

PENN TOWNSHIP
Regular Meeting
April 14, 2025

Board members present: Supervisor Oli Olafsson, Trustee Roger Leach, Trustee Scott Peters, Clerk Rhonda Barnett. **Absent:** Treasurer Paul Rutherford

Supervisor Olafsson called the meeting to order at 6:40 p.m.

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

Sheriff Clint Roach presented an update on staffing and emergency response effort in Cass County after the storm.

Minutes:

Moved by Trustee Leach, supported by Supervisor Olafsson to approve the minutes of March 10th, 2025, meeting as prepared and presented by Clerk Barnett. There was no discussion. Motion carried 4-0

Treasurer's Report:

Moved by Clerk Barnett, supported by Trustee Leach to approve the Treasurer's Report as prepared by Treasurer Rutherford. Motion carried 4-0, Yes, Barnett, Olafsson, Leach, Peters. No-zero.

Supervisor News:

Road commission will be adding dirt to Van's Lane, Penn Drive, and Filley Drive to repair drainage.

New Business:

- A. Supervisor Olafsson introduced Cassopolis Public Schools' Superintendent, Dr. John Ritzler, who gave a presentation on the upcoming bond proposal that will be on the May 6th, 2025 election.
- B. April 23rd, the Cass County Road Commission will hold their annual Hazardous Waste and Tire Collection
- C. Supervisor Olafsson made a motion to accept the contract from Klipper's Lawn Care for the 2025 season. Trustee Leach supported the motion. Motion carried.
- D. Fire Station Update – tour of five sites has been conducted in and around Vandalia surveying potential locations for the new fire department. The preferred location is on Calvin Center just South of Mrs. Tone's house across from the Feed Mill on land owned by Brian McKenzie. Negotiations on the purchase of the land have been taking place.

Reports:

Clerk News:

Absentee ballots were mailed out on the 24th of March all on the same day other than a couple of late requests.

Clerk Barnett made a motion to add Deputy Clerk Rachele Bogue and herself as check signers on the Penn Township bank account at GW Jones Bank. Trustee Leach supported the motion. Supervisor Olafsson seconded the motion. There was no discussion. Motion carried 4-0 Yes- Olafsson, Barnett, Leach, Peters. No-zero.

Fire Department Report:

Chief Bogue reported 41 runs were made in March. Majority of the runs (26) were within a two-hour period after that severe storm came through.

Four members have toured newer-built fire stations around the area to gather ideas for things they'd like to incorporate into Penn's new fire station.

CAUA Report: No Report

Ambulance Report:

Scott Chris reported on negotiations with SMCAS – biggest sticking point is length of contract. They are requesting 5-year contract, and the township preference is a 3-year contract. Suggestion of a termination clause in contract should they breach the contract may be an option to meet an agreement.

There is another company coming up with a proposal.

More information to follow.

Assessor Report:

Don Jollay reported Board of Review went well with only 29 total evaluation appeals; 50% have been readjusted. Diamond Island has been fully reassessed. Field work will start soon with photo documentation and reevaluations of physical audits on Diamond Lake.

Addressed property values on Donnell Lake and Diamond Lake at the end of the meeting. Has not seen any negative effects on property values due to the marijuana grows.

Zoning Report:

Trustee Leach reported that 5 residents received zoning approvals with others in the works. Three dishes being removed from a cell tower & one new dish being added by T-Mobile.

Board Comments:

Peters questioned the progress on the house in Penn Village clean up.

Peters also brought to the Board's attention that there was a tree down in the cemetery from the storm that had caused possible damage to headstones.

Leach and Olafsson will meet with the Road Commission to discuss materials to be used for the road on Diamond Island.

Public Comments:

Public comments occurred.

Payment of the Bills:

Trustee Leach moved, Supervisor Olafsson supported, that we pay the bills in the amount of ~~\$139,982.24~~ \$143,569.53 with check numbers 23770-23823 (23778-23780 were voided). There was no discussion. Motion carried 4-0 Yes- Olafsson, Leach, Peters, Barnett. No-zero.

A motion was made by Clerk Barnett, duly seconded by Trustee Leach, and passed by unanimous vote, approving the adjournment of the meeting at 8:00 p.m.

