<table>
<thead>
<tr>
<th></th>
<th>Time</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:00 p.m.</td>
<td>Assistant to the Village Manager</td>
</tr>
<tr>
<td>2</td>
<td>7:10 p.m.</td>
<td>Communication Specialist</td>
</tr>
<tr>
<td>3</td>
<td>7:20 p.m.</td>
<td>Alden Street Right-of-Way (Wally Delamater)</td>
</tr>
<tr>
<td>4</td>
<td>7:23 p.m.</td>
<td>Alden Street Crossing</td>
</tr>
<tr>
<td>5</td>
<td>7:25 p.m.</td>
<td>4-Way Stop Jackson &amp; Exchange</td>
</tr>
<tr>
<td>6</td>
<td>7:30 p.m.</td>
<td>Ordinance Amendment (PILOT)</td>
</tr>
<tr>
<td>7</td>
<td>7:35 p.m.</td>
<td>Ordinance Amendment (Peddler/Solicitor)</td>
</tr>
<tr>
<td>8</td>
<td>7:40 p.m.</td>
<td>Incentives for ACH &amp; Digital Billing</td>
</tr>
<tr>
<td>9</td>
<td>7:50 p.m.</td>
<td>MML Worker’s Compensation Ballot</td>
</tr>
<tr>
<td>10</td>
<td>7:55 p.m.</td>
<td>Business of the Year Award</td>
</tr>
<tr>
<td>11</td>
<td>7:57 p.m.</td>
<td>Mediation Settlement Authority</td>
</tr>
<tr>
<td>12</td>
<td>8:00 p.m.</td>
<td>Wage &amp; Salary Survey</td>
</tr>
<tr>
<td>13</td>
<td>8:05 p.m.</td>
<td>Communications</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Complaint – Noise (downtown)</td>
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<tr>
<td></td>
<td></td>
<td>• Complaint – Noise (Village Cove Marina)</td>
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<tr>
<td></td>
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<td>• Complaint – Parking at Dollar General</td>
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<tr>
<td></td>
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<td>• Complaint – Storm water at 205/207 Dixie</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Complaint – Township code enforcement &amp; weeds</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Complaint – Traffic on S. Lake</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Complaint – On-street parking on Exchange</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Complaint – Water shut-off</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Court Date – 341 S. Lake</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Economic Development Update – Chamber of Commerce</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Heroes &amp; Legends Dinner</td>
</tr>
<tr>
<td>14</td>
<td>8:07 p.m.</td>
<td>Minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minutes of the May 10, 2021 Work Session and May 17, 2021,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Council meeting are attached for review. June minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>should be completed by early next week. Should you wish</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to make edits, please share that information with</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chris Bums or Maryann Fonkert prior to July 16, 2021.</td>
</tr>
<tr>
<td>15</td>
<td>8:09 p.m.</td>
<td>Public Comment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Council Meetings are open to the public, and as such,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the public is invited to speak at the end of each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>meeting. Each speaker should ask to be recognized by the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>chair, must state their name and address for the record</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and should limit their comments to 3 minutes.</td>
</tr>
<tr>
<td>16</td>
<td>8:15 p.m.</td>
<td>CLOSED SESSION - Village Manager Performance Appraisal</td>
</tr>
<tr>
<td>17</td>
<td>8:30 p.m.</td>
<td>Adjourn</td>
</tr>
</tbody>
</table>
**WORK SESSION AGENDA REPORT**

**TO:** Village President Mark Powers & Village Council Members  
**FROM:** Bill Cousins, Special Projects  
**DATE:** July 9, 2021  
**RE:** Assistant to the Village Manager

---

**Background:** I prepared and sent out a position description and position announcement for the Assistant to the Village Manager Position in June. As of today, July 9th, a total of 25 resumes have been received for the position. Ten individuals were interviewed (informal phone interviews) on July 6th & 7th. Five persons were recommended to Manager Burns to be considered for formal interviews. Manager Burns will most likely interview two or more of the finalists and, after a complete background check, make an offer of employment.

**Issues & Questions Specified:** The process has progressed with no adverse issues raised.

**Alternatives:** None identified.

**Financial Impact:** None. The position will be filled within the current budget.

**Recommendation:** Permit the Manager to hire the best-qualified candidate for the position at a salary that is within the budgeted parameters.

**Attachments:** None.
Background: With the development that has taken place over the course of the past several years, combined with the sharing of staff with Spring Lake Township, Village staff are finding themselves stretched increasing thin. Based on the current workload and resident expectations, it is recommended that a position be created for the sole purpose of communicating with the public. This is somewhat unusual in that a community our size would not generally have someone designated to handle communications. However, we have spent a fair amount of money on consultants for the annual newsletter and have spread the duties over the entire (albeit very small) staff. It makes sense that one person should be responsible for the outward facing communications that take place on the Village’s behalf. Like every other staff member, this person’s job would be billed back to various fund/activities based on the project they are working on.

After review by the DDA at their July 7, 2021 meeting, the Board unanimously recommended the creation of the position to allow the DDA Director to focus solely on DDA duties.

Issues & Questions Specified: Should the Village hire a Communications Specialist?

Alternatives: Do not create the position, lower communication expectations, and keep the duties spread over current staff.

Financial Impact: Varies, depending on the level of benefits the individual qualifies for (see attached scenarios).

Recommendation: Motion to create a Communication Specialist position and authorize the Village Manager to fill the position.

Attachments:
FTE for Office Staff (2012 – current)
Previous DDA Director Job Description (part-time)
DDA Director Job Description (full-time)
Proposed Communications Specialist Job Description
Communication Specialist Advertisement
Current Allocation of Communications (duties)
Cost Scenarios
VILLAGE OF SPRING LAKE
JOB DESCRIPTION

PART-TIME DDA DIRECTOR

Supervised By:  Village Manager
Supervises: No supervisory responsibilities

Position Summary:
Under the supervision of the Village Manager, this position is charged with general administrative direction and support to the DDA. These responsibilities include, but are not limited to, overseeing and coordinating the DDA plan; organizing marketing, events, promotion, recruitment and retention strategies for businesses within the district; and related organizational, administrative and coordinative duties related to the above. Works with a variety of commissions, agencies, business and citizen groups. The position will average 16 hours per week, which will need to be flexible based on events and work load.

Essential Job Functions:
An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves as Director to the Downtown Development Authority (DDA). Distributes meeting agendas and meeting materials, researches particular issues and acts as liaison to businesses within the district.
2. Maintains a high level of visibility with the businesses within the district. Director should attempt a minimum of 1 visit to each business every calendar year.
3. Works with the Chamber’s Economic Development team to develop strategies for business retention & attraction. Meets with individuals interested in business location, actively promotes and advertises business opportunities and works with local Realtors to encourage leases, sales and commercial inflow.
4. Works with existing businesses to coordinate innovative marketing opportunities.
5. Acts as information hub and Village liaison to the Grand Haven/Spring Lake/Ferrysburg Chamber of Commerce for area events & activities. Functions as a coordinator for various events, activities and projects, eliciting volunteer involvement and organizing participation.
6. Serves as a media contact person for downtown and developmental issues. Produces various article and informational pieces for newsletters, web-site, brochures and general dissemination.
7. Works with Village Manager to search for grant possibilities for DDA-related activities, prepares and submits applications and administers grant funded projects, as appropriate.
8. Maintains cooperative relationships with peer agencies and other governmental units. Attends conferences, workshops and seminars as appropriate.
9. Develops, refines, and assists in the implementation of long and short range plans for the DDA.
10. Organizes and implements various façade and fire suppression grants, motivating business owners, property owners and investors to make necessary improvements in a quality manner.
11. Performs related work as required: Attends most DDA sponsored events. Changes downtown message board as needed.
12. Responsible for the administration of the sandwich board sign program within the district.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**
The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor’s degree and/or combination of related experience preferred but not required.
- Proven record of successful project management and/or volunteerism.
- Skill in the use of office equipment and technology, including common software applications and social media tools.
- Skill in developing and fostering effective public relations and community promotion techniques.
- Ability to effectively communicate and present ideas and concepts orally and in writing, and make presentations in a public forum.
- Ability to establish effective working relationships, and use good judgment, initiative and resourcefulness when dealing with developers, residents, public officials, business and property owners, various professionals, community groups and the general public.
- Skill in influencing others to work cooperatively for common or larger goals.
- Ability to travel to various locations within the Village.

**Physical Demands and Work Environment:**
The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light to moderate weight.
While performing the duties of this job, the employee regularly works in a business office setting, sometimes working at a computer for multiple hours.

The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet, and may occasionally become moderate in field situations. **List of annual events that take place within the Village** — These events are not necessarily Village events, but require coordination with the sponsoring entity. The list is subject to change. The event is color-coded based on the number of meetings and labor intensity required.

**Red** = lots of work administratively and/or by DPW to coordinate various aspects

**Yellow** = a few meetings and phone calls and minimal support by admin and/or DPW

**Green** = easy, peasy; just put the information in the right people’s hands.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Organization</th>
<th>Contact Person</th>
<th>Description</th>
</tr>
</thead>
</table>
| Bloody Mary Mix-off    | January 23, 2016      | Heritage Festival | Michele Yasenak  
616-405-1970  
mylakeshoretravel@att.net | Promote event on Village’s social media sites and message board               |
| Snow Jam               | February 13, 2016     | Rotary       | Craig Cather  
616-607-4530  
craigcather@gmail.com | Central Park – Hockey, beer tent, live band, snow hill. Coordinate installation of ice rink, snow hill and parking lot maintenance prior to the event. |
| Easter Egg Hunt        | March 26, 2016        | Lions Club   | Jack Gardner  
616-607-7265 | Central Park – Coordinate Central Park clean-up with DPW prior to the event. |
| Lubbers Cup            | April 9, 2016         | Chamber      | Courtney Geurink  
616-842-4910  
cgeurink@grandhavenchamber.org | Spring Lake (rowing) & Old Boys (Grub & Brew Fest). Coordinate installation of banners, inspection of tent by Fire Marshal |
| Grand River Clean-up   | May 7, 2016           | WMEAC        | Ondrea Spychalski Water Programs Outreach Coordinator  
1007 Lake Drive SE  
Grand Rapids, MI 49506  
Cell: 616-212-5395  
Office: 616-451-3051 ext. 26  
ospychalski@wmeac.org | Letter of support for yearly grant, coordinate collection of trash from Mill Point; publicize event. |
| Flower Planting        | May –                 | Beautification Volunteers | Darcy Dye  
616-363-1929 | Downtown flower pots and hanging baskets on |
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
<th>Contact Information</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to Memorial Day</td>
<td></td>
<td></td>
<td><a href="mailto:Skylark3@comcast.net">Skylark3@comcast.net</a></td>
<td>Rotary Drive - Coordinate flower order with Delass, Coordinate irrigation maintenance with DPW. Coordinate with local volunteers, service clubs, churches, etc. to plant and maintain (weeding) flowers throughout the summer. Be on-site during planting week to be the lead contact / organizer.</td>
</tr>
<tr>
<td>Memorial Day Parade</td>
<td>May 30, 2016</td>
<td>Heritage Festival</td>
<td>Michele Yassenak 616-405-1970 <a href="mailto:mylakeshoretravel@att.net">mylakeshoretravel@att.net</a></td>
<td>Village Hall to SLT Cemetery. Coordinate Council Members to walk/ride in the parade. Decorate bucket truck, buy dog bones &amp; candy.</td>
</tr>
<tr>
<td>Farmers Market</td>
<td>Thursdays June - October</td>
<td>Chamber</td>
<td>Courtney Geurink 616-842-4910 <a href="mailto:cgeurink@grandhavenchamber.org">cgeurink@grandhavenchamber.org</a></td>
<td>Coordinate banner installation and trash barrels with the DPW. Work with Chamber on design of new facility.</td>
</tr>
<tr>
<td>Music at the Point</td>
<td>Thursdays June – August</td>
<td>Heritage Festival</td>
<td>Steve VanBelkum 616-402-1653 <a href="mailto:avengergh@yahoo.com">avengergh@yahoo.com</a></td>
<td>Coordinate goose poop removal with DPW, maintenance issues at the band shell, etc.</td>
</tr>
<tr>
<td>Wooden Boat Show</td>
<td>June 4, 2016</td>
<td>Historic Commission</td>
<td>Mark Miller 616-402-3489 <a href="mailto:marksattic@charter.net">marksattic@charter.net</a></td>
<td>Coordinate access to Barber School (supplies), preparation of Mill Point Park. Coordinate goose poop removal with DPW and any maintenance issues at Mill Point.</td>
</tr>
<tr>
<td>Outdoor Motor Exhibit</td>
<td>June 11, 2016</td>
<td>Outdoor Motors</td>
<td>Noel &amp; Amy Harrington 231-744-1382</td>
<td>Coordinate goose poop removal with DPW and any maintenance issues at Mill Point.</td>
</tr>
<tr>
<td>Heritage Festival</td>
<td>June 11-18, 2016</td>
<td>Heritage Festival</td>
<td>Steve VanBelkum 616-402-1653 <a href="mailto:avengergh@yahoo.com">avengergh@yahoo.com</a></td>
<td>Attend HF meetings, serve as liaison between SLV DPW and SLHF.</td>
</tr>
<tr>
<td>St. Mary’s Festival 5K</td>
<td>July 9, 2016</td>
<td>St. Mary’s Church</td>
<td>Jennifer Sandy 616-223-6009 <a href="mailto:jenericsandy@hotmail.com">jenericsandy@hotmail.com</a></td>
<td>Coordinate permit &amp; event with the DPW &amp; OCSO</td>
</tr>
<tr>
<td>Coast Guard Festival Dinner</td>
<td>July 2017</td>
<td>Coast Guard Festival Committee</td>
<td>Mary, Lori, Maryann, &amp; Chris</td>
<td>Spring Lake Country Club. We host every 4 years. All team members involved.</td>
</tr>
<tr>
<td>Coast Guard Festival</td>
<td>August 6, 2016</td>
<td>Coast Guard Festival Committee</td>
<td>Mary</td>
<td>Coordinate trolley for Council, decorate</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
<td>Organizer</td>
<td>Contact Information</td>
<td>Responsibilities</td>
</tr>
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</tr>
<tr>
<td>Run Michigan Cheap</td>
<td>August 27, 2016</td>
<td>Frank Race Management</td>
<td>Jim Frank&lt;br&gt;<a href="mailto:frankracemanagement@gmail.com">frankracemanagement@gmail.com</a></td>
<td>Coordinate permit &amp; event with the DPW &amp; OCSO</td>
</tr>
<tr>
<td>Courtyard Concerts</td>
<td>September 11, 2016</td>
<td>Seven Steps Up</td>
<td>Gary Hanks&lt;br&gt;231-557-7687&lt;br&gt;<a href="mailto:gary@sevenstepsup.com">gary@sevenstepsup.com</a></td>
<td>Prepare request to close parking lot for Council Meeting and promote event.</td>
</tr>
<tr>
<td>Oktoberfest Marathon</td>
<td>September 24, 2016</td>
<td>Oktoberfest</td>
<td>Ron Knoll&lt;br&gt;<a href="mailto:rknoll@gmail.com">rknoll@gmail.com</a></td>
<td>Coordinate street closures between DPW &amp; OCSO.</td>
</tr>
<tr>
<td>Downtown Trick or Treating</td>
<td>October 31, 2016</td>
<td>Village of Spring Lake</td>
<td>Mary Paparella</td>
<td>Solicit participation by merchants, distribute paper pumpkins to participating businesses.</td>
</tr>
<tr>
<td>Christmas Window Decorating</td>
<td>December 12, 2016</td>
<td>Village of Spring Lake</td>
<td>Mary Paparella</td>
<td>Solicit participation by merchants, collect donations for prizes, arrange for transportation on Harbor Transit for Council Members</td>
</tr>
</tbody>
</table>
VILLAGE OF SPRING LAKE
JOB DESCRIPTION

FULL-TIME DDA DIRECTOR

Supervised By: Village Manager
Classification: Full-Time
Date: June 22, 2021

Position Summary:
Under the supervision of the Village Manager, this position is charged with general administrative direction and support to the DDA. These responsibilities include, but are not limited to, overseeing and coordinating the DDA plan; organizing marketing, events, promotion, recruitment and retention strategies for businesses within the district; and related organizational, administrative and coordinative duties related to the above. Works with a variety of commissions, agencies, business and citizen groups. The position will average 40 hours per week, which will need to be flexible based on events and workload.

Essential Job Functions:
An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves as Director to the Downtown Development Authority (DDA). Distributes meeting agendas and meeting materials, researches particular issues and acts as liaison to businesses within the district.
2. Maintains a high level of visibility with the businesses within the district. Director should attempt a minimum of 1 visit to each business every calendar year.
3. Works with the Chamber’s Economic Development team to develop strategies for business retention & attraction. Meets with individuals interested in business location, actively promotes and advertises business opportunities and works with local Realtors to encourage leases, sales and commercial inflow.
4. Works with existing businesses to coordinate innovative marketing opportunities.
5. Acts as information hub and Village liaison to the Grand Haven/Spring Lake/Ferrysburg Chamber of Commerce for area events & activities. Functions as a coordinator for various events, activities and projects, eliciting volunteer involvement and organizing participation.
6. Works with Village Manager to search for grant possibilities for DDA-related activities, assists with preparation of applications and administers grant funded projects, as appropriate.
7. Maintains cooperative relationships with peer agencies and other governmental units. Attends conferences, workshops and seminars as appropriate.
8. Develops, refines, and assists in the implementation of long and short range plans for the DDA.
9. Organizes and implements various façade, branding and fire suppression grants, motivating business owners, property owners and investors to make necessary improvements in a quality manner.
10. Attends all DDA sponsored events.
11. Responsible for the administration, and enforcement, of the sandwich board sign program within the district.
13. Administers the Village’s Social District.
14. Coordinates the Village’s Flag program (Village DPW/Rotary)
15. Coordinates the Adopt-a-Highway program (Village DPW/Rotary)
16. Assists the Clerk/Treasurer with the development of the annual budget.
17. Works with the DPW Director on all issues related to downtown maintenance.
18. Manages of the Village’s banner program.
19. Coordinates with the Village’s Communication Specialist for all messages on the Plantenga board (content creation).
20. Responsible for coordinating facility management (i.e. reservations, cleaning, general maintenance) of all Parks facilities & Barber School.
22. Assists in the preparation of Request for Proposals (RFPs) on behalf of the DDA Board.
23. Other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:
The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's degree and/or combination of related experience preferred but not required.
- Proven record of successful project management and/or volunteerism.
- Skill in the use of office equipment and technology, including common software applications and social media tools.
- Skill in developing and fostering effective public relations and community promotion techniques.
- Ability to effectively communicate and present ideas and concepts orally and in writing, and make presentations in a public forum.
- Ability to establish effective working relationships, and use good judgment, initiative and resourcefulness when dealing with developers, residents, public officials, business and property owners, various professionals, community groups and the general public.
- Skill in influencing others to work cooperatively for common or larger goals.
- Ability to travel to various locations within the Village.

