

VILLAGE OF THREE OAKS REGULAR COUNCIL MEETING – DATE: 10-09-19
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, Zebell, Grosse

Absent: Newquist

Approval of the Agenda as presented by Village Manager, Michael Greene. Moved: Graziano Supported: Thomas 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 Public Hearing and the Regular Council Meeting held on 09-11-19 and the Minutes of the Special Meeting held on 09-27-19. Acceptance of the 09-04-19 DDA Minutes, and the 09-03-19 Planning Commission Meeting Minutes and the 08-05-19 Parks & Recreation Minutes. Approval of the Police Department's Report. Approval of Invoices to be paid (\$90,217.65), Approval of Disbursements made from September 1 through September 30, 2019 (\$280,037.26) and Approval of Prepays, and Payroll as paid (\$54,487.19). A Motion was made to approve the Consent Agenda as presented by Village Manager, Michael Greene. Moved: Kramer Supported: Zebell Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.

- **SET PUBLIC HEARING DATE for the JOINT 2050 MASTER PLAN & the DDA TIF & DEVELOPMENT PLAN:** The Public Hearing for the final approval of the Master Plan and the DDA TIF & Development Plan was set for Wednesday, November 13, 2019 at 7:00 pm.
- **BIENNIAL BRIDGE INSPECTION – PROPOSAL FROM WIGHTMAN & ASSOCIATES FOR \$2,425.00:** The Hickory Street bridge is required to be inspected every two (2) years by a qualified engineer with the findings reported to MDOT. The last inspection was conducted in 2017 by Wightman & Associates for a cost of \$2,300.00. Their proposal for the 2019 inspection is \$2,425.00. Council Member, Becky Thomas asked Mike for a copy of the previous bridge inspection report from two (2) years ago. **A Motion was made to accept the proposal from Wightman & Associates to conduct the biennial bridge inspection on the Hickory Street bridge at a cost of \$2,425.00. Moved: Thomas Supported: Pappa Aye: Graziano, Kramer, Thomas, Pappa, Zebell, Grosse Nay: None Absent: Newquist Abstain: None MOTION CARRIED.**
- **CHAMBERLAIN PATH AMENITIES – USDA / POKAGON FUND GRANT PROJECT:** The improvements at Chamberlain Path are moving forward. The USDA grant is in place and the \$11,500 grant money from the Pokagon Fund has been received. Construction is scheduled to begin in the spring of 2020, but the amenities need to be purchased now to secure the pricing. A proposal was received from Landscape Forms for two (2) each – benches, trash cans and bike racks and one (1) table for the price of \$11,160.00. It was discussed that the order be placed and paid for with the items delivered to and stored on Village property until they can be placed in the park. A preferable option would be if Landscape Forms would hold the pricing until the spring time and build the items at that time, bill the Village and deliver the items when the construction is completed so that they can be placed in the park at that time. Mike will check into the available options. **A Motion was made to accept the proposal from Landscape Forms for two (2) each of Benches, Bike Racks and Trash Cans and one (1) each of a Table for the price of \$11,160.00. The build date and delivery date will be determined. Moved: Graziano Supported: Zebell Aye: Graziano, Kramer,**

Thomas, Pappa, Zebell, Grosse **Nay: None Absent: Newquist Abstain: None**
MOTION CARRIED.

