

PENN TOWNSHIP  
Regular Meeting  
July 14, 2025

Board Members Present: Treasurer Paul Rutherford, Trustee Roger Leach, Trustee Scott Peters, Deputy Clerk Rachele Bogue

I. Call to Order

The regularly scheduled meeting of the Penn Township Board of Directors was called to order by Roger Leach at 6:32 pm at the Penn Township Hall.

Trustee Leach opened with prayer and led the Pledge of Allegiance.

II. Welcome and Introductions

III. Establishment of Agenda

IV. Consent Agenda

Board Minutes 6/9/2025

Treasurer's Report 6/9/2025

**A motion was made by Treasurer Rutherford to approve the consent agenda, duly seconded by Trustee Peters, and passed by unanimous vote, approving the consent agenda.**

V. Action Items

- A. Trustee Leach proposed a motion to pass a resolution that the Board will have a Special Meeting during the regularly scheduled August meeting to discuss and approve the weed control assessment for Diamond Lake.

**Treasurer Rutherford moved to approve the special meeting to be held next month, duly seconded by Trustee Peters, motion passed by unanimous vote.**

- B. Trustee Leach presented the Calvin Township Fire Protection Agreement Contract for \$75,000 for coverage of Calvin Township from July 1<sup>st</sup>, 2025-June 31<sup>st</sup>, 2026.

**Treasurer Rutherford made a motion to approve the contract, Trustee Peters duly seconded. Roll call vote was taken. Treasurer Rutherford-yes; Trustee Leach-yes; Trustee Peters-yes. Motion passed.**

VI. Informational Items

A. CLERK REPORT

Deputy Clerk Bogue presented Lisa Fitzsimons' Parks Department Report.

B. FIRE DEPARTMENT REPORT

Chief Bogue reported that the department has 19 runs for the month of June.

The department provided coverage for the Vandalia Fireworks, had a truck in the Diamond Lake parade, provided coverage for the Donnel Lake fireworks, and has been working on getting the Firehouse Restaurant set up for Fair week.

Regrettably informed the Board of former Chief Don Paulsen's passing on July 12<sup>th</sup>.

C. CAUA REPORT

No Report

D. AMBULANCE REPORT

Scott Chris reported that the decision for ambulance coverage contract will hopefully be made by October 1<sup>st</sup>. He will be attending additional meetings with SMACS and Life Care this month.

E. ASSESSOR REPORT

No Report

F. ZONING REPORT

Trustee Leach reported that a 22x24 garage from last month, 26x60x34 Pole Barn at Diamond Shores, 22x25 Outbuilding on Penn Road, have been approved.

VII. Supervisor Comments

None.

VIII. Board Comments

Treasurer Rutherford reported that he is in the middle of tax season.

IX. Public Comments

Public Comments were received.

X. Payment of the Bills

**Treasurer Rutherford moved, Trustee Leach supported that we pay the bills. Motion was carried 3-0. Yes - Rutherford, Leach, Peters. No - 0**

XI. Adjournment

**A motion was made by Trustee Peters, duly seconded by Treasurer Rutherford, and passed by unanimous vote, approving the adjournment of the meeting at 6:58 p.m.**

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Date

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Oli Olafsson, Supervisor

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Rhonda Barnett, Clerk

**JULY 14, 2025  
PENN TOWNSHIP  
GENERAL ACCOUNT**

<b>General Checking Account balance: June 1, 2025</b>	<b>\$ 2,504,691.47</b>
<b>Total disbursements for June, 2025</b>	<b>168,756.03</b>
<b>Bank Charge</b>	<b>10.00</b>
<b>Total revenues for June, 2025</b>	<b>257,481.18</b>

<b>Receipt #</b>	<b>Date</b>	<b>Received from</b>	<b>Amount</b>
5320	6/09	Adam Dahlgren (Building Permits)	4,375.00
5321	6/09	Next Step Inspections Electrical Inspections)	3,787.00
5322	6/09	Doberteen Inspections) (Mechanical and Plumbing Permits)	1,678.00
5323	6/09	Berry Green Farms LLC (Marihuana Fees)	5,000.00
5324	6/09	Local Community Stabilization Authority (Personal Property Funds)	2,611.76
5325	6/09	Local Community Stabilization Authority (Metro Funds)	8,811.89
5326	6/12	GIT Wright LLC (Marihuana Fees)	5,000.00
5327	6/23	Berry Green Farms (Marihuana Fees)	219,500.00

