

REGULAR MEETING
VILLAGE OF SAND LAKE COUNCIL
Meeting Minutes

November 18, 2019, 7:00 p.m.
At the Sand Lake Municipal Building
www.villageofsandlake.org

1. Call to Order and Pledge of Allegiance: The Council meeting was called to order by President Quinlan at 7:02pm. The Pledge of Allegiance was recited.
2. Prayer: Pastor Jorge Bavillan led the meeting in prayer.
3. Roll Call: MEMBERS PRESENT: Glenn Baker, Marcia Helton, William Rau, Tracy Quinlan, Theresa Jerome, Tonia Parkhurst and Rachel Gokey.
ABSENT: None.
4. Comments by the President: President Quinlan did not have any comments.
5. Public Comments: Public comment opened at 7:07pm. There were no public comments. Public comment closed at 7:08pm.
6. Adoption of Agenda: Motion Made by Parkhurst, with support by Gokey, to adopt the agenda as written. AIF. Motion Carried.
7. Administrative Reports
 - a. Minutes
 - i. October 21, 2019 Regular Meeting: Motion Made by Parkhurst, with support by Gokey, to accept the October 21, 2019 Regular Meeting minutes, with the correction of Mr. Wesche's name. AIF. Motion Carried.
 - b. Financial Matters
 - i. Financial Statements: Motion Made by Parkhurst, with support by Jerome, to accept and file the Financial Statement as written for October 2019. AIF. Motion Carried.
 - ii. Accounts Payable: Motion Made by Parkhurst, with support by Gokey, to pay the bills in the amount of Thirty-Two Thousand Six Hundred Thirty-Four Dollars and Eighty-One cents (\$32,634.81). AIF. Motion Carried.
 - iii. Fire Truck Fund:

2017: Motion Made by Parkhurst, with support by Baker, to move the 2017 Fire Fund remaining balance from the General Fund to the Fire Truck Fund in the amount of Twenty-Six Thousand Two Hundred Five Dollars (\$26,205). AIF. Motion Carried.

2018: Motion Made by Parkhurst, with support by Baker, to move the 2018 Fire Fund remaining balance from the General Fund to the Fire Truck Fund in the

amount of Twenty-Nine Thousand Five Hundred Sixty-Five Dollars (\$29,565).

AIF. Motion Carried.

****Note:** Next budget cycle the Fire Department needs to add a line item for Fire Truck Fund since it is such a large amount occasionally left at fiscal year-end.

iv. Water and Sewer at Sand Lake Nelson Township Library: It was discovered that the Sand Lake Nelson Township Library needs to have an update to their water/sewer from the Village. Tom Noreen was in attendance on behalf of the Library. Mr. Noreen was able to give some insight and history into the matter at hand. The Village does want to ensure they give back to the library, but it needs to be done properly, with a line item to show exactly where it is in our budget. Village residents have a right to be able to trace where their tax money is going.

Motion Made by Jerome, with support by Parkhurst, to send a 60-day curtesy notice to Nelson Township, to invite them to a conversation regarding the Library water/sewer fees, and notifying them that the Library will begin being billed for water/sewer beginning February 1, 2020, whether they come to discuss this matter with the Village Council or not. AIF. Motion Carried.

v. Water and Sewer rates

a. Inside Village Limits- set fee for if you are hooked up inside the Village limits. President Quinlan read aloud the Water Ordinance and 7.6.5 stays in the ordinance. 7.6.5 is in regard to actions taken when water bills go unpaid for a certain amount of time.

b. Outside Village Limits: According to our Village ordinance outside Village water rates should be two(2) times the normal rate. This is not occurring.

Motion Made by Parkhurst, with support by Baker, that the Village of Sand Lake will bill according to the ordinance as written, we will send 60 days notice, to non-contractual agreements, outside the Village limits February 1, 2020. AIF. Motion Carried.

8. Public Hearing - Kent County Community Development Grant Applications *Public hearing open at 8:03pm.*

There was continued discussion about the Kent County Community Development Grant Applications. The 2020 Application has been released and a deadline for submission is set. Pastor Jorge inquired as to how the Village decided what to select to be included in the grant applications. He would love to see improvements for the youth. Improve the park, the basketball court, etc. President Quinlan mentioned that DNR grants are available for such improvements and can be applied for at any time.

All grants listed below will be applied for and submitted no later than January 31, 2020. The Village should know by April or May if we have been selected.

- a. Dog park
- b. Benches/planters
- c. Digital sign in Salisbury Park

Public hearing closed at 8:15pm

9. Public Hearing - Re-Zoning Classification (Genevieve Plat)

Public hearing open at 8:16pm

John Bitely was present, on behalf of Sable Homes, to present the master plans for rezoning of the Genevieve Plat. The Village had in their Master Plan that the Genevieve Plat be rezoned as residential. The difference between an R2 and R3 was discussed. R2 is an acre, minimum, R3 is $\frac{3}{4}$ of an acre, similar to what a large portion of the Village is currently zoned as. In order to have more families and hospitality, in our Village, we must grow.

