



VILLAGE OF PENTWATER

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

(231) 869-8301 - FAX (231) 869-5120

www.pentwatervillage.org

AGENDA

VILLAGE COUNCIL - Regular Meeting

October 9, 2017 at 6:00 PM

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 from September 11, 2017.
Regular Village bill approval of \$167,765.35. Fire Department bill approval of \$40,709.30.

No requests for Village property use.

- 7. Announcements:**
 - A. Fleis & VandenBrink update.

DEPARTMENT REPORTS

1. Village Manager – Chris Brown
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 – Michelle Angell-Powell
2. Finances Committee - Jared Griffis
3. Ordinances Committee – Dan Nugent
4. Personnel Committee – Peter Dunlap
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. Zoning Attorney – Mika Meyers

NEW BUSINESS

1. Marina Dock Repairs
2. Engineering bids for Marina upgrades, Electric & ADA

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 September 11, 2017

Call to Order - President Jeff Hodges called the regular meeting of the Pentwater Village Council to order at 6:00 p.m. in the Community Room at Village Hall.

Roll Call - Present: Jared Griffis, Dan Nugent, Don Palmer, Pam Burdick, Peter Dunlap, Michelle Angell-Powell and Jeff Hodges. Absent: None.

Also, present: Village Manager Chris Brown, Clerk/Treasurer Colleen Moser, Fire Chief Terri Cluchey, and Marina Manager Dick Hutchings. Attorney Jim Prince, stand-in for Village Attorney Brian Monton.

Public comment: Rep. Scott VanSingel gave a quick update on the Michigan House. President Hodges stated concern that many schools are getting waiver to start school before Labor Day which is hurting small towns dependent on tourism.

Approval of the Agenda – President Hodges requested an amendment to add the May 2014 contract with Consumers Energy for Standard Lighting, under New Business. *Motion* by Palmer, supported by Dunlap to approve the agenda as amended. Voice vote. AYES: 7 NAYS: 0. Amended agenda approved.

Consent Agenda- President Hodges amended the consent agenda item; removing the road closure for the October 14, 2017 for a Corn Hole tournament on 4th St., because of a personal interest.

Approval of village council regular meeting minutes that was held August 14, 2017. Regular Village bill approval of \$169,505.40. Fire Department bill approval of \$6133.32

Requests for Village Property use:

- The Chamber requests road closures for the following 2018 events: St. Patrick's Parade on March 17, Bike & Trike Rally on June 2 for, Homecoming Parade on Aug. 11, Octoberfest on Oct. 13, and Spooktacular Parade on Oct. 27.
- Chamber requests Village Green for the following 2018 events: Winterfest on Feb.10, Easter on the Green on March 31, Founder's Day on May 5, Farmers Market from June 4 – Sept. 3, Spring Arts & Craft on June 16 & 17 (set up on June 15), Harvest Day on Sept. 20, Fall Arts & Crafts on Sept. 22 & 23 (set up Sept.21), Halloween on the Green on Oct. 27 and Santa on the Green on Nov. 24 at 5 p.m.
- Garden Club requests use of Bell Park for a flower sale on May 26, 2018 9-11a.m.
- Pentwater Jr. Women's Club requests use of the Village Green, for their Annual Art Fair on July 14, 2018 9-5 p.m.
- Cove requests setting up an information table on top of Village Green on October 14, 2017

Motion by Palmer, second by Griffis to approve the consent agenda items as amended. Roll call vote. AYES: 7 NAYS: 0. Consent agenda items approved as amended.

Motion by Palmer, second by Burdick to approve the consent agenda item; Road closure for the October 14, 2017 for a Corn Hole tournament on 4th St.,
Roll call vote. AYES: 6 NAYS: 0. Abstain 1 – Hodges due to personal interest. Motion approved.

Village Audit Presentation. Rescheduled for October 9th regular council meeting.
Street Improvement Plan: See report from Fleis & VandenBrink. Preconstruction meeting will be held September 12th.

VILLAGE DEPARTMENT REPORTS

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

Village Manager – See managers' report.

Police Chief – See report.

Marina Manager – See report.

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 – Angell-Powell reported that a meeting will be held on August 25, 2017, at the Friendship Center, located at 310 Rush Street at 6:30 p.m. (following the 5:30 p.m. Planning Commission meeting). Pentwater Streetscape Project is a combined effort of the DDA, Planning Commission led by the Buildings and Grounds Committee. Angell-Powell has opened a fund with the Oceana Community Foundation for the joint project. See meeting minutes.

Finance Committee – No meeting, no report.

Ordinance Committee – No meeting, no report.

Personnel Committee – No meeting, no report.

Promotions Committee – No meeting, no report.

Services Committee – No meeting, no report.

VILLAGE COMMISSION AND BOARD REPORTS

Planning Commission – Next meeting to be held at the Friendship Center on August 25th at 5:30 p.m. See meeting minutes.

ZBA – No meeting, no report.

DDA – No meeting, no report.

UNFINISHED BUSINESS

Village Green: Proposed property swap at the Hancock Bldg.

Public Restrooms at Hancock Building: Proposed 5 to 7 year parking agreement.

The Hancock building is a commercial building with two residential units, wants to convert the upstairs into additional residential units however, additional parking is needed to conform to Village zoning of two parking places per unit. A proposal 1 would be a property swap between the Village and Hancock building. The second proposal, Hancock building would pave grassy areas alongside Second Street, 50% of the of the \$1,200 of the annual association dues would be

waived for 5-7 years, no additional fees for capital improvements to the building and the Village would waive all condo voting rights.

Zoning Administrator, Edwards recommended council approve the proposals.

Attorney, Prince stated that the temporary parking solution would allow the Village the needed time to change the parking ordinances.

Motion by Dunlap, second by Burdick to approve both proposals as written except that the period of 5 years (Rather than 5-7 years) and adding that the Village assumes responsibility for the portions of interior space that the Village owns.

