



VILLAGE OF PENTWATER

327 South Hancock St P.O. Box 622 Pentwater, MI 49449
(231) 869-8301 - FAX (231) 869-5120
www.PentwaterVillage.org

VILLAGE COUNCIL REGULAR MEETING AGENDA

Agenda to be presented before the Village Council at the regular meeting to be held immediately following the Public Budget Hearing on March 14, 2016 at Village Hall at 6:00 PM.

1. Call to Order.
2. Council Roll Call.
3. Public Comments.
4. Approval of the Agenda.
5. Public Comments on Agenda Items.
6. Approval of Consent Agenda Items.

All matters listed under Item 6. Consent Agenda are considered routine by the Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

Consent Agenda - Approval of the Village Council regular meeting minutes held on February 8, 2016. Regular Village bill approval of \$45,198.48.
Fire Department bill approval of \$6,688.88.

Approval of the use of Village Property:

Pentwater Sportfishing Association would like to put up banners on both entrances to the Village for its Memorial Weekend Fishing Derby.

Pentwater Township VFW requests use of the Village Green on May 30th, 2016 for a Memorial Day program and the VFW is asking to permission to stand in various areas of town and in the center of streets for a Poppy Program Fundraiser on May 28th, 2016.

The Boy scouts would like to use the Village green for a campout/food drive on April 8-9, 2016.

DEPARTMENT REPORTS

1. Village Manager – Rob Allard
2. Police Chief – Laude Hartrum
3. Fire Chief - Terry Cluchey
4. Marina Manager – Closed
5. Zoning Administrator – Sara Bizon

COMMITTEE and BOARD REPORTS

1. Finance Committee - Jared Griffis
2. Ordinance Committee – April Watkins
3. Buildings & Grounds Committee – Dan Hoekstra
4. Personnel Committee – Bill Maxwell
5. Services Committee - Norm Shotwell
6. Promotions Committee – Don Palmer
7. Harbor Research Ad Hoc Committee – Dave Roseman

VILLAGE COMMISSION and BOARD REPORTS

1. Planning Commission – Ron Christians
2. DDA – Claudia Ressel-Hodan
3. Zoning Board of Appeals – Mike Castor

UNFINISHED BUSINESS

1. None

NEW BUSINESS

1. Proposed 2015-2016 Budget Amendments.
2. Proposed 2016-2017 Budget.
3. Reappoint Ron Christians to the Planning Commission term to expire in March 2019.
4. Appoint Michele-Angel –Powell to Planning Commission term to expire in ~~March 2019~~. *Aug 2018*
5. Pentwater-Hart Trail request.

ADJOURNMENT

PUBLIC COMMENTS

1. Will be made ONLY when the Village President opens the meeting for public comments, this is not a Public Hearing.
2. It is asked that you state your name & address to Council.
3. All comments will be addressed to the Village President.
4. All comments are limited to 3 minutes.

Thank you for your cooperation

Village of Pentwater

ON PENTWATER LAKE AND LAKE MICHIGAN
327 South Hancock Street P.O. Box 622 Pentwater, Michigan 49449
(231) 869-8301 Website: www.pentwatervillage.org

Regular Meeting COUNCIL MINUTES February 8, 2016

Call to Order - President Juanita Pierman called the regular meeting of the Pentwater Village Council to order at 6:00 pm in the Pentwater Community Hall meeting room.
Pledge of Allegiance.

Roll Call - Present: Jared Griffis, Norm Shotwell, Bill Maxwell, Don Palmer, April Watkins and Juanita Pierman. Absent: Dan Hoekstra.
Also present: Village Manager, Rob Allard; Clerk/Treasurer, Colleen Moser; Police Chief, Laude Hartrum and Village Attorney, Gary Nicholson.

Public Comments - Village Attorney, Gary Nicholson announced that he would be retiring as the Village attorney after serving 27 years for the Village of Pentwater. Gary Nicholson stated that he would continue working for the Village until March 31 if needed.
Motion was made by Palmer, Griffis to acknowledge and accept with regret the retirement of Gary Nicholson as the Village attorney. Voice Vote Ayes: 5, Nays: 1-Pierman, Absent: 1-Hoekstra, motion passed.

Approval of the Agenda - *Motion* by Maxwell, supported by Shotwell to approve the agenda. Voice vote. Aye: All Agenda approved.

Approval of Consent Agenda - Approval of Village Council regular meeting minutes from the meeting that was held on January 11, 2016. Regular Village bill approval of \$62,344.52. Fire Department bill approval of \$1,310.66.

Approval of the use of Village Property: Cindy Forster to use the Village Green on August 20, 2016 for a wedding and the Methodist church to use the Village Green for Sunday service starting 7/3/16 until 9/4/16 from 8:30-11:30 AM.

Motion by Shotwell, second by Palmer to approve the consent agenda items. Roll call vote. Aye: 6 Nay: 0 Absent 1-Hoekstra. Motion passed.

Announcements: The Pentwater Chamber Winterfest would be held over the the next two weekends. The Friendship Center is an option to have lunch and is open year round. The Friendship center is in need of a new activities director, applicants should contact Agewell.

VILLAGE DEPARTMENT REPORTS

Reports are in meeting packet and posted on www.pentwatervillage.org.

Village Manager – Allard stated that the Village water system had undergone lead and copper testing and the results indicated levels well below any action needed. The results of the study would be posted on the Village website in the spring. The Village does not add fluoride to the water system was the Managers response to the question of fluoride. The Wellhead Protection Plan was approved by the MDEQ on 1-28-16. See meeting packet.

Police Chief – See meeting packet.

