

Penn Township
Regular Meeting
July 10th, 2023

Supervisor Olafsson called the meeting to order at 6:37pm.

Pledge of Allegiance was given.

Prayer was given by Trustee Sparks

Trustee Leach presented the minutes from the June meeting, as prepared by Clerk Greathouse. Leach moved to approve the minutes. Sparks seconded and motion approved.

Penn Township Board took time to remember Don Krause, a long-time resident in Penn Township, Donnell Lake.

The Treasure's Report was presented by Treasure Rutherford, as prepared by Rutherford. Leach moved to approve the report. Sparks seconded and roll call was done, yes-all. Motion approved.

Supervisor News was presented by Supervisor Olafsson. Supervisor Olafsson gave appreciation to Wobegone Gardening Club for their help at Kincheloe Memorial Park.

Supervisor Olafsson also mentioned he has a tentative contract completed for Colony Bay water hook up. Supervisor Olafsson proposed giving him authorization to sign Colony Bay hook up contract. Rutherford moved to approve authorization. Leach seconded and motion approved.

Supervisor Olafsson asked the board for approval Israel Yoder's property split on Quaker St. The Planning Board approved the split on June 20th, 2023. Leach moved to approve, Sparks seconded and motion approved.

Supervisor Olafsson discussed the informal open discussion meeting on about marijuana ordinance and the improvements about the marijuana ordinance that took place on July 5th, 2023.

Clerk News- Clerk Greathouse discussed the State election proposal 2022-2 regarding drop boxes and camera monitoring. Greathouse also mentioned the completion of the fire state for reimbursement of \$20,000 for gear and flashlights.

Fire Report- was provided by Bogue. Bogue asked the board for approval to put Sndney Welmen Penn Township Fire Department roster. Leach motioned approval, Olafsson seconded, motion approved.

CAUA Report- no report was provided.

Ambulance Report- no report was provided.

Assessors Report – no report was provided.

Zoning Report- was provided by Leach.

Building report- no was provided.

Board Comments- Trustee Sparks mentioned that no flags were given at the cemetery for the veterans. He would like to see this for upcoming holidays.

Public Comments-

Resident 1- Matt Harrington gave a summary of the informal meeting held on July 5th.

Resident 2- Mike Biesboer commented on the ethics, conflict of interest, and the responsibilities that the Penn Township Board has to the community. He read the correspondence from the follow-up of the December 12, 2022 Board meeting. Biesboer also asked if the board would consider and appoint Jodi Bucher to the Planning Commission, and to add it to the August 14th, Board meeting agenda.

Resident 3- Sharon Harrington addressed concerns of the ORV accident and followed up on request for the board to contact Cass County Road Commission for speed limit signs around Donnell Lake.

Resident 4- Also addressed concerns of speed on Jefferies, and Paradise Lake Rd. Leach encouraged residents to call sheriffs department to enforce the law.

Resident 5- Had concerns of communication for changing/ canceling meetings in an untimely manner. And also shared concerns for the increase of number of marijuana plants and health concerns.

Resident 6- Questioned who is on the Planning Board, Leach listed Jeff Green, Barb Olafsson, Carl Sparks, Roger Leach, Konrad Allison, Bob File. Resident also shared the desire to appoint Jodi Bucher to the Planning Board.

Resident 7- Shared marijuana field concerns.

The bills we presented for payment. Check numbers 22852-22895 for a total of \$98,123.30 will be disbursed. Leach moved to approve the bills for payment. Sparks seconded and motion passed by unanimous roll call vote.

The meeting was adjourned at 8:07pm

Respectfully Submitted,

Chelsa Greathouse



Penn Township Clerk

**JULY 10, 2023
PENN TOWNSHIP
GENERAL ACCOUNT**

General Checking Account balance: June 1, 2023	\$ 1,119,320.61
Total disbursements for June, 2023	127,401.53
Total revenues for June, 2023	123,956.35

Receipt #	Date	Received from	Amount
5090	6/05	Local Community Stabilization Authority (LSCA Act Distribution)	2,515.40
5091	6/05	Pure Sun Grown LLC (Marihuana Fees)	63,500.00
5092	6/01	Local Community Stabilization (Metro Funds)	7,188.25
5093	6/01	Michigan Participating Plan (Dividend)	444.67
5094	6/08	BPMD Realty LLC (Municipal Fees Marihuana)	3,500.00
5095	6/08	Calvin Twp. (FOIA Request)	75.00
5096	6/12	Adam Dahlgren (Building Permits)	2,944.00
5097	6/12	Doberteen Inspections (Mechanical,Electrial & Plumbing Permits)	4,204.00
5098	6/17	Israel Yoder (Split Quaker)	700.00
5099	6/19	Alchemy Wellness (Municipal Fees Marihuana)	14,000.00
5100	6/26	Penn Twp. Tax Account (W-22 Pay Out)	20,798.79
June 30, 2023 Checking Balance(Interest V#5101 \$4,086.24)			\$ 1,115,875.43
<u>Cash Breakdown</u>			
June 30, 2023 Restricted Funds Fire Dept.			295,000.00
June 30, 2023 Cash Balance			<u>820,875.43</u>
Total Checking Balance			<u>1,115,875.43</u>

