

# Village of Spring Lake

## Council Work Session

February 10, 2020

7:00 p.m.

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

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

1	<p><b>7:00 p.m. – Barrett Boat Works Mural Request</b></p> <p>Barrett Boat Works would like to determine Council’s level of interest in relocating the mural at Barber School. Representatives from BBW will be at the Work Session with their proposal.</p>
2	<p><b>7:05 p.m. – Liquor License (Lilley Mansion)</b></p> <p>The Village received a completed application (<i>attached</i>) for a Development District Liquor License for the Lilley Mansion, parcel 70-03-15-361-010.</p>
3	<p><b>7:10 p.m. – Budget Amendments (Marv Hinga)</b></p> <p>The Finance Committee will review proposed budget adjustments prior to the work session. They will have a recommendation for the entire Council.</p>
4	<p><b>7:15 p.m. – Sewer Updates (Marv Hinga &amp; Wally Delamater)</b></p> <p>Attached please find Marv Hinga’s spreadsheet showing sewer charges billed to Village customers, versus charges to the Village from the sewer authority. With high water levels also comes inflow &amp; infiltration (I &amp; I) that we are obviously paying to treat.</p>
5	<p><b>7:30 p.m. – Mill Point Brownfield Loan Repayment (Marv Hinga)</b></p> <p>The Mill Point Brownfield has sufficient tax captures to pay off the remaining balance (\$14,539) in the current fiscal year. Paying off the loan in the current year will result in the Mill Point Brownfield not capturing taxes in future years and the Village refunding the surplus capture (\$2,995) to the Spring Lake Schools, Ottawa Area Intermediate Schools and the State of Michigan. The Finance Committee has already approved the early payoff of the loan. Council’s formal approval of the early payoff is needed to proceed.</p>

<p><b>6</b></p>	<p><b>7:33 p.m. – Parks &amp; Recreation Asset Management Plan</b></p> <p>RFPs were solicited and 4 proposals were received by the due date of 01/31/20. The proposals ranged in price from \$13,950 to \$38,000. The proposals were discussed at the February 3, 2020 Parks &amp; Recreation Board Meeting. Based on feedback from Council during the strategic planning session, the P&amp;R Board requested that the low bidder (MCSA) break the proposal into 2 parts (spread over 2 fiscal years) with Central Park being the priority this year and the other inventory taking place after 07/01. The proposal has been modified (<i>attached</i>) to reflect that request. The full proposals are available for review in the Village Manager's office.</p>
<p><b>7</b></p>	<p><b>7:35 p.m. – Community Service Fund Establishment (Tanglefoot Park)</b></p> <p>Staff is preparing a grant application for the DNRTF. One of the steps that needs to be accomplished is setting up a fund for donations that will ultimately be used for the match necessary if the grant application is successful.</p>
<p><b>8</b></p>	<p><b>7:40 p.m. – Wetland Monitoring Report</b></p> <p>Adrienne Peterson, Peterson Environmental, has prepared the fifth and final wetland monitoring report that was an obligation by the Village when the Grand River Greenway was constructed. With the exception of one tree that we cannot seem to get to live, the monitoring is basically done. We will plant a new tree (3<sup>rd</sup> time is the charm) but with the high water levels, it's no guarantee the new sapling will live. There will be on-going treatment of invasive species in the wetland locations.</p>
<p><b>9</b></p>	<p><b>7:45 p.m. – Planning Commission Appointment</b></p> <p>Due to a recent resignation of a Planning Commissioner, it is necessary to appoint a replacement. Mr. Eric VanderMuelen has submitted an application to serve. He was interviewed by the Village Manager and Planner (Stacey Fedewa) on February 6, 2020; both recommend appointment to the Planning Commission.</p>
<p><b>10</b></p>	<p><b>7:48 p.m. – RFP for Marina Management</b></p> <p>At their January Work Session, Council tasked Marv Hinga with compiling a spreadsheet (<i>attached</i>) showing revenues/expenditures associated with the management of Village docks. Council also inquired about the</p>

	possibility of privatizing marina management. An RFP was drafted for Council's perusal; discussion of such would be appropriate at this time.
<b>11</b>	<p><b>8:00 p.m. – High Water Level Damages</b></p> <p>On January 23, 2020 GH City Manager Pat McGinnis traveled to Lansing to testify regarding the extent of the damage that has been caused to public property as a result of high water levels. It's been challenging to get anybody's attention in Lansing, but Pat was successful to some extent. MML asked communities to compile estimates to repair damage and submit, which the Village has done. Those estimates, compiled by engineer Ryan Arends, are attached for Council review.</p>
<b>12</b>	<p><b>8:13 p.m. – DDA Public Hearing</b></p> <p>Next week, Council will hold a public hearing for the expansion of the DDA District to include Tanglefoot Park.</p>
<b>13</b>	<p><b>8:15 p.m. – Communications</b></p> <ul style="list-style-type: none"> <li>• Calendar – Spring Lake District Library (February)</li> <li>• Complaint - Marshall</li> <li>• Complaint - Pugsley</li> <li>• Complaint - Wheeler</li> <li>• Inquiry - Tyson</li> <li>• NOCH – Municipal Minute (February)</li> <li>• Thank you – St. Mary's</li> </ul>
<b>14</b>	<p><b>8:26 p.m. - Minutes</b></p> <p>Minutes of the January 13, 2020 Work Session and January 20, 2020 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 14, 2020</p>
<b>15</b>	<p><b>8:27 - Public Comment</b></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>
<b>16</b>	<p><b>8:30 – Adjourn</b></p>



## Christine Burns

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**From:** Christine Burns  
**Sent:** Thursday, January 16, 2020 3:29 PM  
**To:** 'Cathy Curtis'  
**Subject:** RE: Barber School Mural

Cathy,

Thanks for your ongoing interest in depicting the history of Spring Lake “lake living” at Barrett Boat Works. We are excited to see what you have in store for us with your mural this next summer. I will place your request on the February 10, 2020 Council Work Session agenda as a discussion item. You and/or Chuck are welcome to attend if you would like. The meeting will take place at 7:00 p.m. at Village Hall in the upstairs conference room. Not mandatory that you be there, but in the event Council has questions, it can be helpful to get them answered on the spot.

Fondly,

*Chris*

Christine Burns  
Spring Lake Village Manager  
102 W. Savidge  
Spring Lake, MI 49456  
P: 616.842.1393  
F: 616.847.1393



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**From:** Cathy Curtis <CCurtis@barrettboatworks.com>  
**Sent:** Thursday, January 16, 2020 3:19 PM  
**To:** Christine Burns <christine@springlakevillage.org>  
**Subject:** Barber School Mural

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

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Hi Christine!

Chuck and I are interested in discussing with Village council our desire for the mural that is currently housed at Barber School. Rumor has it, there has been discussion in the past that the Mural could potentially find a new home. Being that the mural honors “lake living” in Spring Lake, we would love to throw our hat into the mix. We have been working over the last few years to tap into the vintage aspects of Barrett Boat Works, bringing in a restored Klinker boat and incorporating our history into our retail apparel as well.

Can you please pass this information onto the council to potentially open dialogue surrounding the mural?

It is very much appreciated!

Thank You,

Cathy Curtis

Administrative Assistant

[ccurtis@barrettboatworks.com](mailto:ccurtis@barrettboatworks.com)



Ph: 616-842-1202

Fax: 616-842-5735

[www.barrettboatworks.com](http://www.barrettboatworks.com)





### New On-Premises Redevelopment or Development District License Questionnaire

Complete and submit this questionnaire along with a fully completed Retailer License & Permit Application (LCC-100) with the documents required to be submitted with that form and any other documents required as listed below.

#### Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s): <u>The Lilley Mansion Bed &amp; Breakfast</u>	
Address to be licensed: <u>113 S. Division St.</u>	
City: <u>Spring Lake,</u>	Zip Code: <u>49456</u>
City/township/village where license will be issued: <u>Spring Lake</u>	County: <u>Ottawa</u>
Contact Name: <u>Katie Porter</u>	Phone: <u>630-335-1721</u> Email: <u>epicureaninquiries@gmail.com</u>
Mailing address (if different from above):	
City:	Zip Code:

I am applying for the following on-premises redevelopment or development district license:

**MCL 436.1521a(1)(a) - Redevelopment (RDA) License - Complete Parts 2a, 3, 4, & 5**

Select one:  Class C  B-Hotel  Tavern  A-Hotel

- The proposed licensed premises must be located in a redevelopment project area defined by the local governmental unit and the investment in the redevelopment project area must meet one (1) of following requirements:
  - Investment of not less than \$50 million in cities, townships, or villages having a population of 50,000 or more
  - Investment of not less than \$1 million per 1,000 people in cities, townships, or villages having a population of less than 50,000
- The licensed business must be engaged in activities related to dining, entertainment, or recreation and provide that activity not less than five (5) days per week
- The licensed business must be open to the public not less than ten (10) hours per day, five (5) days per week
- The initial enhanced license fee for a license issued under this section is \$20,000.00

**MCL 436.1521a(1)(b) - Development District (DDA) License - Complete Parts 2b, 3, 4, & 5**

Select one:  Class C  B-Hotel  Tavern  A-Hotel

- The proposed licensed premises must be located in one of the development districts or areas listed in MCL 436.1521a(1)(b):
  - Tax Increment Finance Authority District Under Part 3 of Public Act 57 of 2018 (Formerly Public Act 450 of 1980)
  - Corridor Improvement Authority Act Development Area under Part 6 of Public Act 57 of 2018 (Formerly Public Act 280 of 2005)
  - Downtown Development Authority (DDA) District under Part 2 of Public Act 57 of 2018 (Formerly Public Act 197 of 1975)
  - Principal Shopping District under Public Act 120 of 1961
- The total investment in real and personal property within the development district or area shall not be less than \$200,000.00 over a period of the preceding five (5) years
- The building shall be a restoration or rehabilitation of an existing building and **cannot be a brand new building**
- The building that will house the proposed licensed premises must have at least \$75,000.00 expended for the rehabilitation or restoration of the building over the preceding five (5) years or a commitment for a capital investment of at least \$75,000.00 in the building that must be expended before the license is issued
- The licensed business must be engaged in activities related to dining, entertainment, or recreation
- The licensed business must be open to the general public and have a seating capacity of not less than 25 persons
- The initial enhanced license fee for a license issued under this section is \$20,000.00

Please Note: Pursuant to MCL 436.1521a(8) a license issued under MCL 436.1521a cannot be transferred to another location and if the licensee goes out of business the license issued under MCL 436.1521a shall be surrendered by the licensee to the Commission and the Commission will terminate the license.

### Part 2a - MCL 436.1521a(1)(a) - Redevelopment (RDA) License Required Documents

- Resolution from local governmental unit establishing the redevelopment project area
- Affidavit from the assessor, certified by the city, township, or village clerk, which states the following:
  - The amount of investment money expended for manufacturing, industrial, residential, and commercial development within the redevelopment project area during the preceding three (3) years (must specifically state start and end dates for the investment, i.e. January 1, 2013, to December 31, 2015).
  - Statement that the amount of commercial investment in the redevelopment project area constitutes not less than 25% of the total investment in real and personal property in the area.
- Legible map of the redevelopment project area which clearly labels all street names

### Part 2b - MCL 436.1521a(1)(b) - Development District (DDA) License Required Documents

- Resolution from local governmental unit establishing the development district or area which specifically references the statute under which the area was established:
  - Part 3 of Public Act 57 of 2018 (Formerly Public Act 450 of 1980) for Tax Increment Finance Authorities
  - Part 6 of Public Act 57 of 2018 (Formerly Public Act 280 of 2005) for Corridor Improvement Authorities
  - Part 2 of Public Act 57 of 2018 (Formerly Public Act 197 of 1975) for Downtown Development Authorities
  - Public Act 120 of 1961 for Principal Shopping Districts
- Affidavit from the assessor, certified by the city, township, or village clerk, which states the following:
  - The total amount of public and private investment in real and personal property within the development district or area over a period of the preceding five (5) years (must specifically state start and end dates for the investment, i.e. January 1, 2011, to December 31, 2015).
- Legible map of the development district or area which clearly labels all street names

### Part 3 - Available License Search

MCL 436.1521a(9) requires any person signing an application for an on-premises Redevelopment or Development District license to verify that he or she attempted to purchase any of the on-premises licenses that are in escrow that do not have a pending transfer on file with the MLCC within the county in which the applicant for the on-premises Redevelopment or Development District license proposes to operate.

You should not apply for an on-premises Redevelopment or Development District license if there is an available quota license in the local governmental unit in which the proposed licensed business will be located. You may verify the availability of quota licenses on the Commission's website using the [Local Government Quota search page](#).

- I verify that I have attempted to purchase any readily available on-premises escrowed licenses that do not have pending transfers on file with the MLCC in the county where the proposed licensed business will be located.
  - Applicant should provide a notarized affidavit outlining all attempts and responses (or lack thereof) to secure a readily available on-premises license.
  - Applicant should send certified letters of inquiry as to the availability of the license to each licensee at the address listed on the licensee listing report provided by the MLCC.
  - Applicant should submit copies of the letters sent, certified tags, signed certified return receipts, copies of any envelopes returned by the USPS, and copies of any correspondence received from the licensees.
  - Applicant should provide dates, the name of the person contacted, and a synopsis of the conversation if escrowed licensees are contacted by telephone.
  - Applicant should provide documentation regarding the fair market value of the license based on where the applicant will be located, if determinable, the size and scope of the proposed operation, and/or the existence of mandatory contractual restrictions or inclusion attached to the sale of the license when indicating to the MLCC that purchase of a license is not economically feasible or the license is not readily available.

There are no readily available on-premises licenses in escrow in the county where the proposed licensed business will be located.

There are no unissued, on-premises quota licenses readily available in the local governmental unit where the proposed licensed business will be located.

#### Part 4 - Local Governmental Approval

An applicant for a new on-premises Redevelopment or Development District license requires approval by the legislative body of the local governmental unit in which the licensed premises will be located. Applicants for a license in a city that has a population of 600,000 or more do not require local governmental approval. Please use the Local Governmental Unit Approval Form LCC-10a, or obtain a resolution from the local governmental unit that contains the same information required on the form. The form or a resolution from the city, village, or township must specifically state the applicant's legal name, if an individual person, or the corporate name of the business, the proposed licensed address, and contain a recommendation for the issuance of a license under one of the two following options:

- New Class C\* license issued under the provisions of MCL 436.1521a(1)(a)
- New Class C\* license issued under the provisions of MCL 436.1521a(1)(b)

\*May substitute other license types such as Tavern, A-Hotel, or B-Hotel licenses

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#### Part 5 - Signature of Applicant

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

I certify that I understand that pursuant to MCL 436.1521a(8) a license issued under MCL 436.1521a cannot be transferred to another location and that if the licensee goes out of business the license issued under MCL 436.1521a shall be surrendered by the licensee to the Commission and the Commission will terminate the license.

