

MINUTES

Pentwater Township Board
Pentwater Community Hall
327 S. Hancock Street, Pentwater, MI 49449

Regular Meeting – March 14, 2018

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

Members Absent: Mr. Flynn

Others Present: Mr. Paul Smith, Pentwater Fire Department Chief-Elect; Mr. Jeff Hodges, Pentwater Village President; Mr. Chris Brown, Pentwater Village Manager; Mr. Bob Carr, Oceana County Road Commissioner; Mr. Dean Gustafson, Oceana County Commissioner; Mr. Dan Pena, Pentwater Recreation Director; and, several others.

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

Review & Action: Meeting Agenda – The agenda was unanimously approved as amended adding the discussion of the letter of support for the Pentwater Village’s MDNRTF grant application for the proposed Tennis Court Park to Old Business.

Review & Action: Minutes of Regular Meeting of February 14, 2018 – The Minutes of the Meeting of February 14, 2018 were unanimously approved as submitted.

Review & Action: Minutes of Special Budget Meeting of February 21, 2018 – The Minutes of the Special Budget Meeting of February 21, 2018 were unanimously approved as submitted.

Public Comments on Agenda Items – Mr. Hodges, Pentwater Village President, reiterated that the Village Council passed a resolution to apply for a grant towards Phase I of the proposed Tennis Court Park and the benefit of letters of financial support for the project. Sheriff Mast asked to speak later an item not on the agenda. Mr. Pena introduced himself. He has been the Pentwater Recreation Director since fall of 2016 and this was his first time attending a Township meeting.

Supervisor Smith adjourned the regular meeting at 7:10 PM and opened the Public Hearing followed by a roll call. Members Present: Mr. Smith, Ms. Johnson, Ms. Siska and Mr. Ruggles. Absent: Mr. Flynn.

**FY 2018-2019 Budget Public Hearing for the
General Fund, Cemetery Fund & Fire Department**

Supervisor Smith opened the FY 2018-2019 Budget Public Hearing for the General Fund, Cemetery Fund and Fire Department.

Supervisor Smith briefly outlined each of the proposed budgets for the respective funds. He stated that a 2.1% increase in salaries for elected and non-elected employees was proposed along with an adjustment for the Supervisor in order that the Supervisor, Treasurer and Clerk were paid equally.

Supervisor Smith opened the meeting to comments from the public. Comments were as follows:

- Village Manager Chris Brown asked about the 2017-2018 actual revenue. Supervisor Smith said the Township is running in the black and since the year will not be complete until March 31st, final figures were unavailable.
- An audience member asked how much money is in the bank. Mr. Smith responded that the information is provided in the Treasure's Report and the Profit & Loss Report will show actual figures.
- Mr. Gustafson asked about unfunded pension liability. Mr. Smith answered that the Township has no such liability as Township employees do not receive pensions or health/vision/dental/life insurance.

Supervisor Smith adjourned the Public Hearing on the proposed FY 2018-2019 budgets for the General Fund, Cemetery Fund and Fire Department.

Reconvene Regular Meeting

Supervisor Smith reconvened the regular meeting at 7:25 PM.

Supervisor Smith adjourned the Public Hearing and opened the Regular Meeting followed by a roll call. Present: Mr. Smith, Ms. Johnson, Ms. Siska and Mr. Ruggles. Absent: Mr. Flynn.

Supervisor's Report - Supervisor Smith presented his 14th State of the Township Address.

Clerk's Report – Ms. Johnson referred to her written report which was received and placed on file. With respect to the Cemetery, the comparison between the office records and those of the Sexton is continuing but will not be finished by the end of the month. Also, the repairs to an old family monument that was damaged when a large tree fell on it are progressing well. In addition, she is researching how to go about getting GIS coordinates for the Cemetery plots.

2018 is an election year and this will be her first one. The State's also merging together two of its election databases (qualified voter and elections management). She attended a full day's training

on the new database. Once the Deputy Clerk receives her required training, the new database called "QVF Refresh" will become active for Pentwater Township.

Treasurer's Report – The Treasurer's report was received and filed.

Staff Reports

Zoning Administrator Report – Zoning Administrator's report was received and placed on file.

Assessor's Report – Assessor's report was received and filed.

Cemetery Sexton Report – Cemetery Sexton's report was received and filed. There was no activity during the month of February.

Transfer Station Attendant Report – No report.

