

Village of Spring Lake

Council Work Session

April 13, 2015

7:00 p.m.

102 West Savidge Street (EOC Conference Room - downstairs)

Spring Lake, MI 49456

www.springlakevillage.org

1	7:00 p.m. – Budget Amendments (Marv Hinga) The Finance Committee will be meeting immediately prior to the Work Session to analyze the budget amendments and formulate recommendations.								
2	7:15 p.m. – Budget Discussion (General Fund) Due to its length, the draft of the General Fund budget will be distributed under separate cover.								
3	7:45 p.m. – Alloy’s Alley (Roger Belknap) The FY14-15 budget includes \$40k for the reconstruction of Alloy’s Alley. The Village’ Consulting Engineer held a bid opening on March 20, 2015; eight bids were received. The low bid was from Accurate Excavators at a cost of \$38,265.00. Copies of the bid tabulation, Engineer’s recommendation and an updated project budget are included as attachments in the packet. Staff concurs with the Engineer’s recommendation based upon past performance and low bid status.								
4	7:50 p.m. – Catch Basin Repair (Roger Belknap) The FY14-15 budget for downtown parking lots includes a pavement/catch basin repair behind the generator at Village Hall for \$6,000. Staff wishes to proceed with the repair and received 3 price proposals for the project: <table data-bbox="613 1570 1096 1711"><thead><tr><th><u>Firm</u></th><th><u>Estimate</u></th></tr></thead><tbody><tr><td>Tiles Excavating, Inc.</td><td>\$6,650.00</td></tr><tr><td>Asphalt Paving, Inc.</td><td>\$6,750.00</td></tr><tr><td>Lakeshore PLM, Inc.</td><td>\$7,250.00</td></tr></tbody></table> Staff recommends accepting the proposal from Tiles Excavating, Inc. at a cost of \$6,650.00.	<u>Firm</u>	<u>Estimate</u>	Tiles Excavating, Inc.	\$6,650.00	Asphalt Paving, Inc.	\$6,750.00	Lakeshore PLM, Inc.	\$7,250.00
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Asphalt Paving, Inc.	\$6,750.00								
Lakeshore PLM, Inc.	\$7,250.00								

<p>5</p>	<p>7:55 p.m. – Crane Replacement (Roger Belknap)</p> <p>This is a purchase request to replace our 15 yr. old Venturo Crane for \$3,532 out of Central Equipment. The FY14-15 budget includes \$4k for restoring the dump box on the '05 1-ton truck; however replacement of the Venturo Crane has become a higher priority due to age/performance. Staff obtained 3 prices for a crane (installed) and are as follows:</p> <table border="1" data-bbox="310 495 1268 625"> <thead> <tr> <th><u>Vendor</u></th> <th><u>Model</u></th> <th><u>Parts</u></th> <th><u>Labor</u></th> <th><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Arista Truck Systems</td> <td>Venturo CT2003FB</td> <td>\$2,852.00</td> <td>\$680</td> <td>\$3,532.00</td> </tr> <tr> <td>Hoekstra Truck Equip.</td> <td>Western Mule P-20</td> <td>\$3,115.42</td> <td>\$480</td> <td>\$3,595.42</td> </tr> <tr> <td>Hoekstra Truck Equip.</td> <td>Venturo CT2003FB</td> <td>\$2,820.00</td> <td>\$800</td> <td>\$3,620.00</td> </tr> </tbody> </table> <p>Staff recommends purchasing the Venturo CT2003FB from Arista Truck Systems at a cost of \$3,532.00.</p>	<u>Vendor</u>	<u>Model</u>	<u>Parts</u>	<u>Labor</u>	<u>Total</u>	Arista Truck Systems	Venturo CT2003FB	\$2,852.00	\$680	\$3,532.00	Hoekstra Truck Equip.	Western Mule P-20	\$3,115.42	\$480	\$3,595.42	Hoekstra Truck Equip.	Venturo CT2003FB	\$2,820.00	\$800	\$3,620.00
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<p>6</p>	<p>8:00 p.m. – Banner Contest</p> <p>A total of 35 entries were received for the Arbor Day Banner Contest. Fifteen winners were selected by a panel of judges consisting of Hellen Bennett, Kevin Green, Arn Boezaart, Megan Doss and Chris Burns. The quality of the entries was astounding. The winning banners will be revealed on Tuesday, April 14th at 7:00 p.m. at the library. Doug Heins and Brad Masse are covering the costs of a tree for each entrant and the North Bank Community Fund is covering the costs of Dune Dollars for each winner. The banners will be installed on M-104 later this week. Please feel free to attend this event; you will gladly be put to work handing out prizes and trees ☺.</p>																				
<p>7</p>	<p>8:05 p.m. - You Make the Difference Award – Don Bixeman</p> <p>Last year, Village resident Don Bixeman (504 River) approached the Village about doing volunteer handyman-type work. Since his request was granted, Don has painted the gas meter on the east side of Village Hall, re-stained all the doors at Village Hall, power-washed the flower pots in front of Village Hall (as well as the bricks). Last fall, he painted the Village sign at the corner of M-104 & Jackson Street and over the winter, he painted the signs at Whistle Stop Park and Lakeside Trail. These are projects that all desperately needed to be done, but were not in the budget. To pay a contractor would have cost the Village thousands of dollars. As you can see by the enclosed photos, Don does wonderful work. It would be fitting to acknowledge his countless volunteer hours that have benefited the Village enormously.</p>																				

<p>8</p>	<p>8:10 p.m. – Board & Committee Appointments</p> <p style="text-align: center;"><u>Term Expiring</u></p> <p><u>ZBA</u></p> <p>Ernie Petrus 11/2018 Lee Schuitema 11/2018</p> <p><u>Beautification</u></p> <p>Chip Bohnhoff 11/2018 Adam Winters 11/2018</p> <p><u>Development Area Citizens Council</u></p> <p>Jan Esh 12/2015</p>
<p>9</p>	<p>8:15 p.m. – Business Recognition Program</p> <p>It is time once again to consider which business the Village would like to recognize. This year the Chamber will be holding the luncheon on June 17th at the Spring Lake Holiday Inn. Please note that they would like to get these nominations back by April 24th in order to get the tributes and the awards ordered, so please be prepared to discuss your suggestions for this coveted award. A list of previous recipients is included in the Council packet. The 2014 recipient was 521LLC.</p>
<p>10</p>	<p>8:20 p.m. – Village/Township Lease Discussion</p> <p>Over the course of the past 6-8 months, the Village/Township Committee has been meeting to discuss a course of action to potentially lease a portion of Village Hall to the Spring Lake Township. The countless hours of discussion has resulted in several iterations of a proposed lease that will undoubtedly require more conversations by both elected bodies. Spring Lake Township will also be discussing the lease at their April meeting.</p>
<p>11</p>	<p>8:35 p.m. – Fiber Installation</p> <p>In order for the township to occupy space at Village Hall, or in order for the Village to upgrade the outdated server, it is necessary to install fiber to the building. A quote has been obtained for \$15,235 (the quote does not include the cost of permits.) A request was approved as part of the CGAP grant for \$18,000, so this is a reimbursable expense. At this time, the library is planning on installing fiber as well and there are some cost savings associated with doing the install simultaneously. This item is being presented now, due to the lead time for both permitting and installation.</p>

12	<p>8:45 p.m. - FOIA Policy</p> <p>The Michigan FOIA Act was recently amended (<i>see attached letter from Scholten Fant</i>) which will require action by every municipality in the State of Michigan. The MML Capital Conference held a very informative session on the changes and have posted a sample document (<i>attached</i>) as drafted by the City of Kalamazoo on the MML website. The Village can either hire Scholten Fant to draft a document from scratch or we can plagiarize the City of Kalamazoo's document. The deadline to adopt the new policy and comply is July 1, 2015.</p>
13	<p>8:50 p.m. – Proposal 1</p> <p>Michigan's roads, bridges and highways play a vital role in the state's long-term success and economic prosperity. Our roads were once the envy of the nation, but today they are dangerous and a significant threat to driver safety causing countless accidents and repair costs. Michigan can – and must – do better.</p> <p>The Michigan Municipal League actively supports voting YES on Proposal 1 on May 5 because this is our last, best chance to fix Michigan's roads with funding guaranteed for transportation. As an organization, the League strongly encourages our member communities and their residents to support it as well. Additional information is available at this website:</p> <p style="text-align: center;">http://www.mml.org/advocacy/safe-roads-yes-neutral-info.html</p> <p>A sample resolution and financial impact to the Village is attached for Council review and subsequent discussion.</p>
14	<p>9:00 p.m. - Communications</p> <ul style="list-style-type: none"> • CDBG Isabel's House • Chili Cook-Off Thank You • Crosswinds – Spring 2015 • Earth Day Events • Junior Achievement Thank You • Laker Loop Thank You • Library Calendar (April) • Manager's Schedule FY 14/15 • Manager's Schedule FY 15/16 • Seven Steps Up Liquor License • Tree Nursery Donation

15	<p>9:05 p.m. – Lakeside Beach Sidewalk Failure Discussion (Roger Belknap)</p> <p>A washout of the sidewalk at Lakeside Beach has caused a portion of the sidewalk to break apart; staff will present information to repair and prevent future occurrences.</p>
16	<p>9:10 p.m. - Sidewalk Trip Hazard Elimination Proposal (Roger Belknap)</p> <p>In September 2014, Council approved a program proposed by Precision Concrete Cutting (PCC) to assess the Village’s network of sidewalks and identify trip hazards and other defects for mitigation. A complete report was provided to staff based upon an extensive defect survey. The survey identified 478 addresses with defects. About 92% of these defects are vertical separations that can be addressed with PCC’s unique saw cutting/grinding technique; 213 addresses require slab replacement.</p> <p>Staff met with PCC to develop a multi-year action plan, beginning with priority sidewalks on the Village’s Safe Routes to School network. PCC submitted a proposal to address these hazards, divided into 2 fiscal years.</p> <p style="padding-left: 40px;">Phase 1 (FY2014/15) - \$6,107 175 trip hazards removed Phase 2 (FY2015/16) - \$6,142 176 trip hazards removed</p> <p>Staff recommends accepting the proposal from Precision Concrete Cutting at a cost not to exceed \$12,249.00 for the two-year program with funds coming from the newly created Sidewalk fund 218-444. Copies of the Executive Summary of the defect survey and the PCC Proposal for Phase 1 & 2 are attached.</p>
17	<p>9:20 p.m. - Minutes</p> <p>Minutes of March 16, 2015 meeting are attached for review. Should you wish to make edits, please share that information with Chris Burns or Maryann Fonkert prior to April 16, 2015.</p>

Village of Spring Lake
 April 2015 Budget Adjustments

	Fund	Dept.	Account	Current	Proposed	Change
101-000.000-676.296	General Fund	Revenue	Contribution from TIFA Fund	-	12,595	12,595
101-941.000-995.500	General Fund	Contingencies	Mill Point Brownfield Loan Principal	-	10,965	10,965
101-941.000-995.525	General Fund	Contingencies	Full Time Wages	-	1,630	1,630
296-000.000-819.101	TIFA Fund		Transfer to General Fund	-	12,595	12,595
296-000.000-995.500	TIFA Fund		Mill Point Brownfield Loan	12,595	-	(12,595)
Adjust budget to move Brownfield Loan payment from TIFA Fund to the General Fund.				Net Change		0
236-000.000-889.000	CBDDA	CBDDA	Promotions	-	2,500	2,500
236-000.000-960.236	CBDDA	CBDDA	Façade Grants	30,000	27,500	(2,500)
Move funding in current year for promotions in the CBDDA				Net Change		0
101-000.000-601.000	General Fund	Revenue	Charges for Services	2,000	29,000	27,000
101-000.000-602.000	General Fund	Revenue	Charges for Services - Other Funds	39,500	12,500	(27,000)
Move interfund charge to TIFA Fund to correct line item for financial reporting purposes.				Net Change		0

MOORE & BRUGGINK, INC.

Consulting Engineers

2020 Monroe Avenue, N.W.

Grand Rapids, Michigan 49505-6298

March 20, 2015

Re: Alloy Alley Improvements
Project No. 140200.1

Mr. Roger Belknap
Village of Spring Lake
102 W. Savidge Street
Spring Lake, Michigan 49456

Dear Mr. Belknap:

Eight bids were received at 11:00 a.m., on Friday, March 20, 2015 for the *Alloy Alley Improvements* project. All bids were reviewed and checked for accuracy. Enclosed is a copy of the tabulation of bids.

Accurate Excavators submitted the low bid for the project in the amount of \$38,265.00. The engineer's estimate was \$44,722.50.

The low bidder has a satisfactory performance record on previous projects, and we recommend that a contract be awarded to Accurate Excavators in the amount of \$38,265.00.

Sincerely,



Ryan Arends, P.E.

RMA/kjk

enclosures

cc: Christine Burns, Village of Spring Lake
Roger Jourden, Accurate Excavators

MOORE & BRUGGINK, INC.
TABULATION OF BIDS

PROJECT: Alloy Alley Improvements Project No. 140200.1

OWNER: Village of Spring Lake, 102 W. Savidge Street, Spring Lake, MI 49456

BIDS RECEIVED: 11:00 a.m., March 20, 2015

ITEM			ESTIMATED	ENGINEER'S ESTIMATE		ACCURATE EXCAVATORS		NORTHERN PIPELINE		REDLINE EXCAVATING LLC	
NO.	PROPOSAL ITEM	UNIT	QUANTITY	PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT
1	Mobilization, Max. 10%	LS	1	\$4,000.00	\$ 4,000.00	\$1,475.00	\$ 1,475.00	\$ 2,500.00	\$ 2,500.00	\$ 3,500.00	\$ 3,500.00
2	Roadway Grading	Sta	3.5	\$2,500.00	\$ 8,750.00	\$1,880.00	\$ 6,580.00	\$ 1,800.00	\$ 6,300.00	\$ 2,600.00	\$ 9,100.00
3	Aggregate Base, 8 inch, 21 AA Modified	Syd	650	\$10.00	\$ 6,500.00	\$ 12.20	\$ 7,930.00	\$ 6.50	\$ 4,225.00	\$ 8.80	\$ 5,720.00
4	Maintenance Gravel	Cyd	50	\$15.00	\$ 750.00	\$ 27.50	\$ 1,375.00	\$ 35.00	\$ 1,750.00	\$ 42.00	\$ 2,100.00
5	Leaching Basin, 48 inch dia, w/ Cover C	Ea	1	\$5,000.00	\$ 5,000.00	\$4,870.00	\$ 4,870.00	\$ 6,450.00	\$ 6,450.00	\$ 4,000.00	\$ 4,000.00
6	HMA, LVSP - 1.5 inches	Ton	60	\$112.00	\$ 6,720.00	\$ 98.30	\$ 5,898.00	\$ 107.00	\$ 6,420.00	\$ 96.00	\$ 5,760.00
7	HMA, 3C - 2 inches	Ton	75	\$110.00	\$ 8,250.00	\$ 86.08	\$ 6,456.00	\$ 96.00	\$ 7,200.00	\$ 84.00	\$ 6,300.00
8	Remove, Salvage & Replace Wood Fence	Ft	50	\$45.00	\$ 2,250.00	\$ 13.00	\$ 650.00	\$ 30.00	\$ 1,500.00	\$ 8.00	\$ 400.00
9	Turf Establishment	Sta	3.5	\$715.00	\$ 2,502.50	\$ 866.00	\$ 3,031.00	\$ 650.00	\$ 2,275.00	\$ 500.00	\$ 1,750.00
			Total		\$ 44,722.50		\$ 38,265.00		\$ 38,620.00		\$ 38,630.00

ALL AROUND EXC., INC.		WEICK BROS. INC.		TERRACON LLC		TILES EXCAVATING, INC.		McCORMICK SAND INC.	
PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT
\$ 2,340.35	\$ 2,340.35	\$ 3,902.50	\$ 3,902.50	\$ 4,014.80	\$ 4,014.80	\$ 4,000.00	\$ 4,000.00	\$ 4,555.00	\$ 4,555.00
\$ 2,056.88	\$ 7,199.08	\$ 1,500.00	\$ 5,250.00	\$ 3,960.85	\$ 13,862.98	\$ 1,200.00	\$ 4,200.00	\$ 2,300.00	\$ 8,050.00
\$ 10.35	\$ 6,727.50	\$ 15.00	\$ 9,750.00	\$ 7.85	\$ 5,102.50	\$ 8.75	\$ 5,687.50	\$ 16.00	\$ 10,400.00
\$ 50.00	\$ 2,500.00	\$ 20.00	\$ 1,000.00	\$ 34.41	\$ 1,720.50	\$ 85.00	\$ 4,250.00	\$ 20.00	\$ 1,000.00
\$ 5,512.65	\$ 5,512.65	\$ 5,250.00	\$ 5,250.00	\$ 5,731.70	\$ 5,731.70	\$ 7,150.00	\$ 7,150.00	\$ 9,250.00	\$ 9,250.00
\$ 106.61	\$ 6,396.60	\$ 90.00	\$ 5,400.00	\$ 89.36	\$ 5,361.60	\$ 102.75	\$ 6,165.00	\$ 89.50	\$ 5,370.00
\$ 92.75	\$ 6,956.25	\$ 85.00	\$ 6,375.00	\$ 78.26	\$ 5,869.50	\$ 90.00	\$ 6,750.00	\$ 78.00	\$ 5,850.00
\$ 12.00	\$ 600.00	\$ 50.00	\$ 2,500.00	\$ 20.00	\$ 1,000.00	\$ 95.00	\$ 4,750.00	\$ 320.00	\$ 1,000.00
\$ 1,080.00	\$ 3,780.00	\$ 1,000.00	\$ 3,500.00	\$ 285.71	\$ 999.99	\$ 400.00	\$ 1,400.00	\$ 600.00	\$ 2,100.00
	\$ 42,012.43		\$ 42,927.50		\$ 43,663.56		\$ 44,352.50		\$ 47,575.00

MOORE & BRUGGINK, INC.