- **EMPLOYEE MERIT & COLA PAY INCREASES:** Michael Greene, Village Manager presented his recommendations for employee merit & COLA increases as follows: Police Chief - \$1,040.00 annual increase, Full-time & Part-time Police Officers - \$.50/hr. increase – Clerk - \$.56/hr. increase / Treasurer - \$.90/hr. increase / DPW Superintendent - \$1,410 annual increase / DPW Technician - \$.80/hr. increase / DPW Seasonal Assistant - \$1.00/hr. increase / Water/Sewer Superintendent - \$500.00 annual increase (pending the passing of the L-1 exam and securing the additional licensing). **A Motion was made to accept and approve the recommendations for the Merit and COLA pay increases (as detailed above) and presented by Village Manager, Michael Greene. The effective date of the increases will be November 1, 2019. Moved: Graziano Supported: Thomas Aye: Graziano, Kramer, Thomas, Pappa, Zebell, Grosse Nay: None Absent: Newquist Abstain: None MOTION CARRIED.**
- **VILLAGE HALL USE POLICY:** Michael Greene, Village Manager reported that over the past few months the Village has received requests from outside organizations asking for permission to use Village Hall to host meetings or gatherings during both business hours and non-business hours. He said that rentals during business hours present less of an issue than during non-business hours as that would require someone from the Village to open and close the meeting room and remain on-site during the duration of the event as the offices cannot be secured (closed off) from the meeting room. Mike presented a “Space Use Policy” for the Council to review and consider if they decide to go ahead with a rental policy.
- **PLANNING COMMISSION:** **Council Member, Colleen Newquist** was absent tonight, therefore no update was available. **Council President, Dave Grosse** on behalf of the Planning Commission stated that most of the topics covered related to the possibility of re-zoning the Enterprise Park.
- **PARKS & RECREATION:** **Council Member, Becky Thomas** reported that they are losing a committee member, Steve Henderson since he is moving to Texas. The main topic at their meeting was discussion of new parks equipment.
- **PUBLIC COMMENTS:** **Audience Member, Angela Reichert, Chairwoman of the DDA, on behalf of the DDA,** thanked everyone for their help and support in making this year’s Wurstfest such a success. She reported that advertising plans for 2020 are underway and she reminded residents that the marijuana committee was meeting next Tuesday. She also said that she would like to donate some stainless-steel bike racks for the Chamberlain Path project and would like to discuss her offer with the Village Manager prior to any of them being ordered.
- **COUNCIL REMARKS – Council Member, John Pappa** expressed his concern that the fall discharge is not underway yet and asked why it was delayed. He also voiced his concern again about the large amount of sludge remaining in the ponds and asked when the meeting with EGLE would be held so the Village would know if any further dredging needed to be done. He also said that he and his family had rented the Watkins Park Pavilion recently and he was surprised by the condition of the pavilion. He reported that only one (1) of the twelve (12) lights were working and that the toilets do not have properly working doors on the stalls. He wanted to know who was responsible for the upkeep at the park and why it wasn’t being done.

- **VILLAGE MANAGER'S UPDATES:** Mike Greene, Village Manager, reported that a meeting is scheduled with EGLE on October 22, 2019. After that meeting there should be more information available regarding some of the questions that have been presented regarding further dredging of the ponds and the sewer upgrade project. Mike said that the Fall sewer lagoon discharge has not yet begun due to a lab error with the sampling. New samples are being submitted and the discharge should begin shortly. R.L. Roofing is currently working on replacing the roofs at Watkins Park and the Water and Sewer barns.
- **VILLAGE PRESIDENT'S UPDATES:** Dave Grosse, Village President reminded everyone that Fall clean-up day is Saturday, October 12th, and that Trick or Treat is on Saturday, October 26th. He reported that there are openings on the Parks & Recreation Board, the Planning Commission and the Zoning Board of Appeals (ZBA). He encouraged residents to consider serving on one of these boards and to express their interest in a brief written letter to the Village. He asked Village Manager, Mike Greene what the status was for appointing a Code Enforcement Officer. Mike replied that he will be taking over those duties and will ride with the Police Chief periodically to evaluate the issues within the Village. Dave also asked about the status of the (19) violations for sewer infiltration that had been identified a couple of months ago. How many residents have complied with the requests and what has our follow-up been? Has the infiltration in the fields been isolated and identified? He asked if the lot at 105 Sycamore had been graded yet. Dave expressed his opinion that sidewalks should not be replaced by the DPW department, that it was taking away business from private contractors. He said that the Council needs to put a plan into place on how to deal with the replacement of sidewalks and to determine how these projects would be funded. Also, Dave asked Village Manager, Mike Greene to work on creating a pay schedule for the Police department showing regular "step" increases in order to enable the Village to align their pay structures more closely with surrounding communities and stop the flow of losing our officers to higher paying communities.
- **MEETING ADJOURNED AT: 7:45 pm**

Submitted by:

Cynthia E. Moynihan,
Three Oaks Village Clerk
Minutes for the 10-09-19 Council Meeting
Were **APPROVED** at the 11-13-19 Council Meeting