



MINUTES

**Monday August 18, 2014
7:00 P.M., Barber School
102 West Exchange Street
Spring Lake, Michigan**

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

Present: Bennett, MacLachlan, Meyers, Miller, Nauta, Powers, Van Strate.

Absent: None

4. Approval of the Agenda

On a motion by **Bennett**, support from **Miller**, to approve the agenda as presented.

Yes: 7

No: 0

5. Consent Agenda

A. Approved the payment of the bills (checks numbered 55736-55832) in the amount of \$147,625.73.

B. Approved the minutes for the July 21, 2014 Council meeting.

C. Approved an Engineering Agreement with Moore & Bruggink for Alloy's Alley in an amount not to exceed \$4,800.

D. Approved an agreement with Advanced Pavement Marking for pavement marking in an amount not to exceed \$4,889.60.

E. Approved an agreement with Summit Tree Service to Arborist Services for an amount of \$150 an hour with the stipulation that Summit Tree Service cannot bid on tree trimming or removal services while serving as the Village's Arborist.

- F. Approved the collection of full tax capture of CBDDA commencing in the summer of 2015.
- G. Approved an agreement with Peterson Environmental LLC to complete the required 2011 wetland monitoring permit at a rate of \$125 per hour.
- H. Approved the following board appointments:
 - Lloyd's Bayou Lake Board - Jim MacLachlan (term expiring 11/2018)
 - Fire Advisory Committee - Bill Meyers

On a motion by **Bennett**, support from **Miller**, to approve the consent agenda.

Yes: 7

No: 0

6. General Business

A. Winsor McCay Presentation

Subject: Ms. Elizabeth Wheeler will be present to discuss her proposal for the Winsor McCay Memorial.

Ms. Elizabeth Wheeler, as a member of the Winsor McCay Committee, presented an idea created to visually promote Winsor McCay. Ms. Wheeler explained that the Committee felt a great way to accomplish this goal was by adding an archway at the Grand River Greenway entrance to the wetlands boardwalk, and by naming the Mill Point Park playground "Winsor McCay Playground", which would include a sign with the official Winsor McCay logo, and cement dinosaur foot prints in the grass leading to the playground. Ms. Wheeler explained that the drawings, included in the Council packet, were drawn by local artist, Kevin Collier, who works for the Grand Haven Tribune. Ms Wheeler said the Committee agreed, unanimously, that Mill Point Park was the perfect spot for the proposed idea. Ms. Wheeler also showed the Council tee shirts designed to promote Windsor McCay Day that had been sold during Heritage Festival week. Ms Wheeler said there were still adult and children's tee shirts available and more could be ordered.

B. Spring Lake Yacht Club Lease

Subject: At their May 12, 2014 work session, Council agreed, verbally, to a 20-year extension to the SLYC lease of the Thum property in exchange for the improvements to the docks and the installation of the wave attenuation system. SLYC Attorney Doug McNeil, Village Attorney Bob Sullivan and Council Member/Attorney Mark Powers have been working

on revised lease language that would be acceptable to both parties. That revised lease is included with the agenda for Council review.

Manager **Burns** gave a brief overview and then turned this item over to Council Member **Powers**.

Council Member **Powers** explained that there were two (2) changes to the lease agreement. One was adding improvements to the docks and installation of a wave attenuation system, to be made by the Spring Lake Yacht Club within 36 months, and then, in exchange for completing such improvements, the Village will extend the term of the license agreement 20 more years, from December 31, 2053 to December 31, 2073.

On a motion by **Bennett**, support from **Miller**, to approve the 20-year extension to the Spring Lake Yacht Club lease of the Thum property in exchange for the improvements to the docks and the installation of the wave attenuation system.