Respectfully submitted,



Rhonda Barnett
Penn Township Clerk

PENN TOWNSHIP
Meeting of the Electors
April 14, 2025

Board members present: Supervisor Oli Olafsson, Clerk Rhonda Barnett. Absent:
Treasurer Paul Rutherford

Meeting called to order by Supervisor Olafsson at 8:05 pm.

Clerk Barnett presented a list of election workers for the May 6th, 2025 Election. Supervisor Olafsson made a motion to approve the list. Clerk Barnett supported the motion. Motion passed.

Alexis Millirans, Logan Pflug, Nola Hawkins, Mackenzie Boyer and Rachele Bogue will serve as election inspectors along with Lindsay Gorham, who will serve as chair.

No further business was discussed.

Supervisor Olafsson made a motion to adjourn the special meeting. Clerk Barnett supported the motion.

Meeting adjourned at 8:10 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Rhonda Barnett". The signature is written in a cursive, flowing style.

Rhonda Barnett
Penn Township Clerk

**Penn Township
Purchase Journal
For the Period From Apr 1, 2025 to Apr 30, 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
4/8/25	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	00202594 033125	DONNELL ADMIN THRU 3/31/ PROGRESSIVE A&E	1,750.00	1,750.00
4/8/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	0035771212 0425	APRIL DUMPSTER HIMCO	166.97	166.97
4/8/25	311400 PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE	015908 033125	PARK SUPP ELK PARK FEED STORE	114.87	114.87
4/8/25	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	030635-3	NOZZLES/CYLINDER EXCH190.00 RESCUE SOLUTIONS INTERNATIONAL INC	190.00	190.00
4/8/25	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	032325	march MECH PLUMB INSPECT DOBBERTEEN INSPECTIONS, INC.	1,674.50	1,674.50
4/8/25	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	032825	GARAGE LOCK SPRAGUE FITZSIMONS	115.54	115.54
4/8/25	310700 HALL ELECT/STREET L 321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	033125	SEWER THRU 33125 SEWER THRU 33125 CAUA	65.00 145.00	210.00
4/8/25	330100 BOARD OF REVIEW W 100505 ACCOUNTS PAYABLE	033125	BOR JEFF GREEN	300.00	300.00
4/8/25	330100 BOARD OF REVIEW W 100505 ACCOUNTS PAYABLE	033125	BOR DIANNA MCGREW	250.00	250.00
4/8/25	380700 SUPERVISOR SUPP/P 100505 ACCOUNTS PAYABLE	033125	MICROSOFT 360 OLAFUR OLAFSSON	137.79	137.79
4/8/25	330100 BOARD OF REVIEW W 100505 ACCOUNTS PAYABLE	033125	BOR CARL SPARKS	350.00	350.00
4/8/25	330100 BOARD OF REVIEW W 100505 ACCOUNTS PAYABLE	033125	BOR ROBERT MONTEL	150.00	150.00
4/8/25	330700 BD REVIEW MISC 100505	033125	BOR MEALS ANGIE STEINMAN	66.56	66.56