<b>June 30, 2025 Checking Balance(Interest V#5328 \$6,717.53)</b>	<b>\$ 2,593,406.62</b>
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**Cash Breakdown**

<b>June 30, 2025 Restricted Funds Fire Dept.</b>	<b>1,500,000.00</b>
<b>June 30, 2025 Cash Balance</b>	<b><u>1,093,406.62</u></b>
<b>Total Checking Balance</b>	<b><u>\$ 2,593,406.62</u></b>

**Debt Retirement Accounts plus(\$ 58.75 Membership each Account)**

<b>Vandalia Sewer</b>	<b>\$ 45,612.14</b>
<b>Vandalia Water</b>	<b>\$ 78,422.83</b>
<b>Penn Water</b>	<b>\$ 449,187.19</b>

**Paul Rutherford**

**Penn Township Treasurer**

**Penn Township  
Purchase Journal  
For the Period From Jul 1, 2025 to Jul 31, 2025**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
7/7/25	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	062325	PLUMB/MECH INSPECT  DOBBERTEEN INSPECTIONS, INC.	2,048.50	2,048.50
7/7/25	350700 BOARD AMBULANCE 350700 BOARD AMBULANCE 100505 ACCOUNTS PAYABLE	063025	JULY-SEPT 25 AMBULANCE AMBULANCE FEASIBILITY STUDY CENTRAL CASS COUNTY AMBULANCE	32,139.25  1,250.00	33,389.25
7/7/25	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	072025	ASSESSING  ASSESSING SOLUTIONS	3,518.29	3,518.29
7/7/25	100507 FICA AND MEDICARE P 100505 ACCOUNTS PAYABLE	0725	2ND QTR 941  UNITED STATES TREASURY	1,782.35	1,782.35
7/7/25	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	0725	TRAVEL  JAMES BOGUE	150.00	150.00
7/7/25	310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	0725	AMP SERVICE  AEP	80.00	80.00
7/7/25	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0725	internet  PAUL RUTHERFORD	112.00	112.00
7/7/25	322300 FIRE MISC 320500 FIRE-OFFICE SUPPLIE 320700 FIRE-OPERATING (GAS 320600 FIRE TRAINING 322100 FIRE EQUIPMENT MAI 321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	0725	MISC  OFFICE  GAS  TRAINING  EQUIP  BATHROOM SUPP  PENN TOWNSHIP FIRE DEPART	193.31  12.52  49.07  149.79  184.65  207.51	796.85
7/7/25	320500 FIRE-OFFICE SUPPLIE 100505 ACCOUNTS PAYABLE	0725	FIRE PO BOX  US POSTMASTER	78.00	78.00
7/7/25	310900 HALL FUEL OIL 321700 FIRE FUEL OIL 100505 ACCOUNTS PAYABLE	0725	NATURAL GAS  NATURAL GAS  SEMCO ENERGY	60.00  240.00	300.00
7/7/25	321500	0725	WATER	150.00	

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**Purchase Journal**  
**For the Period From Jul 1, 2025 to Jul 31, 2025**

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	FIRE ELECTRIC 100505 ACCOUNTS PAYABLE		CITY OF DOWAGIAC		150.00
7/7/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0725	PHONE  VERIZON WIRELESS	336.69	336.69
7/7/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0725	PHONE  OLAFUR OLAFSSON	60.00	60.00
7/7/25	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0725	BLDG PERMITS  OFFICE HOURS  ADAM DAHLGREN	1,973.65  140.00	2,113.65
7/7/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	0725	GAS/OIL  SPRAGUE FITZSIMONS	17.50	17.50
7/7/25	351900 BOARD MISC 100505 ACCOUNTS PAYABLE	0725	SEC  GREG PRICE	100.00	100.00
7/7/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0725	PHONE  RHONDA BARNETT	60.00	60.00
7/7/25	360300 DEPUTY CLERK WAGE 100505 ACCOUNTS PAYABLE	0725	JUNE HOURS  RACHELE BOGUE	118.75	118.75
7/7/25	320500 FIRE-OFFICE SUPPLIE 100505 ACCOUNTS PAYABLE	0725A	TITLE  JAMES BOGUE	230.62	230.62
7/7/25	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0725A	INTERNET  LISA FITZSIMONS	112.00	112.00
7/7/25	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	0725A	FLAGS/4TH SUPPLIES  SPRAGUE FITZSIMONS	14.84	14.84
7/7/25	360900 CLERK- ELECTIONS 360900 CLERK- ELECTIONS 360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	0725A	POSTAGE  POSTAGE  POSTAGE  RHONDA BARNETT	40.40  284.45  37.00	361.85

