

**VILLAGE OF SAND LAKE**  
**MINUTES**  
**REGULAR COUNCIL MEETING**  
**MARCH 21, 2016**

1. **CALL TO ORDER:** The regular meeting of the Sand Lake Village Council was called to order by President Towsley at 7:00p.m.on Monday, March 21, 2016, at the Sand Lake Municipal Building.
2. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
3. **ROLL CALL:**  
Members Presents: Jim Ward, Thomas Norton, Adam Hill, Dave Dewey, Bette Towsley, Roger Towsley  
Members Absent: Danielle Hardenburg  
Clerk Leticia Nielsen was absent due to clerk training, therefore Treasurer Brenda Arnold will take minutes of the meeting.
4. **AGENDA:** Motion Made by Dewey and seconded by Ward to accept the agenda as printed. AIF Motion Carried.
5. **LAKE STREET PROJECT: JON MOXEY and ROGER SWETS**  
Jon Moxey from Fleis & Vandenbrink Engineering outlined the plan for Lake Street which includes money allocation from the Grand Valley Metro Council (GVMC), and the Michigan Department of Transportation (MDOT). The first phase from Ritchie Ave. to 5<sup>th</sup> St. will be crush and shape asphalt of 4 inches. The construction is planned for spring of 2017. MDOT funding 80% is estimated at \$240,000.00. The Village share is expected to be \$130,000. The second phase from 5<sup>th</sup> St. to 3<sup>rd</sup> St. (Northland Dr.) will be funded by a millage to cover the estimated cost of \$500,000. The third phase is the Streetscape portion of 5<sup>th</sup> St. to 3<sup>rd</sup> St. which includes new street lighting, sidewalk upgrades, and non-motorized features like bike racks which will be funded by the MDOT grant in 2018-19. The MDOT grant is estimated at \$353,000. Village portion will be approximately \$220,000. The current road bond debt will be paid off in June 2018. The SAW grant is still approximately 5 years out. Councilman Dewey asked about the life expectancy of the new road construction, what if construction bid estimates come in higher, and if street improvements will increase housing values. Moxey stated that the new road from Ritchie Ave to 5<sup>th</sup> St. should have a life expectancy of about 20 years or more, the construction estimates already have a contingency built in for higher bids, and any improved road would most likely have curb appeal.

Motion Made by Ward and supported by Dewey to continue with the street project from Ritchie Ave. to 5<sup>th</sup> St.

**ROLL CALL VOTE:**

WARD Yes  
NORTON YES  
HILL YES  
DEWEY YES  
B. TOWSLEY YES  
R. TOWSLEY YES  
HARDENBURG ABSENT

**MOTION CARRIED.**

Roger Swets from Dickenson Wright PLLC, outlined the process of ballot proposal to be approved by the voters of the Village, which includes levying a millage every year. Because of the decreasing property values within the Village, the bond issue would be best setup for a 25 year plan to cover the projected \$720,000 needed for the project. The language for the ballot proposal for a road debt millage needs to be submitted to the Kent County Election Committee by August 18, 2016. Other options for loans are USDA Rural Development or the State of Michigan Infrastructure Bank where the interest rates are approximately 3%. The Village Council needs to consider options before proceeding.

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

Public Hearing was opened at 7:31 PM.

No public comment.

Public Hearing was closed at 7:33 PM.

**7. ADMINISTRATIVE REPORT:**

**A. MINUTES: FEBRUARY 15, 2016**

Correction to #14. Committee Reports... add "if approved by council" after ... will go on the spring of 2018 ballot.

Motion Made by Dewey and seconded by Ward to approve and file the February 15, 2016 Regular Council Minutes with corrections. AIF Motion Carried.

**B. FINANCIAL MATTERS:**

**1. FINANCIAL STATEMENT**

Motion Made by Dewey and seconded by Hill to approve and file the February 2016 Financial Statement as presented. AIF Motion Carried.

**2. FLEIS & VANDENBRINK INVOICE FOR LAKE STREET:**

Motion Made by Dewey and seconded by Norton to pay invoice # 42664 for professional services from Fleis & Vandenbrink Engineering for \$685.00 (six hundred eighty-five dollars). AIF Motion Carried.

**3. BILLS**

Motion Made by Dewey and seconded by Ward to pay the February 2016 bills in the amount of \$15,685.72 (fifteen thousand six hundred eighty-five dollars and seventy-two cents). AIF Motion Carried.