Fire Chief – Chief Cluchey announced the Fire Board elections for the following 3 positions for two-year terms: Terry Cluchey as the Medical First Responder coordinator, and the Fire Chief. Evert Horton as the Treasurer. *Motion* was made by Griffis, second by Palmer to accept the elections of the Fire Department. Voice vote, motion passed. The annual budget to follow under new business. See meeting packet.

Marina – Closed.

Zoning Administrator - See meeting packet.

COMMITTEE REPORTS

Committee meeting minutes are provided in meeting packet.

Finance Committee – Chairperson Griffis reported that there was no meeting and that the committee would be meeting to review the 3rd qtr. financials and the proposed 2016-2017 budget on Thursday, February 11 at 1:00 pm.

Ordinance Committee. - No meeting, no report.

Building and Grounds Committee – No meeting, no report.

Personnel Committee- Maxwell reported on a committee meeting held on January 20th, when the Village Manager notified the committee of his decision to hire a 3rd full time police. Officer Alexander Shultz who had been a part-time Village Police Officer filled the fulltime position effective February 1.

Services Committee- Shotwell stated that the committee had not met and that there would be a working meeting on Monday, February 15 at 2 PM to work on the Capital Improvement program, to review the utility rate study and to hear from a bond financial consultant.

Promotions Committee – Palmer reported that committee held two meetings. At the January 28th meeting, the Committee met with Chamber Director, Eva Gregwer to discuss the Village of Pentwater's 2017 Sesquicentennial celebration.

Discussion of the Sesquicentennial continued at the February 4th Promotions Committee meeting when representatives of several local organizations offered ideas of potential activities and events in which to celebrate. The culmination is likely to coincide with the Village Homecoming 2017. The next meeting is planned for March 3rd at 2 PM to explore ideas, a potential Sesquicentennial a kick off date and Christmas banners.

Harbor Research Committee Ad Hoc. No meeting.

VILLAGE COMMISSION AND BOARD REPORTS

Planning Commission- Ron Christians reported there was no meeting due to lack of agenda items. The Township's update to the Master Plan was out for public review and the

commission would be discuss the Plan at the next Village Commission meeting to be held on, February 17th at 7 PM.

DDA – Ressel-Hodan reported the projects of the DDA. Additional information the DDA Bike Stand Contest that is being held together with the PAC (Pentwater Arts Council) can be found www.pentwaterartscouncil.org . The next DDA meeting would be held on February 10th at 8:30 AM at Village Hall. December meeting minutes are in the packet.

ZBA- No meeting, no report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

The Community Foundation for Oceana County will accept gifts and other deposits clearly designated for the **Pentwater-Hart Trail Fund** in order to continue the paved bike trail continuing from Hart to Pentwater. Money raised will be distributed to the Village of Pentwater who will act as a client of the Community Foundation.

Motion by Shotwell, second by Watkins to approve the Community Foundation's Non-Profit Support Services Agreement. Voice vote, unanimous. Motion approved.

Proposed Fire Department Budget. **Motion** by Maxwell, second by Palmer to approve the budget of Pentwater Fire Department. Roll call vote. Ayes: 6, Absent 1-Hoekstra. Motion approved.

Resolution for Learning Center to sell raffle tickets. **Motion** by Palmer, second by Shotwell to approve the Resolution of the Michigan Lottery for a Charitable Gaming License for the Pentwater Artisan Learning Center. Voice vote, unanimous. Motion approved.

Adjournment **Motion** by Palmer to adjourn. President Pierman adjourned the meeting at 6:54 pm. Voice vote, unanimous. Motion approved.

