

MINUTES

Pentwater Township Board

Regular Meeting of June 12, 2013

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

Members Absent: None

Others Present: Rich Johnson - Zoning Administrator, Bill O'Donnell, Paula DeGregario, Damon Crumb, Jim Ege, Bob Eva, Myrna Carlin, Tim Simon – Oceana County Sheriff's Department, Steve Kruto, Chris Bailey – Cemetery Sexton, Amanda Dodge – Oceana Herald Journal, Terry Cluchey – PFD Chief

Call to Order: Supervisor Smith called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

Review & Action: Meeting Agenda – The agenda was unanimously approved as amended with the addition of "Action" under Item VII. a. and the addition of Item VII. c. regarding reappointments to various boards and commissions.

Review & Action: Minutes of Regular Meeting of May 8, 2013 – The Minutes of the Meeting of May 8, 2013 were unanimously approved as submitted.

Public Comments on Agenda Items - None

Supervisor's Report

a. **Report & Action: Longbridge Road Fishing Deck Grant** – Supervisor Smith presented a contract with Progressive AE for professional services for implementation of the Longbridge Road Fishing Deck grant. A motion was made by Smith and duly seconded by Siska to authorize the appropriate Township officials to execute a "Letter of Intent for Professional Services to Complete Construction Documents and Provide Bidding Assistance and Construction Administration Services for the Longbridge Road Fishing Deck" in a not-to-exceed amount of \$34,980.00 between Pentwater Township and Progressive AE. The motion was unanimously approved on a roll call vote.

b. Supervisor Smith read excerpts from the State Planning Act regarding the need for diversity in the membership of the Planning Commission both in terms of background, as well as geographically. He stated that in effort to

maintain such diversity, he made a motion which was duly seconded by Holub to appoint Paula DeGregario to fill an unexpired term on the Planning Commission until June 2014. The motion was unanimously approved by voice vote.

c. Review & Action: Reappointment of Planning Commission and Zoning Board of Appeals Members and Reassignment of Board of Review Members – Supervisor Smith made a motion, duly seconded by Siska to reappoint Tom Sturr and Duane Hamburger to the Township Planning Commission for three-year terms ending May 31, 2016. The motion was unanimously approved by voice vote.

Supervisor Smith made a motion, duly seconded by Flynn to reappoint Bill Lee and Dan Kelly to the Township Zoning Board of Appeals for three-year terms ending May 31, 2016. The motion was unanimously approved by voice vote.

Supervisor Smith made a motion, duly seconded by Flynn to appoint Mildred Triebel as regular Board of Review member and Paul Anderson as an alternate on the Township Board of Review. The motion was unanimously approved by voice vote.

Clerk's Report – No report

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

Staff Reports

a. Zoning Administrator – Zoning Administrator Johnson reported two zoning permits for new residences were issued for the period.

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

c. Cemetery Sexton – Sexton Bailey reported that he had one burial for the period.

d. Transfer Site Attendant – The Transfer Site Attendant's report was received and filed.

Committee/Department Reports

- a. Planning Commission – The Planning Commission elected officers at its last meeting.
- b. Cemetery Advisory Committee – Chairman Crumb stated that the Committee did not meet in May and its next meeting is scheduled for Wednesday, June 26th at 3:00 p.m.

- c. Fire Department – Chief Cluchey reported that the Department had conducted a training exercise which included burning down an abandoned farm house.
- d. Library – Library report was received and filed.
- e. Pentwater Lake Improvement Board – Clerk Holub stated that the Lake Improvement Board would be conducting a public hearing on June 26, 2013 at 7:00 p.m. for the purpose of reviewing the next five-year work program.
- f. Road Committee – Member Flynn stated that the Township Road Committee would be meeting in early July.

Review & Action: Invoices

- a. **Township** - A motion was made by Flynn and seconded by Siska that the Township bills in the amount of \$6,621.27 be approved as submitted. The motion was unanimously approved by roll call vote.
- b. **Cemetery** – A motion was made by Ruggles and seconded by Siska that the Cemetery bills in the amount of \$5,179.94 be approved as submitted. The motion was unanimously approved by roll call vote.
- c. **Fire Department** – A motion was made by Siska and seconded by Holub that Fire Department bills in the amount of \$19,333.26 be approved as submitted. The motion was unanimously approved by roll call vote.

