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
June 12, 2017 at 6:00 p.m.

To be presented before the Village Council in the community room.

1. **Call to Order.**
2. **Council Roll Call.**
3. **Public Comments (not on agenda).**
4. **Approval of the Agenda.**
5. **Public Comments (on agenda).**
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 that was held on May 8, 2017. Regular Village bill approval of $101,416.78. Fire Department bill approval of $40,186.63.

7. **Announcements.**

Requests for Village Property use:

* Oceana County Animal Friends request the use of Bell Park in 2017on June 17, July 8, August 12 & 26, September 23, and October 14. OCAF has also asked to use the Bell Park on additional weekends if the weather is good and they have the volunteers. They agree not to exceed 12 days.
* Marine Corps League #1225 requests permission for a Rose sale on 7-1-17.
* Pentwater Yacht Club requests permission to use the Shoppers Dock at 9:00 p.m. for a Venetian Night Boat Parade. Additionally, the P.Y.C. request to use the Village Green Gazebo at 2:00 p.m. for a pre-event meeting and again for a post event awards ceremony at 11:00 pm.
* Christopher Bartlett would like to hold free Aikido classes on the Village Green Wednesday evenings from 6:30-8:00 p.m., July 5 through August 30th, 2017 (excluding Aug9th).

DEPARTMENT REPORTS

1. Village Manager – Rob Allard
2. Police Chief – Laude Hartrum

3. Marina Manager – Dick Hutchings
4. Fire Chief - Terry Cluchey
5. Zoning Administrator – Keith Edwards.

COMMITTEE and BOARD REPORTS

1. Buildings & Grounds Committee – T.B.A.
2. Finances Committee - Jared Griffis
3. Ordinances Committee – Dan Nugent
4. Personnel Committee – Angell-Powell
5. Promotions Committee – Pamela Burdick
6. Services Committee - Don Palmer

VILLAGE COMMISSION and BOARD REPORTS

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

UNFINISHED BUSINESS

1. None

NEW BUSINESS

1. Leaf Vactor purchase of $50,336.
2. Plow/Dump Truck purchase of $159,507.
3. $184 credit for leak on Wythe.
4. Phase I of Street Improvements.
5. Annual approval of 2017 Village Tax rate.
6. Approve new Village Manager contract.
7. Councilor nominations for Term expiring Nov 2018

ADJOURNMENT

PUBLIC COMMENTS

1. Will be made ONLY when the Village President opens the meeting for public comments.
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

327 S Hancock St., PO Box 622 Pentwater, Michigan 49449
(231) 869-8301 Website: www.pentwatervillage.org

Regular Meeting of Village Council
MEETING MINUTES
May 8, 2017

Call to Order - President Jeff Hodges called the regular meeting of the Pentwater Village Council to order at 6:00 PM at Village Hall in the community room.

Roll Call - Present: Pam Burdick, Jared Griffis, Bill Maxwell, Dan Nugent, Don Palmer, Michelle Angell-Powell and Jeff Hodges.
Absent: None.
Staff present: Village Manager Rob Allard, Deputy Clerk/Treasurer Barb Siok, Police Chief Laude Hartrum, Village Attorney Brian Monton and Fire Chief Terry Cluchey.

Public Comments: (on Non Agenda Items): Dan Hoekstra, 160 East Fourth St., commented on the Lakewood Mobile Home Park utility bill and replacement candidates for possible council resignation.

Approval of the Agenda - ***Motion*** by Palmer, supported by Angell-Powell to approve the agenda as presented. Voice vote. AYES: 7 NAYS: 0. Agenda approved.

Consent Agenda- Approval of village council regular meeting minutes, and 1st of the fiscal year, that was held on May 8, 2017. Regular Village bill approval of $56,259.19. Fire Department bill approval of $12,641.92.

Motion by Griffis, second by Maxwell to approve the consent agenda items. Roll call vote. AYES: 7 NAYES: 0. ABSENT: 0. Consent agenda items approved.

Guest Speaker – Joe Primozich representing the Pentwater Lake Improvement Board and Pentwater Lake Association reported highlights from the Michigan Lake & Stream Associations Annual Conference highlighting lake management and options for managing treatment of the aquatic invasive species: Hybrid milfoil, Starry stonewort, sea lamprey, and Cabomba found in Pentwater Lake and the riparian area.

VILLAGE DEPARTMENT REPORTS

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

Village Manager –See report.
Police Chief –See report. Next VPAC meeting May 19 at 7:00 PM in the Community Room.
Fire Chief – See meeting minutes.
Zoning Administrator – See report.

COMMITTEE REPORTS

Committee meeting minutes are provided if received in time for the packet.

Building and Grounds Committee – Maxwell pointed out the drawings and plans set up on the easel for two mini-gazebos designed by Gene Davidson from the Artisan Center to be donated to the Village of Pentwater for the northern and southern entrance to the Village.

Motion by Maxwell, supported by Angell-Powell to accept the donation of two mini gazebos to the Village of Pentwater. Voice vote. AYES: 7 NAYS: 0. Motion carried.
Maxwell reported what the committee prioritized on the needs of projects in a check list regarding parks and properties of the Village. See committee report.

Finance Committee – No meeting, no report.

Ordinance Committee. – No meeting, no report.

Personnel Committee- Angell-Powell reported on the last meeting held May 5th, regarding two qualified candidates for the Village Manager position and separating the waste water plant because no one had a Class B Operator License.

Promotions Committee – Burdick reported on the meeting held on May 4th, regarding the Start of Summer Party, and currently soliciting donations. She said they discussed the opening of the time capsule on the 28th followed by Movies on the Green and a float in the Homecoming Parade possibly with one of the mini-gazebos being built by Gene Davidson.

Services Committee- Palmer reported on the meeting held the 27th of April. Several items were discussed with proposed recommendations listed under new business on the agenda to be approved by council. Next meeting; May 11 at 3:30 PM. See committee minutes.

VILLAGE COMMISSION AND BOARD REPORTS

Planning Commission- Ron Christians reported the last meeting held was April 19 with Keith Edwards. The next meeting will be May 17 at 7:00 PM. All are Welcome to attend.

ZBA- No meeting. No report. Next meeting scheduled, May 16 at 7:00 PM.

DDA – Dr. Claudia Ressel-Hodan reported the last meeting held on April 12th approved $500 to support Movies on the Green and the purchase of 4 like new coaster brake bikes for the bike share program. DDA will be doing a walking tour on May 12, looking at each block in the downtown area. For more information see notes from the meeting.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Pictorial Postmark: President Hodges spoke with Postmaster Deb Mitteer who suggested a special commemorative hand cancel stamp with the gazebo design and Sesquicentennial logo that would be applied the week of Homecoming upon request.

Charitable Gaming License for the Artisan Center: Maxwell explained the Artisan Center's only fund raiser held in June; 2 day event on the Village Green raffling donated art. ***Motion*** by Maxwell to allow the gaming license for the Artisan Center, supported by Angell-Powell. . Voice vote. AYES: 7 NAYS: 0. Motion carried.

Bid from L C United to paint inside water tower: Palmer explained 7 bids received. The winning bid was for $95,000 from L C United Painting of Sterling Heights, Michigan. ***Motion*** by Palmer to accept the bid proposal from L.C. United Painting CO at $95,000, second by Bill Maxwell. Roll call vote. AYES: 7 NAYS: 0. Motion carried.

Infrastructure Alternatives Inc. WWTP Contract:
Motion by Palmer to accept the $60,000 proposal for a certified operator to perform operation, process control testing and reporting for the Village of Pentwater waste water treatment plant from Infrastructure Alternatives Inc. Second by Griffis.
Voice vote. AYES: 7 NAYS: 0. Motion carried.

Allard's Manager Extension contract: ***Motion*** by Griffis, second by Palmer to adopt the proposed contract as presented. Roll call vote. AYES: 7 NAYS: 0. Motion carried.

Council Member resignation: President Hodges said Bill Maxwell gave his resignation. ***Motion*** by Palmer, second by Griffis to accept the resignation of Bill Maxwell with regret. Voice vote. AYES: 7 NAYS: 0. Motion carried.

Adjournment - Hodges asked for a motion to adjourn. ***Motion*** by Palmer, second by Griffis. Voice vote. AYES: 7 NAYS: 0 Motion approved.

President Hodges adjourned the meeting at 7:07 PM.

