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

1. **Adopt-a-Garden Report (Darcy Dye)** – Council was provided the 2017 report on Adopt-a-Garden activities with credit going to Darcy Dye and Sylvia Ruscett for their labor tending gardens and coordinating the volunteers.

   Darcy shared that Sylvia was moving on to help with Ottawa County Parks, so Darcy said she would be working with Chris to revamp the program and work with some of the volunteers so that if anything should happen to her, others would be up to speed to take over. Darcy said that their nemesis were dog owners that feel, as tax payers, their dogs can do whatever they want on municipal property and smokers think that the gardens are the ideal place for their cigarette butts, so it will take a little time to get them cleaned up this fall and take out some plants that will have to be replaced in the spring. Darcy shared that they would be focusing on cleaning up the Jackson Street Corridor and Exchange Street gardens for spring. Darcy said the volunteers were spectacular and that they had really taken ownership of their respective gardens. **Doss** said the volunteers had done a wonderful job and that she would like to see the area around Whistle Stop have a few more plantings and asked about a walk around with Darcy to get her advice on what would work. **Burns** mentioned that Darcy would be hosting a luncheon for volunteers and Darcy said that they would be having pizza from the Village Baker. **Burns** suggested that the Village buy the pizzas; Council concurred.

2. **Tower Agreement** – Attorney Bob Sullivan reviewed the proposed Tower Agreement and presented the document for Council consideration.

   **Burns** reported that Attorney Sullivan was comfortable with the Tower agreement and asked if anyone had questions. There were no questions and **Council** agreed this could be placed on the Consent Agenda.

3. **Board & Committee Appointments** - The following is a list of board/committee appointments expiring in November. Each member received an application and invitation to reapply for the seat. Steve Nauta has asked not to be reappointed to the DDA.
<table>
<thead>
<tr>
<th>Board/Committee</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDA</td>
<td>Doug Heins</td>
</tr>
<tr>
<td>DDA</td>
<td>Dr. James Moore</td>
</tr>
<tr>
<td>DDA</td>
<td>Tim Dean*</td>
</tr>
<tr>
<td>DDA</td>
<td>Steve Nauta</td>
</tr>
<tr>
<td>Historic Conservation Commission</td>
<td>Shelly Brower</td>
</tr>
<tr>
<td>Historic Conservation Commission</td>
<td>Bruce Campbell</td>
</tr>
<tr>
<td>Parks &amp; Recreation Commission</td>
<td>Clarissa Groenevelt</td>
</tr>
<tr>
<td>Parks &amp; Recreation Commission</td>
<td>George Barfield</td>
</tr>
<tr>
<td>Planning Commission</td>
<td>Eric Johnson</td>
</tr>
<tr>
<td>Planning Commission</td>
<td>Lesley VanLeeuwen Vega</td>
</tr>
<tr>
<td>Planning Commission</td>
<td>Scott VanStrate</td>
</tr>
<tr>
<td>ZBA</td>
<td>Elizabeth Wheeler</td>
</tr>
<tr>
<td>ZBA</td>
<td>Scott VanStrate</td>
</tr>
</tbody>
</table>

The following *new* applications have been received for boards/committees:

- ZBA Jim MacLachlan**
- DDA Nicole LaBelle
- DDA Michelle Dixon

*no application was received as of press time  
**was an alternate; would like to be considered for a regular slot on the ZBA.

**Burns** explained that she had received an application from Shannon McMaster for ZBA and that she would recommend that Shannon be appointed ZBA and Jim MacLachlan be re-appointed as the ZBA alternate. **Burns** shared that she had not heard back from Tim Dean and Steve Nauta did not want to be reappointed to the DDA but she had received 2 applications, Nichole LaBelle and Michelle Dixon, for DDA and that they were both looking forward to being part of this board. **Burns** also noted that **Doss** needed to be re-appointed to the Library Board, but that was not on the list. **Council** discussed these re-appointments and agreed that they would appoint McMaster to ZBA, with MacLachlan to remain as alternate and LaBelle and Dixon to DDA. **Council** agreed this was an item for the Consent Agenda.

4. **Shared Human Resources MOU** - The Village/Township Committee had been meeting to iron out details for sharing personnel within the DPW. **Council** was provided a copy of the proposed agreement for review.

**Burns** explained that **Doss** and **Duer** served on the Township/Village Committee where they had been working on the details of sharing DPW personnel. **Burns**
reported that there had been a little bit of angst with staff as they talk through this process of trying to determine how to best serve both communities in the most cost-effective manner. **Burns** said that Gordon Gallagher had instructed Attorney Ron Bultje to write a draft agreement so they could start working in that direction, but that they still had some details to work out, like job descriptions and who was going to be in what slot. **Burns** also said that they wanted to protect staff, but they also wanted to see if there was an efficient, cost-effective way to do things.

**Powers** and **Duer** felt the agreement was a little thin but that they were going on the relationship with the Township too, which was good. **Duer** said that the committee had not met again since the agreement had been written so they had not had a chance to go back and forth with all parties. **Doss** said that they have had long conversations discussing all angles. **Doss** and **Duer** stressed that they spent a lot of time talking about personnel and how they felt about this change and that the DPW understood that this sharing was to add help. **Burns** said that the Village DPW had asked why not disincorporate then, so John Stuparits explained to them that the DPWs were not merging, but were looking for assistance, for example, during a large snowstorm and that it was a building up of both departments. **Duer** said that one of the hardest parts would be the cross training because the Township had the latest water and sewer and the Village’s was antiquated. **Burns** explained that the reason they were doing this now was because Stuparits would be leaving in 15 months and they wanted to have this in place with John guiding it. **Council** agreed they were comfortable with this agreement and this could be added to the Consent Agenda.

