



PENTWATER TOWNSHIP BOARD

AGENDA PACKET

REGULAR BOARD MEETING

July 10, 2024 at 6:00 p.m.

Lynne Cavazos, Supervisor
Heather A. Douglas, Treasurer
Maureen H Murphy, Clerk

Mike Flynn, Trustee
Dean Holub, Trustee

**PENTWATER TOWNSHIP BOARD MEETING
Regular Meeting**

July 10, 2024 at 6:00 p.m.
Pentwater Township Hall
500 N. Hancock Street, Pentwater, MI 49449

Join Zoom Meeting

<https://us02web.zoom.us/j/83020925351?pwd=pczbEQHYpKEiIM4Qb7qE3Pk9nqpvon.1>

Meeting ID: 830 2092 5351

Passcode: 088523

AGENDA

1. Call to Order/Pledge
2. Roll Call
3. Consent Agenda – Review & Action
 - a. Minutes of June 12, 2024
 - b. Correspondence, if any
 - c. Monthly Budget Reports for General Fund, Cemetery and Fire Department
 - d. Payment of Bills
(Consent Agenda contains all routine items of business on which no disagreement or debate is anticipated. Upon the request of any board member, an item shall be removed from the consent agenda and placed on the regular agenda under New Business)
4. Meeting Agenda – Review & Action
5. Public Comment on Agenda Items (Three (3) minutes maximum)
6. Supervisor's Report
7. Clerk's Report
8. Treasurer's Report
9. Library Board Packet
10. Fire Department Minutes
11. Recreation Report
12. Reports
 - a. Zoning Administrator
 - b. Assessor
 - c. Cemetery Sexton
 - d. Transfer Station

13. Unfinished Business

- a. None

14. New Business

- a. Preliminary Information and Discussion – Township Library to District Library
- b. Preview of Township New Website – John Chickering, City Web Central
- c. Review & Action: Quarterly Budget Amendments Q1 - 2024
- General Fund - 101
 - Cemetery Fund - 209
 - ARPA Fund – 286
- d. Review & Action: Approval of Amendment Resolution No. 2024-09-02 FY 2024-25 Non-Elected Employees Wage & Salary Schedule
- e. Review & Action: Renaming of Pentwater Township Transfer Station
- f. Review & Action: Approval of Future Land Use Map
- g. Review & Action: Approval of Traffic Control Ordinance for Lakeview Drive
- h. Review and Action: Purchase of Election Tabulator for Pentwater Township

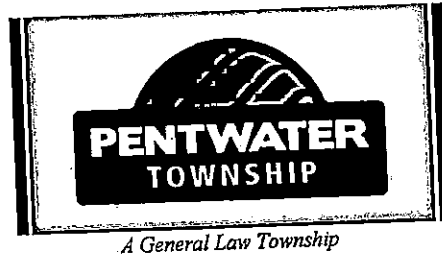
15. Public Comments

16. Other Items from Board Members

17. Adjournment

Public Participation at Board of Trustee Meetings

1. When addressing the Board, please state your name and address and direct all questions and comments to the Chairperson.
2. We ask that you show common courtesy, display respect for all participants, and refrain from any personal attacks.
3. You may address the Board on any agenda item under the PUBLIC COMMENTS ON AGENDA ITEMS ONLY. Please limit your comments to three (3) minutes.
4. You may address the Board on any matter that falls within the Board's jurisdiction under the PUBLIC COMMENTS PORTION OF THE AGENDA (maximum three minutes).
5. If you would like to meet with any Board or staff member following the meeting, please make your wishes known.
6. The public, press and/or legal stenographers are permitted to record the proceedings – either video or audio – so long as it does not interfere with the meeting.



Pentwater Township Regular Board Meeting

Consent Agenda Items

July 10, 2024

- Prior Meeting Minutes:
 - Township Regular Board Meeting – June 12, 2024
- Correspondence: None
- ~~Revenue & Expense Reports 4/1/24 thru 5/31/24~~ (Now reported FY Quarterly)
- Claims/Bills for the period 6/5/24 – 6/30/24 as follows (incl. payroll):
 - Township - \$38,881
 - Cemetery - \$4,070
 - Fire - \$7,919
 - Sewer – \$14,230

PENTWATER TOWNSHIP BOARD PENTWATER COMMUNITY HALL 500 N. HANCOCK STREET, PENTWATER, MI 49449 <i>Draft Minutes</i> 12 June 2024 ZOOM Available for Audience	
Supervisor Cavazos called the Regular Board Meeting to order at 6:01 PM Members Present: Cavazos, Murphy, Douglas, Holub, Flynn Members Absent: None Staff Present: Keith Edwards, Deputy Supervisor & Zoning Administrator Others Present: Mary Barker, Jeff Wrisley, Anna Rapa, Paul Forton, Michelle Martin, Tom & Lynn Roose, Ron Hollis, Steve Brock, Cathy Crumb, Dave Spitler, John & Rachael Miller, Stacy Hissong, and Ron Christians Present via Zoom: None	CALL TO ORDER ROLL CALL
Moved by Flynn and seconded by Douglas to accept the Consent Agenda as presented: <ul style="list-style-type: none"> • Prior Meeting Minutes - May 15, 2024 • Correspondence: <ul style="list-style-type: none"> ○ John Stears • Financial Reports – Reported Quarterly • Payment of Bills (incl. payroll): <ul style="list-style-type: none"> ○ Township - \$43,475 ○ Cemetery - \$9,259 ○ Fire - \$10,787 ○ Sewer – \$2,585 Roll call vote: Yes: Cavazos, Murphy, Holub, Douglas, Flynn No: None Motion Carried	CONSENT AGENDA - Review & Action
Moved by Douglas and seconded by Holub to accept the meeting agenda as presented. Roll call vote: Yes: Cavazos, Murphy, Holub, Douglas, Flynn No: None Motion Carried	MEETING AGENDA
<ul style="list-style-type: none"> • None 	PUBLIC COMMENTS
Supervisor Cavazos communicated the following:	

Supervisor Report – 6/12/24

1. Special Welcome to Steve Brock – the new Interim Village Manager for the Village of Pentwater.

Note: Steve spoke briefly about his previous work experience working for 25 years as the City Manager for the City of Farmington Hills. He also noted other working experiences before retiring. In retirement, Steve has served as Interim Manager in several communities near Pentwater.

2. Longbridge Fishing Platform – temporary repairs were completed by Hallack Construction while road construction was taking place on Longbridge and Monroe. The platform is now safe for fishing now.

Note: We lost the 2 recycling/trash bins that were located near the fishing platform and fishing deck. If we cannot locate the bins, we plan to replace them this summer.

3. Pentwater Township Library Open House will be held on Monday, June 17th from 11:00 AM – 1:00 PM. The Township will have a booth again this year – Mike Flynn will be at the booth and Maureen Murphy will be proving “walking tacos” for everyone attending.

4. Pentwater Township Cemetery

The 6 Hampton benches arrived and volunteers from the Pentwater Service Club put the benches together in record time. They completed the task in 1 hour and 10 minutes. Special thank you to: John Faas, Steve Russell, Pete Bush, Mark Trierweiler, and Lee Hammontree.

<p>Clerk Murphy communicated the following: See Board Packet</p>	<p>CLERK'S REPORT</p>
<p>See Board Packet</p>	<p>TREASURER'S REPORT</p>
<p>The following reports were received and placed on file:</p> <ul style="list-style-type: none"> • Library • Fire Department • Recreation 	<p>OTHER DEPARTMENTAL REPORTS Library, Fire Department and Recreation</p>
<p>The following Staff reports were received and placed on file:</p> <ul style="list-style-type: none"> • Deputy Supervisor, Zoning Administrator & Ordinance Enforcement Officer • Assessor • Cemetery • Transfer Station 	<p>STAFF REPORTS Zoning, Assessing, Cemetery, Transfer Station</p>

Unfinished Business: <ul style="list-style-type: none"> • None 	UNFINISHED BUSINESS
<p>Motion by Douglas, seconded by Holub to approve the proposed Transfer Station agreement with Weare Township. Weare will issue their own permits. This agreement is exclusive of "Free Day" usage.</p> <p>Roll call vote: Yes: Cavazos, Murphy, Holub, Douglas, Flynn No: None Motion: Carries</p>	NEW BUSINESS a) Transfer Station Agreement with Weare Township
<p>Motion by Holub, seconded by Flynn to approve the Transfer Station Manager's pay structure from hourly to salary.</p> <p>Roll call vote: Yes: Cavazos, Murphy, Holub, Douglas, Flynn No: None Motion: Carries</p>	NEW BUSINESS b) Resolution 2024-09-01 Amending FY2024/25 Non-Elected Employees Wage & Salary Schedule
<p>Motion by Holub, seconded by Cavazos to approve the proposed preliminary engineering study of the Plough Drain in the amount of \$20,000.</p> <p>Roll call vote: Yes: Cavazos, Murphy, Holub, Douglas Abstain: Flynn Motion: Carries</p>	NEW BUSINESS c) Approval of Plough Drain Preliminary Engineering Study
<p>Public comments were made by Anna Rapa, Ron Hollis, Tom Roose, and Dave Spitler</p>	PUBLIC COMMENTS
<ul style="list-style-type: none"> • None 	OTHER ITEMS FROM BOARD MEMBERS
<p>Moved by Douglas, seconded by Murphy to adjourn the meeting at 8:01 PM. Motion carried via voice vote.</p>	ADJOURNMENT
<p>_____</p> <p>Maureen Murphy, Township Clerk</p>	<p>_____</p> <p>Date</p> <p>Notes taken by Keith Edwards & Formalized by Deputy Clerk Glenn Beavis</p>

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
				1,344.00	902.53	0.00	Open
06/27/2024	GFCKG	22943	BEAVIS, GLENN C	1,559.88	1,226.74	0.00	Open
06/27/2024	GFCKG	22944	CAVAZOS, LYNNETTE M	1,559.88	1,350.19	0.00	Open
06/27/2024	GFCKG	22945	DOUGLAS, HEATHER A	2,392.25	1,921.33	0.00	Open
06/27/2024	GFCKG	22946	EATON, BARBARA C	1,527.34	1,316.44	0.00	Open
06/27/2024	GFCKG	22947	EDWARDS, KEITH J	336.00	305.94	0.00	Open
06/27/2024	GFCKG	22948	FLOOD, DEBRA A	284.09	250.29	0.00	Open
06/27/2024	GFCKG	22949	FLOOD, JOSEPH M	148.48	130.81	0.00	Open
06/27/2024	GFCKG	22950	HENDRIXON-BEATTY, DILLON T	626.03	559.84	0.00	Open
06/27/2024	GFCKG	22951	MILLER, ROBERT A	1,559.88	1,350.19	0.00	Open
06/27/2024	GFCKG	22952	MURPHY, MAUREEN H	1,113.00	757.96	0.00	Open
06/14/2024	GFCKG	22898	BEAVIS, GLENN C	1,559.88	1,226.74	0.00	Open
06/14/2024	GFCKG	22899	CAVAZOS, LYNNETTE M	173.44	152.79	0.00	Open
06/14/2024	GFCKG	22900	CLUCHEY, TERRY L.	86.72	76.40	0.00	Open
06/14/2024	GFCKG	22901	DEGREGORIO, PAULA M	1,646.60	1,417.02	0.00	Open
06/14/2024	GFCKG	22902	DOUGLAS, HEATHER A	2,392.25	1,921.34	0.00	Open
06/14/2024	GFCKG	22903	EATON, BARBARA C	1,600.84	1,373.84	0.00	Open
06/14/2024	GFCKG	22904	EDWARDS, KEITH J	525.00	462.86	0.00	Open
06/14/2024	GFCKG	22905	FLOOD, DEBRA A	284.09	250.28	0.00	Open
06/14/2024	GFCKG	22906	FLOOD, JOSEPH M	227.86	190.76	0.00	Open
06/14/2024	GFCKG	22907	FLYNN, MICHAEL W	86.72	76.39	0.00	Open
06/14/2024	GFCKG	22908	GRAETTINGER, JOHN S	86.72	80.10	0.00	Open
06/14/2024	GFCKG	22909	HEPWORTH, J. RANDOLPH	141.14	124.35	0.00	Open
06/14/2024	GFCKG	22910	HOLUB, DEAN J	86.72	76.41	0.00	Open
06/14/2024	GFCKG	22911	HOOYMAN, PATRICK J	108.40	95.50	0.00	Open
06/14/2024	GFCKG	22912	MONTON, ANTHONY A	1,559.88	1,350.19	0.00	Open
06/14/2024	GFCKG	22913	MURPHY, MAUREEN H	108.40	100.11	0.00	Open
06/14/2024	GFCKG	22914	RUSSELL, JEAN E	37.12	37.12	0.00	Open
06/14/2024	GFCKG	22915	SUTTNER, LORI A	86.72	80.10	0.00	Open
06/14/2024	GFCKG	22916	TRIERWEILER, MARK J	86.72	80.08	0.00	Open
06/14/2024	GFCKG	22917	WRISLEY, JEFFREY A				

