

# Village of Spring Lake

## Council Work Session

November 12, 2018

7:00 p.m.

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

[www.springlakevillage.org](http://www.springlakevillage.org)

1	<p><b>7:00 p.m. – Commercial Facilities Tax (CFT) Exemption Discussion (Joy Gaasch, Chamber President)</b></p> <p>As part of our ongoing Economic Development discussions related (but not limited) to the Epicurean Village, the prospect of offering CFT tax incentives was discussed at a staff level. There are pros and cons to incentivizing developers to locate with any local governmental unit (LGU). Joy will discuss what it could potentially mean to the Village to offer these incentives.</p>
2	<p><b>7:20 p.m. – N. Lake Street Sewer Repair (Wally Delamater)</b></p> <p>There is a portion of sanitary sewer along N. Lake that has collapsed. Wally has obtained estimates from Clarence to perform the repair. He will have information to present to Council at the meeting.</p>
3	<p><b>7:40 p.m. – S. Lake Street Pump Repair (Wally Delamater)</b></p> <p>Of the two pumps in the S. Lake Street lift station, one is not performing, thereby eliminating any redundancy in the pumping capabilities. Wally has obtained a quote from Kennedy Pumps to replace the pumps with today's technology. Per John Stuparits recommendation, Council had set aside \$100,000 in the budget to perform repairs on this lift station this fiscal year.</p>
4	<p><b>7:50 p.m. – Tanglefoot Analysis</b></p> <p>Due to construction along Exchange Street in 2019, staff contemplated the financial ramifications of closing Tanglefoot Park for the 2019 season. At this time, only five seasonal campers have indicated that they would consider "toughing it out" while the force main is being installed. When considering noise (24-hour dewatering), vibration, access, dirt and other rather unpleasant variables, Council would need to render a policy decision on whether or not to close Tanglefoot Park for the 2019 season. The Parks &amp; Recreation committee did not have a quorum on November</p>

5 in order to offer their recommendation. However, Council liaison Susan Petrus was in attendance heard the viewpoints of those who did attend.

**5 8:00 p.m. – Board & Committee Appointments**

The following is a list of those board/committee appointments expiring in November. Each member received an application and invitation to reapply for their seat. Lou Draeger, Vince Blake & Jane Ladley have asked not to be reappointed.

<u>Board/Committee</u>	<u>Name</u>
DDA	Lou Draeger
DDA	<del>Vince Blake</del>
DDA	Jim Willison
DDA	Gary Hanks
Historic Conservation Commission	Sherron Collins
Historic Conservation Commission	<del>Jane Ladley</del>
Historic Conservation Commission	vacancy
Parks & Recreation Commission	Erik Poel
Planning Commission	Richard Martinus
Planning Commission	Chip Bonhoff
Planning Commission	Scott VanStrate
ZBA	Ernie Petrus
ZBA	Scott VanStrate
ZBA	<del>Vince Blake</del>

The following *new* applications have been received for boards/committees:

DDA	Lesley VanLeeuwen-Vega
DDA	Bruce Callen
ZBA	Luke DeSmet

**6 8:06 p.m. - Letter of Limited Engagement**

With the results of the recent election indicating that RMJ is here to stay, it is time to contemplate how to regulate such facilities. Communities from throughout the state have engaged the services of Dickinson Wright to draft uniform language to address this issue. Please find enclosed a memo written by Grand Haven Charter Township Manager Bill Cargo to his Board of Trustees that essentially summarizes what will be happening in NW Ottawa County. The City of Grand Haven will be contemplating this at their November meeting, as will Ferrysburg and Spring Lake Township.

7	<p><b>8:13 p.m. - NOCH Ambulance Agreement</b></p> <p>The agreement with NOCH for ambulance service expires on 12/31/18; this is a housekeeping item to extend the agreement to 2021.</p>																																				
8	<p><b>8:15 p.m. - Street Light Contract</b></p> <p>The corner of Exchange &amp; Buchanan currently has no street light. Six months out of the year, it is very dark at that intersection during SLV &amp; SLT public meetings. For safety reasons, staff is recommending installing a street light at that intersection.</p>																																				
9	<p><b>8:17 p.m. - Ottawa County IT Service Agreement</b></p> <p>Ottawa County has provided a new agreement for Local Unit Services. Our agreement is out-of-date. With the addition of new organizations, OC wants to standardize the agreement and provide a separate exhibit to detail the services if they are different. The differences are in the annual fixed costs hosted vs non-hosted.</p>																																				
10	<p><b>8:20 p.m. - Waste Haulers Licensing</b></p> <p>Approval of waste hauling licenses is typically a housekeeping item.</p> <table border="1" data-bbox="318 1131 1386 1864"> <thead> <tr> <th colspan="4"><b>Licensed Waste Haulers in the Village</b></th> </tr> <tr> <th></th> <th><b>Republic/Allied Waste 231-375-2070</b></th> <th><b>Kuerth Disposal 231-744-4967</b></th> <th><b>Waste Management 616-724-2148</b></th> </tr> </thead> <tbody> <tr> <td>Trash Collection 90-96 Gallon Container</td> <td>\$19.55/month</td> <td>\$19.00/month</td> <td>\$16.00/month</td> </tr> <tr> <td>Curbside Recycling With Container Service</td> <td>Included</td> <td>Included</td> <td>\$6.50/month per bin</td> </tr> <tr> <td>Bag Service</td> <td>\$1.50/bag + \$8.80/month admin</td> <td>\$4.00/bag (100 bags/box)</td> <td>\$2.50/bag + \$5.92/month admin</td> </tr> <tr> <td>Curbside Recycling With Bag Service</td> <td></td> <td>\$3.00/month</td> <td></td> </tr> <tr> <td>Yard Waste</td> <td>\$10.50/month (bag) \$12.50/month (cart)</td> <td>\$90.00/season</td> <td>\$12.50/month + \$25 activation fee</td> </tr> <tr> <td>Christmas Trees</td> <td>Included</td> <td>Included</td> <td>Included</td> </tr> <tr> <td>Spring/Fall Clean-up</td> <td>No Charge</td> <td>No Charge</td> <td>No Charge</td> </tr> </tbody> </table>	<b>Licensed Waste Haulers in the Village</b>					<b>Republic/Allied Waste 231-375-2070</b>	<b>Kuerth Disposal 231-744-4967</b>	<b>Waste Management 616-724-2148</b>	Trash Collection 90-96 Gallon Container	\$19.55/month	\$19.00/month	\$16.00/month	Curbside Recycling With Container Service	Included	Included	\$6.50/month per bin	Bag Service	\$1.50/bag + \$8.80/month admin	\$4.00/bag (100 bags/box)	\$2.50/bag + \$5.92/month admin	Curbside Recycling With Bag Service		\$3.00/month		Yard Waste	\$10.50/month (bag) \$12.50/month (cart)	\$90.00/season	\$12.50/month + \$25 activation fee	Christmas Trees	Included	Included	Included	Spring/Fall Clean-up	No Charge	No Charge	No Charge
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11	<p><b>8:23 p.m. - Budget Amendments (Marv Hinga)</b></p>																																				

<b>12</b>	<b>8:25 p.m. – Communications</b> <ul style="list-style-type: none"><li>• Calendar - SLDL</li><li>• Complaint – SLDL</li><li>• Correspondence - SLDL</li><li>• Exchange Street Project Update</li><li>• MML – Top 13 Legal Cases Consequential to Michigan Municipalities</li><li>• Pavement Warranty Information</li></ul>
<b>13</b>	<b>8:26 p.m. - Minutes</b> <p>Minutes of the October 8, 2018 Work Session and October 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 November 16, 2018.</p>
<b>14</b>	<b>8:27 p.m. - Public Comment</b> <p>Council Work Sessions are open to the public, and as such, the public is invited to speak at the end of each meeting. Each speaker should limit their comments to 3 minutes.</p>
<b>15</b>	<b>8:30 p.m. – Adjourn</b>

Frequently Asked Questions  
Commercial Redevelopment Act  
(PA 255 of 1978, as amended)

The following frequently asked questions are being provided as a service to assessors and taxpayers to better inform them about the administration of Public Act 255 of 1978, as amended.

**Note:** The information contained in these frequently asked questions constitutes an analysis of one or more statutes and not legal advice. Since the analysis is limited to general statutory requirements, individual facts may result in different conclusions being reached. Therefore, individuals may wish to consult legal counsel.

**1. What is a Commercial Facilities Exemption?**

The Commercial Redevelopment Act (known as the Commercial Facilities Exemption), PA 255 of 1978, as amended, provides a tax incentive to commercial business enterprises to enable renovation and expansion of aging facilities and assist in the building of new facilities. A Commercial Redevelopment District (CRD) must be created prior to initiating a project so it is essential that you consult your local assessor before commencing a project. A Commercial Facilities Exemption Certificate entitles the facility to exemption from ad valorem real property taxes for a term of 1-12 years as determined by the local governmental unit. Applications are filed, reviewed, and approved by the local governmental unit. The State Tax Commission (STC) receives a copy of the certificate after issuance by the local governmental unit.

**2. Who establishes a Commercial Redevelopment District?**

The legislative body of a qualified local governmental unit may establish a Commercial Redevelopment District on its own initiative or upon written request filed by the owner or owners of 75% of the state equalized value of the commercial property located within a proposed district.

**3. Who can file an application for a Commercial Facilities Exemption Certificate (CFEC) and with whom is it filed?**

The owner or lessee of a commercial facility may file an application for a CFEC with the Clerk of the qualified local governmental unit that established the Commercial Redevelopment District.

**4. How do I apply for a Commercial Facilities Exemption Certificate?**

Applications can be found on the Michigan Department of Treasury website: [www.michigan.gov/propertytaxexemptions](http://www.michigan.gov/propertytaxexemptions). Completed applications are filed with the Clerk of the local governmental unit and must be accompanied by the following documentation:

- a. A legal description of the property referred to in the application.

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- b. A statement describing the facility and its proposed project that must include all of the following items:
  - 1. General description of the facility (including year built, original use, most recent use, number of stories and square footage);
  - 2. General description of the proposed use of the facility;
  - 3. A description of the general nature and extent of the restoration, replacement or construction to be undertaken;
  - 4. A descriptive list of the fixed building equipment that will be a part of the facility, if applicable; and
  - 5. A time schedule for undertaking and completing the restoration, replacement or construction of the facility.
  
- c. A statement of the economic advantages expected from the exemption, including the number of jobs retained or created due to the exemption, including expected construction employment.

**5. Are there provisions in the application process that are time sensitive?**

Yes. Work may not begin before the establishment of the district. After work has begun in an established district, the application must be filed with the clerk of the local governmental unit within 45 days. Also, in order to qualify for a State Education Tax (SET) exemption from the State Treasurer, applications and certificates must be completed and received by the State of Michigan no later than October 31<sup>st</sup>. An application received after October 31<sup>st</sup> will not be processed until the following tax year.

**6. Who determines if a facility qualifies for a Commercial Facilities Exemption Certificate (CFEC)?**

The determination of qualification for a CFEC is made by the local governmental unit (LGU) when the application is filed with the clerk. The LGU must determine whether or not an applicant meets the definitions of the Act.

**7. Can an application for a Commercial Facilities Exemption Certificate be denied?**

Yes. An application can be denied at the local unit level if all of the requirements are not met by the applicant.

**8. What is the term of a Commercial Facilities Exemption Certificate (CFEC)?**

The CFEC may be issued for a period of at least one (1) year, but not more than twelve (12) years. The total amount of time determined for the certificate, including any extensions, shall not exceed twelve (12) years after the completion of the facility. The certificate shall commence with its effective date and end on the December 30<sup>th</sup> immediately following the last day of the number of years approved.

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**9. What determines the starting date of a Commercial Facilities Exemption Certificate (CFEC)?**

The effective date of the CFEC is December 31<sup>st</sup> immediately following the date of issuance of the certificate by the local governmental unit.

**10. How is the tax computed on a Commercial Facilities Exemption Certificate?**

Restored Facility: Multiply the total mills levied as ad valorem taxes for that year by all taxing units within which the facility is situated by the taxable value of the real property (excluding land) of the obsolete commercial property for the tax year immediately preceding the effective date of the commercial facilities exemption.

New or Replacement Facility: Multiply 50% of the mills levied as ad valorem taxes for that year by all taxing units other than State Education Tax and multiply 100% of the mills levied as ad valorem taxes for that year for SET by the taxable value of the real property (excluding land) for the current tax year.

**11. Are special assessment millage rates impacted by the granting of a Commercial Facilities exemption?**

Special assessment millage rates may be impacted. Millage-based special assessments levied under Public Act 33 of 1951 do not apply to property with a Commercial Facilities exemption. However, the special assessments would still be applicable to the land on which the Commercial Facilities exemption property is located. Conversely, for millage-based special assessments levied under public acts other than Public Act 33 of 1951, property with a Commercial Facilities exemption pays on the full special assessment millage rate, the same as any “ad valorem” property.

**12. What happens when an incomplete application for a Commercial Facilities Exemption Certificate is received?**

The applicant will be contacted to submit the required items.

**13. What requirements must be met to gain approval for a Commercial Facilities Exemption Certificate at the local governmental unit level?**

The owner or lessee of the property must file an application with the local governmental unit (LGU). The application shall contain or be accompanied by a general description of the facility, a general description of the proposed use of the facility, a detailed description of the nature and extent of the restoration, replacement or construction to be undertaken, a descriptive list of the fixed building equipment that will be a part of the facility, a time schedule for undertaking and completing the restoration, replacement or construction of

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the facility, a statement of the economic advantages expected from the exemption, including the number of jobs to be retained or created as a result of the exemption, including expected construction employment; and additional information as may be required by the LGU. Since individual LGUs may have specific application procedures and requirements, it is recommended that prospective applicants consult with the LGU early in the project planning process.

**14. Can a Commercial Facilities Exemption Certificate (CFEC) be transferred?**

Yes. A CFEC may be transferred and assigned by the holder of the certificate to a new owner or lessee of the facility if the qualified local governmental unit approves the transfer after application by the new owner(s).

**15. Can a Commercial Facilities Exemption Certificate (CFEC) be revoked? If yes, who holds the authority to do so?**

Yes. The legislative body of the qualified local governmental unit (LGU) may, by resolution, revoke the CFEC of a facility if it finds that the completion of the restoration, replacement or construction of the facility has not occurred within two years of the effective date of the exemption or a greater time authorized by the LGU for good cause, or that the holder of the exemption certificate has not proceeded in good faith with the replacement, restoration or construction and operation of the facility in a manner consistent with the purpose of the exemption and in the absence of circumstances beyond the control of the holder of the exemption certificate.

**16. When does the revocation of a Commercial Facilities Exemption Certificate take effect?**

The revocation will take effect December 31<sup>st</sup> in the year in which the local governmental unit revokes the certificate by resolution.

**17. What is the definition of “commercial property?”**

MCL 207.653(3) defines “commercial property” as:

“land improvements classified by law for general ad valorem tax purposes as real property including real property assessable as personal property pursuant to section 8(d) and 14(6) of the general property tax act, 1893 PA 206, MCL 211.8 and 211.14, whether completed or in the process of construction, the primary purpose and use of which is the operation of a commercial business enterprise and shall include office, engineering, research and development, warehousing parts distribution, retail sales, hotel or motel development, and other commercial facilities but shall not include any of the following:

- a. Land.

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- b. Property of a public utility.
- c. Housing, except that portion of a building containing nonhousing commercial activity.
- d. Financial organizations.”

“Commercial property may be owned or leased. If, in the case of leased property, the lessee is liable for payment of ad valorem property taxes, and furnishes proof of that liability, the lessee is eligible for the exemption. If the lessor is liable for payment of ad valorem property taxes and furnishes proof of that liability, the lessor is eligible for the exemption.”

**18. What is the definition of “new facility?”**

MCL 207.654(2)(b) defines “new facility” as:

“Beginning July 1, 2008, new commercial property other than a replacement facility to be built in a redevelopment district that meets all of the following:

- (i) Is located on property that is zoned to allow for mixed use that includes high-density residential use.
- (ii) Is located in a qualified downtown revitalization district as defined in section 2 of the neighborhood enterprise zone act, 1992 PA 147, MCL 207.772.
- (iii) The local governmental unit in which the new facility is to be located does all of the following:
  - (A) Establishes and implements an expedited local permitting and inspection process in the commercial redevelopment district.
  - (B) By resolution provides for walkable non-motorized interconnections, including sidewalks and streetscapes throughout the commercial redevelopment district.”

**19. What is the definition of “obsolete commercial property?”**

MCL 207.654(3) defines “obsolete commercial property” as:

“commercial property the condition of which is impaired due to changes in design, construction, technology, or improved production processes, or damage due to fire, natural disaster, or general neglect.”

**20. What is the definition of “replacement facility?”**

MCL 207.654(5)(b) defines “replacement facility” as:

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“Beginning July 1, 2008, commercial property on the same or contiguous land within the district which land is or is to be acquired, constructed, altered, or installed for the purpose of being submitted for obsolete commercial property and any part of the old altered property that remains for use as commercial property after the replacement, that meets all of the following:

- (i) is located on property that is zoned to allow for mixed use that includes high-density residential use.
- (ii) is located in a qualified downtown revitalization district as defined in section 2 of the neighborhood enterprise zone act, 1992 PA 147, MCL 207.772.
- (iii) the local governmental unit in which the replacement facility is to be located does all of the following:
  - (A) establishes and implements an expedited local permitting and inspection process in the commercial redevelopment district.
  - (B) by resolution provides for walkable non-motorized interconnections, including sidewalks and streetscapes throughout the commercial redevelopment district.”

**21. What is the definition of “restoration?”**

MCL 207.654(6) defines “restoration” as:

“Changes to obsolete commercial property other than replacement as may be required to restore the property, together with all appurtenances thereto, to an economically efficient condition. Restoration includes major renovation including but not limited to the improvement of floor loads, correction of deficient or excessive height, new or improved fixed building equipment, including heating, ventilation, and lighting, reducing multistory facilities to 1 or 2 stories, improved structural support including foundations, improved roof structure and cover, floor replacement, improved wall placement, improved exterior and interior appearance of buildings, and other physical changes required to restore the commercial property to an economically efficient condition. Restoration does not include improvements aggregating less than 10% of the true cash value of the property at commencement of the restoration of the commercial property.”

**22. What is the definition of “restored facility?”**

MCL 207.654(7) defines “restored facility” as:

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“A facility that has undergone restoration.”

**23. What is the State Treasurer’s State Education Tax (SET) exclusion?**

Within sixty (60) days after the granting of a new Commercial Facilities Exemption Certificate, the State Treasurer may exempt 50% of the SET mills for a period not to exceed six (6) years. The State Treasurer will not grant more than 25 of these SET exclusions each year.

**24. What is required of the Local Governmental Unit regarding the yearly status reporting of the Commercial Facilities Exemptions to the State Tax Commission?**

Not later than October 15<sup>th</sup> of each year, each qualified local governmental unit granting a Commercial Facilities Exemption shall report to the State Tax Commission on the status of each exemption. The report must include the current value of the property to which the exemption pertains, the value on which the commercial facilities tax is based, and a current estimate of the number of jobs retained or created by the exemption.

**25. Where can I obtain copies of previously issued Commercial Redevelopment Act Certificates?**

Copies of certificates acted upon by the State Tax Commission after January 1, 2013, are available on the Department of Treasury website at: [www.michigan.gov/propertytaxexemption](http://www.michigan.gov/propertytaxexemption) . Choose the exemption program under which the certificate was issued. Within the “Certificate Activity” link, the certificates are listed according to the date they were acted upon.