Roll call vote. AYES: 4- Dunlap, Burdick, Nugent, and Hodges. NAYS: 2 Griffis and Palmer
Abstain: 1 Angell-Powell due to a personal financial interest. Motion approved.

(Both proposals dated August 28, 2017, approved by one motion, as amended by Dunlap, will be signed, and certified by the Village Clerk, shall be kept with these minutes, and become part of the permanent records.)

NEW BUSINESS

Zoning Attorney. The Village Zoning administrator is recommending that the Village hire the firm Mika Meyers PLC to be the legal advisor to the Village to address the changes to the Village Zoning Ordinance and Master Plan.

Attorney Prince stated that the Village attorney would recuse themselves from the zoning ordinance and only act as advisor to Village Council.

Motion by Palmer, second by Dunlap to table the motion so that the scope of the work could be clearly defined, hourly fees, cost estimates or possibly in an attorney engagement letter. If over \$10,000 would have to solicit bids. Voice vote. AYES: 7 NAYS: 0. Motion tabled.

Consumers Energy Contract. The Village Manager stated that the change to the contract to would allow a change the type of bulb being used in street lights. That the bulbs had already been changed and that the Village is already saving money on the reduced energy bills.

Motion by Angell-Powell, second by Palmer to revise the 5/1/2014 Consumers Energy [Street] Lighting contract. Voice vote. AYES: 7 NAYS: 0. Motion approved.

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

President Hodges adjourned the meeting at 7:43 p.m.

Respectfully submitted,

Colleen Moser, Clerk/Treasurer

Date

Proposals are attached.

Aug. 28, 2017, BM

Proposal

Proposal for property Exchange between Village of Pentwater and Hancock Building Condominium

The Hancock Building Condominium proposes to the Village of Pentwater an exchange of property adjacent to the Hancock Building and the Village Green to facilitate cleaning up of property boundaries and clarification of parking currently being used by the Hancock Building.

Proposal Elements:

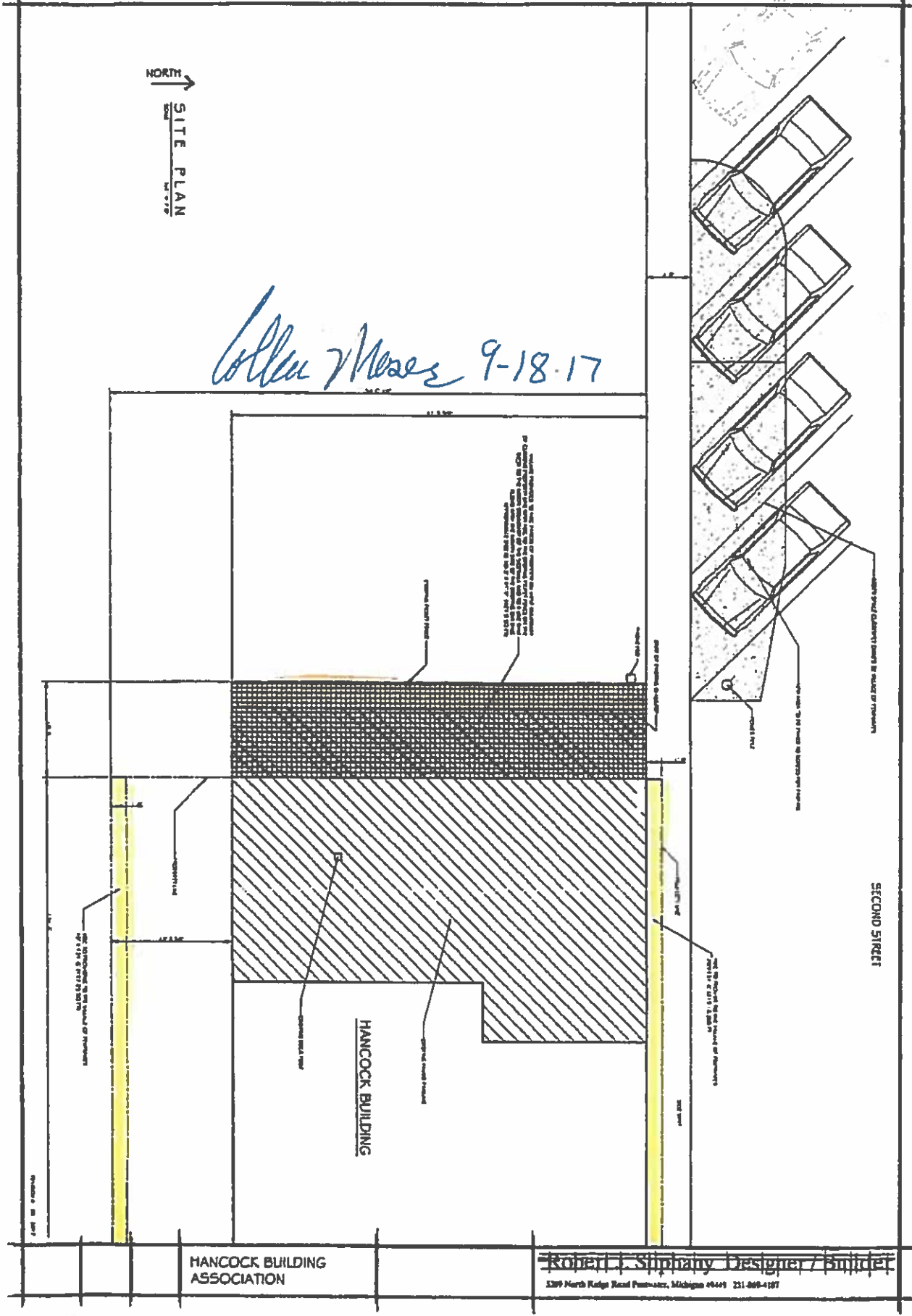
- Hancock Building Condominium proposes to provide the Village of Pentwater:
 - 18" of land on the southern boundary of the Hancock Building and adjacent to the Village Green. Property size is 18" wide by 131'6" long (197.25 ft sq)
 - 20" of land on the North side of the Hancock Building on which the current Village Sidewalk exists. Property size is 20" wide by 131' 6" long (219.16 ft sq)
 - Total square footage offered by HBC is 416.41 square feet
 - The HBC has historically allowed the Village use of its property on the south boundary of the Hancock Building and adjacent to the Village Green. The HBC will allow continued use of a like nature by the Village of the remaining HBC property on the south side of the building. The HBC reserves full ownership rights with respect to this remaining property including but not limited to future development for use by HBC.
 - Hancock Building Association assumes the responsibility for costs associated with deed changes and filing
- Village, in return, provides to the HBC
 - Parcel of property on the west boundary of the current property line with HBC to the existing picket fence on the west to the north boundary of the sidewalk and to the existing South property line with the Hancock Building. Approximate size is 10' to the west by 41.75 feet to the south. Total square footage calculated at approximately 417.5 square feet. This parcel is currently and has historically been used for residential parking by the Hancock Building.
 - Village provides easement, license, variance (whatever the proper legal vehicle) to the HBC to add a balcony on the north side of the building which extends over the Village sidewalk and is supported vertically on the same plane as the existing railing on the north side of the Hancock Building.

