

PENTWATER TOWNSHIP BOARD

REGULAR MONTHLY MEETING

OFFICIAL MINUTES

Wednesday, September 9, 2026, Pentwater Township Hall, Pentwater, Michigan
Conducted pursuant to the Michigan Open Meetings Act (MCL 15.261 et seq.) and Robert's Rules of Order

OPEN MEETINGS ACT COMPLIANCE NOTICE: *This meeting was duly noticed and held in compliance with the Michigan Open Meetings Act, MCL 15.261 et seq. A public notice of this meeting was posted at Pentwater Township Hall and on the township website not less than 18 hours before the meeting. The meeting was open to the public. Members of the public were provided an opportunity to address the Board during the Public Comment period.*

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Supervisor Cavazos called the meeting to order at 6:00 p.m. Trustee Mike Flynn led the Board and those present in the Pledge of Allegiance.

2. ROLL CALL AND DETERMINATION OF QUORUM

Board Member	Title	Present
Lynne Cavazos	Township Supervisor	Yes
Maureen Murphy	Township Clerk	No
Heather Douglas	Township Treasurer	Yes
Dean Holub	Trustee	Yes
Mike Flynn	Trustee	Yes

A quorum was present. Staff Present: Keith Edwards, Zoning Administrator & Deputy Supervisor; Glenn Beavis, Deputy Clerk (non-voting).

Guests Present (West Michigan Fire & Rescue Authority): Dwight Fuehring, Fire Chief; Bill Kolenda, Golden Township representative and Fire Authority Committee Chair; Larry Doran, Weare Township Supervisor and Fire Authority Committee Vice Chair; Tom Roose, Electrical Contractor

Others Present via Zoom: Shannon Larson, Friends of Pentwater Township Cemetery; Ted Cuchna.

3. CONSENT AGENDA

The Consent Agenda included: minutes from the two August 2026 Board meetings (one Regular, one Special); the tax account bank reconciliation document (included per the process adopted following the FY2026 audit); correspondence including E. coli / water quality testing results from the Pentwater Lake Association; monthly financials; and payment of bills.

MOTION:	To approve the Consent Agenda as presented
Moved by:	Douglas
Seconded by:	Holub
Vote:	Roll call: Douglas — Yes; Holub — Yes; Cavazos — Yes; Flynn — Yes
Result:	APPROVED

4. APPROVAL OF MEETING AGENDA

The Supervisor noted two amendments to the meeting agenda as distributed: (1) the item regarding the prior Township–Village intergovernmental agreement for fire department operations was changed from a discussion item to an action item, as the agreement was finalized earlier that day; and (2) the item regarding cemetery spring cleanup bids was tabled, as only one of two requested bids had been received.

MOTION:	To approve the meeting agenda as amended
Moved by:	Flynn
Seconded by:	Holub
Vote:	Roll call: Douglas — Yes; Holub — Yes; Cavazos — Yes; Flynn — Yes
Result:	APPROVED

5. PUBLIC COMMENT — AGENDA ITEMS ONLY

Ted Cuchna, joining via Zoom, asked whether the Pentwater Lake Association's E. coli / water quality report is shared with the Village. The Supervisor confirmed the report is sent to both the Village and the Township.

6. SUPERVISOR'S REPORT

6-A. Pentwater Lake Association Water Quality (E. coli) Testing

The Supervisor reviewed water quality testing results included in the packet. Readings above 300 are considered elevated but not seriously concerning. The Village Creek crossing near Clymer has historically shown elevated readings; DNA testing conducted this season identified the source as deer and geese rather than human waste. Results are shared with both the Village and Township.

6-B. Longbridge Road Bridge Project

The project is substantially complete, with the exception of the toe kick fittings still to be installed. The temporary portable restroom on site is expected to be removed once that work is finished.

6-C. Cemetery Waste Bin

A replacement waste bin for the cemetery, ordered roughly eight weeks ago, was expected to arrive via Waste Management the following day and be placed at the cemetery shortly after.

