

<p>PENTWATER TOWNSHIP BOARD PENTWATER COMMUNITY HALL 500 N. HANCOCK STREET, PENTWATER, MI 49449</p> <p><i>Regular Board Meeting</i> <i>Approved Minutes</i></p> <p>10 December 2025 ZOOM Available for Audience</p>	
<p>Supervisor Cavazos called the Regular Board Meeting to order at 6:00 PM</p> <p>Members Present: Cavazos, Flynn, Holub, Murphy</p> <p>Members Absent: Douglas</p> <p>Staff Present: Glenn Beavis, Deputy Clerk</p> <p>Others Present: Valerie Church-McHugh, Pentwater District Library President; Tom Roose, Roose Electric; Scott Gardner, American Classic Waste & Recycling</p> <p>Present via Zoom: Ted Cuchna</p>	CALL TO ORDER ROLL CALL
<p>Motion by Holub and seconded by Flynn to accept the Consent Agenda as presented.</p> <ul style="list-style-type: none"> • Prior Meeting Minutes: <ul style="list-style-type: none"> ○ Township Regular Board Meeting – November 12 & 21, 2025 • Correspondence: None • Financial Reports for Period 11/01/25 thru 11/30/25 <ul style="list-style-type: none"> ○ Claims/Bills as follows: <ul style="list-style-type: none"> ■ Township: \$24,022 ■ Road: \$1,913 ■ Cemetery: \$8,153 ■ Sewer: \$44,712 ■ Fire: \$8,854 ○ Payroll as follows: <ul style="list-style-type: none"> ■ Township/Cem/Sewer: \$35,276 ■ Fire: \$0 <p>Roll call vote:</p> <p>Yes: Cavazos, Flynn, Holub, Murphy</p> <p>No: None</p> <p>Motion: Carries</p>	CONSENT AGENDA - Review & Action
None	PUBLIC COMMENTS
Library board member Valerie McHugh spoke to ongoing transition activities associated with the recent conversion to a district library	LIBRARY
Supervisor Cavazos communicated the following: (1) Reminder: Wreaths Across America at Pentwater Township Cemetery	SUPERVISOR'S REPORT

- Date: 12/13/25 – Ceremony starts at Noon.
- Parking available at the Pentwater VFW on Business 31
- Distribution of Wreaths to 364 Veteran Graves by Volunteers
- Everyone Welcome to Attend.

NOTE: Distribution of 63 Wreaths to Veterans at the North Weare Cemetery at 2:00 PM.

(2) Update on Township/Village Sewer Agreement

- The Township does not have a signed agreement with the Village as of 12/10/25/
- The Township has not received the money agreed upon at Mediation.

(3) 5 County Materials Management Update

- Meeting held at the Griswold Annex on 12/01/25
- The group continues to work on Finalizing Goals and Objectives.
- Presentation by EGLE to clarify their expectation for the 5 county plan.
- Update from WMSRDC on the current timeline for completing the plan that will meet the needs of all 5 counties: Lake, Mason, Muskegon, Newaygo, and Oceana.

Clerk Murphy reported the following:

CLERK'S REPORT

• **Cemetery**

I'm also very excited for Wreaths Across America this Saturday, I hope the weather conditions change. One can only hope and pray.

Since November there has been a collective thinking with people wanting to buy Cemetery Lots. I have had over 12 calls/emails with people wanting to purchase burial spaces and many of them want to purchase them sight unseen. Luckily, I have been able to have most of them wait until the cemetery opens in the spring. So, they know exactly what they are purchasing.

• **Contracts**

The Township has three contracts that will be expiring in 2026. I would like to start working on them as soon as possible, so they will not be an issue during the 2026 Election Cycle.

1. Republic Services for Transfer Station and Recycling Center and Fire Department –
2. Ricoh Copy Machine – August 2026 I will start receiving proposals in March
3. Cintas – November 2026 I will start receiving proposals in May, I will need to reach out to other Mat Rental Companies before May. Cintas is already pushing me to sign a three-year contract that does not expire until November. I will start reaching out to other companies after the New Year.

