

Village of Spring Lake

Council Work Session

December 14, 2015

7:00 p.m.

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

www.springlakevillage.org

	<p>6:00 p.m. - Window Judging Contest</p> <p>Meet at Village Hall at 6:00 p.m. to hop on the Harbor Transit bus to canvass the Village and select the winner of the annual window decorating contest. Harbor Front Animal Hospital will be the first stop. They are utilizing this opportunity to raise money and supplies for the shelter. If you would like to bring a donation (food, litter, paper towels, etc.) they would be most appreciative (totally optional.)</p>
1	<p>7:00 p.m. - Council Member Interviews</p> <p>Due to the resignation of Council Member Bill Meyers, a vacancy exists on the Village Council. Section 5.08(d) of the Village Charter outlines the requirements for filling a vacancy.</p> <p><i>A vacancy in the Village Council shall be filled for the remainder of the unexpired term, if any, at the next regular election. If the next regular election occurs more than 60 days from the date of the vacancy, the Council, by a majority vote of all its remaining members, shall appoint a qualified person to fill the vacancy until the next regular election. If Council fails to do so within 30 days following the occurrence of the vacancy, the Village President shall make the appointment.</i></p> <p>One application has been received and attached for your review. Joel TePastte will be available by Skype to be interviewed by Council.</p> <p>Discussion will take place after the interview.</p>
2	<p>7:17 p.m. - Adopt-A-Garden (Ms. Darcy Dye & Ms. Sylvia Ruscett)</p>
3	<p>7:25 p.m. - SCADA Upgrades for Sewer Lift Stations (Roger Belknap)</p> <p>The scope of this year's River Street lift station project included new SCADA technologies called Mission Control; DPW staff has been operating with the new controls for a little more than 3 months. Staff requested a change-order proposal from Jack Dykstra to amend the River Street lift station</p>

	<p>contract for SCADA upgrades at the 5 other stations. The cost of the change order is \$22,000; the remainder of capital improvement budget for the sewer fund is \$51,000. Of this balance, we still have an approximate \$11k for construction of River Street Lift station contract, and about \$6k in engineering expenses. Brian Hannon of Moore & Bruggink will be available for questions.</p>
4	<p>7:32 p.m. – Draft Capital Improvement Plan/Water Dept. Plan (Roger Belknap)</p> <p>Staff has developed a draft list of priority projects for Council to review for consideration of future infrastructure projects. This list is intended to be a guide as we enter budget discussions after the new year. Staff is asking for Council to review our draft plan for Water Department projects first, as it a requirement of the Michigan Safe Drinking Water Act 399. The Village needs to adopt a Capital Improvement Plan for the water supply prior to January 1, 2016. CIP project lists in other enterprises or within general funds are not required at this time, however it is prudent for planning purposes to view infrastructure projects in unison among water/sewer/streets programs.</p>
5	<p>7:40 p.m. - Debt Millage Capture/Renewal Discussion (Marv Hinga)</p> <p>Two memos regarding the Debt Service Millage are included in the packet.</p>
6	<p>7:45 p.m. – Budget Amendments (Marv Hinga)</p> <p>Two proposed budget amendments are included in the packet.</p>
7	<p>7:50 p.m. - Strategic Planning Session Discussion</p> <p>In February 2015, Country Administrator Al Vanderberg and his Deputy, Keith Vanbeek, led a strategic planning for Council and staff. We would like to hold something similar in early, 2016. In order to get maximum participation, we would like to set the date for that now so everyone can get it on their calendars. Right now, it looks as though Al and Keith are available on January 30 and possibly mid-March.</p>
10	<p>8:00 p.m. – Central Park Bid Process</p> <p>Based on the number of potential local bidders, the Central Park Capital Campaign Committee would prefer to solicit bids from 5 or 6 local bidders before seeking competitive bids from outside the area. The bids will be</p>

	<p>sent to prospective bidders in January with Council approval in February and a tentative ground breaking in late April (weather permitting). To date we have raised \$296,285 of the \$300,000 we estimated needing 2+ years ago. However, Village Engineer Ryan Arends compiled new construction estimates that are considerably higher than his estimates from 07/2014. In order to ensure the project is done well and is something the donors will be proud of, we will continue fund raising until ground breaking takes place.</p>
11	<p>8:10 p.m. – Library Board Presentation</p> <p>Due to a scheduling conflict, the Library Board will not be giving their annual report at the December meeting. They have been placed on the January agenda. If there are particular questions that you may have of the Library Board (specifically our Village representatives on that board), please compile them for the work session. I can then provide them to Library Director Claire Sheridan so that she may tailor the presentation to our needs.</p>
12	<p>8:15 p.m. - 2016 Meeting Schedule</p> <p>As a matter of housekeeping, Council needs to review and adopt the 2016 meeting dates (<i>attached</i>) for work sessions and regular meetings.</p>
13	<p>8:20 p.m. – Whistle Stop Playground Discussion</p> <p>The Parks & Recreation Board held a “Community Engagement” meeting on December 7th to ascertain neighborhood children’s wishes for the playground. The intent is to raise enough funds over the course of the next 4 months to replace the structure that was recently removed. Shape Corporation has volunteered to install the structure once it is purchased. The goal is to raise \$140,000, which will cover the cost of the equipment, shipping and rubberized matting. Site prep and installation will (hopefully) be volunteer labor.</p>
14	<p>8:30 p.m. – Barber School Use</p>
15	<p>8:40 p.m. – Communications</p> <ul style="list-style-type: none"> • Library Calendar – December • Wheeler Complaint
16	<p>8:45 p.m. - Minutes</p>