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

Vandalia Sewer	\$ 46,502.79
Vandalia Water	\$ 70,931.76
Penn Water	\$ 420,986.54

Paul Rutherford

Penn Township Treasurer

**Penn Township
Payroll Journal
For the Period From Jul 1, 2023 to Jul 31, 2023**

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
7/7/23 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	22852	1,980.00 28.71	28.71 99.00 28.71 1,852.29
7/7/23 LISA J. FITZSIMONS	360100 100507 350500 100507 350300 100005	22853	1,480.00 21.46	21.46 74.00 21.46 1,384.54
7/7/23 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	22854	323.08 237.50 8.13	8.13 28.03 8.13 524.42
7/7/23 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	22855	1,980.00 28.71	28.71 99.00 28.71 1,852.29
7/7/23 LEE H. SPARKS	350100 100507 350500 100507 350300 100005	22856	323.08 4.68	4.68 16.15 4.68 302.25
7/7/23 CHELSA GREATHOUSE	360100 380100 100507 100507 350500 100507 350300 100005	22857	955.00 455.00 20.45	18.53 20.45 70.50 20.45 1,300.52
7/7/23 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	22858	1,980.00 28.71	28.71 99.00 28.71 1,852.29
7/7/23 KAREN YOUNG	310000 100507 350500 100507 350300 100005	22859	216.67 3.14	3.14 10.83 3.14 202.70
			10,074.32	10,074.32

**Penn Township
Purchase Journal
For the Period From Jul 1, 2023 to Jul 31, 2023**

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
7/7/23	340100 BLDG INSPECT WAGE	062523	MECH PERMITS	1,179.80	
	340100 BLDG INSPECT WAGE		ELECT PERMITS	1,661.88	
	100505 ACCOUNTS PAYABLE		DOBBERTEEN INSPECTIONS, INC.		2,841.68
7/7/23	311500 HALL MISC.	070323	VENDING DELIVERY/PRODUCT	629.56	
	100505 ACCOUNTS PAYABLE		THE SNACK BOX, INC.		629.56
7/7/23	100507 FICA AND MEDICARE P	0723	2ND QTR 941	1,124.60	
	100505 ACCOUNTS PAYABLE		UNITED STATES TREASURY		1,124.60
7/7/23	320200 FIRE DEPT TRAVEL	0723	TRAVEL	125.00	
	100505 ACCOUNTS PAYABLE		JAMES BOGUE		125.00
7/7/23	360500 CLERK SUPPLIES/POS	0723	INTERNET	95.40	
	100505 ACCOUNTS PAYABLE		LISA FITZSIMONS		95.40
7/7/23	370300 TREASURER-SUPPLIE	0723	TREAS PREPAID ENV	1,144.60	
	100505 ACCOUNTS PAYABLE		MARY BROWN		1,144.60
7/7/23	370300 TREASURER-SUPPLIE	0723	INTERNET	95.40	
	100505 ACCOUNTS PAYABLE		PAUL RUTHERFORD		95.40
7/7/23	321900 FIRE BLDG MAINT/REP	0723	FIRE SUPP	127.19	
	322500 FIRE CAPITAL OUTLAY		FREEZER/LAPTOP	391.53	
	322300 FIRE MISC		FIRE MISC	49.61	
	100505 ACCOUNTS PAYABLE		PENN TOWNSHIP FIRE DEPART		568.33
7/7/23	321500 FIRE ELECTRIC	0723	WATER	550.00	
	100505 ACCOUNTS PAYABLE		CITY OF DOWAGIAC		550.00
7/7/23	310500 HALL TELEPHONE	0723	PHONE	333.25	
	100505 ACCOUNTS PAYABLE		VERIZON WIRELESS		333.25
7/7/23	400100 CEMETERY CONTRAC	0723	KINCHELOE MEM SUPP	500.00	
	100505 ACCOUNTS PAYABLE		WABIGON GARDENERS		500.00
7/7/23	360900 CLERK- ELECTIONS	0723	QVF MAINT	185.70	
	100505 ACCOUNTS PAYABLE		LINDSAY KROHNE		185.70