Respectfully submitted,

_____ _____

Barbara Siok, Deputy Clerk/Treasurer Date

CHECK REGISTER FOR VILLAGE OF PENTWATER FROM 05/01/2017 - 05/31/2017

Check Date	Check	App	Vendor Name	Description	Amount
05/01/2017	43541	AP	Adams Marine Construction, Inc.	rpr.mtc./dock inst.	2,500.00
05/01/2017	43542	AP	AT&T Mobility	utilities	79.57
05/01/2017	43543	AP	Baker, Doug	cell phone reimburs.	70.00
05/01/2017	43544	AP	Brass Anchor LLC	marina supplies	12.00
05/01/2017	43545	AP	C & I Electric	prof. svc. wwtp	130.00
05/01/2017	43546	AP	Charter Communications, Inc.	utilities	935.27
05/01/2017	43547	AP	Cintas Corporation	prof. svc.	359.70
05/01/2017	43548	AP	Companion Life Insurance Company	insurance	216.16
05/01/2017	43549	AP	Frontier	utilities	242.79
05/01/2017	43550	AP	Great Lakes Energy	twnshp.so.utilities	198.38
05/01/2017	43551	AP	Great Lakes FORD	repairs	1,009.90
05/01/2017	43552	AP	Hach Company	supplies	346.43
05/01/2017	43553	AP	Integrity Business Solutions	marina supplies	490.08
05/01/2017	43554	AP	Michigan Association of Planning	annual membership	850.00
05/01/2017	43555	AP	Mission Graphics	supplies	159.06
05/01/2017	43556	AP	Moser, Colleen	reimbursement	10.00
05/01/2017	43557	AP	Neofunds by Neopost	postage	400.00
05/01/2017	43558	AP	North Woods Sign Shop LLC	supplies	75.00
05/01/2017	43559	AP	Prince & Monton, PLC	VOP Vs. Bates	1,774.00
05/01/2017	43560	AP	Standard Supply & Lumber	supplies	73.06
05/01/2017	43561	AP	Tarnowski, Nate	cell phone reimb.	70.00
05/01/2017	43562	AP	Trace Analytical Laboratories, Inc.	analytical	958.40
05/02/2017	43563	AP	Larson & Son Ace Hardware, Inc.	supplies	593.16
05/02/2017	43564	AP	VOID	void	0.00
05/01/2017	43565	PR	Priority Health Insurance	insurance	8,447.17
05/05/2017	43566	AP	AUTO-OWNERS INSURANCE	insurance	250.00
05/05/2017	43567	AP	Barco Products Co.	supplies	372.49
05/05/2017	43568	AP	BS&A Software	prof.svc. (tax)	439.00
05/05/2017	43569	AP	Cintas Corporation	prof. svc.	58.93
05/05/2017	43570	AP	Dickenson, David dba C&D Cleaning	prof. svc.	1,074.00
05/05/2017	43571	AP	Integrity Business Solutions	supplies	21.76
05/05/2017	43572	AP	Klotz Auto Parts Inc.	rpr. mtc.	63.08
05/05/2017	43573	AP	Lighthouse Car Care Center LLC	motorpool	38.00
05/05/2017	43574	AP	Ludington Daily News	publishing	33.84
05/05/2017	43575	AP	Ludington Plumbing & Heating	prof. svc.	195.68
05/05/2017	43576	AP	Michigan Boating Ind. Association	membership	295.00
05/05/2017	43577	AP	MML Liabilty and Property Pool	insurance	24,925.00
05/05/2017	43578	AP	North Woods Sign Shop LLC	prof.svc.	195.00
05/05/2017	43579	AP	Nugent, Lloyd Daniel	reimbursement	166.32
05/05/2017	43580	AP	Premier Heating & Cooling Co.	WWTP prof.svc.	79.00
05/05/2017	43581	AP	Terminix of West Michigan Inc.	professional svc.	249.00
05/05/2017	43582	AP	Turning Leaf Landscaping Inc.	prof.svc.	86.82
05/05/2017	43583	AP	Verizon Wireless	utilities	156.06
05/05/2017	43584	AP	Wilbur-Ellis Company LLC	CWP supplies	289.83
05/05/2017	43585	AP	Xerox Corporation	lease/mtc	294.03

Check Date	Check	App	Vendor Name	Description	Amount
05/05/2017	43586	AP	Ludington Daily News	publishing	30.49
05/11/2017	43587	PR	Payroll	net payroll	339.11
05/16/2017	43588	AP	Oceana Co. Equalization Dept.	2016 Village Tax Season	935.88
05/17/2017	43589	AP	AERZEN USA Corp	prof.svc.	2,697.10
05/17/2017	43590	AP	All Seasons Porta-Jons LLC	prof.svc.	148.00
05/17/2017	43591	AP	Cintas Corporation	prof. svc.	58.93
05/17/2017	43592	AP	Evergreen Solutions LLC	supplies	146.58
05/17/2017	43593	AP	Frontier	utilities	89.31
05/17/2017	43594	AP	HUNTINGTON NATIONAL BANK	supplies/misc.	1,416.23
05/17/2017	43595	AP	I.T. RIGHT, INC	prof.svc	5,500.00
05/17/2017	43596	AP	Ludington Door Co.	prof.svc.	340.00
05/17/2017	43597	AP	MICRgraphics Printing Inc.	marina supplies	310.07
05/17/2017	43598	AP	Moser, Colleen	reimbursement	178.60
05/17/2017	43599	AP	North Central Co-op Corporation	motorpool	478.73
05/17/2017	43600	AP	Republic Services, Inc.	prof. svc.	9,565.58
05/17/2017	43601	AP	The Glove Apparel LLC	uniform	180.00
05/17/2017	43602	AP	The Home City Ice Company	marina ice	86.00
05/17/2017	43603	AP	The Village Plumber LLC	prof.svc.marina	135.58
05/17/2017	43604	AP	TRACE ANALYTICAL	analytical	1,918.90
05/17/2017	43605	AP	WEX BANK	fuel	940.82
05/17/2017	43606	AP	WMCJTC	MCOLES	143.15
05/19/2017	43607	AP	DTE Energy Company	utilities	909.21
05/25/2017	43608	PR	Payroll	net payroll	398.19
05/25/2017	43609	PR	Payroll	net payroll	185.34
05/23/2017	43610	AP	Angell-Powell, Michelle	reimbursement	350.41
05/23/2017	43611	AP	BASIC Corporate	supplies	185.00
05/23/2017	43612	AP	Cintas Corporation	prof. svc.	58.93
05/23/2017	43613	AP	City of Hart	prof.svc.	295.58
05/23/2017	43614	AP	Consumers Energy Co. Payment Center	utilities	9,699.32
05/23/2017	43615	AP	Great Lakes Energy	twnshp.so.utilities	213.46
05/23/2017	43616	AP	Ken Adams Excavating Inc.	prof. svc.	1,500.00
05/23/2017	43617	AP	Klotz Auto Parts Inc.	motor pool	26.96
05/23/2017	43618	AP	Michigan Association of Planning	supplies	171.60
05/23/2017	43619	AP	Neofunds by Neopost	postage	400.00
05/23/2017	43620	AP	Pentwater Convenience Center, Inc.	fuel/supplies	140.66
05/23/2017	43621	AP	Sensus USA Inc.	prof.svc.	1,893.15
05/23/2017	43622	AP	TRACE ANALYTICAL	analytical	574.20
05/23/2017	43623	AP	Wilson, Gary	in lieu of insurance	50.00
05/31/2017	43624	PR	POLICE OFFICERS ASSOCIATION	dues	120.00
05/31/2017	43625	PR	TECH, PROF & OFFICE ASSOC OF MI	dues	75.00
05/31/2017	43626	PR	UNITED WAY OF THE LAKESHORE	united way	34.00
05/30/2017	43627	PR	Priority Health Insurance	insurance	9,213.74
					101,416.78

1:46 PM
06/07/17

Pentwater Fire Department

	Date	Num	Name	Amount
	05/22/2017	O/L transfer	Pentwater Township	-33,970.58
	05/16/2017	2553	Business Card	-1,564.39
	05/16/2017	2554	DTE Energy	-95.13
	06/07/2017	2555	Consumers Energy	0.00
	06/07/2017	2556	Dayna A. Hasil	-70.48
	06/07/2017	2557	Christopher J Gebhart	-251.65
			Prepaids	**$ (35,952.23)**
	06/14/2017	2558	Republic Services #240	-372.79
	06/14/2017	2559	Verizon Wireless	-76.02
	06/14/2017	2560	Briggs True Value Hardware	-35.97
	06/14/2017	2561	MML Worker's Comp Fund	-2,312.00
	06/14/2017	2562	OCFFTC	-1,000.00
	06/14/2017	2563	Consumers Energy	-164.10
	06/14/2017	2564	Charter Communications	-267.66
	06/14/2017	2565	Klotz Auto Parts, Inc.	-5.86
May 11 - Jun 14, 17			**To Be Paid**	**$ (4,234.40)**
			TOTAL	**$ 40,186.63**

Pentwater Venetian Night Boat Parade

Saturday july 1, 2017
9pm

Theme: "Boats Throughout the Years"

Bringing back a Hometown Favorite in celebration of Pentwater's Sesquecentennial!