Village of Spring Lake  
Tanglefoot Park Analysis

	FY 2018-19 Budget	Closed for 2019 Projection	Projection 21 Sites Occupied	Projection 15 Sites Occupied	Projection 12 Sites Occupied	
<b>Revenues</b>						
Park Rentals	94,000.00	-	64,575.00	46,125.00	36,900.00	
Electric Fees	6,750.00	-	5,451.92	3,970.00	3,115.38	Budget based on 26 Seasonal tenants
Dock Rentals	11,000.00	-	11,000.00	11,000.00	11,000.00	Assumes no dock rental if park is closed
Laundry Revenues	500.00	-	250.00	180.00	150.00	
<b>Total Revenues</b>	<b>112,250.00</b>	<b>-</b>	<b>81,276.92</b>	<b>61,275.00</b>	<b>51,165.38</b>	
<b>Expenses</b>						
Full Time wages	7,510.00	200.00	6,500.00	6,250.00	6,000.00	
Overtime Pay	154.00	-	100.00	80.00	75.00	
Part Time Wages	1,744.00	225.00	1,500.00	1,400.00	1,250.00	
Park Manager Wages	15,400.00		14,630.00	14,630.00	14,630.00	With no transients, assumes a 5% reduction in hours
Social Security	2,200.00	32.51	1,738.85	1,710.54	1,679.56	
Retirement Fund Contribution	1,850.00	1,850.00	1,850.00	1,850.00	1,850.00	
Dental Insurance	157.00	157.00	157.00	157.00	157.00	
Vision Care Reimbursement	40.00	40.00	40.00	40.00	40.00	
Medical Insurance	1,456.00	1,456.00	1,456.00	1,456.00	1,456.00	
Life Insurance	121.00	121.00	121.00	121.00	121.00	
Worker's Comp	165.00	165.00	165.00	165.00	165.00	
Operating Supplies	1,250.00	100.00	1,250.00	1,250.00	1,250.00	
Repairs & Maintenance Supplies	1,500.00	200.00	1,500.00	1,500.00	1,500.00	
Professional Services	2,625.00	1,600.00	2,625.00	2,625.00	2,625.00	Assumes muskrat removal at \$1,600/yr.
Internet Service	1,000.00	120.00	1,000.00	1,000.00	1,000.00	
Trash Collection	1,000.00	-	1,000.00	700.00	700.00	Assumes every other week pickup for 12 & 15 sites
Printing and Publishing	700.00	-	700.00	700.00	700.00	
Insurance	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	
Electric Service	8,000.00	150.00	7,000.00	6,500.00	6,000.00	
Water & Sewer	2,800.00	1,765.84	2,700.00	2,600.00	2,500.00	
Natural Gas	650.00	441.84	650.00	650.00	650.00	
Building Repairs	10,000.00	500.00	7,500.00	7,500.00	7,500.00	
Equipment Usage	1,000.00	500.00	800.00	800.00	700.00	
Miscellaneous	300.00	-	250.00	225.00	200.00	
Capital Outlay	375.00	-	375.00	375.00	375.00	
Dock Storage	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	
<b>Total Expenses</b>	<b>68,747.00</b>	<b>16,374.19</b>	<b>62,357.85</b>	<b>61,034.54</b>	<b>59,873.56</b>	
<b>Gain/(Loss)</b>	<b>43,503.00</b>	<b>(16,374.19)</b>	<b>18,919.08</b>	<b>240.46</b>	<b>(8,708.17)</b>	



# Board and Commission Application

102 W. Savidge, Spring Lake, MI 49456  
P: (616) 842-1393 F: (616) 847-1393  
Email: christine@springlakevillage.org

Village of Spring Lake

OCT 31 2018

Name: BRUCE CALLEN Date: 10-26-2018 **Received**

Address: 15172 CARRIAGE WAY Home Phone: (616) 240-9080

Email Address: bcallen@callenengineering.com Cell Phone: (616) 240-9080

Years as a Village Resident: 0 Occupation<sup>1</sup>: CIVIL ENGINEER

Background/Interests: PLEASE SEE ATTACHED.

Please check the board(s) or commission(s) that you would be willing to serve on:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Village Council                   | <input type="checkbox"/> Lloyd's Bayou Lake Board | <input type="checkbox"/> Beautification Volunteer |
| <input type="checkbox"/> Planning Commission (3)           | <input type="checkbox"/> Historic Commission      | <input checked="" type="checkbox"/> DDA (4)       |
| <input type="checkbox"/> Zoning Board of Appeals (2)       | <input type="checkbox"/> Library Liaison (1)      | <input type="checkbox"/>                          |
| <input type="checkbox"/> Parks & Recreation/Tree Board (1) | <input type="checkbox"/> Spring Lake Lake Board   | <input type="checkbox"/>                          |

The above boards typically meet on a monthly basis, with the exception of the ZBA which meets on an "as needed" basis. Quorums are required for any board to act, so attendance is important. Do you feel the other board members can count on your regular attendance so that business can be conducted?

Yes       No       Seasonally – from \_\_\_\_\_ to \_\_\_\_\_

Why would you like to be on the board(s) or commission(s) you have selected: (Please use reverse side if necessary)

PLEASE SEE ATTACHED

Concerns for the Village; if any:

I HAVE NO CONCERNS

The Village of Spring Lake assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Village of Spring Lake further assures every effort will be made to ensure nondiscrimination in all of its committees, programs and activities, regardless of the funding source.

<sup>1</sup> Please attach a resume.

Bruce A. Callen, P.E.  
Callen Engineering, Inc.  
113 W. Savidge Street, Suite B  
Spring Lake, MI 49456

**Background/Interests**

I am a Civil Engineer. My interests include landscaping, and water activities.

**Why would I like to serve on the DDA?**

The Village of Spring Lake (Village), its consultant, residents/property owners, and business owners recently put a lot of thought and effort in establishing the new master plan. As both a property owner and business owner in the village, I have a vested interest in upholding our collective desires manifested in the master plan. I am eager and excited to have things happen in the Village.

As a civil engineer that specializes in site development since 1996, having worked in many municipalities, I feel I am uniquely (and specifically) suited to provide a technical perspective with regard to urban planning, site geometrics, grading and drainage, and utilities.

With Ms. VanKampen's development, and potentially others, approaching, we really need to pay attention to many issues in the downtown core if we are to successfully promote economic development; namely ensuring adequate parking, pedestrian/ADA accessibility, lighting, drainage, fire protection and emergency access, and utility availability.

I like the excitement and level of participation/involvement the DDA has brought to the Village, and I want to contribute.

**Concerns for the Village, if any?**

I have no concerns.



# Board and Commission Application

Village of Spring Lake

102 W. Savidge, Spring Lake, MI 49456  
P: (616) 842-1393 F: (616) 847-1393  
Email: christine@springlakevillage.org

OCT 26 2018

Received

Name: Gary Hanks Date: 10/24/18

Address: 116 S. Jackson St. Home Phone: (        )       

Email Address: gary@sevenstepsup.com Cell Phone: ( 231 ) 557-7687

Years as a Village Resident: 15 Occupation<sup>1</sup>: Retired

Background/Interests: Music

Please check the board(s) or commission(s) that you would be willing to serve on:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Village Council                   | <input type="checkbox"/> Lloyd's Bayou Lake Board | <input type="checkbox"/> Beautification Volunteer |
| <input type="checkbox"/> Planning Commission (3)           | <input type="checkbox"/> Historic Commission      | <input checked="" type="checkbox"/> DDA (4)       |
| <input type="checkbox"/> Zoning Board of Appeals (2)       | <input type="checkbox"/> Library Liaison (1)      | <input type="checkbox"/>                          |
| <input type="checkbox"/> Parks & Recreation/Tree Board (1) | <input type="checkbox"/> Spring Lake Lake Board   | <input type="checkbox"/>                          |

The above boards typically meet on a monthly basis, with the exception of the ZBA which meets on an "as needed" basis. Quorums are required for any board to act, so attendance is important. Do you feel the other board members can count on your regular attendance so that business can be conducted?

Yes       No       Seasonally – from \_\_\_\_\_ to \_\_\_\_\_

Why would you like to be on the board(s) or commission(s) you have selected: (Please use reverse side if necessary)

Help promote local businesses and making the Village a destination for resident and out of town shoppers.  
Continued improvements: beautification and recreation that improves the quality of life for residents

Concerns for the Village; if any:

Affordable housing. Cost of infrastructure improvements.

<sup>1</sup> Please attach a resume.



Board and Commission Application

MAY 02 2018



Received

Name: LESLEY VAN LEEUWEN-VEGA Telephone: 616.617.8289

Address: 718 FALL STREET Date: 4.30.2018

Email Address: LESLEY@IWANTGOODWORK.COM

Years as a Village Resident: 22 Occupation: GRAPHIC DESIGNER / WRITER

Background/Interests: IVE OWNED MY DESIGN STUDIO FOR 20 YEARS AND WOULD PLAN TO BRING MY MARKETING SKILLS AND CREATING INTERESTS TO THE DDA TEAM.

Please check the board(s) or commission(s) that you would be willing to serve on:

- Checkboxes for Village Council, Planning Commission, Zoning Board of Appeals, Parks & Recreation/Tree Board, Friends of Barber School, Historic Commission, Development Area Citizens Council, Spring Lake Lake Board, Beautification Committee, DDA (checked), Library Liaison, Lloyd's Bayou.

The above boards typically meet on a monthly basis, with the exception of the ZBA which meets on an "as needed" basis. Quorums are required for any board to act, so attendance is important. Do you feel the other board members can count on your regular attendance so that business can be conducted?

Yes (checked) No Seasonally - from to

Why would you like to be on the board(s) or commission(s) you have selected: (Please use reverse side if necessary)

OVER THE YEARS, IVE SERVED ON THE HISTORIC COMMISSION AND BEAUTIFICATION COMMITTEE AND CURRENTLY SIT ON THE PLANNING COMMISSION BOARD. I BELIEVE MY INTEREST IN THE GROWTH AND VIBRANCY OF THE VILLAGE AND MY INVOLVEMENT IN DDA PROJECTS, MAKES THIS GROUP A PARTICULARLY GOOD FIT.

Concerns for the Village; if any:

CONTINUING TO WORK ON MAKING THE VILLAGE A DESTINATION - AND DOING WHAT WE CAN TO SUPPORT SMALL BUSINESS OWNERS IN THESE EFFORTS.

The Village of Spring Lake assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

1 Please attach a resume.



# Board and Commission Application

102 W. Savidge, Spring Lake, MI 49456

P: (616) 842-1393 F: (616) 847-1393

Email: christine@springlakevillage.org

Name: James Willison Date: 10/8/18

Address: 626 E. Savidge St Home Phone: ( )

Email Address: Tricity Auto 6@gmail.com Cell Phone: (616) 446-4492

Years as a Village Resident: 15 Occupation<sup>1</sup>: Owner / Auto Tech

Background/Interests: 30 yrs Master Automotive Tech 15 yrs Business owner  
Hunting, Fishing, Camping, Travel, Community

Please check the board(s) or commission(s) that you would be willing to serve on:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Village Council                              | <input type="checkbox"/> Lloyd's Bayou Lake Board           | <input type="checkbox"/> Beautification Volunteer |
| <input checked="" type="checkbox"/> Planning Commission (2)           | <input checked="" type="checkbox"/> Historic Commission (2) | <input checked="" type="checkbox"/> DDA (4)       |
| <input checked="" type="checkbox"/> Zoning Board of Appeals (2)       | <input type="checkbox"/> Library Liaison (1)                | <input type="checkbox"/>                          |
| <input checked="" type="checkbox"/> Parks & Recreation/Tree Board (1) | <input type="checkbox"/> Spring Lake Lake Board             | <input type="checkbox"/>                          |

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Yes       No       Seasonally – from \_\_\_\_\_ to \_\_\_\_\_

Why would you like to be on the board(s) or commission(s) you have selected: (Please use reverse side if necessary)

Helping to shape the Community in a positive way. Bringing insight as a resident and local Business owner.

Concerns for the Village; if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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<sup>1</sup> Please attach a resume.

James J Willison Sr  
626 E. Savidge St.  
Spring Lake MI. 49456  
Tri City Auto Repair  
www.tricityautorepair.com  
(616)-842-7240

3/3/18

I am a A.S.E. certified Master with L1 advanced level engine performance certification with 29 years experience in the automotive field. I have been a owner operator for about 14 years. I have had regular training each year to stay current as a Tech. As a owner I attend training seminars and conferences to stay current with the business side of my industry. I have worked in most types of automotive businesses such as Dealerships, Exhaust shops, Tires shops and Independent repair shops. I believe this helps me better understand my competition. I've grown Tri City Auto Repair from just me to six employees plus my wife and I by investing in people and community.

I am a active member of the Tri City Chamber of Commerce to help grow my business and my community. I attend and host Chamber events. I am a member of Spring Lake DDA to help shape my community. We (my daughters and I) organize charity's annually for Love in Action (formally Love INC.) a Back pack food drive that provides easy to prepare meals for local children that may not be getting regular meals on weekends do to absent parents. We also do a veterans raffle to raise money to help local low income and homeless veterans throw the local VFW post # 2326 ( last year we sold \$3600 in raffle tickets)I rallied the entire Tri City Auto Team to provide yard work Providence Place and packing supplies for International Aid. It does feel good to help but I believe it is also important to encourage others to get involved.

2004-present

Tri City Auto Repair as a Master tech, customer service adviser and owner.

+

1996-2004

Ervine's Auto Repair as a master tech and service adviser.

1994-1996

Belle Tire & Auto as a master tech and Truck tech.

1991-1994

Rhonda Tire and Auto as soul technician.

1990-1991

Tuffy muffler & Auto as a tech.

1989-1990

Toyota of Grand Rapids as a alignment tech.

1988-1989

Pfeiffer Lincoln Mercury as a alignment tech.

I attended Creston high school, Kent skills center, Grand rapids Tech center as well as GM training school. I have received a weeks training just about every year for the last twenty years.

My hobby's are kayaking, fishing, hunting, camping and riding motorcycle.  
I enjoy spending this time with my family. (wife, children and grand children)

Certification #'s A.S.E. master & L1 #ASE-2294-4539  
State of Michigan #M188083

Thanks  
James J Willison Sr



# Board and Commission Application

Name:

C

**Sherron T. Collins**  
 PO Box 293 613 Summit  
 Spring Lake, MI 49456-0293

Telephone: 616-881-2882

Address:

Date: 5/11/2017

Email Address: Collins sherron @ gmail.com

Years as a Village Resident: 22 Occupation<sup>1</sup>: retired

Background/Interests: Served on Heritage Festival committee for about 17 years. Continue to volunteer there.

Please check the board(s) or commission(s) that you would be willing to serve on:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Village Council               | <input type="checkbox"/> Friends of Barber School          | <input type="checkbox"/> Beautification Committee |
| <input type="checkbox"/> Planning Commission           | <input checked="" type="checkbox"/> Historic Commission    | <input type="checkbox"/> DDA                      |
| <input type="checkbox"/> Zoning Board of Appeals       | <input type="checkbox"/> Development Area Citizens Council | <input type="checkbox"/> Library Liaison          |
| <input type="checkbox"/> Parks & Recreation/Tree Board | <input type="checkbox"/> Spring Lake Lake Board            | <input type="checkbox"/> Lloyd's Bayou            |

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Yes       No       Seasonally - from \_\_\_\_\_ to \_\_\_\_\_

Why would you like to be on the board(s) or commission(s) you have selected: (Please use reverse side if necessary)

I'm interested in preserving history and appreciating physical/built parts of the area. Currently working weekly on the Heritage Festival Archive.

Concerns for the Village; if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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<sup>1</sup> Please attach a resume.



# Board and Commission Application

Village of Spring Lake

102 W. Savidge, Spring Lake, MI 49456  
P: (616) 842-1393 F: (616) 847-1393  
Email: christine@springlakevillage.org

OCT 29 2018

Received

Name: Erik Poel Date: 10/22/18

Address: 118 E. Ann St. Home Phone: \_\_\_\_\_  
(\_\_\_\_\_) \_\_\_\_\_

Email Address: egpoel@gmail.com Cell Phone: ( 616 ) 889-7205

Years as a Village Resident: 17 Occupation: Engineering and Technical Support

Background/Interests: A little bit of everything. However, the majority of my time is spent travelling across the state for girls U12 soccer.

Please check the board(s) or commission(s) that you would be willing to serve on:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Village Council                              | <input type="checkbox"/> Lloyd's Bayou Lake Board | <input type="checkbox"/> Beautification Volunteer |
| <input type="checkbox"/> Planning Commission (3)                      | <input type="checkbox"/> Historic Commission      | <input type="checkbox"/> DDA (4)                  |
| <input type="checkbox"/> Zoning Board of Appeals (2)                  | <input type="checkbox"/> Library Liaison (1)      | <input type="checkbox"/>                          |
| <input checked="" type="checkbox"/> Parks & Recreation/Tree Board (1) | <input type="checkbox"/> Spring Lake Lake Board   | <input type="checkbox"/>                          |

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Yes       No       Seasonally – from \_\_\_\_\_ to \_\_\_\_\_

Why would you like to be on the board(s) or commission(s) you have selected: (Please use reverse side if necessary)

I have served on this board for almost 5 years.

Concerns for the Village; if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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<sup>1</sup> Please attach a resume.



# Board and Commission Application

102 W. Savidge, Spring Lake, MI 49456  
P: (616) 842-1393 F: (616) 847-1393  
Email: christine@springlakevillage.org

Name: Chip Bohnhoff Date: 10/23/18

Address: 222 1/2 W. Savidge #2 Home Phone: ( )

Email Address: Cbohnhoff@springlakevillage.org Cell Phone: (231) 578-4039

Years as a Village Resident: 8 Occupation<sup>1</sup>: Banker

Background/Interests: Currently a member of the Planning Commission + Historic Commission.

Please check the board(s) or commission(s) that you would be willing to serve on:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Village Council                    | <input type="checkbox"/> Lloyd's Bayou Lake Board | <input type="checkbox"/> Beautification Volunteer |
| <input checked="" type="checkbox"/> Planning Commission (2) | <input type="checkbox"/> Historic Commission (2)  | <input type="checkbox"/> DDA (4)                  |
| <input type="checkbox"/> Zoning Board of Appeals (2)        | <input type="checkbox"/> Library Liaison (1)      | <input type="checkbox"/>                          |
| <input type="checkbox"/> Parks & Recreation/Tree Board (1)  | <input type="checkbox"/> Spring Lake Lake Board   | <input type="checkbox"/>                          |

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Yes       No       Seasonally – from \_\_\_\_\_ to \_\_\_\_\_

Why would you like to be on the board(s) or commission(s) you have selected: (Please use reverse side if necessary)

Wanting to serve a 2<sup>nd</sup> term.

Concerns for the Village; if any:

We are moving forward in an AMAZING way!!!

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<sup>1</sup> Please attach a resume.



# Board and Commission Application

102 W. Savidge, Spring Lake, MI 49456  
P: (616) 842-1393 F: (616) 847-1393  
Email: christine@springlakevillage.org

Name: RICHARD K. MARTINUS Date: 10-25-18

Address: 209 So Park Street Home Phone: (616) 897 0142

Email Address: RICHARD.MARTINUS@PLASANCARBON Cell Phone: (616) 745-2165

Years as a Village Resident: 30 Occupation: CFO - CORPORATE CONTROLLER - FINANCE

Background/Interests: FINANCE WITH A CHALLENGE TO COMMUNICATE NUMBERS AND HOW IT CAN IMPACT BUSINESS OR PERSONAL LIFE & MAKE A POSITIVE, COACHING WINNING TEAMS IN SOCCER & BASKETBALL TO CHAMPION TEAMS. COACHING TOURNAMENT FOR SLHF (SPRING LAKE HERITAGE FESTIVAL); GOLF

Please check the board(s) or commission(s) that you would be willing to serve on:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Village Council                    | <input type="checkbox"/> Lloyd's Bayou Lake Board | <input type="checkbox"/> Beautification Volunteer |
| <input checked="" type="checkbox"/> Planning Commission (2) | <input type="checkbox"/> Historic Commission (2)  | <input type="checkbox"/> DDA (4)                  |
| <input type="checkbox"/> Zoning Board of Appeals (2)        | <input type="checkbox"/> Library Liaison (1)      | <input type="checkbox"/>                          |
| <input type="checkbox"/> Parks & Recreation/Tree Board (1)  | <input type="checkbox"/> Spring Lake Lake Board   | <input type="checkbox"/>                          |

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Yes       No       Seasonally - from \_\_\_\_\_ to \_\_\_\_\_

Why would you like to be on the board(s) or commission(s) you have selected: (Please use reverse side if necessary)

PASSION TO MAKE MY COMMUNITY A BETTER PLACE TO LIVE AND WORK! MY INSIGHT IN BUSINESS GIVES ME THE ABILITY TO HELP STRIVE TO MAKE MY TOWN/COMMUNITY A "COOL" DESTINATION SPOT!

Concerns for the Village; if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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<sup>1</sup> Please attach a resume.

**RICHARD K. MARTINUS, CMA**  
209 S. PARK STREET SPRING LAKE, MICHIGAN 49456  
▪ 616.745.2165 ▪ 616.897.0142 ▪  
[rmartinus20@yahoo.com](mailto:rmartinus20@yahoo.com)

## **EXECUTIVE PROFILE**

**Chief Financial Officer / Corporate Controller CFO /** with integrity, a strong work ethic and a proven track record of solving financial and operational challenges of companies going through rapid growth, economic downturns and turnaround situations. Demonstrated ability to handle both strategic and tactical financial issues. *Expert in simplifying the financial story of what makes companies successful. Possess outstanding financial modeling & PowerPoint presentation skills as teacher & power user.*

**CFO / Executive Vice President** responsible for Accounting, Finance, Credit, Customer Service, Purchasing, Custom Sales, Contracts, Materials, Human Resources and administrative functions of a ~\$80 million office furniture manufacturing company. Possess strong people and technical skills. A team player, who effectively resolves complex issues, communicates with all levels, and motivates people.

## **CAREER HISTORY**

**Plasan Carbon Components Inc., Walker, Michigan (January 2014 to present) Corporate Controller**

PCC is a ~\$100 million Tier 1 automotive supplier-Corvette, Viper, exotic car carbon fiber body parts

**Metalworks Inc., Ludington, Michigan (2013) Consultant / Interim CFO / Family Advisor**

Metalworks is a ~\$60 million office furniture manufacturing company that sells a full breath of filing & storage solutions to the Commercial, Government and OEM markets.

**Trendway Corporation, Holland, Michigan (2005 – 2013) Chief Financial Officer / Executive VP**

Trendway Corporation is a ~\$80 million *Family Owned* office furniture manufacturing company that sells a full breath of work solutions to the Commercial and Government markets.

**Monroe Inc., Grand Rapids, Michigan (2000 – 2005) CFO**

Monroe Inc., is a ~\$40 million *Family Owned* Tier 1 & 2 automotive manufacturer / tool supplier that provided 70% of the domestic produced pointers & gages of American made automobiles.