Consulting Engineers

2020 Monroe Avenue, N.W.

Grand Rapids, Michigan 49505-6298

March 20, 2015

Re: Alloy Alley Improvements
Project No. 140200.1

Mr. Roger Belknap
Village of Spring Lake
102 W. Savidge Street
Spring Lake, Michigan 49456

Dear Mr. Belknap:

Based on our recommendation to award a contract on the **Alloy Alley Improvements** project in the amount of \$38,265.00, we hereby estimate the total project budget as follows:

PROJECT COSTS

Low Bid (Accurate Excavators)	\$38,265.00
Design Engineering	\$2,930.00
Soil Borings	\$500.00
Construction Inspection and Engineering	\$2,050.00
Project Contingencies	\$3,755.00

TOTAL ESTIMATED BUDGET

\$47,500.00

Funding for the project is provided by the Village of Spring Lake.

If you have any questions, please contact me.

Sincerely,



Ryan Arends, P.E.

RMA/kjk

cc. Christine Burns, Village of Spring Lake



PRESS RELEASE-For Immediate Release

For more information contact:
Lisa Donner
Community Services Librarian
Spring Lake District Library
(616) 846-5770, ext. 107

Tree Banner Contest Winners Announced at SLDL

The winners of the Spring Lake Village Tree Banner Contest will be announced at Spring Lake District Library on Tuesday, April 14, at 7:00 p.m. The Village of Spring Lake was originally designated as a "Tree City USA" in 1993 for its extensive tree planting and preservation efforts. The contest was held to help promote the ongoing achievement by encouraging youth ages 5-18 to submit their tree-themed street banner designs. Winners have been chosen in three age levels: elementary, middle school, and high school. The public is invited to attend the awards ceremony and preview the artwork that will be featured on the new street banners.

Certified Arborist Brian Kwiatkowski will be the guest speaker for the event. Dune Dollars will be awarded to each of the contest winners, courtesy of the North Bank Communities Fund. State Farm and Signature Smiles are donating a tree for each contestant.

For more information about the ceremony, contact the library at (616) 846-5770. The library is located at 123 E. Exchange Street in Spring Lake.

###

Don Bixeman



STOP WHISTLE
PLAYGROUND



HILLTOP
SPRING LAKE

LAND TRUNK SECTION OF
AKE SIDE TRAIL



GRAND TRUNK SECTION OF
LAKE SIDE TRAIL

VILLAGE OF
SPRING LAKE





Board and Commission Applicant

Personal Profile

Name: Chip Bohnhoff Telephone: 231. 578. 4039

Address: 222 1/2 W. Sarge #2 Date: 3/16/15

Email address: cbohnhoff.slvillage pc@gmail.com

Years as a Village Resident: 4 Occupation: Retail Manager

Background/Interests: _____

Please circle the board(s) or commission(s) that you would like to serve on:

- | | | |
|---------------------------------|--------------------------------------|-----------------------------|
| Village Planning Commission | Spring Lake Lake Board | North Bank Communities Fund |
| Parks And Recreation Committee | Zoning Board Of Appeals | Village Council |
| Coast Guard Festival Liaison | Historic Conservation District Comm. | Spring Lake CBDDA |
| <u>Beautification Committee</u> | Friends of Barber School | |

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

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 committee's, programs and activities, regardless of the funding source.

Board and Commission Applicant

Personal Profile

Name: Dr. Patricia Lussett Telephone: 842-0951
Address: Box 31, Spring Lake, Mi 49456 Date: April 10, 2015
Email address: prusscott@gmail.com
Years as a Village Resident: _____ Occupation: Retired Educator
Background/Interests: Wetlands-Kids education (Environment)
a supporter of Township and Village activities

Please circle the board(s) or commission(s) that you would like to serve on:

- | | | |
|--------------------------------|--------------------------------------|-----------------------------------|
| Village Planning Commission | Spring Lake Lake Board | North Bank Communities Fund |
| Parks And Recreation Committee | Zoning Board Of Appeals | Village Council |
| Coast Guard Festival Liaison | Historic Conservation District Comm. | Spring Lake CBDDA |
| Beautification Committee | Friends of Barber School | Development Area Citizens Council |

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

Concerns for the Village; if any:

I make the Village the best place ^{in which} to live for the young and older.

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 committee's, programs and activities, regardless of the funding source.

Board and Commission Applicant

Personal Profile

Name: Adam Winters Telephone: 231. 769. 5243

Address: 222 1/2 W. Swidge #2 Date: 3/16/15

Email address: swamedup2@gmail.com

Years as a Village Resident: 1 1/2 Occupation: Shop

Background/Interests: _____

Please circle the board(s) or commission(s) that you would like to serve on:

Village Planning Commission
Parks And Recreation Committee
Coast Guard Festival Liaison
Beautification Committee

Spring Lake Lake Board
Zoning Board Of Appeals
Historic Conservation District Comm.
Friends of Barber School

North Bank Communities Fund
Village Council
Spring Lake CBDDA

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

Concerns for the Village; if any:

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Board and Commission Applicant

Personal Profile

Name: Janice M. Esh Telephone: 616 847-0207

Address: 107 S. Division St. Date: 4/7/15

Years as a Village Resident: 15 Occupation: therapist, mental health

Background/Interests: _____

living in historic home in village

Please circle the board(s) or commission(s) that you would like to serve on: DACC

Coast Guard Festival Liaison
Historic Conservation District Comm.
North Bank Communities Fund
Beautification Committee

Parks And Recreation Committee
Spring Lake Lake Board
Spring Lake CBDDA
Friends of Barber School

Village Council
Village Planning Commission
Zoning Board Of Appeals

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

steve asked me to! I am also interested
in the development of the downtown

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 committee's, programs and activities, regardless of the funding source.

Board and Commission Applicant

Personal Profile

Name: Lee Schuberma Telephone: 616 846 6093

Address: 408 W Exchange ST Date: 4/09/15

Years as a Village Resident: aprox 10 Occupation: Caretaker -- Retired

Background/Interests: Started life as a Milkman. Had one year at Hope College. After 1968 became a machine builder, welder-fabricator, Shop Super. Have been a pro fisher and 4H leader. Am now retired and caretaker and disabled lady with my wife.

Please circle the board(s) or commission(s) that you would like to serve on:

Coast Guard Festival Liaison
Historic Conservation District Comm.
North Bank Communities Fund
Beautification Committee

Parks And Recreation Committee
Spring Lake Lake Board
Spring Lake CBDDA
Friends of Barber School

Village Council
Village Planning Commission
Zoning Board Of Appeals

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

Have an interest in the community and kind of like to know what's going on and why. I don't stand off to the side very well. The well being of the community has always been of interest to me. Safety and controlled growth are part of a strong long lasting community and keeping things inside the scope of the town makes that sustainable.

Concerns for the Village; if any:

Quite happy with the current direction I see.

Board and Commission Applicant

Personal Profile

Name: ERNIE PETRUS Telephone: 314-276-0007

Address: 409 BARBOE ST SL, MI 49456 Date: 3/23/15

Years as a Village Resident: 3 Occupation: CONSULTANT

Background/Interests: FAMILY, SCOUTS, GOLF, BOATING, MARKETING, STRATEGY, BUS
PLANNING, SPORTS.

Please circle the board(s) or commission(s) that you would like to serve on:

- | | | |
|--------------------------------------|--------------------------------|--------------------------------|
| Coast Guard Festival Liaison | Parks And Recreation Committee | Village Council |
| Historic Conservation District Comm. | Spring Lake Lake Board | Village Planning Commission |
| North Bank Communities Fund | Spring Lake CBDDA | <u>Zoning Board Of Appeals</u> |
| Beautification Committee | Friends of Barber School | |

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

AN OPPORTUNITY TO GIVE BACK TO THE COMMUNITY, AND THERE ARE
OPEN POSITIONS. MY BUSINESS BACKGROUND WILL ENABLE ME
TO CONTRIBUTE TO THIS BOARD BY BRINGING SOUND ANALYSIS
AND DECISION MAKING SKILLS.

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 committee's, programs and activities, regardless of the funding source.



2015 BUSINESS RECOGNITION AWARD PROGRAM NOMINATION FORM

Please return to the Chamber by Friday, April 24, 2015

Business Name: _____

Contact: _____ Title: _____

Address: _____

City: _____ State: MI Zip Code: _____

(1) Project/Activity: _____

Guidelines you may use in considering your Nominee as applicable:

(2) Number of Existing Jobs prior to Project/Activity: _____

(3) New Jobs Created due to Project/Activity: _____

(4) Increase in Production/Sales (%): _____

(5) Dollar amount invested in Project/Activity: _____

(6) Community Contributions

(7) Year company was started or purchased: _____

ADDITIONAL INFORMATION AND COMMENTS: _____

PAST RECIPIENTS

	City of Ferrysburg	City of Grand Haven	G. H. Charter Township	Spring Lake Township	Village of Spring Lake
2013	Appolonia's	Grand Transformers, Inc.	Commercial Manufacturing & Assembly	Active Manufacturing	Old Boys' Brewhouse
2012	Basketball Basics	D. Baker & Son Lumber Co.	Crossroads Blueberry Farm	Falcon Corporation	Village Baker
2011	AAC Credit Union	Biosolutions LLC	Haven Manufacturing, LLC	Spring Lake Country Club	Seven Steps Up
2010	Ferrysburg Wash Center	Brilliance Audio	Reenders Blueberry Farms	Interior Concepts	Mill Point Station
2009	Michigan Pizza Hut	Sweet Temptations	Generation Care	Almond Products	Garrison Dental Solutions
2008	Water Colors Early Childhood Center	Grand Landing, LLC	Wal-Mart Store 5386	Pliant Plastics, Inc.	Carlson Wagonlit Travel
2007	Trillium Banquet Center	Scholten Fant	Macatawa Bank	VanderWall Bros. Concrete	Two Tony's Taverna Grille
2006	de Stoel Upholstery	NetShape International	Grand Haven 9	Alcoa Mich. Casting Ctr.	Village Hardware
2005	Leppink's Food Center	Commercial Contractors	Yogi Bear Jellystone Park	Schap Specialty Machines	Five Ten Properties
2004	Ind. Metal Identification	Redeker Ford	Grand Haven Golf Club	Herman Miller, Inc.	Spring Lake Antique Mall
2003	5/3 Bank Ferrysburg	Great Harvest Bread Co.	Bekins Auto Service	B R Metal Products	Peel Brothers, LLC
2002	CITGO/Exxon Mobil Term.	North Shore Marina	Loftis Machine Company	Grand River Polishing Co.	Avalon Floral LLC
2001	Automotive Advantage	Fredricks Design, Inc.	Anderson Technologies Inc.	Oak Crest Manors	Holiday Inn
2000	McKellips & Sons	Grand Haven Plastics	Meijer, Inc.	West Michigan Auto Body	Harbor Steel
1999	Verplank Trucking Co.	Automatic Spring Products	Seaver Industrial Finishing	Sintel, Inc.	HF Hospital for Animals

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28 Years of Business Recognition Awards



PAST RECIPIENTS

	City of Ferrysburg	City of Grand Haven	G. H. Charter Township	Spring Lake Township	Village of Spring Lake
1998	Keenan Marina	JSJ Corporation	Light Corporation	Counter Point Furniture	Old Boy's Brewhouse, Inc.
1997	Falcon Corporation	N. Ottawa Comm. Hospital	Zelenka Nursery, Inc.	MLP Manufacturing	McDonalds Restaurant
1996	Pine Street Cafe	The Coffee Grounds	Transfer Tool Systems, Inc.	Keur Industries, Inc.	Idle Hour Restaurant
1995	Tri-City Oil Company	Tri-Cities Family YMCA	Comm. Machining & Assy.	Michigan Brass Division	Fireside Design, Inc.
1994	Advanced Signs, Inc.	Donnelly Corporation	R & P Properties, Inc.	Carroll Bos, Developer	WESCO-Spring Lake
1993	Leppink's Town Center	Finish Company	Gaard, Inc.	Vic's Restaurant & Lounge	FMB Bank (of Spring Lake)
1992	Portenga Manufacturing	Meijer, Inc.	Follen Tool Company	Lakeshore Diversified Prod.	NBD Bank (of Spring Lake)
1991	David C. Bos Const.	Stanco Metal Products	Harbor Industries	Supreme Machined Prod.	Graflex, Inc.
1990	Westwind Construction	Andros, Inc.	Peter Nagel Multi-Spindle	Interior Specialists	Holiday Inn
1989	Construction Aggregates	Eagle Ottawa Leather Co.	Weyburn Bartel, Inc.	Integrated Metal Tech.	Miller Smith Manuf.
1988	Johnston Boiler Co.	G.H. Stamped Products	Harbor Industries	Kysor Medallion	Barrett Boat Works
1987	North Shore Machine Works	Contour Roll Company & Shape Corporation	H & H Enterprises	Meridian, Inc.	Elastodyne

28 Years of Business Recognition Awards



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	City of Ferrysburg	City of Grand Haven	G. H. Charter Township	Spring Lake Township	Village of Spring Lake
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1987	North Shore Machine Works	Contour Roll Company & Shape Corporation	H & H Enterprises	Meridian, Inc.	Elastodyne

Christine Burns

From: David Miller <dmiller@grandhavenchamber.org>
Sent: Thursday, March 05, 2015 11:25 AM
To: Christine Burns
Cc: Pam Blake
Subject: 2015 Nomination Form SLVillage
Attachments: 2015 Nomination Form SLVillage.doc

Good Morning Chris,

Here is the 2015 nomination form for the Spring Lake Village Business Recognition recipient. This year's event will be held Wednesday, June 17th at the Spring Lake Holiday Inn which means that you are this year's host! Please have Village Council consider who they would like to nominate and return the information to us by Friday, April 24th to give us enough time to get the state tributes, which always seems to be our bottleneck. We look forward to another great event! If you have any questions please let me know.

David C. Miller

Vice President

Chamber of Commerce Grand Haven Spring Lake and Ferrysburg

And the Lakeshore 504

1 S. Harbor Dr. Grand Haven, MI 49417

p 616.846.3153

c 616.502.8324

f 616.842.0379

www.grandhavenchamber.org

www.lakeshore504.org

[Click Here](#) to upload files securely.

[Chamber Ireland trip in October Join Us!!](#)





February 16, 2015

Ottawa County Road Commission
P.O. Box 739
Grand Haven, MI 49417

Attn: Mike Morrow & Steve Namenye

RE: Spring Lake Village Hall to Spring Lake District Library

As per your request, we are pleased to offer for your consideration the following quotation.

Option #1

Labor, materials and equipment to install a 24 count single mode fiber optic cable from the Spring Lake Village Hall to the Spring Lake District Library. This will include directional boring approximately 450' of 1 1/4" HDPE conduit, fit up to (2) existing wood poles, overflash approximately 600' existing fiber, set (2) quartzite 17 X 30 hand holes, mount patch panels and fusion splice with OTDR documentation. This does not include permits or make ready cost from Consumers Energy.

Total \$15,235.00

Option #2

Labor, materials and equipment to add an additional directional bores and placement of quartzite hand holes to the Beauty School and the Department of Public Works. Along with installation of fiber optic cable, patch panels and fusion splicing and OTDR documentation. This will be an additional cost.

Total \$7,500.00

If you have any questions, please do not hesitate to call me.

Sincerely,

A handwritten signature in black ink that reads 'Jason Cole'.

Jason Cole
Senior Technician
JC/lg

FIBER OPTICS MEMORANDUM OF AGREEMENT

This Fiber Optics Memorandum of Agreement ("Agreement") is made between the Village of Spring Lake, 102 West Savidge Street, Spring Lake, Michigan 49456 (the "Village") and Spring Lake Township, 106 South Buchanan Street, Spring Lake, Michigan 49456 (the "Township").

This Agreement is based upon the following facts.

- A. The Village and the Township are considering an agreement whereby the Township will lease space in the Village Hall, located at 102 West Savidge, Spring Lake ("Village Hall"), and then move its operations into the Village Hall.
- B. The Village Hall is in need of fiber optic service.

On the basis of the above, the Village and the Township agree as follows.

