

PENN TOWNSHIP
Regular Meeting
October 13, 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 Oli Olafsson at 6:31 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 9/10/2025

Treasurer's Report 9/10/2025

A motion was made by Trustee Leach to approve the consent agenda, duly seconded by Supervisor Olafsson. 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 p.m. the meeting was paused to hold a Delinquent Water and Sewer Hearing. Treasurer Rutherford reported that there were 54 outstanding sewer bills in the amount of \$30,802.08 and 48 outstanding water bills in the amount of \$20,234.29. These outstanding bills will be added to the residents' tax bill and assessed a \$50 service fee if not paid by November 1, 2025.

B. Weed Assessment Resolution – Trustee Leach read aloud the resolution for the Diamond Lake Weed Assessment.

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

C. Supervisor Olafsson reported that an agreement was made with Brian McKenzie, McKenzie Highlands I, to purchase real estate for the new Fire Station. The new

location will be four-acres of land off the corner of M-60 and Calvin Center on the west side of Calvin Center for \$80,000.

A motion was made by Trustee Leach to approve the purchase of the four-acres of land from McKenzie Highlands I located on the west side of Calvin Center Road just south of M-60 for the price of \$80,000, duly seconded by Treasurer Rutherford. Roll call vote was taken. Treasure Rutherford-yes; Trustee Leach-yes; Trustee Peters-yes; Clerk Barnett-yes; Supervisor Olafsson-yes. Motion passed.

VI. Informational Items

A. CLERK REPORT

Clerk Barnett reported that there will be an election coming up on November 4th. The Cass County Medical Facility will have a renewal on the ballot.

For 2026, there will be two elections that require early voting, the primary election and the general election. The Cass County Clerk's office has offered to host the early voting in a central location at the VFW for nine days at a cost to the townships of \$800/election to avoid each township opening their polling locations separately.

A motion was made by Trustee Leach to pay \$1600 to the county for the 2 elections for next year in \$800 increments. Clerk Barnett seconded the motion. Roll call vote was taken. Treasurer Rutherford-yes; Trustee Leach-yes; Trustee Peters-yes; Clerk Barnett-yes; Supervisor Olafsson-yes. Motion passed.

B. FIRE DEPARTMENT REPORT

Chief Bogue reported that the department had 11 runs in September. So far, they have had 155 dispatches this year compared to 133 at this time last year.

The Back Roads company came and serviced all of the fire apparatus this month.

All 600 tickets for the raffle were sold and the raffle was held.

The fire department was able to replace all of the firemen's helmets as well.

C. CAUA REPORT

No Report

D. AMBULANCE REPORT

Scott Chris reported that the two ambulance authorities have reached an agreement with SMACS and it is being sent for Board approval. As of December 1st, we will be under a new contract for their ambulance service.

E. ASSESSOR REPORT

Don Jollay reported that they have wrapped up their 20% field study. There were 49 permits in Penn Township granted. Each new building permit gets visited and measured.

F. ZONING REPORT

Trustee Leach reported that a new building 100x29 feet and a storm damaged deck rebuild were approved.

G. PARKS DEPARTMENT REPORT

No Report.

VII. Supervisor Comments

Noted that he inquired about the extra smell of the grow operations this season and the growers indicated that it was due to the excessively long dry spell we have been experiencing.

VIII. Board Comments

Trustee Peters presented a proposed resolution to require enforcement of all local ordinances.

Clerk Barnett suggested revisiting the ordinances for marijuana since we are 5 years in.

IX. Public Comments

Public Comments were received.

X. Payment of the Bills

Supervisor Olafsson moved, Treasurer Rutherford supported that we pay the bills in the amount of \$84,777.41.

Roll call vote was taken: Yes – Olafsson, Barnett, Rutherford, Leach, No-Peters. Motion passed.

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 7:48 p.m.

Rhonda Barnett, Penn Township Clerk

Date Minutes Approved

Oli Olafsson, Penn Township Supervisor

Date Minutes Approved

**Penn Township
Meeting of the Electors
October 13, 2025**

The meeting, held at the Penn Township Hall, was called to order at 7:45 p.m. on October 13, 2025. Present: Supervisor Olafsson, Treasurer Rutherford and Clerk Barnett.

Motion made by Supervisor Olafsson, supported by Rutherford to accept the following workers to work the November 4th 2025 Special Election. Lindsay Gorham (D), Logan Pflug (D), Brooke Ward (D), Rachele Bogue (L), Alexis Millirans (R), and Turner Westrate (R). Motion carried unanimously.

Meeting adjourned at 7:50 p.m.

