



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 January 9, 2017 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 December 12, 2016.

Regular Village bill approval of \$61,540.04. Fire Department bill approval of \$1,142.40

Approval of the use of Village Property:

Sue Bainton/Robert Mitchell request use of the Village green for a Wedding to be held on July 30, 2017

Claudia Ressel-Hodan, Psy.D. would like to use the Village Green gazebo to play the movie "Breaking Away", rated PG, on June 9, July 14 and Aug. 18 at twilight, approximately 9:00 p.m. in order to raise funds for the Pentwater-Hart Bike Trail.

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

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. Approve Fire Dept. Elections.
2. Appointment of Crystal Babbitt to the DDA, Term Ex. 1-1-20.
3. Budget Amendment for Marina
4. Rescind Village Ordinance Section 33.50, Design Advisory Committee.
5. Change Village Ordinance Section 150.02 Re: Planning Commission Members.
6. Accept Resignation of April Watkins.
7. Nominations for Village Council.

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

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

Regular Meeting COUNCIL MINUTES December 12, 2016

Call to Order - President Jeff Hodges 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 Nugent, Angell-Powell, Bill Maxwell, Don Palmer April Watkins and Jeff Hodges. Absent: None.

Oath of Office taken on December 4, 2016 by Angell-Powell, Nugent and President Hodges.

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

Approval of the Agenda - *Motion* by Palmer, supported by Watkins 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 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 use of the Village Green all day, for their Art Fair to be held on July 8, 2017.

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

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.

Motion by Palmer, second by Maxwell to approve the use of the Village Green for Fusion Fashion show by Laura Nugent. Roll call vote. AYES: 6, NAYS: 0, Obstain:1-Nugent (conflict of interest). Motion approved.

VILLAGE DEPARTMENT REPORTS

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

Village Manager - See report.

Police Chief - The Chief asked that the public keep vehicles locked as there have been theft of valuables in unlocked cars. The Police will be enforcing the curfew for minors age 16. They will do property check, please form out form available on the village website web. See report.

Fire Chief - See meeting minutes.

Zoning Administrator - See report.

COMMITTEE REPORTS

New committee assignments are posted on the website.

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

Building and Grounds Committee – No meeting, no report.

Finance Committee – No meeting, no report.

Ordinance Committee. – No meeting, no report.

Personnel Committee- No meeting, no report.

Promotions Committee – Palmer provided a 15 page report on the many tasks in progress for the Sesquicentennial Celebration.

Services Committee- No meeting, no report.

Ad Hoc Committee - Harbor Research Committee Ad Hoc. No report.

VILLAGE COMMISSION AND BOARD REPORTS

Planning Commission- Next meeting will be on December 13, 2017 at 7:00 p.m.

ZBA- No report.

DDA – Dr. Claudia Ressel-Hodan stated that the DDA plans to purchase more snowflakes next year. The DDA would meet on December 14th at 8:30 a.m.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Regular meeting schedule for 2017. *Motion* by Palmer second by Griffis to approve Village Council regular meeting schedule for 2017 as the second Monday of each month, at 6:00 p.m. Voice vote. AYES: 7 NAYES: 0. Motion approved.

Elect President Pro tempore. President Hodges made a motion to elect Griffis as his Pro tempore, second by Maxwell. Voice vote. AYES: 7 NAYES: 0. Motion approved.

MDOT Resolution to allow the Village Manager and the Clerk/Treasurer to make requests to use BR-31on behalf of the Village Council.

Motion by Palmer to approve the MDOT Resolution, second by Watkins. Roll call vote. AYES: 7 NAYES: 0 Resolution approved.

Adjournment - Hodges asked for a motion to adjourn. *Motion* by Palmer, second by Maxwell. Voice vote. AYES: 7 NAYS: 0 President Hodges adjourned the meeting at 6:30 p.m.

