

PENN TOWNSHIP
Regular Meeting
June 8, 2026

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

Board Member Absent: None

I. Call to Order

The regularly scheduled meeting of the Penn Township Board of Directors was called to order by Oli Olafsson at 6:33 pm at the Penn Township Hall, 60717 S Main Street, Vandalia, MI 49095.

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

II. Welcome and Introductions

III. Establishment of Agenda

Motion: By Supervisor Olafsson, seconded by Trustee Leach, to approve the agenda as presented.

Vote: All in favor, motion carried.

IV. Consent Agenda

Board Minutes 5/11/2026

Special Meeting Minutes 5/21/2026

Treasurer's Report 6/8/2026

Motion: By Trustee Leach, seconded by Supervisor Olafsson to approve the Special Meeting Minutes from the May 21, 2026, meeting with corrections as noted adding more details to Agenda Item 1 Motion: "...to hire a third party lawyer to review the ordinance, make suggestions, make improvements, our Board will then review the information that was provided by the third party attorney and vote to adopt the approved changes as an addendum to the moratorium we passed."

Vote: Roll Call Vote-Barnett-yes, Olafsson-yes, Rutherford-yes, Leach-yes, Peters-yes: unanimous – motion carried.

Motion: By Supervisor Olafsson, seconded by Trustee Leach to approve the Board Meeting Minutes from May 11th, 2026, meeting and Treasurer's Report dated 6/8/2026 as presented.

Voted: Roll Call Vote-Barnett-yes, Olafsson-yes, Rutherford-yes, Leach-yes, Peters-yes: unanimous – motion carried.

V. Public Comment

Public Comments were received.

VI. Board Comments

Clerk Barnett questioned who to contact for the sale of cemetery plots. It was noted that Richard Dussel overseen the Prairie Grove cemetery and Tom Green Youngs Prairie cemetery.

VII. Supervisor Comments

- A. Supervisor Olafsson reported that the Fire Station site plan has commenced with the civil engineering firm Veldman. Plans to contact Stephenson Land Survey are in the works. They hope to have a preliminary plan in place by August.

- B. Supervisor Olafsson reported that there would be a Planning Board Meeting on June 30, 2026, at 7:00 pm at the Penn Township Hall, 60717 S Main Street, Vandalia, MI 49095 to review the Vocational Tech School development project. Superintendent of the Heritage Southwest ISD, Andy Hubbard, presented more details about the plans for the project.

VIII. Action Items

A. Budget Amendments

Motion: Trustee Leach, seconded by Supervisor Olafsson, moved to table budget amendments due to lack of materials to present to the board.

Vote: All members voted to in agreement to postpone this item to next month's meeting.

B. Review and Acceptance of Road Repair Contracts with Road Commission

Motion: Supervisor Olafsson, seconded by Clerk Barnett, moved to table the road repair contracts. The money is in the budget so what will be spent is already determined, we just didn't have the actual corrected contracts. Plan to send the contracts back for review and vote on them at the next meeting.

Vote: All members voted in favor of the motion to postpone this item to next month's meeting.

C. Review and approval of contract for tax assessment services.

Motion: Supervisor Olafsson, seconded by Trustee Leach, moved to table the review and approval of the contract for tax assessment services due to lack of documents to review.

Vote: Yays-5, Nays-0, the motion passed.

D. Review of Weed Control Proposal

Motion: Supervisor Olafsson , seconded by Trustee Rutherford, moved to approve the 2nd Hearing of the Donnell Lake Weed Control Proposal for \$19,320.

Vote: A roll call vote was taken Supervisor Olafsson-yes; Trustee Peters-yes; Trustee Leach-yes; Treasurer Rutherford-yes; Clerk Barnett-yes. All members were in favor, and the motion passed.

E. Introduction of new Planning Board Chair and appointment to the zoning board per MCL-Section 125.3601(4).

Motion: Supervisor Olafsson, seconded by Trustee Rutherford, moved to approve Carl Sparks as the new planning board chair and his appointment to the zoning board per MCL-Section 125.3601(4).

Vote: Yays-5, Nays-0, the motion passed.

