

**VILLAGE OF PENTWATER
COUNCIL**

AGENDA PACKET

JUNE 23, 2025 @ 6 P.M.

Park Place Meeting Center

310 North Rush Street

President

Mary Marshall

President Pro Tempore

Jared Griffis

Trustees

Dave Bluhm

Dan Nugent

Kathy O'Connor

Don Palmer

Karl Schrumpf

AGENDA
VILLAGE COUNCIL – REGULAR MEETING
JUNE 23, 2025, at 6:00 P.M.
PARK PLACE MEETING CENTER
ZOOM LINK

<https://us02web.zoom.us/join/edl?muid=2e052dc6-6af9-4f57-b774-cdfdef87cbd7>

Meeting ID: 847 8992 4969

Passcode: 027464

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE

2. COUNCIL ROLL CALL

3. PUBLIC COMMENTS (Items on the Agenda)

4. APPROVAL OF THE AGENDA

5. CORRESPONDENCE

Correspondence addressed to the Village Clerk will be received, filed, and forwarded to the Village Council.

A. Dan Ter Haar.

6. PUBLIC HEARING

A. None.

7. UNFINISHED BUSINESS

A. None.

8. NEW BUSINESS

1. Pentwater Junior Sailing Program and Pentwater Lake Improvement Board Proposal for Village Boat Launch.

2. Pentwater Lake Improvement Board Proposal for 4th Street Road End.

3. DPW Dump Trailer Purchase.

4. DPW Vehicle Policy.

5. Support dog for the Pentwater Police Department.

9. DISCUSSION

1. Strategic Plan Update.

10. PUBLIC COMMENT

Public comments will only be taken when the Village President opens the meeting for comment. Please state your name and address before speaking. All comments should be directed to the Village President; each speaker will have one opportunity at the microphone for a maximum of 3 minutes.

11. COUNCIL COMMENTS

12. MANAGER'S COMMENTS

13. CLOSED SESSION

A. None.

14. ADJOURNMENT



Agenda Notes

12. NEW BUSINESS

A. Pentwater Junior Sailing Program and Pentwater Lake Improvement Board Proposal for Village Boat Launch

A proposal from the Pentwater Junior Sailing Program and PLIB to renovate the Village Boat Launch to improve safety at the current deck and create a natural shoreline.

B. Pentwater Lake Improvement Board Proposal for 4th Street Road End

A proposal from the PLIB to relocate the rocks at the end of 4th Street into the Lake and turning the current rock beds into rain gardens.

C. DPW Dump Trailer Purchase

Proposal to purchase a dump trailer for the Department of Public Works at a cost of \$11,149.00. The previous dump truck was sold and now the skid steer is forced to drive all around town when something needs to be dumped. This is causing significant wear and tear on the skid steer and preventing effective management of resources including labor.

D. DPW Vehicle Policy

Change in the Village Vehicle Policy to allow the DPW Supervisor to take home a work truck to increase operational support. This vehicle could only be used for Village purposes.

E. Support Dog for the Pentwater Police Department

Proposal from the Pentwater Police Department to add a support dog to the department. This support dog will assist in the school, with victims, and general support around town. Officer Mitchell will provide a presentation outlining the benefits of the program along with specifics.

Rande Listerman

From: Beth Provencal [REDACTED] >
Sent: Monday, June 16, 2025 8:57 PM
To: Rande Listerman; Rachel Witherspoon
Subject: Fw: Chester Street

Hi Rachel, and Village Council members,
Below is a request from a fellow neighbor on Chester St.
He didn't have the correct email, so I am forwarding for him.
Thanks much,
Beth

PS Hallack has been INCREDIBLE. They work hard, efficiently and are kind and considerate.
They were a darn good choice. We all thank you for that!

----- Forwarded Message -----

From: [REDACTED]
To: BETH PROVENCAL <[REDACTED]>
Sent: Monday, June 16, 2025 at 07:35:13 PM EDT
Subject: Re: Chester Street

Foward this to correct address please, it's starting to be a speed zone already, and there many little children that could get injured. The flag worker from the paving company almost got hit when they were paving Friday.

