

<p style="text-align: center;"> <b>PENTWATER TOWNSHIP BOARD</b>  <b>PENTWATER COMMUNITY HALL</b>  327 S. HANCOCK STREET, PENTWATER, MI 49449   Regular Meeting of Wednesday, January 13, 2021  VIA ZOOM </p>	<b>APPROVED MINUTES</b>
<p>Supervisor Cavazos called the meeting to order at 6:00 PM</p> <p><b>Members Present:</b> Cavazos, Flynn, Johnson, Douglas and Holub</p> <p><b>Members Absent:</b> None</p> <p><b>Staff Present:</b> Deputy Treasurer</p> <p><b>Others Present:</b> Steve Rennell, BS&amp;A; Ron Christians, County Commissioner; and several members of the public.</p>	<p><b>CALL TO ORDER</b></p> <p><b>ROLL CALL</b></p>
<p><b>Moved by Johnson and seconded by Holub</b> to accept the consent agenda as follows:</p> <ul style="list-style-type: none"> <li>• Prior Meeting Minutes of December 9, 2020</li> <li>• Correspondence, if any</li> <li>• Budget Reports (04/01/2020 – December 31, 2020)</li> <li>• Claims/Bills for the period December 10, 2020 thru January 13, 2021 as follows: <ul style="list-style-type: none"> <li>○ Township - \$1,007,272.56</li> <li>○ Cemetery - \$6,069.59</li> <li>○ Fire - \$958,730.70*</li> </ul> </li> </ul> <p>(Twp paid Halt Fire \$955,474. PFD paid Twp \$239,474 for down payment and \$716,000 received from Westshore Bank as loan proceeds)</p> <p>Roll call vote: Johnson, yes; Holub, yes; Flynn, yes; Douglas, yes; and, Cavazos, yes. Motion carried.</p>	<p><b>CONSENT AGENDA</b></p> <p><b>Review &amp; Action</b></p>
<p>Supervisor Cavazos presented the Regular Meeting agenda.</p> <p><b>Moved by Flynn and seconded by Douglas</b> to accept the Regular Meeting agenda as presented. Voice vote. Motion carried.</p>	<p><b>AGENDA</b></p> <p><b>Review &amp; Action</b></p>
<p>None</p>	<p><b>PUBLIC COMMENT ON AGENDA ITEMS</b></p>
<p>Supervisor Cavazos reported the following:</p> <ol style="list-style-type: none"> <li>1. the sale of vacant land (Swamp House) will not be acted upon as she is awaiting additional information. She anticipated that the issue</li> </ol>	<p><b>SUPERVISOR’S REPORT</b></p>

<p>will be on the February meeting agenda.</p> <ol style="list-style-type: none"> <li>2. Advertising of 327 S. Hancock Building was placed in the Muskegon Chronicle, Ludington Daily News, Herald-Journal and Grand Rapids Press. She said that digital advertising and display ads are expensive.</li> <li>3. With respect to the new location, the outdoor signage has been installed. The signage for the interior of the building will be installed before the end of January.</li> </ol>	
<p>Clerk Johnson referred to the breakdown of costs for the new Township Hall located at 500 N. Hancock Street as well as expenses incurred to-date with respect to the disposition of 327 N. Hancock Street. Purchase and remodeling of 500 N. Hancock is \$500,743. To date, Township costs incurred with respect to disposition of 327 Hancock is \$9,491.01 of which the Village has paid \$603.03.</p>	<p><b>CLERK’S REPORT</b></p>
<p>The Treasurer’s report was received and placed on file.</p>	<p><b>TREASURER’S REPORT</b></p>
<p>The Library Report, Fire Department Report and Recreation Report were received and placed on file.</p>	<p><b>OTHER DEPARTMENTAL REPORTS</b></p>
<p>Zoning, Assessing and Cemetery Reports were received and placed on file. There was no Transfer Station Report.</p>	<p><b>STAFF REPORTS – Zoning, Assessing, Cemetery, Transfer Station</b></p>
<p>At the prior Board meeting, Mr. Holub voiced concerns about the costs of operating the Township Transfer Station. The Clerk presented a 7-year report of costs and revenue. For the period 04/01/2020 – 12/31/2020 expenses over revenue totaled \$36,600.46. The two prior years, expenses over revenue were over \$50,000.</p>	<p><b>UNFINISHED BUSINESS Update – Transfer Station Costs</b></p>
<p><b>Moved by Johnson and seconded by Flynn</b> to adopt Resolution 2021-01 which spells out the guidelines for poverty exemptions as required on an annual basis.</p> <p>Roll call vote: Johnson, yes; Flynn, yes; Holub, yes; Douglas, yes; and Cavazos, yes. Motion carried.</p>	<p><b>NEW BUSINESS Review &amp; Action Resolution 2021-01 Poverty Exemption</b></p>
<p><b>Moved by Holub and seconded by Douglas</b> to appoint Maureen Murphy, Chairperson; and Paul Anderson and Glenn Beavis as members; and Rick Quinn as the Alternate to the Board of Review for two-year terms ending December 31, 2022. Voice vote. Motion carried.</p>	<p><b>NEW BUSINESS Appointments to Board of Review</b></p>

