

Village of Spring Lake

Council Work Session

June 11, 2018

6:00 p.m.

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

www.springlakevillage.org

1	<p>6:00 p.m. – Budget Adjustments (Marv Hinga)</p> <p>Due to timing issues, the Finance Committee will not have an opportunity to discuss these year-end prior to the meeting, although Marv has emailed the proposed adjustments to them in advance.</p>
2	<p>6:05 p.m. – Budget Resolution (Marv Hinga)</p>
3	<p>6:07 p.m. – Millage Resolution (Marv Hinga)</p>
4	<p>6:10 p.m. – Fee Schedule (Marv Hinga)</p>
5	<p>6:15 p.m. – Community Engagement Meeting</p> <p>The Village will be hosting a Community Engagement Meeting on Thursday, June 28, 2018 at 6:30 p.m. at the Spring Lake District Library. The purpose of the meeting is to educate the public on the upcoming infrastructure needs within the Village.</p>
6	<p>6:17 p.m. – Redevelopment Ready Community (RRC) Designation</p> <p>The MEDC is reporting that the Village has completed approximately 31% of the RRC criteria. We are actually slightly further along than their estimates as the Master Plan is almost complete. A requirement of the process is to adopt another resolution confirming Council's commitment to the process.</p>
7	<p>6:19 p.m. – Leaf Vacuum</p> <p>In order to take possession of the leaf vacuum prior to the fall season, we need to place the order ASAP. Bell's Equipment in Lake Orion is the distributor for the leaf vacuum and will deliver the equipment this fall. The hope was that the CGAP grant application would be approved and</p>

	cover the cost of the vac. The CGAP grant was not approved, but this item was included in the 2018/2019 budget.
8	<p>6:25 p.m. – Oak Tree</p> <p>The Oak tree in front of the Intermediate School on Hammond was evaluated by Arborist Bill Drew (Woodland Tree Service) on April 10, 2018. The tree was also evaluated by Mr. Drews on August 3, 2017 and by Arborist Brian Kwiatkowski (Summit Tree Service) in July 2015. This latest evaluation confirmed what the first two evaluations showed and that is the tree is nearing the end of its life and should be removed for safety reasons. This comes after West Michigan Tree Service has applied a growth regulator in an attempt to save the tree. The Tree Board has considered each of the three recommendations and each time has recommended the tree be removed. At this time, Council needs to make a determination of the fate of the tree.</p> <p>I have included a photo of a healthy Oak tree canopy (Williams Street) to compare to a photo of the Oak tree on Hammond.</p>
9	<p>6:38 p.m. - Minutes</p> <p>Minutes of the May 14, 2018 Work Session and May 21, 2018 regular meeting are attached for review. Should you wish to make edits, please share that information with Chris Burns or Maryann Fonkert prior to June 10, 2018.</p>
10	<p>6:39 - Public Comment</p> <p>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.</p>
11	<p>6:45 – Adjourn</p>

Village of Spring Lake
June 2018 Budget Adjustments

	Fund	Dept.	Account	Current	Proposed	Change
101-857.000-703.000	General Fund	Community Promotion	Part Time Wages	1,352	1,502	150
101-857.000-703.300	General Fund	Community Promotion	Crossing Guards	7,250	7,350	100
101-857.000-889.100	General Fund	Community Promotion	Newsletter	1,860	1,410	(450)
101-857.000-940.000	General Fund	Community Promotion	Equipment Usage	2,000	2,200	200
Adjust Current Year Budget for Community Promotions.				Net Change		0
101-101.000-703.101	General Fund	Village Council	Village Council Stipend	6,600	6,925	325
101-101.000-704.000	General Fund	Village Council	Social Security	510	530	20
101-101.000-711.000	General Fund	Village Council	Workers Comp	20	35	15
101-101.000-860.000	General Fund	Village Council	Travel/Training	1,800	2,150	350
101-101.000-801.172	General Fund	Village Council	Disincorporation Expense	4,000	3,290	(710)
Adjust Current Year Budget for Village Council				Net Change		0
101-172.000-702.000	General Fund	Village Manager	Full Time wages	42,000	40,500	(1,500)
101-172.000-709.000	General Fund	Village Manager	Medical Insurance	8,013	9,200	1,187
101-172.000-711.000	General Fund	Village Manager	Workers Comp	50	63	13
101-172.000-860.000	General Fund	Village Manager	Travel/Training	3,400	3,750	350
101-172.000-956.250	General Fund	Village Manager	Michigan HICA Claims Tax	45	55	10
101-172.000-710.000	General Fund	Village Manager	Life Insurance	716	656	(60)
Adjust Current Year Budget for Village Manager.				Net Change		0
202-000.000-575.200	Major Streets	Revenue	Other State Revenue	0	13,500	13,500
202-000.000-595.000	Major Streets	Revenue	Metro Act Revenue	5,500	8,730	3,230
202-000.000-677.101	Major Streets	Revenue	Trunkline Reimbursement	21,000	21,975	975
202-463.000-702.000	Major Streets	Routine Maintenance	Full Time Wages	5,134	6,750	1,616
202-463.000-703.000	Major Streets	Routine Maintenance	Overtime Pay	250	350	100
202-463.000-705.000	Major Streets	Routine Maintenance	Pension Expense	3,053	3,250	197
202-463.000-711.000	Major Streets	Routine Maintenance	Workers Comp	375	180	(195)
202-463.000-740.220	Major Streets	Routine Maintenance	Physical & CDL Fees	75	300	225
202-463.000-741.000	Major Streets	Routine Maintenance	Clothing	50	275	225
202-463.000-801.000	Major Streets	Routine Maintenance	Professional Services	5,000	13,000	8,000
202-463.000-887.208	Major Streets	Routine Maintenance	Non-Motorized Pathway Expense	3,500	7,500	4,000
202-463.000-931.007	Major Streets	Routine Maintenance	Pavement Marking	3,250	5,000	1,750
202-463.000-940.000	Major Streets	Routine Maintenance	Equipment Usage	4,000	5,000	1,000
202-478.000-702.000	Major Streets	Winter Maintenance	Full Time Wages	6,500	6,600	100
202-478.000-702.001	Major Streets	Winter Maintenance	Overtime Pay	4,000	3,700	(300)
202-478.000-705.000	Major Streets	Winter Maintenance	Pension Expense	3,053	3,250	197
202-478.000-709.000	Major Streets	Winter Maintenance	Medical Insurance	3,369	2,600	(769)
202-478.000-711.000	Major Streets	Winter Maintenance	Workers Comp	275	295	20
202-478.000-740.000	Major Streets	Winter Maintenance	Operating Supplies	5,000	5,250	250
202-478.000-940.000	Major Streets	Winter Maintenance	Equipment Usage	16,000	15,000	(1,000)
202-480.000-702.001	Major Streets	Trunkline Maintenance	Overtime Pay	1,000	3,000	2,000
202-480.000-704.000	Major Streets	Trunkline Maintenance	Social Security	400	450	50
202-480.000-705.000	Major Streets	Trunkline Maintenance	Pension Expense	2,273	2,427	154
202-480.000-709.000	Major Streets	Trunkline Maintenance	Medical Insurance	2,125	1,825	(300)
202-480.000-740.000	Major Streets	Trunkline Maintenance	Operating Supplies	0	100	100
202-480.000-801.000	Major Streets	Trunkline Maintenance	Professional Services	0	50	50
202-482.000-804.100	Major Streets	Administration	Audit Services	900	1,135	235
Adjust Current Year Budget for Major Street Fund.				Net Change		0
203-000.000-575.200	Local Streets	Revenue	Other State Revenue	0	4,400	4,400
203-000.000-695.000	Local Streets	Revenue	Appropriation from Fund Balance	2,513	0	(2,513)
203-463.000-702.000	Local Streets	Routine Maintenance	Full Time wages	5,000	5,750	750
203-463.000-705.000	Local Streets	Routine Maintenance	Pension Expense	3,212	3,450	238
203-463.000-740.220	Local Streets	Routine Maintenance	Physical & CDL Fees	75	300	225
203-463.000-741.000	Local Streets	Routine Maintenance	Clothing	20	175	155
203-463.000-887.208	Local Streets	Routine Maintenance	Non-Motorized Pathway Expense	1,000	2,150	1,150
203-478.000-702.000	Local Streets	Winter Maintenance	Full Time wages	5,500	5,775	275
203-478.000-702.001	Local Streets	Winter Maintenance	Overtime Pay	2,750	2,681	(69)
203-478.000-705.000	Local Streets	Winter Maintenance	Pension Expense	3,532	3,600	68
203-478.000-709.000	Local Streets	Winter Maintenance	Medical Insurance	3,665	2,700	(965)
203-478.000-711.000	Local Streets	Winter Maintenance	Workers Comp	200	235	35
203-482.000-709.000	Local Streets	Administration	Medical Insurance	702	202	(500)
203-482.000-801.000	Local Streets	Administration	Professional Services	2,500	2,000	(500)
203-482.000-801.172	Local Streets	Administration	Disincorporation Expense	0	205	205
203-482.000-804.100	Local Streets	Administration	Audit Services	0	720	720
203-463.000-775.000	Local Streets	Routine Maintenance	Repair and Maintenance Supplies	750	850	100
Adjust Current Year Budget for Local Street Fund.				Net Change		0

Village of Spring Lake
June 2018 Budget Adjustments

	Fund	Dept.	Account	Current	Proposed	Change
207-000.000-695.000	Police Fund	Revenue	Appropriation from Fund Balance	13,537	10,000	(3,537)
207-000.000-804.000	Police Fund	Police	Legal Services	4,620	1,500	(3,120)
207-000.000-804.100	Police Fund	Police	Audit Services	400	300	(100)
207-000.000-702.000	Police Fund	Police	Full Time Wages	780	213	(567)
207-000.000-956.000	Police Fund	Police	Miscellaneous Expense	600	850	250
Adjust current year Department of Police Budget.				Net Change		0
101-441.000-709.000	General Fund	DPW	Medical Insurance	15,666	11,666	(4,000)
101-441.000-940.000	General Fund	DPW	Equipment Usage	28,000	32,000	4,000
Adjust current year Department of Public Works Budget.				Net Change		0
218-444.000-740.000	Pathway Fund	Sidewalks	Operating Supplies	1,200	1,050	(150)
218-444.000-705.000	Pathway Fund	Sidewalks	Retirement Fund Contribution	(6)	44	50
218-444.000-711.000	Pathway Fund	Sidewalks	Workers Comp	-	100	100
Adjust current year Pathways Fund Budget.				Net Change		0
661-000.000-740.001	Equipment Fund	Expense	Gas and Oil	12,000	17,000	5,000
661-000.000-740.000	Equipment Fund	Expense	Operating Supplies	8,000	6,000	(2,000)
661-000.000-910.000	Equipment Fund	Expense	Insurance	14,000	14,853	853
661-000.000-853.000	Equipment Fund	Expense	Telephone	7,000	6,300	(700)
661-000.000-709.000	Equipment Fund	Expense	Medical Insurance	2,273	1,500	(773)
661-000.000-956.200	Equipment Fund	Expense	Bank Fees	300	305	5
661-000.000-702.000	Equipment Fund	Expense	Full Time wages	19,000	17,000	(2,000)
661-000.000-704.000	Equipment Fund	Expense	Social Security	1,780	1,628	(152)
661-000.000-705.000	Equipment Fund	Expense	Retirement/Pension Expense	2,033	1,800	(233)
Adjust current year Equipment Fund Budget				Net Change		0
101-000.000-694.200	General Fund	Revenue	Tree Grants	1,000	15,000	14,000
101-282.000-801.000	General Fund	Forestry	Professional Services	1,500	4,500	3,000
101-551.000-702.000	General Fund	Tanglefoot Park	Full Time Wages	8,282	7,282	(1,000)
101-551.000-702.001	General Fund	Tanglefoot Park	Overtime Pay	50	250	200
101-551.000-703.400	General Fund	Tanglefoot Park	Park Manager	15,400	16,000	600
101-551.000-740.000	General Fund	Tanglefoot Park	Operating Supplies	1,000	1,250	250
101-551.000-801.000	General Fund	Tanglefoot Park	Professional Services	3,500	7,000	3,500
101-551.000-922.000	General Fund	Tanglefoot Park	Water & Sewer Service	2,800	3,200	400
101-551.000-976.551	General Fund	Tanglefoot Park	Dock Storage	3,000	2,500	(500)
101-553.000-711.000	General Fund	Central Park	Workers Comp	125	175	50
101-553.000-740.000	General Fund	Central Park	Operating Supplies	2,250	3,000	750
101-553.000-775.000	General Fund	Central Park	Repairs and Maintenance Supplies	1,500	1,000	(500)
101-553.000-801.100	General Fund	Central Park	Tree Maintenance/Trimming	1,500	3,800	2,300
101-553.000-702.000	General Fund	Central Park	Full Time Wages	12,000	10,000	(2,000)
101-553.000-910.000	General Fund	Central Park	Insurance	900	1,000	100
101-553.000-922.001	General Fund	Central Park	Sprinkling System Water	4,400	5,000	600
101-553.000-974.000	General Fund	Central Park	Skate Rink	1,250	1,500	250
101-555.000-703.001	General Fund	Mill Point Park	Overtime - Part Time	75	200	125
101-555.000-705.000	General Fund	Mill Point Park	Pension Expense	3,161	3,375	214
101-555.000-709.000	General Fund	Mill Point Park	Medical Insurance	2,924	2,768	(156)
101-555.000-740.000	General Fund	Mill Point Park	Operating Supplies	1,850	2,250	400
101-555.000-976.162	General Fund	Mill Point Park	Dock Storage	1,500	4,900	3,400
101-557.000-705.000	General Fund	Lakeside Beach	Pension Expense	1,678	1,800	122
101-557.000-922.000	General Fund	Lakeside Beach	Water & Sewer Service	350	425	75
101-692.000-705.000	General Fund	Parks Maintenance	Pension Expense	1,688	1,808	120
101-692.000-709.000	General Fund	Parks Maintenance	Medical Insurance	1,639	1,239	(400)
101-692.000-702.000	General Fund	Parks Maintenance	Full Time Wages	9,003	8,003	(1,000)
101-692.000-940.000	General Fund	Parks Maintenance	Equipment Usage	3,500	6,600	3,100
Adjust current year Forestry and Parks Budgets.				Net Change		0
590-000.000-702.000	Sewer	Expense	Full Time Wages	53,000	54,000	1,000
590-000.000-707.000	Sewer	Expense	Dental Insurance	1,553	1,000	(553)
590-000.000-709.000	Sewer	Expense	Medical Insurance	15,812	11,830	(3,982)
590-000.000-740.000	Sewer	Expense	Operating Supplies	2,400	2,600	200
590-000.000-740.220	Sewer	Expense	Physicals & CDL Fees	150	180	30
590-000.000-775.000	Sewer	Expense	Repair and Maintenance Supplies	0	1,000	1,000
590-000.000-801.000	Sewer	Expense	Professional Services	265,000	50,000	(215,000)
590-000.000-801.172	Sewer	Expense	Disincorporation Expense	0	1,055	1,055
590-000.000-801.315	Sewer	Expense	Professional Services - GIS	0	1,250	1,250
590-000.000-801.443	Sewer	Expense	Professional Services - SAW	0	190,000	190,000

Village of Spring Lake
June 2018 Budget Adjustments

	Fund	Dept.	Account	Current	Proposed	Change
590-000.000-860.000	Sewer	Expense	Travel/Training	750	1,500	750
590-000.000-900.000	Sewer	Expense	Printing and Publishing	200	550	350
590-000.000-910.000	Sewer	Expense	Insurance	5,500	5,800	300
590-000.000-923.000	Sewer	Expense	Natural Gas	3,500	4,000	500
590-000.000-931.000	Sewer	Expense	Building Repairs and Maintenance	1,200	21,950	20,750
590-000.000-940.000	Sewer	Expense	Equipment Usage	5,000	7,300	2,300
590-000.000-956.000	Sewer	Expense	Miscellaneous Expense	0	50	50
Adjust current year Sewer Fund budget.				Net Change		0
591-000.000-642.001	Water	Revenue	Metered Sales	227,000	245,500	18,500
591-000.000-664.000	Water	Revenue	Interest Income	3,000	8,012	5,012
591-000.000-702.000	Water	Expense	Full Time wages	65,508	70,000	4,492
591-000.000-702.001	Water	Expense	Overtime Pay	4,500	2,750	(1,750)
591-000.000-703.001	Water	Expense	Overtime - Part Time Workers	0	100	100
591-000.000-705.000	Water	Expense	Pension Expense	19,394	19,000	(394)
591-000.000-707.000	Water	Expense	Dental Insurance	1,536	1,000	(536)
591-000.000-709.000	Water	Expense	Medical Insurance	15,350	11,925	(3,425)
591-000.000-741.000	Water	Expense	Clothing	0	500	500
591-000.000-801.000	Water	Expense	Professional Services	60,000	66,000	6,000
591-000.000-801.003	Water	Expense	Valve Replacement	25,000	15,000	(10,000)
591-000.000-801.172	Water	Expense	Disincorporation Expense	0	1,040	1,040
591-000.000-801.315	Water	Expense	Professional Services - GIS	0	5,500	5,500
591-000.000-900.000	Water	Expense	Printing and Publishing	0	160	160
591-000.000-910.000	Water	Expense	Insurance	5,400	5,800	400
591-000.000-921.000	Water	Expense	Electric Service	0	800	800
591-000.000-931.000	Water	Expense	Building Repairs and Maintenance	1,200	21,750	20,550
591-000.000-956.000	Water	Expense	Miscellaneous Expense	0	50	50
591-000.000-956.200	Water	Expense	Bank Fees	700	725	25
Adjust current year Water Fund budget				Net Change		0
296-000.000-403.101	TIFA Fund	Revenue	Local Unit Taxes	289,942	299,942	10,000
296-000.000-819.101	TIFA Fund	Expense	Brownfield Loan Transfer	12,595	22,595	10,000
101-000.000-677.600	General Fund	Revenue	Contribution from TIFA Fund	12,595	22,595	10,000
101-941.000-995.500	General Fund	Expense	Brownfield Loan Payment	12,595	22,595	10,000
Adjust current year General Fund and TIFA Fund budgets for additional Brownfield Loan payment.				Net Change		0
101-301.000-819.207	General Fund	Police	Transfer to Police Fund	470,000	480,000	10,000
101-215.000-801.000	General Fund	Clerk/Treasurer	Professional Services	104,081	94,081	(10,000)
207-000.000-582.001	Police Fund	Revenue	Contribution from Spring Lake	470,000	480,000	10,000
207-000.000-801.207	Police Fund	Police	Contracted Police Services	459,500	469,500	10,000
Contingent Transfer to avoid a negative fund balance in the Police Fund				Net Change		0
101-000.000-670.100	General Fund	Revenue	Barber School Rent	4,000	8,000	4,000
101-000.000-451.200	General Fund	Revenue	Cell Tower Revenue	20,750	24,000	3,250
101-000.000-818.218	General Fund	Transfer	Transfer to Pathway Fund	35,000	55,000	20,000
101-210.000-804.200	General Fund	Legal Services	Legal Fees - Disincorporation	10,000	375	(9,625)
101-210.000-804.000	General Fund	Legal Services	Legal Fees	10,000	8,000	(2,000)
101-441.000-891.000	General Fund	DPW	Trash Collection	4,000	2,875	(1,125)
218-000.000-676.101	Pathway	Revenue	Transfer from General Fund	35,000	55,000	20,000
218-000.000-975.000	Pathway	Expense	Appropriation to Fund Balance	0	20,000	20,000
Contingent Transfer to Pathways Fund for lighting upgrades in the event of a current year General Fund surplus.				Net Change		0

**Village Council
Village of Spring Lake
Spring Lake, Michigan**

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

RESOLUTION NO: 2018 - 08

**A RESOLUTION TO ADOPT THE VILLAGE OF SPRING LAKE
2018/2019 ANNUAL BUDGET**

WHEREAS, pursuant to the laws of the State of Michigan governing General Law Villages, the State Budget Act and the Village Charter, the following Resolution for Fiscal year July 1, 2018 to June 30, 2019, is hereby submitted for adopting; and

WHEREAS, it has been determined that the following property taxes, State shared revenues, rates, charges and transfers shall be available and necessary for the 2018/2019 budget year;

REVENUES:

NO. FUND	PROPERTY TAX <u>2018/19</u>	REVENUES <u>TOTAL</u>
101 GENERAL	\$945,801	\$1,551,108
202 MAJOR STREET		\$275,270
203 LOCAL STREET		\$85,000
204 ROAD MILLAGE		\$47,000
207 POLICE SERVICES		\$516,264
208 PUBLIC IMPROVEMENT		\$230,000
218 NON-MOTORIZED PATHWAYS		\$160,132
236 DDA		\$790,263
249 BUILDING DEPARTMENT		\$79,877
296 TIFA	\$331,556	\$651,434
390 GO CAPITAL BOND DEBT	\$96,650	\$96,753
590 SEWER		\$1,077,133
591 WATER		\$557,016
661 CENTRAL EQUIPMENT		\$317,168
TOTAL REVENUES		\$6,435,197

EXPENDITURES:

101 GENERAL FUND

101 ACTIVITY

PROPOSED 18-19

000 GENERAL SERVICES/TRANSFERS	\$90,000
101 VILLAGE COUNCIL	\$11,535
172 VILLAGE MANAGER	\$71,372
210 LEGAL SERVICES	\$13,800
215 CLERK/TREASURER	\$192,013
226 STORM WATER SYSTEM	\$11,318
265 VILLAGE HALL AND GROUNDS	\$73,286
270 BARBER STREET SCHOOL BUILDING	\$25,285
282 FORESTRY	\$22,598
301 POLICE SERVICES	\$498,526
336 FIRE DEPARTMENT	\$1,250
381 ZONING/PLANNING	\$103,869
441 DEPT OF PUBLIC WORKS	\$135,190
450 STREET LIGHTING	\$39,400
551 TANGLEFOOT PARK	\$68,747
553 CENTRAL PARK	\$67,137
555 MILL POINT PARK	\$41,424
557 LAKESIDE BEACH	\$17,156
558 WHISTLESTOP PARK	\$13,149
692 PARK MAINTENANCE	\$19,297
857 COMMUNITY PROMOTIONS	\$22,940
941 OTHER/DEBT SERVICE	\$12,595

SUB TOTAL-GENERAL FUND

\$1,551,887

202 MAJOR STREETS

202 ACTIVITY

PROPOSED 18-19

451 CONSTRUCTION	\$126,100
463 ROUTINE STREET MAINTENANCE	\$72,917
478 WINTER MAINTENANCE	\$36,247
480 STATE TRUNKLINE MAINTENANCE	\$30,111
482 ADMINISTRATION	\$9,895

SUB TOTAL

\$275,270

203 LOCAL STREETS

<u>203 ACTIVITY</u>	<u>PROPOSED 18-19</u>
000 APPROPRIATION TO FUND BALANCE	\$6,201
463 ROUTINE STREET MAINTENANCE	\$39,256
478 WINTER MAINTENANCE	\$33,997
482 ADMINISTRATION	\$5,537
SUB TOTAL	\$85,000

REMAINING FUNDS

<u>FUND DESCRIPTION</u>	<u>PROPOSED 18-19</u>
204 ROAD MILLAGE	\$47,000
207 POLICE SERVICES	\$516,264
208 PUBLIC IMPROVEMENT	\$230,000
218 NON MOTORIZED PATHWAYS	\$160,132
236 DDA	\$790,263
249 BUILDING DEPARTMENT	\$79,877
296 TAX INC. FINANCE AUTHORITY	\$651,434
390 GENERAL OBLIGATION CAPITAL BOND DEBT	\$96,753
590 SEWER FUND	\$1,127,133
591 WATER FUND	\$697,016
661 CENTRAL EQUIPMENT FUND	\$392,168
SUB TOTAL	\$4,784,040
GRAND TOTAL 18-19 PROPOSED BUDGET	\$6,700,197

IT IS FURTHER ORDERED that upon acceptance of the Village Assessment Roll, the Village Council shall review this budget and pass, pursuant to the Village Charter and State laws governing General Law Villages, by Resolution the required Millage Rate that generates the required Property Tax amounts as set forth in this Financial Plan for the Fiscal Year July 1, 2018 to June 30, 2019.

