



**Village of Spring Lake**  
**Minutes Council Work Session**

**March 12, 2018**

**7:00 p.m.**

**102 West Savidge Street (EOC Room-Downstairs)  
Spring Lake, MI 49456**

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

**1. 2018 Heritage Festival Presentation (Steve VanBelkum)**

This is the annual presentation and request to use Village property to hold various Heritage Festival events.

Steve VanBelkum was present and asked Council for the use of Mill Point Park and Central Park Pickleball courts for Heritage Festival events from June 11<sup>th</sup> through June 16<sup>th</sup>. Mr. VanBelkum also asked to have Church Street closed on Friday, June 15<sup>th</sup>, from noon to 10 p.m. for a car show. Mr. VanBelkum added a request to use Mill Point Park for Thursday's at the Point from June through September, and a Chili Cookoff in October but they did not have the date set for that yet.

**Council** agreed that the use of Mill Point Park, Central Park and Church Street closing for Heritage Festival events, Thursday's at the Point and a Chili Cookoff could be added to the Consent Agenda.

Approval of the fireworks permit would have to be presented and approved by the manager once the documents were available.

**2. Summer Concert Series Endowment Fund**

The Spring Lake Heritage Festival has assumed responsibility for organizing "Thursdays at the Point" each summer. In order for the GHACF to release funds to the SLHF, they need Council's permission to do so. The amount available for distribution in 2018 is \$161. In order to accomplish this, it was necessary to adopt a resolution approving the changes.

**Burns** explained that each year the Village received a small funding, this year it was \$161, from the Endowment Fund at the Grand Haven Area Community Foundation for Thursday's at the Point. **Burns** said that in order

for the Community Foundation to release the funds to Mr. VanBelkum for the Heritage Festival Committee to use on Thursday's at the Point, the Village needed to sign off on the funds.

**Council** agreed this item could be placed on the Consent Agenda.

### **3. Fire Insurance Program (Marv Hinga)**

The State of Michigan operated a Fire Insurance Withholding Program which allows municipalities to collect escrows (Current limited to \$12,508) from insurance companies when a structure was damaged by fire. The escrow was used to demolish a structure if the owner failed to do so. The Village did not currently participate in the program. To participate in the program (Collect the escrow), a municipality must pass a resolution declaring its intent to participate and fill out an on-line application. The application deadline to join the program was the end of May. There was no cost to the Village to participate in the program.

**Hinga** explained the State of Michigan Fire Insurance Withholding Program and its advantages.

**Council** agreed this item could be placed on the Consent Agenda.

### **4. Sewer Ordinance Amendment (Marv Hinga)**

The Village calculates residential summer sewer volume charges based on the metered water usage for the period from October to March. This practice results in non-year around residents underpaying for sewer volume during the Spring and Summer. A minimum volume charge for Summer sewer usage would result in the part-time resident paying more on their July and October bills.

**Hinga** explained that the current practice to calculate summer water/sewer billing was to base summer sewer usage on residential sewer commodity charges for the periods from October to March, so summer sewer usage was based on fall and winter water usage. **Hinga** explained that this practice was to give residents a break on sewer usage because water used for lawn sprinkling did not go in the sewer system and that this had been in place for a long time. **Hinga** said that after researching the data, it appeared that residents that were gone for the winter were being under charged for the summer usage. **Burns** said that after conversations

with the Finance Committee, the Village Attorney drafted a sample Ordinance amendment for Council's review to see if this was something they would be interested in pursuing. **Council** discussed this at length and agreed that this practice needed to be updated and that educating residents on the reason for the change was very important. **Council** also agreed that going forward with the Ordinance amendment now would be preferable to delaying the inevitable, however, they would continue to base summer sewer off winter water usage until the Ordinance was codified.

## 5. Budget Adjustments (Marv Hinga)

**Hinga** explained there were 5 Budget adjustments he was asking Council's approval on. Those adjustments included:

- Money transferred from Major Streets to Local Streets for costs related the Buchanan Street reconstruction.
- Moving money within line items from the DDA fund for costs related to the Stormwater Study and the Tri-City Connector Path repairs.
- Moving money within line items in to help offset snow removal costs in Major Streets due to higher snow fall totals.
- Moving money within line items in Local Streets for winter maintenance.
- Show revenue coming in and then spending on Grand River Greenway expenditures.

**Council** agreed that these Budget adjustments could be added to the Consent Agenda.

## 6. Sewer Authority Resolution

Typically, Council does not act on items during their work sessions. However, this is a very time-sensitive issue. The Sewer Authority cannot proceed with bonding until all communities have approved the resolution. As it turns out, Spring Lake will be the last approval needed to move ahead.

**Burns** explained that normally she would not ask for Council action on an item at a Work Session but the other 4 jurisdictions had already approved the Resolution and the Sewer Authority was waiting for the Village's approval so they could move forward. **Council** agreed to vote on this item

now, but to ratify it at the regular Council meeting by adding it to the Consent agenda.

