

<p style="text-align: center;"> PENTWATER TOWNSHIP BOARD PENTWATER COMMUNITY HALL 500 N. HANCOCK STREET, PENTWATER, MI 49449 Draft Minutes Regular Meeting of Wednesday, March 8, 2023 & Public Hearing on Proposed 2023/2024 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</p> <p>Members Absent: Holub, Murphy</p> <p>Staff Present: Keith Edwards, Zoning Administrator & Deputy Supervisor; Glenn Beavis, Deputy Clerk & Recording Secretary</p> <p>Others Present: Albert Brosky; Ron Christians; Jean Russell; Dean Gustafson; Steve Bishop, Fleis & Vandenbrink</p> <p>Present via Zoom: Maureen Murphy, Dean Holub, Amy LaBarge, Bill Gigowski</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 8, 2023 & February 21 • Correspondence: None • Financial Reports 4/1/22 thru 2/28/23 • Claims/Bills for the period February 10 – March 9 as follows: <ul style="list-style-type: none"> ○ Township - \$29,428 ○ Cemetery - \$3,134 ○ Fire - \$2,215 ○ Road - \$0 <p>Roll call vote: YES: Douglas, Flynn, 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>Moved by Flynn seconded by Douglas to accept the agenda as presented with exception of moving New Business agenda items “O” & “P” to the beginning of New Business. Voice vote. All Ayes. Motion</p>	<p>MEETING AGENDA</p> <p>Review & Action</p>

carries.	
None	PUBLIC COMMENT ON AGENDA ITEMS
The Regular Meeting was adjourned by Supervisor Cavazos at 6:05 PM	ADJOURN REGULAR MEETING
The Public Hearing on the Proposed 2023/24 Budget was opened by Supervisor Cavazos at 6:06 PM.	OPEN PUBLIC HEARING ON PROPOSED FY2023/24 BUDGET
<p>Members Present: Flynn, Douglas, and Cavazos</p> <p>Members Absent: Holub, Murphy</p> <p>Staff Present: Keith Edwards, Zoning Administrator & Deputy Supervisor; Glenn Beavis, Deputy Clerk & Recording Secretary</p> <p>Others Present: Albert Brosky; Ron Christians; Jean Russell; Dean Gustafson; Steve Bishop, Fleis & Vandenbrink</p> <p>Present via Zoom: Maureen Murphy, Dean Holub, Amy LaBarge, Bill Gigowski</p>	ROLL CALL
<p>Supervisor Cavazos presented the tentative 2023/24 Budgets for the General Fund, Road Fund, Fire Department Fund, Cemetery Fund, ARPA Fund, and Sewer Fund in the amounts of \$556,901, \$128,345, \$445,568, \$119,586, \$67,017, and \$253,500 respectively. The Township wages reflect an increase of 5.0%.</p> <p>Supervisor Cavazos also noted the following:</p> <ul style="list-style-type: none"> • The <i>current year</i> General Fund budget includes a “Sewer Utilities” department. This department has been deleted from the proposed FY 2023/24 budget and instead are set up as a stand-alone enterprise fund (see below) • The Road Fund budget includes \$6,200 that will be transferred in from the General Fund to support the planned road improvements • The Fire Department budget was set by their board & is taking no wage increase for this fiscal year • The Cemetery Fund budget includes monies to address rust in water • ARPA Fund budgeted monies will likely be used in support of the 	PRESENTATION OF TENTATIVELY APPROVED 2023/24 BUDGETS FOR GENERAL FUND, CEMETERY FUND, FIRE DEPARTMENT FUND, ROAD FUND, ARPA FUND, and SEWER FUND