## **PROFESSIONAL ACCOMPLISHMENTS**

### **Creative, Insightful, Team Oriented Finance Leader**

- ◆ Creative ability to enthusiastically tell the story of what transpired in a given month or quarter or is projected going forward to individuals at all levels including finance and non-finance managers.
- ◆ Results oriented leader with experience in corporate financial & strategic planning, manufacturing & investment accounting, foreign currency, internal controls, and progressive improvement initiatives.
- ◆ Strong interpersonal and communication skills; experience in effectively communicating key data.

### **Finance, Accounting, Treasury and Cash Management**

- ◆ Negotiated bank relationships to ensure adequate source of financing with the best pricing and terms.
- ◆ Created a 13 week Cash Forecasting Tool & Process to navigate cash flow management.
- ◆ Secured Government Grant & Private Equity financing to support business growth.
- ◆ Reviewed and interpreted Financial Statements to the Board of Directors, Leadership & Employees.
- ◆ Implemented strong financial controls to protect company assets including positive pay & internal audits

### **Employee Stock Ownership Plan (ESOP)**

- ◆ At direction of Founder, led & implemented an ESOP providing 25% Employee Stock Ownership. Sole trustee of the ESOP. ESOP built an owner / employee culture of shared high standards & expectations.
- ◆ Provided leadership of the annual valuation; repurchase obligation; employee communication programs and dividend / contribution strategy. Shareholder value creation of +70% over the last 4 years!
- ◆ Implemented an employee 401K committee to increase employee participation in retirement planning. Increased company participation from 58% to 90%!

## **Richard K. Martinus**

### **Financial / Business Planning & Analysis**

- ◆ Managed all financial reporting, annual profit plan, financial/strategic planning, 13 week cash forecasting, business intelligence / analytics, and competitive industry comparisons.
- ◆ Facilitator of executive staff reviews and board meetings. Key advisor to all areas of the operation.

### **Tax Strategy**

- ◆ Implemented significant tax savings including R&D tax credits; property tax abatements; successful appeal of real property value reduction; domestic manufacturing deduction; GRATS reducing owner future estate tax. NEXUS strategy to minimize state tax risks; successful negotiations of VDA's.

### **Insurance & Risk Management**

- ◆ Medical – Working with strategic partners, led self-insured medical insurance program. Implemented Health Savings Account (HSA) option; wellness and creative Rx plans.
- ◆ Property & Casualty – Implemented Captive Insurance identified as “best practice” by insurance providers resulting in a 35% savings.
- ◆ Wellness - Created a wellness committee to support employee wellness activities.

### **Product, Channel, Customer Profitability & Pricing**

- ◆ Led the development team and implementation of a continuous financial cost analysis system including product line profitability and mix statements (activity based cost driven). Business partner to operations.
- ◆ Implemented creative target pricing strategies in support of sales management.

### **Acquisitions**

- ◆ Coordinated and managed the due diligence, valuation, purchase and integration of multi-million dollar acquisitions. Established company's acquisition policy, target criteria and team formation.

### **Negotiations with Suppliers**

- ◆ Treated suppliers as partners. Led team responsible for relationships and agreements with key domestic and foreign suppliers on 'should be' costing, payable terms, receivables & quality issues.

## **PRIOR EMPLOYMENT**

### **MONROE INC. – CFO REPORTING TO OWNER AND PRESIDENT (2000-2005)**

- ◆ Played a significant role in company turnaround and return to profitability through process solutions.

### **KNOLL INC. / WESTINGHOUSE FURNITURE - DIRECTOR OF FINANCIAL PLANNING & ACCOUNTING**

- ◆ Reporting to the CFO participated in growth of Westinghouse Furniture Business Unit from \$60 million to \$800 Million Global Office Furniture Manufacturing Unit renamed the Knoll Group.
- ◆ Presented with limited edition Triple Tombstone Award by Chairman of Westinghouse Electric for extraordinary effort in Knoll Group acquisition & consolidation process (Knoll, REFF and Shaw Walker).
- ◆ Financial coordinator of Puerto Rico, Canada Subsidiaries and Mexico joint ventures.

### **Power user of Microsoft Office Products – Excel, PowerPoint, Word, and Project.**

## **CERTIFICATIONS / EDUCATION**

**CERTIFIED MANAGEMENT ACCOUNTANT (CMA)**, Institute of Certified Management Accountants

**HOPE COLLEGE** - Business Administration/Economics

**MICHIGAN STATE UNIVERSITY** - Graduate Studies- MBA Finance

**FEI – FINANCIAL EXECUTIVE INTERNATIONAL** 2005-PRESENT

**INSTITUTE OF MANAGEMENT ACCOUNTANTS** – Past President, Regional & State Director

**COACH** - St. Patrick's boys' basketball & soccer. City Champions; AYBT National Champions



# Board and Commission Application

102 W. Savidge, Spring Lake, MI 49456

P: (616) 842-1393 F: (616) 847-1393

Email: christine@springlakevillage.org

Name: Scott Van Strate Date: 10-9-18

Address: 726 Winter Home Phone: ( 616 ) 946-9706

Email Address: S1VanStrate@charter.net Cell Phone: ( )

Years as a Village Resident: 61 Occupation<sup>1</sup>: Manufacturing

Background/Interests: \_\_\_\_\_

Please check the board(s) or commission(s) that you would be willing to serve on:

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Village Council             | <input type="checkbox"/> Lloyd's Bayou Lake Board | <input type="checkbox"/> Beautification Volunteer |
| <input checked="" type="checkbox"/> Planning Commission (2)     | <input type="checkbox"/> Historic Commission (2)  | <input type="checkbox"/> DDA (4)                  |
| <input checked="" type="checkbox"/> Zoning Board of Appeals (2) | <input type="checkbox"/> Library Liaison (1)      | <input type="checkbox"/>                          |
| <input type="checkbox"/> Parks & Recreation/Tree Board (1)      | <input type="checkbox"/> Spring Lake Lake Board   | <input type="checkbox"/>                          |

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Yes       No       Seasonally – from \_\_\_\_\_ to \_\_\_\_\_

Why would you like to be on the board(s) or commission(s) you have selected: (Please use reverse side if necessary)

I'm ready on those committees

Concerns for the Village; if any:

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<sup>1</sup> Please attach a resume.



# Board and Commission Application

Name: Luke DeSmet Telephone: 231-343-8001

Address: 317 Mark St. Date: 8-7-18

Email Address: Luke.r.desmet@gmail.com

Years as a Village Resident: 1 Occupation<sup>1</sup>: Environmental Engineer

Background/Interests: Wildlife, gardening, business, sailing, hunt/fish, Golf, Storm water, Recycling, Trees, Planning, Vide games, Music, art,

Please check the board(s) or commission(s) that you would be willing to serve on:

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Village Council               | <input type="checkbox"/> Friends of Barber School                     | <input checked="" type="checkbox"/> Beautification Committee |
| <input checked="" type="checkbox"/> Planning Commission           | <input checked="" type="checkbox"/> Historic Commission               | <input checked="" type="checkbox"/> DDA                      |
| <input checked="" type="checkbox"/> Zoning Board of Appeals       | <input checked="" type="checkbox"/> Development Area Citizens Council | <input checked="" type="checkbox"/> Library Liaison          |
| <input checked="" type="checkbox"/> Parks & Recreation/Tree Board | <input checked="" type="checkbox"/> Spring Lake Lake Board            | <input checked="" type="checkbox"/> Lloyd's Bayou            |

The above boards typically meet on a monthly basis, with the exception of the ZBA which meets on an "as needed" basis. Quorums are required for any board to act, so attendance is important. Do you feel the other board members can count on your regular attendance so that business can be conducted?

Yes       No       Seasonally - from \_\_\_\_\_ to \_\_\_\_\_

Why would you like to be on the board(s) or commission(s) you have selected: (Please use reverse side if necessary)

I recently moved here from Chicago. My wife and I intend to start our family here. As an environmental engineer and storm water operator I have skills that can benefit the village. I am 27 years old and believe that having my demographic (young, first time home buyer, planning to have kids) ~~is~~ is important to the health of the Council/Village.

Concerns for the Village; if any:

I have noticed there is a disease affecting many of the city's planted trees (I have began researching replacements). I have a lot of experience designing and testing wastewater systems. I would like to be involved in these discussions I have scheduled a private tour with the Grand Haven Sewer Authority (for my job) but intend to get their input on this.

The Village of Spring Lake assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Village of Spring Lake further assures every effort will be made to ensure nondiscrimination in all of its committees, programs and activities, regardless of the funding source.

<sup>1</sup> Please attach a resume.

# Luke DeSmet

Luke.r.desmet@gmail.com

317 Mark Street  
Spring Lake MI, 49456  
231.343.8001

## Education

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### Michigan State University, East Lansing, MI

May 2013

- Bachelor of Science, Biosystems Engineering, Ecosystems Concentration
- 129 credits with a 3.4698/4.0 GPA

## Experience

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### Environmental Engineer, Automatic Spring Products Corporation

Dec 2017-Present

Process owner of the Environmental Management System at an automotive spring and stamping manufacturing facility in Grand Haven Michigan. I manage all environmental compliance obligations, chemicals and waste streams for two facilities. Additional primary duties include internal auditing, reporting, document creation/control, training and safety committee member.

- Created company's SWPPP (NPDES), compliance schedule and employee training. Ensure compliance as their Certified Industrial Storm Water Operator: I-15491.
- In charge of Spill, Fire and Accident incident investigations, departmental chemical and SDS document control, HMIS labeling and new chemical purchases.
- Team lead in ISO14001, IATF 16949 and New Part Launch internal auditing programs.
  - Complete CQI-9 audits (AIAG certified).
- Owned Reports & Audits: SPCC, SWPPP (NPDES), NEC, MAERS, GHG, Sara Title III, REACH, Conflict Minerals, RoHS3, Proposition 65, MBP3, Municipal Waste Water, Industrial User Permit, Clean Corporate Citizen, E-manifesting, PFAS.
- Trainer for Spill Response, Hazmat, SDS & GHS/HMIS, Storm Water, Emergency Response and Fire Extinguisher.
- Waste and Recycling Streams Managed: Storm and wastewater, used oil, hazardous waste (solvents, inkjet, Dykem, alkaline cleaners, rust preventatives, grinding swarf), general garbage, and universal waste. Recycled water, Zinc and Phosphate fallout from a coating line, various types of metal, used cobb, paper, plastic and TCO<sub>2</sub>.

### Technical Support Engineer, Oracle

September 2013-December 2017

Served as liaison for corporate clients to find resolution through root cause analyses and technical troubleshooting for issues of differing business impact in Chicago Illinois.

- Built and maintained effective relationships with consulting, development and sales teams in order to expand impact and refine business acumen.
- Operating in the SaaS sector, specifically CPQ, provided a thorough knowledge of XML/XSL, CSS, HTML, JavaScript and BML (BigMachines Markup Language).
- Owned role as a Knowledge Management coach which is the primary location for all technical resources available to both internal resources and customers.
- Trained three new hires in Dalian China on CPQ platform for two months.

### Sailing Instructor, MSU Recreation and Sports Services

Fall 2011-Fall 2013

- Co-instructed three Kin 101 sailing courses per season each with approximately 20 students.
- Gave private lessons during off-season, maintained site and boats, CPR & AED certified.

### Senior Design Project, Michigan State University

Fall 2012- Spring 2013

Designed and constructed a continuous Electro-Coagulation Flotation reactor for the removal of particulates from poultry anaerobic digestate for DQY industries. The process resulted in reclaimed water and nutrient rich sludge capable of refinement into profitable fertilizers.

- DQY gave MSU an additional \$100,000 grant to continue research after receiving the report.

### Technical Assistant, MSU College of Engineering

Spring 2012-Spring 2013

Mentored two 45-student labs for EGR 100 & 102, intro engineering and programming courses.

- Taught technical writing, advanced Excel and MatLab and programming NXT robots.



# Board and Commission Application

Village of Spring Lake

102 W. Savidge, Spring Lake, MI 49456  
P: (616) 842-1393 F: (616) 847-1393  
Email: christine@springlakevillage.org

OCT 11 2018

Received

Name: ERNIE PETRUS Date: 10/8/18

Address: 407 BARBORST Home Phone: ( )

Email Address: PETRUSEF@AOL.COM Cell Phone: ( 314 ) 276-0007

Years as a Village Resident: 6 Occupation<sup>1</sup>: TEACHER

Background/Interests: CONSUMER PRODUCTS: SALES, MARKETING & STRATEGIC  
PLANNING. BUSINESS COACH. TEACHER AT MCC. SPORTS &  
FAMILY

Please check the board(s) or commission(s) that you would be willing to serve on:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Village Council                        | <input type="checkbox"/> Lloyd's Bayou Lake Board | <input type="checkbox"/> Beautification Volunteer |
| <input type="checkbox"/> Planning Commission (2)                | <input type="checkbox"/> Historic Commission (2)  | <input type="checkbox"/> DDA (4)                  |
| <input checked="" type="checkbox"/> Zoning Board of Appeals (2) | <input type="checkbox"/> Library Liaison (1)      | <input type="checkbox"/>                          |
| <input type="checkbox"/> Parks & Recreation/Tree Board (1)      | <input type="checkbox"/> Spring Lake Lake Board   | <input type="checkbox"/>                          |

The above boards typically meet on a monthly basis, with the exception of the ZBA which meets on an "as needed" basis. Quorums are required for any board to act, so attendance is important. Do you feel the other board members can count on your regular attendance so that business can be conducted?

Yes       No       Seasonally – from \_\_\_\_\_ to \_\_\_\_\_

Why would you like to be on the board(s) or commission(s) you have selected: (Please use reverse side if necessary)

I AM ALREADY A MEMBER

Concerns for the Village; if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Village of Spring Lake assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Village of Spring Lake further assures every effort will be made to ensure nondiscrimination in all of its committees, programs and activities, regardless of the funding source.

<sup>1</sup> Please attach a resume.

# SUPERINTENDENT'S MEMO

DATE: November 7, 2018

TO: Township Board

FROM: Cargo

SUBJECT: Proposal 1 – Approval of Recreational Marijuana

Proposal 1 passed within the State of Michigan with about 57% of the vote. However, it is noted that the ballot measure failed in both Ottawa County (*with 57.6% voting “No”*) and in Grand Haven Charter Township (*with 51.2% voting “No”*).

Although the actual ballot language was 134 words, the full text of the initiative is about 6,515 words in length. As a result, the Marijuana Initiative is somewhat complex and it is expected that the State of Michigan will need about 12 months to finalize the accompanying regulations.

## **General Recommendation if the Township Wants to “Opt Out”:**

The recommendation of Township’s legal firm (*i.e., Dickinson Wright*) if the Township elected officials determine to “opt out” of the commercialization of marijuana is to adopt two ordinances. The first ordinance will be a general “opt out” ordinance, prohibiting marijuana establishments as defined under the Michigan Regulation and Taxation of Marijuana Act.

The second ordinance will be a zoning ordinance that repeats the prohibition of marijuana facilities.

## **Scheduling:**

The general opt out ordinance can be adopted quickly, so that the Township is on record as having opted out. A first reading could be held as early as **November 26<sup>th</sup>** with a second reading on December 10<sup>th</sup>.

The zoning ordinance will take longer to adopt because the ordinance must be the subject of a Planning Commission public hearing before it can be considered for adoption. The purpose of the zoning ordinance “opt out” amendment is to protect Grand Haven Township from being attacked for adopting only the general “opt out” ordinance and thus, arguably, regulating land uses without completing the zoning process.

A public hearing on the Zoning ordinance “opt out” amendment could be held as early as December 3<sup>rd</sup>.

These two ordinances can be adopted and in place well before Michigan has finished its regulations for marihuana establishments under the Act. (*Michigan has a year to prepare the marijuana regulations, but it is not obligated to take that long.*)

**Action:**

At this stage, staff is requesting that the elected officials (1) direct legal staff to prepare the necessary “opt-out” ordinance; (2) direct Township staff to immediately include the “opt-out” ordinance on the next Board agendas; and, (3) direct Township staff to schedule a public hearing by the Planning Commission on the related “opt out” zoning ordinance amendments.

Please contact me if you have any questions or comments prior to the meeting.

## Christine Burns

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**From:** Judith L. Miller <JMiller@dickinson-wright.com>  
**Sent:** Monday, October 22, 2018 6:38 PM  
**To:** Christine Burns  
**Cc:** Ronald A. Bultje  
**Subject:** Recreational Marijuana Consortium  
**Attachments:** SPRING LAKE VLG.pdf

**Importance:** High

You have expressed an interest in being part of a consortium of local governmental units seeking direction on the recreational marijuana ballot proposal. Please find attached an engagement letter that needs to be signed and returned to us asap for us to include you in the consortium. The services to be provided as part of the consortium are outlined in the engagement letter.

Please call Ron Bultje at (616) 336-1007 if you have any questions.

### Judith L. Miller Legal Secretary

200 Ottawa Ave., N.W. Phone 616-336-1047  
Suite 1000 Fax 844-670-6009  
Grand Rapids MI 49503 Email JMiller@dickinsonwright.com

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**DICKINSON WRIGHT** PLLC

ARIZONA CALIFORNIA FLORIDA KENTUCKY MICHIGAN NEVADA OHIO  
TENNESSEE TEXAS WASHINGTON D.C. TORONTO

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The information contained in this e-mail, including any attachments, is confidential, intended only for the named recipient(s), and may be legally privileged. If you are not the intended recipient, please delete the e-mail and any attachments, destroy any printouts that you may have made and notify us immediately by return e-mail.

Neither this transmission nor any attachment shall be deemed for any purpose to be a "signature" or "signed" under any electronic transmission acts, unless otherwise specifically stated herein. Thank you.

**LETTER OF LIMITED ENGAGEMENT**

October 19, 2018

*Via Email Only*

Spring Lake, Village of  
Attention: Christine Burns, Manager

[christine@springlakevillage.org](mailto:christine@springlakevillage.org)

**Re: Proposal 18-1 (“Proposal 1”)  
Michigan Regulation and Taxation of Marihuana Act (the “Act”)**

Dear Ms. Burns:

Next month, voters in the State of Michigan will be asked to vote on Proposal 1. If Proposal 1 passes, the Act will take effect ten days after the election results are certified.

Your municipality has indicated a desire to participate in a consortium of local governmental units seeking direction to the many questions and issues that will arise if the Act takes effect. Dickinson Wright has been asked to offer its legal services to those local units of government in the consortium.

To formalize your desire to be part of the consortium of local units of government, and to establish a relationship between your municipality and Dickinson Wright, we are asking that you sign this letter of limited engagement and return it to us as soon as possible, with a payment of \$700.00. Scanning the document and emailing it to us is perfectly acceptable.

For those local units of government that opt in to this consortium and request services from us, we will provide the following:

1. A sample ordinance by which a local unit of government may prohibit marijuana establishments within its borders;
2. A discussion of options and issues to consider if a local unit of government alternatively wants to regulate marijuana establishments within its borders (there are far too many variables for us to attempt to prepare a model ordinance for that purpose);
3. Advice regarding employment relationships with the employees of a local unit of government;
4. Advice regarding sellers of marijuana paraphernalia in a local unit whether or not the local unit prohibits marijuana establishments; and
5. A regulatory or police power ordinance that a local unit of government may wish to consider regarding the use and possession of marijuana.

We will not wait to see if Proposal 1 passes before we begin our work. Rather, we have already begun work on these issues and will be prepared to provide you with the results of our work before or promptly after the election, before the Act would take effect if Proposal 1 passes. Even if Proposal 1 does not pass, we will still provide you with our work product.

This letter of limited engagement, and the payment of the required fee, will entitle your municipality to receive our work product as summarized above. In the event your municipality seeks additional services from us after we provide you our work product, we will need to negotiate the terms of those additional services at that time. Otherwise, our limited engagement under the terms of this letter will conclude upon the delivery of our work product.

Finally, we must disclose that our firm does provide certain services to clients involved in the medical cannabis industry who may wish to expand their business to include recreational cannabis if Proposal 1 passes. We do not currently have a legal conflict of interest that would preclude us from representing your municipality.

We thank you for your consideration of this matter and look forward to hearing from and working with you.

Very truly yours,  
DICKINSON WRIGHT PLLC



Ronald A. Bultje

RAB/skc

**ACKNOWLEDGMENT OF LIMITED ENGAGEMENT**

**Spring Lake, Village of**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print Name and Title of Authorized Representative

Dated: \_\_\_\_\_, 2018

GRAPIDS 57570-1 527043v1

## SECOND AMENDMENT TO EMERGENCY MEDICAL SERVICES AGREEMENT

This SECOND AMENDMENT TO EMERGENCY MEDICAL SERVICES AGREEMENT (**this “Amendment”**) is effective as of the last dated signature contained below (**the “Amendment Effective Date”**) by and between North Ottawa Community Hospital (**“the Hospital”**); and, the City of Ferrysburg, City of Grand Haven, Village of Spring Lake, Grand Haven Charter Township, Spring Lake Township, Robinson Township, and Crockery Township (**“Municipalities”**).

