

# Village of Spring Lake

## Council Work Session

May 9, 2016

7:00 p.m.

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

[www.springlakevillage.org](http://www.springlakevillage.org)

1	<p><b>7:00 p.m. – Collaboration Proposal (Pat McGinnis)</b></p> <p>Grand Haven City Manager Pat McGinnis will be in attendance to discuss a proposal for a neighborhood housing collaboration. He will be at SLT at 6:00 p.m. and will arrive as soon as his presentation to them is finished (it may/may not be right at 7:00 p.m.)</p>
2	<p><b>7:15 p.m. – Adoption of Ordinance 344 (DDA Expansion District)</b></p> <p>This is the final step in amending the boundaries of the DDA District. The public hearing was held on February 15, 2016 and the required 60-day comment period has lapsed.</p>
3	<p><b>7:18 p.m. – Ordinance Adoption (Flat Roof)</b></p> <p>On April 26, 2016 the Planning Commission heard a proposal to change the zoning ordinance to amend the section that addresses flat roofs. Their recommendation is attached.</p>
4	<p><b>7:22 p.m. – Naming Rights for Central Park (Megan Doss)</b></p> <p>With a \$100,000 donation to Central Park came naming rights. Megan secured a \$100,000 and has been working with the donor on potential names for the park. She will present that information at the meeting on Monday.</p>
5	<p><b>7:25 p.m. – Donation of Mural</b></p> <p>The Friends of Barber School Committee has met and have recommended that the mural on the south wall be offered to the historical museum. There is a process (form) that needs to be submitted and the museum will take it into consideration. It is not a foregone conclusion that they will accept the donation.</p>

6	<p><b>7:30 p.m. – Naming of Street Administrator</b></p> <p>With Roger’s departure, it is necessary to name a new Street Administrator. That person should be Ben VanHoeven since he is the foreman of the department until such time that a new director is named or shared.</p>
7	<p><b>7:32 p.m. – Waiver for Personnel Policy</b></p> <p>Section 6.15 of the Personnel Policy requires employees to use (or lose) their earned vacation time no later than 06/30 each year. This change was incorporated into the policy in April, 2014 in order to prevent large accumulations of vacation time (and the corresponding liability). It is not desirable to have employees earn vacation at one pay rate and collect at a much high rate years down the road (i.e. retirement, separation of employment, etc.) Due to Roger’s departure, the DPW is short-handed and using their vacation has been a challenge. The recommendation would be to allow all staff members to carry over unused vacation until Labor Day (09/05/16) before losing it. Attached is a spreadsheet showing how much vacation each employee currently has to use before 06/01/16 to be in compliance with the personnel manual. This would be a one-time offer; the requirement would remain in the policy going forward.</p>
8	<p><b>7:36 p.m. – Budget Amendments (Marv Hinga)</b></p>
9	<p><b>7:41 p.m. - Jackson Street Sinkhole</b></p> <p>Ryan Arends from Moore &amp; Bruggink will be present to discuss options.</p>
10	<p><b>7:56 p.m. – Budget Discussion (Marv Hinga &amp; Chris Burns)</b></p> <p>This is the last work session to make adjustments to the budget. We will provide your budget books with our recommendations and Council can make their necessary changes based on the strategic planning discussion and revenue constraints. There is not a lot of wiggle room in this budget and it was time consuming exercise to get it to balance.</p>
11	<p><b>8:56 p.m. – Set Public Hearing for Budget Adoption</b></p> <p>The public hearing for the adoption of the 2016/2017 Fiscal Year budget will take place on June 13, 2016 at 7:00 p.m. at Barber School. The public notice is attached for your review with the millage rates reflecting no change in the operation millage from the previous fiscal year. Based on discussions that take place earlier in the meeting, those numbers may need to be amended prior to publication.</p>

<b>12</b>	<p><b>8:57 p.m. - Fee Schedule Discussion</b></p> <p>Handouts will be available at the meeting.</p>
<b>13</b>	<p><b>9:08 p.m. - Delinquent Water/Sewer/Mowing Charges (Marv Hinga)</b></p> <p>According to Sec 78-176 all delinquent water/sewer bills (including penalties) that are 3 months or more past due can be placed on summer taxes as a lien against the property. Sec 78-342 allows the Village to place a lien on property to recover costs of mowing. These assessments need to be approved by Council at the May meeting for placement on the taxes in June.</p>
<b>14</b>	<p><b>9:13 p.m. - Spring Lake Heritage Festival Events</b></p> <p>Steve VanBelkum from the SLHF will be in attendance to answer any questions Council may have regarding this year's festivities.</p>
<b>15</b>	<p><b>9:16 p.m. – Committee Vacancies</b></p> <p>On May 2, 2016 Matt Rice from the Parks &amp; Rec Board tendered his resignation as he is moving to Ann Arbor. We will need a replacement for his seat that expires 11/2017. Lukas Hill has also suggested that we name an alternate member to the ZBA. This is in response to the last ZBA request where we had a conflict of interest and a member had to abstain, creating the potential for a tie vote. If you are aware of any residents wishing to serve, please let me know and I would be happy to reach out to them.</p>
<b>16</b>	<p><b>9:17 p.m. – Communications</b></p> <ul style="list-style-type: none"> <li>• Consumers Energy Grant – Wetland Watch</li> <li>• Innovations in American Government Award Submission</li> </ul>
<b>17</b>	<p><b>9:18 p.m. - Minutes</b></p> <p>Minutes of the April 18, 2016 meeting are attached for review. Should you wish to make edits, please share that information with Chris Burns or Maryann Fonkert prior to May 12, 2016.</p>