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**List of annual events that take place within the Village**—These events are not necessarily Village events, but require coordination with the sponsoring entity. The list is subject to change. The event is color-coded based on the number of meetings and labor intensity required.

**Red** = lots of work administratively and/or by DPW to coordinate various aspects

**Yellow** = a few meetings and phone calls and minimal support by admin and/or DPW

**Green** = easy, peasy; just put the information in the right people’s hands.

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<tr>
<td>Bloody Mary Mix-off</td>
<td>January</td>
<td>Heritage Festival</td>
<td>TBD</td>
<td>Promote event on Village’s social media sites and message board.</td>
</tr>
<tr>
<td>Snow Jam</td>
<td>February</td>
<td>Rotary</td>
<td>TBD</td>
<td>Central Park – Hockey, beer tent, live band, snow hill. Coordinate installation of ice rink, snow hill and parking lot maintenance prior to the event. <strong>REQUIRES MASS GATHERING PERMIT</strong></td>
</tr>
<tr>
<td>The Great Village Easter Egg Hunt</td>
<td>March (Saturday before Easter)</td>
<td>DDA</td>
<td>Stefanie Herder 616-638-0981</td>
<td>Promote event, facilitate prizes with Village/Twp front desk.</td>
</tr>
<tr>
<td>Grand River Clean-up</td>
<td>May</td>
<td>WMEAC</td>
<td>Ondrea Spychalski Water Programs Outreach Coordinator 1007 Lake Drive SE Grand Rapids, MI 49506 Cell: 616-212-5395 Office: 616-451-3051 ext. 26 <a href="mailto:ospychalski@wmeac.org">ospychalski@wmeac.org</a></td>
<td>Letter of support for yearly grant, coordinate collection of trash from Mill Point, publicize event.</td>
</tr>
<tr>
<td>Spring Lake Spruce Up</td>
<td>May – Prior to Memorial Day</td>
<td>Beautification Volunteers</td>
<td>Robert Lopez &amp; Lilley Cares 1-786-4393-6652</td>
<td>Downtown flower pots and hanging baskets on Rotary Drive - Coordinate flower order with vendor. Coordinate irrigation maintenance with DPW. Coordinate with local</td>
</tr>
<tr>
<td>Event</td>
<td>Dates</td>
<td>Location</td>
<td>Coordinator</td>
<td>Contact Information</td>
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</tr>
<tr>
<td>Memorial Day Parade</td>
<td>May</td>
<td>Heritage Festival</td>
<td>Steve VanBelkum</td>
<td>616-402-1653 <a href="mailto:avengergh@yahoo.com">avengergh@yahoo.com</a></td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Village Hall to SLT Cemetery.</td>
<td>Coordinate Council Members to walk/ride in the parade. Decorate bucket truck, buy dog bones &amp; candy. Requires Mass Gathering Permit</td>
</tr>
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<td></td>
<td></td>
<td>Steve VanBelkum</td>
<td>616-402-1653 <a href="mailto:avengergh@yahoo.com">avengergh@yahoo.com</a></td>
</tr>
<tr>
<td>Farmers Market</td>
<td>Thursdays - June - October</td>
<td>Chamber</td>
<td>Randal Stewart</td>
<td>646-246-6112 <a href="mailto:marketmanager@grandhavenchamber.org">marketmanager@grandhavenchamber.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Coordinate with DPW and Lilley Cares.</td>
<td>Requires Mass Gathering Permit</td>
</tr>
<tr>
<td>Movies in the Park</td>
<td>Alternate Tuesdays, June-August</td>
<td>Lilley Cares</td>
<td>Robert Lopez</td>
<td>Coordinate with DPW and Lilley Cares. Requires Mass Gathering Permit</td>
</tr>
<tr>
<td>Music at the Point</td>
<td>Thursdays - June - August</td>
<td>Heritage Festival</td>
<td>Steve VanBelkum</td>
<td>616-402-1653 <a href="mailto:avengergh@yahoo.com">avengergh@yahoo.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Coordinate goose poop removal with DPW, maintenance issues at the band shell, etc.</td>
<td>Requires Mass Gathering Permit</td>
</tr>
<tr>
<td>Wooden Boat Show</td>
<td>June</td>
<td>Historic Commission</td>
<td>Mark Miller</td>
<td>616-402-3489 <a href="mailto:marksattic@charter.net">marksattic@charter.net</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Coordinate access to Barber School (supplies), preparation of Mill Point Park. Coordinate goose poop removal with DPW and any maintenance issues at Mill Point. Requires Mass Gathering Permit</td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td>Month</td>
<td>Organizers</td>
<td>Contact Information</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------------------------</td>
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<td>---------------------------------------------</td>
</tr>
<tr>
<td>Outdoor Motor Exhibit</td>
<td>June</td>
<td>Outdoor Motors</td>
<td>Noel &amp; Amy Harrington 231-744-1382</td>
<td>Coordinate goose poop removal with DPW and any maintenance issues at Mill Point.</td>
</tr>
<tr>
<td>Heritage Festival</td>
<td>June</td>
<td>Heritage Festival</td>
<td>Steve VanBelkum 616-402-1653 <a href="mailto:avengergh@yahoo.com">avengergh@yahoo.com</a></td>
<td>Attend HF meetings, serve as liaison between SLV DPW and SLHF.</td>
</tr>
<tr>
<td>St. Mary’s Festival 5K</td>
<td>July</td>
<td>St. Mary’s Church</td>
<td>Jennifer Sandy 616-223-6009 <a href="mailto:jenericsandy@hotmail.com">jenericsandy@hotmail.com</a></td>
<td>Coordinate permit &amp; event with the DPW &amp; OCSO.</td>
</tr>
<tr>
<td>Courtyard Concerts</td>
<td>September</td>
<td>Seven Steps Up</td>
<td>Gary Hanks 231-557-7687 <a href="mailto:gary@sevenstepsup.com">gary@sevenstepsup.com</a></td>
<td>Prepare request to close parking lot for Council Meeting and promote event.</td>
</tr>
<tr>
<td>Armed Services Marathon</td>
<td>September</td>
<td>Armed Services Marathon</td>
<td>Ron Knoll <a href="mailto:rknoll@gmail.com">rknoll@gmail.com</a></td>
<td>Coordinate event with DPW &amp; OCSO. <strong>REQUIRES MASS GATHERING PERMIT</strong></td>
</tr>
<tr>
<td>Downtown Trick or Treating</td>
<td>October 31</td>
<td>Village of Spring Lake</td>
<td></td>
<td>Solicit participation by merchants, distribute paper pumpkins to participating businesses.</td>
</tr>
<tr>
<td>Spring Lake Sparkle</td>
<td>November December</td>
<td></td>
<td>Robert Lopez</td>
<td>Attend meetings, coordinate with DPW, OSCD and businesses <strong>REQUIRES MASS GATHERING PERMIT</strong></td>
</tr>
</tbody>
</table>
VILLAGE OF SPRING LAKE
JOB DESCRIPTION

COMMUNICATIONS SPECIALIST

Supervised by: Village Manager
Classification: Full-Time
Date: June 28, 2021

Position Summary:
This position creates, coordinates and distributes timely, effective and pertinent information to the public on behalf of the Village of Spring Lake and its departments via multiple forms of media. This position also coordinates special projects as directed by the Village Manager.

Essential Job Functions:
An employee in this position is required to perform the following essential functions with or without reasonable accommodation.

Utilize and create various social media accounts and platforms. Recommend changes, updates, etc. to ensure that the Village is current in its efforts to improve communication with area businesses, Village residents and others.

Manage the Village website content and keeps website information current and timely, with assistance from various departments. Coordinate website maintenance with the website vendor.

Oversee the preparation of the Village’s newsletters (both printed and electronic) and contribute articles as needed. Write, edit, and publish informational brochures and information packets for new businesses and residents.

Assist the Downtown Development Authority (DDA) with various projects relative to marketing strategy, social media content, promotional material, meeting administration, and other related tasks.

Conduct research, prepare presentations, gather data relating to issues, prepare reports, monitor web-based platform statistics, assist departments with promotional and education materials, and may perform other communication tasks as directed by the Village Manager.

Produce press releases and maintains good relationships with the media.

Assist with various employee engagement items, including awards and recognition programs.

Assure compliance with use of the Village’s branding guidelines.

Perform other related duties as required.
Minimum Qualifications and Required Knowledge, Skills and Abilities:

Possess a bachelor’s degree in Communications, Marketing, Public or Business Administration or closely related field.

Experience in the following areas is highly desirable: Communications, marketing, economic development, grant writing, public relations, journalism and/or urban planning.

Strong knowledge of Windows and Microsoft Office Suite Products: Word, Excel, Outlook, PowerPoint, and Publisher required.

Must be familiar with and able to use various web-based platforms, including social media sites and website management software.

Must be proficient with various graphics or photo imagining, video creation and editing, publishing, and presentation software.

Must be energetic, motivated, organized, imaginative, detail oriented and possess excellent time management skills.

Excellent oral communication skills, ability to perform a wide variety of tasks during busy, sometimes stressful times.

Ability to exercise good judgment, initiative and resourcefulness in dealing with the public, members, elected officials, community leaders and co-workers.

Ability to exercise a high degree of diplomacy in contentious or confrontational situations.

Must demonstrate appropriate customer service competences and behaviors in accordance with department policies and procedures.

Ability to concentrate and pay attention to details; also ability to organize, prioritize and work independently and in a busy environment where priorities change as well as schedules.

Manual dexterity to work effectively for extended periods. Lifts and carries supplies equipment etc. weighing up to 25 pounds to waist-high-level.

Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time; communicate by telephone, e-mail or in person, and move around the office or travel to other locations to attend meetings and site visits.

Requires a valid State of Michigan driver’s license, satisfactory driving record and the ability to maintain one throughout employment.
Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

__________________________  ______________________
Village Manager                      Date

__________________________  ______________________
Employee                      Date
## Office Positions – July, 2012

<table>
<thead>
<tr>
<th>Position</th>
<th>Equivalent</th>
<th>FT</th>
<th>PT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk/Treasurer (Marybeth)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy Clerk (Maryann)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UB Clerk (Amy)</td>
<td>.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receptionist (Mary)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant (Mary Jane)</td>
<td>.20</td>
<td></td>
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<tr>
<td>Interns (summer only)</td>
<td>.50</td>
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<tr>
<td><strong>Totals</strong></td>
<td><strong>3</strong></td>
<td><strong>1.20</strong></td>
<td><strong>4.20</strong></td>
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</table>

## Office Positions – June, 2021

<table>
<thead>
<tr>
<th>Position</th>
<th>Equivalent</th>
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<th>PT</th>
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</thead>
<tbody>
<tr>
<td>Clerk/Treasurer (shared with Crockery)</td>
<td>.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy Treasurer (shared with SLT)</td>
<td>.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy Clerk</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DDA Director</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant to the Village Manager</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
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<td><strong>1.30</strong></td>
<td><strong>4.30</strong></td>
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## Office Positions – August, 2021

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<th>Position</th>
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<tbody>
<tr>
<td>Clerk/Treasurer (shared with Crockery)</td>
<td>.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy Treasurer (shared with SLT)</td>
<td>.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy Clerk</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DDA Director</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Specialist</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant to the Village Manager</td>
<td>1</td>
<td></td>
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</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>4</strong></td>
<td><strong>1.30</strong></td>
<td><strong>5.30</strong></td>
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</table>

## Potential Office Positions - 2022

<table>
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<tr>
<td>Clerk/Treasurer (shared with Crockery)</td>
<td>.80</td>
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<tr>
<td>Deputy Treasurer (shared with SLT)</td>
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<tr>
<td>Deputy Clerk</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>DDA Director</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Specialist</td>
<td>1</td>
<td></td>
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<tr>
<td>Assistant to the Village Manager</td>
<td>.5</td>
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</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>3.5</strong></td>
<td><strong>1.30</strong></td>
<td><strong>4.80</strong></td>
</tr>
</tbody>
</table>
VILLAGE OF SPRING LAKE

POSITION ANNOUNCEMENT – July 2, 2021

COMMUNICATIONS SPECIALIST

Position Summary:

This position creates, coordinates and distributes timely, effective and pertinent information to the public on behalf of the Village of Spring Lake and its departments via multiple forms of media. This position also coordinates area events and special projects as directed by the Village Manager.

The Community:

The Village of Spring Lake was established as the Village of Mill Point in 1849; it was incorporated as the Village of Spring Lake in 1869 with a population of 1,169. Today the population is 2,500 (more in the summer months). The Village has a quaint downtown, which features local merchants and restaurants. Surrounding Spring Lake’s downtown area are many historic homes, some built in the mid-1800s. The majority of Spring Lake homes were built in the 1950s and 1960s, with many newer homes built on the community’s perimeter.

Key Responsibilities for the Communications Specialist:

- Utilize and create various social media accounts and platforms. Recommend changes, updates, etc. to ensure that the Village is current in its efforts to improve communication with area businesses, Village residents and others.

- Manage the Village website content and keeps website information current and timely, with assistance from various departments. Coordinate website maintenance with the website vendor.

- Oversee the preparation of the Village’s newsletters (both printed and electronic) and contribute articles as needed. Write, edit, and publish informational brochures and information packets for new businesses and residents.

- Develop new marketing and promotional strategies, including, but not limited to special events, business recruitment, and business retention activities.
Compensation:

- The salary for this position is commensurate with experience and education. The starting range is $39,000 – $45,000 annually.
- Vacation time, sick leave time off provided.
- Health benefits provided.
- Retirement benefits provided.
- Remote work may be available based on work in progress.

The Ideal Candidate:

The Communications Specialist will be an enthusiastic dependable, detail oriented local government official. The candidate will be well-versed in local government communications needs and requirements and be excited to join the Spring Lake Team. The ideal candidate will have a four-year college degree in Communications, Marketing, Economic Development, Public Administration or a related field. Previous experience in local government service such as an internship is desired. The selected candidate shall have a strong customer service mindset, be outgoing and represent the Village & Township with a “can-do” attitude.

The Process:

The position is open until filled (planned to be filled in July, 2021). Submit a letter of introduction, a current resume and four professional references to Special Projects Manager, Bill Cousins (bill@springlakevillage.org) (questions concerning the position may also be sent to this address).
## Communication Hours

<table>
<thead>
<tr>
<th></th>
<th>Daily</th>
<th>Weekly</th>
<th>Bi-Weekly</th>
<th>Monthly</th>
<th>Quarterly</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maryann Fonkert</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Constant Contact</td>
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<td>Zoning Violations</td>
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<td>General Public Notices</td>
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<tr>
<td><strong>Angela Standford-Butler</strong></td>
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<tr>
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<tr>
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<td>CrossWinds</td>
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<td>SLT Stuff</td>
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<tr>
<td><strong>Chris Burns</strong></td>
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<td><strong>DeMario Johnson</strong></td>
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**BHAGs**

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<tr>
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<td>80</td>
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Sub-totals | 1.5 | 11 | 3 | 36.5 | 3.5 | 165 |

Annual Totals | 548 | 572 | 78 | 438 | 14 | 165 | **1814.5**
## Village of Spring Lake
### Communication Specialist Cost

<table>
<thead>
<tr>
<th></th>
<th>Low End Salary</th>
<th>High End Salary</th>
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<tbody>
<tr>
<td></td>
<td>Single Coverage</td>
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<tr>
<td>Salary</td>
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<tr>
<td>Social Security</td>
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<tr>
<td>MERS Pension</td>
<td>3,900.00</td>
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<tr>
<td>Medical Insurance</td>
<td>6,291.90</td>
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<td>Dental Insurance</td>
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<td>Life/Disability Insurance</td>
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<td>Vision Reimbursement</td>
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<tr>
<td>Workers Comp</td>
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Total Cost: 53,460.67 | 73,301.09
WORK SESSION AGENDA REPORT

TO: Village President Mark Powers & Village Council Members

FROM: Wally Delamater, Director Public Works

DATE: July 9, 2021

RE: Right of Way Permit (Alden Street)

Background: The Cote La Mer Condo Association is located on the north end, west side of Alden Street. The Association was making improvements to their north parking area when an underground fuel tank was discovered. Tank removal occurred and site remediation was initiated. As a condition of site remediation monitoring wells were required. Nine monitoring wells are proposed to be installed. The Condo Association, through its representative, Lakeshore Environmental, Inc. is requesting authorization to place two of the nine monitoring wells in the Alden Street Right of Way.

Issues & Questions Specified:

Alternatives: Deny the request.

Financial Impact: No financial impact.

Recommendation: Grant the request from Cote La Mer Condominium Association to place two monitoring wells in the Alden Street Right of Ways to monitor ground water for potential off site migration of the contaminate and authorize the Village Manager the signatory authority to execute the Right of Way Permit.

Attachments:

Right of Way Permit Application
Bond
Insurance
3-pictures
UTILITY RIGHT-OF-WAY PERMIT

PERMIT ADDRESS: 400 Lakeview Ct, Spring Lake, Michigan 49456

PROJECT LOCATION: 400 Lakeview Ct, Spring Lake, Michigan 49456

PERMIT FEE: $25.00

Date Project will Begin: 06/28/2021  
Date Project will End: 06/29/2021

Application Information
Business/Property Owner: Cote La Mer Condominium Association
Contact:  
Address: 400 Lakeview Ct
City: Spring Lake  
State: MI  
Zip: 49456
Phone #: 906-458-1248
Email: stevenzarkowski@yahoo.com

Contractor Information
Business: Lakeshore Environmental, Inc.
Contact: Amie Staley
Address: 803 Verhock Street
City: Grand Haven  
State: MI  
Zip: 49417
Phone #: 845-332-5660
Email: amies@my-li.com

24 Hr Emergency Contact: Amie Staley  
Phone #: 845-332-5660

Description of Work
Proposed Activity: Installation of two monitoring wells in the Alden Street End Right of Way. Please refer to additional narrative, figure, and example picture of a flush mount monitoring well.

Are any street lane/sidewalk/pathway closures anticipated?  
Yes:  
No: 

If yes, a traffic control plan must be attached. Please describe (provide attachment as needed): 

Work will occur in the "dead end" of Alden Street and therefore will not disrupt pedestrian or vehicular flow.

Restoration
Entity responsible for restoration of right-of-way (please check box)

Applicant:  
OR Subcontractor:  

Sqa ft of Sidewalk:  
Ln ft of Curb:  
Sqa ft Pathway:  
Sqa ft of Asphalt: 3 sq ft 
Sqa ft of Lawn  

Bond Submitted:  
Insurance Certification on File: 
Bond Amount: $5,000.00  
Contractor:  
Sub Contractor:  

I hereby certify that the above information is accurate, that I have read the "permit requirements" on Pg. 2, that the public liability insurance is carried by me, and that worker's compensation is in effect where applicable.

Signed: Kurt C. Koella (Lakeshore Environmental, Inc.)
Date: 6/22/2021

Office use only

Reviewed by:  
DPW Director or designee:  
Village Manager:  
Date:  

Approved:  
Village Manager  
Date:  

Name of Applicant/ Contractor:  
Date:  

Kurt C. Koella (Lakeshore Environmental, Inc.)
PERMIT REQUIREMENTS

1. No Street, sidewalk, apron or any public property shall be disturbed in any way without first obtaining a permit signed by the Village Manager.

