

**VILLAGE OF THREE OAKS REGULAR COUNCIL MEETING – DATE: 08-14-19**

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

**Pledge of Allegiance: Yes**

**Roll Call: Present: Graziano, Kramer, Thomas, Pappa, Newquist, Grosse**

**Absent: Zebell**

**Approval of the Agenda as presented by Village Manager, Michael Greene. Moved: Thomas Supported: Kramer Aye: 6 Nay: 0 Absent: 1 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 held on 07-10-19. Acceptance of the 07-01-19 Parks & Recreation Minutes, and the 06-04-19 Planning Commission Meeting Minutes and the 07-10-19 DDA Meeting Minutes. Approval of the Police Department's Report. Approval of Invoices to be paid (\$124,220.40), Approval of Disbursements made from July 1 through July 31, 2019 (\$65,282.53) and Approval of Prepays, and Payroll as paid (\$48,642.94). A Motion was made to approve the Consent Agenda as presented by Village Manager, Michael Greene. Moved: Kramer Supported: Thomas Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.**

- **PRESENTATION of 2019-2020 BUDGET and SETTING OF DATE for PUBLIC HEARING of the 2019-2020 BUDGET:** Village Manager, Michael Greene presented his recommended budget for 2019-2020 with an overview for each department and proposed wage and merit increases. The budget is balanced and includes no property tax increase. Copies of the budget are available for review on the village's website, at the village hall or at the Three Oaks Public Library. The public hearing will be held at 7:00 pm on 09-11-19 prior to the regular September council meeting.
- **R & L ROOFING PROPOSALS for WATKINS PARK PAVILLION / the SEWER (WASTEWATER) BARN and the WATER PLANT BARN:** As part of the 2019-2020 Budget/Capital Improvement Plan (CIP) it is recommended that three (3) roofs be replaced. These roofs were originally installed when the buildings were built and are between 20 and 30 years old. In early July Mike reached out to numerous roofing contractors and only one (1) submitted a quote. R & L Roofing out of New Buffalo submitted a quote for the Watkins Park Pavillion of \$12,900, the Sewer (Wastewater) Barn for \$8,900 and the Water Treatment Plant for \$14,600. It is believed that if the roofs are not replaced this fall there will be more damage done over the winter. **A Motion was made to accept the proposal from R & L Roofing to replace the roof at Watkins Park for \$12,900, the roof at the Sewer Plant barn for \$8,900 and the roof at the Water Treatment Plant for \$14,600 for a grand total contract price of \$36,400.00. Moved: Pappa Supported: Graziano Aye: Graziano, Kramer, Thomas, Pappa, Newquist, Grosse Nay: None Absent: Zebell Abstain: None MOTION CARRIED.**
- **APPROVAL OF PAY APPLICATION #1 From WALSH & KELLY for the OAK and SHERWOOD STREET PROJECTS in the AMOUNT of \$69,255.43:** Walsh & Kelly submitted their 1<sup>st</sup> pay application upon completion of the milling and resurfacing of Oak & Sherwood Streets. The balance of the contract, (the retainer fee of \$7,994.57) is being withheld until all remaining items are completed. **A Motion was made to approve Pay Application #1 in the amount of \$69,255.43 to Walsh & Kelly for completion of the Oak and Sherwood Streets project. Moved: Graziano Supported: Kramer Aye: Graziano, Kramer, Thomas, Pappa, Newquist, Grosse Nay: None Absent: Zebell Abstain: None MOTION CARRIED.**
- **APPROVAL OF CHANGE ORDER #2 from WALSH & KELLY to RAISE MANHOLES on OAK and SHERWOOD STREETS:** After completion of the Oak and Sherwood streets project it was determined that the manholes need to be raised in order to be level with the new pavement. This work was not included in the original contract. Upon discussion, Council members felt that it was an oversight by the engineer and should have been included in the original bid with the work being done before the paving was completed. Walsh & Kelly quoted \$1,500 a manhole. Four (4) need to be raised for a total of \$6,000.00. It was decided that it would be more cost effective to defer the work until next year and schedule it in conjunction with the street projects slated for 2020.