Respectfully submitted,

Colleen Moser, Clerk/Treasurer

Date

December 2016 Check Register for the Village of Pentwater

Check Date	Check	App	Vendor Name	Description	Amount
12/09/2016	43211	AP	A Tanner & Sons Roofing Co.Inc.	prof. svc.	286.00
12/09/2016	43212	AP	Adams Heating & Cooling	prof. svc.	590.76
12/09/2016	43213	AP	AT&T Mobility	utilities	78.62
12/09/2016	43214	AP	Baker, Doug	cell phone reimburs.	70.00
12/09/2016	43215	AP	Bruce's Auto & Maint.	mtc.	38.25
12/09/2016	43216	AP	C & I Electric	prof. svc.	60.00
12/09/2016	43217	AP	Cintas Corporation	prof. svc.	241.84
12/09/2016	43218	AP	Companion Life Insurance Company	insurance	216.16
12/09/2016	43219	AP	Constellation Trust Co.	OPEB	10,000.00
12/09/2016	43220	AP	Consumers Energy Co. Payment Center	utilities	10,055.09
12/09/2016	43221	AP	Dickenson,David DBA C&D Cleaning	prof. svc.	1,259.00
12/09/2016	43222	AP	DTE Energy Company	utilities	1,101.51
12/09/2016	43223	AP	Firstmerit Bank, N.A.	misc.	602.82
12/09/2016	43224	AP	Frontier	utilities	252.34
12/09/2016	43225	AP	Frontier	utilities	86.85
12/09/2016	43226	AP	Gillison's Variety Fabrication, Inc	work done for leaf vac	164.48
12/09/2016	43227	AP	Great Lakes FORD	repairs	693.82
12/09/2016	43228	AP	Hach Company	supplies	121.00
12/09/2016	43229	AP	Malburg's Sanitation Service, Inc.	prof.svc.	488.00
12/09/2016	43230	AP	Mears Service Center	misc.repr.	156.04
12/09/2016	43231	AP	Michigan Municipal League	training	90.00
12/09/2016	43232	AP	Michigan Municipal League	training	90.00
12/09/2016	43233	AP	Miss DIG System, Inc.	prof.svc.	550.30
12/09/2016	43234	AP	North Central Co-op Corporation	supplies	783.40
12/09/2016	43235	AP	Oceana County Clerk's Office	prof.svc.	390.31
12/09/2016	43236	AP	Oceana County Sheriff's Office	prof.svc.	1,085.50
12/09/2016	43237	AP	Pentwater Convenience Center, Inc.	fuel	27.08
12/09/2016	43238	AP	Republic Services, Inc.	prof. svc.	332.18
12/09/2016	43239	AP	Slachter, David	sidewalk rplcmnt.	1,250.00
12/09/2016	43240	AP	Tarnowski, Nate	cell phone reimb.	70.00
12/09/2016	43241	AP	Todd Greiner Farms Packing LLC	supplies	120.80
12/09/2016	43242	AP	Trace Analytical Laboratories, Inc.	analytical	1,036.40
12/09/2016	43243	AP	Verizon Wireless	utilities	116.04
12/09/2016	43244	AP	Wilson, Gary	in lieu of insurance	50.00
12/09/2016	43245	AP	WIN-911	prof.svc. (annual renewal)	495.00
12/22/2016	43246	AP	Adams Marine Construction, Inc.	prof.svc. (boat launch dock remov.)	600.00
12/22/2016	43247	AP	All Seasons Porta-Jons LLC	prof.svc.	72.00
12/22/2016	43248	AP	Barnes, Jilly	reimb.for comm. promo corn stalks	200.00
12/22/2016	43249	AP	Cintas Corporation	prof. svc.	157.44
12/22/2016	43250	AP	Gillison's Variety Fabrication, Inc	work done for leaf vac	449.31
12/22/2016	43251	AP	Great Lakes Energy	twncshp.so.utilities	61.69
12/22/2016	43252	AP	Hart Christian Fellowship Church	refund FC deposit	100.00
12/22/2016	43253	AP	HydroDynamics	rpr. mtc.	712.70
12/22/2016	43254	AP	Jobbins, Henry	cell phone reimburs.	64.85
12/22/2016	43255	AP	Klotz Auto Parts Inc.	supplies for wood mower	42.00
12/22/2016	43256	AP	MICHIGAN STATE POLICE	prof.svc.	66.00
12/22/2016	43257	AP	Miller, Johnson, Snell & Cumiskey,	legal svc.	425.00
12/22/2016	43258	AP	MML Workers' Comp Fund	insurance	452.00
12/22/2016	43259	AP	Moir Heating & Cooling, LLC	prof.svc. (treatment plnt)	443.45
12/22/2016	43260	AP	Nye Uniform	uniform expense	31.75
12/22/2016	43261	AP	Prince & Monton, PLC	PPD-Modena	1,134.00