<p><b>Moved by Johnson and seconded by Holub</b> to approve the Intradepartmental Transfers of \$1,714 which reflects line-item changes for the Pentwater Township Cemetery. The budget will remain at \$109,675. Roll call vote: Johnson, yes; Holub, yes; Flynn, yes; Douglas, yes; and Cavazos, yes. Motion carried.</p>	<p><b>NEW BUSINESS Review &amp; Action Cemetery Budget Amendment</b></p>
<p><b>Moved by Douglas and seconded by Holub</b> to amend the 2020/21 General Fund Budget as follows:</p> <p style="padding-left: 40px;">Increase REVENUES from \$463,863.40 to \$1,645,395 Increase EXPENDITURES from \$447,564.07 to \$1,645,395</p> <p>Roll call vote: Douglas, yes; Holub, yes; Flynn, yes; Johnson, yes; and, Cavazos, yes. Motion carried.</p>	<p><b>NEW BUSINESS Review &amp; Action General Fund Budget Amendment</b></p>
<p><b>Moved by Holub and seconded by Flynn</b> to accept the offer from Jeff Hodges, Pentwater, Michigan in the amount of \$200.00 for the Township’s old, antiquated Norstar telephone system and telephones.</p> <p>Ms. Johnson remarked that selling the equipment outright to an individual does not follow the “Policy/Procedure to Dispose of Surplus Items” that will most likely be adopted next.</p> <p>Roll call vote: Holub, yes; Flynn, yes; Douglas, yes; Johnson, no; and, Cavazos, yes. Motion carried.</p>	<p><b>NEW BUSINESS Review &amp; Action Sale of Norstar Telephone System and Equipment</b></p>
<p>The proposed Policy/Procedure to Dispose of Surplus Items was reviewed and amended to reflect that personal and/or company (business) checks will be accepted.</p> <p><b>Moved by Holub and seconded by Douglas</b> to adopt the Pentwater Township Policy/Procedure to Dispose of Surplus Item as amended.</p> <p>Roll call vote: Holub, yes; Douglas, yes; Flynn, yes; Johnson, yes; and, Cavazos, yes. Motion carried.</p>	<p><b>NEW BUSINESS Review &amp; Action Policy/Procedure to Dispose of Surplus Items</b></p>
<p><b>Moved by Cavazos and seconded by Flynn</b> to authorize the Pentwater Township Supervisor to purchase one (1) refrigerator and one (1) stove for the breakroom not to exceed \$1,200 for both plus applicable shipping and/or delivery costs.</p> <p>Roll call vote: Cavazos, yes; Flynn, yes; Holub, yes; Douglas, yes; and, Johnson, yes. Motion carried.</p>	<p><b>NEW BUSINESS Review &amp; Action Purchase of Breakroom Equipment</b></p>

<p>Mr. Steve Rennell, BS&amp;A gave a presentation on the BS&amp;A software. Both the Treasurer and Clerk voiced their support to change from QuickBooks to BS&amp;A. It is a governmental software program utilized by many townships, villages, and counties. Mr. Holub indicated that he also supported the change and noted that the auditors are also onboard for us to make the change as well.</p> <p><b>Moved by Johnson and seconded by Douglas</b> to accept the Proposal for Software and Services from BS&amp;A Software in the amount of \$39,785 plus travel expenses of \$3,700. The applications include Financial Management (General Ledger, Accounts Payable and Cash Receipting); and Personnel Management (payroll).</p> <p>Roll call vote: Johnson, yes; Douglas, yes; Flynn, yes; Holub, yes; and, Cavazos, yes. Motion carried.</p>	<p><b>NEW BUSINESS Review &amp; Action BS&amp;A Software Proposal</b></p>
<p>Everett Horton, Pentwater, Michigan referred to the bid process for disposal of the Village/Township Hall. He questioned why the ad was only in the local newspaper (Hart, Ludington, and Muskegon) and not in the larger areas such as Grand Rapids and Chicago. “You need to hit where the money is.” Supervisor Cavazos responded that there was a concern about costs. Instead of an ad in a larger newspaper such as Grand Rapids Press or Chicago Tribunes, perhaps dollars would be better spent on digital advertising. She will contact the Village President about this as they are sharing in the costs. Mr. Flynn and Ms. Johnson agreed that there needs to be better advertising. Ms. Cavazos said that digital advertising may run \$1,000 for a sequence of ads. She will look into bigger platforms.</p> <p>Ron Christians, County Commissioner, said that he worked for Alpine Township who utilized BS&amp;A. It will be a wonderful tool for the township.</p> <p>Chris Conroy, Pentwater resident, said that there has been a substantial amount of work done regarding broadband and the community’s lack of the same. She thanked Mr. Holub for his efforts in this regard. She will provide an update on information gathered as well as a survey for the entire county in order to get a better handle on underserved needs within the community. She would be happy to report on that at the Township’s February meeting. Ms. Conroy said she would send the survey link to the Township Clerk for inclusion on its website.</p>	<p><b>PUBLIC COMMENT</b></p>
<p>The Supervisor said that she spoke with Mark Timmer, Oceana County Road Commission regarding the area by Calico Bay as there will be no place for fishermen to park.</p>	<p><b>OTHER ITEMS FROM BOARD MEMBERS</b></p>

Moved by Holub and seconded by Douglas to adjourn the meeting at 6:58 p.m.	<b>ADJOURNMENT</b>
_____ Sue Ann Johnson, Township Clerk	_____ Date