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	ACCOUNTS PAYABLE				
4/8/25	311300 HALL CAPITAL OUTLAY	033125 STMT	GRILL	1,114.99	
	311500 HALL MISC.		HALL SUPP	76.95	
	322100 FIRE EQUIPMENT MAI		FIRE SUPP	49.96	
	100505 ACCOUNTS PAYABLE		WB HAYDEN AND SONS		1,241.90
4/8/25	350700 BOARD AMBULANCE	040125	AMBULANCE- APRIL-JUNE 25	32,139.25	
	100505 ACCOUNTS PAYABLE		CENTRAL CASS COUNTY AMBULANCE		32,139.25
4/8/25	311200 FACILITY MAINT	040125	APRIL MAINT	1,000.00	
	100505 ACCOUNTS PAYABLE		SPRAGUE FITZSIMONS		1,000.00
4/8/25	311300 HALL CAPITAL OUTLAY	040125	DEPOSIT- HALL GUTTERS	1,659.00	
	100505 ACCOUNTS PAYABLE		RAIN GUARD SEAMLESS GUTTERING		1,659.00
4/8/25	320900 FIRE COMMUNICATION	0425	INTERNET	300.00	
	100505 ACCOUNTS PAYABLE		MIDWEST ENERGY COOP		300.00
4/8/25	100507 FICA AND MEDICARE P	0425	1ST QTR 941	2,331.76	
	100505 ACCOUNTS PAYABLE		UNITED STATES TREASURY		2,331.76
4/8/25	320200 FIRE DEPT TRAVEL	0425	TRAVEL	150.00	
	100505 ACCOUNTS PAYABLE		JAMES BOGUE		150.00
4/8/25	360500 CLERK SUPPLIES/POS	0425	INTERNET	112.00	
	100505 ACCOUNTS PAYABLE		LISA FITZSIMONS		112.00
4/8/25	310700 HALL ELECT/STREET L	0425	ELECTRIC- APRIL	300.00	
	321500 FIRE ELECTRIC		ELECTRIC- APRIL	500.00	
	100505 ACCOUNTS PAYABLE		AEP		800.00
4/8/25	370300 TREASURER-SUPPLIE	0425	INTERNET	112.00	
	100505 ACCOUNTS PAYABLE		PAUL RUTHERFORD		112.00
4/8/25	322100 FIRE EQUIPMENT MAI	0425	FIRE SUPP 033125	56.57	
	320500 FIRE-OFFICE SUPPLIE		FIRE OFFICE 033125	68.24	
	320700 FIRE-OPERATING (GAS		FIRE GAS 033125	70.57	
	322300		FIRE MISC 033125	323.61	

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	FIRE MISC 322100		FIRE SUPP33126	63.65	
	FIRE EQUIPMENT MAI 322300		FIRE OFFICDE 033126	108.59	
	FIRE MISC 100505		PENN TOWNSHIP FIRE DEPART		691.23
4/8/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0425	PHONE VERIZON WIRELESS	336.45	336.45
4/8/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0425	PHONE OLAFUR OLAFSSON	60.00	60.00
4/8/25	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0425	BLDG PERMITS THRU 3/31/25 OFFICE THROUGH 3/31 ADAM DAHLGREN	3,757.00 140.00	3,897.00
4/8/25	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	0425	ASSESSING ASSESSING SOLUTIONS	3,518.29	3,518.29
4/8/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0425	PHONE RHONDA BARNETT	60.00	60.00
4/8/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	0425A	BLOWER GAS SPRAGUE FITZSIMONS	10.25	10.25
4/8/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	0425A 033125	SOAP DISPENSER- HALL LISA FITZSIMONS	58.28	58.28
4/8/25	311400 PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE	0425B	PARK SUPPLIES LISA FITZSIMONS	52.95	52.95
4/8/25	311400 PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE	0425C	HALL STORAGE BINS LISA FITZSIMONS	192.13	192.13
4/8/25	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1130 0331	MARCH ELECT INSPECT NEXT STEP INSPECTIONS LLC	1,920.66	1,920.66
4/8/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150642142	PEST CONTROL ROSE PEST SOLUTIONS	61.00	61.00

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4/8/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	150642643 03312	MARCH PEST CONTROL ROSE PEST SOLUTIONS	65.00	65.00
4/8/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	19458194	MAT SERVICE CINTAS	98.17	98.17
4/8/25	360700 CLERK-PUBLISH/PRINT 100505 ACCOUNTS PAYABLE	1961574	BUDGET PUB LEADER PUBLICATIONS	46.08	46.08
4/8/25	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	20074	ELECTRIC FOR SIGN BENDER ELECTRIC	1,471.30	1,471.30
4/8/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	20250012 0331	MARCH SPRING CLEANUP KLIPPERS LAWN CARE SERVIC	450.00	450.00
4/8/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	202501577 0425	APRIL WEBSITE KERRY COLLINS	352.00	352.00
4/8/25	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	2082 0331	LADDER TEST- 033125 NHTS	374.50	374.50
4/8/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	22886 0425	ALARM- 0425 HAAS SYSTEMS	96.00	96.00
4/8/25	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	24187	FIRE FUEL SERVICE OIL CO.	39.91	39.91
4/8/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	25-108108 0325	PORTABLE TOILET DEL/MARCH SERVICE VRT ENTERPRISES, INC.	172.00	172.00
4/8/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	25-108279 0425	PORTABLE TOILET SERVICE VRT ENTERPRISES, INC.	124.00	124.00
4/8/25	352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	8058148 0325	VAN'S LANE CASS ROAD COMMISSION	6,671.03	6,671.03
4/8/25	322300 FIRE MISC 100505 ACCOUNTS PAYABLE	908845 033125	FIRE SUPPLIES NYE UNIFORM	41.16	41.16

