

Village of Sand Lake
Regular Council Meeting Minutes
October 16, 2017

1. **Call to order:** The regular meeting of the Sand Lake Village Council was called to order at 7:17pm by President Pro-Tem, David Dewey on Monday, October 16, 2017 at the Sand Lake Municipal Building.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Roll Call:**
Members present: David Dewey, Janice Dewey, Nyha French, Tonia Parkhurst, Greg Wheeler
Absent at beginning of meeting: President Tom Norton and Danielle Hardenburg
4. **Agenda:** J. Dewey requested Craig Moore of the Chamber and MML Policy and Procedure discussion item be added to agenda under New Business. **T. Parkhurst motioned to accept agenda with additions, seconded by J. Dewey, AIF. Motion carried.**
5. **Presentation by Tri-County Schools:** Superintendent Cummings handed out documents and presented on the 2018 Bond Renewal. It calls for facility improvements, an upgrade to boiler system, Arts, Athletics, transportation and food service. Upcoming community meetings are: November 14 and November 20.

President Norton joined meeting at 7:25pm
6. **Presentation by Doug Wohlberg, CPA, Auditor:** Mr. Wohlberg presented the Year End statement/audit for FY ending March 31, 2017. Our financial statements were put into a format that complies with standards set by the Federal and State government. Our taxable value has been on a downslope over the past few years. Property taxes are at 14.6261 mills and has remained the same since 2013. According to audit report, property taxes are down, services are down; both sewer and water had operating losses. The Village needs to examine the Equipment Rental fund and organize expenses to actually replace older equipment. Our debt includes: Road debt of \$90,000, Sewer debt of \$1,090,000, Water debt of \$98,000 and State infrastructure of \$130,000. Mr. Wohlberg suggested that we stay committed to improving policies and accurate pricing of water/sewer systems. J. Dewey asked Mr. Wohlberg about deficiency comment. He responded that it's not reasonable for a Village of our size to prepare complex financial statements with an outside accountant, nor is it financially affordable. We will continue to see this comment/statement every year. It is a standard comment. **T. Parkhurst motioned to accept Financial audit as prepared by Mr. Wohlberg, it was seconded by J. Dewey, AIF. Motion carried.**
7. **Administrative report:**
 - a. **Minutes:** T. Parkhurst made a motion to accept minutes with changes to #4, #8 and #9, it was seconded J. Dewey, AIF. Motion carried.
 - b. **Financial statement:** Motion made by T. Parkhurst, seconded by D. Dewey to accept and file the October Financial Statement as presented, AIF. Motion carried.
 - c. **Bills:** Motion made by D. Dewey, seconded by T. Parkhurst to pay the bills in the amount of 182,419.80 (One hundred eighty-two thousand, four hundred nineteen and eighty cents). AIF. Motion carried.
8. **Public Comment:** Craig Moore, Chamber of Commerce, stated that a speed limit sign is \$2,000, the Chamber is willing to buy one sign but power is needed to illuminate sign.

Mr. Hendricks asked if there could be an arrow on the corner of Lake/Ritchie. Jerry stated that there are arrows there already.

9. **Police Report:** Chief Reamsma stated that he is still working on the Collin's property. He has issued several violation notices to him (9/26/17, 9/27/17, 9/28/17, 9/29/17). The clean-up is about 80% finished. The swimming pool is still an issue. The Magistrate suggested we request a formal hearing then Judge would issue a court order. There is not a court date yet, but it will probably be an informal hearing.

- a. **J. Dewey motioned to request a formal hearing for court date regarding trash issue, D. Dewey supported motion. Discussion included T. Parkhurst stating that she didn't think it was worth the money, D. Dewey thought there was language in our ordinance that the Chief/Village/Cleaning person could legally go onto property. Chief stated that it is always better to have Court look into issue legally. Chief also stated that the property owner is responsible for paying all fees associated with clean-up including court fees. After discussion, motion was amended to include that the property owner pay all court fees.**

Roll call taken:

D. Dewey: Yes

J. Dewey: Yes

N. French: Yes

G. Wheeler: Yes

T. Parkhurst: No

Motion carried.

Chief Reamsma commended Sgt. Brandow on a job well done on a stolen vehicle case that Sand Lake solved for Grand Rapids Police Department.

He also asked the Council if the PD can do away with time cards due to its unreliability. He signs all written time sheets and approves hours worked for each PD employee. **T. Parkhurst motioned to eliminate time cards, D. Dewey seconded. AIF. Motion carried.**

D. Dewey made a motion to accept and file October's Police Report, seconded by T. Parkhurst. AIF. Motion carried.

10. **Fire Report:** Fire Chief Ed Holtzlander answered D. Dewey's question regarding what SOG meant. Chief responded that it means "Standard Operating Guidelines".