Kimberly Van Kampen  
Print Name of Applicant & Title

Kim Van Kampen  
Signature of Applicant

Dec. 1, 2019  
Date

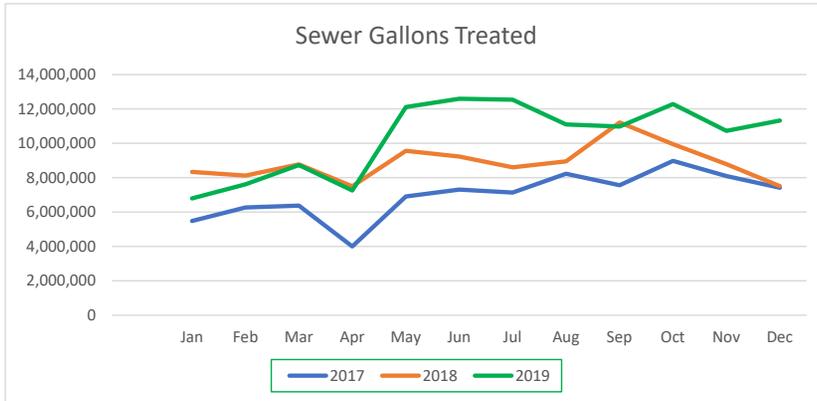
Please return this completed form along with corresponding documents:  
Michigan Liquor Control Commission  
Mailing address: P.O. Box 30005, Lansing, MI 48909  
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
Fax to: 517-763-0059

Village of Spring Lake  
February 2020 Budget Adjustments

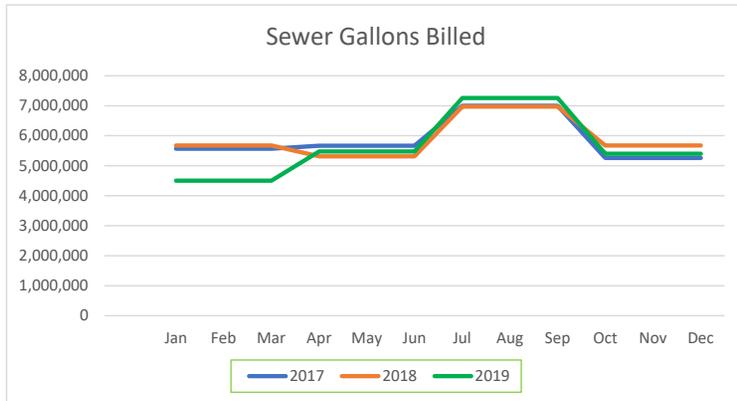
	Fund	Dept.	Account	Current	Proposed	Change
296-000.000-695.000	TIFA	Revenue	Appropriation from Fund Balance	9,008	10,953	1,945
296-000.000-819.101	TIFA	TIFA	Brownfield Loan Transfer	12,595	14,540	1,945
101-000.000-677.600	General Fund	Revenue	Transfer from TIFA Fund	12,595	14,540	1,945
101-941.000-995.500	General Fund	Other	Mill Point Brownfield Loan Principal	12,200	14,255	2,055
101-941.000-995.525	General Fund	Other	Mill Point Brownfield Loan Interest	395	285	(110)
Adjust TIFA and General Fund Budgets to pay the outstanding balance of the Mill Point Brownfield Loan						0
203-000.000-975.000	Local Streets	Local Streets	Appropriation to Fund Balance	8,012	5,587	(2,425)
203-463.000-702.001	Local Streets	Routine Maintenance	Overtime Wages	400	200	(200)
203-463.000-705.000	Local Streets	Routine Maintenance	Retirement Fund Contribution	3,450	2,950	(500)
203-463.000-709.000	Local Streets	Routine Maintenance	Medical Insurance	2,511	2,011	(500)
203-463.000-741.000	Local Streets	Routine Maintenance	Clothing	175	300	125
203-463.000-801.000	Local Streets	Routine Maintenance	Professional Services	8,000	12,000	4,000
203-478.000-702.000	Local Streets	Winter Maintenance	Full Time Wages	6,427	4,527	(1,900)
203-478.000-702.001	Local Streets	Winter Maintenance	Overtime Wages	2,246	1,546	(700)
203-478.000-709.000	Local Streets	Winter Maintenance	Medical Insurance	2,690	2,190	(500)
203-478.000-801.000	Local Streets	Winter Maintenance	Professional Services	0	2,000	2,000
203-478-000-801.902	Local Streets	Winter Maintenance	Contract Workers	0	400	400
203-482.000-703.000	Local Streets	Adminstration	Part Time Wages	0	200	200
Adjust current year budget for the Local Street Fund.				Net Change		0
207-000.000-695.000	Police	Revenue	Appropriation from Fund Balance	0	22,260	22,260
207-000.000-801.207	Police	Police	Contracted Police Services	510,000	533,000	23,000
207-000.000-804.000	Police	Police	Legal Fees	1,500	1,000	(500)
207-000.000-956.000	Police	Police	Miscellaneous Expense	700	1,200	500
207-000.000-975.000	Police	Police	Appropriation to Fund Balance	740	-	(740)
Adjust current year Police budget to account for new contract with Ottawa County.				Net Change		0
101-441.000-702.000	General Fund	DPW	Full Time Wages	30,837	28,337	(2,500)
101-441.000-702.003	General Fund	DPW	Salaries - Administration	4,000	1,000	(3,000)
101-441.000-702.101	General Fund	DPW	Full Time Wages SL Township	300	10,000	9,700
101-441.000-702.102	General Fund	DPW	Overtime Wage SL Township	0	700	700
101-441.000-705.000	General Fund	DPW	Retirement Fund Contribution	10,880	8,880	(2,000)
101-441.000-709.000	General Fund	DPW	Medical Insurance	5,456	4,756	(700)
101-441.000-801.902	General Fund	DPW	Contract Workers	3,000	6,000	3,000
101-441.000-940.000	General Fund	DPW	Equipment Usage	32,000	26,800	(5,200)
Adjust Current Year DPW Budget						0
249-000.000-477.000	Building	Revenue	Building Permits	60,000	70,000	10,000
249-000.000-664.000	Building	Revenue	Interest Income	1,000	1,500	500
249-000.000-695.000	Building	Revenue	Appropriation from Fund Balance	5,551	0	(5,551)
249-381.000-702.000	Building	Zoning/Planning	Full Time Wages	13,405	18,000	4,595
249-381.000-703.000	Building	Zoning/Planning	Part Time Wages	0	300	300
249-381.000-860.000	Building	Zoning/Planning	Transportation/Training	0	54	54
Adjust Building Fund Budget						0
590-000.000-677.000	Sewer Fund	Revenue	Reimbursements	0	13,500	13,500
590-000.000-820.000	Sewer Fund	Sewer	Engineering/Project Admin	30,000	45,400	15,400
590-000.000-703.000	Sewer Fund	Sewer	Part Time Wages	200	525	325
590-000.000-940.000	Sewer Fund	Sewer	Equipment Usage	7,500	6,000	(1,500)
590-000.000-801.000	Sewer Fund	Sewer	Contractual Services	40,000	42,500	2,500
590-000.000-705.000	Sewer Fund	Sewer	Retirement Fund Contribution	21,225	20,000	(1,225)
590-000.000-709.000	Sewer Fund	Sewer	Medical Insurance	14,456	12,456	(2,000)
Adjust Sewer Fund Budget						0
591-000.000-740.591	Water Fund	Water	Operating Supplies - New Services	2,000	4,500	2,500
591-000.000-801.902	Water Fund	Water	Contract Workers	2,000	4,500	2,500
591-000.000-940.000	Water Fund	Water	Equipment Usage	20,000	15,000	(5,000)
Adjust Current Year Water Fund budget						0

Village of Spring Lake  
Sewer Treated and Billed  
2017 to 2019

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
2017	5,481,352	6,266,620	6,382,298	4,001,724	6,907,989	7,303,627	7,138,726	8,232,525	7,567,742	8,978,674	8,093,187	7,411,277	83,765,741
2018	8,334,082	8,126,960	8,779,059	7,500,261	9,558,607	9,232,326	8,607,919	8,955,615	11,213,265	9,955,197	8,791,916	7,512,530	106,567,737
2019	6,795,516	7,614,716	8,736,605	7,260,845	12,116,566	12,593,009	12,532,060	11,104,184	10,975,432	12,281,979	10,717,975	11,321,456	124,050,343



Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
2017	5,571,667	5,571,667	5,571,667	5,667,333	5,667,333	5,667,333	6,999,000	6,999,000	6,999,000	5,259,333	5,259,333	5,259,333	70,492,000
2018	5,673,000	5,673,000	5,673,000	5,313,667	5,313,667	5,313,667	6,972,000	6,972,000	6,972,000	5,672,333	5,672,333	5,672,333	70,893,000
2019	4,502,667	4,502,667	4,502,667	5,477,667	5,477,667	5,477,667	7,258,000	7,258,000	7,258,000	5,401,000	5,401,000	5,401,000	67,918,000





Since 1911

**Ottawa County Road Commission**  
14110 Lakeshore Drive  
Grand Haven, Michigan 49417  
(616) 842-5400  
[info@ottawacorc.com](mailto:info@ottawacorc.com)

## MEMORANDUM

From: Joe Wallace  
Public Utilities Assistant

Date: January 22, 2020

Subject: Ottawa County Rate Survey Results

Enclosed please find a revised copy of the 2019 Ottawa County Water and Wastewater Rate Survey Results. We plan to update this information near the end of each calendar year. If you have any questions or concerns regarding this data, please contact me 616-850-7235. This information will soon be available on the Ottawa County Road Commission website, under "Planning & Reports".

### 2019 Ottawa County Water Rate Survey

System	Monthly User Charges			Assessments at Time of Connection			Connection Fees			Estimated Bills			Service Area		
	Commodity Rate per 1,000 Gallons	Debt Service Charge per Month	Ready to Serve Charge per Month	Frontage Rate per Foot	Availability Rate per Parcel	Trunkage Rate per REU or Res. Meter	Inspection Fee	Residential Meter Fee	Residential Service Lateral Fee	Estimated Monthly Bill	Estimated Assessment	Estimated Connection Fee	Customer Accounts	Approximate Population Served	Approximate Total Population <sup>+</sup>
<b>Northwest Ottawa Water System</b>															
Crockery Twp	\$3.95	\$8.00	\$5.00	\$50.00		\$1,525.00	\$100.00	\$531.00	\$2,494.00	\$36.70	\$9,025.00	\$3,125.00	670	1,340	4,599
Ferrysburg	\$2.65		\$5.74	\$50.00				\$850.00	\$2,200.00	\$21.64	\$7,500.00	\$3,050.00	1,519	2,892	3,016
Grand Haven	\$3.48	^	\$4.60				\$50.00	\$171.00	\$5,000.00	\$25.48	\$0.00	\$5,221.00	4,800	11,064	11,081
Grand Haven Twp	\$2.64		\$13.82			\$856.00	included	included	\$1,600.00	\$29.66	\$856.00	\$1,600.00	5,520	17,300	18,431
Spring Lake Village	\$2.45	\$8.94	\$5.77			\$1,915.00		\$250.00	\$975.00	\$29.41	\$1,915.00	\$1,225.00	1,272	2,500	2,513
Spring Lake Twp	\$2.25		\$7.76	\$37.00		\$1,200.00	\$55.00	\$575.00	\$1,600.00	\$21.26	\$6,750.00	\$2,230.00	4,223	14,900	12,563
<b>Grand Rapids Water System</b>															
Allendale Twp	\$3.65		\$6.00			\$2,639.00		\$450.00	included	\$27.90	\$2,639.00	\$450.00	3,300	10,032	29,027
Coopersville	\$4.02		\$6.00			\$500.00	\$40.00	\$397.00	*	\$30.12	\$500.00	\$1,937.00	1,400	4,300	4,369
Grand Haven Twp	\$3.14		\$13.82			\$856.00	included	included	\$1,600.00	\$32.66	\$856.00	\$1,600.00	5,520	17,300	18,431
Olive-Robinson Twps	\$2.70		\$7.00	\$36.00		\$950.00		\$585.00	\$1,765.00	\$23.20	\$6,350.00	\$2,350.00	76	230	11,887
Polkton Twp	\$3.30		\$7.75		\$7,000.00	\$1,500.00			\$1,902.50	\$27.55	\$8,500.00	\$1,902.50	50	142	2,644
Port Sheldon Twp	\$3.35	\$1.50	\$8.50	\$30.00		\$1,000.00	\$60.00	\$516.00	\$1,727.00	\$30.10	\$5,500.00	\$2,303.00	148	386	4,751
Tallmadge Twp	\$3.98		\$4.50	\$105.00		**	\$360.00	\$210.00	\$3,500.00	\$28.38	\$15,750.00	\$4,070.00	261	726	8,535
<b>Wyoming Water System</b>															
Georgetown Twp	\$2.30		\$3.33	\$25.00		\$400.00	\$80.00	\$485.00	\$2,150.00	\$17.13	\$4,150.00	\$2,715.00	15,217	41,238	53,578
Holland Twp	\$2.06		\$11.85	\$72.00		\$1,006.00	\$61.75	\$374.00	\$1,195.00	\$24.21	\$11,806.00	\$1,630.75	17,896	46,658	38,756
Hudsonville	\$2.13		\$10.78	\$75.00			\$75.00	\$176.35	\$1,850.00	\$23.56	\$11,250.00	\$2,101.35	2,248	7,200	7,348
Jamestown Twp	\$2.01		\$7.33	\$34.00	\$4,600.00	\$1,600.00		\$375.00	\$850.00	\$19.39	\$6,200.00	\$1,225.00	1,074	3,300	9,088
Olive-Blendon Twps	\$2.00	\$3.50	\$7.25	\$37.00		\$1,200.00		\$585.00	\$1,765.00	\$22.75	\$6,750.00	\$2,350.00	179	541	12,339
Park Twp	\$2.51		\$12.00	\$66.00		\$1,391.00	\$120.00	\$466.00	\$1,025.00	\$27.06	\$11,291.00	\$1,611.00	4,000	18,000	19,004
Zeeland Twp	\$2.21		\$11.85	\$53.00		\$2,000.00	\$61.75	\$374.00	\$1,195.00	\$25.11	\$9,950.00	\$1,630.75	2,112	11,404	11,746
<b>Holland Water System</b>															
Holland	\$2.30		\$11.00	\$46.50		\$875.00		\$230.00	\$1,595.00	\$24.80	\$7,850.00	\$1,825.00	13,662	45,000	33,122
Zeeland	\$2.31		\$7.50	\$30.00		\$750.00	included	included	\$900.00	\$21.36	\$5,250.00	\$900.00	3,000	5,500	5,534
<b>Other Water Systems</b>															
South Haven	\$3.46	\$29.69	\$8.00		\$4,000.00	\$1,750.00	\$50.00	\$456.00	\$8,000.00	\$58.45	\$5,750.00	\$8,506.00	5,472	11,305	11,319