Respectfully submitted,

Colleen Moser, Clerk/Treasurer

Date

CHECK REGISTER FOR VILLAGE OF PENTWATER 02/01/2016 - 02/29/2016

| Check Date | Check | App | Vendor Name | Description | Amount |
|------------|-------|-----|---------------------------------------|-------------------------|-------------|
| 02/01/2016 | 42393 | AP | Delta Dental | February Delta Dental | 401.27 |
| 02/01/2016 | 42394 | PR | Priority Health Insurance | insurance | 7,672.61 |
| 02/03/2016 | 42395 | AP | AT&T Mobility | utilities | 78.44 |
| 02/03/2016 | 42396 | AP | Baker, Doug | cell ph. reimburs. | 70.00 |
| 02/03/2016 | 42397 | AP | Charter Communications, Inc. | utilities | 820.23 |
| 02/03/2016 | 42398 | AP | Cintas Corporation | prof. svc. | 46.10 |
| 02/03/2016 | 42399 | AP | DTE Energy Company | utilities | 2,038.59 |
| 02/03/2016 | 42400 | AP | Franklin, Travis | rec. dept. referee | 60.00 |
| 02/03/2016 | 42401 | AP | Galls | supplies | 59.90 |
| 02/03/2016 | 42402 | AP | Great Lakes FORD | repairs | 816.79 |
| 02/03/2016 | 42403 | AP | Pearson, Sky | rec. dept. referee | 90.00 |
| 02/03/2016 | 42404 | AP | Tarnowski, Nate | cell ph. reimburs. | 70.00 |
| 02/03/2016 | 42405 | AP | Trace Analytical Laboratories, Inc. | analytical | 1,223.30 |
| 02/03/2016 | 42406 | AP | Veine Jacob | rec. dept. referee | 90.00 |
| 02/03/2016 | 42407 | AP | Veine, Travis | rec. dept. referee | 135.00 |
| 02/03/2016 | 42408 | AP | Verizon Wireless | utilities | 116.04 |
| 02/03/2016 | 42409 | AP | Wilson, Gary | in lieu of insurance | 50.00 |
| 02/17/2016 | 42410 | AP | Adams Heating & Cooling II, LLC | prof. svc. | 45.00 |
| 02/17/2016 | 42411 | AP | All Seasons Porta-Jons LLC | prof. svc. | 72.00 |
| 02/17/2016 | 42412 | AP | Bruce's Auto & Maint. | repair/mtc. | 238.64 |
| 02/17/2016 | 42413 | AP | BS&A Software | prof. svc. | 432.00 |
| 02/17/2016 | 42414 | AP | C & D Cleaning | prof. svc. | 1,234.00 |
| 02/17/2016 | 42415 | AP | C & I Electric | prof.svc. | 120.00 |
| 02/17/2016 | 42416 | AP | Cintas Corporation | prof. svc. | 320.50 |
| 02/17/2016 | 42417 | AP | Consumers Energy Co. Payment Center | utilities | 9,387.38 |
| 02/17/2016 | 42418 | AP | Firstmerit Bank, N.A. | supplies | 801.61 |
| 02/17/2016 | 42419 | AP | VOID | void | 0.00 |
| 02/17/2016 | 42420 | AP | Frontier | utilities | 87.04 |
| 02/17/2016 | 42421 | AP | Klotz Auto Parts Inc. | supplies | 78.46 |
| 02/17/2016 | 42422 | AP | Mason-Lake CD, fiduciary for HHW | HHW svc. | 275.00 |
| 02/17/2016 | 42423 | AP | National Pen Co. LLC | comm.promo. | 63.50 |
| 02/17/2016 | 42424 | AP | Gary L. Nicholson, P.C. | VOP-Gen./Bates/Jeffries | 4,245.75 |
| 02/17/2016 | 42425 | AP | North Central Co-op Corporation | motorpool | 827.44 |
| 02/17/2016 | 42426 | AP | North Woods Sign Shop LLC | way finding signs | 365.78 |
| 02/17/2016 | 42427 | AP | Pentwater Convenience Center | fuel/supplies | 12.67 |
| 02/17/2016 | 42428 | AP | Republic Services, Inc. | prof. svc. | 8,756.50 |
| 02/17/2016 | 42429 | AP | Root's Tire and Service Inc. | rpr./mtc. | 431.45 |
| 02/17/2016 | 42430 | AP | Spectrum Health Ludington | prof.svc. | 28.00 |
| 02/17/2016 | 42431 | AP | Trace Analytical Laboratories, Inc. | analytical | 1,124.40 |
| 02/17/2016 | 42432 | AP | Utility Financial Solutions, LLC | prof.svc. rate study | 1,000.00 |
| 02/17/2016 | 42433 | AP | Wilbur-Ellis Company LLC | supplies | 341.33 |
| 02/17/2016 | 42434 | AP | WEX BANK | fuel | 538.84 |
| 02/17/2016 | 42435 | AP | Xerox Corporation | lease/mtc | 301.92 |
| 02/29/2016 | 42436 | PR | POLICE OFFICERS ASSOCIATION | dues | 100.00 |
| 02/29/2016 | 42437 | PR | TECH, PROF & OFFICE ASSOC OF MICHIGAN | dues | 75.00 |
| 02/29/2016 | 42438 | PR | UNITED WAY OF THE LAKESHORE | united way | 56.00 |
| | | | | | \$45,198.48 |

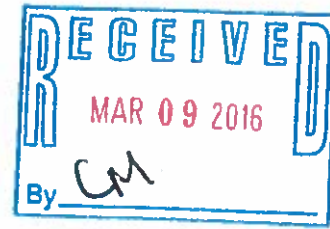
Pentwater Fire Department

| | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Amount</u> |
|------------|-------------|------------|------------------------------|---------------------|
| Mar 10, 16 | 03/10/2016 | 2233 | Pentwater Convenience Center | -152.42 |
| | 03/10/2016 | 2232 | Village of Pentwater | -4,050.00 |
| | 03/10/2016 | 2234 | Tele-Rad, Inc. | -269.00 |
| | 03/10/2016 | 2235 | Verizon Wireless | -76.02 |
| | 03/10/2016 | 2236 | Klotz Auto Parts, Inc. | -75.33 |
| | 03/10/2016 | 2237 | Consumers Energy | -202.47 |
| | 03/10/2016 | 2238 | Charter Communications | -257.27 |
| | 03/10/2016 | 2239 | DTE Energy | -205.53 |
| | 03/10/2016 | 2240 | Fire Engineering | -29.00 |
| | 03/10/2016 | 2241 | Seymour's Sales & Service | -61.98 |
| | 03/10/2016 | 2242 | Republic Services #240 | -292.15 |
| | 03/10/2016 | 2243 | Eagle Engraving, Inc. | -187.15 |
| | 03/10/2016 | 2244 | Nye Uniform | -307.07 |
| | 03/10/2016 | 2245 | Wayne A. Schlee | -13.33 |
| | 03/10/2016 | 2246 | Emergency Services, LLC | -510.16 |
| Mar 10, 16 | | | TOTAL | \$(6,688.88) |



Oceana County Council On Aging

March 3, 2016



Pentwater City Council
PO Box 622
Pentwater, MI 49449

Dear Council Members;

I would like to introduce our campaign committee to you; we're known as "Friends of Oceana Council on Aging" - or "Friends of OCCOA". So many people in our County think that Oceana County Council on Aging provides only lunches or bus transportation to our senior citizens, which is most assuredly not the case. There is so much more to this 44-year-old non-profit agency, that is constantly growing, and adding to its services. Plus, we would like to remind everyone that OCCOA serves all of Oceana County – not just the Hart area.

