

VILLAGE OF THREE OAKS REGULAR COUNCIL MEETING – DATE: 01-10-18

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 as presented by the Village Council President. 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 from the Regular Council Meeting on 12-13-17. Approval of Invoices to be paid (\$50,039.88), Approval of Disbursements made from December 1 through December 31, 2017 (\$53,485.53). Approval of Prepays, and Payroll as paid (\$68,880.05), and the Treasurer's Report. Moved: Capiak Supported: Heemstra Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.

- **VILLAGE POLICY UPDATES TO THE EMPLOYEE HANDBOOK, BILL APPROVAL POLICY, FUND BALANCE POLICY, LOCAL PREFERENCE POLICY and PURCHASING POLICY:** Mike Greene, Village Manager submitted revised, updated copies for various Village Policies to the Council for approval. It was decided that approval for the Employee Handbook would be tabled until next month pending review of it by Attorney Hilmer. **A Motion was made to approve the revised, updated following policies: the Bill Approval Policy, the Fund Balance Policy, the Local Preference Policy and the Purchasing Policy. Moved: Capiak Supported: Kramer Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.**
- **RIVER VALLEY SCHOOLS PARKING LOT PROPOSAL:** Council denied the request from River Valley Schools which had been presented at last month's council meeting. They had proposed a joint partnership between the Township and the Village to split the cost of expanding the parking lot at Three Oaks Elementary School on Ash Street. The school thought that it might help alleviate the parking shortage that the downtown area is experiencing, but Council felt that the school was a little too far out of the downtown area for it to be beneficial in addressing the parking shortage. They believe that funds could be better spent to develop and pave the truck lot which is in a more centralized location.
- **CAPITAL IMPROVEMENT PLAN (CIP):** It was decided that a work session needed to be scheduled to review the Capital Improvement Plan (CIP), the budget and budget amendments, and the new staffing requirements proposed as a result of the Waste Water study. The work session will be held at 9:00 am on Saturday, January 20, 2018 at Village Hall.
- **ACORN THEATER – REQUEST for TEMPORARY OUTDOOR LIQUOR SERVICE PERMIT for SATURDAY, OCTOBER 13, 2018:** Sandra Thompson, Executive Director of the Acorn Theatre presented a request asking for approval from the Village to hold their 3rd annual fundraising event on Saturday, October 13, 2108. They requested that a portion of Generations Drive be closed in order to create more space for their event by enabling them to put a tent outside the theatre to accommodate more guests. They also are seeking Village approve to apply for a permit for a one-day temporary outdoor (liquor) service license. **A Motion was made to approve the request for Acorn Theatre to hold a fund-raising event on Saturday, October 13, 2018 from approximately 5:00 to 10:00 pm by closing a portion of Generations Drive, allowing a tent to be placed outside the theatre, and granting approval for their request to the Liquor Control for a temporary outdoor (liquor) service permit for that date. The Council's approval is pending the approval of both the Village's Police Chief and the Township's Fire Chief. Moved: Graziano Supported: Zebell Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.**
- **THREE OAKS FLAG DAY COMMITTEE REQUEST for \$2,000.00 for MARKETING EXPENSES:** Karen Cummings, on behalf of the Flag Day Committee, submitted a request to the Village for monetary assistance to help with the marketing costs related to the Hog Roast Fundraiser and the Flag Day parade. This year will be the 66th annual parade. The need/request is as a result of the Pokagon Fund denying their request for grant monies. The Pokagon Fund in previous years contributed \$1,000.00, but made a decision to no longer grant requests for monies for area festivals. A letter was also submitted by Gail Freehling detailing the amount of time put in by a small number of community volunteers and the money required to hold Flag Day weekend

each year. The DDA had been approached at their meeting on January 3rd and a similar request was denied. It was questioned why they would not support an event that has been part of the downtown Three Oaks history for over 65 years. Angela Reichert, DDA president, was in the audience and responded that the DDA thought that most of the money in their account was earmarked to be spent by the 150th anniversary celebration committee, and did not feel there were sufficient funds remaining to donate to the Flag Day committee. The DDA is not opposed to donating to Flag Day, but was unclear as to what funds they truly had available to spend and did not want to be fiscally irresponsible. Council members expressed that the parade is a tradition that honors our Flag, our Village and our Veterans and wants to see it be able to continue. Village Council asked the DDA to reconsider this important request for funding at their February meeting. It will be placed on their agenda. If there is still a need for further funding after the DDA reconsiders the request, then Council will present it at their February meeting.

- **MOORE & BRUGGINK – PRESENTATION on WASTEWATER STUDY:** Brian Hannon and Jake Bruggink from Moore & Bruggink presented a comprehensive overview of their study of the Waste Water system that is currently operating in the Village. Their final recommendation will be in several weeks as they need further input from the DEQ and additional testing. Their conclusion is that the sewage treatment system is getting more waste than can be handled – primarily industrial waste rather than the domestic waste for which the system was designed. The source was identified as Journeyman Distillery. As a result, the flow into the plant is at 4 to 5 times higher concentrations than the average domestic flow would be. The Lagoon Treatment System is violating MDEQ permit limits on seasonal discharge, and needs to immediately address future treatment options, especially since Journeyman has plans to expand. Several options were presented, but until further testing is conducted on the waste coming directly from Journeyman, and until pricing can be gathered from vendors, and additional information is received from MDEQ a final report cannot be submitted. However, it is anticipated that it will be available by the February meeting.
- **PARKS & RECREATION BOARD:** The Parks & Recreation Board did not meet in January. The next meeting is scheduled for 7:00 pm on Monday, February 5, 2018.
- **PLANNING COMMISSION:** The Planning Commission did not meet in January. The next meeting is scheduled for 7:00 pm on Tuesday, February 6, 2018.
- **DDA BOARD:** The minutes from the January 3, 2018 meeting were not available. The next meeting is scheduled for 5:30 pm on Wednesday, February 7, 2018.
- **VILLAGE MANAGER'S UPDATES:** Mike Greene, Village Manager, reported that the Trendset project for the radio alarm system upgrade to the Water plant is close to completion and that he has drafted some performance measures and set measurable goals for each department while working on job descriptions for Village employees
- **VILLAGE PRESIDENT'S UPDATES:** Dave reminded everyone to pass the word that residents and businesses are prohibited (by ordinance) from plowing snow from driveways into the streets. He also said that Mike would send out an email reminder to all Council members about the upcoming Workshop session on Saturday, January 20th.
- **AUDIENCE MEMBER, and Village resident, Anita Forker and Bert Wilbur** who live at 203 Chicago Street expressed their frustration with delivery trucks to Journeyman Distillery blocking access to their road for what they felt was extended periods of time. They sought help from Bill Welter, owner of Journeyman and felt that he was dismissive of their concerns. They suggested that perhaps additional signage might help alleviate the problem that they and their neighbors are experiencing. They are in favor of new businesses coming to town, but are sad that they no longer have a quiet neighborhood because of the ongoing development nearby.
- **MEETING ADJOURNED AT: 8:22 pm**

Submitted by:

Cynthia E. Moynihan,
Three Oaks Village Clerk
Minutes for the 01-10-18 Council Meeting
Were **APPROVED** at the 02-14-18 Council Meeting