Notes for Estimated Bills	
Estimated monthly usage =	6,000 gallons
Estimated frontage =	150 feet
* Estimated service lateral if needed =	\$1,500.00

^ Commodity Rate includes \$0.86 per 1,000 gallons lead & copper fee

\*\* Grand Rapids Trunkage Fee suspended for 3 years

\* (from Ottawa County Planning and Performance Improvement Department - 5/23/19)

### 2019 Ottawa County Wastewater Rate Survey

System	Monthly User Charges				Assessments at Time of Connection				Connection Fees		Estimated Bills			Service Area		
	Commodity Rate per 1,000 Gallons	Flat User Charge per Month (unmetered)	Debt Service Charge per Month	Ready to Serve Charge per Month	Frontage Rate per Foot	Availability Rate per Parcel	Trunkage Rate per REU or Meter	Treatment Plant Trunkage per REU or Meter	Inspection Fee	Service Lateral or Tapping Fee	Estimated Monthly Bill	Estimated Assessment	Estimated Connection Fee	Customer Accounts	Approximate Population Served	Approximate Total Population <sup>†</sup>
<b>Allendale Wastewater Plant</b>																
Allendale Twp	\$3.55	\$22.36		\$10.92			\$4,975.00			\$900.00	\$32.22	\$4,975.00	\$900.00	3,300	10,032	29,027
<b>Chester Twp Wastewater Lagoons</b>																
Chester Twp		\$33.00	\$25.50			\$5,500.00	\$5,200.00	\$40.00	\$700.00	\$58.50	\$10,700.00	\$740.00	83	300	2054	
<b>Coopersville Wastewater Plant</b>																
Coopersville	\$3.61			\$6.00			\$1,000.00	\$40.00		\$27.66	\$1,000.00	\$1,540.00	1,400	4,300	4,369	
<b>Crockery Twp Clean Water Plant</b>																
Crockery Twp	\$5.50	\$32.40	\$17.00	\$24.00		\$1,800.00	\$6,700.00	\$1,900.00	\$200.00		\$74.00	\$10,400.00	\$1,700.00	670	1,340	4,599
<b>GH-SL Sewer Authority Plant</b>																
Ferrysburg	\$3.75			\$19.80	\$60.00				\$25.00	\$2,200.00	\$42.30	\$9,000.00	\$2,225.00	1,519	2,892	3,016
Grand Haven	\$5.73			\$5.00					\$75.00	\$5,000.00	\$39.38	\$0.00	\$5,075.00	4,800	11,064	11,081
Grand Haven Twp	\$4.10			\$14.33			\$2,879.00		\$35.00	\$1,500.00	\$38.93	\$2,879.00	\$1,535.00	1,039	2,826	18,431
Spring Lake Village	\$3.02		\$6.97	\$8.44			\$734.00			\$3,624.00	\$33.53	\$734.00	\$3,624.00	1,272	2,500	2,513
Spring Lake Twp	\$3.03	\$23.94	\$7.72	\$4.11	\$75.50		\$2,303.00		\$60.00	\$1,067.00	\$30.01	\$13,628.00	\$1,127.00	4,223	14,900	12,563
<b>Grandville Clean Water Plant</b>																
Georgetown Twp	\$3.70			\$3.33	\$70.00		\$1,200.00	\$1,800.00		\$1,600.00	\$25.53	\$13,500.00	\$1,600.00	15,217	41,238	53,578
Hudsonville	\$3.92	\$38.90		\$12.77	\$80.00			\$1,800.00	\$75.00	\$2,650.00	\$36.29	\$13,800.00	\$2,725.00	2,248	7,200	7,348
Jamestown Twp	\$4.71	\$37.12		\$12.00	\$47.00	\$5,150.00	\$4,100.00	\$1,800.00		\$1,200.00	\$40.26	\$11,050.00	\$1,200.00	1,074	3,300	9,088
<b>Holland Area Wastewater Plant</b>																
Holland	\$3.76	\$31.36		\$11.67	\$53.00		\$2,620.00			\$1,580.00	\$34.23	\$10,570.00	\$1,580.00	12,522	42,000	33,122
Holland Twp	\$2.58	\$23.12		\$11.44	\$99.00		\$1,025.00		\$61.75	\$1,510.00	\$26.92	\$15,875.00	\$1,571.75	17,896	46,658	38,756
Park Twp	\$2.58	\$23.12		\$11.44	\$96.00		\$2,000.00		\$60.00	\$1,780.00	\$26.92	\$16,400.00	\$1,840.00	4,000	18,000	19,004
<b>Grand Rapids Wastewater Plant</b>																
Tallmadge Twp	\$11.98			\$28.86	\$105.00		**		\$360.00	\$3,700.00	\$100.74	\$15,750.00	\$4,060.00	250	695	8,535
Wright Twp		\$57.92			\$105.00		**		\$360.00	\$3,700.00	\$57.92	\$15,750.00	\$4,060.00	231	640	3,296
<b>W. Central Ottawa Wastewater Plant</b>																
W.C. Ottawa	\$5.05			\$15.00	\$50.00		\$2,500.00	\$1,850.00	\$75.00	\$1,750.00	\$45.30	\$11,850.00	\$1,825.00	224	614	614
<b>Zeeland Clean Water Plant</b>																
Zeeland	\$3.92	\$33.81		\$12.50	\$40.00		\$2,000.00		\$65.00	\$550.00	\$36.02	\$8,000.00	\$615.00	2,640	5,500	5,534
Zeeland Twp	\$2.88	\$24.02		\$11.44	\$77.00		\$2,900.00		\$61.75	\$1,510.00	\$28.72	\$14,450.00	\$1,571.75	2,112	11,404	11,746
<b>Other Wastewater Systems</b>																
South Haven	\$5.40		\$12.24	\$12.60			\$1,730.00	\$2,226.00	\$50.00	\$8,000.00	\$57.24	\$3,956.00	\$8,050.00	5,472	11,305	11,319

Notes for Estimated Bills	
Estimated monthly usage =	6,000 gallons
Estimated frontage =	150 feet
Estimated service lateral if not listed =	\$1,500.00

\*\* Grand Rapids Trunkage Fee suspended for 3 years

<sup>†</sup> (from Ottawa County Planning and Performance Improvement Department - 5/23/19)

REVOLVING LOAN AMORTIZATION SCHEDULE

State Of Michigan  
 Department of Environment, Great Lakes and Energy  
 Remediation and Redevelopment Division Brownfield Grants and Loans

BRL

**Spring Lake - Mill Point Station 2005-1056 Project #430846**

Compound period Annual  
 Annual rate 2.0%  
 Award \$ 239,850  
 Loan Execution 04/06/06

PMT #/ Descr.	Transaction Date	Loan Draw Amount	Interest	Principal	Unspent Loan Funds Returned	Total Payment Amount	Principal Balance	
Loan Draw #1 W6211008	06/15/06	57,672.00					57,672.00	
Loan Draw #2 W6213172	08/01/06	96,830.00					154,502.00	
Loan Draw #3 W7201111	11/16/06	85,348.00					239,850.00	
Return of Unspent Funds	07/01/09		0.00	0.00	17,233.70	17,233.70	222,616.30	
Return of Unspent Funds	03/17/10		0.00	0.00	8,945.58	8,945.58	213,670.72	
1	04/06/11		0.00	21,404.35	0.00	21,404.35	192,266.37	Paid ✓
Additional Payment	04/21/11		0.00	35,595.65	0.00	35,595.65	156,670.72	✓
2	03/06/12		3,133.41	14,308.20	0.00	17,441.61	142,362.52	✓
Additional Payment	07/05/12		0.00	39,558.39	0.00	39,558.39	102,804.13	✓
3	04/06/13		2,056.08	10,539.01	0.00	12,595.09	92,265.12	✓
4	04/06/14		1,845.30	10,749.79	0.00	12,595.09	81,515.34	✓
5	04/06/15		1,630.31	10,964.78	0.00	12,595.09	70,550.55	✓
6	04/06/16		1,411.01	11,184.08	0.00	12,595.09	59,366.47	✓
7	04/06/17		1,187.33	11,407.76	0.00	12,595.09	47,958.71	✓
8	04/06/18		959.17	11,635.92	0.00	12,595.09	36,322.80	✓
Additional Payment	06/25/18		0.00	10,000.00	0.00	10,000.00	26,322.80	✓
9	04/06/19		526.46	12,068.54	0.00	12,595.00	14,254.26	✓
<b>NEXT PAYMENT DUE: 10</b>	<b>04/06/20</b>		<b>285.09</b>	<b>7,056.55</b>	<b>0.00</b>	<b>7,341.64</b>	<b>7,197.71</b>	
11	04/06/21		143.95	7,197.71	0.00	7,341.64	0.00	
			13,178.12	213,670.72	26,179.28	253,028.10		

Village of Spring Lake  
Mill Point Brownfield Loan Captures/Expenditures

<u>Fiscal Year</u>	<u>Tax Capture</u>	<u>Loan Payment</u>	<u>(Deficit)/ Surplus</u>
2016-17	5,847.89	12,595.09	(6,747.20)
2017-18	19,102.64	22,595.09	(3,492.45)
2018-19	19,595.07	12,595.00	7,000.07
2019-20	20,774.72	14,539.35	6,235.37
			2,995.79

**SECTION 8 – COST OF SERVICES - REVISED**  
**PARKS & RECREATION ASSET MANAGEMENT PLAN**  
**VILLAGE OF SPRING LAKE**  
***MCSA GROUP, INC.***

We have carefully evaluated the tasks and work hours required both by your request for proposal and our proposed work plan. We understand that Central Park needs to be completed prior to July 1, 2020. Our professional fees for Central Park are \$2,450.00. Note that we will be setting up our report format at this time as well.

	<b>Principal Landscape Architects</b>	<b>Staff Landscape Architects</b>	<b>Clerical</b>	
PROGRAM REVIEW AND RECREATION FACILITY INVENTORY	3 HOURS	2 HOURS		
PARK AMENITIES ASSESSMENT AND RECOMMENDATIONS	5 HOURS	4 HOURS	2 HOURS	
DETAILED PARKS & RECREATION ASSETS MANAGEMENT PLAN AND CAPITOL IMPROVEMENT PLAN	4 HOURS	4 HOURS	3 HOURS	
PRINCIPAL LANDSCAPE ARCHITECTS		12 HOURS @ \$125 PER HOUR =		\$1,500.00
STAFF LANDSCAPE ARCHITECTS		10 HOURS @ \$70 PER HOUR =		\$700.00
CLERICAL		5 HOURS @ \$50 PER HOUR =		\$250.00

The remaining parks will be completed after July 1, 2020. We propose to provide the balance of the professional services requested for an hourly not-to-exceed professional fee of \$11,500.00

	<b>Founder/ Creative Director</b>	<b>Principal Landscape Architects</b>	<b>Staff Landscape Architects</b>	<b>Clerical</b>
PROGRAM REVIEW AND RECREATION FACILITY INVENTORY	8 HOURS	10 HOURS		
PARK AMENITIES ASSESSMENT AND RECOMMENDATIONS	1 HOURS	24 HOURS	15 HOURS	8 HOURS
DETAILED PARKS & RECREATION ASSETS MANAGEMENT PLAN AND CAPITOL IMPROVEMENT PLAN	1 HOUR	16 HOURS	15 HOURS	7 HOURS
FOUNDER/ CREATIVE DIRECTOR		10 HOURS @ \$240 PER HOUR =		\$2,400.00
PRINCIPAL LANDSCAPE ARCHITECTS		50 HOURS @ \$125 PER HOUR =		\$6,250.00
STAFF LANDSCAPE ARCHITECTS		30 HOURS @ \$70 PER HOUR =		\$2,100.00
CLERICAL		15 HOURS @ \$50 PER HOUR =		\$750.00



**COMMUNITY SERVICE FUND LETTER AGREEMENT**

February 3, 2020

Hadley Streng, President  
Grand Haven Area Community Foundation  
One South Harbor Drive  
Grand Haven, MI 49417

Dear Hadley:

The Village of Spring Lake wishes to establish a Community Service Fund (the “**Fund**”) within the Grand Haven Area Community Foundation (the “**Foundation**”) on the following terms:

1. The Fund name shall be the **Tanglefoot Park Fund** and this name will be used in referring to the Fund in all Foundation documents and publications.
2. Contributions to the Fund can be made by any persons, whether an individual, corporation, trust, estate or organization. All non-cash contributions to the Fund must first be accepted by the Foundation.
3. The Village of Spring Lake shall have the right to make recommendations to the Foundation for grants from the Fund for the *purpose of supporting the renovation of Tanglefoot Park located in the Village of Spring Lake*. However, we understand that these recommendations are advisory only, are not legally binding on the Foundation, and the Fund will be distributed as determined by the Foundation Board for charitable, educational, benevolent, or public purposes that further the charitable tax exempt purposes of the Foundation as stated in its Articles of Incorporation and Bylaws as they may be amended.
4. Distributions from the Fund can be made from the Fund’s principal gifts net of administrative costs and any other expenses that may be incurred by the Foundation in the administration of the Fund.

5. The Fund shall be held by the Foundation as part of its other assets and will not be considered to be a trust fund. Subject to the provisions of this Letter Agreement for termination and distributions, it is acknowledged that the assets of this Fund are the separate property of the Foundation owned by it in its normal corporate capacity.
6. The Board shall have the variance power to modify any restrictions or condition on the distribution of funds for any specified charitable purposes or to specified organizations if in the sole judgment of the Board (without the approval of any trustee, custodian, or agent), such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of Ottawa County or the Western Michigan area.
7. The Fund's assets will be invested in a Money Market Fund. Any income generated from the Fund's assets will be credited to the Foundation's Operating Reserve Fund.
8. The Foundation will charge to the Fund 1% of the incoming gift value for administrative costs. In addition, any costs to the Foundation in accepting, transferring or managing property donated to the Foundation for the Fund shall also be paid from the Fund.
9. It is our intent that all contributions to the Fund be tax deductible by the donor for income and estate tax purposes. It is also intended that this Letter Agreement not adversely affect the Foundation's charitable status under §501(c)(3) of the IRC or cause the Foundation to be considered to be a private foundation under §509(a) of the IRC. Accordingly, this Letter Agreement shall be interpreted and administered at all times in accordance with all IRC and IRS requirements pertinent to contribution deductibility and maintenance of the Foundation's charitable status. Further, the Foundation may unilaterally amend this Letter Agreement as necessary to accomplish the intention of the parties as stated above.
10. It is intended that the Fund hereby established shall be a temporary Fund and shall continue as long as the campaign is active. In the event that the campaign is terminated before completion, the Foundation shall distribute any remaining assets in the Fund exclusively for charitable purposes that:
  - a. Are within the scope of the charitable purposes of the Foundation; and
  - b. Most nearly approximate, in the good faith opinion of the Foundation Board, the original purpose of the Fund.