Entry forms w/ Rules & Regulations are available at the Pentwater Chamber website www.pentwater.org & the Pentwater Yacht Club website www.pentwateryachtclub.com

Enter Now!

Awards for winning entries (Multiple categories)

Pentwater Venetian Night Boat Parade : Rules & Regulations

Theme: "Boats Throughout the Years"
Saturday, July 1, 2017

Boat line up begins at 9:00 pm

1. All vessels must be seaworthy and comply with all federal, state and Coast Guard regulations. Smart Boater Safety is our first priority and all vessels are to be operated in a safe and courteous manner. Please make sur your navigation lights are working (not just your decorative illumination). No sparklers, fireworks, poppers.

2. All passengers must wear their Coast Guard approved PFD. (PFD can be decorated).

3. No bowriding or riding on the roof of moving boats.

4. All vessels must be equipped with a VHF radio with a working channel of 14 (for communication with Parade Announcer).

5. One crew member must be designated as radio operator. This communications operator should be located such that he/she is able to communicate verbally with the vessel's captain, so that communication between th committee boat, other participants or safety officials can be handled in a quick and efficient manner.

6. All vessels must be equipped and decorated with electric lights. Rough estimate of light footage is 4 times the LOA of the vessel. Vessels must have sufficient electrical generating power to operate the lights decorating their vessel.

7. All vessels will be given a parade entry number and must make their own **18"x18" black # on white background** ,that must be displayed on the **both** PORT & STARBOARD BOW of your vessel. Vessels will be circling Pentwater Lake from south of the PYC dock through the channel to just outside of the channel mouth (weather-permitting) then back and around Pentwater Lake in a counter-clockwise direction.

8. Vessels whose electrical system is not functioning at the start of the parade, may be asked to withdraw from the parade.

9. All Captains must attend the mandatory Skippers meeting on Saturday, July 1st at 2pm at the Village Green gazebo. Final parade entry numbers will be assigned & final parade route will be reviewed at the meeting.

10. Vessels will congregate in basin off Snug Harbor at 9pm & proceed at 9:30pm airhorn to circle in a counter-clockwise, single file direction following the lead vessel. Airhorn finish. No numerical order/no roll call.

11. Please maintain a ***NO WAKE*** speed & keep close in line – max two boat length spacing between vessels.

12. Circle the route as communicated at the Skipper's meeting, the safely return to your mooring/dock and join us for the awards ceremony at the Village Green Gazebo immediately following (11pm).

13. This is a family event and all entries must be within the limits of good taste.

For more information contact: Chris Conroy at 630-606-8301 ; email: chconroy57@gmail.com

Join in the fun and help bring back a great Pentwater maritime event!

What is Aikido

The name Aikido is composed of three Japanese words: **ai,** meaning harmony; **ki,** spirit or energy; and **do,** the path, system or way. Aikido is the way of the spirit of harmony. Martial arts are studied for self-defense and self-improvement but Aikido is different from other martial arts in that practitioners seek to defend themselves without causing injury to their attackers.

Honored Traditions and High Ideals

The basic movements of Aikido are circular in nature; most attacks are linear. The Aikidoist harmonizes with, rather than confronts, an aggressive line and converts it into a circular motion that renders attackers helpless. Instead of using potentially crippling locks or punches, the Aikidoist trains to apply various wristlocks, arm pins, or unbalancing throws to neutralize aggressors without serious injury. Aikido is not a sport. There are no competitive tournaments. Aikidoists train to better themselves without belittling others, and as Aikido seeks not to cause harm, techniques can be practiced eventually at full power without fear of injury. Aikido is the newest of the traditional Japanese martial arts, holds the most modern outlook, and is proud of its high ideals.

MANAGERS REPORT

June 12, 2017

ROAD MAINTENANCE

Projects for the first year of the "Street Improvement Plan" have been identified. A map showing the approximate areas for improvements can be found on the Village's Website. The work is tentatively scheduled to begin early this fall.

A proposal for the purchase of a new plow truck was presented to the Finance Committee on Monday, June 5th. The proposed truck would replace the oldest truck in the fleet. A vote before the full council will be made June 12th.

WATER SYSTEM

The Department of Environmental Quality District Engineer for the Pentwater system has changed recently. Staff will meet the new Engineer this week at the water plant for a tour of the facility.

WASTEWATER SYSTEM

Infrastructure Alternatives has begun the wastewater operator operations starting June 1st. Onsite training and familiarizing is underway.

MARINE STRUCTURES

Dingy Dock and Fishing Dock is expected to be installed the week of the June 12th. Both structures sustained significant damage last winter and are being substantially rebuilt and replaced.

LEAF VACUME

Spring leaf pickup has been completed. A proposal for a new and larger vac has been presented to the Finance Committee. The proposal will be brought to Council on the June 12th meeting. If the purchase is approved, the Village will entertain bids for the sale of the old vac.

PARKS

The parks are open and operating. The Farmers Market and other Village Green activities have begun in earnest.

VILLAGE OF PENTWATER

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Clerk/Treasurer Report
As of June 7, 2017

Equipment Fund Purchases

The Leaf Vactor & Dump/Plow Truck will cost approximately $209,843, we budgeted $250,000 in the Equipment Fund for capital outlay. The Manager estimates that the plow will take a year from date of order and he expects the Village will pay 50% this, and the next fiscal year. There is no need for the Village to borrow money because the equipment fund has been receiving monthly rent and has enough money to pay for the new equipment.

2016-2017 Audit

For the past month, we have been providing information to the auditors. On June 13th, and possibly the 14th, the auditors will be here for the field work portion the audit. Office staff will be pulling information from files, printing reports and answering questions throughout the day(s). The auditors will also need to meet a few minutes with the Manager and President.

2017 TAX Rate Request

Less than one 1.0 mill increase with new street debt. The VIP bond debt millage has been removed, final payment on the bonds was made on 4-1-17. The new Street improvement bonds tax rate is 2.3000 mills, slightly lower than the 2.4000 mills that voters approved in Nov 2016.

Oceana County Equalization calculated 2017 Village millage reductions, and the 2016 millage refund as: 2017 Village General Operating millage, is 8.3788 mills.
Voted PFC (Pentwater Friendship Center) millage, is 0.3423 mills.
DDA District is 1.4474 mills.

The Village requests that Equalization show on the 2017 Village tax bills the General Operating of 8.3788 mills as allocated between General Operating and Local Street Fund. Village Council motion will need to state each millage, excluding the DDA:

<u>2017 Village Tax bills:</u>

General Operating	7.8883 mills
Local Street Fund	0.4929 mills
PFC Maintenance	0.3423 mills
Voted Debt	<u>2.3000 mills</u>
Total	11.0235 mills **(0.9228 increase from last year)**

DDA Board approves DDA millage of 1.4474 mills. The total Village taxes in the DDA district is 12.4709 mills.

Respectfully Submitted,

Colleen Moser, Village Clerk/Treasurer

Pentwater Police Department
Activity Report
May 2017

Synopsis

During May the Department activity was down from previous years.

Activity Highlight

5-18-2017 Officers arrested one female Pentwater women on an outstanding warrant for failure to appear. The subject was lodged at the Oceana County Jail.

5-21-2017 Officers took a report of threats being made in the 600 block of South Hancock. No arrests were made the the case was closed.

5-29-2017 Officers were called to a residenct in the 100 block of North Hancock when contractors cleaning out a garage found a human skull.

An investigation determined that the human skull had been used for teaching by a medical instruction who had previously died. The case was closed.

Project Reports

On May 19 a VPAC meeting was held. The meeting was well attended and I gave a presentation on Community Policing / Problem Oriented Policing and the role of Citizen. The presentation seemed to go well. We also discussed topics of interest to the attendees.

Members of the Department painted warning signs on the sidewalks in the downtown area and on the channel sidewalks reminding people against riding their bikes, skateboards, and rollerblades on the sidewalk.