Colin Meyer 9-18-17
Village Clerk

EXHIBIT A

NORTH
SITE PLAN
10' 0" = 1"

Collect Measures 9-18-17



HANCOCK BUILDING ASSOCIATION

Robert J. Stiphany Designer / Builder
1309 North Ridge Road Farm-sec, Michigan 48441 251-865-4187

Aug 28, 2017, BM

Proposal

Parking Agreement between HBC and Village of Pentwater

HBC proposes Village of Pentwater and HBC enter into a five to seven year agreement to create parking space on Second Street adjacent to the HBC for use by HBC to meet Village Parking requirements for two new (converted) condominium spaces within HBC. Property proposed is the green space currently owned by the Village, but not developed for parking.

Proposal

- Agreement is for ~~5~~ years. Reviewed and potentially renewable at the end of the agreed to time period.
- HBC improves entire green space adjacent to HBC and north of sidewalk adjacent to Second Street. This will create a minimum of four and a maximum of five new parking spaces. The spaces will be constructed and striped to match the existing asphalt in accordance to Zoning ordinance standards for parking space and Village Standards for street construction, (if any).
- Village provides agreement for exclusive use of a portion of the improved parking for the use of HBC 2nd floor residential condominium units currently designated as 2G, 2F and 2H sufficient to meet Village Zoning requirements.
- Village retains additional improved parking spaces for their exclusive use and designation.
- HBC provides Village the following:
 - Waiver of any general assessments for capital improvement during the term of the agreement
 - An ongoing annual fee structure equal to 50% of the allocated association dues for the term of the agreement
 - New fee structure begins 1-1-18
- Village relinquishes Association voting rights and assumes responsibility for utilities, liability insurance, loss/theft insurance and maintenance of interior space, awning, entry doors and any other expenses typically associated with the cost of ownership. *for Village of Pentwater portion(s) of interior space*

Colleen Moore 9-18-17
Village Clerk

CHECK REGISTER FOR VILLAGE OF PENTWATER CHECK DATE FROM 09/01/2017 - 09/30/2017

Check Date	Check	App	Vendor Name	Description	Amount
09/01/2017	43881	AP	AT&T Mobility	utilities	79.49
09/01/2017	43882	AP	Baker, Doug	cell phone reimburs.	70.00
09/01/2017	43883	AP	Charter Communications, Inc.	utilities	951.47
09/01/2017	43884	AP	Cintas Corporation	prof. svc.	87.54
09/01/2017	43885	AP	Companion Life Insurance Company	insurance	193.76
09/01/2017	43886	AP	Evergreen Solutions LLC	supplies	903.88
09/01/2017	43887	AP	Frontier	utilities	246.05
09/01/2017	43888	AP	Gillison's Variety Fabrication, Inc	supplies/mtc.	593.18
09/01/2017	43889	AP	Infrastructure Alternatives	prof.svc.	125.00
09/01/2017	43890	AP	Lambright, Herman	prof.svc fsh cln stn	400.00
09/01/2017	43891	AP	Larson & Son Ace Hardware, Inc.	supplies	226.78
09/01/2017	43892	AP	void	void	0.00
09/01/2017	43893	AP	Prince & Monton, PLC	VOP Bates	2,674.00
09/01/2017	43894	AP	Republic Services, Inc.	PFC prof. svc.	401.65
09/01/2017	43895	AP	Stillwell, Elizabeth	Friendship Center Deposit Refund	100.00
09/01/2017	43896	AP	Tanner Plumbing & Heating, Inc.	rpr.mtc.	870.54
09/01/2017	43897	AP	Tarnowski, Nate	cell phone reimb.	70.00
09/01/2017	43898	AP	The Home City Ice Company	marina ice supply	14.00
09/01/2017	43899	AP	Trace Analytical Laboratories, Inc.	analytical	562.20
09/01/2017	43900	AP	Verizon Wireless	utilities	116.04
09/01/2017	43901	AP	NELSON ALLAN D & GAYLE E	Vil Tax Refund 044-399-015-00	808.12
09/14/2017	43902	PR	void	void	0.00
09/14/2017	43903	PR	void	void	0.00
09/14/2017	43904	AP	HUNTINGTON	Vil Tax Refund 044-691-002-00	4,868.10
09/14/2017	43905	AP	MACK DAVID	Vil Tax Refund 044-324-011-00	30.00
09/14/2017	43906	PR	Payroll	netpayroll	464.22
09/14/2017	43907	PR	void	void	0.00
09/14/2017	43908	PR	Payroll	netpayroll	362.07
09/21/2017	43909	AP	Kinstle Sterling Western Star	2018 Western Chassis 5KKAAX	87,507.00
09/22/2017	43910	AP	Craft Metal Spinning	bike rack	550.00
09/25/2017	43911	AP	American Legal Publishing Corp.	ord suppl	256.54
09/25/2017	43912	AP	APT of US & S	dues	145.00
09/25/2017	43913	AP	Barco Products Co.	paint	372.49
09/25/2017	43914	AP	BROWN, CHRISTOPHER	reimbursement	166.39
09/25/2017	43915	AP	C & I Electric	labor water plant float	130.00
09/25/2017	43916	AP	Cintas Corporation	prof.svc.	270.41
09/25/2017	43917	AP	Consumers Energy Co. Payment Center	utilities	9,372.49
09/25/2017	43918	AP	CREATIVE CANVAS	CL park repair	60.00
09/25/2017	43919	AP	DTE Energy Company	utilities	354.75
09/25/2017	43920	AP	Evergreen Solutions LLC	marina supplies	75.24
09/25/2017	43921	AP	Frontier	utilities	89.39
09/25/2017	43922	AP	Great Lakes FORD	service	456.31
09/25/2017	43923	AP	Hutchings, Richard	sidewalk rplcmnt.	2,672.00
09/25/2017	43924	AP	Infrastructure Alternatives	prof.svc. (contract Vlg WWT June)	5,000.00
09/25/2017	43925	AP	Integrity Business Solutions	supplies	350.03
09/25/2017	43926	AP	Jobbins, Henry	cell phone reimburs.	64.87
09/25/2017	43927	AP	Ken Adams Excavating Inc.	sidewalk washout repair	1,473.85
09/25/2017	43928	AP	Lambright, Herman	prof.svc fsh cln stn	1,200.00
09/25/2017	43929	AP	Lighthouse Car Care Center LLC	oil	38.00
09/25/2017	43930	AP	Ludington Daily News	prof.svc.	184.63
09/25/2017	43931	AP	Ludington Plumbing & Heating	plumbing parts	114.34
09/25/2017	43932	AP	MHP - Lakeshore Campus	prof.svc. (police dept.)	14.00
09/25/2017	43933	AP	MICHIGAN STATE POLICE	token fee	66.00
09/25/2017	43934	AP	Moser, Colleen	walmart water/training	108.24

