

Village of Spring Lake

Council Work Session

February 11, 2019

7:00 p.m.

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

www.springlakevillage.org

1	<p>7:00 p.m. – Presentation of flag to Marine PFC Zachery Clark.</p> <p>Chris Hindley, the mother of Marine PFC Zachery Clark (623 Fall) has requested that an American flag be flown over Village Hall and then presented to her son for his service to our country. He will be graduating from basic training this week and after a 10-day leave he will head to North Carolina for more training and school of infantry. Ms. Hindley has offered to purchase the flag for the presentation.</p>
2	<p>7:05 p.m. – Polar Vortex Update (Wally Delamater)</p>
3	<p>7:15 p.m. – Memorandum of Understanding - North Bank Trail Maintenance with Crockery Township</p> <p>The Village is receiving MDOT Grant money as a pass-through Act 51 agency for Crockery Township for the construction of the bike path. Technically, the Village would be responsible for the maintenance of the trail. By adopting a maintenance agreement with Crockery Township, that burden will rightfully shift to Crockery Township. This document and the Resolution(below) will be available for review prior to the Council Meeting, but was not completed at press time.</p>
4	<p>7:18 p.m. – State Infrastructure Bank (SIB) Loan Agreement Signers - North Bank Trail Construction</p> <p>The Village as an ACT 51 entity is serving as the pass-through agent for Crockery Township on an SIB loan which will be used to finance construction of the North Bank Trail from 130th to 112th Ave. The loan agreement requires the Village Council adopt a resolution designating the authorized signer for the SIB Loan.</p>
5	<p>7:21 p.m. – Budget Amendments (Marv Hinga)</p>

	The finance committee reviewed the proposed budget amendments on Monday, February 4, 2019.
6	<p>7:23 p.m. - You Make the Difference Award (Parker Bonney – 114 E. Tolford)</p> <p>On January 29, 2019 a 9-year old resident took the initiative to shovel out fire hydrants in the bitter cold, thereby setting a great example for his Village neighbors and certainly worthy of recognition. Mr. Bonney has been invited to attend the regular Council Meeting on February 18, 2019 and will be bringing members of his cub scout troop with him for the presentation.</p>
7	<p>7:28 p.m. – Short-term Rentals Regulatory Ordinance</p> <p>Attached please find the proposed ordinance for the regulatory piece of the short-term rental issue. This, too, was crafted with input from the property owners and staff.</p>
8	<p>7:32 p.m. – Coming up in March</p> <ul style="list-style-type: none"> • Recreational Marijuana Ordinance • Recreational Marijuana Regulatory Ordinance • Commercial Redevelopment District Ordinance <ul style="list-style-type: none"> ◦ <i>This item had to be postponed due to publication requirements that we couldn't meet as a result of the governmental shutdown.</i>
9	<p>7:37 p.m. – Communications</p> <ul style="list-style-type: none"> • Library Calendar (February) • Sidewalk Complaint
10	<p>7:41 p.m. - Minutes</p> <p>Minutes of the January 14, 2019 Work Session and January 21, 2019 regular meeting are attached for review. Should you wish to make edits, please share that information with Chris Burns or Maryann Fonkert prior to February 15, 2019.</p>
11	<p>7:42 - 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>

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7:45 - Adjourn

Village of Spring Lake
February 2019 Budget Adjustments

	Fund	Dept.	Account	Current	Proposed	Change
101-000.000-403.100	General Fund	Revenue	Property Taxes Refunded	(300)	(800)	(500)
101-000.000-664.000	General Fund	Revenue	Interest Income	7,086	7,586	500
390-000.000-403.100	Debt Service Fund	Revenue	Property Taxes Refunded	(200)	(250)	(50)
390-990.000-999.000	Debt Service Fund	Debt Service	Paying Agent Fees	500	450	(50)
Adjust General Fund and Debt Service Fund for State Tax Tribunal Refund				Net Change		0
101-000.000-695.000	General Fund	Revenue	Appropriation from Fund Balance	27,255	35,755	8,500
101-381.000-801.381	General Fund	Planning/Zoning	Zoning Collaboration	16,500	25,000	8,500
Adjust Zoning/Planning Department Budget for change in Township billing - (18 months vs 12 months) for FY 2018-19.				Net Change		0
101-000.000-671.000	General Fund	Revenue	Tanglefoot Rentals	94,000	6,612	(87,388)
101-000.000-671.500	General Fund	Revenue	Tanglefoot Dock Rentals	11,000	750	(10,250)
101-000.000-671.700	General Fund	Revenue	Tanglefoot Electric Fees	6,750	6,669	(81)
101-000.000-694.551	General Fund	Revenue	Tanglefoot Laundry Revenues	500	411	(89)
101-000.000-695.000	General Fund	Revenue	Appropriation from Fund Balance	35,755	120,723	84,968
101-551.000-703.400	General Fund	Tanglefoot Park	Park Manager Wages	15,400	9,000	(6,400)
101-551.000-704.000	General Fund	Tanglefoot Park	Social Security	2,200	1,710	(490)
101-551.000-740.000	General Fund	Tanglefoot Park	Operating Supplies	1,250	500	(750)
101-551.000-931.000	General Fund	Tanglefoot Park	Building Repairs	10,000	7,500	(2,500)
101-551.000-853.200	General Fund	Tanglefoot Park	Internet Service	1,000	500	(500)
101-551.000-921.000	General Fund	Tanglefoot Park	Electric Service	8,000	6,000	(2,000)
101-551.000-956.000	General Fund	Tanglefoot Park	Miscellaneous Expense	300	100	(200)
Adjust Tanglefoot Park Budget for Park closure in 2019.				Net Change		0

§ 271-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

LANDLORD — Any person who owns or controls a rental unit and rents such unit, either personally or through a designated agent, to any other person.

