Pursuant to SB 1008, the Village of Spring Lake is conducting its business virtually to mitigate the spread of COVID-19.

President Powers called the meeting to order at 7:03 p.m.

1. **Tanglefoot Park Analysis by The Chesapeake Group** – At their October 12, 2020 meeting, Council was presented with a conceptual plan for the redevelopment of Tanglefoot Park. The conceptual plan deviated from the early discussions back in 2019 for a fully enclosed building, as the budget for the original design came in double the budget that the DDA established. The focus group went back to the drawing board and worked with Progressive AE to design a site that they felt was in keeping with the Thum family’s original intent of a family-friendly park. The plan that was presented back in October meets the target budget established by the DDA (which is the funding mechanism for the park improvements) while simultaneously taking into consideration the feedback from the community engagement meetings.

2. **109 S. Jackson Street Redevelopment** – At their September 14, 2020 meeting, Council was presented with a plan from ARM to swap properties near the 109 S. Jackson Street property that they purchase on 12/20/19. Council asked for a monetary breakdown of the proposed swap. Staff enlisted the assistance of Capstone Development to execute a Broker’s Opinion of Value. The opinion is not an appraisal, but what the Broker believes to be market value based on current conditions.

Savidge Two, LLC donated 109 S. Jackson Street to the Village and was required to obtain an appraisal on the property to determine value for tax purposes. The appraisal not ready when this agenda report was prepared.

3. **Tree Trimming/Removal Contract (Wally Delamater)** – As part of the Village’s Tree program, annually trees are planted, pruned and removed. For the last three years the tree pruning and removal was completed in January, February and March to avoid the issues with oak wilt. The Village has relied on the expertise of the Davey Resource Group’s forester not only evaluate the condition of the trees but to also assist with bid preparation and contract administration. Onsite monitoring of the contractor’s performance and contract compliance is also conducted.

Invitation to bid was open to all qualified service professional that could comply with the specifications. Five bids were received. CHOP was low bidder. Chop is a large tree service company. They have been East Grand Rapids service provider for the last three years. The forester is familiar with the firm and recommends accepting their low bid.

4. **Budget Adjustments (Marv Hinga)** –
   1) Adjust current year Planning/Zoning Budget
   2) Adjust current year Parks Budget
3) Adjust current year Clerk/Treasurer Budget
4) Adjust current year DDA Budget

5. **MERS (Marv Hinga)** – MERS is requiring updated plan agreement addendums for the Village’s two active pension plans – Group 1 - Non-Police employees hired before September 1, 2011 and Group 10 - Non-Police employees hired after September 1, 2011.

6. **Board & Committee Meeting Dates for 2021** – Each December, Council sets the Board & Committee Meeting dates for the next calendar year. Of note are the December meeting dates that have been adjusted to take into account the Christmas holiday.

7. **Planning Contract with Grand Haven Township** – On January 20, 2020, Council approved a contract with Grand Haven Township to provide planning services to the Village.

   In 2019, planning services with the City of Grand Haven (GHC) cost the Village $16,500. Through 11/30/20, planning services with Grand Haven Township (GHT) cost the Village $10,759.23. The contract with GHC was a flat amount (regardless of hours worked) whereas GHT bills us based on the amount of time their staff spends working for the Village. The downside to the GHT contract is that there is a reduction in cost certainty; if projects increase in number so will the cost for services. However, at this time it is working to the Village’s benefit.

   In 2020, the Village paid $56.50/hour for services performed by Stacey Fedewa and $33.79/hour for services performed by Cassandra Hoisington. They are proposing $56.89/hour and $36.77/hour respectively.

   While the transition took place during early Covid and we had a couple of minor bumps to figure out (i.e. how to work remotely and still get plans/applications from applicant to staff), staff and planning commissioners are extremely satisfied with the services we are receiving from both Stacey and Cassie.

8. **You Make the Difference Award (Dr. Jim Moore)** – Dr. Jim Moore has served on the DDA since 1997. This year, he did not reapply to continue his service. His contributions during his tenure were many and the downtown has undoubtedly benefited from his guidance over the years. The DDA will miss his presence and it is befitting that he should receive this award.

9. **Forestry Grant Approval** – Back in September, the Village submitted an Urban & Community Forestry Program Grant to the DNR in order to perform a tree inventory with the Tree Board’s blessing. The same grant was submitted in 2019 and was not funded. The DNR has funded the grant application for 2021.

10. **Communications**
    - Complaint (Meyers)
    - Historic Conservation Committee Update
    - Inquiry (Maki)
    - Spring Lake Sparkle
      - Burlison
11. Minutes - Minutes of the November 9, 2020 Work Session and November 16, 2020 regular meeting were attached for review.

12. Public Comment – None.

13. Adjournment: There being no further business, Village Council adjourned the meeting at 8:13 p.m.

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Mark Powers, Village President                 Christine Burns, Village Manager