CHECK REGISTER FOR VILLAGE OF PENTWATER CHECK DATE FROM 09/01/2017 - 09/30/2017

Check Date	Check	App	Vendor Name	Description	Amount
09/25/2017	43935	AP	North Central Co-op Corporation	motorpool	492.08
09/25/2017	43936	AP	ON DEMAND WELDING LLC	VG hand rail repair	165.00
09/25/2017	43937	AP	Pentwater Chamber of Commerce	dues	75.00
09/25/2017	43938	AP	Republic Services, Inc.	contract	9,163.93
09/25/2017	43939	AP	RS Technical Services Inc.	WWTP	932.52
09/25/2017	43940	AP	The Home City Ice Company	marina ice	110.00
09/25/2017	43941	AP	Trace Analytical Laboratories, Inc.	analytical	1,871.80
09/25/2017	43942	AP	Turning Leaf Landscaping Inc.	lawn mowing	434.10
09/25/2017	43943	AP	WEX Bank	wex fleet	1,144.92
09/25/2017	43944	AP	Xerox Corporation	lease/mtc	311.18
09/28/2017	43945	PR	Payroll	netpayroll	370.38
09/28/2017	43946	PR	Payroll	netpayroll	108.29
09/26/2017	43947	AP	Wilson, Gary	in lieu of insurance	50.00
09/27/2017	43948	AP	Baker, Doug	cell phone reimburs.	70.00
09/27/2017	43949	AP	Larson & Son Ace Hardware, Inc.	supplies	291.06
09/27/2017	43950	AP	void	void	0.00
09/27/2017	43951	AP	void	void	0.00
09/27/2017	43952	AP	Tarnowski, Nate	cell phone reimb.	70.00
09/29/2017	43953	PR	Priority Health Insurance	insurance	8,019.63
09/30/2017	43954	PR	POLICE OFFICERS ASSOCIATION	dues	180.00
09/30/2017	43955	PR	TECH, PROF & OFFICE ASSOC OF MI	dues	75.00
09/30/2017	43956	PR	UNITED WAY OF THE LAKESHORE	united way	14.00
09/29/2017	43957	AP	Bruce's Auto & Maint.	rpr.mtc	79.10
09/29/2017	43958	AP	Charter Communications, Inc.	utilities	953.55
09/29/2017	43959	AP	Cintas Corporation	prof. svc.	87.54
09/29/2017	43960	AP	Companion Life Insurance Company	insurance	193.76
09/29/2017	43961	AP	Dickenson, David dba C&D Cleaning	prof. svc.	3,826.81
09/29/2017	43962	AP	DMC Unlimited	prof.svc.	170.25
09/29/2017	43963	AP	E R H Electronics	prof.svc.	190.50
09/29/2017	43964	AP	First Advantage Occupational HS Cor	cdl testing	575.00
09/29/2017	43965	AP	Frontier	utilities	246.05
09/29/2017	43966	AP	Great Lakes Energy	twnshp.so.utilities	216.40
09/29/2017	43967	AP	Huntington National Bank	supplies/misc.	2,709.60
09/29/2017	43968	AP	Integrity Business Solutions	supplies	96.68
09/29/2017	43969	AP	Ken Adams Excavating Inc.	prof. svc. Jeffries property	600.00
09/29/2017	43970	AP	Lighthouse Car Care Center LLC	motorpool	38.00
09/29/2017	43971	AP	Ludington Plumbing & Heating	prof. svc.	347.15
09/29/2017	43972	AP	Michigan Municipal League	membership app	55.00
09/29/2017	43973	AP	Oceana County Treasurer	64-044-620-117-10	307.16
09/29/2017	43974	AP	Oudbier Instrument Co.	prof.svc. watertower painting	667.20
09/29/2017	43975	AP	Planning & Zoning Center, Inc.	planning & zoning news	380.00
09/29/2017	43976	AP	Prince & Monton, PLC	VOPJeffries	1,682.00
09/29/2017	43977	AP	Russell, Mike	tree mtc	2,255.00
09/29/2017	43978	AP	Trace Analytical Laboratories, Inc.	analytical	1,144.50
09/29/2017	43979	AP	Van Der Zanden, Robert	comm.promo. cornstalks	100.00
09/29/2017	43980	AP	Wilbur-Ellis Company LLC	CWP supplies	585.15
					167,765.35