1. The Village agrees to order the parts necessary to provide fiber optic service to the Village Hall. The Village further agrees to contract for the installation and construction work necessary to provide fiber optic service to the Village Hall. The estimated cost for these parts and this work is \$19,000.00, plus the cost of various necessary permits.
2. The Village agrees to undertake the obligations set forth in this Agreement based upon its assumption that the Village and the Township will negotiate a lease for the Village Hall, the assumption that the Township will move its operations from the Township Hall to the Village Hall, and the assumption that the cost of providing fiber optic service to the Village Hall will eventually be covered by the State of Michigan through a C-GAP Grant or some other grant or budgetary consideration. The Township is also entering into this Agreement on the basis of these same assumptions.
3. In the event that the Village and the Township do not complete the negotiations for a lease of the Village Hall, and in the event that the Township does not move its operations from the Township Hall to the Village Hall, the financial responsibility for the provided fiber optic service to the Village Hall will remain solely with the Village. In that event, the Township will likewise have the responsibility to provide fiber optic service to the Township Hall, if the Township so desires.
4. This Agreement and its rights and obligations shall not be assignable unless both parties agree in writing, which agreement shall not be unreasonably withheld. All notices and other documents to be served or transmitted shall be in writing and addressed to the parties at the addresses stated on page 1 of this Agreement or such other address or addresses as shall be specified by the parties from time to time and may be served or transmitted in person or by

ordinary mail properly addressed with sufficient postage. This Agreement has been executed in the State of Michigan and shall be governed by Michigan law. The waiver by any party of a breach or violation of any provision of this Agreement shall not be a waiver of any subsequent breach of the same or any other provision of this Agreement. If any section or provision of this Agreement is unenforceable for any reason, the unenforceability shall not impair the remainder of this Agreement, which shall remain in full force and effect. It is contemplated that this Agreement will be executed in multiple counterparts, all of which together shall be deemed to be one contract.

The parties have executed this Agreement as of the dates noted below.

SPRING LAKE TOWNSHIP

VILLAGE OF SPRING LAKE

By: _____
John Nash, Supervisor

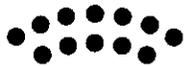
By: _____
Jim MacLachlan, President

By: _____
H. Carolyn Boersma, Clerk

By: _____
Marv Hinga, Clerk

Dated: _____, 2015

Dated: _____, 2015



Scholten Fant
Attorneys

Over 50 Years of Service

100 North Third Street,
P.O. Box 454, Grand Haven, MI 49417
P 616.842.3030 F 616.846.6621

246 South River, Suite 100,
P.O. Box 9008, Holland, MI 49422
P 616.396.1265 F 616.393.0052

www.scholtenfant.com

February 2, 2015

Re: Recent FOIA Amendments

You are likely already aware that the Michigan Freedom of Information Act ("FOIA") was recently amended by Act 563 of 2014. These amendments, which take effect on July 1, 2015, relate primarily but not exclusively to a public body's ability to charge fees for responding to certain FOIA requests. The recent amendments impose very extensive, and somewhat oppressive, requirements and limitations regarding the extent to which, and the circumstances under which, FOIA response fees may be imposed and recovered.

Without further elaborating in this correspondence on the extensive statutory requirements imposed by these recent FOIA amendments, we call your preliminary attention to the fact that public bodies are required to: (a) "establish procedures and guidelines to implement" [the recent FOIA amendments], and (b) "create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal." In addition to any written (i.e., paper) versions, the public body must post and maintain its "procedures and guidelines," and its "written public summary," on its website if the public body has one.

The immediate message, therefore, is that a public body's current or existing FOIA policies or procedures will likely become woefully inadequate when the recent FOIA amendments take effect on July 1, 2015. Therefore, if you would like additional information regarding the extensive new requirements and limitations of these recent FOIA amendments, or if we can be of assistance in your development of new and amended FOIA "policies and procedures" and the new "written public summary" required by these amendments, please advise. We would be happy to assist in any manner desired.

SCHOLTEN FANT

Ronald A. Bultje

Rodney L. Schermer

Robert E. Sullivan

Matthew C. VanHoef

CITY OF KALAMAZOO

WRITTEN PUBLIC SUMMARY OF FOIA PROCEDURES AND GUIDELINES

Consistent with Public Act 563 of 2014 amending the Michigan Freedom of Information Act (FOIA), the following is the Written Public Summary of the City's FOIA Procedures and Guidelines relevant to the general public.

1. How do I submit a FOIA request to the City of Kalamazoo?

- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the City of Kalamazoo must be submitted in writing.
- A request must sufficiently describe a public record so as to enable the City to find it.
- No specific form to submit a written request is required. However a FOIA Request form for your use and convenience is available on the City's website at www.cityofkalamazoo.org
- Written requests can be made in person by delivery to any City office in person or by mail.
- Requests can also be made by facsimile by calling 269-XXX-XXXX for non-Public Safety records and 269-XXX-XXXX for Public Safety records.
- A request may also be submitted by e-mail. To ensure a prompt response, e-mail requests should contain the term "FOIA" or "FOIA Request" in the subject line and be sent to XYZ@kalamzoocity.org

Note: If you are serving a sentence of imprisonment in a local, state or federal correctional facility you are not entitled to submit a request for a public record.

2. What kind of response can I expect to my request?

- Within 5 business days of receipt of a FOIA request the City will issue a response. If a request is received by facsimile or e-mail the request is deemed to have been received on the following business day. The City will respond to your request in one of the following ways:
 - Grant the request.
 - Issue a written notice denying the request.
 - Grant the request in part and issue a written notice denying in part the request.
 - Issue a notice indicating that due to the nature of the request the City needs an additional 10 business days to respond.
 - Issue a written notice indicating that the public record requested is available at no charge on the City's website.
- If the request is granted, or granted in part, the City will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available. If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the City will require a deposit before processing the request.

3. What are the City's fee deposit requirements?

- If the City has made a good faith calculation that the total fee for processing the request exceeds \$50.00, the City will require that you provide a deposit in the amount of 50% of the total estimated fee. When the City requests the deposit it will provide you a non-binding best efforts estimate of how long it will take to process the request following receipt by the City of your deposit.

- If the City receives a request from a person who has not paid the City for copies of public records made in fulfillment of a previously granted written request, the City will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when all of the following conditions exist:
 - the final fee for the prior written request is not more than 105% of the estimated fee;
 - the public records made available contained the information sought in the prior written request and remain in the City's possession;
 - the public records were made available to the individual, subject to payment, within the time frame estimated by the City to provide the records;
 - 90 days have passed since the City notified the individual in writing that the public records were available for pickup or mailing;
 - the individual is unable to show proof of prior payment to the City; and
 - the City has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- The City will not require the 100% estimated fee deposit if any of the following apply:
 - the person making the request is able to show proof of prior payment in full to the City;
 - the City is subsequently paid in full for all applicable prior written requests; or
 - 365 days have passed since the person made the request for which full payment was not remitted to the City.

4. How does the City calculate FOIA processing fees?

- A fee will not be charged for the cost of search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the City because of the nature of the request in the particular instance, and the City specifically identifies the nature of the unreasonably high costs.
- The Michigan FOIA statute permits the City to assess and collect a fee for six designated processing components. The City may charge for the following costs associated with processing a request:
 - Labor costs associated with searching for, locating and examining a requested public record.
 - Labor costs associated with a review of a record to separate and delete information exempt from disclosure of information which is disclosed.
 - The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media.
 - The cost of duplication or publication, not including labor, of paper copies of public records.
 - Labor costs associated with duplication or publication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
 - The cost to mail or send a public record to a requestor.

- Labor Costs
 - All labor costs will be estimated and charged in 15 minute increments with all partial time increments rounded down.
 - Labor costs will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs work.
 - Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.

- Non-paper Physical Media
 - The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
 - This cost will only be assessed if the City has the technological capability necessary to provide the public record in the requested non-paper physical media format.

- Paper Copies
 - Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets will reflect the actual cost of reproduction.
 - The City may provide records using double-sided printing, if cost-saving and available.

- Mailing Costs
 - The cost to mail public records will use a reasonably economical and justified means.
 - The City may charge for the least expensive form of postal delivery confirmation.
 - No cost will be made for expedited shipping or insurance unless requested.

5. How do I qualify for a reduction of the processing fees?

- The City may waive or reduce the fee associated with a request when City determines that to do so is in the public interest because release of the information is considered as primarily benefitting the general public.

- The City will waive the first \$20.00 of the processing fee for a request if you submit an affidavit stating that you are:
 - indigent and receiving specific public assistance; or
 - if not receiving public assistance, stating facts demonstrating an inability to pay because of indigency.

- You are not eligible to receive the \$20.00 waiver if you:
 - have previously received discounted copies of public records from the City twice during the calendar year; or
 - are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

- An affidavit is sworn statement. For your convenience the City has provided an Affidavit of Indigency form for the waiver of FOIA fees on its website.
- The City will waive the fee for a nonprofit organization which meets all of the following conditions:
 - the organization is designated by the State under federal law to carry out activities under the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act;
 - the request is made directly on behalf of the organization or its clients;
 - the request is made for a reason wholly consistent with the provisions of federal law under Section 931 of the Mental Health Code; and
 - the request is accompanied by documentation of the organization's designation by the State

6. How may I challenge the denial of a public record or an excessive fee?

○ Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may file an appeal of the denial with the Office of the Mayor. The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons you are seeking a reversal of the denial.

Within 10 business days of receiving the appeal the Mayor will respond in writing by:

- reversing the disclosure denial;
- upholding the disclosure denial; or
- reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the Mayor, you may file a civil action in Kalamazoo County Circuit Court within 180 days after the City's final determination to deny your request. Should you prevail in the civil action the court will award you reasonable attorneys' fees, costs and disbursements. If the court determines that the City acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1000.00

○ Appeal of an Excessive FOIA Processing Fee

If you believe that the fee charged by the City to process your FOIA request exceeds the amount permitted by state law, you must first submit a written appeal for a fee reduction to the Office of the Mayor. The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.

Within 10 business days after receiving the appeal, the Mayor will respond in writing by:

- waiving the fee;
- reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Mayor will respond to the written appeal.

Within 45 days after receiving notice of the Mayor's determination of the processing fee appeal, you may commence a civil action in Kalamazoo County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the City acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.00.

Need more details or information?

This is only a summary of the City of Kalamazoo's FOIA Procedures and Guidelines. For more details and information, copies of the City of Kalamazoo's FOIA Procedures and Guidelines are available at no charge at any City office and on the City's website, www.kalamazoocity.org.

DISCLAIMER: This document is intended only as example of how a municipality might attempt to comply with the FOIA requirements set forth by 2014 Public Act 563. It is not intended as legal advice and should not be relied upon as such. It is being provided in furtherance of the mission of the Michigan Municipal League to provide educational opportunities and administrative assistance to elected and appointed officials of municipalities. –Clyde J. Robinson, Kalamazoo City Attorney

SAMPLE

CITY OF KALAMAZOO

FREEDOM OF INFORMATION ACT PROCEDURES & GUIDELINES

Preamble: Statement of Principles

It is the policy of the City of Kalamazoo that all persons, *except those who are serving a sentence of imprisonment*^{*}, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The City of Kalamazoo's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The City of Kalamazoo acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The City of Kalamazoo acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

The City of Kalamazoo will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The City of Kalamazoo's policy is to disclose public records consistent with and in compliance with State law.

Section 1: General Policies

The City Commission acting pursuant to the authority at MCL 15.236 designates the City Attorney as the FOIA Coordinator. He or she is authorized designate other City staff to act on his or her behalf to accept and process written requests for the City's public records and approve denials.

If a request for a public record is received by facsimile or e-mail, the request is deemed to have been received on the following business day. If a request is sent by e-mail and delivered to a City spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review City spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with City

^{*} Any material appearing in italic typeface is intended to reference optional language which might be included in the document.

Information Technology staff to develop administrative rules for handling spam and junk-mail so as to protect City systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The City is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other City staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the City on file for a period of at least one year.

Section 2: Requesting a Public Record

A person requesting to inspect or obtain copies of public records prepared, owned, used, possessed or retained by City of Kalamazoo must do so in writing. The request must sufficiently describe a public record so as to enable City personnel to identify and find the requested public record.

No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Written requests for public records may be submitted in person or by mail to any City office. Requests may also be submitted electronically by facsimile and e-mail. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, electronically mailed or other otherwise provided to him or her in lieu of paper copies. The City will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by the City of Kalamazoo on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person who makes a verbal, non-written request for information believed to be available on the City's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

Section 3: Processing a Request

Unless otherwise agreed to in writing by the person making the request, within 5 business days of receipt of a FOIA request the City will issue a response. If a request is received by facsimile, e-mail or other electronic transmission, the request is deemed to have been received on the following business day. The City will respond to the request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the City needs an additional 10 business days to respond. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the City's website.

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available. The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request. A copy of these Procedures and Guidelines shall be provided to the requestor with the response to a written request for public records, provided however, that if these Procedures and Guidelines, and its Written Public Summary are maintained on the City's website, then a website link to those documents may be provided in lieu of providing paper copies.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If based on a good faith calculation by the City, the cost of processing a FOIA request is expected to exceed \$50, or if the requestor has not fully paid for a previously granted request, the City will require a good-faith deposit before processing the request. In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the City to process the request and also provide a best efforts estimate of a time frame it will take the City to provide the records to the requestor. The best efforts estimate shall be nonbinding on the City, but will be made in good faith and will strive to be reasonably

accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the City; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the office of the Mayor or seek judicial review in the Kalamazoo County Circuit Court; and
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

The City shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect City records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal City operations.

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

Section 4: Fee Deposits

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation by the City, the requestor will be asked to provide a deposit not exceeding on-half of the total estimated fee.

If a request for public records is from a person who has not fully paid the City for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- the final fee for the prior written request is not more than 105% of the estimated fee;
- the public records made available contained the information sought in the prior written request and remain in the City's possession;
- the public records were made available to the individual, subject to payment, within the time frame estimated by the City to provide the records;
- 90 days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- the individual is unable to show proof of prior payment to the City; and
- the FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- the person making the request is able to show proof of prior payment in full to the City;
- the City is subsequently paid in full for the applicable prior written request; or
- 365 days have passed since the person made the request for which full payment was not remitted to the City.

Section 5: Calculation of Fees

A fee will not be charged for the cost of search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the City because of the nature of the request in the particular instance, and the City specifically identifies the nature of the unreasonably high costs.

The following factors shall be used to determine an unreasonably high cost to the City:

- The particular request incurs costs greater than incurred from the typical or usual request received by the City. *See Bloch v Davison Community Schools, 2011 Mich App Lexis 771, 2011 WL 1564645*

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether public records from more than one City department or various City offices is necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The City may charge for the following costs associated with processing a FOIA request:

- Labor costs directly associated with searching for, locating and examining a requested public record.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure of information which is disclosed.
- The actual cost of computer discs, computer tapes or other digital or similar media.
- The cost of duplication of publication, not including labor, of paper copies of public records.
- The cost of labor associated with duplication or publication, including making paper copies, making digital copies or transferring digital public records to non-paper physical media or through the Internet or other electronic means.
- The actual cost of mailing or sending a public record.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15 minute increments with all partial time increments rounded down[†].
- Labor costs will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs work.[‡]
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. The City may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.

[†] The cost of labor directly associated with duplication, publication or transferring records to nonpaper physical media can be charged in time increments of the public body's choosing with all partial increments rounded down.

[‡] If using contract or outside labor to separate and delete exempt material from non-exempt material, the public body must clearly note the name of person or firm who does the work and the total labor cost may not exceed an amount 6 times the state minimum hourly wage, which is currently \$8.15.

- Overtime wages will not be included in labor costs until agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the City has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- In order to ensure the integrity and security of the City's technological infrastructure, the City will procure any requested non-paper media and will not accept non-paper media from the requestor

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The City may provide records using double-sided printing, if cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The City may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless requested.

If the FOIA Coordinator does not respond to a written request in a timely manner, the following shall be required:

- Reduce the labor costs by 5% for each day the City exceeds the time permitted under FOIA up to a 50% maximum reduction, if any of the following applies:
 - The late response was willful and intentional.
 - The written request, within the first 250 words of the body of a letter facsimile, e-mail or e-mail attachment conveyed a request for information

- The written request included the words, characters, or abbreviations for “freedom of information”, “information”, “FOIA”, “copy” or a recognizable misspelling of such, or legal code reference to MCL 15. 231 et seq or 1976 Public Act 442 on the front of an envelope or in the subject line of an e-mail, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form

Section 6: Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because such can be considered as primarily benefitting the general public. *May wish to establish and set forth the conditions a requestor must meet to so as to “benefit the general public” in order to obtain a waiver of fees.*

The FOIA Coordinator will waive the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- indigent and receiving specific public assistance; or
- if not receiving public assistance stating facts demonstrating an inability to pay because of indigency.

An individual is not eligible to receive the waiver if:

- the requestor has previously received discounted copies of public records from the City twice[§] during the calendar year; or
- the requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

A nonprofit organization designated to by the State to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 200 and the Protection and Advocacy for Individuals with Mental Illness Act, or their successors, if the request meets all of the following requirements:

- is made directly on behalf of the organization or its clients;

[§] The FOIA requires that an indigent requestor is entitled to at least two discounted fees in a calendar year; however a public body may permit more than two if it so chooses to do so.

- is made for a reason wholly consistent with the mission and provisions of those laws under Section 931 of the Mental Health Code, MCL 330.1931;
 - is accompanied by documentation of its designation by the State.

Section 7: Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may file an appeal of the denial with the Office of the Mayor.** The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial.