6-D. Fire / Burning Ordinance — North Central Beach Association Follow-Up

The Supervisor provided an update following last month's discussion regarding a North Central Beach Association resident's continued use of tiki torches from the beach through dune grass up to a cottage. The Supervisor is working with Township Attorney Mark Nettleton and Zoning Administrator Edwards to update the Township's general fire ordinance (not a zoning ordinance), which will need to apply township-wide rather than to a single area. Reference materials, including fire-restriction language used in Boulder, Colorado, were provided by the residents for consideration.

6-E. Regional Transmission Line Project — Stakeholder Meetings

The Supervisor distributed an update on the regional power transmission line project previously presented to the Board. The project is now entering a stakeholder meeting phase, with twelve meetings scheduled; Pentwater Township's session is scheduled for Thursday, October 22, 2026, at the Oceana Research Station located at 5185 N. Oceana Drive, Hart MI.

6-F. Oceana County Historical & Genealogical Society

The Supervisor announced, on behalf of the Society, a volunteer recognition dinner featuring a guest speaker on Great Lakes shipwrecks; ticket information was made available to the Board and public.

7. TREASURER'S REPORT

Treasurer Douglas reported that the cash report was included in the packet. Summer taxes are due Monday, September 14, 2026, with penalties applied beginning September 15. The Treasurer noted this tax season has been busier than usual, with more frequent payment issues (including residents submitting incorrect cash amounts for village versus township tax portions) than in prior years.

8. CLERK'S REPORT

The Clerk did not have a written report prepared this month. Deputy Clerk Beavis spoke to two items on the Clerk's behalf:

- Cemetery well power line repair (Block 20): a buried power line running from the pump station near the columbarium area to Block 20 has failed at an unidentified location. Combined bids from Roose Electric and Oceana Irrigation to trench and re-run the line (encased in PVC conduit) total approximately \$4,700. As this falls within the Supervisor's independent approval authority, the Board raised no objection to proceeding.
- Rust staining on cemetery headstones (near Block 15–20): the source appears related to two wells feeding that area, with rust concentration highest when the water table is low. Oceana Irrigation has suggested a line-purging approach and may prepare a quote; stone cleaning itself is not considered a Township responsibility, though a product was provided to the Sexton to evaluate.

9. LIBRARY UPDATE

No Library representative was present.

10. FIRE DEPARTMENT REPORT

Monthly meeting agenda, minutes, and officers' report included in the Board packet. Call volume for July included 32 medical calls, 11 fire calls, and 2 UTV/ATV-related calls.

11. RECREATION REPORT

The Supervisor relayed an update from School Superintendent Craig Barter. The recreation program, now administered through the school, was active over the summer with t-ball, softball, and baseball; girls' basketball (3rd–4th and 5th–6th grade) is starting up. Recreation Director duties are transitioning from Craig Barter to Lucas Hawley.

12. DEPARTMENTAL REPORTS

12-A. Zoning Administrator / Deputy Supervisor — Keith Edwards

Report included in the Board packet; a busy period.

12-B. Township Assessor — Barbie Eaton

Report included in the Board packet; a routine, low-activity period for the Assessor's office.

12-C. Cemetery Report

Several burials during August, including a foundation site sale; continued strong interest from the public.

12-D. Transfer Station Report

329 visitors in August, with strong participation from the Village, Township, and Weare. An additional 30-yard roll-off container was reserved specifically for mattress disposal during the reporting period.

13. UNFINISHED BUSINESS

Great Lakes Energy Metro Act Permit: the Supervisor reported continued efforts to obtain the previously requested information from Great Lakes Energy — confirmation of the 5-year (unilateral) permit term and a list of affiliated entities. Despite repeated follow-up, the information had not yet been received. The Supervisor will report again in October.

14. NEW BUSINESS

New Business-A. FY2026 Second-Quarter Budget Amendments

Deputy Clerk Beavis and the Supervisor presented budget amendments affecting the General Fund and Sewer Fund. Line items within each fund were reallocated with no net change to either fund's overall budget.

