

Village of Sand Lake

September 2021



Presidents Report

Since coming on as Village President it has been my highest priority to have the Village be in-compliance with our charter, ordinances, and state statutes. We have worked through a lot of these pending issues including the Sable development on Ritchie, forming a planning commission, reviewing water tower leases & maintenance and more.

This past month It was brought to my attention that employee files and handbooks were not in compliance or up to date. We will be actively working to rectify this problem. According to our last audit it was suggested that the Village review and update policies and procedures for operation including state mandated policies for credit card usage, investments and ACH transactions. It was also noted that there was no formal documentation of Village personnel policies. This will enhance compliance with policy requirements.

We have been negotiating in good faith with the Paradise Cove Resort Condominium Association for a number of months regarding the pending litigation. Those discussions have gone well and the negotiating teams believe we will have a proposal we can present to both the Village Council and the Association's Board in the near future for review and consideration.

I would like to thank the Sand Lake Chamber of Commerce for their part in the parade of lights for the 20th anniversary of the attacks on September 11. This was a beautiful display of respect to the first responders.

I would also like to thank Marcia Helton for organizing and planning everything to have the tables added to our sidewalk bump outs on main street. What a wonderful addition to the Village.

Thank you,

Mollie Doerr

New column: Ask the President

Email the President with your questions you would like answered.
President@villageofsandlake.org

It has been a month of investigation. Investigation of the sewer system, investigation of gratis work, investigation of equipment needs and investigation of our terminated water tower maintenance contract.

As you may have seen, on August 17 we performed smoke testing of much of our sewer system with the help of Michigan Rural Water Association. We were able to identify a few sites where we were receiving ground and rain water into our sanitary sewer system. These should be repaired by the time you read this.

We have been looking into different operations that have been performed in the past for which the Village has not received any remuneration. We want to be sure that the taxpayers of Sand Lake are not paying for services they shouldn't be. We will continue to look into these kinds of issues so we can operate the Department as efficiently as possible.

We are also looking into the possibility of renewing a water tower maintenance contract which was wrongly terminated in early 2020. Because of failure to pay by the Village, the maintenance company had to stop services. The water tower is your largest individual asset. It is critical that we, as a Village, have regular maintenance performed to ensure that it stays in the best condition possible. Using a maintenance company is the most logical way to accomplish this.

We continue to assess our equipment needs compared to the equipment that the Village owns. We are taking our time, wanting to do what is best for the Village. We are also seeking the opinions of other DPW's so we can make well informed decisions. At this time, we are performing maintenance on the leaf vacuum to see if it can be ready for use this fall. We are hopeful that we can get it in running condition and use it to pick up your leaves when they start falling.

Fire Department:

Community service:

The Fire Department participated in the Trufant Annual Festival along with 9-11 Silent Parade held in the Village of Sand Lake.

Clerk's Report

Much of the month is usually filled with a lot of busy work. There are things like entering bills, doing payroll, filling, pulling files, and answering phones. With taxes coming due this month there was definitely an increase in traffic in the office. Here are some of the highlights from this month.

- Went through website and updated some information.
- Worked on catching up on adding the equipment rental in BS&A.
- We are still waiting on CARES ACT funding from the Federal Government.
- Meet with Fran Cole and went over employee file procedures.

Fran Cole (Accountant)

While working with Donna I noticed that employee files are out of compliance. I-9s cannot be kept in the employee file. Employee files should be able to be examined by the employee's supervisor. I-9s is considered confidential information and not for examination by anyone other than HR/Payroll.

Also, a majority of forms were not filled out or signed. If the Village was audited by ICE we could incur hefty fines. We don't know if SOM new hires were reported. I will work on getting files in compliance and then start on an employee handbook so we have policies and procedures in place.

Morgan & Associates

Currently I am still trying to sort through what went wrong. There are huge errors in BS&A with the reconciliations not balancing but being closed. I am undoing the reconciliations one by one going all the way back to 02-2020 which I am hoping will also help me to find missing deposits. I believe they may have reconciled improperly in one of the months. Once I can get the reconciliations straightened out from early 2020, I can start posting the deposits and finish reconciliation. The main issues I am finding are on the Savings account.

Reminders:

The Village offices are open Mon-Thurs 9am-3pm.

Brush pickup is on first and third Thursday of the month.

Next meeting will be held on October 18, 2021.