



MINUTES

Monday, December 18, 2017
7:00 P.M., Barber School
102 West Exchange Street
Spring Lake, Michigan

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

Present: Doss, Duer, Hanks, Miller, Powers, TePastte, Van Strate.

Absent: None

4. Approval of the Agenda

Motion by **Doss**, second from **Miller**, to approve the agenda as presented.

Yes: 7 No: 0

5. Consent Agenda

- A. Approved the payment of the bills (checks numbered 59393-59465) in the amount of \$427,008.65.
- B. Approved the minutes for the November 13, 2017 Work Session and November 20, 2017 regular Council meeting.
- C. Approved budget adjustments.
- D. Approved a payment of \$50,000 to MERS for Division 1.
- E. Approved a Housing Memorandum of Understanding with the City of Grand Haven.
- F. Approved the use of Central Park by the Spring Lake Rotary for Snow Jam festivities on February 10, 2018.
- G. Approved an ambulance agreement with NOCH.
- H. Denied a request for reconsideration of a license agreement with 3 tenants of Tanglefoot Park.

- I. Approved a summer sewer credit.
- J. Approved 3 Waste Hauler licenses for Republic/Allied Waste, Waste Management and Kuerth Disposal.
- K. Approved meeting dates for 2018.
- L. Approved the following Board & Committee Appointments

Committee	Appointee	Term Expiration
NOWS Alternate	Joel TePastte	None
Parks & Recreation	Darcy Dye	11/2019
DDA – Council Liaison	Michelle Hanks	None

- M. Approved continuation of a Planning Services Agreement with the City of Grand Haven.

Motion by **Hanks**, second from **TePastte**, to approve the Consent Agenda as presented.

Yes: 7 No: 0

6. General Business

A. Traffic Study for Exchange Street

Subject: Based on concerns of traffic flow at the corner of Jackson & Exchange as well as pedestrian safety at the USPO and St. Mary’s Church, a quote was obtained to perform a traffic study in 2 locations along Exchange Street.

Burns explained that there had been concerns regarding the amount and flow of traffic by the Post Office on Exchange Street at Jackson Street and the block by St. Mary’s Church so she had received a proposal from Progressive AE of \$4,880.00 to do a traffic study.

Van Strate said that he did not think the traffic had changed that much and that there had been a traffic study done when Chief DeYoung had been here so he suggested looking that information up. **Doss** and **Hanks** said that they thought there was a significant increase in the traffic and that this study was needed. **Miller** said that he thought the traffic study **Van Strate** was referring to went back to the Safe Routes to School and that was why the bump-outs had been installed. **Van Strate** asked if changes were made to Exchange Street, would MDOT take money away. **Burns** said that they would not. **Council** discussed what they would like the study to include and questions they would like answered by the study.

Motion by **Doss**, second from **Hanks**, to approve an agreement with Progressive AE (Pete LaMourie) to perform a traffic study on Exchange Street

for an amount of \$4,880.

Yes: 6

No: 1 (Van Strate)

B. Catwalk Discussion

Subject: The catwalk restoration was now completely funded, which was outstanding news for the City of Grand Haven and all of NW Ottawa County. We have received a request for participation in funding the endowment fund for maintenance and repairs of the structure.

Burns explained that Spring Lake Township donated \$10,000 towards the Catwalk. **Bob Sullivan** explained that the citations in the agreement were specific Township agreements and he did not believe that the Village had direct statutory authority to give to this project. **Council** discussed briefly and felt that they should not take up the matter at this time.

C. Fund Balance Policy

Subject: The Village's current fund balance policy requires that the Village maintain a General Fund fund balance of 15% which equals approximately two months of operating expenses. The Finance Committee has discussed various scenarios and feels that a 25% fund balance was a better threshold to maintain. A copy of a proposed fund balance policy was supplied for Council review as well as a copy of the current policy.

Burns explained that this had been discussed at length at the Council Work Session and that she had asked fellow Managers for samples of their policies that Hinga had taken and adapted to work for the Village. **Burns** said that this policy was not something that needed to be voted on this evening if Council felt they needed more discussion. **Council** agreed that they had thoroughly discussed this item.

Motion by **Hanks**, second from **TePastte**, to approve a new Fund Balance policy utilizing a 25% minimum Fund Balance for the General Fund.

Yes: 7

No: 0

7. Department Reports

A. Village Manager – Burns reported that Santa was scheduled to be at Best Financial Credit Union on Thursday, December 21, from 3:30 to 5:30. **Burns** said that the Credit Union was not officially open yet but they were giving people a chance to take a peek before their ribbon cutting ceremony that was tentatively scheduled for January 19, 2018. **Burns** also reported that **Hinga** had followed up on a resident complaint towards an employee, but at this point there was nothing to go on so they have considered the complaint closed.

B. Clerk/Treasurer/Finance Director

C. OCSO

- D. Fire
- E. 911
- F. DPW
- G. Building
- H. Water
- I. Sewer
- J. Minutes from Various Board & Committees
 - 1. Historic Conservation Commission
 - 2. DDA

8. **Old Business and Reports by the Village Council** – There was no old business at this time.

9. **New Business and Reports by Village Council** – **Van Strate** asked who was responsible for plowing the parking lot by Railroad Street and the bike path. **Burns** said that was Township property but she would check on who actually plowed it. **Van Strate** also complimented the Village Christmas decorations. **Duer** agreed.

Hanks updated **Council** on the DDA’s three major undertakings in hopes of getting the business community to be more engaged. **Hanks** shared that there was a new Facebook page and website, both called “visitspringlakemi” and a new email address dda@springlakevillage.org, for businesses to use to give and receive information. **Hanks** said there would also be a business crawl in the spring called “Village Adventure”.

10. **Status Report: Village Attorney** – **Sullivan** had nothing to add to his report.

11. **Statement of Citizens** – Lee Schuitema, 408 West Exchange St., spoke to Council about the traffic on Exchange Street and possible solutions to the traffic backups at Jackson Street.

12. **Adjournment**

Motion by **Van Strate**, second from **Duer**, Village Council adjourned the meeting at 7:37 p.m.

Yes: 7 No: 0

Mark Powers, Village President

Maryann Fonkert, Deputy Clerk