**Pentwater Fire Department
Payment of Bills (Prepays & To Be Paid)**

October 11, 2017

Date	Num	Name	Amount
Sep 14 - Oct 11, 17			
09/27/2017	E-pay	United States Treasury	-6,010.76
09/14/2017	2612	DTE Energy	-18.56
09/14/2017	2613	Integrity Business Solutions	-152.26
09/14/2017	2614	Gabridge & Company, PLC	-615.00
09/14/2017	2615	Evergreen Solutions LLC	-55.74
09/14/2017	2616	Oceana County Treasurer	-31.82
09/19/2017	2617	Business Card	-841.43
09/27/2017	2618	Larson & Son Ace Hardware	-23.07
09/27/2017	2619	Aaron N. Boyko	-1,148.63
09/27/2017	2620	Pentwater Fire Dept. Association	-300.00
09/27/2017	2621	MISDU	-1,533.32
09/27/2017	2622	Anthony M Arnouts	-457.57
09/27/2017	2623	Benjamin E. Russell	-3,388.88
09/27/2017	2624	Christopher J Gebhart	-875.42
09/27/2017	2625	Craig E. Lewandowski	-22.03
09/27/2017	2626	Everet K. Horton	-387.64
09/27/2017	2627	Giuseppe E. Criscione	-22.03
09/27/2017	2628	Jonathan D. Hughart	-2,827.37
09/27/2017	2629	Joseph R. Malburg	-667.63
09/27/2017	2630	Larry E. Hilton	-113.52
09/27/2017	2631	Mark R. Haynor	-2,754.53
09/27/2017	2632	Norberto N. Munoz	-46.18
09/27/2017	2633	Patrick C. Ruggles	-1,406.43
09/27/2017	2634	Paul C. Smith	-1,508.32
09/27/2017	2635	Raymond S. Hasil	-3,041.65
09/27/2017	2636	Terry L. Cluchey	-5,365.62
10/03/2017	2637	State of Michigan	-1,130.44
		TOTAL PREPAIDS	\$ (34,745.85)
10/11/2017	2638	Consumers Energy	-124.27
10/11/2017	2639	Republic Services #240	-462.80
10/11/2017	2640	Verizon Wireless	-76.02
10/11/2017	2641	Circle K Service	-844.00
10/11/2017	2642	Village of Pentwater	-3,700.00
10/11/2017	2643	Nye Uniform	-226.49
10/11/2017	2644	Michigan Municipal League	-175.00
10/11/2017	2645	Charter Communications	-269.42
10/11/2017	2646	Village of Pentwater	-69.45
10/11/2017	2647	Workplace Health Ludington	-16.00
Sep 14 - Oct 11, 17		TOTAL TO BE PAIDS	\$ (5,963.45)
		TOTAL PREPAIDS & TO BE PAIDS	\$ 40,709.30

PFD Payroll 4/1/17-9/24/17

4/3/2017 4/3/2017 4/5/2017 4/6/2017 4/7/2017 4/7/2017 4/10/2017

Member	Run/Meeting	Officer	Pay	Payroll Subtotal
Arnouts, Tony	\$575			\$575
Boyko, Aaron	\$1,300			\$1,300
Cluchey, Terry/Fire Chief	\$4,750	\$1,875		\$6,625
Criscione, Joe	\$25			\$25
Gebhart, Chris	\$975			\$975
Glover, Jim/MFRO	\$0			\$0
Haynor, Mark	\$3,525			\$3,525
Hasil, Ray/Capt/Sec/Treas	\$1,400	\$2,250		\$3,650
Hilton, Larry	\$150			\$150
Horton, Everet/SO	\$275	\$165		\$440
Hughart, Jonathan	\$3,375			\$3,375
Lewandowski, Craig	\$25			\$25
Malburg, Joe	\$750			\$750
Munoz, Juan	\$0			\$0
Munoz, Nate	\$50			\$50
Ruggles, Pat/Lieutenant	\$1,050	\$500		\$1,550
Russell, Ben	\$3,875			\$3,875
Smith, Paul/Asst Chief	\$2,400	\$1,250		\$3,650
Grand Total				\$30,540

Handwritten signatures and dates:
 O'Keefe
 09-25-17
 [Signature]

6 Month w/CO I&II	Annual	Chief	Asst Chief	Captain	Lieutenant	Safety Officer
\$1,500	\$3,000	\$3,000	\$2,500	\$1,000	\$1,000	\$500
\$1,250	\$2,500					
\$500	\$1,000					
\$500	\$1,000					
\$250	\$500					

6 Month w/CO I&II	Annual	Secretary	Treasurer	*Caretaker	MFR Coordinator
\$1,000	\$2,000	\$2,000	\$1,500	\$750	\$750
\$750	\$1,500				
\$375	\$750				
\$375	\$750				

Terry
Ray

*Caretaker submits hours worked plus \$62.50 every mon

MEMO



To: Pentwater Village Council

From: David W. Bluhm, P.E.
Client Services Manager
Fleis & VandenBrink

CC: Chris Brown, Pentwater Village Manager

Date: October 5, 2017

Re: Pentwater Street Improvement Project (SIP) Update

The following provides an update of September engineering/construction activities for the SIP program:

- A pre-construction meeting was held on September 15 with Hallack Contracting for the 2017 Streets Projects and work began on Clymer Street on September 25.
- Construction work to date has included utility repair/replacement and regrading to raise the roadway on Clymer at the creek. F&V's on-site inspector is Shawn Bates and is present during all active construction.
- 2018 Street Projects field survey work was reviewed with the Services Committee on September 18. Design work is ongoing and preliminary plans will be reviewed with the Services Committee in early November.