# NEIGHBORHOOD HOUSING SERVICES

## Municipality Collaboration Proposal

### **Neighborhood Housing Services Overview**

Neighborhood Housing Services (NHS) was created in 2007 to address the needs of the residents of the City of Grand Haven. The 2015 Community Assessment of Ottawa County shows that 35% of the county's population lives at or below a basic survival threshold, meaning they can't afford to pay for basic necessities. The HUD fair market rent for a 3 bedroom home is \$1,087. The corresponding hourly wage needed to pay that rent is \$20.92. The average hourly wage paid by 8 of the top 10 employers in Northern Ottawa County does not meet this requirement. Projected job growth in Michigan through 2023 is within only these low wage manufacturing and service industry positions. This leaves our residents vulnerable and in need of housing programs. In response to this need for affordable housing programs, NHS has successfully brought over \$1 million of grant money into the City of Grand Haven to improve properties and assist families in the purchase of a home. In 2015, CEDAM named our agency a Community Economic Development leader of the year. The experienced staff at NHS would like to bring this expertise to your community.

### **Services Available to Ottawa County Residents**

Currently, NHS provides Housing Counseling Services to all of Ottawa County. These services include foreclosure prevention, homebuyer education and financial coaching. Since 2007, we have assisted almost 2,000 clients with foreclosure services and hundreds more with homebuyer education and financial coaching.

### **Services Only Available to City of Grand Haven Residents**

City of Grand Haven residents have received over \$85,000 in down payment assistance as well as over \$650,000 in rehabilitation services to home owner and home purchase clients. Presently, these services are available only to City of Grand Haven residents.

### **What Has Changed?**

Historically, NHS has received funds primarily through MSHDA. Recent major shifts in funding at the state level have resulted in an over 50% reduction in the funds they make available for single family homeowners. The rising costs of housing in Ottawa County is making the demand for our services even greater in 2016 and the reduction in state funding is expected to result in an approximate \$60,000 funding shortfall for our agency in FY 16/17. We continue to seek additional funding opportunities, such as a \$50,000 HEP grant for housing education services for Ottawa County (this grant application has been submitted and we anticipate an answer on April 22nd).

### **What Are We Asking For?**

In order to continue to serve your residents, we are asking you to contribute an amount equal to the percentage of residents we've historically served in your jurisdiction. An example of the proposed break down

is provided below. Note that the Grand Haven Area Community Foundation believes in our program and intergovernmental cooperation and as such is willing to provide a matching grant for the first 2 years of our agreement to help offset this new line item in your budgets. We are asking for participation from your municipality to allow us to continue to provide housing education services to your residents and begin to offer financial support to your residents via housing acquisition and rehab services and the neighborhood impact program.

<b>NHS 2016/17 Budget</b>			
<b>REVENUE</b>	COMMITTED	ANTICIPATED	TOTAL
HEP Grant Funds		50,000.00	
NIP Application Fees		500.00	
HPR for House #4	30,000.00		
<b>TOTAL REVENUES</b>	<b>30,000.00</b>	<b>50,500.00</b>	<b>80,500.00</b>
<b>EXPENSES</b>			
Salaries		74,344.00	
Benefits		27,812.00	
AmeriCorps Member		7,000.00	
House #4		22,500.00	
Operating Materials / Supplies		1,000.00	
Advertising		3,400.00	
Postage		100.00	
Printing and Publishing		500.00	
Telephone		1,200.00	
Transportation and Lodging		2,000.00	
Professional Development		500.00	
Credit Reports		1,200.00	
<b>Total Expenses</b>		<b>141,556.00</b>	<b>141,556.00</b>
	<b>Funding</b>	<b>Deficit</b>	<b>-61056</b>

**Proposed Contribution Years 1 and 2**

City of Grand Haven	17%
Grand Haven Township	12%
Robinson Township	5%
Spring Lake Township	10%
Village of Spring Lake	3%
City of Ferrysburg	3%

**Proposed Contribution Years 3+**

City of Grand Haven	34%
Grand Haven Township	24%
Robinson Township	10%
Spring Lake Township	20%
Village of Spring Lake	6%
City of Ferrysburg	6%

Dollar Break Down	Years 1 and 2	Years 3+
City of Grand Haven	\$10,200	\$20,400
Grand Haven Township	\$7,200	\$14,400
Robinson Township	\$3,000	\$6,000
Spring Lake Township	\$6,000	\$12,000
Village of Spring Lake	\$1,800	\$3,600
City of Ferrysburg	\$1,800	\$3,600
GHACF	\$30,000	\$0

## Explanation of Proposed Cost Share

The cost share proposal above is based on actual usage statistics kept from 2007 – 2015. These are the best estimates currently available. Should we arrive at a collaborative understanding, new statistics will be kept and we can base actual billings on actual usage numbers going forward.

It is also important to note that the above budgetary projections are based on information available in the spring of 2016. As grants are approved (or denied), new opportunities are discovered (or old ones are eliminated), expectations will shift accordingly. NHS will provide monthly updates to keep all units informed. Numbers proposed above represent our worst case expectations.

We would plan to invoice partners in December and June, beginning with December of 2016. Bills would be based on actual experience and will only cover shortfall – we hope to continue to find funds from Federal, State and Private sources, thereby limiting expense to local taxpayers.

