

REGULAR MEETING MINUTES
VILLAGE OF SAND LAKE COUNCIL

September 16, 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 7:00pm. The Pledge of Allegiance was recited.

2. **Prayer:** Pastor Frank Taylor, from Deerfield Bible Church, lead 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 was opened at 7:03pm. Maggie Merrit (resident), head of the Sand Lake Museum Historical Society, inquired as to whom oversees the payment of the electric bill at the Museum. (The Chamber of Commerce takes care of this.) Matt Baczewski (non-resident) spoke about his concerns with Sable Homes coming to Sand Lake. Feels like the Council should have due diligence in researching Sable Homes and should find someone more suitable for the Village to have build in Sand Lake. Public comment closed at 7:05pm.

6. **Adoption of Agenda:**
Motion Made by Parkhurst, with support by Jerome, to accept the September 16, 2019 agenda as written. AIF. Motion Carried.

7. **Administrative Reports:**

a. **Minutes:**

i. August 19, 2019 Regular Meeting:

Corrections to the August 19, 2019 minutes:

7. "behave" change to "behalf". Missing support by person's name.

10. "Wanting" change to "why they want".

11. b.i. & 16.a. "file" instead of "fill".

15. a. "per" instead of "for".

Motion Made by Parkhurst, with support by Helton, to accept and file the August 19, 2019 Regular Meeting minutes with noted corrections. AIF. Motion Carried.

b. **Financial Matters:**

i. **Financial statements:** Discussion was had about what happens when a fiscal year ends and there is money left over in a fund. The money rolls into an “emergency fund” in the event that a backup is needed. Fund balance is where you will see the money that is remaining from each fiscal budget. Motion Made by Parkhurst, with support by Jerome, to accept and file the August 2019 financial statement. AIF. Motion Carried.

ii. **Accounts payable:** Motion Made by Parkhurst, with support by President Quinlan, to pay the bills in the amount of thirty-one thousand nine hundred forty-five dollars and fifty-eight cents (\$31,945.58). AIF. Motion Carried.

8. Governmental Obstruction Ordinance No. 2018-02

Chain of events being read into the minutes:

At the August 2019 regular council meeting President Quinlan was asked to reach out to Nelson Township and invite a representative to the September 16, 2019 Regular Council meeting to explain why they would like the Village to rescind ordinance No. 2018-02.

On August 22, 2019, at 6:32 pm, President Quinlan emailed Nelson Township Supervisor, Robyn Britton the following:

Robyn,

The council decided to table a decision to rescind the Ordinance. The council would like a representative from Nelson Township to come to the next council meeting (Sept. 16) to explain why the Township feels the Ordinance should be rescinded. In the event a representative cannot attend the meeting, a written statement would suffice. Please let me know if you have any questions. Thanks.

Best regards,

Tracy J. Quinlan, President

On Monday, August 26, 2019 at 8:05am Robyn Britton replied via email with the following:

I'll plan on attending.

Thank you,

On Monday, September 16 a note was found that had been left for the Village board. No date is on this note. The note reads:

Sand Lake Village Board:

It has come to our attention that we were suppose to attend your board meeting and give an official statement or answer questions regarding the Obstruction

Ordinance that Sand Lake Village Board placed. I'm sorry I don't believe any of our board was aware that we were suppose to attend.

As far as your Obstruction Ordinances is concerned:

Nelson Township feel it's in our best interest to ask the Sand Lake Village Board to KEEP the Obstruction Ordinances as it stands.

If anyone has any questions please feel free to call or email.

Thank you for your time and Good Evening.

Robyn Britton
Supervisor
Nelson Township

9. Report by Trustee Gokey on Website Manager:

a. I.T. Right owns VoSL's domain name: By suggestion of Trustee Parkhurst the owner of www.villageofsandlake.org domain name was researched. I.T. Right owns the rights to our domain name. We will continue utilizing their company.

