



VILLAGE OF PENTWATER

ON PENTWATER LAKE AND LAKE MICHIGAN
327 South Hancock St. P.O. Box 622 Pentwater, MI 49449
(231) 869-8301 - FAX (231) 869-5120
www.pentwatervillage.org

VILLAGE COUNCIL REGULAR MEETING AGENDA

Agenda to be presented before the Village Council at the regular meeting to be held on December 12, 2016 at Village Hall at 6:00 PM.

1. Call to Order.
2. Council Roll Call.
3. Public Comments.
4. Approval of the Agenda.
5. Public Comments on Agenda Items.
6. Approval of Consent Agenda Items.

All matters listed under Item 6. Consent Agenda are considered routine by the Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

Approval of Village Council Regular meeting minutes held on November 14, 2016.

Regular Village bill approval of \$84,358.54. Fire Department bill approval of \$10,256.83

Approval of the use of Village Property:

The Pentwater Junior women's club requests to use of the Village Green all day, for their Art Fair to be held on July 8, 2017.

Pentwater Sportfishing Association requests use of the Marina Gazebo in 2017 on May 27-29, June 24, July 8, August 5, and September 2.

7. a Separate Consent Agenda Item:

Laura Nugent requests use of the Village Green for the Fusion Fashion Show to be held on June 30, 2017 from Noon to 9:30 p.m. and June 29, 2018 from Noon to 9:30 p.m.

DEPARTMENT REPORTS

1. Village Manager – Rob Allard
2. Police Chief – Laude Hartrum
3. Fire Chief - Terry Cluchey
4. Marina Manager – Closed
5. Zoning Administrator – Sara Bizon

COMMITTEE and BOARD REPORTS

1. Buildings & Grounds Committee – Bill Maxwell
2. Finances Committee - Jared Griffis
3. Ordinances Committee – Dan Nugent
4. Personnel Committee – Angell-Powell
5. Promotions Committee – April Watkins
6. Services Committee - Don Palmer
7. Ad Hoc Harbor Research Committee – Dr Dave Roseman

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. Regular meeting schedule for 2017.
2. Elect President – Pro Tempore
3. MDOT Resolution.

ADJOURNMENT

PUBLIC COMMENTS

1. Will be made ONLY when the Village President opens the meeting for public comments, this is not a Public Hearing.
2. It is asked that you state your name & address to Council.
3. All comments will be addressed to the Village President.
4. All comments are limited to 3 minutes.

Thank you for your cooperation

Village of Pentwater

ON PENTWATER LAKE AND LAKE MICHIGAN
327 South Hancock Street P.O. Box 622 Pentwater, Michigan 49449
(231) 869-8301 Website: www.pentwatervillage.org

Regular Meeting COUNCIL MINUTES November 14, 2016

Call to Order - President Juanita Pierman called the regular meeting of the Pentwater Village Council to order at 6:00 p.m. at Village Hall in the community room.

Pledge of Allegiance.

Roll Call - Present: Jared Griffis, Dan Hoekstra, Norm Shotwell, Bill Maxwell, Don Palmer April Watkins and Juanita Pierman. Absent: None.

Staff present: Village Manager Rob Allard, Clerk/Treasurer Colleen Moser, Police Chief Laude Hartrum, Fire Chief Terry Cluchey, Village Attorney Brian Monton and Zoning Administrator Sara Bizon

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

Consent Agenda- Approval of Village Council minutes from the regular meeting held on October 10, 2016. Village regular bill approval of \$69,097.23. Fire Department regular bill approval of \$4,051.35.

Approval of the use of Village Property:

The Garden Club of Pentwater requests to put up tables on the top of the Village Green, in order to sell tickets on July 15, 2017 from 9:30 a.m. to 2:30 p.m. for the Blooming Arts Garden Walk. The Garden Club also requests that the Police Dept. put up cones to prevent parking in front of the Village Green during the ticket sales on July 15.

The Pentwater Arts Council requests use of the top of the Village Green, they are asking for permission to put up tables and two tents along the sidewalk, in order to hold its 'Ramp Up the Arts Fine Art Sale', to be held on September 3, 2017 from 10 a.m. to 5 p.m.

Motion by Hoekstra, second by Shotwell to approve the consent agenda items. Roll call vote. AYES: 7 NAYS: 0. Consent agenda approved.

The auditor presentation would be delayed as they were running late.

VILLAGE DEPARTMENT REPORTS

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

Village Manager – The village manager reported at leaf pickup will continue until the snow flies. They are working on gravel roads and patching potholes. Public restrooms are closed and except for the restrooms by the Chamber and the Hancock building. The holiday decorations are going up this week. See report

Police Chief –The Chief reported there was a two-car accident near the intersection of Sixth St & Clymer a subject was arrested for OWI. There is ongoing cleanup on 3rd street with community helping. Chief asks that people keep list of their medications with dosage handy for first responders. The police department is accepting property check requests.

