



VILLAGE OF PENTWATER

ON PENTWATER LAKE AND LAKE MICHIGAN
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 on January 1, 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.

Approval of Village Council Regular meeting minutes held on December 14, 2015.

Regular Village bill approval of \$71,572.83. Fire Department bill approval of \$2,498.32

Approval of the use of Village Property:

- The Chamber requests use of the Village Green for a Founders Day Event to be held on May 7, 2016.
- PYC requests use of the Village Green for the Wooden Boat Show to be held on August 27, 2016.
- Jamie Woenker & David Slotsema request use of the Village Green on September 10, 2016 and September 17 2016 for a wedding ceremony (Both days).
- Pentwater Sportfishing request use of the Marina Pavilion for their 2016 Events.

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. Reappoint Jim Young as 1st Alt. to the ZBA. Term Expires Jan 2019.
2. Appoint Nancy Ceton as 2nd Alt. to the ZBA. Term Expires Jan 2019

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 December 14, 2015

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, Dan Hoekstra, Norm Shotwell, Bill Maxwell, Don Palmer, April Watkins and Juanita Pierman. Absent: None

Also present: Village Manager, Rob Allard; Clerk/Treasurer, Colleen Moser; Deputy Clerk/Treasurer, Barb Siok; Police Chief, Laude Hartrum and Village Attorney, Gary Nicholson.

President Pierman introduced the new Director of the Pentwater Library, Mary Barker. Mary earned her graduate degree from Central Michigan University and had recently moved to the Village from Mount Pleasant with her husband, John.

Public Comments - Ted Cuchna, 529 Clymer stated concern over the possibility of planning commission members being a non-electors of the Village as was written in the planning commission minutes. President Pierman stated that according to the statute, the Council *may* choose to have 2 non-electors on the Planning Commissions' 7-member board and that there were no Planning Commission candidates on the Council's agenda.

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

Approval of Consent Agenda - Approval of Village Council Regular meeting minutes held on November 9, 2015. Regular Village bill approval of \$70,413.50. Fire Department bill approval of \$6,736.66

Motion by Maxwell, second by Griffis, to approve the consent agenda items. Palmer asked that the November meeting minutes under Promotions Committee reflect that Rob had spoken with Mary Stiphany with regard to the Christmas decorations. Roll call vote. Aye: 7 Nay: 0. Motion passed.

VILLAGE DEPARTMENT REPORTS

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

Village Manager - See meeting packet.

Police Chief - See meeting packet.

Fire Chief - See meeting packet.

Marina Manager - Closed.

Zoning Administrator - See meeting packet.

COMMITTEE REPORTS

Committee meeting minutes are provided in meeting packet.

Finance Committee – Chairperson Griffis reported on November 18th committee meeting, when they reviewed the budget except for the Village Council department which will need \$20,000 transferred to pay legal fees regarding Cucci and Bates lawsuits. Griffis stated that the Village Manager spending limit of \$5,000 should be raised to \$10,000 because many required items are over the manager's spending limit such as the agenda items under New Business. Shotwell stated that the quarterly financials would be reviewed by Finance Committee and therefore the committee could monitor the manager's spending. The Village Clerk/Treasurer stated that the spending would be a change of a Village Ordinance. Motion by Griffis to raise the Village Manager's spending limit to \$10,000, second by Shotwell. Roll call vote. Aye: 7 Nay: 0 Motion approved.

Ordinance Committee. - No meeting, no report.

Building and Grounds Committee – No meeting. Hoekstra reported that the DDA had asked him where a bike rack could be placed and his response to the DDA was that the placement did not need to go to a committee, and that the decision should be handled by the Village Manager.

Personnel Committee- No meeting, no report.

Services Committee- Shotwell reviewed the meeting minutes from November 13 that included the CIP advisory Committee. The advisory committee had also met with engineers and a bonding attorney in order to gather information on best to come up with a solid plan for street ranking and funding, see meeting minutes. The CIP advisory group would meet again on January 8, 2016 at 1:30 pm at Village Hall. Counselor Hoekstra asked that the committee address the issue of sidewalks especially on destination streets such as the School and Beach.