- POLICE SERGEANT PAY INCREASE:** Village Manager, Mike Greene reported that Chief Buller has promoted Officer Carl Krause to the position of Sergeant. Carl has been with the Village since September, 2005 in either a part-time or full-time capacity. He has assumed additional responsibilities within the Police department. This change in title also makes him eligible for additional training opportunities and allows him the ability to receive more information from other agencies. To reflect Sergeant Krause's additional responsibilities and new title, it is recommended that a pay increase be approved for him. This pay increase would take him from \$18.50 an hour to \$20.00 an hour retroactive to August 2, 2019, the day he was officially promoted. **A Motion was made to approve the pay increase of an additional \$1.50/hour (new rate is \$20.00 per hour) for Sergeant Carl Krause retroactive to August 2, 2019. Moved: Newquist Supported: Thomas Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.**
- ABONMARCHE - PROPOSAL for PROFESSIONAL SERVICES to ASSIST WITH the CHAMBERLAIN PARK PATH IMPROVEMENTS - \$18,790.00:** Village Manager, Mike Greene said that Abonmarche has been assisting the Village with obtaining grants for the Chamberlain Path improvements. Since the funding has been approved, (including a \$79,000 grant from the USDA and \$11,500 from the Pokagon Fund), the Village can contract with Abonmarche to do the fall/winter design work, bidding in December/January and anticipated construction in the spring of 2020. This project must be completed by July 1, 2020 in order to meet the USDA grant award deadline. **A Motion was made to approve the proposal for professional services from Abonmarche in the amount of \$18,790.00. Moved: Graziano Supported: Newquist Aye: Graziano, Kramer, Thomas, Pappa, Newquist, Grosse Nay: None Absent: Zebell Abstain: None MOTION CARRIED**
- REQUEST TO TRANSFER 25% of MAJOR STREETS ACT 51 REVENUE to LOCAL STREETS AS ALLOWED BY STATUTE:** A Motion was made to authorize the annual transfer of 25% of Major Streets ACT 51 Revenue to the Local Streets fund. Moved: Newquist Supported: Kramer Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.
- REQUEST TO AUTHORIZE STREET CLOSURE for WURSTFEST on SEPTEMBER 21, 2019:** A Motion was made to approve the request to close downtown Elm Street from Maple Street to south of Linden Street (north of Speedway) for the Wurstfest festival on Saturday, September 21, 2019. Street closures will begin around 6:00 am and streets will re-open around 7:30 pm. Police Chief Buller has already reviewed and approved the plans. Moved: Graziano Supported: Newquist Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.
- REQUEST FROM JOURNEYMAN DISTILLERY FOR STREET CLOSURE for THEIR ANNUAL "ISLAY's BARREL – BARREL AGED BREWFEST" FUNDRAISER:** Journeyman Distillery requested the closure of the portion of Generations Drive in front of their building for the annual "Islay's Barrel – Barrel Aged Brewfest" fundraiser event from 12:00 noon to 11:00 pm on Saturday, October 19, 2019. Chief Buller has already reviewed and approved the plans. Council asked that the Acorn Theatre be notified. **A Motion was made to close the portion of Generations Drive from Elm Street past Journeyman's up to the Acorn Theatre for the "Islay's Barrel – Barrel Aged Brewfest" event scheduled from 12:00 noon to 11:00 pm on Saturday, October 19, 2019. Moved: Graziano Supported: Newquist Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.**
- VILLAGE MANAGER's CONTRACT:** Village President, Dave Grosse reminded Council that Village Manager, Mike Greene's contract expired on July 31<sup>st</sup> and a new one needs to be approved. **A Motion was made to extend Village Manager, Michael Greene's contract by one (1) year to July 31, 2020 with a 2.5% increase retroactive to August 1, 2019. Moved: Newquist Supported: Kramer Aye: Graziano, Kramer, Thomas, Pappa, Newquist, Grosse Nay: None Absent: Zebell Abstain: None MOTION CARRIED.**

- **PLANNING COMMISSION:** Council Member, Colleen Newquist reported that the special committee appointed to research the Marijuana issue continues to meet on the 3<sup>rd</sup> Tuesday of the month. The meetings are productive at gathering input from the residents and are well attended. The next meeting is on Tuesday, August 20, 2019 at 7:00 pm.
- **PARKS & RECREATION:** Council Member, Becky Thomas was absent from the August meeting for Parks & Recreation– no report given.
- **PUBLIC COMMENT:** Audience Member, thanked Village Manager, Mike Greene, for posting notices of upcoming meetings and general information for the Village on the Village’s Facebook page. He said that Mike does a good job of keeping the residents well informed. Audience Member, complimented Council Member, Colleen Newquist for the excellent hand-out and presentation at the last Marijuana committee meeting. He said that the hand-out was well written and very informative. Audience Member, asked if signage could be installed at the crosswalks for pedestrians trying to cross (busy) Elm Street.
- **VILLAGE MANAGER’S UPDATES:** Mike Greene, Village Manager, reported that dredging of the Sewer lagoons is underway and should be completed by the end of the week. There will be approximately 3 million gallons of sludge removed from the ponds, and an estimate will be made regarding how much is left after the dredging is completed. Once the aerators are installed they will help with “churning” the ponds. The Water Reliability Study is complete, and Moore & Bruggink needs final approval from Council in order to submit it. Council asked for more time to thoroughly review it. The street projects went well this summer. The Water & Sewer departments have (2) new employees – a supervisor and an operator. The final draft of the Asset Management Plan and the Water Reliability Study are both available and will need to be reviewed and then approved for submittal to the EGLE. The Water Reliability study confirms that the Village needs to invest more in the upkeep of its equipment and the Asset Management Plan confirms that the Village needs to explore options of raising water rates (a little) every year in order to maintain and expand the water system.
- **VILLAGE PRESIDENT’S UPDATES:** Dave Grosse, Village President asked Mike about the status of the easement agreement with Journeyman Distillery. Mike replied that another meeting needs to be scheduled with Journeyman Distillery. Their edits & Attorney Hilmer’s edits are numerous and conflicting.
- **COUNCIL REMARKS – Council Member, Colleen Newquist** said that she was happy to see the list of meaningful, but obtainable goals given to Mike to work on for this upcoming year. She also said that she hadn’t seen any ordinance enforcement work being done and suggested that Treasurer, Lois Jones could be considered for those extra duties. She asked Mike if there could be some solutions presented at the next Council meeting regarding code enforcement.
- **MEETING ADJOURNED AT: 8:13 pm**

Submitted by:

Cynthia E. Moynihan,  
 Three Oaks Village Clerk  
 Minutes for the 08-14-19 Council Meeting  
 Were **APPROVED** at the 09-11-19 Council Meeting