IT IS FURTHER ORDERED upon setting the Village Tax Rate, the Village Clerk/Treasurer shall proceed to collect the sums ordered in accordance with the Village Charter and the laws of the State of Michigan.

FURTHERMORE it is ordered that the Village Manager shall be designated the Chief Financial Officer of the Village in accordance with the State Uniform Budget Act and shall implement this Financial Plan as adopted or amended in accordance with generally accepted accounting principles and the State Budget Act.

YEAS: _____

NAYS: _____

ABSENT: _____

RESOLUTION NO. 2018-08 DECLARED ADOPTED.

Dated: June 11, 2018

Marvin Hinga, Clerk/Treasurer

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

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

RESOLUTION NO. 2018-09

**A RESOLUTION TO ESTABLISH THE MILLAGE RATE
FOR REAL AND PERSONAL PROPERTY IN THE
VILLAGE OF SPRING LAKE FOR THE
FISCAL YEAR 2018 - 2019**

WHEREAS, Article VIII of the Village Charter; Financial Procedures, Section 8.05 Village Council Action on Budget states:

- (a.) The Village Council shall publish a general summary of the budget and a notice stating:
- 1) The times and places where copies of the message and budget are available for inspection by the public, and
 - 2) The time and place, not less than two weeks after such publication, for a public hearing on the budget.

WHEREAS, The public notice of a public hearing to be held this date on the 2018/19 budget for the Village of Spring Lake was published in The Grand Haven Tribune; and

WHEREAS, by Resolution 2018-08 the Village Council approved of the budget for fiscal year 2018/19 and which was the subject of the public hearing held this date; and

WHEREAS, Chapter VIII of the Village Charter; Financial Procedures, Section 8.05C Adoption states: "The Village Council shall adopt the budget on or before the fifteenth day of June"; and

WHEREAS, Chapter IX of the Village Charter; Taxation, Section 9.02 Limit of Direct Property Taxation states: "The annual general ad valorem tax levy for municipal purposes shall not exceed 2.0 percent (20 mills) of the assessed value of real and personal property in the Village"; and

WHEREAS, the Village Council in the Village of Spring Lake Budget for 2017/18 (Resolution No. 2018-09 approved to raise the following Property Tax Revenue:

General Operating	\$ 945,801
Debt Retirement	\$ 96,650
Tax Increment Finance Authority	\$ 331,556

NOW, THEREFORE, BE IT RESOLVED:

That, the Village Council does hereby levy the follow Millage Rate on all real and personal property subject to taxation within the Village of Spring Lake for the purpose of generating the required Property Tax amounts as set forth in the Financial Plan for Fiscal Year July 1, 2017 to June 30, 2018 for the Village of Spring Lake:

	<u>Millage Rate</u>
General Operating	9.64
Debt Retirement	<u>.72</u>
Total	10.36

YEAS: _____

NAYS: _____

ABSENT: _____

RESOLUTION NO. 2018-09 DECLARED ADOPTED.

Dated: June 11, 2018

Marvin Hinga, Clerk/Treasurer

VENDOR		PRICE	DEPOSIT	ADDITIONAL INFORMATION
Seven Steps Up		\$775	\$400	Minimum bar charge
GH Community Center		See Attached	\$200	Multiple rooms
American Legion		\$400 weekday \$800 Saturday	\$200 \$400	
Elks		\$250 member \$350 non-member	\$50 \$50	they have a \$100 fee to break down tables if the people don't want to
VFW		\$650 covers all rooms	\$200	Dinning room Bar Extension uncovered Patio
Barber School	Weekday	\$150 Res 4-hours	\$175	\$25 cleaning fee for all
		\$275 Non-Res 4 - hours	\$175	
		\$225 Res Full Day	\$175	
	Weekend	\$325 Non-Res Full Day	\$175	
		\$175 Res 4-hours	\$175	
		\$300 Non-Res 4 - hours	\$175	
		\$325 Res Full Day	\$175	
		\$400 Non-Res Full Day	\$175	

Community Center Rental Fee Schedule

MAIN LEVEL	8 hours	Add'l Hours
Resident	\$500	\$10
Non-Resident	\$700	\$15
501c3	\$500	\$10
For Profit	\$800	\$20

MAIN/LOWER	8 hours	Add'l Hours
Resident	\$1,000	\$10
Non-Resident	\$1,500	\$15
501c3	\$1,000	\$10
For Profit	\$1,800	\$20

MAIN LEVEL ROOMS			
SUITE	4 Hours	8 Hours	Add'l Hours
Resident/501c3	\$50	\$75	\$15/hr
Non-Resident	\$75	\$100	\$10/hr
For Profit	\$100	\$125	\$20/hr
WOODBINE	4 Hours	8 Hours	Add'l Hours
Resident/501c3	\$50	\$75	\$10/hr
Non-Resident	\$75	\$100	\$15/hr
For Profit	\$100	\$125	\$20/hr

MACKINAW BALLROOM WEDDING RECEPTION		
	W/ALCOHOL	NO ALCOHOL
FRIDAY		
Resident	\$1,000	\$900
Non-Resident	\$1,125	\$1,225
	W/ALCOHOL	NO ALCOHOL
SATURDAY		
Resident	\$1,100	\$1,000
Non-Resident	\$1,350	\$1,250

8:30 a.m.-12 a.m.		
MACKINAW BALLROOM WEDDING PACKAGE		
FRIDAY		
Resident	\$1,150	
Non-Resident	\$1,375	
SATURDAY		
Resident	\$1,250	
Non-Resident	\$1,500	
8:30 a.m.-12 a.m.		

MACKINAW BALLROOM	SECTIONS 4 Hours	SECTIONS 8 Hours	Add'l Section \$25/each	Add'l Hours
Resident	\$100	\$125	\$25	\$10 ph
Non-Resident	\$125	\$150	\$25	\$15 ph
501c3	\$100	\$125	\$25	\$10 ph
For Profit	\$150	\$175	\$25	\$20 ph

AUDITORIUM	4 Hours	8 Hours	Add'l Hours	MACKINAW BALLROOM LARGE PARTIES OVER 100		
Resident	\$200	\$250	\$10/hr	NEW	4 Hours	8 Hours
Non-Resident	\$250	\$300	\$15/hr	Resident	\$300	\$325
501c3	\$200	\$250	\$10/hr	Non-Resident	\$325	\$350
For Profit	\$300	\$350	\$20/hr	501c3	\$300	\$325
LOWER LEVEL ROOMS				For Profit	\$500	\$600

ESCANABA	4 Hours	8 Hours	Add'l Hours	MACKINAW BALLROOM SMALL PARTIES UNDER 100		
Resident	\$100	\$125	\$10/hr	NEW	4 Hours	8 Hours
Non-Resident	\$125	\$150	\$15/hr	Resident	\$200	\$225
501c3	\$100	\$125	\$10/hr	Non-Resident	\$225	\$250
For Profit	\$150	\$175	\$20/hr	501c3	\$200	\$225
				For Profit	\$400	\$500

RARITAN	4 Hours	8 Hours	Add'l Hours	REFUNDABLE DAMAGE DEPOSIT	
Resident	\$50	\$75	\$10/ph	Weddings	\$500
Non-Resident	\$75	\$100	\$15/ph	Events w/alcohol	\$200
501c3	\$50	\$75	\$10/ph	Events no alcohol	\$100
For Profit	\$100	\$125	\$20/ph		

ADDITIONAL FEES					
ESCANABA	4 Hours	8 Hours	Add'l Hours		
Wedding Reception	\$200	\$350	\$10/hr	Catering Kitchen Fee	\$200
Open House	\$200	\$350	\$10/hr	Beverage Server Fee	\$100
				Alcohol Cleaning Fee	\$100

RefundableDamage Deposit	2016	2017
Weddings	\$200	\$500
General	\$100	\$100
Large Events over 100 w/out alcohol	\$100	\$200
Large Events over 100 serving alcohol	\$100	\$300

2018/2019 Village of Spring Lake Fee Schedule

BARBER SCHOOL

Village Resident or Taxpayer (Includes Village/Twp Employees)	\$150 ~ 4 hours	\$225 ~ Full Day ~ (5+ hours)
Weekend/Holiday	\$175 ~ 4 hours	\$325 ~ Full Day ~ (5+ hours)
Non-Village Resident	\$275 ~ 4 hours	\$325 ~ Full Day ~ (5+ hours)
Weekend/Holiday	\$300 ~ 4 hours	\$400 ~ Full Day ~ (5+ hours)
Meeting Room	\$50 ~ 2 hours	\$75~3 hours/\$150~4 hours
Non-profit	\$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 as well as a \$25 non-fundable cleaning fee.

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	\$55.00		
Weekly	\$340.00		
Monthly	\$970.00	Plus Electrical	
Seasonal	\$3,075.00	Plus Electrical	
Coast Guard Week	\$500.00		
4th of July	\$500.00		

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

Seasonal	\$1,200.00		*05/01-10/15
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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		

Dock Rental

Seasonal	\$850.00		*05/01-10/15
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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.

CENTRAL PARK			
Pavilion Rental	No charge		
RENTAL PROPERTY			
Annual Registration (per unit)	\$30.00		
Biennial Inspection (per unit)	\$40.00	Paid to MTMS	
Re-inspection (per unit)	\$40.00		
DPW PERMITS			
Road Opening/Pavement Cut	\$200.00	plus costs to repair road	
Right-of-Way Permit	\$25.00	(\$300 Security deposit)	
WATER / SEWER			
<i>As per attached schedule</i>			
BUILDING/PLUMBING/MECHANICAL/ELECTRICAL			
<i>As per attached schedule</i>			
PLANNING/ZONING			
Annual Banner / Pennant Permit*		\$25.00	
Application Fee - Over \$1 Million		\$450 plus costs & escrow dep	
Application Fee - Site Plan Review with Public Hearing		\$425 plus costs & escrow dep	
Application Fee - Special Land Use		\$425 plus costs & escrow dep	
Preliminary Planned Unit Development Review		\$375 plus costs	
Final Planned Unit Development Review		\$425 plus escrow deposit	
PUD Amendment Review		\$425 plus escrow deposit	
PUD Architectural Review		\$375 plus costs	
Rezoning		\$425 plus costs & escrow dep	
Sign Deviation Request to Planning Commission		\$150.00	
Temporary Portable Sign*		\$10.00	
Sandwich Board Sign		\$150.00	
Zoning Permit - New Construction		\$50.00	
Zoning Permit (*including home occupation permit)		\$25.00	
<i>*May be waived for non-profits</i>			
<p>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.</p>			
LEASE OF VILLAGE LAND			
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.			
PARKING			
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		
MISCELLANEOUS			
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	Out of Stock	
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			

FY 2018-19

	METER SIZE							
	5/8"	3/4"	1"	1.25"	1.5"	2"	3"	4"
Water Readiness to Serve	\$16.80	\$21.27	\$37.81	\$59.07	\$85.07	\$151.23	\$340.26	\$604.91
Sewer Readiness to Serve	\$25.33	\$34.54	\$61.41	\$95.95	\$138.17	\$345.64	\$552.69	\$982.55
Water System Upgrade	\$8.94	\$11.30	\$20.08	\$31.38	\$45.19	\$80.35	\$180.76	\$321.36
SewerWater System Upgrade	\$18.31	\$14.54	\$25.84	\$40.38	\$58.14	\$103.38	\$232.60	\$413.50
RT & ST outside Village Limits	1.5x standard rates							
WD & SD outside Village Limits	1.5x standard rates							
Water Equity Charge	\$1,330.00	\$1,915.00	\$3,405.00	\$5,320.00	\$7,661.00	\$13,619.00	\$30,643.00	\$54,477.00
Sewer Equity Charge	\$510.00	\$734.00	\$1,306.00	\$2,040.00	\$2,938.00	\$5,222.00	\$11,750.00	\$20,890.00
Water Tap Fees - New	N/A	\$975.00	\$1,075.00	Greater than 1" = Time & Material Basis				
Sewer Tap w/Stub@Property								
Sewer Tap - No Stub	Property Owners Cost to Tap							
Water per 1,000 gallons	\$2.38							
Sewer per 1,000 gallons	\$2.93							
Restore Service Fee - Business Hours	\$114.14							
Restore Service Fee - After Hours	\$157.04							
Meter Bench Test	\$50.00							
Bulk Water/Hydrant Use/Meter RPZ Rental	\$250.00 Security Deposit + 1 Hour Service Fee + Current Water Fee							
Meter Puchase								
Meter/Touchpad/Hardware	\$190.00	\$250.00	\$290.00	Actual Cost +10%				



Spring Lake Village Wastewater System Upgrade



Investing in the Future of Our Community



Spring Lake Village is upgrading its wastewater system to replace aging pipes and optimize the system. These are vital repairs for the village as we continue to make our community a wonderful place to live, work, play and learn.

The improvements have two parts:

Force main replacement | Village sewer system

We're getting a new pipe!

It's called a force main, and it moves wastewater under the Grand River from Spring Lake Village (SLV), Spring Lake Township and City of Ferrysburg to the wastewater treatment plant. The force main has failed twice, releasing sewage into the river.

Force main replacement is being led by the Grand Haven Spring Lake Sewer Authority (GHSLSA) and financed by Ottawa County's sale of municipal bonds and GHSLSA cash reserves. Spring Lake Village will repay its share of the bonds through sewer rate increases.



We're making additional upgrades

As we replace the force main in cooperation with our neighboring communities, our second task is to perform much needed upgrades to the wastewater collection system in the Village. This involves a variety of changes to give the system longer life and ensure no interruptions of service.



The Details

Force Main Replacement

Phase I: Fall 2018

- Force main replacement, Grand River crossing
- Division Street pumping station upgrades

Phase 2: December 2019

- Wastewater treatment plant improvements

Village Sewer System

Beginning 2019

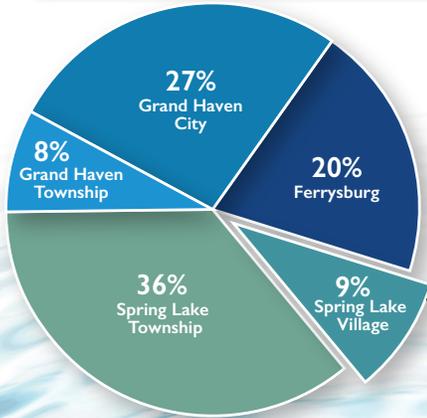
- South Lake Street lift station
- Decommission Holiday Inn lift station
- W. Savidge improvements (sanitary sewer, storm sewer, asphalt)
- Miscellaneous (lining of sewer pipes, pump station maintenance, spot repairs, etc.)



Funding Our Future

Funding Breakdown

TOTAL COST: \$19.1 million



Spring Lake Village residents will pay for the force main replacement in future water/sewer bills.

Grand River crossing + lift station upgrades + treatment plant improvements

SLV's share
\$1.78 million

Funding source: Future water/sewer bills

Village Sewer System

Lift station work + maintenance/repairs + W. Savidge improvements

\$1.63 million

Funding source: 2018-2019 SLV Sewer, Water, Major Street and General Funds

Total investment for Spring Lake Village: \$1.78 million + \$1.63 million =

\$3.41 million

Impact on Water/Sewer Bills

Village water/sewer rates will be increased in future years to cover the cost of the new force main.

PROJECTED RESIDENTIAL WATER/SEWER RATES*

April 2018

\$1.69 per day

July 2018

\$1.84 per day

July 2019

\$3.08 per day

*based on 18,000 gal./quarter; future rates will vary based on final engineering and construction costs

Your daily water/sewer service is a bargain!



\$4.15 per day

Daily coffee (medium latte)



\$2.64 per day

Cell phone service (family of four)

What to Expect During This Process



NOISE

As with most construction projects, there will be some equipment and traffic noise.



TRAFFIC DISRUPTIONS

Expect detours and changes in traffic routes, sometimes on a daily basis.



DUST

We're digging into dirt, so there will be dust. The contractor will provide dust control.



ACCESS

Pipe installation will require roadway closures. We will work to maintain access to homes and businesses.

Questions? Contact Chris Burns, Spring Lake Village Manager, (616) 842-1393



FROM THE DESK OF VILLAGE PRESIDENT MARK POWERS

Winter (finally) leaves us and, as always, the Village of Spring Lake enters summer repairing and renewing Village infrastructure. But in addition to the normal maintenance, over the next few years our Village will also attend to long-overdue structural repair and upgrades.

Near-Term Projects. Residents will likely notice these construction projects around the Village in the coming year:

- Fall 2018 – The Village, Ferrysburg and Spring Lake Township will cooperate in funding the replacement of the 16” sewer pipe that runs under the Grand River from Spring Lake to Grand Haven’s wastewater treatment plant.
- Spring 2019 – The Village, Ferrysburg and Spring Lake Township will commence repairs on the pumping station located at the south end of Division Street. The Village will also start repaving Exchange Street from Jackson to Elm. Approximately \$200,000 in federal grant funds and \$235,000 in Downtown Development Authority funds will be used for the repairs, along with \$250,000 in local infrastructure-dedicated funds.
- A less dramatic Village infrastructure project starting this summer is the replacement of lights along the Lakeside Bike Trail, running the length of Spring Lake.

Future Plans. Looking beyond the next two years, we hope to start much-needed sewer system repairs to safeguard the Village’s sanitary and storm collection systems. Both of those systems now require significant repairs. To help Village workers do this, the Village is currently participating in a State of Michigan matching grant program, mapping the underground storm and sanitary sewer infrastructure. The grant program uses robotic cameras with GPS locators to survey the pipes and give the Department of Public Works precise maps of underground pipe systems. The pipe survey results so far – not surprisingly – show Spring Lake Village has very old pipes in some neighborhoods. The good news is the Village can “line” many old pipes without replacing them, so we will get another 40 years of use from those current old pipes. The bad news is not all pipes can be lined. We will have to replace and upgrade some old pipes if we want our sewers to continue operating.

Using the GPS maps and other information, the Village is developing its long-term plan to line and, where necessary, replace the Village’s storm and sanitary sewer collection systems. The Village staff anticipates presenting that plan to you at a local community meeting on June 28th, with work beginning in 2019.

Cooperating with Spring Lake Township. As part of our focus on renewing the streets, sewers and water supply lines, the Village and the township continue cooperating to share Department of Public Works equipment and personnel in an effort to contain costs. The two communities are sharing not only personnel, but also expensive equipment, such as backhoes and other necessary but intermittently-used equipment. As we move forward with our necessary infrastructure repair plans, we will continue to seek ways to cooperate with our neighboring communities to keep costs contained.

And of course, as the Village develops its plans and construction schedules, we will be sure to reach out to residents and let them know.

For more information on upcoming projects, plan to attend our community engagement meeting on June 28, 6:30 p.m., Spring Lake District Library, or contact Chris Burns, Spring Lake Village Manager, (616) 842-1393.



VILLAGE HALL

102 W. Savidge
Spring Lake, MI 49456
P: 616-842-1393
F: 616-847-1393

VILLAGE MANAGER

Chris Burns

VILLAGE PRESIDENT

Mark Powers

COUNCIL MEMBERS

Joel Tepastte,
Village President
Pro-tem

Michael Duer
Michelle Hanks
Mark Miller

Susan Petrus
Scott VanStrate

www.springlakevillage.org



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Spring Lake Village
or
Visit Spring Lake MI

Summer Tax Bill Is Changing



The Village of Spring Lake (SLV) and Spring Lake Township (SLT) have a new tax collection agreement. **Now you will receive one combined summer tax bill for both jurisdictions.** How taxpayers save:

Fewer transactions for the Village to process – lower cost

Only one bill for taxpayers to pay – less work, less confusion

QUESTIONS? Contact Deputy Treasurer Lori Spelde at 616-842-1393.

Upcoming Capital Projects



Exchange Street Reconstruction

Exchange Street, between Jackson and Elm, needs repair, including sanitary sewer lining, 4-inch water line replacement, storm sewer upgrades and new asphalt. This extensive project is necessary for maintaining our roads and water/sewer services but may cause some inconvenience for drivers.

ESTIMATED PROJECT COST: \$685,000

EXPECTED PROJECT START:

Bids go out Jan. 2019; project starts April or May 2019

FUNDING SOURCE:

Michigan Dept. of Transportation (\$200,000); Downtown Development Authority (DDA); SLV Water, Sewer and Major Streets Funds



Lakeside Trail Pathway Lighting Upgrade

The 30-year-old wooden lighting posts are rotting off at the ground and will be replaced with aluminum posts with LED fixtures. Requests for bids are out!

ESTIMATED PROJECT COST: \$200,000 (before Consumers Energy rebates)

EXPECTED PROJECT START: July 2018

FUNDING SOURCE:

2014 pathway millage, DDA and SLV General Fund

Mill Point Park Resurfacing

Mill Point Park's parking lot needs resurfacing! Because it will be used to stage heavy equipment this fall, which could add to the wear and tear, resurfacing is scheduled for after the force main replacement.

ESTIMATED PROJECT COST: \$100,000

EXPECTED PROJECT START: Late spring 2019

FUNDING SOURCE: DDA



Water Distribution Improvements

Our 4-inch and 6-inch cast iron water piping is getting old (pre 1950s) and no longer provides proper pressure or flow. Improvements to the system will be made, beginning in 2020.



REPLACE VALVES (five each year): \$20,000

EVALUATE LAKE CROSSING: \$5,000 (SLV's share of the \$30,000 cost)

REPAINT 50 FIRE HYDRANTS: \$6,250

PURCHASE 130 HYDRANT MARKERS: \$3,500

REPLACE WATER LINES: \$4 million

EXPECTED PROJECTS START: 2018-2019

FUNDING SOURCE: Water rates

Announcements



Garage Sale Signs

Garage sale signs are permitted according to Ordinance 17.5(6):

- Limit to one (1) on-premise location and three (3) off-premise locations
- Locate on private property
- Limit to 4 square feet in size; sign may be two-sided
- Affix to the ground; must be freestanding
- Display no longer than 3 days prior to sale; remove when sale ends



Failure to meet these conditions may result in your signs being removed without notice.