MOTION:	To approve the FY2026 second-quarter budget amendments to the General Fund and Sewer Fund, as outlined
Moved by:	Flynn
Seconded by:	Douglas
Vote:	Roll call: Douglas — Yes; Holub — Yes; Cavazos — Yes; Flynn — Yes

Result:	APPROVED
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New Business-B. Friends of Pentwater Township Cemetery — Report (Informational)

Shannon Larson, joining via Zoom, reported on behalf of the Friends of Pentwater Township Cemetery:

- 23 headstones reset, repaired, and/or cleaned this season (list to be provided separately); a new VA-issued government marker installed for Civil War veteran Justus Koon; the Bartow Underhill monument professionally reset; the Lamont marker under evaluation for restoration by Past Preservation, at family expense.
- Annual fall cemetery tours will carry an America 250 theme and will be listed on the official America 250 Michigan calendar.
- Native American burial section dedication scheduled for Sunday, October 11, 2026, at 3:00 p.m. Ken Adams has donated a stone to serve as the memorial base; a bronze marker is funded by a Michigan Dunes Chapter America 250 Michigan grant. Six Native American burials in this section have now been identified by name through research. Dan Bissell (Sault Ste. Marie Tribe of Chippewa Indians) will offer a blessing; traditional drumming is being explored. Jennifer Beatty will represent the Grand River Bands of Ottawa Indians; the Little River Band of Ottawa Indians has also been invited.
- Wreaths Across America planning is underway for December 19, 2026; a speaker is being sought. Approximately 380 veterans are interred at Pentwater Township Cemetery and approximately 65 at Weare Township Cemetery.
- Discoloration (tannin staining) on stones in the newer cemetery section is being treated on a trial basis with a D2 cleaning product, with results to be evaluated in spring.

New Business-C. Native American Burial Site — Grounds, Road, and Fencing Improvements

The Deputy Clerk presented bids obtained for improvements to the Native American burial section ahead of the October 11 dedication (where possible): Halleck Excavating proposed \$6,670 to prepare and pave the access road and grounds within the burial area; Straight Line Fence quoted \$6,500 for a basic aluminum fence or \$9,500 for a decorative version with rings, designed to follow the uneven grade of the ground. A separate Halleck bid of \$5,300 covers grading and gravel improvements to the road leading to the cemetery leaf-disposal area, a distinct project. Budget review confirmed sufficient funds are available: the well/irrigation repair fits within the Repair/Maintenance—Irrigation line item; the burial-ground grounds/road work and fencing (approximately \$16,700 combined) fit within the Capital Outlay line item, which has surplus funds after the Township's pickup truck was purchased under budget; and the leaf-area road work (\$5,300) fits within the Repair/Maintenance—Grounds line item.

MOTION:	To approve the Halleck Excavating bid (\$6,670) for grounds and road preparation at the Native American burial site, the decorative ring-style aluminum fence (\$9,500) from Straight Line Fence, and the Halleck Excavating bid (\$5,342) for leaf-area roadwork.
Moved by:	Douglas
Seconded by:	Holub
Vote:	Roll call: Douglas — Yes; Holub — Yes; Cavazos — Yes; Flynn — Yes
Result:	APPROVED

As a related, informal item, the Deputy Clerk noted the Pentwater Artisan Center is exploring design concepts for decorative entrance signage at the burial site (following Straight Line Fence's indication they do not provide this service); any proposal would return to the Board for consideration.

New Business-D. West Michigan Fire & Rescue Authority — Articles of Incorporation (Updated)

Guests Dwight Fuehring (Fire Chief), Bill Kolenda (Golden Township, Fire Authority Committee Chair), and Larry Doran (Weare Township Supervisor, Fire Authority Committee Vice Chair) presented an updated version of the Articles of Incorporation, distributed at the meeting in place of the version included in the packet. Updates included: added definitional language under the Article on emergency services clarifying that the Authority provides "non-medical first response services" (the Authority responds to fire, water rescue, and similar emergencies but does not provide medical/EMS services); and an updated signatory reference reflecting a recent change in supervisor for one member community following the

death of the prior office holder, Jay McGhan. Five entities are participating in the Authority at various stages of formal adoption. Guests noted the Authority's leadership will consist of one Fire Chief and two Assistant Chiefs (expected to be Jonathan Hughart and Mike Garcia).