Motion by **Doss**, second by **Hanks**, to approve Resolution 2018 - 05, a Resolution relative to the acquisition, construction and financing of improvements to the wastewater treatment and collection system of the Grand Haven-Spring Lake Sewer Authority. All in favor, motion carried.

Yes: 7                      No: 0

## **7. Pathway Lighting Proposal**

Kevin Kieft from Prein and Newhof has submitted a proposal to write the RFP for the pathway lighting project. Staff's attempt at writing the RFP fell short and it was necessary to enlist the assistance of a professional.

**Burns** asked **Council** to consider hiring Kevin Kieft to write an RFP for the pathway lighting project.

**Council** agreed to add this item to the Consent agenda.

## **8. Traffic Study**

At their December 18, 2017 meeting, Council approved hiring Progressive AE to perform a traffic study on Exchange Street (at Jackson & at Prospect). The findings of that study are attached for Council review. If Council wishes to have a pedestrian count performed (page 6, paragraph 2) the cost would be approximately \$700. At this time, it was recommended that staff work with MDOT to adjust the timing of the stop light at Jackson & Savidge to see if that relieves congestion at the corner of Jackson & Exchange.

**Burns** explained the Traffic Study results and recommendation. **Council** discussed the results and recommendation and agreed they would like to ask MDOT to adjust the timing on the Jackson & Savidge light.

## **9. Mill Point Park Reservations**

The Village has received a request from Little Lakers to utilize Mill Point Park on May 7, 2018 from 5-7 p.m.

The Village has also received a request from the organizers of the Wooden Boat Show to utilize Mill Point Park on June 2, 2018.

**Burns** explained these requests were a house keeping item since they were annual events that had never had any issues. **Council** agreed these requests could be added to the Consent agenda.

## 10. Communications

- Coast Guard Request – **Burns** shared that the Coast Guard Festival Committee was asking the Village for a donation. **Council** agreed this was not an allowable expense.
- Library Calendar
- Light Pole Damage (2) – **Burns** reported that 2 light poles were damaged by cars and they were hoping to collect on insurance to repair them.

**Burns** handed out a communication from Drorit Gelbard's attorney regarding her short-term rental, along with a draft response from the Village's Attorney stating that the Village did not agree with Gelbard's attorney's opinion.

**Burns** also handed out a draft post for the Village's Facebook page regarding negative comments. **Burns** said that the Village's Facebook page was for communicating information, not for crude, offensive or unkind negative comments. **Council** recommended a few changes to the post and gave their permission to post at her discretion.

**Burns** explained that the Village had been receiving requests for 5K runs in the Village and that, since the Village did not charge fees or have regulations for these runs, they cost the Village money and staff time. **Doss** said that she had coordinated several of these events so she could provide a list of costs associated with having a 5K run. **Council** discussed this item and agreed that a policy should be written to charge fees for races held in the Village. **Burns** said she would bring a draft policy and fee schedule for Council to review.

**Hinga** reported that he had submitted an amendment request to the current C-GAP Grant to repurpose the money that would have gone towards re-paving the parking lot on the old Township Hall property, to

purchase a hydro-excavator that would be jointly used by the Village and Township. **Hinga** said that he had received an email denying the request. **Burns** said Gallagher would be making phone calls to see what they could do.

## **11. SAW Grant Resolution**

Roger Belknap was originally set up as the Authorized Representative. This representative needs to sign each disbursement request. With John Stuparits pending retirement, it is recommended that Marv Hinga be designated as the Authorized Representative with Resolution 2018 – 06.

**Burns** explained that Roger Belknap's name needed to be removed as Authorized Representative and suggested that **Hinga** be added since he would be making the requests for disbursements.

## **12. Dedicate Money for Parks & Rec**

**Burns** said that at the Strategic Planning Session **Doss** suggested dedicating money to be set aside for park maintenance, so after discussing this with the Finance Committee, they came up with a couple avenues to achieve this goal. **Burns** explained that Council had the authority to increase the mileage rate or they could put this suggestion on a ballot. **Burns, Hinga** and **Council** discussed, at length, the pros and cons for each of these options.

**Council** agreed to table this item until next fiscal year.

## **13. Imagination Station Donation Request**

**Burns** reported that the Finance Committee discussed the request for a donation to the Imagination Station reconstruction and, as per the Village Attorney's legal opinion, agreed this was not an allowable expense.

## **14. Bike Lane on River St.**

**Powers** suggested creating a bike lane on River St. between Lake Ave. and Fruitport Road for bike riders that came off the path at Fruitport Road. **Council** discussed this item and agreed that this might be worth looking into.

**15. Minutes**

Minutes of the February 12, 2018 Work Session and February 19, 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 March 16, 2018.

**16. Public Comment**

There was no public comment.

**17. Adjournment: 8:40 p.m.**

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Mark Powers, Village President

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Maryann Fonkert, Deputy Clerk