

VILLAGE OF THREE OAKS REGULAR COUNCIL MEETING – DATE: 04-11-18

Chair called Village Council Meeting to order at 7:00 PM at Three Oaks Village Hall.

Pledge of Allegiance: Yes

Roll Call: Present: Capiak, Kramer, Pappa, Zebell, Heemstra, Grosse

Absent: Graziano

Approval of the Agenda as presented by the Village Council President. Moved: Capiak Supported: Heemstra Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.

Public Comment on the Agenda: Gene Svebakken, Planning Commission Chairman, will comment on Agenda Item #7, the Master Plan Update Proposal.

Approval of the Consent Agenda to include: Approval of Minutes from the Regular Council Meeting and Public Hearing Meeting Minutes from 03-22-18, Acceptance of the 03-06-18 Planning Commission Minutes, the 03-07-18 DDA Meeting Minutes and the 2017 Planning Commission Annual Report. Approval of Invoices to be paid (\$43,682.98), Approval of Disbursements made from March 1 through March 31, 2018 (\$56,961.43), Approval of Prepays, and Payroll as paid (\$47,766.84), and the Treasurer's Report. Moved: Heemstra Supported: Kramer Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.

• FISCAL YEAR – 2016-2017 AUDIT PRESENTATION BY DEREK HALL, STATE AUDITOR:

Derek Hall, Auditor for the State of Michigan, Treasury Dept., completed the 2016-2017 financial audit for the Village and presented his findings. The audit shows that the finances are in solid shape with the General Fund showing a slight increase in the fund balance even though capital equipment was purchased and various other improvements were made during the year. Fund balances were down for Local and Major Streets funds, but this is because there were many street projects completed last year. He also noted that the DDA fund is now capturing tax revenue for the 1st time in many years. Derek encouraged the Village to “keep up what you are doing” and gave the Village a grade of “A-“on the audit.

• CONTRACTOR RECOMMENDATION for the 2017-2018 STREET CONSTRUCTION PROJECTS:

All bids received by 10:00 a.m. on April 10th were opened for the milling and resurfacing street projects and for the construction of the municipal parking lot. Four (4) companies submitted bids. Bids were submitted for the milling and resurfacing of 11 different streets, placed in order of priority, and then according to the amount of funds available for this year's street projects, a recommendation was made by Mike Greene, Village Manager. It was decided that milling and resurfacing would be done on (2) Major streets, Hickory (from the bridge to US-12) and Oak (from Locust to Linden) and (5) Local streets Cherry (from Beech to Poplar), Indiana (from Magnolia to Sherwood), Cedar (from Michigan to Paw Paw), Palm (from Elm to Magnolia) and Michigan (from Elm to Magnolia). It was further decided that a section of Generations Drive (in front of the Acorn Theater) would be resurfaced with stamped concrete. and that the Municipal parking lot would also be completed this summer. The projects are anticipated to be completed prior to Flag Day. Council Member, John Pappa requested that the millings be used for the entryway, (the access road) to the sewer ponds. Mike Greene, Village Manager, recommended that the low bidder, Walsh & Kelly from South Bend, Indiana be awarded the contract. **A Motion was made to award the contract to Walsh & Kelly from South Bend, Indiana for the Municipal Parking Lot Construction, the stamped concrete resurfacing of a portion of Generations Drive, and the milling and resurfacing of the (2) major streets and (5) local streets (as noted above) for the total amount of \$211,242.44. This work is scheduled to be completed prior to Flag Day weekend. Moved: Kramer Supported: Heemstra Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.**