**VILLAGE OF SPRING LAKE**

**ORDINANCE NO.**

AN ORDINANCE TO ADOPT AND APPROVE THE FIFTH AMENDMENT TO THE RESTATED AND AMENDED SPRING LAKE DOWNTOWN DEVELOPMENT AUTHORITY DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN PURSUANT TO THE PROVISIONS OF MICHIGAN ACT 197 OF 1975, AS AMENDED ("ACT 197"), AND TO PROVIDE FOR THE EFFECTIVE DATE OF THIS ORDINANCE.

THE VILLAGE OF SPRING LAKE, COUNTY OF OTTAWA, AND STATE OF MICHIGAN, ORDAINS:

**Section 1. Approval and Adoption of the Fifth Amendment to the Restated and Amended Spring Lake Downtown Development Authority Development Plan and Tax Increment Financing Plan.**

It is hereby determined that the Fifth Amendment to the Restated and Amended Village of Spring Lake Development Plan and Tax Increment Financing Plan for the Spring Lake Downtown Development Area (collectively referred to as the "Plan") constitutes a public purpose. The Plan and Amended Boundaries are hereby approved and adopted. A copy of the Plan shall be maintained on file in the Village of Spring Lake Clerk/Treasurer's Office and shall be crossed indexed to this Ordinance.

**Section 2. Considerations.** This Ordinance and approval of the Fifth Amendment to the Restated and Amended Spring Lake Downtown Development Authority Development Plan and Tax Increment Financing Plan is based on the determination of the Village Council that it continues to be necessary and in the best

interests of the public to halt property value deterioration and increase property tax valuation where possible in its business district, to eliminate the causes of that deterioration, and to promote economic growth in the business district.

**Section 3. Conflicts.** Ordinance No. 153, 170, 214, and 250, and all other Ordinances or parts of Ordinances in conflict with this Ordinance are expressly repealed.

**Section 4. Effective Date.** This Ordinance is hereby declared to be effective on \_\_\_\_\_, 2016.

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James McLachlan  
Village President

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Marvin Hinga  
Village Clerk/Treasurer

**CERTIFICATE**

I, Marvin Hinga, the Clerk/Treasurer for the Village of Spring Lake, Ottawa County, Michigan, do hereby certify that the foregoing Village of Spring Lake Ordinance was adopted at a regular meeting of the Village Council held on \_\_\_\_\_, 2016. The following members of the Village Council were present at that meeting:

\_\_\_\_\_.

The following members of the Village Council were absent:

\_\_\_\_\_.

The Ordinance was adopted by the Village Council with members of the Council

\_\_\_\_\_

voting in favor and with members of the Council \_\_\_\_\_

\_\_\_\_\_ voting in opposition. The

Ordinance was published in the Grand Haven Tribune on \_\_\_\_\_, 2016.

\_\_\_\_\_  
Marvin Hinga  
Clerk/Treasurer



## MEMORANDUM

To: Village of Spring Lake Council

From: Jennifer Howland, Village Planner

Date: April 27, 2016

Subject: Proposed Text Amendment: Roof Pitch for Single-Family Dwellings

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### **Overview**

Staff has been approached by a landowner that would like to build a new home in the Village with a flat roof, which is currently prohibited within the Zoning Ordinance. The Village requires a minimum pitch of 3:12 (three feet of rise over 12 feet of run) per Section 3.16, 10. Staff believes that the minimum roof pitch may have been created to help discourage the installation of single wide mobile homes in the Village with very low roof pitches. Section 3.16 of the Zoning Ordinance as listed below illustrates that when the entire section (subsections 1 through 13) is applied, it would prohibit a single wide mobile home from being located in the Village even if the minimum pitch requirement were removed.

The Planning Commission requested that staff look into neighboring jurisdictions' regulations related to roof pitch. Spring Lake Township and Grand Haven Township allow homes with flat roofs. The City of Grand Haven allows flat roofs for portions of single-family dwellings that are less than 22 feet in height. Anything greater than 22 feet must have a minimum roof pitch of 4:12. The Village currently does have a few existing homes that have flat roofs and, in staff's opinion, fit well into the landscape. Flat roofs are also allowed with the Michigan Residential Building Code. The Planning Commission also asked for some additional information regarding the State construction codes referenced in a memo from the Village Attorney. The state construction codes are routinely updated, as is the Village Zoning Ordinance. It is unclear whether one was adopted before the other, because the updates have been made consistently over time. Staff agrees with the Village Attorney that without a clear explanation as to why the minimum roof pitch is required, the regulation may not be enforceable.

In summary, the provision to require a minimum pitch of 3:12 in the Village appears to be an aesthetic provision that is only one minor part of Section 3.16 of the Zoning Ordinance. Staff believes that if this provision was removed, it would not increase the chances of a single wide mobile home within the Village, but it would allow a landowner the opportunity to utilize a broader range of architectural design elements in single-family dwelling construction.

**Planning Commission Recommendation**

The Planning Commission held a public hearing on April 26, 2016 to consider the proposed text amendment. No public comments were made. The Planning Commission voted 7-0 to recommend approval of the text amendment.

Cc: Christine Burns, Village Manager

**ORDINANCE NO. 345**

**ZONING ORDINANCE**

AN ORDINANCE TO AMEND THE VILLAGE OF SPRING LAKE ZONING ORDINANCE ADOPTED BY THE VILLAGE OF SPRING LAKE, OTTAWA COUNTY, MICHIGAN TO AMEND SECTION 3.16 OF CHAPTER 3 OF THE ZONING ORDINANCE CONCERNING ROOF PITCH OF SINGLE-FAMILY DWELLINGS.