**4. 2015-16 BUDGET AMENDMENTS:**

Motion Made by Norton and supported by Ward to amend the General Fund 2015-16 budget by \$45,112.00, which includes the following departments: President \$200.00, Building & Grounds \$300.00, Cemetery \$2,372.00, Zoning \$30.00, and transfer to Fire & Water \$42,210.00. AIF Motion Carried.

Motion Made by Hill and supported by Dewey to amend the Major Street Fund 2015-16 budget by \$15,765.00, which includes the following Departments: Winter Maintenance \$3,522.00, Preservation \$10,890.00, and Storm Drains \$1,353.00. AIF Motion Carried.

Motion Made by Hill and supported by Ward to amend the Local Street Fund Winter Maintenance department 2015-16 budget by \$2,039.00,. AIF Motion Carried.

Motion Made by Hill and supported by Dewey to amend the Road Bond Debt Fund 2015-16 budget by \$1,508.00. AIF Motion Carried.

Motion Made by Hill and supported by Dewey to amend the Water Fund 2015-16 budget by \$1,708.00. AIF Motion Carried.

**5. RESOLUTIONS:**

The taxable value in the Village of Sand Lake is \$ 9,127,615 (nine million one hundred twenty seven thousand six hundred fifteen dollars).

**I. Resolution # 2016-04 Property Tax Rate for 2016**

Motion Made by Dewey and supported by Hill to approve Resolution # 2016-04 for the property tax rate of 19.6261 mills (14.6261 mills for operating and 5.00 mills for road bond debt) for 2016.

Roll Call Vote:

Ward	Yes
Norton	Yes
Hill	Yes
Dewey	Yes
B.Towsley	Yes
R.Towsley	Yes
Hardenburg	Absent

Motion Carried.

**II. Resolution # 2016-05 Transfer from Major Street to Local Street**  
Motion Made by Norton and supported by Hill to approve Resolution # 2016-05 to transfer \$3,000.00 (three thousand dollars) from the Major Street Fund into the Local Street Fund.

Roll Call Vote:

Ward Yes  
Norton Yes  
Hill Yes  
Dewey Yes  
B.Towsley Yes  
R.Towsley Yes  
Hardenburg Absent  
Motion Carried.

**8. PUBLIC COMMENT:**

Public Comment was opened at 7:50 PM.

No Public comment.

Public Comment closed at 7:53 PM.

**9. POLICE REPORT:**

**A. MONTHLY POLICE REPORT:**

Motion Made by Norton and seconded by Dewey to receive and file the February 2016 police report as presented by Chief Reamsma. AIF Motion Carried.

Chief Reamsma will be off duty from April 21 – May 7, 2016 on a cruise with his wife. Chief Reamsma questioned a charge of \$259.00 in legal fees to his department, clerk will answer question when she returns from training. Because the current part-time officers are not available for daytime hours, the Chief would like to hire another officer. Motion Made by Norton and supported by Dewey to hire another officer for daytime hours.

Roll Call Vote:

Ward Yes  
Norton Yes  
Hill Yes  
Dewey Yes  
B.Towsley No  
R.Towsley No  
Hardenburg Absent  
Motion Carried.

**B. WAGE INCREASE FOR PART-TIME POLICE OFFICERS:**

Due to a tight budget, it was the consensus of the council not to increase wages for the part-time police officers.

**10. FIRE REPORT:**

**A. MONTHLY FIRE REPORT:**

Motion Made by B. Towsley and seconded by Dewey to accept and file the February fire report as presented by Fire Chief Ed Holtzlander. AIF Motion Carried.

Chief Holtzlander stated that beginning April 1, 2016 the Kent County Fire Commission will be switching insurance to Michigan Municipal League (MML) to save money. The fire department received donations to the fire truck fund from Ensley Township (\$1500.00) and Bird's Meat Market (\$1000.00).

**B. WAGE INCREASE FOR FIRE CHIEF, OFFICERS, FIRE & MED RUNS:**

Motion Made by Norton and supported by Dewey to increase the Fire Chief's wages by \$1500.00, officers by \$100.00, fire runs by \$1.00 and medical runs by \$2.00 beginning April 1, 2016. AIF Motion Carried.

**11. DPW REPORT:**

**A. MONTHLY REPORT:**

Motion Made by B. Towsley and seconded by Dewey to receive and file the February 2016 DPW report as presented by DPW Supervisor Jerry Dines. AIF Motion Carried. Supervisor Dines stated that he met with Cory Wall to discuss the spring planting of the lagoon field. Also that he met Chuck Olsen, former engineer of the Village, and discussed old storm drain plans that Olsen may still have in his files.