Dan Ter Haar

From: BETH PROVENCAL <[REDACTED]>
Sent: Monday, June 16, 2025 6:25 PM
To: Dan TerHaar <[REDACTED]>
Subject: Re: Chester Street

That's great Dan! Agree to this request!

Not sure about that email address you sent it to?? Never saw that one before. Especially because we are not a city...
I'd send it to the Village Council instead:

clerk@pentwatervillage.org

Beth

Sent from my iPhone

On Jun 16, 2025, at 4:31 PM, Dan TerHaar [REDACTED] wrote:

Hats off to the Village for the resurfacing of Chester street. Now a Phase two request; Can you please look into addition and replacement of the speed limit signs from Long bridge to the north end of Chester street. This is a beautiful section of our village and is used daily by walkers, runners, and bikers, the last thing any of us want to see is a tragedy caused by excessive speeding. Thank you for the consideration.

Dan Ter Haar
Auto-Wares Group of Companies
dant@autowares.com
1 800 444 3121 Ext. 1534
Cell 616 813 3024

Village of Pentwater DPW

Council Report 06/04/25 to 6/18/25

Water Department:

- Oudbier arrived on 06/05, was able to adjust PLC programming at water plant to correct the backwash issues we were having. Staff will continue to monitor and verify that it is working correctly.
- 6/18 results of arsenic test came back from the 5/29 sample. Raw water was 16 ppb and finished water was down to 6 ppb after staff manually backwashed filters.
- Hallack paved in base coat asphalt on Chester and Green on 06/06, final layer applied 06/13 to Chester. Green should be finished by end of this week (6/20).
- Hallack completing service tie ins on Rutledge, prepping Rutledge for paving, and then heading to Sands St to start laying new water main around 06/27.
- Boil water issued for Rutledge St. Cleared on 06/11.
- Collect monthly bacti samples and chlorine residuals.
- Spent most of a day to set up meter reading equipment to be ready for water reads. 2 days of reading meters in, and 25% of total meters completed.

Sewer:

- Clean rags out of pump 1 at Lowell lift station. Ordered new wear ring and impeller for pump 1 as there is no adjustment left and it is not pumping well.

Streets:

- Started patching potholes, mostly complete with 8 tons of cold patch applied.
- Prepared Village Green for wedding and summer party.
- Trash picked up 6/6, 6/9, and 6/16.
- Interviews completed and last open position is filled! Second hire starts on 06/23.
- Mow/trim blight property (AT&T Bld.), water tower, fire dept, 4th St, Lowell lift, and in front of WTP.

Parks:

- Remove vulgar graffiti at Channel Lane men's room, an ongoing issue.
- Remove sand from north pier on 06/09.

Overtime:

- 06/07 Staff covered rounds and lab at WWTP then cleaned out Lowell lift station wet well with the assistance of Adams' vac truck.
- 06/14 staff covered rounds and lab at WWTP.

Upcoming:

- Grade/patch gravel roads.
- Continue patching potholes.
- Park maintenance: weeds, mulch, fencing on Chester, general clean up. DPW has inherited the upkeep of many flower beds throughout the Village. Accepting volunteers/clubs to adopt a flower bed.
- Remove sand from south pier.
- Prepare Village Green for arts and crafts fair.
- Hallack moving to Sands St.

(231) 869-8301 FAX (231) 869-5120
www.pentwatervillage.org

To: Village Council
From: Rachel Witherspoon, Village Manager
Subject: PLIB Road End Improvement Projects
Date: June 19, 2025

The Pentwater Lake Improvement Board is working on shoreline management as part of an effort to naturalize more of the Pentwater Lake shoreline. Before the council are proposals for both the Village Boat Launch and the 4th Street Road end. Chris Pierce will be at the council meeting to explain the designs and purposes.

