



**Village of Spring Lake
Council Work Session Minutes
September 11, 2017
7:00 p.m.**

**102 West Savidge Street (Upstairs Conference Room)
Spring Lake, MI 49456**

President Powers called the meeting to order at 7:00 p.m.

- 1. Street Closure (Block Party)** – Ms. Marci Hamilton requested a street closure for October 14, 2017 from 2-9 p.m. for Visser Street in order to host a block party.

Burns explained that Ms. Hamilton had asked to change the date of the street closure from October 14th to October 21, 2017 and if it would be possible for a firetruck to come for an hour or so for the kids to climb on. **Burns** said that the DPW and the Sheriff's Department had no issues with the new date but that it would be difficult to send a firetruck. **Burns** said a Deputy would stop by and maybe the K9 unit if it was available. **Council** agreed this request could be added to the Consent Agenda.

- 2. Purchase of Mower** – The Village budgeted for the replacement of the zero-turn mower.

Burns reported that the DPW was requesting a new zero-turn mower to be purchased through the Federal purchasing program. **Burns** said that no bids had been sent out for the mower because the Federal purchasing program solicited the lowest bids. **Council** agreed this could be put on the Consent Agenda.

- 3. Acting Village Manager** – When the Village Manager was unavailable for an extended period of time, Council typically appointed an acting manager to make decisions during the absence. It was recommended that Council appoint Marvin Hinga to serve as the Acting Village Manager from September 20th thru September 28th.

Burns explained that normally when she was on vacation an Acting Manager was not necessary, but this time she would be out of the country and would not have cell service and very limited internet access. **Burns** said that this would allow Hinga to make decisions in the event there was an emergency. **Council** agreed this was another item for the Consent Agenda.

- 4. Veterans Day Closure** – Most residents assume that Village Hall will be closed on Federal holidays. November 11, 2017 is a Federal holiday recognizing

Veterans. Since Veterans Day falls on a Saturday this year, Federal offices will be closed on Friday, November 10, 2017. I would like to propose another “working holiday” whereas Village Hall would be closed to the public, but staff still reports as normal. Staff would be allowed to wear jeans to work and the day would be spent entirely on records management and housekeeping. Our focus this year will be the upstairs records retention room.

Burns explained that this was a housekeeping item that was done every year, and because there would always be filing and cleaning to be done, she would ask for this every year. **Burns** said the focus this year would be on the file room and records retentions. **Council** agreed this could be added to the Consent Agenda item.

- 5. Invasive Species** – Wetland Watch and GEI Consultants were looking for permission to treat Phragmites on two pieces of property owned by the Village (parcel ID #'s 70-03-15-363-001 & 70-03-16-479-003). This was no charge, per se, but the organization did accept donations to help defray the cost of the treatment. Staff recommended that we grant permission to treat and donate \$50 per parcel for the Phragmites treatment.

Burns explained that the Wetland Watch group needed Council's permission to treat Phragmites on the two parcels referenced above. **Burns** said that the company did not charge a fee, but did except donations to help defray the costs. **Burns** said that if the Village had to hire these treatments on our own, it would cost considerably more and that the Grand Haven Area Community Foundation would cover costs that were not covered by donations. **Council** discussed this and agreed that \$100 donation was a fair donation and this item could be added to the Consent Agenda.

6. Update on Oak Tree at Intermediate School

Burns shared pictures of the tree that showed quite a bit of dieback and said that a root feeding had been done but they wouldn't know for some time if it helped. **Burns** said at some point, they would have to go with the Arborist's recommendation and stop putting money into trying to keep the tree alive. **Powers** said they had done their best to save the tree 3 years ago, when the school had wanted it removed. **Burns** said she had talked to the carver, who had carved the “Laker” statue on Exchange Street and would be getting a price for carving the tree, as one of the options for the tree.

Council discussed and agreed to having the tree selectively trimmed and see how it was doing in the spring and then if it definitely was not going to make it they would have it taken down, during the summer, after school was done.

7. **Boardwalk Repairs** – Anlaan was the company performing the repairs on the connector path and they were also the contractor hired by MDOT to simultaneously perform repairs on the bridge. There were a number of items in the vicinity that needed attention, but couldn't be performed by DPW staff. Below is a list of items that needed attention:

- Removal of tires along boardwalk by Old Boys
- Removal of scrub brush by Old Boys
- Decking Repair
- Fence Painting
- Light Pole Painting

Burns reported that Anlaan would be getting a price to have the above list of items repaired, minus the decking repair, which the DPW would be able to repair. **Burns** shared photos of the items and explained what the options were for the repairs. **Council** wondered if Old Boy's would want to donate to the cost of clearing the scrub brush since it would be a big benefit to them. **Burns** said she would ask **Melissa** if she would be interested. **Burns** said she would not put this on the Consent Agenda, this would be added as a separate item to vote on.

8. **Village Manager Performance Appraisal** – Per the Village Manager's contract, Council was to administer an annual performance appraisal and consider any pay increases for the manager annually. Council Members were asked to complete the form and return to Marv Hinga for compilation. Marv will have the results prepared for Council on Monday evening. **Burns** stepped out so **Council** could discuss her performance appraisal in private.

Considering the extremely difficult year that the Village had been through with disincorporation and the high ratings received by the Village Manager for her skills navigating the situation, the Council was approving a 5% pay increase, retroactive to July 1, 2017.

TePastte suggested that the Finance Committee be reconstituted. **Council** discussed this at length and agreed that this would be a great step towards being better stewards of the tax payer's money. **Council** appointed **TePastte** and **Hanks** to this committee along with **Hinga** and **Burns**.

9. Communications

- Invasive Species Update
- No Wake Public Hearing
- OCSO Compliment
- Oktoberfest Communication
- Parking Issues (Division & mason)
- Sewer Issue (Goorman)
- Short-Term Rental Update

10. Minutes: Draft Work Session Minutes 8/14/2017 and Draft Minutes 8/21/2017.

11. Public Comment – Hans Podehl, and Bill Filber with the Spring Lake Lions Club, asked if they could solicit donations on September 22nd and 23rd at the corner of Jackson & Savidge. **Council** agreed that this was a great cause and that this could be added to the Consent Agenda.

12. Adjournment – 8:05 p.m.

Mark Powers, Village President

Maryann Fonkert, Deputy Clerk