Rhonda Barnett, Penn Township Clerk

Date Minutes Approved

Oli Olafsson, Penn Township Supervisor

Date Minutes Approved

**OCTOBER 13, 2025
PENN TOWNSHIP
GENERAL ACCOUNT**

General Checking Account balance: September 1, 2025	\$ 3,073,639.05
Total disbursements for September, 2025	268,451.77
Total revenues for September, 2025	128,092.27

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
5350	9/03	Calvin TWP. (Contract)	62,850.00
5351	9/03	State of Michigan (Revenue Sharing: Sales Tax)	26,688.00
5352	9/3	Cass County (Commercial Forest)	2.66
5353	9/08	Adam Dalhgren (Building Permits)	16,429.00
5354	9/08	Next Step Inspections (Electrical Permits)	2,859.00
5355	9/08	Doberteen Inspections (Plumbing & Mechanical Permits)	1,415.00
5356	9/08	Tom Green (Two Cemetery Lots Young's Prairie)	1,000.00
5357	9/08	Josh Krager (Old Ambulance)	200.00
5358	9/12	Barbara Dodds (Variance Fee)	700.00
5359	9/15	Pure Sun Grown LLC (Marijuana Fees)	7,000.00
5360	9/23	State of Michigan (2023 Small Business Exemption Reimbursement)	59.38
5361	9/25	Wagner Funerals (Burial Young's Prairie)	100.00
5362	9/25	Ashley Wences (Three Hall Rentals)	750.00

Sept. 30, 2025 G W Jones(Interest V#5363 \$8,039.23)	\$ 2,933,279.55
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Cash Breakdown

Sept. 30, 2025 Restricted Funds Fire Dept.	\$ 2,400,000.00
Sept. 30, 2025 Cash Balance	\$ 533,279.55
Total Checking Balance :	\$ 2,933,279.55

Debt Retirement Accounts	Balance Plus	\$ 58.75 Membership
Vandalia Sewer	\$ 47,544.91	
Vandalia Water	\$ 68,974.54	
Penn Water	\$ 469,075.14	

Paul Rutherford

Penn Township Treasurer

**Penn Township
Payroll Journal
For the Period From Oct 1, 2025 to Oct 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
10/13/25 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	24063	2,183.00 31.65	 31.65 109.15 31.65 2,042.20
10/13/25 LISA J. FITZSIMONS	380600 100507 350500 100507 350300 100005	24064	1,554.17 22.54	 22.54 77.71 22.54 1,453.92
10/13/25 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	24065	356.25 600.00 13.87	 13.87 47.81 13.87 894.57
10/13/25 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	24066	2,183.00 31.65	 31.65 109.15 31.65 2,042.20
10/13/25 ASHLEY N. WENCES	310000 100507 350500 100507 350300 100005	24067	300.00 4.35	 4.35 15.00 4.35 280.65
10/13/25 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	24068	2,183.00 31.65	 31.65 109.15 31.65 2,042.20
10/13/25 SCOTT PETERS	350100 100507 350500 100507 350300 100005	24069	356.25 5.17	 5.17 17.81 5.17 333.27
10/13/25 RHONDA J. BARNETT	360100 100507 100507 350500 100507 350300 100005	24070	2,183.00 31.65	 82.39 31.65 109.15 31.65 1,959.81
			12,071.20	12,071.20

Penn Township
Purchase Journal
For the Period From Oct 1, 2025 to Oct 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
10/1/25	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	00205626	DIAMOND WEED ADMIN PROGRESSIVE A&E	4,340.00	4,340.00
10/1/25	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	00205627	DONNELL WEED ADMIN PROGRESSIVE A&E	1,750.00	1,750.00
10/1/25	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	092225	MECH/PLUMB INSPECT DOBBERTEEN INSPECTIONS, INC.	2,298.40	2,298.40
10/1/25	350700 BOARD AMBULANCE 100505 ACCOUNTS PAYABLE	092525	10/25-12/25 AMBULANCE CENTRAL CASS COUNTY AMBULANCE	32,139.25	32,139.25
10/1/25	321900 FIRE BLDG MAINT/REP 322100 FIRE EQUIPMENT MAI 311500 HALL MISC. 311500 HALL MISC. 321900 FIRE BLDG MAINT/REP 311500 HALL MISC. 100505 ACCOUNTS PAYABLE	0925VAR	22885- FIRE CAULK 22773- FIRE MAGNET 22452- HALL WRENCHES 22449- HALL ELECTRICAL 21552 FIRE BLDG SUPP 21817- HALL TOOLS WB HAYDEN AND SONS	7.99 4.99 8.58 152.08 31.48 64.99	270.11
10/1/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	1016	MAINT SPRAGUE FITZSIMONS	1,000.00	1,000.00
10/1/25	310700 HALL ELECT/STREET L 321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	102025	ELECTRIC ELECTRIC AEP	300.00 400.00	700.00
10/1/25	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	102025	ASSESSING ASSESSING SOLUTIONS	3,518.29	3,518.29
10/1/25	321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	1025	SEWER CAUA	500.00	500.00
10/1/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	1025	QUARTERLY ALARM HAAS SYSTEMS	96.00	96.00
10/1/25	100507 FICA AND MEDICARE P 100505	1025	3RD QTR 941 UNITED STATES TREASURY	1,904.58	1,904.58

