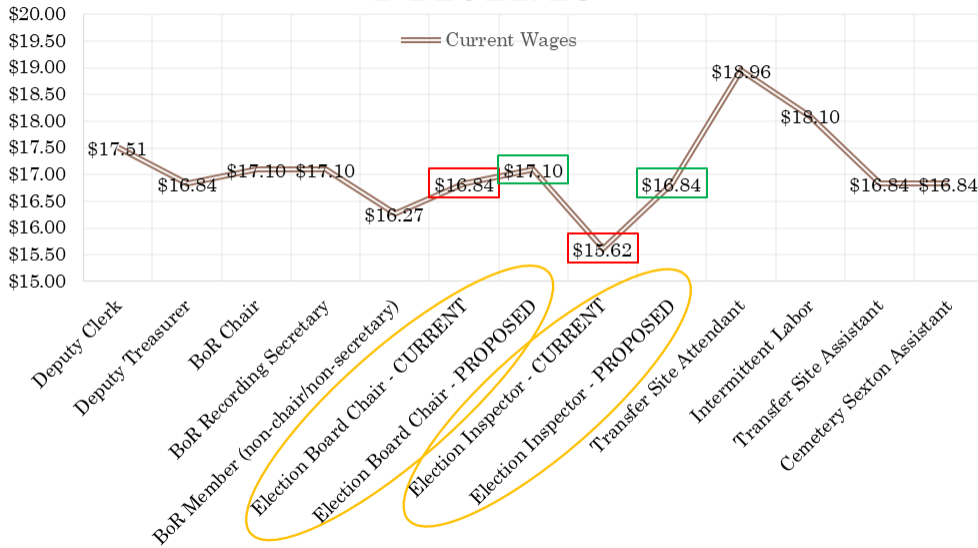
Cemetery Activity:

- We continue to be quite busy with cemetery lot/niche sales, lot swaps, and assisting owners in making arrangements for burials. We are also busy collaborating with our sexton at the cemetery to ensure everything flows smoothly.

<p>Annual Fire Inspection:</p> <ul style="list-style-type: none"> <li>Muskegon Fire Equipment Inspection Co. conducted their annual inspection and revealed that 2 of 3 fire extinguishers in our building were rated for chemical fires rather than Trash, Wood, &amp; Paper. Replacement extinguishers were ordered and installed.</li> </ul> <p>Channel Dredging Follow-Up:</p> <ul style="list-style-type: none"> <li>The new Shallow Draft Harbor Coalition chairperson has yet to be announced, but in a recent follow-up we were advised that the announcement will be made sometime next week. In addition to working with federal legislators, we believe participation in a statewide shallow harbor commission is the right course of action for working towards attainment of long-term funding support for maintenance of our channel.</li> </ul>	
<p>Ms. Douglas not present for July Board meeting due to illness:</p> <ul style="list-style-type: none"> <li></li> </ul>	<p><b>TREASURER'S REPORT</b></p>
<p>The following reports were received and placed on file:</p> <ul style="list-style-type: none"> <li>Library, Fire Department, Recreation</li> </ul>	<p><b>OTHER DEPARTMENTAL REPORTS</b> Library, Recreation and Fire Department</p>
<p>The following reports were received and placed on file:</p> <ul style="list-style-type: none"> <li>Zoning, Assessor, Cemetery &amp; Transfer Station</li> </ul> <p>Reports not provided this period:</p> <ul style="list-style-type: none"> <li>None</li> </ul>	<p><b>STAFF REPORTS</b> Zoning, Assessing, Cemetery, Transfer Station</p>
<p>Discussion ensued regarding the relative merits between the various membership levels offered by MTA. It was decided that there would be a net savings by moving from prior year's "Plus" membership level to the "Premium" membership level this year on assumption that Board and Staff members take full advantage of the various training programs being offered.</p> <p><b>Motion by Murphy, and seconded by Flynn</b> to renew MTA membership for the next enrollment period at the Premium membership level.</p> <p>Roll call vote:  YES: Murphy, Holub, Flynn, Cavazos  NO: None  Motion carries</p>	<p><b>UNFINISHED BUSINESS a)</b> Michigan Township Association Annual Dues</p>
<p>The following motion was made without further discussion:</p> <p><b>Motion by Holub and seconded by Cavazos</b> to adopt Resolution 2022-14, Resolution Regarding 2022 Millage Levy</p> <p>Roll call vote:</p>	<p><b>NEW BUSINESS a)</b> <b>RESOLUTION 2022-14: Truth in Taxation</b></p>