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
				626.03	559.85	0.00	Open
06/14/2024	GFCKG	22918	MILLER, ROBERT A	2,704.84	2,704.84	0.00	Open
06/17/2024	GFCKG	EFT192	EFTPS TWP	2,660.34	2,660.34	0.00	Open
06/18/2024	GFCKG	EFT193	EFTPS TWP	2,491.75	2,491.75	0.00	Open
06/27/2024	GFCKG	EFT194	EFTPS TWP				
Totals:				31,819.01	27,661.42	0.00	
				Number of Checks: 034			
				31			
Total Physical Checks:				3			
Total Check Stubs:							

07/03/2024 10:18 AM
 User: GLENN
 DB: PENTWATER TWP

INVOICE RESOLUTION
 POST DATES 06/05/2024 - 06/30/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GFCKG

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
2684	ANAVON TECHNOLOGY GROUP	06/01/2024	06/05/2024	125.09	0.00	Paid	Y
2685	CONSUMERS ENERGY	05/28/2024	06/05/2024	197.10	0.00	Paid	Y
2686	INTEGRITY BUSINESS SOLUTIONS	06/04/2024	06/05/2024	255.00	0.00	Paid	Y
2687	PERFORMANCE HEALTH SUPPLY, LLC	04/10/2024	06/05/2024	701.44	0.00	Paid	Y
2694	CHARTER COMMUNICATIONS	06/01/2024	06/13/2024	179.98	0.00	Paid	Y
2695	CINTAS	06/06/2024	06/13/2024	77.00	0.00	Paid	Y
2696	CONSUMERS CREDIT UNION	06/02/2024	06/14/2024	2,026.05	2,026.05	Open	Y
2697	CONSUMERS ENERGY	06/01/2024	06/14/2024	81.52	0.00	Paid	Y
2698	CONSUMERS ENERGY	06/01/2024	06/14/2024	28.11	0.00	Paid	Y
2699	DTE ENERGY	06/06/2024	06/14/2024	63.08	0.00	Paid	Y
2700	ELECTION SOURCE	06/11/2024	06/14/2024	17.66	0.00	Paid	Y
2701	INTEGRITY BUSINESS SOLUTIONS	06/10/2024	06/14/2024	86.68	0.00	Paid	Y
2702	LUDINGTON DAILY NEWS, OCEANA HERA	05/23/2024	06/14/2024	168.50	0.00	Paid	Y
2703	LUDINGTON DAILY NEWS, OCEANA HERA	05/23/2024	06/14/2024	185.35	0.00	Paid	Y
2704	QUADIANT FINANCE USA INC	06/01/2024	06/14/2024	849.79	0.00	Paid	Y
2705	RYANS LAWN CARE	06/06/2024	06/14/2024	176.00	0.00	Paid	Y
2706	SHOTWELL SOLUTIONS LLC	06/06/2024	06/14/2024	630.00	0.00	Paid	Y
2710	FLEIS & VANDENBRINK	04/01/2024	06/17/2024	539.00	0.00	Paid	Y
2711	SPECTRUM PRINTERS, INC	06/14/2024	06/17/2024	674.33	0.00	Paid	Y
				7,061.68	2,026.05		
				0.00	0.00		

of Invoices: 19 # Due: 1
 # of Credit Memos: 0 # Due: 0

Totals:
 Totals:

7,061.68 2,026.05
 + 31,819.01 PR
 \$ 38,880.69 TOTAL
 7,061.68 2,026.05

--- TOTALS BY FUND ---
 101 - GENERAL FUND

--- TOTALS BY DEPT/ACTIVITY ---
 253 - TREASURER
 262 - ELECTION
 265 - TOWNSHIP
 526 - TRANSFER STATION
 597 - DOC/RECREATION/PLIB
 701 - PLANNING COMMISSION
 702 - ZONING ADMINISTRATION

258.97 258.97
 1,104.93 412.94
 3,436.46 518.61
 835.53 835.53
 701.44 0.00
 185.35 0.00
 539.00 0.00

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
				40.00	36.94	0.00	Void
06/27/2024	FDCHK	4135	SMITH, KAREN R	40.00	36.94	0.00	Open
06/27/2024	FDCHK	4136	SMITH, KAREN R	232.50	204.83	0.00	Open
06/14/2024	FDCHK	4125	HAYNOR, MARK R.	35.58	35.58	0.00	Open
06/17/2024	FDCHK	EFT190	EFTPS FIRE	6.12	6.12	0.00	Open
06/27/2024	FDCHK	EFT196	EFTPS FIRE				
Totals:				354.20	320.41	0.00	
			Number of Checks:	005			
Total Physical Checks:			3				
Total Check Stubs:			2				

07/03/2024 10:18 AM
 User: GLENN
 DB: PENTWATER TWP

POST DATES 06/05/2024 - 06/30/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: FDCHK

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
2689	LARSON AND SON	06/05/2024	06/05/2024	26.43	0.00	Paid	Y
2690	LARSON AND SON	06/04/2024	06/05/2024	8.44	0.00	Paid	Y
2691	LARSON AND SON	06/05/2024	06/05/2024	15.19	0.00	Paid	Y
2714	CHARTER COMMUNICATIONS	06/01/2024	06/17/2024	285.19	0.00	Paid	Y
2715	CHROUCH COMMUNICATIONS, INC	05/17/2024	06/17/2024	1,212.56	0.00	Paid	Y
2716	CONSUMERS ENERGY	05/22/2024	06/17/2024	257.25	0.00	Paid	Y
2717	LARSON AND SON	06/12/2024	06/17/2024	3.36	0.00	Paid	Y
2718	LARSON AND SON	06/05/2024	06/17/2024	44.97	0.00	Paid	Y
2719	MACQUEEN EMERGENCY	05/23/2024	06/17/2024	146.06	0.00	Paid	Y
2720	MACQUEEN EMERGENCY	05/24/2024	06/17/2024	5,201.99	0.00	Paid	Y
2721	REPUBLIC SERVICES #240	05/25/2024	06/17/2024	167.87	0.00	Paid	Y
2722	VERIZON	05/24/2024	06/17/2024	76.02	0.00	Paid	Y
2723	WITMER PUBLIC SAFETY GROUP	06/01/2024	06/17/2024	119.57	0.00	Paid	Y
				Totals:	7,564.90	0.00	
# of Invoices:	13	# Due:	0	Totals:	0.00	0.00	
# of Credit Memos:	0	# Due:	0				
					7,564.90	0.00	

Net of Invoices and Credit Memos:

--- TOTALS BY FUND ---

206 - FIRE FUND

7,564.90 0.00

--- TOTALS BY DEPT/ACTIVITY ---

336 - FIRE

7,564.90 0.00

+ 354.20

7,919.10 TOTAL

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
				782.79	692.02	0.00	Open
06/27/2024	CEMCK	6323	BAILEY, CHRISTOPHER R.	241.28	222.48	0.00	Open
06/27/2024	CEMCK	6324	LYNN, ROBERT L	175.00	154.18	0.00	Open
06/27/2024	CEMCK	6325	MURPHY, MAUREEN H	782.79	692.02	0.00	Open
06/14/2024	CEMCK	6304	BAILEY, CHRISTOPHER R.	408.32	369.64	0.00	Open
06/14/2024	CEMCK	6305	LYNN, ROBERT L	175.00	154.17	0.00	Open
06/14/2024	CEMCK	6306	MURPHY, MAUREEN H	427.36	427.36	0.00	Open
06/30/2024	CEMCK	EFT199	EFTPS CEMETERY				
Totals:				2,992.54	2,711.87	0.00	
				Number of Checks: 007			
				6			
Total Physical Checks:				1			
Total Check Stubs:							

07/03/2024 10:17 AM
 User: GLENN
 DB: PENTWATER TWP

INVOICE REGISTER REPORT
 POST DATES 06/05/2024 - 06/30/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: CEMCK

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
2688	INTEGRITY BUSINESS SOLUTIONS	06/04/2024	06/05/2024	130.00	0.00	Paid	Y
2707	LARSON AND SON	06/03/2024	06/14/2024	77.93	0.00	Paid	Y
2708	PENTWATER CONVENIENCE CENTER	06/10/2024	06/14/2024	56.08	0.00	Paid	Y
2709	SEYMOUR' SALES & SERVICE	06/04/2024	06/14/2024	165.37	0.00	Paid	Y
2712	EVERET K. HORTON	06/14/2024	06/17/2024	495.00	0.00	Paid	Y
2713	FRONTIER	06/10/2024	06/17/2024	153.15	0.00	Paid	Y
				Totals:	1,077.53	0.00	
# of Invoices: 6 # Due: 0				Totals:	0.00	0.00	
# of Credit Memos: 0 # Due: 0							
Net of Invoices and Credit Memos:					1,077.53	0.00	

--- TOTALS BY FUND ---
 209 - CEMETERY FUND
 --- TOTALS BY DEPT/ACTIVITY ---
 567 - CEMETERY

1,077.53 0.00
 1,077.53 0.00
 + 2992.54 PR

 \$ 4,070.07 TOTAL

Check Register Report
 For Check Dates 06/01/2024 to 06/30/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
06/27/2024	SEW	8151	DOUGLAS, HEATHER A	350.00	323.23	0.00	Open
06/27/2024	SEW	8152	EDWARDS, KEITH J	84.00	77.57	0.00	Open
06/17/2024	SEW	EFT191	EFTPS SEWER	36.42	36.42	0.00	Open
06/27/2024	SEW	EFT195	EFTPS SEWER	66.40	66.40	0.00	Open
Totals:				536.82	503.62	0.00	
			Number of Checks:	004			
Total Physical Checks:			2				
Total Check Stubs:			2				

07/03/2024 10:17 AM
 User: GLENN
 DB: PENTWATER TWP

INVOICE REGISTER REPORT
 POST DATES 06/05/2024 - 06/30/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: SEW

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
2692	KEITH EDWARDS	06/05/2024	06/05/2024	37.92	0.00	Paid	Y
2693	PENTWATER TOWNSHIP SEWER (H)	06/13/2024	06/13/2024	10,000.00	0.00	Paid	Y
2724	DTE ENERGY	06/06/2024	06/17/2024	58.56	0.00	Paid	Y
2725	F&V OPERATIONS	06/04/2024	06/17/2024	42.67	0.00	Paid	Y
2726	F&V OPERATIONS	06/04/2024	06/17/2024	181.50	0.00	Paid	Y
2727	F&V OPERATIONS	06/04/2024	06/17/2024	1,046.99	0.00	Paid	Y
2728	F&V OPERATIONS	06/04/2024	06/17/2024	2,000.00	0.00	Paid	Y
2729	FLEIS & VANDENBRINK	06/07/2024	06/17/2024	308.00	0.00	Paid	Y
2729	FLEIS & VANDENBRINK	04/01/2024	06/17/2024	17.98	0.00	Paid	Y
2730	KEITH EDWARDS	06/06/2024	06/17/2024				
				Totals:	13,693.62	0.00	
# of Invoices: 9 # Due: 0				Totals:	0.00	0.00	
# of Credit Memos: 0 # Due: 0							

Net of Invoices and Credit Memos:

--- TOTALS BY FUND ---

592 - SEWER FUND

13,693.62 0.00

--- TOTALS BY DEPT/ACTIVITY ---

538 - SHARED N&S SEWER EXPENDITUR
 539 - SHARED N&S SEWER ADMINISTRA
 541 - TWP SOUTH SEWER EXPENDITURE

588.07 0.00
 10,000.00 0.00
 3,105.55 0.00

+ 536.82 PR
 \$14,230.44 TOTAL

Pentwater Township
Deputy Supervisor, Zoning Administrator and Ordinance Enforcement Officer
Monthly Report – July 1, 2024

Board Members, the following is a summary of activities conducted by the Deputy Supervisor, Zoning Administrator and Ordinance Enforcement Officer for the month of June, 2024.