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7/7/25	311400 PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE	0725B	COURT RES  LISA FITZSIMONS	120.00	120.00
7/7/25	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	0725B	BATTERIES FOR HALL  SPRAGUE FITZSIMONS	11.13	11.13
7/7/25	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	0725C	HALL SUPP  LISA FITZSIMONS	22.46	22.46
7/7/25	311400 PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE	0725D	AL MOTT BAND- 4TH EVENT LISA FITZSIMONS	250.00	250.00
7/7/25	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	0725D	HALL SUPP  SPRAGUE FITZSIMONS	158.36	158.36
7/7/25	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	0725E	BULLETIN BOARD  LISA FITZSIMONS	868.48	868.48
7/7/25	311400 PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE	0725F	JULY COURT RESERVE  LISA FITZSIMONS	120.00	120.00
7/7/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	1013	HALL MAINT  SPRAGUE FITZSIMONS	1,000.00	1,000.00
7/7/25	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	1102	SIDEWALK  QUALITY MASONRY	5,950.00	5,950.00
7/7/25	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1154	ELECT INSPECT  NEXT STEP INSPECTIONS LLC	628.15	628.15
7/7/25	311500 HALL MISC. 322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	12946-14596	HALL SUPP  FIRE SUPP  WB HAYDEN AND SONS	341.49 4.76	346.25
7/7/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150650506	FIRE PEST CONTROL  ROSE PEST SOLUTIONS	63.00	63.00
7/7/25	311200 FACILITY MAINT 100505	150650996	HALL PEST CONTROL  ROSE PEST SOLUTIONS	65.00	65.00

**Penn Township**  
**Purchase Journal**  
**For the Period From Jul 1, 2025 to Jul 31, 2025**

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	ACCOUNTS PAYABLE				
7/7/25	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	19011	CABLE  SPENCER MANUFACTURING,INC	479.40	479.40
7/7/25	321900 FIRE BLDG MAINT/REP 400100 CEMETERY CONTRAC 100505 ACCOUNTS PAYABLE	20250101	MOWING  MOWING  KLIPPERS LAWN CARE SERVIC	280.50  1,936.00	2,216.50
7/7/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	202501606	WEBSITE MAINT  KERRY COLLINS	362.00	362.00
7/7/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	21560	FIRE EXT SERVICE  ALL POINTS FIRE AND SAFE	234.50	234.50
7/7/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	21561	FIRE EXT SERVICE  ALL POINTS FIRE AND SAFE	20.00	20.00
7/7/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	23417	QUARTERLY ALARM  HAAS SYSTEMS	96.00	96.00
7/7/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	25-108903	PORTALEL TOILET  VRT ENTERPRISES, INC.	124.00	124.00
7/7/25	352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	25.017	DRAIN  XIV RANCH	5,500.00	5,500.00
7/7/25	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	25843	FIRE GAS  SERVICE OIL CO.	60.45	60.45
7/7/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	2629	AC REPAIR  BLT MECHANICAL	285.00	285.00
7/7/25	320900 FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE	29314	RADIOS  SMR COMMUNICATIONS, INC.	61,930.20	61,930.20
7/7/25	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	3017150	DIAMOND WEED  PLM LAKE AND LAND MGMT CORP	3,304.60	3,304.60
7/7/25	370300	35796	ENVELOPES	242.65	



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**Purchase Journal**  
**For the Period From Jul 1, 2025 to Jul 31, 2025**