MOTION:	To approve the (updated) Articles of Incorporation for the West Michigan Fire & Rescue Authority
Moved by:	Cavazos
Seconded by:	Douglas
Vote:	Roll call: Douglas — Yes; Holub — Yes; Cavazos — Yes; Flynn — Yes
Result:	APPROVED

The Supervisor confirmed no further Township action is required beyond execution; the City of Hart will handle publication and certification. Supervisor Cavazos and Clerk Murphy will sign on the Township's behalf, as the Township serves as fiduciary and the Village does not sign separately.

New Business-E. Termination of Prior Township–Village Fire Department Intergovernmental Agreement

The Supervisor presented an agreement, finalized that day by Township Attorney Mark Nettleton and Village Attorney Brian Monton, terminating the prior intergovernmental agreement between the Township and Village for operation, funding, and maintenance of the Pentwater Fire Department, in connection with the Township and Village jointly transitioning into the new West Michigan Fire & Rescue Authority. The agreement includes Exhibit A (real property) and Exhibit B (Fire Authority parcel), addressing the fact that the fire barn sits on Village-owned property and is jointly owned by the Village and Township; a survey was completed by Fleis & VandenBrink, and a quitclaim deed is contemplated.

MOTION:	To approve and authorize the Township Supervisor and Township Clerk to execute and deliver, on behalf of the Township, the agreement terminating the intergovernmental agreement for the operation, funding, and maintenance of the Pentwater Fire Department, in the form on file with the Township Clerk (most recent draft dated September 9, 2026), with such revisions as are deemed necessary and in the best interest of the Township by the Township Supervisor and Township Clerk in consultation with the Township Attorney
Moved by:	Supervisor Cavazos
Seconded by:	Douglas
Vote:	Roll call: Douglas — Yes; Holub — Yes; Cavazos — Yes; Flynn — Yes
Result:	APPROVED

Discussion (no action): the Authority agreement allows for up to two "member at large" seats on the Authority board.

New Business-F. Cemetery Spring Cleanup Bids

Tabled; only one of two requested bids had been received. To be brought back to the Board once complete.

New Business-G. Temporary Moratorium — Data Centers and Digital Asset Mining Uses

Treasurer Douglas presented a resolution, drafted by Township Attorney Mark Nettleton, establishing a temporary moratorium on zoning and building review for data center and digital asset mining (cryptocurrency mining) uses, effective through March 9, 2027 (6 months), to allow time to develop a zoning ordinance amendment through the Planning Commission. The moratorium may be extended by the Board at any time without waiting for the full six months to elapse.

MOTION:	To approve the temporary moratorium on zoning and building review for data center and digital asset mining uses, through March 9, 2027
Moved by:	Douglas
Seconded by:	Flynn
Vote:	Roll call: Douglas — Yes; Flynn — Yes; Holub — No; Cavazos — Yes
Result:	APPROVED (4–1; Trustee Holub dissenting)

Trustee Holub clarified for the record that his dissenting vote did not reflect support for data centers, but rather that he did not see a present need for the moratorium given the Township's limited amount of large vacant land.

New Business-H. Employee Policy & Procedure Handbook — Adoption (Updated)

The Supervisor presented an updated Employee Policy & Procedure Handbook, revised following the Board's prior workshop with the assistance of Nicole at Mika Myers. Key revisions: Section 5.8.5 (retaliation) clarified so that reports are made to the employee's supervisor or the Township Supervisor; Section 7.2 (paid time off) revised to provide two weeks of PTO for employees with more than five years of service. The Handbook is effective immediately upon adoption; each employee will sign two acknowledgment copies (one retained by the employee, one filed in the personnel record).

For the record, Zoning Administrator Edwards noted, with reference to Handbook Section 2.8 (Residency), that he does not reside within the Township, and confirmed that neither state law nor the Handbook requires the Zoning Administrator or the Assessor to do so.