Deputy Supervisor - I worked with the Township Supervisor, Lynne Cavazos, F&V, Utility Financial Services (UFS) and Township Attorney Mark Nettleton to:

- Received EGLE Permit and Coordinated with F&V for Construction Management for the Apache Hills and Hilltop Septic Repair project which was awarded to Hallack Contracting.
- Coordinated account information for sewer pump repair at Fixall in Grand Rapids.
- Submit financial information to Utility Financial Solutions for a Sanitary Sewer Rate Study; and,
- Coordinated mowing of the Apache Hills and Hilltop septic drain fields.
- Investigated possible power outages at the Township North lift stations due to last week's storms.
- Mowed grass at Township lift stations.
- Investigated possibility for monitoring alarms remotely at sanitary sewer lift stations.
- Worked on proposed ordinance for traffic control (parking) on Lake View Drive.

Code Enforcement – I am currently working on a complaint and possible resolutions to a landscape company on 56th Avenue, north of Hammett Rd.

Planning Commission - The Planning Commission met on June 11, 2024 to:

- Hold a public hearing and recommend that the Township Board consider approval of a change in the Future Land Use Map from Rural Residential or Low - Density Single Family Residential Use;
- Discuss Zoning Regulations for retaining walls;
- Approve the expansion of a deck at 9595 N. Bus. Rt. US 31 that would not further exacerbate the nonconformity; and,

- Re-elect the same set of officers: Tony Monton as Chairperson, Paula DeGregorio as Vice-Chairperson and Heather Douglas as Secretary.

Zoning Board of Appeals - The Zoning Board of Appeals met on June 6, 2024 to hold their required annual meeting to re-elect the same set of officers: Jean Russell as Chairperson, and Randy Hepworth as Vice-Chairperson.

Zoning Permits - Nine Zoning Permits were issued in June, 2024 as follows:

1. ZP 3486 was issued to Mark Hall for a 16' x 48' detached accessory building at 6280 N. 48th Avenue.
2. ZP 3487 was issued to Tomas Perez for the construction of a 141 sq. ft. new house with attached garage at 6786 Chester St.
3. ZP 3488 was issued to CBS Solar for a solar panel array atop the new home at 5201 N. Lake Breeze Dr.
4. ZP 3489 was issued to Guy Stanhope Builders for a 1120 sq. ft. home on Perry Avenue for Janice Herndon in the Pentwater Addition No. 3 Plat.
5. ZP 3490 was voided.
6. ZP 3491 was issued to Michael Vanderplow for the construction of a new 32' x 28' accessory building at 5166 W. Lake View Dr.
7. ZP 3492 was issued to Ken Timko for a deck addition at 9595 N. Bus. US 31.
8. ZP 3493 was issued to Chad Veining for a 10' x 38' covered porch on an existing accessory building at 6707 51st Avenue.
9. ZP 3494 was issued to Ayers Basement Systems for the installation of helical piers to secure a deck foundation at 9051 N. Timer Shores Dr.
10. ZP 3495 was issued to Andrew Snyder for a split-rail fence at 8513 N. Perry Avenue.

Other Comments - None

Sincerely,

Keith J. Edwards

Pentwater Township

Deputy Supervisor, Zoning Administrator & Ordinance Enforcement Officer

PENTWATER TOWNSHIP
TRANSFER SITE MONTHLY REPORT

Month/Year: JUNE 2024

Total Number of Visitors: 237 + 105 = 342

Total Fees Rec'd: 16.57⁰⁰

Trash Visitors: 110

Recycling Visitors: 98

Trash/Recycling Visitors: 29

Yard Waste Visitors – Village: 204

Yard Waste Visitors – Township: 72

Yard Waste Visitors – Weare: 1

Submitted By: BOB MILLER

Date: 7/1/24

Pentwater Township Library – Upcoming Events

NERF Mobile Games – July 19th 4:30pm – 5:30pm

Join in the NERF fun at the Library as you run, dodge, dive and blast the competition! NERF Blasters and darts are provided, but you can bring your own equipment as well. **For ages 8 – 16 years old.** Space is limited for this event so sign up starting July 1st by calling 231 869-8581 to secure your spot. Are you NERF enough?

<https://www.pentwaterlibrary.org/programs/teens/nerf-games/view>

Indiana Joel's Magic Show – July 19th 6pm – 7pm

Join Indiana Joel at the Pentwater Township Library to see wacky stunts, experience incredible magic and laugh like crazy! Climb, run and leap into reading fun with Indiana Joel. Adventure books of all sorts will be brought to life with music and lots of audience participation.

<https://www.pentwaterlibrary.org/programs/kids/indiana-joels-magic-show/view>

Unleashed 4H Club Dog Presentation – August 1st 6pm – 7pm

The Unleashed 4H Club will bring their dogs to show off their skills with Obstacle Course, Rally, Agility and Tricks at the Pentwater Township Library. Come and watch the dogs perform these amazing stunts and meet the 4H club members that train them.

<https://www.pentwaterlibrary.org/programs/kids/unleashed-4h-dog-club-presentation/view>

Allendale Jazz Orchestra Outdoor Concert – August 2nd 7pm – 8pm

The Allendale Jazz Orchestra will be back at the Pentwater Township Library performing your jazz and big band favorites. The performance will take place outside on the lawn between the Library and the Community Garden. You will want to bring your own chairs or blankets for the lawn.

<https://www.pentwaterlibrary.org/programs/upcoming-adult-program/allendale-jazz-orchestra/view>



PENTWATER FIRE DEPARTMENT

486 E Park St • PO Box 1117
Pentwater, MI 49449

Phone 231.869.5987 • Fax 231.869.8511
www.pentwaterfiredepartment.com

Monthly Meeting Minutes

Meeting Date: Wednesday, June 5, 2024 19:00
Meeting Location: Pentwater Fire Department
Call to Order

- I. Pledge of Allegiance
- II. Reading and Approval of Minutes
 - a. Minutes from 5/1/24
- III. Reports of Officers
 - a. Treasurer Terry Cluchey
 - i. Ending payroll- \$23,875.00
 - ii. Checking- \$45,071.35
 - iii. CLASS- \$69,052.15
 - iv. EDGE- \$256,099.05
 - v. Total funds- \$370,222.55
- IV. Old Business
 - a. By-Laws- no update
 - b. UAV- the Officers reviewed three proposals and decided to purchase a new DJI drone
 - c. Michigan Volunteer Fire Capacity grant- Mark Haynor is writing another grant for us to purchase more wildland gear and equipment.
 - d. New Millage
 - i. Flyer- we are close to completion.
 - ii. Open Houses
 1. June 22 from 11AM-2PM
 2. August from 11AM-2PM
 - e. Adopt-a-Highway pickup:
 - i. September 22 (Sunday)- we will do our pickup on Sunday the 22nd. and we will meet at PFD at 7AM
 - f. Washer/Dryer- a new washer has been ordered and it will wash 2-3 sets of gear per load. A new dryer is \$7,500 and we will instead build our own dryer units.
 - g. Ranger Skid- a new skid has been ordered. It is all poly construction and includes a 50-gallon water tank with a pump and Honda engine.



PENTWATER FIRE DEPARTMENT

486 E Park St • PO Box 1117
Pentwater, MI 49449

Phone 231.869.5987 • Fax 231.869.8511
www.pentwaterfiredepartment.com

Officer Meeting Minutes

Meeting Date: Wednesday, June 5, 2024 19:00
Meeting Location: Pentwater Fire Department
Call to Order

Please note- the agenda for the Officer Meeting is the same as the regular monthly meeting and items are often discussed at both meetings

- I. Reading and Approval of Minutes
 - a. Minutes from 5/1/24

- II. Reports of Officers
 - a. Treasurer Terry Cluchey
 - i. Ending payroll- \$23,875.00
 - ii. Checking- \$45,071.35
 - iii. CLASS- \$69,052.15
 - iv. EDGE- \$256,099.05
 - v. Total funds- \$370,222.55

- III. Old Business
 - a. UAV- quotes for three different drone packages were presented. Two are Autel Robotics (\$5,899 and \$9,299) and one is a DJI (\$6,294).
 - b. Michigan Volunteer Fire Capacity grant- submissions due June 28. Purchases must be made after the grant is awarded, not before. Grass and wildland small equipment/PPE will be applied for.
 - c. New Millage
 - i. Flyer- Jonathan began working through some designs.
 - ii. Open Houses
 1. June 22 from 11AM-2PM
 2. August 3 from 11AM-2PM
 - d. Adopt-a-Highway pickups:
 - i. September 21-29- we will do the pickup in September.
 - e. Washer/Dryer- a new washer has been ordered. Rather than purchase a dryer, we will build one ourselves.
 - f. Ranger Skid- ordered. It is all poly with both closed and open compartments, a 50-gallon tank, a 5 gallon foam tank, and a Honda engine with pump.

Lynne Cavazos

From: Ray Hasil <rayhasil@gmail.com>
Sent: Wednesday, July 3, 2024 10:43 AM
To: Glenn Beavis; Lynne Cavazos; Lynne Cavazos; Mo Murphy; Rande Listerman
Cc: Jonathan Hughart; Mike Barefoot; Terry Cluchey
Subject: Pentwater FD Village & Township Documents
Attachments: jul_2024.pdf

Village & Township Officials,

There is no PFD regular monthly meeting tonight because of our involvement with fireworks.

Attached are the draft minutes from our June meeting.