The Department also assisted Dr. Roseman is recovering a "Flowmeter" which had been deployed last fall in the Pentwater Channel. The meter collects data on the flow of current in the channel which can be used to assist in the ongoing study of the dreding and sand build up.

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 Hartrum

Pentwater Police Department – Activity Detail

Complaints	Totals
Animal Complaints	1
Assists	3
City ordiance	1
Criminal Sexual Conduct	1
Found Property	1
Fraud	1
OWI	1
Marine Patrol	2
Miscellaneous	1
Medical Assists	8
Paper Service	1
Personal Injury Accidents	1
Road Hazards	1
Suspicous Situation	2
Traffic Stops	10
Threat Complaints	1
Traffic Hazards	1
Total	37

Tickets

There were several parking tickets issued over the Memorial Day weekend.

PENTWATER MUNICIPAL MARINA REPORT

MAY 2017

TO: PENTWATER VILLAGE COUNCIL

PENTWATER VILLAGE MANAGER ROB ALLARD

The Marina opened for the season May 1st as scheduled with the crew of Peter Ronneberg, assistant Manager, Haley Mast, and Mara Tillman the newcomer this season.

The Launch Ramp Dock was put in place by Adams Marine Construction late April and is being maned by Mike Simon on weekends and holidays.

The No Wake Buoys were placed in the lake before Memorial Day Weekend by Patterson Marine.

The annual Pentwater Sport Fishing Association fishing derby was held over Memorial Day weekend, large fish was 21 1/2 pounds.

Boating season was slow for the month of May as usual but with better weather for June things should pick up.

Respectfully Submitted

Dick Hutchings

D Hutchings

Marina Manager

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, May 3, 2017 19:00
Meeting Location: Pentwater Fire Department
Call to Order

I. Pledge of Allegiance

II. Reading and Approval of Minutes
   a. Minutes from 4/5/17

III. Reports of Officers
   a. Treasurer Raymond Hasil

IV. Old Business
   a. FDIC
   b. Respirator evaluations
   c. Shelby-Benona Fire/Lewis Farm Market Safety Day Saturday, August 12 from 10AM to 1PM

V. New Business
   a. New PFD ID's were distributed to everyone that submitted their information.

VI. Training
   a. There will be driver training at the Oceana Co Airport on Saturday, May 6

VII. Discussion on Last Month's Calls
   a. There were 7 fire and 21 medical calls for service for April

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

IX. Adjourn

Secretary- Ray Hasil

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

Officer Meeting Minutes

Meeting Date: Wednesday, May 3, 2017 19:20
Meeting Location: Pentwater Fire Department
Call to Order

I. Reading and Approval of Minutes
   a. Minutes from 4/5/17

II. Reports of Officers
   a. Treasurer Raymond Hasil- 14.1% spent, $193,146.47 remaining.

III. Old Business
   a. FDIC- MSA and Scott airpacks were looked at. There are advantages and disadvantages for both. One major decision will be to stay with low pressure or move to high pressure.
   b. Respirator evaluations
   c. Shelby-Benona Fire/Lewis Farm Market Safety Day Saturday, August 12 from 10AM to 1PM- Paul will attend until noon.

IV. New Business
   a. New PFD ID's were distributed to everyone that submitted their information.

V. Training
   a. There will be driver training at the Oceana Co Airport on Saturday, May 6

VI. Discussion on Last Month's Calls
   a. There were 7 fire and 21 medical calls for service for April
   b. A letter of thanks was received from the Oceana Co Sheriff Depart for our help on the Merrill Search and Rescue on April 3.

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

VIII. Adjourn- a motion to adjourn by Terry Cluchey was seconded by Paul Smith.

Secretary- Ray Hasil

PENTWATER FIRE DEPARTMENT

486 E. Park Street • P.O. Box 1117
Pentwater, Michigan 49449
Phone (231) 869-5987 Fax (231) 869-8511
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Monthly Meeting Minutes

Meeting Date: Wednesday, May 3, 2017 19:00
Meeting Location: Pentwater Fire Department
Call to Order

I. Pledge of Allegiance

II. Reading and Approval of Minutes
   a. Minutes from 4/5/17

III. Reports of Officers
   a. Treasurer Raymond Hasil-14.1% spent, $193,146.47 remaining.

IV. Old Business
   a. FDIC- PFD has the oldest airpacks in Oceana Co (2001 or older). MSA & Scott packs were reviewed. Each has advantages and disadvantages. When we finish our audit this summer we will have a better idea of how much money is available.
   b. Respirator evaluations- Arlene sent Terry new forms and we will begin getting them scheduled soon.
   c. Shelby-Benona Fire/Lewis Farm Market Safety Day Saturday, August 12 from 10AM to 1PM. Paul is going and will leave at noon.

V. New Business
   a. New PFD ID's were distributed to everyone that submitted their information.
   b. Founders Day in Pentwater is the first Saturday in May. Paul is trying to get together firefighters from other departments for a water fight at 3:30.

VI. Training
   a. There will be driver training at the Oceana Co Airport on Saturday, May 6. Paul is helping set up the course and testing begins at 8AM.

VII. Discussion on Last Month's Calls
   a. There were 7 fire and 21 medical calls for service for April

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

IX. Adjourn- a motion to adjourn by Terry Cluchey was seconded by Paul Smith.

Secretary- Ray Hasil

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
www.Pentwatervillage.org

ZONING ADMINISTRATOR'S REPORT

June 6, 2017

The following is a summary of activity conducted by the Zoning Administrator in May, 2017.

Code Enforcement

Following up on a few recreational vehicles, boats and long grass.

Planning Commission

The Planning Commission met on May 17, 2017 to consider the expansions of two non-conforming homes, one at 424 Chester Street and one at 85 Mears Street. Both projects were approved.

Zoning Board of Appeals

The Zoning Board of Appeals did not meet in May, 2017.

Zoning Permits

The following Zoning Permits were issued in May, 2017.

1. 347 S. Hancock to replace a fence.
2. 85 Mears to demolish an existing garage and construct a new addition.
3. 424 Chester to remove part of a deck and construct a new addition.
4. 61 N. Hancock to construct a new rear deck and replace the front porch.
5. 438 S. Hancock to erect a new wall sign for "VOX POPS".

Sincerely,

Keith J. Edwards

Keith Edwards
Zoning Administrator

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MEMORANDUM

TO: Finance Committee
FROM: Rob Allard, Village Manager
DATE: June 2, 2017
SUBJECT: Request for spending – Plow Truck and Leaf Vactor

The Village has solicited proposals for both a new snow plow truck and leaf vactor for the fiscal year 2017-18. Attached is a summary prepared by Nate Tarnowski of the DPW. The approved budget allowed for $250,000 for the capital improvements.

The recommended purchases are as follows;

Truck and Chassis – Kinstle Sterling/Western Star $87,507
Snow Plow accessories – A.R.M. Equipment $72,000

Leaf Vactor – A.R.M. Equipment $50,336

It is my recommendation to accept the above proposals for the Truck, plow accessories and Leaf Vactor for a combined cost of $209,843.

If this project is acceptable to the Finance Committee I would like to present it to the full Council at the June 12th Council meeting.

Respectfully

Rob Allard,
Village Manager

The Village of Pentwater is an equal opportunity employer and provider.

Members of Finance
RE: plow truck/leaf vac quotes

You're been presented with 3 different quotes for 3 separate items and I hope to shed a little light as to what these quotes represent. Let's start with the truck chassis quote.

West Michigan International. $84,993.18
This truck is what's considered an economy truck. It offers the Cummings 330hp diesel engine with the Allison transmission which are very dependable however the International is known for sub-par electrical and is very expensive and timely to repair.

Kinstle Sterling/Western Star. $87,507.00
This truck is a municipal truck that also offers the Cummings 330hp diesel engine with Allison transmission. It offers a dual frame for more abusive applications such as heavy hauling and snow plowing. The Western is praised for its air ride cab and its continuous electrical wiring that can be troubleshot at just a few wire harnesses. This is the chassis currently being used by the Oceana County Road Commission.

Grand Traverse Diesel Service $95,000.00
This truck is also a municipal truck and it's the the top of the line in the Western Star 4700 series. It offers a Detroit 450hp diesel with Allison transmission and everything mentioned above. This unit also has a heavier frame, suspension, and stainless wheels. The key feature of this truck is an option known as "Virtual Mechanic" which allows any qualified repair facility to diagnose any mechanical/electrical issue via satellite.

