

MINUTES

Pentwater Township Board

Regular Meeting of March 9, 2016

Members Present: Smith, Flynn, Siska, Holub, Ruggles*

Members Absent: None

Others Present: Dean Gustafson, John & Mary Barker, Paula DeGregorio, Keith Edwards – ZA, Scott VanSingel

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 February 10, 2016 – The Minutes of the Meeting of February 10, 2016 were unanimously approved as submitted.

Review & Action: Minutes of Special Budget Meeting of February 29, 2016 – The Minutes of the Special Budget Meeting of February 29, 2016 were unanimously approved as submitted.

Public Comments on Agenda Items - None

A motion was made by Siska and seconded by Flynn to adjourn the regular meeting at 7:06 p.m. The motion was unanimously approved by voice vote.

FY 2016-2017 Budget Public Hearing for the General Fund, Cemetery Fund & Fire Department

Supervisor Smith then opened the FY 2016-2017 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 there were no proposed increases in salaries for elected and non-elected employees.

Supervisor Smith opened the meeting to comments from the public.

No comments were received.

A motion was made by Siska and seconded by Flynn to adjourn the Budget Public hearing on the proposed FY 2016-2017 budgets for the General Fund, Cemetery Fund and Fire Department. The motion was approved by voice vote.

Reconvene Regular Meeting

Supervisor Smith reconvened the regular meeting at 7:15 p.m.

Supervisor's Report

Supervisor Smith presented his State of the Township address.

Review & Action: Proposed Line Item Amendments to the FY 2015-2016 General Fund and Cemetery Budgets – Supervisor Smith outlined proposed amendments to the General Fund budget for FY 2015-2016. A motion was made by Smith and seconded by Holub to approve the proposed amendments to the FY 2015-2016 General Fund Budget. The motion was unanimously approved by voice vote.

Supervisor Smith then outlined the proposed line item amendments to the Cemetery Fund for FY 2015-2016. A motion was made by Smith and seconded by Flynn to approve the proposed amendments to the FY 2015-2016 Cemetery Fund Budget. The motion was unanimously approved by voice vote.

Supervisor Smith then referred members to a proposed amendment to the FY 2015-2016 budget by increasing the amount of Line Item No. 447-970 entitled "Capital Outlay – Township Roads" from \$25,000 to \$30,977.09 per a recommendation from the Township Auditor. A motion was made by Smith and seconded by Siska to approve the proposed FY 2015-2016 budget amendment. The motion was unanimously approved by voice vote.

Review & Action: Appointments to Cemetery Advisory Committee – Supervisor Smith made a motion to reappoint Marilyn Cluchey and Terry O'Grady to the Cemetery Advisory Committee for three-year terms commencing April 1, 2016 and expiring March 31, 2019. The motion was seconded by Siska and unanimously approved by voice vote.

Review & Action: Appointments to Township Road Committee – Supervisor Smith made a motion to appoint Mike Flynn – Township Board Representative, Patrick Ruggles, Duane Hamburger, Henry Jobbins, and Ron Hollis to the Township Road Committee for two-year terms commencing April 1,

2016 and expiring March 31, 2018. The motion was seconded by Siska and unanimously approved by voice vote.

Clerk's Report - Clerk Holub stated that a total of 657 votes were tallied in the previous day's Presidential Primary Election. He said that some 138 people voted by absentee ballot. He commented that John Kasich and Bernie Sanders received the highest number of votes in the Republican and Democratic races respectively.

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

Zoning Administrator's Report – The Zoning Administrator verbally provided his monthly report. He said that the Planning Commission would be conducting a public hearing on the Draft Township Master Plan Update on April 12th.

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

***Member Ruggles entered the meeting at 7:28 p.m.**

Committee/Department Reports

- a. Planning Commission – Vice-Chairman DeGregorio stated that the Planning Commission had met the evening prior and reviewed the County's Master Plan. She said the Planning Commission did not have any comments on the County's Plan.
- b. Cemetery Advisory Committee – Mr. Holub stated that the Committee would be conducting its initial meeting of the year later in the month.
- c. Fire Department – Fire department report was received and filed.
- d. Library – Library report was received and filed.
- e. Pentwater Lake Improvement Board – No report
- f. Road Committee – No report

Review & Action: Invoices

- a. **Township** - A motion was made by Holub and seconded by Smith that the Township bills in the amount of \$3,645.85 be approved as submitted. The motion was unanimously approved by roll call vote.
- b. **Cemetery** – A motion was made by Holub and seconded by Siska that the Cemetery bills in the amount of \$2,071.62 be approved as submitted. The motion was unanimously approved by roll call vote.
- c. **Fire Department** – A motion was made by Flynn and seconded by Siska that Fire Department bills in the amount of \$6,688.88 be approved as submitted. The motion was unanimously approved by roll call vote.

