

**PENN TOWNSHIP
Regular Meeting
November 10, 2025**

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

Board Member Absent: Clerk Rhonda Barnett

I. Call to Order

The regularly scheduled meeting of the Penn Township Board of Directors was called to order by Oli Olafsson at 6:35 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 10/13/2025

Treasurer's Report 10/13/2025

A motion was made by Supervisor Olafsson to approve the consent agenda, duly seconded by Trustee Leach. Roll call vote was taken. Treasure Rutherford-yes; Trustee Leach-yes; Trustee Peters-yes; Supervisor Olafsson-yes. Motion passed.

V. Action Items

A. Trustee Peters presented his proposed Resolution 2025-2 for review.

A motion was made by Trustee Peters to approve the proposed Resolution 2025-2. No second was received. Motion failed.

VI. Informational Items

A. CLERK REPORT

No Report

B. FIRE DEPARTMENT REPORT

The Deputy Clerk presented Chief Bogue's report. There were 12 runs in the month of October.

The firemen had three training exercises in October, ladder, MEC Propane, and Pump Training on the Island.

C. CAUA REPORT

No Report

D. AMBULANCE REPORT

No Report

E. ASSESSOR REPORT

No Report

F. ZONING REPORT

Trustee Leach reported that there is a new house, garage & deck build planned on Diamond Shores, Verizon booster towers, and a storm damaged deck to be rebuilt on Decatur Street in the works.

There will be a Zoning Board hearing planned soon.

G. PARKS DEPARTMENT REPORT

The Deputy Clerk presented the Parks Department Report submitted by Lisa Fitzsimons. Report will be attached.

VII. Supervisor Comments

Supervisor Olafsson reported on the Cass Family Clinic's new mobile clinic roll-out. The clinic will be stationed in Vandalia in the Hall/Fire Department parking lot on Thursdays to see patients who have medical needs but otherwise cannot make it to the Clinic in Cassopolis.

VIII. Board Comments

No additional comments.

IX. Public Comments

Public Comments were received.

X. Payment of the Bills

Trustee Leach moved, Treasurer Rutherford supported that we pay the bills in the amount of \$67,247.47.

Roll call vote was taken: Yes – Olafsson, Rutherford, Leach, No-Peters. Motion passed.

XI. Adjournment

A motion was made by Supervisor Olafsson, duly seconded by Trustee Leach, and passed by unanimous vote, approving the adjournment of the meeting at 7:05 p.m.

Respectfully submitted,

Rhonda Barnett, Penn Township Clerk (rb)

Date

Oli Olafsson, Penn Township Supervisor

Date

PENN TOWNSHIP BOARD
RESOLUTION NO. 2025 - 2
A RESOLUTION TO REQUIRE ENFORCEMENT OF ALL LOCAL ORDINANCES

WHEREAS, the Board of Penn Township, County of Cass, State of Michigan, is empowered under the Michigan Constitution and the Michigan Compiled Laws (MCL 41.181, Act 246 of 1945) to adopt and enforce ordinances for the protection of public health, safety, and general welfare; and

WHEREAS, the Township has adopted various ordinances regulating land use, public safety, nuisance abatement, property maintenance, and other matters of local concern; and

WHEREAS, the effective governance and administration of the Township requires consistent and equitable enforcement of all duly adopted ordinances; and

WHEREAS, the Township Board recognizes that enforcement of ordinances is essential to maintaining community standards, protecting property values, and ensuring the safety and well-being of residents;

NOW, THEREFORE, BE IT RESOLVED by the Board of Penn Township, Michigan, as follows:

1. **Enforcement Mandate:** All ordinances duly adopted by the Township Board shall be actively and consistently enforced by the appropriate Township officials, departments, or contracted enforcement agencies.
2. **Designation of Enforcement Authority:** The Township Supervisor, Zoning Administrator, Ordinance Enforcement Officer, or other designated personnel shall be responsible for initiating and overseeing enforcement actions, subject to applicable laws and procedures.
3. **Reporting and Accountability:** The Township Supervisor shall provide periodic reports to the Board regarding ordinance enforcement activities, including the number and nature of violations, actions taken, and outcomes.
4. **Budgetary Support:** The Township Board shall allocate sufficient resources in the annual budget to support ordinance enforcement, including personnel, training, legal support, and administrative tools.
5. **Public Awareness:** The Township shall make its ordinances accessible to the public and may undertake educational efforts to inform residents and businesses of their responsibilities under Township law.
6. **Effective Date:** This Resolution shall take effect immediately upon adoption.

