PENN TOWNSHIP Regular Meeting September 8, 2025

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

I. Call to Order

The regularly scheduled meeting of the Penn Township Board of Directors was called to order by Oli Olafsson at 6:45 pm at the Penn Township Hall.

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

II. Welcome and Introductions

Manny Delarosa, Emergency Management Officer, presented the updated Hazard Mitigation Plan he developed. The 5-year plan has been approved by the state. To apply for any FEMA grants, each township requires such a plan. Manny presented the Board with a template to use to adopt the plan.

Trustee Leach reviewed the plan aloud, then made a motion to approve and adopt the Hazard Mitigation Plan for Penn Township. Supervisor Olafsson supported the motion. All Board Members were in favor and the motion passed.

III. Establishment of Agenda

IV. <u>Consent Agenda</u> Board Minutes 8/11/2025 Treasurer's Report 8/11/2025

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

V. Action Items

A. At 6:55 pm Supervisor Olafsson called for Public Hearing number 1 to be open for a special weed assessment hearing. The purpose of the hearing is to discuss the renewal of the existing program for weed control on Diamond Lake so the project may proceed.

Public comments:

Adam Dahlgren requested clarity that the resolution is indeed just an approval of a payment renewal for a bill that is paid every year. Representatives from the Diamond Lake weed control project confirmed that every 5 years the assessment must be reapproved. This is for weed treatment on the lake to kill any non-native weeds that may have been introduced. The money collected would go solely towards the weed control project.

Supervisor Olafsson made a motion to approve this first hearing of the assessment contract for the next five years for weed control on Diamond Lake and close the public hearing. Trustee Leach supported the motion. Roll call vote was taken. Trustee Petersyes; Trustee Leach-yes, Supervisor Olafsson-yes; Clerk Barnett-yes; Treasurer Rutherford-yes. Motion passed. The special hearing meeting was closed at 7:00 p.m.

Regular meeting resumed at 7:00 pm.

B. BUDGET ADJUSTMENTS – Clerk Barnett presented adjustments that needed to be made to the budget including an increase to the metro funds, amending the cannabis license fees, capital outlay, Insurance & bonds, & Road programs. There was a \$90,000 excess transferred to fund balance which may go to the Fire Department budget.

Trustee Leach made a motion to make the necessary adjustments to the budget. Treasurer Rutherford supported the motion. Roll call vote was taken. Trustee Peters-yes; Trustee Leach-yes, Supervisor Olafsson-yes; Clerk Barnett-yes; Treasurer Rutherford-yes. Motion passed.

C. AEP Franchise Agreement Renewal – Supervisor Olafsson reviewed the agreement made with AEP which allows for utility easements.

Supervisor Olafsson made a motion to renew the AEP Franchise Agreement. Trustee Leach support. All members were in favor. Motion passed.

D. Millage – Supervisor Olafsson explained that each year we need to submit a millage request to be levied on December 1st of each year.

Trustee Leach made a motion to accept the the millage rates submitted. Supervisor Olafsson supported the motion. Roll call vote was taken. Trustee Peters-yes; Trustee Leach-yes, Supervisor Olafsson-yes; Clerk Barnett-yes; Treasurer Rutherford-yes. Motion passed.

VI. Informational Items

A. CLERK REPORT

Clerk Barnett reported that there will be an election coming up in November. The Cass County Medical Facility will have a renewal on the ballot.

B. FIRE DEPARTMENT REPORT

Chief Bogue reported that the department had 16 runs in August. So far they have had 141 dispatches this year compared to 109 at this time last year.

The department completed two trainings last month. One on Helicopter Zone Training and Drafting training.

C. CAUA REPORT

No Report

D. AMBULANCE REPORT

Scott Chris reported that they are still in negotiations with SMACS.

E. ASSESSOR REPORT

Don Jollay reported that they are working on fieldwork walking around Diamond Lake. They are recording hand optimization land value study taking photos and uploading data. Permits will be completed by December 31st.

F. ZONING REPORT

Trustee Leach reported that a 40x80 pole barn addition, Diamond Shores new home build, dilapidated home demo, new home on water and pole barn on back lot were in the works.