Ray

REVENUE AND EXPENDITURE REPORT FOR PENTWATER TOWNSHIP

PERIOD ENDING 06/30/2024

'2024 09:31 AM
SUPERVISOR
PENTWATER TWP

BER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
01 - GENERAL FUND						
00					218,922.00	0.00
00-400.000	FROM PREV YEAR END	218,922.00	0.00	0.00	201,256.75	35.95
00-402.000	CURRENT REAL PROPERTY	314,206.20	112,949.45	0.00	0.00	0.00
00-405.001	ADMIN FEE LAND BANK	0.00	0.00	0.00	(2,625.27)	100.00
00-411.000	DELINQUENT REAL PROP TAX	0.00	2,625.27	0.00	21.00	0.00
00-429.000	COMM FOREST TAX	21.00	0.00	0.00	3,465.00	0.00
00-432.000	STATE PMT IN LIEU OF TAX (PILT)	3,465.00	0.00	0.00	200.00	0.00
00-434.000	TRAILER PARK TAX	200.00	0.00	0.00	(270.81)	100.00
00-442.000	HOMESTEAD DENIALS	0.00	270.81	0.00	105.00	0.00
00-445.000	PENALTY & INTEREST TAXES	105.00	0.00	0.00	42,810.49	32.83
00-447.000	TAX ADMINISTRATION FEE	0.00	20,924.51	0.00	0.00	0.00
00-447.001	DELINQUENT TAX ADMIN FEE	8,000.00	1,666.11	0.00	6,333.89	20.83
00-477.000	FRANCHISE FEES (CHARTER COMM)	1,600.00	720.00	200.00	880.00	45.00
00-479.000	ZONING PERMIT FEES	0.00	125.00	0.00	(125.00)	100.00
00-481.000	PLANNING COMMISSION REVIEW FEES	4,095.00	0.00	0.00	4,095.00	0.00
00-546.000	METRO ACT	5,145.00	0.00	0.00	5,145.00	0.00
00-549.000	ELECTION REIMBURSEMENT	0.00	2,863.43	2,425.07	(2,863.43)	100.00
00-573.000	LOCAL COMMUNITY STABILIZATION SHARE	84,102.00	12,874.00	0.00	71,228.00	15.31
00-574.000	STATE SHARED REVENUE	300.00	0.00	0.00	300.00	0.00
00-607.000	LAND DIV FEE	300.00	0.00	0.00	300.00	0.00
00-607.001	ZONING - PC REVIEW FEES	1,200.00	0.00	0.00	1,200.00	0.00
00-607.002	ZBA FEES	2,500.00	0.00	0.00	2,500.00	0.00
00-607.003	ZONING - TWP BOARD REVIEW FEES	0.00	0.00	0.00	0.00	0.00
00-626.000	COPY FEES	12,000.00	4,357.00	1,224.00	7,643.00	36.31
00-628.000	TRANSFER SITE FEES	15,000.00	3,494.16	0.00	11,505.84	23.29
00-664.000	INTEREST INCOME	0.00	0.00	0.00	0.00	0.00
000-672.001	VENDOR REFUNDS	0.00	7,170.00	7,170.00	(7,170.00)	100.00
000-677.000	OTHER REVENUE	4,500.00	13,223.47	0.00	(8,723.47)	293.85
000-686.000	MISCELLANEOUS	27,025.00	20,000.00	20,000.00	7,025.00	74.01
000-699.000	TRANSFER IN					
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		766,421.20	203,263.21	31,019.07	563,157.99	
- Dept 000						
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
. 101 - TOWNSHIP BOARD						
101-702.000	SALARIES & WAGES	3,472.88	1,322.06	282.28	2,150.82	38.07
101-705.000	EMPLOYER FICA CONTRIB	265.67	75.56	21.58	190.11	28.44
101-995.000	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		(3,738.55)	(1,397.62)	(303.86)	(2,340.93)	
- Dept 101 - TOWNSHIP BOARD						
c 171 - SUPERVISOR						
171-702.000	SALARIES & WAGES	37,436.49	9,359.28	3,119.76	28,077.21	25.00
171-702.001	DEPUTY WAGES	12,000.00	493.50	73.50	11,506.50	4.11
171-705.000	EMPLOYER FICA CONTRIB	3,601.11	753.74	244.29	2,847.37	20.93
171-727.000	TWP SUPERVISOR OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
171-815.000	EDUCATION/TRAINING	1,050.00	0.00	0.00	1,050.00	0.00
171-860.000	TRAVEL	600.00	0.00	0.00	600.00	0.00
171-955.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		(54,687.60)	(10,606.52)	(3,437.55)	(44,081.08)	
- Dept 171 - SUPERVISOR						
nt 215 - CLERK						
215-702.000	SALARIES & WAGES	37,436.00	9,359.28	3,119.76	28,076.72	25.00
	DEPUTY WAGES	28,113.00	4,562.25	2,105.25	23,550.75	16.23

#95,082.38 *63,735.00* *Correction*

REVENUE AND EXPENDITURE REPORT FOR PENTWATER TOWNSHIP

'2024 09:31 AM
SUPERVISOR
PENTWATER TWP

PERIOD ENDING 06/30/2024

BER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
09 - CEMETERY FUND						
00			0.00	0.00	18,038.00	0.00
10-401.000	PAR PREV YE BAL	18,038.00	0.00	0.00	71,671.56	28.49
10-402.000	CURR PROP TAX	100,222.00	28,550.44	0.00	(3,054.46)	100.00
10-411.000	DEL REAL PP TAX	0.00	3,054.46	0.00	0.00	0.00
10-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	0.00	0.00	0.00	0.00
10-607.000	SERV RENDERED	0.00	0.00	0.00	2,450.00	18.33
10-626.000	INTERMENT FEES	3,000.00	550.00	280.00	1,480.00	26.00
10-644.000	CEMETERY FOUNDATION	2,000.00	520.00	0.00	4,900.00	2.00
10-645.000	LOT SALES	5,000.00	100.00	0.00	9,862.00	1.38
10-646.000	COLUM SALES	10,000.00	138.00	0.00	(150.00)	250.00
00-647.000	SCAT GAR BRICK	100.00	250.00	0.00	(2,553.52)	100.00
00-664.000	INTEREST INCOME	0.00	2,553.52	1,857.70	542.30	77.40
00-671.000	OTHER INCOME	2,400.00	1,857.70	0.00	0.00	0.00
00-672.001	VENDOR REFUNDS	0.00	0.00	0.00	0.00	0.00
00-699.000	TRANSFER IN	0.00	0.00	0.00	0.00	0.00
		140,760.00	37,574.12	2,137.70	103,185.88	
Dept 000						
567 - CEMETERY						
567-702.000	SALARIES & WAGES	18,790.00	5,746.74	1,915.58	13,043.26	30.58
567-704.000	ASSIST BURIALS	0.00	0.00	0.00	0.00	0.00
567-704.001	CEMETERY ASSISTANT	3,150.00	1,503.36	649.60	1,646.64	47.73
567-705.000	EMPLOYER FICA CONTRIB	3,150.00	554.62	196.23	2,595.38	17.61
567-727.000	OFFICE SUPP	0.00	0.00	0.00	0.00	0.00
567-752.000	SUPPLIES/EQUIPMENT	2506,300.00	1,857.69	264.01	3,442.31	35.05
567-801.000	PROF SERV-ATTOR	1,700.00	0.00	0.00	1,700.00	0.00
567-802.000	PROF SERV SOFTWA	1,700.00	0.00	0.00	1,093.00	47.95
567-804.000	PROF SERV MAP	2,100.00	1,007.00	0.00	250.00	0.00
567-805.000	PROF SERV AUDIT	250.00	0.00	0.00	400.00	0.00
567-806.000	COLUM PLAQUES	400.00	0.00	0.00	3,200.00	0.00
567-807.000	BRICK ENGRAVING	3,200.00	0.00	0.00	300.00	0.00
567-810.000	FOUNDATION EXP	300.00	0.00	0.00	906.27	54.69
567-815.000	EDUCATION/TRAINING	2,000.00	1,093.73	0.00	0.00	0.00
567-828.000	BANK FEES	0.00	0.00	0.00	344.99	17.86
567-830.008	ADMIN EXPENSE	420.00	75.01	0.00	3,150.00	0.00
567-851.000	POSTAGE	0.00	0.00	0.00	(22.88)	145.76
567-855.000	OTHER SER/CHGS	30060.00	72.88	0.00	0.00	0.00
567-860.000	TRAVEL EXPENSES	0.00	0.00	0.00	0.00	0.00
567-900.000	PRINT/PUBLISH	0.00	0.00	0.00	300.00	0.00
567-910.000	EDUCATION/TRAINING	300.00	0.00	0.00	0.00	0.00
567-913.000	TRAVEL	0.00	0.00	0.00	0.00	0.00
567-915.000	MEMBER/DUES	0.00	0.00	153.15	2,254.23	29.56
567-920.000	UTILITIES	3,200.00	945.77	0.00	500.00	0.00
567-928.000	REFUNDS	500.00	0.00	0.00	500.00	0.00
567-930.000	REP/MAINT BLDGS	500.00	0.00	495.00	12,784.20	43.18
567-930.001	REP/MAINT GROUN	22,500.00	9,715.80	165.37	1,786.64	10.67
567-931.000	REP/MAINT EQUIP	2,000.00	213.36	0.00	14,000.00	0.00
567-931.001	REP/MAINT IRRIG	14,000.00	0.00	0.00	2,500.00	0.00
567-935.000	INSURANCE	2,500.00	0.00	0.00	0.00	0.00
567-941.000	CONTINGENCY	0.00	0.00	0.00	1,300.00	0.00
567-955.000	MISCELLANEOUS	1,300.00	0.00	0.00	50,000.00	0.00
567-970.000	CAPITAL OUTLAY	50,000.00	0.00	0.00		
		(140,760.00)	(22,785.96)	(3,838.94)	(117,974.04)	
- Dept 567 - CEMETERY						

REVENUE AND EXPENDITURE REPORT FOR PENTWATER TOWNSHIP

2024 09:31 AM
 SUPERVISOR
 PENTWATER TWP

PERIOD ENDING 06/30/2024

BER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
86 - AMERICAN RESCUE PLAN					0.00	0.00
000					0.00	0.00
10-401.000	PREV YEAR-END		0.00		0.00	0.00
10-528.000	FEDERAL GRANTS - OTHER		0.00		4,843.03	11.94
10-665.000	INTEREST		0.00		0.00	0.00
10-666.000	DIVIDENDS		0.00		0.00	0.00
10-699.000	INTERFUND TRANSFERS IN				4,843.03	
		5,500.00	656.97	0.00		
Dept 000						
272		5,500.00	0.00	0.00	5,500.00	0.00
72-802.000	EXPENDITURES	0.00	0.00	0.00	0.00	0.00
72-821.000	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
72-977.000	MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00
72-984.000	SOFTWARE	0.00	20,000.00	20,000.00	(20,000.00)	100.00
72-995.000	TRANSFERS OUT				14,500.00	
		(5,500.00)	(20,000.00)	(20,000.00)		
- Dept 272						
286 - AMERICAN RESCUE PLAN:						
		5,500.00	656.97	0.00	4,843.03	11.94
		5,500.00	20,000.00	20,000.00	(14,500.00)	363.64
L REVENUES					19,343.03	100.00
L EXPENDITURES		0.00	(19,343.03)	(20,000.00)		
OF REVENUES & EXPENDITURES						

67,017 0.00 Addition

67,017 0.00



Account Statement

June 30, 2024

Page 9 of 13

Account Number: MI-01-0681-0008

ARPA Fund

Average Monthly Yield: 5.3905%

Account Summary

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	73,450.81	0.00	20,000.00	307.41	1,947.14	68,953.89	53,758.22

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
06/01/2024	Beginning Balance		20,000.00	73,450.81	3442648
06/24/2024	Withdrawal				
06/30/2024	Income Dividend Reinvestment	307.41		53,758.22	
06/30/2024	Ending Balance				

MEMORANDUM

TO: Pentwater Township Board of Trustees

FROM: Dean Holub, Trustee

DATE: July 1, 2024

SUBJECT: Renaming of the Pentwater Township Transfer Station

When the Board approved the submittal of a grant application for infrastructure improvements to the Transfer Station in May, I had suggested that the reference and name of the Transfer Station to a more appropriate title to recognize the availability and importance of recycling. Currently, in addition to accepting typical household food glass, plastic, aluminum, steel cans, paper and cardboard, the facility accepts general metals, appliances and even some electronic items.

These latter materials are set aside by the manager for pick up by a local resident at no charge to the Township. They are then transported to Padnos & Sons recycling in Ludington. Proceeds received from the materials are then donated to local charities. The manager also sets aside other items that may/could be used by someone else and/or repaired if necessary.