Household Hazardous Waste

The Ottawa County Health Department has a Resource Recovery Service Center for the collection of household hazardous waste. **Call 616-393-5645 or visit www.miottawa.org for more.**

Reminder: DO NOT FLUSH MEDICATIONS

Do you have unused medications (prescriptions or over-the-counter, including pet meds)? **Please do NOT flush them down the toilet.** Place them in a zipped plastic bag and dispose of them during regular business hours in the secure lobby dropbox at the fire station: 106 N. Fruitport Road. Please - no needles, sunscreen, creams or ointments.



Water Service Disconnection

Avoid a 10% penalty. Pay your bill by the due date. The charges for water turn-on/turn-off are \$114.14 during business hours and \$157.04 after hours.

Water and Sewer Emergencies

If you have a water line break or sewer back-up, **call 616-842-1393 during normal business hours.** After hours, call 1-800-249-0911. The Village does not credit for leaks or wasted water. Call us right away if you suspect a leak.

Snowbirds

We need **24 hours notice to turn your service on or off**, and someone must be present when we restore water service.



Spring Lake Farmer's Market Opens in June

Open-air market managed by the Chamber of Commerce features seasonal produce, fresh cut flowers, plants, breads, jams, jellies, kettle corn, garden items and more!

WHEN: Thursdays 9:00 a.m. – 2:00 p.m.

WHERE: Harvest Bible parking lot

SEASON: June through mid-October

2017 Drinking Water Quality Report Now Available

Online at www.springlakevillage.org
Call 616-842-1393 to receive a paper copy.

Street Light Outages

Is there a street light out or flickering in your neighborhood? **Report it to Consumers Energy: 1-800-477-5050 or online at www.consumersenergy.com.**

CONTACT US!

Ask billing questions, sign up for our email announcements, enroll in automatic bill paying, update your account information, get an explanation of rates, make service changes or report water emergencies:

Phone: 616-842-1393

Website: www.springlakevillage.org

Mail: 102 W. Savidge

After-hours water/sewer emergency: 1-800-249-0911

Like us on Facebook:

www.facebook.com/villageofspringlake

www.facebook.com/VisitSpringLakeMI

Announcements

Community Emergency Notifications

Sign up online to receive community emergency notifications via text or email. Go to www.Nixle.com and enter 49456 to get on the list.

Non-Emergency Number for Police

Want to speak to an Ottawa County Sheriff's Deputy, but it's not a 9-1-1 emergency? Call 1-800-249-0911 to speak to a dispatcher.

Trees Available for Your Yard or Right-of-Way

Thanks to North Bank Community Fund, Spring Lake Rotary and the Victoria Verplank Memorial Fund:

- Several tree species are available
- Village arborist will approve planting location
- SLV will plant the trees
- Residents must water and fertilize all season

Contact Mary at 616-842-1393; or mary@springlakevillage.org



2018 HOLIDAY CLOSINGS

Independence Day ~ July 4
Labor Day ~ September 3
Veterans Day ~ November 12
Thanksgiving ~ November 22-23
Christmas ~ December 24-25
New Year's ~ Dec 31 & January 1

COMMUNITY ENGAGEMENT MEETING

June 28, 2018 | 6:30 p.m.– 8:00 p.m.
Spring Lake District Library

Join us to discuss the aging infrastructure and anticipated short-term and long-term replacement costs.
Meeting moderator – Judge Ed Post

ABSENT VOTER BALLOTS AVAILABLE

Contact Township Clerk Carolyn Boersma's office for an application and ballot:
cboersma@springlaketwp.org;
616-844-2101; or online at
www.springlaketwp.org/forms/



Find us on Facebook!
Spring Lake Village or Visit Spring Lake MI



102 W. Savidge
Spring Lake MI 49456

Memorandum

TO: Village of Spring Lake, Village Council

FROM: Pablo Majano, MEDC Redevelopment Ready Communities Planner

DATE: May 17, 2018

RE: **Redevelopment Ready Communities® Baseline Report**

I am pleased to present Spring Lake Village with a Redevelopment Ready Communities (RRC) Baseline Report. This report assesses Spring Lake's development-related practices and identifies areas that can be improved to better prepare the Village to attract business and talent. The Village of Spring Lake evaluation snapshot shows that the Village has completed 31% of the RRC best practice criteria and is in the process of completing another 69%.

The six RRC best practices consist of 41 objective measurable criteria. Green indicates the best practice has been satisfied, yellow means it is close to being administered and red means it is missing. As you read through the report you will notice that Spring Lake Village will need to update the master plan in order to meet RRC criteria. The Village also demonstrates that public participation efforts go beyond the basic methods, and the crafted public participation plan meets the RRC Criteria. In order to align with best practice 5, Spring Lake Village will need to work on identifying redevelopment sites from the redevelopment areas map, gathering basic information and developing a vision for each site. The Village will also need to assemble a complete property information package and actively market the packaged site on the Village website.

To fully align with the RRC best practices, some additional items that need to be addressed are creating a flowchart of the development process that includes timelines, assemble all development related documents into an interconnected guide to development, outline expectations and post desired skill sets for each development-related board/commission, leverage partnerships to develop an economic strategy and a unified marketing strategy.

It is important to remember that Spring Lake Village is not alone. Throughout the report, a series of stakeholders are identified, especially in the public participation plan. Following your review of the baseline report, Village Council has 30 days to pass a second resolution indicating the Village's intent to work toward meeting the RRC best practice criteria.

In closing, I would like to reiterate that RRC is a no-cost technical assistance program, and technical assistance match funding becomes available to communities who have received the baseline report, passed a resolution to move forward in the RRC program and has completed the first quarterly progress report. I look forward to working with you, your community and Village staff throughout the process to help Spring Lake Village achieve RRC certification!

Sincerely,

A handwritten signature in black ink, appearing to read "Pablo Majano", with a long horizontal flourish extending to the right.

Pablo Majano



redevelopment ready
communities®

RRC Baseline Report

Spring Lake Village

March 2018

MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

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Redevelopment Ready Communities® (RRC) is a certification program supporting community revitalization and the attraction and retention of businesses, entrepreneurs and talent throughout Michigan. RRC promotes communities to be development ready and competitive in today's economy by actively engaging stakeholders and proactively planning for the future—making them more attractive for projects that create places where people want to live, work and invest.

To become formally engaged in the RRC Program, communities must complete the RRC self-evaluation and a community representative must attend all six best practice trainings. The governing body must also pass a resolution of intent, outlining the value the community sees in participating in the program. Representatives from Spring Lake Village submitted the self-evaluation and completed trainings in June 2017. In September 2017, the Spring Lake Village Council passed a resolution of intent to participate in the program.

Through participation in the RRC certification process, Spring Lake Village will have the opportunity to strengthen collaborative efforts with local partners, including Spring Lake Township and have the potential to support existing talent and attract new talent to the community. Continuing to strengthen local partnerships between the Chamber of Grand Haven, Spring Lake and Ferrysburg, village council, staff, neighboring municipalities, development partners, residents, and property owners can help the village share the workload to complete the RRC best practices. Developed by experts in the public and private sector, the RRC best practices are the standard to achieve certification. The best practices are designed to create a predictable experience for investors, businesses and residents working within a community; communities must

demonstrate that all best practice criteria have been met to receive RRC certification.

To reach certification, the village will need to continue its proactive efforts in planning and zoning, solidify the already impressive resources available on the village website and strengthen public outreach efforts. The village's last update to the master plan was in 2006. The plan will need to be updated to ensure the community vision outlined in the plan aligns with current goals and the village is in compliance with Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008. While the master plan is being updated it will be important to ensure other planning documents such as the capital improvements plan (CIP) and downtown plan align as well. Further, collaborative efforts will be needed to meet best practice five and identify redevelopment ready sites. Finally, developing a marketing strategy will help the village prioritize resources to best communicate with the public.

Joint efforts Spring Lake Village and Spring Lake Township are currently in place to leverage each other's resources and foster collaboration through public services between communities. The RRC Process will present more opportunities for collaborative efforts between both communities which includes the development of a unified marketing strategy, economic development strategies, and prioritization and visioning of available redevelopment sites. The RRC process is designed to help communities build capacity and improve their development-related practices. Ultimately, RRC is built on the idea that community development is a collaborative effort and is only successful when multiple stakeholders come to the table. With hard work and by engaging with different stakeholders, Spring Lake Village will be well positioned to move forward in the RRC process.

The basic assessment tool for evaluation is the RRC Best Practices. These six standards were developed in conjunction with public and private sector experts and address key elements of community and economic development. A community must demonstrate all of the RRC Best Practice components have been met to become RRC certified. Once received, certification is valid for three years.

Measurement of a community to the best practices is completed through the RRC team’s research, observation and interviews, as well as the consulting advice and technical expertise of the RRC advisory council. The team analyzes a community’s development materials, including, but not limited to: the master plan;

redevelopment strategy; capital improvements plan; budget; public participation plan; zoning regulations; development procedures; applications; economic development strategy; marketing strategies; and website. Researchers observe the meetings of the community’s governing body, planning commission, zoning board of appeals and other committees as applicable. In confidential interviews, the team also records the input of local business owners and developers who have worked with the community.

A community’s degree of attainment for each best practice criteria is visually represented in this report by the following:

	Green indicates the best practice component is currently being met by the community.
	Yellow indicates some of the best practice component may be in place, but additional action is required.
	Red indicates the best practice component is not present or is significantly outdated.

This report represents the community’s current status in meeting all the redevelopment ready processes and practices. This baseline establishes a foundation for the community’s progress as it moves forward in the program. All questions should be directed to the RRC team at RRC@michigan.org.

Spring Lake Village has completed 31 percent of the Redevelopment Ready Communities® criteria and is in the process of completing another 69 percent.

1.1.1	1.1.2	1.1.3 (N/A)	1.1.4	1.2.1	1.2.2	1.2.3
2.1.1	2.1.2	2.1.3	2.1.4	2.1.5	2.1.6	2.1.7
2.1.8	3.1.1	3.1.2	3.1.3	3.1.4	3.1.5	3.1.6
3.1.7	3.1.8	3.2.1	3.2.2	4.1.1	4.1.2	4.2.1
4.2.2	4.2.3	4.2.4	5.1.1	5.1.2	5.1.3	5.1.4
5.1.5	5.1.6	6.1.1	6.1.2	6.2.1	6.2.2	

Best Practice 1.1—The plans

Best Practice 1.1 evaluates community planning and how the redevelopment vision is embedded in the master plan, downtown plan and capital improvements plan. The master plan sets expectations for those involved in new development and redevelopment, giving the public some degree of certainty about the community’s vision for the future, while assisting the village in achieving its stated goals. Local plans can provide key stakeholders with a roadmap for navigating the redevelopment process in the context of market realities and community goals.

The Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008, requires that the planning commission create and approve a master plan as a guide for development and review the master plan at least once every five years after adoption. Spring Lake Village last adopted their master plan in October 2006. Master plans project how communities are shaped based on public input. Over the years, as communities grow, infrastructure needs to adapt and pave the way for future growth. Future infrastructure considerations include new technology, transportation laws, building codes, building design and new policies. Therefore, it is important for Spring Lake Village to keep up with those changes. It is recommended that the village update the master plan to ensure alignment with current goals and identify strategies for priority redevelopment areas. The existing master plan, which can be found online, provides information on:

- Village mission and vision
- Land use plan
- Economic development
- Historic and environmental preservation
- Infrastructure improvements
- Transportation plan (motorized and non-motorized)
- Detailed implementation plan

The existing plan is very user-friendly, well laid out with a clear table of contents. While updating the master plan it will be important for the village to incorporate a detailed strategy for priority redevelopment areas. The existing plan states, “The Village of Spring Lake is in the process of redeveloping industrial properties and extending the commercial district of the village center. The village is aggressively acquiring easement and trail

rights to increase walkability and to encourage more pedestrian traffic in the village.”

One of the strategies in the land-use plan is to continue to make redevelopment a high priority, another states to redevelop and reuse existing properties throughout the village for the future health of the village. In order to ensure resources are being prioritized and the community vision is being implemented, areas of redevelopment should be re-affirmed and prioritized in the master plan update. The redevelopment strategy can focus on the vision and implementation of blighted areas, high impact traffic areas or those that have significant history.

Chapter 10 of the master plan addresses the public improvements and infrastructure needs for the village. The master plan committee prioritized 10 public improvements in addition to other projects. Projects include streetscape improvements, revitalization of Central Park and a comprehensive infrastructure plan. To implement the comprehensive infrastructure plan, strategies are tied to the village council’s six-year capital plan and five-year street rehabilitation plan. With an update to the master plan in the works, the village should look to update this section to accommodate new priorities or reaffirm existing ones. To improve user-friendliness, referenced documents could be included in the plan, or hyperlinked.

Complete street elements are discussed in the master plan and should be reviewed during the update. The current plan supports the enhancement of sidewalks for pedestrian use as a part of the public improvements and the transportation plan, introduces traffic calming mechanisms to improve safety for non-motorized street users and establishing more non-motorized paths.

Spring Lake Village is divided into 14 zoning districts, ranging from residential to commercial. The master plan identifies a zoning plan in the appendices, which is missing from the plan and will need to be added in the future update. The zoning plan and its identification of opportunities provide a framework for how amendments can be integrated into the zoning ordinance to accommodate for proposed future land use changes.

Best Practice 1.1—The plans *continued*

The master plan includes a comprehensive section for implementation in chapter fourteen. This includes identifying priorities, responsible parties, and timelines. It is important for the implementation table to be annually reviewed. With goals identified in the master plan being implemented since 2006, it will be important to review this section and include an up-to-date list. The master plan states that the planning commission and council should conduct an annual review of the plan and specifically decide if it needs to be amended no later than December 2010. This language should be echoed into the update of the master plan and an annual review of progress should be practiced yearly.

The downtown development plan for Spring Lake Village was adopted in 2004 and is an attachment to the master plan. A map is provided that identifies the central business district/downtown development authority boundary. As indicated in the plan, this document is intended to provide an overview of the community setting as it pertains to the economic development and market potential for the business district. As the master plan is updated, the downtown plan will also need revisions to better align with the master plan and CIP.

The update should focus on identifying priority projects and include estimated projects costs and a timeline for completion. The projects can be extracted from strategies or goals identified in the master plan, specifically for the downtown area. Projects could also reflect those already in the CIP. Projects could include streetscape improvements, pedestrian-oriented development elements and infrastructure improvements to allow for mixed-use developments.

A comprehensive CIP is an essential tool for the planning and development of the physical and economic well-being of a community. The CIP is a tool used to implement the vision and goals identified in other plans, including the master plan and downtown, and provides a link between planning and budgeting for capital projects. Currently the CIP is projecting six years out, but begins in FY 2016–17. The village will need to update the CIP to begin in 2018 and project out six years to align with the RRC best practice and the MPEA. Staff in all departments should review the CIP and work to prioritize infrastructure needs, ensuring close alignment between community-developed plans and implementation.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
1.1.1	The governing body has adopted a master plan in the past five years.	<input type="checkbox"/> Update the master plan to meet RRC best practice criteria <input type="checkbox"/> Identify strategies for priority redevelopment areas <input type="checkbox"/> Include a zoning plan <input type="checkbox"/> Create a process in which the master plan progress is annually reviewed.	12 months
1.1.2	The governing body has adopted a downtown plan.	<input type="checkbox"/> Update downtown plan to reflect master plan update <input type="checkbox"/> Identify projects, including estimated project costs and timeline	12 months
1.1.3	The governing body has adopted a corridor plan.	N/A	
1.1.4	The governing body has adopted a capital improvements plan.	<input type="checkbox"/> Update the CIP to reflect current fiscal year and project six years out	12 months

Best Practice 1.2—Public participation

Best Practice 1.2 assesses how well the community identifies and engages its stakeholders on a continual basis. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle.

Spring Lake Village has created a public participation plan that places an emphasis on the wants and needs of the community at large. The plan does a great job on identifying:

- Key stakeholders;
- State regulations on public participation;
- Methods of communication;
- Strategies for outreach;
- Where results from meetings will be communicated;
- Evaluating the effectiveness of public participation efforts.

The village also maintains an active social media presence on Facebook, and conducts charrettes and community workshops. While more can always be done

to engage citizens, the village’s past activities show an understanding of the positive impacts of proactive engagement. When the village next updates its master plan, it should continue to ensure efforts are made to reach as many residents and stakeholders as possible. The public participation plan also does a good sharing where results from a community event will be shared. Outlets such as social media, village’s website, electronic newsletter and mailing results are tools identified in order to share information for an individual who is unable to attend a community event.

The public participation plan has formed a process in order to evaluate the effectiveness of public participation efforts. Surveys will be distributed at events, after a civic project and meeting in order to improve the overall quality and effectiveness of future events. Results will also shared internally to help staff members improve on outreach and customer service.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
1.2.1	The community has a public participation plan for engaging a diverse set of community stakeholders.	✓	
1.2.2	The community demonstrates that public participation efforts go beyond the basic methods.	✓	
1.2.3	The community shares outcomes of public participation processes.	✓	

Best Practice 2.1—Zoning regulations

Best Practice 2.1 evaluates the village’s zoning ordinance and assesses how well it implements the goals of the master plan. Zoning is a significant mechanism for achieving desired land use patterns and quality development. Foundationally, the Michigan Zoning Enabling Act (MZEA), Public Act 110 of 2006, requires that a zoning ordinance be based on a plan to help guide zoning decisions.

The zoning code for Spring Lake Village was last updated in 2012 and serves as the regulatory tool to implement the vision outlined in the master plan. With the upcoming master plan update, the zoning code will need to be further evaluated in order to accommodate any zoning changes that result from the master plan update. Information on the user-friendly zoning ordinance can be found online housed on the village’s website under “Zoning Documents & Forms.” The zoning code provides a clear interconnected table of contents linking to content throughout the document, a set of definitions in Chapter 2, and requirements for each zoning district in Chapters 3 to 15.

The village permits a variety of uses by right in all of its zoning districts. Located in the area for concentrated development, the central business district-core (CDB-1) permits second story housing under a special land use. It is recommended that the village allow this use by right in this district to implement the vision for mixed use outlined in the master plan. The CDB-1 allows for build-to-lines, open store fronts and outdoor dining. The village’s CBD-1 zoning district complements its use regulations with elements of form-based code. According to the code all new structures, major exterior structural renovation, or additions to structure shall adhere to certain design standards. A few of those form-based code elements shape the way buildings are designed by:

- Requiring any façade facing the street or rear yard to have an entrance for the public.
- Requiring buildings facing the street no more than fifty feet of horizontal distance of wall provided without articulation of architectural design.
- Requiring all building walls which face a public road to provide at least 60 percent of windows on the first floor and at least 40 percent on the upper floors.

- Requiring non-windowed areas of the first story of structures to be compromised of certain building materials.

The zoning code also allows for a variety of housing types, including cluster housing, residential units above non-residential uses and attached single-family units. To promote more diverse housing options, the village could allow these housing types in additional appropriate zoning districts or consider adding co-housing, corporate temporary housing or micro units.

The zoning ordinance addresses both historic and environmental preservation. Environmental preservation efforts are addressed in Chapter 16B “Landscape Regulations.” Efforts include increasing storm water retention to help prevent flooding and encouraging the preservation of larger native trees. The standards also hit on additional green infrastructure elements, which include providing a list of suggested plant species that are encouraged to be used, such as botanical species native to West Michigan, and encouraging the use of rain gardens or other water conservations methods. Historic preservation efforts are included in the Eastern Entryway District (EED). The intent of the EED is to maintain the attractive gateway to the village and retain attractive elements of the village character. This includes design standards for building materials to be used for front and side elevations.

When it comes to flexible tools used to encourage development and redevelopment the village meets this criteria by clearly establishing special land-use procedures and allowing for commercial and industrial districts to serve new economy-type businesses such as office uses, indoor recreation activities and medical offices. When it comes to improving non-motorized transportation the zoning code does not address this topic in much detail. Driveways, parking and circulation are addressed in the site plan review process. It is recommended that the zoning code provide additional standards to improve non-motorized transportation by incorporating one or more of the following:

- Bicycle parking standards
- Traffic calming standards
- Public realm standards
- Pedestrian lighting

Best Practice 2.1—Zoning regulations *continued*

As seen in many communities, parking has become either overly burdensome or underutilized. For this reason it is important for communities to apply flexible parking standards. Under Chapter 18 parking regulations, the planning commission may defer construction of the required number of parking spaces, if the applicant can determine that the required amount of parking is excessive. The ordinance also offers an opportunity for parking requirements to be met via joint community parking lot. While this RRC criteria only

requires two forms of flexible parking standards, it is in good practice to add additional forms of flexible parking standards to attract different types of development. Spring Lake Village may wish to add additional standards such as:

- Electric vehicle charging stations;
- Payment in lieu of parking;
- Parking waivers;
- Parking maximums.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
2.1.1	The governing body has adopted a zoning ordinance that aligns with the goals of the master plan.	<input type="checkbox"/> When the master plan is updated, review the zoning code in order to ensure alignment of updated goals	14 months
2.1.2	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	<input type="checkbox"/> Allowed mixed-uses by right under the CBD-1 zoning district	10 months
2.1.3	The zoning ordinance includes flexible tools to encourage development and redevelopment.	✓	
2.1.4	The zoning ordinance allows for a variety of housing options.	✓	
2.1.5	The zoning ordinance includes standards to improve non-motorized transportation.	<input type="checkbox"/> Add additional standards to improve non-motorized transportation	10 months
2.1.6	The zoning ordinance includes flexible parking standards.	✓	
2.1.7	The zoning ordinance includes standards for green infrastructure.	✓	
2.1.8	The zoning ordinance is user-friendly.	✓	

Best Practice 3.1—Development review policy and procedures

Best Practice 3.1 evaluates the village’s development review policies and procedures, project tracking and internal/external communications. An efficient site plan review process is integral to being redevelopment ready and can assist a community in attracting investment dollars while ensuring its zoning ordinance and other laws are followed.

Spring Lake Village’s site review process can be found in Chapter 19 of the zoning ordinance. The application procedures and required site plan contents are clearly outlined. Roles and responsibilities for development related boards and commission are also clearly documented. The application procedure begins by submitting all site plan related documents to the identified qualified intake professional. Documents are submitted and processed by the zoning administrator 21 days prior to the planning commission meeting at which the site plan is being considered. The community defines and offers a conceptual site plan review meeting under the planned unit development district, however, this is not offered elsewhere. It is recommended that the community advertise that conceptual site plan review meetings alongside a checklist for any type of project.

Preconceptual meetings should be offered and advertised. This will help to ensure all materials are being turned in on time and give the zoning administrator and applicant an opportunity to discuss any potential hurdles. This may lead to recommending the applicant to discuss projects with neighboring property owners or identifying missing or incomplete application items to avoid delays at the planning commission level. The village conducts weekly staff review meetings and applicants are invited to attend. Departments included in those meetings are the planning department, public works, building, community manager, fire and police. Spring Lake Village should provide documentation as to how the internal development review policy functions. A similar graphic as shown in the PUD approval process can be tailored to fit

the creation of the internal development review process.