The forms are available at the village hall. See report.

Fire Chief – Fire Chief reminded the public change batteries in smoke detector, replace carbon monoxide alarms over 7 years, and that there is no burning of leaves in the Village. See minutes.

Marina – The Marina closed October 15th.

Zoning Administrator – See report.

COMMITTEE REPORTS

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

Finance Committee –Griffis said the committee met on November 9th to discuss the audit. All questions were answered. He thanked the public for voting in favor of the millage. The money that has been set aside for the repairs to water, sewer and storm drain repairs will be used will as the streets are improved. See meeting minutes.

Ordinance Committee. – No meeting, no report.

Building and Grounds Committee – No meeting. Hoekstra thanked the board for all their support in working with and for him and that he enjoyed serving as a board member.

Personnel Committee- No meeting, no report.

Services Committee- Shotwell stated that the committee met twice and the CIP working group met once. The committee met in order to discuss how to proceed. Bond consultant, Paul Stauder is going need a great deal of information from Rob & Colleen to support the sale of the bonds. Stauder will make a schedule of events leading up to the delivery of the first series of bonds, approximately 1.6M, is expected to be delivered April 1, 2017. A resolution prepared by staff to sell the bonds will be coming to council in December, January at the latest. The State now requires laterals to be replaced when the streets are repaired which means replacing the water line to the residence or business. The Village manager will work a plan to engage on engineering services that will put out for bid. The project manager will be the Village manager who will communicate with the committee. Shotwell stated he would like to remain a member of the CIP working group. He enjoyed his 5-year term, that he chose to not run for a second term as he has other priorities.

Promotions Committee – The committee met on November 3rd to plan the events of the Sesquicentennial. Palmer passed out a draft flyer of the events planned thus far. They are also working on a theme of stories by decade from local residents, "Throughout the Years, Celebrating the Village of Pentwater." They have come up with a budget of expenses and have requested a \$5,000 amendment to this year's budget. The resolution is under new business. The Promotions committee will meet on December 1st, 2017 at 2:00 p.m.

Ad Hoc Committee - Harbor Research Committee Ad Hoc. No meeting, no report. President Pierman thanked Dr. Dave Roseman for his hard work on the committee.

Audit Report Presented by Ken Berthiaume presented for year March 31, 2016. Ken Berthiaume stated that they received excellent cooperation by village staff and special thanks to Clerk/Treasurer Colleen Moser. He stated that there were no problems with

current processes and procedures. And we were able to render an opinion and as an unmodified, which is the best. The Village adopted GASB 68, which refers to unfunded pension liability that used to be a footnote, but is now part of the balance sheet. The unfunded liability amount is about \$476,000. Even with the additional liability the Village has a positive net balance that appears on the Statement of Net position. As the MERS fund increases its return on investment the liability will decrease. Next year the OPEB liability will also be included on the balance sheet. Ken stated that the audit report letter was dated August 11, 2016 but was unable to present the audit until now due to other commitments.

VILLAGE COMMISSION AND BOARD REPORTS

Planning Commission- Ron Christians stated that the commission did not meet in October or November due to lack of agenda items. The Planning commission has tentative plans to meet on Tuesday December 13, 2017 at 7:00 p.m.

ZBA- No meeting, no report.

DDA – Dr. Claudia Ressel-Hodan stated that they met on Oct 12, 2016. See DDA meeting minutes.

UNFINISHED BUSINESS

None.

NEW BUSINESS

2016-2017 Budget Amendment Resolution. An Amendment adding \$5000 to Promotions department paid from general fund balance.

Motion by Griffis to approve the resolution, second by Palmer. Roll call vote. AYES: 7 NAYES: 0. Budget resolution approved.

President Pierman is pleased that there will be three business owners coming on to the Village council; two of which have young families. Thanked Shotwell for moving us along on the bond proposal for the Smarts Street Plan, to the Village staff on great audit report. Pierman continued, that she has enjoyed being Village President for 12 years and feels good to hand over Village leadership to business owners and young families. The Village hopes that you will soon see the Village does not need fixing and that Village of Pentwater is a wonderful place to raise families, retire and visit for the summer. Thanked everyone for their support over the past 12 years.

Adjournment - Pierman asked for a motion to adjourn.

Motion by Palmer. Voice vote. AYES: 7 NAYS: 0

President Pierman adjourned the meeting at 6:55 p.m.