OWNER — The legal or equitable title holder of a rental unit or the premises within which the rental unit is situated.

RENTAL UNIT — Any ~~multiple-family~~ dwelling unit ~~or residential structure~~ containing one or more sleeping units, including but not limited to hotels, motels, bed-and-breakfast establishments, boardinghouses, or sleeping rooms, which are rented pursuant to an oral or written agreement, for monetary or other consideration, by the owner or the responsible local agent to any other person ~~in control of such units to any individual~~, whether by day, week, month, year, or any other term, when the renter is not acquiring an ownership interest in the rental unit.

RESPONSIBLE LOCAL AGENT — A person or other representative of an ~~individual, a corporation, partnership, firm, joint venture, trust, association, organization or other entity having his place of residence in the county and~~ owner; the agent's place of residence shall be within 60 miles of the Village. The agent shall be designated by the ~~property~~ owner as responsible for operating ~~such property~~ the rental unit in compliance with the ordinances adopted by the Village. All official notices of the Village may be served on the responsible local agent, and any notice so served shall be deemed to have been served upon the owner ~~of record~~. An owner may be the responsible local agent if the owner meets the residency requirement.

§ 271-2. Fees.

Fees for registration of rental units, inspections, and certificates of compliance shall be as established by resolution of the Village Council.

§ 271-3. Violations and penalties.¹

Any person who violates, disobeys, omits, neglects, or refuses to comply with or resists the enforcement of this chapter shall be responsible for a municipal civil infraction, subject to § 1-2. Increased civil fines may be imposed for “repeated violations,” which means a second or subsequent municipal civil infraction violation committed by a person within any

twelve-month period and for which a person admits responsibility or is determined to be responsible. The increased civil fine for repeat violations is set forth in § 1-2.

~~1-1. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).~~
[RAB Revised Date 02/06/19](#)

§ 271-4. Registration and designation of responsible local agent required.

No ~~property~~ owner shall lease, rent, or otherwise allow a rental unit to be occupied unless the rental unit is registered with the Village ~~and a person is designated, unless the rental unit has been issued a certificate of compliance per this chapter, and unless~~ a responsible local agent is designated for the rental unit. The responsible local agent shall be legally responsible for operating the registered rental unit in compliance with the ordinances adopted by the Village, shall be responsible for providing access to the rental unit for the purpose of making any and all inspections necessary to ensure compliance with the ordinances adopted by the Village, and shall accept all legal notices or service of process with respect to the rental unit. The responsible local agent shall maintain a list of the names and number of occupants of each rental unit for which ~~he~~ the agent is responsible.

§ 271-5. Registration term and renewal of existing rental units.

~~Property owners~~ Owners shall register any and all rental units within the Village and shall designate a responsible local agent. ~~Such registration shall be effective for one year, and it~~ Registration shall be completed immediately for each rental unit, before it is rented out, and renewed before each following January 1. ~~It~~ shall be the responsibility of the ~~property owners~~ owner to re-register ~~such rental unit on the first day of the month immediately following the expiration of the registration for each~~ the rental unit. Upon registration, a certificate of compliance shall then be obtained pursuant to § 271-~~10~~ 10 ~~prior to permitting occupancy of any new rental unit.~~ 10.

§ 271-6. Change in registration information.

The ~~property~~ owner ~~of a rental unit registered with the Village~~ shall re-register a rental unit within 60 days after any change occurs in registration information. A new owner ~~of a registered rental unit~~ shall immediately re-register the rental unit as provided in this chapter.

§ 271-7. Re-registration.

~~A property~~ An owner shall re-register ~~prior to expiration of a certificate of compliance~~ a rental unit for each calendar year.

§ 271-8. Application for registration.

An application for registration of a rental unit shall be made in such form

and in accordance with such instructions as may be provided by the Village Manager or his or her designee and shall include at least the following information:

A. The address of the rental unit;

~~§ 271-8~~ ~~§ 271-11~~

B. The names and addresses of all owners ~~of the rental units~~;

- C. The name, address, and telephone number of the person authorized to collect rent from the individuals occupying the rental units;
- D. The name, local address, and telephone number of the responsible local agent;
- E. The number of rental units in each building;
- F. The authorization appointing a responsible local agent signed by both the owner and the responsible local agent; ~~and~~
- G. The name, business address, and ~~phone~~ telephone number ~~of the any~~ person ~~if any exists~~, who holds a lien on the rental unit or the real property on which the rental unit is located;
- H. The length of the lease for the rental units; and
- I. Verification that all state and local taxes levied and assessed against the rental unit that are due and payable at the time of the application have been paid (if not, the application shall be denied).

§ 271-9. Inaccurate or incomplete registration information.

