



Village of Spring Lake

Council Work Session Minutes

August 12, 2019

7:00 p.m.

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

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

1. **Solar Proposal (Bill Cousins)**

Earlier this year, the City of Ferrysburg installed solar panels on the roof of City Hall using Charthouse Energy. The results have been favorable. Mr. Cousins has been working with Charthouse Energy in order to obtain a proposal to install panels on the roof of Village Hall and the DPW building.

Mr. Cousins reported his findings regarding solar panels, cost savings, cost to lease them. **Council** discussed the pros and cons of installing solar panels and agreed they were interested but would like legal council to review the information.

2. **Proposed License Agreement (206 N. Buchanan)**

Attorney Ron Bultje drafted two proposed licenses for the use of the property located at 206 N. Buchanan where a tennis court has encroached on Village property for a number of years. The property owner, Mr. Mike Armour, would like to memorialize the arrangement with the Village. The first draft of the agreement includes language regarding the tree trimming, is non-transferable and has termination language. Mr. Armour prefers language in the 2nd draft that eliminates the tree trimming language and language about the termination (60 days) and allows the license to transfer to the next property owner, should he wish to sell. Mr. Armour has been invited to the work session to discuss these details with Council.

Burns explained that the changes Mr. Armour requested were included in the 2nd draft for Council's review. **Council** discussed the language regarding tree trimming, transfer ability and termination length and President **Powers** felt that, at some point, there should be an expiration on the license where the property being encroached on should come back to the Village. **Council** agreed that the license should be written to be reconsidered in 20 years, the language for trimming should be more generic and the 60 days' termination wording be removed. Mr. Armour

agreed with the changes and said he would have his attorney look at the language.

3. Sesquicentennial Update (Sherron Collins & Elizabeth Schultheis)

The Village's upcoming Sesquicentennial celebration is being planned by members of the Historic Conservation Commission. Members will be present to provide an update on the festivities.

Councilmember **Miller** gave details of the upcoming Sesquicentennial celebration.

4. Central Park Usage (Spring Lake Fire Department)

Due to the ongoing high-water levels, the SLFD would like to hold their annual open house at Central Park instead of Mill Point Park. They would like to use the park from 1:00 p.m. until 9:00 p.m. on September 19, 2019. Council is invited to participate.

Council agree with the use of Central Park for the Fire Department's annual open house on September 19, 2019.

5. Real Estate Donation (109 S. Jackson)

Attached please find documents for the donation of property located at 109 S. Jackson Street from Savidge Three, LLC to the Village of Spring Lake. These documents were drafted by Johnny Pinjuv (Warner, Norcross & Judd) and reviewed by Brad Fisher (Scholten Fant).

Council discussed condition of the building and ways of finding a local developer. **Council** agreed to accept the donation and put this item on the Consent Agenda.

6. Real Estate Exchange (102 W. Savidge)

Attached please find an agreement for the exchange of property related to Village Hall. Key points:

- The Village wishes to grant ownership of a 2' strip of property along the west boundary of Village Hall to Savidge Two, LLC so that Epicurean Village may be constructed lot-line to lot-line.
- Many years ago, the Village's generator and enclosure were mistakenly constructed on property currently owned by Savidge Two, LLC. Savidge Two LLC is granting ownership of that property to the Village. The error was discovered while the surveyors were on site for the above mentioned 2' strip of land.

- The southern boundary of Village Hall is encroaching on property owned by Savidge Two, LLC. Now would be an ideal time to clean up that boundary description.
- Part of parcel 382-008 currently belongs to Savidge Two, LLC. That is the location of the installation of the communication lines for Epicurean Village. In order for the communication lines to be governed by the Metro Act, they need to be on public property. Savidge Two, LLC would like to transfer ownership to the Village.
- The Village owns property 382-028 and wishes to grant Savidge Two, LLC a 30-license to use the property for outdoor dining and gathering space.

Burns explained the intentions of the agreement and what property was involved. **Council** discussed the property exchange and how the proposed design would keep the pocket park/court yard open to the public.

7. Holiday Inn Lift Station (Wally Delamater)

Attached please find a proposal from Moore & Bruggink for design engineering services for the Holiday Inn lift station project.

Delamater explained that the Fire Department was requiring additional fire suppression for Holiday Inn's remodel which would require a larger main.

Delamater said this would be the Holiday Inn's expense. **Burns** said there were also concerns that the proposed 6" main would not be adequate if the Holiday Inn expanded as they were hoping to do.

8. S. Lake Street Lift Station (Wally Delamater)

Attached please find a proposal from Moore & Bruggink for design engineering services for the S. Lake Street lift station project

Delamater said that they had not received a single bid to rehab the Lake St. lift station so they were looking at a proposal for an alternative above ground lift station and would bring Council pictures and specs so they would have a visual of what was being proposed as soon as they get them.

9. Street Administrator Resolution

DPW Foreman Ben VanHoeven has accepted a position as the director of a DPW in a neighboring community. It is necessary to name a new Street Superintendent (*resolution attached*).

Council requested this item to be put on the Consent Agenda.

10. Preventative Maintenance (Barber School & Village Hall)

It is a challenge for staff to identify and perform routine maintenance at Village Hall and Barber School. Staff obtained quotes from American Repair Maintenance, 114 W. Savidge, to perform quarterly routine maintenance at both facilities (*quotes attached*). Unfortunately, this PM is not a budgeted expense and would require a budget amendment for FY 19/20 should it be adopted.