	<p>Minutes of the November 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 December 17, 2015.</p>
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Board and Commission Application



Name: Joel R Te PASTE Telephone: 616 204 6799

Address: 212 Shady Lane Date: 12-9-2015

Email Address: ShadyLn212@gmail.com

Years as a Village Resident: 7 Occupation: Retired

Background/Interests: I Retired from my position as President/CEO of Sysco Food Services of Pittsburgh. My wife Rose and I consider ourselves as permanent residents of Spring Lake

Please check the board(s) or commission(s) that you would be willing to serve on:

- Checkboxes for Village Council, Friends of Barber School, Beautification Committee, etc.

The above boards typically meet on a monthly basis, with the exception of the ZBA which meets on an "as needed" basis. Quorums are required for any board to act, so attendance is important. Do you feel the other board members can count on your regular attendance so that business can be conducted?

Yes No Seasonally - from to

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

This marvelous community has given a lot to us, and I would like to be able to use my talents to continue to build and maintain our incredible community

Concerns for the Village; if any:

Blank lines for concerns

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.

1 Please attach a resume.

Joel TePastte

212 Shady lane, Spring Lake, MI 49456
Home: 6162236033 - Cell: 6162046799 - shadyln212@gmail.com

Executive Profile

I am currently retired from my position as President and CEO of Sysco Food Services of Pittsburgh LLC. During my ten years in this position I had complete responsibility for all facets of the business including financial controls, profitability, human resources, community relations, and legal compliance. Sysco Food Services of Pittsburgh is a food service distribution company that is a wholly owned subsidiary of Sysco Corporation. (SYY). Sysco Pittsburgh had over 300 employees, annual sales in excess of 200 million, Over 70 tractor and trailer trucks, and a sales staff exceeding 100 people.

I have served on several non-profit boards, as well as having worked on various financial and non-financial committees.

I have 40 years experience in personal investing, including investments in equities, bonds, mutual funds, real estate, and limited partnerships

I have a Bachelor of Science degree in Economics from Grand Valley State University.

I am currently a tier two associate of the NHBP, being married 45 years to Rosemarie TePastte

Professional Experience

Finance committee

January 2013 to Current

Spring Lake Country Club - Spring Lake, MI

review of financial statements and projections and advise the board on our current and future financial condition.

Board member, Risk Retention Committee, Compensation Committee

April 2004 to Current

George Junior of Pennsylvania - Grove City, MI

George Junior is a non-profit organization, working with troubled boys and teens, helping them find stability while providing a high school education. I am currently serving on the board of George Junior in Indiana, and the Risk Retention committee

President/CEO

March 1999 to July 2008

Sysco Food Services of Pittsburgh LLC - Harmony, PA

Executive Vice President

September 1974 to March 1999

Sysco Food Services of Grand Rapids - Grand Rapids, MI

At various times in this position, I had direct responsibility for the following departments:

Finance- 7 employees including the CFO

Distribution-, over 150 employees including the VP of Operations

Purchasing- 8 employees including the VP Purchasing

Sales- over 100 employees

Human Resources- 5 employees including VP of HR

Education

Bachelor of Science : Economics, 1972

Grand Valley State University - Allendale, MI, USA

MOORE & BRUGGINK, INC.

Consulting Engineers
2020 Monroe Avenue, N.W.
Grand Rapids, MI 49505-6298

RIVER STREET LIFT STATION BULLETIN NO. 2

Please quote the following bulletin items. Provide a breakdown of labor and materials. This is not a change order. We will review your prices and if acceptable, a change order will be written to include or delete these items of work.

1. Lift Station SCADA

Furnish and install all equipment necessary to integrate SCADA with the remaining five (5) Spring Lake lift stations, to match what is to be installed at the River Street Lift Station.

Equipment to be installed will include, but not be limited to:

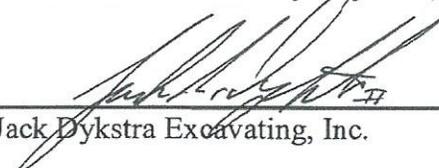
- Cellular modem, Model LS300 by Sierra Wireless
- Mission model M-800 Series dialer
- All wiring and relays required for installation
- Programming and screens
- Startup and Training for Spring Lake DPW staff

Reference requirements in specification section 13900.