### RECITALS

**WHEREAS**, the Hospital and Municipalities previously entered into a five year Emergency Medical Services Agreement effective January 1, 2018 (**the “Agreement”**);

**WHEREAS**, this Agreement had a scheduled termination date of December 31, 2017;

**WHEREAS**, the Hospital and Municipalities engaged in negotiations to amend the Agreement to provide for an additional one year term, through December 31, 2018 (**the “First Amendment”**);

**WHEREAS**, the Hospital and Municipalities are now desirous of again amending and extending the Agreement (**the “Second Amendment”**);

**NOW, THEREFORE**, for good and valuable consideration, the receipt and adequacy, of which is mutually acknowledged, the parties agree as follows.

1. **Unaffected Terms.** All terms and conditions of the Agreement as amended by the First Amendment and not otherwise revised by this Second Amendment shall be extended and remain in full force and effect. Where there exists a conflict between the Second Amendment and the Agreement as amended by the First Agreement, the Second Amendment shall control.
2. **Section 2.3 (Primary Term and Renewal) is amended, as follows:**

Section 2.3. Primary Terms and Renewal. The latest term of this Agreement shall begin on the Effective Date of this Second Amendment, January 1, 2019, and will terminate on December 31, 2021. During this latest term of this Agreement per the Second Amendment, the Hospital and Municipalities may mutually agree to re-open negotiations to address any other issues they wish to discuss.

IN WITNESS HEREOF, the parties have executed this Amendment as of the date(s) set forth below:

**Township of Crockery**

By: \_\_\_\_\_  
Leon Stille  
Its: Supervisor

By: \_\_\_\_\_  
Kathy Buchanan  
Its: Clerk

**Township of Robinson**

By: \_\_\_\_\_  
Kathryn L. Kuck  
Its: Supervisor

By: \_\_\_\_\_  
Christine Saddler  
Its: Clerk

**Village of Spring Lake**

By: \_\_\_\_\_  
Mark Powers  
Its: President

By: \_\_\_\_\_  
Marv Hinga  
Its: Clerk/Treasurer

**City of Grand Haven**

By: \_\_\_\_\_  
Geri McCaleb  
Its: Mayor

By: \_\_\_\_\_  
Linda Browand  
Its: Clerk

**Township of Spring Lake**

By: \_\_\_\_\_  
John H. Nash  
Its: Supervisor

By: \_\_\_\_\_  
H. Carolyn Boersma  
Its: Clerk

**Charter Township of Grand Haven**

By: \_\_\_\_\_  
Mark Reenders  
Its: Supervisor

By: \_\_\_\_\_  
Laurie Larsen  
Its: Clerk

**City of Ferrysburg**

By: \_\_\_\_\_  
Rebecca Hopp  
Its: Supervisor

By: \_\_\_\_\_  
Debra Wierenga  
Its: Clerk

**North Ottawa Community Hospital**

By: \_\_\_\_\_  
Shellee Yaklin  
Its: President and CEO



**STANDARD LIGHTING CONTRACT  
(COMPANY OWNED) FORM 548**

Contract Number:

Notification Number: 1046093387

**Part I**

Effective date of agreement: 10/1/2018

Company:  
CONSUMERS ENERGY COMPANY

Customer: SPRING LAKE

A Michigan Corporation  
ONE ENERGY PLAZA  
JACKSON, MI 49201-2357

Customer Type: Village

County: Ottawa

ZIP Code: 49456

Lighting Type: General Unmetered Experimental Lighting Rate GU-XL

Initial Term: 1 year(s) beginning with the Effective Date of Agreement stated above.

**Part II**

TERMS AND CONDITIONS, is attached hereto and is a part of this Agreement. CUSTOMER ACKNOWLEDGES HAVING READ SAID TERMS AND CONDITIONS.

CONSUMERS ENERGY

Customer: SPRING LAKE

Customer Type: Village

CE Representative Signature:

Customer Representative Signature:

\_\_\_\_\_

\_\_\_\_\_

CE Representative Name:  
Stephanie D. Harmsen

Print Name: \_\_\_\_\_

CE Representative Title:  
Senior Project Coordinator

Title: \_\_\_\_\_

Clerk Attest: \_\_\_\_\_

**Standard Lighting Contract Terms and Conditions**

1. The Company agrees to furnish the Customer with lighting service respecting the luminaires, lamps and other equipment constituting the installation(s) listed in Part I and also to furnish lighting service respecting any additional luminaires, lamps and other equipment to be installed hereunder as may be authorized by the Customer through execution of an Authorization for Change in Standard Lighting Contract, attached to and made a part of this Agreement as Form 547.

The image shows two pages of a form. The left page is titled "AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING CONTRACT (COMPANY-OWNED)". It contains fields for "Consumers Energy Company is authorized as of", "Lighting Type", "Notification Number", and "Construction Work Order Number". There is also a section for "Consent for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated". The right page is titled "RESOLUTION" and contains a "RESOLVED" section with a text area for the resolution. Below this are two tables for "GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE" and "GENERAL UNMETERED EXPERIMENTAL LIGHTING RATE GU-XL". Each table has columns for "Number of Luminaire", "Nominal Watts", "Fixture Type", "Fixture Style", "Fixture Intensity", and "Location GIS". A "Submit" button is located at the bottom right of the right page. A large "EXAMPLE" watermark is overlaid diagonally across both pages.

2. The Company's service lines necessary to supply the energy for said lighting equipment shall be constructed in the public streets and highways of the Customer, or on private property, as mutually agreed between the Company and the Customer. In cases where such lines are to be constructed upon private property, the Customer shall obtain and furnish to the Company adequate written easements granting permission to install and maintain such lines.
3. Neither party shall be liable to the other for damages for any act, omission or circumstance occasioned by or in consequence of any act of God, labor disturbance, act of the public enemy, war, insurrection, riot, fire, storm or flood, explosion, breakage or accident to machinery or equipment, or by any other cause or causes beyond such party's control, including any curtailment, order, regulation or restriction imposed by governmental, military or lawfully established civilian authorities, or by the making of necessary repairs upon the property or equipment of either party hereto; provided, however, that the Company's responsibility for interruptions in service, phase failure or reversal, or variations in the service characteristics shall be as provided in the Company's Electric Rate Book as filed with and approved by the Michigan Public Service Commission and such amendments thereof as may be filed with and approved by the Michigan Public Service Commission from time to time. A copy of said Electric Rate Book will be furnished to the Customer upon request.
4. The Customer shall pay the Company for the lighting service herein provided for in accordance with the Company's applicable lighting rate, and in accordance with such revisions and amendments thereof, supplements thereto, or substitutions therefor as may be filed with and approved by the Michigan Public Service Commission from time to time
5. The Company shall render to the Customer, as soon as possible after the first day of each month, a bill for all lighting service furnished hereunder during the preceding month. Such bills shall be due and payable within twenty-one days after their issuance
6. The Company agrees to furnish a service for lighting and the Customer agrees to take service for lighting in accordance with the terms and conditions of the Company's General Service Unmetered Lighting Rate GUL and General Unmetered Experimental Lighting Rate GU-XL in accordance with such revisions and amendments thereof, supplements thereto, or substitutions therefore as may be filed with and approved by the Michigan Public Service Commission.

7. Further, the Company will, under the terms and conditions hereof and of the Company's General Service Unmetered Lighting Rate GUL and General Unmetered Experimental Lighting Rate GU-XL and such revisions and amendments thereof, supplements thereto, or substitutions therefor as may be filed with and approved by the Michigan Public Service Commission from time to time and at such locations as may be authorized by the Customer through execution of an Authorization for Change in Standard Lighting Contract (Form 547), relocate any lighting equipment which is included in the initial Company-owned installation or in the additional Company-owned lighting equipment identified in Part I, provided that:
  - a. Upon relocation of any of such lighting equipment, the Customer shall reimburse the Company for the Company's actual costs of such relocation regardless of the time period that such equipment has been installed, and
  - b. The relocated equipment shall conform with the provisions in such application rates
8. In addition, the Company will, upon termination of this Agreement by the Customer or breach of this Agreement by the Customer resulting in termination of this Agreement, remove all of the aforesaid Company-owned lighting equipment which is then installed and not thereupon covered by another lighting contract. Upon removal of all of such lighting equipment, upon termination of this Agreement as aforesaid, the Customer shall reimburse the Company for the Company's actual costs of removing such equipment regardless of the time period that such equipment has been installed. The Company reserves the right to require special contractual arrangements respecting the replacement of any of the Company-owned lighting equipment or the removal thereof prior to the termination of this Agreement.
9. This Agreement shall become effective on the Effective Date of Agreement identified in Part I and shall continue in effect for an initial term as stated in Part I and from year to year thereafter until terminated by mutual consent or upon twelve months written notice given by either party to the other. This Agreement, when effective, shall supersede all existing contracts with relation to the lighting service herein provided for.
10. This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.
11. Additional Items:  
None

**Part III**

**RESOLUTION**

RESOLVED, that it is hereby deemed advisable to enter into a contract with Consumers Energy Company of Jackson, Michigan, for furnishing lighting service within the Village of SPRING LAKE for a period of 1 year(s) and thereafter from year to year, in accordance with the terms of the contract heretofore submitted to and considered by this  commission  council  board; and

RESOLVED, further, that the \_\_\_\_\_ and the Clerk be and are authorized and directed to execute such contract on the behalf of the Village.

STATE OF MICHIGAN  
COUNTY OF Ottawa

I, \_\_\_\_\_, Clerk of the Village of SPRING LAKE, do hereby certify that the foregoing resolution was duly adopted by the  commission  council  board of said municipality, at the meeting held on \_\_\_\_\_.

Dated:

\_\_\_\_\_

\_\_\_\_\_

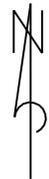
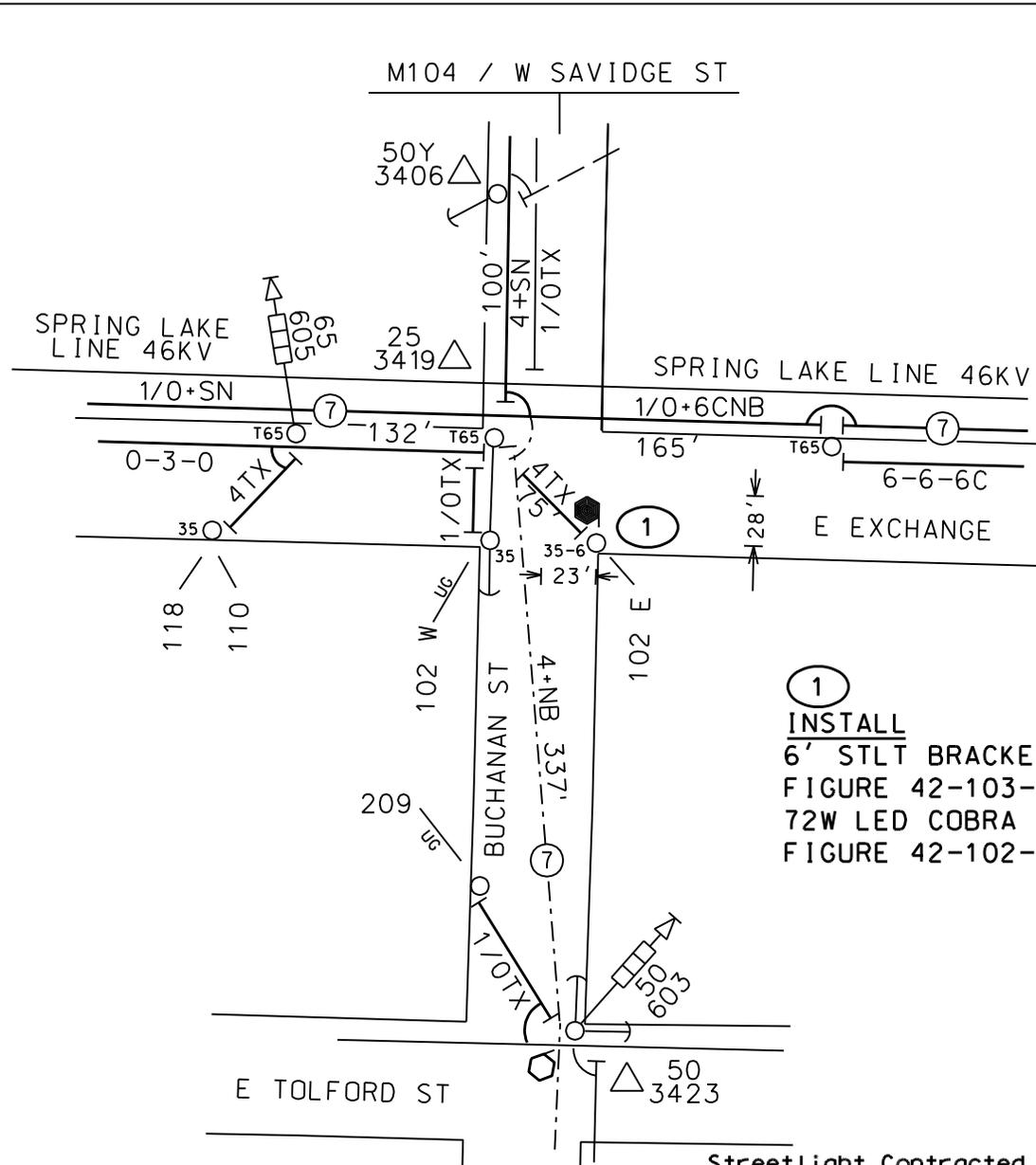
Municipal Customer Type:Village

## GENERAL UNMETERED EXPERIMENTAL LIGHTING RATE GU-XL

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	<u>72</u>	<u>LED</u>	<u>Cobrahead</u>		<u>Install</u>	E Exchange & Buchanan St

## Comments:

72 Watt LED Light



OTTAWA CO  
VILLAGE OF SPRING LAKE  
T08 R16 SEC.15

SOURCE →

BACKUP DEVICE:  
LCP 505 SB  
EXCHANGE &  
WILLIAMS

**1**  
**INSTALL**  
**6' STL T BRACKET**  
**FIGURE 42-103-1 FIG A**  
**72W LED COBRA**  
**FIGURE 42-102-1**

Streetlight Contracted with Village of Spring Lake  
One 72W LED Cobrahead Pole Mounted Streetlight  
Contract Account 4007285224  
101 S Buchanan St. Spring Lake. MI 4945

CONSUMERS ENERGY CONTACTS			
DEPARTMENT	NAME	NUMBER	ALTERNATE
COORDINATOR	STEPHANIE HARMSEN	231-332-2667	269-509-6027
DESIGNER	MATT O'BRIEN	231-332-2693	231-730-4316

NOTIFICATION 1046093387  
ORDER NUMBER



DESIGNED BY: **MJOBRIEN** DATE: **10/15/18**  
APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
SHEET 1 OF 1 SCALE NONE

EXCHANGE AND BUCHANAN - STL T  
For: VILLAGE OF SPRING LAKE  
EXCHANGE AND BUCHANAN

-CONSTRUCTION CERTIFICATION-  
Work was constructed as Engineered or Changed as Indicated.  
All Salvageable Material Was Returned to Stores.  
Signed \_\_\_\_\_ in Direct Charge of Work  
Dates: Started \_\_\_\_\_ Completed \_\_\_\_\_  
MISS DIG NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

TLM NUMBER	# OF RODS	OHMS	CONSTRUCTION MEASURE NUMBER		
<b>0815153418</b>			<b>100005071967</b>		
SUBSTATION	WD NO.		ORDER TYPE	MAINTENANCE ACTIVITY TYPE	DESIGN NUMBER
<b>SPRING LAKE</b>	<b>0143</b>		<b>ECNC</b>	<b>STL</b>	<b>10984762</b>
CIRCUIT	CKT NO.	LCP NO.	STAKED	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
<b>SPRINGLAKE</b>	<b>01</b>	<b>0218</b>	TREES	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	



A CMS Energy Company

**CEM Support Center**

Consumers Energy, CEM Support Center, Lansing Service Center, Rm. 122, 530 W. Willow St., P.O. Box 30162 Lansing, MI 48909-7662

October 22, 2018

NOTIFICATION #:  
1046093387

VILLAGE OF SPRING LAKE  
102 W SAVIDGE ST  
SPRING LAKE, MI 49456-3401

REFERENCE: EXCHANGE AND BUCHANAN, SPRING LAKE

Dear Valued Customer,

Thank you for contacting Consumers Energy for your energy needs. Please note the Notification Number above and include it on any correspondence you send. Please note the Account Number, located above the Account Name on your invoice, when submitting payment.

Enclosed for approval and signature is the original Authorization for Change and Resolution covering the replacement and/or installation of streetlight(s). In conjunction with the work, a non-refundable payment of \$100.00 per luminaire is required.

A monthly energy charge associated with this lighting installation for 1 Luminaire(s) is approximately \$8.61. This charge is subject to change based on current rates. After the installation is complete, you will begin receiving a separate monthly bill for the above energy charge. You are responsible for the final restoration.

The estimated cost for your energy request is as follows:

Non Refundable Agreement for Installation of Electric Facilities:

Winter Construction Costs:	\$	-
Installation Charge (\$100.00 per Luminaire):	\$	100.00
Additional Costs		
<b>Total Estimated Cost:</b>	<b>\$</b>	<b>100.00</b>
Less Prepayment Received:	\$	-
<b>Total Estimated Cost Due:</b>	<b>\$</b>	<b>100.00</b>

Please sign and return the original Authorization for Change and Resolution in the enclosed self-addressed envelope or email to: POBoxCEServiceRequest@cmsenergy.com. Payment in full is required before the installation can be scheduled for construction.

Please review all attached materials carefully and direct inquiries for your request to:

Stephanie D Harmsen at (844) 316-9537



A CMS Energy Company

**CEM Support Center**

Consumers Energy, Lansing Service Center, Rm. 122, 530 W. Willow St., P.O. Box 30162 Lansing, MI 48909-7662

<b>PLEASE RETURN THE CHECKED DOCUMENTS BELOW TO CONSUMERS ENERGY IN THE ENVELOPE PROVIDED</b>	
<b>TO EXPEDITE SERVICE, RETURN VIA EMAIL TO:</b>	
<a href="mailto:POBoxCEServiceRequest@cmsenergy.com"><u>POBoxCEServiceRequest@cmsenergy.com</u></a>	
<input type="checkbox"/>	AGREEMENT FOR INSTALLATION (Please return all pages of contracts) (Form 93, Form 94 and Form 95 - 2 Page Document Each) (Form 861, Form 862 and Form 230 - 4 Page Document Each)
<input checked="" type="checkbox"/>	PAYMENT WITH INVOICE STUB (BOTTOM STUB IS REQUIRED FOR PROCESSING)
<input type="checkbox"/>	REQUEST FOR ELEVATED CUSTOMER DELIVERY PRESSURE
<input checked="" type="checkbox"/>	STANDARD LIGHTING CONTRACT (MUST BE CERTIFIED BY CLERK)
<input type="checkbox"/>	SIGNED CUSTOMER ATTACHMENT PROGRAM (CAP) CONTRACT (PLEASE ENSURE TO CHECK PAYMENT OPTION ON CONTRACT)
<input type="checkbox"/>	GO READY FORM (FORM 1250) TO EXPEDITE SERVICE, RETURN VIA EMAIL TO: <a href="mailto:POBoxCEServiceRequest@cmsenergy.com"><u>POBoxCEServiceRequest@cmsenergy.com</u></a>
<input type="checkbox"/>	SITE READY PHOTO(S) TO EXPEDITE SERVICE, RETURN VIA EMAIL TO: <a href="mailto:POBoxCEServiceRequest@cmsenergy.com"><u>POBoxCEServiceRequest@cmsenergy.com</u></a>
<input type="checkbox"/>	OTHER:
<b>NOTIFICATION REFERENCE NUMBERS</b>	
ELECTRIC SERVICE NOTIFICATION:	
GAS SERVICE NOTIFICATION:	
ELECTRIC OH DISTRIBUTION NOTIFICATION:	
ELECTRIC UG DISTRIBUTION NOTIFICATION:	
GAS MAIN NOTIFICATION:	
STREETLIGHT NOTIFICATION:	1046093387



**Account Number** 300013915818  
**Account Name** VILLAGE OF SPRING LAKE  
**Address** 102 W SAVIDGE ST  
 SPRING LAKE, MI 49456

**Invoice Number** 9313780899  
**PO Number**  
**PO Date**  
**Bill Date** 10/22/18  
**DUE DATE** 11/21/18

VILLAGE OF SPRING LAKE  
 102 W SAVIDGE ST  
 SPRING LAKE MI 49456-3401

**Comments:** EXCHANGE AND BUCHANAN - SPRING LAKE - - NOTIFICATION NUMBER (s): - - - - -  
 1046093387 -  
 Contact our secure credit/debit card payment center at 866-329-9593 to make a payment or visit us at  
 ConsumersEnergy.com/waystopay to view other convenient payment options.

Item	Description	Quantity	Unit Price	Amount
40010403	Electric Streetlights-CIAC	1.0 EA	\$100.00	\$100.00
<b>Payment Terms:</b>		<b>Due by:</b> 11/21/18	<b>TOTAL DUE:</b>	\$100.00
PLEASE ENCLOSE THE BOTTOM PORTION OF THIS INVOICE WITH YOUR PAYMENT. THE ACCOUNT NUMBER IS NECESSARY TO ENSURE YOUR PAYMENT IS PROPERLY CREDITED. THANK YOU				

Contact Information: Stephanie D Harmsen -(844) 316-9537 -

Consumers Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan.

