

**VILLAGE OF THREE OAKS REGULAR COUNCIL MEETING – DATE: 02-10-21**

Village Council President, Richard Smith, called the (virtual) Village Council Meeting to order at 7:03 PM via “Zoom”.

Pledge of Allegiance: Yes

Roll Call: Present: Graziano, Kramer, Thomas, Hinman, Newquist, Ream, Smith  
Absent: None

Approval of the Agenda as presented by Village President, Richard Smith. Moved: Newquist Supported: Thomas Aye: Graziano, Kramer, Thomas, Hinman, Newquist, Ream, Smith. Nay: None Absent: None Abstain: None MOTION CARRIED.

NO Public Comment.

NO Correspondence.

Approval of the Consent Agenda to include: Approval of the Regular Council Meeting Minutes from 01-13-21. Approval of the Police Dept’s report. Approval of Invoices to be paid (\$94,919.98), Disbursements made in January, 2021 (\$65,017.23), and Approval of Payroll as paid for January, 2021 (\$52,958.23). Moved: Hinman Supported: Thomas Aye: Graziano, Kramer, Thomas, Hinman, Newquist, Ream, Smith Nay: None Absent: None Abstain: None MOTION CARRIED.

- **PLANNING COMMISSION – RESIGNATION OF ROB WOERDEHOFF and APPOINTMENT of ALYA BATTON:** The Planning Commission received Rob Woerdehoff’s resignation from the Planning Commission. Village President, Richard Smith thanked Rob for his service to the Planning Commission. He then announced the appointment of Alya Batton to the open position. She will finish out Rob’s term, which expires 11-30-21. A Motion was made to accept the resignation of Rob Woerdehoff from the Planning Commission and to appoint Alya Batton to fill his position with her term expiring on 11-30-21. Moved: Thomas Supported: Newquist Aye: Graziano, Kramer, Thomas, Hinman, Newquist, Ream, Smith. Nay: None Absent: None Abstain: None MOTION CARRIED.
- **PERFORMANCE REVIEW of ALEX KEEN, WATER/SEWER DEPARTMENT:** Village Manager, Dan Faulkner reported that he conducted a review with Alex earlier today. His one-year anniversary is March 9, 2021. Dan said that Alex has really stepped up for the department since Quentin’s resignation and departure at the end of December. He has assumed additional duties and responsibilities and is currently studying to test for his Water license. Dan recommended that he be given a \$1.00/hour raise retroactive to 01-01-21. A Motion was made to grant a \$1.00/hr increase to Alex Keen, (Water/Sewer department) retroactive to 01-01-21. Moved: Newquist Supported: Thomas Aye: Graziano, Kramer, Thomas, Hinman, Newquist, Ream, Smith Nay: None Absent: None Abstain: None MOTION CARRIED.
- **SCHEDULE of VILLAGE COUNCIL MEETING DATES for 2021:** A schedule of the meeting dates for Village Council (regular) meetings was submitted. These meetings are scheduled for the 2<sup>nd</sup> Wednesday of each month at 7:00 pm. A Motion was made to approve the list of regularly scheduled meeting dates for 2021 for the Village Council. Moved: Newquist Supported: Hinman Aye: Graziano, Kramer, Thomas, Hinman, Newquist, Ream, Smith Nay: None Absent: None Abstain: None MOTION CARRIED.