Please indicate your acceptance of the terms of this Letter Agreement by signing below and returning a signed copy to us.

Village of Spring Lake:

\_\_\_\_\_  
President

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Clerk

Accepted:

Grand Haven Area Community Foundation

By: \_\_\_\_\_  
Hadley Streng, President  
Grand Haven Area Community Foundation

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



## Wetland Mitigation Monitoring Report

Village of Spring Lake - Grand River Greenway Project

January 25, 2020

Peterson Environmental  
PO Box 262  
Spring Lake, Michigan 49456  
Office: 616.844.2441 ~ Cell: 616.402.7592  
[www.petersonenviro.com](http://www.petersonenviro.com)

## **Project Description**

The Village of Spring Lake – Grand River Greenway wetland mitigation areas are located south of Savidge Street and north of the Grand River in the Village of Spring Lake, Ottawa County, Michigan (Section 16, T8N, R16W). Wetland Mitigation Area 1 and Wetland Mitigation Area 3 are west of School Street, while Wetland Mitigation Area 2 is southwest of the end of Cutler Street.

The wetland mitigation areas were constructed in 2011 to mitigate for impacts to approximately 0.15 acres of regulated scrub-shrub and forested wetland. These wetland impacts were the result of construction of a paved trail, boardwalks, and other infrastructure related to the Village of Spring Lake's Grand River Greenway Project.

As required as a condition of U.S. Army Corps of Engineers (USACE) Permit Number LRE-1981-500061-S09, a wetland mitigation monitoring report for the Village of Spring Lake Grand River Greenway wetland mitigation project has been prepared. The monitoring report compiles and summarizes all data collected during the monitoring period, from January 1 through December 31, 2019. This report is the fifth of five wetland mitigation monitoring reports required as a condition of the USACE permit.

## **Design**

Originally, approximately 0.30 acres of mitigation wetland, consisting of three wetland areas (0.16 ac, 0.14 ac, 0.006 ac), was proposed to be created on-site in accordance with plans approved by the USACE to replace the values and functions lost by the removal of 0.15 acres of scrub-shrub and forested wetland. The sites chosen for Wetland Mitigation Areas 1 and 2 were previously disturbed sites containing fill and/or disturbed soil. To improve the soil, the wetland mitigation areas were designed to have a minimum of 6 inches of topsoil placed within them.

The original planting plan for Wetland Mitigation Area 1 states that 109 shrub plugs were to be planted using 8 feet by 8 feet spacing. Wetland Mitigation Area 2 was to be planted with 42 tree seedlings using 12 feet by 12 feet spacing. Wetland Mitigation Area 1 was also to be seeded with a Wetland Edge Seed mix, while the Wooded Wetland Establishment Seed Mix was to be used for Wetland Mitigation Area 2. Three sycamore (*Plantanus occidentalis*) seedlings were to be planted in Wetland Mitigation Area 3.

Wetland Mitigation Area 1 and Wetland Mitigation Area 2 had been constructed, and it appears that they were seeded with the wetland seed mixes proposed in the original mitigation plan. None of the planted shrubs or trees survived. Wetland Mitigation Area 3 had not been constructed and the three sycamores that were to have been planted either did not survive or they were not planted. The first year of monitoring in 2014 revealed a total shortage of 0.147 acres of mitigation wetland.

In order to address these deficiencies in the wetland mitigation areas, the USACE agreed upon the following adjustments to the required wetland mitigation areas:

Wetland Mitigation Area 1 was left as constructed due to the soils compromised with debris and possibly contaminants. In addition, this wetland mitigation area is located in a conservation easement to the Michigan Department of Environment, Great Lakes, and Energy (EGLE formerly MDEQ) so no excavation or filling into this area would be possible. An emergent wetland seed mix was added to the 0.06 acres of created wetland area to encourage growth in the area where no vegetation was present. Instead of the originally proposed scrub-shrub wetland, this wetland will be an emergent wetland. Invasive species will be addressed by spot application of herbicide twice yearly, in August and September, during the monitoring period. Ten native shrubs were installed in the adjacent upland. These shrubs are not officially part of the proposed mitigation because their successful establishment is questionable due to the compromised soil.

Wetland Mitigation Area 2 was expanded by excavating an additional 0.04 acres within the designated wetland mitigation area as depicted on the plans. This wetland mitigation area was originally designed to be a forested wetland. Through discussions with the USACE and EGLE, we determined that rather than get a permit from the EGLE to fill in the wetland and floodplain of the Grand River to restore this area to a forested wetland as originally designed. It made more sense to leave this area as an emergent wetland and just expand it to achieve the originally agreed upon acreage. The expansion of this wetland mitigation area was completed in the Spring of 2016. The expanded area was seeded with an emergent wetland seed mix and quickly established with wetland vegetation. Herbicide will be spot applied to invasive species twice annually during the monitoring period. A split rail fence and signs to protect the wetland mitigation area were installed.

Wetland Mitigation Area 3 was established by the creation of an approximately 25-foot by 60-foot wetland buffer adjacent to the wetland that is already placed within a conservation easement to EGLE. Signs and a split rail fence have been placed around this wetland buffer area to protect it. Three one-inch caliper trees, sycamore (*Platanus occidentalis*), swamp white oak (*Quercus bicolor*), and pin oak (*Quercus palustris*) were installed in the established wetland buffer. The wetland buffer has been placed under a restricted covenant to further protect it.

## **Wetland Mitigation Monitoring**

### **Vegetation**

The wetland mitigation areas were constructed, planted, and seeded in 2011, with additional excavation, planting and seeding in 2016 as discussed above.

The USACE permit requires, as referenced in the Compensatory Mitigation plan, the following success criteria:

- A self-perpetuating hydroperiod that meets the wetland hydrology criteria contained in the USACE Wetland Delineation Manual, in more years than not, evidenced by the colonization of wetland plants.

- 70 percent of the wetland mitigation area is to be covered with wetland vegetation and no more than 10 percent of the sites can be a combination of bare soil and open water (if the adjacent water levels allow this criterion to be met).
- Chemical and physical properties characteristic of wetland soils that support the targeted vegetation.
- The management of certain exotic and/or undesirable species during the monitoring phase, including, but not limited to: garlic mustard (*Alliaria petiolata*); panicled aster (*Aster simplex*); barnyard grass (*Echinochloa crusgalli*); purple loosestrife (*Lythrum salicaria*); Eurasian water milfoil (*Myriophyllum spicatum*); reed canary grass (*Phalaris arundinacea*); common reed (*Phragmites australis*); and glossy buckthorn (*Rhamnus fragula*).

Wetland Mitigation Area 3 is required to have a 100 percent survival rate of the three trees that were planted in the wetland buffer area at the end of the monitoring period.

To confirm that these requirements are being met and to facilitate vegetative sampling, transects were established in the wetland mitigation areas. Sampling plots measuring 3.28 feet by 3.28 feet (one square meter) were located at evenly spaced intervals along each transect. The herbaceous vegetation (all non-woody plants and woody plants less than 3.28 feet in height) within each of these square meter plots was identified and recorded, and the relative abundance of each was estimated. If trees and shrubs were present, sampling radii would have also been established along the transect. The ends of each transect were marked with stakes, and the distance between sampling plots was noted so that the same locations will be sampled throughout the five-year monitoring period.

One transect with a total of 10 sampling plots was established in Wetland Mitigation Area 1. Wetland Mitigation Area 2 has two transects with a total of 9 sampling plots. No sampling plots were established in Wetland Mitigation Area 3 because it is a wetland buffer area.

A site visit was conducted on August 14, 2019 to monitor the establishment of vegetation in the mitigation wetlands.

The USACE permit requires that by the end of the five-year monitoring period, the average percent cover of native wetland species in the herbaceous layer be at least 70 percent. This herbaceous layer must be comprised of at least 15 native wetland species in the emergent wetland. It is understood that Wetland Mitigation Area 1 may not reach the percent cover due to the compromised soils. The area of open water and percent cover in Wetland Mitigation Areas 1 and 2 will also depend on the current level of the adjacent Grand River.

#### *Wetland Mitigation Area 1*

Eleven different plant species were observed in the 10 sampling plots in Wetland Mitigation Area 1 (Table 1). Nine of them, or 82%, were wetland (FAC or wetter) species. Nine of the species observed (82%) were native species and eight (73%) were native wetland (FAC or wetter) species. All eleven species observed

in the sampling plots were herbaceous plants. The average vegetative cover across all sampling plots was 80.2%. The average cover of native wetland vegetation was 77.3%.

The most frequently occurring native species was duckweed (*Lemna minor*), occurring in ten (100%) of the 10 sampling plots and common waterweed (*Elodea canadensis*), occurring in eight (80%) of the 10 sampling plots. Purple loosestrife (*Lythrum salicaria*) occurred in 20% of the sampling plots. Reed canary grass (*Phalaris arundinacea*) and common reed (*Phragmites australis*) were not found in any of the sampling plots.

Other plant species noted in Wetland Mitigation Area 1 but outside of the sampling plots were blue vervain (*Verbena hastata*), silky dogwood (*Cornus amomum*), common boneset (*Eupatorium perfoliatum*), foxtail sedge (*Carex alopecoidea*), yellow nutsedge (*Cyperus esculentus*), red osier dogwood (*Cornus sericea*), blunt spikerush (*Eleocharis obtusa*), water-pepper (*Persicaria hydropiper*), southern blue flag (*Iris virginica*), and sandbar willow (*Salix exigua*).

Although they are not officially part of the proposed mitigation, there were 10 shrubs planted adjacent to this wetland mitigation area. These shrubs consist of red osier dogwood (*Cornus sericea*), silky dogwood (*Cornus amomum*), and common ninebark (*Physocarpus opulifolia*). These planted shrubs are all establishing.

#### *Wetland Mitigation Area 2*

There were 12 different plant species recorded in Wetland Mitigation Area 2 (Table 2). Of these, 12 (100%) were native species. Of the native species, 10 (83%) are considered wetland (FAC or wetter) species. All species observed in the sampling plots were herbaceous with the exception of riverbank grape (*Vitis riparia*), a vine. The average vegetative cover across all sampling plots was 100%. The average cover of native wetland vegetation (FAC or wetter) was 99.7%.

The most frequently occurring native species was duckweed (*Lemna minor*), which occurred in seven of the nine sampling plots (78%) and arrow arum (*Peltandra virginica*) which occurred in three of the nine sampling plots (33%). No previously noted invasive species were observed within the sampling plots. A few plants of Purple loosestrife (*Lythrum salicaria*) were observed within the wetland mitigation area outside of the sampling plots.

Other plant species noted in Wetland Mitigation Area 2 outside of the sampling plots were blue lobelia (*Lobelia siphilitica*), muskingum sedge (*Carex muskingumensis*), water horehound (*Lycopus americanus*), bur reed (*Sparganium eurycarpum*), blue vervain (*Verbena hastata*), yellow pond lily (*Nuphar variegata*), Joe pye weed (*Eutrochium maculatum*), bottlebrush sedge (*Carex retrorsa*), soft rush (*Juncus effuses*), foxtail sedge (*Carex vulpinoidea*), and yellow nutsedge (*Cyperus esculentus*).

#### *Wetland Mitigation Area 3*

With the exception of the three one-inch caliper trees that were planted in the wetland buffer area, vegetation data was not collected for Wetland Mitigation Area 3 (wetland buffer area). Two of the three planted trees, one swamp white oak (*Quercus bicolor*) and one pin oak (*Quercus palustris*), were

establishing well at the time of monitoring. One sycamore (*Platanus occidentalis*) that was planted had died in 2017, was replaced in the Fall of 2018. This replacement tree has also died. A few scattered plants of purple loosestrife (*Lythrum salicaria*) were observed within Wetland Mitigation Area 3.

**Open water areas, bare soil areas, areas dominated by invasive species, and areas without a predominance of wetland vegetation**

*Wetland Mitigation Area 1*

There were a few scattered individual plants of purple loosestrife (*Lythrum salicaria*) and Canadian thistle (*Cirsium arvense*) were observed in Wetland Mitigation Area 1. Purple loosestrife was present in two of the ten sampling plots, where it comprised 2% of the vegetative cover of each plot. Canadian thistle was found in one of the ten sampling plots, where it comprised 5% of the vegetative cover of that plot.

In addition to the purple loosestrife found in the sampling plots, there is one patch (20'x10') at the north end of this wetland mitigation area, with a few smaller patches and scattered individual plants also at the north end.

*Wetland Mitigation Area 2*

No invasive species were observed within the sampling plots of Wetland Mitigation Area 2.

Although not observed in the sampling plots, a few plants of purple loosestrife (*Lythrum salicaria*) were noted within Wetland Mitigation Area 2.

**Animal sightings or evidence**

As expected, several animals or evidence of their presence were observed in the wetland mitigation areas during site inspections.

*Wetland Mitigation Area 1*

Snails, green frogs, leopard frogs, tadpoles, red winged blackbirds, minnows, water beetles, deer tracks, bumblebees, dragonfly nymphs, and dragonflies were all observed using Wetland Mitigation Area 1.

*Wetland Mitigation Area 2*

Red winged blackbirds, song sparrows, frogs, dragonflies, swallows, Canadian geese, damselflies, and toads were observed in and around Wetland Mitigation Area 2.

*Wetland Mitigation Area 3*

Songbirds, including goldfinches, bedded deer, and various insects were observed in Wetland Mitigation Area 3 on the day of sampling.

It is anticipated that turtles, snakes, other amphibians, racoons, and muskrats will also utilize the wetland mitigation areas, but none were sighted during the site evaluations.

**Inspection of grease, oil, man-made debris, and all other contaminants. Rate and describe water quality.**

Wetland Mitigation Area 1 appears to have been built on historic fill. The soil in this area contains trash, broken concrete, rocks, and other debris. The oily substance covering the surface of the water in previous sampling years was not observed on the day of sampling. However, the soil along the east side of the mitigation area is relatively bare. These observations imply that the soil is impacted in this area which is likely the reason why native wetland vegetation has struggled to establish. The water clarity was good at the time of monitoring.

The additional excavation in Wetland Mitigation Area 2 has improved the wetland hydrology in this area. The water clarity in Wetland Mitigation Area 2 was fair to good at the time of monitoring. Some scattered trash was observed within Wetland Mitigation Area 2.

**Photographic documentation from permanent photo stations, photo of placement of organic soil, and photographs of the habitat structures**

Photographs that were taken of the wetland mitigation areas from permanent photo stations during the onsite inspections on August 14, 2019 are enclosed (Wetland Mitigation Area Photographs).