Yes: 6

No: 1 (Nauta)

C. Proposed Rezoning of Industrial Lots

Subject: The Planning Commission held a public meeting on July 22, 2014 to consider the proposed rezoning of four (4) parcels from I, Light Industrial District to CBD, Central Business District. Rezoning properties to be consistent with the Master Plan is one effective way to implement the policy recommendations of the Master Plan. It helps ensure that the future development of properties, should they become available for redevelopment, is consistent with the desired development patterns of the community.

Two of the parcels (701 Liberty and 510 Liberty) are specifically identified in the Master Plan as being appropriate for mixed use (Land Use Plan Strategy B.1). The Master Plan identifies all four parcels as having a future land use of "TNC" or "Town Neighbor Center" but the Master Plan doesn't define specifically what that means. The TNC land use is located on the Future Land Use Map in transitional areas, a block or so away from M-104. Staff believes the intent of such a land use would be most supportive of the Central Business District (CBD) zoning classification.

Manager **Burns** explained that the proposed rezoning of 4 I, Light Industrial parcels to CBD, Central Business District, had been discussed at length at a Council Work Session. **Burns** said the outcome of that discussion was that the Village Planner, Jennifer Howland, would issue a letter to the Planning Commission members so they were aware that Council would be considering this rezoning, and that the recommended

course of action was to rezone those lots to CBD which was in keeping with the Village's Master Plan.

Motion by **Meyers**, support from **Bennett**, to rezone four parcels from (I) Light Industrial to (CBD) Central Business District in keeping with the Village's Master Plan.

Yes: 6 No: 1 (VanStrate)

D. Design Services

Subject: Village Hall currently has a great deal of unused or underutilized space within the building. The Finance Committee has discussed the potential future uses of space within Village Hall and the possibility of leasing excess space to help offset bond payments for the remodeling that took place 12 years ago. The original firm (Architect) for the project was Fishbeck, Thompson, Carr and Huber (FTCH). Staff obtained a cost estimate for FTCH to perform a feasibility study and determine what the best use of the space would be going forward.

Manager **Burns** explained that staff had asked FTCH to give a quote to perform a feasibility study for renovations to allow the Village to lease out excess space to offset bond payments.

On a motion by **Bennett**, support from **Nauta**, to approve an agreement with Fishbeck, Thompson, Carr & Huber for design services for Village Hall at an amount not to exceed \$4,457.00.

Yes: 7 No: 0

E. DPW Fence Replacement

Subject: The FY14-15 DPW budget includes \$8k for the replacement of the fence surrounding the DPW garage. Fence is to be constructed on site with treated wood; vendor is to supply all materials and labor. Staff obtained 3 quotes for fence replacement. These include:

Vallier Fence, Co.	\$9,475.00
Affordable Fence	\$7,261.00
Straight Line Fence	\$7,834.00

Manager **Burns** gave a brief overview and then turned this item over to DPW Supervisor, Roger Belknap for further explanation.

Belknap explained that he had obtained three quotes for fence replacement around the DPW garage but realized they were not comparing apples to apples in regards to building materials. Belknap said

the low bid, from Affordable Fence, was for a prefab product and the other 2 were for construction of the fence on site. Belknap said that after discussing this matter with DPW Forman, VanHoeven, staff recommended moving forward with the proposal from Straight Line Fence at a cost of \$7,834.00, and schedule fence replacement as soon as possible.

On a motion by **Narta**, support from **VanStrate**, to approve the proposal from Straight Line Fence at a cost of \$7,834.00, and schedule fence replacement as soon as possible.

Yes: 7 No: 0

7. Department Reports

A. Village Manager

Manager **Burns** reported that she had received a request from the Library Director, Claire Sheridan, to hold a future Work Session at the Library to give the Library and opportunity demonstrate to Council what they have to offer the public. Council Member **Bennett** said that this was not a Library issue but a Tax issue. President **MacLachlan** said they would discuss the possibility of accepting the invitation for a Work Session at the Library at a future Work Session.

B. DPW

Council Member **Meyers** asked if it was true that the source of the water bubbling through the pavement was due to conduit breaking that belonged to AT&T. **Belknap** said yes, that was correct.