December 2016 Check Register for the Village of Pentwater

Check Date	Check	App	Vendor Name	Description	Amount
12/22/2016	43262	AP	Republic Services, Inc.	prof. svc.	8,957.90
12/22/2016	43263	AP	Ressel-Hodan, Claudia	reimb. for comm promo. lights	200.15
12/22/2016	43264	AP	STATE OF MICHIGAN	CWP permit	1,950.00
12/22/2016	43265	AP	Trace Analytical Laboratories, Inc.	analytical	1,231.40
12/22/2016	43266	AP	UPS	postage exp.	78.58
12/22/2016	43267	AP	VWR International LLC	supplies	154.65
12/22/2016	43268	AP	WEX BANK	fuel	793.70
12/22/2016	43269	AP	Xerox Corporation	lease/mtc	374.88
12/31/2016	43270	PR	POLICE OFFICERS ASSOCIATION	dues	120.00
12/31/2016	43271	PR	TECH, PROF & OFFICE ASSOC OF MI	dues	75.00
12/31/2016	43272	PR	UNITED WAY OF THE LAKESHORE	united way	46.00
12/30/2016	43273	PR	Priority Health Insurance	insurance	9,496.00
					\$61,540.04

10:05 AM
01/04/17

Pentwater Fire Department

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Jan 12, 17	Check	01/12/2017	2452	Northern Fire & Safety	-182.00
	Check	01/12/2017	2453	Charter Communications	-257.88
	Check	01/12/2017	2454	Pentwater Convenience Center	-256.17
	Check	01/12/2017	2455	Republic Services #240	-370.33
	Check	01/12/2017	2456	Verizon Wireless	-76.02
Jan 12, 17					\$ (1,142.40)

12-3-2016

Village of Pentwater,

I am writing this letter to thank your Police Department, specifically Officer Alan Snow and Chief Laude Hartrum. My wife died in a tragic accident in your community. Officer Snow was the first responder at the scene. He made every attempt possible to revive her. If circumstances had been different his efforts most likely would have worked. Both he and Chief Laude Hartrum were put into a tragic situation in the middle of the night. They acted professionally, investigated the accident and got me grief service personal to talk to.

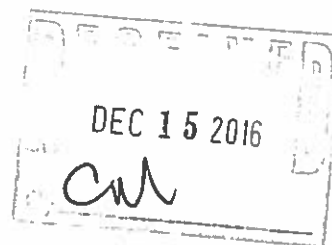
I wish I had met these two individuals under different circumstances, but it is important that your Village know both of Chief Hartrum and Officer Snow are exemplary employees who did what most people would not be willing to do that night.

Please thank them for me.

Respectfully,



Dave Forsberg
9745 Timberridge Rd.
Farwell, MI 48622





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, December 7, 2016 19:00

Meeting Location: Pentwater Fire Department

Call to Order

- I. Pledge of Allegiance
- II. Reading and Approval of Minutes
 - a. Minutes from 11/2/16
- III. Reports of Officers
 - a. Treasurer Everet Horton
- IV. Old Business
 - a. 341 generator bearings statis
 - b. Pump certification testing
 - c. Discussion on meeting and training attendance.
 - d. Adopt-A-Highway
 - e. Santa
- V. New Business
- VI. Training
- VII. Discussion on Last Month's Calls
 - a. There were 5 fire and 25 medical calls for service for November.
- VIII. Public Comment (held to two (2) minutes on all issues)
- IX. Adjourn

Secretary- Ray Hasil



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Phone (231) 869-5987 Fax (231) 869-8511
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Monthly Meeting Minutes

Meeting Date: Wednesday, December 7, 2016 19:00
Meeting Location: Pentwater Fire Department
Call to Order

- I. Pledge of Allegiance
- II. Reading and Approval of Minutes
 - a. Minutes from 11/2/16
- III. Reports of Officers
 - a. Treasurer Everet Horton- \$68,890.90 remains (69.6 % spent)
- IV. Old Business
 - a. Discussion was held on meeting and training attendance
 - b. Santa attended to the requests of 160 children in November
 - c. Upcoming training was discussed
- V. New Business
 - a. Discussion on switching from the Active911 smart phone app to the IAmResponding smart phone app was held. It was decided to renew our Smart911 contract for 1 year.
 - b. The Fire Department Instructor's Conference (FDIC) expo is April 24-29 in Indianapolis. PFD will send 6 members for 2 days of exposition hall passes.
- VI. Training
 - a. We will go through apparatus and tool inspections tonight
- VII. Discussion on Last Month's Calls
 - a. There were 5 fire and 25 medical calls for service for November
- VIII. A motion to adjourn by Larry Hilton was seconded by Mike Moore



