

**VILLAGE OF SAND LAKE  
REGULAR COUNCIL MEETING**

**May 20, 2019**

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Meeting called to order by President Quinlan at 7:00pm. & Pledge of Allegiance was recited.
2. **PRAYER:** By Pastor Darryl Miller at 7:01pm.
3. **ROLL CALL:**
  - MEMBERS PRESENT: Marcia Helton, Tracy Quinlan, Tonia Parkhurst, Glenn Baker, Rachel Gokey, Theresa Jerome
  - MEMBERS ABSENT: None
4. **PRESIDENTS COMMENTS:** Thank you to the Sand Lake Oil and Lube and Tri County Body for donations for flowers. Also to Nelson Township for the clean up day.
5. **PUBLIC COMMENT:** Opened at 7:05 pm. Allen Haymen at 186 W. Oak St spoke about his sewer issue, Scholten's Plumbing came out and dug up the lateral line and replaced clay drain tile with PVC. Allen is asking for some help with the Plumber's bill. Joe Nichols at Elm Street spoke about abandoning Elm Street. He owns property on 24 and 25<sup>th</sup> Elm & 2<sup>nd</sup> street. Kent County Drain Commissioner has been contacted. Craig Moore owner of Rosie's Ice Cream, stated the Carnival dates have been changed to July 3<sup>rd</sup> thru the 6<sup>th</sup>. Carnival will start setting up July 1<sup>st</sup> and open July 3<sup>rd</sup>. Car Show and Mini Tractor Pull on June 30<sup>th</sup>. Craig also requested a 4-way stop at Lake and 6<sup>th</sup> Street based on the high speeds through that section of town right by the park where kids play. These comments and concerns were all taken down and the council will review. Closed Public Comments at 7:26pm.
6. **AGENDA:**
  - Motion Made by Parkhurst and support by Gokey to accept the agenda as written. AIF Motion Carried.
7. **ADMINISTRATIVE REPORT:**
  - A. **MINUTES:** Motion made by Gokey and supported by Parkhurst to accept and file the April 15, 2019 Regular Meeting Minutes. AIF Motion Carried.
  - B. **FINANCIAL MATTERS:**
    - i. **FINANCIAL STATEMENTS.** Motion Made by Parkhurst and support by Jerome to accept financial statements. AIF Motion Carried.
    - ii. **BILLS:** Motion Made by Gokey and support by Helton to pay the bills in the amount of \$42,112.43 (forty two thousand, one hundred twelve dollars and forty three cents). AIF Motion Carried.
8. **DEPARTMENT REPORTS:**
  - A. **FIRE DEPARTMENT:** Confirmation by Chamber and Fire Chief that the Chamber will make a donation to the Fire Department for volunteer hours during the 4<sup>th</sup> of July. Kent County Fire Commission assessment has increased to \$4,488.59, also talked about risk planning. Motion made by Gokey and support by Baker to accept and file the Fire Department Report for April 2019. AIF Motion Carried.
  - B. **DEPARTMENT OF PUBLIC WORKS:** Concerns about Cemetery Road were raised. It is in rough shape and in need of millings. Improper winterization of the bathrooms in the park which caused a pipe to break. This has been fixed. Motion Made by Jerome and support by Gokey to accept and file the DPW report for April 2019. AIF Motion Carried.
  - C. **DEPARTMENT OF PUBLIC SAFETY:** Kent County is scheduled through the first week of June. Looking into speeding sign; found a grant that may help with the cost of this. Concern about the street by the ball fields and discussed the possibility of shutting down next year during ball season.
  - D. **HUMAN RESOURCES:** Time Clock Policy in place for all Employees. Working lunches are okay but must punch out if leaving the Village Office for any non related Village business. Two sets of

keys and ink was purchased for the time clock. Discussion about DPW wages, continue to look into this to see exactly what his salary is and what his wages should be. Testing for Jerry is in November for his D4. He now holds his S4 license and is waiting results to his L2 license and should find that out by the end of June. If he is not able to pass the tests, talk about hiring someone to take over the water and sewer testing. Discussion on splitting the water and sewer from DPW. Quotes from other people for licensed personnel. Fire Runs during clerk office hours. Nyha is to punch out before responding to a fire call and shut door with sign on it. Med 1 calls if less than 3 known people responding and all structure fires. Ed is concerned about the 10 min response time.

- E. CEMETERY/PARKS & REC: Things are going very well. Chamber is helping with the cost of the banners for the light poles.
- F. CODE ENFORCEMENT: Tracy Quinlan is the Code Enforcer for Ordinance & Policy.

**9. DISCUSSION ITEMS:**

- A. Motion made by Gokey and support by Jerome to appoint Mr. William Rau for the last open seat on the council which will replace Tracy Quinlan's seat. AIF Motion Carried.
- B. Tree Removal Quotes: Motion made by Jerome and support by Baker to accept the Quote from Wright Tree Removal, Stump Grinding, Snow Plowing LLC to service 9 trees, deadwood in the park, chip brush, stump removal and take out deadwood in trees in the Village limits. In the amount of \$5250.00 (five thousand two hundred fifty dollars) pending proof of liability from the company. Public is welcome to have trees removed by this company but will need to make separate arrangements and can call the village for contact information. AIF Motion Carried.
- C. Kubota Quote for Tires: Table until next meeting.
- D. Payroll Direct Deposit & Pay Schedule for Council, Fire and President: Table Direct Deposit until next meeting. Motion made by Parkhurst and support by Quinlan to pay Fire, Council and President on a quarterly basis. AIF. Motion Carried.
- E. Purchase of new Office Equipment: Motion made by Baker and support by Jerome to purchase a scanner/printer/fax machine for the clerks office, not to exceed \$300 and with the approval of Tracy Quinlan before purchase. AIF Motion Carried.
- F. Security Cameras: Trustee Parkhurst will take the lead on this and will report at the next council meeting.
- G. Kent County Foreclosure Lots Available for Purchase: Motion made by Jerome and support by Baker to wait until December to purchase the lot of 335 Oak street. AIF Motion Carried

10. **TRUSTEE COMMENTS:** New phone system was put into place due to the old system failing. No insert for flag poles in sidewalk, member at the Eagles to check on this with Cement Personnel, otherwise there is a spot on the light poles for flags.

11. **ADJOURNMENT:** There being no further business to come before the council at this time, Motion Made by Helton and support by Baker to adjourn. AIF Motion Carried. Meeting adjourned at 9:51pm.

Respectfully Submitted,

Nyha French  
Clerk