Public hearing closed at 8:29pm

Motion Made by Parkhurst, with support by Gokey, to rezone 17377 Ritchie Ave NW, Sand Lake, MI, parcel number 41-03-05-151-009(also known as the Genevieve Plat), from R1 to R3. AIF. Motion Carried.

10. Public Hearing - Tentative Preliminary Plat (Genevieve Plat)

Public hearing open at 8:34pm

Discussion was had about the upcoming Sable Homes development. John Bitely (representing Sable Homes) and Dan Hula (representing the Village of Sand Lake) helped to answer questions and concerns the Council and residents had. One concern was the additional amount of traffic that would be on Ritchie Ave. Kent County did perform a traffic study. There is not concern from Kent County, the Village nor Sable Homes about the additional traffic. Speed and visibility are not a concern either due to the layout of the property. Mention was made that shared driveways was being strongly suggested and if the Village wished to NOT have shared driveways a letter of support to NOT have shared driveways should be submitted by the Village to Kent County Road Commission.

Public hearing closed at 9:05pm

Motion Made by Parkhurst, with support by Jerome, for the approval of tentative preliminary plat (Genevieve Plat), propose and indicate support of the 3 splits, and also requiring the addition of two (2) fire hydrants. AIF. Motion Carried.

11. Department Reports

a. Fire Department: Motion Made by Gokey, with support by Parkhurst to accept and file the fire report for November 2019. AIF. Motion Carried.

b. Cemetery/Parks and Recreation

i. CD Renewal in December: Motion Made by President Quinlan, with support by Parkhurst, to renew the Cemetery certificate of deposit for 3 months. AIF. Motion Carried.

ii. Cemetery Map: The cemetery map and cemetery cards don't all match properly or there are multiple cards for the same person. The clerk needs assistance updating and organizing the files. The clerk will present a plan to the cemetery committee and figure out dates/times to begin the process.

c. Ordinance

i. Collins update

ii. Handling of past due water and sewer (Ordinance change published but no record of having been signed)

iii. Establish Disconnect and Reconnect Fee: The Council is to research fees that other municipalities, etc. charge.

d. Department of Public Works

i. Proposal from Lane's Asphalt: A road analysis was done on all Village roads. We asked for Lane's to determine what needs to be patched immediately to try and salvage what is left of our roads before Spring. The Village is having areas patched and wedge patched to try and salvage some roads until Spring. Unfortunately, some roads already are too far gone to save. Motion Made by President Quinlan, with support by Rau, to approve Lane's Asphalt up to \$15,000 to do the street repair. AIF. Motion Carried.

e. Buildings and Grounds

i. Structural Analysis: Motion Made by Parkhurst, with support by Helton, to move forward with the building structural analysis, with the Village being financially responsible for half the expense, in the amount of One Thousand Two Hundred Twenty-Five Dollars (\$1,225). AIF. Motion Carried. Discussion was had about putting bills online to get extra time to pay. Some Village bills have 15-day remittance windows and take over a week to arrive in the mail. In switching to electronic billing, it was discovered that the DTE bill for the Township Library is under the Village tax id number. The Township will have to call and give DTE the tax id number for Nelson Township in order for the bill to be switched. A copy of the bill was given to the township, with an explanation of what happened, how to correct it, as well as informing them of a scam vendor that has piggy backed on their DTE bill.

f. Budget and Finance: Motion Made by Parkhurst, with support by Baker, to stop utilizing the Police GL (number 301) for utilities line items and disperse amongst the rest of the Village departments. AIF. Motion Carried. Note: Smoke testing was unable to be done due to weather. We will have it done when weather permits.

g. Human Resources

i. Holiday hours: Motion Made by President Quinlan, with support by Jerome, to set Village Holiday Office closed as follows: New Years Day, Memorial Day, Fourth of July, the week of the Fourth of July festivities (closed to the public), Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve. AIF. Motion Carried.

ii. Implementation of Electronic Filing System: Motion Made by President Quinlan, with support by Parkhurst, to begin implementation of an electronic filing system. AIF. Motion Carried.

12. New Business

a. Approval for a quarterly newsletter: Motion Made by Helton, with support by Jerome, to create a quarterly newsletter for the residents of the Village of Sand Lake. AIF. Motion Carried.

13. Old Business

No old business.

14. Council Comments

No council comments.

15. Adjournment

There being no further business to discuss: Motion Made by Helton, with support by Rau, to adjourn. AIF. Motion Carried.

*Note: The order in which items are discussed may be changed during the meeting.