2. All permit applications must include detailed plans and specifications in a form acceptable to the Director of Public Works.

3. Above ground, permanent installations to be located in the public right-of-way or on any public property shall be subject to the following additional requirements:
   a. All plans, including photographs of proposed installations, to be submitted to the Director of Public Works for review and comment,
   b. Plans shall be accompanied by specific explanation of need for above ground installation, options considered and supported finding of fact that below ground or private property installation is not feasible.

4. Applicant shall submit or have on file with Village Hall current Certificate of Insurance providing minimum insurance requirements for proposed work in an amount not less than $1,000,000 per occurrence with a $1,000,000 aggregate.

5. Bond or cash deposit with The Village of Spring Lake is required in an amount not less than $5,000.00 to totally restore right of way plus any amount deemed reasonable by the Director of Public Works, exceeding the $5,000.00 bond, to cover any exposure to the use and function of all public installations within or adjacent to work area.

6. Contractor/subcontractor to include complete traffic safety plan which shall include a complete explanation of all activities that may cause interruption of pedestrian, bicycle, vehicular or other traffic flow and their expected duration. Plans to include detour signing, barricade installation and all other necessary precautions to ensure the protection of the public safety. **Traffic plan must be submitted and approved by The Village Manager** and be compliant with the MMUTCD. Also, the traffic control plan shall outline street and/or sidewalk closure time frames. Sidewalks shall be restored prior to noon on Fridays unless prior approval by The Village Manager.

7. Plans to include complete explanation of any potential for conflict with any existing use of the right-of-way.

8. Contractor and/or subcontractor to notify Director of Public Works seven (7) days in advance of mobilization, unless it is deemed an emergency. In the case of an emergency approval, the contractor and/or subcontractor, along with the Crew Leader, will meet on site to determine if emergency approval is necessary.

9. The Department of Public Works is to be notified 24 hours in advance of proposed final pouring of concrete, placing of asphalt or placement of any permanent installation and preparations must be inspected and approved by the Director or the designated representative before final application of materials.

10. Unless otherwise specified or shown on the plans, all areas disturbed by construction operations shall be restored to the original condition thereof as determined by the Village of Spring Lake.

11. Applicant must provide a soil erosion and sediment control plan or an Ottawa County permit number as needed.
Sub Contractor

Business: Alluvial Earth Inc.
Contact: Ryan Luberda
Address: 4433 S. Huron Rd
City: Standish State: MI Zip: 48658
Phone #: 734-323-3050
Email: RDLuberda@aol.com

Sub Contractor

Business: 
Contact: 
Address: 
City: State: Zip: 
Phone #: 
Email: 

24 Hr Emergency Contact: Ryan Luberda Phone #: 734-323-3050

Detailed Plans

See attached narrative and Figure.
Cote La Mer Condominium Association
Right of Way Permit Application

Cote La Mer is a residential property located at 400 Lakeview Court, Spring Lake, Michigan. Lakeshore Environmental, Inc. (LEI) was contracted by Cote La Mer Condominium Association to remediate and monitor this leaking underground storage tank (LUST) site. As part of groundwater monitoring, LEI is proposing to install two monitoring wells in the Right of Way at the north end of Alden Street in Spring Lake, Michigan, which is a designated “dead end”.

The installation of monitoring wells will occur over a two-day drilling period at the site and within the right-of-way. Two of the nine (9) monitoring wells (MW-5S and MW-5D) will be installed in the Alden Street Right of Way and will be drilled to estimated depths of 10 and 20 feet. Drilling will include coring through the asphalt. Monitoring wells will consist of 2-inch PVC well screen and riser pipe and completed with 8-inch diameter flush-mount covers set in high early strength concrete.

The project is anticipated to be completed in 2 days. Drilling will occur during normal working hours (7 AM – 7 PM). A MISS DIG utility locate ticket will be submitted prior to the scheduled drilling and LEI and the subcontracted drilling company will adhere to the required distances from all marked utilities for all monitoring well installation activity.

Monitoring wells will be in place for 1 to 5 years, depending on continued monitoring needs and eventual approval of LUST site closure by the Michigan Department of Environment, Great Lakes, and Energy. At the time of monitoring well abandonment, all wells will be capped with asphalt in accordance with the Right of Way Permit requirements.

Contact Information:

Lakeshore Environmental, Inc.
- Amie Staley – Cell: 845-332-5660
- Don Penniman – Cell: 616-375-1631

Cote La Mer Condominium Association
- Steven Zarkowski (President) – Phone: 906-458-1248

Subcontracted Drilling Company:
- Alluvial Earth Inc., Ryan Luberda – Cell: 734-323-3050

Lakeshore Environmental, Inc.
Right-of-Way Bond

KNOW ALL MEN BY THESE PRESENTS:
That Lakeshore Environmental of, (Address) 803 Verhoecks St
(City, State, Zip) Grand Haven, MI 49417-2164, as Principal, and WEST BEND MUTUAL INSURANCE COMPANY, 1900 S 18th Ave, West Bend, WI 53095-8796, as Surety, are held and firmly bound onto Village of Spring Lake, as Obligee of (Address) 102 E Savidge St, Spring Lake, MI 49456
In the penal sum of Five Thousand Dollars and Zero Cents ($5,000.00) Dollars, lawful money of the United States, to be paid to the said Obligee, for which payment well and truly to be made we bind ourselves and our legal representative, jointly and severally.

WHEREAS, the principal has made application to the Village of Spring Lake for a permit to construct, operate or maintain within the right-of-way as stated in the application for said permit.

NOW, THEREFORE, the conditions of this obligation is such that if the above bounden Principal shall do and perform all work done and performed under said permits and shall so guard the work authorized by the said permits, and the materials for use during the progress thereof, that no injury, loss or damage shall occur to persons or property and shall promptly at the conclusion of such work replace and restore the street or highway and right of way to as good a state and condition as the same was previous to and at the time of the opening of the same, and shall so replace and restore such street of highway and right of way as to cause it to be in a state of reasonable repair so as to be reasonably safe and convenient for public travel and shall save said Obligee harmless from all losses or damages which it may sustain or for which it may become liable on account of the issuance of said permit. Regardless of the number of years or bond periods this bond shall continue in force, the liability under this bond shall not be cumulative in amounts from year to year or from period to period and the liability of the Surety shall not exceed the amount of said penal sum.

The bond may be terminated at any time by the Surety upon mailing written notice to the Obligee and the Principal, and at the expiration of thirty (30) days from mailing of said notice, the Surety shall be relieved from any liability for any subsequent acts or omissions of the Principal.

Signed, sealed, and dated this 23rd day of June, 2021.

Lakeshore Environmental
(Principal)

By: _____________________________(SEAL)
Name Typed: ____________________

(Witness)

Stephanie M. Smith

(Witness)

WEST BEND MUTUAL INSURANCE COMPANY
By: _____________________________(SEAL)
Name Typed: Don Liebetreu

(Attorney-in-Fact)

MICHIGAN ONLY: This policy is exempt from the filing requirements of Section 2236 of the Insurance Code of 1956, 1956 PA 218 and MCL 500.2236.

NB 1220 11 17

Page 1 of 1
POWER OF ATTORNEY

Know all men by these Presents, That West Bend Mutual Insurance Company, a corporation having its principal office in the City of West Bend, Wisconsin does make, constitute and appoint:

Don Liebetreu

lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf as surety and as its act and deed any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of: Five Thousand Dollars and Zero Cents 5,000.00

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of West Bend Mutual Insurance Company at a meeting duly called and held on the 21st day of December, 1999.

Appointment of Attorney-In-Fact. The president or any vice president, or any other officer of West Bend Mutual Insurance Company may appoint by written certificate Attorneys-In-Fact to act on behalf of the company in the execution of and attesting of bonds and undertakings and other written obligatory instruments of like nature. The signature of any officer authorized hereby and the corporate seal may be affixed by facsimile to any such power of attorney or to any certificate relating therefore and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the company in the future with respect to any bond or undertaking or other writing obligatory in nature to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any said officer at any time.

In witness whereof, the West Bend Mutual Insurance Company has caused these presents to be signed by its president undersigned and its corporate seal to be hereto duly attested by its secretary this 22nd day of September, 2017.

Attest
Christopher C. Zwygart
Secretary

Kevin A. Steiner
Chief Executive Officer/President

State of Wisconsin
County of Washington

On the 22nd day of September, 2017, before me personally came Kevin A. Steiner, to me known being by duly sworn, did depose and say that he resides in the County of Washington, State of Wisconsin; that he is the President of West Bend Mutual Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that is was so affixed by order of the board of directors of said corporation and that he signed his name thereto by like order.

Juli A. Benedum
Senior Corporate Attorney
Notary Public, Washington Co., WI
My Commission is Permanent

The undersigned, duly elected to the office stated below, now the incumbent in West Bend Mutual Insurance Company, a Wisconsin corporation authorized to make this certificate, Do Hereby Certify that the foregoing attached Power of Attorney remains in full force effect and has not been revoked and that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at West Bend, Wisconsin this 23rd day of June, 2021.

Heather Dunn
Vice President – Chief Financial Officer

Notice: Any questions concerning this Power of Attorney may be directed to the Bond Manager at NSI, a division of West Bend Mutual Insurance Company.
# Certificate of Liability Insurance

**Producer:** Shoreline Insurance Agency, Inc.  
**Address:** 875 W. Broadway Avenue, Muskegon, MI 49441  
**Contact:** Stephanie Smith  
**Phone:** (231) 755-1919  
**Fax:** (231) 755-8750  
**Email:** stephanies@shorelineagency.com  
**INsured:** Lakeshore Environmental Inc.  
**Address:** 803 Verhoek Street, Grand Haven, MI 49417  
**Insurer A:** Crum & Forster Specialty Insurance Co.  
**INSURE NUMBER:** 44520  
**Insurer B:** Selective Way Insurance Co.  
**INSURE NUMBER:** 26301  
**Insurer C:** Grand River Ins./Benchmark Insurance Co.  
**INSURE NUMBER:** 41394  

## Coverages

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<th>TYPE OF INSURANCE</th>
<th>ADDED BURDEN</th>
<th>POLICY NUMBER</th>
<th>POLICY EFFECT</th>
<th>POLICY EXPIRY</th>
<th>LIMITS</th>
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<tr>
<td>A</td>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>CLAIMS-MADE</td>
<td>EPK-134027</td>
<td>2/8/2021</td>
<td>2/8/2022</td>
<td>EACH OCCURRENCE $2,000,000, DAMAGE TO RENTED PREMISES (EA occurrence) $100,000, MED EXP (Any one person) $10,000, PERSONAL &amp; ADV INJURY $2,000,000, GENERAL AGGREGATE $2,000,000, PRODUCTS - COMMODITY AGG $2,000,000, CONTRACTORS POL $2,000,000</td>
</tr>
<tr>
<td>B</td>
<td>AUTOMOBILE LIABILITY</td>
<td>SCHEDULED</td>
<td>S 2062724</td>
<td>3/1/2021</td>
<td>3/1/2022</td>
<td>COMBINED SINGLE LIMIT $2,000,000, BODILY INJURY (Per person)</td>
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<tr>
<td>C</td>
<td>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</td>
<td>N/A</td>
<td>WC5000176</td>
<td>3/1/2021</td>
<td>3/1/2022</td>
<td>E.L. EACH ACCIDENT $1,000,000, E.L. DISEASE - EA EMPLOYEE $1,000,000, E.L. DISEASE - POLICY LIMIT $1,000,000</td>
</tr>
</tbody>
</table>

## Certificate Holder

**Village of Spring Lake**  
**Address:** 102 Savidge St, Spring Lake, MI 49456

## Cancellation

**Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.**

**Authorized Representative**

---

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The ACORD name and logo are registered marks of ACORD.
BACKGROUND: In 2019, after a car/pedestrian accident on Savidge near Alden Street, Council contemplated means by which to improve the safety of that crossing. Knowing that there was a resurfacing project planned for 2020 (later pushed back to 2021), the Village planned on adjustments to the crosswalk to coincide with the resurfacing. Due to the current bid environment, concrete contractors are hard to come by. With a deadline to complete the work by July 6, 2021 Council approved a not-to-exceed cost for the concrete portion of the project at their June meeting. A second (higher) bid was able to be obtained so the DPW moved ahead with the initial low bid and the concrete work is now complete. Next up is signage, which is done in partnership with MDOT.

ISSUES & QUESTIONS SPECIFIED: None. Update only.

ALTERNATIVES: None.

FINANCIAL IMPACT: Two bids were received for the concrete work:

RA Holmes = $11,075.00
Northern Pipeline = $19,336.00

RECOMMENDATION: Continue to move ahead on the signage installation portion of the project.

ATTACHMENTS: Bid documents.
June 23, 2021

Re: M-104 & Alden Street Sidewalk Ramps
Project No. 210112.01

Ms. Christine Burns
Village of Spring Lake
102 West Savidge Street
Spring Lake, Michigan 49456

Dear Ms. Burns:

We solicited bids to complete the M-104 & Alden Street sidewalk ramp work on June 8, 2021, from the following three contractors: R.A. Holmes Construction, Northern Pipeline Contractors, and Tiles Excavating. MDOT is requiring the work to be done by July 6, 2021, when their resurfacing project on M-104 will begin. Due to the tight timeline for the project, to date we have only received one bid from R.A. Holmes Construction in the amount of $11,075.00. A copy of their bid is attached.

The low bidder has a satisfactory performance record on previous projects, and with the tight time frame to complete the work, we recommend that a contract be awarded to R.A. Holmes Construction in the amount of $11,075.00.

Sincerely,

Ryan M. Arends, P.E.
Project Engineer

Attachment

cc: Wally Delamater, Spring Lake DPW
Proposal

11116 Fitzgerald, Suite A
Nunica, Michigan 49448
(616) 837-7799
Fax (616) 837-9432

Proposal Submitted To:

Moore & Bruggink, Inc.
2020 Monroe Ave.
Grand Rapids, Mi. 49415

<table>
<thead>
<tr>
<th>Job Name</th>
<th>Village of Spring...</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cutting, removal &amp; disposal of existing concrete</td>
<td>2,375.00</td>
<td>2,375.00</td>
</tr>
<tr>
<td>1</td>
<td>Place &amp; finish curb &amp; walks as per prints</td>
<td>2,925.00</td>
<td>2,925.00</td>
</tr>
<tr>
<td>3</td>
<td>5' sections of Detectable Warning Surface</td>
<td>250.00</td>
<td>750.00</td>
</tr>
<tr>
<td>1</td>
<td>Topsoil &amp; seeding</td>
<td>525.00</td>
<td>525.00</td>
</tr>
<tr>
<td>1</td>
<td>Lane closure as per MDOT</td>
<td>4,500.00</td>
<td>4,500.00</td>
</tr>
</tbody>
</table>

All concrete to be 6 sack limestone mix

We propose to furnish material and labor in accordance with above specifications, for the sum of $11,075.00

Payment to be made as follows:

---

Acceptance of Proposal:

Date of Acceptance: ______________________

Signature______________________________
Northern Pipeline Contractors, Inc.
Utilities, Excavating & Site Development
16891 148th Avenue ~ Spring Lake, MI 49456
Phone (616) 842-4614 ~ Fax (616) 842-8810 ~ Cell (616) 402-3757

PROPOSAL

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
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<tr>
<td>47 ft. Curb and gutter removal</td>
<td>47</td>
<td>$10.00/ft.</td>
<td>470.00</td>
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<tr>
<td>48 s.y. Sidewalk removal</td>
<td>48</td>
<td>$10.00/s.y.</td>
<td>480.00</td>
</tr>
<tr>
<td>80 s.f. 6&quot; Curb ramp</td>
<td></td>
<td>$7.50/s.f.</td>
<td>600.00</td>
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<tr>
<td>125 s.f. 4&quot; Sidewalk</td>
<td></td>
<td>$6.00/s.f.</td>
<td>750.00</td>
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<tr>
<td>Turf establishment (Lump sum)</td>
<td></td>
<td></td>
<td>750.00</td>
</tr>
<tr>
<td>Traffic control</td>
<td></td>
<td></td>
<td>6,000.00</td>
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<tr>
<td>47 ft. E2 Curb and gutter</td>
<td>47</td>
<td>$38.00/ft.</td>
<td>1,786.00</td>
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<tr>
<td>Equipment and Labor</td>
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<td></td>
<td>8,500.00</td>
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</table>

WE PROPOSE hereby to furnish material and labor -- complete in accordance with these specifications, for the sum of:

Nineteen Thousand Three Hundred Thirty-Six Dollars ($19,336.00).

Payable as follows: Net 10 days for work completed.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen’s Compensation Insurance.

Authorized Signature ____________________________

NOTE: This proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL - The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature ____________________________ Date ____________ Signature ____________________________ Date ____________
WORK SESSION AGENDA REPORT

TO: Village President Mark Powers & Village Council Members
FROM: Chris Burns, Village Manager
DATE: July 9, 2021
RE: 4-way Stop Request at Jackson & Exchange

**Background:** The property owner at 116 S. Jackson has requested the Village consider installing a 4-way stop at the intersection of Jackson & Exchange. This topic has been broached several times during my tenure. Back in 2018, the Village hired Pete LaMourie (traffic engineer from Progressive AE) to do a study of the intersection and offer his recommendations. At that time, no recommended changes came from the study. Mr. LaMourie has been retained to study the Tanglefoot block in order to provide recommendations for traffic calming and safe crossing further to the west, which may (or may not) alleviate some of the concerns expressed by the property owner.

**Issues & Questions Specified:** Should the Village install a 4-way stop at the intersection? I would not recommend moving in this direction without further study. However, there hasn’t been significant changes in traffic patterns since 2018 and I would recommend waiting until the new building is constructed on the NW corner to determine if volume and pattern has changed.

**Alternatives:** Install a 4-way stop against the recommendation of the traffic engineer or re-evaluate once the development on the NW corner is complete.

**Financial Impact:** The traffic study cost $4,880 in 2018 but included a second intersection.

**Recommendation:** Re-evaluate this intersection after ARM constructs their new building on the NW corner.

**Attachments:**
Request for a 4-way stop.
Traffic study from 2018
Observations of the Intersection at Jackson and Exchange

Because of our residence/business at this corner, we are in a unique position to make observations throughout the day and night on every day/night of the week.

Here’s a few of our thoughts and observations:

The intersection is traffic friendly. The intersection is not friendly to pedestrians (young, old, or disabled), bicyclists, joggers/walkers, or mom’s with baby strollers.

Why isn’t it friendly to non-vehicle users?

- The 25mph speed limit is rarely obeyed. Also it is rarely enforced. When there has been enforcement it hasn’t tended to take hold and it’s not feasible to have constant enforcement. The automated radar signs that show the driver’s speed, is a waste of time and energy in our opinion.
- There is approximately a two mile stretch from School Street to Lake Ave with zero traffic calming. No stops, no speed bumps (not a solution in my opinion), and only some warning signs near the school on Exchange.

This is a high traffic intersection within the Village. I assume the Village has traffic studies/counts that verify this fact.