Next we'll look into the equipment to put on the chassis. The 3 companies are so similar in both price,features, and quality that little stands out from one another. All dump boxes will be made from stainless steel to prevent corrosion from hauling/spreading salt. Unlike our current salt truck these quotes are for a multi-season dump box which is universal for spreading salt and hauling debris. This option allows the DPW to be more versatile with its trucks year round vs limited to just winter use.

Heights Truck Equipment $71,500.00
Heights offers Henderson equipment manufactured in Iowa. This is what the OCRC has converted to. Heights also makes the Michigan underbody scraper which is deemed one of the best in the industry.

A.R.M. Equipment $72,000.00
A.R.M. Is built in house from their factory in Ohio. A key feature of the ARM dump box is they use solid stainless steel hydraulic lines in lieu of rubber to eliminate multiple fittings and ruptures. ARM is also offering a 20% discount on a leaf vac if we purchase both from them.

Truck and Trailer Specialties $72,948.00
This company sells Monroe equipment made in Illinois. Their plow equipment almost mimics the Henderson equipment in every way with the exception of having all of the grease fittings located on one external terminal block for very easy maintenance. The only downfall of going with this company is there are 300 orders ahead of us so a truck couldn't be built until next summer.

Finally on to our most beloved piece of equipment, the leaf vac. We currently operate a 14cu yd unit made by ODB(no Dan not the rapper). It's a very tired 3 cylinder 50hp diesel. The quotes below will be for a 20cu yd unit with a Tier 4, 4 cylinder,74hp John Deere diesel. The new unit will have an air deflector on top of the vac to divert to leaf particles downward toward the street instead of straight up where it eventually covers cars and front decks.

A.R.M. Equipment $50,336.00
The key feature to this vac is it offers a telescopic dump cylinder which will alleviate the need to use the backhoe to assist in dumping heavy loads of fall leaves. It states it's a 17cu yd unit however is the rear doors will be contoured vs flat to make it a 20cu yd machine.

O.D.B. $51,637.00
As mentioned before this is the make of our current vac. We've our current vac for 23yrs, we know it's been through, it's a durable unit. It's equipped with a safety shutdown for high temp/low oil occurrences.

Extreme Vac $55,900.00
This vac is also made by ODB it just simply has a few more bells and whistles like gauges and a clear suction tube to make clogging easier to troubleshoot.

If any further questions/explanation is needed please feel free to contact me. Thanks, Nate Tarnowski.

VILLAGE OF PENTWATER

327 South Hancock St., P.O. Box 622
Pentwater, Michigan 49449

Promotions Committee Meeting Minutes
May 4, 2017

Chairperson Burdick called the meeting to order at the Village Hall at 2:00P.M.
Members Present: Bill Maxwell, Pamela Burdick
Members Absent: Dan Nugent
Also Present: Dr. Claudia Ressel-Hodan, Village Manager Rob Allard, President Hodges, Eva Gregwer, Juanita Pierman

Start of Summer Party
The committee reviewed details for the Start of Summer party:

- Hodges will talk to Earl at Lutheran Church regarding cooking hotdogs off-site.
- Burdick will have a check for the DJ the day of the party
- Rented tables and chairs will be delivered the 3rd and picked up the 5th. Allard & Henry Jobbins have the map for the tables and know where they are to be placed.
- Burdick is contacting Dan Root regarding the Jazz Band
- Hodges has the old firewagon and it will be put out on display the day of the party
- LaFiesta is expected to donate chips
- Hodges will talk to Dave Roseman regarding the boat for pop and water. We will put coolers in the boat. Hodges has coolers and Dr. Ressel-Hodan will talk to Service Club to borrow theirs.
- Hodges will contact Cenzo's for donation
- Burdick will talk to Llaude Hartrum as he usually gets pop from PCC.
- Burdick will talk to Hill and Hollow and Gales as they usually donate money
- Wishing Well usually makes donation
- Patterson Marine has the tent used in the past.
- The Service Club & Council usually do set up starting at 3:00 pm the day of the party
- Hodges has smaller tents for food
- We need a canister for tips for the DJ
- Burdick will do press release
- We may need someone to take Gay Birchards table (1877-1887). Pierman will talk to her
- Dr. Ressel-Hodan will take time capsule and cards to party
- Burdick will see that fireworks donation canisters and brochures are at party

Other Business

- Time Capsule: May 28th will be the opening of the 90's time capsule followed by Movies on the Green. Hodges will do a news release and the Chamber will send out.
- Sesquicentennial Dinner: Burdick will check for final accounting
- Homecoming: It was suggested that one of the gazebos Gene Davidson is working on be included on a float in the Homecoming parade. Pierman will contact the appropriate people regarding an antique plane display and Hodges will contact Leo Woodley about having old military vehicles. Don will follow up regarding various politicians attending
- End of Summer Party: It was suggested we have a party to mark the end of the Sesquicentennial, possibly in November.

Chairperson Burdick closed the meeting at 2:48P.M.

Respectfully submitted,

Pamela Burdick, Committee Chair

Minutes of Services Committee

Meeting: Thursday, May 11, 2017

2 pm, Village Hall

Members Present: Palmer, Griffis

Members Absent: None

Also Present: Allard, Valenzano, Shotwell, Hodges

1. Committee heard the written request from owner of property on the corner of Lowell and Park Streets to have the late charges dropped on property owner's utility bill. After discussion, the committee decided not to intercede on this matter and thus, the late charges remain.
2. Committee then heard an update from the gentlemen from Fleis and VandenBrink on the Street Improvement Plan. The minutes are attached .

With no further matters before the Committee, the meeting was adjourned at 5:15 pm.

Respectfully Submitted for the Committee,

Don Palmer, Chairman
Services Committee
Village of Pentwater

Minutes of Services Committee

Meeting: Monday, June 5, 2017

6:30 am, Village Hall

Members Present:	Palmer, Griffis
Members Absent:	None
Also Present:	Village President Hodges, Village Manager Allard

1. Allard presented the request from property owner on Wythe requesting relief on utility billing due to water leakage at his residence. Checking this property resulted in finding that the meter broke outside residence with the owner not there when incident occurred. Once this was discovered, the property owner had local contractor take care of this matter. With the figures shown of $184 for discussion, Griffis made and Palmer seconded to credit the owner this amount in the next billing cycle. Motion approved unanimously.
2. Allard reported that the May 11, 2017 report from F-V will be reviewed with makers of this report and incorporated in the website portal for public review and knowledge.

There being no other matters before the committee, the meeting adjourned at 6:45 am.

Respectfully Submitted for the Committee,

Don Palmer, Chairman

Services Committee

Village of Pentwater

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 – May 17, 2017

Chairperson Christians called the regular meeting of the Pentwater Village Planning Commission Meeting to order at 7:01 pm with the Pledge of Allegiance.

ROLL CALL
Present: Ron Christians, Michelle Angell-Powell, Mark Benner, Bruce Koorndyk, & Paul Anderson
Absent: Kirstin McDonough (excused)
Staff Present: Keith Edwards, Zoning Administrator

APPROVAL OF AGENDA
Motion by Angell-Powell, second by Anderson to approve the Agenda as presented.
Voice Vote: Aye: 5 Nay: 0 Absent: 1 **Motion carried.**

APPROVAL OF REGULAR MINUTES
Motion by Anderson, second by Angell-Powell to approve the April 19, 2017 regular meeting minutes as presented.
Voice Vote: Aye: 5 Nay: 0 Absent: 1 **Motion carried.**

PUBLIC COMMENTS ON AGENDA ITEMS - None

COMMITTEE/DEPARTMENT REPORTS
A. Zoning Administrator
Edwards reported that only three Zoning Permits had been used since the last Planning Commission meeting, for a shed, deck and a front porch.

Motion by Anderson, second by Benner to approve the Zoning Administrator's written report as presented.

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

B. Zoning Board of Appeals
No meeting. No report.

OLD BUSINESS - None

NEW BUSINESS

A. Proposed Improvements to Nonconforming Building – 424 S. Chester Street

The Planning Commission reviewed the request to remove an existing deck and construct a 141 sq. ft. addition on the north side of the non-conforming home. The home is non-conforming because it is located within the platted portion of the Chester Street right-of-way. The proposed addition would increase the existing building area by 11% and it meets the setback requirements, and will not exacerbate the existing non-conforming impervious surface requirement of 91% of the lot area.
Motion by Angell-Powell, second by Anderson to approve the addition to the nonconforming home for 424 S. Chester Street.