F. Building Inspector 3-year contract renewal

Motion: Supervisor Olafsson, seconded by Trustee Rutherford, moved to renew Adam Dahlgren's contract for the building inspector for Penn Township.

Vote: Yays-5, Nays-0, the motion passed.

G. Donnell Lake Fireworks Permit

Motion: Supervisor Olafsson, seconded by Trustee Leach, moved to approve the local municipality fireworks permit for Donnell Lake.

Vote: Yays-5, Nays-0, the motion passed.

C. Review & Approval of contract for tax assessment services

Motion: Trustee Leach, seconded by Supervisor Olafsson, moved to remove Action Item C from the table.

Vote: Yays-5, Nays-0, the motion passed.

Motion: Supervisor Olafsson, supported by Trustee Leach, moved to terminate the contract with ASI effective next month and take it up with Don Jollay's Pondhouse Services, as a self-contracted Penn Township Assessor.

Vote: Yays-5, Nays-0, the motion passed.

IX. Informational Items

A. CLERK REPORT

Clerk Barnett reported that Election Primaries will take place in August and that absentee ballots will go out in July.

B. FIRE DEPARTMENT REPORT

Chief Bogue reported that the department responded to 15 runs in May. Last month they took part in new nozzle training. The department also had six trucks in the Cassopolis Memorial Day Parade.

C. CAUA REPORT

Rachele Bogue read the minutes of the April 2026 CAUA meeting. Minutes from this meeting will be attached to these minutes.

D. AMBULANCE REPORT

Scott Chris reported that everything seems to be running smoothly with SMCAS. Nothing new to report.

E. ASSESSOR REPORT

Don Jollay reported their fieldwork was ongoing and that the audits came back good. They have had three years of field work successfully completed. He noted that they would be putting out Facebook and other social media notifications to announce when the community may be seeing their assessors out on golf carts doing their work.

F. ZONING REPORT

Trustee Leach reported that there was zoning approval granted for an expansion of a deck on Carlton Ave; Building of a shed under 200 square feet; Electronical H frame; Howell Dr garage; new home construction on a vacant lot on Decatur Rd; and demolition of a home on Diamond Island to be rebuilt.

G. PARKS DEPARTMENT REPORT

Rachel Bogue shared Lisa Fitzsimons' parks report. Full report will be attached to these minutes.

X. Payment of the Bills

Clerk Barnett presented the monthly bills to be paid, noting the late addition of a \$5,000 invoice to be paid to the Village of Vandalia for our portion of the fireworks that had been budgeted. Total of bills to be paid \$108,511.10.

Motion: Trustee Leach, seconded by Supervisor Olafsson moved to pay the bills.

Vote: Roll call vote was taken; Peters-yes; Leach-yes; Olafsson-yes; Barnett-yes; Rutherford-yes. Motion unanimously passed.

XI. Adjournment

A motion was made by Trustee Leach, duly seconded by Supervisor Olafsson, adjournment of the meeting occurred at 7:45 p.m.

Respectfully submitted,

Rhonda Barnett, Penn Township Clerk

Date

Oli Olafsson, Penn Township Supervisor

Date

**JUNE 9, 2026
PENN TOWNSHIP
GENERAL ACCOUNT**

General Account balance: May 1, 2026 **\$ 3,097,220.05**

Total disbursements for May, 2026 **36,274.41**

Total revenues for May, 2026 **541,881.73**

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
5421	5/01	State of Michigan (Revenue Sharing Sales Tax)	23,430.00
5422	5/01	State of Michigan (Medical Marijuana Excise Funds)	48,993.80
5423	5/09	State of Michigan (Revenue Sharing Public Safety)	2,838.00
5424	5/07	Daragon Fly (Marijuana Fees)	123,000.00
5425	5/11	Adam Dahlgren (Building Permits)	4,860.00
5426	5/11	Next Step Inspections (Electrical Inspections)	1,857.00
5427	5/11	Doberteen Inspections (Plumbing and Mechanical Permits)	1,280.00
5428	5/11	Cassopolis Project Graduation (Hall Rental)	500.00
5429	5/26	Alchemy Wellness South (Marijuana Fees)	96,500.00
5430	5/26	Alchemy Wellness Inc. (Marijuana Fees)	140,000.00
5431	5/27	Michigan Twp. Participating Plan (Dividend)	367.30
5432	5/05	Comcast (Franchise Fees)	3,845.46
5433	5/27	Penn Twp. Tax Acct. (Commercial Forest)	2.79
5434	5/23	Cass County (Settlement W-25 Property Tax)	37,470.71
5435	5/27	BPMD Realty (Marijuana Fees)	49,500.00