<p>newly acquired sewer systems</p> <ul style="list-style-type: none"> The Sewer Fund budget includes an estimate for anticipated monies that will be transferred in from the Village to the Township. 	
None	PUBLIC COMMENTS ON PROPOSED BUDGETS 2023/24
The Public Hearing on the Proposed 2022/23 Budget was adjourned by Supervisor Cavazos at 6:24 PM.	ADJOURN PUBLIC HEARING
The Regular Meeting of the Township Board reconvened at 6:25 PM and Supervisor Cavazos called the Meeting to Order.	RECONVENE REGULAR MEETING & CALL TO ORDER
<p>Members Present: Douglas, Flynn, Cavazos</p> <p>Members Absent: Holub, Murphy</p> <p>Staff Present: Keith Edwards, Zoning Administrator & Deputy Supervisor; Glenn Beavis, Deputy Clerk & Recording Secretary</p> <p>Others Present: Albert Brosky; Ron Christians; Jean Russell; Dean Gustafson; Steve Bishop, Fleis & Vandenbrink</p> <p>Present via Zoom: Maureen Murphy, Dean Holub, Amy LaBarge, Bill Gigowski</p>	ROLL CALL
<p>Supervisor Cavazos reported:</p> <ol style="list-style-type: none"> March 8, 2023 is International Women’s Day! We would like to recognize the many contributions and achievements of women around the world. Explanation of Resolution requested by the Protect the Pentwater, Channel Committee <p>The Pentwater Township Board has been asked to approve a resolution in favor of the Pentwater Lake Improvement Board (PLIB) including dredging in their next 5-years plan that will begin in 2024 and possible funding options.</p> <p>The Township Board is waiting to hear from the County Drain Commissioner’s legal counsel before taking action on this request for a resolution.</p> <ol style="list-style-type: none"> Friends of the Pentwater Cemetery: 	SUPERVISOR’S REPORT

<ul style="list-style-type: none"> • A. new opportunity is available to be a volunteer and supporter of the Pentwater Township Cemetery. Flyers are available to anyone interested in becoming involved. • The first organization meeting will be held on Tuesday, April 11,2023 at 6:00 PM at the Centenary Methodist Church in Pentwater. 4. This spring we will be moving forward with completing the lining of the Township parking lot, landscaping around the building, and needed repairs to the front entrance deck. 	
<p>Clerk Murphy was out ill and did not prepare a report.</p>	<p>CLERK’S REPORT</p>
<p>Treasurer Douglas report was received and placed on file. She continued to express pleasure at earned interest in all Michigan Class accounts – 4.75%. She and her deputy are looking forward to BS&A sewer billing training that is coming up at the end of the month.</p>	<p>TREASURER’S REPORT</p>
<p>The Fire Department Report, Library Report and Recreation Report were all received and placed on file.</p>	<p>OTHER DEPARTMENTAL REPORTS Library, Recreation and Fire Department</p>
<p>The Zoning and Assessing Reports were received and placed on file. The Board of Review organizational meeting was held on March 7 in preparation for BoR meetings scheduled for March 14th (3:00PM – 9:00PM)and March 16th (9:00AM- 3:00PM).</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><i>Note: By direction of The Board, NEW BUSINESS “O” & “P” were addressed in advance of all other new business. (See below).</i></p>	<p>NEW BUSINESS – O & P Fleis & Vandenberg Professional Services Agreement & Engineering Services Proposal</p>
<p>Moved by Cavazos and seconded by Douglas to authorize the Township Supervisor to execute a Professional Service Agreement with Fleis & Vandenbrink (F&V).</p> <p>Steve Bishop, F&V Project Manager will be our primary point of contact, and Denel(sp?) Smith will be our alternate point of contact. The contract consists of a three-year term commencing March 9, 2023 through March 31, 2026.</p> <p>Roll call vote:</p>	<p>NEW BUSINESS - O Professional Services Agreement for Township Engineer – Fleis & Vandenbrink</p>