Please detach this stub and return it with your payment



CONSUMERS ENERGY  
 CEM Support Ctr - Lansing RM 122  
 PO Box 30162  
 Lansing, MI 48909-7662

**PREPAYMENT REQUEST**  
 VILLAGE OF SPRING LAKE  
 102 W SAVIDGE ST  
 SPRING LAKE MI 49456-3401

<b>Due Date</b>	<b>Total Due</b>
11/21/18	\$100.00
<b>Amount Enclosed</b>	\$

## Christine Burns

---

**From:** David Hulst <dhulst@miottawa.org>  
**Sent:** Monday, October 15, 2018 9:46 AM  
**To:** Christine Burns  
**Subject:** IT Service Agreement  
**Attachments:** Ottawa County IT Services Agreement 2018 - SLV.pdf

Chris,

I wanted to update you that I am sending a new agreement through for Local Unit Services. Our agreement is out-of-date. With the addition of new organizations, we want to standardize the agreement and provide a separate Exhibit to detail the services if they are different. The only differences are in the annual fixed costs Hosted vs non-Hosted.

I'm attaching the agreement for you. I will be sending it to our Finance and Administration Committee tomorrow so I can get the board to approve the standard agreement next week.

Please contact me if you have any questions.

Thanks,  
Dave

*David Hulst*

David Hulst  
12220 Fillmore St  
West Olive, MI 49460  
(616) 738-4831



Ottawa County  
*Where You Belong.*

## **AGREEMENT FOR INFORMATION TECHNOLOGY SERVICES**

This Agreement is made as of October 01, 2018, by the Village of Spring Lake, a Michigan municipal corporation, 102 W Savidge Street, Spring Lake, MI 49456, (“the Village”) and Ottawa County, a Michigan municipal corporation, 12220 Fillmore St., West Olive, MI 49460 (“the County”), with reference to the following facts and circumstances:

A. The State of Michigan encourages cooperation and service sharing between local government units like the Village and Ottawa County.

B. The Village has requested that Ottawa County’s Innovation and Technology Department provide assistance in delivering information technology services (as described and defined in this Agreement), and has agreed to reimburse Ottawa County for these services as provided for in this Agreement.

C. Ottawa County is willing to assist the Village by providing the requested information technology services under the terms and conditions of this Agreement.

NOW, THEREFORE in consideration of the mutual promises and representations, set forth in this Agreement, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Village and the County agree as follows:

1. **General Agreement**: The County agrees to provide information technology services for the Village. The services will be administered by the County Innovation and Technology (“IT”) Director, or designated representative, who will oversee said services and communicate with the Village Manager, or designated representative. The County agrees to perform the following services through its employees, and provide the materials set forth herein:

A. **Scope of Service** – The specific scope of services is as follows:

1. **IT Support Services** – Support Services between the Village and the County Innovation and Technology Department, includes any issues involving ongoing computer support, installation, and troubleshooting and repair of hardware and software issues. Assisting Village staff with questions and use of existing technology. Support Services are documented through the IT Service Desk Incident and Request Fulfillment process and are recorded as tickets.

2. **IT Project Services** – Project Services may be requested by the Village in addition to IT Support Services. Project Services will be classified as such based on the purpose of adding, changing, or enhancing the Village’s technology. Project Services are documented through the IT Project Requests process. Although billed similarly to Support Services for County IT Staff (time and rate), Projects often require additional financial commitment based on expected staff hours, equipment and/or services.

3. **Approval of IT Project Services** – While IT Support issues are considered an immediate need of all Village staff, Projects generally involve a financial commitment. Therefore, the Village Manager, or approved designee, will approve all Project Services prior to the

County performing such services. This approval will be documented in a writing signed by the Village Manager or approved designee on a form provided by IT through its IT Project Request process. The County will provide information on the scope of work to be performed and the estimated cost associated with the work if requested by the Village.

4. **Hosting** – County provided server hosting for documents and applications. The annual hosting cost will be incurred on a pro-rata basis (with start date agreed to by the Village Manager and the County IT Director) based on the County Fiscal year (Oct 1 – Sep 30). The County will provide the implementation, configuration, migration services, servers and other related equipment to store the applications and documents of the Village and to backup that information. The Village will provide all computers, switching and connections at Village offices to access the servers at the County.
- B. **Qualified Staff** - All Ottawa County employees engaged in the performance of this Agreement shall be professional in manner and appearance, and be trained and qualified.
- C. **Equipment and Supplies** – Any equipment, software, licenses and supplies purchased by the County for the Village will be charged back to the Village at actual cost to the County including shipping.
- D. **Conduct of Operations** - Both parties recognize that good public relations are vital to the success of this partnership. During the terms of this Agreement, Ottawa County employees shall endeavor to promote understanding and amicable relations with all members of Village staff and the public.

When systems or resources are scheduled to be shutdown, notice shall be relayed in advance to the Village to allow for alternate arrangements. When possible, system maintenance should not be scheduled during regular business hours.

## 2. **Payment for Services Provided:**

- A. **Support and Project Cost** –The Village will be charged for Support and Project services an hourly rate for actual time spent by staff, covering the cost of the County including salary, benefits and overhead. The County will notify the Village in advance and in a writing of the hourly rate and any changes in the hourly rate. Charges would also include any direct costs incurred for equipment (switches, cabling, software licenses, etc.) or services (internet or fiber access) that are required to support this Agreement with the Village.
- B. **Annual Cost (Non-Hosted)** – Annual costs for organizations whose applications are not hosted on County servers will pay the annual fixed costs as needed to cover licensing costs, and fixed services such as County provided offsite backup services, internet service, etc. Such costs will be listed as an addendum to this agreement. Any changes to the annual costs will be provided in writing at least 30 days prior to the annual renewal.
- C. **Annual Cost (Hosting)** – A set cost for providing server space and backup capabilities to host Village data to include the staff costs to support and maintain the operability of that service. Baseline costs for this service is stated in the original addendum to this agreement. If not terminated, the agreement will automatically increase annually under the guideline of

the inflation rate multiplier under MCL 211.34d as calculated by the State of Michigan, but not to exceed 5%.

D. All hosted organizations will be notified of the rate change prior to the start of the Fiscal Year. Billing for the entire annual hosting service will occur during the first quarter of each County fiscal year unless the Village requests a different billing period.

E. **Invoices** - Invoices will be provided to the Village from the County including line item detail. Invoices will be processed and paid by the Village in accordance with standard Village procedures.

3. **Independent Contractor**: At all times and for all purposes under this Agreement, the relationship of the County and its personnel to the Village shall be that of an independent contractor. All employees of the County who perform services under this Agreement shall be and remain employees of the County, subject to the discipline, supervision, direction, policies and control of the County, the County Administrator, and the Innovation and Technology Director.

4. **Indemnification and Hold Harmless**: Each party shall defend, indemnify and hold the other party harmless from claims which are the result of an alleged error, mistake, negligence or intentional act or omission of the other party, its officers, employees, agents and assigns.

5. **Insurance**: The Village will include the County, the County Innovation and Technology Department and their officers, employees and agents as additional named insureds on a policy of insurance for all risks that the Village assumes under this Agreement. The required insurance policy shall have comprehensive general policy limits of not less than \$1,000,000. The County will include the Village and its officers, employees and agents as additional named insureds on any commercial policy of insurance for all risks assumed by the County under this Agreement. If the County is insured through a Memorandum of Coverage ("MOC") provided by the Ottawa County, Michigan, Insurance Authority, it will provide a copy of that MOC to the Village upon its request. The required insurance policy or MOC will have comprehensive general policy limits of not less than \$1,000,000. The County will provide Worker's Compensation Coverage on its employees. Written proof of the existence of such insurances will be supplied by the Village and the County as of effective date of this Agreement, and at such times during the term thereafter as the County or the Village may reasonably require.

6. **Term of Agreement**: The effective date of this Agreement shall be October 2018. This Agreement shall continue in effect from the effective date through September 30, 2019. It may be renewed thereafter for up to five (5) successive one (1) year terms, by mutual written agreement of the parties. Either party may terminate this Agreement upon sixty (60) days advance written notice to the other.

7. **Miscellaneous**:

A. **Section Headings**. The headings of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

B. **Severability**. If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision

or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

C. **Entire Agreement and Amendment.** In conjunction with matters considered herein, this Agreement contains the entire understanding and agreement of the parties and any promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature are merged and superseded herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreements, course of conduct, waiver or estoppel.

D. **Successors and Assigns.** All representations, covenants and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

E. **Terms and Conditions.** The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against either party.

F. **Execution of Counterparts.** This Agreement may be executed in any number of counterparts and each such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

In witness whereof the parties have executed this Agreement as of the effective date set forth herein.

**VILLAGE OF SPRING LAKE:**

By: \_\_\_\_\_  
Mark Powers  
Its: Village President

By: \_\_\_\_\_  
Marvin Hinga  
Its: Village Clerk/Treasurer

**COUNTY OF OTTAWA:**

By: \_\_\_\_\_  
Gregory J. DeJong  
Its: Chairperson, Board of Commissioners

By: \_\_\_\_\_  
Justin F. Roebuck  
Its: County Clerk/Register of Deeds

WASTE HAULERS LICENSE APPLICATION

Village of Spring Lake

OCT 24 2018

Received

Name of applicant: Jane Dolezal

Business name: Arrowaste, Inc.

Business street address: PO Box 828

Business city, state, zip: Jenison, MI 49429

Business phone: (616) 748-1955

Email: jdolezal@mydisposal.com

Business Officers and Directors

Name	Address, City, State and Zip
1. <u>Thomas J Yonker</u>	<u>13 Old Tamarack Lane, Orland Park, IL 60462</u>
2. _____	_____
3. _____	_____

List shareholders or others holding a ten percent or more interest in your business:

Name	Address, City, State and Zip
1. <u>Thomas J Yonker</u>	<u>13 Old Tamarack Lane, Orland Park, IL 60462</u>
2. _____	_____
3. _____	_____

If business is a partnership, the names and addresses of each partner:

Name	Address, City, State and Zip
1. _____	_____
2. _____	_____
3. _____	_____

Place where business is maintained:

Name	Address	City, State, Zip
<u>Arrowaste, Inc.</u>	<u>1296 Chicago Dr</u>	<u>Jenison, MI 49428</u>
_____	_____	_____

Proposed day(s) and hours of operation:

Monday - Friday 8 am - 5 pm

\_\_\_\_\_

\_\_\_\_\_

List all assumed names by which you propose to do business:

1. Arrowaste, Inc.
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Has applicant or person conducting business or managing business on behalf of applicant been convicted of a crime, misdemeanor or of the violation of any municipal ordinance? Yes \_\_\_\_\_ No X

If so, please provide full particulars:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you applied for and received all state licenses required to do business?

Yes \_\_\_\_\_ No \_\_\_\_\_ Not applicable X

If so, please furnish us with a copy of such state approval.

The proposed rates to be charged, broken down into the following categories (use separate rate sheet if necessary) Please indicate any changes (increases or decreases) with an asterisk:

Residential

<u>Container Size</u>	<u>Pickups per Week</u>	<u>Rate</u>
1. <u>We do not currently offer residential service in the Village of Spring Lake</u>		
2. _____		
3. _____		
4. _____		

Commercial and Industrial

<u>Container Size</u>	<u>Pickups Per Week</u>	<u>Rate</u>
1. <u>Pricing varies by container size, frequency of service, type of business, and type of material</u>		
2. _____		
3. _____		
4. _____		

Waste Haulers Application

Page 3

Please provide information on the vehicles to be used by licensee. Provide the make, model, vehicle number, license number(s), packer type and capacity (attach separate sheet if necessary):

<u>Make</u>	<u>Model</u>	<u>Vehicle Number</u>	<u>License Number</u>	<u>Packer Type</u>	<u>Capacity</u>
Autocar FEL	#935		BA18198	Com FEL	30 cubic yards
Autocar FEL	#939		BA38737	Com FEL	30 cubic yards
Kenworth	#809		BB09050	Rolloff	10 - 40 cubic yards
Kenworth	#807		BA61459	Rolloff	10 - 40 cubic yards

Do you pick up Christmas Trees? If so, what are the parameters?

No

Spring/Fall Clean-ups will be included in the licensing requirements at no additional charge to the Village. What are the parameters?

N/A

CERTIFICATIONS

a) The applicant certifies he/she/we/they can provide at least one backup vehicle to insure prompt waste removal in the event of equipment failure. Evidence of this ability should be included with this application and may take the form of contracts, leases or arrangements you may wish to propose.

Evidence: We have a fleet of vehicles which includes spare trucks that can be used in the event of equipment failure

Reviewed by Village Manager \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

b) The applicant certifies he/she/we/they will provide waste removal services to all residential customers desiring such services in the Village of Spring Lake at least once per week.

c) The applicant certifies he/she/we/they have insured each piece of equipment to be used in waste hauling services in the Village of Spring Lake for an amount not less than One Hundred Thousand Dollars (100,000.00) for damage to property and not less than One Million Dollars (1,000,000.00) for injury or death to any person and not less than One Million Dollars (\$1,000,000.00) for injury or death to any person or persons in a single accident.

The applicant further certified that the Village of Spring Lake and its officers and employees are named specifically as additional insureds on applicant's insurance as it pertains to this license application. The applicant certifies that it holds said Village and its employees harmless from any liability claims that may arise as a result of the applicant's operations for collection or hauling of garbage or trash within the limits of the Village and such disclosures are noted on the appropriate insurance.

Evidence: Please see attached COI

Reviewed by Village Manager \_\_\_\_\_ Date: \_\_\_\_\_ Signature \_\_\_\_\_

Note: Certificates of insurance must be provided to the Village Clerk of the Village of Spring Lake or his authorized representative, the Village Manager of the Village of Spring Lake.

d) The applicant certifies he/she/we/they have access to dispose of waste materials only at a properly licensed waste disposal site located within 20 miles of the Village limits of the Village of Spring Lake.

Evidence: We currently utilize several disposal locations including Waste Management transfer station located in Muskegon

Reviewed by Manager \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

e) Applicant acknowledges that if a license to operate in the Village is granted by the Village Council, said license may be revoked by the Village Council upon the receipt of three complaints by customers that have been acknowledged in writing by the Village Manager in letters of reprimand to the licensee. If more than three letters of reprimand have been sent to licensee, then the license for such licensee shall be deemed automatically revoked 30 days after the mailing of such third letter. The licensee may request a hearing in writing before the Village Council. At the hearing, licensee shall show cause why its license should not be revoked, as requested by Council. It is understood that said hearing shall take place at the next regular public meeting of the Council, after receipt of the licensee's request for a hearing in writing. (See ordinance #154, Section 9-34, Village Code of Ordinances.)

f) The applicant certifies that all equipment to be utilized for work performed in the Village will at all times be identified with the name of the vendor, the address of the licensee and the telephone number where customers of the licensee can contact the licensee or their representative in the local calling area without additional charge for long distance rates.

Evidence: Our Company name and phone number is listed on our trucks

Reviewed by Manager \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

g) The applicant certifies that the rates charged will at no time exceed the maximum rates approved by the Village Council, although lower rates may be charged. Additional rates for special services to individual customers may be negotiated according to the provisions of the ordinance.

h) The applicant certifies that he will provide and distribute to each of its customers a pamphlet disclosing the name and address of the licensee, the rates being charged, a local phone number of the licensee and the rules of garbage and trash collection applicable to such service within 30 days of the granting of a license by the Village Council and annually thereafter as long as the licensee shall be permitted to operate in the Village.

i) The applicant certifies that he is familiar with the Village Waste Hauling Ordinance and current Waste Hauling Resolution and shall abide by same at all times while licensed by the Village of Spring Lake.

The undersigned hereby certifies that the statements and certifications contained in this application are factual and truthful. Misrepresentation of any of these facts shall be cause for revocation of license. The person signing this license application and certification has the authority to do so on behalf of the company.

Name of Company: Arrowaste, Inc.

Date: \_\_\_\_\_  
By: JANE E. DOLEZAL, SAFETY MANAGER  
Title: JANE E. DOLEZAL

\*\*\*\*\*

Recommended for approval

Recommended for disapproval

Date: \_\_\_\_\_ Signature of Manager



OCT 25 2018

Received

*KUERTH'S DISPOSAL, INC*

*2621 Dalson Road  
Twin Lake, MI 49457  
(231) 744-4967  
1-800-332-3496*

October 22, 2018

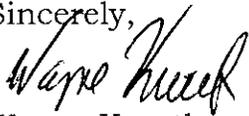
Village of Spring Lake  
102 W. Savidge  
Spring Lake, MI 49456

Dear Village Council,

We are requesting a rate increase of \$1.00 monthly for our full service residential accounts and an increase of \$.100 per bag for our pay per bag customers.

Thank you for your consideration in this matter.

Sincerely,



Wayne Kuerth  
President

WASTE HAULERS LICENSE APPLICATION

Village of Spring Lake

OCT 25 2018

Received

Name of applicant: Kuerth's Disposal Inc  
 Business name: Wayne Kuerth  
 Business street address: 2621 Dalsen Rd  
 Business city, state, zip: Twin Lake MI 49457  
 Business phone: 231 744-4967 800 332-3496  
 Email: garbage@kuerthdisposal.com

Business Officers and Directors

Name	Address, City, State and Zip
1. <u>Wayne Kuerth</u>	<u>2621 Dalsen Rd Twin Lake MI 49457</u>
2. <u>Cindy Kuerth</u>	<u>2621 Dalsen Rd Twin Lake MI 49457</u>
3. <u>Joe Kuerth</u>	<u>1884 Duff Rd Twin Lake MI 49457</u>

List shareholders or others holding a ten percent or more interest in your business:

Name	Address, City, State and Zip
1. _____	_____
2. _____	_____
3. _____	_____

If business is a partnership, the names and addresses of each partner:

Address, City, State and Zip
1. _____
2. _____
3. _____

Place where business is maintained:

Name	Address	City, State, Zip
<u>Kuerth's Disposal Inc</u>	<u>2621 Dalsen Rd</u>	<u>Twin Lake MI 49457</u>

Proposed day(s) and hours of operation:

<u>S-F Commercial</u>	<u>6:00 a.m.</u>	<u>5:00 p.m.</u>
<u>W Residential</u>	<u>6:00 a.m.</u>	<u>5:00 p.m.</u>

List all assumed names by which you propose to do business:

1. Kuerthis Disposal Inc
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Has applicant or person conducting business or managing business on behalf of applicant been convicted of a crime, misdemeanor or of the violation of any municipal ordinance? Yes \_\_\_\_\_ No

If so, please provide full particulars:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you applied for and received all state licenses required to do business?

Yes \_\_\_\_\_ No \_\_\_\_\_ Not applicable

If so, please furnish us with a copy of such state approval.

The proposed rates to be charged, broken down into the following categories (use separate rate sheet if necessary) **Please indicate any changes (increases or decreases) with an asterisk:**

Residential

<u>Container Size</u>	<u>Pickups per Week</u>	<u>Rate</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Commercial and Industrial

<u>Container Size</u>	<u>Pickups Per Week</u>	<u>Rate</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Waste Haulers Application

Page 3

Please provide information on the vehicles to be used by licensee. Provide the make, model, vehicle number, license number(s), packer type and capacity (attach separate sheet if necessary):

Make	Model	Vehicle Number	License Number	Packer Type	Capacity
LIST Attached					

Do you pick up Christmas Trees? If so, what are the parameters?

Yes - no charge

Spring/Fall Clean-ups will be included in the licensing requirements at no additional charge to the Village. What are the parameters?

NO Hazardous waste NO YARD WASTE - Pipe Boards etc.  
NO Longer than 5' weight limit per container 35 lbs

CERTIFICATIONS

a) The applicant certifies he/she/we/they can provide at least one backup vehicle to insure prompt waste removal in the event of equipment failure. Evidence of this ability should be included with this application and may take the form of contracts, leases or arrangements you may wish to propose.

Evidence: list Attached

Reviewed by Village Manager \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

b) The applicant certifies he/she/we/they will provide waste removal services to all residential customers desiring such services in the Village of Spring Lake at least once per week.

c) The applicant certifies he/she/we/they have insured each piece of equipment to be used in waste hauling services in the Village of Spring Lake for an amount not less than One Hundred Thousand Dollars (100,000.00) for damage to property and not less than One Million Dollars (1,000,000.00) for injury or death to any person and not less than One Million Dollars (\$1,000,000.00) for injury or death to any person or persons in a single accident.

The applicant further certified that the Village of Spring Lake and its officers and employees are named specifically as additional insureds on applicant's insurance as it pertains to this license application. The applicant certifies that it holds said Village and its employees harmless from any liability claims that may arise as a result of the applicant's operations for collection or hauling of garbage or trash within the limits of the Village and such disclosures are noted on the appropriate insurance.

Evidence: Attached

Reviewed by Village Manager \_\_\_\_\_ Date: \_\_\_\_\_ Signature \_\_\_\_\_

Note: Certificates of insurance must be provided to the Village Clerk of the Village of Spring Lake or his authorized representative, the Village Manager of the Village of Spring Lake.

d) The applicant certifies he/she/we/they have access to dispose of waste materials only at a properly licensed waste disposal site located within 20 miles of the Village limits of the Village of Spring Lake.