Promotions Committee – No meeting, no report. Palmer thanked all those involved in putting up Christmas decorations. President Pierman also thanked Jack Witt of Snug Harbor Marina for personally decorating the gazebo at the Municipal Marina

Harbor Research Committee Ad Hoc. No meeting. Pierman stated that the State of Michigan had been interviewing for a Marina Harbor Coordinator for the small harbors West Michigan in order to coordinate work and funds.

VILLAGE COMMISSION AND BOARD REPORTS

Planning Commission- Ron Christians reported on the meeting from November 18th and that they are working on the By-law revision. See meeting minutes. He and Counselor Hoekstra attended a Sidewalk symposium.

DDA – Ressel-Hodan reported on the December 9th DDA meeting. The DDA in conjunction with the Pentwater Arts Council would be announcing a call for artists to design a bike rack specifically for the Village. A notice will be posted in the Newspaper. The Marketing committee of the DDA had met and they would like to get restaurants to stay open with longer hours and may try to bring in a destination restaurant to the downtown. Pierman added that this time of year the Village does not have any place to buy morning coffee prior to 9:00 am. The DDA is researching having free Wi-Fi in the downtown district.

ZBA- No meeting, no report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Appointments.

Motion by Pierman, second by Shotwell to **Reappoint Doug Osborn to the DDA**, term to expire in Nov 2019. Voice vote: All. Reappointment approved.

Motion by Pierman, second by Maxwell to **Appoint Buz Graettinger to the DDA** term to expire in Dec 2019. Voice vote: All. Reappointment approved.

Budget amendment, transfer and OPEB deposit.

Motion by Griffis, second by Palmer to approve the 2015-2016 budget amendment to increase the Village Council budget by \$20,000 due to increased legal fees for the Bates and Cucci lawsuits and to approve the \$20,000 transfer from General fund to Local streets. Roll call vote. Aye: 7 Nay: 0 Motion passed.

Motion by Griffis, second by Palmer to deposit \$10,000 from General Fund into the OPEB Trust. Roll call vote. Aye: 7 Nay: 0 Motion passed.

Proposed spending.

Motion by Maxwell, second by Watkins for the Village Manager to spend \$8,361.60 plus the shipping costs of Village Sewer Funds for a mixer for the wastewater treatment plant. Roll call vote. Aye: 7 Nay: 0 Motion passed.

Motion by Shotwell, second by Palmer for the Village Manager to spend up to \$9,000 of water funds for a new meter reader. Roll call vote. Aye: 7 Nay: 0 Motion passed.

Motion by Hoekstra, second by Maxwell for the Village Manager to accept proposed bid \$16,800 from Fleis & Vanderbrink for Engineering services for 2015 seawall failure. Roll call vote. Aye: 7 Nay: 0 Motion passed.

Regular meeting schedule for 2016. - Motion by Palmer, second by Shotwell to approve the 2016 Regular meeting schedule. Voice vote. Aye: 7 Nay: 0 Meeting schedule approved.

Adjournment President Pierman adjourned the meeting at 6:47 pm.