It shall be a violation of this chapter for ~~a property~~ an owner or a responsible local agent to provide inaccurate information for the registration of rental units or to fail to provide information required by the Village for such registration. In those cases in which the owner is not a natural person, the owner information shall be that of the president, general manager, or other chief executive officer of the organization. Where more than one natural person has an ownership interest, the required information shall be provided for each such owner.

§ 271-10. Certificate of compliance required.

No person shall own, operate, lease, rent, or occupy a rental unit unless there is a valid certificate of compliance issued by the Village Manager or his or her designee, which certificate of compliance shall be issued in the name of the ~~operator~~ owner and issued for the specific rental unit. The certificate shall be issued for each building containing a rental unit. The certificate of compliance shall be displayed in a conspicuous place in each rental unit at all times. The certificate of compliance shall be issued only after both of the following are completed:

- A. Registration of the rental unit with the Building Department; and
- B. Inspection by the Village Manager or his or her designee demonstrating compliance with all ordinances adopted by the Village and state law.

The certificate of compliance shall be valid for the current year and the following calendar year, unless otherwise revoked pursuant to this chapter.

§ 271-11

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271-~~13~~16

§ 271-11. Biennial inspections.

Subsequent to the registration of ~~all rental units as required in~~ a rental unit as required in § 271-4, the Village Manager or his or her designee shall commence an inspection of the rental unit. However, the inspection shall not be required if the rental unit was inspected during the prior calendar year, was found to be in compliance, and the Village has no information to indicate that the rental unit is no longer in compliance. Once the rental unit is deemed to be in compliance with all ordinances adopted by the Village and state law, per an inspection in the current calendar year or the prior calendar year, a certificate of compliance shall be issued.

~~§ 271-4, the Village Manager or his or her designee shall commence an inspection of all rental units. During the calendar year, the Village Manager or his or her designee shall notify half of all registered owners of rental units that an inspection must be completed. Once the rental unit is deemed to be in compliance with all ordinances adopted by the Village and state law, the inspection required for issuance of a certificate of compliance shall be satisfied. The inspection shall then be valid for a period of two years. During the following calendar year, the Village Manager or his or her designee shall inspect the remaining half of the rental units. Once the rental unit is deemed to be in compliance with all ordinances adopted by the Village and state law, the inspection required for issuance of a certificate of compliance shall be satisfied. Prior to conducting the inspection on the second half of the rental units, the Village Manager or his or her designee may issue a temporary certificate for such units. Once the inspection required for issuance of the certificate of compliance is satisfied, it shall then be valid for a period of two years. The Village Manager or his or her designee shall thereafter alternate inspection biennially. The biennial inspection shall not, however, eliminate the registered owners' responsibility to register such units on an annual basis.~~

§ 271-12. ~~Temporary certificates.~~ [Reserved.]

~~Temporary certificates of compliance may be issued without prior inspection to owners of occupied rental units existing as of May 15, 1995. Such certificates may be issued as of the effective date of the initial registration following May 15, 1995, to allow property owners to operate such rental units until such time as an inspection may be made by the Village Manager or his or her designee. At such time as~~

~~an inspection is made by the Village Manager or his or her designee and a determination has been made that compliance with the provisions of this chapter have been secured, the temporary certificate shall expire.~~

§ 271-13. Prerequisites for issuance of certificate of compliance.

The Village Manager or his or her designee shall not issue a certificate of compliance unless a current rental unit registration is in effect, the responsible local agent is properly designated, any fees for registration plus any penalties are paid in full, and inspection as required in [§ 271-11](#) and [§ 271-14](#) has determined that compliance has been

~~§ 271-13~~ secured with the minimum standards and other provisions of the ordinances adopted by the Village ~~§ 271-18~~ [and with state law](#).

§ 271-14. Inspections.

All facilities, areas, and units governed by this chapter shall be inspected. All facilities, areas, and units inspected shall comply with the standards of the ordinances adopted by the Village [and with state law](#). If an inspection is scheduled and the owner or responsible local agent fails to appear, an inspection fee shall be assessed against the owner ~~and/~~ or the responsible local agent; ~~and no~~ [or both](#). [No](#) inspection shall be completed until the fee is paid in full.

§ 271-15. Posting.

The following information shall be posted in a conspicuous place either within each rental unit or in a common area shared by all occupants of a building:

- A. A copy of the current certificate of compliance; and
- B. The name, address, and telephone number of the responsible local agent.

§ 271-16. Revocation of certificate of compliance.

If the Village Manager or his or her designee shall discover the failure of any ~~property~~ owner to comply with a notice of violation issued pursuant to the provisions

[§ 271-16](#) [§ 271-20](#)

of the ordinances adopted by the Village [or pursuant to state law](#), the certificate of compliance may be revoked.

§ 271-17. Appeal of denial of registration or revocation.

Any ~~property~~ owner whose rental unit registration has been denied or whose certificate of compliance has been revoked may file an appeal to the Zoning Board of Appeals.

§ 271-18. Circumstances requiring vacation of unit.

~~A.~~—Upon revocation of a certificate of compliance and a determination by the Zoning Board of Appeals that a rental unit is ~~unfit for human habitation~~not in compliance with this chapter or state law, the owner or ~~operator~~responsible local agent of the rental unit shall immediately vacate ~~the unit; and no it.~~ No person shall thereafter occupy the rental unit for sleeping or living purposes until ~~such unit it~~ complies with this chapter and has been reissued a certificate of compliance.