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7/7/23	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0723	PHONE OLAFUR OLAFSSON	60.00	60.00
7/7/23	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	0723	MAT SERVICE CINTAS	59.74	59.74
7/7/23	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0723	BLDG PERMITS ADAM DAHLGREN	1,025.00	1,025.00
7/7/23	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	0723	ASSESSING ASSESSING SOLUTIONS	3,250.00	3,250.00
7/7/23	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0723	PHONE CHELSA GREATHOUSE	60.00	60.00
7/7/23	200900 MISCELLANEOUS INC 100505 ACCOUNTS PAYABLE	0723	MJ REFUND LESS ADMIN FEE RODNEY PENA	4,500.00	4,500.00
7/7/23	360500 CLERK SUPPLIES/POS 370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0723A	OFFICE SUPP OFFICE SUPP LISA FITZSIMONS	25.97 42.39	68.36
7/7/23	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	0723B	SOCCER GOALS LISA FITZSIMONS	220.46	220.46
7/7/23	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	0723C	HALL SUPP LISA FITZSIMONS	10.60	10.60
7/7/23	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	12118	FIRE GAS SERVICE OIL CO.	401.02	401.02
7/7/23	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150589771	PEST CONTROL ROSE PEST SOLUTIONS	58.00	58.00
7/7/23	390500 PLAN COMM- PRINT/P 100505 ACCOUNTS PAYABLE	1660240	PLNNING AD LEADER PUBLICATIONS	64.56	64.56
7/7/23	390500 PLAN COMM- PRINT/P	1663546	PLANNING PUB	64.12	

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	100505 ACCOUNTS PAYABLE		LEADER PUBLICATIONS		64.12
7/7/23	351300 BOARD INSURANCE/B 100505 ACCOUNTS PAYABLE	1901940/941	ADH POLICY	630.00	
			BERENDS HENDRICKS STUIT		630.00
7/7/23	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	19554	ELECTRICAL	1,904.20	
			BENDER ELECTRIC		1,904.20
7/7/23	311200 HALL BLDG. MAINT 100505 ACCOUNTS PAYABLE	20067	EXT MAINT	15.00	
			ALL POINTS FIRE AND SAFE		15.00
7/7/23	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	20068	EXTINGUISHER MAINT	698.34	
			ALL POINTS FIRE AND SAFE		698.34
7/7/23	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	202201448	WEBSITE MAINT	335.00	
			KERRY COLLINS		335.00
7/7/23	370300 TREASURER-SUPPLIE 380900 SUPERVISOR TAX ROL 100505 ACCOUNTS PAYABLE	2023-10	SUMMER TAXES		
				44.66	
			CASS COUNTY		44.66
7/7/23	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	205991	LEATHER HEAD	401.94	
			CALREY'S SAFETY EQUIP		401.94
7/7/23	311200 HALL BLDG. MAINT 100505 ACCOUNTS PAYABLE	2198	SERVICE CALL	150.00	
			BLT MECHANICAL		150.00
7/7/23	311200 HALL BLDG. MAINT 100505 ACCOUNTS PAYABLE	23-103865	PORTABLE TOILET	145.00	
			VRT ENTERPRISES, INC.		145.00
7/7/23	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	233890	FIRE SUPP	112.89	
			WB HAYDEN AND SONS		112.89
7/7/23	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	34716	ENVELOPES	97.06	
			PREFERRED PRINTING		97.06
7/7/23	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	48659	COURT NUMBERS	135.00	
			CREATIVE VINYL SIGNS		135.00

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7/7/23	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	7000596	DONNELL WEED PLM LAKE AND LAND MGMT CORP	3,397.50	3,397.50
7/7/23	352300 BOARD - ROAD COMMI 352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	804400	DUST CONTROL FINAL PMT ROAD CONTRACTS CASS ROAD COMMISSION	16,195.60 37,071.93	53,267.53
7/7/23	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	94505008	ASSESS SUBSCRIPTION ANGIE STEINMAN	550.00	550.00
7/7/23	311200 HALL BLDG. MAINT 100505 ACCOUNTS PAYABLE	ACCOUNT 281008	DUMPSTER SERVICE HIMCO	500.00	500.00
7/7/23	380900 SUPERVISOR TAX ROL 380900 SUPERVISOR TAX ROL 100505 ACCOUNTS PAYABLE	EQ23-10	PROPERTY TAX ADMIN GIS FEE CASS COUNTY	7,932.50 500.00	8,432.50
				88,852.00	88,852.00
				88,852.00	88,852.00