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4/8/25	351900 BOARD MISC 100505 ACCOUNTS PAYABLE	FEB/MARCH	SECURITY GREG PRICE	200.00	200.00
4/8/25	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	IN246909	CONTRACT US BUSINESS SYSTEMS	136.28	136.28
4/8/25	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	PSI1153295 0331	LITTLE FISH- 033125 SOLITUDE LAKE MANAGEMENT	218.40	218.40
				66,736.21	66,736.21

Penn Township Payroll Journal For the Period From Apr 1, 2025 to Apr 30, 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
4/8/25 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	23770	2,183.00	31.65 109.15 31.65 31.65 2,042.20
4/8/25 LISA J. FITZSIMONS	380600 100507 350500 100507 350300 100005	23771	1,554.17	22.54 77.71 22.54 22.54 1,453.92
4/8/25 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	23772	356.25 600.00	13.87 47.81 13.87 13.87 894.57
4/8/25 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	23773	2,183.00	31.65 109.15 31.65 31.65 2,042.20
4/8/25 ASHLEY N. WENCES	310000 100507 350500 100507 350300 100005	23774	300.00	4.35 15.00 4.35 4.35 280.65
4/8/25 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	23775	2,183.00	31.65 109.15 31.65 31.65 2,042.20
4/8/25 SCOTT PETERS	350100 100507 350500 100507 350300 100005	23776	356.25	5.17 17.81 5.17 5.17 333.27
4/8/25 RHONDA J. BARNETT	360100 100507 100507 350500 100507 350300 100005	23777	2,183.00	82.39 31.65 109.15 31.65 31.65 1,959.81
			12,071.20	12,071.20

**April 14, 2025
PENN TOWNSHIP
GENERAL ACCOUNT**

Checking Account balance: March 1, 20205		\$ 2,056,972.55	
Total disbursements for March, 2025		204,635.87	
Total revenues for March, 2025		204,827.10	
Wire Fee		20.00	
<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
5287	03/01	State of Michigan (Revenue Sharing)	25,706.00
5288	03/03	Accident Fund (Group Dividend)	795.15
5289	03/05	LCSA (Personal Property Tax Reimb)	1,360.04
5290	03/05	Penn Township Tax Account (5 th Settlement W-24)	84,002.94
5291	03/10	Adam Dahlgren (Building Permits)	645.00
5292	03/10	Next Step Inspections (Electrical Permits)	2,594.00
5293	03/10	Dobberteen Inspections (Plumbing and Mechanical Inspections)	1,705.00
5294	03/10	Cass County (Swamp Land Payment)	17.05
5295	03/16	Penn Township Parks/Rec (Vending Machine Cash)	536.16
5296	03/19	State of Michigan (Medical Marijuana Excise Tax)	81,735.12
5297	03/24	Ashley Wences (Hall Rental)	250.00
March 31, 2025 Balance GW Jones(Interest V#5298 \$5,480.64)			\$ 2,057,143.78
<u>Cash Breakdown</u>			
March 31, 2025 Restricted Funds Fire Dept.			\$ 1,500,000.00
March 31, 2025 Cash Balance			\$ 557,143.78
General Checking Total			\$ 2,057,143.78
 Debt Retirement Accounts (\$58.75 Membership each account)			
Vandalia Sewer		\$ 38,406.73	
Vandalia Water		\$ 70,009.16	
Penn Water		\$ 474,001.21	

Paul Rutherford, Penn Township Treasurer