One purpose of the bump outs that were installed several years ago were meant to calm traffic making turns at the intersection. The bump out on the northeast corner to calm the large number of vehicles who drive west on Exchange and turn north onto Jackson failed it’s purpose. These vehicles are hitting the gas at the turn, accelerating hoping to catch a green light at Savidge Street. The bump has simply forced them to swing wide into the west lane on Jackson...the bump out has actually made this turn less safe.

On Sundays traffic leaving the churches and traveling west on Exchange to turn north onto Jackson creates backups that make it difficult for any eastbound traffic to turn north onto Jackson. Thus a second backup on westbound exchange. Some east bounders are kind enough to let a westbound car in to turn north on Jackson, but not everyone is so kind.

Because of the higher than legal speed on Exchange it’s a dangerous intersection for those wishing to cross Exchange Street. A sizeable portion of our population lives to the south of Exchange Street. The crossing at Exchange and Jackson is a prime spot for people to get to the center of downtown. With all the new development, the coming social district, and the various initiatives from Lilley Cares to create a “coolness” factor downtown we believe a safer crossing here is a necessity. We want the Village and especially the downtown to be “pedestrian friendly”.

We’re open to any ideas to make the intersection safer and easier to use for non-vehicle people. Our best suggestion, however, is to make this a 4-way stop. Several years ago when the intersection was under construction it was a temporary 4-way stop. Our observation then was that traffic still moved smoothly and efficiently, both for vehicles and for pedestrians. And at least for a portion of the 2-mile stretch, traffic went slower.

---OVER TO PAGE 2--
Our hope with a 4-way stop there is also that the eastbound Exchange traffic would begin to slow down as far back as Tanglefoot Park in anticipation of the upcoming stop sign. If not true, we think traffic at Tanglefoot may need to be calmed somehow...expecting lots of children once the park is complete, plus foot traffic from the northside of the Village. Westbound Exchange traffic after going through the 4-way might go slower until they pass Tanglefoot?

We are requesting that the Village consider a 4-way stop here, or some method to make it a safe crossing for non-vehicle traffic.

Gary Hanks, 116 S. Jackson St., Spring Lake, Mi. 49456
March 2, 2018

Christine Burns  
Village of Spring Lake  
102 W. Savidge  
Spring Lake, MI  49456

Re: Exchange Street Intersection Reviews

Dear Christine:

As requested, Progressive AE has completed the review of the current traffic operations along Exchange Street at the intersections with Jackson Street and Prospect Street. The following sections summarize our findings and recommendations regarding potential measures to address existing concerns.

INTRODUCTION
There have been ongoing concerns regarding the current traffic and/or pedestrian controls at two Exchange Street intersections; at Jackson Street and at Prospect Street. At the Exchange Street/Jackson Street intersection, the primary concerns are twofold; pedestrian crossing safety at the intersection and just to the west, and peak-hour congestion issues related to northbound queues backing up on Jackson Street from M-104 (Savidge Street). At the Exchange Street/Prospect Street intersection it is our understanding that the primary concern is pedestrian crossings of Exchange Street, particularly with school children activity.

To help address those concerns, the village has asked that a review of the existing traffic and pedestrian conditions be completed, and to identify any potential traffic control or other operational or physical improvements that the village should consider for implementation.

EXISTING CONDITIONS
Currently, both the Exchange Street intersections with Prospect Street and Jackson Street are two-way stop controlled with Jackson Street and Prospect Street stopping for Exchange Street traffic. The speed limit on all the streets are 25 miles per hour in this area.

Data Collection
Twelve-hour turning movement counts were collected on Thursday, January 18, 2018, at the intersections. These counts were used in subsequent analyses and are attached to this letter. In addition to vehicular volumes, pedestrian volumes were collected at the two intersections. Figure 1 illustrates the total 12-hour volume of pedestrian crossings at the intersections. Figure 2 shows the a.m. and p.m. peak-hour traffic volumes at the intersections.
Pedestrian Volumes
As shown in Figure 1, the existing pedestrian volumes at the intersections are low, although this could be a result of the data collection being performed during the winter time period. It should be noted, 20 of the 26 pedestrians crossing the north leg of the Exchange Street/Prospect Street intersection occurred as a group of school children at the end of the day dismissal. A crossing guard was present as the school kids crossed the roadway.

While data was not collected, little pedestrian activity was observed to the west of the Exchange Street/Jackson Street intersection in the vicinity of the post office.

Figure 1. Existing 12-hour Pedestrian Volumes

Vehicle Volumes and Capacity Calculations
Intersection "level of service" or capacity calculations were completed to evaluate the current operational efficiency of the Exchange Street intersections with Jackson Street and Prospect Street. These calculations were completed using techniques outlined in the 2010 Highway Capacity Manual by the Transportation Research Board. Synchro® traffic analysis software (version 9), based on the Highway Capacity Manual methodologies, was used in the analysis. Levels of Service (LoS) at signalized and unsignalized intersections relate to the delay, traffic volumes, and intersection geometry. Levels of Service (LoS) are expressed in a range from "A" to "F", with "A" denoting the highest or best operating conditions. Generally, a LoS "D" is considered the minimum acceptable service level for any movement at a signalized or unsignalized intersection in urban areas.

Using the peak-hour count data, the results of the LoS analyses for the constrained movements are shown in Figure 1. The analysis results indicate that all movements at the intersection are operating at acceptable levels of service (LoS "C" or better) during both peak hours.
Crash Data

Historical crash data was obtained and reviewed based upon data provided by a state-wide, web-based source sponsored by the state Office of Highway Safety Planning (OHSP), a statewide repository of UD-10 crash reports and related data. That database indicates that there have been approximately three crashes at the Exchange Street/Jackson Street intersection over a recent 3-year period. Over the same time period, there have been approximately seven crashes at the Exchange Street/Prospect Street intersection. Table 1 summarizes the crashes at the intersection by crash type.

Table 1. Crash Summary (2014–2016)

<table>
<thead>
<tr>
<th>Intersection</th>
<th>Crash Type</th>
<th>Angle</th>
<th>Sideswipe</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exchange St/Jackson St</td>
<td></td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Exchange St/Prospect St</td>
<td></td>
<td>6</td>
<td>1</td>
<td>7</td>
</tr>
</tbody>
</table>

Source: Michigan Traffic Crash Facts, March 2018

Jackson Street Queuing

A majority of traffic along Exchange Street and on the south side of Savidge Road desires to utilize the traffic signal at Jackson Street to turn left. This is due to the high volume of traffic along Savidge Street and no other traffic signals located within the downtown area. As a result, traffic heading west out of town tends to funnel to Jackson Street.

As mentioned in the introduction, there is significant northbound queuing occurring along Jackson Street at certain times during the day. From a review of the traffic count data and field observations, it appears long queues tend to develop as a result of the peak school traffic coming from the two schools located near the Exchange Street/Prospect Street intersection. At these times, the northbound queue will extend onto Exchange Street, blocking

Figure 2. Existing Peak-Hour Volumes and LoS

Approximately 15–20 eastbound vehicles queued along Exchange Street due to a left-turning vehicle during the afternoon school peak.
westbound traffic. Eastbound vehicles attempting to turn left from Exchange Street to northbound Jackson Street block eastbound traffic as there is only one approach lane. During Progressive AE’s field visit, several eastbound vehicles were witnessed turning northbound into the southbound Jackson Street lane to enter the parking lot on the northwest corner of the intersection. Other vehicles would initially stop to turn left on Jackson Street, eventually proceeding further eastbound as they could not find a gap in the northbound queue, turn around, and join the westbound queue.

During the morning hours, the existing a.m. peak-hour occurs between 7:45–8:45 a.m. The northbound queue was observed to extend to Exchange Street during the end of the a.m. peak-hour, from approximately 8:30–8:45 a.m. During the afternoon hours, the existing p.m. peak-hour occurs between 4:45–5:45 p.m. The northbound queue was observed to extend to Exchange Street prior to the p.m. peak-hour, closer to the school dismissal times, from approximately 3:45–4:00 p.m.

MULTI-WAY STOP WARRANT ANALYSIS
This section outlines the outcome of a streamlined multi-way warrant analysis conducted for both the Exchange Street intersections with Jackson Street and Prospect Street. The multi-way warrant analysis compares existing traffic volumes to defined criteria outlined in the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) to determine if a multi-way stop would be applicable. Crash criteria can also justify the installation of a multi-way stop at an intersection.

Crash Criteria
One of the defined criteria outlined in the MMUTCD to identify intersections that could benefit from a multi-way stop requires five crashes within a 12-month period that would be susceptible to correction by a multi-way stop. Left-turn and right-angle crashes would be examples of such crashes.

At the Exchange Street/Prospect Street intersection, there were 6 angle crashes at the intersection during the 3-year analysis period, with no more than 4 crashes in a 12-month period. In the most recent 2-year period (2015 and 2016), there were only 2 angle crashes, or 1 angle crash per year.

At the Exchange Street/Jackson Street intersection, there were two angle crashes at the intersection during the three-year analysis period.

Based on these data, a multi-way stop controlled intersection would not be recommended at either of the intersections.

Vehicular Volume Criteria
The primary defined criteria outlined in the MMUTCD to identify intersections that could benefit from a multi-way stop requires minimum vehicular and pedestrian volumes at the intersection. The following minimum vehicle volumes would need to exist for eight hours during a typical day: 300 vehicles per hour (vph) for the major street approaches and 200 vph for the minor street approaches. Table 2 and Table 3 show the hourly volumes at the intersections. As shown, the volumes along Exchange Street meet these criteria for several of the hours, but the volumes along Jackson Street and Prospect Street are well short of the required 200 vehicles per hour. Based on these data, a multi-way stop controlled intersection would not be recommended at either intersection.
Table 2. Exchange Street/Jackson Street Hourly Traffic Volumes

<table>
<thead>
<tr>
<th>Time</th>
<th>Exchange St</th>
<th></th>
<th>Jackson St</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EB</td>
<td>WB</td>
<td>Total</td>
<td>NB</td>
</tr>
<tr>
<td>7:00 a.m.</td>
<td>229</td>
<td>270</td>
<td>499</td>
<td>4</td>
</tr>
<tr>
<td>8:00 a.m.</td>
<td>272</td>
<td>251</td>
<td>523</td>
<td>8</td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>222</td>
<td>126</td>
<td>348</td>
<td>5</td>
</tr>
<tr>
<td>10:00 a.m.</td>
<td>178</td>
<td>104</td>
<td>282</td>
<td>6</td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>233</td>
<td>217</td>
<td>450</td>
<td>5</td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>257</td>
<td>176</td>
<td>433</td>
<td>5</td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>219</td>
<td>124</td>
<td>343</td>
<td>2</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>270</td>
<td>175</td>
<td>445</td>
<td>6</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>425</td>
<td>237</td>
<td>662</td>
<td>4</td>
</tr>
<tr>
<td>4:00 p.m.</td>
<td>433</td>
<td>198</td>
<td>631</td>
<td>1</td>
</tr>
<tr>
<td>5:00 p.m.</td>
<td>482</td>
<td>190</td>
<td>672</td>
<td>5</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>279</td>
<td>127</td>
<td>406</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>3499</td>
<td>2195</td>
<td>5694</td>
<td>50</td>
</tr>
</tbody>
</table>

*Bold values indicate time periods where minimum values are met
Source: Progressive AE, March 2018

Table 3. Exchange Street/Prospect Street Hourly Traffic Volumes

<table>
<thead>
<tr>
<th>Time</th>
<th>Exchange St</th>
<th></th>
<th>Prospect St</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EB</td>
<td>WB</td>
<td>Total</td>
<td>NB</td>
</tr>
<tr>
<td>7:00 a.m.</td>
<td>147</td>
<td>122</td>
<td>269</td>
<td>90</td>
</tr>
<tr>
<td>8:00 a.m.</td>
<td>141</td>
<td>108</td>
<td>249</td>
<td>103</td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>106</td>
<td>85</td>
<td>191</td>
<td>26</td>
</tr>
<tr>
<td>10:00 a.m.</td>
<td>89</td>
<td>52</td>
<td>141</td>
<td>17</td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>176</td>
<td>75</td>
<td>251</td>
<td>18</td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>171</td>
<td>81</td>
<td>252</td>
<td>24</td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>149</td>
<td>76</td>
<td>225</td>
<td>19</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>173</td>
<td>92</td>
<td>265</td>
<td>35</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>302</td>
<td>91</td>
<td>393</td>
<td>91</td>
</tr>
<tr>
<td>4:00 p.m.</td>
<td>313</td>
<td>84</td>
<td>397</td>
<td>41</td>
</tr>
<tr>
<td>5:00 p.m.</td>
<td>355</td>
<td>102</td>
<td>457</td>
<td>50</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>217</td>
<td>73</td>
<td>290</td>
<td>20</td>
</tr>
<tr>
<td>TOTAL</td>
<td>2339</td>
<td>1041</td>
<td>3380</td>
<td>534</td>
</tr>
</tbody>
</table>

*Bold values indicate time periods where minimum values are met
Source: Progressive AE, March 2018

CONCLUSIONS AND RECOMMENDATIONS

Based upon the above analyses, multi-way stop signs at the Exchange Street intersections with Jackson Street and Prospect Street would not be recommended. The primary issue identified in the analysis is related to the northbound queuing on Jackson Street extending to the Exchange Street/Jackson Street intersection. This queue creates delay and safety concerns along Exchange Street. The northbound queuing generally occurs toward the end of the a.m. peak-hour and prior to the p.m. peak-hour of Exchange Street. The queue is likely related to the start and end of the school day for the nearby schools.

As part of the analysis, Progressive AE received the existing signal timings for the M-104 (Savidge Street)/Jackson Street intersection. Based on the existing timing, shifting the time-of-day schedule for the various timing plans that run throughout the day may resolve the northbound queuing along Jackson Street. Table 4 shows the existing timing plan at the intersection. Progressive AE would recommend the village request MDOT to adjust the time-of-day schedule to shorten the a.m. peak-hour timings to run from 6:00 a.m. to 8:30 a.m., allowing eight additional seconds of green time for northbound Jackson Street during the morning school peak. Similarly, the p.m. peak-hour timings should be adjusted to begin at 4:00 p.m., allowing three additional seconds of green time during the afternoon school peak. MDOT
may require intersection turning-movement counts and an analysis of the intersection prior to making adjustments to the existing signal timings.

**Table 4. Existing M-104 (Savidge Street)/Jackson Street Signal Timings**

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Existing Cycle Length</th>
<th>Existing Splits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.M. Peak (6:00 a.m.–10:00 a.m.)</td>
<td>80</td>
<td>58/22 (EB_WB/NB_SB)</td>
</tr>
<tr>
<td>Normal</td>
<td>80</td>
<td>50/30 (EB_WB/NB_SB)</td>
</tr>
<tr>
<td>P.M. Peak (2:00 p.m.–7:00 p.m.)</td>
<td>80</td>
<td>53/27 (EB_WB/NB_SB)</td>
</tr>
</tbody>
</table>

Source: MDOT, March 2018

Based on the pedestrian volumes at the intersections, no significant improvements for pedestrians would be recommended. However, the village may want to consider performing traffic counts at the intersection during the summer months to verify the pedestrian volumes at the intersections. One minor improvement that could be implemented throughout the Exchange Street corridor is related to the configuration and placement of the advance pedestrian crossing warning signs. For a 25-mph design speed, these warning signs should be placed approximately 100 feet in advance of the pedestrian crossing. Supplementary plagues should also be considered as shown in **Figure 4**.

A couple pedestrians were observed crossing Exchange Street west of the Jackson Street intersection near the post office. MDOT has developed specific guidelines related to the installation of mid-block crosswalks on roadways based on nationally recognized standards. In general, there must be approximately 20 pedestrians that cross the roadway within a one-hour time period and the crossing must be at least 300 feet from the nearest existing crossing. Based on the observed pedestrian crossings and the proximity to the crossing available at the Jackson Street intersection, a mid-block crosswalk would not be recommended.

Sincerely,

Nick LaCroix, PE, PTOE  
Senior Transportation Engineer

Pete LaMourie, PE, PTOE  
Lead Transportation Engineer
Background: Samaritas and Pinnacle Construction Group would like to construct a 53-unit senior housing building on E. Savidge (next to the Spring Lake Presbyterian Church). This would be a project that would apply for tax credits through MSHDA (similar to Mill Point Senior Housing). Without the tax credits and a PILOT the project is not financially feasible.

Issues & Questions Specified: Should the Village contemplate another PILOT ordinance?

Alternatives: Do not contemplate an ordinance for this project.

Financial Impact: TBD.

Recommendation: Motion to instruct staff to work with legal counsel to draft language for consideration at the August meeting.

Attachments:
Chapter 334 - Taxation for Housing Development
SLT Ordinance 239
Chapter 334. Taxation

[HISTORY: Adopted by the Village Council of the Village of Spring Lake as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES
Special assessments — See Ch. 307.

Article I. Tax Exemption for Housing Development

[Adopted 5-20-2013 by Ord. No. 333 (Ch. 67, Art. I, of the 2000 Code of Ordinances)]

§ 334-1. Title.

This article shall be known and cited as the "2013 Tax Exemption Ordinance."

§ 334-2. Preamble.

A. It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for elderly citizens of low or moderate income and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the State Housing Development Authority Act of 1966 [1966 PA 346, as amended, MCLA § 125.1401 et seq., MSA § 116.114(1) et seq.]. The Village is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses not to exceed the taxes that would be paid but for this Act. It is further acknowledged that such housing for elderly persons of low or moderate income (as defined in this article) is a public necessity, and as the Village will be benefitted and improved by such housing, the encouragement of the same by providing certain real estate tax exemption for such housing is a valid public purpose; further, that the continuance of the provisions for this article for tax exemption and the service charge in lieu of taxes during the period contemplated in this article are essential to the determination of economic feasibility of housing developments which are constructed and financed in reliance on such tax exemption.

B. The Village acknowledges that Mill Point Senior Housing Limited Dividend Housing Association, a Michigan limited dividend housing association limited partnership, which consists of Seybert New Limited Partnership and PBN Park, LLC (the "sponsor"), has offered, subject to receipt of a mortgage loan and/or an allocation of low-income housing tax credits from the Michigan State Housing Development Authority, to erect, own and operate a housing development identified as "Mill Point Senior Housing," on certain property described on Exhibit A attached hereto,[1] all being in the Village, to serve elderly persons of low or moderate income. The sponsor has offered to pay the Village on account of this housing development an annual service charge for public services in lieu of all taxes consistent with the provisions of this article.

[1] Editor's Note: Exhibit A is not set out at length herein, but is on file and available for inspection in the Village offices.

§ 334-3. Definitions.
As used in this article, the following terms shall have the meanings indicated:

**ACT**
The State Housing Development Authority Act, being Public Act 346 of 1966 of the State of Michigan, as amended.[1]

**ANNUAL SHELTER RENT**
The total collections during an agreed annual period from (or in the case of housing assisted under Section 8 of the United States Housing Act of 1937, as amended, contract rents paid on behalf of), all occupants of a housing development representing rent or occupancy charges, exclusive of charges for gas, electricity, heat, refuse removal, or other utilities furnished to the occupants.