Respectfully submitted,

Colleen Moser, Clerk/Treasurer

Date

CHECK REGISTER FOR VILLAGE OF PENTWATER 12/01/2015 - 12/31/2015

Check Date	Check	App	Vendor Name	Description	Amount
12/07/2015	42237	AP	Allard, Rob	reimb (for the crew wkg. on wwtp)	27.58
12/07/2015	42238	AP	AT&T Mobility	(marina) utilities	75.84
12/07/2015	42239	AP	Baker, Doug	cell phone reimburs.	70.00
12/07/2015	42240	AP	Brass Anchor	marina supplies	83.20
12/07/2015	42241	AP	Briggs True Value Hardware	WWTP	9.61
12/07/2015	42242	AP	C & D Cleaning	prof. svc.	1,234.00
12/07/2015	42243	AP	Charter Communications	utilities	814.67
12/07/2015	42244	AP	Cintas Corporation	prof. svc.	121.74
12/07/2015	42245	AP	DTE Energy	utilities	793.55
12/07/2015	42246	AP	Fleis & Vandenbrink	3rd Ave cwp	1,800.00
12/07/2015	42247	AP	Hach Company	water treatment supplies	515.02
12/07/2015	42248	AP	Holladay, Nicole	Village Green community Promo.	146.50
12/07/2015	42249	AP	Integrity Business Solutions	supplies	22.40
12/07/2015	42250	AP	Lighthouse Car Care Center LLC	mtc/repair	16.00
12/07/2015	42251	AP	Ludington Plumbing & Heating	supplies	14.24
12/07/2015	42252	AP	Malburg's Sanitation Service, Inc.	prof. svc.	130.00
12/07/2015	42253	AP	MISS DIG System, INC.	prof. svc.	550.30
12/07/2015	42254	AP	MML Workers' Comp Fund	revised PD. part-time ins.	855.00
12/07/2015	42255	AP	Gary L. Nicholson, P.C.	VOP: Jeffries	1,558.50
12/07/2015	42256	AP	Oceana's Herald-Journal	publishing	94.80
12/07/2015	42257	AP	Republic Services, Inc.	prof. svc.	345.16
12/07/2015	42258	AP	Tanner Plumbing & Heating, Inc.	trtmnt. plnt. supplies	130.65
12/07/2015	42259	AP	Tarnowski, Nate	cell phone reimb.	70.00
12/07/2015	42260	AP	Tire it Wholesale	tires	153.50
12/07/2015	42261	AP	Trace Analytical Laboratories, Inc.	analytical	582.30
12/07/2015	42262	AP	Verizon Wireless	utilities	116.04
12/07/2015	42263	AP	Wilson, Gary	in lieu of insurance	50.00
12/07/2015	42264	AP	Xerox Corporation	lease/mtc	293.12
12/10/2015	42265	AP	Consumers Energy Payment Center	utilities	9,900.99
12/11/2015	42266	AP	Adams Marine Construction, Inc.	prof. svc. raising docks/LR removal	1,800.00
12/11/2015	42267	AP	American Legal Publishing Corp.	publishing	457.31
12/11/2015	42268	AP	Christians, Ron	reimb.(Planning)/MSU training (travel)	16.10
12/11/2015	42269	AP	Cintas Corporation	prof. svc.	289.17
12/11/2015	42270	AP	Companion Life	insurance	201.60
12/11/2015	42271	AP	Firstmerit Bank, N.A.	supplies	1,290.28
12/11/2015	42272	AP	VOID	void	0.00
12/11/2015	42273	AP	Frontier	utilities	85.97
12/11/2015	42274	AP	Gustafson HDD LLC	prof. svc. wwtp	450.00
12/11/2015	42275	AP	Hutchings, Richard	reimb.	23.70
12/11/2015	42276	AP	State of Michigan	annual permit fee	1,950.00
12/11/2015	42277	AP	Gary L. Nicholson, P.C.	attorney fees	300.00
12/11/2015	42278	AP	North Central Co-op	fuel	461.17
12/11/2015	42279	AP	Pentwater Convenience Center	fuel	209.59
12/11/2015	42280	AP	Republic Services, Inc.	prof. svc.	8,756.50
12/11/2015	42281	AP	USA BlueBook	waterpumping & treatment supplies	741.59
12/11/2015	42282	AP	Vandervest Electric Motor & Fab.LLC	prof. svc. wwtp	671.00
12/11/2015	42283	AP	WEX BANK	fuel	567.26
12/25/2015	42284	PR	Net Payroll Check	payroll	124.67
12/25/2015	42285	PR	Net Payroll Check	payroll	124.67
12/25/2015	42286	PR	Net Payroll Check	payroll	83.12
12/22/2015	42287	AP	All Seasons Porta-Jons LLC	prof.svc.	72.00