**Summary**

The improvements implemented in all three wetland mitigation areas have helped to address some of the problems previously noted in 2014, 2016, and 2018. The emergent seed mix added to Wetland Mitigation Area 1 and Wetland Mitigation Area 2 has helped to maintain diversity and abundance of native wetland plants in these areas. Additional excavation that occurred in Wetland Mitigation Area 2 has allowed wetland plants to establish in this area and bring it up to compliance with permit size requirements of this area. Fencing and signs to protect the wetland mitigation area were installed around Wetland Mitigation Area 2 and Wetland Mitigation Area 3 (wetland buffer area).

Wetland Mitigation Area 1 and Wetland Mitigation Area 2 have appropriate hydrology to support emergent plants. The wetland buffer in Wetland Mitigation Area 3 provides suitable hydrology for the trees planted. Due to the higher Grand River water levels, the adjacent wetland is expanding into this wetland buffer.

Although native herbaceous wetland species are surviving, the presence of two invasive species (purple loosestrife and Canada thistle) threaten the growth potential of the native species. The amount of invasive species present has on average gone down in both Wetland Mitigation Area 1 and Wetland Mitigation Area 2 where they were present in previous years. The presence of common reed (*Phragmites australis*), Autumn olive (*Elaeagnus umbellata*), and reed canary grass (*Phalaris arundenacea*) were not observed in either wetland mitigation area in 2019. This is due to the successful herbicide treatments that the Village of Spring Lake has paid to be conducted bi-annually.

Table 3 allows the comparisons of total percent coverage, percent coverage of native wetland species, percent coverage of invasive species, percent cover of open water/bare soil, number of native wetland

species, and water levels of Wetland Mitigation Area 1 throughout the monitoring years. Total percent coverage has increased from 53.3% in 2016 to 69.5% in 2017 to 89.5% in 2018 but then decreased to 80.2% in 2019 (average). Percent coverage of native wetland species has increased from 40.1% in 2016 to 40.7% in 2017 to 77% in 2018 to 78.3% in 2019 (average). Percent coverage of invasive species has increased from 9.2% in 2016 to 22.3% in 2017 but then decreased to 7% in 2018 to 0.9% in 2019 (average). Percent coverage of open water/bare soil has decreased from 46.7% in 2016 to 22.2% in 2017 to 10% in 2018 but then increased to 19.8% in 2019 (average) due to the high water levels. The number of native wetland species per plot has increased from 2.1 in 2016 to 2.3 in 2017 to 2.9 in 2018 to 3.4 in 2019 (average). Water levels in this wetland mitigation area has increased from 6.1 inches in 2016 to 13.9 inches in 2017 but then decreased to 7.6 inches in 2018, then increased to 24.9 inches in 2019 (average).

Table 4 allows the comparisons of total percent coverage, percent coverage of native wetland species, percent coverage of invasive species, percent coverage of open water/bare soil, number of native wetland species, and water levels of Wetland Mitigation Area 2 throughout the monitoring years. Total percent coverage has increased from 83.4% in 2016 to 89.9% in 2017 to 99.4% in 2018 to 100% in 2019 (average). Percent coverage of native wetland species has increased from 67.9% in 2016 to 86.5% in 2017 to 95% in 2018 to 100% in 2019 (average). Percent coverage of invasive species has decreased from 15% in 2016 to 2.9% in 2017 to 1.1% in 2018 to 0% in 2019 (average). Percent coverage of open water/bare soil has decreased from 16.6% in 2016 to 10.1% in 2017 to 0.6% in 2018 to 0% in 2019 (average). The number of native wetland species per plot has decreased from 4.3 in 2016 to 3.6 in 2017 to 2.9 in 2018 to 2.3 in 2019 (average). Water levels in this wetland mitigation area have increased from 4.6 inches in 2016 to 11.8 inches in 2017 but decreased to 6.3 inches in 2018, then increased to 24 inches in 2019 (average).

Table 5 allows the comparison of the total number of species observed in all sampling plots yearly for Wetland Mitigation Area 1. The total number of native wetland species had decreased from 11 in 2016 to 8 in 2017, then increased to 11 in 2018, then decreased to 8 in 2019. It is important to note that this table only accounts for species observed within the sampling plots; it does not represent all species present within Wetland Mitigation Area 1. The inclusion of the additional native wetlands species noted outside of the plots would result in a total of 18 native wetland species within Wetland Mitigation Area 1.

Table 6 allows the comparison of the total number of species observed in all sampling plots yearly for Wetland Mitigation Area 2. The total number of native wetland species has decreased from 18 in 2016 to 14 in 2017, then maintained at 14 in 2018, then decreased to 10 in 2019. It is important to note that this table only accounts for species observed within the sampling plots; it does not represent all species present within Wetland Mitigation Area 2. The inclusion of the additional native wetlands species noted outside of the plots would result in a total of 21 native wetland species within Wetland Mitigation Area 2.

Herbicide treatments have been effective in reducing the amount of invasive species in both Wetland Mitigation Areas. These treatments appear to be one of the biggest contributing factors in the success of both Wetland Mitigation Area 1 and Wetland Mitigation Area 2.

The diversity of the wetland mitigation areas is providing habitat for a variety of wildlife species.

### **Recommendations**

The herbicide treatments are successfully managing invasive species and allowing native species to establish. The Village of Spring Lake should continue to control these invasive species by spot application of herbicide twice yearly, in August and September. Removing these invasive species will allow the diversity of the native wetland vegetation to continue to increase and percent coverage to remain above the desired amount in Wetland Mitigation Areas 1 and 2. The dead Sycamore sapling in Wetland Mitigation Area 3 should be replaced.

Since last year, the average water level within Wetland Mitigation Area 1 increased by 328%. It is assumed, and the data shows, that this increase in water level is drowning out native wetland species that cannot survive in this water depth. This has resulted in a lower diversity of plant species (decreased from 11 to 8 species within the sampling plots). It is anticipated that additional native wetland species will reestablish when water levels recede.

Since last year, the average water level within Wetland Mitigation Area 2 increased by 381%. It is assumed, and the data shows, that this increase in water level is drowning out native wetland species that cannot survive in this water depth. This has resulted in a lower diversity of plant species (decreased from 18 to 10 species within the sampling plots). It is anticipated that additional native wetland species will reestablish when water levels recede.

The future percent of native wetland vegetation coverage will be dependent on the water levels of the Grand River. If the Grand River water levels continue to trend upwards, additional native wetland species will be drowned out until the water levels decrease. High water levels will create more open water areas/less plant diversity, decreasing the percent of native wetland vegetation coverage and/or the number of native wetland species present.

The following criteria are required to be met by year 5 (this year) of the monitoring period in order for the wetland mitigation areas to be considered successful:

- The average percent cover of native wetland species in the herbaceous layer be at least 70 percent
- This herbaceous layer must be comprised of at least 15 native wetland species in the emergent wetland

Both Wetland Mitigation Area 1 (77.3%) and Wetland Mitigation Area 2 (100%) have an average percent cover of native wetland species in the herbaceous layer of at least 70%. The number of wetland species within the sampling plots of both Wetland Mitigation Area 1 (8) and Wetland Mitigation Area 2 (10) is comprised of less than 15 native wetland species. The inclusion of the additional native wetlands species noted outside of the plots would result in a total of 18 native wetland species within Wetland Mitigation Area 1. The inclusion of the additional native wetlands species noted outside of the plots would result in a total of 21 native wetland species within Wetland Mitigation Area 2.

It is assumed that the lack of species diversity and increased coverage of open water is due to the record all-time high water levels that were experienced this year. Both wetland mitigation areas are currently

providing values and functions of an emergent wetland with fluctuating water levels and, therefore, can be considered successful mitigation areas.



# Board and Commission Application

102 W. Savidge, Spring Lake, MI 49456

P: (616) 842-1393 F: (616) 847-1393

Email: christine@springlakevillage.org

Current service on a board or commission does not guarantee reappointment. Each year, the Village solicits applications to fill terms that are expiring or seats that have been vacated. Incumbents are required to reapply. In the event that there are more applicants than there are seats available, Council will interview qualified applicants and appoint the most qualified individual(s).

Name: Eric P. VanderMeulen Date: 12/13/2019

Address: 414 South Lake Ave. Spring Lake, MI 49456 Home Phone: (616) 502-1774

Email Address: ericvndy@gmail.com Cell Phone: ( )

Years as a Village Resident: 30 Occupation<sup>1</sup>: Horticulturist & Urban Planning Graduate

Background/Interests: Photographer, entrepreneur, athlete, artist - interested in sustainability & growth,

I'm a freelance creative director for two startup brands, enjoy connecting with community and businesses

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

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Village Council                          | <input checked="" type="checkbox"/> Lloyd's Bayou Lake Board | <input type="checkbox"/> Beautification Volunteer |
| <input checked="" type="checkbox"/> Planning Commission           | <input checked="" type="checkbox"/> Historic Commission      | <input checked="" type="checkbox"/> DDA           |
| <input checked="" type="checkbox"/> Zoning Board of Appeals       | <input type="checkbox"/> Library Liaison                     | <input type="checkbox"/>                          |
| <input checked="" type="checkbox"/> Parks & Recreation/Tree Board | <input type="checkbox"/> Spring Lake Lake Board              | <input type="checkbox"/>                          |

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

Yes       No       Seasonally – from \_\_\_\_\_ to \_\_\_\_\_

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

**Separate Page >**

Concerns for the Village; if any:

The Village of Spring Lake assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Village of Spring Lake further assures every effort will be made to ensure nondiscrimination in all of its committees, programs and activities, regardless of the funding source.

<sup>1</sup> You may attach a resume in lieu of completing the "background/interests" section.

I would like to be involved with the boards to help retain the atmosphere and aesthetic nature that is the Village of Spring Lake. Whether it's preserving history or building new, I want what's best for the Village and the residents who live here. In the past, my family has contributed decades of growth towards the Village of Spring Lake and I'd like to contribute my share. With passion, I've been schooled and lived here my whole life. I've gained a bachelor's degree in city and regional planning, with two plus years of construction and historic preservation experience, along with one year of community planning and neighborhood engagement practices. In the past, I was an electrician's assistant, contributing five plus years of residential and commercial service throughout the Tri-Cities area. With my combined education and experience, I am confident that I can serve the board well, along with the Village of Spring Lake.

# Eric P. VanderMeulen

ericvndy@gmail.com | (616)502-1774 | 414 S. Lake Ave. Spring Lake, MI 49456

## EDUCATION

**Grand Valley State University**  
**Bachelor of Science**  
Major: Geography - City & Regional Planning

May 2015, Allendale, MI

## Subjects Studied

Economic expansion + Municipal planning  
Landscape design + Environmental issues  
Sustainable development + Historic preservation

## PROFESSIONAL EXPERIENCE

### Horticulturist (Seasonal)

April 2019-Present, Grand Rapids, MI

#### Frederik Meijer Gardens & Sculpture Park

- Worked with permanent horticulture staff to coordinate and carry out daily short and long-term projects
- Supervised and helped train volunteers, as well as manage visiting students and guests from surrounding areas
- Cultivated and nourished the development of plants, maintenance of greenhouses, conservatories and speciality gardens
- Helped curate and implement landscape designs and maintenance throughout the gardens and park

### Community Development & Nonprofit Management Internship

June 2018-April 2019, Grand Rapids, MI

#### Belknap Neighborhood Association ([belknaplookout.org](http://belknaplookout.org))

- Assisted with planning and improvement projects, helping to revitalize the Belknap Lookout neighborhood
- Implemented community engagement projects, hosting a variety of local events and involvement opportunities
- Manage social media, marketing, and neighborhood outreach strategies, communicating with residents on a daily basis
- Helped host informative meetings and collaborate with other neighborhood associations
- Researched and provided block grants, recorded complaints, zoning changes, design changes, construction updates, and other important information associated with the city

### Historic Preservation & Carpentry Assistant

September 2016-October 2018, Grand Rapids, MI

#### Midtown Craftsmen, LLC

- Assisted in the constructive process of restoring, designing and remodeling old historic homes
- Helped facilitate the preservation of aging exterior and interior housing structures, as well as assisted with building and maintenance of residential and commercial properties
- Regulated zoning requirements, permits, city codes and potential environmental safety hazards

## ENTREPRENEURSHIP & LEADERSHIP

### Creative Director

May 2018-Present, Grand Rapids, MI

#### Audrey-Pearson.com

- Works with client to create new ideas for the musician brand, promotional campaigns and marketing communications
- Evaluate trends, assess new data and keep up-to-date with the latest marketing techniques
- Shape brand standards, creating album and poster work, photo and video edits, as well as maintenance of other creative projects
- Supervise workflow, communicate with potential clients through social media outlets and email, responding to questions in a timely and professional manner, coordinate with other event organizers, wedding planners, party planners and assist in setups for special events

### Owner/Founder

September 2019-Present, Grand Rapids, MI

#### Oddauddmedia.com

- Oversee the model and path of the brand, evaluating trends and creating new project ideas
- Analyze and decide how to compose a subject, using various photographic techniques and equipment
- Generate new edits using photo enhancing software to edit and adjust quality themed photographs
- Maintain and build a digital portfolio through website design and brand curation through online social media outlets

## GROUP INVOLVEMENTS

### GVSU Urban Planning Association

Grand Valley State University - Active member 2012-Present

### Student Environmental Coalition (SEC)

Grand Valley State University - Active member 2013-2016

### The Salon: Urbanist Meetup

Grand Rapids, MI - Active member - 2014-Present

### American Marketing Association

Grand Valley State University - Active member 2018-Present



## VILLAGE OF SPRING LAKE

### BOARD AND COMMISSION QUALIFICATIONS CHECKLIST

**Downtown Development Authority (DDA)** – The members of the DDA focus on the vitality of the downtown area. Desired experience in any of the following:

- New Business Development
- Business Recruitment and Retention
- Marketing and Promotion
- Real Estate Development
- Banking / Finance

**Historical Conservation Committee** – Each member shall demonstrate an interest in or knowledge of historic preservation. Desired committee experience in any of the following:

- Architecture
- Building Construction / Engineering
- Historic Preservation

**Planning Commission** – This group reviews and approves all site plans and project details for commercial, industrial and Planned Unit Development projects. They are responsible for developing and updating the Village Master Plan. They are also the board that develops new zoning ordinance regulations. Desired board makeup will consist of a mix of careers, and a diverse cross section of the community. Desired/required expectations for these board members include any of the following:

- Architecture / Landscape Architecture
- Building Construction
- Civil Engineering
- Land Use Planning
- Real Estate Development
- Michigan Association of Planning (MAP) Citizen Planning Program training is required within the first 12 months of appointment. Cost is covered by the Village of Spring Lake.

