

<p style="text-align: center;"> PENTWATER TOWNSHIP BOARD PENTWATER COMMUNITY HALL 327 S. HANCOCK STREET, PENTWATER, MI 49449 Regular Meeting of Wednesday, November 18, 2020 VIA ZOOM </p>	<p style="text-align: center;">APPROVED MINUTES</p>
<p>Supervisor Spitler called the meeting to order at 6:00 PM</p> <p>Members Present: Spitler, Johnson, Siska, Holub, Flynn</p> <p>Members Absent: None</p> <p>Staff Present: McKinney, Edwards</p> <p>Others Present: Supervisor-elect Cavazos, Treasurer-elect Douglas, and several others.</p>	<p>CALL TO ORDER</p> <p>ROLL CALL</p>
<p>Moved by Siska seconded by Flynn to accept the consent agenda as follows:</p> <ul style="list-style-type: none"> • Prior Meeting Minutes of October 14, 2020 • Correspondence, if any • Budget Reports (04/01/2020 – 10/31/2020) • Claims/Bills for the period October 15, 2020 – November 18, 2020 as follows: <ul style="list-style-type: none"> ○ Township - \$133,052.76 ○ Cemetery - \$2,379.70 ○ Fire - \$34,266.98 <p>Roll call vote: Siska, yes; Flynn, yes; Holub, yes; Johnson, yes; and Spitler, yes. Motion carried.</p>	<p>CONSENT AGENDA</p> <p>Review & Action</p>
<p>Supervisor Spitler presented the Regular Meeting agenda.</p> <p>Moved by Holub and seconded by Siska to accept the Regular Meeting agenda as (amended/presented). Voice vote. Motion carried.</p>	<p>AGENDA</p> <p>Review & Action</p>
<p>No Public Comments</p>	<p>PUBLIC COMMENT ON AGENDA ITEMS</p>
<p>Supervisor Spitler introduced Supervisor-elect Cavazos and Treasurer-elect Douglas. Also, Lisa McKinney will be the Deputy Treasurer.</p> <p>Spitler stated that we are more or less moved into the new building. File cabinets will be moved on Friday. The flooring is nearly complete. The interior office windows will be installed within a week or so. He recognized</p>	<p>SUPERVISOR’S REPORT</p>

<p>the contractors: Malkowski from Freesoil did the drywall; Courtwright from Mears did the painting; flooring was done by Harbor Flooring (Greg Griffis) in Ludington; building materials came from Standard Lumber Company; other miscellaneous materials came from Larsons in Hart ; Blackmer Construction from Hart did the electrical; Mark Shotwell of Pentwater did the IT work; HVAC was done by Adams Heating and Cooling in Hart; and the plumbing was done by a Shelby contractor. The General Contractor was Jeremy Horton, Harbor Design, Shelby.</p> <p>Mr. Spitler was proud and pleased that the \$125,000 in remodeling costs was put back into the local economy.</p> <p>Mr. Spitler said that the Zoning Administrator deserves recognition for the considerable time spent during his off hours in assisting in relocating the offices. He also used his own vehicle.</p> <p>Mr. Spitler said decisions need to be made about how to continue staffing due to COVID-19.</p> <p>Bid packets have been sent to three potential bidders on the “Swamp House” property for a decision at the December 9, 2020 Regular Meeting of the Township Board.</p>	
<p>Ms. Johnson commented on the great job by the Election staff during the General Election. She gave special kudos to the Deputy Clerk. Once the election results were submitted to the state, she focused on packing and moving to the new building.</p>	CLERK’S REPORT
<p>The Treasurer’s report was received and placed on file.</p>	TREASURER’S REPORT
<p>No Library Report was received. The Fire Department Report was received and placed on file. The Recreation Report was received and placed on file.</p>	OTHER DEPARTMENTAL REPORTS
<p>The Zoning Administrator’s Report was received and placed on file. The Assessor’s Report was received and placed on file. The Cemetery Report was received and placed on file The Transfer Station reports were received and placed on file.</p>	STAFF REPORTS – Zoning Administrator, Assessor, Cemetery Sexton and Transfer Station Attendant
<p>Mr. Ken Garnaat of EMC Insurance was in attendance. An overview of coverage had been emailed to the Board members with a breakdown of coverage at each location as well as the grinder pumps. The new building was insured at \$358,400 effective July 1st.</p>	UNFINISHED BUSINESS Annual Property and Liability Insurance