**THE VILLAGE OF SPRING LAKE, COUNTY OF OTTAWA, STATE OF MICHIGAN, ORDAINS:**

**Section 1. Amend the Village of Spring Lake Zoning Ordinance.** The Zoning Ordinance adopted by the Village of Spring Lake is hereby amended to omit Item 10 from Section 3.16 (*10. The pitch of the main roof of the dwelling unit shall not be less than three (3) feet of rise for each twelve (12) feet of horizontal run.*) and re-numbering the section as follows:

**Section 3.16 REGULATIONS APPLICABLE TO SINGLE-FAMILY DWELLINGS.**

Any **single-family dwelling**, whether constructed and erected on a **lot** or a **manufactured home**, shall be permitted only if it complies with all of the following requirements:

1. If the **dwelling unit** is a **mobile home**, the **mobile home** must either be (i) new and certified by the manufacturer and/or appropriate inspection agency as meeting the Mobile Home Construction and Safety Standards of the U.S. Dept. of Housing and Urban Development, as amended, or any similar successor or replacement standards which may be promulgated, or (ii) used and certified by the manufacturer and/or appropriate inspection agency as meeting the standards referenced in subsection (i) above, and found, on inspection by the Building Inspector or his designee, to be in excellent condition and safe and fit for residential occupancy.
2. The **dwelling unit** shall comply with all applicable building, electrical, plumbing, fire, energy and other similar codes which are or may be adopted by the Village, provided, however, that where a **dwelling unit** is required by law to comply with any federal or state standards or regulations for construction, and where such standards or regulations for construction are different than those imposed by the Village codes, then and in such event such federal or state standard or regulations shall apply. Appropriate evidence of compliance with such standards or regulations shall be provided to the Building Inspector.
3. The **dwelling unit** shall comply with all restrictions and requirements of this Ordinance, including, without limitation, the minimum **lot area**, minimum **lot width**, minimum **residential floor area**, **required yard** and maximum **building height** requirements of the zoning district in which it is located.
4. If the **dwelling unit** is a **mobile home**, the **mobile home** shall be installed with the wheels removed.
5. The **dwelling unit** shall be firmly attached to a permanent continuous foundation constructed on the building site, such foundation to have a wall of the same

perimeter dimensions as the **dwelling unit** and to be constructed of such materials and type as required by the building code for on-site constructed **single-family dwellings**. If the **dwelling unit** is a **mobile home**, its foundation shall fully enclose the chassis, undercarriage and towing mechanism.

6. If the **dwelling unit** is a **mobile home**, it shall be installed pursuant to the manufacturer's setup instructions and shall be secured to the **building** site by an anchoring system or device complying with the rules and regulations, as amended, of the Michigan Mobile Home Commission, or any similar or successor agency having regulatory responsibility for mobile home parks.
7. The **dwelling unit** shall have a minimum horizontal dimension across any front, side, or rear elevation of twenty (20) feet.
8. Storage area within a **building** with an area of no less than one hundred and twenty (120) square feet shall be provided. This storage area may consist of a **basement**, closet area, attic or attached **garage** in a **main building**, or in a detached **accessory building** which is in compliance with all other applicable provisions of this Ordinance pertaining to **accessory buildings**.
9. Permanently attached steps or porch areas at least three (3) feet in width shall be provided where there is an elevation difference of greater than eight (8) inches between the first floor entry of the **dwelling unit** and the adjacent **grade**.
10. The exterior finish of the **dwelling unit** shall not cause reflection that is greater than that from siding coated with clean, white, gloss exterior enamel.
11. The **dwelling unit** shall be so placed on the **lot** that that portions nearest the principal street frontage are at least thirty (30) feet in dimension parallel to the street.
12. The **dwelling unit** shall have no less than two (2) exterior doors, with one being in either the rear or side of the **dwelling unit**.

**Section 2. Effective Date.** The foregoing amendment to the Village of Spring Lake Zoning Ordinance was approved and adopted by the Village Council of the Village of Spring Lake, Ottawa County, Michigan on the \_\_\_ day of \_\_\_\_\_, 2016 after a public hearing conducted by the Village Planning Commission as is required by the State of Michigan Zoning Enabling Act, as amended. This Ordinance shall be effective upon publication.

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Jim MacLachlan

Its: President

By: \_\_\_\_\_

Marvin Hinga

Its: Clerk/Treasurer

**CERTIFICATE**

I, Marvin Hinga, the Clerk/Treasurer for the Village of Spring Lake, Ottawa County, Michigan, do hereby certify that the foregoing Village of Spring Lake Ordinance was adopted at a regular meeting of the Village Council held on \_\_\_\_\_, 2016. The following members of the Village Council were present at that meeting: Bennett, MacLachlan, Meyers, Miller, Nauta, Powers, and Van Strate. The Ordinance was adopted by the Village Council with members of the Council Bennett, MacLachlan, Meyers, Nauta and Van Strate voting in favor and with members of the Council Miller and Powers voting in opposition. The Ordinance was published in the Grand Haven Tribune on \_\_\_\_\_, 2016.