Anticipated work for rest of October will include the following:

- Hallack will continue to work on Clymer and adjacent streets through October with paving scheduled for early November.
- A meeting has been scheduled for October 16 with the owners of the Pentwater Wire Works to discuss 2018 street improvement surrounding their facility.
- F&V will update the project portal link on the Village's website after the October 9 Council meeting.

**Pentwater Police Department
Activity Report
September 2017**

Synopsis

September was a very busy month in the Village. We received 62 calls for service.

I will not be at the Council meeting tonight, but I will be attending the remainder of the meetings for the year. If you have any questions or concerns please feel free to contact me at your convenience.

Activity Highlight

On 9-3-2017 Officers took a report of a dog bite that occurred on South Hancock Street. The dog was on a leash when it lunged and bit the victim in the leg. The investigation was forwarded to Oceana Animal Control. The victim sought his own treatment.

On 9-10-2017 Officers responded to the report of a battery being stolen from a residence in the 500 block of North Morris Street. The incident remains under investigation.

On 9-15-2017 while conducting follow up investigation Officer uncovered a marijuana growing operation in Weare Township. Upon discovery the case was turned over to the SSCENT Narcotics Team.

On 9-24-2017 Oceana County Sheriff's Officer attempted to stop a car in Pentwater Township. The vehicle and suspect driver attempted to elude the deputies, but lost control of the vehicle that crashed into Pentwater Lake. Officers from the Pentwater Police Department assisted in the investigation. The suspect fled to a residence on Sands Street and was later apprehended. Two Oceana County men were lodged in the Oceana County Jail.

In addition to these cases Officer responded to several medical assists within the Village.

Ongoing Efforts

Officers successfully abated a nuisance ordinance violation with the assistance of a citizen group in the 300 block of west Third Street. The nuisance abatement was a very long and sensitive process and the Police Department wants to public thank all the citizens involved.

The Pentwater Village Police Advisory Committee will conduct their semi-annual meeting on October 23rd, 2017 at 7:00pm at the Village Hall. The meeting will consist of a review of the summer activity and an introduction of our newest part-time staff.

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
Alarms	3
Animal Complaints	3
Assists	3
Attempt to Locate	1
Civil Complaints	4
Found Property	2
Follow up Investigation	8
Fraud	1
Larceny	1
Harassment	1
Hit and Run Accident	1
MDOP	1
Medical Calls	3
Motorist Assists	3
Noise Complaints	1
OWI	1
Property Damage Accidents	4
SSCENT Drug Complaints	1
Stray / Barking dog	1
Traffic Stops	10
Traffic Hazards	2
Trespassing	1
Vehicle Chase	1
Water Emergency	1
Well Being Check	2
Wires Down	2
Total	62

Tickets

During the month of September several tickets were issued for speeding, equipment violations, and parking.



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, October 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 9/6/17
- III. Reports of Officers
 - a. Treasurer Raymond Hasil
- IV. Old Business
 - a. Respirator evaluations
 - b. Village water tower maintenance
 - c. Village road construction status
- V. New Business
 - a. Payday
 - b. We need to begin the steps for airpack replacement.
- VI. Training
 - a. MFR training will be hosted by Oceana EMS and is planned for Saturdays in January and February.
- VII. Discussion on Last Month's Calls
 - a. There were 4 fire and 21 medical calls for service for August
- VIII. Public Comment (held to two (2) minutes on all issues)
- IX. Adjourn

Secretary- Ray Hasil



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Monthly Meeting Minutes

Meeting Date: Wednesday, September 6, 2017 19:00

Meeting Location: Pentwater Fire Department

Call to Order

- I. Pledge of Allegiance
- II. Reading and Approval of Minutes
 - a. Minutes from 8/2/17
- III. Reports of Officers
 - a. Treasurer Raymond Hasil- balance is still \$148,148.64. 34.1% spent.
- IV. Old Business
 - a. Department pictures are tonight
 - b. Respirator evaluations- completed forms need to be returned. New forms were distributed.
- V. New Business
 - a. Village water tower will be out of service for maintenance. There are two portable pressure tanks connected to the pumphouse by the fire department to help with pressure. The tower will be out of service for about a month.
 - b. The ICS-300 and ICS-400 schedule for fall have been cancelled
 - c. Road closures begin soon. Clymer from Park to 6th St will be worked on. Repairs are expected to be done by November 15. Other road repairs around the Village may be taking place as well.
 - d. The COVE 5k run is this weekend and we will provide support
- VI. Training
 - a. There is a mutual aid tanker course on Friday 9/22 followed by a full-scale wildfire exercise on Saturday 9/23. Both are at Lilley Township Fire Department in Bitely. Ben Russell is plans on attending.
 - b. MFR training will be hosted by Oceana EMS and is planned for Saturdays in January and February.
- VII. Discussion on Last Month's Calls
 - a. There were 5 fire and 33 medical calls for service for August
- VIII. Public Comment (held to two (2) minutes on all issues)
- IX. Adjourn- A motion to adjourn by Aaron Boyko was seconded by Tony Arnouts. Vote was unanimous, motion approved.

