

VILLAGE OF SAND LAKE
MINUTES
REGULAR COUNCIL MEETING
FEBRUARY 15, 2016

1. **CALL TO ORDER:** The regular meeting of the Sand Lake Village Council was called to order by President Roger Towsley at 7:02 p.m. on Monday, February 15, 2016, at the Sand Lake Municipal Building.

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

3. **ROLL CALL**

MEMBERS PRESENT: Jim Ward, Thomas Norton, Adam Hill, Roger Towsley, Dave Dewey, Bette Towsley.

MEMBERS ABSENT: Danielle Hardenburg (excused)
Trustee Norton attended the meeting at 7:12 pm.

4. **AGENDA**

Motion made by D. Dewey and seconded by A. Hill to approve the February 15, 2016 Agenda.

MOTION CARRIED

5. **PUBLIC HEARING: #1 SIDE WALK LIBRARY'S EAST SIDE, #2 UPGRADE SOUTH ENTRANCE DOOR TO HANDICAP AND #3 UPGRADE RESTROOM'S DOOR AT THE SALISBURY PARK TO HANDICAP**

Open public forum at 7:03 pm.

President Towsley presented to the public the projects that are planned to be submitted to Kent County Community Development Block Grant (KCCDBG). He stated that he received a suggestion of upgrading the playground at the Salisbury Park, which is planned to be submitted to KCCDBG on 2017.

There were no comments from the public.

Closed public forum at 7:05 pm.

6. **PUBLIC HEARING: PROPOSED 2016-2017 BUDGET**

Open public forum at 7:05 pm.

President Towsley presented and explained to the public the 2016-17 Budget as well as the Village's financial position.

There were no comments from the public.

Closed public forum at 7:10 pm.

7. ADMINISTRATIVE REPORT

**A. MINUTES: JANUARY 18, 2016 REGULAR MEETING AND
FEBRUARY 04, 2016 SPECIAL MEETING**

Motion made by D. Dewey and seconded by J. Ward to approve and file the January 18, 2016 Regular Council Meeting Minutes.

MOTION CARRIED

Motion made by D. Dewey and seconded by B. Towsley to approve and file the February 04, 2016 Special Council Meeting Minutes.

MOTION CARRIED

B. FINANCIAL MATTERS:

1. FINANCIAL STATEMENT

Motion made by D. Dewey and seconded by J. Ward to approve and file the January 2016 Financial Statement as presented by Treasurer Brenda Arnold.

MOTION CARRIED

**I. TRANSFER MONEY FROM SEWER SAVINGS TO SEWER
OPERATION AND MAINTENANCE CHECKING**

Motion made by D. Dewey and seconded by A. Hill to transfer \$14,000.00 from sewer savings to sewer operation and maintenance checking.

MOTION CARRIED

**II. TRANSFER MONEY FROM SEWER SAVINGS TO SEWER
BOND RESERVE CHECKING**

Motion made by A. Hill and seconded by J. Ward to transfer \$4,750.00 from sewer savings to sewer bond reserve checking.

MOTION CARRIED

2. BILLS:

Motion made by D. Dewey and seconded by T. Norton to pay the January-February 2016 bills in the amount of \$13,047.46 (Thirteen Thousand, Forty-seven Dollars and Forty-six Cents).

MOTION CARRIED

3. ADOPT 2016-2017 BUDGET

Motion made by D. Dewey and seconded by B. Towsley to adopt 2016-2017 Budget.

MOTION NOT CARRIED

Trustee Norton was not in favor of this motion, since he was not invited to the Finance and Budget Committee meeting. Clerk Nielsen stated that his package and the schedule for the budget meetings were delivered before the scheduled first meeting. According to Chief Police Reamsma the packages were delivered on time.

Trustee Norton requested to schedule another Finance and Budget Committee meeting on Wednesday, Feb. 24, 2016 at 9:00 am. It was the consensus of the Council to do so.

4. TRANSFER \$44,000 FROM GENERAL SAVINGS TO CHECKING TO COVER THE 2016-17 EXPENDITURES

No action was taken.

5. DEPOSIT T-MOBILE RENT REVENUES INTO WATER FUND

No action was taken.