Marvin Hinga  
Village Clerk/Treasurer

## Friends of Barber School Meeting

### Minutes from April 27, 2016

Attended by: Christine Burns, Traci Boon, Diane Schindlbeck, Stacie Stevens-Venhuizen, Jerry Langlois

1. We have enough money in the 2015 year budget to purchase a new microwave. Cost is approximately \$350 – 400.
2. Reviewed the 2015/2016 budget and discussed each item in details.
3. The committee approved the proposed budget.
4. Village Council will review the budget and adopt the budget on June 13.
5. If the budget is approved, village will notify all contractors immediately after approval.
6. The Tri-City museum is evaluating the donation of the mural. Chris will complete the necessary paperwork. If they approve it, the donation will need to be approved by this committee and the Village Council.

Next Meeting – Chris will email the committee for the next meeting

# Donation Form

Tri-Cities Historical Museum  
200 Washington Ave.  
Grand Haven, MI 49417

Name of Donor: \_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Staff Member Accepting Donation: \_\_\_\_\_

By these present, I \_\_\_\_\_ irrevocably and unconditionally give to the Tri-Cities Historical Museum by way of gift, all rights, title and interests (including copyright and trademark) to the object(s) listed below. Furthermore, I affirm that I own said object(s) listed below and have good and complete right to offer them to the Tri-Cities Historical Museum. I acknowledge that the Tri-Cities Historical Museum reserves the right to determine if and/or when an accepted gift will be exhibited.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

In the event that this gift is declined, I acknowledge that the Tri-Cities Historical Museum will continue to retain all rights, title and interests to the object(s) listed below unless I request said object(s) be returned.

If any part of this gift is declined please: Return the Gift \_\_\_\_\_ Do Not Return the Gift \_\_\_\_\_

Sell in Museum Gift Shop \_\_\_\_\_

## Description of the Gift

(Please include as much information as possible but if unknown, please circle that option. The more information we have the more valuable the artifact becomes.)

Approximate date: \_\_\_\_\_ or unknown Formerly used by: \_\_\_\_\_ or unknown

How obtained: \_\_\_\_\_

Description of object: \_\_\_\_\_

Local relevance: \_\_\_\_\_

Additional comments/details: \_\_\_\_\_

## RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

*This information is required by Act 51, P.A. 1951 as amended. Failure  
to supply this information will result in funds being withheld.*

**MAIL TO:** Michigan Department of Transportation, Bureau of Finance  
and Administration, P.O. Box 30050, **Lansing, MI 48909.**  
or Fax to: 517-241-2589

**NOTE:** Indicate, if possible, where Street Administrator can usually be reached during normal  
working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner \_\_\_\_\_

offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate \_\_\_\_\_

\_\_\_\_\_ as the single Street Administrator for the City or Village of

\_\_\_\_\_ in all transactions with the State Transportation Department

as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner \_\_\_\_\_

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting  
of the governing body of this municipality on the \_\_\_\_\_ day of

CITY OR VILLAGE CLERK (SIGNATURE)	EMAIL ADDRESS	DATE
STREET ADMINISTRATOR (SIGNATURE)	EMAIL ADDRESS	DATE
ADDRESS OF CITY OR VILLAGE OFFICE		P.O.BOX
CITY OR VILLAGE	ZIP CODE	PHONE NUMBER

Leave Hours as of May 4, 2016

	<b>Ben</b>	<b>Ty</b>	<b>Will</b>	<b>Mary</b>	<b>Maryann</b>	<b>Lori</b>	<b>Chris</b>
<b>Vacation</b>	102	104	84	70.75	28.75	105	46.75
<b>Personal</b>	0	0	5	0	8.5	15.5	9.25
<b>Comp</b>	34.5	57	32.25				
<b>Birthday</b>	0	0	0	8	8	0	8

There has been some vacation used and other vacation days have been scheduled.

Village of Spring Lake  
April 2016 Budget Adjustments

	Fund	Dept.	Account	Current	Proposed	Change
249-000.000-477.000	Building Fund	General Services	Building Permits	50,000	53,000	3,000
249-381.000-727.000	Building Fund	Planning	Office Supplies	250	500	250
249-381.000-702.000	Building Fund	Planning	Full Time Wages	12,500	13,000	500
249-381.000-704.000	Building Fund	Planning	Social Security	950	990	40
249-381.000-801.400	Building Fund	Planning	Building Inspections	15,000	17,210	2,210
Adjust current year budget for the Building Fund.				Net Change		-
202-000.000-575.250	Major Street Fund	Revenue	State Revenue - Snow Removal	-	10,125	10,125
202-451.000-820.000	Major Street Fund	Construction	Engineering	500	7,500	7,000
202-463.000-775.000	Major Street Fund	Routine Maintenance	Maintenance Supplies	3,000	6,000	3,000
Adjust current year budget for the Major Street Fund.				Net Change		(125)
208-000.000-677.210	Public Improvement	Revenue	Central Park Donations	300000	350,000	50,000
208-000.000-695.000	Public Improvement	Revenue	Appropriation from Fund Balance	48292	53,722	5,430
208-000-000-974.230	Public Improvement	General Services	Alley Reconstruction	0	5,430	5,430
208-000.000-978.692	Public Improvement	General Services	Central Park Improvements	300000	350,000	50,000
Adjust current year budget for Public Improvement Fund.				Net Change		-
236-000.000-503.236	DDA Fund	Revenue	CDBG Façade Grant	105,000	121,918	16,918
236-000.000-960.236	DDA Fund	General Services	Façade Grant Payments	120,000	136,918	16,918
236-000.000-956.000	DDA Fund	General Services	Miscellaneous Expense	-	1,000	1,000
236-000.000-940.000	DDA Fund	General Services	Equipment Usage	5,000	24,000	19,000
236-000.000-978.000	DDA Fund	General Services	Paving	75,000	54,000	(21,000)
236-000.000-940.000	DDA Fund	General Services	Operating Supplies	1,000	2,000	1,000
Adjust current year budget for DDA Fund.				Net Change		-



