

VILLAGE OF SAND LAKE
MINUTES
REGULAR COUNCIL MEETING
FEBRUARY 20, 2017

1. **CALL TO ORDER:** The regular meeting of the Sand Lake Village Council was called to order by President Thomas Norton at 7:00 p.m. on Monday, February 20, 2017, at the Sand Lake Municipal Building.

2. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.

3. **ROLL CALL**

MEMBERS PRESENT: Thomas Norton, Nyha French, Tonia Parkhurst, Janice Dewey, David Dewey, Gregory Wheeler, Danielle Hardenburg
ABSENT: None

4. **AGENDA**

Motion made by T. Parkhurst and seconded by D. Dewey to approve the February 20, 2017 Agenda.
MOTION CARRIED

5. **PUBLIC HEARING: PROPOSED 2017-18 BUDGET**

Open public forum at 7:01pm.

Trustee Parkhurst presented and explained to the Council and public the 2017-18 Budget. Any extra purchase requested by the department-heads will be presented as a separate expenditure to the Council. The Council discussed the proposed budget.

Trustee D. Dewey provided to President Norton information on the steps to start the process of water rate study.

There were no comments from the public.

Closed public forum at 7:16 pm.

6. **ADMINISTRATIVE REPORT**

A. **MINUTES: JANURARY 16, 2017 REGULAR MEETING**

Motion made by D. Dewey and seconded by N. French to approve and file the January 16, 2017 Regular Council Minutes.
MOTION CARRIED

B. **FINANCIAL MATTERS:**

1. **FINANCIAL STATEMENT**

Motion made by T. Parkhurst and seconded by D. Dewey to approve and file the January 2017 Financial Statement as presented by Treasurer Brenda Arnold.
MOTION CARRIED

I. TRANSFER \$14,000.00 FROM SEWER SAVINGS TO SEWER OPERATION AND MAINTENANCE CHECKING

Motion made by D. Dewey and seconded by J. Dewey to approve transferring \$14,000.00 from sewer savings to sewer operation and maintenance checking.

MOTION CARRIED

Trustee Hardenburg requested to the Council to take a fire-run call. It was the consensus of the Council to approve it. Trustee Hardenburg and French were dismissed to take a fire-run call at 7:18 pm.

II. TRANSFER \$4,750.00 FROM SEWER SAVINGS TO SEWER BOND RESERVE CHECKING

Motion made by D. Dewey and seconded by T. Parkhurst to approve transferring \$4,750.00 from sewer savings to sewer bond reserve checking.

MOTION CARRIED

2. SAW GRANT: FLEIS&VANDENBRINK INVOICE

Motion made by T. Parkhurst and seconded by D. Dewey to approve the Fleis & Vandenbrink's invoice 45304 for the amount of \$10,282.00 for the Wastewater and Stormwater Asset Management Plan.

MOTION CARRIED

3. BILLS:

Motion made by D. Dewey and seconded by T. Parkhurst to pay the January-February 2017 bills in the amount of \$26,473.17 (Twenty-six Thousand, Four Hundred Seventy-three Dollars and Seventeen Cents).

MOTION CARRIED

4. ADOPT 2017-18 BUDGET

Motion made by D. Dewey and seconded by T. Parkhurst to adopt the April 1, 2017 to March 31, 2018 Budget.

Roll Call Vote

AYES: Tonia Parkhurst, Janice Dewey, Thomas Norton, David Dewey, Gregory Wheeler

NAYES: None

ABSENT: Danielle Hardenburg and Nyha French

MOTION CARRIED

5. TRANSFER \$6,000.00 FROM EQUIP. RENTAL FUND TO WATER FUND TO COVER 2017-18 EXPENDITURES

Motion made by D. Dewey and seconded by J. Dewey to transfer \$6,000.00 from Equip. Rental Fund to Water Fund to cover 2017-18 expenditures.

