

Village of Spring Lake

Council Work Session

January 8, 2018

7:00 p.m.

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

www.springlakevillage.org

1	<p>7:00 p.m. – Water Reliability Study (Kevin Kieft)</p> <p>Kevin will give a brief overview of the water asset management. He will then discuss:</p> <ul style="list-style-type: none">• Diameters• Age• Domestic Flow Rating• Capital Improvement Projects• Water Pipe Material• Financial Forecast
2	<p>7:30 p.m. – SAW Grant Update (John Stuparits)</p> <p>On January 4, 2018 staff met with FTC&H to get an update on the SAW Grant progress. John will hit the high points as these items are important to discuss (as is the case with the water reliability study) prior to the strategic planning session in February.</p>
3	<p>7:40 p.m. – SLT/SLV Collaborative Issues Update</p> <ul style="list-style-type: none">• Equipment & Personnel Sharing• Council/Board Dais• Customer Service Window
4	<p>7:50 p.m. – Downtown Development Association Update</p> <ul style="list-style-type: none">• DDA Website• Village Adventure• WhizBang! Retail Training for Merchants• SWOT Analysis
5	<p>8:07 p.m. – Communications</p> <ul style="list-style-type: none">• Mixer Grant

	<ul style="list-style-type: none">• Tanglefoot Communications• USACOE Communication (City of Grand Haven)
6	8:08 p.m. - Minutes Minutes of the December 11, 2017 Work Session and December 18, 2017 regular meeting are attached for review. Should you wish to make edits, please share that information with Chris Burns or Maryann Fonkert prior to January 12, 2018.
7	8:09 - Public Comment Council Work Sessions are open to the public, and as such, the public is invited to speak at the end of each meeting. Each speaker should limit their comments to 3 minutes.
9	8:15 - Adjourn

Christine Burns

From: Holly Cole <hcole@ghacf.org>
Sent: Wednesday, December 20, 2017 4:57 PM
To: Christine Burns
Cc: Lauren Grevel
Subject: GHACF | William H. Young & Dorothy Young Mixer Field of Interest Fund

Hi Christine,

I wanted to reach out and let you know the William H. Young & Dorothy Young Mixer Field of Interest Fund committee met last week. Unfortunately, the committee denied your request for funding of the Lakeside Pathway Lighting project. While the committee felt it was a valuable project, they opted to allocate the limited grant dollars available to those projects which are likely to have the greatest impact on our community.

You will be receiving a formal letter in the mail next week, but I wanted to be sure to reach out to you before then --

If you have any questions, please do not hesitate to contact me at the number below.

Thank you, for taking the time to apply. I wish you continued success in your fundraising efforts!

Best,

Holly

Holly Cole, MPA | Director of Grants & Program

Grand Haven Area Community Foundation | 1 S. Harbor Dr., Grand Haven, MI 49417

616.842.6378 | www.ghacf.org

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

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

www.springlakevillage.org

December 20, 2017

Mr. & Mrs. David Klenk
15921 Vinecrest
Spring Lake, MI 49456

Dear Mr. & Mrs. Klenk,

Thank you for your attendance at the November 20, 2017 Council Meeting whereby you expressed your desire for Council to overturn the decision to not renew your seasonal Tanglefoot license for 2018.

After considering the matter, Council has elected to not overturn the decision of the Tanglefoot Park Manager, the Village Manager and the Parks & Recreation Board on this matter.

Sincerely,

Christine Burns
Village Manager

CC: Wally Stuhlmann
Robert Sullivan
Parks & Recreation Board
Village Council
Mary Paparella



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December 20, 2017

Mr. & Mrs. Daren Hurd
PO Box 204
Spring Lake, MI 49456-0204

Dear Mr. & Mrs. Hurd,

Thank you for your attendance at the November 20, 2017 Council Meeting whereby you expressed your desire for Council to overturn the decision to not renew your seasonal Tanglefoot license for 2018.

After considering the matter, Council has elected to not overturn the decision of the Tanglefoot Park Manager, the Village Manager and the Parks & Recreation Board on this matter.

Sincerely,

Christine Burns
Village Manager

CC: Wally Stuhlmann
Robert Sullivan
Parks & Recreation Board
Village Council
Mary Paparella



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December 20, 2017

Mr. & Mrs. Dennis Anastor
5258 92nd Street SE
Caledonia, MI 49316

Dear Mr. & Mrs. Anastor,

Thank you for your attendance at the November 20, 2017 Council Meeting whereby you expressed your desire for Council to overturn the decision to not renew your seasonal Tanglefoot license for 2018.