Old Business - None

New Business

- a. **Review & Action: FY 2016-2017 Budget Resolution No. 16-2 for the Township General Fund, Cemetery Fund & Fire Department –**
A motion was made by Smith and seconded by Holub to approve the proposed FY 2016-2017 Budgets for the General Fund, Cemetery Fund and Fire Department as presented. The motion was unanimously approved by roll call vote.
- b. **Review & Action: FY 2016-2017 Supervisor’s Annual Salary Resolution No. 16-3 –** A motion was made by Flynn and seconded by Siska to approve the proposed FY 2016-2017 Salary for the Township Supervisor at \$18,622. The motion was unanimously approved by roll call vote with one abstention (Smith).
- c. **Review & Action: FY 2016-2017 Clerk’s Annual Salary Resolution No. 16-4 –** A motion was made by Siska and seconded by Smith to approve the proposed FY 2016-2017 Salary for the Township Clerk at \$28,833. The motion was unanimously approved by roll call vote with one abstention (Holub).
- d. **Review & Action: FY 2016-2017 Treasurer’s Annual Salary Resolution No. 16-5 –** A motion was made by Smith and seconded by Holub to approve the proposed FY 2016-2017 Salary for the Township Treasurer at \$29,525. The motion was unanimously approved by roll call vote with one abstention (Siska).
- e. **Review & Action: FY 2016-2017 Township Trustees Annual Per Diem Wage Resolution No. 16-6 –** A motion was made by Siska and seconded by Smith to approve the proposed FY 2016-2017 Per Diem Wage for the Township Trustees at \$111.00. The motion was unanimously approved by roll call vote with two abstentions (Ruggles & Flynn).
- f. **Review & Action: FY 2016-2017 Monthly Township Board Meeting Dates Resolution No. 16-7 –** A motion was made by Siska and seconded by Flynn to approve the proposed FY 2016-2017 meeting dates of the Township Board of Trustees as the second Wednesday of each month at 7:00 p.m. The motion was unanimously approved by roll call vote.
- g. **Review & Action: FY 2016-2017 Pentwater Township Depositories Resolution No. 16-8 –** A motion was made by Smith and seconded by Ruggles to approve the Huntington Bank, Fifth Third Bank, Shelby State Bank, West Shore Bank as Township depositories for FY 2016-2017. The motion was unanimously approved by roll call vote.
- h. **Review & Action: FY 2016-2017 Authorization to Buy and Sell Property Resolution No. 16-9 –** A motion was made by Holub

- and seconded by Siska to authorize the Township to buy or sell property in FY 2016-2017. The motion was unanimously approved by roll call vote.
- i. **Review & Action: FY 2016-2017 Approval of Fee Schedule Resolution No. 16-10** – A motion was made by Ruggles and seconded by Siska to approve the proposed Fee Schedules for the Clerk’s Office, Zoning, and Township Transfer Site for FY 2016-2017. The motion was unanimously approved by roll call vote.
 - j. **Review & Action: Authorization of Treasurer to Deposit Budgeted Funds for FY 2016-2017 Resolution No. 16-11** – A motion was made by Smith and seconded by Flynn to authorize the Township Treasurer to deposit FY 2016-2017 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 for FY 2016-2017. The motion was unanimously approved by roll call vote.
 - k. **Review & Action: Non-Elected Employees Wages & Salaries for FY 2016-2017 Resolution No. 16-12** – A motion was made by Ruggles and seconded by Holub to approve the proposed wages and salary schedule for non-elected employees for FY 2016-2017. The motion was unanimously approved by roll call vote.
 - l. **Review & Action: Township Board Committee Assignments for FY 2016-2017** – A motion was made by Smith and seconded by Siska to appoint the Treasurer as the Township Board representative to the Township Planning Commission, Trustee Mike Flynn as the Township Board representative to the Township Zoning Board of Appeals, the Clerk as the Township Board representative to the Cemetery Advisory Committee and the Pentwater Lake Improvement Board for FY 2016-2017. The motion was unanimously approved by voice vote.
 - m. **Review & Action: Township Staff Assignments for FY 2016-2017** – A motion was made by Smith and seconded by Siska to appoint Keith Edwards as the Township Zoning Administrator and Ordinance Enforcement Officer; Robert Miller as 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 the Township Cemetery Sexton Assistant; Vicki Johnson as the Assessor; and Martha Hicks as the Deputy Assessor; for FY 2016-2017. The motion was unanimously approved by voice vote.
 - n. **Review & Action: Appointment of Township Attorney for FY 2016-2017** – A motion was made by Smith and seconded by Holub to appoint the firm of Mika Meyers Beckett and Jones Law Firm as the Township Attorney for FY 2016-2017. The motion was unanimously approved by voice vote.
 - o. **Review & Action: Appointment of Township Planning Consultant for FY 2016-2017** - A motion was made by Smith and seconded by