**AUTHORITY**
The Michigan State Housing Development Authority.

**CONTRACT RENT**
Rental rates as defined by the United States Department of Housing and Urban Development in regulations promulgated pursuant to Section 8 of the United States Housing Act of 1937, as amended by the Housing Community Development Act of 1974.

**ELDERLY**
A single person who is 55 years of age or older or a household in which at least one member is 55 years of age or older and all other members are 50 years of age or older.

**HOUSING DEVELOPMENT**
A development which contains a significant element of housing for elderly persons of low or moderate income and such elements of other housing, commercial, recreational, industrial, communal and educational facilities as the Authority determines improve the quality of the development as it relates to housing for elderly persons of low or moderate income.

**HUD**
The United States Department of Housing and Urban Development acting through its Federal Housing Administration divisions.

**LOW OR MODERATE INCOME**
Families and persons who cannot afford to pay the amounts at which private enterprise, without federally aided mortgages or loans from the Authority, is providing a substantial supply of decent, safe, and sanitary housing and to fall within income limitations set in the Act or by the Authority and its rules. Among low or moderate income persons, preference shall be given to the elderly and those displaced by urban renewal, slump clearance or the governmental action.

**MORTGAGE LOAN**
A loan to be made by the Authority and/or insured by HUD to the sponsor for the construction and/or permanent financing of the housing development.

**SPONSOR**
Person(s) or entities which have applied to the Authority and/or HUD for a mortgage loan to finance a housing development, and/or applied to the Authority for a reservation of low-income housing tax credits for specifically the housing development known as "Mill Point Senior Housing Limited Dividend Housing Associates," a Michigan limited dividend housing association limited partnership, which consists of Seybert New Limited Partnership and PBN Park, LLC, although sponsor may assign its interest in the housing development to any successor entity that is eligible under the Act.

**UTILITIES**
Fuel, water, sanitary sewer service, refuse removal, and/or electrical service which are paid by the housing development for its common areas.
§ 334-4. Class of housing developments.

It is determined that the class of housing developments to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be elderly housing, which is financed or assisted pursuant to the Act. It is further determined that the Mill Point Senior Housing Development is of this class. Notwithstanding the provisions of Section 15(a) of the Act to the contrary, the Village will hereby provide tax exemptions and accept payments in lieu thereof as described in this article only to the project known as "Mill Point Senior Housing Development." The Village shall not provide tax exemptions to any other multifamily, low income or elderly housing projects financed pursuant to the Act or this article.

§ 334-5. Establishment of annual service charge.

[Amended 3-17-2014 by Ord. No. 337]
The Housing Development identified as "Mill Point Senior Housing" and the property on which it shall be constructed shall be exempt from all property taxes from and after the commencement of construction. The Village, acknowledging that the sponsor and the Authority have established the economic feasibility of the housing development in reliance upon the enactment and continuing effect of this article and the qualification of the housing development for exemption from all property taxes and a payment in lieu of taxes as established in this article, and in consideration of the sponsor's offer, subject to receipt of an allocation of low-income housing tax credits from the Authority, and/or receipt of a mortgage loan from the Authority and/or a loan insured by HUD, to construct, own and operate the housing development, agrees to accept payment of an annual service charge for public services in lieu of all property taxes. The annual service charge shall be as set forth in Ordinance No. 239 adopted by Spring Lake Township, Ottawa County, State of Michigan. The annual service charge shall be disbursed in accordance with the terms of that ordinance.

§ 334-6. Limitation on annual service charge.

The annual service charge to be paid in lieu of taxes for any part of the housing development that is tax exempt and that is occupied by persons of low to moderate income shall not exceed an amount equal to the taxes that would be paid but for the tax exemption granted under this article.

§ 334-7. Contractual effect of article.

Notwithstanding the provisions of Section 15(a)(5) of the Act to the contrary, a contract between the Village and the sponsor with the Authority and/or HUD as third party beneficiaries under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of this article.

§ 334-8. Payment of service charge.

The annual service charge in lieu of taxes as determined under the article shall be payable in the same manner as general property taxes are payable to the Village except that the annual payment shall be paid on or before August 15 of each year. On or before June 15 of each year, the sponsor shall file with the Village an audit showing the number of units in Mill Point Senior Housing occupied by elderly persons of low or moderate income as of December 31 of the previous year. The Village shall invoice the sponsor no later than July 1 of each year for the service charge due on August 15. On or before March 15 of each year the sponsor shall file with the Village documentation and accounting records
showing the rent or occupancy charges received from those units considered to be occupied by elderly persons of low or moderate income during the previous year. Any additional service charge shall be payable by the sponsor on demand. Any overpayment of service charge shall be promptly refunded to the sponsor by the Village.


The construction of the housing development must commence within three years from the effective date of the adoption of this article, or the provisions of this article shall terminate according to its own terms. If constructed, the provisions of this article shall remain in effect and shall not terminate so long as the housing development remains subject to income and rent restrictions pursuant to Section 42 of the Internal Revenue Code of 1986, as amended; and the Authority or HUD has any interest in the property.

§ 334-10. Lien.

Annual service charges payable pursuant to this article shall be a lien on the housing development and, if delinquent, shall be collected and enforced in the same manner as general property taxes.
SPRING LAKE TOWNSHIP

ORDINANCE NO. 239

MILL POINT PLACE SENIOR HOUSING TAX EXEMPTION ORDINANCE

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF SPRING LAKE TOWNSHIP, OTTAWA COUNTY, MICHIGAN, TO ADD A NEW DIVISION 4 TO ARTICLE II OF CHAPTER 12, ENTITLED MILL POINT PLACE, WHICH PROVIDES FOR A SERVICE CHARGE IN LIEU OF TAXES FOR A PROPOSED SENIOR CITIZEN DWELLING PROJECT FOR PERSONS OF LOW OR MODERATE INCOME TO BE FINANCED OR ASSISTED PURSUANT TO THE PROVISIONS OF THE STATE HOUSING DEVELOPMENT AUTHORITY ACT OF 1966, AS AMENDED; AND TO ESTABLISH AN EFFECTIVE DATE FOR THIS ORDINANCE.

THE TOWNSHIP OF SPRING LAKE, COUNTY OF OTTAWA AND STATE OF MICHIGAN ORDAINS:

Section 1. Amendment of Division. Division 4 to Article II of Chapter 12 of the Spring Lake Township Code of Ordinances, is hereby added, which Division will be known and cited as the "Spring Lake Township Mill Point Place Senior Housing Tax Exemption Ordinance," and shall read in its entirety as follows.

"DIVISION 4. MILL POINT PLACE

Sec. 12-100. Preamble.

(a) It is acknowledged that it is a proper public purpose of the state and its political subdivisions to provide housing for elderly citizens of low or moderate income and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the state housing development authority act of 1966, Public Act No. 346 of 1966 (MCL 125.1401 et. seq.). The township is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses not to exceed the taxes that would be paid but for this Act. It is further acknowledged that such housing for elderly persons of low or moderate income, as defined in section 12-101, is a public necessity, and as the township will be benefitted and improved by such..."
housing, the encouragement of the same by providing certain real estate tax exemption for such housing is a valid public purpose; further, that the continuance of the provisions for this division for tax exemption and the service charge in lieu of taxes during the period contemplated in this division are essential to the determination of economic feasibility of housing developments which are constructed and financed in reliance on such tax exemption.

(b) The township acknowledges that Cutlerview Place Limited Dividend Housing Association, a Michigan limited dividend housing association limited partnership, which consists of Seybert New Limited Partnership and PBN Park, LLC (the sponsor), has offered, subject to receipt of a mortgage loan and/or an allocation of low income housing tax credits from the Michigan State Housing Development Authority, to erect, own and operate a housing development identified as Mill Point Place Senior Housing on certain property described in the following subsection (c), all being in the township, to serve elderly persons of low or moderate income. The sponsor has offered to pay the township on account of this housing development an annual service charge for public services in lieu of all taxes consistent with the provisions of this division.

(c) The property is part of block 6 lying north of the former Grand Trunk Railroad right-of-way, section 15, town 8 north, range 16 west, Village of Spring Lake, Ottawa County, Michigan.

Sec. 12-101. Definitions.

Act means the state housing development authority act, Public Act No. 346 of 1966 (MCL 12.1401 et. seq.).

Annual shelter rent means the total collections during an agreed annual period from (or in the case of housing assisted under section 8 of the U.S. Housing Act of 1937, as amended by the Housing Community Development Act of 1974, contract rents paid on behalf of), all occupants of a housing development representing rent or occupancy charges, exclusive of charges for gas, electricity, heat, refuse removal, or other utilities furnished to the occupants.

Authority means the Michigan State Housing Development Authority.

Contract rent means rental rates as defined by HUD in regulations promulgated pursuant to section 8 of the U.S. Housing Act of 1937, as amended by the Housing Community Development Act of 1974.
Elderly means a single person who is 55 years of age or older or a household in which at least one member is 55 years of age or older and all other members are 50 years of age or older.

Housing development means a development which contains a significant element of housing for elderly persons of low or moderate income and such elements of other housing, commercial, recreational, industrial, communal, and educational facilities as the authority determines will improve the quality of the development as it relates to housing for elderly persons of low or moderate income.

HUD means the U.S. Department of Housing and Urban Development acting through its Federal Housing Administration divisions.

Low or moderate income means families and persons who cannot afford to pay the amounts at which private enterprise, without federally-aided mortgages or loans from the authority, is providing a substantial supply of decent, safe, and sanitary housing, and who fall within income limitations set in the Act or by the authority and its rules. Among low or moderate income persons, preference shall be given to the elderly and those displaced by urban renewal, slum clearance, or governmental action.

Mortgage loan means a loan to be made by a conventional lender, the authority, and/or insured by HUD to the sponsor for the construction and/or permanent financing of the housing development.

Sponsor means persons or entities which have applied to the authority and/or HUD for a mortgage loan to finance a housing development, and/or applied to the authority for a reservation of low income housing tax credits, for specifically the housing development proposed by Cutlerview Place Limited Dividend Housing Association, a Michigan limited dividend housing association limited partnership, which consists of Seybert New Limited Partnership and PBN Park, LLC, although sponsor may assign its interest in the housing development to any successor entity that is eligible under the Act.

Utilities mean fuel, water, sanitary sewer service, refuse removal, and/or electrical service which are paid by the housing development for its common areas.

Sec. 12-102. Class of housing developments.

It is determined that the class of housing developments to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be elderly housing, which is financed or assisted pursuant to the Act. It is further determined that Mill Point Place Senior Housing is of this class.
Sec. 12-103. Establishment of annual service charge.

The housing development identified as Mill Point Place Senior Housing and the property on which it shall be constructed shall be exempt from all property taxes from and after the commencement of construction. The township, acknowledging that the sponsor and the authority have established the economic feasibility of the housing development in reliance upon the enactment and continuing effect of this division and the qualification of the housing development for exemption from all property taxes and a payment in lieu of taxes as established in this division, and in consideration of the sponsor's offer, subject to receipt of an allocation of low income housing tax credits from the authority, and/or receipt of a mortgage loan from the authority and/or a loan insured by HUD, to construct, own and operate the housing development, agrees to accept payment of an annual service charge for public services in lieu of all property taxes. **The annual service charge shall be equal to four percent of the difference between the annual shelter rents actually collected and the utilities.** The township shall distribute the annual service charge among all local units of government which would but for the tax exemptions granted by this division and applicable law have taxing authority over the property (e.g., the township, the Village of Spring Lake, Ottawa County, the Ottawa Area Intermediate School District, etc.). Each local unit of government shall receive a pro-rata share of the annual service charge equal to the pro-rata share of the total taxes on the property which would be levied by the local unit of government but for the tax exemption granted by this division and applicable law.

Sec. 12-104. Limitation on annual service charge.

The annual service charge to be paid in lieu of taxes for any part of the housing development that is tax exempt and that is occupied by persons of low to moderate income shall not exceed an amount equal to the taxes that would be paid but for the tax exemption granted under this division.

Sec. 12-105. Contractual effect of ordinance.

Notwithstanding the provisions of section 15(a)(5) of the Act to the contrary, a contract between the township and the sponsor with the authority and/or HUD as third party beneficiaries under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of this division.

Sec. 12-106. Payment of service charge.

The annual service charge in lieu of taxes as determined under the division shall be payable in the same manner as general property taxes are payable to the township except that the annual payment shall be paid on or before August 15 of
each year. On or before June 15 of each year the sponsor shall file with the township an audit showing the number of units in Mill Point Place Senior Housing occupied by elderly persons of low or moderate income as of December 31 of the previous year. The township shall invoice the sponsor no later than July 1 of each year for the service charge due on August 15. On or before March 15 of each year the sponsor shall file with the township documentation and accounting records showing the rent or occupancy charges received from those units considered to be occupied by elderly persons of low or moderate income during the previous year. Any additional service charge shall be payable by the sponsor on demand. Any overpayment of service charge shall be promptly refunded to the sponsor by the township.

Sec. 12-107. Duration.

The construction of the housing development must commence within three years from the effective date of the adoption of this division or the provisions of this division shall terminate according to its own terms. If constructed, the provisions of this division shall remain in effect and shall not terminate so long as the housing development remains subject to income and rent restrictions pursuant to section 42 of the Internal Revenue Code of 1986, as amended, and the authority or HUD has any interest in the property.

Sec. 12-108. Lien.

Annual service charges payable pursuant to this division shall be a lien on the housing development and, if delinquent, shall be collected and enforced in the same manner as general property taxes."

Section 2. Effective Date. This Ordinance was approved and adopted by the Township Board of the Township of Spring Lake, Ottawa County, Michigan, on February 10, 2014. This Ordinance shall be effective 30 days after publication of its contents or a summary of its contents in a local newspaper of general circulation in the Township, pursuant to the provisions of Act No. 191 of the Public Acts of 1939, as amended.

[Signatures]

John Nash, Township Supervisor

H. Carolyn Boersma, Township Clerk

SLT 1522 Mill Point Senior Housing Tax Exemption Ordinance 02102014
CERTIFICATE

I, H. Carolyn Boersma, Clerk for the Township of Spring Lake, Ottawa County, Michigan, certify that the foregoing Mill Point Place Senior Housing Tax Exemption Ordinance was adopted at a regular meeting of the Township Board held on February 10, 2014. The following members of the Township Board were present at that meeting: John Nash, H. Carolyn Boersma, Jim Koster, Ron Lindquist, Rick Homan, Rachel Terpstra, and Lawrence Mierle. The following members of the Township Board were absent: none. The Ordinance was adopted by the Township Board with members of the Board Nash, Boersma, Koster, Lindquist, Homan, Terpstra, and Mierle voting in favor and members of the Board none voting in opposition. The Ordinance will be published in the Grand Haven Tribune on February 20, 2014.

H. Carolyn Boersma, Township Clerk
Background: Chapter xxx still references the Chief of Police and a few other items that are rather dated. With all of the downtown development, there has been a spike in interest for peddler/solicitor licenses, which is what brought this issue to light.

Issues & Questions Specified: Should the Village update its peddler/solicitor ordinance?

Alternatives: Do not amend the ordinance.

Financial Impact: The cost would be associated with legal fees to amend, staff time and publication notices (less than $1,000 estimated).

Recommendation: Have Bob Sullivan draft new language for consideration on the August agenda.

Chapter 256. Peddling and Soliciting

[HISTORY: Adopted by the Village Council of the Village of Spring Lake 11-5-1990 by Ord. No. 196 (Ch. 54 of the 2000 Code of Ordinances). Amendments noted where applicable.]

GENERAL REFERENCES
General penalty — See Ch. 1, § 1-2.
Municipal civil infractions — See Ch. 25.
Zoning — See Ch. 390.

Article I. General Provisions

§ 256-1. Definitions.

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

CONDUCT BUSINESS
Being open for and/or ready to do business as well as the occurrence of any monetary or barter transaction.

LARGE-UNIT PEDDLER
Any peddler utilizing a motor vehicle, cart or other device in excess of 42 inches and/or 72 inches long.

PEDDLER
Any person who goes about from place to place, traveling by foot, motor vehicle or any other type of conveyance, selling or offering for sale any goods, wares or merchandise, including, without limiting the generality of the foregoing, any person selling or offering for sale by sample, catalog, list or otherwise any magazine or any other publication or any goods, wares or merchandise. The term "peddler" includes any person selling or offering for sale any goods, wares or merchandise from a trailer, temporary shelter, or temporary location.

SMALL-UNIT PEDDLER
Any peddler utilizing a motor vehicle, cart or other device not in excess of 42 inches and/or 72 inches long.

UNIT
Any motor vehicle, cart or other device including other types of conveyance, signboards, etc., whose chief purpose of the housing, display for sales of any goods, wares, or merchandise.

§ 256-2. Violations and penalties.

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

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

§ 256-3. Exemptions.

Persons engaging in business as a peddler on behalf of a religious, charitable or noncommercial corporation, organization or enterprise shall not be required to obtain a license and shall be completely exempt from the terms and provisions of this chapter. This exemption shall include persons engaging in business as a peddler whose services have been contracted for by a religious, charitable or noncommercial corporation, organization or enterprise in connection with a festival or similar activity. The term "noncommercial" means that such corporation, organization or enterprise is exempt from income taxation pursuant to Section 501(c)(3) of the Internal Revenue Code. In addition, any person engaging in business as a peddler selling the individual's own work or production shall not be required to obtain a license and shall be completely exempt from the terms and provisions of this chapter.

§ 256-4. Street operations.

No peddler shall have any exclusive right to any location in the public streets or other public areas. It shall be unlawful for any peddler to operate in a congested area where the peddler's operations might impede pedestrian or vehicle traffic or inconvenience the public.

§ 256-5. Business hours.

No peddler shall engage in any business, or make any call for business purposes, before the hour of 9:00 a.m. or after 9:00 p.m.

§ 256-6. Congestion.

No peddler shall conduct business in a congested area. No peddler shall occupy a station or a location on a public street, sidewalk, parkway, park, parking lot, or any other public property which is used by pedestrians or persons operating motor vehicles. A peddler shall be presumed to have occupied a stationary location if the individual has conducted business in any such public place for a period in excess of 10 minutes.

§ 256-7. Loud noises and speaking devices; lights.

A. It shall be unlawful for any licensee or any person on the licensee's behalf to shout, cry, blow a horn, ring a bell, or use any sound device including loud speakers or sound amplifiers, on any of the streets, alleys, parks, or other public places of the Village, or upon any private premises, for the purposes of attracting attention to any goods, wares or merchandise which the licensee proposes to sell.

B. It shall be unlawful for any licensee or any person on the licensee's behalf to use or employ any flashing lights on any vehicle or any other device for the purpose of attracting attention to any goods, wares or merchandise which the licensee proposes to sell.

Article II. License

§ 256-8. License required.
It shall be unlawful for any person to engage in business as a peddler without first having obtained a license from the Village Clerk/Treasurer.


