

REGULAR MEETING MINUTES  
VILLAGE OF SAND LAKE COUNCIL

January 20, 2020, 7:00 p.m.  
At the Sand Lake Municipal Building  
www.villageofsandlake.org

1. Call to Order and Pledge of Allegiance: Meeting was called to order at 7:02pm by President Quinlan. The pledge of allegiance was recited.

2. Prayer: Pastor Frank Taylor, from Deerfield Bible Church, led the group in prayer.

3. Roll Call: MEMBERS PRESENT: Glenn Baker, Marcia Helton, Bill Rau, Tracy Quinlan, Theresa Jerome, Tonia Parkhurst and Rachel Gokey. ABSENT: None

4. Comments by the President

Thank you all for being here this evening!

5. Public Comments:

The Council welcomes and encourages the public to speak during the public comment portions of the agenda. However, Council policy is to hear the public comment, not to act on the public comment at this time. Concerns brought before the Council during the Public Comment portion of the agenda will be referred to the President for action. If, after communicating with the President, no resolution is reached, the concern will be elevated to the Council for action.

Those citizens wishing to speak on agenda and non-agenda items will be allowed a maximum of **five minutes** each to address their concerns. This is the only time during the Council meeting that citizens are allowed to address the Council. Please state your name and address for the record, if you would like.

**Public Comment opened 7:07pm**

Sara Brinks, 551 W. Lake St. stood and stated to the Council that she has legal grounds to bring suit against the Village within the next two (2) years.

Brandon Sinclair (Grand Rapids, MI) wanted to introduce himself as a Christian Conservative running for State Representative. He currently works at Grand Rapids Community College. Mr. looks forward to the Village of Sand Lake's 4<sup>th</sup> of July festivities in 2020.

**Public Comment closed 7:09pm**

6. Adoption of Agenda: Motion Made by Gokey, with support by Parkhurst, to adopt the agenda as presented. AIF. Motion Carried.

7. Administrative Reports

a. Minutes

i. December 16, 2019 Regular Meeting: Motion Made by Parkhurst, with support by Jerome, to file and accept the December 16, 2019 Regular Meeting minutes with noted corrections. AIF. Motion Carried.

b. Financial Matters:

i. Financial Statements: Motion Made by Parkhurst, with support by Gokey, to accept and file the Financial Statement as presented. AIF. Motion Carried.

ii. Accounts Payable: Motion Made by Parkhurst, with support by Baker, to pay the bills in the amount of Nineteen Thousand One Hundred Twenty Dollars and Forty-Six Cents (\$19,120.46). AIF. Motion Carried.

ii. Roll call vote for USDA completion: Motion Made by Parkhurst, with support by Gokey to authorizing the payment of the final Pay Estimate, issued by the Michigan Department of Transportation (MDOT) to Dean's Landscaping and Excavating and authorizes payment to MDOT for the Village share of that payment concurrent with the cost sharing agreement.

**ROLL CALL:**

Glenn Baker- Yes

Marcia Helton- Yes

Bill Rau- Yes

Tracy Quinlan- Yes

Theresa Jerome- Yes

Tonia Parkhurst-Yes

Rachel Gokey- Yes

Motion Carried.

c. Clerk's report

i. Approval of new VoSL letterhead for use on ALL correspondence: Motion Made by Jerome, with support by Parkhurst, to accept the new letterhead, with logo on all correspondence, with the addition of contact information in the footer and a phone number at the top of the page. AIF. Motion Carried.

**8. CLOSED SESSION Close session began at 7:25pm.**

a. Motion to enter closed session.

**ROLL CALL:**

Glenn Baker- Yes

Marcia Helton- Yes

Bill Rau- Yes

Tracy Quinlan- Yes

Theresa Jerome- Yes

Tonia Parkhurst-Yes

Rachel Gokey- Yes

Motion Carried.

**Regular Council meeting resumes at 7:57pm.**

Motion Made by President Quinlan, with support by Parkhurst, to create a Real Property Sale and Acquisition committee with the following members: Bill Rau, Tracy Quinlan, Marcia Helton and Rachel Gokey. AIF. Motion Carried.