~~B. When a rental unit is found to be in violation of the provisions of the ordinances adopted by the Village but determined to be~~

~~§ 271-18~~ ~~§ 271-22~~

~~habitable, a vacation order shall not be entered; but the certificate of compliance shall be deemed expired and the rental unit shall be in violation of the terms of this chapter.~~

§ 271-19. Expiration of certificate of compliance.

A certificate of compliance shall expire ~~on the date stated on the certificate of compliance~~at the end of the next calendar year or on the repair date stated on a notice to repair, whichever comes first. Sixty days after such expiration date, it shall be unlawful for the rental unit in question to be occupied unless a new certificate of compliance has been issued. A rental unit which has not been previously certified shall be deemed to have an expiration date on the date the responsible local agent is notified to register the rental unit.

§ 271-20. Notification of expired certificate.

Sixty days after expiration of a certificate of compliance, the Village may issue a notice of expired certificate to the owner, any responsible local agent, and ~~to~~ the occupant of ~~each~~the rental unit. The notice shall state that:

- A. The ~~dwelling~~rental unit does not have a valid certificate of compliance;
- B. It is unlawful for any vacant rental unit to be reoccupied or rented;

C. Current tenants may no longer occupy the rental unit lawfully; and

D. ~~C.~~ Current tenants may be entitled to escrow rent moneys as provided for under state law; ~~and.~~

~~D.~~—A placard containing this information will be posted on the ~~dwelling and~~ rental unit. The placard may not be removed until a new certificate of compliance is issued.

§ 271-21

§ 271-23

§ 271-21. Renewal of certificate of compliance.

At least 30 days prior to the expiration of a certificate of compliance, the Village shall notify the ~~registered~~ owner or the responsible local agent or both to re-register the rental unit and to arrange for a compliance inspection. The ~~property~~ owner shall be responsible for re-registering a rental unit and arranging a compliance inspection prior to the expiration date on the ~~certificate~~. ~~When a certificate of compliance is reissued in accordance with this chapter, it shall have a one-year expiration date with the same month and day as shown on the previous certificate, regardless of the date that the new certificate is actually issued.~~

§ 271-22. Exceptions to requirement of certificate of compliance.

A certificate of compliance shall not be required for living or sleeping accommodations in jails, hospitals, nursing homes, school

~~§ 271-22~~

~~§ 271-25~~

dormitories, convalescent homes, retirement homes, foster homes, or ~~for~~ temporary group shelters provided by legal not-for-profit agencies which are inspected, certified, and/or licensed by other governmental agencies.

§ 271-23. Basis for inspections.

Inspections of rental units may be made to obtain and maintain compliance with the standards of this chapter and state law, based upon one of the following:

- A. A complaint received by the Village indicating that there is a violation of the standards or the provisions of the ordinances adopted by the Village or state law or both;
- B. An observation by the Village of a violation of the standards or the provisions of the ordinances adopted by the Village or state law or both;
- C. A report or observation of a ~~dwelling~~ rental unit that is unoccupied and unsecured or a ~~dwelling~~ rental unit that is fire damaged;

- D. The registration, re-registration and certification of a rental unit as required by this chapter;
- E. The need to determine compliance with a notice or an order issued by the Village;
- F. Designation by the Village Council of an area where all dwellings, accessory buildings, or yards are to be inspected uniformly or intensively or for specific violations;
- G. An emergency observed or reasonably believed to exist;
- H. A request for an inspection by the ~~property~~ owner; or
§ 271-23 § 271-26
- I. ~~Requirements of~~As required by law where ~~en~~ a ~~dwelling~~rental unit is to be demolished by the Village or ~~where~~ ownership is to be transferred to the Village.

§ 271-24. Complaint-initiated inspections.

If an inspection is initiated by a complaint and no violation is found to exist, no inspection fees will be assessed against the owner ~~of the inspected rental unit.~~ In all other situations the owner shall be responsible for inspection fees.

§ 271-25. Reinspection.

~~Where a~~For every inspection and reinspection ~~must be made of a rental unit performed~~ to ensure conformity with this chapter ~~or before a certificate of compliance is issued for those rental units that have been issued violation notices, there, the owner~~ will be charged

~~§ 271-25~~ ~~§ 271-26~~ a
 separate fee ~~for every inspection when the violation has not been abated or corrected, except as provided in § 271-24.~~

§ 271-26. Inspection upon transfer of ownership.

- A. If there is a transfer of ownership ~~concerning~~for any rental unit, ~~including an even if~~ owner-occupied ~~rental unit~~, and a current certificate of compliance exists, ~~a final~~an inspection by the Village Manager or his or her designee shall be waived.;
- B. If there is a transfer of ownership ~~concerning~~for any rental unit, ~~including an even if~~ owner-occupied ~~rental unit~~, and a current certificate of compliance does not exist, ~~there shall be a final~~an inspection by the Village Manager or his or her designee. ~~If violations of this Code are~~

~~found, a notice of violations shall be required per this chapter. If the rental unit is not in compliance with this chapter and state law, a notice of violation shall be issued to both the current owner~~transferor and the ~~prospective buyer~~transferee;

- C. If ownership of any rental unit is transferred contrary to Subsection A or B of this section, the certificate of compliance and rental unit registration shall be deemed to expire within 60 days of the transfer unless appropriate steps are taken to obtain a rental unit registration and certificate of compliance~~;~~
- D. If there is a transfer of ownership where violations are found during the ~~final~~ inspection, the rental unit registration shall become invalid. ~~Any~~The new owner shall register the rental unit within 10 days of the date of transfer of ~~any~~the rental unit. Every person holding ~~such~~the registration prior to the transfer shall notify the Village Manager or his or her designee in writing of the change in the ownership of ~~such~~the rental unit~~;~~ or²
- E. ~~Any residents~~The transferring owner of a rental unit ~~which undergoes a transfer of whose~~ ownership ~~while~~is transferred shall notify the individuals ~~are~~—residing in that rental unit, including an owner-occupied rental unit, ~~shall be notified of~~before any transfer of ownership occurs.