So, our facility is much more than just transferring/transporting trash, refuse, etc. to a landfill. While it is not a "state-of-the-art" recycling center, it does go beyond normal household recycling.

Therefore, I would propose that the Pentwater Transfer Station be officially renamed the Pentwater Township Transfer Station and Recycling Center and that a new sign be ordered and installed to recognize the facility.

Should you have any questions, please feel free to contact me at your convenience.

Cc: Bob Miller

TOWNSHIP OF PENTWATER
COUNTY OF OCEANA, MICHIGAN

At a regular meeting of the Township Board of the Township of Pentwater, held at the Pentwater Township Hall, 500 North Hancock Street, within the Township, on the 10th day of July 2024, at 6:00 p.m.

PRESENT: Members:

ABSENT: Members:

The following resolution was offered by Member Holub and seconded by Member Flynn:

RESOLUTION NO. 2024-09-02

RESOLUTION APPROVING FY 2024-2025 NON-ELECTED EMPLOYEES WAGE & SALARY SCHEDULE

WHEREAS, townships have the authority to establish wages and salaries for non-elected employees, and

WHEREAS, the board of Pentwater Township deems it desirable to establish the salary and wages of its non-elected employees to ensure compensation remains equitable and commensurate with the duties of the respective positions;

NOW THEREFORE BE IT RESOLVED, that as of June 12, 2024 the salary for non-elected employees of Pentwater Township is as follows:

Zoning Administrator – appointed (2 days)	\$24,289	annually
Zoning Administrator – 4/1/24 thru 10/31/24	\$7,085	7 months
Cemetery Sexton - appointed	\$18,787	annually
Assessor - appointed	\$57,414	annually
Transfer Station Manager	\$15,500	annually
Janitorial Service	\$142.04	Per event
Deputy Supervisor/Sewer Administrator	\$21.00	hourly
Deputy Clerk	\$21.00	hourly
Deputy Treasurer	\$21.00	hourly
Board of Review Chair	\$18.85	hourly
Board of Review Member	\$17.95	hourly
Board of Review Recording Secretary	\$18.85	hourly
Election Board Chair	\$18.85	hourly
Election Inspector	\$18.56	hourly
Cemetery Sexton Assistant & Extra Help	\$18.56	hourly
Transfer Station Assistant	\$18.56	hourly

Township Board Recording Secretary	\$68.18	Per meeting
ZBA Recording Secretary	\$68.18	Per meeting
Planning Comm. Recording Secretary	\$68.18	Per meeting
Planning Commission Chair	\$108.40	per meeting
Planning Commission Member	\$86.72	per meeting
Road Committee Chair	\$108.40	per meeting
Board of Review Chair - Org. Meeting Per Diem	\$108.40	per meeting
Board of Review Member - Org. Mtg. Per Diem	\$86.72	per meeting
Road Committee Member	\$86.72	per meeting
Zoning Board of Appeals Chair	\$108.40	per meeting
Zoning Board of Appeals Member	\$86.72	per meeting

AYES: Cavazos, Murphy, Douglas, Flynn, Holub

NAYS: None

ABSTAIN: None

RESOLUTION DECLARED:

Maureen Murphy, Township Clerk

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board of the Township of Pentwater at a regular meeting thereof held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

Maureen Murphy, Township Clerk

MEMORANDUM

To: Pentwater Township Board of Trustees

From: Keith Edwards, Zoning Administrator

Date: July 1, 2024

**Subject Discussion of Future Land Use Map Designation
Sections 12 and 13 – property along 56th Avenue
North of Oceana St. and Hammet Rd (Park St.) and Branch St**

Introduction

Within the last few months, I have been approached by property owners Jeff Wrisley and Larry Buttrey who have expressed interest in dividing their property with frontage on 56th Avenue. These properties are located within the RR, Rural Residential Area (1 d.u. / 10 acres) on our Future Land Use Map, and within the RR, Rural Residential Zoning District which requires a minimum area of 10 acres per lot.

Since the desires of the property owners do not coincide with the Future Land Use Map or the Zoning Map and other information has come to light, a discussion with the Planning Commission regarding the Future Land Use Map designations in this area was warranted.

The Planning Commission discussed this topic on April 23 and June 11, 2024 when a public hearing was held. After the public hearing and further discussion by the Planning Commission a motion to recommend the Planning Commission consider changing the Future Land Use Map was passed.

Because the 2023 Master Plan was ultimately approved by the Township Board of Trustees, a request to change the Future Land Use Map within the Master Plan also required approval by the Township Board.

Background

56th Avenue is unique among County maintained roads within the Township. The only access to 56th Avenue is via Oceana Street and Park Street (a.k.a. Hammett Road in the Township) located within the Village of Pentwater. This soil-based road is also known as Sheridan Road according to the Oceana County Road Commission map (see enclosed map). Oceana Street meanders from the Pentwater School's baseball field, then by the intersection of Branch Street where 56th Avenue seems to take over as you drive north out of the Village. As you travel north on 56th Avenue, Sheridan Road appears to be nonexistent on the ground as all addresses on this soil-based road bear 56th Avenue addresses outside of the Village of Pentwater. The northernmost house address along 56th Avenue appears to be the home of Ron and Deborah Hollis at 8125 N. 56th Avenue.

Jeff Wrisley's property, in Section 13 of the Township, begins at the northeast corner of 56th Avenue and Branch Street and is approximately 110 acres in size. The west side of the property contains over 1700 ft. of frontage along 56th Avenue. Beginning at about 450 feet east of the frontage along 56th Avenue, the remainder of the property includes upland and wetland areas, primarily in the north and eastern portions of the property. (See attached aerial photograph for reference). Thus, only the first 750 linear feet of depth of the property, from the 56th Avenue frontage eastward 750 feet should be considered for the proposed change.

Wrisley also owns adjacent properties within the Turner's Addition plat at the southeast corner of 56th Avenue and Branch Street, as well as properties to the east of the subject property and adjacent to the east of the Buttrey property, which was formerly part of the Canfield's Addition to Pentwater Plat. Please see the attached aerial photograph and plats.

Larry Buttrey's property adjacent to the north of the Wrisley property is in Section 12 and contains approximately 18.5 acres with 1300 ft. of frontage along 56th Avenue. Approximately ½ of the property contains wetland, again, primarily to the northeast portions of the property. While researching this property I discovered that it was previously platted as Canfield's Addition to Pentwater in 1908 and is comprised of 4 lots, lots 22, 23, 24 & 25, each approximately 4.5 acres in size. Subsequently, the Canfield's Addition to Pentwater Plat was vacated by the Circuit Court in 1948, except for lots 22-25, which are all owned by Buttrey. A copy of the Canfield's Addition Plat is enclosed herein for reference.

The properties located within the Village, on the west side of Oceana Street are located within the R2, Single Family Residential Zoning District where the minimum lot size required are 8,000 sq. ft. with required road frontage of 66 feet. However, all of the properties adjacent to Oceana Street and 56th Avenue within the Village are larger than 17,000 sq. ft.

The properties located between Hammet Road and Branch Street and owned by Wrisley were part of lots 1, 2, and 3 of the Turner's Addition to Pentwater and have been subsequently redivided into 12 lots when Randy Hepworth owned the property and are approximately 1.2 acres in size with approximately 130 feet of road frontage for each lot. These properties are located within the R1, Single Family Residential Zoning District, which requires 2 acres minimum and 165 feet of road frontage. These properties are also located within the Low-Density Residential area of the future land use map which requires 1 d.u. / 2 acres. I do not know the history of this property and how the 12 lots (now nonconforming in area and width) were created from the 3 lots of Turner's Addition to Pentwater.

Municipal Sanitary Sewer and Potable Water are not available to these properties.

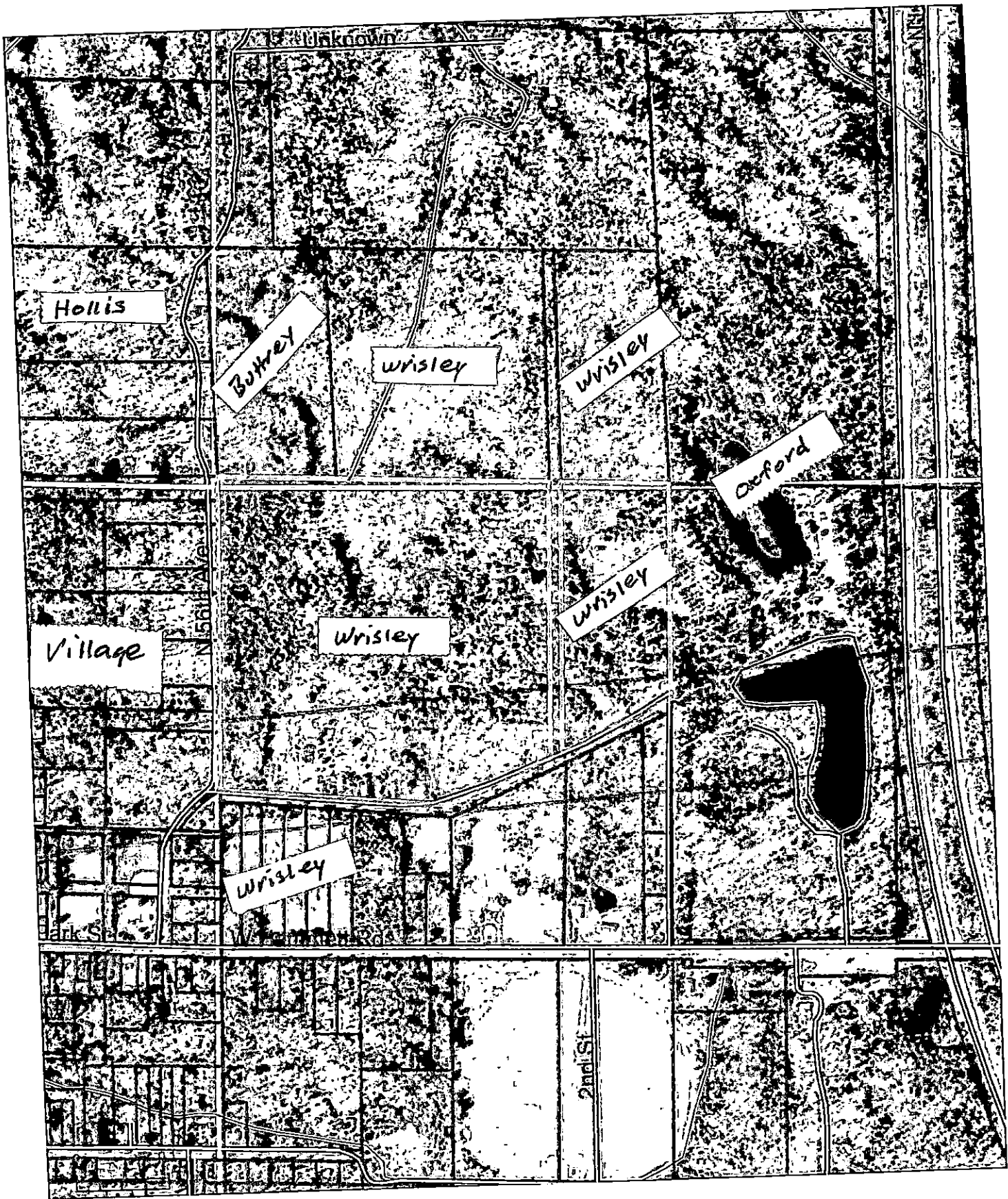
At the April 23 2024 Planning Commission meeting, Planning Commissioners approved a motion to schedule a public hearing for June 11, 2024, where after further discussion, the Planning Commission approved a motion to recommend that the Township Board consider approval of the requested change to the Future Land Use Map. (see the attached meeting minutes).