Add: \$22,000.00

Net Change: \$ 22,000.00

Please return Bulletin by July 17th, 2015 for review.



Jack Dykstra Excavating, Inc.

VICE PRES

7-21-2015

Date

#	Enterprize	Location	Limits	Scope	Target Year		Quantity		Planning Estimates								Total \$ Village	Notes	
					Calendar	Fiscal	Miles	Feet	\$ Grants	\$ Streets	\$ Engineering	\$ Water	\$ Sewer	\$ Streetscape	\$ Parks	\$ Cont			\$ Total Proj
1	Sanitary Sewer	River Street	Lift Station	Lift Station Rehab/SCADA/Valves	2015	15-16	1	Lift Station	\$0	\$0	\$30,100	\$0	\$199,600	\$4,322	\$0	\$20,300	\$254,322	\$4,322 for Site Rest/Remove Old Controls	
2	D. D. A.	Alloyz Alley	Exchange to Savidge	Pave & Drainage Improvements	2015	15-16	0.06	340	\$0	\$0	\$5,480	\$0	\$0	\$38,265	\$0	\$3,755	\$47,500		
3	Local Streets	Summit Street	Meridian to Elm	Street Resurfacing (Crush/Shape)	2015	15-16	0.12	620	\$0	\$27,200	\$0	\$0	\$0	\$0	\$0	\$0	\$27,200		
4	Local Streets	Visser Street	River to South	Street Resurfacing (Crush/Shape)	2015	15-16	0.08	430	\$0	\$27,200	\$0	\$0	\$0	\$0	\$0	\$0	\$27,200		
5	Forestry	Tree Nursery at Spring Lake Country Club		Nursery Site Development	2015-16	15-16	72	Trees/Irrigation	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000		
6	Major Streets	Buchanan Street	Exchange to Liberty	Street Reconstruction	2017	16-17	0.13	680	\$176,000	\$44,000	\$92,300	\$0	\$0	\$124,262	\$0	\$42,125	\$478,687	Programmed in WestPlan TIP	
7	Local Street	Buchanan Street	Liberty to Mason	Street Reconstruction	2016	16-17	0.06	300	\$0	\$67,225	\$0	\$0	\$0	\$0	\$0	\$6,270	\$6,270		
8	Sanitary Sewer	Buchanan Street	Exchange to North of Savidge	Sewer Replacement	2017	16-17	0.13	700	\$0	\$0	\$0	\$0	\$113,700	\$0	\$0	\$0	\$113,700	PE/CE \$ factored into Project #	
9	Local Streets	Central Avenue	Fruitport to Lions Club	Street Resurfacing (Crush/Shape)	2016	16-17	0.17	900	\$0	\$12,150	\$0	\$0	\$0	\$0	\$0	\$0	\$12,150	Combine Bids with #	
10	Parks	Central Park	Parking Lot / Pickleball / Basketball / Hockey / Lighting		2016	16-17	5	Elements	\$0	\$0	\$27,600	\$0	\$0	\$0	\$316,000	\$6,400	\$350,000	Combine Bids with #	
11	Parks	Whistlestop Park	Playground Equipment	Playground Redevelopment	2016	15-16	1	playground	\$140,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$140,000	\$0 Assumes 100% donation for time/materials	
12	Water Dept	Lakeview Court	Residences	Divest 4" watermain/ Repl. Hydrant Replace Water Services	2014-2016	14-15 / 15-16	0.12	600	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000	\$10,000 DPW project + Pipe Filter (Time & Materials)	
13	Sanitary Sewer	Lift Stations	S. Lake / Fall St / Liberty St Village Cove / Holiday Inn	SCADA Upgrades to Mission Control	2016	15-16	5	Lift Stations	\$0	\$0	\$0	\$0	\$22,020	\$0	\$0	\$0	\$22,020	\$22,020 Extend River St Lift Contract (Includes PE/CE)	
14	Local Streets	Jackson Street	Street End Cul-de-sac	Storm Drain Repair/Paving	2016	16-17	0.03	150	\$0	\$49,790	\$32,500	\$0	\$0	\$0	\$0	\$17,210	\$49,710	\$99,500 Combine Bids with #	
15	Parks	Jackson Street Dock & Street End Park		Repair Seawall/Sidewalk	2016	16-17	0.01	50	\$0	\$0	\$0	\$0	\$0	\$0	\$65,500	\$0	\$65,500	\$65,500 Combine Bids with #	
16	Parks	Lakeside Beach	Restroom Building	Replace Roof (Steel)	2016	15-16	1	Steel Roof	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000	\$0	\$6,000	\$6,000	
17	Major Streets	River Street	Prospect to Lake	Street Resurfacing (Mill/Fill)	2017	16-17	0.27	1440	\$0	\$175,000	\$26,500	\$0	\$0	\$0	\$0	\$0	\$0	\$175,000	Pave after water improvements
18	Water Dept	River Street	William to Lake	Replace Water Services	2017	16-17	10	Services	\$0	\$0	\$8,000	\$75,000	\$0	\$0	\$0	\$0	\$83,000	\$83,000 Complete prior to #17	
19	Local Streets	Park Street	Liberty to Barber	Street Resurfacing (Crush/Shape)	2019	18-19	0.13	685	\$0	\$18,825	\$0	\$0	\$0	\$0	\$0	\$0	\$18,825	\$18,825 Est. based on Cost of #3 & 4 w/3% infl.	
