

PENN TOWNSHIP
Regular Meeting
August 11, 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 Roger Leach at 6:36 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 7/14/2025

Treasurer's Report 7/14/2025

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

V. Action Items

- A. At 7:08 pm Supervisor Olafsson called for a special meeting to be enacted to renew the existing program for weed control on Diamond Lake. Mike from the Diamond Lake Association presented the program. Penn Township will collect assessments which will be used to pay for the weed control service.

Public comments were heard.

Supervisor Olafsson made a motion to approve the assessment contract for the next five years for weed control on Diamond Lake. Treasurer Rutherford supported the motion. Roll call vote was taken. Trustee Leach-yes; Trustee Peters-yes; Supervisor Olafsson-yes; Treasurer Rutherford-yes; Clerk Barnett-yes. Motion passed.

Regular meeting resumed at 7:15 pm.

VI. Informational Items

A. CLERK REPORT

Clerk Barnett reported that the August election for the Marcellus Millage passed. There will be another election in November, and all precincts will be open.

B. FIRE DEPARTMENT REPORT

Chief Bogue reported that the department had 11 runs in July. So far they have had 132 dispatches this year compared to 102 at this time last year.

C. CAUA REPORT

No Report

D. AMBULANCE REPORT

Scott Chris reported that SMACS presented another proposal, and the committee countered their proposal regarding length of time for notification of cancellation of coverage.

Trustee Leach made a motion to approve going with SMACS as a provider pending acceptable terms of contract. Clerk Barnett duly supported the motion. All members were in favor of the motion. Motion passed.

E. ASSESSOR REPORT

Don Jollay reported that the July Board of Review had been completed. Currently they are working on fieldwork walking around Diamond Lake. New additions and permits will be starting in November.

F. ZONING REPORT

Trustee Leach reported that a 30x40 pole barn on Lakeview Drive was approved which will span between two lots owned by the same person.

VII. Supervisor Comments

None.

VIII. Board Comments

Trustee Peters questioned status on purchase of land for the new Fire Department location. Supervisor Olafsson noted that negotiations were close to being completed for the land and the next steps will be to gather specs that the fire department wants and begin getting bids from architectural firms.

Treasurer Rutherford reported that the playground at the Township Hall is almost complete and will be opening soon.

IX. Public Comments

Public Comments were received.

X. Payment of the Bills

Trustee Leach moved, Supervisor Olafsson supported that we pay the bills in the amount of \$50,328.95. Motion was carried 5-0. Roll call vote results: Yes – Olafsson, Barnett, Rutherford, Leach, Peters. No - 0

XI. Adjournment

A motion was made by Trustee Leach, duly seconded by Treasurer Rutherford, and passed by unanimous vote, approving the adjournment of the meeting at 7:45 p.m.

Date Approved

Rhonda Barnett, Clerk

Oli Olafsson, Supervisor

**AUGUST 11, 2025
PENN TOWNSHIP
GENERAL ACCOUNT**

General Checking Account balance: July 1, 2025			\$ 2,593,406.62
Total disbursements for July, 2025			344,580.95
Bank Charges(Deposit Books 64.07,Wire Fee 10.00)			
Total revenues for July, 2025			850,602.33
<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
5329	7/01	State of Michigan (Revenue Sharing)	24,867.00
5330	7/03	Penn Twp. Tax Acct. (Commercial Forest W-24)	2.81
5331	7/08	Diamond Fields LLC (Marihuana Fees)	15,000.00
5332	7/08	Penn Township Farms LLC (Marihuana Fees)	10,000.00
5333	7/11	Pure Sun Grown LLC (Marihuana Fees)	63,500.00
5334	7/11	Cassopolis Public Schools (Special Election Reimbursement)	1,471.53
5335	7/14	Adam Dahlgren (Building Permits)	2,841.00
5336	7/14	Next Step Inspections (Electrical Inspections)	739.00
5223	7/08	Doberteen Inspections (Plumbing & Mechanical Permits)	2410.00
5337	7/15	Common Citizen (Marihuana Fees)	65,500.00
5338	7/16	R&H Investment Holdings LLC (Marihuana Fees)	650,000.00
5340	7/29	Penn Township Tax Acct. (Summer Tax 2372 Parcels @2.50)	5,930.00
July 31, 2025 G W Jones Balance (Interest V# 5341 \$8,340.99)			\$ 3,099,428.00
<u>Cash Breakdown</u>			
July 31,2025 Restricted Funds Fire Dept.			2,400,000.00
July 31,2025 Cash Balance			699,428.00
Total Checking Balance			<u>\$ 3,099,428.00</u>
Debt Retirement Accounts Plus \$58.75 Membership			
Vandalia Sewer		\$ 46,038.51	
Vandalia Water		\$ 78,583.70	
Penn Water		\$ 449,937.90	

