



**Village of Spring Lake**  
**Council Work Session Minutes**  
**April 13, 2020**  
**7:00 p.m.**  
**Dial-in number: (872) 240-3212**  
**Access code: 714-376-645**  
**Spring Lake, Michigan**

*Pursuant to Executive Order No. 2020 – 15, the Village of Spring Lake conducted its business virtually to mitigate the spread of COVID-19.*

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

- 1. Liquor License (110 – 112 W. Savidge) –** This is the same application Council has already heard twice (and approved). **Burns** explained that this was the same liquor license Council had approved last month in the name of Finn Trease, however, the applicant asked to change the name on the license to Roxanne Spear. **Council** agreed this item could be added to the Consent Agenda.
  
- 2. Appointment to Historic Conservation Committee –** Ms. Sarah Lisman, 701 River, has applied for an opening on the HCC. Her resume and application were attached for Council review. **Council** agreed Ms. Lisman was a great addition to the Historic Conservation Committee and that her appointment could be added to the Consent Agenda.
  
- 3. COVID-19 Conversations –**
  - Continued Basic Operations of the Village (Resolution 2020-07) – **Burns** asked Council to consider the current conditions and support Resolution 2020-07 to continue basic operations of the Village and suspend late fees and shutoffs during this State of Emergency.
  - Personnel Policy Waiver (vacation time use extended for 6 months) - **Burns** explained that the Personnel Policy required that staff take vacation time in the fiscal year it was allocated. Under the current circumstances, **Burns** asked Council to consider extending that requirement to December 31, 2020, as a one-time waiver, so that staff were not all trying to take their vacations in the month of June. **Burns** said she would draft a resolution for Council's review and add it as a separate item on the agenda.
  - Staffing considerations – **Burns** explained that the two Crossing Guards have not been working since Executive Order 2020-05 temporarily closed the schools and Executive Order 2020-35 closed them for the remainder of the school year ending June 5, 2020. **Burns** asked Council to consider a Resolution to keep them on payroll until the traditional scheduled end of school versus making them apply for unemployment. **TePastte** asked if there were any other employees that would fall

under this resolution. **Burns** said there were no other employees. **Council** discussed this item and agreed they would like to keep the Crossing Guards on payroll. **Burns** said she would bring a Resolution for Council's review and add this item to the regular agenda.

- **Burns** reported that the Executive Order allowing remote meetings would be expiring but there was an expectation that the Executive Order would be extended later in the week and she would keep Council updated.
- **Burns** reported that per the Executive Order, Short-Term Rentals were not considered essential and, therefore, not allowed to advertise or rent. **Burns** said she had drafted a resolution and a notice to Short-Term property owners informing them of the order. President **Powers** asked how this focus to Short -Term Rentals came about. **Burns** said she wasn't sure except that a couple of small communities up north had lobbied very hard to get this caveat put into the order. President **Powers** felt that it was not up to the Village to single out certain businesses to inform them of the Executive Order, they should let the Governor speak for herself. **Council** agreed that a notice to property owners was not necessary.

**4. Fire Hydrant Replacement (Wally Delamater) – Delamater** explained that they had received bids and had budgeted to replace 2 hydrants in this fiscal year, but there were actually 5 hydrants that were currently inoperable. He will budget to replace more next year as well. **Delamater** said this work would not be done until the Stay at Home order was lifted but he would like to get Council's approval for the expenditure. **Council** agreed this item could be added to the Consent Agenda.

**5. Temporary Closure of School Street (Wally Delamater) –** The approximate cost to sandbag School Street, not including electricity for the pumps, would be about \$150,000 and there is no guarantee it would work. Since all of the businesses are accessible from other directions, it seems more logical to close School Street, should the water rise to that level, and simply detour traffic.