CHECK REGISTER FOR VILLAGE OF PENTWATER 12/01/2015 - 12/31/2015

Check Date	Check	App	Vendor Name	Description	Amount
12/22/2015	42288	AP	Bruce's Auto & Maint.	repair/mtc.	20.00
12/22/2015	42289	AP	C & I Electric	lift station prof.svc.	120.00
12/22/2015	42290	AP	Cintas Corporation	prof. svc.	60.87
12/22/2015	42291	AP	Cummins, William	PD Safety Eq.	58.89
12/22/2015	42292	AP	Great Lakes Energy	twنشp.so. Utilities	139.99
12/22/2015	42293	AP	Harper Industrial Construction INC	prof. svc. wwtp	1,520.00
12/22/2015	42294	AP	Kennedy Industries, Inc.	pump/dist. mtc.	794.60
12/22/2015	42295	AP	Ludington Plumbing & Heating	twنشp.sewer so.	97.17
12/22/2015	42296	AP	MAMC	clerk institute/ training	600.00
12/22/2015	42297	AP	Trace Analytical Laboratories, Inc.	analytical	1,036.40
12/22/2015	42298	AP	GWILLIM JEFFREY E	Vil Tax Refund 044-417-004-00	161.21
12/28/2015	42299	AP	Larson & Son Ace Hardware, Inc.	supplies	248.86
12/31/2015	42300	PR	POLICE OFFICERS ASSOCIATION	dues	120.00
12/31/2015	42301	PR	TECH, PROF & OFFICE ASSOC OF MICHIGAN	dues	75.00
12/31/2015	42302	PR	UNITED WAY OF THE LAKESHORE	united way	46.00
12/30/2015	42303	AP	Delta Dental	Delta Dental January 2016	401.27
12/30/2015	42304	PR	Priority Health Insurance	insurance	7,672.61
12/30/2015	42305	AP	AT&T Mobility	utilities	77.84
12/30/2015	42306	AP	Baker, Doug	cell phone reimb.	70.00
12/30/2015	42307	AP	Charter Communications, Inc.	utilities	814.85
12/30/2015	42308	AP	Cintas Corporation	prof. svc.	60.87
12/30/2015	42309	AP	Consumers Energy Payment Center	utilites	39.68
12/30/2015	42310	AP	Dixon Engineering, Inc.	prof.svc. water tower	1,900.00
12/30/2015	42311	AP	DTE Energy	utilities	1,284.23
12/30/2015	42312	AP	Frontier	utilities	236.26
12/30/2015	42313	AP	Life Line Screeing	refund PFC security deposit	100.00
12/30/2015	42314	AP	Poster Compliance Center	oper.supplies	95.66
12/30/2015	42315	AP	Tarnowski, Nate	cell phone reimb.	70.00
12/30/2015	42316	AP	Trace Analytical Laboratories, Inc.	analytical	450.00
12/30/2015	42317	AP	Trojan Tech. / Fifth Third Bank	operating supplies wwtp	439.03
12/30/2015	42318	AP	Village of Pentwater	quarterly w & s	2,658.75
12/30/2015	42319	AP	Wilson, Gary	in lieu of insurance	50.00
12/30/2015	42320	AP	Constellation Trust	OPEB	10,000.00
12/30/2015	42321	AP	Jack Witt	Christmas decorations promo reimb.	402.38
12/30/2015	42322	AP	North Woods Sign Shop LLC	wayfinder sign	400.00
					<u>\$71,572.83</u>

Pentwater Fire Department

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Jan 14, 16	01/14/2016	2196	Verizon Wireless	\$ (76.02)
	01/14/2016	2197	Republic Services #240	\$ (286.07)
	01/14/2016	2198	Michigan State Fireman's Association	\$ (462.36)
	01/14/2016	2199	DTE Energy	\$ (138.31)
	01/14/2016	2200	Mason-Oceana 911	\$ (50.00)
	01/14/2016	2201	Evergreen Solutions LLC	\$ (50.50)
	01/14/2016	2202	Tri-Berry Inc.	\$ (513.00)
	01/14/2016	2203	MML Worker's Comp Fund	\$ (61.00)
	01/14/2016	2204	Quill Corporation	\$ (89.90)
	01/14/2016	2206	Village of Pentwater	\$ (69.45)
	01/14/2016	2207	Charter Communications	\$ (256.63)
	01/14/2016	2208	Consumers Energy	\$ (226.03)
	01/14/2016	2209	Tele-Rad, Inc.	\$ (115.00)
	01/14/2016	2210	Evergreen Solutions LLC	\$ (104.05)
Jan 14, 16			TOTAL	\$ (2,498.32)