Within 10 business days of receiving the appeal the Mayor will respond in writing by:

- reversing the disclosure denial;
- upholding the disclosure denial; or
- reverse the disclosure denial in part and uphold the disclosure denial in part.
- Under unusual circumstances, such as the need to examine or review a voluminous amount of separate and distinct public records or the need to collect the requested records from numerous facilities located apart from the office receiving or processing the request, the Mayor may issue not more than 1 notice of extension for not more than 10 business days to respond to the appeal

Whether or not a requestor submitted an appeal of a denial to the Mayor, he or she may file a civil action in Kalamazoo County Circuit Court within 180 days after the City's final determination to deny the request.

If the court determines that the public record is not exempt from disclosure, the court will award the appellant reasonable attorneys' fees, cost and disbursements. If the court determines that the appellant prevails only in part, the court in its discretion may award all or an appropriate portion of reasonable attorneys' fees, costs and disbursements.

If the court determines that the City arbitrarily and capriciously violated the FOIA by refusing or delaying the disclosure of copies of a public record, it shall award the appellant punitive damages in the \$1,000. *Court shall also order that the public body pay a civil fine of \$1000 to the general fund of the State treasury.*

** If the head of the public body is a board or commission, it is not considered to have received a written appeal of either a denial or a fee amount until its first regularly scheduled meeting following the submission of the appeal. It then has 10 business days to respond to the appeal.

Section 8: Appeal of an Excessive FOIA Processing Fee^{††}

If a requestor believes that the fee charged by the City to process a FOIA request exceeds the amount permitted by state law, he or she must first submit a written appeal for a fee reduction to the Office of the Mayor. The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.

Within 10 business days after receiving the appeal, the Mayor will respond in writing by:

- waive the fee;
- reduce the fee and issue a written determination indicating the specific basis that supports the remaining fee, accompanied by a certification by the Mayor that the statements in the determination are accurate and the reduced fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA;
- uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee, accompanied by a certification by the Mayor that the statements in the determination are accurate and the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA; or
- issue a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Mayor will respond to the written appeal.

Within 45 days after receiving notice of the Mayor's determination of a fee appeal, a requestor may commence a civil action in Kalamazoo County Circuit Court for a fee reduction. If a civil action is filed appealing the fee, the City is not obligated to process the request for the public record until the Court resolves the fee dispute.

If the court determines that the City required a fee that exceeds the amount permitted, it shall reduce the fee to a permissible amount. If the appellant in the civil action prevails by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements.

If the court determines that City has acted arbitrarily and capriciously by charging an excessive fee, the court shall also award the appellant punitive damages in the amount of \$500.

Section 9: Conflict with Prior FOIA Policies and Procedures; Effective Date

^{††} A public body does not have to provide for administrative fee appeals; if such is the case, the fee appeal is made directly to circuit court within 45 days of receiving notice of the required fee.

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by City Commission or the City Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the City Commission or the City Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the City Commission or the City Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the City Commission of any change these Policies and Guidelines.

These FOIA Policies and Guidelines become effective July 1, 2015.

Section 9 3/4: Penalty for Violation of the Act^{##}

If the court determines in either an appeal of a denial of a public record, or the appeal of an excessive fee, that the public body willfully and intentionally failed to comply with the FOIA or otherwise acted in bad faith, then in addition to any another award or sanction, the court shall impose a civil fine of not less than \$2500 or more than \$7500 for each occurrence.

The court is required to consider the budget of the public body and whether the public body has been previously been assisted penalties for violations of the FOIA.

The civil fine is to be deposited to the general fund of the State treasury.

Section 10: Appendix of City of Kalamazoo FOIA Forms^{##}

- Request Form
- Denial Form
- Waiver of Fee Form
- Detailed Itemization of Fees Form

^{##}This section is not necessarily required. The use of 9 3/4 is reference to the platform at King's Cross Station in London used by wizarding students to board the Hogwarts Express in the Harry Potter series of books by J.K. Rowling.

^{##}The referenced forms are not attached, they are in the process of being drafted.

- Appeal Form
- Certification Form

DISCLAIMER: This document is intended only as example of how a municipality might attempt to comply with the FOIA requirements set forth by 2014 Public Act 563. It is not intended as legal advice and should not be relied upon as such. It is being provided in furtherance of the mission of the Michigan Municipal League to provide educational opportunities and administrative assistance to elected and appointed officials of municipalities. I would like to thank Andrew Mulder, Holland City Attorney for sharing that community's existing FOIA Policy. –Clyde J. Robinson, Kalamazoo City Attorney

SAMPLE

FOIA Fee Itemization Form

(Effective July 1, 2015)

Component	Cost Calculations	Total
1. Labor Costs – Search, Location, and Examination of Records*	<p>Enter the hourly wage of lowest paid employee capable of performing the search, location and examination <div style="text-align: right;">\$ _____ per hour</div></p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) <div style="text-align: right;">_____ %</div></p> <p>Multiply the hourly wage times the fringe benefit multiplier <div style="text-align: right;">\$ _____ x 1. _____ = \$ _____</div></p> <p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) <div style="text-align: right;">\$ _____ + _____ = \$ _____</div></p> <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment <div style="text-align: right;">\$ _____ / 4 = \$ _____</div></p>	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate <div style="text-align: right;">_____ x \$ _____ = \$ _____</div></p>	<p style="text-align: center;">\$ _____</p>
2. Employee Labor Costs – Redaction*	<p>If performed by the public body's employee:</p> <p>Enter the hourly wage of lowest paid employee capable of performing the redaction <div style="text-align: right;">\$ _____ per hour</div></p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) <div style="text-align: right;">_____ %</div></p> <p>Multiply the hourly wage times the fringe benefit multiplier</p>	

	$\text{\$ } \underline{\hspace{2cm}} \times 1. \underline{\hspace{1cm}} = \text{\$ } \underline{\hspace{2cm}}$ <p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs)</p> $\text{\$ } \underline{\hspace{2cm}} + \underline{\hspace{2cm}} = \text{\$ } \underline{\hspace{2cm}}$ <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment</p> $\text{\$ } \underline{\hspace{2cm}} / 4 = \text{\$ } \underline{\hspace{2cm}}$	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate</p> $\underline{\hspace{2cm}} \times \text{\$ } \underline{\hspace{2cm}} = \text{\$ } \underline{\hspace{2cm}}$	$\text{\$ } \underline{\hspace{2cm}}$
2. Contracted Labor Costs – Redaction*	<p>If performed by Contracted Labor (Only permitted if the public body does not employ a person capable of redacting the records as determined by the FOIA Coordinator):</p> <p>Name of person or firm contracted:</p> <p>_____</p> <p>Enter the hourly rate charged by the contractor (may not exceed six (6) times the State minimum wage (i.e. $\text{\\$}8.15 \times 6 = \text{\\$}48.90$)</p> <p style="text-align: right;">$\text{\\$ } \underline{\hspace{2cm}}$ per hour</p> <p>Divide the hourly rate by four (4) to determine the charge per fifteen (15) minute increment</p> $\text{\$ } \underline{\hspace{2cm}} / 4 = \text{\$ } \underline{\hspace{2cm}}$	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate</p> $\underline{\hspace{2cm}} \times \text{\$ } \underline{\hspace{2cm}} = \text{\$ } \underline{\hspace{2cm}}$	$\text{\$ } \underline{\hspace{2cm}}$
3. Non-Paper Physical Media	<p>Actual and most reasonably economical cost of:</p> <p>Flash Drives $\text{\\$ } \underline{\hspace{2cm}} \times$ number used $\underline{\hspace{2cm}} = \text{\\$ } \underline{\hspace{2cm}}$</p> <p>Computer Discs $\text{\\$ } \underline{\hspace{2cm}} \times$ number used $\underline{\hspace{2cm}} = \text{\\$ } \underline{\hspace{2cm}}$</p> <p>Other Media $\text{\\$ } \underline{\hspace{2cm}} \times$ number used $\underline{\hspace{2cm}} = \text{\\$ } \underline{\hspace{2cm}}$</p>	$\text{\$ } \underline{\hspace{2cm}}$
4. Paper Copies	<p>Actual total incremental cost of duplication (not including labor) up to a <u>maximum of 10 cents per page</u>:</p> <p>Letter paper (8 1/2" x 11")</p> <p style="text-align: right;">number of sheets \times $\text{\\$}0. \underline{\hspace{1cm}} = \text{\\$ } \underline{\hspace{2cm}}$</p>	

	<p>Legal paper (8 1/2" x 14") number of sheets _____ x \$0. _____ = \$ _____</p> <p>Actual cost of other types of paper:</p> <p>Type of Paper: _____ number of sheets _____ x \$ _____ = \$ _____</p> <p>Type of Paper: _____ number of sheets _____ x \$ _____ = \$ _____</p> <p>(NOTE: Must print double-sided if available and costs less.)</p>	<p>\$ _____</p>
<p>5. Labor Cost – Duplication Copying, and transferring records to non-paper physical media</p>	<p>Enter the hourly wage of lowest paid employee capable of performing the duplication, copying, or transferring digital records to non-paper physical media \$ _____ per hour</p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) _____ %</p> <p>Multiply the hourly wage times the fringe benefit multiplier \$ _____ x 1. _____ = \$ _____</p> <p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) \$ _____ + _____ = \$ _____</p> <p>Divide the resulting hourly wage by _____ to determine the charge per _____ () minute increment \$ _____ / 4 = \$ _____</p> <p>(NOTE: May use any time increment for this category)</p>	
	<p>Number of _____ minute increments (partial time increments must be rounded down) multiplied by the permitted rate x \$ _____ = \$ _____</p>	<p>\$ _____</p>
<p>6. Mailing</p>	<p>Actual cost of mailing records in a reasonable and economical manner:</p> <p>Cost of mailing: \$ _____</p> <p>Cost of least expensive form of postal delivery confirmation: \$ _____</p> <p>Cost of expedited shipping or insurance only if specifically stipulated by the requestor:</p>	

	\$ _____	\$ _____
	Subtotal	\$ _____
Waivers and Reductions	<p>Subtract any Fee Waiver or Reduction: \$20.00 for indigency or nonprofit organization as further described in the Public Body's procedures and guidelines.</p> <p>Any amount determined by the Public Body due to the search and furnishing of the Public Record determined to be in the public interest. \$ _____</p> <p>The reduction amount due to the late response of the Public Body. 5% of fee x _____ days late = _____% reduction (maximum reduction is 50%)</p>	-\$ _____
Deposit	Subtract any good-faith deposit received: \$ _____	-\$ _____
	Total Due	\$ _____

*Note: Labor costs for search, location, examination and redaction (categories 1 and 2 on the itemization form) may not be charged unless the failure to charge a fee would result in unreasonably high costs to the public body because of the nature of the request in the particular instance, and the public body specifically identifies the nature of these unreasonably high costs.

The Court of Appeals has interpreted this provision to require that the determination be made relative to the usual or typical costs incurred by the public body in responding to FOIA requests. The key factor in determining whether the costs are "unreasonably high" is the extent to which the particular request differs from the usual request. *Bloch v Davison Cmty Schools*, (Mich.App. Apr. 26, 2011), 2011 WL 1564645.

**VILLAGE OF SPRING LAKE
OTTAWA COUNTY, MICHIGAN**

**Council Member _____, supported by Council Member _____ moved the adoption
of the following resolution:**

RESOLUTION NO: 2015-08

**A RESOLUTION SUPPORTING
PROPOSAL 1 FOR SAFER ROADS**

WHEREAS, Michigan's roads and bridges threaten driver safety and contribute to countless accidents each year, as drivers swerve to avoid potholes and other road hazards; and

WHEREAS, 38 percent of Michigan's state- and locally-owned urban roads and 32 percent of the state's state- and locally-owned rural roads are in poor condition; and

WHEREAS, Michigan has relied on Band-Aid, short-term fixes for our roads instead of investing enough money to fix our roads for the long term; and

WHEREAS, Michigan invests less per capita in transportation than any state in the United States of America; and

WHEREAS, the longer we wait to fix Michigan's roads, the more it will cost us; and

WHEREAS, in addition to threatening public safety, Michigan's crumbling roads hurt our economy; and

WHEREAS, Proposal 1 on the May 5 ballot is Michigan's last, best chance to finally fix our roads with funds that the politicians can't divert somewhere else – while also supporting Michigan's long-term future by investing in our public schools and local communities;

WHEREAS: Having adequate resources to fix our crumbling roads and bridges is crucial to helping improve the state's economy and generate an estimated 15,000 new skilled and high-paying jobs in Michigan; and

WHEREAS: Because safe roads are essential to the movement of goods throughout Michigan, Proposal 1 is supported by some of Michigan's leading organizations of job providers including the Grand Rapids Area Chamber of Commerce, Southwest Michigan First, Business Leaders for Michigan, the West Michigan Policy Forum, Detroit Regional Chamber, Small Business Association of

Michigan, Greater Brighton Area Chamber of Commerce, Michigan Lodging and Resort Association and more; and

WHEREAS: Having safe roads is vital to the success of municipalities and is supported by some of the state's leading associations including the Michigan Municipal League, Michigan Association of Counties, Grand Valley Metropolitan Council, and Michigan Townships Association; and

NOW THEREFORE BE IT RESOLVED: That the Village of Spring Lake supports Proposal 1 on the May 5 ballot to provide the funding needed to finally fix our roads for the long term; and

RESOLVED: That the Village of Spring Lake knows the 1-cent increase in the sales tax will benefit local communities and help ensure drivers' safety on the roads; and

RESOLVED: That the Village of Spring Lake formally supports Safe Roads Yes! because if it passes, every penny we pay at the pump in state gas taxes is guaranteed in the constitution to go to transportation.

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

I, Marvin Hinga, Village Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the Village of Spring Lake at a Regular Meeting thereof held on the 20th day of April, 2015.

RESOLUTION DECLARED ADOPTED.

Dated: April 20, 2015

Marvin Hinga, Clerk
Village of Spring Lake

SafeRoadsYes.com

Vote Yes Talking Points

We have a very strong story to tell, and compelling visuals to help us tell it convincingly. As you prepare to communicate with your residents, friends, family, colleagues and co-workers, the news media, and regular voters, here is the basic narrative:

We've all done it: we've swerved to avoid a deep pothole. Most of the time nothing happens. But sometimes we end up in the ditch, or hitting another car. Someday someone will swerve and hit a school bus, or an ambulance. Or a pothole will send a driver careening into oncoming traffic – or a tree.

We've all seen it: the plywood fastened underneath overpasses to keep chunks of concrete from falling on our heads. Someday a chunk will fall off a bridge without plywood, or whole portions of a bridge will collapse.

Let's face it: Michigan's roads and bridges have gone from bumpy, to bad, to awful, to dangerous – maybe even deadly. We can't pretend there isn't a problem anymore, or that we currently have the cash to fix it.

Key Takeaways of Proposal 1

- Proposal 1 is our last best chance to turn things around and get safer roads. It provides the money we need to make driving safer for everyone.
- Every penny you pay at the pump will now be constitutional guaranteed to be spent on roads.
- Michigan's roads and bridges have gone from bumpy, to bad, to awful, to dangerous – maybe even deadly. We can't pretend there isn't a problem anymore, or that we currently have the cash to fix it.
- Michigan spends less per capita on roads than any other state in the country.
- One out of every four bridges in Michigan is structurally deficient or functionally obsolete.
- Road builders would have to provide guarantees in the form of warranties on the roads they build. If the roads are not built right, the road builders — not taxpayers — will pay for the repairs.
-

No one likes their taxes to go up, but we can all agree that we don't want our bridges to fall down or our streets and highways to become unusable. Vote Yes on Proposal 1 to once and for all guarantee funding for safer roads.