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE		PREFERRED PRINTING		242.65
7/7/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4233061264	MAT SERVICE	123.63	
			CINTAS		123.63
7/7/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4235971296	MAT SERVICE	123.63	
			CINTAS		123.63
7/7/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	4906662	LANDSCAPING	105.00	
			SCOTT CHRIS		105.00
7/7/25	351300 BOARD INSURANCE/B 100505 ACCOUNTS PAYABLE	55912	AH/ADD POLICIES	631.00	
			BERENDS HENDRICKS STUIT		631.00
7/7/25	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	6249	VENDING	154.08	
			THE SNACK BOX, INC.		154.08
7/7/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	63133	DOOR SUPPORT	210.00	
			ELECTRO MEDIA		210.00
7/7/25	400100 CEMETERY CONTRAC 100505 ACCOUNTS PAYABLE	709123	CEMETERY CLEAN UP	250.00	
			CB TREE		250.00
7/7/25	352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	805325	INDIAN LANE	2,645.87	
			CASS ROAD COMMISSION		2,645.87
7/7/25	352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	805326	LAKEVIEW	34,887.53	
			CASS ROAD COMMISSION		34,887.53
7/7/25	352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	805327	STOREY	9,428.98	
			CASS ROAD COMMISSION		9,428.98
7/7/25	352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	805328	CURTIS	9,319.41	
			CASS ROAD COMMISSION		9,319.41
7/7/25	352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	805329	LAKEVIEW	23,107.77	
			CASS ROAD COMMISSION		23,107.77
7/7/25	352300	805330	SHIRTE	14,383.35	

**Penn Township**  
**Purchase Journal**  
**For the Period From Jul 1, 2025 to Jul 31, 2025**

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	BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE		CASS ROAD COMMISSION		14,383.35
7/7/25	352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	805331	QUAKER	73,480.61	
			CASS ROAD COMMISSION		73,480.61
7/7/25	352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	805332	PAVEMENT MARKING	1,416.81	
			CASS ROAD COMMISSION		1,416.81
7/7/25	352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	805333	PAVEMENT MARKING	2,833.62	
			CASS ROAD COMMISSION		2,833.62
7/7/25	352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	805366	DUST CONTROL	18,338.76	
			CASS ROAD COMMISSION		18,338.76
7/7/25	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	DA 25-10	DES ASSESSOR FEE	200.00	
			CASS COUNTY		200.00
7/7/25	380900 SUPERVISOR TAX ROL 380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	EQ25-10	TAX ADMIN FEES	7,922.48	
			GIS FEE	500.00	
			CASS COUNTY		8,422.48
7/7/25	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	IN252111	CONTRACT	136.28	
			US BUSINESS SYSTEMS		136.28
7/7/25	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	PSI169807	LITTEL FISH WEED	2,587.48	
			SOLITUDE LAKE MANAGEMENT		2,587.48
				<b>333,175.56</b>	<b>333,175.56</b>

**Penn Township  
Payroll Journal  
For the Period From Jul 1, 2025 to Jul 31, 2025**

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date Employee	GL Acct ID	Reference	Debit Amt	Credit Amt
7/7/25 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	23921	2,183.00    31.65	 31.65 109.15 31.65  2,042.20
7/7/25 LISA J. FITZSIMONS	380600 100507 350500 100507 350300 100005	23922	1,554.17    22.54	 22.54 77.71 22.54  1,453.92
7/7/25 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	23923	356.25 600.00   13.87	  13.87 47.81 13.87  894.57
7/7/25 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	23924	2,183.00    31.65	 31.65 109.15 31.65  2,042.20
7/7/25 ASHLEY N. WENCES	310000 100507 350500 100507 350300 100005	23925	300.00    4.35	 4.35 15.00 4.35  280.65
7/7/25 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	23926	2,183.00    31.65	 31.65 109.15 31.65  2,042.20
7/7/25 SCOTT PETERS	350100 100507 350500 100507 350300 100005	23927	356.25    5.17	 5.17 17.81 5.17  333.27
7/7/25 RHONDA J. BARNETT	360100 100507 100507 350500 100507 350300 100005	23928	2,183.00    31.65	 82.39 31.65 109.15 31.65  1,959.81
			<b>12,071.20</b>	<b>12,071.20</b>