Chapter 19 of the zoning ordinance site outlines how permitted uses and special land uses are reviewed and approved by the planning commission. A decision is made based on standards found in Section 19.5. It is recommended that the village create an easy to follow flowchart of the development process that includes estimated timelines. The timeline represents at which stage an applicant’s application is expected to be reviewed, and/or expect approval or denial. This leads to the importance of project tracking. The village should create a tracking mechanism for projects during the development process and during the permitting and inspections process. The tracker will ensure staff coordinates with the appropriate key stakeholders in order to ensure a smooth and timely approval process.

In order to keep the village moving forward, documents should be reviewed annually and updated as needed. Creating a formal stakeholder feedback mechanism would be beneficial to identify any obstacles in the development review process.

Based on the information obtained during this evaluation, this report recommends the following to help the village reach RRC certification:

- Outline predevelopment meetings with staff and create a checklist of expectations to help ensure these meetings are as productive as possible for both village staff and the developer.
- Provide documentation showing internal review process
- Develop an easy to follow flowchart of development processes that includes timelines.
- Create a project tracking mechanism
- Create a feedback mechanism to gather input from applicants after they go through the process. This input should be reviewed by the site review team and planning commission to identify potential improvements to the process.

Best Practice 3.1—Development review policy and procedures *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
3.1.1	The zoning ordinance articulates a thorough site plan review process.	✓	
3.1.2	The community has a qualified intake professional.	✓	
3.1.3	The community defines and offers conceptual site plan review meetings for applicants.	<input type="checkbox"/> Advertise predevelopment meetings online for all site plan reviews and provide a checklist	10 months
3.1.4	The appropriate departments engage in joint site plan reviews.	✓	
3.1.5	The community has a clearly documented internal staff review policy.	<input type="checkbox"/> Provide documentation showing internal review process	10 months
3.1.6	The community promptly acts on development requests.	<input type="checkbox"/> Develop an easy to follow flowchart of development processes that includes timelines	10 months
3.1.7	The community has a method to track development projects.	<input type="checkbox"/> Create a project tracking mechanism	10 months
3.1.8	The community annually reviews the successes and challenges with the site plan review and approval procedures.	<input type="checkbox"/> Create a feedback mechanism to gather input from applicants after they go through the process. This input should be reviewed by the site review team and planning commission to identify potential improvements to the process	10 months

Best Practice 3.2—Guide to Development

Best Practice 3.2 evaluates the availability of the community’s development information. A guide to development is another tool a community can use to help attract investment dollars. Having a guide provides residents and developers the opportunity to clearly understand the village’s development processes and recognize the type of development wanted in the community.

Continuing to encourage transparency and predictability throughout the development process allows for the right projects to come in with support from village staff and residents. An online guide to development can assist with increasing transparency and efficiency by organizing documents online in an easy-to-use resource guide. The village has housed all necessary forms and applications needed for the development process on the forms and ordinances page. The zoning ordinance, building permits, planning and zoning forms can all be found in one area. Additional items should be added, including relevant meeting schedules, department responsibilities, the development plan review process and

special meeting procedures.

The forms and ordinances web page is a great foundation for an online guide to development. It is imperative that these documents are updated regularly. The guide should be easy to follow and give clear indication of the village’s development review process. All available resources should also be included in the guide to development.

The community annually reviews the fee schedule and it is updated to cover the community’s true cost to provide services. The fee schedule should be posted online within the guide to development. Knowing review costs upfront is vital, it gives applicants an idea of how much money they will be investing upfront. The village currently does not accept credit card payment for fees. Many applicants — especially small business owners or residents — may wish to use a credit card to pay fees. It is recommended that the village accept credit card payments for services provided. This could be a great opportunity for a joint partnership with neighboring municipalities to partner on payment services.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
3.2.1	The community maintains an online guide to development that explains policies, procedures and steps to obtain approvals.	<input type="checkbox"/> Develop an online guide to development using available resources online	8 months
3.2.2	The community annually reviews the fee schedule.	<input type="checkbox"/> Accept credit card payment for fees for services provided	8 months

Best Practice 4.1—Recruitment and orientation

Best Practice 4.1 evaluates how a community conducts recruitment and orientation for newly appointed or elected officials. Such officials sit on the numerous boards, commissions and committees that advise village leaders on key policy decisions. Having a clear process in place for recruitment and onboarding of appointed officials can help the village recruit the best candidates for each position, thus making the village’s planning and development processes more predictable and efficient.

In order to recruit the best candidates, a community will need to have a clear recruitment process that includes online applications and an explanation of desired skill sets and expectations for members. This helps interested candidates identify which board(s) may be the best fit based on their background and available time commitment. For example, the planning commission would benefit from members who have backgrounds in architecture, urban planning, real estate, civil engineering etc. While these shouldn’t be definitive standards, they should provide guidance in the appointment process. Setting expectations for meeting attendance, training, and other items can also help

interested individuals determine if they can commit the time needed to do the job.

Spring Lake Village has a web page dedicated to boards and commissions which includes information on members for each board and gives a brief description on about the role of the board. The application for boards and commissions can also be found online under the boards tab. To meet this best practice, the village should establish skillsets/expectations for development-related bodies such as the planning commission, zoning board of appeals and DDA. To make items easier to find, all information should be located together on the same web page.

Once the village has filled a position, it will need to ensure that individual is prepared for their new duties. This can be achieved through an orientation packet. This practice is currently done in the village, however additional information should be included. The packets include past meeting minutes and relevant board/ commission information. Items that should be added include information on budget, zoning code, master plan, maps, by-laws, staff contacts and meeting schedule.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
4.1.1	The community sets expectations for board and commission positions.	<input type="checkbox"/> Establish desired skillsets and expectations for development-related boards and commissions	8 months
4.1.2	The community provides orientation packets to all appointed and elected members of development-related boards and commissions.	<input type="checkbox"/> Provide additional information on what is included in the orientation packet	8 months

Best Practice 4.2—Education and training

Best Practice 4.2 assesses how a community encourages training and tracks educational activities for appointed and elected officials and staff. Trainings provide officials and staff with an opportunity to expand their knowledge and ultimately make more informed decisions about land use and redevelopment issues which increases predictability for the development process overall. An effective training program includes four components: financial resources to support training, a plan to identify priority topics and track attendance, consistent encouragement to attend trainings and sharing of information between boards and commissions to maximize the return on investment for the community.

The village budgets funds to support training for staff and elected officials. Spring Lake Village should create a method to track attendance of trainings through a spreadsheet or other system. A training tracker, as opposed to merely documenting trainings via village minutes, will help identify who attended which training sessions and could target beneficial trainings for staff and elected officials. This tool can be used to also identify training needs for new members and used as a way to encourage members to attend beneficial trainings.

The village uses the Michigan Municipal League, requests by staff or council and the chamber to identify training opportunities. Spring Lake Village can find many training opportunities through the Michigan Association of Planning, American Planning Association, MSU Extension, as well as visiting the MEDC Community

Development website (www.miplace.org).

A valuable resource the village has is its website and social media. Currently, Spring Lake Village shares information on trainings by email, face to face meetings and board packets. Spring Lake Village could also send monthly newsletters from village management or monthly emails to commissioners or postings of available trainings can be advertised to get members and potential future members more involved.

The final component, information sharing, goes beyond training and calls for the community to share information on each board’s activities and information learned at trainings. Those who miss trainings or meetings have information shared with them via minutes, and are sent an email follow up. Another possibility to share information is to make time on agendas for training attendees to share what they learned with those who were not at trainings.

The RRC best practices recommend that the village establish, at a minimum, one annual joint meeting between the village council, DDA and planning commission as the foundation of information sharing. This could also be a great opportunity for joint training. The planning commission should annually prepare a report, as required by the Michigan Planning Enabling Act. This report is a perfect tool to track trainings and ensure all ideas and opportunities for improvement are being discussed and possibly implemented, which should be used at the annual meeting.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
4.2.1	The community has a dedicated source of funding for training.	✓	
4.2.2	The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff.	<input type="checkbox"/> Create a tracking mechanism to log training needs and attendance	8 months
4.2.3	The community encourages the governing body, boards, commissions and staff to attend trainings.	✓	
4.2.4	The community shares information between the governing body, boards, commissions and staff.	<input type="checkbox"/> Hold an annual joint meeting to discuss development and planning issues in the village <input type="checkbox"/> Publish a planning commission annual report	8 months

Best Practice 5.1—Redevelopment Ready Sites®

Best Practice 5.1 assesses how a community identifies, visions for and markets their priority redevelopment sites. Communities must think strategically about the redevelopment of properties and investments and should be targeted in areas that can catalyze further development around it. Instead of waiting for developers to propose projects, Redevelopment Ready Communities® identify priority sites and prepare information to assist developers in finding opportunities that match the community’s vision.

In order to meet this RRC best practice, the village will need to engage stakeholders across the community to identify redevelopment ready sites and prioritize at least three. As part of this process, the community should develop a preferred vision for the site—this vision should be tied to the master plan and the village should ensure the zoning framework is in place to support that vision. With sites and visions identified, basic information

such as address, owner, value and infrastructure should be gathered and packaged into a short, marketable document. At least one of the sites should be packaged and developed further into a complete property information package which includes an expanded list of more technical items (as applicable) such as:

- Environmental conditions
- Traffic studies
- Financial incentives
- Surrounding amenities
- Target market analysis
- Soil conditions

The examples provided are not all inclusive, the idea is to provide as much information about the site as possible in order to make the site more marketable. Finally, the sites should be actively marketed via the village and its economic development partners.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
5.1.1	The community identifies and prioritizes redevelopment sites.	<input type="checkbox"/> Using a multi-stakeholder approach, identify and prioritize at least three redevelopment sites	12 months
5.1.2	The community gathers basic information for at least three priority sites.	<input type="checkbox"/> Gather basic information for prioritized sites as outlined in the RRC best practices	12 months
5.1.3	The community establishes a vision for at least three priority sites.	<input type="checkbox"/> Develop a vision for prioritized redevelopment sites	12 months
5.1.4	The community identifies potential resources and incentives for at least three priority sites.	<input type="checkbox"/> Identify financial or other incentives for each sites	12 months
5.1.5	The community assembles a property information package for at least one priority site.	<input type="checkbox"/> Complete at least one property information package	12 months
5.1.6	Prioritized redevelopment sites are actively marketed.	<input type="checkbox"/> Market at least three priority redevelopment sites online	12 months

Best Practice 6.1—Economic development strategy

Best Practice 6.1 evaluates goals and actions identified by the community to assist in strengthening its overall economic health. Strategic economic development planning is critical to attract jobs and new investment in communities.

Spring Lake Village’s economic development strategy is included in the master plan. This plan is a part of the Chamber’s economic development strategy representing Northwest Ottawa County. The economic development, finance and taxation chapter addresses:

- Reducing the village’s municipal tax rate to no longer be the highest in the area, while using current growth to complement the existing village natural features, infrastructure, services, and community fabric.
- Developing business areas into unique destinations by creating a mix of public gathering places and types of businesses.

A series of strategies are provided on how to incorporate the downtown master plan strategies and tactics into the overall master plan, where to market opportunities, developing a shop local campaign and enable higher buildings. The plan should work on identifying challenges to those economic development opportunities established in the strategies and ways to address identified roadblocks.

An annual review is conducted to update priorities and the action plan, however, a matrix table shows

out-of-date actions which need to be updated. Knowing that the master plan needs to be updated, it should be noted that most of the implementation actions for the economic development strategy have been completed. A matrix table found in the implementation section shows the goals, actions, responsible party and timeline related to the economic development strategy. This section should be updated and progress should be continually reviewed, updated online and reported annually to the governing body. Identified key stakeholders such as the chamber, community development staff, neighboring municipalities, council and developers should partake in any type of annual review. As noted earlier, the village will also need to update the six-year plan of capital improvements as required by the Michigan Planning Enabling Act. The capital improvement information should be integrated into the economic development strategy—identifying the major infrastructure and facilities that are expected to be undertaken. The project cost estimates in the CIP can help by identifying what types of economic development strategies are more feasible.

Continuing to work with community and regional partners to offer diverse employment opportunities, support existing businesses and sustain a vibrant downtown should be continuously emphasized. This will also give the opportunity to identify challenges and create an action plan to address them.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
6.1.1	The community has approved an economic development strategy.	<input type="checkbox"/> Update ED strategy to reflect updated master plan and capital improvements plan <input type="checkbox"/> Update implementation matrix table to reflect up-to-date priorities <input type="checkbox"/> Identify challenges to the strategies and ways to address them	12 months
6.1.2	The community annually reviews the economic development strategy.	<input type="checkbox"/> Establish a process to annually review the strategy or show RRC planner how annual reviews are conducted and updated to the ED strategy	12 months

Best Practice 6.2—Marketing and promotion

Best Practice 6.2 evaluates how the community promotes and markets itself. Marketing and branding is an essential tool in promotion of a community’s assets and unique attributes. Consumers and investors are attracted to places that evoke positive feelings and to communities that take pride in their town and their history.

The village’s social media presence and user-friendly website provides an excellent foundation for an overarching marketing strategy. With these strengths in mind, the village should develop a unified marketing strategy around existing resources. The strategy should also identify approaches to marketing priority redevelopment sites. Key stakeholders for formulating a marketing strategy could include village council, village staff, neighboring municipalities, the chamber, development partners, residents, and property owners. Coordinating marketing efforts with other local, regional and state partners extends the marketing message to a wider audience, providing more opportunities for prospective businesses, consumers and real estate investors to learn about what the community has to

offer. The marketing strategy should build on the vision, values and goals outlined in locally adopted planning documents, including the master plan and economic development strategy.

A village’s website is often the first point of interaction between a village and its residents, businesses, potential developers and even tourists. As such, having an up-to-date and easy to navigate website is essential for any redevelopment ready community. In many cases the information that will need to be updated hasn’t been created yet. As the village moves through the RRC process, it should continue to populate the website with all key planning and development related information identified in this RRC best practice. Developers in particular will visit the website in an effort to learn more about the development process, fees, community activities and more. The village’s current website is simple to navigate and has a clean layout. As documents are completed, they should be made available online for the public or future investors to read.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
6.2.1	The community has developed a marketing strategy.	<input type="checkbox"/> Develop a marketing strategy for the village	12 months
6.2.2	The community has an updated, user-friendly municipal website.	<input type="checkbox"/> Add missing items to website as completed	12 months

The RRC program assists communities in maximizing their economic potential by embracing effective redevelopment tools and best practices. Next steps for the village include the adoption of a resolution of intent to proceed with the RRC program by the governing body. With the issuance of this report, the village will be asked to submit quarterly progress reports informing the RRC team of progress made in terms of implementing the

necessary steps to meet the RRC best practices. As the village works toward completing the unmet criteria, the RRC planner will continue to proactively reach out and offer technical assistance. RRC has created a number of technical assistance guides that the village could make use of. Upon meeting all the best practice criteria, Spring Lake Village will be a certified Redevelopment Ready Community®.

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

**COUNCIL MEMBER _____, SUPPORTED BY COUNCIL MEMBER _____, MOVED THE
ADOPTION OF THE FOLLOWING RESOLUTION:**

RESOLUTION NO: 2018 - 12

**RESOLUTION TO PROCEED WITH THE REDEVELOPMENT READY
COMMUNITIES (RRC) PROGRAM OF THE MICHIGAN ECONOMIC DEVELOPMENT
CORPORATION**

WHEREAS, the Michigan Economic Development Corporation (MEDC) selected the Village of Spring Lake as a community to participate in the Redevelopment Ready Communities (RRC) program; and,

WHEREAS, the MEDC has developed a program for certifying the Redevelopment Ready Communities and the Village of Middleville desires to achieve certification by implementing best practices and recommended strategies for redevelopment; and,

WHEREAS, the Village of Spring Lake includes within its boundaries properties that present opportunities for redevelopment; and

WHEREAS, the RRC program includes evaluating strong partnerships with Village board and commission related to development including the Village Council, Planning Commission, Downtown Development Authority, and the Zoning Board of Appeals.

WHEREAS, after review of the RRC Report of Findings, the Village of Spring Lake is willing to complete the tasks as outlined, which will involve interaction with the aforementioned Village board and commissions.

NOW, THEREFORE BE IT RESOLVED; that the Village of Spring Lake will proceed under the RRC Program and will obtain certification as a Redevelopment Ready Community and receive assistance from the RRC Program in promoting sites within the community.

ROLL CALL VOTE:

YES:

NO:

ABSTAIN:

RESOLUTION DECLARED ADOPTED.

The undersigned Clerk of the Village of Spring Lake hereby certifies that this Resolution was duly adopted by the Village of Spring Lake Council at a meeting held on the 11th day of June 2018 pursuant to proper notice and compliance with Act No. 267 of the Public Acts of 1976.

Marvin Hinga
Village Clerk, Village of Spring Lake

Mary Paparella

From: DPW
Sent: Friday, June 08, 2018 9:01 AM
To: Mary Paparella
Subject: Fwd: Xtreme Vac Proposal

Thanks
Ben VanHoeven

Begin forwarded message:

From: Jimmy Bell <jbell@bellequip.com>
Date: June 8, 2018 at 8:30:33 AM EDT
To: DPW <dpw@springlakevillage.org>
Subject: Re: Xtreme Vac Proposal

Ben,

Camera included.

Jimmy

Sent from my iPhone

On Jun 8, 2018, at 6:58 AM, DPW <dpw@springlakevillage.org> wrote:

Thank you for sending over.... This will come with rear camera correct....its in the last layout but don't see it in the quote. ?

From: Jimmy Bell [<mailto:jbell@bellequip.com>]
Sent: Thursday, June 7, 2018 2:43 PM
To: DPW <dpw@springlakevillage.org>
Cc: 'Wayne Demchinski' <wdemchinski@bellequip.com>
Subject: Xtreme Vac Proposal

Ben,

Quotation, chassis specifications and literature attached. Per our proposal, two POs would need to be cut as follows:

1. Bell Equipment for Xtreme Vac leaf vacuum \$ 82,575.00
2. West Michigan International for chassis \$ 83,251.56

If any additional information is needed, please do not hesitate to contact me.

Please tell Chris Burns I said hello.

Regards,

Jimmy Bell

James Bell Jr.
President
Bell Equipment Company
78 Northpointe Drive
Lake Orion, MI 48359
248-370-0000 - Office
248-370-0011 - Fax
248-705-1351 - Cell
jbell@bellequip.com
www.bellequip.com



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

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

www.springlakevillage.org

Purchase Order

P.O. Number
18-006

Vendor Information:

West Michigan International
Steven Bush
575 56th Street SW
Wyoming, MI 49548
Phone #: 616-241-4656
Fax #:

Ship To:

Village of Spring Lake
102 W. Savidge Street
Spring Lake, MI 49456
Phone #: 616-842-1393
Fax #: 616-847-1393

Line No.	Quantity		Description	Unit Measure	Unit Price	Extension
	Order	Recd				
1	1		Truck chassis to be modified to leaf truck			\$ 83,251.56
			See attached			
			TAX EXEMPT			
						\$ 83,251.56

Authorized by:

Village Manager

Prepared For:
Village of Spring Lake
Ben VanHoeven
102 W Savidge St.
Spring Lake, MI 49456-3401
(616)842 - 1393
Reference ID: 25 YD-35,350 LB

Presented By:
WEST MICHIGAN INTL
Steven E Bush
575 56TH ST. SW
WYOMING MI 49548 - 4497
(616)241-4656

Thank you for the opportunity to provide you with the following quotation on a new International truck. I am sure the following detailed specification will meet your operational requirements, and I look forward to serving your business needs.

Model Profile
2019 4400 SBA 4X2 (MA035)

APPLICATION:	Street Sweeper
MISSION:	Requested GVWR: 35350. Calc. GVWR: 35350 Calc. Start / Grade Ability: 45.54% / 2.44% @ 55 MPH Calc. Geared Speed: 64.3 MPH
DIMENSION:	Wheelbase: 226.00, CA: 158.90, Axle to Frame: 59.00
ENGINE, DIESEL:	{Cummins L9 270} EPA 2017, 270HP @ 2000 RPM, 800 lb-ft Torque @ 1300 RPM, 2200 RPM Governed Speed, 270 Peak HP (Max)
TRANSMISSION, AUTOMATIC:	{Allison 3500 RDS} 5th Generation Controls, Wide Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway
CLUTCH:	Omit Item (Clutch & Control)
AXLE, FRONT NON-DRIVING:	{Meritor MFS-14-143A} Wide Track, I-Beam Type, 14,600-lb Capacity
AXLE, REAR, SINGLE:	{Meritor RS-23-160} Single Reduction, 23,000-lb Capacity, Driver Controlled Locking Differential, 200 Wheel Ends Gear Ratio: 6.43
CAB:	Conventional
TIRE, FRONT:	(2) 11R22.5 Load Range G HSR2 (CONTINENTAL), 498 rev/mile, 75 MPH, All-Position
TIRE, REAR:	(4) 11R22.5 Load Range G HDR2 (CONTINENTAL), 491 rev/mile, 75 MPH, Drive
SUSPENSION, RR, SPRING, SINGLE:	Vari-Rate; 31,000-lb Capacity, with 4500 lb Auxiliary Rubber Spring
PAINT:	Cab schematic 100GA Location 1: 9219, Winter White (Std) Chassis schematic N/A

(0012EHT)
ATTACHMENTS: 0012THT

<u>Parameter</u>	<u>Value</u>	<u>UOM</u>
Max Accelerator Vehicle Speed	64	MPH
Road Speed Governor Upper Droop	0	MPH
Road Speed Governor Lower Droop	0	MPH
Max Engine Speed No Veh Speed Sensr	2183	RPM
Idle Speed Adjustment Enable	Y, ENABLE FEATURE OR FUNCTION	N/A
Low Idle Speed	750	RPM
Idle Shutdown Enable	N, DISABLE FEATURE OR FUNCTION	N/A
ISD Time Before Shutdown	15.0	MIN
ISD Percent Engine Loading	100	%
ISD With PTO	N, DISABLE FEATURE OR FUNCTION	N/A
ISD Manual Override	N, DISABLE FEATURE OR FUNCTION	N/A
ISD With Parking Brake Set	N, DISABLE FEATURE OR FUNCTION	N/A
ISD Ambient Temperature Override	N, DISABLE FEATURE OR FUNCTION	N/A
ISD Cold Ambient Air Temperature	30	F
ISD Intermediate Ambient Air Temp	40	F
ISD Hot Ambient Air Temperature	81	F
ISD Manual Override Inhibit Zone En	N, DISABLE FEATURE OR FUNCTION	N/A
ISD Hot Ambient Automatic Override	Y	N/A
ISD Engine Coolant Temp Threshold	30	F
Cruise Control Enable	Y, ENABLE FEATURE OR FUNCTION	N/A
CC Maximum Vehicle Speed	64	MPH
CC Save Set Speed	N, DISABLE FEATURE OR FUNCTION	N/A
CC Upper Droop	0.0	MPH
CC Lower Droop	0.0	MPH
CC Auto Resume	N, DISABLE FEATURE OR FUNCTION	N/A
Remote Accelerator Enable	N, DISABLE FEATURE OR FUNCTION	N/A
Remote Accelerator Mode	1, REMOTE ACCELERATOR PEDAL OR LEVER WITH TRANS VERIFICATION	N/A
PTO Enable	Y, ENABLE FEATURE OR FUNCTION	N/A
PTO In Cab Mode	Y, ENABLE FEATURE OR FUNCTION	N/A
Remote PTO Enable	N, DISABLE FEATURE OR FUNCTION	N/A
Remote Station PTO Enable	N, DISABLE FEATURE OR FUNCTION	N/A
PTO Max Engine Speed	2200	RPM
PTO Min Engine Speed	750	RPM
PTO Maximum Engine Load	800	LB-FT
PTO Max Vehicle Speed	5	MPH
PTO Accelerator Override	N, DISABLE FEATURE OR FUNCTION	N/A
PTO Accel Override Max Engine Speed	2400	RPM
PTO Clutch Override	N, DISABLE FEATURE OR FUNCTION	N/A
PTO Service Brake Override	Y, ENABLE FEATURE OR FUNCTION	N/A
PTO Parking Brake Interlock Mode	0, PTO PRK BRK INT TYPE SET TO NONE	N/A
PTO Transmission Neutral Interlock	N, DISABLE FEATURE OR FUNCTION	N/A
PTO Eng Spd Limit w/VSS Limit	N, DISABLE FEATURE OR FUNCTION	N/A
PTO Ignore Vehicle Speed Sensor	N, DISABLE FEATURE OR FUNCTION	N/A
PTO Resume Switch Speed	925	RPM
PTO Set Switch Speed	850	RPM
PTO Additional Switch Speed	1500	RPM
PTO Ramp Rate	250	RPM/SEC
Remote PTO Number of Speed Settings	1	N/A
Remote PTO Speed Setting 1	1000	RPM
Remote PTO Speed Setting 2	1200	RPM
Remote PTO Speed Setting 3	1400	RPM
Remote PTO Speed Setting 4	1400	RPM
Remote PTO Speed Setting 5	1500	RPM
Remote Station PTO Resume Sw Spd	1000	RPM