<p>Mr. Spitler asked about the “Linebacker” provision. Mr. Garnaat responded that it was another term for errors and omissions coverage. It also includes the amount of judgment that could be paid as a result of a zoning lawsuit – up to \$250,000.</p> <p>Mr. Spitler asked how the figure of \$358,400 for the new building was determined. Mr. Garnaat responded that a square footage analysis had been done by the company.</p> <p>Moved by Ms. Johnson and seconded by Mr. Holub to accept the Michigan Municipal Insurance Property and Liability Coverage Proposal in the amount of \$7,320 as submitted by EMC Insurance for the period December 1, 2020 – December 1, 2021. Roll call vote: Johnson, yes; Holub, yes; Siska, yes; Flynn, yes; and, Spitler, yes. Motion carried.</p>	
<p>Ms. Johnson said that no other quotes were sought as Ms. Flood has provided custodial services for many years. Ms. Flood visited the new site and determined a bi-weekly cost of \$242.02 which is double what she receives for the current location.</p> <p>Moved by Siska and seconded by Flynn to continue the Township’s arrangement with Ms. Deb Flood for Township Hall custodial services. The bi-weekly rate for custodial services at the 500 N. Hancock Building will be \$242.02 effective immediately. The rate will be reevaluated during the annual budget process as is past practice.</p> <p>Roll call vote: Siska, yes; Flynn, yes; Holub, yes; Johnson, yes; and, Spitler, yes. Motion carried.</p>	<p>NEW BUSINESS Review & Action</p> <p>Custodial Services</p>
<p>Mr. Spitler indicated that he conferred with a couple of architects regarding signage and Armor Sign Studios came to the top of the list. Although not local, Armor Signs is the closest and is in Manistee.</p> <p>Additional signage will have to be purchased once the parking lot is redone in the spring.</p> <p>Moved by Ms. Johnson and seconded by Ms. Siska to waive the Township’s Bid Policy and accept the following quotes from Amor Sign Studios of Manistee, Michigan:</p> <ol style="list-style-type: none"> 1. LOWER LEVEL - \$1,849.00 for One ADA restroom sign, One ADA wall directional sign, and 7 ADA Door signs to include mounting 	<p>NEW BUSINESS Review & Action</p> <p>Signage for Township Hall</p>

<p>2. UPPER LEVEL -\$2,498.00 for One ADA wall directional; 6 ADA door signs; Two Double Face Flag mounted office signs; Two ADA restroom signs to include mounting</p> <p>3. OUTSIDE & ENTRANCE - \$1,999 for double-faced Main Sign; \$456 or single- faced entrance sign; \$490 for two single face Hours-ID Signs; \$70 for Staff Entrance Lettering; and, \$725 for Locking Bulletin Board (includes furnishing and installing).</p> <p>Total is \$8,087</p> <p>Roll call vote: Johnson, yes; Siska, yes; Flynn, yes; Holub, yes; and Spitler, yes. Motion carried.</p>	
<p>Ms. Johnson said that bids were received from several companies for the preparation of the audit for fiscal year ending March 31, 2020. Although Gabridge and Company had done prior year audits for the Township, Roslund, Prestage & Co was awarded the bid as it was highly recommended and slightly less expensive.</p> <p>Now, however, Roslund has experienced “significant growth” in audit services and no longer will offer audit services to Pentwater Township. It was indicated that they would like to provide non-audit services (accounting, payroll, consulting, etc.) According to an email from Mr. Hirschman, CPA with Prestage, six other clients will be affected by this as well.</p> <p>Moved by Ms. Johnson and seconded by Mr. Siska to accept a two-year contract with Gabridge & Co. for audit services as follows:</p> <ul style="list-style-type: none"> • \$6,100 for the year ending March 31, 2021 to include the F-65 • \$6,225 for the year ending March 31, 2022 to include the F-65 <p>Roll call vote:</p>	<p>NEW BUSINESS</p>
<p>Mr. Spitler read a Resolution of Appreciation for Jan Siska, Treasurer. She was elected for 8 terms. She was congratulated by all.</p> <p>Mr. Spitler thanked the Trustees for all their help and support in the past two years. He donated a watercolor from Bert Petri to the Board to place in the new Township Hall. “It says from me to you thank you for all you have done.”</p> <p>Mr. Holub read a Resolution of Appreciation to Outgoing Supervisor Spitler. The Trustees as a group and individually expressed their appreciation to</p>	<p>ACKNOWLEDGEMENTS</p> <p>OUTGOING SUPERVISOR AND TREASURER</p>