Because of all the services OCCOA provides, and the needs of our Seniors, we are running out of room, and are in desperate need of expanding. We have been given permission by the Oceana County Board of Commissioners to be placed on the August 2, 2016 primary election, with a .25 mil for two years. We are hoping this will help us get started on either expanding our current building site, or allow us to start over at another location.

At this time, we would like to extend an invitation to your Council, to attend one of our luncheons. We would like each of you to see personally how things operate at the Center, and listen to some of the attendees, to find out just how they feel about what is offered to the Senior Citizens in Oceana County. If you are then interested in having someone come to a meeting to speak in more detail regarding the OCCOA services, we will gladly set that up for you.

All lunches include a fresh salad, homemade bread or rolls, home-cooked main course, and last, but not least – homemade desert. You will get all of this for a cost of only \$5 to each of you at the door, which is a price that can't be beat!. If this cost is a burden to anyone on the Board, let me know, and it will be taken care of for that person. I will contact you in a couple of weeks to obtain a head count, as our cooks will need that information to prepare the meals.

Please contact me at 231-218-3955, and let me know if you have any questions at all.

Thank you,

Robin Rash, Chairperson

Friends of OCCOA

Supporting OCCOA in the endeavor to improve their facility and services for all Oceana County Senior Citizens.

Address:
2979 N. Cherry Lane
Mears, MI 49436

Contact:
Phone 231-218-3955

Email:
rash38@gmail.com

Paid for by Friends of OCCOA.

MANAGERS REPORT

March 14, 2016

ROAD MAINTENANCE

It appears that winter is over. It was a mild winter with light snow and mild temperatures. It looks like our street budget may fair better than anticipated. We have been able to patch pot holes as early as the first week in March.

Gravel roads in the Village will be graded soon after all the frost is out.

CLEAN WATER PLANT

Flows at the plant continue to be seasonally low.

PENTWATER MUNICIPAL MARINA

Sealed bids for the reconstruction of the northern failed seawall at the municipal marina will be opened on April 7th. Work will not commence until after the DNR has had a chance to review our request for funding and make their decision on an amount to fund, if any.

Due to the DNR time frame, construction of the wall may go past Memorial Day.

MARINE STRUCTURES

Both the fishing pier and the dingy dock incurred minor structural damage during the winter due to ice. The structures will be repaired and returned to service as soon as possible.

LEAF VACUME

DPW staff has begun maintenance to the leaf vacator for spring curbside pickup. No date has been set to begin pickup, but will likely be late April at the earliest.

ANNUAL BUDGETS

The Village budgets have been prepared and approved by the Finance Committee at the February 11th meeting. The budget will be presented at the March 14 Council meeting.

**Pentwater Police Department
Activity Report
February 2016**

Synopsis

During February the Department remained constant with previous years. There were very few significant complaints.

Activity Highlight

2-22-2016 Officers took a complaint of larceny of car from a parked car in the 300 block of Third Ave.

Over the course of the month officers responded to several medical calls. Additionally officers continued to work on a number of adult protective services case with DHS. These cases remain ongoing.

Project Reports

The Department is negotiating with Shelby Police Department to assist them in dealing with juvenile issues at their school. Negotiations continue.

These statistics in no way reflect the number or the impact of contacts and interactions that the officers have with citizen and visitors.

Respectfully submitted,
Chief Laude Hartum

Pentwater Police Department – Activity Detail

| Complaints | Totals |
|---------------------------|---------------|
| Assists | 5 |
| Larceny | 1 |
| Complaints, Misc. | 2 |
| Field Interviews | 1 |
| Misc. | 7 |
| Motorist Assist | 1 |
| OWL | 0 |
| Property Damage Accidents | 1 |
| Suspicious Situation | 1 |
| Traffic Hazard | 1 |
| Traffic Stops | 14 |
| Warrant Pick Up | 3 |
| Well-being Checks | 3 |
| Total | 40 |

Tickets

| | |
|----------------------------------|---|
| Parking Tickets (Winter Parking) | 1 |
| Speeding | 2 |
| | |



VILLAGE OF PENTWATER

ON PENTWATER LAKE AND LAKE MICHIGAN
327 South Hancock Street-P.O. Box 622-Pentwater, Michigan 49449
(231) 869-8301 - FAX (231) 869-5120

ZONING ADMINISTRATOR'S REPORT

February 2016

Zoning Permits issued:

| | |
|----------------------|---|
| Accessory Bldg. | 0 |
| Deck | 0 |
| New Residence | 0 |
| Residential Addition | 0 |
| Fence | 0 |
| Residential Remodel | 0 |
| Sign | 0 |
| Home Occupation | 0 |
| Demolition | 0 |
| Commercial | 0 |
| Driveway | 0 |
| Re-build | 0 |
| Other | 0 |
| Total | 0 |

- Responded to requests for information
- Sent out Request for Proposals for Legal Services
- Submitted Michigan Waterways Grant for Seawall Repair

Detail of Zoning Permits Issued:

None



PENTWATER FIRE DEPARTMENT

486 E. Park Street • P.O. Box 1117
Pentwater, Michigan 49449
Phone (231) 869-5987 Fax (231) 869-8511
www.pentwaterfiredepartment.com

Monthly Meeting Minutes

Meeting Date: Wednesday, February 3, 2016 19:00 Hours
Meeting Location: Pentwater Fire Department
Call to Order