After considering the matter, Council has elected to not overturn the decision of the Tanglefoot Park Manager, the Village Manager and the Parks & Recreation Board on this matter.

Sincerely,

Christine Burns
Village Manager

CC: Wally Stuhlmann
Robert Sullivan
Parks & Recreation Board
Village Council
Mary Paparella



AN 04 2018
Received
City of Grand Haven

January 2, 2018

David Wright, Chief of Operations
USACOE Detroit District, 7th Floor
477 Michigan Ave
Detroit MI 48226

RE: Verplank Dredge Material Placement Site

Dear David,

The Grand Haven Harbor Users Group met on December 13, 2017. The Harbor Users Group is made up of representatives from five local municipalities, private dock concerns, our Board of Light and Power, congressional representatives and representatives of the Grand Haven office of the US Army Corps of Engineers. Stakeholders have considerable interest in the continued dredging of our commercial harbor. Our harbor is among our most critical infrastructure, and the continued partnership of all agencies is essential.

Prior to 1989, we worked cooperatively to use Harbor Island as our primary dredge disposal site. The Verplank site was identified by local users and the US Army Corps of Engineers as a viable alternative. We have used that site for 19 years, and in the early 2000's came up with a method to use this site in perpetuity. Materials would be mixed with organics (leaves) from area municipalities and the resulting composted top soil would be put to productive re-use. Local governments contribute \$20,000 annually to support this approach, and the US Army Corps supports the effort by paying to have excess materials removed from the cells periodically. This approach has saved all of us tremendous sums when compared to the cost of trucking the materials to a more remote 20 year disposal site.

We are now informed that the current (optimal) long term arrangement cannot continue due to technical legal issues recently identified by the Army. The Grand Haven Harbor Users Group and the City of Grand Haven requests a clear written summary of why this successful, creative and highly effective method is no longer an acceptable alternative.

Sincerely,

Pat McGinnis
City Manager

PM/maa

c Heather Sandberg, Deputy Chief of Staff, Congressman Bill Huizenga
Joe Burns, Verplank Dock
Ron Mathews, Verplank Dock
Joy Gaasch, Grand Haven Area Chamber
Bill Cargo, Grand Haven Charter Township Superintendent
Chris Burns, Spring Lake Village Manager
Craig Bessinger, Ferrysburg City Manager
Gordon Gallagher, Spring Lake Township Manager
Dave Walters, Grand Haven Board of Light and Power
Tom O'Bryan, USACOE, Grand Haven
Chris Schropp, USACOE, Grand Haven

DRAFT MINUTES

Monday, December 18, 2017
7:00 P.M., Barber School
102 West Exchange Street
Spring Lake, Michigan

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

Present: Doss, Duer, Hanks, Miller, Powers, TePastte, Van Strate.

Absent: None

4. Approval of the Agenda

Motion by **Doss**, 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 59393-59465) in the amount of \$427,008.65.
- B. Approved the minutes for the November 13, 2017 Work Session and November 20, 2017 regular Council meeting.
- C. Approved budget adjustments.
- D. Approved a payment of \$50,000 to MERS for Division 1.
- E. Approved a Housing Memorandum of Understanding with the City of Grand Haven.
- F. Approved the use of Central Park by the Spring Lake Rotary for Snow Jam festivities on February 10, 2018.
- G. Approved an ambulance agreement with NOCH.
- H. Denied a request for reconsideration of a license agreement with 3 tenants of Tanglefoot Park.

- I. Approved a summer sewer credit.
- J. Approved 3 Waste Hauler licenses for Republic/Allied Waste, Waste Management and Kuerth Disposal.
- K. Approved meeting dates for 2018.
- L. Approved the following Board & Committee Appointments

Committee	Appointee	Term Expiration
NOWS Alternate	Joel TePastte	None
Parks & Recreation	Darcy Dye	11/2019
DDA – Council Liaison	Michelle Hanks	None

- M. Approved continuation of a Planning Services Agreement with the City of Grand Haven.

Motion by **Hanks**, second from **TePastte**, to approve the Consent Agenda as presented.

Yes: 7 No: 0

6. General Business

A. Traffic Study for Exchange Street

Subject: Based on concerns of traffic flow at the corner of Jackson & Exchange as well as pedestrian safety at the USPO and St. Mary’s Church, a quote was obtained to perform a traffic study in 2 locations along Exchange Street.

Burns explained that there had been concerns regarding the amount and flow of traffic by the Post Office on Exchange Street at Jackson Street and the block by St. Mary’s Church so she had received a proposal from Progressive AE of \$4,880.00 to do a traffic study.