For official campaign information go to saferoadsyes.com

Local Unit Type	Unit Name	County Name	Current Law Estimate (January 2015 Consensus)	Tax on Internet Sales (PA 553/554)	Revised Current Law Estimate	May 2015 Ballot Proposal (HJR UU)	Potential FY 2016 Payments
Village	Leroy	Osceola	20,332	156	20,487	2,287	22,774
Village	Marion	Osceola	69,255	531	69,786	7,788	77,574
Village	Tustin	Osceola	18,267	140	18,407	2,054	20,461
Township	Big Creek	Oscoda	224,521	1,722	226,243	25,250	251,493
Township	Clinton	Oscoda	35,024	269	35,293	3,939	39,232
Township	Comins	Oscoda	156,458	1,200	157,658	17,595	175,253
Township	Elmer	Oscoda	90,380	693	91,073	10,164	101,238
Township	Greenwood	Oscoda	89,030	683	89,713	10,012	99,725
Township	Mentor	Oscoda	90,777	696	91,473	10,209	101,682
Township	Bagley	Otsego	467,468	3,584	471,052	52,572	523,624
Township	Charlton	Otsego	107,535	825	108,360	12,093	120,453
Township	Chester	Otsego	102,611	787	103,398	11,540	114,938
Township	Corwith	Otsego	94,192	722	94,915	10,593	105,508
Township	Dover	Otsego	44,555	342	44,896	5,011	49,907
Township	Elmira	Otsego	133,982	1,027	135,009	15,068	150,077
Township	Hayes	Otsego	208,002	1,595	209,597	23,392	232,989
Township	Livingston	Otsego	200,536	1,538	202,074	22,552	224,626
Township	Otsego Lake	Otsego	226,110	1,734	227,843	25,428	253,272
City	Gaylord	Otsego	288,216	2,210	290,426	32,413	322,839
Village	Vanderbilt	Otsego	44,634	342	44,976	5,020	49,996
Township	Allendale	Ottawa	1,644,636	12,611	1,657,247	184,957	1,842,203
Township	Blendon	Ottawa	458,414	3,515	461,929	51,553	513,483
Township	Chester	Ottawa	160,191	1,228	161,419	18,015	179,434
Township	Crockery	Ottawa	314,504	2,412	316,916	35,369	352,285
Township	Georgetown	Ottawa	3,731,564	28,613	3,760,176	419,653	4,179,830
Township	Grand Haven	Ottawa	1,205,442	9,243	1,214,685	135,565	1,350,249
Township	Holland	Ottawa	2,830,222	21,701	2,851,924	318,288	3,170,212
Township	Jamestown	Ottawa	558,643	4,284	562,926	62,825	625,751
Township	Olive	Ottawa	363,427	2,787	366,214	40,871	407,085
Township	Park	Ottawa	1,413,840	10,841	1,424,681	159,001	1,583,683
Township	Polkton	Ottawa	192,435	1,476	193,911	21,641	215,552
Township	Port Sheldon	Ottawa	336,742	2,582	339,324	37,870	377,194
Township	Robinson	Ottawa	483,193	3,705	486,898	54,340	541,238
Township	Spring Lake	Ottawa	951,217	7,294	958,511	106,974	1,065,485
Township	Tallmadge	Ottawa	601,609	4,613	606,222	67,657	673,879
Township	Wright	Ottawa	249,936	1,916	251,852	28,108	279,960
Township	Zeeland	Ottawa	791,900	6,072	797,972	89,057	887,030
City	Coopersville	Ottawa	339,522	2,603	342,125	38,183	380,308
City	Ferrysburg	Ottawa	229,684	1,761	231,445	25,830	257,275
City	Grand Haven	Ottawa	826,924	6,341	833,265	92,996	926,261
City	Holland	Ottawa	2,067,708	15,855	2,083,563	232,535	2,316,098
City	Hudsonville	Ottawa	565,155	4,333	569,488	63,558	633,046
City	Zeeland	Ottawa	437,129	3,352	440,481	49,160	489,641
Village	Spring Lake	Ottawa	184,493	1,415	185,908	20,748	206,656
Township	Allis	Presque Isle	75,290	577	75,868	8,467	84,335
Township	Bearinger	Presque Isle	29,306	225	29,531	3,296	32,827
Township	Belknap	Presque Isle	59,645	457	60,102	6,708	66,810
Township	Bismarck	Presque Isle	30,656	235	30,891	3,448	34,339
Township	Case	Presque Isle	55,356	424	55,780	6,225	62,006
Township	Krakow	Presque Isle	55,991	429	56,421	6,297	62,717
Township	Metz	Presque Isle	23,985	184	24,169	2,697	26,866
Township	Moltke	Presque Isle	23,508	180	23,689	2,644	26,332
Township	North Allis	Presque Isle	41,378	317	41,695	4,653	46,349
Township	Ocqueoc	Presque Isle	52,020	399	52,419	5,850	58,269
Township	Posen	Presque Isle	48,923	375	49,298	5,502	54,800
Township	Presque Isle	Presque Isle	131,520	1,008	132,529	14,791	147,319
Township	Pulawski	Presque Isle	27,241	209	27,450	3,064	30,514
Township	Rogers	Presque Isle	78,150	599	78,749	8,789	87,538
City	Onaway	Presque Isle	69,890	536	70,426	7,860	78,286
City	Rogers City	Presque Isle	223,489	1,714	225,202	25,134	250,336
Village	Millersburg	Presque Isle	16,361	125	16,486	1,840	18,326
Village	Posen	Presque Isle	18,584	143	18,727	2,090	20,817
Township	Au Sable	Roscommon	20,252	155	20,407	2,278	22,685
Township	Backus	Roscommon	26,209	201	26,410	2,947	29,357

Distribution Schedule for Michigan Transportation Funding by City/Village
Draft 12/19/2014 - Estimate Fuel Tax Change - \$1.2 Billion MTF Increase
Assumes May 2015 Ballot Proposal Passes

City/Village	Existing Revenue Actual Fiscal Year 2014	Estimated Year One Fiscal Year 2016	Estimated Year Two Fiscal Year 2017	Estimated Year Three and Beyond Fiscal Year 2018
Saranac	96,708	117,987	139,265	160,543
Saugatuck	99,126	120,936	142,746	164,557
Sault Ste Marie	1,253,787	1,529,654	1,805,520	2,081,387
Schoolcraft	127,790	155,907	184,024	212,141
Scottville	112,313	137,025	161,737	186,449
Sebewaing	140,665	171,615	202,565	233,515
Shelby	204,702	249,742	294,782	339,822
Shepherd	108,018	131,785	155,552	179,319
Sheridan	57,570	70,237	82,904	95,571
Sherwood	36,793	44,888	52,984	61,079
Shoreham	46,420	56,634	66,848	77,062
South Haven	388,133	473,533	558,932	644,332
South Lyon	574,655	701,095	827,534	953,973
South Range	75,090	91,612	108,134	124,655
South Rockwood	130,231	158,886	187,540	216,194
Southfield	5,107,003	6,230,679	7,354,355	8,478,031
Southgate	1,701,182	2,075,488	2,449,793	2,824,098
Sparta	249,817	304,783	359,749	414,716
Spring Lake	180,121	219,753	259,384	299,016
Springfield	411,382	501,897	592,412	682,927
Springport	52,049	63,502	74,954	86,406
St. Charles	163,719	199,742	235,764	271,787
St. Clair	366,077	446,624	527,171	607,717
St. Clair Shores	3,501,938	4,272,457	5,042,976	5,813,495
St. Ignace	216,076	263,619	311,162	358,704
St. Johns	534,009	651,505	769,001	886,497
St. Joseph	548,665	669,386	790,107	910,828
St. Louis	424,820	518,292	611,763	705,235
Standish	126,684	154,557	182,431	210,305
Stanton	103,718	126,538	149,359	172,180
Stanwood	18,506	22,578	26,650	30,722
Stephenson	90,667	110,616	130,565	150,514
Sterling	68,241	83,256	98,271	113,285
Sterling Heights	7,511,781	9,164,572	10,817,363	12,470,154
Stevensville	105,678	128,930	152,182	175,434
Stockbridge	78,763	96,093	113,423	130,752
Sturgis	742,025	905,290	1,068,555	1,231,820
Sunfield	45,958	56,070	66,181	76,293
Suttons Bay	86,916	106,039	125,163	144,287
Swartz Creek	379,585	463,104	546,622	630,141
Sylvan Lake	109,477	133,565	157,653	181,741
Tawas City	159,779	194,935	230,090	265,246
Taylor	3,919,497	4,781,891	5,644,284	6,506,678
Tecumseh	587,043	716,209	845,374	974,539
Tekonsha	81,587	99,539	117,490	135,441
Thompsonville	60,695	74,049	87,404	100,758
Three Oaks	111,071	135,510	159,948	184,387
Three Rivers	537,570	655,850	774,129	892,409
Traverse City	1,128,461	1,376,753	1,625,044	1,873,335
Trenton	1,026,988	1,252,952	1,478,917	1,704,882



April 2, 2015

BY ELECTRONIC MAIL

Ms. Christine Burns
Village Manager
Village of Spring Lake
102 West Savidge Street
Spring Lake, Michigan 49456

RE: MSC 213035-ESB; Isabel's House Blight Elimination through Historic Preservation Project

Dear Chris:

The Michigan Economic Development Corporation (MEDC), on behalf of the Michigan Strategic Fund (MSF) has received the Request for Release of Funds and Certification as required by federal environmental review regulations 24 CFR Part 58 under the Village of Spring Lake's Michigan Community Development Block Grant (CDBG) MSC 213035-ESB, the Isabel's House Blight Elimination through Historic Preservation Project.

Formal objections have not been received. Therefore, the Request for Release of Funds and Certification is hereby approved. The Village is authorized to incur CDBG and other project costs as of the date of this letter.

Should any questions arise, please contact me at (517) 241-0060 or greenl@michigan.org.

Sincerely,

A handwritten signature in blue ink that reads "Lisa A. Green".

Lisa A. Green
Program Specialist

cc: CDBG File

Christine Burns

From: Rattinger, Kerry <KRattinger@republicservices.com>
Sent: Wednesday, March 11, 2015 9:45 AM
To: John Nash (JNash@springlaketwp.org); ggallagher@springlaketwp.org; Christine Burns; sjanson@cityofnorthmuskegon.com; Stephen Gawron(gmail); gmccaleb@grandhaven.org; David Kieft (DKieft@muskegontwp.org)
Subject: Thank You
Attachments: Chili Cook-off Judges.jpeg

Dear Distinguished Judges,

Sorry that I am late in getting this out to you as I was called away for a few days on urgent family matters. But, I did want to thank each of you for participating in the judging of our chili cook-off. I hope that you all enjoyed yourselves, and the instances of heartburn were few. I'm already looking forward to next year's event.

I have attached a copy of the picture we took at the end of the event. I'm glad we were all still smiling after tasting the 21 chili's.

Thanks again in making the event a success.

Kerry





CROSSWINDS

WWW.SPRINGLAKEVILLAGE.ORG SPRING 2015

Village Hall
102 W. Savidge
Spring Lake, MI
49456

P: 616-842-1393

F: 616-847-1393

- **Village Manager**
Chris Burns
- **Village President**
Jim MacLachlan
- **Council Members**
Dave Bennett
Bill Meyers
Mark Miller
Steve Nauta
Mark Powers
Scott VanStrate

Find us on Facebook!

Spring Lake Village



The Village is seeking volunteers for several boards and committees. The time commitment varies, but each board serves a very important purpose in the Village. Please consider contacting us for details regarding the following boards/committees:



- Development Area Citizens Council
- Beautification Committee
- ZBA

Applications are available on the Village website or by calling Village Hall.

BUDGET PREPARATION

Village staff are in the midst of preparing the 2015/2016 fiscal year budget. Review of the General Fund budget will take place in April & May. Residents are encouraged to check Council agendas on the Village website to determine when each fund will be discussed. All budget discussions are open to the public. Taxpayers are welcomed and encouraged to attend and participate in the process.

04/28/15

5-Year Capital Improvement Plan to Planning Commission

05/18/15

Council Approves Water & Sewer Rates & Miscellaneous Fees

06/08/15

Final Budget to Council

06/15/15

Budget Adoption by Council

Auto-Pay for Taxes & Water Bills

The Village offers auto-pay for taxes and utility bills. The bills are debited from your account on the due date at no cost. You can also pay your bills with a credit card (on-line only, not at Village Hall) but you will pay a convenience fee to the processing company. Contact Mary at Village Hall to enroll 842-1393.



FIREWORKS!



Please keep in mind that your neighbors may not be as enthusiastic about fireworks as you are. Most people do not appreciate fireworks that occur beyond the allowable times established by Ordinance and OCSO gets the complaints to prove it. In 2013, Council adopted an Ordinance which prohibits the use of fireworks except as permitted by State law. Fireworks are allowed on the day before, the day of and the day after ten (10) holidays listed in the Ordinance. The Ordinance prohibits the use of fireworks on the holidays between the hours of midnight and 8:00 a.m. (1:00 a.m. on New Years Day) Please be a good neighbor. If you would like to report a fireworks violation, call 9-1-1 and a Deputy will be dispatched.

Village offices will be CLOSED on Monday, May 25th in observance of Memorial Day.



BRUSH COLLECTION

Brush collection will take place on **May 18th & September 21st**. The DPW will collect brush up to 8' in length. Residents should neatly stack the cut ends facing the street no later than 7:30 a.m. on the day of collection. While it may take more than one day to traverse the entire Village, the DPW crew will make one pass by each house. If your brush is not at the curb prior to their drive-by, it will not be picked up. The DPW cannot take stumps, decorative grasses, vines or roots. If you have questions regarding brush collection, please contact DPW Director Roger Belknap at 616-638-6470.

SPRING CLEAN UP SERVICES

The Village of Spring Lake will conduct its Spring Clean Up Program for all Village residents on Wednesday, May 6th. This program is open to Village residents only and will be provided by licensed waste haulers.

NO TRASH WILL BE COLLECTED AFTER MAY 6th AS A PART OF THIS PROGRAM.

Property owners will be responsible for any trash left on the curb after May 6th. This will include the cost of removal.

The following items will **NOT** be collected as a part of this program:

- ◆ Tree stumps, large automotive parts, concrete, blacktop, batteries, paint and any household solvents or cleaners of oil.
- ◆ Construction materials must be disassembled so they may be loaded in the trucks.
- ◆ Pipe will be accepted only if it is in six (6) foot lengths or shorter.
- ◆ If you have numerous items, please place them in a disposable container such as a cardboard box.

SIGN UP FOR CONSTANT CONTACT

The Village periodically sends out important updates via Constant Contact. If you wish to be on our email list, you can sign up on the Village website at www.springlakevillage.org. We promise not to fill up your inbox with junk. Constant Contact and Facebook are the quickest way for us to get information out for things such as flood preparation to the masses. Don't forget to [like] our Facebook page as well.



IMPORTANT DATES FOR 2015

Water Meters Read ~ end of March
Water Bills Mailed ~ April 15th
Water Bills Due ~ May 15th
Shut-offs for non-payment ~ June 3rd

Tanglefoot Park Opens ~ April 15th

Leaf Pick up ~ April 27th

Junk Trash Collection ~ May 6th

Brush Collection ~ May 18th

Memorial Day Parade ~ May 25th

Wooden Boat Show ~ May 30th
Mill Point Park

Heritage Festival ~ June 15th to 20th

Water Meters Read ~ end of June
Water Bills Mailed ~ July 15th
Water Bills Due ~ August 14th
Shut-offs for non-payment ~ September 3rd

Budget Adoption ~ June 15, 2015
Barber School, 7:00 p.m.

Taxes Mailed ~ July 1st
Taxes Due ~ September 15th

Hydrant Flushing ~ late August

Brush Collection ~ September 21st

Junk Trash Collection ~ October 7th

Water Meters Read ~ end of September
Water Bills Mailed ~ October 15th
Water Bills Due ~ November 16th
Shut-offs for non-payment ~ December 3rd

Leaf Collection Begins ~ October 26th
Leaf Collection Ends ~ November 25th

Water Meters Read ~ end of December
Water Bills Mailed ~ January 15th
Water Bills Due ~ February 15th
Shut-offs for non-payment ~ March 7th

VILLAGE HALL HOLIDAY CLOSINGS

Memorial Day ~ May 25th

Independence Day ~ July 3rd

Labor Day ~ September 7th

Veteran's Day ~ November 11th

Thanksgiving ~ November 26th & 27th

Christmas ~ December 24th & 25th

New Years ~ Dec 31st (1/2) & January 1st

Front Yard & Right of Way Parking

Section 16.1A of the zoning ordinance states:

Parking of vehicles in the front yard in the **SFR-A and SFR-B** zoning districts and for single-family dwelling and two-family dwelling uses in all zoning districts is restricted to a designated driveway, the width of which shall not exceed any point one-third (1/3) of the lot width, or twenty (20) feet, whichever is greater. ***Parking in areas of the front yard that are not part of your driveway, such as on the grass, is not permitted.***

Also, Village Ordinance, Number 179, Section 74-89 prohibits residents from parking vehicles in the Right-of-Way (ROW). In the past, this Ordinance had not been enforced and residents were allowed to park in the ROW between April 1st and December 1st.

In an effort to keep our community looking its best and your property values at their highest, in 2012, the Village Council instructed the Code Compliance Officer to commence enforcement of the ordinances. Council does, however, realize that parking is limited in several of areas of the Village and amended the Ordinance to allow one vehicle to park in the Right-of-Way with an annual **Public Right-of-Way Parking License**. License applications are available at Village Hall or www.springlakevillage.org, in the event you are interested in obtaining a license for 2015; the cost is **\$5 per year**.

Drinking Water Quality Report

The Northwest Ottawa Water System has issued the 2014 Annual Drinking Water Quality Report. The report shows the drinking water is safe and meets the Federal and State drinking water health standards for the January 1 to December 31, 2014 monitoring period. It can be obtained from our website at www.springlakevillage.org or by contacting our office at 616-842-1393.

Spring Leaf Pickup

The Village of Spring Lake will provide the spring leaf pickup program on April 27th. **All leaves must be raked onto the street and off of the lawn by this date as the truck passes only once in the Spring.** The hose on the vacuum truck is limited in length; therefore piles on the lawn are hard to reach.

All Village residents, **except those on Savidge**, need to have their leaves raked to the road by **7:30 a.m. on Monday, April 27th**. M-104 (Savidge Street) residents need to have their leaves bagged and ready for pick up at **7:30 a.m. April 27, 2015**.

The Village leaf truck cannot pickup landscaping waste, ornamental grasses, sticks, brush, lumber, etc.



TREES AVAILABLE!

The Village is once again offering to plant trees from the municipal tree nursery; the trees can be placed in your front or side yard or in the right-of-way. The species of trees available varies and the Village Arborist has to approve the location of trees within the right-of-way. Recipients will be obligated to water and fertilize the tree throughout the growing season. If you are interested in receiving a tree or two, please contact Mary at 842-1393 or email at mary@springlakevillage.org.