20	Local Streets	Rex/Dixie/Monarch	North of Liberty	Street Reconstruction	2019	18-19	0.22	1175	\$0	\$265,500	\$49,500	\$0	\$0	\$0	\$0	\$0	\$315,000	\$315,000	
21	Local Streets	Rex Street	North of Liberty	Replace 10" Storm Drain	2019	18-19	0.12	600	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000	\$35,000	
22	Water Dept	Rex/Dixie/Monarch	North of Liberty	Replace & Loop Watermain	2019	18-19	0.29	1535	\$0	\$0	\$27,500	\$192,000	\$0	\$0	\$0	\$0	\$219,500	\$219,500	
23	Major Streets	Savidge Street	Christman to West End	Street Reconstruction	2018	17-18	0.23	1200	\$0	\$410,000	\$80,000	\$0	\$0	\$80,000	\$0	\$0	\$570,000	\$570,000	
24	Sanitary Sewer	Savidge Street	Christman to West End	Sewer Replacement	2018	17-18	0.18	980	\$0	\$0	\$12,750	\$0	\$85,000	\$0	\$0	\$0	\$97,750	\$97,750	
25	Major Streets	Christman Street	Liberty to Savidge	Street Resurfacing (Mill/Fill)	2019	18-19	0.07	360	\$0	\$42,000	\$8,400	\$0	\$0	\$0	\$0	\$0	\$50,400	\$50,400	
26	Local Streets	Sidney Court	Exchange to South End	Street Reconstruction	2020	19-20	0.07	370	\$0	\$110,000	\$16,500	\$0	\$0	\$0	\$0	\$0	\$126,500	\$126,500	
27	Sanitary Sewer	Sidney Court	Exchange to South End	Sewer Replacement	2020	19-20	0.09	500	\$0	\$0	\$16,500	\$0	\$75,000	\$0	\$0	\$0	\$91,500	\$91,500	
28	Water Dept	Sidney Court	Exchange to River	Replace & Loop Watermain	2020	19-20	0.09	500	\$0	\$0	\$16,500	\$95,500	\$0	\$0	\$0	\$0	\$112,000	\$112,000	
29	Water Dept	Ann Street to Tolford Street		Loop Watermain	2021	21-22	0.07	350	\$0	\$0	\$5,000	\$50,000	\$0	\$0	\$0	\$0	\$55,000	\$55,000	
30	Water Dept	S. Park through Tanglefoot to S. Division		Replace 2" Watermain to 8"	2022	22-23	0.10	520	\$0	\$88,500	\$31,500	\$80,000	\$0	\$0	\$0	\$0	\$200,000	\$200,000	
31	Water Dept	Mark Street to River Street		Loop Watermain	2023	23-24	0.07	350	\$0	\$0	\$22,000	\$113,000	\$0	\$0	\$0	\$0	\$135,000	\$135,000	
32	D.D.A.	106 S. Buchanan	Former Twp Hall/Fire Station	Demo Building / Develop Park				N/A	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
33	Water Dept	Bolens Court to Grandview Street		Loop Watermain	2024	24-25	0.10	550	\$0	\$162,000	\$56,000	\$162,000	\$0	\$0	\$0	\$0	\$380,000	\$380,000	
34	Major Streets	Exchange Street	William to Lake	Street Reconstruction	2020	20-21	0.18	950	\$236,520	\$59,130	\$57,118	\$0	\$0	\$0	\$0	\$0	\$352,768	\$116,248	
35	Sanitary Sewer	Exchange Street	William to Lake	Sewer Replacement	2020	20-21	0.18	950	\$0	\$0	\$0	\$134,350	\$0	\$0	\$0	\$0	\$134,350	\$240,760 PE/CE Included with #	
36	Major Streets	Exchange Street	Elm to William	Street Resurfacing (Mill/Fill)	2020	20-21	0.24	1270	\$164,000	\$41,000	\$57,118	\$0	\$0	\$0	\$0	\$0	\$262,118	\$98,118	
37	Major Streets	Exchange Street	Jackson to Elm	Resurface / Storm Sewer Improve.	2021	21-22	0.28	1480	\$312,000	\$78,000	\$57,118	\$0	\$0	\$0	\$0	\$0	\$447,118	\$135,118	
38	Local Streets	Elm Street	Exchange to River	Street & Storm Sewer Reconstruct	2021	21-22	0.10	520	\$0	\$232,000	\$43,000	\$0	\$0	\$0	\$0	\$0	\$275,000	\$275,000	
39	Parks	Mill Point Park	Parking Lot	Resurface Parking Lot	2017	16-17			\$0	\$0	\$20,000	\$0	\$0	\$0	\$205,000	\$0	\$225,000	\$225,000	
40	Parks	Lakeside Trail	Buchanan to Fruitport	Replace Trail Lighting	2018	17-18		No. of Poles 50	\$75,000	\$0	\$22,500	\$0	\$0	\$0	\$75,000	\$0	\$172,500	\$97,500	
41	Parks	West End Boardwalk		Rehab Decking / Replace Lighting	2019	18-19	0.10	550	\$120,000	\$0	\$25,500	\$0	\$0	\$0	\$50,000	\$0	\$195,500	\$75,500 \$120K Boardwalk railing & decking, \$50K Lighting upgrades	
42	Local Streets	Cutler Street	Exchange to South End	Street Resurfacing	2022	22-23	0.05	264	\$0	\$101,000	\$17,000	\$0	\$0	\$0	\$0	\$1,800	\$13,800	\$13,800	
43	Water Dept	Cutler Street	Exchange to South End	Replace Watermain	2022	22-23	0.06	300	\$0	\$0	\$17,000	\$80,000	\$0	\$0	\$0	\$0	\$97,000	\$97,000	
44	Public Works	DPW Garage	Roof - 210 S. Buchanan	Remove/Replace Rubber Roof	2017	17-18	1	Roof	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000	