Van Strate said that he did not think the traffic had changed that much and that there had been a traffic study done when Chief DeYoung had been here so he suggested looking that information up. **Doss** and **Hanks** said that they thought there was a significant increase in the traffic and that this study was needed. **Miller** said that he thought the traffic study **Van Strate** was referring to went back to the Safe Routes to School and that was why the bump-outs had been installed. **Van Strate** asked if changes were made to Exchange Street, would MDOT take money away. **Burns** said that they would not. **Council** discussed what they would like the study to include and questions they would like answered by the study.

Motion by **Doss**, second from **Hanks**, to approve an agreement with Progressive AE (Pete LaMourie) to perform a traffic study on Exchange Street

for an amount of \$4,880.

Yes: 6

No: 1 (Van Strate)

B. Catwalk Discussion

Subject: The catwalk restoration was now completely funded, which was outstanding news for the City of Grand Haven and all of NW Ottawa County. We have received a request for participation in funding the endowment fund for maintenance and repairs of the structure.

Burns explained that Spring Lake Township donated \$10,000 towards the Catwalk. **Bob Sullivan** explained that the citations in the agreement were specific Township agreements and he did not believe that the Village had direct statutory authority to give to this project. **Council** discussed briefly and felt that they should not take up the matter at this time.

C. Fund Balance Policy

Subject: The Village's current fund balance policy requires that the Village maintain a General Fund fund balance of 15% which equals approximately two months of operating expenses. The Finance Committee has discussed various scenarios and feels that a 25% fund balance was a better threshold to maintain. A copy of a proposed fund balance policy was supplied for Council review as well as a copy of the current policy.

Burns explained that this had been discussed at length at the Council Work Session and that she had asked fellow Managers for samples of their policies that Hinga had taken and adapted to work for the Village. **Burns** said that this policy was not something that needed to be voted on this evening if Council felt they needed more discussion. **Council** agreed that they had thoroughly discussed this item.

Motion by **Hanks**, second from **TePastte**, to approve a new Fund Balance policy utilizing a 25% minimum Fund Balance for the General Fund.

Yes: 7

No: 0

7. Department Reports

A. Village Manager – Burns reported that Santa was scheduled to be at Best Financial Credit Union on Thursday, December 21, from 3:30 to 5:30. **Burns** said that the Credit Union was not officially open yet but they were giving people a chance to take a peek before their ribbon cutting ceremony that was tentatively scheduled for January 19, 2018. **Burns** also reported that **Hinga** had followed up on a resident complaint towards an employee, but at this point there was nothing to go on so they have considered the complaint closed.

B. Clerk/Treasurer/Finance Director

C. OCSO

- D. Fire
- E. 911
- F. DPW
- G. Building
- H. Water
- I. Sewer
- J. Minutes from Various Board & Committees
 - 1. Historic Conservation Commission
 - 2. DDA

8. **Old Business and Reports by the Village Council** – There was no old business at this time.

9. **New Business and Reports by Village Council** – **Van Strate** asked who was responsible for plowing the parking lot by Railroad Street and the bike path. **Burns** said that was Township property but she would check on who actually plowed it. **Van Strate** also complimented the Village Christmas decorations. **Duer** agreed.

Hanks updated **Council** on the DDA’s three major undertakings in hopes of getting the business community to be more engaged. **Hanks** shared that there was a new Facebook page and website, both called “visitspringlakemi” and a new email address dda@springlakevillage.org, for businesses to use to give and receive information. **Hanks** said there would also be a business crawl in the spring called “Village Adventure”.

10. **Status Report: Village Attorney** – **Sullivan** had nothing to add to his report.

11. **Statement of Citizens** – Lee Schuitema, 408 West Exchange St., spoke to Council about the traffic on Exchange Street and possible solutions to the traffic backups at Jackson Street.

12. **Adjournment**

Motion by **Van Strate**, second from **Duer**, Village Council adjourned the meeting at 7:37 p.m.

Yes: 7 No: 0

Mark Powers, Village President

Maryann Fonkert, Deputy Clerk



Village of Spring Lake
Draft Minutes Council Work Session

December 11, 2017

7:00 p.m.

