

PENN TOWNSHIP
Regular Meeting
June 9, 2025

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

I. Call to Order

The regularly scheduled meeting of the Penn Township Board of Directors was called to order by Supervisor Olafsson at 6:37 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 5/12/2025

Treasurer's Report 5/12/2025

Special Meeting Minutes 5/12/2025

A motion was made by Supervisor Olafson to include in the consent agenda the minutes from the Special Meeting, also held on May 12th, 2025, and to approve consent agenda, duly seconded by Trustee Leach, and passed by unanimous vote, approving the consent agenda.

Clerk Barnett noted an error in the May minutes for the dates on the consent agenda to reflect the April meeting being held on 4/14/25 instead of 4/10/25 and a correction in the total expenses for bills to be amended to read \$85,503.26.

A motion was made by Clerk Barnett to amend the May meeting minutes to correct the error, duly seconded by Trustee Leach, and passed by unanimous vote, approving the correction to the minutes.

V. Action Items

None

VI. Informational Items

A. CLERK REPORT

Clerk Barnett announced that there would be an August Election for Marcellus Millage, however Volinia will be handling the voting for this election.

B. FIRE DEPARTMENT REPORT

Chief Bogue reported that the department has 92 runs for the year so far compared to 52 runs this time last year.

They had 22 runs for the month of May.

The Department hosted a 94th birthday party for former Chief Don Paulsen.

They presented five trucks in the Cassopolis Memorial Day Parade.

They hosted & served breakfast to the class of 2025 graduated seniors after their project graduation event.

Supervisor Olafsson mentioned that he talked to Brian McKenzie that morning and they plan to meet at the prospective property for the future site of the fire department later that week.

C. CAUA REPORT

Minutes from the last meeting were presented & posted on the township website.

D. AMBULANCE REPORT

Scott Chris reports that they are still in negotiations with SMCAS on a contract & are currently waiting on financial statements.

Meeting again on the 17th of June to discuss further contracts

Life Care quote is higher but details may be more beneficial to the township

E. ASSESSOR REPORT

None

F. ZONING REPORT

Trustee Leach reported that a 22x24 garage, two solar arrays for hog barns, 30x40 pole barn, 28x26 two-story home build & portable gazebo for zoning permits have been approved for the months of May-June.

VII. Supervisor Comments

Supervisor Olafsson commented on how nice it was to see the courts full of people and being used.

VIII. Board Comments

Trustee Peters noted that he did some research and was in contact with the Michigan Township Association questioned giving donations out and found that it was illegal for townships to give donations without having something to show for what they are donating. He then questioned a line item for a \$5000 4th of July Party donation and

whether there was a motion, discussion, and vote by the board.

Trustee Peters also made a motion to have board approval for all future marijuana license renewals presented. Discussion occurred. No second was given, motion died.

IX. Public Comments

Public Comments were received.

X. Payment of the Bills

Supervisor Olafsson moved, Trustee Leach supported that we pay the bills. Trustee Peters again questioned the bill for \$5000 to be paid to the village. Motion was carried 4-1. Yes - Barnett, Olafsson, Rutherford, Leach. No - Peters.

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 7:31 p.m.

Respectfully submitted,

Rhonda Barnett, Penn Township Clerk

Penn Township
Cash Disbursements Journal
For the Period From Jun 1, 2025 to Jun 30, 2025

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
6/8/25	23884	100505 100005	Invoice: 062025 ASSESSING SOLUTIONS	3,518.29	3,518.29
6/8/25	23885	100505 100005	Invoice: 689951 ROBERT BEARD	350.00	350.00
6/8/25	23886	100505 100505 100505 100505 100505 100505 100505 100005	Invoice: 805244 Invoice: 805245 Invoice: 805246 Invoice: 805243 Invoice: 805247 Invoice: 805249 Invoice: 805248 CASS ROAD COMMISSION	17,443.77 4,714.49 4,659.70 1,322.94 11,553.88 36,740.30 7,191.68	83,626.76
6/8/25	23887	100505 100005	Invoice: 4230115746 CINTAS	127.87	127.87
6/8/25	23888	100505 100005	Invoice: 0625 ADAM DAHLGREN	4,515.00	4,515.00
6/8/25	23889	100505 100005	Invoice: 0625 DOBBERTEEN INSPECTIONS, INC.	1,426.30	1,426.30
6/8/25	23890	100505 100005	Invoice: 0625 JAMES HURLEY	853.00	853.00
6/8/25	23891	100505 100005	Invoice: 0625 JAMES BOGUE	150.00	150.00
6/8/25	23892	100505 100005	Invoice: 1903 JC FENCING	11,064.00	11,064.00
6/8/25	23893	100505 100005	Invoice: 20250058 KLIPPERS LAWN CARE SERVIC	1,980.70	1,980.70
6/8/25	23894	100505 100505 100505 100505 100505 100505 100005	Invoice: 0625 Invoice: 0625A Invoice: 0625C Invoice: 0625B Invoice: 0625D Invoice: 0625E LISA FITZSIMONS	112.00 120.00 393.00 16.61 30.45 2,666.80	3,338.86
6/8/25	23895	100505 100005	Invoice: 0625 AEP	1,200.00	1,200.00
6/8/25	23896	100505 100005	Invoice: 1152 NEXT STEP INSPECTIONS LLC	3,218.95	3,218.95
6/8/25	23897	100505 100005	Invoice: 0625 PSW COATINGS, INC	500.00	500.00
6/8/25	23898	100505 100005	Invoice: 0625 RACHELE BOGUE	112.50	112.50
6/8/25	23899	100505 100005	Invoice: 0625 RAIN GUARD SEAMLESS	2,488.00	2,488.00