• MASTER PLAN UPDATE PROPOSAL: The Planning Commission has been consulting with McKenna & Associates on the need for updating the current Master Plan. It is a requirement that the Village has an updated plan in order to qualify for and become a re-development ready community and be eligible for grants. The data needs to be current, timely and comprehensive in order to attract potential investors to the area. Council Member, Darlene Heemstra stated that the current plan is based on census data from the year 2000 and new demographics are needed to present to interested developers. Planning Commission Chairman, Gene Svebakken thanked the council for its support, and said that they are looking to engage the community and solicit their ideas and input for the updating of the new plan. The Planning Commission has recommended

that the Village engage the services of McKenna & Associates to assist in the updating of the Master Plan. They previously prepared the last Master Plan for the Village. **A Motion was made to award the contract to McKenna & Associates for their services in preparing an updated Master Plan for an approximate cost of \$19,000.00. Moved: Capiak Supported: Heemstra Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.**

- **FLAG DAY WEEK-END REQUESTS:** Karen Cummings (on behalf of the Flag Day committee) requested approval to hold a fireworks display on Saturday, June 16, 2018 beginning at approximately 10:15 pm. Village Council is in favor of it contingent on the approval of the Fire Chief and Police Chief. Also, the fireworks company will need to name the Village on an insurance policy for this event. Karen indicated that she will get these approvals and the proof of insurance. She also reminded everyone that tickets are on sale for the Pig Roast to be held on Sunday, April 21st from noon to 3:00 pm. **A Motion was made to grant approval to hold a fireworks display on Saturday, June 16, 2018 contingent upon the approval of the Fire Chief and the Police Chief and proof of liability insurance from the company providing the fireworks display. Moved: Heemstra Supported: Pappa Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.** Gail Freehling (on behalf of the Flag Day committee) requested approval to close North Elm Street for the parade and various side streets for the staging of parade floats on Sunday, June 17, 2018. **A Motion was made to authorize the closing of North Elm Street and various side streets (with times to be announced) for the Flag Day parade on Sunday, June 17, 2018. Moved: Capiak Supported: Zebell Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.**
- **DDA APPOINTMENTS:** A Motion was made to reappoint three (3) DDA members, Angela Reichert, Karrie Lintner and Colleen Newquist to new four (4) years terms ending on April 30, 2022. **Moved: Heemstra Supported: Zebell Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.**
- **PARKS & RECREATION BOARD:** The minutes from the April 2, 2018 were not yet available. Council Member and Parks & Recreation Board member, Darlene Heemstra reported that there has been a request to have lines painted on the courts for pickleball at Watkins Park, that the Board is looking for someone to take over the Rain Garden, and that the plots at the Community garden are almost all rented for the season. The next meeting is scheduled for 7:00 pm on Monday, May 7, 2018.
- **PLANNING COMMISSION:** The minutes from the April 3, 2018 were not yet available. The minutes from the March 6, 2018 meeting and the 2017 Planning Commission Annual Report were presented and approved. The next meeting is scheduled for 7:00 pm on Tuesday, May 1, 2018.
- **DDA BOARD:** The minutes from the March 7, 2018 meeting were submitted and approved. The minutes from the April 4, 2018 meeting were not yet available. The next meeting is scheduled for 5:30 pm on Wednesday, May 2, 2018.
- **VILLAGE MANAGER'S UPDATES:** Mike Greene, Village Manager, reported that an outside contractor, Infrastructure Alternatives, Inc. (IAI) has been on site handling the daily operations of the water and sewer departments, and that a new ad has been placed in the search for a permanent Water & Sewer Plant superintendent. He said that the NAN02 Pilot system for aerating the sewer lagoons should be up and running soon, and that there is a meeting scheduled with Master Meter the last week of April to discuss the replacement of the water meters.
- **VILLAGE PRESIDENT'S UPDATES:** Dave reminded everyone that the Pig Roast, which is a fund raiser for Flag Days, will be held on Sunday, April 21st from noon to 3:00 pm at the Acorn Theater, and that the downtown area merchants are holding a "spring stroll" on Saturday, April 21st.
- **MEETING ADJOURNED AT: 8:13 pm**

Submitted by:

Cynthia E. Moynihan,
Three Oaks Village Clerk
Minutes for the 04-11-18 Council Meeting
Were **APPROVED** at the 05-09-18 Council Meeting