**NOTICE OF PUBLIC HEARING  
VILLAGE OF SPRING LAKE**

**MONDAY, JUNE 13, 2016 AT 7:00 P.M.  
Barber School Community Building  
102 W. Exchange Street, Spring Lake, Michigan**

**PROPOSED OPERATING BUDGET FOR  
JULY 1, 2016 TO JUNE 30, 2017**

PLEASE TAKE NOTICE that on Monday, June 13, 2016 at 7:00 p.m., at the Barber School Community Building, 102 West Exchange St, Spring Lake, Michigan, the Village Council of Spring Lake will hold a Public Hearing to consider adoption of the Proposed Operating Budget for the Village of Spring Lake for the fiscal year beginning July, 1, 2016, and ending June 30, 2017.

**The proposed property tax millage rate to be levied to support the proposed budget will be a subject of this hearing.**

**The total proposed property tax millage rate is 10.3200 mills.**

**The proposed property tax millage rate for operations is 9.5000 mills.**

**The proposed property tax millage rate for debt service is 0.8200 mills.**

A copy of the proposed fiscal year Budget 2016 - 2017 is available for public inspection at the office of the Village Clerk/Treasurer on any day of the week except Saturdays, Sundays, and holidays, between the hours of 8:00 a.m. to 5:00 p.m.

The Village of Spring Lake will provide necessary and reasonable auxiliary aids and services at this hearing, such as signers for hearing-impaired persons and audiotapes of printed materials for visually impaired persons, upon receipt of five (5) days prior notice. Disabled persons requiring such auxiliary aids or services should so notify the Village of Spring Lake by contacting the Village Clerk/Treasurer at 102 West Savidge Street, Spring Lake, Michigan 49456, (telephone 616-842-1393).

Marvin Hinga  
Village Clerk/Treasurer

## 2015/2016 Village of Spring Lake Fee Schedule

### BARBER SCHOOL

<b>Village Resident or Taxpayer (Includes Village/Twp Employees)</b>	\$150 ~ 4 hours	\$225 ~ Full Day ~ (5+ hours)
Weekend/Holiday	\$175 ~ 4 hours	\$325 ~ Full Day ~ (5+ hours)
<b>Non-Village Resident</b>	\$275 ~ 4 hours	\$325 ~ Full Day ~ (5+ hours)
Weekend/Holiday	\$300 ~ 4 hours	\$400 ~ Full Day ~ (5+ hours)
<b>Meeting Room</b>	\$50 ~ 2 hours	\$75~3 hours/\$150~4 hours
<b>Non-profit</b>	\$50 ~ 4 hours	\$100 ~ Full Day ~ (5+ hours)

Tax-exempt certificate from the State of Michigan is required to receive the 501©3 non-profit rate

**A \$175 security deposit is required by all renters.**

### EOC ROOM RENTAL

Village Resident or Taxpayer	\$20	(\$50 Security deposit)
Non-Village Resident/Non-Profit	\$100	(\$50 Security deposit)

### TANGLEFOOT PARK

#### RV Lots

Daily	\$50.00		
Weekly	\$300.00		
Monthly	\$850.00	Plus Electrical	
Seasonal	\$2,700.00	Plus Electrical	
Coast Guard Week	\$350.00		
4th of July	\$350.00		

Transients ~ 50% of the rental rate is required with the reservation as a refundable deposit. A refund, less a 10% admin fee, will be issued if the cancellation is received 7 days prior to the reservation.

#### Dock Rental

Daily	\$25.00		
Monthly	\$250.00		
Seasonal	\$1,000.00		

50% of the rental rate is required with the reservation as a refundable deposit. A refund, less a 10% admin fee, will be issued if the cancellation is received 7 days prior to the reservation. Seasonal deposits will only be refunded if the Village is able to secure a new tenant.

### MILL POINT PARK

#### Launch Pass

Daily	\$8.00		
Village/Twp. Seasonal	\$30.00		
Non-Village Seasonal	\$50.00		
Senior Village/Twp. Seasonal 65+	\$15.00		
Senior Non-Resident Seasonal 65+	\$30.00		
No Launch Pass Parking Ticket	\$30.00		

