

PENN TOWNSHIP
Regular Meeting
July 14, 2026

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

Board Member Absent: Treasurer Paul Rutherford

I. Call to Order

The regularly scheduled meeting of the Penn Township Board of Directors was called to order by Oli Olafsson at 6:34 pm at the Cassopolis VFW, 131 S. Broadway, Cassopolis, MI 49031.

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

II. Welcome and Introductions

Supervisor Olafsson announced that after 44 years of outstanding service to the Penn Township Board, Treasurer Paul Rutherford submitted his resignation on July 13, 2026.

Motion: By Supervisor Olafsson, seconded by Trustee Leach to appoint Rachele Bogue as the new township Treasurer.

Vote: Roll call vote: Barnett-yes, Olafsson-yes, Leach-yes, Peters-no: Motion passed.

III. Establishment of Agenda

IV. Consent Agenda

Board Minutes 6/8/2026

Special Meeting Minutes 7/1/2026

Treasurer's Report 7/13/2026

Motion: By Clerk Barnett, seconded by Trustee Leach to approve the Board Meeting Minutes from June 8th, 2026, Special Meeting Minutes from July 1st, and Treasurer's Report dated 7/13/2026 as presented.

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

V. Public Comment

Public Comments were received.

VI. Board Comments

Trustee Peters expressed that he was upset because he feels the public is being let down by the board not appointing the other candidate who ran in the election for Treasurer two years ago.

Clerk Barnett explained that there are many factors to consider when someone steps down from a board. The Supervisor has the authority to appoint replacements.

VII. Supervisor Comments

- A. Supervisor Olafsson reported that Stephenson Land Survey has completed their surveying of the plot for the new Fire Department. He also noted that the Board will be using the same engineering firm that was used for the Diamond Lake Yacht Club land planning to do the layout of the property.

- B. Supervisor Olafsson reported that the Township has identified two third party attorneys that will attend the August 11th Planning Board Meeting to discuss the merits of our moratorium ordinance and make any recommendations that align with our needs and wishes to protect our farmland and lakes from oversized development projects that could potential bring ecological and environmental disasters and unwanted traffic to our community. This meeting will be held at the Cassopolis VFW, 131 S. Broadway, Cassopolis, MI 49031 at 6:30 pm. Williams & Works has presented proposed engagement parameters which specialize in planning and zoning. Progressive Company may also attend to discuss master planning. Supervisor Olafsson shared the Village's Pre-Planning Catalog that was prepared by the Progressive Company. One of these companies will be present at this meeting.

VIII. Action Items

- A. Review and Approval of contract for tax assessment services.

Motion: Supervisor Olafsson moved to table the tax assessment contract approval due to lack of materials to present to the board.

- B. Review of Planning Board recommended conditional use permit

Supervisor Olafsson announced that the Board is notifying the community that the planning board recommended a conditional use permit and it will now be sent to the County Planning Committee for approval at their meeting on 7/22/26. If approved, it will then be sent back to us to be further acted upon. We will then look at the conditions for the new Career Technical Education Center to be built close to the COA.

- C. Review of Weed Control Contract Proposal Resolution #2

Jim from the Donnell Lake Conservation Association explained that all properties within 150 feet of Donnell Lake are assessed will cost \$60 for lakefront property and \$30 for backlots for weed control. Penn Township will collect the money as a fiduciary and pay the company on behalf of the residents.

Motion: Trustee Leach, seconded by Supervisor Olafsson, moved to approve the Donnell Lake Penn Township special assessment resolution number 2.

Vote: All members were in favor, and the motion passed.

- D. Budget Amendments

Clerk Barnett presented the budget amendments as follows:

Metro Funds \$9200

Fund Balance Transfer to General \$122,619

Capital Outlay \$130,000

General Fund \$100,000

Planning Commission Consultant \$25,000

Deputy Clerk \$4000

Road Program: General \$550,000

Cannabis Management Enforcement/Record Keeping \$20,000

Motion: Trustee Leach, seconded by Treasurer Bogue, moved to the budget amendments as proposed.