G. PARKS DEPARTMENT REPORT

Wendy Grace presented the parks department report. They held a Fire Department Fundraiser tournament on August 15 and worked in conjunction with Vandalia Village to host a Vandalia Family Day on August 23rd.

Upcoming:

September there will be a Poker Themed Pickle Ball Brunch as well as a Glo-in the-Dark Pickle Ball Event.

October watch for a Halloween Event in partnership with Vandalia Village.

VII. Supervisor Comments

Supervisor Olafsson mentioned that the landowner offered a lower price for the property being pursued for the new location of the Fire Department, but that they were still in negotiations.

VIII. Board Comments

No Board Comments

IX. Public Comments

Public Comments were received.

X. Payment of the Bills

Clerk Barnett moved, Trustee Leach supported that we pay the bills in the amount of \$268,451.77.

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

XI. Adjournment

A motion was made by Supervisor Olafsson, duly seconded by Treasurer Rutherford, and passed by unanimous vote, approving the adjournment of the meeting at 7:55 p.m.

Rhonda Barnett, Penn Township Clerk

Oli Olafsson, Penn Township Supervisor

Date Minutes Approved

Date Minutes Approved

SEPTEMBER 8, 2025 PENN TOWNSHIP GENERAL ACCOUNT

Total di	isbursen	ing Account balance: August 1, 2025 nents for August, 2025 for August, 2025	\$ 3,099,428.00 50,328.95 24,540.00
Receipt 5342	# <u>Date</u> 8/11		Amount 4,639.17
5343	8/11	Adam Dahlgren (Building Permits)	2,498.00
5344	8/11	Next Step Inspections	2,858.00
5345	8/11	(Electrical Inspections) Dobberteen Inspections (Plumbing & Mechanical Permits)	1,660.00
5346	8/11	Ashley Wences	750.00
5347	8/11	(Three Hall Rentals) State of Michigan (Heavy Equipment Personal 10%)	7.83
5348	8/26	Penn Township Tax Acct. (Interest 4/1/23 to 3/31/25)	3,138.79
Aug 31, Cash B	\$ 3,073,639.05		
		Restricted Funds Fire Dept.	\$ 2 400,000.00
August	31,2025	Cash Balance	\$ 673,639.05
Total C	hecking	Balance	\$ 3,073,639.05

Debt Retirement Accounts Balance Plus \$58.75 Membership

Vandalia Sewer	\$ 47,063.90
Vandalia Water	\$ 73,637.40
Penn Water	\$ 464,363,69

Paul Rutherford

Penn Township Treasurer

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Penn Township Purchase Journal

For the Period From Sep 1, 2025 to Sep 30, 2025

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
9/1/25	352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	081225 STMT	ROAD CONTRACTS BAL DUE CASS ROAD COMMISSION	85,038.56	85,038.56
9/1/25	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	092025	ASSESSING SOLUTIONS	3,518.29	3,518.29
1/25	320900 FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE	0925	FIRE INTERNET MIDWEST ENERGY COOP	326.00	326.00
/1/25	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	0925	TRAVEL JAMES BOGUE	150.00	150.00
)/1/25	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0925	INTERNET LISA FITZSIMONS	112.00	112.00
)/1/25	350500 BOARD PENSION 100505 ACCOUNTS PAYABLE	0925	PENSION JOHN HANCOCK	9,855.60	9,855.60
)/1/25	321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	0925	ELECTRIC AEP	500.00	500.00
/1/25	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0925	INTERNET PAUL RUTHERFORD	112.00	112.00
0/1/25	322300 FIRE MISC 320600 FIRE TRAINING 322100 FIRE EQIUPMENT MAI 320900 FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE	0925	FIRE MISC TRAINING SUPP CARGERS PENN TOWNSHIP FIRE DEPART	43.28 27.45 441.14 110.27	622.14
/1/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0925	PHONE VERIZON WIRELESS	309.74	309.74
1/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0925	PHONE OLAFUR OLAFSSON	60.00	60.00
/1/25	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE	0925	BLDG INPSECT OFFICE	13,964.65 140.00	

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Penn Township Purchase Journal