PENTWATER
Sportfishing Association

P.O. Box 173 | Pentwater, MI 49449

Village of Pentwater

Attn: Barb

2016 PSA Event Calendar

Jan 16	Mid-Winter Director's Lansing Meeting	
May 21	PSA Meeting Friendship Center 3:00pm	Friendship Center 3pm- 5:00
May 9	Install Channel Lights	
May 28	Start of Big Fish Contest	
May 28, 29, 30	Memorial Weekend Fishing Derby	Gazebo at Village Marina
June 11	First Mini Tournament	Gazebo at Village Marina
June 18	PSA Meeting Friendship Center 3:00pm	Friendship Center 3pm-5:00
June 25	Second Mini Tournament	Gazebo at Marina
July 9	Ladies Classic Tourney	Gazebo at Marina
July 14- 15	Boating Safety Class	Yacht Club
July 16	PSA Meeting (Election Committee)	Friendship Center 3pm-5:00
July 23	Third Mini Tournament	Gazebo at Marina
August 4-5	Boating Safety Class	Yacht Club
August 6	Fourth Mini Tournament	Gazebo at Village Marina
August 12-14	Pentwater Homecoming	
August 22	End of Big Fish Contest	
August 27	PSA Annual Dinner Meet'g	Friendship Center 1pm- 6:00
September 3	Bannink's Lines Down Tournament	Gazebo at Village Marina
September 17	PSA Meeting Friendship Center 3:00PM	Friendship Center 3pm-5:00
October 10	Remove Channel Lights	

Barb--- Here are the dates we would like to Reserve the Friendship Center .

All times would be from 3:00pm to 5:30 pm --May 21, June 18, July 16 & September 17

Time for Annual Dinner would be from 1:00pm to 6:30 pm on August 27

Friendship Center Dates 2016- May 21, June 18, July 16 , August 27 & September 17

Village Marina Gazebo Dates: May 28-30, June 11, June 25, July 9, July 23, August 6, Sept 3. We have varying times for the events if you need additional time description please let me know!!!!

Any Requests for Information Contact--- Bruce Koorndyk---231-869-1091

cell 517 202 7213



MANAGERS REPORT

January 11, 2016

ROAD MAINTENANCE

The first snow of the year was wet and heavy. So far we have been very lucky with light snow.

CLEAN WATER PLANT

Flows at the plant continue to be seasonally low.

WATER TREATMENT PLANT AND DISTRIBUTION SYSTEM

The "Let Water Run" notices for the select group of customers have been sent out. Please note this is **NOT** a village wide notice. All indications are that the El Nino winter is expected to be mild.

PENTWATER MUNICIPAL MARINA

No news to report on the marina seawall at this time.

CHRISTMAS DECORATIONS

Christmas decorations are scheduled to be taken down on Hancock Street the week of the 11th, (this week). Decorations at Triangle Park and the tennis courts were scheduled for the week of January 4th, (last week).

ANNUAL BUDGETS

The bulk of the Village budgets have been prepared. Colleen and I are still combing them over for irregularities. A meeting with the Finance Committee will be scheduled for February, unless winter vacations require an alternate time frame.

**Pentwater Police Department
Activity Report
December 2015**

Synopsis

Calls for service in December were consistent with previous years. We received 47 calls for service.

Activity Highlight

On 12/8/2015 Officer took a complaint of a Vulnerable Adult in the 100 Block of South Carroll Street. The case was referred to Oceana County Department of Human Services.

On 12/22/2015 Officers took a report of possible Child Abuse / Neglect. This case remains under investigation.

On 12/30/2015 Officers responded to a Property Damage Accident when a pickup truck lost control on Longbridge Road and crashed into Pentwater Lake. There were no injuries and no tickets were issued.

Ongoing Efforts

Dockside Restaurant was brought into compliance with Village Ordinance

The Department is accepting Property Check Requests. Forms are available at the Village Hall.