MOTION:	To approve the updated Employee Policy & Procedure Handbook, effective immediately
Moved by:	Holub
Seconded by:	Douglas
Vote:	Roll call: Douglas — Yes; Holub — Yes; Cavazos — Yes; Flynn — Yes
Result:	APPROVED

New Business-I. Proclamation — 2026 Citizen of the Year

Treasurer Douglas presented a proclamation naming Steve Bass as the Township's 2026 Citizen of the Year, to be signed by the Board and presented at the Citizen of the Year event hosted by the Pentwater Service Club.

MOTION:	To approve the Proclamation naming Steve Bass as the 2026 Citizen of the Year
Moved by:	Flynn
Seconded by:	Holub
Vote:	Voice vote — Aye [all in favor]; no nays recorded
Result:	APPROVED

15. OTHER ITEMS — BOARD MEMBERS

15-A. Township Website — Vendor Search Update

Trustee Holub reported contact with two prospective website vendors (consistent with the Board's prior direction) and proposed a virtual workshop for the Board with each company, tentatively Wednesday, September 30, 2026 (first company approximately 9:30 a.m. for 75 minutes; second company to follow at approximately 11:00–11:15 a.m.); hosting/dial-in details to be determined.

15-B. Special Meeting — Coastal Management Grant Funding (Beach Restoration)

The Supervisor advised the Board that a coastal management connected to DNR and EGLE, supporting the Township's beach restoration project, is reimbursement-based rather than front-loaded, requiring the Township to pay contractor bills upfront and seek quarterly reimbursement. The Supervisor requested Board input on funding a dedicated Grants line item to cover near-term reimbursable expenses, potentially by drawing from the Township's certificate of deposit. The Board reached consensus to hold a Special Meeting on Tuesday, September 15, 2026, at 9:00 a.m. to address funding for this purpose, with proper 18-hour public notice to be posted.

16. PUBLIC COMMENT — GENERAL (ANY TOPIC)

Ted Cuchna, 529 S. Clymer Street, joining via Zoom, raised concerns regarding the Pentwater District Library's new millage, citing a significant increase in projected library revenue and in the library director's compensation following the library's transition to an independent district library. He also asked whether the Township had estimated per-entity costs associated with joining the West Michigan Fire & Rescue Authority. The Supervisor and guests responded with preliminary first-year Authority budget figures,

provided by the fiscal manager working on the Authority's formation: a total budget of approximately \$730,536, allocated among the five participating entities (approximate figures as stated: Weare Township \$80,119; Pentwater Township \$250,531.69; Golden Township \$220,222; Hart Township (\$ amount not captured in notes); City of Hart \$78,242.36). It was noted that in the Authority's first fiscal year, no additional per-entity contribution beyond existing fire-millage revenue and combined general fund resources is currently anticipated.

A guest asked about Township rules for ATV/UTV use on township roads. The Supervisor explained that Michigan law limits ATV/UTV speed to 25 mph regardless of the posted road speed limit (including higher-speed roads such as M-11).

Guest Larry Doran asked about the temporary portable restroom near the Longbridge Road boat launch; the Supervisor confirmed it is expected to be removed, tentatively in October, once the bridge project is fully complete. Longer-term restroom facility planning at the 90-degree-bend boat launch was also discussed, contingent on negotiating access with an adjoining property owner; no action was taken.

17. ADJOURNMENT

MOTION:	To adjourn the meeting
Moved by:	Flynn
Seconded by:	Douglas
Vote:	Voice vote — Aye [all in favor]; no nays recorded
Result:	MEETING ADJOURNED

Meeting adjourned at 7:55 p.m.

CERTIFICATION

I hereby certify that the foregoing constitutes the official minutes of the Regular Meeting of the Pentwater Township Board of Trustees held on September 9, 2026, recorded pursuant to the Michigan Open Meetings Act, MCL 15.261 et seq.

Township Deputy Clerk, Pentwater Township

Date

These minutes were prepared from the Zoom meeting audio/video transcript. Portions of the recording contained unclear or inaudible speaker attribution, background noise, and cross-talk (particularly during remote participants' audio segments); items requiring confirmation are marked [Verify]. Please review and advise of any corrections prior to adoption.