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

B. Proposed Improvements to Nonconforming Building – 85 Mears (a.k.a. 174 Channel Lane)

The Planning Commission reviewed the request to demolish the existing two-story garage and existing decking in order to construct a 1,372 sq. ft. addition on the north side of the non-conforming home. The home is non-conforming because it has a 5 ft. setback to the right-of-way of Mears Street where 17 ft. is required and a 10 ft. setback to Channel Lane where 17 ft. is required. The proposed addition would increase the existing building area by 99% and all of the new construction meets the existing setback requirements including the lot coverage requirement. The reason that the existing setback requirements can be met is because additional land was acquired in 2016 with a lot combination and division of 141 Channel Lane

Motion by Angell-Powell, second by Anderson to approve the addition to the nonconforming home for 85 Mears Street.

Voice Vote: Aye: 4 Nay: 1 Absent 1 **Motion carried.**

PUBLIC COMMENTS

Rand Gee, 416 N. Rush Street reminded the Planning Commission to keep the long range planning and zoning items on the radar.

COMMUNICATIONS FROM PLANNING COMMISSION MEMBERS

None.

ADJOURNMENT

Christians adjourned the meeting at 7:41 p.m.

Respectfully Submitted,

_____	May 23, 2017
Keith Edwards	Date
Zoning Administrator	

Approved by the Village of Pentwater Planning Commission on _____

DRAFT

DDA Report for Council June 12, 2017

The DDA has not meet since the past council meeting.
DDA will meet on June 14th at 8:30 AM 2017.

During the past month, the following Committees have meet:

1. Hancock Improvements is working with Designer Steve Bass to create a consistent look throughout Pentwater. Once drawings are completed we will present it to Buildings and Grounds and then the public for feedback.

2. Marketing Committee will begin rolling out a survey asking the DDA district how they want their tax dollars spent.

Respectfully Submitted,
Claudia Ressel-Hodan Psy. D.

VILLAGE OF PENTWATER
Zoning Board of Appeals
ON PENTWATER LAKE AND LAKE MICHIGAN
327 South Hancock Street – P.O. Box 622
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(231) 869-8301 – FAX (231) 869-5120

Regular Meeting Minutes – June 7, 2017

Chairperson Castor called the regular meeting of the Pentwater Zoning Board of Appeals Meeting to order at 7:02 P.M. with the Pledge of Allegiance.

ROLL CALL: Present: Andrew Witt, Nancy Ceton (Alternate), Bill Bainton (Alternate) and Mike Castor. **Absent:** Bill O'Donnell, and Jim Young

Others present: Zoning Administrator Keith Edwards, Deputy Clerk/Treasurer Barbara Siok and Village President Jeff Hodges.

APPROVAL OF AGENDA: ***Motion*** by Bill Bainton, second by Nancy Ceton to approve agenda as presented. Voice Vote: Ayes: 4, Nays: 0. **Motion carried.**

APPROVAL OF MINUTES MAY 4, 2016: ***Motion*** by Nancy Ceton, second by Bill Bainton to approve May 4, 2016 minutes as presented. Voice Vote: Ayes: 4, Nays: 0. **Motion carried.**

PUBLIC COMMENTS: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

ELECTION OF OFFICERS: ***Motion*** by Bainton to elect Mike Castor as Chair and Bill O'Donnell as Vice-Chair, second by Ceton. Roll call vote: Ayes: 4, Opposed: None. Motion passed. ***Motion*** by Bainton to close the elections, second by Ceton.

STATUS OF BATES LAWSUIT: Keith Edwards said Bates may have appealed to the State Supreme Court due to a Constitutional challenge. Chair Castor stated to that Bates did not meet the criteria and that it was well documented and emphasized reasons were given for the board's voting.

INTRODUCTION OF SUGGESTED AMENDMENTS TO ZBA BY-LAWS: Edwards explained proposed amendments to the ZBA By-laws recommending voting at the next meeting.

ZONING BOARD OF APPEALS TOOLKIT: Chair Castor explained the purpose of the book and emphasized the importance of the ZBA authority and documentation suggesting members to write any questions in the margins to be discussed at the next meeting.

Chair Castor asked for comments. Village President Hodges thanked members for their work.

The next ZBA meeting is scheduled for September 6, 2017 at 7:00 PM

ADJOURNMENT: Motion to adjourn by Andrew Witt second by Nancy Ceton. All Ayes. Castor adjourned the meeting at 7:26 PM

Respectfully submitted by
Barbara Siok, Deputy Clerk/Treasurer

Unapproved

MEMO

F&V

To:	**Pentwater Village Council**
From:	David W. Bluhm, P.E. Client Services Manager **Fleis & VandenBrink**
CC:	
Date:	**June 8, 2017**
Re:	**Pentwater Street Improvement Project (SIP) Update**

The following provides an update of May work items of work for the SIP program:

- May 11 – Service Committee meeting to review update PASER (street ratings), street elevation survey, drainage master plan recommendations and preliminary recommendations for construction in 2017-2019. 2017 construction locations finalized with the committee.
- Sanitary Sewer Assessment – Met with Village staff to review utility improvement needs, secured and reviewed existing Village sanitary televising records. Currently developing specific sanitary sewer improvements needs to integrate with street improvements.
- Soil borings and pavement corings for 2017 project area is complete.
- Street topographic survey of 2017 project area is complete.
- Solicited quotes for CCTV of areas not previously CCTV'd. Recommended contracting with Plummers Environmental Services for this work and tentatively scheduled for July 2017.
- Updated Village website portal with most current information and map of project areas.

Anticipated June work:

- Prepare preliminary construction plans and cost estimates for fall 2017 construction.
- Submit required construction permit applications.
- Prepare final plans, specifications and bidding documents for 2017 construction bidding.

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MEETING MINUTES

Project Name:	Village of Pentwater - Street Improvement Project
Project No:	830950
Meeting Date:	5/11/2017
Minutes Date:	5/23/2017
Re:	**Progress Meeting Minutes**
Attendees:	Don Palmer, Village of Pentwater Terry Valenzano, Village of Pentwater Rob Allard, Village of Pentwater Jeff Hodges, Village of Pentwater Jared Griffis, Village of Pentwater Don DeVries, Fleis & Vandenbrink, Eng. Michael Mattzela, Fleis & Vandenbrink, Eng. David Bluhm, Fleis & Vandenbrink, Eng.

I. Review vertical survey, existing storm drains and proposed drainage area map and recommended main line and secondary collection system piping.
   a. F&V provided the committee with an update to field work done in preparation of the storm water drainage master plan and street rehabilitation recommendations. This includes vertical elevation street survey, PASER street condition update and locating of existing enclosed storm sewers.

II. Review updated PASER report and the different rehab/reconstruction options we see for streets.
   a. F&V discussed the data collected with the updated PASER street evaluation and the different types of treatment actions available for the streets.
   b. Reviewed map showing streets rated PASER 1-2 recommended for rehabilitation, drainage areas and main line storm sewer recommendations. Some discussion over options ensued.
   c. Alternatives to Wythe storm sewer routing west to Dover were discussed to minimize deeper sewers likely along Wythe between First to Third Streets. It was determined that extending the storm sewer west to Dover from Wythe was not a feasible alternative.
   d. The outlet of the Wythe storm sewer was discussed and include discharge at Wythe and 6th, or extension along 5th St. to creek. Capacity of existing culvert under 6th St. was discussed and needs to be confirmed. Outlet at 5th St. and creek will allow water quality improvements prior to discharge to Pentwater Lake and may be favored by MDEQ.
   e. Extending Wythe storm sewer east and west along Hanover was further discussed to provide outlets to basement sump pumps currently connected to sanitary.
   f. Rush Street storm sewer routing to creek was discussed. Several specific low point drainage problems were further discussed that will need to be addressed by detailed plans when developed.
   g. The existing drain on Dover Street was also discussed in the context of extending this drain north across Lowell to pick up low point at Dover St. & Park St.

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h. The mobile home park streets are private and should be eliminated from rehabilitation maps.
i. Review recommended minimum street widths and approach to widening those less than 20'
    i. Standardizing the widths to 20' was discussed. Streets in the updated PASER that are within 1-2' of standard can be widened using crush/shape.
j. Mill/Overlay vs. Crush/Shape
    i. Driveway grading/drainage will impact ability to crush/shape roadways, plans will likely be a mix of crush/shape and mill/overlay.
k. Use of Leaching Basins/Asphalt Curbing to direct street runoff
    i. The use of leaching basins was discussed to pick up low points that cannot be routed to storm sewers.