- I. Pledge of Allegiance
- II. Reading and Approval of Minutes
 - a. Minutes from 1/6/16
- III. Reports of Officers
 - a. Treasurer Everet Horton- \$77,591.63 left (65% spent)
- IV. Old Business
 - a. The 2016 budget was completed at a 1/12/16 budget meeting.
- V. New Business
 - a. Elections are tonight for the positions of Fire Chief, Treasurer and MFR Coordinator.
 1. Licensed MFR's (only) may vote for MFR Coordinator.
 - b. John Sayles' Public Safety Officer Benefit claim was approved by The US Department of Justice on January 11, 2016.
 - c. New tags have been ordered for the accountability board.
 - d. A new MS Surface Pro 3 tablet PC has been installed in 351. A new Sierra Wireless GX-450 modem for 351 is on order.
- VI. Elections
 - a. Members present for elections of Fire Chief and Treasurer were T. Arnouts, A. Boyko, T. Cluchey, J. Criscione, R. Hasil, J. Hughhart, J. Lascari, J. Malburg, M. Moore, J. Munoz, N. Munoz, P. Ruggles, W. Schlee and P. Smith. Cluchey, Hasil, Hughart and Ruggles were the members eligible to vote for MFR Coordinator.
 - b. Fire Chief- a motion by Paul Smith to nominate Terry Cluchey to the position of Fire Chief for 2 years effective 4/1/16 was seconded by Arron Boyko. A roll call vote of members present was performed and Terry was unanimously elected.
 - c. Treasurer- a motion by Wayne Schlee to nominate Everet Horton to the position of Secretary for 2 years effective 4/1/16 was seconded

Secretary- Ray Hasil

by Joe Criscione. A roll call vote of members present was performed and Everet Horton was unanimously elected.

- d. MFR Coordinator- a motion by Ray Hasil to nominate Terry Cluchey to the position of MFR Coordinator for 2 years effective 4/1/16 was seconded by Jonathan Hughhart. A roll call vote of members present was performed and Terry was unanimously elected.

VII. Training

- a. Paradigm pipeline training will be held March 3 at 5:30 at the Scottville Optimist Hall, 105 W Green St. Training includes a meal and incident exercise. If you would like to attend contact Terry.

VIII. Discussion on Last Month's Calls

- a. There were 3 fire and 14 medical calls for service for January.

IX. Public Comment (held to two (2) minutes on all issues)

- X. Adjourn- a motion to adjourn by Paul Smith was seconded by Wayne Schlee.



PENTWATER FIRE DEPARTMENT

486 E. Park Street • P.O. Box 1117
Pentwater, Michigan 49449
Phone (231) 869-5987 Fax (231) 869-8511
www.pentwaterfiredepartment.com

Monthly Meeting Agenda

Meeting Date: Wednesday, February 3, 2016 19:00 Hours
Meeting Location: Pentwater Fire Department
Call to Order

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- III. Reports of Officers
 - a. Treasurer Everet Horton
- IV. Old Business
 - a. The 2016 budget was completed at a 1/12/16 budget meeting.
- I. New Business
 - a. Elections are tonight for the positions of Fire Chief, Treasurer and MFR Coordinator.
 1. Certified firefighters (only) may vote for Chief & treasurer.
 2. Licensed MFR's (only) may vote for MFR Coordinator.
 - b. John Sayles' Public Safety Officer Benefit claim was approved by The US Department of Justice on January 11, 2016.
 - c. New tags have been ordered for the accountability board.
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- II. Training
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- III. Discussion on Last Month's Calls
 - a. There were 3 fire and 14 medical calls for service for January.
- IV. Public Comment (held to two (2) minutes on all issues)
- V. Adjourn

Secretary- Ray Hasil



Village of Pentwater
327 South Hancock Street
Pentwater, MI 49449
Phone 231-869-8301 Fax 231-869-5120

**Finance Committee Meeting Minutes
February 11, 2016**

Chair, Jared Griffis called the meeting to order at 1:00 AM in the Community Room at Village Hall.

Present: Jared Griffis, Norm Shotwell and Bill Maxwell.


Staff Present: Village Manager Rob Allard and Clerk/Treasurer Colleen Moser.

Proposed Budget Review The committee reviewed the proposed 2016-2017 budget in detail by Fund, department and general ledger account number. The committee agreed to recommend to Village Council the proposed budget with one change, which was to increase Village President budget by \$1000. Motion was made by Griffis to accept the proposed budget with the change to Presidents wages. Voice vote unanimous. Proposed 2016-2017 budget approved.

The committee also reviewed the financial statements for 3rd quarter. No budget amendments are needed at the time. It is likely that there will be budget amendments needed in March.

Griffis adjourned the meeting at 2:35 PM

Respectfully Submitted,


Colleen Moser,
Village Clerk/Treasurer

Village of Pentwater
CIP Work Group Meeting Notes
February 15, 2016

Present: Norm Shotwell, Jared Griffis, Don Palmer, Ted Cushna, Kathleen Hamilton, Terry Valenzano, Juanita Pierman, Rob Allard, Colleen Moser, Terry Bartels, Steve Mann, Paul Stauder

Shotwell called the meeting to order at 1400.