### 5. Communications

- **Connector Path Progress Report** – **Burns** reported that the Connector Path was coming along well and that they opened the path when they could, but there had been a few complaints. **Burns** said they did have an issue with paint adhesion because the first coat of paint had not been applied properly, but that was being redone and they were on schedule with the rest.
- **Consumers Energy Tree Grant** – **Burns** said kudos to the DPW and Mary for getting the tree grant and that the stakes for the trees were in and they should be planted in the next few weeks.
- **Library Calendar (October)**
- **Oktoberfest Marathon Kudos**
- **Phragmites Minutes**
- **SLFD Kudos**
- **Vanhuizen street light removal request** – **Burns** explained that Bill and Stacey Vanhuizen have requested that a street light, on the corner of Buena Vista and Parkhurst, be removed because it shined into their bedroom window. **Burns** recommended that the street light not be removed because the next streetlight
was quite a distance away and that it would leave that intersection too dark. **Council** agreed that taking the street light out was not in the best interest of the rest of the neighborhood.

6. Discussion Items

- Connector Path Update
- Leaf collection
- Brush collection
- CGF Community Dinner - **Burns** reported that she, along with the managers from Ferrysburg, Spring Lake Township and the City of Grand Haven had met and came up with a plan for future festival dinners that would be less stressful for staff and less expensive for each community. **Burns** said they would also be inviting Grand Haven Township to participate. **Doss** explained that this was a very stressful, expensive and time-consuming event and that she felt the Coast Guard Festival Committee was the most qualified to host this event in the future. **Council** agreed with the plan for future dinners.

- Rental Registrations – **Burns** explained that there were a few short-term rentals operating in the Village that had received complaints and those had received letters, and there were also a few seasonal rentals that were not registered in the rental program. **Burns** asked **Council** if they wanted to continue in the same direction meaning all enforcement would be complaint-driven. **Council** agreed they wanted to continue to address the rentals only as complaints came in.

- Hanson “No Objection Letter” request – **Burns** explained that the Hanson’s at 335 N. Lake have asked the Village to consider a “No Objection” Letter for a dock. **Burns** said that she recommended that the “No Objection” letter be signed because it did not look like it would impede Lakeside Beach. **Council** agreed and that this was an item for the Consent Agenda.

7. Barber School Request - Jesse VanDyke requested the use of Barber School on November 18, 2017 for a wedding and intended on serving alcohol. Jesse provided proof of liability insurance. Due to the alcohol consumption, Council must formally to approve the rental.

**Burns** explained that a request had been received to serve alcohol during a wedding at Barber School and that they had provided the appropriate liability insurance. **Powers** said that unless someone disagreed, this request could be added to the Consent Agenda. **Council** agreed.
8. Master Plan Consultant Selection - A work group reviewed 8 proposals for the Master Plan project. The work group was comprised of:

- Jennifer Howland, Planner
- Lukas Hill, Zoning Administrator
- Christine Burns, Village Manager
- Mark Powers, Village President
- Lou Draeger, DDA Chair
- David Kaucheck, Planning Commission Chair

After considerable discussion and follow-up on references and questions for the consultants, the group recommended that the Village enter into an agreement with Williams & Works to complete the Master Plan project. The base price was $15,000 with options for additional workshops & renderings ($3,500), a market analysis ($3,000) and a project website ($3,500). Copies of the proposals were available for Council review.

Burns explained that the proposals had been reviewed by a group of individuals and that they have recommended Williams and Works to complete the Master Plan project. Burns said that the Village has worked with them in the past. Powers explained the reasons Williams and Works had been chosen. Burns said this project should be complete by August 2018. Council discussed and agreed with this recommendation, subject to attorney review.

9. Lighting Presentation - Staff had been working with Russ Rymal (Westshore Design), Jeff TeRoller (Matech Lighting Systems) and Todd Strain (Strain Electric) on specifications to update street lighting along Savidge and along the trail. Representatives were in attendance to discuss options and take a look at the sample lights that had been installed outside of Village Hall.

Burns explained that she and Hinga had met with Russ, Jeff and Todd regarding street and trail lighting that would be much more energy efficient and uniform in color and that 4 sample lights had been installed, at no charge to the Village, for Council to choose from.

Jeff TeRoller introduced himself and explained the differences and advantages of each of the 4 sample lights. Mr. TeRoller also gave some background on the companies involved.

10. Minutes - Minutes of the September 11, 2017 Work Session and September 18, 2017 regular meeting were provided for review.
11. **Public Comment** – Lee Schuitema said that he had pictures from the news of a tree that fell on an ice cream truck which made him think about the tree dilemma at the Middle School and that this might be the Village in another year.

12. **Adjournment** – Meeting adjourned at 8:05 p.m.

________________________________________
Mark Powers, Village President

________________________________________
Maryann Fonkert, Deputy Clerk