



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

January 13, 2020

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. Request for Proposals – 106 S. Buchanan Chris Burns & Ryan Kilpatrick)

As the Council continues to discuss the importance of work force housing within the community, staff has met with developers to discuss the possibility of developing the site at 106 S. Buchanan. Housing Next Director Ryan Kilpatrick will be present to answer questions Council may have.

Burns introduced Ryan Kilpatrick, Director of Housing Next, to discuss work force housing.

Mr. Kilpatrick explained the mission of Housing Next and how they were trying to tackle the issue of transportation and affordable housing for those that earned between \$15 to \$25 an hour. President **Powers** asked Council what they would like to see on the site at 106 S. Buchanan. **Van Strate** said he thought they needed parking rather than subsidized housing. Mr. Kilpatrick said this would not be subsidized housing. **Petrus** said she thought downtown housing would be valuable. **TePastte** asked what size facility was appropriate for that site. Mr. Kilpatrick said that a 3-story building with approximately 30 to 40 units with 1 parking space per unit. **Duer** said that the normal couple had 2 vehicles. Mr. Kilpatrick said that this housing was typically for a single adult or young couple, not geared for a family, that the units would be studio, 1 or 2 bedrooms.

2. Contractual Agreement with Michigan Township Services Muskegon

The Village currently enjoys a contractual relationship with Michigan Township Services Muskegon (MTSM) to perform all building, plumbing and mechanical inspections. They also provide plan reviews for large projects. MTSM has asked for the Village to consider a contractual relationship that mimics their other contractual relationships (the Village is the only municipality with this particular contract). For the ease of administration for both MTSM and the Village, staff is recommending moving in this direction.

Burns explained that currently Village building, plumbing and mechanical permits were issued in house by an Administrative Assistant/Receptionist. **Burns** said that having this contractual agreement would create consistency for both MTSM and contractors and less chance of things falling through the cracks. **Council** discussed this change and how it might impact finances. **Burns** said there would be very little impact as the administrative wages were reallocated. **Council** agreed this item could be added to the Consent Agenda.

3. Commercial Facility Tax Exemption Request – 940 W. Savidge

Spring Lake Hotel Group is proposing to construct an \$8,100,000 hotel at 940 W. Savidge (next to the current Holiday Inn). Staff has been working with Mr. Basil Bacall for the past year+ to determine the feasibility of the project. This is the first step towards that development.

Burns explained that it was not a forgone conclusion that this extended stay hotel was going to be built, it had not even been designed yet. **Burns** said this was the first step for the Spring Lake Hotel Group and if they do not receive approval for a commercial facility tax exemption, the project wouldn't be done because they would not be able to make the numbers work without it. **Burns** said if Council approved the tax exemption, the project would still need to go to the Planning Commission for approval. **Council** discussed this project and agreed to add this item to the Consent Agenda.

4. Request for Proposals Parks & Recreation Asset Management Plan

On Monday, January 6, 2020 the Parks & Rec Board discussed the need to develop a Parks Asset Management Plan. They are recommending that RFPs be released so that the associated cost be incorporated into the 2020/2021 fiscal year budget.

Burns explained that they had talked about this at the Strategic Planning session and they were not obligated to do the Asset Management Plan, but by releasing the RFP, they would get an idea of the cost and better able to budget if they chose to. **Burns** reported that the Parks & Rec Board recommended releasing the RFP's. President **Powers** asked Council if they were comfortable putting this item on the Consent Agenda. **Council** agreed that they were.

5. Planning Agreement with Grand Haven Township

The Village has enjoyed a wonderful relationship with the City of Grand Haven for planning services for well over 8 years. Jennifer Howland has done an outstanding job for the Village. However, with the pending new developments on the horizon, there is a need for additional planning hours that Grand Haven City does not have the bandwidth to provide. Staff is proposing to enter into a contractual relationship with Grand Haven Township for planning services.

Burns explained that the City of Grand Haven was not able to give the Village more than Jennifer Howland's 4 hours weekly that was needed with the large projects coming up, but Grand Haven Township was able to contract more hours that would be paid by the hour rather than the fixed rate which had been the agreement with the City of Grand Haven. **Burns** said that if Council approved this agreement, the change would take place in mid-February. **Council** agreed to add this item to the Consent Agenda.