1. General discussion regarding moving forward with \$3 million worth of street and storm sewer projects which require financing via a new bond resulted in the group agreeing that we should move forward.
2. Terry Bartells presented an update to the projects list. Discussion and agreement it is a valid list with which to move forward, recognizing it will be "tweaked" during further development of the CIP.
3. The Utility Rate studies (waste water & water) were reviewed in summary form and generally accepted. Identified that if the CIP fails, the Utility Rate study would have to be reworked to reflect a different set of capital projects.
4. Paul Stauder led a discussion on bond finance, advising that a staggered bonding approach (say \$1.5 million first and \$1.5 million to follow in 2 or 3 years) would be best and likely result in having to raise a millage of only 2 rather than 3. This would result in an increase of only 1 mill on the current VIP bond millage. Paul will develop that details during the next week or so.
5. The discussion then moved to Public Consultation. Juanita will take the lead in developing the approach, drawing on support from Ron Beeber and Mark Benner. Whether we take the issue to the voters this November or wait til next May is to be discussed.
 - a. If we target November, the voter information packet must be complete by 16 August.

The next CIP Work Group will be held 21 March 2016 at 1400 hrs.

Meeting Adjourned at 1530.

Norman Shotwell

Minutes of the Promotion Committee
Meeting held: Thursday, March 4, 2016
2:00 pm, Village Hall

Members Present: April W., Don P.
Members Absent: Bill M.
Also Present: From the Historical Society (Ed Bigelow, Deb Deward), From the Village of Pentwater (Juanita Pierman, Rob Allard), Pentwater Chamber of Commerce (Eva Gregwer), From the DDA (Claudia Ressel-Hodan)

Palmer opened the meeting by again welcoming all who were in attendance, briefly reviewed the summary of the last meeting and asked each person to provide any updates they have since the meeting in February.

HISTORICAL SOCIETY (Deb and Ed)

Deb provided a sample of wooden coins that she received from a supplier and the costs of ordering. Discussion was centered on any options to put on the coins with some flexible ideas shared. Deb will continue to look into this with April doing additional checking of getting 5,000 – 10,000.

Ed reported on the Historical Society's management meeting with some discussion continued from the last meeting of having reflections in print of 'Best Pentwater Stories' for a society fundraiser. Ed noted that this, if done, will not be a major fundraiser as they have books in reflection from a past printing that are still available. An item generating discussion from all was having banners of commemoration on selected downtown poles. This was positively received with the cost, of course, a factor which will be looked into.

CHAMBER OF COMMERCE (Eva)

The CC wants to begin promoting ASAP with an indication of the 2017 annual Visitor's Guide to have something on the sesquicentennial.

DDA (Claudia)

Claudia plans to canvass the businesses on this topic and generate interest in having historical presentations of the original appearances of the downtown businesses. She stated she could work with the Historical Society on dates/data of each building displayed. Although the Historical Society already has a building/home tour pamphlet of historical sites, they have ongoing plans on possible updates. April concurred with enhancing this historical pamphlet which the Chamber is selling. Claudia would consider helping with the concept of banners along the business district.

VILLAGE OF PENTWATER (Juanita/Rob)

Juanita will contact Janet Weber (already received a copy of the e-mail correspondence she had with Janet). She will also contact Pentwater Schools' Art teacher on any possible interest in having art students' work on a logo for the 150th. Consensus was that a professional logo presentation (Janet Weber) would be the one to 'officially' use. Since the last meeting, she has also talked with Chuck Smith from the Township on how they acquired the signage entering the township. She will continue checking on state contacts (MDOT, Janet Weber). The Oceana Herald Journal (Andy Skinner/Jim Young) is willing to assist in a 'This week in Pentwater' section in the weekly paper. All clearly agreed and understand there is LOTS to delve into with Ed and the HS to look into this with the HS and the paper.

Additional items discussed included:

TIME CAPSULE: merits of doing this seemed of interest to those gathered with Claudia and the DDA to look into some specifics of cost, etc. Ed raised an ideal location to 'bury' any agreed upon capsule – nearby/under the GAR rock in front of Pet Hollywood business.

START of SUMMER party (SOS): a suggestion was raised to have tables representing decades throughout the village's era with participants choosing to dress accordingly.

MEMORIAL DAY SPEAKER: Ed suggested that the 2017 speaker on the Green have as part of his/her speech something on the village's 150th.

ORGANIZATIONS: Eva will work with Don on a listing of all area organizations so updated information can be shared what is already planned and, more importantly, what they may choose to do to be a part of this celebration. Don will contact Eva on a listing he has compiled.

Probable 2017 DATES OF NOTE:

March 16 (Thursday): 150th 'Kick-off' celebration/dinner. Have this well attended with 'named' elected/appointed officials to motivate optimum attendance. To be held at the school, VFW, Friendship Center?

| | |
|-------------------|--|
| May 6 | Founders Day (First Saturday in May) |
| May Memorial Day | Village Green speaker |
| June 4 | Start of Summer Party (First Sunday in June) |
| August Homecoming | August 11, 12, 13 |

Palmer will make personal calls to participants to consider attending the next meeting set for the FIRST THURSDAY of the MONTH---- April 7, 2:00 pm, Village Hall.

With no other items before the group, the meeting ended at 3:05 pm.

Respectfully Submitted for the Committee,

Don Palmer, Chairman
Promotions Committee
Village of Pentwater



Village of Pentwater - Downtown Development Authority
Regular Meeting Minutes – Wednesday, February 10, 2016

Call to Order: Chair Claudia Ressel-Hodan called the meeting to order at 8:40 AM followed by the Pledge of Allegiance to the flag.

Attendance Roll Call: Claudia Ressel-Hodan, Jack Witt, Juanita Pierman, Jilly Barnes, Teri Lambrix and Terry Valenzano.

Absent: Doug Osborn, Chris Dunn, John Nagel, and Buz Graettinger.

Also present: Village Manager Rob Allard, Deputy Clerk/Treasurer Barbara Siok, and Clerk/Treasurer Colleen Moser.