May 31, 2026 Checking Balance(Interest V#5436 \$7,436.67) **\$ 3,602,827.37**

Cash Breakdown

May 31, 2026 Restricted Funds Fire Dept. **2,320,000.00**

May 31, 2026 Cash Balance **1,282,827.37**

Total Checking Balance **3,602,827.37**

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

Vandalia Sewer \$ 39,449.77

Vandalia Water \$ 70,649.00

Penn Water \$ 478,243.22

Paul Rutherford

Penn Township Treasurer

**Penn Township
Purchase Journal
For the Period From Jun 1, 2026 to Jun 30, 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
6/1/26	311400 PARKS PROGRAMMIN	051126	PARKS	500.00	
	311200 FACILITY MAINT		MULCH	19.05	
	100505 ACCOUNTS PAYABLE		DUSSEL'S FARM MARKET		519.05
6/1/26	340100 BLDG INSPECT WAGE	052526	MECH PLUMB INSPECT	769.25	
	100505 ACCOUNTS PAYABLE		DOBBERTEEN INSPECTIONS, INC.		769.25
6/1/26	350700 BOARD AMBULANCE	060126	AMBULANCE	37,012.50	
	100505 ACCOUNTS PAYABLE		CENTRAL CASS COUNTY AMBULANCE		37,012.50
6/1/26	350900 BOARD-LEGAL	060626	LEGAL	3,240.00	
	100505 ACCOUNTS PAYABLE		LAW OFFICE OF SARA SENICA		3,240.00
6/1/26	380300 SUPERVISOR- ASSESS	062026	ASSESSING	3,613.28	
	100505 ACCOUNTS PAYABLE		ASSESSING SOLUTIONS		3,613.28
6/1/26	320900 FIRE COMMUNICATION	0626	INTERNET	500.00	
	100505 ACCOUNTS PAYABLE		MIDWEST ENERGY COOP		500.00
6/1/26	320200 FIRE DEPT TRAVEL	0626	TRAVEL	150.00	
	100505 ACCOUNTS PAYABLE		JAMES BOGUE		150.00
6/1/26	360500 CLERK SUPPLIES/POS	0626	INTERNET	114.00	
	100505 ACCOUNTS PAYABLE		LISA FITZSIMONS		114.00
6/1/26	350500 BOARD PENSION	0626	PENSION CONT	7,353.43	
	100505 ACCOUNTS PAYABLE		JOHN HANCOCK		7,353.43
6/1/26	370300 TREASURER-SUPPLIE	0626	INTERNET	114.00	
	100505 ACCOUNTS PAYABLE		PAUL RUTHERFORD		114.00
6/1/26	322500 FIRE CAPITAL OUTLAY	0626	MOUNTING BRACKET	492.65	
	322300 FIRE MISC		MISC	231.71	
	100505 ACCOUNTS PAYABLE		PENN TOWNSHIP FIRE DEPART		724.36
6/1/26	310700 HALL ELECT/STREET L	0626	WATER	150.00	
	100505 ACCOUNTS PAYABLE		CITY OF DOWAGIAC		150.00
6/1/26	310500	0626	PHONE	284.77	