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			SEAMLESS GUTTERING		
6/8/25	23900	100505 100005	Invoice: 0625 RHONDA BARNETT	60.00	60.00
6/8/25	23901	100505 100505 100005	Invoice: 150648451 Invoice: 150647944 ROSE PEST SOLUTIONS	65.00 63.00	128.00
6/8/25	23902	100505 100005	Invoice: 0625 MELISSA SAMPSON	13,835.00	13,835.00
6/8/25	23903	100505 100505 100005	Invoice: 1012 Invoice: 0625A SPRAGUE FITZSIMONS	1,000.00 19.05	1,019.05
6/8/25	23904	100505 100005	Invoice: 0625 VERIZON WIRELESS	336.16	336.16
6/9/25	23905	100505 100005	Invoice: 1723 BACK ROADS SERVICES	523.89	523.89
6/9/25	23906	100505 100005	Invoice: 0625 MIDWEST ENERGY COOP	500.00	500.00
6/9/25	23907	100505 100005	Invoice: 202501594 KERRY COLLINS	362.00	362.00
6/9/25	23908	100505 100005	Invoice: 063025 JOHN HANCOCK	7,139.20	7,139.20
6/9/25	23909	100505 100005	Invoice: 0625 MICHIGAN TOWNSHIP ASSOCIA	5,144.85	5,144.85
6/9/25	23910	100505 100005	Invoice: 31342 NHTS	3,492.00	3,492.00
6/9/25	23911	100505 100005	Invoice: 0625 OLAFUR OLAFSSON	60.00	60.00
6/9/25	23912	100505 100005	Invoice: 0625 PAUL RUTHERFORD	112.00	112.00
6/9/25	23913	100505 100005	Invoice: 0625 PENN TOWNSHIP FIRE DEPART	322.18	322.18
6/9/25	23914	100505 100005	Invoice: 2391 PIVOT POINT PARTNERS LLC	694.75	694.75
6/9/25	23915	100505 100005	Invoice: 0625 SAGE CHECKS AND FORMS	367.12	367.12

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
6/9/25	23916	100505 100005	Invoice: 25091 SERVICE OIL CO.	249.20	249.20
6/9/25	23917	100505 100005	Invoice: 19321 SPENCER MANUFACTURING, I NC	134.64	134.64
6/9/25	23918	100505 100005	Invoice: 0625 VILLAGE OF VANDALIA	5,000.00	5,000.00
6/9/25	23919	100505 100005	Invoice: 25-108676 VRT ENTERPRISES, INC.	155.00	155.00
6/9/25	23920	100505 100005	Invoice: 10771 WB HAYDEN AND SONS	101.94	101.94
Total				158,207.21	158,207.21

Penn Township
Payroll Journal
For the Period From May 1, 2025 to May 1, 2025 6/25

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
5/1/25 6/9/25 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	23876	2,183.00 31.65	31.65 109.15 31.65 2,042.20
5/1/25 LISA J. FITZSIMONS	380600 100507 350500 100507 350300 100005	23877	1,554.17 22.54	22.54 77.71 22.54 1,453.92
5/1/25 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	23878	356.25 600.00 13.87	13.87 47.81 13.87 894.57
5/1/25 PAUL O. RUTHERFORD	370100 100507 100507 350500 100507 350300 100005	23879	2,183.00 31.65	500.00 31.65 109.15 31.65 1,542.20
5/1/25 ASHLEY N. WENCES	310000 100507 350500 100507 350300 100005	23880	300.00 4.35	4.35 15.00 4.35 280.65
5/1/25 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	23881	2,183.00 31.65	31.65 109.15 31.65 2,042.20
5/1/25 SCOTT PETERS	350100 100507 350500 100507 350300 100005	23882	356.25 5.17	5.17 17.81 5.17 333.27
5/1/25 RHONDA J. BARNETT	360100 100507 100507 350500 100507 350300 100005	23883	2,183.00 31.65	82.39 31.65 109.15 31.65 1,959.81
			12,071.20	12,071.20

**JUNE 9, 2025
PENN TOWNSHIP
GENERAL ACCOUNT**

General Account balance: May 1, 2025 **\$ 2,196,739.11**

Total disbursements for May, 2025 **85,503.26**

Total revenues for May, 2025 **393,455.62**

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
5309	5/01	State of Michigan (Revenue Sharing Sales Tax)	25,514.00
5310	5/09	Alchemy Wellness South (Marijuana Fees)	96,500.00
5311	5/09	Grip/Alchemy Wellness (Marijuana Fees)	131,500.00
5312	5/09	Doberteen Inspections (Plumbing and Mechanical Permits)	2,918.00
5313	5/09	Next Step Inspections (Electrical Inspections)	1,356.00
5314	5/09	Adam Dahlgren (Building Permits)	7,615.00
5315	5/20	BPMD Realty (Marijuana Fees)	70,000.00
5316	5/20	USDA (Sampson Property Cleanup-Quaker ST)	13,835.00
5317	5/23	Cass County (Settlement W-24 Property Tax)	33,130.02
5318	5/08	Comcast (Franchise Fees)	4,185.36

May 31, 2025 Checking Balance(Interest V#5319 \$6,902.24) **\$ 2,504,691.47**

Cash Breakdown

May 31, 2025 Restricted Funds Fire Dept. **1,500,000.00**

May 31, 2025 Cash Balance **1,004,691.47**

Total Checking Balance **2,504,691.47**

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

Vandalia Sewer **\$ 43,813.53**

Vandalia Water **\$ 78,173.65**

Penn Water **\$ 444,374.69**

Paul Rutherford

Penn Township Treasurer