Respectfully submitted,
Chief Laude Hartrum

Pentwater Police Department – Activity Detail

Complaints	Totals
Abandoned Vehicle	1
Assists	6
Attempt to locate	1
Child Abuse	1
Field Interviews	2
Misc.	2
Property Check	2
OWI	0
Motorist Assists	2
Stray/Barking Dog	2
Suspicious Vehicles	4
Traffic Stops	23
Traffic Hazards	1
Total	47

Tickets

Speeding	1
Disregard a Stop Sign	1
No Trailer Plate	1



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 December 2, 2015 19:00 Hours

Meeting Location: Pentwater Fire Department

Call to Order

- I. Reading and Approval of Minutes
 - a. Minutes from 11/4/15
- II. Reports of Officers
 - a. Treasurer Everet Horton
 - i. Balance
- III. Old Business
 - a. Pepe will be Santa 11/28
 - b. Congratulations to Terry for 30 Years of service as of September
 - c. Apparatus were tested and all passed. 341 had a broken check valve that will be replaced.
- IV. New Business
 - a. Armed Forces Benefit Association will be at tonight's meeting to offer life insurance to anyone in attendance.
- V. Training
 - a.
 - b.
- VI. Discussion on Last Month's Calls
 - a. There were 4 fire calls for the month of November
 - b. There were 14 medical calls for the month of November
- VII. Comments
 - a.
 - b.
- VIII. Adjourn- A motion to adjourn by seconded by

- All comments will be held to two (2) minutes on all issues



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Phone (231) 869-5987 Fax (231) 869-8511
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Monthly Meeting Notes

Meeting Date: Wednesday, December 2, 2015 19:00 Hours

Meeting Location: Pentwater Fire Department

Call to Order

- I. Pledge of Allegiance
- II. Reading and Approval of Minutes
 - a. Minutes from 11/4/15
- III. Reports of Officers
 - a. Treasurer Everet Horton
 - i. Balance
- IV. Old Business
 - a. The check valve in 341 has been repaired
- I. New Business
 - a. Rick Yonker, director of emergency services for 1-800-BoardUp presented on board up services, victim services and canteen services available.
 - b. Aleks Mitrius from the Armed Forces Benefit Association spoke regarding life insurance and met with PFD members individually to offer \$5,000 in free life insurance.
- II. Training
 - a. New AED training with Oceana EMS will be conducted in January
- III. Discussion on Last Month's Calls
 - a. There were 19 calls for service for the month of November:
 - i. 4 fire calls
 - ii. 15 medical calls
- IV. Public Comment
- V. Adjourn
 - a. A motion to adjourn by Everet Horton was seconded by Mike Moore

Secretary- Ray Hasil



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ZONING ADMINISTRATOR'S REPORT

December 2015

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	1
Commercial	0
Driveway	0
Re-build	0
Other	0
Total	1

- Responded to requests for information

Detail of Zoning Permits Issued:

Permit Number	Date Issued	Address	Parcel Number	Property Owner	Project
DM 07-15	12/2/15	401 S. Hancock St	044- 677-001-00	Dockside Restaurant (Adams Exc.)	Demolish burned out structure



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DATE: January 6, 2016
TO: Village Council
FROM: Sara S. Bizon, Zoning Administrator *SSB*
SUBJECT: 2015 Annual Report

The following represents the Zoning Administrator’s 2015 Annual Report.

Planning Commission

During 2015, the Pentwater Village Planning Commission conducted nine (9) regular meetings and one (1) public hearing. In summary the Planning Commission reviewed and acted upon the following issues/requests:

- Completed the 5-year Master Plan update
- Approved two (2) lot splits
- Reviewed the By-Laws

Zoning Board of Appeals

During 2015, the Pentwater Zoning Board of Appeals conducted three (3) regular meetings and one (1) public hearing. In summary, the Zoning Board of Appeals reviewed and acted upon the following issues/requests:

- Amended the By-Laws
- Denied a variance request for at shed at 801 N. 56th Avenue
- Considered an interpretation request for Section 2.07 A – “Minimum square foot area”

Zoning Administrator

Zoning Permits

The following provides a numerical and percentage breakdown of the 40 zoning permits issued by general category for 2015:

Deck	2	5%
New Residence	4	10%
Residential Addition	10	25%
Accessory Bldg.	4	10%
Fence	6	15%
Sign	6	15%
Demolition	7	18%
Home Occupation	1	3%

Attached is a detailed summary of the 40 zoning permits issued in the Village from January through

December of 2015. It should be noted that of the 40 permits, there were three (3) re-builds.