<p>YES: Murphy, Holub, Flynn, Cavazos  NO: None  Motion carries</p>	<p><b>2022 Millage Levy</b></p>
<p>There is a dying maple tree on the west side of the parking lot driveway that needs to be removed in preparation for parking lot repair and driveway widening. Bid by Mike Russell includes cutting down, removal of all debris, and stump grinding.</p> <p><b>Motion by Cavazos, and seconded by Holub</b> to waive the three-bid requirement for tree removal, and award the contract to bidder Mike Russell for \$1,880.</p> <p>Roll call vote:  YES: Holub, Flynn, Murphy, Cavazos  NO: None  Motion carries</p>	<p><b>NEW BUSINESS  b)  Proposal to Remove Large Dying Tree on Township Office Property</b></p>
<p>Discussion:  Soil around outside edges of Scatter Garden front is eroding which in turn is allowing soil underneath the surface bricks to also erode. Two bids have been received, but several clarifications are needed. Supervisor Cavazos will review proposal by Ruggles to understand their timeline. Clerk Murphy will enquire with LandTek proposal to ensure the bid includes resetting of pavers and their proposed timeline.</p>	<p><b>NEW BUSINESS  c)  Cemetery Scatter Garden Erosion</b></p>
<div style="border: 1px solid black; padding: 5px;"> <p>Background:</p> <ul style="list-style-type: none"> <li>• A formula error was made in calculating Election Inspector wages for last fiscal year.</li> <li>• The error was \$1.17/hour favorable to the election inspectors last year but was not noticed until wages were established for the current fiscal year.</li> <li>• Correcting the error has resulted in election inspectors being paid less than they were paid last year (-\$0.43/hour)</li> <li>• <u>Proposal 1</u> is to increase “corrected” election inspector wages for FY2022/23 from current \$15.62/hour to \$16.84 (consistent with current Transfer Station Assistant &amp; Cemetery Sexton Assistant)</li> <li>• The same error was made for Election Chairperson as is described above.</li> <li>• <u>Proposal 2</u> is to increase “corrected” Election Chairperson wages for FY 2022/23 from current \$16.84/hour to \$17.10 (consistent with current BoR Chairperson and BoR Recording Secretary)</li> </ul> </div>	<p><b>NEW BUSINESS  d)  Proposed Correction to Election Inspector Wage Structure</b></p>

## TOWNSHIP HOURLY WAGE RATES FY2022/23



**Motion by Murphy, seconded by Holub** to adjust Election Inspector hourly wage from \$15.62/hour to \$16.84/hour

Roll call vote:

YES: Holub, Murphy, Flynn, Cavazos

NO: None

Motion carries

**Motion by Cavazos, seconded by Flynn** to adjust Election Inspector Chairperson hourly wage from \$16.84/hour to \$17.10/hour

Roll call vote:

YES: Holub, Murphy, Flynn, Cavazos

NO: None

Motion carries

As a result of current inflationary pressures, particularly as pertains to the cost of gasoline, the IRS has revised the allowable rate of reimbursement for business travel from \$0.585/mile to \$0.625/mile. The change is effective July 1, 2022.

**Motion by Holub, and seconded by Murphy** to update Pentwater Township's expense report template to reflect the new IRS allowable rate of \$0.625/mile from current \$0.585/mile.

Roll call vote:

YES: Holub, Murphy, Flynn, Cavazos

NO: None

Motion carries

**NEW BUSINESS  
e)  
Mid-Year IRS  
Revision to  
Work Related  
Mileage  
Allowance**

An application was received by Ms. Tracy Blamer to serve on the Zoning Board of Appeals.

**NEW BUSINESS  
f)**

<p><b>Motion by Cavazos, and seconded by Holub</b> to approve Tracy Blamer to the Zoning Board of Appeals, serving as 2<sup>nd</sup> Alternate</p> <p>VOICE vote: Motion carries</p>	<p><b>Applicant for Zoning Board of Appeals</b></p>
<p>Ron Christians spoke in support of the Oceana County millage proposal that appears on the August Primary Election. Ron would also like to remind people that ballot items also appear on the back side.</p> <p>Dennis Koch, introduced himself as a candidate for Oceana County Road Commissioner &amp; provided information on his many years working for the Road Commission in various positions including as supervisor with budgetary responsibility. Dennis also indicated his extensive knowledge of diesel &amp; automotive mechanics.</p> <p>Amy LaBarge questioned the reason for the Township Cemetery Ordinance requiring a vault for placement of cremains that are stored in biodegradable urns. Supervisor Cavazos took an action to investigate the history of this and whether an ordinance revision is in order.</p> <p>Clerk Murphy spoke to defend herself regarding a comment made by Village Manager Brown at the last Village Counsel Meeting where he stated that she had purchased wine for election inspectors supporting the May special election and had charged the village for it. Clerk Murphy responded that she had purchased olives in the liquor aisle that were noted on the receipt as "spirit additive". She felt that this was a misrepresentation on the part of Mr. Brown in a public forum and wished he had simply given her a call to enquire as to what this was. The cost of olives was stricken from the bill sent to the village for this village-specific election. This will not be disputed.</p> <p>Dave Spitler, Road Commission, indicated Phase 1 brining is complete. Lansing Rd &amp; highway intersection seeing heavy puddling after rain events. He is aware of the problem and is working toward resolution. Other activities related to removal of tree debris resulting from multiple recent storms. Finally, Dave wanted to remind people that the township has spent about \$25,000 over the years on the Longbridge Fishing Dock. This is a significant recreational resource that is being heavily utilized.</p>	<p><b>PUBLIC COMMENTS</b></p>
<p>None</p>	<p><b>OTHER ITEMS from BOARD MEMBERS</b></p>
<p><b>Moved by Cavazos and seconded by Murphy</b> to adjourn the meeting at 7:10PM. Motion carried.</p>	<p><b>ADJOURNMENT</b></p>
<p>_____</p> <p>Maureen Murphy, Township Clerk</p>	<p>_____</p> <p>Date</p>