Old Business - None

New Business

- a. **Review & Action: Consideration of Adoption of Michigan Township Association's "Principles of Governance"** – Clerk Holub referred members to a communication from the Michigan Township Association encouraging its members to adopt a set of "Principles of Governance" to guide the Township in its operations. A motion was made by Smith duly seconded by Siska to approve MTA's "Principles of Governance" as presented. The motion was unanimously approved by voice vote.
- b. **Review & Action: Recommendation to Enter Into a Contract with Brickhouse Interactive for Website Design** – Clerk Holub stated that we had received seven responses to our RFP and that three exceeded our budgeted amount of \$5,000, while one was non-responsive. He said that of the remaining three, one was within budget; however the annual expense of hosting was significantly higher than all of the others. Consequently, two firms Deerpath Web Design and Brickhouse Interactive were subsequently interviewed. A motion was made by Holub and duly seconded by Smith to authorize the appropriate Township officials to

- execute a contract in the amount of \$3,150 between the Township and Brickhouse Interactive for Website Design Services. The motion was unanimously approved by roll call vote.
- c. Review & Action: Recommendation to Authorize the Supervisor to Prepare an Agreement with Summit Township for Recycling Services from November 1, 2013 through March 31, 2014 –** Supervisor Smith provided background regarding previous attempts at negotiating an agreement with Summit Township for recycling services when the Township's transfer station was closed. He noted that he had recent contact with Summit Township officials who indicated a willingness to consider permitting Pentwater Township residents to utilize their recycling services during the winter season. He noted that the agreement would be for one year only in order to determine usage. Smith made a motion, duly seconded by Ruggles to authorize the Supervisor to prepare an Agreement with Summit Township for recycling services from November 1, 2013 through March 31, 2014. The motion was unanimously approved by voice vote.
- d. Review & Action: FOIA Policy Establishing a Procedure for the Public Inspection and Copying of Public Records –** Clerk Holub stated that the Township did not currently have a FOIA Policy, although it did have a FOIA Coordinator. He said that the need for such a policy was prompted by the Michigan State Department of Treasury. A motion was made by Smith, duly seconded by Holub to approve the FOIA Policy Establishing a Procedure for the Public Inspection and Copying of Public Records as presented. The motion was unanimously approved by voice vote.
- e. Review & Action: Proposed Office Remodeling Project –** Smith stated that the Township offices were completed in 2003 by Great Lakes Furniture Supply, Inc. and had not been changed since then. He said that minor modifications to the Deputy Clerk, Zoning Administrator and Assessor office areas were needed. A motion was made by Smith, duly seconded by Siska to approve a proposal from Great Lakes Furniture Supply, Inc. amount of \$3,840.04. The motion was unanimously approved by roll call vote.
- f. Review & Action: Recommendation to Enter into a Contract with Progressive AE for the Preparation of a Landscape Design Plan for the Cemetery –** Clerk Holub stated that one response for a landscape design plan pursuant to our RFP had been received from Progressive AE. He said that since the subject firm had completed previous work on the Master Plan for the cemetery expansion, it has the background and working knowledge of the facility and consequently he was recommending entering into a contract with Progressive for the proposed work. A motion was made by Holub, duly seconded by Siska to authorize the appropriate Township officials to execute a contract for the

preparation of a Landscape Design Plan for the Cemetery in the not-to-exceed amount of \$9,100 between the Township and Progressive AE. The motion was unanimously approved by roll call vote.

Public Comments – Mr. Steve Kruto, 6315 Longbridge Road, addressed the Board and inquired as to the status of making repairs/replacement of the dock at the Township boat launch site due to its condition. Mr. Kruto stated that the Township should be concerned regarding potential liability. Supervisor Smith responded that he had requested a quotation from West Coast Marine total replacement of the dock; however nothing has been received to date.

Adjournment – A motion was made by Flynn and seconded by Siska to adjourn the meeting at 7:55 p.m. The motion was unanimously approved by voice vote.

Next Meeting – The next regular meeting of the Pentwater Township Board of Trustees will be on Wednesday, July 10, 2013 at 7:00 p.m.

Respectfully submitted,

Dean Holub, Clerk
Pentwater Township

Date