**Zoning board of appeals** – This board reviews all the requests for variances from the requirements of the Village’s Zoning Ordinance and requests for interpretations of the Zoning Ordinance. Desired expectations for these board members include any of the following:

- Architecture
- Building Construction / Engineering
- Land Use Planning
- Real Estate / Development / Law
- Desire for training

Village of Spring Lake  
 Dock Revenues and Expenses

Fiscal Year	<u>2018-19</u>	<u>2017-18</u>	<u>2016-17</u>	<u>2015-16</u>
Mill Point Dock Revenue	4,297.00	3,750.00	3,374.00	4,200.00
Tanglefoot Dock Revenue	10,250.00	11,700.00	11,140.00	11,525.00
<b>Total Revenues</b>	<b>14,547.00</b>	<b>15,450.00</b>	<b>14,514.00</b>	<b>15,725.00</b>
Dock Storage/Installation	8,150.00	7,350.00	7,000.00	6,000.00
Muskrat Removal	4,466.00	1,586.00		
Repairs at Village Cove	800.00			
Clerical Staff Time - Assumes 10 Hrs/Year	354.42	350.79	339.04	333.10
DPW Staff Time - Assumes 4 Hrs/Week for 26 Weeks	2,651.51	2,598.48	2,546.51	2,495.58
<b>Total Costs</b>	<b>16,421.93</b>	<b>11,885.27</b>	<b>9,885.55</b>	<b>8,828.68</b>
<b>Gain/Loss</b>	<b>\$ (1,874.93)</b>	<b>\$ 3,564.73</b>	<b>\$ 4,628.45</b>	<b>\$ 6,896.32</b>

Note - Dredging was last done in 2013 - The cost was \$6,000



# REQUEST FOR PROPOSALS (RFP)

## Village of Spring Lake Marina Management Services

Issued by The Village of Spring Lake, Michigan  
Ms. Christine Burns, Village Manager  
102 W. Savidge St.  
Spring Lake, Michigan 49456  
616-842-1393  
[christine@springlakevillage.org](mailto:christine@springlakevillage.org)

Date of Issue: **DATE**

Proposal Due Date: **TIME & DATE**

## PROJECT OVERVIEW

The Village of Spring Lake, Michigan (“Village”) is soliciting proposals from qualified marina management firms (“Contractor”) to provide marina management services at two Village-owned waterfront parks with boat slips and a boat launch as detailed below. The selected Contractor will assume management of the Marina upon the successful negotiation of a lease with the Village.

### **A. Millpoint Park –**

Millpoint Park is located on the Grand River, at the foot of School Street (South of Exchange Street). The dock area has 20 slips in use with no electricity or potable water supplied. The slips have been available for use on a daily (no fee) basis and a seasonal (\$950) basis. There is a boat launch at this location that has served the public with a ‘honor-system’ launch-fee in use. There are a limited number of vehicle parking spaces in the park that can be used for marina operations. As the park is located in a floodplain, construction of any new, permanent marina buildings may be difficult.

### **B. Tanglefoot Park –**

Tanglefoot Park is located on the Grand River at the foot of South Park Street (South of Exchange Street). The dock area has 10 slips in use with no electricity or potable water supplied. These are rented out on a season basis (\$1,250/year). The park has been used as a recreational vehicle park in the summer months, however, this use terminated in 2019. The park is currently being redesigned by the Village. The existing restroom facility is to be removed as it is obsolete. At the present time, there is very limited vehicle parking and no spaces are reserved for marina operations. The selected contractor may be able to provide input toward the redevelopment of the park with improvements to the marina area.

The Village has been responsible for the operation of both marinas since they were created at least fifty years ago. Village staff maintains the marina facilities and dock areas in good working order, performing regular and emergency repairs. Additional Village Departments also assist with Marina operations. The Finance Department provides accounting and billing services as well as manages the leases. The Village Attorney advises on legal matters. The Village Manager’s office handles communications with the Village Council on marina related matters.

The selected Contractor will be responsible for managing all operations of the Marina as outlined in Section III - Scope of Services.

The Village is open to discussing plans to improve and possibly expand the marina operations at both locations with the selected contractor. At this time, no determinations have been made regarding private-public financial expenditures to provide improvements at the two parks. The primary goal for the Village is to provide a top-notch water access for boaters to be able to access the Grand River and have boaters be able to take advantage of the retail and social opportunities in downtown Spring Lake. The Village plans to work with the selected contractor to determine financial arrangements for improvements and possible expansion of the facilities including the procurement of available grants for such improvements.

## **I. QUALIFICATIONS**

The Contractor for this project will be selected on the basis of professional qualifications, experience and demonstrated competence. The selection criteria are described further in Section V.

Previous primary marina management will be considered as key criteria for the selection. Consideration will be given only to those contractors who can clearly demonstrate successful past experience in similar roles.

Ability to communicate effectively, meet schedules, coordinate activities with multiple parties, and work within budget limitations are critical qualities of the successful Contractor.

## **II. ELIGIBILITY**

This request is being sent to individuals and firms that are believed to possess relevant experience.

## **III. SCOPE OF SERVICES**

The Village envisions a long-term contract for Marina Management Services with the selected Contractor, with a term not less than five (5) years. The lease will provide the contractor with the means do perform the following:

- A. Leasing - Lease the slips at both parks on a seasonal and daily basis as needed. Provide a simple and effective manner for the collection of launch fees at the Millpoint facility.
- B. Tenant Services – Provide services to marina users as needed to insure they have a positive experience while using the facilities.
- C. Marina Maintenance – Provide custodial services, dock maintenance and repairs as necessary to keep the marinas in top-notch condition.

- D. Communications with Village Staff – Provide an annual report to the Village Council detailing the operation of the marina for the previous season. The report would include discussion of the occupancy rate of the marinas, issues that were encountered (and their disposition), minor and major repairs needed at the marinas and any other item of note for the year. The contractor shall also communicate any immediate maintenance concerns requiring action by Village staff.

#### **IV. SUBMITTAL REQUIREMENTS**

**All proposals are to be received no later than 2 p.m. on (DATE).**

**Late submittals will only be accepted if an extension is requested and approved at least 24 hours in advance of the closing date.**

Firms or individuals wishing to respond to this request must supply the information requested in this RFP by the date and time required. All submittals shall be in an 8 ½" x 11" format.

Three paper copies of all proposals shall be submitted along with one electronic copy. Proposals shall be packaged in one envelope or container marked:

### **RFP FOR MARINA MANAGEMENT SERVICES VILLAGE OF SPRING LAKE**

Responses must be organized as follows.

#### **Executive Summary**

Provide a concise summary of the significant information contained in your proposal. Executive summary paragraphs must correspond to the numbered sections below.

1. Identification of the Firm

Provide the legal name of the firm, the firm's address, telephone number and email address. State the year the firm was established. Include a brief description of the organization, its constituent parts and size variation in the past five (5) years. Name the person (with title and project responsibility) to whom correspondence and other communications should be directed.

2. Management Approach

Provide a thorough explanation of the approach planned for this marina including:

- a. How to manage the tenants, including any internal organizational support;
- b. How to coordinate with Village government for timely updates and responses to events beyond Contractor's control as well as events requiring the Village's collaboration.

3. Insurance

- a. Contractor shall obtain and maintain insurance with limits not less than \$1,000,000 against claims for injuries to persons or damage to property which may arise out of or in connection with services performed by Contractor or Contractor's agents, representatives, employees or subcontractors. The Village of Spring Lake shall be named as an additional insured on the policy.
- b. Contractor shall maintain Workers' Compensation Insurance as required by Michigan Law.

4. Lease Proposal

The Contractor shall submit a fee proposal that includes all details of a proposed lease with the Village for the use and operation of the marina facilities of the Village-owned properties noted in this RFP. The proposal should contain the following:

1. Monthly rent paid by the Contractor.
2. Items and actions (with the expected costs) for improvements required prior to the lease being executed.
3. Future improvements proposed that may require the Village to obtain grants.
4. Improvements provided by the Contractor during the term of the lease.

**Please submit your proposals by 2:00 P.M. on (DATE) to:**

**Ms. Christine Burns, Village Manager  
Village of Spring Lake  
102 W. Savidge Street  
Spring Lake, Michigan 49456**

## **V. SELECTION CRITERIA**

The successful Contractor will be selected on the basis of professional qualifications and demonstrated competence. Particular attention will be paid to:

1. Experience, qualifications and previous performance record.
2. Proven ability to identify and resolve tenant issues and situations.
3. Proven ability to communicate effectively with the tenants, Village and the public.
4. Record of solid management practices.

## **VI. SELECTION PROCEDURE**

All responses to this RFP that meet the submittal requirements will be evaluated by Village Staff.

Subsequent to selection by the Village Staff, a final scope of work and lease agreement will be negotiated with the Contractor and presented to the Village Council for approval.

## **VII. SCHEDULE**

Release RFP: **(DATE)**

Proposal Due: **2:00 PM on (DATE)**

Contract Approval by Village Council: **(DATE)**

## **VIII. Village Contact**

The sole point of contact for this RFP is:

Ms. Christine Burns, Village Manager  
102 W. Savidge St.  
Spring Lake, Michigan 49456  
616-842-1393  
christine@springlakevillage.org

## Christine Burns

---

**From:** Ryan Arends <RArends@mbce.com>  
**Sent:** Wednesday, February 5, 2020 2:03 PM  
**To:** Christine Burns; Wally Delamater  
**Subject:** Estimates for High Water Related Projects  
**Attachments:** Engineers Estimate\_Mill Point Parking Lot.pdf; Engineers Estimate\_ Jackson St. Dock.pdf; Engineers Estimate\_ Grand River Greenway Repairs.pdf; Engineers Estimate\_ Alden St. Repairs.pdf

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

---

Hi Chris and Wally,

Attached for your review are engineer's estimates for:

- Mill Point Park Parking Lot Improvements
- Jackson Street Dock Repairs
- Grand River Greenway Repairs (From Mill Pt. Park Boardwalk to Park St.)
- Alden Street Repairs

The estimates have been updated for the current bidding climate. The majority of the Cutler Street work would be handled in the Grand River Greenway repairs so I did not put a separate estimate together for that. Keep in mind, in order to fully complete these repairs/improvements the water will need to recede. If you have any questions or would like to make any changes please let me know.

Thanks

*Ryan Arends, P.E.*



2020 Monroe Avenue | Grand Rapids, MI 49505

Ph: (616) 363-9801 | Cell: (616) 638-3137 | Fx: (616) 363-2480 | [rarends@mbce.com](mailto:rarends@mbce.com)

[Website](#) | [LinkedIn](#)

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**Alden Street Repairs**  
Preliminary Engineer's Estimate



**Scope: Repair the end of Alden Street at the lake and restore the adjacent roadway.**

Item #	PROPOSAL ITEM	UNIT	ESTIMATED	UNIT	AMOUNT
			QUANTITY	COST	
1	Mobilization, Max. 10%	LS	1	\$12,300.00	\$12,300.00
2	Erosion Control	LS	1	\$3,500.00	\$3,500.00
3	Remove Landscaping	LS	1	\$1,500.00	\$1,500.00
4	Dr Structure, Rem	Ea	1	\$750.00	\$750.00
5	Sewer, Rem, Less than 24 inch	Ft	20	\$50.00	\$1,000.00
6	Curb and Gutter, Rem	Ft	100	\$12.00	\$1,200.00
7	Masonry and Conc Structure, Rem	Cyd	25	\$200.00	\$5,000.00
8	Pavt, Rem & HMA Surface, Rem	Syd	200	\$10.00	\$2,000.00
9	Subbase, 12 inch, CIP	Cyd	70	\$35.00	\$2,450.00
10	Aggregate Base, 8 inch, 21 AA Modified	Syd	200	\$45.00	\$9,000.00
11	Sewer, CL E, 24 inch, Tr Det B	Ft	20	\$200.00	\$4,000.00
12	Dr Structure, 60 inch dia, w/ cover K	Ea	1	\$5,500.00	\$5,500.00
13	Dr Structure Cover, Adj, Case 1	Ea	1	\$550.00	\$550.00
14	Dr Structure, Temp Lowering	Ea	1	\$250.00	\$250.00
15	HMA, 3C, 2 inch	Ton	25	\$200.00	\$5,000.00
16	HMA, LVSP, 1.5 inch	Ton	20	\$225.00	\$4,500.00
17	Curb & Gutter, Conc, Det F4, Modified	Ft	100	\$30.00	\$3,000.00
18	Dewatering	LS	1	\$10,000.00	\$10,000.00
19	Pile Driving Equipment	LS	1	\$12,500.00	\$12,500.00
20	Steel Sheet Piling, Temporary, Left In Place	Sft	500	\$75.00	\$37,500.00
21	Deck Repair	LS	1	\$3,500.00	\$3,500.00
22	Deck Railing	Ft	50	\$75.00	\$3,750.00
23	Riprap, Heavy	Syd	50	\$75.00	\$3,750.00
24	Restoration & Landscaping	LS	1	\$4,000.00	\$4,000.00
<b>Estimated Construction Cost</b>					<b>\$136,500.00</b>
<b>Contingency ~10%</b>					<b>\$13,500.00</b>
<b>Permitting, Design Engineering &amp; Construction Engineering</b>					<b>\$28,000.00</b>
<b>Total Project Cost</b>					<b>\$178,000.00</b>

# Grand River Greenway Repairs

## Preliminary Engineer's Estimate



**Moore+Bruggink**  
Consulting Engineers

**Scope:** Repairs to the Grand River Greenway including shore protection, subgrade trail repairs, cold milling HMA surface and 1.5 inch HMA trail resurfacing.