Evidence: Attached

Reviewed by Manager \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

e) Applicant acknowledges that if a license to operate in the Village is granted by the Village Council, said license may be revoked by the Village Council upon the receipt of three complaints by customers that have been acknowledged in writing by the Village Manager in letters of reprimand to the licensee. If more than three letters of reprimand have been sent to licensee, then the license for such licensee shall be deemed automatically revoked 30 days after the mailing of such third letter. The licensee may request a hearing in writing before the Village Council. At the hearing, licensee shall show cause why its license should not be revoked, as requested by Council. It is understood that said hearing shall take place at the next regular public meeting of the Council, after receipt of the licensee's request for a hearing in writing. (See ordinance #154, Section 9-34, Village Code of Ordinances.)

f) The applicant certifies that all equipment to be utilized for work performed in the Village will at all times be identified with the name of the vendor, the address of the licensee and the telephone number where customers of the licensee can contact the licensee or their representative in the local calling area without additional charge for long distance rates.

Evidence: Attached

Reviewed by Manager \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

g) The applicant certifies that the rates charged will at no time exceed the maximum rates approved by the Village Council, although lower rates may be charged. Additional rates for special services to individual customers may be negotiated according to the provisions of the ordinance.

h) The applicant certifies that he will provide and distribute to each of its customers a pamphlet disclosing the name and address of the licensee, the rates being charged, a local phone number of the licensee and the rules of garbage and trash collection applicable to such service within 30 days of the granting of a license by the Village Council and annually thereafter as long as the licensee shall be permitted to operate in the Village.

i) The applicant certifies that he is familiar with the Village Waste Hauling Ordinance and current Waste Hauling Resolution and shall abide by same at all times while licensed by the Village of Spring Lake.

The undersigned hereby certifies that the statements and certifications contained in this application are factual and truthful. Misrepresentation of any of these facts shall be cause for revocation of license. The person signing this license application and certification has the authority to do so on behalf of the company.

Name of Company: Kuerth's Disposal Inc

Date: 10-23-18

By: Wayne Kuerth  
Title: President

\*\*\*\*\*

Recommended for approval

Recommended for disapproval

Date:

Signature of Manager

## EQUIPMENT LIST

#1	2017	FORD	1FT8W3BT3HEB21839
#2	2006	FORD	1FTSX21P16EB48391
#3	1995	VOLVO	4V2HCFME8SN698542
#4	1993	MACK	1M2K185CXPM005308
#5	1996	MACK	1M2K195C0TM007195
#6	1989	MACK	1M2K166C3KM001595
#7	1990	IH	1HTSBZRL0LH221840
#8	1992	IH	1HTSCPEL4NH440066
#9	1990	IH	1HTSBZRL7LH221835
#10	1996	IH	1HTSCABN4TH227585
#11	1994	MACK	1M2K195C7RM005016
#12	1985	MACK	1M2K127CXFM008234
#14	1993	IH	1HTSLPLL3PH469967
#15	1994	MACK	1M2K185C2RM005581
#16	1995	IH	1HTSHAAR9SH685997
#17	2002	IH	1HTSLABL32H508421
#18	2001	MACK	1M2K185C01M008371
#19	1991	IH	IHTSBZRL1MH347884
#20	2003	MACK LE	1M2AC07CX3M007820
#21	2004	IH	1HTMPAFN64H654856
#22	2001	MACK	1M2K195C51M017833
#23	2004	MACK LE 613	1M2AC07C84M009387

MUSKEGON COUNTY SOLID WASTE  
9366 APPLE AVENUE RAVENNA, MI 49451  
PHONE 231-724-6001 FAX 231-724-6004  
WEB: WWW.CO.MUSKEGON.MI.US/SOLIDWASTE

Waste In - Charge Scale Ticket

Ticket #:664083 Operator:BKN Date:10/22/2018  
Vehicle : 0841 #18 KUERTH PACKER

Customer : KUERTH KUERTH DISPOSAL  
Contract : 6A MUSKEGON COUNTY  
Material : RESCOUNTYA RESIDENTIAL COUNTY  
Source : MUSKEGON  
Location : Units : 12.13 TONS  
Time In : 07:15:58 Unit price: \$27.5000  
Time Out : 07:20:22 -----

Net Amount: \$ 333.58  
Gross Wt : 66580 State Fee : \$ 0.00  
Tare Wt : 42320 m Local Fee : \$ 0.00

Net Wt : 24260 Lb =====  
TOTAL DUE : \$ 333.58

MONDAY - FRIDAY 8:00 AM - 4:30 PM  
SATURDAY 8:00 AM - 2:00 PM

GATES CLOSE PROMPTLY AT CLOSING TIMES

Kent County Refuse Disposal  
Material Recovery Facility  
977 Wealthy SW  
Grand Rapids, MI 49503  
Ph. 6166327920

--- RECEIPT ---

Transaction# 4038372

	In	Out
Date:	10/22/18	10/22/18
Time:	10:52 AM	11:01 AM
Attendant:	MLM	MLM
Lane:	01	01

K970 Kuerth's Disposal  
2621 Dalson Road  
Twin Lake, MI 49457

Truck: K970-0000 Trailer:  
Manifest: County: Muskegon  
PO:

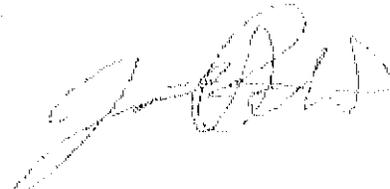
	LBS	TON
Gross Wt:	43840	21.92
Tare Wt:	30680	15.34
Net Wt:	13160	6.58 <-----

Description:	Quantity	Amount	Charge
Recyclables-NonKent County	6.58		40.00
263.20			
MI Surcharge:	6.58	0.36	0.00
EIS Fee:	6.58	0.50	0.00
County Surcharge:		1.68	0.00
MI Ash Surcharge:		.12	0.00
CC Processing Fee:		3%	0.00

TOTAL DUE: 263.20

Payment Type: Charge

TOTAL TENDERED: 263.20  
CHANGE: 0.00

Signature: 

Past due accounts are subject to an 18%  
per annum late payment charge.

Comments:

(1)



Signage



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/22/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Shoreline Insurance Agency Inc 875 W. Broadway Ave.  Muskegon MI 49441		<b>CONTACT NAME:</b> Stephanie Smith <b>PHONE (A/C, No, Ext):</b> (231) 755-1919 <b>FAX (A/C, No):</b> (231) 755-8750 <b>E-MAIL ADDRESS:</b> stephanies@shorelineagency.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Acuity	
		<b>INSURER B:</b> Grand River Ins./Benchmark	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	
<b>INSURED</b> Kuerth's Disposal & Recycling Inc. 2621 Dalson  Twin Lake MI 49457		<b>NAIC #</b> 14184  22608	

**COVERAGES****CERTIFICATE NUMBER:** CL19102219780**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL/INSR	SUBR/INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				L50683	11/14/2018	11/14/2019	EACH OCCURRENCE	\$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:								MED EXP (Any one person)	\$ 5,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC							PERSONAL & ADV INJURY	\$ 1,000,000	
	OTHER:							GENERAL AGGREGATE	\$ 2,000,000	
								PRODUCTS - COMP/OP AGG	\$ 2,000,000	
								Employment Practices	\$ 100,000	
A	AUTOMOBILE LIABILITY				L50683	11/14/2018	11/14/2019	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
	<input type="checkbox"/> ANY AUTO							BODILY INJURY (Per person)	\$	
	<input type="checkbox"/> OWNED AUTOS ONLY	<input checked="" type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$	
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY	<input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$	
	<input checked="" type="checkbox"/> 19							Uninsured motorist BI	\$ 1,000,000	
A	UMBRELLA LIAB				L50683	11/14/2018	11/14/2019	EACH OCCURRENCE	\$ 1,000,000	
	<input checked="" type="checkbox"/> EXCESS LIAB							AGGREGATE	\$ 1,000,000	
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$							\$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC5000014	11/10/2018	11/10/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N						E.L. EACH ACCIDENT	\$ 500,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	N/A					E.L. DISEASE - EA EMPLOYEE	\$ 500,000	
								E.L. DISEASE - POLICY LIMIT	\$ 500,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Joseph Kuerth &amp; Wayne Kuerth are excluded on the workers comp. policy.

**CERTIFICATE HOLDER****CANCELLATION**

Village of Spring Lake 102 W. Savidge  Spring Lake MI 49456	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Donald K. Liebetrou</i>
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# Kuerth's Disposal, Inc.

## Rate Schedule

### Residential

\$19.00 monthly curb service with a 90 gallon cart

\$4.00 fee per bag service/ \$100.00 per box

\$3.00 monthly recycle rate for fee per bag customers

\$90.00 seasonal yard waste service-includes 90 gallon cart

Christmas tree pick up included

### Commercial

<u>Container Size</u>	<u>Weekly Pick-ups</u>	<u>Monthly Rate</u>
2 Yard	1	\$ 55.00
	2	100.00
3 Yard	1	\$ 77.00
	2	144.00
4 Yard	1	\$ 96.00
	2	182.00
6 Yard	1	\$130.00
	2	250.00
8 Yard	1	\$165.00
	2	320.00

WASTE HAULERS LICENSE APPLICATION

Name of applicant: Republic Services  
Business name: Republic Services  
Business street address: 2611 Olthoff Drive  
Business city, state, zip: Muskegon, MI 49444  
Business phone: 231-375-2070

Email: krattinger@republicservices.com

Business Officers and Directors

Name	Address, City, State and Zip
1. _____	_____
2. _____	_____
3. _____	_____

List shareholders or others holding a ten percent or more interest in your business:

Name	Address, City, State and Zip
1. _____	_____
2. _____	_____
3. _____	_____

If business is a partnership, the names and addresses of each partner:

Name	Address, City, State and Zip
1. _____	_____
2. _____	_____
3. _____	_____

Place where business is maintained:

Name	Address	City, State, Zip
<u>Republic Services</u>	<u>2611 Olthoff Drive</u>	<u>Muskegon, MI 49444</u>

Proposed day(s) and hours of operation:

Monday – Friday 6am – 6pm

List all assumed names by which you propose to do business:

1. Allied Waste Services
2. Republic Services
3. Sunset Waste

Has applicant or person conducting business or managing business on behalf of applicant been convicted of a crime, misdemeanor or of the violation of any municipal ordinance? Yes \_\_\_\_\_ No X

If so, please provide full particulars:

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Have you applied for and received all state licenses required to do business?

Yes X No \_\_\_\_\_ Not applicable \_\_\_\_\_

If so, please furnish us with a copy of such state approval.

The proposed rates to be charged, broken down into the following categories (use separate rate sheet if necessary) **Please indicate any changes (increases or decreases) with an asterisk:**

Residential

	<u>Container Size</u>	<u>Pickups per Week</u>	<u>Rate</u>
1.	<u>See attachment</u>		
2.			
3.			
4.			

Commercial and Industrial

	<u>Container Size</u>	<u>Pickups Per Week</u>	<u>Rate</u>
1.			
2.			
3.			
4.			

Please provide information on the vehicles to be used by licensee. Provide the make, model, vehicle number, license number(s), packer type and capacity (attach separate sheet if necessary):

<u>Make</u>	<u>Model</u>	<u>Vehicle Number</u>	<u>License Number</u>	<u>Packer Type</u>	<u>Capacity</u>
-------------	--------------	-----------------------	-----------------------	--------------------	-----------------

See Attachment

Do you pick up Christmas Trees? If so, what are the parameters?

Yes, one tree per home.

Spring/Fall Clean-ups will be included in the licensing requirements at no additional charge to the Village. What are the parameters?

The following items will not be accepted: items over 50 pounds, tires, liquid paint, hazardous waste, and construction debris.

CERTIFICATIONS

a) The applicant certifies he/she/we/they can provide at least one backup vehicle to insure prompt waste removal in the event of equipment failure. Evidence of this ability should be included with this application and may take the form of contracts, leases or arrangements you may wish to propose.

Evidence: See attachment

Reviewed by Village Manager \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

b) The applicant certifies he/she/we/they will provide waste removal services to all residential customers desiring such services in the Village of Spring Lake at least once per week.

c) The applicant certifies he/she/we/they have insured each piece of equipment to be used in waste hauling services in the Village of Spring Lake for an amount not less than One Hundred Thousand Dollars (100,000.00) for damage to property and not less than One Million Dollars (1,000,000.00) for injury or death to any person and not less than One Million Dollars (\$1,000,000.00) for injury or death to any person or persons in a single accident.

The applicant further certified that the Village of Spring Lake and its officers and employees are named specifically as additional insureds on applicant's insurance as it pertains to this license application. The applicant certifies that it holds said Village and its employees harmless from any liability claims that may arise as a result of the applicant's operations for collection or hauling of garbage or trash within the limits of the Village and such disclosures are noted on the appropriate insurance.

Evidence: See attachment

Reviewed by Village Manager \_\_\_\_\_ Date: \_\_\_\_\_ Signature \_\_\_\_\_

Note: Certificates of insurance must be provided to the Village Clerk of the Village of Spring Lake or his authorized representative, the Village Manager of the Village of Spring Lake.

d) The applicant certifies he/she/we/they have access to dispose of waste materials only at a properly licensed waste disposal site located within 20 miles of the Village limits of the Village of Spring Lake.

Evidence: See attachment

Reviewed by Manager \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

e) Applicant acknowledges that if a license to operate in the Village is granted by the Village Council, said license may be revoked by the Village Council upon the receipt of three complaints by customers that have been acknowledged in writing by the Village Manager in letters of reprimand to the licensee. If more than three letters of reprimand have been sent to licensee, then the license for such licensee shall be deemed automatically revoked 30 days after the mailing of such third letter. The licensee may request a hearing in writing before the Village Council. At the hearing, licensee shall show cause why its license should not be revoked, as requested by Council. It is understood that said hearing shall take place at the next regular public meeting of the Council, after receipt of the licensee's request for a hearing in writing. (See ordinance #154, Section 9-34, Village Code of Ordinances.)

f) The applicant certifies that all equipment to be utilized for work performed in the Village will at all times be identified with the name of the vendor, the address of the licensee and the telephone number where customers of the licensee can contact the licensee or their representative in the local calling area without additional charge for long distance rates.

Evidence: Information on all trucks

Reviewed by Manager \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

g) The applicant certifies that the rates charged will at no time exceed the maximum rates approved by the Village Council, although lower rates may be charged. Additional rates for special services to individual customers may be negotiated according to the provisions of the ordinance.

h) The applicant certifies that he will provide and distribute to each of its customers a pamphlet disclosing the name and address of the licensee, the rates being charged, a local phone number of the licensee and the rules of garbage and trash collection applicable to such service within 30 days of the granting of a license by the Village Council and annually thereafter as long as the licensee shall be permitted to operate in the Village.

i) The applicant certifies that he is familiar with the Village Waste Hauling Ordinance and current Waste Hauling Resolution and shall abide by same at all times while licensed by the Village of Spring Lake.

The undersigned hereby certifies that the statements and certifications contained in this application are factual and truthful. Misrepresentation of any of these facts shall be cause for revocation of license. The person signing this license application and certification has the authority to do so on behalf of the company.

Name of Company: Republic Services/Allied Waste

Date: 11/1/18

By: [Signature]  
Title: Municipal Relationship Manager

\*\*\*\*\*

Recommended for approval

Recommended for disapproval

Date: \_\_\_\_\_ Signature of Manager

1.	Customer provides container	1 pickup per week	\$17.55/month
2.	Licensee provides 90-gallon cart	1 pickup per week	\$19.55/month
3.	Bag service		\$1.50/bag
4.	Bag service administration fee	1 pickup per week	\$8.80/month
5.	Yard waste bag collection	1 pickup per week	\$10.50/month
6.	Yard waste licensee provides 90-gallon cart	1 pickup per week	\$12.50/month
7.	Recycling service for trash service customers	1 pickup every other week	\$0

\* A late fee shall be assessed to encourage prompt customer payment. Late fees shall be assessed on customer's accounts at \$5 each month that their account is 30 days or more past due based on the invoice date. The customer must have a past due balance

\* A customer shall be assessed a fee of \$25 when the customer's account is placed on service interrupt for non-payment at 60 days from the invoice date. The customer must have a past due balance of \$5 or greater before the service interrupt fee is charge

## VILLAGE OF SPRING LAKE VEHICLES

<u>TRUCK #</u>	<u>TYPE</u>	<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>VIN #</u>
2310	FL	2016	Mack	LE613	1M2AU02C6GM010692
2364	FL	2006	Mack	LE613	1M2AC08C06M012012
2369	FL	2014	Autocar	ACX64	5VCACSUF5EH217514
2379	FL	2016	Autocar	ACX64	5VCACSUF6GH221770
2381	FL	2018	Mack	LR613	1M2LR02CXJM003648



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/23/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> CANNON COCHRAN MANAGEMENT SERVICES, INC. 17015 N. SCOTTSDALE RD. SCOTTSDALE, AZ 85255	<b>CONTACT NAME:</b> _____ <b>PHONE (A/C No.Ext):</b> _____ <b>FAX (A/C No.Ext):</b> _____ <b>E-MAIL ADDRESS:</b> certifi@team@ccmsi.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> REPUBLIC SERVICES, INC. 18500 N. ALLIED WAY PHOENIX, AZ 85054	<b>INSURER A:</b> ACE American Insurance Co.	22667
	<b>INSURER B:</b> Indemnity Insurance Company of NA	43575
	<b>INSURER C:</b> ACE Fire Underwriters	20702
	<b>INSURER D:</b> Illinois Union Insurance Company	27960
	<b>INSURER E:</b> _____	_____
	<b>INSURER F:</b> _____	_____

### COVERAGES

CERTIFICATE NUMBER: 1412126

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR _____ _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: _____			HDO G71097171	06/30/2018	06/30/2019	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 5,000,000 MED EXP (Any one person) _____ PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS -COMP/OP AGG \$ 5,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> _____			ISA H25159809	06/30/2018	06/30/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) _____ BODILY INJURY (Per accident) _____ PROPERTY DAMAGE (Per accident) _____
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ _____						EACH OCCURRENCE _____ AGGREGATE _____
B A C A D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WLR C6522575A - AOS WLR C65225712 - CA/MA/OR SCF C65225797 - WI WCU C65225670 - OH XS TNS C49167295 - TX NSXS	06/30/2018 06/30/2018 06/30/2018 06/30/2018 06/30/2018	06/30/2019 06/30/2019 06/30/2019 06/30/2019 06/30/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 3,000,000 E.L. DISEASE -EA EMPLOYEE \$ 3,000,000 E.L. DISEASE -POLICY LIMIT \$ 3,000,000

### DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Division Number: 4489 - Named Insured includes: Allied Waste Systems, Inc. - Dba: Allied Waste Services of Muskegon - Republic Services of Muskegon

### CERTIFICATE HOLDER

Village of Spring Lake  
 102 W. Savidge St.  
 Spring Lake, MI 49456  
 United States

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  
 AUTHORIZED REPRESENTATIVE



## ADDITIONAL REMARKS SCHEDULE

AGENCY POLICY NUMBER See First Page CARRIER See First Page	NAIC CODE	NAMED INSURED REPUBLIC SERVICES, INC. 18500 N. ALLIED WAY PHOENIX, AZ 85054 EFFECTIVE DATE:
--	-----------	---

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM.

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

The following provisions apply when required by written contract. As used below, the term certificate holder also includes any person or organization that the insured has become obligated to include as a result of an executed contract or agreement.

**GENERAL LIABILITY:**

Certificate holder is Additional Insured when required by written contract.  
 Coverage is primary and non-contributory when required by written contract.  
 Waiver of Subrogation in favor of the certificate holder is included when required by written contract.

**AUTO LIABILITY:**

Certificate holder is Additional Insured when required by written contract.  
 Coverage is primary and non-contributory when required by written contract.  
 Waiver of Subrogation in favor of the certificate holder is included when required by written contract.

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY:**

Waiver of Subrogation in favor of the certificate holder is included when required by written contract where allowed by state law.

Stop gap coverage for ND, WA and WY is covered under policy no. WLR C6522575A and stop gap coverage for OH is covered under policy no. WCU C65225670, as noted on page 1 of this certificate.

**TEXAS EXCESS INDEMNITY AND EMPLOYERS LIABILITY:**

Republic Services, Inc. and its subsidiaries are registered non-subscribers to the Texas Workers Compensation Act. Republic Services, Inc. has filed an approved Indemnity Plan with the Texas Department of Insurance which offers an alternative in benefits to employees rather than the traditional Workers Compensation Insurance in Texas. The excess policy (#TNS C49167295) shown on this certificate provides excess Indemnity and Employers Liability coverage for the approved Indemnity Plan.

Contractual Liability is included in the General Liability and Automobile Liability coverage forms. The General Liability and Automobile Liability policies do not contain endorsements excluding Contractual Liability.

Separation of Insured (Cross Liability) coverage is provided to the Additional Insured, when required by written contract, per the Conditions of the Commercial General Liability Coverage form and the Automobile Liability Coverage form.