Application for a license pursuant to this article shall be filed with the Village Clerk/Treasurer in the form and manner required by the Clerk/Treasurer. Such application shall contain, as a minimum, the following information:

A. The name and a physical description of the applicant;

B. The address (permanent and/or temporary) of the applicant;

C. A brief description of the nature of the business and the goods or other items to be sold;

D. If the applicant is employed, the name and address of the applicant's employer, together with credentials establishing such relationship;

E. The length of time for which a license is desired;

F. If a vehicle, vehicle trailer, temporary shelter or temporary location is to be used, a description, together with the license number and other information that may be required;

G. A photograph of the applicant, taken within 60 days immediately prior to the date of filing such application, which photograph shall be two inches by two inches and shall show the head and shoulders of the applicant in a clear and distinguishing manner;

H. The fingerprints of the applicant;

I. The names of two or more residents within the Village who will certify as to the good character and business responsibility of the applicant;

J. A statement as to whether the applicant has ever been convicted of any crime, misdemeanor or violation of any ordinance, and, if so, full particulars as to the nature of the offense, the court before whom conviction was had or a plea of guilty entered, and the punishment or penalty assessed; and

K. A waiver signed by the applicant granting officials of the Village authority to verify the information provided by the applicant regarding the applicant's criminal history.

§ 256-10. Investigation of applicant; issuance or denial of license.

A. The Village Clerk/Treasurer shall forward the application to the Chief of Police, who shall cause an investigation to be made of the applicant's character and business responsibility. After such investigation is completed, the Chief of Police shall endorse upon such application the Chief of Police's recommendation for approval or disapproval and forward the application to the Village Manager. If the Chief of Police recommends disapproval of such application, the Chief of Police shall provide the Village Manager with a statement of reasons for such recommendation of disapproval.

B. If the Village Manager shall be satisfied that the applicant complies with the provisions of this chapter and all other pertinent ordinances of the Village and the results of the investigation by the Chief of Police indicate that the moral character and business responsibility of the applicant justifies the granting of such license and that any proposed location is compatible with surrounding land uses, the Village Manager shall return the application for license to the Village Clerk/Treasurer with instructions that a license be issued. On receipt of such instructions and upon
payment of the fee required in § 256-11, the Village Clerk/Treasurer shall issue the applicant a peddler's license.

C. If the Village Manager is not satisfied that the applicant complies with the provisions of this chapter and all other pertinent ordinances of the Village or if the results of the investigation by the Chief of Police do not indicate moral character or business responsibility which justifies the granting of such license or if the proposed location is not compatible with surrounding land use, the Village Manager shall deny the license and give notice of such denial to the applicant with a copy to the Chief of Police specifying the cause of such denial.

§ 256-11. Fees.

Before any license shall be issued pursuant to this article, the applicant shall pay a fee as established by Village Council resolution. The license fee provided in this article for an annual license shall be the same whether for a full year or only a portion of a year.

§ 256-12. Term length.

Licenses may be issued under this article for a specified term not to exceed one year.


Each peddler licensed pursuant to this article shall conspicuously and prominently display the license granted to the peddler when the peddler is engaged in the business of peddling.

§ 256-14. Nontransferability.

No license issued under the provisions of this article shall be transferable or assignable. No license granted under the provisions of this article shall be used at any time by any person other than the original licensee.

§ 256-15. Revocation of license.

A. A license may be revoked by the Village Manager for any of the following causes:

(1) Fraud, misrepresentation or false statement contained in the application;

(2) Fraud, misrepresentation or false statement made when engaging in business as a peddler;

(3) Any violation of this chapter or of any other ordinance of the Village;

(4) Conviction of any crime or misdemeanor involving moral turpitude; or

(5) Conducting the business of peddling in an unlawful manner or in such a manner as to constitute a menace to the health, safety or general welfare of the public.

B. Whenever the Village Manager shall revoke any license, a notice specifying the cause of such revocation shall be given to the peddler.

§ 256-16. Appeals.
Any person believing they have been aggrieved by the Village Manager in the denial or revocation of a license may, within 10 days after receipt of notice of denial or revocation, file a written request for a hearing with the Village Clerk/Treasurer. The Village Council shall then set a time and place for a hearing, and notice shall be given to the appellant. Upon such hearing, the Village Council shall determine whether the license should be denied or revoked; and such determination shall be final and conclusive.
Background: The Village currently has 1,082 utility billing accounts, of which 258 pay by ACH every quarter and 106 receive e-bills. Last billing period, 193 customers paid their utility bill using a credit card which incurs convenience fees of about 3%. Staff would like to incentivize residents to sign up for ACH billing as well as for e-billing. Doing so reduces touch points by staff, postage and paper costs and, in theory, utility shut-off notifications due to non-payment.

A legal opinion was obtained from Bob Sullivan which indicated that we cannot offer monetary rewards for signing up. We can, however, offer “prizes” to those who sign up.

Issues & Questions Specified: Should the Village offer incentives for residents to sign up for ACH payments and e-billing?

Alternatives: Do not offer incentives and continue business as usual.

Financial Impact: Staff recommends purchasing gift cards from local businesses at a cost not to exceed $500.

Recommendation: Motion to approve the purchase of prizes for the ACH and e-billing sign up lottery.

Attachments: Legal opinion by Robert Sullivan.
Chris:

I certainly can see the advantage of going paperless and encouraging customers to use an ACH type of payment system. I know that many municipalities have used incentives to try and get people to sign up to use a paperless system. The question is what type of incentive is permissible and who has the authority to establish the incentive.

Pursuant to the Code of Ordinances the rates and the billing procedures for both water and sewer have been established by Village Council. There is nothing in that language that authorizes the payment of an incentive or a discount on the bill if an individual does some affirmative act such as signing up to take advantage of paperless billing. The language also does not grant discretion to administratively offer such advantages. From a practical point of view I understand Gordon’s position, I would just question where the authority to take the action comes from. Given the fact that our ordinances sets forth a specific procedure on how rates are established, bills issued and penalties assessed, for both water and sewer, it would be my opinion that the ordinances (or at least the resolutions establishing the rates) be modified by Council to authorize a credit on a customer’s utility bill.

I think there is also an argument that by giving a credit the customer could be deemed to receive some services for free, or at least at a different rate than other customers are paying. Both the water and sewer ordinances provide that no free service shall be furnished to any customer. This would further support modification of the language contained in the ordinances in my opinion.

Recognizing the value that an incentive would provide to encourage customers to sign up for a paperless system, I wonder whether a different type of incentive other than a credit on the bill might be easier to implement. I have seen where other municipalities have created a lottery type of system where everyone who enrolls during a certain period of time is registered to win a prize. The prize could be something like a I-Pad or similar device. If you were interested in proceeding in that fashion I would want to take a look to make sure we would not need a gaming license. I do not think so as the customers are not paying anything to register but would want to be sure.

I am not sure how my opinion compares to what you were hearing on the listserv. I would be happy to discuss any differences or questions you may have.

Thanks. Bob

Robert E. Sullivan
SCHOLTEN FANT
100 North Third Street
PO Box 454
Grand Haven, Michigan 49417
(616) 842-3030
**Background:** Each year, communities are asked to cast their ballot for board members for both MML Board of Trustees and MML Workers’ Compensation.

In order to vote for the MML Board of Trustees, a Council Member will need to attend the annual meeting held in Grand Rapids at the end of September. If no member wishes to attend, then no action is necessary. If a Council Member wishes to attend, they must be designated as the official representative of the Village.

In order to vote for the MML Workers’ Compensation slate of candidates, Council must approve the slate of candidates or offer a write-in candidate. Since I just completed my stint as Chairperson of the Board, I can speak to each of the candidates; all are worthy of your vote.

**Issues & Questions Specified:** Should the Village vote for the slate of candidates put forth by MML W/C Board?

**Alternatives:** Do not vote for the slate of candidates.

**Financial Impact:** None.

**Recommendation:** Motion to approve the MML W/C slate of candidates.

**Attachments:**
- MML Trustee Information
- MML W/C Trustee Ballot
July 2, 2021

Michigan Municipal League Annual Meeting Notice
(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Grand Rapids, September 22-24, 2021. The League’s “Annual Meeting” is scheduled for 4:15 pm on Wednesday, September 22 in Ambassador Ballroom East at the Amway Grand Hotel. The meeting will be held for the following purposes:

1. **Election of Trustees.** To elect six members of the Board of Trustees for terms of three years each (see #1 on page 2).

2. **Policy. A) To vote on the Core Legislative Principles document.**

   In regard to the proposed League Core Legislative Principles, the document is available on the League website at http://www.mml.org/delegate. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukas at the League at 800-653-2483.

   B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)

   In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **August 20, 2021.**

3. **Other Business.** To transact such other business as may properly come before the meeting.

**Designation of Voting Delegates**

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting http://www.mml.org/delegate **no later than August 20, 2021.**
Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

1. **Election of Trustees**

Regarding election of Trustees, under Section 5.3 of the League Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. **Statements of Policy and Resolutions**

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus, the deadline this year for the League to receive resolutions is **August 20, 2021**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. **Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.**

Further, “Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof.”

We love where you live.
3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, September 21 at Amway Grand Hotel for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,

William Wild
President
Mayor, City of Westland

Daniel P. Gilmartin
Executive Director & CEO
To: Members of the MML Workers’ Compensation Fund
From: Michael J. Forster, Fund Administrator
Date: June 25, 2021
Subject: Fund Trustee Election

Dear Fund Member:

Enclosed is your ballot for this year’s Board of Trustees election. Three (3) incumbent Trustees have agreed to seek re-election and two (2) appointees are seeking election to their first term. You also may write in one or more candidates if you wish.

A brief biographical sketch of the candidate is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than August 13. You may also submit your ballot online by going to www.mml.org. Click on Insurance, then Workers’ Compensation Fund; the link to the ballot form is in the yellow banner.

The MML Workers’ Compensation Fund is owned and controlled by its members. Your comments and suggestions on how we can serve you better are very much appreciated. Thank you again for your membership in the Fund, and for participating in the election of your governing board.

Sincerely,

Michael J. Forster
Fund Administrator
mforster@mml.org
THE CANDIDATES
Four-year terms beginning October 1, 2021

Lois Allen-Richardson, Mayor, City of Ypsilanti

Lois has more than sixteen years of experience as a municipal official, currently serving as mayor of the City of Ypsilanti, having previously served as its councilmember and mayor pro tem. She is a founding member and the current president of Michigan Black Caucus of Local Elected Officials (MBC-LEO). Lois is also currently serving as president of the Elected Officials Academy Advisory Board, has previously served as a MML Board of Trustee member and is a past regional secretary with MML. Lois is also involved in several local civic organizations. Lois is seeking election to her second term.

Brian Boggs, City Council Member, City of Durand

Brian Boggs has more than 18 years' experience in local government and is currently the Shiawassee County Administrator and a longtime member of the Durand City Council. Brian is an Assistant Professor for the Hubert H. Humphrey Fellowship Programs in International Studies and Programs at Michigan State University. He has written extensively on educational organizational complexity, specifically as it affects urban schools and policy. He has most recently been published in Teacher’s College Record at Columbia with a piece titled, "Conceptualizing Virtual Instructional Resource Enactment in an Era of Greater Centralization, Specification of Quality Instructional Practices, and Proliferation of Instructional Resources." Further, he has published book chapters in: Handbook of Urban Education Leadership; Handbook of Education Politics and Policy; School to Prison Pipeline; Emerging Issues and Trends in Education; Beyond Marginality; and Educational Policy Goes to School. He has also been published in the Journal of School Public Relations. Brian holds a Ph.D. in educational policy from Michigan State University and is currently finishing his J.D. from Mitchell Hamline School of Law. He holds an MA in Rhetoric and a BA in English from the University of Michigan. Brian is seeking election to his first term.

Maureen Donker, Mayor, City of Midland

Maureen has more than five years of experience as a municipal official, and has served as mayor of Midland since 2009. She has been the Executive Director of The Reece Endeavor of Midland, a community program providing homes for individuals with special needs, since 1998. Maureen is also active in the Midland community, serving on various local and regional civic organizations. Maureen is seeking re-election to her third term.

Scott Erickson, Manager, City of Ironwood

Scott has more than thirty years of experience as a municipal official, serving as city manager of Ironwood since 2005. He previously served with the city of Oshkosh, WI and Andover, MN. Scott was a Michigan Municipal League Board of Trustees member from 2011–2014 and received the MML Jim Sinclair Exceptional Service Award in 2016. He has previously served as the president of the Upper Peninsula City Managers Organization and is involved in several local civic organizations. Scott is seeking election to his second term.
THE CANDIDATES
Four-year terms beginning October 1, 2021

Susan Montenegro, Manager, City of Leslie

Susan Montenegro has more than eight years’ experience in municipal government, having started her municipal career with the City of Owosso in 2013, where she first served as an intern and was then hired as assistant city manager and director of community development. In June of 2018, Susan was appointed city manager for the City of Leslie.

Susan is a member of the Michigan Municipal Executives, currently serving on its Board and its Early Career Outreach Committee, having previously served on its Professional Development Committee. Susan is a member of the 16/50 Work Group for the Michigan Municipal League’s 16/50 Project. She is a member of the International City/County Management Association (ICMA) and previously served on its Welcome Ambassadors Committee.

Prior to her career in municipal government, Susan served as a pastor in the United Methodist Church for 10 years. Her move to local government was natural, with her extensive background working with volunteers and boards to promote growth, inclusiveness, and community spirit. Team building, outreach, and service have always been at the heart of everything Susan does.

Susan holds an Associate of Arts degree in Business from the University of Phoenix, a Bachelor of Science degree in Human Services Management from the University of Phoenix graduating with honors, and a Masters degree in Public Administration from the University of Michigan-Flint. Susan is seeking election to her first term.
Background: The Chamber of Commerce would like to continue the tradition of naming a Business of the Year. The recipient would be invited to the 2021 award ceremony (held in October this year) in order to receive the plaque. Attached is the list of past recipients.

Issues & Questions Specified: Should the Village select a recipient for the Business of the Year award?

Alternatives: Do not select a business.

Financial Impact: The cost includes the plaque for the business and their lunch at the award ceremony.

Recommendation: Contemplate worthy recipients and let Chris know your choice no later than July 15th.

Attachments: Nomination form.
2021 BUSINESS RECOGNITION AWARD PROGRAM
NOMINATION FORM
Please return to Elizabeth Butler at The Chamber by Friday, July 16th 2021

Business Name: ___________________________________________________________
Contact: ___________________________________ Title: _________________________
Address: _________________________________________________________________
City: _________________________________ State: MI Zip Code: _________________

(1) Project/Activity: ________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Guidelines you may use in considering your Nominee as applicable:

(2) Number of Existing Jobs prior to Project/Activity: __________
(3) New Jobs Created due to Project/Activity: _____________
(4) Increase in Production/Sales (%): __________________________
(5) Dollar amount invested in Project/Activity: ______________________
(6) Community Contributions
(7) Year company was started or purchased: _____________

ADDITIONAL INFORMATION AND COMMENTS: ________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
WORK SESSION AGENDA REPORT

TO: Village President Mark Powers & Village Council Members
FROM: Chris Burns, Village Manager
DATE: July 9, 2021
RE: Authority to Settle Mediation

Background: The Village was sued in US District Court by Richard & Marianne Martinus. The basis of their claim is a taking due to high water levels in 2020. The courts have recommended mediation to settle the case. The mediation will take place on July 26th in Grand Rapids. The mediator has requested that “a person with full authority to settle” participate in the mediation.

Issues & Questions Specified: Should the Village participate in mediation?

 Alternatives: Do not participate in mediation.

Financial Impact: TBD.

Recommendation: Motion to approve (Village Manager and/or Village President) as the person/people authorized to settle the mediation on behalf of the Village.

Attachments: None.
WORK SESSION AGENDA REPORT

TO: Village President Mark Powers & Village Council Members
FROM: Chris Burns, Village Manager
DATE: July 9, 2021
RE: Classification & Compensation Study

Background: The last time the Village obtained a classification & compensation study was back in 2014. With the wage inflation that we are seeing in the region, along with the changes related to staff sharing with Spring Lake Township, it is necessary to re-evaluate clerical positions.

Issues & Questions Specified: Should the Village hire the Michigan Municipal League to perform a classification & compensation study?

Alternatives: Do not hire a consultant to review and maintain status quo. Hire a consultant other than the MML to perform the work.

Financial Impact: The cost to evaluate each position is $1,080 (Deputy Clerk, Deputy Treasurer, DDA Director). I would also like to include a market study (pay & benefits) for the Assistant to the Village Manager and Communication Specialist (assuming it is created) at $360 each.

Recommendation: Hire the MML to perform the evaluations at a cost not to exceed $4,000.

Attachments: MML Quote
VILLAGE OF SPRING LAKE
Proposal to Complete a Classification and Compensation Study

The Michigan Municipal League is committed to strengthening the quality of municipal government and administration in Michigan. We recognize the importance of well-designed human resources systems, including classification and compensation systems, in supporting organizational success. Accordingly, we work closely with our clients to customize each project to best meet their needs.

A well-designed classification and compensation system enhances an employer's ability to recruit, retain and motivate quality employees. The League is happy to assist the Village of Vicksburg in conducting a thorough update and review of its existing classification and compensation system by performing the tasks outlined below.

PROJECT TASKS

Task 1: Initiate the Project & Orient Employees
As a first step in the project, we will consult with the Village to review the objectives and methodology of the project, including the market comparables to be used in the market study. We will also collect background information at this time, including existing job descriptions, pay plans, information related to employee benefits and other relevant documentation.

During the same visit, we will orient employees to the purpose of the study, discuss our methodology, and answer any questions about the project. We will also review job analysis questionnaires at this time. The questionnaires, when completed, will provide us with information concerning duties, supervisory responsibilities, experience and educational requirements and other job-related criteria.

Task 2: Conduct Employee Interviews & Perform Job Analysis
After reviewing existing job descriptions and the completed questionnaires, we will conduct on-site interviews with employees in each position included in the study. These interviews focus on gaining a full understanding of the duties and responsibilities associated with each position and the knowledge, skills and abilities required to succeed in the position. We also discuss the physical requirements and work setting of each job to guide development of Americans with Disabilities Act (ADA) compliant language for inclusion in the job description.

Task 3: Create or Modify Job Descriptions
Having gained a full understanding of each position, we will create and/or update job descriptions to clearly delineate positional duties, responsibilities, reporting arrangements and the knowledge, skills and abilities required for each position. We will also consider and incorporate criteria relevant to the requirements of the ADA into each description. Additionally, we will make recommendations for changes to job titles as appropriate. Draft job descriptions will be provided for review and comment prior to finalization.
Task 4: Perform Point Factor Job Evaluation

Each position included in the study will be evaluated against ten “point factors” to determine internal equity within the organization. Point factoring provides a ranking for each position relative to others within the organization and supports development of internally equitable pay structures. Our job evaluation plan considers the following ten factors.

1. Education and relevant experience
2. Judgment and independence of action
3. Supervisory responsibility
4. Job complexity/analytic demands
5. Technology and equipment use
6. Intensity/demand for concentration
7. Impact on programs and operations
8. Internal and external relations
9. Responsibility for the safety of others
10. Physical effort and work environment

Task 5: Conduct Survey of Wages and Benefits and Analyze Collected Data

Through discussions with the Village, a list of comparable municipal employers will be established for use in the compensation and benefits survey. We will provide relevant data to support this process. The survey will be customized to include those pay and benefit issues most pressing to the Village and will include positional level analysis to provide an “apples to apples” comparison. This approach is the most methodologically sound survey process.