Respectfully submitted,

Colleen Moser, Clerk/Treasurer

Date

CHECK REGISTER FOR VILLAGE OF PENTWATER FROM 11/01/2016 - 11/30/2016

Check Date	Check	App	Vendor Name	Description	Amount
11/02/2016	43114	AP	American Water Works Association	membership renewal	75.00
11/02/2016	43115	AP	AT&T Mobility	utilities	79.04
11/02/2016	43116	AP	Baker, Doug	cell phone reimburs.	70.00
11/02/2016	43117	AP	Brass Anchor LLC	supplies	44.00
11/02/2016	43118	AP	Charter Communications, Inc.	utilities	911.41
11/02/2016	43119	AP	Cintas Corporation	prof. svc.	61.36
11/02/2016	43120	AP	CMP Distributors INC.	uniform exp.	1,456.00
11/02/2016	43121	AP	Companion Life Insurance Company	insurance	216.16
11/02/2016	43122	AP	Creative Product Source, Inc.	community promo.	117.30
11/02/2016	43123	AP	Etna Supply Co.	water pumping supplies	1,326.30
11/02/2016	43124	AP	Great Lakes Energy	twshp.so. utilities	186.31
11/02/2016	43125	AP	Great Lakes FORD	rpr./mtc.	100.00
11/02/2016	43126	AP	Hart Recreation Club	soccer games	275.00
11/02/2016	43127	AP	Integrity Business Solutions	supplies	223.08
11/02/2016	43128	AP	Larson & Son Ace Hardware, Inc.	supplies	198.75
11/02/2016	43129	AP	VOID	void	0.00
11/02/2016	43130	AP	Ludington Plumbing & Heating	prof. svc.	60.00
11/02/2016	43131	AP	MILLER, GLEN	Basketball Referee 5 games	50.00
11/02/2016	43132	AP	Neofunds by Neopost	postage	400.00
11/02/2016	43133	AP	NEWBERG, CHAD	Registered Official 3 games	105.00
11/02/2016	43134	AP	Pena, Daniel	exp. reimb.	11.47
11/02/2016	43135	AP	Pentwater Lake Improvement Board	Village Assessment for 2016 PLIB	2,500.00
11/02/2016	43136	AP	PHILLIPS, MICHAEL	Registered MHS AA 5 Games	175.00
11/02/2016	43137	AP	PHILLIPS, TY	Basketball Referee 3 Games	30.00
11/02/2016	43138	AP	Prince & Monton, PLC	VOP-Bates	1,972.00
11/02/2016	43139	AP	Republic Services, Inc.	PFC prof. svc.	332.18
11/02/2016	43140	AP	Tarnowski, Nate	cell phone reimb.	70.00
11/02/2016	43141	AP	Terminix of West Michigan Inc.	annual renewal	326.40
11/02/2016	43142	AP	Trace Analytical Laboratories, Inc.	analytical	1,124.40
11/02/2016	43143	AP	Verizon Wireless	utilities	116.04
11/02/2016	43144	AP	Wilson, Gary	in lieu of insurance	50.00
11/21/2016	43145	PR	Payroll	net payroll	110.82
11/21/2016	43146	AP	4 imprint, Inc.	community promo.	1,318.16
11/21/2016	43147	AP	All Seasons Porta-Jons LLC	prof.svc.	72.00
11/21/2016	43148	AP	American Legal Publishing Corp.	prof. svc.	150.96
11/21/2016	43149	AP	Berthiaume & Company	prof. svc. (audit yr. end 3.31.16)	11,700.00
11/21/2016	43150	AP	BS&A Software	prof. svc.	1,729.00
11/21/2016	43151	AP	C & I Electric	prof. svc.	120.00
11/21/2016	43152	AP	Cintas Corporation	prof. svc.	487.28
11/21/2016	43153	AP	Consumers Energy Co. Payment Center	utilities	7,111.03
11/21/2016	43154	AP	Dickenson,David DBA C&D Cleaning	prof. svc.	1,932.27
11/21/2016	43155	AP	DTE Energy Company	utilities	805.79
11/21/2016	43156	AP	Etna Supply Co.	supplies	512.00
11/21/2016	43157	AP	Firstmerit Bank, N.A.	supplies	1,245.20
11/21/2016	43158	AP	Frontier	utilities	241.71
11/21/2016	43159	AP	Hallack Contracting, Inc.	prof. svc.	800.00
11/21/2016	43160	AP	Integrity Business Solutions	supplies	40.95
11/21/2016	43161	AP	Jobbins, Henry	cell phone reimburs.	64.85
11/21/2016	43162	AP	Klotz Auto Parts Inc.	supplies	22.37

