

VILLAGE OF THREE OAKS REGULAR COUNCIL MEETING – DATE: 09-12-18

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

Pledge of Allegiance: Yes

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

Absent: None

Approval of the Agenda with one addition – Add Tommy Oldenburg (on behalf of the Masonic Lodge) to the agenda – he will speak after the Public Hearing (item #4). Moved: Capiak Supported: Heemstra Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.

Public Comment on the Agenda: None

Approval of the Consent Agenda to include: Approval of Minutes of the Regular Council Meeting on 08-08-18; Acceptance of the 08-07-18 Planning Commission Minutes and the 08-06-18 Parks & Recreation Board Minutes and the 08-01-18 DDA Board Minutes. Approval of Invoices to be paid (\$493,278.81), Approval of Disbursements made from August 1 through August 31, 2018 (\$113,378.05), Approval of Prepays, and Payroll as paid (\$35,333.86), Approval of the Treasurer's Report and the Resolution Approving the Joining of the Best Practices Committee. However, one (1) item – the invoice from Smith & Sons for \$2,195.00 is to be removed from the consent agenda. Council is not authorizing payment for that invoice. Moved: Pappa Supported: Kramer Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.

Closed the regular Council meeting at 7:05 pm to enter into the Public Hearing regarding the proposed 2018-2019 budget. The Public Hearing closed and the regular Council meeting was re-opened at 7:10 pm.

- **TOMMY OLDENBURG – MASONIC LODGE – REDEDICATION CEREMONY:** Tommy Oldenburg, on behalf of the Masonic Lodge reported that the lodge is celebrating its' 150th anniversary by holding a rededication at 2:00 pm on Saturday, September 22, 2018. The members would like to hold a procession from Dewey Cannon Park down to E. Central Street and back to the lodge along the sidewalk at 1:30 pm. He asked for approval from Council. They agreed that it was a good idea and approved the request. Tommy invited everyone to attend the rededication of the Lodge as they are very proud and excited to be able to celebrate 150 years.
- **APPROVAL of FISCAL YEAR 2018-2019 BUDGET:** Michael Greene, Village Manager presented the final draft of the 2018-2019 budget. The biggest change (from the proposed budget presented during last month's meeting) is the additional cost for updating the water reliability study, the asset management plan and the general Water system plan which are all new costs as a result of a site visit from the DEQ Water District Engineer. The estimated cost is \$50,000.00 and the Water fund is able to absorb these costs. The total budget is now set at \$2,347,850.00 for 2018-2019. **A Motion was made to approve the final budget for the fiscal year 2018 – 2019 as presented by Michael Greene, Village Manager. Moved: Capiak Supported: Heemstra Aye: Capiak, Graziano, Kramer, Pappa, Zebell, Heemstra, Grosse Nay: None Absent: None Abstain: None MOTION CARRIED.**
- **REQUEST TO TRANSFER 25% of MAJOR STREETS ACT 51 REVENUE to the LOCAL STREETS FUND:** A Motion was made to authorize the annual transfer of 25% of Major Streets Act 51 Revenue to the Local Streets fund. Moved: Heemstra Supported: Zebell Aye: Capiak, Graziano, Kramer, Pappa, Zebell, Heemstra, Grosse Nay: None Absent: None Abstain: None MOTION CARRIED.
- **SET TRICK or TREAT DAY and TIMES:** It was decided that Trick or Treat day would be held on Saturday, October 27, 2018 from 4:00 to 6:00 pm within the Village limits.
- **SET DATE & TIME FOR the FALL LARGE ITEM PICK-UP:** It was decided that the annual large item Fall pick-up / clean-up would be held on Saturday, October, 13, 2018 from 8:00 am to noon. Once again, Lakeshore Disposal is providing the trucks and the members of the Masonic Lodge are providing the labor for this community event.
- **UPDATE ON BUDGET AMENDMENTS for 2017-2018 FISCAL YEAR:** In order to allow the maximum time for the majority of bills to be received for the current fiscal year and be able to

closely set the budget amendments it was decided that the final budget amendments will be reviewed and adopted at a special meeting on Thursday, September 27, 2018 at 6:00 pm.