The benefit survey uses a qualitative approach that compares benefit packages offered in the surveyed market, including paid time off, health, dental and other insurances such as life and disability, retirement programs, and other identified benefits of interest. We include questions about required employee contributions to health insurance premiums and retirement, and contributions or matches made by the employer. This qualitative analysis provides a more complete picture of how the Village’s pay and benefits compare to the competitive market. It is not, however, a “cost analysis” of benefits.

Task 6: Update Classification and Compensation Plan

Utilizing the results of the point factor job evaluation process and the customized market survey, we will develop an updated classification and compensation plan including a recommended grade structure with corresponding pay ranges. Depending upon the Village’s preference, the pay plan can be structured to allow for multiple implementation options including step increases or pay for performance, or some combination of the two.
Task 7: Prepare a Comprehensive Final Report

We will produce a final report document that includes:

- A recommended grade and salary structure
- Options for implementing the pay system
- The point-factor plan utilized to develop the classification system
- Comparable data related to employee benefits and wages
- New or updated job descriptions
- Procedures for administering the pay system

We will also provide procedures for implementing the system and administering it over time. Examples include:

- How to place new and current employees within the new system
- Options for moving employees through the pay range
- Reclassification procedures
- How to add a new position
- Annual maintenance practices

Task 8: Review Initial Findings & Present Final Report

Once all data has been collected and analyzed, we will submit a draft report of our initial findings and recommendations to the City Manager for review and discussion. We will then finalize our report and present our official recommendations to the City Council as requested.

Special Note: Please note that all visits, interviews, and presentations mentioned above may need to be held through virtual resources due to travel restrictions related to the COVID-19 pandemic.

PROJECT STAFF

Mandy Reed, Human Resources Manager, will function as project manager. In this capacity, she will provide oversight and direction on all tasks and activities associated with the project. Ms. Reed has been with the League since 2006 and has led, participated in, and managed the League’s HR consulting projects since 2013. She has expertise in the development of classification and compensation systems, personnel policy manuals, as well as benefits analysis, and related topics. Ms. Reed is a Certified Professional in Human Resources (PHR) with a bachelor’s degree in Human Resources Management from the University of Michigan.

Marica Cornell, a subcontracted consultant from HRM Services, will function as the project coordinator, serve as the primary point person, and will complete most of the project tasks and related research on this project. Ms. Cornell is a Certified Human Resources Specialist (CHRS) with a bachelor’s degree in Human Resources Management from Spring Arbor University. With over 25 years as a top human resources executive in a government setting, Ms. Cornell holds extensive experience in all things Human Resources. She has in-depth experience in project management, budgeting and compensation program management, strategic planning, supervision and leadership, recruitment and retention, personnel training, problem solving, and developing and administering policies and procedures.

Heather Elliott, Human Resources Coordinator, will assist on project tasks and provide general research support on the project. Ms. Elliott has a bachelor’s degree in political science from Ferris State University and assists with various human resources related projects for the League.
PROJECT TIMING
We are currently available to begin working on this project in March of 2021 and expect to complete the work within three to four months, barring delays outside of our control such as scheduling site visits or receiving survey responses from comparable employers.

PROJECT & TRAVEL FEES & EXPENSES
Professional fees for the scope of work outlined in this proposal are as follows:
- ✓ Job Description Development/Update: $360 per position
- ✓ Point Factor Job Evaluation: $360 per position
- ✓ Market Survey (Pay & Benefits): $360 per position

This fee includes up to three on-site visits: one for the kick-off/orientation meetings, one to conduct employee interviews, and one to present the study. We are pleased to make additional visits to meet in person or make presentations. These visits will be billed at $175 per hour (including travel time).

Travel related expenses such as mileage, meals, and hotel will be held to an absolute minimum and will be billed at actual cost.

Please note again that all visits, presentations, and interviews may need to be held through virtual resources due to travel restrictions related to the COVID-19 pandemic.

TERMS OF SERVICE
This agreement is effective upon execution and may be terminated by the client or the League should the other fail to perform its obligations hereunder. In the event of termination, the client shall pay the League for all services and expenses rendered to the date of termination.

The quoted price within this proposal is guaranteed for 90 days. Invoices for the League’s services shall be submitted upon completion of the project and shall be payable within 30 days.

Contact Mandy Reed at mreed@mml.org or (734) 669-6361 for more information or to schedule a time to talk further in person.

Please provide authorized signature below to officially engage the League to provide the consulting services outlined within this proposal dated December 18, 2020.

Authorized Signature: ____________________________________________
Name: ___________________________       Title: ___________________________
Date: ___________________________
It started about 5 and quit about 9 I know the ordinance because I have to listen to Stan’s. This was more an issue of the bass so loud it was thumping through my house.

On Fri, Jun 18, 2021 at 9:37 AM Christine Burns <christine@springlakevillage.org> wrote:

Sally,

The Village does have a noise ordinance that kicks into effect at 11:00 p.m. Can you tell me what time the music ended? If, in the future, it goes past 11 you should call the Ottawa County Sheriff's Office non-emergency number at 1-800-249-0911 and they will dispatch a deputy.

Thanks,

Chris

From: Sally VanOflen <tomnsalvo@gmail.com>
Subject: Loud music

Message Body:
Sorry to be a pest!
There is a band playing apparently at the fireplace next to Finn's. The bass is reverberating thru my house. Do you need a permit for this? It's bad enough that Stan's plays music outside every night but this is way more annoying.

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

From: Richard Lubbers <hitspring@gmail.com>
Sent: Friday, June 18, 2021 1:41 PM
To: Christine Burns
Cc: mike bofysil; Maryann Fonkert
Subject: Re: Noise Ordinance

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

Christine,

Thank you for the info, unfortunately 7am till 11pm is literally ALL sixteen waking hours for most people, which is absurd and I suggest the city consider something more reasonable [8am-8pm for construction, for example]. I maintain that hammer blows at 7am is appalling.

Regarding Mr. Bofysil's inquiry about air brakes / jake brakes, I strongly agree with his concerns / complaints. Noise pollution is very real, and anything the city can do to reduce it for residents and summer renters [me] would be exceedingly welcome. Ordinances against the ever increasing use of air brakes, abrasively loud high performance exhausts, car stereos with absurdly loud bass thumping, etc. would be a wonderful improvement for everyone.

Regards - Rick

Richard Lubbers
P.O. Box 15
Grand Haven, MI 49417
hitspring@gmail.com

On Wed, Jun 16, 2021 at 12:15 PM Christine Burns <christine@springlakevillage.org> wrote:

Mr. Lubbers & Mr. Bofysil,

Below are two excerpts from www.municode.com that highlight the noise ordinances from both Grand Haven (the first) and Norton Shores (the second). As you can see, they both have ordinances that outline quiet times from late at night until 7:00 a.m. Very little difference between either community and Spring Lake.

I have also included a link to www.generalcode.com which will take you to the SL noise ordinance https://ecode360.com/29461384 As M-104 is a state highway, you should not expect MDOT to limit when traffic can travel on a state highway. When you say “diesel exhaust brakes”, I’m assuming you’re referring to Jake brakes (compression release engine brakes)? We have explored an ordinance amendment but here’s MDOT’s answer to that question (scroll to bottom) https://www.michigan.gov/documents/mdot/MDOT_Top_Ten_Questions_Asked_of_Traffic_and_Safety_466938_7.pdf
Sec. 22-10. - Construction **noises.**

It shall be unlawful to erect, excavate, demolish, alter or repair any structure, or excavate any street or highway, other than between the hours of 7:00 a.m. and 7:00 p.m., as determined by the city manager.

(Code 1962, § 4-209(a)(8); Ord. No. 96-10, § 1, 10-28-96)

Cross reference—Buildings and building regulations generally, Ch. 9.

h. **Hawking.** The hawking of goods, merchandise or newspapers in a loud and boisterous manner is unlawful.

i. **Construction.** It shall be unlawful to erect, excavate, demolish, alter or repair any structure, or excavate any street or highway, other than between the hours of 7:00 a.m. and 7:00 p.m., as determined by the city manager.

In summary, the only way to get from one end of Spring Lake to the other is to travel on M-104. We see approximately 25,000 vehicles (including semis) travel through our community 24/7. That is not going to change in the foreseeable future. Construction season aligns perfectly with boating season. We are in Michigan, after all. The construction noise from the condos will be ending soon, although we are expecting to see a site plan soon for the vacant lot west of the swimming pool at Marina Bay. When that construction will commence is unknown at this time.

Fondly,

Christine Burns

Village Manager

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From: Richard Lubbers <hitSpring@gmail.com>
Sent: Wednesday, June 16, 2021 10:37 AM
To: Maryann Fonkert <Maryann@springlakevillage.org>
Subject: Re: Noise Ordinance

Maryann,

Thanks for the reply. SL's noise ordinance means that although I keep a boat at Village Cove Marina and try to enjoy my time there, I will NEVER buy property in Spring Lake [I have properties in Grand Haven and Norton Shores]. 7am is too early for noise pollution, and 11pm is far too late.

Regrets and best - Rick

On Wed, Jun 16, 2021 at 10:21 AM Maryann Fonkert <Maryann@springlakevillage.org> wrote:

Good Morning Mr. Lubbers,

The Village Noise Ordinance, section 240-9, states that quiet time is between 11 p.m. and 7 a.m. Although I couldn’t find your name in our records as a condo owner, I am assuming you are referring to the 2 new condo’s in Marna Bay that are going up? As disruptive as it might be, the contractor is working within the Village Ordinance requirements.

Let me know if you have any other concerns.

Best Regards,

Maryann

Maryann Fonkert

DEPUTY CLERK, CMMC, VILLAGE OF SPRING LAKE
102 W. Savidge St., Spring Lake, MI 49456
Joan Craig called. She wanted to notify the Village that she is unhappy with the lack of parking currently available near the Dollar General store. Her address is 319 Mark; she did not want to leave a phone number.

😊

Have a nice weekend!

Thank you,
Mary Reck, Reception
Elizabeth Wheeler called (and wanted to chat for a bit 😊).

A synopsis of her concerns:

1) The gentleman who lives at the intersection of Railroad and Laura (she couldn’t remember his name) has not been keeping up his property (weeds, trash, and “all of the above”).

2) The gardens on N. Lake and the bike trail have not been maintained, and are overgrown. Ms. Wheeler noted that she used to keep them up, and then another lady did for a while (she couldn’t remember her name), but apparently nobody is now, as they are filled with weeds.

She did not want to leave her phone number (as she is having trouble with her message machine...), but she wants to talk with someone, so she is planning to call back Monday afternoon.

Any volunteers to speak with her? 😊

Thank you,

Mary Reck
Receptionist
Spring Lake
Twp/Village
Good Morning Michelle,

Thank you for reaching out to the Village. I have include Village Manager Chris Burns in this email to address your concerns for S. Lake Ave.

Best Regards,

Maryann

Maryann Fonkert
Deputy Clerk, CMMC, Village of Spring Lake
102 W. Savidge St., Spring Lake, MI 49456  P 616.842.1393  F 616.847.1393 maryann@springlakevillage.org

-----Original Message-----
From: Michelle Percy <no-reply@www.springlakevillage.org>
Sent: Thursday, July 8, 2021 8:56 AM
To: Maryann Fonkert <Maryann@springlakevillage.org>; Lori Spelde <Lori@springlakevillage.org>
Subject: Website Contact Form ""

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

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

From: Michelle Percy <michelle.percy@sbcglobal.net>
Subject:

Message Body:
I am reaching out to make sure you are aware of an increasingly dangerous road situation in the Village. I live on South Lake and for years my daughter has complained at how difficult it is to cross the road to get to the middle school. The speed limit is 25 but I think you would be hard pressed to find anyone driving less than 35 down this residential road. Motorcycles come off a great ride on Leonard and continue their speed right down South Lake. However, I observed the most shocking and dangerous examples in the past 2 weeks. Last week a truck roared past (on the left) a car waiting to turn left while I crossed River with my slow, senior dog. Just yesterday I witnessed a driver of a white Mercedes get extremely close to 2 teenagers crossing South Lake and obnoxiously honk his horn while they crossed. And, I am constantly seeing people drive down the parking lane as if it is another driving lane.

With all of the kids, families, and dogs living in this neighborhood out walking, bike riding, and going to school, something needs to be done to slow the traffic down and clearly designate cross walks to make for safer living on and crossing of this road.
Thank you,
Michelle Percy

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This e-mail was sent from a contact form on Village of Spring Lake (http://www.springlakevillage.org)
Christine Burns, Village Manager; 102 W. Savidge Street, Spring Lake, MI. 49456

Dear Village Manager Christine Burns:

I sincerely appreciate your immediate response to my concerns. To reiterate, as I discussed with your staff, the major concerns I had at the time I visited the Spring Lake Offices were:

- why I did not receive my billing
- to let you know I would have paid this bill on time had I received it
- I have previously spoken with the water department & did give my current phone number. It took more than one effort to replace Edith’s name with my name.
- I did complete address confirmation and phone verification with the post office and your offices
- I did complete and implement the necessary address forwarding (3-31-2021) to properly secure my mail at my home address. I submitted proof of this to you.

I will personally follow up securing my mail completing every necessary step to do that.

I am deeply appreciative of your offer to rescind the past due amounts along with the shut off/reconnection fees. That truly is a kindly & an appropriate resolve. I am returning your “Automatic Bill Payment” form to use with another individual patron. Automatic payment is not appropriate for my budgeting style. I use only LMCU bill pay as tracking for all my pays. Thank you also for bringing to my attention informing me others would have to pay for this activity in the event that I would accept using your “Automatic Bill Payment”. I pray there is no further confusion. The payment of my account (SOU1-000234SOUTH-0000-05) will stand as is indicating to you being sure I do not wish to impose financial burden on anyone.

I am wishing you all kindness and prosperity throughout your days. Peace be with you.

Sincerely,

Mida M. Mieras, 234 South St., Spring Lake, MI. 49456, 480-612-2113

Copy to Lori Spelde, Village Council.
June 16, 2021

Ms. Linda M. Mieras  
234 South Street  
Spring Lake, MI 49456  

Dear Ms. Mieras,

I am in receipt of your request to “forgive the past due amount and the shut off/reconnection fees. It is my understanding that our DPW were actually at your home to perform the shut-off when you came to Village Hall pay the past due balance. Once DPW staff have been dispatched to the property, the customer is obligated to pay for the service. If I were to waive the fee for you, it would mean that the cost of that task would then be passed on to the rest of the system users.

While I appreciate your inclusion of the PRE form with your explanation, you should know that the Spring Lake Township Assessing department does not have access to the Spring Lake Village Utility Billing program. Lori Spelde in the Village’s Utility Billing department needs to be made aware of any address changes for water/sewer billing; failure to receive your bill does not relieve you of the responsibility of paying it.

As a one-time courtesy, the Village will waive the reconnection fee if you were to sign up for ACH payment and electronic billing. If those terms are not acceptable, the reconnection fee will stand. The Village will not waive the past due penalty.

If you have any further questions, you can reach me at christine@springlakevillage.org.

Sincerely,

Christine Burns  
Village Manager  

Enclosures

Cc: Lori Spelde  
Village Council
Spring Lake Water and Sewer, 102 W. Savidge, Spring Lake, MI.

RE: ACCOUNT SOU1-000234SOUTH-0000-05

I have been using Lake Michigan Credit Union to pay my bills through their Bill Pay. The last payment I made according to the conversation I just had with them was through their “Bill-Pay” system was on 02/02/2021.

My water is currently shut off. I swear I did not receive any billing from you regarding my water bill. Your billing must have come through just when I was changing my address to mail delivery once again at my home – I changed it on March 31, 2021.

I did on March 14, 2021 submit a Principal Residence Exemption Affidavit which confirms my residency at 234 South St., Spring Lake, MI. 49456

Also I sheltered a homeless family for three months which has confused the mail delivery. I was receiving her mail and she was receiving mine—Amber Crabtree.

The essence of this letter is that I would have gladly paid my bill had I received it.

I did not receive this bill.

- TODAY, 6-15-2021, I PAID IN CASH $250 BEFORE NOON.
- I WAS TOLD THEY WOULD NOT SHUT OFF MY WATER.
- THEY DID SHUT OFF MY WATER TODAY AFTER I PAID THE BILL.
- BECAUSE OF MAIL CONFUSION AND THE FACT THAT I DID NOT RECEIVE ANY BILLING FROM YOU—I AM ASKING YOU TO PLEASE FORGIVE THE PAST DUE AMOUNT AND THE SHUT OFF/RECONNECTION FEES.

Attached are copies of: Principal Residence Exemption Affidavit, change of address form, Mrs. Crabtree’s change of address, another change of address postal tape affixed on the envelope.

THANK YOU – LINDA M. MIERAS

Signature
STATE OF MICHIGAN
58TH Judicial District

NOTICE TO APPEAR

TICKET NO.
G-00000144-747

YOU ARE DIRECTED TO APPEAR AT:
Grand Haven District Court
414 Washington St.
Grand Haven MI 49417

BEFORE:
Honorable VERNON HELDER

DATE
Monday July 26, 2021
TIME
2:15 PM

APPEARANCE TYPE
Informal Hearing

Violation Date: 6/15/21

COMMENTS
Unsafe Conditions - Spring
Spring Lake Village
Defense Attorney:

Spring Lake Village
Village Attorney

ADAM LARRY COOK
341 S LAKE AVE
SPRING LAKE MI 49456

Plaintiff

Defendant

Personal Service

Personal Service

TO:
LUKAS HILL
Spring Lake Village
102 W. SAVIDGE STREET
SPRING LAKE MI 49456-1696

IMPORTANT: READ THIS CAREFULLY

1. Bring this notice with you.

2. No case may be adjourned except by authority of the judge for good cause shown.

3. FAILURE OF THE DEFENDANT TO APPEAR in a traffic case may cause a default judgment to be entered and will be subject to additional costs. FAILURE OF THE PLAINTIFF TO APPEAR may result in the dismissal of the case.

4. If you intend to employ a lawyer, s/he should be notified of the date at once.

Jami Batdorff
Assignment Clerk/Deputy Clerk

CERTIFICATE OF SERVICE/MAILING

I certify that on this date, copies of this notice were served upon the parties or their attorney's indicated above by ordinary mail address

6/24/21

Amy Brown
Assignment Clerk/Deputy Clerk (616/846-8281)
June 17, 2021

Chris Burns  
Village of Spring Lake  
102 W. Savidge  
Spring Lake, MI 49456

Subject: Q2 2021 Economic Development Activity

Chris,

Q2 2021 started to feel more like business as usual. Below is a high level summary of my Economic Development activities for the 2nd quarter.