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Officer Meeting Minutes

Meeting Date: Wednesday, December 7, 2016 18:15
Meeting Location: Pentwater Fire Department
Call to Order

- I. Reading and Approval of Minutes
 - a. Minutes from 11/2/16

- II. Reports of Officers
 - a. Treasurer Everet Horton- will report at regular meeting

- III. Old Business
 - a. Discussion on 341 repair status
 - b. Discussion on PFD member meeting and training attendance
 - c. Santa was attended by 160 kids

- IV. New Business
 - a. A member application from Mark Haynor was presented and discussed. Mark has extensive experience as a firefighter for Hart Area FD and recently moved into PFD's coverage area. A motion to accept Mark as a full member by Everet Horton was seconded by Paul Smith. The administrative votes in attendance were 3 yes, 0 no. Motion carried.

- V. Training

- VI. Discussion on Last Month's Calls
 - a. There were 5 fire and 25 medical calls for service for November

- VII. A motion to adjourn by Paul Smith was seconded by Everet Horton. Motion carried.

MANAGERS REPORT

January 9, 2017

ROAD MAINTENANCE

It has been an easy winter so far. The Village is saving on plow blades but the freeze-thaw cycle is never good for asphalt.

Special thanks go out to our DPW workers for their dedication, early mornings and weekend work. The guys give up family and personal time to keep our streets and sidewalks clear.

VILLAGE WATER SYSTEM

The "Let Water Run" notices for the select group of customers have been sent.

CHRISTMAS DECORATIONS

The village Christmas street and park decorations were removed by January 2nd.

ANNUAL BUDGETS

Village budgets for fiscal year 2017-18 are underway. Meetings with key staff have been scheduled.

STREET IMPROVEMENT PLAN

Requests for Qualifications were sent out in December with a due date of January 16. The Services Committee will be receiving copies.

**Pentwater Police Department
Activity Report
December 2016**

Synopsis

Calls for service in December were consistent with previous years. We received 32 calls for service.

Activity Highlight

On 12/1 to 12/2 Officers took reports of larcenies from vehicles. The cases remain under investigation.

On 12/10/2016 Officers investigated a report of a reckless driver. Upon investigation it was determined to be unfounded and no action was taken.

ON 12/14/2016 Officers uncovered two illegal aliens from the Republic of Honduras following a traffic stop for speeding near the intersection of Wythe Street and Sixth Street. Investigators contacted Immigration Custom Enforcement Agency (ICE). The aliens were released following the investigation and the driver was cited for speeding.

On 12/12/2016 Officers were called to a resident in the 600 block of Third Ave to investigate a report of the smell of marijuana. Investigators were unable to determine the source of the smell.

12/31/2016 Officers were called to report the sound of a person being beaten in the 100 block of N Hancock Street. Upon arrival investigator were determined that occupants of the residence had been engaged in a consensual wrestling inside the home. No victim was located and the case closed.

Ongoing Efforts

The Department is accepting Property Check Requests. Forms are available at the Village Hall.

Respectfully submitted,
Chief Laude Hartum

Pentwater Police Department – Activity Detail

Complaints	Totals
911 Hang Up	1
Assists	5
Attempt to locate	1
Car Deer	1
Complaints Misc.	4
Controlled Substance	1
Domestic	1
OWI	0
Larceny	3
MDOP	2
Motorist Assists	1
Public Relations	1
Reckless Driver	1
Suspicious Situation	1
Traffic Stops	9
Total	32

One traffic ticket was written in December for speeding.



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ON PENTWATER LAKE AND LAKE MICHIGAN
327 South Hancock Street-P.O. Box 622-Pentwater, Michigan 49449
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ZONING ADMINISTRATOR'S REPORT *DSB*

December 2016

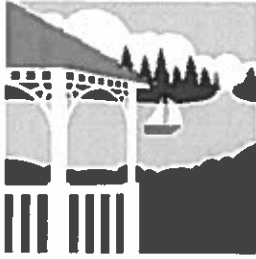
Zoning Permits issued:

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



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ON PENTWATER LAKE AND LAKE MICHIGAN
327 South Hancock Street-P.O. Box 622-Pentwater, Michigan 49449
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DATE: January 4, 2017
TO: Village Council
FROM: Sara S. Bizon, Zoning Administrator
SUBJECT: 2016 Annual Report

The following represents the Zoning Administrator's, Planning Commission and Zoning Board of Appeals 2016 Annual Report.