This planting program is made possible by the North Bank Community Fund, Spring Lake Rotary and the Victoria Verplank Memorial Fund.



Garage Sale Sign Regulations

In December 2014, Council approved an amendment to the Village's sign ordinance which previously prohibited garage sale signs. Garage Sale Signs are now permitted when all of the following conditions are met:

- Limited to one (1) on-premise location and three (3) off-premise locations.
- Shall be located on private property.
- Shall be limited to four (4) square feet in area per side. Sign may be two-sided.
- Shall be affixed to the ground and be free-standing.
- Shall be displayed for no longer than 3 days prior to the garage sale and shall be removed upon the end of the garage sale.

TREE TRIMMING

In 2013, Consumers Energy trimmed the backbone of their electric distribution system throughout the Village. Consumers Energy trimmed trees that affect their lateral distribution lines in 2014. These trees are not part of the Village tree maintenance program. If you have questions or concerns regarding the trimming, please contact Consumers Energy at 1-800-477-5050.



SUMMER CONCERT SERIES



Mill Point Park

Thursdays 7:00 p.m. ~ 8:30 p.m.

June 25th - Lakeshore Big Band

July 2nd - The Niche

July 9th - The 3 Snyders

July 16th—The Adams Family

July 23rd—Jim Shaneberger Band

July 30th - Blue Water Ramblers

August 6th—The Paul Sherwood Band

August 13th—Sarah & Steve Dowell

August 20th—The Trace

August 27th—Don Middlebrook
& The Pearl Divers

September 3rd—Robin Connell & Paul Brewer

CENTRAL PARK CAPITAL CAMPAIGN

The Central Park Capital Campaign is ready to kick into high gear. We have a number of awesome volunteers who have been working on this campaign to insure it's success, but we could always use a few more!

We have received construction estimates from our engineer as follows (these figures include engineering and contingency):

General (Parking/Lighting):	128,563.27
Basketball Courts:	66,504.35
Pickle Ball Courts:	68,057.28
Hockey:	<u>36,875.10</u>

Estimated Total: \$ 300,000.00

We are actively seeking grants to complete this project, however we know that will not be enough to do everything that needs to be done. Thanks to a number of generous donors, **we currently have approximately \$84,350 pledged.** Our goal is to have funding secure by the end of May with construction to take place this fall. What was previously slated as a phased approach will now be completed in one construction season.

If you would like to bring Central Park back to her former glory, please contact us at

616-842-1393

for information regarding naming rights, donations or volunteer opportunities. You can also make a tax-deductible donation on-line, or simply write a check to the Grand Haven Area Community Foundation (annotating Central Park in the memo line). More information is available at

www.supportcentralpark.com





10Th Annual
FERRYSBURG, GRAND HAVEN & SPRING LAKE

Earth Day Lakeshore Celebration

Sat. April 18, 2015



DOWNTOWN GRAND HAVEN



GREEN EARTH MARCH @ Courthouse Parking Lot

12:15 pm for Staging, March Starts at 12:30 pm.
March with us on foot, bicycle or anything that
doesn't use fossil fuels, down Washington
and up Columbus to the Earth Day Fair.
Dogs are welcome!

EARTH DAY FAIR @ Grand Haven Community Center

1:00 to 4:00pm.: Visit over 40 booths with demonstrations, information, food, games and environmentally friendly products. Music from Prevailing Winds Community Band, Them Two Guys and others. Critter program by Outdoor Discovery Center. For more information, contact Dawn Briegel at debriegel@hotmail.com or call 616-842-6321. Don't miss *The Baker's Wife* concession.

RAIN BARREL WORKSHOPS from 1-2 pm & 2:30-3:30 pm \$30 register at www.ottawacd.org



EARTH DAY ROCK @ Central Park

4:00 to 7:00pm.: Don't miss this free event with local bands, soloists and poets.
For more information, and to participate or volunteer, please contact Lexen Sterenberg.
Lexen1@gmail.com or call 616-502-5990.

We will move into the Community Center if we need to because of weather.

Brought to you by the Earth Day Lakeshore Committee and our sponsors:



WANT TO VOLUNTEER IN THE EVENTS!! CONTACT YVONNE OLMSTED yvonneolm@yahoo.com 616-846-6068

Spring Lake



Public Schools

345 Hammond Street
Spring Lake, MI 49456-2096

Business Office: (616) 846-5500
Superintendent: (616) 847-7919
Fax: (616) 846-9830

March 30, 2015

Dear Christine,

I want to sincerely thank you for participating in our JA Reverse Job Shadow/Career Day on March 20. Both staff and students agreed that the day was an overwhelmingly positive experience. I wish I could provide my students with more experiences like this.

You were a large contributor to the day's success, and I am very grateful for the time you spent both preparing for the day and actually speaking to our students. You have presented for us multiple times now. I very much appreciate this ongoing support. I hope you enjoy the thank you letters from our students. It was fun to read how much they enjoyed your presentation.

Sincerely,

Shana Woodwyk
Guidance Counselor

Spring Lake



Public Schools

345 Hammond Street
Spring Lake, MI 49456-2096

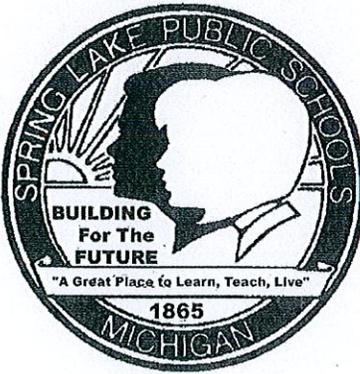
Business Office: (616) 846-5500
Superintendent: (616) 847-7919
Fax: (616) 846-9830

Dear Mrs. Chris Burns,

Thank you for showing us what
it is like to be a Village manager today.
Your job looks really interesting and fun.
Maybe I would like to be one when I grow
up.

Sincerely,
Griffin

Spring Lake



Public Schools

345 Hammond Street
Spring Lake, MI 49456-2096

Business Office: (616) 846-5500
Superintendent: (616) 847-7919
Fax: (616) 846-9830

3-20-15

Dear Mrs. Butts

Thank you for giving up some of your time to come and teach us about your job the reason that in an writing this is because you inspired me to be a village manager because i like being in charge and i like to work late and I LOVE villages. I think that you were the best out of them all you are 100% my top favorite

Sincerely - Luke.

Kaiya

Spring Lake



Public Schools

345 Hammond Street
Spring Lake, MI 49456-2096

Business Office: (616) 846-5500
Superintendent: (616) 847-7919
Fax: (616) 846-9830

March-20-15

Dear Mrs. Burns,

Thank you so much for presenting your job to us. I learned so much about keeping our environment safe & clean! I think it's really cool that you showed up today because if you didn't come today I don't think I would even know what a Villager Manager is. Thank you for coming in today I really learned alot! - Kaiya Theune.

Spring Lake



Intermediate School

345 Hammond Street
Spring Lake, MI 49456-2096

Telephone: (616) 846-6845
Fax: (616) 847-7580

Dear Presenters You have inspired me
to look forward in my life and do good
in my job you guys are going to stay in
my head for the future when I go to
college and get a degree, so thank
you so much for being an inspiration.

Sincerely,
Christina

3-20-13

Spring Lake



Public Schools

345 Hammond Street
Spring Lake, MI 49456-2096

Business Office: (616) 846-5500
Superintendent: (616) 847-7919
Fax: (616) 846-9830

Dear Mrs. Bruns,

Thank you very much for
coming to our school. I found
your talk very informational.

I'm thinking about being
a village leader when I
grow up. Once again thank-
you for coming to our
school.

Love,
Aya



3-20-15

Spring Lake



Public Schools

345 Hammond Street
Spring Lake, MI 49456-2096

Business Office: (616) 846-5500
Superintendent: (616) 847-7919
Fax: (616) 846-9830

Dear Mrs. Burns,

I'm really glad you came to our school. I'm hoping to grow up to be an architect. I want to design houses for our community. I like to admire my neighbors' houses because she's an architect. And she didn't make our house but made a lot of them.

Sincerely,
Drew
Natt

Spring Lake



Public Schools

345 Hammond Street
Spring Lake, MI 49456-2096

Business Office: (616) 846-5500

Superintendent: (616) 847-7919

3-20-15 Fax: (616) 846-9830

Dear Mrs. Burns,

I thought that you're
job was really cool. I thought
it was cool because you control
the water (clean for drinking), and
I thought that was quite
cool. If I could, I'd choose
that job.

Sincerely,

Sydney

Spring Lake



Public Schools

345 Hammond Street
Spring Lake, MI 49456-2096

Business Office: (616) 846-5500
Superintendent: (616) 847-7919
Fax: (616) 846-9830

3-20-15

Dear Mrs. Burns thank you for taking your time to share your information about your job. What inspired me the most was that you make sure that we get to school safely. I hope you enjoy this letter.

Sincerely,

Kyara

Spring Lake



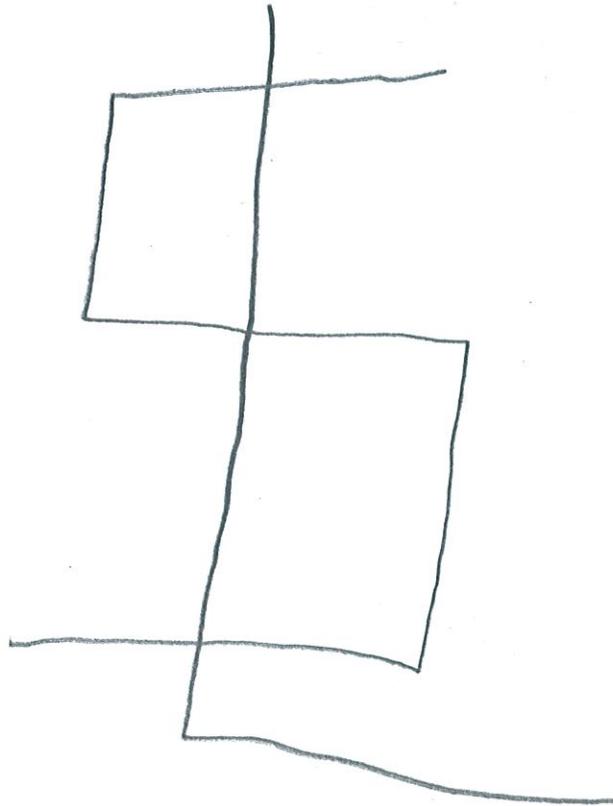
Public Schools

345 Hammond Street
Spring Lake, MI 49456-2096

Business Office: (616) 846-5500
Superintendent: (616) 847-7919
Fax: (616) 846-9830

Dear, Mrs. Burns

I loved your presentation and thought it was very interesting. I love environment and Spring Lake (Go Lakers!) I loved your presentation because you talked about all these different things for me my family and a lot of other people. You help us with a lot of things. You help us keep safe. Thank You!



Sincerely,
Andrew

Spring Lake



Public Schools

345 Hammond Street
Spring Lake, MI 49456-2096

Business Office: (616) 846-5500
Superintendent: (616) 847-7919
Fax: (616) 846-9830

Dear Mrs Burns,

I really enjoyed learning about a village manager. Honestly, I had no idea what a village manager was. But, I did find out a lot of information from you. I found your job interesting. Maybe I'll be a village manager when I grow up. I'm glad you decided to come to career day and tell us cool things about what you do for a living. I appreciate you coming!

Sincerely,

Grace



Spring Lake



Public Schools

345 Hammond Street
Spring Lake, MI 49456-2096

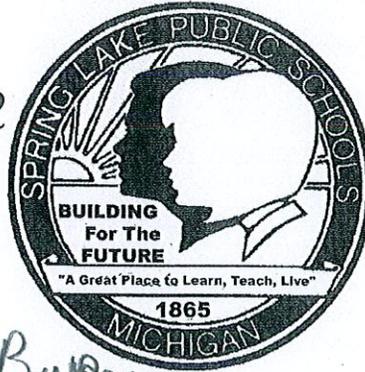
Business Office: (616) 846-5500
Superintendent: (616) 847-7919
Fax: (616) 846-9830

Dear Mrs. Burns,

Thank you for coming to our career day to teach about your job. I think being a Village Manager would be a cool job to have. I must be hard to manage so many things in this job. I think it would be fun to plan and zone. I think it also would be cool that noone really knows if they're in the village or township of Spring Lake or what the village or township is but you do. I wonder what it would be like as a Village Manager.

Sincerely,
Wit

Spring Lake



Public Schools

345 Hammond Street
Spring Lake, MI 49456-2096

Business Office: (616) 846-5500
Superintendent: (616) 847-7919
Fax: (616) 846-9830

Dear Mrs. Burns,

Thank you for coming in to teach us.

I never knew that when we
litter like for instance, like if you through
a Mountain dew bottle in a sewer that
will go in to to Lake Michigan.

And I never thought that
Spring Lake was split into a township and
a village.

Also thank you for your time for
teaching me about Village Management.

Sincerely,
Ryan
Class. Mrs. Sova

3/20/15

Spring Lake



Public Schools

345 Hammond Street
Spring Lake, MI 49456-2096

Business Office: (616) 846-5500
Superintendent: (616) 847-7919
Fax: (616) 846-9830

Dear Mrs. Burns,

I found that managing sounds interesting and fun. I would like to thank you for coming to our school. I enjoyed your presentation!

I learned that doing village management isn't just one thing it's alot. Doing village management must be hard and take lots of skills.

Sincerely,
Brandon ☺

Spring Lake



Public Schools

345 Hammond Street
Spring Lake, MI 49456-2096

Business Office: (616) 846-5500
Superintendent: (616) 847-7919
Fax: (616) 846-9830

Dear Mrs. Burns,

Thank you for teaching us about your job. It was nice to know what our community is run like and managed!
It seems as if you have things figured out. It was not so awesome when you told us about re-using the sewer water. LOL

From,
Brayden Clark



Christine Burns

From: Aaron Andres <aandres@springlakeschools.org>
Sent: Thursday, March 12, 2015 3:58 PM
To: John Nash
Cc: Paul Brondyke; Brian Werschem; Margaret Shay; Ron Brondyke; Christine Burns; Marie Havenga
Subject: Re: SL Lake Loop
Attachments: 10999525_10206291109502842_917660181064517946_n.jpg

Thank you to all in helping make the Laker Loop Half Marathon a success! On Saturday, March 9th, we had 36 runners complete the loop around Spring Lake. The roads and sidewalks were clean and the runners safely completed the 13.1 mile trek. Again, without your help, this event would not have happened.

I am sure I speak of all the runners and myself...thank you, thank you, thank you!!!

Aaron Andres
Spring Lake High School

On Mon, Feb 16, 2015 at 9:23 AM, Aaron Andres <aandres@springlakeschools.org> wrote:

Good Morning,

I hope all is well and everyone is coping with this winter. If you remember from a few years ago, I set up a free event called the Laker Loop Challenge for students. This year's Half Marathon is coming up on March 7th. I have attached its information below. I am emailing about potentially getting the sidewalks and bike paths cleared off for the challenge. I know its been a hectic winter and keeping up with the snow has been crazy. The township and village have been doing a wonderful job clearing all areas. I went out yesterday and they are in good condition considering the elements. Hopefully Mother Nature will help us out going into the next few weeks, but looking at the forecast we are to be in another freeze next week, so I need to make sure we have our bases covered.

A couple of things I was hoping to look at are:

-Bike path clean off on March 7 (If needed)

-Help with contacting SL Village and Fruitport Twp about clearing off the bike paths in their given areas. Fruitport area is completely under snow and I am not too sure where to go with this.

We hope to have around 50 runners this year

Again, thanks for taking time and your help.