~~2-2.~~ Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

GRAPIDS 59146-3 539589v4~~3~~

Document comparison by Workshare Compare on Wednesday, February 6, 2019 10:31:26 AM

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Document 1 ID	PowerDocs://GRAPIDS/539589/1
Description	GRAPIDS-#539589-v1-VSL_-_Rental_Ordinance_2018
Document 2 ID	PowerDocs://GRAPIDS/539589/3
Description	GRAPIDS-#539589-v3-VSL_-_Rental_Ordinance_2018
Rendering set	DW Standard

Legend:	
Insertion	
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Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	124
Deletions	100
Moved from	0
Moved to	0
Style change	0
Format changed	0
Total changes	224

§ 271-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

LANDLORD — Any person who owns or controls a rental unit and rents such unit, either personally or through a designated agent, to any other person.

OWNER — The legal or equitable title holder of a rental unit or the premises within which the rental unit is situated.

RENTAL UNIT — Any dwelling unit containing one or more sleeping units, including but not limited to hotels, motels, bed-and-breakfast establishments, boardinghouses, or sleeping rooms, which are rented pursuant to an oral or written agreement, for monetary or other consideration, by the owner or the responsible local agent to any other person, whether by day, week, month, year, or any other term, when the renter is not acquiring an ownership interest in the rental unit.

RESPONSIBLE LOCAL AGENT — A person or other representative of an owner; the agent's place of residence shall be within 60 miles of the Village. The agent shall be designated by the owner as responsible for operating the rental unit in compliance with the ordinances adopted by the Village. All official notices of the Village may be served on the responsible local agent, and any notice so served shall be deemed to have been served upon the owner. An owner may be the responsible local agent if the owner meets the residency requirement.

§ 271-2. Fees.

Fees for registration of rental units, inspections, and certificates of compliance shall be as established by resolution of the Village Council.

§ 271-3. Violations and penalties.¹

Any person who violates, disobeys, omits, neglects, or refuses to comply with or resists the enforcement of this chapter shall be responsible for a municipal civil infraction, subject to § 1-2. Increased civil fines may be imposed for "repeated violations," which means a second or subsequent municipal civil infraction violation committed by a person within any twelve-month period and for which a person admits responsibility or is determined to be responsible. The increased civil fine for repeat violations is set forth in § 1-2.

1. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

RAB Revised Date 02/06/19

§ 271-4. Registration and designation of responsible local agent required.

No owner shall lease, rent, or otherwise allow a rental unit to be occupied unless the rental unit is registered with the Village, unless the rental unit has been issued a certificate of compliance per this chapter, and unless a responsible local agent is designated for the rental unit. The responsible local agent shall be legally responsible for operating the registered rental unit in compliance with the ordinances adopted by the Village, shall be responsible for providing access to the rental unit for the purpose of making any and all inspections necessary to ensure compliance with the ordinances adopted by the Village, and shall accept all legal notices or service of process with respect to the rental unit. The responsible local agent shall maintain a list of the names and number of occupants of each rental unit for which the agent is responsible.

§ 271-5. Registration term and renewal of existing rental units.

Owners shall register any and all rental units within the Village and shall designate a responsible local agent. Registration shall be completed immediately for each rental unit, before it is rented out, and renewed before each following January 1. It shall be the responsibility of the owner to re-register the rental unit. Upon registration, a certificate of compliance shall then be obtained pursuant to § 271-10.

§ 271-6. Change in registration information.

The owner shall re-register a rental unit within 60 days after any change occurs in registration information. A new owner shall immediately re-register the rental unit as provided in this chapter.

§ 271-7. Re-registration.

An owner shall re-register a rental unit for each calendar year.

§ 271-8. Application for registration.

An application for registration of a rental unit shall be made in such form and in accordance with such instructions as may be provided by the Village Manager or his or her designee and shall include at least the following information:

- A. The address of the rental unit;
- B. The names and addresses of all owners;

- C. The name, address, and telephone number of the person authorized to collect rent from the individuals occupying the rental units;
- D. The name, local address, and telephone number of the responsible local agent;
- E. The number of rental units in each building;
- F. The authorization appointing a responsible local agent signed by both the owner and the responsible local agent;
- G. The name, business address, and telephone number any person who holds a lien on the rental unit or the real property on which the rental unit is located;
- H. The length of the lease for the rental units; and
- I. Verification that all state and local taxes levied and assessed against the rental unit that are due and payable at the time of the application have been paid (if not, the application shall be denied).

§ 271-9. Inaccurate or incomplete registration information.