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
GRAND RAPIDS DISTRICT OFFICE



DAN WYANT
DIRECTOR

Village of Spring Lake

NOV 02 2015

Received

October 30, 2015

To: Publicly Owned Water Supplies
From: Office of Drinking Water and Municipal Assistance, Grand Rapids District Office
Subject: Deadline of January 1, 2016: Capital Improvement Plan

This is a reminder of requirements in the Michigan Safe Drinking Water Act, 1976 PA 399, as amended (Act 399) related to asset management programs (AMP) and capital improvement plans (CIP). Act 399 requires these items to be added to the general plan for certain water supplies. It is our intention to provide assistance to maintain compliance with these requirements. A copy of the applicable section of the amended law is attached to this letter.

The deadline for submitting a CIP is January 1, 2016 for publicly owned supplies and January 1, 2018 for privately owned supplies with service population of greater than 1,000 people. At a minimum, the CIP must identify waterworks system needs for 5-year and 20-year planning periods. The CIP may also identify source of funding, assessment of rate structure, or other information to support the projects on the list.

The deadline for submitting an AMP is January 1, 2018 for all water supplies with service population of greater than 1,000 people. The minimum requirements for an AMP are detailed in Rule 1606 attached, and include an inventory of assets, statement of level of service goals, a CIP, and a summary of the funding structure and rate methodology.

Below is a table which outlines the requirements for each type of community water supply:

	Population less than 1,000	Population greater than 1,000
Privately Owned	No AMP required, No CIP required	AMP by 1/1/2018, CIP by 1/1/2018
Publicly Owned	No AMP required, CIP by 1/1/2016	AMP by 1/1/2018, CIP by 1/1/2016

The required plans may be sent to the district office email address (DEQ-DWMA-Grand-Rapids@michigan.gov) or via mail to DEQ-Office of Drinking Water and Municipal Assistance, 350 Ottawa Avenue NW, Unit 10, Grand Rapids, MI 49503.

Memorandum

To: Spring Lake Village Council
From: Marvin Hinga,
Date: 12/10/15
Re: Debt Service Millage Capture

In the past the CBDDA has not captured Debt Service millages from the Village or from Spring Lake Library. A tax capture district can elect to not capture debt millages. This has been the practice of the Village. The current Village Debt Service millage is .8600 mils. The current Library Debt Service Millage is .4900.

If the CBDDA were capturing Debt Service Millages in the current year, it would mean an additional \$37,300 in revenue for the CBDDA – Approximately \$23,800 from the Village and \$13,500 from the Library. However, due to the capture, the Village Debt Service millage would need to be approximately 1.12 mils to generate the same revenue to make payment on the bonds.

I am seeking direction from Council on whether to continue with the current practice of not capturing debt service millages or to start capturing debt service millages during the 2016 tax year.

Memorandum

To: Spring Lake Village Council

From: Marvin Hinga,

Date 12/10/15

Re: Debt Service Millage

The Village's Debt Service Millage (Currently .8600 mils) is due to expire on December 31, 2016. The millage is used to make the annual payment on the Village's 2013 Refinancing Bonds. The last payment on the bonds will be in December 2027. The annual payments on the bonds are between \$95,000 and \$100,000.