Belknap reported that some of the lights on West Savidge Street, between N. Cutler and School Street, have been flickering and that after DPW's attempts to fix them were unsuccessful he consulted an electrician who believes the lights had been hit by lightning. **Belknap** said these lights had been retrofit with LED's and were quite expensive so he was working with the insurance company to get them repaired.

Council Member **Powers** asked how much the sink hole, caused by the AT&T issue, cost. **Belknap** said he didn't have all the invoices in yet but there was \$800 to \$900 for labor, \$1,500 for materials for a patch that will have to be put down and replacement of a 6 inch water valve back to inventory will be \$700 to \$800. **Powers** asked if there had been other businesses, besides Old Boy's, affected. **Belknap** said he had made contact with several business, and due to the nature of Old Boy's business, it seemed they were the most affected. Council Member **Bennett**, whose condominium was affected by the AT&T water issue,

commended the DPW on the handling of this.

C. Clerk/Treasurer/Finance Director

D. OCSO/911

- Manager **Burns** reported that there had been a Police Commission meeting and the change of command was going smoothly and all comments were favorable.

E. Water

F. Sewer

G. Minutes from Various Board & Committees

1. Police Commission

8. Old Business and Reports by the Village Council

Council Member **Powers** said he has been asked about street lights and trail lights that have been turned off to conserve energy.

Manager **Burns** said there were street lights that had been turned off to conserve energy but they are marked stating that fact, and the trail lights were turned off between 11:00 p.m. and 5:00 a.m.

9. New Business and Reports by Village Council

Council Member **Powers** reported that he had received a lot of feedback related to the Yacht Club, which got him to thinking that the Yacht Club property was underutilized and has there ever been talk about exploring an arrangement with Ottawa County Parks to see if they have any interest with doing something to utilize this property without undue cost to the Village. Manger **Burns** said she couldn't speak to before her arrival but she had not heard any talk of this. Council Member **Nauta** suggested that might be something for the Park and Rec. Board to talk about.

President **MacLachlan** reported that the Village Manager's performance appraisals had been turned in and results tabulated and that he and Manager **Burns** had met earlier that day to go over the results. **MacLachlan** said her results came in at the top end of "Exceeded Expectations" range and the majority of the Council Members actually rated her performance as "Extraordinary Achievement" over the course of the last year, giving an "Exemplary Rating" for Manager **Burns**. **MacLachlan** shared some of Council's comments:

- She is thorough and efficient.
- She does things in a timely manner.
- A great leader.
- Has an excellent working relationship with her peers.
- Has an excellent working relationship with Village employees.
- She has come up with many creative problem solving ideas and techniques.

- She uses teamwork and innovation to introduce needed changes.
- She has explained to Council's satisfaction the pros and cons in the various elements of things that they have considered throughout the year.
- Excellent communication skills.

President **MacLachlan** congratulated Manager Burns on a job well done.

10. Status Report: Village Attorney - None.

11. Statement of Citizens

Elizabeth Wheeler said she had been asked by the members of the committee to bring back results from Council regarding her presentation.

President **MacLachlan** said that there was not a response since this was a presentation but that they could discuss it at a future work session.

Ms. Wheeler also reported that a light, west of Arby's, needed to be addressed as a safety issue.

Lee Schuitema said he was in favor of the rezoning of the parcels from Industrial to CBD, but there was 4 parcels rezoned instead of 1, so had there been requests made from developers for each parcel.

Manager **Burns** said rezoning these parcels had been a recommendation from the Village Planner, Jennifer Howland.

Mr. Schuitema asked if this rezoning was written in stone or could someone request to have a parcel returned back to Industrial.

Manager **Burns** said that a parcel could be rezoned back to industrial provided it was a business that was wanted in the Village.

12. Adjournment

President MacLachlan adjourned the meeting at 8:00p.m.

James MacLachlan, Village President

Christine Burns, Village Manager