Village Boat Launch

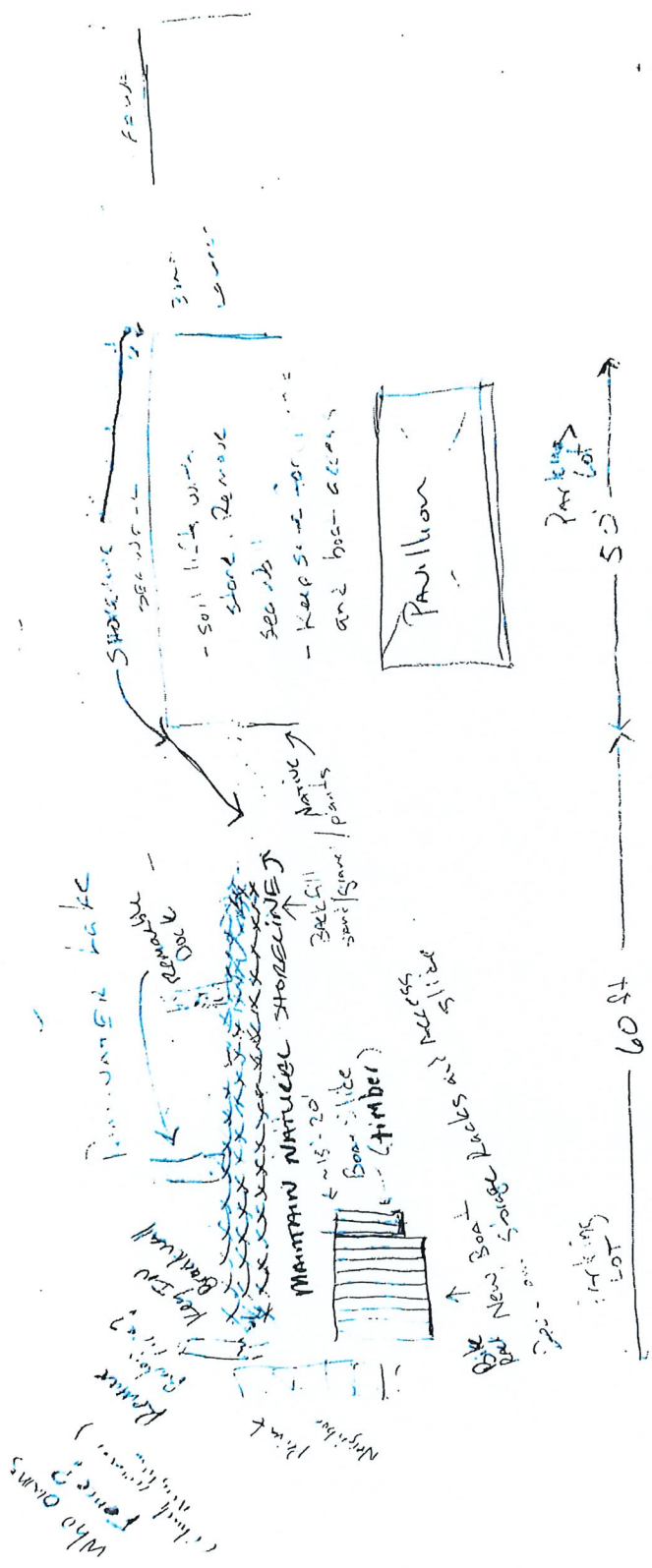
The Junior Sailing Program, in partnership with the PLIB, would like to remove the deck where their equipment is currently placed, move it further north on the grass (not impeding the parking lot), and naturalize the shoreline. The current deck is unsafe, and all renovations would be paid for by the PLIB and the Junior Sailing Program. The Village DPW would, however, provide an in-kind donation of labor and equipment to help complete the work.