Planning Commission

During 2016, the Pentwater Village Planning Commission conducted seven (7) regular meetings. In summary the Planning Commission reviewed and acted upon the following issues/requests:

- Approved three (3) non-conforming structure additions
- Approved one (1) lot split/combination

Zoning Board of Appeals

During 2016, the Pentwater Zoning Board of Appeals conducted one (1) public hearing/meeting. In summary, the Zoning Board of Appeals reviewed and acted upon the following issues/requests:

- Approved a height variance for 1 ½ Beach Street

Zoning Administrator

Zoning Permits

The following provides a numerical and percentage breakdown of the 33 zoning permits issued by general category for 2016:

Deck	4	12%
New Residence	4	12%
Residential Addition	4	12%
Accessory Bldg.	7	21%
Fence	5	15%
Sign	4	12%
Demolition	2	6%
Sidewalk	1	3%
Other	2	6%

Attached is a detailed summary of the 33 zoning permits issued in the Village from January through December of 2016.

The following provides a summary of total zoning permits issued by the Village since 2002:

<u>Year</u>	<u>Zoning Permits Issued</u>
2002	61
2003	55
2004	90
2005	71
2006	58
2007	46
2008	28
2009	21
2010	33
2011	25
2012	30
2013	34
2014	35
2015	40
2016	33

As you can see from the above, the number of zoning permits issued during 2016 was lower than last year.

Administration

During 2016, I spent time researching issues for the Planning Commission, the Zoning Board of Appeals, and answering Zoning and Planning questions for residents. I also worked on projects as requested by the Village Manager.

Encl.

VILLAGE OF PENTWATER

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

Ordinance Committee Meeting Minutes January 3, 2017 at 10:00

Chair Dan Nugent called the meeting to order Village Hall at 10:00 A.M.

Members Present: April Watkins, Michelle Angel, and Dan Nugent

Members Absent:

Also Present: Village Manager Rob Allard, Clerk/Treasurer Colleen Moser and Zoning administrator Sara Bizon

Agenda Item 1 – Planning Commission Ordinance

Motion by Dan Nugent, Second by April Watkins to follow Mr. Monton's recommendation that Section 150.02 of the Codified Ordinance be amended to permit a Planning Commission member to also be a member of the "Zoning Board of Appeals, a joint administrative fire board, and/or the Village Council."

Ayes: 3 Nays:0

Agenda Item 2

Michelle Angel Motion, Dan Nugent second recommending Rescind the DAC Ordinance.

Ayes: 3 Nays: 0

Other

Committee discussed vacation rentals and terminology of establishment versus dwelling.

The Chair Nugent closed the meeting at 11:01 A.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dan Nugent', with a long, sweeping horizontal stroke extending to the right.

Dan Nugent

Village of Pentwater
327 South Hancock Street,
Pentwater Michigan 49449
Promotions Committee
Meeting Minutes January 5, 2017

Chair Watkins called the meeting to order at 2:00 p.m. at Village Hall.
Present: Chair, April Watkins, Bill Maxwell and Dan Nugent.

Also Present: Village Manager Rob Allard, President Jeff Hodges, DDA Chair Claudia Ressel-Hodan, Chamber Director Eva Gregwer and Deb Deweerd, Ed Bigelow and Pentwater Historical Society President Dick Warner

Sesquicentennial Celebration.

The committee discussed the ongoing plans for the celebration. This included:

Logo usage by the Village and local non-profit service organizations. The designer has confirmed the Village owns the logo. The logo will be with the Village Clerk, and made available only to local service groups for use on planned promotional items. Local businesses and private enterprises will not be granted use of the logo.
The DDA will work with the designer on banner and plate designs.

Banners: Seven banners will be produced and placed at top of Village Green, gazebo, and north & south entrances into the Village. The DDA is managing this effort.

SQS book: further research required for production and printing, which Deb will coordinate.

Dinner on March 16, 2017

Tickets will be on sale soon, and flyers will be distributed next week.

Parade: local businesses and organizations are encouraged to participate with a float!

Additional topics included brochure printing, time capsule plans & contents, potential parade participants, activities at Charles Mears State Park & local organizations and the movie/DVD Claudia is creating.

Deb Deweerd has detailed notes of project items, assignments and status.

The meeting was adjourned at 4:05 p.m.