<p>YES: Cavazos, Douglas, Flynn NO: None Motion carries</p>	
<p>Moved by Flynn and seconded by Douglas to authorize the Township Supervisor to approve the proposal and execute an agreement with Fleis and Vandenbrink to evaluate Township North and Township South Sanitary Sewer Systems.</p> <p>Deputy Supervisor Edwards also requested that \$5,200 be transferred from current fiscal year’s Dept 527 Sewer Utilities “Repair/Maintenance” budgeted activity to “Contract Services” budgeted activity within the same department. No action was taken on this request during the meeting. (Note: In a post-meeting discussion between Edwards & Beavis it became clear that the anticipated contract service expenditures will not come in until <i>after</i> the end of the current fiscal year, so implementation of this request would serve no purpose. However, what does seem to deserve consideration is to amend the just approved FY2023-24 budget to transfer funds from the General Fund to the newly created Sewer Fund. This will be discussed further between all parties involved)</p> <p>Roll call vote: YES: Flynn, Douglas, Cavazos NO: None Motion carries</p>	<p>NEW BUSINESS - P Fleis & Vandenbrink Engineering Proposal to Evaluate Condition of “Township North” & “Township South” Sanitary Sewer Systems</p>
<p>Moved by Douglas and seconded by Flynn to approve Resolution No. 2023-04 adopting FY 2023/24 budgets as follows:</p> <ul style="list-style-type: none"> • General Fund: \$556,901 • Cemetery Fund: \$119,586 • Fire Department Fund: \$445,568 • Road Fund: \$128,345 • ARPA Fund: \$67,017 • Sewer Fund: \$253,500 <p>Roll call vote: YES: Douglas, Flynn, Cavazos NO: None</p>	<p>NEW BUSINESS - A Review & Action Resolution #2023-04 Adoption of FY 2023/24 General Fund, Cemetery Fund, Fire Department Fund, Road Fund, ARPA Fund, and Sewer Fund Budgets</p>

<p>Motion carries</p>	
<p>Moved by Flynn and seconded by Douglas to approve Resolution No. 2023-05 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 NO: None</p> <p>Motion carries</p>	<p>NEW BUSINESS - B Review & Action Resolution #2023-05 Adoption of Annual Salary/Per Diem Schedule</p>
<p>Moved by Douglas and seconded by Flynn to approve Resolution No. 2023-06 designating bank depositories for Pentwater Township Funds for FY 2023/24 after removing 5th/3rd & Westshore banks from the list (no longer being used).</p> <p>Roll call vote: YES: Douglas, Flynn, Cavazos NO: None</p> <p>Motion carries</p>	<p>NEW BUSINESS - C Review & Action Resolution #2023-06 Pentwater Township Depositories</p>
<p>Moved by Cavazos and seconded by Douglas to approve Resolution No. 2023-07 regarding authorization to buy and sell property during FY 2023/24.</p> <p>Roll call vote: YES: Cavazos, Douglas, Flynn NO: None</p> <p>Motion carries</p>	<p>NEW BUSINESS - D Review & Action Resolution #2023-07 Authorization to Buy and Sell</p>
<p>Moved by Douglas and seconded by Flynn to approve Resolution No. 2023-08 adopting the FY 2023/24 Wage and Salary Schedule for Non-Elected Personnel which represents a 5.0% increase.</p> <p>Roll call vote: YES: Douglas, Flynn, Cavazos NO: None</p> <p>Motion carries</p>	<p>NEW BUSINESS - E Review & Action Resolution #2023-08 Wages & Salaries for Non-Elected Personnel</p>
<p>Moved by Cavazos and seconded by Flynn to approve Resolution No. 2023-09 directing Treasurer Douglas to transfer \$25,000 into the Fund Balance Policy savings account.</p> <p>It is up to the Treasurer’s discretion which savings account(s) these monies will come from.</p> <p>Roll call vote:</p>	<p>NEW BUSINESS - F Resolution #2023-09 Fund Balance Policy Savings Account Balance Increase</p>