Check Date	Check	App	Vendor Name	Description	Amount
11/21/2016	43163	AP	Lipski, Angela	com. promo(DDA)(28-20"garland)	364.00
11/21/2016	43164	AP	Ludington Daily News	publishing	61.05
11/21/2016	43165	AP	Malburg's Sanitation Service, Inc.	prof. svc. (n. side Longbridge)	145.00
11/21/2016	43166	AP	Michigan Municipal League	prof. svc. (CDL compliance)	210.00
11/21/2016	43167	AP	MICHIGAN STATE POLICE	CJIC SRMS ID: 10816 prof. svc.	800.00
11/21/2016	43168	AP	Moser, Colleen	pub. (reg.of deeds- lot split)	30.00
11/21/2016	43169	AP	Northern Clinical & Diagnostic Asso	prof. svc.	172.74
11/21/2016	43170	AP	Pro-Master Carpet Cleaning Inc.	prof. svc.	1,730.00
11/21/2016	43171	AP	Republic Services, Inc.	prof. svc.	8,957.90
11/21/2016	43172	AP	Seymour's Sales & Service LLC	park supplies	499.95
11/21/2016	43173	AP	STATE OF MICHIGAN	RMD COMM (ACCT:05260)143730	799.24
11/21/2016	43174	AP	STATE OF MICHIGAN	ESSD DWL ID:155330 G76195000	130.00
11/21/2016	43175	AP	Tanner & Sons Inc.	prof. svc. (inst.steel roofing)	3,171.60
11/21/2016	43176	AP	Turning Leaf Landscaping Inc.	prof. svc.	248.07
11/21/2016	43177	AP	Van Der Zanden, Robert	com. promo.(DDA)(cornstalks)	50.00
11/21/2016	43178	AP	Webb Chemical Service Corp.	supplies	1,707.50
11/21/2016	43179	AP	WEX BANK	fuel	892.96
11/21/2016	43180	AP	Wilbur-Ellis Company LLC	supplies	337.34
11/21/2016	43181	AP	Xerox Corporation	lease/mtc	298.09
11/30/2016	43182	PR	Priority Health Insurance	insurance	7,638.83
11/30/2016	43183	AP	Charter Communications, Inc.	utilities	906.87
11/30/2016	43184	AP	Cintas Corporation	prof. svc.	61.36
11/30/2016	43185	AP	Fish Window Cleaning	prof. svc.	120.00
11/30/2016	43186	AP	Gillison's Variety Fabrication, Inc	rpr./ mtc.	284.83
11/30/2016	43187	AP	Great Lakes Energy	twshp.so. utilities	178.11
11/30/2016	43188	AP	Great Lakes FORD	rpr/mtc	117.90
11/30/2016	43189	AP	Hach Company	supplies	34.34
11/30/2016	43190	AP	Haidys, Sue	Friendship Center Dep. Ref.	100.00
11/30/2016	43191	AP	Hart Christian Fellowship Church	Friendship Center Dep. Ref.	100.00
11/30/2016	43192	AP	Integrity Business Solutions	supplies	49.38
11/30/2016	43193	AP	Klotz Auto Parts Inc.	supplies for leaf vac	27.98
11/30/2016	43194	AP	Labor Law Center	MI & Fed. Labor Law Posters	59.90
11/30/2016	43195	AP	Larson & Son Ace Hardware, Inc.	supplies	121.97
11/30/2016	43196	AP	VOID	void	0.00
11/30/2016	43197	AP	MAMC	2017 Membership	60.00
11/30/2016	43198	AP	Medler Electric Co.	supplies	167.80
11/30/2016	43199	AP	Michigan Water Environment Assoc.	2017 Membership	70.00
11/30/2016	43200	AP	Nye Uniform	uniform expense	248.68
11/30/2016	43201	AP	Oceana Irrigation Systems Inc.	prof. svc.	63.00
11/30/2016	43202	AP	Prince & Monton, PLC	VOP-Bates	4,258.00
11/30/2016	43203	AP	Russell, Mike	prof. svc.	6,194.36
11/30/2016	43204	AP	VOID	void	0.00
11/30/2016	43205	AP	Stanley Steemer Grand Rapids	prof. svc.	810.00
11/30/2016	43206	AP	Trace Analytical Laboratories, Inc.	analytical	562.20
11/30/2016	43207	AP	Woenker, Jamie	Friendship Center Dep. Ref.	100.00
11/30/2016	43208	PR	POLICE OFFICERS ASSOCIATION	dues	160.00
11/30/2016	43209	PR	TECH, PROF & OFFICE ASSOC OF MI	dues	75.00
11/30/2016	43210	PR	UNITED WAY OF THE LAKESHORE	united way	56.00
					84,358.54