Remote Station PTO Set Switch Speed	1500	RPM
Remote Station PTO Addition Sw Spd	1500	RPM
Transmission Driven PTO	N, DISABLE FEATURE OR FUNCTION	N/A
Transmission Driven PTO Type	0, ENGINE DRIVEN STEADY LOAD	N/A
Powertrain Protection Enable	N, DISABLE FEATURE OR FUNCTION	N/A
Max Torque Allow By Axle/Driveshaft	23602	LB-FT
Max Torque in Top Gear Range	2995	LB-FT
Max Torque in Int. Gear Range	2995	LB-FT
Max Torque in Low Gear Range	2995	LB-FT
Max Torque w/o Vehicle Speed	1475	LB-FT
Lowest Gear of Top Gear Range	2.00	N/A
Lowest Gear of Int. Gear Range	3.00	N/A
Lowest Gear of Low Gear Range	6.00	N/A
Engine Protection Shutdown	N, DISABLE FEATURE OR FUNCTION	N/A
Engine Protection Restart Inhibit	Y, ENABLE FEATURE OR FUNCTION	N/A
Engine Prot Coolant Level Shutdown	N, DISABLE FEATURE OR FUNCTION	N/A
Trip Information Vehicle Ovrsped1	0	MPH
Trip Information Vehicle Ovrsped2	0	MPH
Maintenance Monitor Enable	N	N/A
Maintenance Monitor Operating Mode	0, MAINTENANCE MONITOR AUTOMATIC MODE OF OPERATION	N/A
Maintenance Monitor Alert Percent	90	%
Maintenance Monitor Distance	15000	MILES
Maintenance Monitor Fuel	2000	GALLONS
Maintenance Monitor Time	500	HOURS
Maintenance Monitor Interval Factor	1.00	N/A
Master Password	000000	N/A
Adjustment Password	000000	N/A
Reset Password	000000	N/A

These Electronic Parameters have been successfully finalized

<u>Code</u>	<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
MA03500	Base Chassis, Model 4400 SBA 4X2 with 226.00 Wheelbase, 158.90 CA, and 59.00 Axle to Frame.	6407/3130	9537
1570	TOW HOOK, FRONT (2) Frame Mounted	8/0	8
1CAG	FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 10.250" x 3.610" x 0.375" (260.4mm x 91.7mm x 9.5mm); 456.0" (11582mm) Maximum OAL	253/389	642
1LNN	BUMPER, FRONT Full Width, Aerodynamic, Chrome Plated Steel; 0.142" Material Thickness	0/0	0
1WEJ	WHEELBASE RANGE 199" (505cm) Through and Including 254" (645cm)	0/0	0
2ASM	AXLE, FRONT NON-DRIVING {Meritor MFS-14-143A} Wide Track, I-Beam Type, 14,600-lb Capacity	99/0	99
3770	SPRINGS, FRONT AUXILIARY Rubber	20/0	20
3AGT	SUSPENSION, FRONT, SPRING Parabolic, Taper Leaf; 14,600-lb Capacity; with Shock Absorbers	68/-1	67
	<u>Includes</u> : SPRING PINS Rubber Bushings, Maintenance-Free		
4091	BRAKE SYSTEM, AIR Dual System for Straight Truck Applications	124/32	156
	<u>Includes</u> : BRAKE LINES Color and Size Coded Nylon : DRAIN VALVE Twist-Type : GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster : PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel : PARKING BRAKE VALVE For Truck : QUICK RELEASE VALVE On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4 : SLACK ADJUSTERS, FRONT Automatic (with Air Cam Brakes) : SLACK ADJUSTERS, REAR Automatic (with Air Cam Brakes) : SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4/8x6		
	<u>Notes</u> : Front and Rear Dust Shields not Included : Rear Axle is Limited to 19,000-LB GAWR with Code 04091 BRAKE SYSTEM, AIR and Code 04NDC BRAKES, REAR, AIR CAM Regardless of Axle/Suspension Ordered : Rear Axle is Limited to 20,000-LB GAWR with Code 04092 BRAKE SYSTEM, AIR and Code 04NCW BRAKES, REAR, AIR CAM Regardless of Axle/Suspension Ordered : Rear Axle is Limited to 23,000-lb GAWR with Code 04091 BRAKE SYSTEM, AIR and Standard Rear Air Cam Brakes Regardless of Axle/Suspension Ordered		
4732	DRAIN VALVE {Berg} with Pull Chain, for Air Tank	1/0	1
	<u>Includes</u> : DRAIN VALVE Mounted in Wet Tank		
4AZA	AIR BRAKE ABS {Bendix AntiLock Brake System} Full Vehicle Wheel Control System (4-Channel)	9/21	30
4EBD	AIR DRYER {Wabco System Saver 1200} with Heater	-26/38	12
	<u>Includes</u> : AIR DRYER LOCATION Inside Left Rail, Back of Cab		

<u>Code</u>	<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
4EXP	BRAKE CHAMBERS, FRONT AXLE {Bendix} 20 SqIn	17/0	17
4EXU	BRAKE CHAMBERS, REAR AXLE {Bendix EverSure} 30/30 Spring Brake	0/0	0
4JCJ	BRAKES, FRONT, AIR CAM S-Cam; 16.5" x 5.0"; Includes 20 Sq. In. Long Stroke Brake Chambers	165/0	165
	<u>Notes</u> : Front Axle with 14,000-lb GAWR is Limited to 13,200-lb GAWR when used in Conjunction with 15" BRAKES, FRONT, AIR CAM. : The following features should be considered when calculating Front GAWR: Front Axles; Front Suspension; Brake System; Brakes, Front Air Cam; Wheels; Tires.		
4NDB	BRAKES, REAR, AIR CAM S-Cam; 16.5" x 7.0"; Includes 30/30 Sq.In. Long Stroke Brake Chamber and Spring Actuated Parking Brake	0/211	211
	<u>Notes</u> : The following features should be considered when calculating Front GAWR: Front Axles; Front Suspension; Brake System; Brakes, Front Air Cam; Wheels; Tires.		
4SPA	AIR COMPRESSOR {Cummins} 18.7 CFM Capacity	0/0	0
4WBX	DUST SHIELDS, FRONT BRAKE for Air Brakes	4/0	4
4WDM	DUST SHIELDS, REAR BRAKE for Air Brakes	0/6	6
5708	STEERING COLUMN Tilting	0/0	0
5CAL	STEERING WHEEL 2-Spoke, 18" Dia., Black	0/0	0
5PSM	STEERING GEAR {Sheppard HD94} Power	38/-1	37
7BKY	EXHAUST SYSTEM Single, Horizontal Aftertreatment Device, Frame Mounted Under Right Rail, Back of Cab, Includes Short Horizontal Tail Pipe	0/0	0
8000	ELECTRICAL SYSTEM 12-Volt, Standard Equipment	0/0	0
	<u>Includes</u> : BATTERY BOX Steel : DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab : HAZARD SWITCH Push On/Push Off, Located on Top of Steering Column Cover : HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever : JUMP START STUD Located on Positive Terminal of Outermost Battery : PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light : STARTER SWITCH Electric, Key Operated : STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector : TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature : TURN SIGNALS, FRONT Includes Reflectors and Auxiliary Side Turn Signals, Solid State Flashers; Flush Mounted : WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever : WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted : WIRING, CHASSIS Color Coded and Continuously Numbered		
8518	CIGAR LIGHTER Includes Ash Cup	1/0	1
8541	HORN, ELECTRIC (2) Disc Style	1/0	1
8GXD	ALTERNATOR {Leece-Neville AV1160P2013} Brush Type; 12 Volt 160 Amp. Capacity, Pad Mount, with Remote Sense	0/0	0

<u>Code</u>	<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
8HAE	BODY BUILDER WIRING Rear of Frame; Includes Sealed Connectors for Tail/ Amber Turn/Marker/ Backup/Accessory Power/Ground and Sealed Connector for Stop/Turn	0/3	3
8MKL	BATTERY SYSTEM {International} Maintenance-Free, (3) 12-Volt 1950CCA Total	47/9	56
8RMD	RADIO AM/FM/WB/Clock/3MM Auxiliary Input, with Multiple Speakers	1/0	1
8RMH	BATTERY DISCONNECT SWITCH {Cole-Hersee 75920-06} 300 Amp; Battery Box Mounted, Disconnects Charging Circuits, Locks with Padlock	2/0	2
8TPR	STOP, TURN, TAIL & B/U LIGHTS {Weldon} LED Multi-Function Lamp, Mounted Outside Rails, Includes License Plate Light	-2/13	11
8VUX	BATTERY BOX Steel, with Plastic Cover, 25" Wide, 2 or 3 Battery Capacity, Mounted Right Side Under Cab	0/0	0
8WCL	HORN, AIR Black, Single Trumpet, Air Solenoid Operated	2/0	2
8WDG	BACK-UP ALARM {Preco 1059} Electronic; Solid State, Dual Function, 112 dBA	0/1	1
8WPB	HEADLIGHTS Halogen; Composite Aero Design for Two Light System; Includes Daytime Running Lights	0/0	0
8WPH	CLEARANCE/MARKER LIGHTS (5) {Truck Lite} Amber LED Lights, Flush Mounted on Cab or Sunshade	0/0	0
8WTK	STARTING MOTOR {Delco Remy 38MT Type 300} 12 Volt; less Thermal Over-Crank Protection	0/0	0
8WWJ	INDICATOR, LOW COOLANT LEVEL with Audible Alarm	0/0	0
8XAH	CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses	0/0	0
8XGT	TURN SIGNALS, FRONT Includes LED Side Turn Lights Mounted on Fender	0/0	0
9HAD	GRILLE Chrome	0/0	0
9WAC	BUG SCREEN Mounted Behind Grille	5/0	5
9WAY	FRONT END Tilting, Fiberglass, with Three Piece Construction	0/0	0
10060	PAINT SCHEMATIC, PT-1 Single Color, Design 100 <u>Includes</u> : PAINT SCHEMATIC ID LETTERS "GA"	0/0	0
10761	PAINT TYPE Base Coat/Clear Coat, 1-2 Tone	0/0	0
11001	CLUTCH Omit Item (Clutch & Control)	-66/-9	-75
12703	ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection	0/0	0
12849	BLOCK HEATER, ENGINE 120V/1000W, for Cummins ISB/B6.7/ISL/L9 Engines	0/0	0
12EHT	ENGINE, DIESEL {Cummins L9 270} EPA 2017, 270HP @ 2000 RPM, 800 lb-ft Torque @ 1300 RPM, 2200 RPM Governed Speed, 270 Peak HP (Max)	0/0	0
12THT	FAN DRIVE {Horton Drivemaster} Direct Drive Type, Two Speed with Residual Torque Device for Disengaged Fan Speed <u>Includes</u> : FAN Nylon	0/0	0

<u>Code</u>	<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
	<u>Notes</u> : Recommend Code 12THT when using front mount obstructions (winches, cones, reels, etc.) that restrict air flow through the radiator.		
12UAW	RADIATOR Aluminum; 2-Row, Cross Flow, Over Under System, 1045 SqIn Louvered, with 373 SqIn CAC, with In Tank Oil Cooler	-96/6	-90
12VBR	AIR CLEANER with Service Protection Element	0/0	0
	<u>Includes</u> : GAUGE, AIR CLEANER RESTRICTION Air Cleaner Mounted		
12VGN	FEDERAL EMISSIONS {Cummins L9} EPA, OBD and GHG Certified for Calendar Year 2018	0/0	0
12VXT	THROTTLE, HAND CONTROL Engine Speed Control; Electronic, Stationary, Variable Speed; Mounted on Steering Wheel	0/0	0
12WBR	FAN OVERRIDE Manual; with Electric Switch on Instrument Panel, (Fan On with Switch On)	0/0	0
12WZE	EMISSION COMPLIANCE Federal, Does Not Comply with California Clean Air Idle Regulations	0/0	0
12XAT	ENGINE CONTROL, REMOTE MOUNTED Provision for; Includes Wiring for Body Builder Installation of PTO Controls; with Ignition Switch Control for Cummins ISB/ B6.7 or ISL/L9 Engines	0/0	0
13AVL	TRANSMISSION, AUTOMATIC {Allison 3500 RDS} 5th Generation Controls, Wide Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway	214/35	249
13WBL	TRANSMISSION SHIFT CONTROL {Allison} Push-Button Type; for Allison 3000 & 4000 Series Transmission	0/0	0
13WLP	TRANSMISSION OIL Synthetic; 29 thru 42 Pints	0/0	0
13WVU	ALLISON SPARE INPUT/OUTPUT for Rugged Duty Series (RDS); Street Sweeper with 169 Vocation Package	0/0	0
13WYU	SHIFT CONTROL PARAMETERS Allison 3000 or 4000 Series Transmissions, 5th Generation Controls, Performance Programming	0/0	0
13XAL	PTO LOCATION Left Side of Transmission	0/0	0
14ARB	AXLE, REAR, SINGLE {Meritor RS-23-160} Single Reduction, 23,000-lb Capacity, Driver Controlled Locking Differential, 200 Wheel Ends . Gear Ratio: 6.43	0/227	227
	<u>Notes</u> : The following features should be considered when calculating Rear GAWR: Rear Axles; Rear Suspension; Brake System; Brakes, Rear Air Cam; Brake Shoes, Rear; Special Rating, GAWR; Wheels; Tires. : When Specifying Axle Ratio, Check Performance Guidelines and TCAPE for Startability and Performance		
14VAJ	SUSPENSION, RR, SPRING, SINGLE Vari-Rate; 31,000-lb Capacity, with 4500 lb Auxiliary Rubber Spring	0/88	88
	<u>Notes</u> : The following features should be considered when calculating Rear GAWR: Rear Axles; Rear Suspension; Brake System; Brakes, Rear Air Cam; Brake Shoes, Rear; Special Rating, GAWR; Wheels; Tires.		
14WMG	AXLE, REAR, LUBE {EmGard FE-75W-90} Synthetic Oil; 30 thru 39.99 Pints	0/0	0

<u>Code</u>	<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
15LMN	FUEL/WATER SEPARATOR {Racor 400 Series,} 12 VDC Electric Heater, Includes Pre-Heater, with Primer Pump, Includes Water-in-Fuel Sensor	0/0	0
15LMU	LOCATION FUEL/WATER SEPARATOR Mounted Outside Left Rail, 8" Back of Cab	0/0	0
15SRE	FUEL TANK Top Draw, Non-Polished Aluminum, D-Style, 19" Tank Depth, 50 US Gal (189L), with Quick Connect Outlet, Mounted Left Side, Under Cab	3/-2	1
	<u>Notes</u> : N/A with 19.5" Tires		
15WDG	DEF TANK 7 U.S. Gal. 26.5L Capacity, Frame Mounted Outside Left Rail, Under Cab	0/0	0
16030	CAB Conventional	0/0	0
	<u>Includes</u> : ARM REST (2) Molded Plastic; One Each Door : CLEARANCE/MARKER LIGHTS (5) Flush Mounted : COAT HOOK, CAB Located on Rear Wall, Centered Above Rear Window : CUP HOLDERS Two Cup Holders, Located in Lower Center of Instrument Panel : DOME LIGHT, CAB Rectangular, Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Integral to Console, Center Mounted : GLASS, ALL WINDOWS Tinted : GRAB HANDLE, CAB INTERIOR (1) "A" Pillar Mounted, Passenger Side : GRAB HANDLE, CAB INTERIOR (2) Front of "B" Pillar Mounted, One Each Side : INTERIOR SHEET METAL Upper Door (Above Window Ledge) Painted Exterior Color : STEP (4) Two Steps Per Door		
16HBA	GAUGE CLUSTER English with English Electronic Speedometer	0/0	0
	<u>Includes</u> : GAUGE CLUSTER (5) Engine Oil Pressure (Electronic), Water Temperature (Electronic), Fuel (Electronic), Tachometer (Electronic), Voltmeter : ODOMETER DISPLAY, Miles, Trip Miles, Engine Hours, Trip Hours, Fault Code Readout : WARNING SYSTEM Low Fuel, Low Oil Pressure, High Engine Coolant Temp, and Low Battery Voltage (Visual and Audible)		
16HGH	GAUGE, OIL TEMP, AUTO TRANS for Allison Transmission	1/0	1
16HKT	IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster	0/0	0
16HLJ	GAUGE, DEF FLUID LEVEL	0/0	0
16LER	SEAT, PASSENGER {National} Air-Suspension, High Back with Integral Headrest, Mordura Cloth, Isolated, 1 Chamber Lumbar, 2 Position Front Cushion Adjust, -3 to +14 Degree Back Angle Adjustment	68/14	82
	<u>Includes</u> : SEAT BELT 3-Point, Lap and Shoulder Belt Type		
16LSD	SEAT, DRIVER {National 2000} Air Suspension, High Back with Integral Headrest, Mordura Cloth, Isolated, with 2 Position Front Cushion Adjustment, -3 to +14 Degree Seat Back Adjustment, Single Chamber Air Lumbar Support	2/0	2
	<u>Includes</u> : SEAT BELT 3-Point, Lap and Shoulder Belt Type		

<u>Code</u>	<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
16SDC	GRAB HANDLE (2) Chrome Towel Bar Type with Anti-Slip Rubber Inserts; for Cab Entry, Mounted Left and Right, Each Side at "B" Pillar	6/0	6
16SDU	MIRRORS (2) {Lang Mekra} Styled; Rectangular, Power Both Sides, Thermostatically Controlled Heated Heads, Clearance Lights LED, Bright Finish Heads & Brackets, Breakaway Type, 7.09" x 15.75" & Integral Convex Both Sides, 102" Inside Spacing	8/0	8
16SJX	MIRROR, CONVEX, HOOD MOUNTED (2) {Lang Mekra} Bright, Heated, Left and Right Sides 7.44" Sq	20/-1	19
16VBS	CONSOLE, CENTER Polypropylene, with One Coin Holder, One Cup Holder and One Thermos Holder, with Laptop PC or Clipboard Storage, Includes small Storage Area	12/0	12
16WBY	ARM REST, RIGHT, DRIVER SEAT	3/0	3
16WBZ	ARM REST, LEFT, PASSENGER SEAT	3/0	3
16WCT	AIR CONDITIONER {Blend-Air} with Integral Heater & Defroster	67/4	71
	<u>Includes</u> : HEATER HOSES Premium : HOSE CLAMPS, HEATER HOSE Mubea Constant Tension Clamps : REFRIGERANT Hydrofluorocarbon HFC-134A		
16WEE	CAB SOUND INSULATION Includes Dash Insulator and Engine Cover Insulator	8/0	8
	<u>Notes</u> : Feature included with CAB INTERIOR TRIM, Premium		
16WJS	INSTRUMENT PANEL Center Section, Flat Panel	0/0	0
16WJU	WINDOW, POWER (2) and Power Door Locks, Left and Right Doors, Includes Express Down Feature	5/0	5
16WLE	STORAGE POCKET, DOOR Molded Plastic, Full Width; Mounted on Passenger Door	1/0	1
16WRX	CAB INTERIOR TRIM Deluxe	0/0	0
	<u>Includes</u> : CAB INTERIOR TRIM PANELS Cloth Covered Molded Plastic, Full Height; All Exposed Interior Sheet Metal is Covered Except for the Following: with a Two-Man Passenger Seat or with a Full Bench Seat the Back Panel is Completely Void of Covering : CONSOLE, OVERHEAD Molded Plastic; With Dual Storage Pockets with Retainer Nets and CB Radio Pocket : DOOR TRIM PANELS Molded Plastic; Driver and Passenger Doors : FLOOR COVERING Rubber, Black : HEADLINER Soft Padded Cloth : INSTRUMENT PANEL TRIM Molded Plastic with Black Center Section : STORAGE POCKET, DOOR (1) Molded Plastic, Full-Length; Driver Door : SUN VISOR (2) Padded Vinyl with Driver Side Toll Ticket Strap, Integral to Console		
27DUW	WHEELS, FRONT {Accuride 51408} DISC; 22.5x8.25 Rims, Powder Coat Steel, 2-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs	0/0	0
28DUW	WHEELS, REAR {Accuride 51408} DUAL DISC; 22.5x8.25 Rims, Powder Coat Steel, 2-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs	0/0	0

<u>Code</u>	<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
29580	WHEEL SEALS, FRONT {International} Oil-Lubricated Wheel Bearings	0/0	0
29WLK	WHEEL BEARING, FRONT, LUBE {EmGard FE-75W-90} Synthetic Oil	0/0	0
60AAG	BDY INTG, REMOTE POWER MODULE Mounted Inside Cab behind Driver Seat; Up to 6 Outputs & 6 Inputs, Max. 20 amp. per Channel, Max. 80 amp Total (Includes 1 Switch Pack with Latched Switches)	0/0	0
7372135415	(2) TIRE, FRONT 11R22.5 Load Range G HSR2 (CONTINENTAL), 498 rev/mile, 75 MPH, All-Position	64/0	64
7372135423	(4) TIRE, REAR 11R22.5 Load Range G HDR2 (CONTINENTAL), 491 rev/mile, 75 MPH, Drive	0/188	188
	Cab schematic 100GA Location 1: 9219, Winter White (Std)		
	Chassis schematic N/A		
	Services Section:		
40116	WARRANTY Standard for Durastar 1000/4000 Series, Effective with Vehicles Built January 2, 2015 or Later, CTS-2475P	0/0	0
	Total Component Weight:	7567/4401	11968

The weight calculations included in this proposal are an estimate of future vehicle weight. The actual weight as manufactured may be different from the estimated weight. Navistar, Inc. shall not be liable for any consequences resulting from any differences between the estimated weight of a vehicle and the actual weight.