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

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

1. DPW Update

- Equipment & Personnel Sharing – **Stuparits** reported that this collaboration had been slow to get started, but after discussions with staff, things were starting to move forward and they would be taking more advantage of these benefits.
- SAW Grant – **Stuparits** reported that a SAW Grant of a little over a million dollars, to be used for an Asset Management Plan for stormwater and sewer systems, had been awarded about a year ago. **Stuparits** explained how they were using this grant money and what they were finding that needed to be repaired in the process.
- Lift Stations (Lake St & Holiday Inn) – **Stuparits** said they had found that the Holiday Inn lift station was in very poor condition, but they thought they would be able to eliminate it.
- Water Meter Replacements – **Stuparits** explained that the water meters were getting very old and that as they age they slow down, causing a loss of revenue. **Stuparits** said they have prepared in the rate structure to replace 10%, or about 120, meters per year.
- Water Reliability Study – **Stuparits** reported that he would be getting a new study in the next month.
- Cross Connection Control Plan – **Stuparits** explained that the Cross-Connection Control Plan was in place to protect our water supply and they were winding up their third year.
- Water and Sewer maps – **Stuparits** explained the purpose of these maps and that they were close to completing the data for them.
- Miscellaneous – **Stuparits** explained that the lack of snow plowing this past Saturday, was due to a lack of communication, and that they were working on a “Plan B” to make sure that this would not happen again.

2. Finance Committee Update

- Budget Adjustments – **Hinga** went over the 4 budget adjustments with **Council**.

- Additional MERS Payment – **Hinga** explained that the Finance Committee discussed the feasibility of making an additional \$50,000 payment to MERS to help with the account being underfunded.
- Fund Balance Policy – **Hinga** explained that the Fund Balance had crept up to about 40%, with a previous goal of but 15%. **Hinga** said the Finance Committee agreed that 25% was a comfortable amount.
- Miscellaneous – Nothing else at this time.

3. **MERS Payment**

In order for the impact of an additional payment to be recognized in the 2018 Annual Actuarial Valuation Report, the payment must reach MERS by 12/31/17.

4. **Board & Committee Appointments**

- Nows Alternate (Joel TePastte or John Stuparits) – **Burns** said that TePastte volunteered to be the Nows Alternate.
- Parks & Recreation (Darcy Dye) – term ending 11/2019 – **Burns** shared that Darcy Dye was the only applicant for the Parks Board but she would be a great addition.
- DDA Council Liaison – Michelle Hanks – **Burns** reported that Hanks had been attending the DDA meetings and that she will be the DDA Council Liaison.

5. **Housing Memorandum of Understanding**

The City of Grand Haven would like to solidify their relationship with the Village regarding housing support for residents within the Village. – **Burns** explained that she felt the formula used to determine the number of Village residents helped by this organization was skewed and that, in turn, skewed the Village contribution amount, so she asked if Council would like to have the language and formula changed. **Doss** said that she understood what **Burns** was saying, but they do good work so she did not want to anyone to think they were not supportive. **Hanks** asked if the time and money it would take to research and change the percentage and language would be worth it. **Council** agreed they would like to leave the formula and language the same.

6. **Central Park Reservation ~ Snow Jam**

Snow Jam was once again scheduled to take place at Central Park. The date was February 10, 2018. There would be a tent for live music, a dart tournament and a friendly Grand Haven vs. Spring Lake Hockey game (weather permitting). Proceeds from the event stay in the community. **Burns** shared that this was a great event and highly recommended **Council** approved this use of the park.

7. Ambulance Agreement

Council Member **TePastte** was the representative on the Ambulance Oversight Committee and updated Council on the progress towards a new agreement. **TePastte** reported that it had taken almost a year to renegotiate the contract because there were two main issues. **TePastte** said one was that they needed another ambulance and the other was response time and both items had been addressed.

8. Traffic Study (Exchange & Jackson)

Council had requested staff examine the traffic situation at Exchange & Jackson. A quote was obtained from the leading traffic engineer in the State of Michigan (Pete LaMourie) to investigate options for the intersection. **Burns** said that Mr. LaMourie advised that the best time for a traffic study would be between now and May, while school was still in session. **Council** discussed the issues that they had experienced at that intersection.

9. Reconsideration of License Non-Renewal – Burns said that this was brought to Council’s attention during public comment at the November meeting and that she and the Parks Board supported Stuhlmann’s decision. **Council** discussed this item and felt that Stuhlmann and the Parks Board’s had made the best decision for Tanglefoot.

10. Reconsideration of Summer Sewer Credit – Burns provided a timeline so Council had an idea of what had transpired and felt there were 3 possible scenarios. **Council** discussed this issue and agreed to give a sewer credit if the business installed an irrigation meter.