9:31 AM
12/07/16

Pentwater Fire Department

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Dec 15, 16	Check	12/15/2016	2435	Pentwater Convenience Center	-87.76
	Check	12/15/2016	2436	Circle K Service	-9,047.52
	Check	12/15/2016	2437	Verizon Wireless	-76.02
	Check	12/15/2016	2438	Charter Communications	-257.86
	Check	12/15/2016	2439	Northern Fire & Safety	-134.00
	Check	12/15/2016	2440	Consumers Energy	-202.35
	Check	12/15/2016	2441	Hart Automotive Supply	-10.18
	Check	12/15/2016	2442	Republic Services #240	-363.70
	Check	12/15/2016	2443	Absolute Safety, Inc.	-77.44
Dec 15, 16					\$ (10,256.83)

MANAGERS REPORT

December 12, 2016

ROAD MAINTENANCE

Plow trucks are ready for winter. Weather will dictate schedules and routine maintenance.

VILLAGE WATER SYSTEM

The "Let Water Run" notices for the select group of customers will be out at the end of the month. Please note this is **NOT** a village wide notice. All indications are that the El Nino winter is expected to bring milder temperatures.

Painting of the water tower interior has been tentatively been pushed back until the fall of 2017. No other information to report at this time.

LEAF PICKUP

Leaf pickup was particularly challenging this year. The leaves came down late and Villagers continued to rake right up to December 6th. All the streets were checked for remaining leaf piles on December 6th. The pickup was then concluded.

TREE TRIMMING

Routine tree trimming in Village right of ways is finished for the year. Work will begin again in late spring.

PARKS

The parks have been winterized. The Hancock Bldg. bathrooms and the bathrooms at the chamber parking lot remain open.

ANNUAL BUDGETS

Village staff has begun preparing budgets for the next fiscal year beginning April 1 2017. The budgets are expected to be presented to the Finance Committee in February.

**Pentwater Police Department
Activity Report
November 2016**

Synopsis

Calls for service in November were consistent with previous years. We received 61 calls for service. This is up 20 calls from November of last year.

Activity Highlight

On 11-2-2016 Officers took a report of identity theft in the 900 block of Sixth Street. The complainant's identity was used to obtain cell phone fraudulently case remains under investigation.

On 11-10-2016 Officers responded to the corner of Park and Third Ave to take a report of child abandonment. Upon investigation the case was unfounded and the child was returned to the parents.

On 11-21-2016 Officers were called to assist with an out-of-control 10 year old subject in the 600 block of Park Street. The subject was transported to West Michigan Community Health Systems.

On 11-22-2016 Officers arrested on subject on an outstanding warrant from Muskegon County following a traffic stop near the corner of Morris Street and Park Street. The 51 year old Oceana County woman was also charged with driving on a suspended license.

On the evening of 11-28-2016 through 11-29-2016 Officers took reports of several larcenies from unlocked cars. The cases remain under investigation.

Ongoing Efforts

Works is beginning on the 2017-18 budget.

Winter Parking regulations are in effect. Residents are asked not to park their cars on the street between 2AM to 6AM to facilitate snow removal.

Officers will be enforcing the 10pm curfew in the Village beginning this month in response to the larcenies and recent vandalism which has been reported.

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
911 Hang Up Calls	1
Abandoned Vehicle	2
Animal Complaints	1
Assists	5
Car Deer Accidents	1
Child Abuse / Abandonment	1
Follow up Investigation	2
Found Property	3
Larceny	8
Medical Calls	6
Misc.	2
Motorist Assists	2
Property Check	2
OWI	0
Stray/Barking Dog	1
Suspicious Vehicles	1
Traffic Stops	19
Traffic Hazards	1
Vehicle Inspections	1
Warrant Arrest	1
Wires Down	1
Total	61

Tickets

Speeding	1
Running Stop Sign	1
Expired Plate	1
Driving on a Suspended License	1



PENTWATER FIRE DEPARTMENT

486 E. Park Street • P.O. Box 1117
Pentwater, Michigan 49449
Phone (231) 869-5987 Fax (231) 869-8511
www.pentwaterfiredepartment.com

Monthly Meeting Agenda

Meeting Date: Wednesday, November 2, 2016 19:00

Meeting Location: Pentwater Fire Department

Call to Order

- I. Pledge of Allegiance
- II. Reading and Approval of Minutes
 - a. Minutes from 10/5/16
- III. Reports of Officers
 - a. Treasurer Everet Horton
- IV. Old Business
 - a. Vibration on 341 was repaired yesterday.
 - b. Pump certification testing took place yesterday and today.
- V. New Business
 - a. Discussion on meeting and training attendance.
 - b. 911 is releasing control of the Adopt-A-Highway stretch they control and would like to know if PFD would like to be primary.
 - c. New members discussion.
- VI. Training
 - a. Annual Bloodborne Pathogens training tonight.
 - b. Consider cancelling training on November 16.
- VII. Discussion on Last Month's Calls
 - a. There were 2 fire and 20 medical calls for service for October.
- VIII. Public Comment (held to two (2) minutes on all issues)
- IX. Adjourn