If the Debt Service Millage were not in place in the current year, the Operating Millage would need to be approximately 1.1200 mils higher to cover the debt service. The difference between 1.1200 mils and .8600 mils is because the Operating Millage is subject to capture by the CBDDA while the Debt Service Millage is not captured by the CBDDA.

There are three elections (May, August and November) in 2016 where renewal of the Debt Service Millage may be placed on the ballot. If the renewal is placed on the May ballot, it is likely the Village would likely have to pay all of the cost of the election. The estimated cost of a Village-only election is \$6,000 to \$8,000.

If the Debt Service Millage renewal is placed on the August or November ballots, the Village would pay for a small percentage (5% to 10%) of the election cost. If the renewal fails at the August election, there would be time to place the millage renewal on the November ballot.

In the event the Debt Service Millage is not renewed in 2016, The Debt Service Millage could be placed on the ballot in February or May of 2016 and still be part of the 2017 Village tax bill.

I recommend Council authorize staff to make preparations to place the Debt Service Millage renewal on the August 2016 ballot.

Village of Spring Lake
December 2015 Budget Adjustments

	Fund	Dept.	Account	Current	Proposed	Change
202-000-000-676.236	Major Streets	Revenue	Transfer from CBDDA Fund	-	3,500	3,500
202-463.000-887.208	Major Streets	Routine Maintenance	Non-Motorized Pathway Expense	-	3,500	3,500
236-000.000-887.000	CBDDA	General Services	Sidewalk Maintenance	15,000	11,500	(3,500)
236-000.000-818.202	CBDDA	General Services	Transfer to Major Streets	-	3,500	3,500
Paying for the 510 Liberty sidewalk work out of Major Streets counts toward MDOT's Non-Motorized spending requirement.				Net Change		0
236-000.000-503.236	CBDDA	Revenue	CDBG - Façade Grant	-	105,000	105,000
236-000.000-960.236	CBDDA	General Services	Façade Grants	15,000	120,000	105,000
To adjust current year budget for revenues and expenditures associated with Isabel's House project.				Net Change		0

2016 VILLAGE OF SPRING LAKE BOARDS/COMMISSIONS MEETING DATES

Village Council Work Session 7:00 p.m. Village Hall	Village Council Regular Meetings 7:00 p.m. Barber School	DDA 7:30 a.m. Village Hall	Parks & Recreation 7:00 p.m. Village Hall	Planning Commission 7:00 p.m. Barber School	Zoning Board of Appeals* 7:00 p.m. Barber School	Historic Commission 6:00 p.m. Village Hall	Harbor Transit 5:30 p.m. Varies	Police Commission 4:00 p.m. Varies	Sewer Authority 8:30 a.m. GHCH	NOWS 9:30 a.m. GHCH
01/11/16	01/18/16	01/14/16	01/04/16	01/26/16	01/12/16	TBD	01/27/16	04/18/16	02/17/16	02/24/16
02/08/16	02/16/16	02/11/16	02/01/16	02/23/16	02/09/16	TBD	GHT	SLVH		
03/14/16	03/21/16	03/10/16	03/07/16	03/22/16	03/08/16	TBD	03/23/16	07/18/16	05/18/16	05/18/16
04/11/16	04/18/16	04/14/16	04/04/16	04/26/16	04/12/16	TBD	GHCH	FCH		
05/09/16	05/16/16	05/12/16	05/02/16	05/24/16	05/10/16	TBD	05/25/16	10/17/16	08/17/16	08/17/16
06/13/16	06/20/16	06/09/16	06/06/16	06/28/16	06/14/16	TBD	SLVH	SLPS		
07/11/16	07/18/16	07/14/16	07/04/16	07/26/16	07/12/16	TBD	TBD		11/16/16	11/16/16
08/08/16	08/15/16	08/11/16	08/01/16	08/23/16	08/09/16	TBD				
09/12/16	09/19/16	09/08/16	09/05/16	09/27/16	09/13/16	TBD	TBD			
10/10/16	10/17/16	10/13/16	10/03/16	10/25/16	10/11/16	TBD				
11/14/16	11/21/16	11/10/16	11/07/16	11/22/16	11/08/16	TBD	TBD			
12/12/16	12/19/16	12/08/16	12/05/16	12/27/16	12/13/16	TBD				

*Meets on an "as needed" basis. Check website and Facebook for cancellations.