III. Review utility (water/sewer) needs.
a. F&V reviewed the map that shows water main improvements from water reliability study not included in the 2012 utility construction project.
b. Reviewed 2 remaining segments of sanitary sewer not improved in 2012. Much discussion regarding the need to further evaluate sanitary sewer improvement needs. It was decided that F&V will meet separately with Rob Allard and DPW next week to further review and identify needs.
c. Two sanitary sewer concern areas were specifically discussed; Ellery St. south of Second St. and Clymer St. between Lites Woods entrance and Second St.

IV. Other Factors.
a. Sidewalk improvements (ACT-51) funds? – ADA Ramps at intersections?
    i. Look to replace existing sidewalk flags where needed adjacent to street rehab, ADA ramps where needed to transition at intersections.
b. Wire Works street improvements
    i. Additional cost to provide more pavement strength needed on Fifth between Carroll St. and Wythe St. Village will discuss possible cost sharing with Pentwater Wire Works.
c. Lowell Street sidewalk/bike path
    i. Sidewalk improvements on Lowell St. from Hancock St. to beach were briefly discussed. Bike lane exists on south side of road. No further action needed at this time.

V. Review Street Improvement Program (SIP) construction options.
a. F&V provided a draft 3-year construction plan map to review with the committee based on finding so far.
b. Year 1 (2017) work would focus on Clymer St., 6th St., to Park St. and street bounded generally by Second St. – Park St. and Ellery St. to Clymer St. We believe these areas require less survey work and could be put on to bid rather quickly to allow the Village to show some progress on street improvements in 2017.
c. Year 2 (2018) work would focus on Fifth/Wythe/Hanover and streets leading into these main work areas. This will be an extensive project involving storm sewer, water main and possibly sanitary sewer as well.
d. Year 1 and 2 construction access was discussed to help minimize disruption to the downtown area by utilizing Sixth Street access to Clymer St. (Year 1) and Morris St. (Year 2). More detail on construction access will need to be provided prior to bidding.
e. Rehab areas for Year 3 and beyond were discussed, are scattered throughout the Village and the level to which these improvements can be made will be based on remaining funding after Year 1 and 2 improvements. It was decided that we would revisit this near the end of each of the first two years work to determine Year 3 and beyond improvements.
f. Review big picture approach/costs (full program)
    i. As identified on the conceptual project map, estimated project costs for road only are: Year 1 - $450k, Year 2 - $1.25m, Year 3 - $1.4m

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g. Finalize Year 1 plan (2017) and preliminary Year 2 plan (2018)
   i. After further discussion the committee agreed to move forward with Year 1 as proposed with some additional sanitary sewer work along Clymer St. recommended by Rob. Year 2 was conceptually agreed but will be revisited as we near completion of Year 1 construction in fall of 2017.

h. Discuss Year 3 concepts
   i. Year 3 project scope was discussed based on the total $3m street bond. It was mentioned that the Village has another $1m in utility funds for utility improvements. It was decided that we need to re-evaluate funding and update subsequent year's plans near the end of each year's construction project.
   ii. It was discussed that utility funds can and should pay for road repairs over utility work. F&V will provide break-outs for these costs so they can be shared by the appropriate fund.

VI. Year 1 & 2 design work.

a. F&V recommended authorization for Year 1 and Year 2 design. The committee authorized moving forward with Year 1 survey (limited), design, specifications, bidding documents and bidding.
   i. Geotechnical
      1. Pavement cores and borings where utilities are proposed will be needed and was authorized for Year 1 and Year 2 rehab areas to provide economies of scale. F&V will likely utilize Soils & Structures for this work and it will be billed directly to the Village.
   ii. Survey
      1. Year 1, full survey on Clymer St. and limited survey for log plan development on other streets.
   iii. Plans
      1. Full construction plans will be needed on Clymer St. where utilities are proposed but log plans can be developed on other streets to save cost.

VII. Bidding/construction timing.

a. Plans will be developed in June for July bidding and construction start in August, after Homecoming festival weekend, and extending through October.

VIII. Web Portal Content.

a. F&V updated the Village's web portal the other day and will look to update again based on this meeting.
b. It was discussed that a map showing Year 1 work areas and "future" work area would be provided for next web portal update and would be updated in the next 2 weeks. Notification of soil boring work and further survey for 2017 construction would be included in the web portal update.

These minutes are my understanding of the items discussed and the decisions made. Please notify me of any comments, concerns and/or corrections within five business days, otherwise these minutes will be considered an accurate record of the meeting.

FLEIS & VANDENBRINK

Don DeVries
Project Manager/Senior Associate

cc: All Attendees

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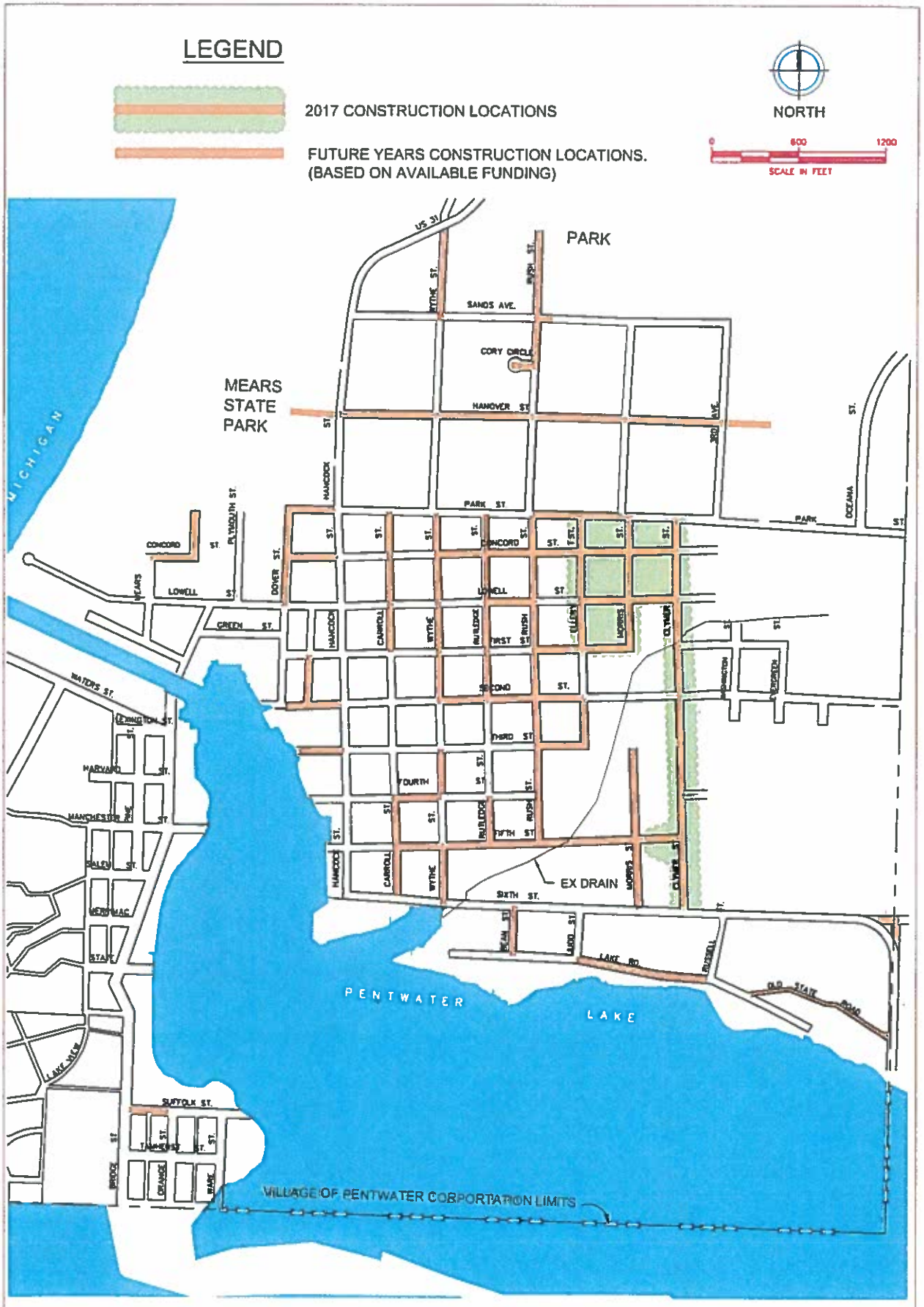

FLEIS&VANDENBRINK

Michigan Department of Treasury
614 (2-03)

This form is issued under MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Dept.(s)
COPY TO: Each Twp or City Clerk