ROLL CALL VOTE:

Yea:

Nay:

Absent:

ADOPTED this 13th day of October, 2025

Signature: _____

Signature: _____

Oli Olafsson, Township Supervisor

Rhonda Barnett, Township Clerk

NOVEMBER 10, 2025
PENN TOWNSHIP
GENERAL ACCOUNT

Checking Account balance: October 1, 2025	\$ 2,933,279.55
Total disbursements for October, 2025	84,777.41
Total revenues for October, 2025	15,113.21

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
5364	10/13	Adam Dalhgren (Building Permits)	1,170.00
5365	10/13	Next Step Inspections (Electrical Permits)	3,099.00
5366	10/13	Dobberteen Inspections (Mechanical & Plumbing Permits)	2,704.00
5367	10/13	Marcellus Schools (School Election)	18.04

October 31, 2025 G W Jones (Interest \$8,122.17 V#5368) Balance \$ 2,863,615.35

Cash Breakdown

Oct. 31, 2025 Restricted Funds Fire Dept.	\$ 2,400,000.00
Oct. 31, 2025 Cash Balance	\$ 463,615.35
Total Checking Balance :	\$ 2,863,615.35

Plus \$ 58.75 Each Membership

Vandalia Sewer	\$ 47,544.91
Vandalia Water	\$ 68,974.54
Penn Water	\$469,075.14

Paul Rutherford

Penn Township Treasurer

**Penn Township
Payroll Journal**

For the Period From Nov 1, 2025 to Nov 30, 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
11/6/25 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	24114	2,183.00 31.65 109.15 31.65 31.65 2,042.20	
11/6/25 LISA J. FITZSIMONS	380600 100507 350500 100507 350300 100005	24115	1,554.17 22.54 77.71 22.54 22.54 1,453.92	
11/6/25 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	24116	356.25 600.00 13.87 47.81 13.87 13.87 894.57	
11/6/25 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	24117	2,183.00 31.65 109.15 31.65 31.65 2,042.20	
11/6/25 ASHLEY N. WENCES	310000 100507 350500 100507 350300 100005	24118	300.00 4.35 15.00 4.35 4.35 280.65	
11/6/25 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	24119	2,183.00 31.65 109.15 31.65 31.65 2,042.20	
11/6/25 SCOTT PETERS	350100 100507 350500 100507 350300 100005	24120	356.25 5.17 17.81 5.17 5.17 333.27	
11/6/25 RHONDA J. BARNETT	360100 100507 100507 350500 100507 350300 100005	24121	2,183.00 82.39 31.65 109.15 31.65 31.65 1,959.81	
			12,071.20	12,071.20

Penn Township
Purchase Journal

For the Period From Nov 1, 2025 to Nov 30, 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
11/6/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	1017	MAINT SPRAGUE FITZSIMONS	1,000.00	1,000.00
11/6/25	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	102525	PLUMB MECH INSPECT DOBBERTEEN INSPECTIONS, INC.	1,313.25	1,313.25
11/6/25	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	110425	DIAMOND WEED ASSESS ASSESSING SOLUTIONS	8,160.00	8,160.00
11/6/25	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	1120	CONCRETE QUALITY MASONRY	7,280.00	7,280.00
11/6/25	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	112025	ASSESSING ASSESSING SOLUTIONS	3,518.29	3,518.29
11/6/25	310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	1125	HALL SEWER CAUA	275.00	275.00
11/6/25	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	1125	TRAVEL JAMES BOGUE	150.00	150.00
11/6/25	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	1125	INTERNET LISA FITZSIMONS	112.00	112.00
11/6/25	322300 FIRE MISC 100505 ACCOUNTS PAYABLE	1125	ASSOC DUES MICHIGAN STATE FIREMEN'S	100.00	100.00
11/6/25	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	1125	INTERNET PAUL RUTHERFORD	112.00	112.00
11/6/25	321900 FIRE BLDG MAINT/REP 311500 HALL MISC. 100505 ACCOUNTS PAYABLE	1125	FIRE SUPP HALL SUPP WB HAYDEN AND SONS	18.99 139.09 158.08	
11/6/25	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	1125	ELECTION PUBS JEFFERSON TOWNSHIP	48.65	48.65
11/6/25	310500 COMMUNICATIONS 100505	1125	PHONE VERIZON WIRELESS	310.04	310.04