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, November 2, 2016 19:00

Meeting Location: Pentwater Fire Department

Call to Order

- I. Pledge of Allegiance
- II. Reading and Approval of Minutes
 - a. Minutes from 10/5/16
- III. Reports of Officers
 - a. Treasurer Everet Horton- balance is \$83,182.94 (63.3% spent)
- IV. Old Business
 - a. Vibration on 341 was repaired yesterday but new problem with generator bearings has presented.
 - b. Pump certification is taking place today and tomorrow.
- V. New Business
 - a. Discussion on meeting and training attendance.
 - b. 911 is releasing control of the Adopt-A-Highway stretch they control and would like to know if PFD would like to be primary. PFD will take over the stretch currently held by 911.
 - c. New members discussion.
 - d. 6 new G1 pagers are in.
- VI. Training
 - a. Annual Bloodborne Pathogens training tonight.
 - b. Training on November 16 is cancelled.
- VII. Discussion on Last Month's Calls
 - a. There were 2 fire and 20 medical calls for service for October.
- VIII. Public Comment (held to two (2) minutes on all issues)
- IX. Adjourn- a motion to adjourn by Terry Cluchey was seconded by Everet Horton.

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

ZONING ADMINISTRATOR'S REPORT

November 2016

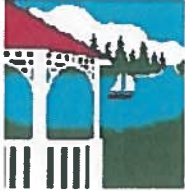
Zoning Permits issued:

Accessory Bldg.	0
Deck	0
New Residence	0
Addition	0
Fence	0
Remodel	0
Sign	0
Home Occupation	0
Demolition	0
Commercial	0
Driveway	0
Re-build	0
Other	0
Total	0

- Responded to requests for information

Detail of Zoning Permits Issued:

None



VILLAGE OF PENTWATER

327 South Hancock St., P.O. Box 622
Pentwater, Michigan 49449
Office: 231-869-8301 Fax: 231-869-5120
www.pentwatervillage.org

COUNCIL COMMITTEES

As assigned by Village President: Jeff Hodges

(Appointed Term through November 2020)

BUILDING & GROUNDS: Marina, Parks

Maxwell Angell-Powell Griffis

FINANCE: Budget, Outside Contracts, Planning

Griffis Palmer Nugent

ORDINANCES: Permits, Licenses

Nugent Angell-Powell Watkins

PERSONNEL: Contracts, Policy, Insurance

Angell-Powell Watkins Palmer

PROMOTIONS, Activities Coordination

Watkins Maxwell Nugent

SERVICES: Streets, Sidewalks, Water, Sewer, Fire, Sanitation

Palmer Griffis Nugent

PENTWATER LAKE BOARD

Hodges

Village of Pentwater
CIP – Streets Improvement Work Group Meeting Notes
November 10, 2016

Present: Norm Shotwell, Don Palmer, Jared Griffis, Ted Cushna, Terry Valenzano, Juanita Pierman, Ron Beeber and Mark Benner; By phone: Rob Allard, Paul Stoddard, DJ (representing Steve Mann);

Public: Jeff Hodges and Dan Hoekstra

Shotwell called the meeting to order at 1400.

1. Actions required to implement the successful passing of the bond issue
 - a. Develop the bond sales package. Effort to be led by Paul Stoddard, supported by Village Staff. Paul will provide a draft implementation schedule in about two weeks. Expectation would be for the first tranche of bonds to be delivered about 1 April 2017.
 - i. Paul will include an estimate for the bond sales fees, which will include the related attorney fees.
 - ii. Katrina Desmond joined by phone to explain that the Village would have to demonstrate expenditures of 5% of the bond value in the first 6 months – 1 April to 1 October. This expenditure can include monies already spent to develop the project.
 - iii. A Village Council resolution will be required, by the 9 January 2017 Council meeting, to authorize issuing the bonds. Paul and Village staff will develop the resolution with a goal of presenting it at the 12 December Council meeting.
 - b. The Village Manager will develop the plans for engaging the necessary engineer(s). This will be discussed at the next Services Committee meeting(s).
 - i. In developing detailed plans, the Village needs to address State requests that governments in implementing water and sewer repairs and upgrades address the end users laterals for replacement, if required to meet current code.
 - ii. Also, a letter from the MITA suggests that governments implementing underground utility works will have to pay for any required relocation of other utility lines, such as gas, rather than requiring those utilities to cover to the relocation costs.
 - iii. The group identified that the respective engineers and / or contractors should be required to perform a dilapidation survey of the project area prior to physical work start, and to provide said survey to the Village.
 - c. In order to establish project priorities, a decision matrix was presented and discussed. A key aspect of the prioritization process is that it be reasonably transparent. Also, the community needs to be kept aware of plans and

Village of Pentwater
CIP – Streets Improvement Work Group Meeting Notes
November 10, 2016

progress. The Services Committee working with the Streets Working Group will determine how to achieve this, both the planning matrix and the communications.