10. Kent County Community Development Grant:

a. **Dog park:** Two Village residents will be working with Trustee Jerome on getting estimates and creating a draft of the plans for the dog park. They will also be researching ideas for what should and should not be in the park. Rich Opper was kind enough to give the Village permission to remove the horseshoe pits so a dog park would be in Salisbury Park. The plan is to write a Community Block Grant for this project.

b. **Digital speed signs:** The Village would like to have a portable digital speed sign. If funds remain in the Police budget it will be used to purchase the speed sign. Otherwise a Community Block grant will be written for this item. If the Village purchases the digital speed sign the grant will be written for a digital park sign instead. All options are currently being researched.

c. **Benches/planters:** A Community Block grant will be written for permanent benches and planters in the Village. The Parks and Rec committee is comparing prices and styles.

Discussion was also had that the process for drafting the initial plan for the potential boat launch improvement and parking. All proper steps will be followed to ensure security and safety of all.

11. Department Reports:

a. Fire Department:

The annual Halloween Party will no longer be held in the Fire Department. The Village would love to see an organized Village of community events were everyone is working together for the Village. It was suggested that perhaps a Trunk or Treat event

could be coordinated on 5th Street. Motion Made by Parkhurst, with support by Baker to file the September 16th, 2019 Fire Department report. AIF. Motion Carried.

b. Human Resources:

i. Motion needed to add Rachel Gokey as signatory on bank accounts. Motion Made by Parkhurst, with support by Baker, to appoint Rachel Gokey as a signatory on all Village bank accounts. AIF. Motion Carried.

e. Cemetery/Parks and Recreation:

Discussion was had about a stump needing to be removed and a hole needing filling. A community clean up day is coming to remove more low hanging branches. Volunteers are needed and appreciated. A date has not been selected at this time.

f. Finance & Budget Zoning and Ordinance

- i. Delinquent water and sewer bills
 - 1. Timing of collection letters
 - 2. Timing of shut-off notices

It was just brought to the attention of the Village Council that there are several outstanding water, sewer and/or tax bills in the Village of Sand Lake. This includes both residents and businesses. Discussion was had about how the Water and Sewer bills as well as tax bills are collected and how they are handled when overdue or late. There is an ordinance in place stating how delinquent taxes and water/sewer bills are to be handled including when water is to be shut off for nonpayment. Residents will be receiving reminder letters for any delinquent bills due to the Village of Sand Lake.

- ii. Messages on Sewer/Water bills require prior approval by President

g. Zoning and Ordinance

- i. Review and revise Ordinance No. #2005-7.6.1

h. Building and Grounds

- i. Replacement of air conditioning unit
- ii. Repair/replace roof
- iii. General condition of building

Motion Made by Baker, with support by Parkhurst, to approach the Township about a 50/50 cost split on a building analysis, to be done by a structural engineer, before any large financial decisions are made about the building. AIF. Motion Carried.

12. Old Business:

a. Marijuana Ordinance: Motion Made by Jerome, with support by Rau, to table the discussion until we have posted a public forum. AIF. Motion Carried.

b. KCDC Petition for Maintenance and Improvement of Drain: Motion Made by Parkhurst, with support from Gokey, to give President Quinlan

permission to sign the KCDC Petition for Maintenance and Improvement of Drain. AIF. Motion Carried.

c. **Village of Sand Lake v Paul Collins:** Motion Made by Gokey, with support by Baker, to authorize the process of foreclosure to begin on Paul Collins property immediately. AIF. Motion Carried.

13. Council Comments:

Trustee Parkhurst inquired if there was any council member able to attend the seminar on how to grow from a Village to a City. No one was able to attend this fall but will investigate the next scheduled date and time.

14. Adjournment:

Motion Made by Rau, with support by Parkhurst, to adjourn at 9pm. AIF. Motion Carried.

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

Respectfully yours,

Rachel D. Gokey
Village of Sand Lake
Interim Clerk

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