Item #	PROPOSAL ITEM	UNIT	ESTIMATED QUANTITY	UNIT COST	AMOUNT
1	Mobilization, Max. 10%	LS	1	\$13,700.00	\$13,700.00
2	Erosion Control	LS	1	\$2,750.00	\$2,750.00
3	Pavement Removal	Syd	350	\$15.00	\$5,250.00
4	Subbase, CIP	Cyd	150	\$50.00	\$7,500.00
5	Aggregate Base, 6 inch	Syd	450	\$25.00	\$11,250.00
6	Cold Milling HMA Surface	Syd	1,560	\$10.00	\$15,600.00
7	HMA, Hand Patching	Ton	40	\$250.00	\$10,000.00
8	HMA, 36A - 1.5 inches	Ton	150	\$175.00	\$26,250.00
9	Shore Protection, Riprap	Syd	600	\$80.00	\$48,000.00
10	Restoration	Syd	1,600	\$7.00	\$11,200.00
<b>Construction Total</b>					<b>\$151,500.00</b>
<b>Contingency ~ 10%</b>					<b>\$15,500.00</b>
<b>Permitting, Design Engineering &amp; Construction Engineering</b>					<b>\$30,000.00</b>
<b>Total</b>					<b>\$197,000.00</b>

**Jackson Street Dock Repairs**  
**Preliminary Engineer's Estimate**



**Scope: Repair the Jackson Street storm sewer outlet and restore the adjacent roadway and sidewalk.**

Item #	PROPOSAL ITEM	UNIT	ESTIMATED	UNIT	AMOUNT
			QUANTITY	COST	
1	Mobilization, Max. 10%	LS	1	\$15,200.00	\$15,200.00
2	Erosion Control	LS	1	\$3,500.00	\$3,500.00
3	Dr Structure, Rem	Ea	1	\$750.00	\$750.00
4	Sewer, Rem, Less than 24 inch	Ft	20	\$50.00	\$1,000.00
5	Curb and Gutter, Rem	Ft	125	\$12.00	\$1,500.00
6	Masonry and Conc Structure, Rem	Cyd	25	\$200.00	\$5,000.00
7	Pavt, Rem & HMA Surface, Rem	Syd	300	\$10.00	\$3,000.00
8	Sidewalk, Rem	Syd	100	\$15.00	\$1,500.00
9	Subbase, 12 inch, CIP	Cyd	75	\$35.00	\$2,625.00
10	Aggregate Base, 8 inch, 21 AA Modified	Syd	175	\$45.00	\$7,875.00
11	Sewer, CL E, 18 inch, Tr Det B	Ft	8	\$175.00	\$1,400.00
12	Sewer, CL E, 24 inch, Tr Det B	Ft	12	\$200.00	\$2,400.00
13	Sewer Tap, 24 inch	Ea	1	\$1,250.00	\$1,250.00
14	Dr Structure, 60 inch dia, w/ cover K	Ea	1	\$5,500.00	\$5,500.00
15	Dr Structure Cover, Adj, Case 1	Ea	1	\$550.00	\$550.00
16	Dr Structure, Temp Lowering	Ea	1	\$250.00	\$250.00
17	HMA, 3C, 2 inch	Ton	50	\$155.00	\$7,750.00
18	HMA, LVSP, 1.5 inch	Ton	35	\$175.00	\$6,125.00
19	Curb & Gutter, Conc, Det F4, Modified	Ft	125	\$25.00	\$3,125.00
20	Sidewalk, Conc, 4 inch	Sft	250	\$8.00	\$2,000.00
21	Sidewalk, Conc, 4 inch, Modified	Sft	425	\$15.00	\$6,375.00
22	Dewatering	LS	1	\$12,500.00	\$12,500.00
24	Pile Driving Equipment	LS	1	\$12,500.00	\$12,500.00
25	Steel Sheet Piling, Temporary, Left In Place	Sft	750	\$75.00	\$56,250.00
26	Deck Repair	LS	1	\$3,500.00	\$3,500.00
27	Deck Railing	Ft	35	\$75.00	\$2,625.00
28	Riprap, Heavy	Syd	50	\$75.00	\$3,750.00
29	Turf Establishment	Syd	75	\$35.00	\$2,625.00
<b>Estimated Construction Cost</b>					<b>\$172,425.00</b>
<b>Contingency ~15%</b>					<b>\$20,075.00</b>
<b>Permitting, Design Engineering &amp; Construction Engineering</b>					<b>\$42,500.00</b>
<b>Total Project Cost</b>					<b>\$235,000.00</b>

# Mill Point Park Parking Lot Improvements

## Preliminary Engineer's Estimate



**Moore+Bruggink**  
Consulting Engineers

**Scope: HMA base crushing and shaping, drainage upgrades and HMA resurfacing, pavement markings.**

Item #	PROPOSAL ITEM	ESTIMATED		UNIT	AMOUNT
		UNIT	QUANTITY	COST	
1	Mobilization, Max. 10%	LS	1	\$20,600.00	\$20,600.00
2	HMA Base Crushing & Shaping	Syd	7,200	\$3.50	\$25,200.00
3	Leaching Basin, 48 inch Dia., w/ Cover	Ea	3	\$6,000.00	\$18,000.00
4	HMA, 3C - 2 inches	Ton	800	\$88.00	\$70,400.00
5	HMA, LVSP - 2 inches	Ton	800	\$90.00	\$72,000.00
6	Pavt Mrkg, Waterborne, 4 inch, White	Ft	3,500	\$1.00	\$3,500.00
7	Pavt Mrkg, Handicap Symbol	Ft	8	\$200.00	\$1,600.00
8	Stop bar, 24 inch, Pavement Marking	Ft	100	\$3.00	\$300.00
9	Traffic Control	LS	1	\$7,600.00	\$7,600.00
10	Restoration	Syd	1,500	\$6.00	\$9,000.00
<b>Construction Total</b>					<b>\$228,200.00</b>
<b>Contingency ~ 10%</b>					<b>\$22,800.00</b>
<b>Design Engineering &amp; Construction Engineering</b>					<b>\$34,000.00</b>
<b>Total</b>					<b>\$285,000.00</b>





# Spring Lake District Library Calendar of Events February 2020



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p><i>Blizzard of Books</i> Reading Club for Adults continues - read books and earn prizes!</p> <p><i>Sponsored by SLDL Friends with support from local businesses</i></p>		 <p>Download magazines and audiobooks to your device</p>	<p>Questions about library services or programs?</p> <p>Call 616.846.5770 or visit <a href="http://sllib.org">sllib.org</a></p>	<p>What do you love about the library?</p>  <p>Let us know! <a href="https://www.facebook.com/SpringLakeDistrictLibrary">Facebook.com/SpringLakeDistrictLibrary</a></p>		 <p>Digital movies, music, eBooks and more!</p>
<p>2 Sunday hours 2-5 pm</p>	<p>3 6:30 pm Valentine  Wreath Craft for adults at SLDL; registration required</p>	<p>4 9:45 am Little Movers Storytime 11 am Baby Bounce Storytime 1-5 pm Acrylic Painting Class; registration required</p>	<p>5 4 pm LEGO Block Party</p>	<p>6 10:30 am Preschool Storytime: <i>Dance</i>  7 pm Snowy Owls with Curtis Dykstra Ottawa Co. Parks Naturalist</p>	<p>7 10:30 am Preschool Storytime: <i>Dance</i></p>	<p>8 1-3 pm Drop-in Craft for all ages: Scandinavian Heart Baskets</p>
<p>9 Sunday hours 2-5 pm</p>	<p>10 6:30 pm Valentine  Wreath Craft for adults at Crockery Township Hall; registration required</p>	<p>11 9:45 am Little Movers Storytime 11 am Baby Bounce Storytime  3-5 pm Make a Valentine 7 pm No Fault Auto Insurance Update</p>	<p>12 9:30 or 10:45 am OAISD Play 'n Learn ages 0-5  7 pm Italy and Active Travel; virtual tour/book signing with author Laura Holmes</p>	<p>13 10:30 am Preschool Storytime: <i>Hugs &amp; Kisses</i>  4 pm Full STEAM Ahead: homemade kaleidoscope</p>	<p>14 10 am SLDL Board Meeting  10:30 am <i>Preschool Storytime: Hugs &amp; Kisses</i>  </p>	<p>15  <i>Instagram</i> <a href="https://www.instagram.com/springlakedistrictlibrary">@springlakedistrictlibrary</a></p>
<p>16 Sunday hours 2-5 pm  3-4 pm Music by the Fireplace: Michigan Mandolin Orchestra </p>	<p>17</p>	<p>18 9:45 am Little Movers Storytime 11 am Baby Bounce Storytime 5:30-7:30 pm Drop-in Photo Club; ages 8-18 6:30 pm Millennials' Book Club at Village Baker</p>	<p>19 9:30 am OAISD Play 'n Learn ages 0-2  7 pm Ottawa Co. Legal Self-Help Center Resources</p>	<p>20 10:30 am Preschool Storytime: <i>Birds</i> 2 pm Cut the Cable Cord; demo, Q&amp;A 4 pm SLDL Friends Book Club</p>	<p>21 10:30 am Preschool Storytime: <i>Birds</i></p>	<p>22  Check out a Mobile Hotspot for Wi-Fi access wherever there is T-Mobile service</p>
<p>23 Sunday hours 2-5 pm</p>	 <p>Film streaming service find on <a href="http://sllib.org">sllib.org</a></p>	<p>25 9:30 am-12:30 pm Nimble Needles 9:45 am Little Movers Storytime 11 am Baby Bounce Storytime</p>	<p>26 3:30-5 pm Teen 'Scape ages 10-18</p>	<p>27 10:30 am Preschool Storytime: <i>Art</i></p>	<p>28 10:30 am Preschool Storytime: <i>Art</i></p>	<p>29 10 am-Noon Youth Sewing Class for ages 8-18; register please</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:** Monday, January 20, 2020 8:59 AM  
**To:** Christine Burns; Wally Delamater  
**Subject:** FW: Website Contact Form "Snow plowing"

Jim Marshall's website contact from Saturday afternoon.

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

**From:** Jim Marshall <no-reply@www.springlakevillage.org>  
**Sent:** Saturday, January 18, 2020 2:21 PM  
**To:** Maryann Fonkert <Maryann@springlakevillage.org>; Lori Spelde <Lori@springlakevillage.org>  
**Subject:** Website Contact Form "Snow plowing"

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

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

Message Body:

Why isn't the bike/walking path getting snow removal?

--

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

## Christine Burns

---

**From:** Wally Delamater <WDelamater@springlaketwp.org>  
**Sent:** Monday, January 20, 2020 10:51 AM  
**To:** jimmarshall0716@sbcglobal.net  
**Cc:** Christine Burns; Maryann Fonkert  
**Subject:** Web site contact Lakeside Trail

Mr. Marshall,

Snow removal on the pathway is the responsibility of the Public Works. I discussed the snow removal operation with the Street and Trail Supervisors. The Lakeside Trail was plowed Sunday but, as you pointed out, it was not on Saturday. It should have been cleared. In the future the Supervisors will insure the Lakeside Trail is cleared as part of our regular snow removal operation regardless of which DPW crew is working. Thank you for bring this to my attention. Feel free to contact me if, in the future, this issue does not appear to be resolved.

Thanks,

Wally Delamater  
Director of Public Works

## Christine Burns

---

**From:** Maryann Fonkert  
**Sent:** Monday, January 20, 2020 8:58 AM  
**To:** Christine Burns; Wally Delamater  
**Subject:** FW: Website Contact Form "Snow removal in village public parking"

Paul Pugsley's website contact from Sunday afternoon.

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

**From:** Paul Pugsley <no-reply@www.springlakevillage.org>  
**Sent:** Sunday, January 19, 2020 1:05 PM  
**To:** Maryann Fonkert <Maryann@springlakevillage.org>; Lori Spelde <Lori@springlakevillage.org>  
**Subject:** Website Contact Form "Snow removal in village public parking"

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

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**From:** Paul Pugsley <paul@fuelbarandrefuge.com>  
**Subject:** Snow removal in village public parking

Message Body:

Hello - may the public parking be plowed which is located on division (south of Savidge) across division from Fuel - the parking is fronting the old Bills building.

Thanks!

--

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

## Christine Burns

---

**From:** Wally Delamater <WDelamater@springlaketwp.org>  
**Sent:** Monday, January 20, 2020 10:32 AM  
**To:** paul@fuelbarandrefuge.com  
**Cc:** Christine Burns; Maryann Fonkert  
**Subject:** Web Site Contact

Paul,

Plowing all public parking is the responsibility of the Public Works. This area on Division evidently was over looked as the DPW plowed the Village. I will talk with our plowing crews to reinforce the need to plow all public parking areas.

Thank you for bringing this issue to my attention. Feel free to contact me if this issue continues to be an issue.

Thanks,

Wally Delamater  
Director of Public Works

## Christine Burns

---

**From:** Christine Burns  
**Sent:** Monday, January 20, 2020 10:27 AM  
**To:** Paul Pugsley  
**Subject:** RE: Hi

Yes, absolutely. We did get your message and you should get a reply from our DPW Director. Not sure why the crew didn't get that when they did the streets, but he's going to remind them to take care of it. Sorry we missed it!

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

**From:** Paul Pugsley <paul@fuelbarandrefuge.com>  
**Sent:** Monday, January 20, 2020 10:20 AM  
**To:** Christine Burns <christine@springlakevillage.org>  
**Subject:** Hi

Hi Chris - I sent a message via the village website but my phone was acting funny so I don't know if it went through - I'd thought I would email you. The parking in front of the old bills building on division, can it be plowed too?

Paul Pugsley

Sent from my iPhone

## NOTES

No snow from  
personal property  
is to be plowed onto  
the street -  
Neither is street  
snow to be plowed  
by the Village onto  
residential personal  
property as it fre-  
quently is at my  
house.

E. Wheeler

## Christine Burns

---

**From:** Christine Burns  
**Sent:** Thursday, January 23, 2020 9:35 AM  
**To:** Janet Tyson  
**Subject:** RE: Village plans?

Janet,

Ha! I love small town living (gossip). There is zero truth to that. The only border we share with the township is by the old Burger King (now Bell's 104) and All Shores Wesleyan Church. There would be no logic in annexing the church as it is on the tax roll as -0- SEV and they don't need our services. Bell's 104 has all the benefits of being in the Village without paying Village taxes so there would be no benefit to them (or the township) to annex. The reason for annexation is typically to provide water/sewer service and any contiguous property already has that provided by SLT.

I truly appreciate you asking for clarification so that you do not spread mistruths. Hopefully, you can share accurate information with the gossip as well.

Happy Thursday!

Chris

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

From: Janet Tyson <stiles.tyson@icloud.com>  
Sent: Thursday, January 23, 2020 9:25 AM  
To: Christine Burns <christine@springlakevillage.org>  
Subject: Village plans?

Hi Chris,

Another Village property owner was catching me up on local news (I've been out of town for five months) and said that there were plans to annex Township property a considerable ways eastward along 104 — and to develop that property. Is that true?

That said, the redevelopment of downtown is looking very good.

best wishes,  
Janet T.

## ARE YOU GETTING THE BEST JOINT REPLACEMENT CARE?

The Blue Distinction Center+ is an award for quality and cost of care. Blue Cross Blue Shield determines which healthcare providers have the potential to achieve this designation based on metrics that are routinely submitted. Organizations that demonstrate expertise and cost efficiency are then invited by Blue Cross to submit an application in a specific area of specialty care.

North Ottawa Community Health System received such an invitation from Blue Cross Blue Shield of Michigan in the spring of 2019. The orthopedics team decided to pursue the designation for knee and hip replacements performed at NOCHS.

This prestigious designation signifies two things. A Blue Distinction Center+ is known for both its expertise and its cost efficiency in delivering that care. This designation helps consumers evaluate healthcare facilities, and select those that provide outstanding care.

What factors does Blue Cross Blue Shield evaluate? There's a long list, and it includes things like:

- Number of procedures. NOCHS performed almost 300 joint replacements in 2018.
- Complications and readmissions. We are well below the national average when it comes to post-surgical issues.
- Patient voice in care. Our patients are involved in care decisions, such as medications for pain management, and how/where they will have physical therapy if it's needed.