MOTION CARRIED

6. TRANSFER \$1,500.00 FROM MAJOR ST. FUND TO LOCAL ST. FUND TO COVER 2017-18 EXPENDITURES

Motion made by D. Dewey and seconded by J. Dewey to transfer \$1,500.00 from Major St. Fund to Local St. Fund to cover 2017-18 expenditures.

MOTION CARRIED

7. PUBLIC COMMENT

Ken Hall, The Pet Crematory and Sand Lake Veterinary Services owner, presented to the Council his concerns about the damaged roads and the need for parking on 5th St. Mr. Hall also requested creating additional parking on the Village property on 5th St. between the sidewalk and the street. The Council denied the request and informed Mr. Hall regarding Lake St. project and, later on the agenda, other roads' plans.

8. POLICE REPORT

A. MONTHLY REPORT

Motion made by T. Parkhurst and seconded by D. Dewey to accept and file the January 2017 Police Report as presented by Police Chief James Reamsma.

MOTION CARRIED

The difficulty of hiring Police Officers with limited hours to work was discussed. The option of having the Sheriff's Department working during the 4th of July festivities instead of hiring more Police Officers was discussed.

B. WAGE INCREASE

Trustee Parkhurst stated that the requested extra hours for the part-time Police Officers were not accepted by the Budget Committee only the one dollar increase in hourly wages.

Trustee Wheeler inquired of requesting advice from the Village auditor regarding the budget and wage raises before making a decision. President Norton stated that the Council has auditor visits and advice.

Motion made by T. Parkhurst and seconded by D. Dewey to approve a wage increase for the part-time Police Officers at one dollar per hour starting on April 1, 2017.

MOTION CARRIED

9. FIRE REPORT

A. MONTHLY REPORT

Motion made by T. Parkhurst and seconded by D. Dewey to accept and file the January 2017 Fire Report.

MOTION CARRIED

10. DPW REPORT

A. MONTHLY REPORT

Motion made by D. Dewey and seconded by J. Dewey to accept and file the January-February 2017 DPW Report as presented by Mr. Jerry Dines.
MOTION CARRIED

11. UNFINISHED BUSINESS

No unfinished business was presented.

12. NEW BUSINESS

A. ROAD REPAIR

President Norton stated that after talking to Jon Moxey from Fleis & Vandenbrink, the best option is to request a loan from the State Infrastructure Bank for \$150,000 or \$250,000 with a ten-year payment.

Mr. Dines stated that \$250,000 will not cover the cost to repair the roads. President Norton suggested, after paving the roads, to seal them so their life span is longer than ten years. Mr. Dines will present road repair quotes at the next meeting.

Motion made by D. Dewey and seconded J. Dewey to table the road repair issue to be discussed with quotes on March 20, 2017.

MOTION CARRIED

B. STREET ADMINISTRATOR

Trustees French and Hardenburg came back from the fire-run call at 8:14 pm.

The concern of the Street Administrator (SA) Danielle Hardenburg's, knowledge was discussed. The need of the SA to be available during the Lake St. project and the ACT 51 regulation regarding of whether a SA must be a Village resident were discussed.

President Norton will contact Jon Moxey to verify the SA assistant time during the Lake St. Project as well as the ACT 51 regulation.

Motion made by T. Parkhurst and seconded by J. Dewey to table the SA issue to be discussed, after presenting the information needed, on March 20, 2017.

MOTION CARRIED

C. RESIDENTS NEWSLETTER

It was the consensus of the Council to mail out the Residents' Newsletter after making the changes made by the Council.

D. 2017-18 COMMITTEE MEMBERSHIP

Trustee J. Dewey presented her desire to be part of a committee that works on community clean up and business engagement.

The Council suggested Mr. Dines to obtain volunteers such as the Boy scouts to repair and clean areas around the Village.

Once Trustee J. Dewey has some Village resident members join the Engagement Committee, they will be presented to the Council.