Paul Rutherford

Penn Township Treasurer

Penn Township Purchase Journal

For the Period From Aug 1, 2025 to Aug 31, 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
8/7/25	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	00203097	DIAMOND WEED ADMIN PROGRESSIVE A&E	4,340.00	4,340.00
8/7/25	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	072325	PLUMB MECH INSPECT DOBBERTEEN INSPECTIONS, INC.	1,411.00	1,411.00
8/7/25	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	082025	ASSESSING ASSESSING SOLUTIONS	3,518.29	3,518.29
8/7/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0825	INTERNET MIDWEST ENERGY COOP	500.00	500.00
8/7/25	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	0825	TRAVEL JAMES BOGUE	150.00	150.00
8/7/25	352100 BOARD MEMBERSHIPS 100505 ACCOUNTS PAYABLE	0825	INTERNET LISA FITZSIMONS	112.00	112.00
8/7/25	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0825	INTERNET PAUL RUTHERFORD	112.00	112.00
8/7/25	321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	0825	WATER CITY OF DOWAGIAC	300.00	300.00
8/7/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0825	PHONE OLAFUR OLAFSSON	60.00	60.00
8/7/25	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0825	BLDG INSPECT OFFICE ADAM DAHLGREN	2,123.30 140.00	2,263.30
8/7/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0825	PHONE RHONDA BARNETT	60.00	60.00
8/7/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	1014	HALL MAINT SPRAGUE FITZSIMONS	1,000.00	1,000.00
8/7/25	340100 BLDG INSPECT WAGE 100505	1168	ELECT INSPECT NEXT STEP INSPECTIONS LLC	2,429.30	2,429.30

Penn Township
Purchase Journal
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	ACCOUNTS PAYABLE		LLC		
8/7/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	150653379	HALL PEST CONTROL ROSE PEST SOLUTIONS	65.00	65.00
8/7/25	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	162463	ASSESSING BS&A SOFTWARE	1,193.00	1,193.00
8/7/25	330500 BD REVIEW-PRINT PU 100505 ACCOUNTS PAYABLE	2007151	BOR PUB LEADER PUBLICATIONS	64.12	64.12
8/7/25	380900 SUPERVISOR TAX ROL 100505 ACCOUNTS PAYABLE	2025-11	SUMMER TAX FOLDING CASS COUNTY	44.50	44.50
8/7/25	321900 FIRE BLDG MAINT/REP 400100 CEMETERY CONTRAC 100505 ACCOUNTS PAYABLE	20250151	MOWING MOWING KLIPPERS LAWN CARE SERVIC	224.40 1,548.80	1,773.20
8/7/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	202501612	WEBSITE MAINT KERRY COLLINS	362.00	362.00
8/7/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	25-109120	PORTABLE TOILET VRT ENTERPRISES, INC.	155.00	155.00
8/7/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4238892879	MAT SERVICE CINTAS	123.63	123.63
8/7/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	4906669	LANDSCAPING SCOTT CHRIS	70.00	70.00
8/7/25	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	5719	HALL LANDSCAPING DUSSEL'S FARM MARKET	5,314.78	5,314.78
8/7/25	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	5720	HALL FLOWERS DUSSEL'S FARM MARKET	300.00	300.00
8/7/25	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	6284	VENDING MACHINE PRODUCT THE SNACK BOX, INC.	214.00	214.00
8/7/25	351100	A219049	DIAMOND WEED TREAT	985.03	

