

VILLAGE OF THREE OAKS REGULAR COUNCIL MEETING – DATE: 03-22-18

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: Heemstra Supported: Capiak 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 02-14-18 and Acceptance of the Parks & Recreation Board Minutes from 02-05-18, the Planning Commission Minutes from 02-06-18, the DDA Minutes from 02-07-18 and the Public Input Session Minutes from 03-05-18. Approval of Invoices to be paid (\$49,808.68), Approval of Disbursements made from February 1 through February 28, 2018 (\$49,945.40), Approval of Prepays, and Payroll as paid (\$46,788.26), and the Treasurer's Report. Moved: Kramer Supported: Capiak Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.

CLOSED the REGULAR COUNCIL MEETING at 7:02 pm to ENTER INTO A PUBLIC HEARING MEETING for the MDNR GRANT PROPOSAL for the WATKINS PARK TRAIL. The Public Hearing closed at 7:05 pm and the Regular Council meeting re-opened at 7:05 pm.

- **MDNR GRANT PROPOSAL – the WATKINS PARK TRAIL - BIKE LANES & SHARED-USE PATH:** As discussed during the Public Hearing, it was recommended that the Village approve the submission of the grant proposal to the MDNR for the Watkins Park Trail. It will offer many physical improvements to Watkins Park with improved access and additional recreational opportunities. The entire project is projected to cost \$250,000.00 and the Village's contribution would only be \$30,000.00. If the grant is approved, work on the project is anticipated to start in the Spring of 2019. **A Motion was made to approve a Resolution authorizing that the grant proposal for the Watkins Park & BikeTrail be submitted to the Michigan Natural resources Trust Fund (MDNR) by the deadline of April 1, 2018. Moved: Heemstra Supported: Graziano Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.**
- **VILLAGE POLICIES UPDATE – EMPLOYEE HANDBOOK:** The final copy of the employee handbook has been reviewed by Attorney Hilmer and Mike Greene, Village Manager. All recommended changes have been made. Council Member, Troy Zebell asked if job performance expectations are "spelled out" so that an employee is clear if they are meeting requirements to receive a bonus. Mike replied that that is not a part of the employee handbook and will be addressed within the outlines for each job position and during annual employee evaluations. **A Motion was made to approve the final copy of the Employee's Handbook as presented by Mike Greene, Village Manager. Moved: Capiak Supported: Graziano Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.**
- **RENEWAL OF CONTRACT WITH LAKESHORE RECYCLING & DISPOSAL LLC:** The current contract with Lakeshore Recycling expires on May 1st. They have agreed to keep the prices the same for five (5) years upon contract renewal. **A Motion was made to renew the monthly trash service contract with Lakeshore Recycling & Disposal LLC for an additional five (5) years with no increase in price. The new contract expiration date is May 1, 2023. Moved: Graziano Supported: Zebell Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.**
- **TEMPORARY WATER & SEWER CONTRACT:** Due to the retirement / resignation of Bruce Hauch, Water & Sewer Plant superintendent, (which the Council accepted with regret) various options were discussed related to keeping the water & sewer systems operating and in compliance until a permanent replacement for him is found. One option is to retain the services of a licensed operator from another municipality on a temporary basis, or to contract with a company that specializes in providing licensed operators on a month-to-month basis. Nathan Smith is a licensed operator for the sewer lagoons, so the Village would be seeking an interim licensed operator primarily for the water plant. Mike stated that he is meeting on March 26th with a licensed local individual and on March 27th with a Water and Sewer "Temp" agency. There will be no financial information available until after these meetings, so he proposed that he be granted the authority to enter into an agreement(s) for a licensed operator. **A Motion was made to authorize Mike Greene, Village Manager, to enter into a contract with either / or both an**

individual or a temp agency to secure a licensed individual for the operation of the Village's Water and Sewer systems. This contract would remain in place until a permanent replacement is found with the proper licenses. Moved: Capiak Supported: Heemstra Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED

- **STREET SIGN REPLACEMENT:** Clay Ackerman, DPW Superintendent has requested funds to purchase and replace all the faded street signs throughout the Village with a cost of approximately \$3,400.00. **A Motion was made to approve the replacement of all the faded street signs within the Village at a cost of approximately \$3,400.00. Moved: Zebell Supported: Heemstra Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.**
- **ARBOR DAY PROCLAMATION:** To qualify as a "Tree City USA" community, there are four standards set forth by the Arbor Day Foundation, one of them being the observation of Arbor Day. Village Manager, Mike Greene proposed that Friday, April 27, 2018 be proclaimed as Arbor Day in the Village of Three Oaks. **In order to continue to pursue the designation of a "Tree City USA" community, A Motion was made to declare Friday, April 27, 2018 as Arbor Day in the Village of Three Oaks. Moved: Kramer Supported: Graziano Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.**
- **PARKS & RECREATION BOARD:** The minutes from the March 5, 2018 Public Input Session regarding the Watkins Park Trail, Bike Lanes/Shared Use Path meeting were presented, however the minutes from the Parks & Recreation Board's regular meeting were not yet available. The next Parks & Recreation meeting is scheduled for 7:00 pm on Monday, April 2, 2018.
- **PLANNING COMMISSION:** The minutes from the March 6, 2018 meeting were not yet available. The next meeting is scheduled for 7:00 pm on Tuesday, April 3, 2018.
- **DDA BOARD:** The minutes from the March 7, 2018 meeting were not yet available. The next meeting is scheduled for 5:30 pm on Wednesday, April 4, 2018.
- **VILLAGE MANAGER'S UPDATES:** Mike Greene, Village Manager, reported that the audit for 2016-2017 has been completed and a draft version has been received and reviewed. The audit findings will be presented at the April council meeting. Mike reported that the NanO2 pilot system is very close to be up and running; that all the required information and letters of support have been received in order to submit with the MDNR grant application, and that an ad will be placed to receive bids for road work and parking lot paving projects for this summer. He also said that the reflective fire hydrant markers have been ordered and that the Township/Fire Department has agreed to pay for one-half of the cost. Additionally, he informed Council members that due to multiple requests from citizens, the Village has set up new email addresses for each Council member to receive Village business-related questions. Council Members also agreed to have their phone numbers included on the Village's website. He also reported that 100 new water meter heads are scheduled to be delivered next Tuesday. **Council Member, Cheryl Capiak** asked if Master Meter Systems could be contacted about installing the meters so that the work could be done quickly since Bruce will not be available to install them. Mike will check into the possibility.
- **VILLAGE PRESIDENT'S UPDATES:** Dave reported that the DDA is having a "meet and greet" at the Acorn Theatre on Sunday, March 25th from 5:00 to 7:00 pm. He encouraged everyone to attend and show their support for the work that the DDA does for the Village.

- **AUDIENCE MEMBER, Dean Hill, introduced himself.** He announced that he is running in the 78th precinct for Dave Pagel's position. He is a Democrat and he is addressing three (3) main issues – the reduction in funding for education, the skyrocketing cost of insurance and the trash that seems to permeate our roadways. **COUNCIL MEMBER, Cheryl Capiak** asked Mike to keep them more up-to-date on all Village happenings, such as the resignation of Bruce Hauch, updates on the status of meter head replacements, the NanO2 system project, and any new information relating to Journeyman Distillery. She stated that his weekly updates are great, but if something happens earlier in the week, they should be informed quickly so as not to be caught by surprise if a resident questions them on a topic.
- **MEETING ADJOURNED AT: 8:00 pm**

Submitted by:

Cynthia E. Moynihan,
Three Oaks Village Clerk
Minutes for the 03-22-18 Council Meeting
Were **APPROVED** at the 04-11-18 Council Meeting