The fact that NOCHS achieved the Blue Distinction Center+ for knee and hip replacements means that we deliver excellent care in an efficient (cost-effective) way. Quality is key: only those facilities that first meet Blue Distinction Centers' nationally established, objective quality measures are considered for designation as a Blue Distinction Center+. The achievement is due in large part to the excellence of the staff, and their commitment to each patient who comes for orthopedic care.

It's a tribute to North Ottawa that this is the third department to receive one of these designations. Our Bariatric Surgery and Maternity Care departments have also earned the Blue Distinction Center designation for their quality outcomes.

What's the impact to you? If you need a joint replacement, you can be confident that you're receiving outstanding quality care right here in Grand Haven.

Dear Village Officers,

This year our 8th grade class chose to write to people who mean a lot in the community. We chose to write to you because you do such a great job at deciding things and running the village.

The community greatly appreciates how you maintain parks, roads, landscapes, the bike paths and beaches. The students of St. Mary's take advantage of the establishments such as the library and local events that are open to the community. We are so thankful that you take your time to keep our beautiful village clean and safe for everyone.

Jack Cici' Quinn Max Alena Reeths

Delaney Karston

Jake

Sophia Corgan

Alexander Molly

Eve Cheryl

- Sincerely

St. Mary's Students



**THANKS**  
for going the **Extra** mile  
for St. Mary's School





## DRAFT MINUTES

**Monday, January 20, 2020  
7:00 P.M., Barber School  
102 West Exchange Street  
Spring Lake, Michigan**

### **1. Call to Order**

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

### **2. Pledge of Allegiance**

### **3. Roll Call**

**Present:** Duer, Hanks (arrived at 7:02), Miller, Petrus, Powers, TePastte, Van Strate.

**Absent:** None

### **4. Approval of the Agenda**

Motion by **TePastte**, second from **Van Strate**, to approve the agenda as presented.

Yes: 6                      No: 0

### **5. Consent Agenda**

A. Approved the payment of the bills (checks numbered 60941 to 60991 and electronic payments numbered 88 to 93) in the amount of \$332,983.59.

B. Approved the minutes for the December 9, 2019 work session and the December 16, 2019 regular Council meeting.

C. Approved the release of RFPs for the property located at 106 S. Buchanan.

D. Approved a contractual agreement with Michigan Township Services of Muskegon.

E. Approved Resolution 2020 – 03, a resolution to approve a Commercial Facilities Exemption Certificate for 940 W. Savidge for 12 years.

F. Approved the release of an RFP for a Parks & Recreation Asset Management Plant.

- G. Approved a contractual agreement with Grand Haven Township for planning services.
- H. Approved a proposal from Blue Star Construction to repair the roof of the bandshell at Mill Point Park.

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

Yes: 7                      No: 0

## 6. General Business

### A. Expansion of the DDA District to include Tanglefoot Park

**Subject:** Due to the pending redevelopment of Tanglefoot Park, it makes sense to include the parcel in the DDA so that the DDA can serve as the funding mechanism for all improvements.

Manager **Burns** said that this Resolution was necessary in order to include Tanglefoot Park in the DDA and explained the noticing process prior to a Public Hearing.

**Van Strate** said he thought spending money on the event center would take money away from streets, so he was against it. **Powers** commented that the DDA didn't always have money to spend, so this was a relatively new thing, spending money on infrastructure. **Burns** said that was correct, because when the DDA was hibernated, the capture was only a couple hundred thousand dollars a year but when the Village un-hibernated the capture, the predicted revenue was over \$700,000 so the DDA was now able to step up and take care of a lot of things that were not happening before. The DDA was in total support of this resolution and the improvements at Tanglefoot Park. Attorney **Sullivan** explained that no taxes were paid, and no funds were captured from this piece of property, so approving the addition to the DDA would allow the funds in the DDA to be used to develop and maintain it. **Hanks**, as the DDA liaison, explained that the DDA did not make decisions to fix the roads; they had a responsibility to pay their portion of whatever project was in place. **Sullivan** said priorities had been identified by Council and the DDA when they created the plan of what things should be focused on.

Motion **Hanks**, second from **Duer**, to adopt Resolution 2020 – 01, a resolution of intent to amend the boundaries of the DDA and designate a public hearing date.

Yes: 6                      No: 1 (Van Strate)

## **B. Public Hearing - Parks & Recreation Master Plan Update**

**Subject:** The current Parks & Rec plan was adopted in 2015 and expired on December 31, 2019. This joint community plan includes GHT, City of Grand Haven, Spring Lake Township, Village of Spring Lake, and City of Ferrysburg. The DNR requires current P&R plans to be on file to be eligible for grant funding. Each of the 5 communities intends to submit grant applications within the next 5- year cycle of the P&R plan. The DNR also requires the draft plan to be available to the public for at least 30 days prior to the hearing (the plan has been in the lobby since that 12/14/19). A public hearing can now be held, and a subsequent resolution can be adopted to approve the plan.

President **Powers** opened the Public Hearing at 7:12 p.m.

There was no public comment.

Motion by **Petrus**, second from **Hanks**, to close the Public Hearing at 7:12 p.m.

Yes: 7                      No: 0

**Burn** reported that she had let the consultant who was drafting the Parks & Rec Master Plan know that it was the desire of the Parks & Rec Board and Council to add and action item to solicit RFP's for a Capital Asset Management Plan, so that would be added.

Motion by **Hanks**, second by **Duer**, to adopt Resolution 2020 – 02, a resolution approving the Parks & Recreation Plan and endorsing its application for the purposes of addressing programs, facilities, acquisitions and funding for a period of time not to exceed five (5) years.

Yes: 7                      No: 0

## **7. Department Reports**

**A. Village Manager – Burns** reminded Council of their joint meeting on January 28, 2020 at 5:00 p.m. with the Planning Commission to discuss the Sign Ordinance and shared details for the upcoming Rotary Snow Jam on February 8, 2020 at Central Park. **Burns** reported that with the weekend snowfall a couple of complaints had been received regarding snow removal that DPW missed.

**B. Clerk/Treasurer/Finance Director**

**C. DDA**

**D. OCSO**

**E. Fire**

**F. 911 (none included)**

**G. DPW**

**H. Building – 2019 Annual**

**I. Water**

**J. Sewer**

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

1. DDA (12/10/19)
2. Parks & Recreation (12/02/19)

- 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**
- 11. Statement of Citizens – No Statements of citizens**
- 12. Adjournment**

Motion by **Van Strate**, second from **TePastte**, Village Council adjourned the meeting at 7:28 p.m.

Yes: 7

No: 0

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Mark Powers, Village President

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Maryann Fonkert, Deputy Clerk



**Village of Spring Lake**  
**Draft Council Work Session Minutes**

**January 13, 2020**

**7:00 p.m.**

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

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

**1. Request for Proposals – 106 S. Buchanan Chris Burns & Ryan Kilpatrick)**

As the Council continues to discuss the importance of work force housing within the community, staff has met with developers to discuss the possibility of developing the site at 106 S. Buchanan. Housing Next Director Ryan Kilpatrick will be present to answer questions Council may have.

**Burns** introduced Ryan Kilpatrick, Director of Housing Next, to discuss work force housing.

Mr. Kilpatrick explained the mission of Housing Next and how they were trying to tackle the issue of transportation and affordable housing for those that earned between \$15 to \$25 an hour. President **Powers** asked Council what they would like to see on the site at 106 S. Buchanan. **Van Strate** said he thought they needed parking rather than subsidized housing. Mr. Kilpatrick said this would not be subsidized housing. **Petrus** said she thought downtown housing would be valuable. **TePastte** asked what size facility was appropriate for that site. Mr. Kilpatrick said that a 3-story building with approximately 30 to 40 units with 1 parking space per unit. **Duer** said that the normal couple had 2 vehicles. Mr. Kilpatrick said that this housing was typically for a single adult or young couple, not geared for a family, that the units would be studio, 1 or 2 bedrooms.

**2. Contractual Agreement with Michigan Township Services Muskegon**

The Village currently enjoys a contractual relationship with Michigan Township Services Muskegon (MTSM) to perform all building, plumbing and mechanical inspections. They also provide plan reviews for large projects. MTSM has asked for the Village to consider a contractual relationship that mimics their other contractual relationships (the Village is the only municipality with this particular contract). For the ease of administration for both MTSM and the Village, staff is recommending moving in this direction.

**Burns** explained that currently Village building, plumbing and mechanical permits were issued in house by an Administrative Assistant/Receptionist. **Burns** said that having this contractual agreement would create consistency for both MTSM and contractors and less chance of things falling through the cracks. **Council** discussed this change and how it might impact finances. **Burns** said there would be very little impact as the administrative wages were reallocated. **Council** agreed this item could be added to the Consent Agenda.

**3. Commercial Facility Tax Exemption Request – 940 W. Savidge**

Spring Lake Hotel Group is proposing to construct an \$8,100,000 hotel at 940 W. Savidge (next to the current Holiday Inn). Staff has been working with Mr. Basil Bacall for the past year+ to determine the feasibility of the project. This is the first step towards that development.

**Burns** explained that it was not a forgone conclusion that this extended stay hotel was going to be built, it had not even been designed yet. **Burns** said this was the first step for the Spring Lake Hotel Group and if they do not receive approval for a commercial facility tax exemption, the project wouldn't be done because they would not be able to make the numbers work without it. **Burns** said if Council approved the tax exemption, the project would still need to go to the Planning Commission for approval. **Council** discussed this project and agreed to add this item to the Consent Agenda.

#### **4. Request for Proposals Parks & Recreation Asset Management Plan**

On Monday, January 6, 2020 the Parks & Rec Board discussed the need to develop a Parks Asset Management Plan. They are recommending that RFPs be released so that the associated cost be incorporated into the 2020/2021 fiscal year budget.

**Burns** explained that they had talked about this at the Strategic Planning session and they were not obligated to do the Asset Management Plan, but by releasing the RFP, they would get an idea of the cost and better able to budget if they chose to. **Burns** reported that the Parks & Rec Board recommended releasing the RFP's. President **Powers** asked Council if they were comfortable putting this item on the Consent Agenda. **Council** agreed that they were.

#### **5. Planning Agreement with Grand Haven Township**

The Village has enjoyed a wonderful relationship with the City of Grand Haven for planning services for well over 8 years. Jennifer Howland has done an outstanding job for the Village. However, with the pending new developments on the horizon, there is a need for additional planning hours that Grand Haven City does not have the bandwidth to provide. Staff is proposing to enter into a contractual relationship with Grand Haven Township for planning services.

**Burns** explained that the City of Grand Haven was not able to give the Village more than Jennifer Howland's 4 hours weekly that was needed with the large projects coming up, but Grand Haven Township was able to contract more hours that would be paid by the hour rather than the fixed rate which had been the agreement with the City of Grand Haven. **Burns** said that if Council approved this agreement, the change would take place in mid-February. **Council** agreed to add this item to the Consent Agenda.

#### **6. RFP Mill Point Park Band Shell Reroof**

Proposals were obtained to repair the band shell roof at Mill Point Park. While the band shell may not be usable in 2020 due to high water levels, the repairs are necessary to maintain the integrity of the structure. The band shell was originally installed courtesy of the Spring Lake Rotary and they have requested that this item be addressed sooner versus later.

**Delamater** explained that the band shell roof had been leaking through the shingles and into

the wood for quite some time and they would like to get a new roof before spring. **Delamater** said they had received 4 or 5 responses, with the low bid from Blue Star Construction, and the costs were pretty fixed depending on how much rot was found. **Council** compared bids and agreed that the bid from Blue Star could be added to the Consent Agenda.

#### **7. Water Levels & Emergency Preparedness (Wally Delamater)**

DPW Director Wally Delamater has been working with our engineer (Ryan Arends) to ascertain what impact additional water will mean to various locations throughout the Village, should the levels rise between now and spring. Wally hopes to have some mapping to share with Council prior to the Work Session.

**Delamater** explained that they had asked the engineer to update the Village mapping to show the primary areas where lift stations, manholes, hydrants, water valves, roads etc. were located that would be impacted by rising water levels and high winds to give them a chance to prepare for it.

**Council** discussed whether or not the docks would be able to be rented this coming spring and what repairs and changes needed to be made for that to happen. **Delamater** said they were looking at other dock systems that would be better suited for their needs. **Council** also discussed the revenue generated from dock rentals and if there was enough need to make it worth the time and energy to continue to operate the docks or if other options might be a better fit.

#### **8. Public Hearing (Parks & Recreation Master Plan)**

The five-community Parks & Recreation Master Plan public hearings will take place in January so that the plan may be adopted in time to use for MI DNRTF grant submissions. The Village's public hearing is scheduled for January 20, 2020.

**Burns** reported that the public hearing notice had been published and once all of the communities in North West Ottawa County held their public hearings, the Parks & Recreation Master Plan would be adopted and we would be able to submit the grant application for Tanglefoot Park to the DNR Trust Fund.

#### **9. The Addition of Tanglefoot Park to the DDA. Burns** shared Resolution #2020-01 to expand the boundaries of the DDA by adding Tanglefoot Park so they could pay for any and all projects. **Burns** said the DDA would meet in the morning and she had no reason to believe that they would not recommend adoption. **Council** discussed adding Tanglefoot Park to the DDA and agreed that this item could be added to the Agenda to discuss at the next Council meeting.

#### **10. Communications**

- Calendar SLDL January
- Grand River Greenway
- Harbor Transit Ridership Numbers
- NOCH

- Sewer Back Up (Peck)
- SLARA Update
- Thank you note
- Verplank Tree Grant

## 11. Minutes

Minutes of the December 9, 2019 Work Session and December 16, 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 January 17, 2020.

## 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.

Lee Schuitema, 408 W Exchange, commented on the condition of the docks at Tanglefoot shared his opinion of what caused their damage.

Darcy Dye, 114 N Fruitport Rd., said that she felt the Asset Management would be a very useful tool for the Village. Dye also said she that, regardless of the water levels, it seemed we were starting into a pattern of torrential rains causing a need for a serious look at stormwater runoff patterns and enforcing related ordinances.

President **Powers** said that Delamater, working with Hinga, was in the process of trying to develop a “game chart” to space out all of the water/sewer repair projects and show when they would start, how much they would cost and when they would be finished, to give them a sense of what the draw on bonding would be and the resulting increase of revenue that would be needed. **Powers** said creating this chart was a long process so it would not be done for this coming fiscal year budget but would be finished to give the next 12 months. **Burns** said she had given Delamater permission to contract with Vredeveld Hafner to populate a spread sheet that they had with all of the Village’s information.

**Burns** shared what projects the new intern, DeMario Johnson, would be working on during his 20 hours a week through the end of April and that she had interviewed another intern who would start in May.

## 13. CLOSED SESSION

Motion to enter into a Closed Session is for the purpose of discussion on Attorney/Client Correspondence.

Closed Session was not necessary.

**14. Adjournment:** There being no further business, the meeting adjourned at 8:38 p.m.

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Mark Powers, Village President

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Maryann Fonkert, Deputy Clerk