- Holub to appoint LSL Planning as the Township Planning & Zoning Consultant for FY 2016-2017. The motion was unanimously approved by voice vote.
- p. **Review & Action: Holiday Office Closing Schedule for FY 2016-2017** – A motion was made by Smith and seconded by Siska to close the Township Offices on the following days during FY 2016-2017: New Years Eve and Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day and the day after, Christmas Eve and Day subject to when the actual holiday falls. The motion was unanimously approved by roll call vote.
 - q. **Review & Action: Resolution to Approve Ballot Proposal for Renewal of Cemetery Millage Resolution No. 16-13** – Supervisor Smith referred members to a communication and resolution from Mark Nettleton regarding renewal of the cemetery millage. He said that it would bring the original millage rate back up to .35 mils and would renew in 2017 and run for four years. He stated that the proposal would be placed on the August primary election. After discussion, a motion was made by Smith and seconded by Siska to approve Resolution No. 16-13 to Approve a Ballot Proposal for Renewal of the Cemetery Millage. The motion was unanimously approved by roll call vote.
 - r. **Review & Action: Proposed Contract with Manistee, Mason, & Oceana Conservation Districts for 2016 Household Hazardous Waste Collection Program** - Mr. Smith stated that the program was extremely beneficial for Township residents and that some 28 township households participated in the 2015 program. He said that the allocation amount was the same as last year based upon \$.32/person. A motion was made by Smith and seconded by Ruggles to authorize the Supervisor to execute a contract in the amount of \$200 with the Oceana Conservation District for the 2016 Household Hazardous Waste Collection Program. The motion was unanimously approved by roll call vote.
 - s. **Review & Action: Proposed Five-Year Pentwater Township Capital Improvement Program (CIP) for 2016-2021** – Supervisor Smith referred members to a proposed five-year Capital Improvement Program (CIP) for the Township for 2016 to 2021. He stated that the CIP provides a guide for future improvements to roads, buildings and recreation opportunities, while it may be altered and adjusted from year to year based upon priorities and the availability of funds. Following discussion, a motion was made by Ruggles and seconded by Siska to adopt the proposed Pentwater Township Capital Improvement Program (CIP) for 2016 to 2021. The motion was unanimously approved by roll call vote.
 - t. **Review & Action: Proposed Five-Year Pentwater Township Cemetery Capital Improvement Program (CIP) for 2016-2021** – Supervisor Smith referred members to the proposed five-year Capital

Improvement Program (CIP) for the Township Cemetery for 2016-2021. He said that the proposed projects are consistent with the Cemetery Master Plan completed in 2014. After discussion, a motion was made by Ruggles and seconded by Holub to adopt the proposed Pentwater Township Cemetery Capital Improvement Program (CIP) for 2016-2021. The motion was unanimously approved by roll call vote.

- u. **Review & Action: Consideration of Increasing the Zoning Administrator's Work Schedule** – Mr. Smith requested Mr. Edwards to provide an explanation of his request to increase the number of hours that he currently works both in the summer, as well as winter. He said that the primary reason for the request is to increase attention on the Ordinance Officer duties, which will require a considerable amount of field work. He referred members to his memorandum and outlined increased work with the Planning Commission and the need to update the zoning ordinance as well. He said that his proposal is to increase his summer hours from nine (9) hours to 13.5 hours per week and winter hours from six (6) hours to nine (9) hours per week resulting in a 50% increase in hours. Following discussion, it was the general consensus of the members that Mr. Edwards' request was justified, but needed more information and the increased cost prior to final action. It was agreed that the item would be placed on the April Township Board agenda.
- v. **Review & Action: Acceptance of Bid for Brining of Township Roads** – Supervisor Smith explained bids for the annual brining of unpaved roads in the Township which were/are solicited by the Oceana County Road Commission. He stated that he recommended Michigan Chloride Sales due to previous work in the Township, even though the company was not low bid. He said that the bid amount was the same as last year. A motion was made by Smith and seconded by Ruggles to approve the bid of Michigan Chloride Sales for the brining of unpaved roads in the Township for the FY 2016-2017 in the amount of \$.195 per gallon. The motion was unanimously approved by roll call vote.

Public Comments – Mr. Dean Gustafson, Oceana County Commissioner from the 1st District addressed the Board and said that he was pleased to report to the Township Board on occasion.

Other Items from Board Members – None

Adjournment – A motion was made by Flynn and seconded by Siska to adjourn the meeting at 8:20 p.m. The motion was unanimously approved by voice vote.

Next Meeting – The next regular meeting of the Pentwater Township Board of Trustees will be on Wednesday, April 13, 2016 at 7:00 p.m.

Respectfully submitted,

Dean Holub, Clerk

Date