<p>YES: Cavazos, Flynn, Douglas NO: None Motion carries</p>	
<p>Moved by Flynn and seconded by Douglas to make the following Township Board Committee appointments: Heather Douglas, Treasurer – Township Planning Commission Mike Flynn, Trustee – Township Zoning Board of Appeals Lynne Cavazos, Supervisor – Pentwater Lake Improvement Board Dean Holub, Trustee – Road Committee</p> <p>Roll call vote: YES: Flynn, Douglas, Cavazos NO: None Motion carries</p>	<p>NEW BUSINESS - G Review & Action Township Board Committee Appointments for 2023/24</p>
<p>Moved by Douglas and seconded by Flynn to make the following Township Staff appointments (annual appointment): 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> <p>Roll call vote: YES: Douglas, Flynn, Cavazos NO: None Motion carries</p>	<p>NEW BUSINESS - H Review & Action Township Staff Appointments for 2023/24</p>
<p>Moved by Flynn and seconded by Douglas to appoint Mika Meyers PLC as the Township Attorneys.</p> <p>Roll call vote: YES: Flynn, Douglas, Cavazos NO: None Motion carries</p>	<p>NEW BUSINESS - I Review & Action Township Attorney Appointment for 2023/24</p>
<p>Moved by Douglas and seconded by Flynn to reappoint John (Buz) Graettinger Jr. and Paula DeGregorio to the Township Planning Commission commencing April 1, 2023 through March 31, 2026</p> <p>Voice vote. Motion carried. Planning Commission Members (3 year term): John Graettinger – Expires 3/31/23 Paula DeGregorio – Expires 3/31/23 Pat Hooyman – Expires 3/31/24</p>	<p>NEW BUSINESS - J Reappointment to Planning Commission</p>

<p>Terry Cluchey – Expires 3/31/24 Peter Zangara – Expires 5/31/25 Tony Monton – Expires 5/31/25 Heather Douglas – Annual by Board Appointment</p>	
<p>Moved by Cavazos and seconded by Douglas to reappoint Jean Russel to the Pentwater Township Zoning Board of Appeals (ZBA) for another three year term expiring March 31, 2026.</p> <p>Roll call vote: YES: Cavazos, Douglas, Murphy, Flynn NO: None Motion carries</p> <p>Zoning Board of Appeals Members (3 year term): Terry Cluchey – Annual by Planning Commission Mike Flynn – Annual by Board Appointment Randy Hepworth – Expires 3/31/24 Jean Russell – Expires 3/31/23 Mark Trierweiler – Expires 8/10/25 Jeff Wrisley – Expires 5/11/25</p>	<p>NEW BUSINESS - K Reappointment to Zoning Board of Appeals</p>
<p>Moved by Flynn and seconded by Douglas to reappoint John Faas, Tom Hicks, Pat Hooyman, and Tim Cole to the Pentwater Township Road Committee for another three year term expiring March 31, 2026.</p> <p>Roll call vote: YES: Flynn, Douglas, Cavazos NO: None Motion carries</p> <p>Road Committee Members (3 year term): John Faas – Expires 3/31/23 Tom Hicks – Expires 3/31/23 Pat Hooyman - Expires 3/31/23 Tim Cole - Expires 3/31/23 Dean Holub – Annual by Board Appointment</p>	<p>NEW BUSINESS - L Reappointment to Road Committee</p>
<p>Moved by Cavazos and seconded by Flynn to approve the bid from Michigan Chloride Sales for brining of unpaved roads in Pentwater Township for the 2023/24. 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:</p>	<p>NEW BUSINESS - M 2023 Road Brining</p>

<p>YES: Cavazos, Flynn, Douglas NO: None Motion carries</p>	
<p>Moved by Douglas and seconded by Flynn to authorize the Supervisor to execute the 2023 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: Douglas, Flynn, Cavazos NO: None Motion carries</p>	<p>NEW BUSINESS - N Household Hazardous Waste Program</p>
<p>Moved by Douglas and seconded by Flynn to direct Supervisor Cavazos & Clerk Murphy to renew Access Agreement in the amount of \$7,500 for use of Park Place Community Building by Township Residents.</p> <p>Roll call vote: Douglas, Flynn, Cavazos YES: NO: None Motion carries</p>	<p>UNFINISHED BUSINESS - A Access Agreement for Park Place Community Building</p>
<p>None</p>	<p>PUBLIC COMMENTS</p>
<p>None</p>	<p>OTHER ITEMS from BOARD MEMBERS</p>
<p>Moved by Douglas and seconded by Flynn to adjourn the meeting 7:16 PM. Motion carried.</p>	<p>ADJOURNMENT</p>
<p>_____</p> <p>Maureen Murphy, Township Clerk</p>	<p>Prepared by Deputy Clerk Glenn Beavis</p>
<p>_____</p> <p>Date</p>	