Committee/Department Reports

- a. Planning Commission – No meeting. No report.
- b. Fire Department – Fire Department report was received and filed.
- c. Library – Library report was received and filed.
- d. Pentwater Lake Improvement Board – Ms. Johnson stated that the PLIB Board will meet on May 1 at 4:00 PM.
- e. Road Committee – No meeting. No report.

Review & Action: Invoices

- a. **Township** – *Moved by Mr. Ruggles and seconded by Ms. Siska to approve the Township bills in the amount of \$17,294.30 which represents prepaids of \$15,757.15 and To Be Paid of \$1,537.15 for the period February 15 – March 14, 2018.
Roll call vote: Mr. Ruggles, yes; Ms. Siska, yes; Mr. Smith, yes; Ms. Johnson, yes.
Absent: Mr. Flynn. Motion carried.*
- b. **Cemetery** – *Moved by Ms. Johnson and seconded by Ms. Siska to approve the Cemetery bills in the amount of \$1,643.20 which represents prepaids of \$1,393.86 and To Be Paid of \$249.34 for the period February 15 – March 14, 2018.
Roll call vote: Ms. Johnson, yes; Ms. Siska, yes; Mr. Ruggles, yes; Mr. Smith, yes.
Absent: Mr. Flynn. Motion carried.*
- c. **Fire Department** – *Moved by Mr. Smith and seconded by Mr. Ruggles to approve the Fire Department bills in the amount of \$5,925.33 which represents prepaids of \$2,505.54 and To Be Paid of \$3,419.79 for the period February 15 – March 14, 2018 as submitted.
Roll call vote: Mr. Smith, yes; Mr. Ruggles, yes; Ms. Siska, yes; Ms. Johnson, yes.
Absent: Mr. Flynn. Motion carried.*

Old Business – Pentwater Village Tennis Court Park. Ms. Johnson said a letter of support had been given to the Village. However, if more points could be received on the grant application if financial

support is given, she recommended that the Township Board indicate its willingness to provide financial support.

Moved by Ms. Johnson to amend the existing letter of support to include that the Township is willing to contribute financially to the project if the grant is approved by the MNRTF. The motion was seconded by Mr. Smith. Voice vote. Motion carried.

Mr. Brown shared copies of the proposed Tennis Court/Community Park with the Township Board as well as the positive comments and community support received during Monday night's Public Hearing.

New Business – Resolutions for FY 2018/2019

a. Review & Action: FY 2018-2019 Budget Resolution No. 18-01 for the Township General Fund, Cemetery & Fire Department

Moved by Mr. Smith and seconded by Mr. Ruggles to approve Resolution No. 18-01 approving the annual township budget and determine property tax rates for support of the budget. The FY 2018-2019 Budgets are as follows: General Fund - \$475,050; Cemetery - \$135,147; and, Fire Department - \$316,922.84.

Ms. Johnson commented 18-01 includes allocated operating millage of 1.2393 mills; voted library millage of .8293 mill, voted cemetery millage of .3470 mill and voted fire millage of .9893 mill for a total of 3.4089 mills.

Roll call vote: Mr. Smith, yes; Mr. Ruggles, yes; Ms. Siska, yes; Ms. Johnson, yes.

Absent: Mr. Flynn. Motion carried.

b. Review & Action: FY 2018-2019 Supervisor's Annual Salary Resolution No. 18-02

Moved by Ms. Johnson and seconded by Ms. Siska to approve the proposed FY 2018-2019 Salary for the Township Supervisor at \$30,446.

Roll call vote: Ms. Johnson, yes; Ms. Siska, yes; Mr. Smith, yes; Mr. Ruggles, yes. Absent: Mr. Flynn. Motion carried.

c. Review & Action: FY 2018-2019 Clerk's Annual Salary Resolution No. 18-03

Moved by Mr. Smith and seconded by Ms. Siska to approve the proposed FY 2018-2019 Salary for the Township Clerk at \$30,446.

Roll call vote: Mr. Smith, yes; Ms. Siska, yes; Ms. Johnson, yes; Mr. Ruggles, yes. Absent: Mr. Flynn. Motion carried.

d. Review & Action: FY 2018-2019 Treasurer's Annual Salary Resolution No. 18-04

Moved by Mr. Ruggles and seconded by Mr. Smith to approve the proposed FY 2018-2019 Salary for the Township Treasurer at \$30,446.