Respectfully Submitted,



April Watkins, Chair of Promotions Committee

Village of Pentwater - Downtown Development Authority
Regular Meeting Minutes – Wednesday, December 14, 2016

Call to Order: Chair Claudia Ressel-Hodan called the meeting to order at 8:35 AM followed by the Pledge of Allegiance to the flag.

Attendance Roll Call: Doug Osborn, Jack Witt, Jeff Hodges, Jilly Barnes, Buz Graettinger, Terry Lambrix, and Claudia Ressel-Hodan and Chris Dunn.

Absent: John Nagel and Terry Valenzano

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

Public Comments: None

Approve Minutes of October 12, 2016 Meeting: Jack Witt stated a correction of the \$30,000 budget after the \$5,000 addition needed to be \$25,000. Discussion followed. **Motion** to approve the meeting minutes as corrected by Buz Graettinger, second by Doug Osborn. Voice vote. All Ayes. Opposed: None. Motion carried.

Agenda: Claudia asked that the word “Maintenance” be crossed out on the agenda 7d after Hancock Improvements. **Motion** to approve agenda by Buz Graettinger, second by Terry Lambrix. Voice vote. All Ayes. Opposed: None. Motion carried.

Chair Claudia Ressel-Hodan welcomed new Village President elect Jeff Hodges and stated that a replacement needs to be appointed for Matt Warner.

COMMITTEE REPORTS

Treasurer’s Report: Jack Witt distributed copies of the financial report. Discussion of the revenue and expenditures followed. **Motion** by Buz Graettinger, second by Doug Osborn. Voice vote. All Ayes. Opposed: None. Motion carried.

Beautification: Jilly Barnes said that Christmas Decorations including fresh garland, lights and new snowflakes are up and led a discussion of the possibility of purchasing additional snowflakes. Doug asked about the cost of lights. Claudia suggested voting on snowflakes. **Motion** to spend up to \$6000 to purchase (15) additional snowflakes by Jilly Barnes, second by Doug Osborn. Roll call vote. All Ayes. Motion carried.

Claudia said that she had purchased additional lights for the top of the Village Green. **Motion** by Claudia for a reimbursement of \$200.15 for the purchase of the additional lights, second by Buz Graettinger. Roll call vote. All Ayes. Motion carried.

Marketing: Claudia said the Marketing Committee agreed to post a news ad promoting “Shop Saturdays” which she had placed and paid \$384.00. **Motion** by Claudia Ressel-Hodan to be reimbursed for \$384.00, second by Buz Graettinger. Roll call vote. All Ayes. Motion carried. Jilly Barnes asked about the Expo. Claudia said that the Marketing Committee did not want to pursue the event at this time. Claudia stated the Marketing Committee will be asking for input from business and building owners that are on the tax roll. Discussion followed.

Village of Pentwater - Downtown Development Authority
Regular Meeting Minutes – Wednesday, December 14, 2016

Hancock Improvements: Doug brought a sample of a product from Porous Pave, (Grant, Michigan) at \$785.00 installed per tree, estimated for 24 trees about \$18,839.04, including substrate material (about \$1000.00), and maintenance as the trees grow needing a sawzall to cut away the product and vacuumed every 2 years. Jilly mentioned up lighting the trees. Discussion followed. Jack Witt said that he asked the representative about buying bags of some of the product and volunteered to try out on a few trees. Claudia suggested more information is needed for further discussion. Doug reported information that he researched about installing a drinking fountain to be installed near the restrooms rather than at the top of the Village Green. Discussion followed.

Sesquicentennial Update: Claudia said the DDA responsibility is to purchase 5 banners for the gazebo and the top of the Village Green designed by Janet Webber. **Motion** to put \$700 towards the banners by Buz Graettinger, second by Chris Dunn. Roll call vote. All Ayes. Motion carried.

Approval of 2017 meeting dates: **Motion** by Claudia Ressel-Hodan to approve the meeting dates for 2017, second by Buz Graettinger. Voice vote. All Ayes. Motion carried.

New Business: The Historical Society would like to improve and expand the informational planters that were purchased last year. **Motion** by Buz Graettinger, second by Jeff Hodges to purchase additional planters. After further discussion the motion was rescinded to allow more information; all members agreed the total cost was unknown to be paid by the DDA.

Discussion followed regarding money needed for projects in the next few months. **Motion** by Claudia to amend the expenditure budget of an increase by \$2000, second by Buz Graettinger. Roll call vote. All Ayes. Motion carried.