• **Franchise Agreements**

<p>Keith and I will be working on updating our Franchise Agreements after the New Year.</p> <ul style="list-style-type: none"> • Elections 2026 <p>As of today, it looks like we will not have an Election until the August 11th Primary.</p> <p>The Village Council has three members whose terms are expiring this year that will need to run for their seat on council, if they are so inclined, Kathy O' Connor, Dave Bluhm and Jared Griffis.</p> <p>Fire Department is thinking about putting a new millage on the ballot for the November Election.</p> <p>Glenn and I both finished our Election Training and are signed, sealed and certified to run elections for 2026.</p> <ul style="list-style-type: none"> • Township Hall <p>Rande Listerman the Village's Clerk/Treasurer is retiring after eight years; there is an Open House honoring all her years of service at Pentwater Village Hall on December 17th from 2pm – 4pm. Make sure to stop in and wish her the best.</p> <p>The Fire Department passed a new set of bylaws at their November 5th meeting. The bylaws were sent to the Fire Department's attorney for review. Per our intergovernmental agreement <i>The Township and The Village also need to be part of any amendments to these Bylaws. The board needs to review the bylaws that were approved by the Fire Department.</i></p> <p>Township Hall will be closed on Christmas Eve through New Years Day for the Holiday Season. The Treasurer's office will be open on Tuesday, December 30th from 9:00am – 5:00pm during this time to collect taxes. Wishing all you a very Merry Christmas and Happy New Year</p>	
No report this period	TREASURER'S REPORT
The following reports were received and placed on file: <ul style="list-style-type: none"> • <u>Library</u> • Fire Department • Recreation 	OTHER DEPARTMENTAL REPORTS Library, Fire Department and Recreation
The following Staff reports were received and placed on file: <ul style="list-style-type: none"> • Deputy Supervisor, Zoning Administrator & Ordinance Enforcement Officer • <u>Assessor</u> • Cemetery • Transfer Station 	STAFF REPORTS Zoning, Assessing, Cemetery, Transfer Station
None	OLD BUSINESS
At the behest of Trustee Holub, Representative Scott Gardner from American Classic Waste & Recycling introduced the company, recycling, and spoke in general terms about a contract proposal he provided to Trustee Holub. The Township will consider this proposal along with a yet to be provided proposal from current supplier Republic Services	NEW BUSINESS a) American Classic Trash/recycling services

<p>for its next contract cycle.</p> <p>No motion proposed as this was simply an introduction to American Classic Waste & Recycling, and Representative Gardner.</p> <p>ACTION NEEDED: None</p>	
<p>The recently signed Pentwater District Library Agreement requires that the Township Board, as one of the municipal partners, appoint a replacement board member in December of each year. This year, Valerie Church-McHugh's board term expires December 31st, 2025. The Library Board recommends that she be re-appointed for another three-year term expiring December 31st 2028.</p> <p>Motion by Holub and seconded by Murphy to re-appoint Valerie Church-McHugh to the Pentwater District Library Board for another three-year term.</p> <p>Roll call vote:</p> <p>Yes: Cavazos, Flynn, Holub, Murphy</p> <p>No: None</p> <p>Motion: Carries</p> <p>ACTION NEEDED: Set up annually recurring reminder "TASK" in Outlook to include an agenda item on December Regular Board Meetings to appoint/re-appoint a person to the Pentwater District Library.</p>	<p>NEW BUSINESS b) Annual Appointment of District Library Board Member</p>
<p>Motion by Cavazos, seconded by Flynn to approve Budget Amendment Journal Entries 1938, 1939, 1940, & 1950. These amendments revise certain elements of the General Fund, Road Fund, Fire Fund, Cemetery Fund, and Sewer Fund. In all cases these revisions redistribute budgeted monies within their respective funds and result in no net change in overall fund dollar amounts.</p> <p>Roll call vote:</p> <p>Yes: Cavazos, Flynn, Holub, Murphy</p> <p>No: None</p> <p>Motion: Carries</p> <p>ACTION NEEDED: Post adopted budget amendments in BS&A. Upload supervisor signed/approved JE documents.</p>	<p>NEW BUSINESS c) Appointment to Q4 Budget Amendments</p>
<p>Motion by Flynn, seconded by Holub to approve the Road Committee's recommended road improvements for calendar year 2026 with understanding that finalization of what will be completed pending receipt of Oceana County Road Commission (OCRC) cost estimates. See Board Packet for details.</p> <p>Roll call vote:</p> <p>Yes: Cavazos, Flynn, Holub, Murphy</p> <p>No: None</p> <p>Motion: Carries</p> <p>ACTION NEEDED: OCRC will submit query to Supervisor Cavazos in December asking which roads the Township identifies as needing repair/maintenance, at which point she will pass along the Road Committee's recommendations.</p>	<p>NEW BUSINESS d) Proposed Road Improvements for CY2026</p>

<ul style="list-style-type: none"> • Tom Roose – Requests fire hydrant be installed in Apache Hills subdivision 	PUBLIC COMMENTS
Supervisor Cavazos spoke about the EGLE Turn-Around proposed project ("Pentwater Community Beachfront Restoration – Final Design Engineering") and the need to set up a meeting to solicit public input. Her plan is to make this an agenda item for the January 2026 Board Meeting.	OTHER ITEMS FROM BOARD MEMBERS
Moved by Holub, seconded by Flynn to adjourn the meeting at 7:15 PM. Motion carried via voice vote.	ADJOURNMENT
Maureen Murphy, Township Clerk	Notes taken by Deputy Clerk Beavis