11. Waste Haulers Licensing Agreements

Approval of waste hauling licenses was typically a housekeeping item. – **Burns** shared that this was a housekeeping item and there were a couple changes that included a small increase in Republic’s charge and Kuerth was now including Christmas tree pickup. **Burns** also reported that all of the waste haulers provide recycling for commercial businesses. **Hanks** said that she had called all the waste haulers and was told that they did not offer recycling to commercial businesses. **Burns** said that she would check again on that information. **Council** agreed that approval of the waste hauler agreements could be added to the Consent Agenda.

Licensed Waste Haulers in the Village			
	Republic/Allied Waste 231-375-2070	Kuerth Disposal 231-744-4967	Waste Management 616-724-2148

Trash Collection 90-96 Gallon Container	\$17.55/month	\$18.00/month	\$16.00/month
Curbside Recycling With Container Service	Included Biweekly	Included Weekly	\$5.00/month Weekly
Bag Service	\$1.50/bag + \$6.80/month admin	\$3.00/bag (75 bags/box)	\$2.50/bag + \$5.92/month admin
Curbside Recycling With Bag Service		\$3.00/month	
Yard Waste	\$10.50/month (bag) \$12.50/month (cart)	\$90.00/season	\$12.50/month + \$25 activation fee
Christmas Trees	Included	Included	Included
Spring/Fall Clean- up	No Charge*	Charge	No Charge

12. Planning Services Agreement with Grand Haven

This agreement was reviewed annually. Staff wished to continue the collaboration with the City of Grand Haven which afforded the Village 4 hours of planning services each week. – **Burns** said this was done annually and that they were very happy with the 4 hours a week from Jennifer Howland and would like to continue this arrangement. **Council** agreed this was an item for the Consent Agenda.

13. 2018 Meeting Schedule – **Burns** shared the 2018 meeting calendar explaining that it needed to be approved and posted by January 1, 2018. **Burns** said the only change was that the June meeting would need to be bumped up one week in order to adopt the budget by June 15th, 2018.

14. Trail lighting - **Burns** reported that she had received an RFP of \$15,000 for replacing poles on the trail and that she had been shocked at that bid amount. **Burns** said when she called the company regarding their high bid, they dropped the price to \$3,000. **Burns** said she did not feel good about that company and their extreme bid drop so because they do not have any other RFP's, they would wait to move forward. **Council** discussed this and felt the same as **Burns**.

15. Communications

- Citations – **Burns** explained that 3 citations had been sent to a resident at 304 N Park St asking for affirmative relief.
- Complaint – Crouse – **Burns** explained that this complaint was from a Township resident that claimed the Village was blowing leaves from the bike path into her

front yard. **Burns** said that it was actually a Township blowing leaves from County property.

- Complaint – **Burns** explained that a complaint had been received regarding the house at 104 E Savidge, that was due to be demolished soon, and felt that there were a lot of points in the email complaint that she would dispute. **Burns** said that, at this point, she recommended that they not respond. **Council** discussed this item and agreed that the house in question was a mess but that they were following the proper procedures, which unfortunately, was very time consuming.
- Complaint – Lake Pointe Condos – **Burns** explained that this complaint was regarding an area of the bike path where water pooled after a heavy rain and that this was the first she had heard of it.
- Compliment – Stahl
- Library Calendar (December)
- Short Term Rentals – **Burns** explained that there were 18 registered short-term rentals and 4 that were not registered and all were advertising on Airbnb. **Burns** said that 3 of them had received complaints and that one of the landlords that had received complaints and a letter from the Village to cease operations, had been collecting information through FOIA on how the Village had been handling the other short-term rentals. **Burns** said she had talked to the Village attorney and he said that all the short-term rentals should be treated equally, suggesting sending letters letting landlords know that the Village was aware that they were renting short-term and that was not a legal use in a residential zoning district. **Council** discussed this and agreed that a letter should go out to landlords of both registered and non-registered rentals letting them know that the Village did not allow short-term rentals in residential areas and that they need to cease operation and to stop advertising on Airbnb and VBRO websites.
- Township Recognition
- Village Manager Calendar

16. Minutes

Minutes of the November 13, 2017 Work Session and November 20, 2017 regular meeting are attached for review. Should you wish to make edits, please share that information with Chris Burns or Maryann Fonkert prior to December 14, 2017.

17. Public Comment

Council Work Sessions are open to the public, and as such, the public is invited to speak at the end of each meeting. Each speaker should limit their comments to 3 minutes.

Lee Schuitema, 408 W Exchange St, said that he would like to see a way to slow down and lesson the amount of traffic on Exchange Street.

18. Adjourn - Meeting adjourned at 9:04 p.m.

Mark Powers, Village President

Christine Burns, Village Manager