**9. Department Reports**

a. **Fire Department:** Motion Made by Helton, with support by Jerome, to accept and file the Fire Department report as submitted. AIF. Motion Carried.

b. **Cemetery/Parks and Recreation:**

i. Cemetery committee to begin bidding process for cemetery expansion. The old bids should be found and reevaluated.

ii. Ordinance update: The ordinance is being worked on still. The February meeting will have to be moved to another day TBD.

c. **Ordinance**

i. Update on collection activities: Things are going well; people are paying the bills and now understand how and why the bills are generated, printed and paid.

ii. Resolution to set non-conforming business use fines: Motion Made by Jerome, with support by Baker, for a resolution to set the non-conforming business use fines as follows:

- First (1<sup>st</sup>) notice will give sixty (60) days' notice of violation and a copy of the non-conforming ordinance.
- Second (2<sup>nd</sup>) notice will give an additional thirty (30) days, to conform, and a one hundred dollar (\$100) fine.
- Third (3<sup>rd</sup>) notice will give an additional thirty (30) days, to conform, plus an additional one hundred and fifty dollars (\$150) in fines.
- Fourth (4<sup>th</sup>) notice (and all future notices beyond the Fourth (4<sup>th</sup>) notice) will give an additional thirty (30) days, to conform, plus an additional five hundred dollars (\$500) in fines.

**ROLL CALL:**

Glenn Baker- Yes

Marcia Helton- Yes

Bill Rau- Yes

Tracy Quinlan- Yes

Theresa Jerome- Yes

Tonia Parkhurst-Yes

Rachel Gokey- Yes

Motion Carried.

iii. Request by Jacki Slomp to waive one-time late fee on water/sewer. Motion made by Parkhurst, with support by Helton, to waive the one-time late fee on Jacki Slomp's water and sewer bill for 2019 Quarter 3. AIF. Motion Carried.

iv. Formal request by owner to shut off water/sewer to Mr. Pizza and to pro rate bills back to 2017. Residence in use: Motion Made by President Quinlan, with support by Helton, to shut off the water/sewer to Mr. Pizza and only bill the residential rate for the residential space above the business, effective for Quarter 1 of 2020 water/sewer billing cycle. AIF. Motion Carried.

Motion Made by Baker, with support by Parkhurst, to table the proration back to 2017 until actual numbers are presented to show what it is and what it would pro rate back to. AIF. Motion Carried.

vi. Anonymous correspondence received: The Village of Howard City and the City of Cedar Springs received anonymous correspondence from someone claiming to be a Village resident. Each Council member was given a copy of the anonymous letter.

**d. Department of Public Works:**

i. Resolution to approve purchase of equipment: Motion Made by Rau, with support by Jerome, to approve the purchase of equipment and to authorize Trustee Baker, to research (and purchase) a good quality backhoe and 12-foot snow box, not to exceed \$45,000.

**ROLL CALL:**

Glenn Baker- Yes

Marcia Helton- Yes

Bill Rau- Yes

Tracy Quinlan- Yes

Theresa Jerome- Yes

Tonia Parkhurst-Yes

Rachel Gokey- Yes

Motion Carried.

ii. Water and Sewer to its own department (M. Armstrong will be supervisor)

- a. Negotiate and approve OIC contract.
- b. Work directly with DPW supervisor, OIC, Michigan Rural Water and EGLE.

Motion Made by Parkhurst, with support by Baker, to split the water and sewer departments to be separate from the remaining DPW departments. AIF. Motion Carried.

Motion Made by Gokey, with support by Parkhurst, to accept and file the DPW report. AIF. Motion Carried.

**e. Buildings and Grounds**

i. Replacement of light post: The light post replacement estimate does include the cost of installation in the quote. It will be ordered and scheduled to be installed, once weather permits.

ii. Ark's Electric: analysis on street lighting around the Village: Ark's Electric is going to get back to us on what it would cost to analysis and update the street lighting to help reduce electric bills. Consumers Energy may have a program to help also.

iii. Casair will fix the damage done to baseball parking area this Spring.

**f. Budget and Finance**

i. All CD renewals require approval from the Council: Motion Made by President Quinlan, with support by Baker, that all certificate of deposit renewals must be approved by the Council before the certificate of deposit is renewed. AIF. Motion Carried.

ii. Resolution to increase council pay: Tabled

iii. Resolution to increase President's pay: Tabled

iv. Resolution to increase Treasurer's pay: Tabled

v. Resolution to increase Clerk's pay: Tabled

vi. Resolution to increase Assessor's pay: Tabled

vii. Resolution to increase water and sewer rates by 3.25%, as per EGLE requirement.

- a. Timing of rate increase

Motion Made by Baker, with support by Gokey, for a resolution to increase water and sewer rates by 3.25%, as per EGLE requirement, effective at next billing cycle (Quarter 1 for 2020).

**ROLL CALL:**

Glenn Baker- Yes

Marcia Helton- Yes

Bill Rau- Yes

Tracy Quinlan- Yes

Theresa Jerome- Yes

Tonia Parkhurst-Yes

Rachel Gokey- Yes

Motion Carried.