Information on the Loop:

<https://docs.google.com/a/springlakeschools.org/forms/d/1a2DuL01Pme0Z7ihN8GpF9m7V6KptDBYPBIfcWilQNa0/viewform>

Aaron Andres

[616-405-0422](tel:616-405-0422)

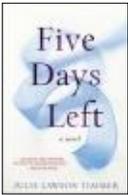
aandres@springlakeschools.org





Spring Lake District Library Calendar of Events April 2015



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Spring Break Reading Club April 6 - April 18 for preschool-8th grade Sign up has begun!	 <i>Meet the Author</i> 4/16/15	1 10 am Toddler Time: <i>Mouse's First Spring</i> 4-5 pm LEGO Block Party	2 10:30 am Preschool Storytime: <i>Out of the Egg</i>	3 10:30 am Preschool Storytime: <i>Out of the Egg</i>	4 Questions about library programs or services? <i>Call 616.846.5770 or visit sllib.org for more information</i>
5 Library Closed	6 2 pm Family Movie: <i>Boxtrolls</i> , PG, 96 minutes	7 2 pm Kids Game Day 7 pm Bedtime Storytime: <i>Tricky Tricky</i>	8 2 pm Pete the Cat Party	9 10:30 am Preschool Storytime: <i>Bunny Hop</i> 2 pm Kids Concert with musician Susan Picking	10 10 am Coding for Kids; pre-registration required 10:30 am Preschool Storytime: <i>Bunny Hop</i> 1 pm Robotics for Kids; pre-registration required	11 Book Club in a Bag Everything your book club needs for your next discussion
12 Sunday hours 2-5 pm <i>National Library Week: Unlimited Possibilities @ Your Library</i> <i>National Volunteer Week</i>	13 4-5:30 pm Chess Club 7 pm Raising Beautiful Dahlias the Easy Way with Dr. Richard Peters	14 7 pm SL Village Tree Banner Contest Awards Ceremony	15 9:30 or 10:45 am OAISD Play 'n Learn for ages 0-5 3:30-5 pm Teen 'Scape	16 10:30 am Preschool Storytime: <i>Look in a Book</i> 2 pm Activities for People with Alzheimer's 7 pm Meet Author Julie Lawson Timmer; presentation & book signing	17 10:30 am Preschool Storytime: <i>Look in a Book</i> 2:30-4 pm Keys to Secure Cloud Computing	18 Hats off to SLDL volunteers for their generous support throughout the year! 
19 Sunday hours 2-5 pm 3-4 pm Music by the Fireplace: <i>Folias Flute & Guitar Duo</i> 	20 10:30 am Ukulele for Kids; pre-register please 7 pm Using Native Plants in Your Landscape to Attract Birds, Butterflies & Bees; win a butterfly garden & native plants	21 7 pm Bedtime Storytime: <i>Spring Things</i> 7 pm Hospice of MI: Handling Grief & Loss	22 9:30 am OAISD Play 'n Learn for ages 0-24 months	23 10:30 am Preschool Storytime: <i>April Showers...</i> 7 pm Improve Your Golf Score with SLCC PGA Pro Josh Lathwell	24 9:30-10:30 am Free Blood Pressure Clinic 10:30 am Preschool Storytime: <i>April Showers...</i> 2:30 pm Digital Conversation Demonstration; pre-registration required	25 11 am-2 pm Free Paper Shred Day; limit 100 pounds, services provide by Kent Record Management Inc.
26 <i>Twitter.com/sldlibrary</i>   <i>Facebook.com/SpringLakeDistrictLibrary</i>	27 5:30-7 pm Town Hall Meeting with Rep. Amanda Price	28 7 pm Bedtime Storytime: <i>Wild Weather</i>	29 10 am Toddler Time: <i>A Good Day</i> 7 pm Intro to Excel; pre-registration required	30 10:30 am Preschool Storytime: <i>...Bring May Flowers</i>		



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LIQUOR CONTROL COMMISSION
ANDREW J. DELONEY
CHAIRPERSON

MIKE ZIMMER
DIRECTOR

April 7, 2015

Village of Spring Lake
Attn: Clerk
102 W Savidge St
Spring Lake, MI 49456-1603

The purpose of this letter is to notify this local legislative body that the Michigan Liquor Control Commission has received an application for a license, as follows:

Request ID#: 797572

New LICENSE TYPE: NEW SDM LICENSE TO BE HELD IN CONJUNCTION; AND NEW BEER AND WINE SAMPLING PERMIT.

Name of applicant(s): Seven Steps Up, LLC

Business address and phone: 116 S JACKSON, SPRING LAKE, MI 49456

Home address and phone number of partner(s)/subordinates:

Gary D Hanks 116 S Jackson, Spring Lake, MI 49456 (616)231-557-7687
Michelle Hands 116 S Jackson, Spring Lake, MI 49456 (616)231-557-4760

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit. The Michigan Liquor Control Code does not require the approval of this request by the local unit of government.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor.

Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011



Grand Haven Area

community foundationSM

Village of Spring Lake

APR 03 2015

Received

April 1, 2015

Village of Spring Lake
Christine Burns
102 West Savidge Street
Spring Lake, MI 49456

Dear Chris:

Enclosed is a check in the amount of \$5,000.00. This represents a memorial given to the Grand Haven Area Community Foundation's North Bank Communities Fund in loving memory of our dear friend, Victoria Verplank. As a reminder, these funds are specifically intended to support the moving, establishment, inventory and continued care of the tree nursery for the Village of Spring Lake.

When listing this gift in donor listings or publications, please refer to it as the Victoria Verplank Memorial.

Sincerely,

Holly Johnson
President

cc: Gary Verplank
North Bank Communities Fund

GRAND HAVEN AREA COMMUNITY FOUNDATION

39561

To: Village of Spring Lake

3/31/2015

INVOICE NUMBER	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
GE-201520389-1	3/31/2015	North Bank Communities Fund	\$5,000.00	\$0.00	\$5,000.00
		Totals:	\$5,000.00	\$0.00	\$5,000.00
<p>701-000.000 - 267003 VERPLANK MEMORIAL DONATION</p>					

WL85119LN1 WIRICK INC 616-842-8200

PRINTED IN U.S.A.

GRAND HAVEN AREA COMMUNITY FOUNDATION

ONE SOUTH HARBOR DRIVE
GRAND HAVEN, MI 49417

FIFTH THIRD BANK

74-5/724

39561

DATE

3/31/2015

39561

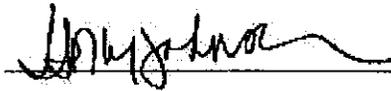
PAY

Five thousand and 00/100 Dollars

** 5,000.00

TO
THE
ORDER OF

Village of Spring Lake
102 West Savidge Street
Spring Lake, MI 49456



AUTHORIZED SIGNATURE

⑈03956⑆ ⑆072400052⑆ 1509211111⑈



Memorandum

To: Spring Lake Township Board and Spring Lake Village Council
From: Spring Lake Township/Village Way Ad Hoc Committee
Date: July 6, 2011
Re: Spring Lake Central Park & Lakeside Beach Shared between Spring Lake Village and Spring Lake Township (Amended Draft)

These parks are jointly used by both communities.

To clarify the operating and capital costs with respect to the maintenance and operation of Central Park and Lakeside Beach, please consider the following proposed understanding:

The Township of Spring Lake and the Village of Spring Lake hereby agree to maintain and operate Central Park and Lakeside Beach for the benefit of our two communities as follows:

1. The Spring Lake Area Recreation Authority will review the Village Parks budget annually in February and will make a recommendation on the annual Central Park and Lakeside Beach parks operating costs to the Spring Lake Township Board, Village Council and Village/Township staff. Operating costs are defined as those that occur annually. Once approved, routine maintenance and operating costs, such as mowing, ice rink and electric expenses, will be divided equally based upon the cost allocation formula below. **Spring Lake Township's contribution is limited to \$10,000 maximum per year.** The following is an example of the cost allocation formula for \$1,000 worth of maintenance:

<u>EXAMPLE</u>	
<u>Municipality</u>	<u>50% Straight Cost</u>
Spring Lake Township	\$ 500
Village of Spring Lake	<u>\$ 500</u>
Totals	\$1,000

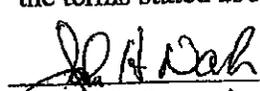
If subsequent **in-kind services** were to be mutually agreed upon, such as use of Cemetery personnel or Spring Lake Area Recreation Authority personnel, then these in-kind services would be credited to the contributing entity or entities in calculating the cost sharing needed in the above formula.

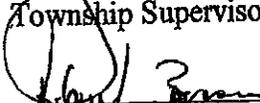
July 6, 2011

2. Should any previously unknown **capital maintenance repair** costs to Central Park or Lakeside Beach facilities arise that exceed \$2,000 at a single point-in time, the managers of the two communities, or their designated representatives, would discuss the expenditure prior to repair and/or re-budget the expense accordingly. **Spring Lake Township's contribution is limited to a maximum of \$5,000 per year.** Capital maintenance repair costs are defined as those that occur periodically and several years or longer depending on use. These costs would be over and above the routine maintenance and operating costs addressed in Item #1. Only upon unanimous agreement of the managers or their designated representatives shall the repairs be completed. Examples are in-line rink re-stripping, drinking fountain replacement, etc. These pre-approved capital costs would be shared 50%.
3. For new **capital improvements**, a budget recommendation will be sought from the Spring Lake Area Recreation Authority. No cost sharing will occur until approved by each elected body and proof is provided in writing or there would be no participation from such community. The cost sharing percentage will be determined on a case-by-case basis. These costs are defined as non-routine, non-reoccurring, major improvements. Examples are a new picnic shelter, a new Lakeside Beach restroom, a Central Park basketball court replacement, etc.
4. Proposed effective date: April 1, 2011. **This agreement will automatically renew each April 1st. Either party may terminate this agreement by giving 6 months written notice to the other of their intention not to renew the agreement the following April 1st.**

ACCEPTANCE OF LETTER AGREEMENT - SPRING LAKE TOWNSHIP

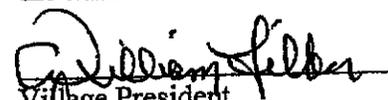
By authority of the Spring Lake Township Board, the Spring Lake Township hereby accepts the terms stated above.

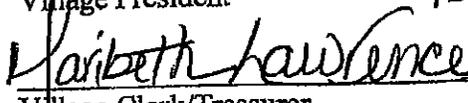
 7/21/11
Township Supervisor Date

 7-21-11
Township Clerk

ACCEPTANCE OF LETTER AGREEMENT - VILLAGE OF SPRING LAKE

By authority of the Village of Spring Lake Council, the Village of Spring Lake hereby accepts the terms stated above.

 8/4/11
Village President Date


Village Clerk/Treasurer



1896 Goldeneye Drive, Holland MI 49424
Phone: 616.403.1140 FAX: 616.582.5951
www.MichiganSafeSidewalks.com

2014 Sidewalk Survey for the Village of Spring Lake Michigan



This document provides an overview (Executive Summary) of the Spring Lake 2014 Sidewalk Survey and data that was prepared for the Village of Spring Lake Michigan Public Works Department. Sidewalk surveys were performed in October 2014. Data compilation was completed in January 2015. This summary (and all source data) was delivered to the Village of Spring Lake (Public Works Department) in February 2015 for review and planning purposes.

Survey Scope

The 2014 Sidewalk Survey for Spring Lake was a custom engagement performed to gather the information needed by the Village to evaluate sidewalk deficiencies (defects) of walkways in the right-of-way throughout the Village. The seven (7) categories of deficiencies (or Defects) were determined by the Village and labeled as Category A thru G:

Category	Deficiency	Description and Criteria
A	Vertical 1 Separation	Trip Hazard exists but panel is in "good" condition Raised 3/8" or more but is raised less than/equal to 1-1/2"
B	Vertical 2 Separation	Trip Hazard exists and panel is raised beyond 1-1/2" <i>Note as replacement</i>
C	Cracked	Trip Hazard and panel has 1 or more significant cracks. <i>Note if four (4) or more cracks as replacement</i>
D	Spalled	Surface spalling defects have exceeded a 6" x 6" area. <i>Note percentage of spalling</i>
E	Slope	Cross Slope defect if panel exceeds 5%
F	Ponding	Ponding defect is result of sunken panel(s). <i>Note number of panels that are sunken</i>
G	Structure	Defect involves a structure cover. <i>Note type of structure (sewer access, water valve, phone, etc)</i>

Survey Reports

A tabulation report was generated for each street giving the address and type of each defect. Below is an example of one of the tabulation reports generated for the Village;

Precision Concrete		Survey												Summary of Addresses with Defects			
(Precision Concrete Cutting) Date: 10/16/14		1896 Goldeneye Drive		Survey # 6417												4	A Vertical 1 Separation
Holland, MI 49424														0	B Vertical 2 Separation		
														4	C Cracked		
														0	D Spalled		
														0	E Cross Sloped		
														0	F Ponding		
														0	G Structure		
														Sq Ft Total	Total Count (A Vertical Separations)		
														Potential Demolish and Replace	Potential Saw-Cuts		
														163	6		
Sidewalk Survey Results by Precision Concrete Cutting												Douglas Ct					
No.	H1	H2	Lineal Feet	Location	Defect	Inch Feet	Cost	Lat	Long	Description	B - G D/R Sq Ft	Width	Length	Quick Descr	Potential "A" Cuts Each		
1				224 Douglas Court	C Cracked	0	\$0	43.07446	-86.18425	224 Driveway	40.0	4.0	10.0				
2				224 Douglas Court	A Vertical 1 Separation	0	\$0	43.07455	-86.18423	224					1		
3				218 Douglas Court	C Cracked	0	\$0	43.07467	-86.18423	218	40.0	4.0	10.0				
4				218 Douglas Court	A Vertical 1 Separation	0	\$0	43.07481	-86.1842	218					1		
5				205 Douglas Court	C Cracked	0	\$0	43.07506	-86.18435	205 Driveway	35.0	3.5	10.0				
6				213 Douglas Court	C Cracked	0	\$0	43.07483	-86.18449	213 driveway	48.0	4.0	12.0				
7				217 Douglas Court	A Vertical 1 Separation	0	\$0	43.07462	-86.18444	217 3 cuts					3		
8				223 Douglas Court	A Vertical 1 Separation	0	\$0	43.07437	-86.18443	223 1 cut					1		

Summary Report by Zone

The Village is divided into four (4) zones. A summary report by street is provided for each zone. Below is a summary report for one of those zones;



Survey Summary
Zone 2

Date
10/27/2014

Summary of Addresses with Defects

45	A Vertical 1 Separation
0	B Vertical 2 Separation
11	C Cracked
0	D Spalled
1	E Cross Sloped
3	F Ponding
3	G Structure

Sidewalk Survey Results by Precision Concrete Cutting					Addresses with Walkway Defects							Demolish and Replace Sq	Potential "A" Cuts Each	
Survey	Location	Defect	Inch Feet	Cost	A	B	C	D	E	F	G			
1	River St. from S. Lake to S. Fruitport				0	0	0	0	0	0	0	0	0	0
2	S. Fruitport from River St to M104				0	0	0	0	0	0	0	0	0	0
3	Douglas Ct				4	0	4	0	0	0	0	0	163	6
4	Dewitt Ln				3	0	0	0	0	0	0	0	0	9
5	Fall St.				1	0	1	0	0	1	0	0	135	5
6	N. Lake Ave.				6	0	0	0	0	0	0	0	0	7
7	S. Lake Ave.				12	0	3	0	0	1	0	0	158	21
8	Parkview Ave.				0	0	0	0	0	0	0	0	0	0
9	Pinewood St.				3	0	0	0	0	0	0	0	0	11
10	E. M104 from Fruitport to Lake Ave.				16	0	3	0	0	1	3	0	215	27
11	N. Fruitport from M104 to Bike path				0	0	0	0	1	0	0	0	48	0
12	Parkview Ave.				0	0	0	0	0	0	0	0	0	0
13	Rotary Dr.				0	0	0	0	0	0	0	0	0	0
					45	0	11	0	1	3	3	0	719	86

Survey Zones

The survey work was performed on about 14 miles of Village sidewalks in the following four (4) areas referred to as "Zones" (or Zone 1 thru 4) as defined by the Village Public Works Department;

- 1) From the Village west boundary east to Lake Ave, North side of M104
- 2) Between Lake Ave and Village east boundary
- 3) Between Buchanan St and Lake Ave, South side of M104
- 4) From the Village west boundary east to Buchanan St, South side of M104



Street Log

A log was generated to provide a list of streets included in the survey and give a correlation to the Zone and tabulation reports in which the survey data can be found. Here is a sample of the log;

Spring Lake - 2014 Sidewalk Survey List		Survey Log				
list #	Street Name	Zone	Survey	Alternate Street Name	Notes (estimated feet)	Miles
1	Alden	1b	11	Alden	964	0.18
2	E. Ann St	3b	17	Ann St	716	0.14
3	W. Ann St	4		Ann St	No Sidewalks	
4	Barber Ct	1		Barber Ct	No Sidewalks	
5	Barber St	1a	6	Barber St	381	0.07
6	Boalena Ct	3		Boalena Ct	No Sidewalks	
7	N. Buchanan St	1a	5	Buchanan St	3177	0.60
8	S. Buchanan St (east side)	3a	1	Buchanan St		
9	S. Buchanan st. (west side)	4	5	Buchanan St		
10	Buena Vista Dr	1		Buena Vista Dr	No Sidewalks	
11	Central Ave	2		Central Ave	No Sidewalks	
12	Christman St	1		Christman St	No Sidewalks	
13	Church St	3a	3	Church St	678	0.13
14	N. Cutler St	1a	9	Cutler St	967	0.18
15	S. Cutler St	4	1	Cutler St		
16	Dewitt Ln	2	4	Dewitt Ln	563	0.11
17	N. Division St	1a	4	Division St	1997	0.38
18	S. Division St	4	3	Division St		
19	Dixie St	1		Dixie St	No Sidewalks	
20	Douglas Ct	2	3	Douglas Ct	667	0.13
21	Edgewater Ct	2		Edgewater Ct	No Sidewalks	
22	Elm St	3a	4	Elm St	229	0.04
23	E. Exchange St	3b	13	Exchange St	3743	0.71
24	W. Exchange St	4	6	Exchange St	4583	0.87

Survey Summary OVERALL

An overall summary was prepared to total the defects found for the entire Village. The survey found defects at approximately 478 addresses. The most common defect is Vertical Displacements as indicated in the report. About 92% of the addresses with defects have "Vertical Separations" of 1.5" or less on good concrete panels. The remainder of the defects (type B thru G) is spread across approximately 213 addresses that most likely will require concrete demolish and replacement work to remediate. The defects for these walkways were measured in square feet based on the impacted sidewalk panel dimensions (width and length).