<p>both Supervisor Spitler and Treasurer Siska.</p>	
<p>Mike Russell, Pentwater taxpayer, expressed his interest in the 327 S. Hancock building and asked the status. “It is the million-dollar view.” Mr. Spitler stated that nothing was going to be done until January. No price has been set but proposals are to be sought. The only advertisements have probably been on the website.</p> <p>Claudia Resell-Hodan, Pentwater Council member, thanked Mr. Spitler for “opening the doors to the village”. She asked that the township continue liability insurance on its portion of the old building. Ms. Johnson clarified that the Village presently covers the entire building.</p> <p>Dean Gustafson, County Commissioner, expressed his and the County Board’s admiration to Dave Spitler for his professionalism throughout the trying times in the past two years. He also thanked Jan Siska for her long-term service to the community.</p> <p>Barb Siok, Pentwater Village Deputy Clerk/Treasurer, referred to the status of the current village/township hall. She stated that the [Village Council] October minutes which are posted on Village’s website indicate that bids may be submitted until January 14 to be opened January 15. The information is available through either the Village Manager or Township Supervisor.</p> <p>Ron Christians, Pentwater resident, thanked the Pentwater Township residents for making him the new District 1 County Commissioner. He also commended Mr. Spitler and Ms. Siska on the great job they did.</p> <p>Amy LaBarge, Pentwater resident, commended all for their willingness to serve the community. She thanked Spitler for his assistance on Longbridge Road. She thanked all the trustees for their efforts.</p> <p>Paula DeGregorio, Pentwater resident, thanked everyone for their service as well. She expressed her concern about the sandbags and plastic that is coming loose along Monroe Road. Mr. Spitler indicated that this is the responsibility of the Road Commission.</p>	<p>PUBLIC COMMENT</p>
<p>Mr. Holub referred to the temporary extension to the Open Meetings Act wherein township board meetings may be held virtually through the end of the year. He requested that a letter be sent to the twelve Senators that introduced SB 1108 urging the extension for any reason for three – six months in 2021.</p>	<p>OTHER ITEMS FROM BOARD MEMBERS</p>

<p>Moved by Holub and seconded by Flynn to send a letter to the 12 Senators who introduced SB 1108 urging the extension for three – six months into 2021 for any reason. Voice vote. Motion carried.</p> <p>Mr. Holub thanked the electorate for approving the road millage.</p> <p>Moved by Siska and seconded by Holub to pay Keith Edwards a one-time stipend of \$1,000 for his help and effort during relocation to the 500 N. Hancock Street.</p> <p>Roll call vote: Siska, yes; Holub, yes; Flynn, yes; Johnson, yes; and Spitler, yes. Motion carried.</p>	
<p>The meeting was adjourned at 7:00 p.m. Motion carried.</p>	<p>ADJOURNMENT</p>
<p>_____</p> <p>Sue Ann Johnson, Township Clerk</p>	<p>_____</p> <p>Date</p>