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ACCOUNTS PAYABLE					
11/6/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	1125	PHONE OLAFUR OLAFSSON	60.00	60.00
11/6/25	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1125	BLDG INSPECT ADAM DAHLGREN	10,056.95	10,056.95
11/6/25	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	1125	ELECTION ALEXIS MILLIRANS	225.00	225.00
11/6/25	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	1125	ELECTION CHAIR LINDSAY GORHAM	275.00	275.00
11/6/25	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	1125	ELECTION LOGAN PFLUG	225.00	225.00
11/6/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	1125	PHONE RHONDA BARNETT	60.00	60.00
11/6/25	360300 DEPUTY CLERK WAGE 100505 ACCOUNTS PAYABLE	1125	DEPUTY CLERK RACHELE BOGUE	225.00	225.00
11/6/25	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	1125	ELECTION TURNER WESTRATE	225.00	225.00
11/6/25	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	1125	ELECTION BROOKE WARD	225.00	225.00
11/6/25	311400 PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE	1125A	COURT RESERVE LISA FITZSIMONS	120.00	120.00
11/6/25	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	1125A	ELECTION PUBS JEFFERSON TOWNSHIP	58.40	58.40
11/6/25	380700 SUPERVISOR SUPP/P 100505 ACCOUNTS PAYABLE	1125A	POSTAGE OLAFUR OLAFSSON	74.30	74.30
11/6/25	360900 CLERK- ELECTIONS 100505	1125A	ELECTION RACHELE BOGUE	225.00	225.00

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ACCOUNTS PAYABLE					
11/6/25	320900 FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE	1125F	FIRE INTERNET/PHONE 3 MONTHS MIDWEST ENERGY COOP	610.83	610.83
11/6/25	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1187	ELECT INSPECT NEXT STEP INSPECTIONS LLC	1,470.50	1,470.50
11/6/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	11950092T181	TRASH HIMCO	251.59	251.59
11/6/25	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	144490/1025	DIAMOND WEED PUB LEADER PUBLICATIONS	105.92	105.92
11/6/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150660811	FIRE PEST CONTROL ROSE PEST SOLUTIONS	63.00	63.00
11/6/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	150661287	PEST CONTROL ROSE PEST SOLUTIONS	65.00	65.00
11/6/25	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	1794-1799	FIRE TRUCKS SERVICE BACK ROADS SERVICES	7,618.34	7,618.34
11/6/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	202501632	WEBSITE KERRY COLLINS	362.00	362.00
11/6/25	400100 CEMETERY CONTRAC 321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	20250241	MOWING MOWING KLIPPERS LAWN CARE SERVIC	1,548.80 224.40 1,773.20	
11/6/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	25-109923	PORTABLE TOILET VRT ENTERPRISES, INC.	155.00	155.00
11/6/25	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	27333	FIRE GAS SERVICE OIL CO.	115.39	115.39
11/6/25	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	27965	FIRE GAS SERVICE OIL CO.	354.10	354.10
11/6/25	320900	29486	FIRE BATTERIES	2,040.00	

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	FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE		SMR COMMUNICATIONS, INC.		2,040.00
11/6/25	310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	3180600	STREET LIGHTS MIDWEST ENERGY COOP	50.00 50.00	
11/6/25	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	37645224	PLAYGROUND ULINE	1,656.40 1,656.40	
11/6/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4247757586	MAT SERVICE CINTAS	126.92 126.92	
11/6/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	4906681	LANDSCAPING SCOTT CHRIS	70.00 70.00	
11/6/25	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	708603/708617	FIRE TIRES DIVISION TIRE AND BATTERY	1,700.00 1,700.00	
11/6/25	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	A219077	DIAMOND PLM LAKE AND LAND MGMT CORP	418.50 418.50	
11/6/25	352500 BOARD- CPA FEES 100505 ACCOUNTS PAYABLE	RR1010834	F65 REHMANN ROBSON	2,600.00 2,600.00	
				56,198.65	56,198.65