

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 AUGUST 13, 2018

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: Pam Burdick, Peter Dunlap, Jared Griffis, Dan Nugent, Don Palmer, and Jeff Hodges. Absent: Michelle Angell-Powell.

Also, Present: Village Manager Chris Brown, Clerk/Treasurer Rande Listerman, Police Chief Laude Hartrum, Assistant Fire Chief Ray Hasil.

Approval of the Agenda. President Hodges requested an approval of the agenda *Motion* by Dunlap, supported by Palmer to approve the agenda with one correction New Business Item #2 Change to Pentwater Community Park & Rec Board and one additional Item #11 Appointment to the Zoning Board of Appeals.
Voice vote. AYES: 6 NAYS: 0 ABSENT: 1. Amended agenda approved.

Public Comments (On the agenda)

None

Public Comments (Not on the agenda)

None

Consent Agenda. Approval, of village council regular meeting minutes, from July 9, 2018.
Disbursement Approval: Village \$381,992.00; Village Payroll - \$39,800.14; Twp. Fire Dept. - \$5,402.74.

Requests for Village Property Use: None

Motion by Palmer, second by Burdick to approve the consent agenda items.
Roll call vote. AYES: 6 NAYS: 0 ABSENT: 1. Consent agenda items approved.

Announcements:

1. **Street Improvement Plan:** See report in writing from Fleis & VandenBrink.

VILLAGE DEPARTMENT REPORTS

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

Village Manager - Report submitted in writing.

Clerk/Treasurer - Report Submitted in writing.

Motion by Griffis, second by Dunlap to approve the treasurer's financial reports.
Roll call vote. AYES: 6 NAYS: 0 ABSENT: 1. Motion approved.

Police Chief – Report submitted in writing.

Fire Chief – Report submitted in writing

Zoning Administrator – Report submitted in writing

Council member Don Palmer stated the short-term rental situation needs to be looked at and he is optimistic that it will be addressed for next year.

Parks & Rec Director – Report submitted in writing

COMMITTEE REPORTS

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

Building and Grounds Committee – Minutes submitted in writing.

Finance Committee – No meeting, no report.

Ordinance Committee – No meeting, no report.

Personnel Committee- Minutes submitted in writing.

Promotions Committee – No meeting, no report.

Services Committee- Minutes submitted in writing.

VILLAGE COMMISSION AND BOARD REPORTS

Planning Commission- Minutes submitted in writing.

ZBA- No meeting, no report.

DDA – Chairperson Dr. Claudia Russell-Hodan addressed the council and shared a synopsis of the minutes. The DDA has two open board seats. John Nagel submitted his resignation at the last DDA meeting.

UNFINISHED BUSINESS

1. PFC Rental Agreement

Motion by Palmer, second by Nugent to approve the updated Pentwater Friendship Center Rental Agreement as presented.

Voice vote. AYES: 6 NAYS: 0 ABSENT: 1. Motion approved.

NEW BUSINESS

1. 2018 Street & Utility Improvement Payment #5 to Hallack Construction

Motion by Palmer, second by Griffis to approve payment #5 for the Street Improvement Project to Hallack Construction in the amount of \$137,355.44.

Roll call vote. AYES: 6 NAYS: 0 ABSENT: 1. Motion approved.

2. Appointment of Park Board

Motion by Dunlap, second by Burdick to approve the following appointments to the Pentwater Community Park & Rec Board Michelle Angell-Powell and Bill Bainton.
Voice vote. AYES: 6 NAYS: 0 ABSENT: 1. Motion approved.

3. Beautification Committee Resolution #2018-08-13

Motion by Griffis, second by Nugent to approve Resolution #2018-08-13.
Roll call vote. AYES: 6 NAYS: 0 ABSENT: 1. Motion approved.

4. Street Improvement Bond Anticipation Note Resolution #2018-08-14

Motion by Griffis, second by Palmer to approve Resolution #2018-08-14 Street Improvement Bond Anticipation Note.
Roll call vote. AYES: 6 NAYS: 0 ABSENT: 1. Motion approved.

5. Purchasing Policy

Motion by Griffis, second by Burdick to approve the Purchasing Policy as presented.
Voice vote. AYES: 6 NAYS: 0 ABSENT: 1. Motion approved.

6. Social Media Policy

The Social Media Policy has been sent to the Personnel Committee for review and to present to Council, at a later date.

7. ACH Policy

Motion by Griffis, second by Burdick to approve the ACH Policy as presented.
Voice vote. AYES: 6 NAYS: 0 ABSENT: 1. Motion approved.

8. Fund Balance Policy

Motion by Griffis, second by Dunlap to approve the Fund Balance Policy as presented.
Voice vote. AYES: 6 NAYS: 0 ABSENT: 1. Motion approved.

9. Water/Sewer Refund Credits- Per Service Committee

Motion by Palmer, second by Dunlap to approve the Water/Sewer late fee credit for Pentwater Investment at 42 W Second Street #5 in the amount of \$19.71 in lieu of the untimely death of the business owner.
Roll call vote. AYES: 6 NAYS: 0 ABSENT: 1. Motion approved.

Motion by Palmer, second by Dunlap to approve the Sewer Credit for Leah & Matt Villarreal at 54 E. 5th Street in the amount of \$91.67 for a leak that did not go through the sewer system.
Roll call vote. AYES: 5 NAYS: 1 ABSENT: 1. Motion approved.

10. Memorial Contributions Policy - Per Building & Grounds Committee

Motion by Palmer, second by Nugent to approve the Memorial Contribution Policy to be overseen by the Village Manager with input from the Building and Grounds Committee to determine the needs of the community on the items purchased. Each person memorialized will

have a brick added to the memorial walkway at the Village Green. Contributions from 0 - \$1000 a small engraved brick, \$5000 a medium engraved brick and \$10,000 and over will be a cornerstone brick.

Voice vote. AYES: 6 NAYS: 0 ABSENT: 1. Motion approved.

11. Appointment to the Zoning Board of Appeals

Motion by Griffis, second by Nugent to approve the appointment of Bill Bainton to the Zoning Board of Appeals.

Voice vote. AYES: 6 NAYS: 0 ABSENT: 1. Motion approved.

Adjournment - Hodges asked for a motion to adjourn. **Motion** by Palmer, second by Griffis.

Voice vote. AYES: 6 NAYS: 0 ABSENT: 1.

President Hodges adjourned the meeting at 7:20 p.m.

Respectfully submitted,

Rande Listerman, MICPT, CPFA, CPFIM
Clerk/Treasurer

Date