Roll call vote: Mr. Ruggles, yes; Mr. Smith, yes; Ms. Siska, yes; Ms. Johnson, yes. Absent: Mr. Flynn. Motion carried.

e. Review & Action: FY 2018-2019 Township Trustees Annual Per Diem Resolution No. 18-05

Moved by Ms. Johnson and seconded by Mr. Smith to approve the proposed 2018-2019 Per

Diem Rate for the Township Trustees at \$115.00.

Roll call vote: Ms. Johnson, yes; Mr. Smith, yes; Mr. Ruggles, no; Ms. Siska, yes. Absent: Mr. Flynn. Motion carried.

f. Review & Action: FY 2018-2019 Monthly Township Board Meeting Dates Resolution No. 18-06

Moved by Mr. Ruggles and seconded by Ms. Siska to approve the proposed FY 2018-2019 meeting dates of the Township Board of Trustees as the second Wednesday of each month at 7:00 PM.

Roll call vote: Mr. Ruggles, yes; Ms. Siska, yes; Ms. Johnson, yes; Mr. Smith, yes. Absent: Mr. Flynn. Motion carried.

g. Review & Action: FY 2018-2019 Pentwater Township Depositories Resolution No. 18-07

Moved by Mr. Ruggles and seconded by Mr. Smith to approve Huntington Bank, Fifth Third Bank, Shelby State Bank, West Shore Bank as Township depositories for FY 2018-2019.

Roll call vote: Mr. Ruggles, yes; Mr. Smith, yes; Ms. Siska, yes; Ms. Johnson, yes. Absent: Mr. Flynn. Motion carried.

h. Review & Action: FY 2018-2019 Authorization to Buy and Sell Property Resolution No. 18-08

Moved by Ms. Johnson and seconded by Ms. Siska to authorize the Township to buy and/or sell property in FY 2018-2019.

Roll call vote: Ms. Johnson, yes; Ms. Siska, yes; Mr. Ruggles, yes; Mr. Smith, yes. Absent: Mr. Flynn. Motion carried.

i. Review & Action: FY 2018-2019 Approval of Fee Schedule Resolution No. 18-09

Moved by Mr. Ruggles and seconded by Mr. Smith to approve the proposed Fee Schedules for the Clerk's Office, Zoning, and Township Transfer Site for FY 2018-2019. Ms. Johnson commented the attached fees have not been revised since 2005, cemetery and transfer fees in 2017 and zoning fees haven't been revised since 2007.

Roll call vote: Mr. Ruggles, yes; Mr. Smith, yes; Ms. Siska, yes; Ms. Johnson, yes. Absent: Mr. Flynn. Motion carried.

j. Review & Action: Authorization of Treasurer to Deposit Budgeted Funds for FY 2018-2019 Resolution No. 18-10

Moved by Mr. Ruggles and seconded by Ms. Siska to authorize the Township Treasurer to deposit FY 2018-2019 budgeted General Funds into the Township Road Fund, Sewer Land Acquisition Fund, Recreation Land Acquisition Fund, Building Repair Fund, and to issue a check to the Village of Pentwater for the Community Recreation Program.

Roll call vote: Mr. Ruggles, yes; Ms. Siska, yes; Ms. Johnson, yes; Mr. Smith, yes. Absent: Mr. Flynn. Motion carried.

k. Review & Action: Non-Elected Employees Wages & Salaries for FY 2018-2019 Resolution No. 18-11

Moved by Ms. Johnson and seconded by Ms. Siska to approve the proposed wages and salary schedule for non-elected employees for FY 2018-2019 as follows:

Supervisor - elected	\$30,446.00	annually
Clerk - elected	\$30,446.00	annually
Treasurer – elected	\$30,446.00	annually
Zoning Administrator - appointed	\$14,816.00	annually
Cemetery Sexton – appointed	\$15,278.00	annually
Assessor – appointed	\$25,861.00	annually
Deputy Assessor – appointed	\$15,315.00	annually
Janitorial Services	\$115.52	Bi-monthly
Deputy Clerk	\$15.70	hourly
Deputy Treasurer	\$15.10	hourly
Board of Review Chair	\$15.33	hourly
Board of Review Member	\$14.60	hourly
Election Board Chair	\$14.65	hourly
Election Inspector	\$13.94	hourly
Transfer Site Attendant	\$15.10	hourly
Cemetery Sexton Assistant	\$15.10	hourly
Cemetery Extra Help	\$11.54	hourly
Planning Commission Recording Secretary	\$55.00	Per meeting
ZBA Recording Secretary	\$55.00	Per Meeting
Twp. Board Recording Secretary	\$55.00	Per Meeting
Trustee	\$115.00	Per Meeting
Planning Commission Chair	\$88.17	Per Meeting
Planning Commission Member	\$70.52	Per Meeting
Road Committee Chair	\$88.17	Per Meeting
Road Committee Member	\$70.52	Per Meeting
Zoning Board of Appeals Chair	\$88.17	Per Meeting
Zoning Board of Appeals Member	\$70.52	Per Meeting

Roll call vote: Ms. Johnson, yes; Ms. Siska, yes; Mr. Ruggles, yes; Mr. Smith, yes. Absent: Mr. Flynn. Motion carried.