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	COMMUNICATIONS 100505 ACCOUNTS PAYABLE		VERIZON WIRELESS		284.77
6/1/26	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0626	PHONE OLAFUR OLAFSSON	60.00	60.00
6/1/26	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0626	BLDG INSPECT ADAM DAHLGREN	4,174.35	4,174.35
6/1/26	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0626	PHONE RHONDA BARNETT	60.00	60.00
6/1/26	360300 DEPUTY CLERK WAGE 100505 ACCOUNTS PAYABLE	0626	DEPUTY CLERK RACHELE BOGUE	875.00	875.00
6/1/26	320900 FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE	0626	IPAD WIRELESS AT&T MOBILITY	250.00	250.00
6/1/26	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	0626	LEWIS WEED PROGRAM REFUND JEFF AND STACY RACH	184.32	184.32
6/1/26	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	0626	LEWIS WEED REFUND KATHERINE PALUSZEK	184.32	184.32
6/1/26	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	0626	LEWIS WEED REFUND CARLOS GARIBAY	184.32	184.32
6/1/26	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	0626	LEWIS WEED REFUND LINDA HOWARD	184.32	184.32
6/1/26	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	0626	LEWIS WEED REFUND DAVID HOWARD	184.32	184.32
6/1/26	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	0626	LEWIS WEED REFUND WILLIAM HOWARD	184.32	184.32
6/1/26	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	0626	LEWIS WEED REFUND GERALD AND TAMARA KNOX	184.32	184.32
6/1/26	351100	0626	LEWIS WEED REFUND	184.32	

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	BOARD- Weed Control 100505 ACCOUNTS PAYABLE		JAMES AND SHARON COTTLEDGE		184.32
6/1/26	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	0626	LEWIS WEED REFUND	184.32	
			MILDRED BAXTER		184.32
6/1/26	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	0626	LEWIS WEED REFUND	184.32	
			JANICE ZATOR		184.32
6/1/26	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	0626	LEWIS LAKE WEED REF	184.32	
			WILLIAM WILSON		184.32
6/1/26	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	0626	LEWIS LAKE WEED REF	552.96	
			SUNCOAST HOLDING		552.96
6/1/26	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	0626	LEWIS WEED REFUND	184.32	
			BRUCE GREEN		184.32
6/1/26	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	0626	LEWIS WEED REF	184.32	
			THOMAS AND MARIANNE DAFFRON		184.32
6/1/26	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	0626	LEWIS WEED REF	184.32	
			TINNELL FAMILY TRUST		184.32
6/1/26	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	0626	LEWIS WEED REF	184.32	
			WILLIAM LUBAN		184.32
6/1/26	351900 BOARD MISC 100505 ACCOUNTS PAYABLE	0626	HALL RENTALS SPEC MTGS VFW POST 10704	1,100.00	
					1,100.00
6/1/26	200600 HALL RENTALS 100505 ACCOUNTS PAYABLE	0626	HALL RENT DEPOSIT RETURN CASSOPLIS PROJECT GRADUATION	250.00	
					250.00
6/1/26	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0626A	INTERNET	400.00	
			MIDWEST ENERGY COOP		400.00
6/1/26	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	0626A	LEWIS WEED REF	184.32	
			DAVID HOWARD		184.32
6/1/26	352100	070126	MTA DUES	5,659.84	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	BOARD MEMBERSHIPS 100505 ACCOUNTS PAYABLE		MICHIGAN TOWNSHIP ASSOCIA		5,659.84
6/1/26	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	1022	FACILITY MAINT SPRAGUE FITZSIMONS	1,050.00	1,050.00
6/1/26	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	12346552T181	TRASH/RECYLCE HIMCO	350.00	350.00
6/1/26	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1253	ELECT INSPECT NEXT STEP INSPECTIONS LLC	740.35	740.35
6/1/26	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150677584	FIRE PEST CONTROL ROSE PEST SOLUTIONS	65.00	65.00
6/1/26	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	150678014	PEST CONTROL ROSE PEST SOLUTIONS	67.00	67.00
6/1/26	400100 CEMETERY CONTRAC 100505 ACCOUNTS PAYABLE	20260041A	MOWING KLIPPERS LAWN CARE SERVIC	1,127.60	1,127.60
6/1/26	400100 CEMETERY CONTRAC 100505 ACCOUNTS PAYABLE	20260087	MOWING KLIPPERS LAWN CARE SERVIC	1,548.80	1,548.80
6/1/26	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	202601700	WEBSITE MAINT KERRY COLLINS	372.00	372.00
6/1/26	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	31379	GAS SERVICE OIL CO.	293.77	293.77
6/1/26	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	36271/37262/3809	FIRE DEPT SUPP WB HAYDEN AND SONS	697.13	697.13
6/1/26	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4269016731	MAT SERVICE CINTAS	129.66	129.66
6/1/26	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	4906691	LAWN/LANDSCAPING SCOTT CHRIS	300.00	300.00
6/1/26	311500	50865794	HALL SUPP/PLAYGROUND TRASH CAN	1,047.47	