The following provides a summary of total zoning permits issued by the Village since 2002:

<u>Year</u>	<u>Zoning Permits Issued</u>
2002	61
2003	55
2004	90
2005	71
2006	58
2007	46
2008	28
2009	21
2010	33
2011	25
2012	30
2013	34
2014	35
2015	40

As you can see from the above, the number of zoning permits issued during 2015 was higher than last year.

Administration

During 2015, I spent time researching issues for the Planning Commission, the Zoning Board of Appeals, and answering Zoning and Planning questions for residents. I also worked on other projects as requested.

The following are issues that I researched and/or worked on:

- Attended and obtained Zoning Administrator Certificate classes
- Coordinated the Master Plan Update process
- Drafting policies for review
- Coordinated the Cross Connection Water Inspections
- Participated in the Well Head Protection Plan Update
- Submitted Grant Application for Marina electrical service upgrade
- Working with the DNR for emergency funding to repair the damaged seawall
- Assisted the Village Manager with other projects as needed

If you would like more details or have any questions, please feel free to contact me at your earliest convenience.

Encl.

cc: Rob Allard, Village Manager
Pentwater Village Planning Commission
Pentwater Village Zoning Board of Appeals

2015 Zoning Permits

App No.	No.	Date	Address	Parcel Number	Name	Project
ZP 1	ZP 01-15	1/5/15	111 S. Hancock		Good Stuffz / Katie Saunders Arnouts	Sign
HO 1	HO-1	1/14/15	81 E. 3rd Street	620-119-70	Forester	Home Occupation - Transition Elderly Business
ZP 2	ZP 02-15	2/19/15	338 E. 6th Street	710-003-00	Lamb	2 family dwelling
ZP 3	ZP 03-15	2/25/15	138 E. Lake Street	600-132-50	Braunohler	Attached Assessor Building
ZP 4	ZP 04-15	3/11/15	639 E. Second Street	730-001-00	Black Family Trust	Replace Existing Garage - Addition
ZP 5	ZP 05-15	3/11/15	570 Third Avenue	560-095-00	Baker	12 x 20 Shed
DM 1	DM 01-15	3/19/15	337 N. Rush Street	132-006-00	Wojdylak	Demolition of Garage
ZP 6	ZP 06-15	4/7/15	614 Hanover Street	135-010-00	Primozich	2,520 sq house
DM 2	DM 02-15	4/10/15	338 E. 6th Street	710-003-00	Lamb	Demolition of Dwelling
ZP 7	ZP 07-15	4/20/15	250 S. Ellery	723-002-00	Lundborg	Fence
ZP 8	ZP 08-15	4/20/15	161 S. Hancock Street	674-003-00	Saint Dennis Holding Co. LLC	Addition
DM 3	DM 03-15	4/20/15	614 Hanover Street	135-010-00	Primozich	Demolish house and garage
ZP 9	ZP 09-15	4/27/15	449 W. Lowell	431-003-00	Jelterna	Replace Deck
ZP 10	ZP 10-15	4/29/15	116 S. Hancock Street	683-001-30	Rita Winteringham (The Lemonade Stand)	Sign
ZP 11	ZP 11-15	4/29/15	560 S. Hancock Street	310-006-00	Rita Winteringham (West on Monroe)	Sign
ZP 12	ZP 12-15	4/30/15	899 E. Park	620-117-10	Edgley	Fence
ZP 13	ZP 13-15	5/13/15	12 Georgia Ct.	362-012-00	Putney	Upstairs addition
ZP 14	ZP 14-15	5/13/15	88 E. Hanover St	138-010-00	Carson	Shed
ZP 15	ZP 15-15	5/19/15	6 E. 5th Street	728-003-00	Wilson	Fence
ZP 16	ZP 16-15	5/26/15	714 2nd Street	738-003-00	Rottschafer	Fence
ZP 17	ZP 17-15	5/27/15	22 S. Hancock Street	684-001-00	Pentwater Outfitters	Sign
DM 4	DM 04-15	6/1/15	80 Chester Street	438-004-00	Terrence Coburn	Removal of Illegal Shed (Variance Denied by ZBA)