4th Street Road End

The PLIB would like to work on the shoreline at 4th Street by relocating the rocks that are currently at the end of the road into the water, creating a natural buffer between Pentwater Lake and the concrete seawall. The areas where the rocks are currently located will be transformed into a rain garden area. At some point, additional benches can be placed there to make it more inviting. The goal of this project is both naturalizing the shore and beautifying an area of the Village that is currently underutilized. Spinnaker Condos has offered to make a \$15,000 donation to cover these costs.

SUGGESTED RESOLUTION

Approve the PLIB's proposed plans for the Village Boat Launch area and the 4th Street Road end.



Construction Notes:

- Remove ~30ft of seawall
- move boat deck and storage racks
- 25-30ft away from shoreline
- New access to access water?
- Restore 60ft of shoreline with bioengineering BMPs
- Combination of sand, fieldstone, & soil lifts

4x12 existing | small units lifted (team)

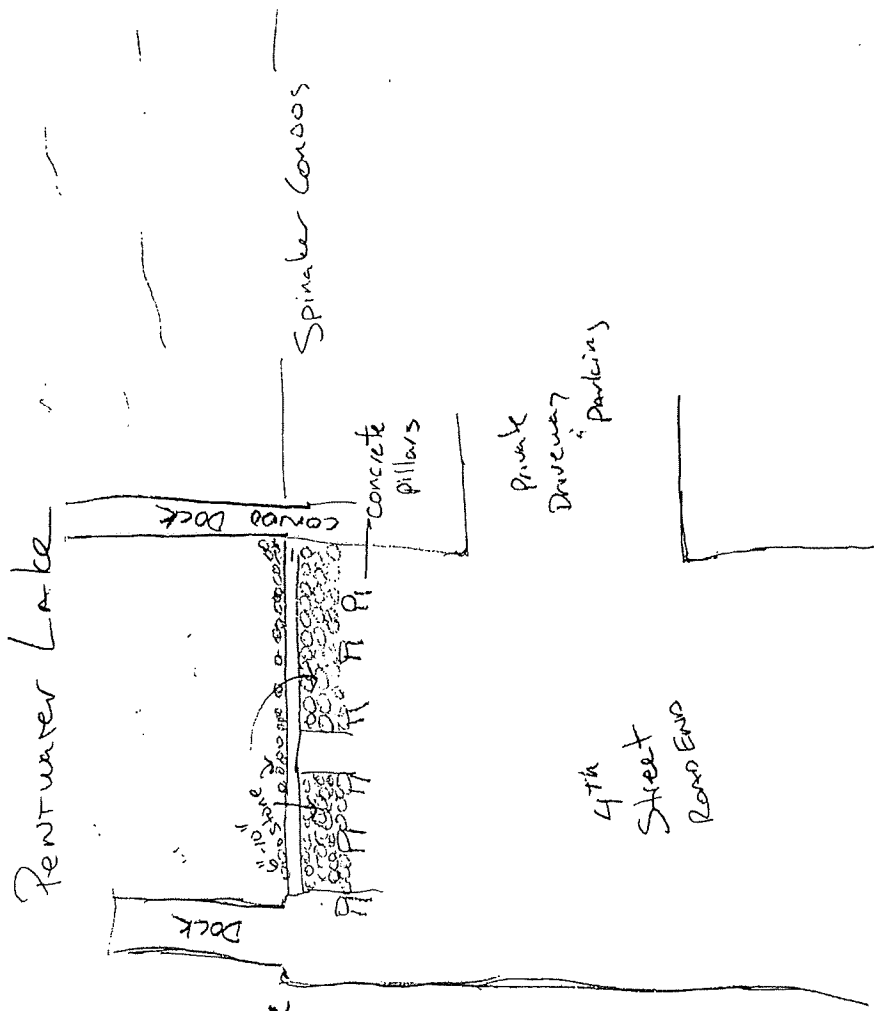
1910 - August | units stored on cranes & wheeled

Pentwater Municipal Boat Launch

- Pentwater Junior High

Shoreline Improvement Project

Village



4th Street Green Infrastructure and rain garden demo project

- Remove old stone and restore with native plant garden
- Use stone along existing seawall

Village of Pentwater

Agenda Item Summary

MEETING DATE: June 23, 2025

AGENDA ITEM #: New Business

SUBJECT: DPW Dump Trailer

BACKGROUND PROVIDED BY STAFF: Jeff Gier, DPW Supervisor

Project Background:

This trailer would be used for many projects and be able to load our skid steer to haul it across town instead of driving it everywhere. Driving it will drastically shorten the life of the tracks and overall life expectancy of the machine.

