Pursuant to SB 1008, the Village of Spring Lake will conduct its business via conference call to mitigate the spread of COVID-19.

Chairman **Heins** called the meeting to order at 12:02 p.m.

1. **Work Session Process - Stanford-Butler** explained that the Work Session was a time for discussion of items for the agenda of the next regular meeting. Some of the items discussed may reach a consensus and be placed on the Consent Agenda portion of the next regular meeting for a single vote. Any of the Consent Agenda items can be removed for more discussion and a separate vote. **G. Hanks** asked if they needed a quorum for a Work Session. **Burns** said that, since they were not taking any action, they did not need a quorum, but it was ideal to have a quorum. **Stanford-Butler** said they would get minutes and financials the Monday before the next regular meeting. The **Board** discussed the Open Meetings Act and the importance of the public knowing what topics would be on the agenda. **Burns** explained that if any Board members had requests for items, they would like added to the agenda, they need send them to the Chairperson and the Chairperson will work with Stanford-Butler to add these items.

2. **DDA Director Job Description – Stanford-Butler** shared her job description with the Board explaining that it was based on a part-time position of 16 hours which very quickly turned into a full-time position so it needed to be updated. **Dull** asked Stanford-Butler how many hours she put towards the DDA and how many she put towards items not DDA related and if they should be looking for a full-time DDA Director instead of a shared position because he could see that this was not a part-time job. **Stanford-Butler** said that 95% of her time was devoted to the DDA. **Burns** explained how Stanford-Butler prioritized her workload and that the majority of her time was spent on DDA items but there were other projects that were given to her to do that were not DDA related.

3. **DDA Board Member Responsibilities – Stanford-Butler** asked the Board if there were any additions or changes, they would like to see regarding Board Member responsibilities. **Dull** asked how the Board felt about creating committees. **M. Hanks** said that creating a committee for a specific purpose was feasible but adding committees also created more work for Village Staff. She suggested this board could discuss what needed to be discussed at the Work Sessions and regular meetings and better utilize staff time.

4. **Development Area Citizens Council (DACC) – Stanford-Butler** explained that the DACC needed to reconvene as part of the process for 7th Amendment approval to extend the life of the DDA and bonding for Tanglefoot Redevelopment, so they would be asking previous Board members if they would be willing to serve again. If not, all board members want to return, they would be looking for others to fill those seats for a one-time meeting of about 30 minutes.

5. **Lilley Cares Proposal Downtown District – Stanford-Butler** explained she had received a proposal from Robert Lopez through Lilley Cares to add to the beautification of the downtown area which included landscaping, lighting, props and sponsor recognition. **Callen** said that he thought they should consider removing the tree grates to avoid liability issues. **Burns** said
that the Village’s insurance policy stated that if a trip hazard was less than 2 inches, they were covered under governmental immunity, so if they filled in the tree grate areas with dirt and flowers, they should be ok. Dull asked if the Board was going to see the plant specimens that Lilley Cares intend to plant. Lopez said he could provide a list of plantings for the Board and shared some of their ideas. The Board discussed the plantings and color of the Adirondack chairs that Lilley Cares would be placing around the Village.

6. **Epicurean Marketing Proposal – Stanford-Butler** explained that the Epicurean businesses, Lilley Mansion and Windemere House were asking for additional dollars of $1500 to $2000, from the DDA to help them pool their resources to market their businesses, as well as any other Village businesses that might be interested. M. Hanks said she loved what the businesses were working together but this did not seem like something the DDA should do. The Board discussed this proposal. Burns said she would like to get legal opinion on this to make sure it was an allowable expense. Lopez asked to table this item until it was verified as a legal expense.

7. **Capital Campaign Fundraising Event Committee – Stanford-Butler** shared that volunteers were needed to help organize special events that would help raise funds for Tanglefoot Parks Capital Campaign so please let her know if anyone would like to volunteer or knows of someone that might be interested.

8. **Wayfinding and Design Services RFP – Stanford-Butler** explained that this RFP was sent to the Board for review and to get back to her with any changes they would like her to make before they send it out for bids.

9. **Miscellaneous – Stanford-Butler** noted that the attachment regarding Marina Bay was for the Board’s information. Callen said he was working on this project and asked if the Village’s west entrance sign was in the right of way. Burns said she believed it was in MDOT’s right of way because when they talked about putting a sign on the steel arch over M-104, MDOT said that the Village was only allowed one sign in their ROW so the monument sign would need to be removed if the Village wanted to put an entrance sign on the arch.

10. **Tanglefoot Park – Burns** reported that GDK was the contractor awarded the bid for this project and the focus group had met earlier to give preliminary feedback on the footprint and initial designs. Burns explained the order of the approval process for the park and pavilion design and discussed tree removal, relocating and replacement with the Board.

11. **Mill Point Park – Burns** updated the Board on the water levels, condition of Mill Point Park and what maintenance and repairs were going to be done at this time. Callen suggested milling the pavement of the parking lot to make it gravel. Burns said there had been discussion of doing that. G. Hanks asked if events would be happening in the park this summer. Burns said that the intent was to have the park open and allow activities. Lopez said that the DPW had done a really good job of cleaning up the park.

12. **Board Member Comments – Lopez** asked about the results of the doodle pole regarding meeting time. Stanford-Butler said that poll was for the Work Session only and noon had received the most votes. Burns asked if the Board would like her to do a doodle poll for the regular meeting time. Lopez and M. Hanks said they would.

13. **Public Comment –** There was no public comment.
14. Adjournment

There being no further business, the meeting adjourned at 1:48 p.m.

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Doug Heins, Chair                  Maryann Fonkert, Deputy Clerk