Buz Graettinger suggested that it be noted in the future to discuss hanging planters. Jeff Hodges suggested future discussion of music played in the summer at sunset. Claudia suggested that members review the DDA Handbook and the Pentwater 5 Year Plan.

Adjournment: **Motion** by Claudia Ressel-Hodan, seconded by Buz Graettinger to adjourn. The meeting was adjourned at 10:08 AM.

The next scheduled DDA Meeting is February 8, 2017, at 8:30 AM in the Community Room.

Respectfully submitted,

Barbara Siok
Deputy Clerk/Treasurer

Date

Village of Pentwater

2016-17 BUDGET AMENDMENT RESOLUTION #3

January 2016

The following budget amendment is needed:

Marina Fund Balance	Original 16-17 BUDGET	Change Increase (Decrease)	Amended 16-17 BUDGET	Fund Balance Increase (Decrease)
Marina Revenue	\$90,000	\$34,000	\$124,000	
Marina Expenditures	\$90,000	\$60,000	\$150,000	
	Change to Fund Balance			(\$26,000)

The Marina received a 2016 Seawall Grant for \$33,780 for the 2015 Seawall Failure. The cost to repair the seawall was \$67,560.

Colleen Moser
Village Clerk/Treasurer

Motion by _____ and supported by _____ to adopt this resolution amending the 2016-17 budget as requested by Promotions committee and the Village Manager.

Roll Call Vote. Ayes: Nays: Absent:

*I certify that this budget resolution was approved by Village Council
at a regular meeting held on: _____, 20____*

Village Clerk /Treasurer

Date

PRINCE & MONTON, PLC

ATTORNEYS AT LAW

James R. Prince
Brian J. Monton

127 State Street, Hart, Michigan 49420
Telephone (231) 873-3892 • Facsimile (231) 873-2798
Email: info@princeandmonton.com

November 22, 2016

Mrs. Sara Bizon
Village of Pentwater Zoning Administrator
327 S. Hancock Street
P.O. Box 622
Pentwater, MI 49449

Sent via e-mail to sbizon@pentwatervillage.org



Re: Village of Pentwater ZBA and Planning Commission Appointments

Dear Sara:

You have indicated to me a concern regarding whether the appointment of a Village Council member to both the ZBA and Planning Commission and the appointment of a Planning Commission Member to the ZBA is consistent with the Michigan Zoning Enabling Act, Michigan Planning Enabling Act, Village of Pentwater Codified Ordinance, Pentwater Community Zoning Ordinance, ZBA By-laws, and Planning Commission By-laws. I agree with your conclusion that such an appointment is not consistent with the Ordinances.

Section 150.02 of the Codified Ordinance states in relevant part that:

Members appointed to the [Planning] Commission shall hold no other municipal office, except that one of the appointed members may be a member of the Zoning Board of Appeals, a joint administrative fire board, or the Village Council. (Emphasis added).

This Section precludes the Planning Commission from having more than one member that holds another municipal office. Furthermore, that one member may not be a member of both the ZBA and Village Council. The one member may be a member of either the ZBA or the Village Council, but not both.

Section 18.02(A)(1) of the Zoning Ordinance requires that the first member of the ZBA be a member of the Planning Commission. The second member may be a member of the Village Council. Because Section 150.02 of the Codified Ordinance precludes a Planning Commission member from additionally being appointed to the ZBA and serving as a Village Council member, neither the first member, second member, or any other member of the ZBA can be a Village Council member.

My recommendation is that Section 150.02 of the Codified Ordinance be amended to permit a Planning Commission member to also be a member of the "Zoning Board of Appeals, a joint administrative fire board, and/or the Village Council." Such an amendment appears consistent with the enabling statutes. If the Village Council is not so inclined to pass such an amendment, the Village may not have a Village Council member serve simultaneously on both the ZBA and Planning Commission and the appointments will have to be made accordingly.

Very truly yours,

PRINCE & MONTON, PLC

A handwritten signature in black ink, appearing to read "Brian J. Monton".

Brian J. Monton
BJM:hjr

value retained by the Authority, the tax increments received and the amount of any surplus from the prior year, and any additional information requested by the Council or deemed appropriate by the Authority. The Secretary of the Authority shall cause a copy of the report to be published once in full in a newspaper of general circulation in the village.
 (Prior Code, ' 280.15) (Ord. 145, passed 8- -1993)

DESIGN ADVISORY COMMITTEE

' 33.50 DESIGN ADVISORY COMMITTEE CREATED.