For the Period From Sep 1, 2025 to Sep 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
	100505 ACCOUNTS PAYABLE		ADAM DAHLGREN		14,104.65
9/1/25	380300	0925	ARCGIS SOFTWAR	233.00	
	SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE		ANGIE STEINMAN		233.00
9/1/25	322300 FIRE MISC	0925	fire membership	130.00	
	100505 ACCOUNTS PAYABLE		COSTCO MEMBESHIP		130.00
9/1/25	311400 PARKS PROGRAMMIN	0925	PARK SUPP	465.88	
	100505 ACCOUNTS PAYABLE		WENDY GRACE		465.88
9/1/25	351900 BOARD MISC	0925	AUG SEC	100.00	
	100505 ACCOUNTS PAYABLE		GREG PRICE		100.00
/1/25	310500	0925	PHONE	60.00	
	COMMUNICATIONS 100505 ACCOUNTS PAYABLE		RHONDA BARNETT		60.00
/1/25	360300 DEPUTY CLERK WAGE	0925	DEPUTY CLERK	75.00	
	100505 ACCOUNTS PAYABLE		RACHELE BOGUE		75.00
/1/25	311500 HALL MISC.	0925A	HALL MUMS	132.23	
	100505 ACCOUNTS PAYABLE		LISA FITZSIMONS		132.23
/1/25	311500 HALL MISC.	0925A	HALL SUPP	115.40	
	100505 ACCOUNTS PAYABLE		SPRAGUE FITZSIMONS		115.40
/1/25	311400 PARKS PROGRAMMIN	0925A	FAMILY DAY SUPP	134.02	
	100505 ACCOUNTS PAYABLE		WENDY GRACE		134.02
/1/25	311400 PARKS PROGRAMMIN	0925B	FAMILY DAY SUPP	27.20	
	100505 ACCOUNTS PAYABLE		LISA FITZSIMONS		27.20
/1/25	311400	0925C	FAMILY DAY SUPP	11.97	
	PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE		LISA FITZSIMONS		11.97
/1/25	311400 PARKS PROGRAMMIN	0925D	AUG COURT RES	120.00	
	100505 ACCOUNTS PAYABLE		LISA FITZSIMONS		120.00
/1/25	311400 PARKS PROGRAMMIN	0925E	PARKS SUPP	78.44	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	100505 ACCOUNTS PAYABLE		LISA FITZSIMONS		78.44
9/1/25	351300	1002206888	WC PREMUIM	6,557.00	
	BOARD INSURANCE/B 100505 ACCOUNTS PAYABLE		ACCIDENT FUND INS COMPANY OF AMERICA		6,557.00
9/1/25	311200 FACILITY MAINT	1015	FACILITY MAINT	1,000.00	
	100505 ACCOUNTS PAYABLE		SPRAGUE FITZSIMONS		1,000.00
9/1/25	340100 BLDG INSPECT WAGE	1177	ELECT INSPECT	2,430.15	
	100505 ACCOUNTS PAYABLE		NEXT STEP INSPECTIONS LLC		2,430.15
/1/25	321900 FIRE BLDG MAINT/REP	150655584	FIRE PEST CONTROL	63.00	
	100505 ACCOUNTS PAYABLE		ROSE PEST SOLUTIONS		63.00
/1/25	311200	150656070	PEST CONTROL	65.00	
	FACILITY MAINT 100505 ACCOUNTS PAYABLE		ROSE PEST SOLUTIONS		65.00
/1/25	311500 HALL MISC.	19156/20462	HALL SUPP	35.47	
	100505 ACCOUNTS PAYABLE		WB HAYDEN AND SONS		35.47
/1/25	311300 HALL CAPITAL OUTLAY	1916	GATE	834.00	
	100505 ACCOUNTS PAYABLE		JC FENCING		834.00
/1/25	310500 COMMUNICATIONS	202501621	WEBSITE	362.00	
	360500 CLERK SUPPLIES/POS		PRINTER ASSIST	31.25	
	100505 ACCOUNTS PAYABLE		KERRY COLLINS		393.25
/1/25	321900 FIRE BLDG MAINT/REP	20250172	MOWING	224.40	
	400100 CEMETERY CONTRAC		MOWING	1,548.80	
	100505 ACCOUNTS PAYABLE		KLIPPERS LAWN CARE SERVIC		1,773.20
)/1/25	351100 BOARD- Weed Control	2031624	DIAMOND WEED CONTROL HEAR	105.04	
	100505 ACCOUNTS PAYABLE		LEADER PUBLICATIONS		105.04
)/1/25	311300 HALL CAPITAL OUTLAY	23678	SEC CAMERA ADDITION	1,322.04	
	100505 ACCOUNTS PAYABLE		HAAS SYSTEMS		1,322.04
/1/25	311200 FACILITY MAINT	25-109536	PORTABEL TOILET	124.00	
	100505		VRT ENTERPRISES, INC.		124.00