8. PUBLIC COMMENT

Danielle Acton, owner of the business at 42 W. Lake St., Sand Lake, MI 49343, informed the Council about the fraud she experienced with the previous owners of the property. She stated that a Kent County Sheriff officer let the previous owners into the business, and they removed equipment that belongs to Ms. Acton. She wants to press charges to the previous owners. Mrs. Acton thanked Police Chief Reamsma for assisting her with the case and investigation process. Trustee Norton offered to provide Mrs. Acton with Sheriffs' Department contact information.

A. TRI CO EAGLES CLUB, STEVE LONGENECKER: HANDICAP PARKING SPACE IN FRONT OF THE BUILDING

Motion made by T. Norton and seconded by B. Towsley to table the the Tri Co Eagles Club's request of a handicap parking space for the March 21, 2016 meeting and until the Council has more information regarding the measurements of parking spots.

MOTION CARRIED

Mr. Longenecker explained to the Council the need of a handicap parking space accessible for seniors and veteran visitors. He stated that they only want to be allowed to paint and put a sign on the handicap parking space.

The measurements, parking spots in town and the number of times veterans visit the Eagles club were discussed.

The Council agreed to review a map of the parking spots in town to decide on how to make this spot available.

Ms. Acton stated that there are grants that can fund the project. She will provide the information to Trustee Norton.

Trustee Dewey, President Towsley and Supervisor Dines will meet to decide on how to make this spot available.

9. POLICE REPORT

A. MONTHLY REPORT

Motion made by T. Norton and seconded by J. Ward to accept and file the January 2016 Police Report as presented by Police Chief James Reamsma.
MOTION CARRIED

Ms. Acton's fraud issue was discussed.

B. WAGES INCREASE FOR THE POLICE OFFICERS

No action was taken.

10. FIRE REPORT

A. MONTHLY REPORT

Motion made by D. Dewey and seconded by T. Norton to accept and file the January 2016 Fire Report as presented by Fire Chief Holtzlander.
MOTION CARRIED

The Fire Department will receive \$1,500.00 for participating in the Ensley Township's event. Fire Chief Holtzlander will attend it.

A. WAGES INCREASE FOR FIRE CHIEF, OFFICERS, FIRE & MED. RUNS

No action was taken.

11. DPW REPORT

A. MONTHLY REPORT

Motion made by T. Norton and seconded by D. Dewey to accept and file the January-February 2016 DPW Report as presented by Mr. Jerry Dines.
MOTION CARRIED

B. SALARY INCREASE

No action was taken until budget is reviewed.

C. VACATION AND SICK TIME POLICY

No action was taken until budget is reviewed.

12. UNFINISHED BUSINESS

No issues were presented.

13. NEW BUSINESS

A. RESOLUTION #2016-02 TO AUTHORIZE THE ACCEPTANCE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FROM KENT COUNTY

Motion made by B. Towsley and seconded by D. Dewey to approve the RESOLUTION #2016-2 TO AUTHORIZE THE ACCEPTANCE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FROM KENT COUNTY.

ROLL CALL VOTE:

J. WARD	YES
T. NORTON	YES
A. HILL	YES
R. TOWSLEY	YES
D. DEWEY	YES
B. TOWSLEY	YES
ABSENT	D. Hardenburg,

MOTION CARRIED

B. RESOLUTION # 2016-03 TO APPROVE COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING APPLICATION FOR #1 A SIDE WALK LIBRARY'S EAST SIDE, #2 UPGRADING SOUTH ENTRANCE DOOR TO HANDICAP AND #3 UPGRADING RESTROOM'S DOOR AT THE SALISBURY PARK TO HANDICAP ACCESSIBLE

Motion made by D. Dewey and seconded by J. Ward to approve the RESOLUTION # 2016-03 TO APPROVE COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING APPLICATION FOR #1 A SIDE WALK LIBRARY'S EAST SIDE, #2 UPGRADING SOUTH ENTRANCE DOOR TO HANDICAP AND #3 UPGRADING RESTROOM'S DOOR AT THE SALISBURY PARK TO HANDICAP ACCESSIBLE with pending approval from the Sand Lake Chamber of Commerce to grant the Village an easement through their property for the #1 project.