Public Comments: None

Agenda:

Motion to approve agenda by Juanita Pierman, seconded by Terry Valenzano. Voice vote. All Ayes. Opposed: None. Motion carried.

Minutes:

Motion to approve the Meeting Minutes for December 9, 2015 by Juanita Pierman, seconded by Terry Valenzano. Voice vote. All Ayes. Opposed: None. Motion carried.

2016 Meeting Dates: Claudia distributed the 2016 DDA meeting schedule for review.

Motion to approve the DDA 2016 Meeting Schedule by Terry Valenzano, seconded by Jilly Barnes. Voice vote. All Ayes. Opposed: None. Motion carried.

COMMITTEE REPORTS

Marketing Committee: Claudia Ressel-Hodan introduced Executive Director Anne Hardy of the Oceana County Economic Development Corporation. There will be a Job Fair, April 2nd, 10-2 at The Ladder Community Center in Shelby. Anne Hardy suggested; promoting Pentwater Pathways starting in the fall, send a news release (Muskegon Chronicle, GR Press, Traverse City) for whatever happens in Pentwater, take pictures, post pictures and leave a business card promoting Pentwater everywhere you go. Anne said that Pentwater has good things to offer and whatever is good, make sure everybody knows about it. Anne distributed copies of the History of Pentwater (because you don't know where you're going if you don't know where you've been) and a Google copy of *How to Bring Business to Small Towns* suggesting an analysis (SWOT: strengths, weaknesses, opportunities, and threats). Claudia said the Marketing Committee will have a workshop with further discussions.

Joint DDA /Pentwater Arts Council (PAC) Bike Stand Contest: Claudia Ressel-Hodan said the news release is in the paper and PAC is waiting for artist design submissions.

Water Tower Spot: Claudia stated the Water Tower Project is done.

Way Finding Signs: Juanita Pierman stated four way finding signs were delivered that will be installed: one on Clymer, one on Park Street and two signs on Hancock for the museum.

Village of Pentwater - Downtown Development Authority
Regular Meeting Minutes – Wednesday, February 10, 2016

Treasurer's Report: Jack Witt distributed copies of the 2015 -2016 financial report.
Motion by Jilly Barnes to approve the Treasurer's Financial Report as submitted, seconded by Terry Valenzano. Voice vote. All Ayes. Opposed: None. Motion carried.

2016 Budget approval: Jack Witt presented the 2016 budget proposal.
Motion to approve the 2016 Budget Revenue: \$22,000 and 2016 Expense: \$22,000 by Terry Valenzano, seconded by Jilly Barnes. Roll call vote. All Ayes. Opposed: None. Motion carried.

Pentwater Beautification: Jilly Barnes reported that last year additional swags for Christmas decorations were not available. Jilly proposed Plan B: 4 x 4 LED lit powder coated rolled steel snowflakes including the bracket, 3 years guarantee on the lights, 6 years for the snowflake at \$489 each but if ordered before February 29 we would get a 33% discount. Discussion followed.

Motion to approve \$5500 by Juanita Pierman to purchase 14 snowflakes to decorate the light poles in the Village for the holidays, second by Terry Valenzano. Roll call vote. All Ayes. Opposed: None. Motion carried.

Motion by Juanita Pierman to reimburse Jilly Barnes \$200 for the purchase of corn stalks for fall decorations in 2015, second by Terry Valenzano. Roll call vote. All Ayes. Opposed: None. Motion carried.

Motion to allocate \$500 for the purchase of 2016 fall festival décor by Jilly Barnes, second by Claudia Ressel-Hodan. Roll call vote. All Ayes. Opposed: None. Motion carried.

Wi-Fi: Terry Valenzano presented the \$9785.00 installation proposal from SkyWeb Networks. Village Manager Rob Allard asked Terry Valenzano for a memo narrating how other companies were solicited for competitive bids. Discussion followed.

Claudia Ressel-Hodan said two workshops will be scheduled before the next DDA meeting.

New Business-Promotional Opportunity Booth: Claudia Ressel-Hodan proposed an idea of promoting Pentwater at the 2016 Cottage and Lakefront Living Show in Grand Rapids.

Motion by Juanita Pierman to consider \$800 booth fee for the 3 day 2016 Cottage and Lakefront Living Show at DeVos Place March 24-26, second by Terry Valenzano. Roll call vote: Ayes: 1, Nays: 5. Motion did not pass.

NEW BUSINESS

Adjournment: There being no further business, the meeting was adjourned at 10:40 AM.

The next scheduled DDA Meeting is April 13, 2016, at 8:30 AM in the Community Room.

Respectfully submitted,

Barbara Siok
Deputy Clerk/Treasurer

Date



VILLAGE OF PENTWATER
Planning Commission
ON PENTWATER LAKE AND LAKE MICHIGAN
327 South Hancock Street – P.O. Box 622
Pentwater, Michigan 49449
(231) 869-8301 – FAX (231) 869-5120

Regular Meeting Minutes – February 17, 2016

Chairperson Christians called the regular meeting of the Pentwater Village Planning Commission Meeting to order at 7:00 P.M. with the Pledge of Allegiance.

ROLL CALL

Present: Bruce Koorndyk, Dan Hoekstra, Ron Christians, Kirstin McDonough & Paul Anderson

Absent: Mark Benner

Others Present: Sara Bizon, Zoning Administrator & Keith Edwards, Pentwater Township Zoning Administrator

APPROVAL OF AGENDA

Motion by Hoekstra second by Anderson to approve the agenda as amended.