RECOMMENDATION:

Staff supports award by the Council for the purchase of the dump trailer from US 27 Motorsports and Trailers at a cost of \$11,149.00.

U.S.27 MOTORSPORTS & TRAILERS

5301 N. U.S. 27 HWY
ST. JOHNS MI 48879
989-224-8874

VILLAGE OF PENTWATER

Buyer's Order

Date
Deal No.
Salesperson Jason Pallick
Lienholder NONE

H W C 231-742-2078 Email DPWSUPERVISOR@PENTWATERVILLAGE.ORG

I hereby agree to purchase the following unit(s) from you under the terms and conditions specified. Delivery is to be made as soon as possible. It is agreed, however, that neither you nor the manufacturer will be liable for failure to make delivery.

Unit Information

New/U	Year	Make	Model	Serial No.	Stock No.	Price (Incl factory options)
New	2025	SURE-TRAC	ST8214TLDD-B-140	5JW1D1423S1460870	NC472	\$11,149.00

Options:

Dealer Unit Price	\$11,149.00
Factory Options	\$0.00
Added Accessories	\$0.00
Freight	\$0.00
Dealer Prep	\$0.00

Notes:

ORIGINAL MSRP \$ 12,499 PLUS 285 FREIGHT.

Trade Information

Cash Price	\$11,149.00
Trade Allowance	\$0.00
Payoff	\$0.00
Net Trade	\$0.00
Net Sale (Cash Price - Net Trade)	\$11,149.00
Sales Tax	\$0.00
Title/License/Registration Fees	\$0.00
Document or Administration Fees	\$0.00
Credit Life Insurance	\$0.00
Accident & Disability	\$0.00
Sub Total (Net Sale + Other Charges)	\$11,149.00
Cash Down Payment	\$0.00
Amount to Pay	\$11,149.00

NOTICE TO BUYER: (1) Do not sign this agreement before you read it or if it contains any blank spaces to be filled in. (2) You are entitled to a completely filled in copy of this agreement. (3) If you default in the performance of your obligations under this agreement, the vehicle may be repossessed and you may be subject to suit and liability for the unpaid indebtedness evidenced by this agreement.

TRADE-IN NOTICE: Customer represents that all trade in units described above are free of all liens and encumbrances except as noted.

*With Approved Credit. Interest rates and monthly payment are approximate and may vary from those determined by the lender.

Customer Signature _____ Dealer Signature _____

Thank You for Your Business!

Village of Pentwater

Agenda Item Summary

MEETING DATE: June 23, 2025

AGENDA ITEM #: Policy Discussion

SUBJECT: DPW Supervisor Village Vehicle Use

PREPARED BY STAFF: Rachel Witherspoon, Village Manager and Jeff Gier, DPW Supervisor

Project Background:

Current Village policy prohibits employees from driving Village vehicles home. However, as the DPW Supervisor, I serve as the primary first responder for public works-related emergencies and am often the first to receive notifications requiring immediate action. My role includes assessing and responding to emergency situations and making time-sensitive operational decisions.

Allowing the DPW Supervisor to take a Village vehicle home would significantly improve emergency response times. In particular, during winter weather events, this change would enable me to begin clearing critical roadways while in route to the DPW facility, enhancing safety and service efficiency for Village residents.

The vehicle would be used strictly for official purposes, commuting to and from work and responding to emergencies, not for any personal use.

RECOMMENDATION:

Staff recommends that the Village Council approve a policy modification to allow the DPW Supervisor to drive a Village-owned vehicle to and from home, as a means to improve emergency response capability and operational efficiency.