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.pentwaterfiredcpartment.com

Officer Meeting Minutes

Meeting Date: Wednesday, September 6, 2017 18:22

Meeting Location: Pentwater Fire Department

Call to Order

- I. Reading and Approval of Minutes
 - a. Minutes from 8/2/17
- II. Reports of Officers
 - a. Treasurer Raymond Hasil- balance is \$148,148.64. 34.1% spent.
- III. Old Business
 - a. Department pictures are tonight
 - b. Respirator evaluations- completed forms need to be returned. A new form is available.
- IV. New Business
 - a. Village water tower will be out of service for maintenance beginning Monday. There are two portable pressure tanks connected to the pumphouse by the fire department to help with pressure. The tower will be out of service for about a month.
 - b. The ICS-300 and ICS-400 schedule for fall have been cancelled
 - c. Road closures
 - d. The COVE 5k run is this weekend and we will provide support
- V. Training
 - a. There is a mutual aid tanker course on Friday 9/22 followed by a full-scale wildfire exercise on Saturday 9/23. Both are at Lilley Township Fire Department in Bitely.
 - b. MFR training will be hosted by Oceana EMS and is planned for Saturdays in January and February.
- VI. Discussion on Last Month's Calls
 - a. There were 5 fire and 33 medical calls for service for August
- VII. Public Comment (held to two (2) minutes on all issues)
- VIII. Adjourn- A motion to adjourn by Paul Smith was seconded by Terry Cluchey. Vote was unanimous, motion approved.

Secretary- Ray Hasil

Pentwater Municipal Marina Report

September 2017

To: Pentwater Village Council

Pentwater Village Manager Chris Brown

Boating traffic was very good over the Labor Day weekend with full slips for most of the weekend. Wish I could say that for the rest of the month as it was very slow as usual.

The Boat Launch was very busy with weekend guests getting there last weekend of the season in and boaters taking boats out for the season.

Fishing has been very slow much like most of the season with good weeks and bad weeks.

Patterson Marine has taken the no wake buoys out of the lake for the season.

The Marina staff has been doing some maintenance on the docks and painting to get ready for closing which will be Oct 15th as usual.

The staff also put up the Warning DO NOT ENTER WATER Electrical Shock Hazard signs on the docks and decals on the electric towers.

Respectfully submitted



Dick Hutchings
Marina Manager



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

October 3, 2017

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

Code Enforcement

Nothing outstanding at this time.

Planning Commission

The Planning Commission met on September 26 at the Friendship Center to hold its regular meeting where they approved an addition to the non-conforming home at 136 S. Wythe Street. After the regular meeting, the Planning Commission, DDA and Buildings and Grounds Committee hosted a presentation of the Pentwater Design by Steve Bass for about 80 members of the public. We were very happy to get some many people to see and support the presentation.

Zoning Board of Appeals

The Zoning Board of Appeals met on September 6 to discuss an amendment to the ZBA by-laws to reduce the number of regular members from 7 to 5, while maintaining two alternates. Such a change will require an amendment to the Zoning Ordinance which I will introduce to the Planning Commission at their October meeting.

Zoning Permits

The following Zoning Permits were issued in September, 2017.

1. 136 S. Wythe for the demolition of the existing garage.
2. 629 E. Sands for a new house with attached garage.

Village of Pentwater
Building and Grounds Committee
Meeting Minutes October 5, 2017

Chair Michelle Angell-Powell called the meeting to order at 9:01 AM.

Present: Chair, Michelle Angell-Powell, Peter Dunlap and Jared Griffis.

Absent: None

Also Present: Village Manager Chris Brown, and Deputy Clerk/Treasurer Barb Siok.

Marina Bids:

Village Manger Chris Brown reported results from the opening of the only two bids received regarding ADA compliance to upgrade electric service at the marina docks and engineering to make the improvements which could be used to apply for grants and future expansion. Bid amount from Fleis & VandenBrink was \$20,600. Bid amount from C2ae was \$42,500. Chris said that he has requested clarification to quantify the bids before a recommendation to the Village Council of what is included and what is not included. Discussion followed.

Storage Sheds:

The relocation of a storage shed on village property has not been decided. Michelle Angell-Powell suggested proposing a plan to the Service Club regarding a structure with multiple use purposes possibly on the Village Green. Discussion followed.

Other:

Village Manager Chris Brown said that concrete pouring has been scheduled for the base of the village entrance gazebo, encasing the time capsule plaque and repairs at Channel Lane Park. Discussion followed regarding procedures for installing signs and banners.

Leaf pic up will start Monday, October 23, weather permitting and residents will be encouraged to view the schedule that will be posted at the Village Hall.

Lowell and Chester Streets are scheduled for crack seal repairs.

The meeting was adjourned at 9:30 AM.

Respectfully Submitted,

Deputy Clerk/Treasurer, Barbara Siok

Minutes of Services Committee

Meeting: Monday, September 18, 2017, 3:30 pm

Village Hall

Members Present: Palmer, Griffis, Dunlap

Members Absent: None

Also Present: C. Brown – Village Manager, T. Cuchna, T. Valenzano, Reps.
from F-V: D. Bluhm and M. Mattzela

1. Brown briefly reviewed the state of utility rates in the village, the RUE (Residential Unit Equivalency) and the need for a thorough review and possible rate consideration including those rates charged to the State Park. Chris will bring comparable rates of other municipalities so recommendation can be made to the full council before the start of 2018.
2. In light of the current project before the village, Brown also noted that an encroachment exists on Morris Street between 5th and 6th Streets. Committee acknowledged this information from our village manager will Brown initiating corrections within the project.
3. FV report by Bluhm and Mattzela: Before active construction begins, notification to residents of this occurring will be made in writing by Jeremy Patzer from FV. It is anticipated that this initial SIX WEEK project of the Street Improvement Project will begin on Monday, September 25. He will also be marking any driveways that may need work.
4. A construction video of sites is yet to do but will be taken care of.
5. It was also reported that Clymer Street milling and reconstruction at the creek will be done with some storm water improvements along the way.
6. **FUTURE PLANS** discussed: **Bike lane along Carroll Street ** soon to be scheduled meeting to occur with representatives from Pentwater Wire Works on cost sharing of the project near this business. Palmer will take the initial contact for meeting arrangements. ** Bid plans for 2018 to be

done the first of the year in January ** Meeting again in
October/November

7. **2017 PLANS:** met with contractor last week.

DTE wants new gas services in from copper to plastic to be done before FV paves. Looking at potentially all copper services. This will be continuous through the entire project.