**Penn Township
Purchase Journal
For the Period From Jun 1, 2026 to Jun 30, 2026**

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	HALL MISC. 100505 ACCOUNTS PAYABLE		TRASH CAN ULINE		1,047.47
6/1/26	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	6173	FLOWERS DUSSEL'S FARM MARKET	300.00	300.00
6/1/26	311400 PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE	626A	PICKLEHEADS SUB LISA FITZSIMONS	74.99	74.99
6/1/26	311400 PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE	626B	COURT RES LISA FITZSIMONS	120.00	120.00
6/1/26	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	626C	INJURY ICE PACKS LISA FITZSIMONS	15.95	15.95
6/1/26	390500 PLAN COMM- PRINT/P 100505 ACCOUNTS PAYABLE	71492117	SPECIAL MTG PUB HERALD PALLADIUM	236.40	236.40
6/1/26	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	8183A	BAL DUE SURFACE IDEAL COATINGS	7,393.49	7,393.49
6/1/26	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	86789	FACEPIECES DINGES FIRE COMPANY	2,260.98	2,260.98
6/1/26	322300 FIRE MISC 100505 ACCOUNTS PAYABLE	940238	BADGES NYE UNIFORM	526.74	526.74
6/1/26	322300 FIRE MISC 100505 ACCOUNTS PAYABLE	940246	BADGES NYE UNIFORM	449.10	449.10
6/1/26	322300 FIRE MISC 100505 ACCOUNTS PAYABLE	940248	BADGES NYE UNIFORM	440.20	440.20
6/1/26	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	953-160737	MOWER BATTERY CASS AUTO SUPPLY CO, INC.	69.90	69.90
6/1/26	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	I1345	PORTABLE TOILET VRT ENTERPRISES, INC.	136.00	136.00
6/1/26	351100	PSI267733	LITTLE FISH WEED	1,436.93	

Penn Township

Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	BOARD- Weed Control 100505 ACCOUNTS PAYABLE		SOLITUDE LAKE MANAGEMENT		1,436.93
6/29/26	311400 PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE	060826	fireworks VILLAGE OF VANDALIA	5,000.00	 5,000.00
				97,125.37	97,125.37

**Penn Township
Payroll Journal
For the Period From Jun 1, 2026 to Jun 30, 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
6/1/26 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	24436	2,248.50 32.60 1.46	32.60 112.43 32.60 1.46 2,103.47
6/1/26 LISA J. FITZSIMONS	380600 100507 350500 100507 350300 100005	24437	1,600.83 23.21 1.04	23.21 80.04 23.21 1.04 1,497.58
6/1/26 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	24438	366.92 618.00 14.28 0.64	14.28 49.25 14.28 0.64 921.39
6/1/26 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	24439	2,248.50 32.60 1.46	32.60 112.43 32.60 1.46 2,103.47
6/1/26 ASHLEY N. WENCES	310000 100507 350500 100507 350300 100005	24440	309.00 4.48 0.20	4.48 15.45 4.48 0.20 289.07
6/1/26 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	24441	2,248.50 32.60 1.46	32.60 112.43 32.60 1.46 2,103.47
6/1/26 SCOTT PETERS	350100 100507 350500 100507 350300 100005	24442	366.92 5.32 0.24	5.32 18.35 5.32 0.24 343.25
6/1/26	360100	24443	2,248.50	

Penn Township
Payroll Journal
For the Period From Jun 1, 2026 to Jun 30, 2026

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Date Employee	GL Acct ID	Reference	Debit Amt	Credit Amt
RHONDA J. BARNETT	100507			79.44
	100507			32.60
	350500			112.43
	100507			32.60
				1.46
	350300		32.60	
			1.46	
	100005			2,024.03
			12,441.32	12,441.32