

## MINUTES

Pentwater Township Board

Regular Meeting of April 12, 2017

Members Present: Ms. Johnson, Mr. Smith, Mr. Flynn, Ms. Siska and Mr. Ruggles.

Members Absent: None

Others Present: Paula DeGregorio, Township Planning Commission; and Mr. Terry Cluchey, Pentwater Fire Department. In addition, four other persons were in the audience.

**Call to Order:** Supervisor Smith called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

**Review & Action: Meeting Agenda** – The agenda was unanimously approved as submitted.

**Review & Action: Minutes of Regular Meeting of March 8, 2017**– The Minutes of the Meeting of March 8, 2017 were unanimously approved as submitted.

**Review & Action: Minutes of Special Meeting of March 29, 2017** – The Minutes of the Special Meeting of March 29, 2017 were unanimously approved as submitted.

**Public Comments on Agenda Items** - None

**Supervisor's Report** – Mr. Smith recommended that the Pentwater Township Cemetery 5 Year Capital Improvement Plan in the amount of \$106,500 be amended to \$76,000 as follows:

- FY 2016/2017           \$10,400
- FY 2017/2018           \$26,600
- FY 2018/2019           \$15,000
- FY 2019/2020           \$12,000
- FY 2020/2021           \$12,000

*Moved by Mr. Smith and seconded by Ms. Siska to approve the amended Cemetery 5 Year Capital Improvement Plan as submitted. Voice vote. Motion carried.*

Mr. Smith explained the work that needed to be completed at the Cemetery and reviewed the proposals from Larsen's Landscaping for the Columbarium "Redo" and completion of the Respite area.

Moved by Mr. Smith and seconded by Mr. Flynn to approve the two proposals submitted by Larsen's Landscaping and Lawncare as follows:

- Columbarium "Redo" - \$1,601.73
- Respite Area - \$12,075.43

Further, the Supervisor was authorized to sign both proposals on behalf of the Township of Pentwater.

Roll call vote: Smith, yes; Flynn, yes; Ruggles, yes; Siska, yes; and, Johnson, yes. Motion carried.

Supervisor Smith related that Mr. John Barker, resigned by the Cemetery Advisory Board. *Moved by Mr. Smith and seconded by Ms. Siska to accept Mr. Barker's resignation with regrets. Voice vote. Motion carried.*

**Clerk's Report** – Ms. Johnson distributed her written report that referred to pending legislation requiring the physical presence of board members at meeting with exceptions for emergencies; new election equipment; activity at the Cemetery; Community Pride Day; and a report suggesting that counties could take over assessing, tax collections, elections and road maintenance.

**Treasurer's Report** – Ms. Siska's report was received and placed on file.

### **Staff Reports**

- Zoning Administrator** –Mr. Edwards report was received and placed on file. He indicated that the Zoning Board did not meet in the past month. The most notable activity was the proposed Zoning Ordinance amendment regarding camping that will be discussed later in the meeting.
- Assessor's Report** – Ms. Johnson's report was received and placed on file.
- Cemetery Sexton** – No Report
- Transfer Station Attendant** – No Report

### **Committee/Department Reports**

- Planning Commission** – Mr. Edwards stated that the Planning Commission voted to recommend that Resolution No. 17-13 regarding camping be adopted. Said resolution amends the Community Zoning Ordinance regarding camping. Mr. Smith clarified that the amendment provides that "camping is not permitted on vacant lands or on lands that do not have a principal use as prescribed in the District Regulations (either as a Permitted Use or a Special Land Use)."

*Moved by Ms. Siska and seconded by Mr. Ruggles that the Pentwater Township Board of Trustees adopt Resolution No. 17-13, an amendment to the Pentwater Community Zoning Ordinance No. 7-14-99 for the purpose of protecting public health, safety and welfare and to regulate the land use activity known as camping as drafted by the Township Attorney.*

*Roll call vote: Siska, yes; Ruggles, yes; Smith, yes; Johnson, yes; and Flynn, yes. Motion carried.*

- b) **Cemetery Advisory Committee** – Draft minutes of the March 29 meeting were received. The annual Open House is being planned for Thursday, August 10 at 1:00 p.m. (Homecoming).
- c) **Fire Department** – Monthly agendas and minutes were received. Mr. Cluchey said that Tornado Siren Tests will be done on the first Monday of the month at 10:00 a.m. during the period April – September.
- d) **Library Board** – February and March financial reports and the April Director's Report were received and placed on file.
- e) **Pentwater Lake Improvement Board (PLIB)** – Draft minutes of the March 30 meeting were received. The PLIB reviewed their role and responsibilities and discussed future expectancies.
- f) **Road Committee** – Mr. Smith related that the Oceana County Road Commission will be letting bids soon for the Lakeview Project.