It shall be a violation of this chapter for an owner or a responsible local agent to provide inaccurate information for the registration of rental units or to fail to provide information required by the Village for such registration. In those cases in which the owner is not a natural person, the owner information shall be that of the president, general manager, or other chief executive officer of the organization. Where more than one natural person has an ownership interest, the required information shall be provided for each such owner.

§ 271-10. Certificate of compliance required.

No person shall own, operate, lease, rent, or occupy a rental unit unless there is a valid certificate of compliance issued by the Village Manager or his or her designee, which certificate of compliance shall be issued in the name of the owner and issued for the specific rental unit. The certificate shall be issued for each building containing a rental unit. The certificate of compliance shall be displayed in a conspicuous place in each rental unit at all times. The certificate of compliance shall be issued only after both of the following are completed:

- A. Registration of the rental unit with the Building Department; and
- B. Inspection by the Village Manager or his or her designee demonstrating compliance with all ordinances adopted by the Village and state law.

The certificate of compliance shall be valid for the current year and the following calendar year, unless otherwise revoked pursuant to this chapter.

§ 271-11. Biennial inspections.

Subsequent to the registration of a rental unit as required in § 271-4, the Village Manager or his or her designee shall commence an inspection of the rental unit. However, the inspection shall not be required if the rental unit was inspected during the prior calendar year, was found to be in compliance, and the Village has no information to indicate that the rental unit is no longer in compliance. Once the rental unit is deemed to be in compliance with all ordinances adopted by the Village and state law, per an inspection in the current calendar year or the prior calendar year, a certificate of compliance shall be issued.

§ 271-12. [Reserved.]**§ 271-13. Prerequisites for issuance of certificate of compliance.**

The Village Manager or his or her designee shall not issue a certificate of compliance unless a current rental unit registration is in effect, the responsible local agent is properly designated, any fees for registration plus any penalties are paid in full, and inspection as required in § 271-11 and § 271-14 has determined that compliance has been secured with the minimum standards and other provisions of the ordinances adopted by the Village and with state law.

§ 271-14. Inspections.

All facilities, areas, and units governed by this chapter shall be inspected. All facilities, areas, and units inspected shall comply with the standards of the ordinances adopted by the Village and with state law. If an inspection is scheduled and the owner or responsible local agent fails to appear, an inspection fee shall be assessed against the owner or the responsible local agent or both. No inspection shall be completed until the fee is paid in full.

§ 271-15. Posting.

The following information shall be posted in a conspicuous place either within each rental unit or in a common area shared by all occupants of a building:

- A. A copy of the current certificate of compliance; and
- B. The name, address, and telephone number of the responsible local agent.

§ 271-16. Revocation of certificate of compliance.

If the Village Manager or his or her designee shall discover the failure of any owner to comply with a notice of violation issued pursuant to the provisions

of the ordinances adopted by the Village or pursuant to state law, the certificate of compliance may be revoked.

§ 271-17. Appeal of denial of registration or revocation.

Any owner whose rental unit registration has been denied or whose certificate of compliance has been revoked may file an appeal to the Zoning Board of Appeals.

§ 271-18. Circumstances requiring vacation of unit.

Upon revocation of a certificate of compliance and a determination by the Zoning Board of Appeals that a rental unit is not in compliance with this chapter or state law, the owner or responsible local agent of the rental unit shall immediately vacate it. No person shall thereafter occupy the rental unit for sleeping or living purposes until it complies with this chapter and has been reissued a certificate of compliance.

§ 271-19. Expiration of certificate of compliance.

A certificate of compliance shall expire at the end of the next calendar year or on the repair date stated on a notice to repair, whichever comes first. Sixty days after such expiration date, it shall be unlawful for the rental unit in question to be occupied unless a new certificate of compliance has been issued. A rental unit which has not been previously certified shall be deemed to have an expiration date on the date the responsible local agent is notified to register the rental unit.

§ 271-20. Notification of expired certificate.

Sixty days after expiration of a certificate of compliance, the Village may issue a notice of expired certificate to the owner, any responsible local agent, and the occupant of the rental unit. The notice shall state that:

- A. The rental unit does not have a valid certificate of compliance;
- B. It is unlawful for any vacant rental unit to be reoccupied or rented;
- C. Current tenants may no longer occupy the rental unit lawfully; and
- D. Current tenants may be entitled to escrow rent moneys as provided for under state law.

A placard containing this information will be posted on the rental unit. The placard may not be removed until a new certificate of compliance is issued.

§ 271-21. Renewal of certificate of compliance.

At least 30 days prior to the expiration of a certificate of compliance, the Village shall notify the owner or the responsible local agent or both to re-register the rental unit and to arrange for a compliance inspection. The owner shall be responsible for re-registering a rental unit and arranging a compliance inspection prior to the expiration date on the certificate of compliance.

§ 271-22. Exceptions to requirement of certificate of compliance.

A certificate of compliance shall not be required for living or sleeping accommodations in jails, hospitals, nursing homes, school dormitories, convalescent homes, retirement homes, foster homes, or temporary group shelters provided by legal not-for-profit agencies which are inspected, certified, and/or licensed by other governmental agencies.

§ 271-23. Basis for inspections.