Discussion

The requested change in the Future Land Use Map may be approved or rejected by the Township Board of Trustees, or the matter may be sent back to the Planning Commission for further discussion based on one or more recommendations from the Township Board. A change in the Future Land Use Map does not change the Zoning Map. An additional public hearing must be held for that purpose at the Planning Commission level and a recommendation from the Planning Commission must be considered before the Township Board of Trustees can consider a change in the Zoning Map.

At this time, Staff requests that the Township Board consider the recommendation of the Planning Commission to change the Future Land Use Map designations of properties known as 64-001-100-022-00 (Section 12) and the first 750 feet of property east of 56th Avenue for 64-001-013-100-02 (Section 13) from Rural Residential to Low Density Residential.

PENTWATER



6260

CANFIELD'S ADDITION TO PENTWATER

Pentwater Oceana County Michigan.

DEDICATION.

Know All Men by these Presents, That we Eugene A. Daggott & Mary Daggott his wife by Charles H. Engwer by Con. Engwer his wife as proprietors, have caused the land embraced in the annexed plat to be surveyed, laid out & platted, to be known as **Canfield's Addition to Pentwater**, and the streets as shown on said plat are hereby dedicated to the use of the public.

Witness my hand and seal in presence of
 Eugene A. Daggott
 Mary Daggott
 Charles H. Engwer
 Con. Engwer

State of Michigan } ss.
 County of Oceana }
 On this 7th day of April 1908 before me, a Notary Public in & for said county, personally came the above named Eugene A. Daggott & Mary Daggott his wife, Charles H. Engwer & Con. Engwer, known to me to be the persons who executed the above dedication & acknowledged the same to be their free and lawful act.

Francis H. Fincher
 Notary Public Oceana Co. Mich.
 My Commission expires Aug. 8, 1910

The land embraced in the annexed plat of **Canfield's Addition to Pentwater** is described as follows, commencing at the N. east between sects 12 & 13 T16N R16W, Thence S. 87° 30' E. 130.00 ft. to a stake, thence S. 87° 30' E. 130.00 ft. to a stake, thence S. 87° 30' E. 130.00 ft. to a stake, thence S. 87° 30' E. 130.00 ft. to the place of beginning.

I hereby certify that the plat hereof delineated is a correct one, & that permanent monuments, consisting of iron rods, have been planted at points marked thereon as therein shown at all angles to the boundaries of the land platted, & at all intersections of streets.

H. A. Grant
 Surveyor.

State of Michigan } ss.
 County of Oceana }
 I, **H. A. Grant**, Surveyor, hereby certify that we have carefully compared this duplicate plat with the original plat of **Canfield's Addition to Pentwater** & that it is an exact duplicate thereof & of the original map or plat.

H. A. Grant
 Surveyor.

State of Michigan } ss.
 County of Oceana }
 I, **H. A. Grant**, Surveyor, hereby certify that we have carefully compared the annexed plat with the plat of **Canfield's Addition to Pentwater** & that it is a true and correct copy of the whole of such record.

H. A. Grant
 Surveyor.

Examined & Approved
 May 2nd 1908
 John F. Williams
 Deputy Auditor General

RECEIVED AND FILED
 IN THE REGISTER GENERAL'S OFFICE
 MAY 2 1908



Certificate furnished
 REGISTRAR'S OFFICE
 OCEANA COUNTY
 Received for Record this 2nd day of May A.D. 1908
 at 2:30 o'clock P.M. and Registered
 in Volume 286 of Plat Books
 State of Michigan

VACATED BY CIRCUIT COURT
 ORDER No. 1046
 VOUCHER No. 286-44



1917

Winstley

Branch Street

Andrew Smith and
 Matilda A. Turner
 of the Village of Pontiac
 and the County of
 Washtenaw, Michigan

Received for record
 M.
 State of Michigan ss On this 17th day of August A. D. 1877 before me
 County of Washtenaw a Notary Public in and for said County personally
 appeared Matthew J. Jones a duly qualified and acknowledged Notary
 Public in and for said County and he has placed and made the foregoing map and plat
 in a true and correct manner of the following subdivision of land to wit: Commencing
 at the south west corner of the north west quarter of section No. 17
 Township 36 North Range 18 East 1st Meridian and eight feet
 thence south 85° East 100 feet thence north 85° West 100 feet
 thence south 85° East 100 feet thence north 85° West 100 feet
 to the place of beginning. Also commencing at the south west corner
 of the north west quarter of said section thence north 85° West
 100 feet thence south 85° East 100 feet thence north 85° West
 100 feet thence south 85° East 100 feet to the place of beginning
 with the 1st Meridian and 1st Range of the 36th Township
 of the County of Washtenaw in said State of Michigan.

Ebenezer B. Clark Notary Public
 County of Washtenaw

Witness my hand this 19th day of August A. D. 1877
 Matthew J. Jones Notary Public
 in and for the State of Michigan

Know all men by these presents that I Matilda A. Turner of the State of
 Michigan have caused to be placed the land described in the plat of the
 West quarter of the north west quarter of section No. 17 Township 36 North
 Range 18 East 1st Meridian in the County of Washtenaw Michigan in addition to the
 Village of Pontiac and have and do hereby dedicate the streets as therein represented to the County of
 Washtenaw in and for the public for the use and purpose therein
 represented and for no other use and purpose whatsoever.

Dated at Pontiac this 19th day of August A. D. 1877
 In presence of E. B. Clark Notary Public
 State of Michigan ss On this 19th day of August A. D. 1877 before me
 County of Washtenaw a Notary Public in and for said County personally
 appeared Matilda A. Turner to me known as the person who executed the foregoing instrument
 and acknowledged that she executed the same freely
 signed Ebenezer B. Clark Notary Public
 County of Washtenaw

Know all men by these presents that I Andrew Smith of the
 County of Washtenaw and State of Michigan have caused to be placed
 in the Village of Pontiac in addition to the Village
 of Pontiac which said land is described as follows to wit: Commencing
 at the south west corner of the north west quarter of section No. 17
 Township 36 North Range 18 East 1st Meridian and eight feet
 thence south 85° East 100 feet thence north 85° West 100 feet
 thence south 85° East 100 feet thence north 85° West 100 feet
 to the place of beginning with the 1st Meridian and 1st Range of the 36th
 Township of the County of Washtenaw in said State of Michigan.

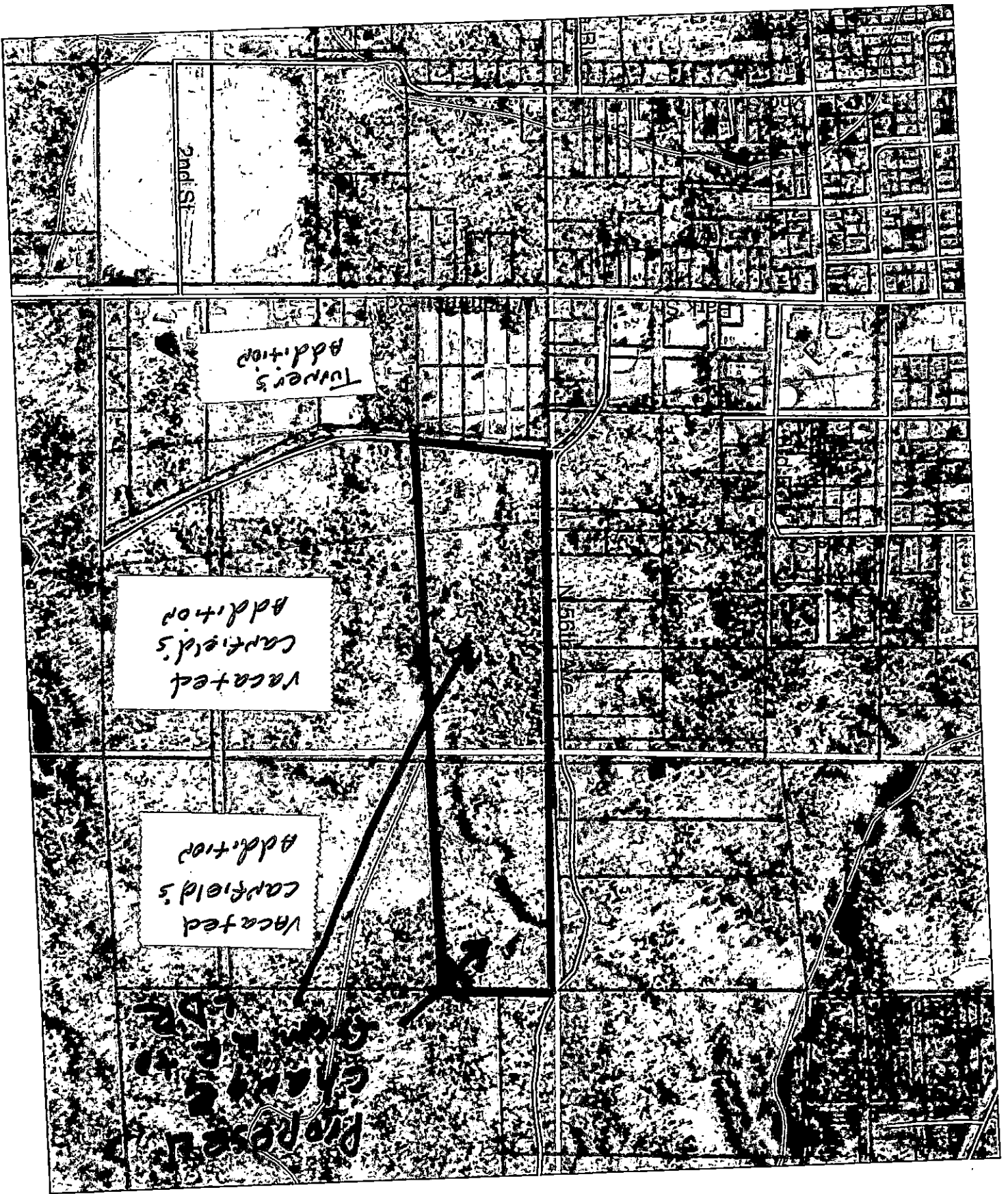
Dated at Pontiac this 19th day of August 1877
 In presence of
 Ebenezer B. Clark
 Notary Public
 County of Washtenaw