MEMO

TO: Village Council

FROM: Chief Laude Hartrum / Officer Darwin Mitchell



DATE: June 19, 2025

SUBJECT: Therapy Dog Program

The Department is requesting the Council's approval to move forward with a proposal to initiate a Therapy Canine Program.

Please see the attached proposal for your consideration. The Department estimates that after the initial start-up costs (\$12,000 for equipment, dog, and training), the increase to the annual budget is \$1,200-\$1,400 for Food/Vet/licensure.

Additional personal cost is estimated to be ½ hour of pay per day for maintenance. Compensation for this time would be subject to negotiation with POAM. At the present rate of pay this would be approximately \$4,590. This cost is traditionally covered by either pay or comptime.

The Department will seek donations to cover the initial start-up costs of the program.

Officer Mitchell will make a presentation on this proposal at the Council meeting.

To: Chief Hartrum
From: Officer Mitchell
Date: March 24, 2025
Subject: Therapy Dog Proposal

The following proposal outlines the benefits and costs associated with acquiring and training a therapy (support) dog for the Pentwater Police Department. Therapy dog programs have been met with much success in many different police departments throughout the state. This proposal was put together utilizing information from these programs and has the intended goal of allocating funds for a Therapy Dog in the 2025-26 budget, or through donations and fundraising from the community.

PURPOSE:

A trained Therapy Dog is a valuable resource to any organization and could greatly assist the Pentwater Police Department in its mission to provide high-quality professional services and law enforcement to the Pentwater community. The function of the Therapy Dog is to provide interaction during investigations involving children or adults to reduce anxiety and increase communication between the adult or child victim/witness and investigators, to provide comfort for people during times of crisis, and to provide aid and comfort to individuals, groups, and communities impacted by violence, tragedy, or traumatic events. The Therapy dog does this by having a calm demeanor and an ability to interact with new people in new environments. These traits are different from those of an enforcement dog who is trained to work in a high-paced environment with extreme concentration and focus.

In addition to the services the Therapy Dog can provide to the Department for specific police work, it is also a valuable tool in fostering dialog and communications between the police department and the community we serve. The Therapy Dog can effectively be used in the Department's community policing efforts and programs.

USES FOR THERAPY DOG:

As briefly mentioned above, a Therapy Dog is a valuable asset that has many unique uses to help the Pentwater Police Department. Some of them are described in more detail below.

1. Assist in the investigation where a child is the victim of abuse or is otherwise a witness in an investigation.

During initial interviews/follow-up interviews, the Therapy Dog may meet with the child victim/witness in the lobby or waiting area of the station where the child will be

interviewed to reduce anxiety while the interviewer prepares for the interview. The Therapy Dog Handler will also have the opportunity to engage the child in conversation, which may help the child feel more comfortable talking to an unfamiliar adult. This interaction will also help the handler assess the child's developmental capabilities prior to the interview.

2. Critical Incident Mental Health Support

The Therapy Dog can help bridge the gap between a traumatic event and the connection to mental health support. A compassionate presence leveraging the human-canine bond may help restore a person's emotional and cognitive equilibrium. The first contact with an impacted individual is important. If managed in a respectful and compassionate way, it can help establish an effective helping relationship and increase the person's receptiveness to further help.

4. Critical Incident Stress Management

The Therapy Dog can assist with critical stress incidents for employees. All employees of Pentwater as well as neighboring jurisdictions who may need assistance after any type of major incident.

5. School Support

The Therapy Dog may be utilized to assist school officials during a mental health crisis, bereavement counseling, or any other appropriate request from the local school district. The Therapy Dog may even be utilized for students who are struggling but do not feel safe or comfortable speaking with an adult. The School Resource Officer (SRO) would be a great person as the handler. The school would have the most use for the dog during the school year.

6. Community Relations

Appearances of a Pentwater Police Therapy Dog at school/community events could help foster a more open dialogue between the Police and the Community, creating a better relationship between the department and the Community.