ZP 18	ZP 18-15	6/19/15			Historical Society	Sign
ZP 19	ZP 19-15	7/8/15	520 E. Third Ave.	560-094-00	Mitchell	Screen Room
ZP 20	ZP 20-15	7/30/15	633 E 6th Street	395-017-00	Nelson	Relocate 10x16 shed
DM 6	DM 06-15	8/5/15	181 N. Plymouth	419-004-50	Peyrot	Demolish existing structure and build new home
ZP 21	ZP 21-15	8/13/15	65 S. Hancock	428-003-00	Angel	Sign
ZP 22	ZP 22-15	8/20/15	146 N. Mears	424-005-00	Sheehan	Renovation (690 sq ft)
ZP 23	ZP 23-15	8/21/15	57 Bridge Street	430-013-00	Voelker	Fence
ZP 24	ZP 24-15	9/9/15	318 Rush Street	713-001-00	Wagner	Addition - Building up
ZP 25	ZP 25-15	9/9/15	180 W. Suffolk	461-020-00	Beckman	Addition and remodel
ZP 26	ZP 26-15	9/16/15	633 E. 6th St.	395-01-00	Nelson	4X20 addition and 12x12 3 season room
DM 5	DM 05-15	9/21/15	733 E. 6th Street	250-032-00	Messerlie	Demolish home
ZP 27	ZP 27-15	9/24/15	49 E. Lake Street	600-136-00	Ortman	Fence
ZP 28	ZP 28-15	10/21/15	97 N. Plymouth St.	425-001-00	Mahoney	Addition and covered porch
ZP 29	ZP 29-15	10/29/15	62 S. Wythe	700-003-00	Zagon	Remodel and raise second for full 8' high ceiling
ZP 30	ZP 30-15	11/9/15	189 N. Rush	703-006-50	Haskell	New Home and Garage
ZP 31	ZP 31-15	11/11/15	181 N. Plymouth	419-004-50	Peyrot	Re-build - 1,640 sq ft
ZP 32	ZP 32-15	11/18/15	80 Rutledge	705-004-00	Slachter	Deck
DM 7	DM 07-15	12/2/15	401 S. Hancock St	677-001-00	Dockside Restaurant (Adams Exc.)	Demolish burned out structure

Village of Pentwater
Services Committee Meeting Minutes
December 15, 2015

Members Present: Norm Shotwell, Jared Griffis and Don Palmer
Others present: Rob Allard, Village Manager

Chairman Shotwell called the meeting to order at 1330.

1. Request from the Antler Bar owner, David Plummer, for waiver late fee on utility bill

Mr. Plummer presented his request for waiver of the late fee, based on his emergency need for heart surgery, which diverted him and his family's attention for an extended period. After discussion, during which the Committee learned that all other creditors had waived their late fees, the Committee voted to grant the waiver of the late fee. The Village Manager will implement that decision.

2. Request from Dairy Cream owner, Diane Lewis, for reduction of utility bills

Ms. Lewis presented her request for reducing the number of Village utility bills for her business from the current four (4) to two (2). Her businesses are established under one legal entity. Per the Village Ordinance, 50.025, there are four (4) establishments – the Dairy Crème, the apartment above it, the rental house directly to the west and the building and miniature golf course further west & south.

The argument offered was one of reasonableness of the ordinance, since at least two parts of the operation are strictly seasonal (which applies to many of the businesses in Pentwater Village).

A motion to deny was offered and supported and the Committee voted unanimously to approve the motion.

The next Services Committee with the Advisory Group will be held 8 January, 2016 at 1330 hrs.

Meeting Adjourned at 1420.
Respectfully,

Norman Shotwell, Chairman