Motion made by T. Parkhurst and seconded by D. Dewey to create a Community Engagement Committee.
MOTION CARRIED

Motion made by T. Parkhurst and seconded by N. French to adopt 2017-18 Committee Membership assigning Trustee J. Dewey on the Fire, Personnel and Police Committees and Trustee Wheeler on DPW, Building & Safety, Parks & Rec. Committees.
MOTION CARRIED

E. APPOINT A PLANNING COMMISSION MEMBER

Motion made by D. Dewey and seconded by J. Dewey to appoint Adam Hill as a Planning Commission (PC) member for three years.
MOTION CARRIED

The issue of having two PC members in the Zoning Board of Appeals, which are Hill and Allen was discussed.

Motion made by D. Dewey and seconded by T. Parkhurst to appoint Morgan Allen as a Planning Commission member for three years.
MOTION CARRIED

Motion made by D. Dewey and seconded by J. Dewey to accept Tonia Parkhurst's resignation from the Planning Commission.
MOTION CARRIED

F. SANITARY SEWER EXTENSION FEASIBILITY STUDY PROPOSAL

Mr. Dines suggested to the Council to build a lift station by Ritchie during the Lake St. construction on the west side. Two or three houses might connect to the Village sewer system. Fleis & Vandenbrink will present, if approved, two proposals to run pipes through Lake St. to Paradise Cove sanitary sewer or from Ritchie to the lagoons.

Motion made by T. Parkhurst and seconded by D. Hardenburg to approve Fleis & Vandenbrink to proceed with the Sanitary Sewer Extension Feasibility Study Proposal for the cost of \$2,800.00. The expense will be charged to the Sewer Fund.
MOTION CARRIED

G. APPROVE CLERK'S TIME OFF

Clerk Nielsen requested three weeks from April to June 2017 as time off to visit her family in Mexico. The Council was concerned about the Clerk's work-days, hours not being enough and leaving the office unattended during that time even though Clerk Nielsen will accomplish the job once coming back. Clerk Nielsen clarified that the time off requested is unpaid.

The concern of leaving the office unattended during the Lake St. construction, even though it starts on July, was discussed.

The employment vacation-time regulation from private companies and the three weeks being excessive time off were discussed.

Treasurer Arnold was willing to cover Wednesdays and Thursday mornings during Clerk Nielsen's time off.

Motion made by D. Dewey and Seconded by T. Parkhurst to grant two weeks unpaid vacation, which must be taken prior to June 2017, to Clerk Nielsen; and pay Treasurer Arnold two days per week based on the Clerk's wage for covering and performing Clerk Nielsen's duties during that time off.

MOTION CARRIED

H. CEMETERY BIDS

Motion made by T. Parkhurst and seconded by N. French to publish in the newspaper Cemetery bids.

MOTION CARRIED

13. COMMITTEE REPORTS

The Rosie's Ice Cream Shop drive through issue will have a public hearing on April 10, 2017 during the Planning Commission regular meeting. The public hearing will be announced in the newspaper and mailed to residents within 300 ft. radius from the location.

14. TRUSTEE COMMENTS

Trustee French proposed to bring some revenues for the Police Dept. (PD) by proposing a millage on the next election ballot.

Motion made by N. French and seconded by J. Dewey to put Sand Lake Police (SLP) millage on the Nov 2017 ballot.

MOTION NOT CARRIED

Motion made by N. French and seconded by D. Hardenburg to research on placing SLP millage on the November 2017 ballot and how much millage will be charged.

MOTION CARRIED

Trustee J. Dewey will meet with the Personnel Committee and the Clerk to discuss the Clerk's work hours and responsibilities.

Trustee D. Dewey expressed the need for the Village to grow.

Clerk Nielsen won't be able to attend the regular Council Meeting on March 20, 2017 due to training. She suggested to the Council to appoint a person who will take minutes for the March meeting.

15. ADJOURNMENT

There being no further business to come before the Council,
Motion made by D. Dewey and seconded by T. Parkhurst to adjourn.
MOTION CARRIED

Meeting adjourned at 9:34 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Leticia Nielsen', with a large, stylized flourish at the end.

Leticia Nielsen, Clerk