#### Mill Point Band Shell

Village Resident	\$25.00		
Non-Village Resident	\$50.00		

#### Mill Point Concession

Village Resident	\$25.00		
Non-Village Resident	\$50.00		

#### Kayak Storage - Seasonal

Village Resident	\$100.00		
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Non-Village Resident	\$150.00		
<b>Dock Rental</b>			
Seasonal	\$700.00		
50% of the rental rate is required with the reservation as a deposit. A refund, less a 10% admin fee, will only be issued if is able to secure a new tenant.			
<b>CENTRAL PARK</b>			
Pavilion Rental	<b>No charge</b>		
<b>RENTAL PROPERTY</b>			
Annual Registration (per unit)	\$25.00		
Annual Registration (after 1/31)	\$35.00		
Biennial Inspection (per unit)	\$40.00	<b>Paid to MTMS</b>	
Re-inspection (per unit)	\$40.00		
<b>DPW PERMITS</b>			
Road Opening/Pavement Cut	\$150.00	plus costs to repair road	
Right-of-Way Permit	\$25.00	(\$300 Security deposit)	
<b>WATER / SEWER</b>			
<i>As per attached schedule</i>			
<b>BUILDING/PLUMBING/MECHANICAL/ELECTRICAL</b>			
<i>As per attached schedule</i>			
<b>PLANNING/ZONING</b>			
Annual Banner / Pennant Permit*	\$25.00		
Application Fee - Over \$1 Million	\$425 plus costs & escrow dep		
Application Fee - Site Plan Review with Public Hearing	\$400 plus costs & escrow dep		
Application Fee - Special Land Use	\$400 plus costs & escrow dep		
Preliminary Planned Unit Development Review	\$350 plus costs		
Final Planned Unit Development Review	\$400 plus escrow deposit		
PUD Amendment Review	\$400 plus escrow deposit		
PUD Architectural Review	\$350 plus costs		
Rezoning	\$400 plus costs & escrow dep		
Sign Deviation Request to Planning Commission	\$150.00		
Temporary Portable Sign*	\$10.00		
<b>Sandwich Board Signs</b>	<b>\$200 refundable deposit</b>		
Zoning Permit - New Construction	\$50.00		
Zoning Permit (*including home occupation permit)	\$25.00		
<i>*May be waived for non-profits</i>			
<p><b>The Village requires an escrow to cover anticipated costs for all planning and zoning reviews. An initial deposit of a minimum of \$1,500 (depending on the size and scope of the development) is required to cover the escrow account. The Village may use the funds in escrow for expenses related to the following items; mailing and publishing all legal notices required, professional services of the Village Attorney and Village Engineer, services of other professionals working for the Village (i.e. planner) related to the application, or other cost incurred as a result of processing the application.</b></p>			
<b>LEASE OF VILLAGE LAND</b>			
50% of Fair Market Value			
Example: \$5/sf. Acquisition cost would equal \$.50/sf lease cost; Village would subsidize 50% for a net of \$.25/sf to lease.			
<b>CLOTHING</b>			
Polo Shirts (S ~ 2XL)	\$25.00	3 XL	\$27.50
Twill Shirts (S ~ XL)	\$37.50	2XL ~ 3 XL	\$40.00

Hats	\$15.00		
<i>(Prices are subject to change based on supplier price changes)</i>			
<b>PARKING</b>			
Parking	\$20.00	except as noted below:	
Marked Tow Away Zone	\$50.00		
Improper Parking at Boat Launch	\$40.00		
No Boat Launch Permit	\$30.00		
Parking to Interfer with the use of Curb Cut or Ramp by Persons with Disabilities	\$40.00		
Parking in Marked Handicapped Zone without Permit	\$100.00		
Parked in Access Aisle for Access Lane Adjacent to Space Designated for Parking for Persons with Disabilities	\$50.00		
<b>MISCELLANEOUS</b>			
Copies	\$.25/B&W - \$.50/Color per page		
Community Recreation Plan*	\$100.00		
Design Manual	\$30.00		
FOIA Request - per page	\$0.10	Time & material plus lowest full-time clerical hourly rate (including benefits.)	
Historic Commission Booklet	\$15.00	<b>Out of Stock</b>	
Historic Landmark Plaque	Cost		
Master Land Use*	\$75.00		
Non-sufficient Funds Check	\$40.00		
Notary Public (per document)	\$5.00	Non-resident	\$10.00
Waste Hauler License	\$250.00		
Zoning Ordinance*	\$50.00		
*FREE from Village website			





PO Box 145

Spring Lake, MI 49456

May 5, 2016

Mr. Jim MacLachlan, Village President  
Spring Lake Village Hall  
102 W. Savidge  
Spring Lake, MI 49456

Dear President MacLachlan:

The members of the Spring Lake Heritage Festival would like to request the following venues for the 2016 events.

Memorial Day Parade: The parade will be May 30th and using the same route as the previous years.

We invite all Council members to participate in the ceremony honoring our past and present Veterans immediately following the parade

Festival Week ~ June 11th - June 19th, 2016

Central Park:	Saturday, June 11th	Pickleball
	Sunday, June 10th	Pickleball
	Tuesday, June 14th	Dog Walk/Events

Mill Point Park:	Wednesday, June 15th	Family Fun Night
	Thursday, June 16th	Wings on the Water
	Friday, June 17th	Entertainment Tent
	Saturday, June 18th	Entertainment Tent/Fireworks

The committee wishes to thank you and the DPW staff for your support. If you have any questions, please feel free to contact me.

Respectfully,

Steve Van Belkum  
Spring Lake Heritage Festival  
President  
Entertainment Co-Chair  
Music at the Point Co-Chair  
Email: [avengergh@yahoo.com](mailto:avengergh@yahoo.com) Cell: (616) 402-1653  
website: [www.slheritagefestival.com](http://www.slheritagefestival.com)

## Christine Burns

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**From:** Gordon Gallagher <GGallagher@springlaketwp.org>  
**Sent:** Thursday, April 28, 2016 5:03 PM  
**To:** Christine Burns  
**Subject:** FW: Innovations in American Government Awards Application Submission

FYI

-----Original Message-----

From: [innovations@harvard.edu](mailto:innovations@harvard.edu) [<mailto:innovations@harvard.edu>]  
Sent: Thursday, April 28, 2016 5:04 PM  
To: Gordon Gallagher  
Subject: Innovations in American Government Awards Application Submission

Dear Mr. Gallagher:

Thank you for submitting your application for Local Government Space Sharing to the Innovations in American Government Awards program on April 28, 2016 at 5:03:58 PM EDT . We appreciate your interest in our program.