Survey Summary, OVERALL
 Village of Spring Lake
 102 W. Salvage St
 Spring Lake, MI 49456

Survey Date: October 2014

Summary of Addresses with Defects

438	A Vertical 1 Separation
3	B Vertical 2 Separation
190	C Cracked
8	D Spalled
5	E Cross Sloped
20	F Ponding
12	G Structure

Sidewalk Survey Results by Precision Concrete Cutting

Zone	Location	Defect	Inch Feet	Cost	Addresses with Walkway Defects							B - G Demolish and Replace Sq Ft	Potential "A" Cuts Each
					A	B	C	D	E	F	G		
1	Zone 1				148	0	84	1	0	11	5	5,463	412
2	Zone 2				45	0	11	0	1	3	3	719	86
3	Zone 3				199	2	83	7	4	6	3	3,717	497
4	Zone 4				46	1	12	0	0	0	1	528	141
					438	3	190	8	5	20	12	10,427	1,136



April 9, 2015

Village of Spring Lake

Attn: Roger Belknap, Director of Public Works
102 W. Savidge St
Spring Lake MI 49456

Subject: Proposal for **SIDEWALK TRIP HAZARD REMOVAL, Phase 1 2014/15 and Phase 2 2015/16**

Roger,

We appreciate the opportunity to submit this proposal to the Village of Spring Lake (Village). The total cost for this project will not exceed **\$12,249** based on an agreed scope and job rate. Upon your review and acceptance of this proposal, **please sign and return** (or submit a valid purchase order referencing this proposal) **via FAX to (616) 582-5951** or **E-mail to MBonkowski@SafeSidewalks.com**.

Our proof of insurance (an ACORD) has already been sent to you by our insurance provider. Let us know if any additional information or document updates are required before we begin work. We appreciate your consideration and the opportunity to provide our service.

Precision Concrete Cutting

Precision Concrete Cutting (PCC) has been removing trip hazards from uneven sidewalks and other concrete walkways across the nation for over 20 years. As the industry leader in technology and price, PCC can reduce liability associated with uneven sidewalks and help meet ADA compliance with a method more effective and less expensive than alternatives. PCC utilizes its patented tools and processes that it has developed and refined for trip hazard removal. Not only is trip hazard removal the specialty of PCC, it is the only thing we do. PCC has dozens of locations across the country. Precision Concrete, Inc. is the locally licensed business unit serving Michigan and Indiana that leverages the proven tools, process, and training to provide this service.

The Advantage

The Precision Concrete Cutting (PCC) service removes the entire trip hazard from side to side on the entire sidewalk while other methods of repair often leave a portion of the trip hazard. Not only can PCC reach the edges of every sidewalk, we can remove trip hazards from virtually any angle and at any location. Trip hazards caused by cracked concrete or located in hard-to-reach places such as in gutters or adjacent to a wall, post, or railing will be eliminated without any damage to nearby impediments. **There is no other process of trip hazard removal available with the quality, flexibility, and diversity as that of PCC.**



Quality

The Precision Concrete Cutting (PCC) process involves the measurement of every sidewalk trip hazard identified. PCC inspects the sidewalks and takes specific measurements to identify and log each trip hazard size and location. These measurements are used to determine the size of repair that is required, and to guarantee that the repair is made to dimensional specifications.

The PCC finished repair is aesthetically pleasing, smooth, and of superior quality compared to alternatives. It does not leave grooves in the surface of the concrete, it is not uneven, and is left with an acceptable coefficient of friction that will not create slip hazards.



Environmental & Community Friendly

The Precision Concrete Cutting (PCC) process does not require heavy equipment in the work area. The PCC equipment is small and maneuvered about by individual employees. No damage is created to buildings, landscaping, irrigation systems or the surrounding environment. Complete cleanup of the work area is performed and dust abatement systems minimize dust. All removed materials are properly recycled.

Precision Concrete Cutting utilizes a patented dust collection system to keep dust to a minimum while performing its work. This is a great benefit over other repair processes that leave the area covered in concrete dust or slurry. PCC also cleans up the removed concrete and debris created while performing repairs and disposes (for recycle) it as part of the service. Being a complete solution, no follow-on tasks are required of Village staff. Sidewalks remain open with only minor disruption while PCC moves through an area performing the trip hazard removals.

As a member of the U.S. Green Building Council (USGBC), we are proud of the fact that we reduce the impact to landfills and the environment as a result of our service. Removing and replacing 100 sidewalk panels would result in approximately 120,000 lbs. of concrete being removed with the like amount being hauled in new (average panel weight for 5' x 5' x 4" is over 1,200 lbs.). Using Precision Concrete Cutting, sidewalk trip hazard removal can be accomplished by removing around 650 lbs. of concrete that will be recycled (no heavy equipment or hauling is required). Remove and replacement work is minimized requiring very little, if any, new concrete. Also, there is no damage to trees or adjoining landscape with Precision Concrete Cutting.



Professional Plan and Approach

Precision Concrete Cutting (PCC) will conduct a pre-construction planning meeting with the Village designated contact(s) using a Precision Concrete Project Manager (a Project Management Professional) to establish priorities, a high-level schedule for each area, review risks/constraints and safety plans. A communication plan that includes a "NOTICE" document for residents in the work area can also be established. Typically, a crew of three (the project manager and two skilled operators) will be deployed to the job site to begin work once the Village gives the authorization to proceed and our schedules permit.

Precision Concrete Cutting (PCC) will deploy a well-marked light-duty pickup truck, van, and/or full logo trailer used to mobilize up to three (3) full sets of cutting equipment and operators. Safety cones are placed wherever the truck/van and trailer park and on the sidewalks in front and behind the operator area to assure pedestrian safety during cutting. All PCC staff (including project manager) wears high-visibility safety vests whenever they are outside their vehicle.



Cost and Scope

Precision Concrete Cutting (PCC) is proposing a SAW CUT solution (NOT GRINDING) for the Village of Spring Lake to remove trip hazards in contiguous sidewalk areas. PCC typically bills for a project of this type at a cost of \$45 per trip resolved. However, for this program, PCC will correct up to 351 trip hazards in the defined area for an amount of \$12,249 based on discounts (to \$39 per cut) and credits applied from the sidewalk survey at \$300/mile. This Program will consist of two projects or phases as defined by the Village Public Works Department based on fiscal budget. **Phase 1 (fiscal 2014/15) will be completed prior to June 30, 2015 at a cost of \$6,107** and Phase 2 (fiscal 2015/16) will be completed after July 1, 2015 at a cost of \$6,142.

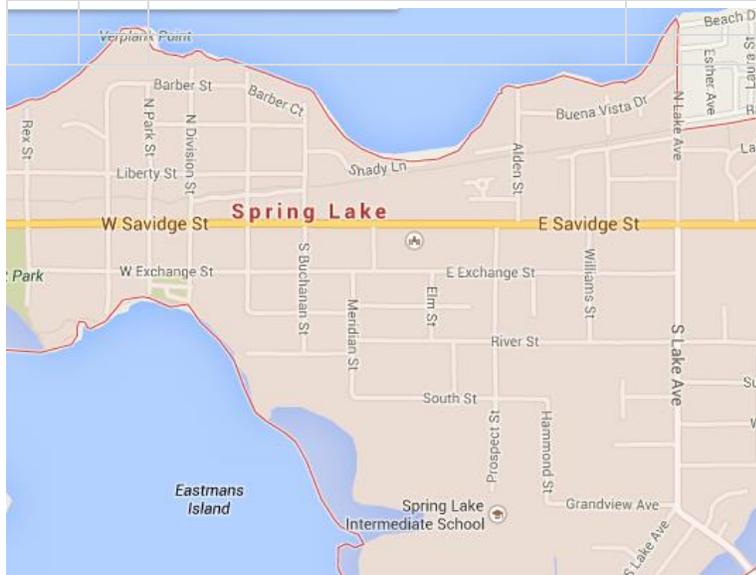
The scope of the sidewalk trip hazards are defined as a differential in the walkway of .375” high and less than or equal to 1.5” high. Trip hazards will be eliminated leaving a maximum running slope (ramp) of 1:8 as permitted to meet ADA requirements wherever possible. The work will be performed on Village sidewalks in seven (7) specific areas as defined by the Village Public Works Department;

Phase	Job No. (Area)	Area or Location Description	Estimated # of Trip Hazards to Cut	Linear Feet	Inch Feet	Cost
1	1	Leonard Rd	11	0.0	0.00	\$495.00
1	2	Grandview Ave	13	0.0	0.00	\$585.00
1	3	Lake Ave (both S Lake Ave and N Lake Ave)	83	0.0	0.00	\$3,735.00
1	4	Williams St	18	0.0	0.00	\$810.00
1	5	River St (Meridian St to S Lake Ave)	50	0.0	0.00	\$2,250.00
2	6	Exchange St (both E Exchange and W Exchange)	141	0.0	0.00	\$6,345.00
2	7	Prospect St	35	0.0	0.00	\$1,575.00
Totals			351	0.0	0.00	\$15,795.00

Credit from Survey Project (4.8 miles x \$300) -\$1,440.00

Discounted (\$39 ea) -\$2,106.00

Program Total: \$12,249.00



Sole Source Status

The technology that Precision Concrete Cutting uses to remove trip hazards has been developed and patented by Precision Concrete Cutting based in Provo, UT. Precision Concrete Cutting and its local branches are the only companies authorized to use the patented equipment and method for removing sidewalk trip hazards as described by the following patent numbers:

U.S. Patent No. 6,827,074
U.S. Patent No. 6,896,604
U.S. Patent No. 7,000,606

U.S. Patent No. 7,143,760
U.S. Patent No. 7,201,644
U.S. Patent No. 7,402,095

These patent numbers and the Precision Concrete Cutting (PCC) licensing agreement make Precision Concrete, Inc. a sole source for trip hazard removal in Michigan and Indiana using this technology.

Invoicing

A Precision Concrete Cutting (PCC) invoice will be issued for work completed at the conclusion of each month. Municipal payment terms are net 30 days from the date work is completed unless contract states otherwise. PCC will not charge the Village any additional fees for mobilization, setup, cleanup, or travel / expenses. All such fees are included in the proposed unit price.

An itemized invoice listing the location of each trip hazard resolved will be listed and can be provided in hard copy or soft copy as required by the Village. This itemized list provides the Village with a completely auditable summary of the work performed by PCC. It is also a document that can support the fact that your organization has a proactive sidewalk maintenance program in place.

Summary

Precision Concrete Cutting is very interested in working with the Village of Spring Lake to deliver a proactive and cost-effective sidewalk maintenance program to help with the efforts of ADA compliance and reduce liabilities associated with sidewalk trip hazards. Our goal is to develop a long term relationship in which we can help the Village achieve its annual sidewalk maintenance objectives.



Thank you for your consideration. Signature and date below confirms your acceptance of this proposal and intent to proceed.

Mark A. Bonkowski
President - **Precision Concrete, Inc.**

1896 Goldeneye Drive
Holland MI 49424
(616) 403 -1140 Phone
(616) 582 - 5951 Fax

Federal ID #: 80-0183496

Customer (Village Name)

authorized signature / date

printed name / title

DRAFT MINUTES

Monday March 16, 2015
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, Miller, Nauta, Powers, Van Strate.

Absent: Meyers

On a motion by **Bennett**, seconded by **Miller**, to excuse the absence of Council Member **Meyers**.

Yes: 6 No: 0

4. Approval of the Agenda

On a motion by **Bennett**, seconded by **VanStrate**, to approve the agenda as presented.

Yes: 6 No: 0

5. Consent Agenda

A. Approved the payment of the bills (checks numbered 56434-56519) in the amount of \$125,160.51.

B. Approved the minutes for the February 16, 2015 Council meeting.

C. Approved a request from Courtyard Concerts for use of the parking lot next to Seven Steps Up on September 13, 2015 for a concert.

D. Approved the following people to the Friends of Barber School Committee:

Name	Residency	Term Ending
Stacy VenHuizen	SLV	11/2019
Karyn Streeting	SLV	11/2018
Traci Boon*	SLV	11/2017
Diane Schindlbeck	SLT	11/2019
Carol Michaels	SLT	11/2018

*Traci Boon's application was received after the work session; it is included for Council review. Some initial terms are less than 4 years in order to get the terms staggered.

E. Approved the following people to the Beautification Committee:

Name	Residency	Term Ending
Darcy Dye	SLV	11/2019
Christine Miller	SLV	11/2019

F. Approved the diagnosis of the Holiday Inn lift station generator for an amount not to exceed \$1,200.

G. Approved budget amendments as presented as part of the agenda packet.

H. Approved Resolution 2015-06, a Resolution adopting amendments to the Village's Investment Policy.

I. Approved a \$1,200 expenditure with MERS to perform a projection study on division 01 and division 10.

J. Approved the release of \$142 from the Grand Haven Area Community Foundation to the Heritage Festival for "Thursdays at the Point."

K. Approved Resolution 2015-07, a Resolution of support for a MDNRTF grant application on behalf of Crockery Township.

L. Approved Resolution 2015-08, a Resolution of support for a MDNRTF grant application for the Central Park Improvement Project.

On a motion by **Nauta**, seconded by **Miller**, to approve the consent agenda.

Yes: 6 No: 0

6. General Business

A. Grand Haven Area Community Foundation – Central Park

Restoration Grants

The GHACF Youth Advisory Council (YAC) has awarded the Village \$5,000 for the Central Park Restoration Project. The Marion A. & Ruth K. Sherwood Family Fund as well as the Greatest Needs Fund & Fluor-Swartz Memorial Fund have awarded a combination of \$30,000 for the same project.

President **MacLachlan** introduced this item and Manager **Burns** explained that these grants came in after the Work Session so she did not put them on the Consent Agenda but would like the Council to consider them at this time.

Motion by **Bennett**, seconded by **Miller**, to approve two grant agreements for the respective grants.

Yes: 6 No: 0

B. Award Construction Bid for River Street Lift Station

On March 12, sealed bids for the River Street Lift Station were opened at 10:00 AM at Village Hall; four certified bids were received. The Village's Consulting Engineer recommends awarding the project to lowest bid Jack Dykstra Excavating at \$199,600.30. The engineer's estimate for the project was \$223,989.11, which is a difference of \$24,388.81. Bid tabulation and Engineer's recommendation are attached.

President **MacLachlan** introduced this item and Manager **Burns** explained that DPW Director, Roger **Belknap**, was present to answer any questions that Council might have and noted that this bid was about 24,000 less than the engineering estimate. **Burns** added that the sewer fund does have the money to cover the cost of the repair to a lift station but that would take it down considerably and if anything came up, such as the W. Savidge Street project, they would have to do repairs and maintenance to limp along until something could be done with the TIF dollars that would be collected later on in the year.

Belknap explained that the bid process was handled by engineers at Moore & Bruggink and that Moore and Bruggink has worked with Jack Dykstra on projects in other communities and that their low bid was well qualified and that they would do an excellent job. **Belknap** assured the Council he would keep them apprised of the project schedule with his department reports.

Bennett asked how many bids had been received and if any others were below the estimated cost. **Belknap** said they had received four (4) bids

and only one was above the estimated cost and that all bids were consistent with how they bid the project.

On a motion by **Bennett**, seconded by **Nauta**, to award the bid for River Street Lift Station reconstruction to Jack Dykstra Excavating at a cost not to exceed \$199,600.30.

Yes: 6 No: 0

7. Department Reports

A. Village Manager

Manager **Burns** had one additional item and reported that the numbers for Central Park were looking very good and that the Community Foundation had been extremely generous with this project and that just over \$80,000 raised of the \$300,000 they were looking to raise. **Burns** said they would be canvassing the community for donations very soon. **Burns** also said they were waiting on a number of other foundations for donations.

B. Clerk/Treasurer/Finance Director

President **MacLachlan** commended Finance Director, Marv **Hinga**, for reducing banking fees by consolidating accounts and negotiating lower fees with the deposit institutions, cutting costs by about 70%.

C. OCSO

D. 911

E. DPW

F. Minutes from Various Board & Committees

1. Parks & Recreation

2. Planning Commission

8. Old Business and Reports by the Village Council

No old business to discuss at this time.

9. New Business and Reports by Village Council

No new business to discuss at this time.

10. Status Report: Village Attorney

No report from the Village Attorney.

11. Statement of Citizens

The following citizens spoke to Council with concerns of excessive traffic with regards to the Spring Lake Wesleyan Church's proposed access driveway on S. Fruitport Road and asked Council to please not allow this driveway to be created.

- Rita Braun, 121 S. Fruitport Road
- Idea Belle Curry, 206 S. Fruitport Road
- Kevin Moon, 210 S. Fruitport Road
- David Dye, 114 N. Fruitport Road
- Elliot Grysen, 806 River Street
- Tim Foster, 114 S. Fruitport Road
- Art Bolt, 826 River Street
- Darcy Dye, 114 N. Fruitport Road
- Cal Braun, 121 S. Fruitport Road

Lee Schuitema, 408 W. Exchange, also spoke saying that he had been to all of the Council work sessions and meetings and that the subject of the Wesleyan Church's driveway had not been discussed.

President MacLachlan said that this was not a public hearing and they were not there to debate but to accept the comments from citizens.

12. Adjournment

On a motion by **VanStrate**, seconded by **Nauta**, Village Council adjourned the meeting at 7:40 p.m.

James MacLachlan, Village President

Maryann Fonkert, Deputy Clerk