**Delamater** explained that sand bags were very expensive and a waste of money if the road did not flood or the sandbags did not stop flooding. However, if the decision was made to let the road flood, they could rent signs for about \$3,000 for 6 months, to close School Street if/when needed. **Duer** asked if they would have to pay for the signs even if School Street did not flood. **Delamater** said that they would. **Petrus** asked if they would have the same issue on N. Lake Ave at Beach St. **Delamater** said that Beach Street was a County road so the County would be putting signs out in that area. **Delamater** said that if Savidge Street west of School Street flooded, MDOT

would sandbag from Village Cove lift station to School Street. **Council** agreed to add signage rental to the Consent Agenda and allow the street to flood.

- 6. Budget Adjustment (Marv Hinga)** – The finance committee will have reviewed proposed budget adjustments prior to this meeting and will make a recommendation.

**Hinga** explained the budget adjustments to Council and the Finance Committee shared their recommendation to approve. **Council** agreed the budget adjustments could be added to the Consent Agenda for approval.

- 7. Budget Discussions** – This is the meeting where staff would present the proposed General Fund budget for discussion. It is assumed that both revenue sharing and Act 51 monies will be less than normal due to the COVID-19 pandemic. What that reduction will look like when this all plays out is anybody's guess.

**Burns** explained that she and **Hinga** had spent about hour discussing budget related items with the Finance Committee (Hanks & TePastte). **Hinga** shared what Council could expect when reviewing the upcoming General Fund Budget. **TePastte** and **Hanks** said they approved using funds from the General Fund Fund Balance to make up any deficit. **Hinga** reported recommendations received from Baker Tilly for water and sewer repairs/replacements. **Hanks** said the Finance Committee recommended they finance with the low interest rates, rather than pay as you go. **Council** discussed projected finance costs. **Delamater** explained that he will have a prioritized list and timeline for repairs for Council review during Budget discussions. **Council** discussed that until water levels go down, which did not look like it would happen in the near future, they would not budget funds to repair damage from the high water.

- 8. Public Hearing Ordinance Adoptions DDA Boundary** – **Burns** explained that the Public Hearing had already been held in February so now they were to the point where they needed to adopt the Ordinance that would amend the DDA Boundary to include Tanglefoot Park. **Council** agreed they were ready to move forward.

## **9. Communications**

- Bandshell Donation – **Burns** shared that an anonymous donation had been received to assist in repairs to the Bandshell and a thank you has been sent.
- Business of the Year Nomination – **Burns** said that the date for the Business of the Year award had been pushed back and a new date has not been established yet, but asked Council to be thinking about what business they would like to nominate.

- Thank you (Roger Bergman) – **Burns** shared that Roger Bergman sent a thank you for all that had been going on over the last month.
- Lake Point Condo Parking – **Burns** said that a few Lake Point Condo residents were unhappy with their inability to utilize the public parking for as long as and as much as they wanted so she had invited them to reopen the contract and renegotiate but had not heard any more from them.

**Delamater** thanked Angela Stanford-Butler and Maryann Fonkert for making the DPW staff personal protection masks. **Delamater** also shared that he had spoken personally with each DPW staff member and they are all doing well.

**Delamater** suggested they reschedule the Capital Improvement Plan meeting for mid-May. **Council** agreed

## 10. Minutes

Minutes of the March 9, 2020 Work Session and the March 16<sup>th</sup> rescheduled to March 23, 2020 regular meeting were attached for review.

## 11. 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.

Richard Martinus, 207 S. Park, asked when no-wake signs could be installed to replace the No-Wake signs that have disappeared. **Burns** said she would look into that. Mr. Martinus asked if sand bags would be added along the bike path for protection since sandbags were being placed at School St. **Burns** said they were not placing sandbags at School St. and would not be adding sandbags along the bike path. Mr. Martinus asked what he had to do to get approval to install a garden wall to protect his property. **Powers** explained that this was not the time to discuss how to get approval for a garden wall and suggested that Mr. Martinus set up an appointment with Manager Burns and DPW Supervisor Delamater.

There was no other public comment.

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

---

Mark Powers, Village President

---

Maryann Fonkert, Deputy Clerk