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Penn Township Purchase Journal

For the Period From Sep 1, 2025 to Sep 30, 2025 Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	ACCOUNTS PAYABLE				
9/1/25	360900	25-2524	VOTER REG SUPP	130.19	
	CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE		MC & E/ELECTION SOURCE		130.19
9/1/25	320700	26932	FIRE GAS	211.07	
	FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE		SERVICE OIL CO.		211.07
9/1/25	311400	276583	BALLS	797.52	
	PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE		FRANKLIN SPORTS		797.52
9/1/25	351100	3018044	DONNELL WEED	815.00	
	BOARD- Weed Control 100505 ACCOUNTS PAYABLE		PLM LAKE AND LAND MGMT CORP		815.00
9/1/25	321900	3231	GENERATOR MAINT	289.00	
	FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE		RELAIBLE GENERATOR AND ELECTRIC LLC		289.00
9/1/25	321900	4241730269	MAT SERVICE	126.92	
	FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE		CINTAS		126.92
9/1/25	351300	56343	INS	29,839.00	
	BOARD INSURANCE/B 100505 ACCOUNTS PAYABLE		BERENDS HENDRICKS STUIT		29,839.00
9/1/25	311300	7662	PLAYGROUND BAL DUE	82,499.50	
	HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE		PRO PLAYGROUNDS		82,499.50
9/1/25	351100 BOARD- Weed Control	A219062	DIAMOND WEED	397.73	
	100505 ACCOUNTS PAYABLE		PLM LAKE AND LAND MGMT CORP		397.73
9/1/25	340100	PE082425	PLUMB MECH INSPECT	1,202.75	
	BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE		DOBBERTEEN INSPECTIONS, INC.		1,202.75
9/1/25	352500	RR997692	PROGRESS AUDIT	10,000.00	
	BOARD- CPA FEES 100505 ACCOUNTS PAYABLE		REHMANN ROBSON		10,000.00
				257,402.95	257,402.95

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Penn Township Payroll Journal For the Period From Sep 1, 2025 to Sep 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
9/1/25 JAMES E. BOGUE	320100 100507 350500	24016	2,183.00	31.65 109.15
	100507 350300 100005		31.65	31.65 2,042.20
9/1/25	380600	24017	1,554.17	
LISA J. FITZSIMONS	100507 350500 100507			22.54 77.71 22.54
	350300 100005		22.54	1,453.92
9/1/25 ROGER W. LEACH	350100 410100	24018	356.25 600.00	40.07
	100507 350500 100507			13.87 47.81 13.87
	350300 100005		13.87	894.57
9/1/25 PAUL O. RUTHERFORD	370100 100507	24019	2,183.00	31.65
	350500 100507 350300		31.65	109.15 31.65
9/1/25	100005 310000	24020	300.00	2,042.20
ASHLEY N. WENCES	100507 350500 100507			4.35 15.00 4.35
	350300 100005		4.35	280.65
9/1/25 OLAFUR OLAFSSON	380100 100507	24021	2,183.00	31.65
	350500 100507 350300		31.65	109.15 31.65
9/1/25	100005 350100	24022	356.25	2,042.20
SCOTT PETERS	100507 350500	27022	000.20	5.17 17.81
	100507 350300 100005		5.17	5.17 333.27
9/1/25 RHONDA J. BARNETT	360100 100507	24023	2,183.00	82.39
	100507 350500 100507			31.65 109.15 31.65
	350300 100005		31.65	1,959.81
			12,071.20	12,071.20