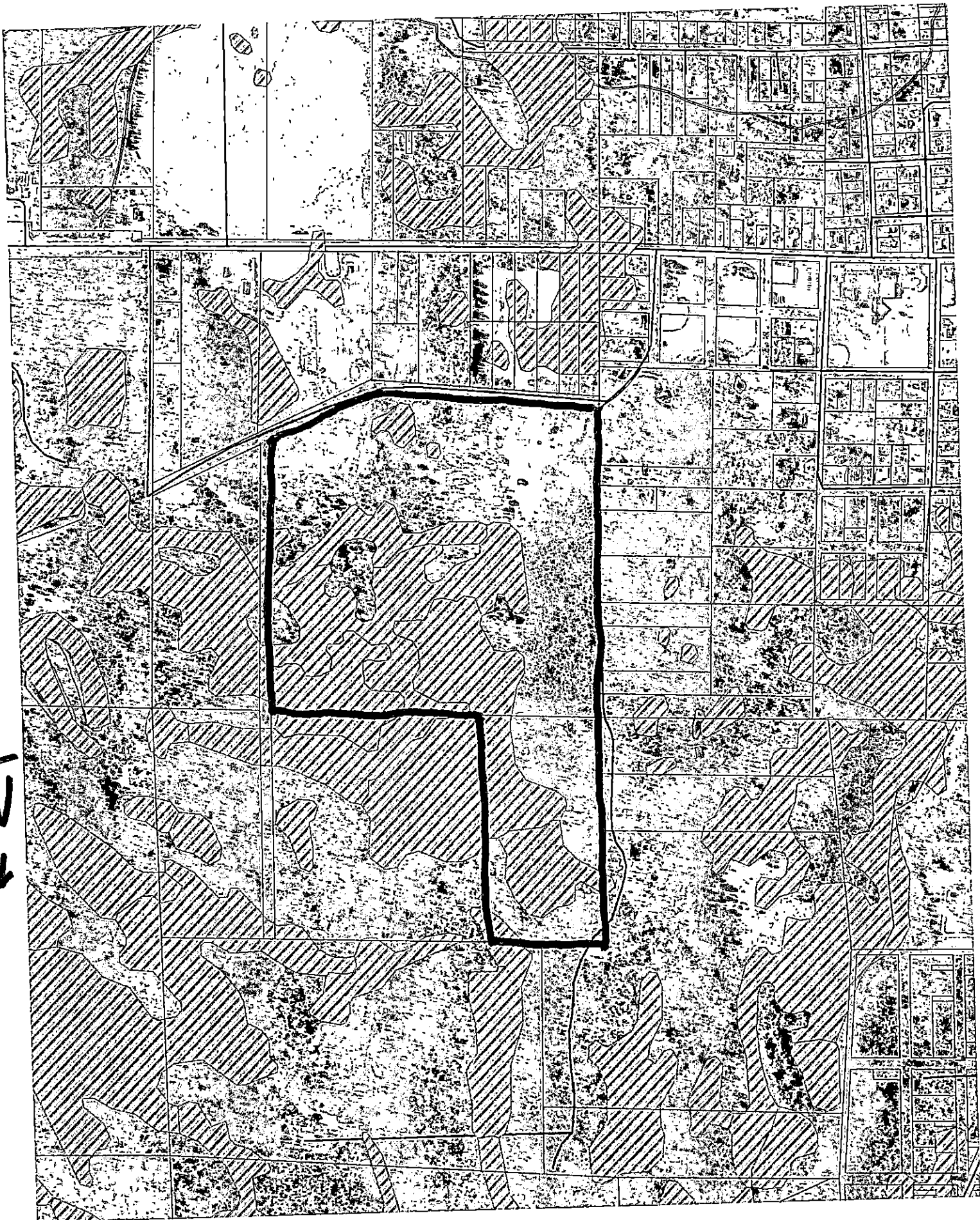
I hereby certify that this map and plat
 has been recorded in the proper
 office being made according to the
 duties of a Notary Public in and
 for the County of Washtenaw
 and of the State of Michigan
 of the date and contents
 of the dedication and certificate
 Dated this 19th day of August
 1877
 Ebenezer B. Clark
 Notary Public
 County of Washtenaw

Turner's
 Addition

On this 19th day of August A. D. 1877 before me
 State of Michigan ss On this 19th day of August A. D. 1877 before me
 County of Washtenaw a Notary Public in and for said County personally
 appeared Andrew Smith to me known as the person who executed
 the foregoing instrument and acknowledged that he executed the same
 signed Ebenezer B. Clark Notary Public
 County of Washtenaw

PENTWATER





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←

**Pentwater Township Planning Commission
500 N. Hancock St,
Pentwater, Michigan 49449**

April 23, 2024

Chairperson Tony Monton called the in-person meeting to order at 6:00 pm. The Pledge of Allegiance was recited.

ROLL CALL

Terry Cluchey	Present
Paula DeGregorio	Present
Heather Douglas	Absent
Buz Graettinger	Absent
Patrick Hooyman	Present
Tony Monton	Present
Peter Zangara	Present

Keith Edwards, the Zoning Administrator, was present at the meeting.

APPROVAL OF AGENDA, MINUTES AND CHAIRPERSON'S REMARKS

Peter Zangara moved to approve the agenda as presented, seconded by Pat Hooyman. All ayes and the agenda was approved.

Paula DeGregorio made a motion to approve the minutes of the February 13, 2024 Regular Meeting as presented and Peter Zangara seconded. All ayes and the minutes of the February 13, 2024 meeting were approved.

Chairperson Tony Monton asked if there was any conflict of interest to be identified in accordance with the items on the meeting agenda. No conflicts of interest were identified.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA – None

PUBLIC HEARING - None

OLD BUSINESS

A. Discussion of Zoning Ordinance regulations for retaining walls.

Planning Commissioners briefly discussed the memorandum dated February 8, 2024 and the supporting materials submitted by Zoning Administrator, Keith Edwards. Planning Commissioners suggested the Zoning Ordinance might be improved to require that retaining walls meet the setbacks required for other structures, and safety for walls that are 30 inches or more above the adjacent grade. Chairperson Tony Monton directed Staff to confer with the Building Department for building code requirements including public safety before returning the item for future discussion.

NEW BUSINESS

A. Discussion of Future Land Use Map for Township Sections 12 and 13 adjacent to 56th Avenue.

Mr. Edwards explained the highlights of his memorandum dated April 15, 2024, in consideration of changing the future land use designation for properties along 56th avenue from RR, Rural Residential to LDR, Low Density Residential. The specific properties being considered are known as 64-001-100-022-00 and the first approximately 450 feet east of 56th Avenue upon the property known as 64-001-013-100-02.

After discussion among the Planning Commissioners present which include input from audience members and property owners Larry Buttrey, Jeff Wrisley and a representative of the Carol Oxford Trust, Planning Commissioners agreed to schedule a public hearing for the regularly scheduled June 11, 2024 meeting of the Planning Commission.

DEPARTMENT COMMITTEE REPORTS

Keith Edwards Zoning Administrator and ZBA reports were accepted by the Planning Commission.

OTHER ITEMS FROM PLANNING COMMISSION MEMBERS - None

Chairperson Tony Monton requested the Planning Commission consider adding a definition of the word "lodge" to the Zoning Ordinance.

PUBLIC COMMENTS

Jeff Wrisley stated that he appreciate the work of the Planning Commission and the democratic process.

Eric Buckland inquired about future land use discussions and economic development. He was specifically interested in living spaces that would accommodate more tourists, especially those that may be open year-round.

ADJOURNMENT

Paula DeGregorio moved to adjourn the regular meeting at 6:50 pm. Peter Zangara seconded the motion. All ayes and the meeting was adjourned at 6:50 pm.

Respectfully submitted by,

Keith Edwards, Zoning Administrator

April 2, 2024

Approved by the Planning Commission

June 11, 2024

**Pentwater Township Planning Commission
500 N. Hancock St,
Pentwater, Michigan 49449**

June 11, 2024

Chairperson Tony Monton called the in-person meeting to order at 6:00 pm. The Pledge of Allegiance was recited.

ROLL CALL

Terry Cluchey	Present
Paula DeGregorio	Present
Heather Douglas	Present
Buz Graettinger	Present
Patrick Hooyman	Present
Tony Monton	Present
Peter Zangara	Present

Keith Edwards, the Zoning Administrator, was present at the meeting.

APPROVAL OF AGENDA, MINUTES AND CHAIRPERSON'S REMARKS

Heather Douglas moved to approve the agenda as presented, seconded by Buz Graettinger. All ayes and the agenda was approved.

Paula DeGregorio made a motion to approve the minutes of the April 23, 2024 Regular Meeting as presented and Peter Zangara seconded. All ayes and the minutes of the April 23, 2024 meeting were approved.

Chairperson Tony Monton asked if there was any conflict of interest to be identified in accordance with the items on the meeting agenda. No conflicts of interest were identified.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA – None

PUBLIC HEARING – None

- A. Future Land Use Map Designations – 56th Avenue (north of Oceana St. and Park St.) North of Hammett Road, Parcel Nos. 64-001-013-100-02 & 64-001-100-022-00. Considering change from RR, Rural Residential to Low Density Residential.**

Chairperson Tony Monton opened the public hearing at 6:03 pm.

Tom Pell of 590 N. Oceana St stated that access to the subject property is only via Oceana St. (within the Village limits) to 56th Avenue. Oceana Street is in poor condition and is a dirt road. He is concerned about more cars and traffic on the road. He also stated that the Village of Pentwater and the Oceana County Road Commission do not address his concerns. The road is narrow, muddy and dusty. No utilities are available. He is not in favor of more traffic on the road. There is a business down the road and there is no pick-up of leaves (from the Village).

Jeff Wrisley of 5566 W. Branch Street is in favor of the proposal to help Pentwater grow and provide additional housing.

Curt Beenen of 8043 N. 56th Avenue is in favor of the proposal and widening of 56th Avenue.

Seeing no other requests to comment, Chairperson Tony Monton closed the public hearing at 6:13 pm.

OLD BUSINESS

- A. Future Land Use Map Designations – 56th Avenue (north of Oceana St. and Park St.) North of Hammett Road, Parcel Nos. 64-001-013-100-02 & 64-001-100-022-00. Considering change from RR, Rural Residential to Low Density Residential.**

The Planning Commission voiced their concerns over the reported road conditions of 56th Avenue. When asked about access for fire apparatus, Terry Cluchey, Secretary / Treasurer of the Fire Department and Planning Commission explained that there is adequate access for fire apparatus for the subject properties.

Motion by Heather Douglas, Seconded by Peter Zangara to postpone a recommendation to the Township Board regarding the proposed change to the Future Land Use Map pending further discussion by the Planning Commission at their August, 2024 meeting. Patrick Hooyman expressed his opposition to

postponing a decision for future discussion and after other discussion among the Planning Commissioners, especially since the request was not for rezoning at this time, Heather Douglas with drew her motion to postpone and Peter Zangara agreed.

Patrick Hooyman offered a new motion to recommend the Township Board consider changing the Future Land Use Map for the subject properties from RR, Rural Residential to LDR, Low Density Residential. The motion was seconded by Terry Cluchey. All Ayes and the motion was passed unanimously.

B. Discussion of Zoning Ordinance regulations for retaining walls.

Chairperson Tony Monton summarized the previous discussion of the Planning Commission on this topic. Planning Commissioners briefly discussed the revised memorandum originally dated February 8, 2024 and the supporting materials submitted by Zoning Administrator, Keith Edwards. Planning Commissioners suggested the Zoning Ordinance might be improved to require that retaining walls meet the setbacks required for other structures, and safety rails for walls that are 30 inches or more above the adjacent grade. Mr. Edwards reported that a building permit is technically required for retaining walls that measure 48 inches or more from the bottom of the footing to the top of the wall above grade. Additionally, Mr. Edwards reported that according to Building Inspector Randy Miller, the Building Department has not sought enforcement of securing building permits and inspections for retaining walls. Mr. Edwards also reported that Mr. Miller would welcome a Zoning Ordinance amendment that required a Building Permit be secured for retaining walls, the subsequent inspections including railings for public safety similar to the requirement for residential decks.

Mr. Edwards offered, based on the consensus of the Planning Commission, that he would ask the Township Attorney to draft such a Zoning Ordinance amendment for consideration at the August, 2024 meeting of the Planning Commission.

NEW BUSINESS

A. Proposed expansion of nonconforming deck – 9595 N. Bus. Rt. US 31, Parcel No. 64-001-200-010-00.

Ken Timko, the owner of the property, is requesting a Zoning Permit to construct an addition to the deck on the west and north sides of the existing home on Bass Lake.

According to the applicant's survey and site plan submitted, the existing deck is within 9 feet of the west property line adjacent to 9593 N. Bus. Rt US 31, where 10 feet is required. The applicant seeks to expand the deck to the north toward Bass Lake in line with the existing 9 ft. setback on the west side. When complete, the deck will measure approximately 34 ft. x 16 ft. The existing nonconformity on the west side of the home will not be expanded or exacerbated.

Because the conditions of Section 3.24.B.1a-1d and Section 3.24.B.8 are met according to my review, Staff recommends the Planning Commission consider approval of the proposed nonconforming deck expansion for 9595 N. Bus. RT US 31.