Vote: Roll call vote: Barnett-yes, Bogue-yes, Olafsson-yes, Leach-yes, Peters-yes: Motion passed.

- E. Contract for Fire Protection Agreement with Calvin Township
Supervisor Olafsson presented that the contract renewal with Calvin Township will stay the same as last year, \$75,000 total broken into two equal payments of \$37,500 each.

Motion: Trustee Leach, seconded by Treasurer Bogue, moved to approve the fire contract with Calvin Township which is the same as it was last year.

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

IX. Informational Items

A. CLERK REPORT

Clerk Barnett reported that Election Primaries will take place on August 4th. An early voting option will take place at the Cassopolis VFW from July 25-August 2nd, 8:00 am-4:00 pm. Absentee Ballots can also be mailed in or dropped off at the Penn Township Hall's ballot box.

B. FIRE DEPARTMENT REPORT

Chief Bogue reported that the department responded to 19 runs in June. Last month they took part in ventilation training and toured the Hydro plant.

C. CAUA REPORT

No Report

D. AMBULANCE REPORT

No Report

E. ASSESSOR REPORT

No Report

F. ZONING REPORT

Trustee Leach reported that there was zoning approval granted for a detached 2-story 24x32 garage on Howell Drive, a 45x90 barn on Dutch Settlement, a 5600 sq ft home on Decatur Road, a new home with attached garage on Penn Road, and a new home on Leigh Avenue.

G. PARKS DEPARTMENT REPORT

No Report

X. Payment of the Bills

Clerk Barnett presented the monthly bills to be paid. Total bills paid \$448,964.06 with check numbers 24500-24551.

Motion: Treasurer Bogue, seconded by Trustee Leach, moved to pay the bills totaling \$448,964.06.

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

XI. Adjournment

A motion was made by Supervisor Olafsson, duly seconded by Treasurer Bogue, for the adjournment of the meeting at 7:48 p.m.

Respectfully submitted,

Rhonda Barnett, Penn Township Clerk

Date

Oli Olafsson, Penn Township Supervisor

Date

DRAFT

**JULY 13, 2026
PENN TOWNSHIP
GENERAL ACCOUNT**

General Checking Account balance: June 1, 2026	\$ 3,602,827.37
Total disbursements for June, 2026	108,511.10
Bank Charge	10.00
Total revenues for June, 2026	867,971.25

Receipt #	Date	Received from	Amount
5437	6/08	Adam Dahlgren (Building Permits)	4,911.00
5438	6/08	Next Step Inspections Electrical Inspections)	871.00
5439	6/08	Doberteen Inspections) (Mechanical and Plumbing Permits)	905.00
5440	6/08	Homes Roofing (Hall Rental)	250.00
5441	6/08	State of Michigan (Recreation Millage Payment)	27.87
5442	6/09	Berry Green Farms LLC (Marihuana Fees)	175,500.00
5443	6/11	Local Community Stabilization Authority (Personal Property)	11,370.34
5444	6/11	Local Community Stabilization Authority (Metro Funds)	9,271.73
5445	6/18	Ashley Hickman (Four Hall Rentals)	1,000.00
5446	6/23	R & H Investment Holds (Marihuana Fees)	655,000.00
5447	6/23	Steve Roush (Two Cemetery Lots, Prairie Grove)	500.00

June 30, 2026 Checking Balance(Interest V#5448 \$8,364.31)	\$ 4,362,277.52
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Cash Breakdown

June 30, 2026 Restricted Funds Fire Dept.	3,220,000.00
June 30, 2026 Cash Balance	<u>1,142,277.52</u>
Total Checking Balance	<u>\$ 4,362,277.52</u>

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

Vandalia Sewer	\$ 39,568.01
Vandalia Water	\$ 70,825.17
Penn Water	\$ 485,176.75
Paul Rutherford	

Penn Township Treasurer