<u>Description</u>	<u>(US DOLLAR)</u>	<u>Price</u>
Factory List Prices:		
Product Items	\$116,876.00	
Service Items	\$0.00	
Total Factory List Price Including Options:		\$116,876.00
FONTAINE MODIFICATION - SIT DOWN DUAL DRIVE.	\$7,425.00	
Total Preparation And Delivery:		\$7,425.00
Freight	\$2,200.00	
Total Freight:		\$2,200.00
Total Factory List Price Including Freight:		\$126,501.00
Less Customer Allowance:		(\$43,559.44)
Total Vehicle Price:		\$82,941.56
Total Sale Price:		\$82,941.56
Total Per Vehicle Sales Price:		\$82,941.56
Total Net Sales Excluding Taxes:		\$82,941.56
DOC FEE	\$295.00	
MICHIGAN TITLE FEE	\$15.00	
Total License, Title, & Taxes:		\$310.00
Net Sales Price:		\$83,251.56

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller:

Accepted by Purchaser:

Official Title and Date

Firm or Business Name

Authorized Signature

Authorized Signature and Date

**This proposal is not binding upon the seller without
Seller's Authorized Signature**

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.



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

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

www.springlakevillage.org

Purchase Order

P.O. Number
18-007

Vendor Information:

Bell Equipment
78 Northpointe Drive
Lake Orion, MI 48359

Phone # 248-370-0000
Fax # 248-370-0011

Ship To:

Village of Spring Lake DPW
210 S. Buchanan
Spring Lake, MI 49456

Phone #: 616-842-1393
Fax #: 616-847-1393

Line No.	Quantity		Description	Unit Measure	Unit Price	Extension
	Order	Recd				
1	1		Truck mounted leaf collector			\$ 82,575.00
			See attached			
			Tax exempt			
			Total			\$ 82,575.00

Authorized by:

Village Manager

Copy to Clerk/Treasurer
Copy to Purchase Order File

Bell Equipment Company

February 13, 2018

Mr. Ben Van Hoven
Director of Public Works
Village of Spring Lake
102 W. Savage Street
Spring Lake, Michigan 49456

Michigan Office:
78 Northpointe Drive
Lake Orion, Michigan 48359
Phone: (248) 370-0000
Fax: (248) 370-0011

Ohio Office:
1045 Taylor Road
Gahanna, Ohio 43230
Phone: (614) 655-0022
Fax: (614) 655-0023

Ben:

Thank you for the opportunity to quote you on the ODB Extreme Vac 25 Yard Leaf Loader off the State of Michigan Mi-Deal Contract (071B7700091). The current pricing and recommended optional equipment is as follows:

SCL65TM25 Self contained Truck Mount Hopper – 25 cubic yards with self dumping underbody hoist John Deere 74 HP Diesel 28 " dia. Suction impeller with 6 3/8" thick T-1 Steel Blades 3 Groove power band belt 16" dia. X 120" urethane suction hose 13" Clutch assembly with a 2.25" dia. PTO Shaft 30 Gallon Poly fuel tank Electronic engine controls with engine safety shut down Underbody type hoist that dumps to 52 degrees and is power up/down Gear driven hydraulic pump powers the 26.5 ton capacity hoist LED type DOT lights and two rear amber LED oval flat strobe	\$ 51,894.00
F/S CAMSET56-NTSC-2 rear color camera with 5.6 color w/audio	1,302.00
Bottom Exhaust	6,975.00
Chipper Door w/trailer hitch	2,325.00
3 AXIS automated hose boom	11,904.00
Hydraulic Rear Door Latches	3,292.00
11 Gauge perforated top screens with 3/16" holes	2,232.00
Boxed perforated pleated radiator screen	651.00
Freight	<u>2,000.00</u>
Total for Xtreme Vac	\$ 82,575.00

2019 International 4400 Dualized Chassis via West Michigan International \$ 83,251.56

TOTAL **\$165,826.56**

NOTES:

1. PO to Bell Equipment Company for Xtreme Vac leaf vacuum \$ 82,575.00
2. PO to West Michigan International for chassis \$ 83,251.56

If you have any questions, or desire further information, please call at your earliest convenience.

Sincerely,



Wayne Demchinski







Proposal

Summit Tree Service, Inc.

Client Name: Village of Spring Lake
Project Name: Spring Lake MS - 345 Hammond St
Jobsite Address: 345 Hammond Street Spring Lake, Michigan 49456
Estimate ID: EST938517
Date: Jun 01, 2018
Billing Address: 102 West Savidge Street Spring Lake, Michigan 49456

Village of Spring Lake to provide traffic control to close Hammond St for one day.

[] Map 1 - Oak East side of Middle School in Island \$2,180.76

Remove brush, leaving only a 15 foot tall spar, from oak in island east side of drop off area. Recycle all resulting debris.

Subtotal	\$2,180.76
Taxes	\$0.00
Estimate Total	\$2,180.76

TERMS AND CONDITIONS

- 1. General.** These Terms and Conditions constitute the entire agreement between Summit Landscape Management, Inc./Summit Tree Service, Inc. and its subcontractors (collectively "Summit") and Customer.
- 2. Contract Work.** Summit shall furnish the labor, materials, equipment, tools, and services (the "Work") described in the Proposal at the address identified in the Proposal. The Work shall be conducted in a good, workmanlike manner consistent with accepted industry standards. There shall be no obligation to provide any additional work or services unless otherwise agreed to in writing by Summit and Customer.
- 3. Contract Sum.** The Contract Sum is the total amount to be paid to Summit for the Work. The prices set forth in the Proposal are an estimate of the cost for the Work and not a fixed price. All Work, including additional work, is provided on a time and material basis which may be increased from the price reflected in the Proposal. The Contract Sum is subject to escalation in the event of delays occasioned by the Customer, unforeseen site conditions and increases in the costs of wages, fuel, supplies and/or materials.
- 4. Payment.** The Customer shall be responsible for full payment, irrespective of whether or not the Work is or may be covered by the Customer's insurance company. Customer shall be responsible for late fees in the amount of 1.5% per month for any and all balances more than thirty (30) days old. In the event Customer does not timely pay, Summit may suspend all Work and/or pursue legal action. Customer agrees to pay all of Summit's reasonable attorney's fees, litigation costs, and all other charges and costs incurred by Summit in collecting payment from Customer. Customer also agrees to pay statutory charges applicable to a form of payment returned by Customer's bank for any reason.
- 5. Site Conditions.** The Proposal does not include costs associated with underground items (i.e., septic tanks, drain fields, irrigation systems and utility services) and site conditions (i.e., rocks, debris, unstable, compacted or clay soils) which are not visible or which the Customer does not specify prior to the commencement of the Work. If the Work requires excavation, blasting and/or disturbance to subsurface soils, Summit will not commence the Work until a dig notice is issued and all public underground utilities have been properly marked as

set forth in the Michigan Miss Dig Underground Facility Damage Prevention and Safety Act, MCL § 460.721, et seq. Customer is solely responsible for locating and identifying private underground utilities or facilities including, but not limited to, irrigation systems, electrical wiring, wells, electric pet fencing, septic and drainage systems, and under no circumstances will Summit be responsible for damage to private underground utilities or facilities not identified, properly marked or disclosed by the Customer.

6. Site Damage. Customer acknowledges that the nature of the Work and the use of equipment associated with the Work may result in unforeseen damage to the surrounding terrain and adjacent plant material. In acknowledging this risk Customer agrees that the costs associated with repairing such damage will be borne solely by Customer.

7. Changes in the Work. From time-to-time, Customer may order changes in the Work consisting of additions, deletions, or modifications. Such changes in the Work shall be by a written change order ("Change Order") signed by both the Customer and an authorized representative of Summit. In no event, however, shall failure by the Customer to obtain a written Change Order for the Work relieve Customer from paying Summit for any additional work performed by Summit at Customer's request.

8. Customer's Duties and Liability. Customer agrees to defend, hold harmless and indemnify Summit against all claims, lawsuits and any other liability or injury to persons or damage to property or personal injury (including death) arising from any and all the Work performed by Summit.

9. Limitation of Damages. Summit's liability and Customer's exclusive remedy shall, at Summit's election, be to repair or replace that portion of the Work found by Summit to be defective following its inspection. In no event, however, shall Summit's liability to Customer or any of Customer's agents, contractors, successors, or assigns exceed the total proceeds actually received by Summit from Customer for the Work. Summit shall under no circumstances be liable for incidental or consequential damages. If Customer believes that the Work or any portion thereof is defective or unsatisfactory, Customer shall provide written notice to Summit within ten (10) days after the Work is completed, describing in detail why Customer believes the work is defective or otherwise unsatisfactory. If such notice is not timely provided, Customer shall be deemed to have accepted the Work and Summit will have no obligation to repair or replace the Work.

10. Ownership and Access. Customer warrants that she/he/it owns all trees, plant material and property upon which the Work is to be performed, and that Summit can legally and adequately access the property to perform the Work. Prior to the commencement of the Work, Customer will provide Summit with all pertinent information as to the location of Customer's property boundaries, which Summit may rely on to perform the Work. Summit shall not be liable for damages or costs resulting from errors or omissions made by Customer regarding ownership rights or property boundaries including, but not limited to, claims for common law or statutory trespass and/or nuisance, and Customer further agrees to indemnify and defend Summit from any claims arising from ownership or property rights which result from Customer's errors or omissions.

11. Warranty. All supplies and materials, including plants, trees, shrubs and turf, are warranted by Summit from one year from completion of the Work unless otherwise specified. This warranty does not include the labor necessary to replace supplies and materials, including plants, trees, shrubs and turf. This warranty is void if the damage or loss is caused by the Customer, improper care, under watering, overwatering, improper trimming or pruning, accident or any other event outside of Summit's control. This warranty shall not apply to hydromulch grass installations, and Customer is solely responsible for the care of the seed and grass once hydroseeding or hydromulching has been completed, including acts of God which may cause a complete loss of grass and/or grass seed.

12. Pesticides and Chemicals. The Work may include the use of pesticides and/or chemicals which when ingested, inhaled or absorbed can be harmful to humans and/or pets. Additional precautions may be necessary for pregnant women, infants, small children, senior citizens or persons taking prescription medications. Customer acknowledges these risks, agrees to notify Summit of any area where pesticides or chemicals should not be applied and further to avoid any area treated with pesticides and/or chemicals until the time period provided by Summit has elapsed. Customer agrees that Summit is not responsible for any unforeseen or abnormal reactions resulting from the use of pesticides and/or chemicals.

13. Copyright. Ownership and copyright for any drawings or specifications used for the Work belong to Summit and shall not be used by Customer for any other purpose other than for the Work performed by Summit.

14. Returns. Summit does not accept the return of plants, plant materials, soil, rock, brick or any other bulk materials following delivery, or irrigation parts, lights, wiring or other buried items once installed.

15. Termination by Summit. Summit may terminate this Agreement at any time with or without cause upon 15 days written notice to Customer.

16. Dispute Resolution; Claims. Any dispute arising out of the Work shall be governed by, and construed in accordance with, the laws of the State of Michigan without giving effect to any choice or conflict of law provision or rule (whether in the State of Michigan or any other jurisdiction). Summit and Customer both irrevocably agree that any legal suit, action or proceeding against it arising out of or based upon Work may be instituted in any state or federal court located in the State of Michigan (each a "Michigan Court"), and preferably the state and federal court located in Grand Rapids, Michigan, and irrevocably waives, to the fullest extent such party may

effectively do so, any objection which it may now or hereafter have to the laying of venue of any such action in any Michigan Court, and irrevocably submits to the exclusive jurisdiction of any such Michigan Court in any such action.

17. Enforceability. If any provision herein is held to be invalid or unenforceable, it shall be ineffective only to the extent of the invalidity, without affecting or impairing the validity and enforceability or the remainder of the provision or the remaining provisions.

18. Waiver; Remedies. No term or provision herein shall be deemed waived and no breach excused unless either (i) waiver or bar is required by these Terms and Conditions or (ii) such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether expressed or implied, shall not constitute a consent to, or waiver of, or excuse for any other different or subsequent breach.

19. Assignment. Summit may assign to any third party its rights and obligations with respect to Customer.

20. Force Majeure. Summit shall not be responsible or liable for any delays in in the Work due to any cause or condition beyond its control, including, without limitation, fire, flood, earthquake, labor dispute, shortages of materials or supplies, riot or other civil disturbances, war, acts of God or nature, accident or any acts of government.

Estimate authorized by: _____
Company Representative

Estimate approved by: _____
Customer Representative

Signature Date: _____

Signature Date: _____



WEST MICHIGAN TREE SERVICES

Proposal #16615

Created: 05/25/2018

From: Dan Sankey

Proposal For

Village of Spring Lake

Ryan Cotton 102 W Savidge St
Spring Lake, MI 49456

Location

345 Hammond St
Spring Lake, MI 49456

Customer Contact

main: (616)842-1393
dpw@springlakevillage.org

Terms: Net 30

ITEM DESCRIPTION	AMOUNT
1) Tree Removal Remove Oak from in front of the school- Chip brush, haul wood and leave the trunk at about 12 feet for carving.	\$2,688.00

All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Please pay upon receipt. Net 30 days, 1.5% thereafter. Any collection fees will be added to the balance.

Signature

TOTAL	\$2,688.00
--------------	-------------------

x

Please sign here to accept the terms and conditions

Assigned To



Dan Sankey

ISA #: RM-0867A
Office: 616-364-4558

Photos



West Michigan Tree Services
PO Box 151455
Grand Rapids, MI 49515-1455

(616) 364-4558
info@westmichigantreeservices.com
www.WestMichiganTreeServices.com

1) Tree Removal



RISK / BENEFIT INFORMATION FOR PESTICIDE APPLICATIONS

This Risk / Benefit Information is being provided to you as a requirement of Regulation 637 by the Michigan Department of Agriculture.

NOTICE: Please ask your applicator about special precautions you may need to make (yard, house, pool) prior to application, and other precautionary measures specific to the material applied.

Definition of a Pesticide

A Pesticide is any substance or mixture of substances intended to control pest infestations. The word "pesticide" is an umbrella term for products which control a wide range of pests. Pests commonly found include weeds, insects, diseases, mites, and rodents. Pesticides designed to control these pests are called herbicides, insecticides, fungicides, miticides, and rodenticides. Another group of pesticides called plant growth regulators are used to manage the growth of plants in the landscape.

State and federal laws require that pesticides must be applied according to label directions. Labels direct users as to how, where and at what rate the material must be applied. Upon request, your applicator will supply you with a label of material applied.

How Pesticides Work

Products intended for use on your property are applied as a liquid, dust, aerosol, granule, or bait and are generally active for a few minutes to a few months. Some compounds control pests on contact by damaging the physical structure of the pest. Other compounds become active only after they are absorbed or ingested, by interfering with physical development or preventing the pest from reproducing. The label on the pesticide contains specific information on how to control targeted pests. *All pesticides must be applied in accordance with label directions.*

Pesticides may be effective against a large class of organisms or specific to particular organisms. This means that many times, applicators can choose an effective pesticide or pest control strategy which will minimize any potential impact to humans and pets.

Why Pesticides are Used

Pesticides are a tool people use to protect crops, homes, animals, structures, or their landscape plants from pest damage. Examples are the protection of buildings from termites, turf from weed and insect damage, and indoor environments from invasions by insects and rodents. They also are used to control mosquito populations, disease vectors for public health concerns, protect crops, and for weed control in lakes and ponds.

General Toxicity Information

Toxicity is a general term used to indicate the adverse effects produced by a pesticide. Understanding the potential health risks from pesticides requires a knowledge of the exposure and the toxicity of the compound.

Exposure: Pesticides can enter the body by *ingestion, inhalation, or absorption through the skin*. Exposure occurs most frequently by absorption through the skin. One of the most effective ways to reduce risk is to reduce any potential exposure by restricting access to the treatment area.

There are two broad classifications of pesticides – general use and restricted use. These are EPA designations used to determine who may purchase and use the many kinds of pesticides available. General use pesticides are usually considered to have a lower toxicity or risk than restricted use pesticides, and have fewer restrictions regarding who may purchase or use the

products. For example, all of the pesticide products that homeowners may purchase are general use pesticides. The majority of the materials that are routinely used on your property/yard are also general use pesticides.

Restricted use pesticides can be purchased and used only by state certified and trained professionals. Only in specific instances will these kinds of products be used on your property. Please refer to the section of your invoice that shows which products were used at the time of application. (If you have any questions as to the type or toxicity of the products used on your property, please contact the manufacturer indicated on the pesticide label or your service technician.)

Common Sense Precautionary Measures and Site Preparation

It is important to discuss site preparation and precautionary measures with the service technician. Additionally,

- DO NOT enter the treatment area until the time period stated/posted by the applicator has elapsed.
- The product applied may have a specific reentry or preharvest interval during which you may NOT enter the area or harvest the crop.
- For outdoor applications – put away children's toys and any clothing drying on the line, remove pets, cover or discard water for pets and in birdbaths, close windows, and make certain that applicators understand what areas, such as children's play areas, should not be treated.
- Additional precautionary measures may need to be taken to limit exposure for sensitive individuals such as: infants, small children, pregnant women, and senior citizens; persons on prescription medications; and persons with respiratory (asthma) or other medical conditions.

Environmental Fate of Pesticides

Exposure to light, heat and other agents in the environment cause pesticides to deteriorate. The amount of time which it takes to break down the pesticide depends on the temperature, humidity, light, moisture conditions and other factors encountered in the environment. As a result, degradation times are highly variable depending on the compound and the environment in which it is applied. Generally, your applicator will select those pesticides that are the most effective and least persistent. Any areas on your property that may be of specific concern should be brought to the attention of the applicator.

If you observe an unusual reaction following a pesticide application, immediately wash with soap and water and consult a physician. It is important to provide the doctor with any information you may have concerning the pesticide used. Additional emergency information about the pesticide may be obtained by contacting the Poison Control Center at 800-632-2727 (616 area code), or 313-745-5711 (313, 517, or 906 area codes), or the National Pesticide Telecommunications Network at 800-858-7378.

TERMS: Net 30 days. A 1-1/2% monthly finance charge will be added to account balances over 30 days.





Christine Burns

From: Janice Hoffman <dansuniqueideas@gmail.com>
Sent: Thursday, May 24, 2018 4:45 PM
To: Christine Burns
Subject: Re: Carving

Hi, Chris. Here is my previous email as an estimate. Id also like to get a closer picture of the tree with someone standing next to it if possible. Let me k ow. Thank you!

"I checked the school website and seen the pic. of the laker with a pipe. I would exclude the pipe and make the laker a three dim. profile visible from the school and the road. This would be the least expensive rout (Est. \$3500). I also noticed another pic that should also fit. A laker head, the words Laker under that and then spring lake under that, all combined in one scene. If this was the choice I could carve a three dim. Laker and have the words at the bottom visible from both sides of the tree. You would then have a mirror image from the school and the road. If this is something of interest (est. cost \$4500).

I would stay away from a full body Carving. I would have to cut away to much of the tree, taking away the enormous size of it."

Dan Hoffman

Sent from my iPhone



WEST MICHIGAN
TREE SERVICES

Main Office: P.O. Box 151455
Grand Rapids, MI 49515-1455
(616) 364-4558
Fax (616) 364-7616

SERVICE INVOICE

Invoice # 205084

SERVICE ADDRESS:

Village of Spring Lake
102 W Savidge St
Spring Lake MI 49456

CLIENT #: 22491

FOREMAN: Ron B

DATE: 8-25-17

TIME: 11:50 am

Growth Regulator Treatment
Growth regulator treatment for the Oak in front of

GROWTH REGULATOR APPLICATION

PRODUCT APPLIED: Shortstop (Paclobutrazol)

PRECAUTIONS: Please stay out of application area until service is complete.

Village of Spring Lake

AUG 30 2017

Received

PAY 9-14-17

VILLAGE OF SPRING LAKE

ACCOUNT NUMBER
ACCOUNT NUMBER 101-282-801
ACCOUNT NUMBER
DEPT. APPROVAL *BvH*
TREASURER APPROVAL
CHECK NUMBER

Today's Service Charge 706.00

Today's Total 706.00

Prev. Balance as of 08/24/17 0.00

Please Remit 706.00

Please pay upon receipt. Net 30 days, 1.5% thereafter. Any collection fees will be added to balance. Thankyou.

SERVICE NOTES

Oak in front of Spring Lake Intermediate School located at 345 Hammond St (Spring Lake)

THANK YOU FOR ALLOWING US TO SERVE YOU, PLEASE KEEP THIS PORTION AND RETURN BOTTOM PORTION WITH PAYMENT

Please have an Arborist call me.

Concerning _____

Billing Address
Village of Spring Lk (Ryan Cotton)
102 W Savidge St
Spring Lake MI 49456

SEND PAYMENT TO:

WEST MICHIGAN TREE SERVICES
P.O. Box 151455
Grand Rapids, MI 49515-1455

AMOUNT CHECK NO.

Charge my: Exp. / /
Card #:
Signature:

Invoice #205084 Customer #22491
Today's Service Charge 706.00

Today's Total 706.00

Prev. Balance as of 08/24/17 0.00

Please Remit 706.00





Woodland Tree Services, Inc.

P.O. Box 439

Rockford, MI 49341

616-696-7400

info@4yourtree.com

WWW.4YOURTREE.COM

April 10, 2018

Ben VanHoeven
Village of Spring Lake

Ben;

Thank you for the follow-up request for the opinion on the health and safety of the grand old Red Oak on east side of Spring Lake Intermediate School.

I have stopped and checked on the condition of the tree April 10, 2018, approximately 10:00 a.m. Although the tree is still dormant and no swelling of the living buds has started it is still apparent that there is much dieback of twig and branch structure. As was indicated last year, August 2017, this tree has been subjected to many limitations and has depleted it's reserves of stored energy. I have included photos to better help you understand my position for it's removal. Simply stated, this tree had very little chance to survive the root damage that took place during construction.

Wm. B. Drews

Woodland Tree Services, Inc.

Cell: 616-443-7442

Wm Drews - I.S.A. Certified Arborist # MI-0309A

ISA Qualified Tree Risk Assessor

Michigan Oak Wilt Qualified Professional # MIOWQ-007

*Photos & Attachements





Aug 3rd 2017

Tree # 6) Red Oak – 52" D.B.H.

Location: Spring Lake Intermediate School

Concern: Health and Safety

Statement: This large, old, Red Oak has endured a lot of root disturbance from recent construction. This root loss has put this tree into a slow decline. It has put this tree into a slow decline. It has been using up it's stored reserve of energy to survive.

Recommendation was given to address it's need for nutrients on the last request for recommendations. To my knowledge, that was not done. I am sorry to say, that I believe it is too late to retrieve by feeding now.

Recommendation: Remove before it becomes hazardous for vehicles and persons.

Tree # 7) Silver Maple – 42" D.B.H.

Location: Wind Drift Entrance

Concern: High exposure location – Restricted vision

Statement: Considering the restricted root area, street and curb limitation, this tree is reasonably healthy. One dog-leg limb should be trimmed out anticipating a future breakout over the road.

