

PENN TOWNSHIP
Special Budget Meeting
March 16, 2026

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

Board Member Absent: Supervisor Oli Olafsson

I. Call to Order

The scheduled special budget meeting of the Penn Township Board of Directors was called to order by Roger Leach at 6:40 pm at the Penn Township Hall.

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

II. Action Items

- A. The Board reviewed the proposed budget for the 2026 fiscal year. Discussion was opened to Board members and then the public for comments on the proposed budget.

Trustee Peters expressed concern about having a specific line-item for the income of the marijuana fees to ensure the monies are being spent legally. He would prefer that the income be placed in a separate fund rather than into the general fund.

Trustee Peters also requested that a job classification be drawn up for the duties of the facility maintenance director.

Trustee Peters objected to the proposed salary increase for the financial director.

Public comments were received.

Treasurer Rutherford made a motion to raise all salaries as presented in the proposed budget.

Clerk Barnett supported the motion with an amendment to remove the additional pay increase for the Financial Director and vote on a flat 3% cost of living increase for all salaried employees.

Discussion occurred with Clerk Barnett stating that additional pay for the Financial Director can be addressed separately and that she would like to take on more of the clerk's responsibilities from the Financial Director's extra duties.

Trustee Peters supported the amendment to the motion.

**A roll call vote was taken to approve the motion as amended which then stated:
Raise all salaries in the budget by a cost of living 3% increase for every salaried member.**

Results: Clerk Barnett-yes; Treasurer Rutherford-no; Trustee Leach-yes; Trustee Peters-yes

The motion as amended passed with 3 yay votes to 1 nay vote.

This brings the 2026-2027 budget to be set at \$2,320,509.

Clerk Barnett made a motion to approve the budget as amended. Trustee Peters supported the motion. A roll call vote was taken resulting in Clerk Barnett-yes; Treasurer Rutherford-no; Trustee Leach-yes; Trustee Peters-yes. Motion passed with the vote resulting in 3-yays – 1-nay vote.

XI. Adjournment
Trustee Leach moved to adjourn the meeting at 7:55 p.m.

Respectfully submitted,

Rhonda Barnett, Penn Township Clerk

Date

Oli Olafsson, Penn Township Supervisor

Date

Penn Township Payroll Journal For the Period From Mar 1, 2026 to Mar 31, 2026

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
3/2/26	JAMES E. BOGUE	320100	24293	2,183.00	
		100507			31.65
		350500			109.15
		100507			31.65
					1.42
		350300		31.65	
				1.42	
		100005			2,042.20
3/2/26	LISA J. FITZSIMONS	380600	24294	1,554.17	
		100507			22.54
		350500			77.71
		100507			22.54
					1.01
		350300		22.54	
				1.01	
		100005			1,453.92
3/2/26	ROGER W. LEACH	350100	24295	356.25	
		410100		600.00	
		100507			13.87
		350500			47.81
		100507			13.87
					0.62
		350300		13.87	
				0.62	
		100005			894.57
3/2/26	PAUL O. RUTHERFORD	370100	24296	2,183.00	
		100507			31.65
		350500			109.15
		100507			31.65
					1.42
		350300		31.65	
				1.42	
		100005			2,042.20
3/2/26	ASHLEY N. WENCES	310000	24297	300.00	
		100507			4.35
		350500			15.00
		100507			4.35
					0.20
		350300		4.35	
				0.20	
		100005			280.65
3/2/26	OLAFUR OLAFSSON	380100	24298	2,183.00	
		100507			31.65
		350500			109.15
		100507			31.65
					1.42
		350300		31.65	
				1.42	
		100005			2,042.20
3/2/26	SCOTT PETERS	350100	24299	356.25	
		100507			5.17
		350500			17.81
		100507			5.17
					0.23
		350300		5.17	
				0.23	
		100005			333.27
3/2/26		360100	24300	2,183.00	

**Penn Township
Payroll Journal**

For the Period From Mar 1, 2026 to Mar 31, 2026

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
RHONDA J. BARNETT	100507			73.22
	100507			31.65
	350500			109.15
	100507			31.65
				1.42
	350300		31.65	
			1.42	
	100005			1,968.98
			12,078.94	12,078.94

**Penn Township
Purchase Journal
For the Period From Mar 1, 2026 to Mar 31, 2026**

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
3/2/26	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	0027692	diamond weed PROGRESSIVE A&E	950.92	 950.92
3/2/26	200400 TAXES INCL DELINQUE 200400 TAXES INCL DELINQUE 100505 ACCOUNTS PAYABLE	0126	CHARGEBACKS CHARGEBACKS CASS COUNTY	97.73 157.32	 255.05
3/2/26	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	022326	MECH/PLUMB PERMITS DOBBERTEEN INSPECTIONS, INC.	922.25	 922.25
3/2/26	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	032026	ASSESSING ASSESSING SOLUTIONS	3,518.29	 3,518.29
3/2/26	321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	0326	SEWER THRU 3/31 CAUA	120.00	 120.00
3/2/26	310500 COMMUNICATIONS 320900 FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE	0326	INTERNET THRU 3/31 INTERNET THROUGH 3/31- FIRE MIDWEST ENERGY COOP	11.85 31.38	 43.23
3/2/26	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	0326	TRAVEL JAMES BOGUE	150.00	 150.00
3/2/26	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0326	INTERNET LISA FITZSIMONS	114.00	 114.00
3/2/26	350500 BOARD PENSION 100505 ACCOUNTS PAYABLE	0326	JAN-MARCH PENSION CONT JOHN HANCOCK	11,276.19	 11,276.19
3/2/26	310700 HALL ELECT/STREET L 321500 FIRE ELECTRIC 310700 HALL ELECT/STREET L 310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	0326	ELECTRIC ELECTRIC SIGN ELECT STREET ELECT AEP	420.00 500.00 85.00 20.00	 1,025.00
3/2/26	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0326	INTNERNET PAUL RUTHERFORD	114.00	 114.00