The next Streets Improvement Working Group meeting will be held in due course.

Meeting Adjourned at 1450.

Norman Shotwell

Village of Pentwater
Services Committee Meeting Minutes
November 14, 2016

Members Present: Norm Shotwell, Jared Griffis and Don Palmer. Also present – Rob Allard, Village Manager & Colleen Moser, Village Treasurer

Chairman Shotwell called the meeting to order at 1730.

Discussion

The Village Manager will begin the Engineer selection process for the streets, storm sewer, water and sanitary sewer utility work via a public bidding process.

The Village Manager will include in the Engineer's work scope the requirement to provide a project manager, reporting to the Village Manager.

Requests for proposals will be issued by early December, with design work expected to begin in the 1st quarter of 2017.

Meeting Adjourned at 1745.

Respectfully,



Norman Shotwell, Chairman

Village of Pentwater - Downtown Development Authority
Regular Meeting Minutes – Wednesday, October 12, 2016

Call to Order: Chair Claudia Ressel-Hodan before calling the meeting to order at 8:30 AM presented Juanita Pierman with a gift (from the DDA) for serving as representative on the DDA as Village President for 12 years. After Juanita opened her gift the meeting was called to order followed by the Pledge of Allegiance to the flag.

Attendance Roll Call: Claudia Ressel-Hodan, Teri Lambrix, Jack Witt, Juanita Pierman, Jilly Barnes, Chris Dunn, Matt Werner, and Terry Valenzano.
Absent: Doug Osborn, John Nagel, and Buz Graettinger.

Also present: Village Manager Rob Allard, Deputy Clerk/Treasurer Barbara Siok and Clerk/Treasurer Colleen Moser.

Public Comments: Juanita Pierman mentioned that absentee ballots are available in the township and there are 5 candidates running for 3 seats on the council and 2 running for Village President.

Approve Minutes of August 10, 2016 Meeting:

Motion to approve the meeting minutes for August 10, 2016, by Juanita Pierman, second by Chris Dunn. Voice vote. All Ayes. Opposed: None. Motion carried.

Agenda:

Motion to approve agenda by Terry Valenzano, second by Chris Dunn. Voice vote. All Ayes. Opposed: None. Motion carried.

Claudia said it is great that we have committees and are working hard. She said even though there are chairs of committees, and to know that you can talk to any chair if you have an idea for any committee and to set a tone of inclusiveness.

COMMITTEE REPORTS

Treasurer's Report: Jack Witt distributed copies of the financial report. Discussion followed regarding a recent invoice for \$146.77 submitted for May 2, line items and the closing balance. Claudia explained that invoice was a reimbursement to Deb Deward for Historical Society flower pots. Jilly Barnes said Fall Fest and Halloween Decorations are one and the same; delete the Halloween line. Rob Allard said that budgets can be amended.
Motion by Juanita Pierman to amend the budget by \$5000 to increase to \$30,000, seconded by Chris Dunn. Roll call vote. All Ayes. Opposed: None. Motion carried.

Beautification: Jilly said there were additional corn stalks added and thanked those who helped putting them up before Octoberfest. Juanita Pierman added special thanks to Jack Witt for getting the extra stalks, Chris Dunn and his truck, Doug Osborn for cutting the stalks and on Friday, Claudia, and Juanita's daughter & son-in-law for helping put up the stalks. Jack Witt said he called Bob Vanderzaan for the extra corn stalks and would like to give him a gift certificate in appreciation. Discussion followed.

Motion by Chris Dunn to give Bob Vanderzaan a \$50 gift certificate second Terry Valenzano, Roll call vote: All Ayes. Opposed: None. Motion carried.

Claudia said that with Jack, Doug and Chris will be hanging LED lights at the top of the Village Green trees at the end of this month.

Village of Pentwater - Downtown Development Authority
Regular Meeting Minutes – Wednesday, October 12, 2016

PAC Purposeful Bike Stand: Claudia said the cost of powder coating for the next project will be more costly if they intend to do another bike rack. The theme for the next project will be a “Beach Theme” for a design chosen by the ability to be recreated in a feasible manner. The money will be spent next year but needs to be approved this year.

Motion by Terry Valenzano, to approve spending up to \$1200 for the next bike rack contest construction and installation, second Jilly Barnes. Roll call vote: All Ayes. Opposed: None. Motion carried.