Recommendation: Retain – Trim and monitor

Tree # 8) Silver Maple – 22" D.B.H.

Location: 367 Lake Street

Concern: High exposure location – Restricted vision

Inspection: Large deadwood in crown – basal cavity

Recommendation: Removal

Thank you,

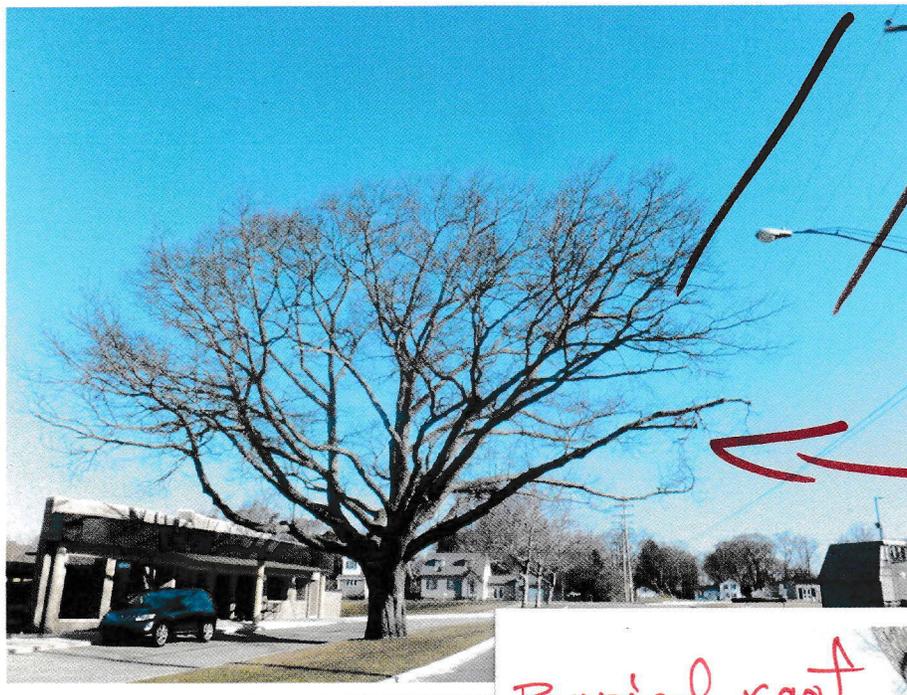
William B. Drews

Woodland Tree Services, Inc.

Cell: 616-443-7442

Wm Drews - I.S.A. Certified Arborist # MI-0309A

I.S.A. Qualified Tree Risk Assessor

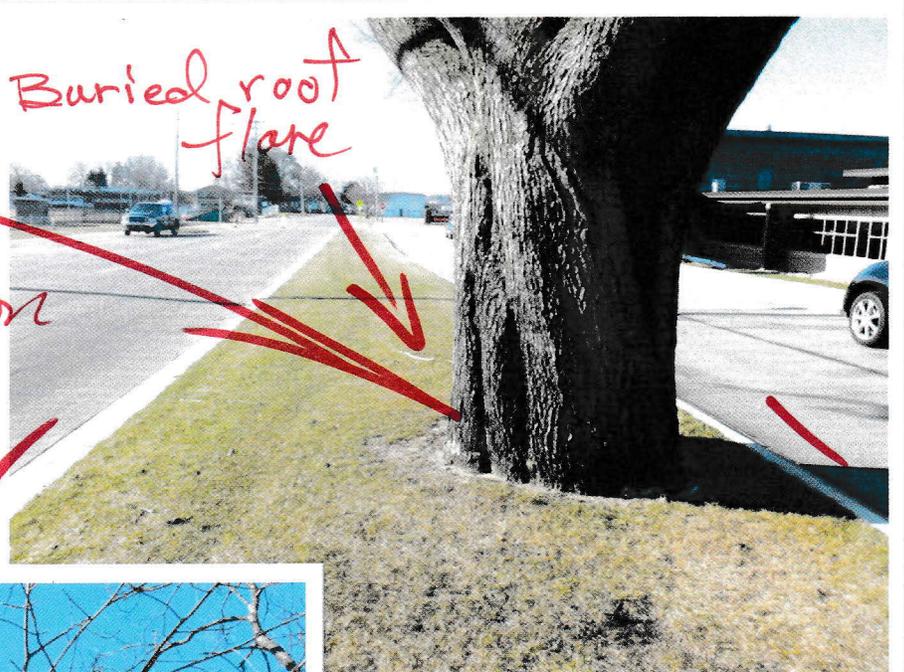


Electric lines

Clearance Trimming for power lines

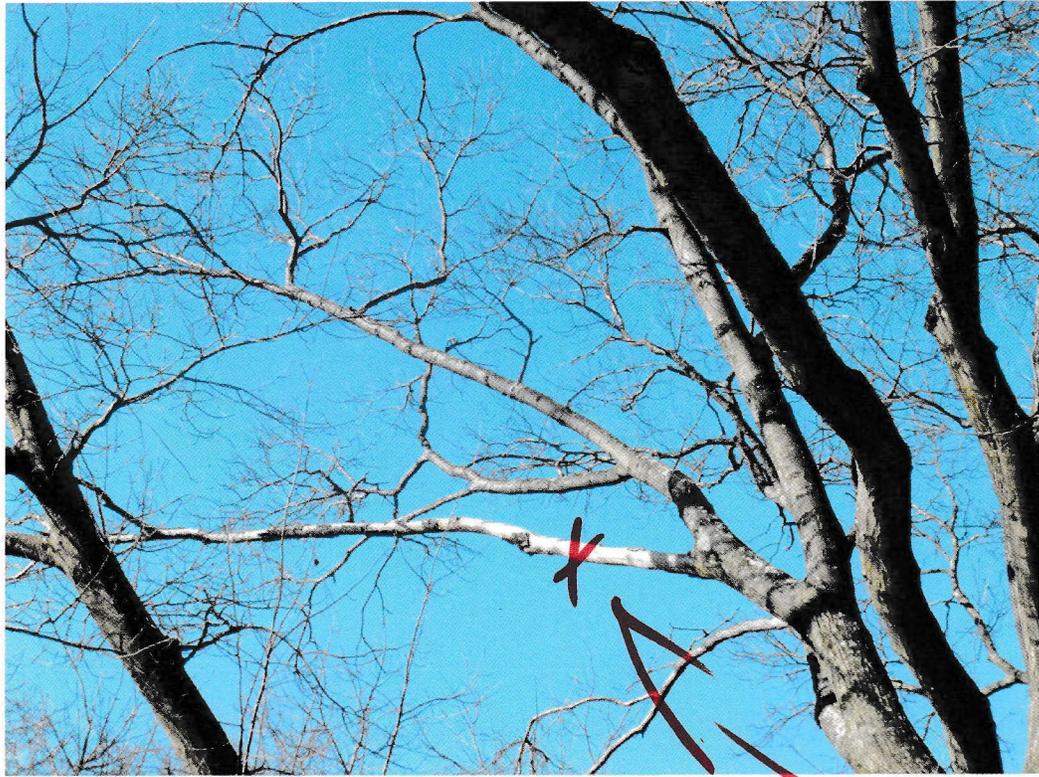
Soil back fill during construction
"Very" limited Root Zone

Buried root flare

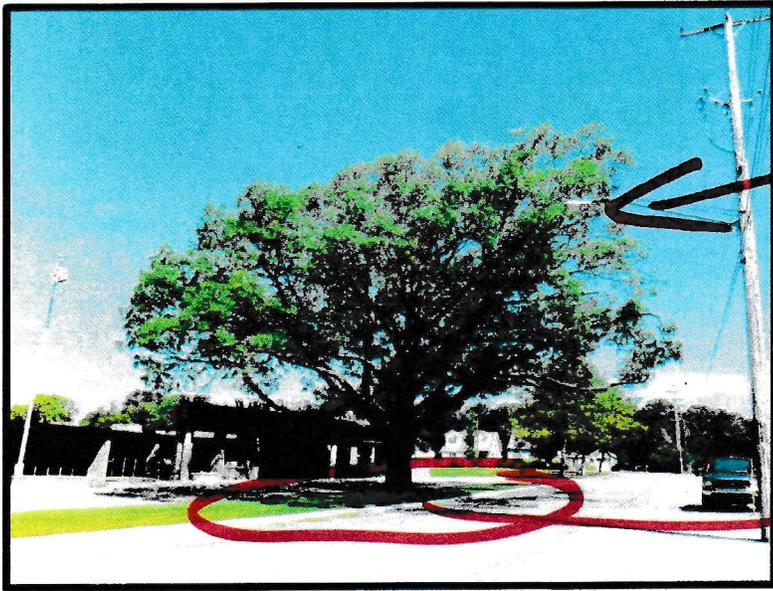


Sucker production
Poor callus response

Cavity in limb with decay

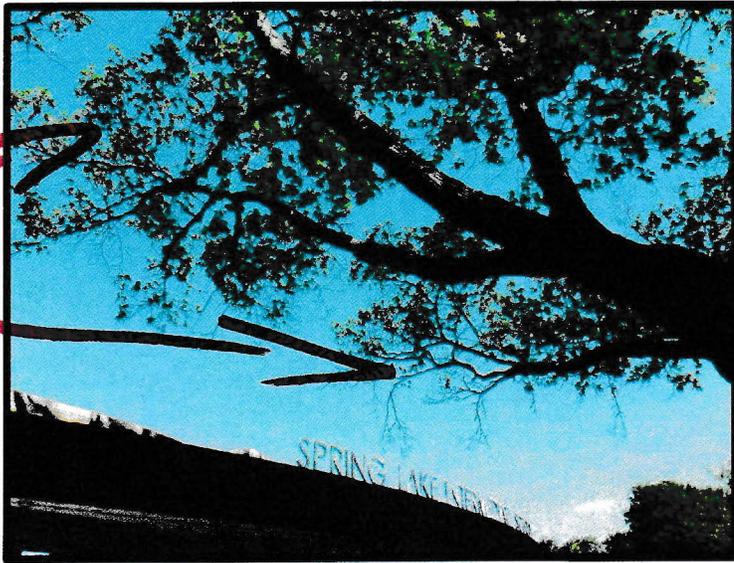


Large dead
limbs



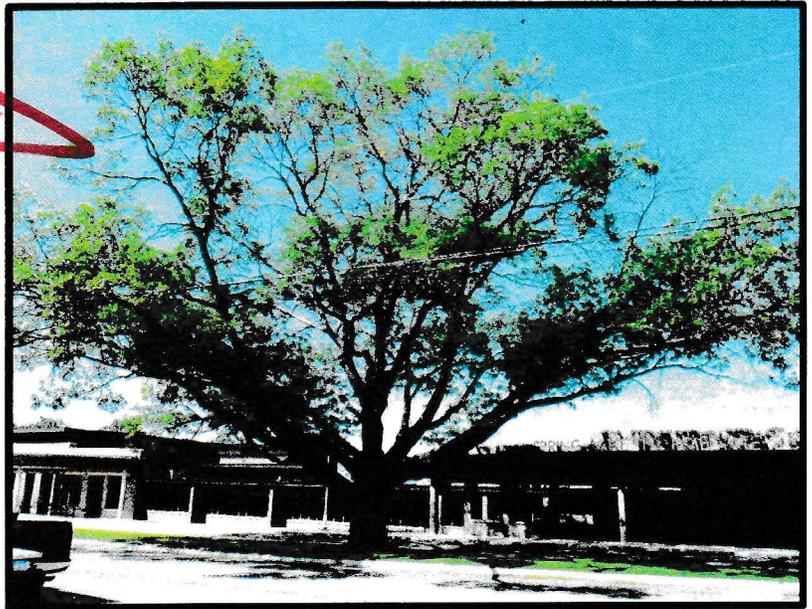
#6

Restricted root area



Declining crown
Chlorotic foliage
3-4" Dead limbs

2017 Photo
Serious decline



"High" exposure
location

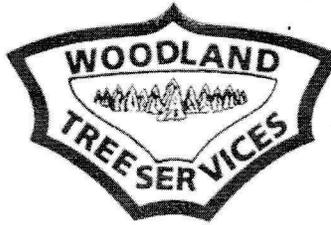
Children + Adults
Cars + Buses
Vehicle Traffic



this sample is from
a living branch
Note the progressively
slowing growth between
bud scar also called
internode extension
this oak is depleted
of stored energy

leaves will develop on
these buds "but"
the death of this tree
is not just probable
its predictable





Woodland Tree Services, Inc.

P.O. Box 439

Rockford, MI 49341

616-696-7400

info@4yourtree.com

WWW.4YOURTREE.COM

Village of Spring Lake
Ben VanHoeven
DPW Forman
102 W. Savidge St.
Spring Lake, MI 49456

August 3, 2017

Ben;

Thank you for arranging in you busy schedule to take the time to show me the trees of concern in the village. The following information for each tree will help your tree board make the right decisions for tree health and safety.

Tree # 1) Blue Spruce – 17” D.B.H. (Diameter Breast High) Location: Tanglefoot Park

Concern: Wat it’s root plate compromised in the last windstorm? Leaning – is it secure?

Inspection and recommendation: The root plate was checked for below ground voids, none found – although the lean draws attention. I believe it has existed like this for some time. With extreme winds – ice load or heavy wet snow it is possible a failure could occur (uprooting)

Recommendation: Retain and monitor

Tree # 2) London Plane Tree – 48” D.B.H.

Location: 108 Mason

Concern: Large old split out scar – Internal integrity?

Inspection and recommendation: Obvious compromised support from old split out – decay measured 15” into the old wound. Also, obvious seams with reaction wood – weeping from decay pocket – three locations.

Recommendation: Considering the target (residence), this tree should be removed soon.

Tree # 3 ,4, 5) Large London Plane Trees

Recommendation: Retain and monitor

Tree # 6) Red Oak – 52” D.B.H.

Location: Spring Lake Intermediate School

Concern: Health and Safety

Statement: This large, old, Red Oak has endured a lot of root disturbance from recent construction. This root loss has put this tree into a slow decline. It has put this tree into a slow decline. It has been using up it's stored reserve of energy to survive.

Recommendation was given to address it's need for nutrients on the last request for recommendations. To my knowledge, that was not done. I am sorry to say, that I believe it is too late to retrieve by feeding now.

Recommendation: Remove before it becomes hazardous for vehicles and persons.

Tree # 7) Silver Maple – 42” D.B.H.

Location: Wind Drift Entrance

Concern: High exposure location – Restricted vision

Statement: Considering the restricted root area, street and curb limitation, this tree is reasonably healthy. One dog-leg limb should be trimmed out anticipating a future breakout over the road.

Recommendation: Retain – Trim and monitor

Tree # 8) Silver Maple – 22” D.B.H.

Location: 367 Lake Street

Concern: High exposure location – Restricted vision

Inspection: Large deadwood in crown – basal cavity

Recommendation: Removal

Thank you,



William B. Drews

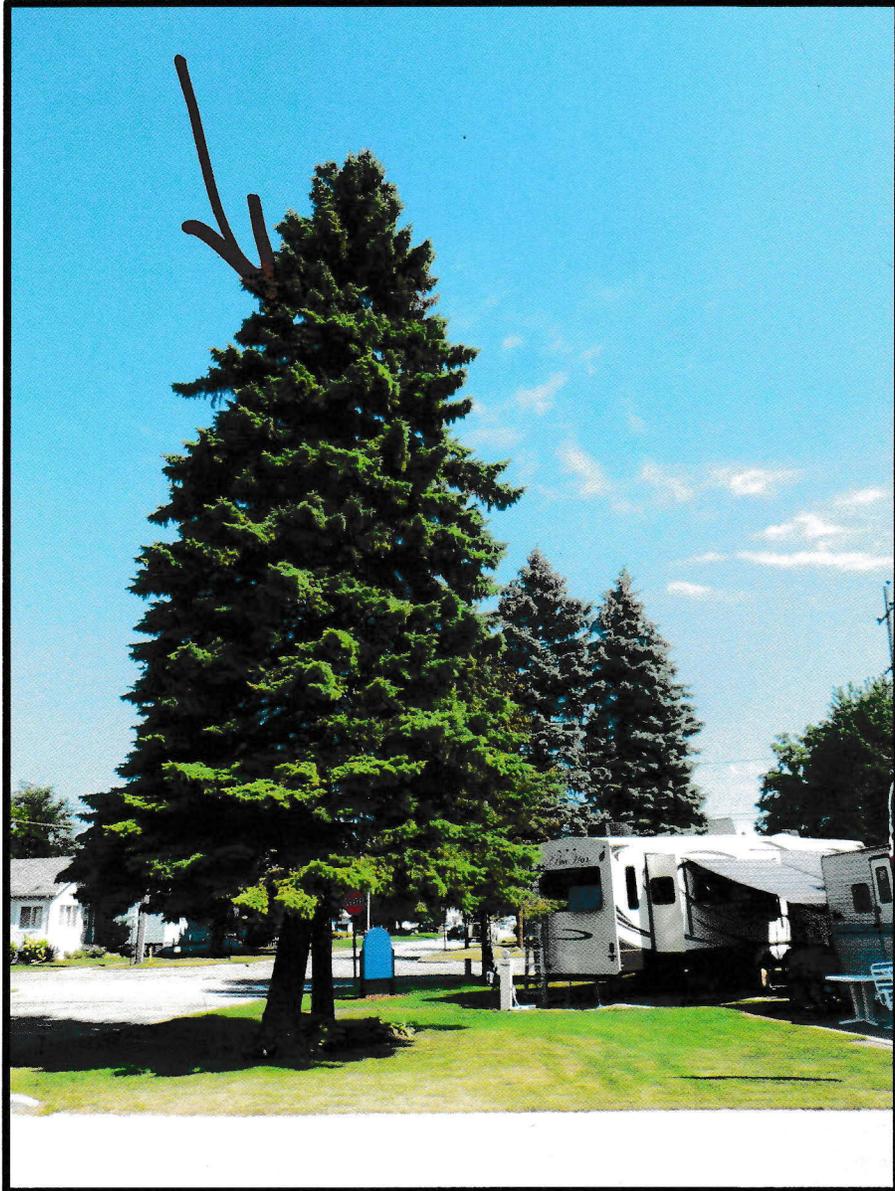
Woodland Tree Services, Inc.

Cell: 616-443-7442

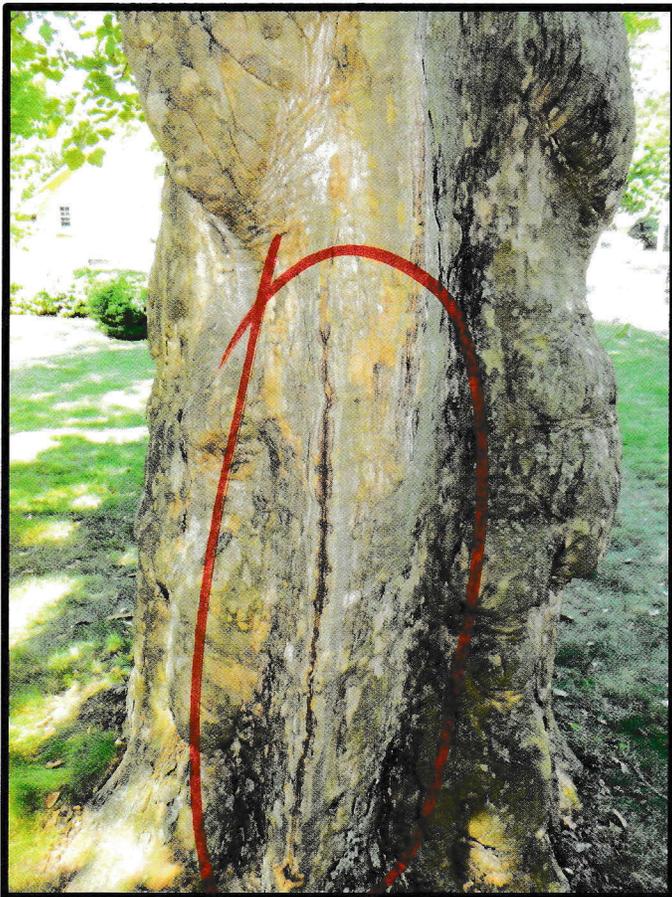
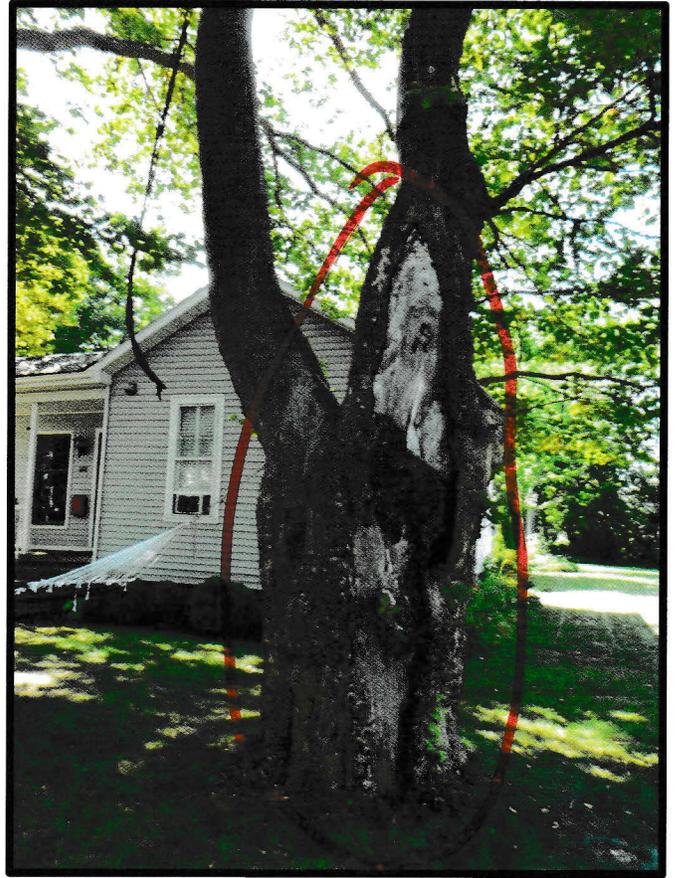
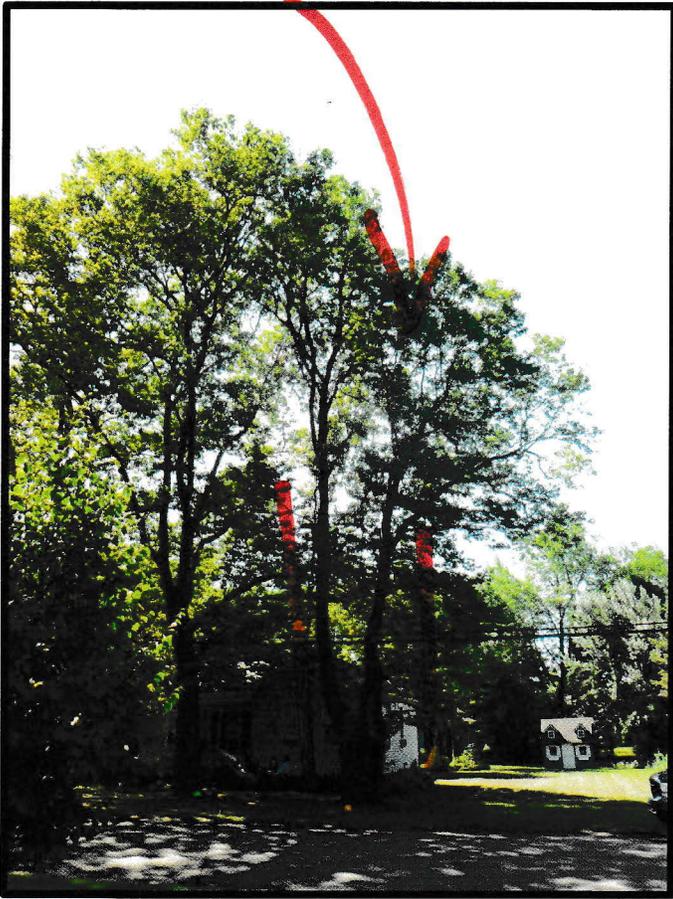
Wm Drews - I.S.A. Certified Arborist # MI-0309A