PROCUREMENT OF THERAPY DOG

1. Private Breeder

- a. Private breeders in the state offer the Department the opportunity to pick a specific breed and gender. The cost associated with a private breeder ranges from \$2,500-\$3,000. There are several different reputable breeders to choose from in Michigan and I, Officer Mitchell, know of a local Goldendoodle breeder here in the area who has had dogs adopted from

them successfully become therapy dogs. The price range listed above is their price range. I was given the discounted price of \$2,500.

TRAINING:

Training of these dogs occurs in two realms, there is basic obedience training, as well as a certification as a therapy dog by the Alliance of Therapy Dogs, which is a national program. Basic obedience is one step towards receiving a therapy dog certification.

1. Off Leash K9 Training, LLC

a. Basic Obedience

- i. There is a training site located in Grand Rapids, Lansing, and Farmington Hills (Detroit).

1. Board and Train Obedience is a two-week program where the dog will be with the training company. The training involves on and off leash training. The Grand Rapids and Detroit location has a cost of \$3,150 and comes with free unlimited refresher training for the life of our dog. The Lansing location has a cost of \$2,800 and also comes with free unlimited refresher training for the life of our dog. This training takes place when the dog reaches five (5) months old.

b. Service/Therapy Dog Certified

- i. Working service dog training includes 8 private lessons. Training would continue to perfect the obedience and socialization aspect, while also incorporating the skills the department is requesting, which would be taught with more commands. The dog would test to become certified at the end of this program. The cost is around \$3,500 and comes with free unlimited refresher training for the life of our dog.

2. Dog Training Elite

- a. Dog Training Elite of Traverse City offers their obedience and therapy training as a package. The training includes 10 private in home lessons and 16 group lessons, or more if needed. The training is more for the handler. The training is focused on agility, off-leash, basic obedience, and classical training. Their training package is \$2,700 for obedience and therapy training combined. Dog Training Elite is offering a 20% discount for the cause.

MEDICAL:

Basic medical treatment would be required. This includes but is not limited to: heartworm, flea and tick prevention, vaccinations, and boosters. Continued medical care would be the financial responsibility of the Police Department.

FOOD AND SUPPLIES:

Food and supplies would be the financial responsibility of the Police Department.

SUPPORT DOG HANDLER:

The Chief will have full discretion over selecting the dog handler. The Therapy dog would live with and be cared for by the handler while coming to work with them each day. This necessitates that the officer selected to be the handler would be in a position to welcome the Therapy Dog as a pet into their home. The officer must also understand that the Therapy Dog may be requested outside of their normal scheduled work hours. Officers with the police department can be recommended for the position based on their willingness to be a handler. The SRO officer would be a great pick for the handler. The School would have the most use for the dog during the year, and during the busy summer months, the SRO would be working a regular road patrol shift.

TOTAL COSTS:

As experienced by other Police Departments, the first-year startup costs would be significantly more than the annual cost of maintaining a Therapy Dog program. This is mainly due to the cost of procurement and training. The following is an outline of the startup costs and annual costs utilizing the budget information from similar programs in other Michigan Police Departments.

1st Year Costs:

Dog:	\$2,500.00
Crates:	\$150.00
Training:	\$2,700.00 - \$6,650.00
Veterinary:	\$600.00 - \$800.00
Equipment and Supplies:	\$600.00
Food:	\$600.00
Total:	\$7,150.00 - \$11,300.00

Annual Costs:

Veterinary: \$600 - \$800

Food: \$600.00

Equipment and Supplies: replace as needed

Total: \$1,200.00 - \$1,400.00

PROPOSED ACTION:

Announce the program to the public and allow time for donations. If not enough funding is collected, place a budget holder in the 2025-26 PPD Budget for the establishment of a Therapy Dog Program. Once the funds have been allocated, policy establishment, handler selection, and procurement can be pursued when the police department has the available time to do so.