**B. SALARY INCREASE (\$1000.00)**

Due to a tight budget, it was the consensus of the council not to increase the D.P.W. Supervisor's wages.

**C. VACATION and SICK TIME POLICY:**

Motion Made by Norton and seconded by B. Towsley to keep the policy of compensating the D.P.W. Supervisor for unused vacation and sick time for the fiscal year. AIF Motion Carried.

**D. VACATION and SICK TIME PAY FOR FISCAL YEAR 2015-16:**

Motion Made by B. Towsley and seconded by Norton to compensate D.P.W. Supervisor Jerry Dines for 14 (fourteen) days of vacation and sick time that he has not used in the 2015-16 fiscal year because of the work demand for a total of \$2,100.00 (two thousand one hundred dollars). AIF Motion Carried.

**12. UNFINISHED BUSINESS:**

**A. TRI COUNTY EAGLES CLUB, STEVE LONGENECKER: HANDICAP PARKING SPACE IN FRONT OF THEIR BUILDING:**

Motion Made by Norton and supported by B. Towsley to move one handicap parking space from the north side of main street in front of the Bayleaf Bookstore and place one handicap parking space in front of the Tri County Eagles building on the south side of main street. AIF Motion Carried.

**B. ADOPT THE 2016-17 BUDGET:**

Motion Made by Norton to negotiate the budget. No support.

Motion Made by Hill and supported by Norton not to purchase a lawn tractor during the 2016-17 fiscal year. No response.

President Towsley presented to the Council the expenses that need to be cut back such as not buying a new lawn tractor, not plowing sidewalks, picking up bagged leaves only, and no brush pickup. Because of the budget shortfall, President Towsley, who oversees the daily operations of the Village, directed D.P.W. Supervisor Dines that beginning

April 1, 2016 he is not to snowplow the sidewalks (Village General Ordinance Chapter 1, section 1.2 states that the property owner is responsible for sidewalk maintenance), grass mowing will be kept to a minimum at Salisbury Park, at the ball fields, at the Chamber of Commerce field, and at the fields by the water tower. The D.P.W. will not pick up yard waste or brush beginning May 1, 2016. The D.P.W. will not trim or cut down trees unless there is a safety issue involved. The Village will provide a time and location for Village residents to bring brush and yard waste. President Towsley instructed Police Chief Reamsma not to schedule any part-time officers for the fiscal year 2016-17.

Several council members disagreed with President Towsley's decisions concerning the police department. Councilman Hill stated that the police department does not need to be eliminated and that he and Councilman Norton along with Chief Reamsma are working on negotiations to bring in more revenue for the police department. President Towsley stated that he would like to see results within the next six months.

Motion Made by Norton to make the police committee in charge of the police department. No support.

Councilman Norton suggested cutting the Treasurer and Clerk salary to save money.

Motion Made by Norton to cut equipment rental expenses by 25% in each department.

No support.

Council members continued to discuss various ways to generate more revenue for the Village and reduce expenses.

Motion Made by Norton and supported by Hill not to purchase a new lawn tractor during the 2016-2017 fiscal year and to decrease the equipment rental line items by 25% (twenty-five percent) in each department and decrease the police department budget to \$58,000.00 (fifty-eight thousand dollars) to balance the 2016-17 budget. AIF Motion Carried.

Motion Made by Norton and supported by B. Towsley to adopt the 2016-2017 budget with changes.

ROLL CALL VOTE:

Ward	Yes
Norton	Yes
Hill	Yes
Dewey	Yes
B.Towsley	No
R.Towsley	No
Hardenburg	Absent

Motion Carried.

**1. TRANSFER \$44,000.00 OR \$43,600.00 FROM GENERAL SAVINGS TO COVER THE 2016-17 EXPENDITURES:**

After adjustments made in the budget, the transfer was not needed at this time.

**2. DEPOSIT T-MOBILE RENT REVENUES INTO WATER FUND:**

Motion Made by Norton and supported by Hill to deposit the rent revenue received from T-Mobile for cell tower usage into the Water Fund beginning April 1, 2016.

AIF Motion Carried.

**13. NEW BUSINESS:**

No new business at this time.

**14. COMMITTEE REPORTS:**

Planning Commission is scheduled to meet April 12, 2016 at 7:00PM.

**15. TRUSTEE COMMENTS:**

None.

**16. ADJOURNMENT:**

There being no further business to come before the Council,  
Motion Made by Norton and seconded by Ward to adjourn. AIF Motion Carried.

Meeting adjourned at 10:02 p.m.

Respectfully submitted,



Brenda Arnold  
Village Treasurer