Inspections of rental units may be made to obtain and maintain compliance with the standards of this chapter and state law, based upon one of the following:

- A. A complaint received by the Village indicating that there is a violation of the standards or the provisions of the ordinances adopted by the Village or state law or both;
- B. An observation by the Village of a violation of the standards or the provisions of the ordinances adopted by the Village or state law or both;
- C. A report or observation of a rental unit that is unoccupied and unsecured or a rental unit that is fire damaged;
- D. The registration, re-registration and certification of a rental unit as required by this chapter;
- E. The need to determine compliance with a notice or an order issued by the Village;
- F. Designation by the Village Council of an area where all dwellings, accessory buildings, or yards are to be inspected uniformly or intensively or for specific violations;
- G. An emergency observed or reasonably believed to exist;
- H. A request for an inspection by the owner; or

- I. As required by law when a rental unit is to be demolished by the Village or ownership is to be transferred to the Village.

§ 271-24. Complaint-initiated inspections.

If an inspection is initiated by a complaint and no violation is found to exist, no inspection fees will be assessed against the owner. In all other situations the owner shall be responsible for inspection fees.

§ 271-25. Reinspection.

For every inspection and reinspection of a rental unit performed to ensure conformity with this chapter, the owner will be charged a separate fee except as provided in § 271-24.

§ 271-26. Inspection upon transfer of ownership.

- A. If there is a transfer of ownership for any rental unit, even if owner-occupied, and a current certificate of compliance exists, an inspection by the Village Manager or his or her designee shall be waived;
- B. If there is a transfer of ownership for any rental unit, even if owner-occupied, and a current certificate of compliance does not exist, an inspection by the Village Manager or his or her designee shall be required per this chapter. If the rental unit is not in compliance with this chapter and state law, a notice of violation shall be issued to both the transferor and the transferee;
- C. If ownership of any rental unit is transferred contrary to Subsection A or B of this section, the certificate of compliance and rental unit registration shall be deemed to expire within 60 days of the transfer unless appropriate steps are taken to obtain a rental unit registration and certificate of compliance;
- D. If there is a transfer of ownership where violations are found during the inspection, the rental unit registration shall become invalid. The new owner shall register the rental unit within 10 days of the date of transfer of the rental unit. Every person holding the registration prior to the transfer shall notify the Village Manager or his or her designee in writing of the change in the ownership of the rental unit; or²
- E. The transferring owner of a rental unit whose ownership is transferred shall notify the individuals residing in that rental unit, including an owner-occupied rental unit, before any transfer of ownership occurs.

2. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).



Spring Lake District Library Calendar of Events February 2019



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>Questions about library services or programs?</p> <p>Call 616.846.5770 or visit sllib.org</p>	 <p>available at sllib.org</p>	<p><i>Blizzard of Books</i> Reading Club for Adults continues . . . read books and earn prizes!</p> <p>Sponsored by SLDL Friends</p>	<p>What do you love about your library?</p>  <p>Let us know! Facebook.com/SpringLakeDistrictLibrary</p>		<p>1 10:30 am Preschool Storytime</p>	<p>2</p>  <p>ready when you are! digital movies, music, eBooks and more</p>
<p>3 Sunday hours 2-5 pm</p>	<p>4</p>	<p>5 9:45 am Little Movers Storytime 11 am Baby Bounce Storytime 2-4 pm Valentine Crafts 6-8 pm Hiring & Managing Employees; pre-register</p>	<p>6 4-5 pm LEGO Block Party</p>	<p>7 10:30 am Preschool Storytime 4 pm No Sew Heart Pillows, pre-registration required, ages 10-18 7 pm Story of the Slave Ship Zong</p>	<p>8 10:30 am Preschool Storytime</p>	<p>9</p>
<p>10 Sunday hours 2-5 pm</p>	 <p>Twitter.com/sldlibrary</p>	<p>12 9:45 am Little Movers Storytime 11 am Baby Bounce Storytime 7 pm <i>The Booster</i> with co-author Jim McFarlin; talk & book signing</p>	<p>13 9:30 and 10:45 am OAISD Play 'n Learn; ages 0-5 7 pm Local/Global Impact of Climate Change with Dr. Alan Steinman</p>	<p>14 10:30 am Preschool Storytime 4-5 pm Full STEAM Ahead: <i>Thumbprint Art</i></p>	<p>15 10:30 am Preschool Storytime</p>	<p>16</p>  <p>find at sllib.org</p>
<p>17 Sunday hours 2-5 pm 3-4 pm Music by the Fireplace featuring Jim Cooper Jazz Trio</p> 	<p>18</p>	<p>19 9:45 am Little Movers Storytime 11 am Baby Bounce Storytime 7 pm Mexican Immigration: What's Really Going On?</p>	<p>20 9:30 am OAISD Play 'n Learn; ages 0-2</p>	<p>21 10:30 am Preschool Storytime 4 pm SLD Friends Book Club</p>	<p>22 10:30 am Preschool Storytime 2:30 pm Download Digital Titles: exploring hoopla, Libby & rb digital; pre-registration required</p>	<p>23</p>
<p>24 Sunday hours 2-5 pm</p>	 <p>download magazines and audiobooks at sllib.org</p>	<p>26 9:45 am Little Movers Storytime 11 am Baby Bounce Storytime</p>	<p>27 3:30-5 pm Teen 'Scape ages 10-18</p>	<p>28 10:30 am Preschool Storytime</p>		 <p>sign up at Youth Services</p>

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

Christine Burns

From: Maryann Fonkert
Sent: Friday, January 25, 2019 11:48 AM
To: Christine Burns
Subject: FW: Website Contact Form "Snow plowing village sidewalks"

Not sure how to respond to this.