Now that you have submitted your application it will be reviewed by Innovations evaluators. When their review is complete, you will receive notification regarding the status of your application.

If you have any questions, please contact the Innovations staff at (800) 722-0074 or <mailto:innovations@harvard.edu>. Thank you for your interest in our program.

Sincerely,

Stephen Goldsmith  
Daniel Paul Professor of Government  
Director, Innovations in American Government Program

April 18, 2016

Ms. Leslie Newman  
Executive Director  
Wetland Watch  
111 W. Ann St.  
Spring Lake, MI 49456

Dear Ms. Newman:

On behalf of the Board of Directors of the Consumers Energy Foundation, I am pleased to send the enclosed check for \$1,500 representing our contribution supporting Wetland Watch's Lakeshore Environmental Education Program.

Any recognition provided for this contribution should be credited to the *Consumers Energy Foundation*. I would also appreciate receiving a copy of any correspondence or news releases you may issue to publicize this grant, and be notified of any efforts undertaken to promote this grant on social media.

We appreciate the opportunity to support this important project and wish you continued success in the coming year.

Sincerely,



CC: KAMcCarthy *Kich*  
GADawson

**DRAFT MINUTES**

**Monday April 18, 2016  
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:** Doss, MacLachlan, Miller, Nauta, Powers, Tepastte, Van Strate.

**Absent:** Manager Burns

**4. Approval of the Agenda**

Motion by **Nauta**, second from **Miller**, to approve the agenda as presented.

Yes: 7                      No: 0

**5. Consent Agenda**

- A. Approved the payment of the bills (checks numbered 57694-57768) in the amount of \$129,379.08.
- B. Approved the minutes for the March 21, 2016 regular Council meeting.
- C. Approved the Adopt-a-Garden proposal by Dr. Sylvia Ruscett and Ms. Darcy Dye.
- D. Denied a request from Mr. Timothy Zock to encroach on Village property across the street from 231 Lakeview Court.
- E. Approved budget adjustments as proposed by Village Clerk/Treasurer Marvin Hinga.
- F. Approved the changes to the descriptors on the quarterly water bill from "Water Debt Charges" to "Water System Upgrades".
- G. Approved a motion to celebrate Arbor Day on April 29, 2016 at 9:00 a.m. at Central Park by planting a tree near Marv's Bark Park along Lakeside Trail.

H. Approved a motion to name Council Member Joel TePastte as the representative on the Harbor Transit Board of Directors.

Motion by **Doss**, second from **Nauta**, to approve the Consent Agenda.

Yes: 7                      No: 0

**6. General Business**

A. No General Business at this time.

**7. Department Reports**

- A. Village Manager
- B. Clerk/Treasurer/Finance Director
- C. OCSO
- D. Fire

**Fire Chief, Brian Sipe**, gave highlights of the Fire Departments Annual Report, telling Council that one of the major milestones for this past year was that they had established the Fire Fighter of the Year Award for their department and, along with the cooperation of Ottawa County Commissioner, Roger Bergman who was able to sponsor them and get an anonymous donor, they were able to buy a plaque to recognize the great men and women who make up their department. **Sipe** said another milestone was the start of construction of the new Fire Station that was going very well, and invited Council to tour the new facility in June when more of the walls inside were done. **Sipe** also reported that a new truck had been ordered at the end of last year to replace the oldest one of their fleet that was in very poor condition and hoped the new truck would come in before the old one was no longer usable. **Sipe** said that over all calls for last year were slightly down at 993 but still hovered around 1000 calls per year, however, this year; they were off to the busiest start to a year ever. **Sipe** said public education was very important and that they took pride in promoting fire education in the schools along with hosting their open house, CPR and other trainings, reaching out to almost 1,800 people. President **MacLachlan** asked Chief **Sipe** how they would be handling the Open House parking at the new station since they would not have the large amount of parking that they had at the 148th Avenue station. **Sipe** said they would be talking to Orchard Market and Burger King and that Burger King was very excited to have the Station next door.

- E. 911
- F. DPW
- G. Building
- H. Water
- I. Sewer

**J. Minutes from Various Board & Committees**

- 1. Parks & Recreation**
- 2. Planning Commission**

**8. Old Business and Reports by the Village Council**

Council Member **Doss** invited the rest of Council to join her for the first step in fundraising for Whistle Stop Park's proposed new play ground equipment at Spring Lake Country Club on Thursday, April 28, 2016 at 6:30 p.m.

**9. New Business and Reports by Village Council**

No new business at this time.

**10. Status Report: Village Attorney**

No report from the Village Attorney at this time.

**11. Statement of Citizens**

Jim Lilly, Candidate for Michigan State House 89th District, introduced himself and gave a brief summary of his background and qualifications for State Representative.

Vern Helder, Candidate for District Court Judge, introduced himself and also gave a brief summary of his background and qualifications for District Court Judge.

Joyce Hatton, 400 Lakeview Court, Unit 1A, asked Council to consider combining the Village and the Township in an effort to save money.

**Adjournment**

Motion by **Van Strate**, second from **Doss**, Village Council adjourned the meeting at 7:19 p.m.

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James MacLachlan, Village President

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Maryann Fonkert, Deputy Clerk