WASTE HAULERS LICENSE APPLICATION

Name of applicant: Waste Management Inc  
Business name: 11668 Porter St SW  
Business street address: \_\_\_\_\_  
Business city, state, zip: Grand Rapids MI 49519  
Business phone: 616-724-2148  
Email: jvugtere@wm.com

Business Officers and Directors

Name	Address, City, State and Zip
1. _____	_____
2. _____	_____
3. _____	_____

List shareholders or others holding a ten percent or more interest in your business:

Name	Address, City, State and Zip
1. <u>Public Company</u>	_____
2. _____	_____
3. _____	_____

If business is a partnership, the names and addresses of each partner:

Address, City, State and Zip
1. _____
2. _____
3. _____

Place where business is maintained:

Name	Address	City, State, Zip
_____	_____	_____
_____	_____	_____

Proposed day(s) and hours of operation:

\_\_\_\_\_  
\_\_\_\_\_

List all assumed names by which you propose to do business:

- 1. Waste Management
- 2. Waste Management of MI Inc
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Has applicant or person conducting business or managing business on behalf of applicant been convicted of a crime, misdemeanor or of the violation of any municipal ordinance? Yes \_\_\_\_\_ No

If so, please provide full particulars:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you applied for and received all state licenses required to do business?

Yes  No \_\_\_\_\_ Not applicable \_\_\_\_\_

If so, please furnish us with a copy of such state approval.

The proposed rates to be charged, broken down into the following categories (use separate rate sheet if necessary) **Please indicate any changes (increases or decreases) with an asterisk:**

Residential

<u>Container Size</u>	<u>Pickups per Week</u>	<u>Rate</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Commercial and Industrial

<u>Container Size</u>	<u>Pickups Per Week</u>	<u>Rate</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Waste Haulers Application

Page 3

Please provide information on the vehicles to be used by licensee. Provide the make, model, vehicle number, license number(s), packer type and capacity (attach separate sheet if necessary):

Make	Model	Vehicle Number	License Number	Packer Type	Capacity
See Attached					

Do you pick up Christmas Trees? If so, what are the parameters?

Yes - must be cut into no larger than 4 foot sections

Spring/Fall Clean-ups will be included in the licensing requirements at no additional charge to the Village. What are the parameters?

Bulk pickups except for Refrigerators w/ Freon - No tires unless cut up in strips - No Propane tanks - paint cans must be dried up  
CERTIFICATIONS with Kitty liter.

a) The applicant certifies he/she/we/they can provide at least one backup vehicle to insure prompt waste removal in the event of equipment failure. Evidence of this ability should be included with this application and may take the form of contracts, leases or arrangements you may wish to propose.

Evidence: Attached

Reviewed by Village Manager \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

b) The applicant certifies he/she/we/they will provide waste removal services to all residential customers desiring such services in the Village of Spring Lake at least once per week.

c) The applicant certifies he/she/we/they have insured each piece of equipment to be used in waste hauling services in the Village of Spring Lake for an amount not less than One Hundred Thousand Dollars (100,000.00) for damage to property and not less than One Million Dollars (1,000,000.00) for injury or death to any person and not less than One Million Dollars (\$1,000,000.00) for injury or death to any person or persons in a single accident.

The applicant further certified that the Village of Spring Lake and its officers and employees are named specifically as additional insureds on applicant's insurance as it pertains to this license application. The applicant certifies that it holds said Village and its employees harmless from any liability claims that may arise as a result of the applicant's operations for collection or hauling of garbage or trash within the limits of the Village and such disclosures are noted on the appropriate insurance.

Evidence: Attached

Reviewed by Village Manager \_\_\_\_\_ Date: \_\_\_\_\_ Signature \_\_\_\_\_

Note: Certificates of insurance must be provided to the Village Clerk of the Village of Spring Lake or his authorized representative, the Village Manager of the Village of Spring Lake.

d) The applicant certifies he/she/we/they have access to dispose of waste materials only at a properly licensed waste disposal site located within 20 miles of the Village limits of the Village of Spring Lake.

Evidence: Autumn Hills RDF - Zeeland MI

Reviewed by Manager \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

e) Applicant acknowledges that if a license to operate in the Village is granted by the Village Council, said license may be revoked by the Village Council upon the receipt of three complaints by customers that have been acknowledged in writing by the Village Manager in letters of reprimand to the licensee. If more than three letters of reprimand have been sent to licensee, then the license for such licensee shall be deemed automatically revoked 30 days after the mailing of such third letter. The licensee may request a hearing in writing before the Village Council. At the hearing, licensee shall show cause why its license should not be revoked, as requested by Council. It is understood that said hearing shall take place at the next regular public meeting of the Council, after receipt of the licensee's request for a hearing in writing. (See ordinance #154, Section 9-34, Village Code of Ordinances.)

f) The applicant certifies that all equipment to be utilized for work performed in the Village will at all times be identified with the name of the vendor, the address of the licensee and the telephone number where customers of the licensee can contact the licensee or their representative in the local calling area without additional charge for long distance rates.

Evidence: Equipment Signage

Reviewed by Manager \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

g) The applicant certifies that the rates charged will at no time exceed the maximum rates approved by the Village Council, although lower rates may be charged. Additional rates for special services to individual customers may be negotiated according to the provisions of the ordinance.

h) The applicant certifies that he will provide and distribute to each of its customers a pamphlet disclosing the name and address of the licensee, the rates being charged, a local phone number of the licensee and the rules of garbage and trash collection applicable to such service within 30 days of the granting of a license by the Village Council and annually thereafter as long as the licensee shall be permitted to operate in the Village.

i) The applicant certifies that he is familiar with the Village Waste Hauling Ordinance and current Waste Hauling Resolution and shall abide by same at all times while licensed by the Village of Spring Lake.

The undersigned hereby certifies that the statements and certifications contained in this application are factual and truthful. Misrepresentation of any of these facts shall be cause for revocation of license. The person signing this license application and certification has the authority to do so on behalf of the company.

Name of Company: Waste Management Inc  
Date: 9-28-18  
By: Mary Kasunic  
Title: Operations Specialist Sr.

Recommended for approval

Recommended for disapproval

Date: \_\_\_\_\_ Signature of Manager

Residential	Monthly Rate	Service Code	Monthly Maintenance Fee	Service Code	INL Reactivation Fee	Compost Activation Fee	Budget Bag Cost	Shipping & Handling (Bags)	Bag Service Limits	Toter Service Limits	Toter Rental	Add'l Toter	Add'l Toter Svc Code	Recycle Bin Fee
Seasonal (INL/DIL)				SSU	\$16.00	Fee applies to all Residential customers that reinstate (INL) their accounts after being temporarily suspended (DIL) for 3 months or more. Subscription residential accounts that are vacation status for 1 - month to less than 3 months are not subject to this fee. Franchise customers and HOA (Home Owner's Association) accounts are also exempt from this fee.								
64 Gal Toter	We no longer offer service with a 64-gallon toter. If an existing customer has a 64-gallon toter that needs to be replaced, please let the customer know that it may be replaced with a 96 gallon toter at no extra charge if the site no longer has any 64 gallon toters.													
96 Gal Toter	\$16.00	96T							+ 2 bags	Contents of cart	Included w/service			
2nd 96 Gal Toter	\$10.00	9AT								Contents of Cart only	Included w/service			
3rd 96 Gal Toter	\$10.00	9AT								Contents of Cart only	Included w/service			
Compost	\$12.50	96G				\$25.00			+ 5 paper bags	Contents of cart	Included w/service			
Budget Bag Service			\$5.92	RBG			10/\$25.00	\$4.95 up to 3 pkgs	Unlimited					
Activation Fee New business (NBO/NBL)	\$40.00	SRU	This is a one-time only charge that will be assessed to subscription residential customers establishing new service (NBO) with WM or reestablishing service with WM after a move (NBL)											
Recycling	\$6.50	RBN / MOR							\$ 6.50/ month each bin used					Included w/service
Additional Recycling	\$ 6.50	RBN / MOR												Included w/service
Service Area Comments:	Check MAS for correct service day.													
	Served by 665. Bulk pick up service available for an additional fee.													

2019

Village of Spring Lake  
November 2018 Budget Adjustments

	Fund	Dept.	Account	Current	Proposed	Change
202-000.000-677.101	Major Streets	Revenue	Trunkline Reimbursement	25,000	26,000	1,000
202-463.000-703.000	Major Streets	Routine Maintenance	Part Time Wages	1,130	1,730	600
202-463.000-703.001	Major Streets	Routine Maintenance	Part Time Wages - Overtime	0	400	400
Adjust Current Year Major Streets Budget.				Net Change		0
202-463.000-702.001	Major Streets	Routine Maintenance	Overtime Pay	100	400	300
202-463.000-703.000	Major Streets	Routine Maintenance	Part Time Wages	2,000	1,700	(300)
Adjust Current Year Local Streets Budget.				Net Change		0
101-270.000-801.000	General Fund	Barber School	Professional Services	0	450	450
101-270.000-910.000	General Fund	Barber School	Insurance	425	475	50
101-270.000-931.000	General Fund	Barber School	Building Repairs	5,000	4,500	(500)
Adjust Barber School Current Year Budget.				Net Change		0
101-381.000-709.000	General Fund	Zoning/Planning	Medical Insurance	6,750	6,645	(105)
101-381.000-910.000	General Fund	Zoning/Planning	Insurance	100	101	1
101-381.000-900.000	General Fund	Zoning/Planning	Printing and Publishing	500	604	104
Adjust Current Year Budget for Zoning and Planning.				Net Change		0
101-441.000-741.000	General Fund	DPW	Clothing	0	500	500
101-441.000-931.000	General Fund	DPW	Building Repairs	5,000	4,500	(500)
Adjust DPW Department Current Year Budget.				Net Change		0
101-555.000-933.100	General Fund	Mill Point Park	Sprinkler Maintenance	200	500	300
101-555.000-775.400	General Fund	Mill Point Park	Mill Point Maintenance	1,000	700	(300)
Adjust Mill Point Park Current Year Budget.				Net Change		0
249-000.000-664.000	Building Fund	Revenue	Interest Income	500	833	333
249-381.000-804.100	Building Fund	Zoning/Planning	Audit Services	0	333	333
Adjust Building Fund Current Year Budget.				Net Change		0
590-000.000-703.001	Sewer Fund	Sewer	Part Time Wages - Overtime	0	150	150
590-000.000-711.000	Sewer Fund	Sewer	Workers Comp	650	200	(450)
590-000.000-727.000	Sewer Fund	Sewer	Office Supplies	2,000	1,000	(1,000)
590-000.000-853.000	Sewer Fund	Sewer	Telephone	3,000	2,000	(1,000)
590-000.000-923.000	Sewer Fund	Sewer	Natural Gas	0	2,300	2,300
Adjust Sewer Fund Current Year Budget.				Net Change		0
591-000.000-703.001	Water Fund	Water	Part Time Wages - Overtime	0	300	300
591-000.000-711.000	Water Fund	Water	Workers Comp	650	600	(50)
591-000.000-727.000	Water Fund	Water	Office Supplies	1,600	1,300	(300)
591-000.000-801.315	Water Fund	Water	Professional Services - GIS	1,500	825	(675)
591-000.000-922.000	Water Fund	Water	Water and Sewer Service	275	1,000	725
Adjust Water Fund Current Year Budget.				Net Change		0



# Spring Lake District Library Calendar of Events November 2018



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>Questions about library programs or services?</p> <p>Call 616.846.5770 or visit <a href="http://sllib.org">sllib.org</a> for more information</p>		<p>Customized Medigap buyers' guides</p>  <p><a href="https://greyhouse.weissratings.com">https://greyhouse.weissratings.com</a></p>	 <p>Fax and copy machines</p>	<p>1 10:30 am Preschool Storytime: <i>Cats and Dogs</i></p>	<p>2 10:30 am Preschool Storytime: <i>Cats and Dogs</i></p>	<p>3</p>  <p>Instantly borrow free digital movies, music,</p>
<p>4 Sunday hours 2-5 pm</p> <p><i>Fine Amnesty Week! Up to \$10 in SLDL fines waived with donations of new paper and personal care items for The People Center</i></p>	<p>5 10 am SLDL Friends, newcomers welcome</p>	<p>6 9:45 am Little Movers Storytime</p> <p>11 am Baby Bounce Storytime</p>	<p>7 4 pm LEGO Block Party</p> <p>7 pm Fabulous Floral Designs with Bob Friese; drawings for 5 floral arrangements</p>	<p>8 10:30 am Preschool Storytime: <i>What a Feast</i></p> <p>4 pm Full STEAM Ahead</p> <p>7 pm Winter Birding Hotspots with Park Naturalist Curtis Dykstra</p>	<p>9 10:30 am Preschool Storytime: <i>What a Feast</i></p>	<p>10</p>  <p><a href="https://Facebook.com/SpringLakeDistrictLibrary">Facebook.com/SpringLakeDistrictLibrary</a></p>
<p>11 Sunday hours 2-5 pm</p>	<p>12 7 pm Landscape Photography with Judge Ed Post</p>	<p>13 9:45 am Little Movers Storytime</p> <p>11 am Baby Bounce Storytime</p>	<p>14 9:30 or 10:45 am OAISD Play 'n Learn 0-5</p> <p>4 pm Writing Workshop for 5th-8th grade: pre-registration required</p> <p>6:30 pm Adult Craft: <i>Seasonal Wreaths</i>; pre-registration required</p>	<p>15 10:30 am Preschool Storytime: <i>My Favorite Things</i></p> <p>9:30 am-3 pm Medicare Open Enrollment Help; appointment required</p> <p>4 pm SLDL Friends Book Club</p>	<p>16 10:30 am Preschool Storytime: <i>My Favorite Things</i></p>	<p>17 2 pm Children's Bookmark Contest Awards Ceremony with special guest artist Corinne Roberts</p>
<p>18 Sunday hours 2-5 pm</p> <p>3-4 pm Music by the Fireplace: Vivaldi Sonatas by Pablo Mahave-Veglia and Gregory Crowell</p> 	<p>19 10 am T-Rex Tea Party ages 2-6</p>	<p>20</p>  <p>Find at <a href="http://sllib.org">sllib.org</a></p>	<p>21 9:30 am OAISD Play 'n Learn for ages 0-2</p>	<p>22 Happy Thanksgiving</p>  <p>Library Closed</p>	<p>23 2 pm Family Movie: <i>Incredibles 2</i> PG, 125 minutes</p>	<p>24</p>  <p><a href="https://Twitter.com/sldlibrary">Twitter.com/sldlibrary</a></p>
<p>25 Sunday hours 2-5 pm</p>	<p>26</p>	<p>27 9:45 am Little Movers Storytime</p> <p>11 am Baby Bounce Storytime</p>	<p>28 3:30-5 pm Teen 'Scape ages 10-18</p>	<p>29 10:30 am Preschool Storytime: <i>Going on a Bear Hunt</i></p>	<p>30 10:30 am Preschool Storytime: <i>Going on a Bear Hunt</i></p>	 <p>Sign Up at Youth Services</p>

Library programs and events are photographed or recorded for publicity or promotional purposes of the Library. Persons attending these programs or events consent to the use of their photograph or recording unless they specifically notify Library staff of an objection to such use. No names will be used in conjunction with photographs or recordings without express written consent.

## Christine Burns

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**From:** Cathy Loree <cloree@sllib.org>  
**Sent:** Monday, October 15, 2018 9:57 AM  
**To:** Christine Burns  
**Cc:** Claire Sheridan; Wally Delamater; Ben VanHoeven  
**Subject:** RE: Spring Lake District Library Sidewalk

Hi Chris,

We appreciate you letting us know about the status of grinding the sidewalk on Savidge Street. Since it is a tripping hazard we were wondering if it would be possible for the village to paint a yellow stripe on the sidewalk so that people would know to watch their step. Thank you.

Cathy Loree

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**From:** Christine Burns <christine@springlakevillage.org>  
**Sent:** Monday, October 15, 2018 8:26 AM  
**To:** Cathy Loree <cloree@sllib.org>  
**Cc:** Claire Sheridan <csheridan@sllib.org>; Wally Delamater <wdelamater@springlaketwp.org>; Ben VanHoeven <ben@springlakevillage.org>  
**Subject:** RE: Spring Lake District Library Sidewalk

Cathy,

The Village did not budget for any sidewalk grinding for fiscal year 2018/2019; all of our non-motorized pathway money was allocated for new LED lights along Lakeside Trail. Council will start working on the 2019/2020 budget shortly after the first of the year with adoption in June. I can let you know if they allocate funds for sidewalk grinding or replacement.

I've cc:d Ben on this email so that he may address the globe issue.

Thanks,

Chris

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**From:** Cathy Loree <cloree@sllib.org>  
**Sent:** Friday, October 12, 2018 1:19 PM  
**To:** Christine Burns <christine@springlakevillage.org>  
**Cc:** Claire Sheridan <csheridan@sllib.org>  
**Subject:** RE: Spring Lake District Library Sidewalk

Hi Chris,

Can you give us an update on when the uneven sidewalk on Savidge St will be shaved? Also one of the globes on the street light near the middle is tilted. It should be straightened out since we would not want it falling on anyone. Thanks.

Cathy Loree  
Maintenance Supervisor  
Spring Lake District Library

616-212-1960

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**From:** Cathy Loree  
**Sent:** Wednesday, August 29, 2018 10:44 AM  
**To:** 'christine@springlakevillage.org' <[christine@springlakevillage.org](mailto:christine@springlakevillage.org)>  
**Cc:** Claire Sheridan <[csheridan@sllib.org](mailto:csheridan@sllib.org)>  
**Subject:** RE: Spring Lake District Library Sidewalk

Hi Chris,

We were wondering what the status is of shaving the uneven sidewalk on the north side of the library. There is a difference of almost 2 inches between the sections and we are concerned about it being a tripping hazard. I have attached pictures of the problem area. Thank you.

Cathy Loree  
Maintenance Supervisor  
Spring Lake District Library  
616-212-1960

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**From:** Claire Sheridan  
**Sent:** Wednesday, November 1, 2017 10:57 AM  
**To:** Cathy Loree <[cloree@sllib.org](mailto:cloree@sllib.org)>  
**Subject:** FW: Spring Lake District Library Sidewalk

It sounds like it may happen in 2018.

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**From:** Christine Burns [<mailto:christine@springlakevillage.org>]  
**Sent:** Wednesday, November 01, 2017 10:43 AM  
**To:** Claire Sheridan <[csheridan@sllib.org](mailto:csheridan@sllib.org)>  
**Subject:** RE: Spring Lake District Library Sidewalk

Claire,

It will likely be this fiscal year (but next calendar year). I'll double check with Ben to make sure it's on the list.

Thanks,

Chris

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**From:** Claire Sheridan [<mailto:csheridan@sllib.org>]  
**Sent:** Tuesday, October 31, 2017 11:24 AM  
**To:** Christine Burns <[christine@springlakevillage.org](mailto:christine@springlakevillage.org)>  
**Subject:** FW: Spring Lake District Library Sidewalk

Hello Chris,

Cathy Loree sent this email to Ben at DPW in July but the sidewalk is still uneven and she hasn't heard back from Ben. Can you tell me if the Village is planning to get this done this year yet or will it need to wait until next year? Thank you.

Claire Sheridan

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**From:** Cathy Loree  
**Sent:** Thursday, July 27, 2017 10:27 AM  
**To:** 'dpw@springlakevillage.org' <[dpw@springlakevillage.org](mailto:dpw@springlakevillage.org)>  
**Subject:** Spring Lake District Library Sidewalk

Ben,

I called the Village office a few months ago to advise that there is a raised portion of the sidewalk in front of our building on Savidge St. I was advised that it would be added to the list of sidewalks to be “shaved” down. I wanted to verify that we are currently on the list and see if you knew when the work might be done since it is a tripping hazard. Thank you for your time.

Cathy Loree  
Maintenance Supervisor  
Spring Lake District Library  
616-212-1960  
[cloree@sllib.org](mailto:cloree@sllib.org)



# SPRING LAKE DISTRICT LIBRARY

*Growing with our community for over 150 years*

November 1, 2018

Mr. Mark Powers, Village Council President  
And Spring Lake Village Council  
102 W. Savidge St.  
Spring Lake, MI 49456

Dear President Powers and Village Council Members:

Please find enclosed a copy of the Library's recently adopted policy regarding tax capture. As a courtesy, the Library wanted to provide you with information regarding the background of the policy and why it was adopted. This action is not about a lack of support for the Village of Spring Lake, but about believing that a strong library is very important to the community and is an asset that provides quality of life benefits for residents of the Village and the Township.

In 2018 the Village of Spring Lake's Downtown Development Authority captured \$55,340 of the library millage fund through tax increment financing within the DDA districts. Each year the amount of capture increases as taxable value increases in the DDA district. Since the DDA has been in existence beginning in 1983, the Village has expanded the DDA district and extended the DDA development plan without resetting the base level taxable value of the DDA district. If the base is reset periodically, then entities with millages being captured by the DDA see fiscal benefit from the increased taxable value, but if not, there is no direct fiscal benefit to those entities whose millages are captured.

When Ottawa County personnel researched districts using tax increment financing in Ottawa County in 2015, they held meetings to educate people from the organizations whose millages are affected by TIFs, such as the Spring Lake Public Schools, the Ottawa Area Intermediate School District, Ottawa County, the Village of Spring Lake, Spring Lake Township, the North Ottawa Council on Aging, the Tri-Cities Museum, the Spring Lake District Library and others. Of these organizations, the school is the only one reimbursed by the State of Michigan for the funds taken from its millage. Spring Lake District Library board members attended the meetings held by the County to educate themselves about TIFs and how they work. They in turn brought that information back to the entire library board so that the board could make informed decisions on TIF issues.