**Penn Township
Purchase Journal**

For the Period From Mar 1, 2026 to Mar 31, 2026

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
3/2/26	322500 FIRE CAPITAL OUTLAY	0326	HELMETS, GLOVES, GAS	4,469.88	
	322300 FIRE MISC		DETECT MISC	166.04	
	322100 FIRE EQUIPMENT MAI		SUPP	19.86	
	100505 ACCOUNTS PAYABLE		PENN TOWNSHIP FIRE DEPART		4,655.78
3/2/26	322100 FIRE EQUIPMENT MAI	0326	INV 31558 FIRE	65.10	
	322100 FIRE EQUIPMENT MAI		INV 31681 FIRE	37.99	
	322100 FIRE EQUIPMENT MAI		INV 31197 FIRE	93.95	
	100505 ACCOUNTS PAYABLE		WB HAYDEN AND SONS		197.04
3/2/26	370100 TREASURER- WAGE	0326	TREAS ASSIST	75.00	
	100505 ACCOUNTS PAYABLE		AMY JUROFF		75.00
3/2/26	310900 HALL FUEL OIL	0326	NAT GAS	400.00	
	321700 FIRE FUEL OIL		NAT GAS	1,600.00	
	100505 ACCOUNTS PAYABLE		SEMCO ENERGY		2,000.00
3/2/26	310500 COMMUNICATIONS	0326	phone	296.81	
	100505 ACCOUNTS PAYABLE		VERIZON WIRELESS		296.81
3/2/26	310500 COMMUNICATIONS	0326	PHONE	60.00	
	100505 ACCOUNTS PAYABLE		OLAFUR OLAFSSON		60.00
3/2/26	340100 BLDG INSPECT WAGE	0326	BLDG INSPECT	425.00	
	340100 BLDG INSPECT WAGE		OFFICE	140.00	
	100505 ACCOUNTS PAYABLE		ADAM DAHLGREN		565.00
3/2/26	351900 BOARD MISC	0326	JAN, FEB SEC	200.00	
	100505 ACCOUNTS PAYABLE		GREG PRICE		200.00
3/2/26	310500 COMMUNICATIONS	0326	PHONE	60.00	
	100505 ACCOUNTS PAYABLE		RHONDA BARNETT		60.00
3/2/26	360300 DEPUTY CLERK WAGE	0326	deputy clerk	150.00	
	100505 ACCOUNTS PAYABLE		RACHELE BOGUE		150.00
3/2/26	311200 FACILITY MAINT	0326	GUTTER SCREENS	669.02	
	100505		JAMES HURLEY		669.02

**Penn Township
Purchase Journal
For the Period From Mar 1, 2026 to Mar 31, 2026**

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
	ACCOUNTS PAYABLE				
3/2/26	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	0326A	SNOW PLOW JAMES BOGUE	160.00	160.00
3/2/26	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	0326A	WATER REMOVAL ROLLERS LISA FITZSIMONS	519.85	519.85
3/2/26	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	053951	TURNOUT GEAR MACQUEEN EQUIPMENT	20,095.00	20,095.00
3/2/26	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	1019	MAINT SPRAGUE FITZSIMONS	1,000.00	1,000.00
3/2/26	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	121794447181	TRASH/REC THRU 3/31 HIMCO	10.84	10.84
3/2/26	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1221	ELECT INSPECT NEXT STEP INSPECTIONS LLC	953.70	953.70
3/2/26	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	1360	RESP FIT TEST GREAT LAKES BREATHING AIR	837.00	837.00
3/2/26	320600 FIRE TRAINING 100505 ACCOUNTS PAYABLE	137114	FIRE SOFTWARE TARGET SOLUTIONS LEARNING LLC	3,049.37	3,049.37
3/2/26	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150670040	PEST CONTROL ROSE PEST SOLUTIONS	63.00	63.00
3/2/26	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	150670478	HALL PEST CONTROL ROSE PEST SOLUTIONS	65.00	65.00
3/2/26	310500 COMMUNICATIONS 380300 SUPERVISOR- ASSESS 370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	202601663	WEBSITE ASSESSOR PC TREAS PC KERRY COLLINS	362.00 218.75 31.25	612.00
3/2/26	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	20489	HOSE SPENCER MANUFACTURING,INC	793.57	793.57

**Penn Township
Purchase Journal
For the Period From Mar 1, 2026 to Mar 31, 2026**

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
3/2/26	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	25-4928A	BAL DUE MAINT MC & E/ELECTION SOURCE	100.00	100.00
3/2/26	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	26003A	BAL DUE FIRE EQUIP MOSES FIRE EQUIPMENT	20.00	20.00
3/2/26	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	3019862	DONNELL LAKE WEED PLM LAKE AND LAND MGMT CORP	1,000.00	1,000.00
3/2/26	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4260015118	MAT SERVICE CINTAS	129.66	129.66
3/2/26	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	4425917	AUTOPULSE ZOLL MEDICAL CORP	399.00	399.00
3/2/26	352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	805678	TRASH PROGRAM CASS ROAD COMMISSION	350.00	350.00
				57,575.57	57,575.57