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

From: Jim Marshall <no-reply@www.springlakevillage.org>
Sent: Wednesday, January 23, 2019 3:15 PM
To: Maryann Fonkert <Maryann@springlakevillage.org>; Lori Spelde <Lori@springlakevillage.org>
Subject: Website Contact Form "Snow plowing village sidewalks"

Caution! This email is from an external address and contains a link. Use caution when following links as they could open malicious web sites.

From: Jim Marshall <jimmarshall0716@sbcglobal.net>
Subject: Snow plowing village sidewalks

Message Body:

The sidewalk snow plowing isn't worth the effort or tax money collected for the service. The only thing we get for our tax money is a couple of tire tracks along the walkway. The equipment they use for plowing the walkways isn't right they need a floating blade to work properly.

--

This e-mail was sent from a contact form on Village of Spring Lake (<http://www.springlakevillage.org>)



Village of Spring Lake

Draft Council Work Session Minutes

January 14, 2019

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. **Use of Mill Point Park ~ Reading Enables Adult Development**

R.E.A.D. has requested the use of Mill Point Park on July 14, 2019 from noon-2:00 p.m.

Tri-cities Kiwanis has a preliminary request in to use Mill Point Park on September 7, 2019 until noon. Courtyard Concerts has a request in to use Mill Point Park on September 7, 2019 later in the day. Council Member **Hanks** indicated that she is happy and willing to work with Ron Knoll that day.

2. **Ordinance Adoptions ~ Short-term Rentals**

On December 18, 2018 the Planning Commission held a public hearing to contemplate an amendment the zoning ordinance regarding short-term rentals. Attached was a staff memo from Planner Jennifer Howland, along with the proposed ordinance for short-term rentals. **Burns** indicated that the process went extremely well as property owners worked well with staff to formulate solutions that were agreeable to everybody.

3. **Park Redevelopment**

At their December meeting, the DDA approved hiring Progressive AE to do a feasibility study to look at making a stronger tie-in between Tanglefoot/Mill Point Parks (specifically the Grand River) and downtown Spring Lake. Staff composed a list of potential committee members to meet with Progressive AE to commence the community engagement process. That list will be circulated on at the regular Council Meeting as not all proposed members have not responded as to their willingness to serve at this time.

4. **Commercial Redevelopment District**

Based on the current redevelopment taking place in downtown Spring Lake, staff commencement investigating the benefit of establishing a

Commercial Redevelopment District in order to incentivize additional redevelopment. Staff compiled a map showing the proposed parcels that would be ideal for redevelopment. Attorney Bob Sullivan outlined the process for establishing such a district. The DDA was provided a copy of the map at their meeting on January 10, 2019.

5. Approval of Agreement with Williams & Works

Three firms submitted proposals to perform an update of the Village's zoning ordinance. Of the 3 firms, two were interviewed. Both of those firms were also interviewed for a similar project in Grand Haven; both firms offered a small deduction in their fee should they be selected in SL & GH. Williams & Works has been selected as the consultant therefore a contract will need to be executed.

6. Budget Amendments

The Finance Committee considered budget amendments for the 2018/2019 fiscal year immediately prior to the work session. They recommend placing this item on the consent agenda for approval.

7. State Infrastructure Bank Loan Agreement

The Village is serving as a pass-thru agent on behalf of Crockery Township for improvements to the North Bank Trail. Marv **Hinga** is handling all necessary paperwork on Crockery Township's time and will bill back accordingly.

8. Coming Next Week at the regularly scheduled Council Meeting

- You Make the Difference Award ~ Tom Cousineau
- Presentation of Check – Consumers Energy Foundation (Erik Poel)

9. Cleaning Bids

Staff has been dissatisfied with the quality of the cleaning services provided by CSM for more than the last year. After countless attempts to rectify on-going issues, a memo was sent to CSM to sever the contract. Proposals for cleaning services were distributed and building tours were given to interested parties. A bid tabulation was attached, as well as the bids. Council recommended placing this item on the consent agenda for approval of Zervas cleaning. President **Powers** asked that it be placed on the regular agenda as he would need to abstain.

10. Communications

- Emergency Management Updates
- ISO Change
- Request for recycling containers

11. Minutes

Minutes of the December 10, 2018 Work Session and December 17, 2018 regular meeting were attached for review.

12. Public Comment

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

Mike & Melanie Inman questioned why Council increased the rates for dock rental at Mill Point Park? There has been no increase in service provided. Mr. Inman indicated that when they first started renting a dock, it was only \$600 and the price keeps increasing.

Maria Campos-Priebe demanded to see comparable dock rates for the surrounding area and questioned how Council came up with the appropriate fee. Burns suggested that they attend Council Meeting during the budget process to witness how Council deliberates and sets fees.

Robin Mersereau thanked Council for the deliberative process when considering an ordinance change to allow for short-term rentals. He indicated that he had suggestions for the regulatory language that he would email to the Village Manager in hopes of clarifying certain sections and in order to expedite the next part of the process.

Adjournment: There being no further business, the meeting adjourned at 8:15 p.m.

Mark Powers, Village President

Chris Burns, Village Manager