

VILLAGE OF SAND LAKE

SPECIAL COUNCIL MEETING

MAY 10, 2017

1. **CALL TO ORDER:** The regular meeting of the Sand Lake Village Council was called to order by President Norton at 7:00p.m. on Monday, May 10, 2017, at the Sand Lake Municipal Building.

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

3. **ROLL CALL:**

Members Presents: Tom, Norton, Dave Dewey, Janice Dewey, Nyha French, Danielle Hardenburg, Tonia Parkhurst, Greg Wheeler

Members Absent: None

4. **AGENDA:** Motion Made by Parkhurst and seconded by D. Dewey to accept the agenda. AIF Motion Carried.

A. JOB DESCRIPTION FOR CLERK:

President Norton stated that Delores Drew has been temporary appointed to the Village clerk position until the council appoints a new clerk. Norton would like the clerk job to be posted in several places with preference to hire someone locally if possibly. Once the applications have been received, the personnel committee will review and interview the applicants and recommend their findings to the Village President and the council.

The personnel committee prepared a job description complied from the General Law Village Act MCL 61.5 and other surrounding community clerk job descriptions.

Motion Made by French and seconded by J. Dewey to use the job description of the nature and work responsibilities of the clerk that the personnel committee had prepared.

AIF Motion Carried.

Discussion of the job posting to include the following:

4 days per week

24 hours per week

annual salary \$18,720.00 or \$14.00 - \$16.00 per hour

part-time position

no benefits

training and review after 6 months

resumes/applications must be received by June 1, 2017

interviews will be conducted by personnel committee

Norton will get internet postings out by Friday, May 12, 2017 and other postings out next week.

Motion Made by D. Dewey and seconded by Parkhurst to post clerk's job. AIF Motion Carried.

Interviews will be conducted by personnel committee to screen applicants. Final interview by the full council.

Discussion of vacation/sick time and requesting time off in advance. Currently, there are no benefits provided for the clerk's position.

Some issues will be handled within the employee handbook that is in the review process.

B. COMMUNITY PERCEPTION:

President Norton stated that he would like to combine community perception with #5. Public Comment to create a dialogue with the community residents in attendance.

Village Attorney, Jeff Sluggett, was present to answer any legal questions.

Betty Towsley asked if there is a possibility of a deputy clerk.

President Norton addressed several rumors about dissolving the fire department and the police department. He stated that the Village does not have any plans to get rid of the fire department or police department. President Norton's personal cell phone number is available and posted for anyone seeking information about rumors that they have heard.

J. Dewey noted that she is aware that there are some issues between personnel within the Municipal Building. Currently, the Village and Nelson Township share office space.

Currently, there is not an operational agreement between the two entities, but the utilities and maintenance are shared between the Village and Nelson Township.

Jeff Sluggett suggested looking to other communities, such as Spring Lake or MML, for examples of administrative agreements.

Treasurer Brenda Arnold stated firmly that she does not have any problems working with Nelson Township personnel.

Debbie Majeski noted that the Village and the Township had a good relationship that was created from good attitudes, respect, and communication.

Roger Towsley, former Village President, stated that he had a good relationship with Nelson Township.

Robyn Britton, Nelson Township Supervisor, stated that she had heard rumors from residents about dissolving the fire department, then heard the Village of Sand Lake Police Chief repeat the same rumor to the Township Zoning Administrator, then President Norton repeated the same hypothetical rumor in her office, then she became concerned about the rumors.

Council Member J. Dewey spoke on the phone with Britton about the rumor.

Britton stated that Nelson Township personnel have a good relationship with the Village personnel. She would like to put any differences aside and work together for greater opportunities for the residents in the community.

Council Member J. Dewey would like to research work place ethics in other communities. There should be protocol in place as to chain of command to dispel rumors in the Village or Township.

Britton noted that there is contention between Nelson Township Clerk Laura Hoffman and Village President Norton. She stated that Treasurer Arnold is an important bridge between the Village and Township.

Council Member French commented that professionalism is required in all the jobs and from all the people here at the Village, especially the community leaders.

Council Member J. Dewey would like an overview or orientation as to the duties of Village officials using the MML Handbook as a reference.

President Norton noted that the previous meeting was not conducted as he wanted.

Council Member Wheeler noted that Robert's Rules of Order should be followed, and at the previous meeting the vote for dismissal should have been tabled, because he felt the vote was pressured.

Marcia Helton noted that people do not feel comfortable to call President Norton.

Britton stated that the Village Police Chief is using his view camera recording in the office area which makes her uncomfortable.

President Norton stated that he will talk to Police Chief Reamsma about the protocol for using the view cam in the office area.

Council Member D. Dewey noted that the Village and Nelson Township should split bills based on population.

Britton stated that when issues happen, the discussion should be taken elsewhere and not continue in the open office area.

President Norton said he would try to fix the issue with Township Clerk Hoffman.

Attorney Sluggett suggested MML training, written rules of procedures, ethics policies, and an administrative committee consisting of the Village and Nelson Township to discuss what needs to happen to make a better relationship.

Village Fire Chief Ed Holtzlander stated that he does not trust the Village Police Chief because he videotaped the meeting and then said that he did not remember that he did tape it. Holtzlander stated that the video cam is for the police officer's safety when he is performing his job patrolling, not when he is sitting in a meeting.

Council Member Hardenburg noted that she heard rumors that President Norton had asked Police Chief Reamsma to video tape more than just meetings.

Marcia Helton asked how to get a copy of the videos.

Attorney Sluggett stated that if the video still exists, it can be obtained by F.O.I.A. The time retention of the videos is a gray area and the Village should have a policy for retention so that specific information could be retrieved by a F.O.I.A. request.

The Village Council will set guidelines for using the body cam.

A sign will be posted in the meeting room stating that the meeting is being audio recorded.

In Michigan, a person has the right to record or video tape without telling the other person that they are being recorded as long as one person is a participant.

Roger Towsley, previous Village President, felt that Reamsma used the body cam too much in the office and its use eventually cost the previous zoning administrator his job.

Britton stated that the Police Chief said to the Village Clerk that if your boss tells you to break the law, you break the law. Britton felt that Reamsma's statement was not proper police behavior.

President Norton will review the video tape for behavior of the police chief interacting with the Village Clerk. Norton stated that he had asked the police chief to record the incident with the Village Clerk.

J. Dewey would like the council to attend a training to explain the duties and the responsibilities of the council along with reviewing the employee handbook and written procedures. Also, she would like representatives from both the Village and the Township get together as an administrative board to discuss issues.

Close the public comment at 8:50 p.m.

6. TRUSTEE COMMENTS:

Wheeler commented that it was a good night and lots of issues were discussed.

D. Dewey commented that being a council member is a position that involves always learning and that we are here for the best interests of the residents and the businesses and we have to learn to comprise.

J. Dewey said she was happy to start a discussion, answer questions and move forward.

Parkhurst said that she was glad to see all the residents that showed up for the meeting and she likes the discussion session with the residents to work through issues that involve this community to make our town better.

7. ADJOURNMENT:

There being no further business to come before the Council,

Motion Made by Parkhurst and seconded by French to adjourn. AIF Motion Carried.

Meeting adjourned at 8:54 p.m.

Respectfully submitted,

Brenda Arnold
Village Treasurer