Voice Vote: Aye: 5 Nay: 0 Absent: 1 **Motion carried.**

APPROVAL OF REGULAR MINUTES

Motion by Anderson second by Koorndyk to approve the December 16, 2015 regular meeting minutes.

Voice Vote: Aye: 5 Nay: 0 Absent: 1 **Motion carried.**

PUBLIC COMMENTS ON AGENDA ITEMS

None

COMMITTEE/DEPARTMENT REPORTS

A. Zoning Administrator

Bizon provided the Commission with her January 2016 Monthly Report and 2015 Annual Report. She reported that she issued 1 zoning permit in January for a new home on Victoria. She also reported that the County Draft Master Plan is out for review on the County's website. She also discussed an upcoming training on the Open Meetings Act.

B. Zoning Board of Appeals

No meeting. No report.

OLD BUSINESS

A. Zoning Ordinance Review Committee

Edwards and Bizon will schedule a meeting for the combined committee meeting. Monday's during the day appear to be a good time. Koorndyk, Hoekstra & Christians are on the

committee.

NEW BUSINESS

A. Mr. Keith Edwards, Zoning Administrator Pentwater Township – Pentwater Township Draft Master Plan

Edwards introduced himself as the new Zoning Administrator and Code Enforcement Office for Pentwater Township. He presented the Commission the Township's Draft Master Plan which does not have many changes from the 2009 plan. The Township is waiting to schedule its public hearing after the review period concludes.

Edwards stated that after the 2020 census we will get more / useable data which will help the Township and Village plan. The current demographics is seeing a declining, but aging population. The Township did not change the Future Land Use map. The Township has seen an uptake in ZBA requests. According to Edwards, the community continues to be a tourist community, but should take into account the changing demographics when it plans.

Hoekstra discussed the relationship between the Township and the Village. He acknowledged that the Township's Plan does not talk much about the water issues as it relates to dredging, the environment, and socially.

Christians inquired as to where the "office" district was on the Township's Future Land Use map. He also discussed the possible need to expand the Waste Water Treatment Plan to accommodate future planning / expansion. Edwards stated that there is a limitation in development by the lack of infrastructure.

Bizon stated that if the Commissioners have any comments to the plan they may send them directly to Edwards or to her and she will forward them onto Edwards.

B. Open Meetings Act Training – March

Hoekstra and Christians would like to attend the March 24, 2016 meeting that is being offered by the County.

C. Election of New Secretary

Christian stated that with the resignation of Elke Garrett a new secretary needs to be elected.

Motion by Koorndyk second by McDonough to elect Anderson as Planning Commission Secretary.

Voice Vote: Aye: 5 Nay: 0 Absent: 1 **Motion carried.**

COMMUNICATIONS FROM PLANNING COMMISSION MEMBERS

Christians requested that commission members to get names of potential candidates to Bizon or President Pierman to serve as a new Planning Commission member. Christians also reminded

the Commission that officer elections will occur in March or April, per by-laws.

He also talked about the Michigan Planner Magazine and requested that members review it prior to the March meeting per Mr. Norm Shotwell's request. Bizon reported that a lot of what is in the magazine is what the Village did in its study through Lawrence Tech last spring / summer. She also stated that the Village is waiting on the financial report.

ADJOURNMENT

Motion by Hoekstra second by Anderson to adjourn the meeting.

Voice Vote: Aye: 5 Nay: 0 Absent: 1 **Motion carried.**

Christians adjourned the meeting at 8:50 p.m.

Respectfully Submitted,

Sara S. Bizon
Zoning Administrator

Date

**Budget Amendment #3 and Transfer to Local Streets
March 14 2016 Regular Council Meeting**

| | <i>2015-2016 Original Budget</i> | <i>Prior Amendments</i> | <i>Proposed Budget Amendment</i> | <i>2015-2016 Amended Budget</i> |
|--------------------------------|--|-----------------------------|--|---|
| Dept 441 - DPW | 84,500 | | 5,000 | 89,500 |
| Dept 756 - Parks | 102,000 | | -5,000 | 97,000 |
| <hr/> | | | | |
| <u>Transfer Out:</u> | | | | |
| General Fund | 80,000 | 20,000 | 20,000 | 40,000 |
| <u>Transfer In:</u> | | | | |
| Major Streets | 18,000 | 0 | 0 | 0 |
| Local Streets | 62,000 | 20,000 | 20,000 | 40,000 |
| Total Transfer IN | 80,000 | | | 40,000 |

Proposed Transfer \$20,000 from General Fund to Local Streets.

Pentwater -Hart Bike Trail

To: Pentwater Village Council

Re: Village Grounds Consent Requests

1. June 5, 2016 Start of Summer Party

The Pentwater-Hart Bike Trail Committee will set up a Table and 10x10 tent.

Requesting to be placed North Side of Police station.

Purpose; pass out chalk to kids to draw a trail and get a small give away,

Pass out info on trail, provide form on how to donate and provide T-shirts for donations \$25 or more.

2. June 11th, 2016 Garage Sale.

The Pentwater-Hart Trail Committee will set up a Table and 10x10 tent.

Requesting to be placed on sidewalk top of Village Green

Purpose; Pass out info on trail, provide form on how to donate and provide T-shirts for Donations of \$25 or more.

3. August 12, 2016 2-6pm Friday of Homecoming

Pentwater-Hart Trail Committee will set up a Table and 10x10 tent.

Requesting to be placed on sidewalk top of Village Green

Purpose raffle Bike (winner will be announced that day) pass out info on trail. Provide a form on how to donate and provide T-shirts for donations \$25 or more.

Respectfully Submitted,
Claudia Ressel-Hodan
Trail Committee Facilitator