- DDA FAÇADE IMPROVEMENT PROGRAM:** The DDA would like to improve the general appearance and overall business climate of the downtown DDA district. There is a “Downtown Façade Improvement Program” available and business owners agreed that it would be beneficial to participate in the program. **A Motion was made to approve the application form which will allow any DDA district business to submit their request to participate in the Façade Improvement Program. Moved: Thomas Supported: Newquist Aye: Graziano, Kramer, Thomas, Hinman, Newquist, Ream, Smith Nay: None Absent: None Abstain: None MOTION CARRIED.**
- POLICE DEPARTMENT – LEXIS-NEXIS AGREEMENT for a “E-CITATION” IN-CAR TICKETING SYSTEM and “E-CRASH” ACCIDENT REPORT SYSTEM:** Prior to discussion of the Lexis-Nexis agreement, **Police Sergeant, Carl Krause** gave a brief over-view of 2020 for the police department. He reported that both police vehicles are now on the road and in use, that body cameras are being used by the officers, and the police vehicles have new in-car camera systems. A digital radar speed sign is being used to monitor speeding within the Village, and a lifesaving award was given to Officer, Andrew Taylor for his assistance after a snowmobile accident last year. **Sergeant Krause** then went on to report that due to a recent State Supreme Court ruling that the current forms of printed tickets will be obsolete as of February 12, 2021. The minimum cost for ordering new ticket stock with the correct wording is \$800.00. In lieu of that, the Village can go to an electronic system which would utilize the printers already installed in the police cars, and also save time by sending the ticket copies directly (electronically) to the Courthouse instead of driving them or mailing them to St. Joseph. In his research he has found that police departments currently using this electronic system with Lexis Nexis have very little to no issues with it. It has performed well and is recommended. **Council Member, Ream** expressed concern about the high-cost of a service call if the system were to go down, especially with no tech support available on the weekends. **Sergeant Krause** replied that very few problems have been experienced and that a neighboring police department could be called in if necessary. He also said that there is no law that says tickets have to be issued that same day. **Council Member, Graziano** asked if the program was web-based – could the system be logged into from the other police car. The answer is “no”. **A Motion was made to approve the Lexis-Nexis agreement for E-citations for the Village of Three Oaks Police Department. Moved: Ream Supported: Newquist Aye: Graziano, Kramer, Thomas, Hinman, Newquist, Ream, Smith Nay: None Absent: None Abstain: None MOTION CARRIED.**
- ENGINEERING COST PROPOSAL FROM ABONMARCHE FOR THE MICHIGAN STREET RESURFACING PROJECT for 2021:** A proposal was received from Abonmarche to handle the engineering design work (preliminary/construction & final phases) and administer the bidding phase for the resurfacing project of Michigan Street (from Cedar Street east toward Tulip Street). Derek Sever from Abonmarche recommended that a road assessment study be conducted of the Village’s roads for future planning of street projects. **Council Member, Kramer** stated that he was pleased with the engineering quote of \$15,000.00 since it is under 10% of the estimated cost of the project. **A Motion was made to accept the proposal of \$15,000.00 from Abonmarche for the engineering design work and seeking of bids for the street project on Michigan Street for the summer of 2021. Moved: Kramer Supported: Hinman Aye: Graziano, Kramer, Thomas, Hinman, Newquist, Ream, Smith Nay: None Absent: None Abstain: None MOTION CARRIED.**
- ENGINEERING COST PROPOSAL FROM WIGHTMAN TO COMPLETE REPORT TO the STATE of MICHIGAN - EGLE:** There still are services that need to be completed in order to

file a final report to the State of Michigan to EGLE for the hydrogeologic Investigation of the sewer lagoons. **A Motion was made to approve the proposal from Wightman in the amount of \$19,770.00 for them to provide the final services in order to complete and submit the report to EGLE regarding the results of a hydrogeologic investigation of the Sewer Lagoons. Moved: Kramer Supported: Newquist Aye: Graziano, Kramer, Thomas, Hinman, Newquist, Ream, Smith Nay: None Absent: None Abstain: None MOTION CARRIED.**