- **PROPOSAL FOR WATER SYSTEM STUDY:** It was determined after a recent site visit from a DEQ District engineer, that the Village will be required to update the Water Reliability Study and the Water System General Plan and submit an Asset Management Plan to the State. The last Reliability Study was done in 2009, and the General Plan and Asset Management Plan have never been done before since they are fairly new requirements from the DEQ. Moore & Bruggink will work on gathering as much data as possible in order to present a proposal for these studies at the council meeting in October. This item was tabled until the October 10, 2018 council meeting.
- **WALSH & KELLY – CLOSE-OUT CHANGE ORDER #2 - \$3,314.93:** The change order presented by Walsh & Kelly is for extra materials & labor associated with the milling and repaving on S. Elm Street because additional paving was required due to a lack of an asphalt base that was discovered after the project had begun. Mike Greene reported that Walsh & Kelly did a fantastic job and the Village was very pleased with their work. **A Motion was made to approve Change Order #2 from Walsh & Kelly in the amount of \$3,314.93. Moved: Graziano Supported: Kramer Aye: Capiak, Graziano, Kramer, Pappa, Zebell, Heemstra, Grosse Nay: None Absent: None Abstain: None MOTION CARRIED.**
- **WALSH & KELLY – PAYMENT APPROVAL FOR the 2018 PAVING PROJECT in the AMOUNT OF \$256,251.97:** A Motion was made to approve the payment request from Walsh & Kelly in the amount of \$256,251.97 for the 2018 Street Project work and the Sewer Access Road that was constructed. **Moved: Capiak Supported: Kramer Aye: Capiak, Graziano, Kramer, Pappa, Zebell, Heemstra, Grosse Nay: None Absent: None Abstain: None MOTION CARRIED.**
- **MOORE & BRUGGINK – UPDATE ON THE WASTEWATER OPERATIONS:** Moore & Bruggink outlined three (3) options for updating the sewage treatment system. 1. A Minimal Treatment Expansion, 2. A Moderate Treatment Expansion & SIU Pre-treatment and 3. Full Build-Out Treatment Expansion. The estimated costs for the various options range from \$445,000.00 up to over \$3,000,000.00. Option #2 & #3 would require the Village to seek bonds for the improvements which is usually a mix of low-interest loans and grants from the USDA. Once the sampling tests are done and that information is available, Moore & Bruggink will be able to recommend and present final (projected) costs for the different options so that a determination can be made as to what is most feasible for the future of Three Oaks. The final plan needs to be to the DEQ by November 15th. They stated that the ordinances need to be followed and enforced, that there should be a series of steps for violations and civilly enforceable penalties established. There are plans to schedule a work session, a Public Information Session and a Special meeting all by the end of October in order to meet the DEQ's deadline. These meeting dates and times will be scheduled at the council meeting in October.
- **VILLAGE MANAGER EVALUATION UPDATE:** Mike Greene, Village Manager, had his 1st annual review last month. Council is very happy with him and the work that he has been able to accomplish during his 1st year with the Village. **A Motion was made to recommend a \$2,500.00 bonus based on his annual evaluation in accordance with his employment contract. Moved: Capiak Supported: Kramer Aye: Capiak, Graziano, Kramer, Pappa, Zebell, Heemstra, Grosse Nay: None Absent: None Abstain: None MOTION CARRIED.**
- **PARKS & RECREATION BOARD:** The minutes from the September 10, 2018 meeting were not yet available. The next meeting is scheduled for Monday, October 1st at 7:00 pm. Darlene Heemstra reported that the Parks committee is reviewing different designs for a new sign in Chamberlain Path.
- **PLANNING COMMISSION:** The minutes from the September 4, 2018 meeting were not yet available. The next meeting is scheduled for 7:00 pm on Tuesday, October 2nd. There is also a (special) joint meeting with the DDA scheduled for 6:00 pm on Wednesday, September 26, 2018. This meeting is to kick-off the Master & DDA plan update.
- **DDA BOARD:** The minutes from the September 5, 2018 meeting were not yet available. The next (regular) meeting is scheduled for 5:30 pm on Wednesday, October 3, 2018. There is also a (special) joint meeting with the Planning Commission scheduled for 6:00 pm on Wednesday This

meeting is to kick-off the Master & DDA plan update, September 26, 2018. This meeting is to kick-off the updates for the Master Plan & the DDA Plan.

- **VILLAGE MANAGER'S UPDATES:** Mike Greene, Village Manager, reported that after a recent site visit from a DEQ District Engineer, that the Village will be required to update the Water Reliability Study, the Water System General Plan and submit an Asset Management Plan. He also reported that 150 water meter heads have arrived and that IAI has begun the installation of them, and that they have begun work on the lead and copper testing that is required by the DEQ and have also started preparations for the fall discharge. Mike said that the Master Plan update is still underway; that Wurstfest is coming up soon on September 22nd and that the recent testing of the Village's water system showed no presence of PFAS contamination. This was required testing statewide.
- **VILLAGE PRESIDENT'S UPDATES:** Dave Grosse reminded and encouraged everyone to attend Wurstfest and to help make this a great and successful event this year.
- **AUDIENCE MEMBER, David Blum**, a New Buffalo resident, introduced himself stating that he was running for County Commissioner and would be addressing two main issues – the roads and the need for an updated county-wide computer system. **AUDIENCE MEMBER, Karrie Lintner**, asked what the current charges are for wastewater treatment, wanted to know if the Village established new surcharges for wastewater that exceeded the limits in the ordinance if they would be higher than the actual cost of hauling away the waste, and if Journeyman had the option of installing their own pre-treatment program. **AUDIENCE MEMBER, Kim Pruitt** asked the Village to look into the issue of the door of the building opening inward rather than outward (thought it was a safety issue), and she brought up the speeding issue which is a concern especially on Elm Street and US 12, and asked if the infrastructure at the Industrial park has been budgeted for in 2023. **AUDIENCE MEMBER, Nick LaFlex** asked how many meters were still being estimated and for how long have they been estimated. **AUDIENCE MEMBER, Gavin Gray** asked Council to not be short-sighted in making their decision about the future plans for the wastewater facility and the updates that are needed. He asked them to be reasonable when considering options and to build with an eye for future expansion.
- **MEETING ADJOURNED AT: 8:28 pm**

Submitted by:

Cynthia E. Moynihan,
Three Oaks Village Clerk
Minutes for the 09-12-18 Council Meeting
Were **APPROVED** at the 10-10-18 Council Meeting