Member of Lakeland Library Cooperative  
123 East Exchange Street • Spring Lake, Michigan 49456  
616/846-5770 • Fax: 616/844-2129 • [sllib.org](http://sllib.org)

After much consideration of the growing financial burden imposed by the Village of Spring Lake's DDA capture, the Library Board decided to follow the example of the Kent District Library and adopt a policy of opting out of all districts or authorities that use tax increment financing and capture library millages and their expansions. Across the state many district libraries are choosing to opt out of tax captures for the same reason. The Library Board has a fiduciary duty to do what is best for the library and the taxpayers in the library district. If multiple tax captures diminish the library tax income, then when the library asks for another millage the impact of the tax capture has to be taken into account. The Library Board wants to ensure that the taxes approved by voters for library purposes will be used for that purpose only.

Sincerely,

A handwritten signature in black ink that reads "Mary Eagin". The signature is written in a cursive style with a large, looped "M" and a trailing flourish.

Mary Eagin, President  
Spring Lake District Library Board of Trustees

Cc: Ms. Christine Burns, Village Manager

# SPRING LAKE DISTRICT LIBRARY

## Tax Capture Policy

### 1. General Statements Regarding Policy.

The Spring Lake District Library ("Library") provides access to a broad range of information, services and resources to the citizens of the Library District. Taxpayers within the Library District have approved a dedicated library millage for the operation and support of the Library ("Library Millage"). As such, the Library Board adopts this policy to ensure that the Library Millage will continue to be used for Library purposes to the extent permitted by law.

### 2. Opt Out of Tax Capture.

By law, municipalities located within the Library District may establish authorities, such as downtown development authorities, corridor improvement authorities and local finance development authorities, that may be funded in whole or in part through tax increment financing plans ("TIF Plans"). These TIF Plans would allow the authority to capture a portion of the Library Millage. It shall be the policy of the Library Board of Trustees that the Library exempt the Library Millage from capture whenever the ability to "opt out" is authorized by law. This includes, but is not limited to, opting out when any new tax capturing entity is formed or when any existing tax capturing entity's district is expanded.

### 3. Procedure for Opting Out.

The Library understands that it shall take any and all action to exempt the Library Millage from tax capture once the Library becomes aware that the Library Millage may be subject to capture. Such action shall include, but not be limited to:

- A. Investigating whether the Library Millage will be captured by any new authority or TIF Plan or whether a change to the existing authority will result in new or increased tax capture.
- B. If the Library's Millage will be subject to capture, investigating whether the Library has the authority to opt out.
- C. If the Library has authority to opt out, the Library shall take any and all action required by law to exempt the capture of the Library Millage. The Library Board shall follow all procedures required by Michigan law that are applicable to the entity that intends to capture the Library Millage, including, but not limited to, attending the public hearing and adopting any Resolution necessary to opt out of the tax capture or TIF Plan.

### 4. Exception.

The Library Board may determine in a particular instance that permitting the capture of Library Millage is in the best interest of the Library. At such time, for reasons stated on the Library Board record, the Library may choose to allow the capture to occur pursuant to a written agreement as required by law.

Village of Spring Lake  
Library Hibernation Refunds

<u>Date</u>	<u>Amount</u>
Sep-07	36,958.11
Aug-08	28,907.11
Jun-09	26,061.86
Jun-10	34,678.80
Jun-11	36,949.86
Jun-12	35,062.32
Jun-13	38,967.95
Jun-14	41,151.70
Jun-15	42,256.42
<b>Total</b>	<b>320,994.13</b>

## Christine Burns

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**From:** Zokvic, Amy (MDOT) <ZokvicA@michigan.gov>  
**Sent:** Tuesday, October 23, 2018 7:49 AM  
**To:** Christine Burns; Firman, Lynnette (MDOT); Ryan Arends  
**Cc:** Fitzpatrick, Joel; Fairchild, David (MDOT)  
**Subject:** RE: Exchange Street - TIP Correction/Obligation Delay

Hello Chris,

If we receive obligation of federal funds in early December after the TIP amendment is approved, the project could potentially make the February 1, 2019 letting. I will work with your consultant to meet the earliest letting possible after obligation.

Thanks, Amy

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**From:** Christine Burns <christine@springlakevillage.org>  
**Sent:** Friday, October 19, 2018 8:54 AM  
**To:** Firman, Lynnette (MDOT) <FirmanL@michigan.gov>; Ryan Arends <RArends@mbce.com>  
**Cc:** Fitzpatrick, Joel <JFitzpatrick@wmsrdc.org>; Fairchild, David (MDOT) <FairchildD1@michigan.gov>; Zokvic, Amy (MDOT) <ZokvicA@michigan.gov>  
**Subject:** RE: Exchange Street - TIP Correction/Obligation Delay

Lynnette,

We are desperately trying to coordinate this project with another along Exchange Street. We have a sewer force main (across the Grand River) that is being replaced next construction season which will impact traffic along Exchange. As you probably know, M-104 is the only way in/out/thru the Village and Exchange Street serves as a bypass for M-104 in the event of an emergency (like when the bridge breaks). To have Exchange Street closed for two project at two totally different times has the ability to cripple traffic flow, should something happen along M-104. Anything you can do to keep this project on – or close to – the original schedule will benefit every motorist in NW Ottawa County.

Thanks for the heads up,

*Chris*

Christine Burns  
Spring Lake Village Manager  
102 W. Savidge  
Spring Lake, MI 49456  
P: 616.842.1393  
F: 616.847.1393



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**From:** Firman, Lynnette (MDOT) <FirmanL@michigan.gov>  
**Sent:** Friday, October 19, 2018 8:36 AM

**To:** Ryan Arends <[RArends@mbce.com](mailto:RArends@mbce.com)>; Christine Burns <[christine@springlakevillage.org](mailto:christine@springlakevillage.org)>  
**Cc:** Fitzpatrick, Joel <[JFitzpatrick@wmsrdc.org](mailto:JFitzpatrick@wmsrdc.org)>; Fairchild, David (MDOT) <[FairchildD1@michigan.gov](mailto:FairchildD1@michigan.gov)>; Zokvic, Amy (MDOT) <[ZokvicA@michigan.gov](mailto:ZokvicA@michigan.gov)>  
**Subject:** Exchange Street - TIP Correction/Obligation Delay  
**Importance:** High

Ms. Burns,

The Village of Spring Lake's Exchange Street Project (JN 130780CON) is going through the amendment process to correct the project in the new TIP System (JobNet).

In speaking with your MPO, it appears that we can look for federal approval around the beginning of December – at that time is when we can move forward with obligation.

Unfortunately, this significantly delays your project. You would have to work with Amy, but an early December approval may mean a March, NOT December letting.

We will process your obligation request as soon as we are able.

Please let me know if you have any questions,

Lynnette Firman, PE

Urban Project Development Engineer

MDOT – Local Agency Programs

517.335.0878



## Top 13 Legal Cases Consequential to Michigan Municipalities

Ms. Christine M. Burns  
Village Manager  
Spring Lake  
102 W. Savidge St.  
Spring Lake, MI 49456-1696

Nearly 85 percent of League members are also members of the Michigan Municipal League Legal Defense Fund (LDF). This booklet is intended to help your council/commission make a connection between the dues it pays to the LDF and the work the LDF performs. It highlights the 13 most consequential cases the LDF has been involved with since 2011.

The LDF provides support and assistance to member municipalities and their attorneys, in cases where the issues have a broad impact on both the municipality involved in the case and on other municipalities in the state.

Please share this publication with your council.

We love where you live.



October 25, 2018

Dear Ms. Christine M. Burns:

As part of the Transportation Funding Package of 2015, the Michigan Legislature created a requirement (MCL 247.662, 247.663) that each local road agency in Michigan adopt a Local Pavement Warranty Program acceptable to the Michigan Department of Transportation (MDOT).

The resulting Michigan Local Agency Pavement Warranty Program is the statewide accepted format that local agencies can use for hot mix asphalt (HMA) and plain jointed concrete paving projects on public roads and streets, if they opt to utilize a warranty on a project. **This Warranty Program must be adopted by every community no later than September 18, 2019, and every community must consider a warranty on each project utilizing any state or federal funding that also includes \$2 million or more in paving-related components. Communities must annually report on projects with \$2 million or more in paving-related items, regardless of whether they implemented a warranty or not.**

To assist with the adoption of the Warranty Program, the League has set up a Local Agency Pavement Warranty Program webpage where you can download all the information necessary to adopt the program. <http://www.mml.org/advocacy/pavement-warranty/>

The overall goal of the Michigan Local Pavement Warranty Program is to have one standardized method for applying pavement warranties on local agency projects, which provides a consistent, quantifiable and transparent program that pavement contractors can recognize and implement.

### Program Components

The Local Pavement Warranty Program, as approved by MDOT, consists of the following documents and they can be found on the League's Local Agency Pavement Warranty Program webpage:

- Special Provisions (Boilerplate, Concrete, HMA, Location and a Pass-Through Warranty Bond)
- Warranty Bond Form and Contract Form
- Guidelines for Local Agency Pavement Warranty Program

The Program was developed over the last 30 months by the Local Agency Pavement Warranty Task Force including representatives of the Michigan Municipal League, County Road Association, MDOT, Federal Highway Administration-Michigan, Michigan's Local Technical Assistance Program (LTAP), municipal road agencies, legal counsels and industry representatives.

We love where you live.



## Timeline for Warranty Policy Adoption

Local Pavement Warranty Program developed by the Task Force **must be adopted by your community on or before September 18, 2019.**

To adopt the Pavement Warranty Program, each community should adopt two separate Resolutions. First, a **Resolution to Adopt a Local Pavement Warranty Program** (*sample template and corresponding documents can be found on the League's webpage*) is needed to adopt the Local Agency Pavement Warranty Program and its accompanying documents. Second, a **Resolution to Implement a Local Pavement Warranty Program** (*sample template can be found on the League's webpage*) that defines the agency's intent to apply the warranty program consistent with the Local Agency Pavement Warranty Guidelines and report annually on each project that includes \$2 million or more in paving-related components *and* includes any state or federal funds.

The goals of the Local Agency Pavement Warranty Program are to meet the legislative mandate to implement it, as well as to standardize review and oversight of pavement warranty projects, and to have a program that is transparent and uniform for private-sector contractors.

To find the sample Resolutions and corresponding documents, please visit the League's Local Agency Pavement Warranty Program webpage. <http://www.mml.org/advocacy/pavement-warranty/>

## Future Warranty Education Programs

The Warranty Task Force has obtained a FHWA grant of \$74,000, which its Education Subcommittee will use to work with the Michigan Local Technical Assistance Program (LTAP) to conduct education and training sessions. Training will be designed for elected/appointed officials, administrators, as well as managers/directors, engineers and engineering technicians in both onsite sessions and online webinars during 2019. The League will work with LTAP to publicize these sessions.

If you have any questions about the Local Pavement Warranty Program, please contact John LaMacchia at (517) 908-0303 or at [jlamacchia@mml.org](mailto:jlamacchia@mml.org).

Sincerely,



Daniel P. Gilmartin  
Executive Director and CEO  
Michigan Municipal League

We love where you live.





## DRAFT MINUTES

**Monday, October 15, 2018  
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:** Duer (7:01), Miller, Petrus, Powers, TePastte, Van Strate.

**Absent:** Hanks

Motion by **Miller**, second from **TePastte**, to excuse the absence of Council Member Hanks.

Yes: 5                      No: 0

### **4. Approval of the Agenda**

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

Yes: 5                      No: 0

### **5. Consent Agenda**

A. Approved the payment of the bills (checks numbered 60116-60163) in the amount of \$165,602.31.

B. Approved the minutes for the September 10, 2018 work session and the September 17, 2018 regular Council meeting.

C. Approved budget amendments for fiscal year 2018/2019.

D. Approved a -.02 mill correction to the winter tax bills.

E. Approved a working holiday (Veterans Day) for November 12, 2018.

- F. Approved a contract with Summit Tree Service for an amount not to exceed \$8,375.48 for tree trimming, tree removal and stump grinding services.

Motion by **Petrus**, second from **Miller**, to approve the Consent Agenda as presented.

Yes: 6                      No: 0

## 6. General Business

- A. Audit Presentation** – Doug Vredeveld, Vredeveld Haefner, was present and shared the FY 2017/2018 Audit with Council. Mr. Vredeveld said it was a good, clean audit. **Council** discussed the Audit with Mr. Vredeveld and Hinga.
- B. Motion to Enter into a Public Hearing to Amend the Water Ordinance, Section 373-6 & Section 373-9.**

President **Powers** opened the Public Hearing at 7:25 p.m.

There was no public comment.

Motion by **Van Strate**, second from **TePastte**, to close the Public Hearing at 7:26 p.m.

Yes: 6                      No: 0

Motion by **Petrus**, second from **Duer** to amend the Water Ordinance, Section 373-6 & Section 373-9.

Yes: 6                      No: 0

## 7. Department Reports

- A. Village Manager** – Manager Burns had nothing to add.
- B. Clerk/Treasurer/Finance Director** – Finance Director Hinga had nothing to add.
- C. OCSO**
- D. Fire**
- E. 911**
- F. DPW**
- G. Building**
- H. Water**
- I. Sewer**

- 8. Old Business and Reports by the Village Council** – **Van Strate** said that the new lights on Lakeside Trail looked good. **Burns** reported that the section of lights on the east end of the trail, that were not on, was a Consumers Energy issue and

should be repaired by the end of the week, however, there was a minor maintenance issue that the Village was getting bids to repair. **Petrus** said she had not been there yet, but her running group had all positive comments about the new lights.

**9. New Business and Reports by Village Council** – There was no new business.

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

**11. Statement of Citizens**

There were no statements of citizens

**12. Adjournment**

Motion by **Van Strate**, second from **Duer**, Village Council adjourned the meeting at 7:30 p.m.

Yes: 6

No: 0

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Mark Powers, Village President

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Maryann Fonkert, Deputy Clerk



## Village of Spring Lake

### Council Work Session Minutes

October 8, 2018

6:15 p.m.

102 West Exchange Street (Barber School)

102 West Savidge Street (Upstairs Conference Room)

Spring Lake, MI 49456

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

1. **6:15 p.m. (Barber School) Joint Meeting with Spring Lake Township Board of Trustees**

2. **Auditor Presentation**

The paper copy of the audit was distributed at the Work Session with the presentation and discussion to take place at the regular meeting on October 15, 2018.

**Burns** said that if Council had questions regarding the audit, Hinga would be able to answer them, or they could ask Doug at the next Council meeting. **Hanks** shared that the Finance Committee had no questions or comments, other than to say that it was good to have a clean audit.

3. **Water Ordinance**

The water ordinance public hearing will be held at the regular Council Meeting on October 15, 2018.

**Burns** explained that this amendment would clarify who was responsible for what costs in the event of a break.

4. **Budget Amendments (Marv Hinga)**

Marv Hinga will have budget amendments for the finance committee to review, followed by Council review.

**Hinga** explained that there were four (4) budget amendments

- Worker's Comp had come in a little higher than anticipated
- Tanglefoot Park did not have a line item for Capital Outlay, so one was created, and a mower charged against it. **Hinga** said that he was able to reduce Professional Services to offset.

- More than anticipated repairs and maintenance supplies had been purchased for Parks Maintenance. **Hinga** said the off-set would be the reduction of overtime wages that previously were not encountered in this department, along with some sprinkler maintenance.
- A couple of line items were overlooked in the Village Manager's vision reimbursement when preparing the budget. **Hinga** said the HICA claims tax that the state levies on employer provided health insurance products, effective November 1<sup>st</sup>., were being eliminated. **Hinga** said this was being offset by higher revenues for Zoning fees.

#### 5. Tax Bill Correction (Marv Hinga)

**Hinga** explained that the amount he had submitted to the Township regarding the millage to collect on the Summer Tax bills was incorrect by .02 mills. **Hinga** said he had submitted 9.66 instead of 9.64, which meant \$2,700 too much had been collected. **Hinga** said to correct his error, the winter tax bill would be reduced by .02 mills., noting the reason on the bill.

#### 6. Veterans Day Closure

Most residents assume that Village Hall is closed on Federal holidays. November 12, 2018 is a Federal holiday recognizing Veterans. Staff proposed another "working holiday" whereas Village Hall is closed to the public, but staff still reports as normal. **Burns** explained that this was a housekeeping item that was done every year.

#### 7. Marijuana Ballot Issue

**Burns** said there was not much to say on this item other than at some point Council would have to address it if/when it was voted in.

#### 8. Tree Removal List

On October 1, 2018 the Tree Board reviewed the list of proposed trees for removal. The Tree Board concurred with DPW Foreman Ben VanHoeven's recommendations. Ben solicited quotes to perform the work; only 2 companies had submitted quotes. **Burns** said that both companies had done quality work for the Village, with Andy's having done more, but Summit was the low bid between the two for this project. **Burns** recommended Summit and **Council** agreed.

#### 9. Redevelopment Ready Community (RRC) Status Update

The Village is required to submit a quarterly report to the MEDC on progress made towards completing the RRC designation. **Burns** attached a copy of the progress report so that Council can see what the expectations are and where the Village stands regarding completion. **Burns** reported that they were a little behind schedule since Dana Kollwehr left the Chamber, but Howland has picked up the task and was moving forward. **Burns** said this was an important designation for grant funding.

#### 10. MML Annual Conference Report (Susan Petrus)

**Petrus** shared her first experience at the MML Annual Conference. **Petrus** said the topics were all relevant and a great educational opportunity. **Burns** shared upcoming opportunities provided by the MML.

#### 11. Board & Committee Appointments

The following is a list of those board/committee appointments expiring in November. Each member received an application and invitation to reapply for their respective seat. This item will be placed on the November agenda.

<u>Board/Committee</u>	<u>Name</u>
DDA	Lou Draeger
DDA	Vince Blake
DDA	Jim Willison
DDA	Gary Hanks
Historic Conservation Commission	Jane Ladley
Historic Conservation Commission	Sherron Collins
Parks & Recreation Commission	Erik Poel
Planning Commission	Chip Bohnhoff
Planning Commission	Richard Martinus
Planning Commission	Scott VanStrate*
ZBA	Vince Blake
ZBA	Ernie Petrus
Library**	Tom Cousineau

The following new applications have been received for boards/committees:

DDA

Lesley VanLeeuwen-Vega

\*Council Liaison (*pending re-election*)

\*\*Expires 12.31.18

**Burns** reported that Lesley VanLeeuwen-Vega applied, and Jim Willison re-applied for DDA. **Council** discussed the Library Board opening and **Hanks** offered to step in on a short-term basis, if necessary.

## 12. Communications

- Complaint – Hauter
- Complaint - Rau
- Complaint – Werner
- Fire Department Open House
- Grand Haven Newsletter
- Informal Hearing – 105 S. Lake
- Lakeside Trail – Consumers Energy Grant
- Reimagine

**Burns** went over the communications with Council and asked Council if there were any preferences for a Strategic Planning Saturday in January.

**Burns** shared that the Exchange Street Project Community Engagement was scheduled for November 20<sup>th</sup> at the library and that they also needed to pick a date in January for a Community Engagement to discuss the water and sewer rate raise. **Council** suggested, since the decision to raise rates had already been made, that providing education and a time for discussion with the residents regarding water and sewer rates, take place at a Work Session or Regular Council meeting instead of a Community Engagement. **Burns** suggested, in that case, a Public Hearing be held. **Council** agreed.

**Burns** reported that she had met with the Tanglefoot Park seasonal residents regarding the Exchange Street reconstruction project and gave them the option to not come back for the 2019 season and reassured them that they would not lose their seniority for the 2020 season. **Burns** said most of the residents said they did not want to be trapped in the park by construction, however, there were a few that said they wanted to come back no matter what. **Burns** said they also discussed that, at some point, it would not pay to open the park for the 2019 season, and if that was the case, Stuhlmann said he thought this would be his last year. **Burns** recommended a joint meeting with Council, DDA and Parks and Rec to discuss the future of

Tanglefoot Park regarding maintenance repairs and downtown redevelopment. **Council** discussed their thoughts on the 2019 camping season and agreed it would depend on the cost analysis.

**Burns** shared that the complaint that the Village had received regarding a young man on Exchange Street was determined to be a Police issue and there was nothing the Village was able to do.

**Burns** reported that DDA member Michelle Dixon had received an email from Karla Constantine asking that the DDA provide financial support for the Heritage Festival. **Burns** said that this had been discussed and explained to the Heritage Festival, on more than one occasion, that monetary donations and sponsorships were not a legally allowed expenditure to be given to a 501c3. **Burns** also shared that close to 100 combined hours were donated each year by the Fire Department and Sheriff's Deputies, and that did not include the DPW hours. **Council** discussed this request and agreed they were not willing to make unlawful donations.

### **13. Minutes**

Minutes of the September 10, 2018 Work Session and September 17, 2018 regular meeting are attached for review.

### **14. Public Comment**

Council Work Sessions are open to the public, and as such, the public is invited to speak at the end of each meeting. Each speaker should limit their comments to 3 minutes.

Lee Schuitema, 408 W Exchange, spoke regarding Tanglefoot Park and trying to keep it open for the 2019 season.

**15. Adjournment:** There being no further business, the meeting adjourned at 8:05 p.m.

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Mark Powers, Village President

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Maryann Fonkert, Deputy Clerk