- **RESOLUTION #02-2021-1 – CONCERNING MOBILE FOOD VENDORS:** The Village of Three Oaks has a moratorium on mobile food vendors currently in place. There was discussion of extending this moratorium until February 10, 2022. It was also discussed to grant authority to the Village Manager to allow him the ability to grant approval (or the Village Council) for a mobile food vendor to operate during a special event. **A Motion was made to approve Resolution #02-2021-1, a Resolution concerning and extending a moratorium for Mobile Food Vendors until February 10, 2022. Moved: Thomas Supported: Newquist Aye: Graziano, Kramer, Thomas, Hinman, Newquist, Ream, Smith Nay: None Absent: None Abstain: None MOTION CARRIED.**
- **PLANNING COMMISSION UPDATES:** Council Member, Colleen Newquist reported that the Planning Commission had a training session on Special Land Use permits prior to their regular meeting. Conditional re-zoning for 23 W. Ash was discussed. The owner is seeking to re-zone the front half of the property to commercial and the back-half will remain residential. Village Manager, Dan Faulkner reported that the Village has received three (3) Special Land Use permits
- **PARKS & RECREATION BOARD:** Council Member, Tyler Ream said that discussion continued about adding pollination plants, a bench and other upgrades to Hoadley Trail. He also reported the proposed donation of an ice-skating rink.
- **DDA BOARD:** Village President, Richard Smith reported that the DDA welcomed their new members, Christina Derucki, Tom Pauly & Ron Zarantenello. They discussed the car charging station, (Village Manager, Faulkner stated that Attorney Hilmer was close to his final review of the car-charging station contract); the façade improvement program, the Farmers Market, the need for a permanent planting and planter installation and maintenance RFP, the food truck ordinance, and the appointment of Council Member, Joe Hinman as the Council liaison. The DDA also received a request for a sidewalk permit from one of the downtown businesses. The ordinance will need to be reviewed before granting permission.
- **ZONING BOARD of APPEALS:** No meeting was held.
- **PUBLIC SERVICE COMMITTEE MEETING:** No meeting was held.
- **RE-DEVELOPMENT READY COMMITTEE (RRC):** Council Member, Newquist reported that they met with Revize (the company currently hosting the Village's website) regarding upgrades to the Village's website. On behalf of the RRC she expressed gratitude to and thanked Debra Schutt for stepping up and creating / preparing a survey which will help residents and business owners to express their ideas about changes they would like to see on the website. **Newquist** also would like to get word out to residents about the option of emailing their water bills.
- **VILLAGE PRESIDENT REMARKS:** Richard Smith acknowledged Black History month by reading Amanda Gorman's poem, "The Miracle of Morning".
- **VILLAGE MANAGER'S REPORT:** Dan Faulkner presented an overview of activity in 2020 by the Building department; reported that an ad for the Police Chief position is running in various publications in February; reported that grant funds of \$79,000 had been received from the USDA for the Chamberlain Path project that was completed last year, and that the

new 2021 Ford pick-up truck is in for the Water/Sewer department. Dan reported that the Village's electrical inspector, Charlie Basinger is retiring in September of 2021, and thanked him for all his years of service. Dan is currently starting the process of getting a replacement inspector to take over in the fall.

- **VILLAGE COUNCIL REMARKS:** **Council Member, Newquist** asked if the bidding period had been set yet for accepting marihuana applications. **Council Member, Hinman** asked about buying uniforms for Village employees vs. renting them. **Council Member, Newquist** said that she appreciates that Village President, Smith "elevates" the meeting to more than just business issues. She thanked him for his acknowledgment of Black History month.
- **PUBLIC COMMENTS:** **Audience Member, Tom Pauly**, thanked **Village President, Smith** for reading the poem. Tom also said that there are lots of "things going on" on Elm Street, and really appreciated the police presence and their foot patrols of the downtown area. **Audience Member, David Setzke**, (owner of Green Koi) stated that his company has applied for a Special Land Use permit and is looking forward to the bidding period for marihuana licenses. He also said "thank you" for acknowledging Black History month. **Audience Member, Derek Sever** said that his wife is a teacher at Lakeshore Middle School and as a project had asked her students to write a story about what they are "connected to". One of her students wrote a wonderful story about her home town, the Village of Three Oaks. He is hoping to get permission to share that story with the residents. **Audience Member, Suzanna Bierwirth** expressed concern for (especially) elderly residents that our police department cannot be reached directly if they need immediate assistance. She wants residents to be able to feel safe. **Audience Member, Sharon Christner**, thanked the Streets department for their work in keeping the roads clear of snow this winter, and she complimented the new attitude of the Village Council.
- **MEETING ADJOURNED AT: 8:19 pm**

Submitted by:

Cynthia E. Moynihan  
Three Oaks Village Clerk  
Minutes for the 02-10-21 Council Meeting  
Were APPROVED at the 03-10-21 Council Meeting