ROLL CALL VOTE:

J. WARD	YES
T. NORTON	YES
A. HILL	YES
R. TOWSLEY	YES
D. DEWEY	YES
B. TOWSLEY	YES
ABSENT	D. Hardenburg,

MOTION CARRIED

C. HOMETOWN DECORATION AND DISPLAY, LLC AGREEMENT

Motion made by T. Norton and seconded by D. Dewey to approve the Hometown Decoration and Display, LLC Agreement for 3 years in order to hold a rate fixed of \$1,040.00 annually.

MOTION CARRIED

14. COMMITTEE REPORTS

During the Zoning Board of Appeals (ZBA) and Family Dollar (FD) meeting, variances were approved. Concerns from residents such as trash and traffic on the alley way were presented to the ZBA.

FD is planning to start the demolition in spring of 2016.

President Towsley presented to the Council the finances for the Lake Street project.

The total amount for this project is \$1,472,000.00, and will be done in two sections.

The cost of the first section will be \$367,000.00 from Ritchie Ave. to 5th Street. It will be funded with a Michigan Department of Transportation grant for \$233,000.00, and a loan from State Infrastructure Bank Loan for \$134,000 with a 3% interest rate, which will be paid off with the Act 51 revenues from 2017-2021.

The cost of the second section will be \$1,105,000.00 from 5th Street to Northland Dr. It will be funded with a loan for \$716,000.00 with 3% interest rate from the same institution, which will be paid with 5 mills over 25 years. The Village will ask the residents to extend the existing 5 mills that they are currently paying.

The millage proposal will go on the November 2016 ballots and if it does not pass and if approved by Council, will go on the spring of 2018 ballots.

If property value goes up, the extra revenue from millage will go towards the principal.

15. TRUSTEE COMMENTS

The letter from Clerk Nielsen to the Council was discussed by Trustee Norton.

Trustee Norton suggested to offer to Tri County schools a police service as a security service in their schools. In the past, the Council offered the service to Tri County, but it was rejected. Trustee Norton stated that he will offer it. By doing so, Police Department's expenses will be sustainable.

President Towsley stated that the Police and Fire Chiefs rejected having their fax machines switch to Casair e-mail fax service. Therefore, Clerk Nielsen proceeded to switch the rest of the phone lines.

Trustee Norton stated that, if the department will use the fax machines extremely frequently, it may be possible to have some inefficiency in service, but it should not be a problem. Therefore, they should be switched to Casair without problem.

Amber Hill was appointed as a member of The Zoning Board of Appeals (ZBA) during the ZBA meeting.

Motion made by T. Norton and seconded by D. Dewey to appoint Amber Hill as a Zoning Board of Appeals member for two years term.

MOTION CARRIED

Trustee Towsley requested from Trustee Norton a conclusion regarding his comments on the Clerk's letter. Trustee Norton stated that Clerk Nielsen did not follow the Council orders. Clerk Nielsen disagreed. She stated that she communicated the problem to President Towsley, made research on the issue by contacting the Village IT person and Mr. Wells from Casair, and both advised the Clerk to keep PFD fax system to avoid problems with the fax machines that Casair will not be responsible for. Clerk communicated the issue to the President. He has the authority to change Council orders if needed. Therefore, she did not take the liberty to change the Council orders.

The Council instructed Clerk Nielsen that, in the future, if something unexpected happens regarding the Council orders, to contact the related committee or the person in charge of the order and/or to all the Council, since President Towsley is not the entire voice of the Council.

Trustee Norton will be in charge of switching Police and Fire Dept. fax to Casair service.

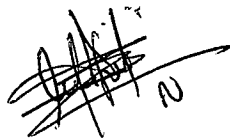
ADJOURNMENT

There being no further business to come before the Council,
Motion made by T. Norton and seconded by J. Ward to adjourn.

MOTION CARRIED

Meeting adjourned at 8:26 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be "Leticia Nielsen", with a large, sweeping flourish extending to the right. The signature is written over a faint, illegible stamp or background.

Leticia Nielsen, Clerk