(A) Establishment of Design Advisory Committee.

The Village Council hereby establishes a Design Advisory Committee for the purpose of reviewing proposed alteration and construction projects within the Downtown Development Authority (DDA) district.

(B) Membership; appointments. The Design Advisory Committee (DAC) shall consist of five members, two of whom shall be members of the DDA, who shall be nominated by the Village President and appointed by the Village Council, and serve at the pleasure of the Village Council.

(C) The DAC shall review plans submitted with applications for alteration and/or zoning permits, educate and advise property owners to make them familiar with the recommendations and facade design guidelines of the DDA applicable to appearance, design, materials, colors or other alterations of the exterior of any properties in the DDA district.

(D) Review process.

(1) Any person intending to construct, alter, repair, paint, resurface, remove or demolish, any structures within the DDA district shall make application to the Zoning Administrator for an alteration permit and, if a building permit is required

by ordinance or state law, a zoning permit. All applications for an alteration permit shall be required to contain a set of design plans to be forwarded to the DAC.

(2) In addition to the application requirements of the Zoning Administrator with respect to zoning permits, the applicant for an alteration permit shall submit supporting documents for DAC review, which shall include the following when applicable:

(a) Current photographs of the structure and its relationship to adjacent buildings;

(b) A site plan showing the placement of the addition, or location of the new building in relation to adjacent structures;

(c) Site plan is to include parking space designation per village requirements;

(d) Elevation drawings of the proposed exterior facade;

(e) Samples of all proposed exterior finishes and materials;

(f) Photographs showing in detail any specific problem areas to be dealt with during the repair/alteration.

(E) Meeting with the DAC. All applicants for an alteration or zoning permit shall meet with the DAC prior to commencing any alteration or construction. The purpose of the meeting is for the DAC to present, discuss and explain to the applicant the architectural and streetscape design advisories for the DDA district.

(F) The applicant shall request in writing a meeting with the DAC by delivering the written request, along with the documentation described in division (D) above, to the Zoning Administrator, who shall immediately forward it to the DAC. The DAC shall have ten days from the date of the DACs receipt of the request to schedule the meeting and notify the

applicant in writing. The meeting must be held within ten days of the date the notice is sent to the applicant unless the applicant agrees to or requests, in writing, a longer time frame. The terms "written," "in writing," or "written notice" or other notice provisions shall include e-mail.

(G) *Grant of application.* The DAC shall file with the Zoning Administrator a written notice confirming that the applicant has met with the Committee and fulfilled the provisions of this subchapter. No work shall begin until such notice has been filed. If the DAC has met with the applicant and has not, within ten days, delivered to the Zoning Administrator's office written verification of such meeting, the applicant may furnish such written notice and shall be deemed to have complied with the subchapter and the Zoning Administrator may issue appropriate permits.
(Ord. 2010-2, passed 6-14-2010)

Colleen Moser

From: Rob Allard <rallard@pentwatervillage.org>
Sent: Thursday, January 05, 2017 1:56 PM
To: Colleen Moser
Subject: FW: Council Position

Rob Allard, Village Manager
Village of Pentwater
P.O. Box 622
327 S. Hancock
Pentwater MI 49449
P (231) 869-8301
F (231) 869-5120

From: April Watkins [<mailto:april@pentwatercottage.com>]
Sent: Wednesday, January 04, 2017 9:30 AM
To: President@pentwatervillage.org
Cc: 'Rob Allard'
Subject: Council Position

Hello Jeff,

After several meetings and conversations regarding the year ahead, both personally and professionally, I have come to the decision that I need to step down from my seat on the Village Council. Other matters need my attention, and with that, I simply do not feel I can give the Council and the community the focus and energy deserved.

Please know this in no way reflects on the current council members, or your role as President. I have full confidence in this team and even more so as I have watched you take the helm. Were my schedule and situation different I would most gladly continue, and I hope to participate when and where I can in the future.

Although it is not my position to guide next steps, I would like to encourage you to consider Pamela Burdick as my replacement. She was next in line in our recent election results, so it makes sense to turn to her at this time. I also think she would slot into my committee assignments quite well.

I would like my resignation to be effective immediately, and am reaching out to Don Palmer regarding Promotions Committee coordination as there is a meeting scheduled for Thursday which I am hoping he will lead. I'll not plan on attending future Council meetings, unless simply as a community member.

My very best to you!
April