Due to an error on my part I gave her the incorrect date to return + missed the November W.S. agenda

**BARBER SCHOOL COMMUNITY BUILDING
RENTAL AGREEMENT**
102 W. Exchange, Spring Lake MI 616-842-1393



RESERVATION DATE: 1 / 23 / 2016 RESERVATION TIME: 7:00 pm to 11:00 PM

NAME OF LESSEE*: THERESA LAHRING

ADDRESS: 429 RIVER

CITY/STATE/ZIP: SPRING LAKE, MI 49456

HOME: (616) 846-9672 CELL: (616) 260-1584

EMAIL ADDRESS: tlahring@yahoo.com

**This person must be on-site for the duration of the event and will be held liable for any and all damages to the facility.*

RENTAL: GREAT ROOM: X MEETING ROOM: _____ COVER MURAL: YES / NO

WILL ALCOHOL BE ~~SERVED~~ ^{BYOB}: YES ~~NO~~ IF YES, SEE FOOD & ALCOHOL RULES

TOTAL HOURS TO BE UTILIZED: 4 HRS
(Include Set-up & Clean-up time)

Total of Rental Fees: \$ 175⁰⁰ Check # _____ Date Paid _____

Security Deposit: \$ 200⁰⁰ Check # _____ Date Paid _____

Total: \$ _____

Please make separate checks payable to: Village of Spring Lake. Checks must be written on an account containing the Lessee's name and address. Rental rates are established by Council. You will be charged the rate in effect the date of the event, not the date the application is submitted.

I (Lessee) have read and received a copy of all of the Rental Guidelines (X) and clearly understand what my responsibilities and duties are. I (Lessee) assume responsibility for proper payment of all charges outlined above and agree to pay in full. I understand that by signing below, I (Lessee) am the responsible party and will be present during the entire event. If any additional costs are incurred during the time of event, the Barber School Community Building will bill for those services and/or items. I agree to comply with all RULES & REGULATIONS or may be subject to forfeiture of my security deposit.

SIGNATURE OF LEASSEE Theresa Lahring DATE 11/01/15
VILLAGE LEASING AGENT'S SIGNATURE _____ DATE / /

Office Use Only
Key Color _____
Security Deposit Returned _____
Check # _____

Validation ~ Register Imprint



Spring Lake District Library Calendar of Events December 2015



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>Questions about library services or program?</p> <p>Call 616.846.5770 or visit sllib.org</p>	<p>Online resource</p>  <p>@ sllib.org</p>	<p>1 7 pm Bedtime Storytime: <i>C is for Cookie</i></p> <p>7 pm Holidays are for Chocolate: pre-registration required</p>	<p>2 10 am Toddler Time: <i>Snowballs</i></p> <p>4-5 pm LEGO Block Party</p>	<p>3 10:30 am Preschool Storytime: <i>Can't Catch Me!</i></p> <p>3:30-5 pm Teen Gingerbread Challenge</p>	<p>4 10:30 am Preschool Storytime: <i>Can't Catch Me!</i></p>	<p>5 Digital Media Lab: Green screen iMac Photoshop GarageBand & more!</p>
<p>6 Sunday hours 2-5 pm</p> <p>3-4 pm Music by the Fireplace: harpist Mary Wagner</p> 	<p>7</p>	<p>8 10 am-2pm Help with Health Insurance Open Enrollment</p> <p>5-8:30 pm Snowmobile Safety; pre-register please</p> <p>7 pm Bedtime Storytime: <i>Brrr!</i></p>	<p>9 9:30 & 10:45 am OAISD Play 'n Learn ages 0-5</p> <p>2:30 pm Digital Conversion Demo; pre-registration required</p>	<p>10 10:30 am Preschool Storytime: <i>Bundle Up</i></p> <p>Noon-3 pm Closed for library staff potluck</p>	<p>11 10:30 am Preschool Storytime: <i>Bundle Up</i></p>	<p>12 2-3 pm Winter Craft Wonderland with Princess Anna</p>
<p>13 Sunday hours 2-5 pm</p>	<p>14</p>  <p>Investment Research Center @ sllib.org</p>	<p>15</p>	<p>16 9:30 am OAISD Play 'n Learn ages 0-24 months</p> <p>3:30-5 pm Teen 'Scape ages 10-18</p>	<p>17 2 pm Activities for People with Alzheimer's and Other Forms of Dementia</p> <p>4 pm SLDL Friends Book Club</p>	<p>18</p>	<p>19 Learn languages online</p>  <p>@ sllib.org</p>
<p>20 Sunday hours 2-5 pm</p>	<p>21</p>	<p>22 10 am Tun-Dra Kennels Sled Dogs</p>	<p>23</p>	<p>24 Library Closed Happy Holidays</p>	<p>25 Library Closed Happy Holidays</p>	<p>26</p> <p>Twitter.com/sldlibrary</p> 
<p>27 Sunday hours 2-5 pm</p>	<p>28</p>  <p>DOWNLOAD eBooks & audiobooks</p>	<p>29 2 pm Family Movie: <i>Minions</i>, PG, 91 minutes</p>	<p>30</p>  <p>Music, movies & more online & mobile</p>	<p>31 Library Closed</p>		<p>Facebook.com/SpringLakeDistrictLibrary</p> 

Library programs and events are photographed or recorded for publicity or promotional purposes of the Library. Persons attending these programs or events consent to the use of their photograph or recording unless they specifically notify Library staff of an objection to such use. No names will be used in conjunction with photographs or recordings without express written consent.