T. Parkhurst motioned to accept and file the October Fire Report, it was seconded by D. Dewey. AIF. Motion carried.

11. **DPW Report:** DPW Supervisor, Jerry Dines updated the Council that the house on Main street has water now. J. Dewey asked if the engineers gave a reason as to why bike lanes were not added to construction on Lake Street. DPW Dines stated that the lanes were not wide enough. We will need to inform the business district that parking will be decreased next year during next phase of Lake street construction. He suggested that the Council contact the businesses to inform them of construction and parking plan, President T. Norton stated that we need to make a "To-do list" and send a certified letter to all business owners in construction area. Some awnings will need to be removed from facades of building for construction.

N. French thanked Supervisor Dines for going above and beyond and burying a cat.

D. Dewey made a motion to accept and file the DPW October's report, it was seconded by N. French. AIF. Motion carried.

12. **Unfinished business:** Paradise Cove issue has been moved to the November 20 agenda

13. New Business

a. **Zoning Administer resignation:** President Norton updated the Council that Roger Towsley handed in his resignation and it was completely voluntary, not forced. **T. Parkhurst motioned to accept the resignation, it was seconded by D. Dewey. AIF. Motion carried.**

b. **Planning Commission zoning recommendation:** D. Dewey stated that the Planning Commission denied the request to change the zoning from R1 to R3. The Planning Commission recommended that both parcels located at 17377 W. Ritchie and 550 W. Lake be rezoned to R2 and the remaining acres (27) will not be included in that rezoning; it will remain R1 zoning for farming. A survey will be done. **J. Dewey made a motion to accept the recommendation for the Planning Commission that 17377 Ritchie and 550 W. Lake be rezoned to R2 with the remaining 27 acres to be zoned R1.** A discussion took place on waiving the \$3500 for water hook-up fees. T. Parkhurst asked why would the Village waive the fee. J. Dewey stated that if we waive it, does it set a precedent. J. Dewey does not feel that we should waive hook-up fee. It was suggested to waive a portion of the fee.

D. Dewey made a motion to waive 50% cost of the hook-up fee for 17377 W. Ritchie, it was seconded by T. Parkhurst, AIF. Motion carried.

c. **Language Access Plan:** Kristi explained to the Council that as a requirement of our USDA loan application, we must adopt a LAP. The plan will cover procedures on community outreach and language translation services to non-fluent English speakers in our community. **N. French made a motion to adopt Language Access Plan, it was supported by J. Dewey. Roll call vote taken**

French: Yes

J. Dewey: Yes

D. Dewey: Yes

Norton: Yes

Parkhurst: Yes

Motion carried.

d. **MML Policies and Procedures:** J. Dewey researched MML and spoke to a consultant about training on policy and procedures for the Council, Mary Charles, MML consultant can do an on-site customized session that is 3 hours long for \$1500.

e. **Village Promotion Committee:** Craig Moore with the Chamber of Commerce would like to create a promotion committee for the Village. T. Parkhurst and N. French volunteered to join the committee and work with Craig and the Chamber.

14. Committee Reports: **J. Dewey motioned to combine the Community Engagement Committee with the Parks and Recreation Committee and would like the ability to use earmarked CEC funds without Council approval but 2 committee members must sign off on spending, D. Dewey seconded. Roll call vote taken:**

French: Yes

Parkhurst: Yes

D. Dewey: Yes

J. Dewey: Yes

Norton: Yes

J. Dewey made a motion to have donations come into account only be used for community engagement activities and no public dollars will be used, it was seconded by D. Dewey. Roll call vote taken:

French: Yes

Parkhurst: Yes

D. Dewey: Yes

Roll call vote continued

J. Dewey: Yes

Norton: Yes

Motion carried.

J. Dewey updated Council on the CEC Halloween party. They have raised \$1660 in donations. It will be held October 31 from 6-8pm at the Fire Barn. There will be cider, donuts, bounce house, parade, raffles, games.

f. Planning Commission: The Planning Commission does not meet again until January. Erin Allen has requested a leave of absence. Morgan Allen has resigned from the Planning Commission. Her term was not to end until 2/20/2020. **T. Parkhurst made a motion to accept Morgan Allen's resignation from the Planning Commission, it was seconded by D. Dewey. AIF. Motion carried.**

15. Trustee Comments: None

16. Meeting adjournment at 9:41pm

Respectfully submitted,

Kristi DeKraker
Village Clerk