- b. Appointment of new committee-"Water and Sewer Oversight"

Motion Made by, with support by, to create the new committee, "Water and Sewer Oversight" and appoint Chad Armstrong (chair), Glenn Baker and Tonia Parkhurst.

viii. Audit update: The audit has still not been submitted. President Quinlan and Trustee Gokey have both reached out and are still awaiting a response from the Village auditor.

ix. ACT 51 funds-It was discovered that the Village has NOT been receiving ACT 51 money. Upon researching further we were notified that all emails being sent to the

previous clerk (who was employed while opening and emails BUT set it up to a personal email) and the auditor (who was also opening all emails but did NOT notify anyone at the Village.)

x. Resolution to increase current VoSL credit card limit to \$15,000.

Motion Made by Parkhurst, with support by Baker, to increase the current Village of Sand Lake credit card limit to \$15,000.

**ROLL CALL:**

Glenn Baker- Yes

Marcia Helton- Yes

Bill Rau- Yes

Tracy Quinlan- Yes

Theresa Jerome- Yes

Tonia Parkhurst-Yes

Rachel Gokey- Yes

Motion Carried.

xi. Add fuel tanks by DPW pole building for use in fueling fire trucks and DPW trucks and equipment.

a. Fuelman is no longer a viable form of payment for fuel.

i. Charging .30 more per gallon.

ii. Charging administrative fee based on usage (\$25 and up per billing cycle-every two weeks).

Motion Made by President Quinlan, with support by Jerome, for Trustee Helton to contact Wesco and President Quinlan to contact Crystal Flash and all information will be presented to President Quinlan and President tempore Parkhurst to decide at that time. AIF. Motion Carried.

**g. Human Resources**

i. Combine clerk/treasurer position: Motion Made by President Quinlan, with support by Jerome, to table the discussion of combining clerk/treasurer positions. AIF. Motion Carried.

ii. Jerry Dines v VoSL: An update was given to the Council on current legal proceedings with plaintiff, Jerry Dines.

iii. DeLobel: Motion Made by Baker, with support by Rau, to reject both requests from CMDA. AIF. Motion Carried.

iv. Opper Excavating: Upon organizing the files in the Village files cabinets, President Quinlan discovered a document stating that the Village of Sand Lake is NOT responsible for paying water and sewer hookup fees back to Opper Excavating beyond 2012. The council was previously instructed to pay out a total of \$6,000 when they did not have to per the signed agreement. Motion Made by Jerome, with support by Rau, to request the \$6,000 back from Richard Opper. AIF. Motion Carried.

v. Act 51 MDOT Funds- (Already addressed in Budget & Finance above.)

vi. Accept resignation from Trustee Gokey: Motion Made by President Quinlan, with support by Parkhurst, to remove Trustee Gokey as the Human Resources Chair and committee. AIF. Motion Carried.

vii. Appoint new committee chair: Tonia Parkhurst and Theresa Jerome have been appointed to the Human Resources committee. A new list of committees and members will be provided by next meeting.

**ROLL CALL:**

Glenn Baker- Yes

Marcia Helton- Yes

Bill Rau- Yes

Tracy Quinlan- Yes  
Theresa Jerome- Yes  
Tonia Parkhurst-Yes  
Rachel Gokey- Yes  
Motion Carried.

**10. New Business**

a. Informational meeting hosted by Tranquility Fields in regard to adult-use recreational marijuana facility: Meeting is being held on Wednesday, January 22, 2020 at 5:30pm at the Village Meeting Hall.

b. Sign up for attendance at additional meetings (Chamber, Township, Planning committees, etc.): Each council member was given a schedule to select what meetings they can attend in order to bring information back to the Village Council and Village residents.

**11. Old Business**

a. Replacement of light post: Being scheduled.

b. Ark's Electric analysis on street lighting around the Village

c. Building analysis- Motion Made by President Quinlan, with support from Jerome, to table discussion of the building analysis. AIF. Motion Carried.

**12. Council Comments**


Trustee Parkhurst was inquiring at to whether or not the business use ordinance needs to include our conforming business ordinances to match the correct types of businesses allowed in the Village limits. It was also brought to Trustee Parkhurst's attention that the Village truck was outside the Village limits. Someone took a picture and showed it to her. The DPW Supervisor is to call Trustee Baker if the Village equipment

Trustee Jerome thanked the people that took time out of their Saturday to create Valentine gnomes. She also wanted to inform the Council she is hoping to create vinyl banners for the High School to screen print for the Village light poles.

**13. Adjournment**

There being no further business to discuss, Motion Made by Helton, with support by Parkhurst, to adjourn at 10:07pm. AIF. Motion Carried.

Respectfully yours,



Rachel Gokey  
Interim Clerk  
Village of Sand Lake