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	ACCOUNTS PAYABLE		TREASURY		
10/1/25	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	1025	TRAVEL JAMES BOGUE	150.00	150.00
10/1/25	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	1025	IGNITION KEY JEROMY BOGUE	60.51	60.51
10/1/25	322300 FIRE MISC 100505 ACCOUNTS PAYABLE	1025	FIRE MISC KEITH CARTER	29.00	29.00
10/1/25	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	1025	INTERNET LISA FITZSIMONS	112.00	112.00
10/1/25	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	1025	INTERNET PAUL RUTHERFORD	112.00	112.00
10/1/25	322300 FIRE MISC 322500 FIRE CAPITAL OUTLAY 321900 FIRE BLDG MAINT/REP 320500 FIRE-OFFICE SUPPLIE 100505 ACCOUNTS PAYABLE	1025	FIRE SUPP FIRE JACKETS FIRE BLDG SUPP FIRE OFFICE PENN TOWNSHIP FIRE DEPART	176.09 231.37 54.47 77.62	539.55
10/1/25	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	1025	POSTAGE- TREASURER US POSTMASTER	152.00	152.00
10/1/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	1025	PHONE VERIZON WIRELESS	309.93	309.93
10/1/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	1025	PHONE OLAFUR OLAFSSON	60.00	60.00
10/1/25	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1025	BLDG INSPECT OFFICE ADAM DAHLGREN	994.50 140.00	1,134.50
10/1/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	1025	OCT PORTABLE TOILET VRT ENTERPRISES, INC.	124.00	124.00

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10/1/25	351900 BOARD MISC 100505 ACCOUNTS PAYABLE	1025	SEC GREG PRICE	100.00	 100.00
10/1/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	1025	PHONE RHONDA BARNETT	60.00	 60.00
10/1/25	360300 DEPUTY CLERK WAGE 100505 ACCOUNTS PAYABLE	1025	DEPUTY CLERK/GRANT RACHELE BOGUE	250.00	 250.00
10/1/25	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	1025	HALL CLEANING SUPP ASHLEY WENCES	37.06	 37.06
10/1/25	200600 HALL RENTALS 100505 ACCOUNTS PAYABLE	1025	HALL RENTAL REFUND VICKIE STRONG	250.00	 250.00
10/1/25	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	1025A	SAGE ACCOUNTING SOFT ANNUAL LISA FITZSIMONS	1,879.38	 1,879.38
10/1/25	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	1025A	POSTAGE RHONDA BARNETT	259.80	 259.80
10/1/25	311400 PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE	1025B	COURT RESERVE LISA FITZSIMONS	120.00	 120.00
10/1/25	370300 TREASURER-SUPPLIE 360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	1025C	TREASURER OFFICE SUPP OFFICE SUPP LISA FITZSIMONS	28.61 6.64	 35.25
10/1/25	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1179	ELECT INSPECT NEXT STEP INSPECTIONS LLC	2,634.15	 2,634.15
10/1/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150658465	FIRE PEST CONTROL ROSE PEST SOLUTIONS	63.00	 63.00
10/1/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	150658947	HALL PEST CONTROL ROSE PEST SOLUTIONS	65.00	 65.00
10/1/25	322100 FIRE EQUIPMENT MAI 100505	197271685	FIRE SUPP ULINE	180.74	 180.74

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	ACCOUNTS PAYABLE				
10/1/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	202501626	WEBSITE MAINT KERRY COLLINS	362.00	362.00
10/1/25	321900 FIRE BLDG MAINT/REP 400100 CEMETERY CONTRAC 100505 ACCOUNTS PAYABLE	20250201	MOWING MOWING KLIPPERS LAWN CARE SERVIC	224.40 1,936.00	2,160.40
10/1/25	351300 BOARD INSURANCE/B 100505 ACCOUNTS PAYABLE	2565773	INS ADJ BERENDS HENDRICKS STUIT	884.00	884.00
10/1/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4244801347	MAT SERVICE CINTAS	126.92	126.92
10/1/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	4906676	LANDSCAPING SCOTT CHRIS	110.00	110.00
10/1/25	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	5769	SIGN LANDSCAPING DUSSEL'S FARM MARKET	3,211.27	3,211.27
10/1/25	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	71318829	DIAMOND WEED HERALD PALLADIUM	181.20	181.20
10/1/25	320500 FIRE-OFFICE SUPPLIE 100505 ACCOUNTS PAYABLE	A13645370326	LABOR LAW POSTERS MICHIGAN LABOR LAW POSTER	116.07	116.07
10/1/25	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	EQ092525	LABELS CASS COUNTY	20.80	20.80
10/1/25	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	IN256873	CONTRACT US BUSINESS SYSTEMS	164.89	164.89
10/1/25	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	PSI205142	LITTLE FISH WEED SOLITUDE LAKE MANAGEMENT	799.04	799.04
10/1/25	352500 BOARD- CPA FEES 100505 ACCOUNTS PAYABLE	RR997693	AUDIT FINAL REHMANN ROBSON	7,820.00	7,820.00
10/30/25	380300	331826	SKETCH SOFTWARE	260.00	

Penn Township

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE		APEX SOFTWARE		260.00
				73,451.09	73,451.09