6. RFP Mill Point Park Band Shell Reroof

Proposals were obtained to repair the band shell roof at Mill Point Park. While the band shell may not be usable in 2020 due to high water levels, the repairs are necessary to maintain the integrity of the structure. The band shell was originally installed courtesy of the Spring Lake Rotary and they have requested that this item be addressed sooner versus later.

Delamater explained that the band shell roof had been leaking through the shingles and into

the wood for quite some time and they would like to get a new roof before spring. **Delamater** said they had received 4 or 5 responses, with the low bid from Blue Star Construction, and the costs were pretty fixed depending on how much rot was found. **Council** compared bids and agreed that the bid from Blue Star could be added to the Consent Agenda.

7. Water Levels & Emergency Preparedness (Wally Delamater)

DPW Director Wally Delamater has been working with our engineer (Ryan Arends) to ascertain what impact additional water will mean to various locations throughout the Village, should the levels rise between now and spring. Wally hopes to have some mapping to share with Council prior to the Work Session.

Delamater explained that they had asked the engineer to update the Village mapping to show the primary areas where lift stations, manholes, hydrants, water valves, roads etc. were located that would be impacted by rising water levels and high winds to give them a chance to prepare for it.

Council discussed whether or not the docks would be able to be rented this coming spring and what repairs and changes needed to be made for that to happen. **Delamater** said they were looking at other dock systems that would be better suited for their needs. **Council** also discussed the revenue generated from dock rentals and if there was enough need to make it worth the time and energy to continue to operate the docks or if other options might be a better fit.

8. Public Hearing (Parks & Recreation Master Plan)

The five-community Parks & Recreation Master Plan public hearings will take place in January so that the plan may be adopted in time to use for MI DNRTF grant submissions. The Village's public hearing is scheduled for January 20, 2020.

Burns reported that the public hearing notice had been published and once all of the communities in North West Ottawa County held their public hearings, the Parks & Recreation Master Plan would be adopted and we would be able to submit the grant application for Tanglefoot Park to the DNR Trust Fund.

9. The Addition of Tanglefoot Park to the DDA. Burns shared Resolution #2020-01 to expand the boundaries of the DDA by adding Tanglefoot Park so they could pay for any and all projects. **Burns** said the DDA would meet in the morning and she had no reason to believe that they would not recommend adoption. **Council** discussed adding Tanglefoot Park to the DDA and agreed that this item could be added to the Agenda to discuss at the next Council meeting.

10. Communications

- Calendar SLDL January
- Grand River Greenway
- Harbor Transit Ridership Numbers
- NOCH

- Sewer Back Up (Peck)
- SLARA Update
- Thank you note
- Verplank Tree Grant

11. Minutes

Minutes of the December 9, 2019 Work Session and December 16, 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 January 17, 2020.

12. 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, commented on the condition of the docks at Tanglefoot shared his opinion of what caused their damage.

Darcy Dye, 114 N Fruitport Rd., said that she felt the Asset Management would be a very useful tool for the Village. Dye also said she that, regardless of the water levels, it seemed we were starting into a pattern of torrential rains causing a need for a serious look at stormwater runoff patterns and enforcing related ordinances.

President **Powers** said that Delamater, working with Hinga, was in the process of trying to develop a “game chart” to space out all of the water/sewer repair projects and show when they would start, how much they would cost and when they would be finished, to give them a sense of what the draw on bonding would be and the resulting increase of revenue that would be needed. **Powers** said creating this chart was a long process so it would not be done for this coming fiscal year budget but would be finished to give the next 12 months. **Burns** said she had given Delamater permission to contract with Vredeveld Hafner to populate a spread sheet that they had with all of the Village’s information.

Burns shared what projects the new intern, DeMario Johnson, would be working on during his 20 hours a week through the end of April and that she had interviewed another intern who would start in May.

13. CLOSED SESSION

Motion to enter into a Closed Session is for the purpose of discussion on Attorney/Client Correspondence.

Closed Session was not necessary.

14. Adjournment: There being no further business, the meeting adjourned at 8:38 p.m.

Mark Powers, Village President

Maryann Fonkert, Deputy Clerk