Motion by Buz Graettinger, seconded by Heather Douglas to approve the nonconforming expansion of the deck at 9595 Bus. Rt. US 31 as recommended by Staff. All ayes and the motion was approved unanimously.

B. Annual Meeting – Election of Officers:

- i. Chairperson
- ii. Vice Chairperson
- iii. Secretary

Motion by Peter Zangara, seconded by Terry Cluchey to retain the existing officers of Tony Monton as Chairperson, Paula DeGregorio as Vice-Chairperson and Heather Douglas as Secretary for the 2024 – 2025 term. All Ayes and the motion to approve the slate for Planning Commission officers was approved unanimously.

DEPARTMENT COMMITTEE REPORTS

Keith Edwards Zoning Administrator and ZBA reports were accepted by the Planning Commission.

OTHER ITEMS FROM PLANNING COMMISSION MEMBERS - None

Chairperson Tony Monton requested the Planning Commission consider adding a definition of the word "lodge" to the Zoning Ordinance. Keith Edwards will draft a proposed definition for the August Planning Commission meeting.

PUBLIC COMMENTS

Larry Buttrey of 8022 56th Avenue stated that 56th Avenue is plowed either by the Oceana County Road Commission or the Village of Pentwater, depending upon which agency gets there first.

ADJOURNMENT

Patrick Hooyman moved to adjourn the regular meeting at 6:59 pm. Heather Douglas seconded the motion. All ayes and the meeting was adjourned at 6:59 pm.

Respectfully submitted by,

Keith Edwards, Zoning Administrator

June 17, 2024

Approved by the Planning Commission

MEMORANDUM

To: Pentwater Township Board of Trustees

From: Keith Edwards, Deputy Supervisor and Zoning Administrator

Date: July 1, 2024

Subject: **Proposed General Ordinance
Uniform Traffic Code, Traffic Control Ordinance for Lake View Dr.**

Upon listening to the testimony of several Township Residents, who reside on Lake View Drive, during a ZBA Public Hearing for a requested variance at 5387 W. Lake View Dr. many offered concerns regarding the inability to see oncoming traffic at the intersection of Monroe Road and Lake View Dr.

Upon further review of safety concerns on Lake View Dr., including talking to residents regarding winter conditions, reviewing the physical width of the existing pavement and talking with Fire Chief Jonathan Hughart, the Township Supervisor and I have made the following observations:

- Sight distance is limited within 30 feet of the intersection of Lake View Drive and Monroe Road, particularly toward the southeast along Monroe Road;
- The width of the existing pavement of Lake View Drive is approximately 24 feet (maximum), except for the cul-de-sac and few gravel shoulders exist, especially on the north side of the road;
- Lake View Dr. is a dead-end road, thereby having only one way in and out; and,
- The steep hill on Lake View Drive from 5387 Lake View Dr. to 5372 Lake View Dr. could be dangerous during certain winter conditions.

Thus, the Township Supervisor (Traffic Engineer by reference) and I have the following recommendations for improving public safety along Lake View Drive:

- Consider the posting no parking on the pavement of Lake View Drive, for the entire length of the existing paved road and the periodic placement of the appropriate signage in cooperation with the Oceana County Road Commission.
- Two signs to be posted stating "No parking from here to corner" approximately 30 north of the intersection of Lake View Dr. and Monroe Road.
- Traffic enforcement by the Oceana County Sheriff's Department.

Enclosed, please find a draft ordinance for your review and consideration.

TOWNSHIP OF PENTWATER
COUNTY OF OCEANA, MICHIGAN

At a regular meeting of the Township Board of the Township of Pentwater, Oceana County, Michigan, held at the Pentwater Township Hall, 500 Hancock Street, within the Township, on the ____ day of _____, 2024, at 6:00 p.m.

PRESENT: Members: _____

ABSENT: Members: _____

The following preamble and ordinance were offered by Member _____ and supported by Member _____:

ORDINANCE NO. _____

A GENERAL ORDINANCE OF THE TOWNSHIP OF PENTWATER

[Uniform Traffic Code, Traffic Engineer and Traffic Control Order]

An Ordinance enacted pursuant to MCL 257.955 and MCL 41.181 to adopt by reference the Uniform Traffic Code and Michigan Vehicle Code for Michigan Cities, Townships and Villages as promulgated by the Director of the Michigan Department of State Police pursuant to the Administrative Procedures Act of 1969, 1969 Public Acts 306, as amended (MCL 24.201 *et seq.*) and made effective October 30, 2002, and to adopt by reference certain other state laws; and to repeal all ordinances or parts of ordinances in conflict herewith.

THE TOWNSHIP OF PENTWATER ORDAINS:

Part I. Uniform Traffic Code

Section 1. **Adoption of Uniform Traffic Code by Reference.** The Uniform Traffic Code for Cities, Townships and Villages as promulgated by the Director of the Michigan Department of State Police pursuant to the Administrative Procedures Act of 1969, 1969 Public Acts 306, as amended (MCL 24.201 *et seq.*) and made effective October 30, 2002, is hereby adopted by reference. All references in said Uniform Traffic Code to a "governmental unit" shall mean the Township of Pentwater.

Section 2. Adoption of Provisions of the Michigan Vehicle Code by Reference.

The following provisions of the Michigan Vehicle Code, 1949 Public Act 300, as amended (MCL 257.1 *et seq.*), are hereby adopted by reference:

- A. Chapter I (Words and Phrases Defined): MCL 257.1.– 257.82
- B. Chapter II (Administration, Registration): MCL 257.225, 257.228, 257.243, 257.244, 257.256.
- C. Chapter III (Operator’s and Chauffeur’s License): MCL 257.310e, 257.311, 257.312a, 257.324, 257.325, 257.326, 257.328.
- D. Chapter VI (Obedience to and Effect of Traffic Laws): MCL 257.601-257.601b, 257.602-257.606, 257.611-257.616, 257.617a-257.622, 257.624a-257.624b, 257.625 (excerpt felony provisions), 257.625a, 257.625m, 257.626-257.626b, 257.627-257.627b, 257.629b, 257.631-257.632, 257.634-257.645, 257.647-257.655, 257.656-257.662, 257.667-257.675d, 257.676-257.682b, 257.683-257.710e, 257.716-257.724.
- E. Chapter VIII (License Offenses): MCL 257.904 – 257.904a, 257.904e, 257.905.

Section 3. Adoption of Other State Laws by Reference. The following provisions of State law are hereby adopted by reference: Section 3102 of the Michigan Insurance Code of 1956, 1956 Public Act 218, as amended, pertaining to required insurance (MCL 500.3102).

Section 4. Penalties. Except as otherwise provided under State law, any violation of this ordinance is a municipal civil infraction, for which the fine shall not be less than \$100 nor more than \$500 for the first offense and not less than \$200 nor more than \$1,000 for subsequent offenses, in the discretion of the court, and in addition to all other costs, damages and expenses provided by law. For purposes of this section, “subsequent offense” means a violation of the provisions of this ordinance committed by the same person within 12 months of a previous violation of the same provisions of this ordinance for which said person admitted responsibility or was adjudicated to be responsible.

Section 5. Severability. If a court of competent jurisdiction declares any provisions of this ordinance or the Uniform Traffic Code, the Michigan Vehicle Code or another statutory

provision adopted by reference herein to be unenforceable and shall not affect any other part or provision; provided that if a court of competent jurisdiction declares a penalty provision to exceed the authority of the Township, the penalty shall be construed as the maximum penalty that is determined by the court to be within the authority of the Township to impose.

Section 6. Changes in Code. The following sections of the Uniform Traffic Code for Cities, Townships and Villages are hereby added as set forth below. Subsequent section numbers set forth below shall refer to the like-numbered sections of the Uniform Traffic Code:

A. **R 28.1496 Rule 496. Driving, Due Caution Required.** Any person who drives any vehicle upon a highway or a frozen lake, stream or pond or any other place open to the general public, including any area designated for the parking of motor vehicles, within the Township, without due caution and circumspection and at a speed or in a manner so as to endanger any person or property, shall be guilty of careless driving.

B. **R 28.1825 Rule 825. Stopped School Bus.** It shall be unlawful for the driver of any motor vehicle including motorcycles and motor scooters, within the corporate limits of the Township, to pass any school bus while it is conveying school children when a signal is given by the driver of said school bus to stop. Every such driver of a motor vehicle, either when overtaking any school bus or approaching the same from the opposite direction, shall bring his vehicle to a complete stop either before or behind such school bus when the driver of said bus gives a signal to stop and shall not again start his vehicle or pass said school bus until after the same has started to move. Provided, however, that the drivers of motor vehicles traveling on a divided highway are not required to stop when approaching a school bus traveling in the opposite direction which has come to a stop on the other half of such divided highway.

C. **R 28.1826 Rule 826. Night Parking Restrictions.** No person shall park a vehicle on any street between the hours of 2:00 a.m. and 6:00 a.m. of any day except physicians on emergency calls.

Part II. Traffic Engineer

Section 7. Traffic Engineer. The office of the Township Traffic Engineer is hereby established. The Traffic Engineer shall be appointed in a manner prescribed by the Township Board and shall exercise the powers and duties provided in this ordinance in a manner consistent with safe practices and the best interests of the Township. In the absence of the appointment of a Traffic Engineer, the authority of such Engineer shall be vested in the Township Supervisor. The

general duty of the Traffic Engineer shall be to plan and determine the installation and maintenance of parking control devices; to cooperate with other officials in the development of ways and means to improve conditions related to the parking, stopping or standing of vehicles; and to carry out additional powers and duties imposed by the ordinances of the Township, including the determination and designation of proper signage so as to regulate the stopping, standing and parking of vehicles and the duty to issue traffic control orders regarding signage, approved by the Township Board where appropriate and filed with the Township Clerk. Copies of all parking control orders shall be certified by the Township Clerk. The Traffic Engineer may, in concert with the Oceana County Road Commission, install, maintain or remove parking control signs or other devices so as to regulate the parking, standing or stopping of vehicles; provided, however, all parking control signs, signals and devices shall conform to the Michigan Manual of Uniform Traffic Control Devices.

Section 8. **Violation.** Violation of the Uniform Traffic Code or a Traffic Control Order or Ordinance issued pursuant to the Uniform Traffic Code which is designated as a civil infraction under the Uniform Traffic Code is not a crime and shall not be punishable by imprisonment or a penal fine. Such a civil infraction shall not be considered a lesser included offense of any criminal offense. However, unless another penalty is expressly provided by the ordinances of the Township, every person convicted of a misdemeanor violation of the Uniform Traffic Code shall be punishable by a fine of not more than \$100 or by imprisonment of not more than 90 days, or both.

Part III. No parking signs on Lake View Drive

Section 9. The Township Board hereby authorizes and directs the Township Traffic Engineer, in cooperation with the Oceana County Road Commission, to place parking regulation signs within that portion of Lake View Drive designated on the attached diagram. The signs shall

prohibit parking upon the existing pavement of Lake View Drive, shall conform to the Michigan Manual of Uniform Traffic Control Devices and shall be located so as to inform the traveling public that parking is not permitted in this area at all times. This shall be a traffic control order, confirmed and made permanent by means of the Township Board's action adopting this as an ordinance.

Section 10. The costs of these improvements are anticipated to be less than \$5000, and no budget amendment is necessary to accomplish this action, sufficient funds being available within the General Fund budget to complete the installation of the signs as described.

Part IV. Publication/Effective Date

Section 11. This ordinance shall be effective 30 days after publication thereof or publication of a summary of these provisions in a local newspaper of general circulation.

Upon motion made to adopt said ordinance, a roll call vote was taken as follows:

AYES: Members: _____

NAYS: Members: _____

ORDINANCE DECLARED ADOPTED.

Maureen Murphy, Township Clerk

I hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the Township Board of the Township of Pentwater at a regular meeting held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

Maureen Murphy, Township Clerk