#### **Review & Action: Payment of Bills**

- a) **Township** - *Moved by Mr. Smith and seconded by Ms. Johnson to approve the Township bills in the amount of **\$27,646.57** which represents prepaids of \$23,027.10 and To Be Paid of \$4,619.47 for the period March 9 – April 12, 2017 as submitted. Further, the payment and/or transfer of funds representing the budgeted annual appropriations to the Land/ Sewer Acquisition Fund (\$5,000); Road Fund (\$25,000); Recreation Land Acquisition Fund (\$20,000); Building Repair Fund (\$13,800); and, Summer Recreation Program (\$3,000) are also approved.*

*Roll call vote: Smith, yes; Johnson, yes; Siska, yes; Ruggles, yes; and, Flynn, yes. Motion carried.*

- b) **Cemetery** – *Moved by Mr. Ruggles and seconded by Ms. Johnson to approve the Cemetery bills in the amount of **\$2,379.39** which represents prepaids of \$2,200.03 and To Be Paid of \$179.36 for the period March 9 – April 12, 2017 as submitted.*

*Roll call vote: Ruggles, yes; Johnson, yes; Siska, yes; Flynn, yes; and, Smith, yes. Motion carried.*

- c) **Fire Department** – *Moved by Mr. Ruggles and seconded by Smith to approve the Fire Department bills in the amount of **\$52,066.55** which represents prepaids of \$26,357.22 and To Be Paid of \$25,709.33 for the period March 9 – April 12, 2017 as submitted.*

*Roll call vote: Ruggles, yes; Smith, yes; Siska, yes; Johnson, yes; and, Flynn, yes. Motion carried.*

**Review & Action: Year-End Budget Amendments** – Supervisor Smith reviewed the final FY 2016/2017 year-end budget amendments.

*Moved by Mr. Smith and seconded by Mr. Ruggles to approve the FY 2016/2017 year-end itemized budget amendments as submitted by the Township Supervisor for the Pentwater Township General Fund in the amount of \$6,806 and the Cemetery Budget in the amount of \$250.00. Voice vote. Motion carried.*

**Old Business** –Feasibility Study of the Longbridge Road Non-motorized Pathway

Mr. Smith stated that we all learned a great deal about the process. Three engineering firms were selected to interview and Fleis & VandenBrink was selected to prepare the feasibility study. The scope of the project was from \$1.2 million - \$3.3 million for Alternate A and \$4.9 million for Alternate B. The higher cost for Alternate B was due to additional elevated boardwalks to eliminate costly retainer walls. If grants were obtained the township would be required to come up with 20% - 25% match as well as be responsible for maintenance of pathway trails within the township.

Mr. Flynn said that we all received quite an education. We were concerned with safety along Longbridge Road. We thought a 6 – 8-foot paved pathway would be sufficient but there are as many rules for trails as there are for roads. The engineering firm did an excellent job and the study was well worth the dollars spent. Not only is the project too expensive there are homes constructed before zoning that would be adversely affected. He was not in favor of going forward and the study is a good thing to put on the shelf. The information will be available for future groups to use. Ms. Siska agreed.

Mr. Ruggles suggested that a path could be constructed during such time as when the bridge is redone by the Road Commission. It is a piecemeal project.

Ms. Johnson commented that the grant process is complicated but the combination of state and federal grants could be used to offset some of the required match.

Mr. Smith said that while this is a worthy idea the costs are prohibitive. The Board has done its due diligence and unless a well-heeled benefactor comes along, it is not affordable.

*Moved by Mr. Smith and seconded by Ms. Siska to discontinue the proposed non-motorized, shared use, two-way pathway along Longbridge Road from the intersection of Ridge Road to the intersection of Monroe Road which includes bridging across the Pentwater River. The vision of a pathway can be put on the shelf for any future consideration.*

*Roll call voted: Smith, yes; Siska, yes; Flynn, yes; Ruggles, yes; and, Johnson, yes. Motion carried.*

**New Business: Review & Action** – Discussion ensued regarding the Annual Household Hazardous Waste Day.

*Moved by Ms. Siska and seconded by Mr. Ruggles to authorize the Supervisor to execute the 2017 Manistee, Mason and Oceana Counties Household Hazardous Waste (HHW) Program Contract in the amount of \$250.00. Said payment will be made payable to the Mason-Lake Conservation District, which serves as the fiduciary for the HHW Program.*

*Roll call vote: Siska, yes; Ruggles, yes; Smith, yes; Flynn, yes; and, Johnson, yes. Motion carried.*

**Review & Action** – Ms. Johnson explained the process followed regarding the new voting equipment that will be used by the local entities for the next 10 years. The only cost to the local units would be for ancillary office supplies until years 6 – 10 when the local entities will have to pay for software and maintenance support. Said costs in years 6 – 10 are estimated to be less than \$1,000 per year.

*Moved by Ms. Johnson and seconded by Mr. Smith to adopt Resolution No. 17-14 "Resolution to Apply for a New Voting System Grant".*

*Roll call vote: Smith, yes; Johnson, yes; Siska, yes; Flynn, yes; and, Ruggles, yes. Motion carried.*

**Public Comments** – Mr. Terry Schrauben, Longbridge Road thanked the Board for not pursuing the non-motorized trail. He suggested that the Board consider a sidewalk ordinance.

Ms. Gay Liebertz also thanked the Board for its "common sense" and its due diligence in having a feasibility study completed in order to make an informed decision.

**Other Items from Members** - None

**Adjournment** – *Moved by Mr. Ruggles and seconded by Ms. Siska to adjourn the meeting at 8:04 p.m. Voice vote. Motion carried.*

**Next Meeting** – The next Regular Meeting of the Pentwater Township Board of Trustees will be on Wednesday, May 10, 2017 at 7:00 p.m.

Respectfully submitted,

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Sue Ann Johnson, Clerk

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Date