New Business – Motions for 2018/2019

- a. Review & Action: Township Board Committee Assignments for FY 2018-2019**
Moved by Mr. Smith and seconded by Ms. Johnson to make the following Township Board appointments: Treasurer Siska to Township Planning Commission; Trustee Flynn to Township Zoning Board of Appeals; Trustee Ruggles to Road Committee; and Clerk Johnson to Pentwater Lake Improvement Board for FY 2018-2019. Voice vote. Motion carried.
- b. Review & Action: Township Staff Assignments for FY 2018-2019**
Moved by Ms. Johnson and seconded by Ms. Siska to appoint Keith Edwards as the Township Zoning Administrator and Ordinance Enforcement Officer; Robert Miller as the Township Transfer Site Attendant; Ramon Martinez as the Township Transfer Site assistant on scheduled Transfer Site “Free Days”; Chris Bailey as the Township Cemetery Sexton; Ramon Martinez as Township Cemetery Sexton Assistant; Martha Hicks as the Assessor; and Andrew Clark as the Deputy Assessor for FY 2018-2019. Voice vote. Motion carried.
- c. Review & Action: Appointment of Township Attorney for FY 2018-2019**
Moved by Mr. Ruggles and seconded by Ms. Siska to appoint the firm of Mika Meyers Beckett and Jones Law Firm as the Township Attorney for FY 2018-2019. Voice vote. Motion carried.
- d. Review & Action: Appointment of Township Planning Consultant for FY 2018-2019**
Moved by Mr. Ruggles and seconded by Mr. Smith to appoint LSL Planning as the Township Planning and Zoning Consultant for FY 2018-2019. Voice vote. Motion carried.
- e. Review & Action: Holiday Office Closing Schedule for FY 2018-2019**
Moved by Ms. Johnson and seconded by Ms. Siska to close the Township Offices on the following days during FY 2018-2019: New Year’s Eve Day, New Year’s Day, Martin Luther King, Jr. Day, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day and Christmas Day. When the holiday falls on a Saturday, the previous Friday will be observed as the holiday. When a holiday falls on a Sunday, the following Monday will be observed as the holiday. Voice vote. Motion carried.
- f. Review & Action: Acceptance of Bid for Brining of Township Roads**
Supervisor Smith explained the bids for the annual brining of unpaved roads in the Township which were/are solicited by the Oceana County Road Commission. He recommended the bid from Michigan Chloride Sales be accepted.

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

g. Review & Action: Approval of Household Hazardous Waste Contract for 2018

Moved by Mr. Ruggles and seconded by Mr. Smith to authorize the Supervisor to execute the 2018 Manistee, Mason and Oceana Counties Household Hazardous Waste (HHW) Program Contract in the amount of \$250. Said payment will be made payable to the Mason-Lake Conservation District, which serves as the fiduciary for the HHW Program.

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

h. Review & Action: Appointment of Alternate to Board of Review

Moved by Mr. Smith and seconded by Ms. Siska to appoint Mr. Glenn Beavis as an Alternate to the Board of Review for the two-year term ending December 31, 2018 which became vacant in July with the death of Ms. Norma Oly. Voice vote. Motion carried.

Public Comments – Oceana County Sheriff Craig Mast reviewed the Sheriff's Report for 2017 as well as a three-year comparison of statistics. The reports were given to the Board.

Other Items from Board Members – Mr. Ruggles voiced his support for growing the Pentwater Community Recreation Program.

Adjournment – *Moved by Ms. Siska and seconded by Mr. Ruggles to adjourn the meeting at 8:30 PM. Voice vote. Motion carried.*

Next Meeting – The next regular meeting of the Pentwater Township Board of Trustees will be on Wednesday, April 11, 2018 at 7:00 PM.

Respectfully submitted,

Sue Ann Johnson

Date

Minutes Prepared by Barbara Siok
Recording Secretary