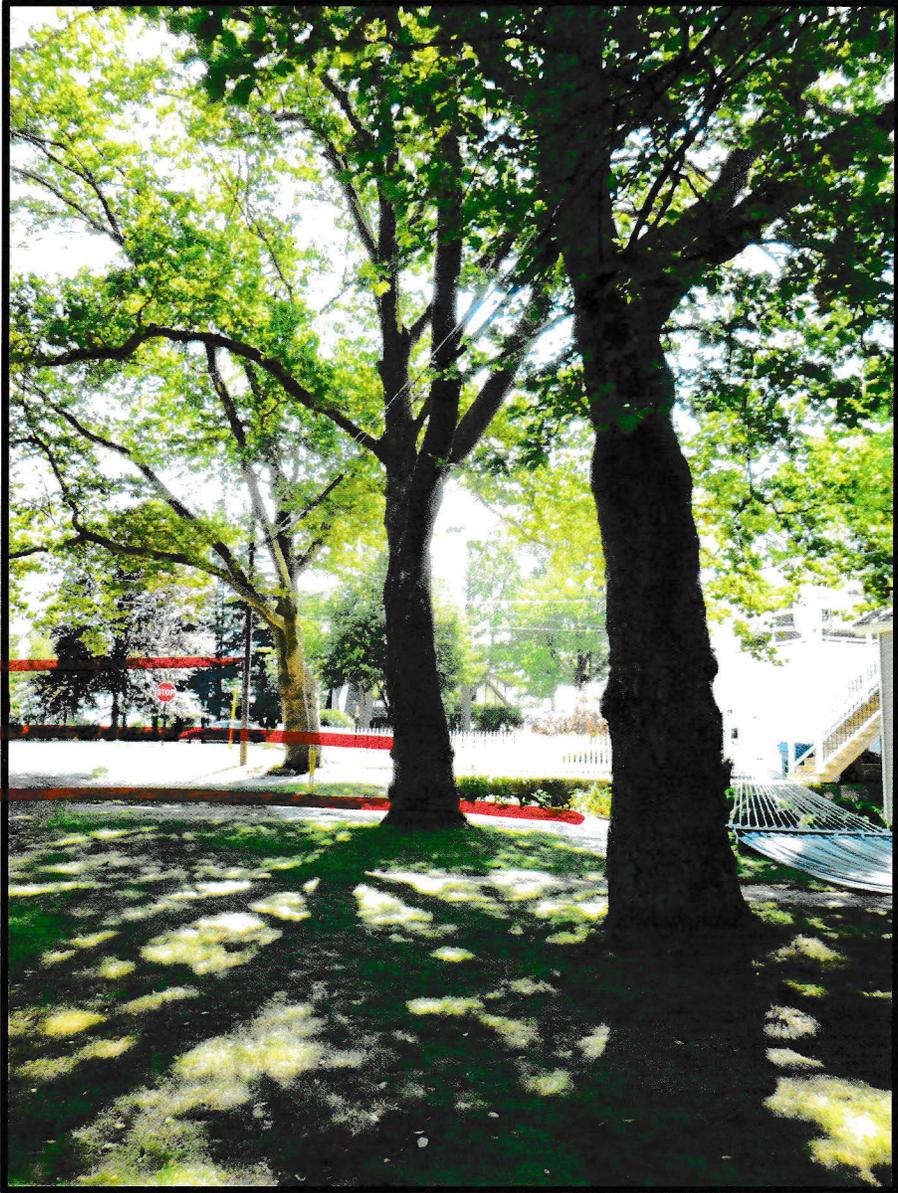
I.S.A Qualified Tree Risk Assessor

Tree #1 Tanglefoot Park



#2 108 Mason 7

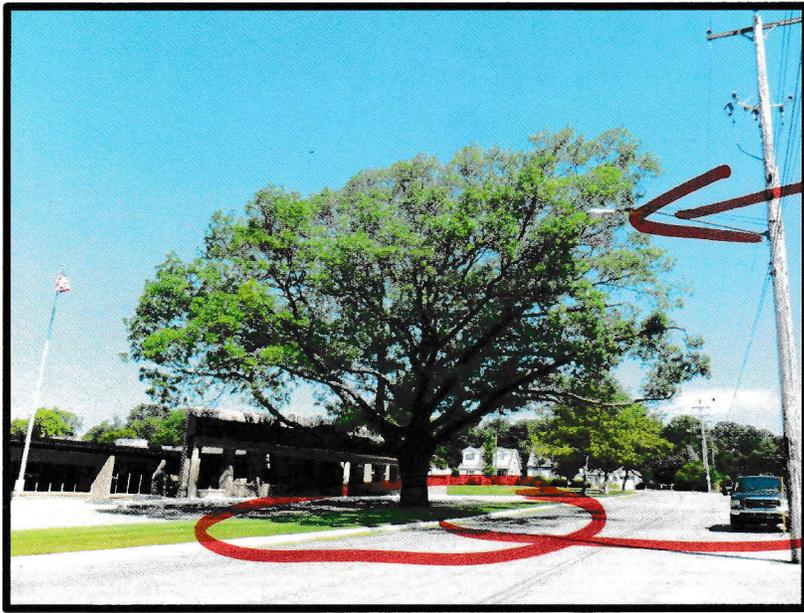




3

4

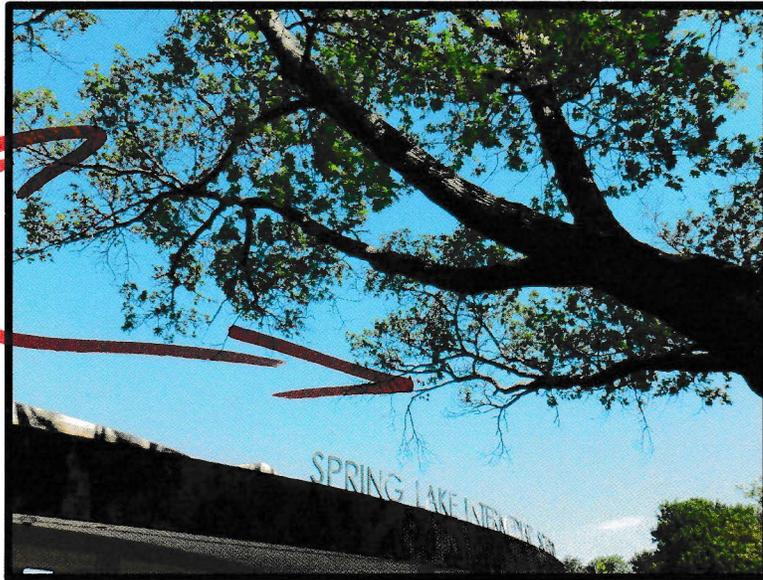
5



#6

Restricted root area

Declining crown
Chlorotic foliage
3"-4" Dead limbs

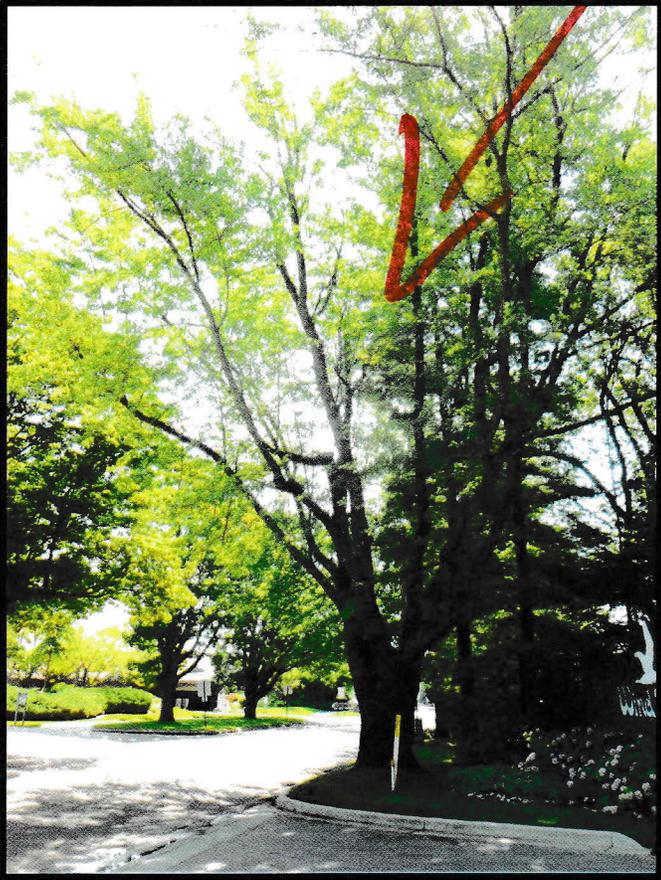


"High" exposure
location



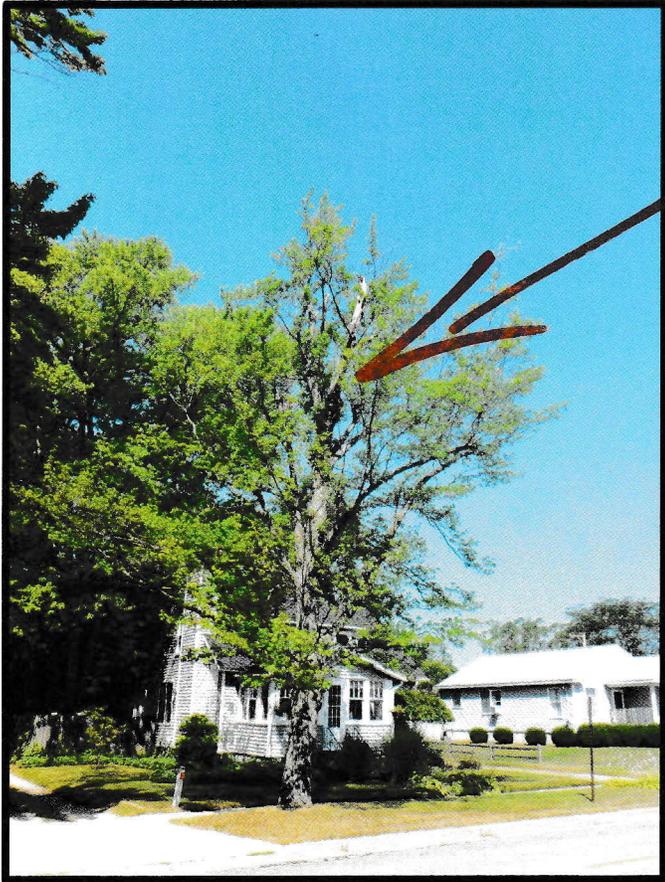
#7

Wind Drift Entrance



Dog leg limb with
some decay
should be removed





#8

367 Lake St.

Base cavity
Hollow





DRAFT MINUTES

Monday, May 21, 2018
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 7:12 p.m.

2. Pledge of Allegiance

3. Roll Call

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

Absent: None

4. Approval of the Agenda

Motion by **Hanks**, second from **Duer**, to approve the agenda with the addition of item 6. I. Business Recognition.

Yes: 6 No: 0

5. Consent Agenda

- A. Approved the payment of the bills (checks numbered 59766 - 59842) in the amount of \$265,720.12.
- B. Approved the minutes for the April 9, 2018 work session and the April 16, 2018 regular Council meeting.
- C. Approved the low bid of \$60,500 from Anlaan for the replacement of fence along the boardwalk at Old Boys which includes a change order to add 97' of fencing for an additional cost of \$5,500.
- D. Approved adoption of Resolution 2018 - 10 for National Boating Safety Week.
- E. Approved an agreement with Spring Lake Township for tax collection services.
- F. Approved the placement of delinquent water/sewer bills on the summer tax bill.

- G. Approved a public hearing for the budget adoption for Monday, June 11, 2018 at 7:00 p.m. at Barber School.
- H. Approved budget amendments for the 2017/2018 fiscal year.
- I. Approved the use of Mill Point Park bandshell on July 28, 2018 by Weiss Chiropractic and Wellness Center.
- J. Declined participation in the Neighborhood Housing Services contract starting in FY 2018/2019.

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

Yes: 6 No: 0

6. General Business

A. You Make the Difference Award – Leslie Van Leeuwen-Vega

Subject: Leslie is a local business owner & resident who whole-heartedly stepped up to assist the DDA with the Village Adventure. Her vision, enthusiasm and hard work greatly contributed to the success of the event.

Ms. Van Leeuwen-Vega was not able to attend this meeting and will be presented with her award at the next DDA or Council meeting.

B. You Make the Difference Award – Michelle Dixon

Subject: Michelle Dixon was ½ the dynamic duo behind “the Michelles” who were the champions behind the Village Adventure on May 4, 2018.

President **Powers** presented Ms. Dixon with her You Make the Difference Award. **Council** thanked her for her hard work and dedication to the Village.

C. You Make the Difference Award – Megan Doss

Subject: It is with great sadness that Village Council is losing Megan Doss. She has been pivotal in numerous changes throughout the Village during her tenure. It is appropriate to bestow a YMTD award upon her.

President **Powers** presented Ms. Doss with her You Make the Difference Award. **Council** thanked Ms. Doss for her time serving on Council and Parks Board and on her successful fundraising campaigns to renovate Central Park and Whistle Stop Playground.

Doss thanked the entire Village, Council and staff for allowing her to accomplish so much in such a short amount of time and complimented the professional staff of Spring Lake Village for working above and beyond the call of duty. **Doss** also thanked Council for working with her, embracing her creative thoughts and methods, specifically regarding Central Park and Whistle Stop Playground. **Doss** said she had no prior experience on any governmental council and had no idea what she was getting herself into, but could honestly say that being a member of the Spring Lake Village Council had been one of the most rewarding experiences of her professional life and volunteer life and she became very philanthropic as part of all this.

Lee **Schuitema**, speaking as a member of the Parks and Rec Board, commended **Doss** on all her huge accomplishments and what a joy it had been to work with her and how much she would be missed.

D. Council Appointment

Subject: On April 30, 2018, Ms. Megan Doss tendered her resignation on Village Council. According to Village Charter Section C-28(D), Council has 30 days to appoint her replacement. Should they fail to do so, the Village President must appoint a replacement. Three candidates were interviewed on Monday, May 14, 2018. One additional question was posed via email to those candidates.

Council discussed the candidates and their reasons for supporting them.

Motion by **Duer**, second from **Hanks**, to appoint Susan Petrus to fill Doss's vacated Council seat.

Yes: 5 No: 1 (VanStrate)

President **Powers** added that Steve Nauta was an excellent candidate and he would have very much liked him back on Council and hoped that Nauta would apply for any future openings.

E. Selection of President Pro-Tem

Subject: Since Megan Doss served at the President Pro-tem, it is necessary to select a Council Member to serve in that capacity.

Motion by **Hanks**, second from **Duer**, to nominate Joel **TePastte** to serve in the capacity of Village President Pro-tem. **TePastte** excepted the nomination.

Yes: 6 No: 0

F. Board & Committee Appointments

Subject: It is necessary to appoint someone to fill the vacancies created on the following boards/committees:

- Spring Lake Village/Township Collaboration Committee
- Parks & Recreation
- Library Board (not required to be a Council Member)

Motion by **TePastte**, second from **Miller** to appoint Steve Nauta to the Library Board provided he approved this appointment.

After some discussion, President **Powers** agreed to sit on the SLV/SLT Committee until such time that newly appointed **Petrus** was up to speed.

Motion by **TePastte**, second from **Miller** to appoint President **Powers** to the SLV/SLT Committee and Susan **Petrus** to the Parks & Recreation Board.

Yes: 6 No: 0

G. Spring Lake Fire Department Annual Report

Subject: Fire Chief Brian Sipe will be in attendance to present his annual report and discuss the strategic plan.

Fire Chief Brian Sipe presented Council with his annual report and went over his strategic plan. Chief Sipe shared that J.P. DeLass had been awarded Fire Fighter of the Year.

Council thanked Chief Sipe for his report.

H. USCG Joint Resolution

Subject: The Ferrysburg Mayor Pro-tem has asked the Village to participate in a joint resolution honoring the men and women who served aboard the USCGC Escanaba.

Motion by **Miller**, second from **Hanks**, to approve a joint resolution honoring the men and women who served aboard the USCGC Escanaba.

Yes: 6 No: 0

I. Business Recognition – Burns shared that it was time to select a business that has contributed to the community through job growth and/or investment in their facility to receive Business Recognition.

Council reviewed the list of previous recipients and discussed new businesses in the Village.

Motion by **Hanks**, second from **Miller**, to nominate Best Financial Credit Union to receive a Business Recognition award.

Yes: 6 No: 0

7. Department Reports

A. Village Manager – Burns added that, to date, there have been 12 muskrats trapped at Mill Point Park in an attempt to keep the bank from eroding further. **Burns** shared that the Holiday Inn has been sold and that she has a meeting scheduled with the director of TSC at MDOT to go over the stop light at Jackson along with a couple of other items regarding the development along Jackson St. **Burns** reported that there were a number of road races coming up and also reported that there had been a party at Barber School over the weekend and there was red frosting on the carpet behind the dais, something smeared on her chair and gouges on the end of the new dais. **Council** discussed options to better monitor the building and asked to bring this item to the next Work Session.

B. Clerk/Treasurer/Finance Director – Hinga said he would like to swear in **TePastte** as President Pro-tem after the meeting.

C. OCSO

D. Fire

E. 911

F. DPW

G. Water

H. Sewer

I. Minutes from Various Board & Committees

1. **DDA**

2. **Parks & Recreation**

8. Old Business and Reports by the Village Council – No old business.

9. New Business and Reports by Village Council – No new business

10. Status Report: Village Attorney – No additions to the Village Attorney report.

11. Statement of Citizens – No statements of citizens.

12. Adjournment

Motion by **Van Strate**, second from **TePastte**, Village Council adjourned the meeting at 7:59 p.m.

Yes: 7 No: 0



Village of Spring Lake
Draft Minutes Council Work Session

May 14, 2018

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. **Short-term Rentals (Bob Mersereau & Ron Bultje)** - At the April 9, 2018 Work Session, Mr. Bob Mersereau asked to be placed on the agenda in order to discuss his short-term rental. Mr. Ron Bultje was present to answer questions that Mr. Mersereau or Council had regarding the current Village ordinance. Council directed Ron to work with Jennifer Howland and the Planning Commission to draft an ordinance amendment and a regulatory ordinance regarding short-term rentals.

2. **Resignation of Council Member Megan Doss** - Council regrettably accepted Megan's resignation.

3. **Interviews for Council Vacancy**

- Steve Nauta
- Marianne Martinus
- Susan Petrus

Council directed **Burns** to email each candidate with a question regarding services on boards/committees. They will make an appointment at the regular meeting.

4. **Board/Committee Appointments** - Due to the resignation of Council Member Doss, Council contemplated her replacement on several boards/committees:

- Library Board
- Parks & Recreation/Tree Board
- SLT/SLV Board

5. **Neighborhood Housing Services (Rhonda Klein)** - Rhonda made a presentation to Council regarding a new proposal for Neighborhood Housing Services. Council asked that a motion to decline the request be placed on the consent agenda.

6. **Central Park Reservation – Ride of Silence** - This is an annual event that stages at Central Park. The organizers requested permission to utilize Central Park on May 16, 2018 at 6:00 p.m.
7. **Railing Replacement Bids** - The railing along the boardwalk contiguous to Old Boys is in need of replacement. The bids for the project came in higher than anticipated. The DDA have reviewed the bids and recommend approving a \$55,000 bid from Anlaan. Some DDA members also took a field trip to the site after their meeting. The question was posed as to why there was a gap in the fencing. Council determined that a change order for \$5,500 was appropriate to fill in the gap on the fencing.
8. **Stonegate Sewer Discussion** - During the SAW grant process, it was discovered that the manholes servicing the Stonegate development were completely paved over. When unable to locate the manholes, staff directed Plummer’s Environmental to televise the sewer system that services that development. It was during this televising that the issue was discovered. Clarence has offered to fix the issue for the development at no charge.
9. **National Boating Safety Week Proclamation** – Council asked that this item be placed on the consent agenda.
10. **DPW Director Search Update – Burns** updated Council on the timeline for replacing John Stuparits after he retires.
11. **Delinquent Utility Accounts (Marv Hinga)** - 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.
12. **Oak Tree** - The Oak Tree at the Intermediate School has undergone its third evaluation. The third evaluation states the same thing that the first two evaluations stated; the tree is dying and poses a risk to both people and

property. The Tree Board has, once again, contemplated the future of the tree and suggests following the arborist's recommendation to remove the tree.

13. 2018/2019 Budget Discussion - Council received a proposed budget for 2018/2019. Staff has compiled this budget based on conversations that took place at the strategic planning/goal setting session back in February. Staff has also incorporated recommendations from the Parks & Recreation Board as well as the DDA.

- Revenues/Expenditures
- Fees
- Brownfield

14. Set Public Hearing for Budget Adoption - The public hearing for the adoption of the 2018/2019 Fiscal Year budget will take place on June 11, 2018 at 7:00 p.m. at Barber School. The public notice was attached with the millage rates reflecting a slight increase in the operating millage and a slight decrease in the debt millage from the previous fiscal year. This results in no net change from the previous year.

15. Budget Amendments - The Finance Committee reviewed the proposed budget amendments immediately prior to the Work Session and recommended approval.

16. Use of Mill Point Park Bandshell - Weiss Chiropractic & Wellness Center has requested the use of the Mill Point Park Bandshell on July 28, 2018 from 1-4 p.m.

17. Communications -

- DDA Report – Village Adventure
- Library Calendar (May)
- Michigan Municipal League – Worker's Compensation Award
- Michigan Municipal League – Feature Article
- Sewer Force Main
- Street Closing – Grandview to Prospect (Council agreed to close)
- Tree Removal – 231 E. Savidge

18. Minutes -

Minutes of the April 9, 2018 Work Session and April 16, 2018 regular meeting are attached for review. Should you wish to make edits, please share that information with Chris Burns or Maryann Fonkert prior to May 18, 2018.

19. Public Comment – None.

20. Adjournment: There being no further business, the meeting adjourned at 10:10 p.m.

Mark Powers, Village President

Christine Burns, Village Manager