**Penn Township
Purchase Journal**

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	BOARD- Weed Control 100505 ACCOUNTS PAYABLE		PLM LAKE AND LAND MGMT CORP		985.03
8/7/25	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	MI00596	DONNELL TREATMENT	1,260.00	
			PLM LAKE AND LAND MGMT CORP		1,260.00
8/7/25	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	PSI195822	LITTLE FISH WEED TREAT	1,146.60	
			SOLITUDE LAKE MANAGEMENT		1,146.60
8/11/25	320500 FIRE-OFFICE SUPPLIE 322300 FIRE MISC 322100 FIRE EQUIPMENT MAI 320900 FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE	0825	OFFICE	18.50	
			MISC	205.82	
			TAGS	43.29	
			RADIO SUPPLIES	445.70	
			PENN TOWNSHIP FIRE DEPART		713.31
8/11/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0825	PHONE	336.10	
			VERIZON WIRELESS		336.10
8/11/25	351900 BOARD MISC 100505 ACCOUNTS PAYABLE	0825	JUNE/JULY SEC	200.00	
			GREG PRICE		200.00
8/11/25	360300 DEPUTY CLERK WAGE 100505 ACCOUNTS PAYABLE	0825	DEPUTY CLERK HOURS	50.00	
			RACHELE BOGUE		50.00
8/11/25	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0825A	PRINTER	277.97	
			OLAFUR OLAFSSON		277.97
8/11/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150652877	PEST CONTROL	63.00	
			ROSE PEST SOLUTIONS		63.00
8/11/25	322100 FIRE EQUIPMENT MAI 311500 HALL MISC. 100505 ACCOUNTS PAYABLE	16855	FIRE	239.99	
			HALL	34.60	
			WB HAYDEN AND SONS		274.59
8/11/25	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	17563140	VALVE	1,446.54	
			WS DARLEY & CO		1,446.54
8/11/25	321900 FIRE BLDG MAINT/REP 100505	1778746T1181	TRAS/RECYCLING	502.83	
			HIMCO		502.83

Penn Township
Purchase Journal
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	ACCOUNTS PAYABLE				
8/11/25	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	26384	FIRE GAS SERVICE OIL CO.	63.18	 63.18
8/11/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4224183076	MAT SERVICE CINTAS	98.17	 98.17
				33,352.44	33,352.44

**Penn Township
Payroll Journal
For the Period From Aug 1, 2025 to Aug 31, 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
8/7/25 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	23974	2,183.00 31.65	 31.65 109.15 31.65 2,042.20
8/7/25 LISA J. FITZSIMONS	380600 100507 350500 100507 350300 100005	23975	1,554.17 22.54	 22.54 77.71 22.54 1,453.92
8/7/25 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	23976	356.25 600.00 13.87	 13.87 47.81 13.87 894.57
8/7/25 PAUL O. RUTHERFORD	370100 100507 100507 350500 100507 350300 100005	23977	8,974.00 130.12	 425.29 130.12 448.70 130.12 7,969.89
8/7/25 ASHLEY N. WENCES	310000 100507 350500 100507 350300 100005	23978	300.00 4.35	 4.35 15.00 4.35 280.65
8/7/25 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	23979	2,183.00 31.65	 31.65 109.15 31.65 2,042.20
8/7/25 SCOTT PETERS	350100 100507 350500 100507 350300 100005	23980	356.25 5.17	 5.17 17.81 5.17 333.27
8/7/25 RHONDA J. BARNETT	360100 100507 100507 350500 100507 350300 100005	23981	2,183.00 31.65	 82.39 31.65 109.15 31.65 1,959.81
			18,960.67	18,960.67