8. **2018 PLANS:** Area in BLUE on the construction map

Morris Street new the Catholic Church

Water, Storm Sewer and Sanitary Sewer Improvements

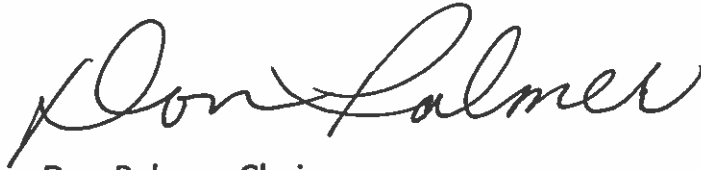
All surveys are completed of project area

New water main 6th Street to Park Street

Probable revisions of some storm sewer areas

There being no other matters before the committee, the meeting adjourned at 5 pm.

Respectfully Submitted for the Committee,

A handwritten signature in black ink that reads "Don Palmer". The signature is written in a cursive, flowing style.

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 – September 26, 2017

Chairperson Christians called the regular meeting of the Pentwater Village Planning Commission Meeting to order at 5:35 pm at the Friendship Center, 310 N. Rush Street, with the Pledge of Allegiance.

ROLL CALL

Present: Ron Christians, Michelle Angell-Powell, Mark Benner, Kirstin McDonough & Bruce Koorndyk, Paul Anderson

Absent: None

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: 6 Nay: 0 Absent: 0 **Motion carried.**

APPROVAL OF REGULAR MINUTES

Motion by Angell - Powell, second by Koorndyk to approve the August 23, 2017 regular meeting minutes as presented.

Voice Vote: Aye: 6 Nay: 0 Absent: 0 **Motion carried.**

PUBLIC COMMENTS – None

COMMITTEE/DEPARTMENT REPORTS

A. Zoning Administrator

Mr. Edwards referred to his written report.

B. Zoning Board of Appeals

The ZBA meeting met on September 6 at 7 pm to discuss an update to the ZBA By-laws primarily regarding changing the number of regular members from 7 to 5, the number of alternates would remain as 2. Recognizing that such a change would also require an amendment to the Zoning Ordinance, the ZBA referred the discussion to the Planning Commission. This item will be on the agenda for the October meeting of the Planning Commission. The ZBA also discuss a review of the ZBA members' tool-kit, which provides education for ZBA members.

OLD BUSINESS – None.

NEW BUSINESS - New Business – Proposed Improvements to Nonconforming Building – 136 S. Wythe Street by Harbor Design and Construction.

Mr. Edwards reviewed the applicant's file his report prepared on September 19, 2017 addressing the

proposed additions to the home at 136 S. Wythe. The existing home is non-conforming because the north side setback is only four (4) feet six (6) feet is required. The proposed addition which includes an attached garage with bonus room above and a covered porch meets the Zoning Ordinance requirements for the R2, Single Family Residential Zoning District, accessory buildings and Section 3.24 of the Zoning Ordinance for the expansion of non-conforming buildings. Mr. Edwards recommended approval by the Planning Commission.

Motion by Koorndyk, second by Angell - Powell, to approve the expansion of 136 S. Wythe as presented since the house was not being expanded on the non-conforming side and that the proposed addition meets the requirements of the Zoning Ordinance.

Voice Vote: Aye: 6 Nay: 0 Absent: 0 **Motion carried.**

PUBLIC COMMENTS - None

COMMUNICATIONS FROM PLANNING COMMISSION MEMBERS - None

None.

ADJOURNMENT

Motion by McDonough, second by Benner to adjourn the meeting at 5:45 p.m.

Respectfully Submitted,



Keith Edwards
Zoning Administrator

September 29, 2017
Date

Approved by the Village of Pentwater Planning Commission on _____

Village of Pentwater

327 South Hancock St., P.O. Box 622 Pentwater, MI 49449
(231) 869-8301 Website: pentwatervillage.org

Bid Opening - Meeting Minutes Municipal Marina Dock Repairs September 18, 2017

Public bid opening meeting held at Village Hall in the Community Room.

Present: Village Manager Chris Brown, Clerk/Treasurer Colleen Moser and Marina Manager Dick Hutchings

Village Clerk called the meeting to order at 10:06 a.m.

The Clerk stated that the Village had received 1 sealed bid, as follows:

Bidder: Adams Marine & Construction \$13,850
8956 N. Oceana Dr.
Pentwater, MI 49449

The bidding was closed and meeting was adjourned at 10:08 a.m.

Respectfully submitted,



Colleen Moser
Village Clerk/Treasurer



Adams Marine Construction
8956 N OCEANA DR
PENTWATER, MI 49449
(231)869-2196
adamsmarineconstruction@gmail.com

ADDRESS
Village of Pentwater

ESTIMATE 1261

DATE 08 22 2017

ACTIVITY	QTY	RATE	AMOUNT
Services Raise and install new piling. Re-fabricating dock to fit new piling.		13,850.00	13,850.00

TOTAL \$13,850.00

Accepted By

Accepted Date

Opened
RECEIVED

SEP 18 2017

Village of Pentwater
By: *CM* 10:08 AM

Village of Pentwater

327 South Hancock St., P.O. Box 622 Pentwater, MI 49449
(231) 869-8301 Website: pentwatervillage.org

Bid Opening - Meeting Minutes Municipal Marina Upgrades October 2, 2017

Public bid opening meeting held at Village Hall in the Community Room.

Present: Village Manager Chris Brown and Clerk/Treasurer Colleen Moser.
called the meeting to order at 2:01 p.m.

The Clerk stated that the Village had received 2 sealed bids, as follows:

Fleis & VandenBrink Bid amount: \$20,600
2960 Lucerne Dr. S.E.
Grand Rapids, MI 49546

C2ae Bid amount: \$42,500
648 Monroe Ave. N.W.
Grand Rapids, MI 49503

The manager will quantify the bids, based on the scope of the marina upgrades that were requested.

The bidding was closed and meeting was adjourned at 2:05 p.m.

Respectfully submitted,


Colleen Moser
Village Clerk/Treasurer