L-4029

2017 TAX RATE REQUEST
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

County	Taxable Value
OCEANA	93,787,664
Local Government Unit	
PENTWATER VILLAGE	

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119.
The following tax rates have been authorized for levy on the 2017 tax roll

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Millage Authorized by Election, Charter, etc.	(5) 2016 Millage Rate Permanently Reduced by MCL 211.34d	(6) 2017 Current Year Millage Reduction Fraction	(7) 2017 Millage Rate Permanently Reduced by MCL 211.34d	(8) Sec. 211.34 Millage Rollback Fraction	(9) Maximum Allowable Millage Rate*	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
ALLOCATED	OPERATING	Aug-06	15.0000	8.4875	0.9935	8.4323	1.0000	8.4323	8.4323	**********	Unlimited
EXTRA VOTED	MAIN	May-15	1.0000	0.3468	0.9935	0.3445	1.0000	0.3445	0.3445	**********	Dec-20
								Total Mills	8.7768		

		2016 Taxable	$	92,578,724
2016 Operating Millage	8.5439	Levy Received	$	790,983
2016 Corrected Millage	8.4875	Correct Levy	$	785,762
		Refund Due Taxpayers	$	5,221
2017 Millage Adjustment for 2016 Refund			$	5,221

-0.0557

VOTED DEBT	2016 BOND	11/82016	2.4000	N/A	N/A	N/A	N/A	2.4000	2.3000	
								Total Debt Mills	2.3000	

Prepared by	Title	Date
Edward VanderVries - MMAO IV, PPE	Equalization Director	5/19/2017

As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.1211(3).

	Signature	Type Name	Date
☐ Clerk ☐ Secretary			
☐ Chairperson ☐ Supervisor			

Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. A public hearing and determination is required for an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

Michigan Department of Treasury
614 (2-03)

This form is issued under MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Dept.(s)
COPY TO: Each Twp or City Clerk

L-4029

2017 TAX RATE REQUEST
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

County	Taxable Value
OCEANA	14,267,780
Local Government Unit	
PENTWATER DDA	

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119.
The following tax rates have been authorized for levy on the 2017 tax roll

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Millage Authorized by Election, Charter, etc.	(5) 2016 Millage Rate Permanently Reduced by MCL 211.34d	(6) 2017 Current Year Millage Reduction Fraction	(7) 2017 Millage Rate Permanently Reduced by MCL 211.34d	(8) Sec. 211.34 Millage Rollback Fraction	(9) Maximum Allowable Millage Rate*	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
ALLOCATED	OPERATING		2.0000	1.5021	1.0000	1.5021	1.0000	1.5021	1.5021	**********	

		2016 Taxable	$	14,605,797
2016 Operating Millage	1.5555	Levy Received	$	22,719
2016 Corrected Millage	1.5021	Correct Levy	$	21,939
		Refund Due Taxpayers	$	780
2017 Millage Adjustment for 2016 Refund			$	780

-0.0547

Total Mills 1.4474

Prepared by	Title	Date
Edward VanderVries - MMAO IV, PPE	Equalization Director	5/4/2017

As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.1211(3).

	Signature	Type Name	Date
☐ Clerk ☐ Secretary			
☐ Chairperson ☐ Supervisor			

Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. A public hearing and determination is required for an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

VILLAGE OF PENTWATER
327 S. Hancock Street, PO Box 622
Pentwater, Michigan 49449
(231) 869-8301 FAX (231) 869-5120
Website: www.pentwatervillage.org

VILLAGE MANAGER CONTRACT

The parties to this Agreement are THE VILLAGE OF PENTWATER, of 327 South Hancock Street, PO Box 622, Pentwater, Michigan 49449 ("Village"), and Christopher Brown, of 307 Steve Drive, Mackinaw City, MI 49701 ("Manager").

This Agreement will confirm the terms and conditions on which Manager will serve as Village Manager for the Village of Pentwater.

1. SERVICES. Manager has agreed to accept employment as Village Manager of the Village, performing the duties normally performed by the Village Manager as outlined in the Village of Pentwater Charter and Codified Ordinances. Manager shall be subject to all rules and regulations, including disciplinary rules, applicable to all Village employees as provided in the Employee Handbook, except as modified herein. The parties hereto acknowledge that this agreement is an "at will" employment agreement as defined under Michigan law. Manager acknowledges that applicable state law (MCL 65.8) requires that a Village Manager shall serve at the pleasure of the Village Council and may be removed by a vote of four or more Council Members or as otherwise provided by Michigan law.

2. COMPENSATION. The Village will pay the Manager $70,000 in annual compensation to be paid biweekly.

3. TERM. The Term of this Agreement shall be for the period commencing June 25, 2017 through March 31, 2021, as provided in this paragraph. Either the Village Manager or the Village Council may terminate this Agreement at any time upon 30 day written notice, subject to number 8 on page 2, with or without cause.

4. RECORDS. Any records or other documents, including copies, summaries, or electronic media of any type, prepared, or acquired by Manager in performing your services for the Village shall belong to the Village and shall be surrendered upon termination of Manger's employment.

5. FRINGE BENEFITS FOR MANAGER.
   a. Vacation: 3 weeks, equal to 120 hours per year. Vacation shall be used each year and will not accumulate. Upon leaving employment, Manager will be paid for unused vacation days not to exceed 3 weeks, equal to 120 hours per year
   b. 8 hours of sick time will be earned every thirty (30) days, accumulating up to 720 hours. Fifty percent of unused sick time shall be paid upon departure.
   c. Manager will be paid for official holidays as stated in the Employee Handbook.
   d. Four (4) personal days each year and shall not accumulate.
   e. Manager will receive a $40,000 Life Insurance Policy.
   f. Healthcare benefits are as per union contract.

g. Retirement benefits are according to MERS (Michigan Employee Retirement System) B-2 with F50-25.

6. CAR ALLOWANCE. Manager will furnish his own automobile and receive from the Village a car allowance of $400 per month. The first year's car allowance of $4,800 will be paid as a lump sum to be paid after 30 days of employment. The 2nd year of employment the car allowance shall be paid with each biweekly check. Manager shall maintain insurance coverage on his vehicle used in the course of his employment under this Agreement as required by the Michigan No-Fault Insurance Act and other applicable law. Manager shall add the Village as an additional insured to any policy with respect to his vehicle used in the course of his employment. Manager represents and affirms that he has a valid Michigan driver's license, and he agrees to notify the Village in the event his license is suspended, revoked, or denied by the Michigan Secretary of State for any reason.

7. MILEAGE. Manager will be paid at the State of Michigan rates for Village business miles from the Village Hall to locations outside Mason and Oceana Counties.

8. SEVERANCE. Three month's pay will be received if terminated prior to contract term. Manager shall not be entitled to severance pay if Manager is terminated for "just cause." "Just cause" is defined in this Agreement as Manger misconduct; violation of the Village's rules and regulations as enumerated in the Employee Handbook; failure of Manager to render and perform services to the Village according to his obligations under this Agreement or by applicable law; or failure of Manager to perform at a level that meets the Village Council's expectations.

9. BACKGROUND CHECK. Manager understands that it is the Village's policy to secure a criminal history of each employee, including the Manager. Manger consents to a criminal background check to be performed by the Village. This Agreement is contingent upon the Village Council's satisfaction as to the results of Manager's criminal background check.

10. GENERAL PROVISIONS. The Village shall defend, hold harmless and indemnify Manager against any tort, professional liability, claim, demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the Manager's duties within the scope of the Manager's authority. Provided however, the Village shall not be responsible hereunder for any illegal, criminal, or fraudulent acts of Manager. The Village may, in its sole discretion, compromise, settle any such claim or suit, and pay the amount of any settlement or judgment rendered. The Village shall bear the full cost of any bonds required of Manager under any law, charter provision or ordinance. This document contains our entire Agreement and supersedes any prior oral or written understandings and agreements. The parties can modify this Agreement only by writing, as signed by both Manager and an authorized representative of the Village.

11. CONSENT TO JURISDICTION AND VENUE. The parties hereto agree and irrevocably consent to jurisdiction and venue in Oceana County, Michigan, regarding any action or dispute involving this Agreement or Manager's employment with the Village. The parties waive any right to a trial by jury in any action between the parties involving this Agreement or Manager's employment with the Village. Any dispute regarding this agreement shall be governed by the laws of the State of Michigan.

VILLAGE MANAGER CONTRACT

VILLAGE OF PENTWATER
By:

_____
Jeffrey Hodges, Village President

Dated: June _____2017

ACCEPTED AND AGREED TO
By:

_____
Christopher Brown

Dated: June _____, 2017