102 W. SAVIDGE ST. • SPRING LAKE, MI 49456

PHONE: 616-842-1393 • FAX: 616-847-1393

www.springlakevillage.org

November 17, 2015

Ms. Elizabeth Wheeler
120 N. Lake
Spring Lake, MI 49456

Dear Ms. Wheeler,

Thank you for contacting the Village on November 16, 2015 regarding your concerns associated with training that is being provided to the members of the Planning Commission and Zoning Board of Appeals. As you may be aware, our Planner (Jennifer Howland) is on maternity leave until the end of January. In her absence, we have hired Williams & Works to serve as our planning consultant. While they are working for us, we have engaged their services to provide training with the Planning Commission and ZBA since we will have new members serving on each board. Although the training is not mandatory for any of the members, we highly encourage you to attend as there may be something new in the presentation that you haven't yet been exposed to during your tenure on either the Planning Commission or Zoning Board of Appeals.

It is my understanding that you contacted Maryann, Mary and someone at Ottawa County to register your displeasure with the training that is being offered. As Maryann explained, attendance is not mandatory. I also understand that you contacted the Ottawa County Sheriff's Office and spoke to Deputy Joe Steinhauer to file a harassment complaint against a Village employee. It bears noting, Ms. Wheeler, that *you* contacted two Village employees on numerous occasions to complain about the training, not the other way around.

I have enclosed a copy of a letter, dated May 31, 2013 where I asked you to direct any concerns or complaints to me so that I may delegate them to the appropriate staff member. Since I was the person who mailed the letter regarding the training opportunities, it would make sense that you direct your displeasure to me, rather than staff members who have no input on Planning Commission or ZBA training. In the future, if you need to contact the Village with a complaint, please reach out to either Clerk/Treasurer Marv Hinga or myself and we will work with you to resolve the issue rather than tying up numerous staff members for extended periods of time.

Sincerely,

Christine Burns
Village Manager

Enclosures

CC: Village Council
Marv Hinga





VILLAGE OF
SPRING LAKE

May 31, 2014

102 W. SAVIDGE ST. • SPRING LAKE, MI 49456

PHONE: 616-842-1393 • FAX: 616-847-1393

www.springlakevillage.org

Ms. Elizabeth Wheeler
120 N. Lake Street
Spring Lake, MI 49456

Dear Ms. Wheeler,

It has been brought to my attention that you have been contacting Village employees on frequent occasions regarding copious issues. Please know that Village staff strive to provide 100% customer service to our residents and taxpayers. However, when requests and contact become excessive it becomes necessary for me, as the Village Manager, to address the situation.

As with any organization, there is a chain of command that is established to provide for the most efficient and effective means by which to operate. We have an extremely small staff and it's imperative that their time is used as effectively as possible. If in the future, you have questions or concerns regarding any village issue, I respectfully request that you contact me either in writing or in person so that I may address the issue and delegate it to the appropriate Village staff member. Doing so will allow us to allocate the necessary resources for a particular concern that you may have.

This past week, you initiated a lengthy conversation with Zoning Administrator Lukas Hill regarding the panhandler at Lake & Savidge. As indicated by Police Chief Roger DeYoung, myself, Village Attorney Bob Sullivan and the entire Village Council, this issue has been addressed on numerous occasions in various settings and has, essentially, been put to rest.

Also, please note that the phone in the lobby of Village Hall is for 9-1-1 or police matters during non-business hours and should be used for such. Non-emergency matters that can be handled during normal Village business hours should be handled in person or in writing without use of the emergency phone.

Sincerely,

Christine Burns
Village Manager

cc: Village Council
Roger DeYoung, Police Chief
Roger Belknap, DPW Director
Maribeth Lawrence, Clerk/Treasurer



November 10, 2015

Dear Planning Commission & ZBA Members,

The Village is hosting two training modules for all appointed members of both boards. We have invested a significant amount of time and financial resources to organize these training opportunities and we hope that you will make every effort to attend both sessions. The training materials will be provided by Michigan Association of Planners (MAP) and will be taught by Ms. Lynee Wells & Mr. Nathan Mehmed of Williams & Works.

The first session will be held on **November 24, 2015** from 5:30 p.m. until 7:00 p.m. at Barber School. The topic will be Risk Management.

The second session will be held on **January 26, 2016** from 5:30 p.m. until 7:00 p.m. at Barber School. The topic will be Planning & Zoning Essentials.

We have to purchase the printed materials from MAP for each attendee so **RSVPs are mandatory**. Please email Maryann Fonkert at maryann@springlakevillage.org or call 842-1393 with your RSVP no later than November 18, 2015 at 4:00 p.m.

The Village will provide dinner and refreshments for attendees (another reason for RSVPs.) We have also invited planning commission & ZBA members from our neighboring communities to help defray the cost of the training.

Thank you for your willingness to serve our community. We look forward to seeing you on the above dates.

Sincerely,

Christine Burns
Village Manager