Bike Share: Claudia shared an email from Trailhead in Ludington regarding bike improvements and said that out of 15 bikes, 13 were returned, 6 were discarded and the remaining need multiple repairs. Claudia said that she is planning to go to the schools with Laude to explain bike safety and that the bikes in town are not for the kids to take home. She would like to purchase 4 new bikes from Trailhead that won’t need improvements and have them locked whereas they will have to call Claudia for the combination and 4 good bikes will be locked at the marina, the remaining bikes will be out and whatever happens to them happens. Claudia said that she has had numerous calls on where to find a bike. Discussion followed. Terry Valenzano thanked Claudia and Chris and others for time spent on this project. Chris said it was all Claudia. Claudia said it has been a fun project.

Motion by Claudia Ressel-Hodan to approve spending \$800 towards the Bike Share Program for the new bikes and locks, second by Chris Dunn. Roll call vote: Ayes: 8. Opposed: None. Motion carried.

Sesquicentennial: Juanita Pierman said the 150th birthday for the Village is next year (March 16, 2017) and the committees are planning a time capsule and have talked to the newspapers to put in weekly historical articles about the history of Pentwater. Banners have been ordered and in hopes they would be paid for by the DDA. Juanita read a list of events including: the Lake Association, taking on lake tours; March 16, 5 PM, a kick-off dinner is planned at the Friendship Center; May 6th is the second Annual Founders Day; June 4th is the annual Start of Summer Party; Claudia has coordinated the theme “Throughout the Years” with each table representing a different decade; and the annual Homecoming Parade will have a similar theme. Claudia is creating a video and collecting pictures and film representing and identifying Pentwater; check Facebook: #Pentwater150. She said the PYC is going to host “All American Throughout the Years” boat parade July 1, 2017.

Marketing Committee Report: Claudia said they will meet October 25 at 9:30 AM.

NEW BUSINESS

Hancock Improvements & Maintenance: Claudia said the committee is Doug, Jack and Chris. She said that Doug is looking into putting in a drinking fountain at the top of the Village Green. Chris said that certain areas that are collapsing especially around the Village Pub and the update to the corn stalks came after walking the streets looking for improvements. Claudia said since we all have passion for Hancock Street and even though Doug is the chair, anyone could contact him with ideas.

Village of Pentwater - Downtown Development Authority
Regular Meeting Minutes – Wednesday, October 12, 2016

Wi-Fi: The Antler Bar had shut down power over Labor Day weekend which shut off power to one of the units. Sky Web came out and talked to them. They could put together a report from the device that manages the traffic with a report that will show what days are busiest and max users. Claudia asked for signage to be more visible that would show the Wi-Fi area. Jack Witt said he called for a presentation from Sky Web because his Wi-Fi kept dropping off after Sky Web was installed for the DDA area. Jack said he would like to see a quaint area, Wi-Fi Center, with benches. Discussion followed.

Jack Witt said that he would still like to decorate the Fish Cleaning Station for Christmas. Plans were discussed to have it done before Thanksgiving. Jilly said they had talked about covering it up and (air brush) painting a scene when it was conducive to the weather. Jack Witt said that he could get it shrink wrapped with advance notice. Discussion followed.

Public Comments: None

Adjournment: There being no further business.

Motion by Jilly Barnes, seconded by Terry Valenzano to adjourn. The meeting was adjourned at 9:35 AM.

The next scheduled DDA Meeting is December 14, 2016, at 8:30 AM in the Community Room.

Respectfully submitted,

Barbara Siok
Deputy Clerk/Treasurer

Date

VILLAGE OF PENTWATER

2017 REGULAR MEETING SCHEDULE of VILLAGE COUNCIL

All regular meetings of the Village Council are held on the second Monday of every month at Village Hall in the Community Room at 6:00 pm.

January 9th

February 13th

March 13th

April 10th

May 8th

June 12th

July 10th

August 14th

September 11th

October 9th

November 13th

December 11th

PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES

This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way", or an "Annual Application and Permit for Miscellaneous Operations Within State Highway Right of Way".

RESOLVED WHEREAS, the Village of Pentwater
(city, village, township, etc.)

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
4. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

- 5. The GOVERNMENTAL AGENCY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
- 6. With respect to any activities authorized by a PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
- 7. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 8. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

Title and/or Name: _____

Village Manager Rob Allard and Clerk/Treasurer Colleen Moser

Motion by _____, Second by _____

Ayes: _____ Nays: _____ Absent: _____

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the Village Council _____

(Name of Board, etc)

of the Village of Pentwater _____ of Oceana _____

(Name of GOVERNMENTAL AGENCY) (County)

at a Regular Meeting _____ meeting held on the 12th day

of December _____ A.D. 2016 _____

Signed _____ Title _____