Events / Meetings:
- 2020 Business Recognition Award webinar
- Chamber UP webinar with State Representative Jim Lilly
- HR Roundtable meetings – April, May & June
- Manufacturers Roundtable meetings – April, May & June
- Region 4 Economic Developers Collaboration Meetings – April & June
- Leadership Connect Local Economy Day
- Business Intelligence Report interviews
- Michigan Tech engineering collaboration
- West Michigan Works COVID Unemployment research results
- SCORE referrals, MTEC referrals, Mi-Step referrals, office space referrals
- RRC Meetings

Trainings:
- CDBG trainings – April & June

Miscellaneous:
- Grand Haven Memorial Airpark Compact creation
- Publication of Manufacturing Matters
- MEDC Automotive Dashboard shared with local automotive manufacturers
- Updated comparative manufacturing wage survey conducted & shared
- Spring Lake Floral Façade grant
- 106 S. Buchanan Development and Purchase Agreement draft preparation

Elizabeth Butler
Director of Economic Development Strategic Directions
June 30, 2021

Commander MJ Smith, USCG (Ret)
GH Coast Guard Festival, Executive Director
113 N. Second Street
Grand Haven, MI 49417

Dear Commander Smith,

Please consider this letter as formal notice that the Village of Spring Lake will not be participating in the annual dinner organized by the Coast Guard Festival Committee. While we have enjoyed our time recognizing the outstanding contributions of the United States Coast Guard, this dinner – as you have acknowledged – has expanded and transformed to include members of the tricities community. As an aside, the State of Michigan, Department of Treasury, does not classify a dinner party as an allowable use of taxpayer dollars.

We wish you all the best in your quest to honor the devoted service of Coast Guard personnel.

Sincerely,

[Signature]

Mark Powers
Village President

Cc: Bob Monetza
John Nash
Rebecca Hopp
Mark Reenders
May 20, 2021

The Coast Guard Community Dinner (now the Heroes & Legends Dinner) is a fundamental part of the annual Coast Guard celebration. There is considerable public interest in recognizing the United States Coast Guard and the dinner is intended to make the men and woman of this branch of military feel welcome and appreciated in the Tri-Cities. Over the years, the dinner has grown and transformed and now includes honoring members of the Tri-Cities community that have established legendary stature.

In keeping with our revised plan to routinize annual planning and establish a predictable, controlled budget for the annual event the below directives are being followed again for 2021:

1. Each municipality will sponsor the dinner at a level of $2,000 to cover the expense of hosting our guests from the United States Coast Guard and the community.
2. Staff of the Coast Guard Festival will plan and present the event.
3. The per guest cost for 2021 is approximately $34.
4. Each municipality is asked to provide the Coast Guard Festival staff with an invitation list by June 30, 2021.
5. The Coast Guard Festival will send an invoice to each municipality for the number of guests invited.

Sincerely,
Commander M.J. Smith, USCG (Ret)
Executive Director
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 7:02 p.m.

1. **Housing Next Presentation (Rhonda Kleyn)** – Rhonda Kleyn gave an overview of what their agency had done in 2020 and the trends they were seeing for 2021.

2. **Social District (DeMario Johnson)** – Johnson provided an overview of the Social District through a Work Session Agenda Report dated May 7th. Johnson said the next steps would be to get Council’s permission and feedback on what they would like to see from this, approve a Resolution, submit applications and obtain permits. Council discussed how the Social District worked and what the rules were. Council agreed this item could be added to the Consent Agenda.

3. **317 Lakeview Court License Agreement** – Burns provided an overview of 317 Lakeview Ct. License Agreement through a Work Session Agenda Report dated May 5th. Wes Landon, landscape architect for the Jacobson Family, was present and provided more details on this project. Burns said that Attorney Sullivan reviewed the current license agreement for the boathouse and in his opinion this license agreement only applied to the boathouse so a new license agreement should be drafted if this was the direction Council would like to go. Council Member TePastte said that the well and pump system were sufficient to handle the load so he didn’t think there would be any roadblocks from the neighborhood. Burns said she would see how soon Sullivan could draft a new license agreement. Council agreed that this item could be added to the Consent Agenda.

4. **326 N. Division St. License Agreement** – Burns explained that Council had already approved this in concept but the Attorney that represents the Hoover family and the Village Attorney have gone back and forth and Attorney Bultje was now comfortable with the agreement, so the recommendation was to add this to the Consent Agenda, but not to have President Powers sign it until the Hoover family paid all invoices that had been incurred on their behalf. Council agreed this could be added to the Consent Agenda.

5. **Board Appointment (Parks & Recreation)** – Burns explained that on March 29, 2021, Erik Poel tendered his resignation from the P&R Board. Staff advertised the vacancy and received one application. On May 3, 2021 the Parks & Recreation Board interviewed Ms. Nancy Meyers and recommended unanimously to appoint her. Council agreed this appointment could be added to the Consent Agenda.

6. **DACC Recommendation (DeMario Johnson)** – Johnson provided an overview through a memorandum dated May 7th and explained that the DACC voted unanimously to adopt a resolution to extend the life of the DDA district to 2042. Council agreed that the resolution could be added to the Consent Agenda.
7. **DDA 7th Amendment (DeMario Johnson) – Johnson** provided an overview through a memorandum dated May 7th. **Council** agreed to add the adoption of the DDA 7th Amendment Ordinance, which would extend the life span of the Downtown Development Authority to 2042 to the agenda.

8. **Additional Marine Patrol for 2021 – Burns** provided an overview through a memorandum dated May 5th. **Council** discussed additional Marine Patrol and agreed that it was not necessary for this year but would revisit if that changed.

9. **Delinquent Utility Bills (Marv Hinga) – Hinga** explained that the Charter called for any unpaid utility bills that were more than 6 months delinquent to be put on the summer tax bills. **Hinga** shared the list of delinquent utility bills with Council. **TePastte** said the Finance Committee reviewed them and agreed it was time to add these delinquent utilities to the summer taxes. **Council** agreed that this item should be added to the Consent Agenda.

10. **Budget Adjustments (Marv Hinga) – TePastte** noted that the Finance Committee reviewed what they consider minor Budget Adjustments and had no issues with them and recommended they skip going through item by item so they could spend more time on the proposed budget. **Council** agreed with TePastte’s recommendation and agreed it could be added to the Consent Agenda.

11. **Proposed Budget FY 2021/2022 (Marv Hinga) – Hinga** reviewed the proposed Budget for FY 2021/2022 with Council. **TePastte** said the Finance Committee had listened to this same presentation and Hinga had answered their questions and the Finance Committee was in general support. **TePastte** said, from his personal standpoint, he would like to see money set aside to improve 5 or 6 sidewalks each year that were in very poor condition. **Burns** explained that she would get the proposed budgets put into binders with all of the verbiage and supplemental material to Council in the next couple of weeks so they would have plenty of time to review before the Public Hearing in June. President **Powers** asked if the Village presented the “Budget at a Glance” anywhere on the website to help residents understand it. **Burns** said they do have to adopt a resolution, that was included in Council’s packet, that was kind of a “Budget at a Glance” so she would recommend sharing this document with the public. **Burns** said they had also done pie charts in the past and could certainly do them again. **Council** discussed a plan of action for sidewalk maintenance.

12. **Set Public Hearing for Budget Adoption – Burns** asked Council to set the Public Hearing for in person, versus virtually, starting in June. **Council** gave **Burns** permission to use her discretion, per State and County requirements on determining a virtual or in person meeting.

13. **Arbor Day Proclamation – Burns** shared that in order to maintain a Tree City, USA designation, the Village must commit to a couple of housekeeping items, one of which was a proclamation. Typically, the Village was required to host a tree planting ceremony as well, but that requirement was waived due to COVID.

14. **Mill Point Park Band Shell Rentals – Burns** explained that band shell rentals at Mill Point Park currently required Council approval but with the increase in outdoor activities, due to the threat of COVID, there had been an increased interest in reserving park space. With only 1 meeting a month,
this could present some timing challenges for potential park users. Burns asked Council if they wished to consider each band shell rental request that came in or would they like to amend the policy and allow the Village Manager (or designee) to approve band shell reservations. Council agreed to give the Village Manager (or designee) authority to approve Mill Point Band Shell rentals.

15. Movies in the Park – Burns asked Council to consider extending the time that Central Park was open for the purpose of hosting 6 family movie nights. The current Ordinance 249-9b prohibited people from being in the park after 10:00 p.m. Council agreed to add extending Central Park’s open time for the 6 family movie nights to the Consent Agenda.

16. Liquor Control Commission Denial – Burns explained that the LCC denied Seven Steps Up request to hold pop-up concerts in the parking lot contiguous to their building citing two issues (exclusive use and barriers). SSU was appealing this decision on May 25, 2021. Gary Hanks explained that he and Michelle took “exclusive use/control” to mean the applicant needed to own or lease the property, so Hanks asked Council to consider leasing that space to SSU’s with the caveat that the agreement could be canceled by the Village at any time. Michelle Hanks recused herself from this conversation. Council discussed a lease agreement. Duer said he was very much in favor of this but wanted Council to be prepared for backlash for taking up parking space. Council agreed they were in favor of having legal counsel look into some sort of license or agreement to allow SSU to hold pop-up-concerts.

17. Return-to-Work, Meeting Format & COVID Benefits – Burns gave an overview through a memorandum dated May 7, 2021. Burns said she needed recommendations from Council on whether or not to discontinue/continue meeting virtually effective May 26th, discontinue/continue COVID time effective June 28th and continue/discontinue (pick one) working from home whenever possible. Council discussed meeting in person (with masks) versus virtually. Council agreed to allow Burns to use her discretion, per State and County requirements, to determine meeting virtually or in person. Council agreed to add discontinuing COVID time to the Consent Agenda. Council agreed to allow Burns to use her discretion to determine what was in the best interest of staff and the Village as far as working from home or in Village Hall.

18. Public Hearing (Zoning Ordinance Amendments) – Burns gave an overview of the proposed Zoning Ordinance Amendments. Council agreed these Amendments were basically housekeeping and could be added to the agenda.

19. Communications – DeMario Johnson shared that he has taken a position in Long Beach California and his last day with the Village would be June 18th. Council congratulated Johnson on his new position but was very sorry to see him leave. Burns updated Council on the water line abandonment, a $3,000 Grant from the North Bank Field of Interest, pine trees infected with needle cast at Barber School, a tree removal at the north end of Division, a lost boat pass, a violation of wetlands at the end of South St., DDA’s discussion and decision to not allow food trucks in the Village, the right-of-way enforcement, the Village’s Trail Town application, vandalism at Central Park restrooms, and the Capital Campaign for Tanglefoot Park.
20. Minutes – Minutes of the April 12, 2021, Work Session and April 19, 2021 regular meeting are attached for review.

21. Public Comment – There was no public comment.

22. Adjournment: There being no further business, Village Council adjourned the meeting at 8:49 p.m.

_____________________________           _________________________
Mark Powers, Village President                   Maryann Fonkert, Deputy Clerk
Pursuant to SB 1008, the Village of Spring Lake will conduct its business virtually to mitigate the spread of COVID-19.

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

   Absent: None

4. Approval of the Agenda

   Motion by TePastte, second from Hanks, to approve the agenda as presented.
   
   Yes: 7  No: 0

5. Consent Agenda

   A. Approved the payment of the bills (checks numbered 61685 to 61725 and electronic payments 194 to 200) in the amount of $445,834.11.

   B. Approved the minutes for the April 12, 2021 work session and the April 19, 2021 regular Council meeting.

   C. Approved a license agreement with the owners of 317 Lakeview Court.

   D. Approved a license agreement with the owners of 326 N. Division.

   E. Approved Nancy Meyers appointment to the Parks & Recreation board, fulfilling an unexpired term ending 11/2021.

   F. Approved Resolution 2021-06, a Resolution of support by the Development Area Citizens Council of the Seventh Amendment to the Restated and Amended Development Plan & TIF.

   G. Approved placing delinquent utility bills on the summer 2021 tax roll.


   I. Approved June 14, 2021 for a public hearing to consider the adoption of the 2021/2022 fiscal
J. Approved adoption of the 2021 Arbor Day Proclamation.

K. Approved the use of Mill Point Park Band Shell on May 27, 2021 by Spring Lake Public Schools.

L. Approved the use of Mill Point Park Band Shell on June 5, 2021 by Jason May.

M. Approved the Village Manager or his/her designee to approve future Mill Point Park Band Shell rentals.

N. Approved the extension of Central Park Hours past 10:00 p.m. for the purpose of Movies in the Park on the following dates:

<table>
<thead>
<tr>
<th>Movie</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goonies (PG)</td>
<td>June 15th</td>
</tr>
<tr>
<td>Back to the Future (PG)</td>
<td>June 29th</td>
</tr>
<tr>
<td>Moonstruck (PG)</td>
<td>July 12th</td>
</tr>
<tr>
<td>Ferris Bueller’s Day Off (PG-13)</td>
<td>July 26th</td>
</tr>
<tr>
<td>The Adventures of Milo and Otis (G)</td>
<td>August 10th</td>
</tr>
<tr>
<td>Honey, I shrunk the Kids (PG)</td>
<td>August 24th</td>
</tr>
</tbody>
</table>

O. Approved the discontinuance of Covid benefits for employees on June 28, 2021.

Motion by TePaste, second from Hanks, to approve the Consent Agenda as presented.

Yes: 7  No: 0

6. General Business


B. Public Hearing – Ordinance 367, the 7th Amendment to the DDA

Subject: The final step of adopting a Seventh Amendment for the Downtown Development Authority has arrived. A public hearing regarding this matter will be held on May 17, 2021. The new Seventh Amendment will amend the current Downtown Development Authority plan as well as the Tax Incremental Financing plan. Following the adoption of this ordinance, the ordinance will be published in the local newspaper and promptly filled with the Secretary of State.

Present Powers opened the public hearing at 7:26p.m.

Gordan Gallagher, Spring Lake Township Manager, stated that Spring Lake Township supported all of the efforts being made by the Village of Spring Lake and the Village DDA.
and recognized the overall value of the improvements being made in downtown Spring Lake and knew that these types of improvements could not be made without significant public and private investment. The Township wanted to continue their robust partnership with the Village. This partnership continued to be used as a model for other communities and the Township recognized that a strong core downtown was good for the entire area and appreciated the continued strong leadership and collaboration of the Village and Township elected officials as they both move into 2021 and beyond. Council thanked Manager Gallagher his support.

Motion by TePastte, second from Hanks, to close the Public Hearing at 7:28 p.m.

Yes: 7  No: 0

Motion by TePastte, second from Hanks, to adopt Ordinance 367, the 7th Amendment to the Downtown Development Authority and Tax Incremental Financing Plan.

Yes: 7  No: 0

C. License Agreement – Seven Steps Up

Subject: On November 16, 2020, Council approved a request from Seven Steps Up to hold pop-up concerts in the parking lot contiguous to their building. Application was made, and subsequently denied, by the LCC citing two issues (exclusive use and barriers). SSU is appealing the decision on May 25, 2021 but asked Council to consider a license for exclusive use of the area.

Burns deferred to Attorney Sullivan for this item. Attorney Sullivan explained that Seven Steps Up shrunk the area to be used for pop-up concerts to satisfy the LCC and this will also allow them to participate in the Social District should Council adopt that as well.

TePastte said he was in favor of the pop-up concerts but asked if the Village retained the right to revoke the license at will. Sullivan said yes, there was term that was renewable annually if there are no issues and a provision under paragraph 7 which would indicate that, with 30 days’ notice, the license may be terminated without cause.

Motion by TePastte, second from Duer, to approve a license agreement with Seven Steps up for exclusive use of the parking lot contiguous to their building to hold pop-up concerts.

Yes: 6  No: 0  Abstain: 1 (Hanks)

D. Downtown Social District

Subject: The Covid 19 pandemic has had a negative impact for many businesses over the past year. This is specifically true for restaurants and bars. In order to alleviate the economic impact that has occurred, staff is recommending that Council adopt a resolution designating a social district. This will allow customers to enjoy alcoholic beverages outside, within the designated social district’s “common area.”

Hanks said she felt this was one of the most important things they will do for their downtown in terms of creating a destination place and she hoped it would continue year
around.

Motion by TePasste, second from Hanks, to approve Resolution 2021 – 07, a resolution designating a Social District.

Yes: 7  No: 0

7. Department Reports
   A. Village Manager
   B. Assistant to the Manager
   C. Clerk/Treasurer/Finance Director
   D. DDA
   E. OCSO – Sgt Wendt said she was happy to be serving the community and reported there had been some vandalism to the bathrooms at Central Park and hoped to have more to report on that next month.
   F. Fire/911
   G. DPW
   H. Zoning/Planning
   I. Water (none included)
   J. Sewer (none included)
   K. Minutes from Various Board & Committees
      1. Planning Commission (03/23/21)
      2. DDA (03/25/21, 04/08/21, 04/22/21)
      3. Parks & Recreation (04/05/21)

8. Old Business and Reports by the Village Council – Hanks said she had concerns about the DDA and the meetings being very disruptive and dysfunctional. President Powers said he had listened in on one of the meetings didn’t think he would have lasted long if the meeting he listened to was representative of the ongoing interactions. President Powers said he did not feel the extra time was productive, and he wasn’t sure what to do because the DDA was important to the Village and a functional and well-ordered board, at that level, was vitally important to the plans and ongoing activities.

9. New Business and Reports by Village Council – N/A

10. Status Report: Village Attorney – N/A

11. Statement of Citizens – Robert Lopez, 113 S. Division, a DDA member, said he would like to add that they were having challenging DDA meetings and, from his personal perspective, a wasted opportunity for improvement and for productive work and any efforts on Council’s part would be appreciated by all.

Gary Hanks, 116 S. Jackson, a member of the DDA, said that they have a DDA member that tries to dominate the meetings, and they have a chairman that can’t seem to rein him in and something had to be done or consider removing him from the Board.

Lee Schuitema, 408 W. Exchange, asked if there was anything in the Ordinance that required a permit for a truck advertising recreational marijuana in Village. Attorney Sullivan said he would have to take a look at signage on vehicles.
Roy Pikus, 955 W Savidge, said he appreciated the additional funding for the No Wake Zone enforcement.

12. Adjournment

Motion by Van Strate, second from Hanks, Village Council adjourned the meeting at 7:52 p.m.

Yes: 7  No: 0

Mark Powers, President          Maryann Fonkert, Deputy Clerk
Background: Per the Village Manager’s employment contract, Council shall administer a performance appraisal each July in conjunction with salary adjustments. The Finance Committee will review the scores prior to the Council Meeting.

Issues & Questions Specified: Should Council administer an annual performance appraisal for the Village Manager? Should that performance appraisal include a pay adjustment?

Alternatives: None. Contractually required.

Financial Impact: TBD.

Recommendation:

Motion to enter into Closed Session for the purposes of discussing the Village Manager’s annual performance appraisal and for the purpose of discussing written attorney/client communication related to malicious destruction of Village property.

15.268 Closed sessions; permissible purposes.

Sec. 8.

A public body may meet in a closed session only for the following purposes:

(a) To consider the dismissal, suspension, or disciplining of, or to hear complaints, charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member or individual agent, if the named person requests a closed hearing.

(h) To consider material exempt from discussion or disclosure by state or federal statute (written attorney client communications).

A public body may enter into Closed Session upon a motion duly made, seconded and adopted by a 2/3 roll call vote.

Attachments: Scores will be distributed at the meeting.