Burns explained the quote from American Repair Maintenance. **Council** agreed that they were interested and would like this to go out for bids before they made a decision. **Burns** said they would get more quotes.

11. Preventative Maintenance Agreement (Generators)

Currently, the Village does not have a PM agreement for any of our generators. DPW Director Wally Delamater obtained quotes for a PM plan for ALL Village generators (*attached*). Unfortunately, this PM is not a budgeted expense and would require a budget amendment for FY 19/20 should it be adopted.

Delamater explained that a number of years ago, the Preventive Maintenance for the generators had been dropped, so generators were not being checked and/or maintained. **Council** agreed that maintenance was important but would like another quote. **Delamater** said he would get another one.

12. Coast Guard Festival Discussion

Attached please find the Letter of Understanding regarding the Village's participation in the annual Coast Guard Festival.

13. Progressive AE Estimates for Park Development

At the July work session, staff was directed to obtain quotes from Progressive AE to perform an analysis on the costs associated with redeveloping Tanglefoot and Mill Point Parks, as well as prepare us to submit a MIDNRTF grant application in the spring of 2020. That proposal is attached.

Burns explained that the requested quotes for an analysis on costs for redeveloping of the parks and assistance with grant preparation had been submitted for Council's review. **Burns** said she did not think an educated decision could be made on redevelopment without a market analysis.

Council discussed redeveloped and that the majority of those that came to the community engagement wanted new uses for those parks. **Council** also discussed and clarified what the grant funds would pay for and what specifically the donations were intended. **Council** agreed that the market analysis was important before any decisions to move forward could be made.

14. Buena Vista Traffic Concern

At the July work session, a resident approached Council about the installation of a speed bump along Buena Vista. At that time, Wally Delamater expressed concerns over the long-term, unintended consequences of doing such. Staff contacted traffic engineer Pete LaMourie for an estimate to perform a traffic study and to obtain his opinion.

Burns explained that Mrs. Lomas had asked Council to consider installing speed bumps on Buena Vista to slow the traffic down. **Burns** said that the traffic engineer, Pete LaMourie, had given a quote of \$3500 to \$3900 for a traffic study and also shared his concerns with installing speed bumps such as noise and slower response time for emergency vehicles. **Burns** also shared her concerns which included snow plowing issues, acceleration after the speed bump and that she had seen them be installed, only to be removed after a short time because of noise and inconvenience to the residents nearby. **Council** discussed the unintended consequences of speed bumps such as how they might affect other streets and would like to take a more statistically significant approach to finding out how the neighbors really felt about paying for them. **Council** discussed a Village wide traffic study but agreed that with so many changes going on, this would not be an accurate time for a study to take place.

Mrs. Lomas explained her reasons for wanting a traffic count and speed bumps.

Burns said she would check with the County to see if they had traffic count equipment that could be rented and what that cost would be.

15. Maintaining Private Property

The Village received a complaint from a property owner that the Village was not adequately maintaining his property (see attached correspondence). According to DPW staff, the Village has not been actively maintaining his property for quite some time. If staff were in the

area, they might spray for weeds in cracks (or they might not), but there was no formal arrangement in place in recent history. The property owner feels that a parking easement requires the Village to maintain his property. As you can see by the attached document, the Village may maintain but is not *required* to do so (per our attorney's opinion). Staff is looking for Council to indicate their desire to maintain private property (or not) so that we can convey that information to the property owner.

Burns shared the property map that showed boundaries and explained that, in the attorney's opinion, the Village may maintain the property but were not *required* to maintain private property. President **Powers** said he had had a conversation with the property owner and explained to him that while maintenance might have been done in the past if the DPW workers had time, there was an increased specialization of function, time more carefully tracked, and funds allocated accordingly. **Council** agreed that it was not their desire to maintain private property.

16. Ottawa County Sheriff's Office (OCSO) Contract Amendments

OCSO is standardizing their contracts across all units and have made a few changes in how they calculate pass thru costs. Managers from both Ferrysburg and Spring Lake met with the Sheriff and Undersheriff and agreed that the proposed changes will make the budgeting process easier for the local municipalities and OCSO.

Burns explained the OCSO Contract Amendments. **Council** agreed this item be added to the Consent Agenda.

17. Budget Adjustments

The Finance Committee recommended approval of the Budget Adjustments. **Council** agreed.

18. High Water Levels Update (Wally Delamater)

19. Communications

- Complaint (Barfield)
- Complaint (Baumann) – **Council** discussed parking options near Cruise & Travel.
- Complaint (Goer)
- Complaint (Zellar)

- Convention & Visitors Bureau newsletter

20. Minutes

Minutes of the July 8, 2019 Work Session and July 15, 2019 regular meeting are attached for review. Should you wish to make edits, please share that information with Chris Burns or Maryann Fonkert prior to August 16, 2019.

21. Public Comment

Lee Schuitema, 408 W Exchange, spoke regarding the importance of park maintenance.

Mrs. Lomas spoke regarding keeping Tanglefoot Park.

22. Adjournment: There being no further business, the meeting adjourned at 9:15 p.m.

Mark Powers, Village President

Maryann Fonkert, Deputy Clerk