



Village of Spring Lake
Minutes Council Work Session

February 12, 2018

7:00 p.m.

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

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

1. Cross Connection Contract (John Stuparits)

The Village's initial contract with HydroCorp was coming to an end. Staff had been extremely pleased with the service that HydroCorp provided and wished to continue the relationship.

Stuparits explained that the Cross-Connection Program was needed to provide safety for the public water supply and it was required by the DEQ. **Stuparits** also explained how the program worked to protect the water supply. **Stuparits** shared the proposed new contract from HydroCorp and explained that there would be no price increase and that he was happy with the job they had been doing for the Village and enjoyed working with them. **Council** agreed that this item could be added to the Consent Agenda.

2. Tax Billing (Marv Hinga)

As part of the ongoing collaborative efforts between Spring Lake Township and the Village, the SLT/SLV Committee recommended a new process to streamline tax billing for Village residents. In order to accomplish this, it was necessary to adopt a resolution approving the changes.

Hinga explained that the SLT/SLV committee had been talking about this for quite some time and finally decided to go ahead and have Village taxes collected on the Township tax bill. **Hinga** explained that instead of Village taxpayers getting a tax bill from the Village and a tax bill from the Township they would get just one bill from the Township with 2 extra line items, one for the Village Debt Service and one for Village operating millage. **Hinga** said that the lost revenue, of the 1% Admin fee, would be about \$14,000 a year and the reduced hard cost would be about \$1,500 in tax statement preparation. **Hinga** said he could not quantify the staff time that would be saved by the Township collecting tax payments and fielding questions. **Burns** explained that, if Council approved this, there would be

an educational campaign to inform the residents. **Council** discussed this item and agreed to add this to the Consent Agenda.

3. Infographic Contract

The Village has had a contractual relationship with Trapani Communications over the past 18 months for various communications related to newsletters and disincorporation. Staff has been pleased with the results produced by Ms. Trapani and her staff and would like to engage her services for a newsletter to be released in June (in conjunction with the budget adoption).

Burns explained that the Village needed to do a good job of communicating changes to the residents, such as water/sewer rate increases, infrastructure improvements and tax payment changes, so she had Ms. Trapani give a cost estimate to create a newsletter. **Council** discussed this item and agreed that communicating future changes to the residents was very important and a newsletter was one good way to share that information.

4. M-231 Resolution of Support

Vester Davis, Assistant to the Manager in Grand Haven, requested a Resolution of Support to be considered by Council and forwarded to MDOT regarding M-231.

Burns explained that this Resolution was to show support from all the local municipalities in hopes of getting a commitment from MDOT to complete M-231. **Council** discussed this Resolution and felt they would like a little more information before they could support it. **Burns** said she would get information for them.

5. CGAP Request

The State of Michigan recently announced another round of CGAP funding available to local municipalities. The SLT/SLV believed there were more opportunities for collaboration and wished to apply for further grant funding.

Burns explained that the SLT/SLV committee was very interested in applying for grant funding to help pay for a new shared leaf vac truck and a pickup truck for the shared DPW Director. **Burns** also reported that the Village and Township's collaboration effort would be featured in the MML Review May/June magazine highlighting the benefits of our collaboration and how it worked.

6. Board Appointment

Historic Conservation Committee (Kochmanski) – **Council** agreed that Ms. Kochmanski's appointment to the Historic Conservation Committee could be added to the Consent Agenda.

7. Budget Adjustments (Marv Hinga)

Hinga explained the 5 Budget adjustments.

1. To follow up on the \$50,000 additional MERS payment.
2. Move money between line items in the Planning and Zoning area because the contract for Lukas Hill's services came in \$1,500 higher than budgeted, however, legal fees were substantially lower than budgeted so it was a wash.
3. Regarding the Cell Tower revenue that was received. \$16,000 was paid to the negotiator and \$34,000 going to the fund balance
4. Moving money from Operating Supplies into a new line item for Gas and Oil, to better track this expense.
5. Move money between line items in the DDA because more money had been spent on snow removal this year than in past years.

Council agreed that as long as the Finance Committee had no issues with these adjustment, they could be put on the Consent Agenda.

8. DDA Update

- Spring Lake Village Adventure (May 4, 2018) – **Hanks** updated Council on the plans for the Village Adventure and the website that was being developed.
- Spring Lake Female Entrepreneurs (October, 2018) – **Hanks** explained that in their research to find all the businesses in the Village, they

realized that there were many female entrepreneurs so they would like to come up with ways to highlight those businesses.

- Veteran's Day Event (November 2018) – **Hanks** explained that this would be another DDA initiative to highlight and bring businesses together. **Burns** said the DDA would also be championing the Halloween Trick or Treating event and the Window Decorating contest. **Burns** shared that she and Michelle **Dixon** would be speaking at the Chamber's next Early Bird Breakfast about the Village Adventure.

9. Summer Intern

Staff had been discussing the possibility of hiring a full-time summer intern and sharing that intern (50/50) with SLT. Duties would primary be related to DDA projects and a small portion allocated to the general fund. This topic was discussed in detail with the finance committee immediately prior to this work session.

Burns explained that they had been talking about sharing a summer intern with the Township and that they felt like they could not let this opportunity pass by. **Burns** proposed that they share a summer intern with the township 50/50, with approximately 75% of that person's time to be charged back to the DDA and the other 25% charged to the General fund for various other projects. **Burns** said that she had asked **Hinga** to crunch some numbers at \$12 to \$15 per hour. **Hinga** said it worked out to about \$100 a week for the General Fund; the rest would be picked up by the DDA.

10. Communications

- Adopt-a-Garden Donation
- CGAP Communication – **Burns** explained that they were trying to get an amendment to the original CGAP grant application and, thanks to Gordon Gallagher for reaching out to Amanda Price who, successfully, asked the Treasury to reconsider their decision.
- Code Enforcement
- Library Calendar
- Snow Complaint
- Storm Water Information

- On the Job Injury – **Stuparits** explained that Josh Vanopynen slipped and injured his arm. **Stuparits** said Josh had another doctor's appointment at the end of the week so they would know more about his injury then.

11. Minutes

Minutes of the January 8, 2018 Work Session and January 15, 2018 regular meeting are attached for review. Should you wish to make edits, please share that information with Chris Burns or Maryann Fonkert prior to February 16, 2018.

12. Public Comment

Darcy Dye reported that Adopt-A-Garden was well under way and that she was ordering plants and organizing volunteers. Dye said that, thanks to Megan Doss for her generous donation, they would be able to put a garden space in at Whistle Stop Park and thanks to DPW and Manger Burns, they had the muscle power they needed to get those spaces prepared. Dye also said that they would be losing their beautiful newly planted garden at the pocket park next to the old Braak's Bakery because of demolition. Dye said she had gotten instruction on transplanting and would be moving as many of the plants as possible to other gardens.

Lee Schuitema had concerns regarding Kim VanKampen's new development after reading an article in the Tribune.

13. Adjournment: 8:17 p.m.

Mark Powers, Village President

Maryann Fonkert, Deputy Clerk