

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 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 Invoices to be paid (\$46,200.90), Approval of Disbursements made from March 1 through March 31, 2016 (\$50,751.05), Approval of Prepays, and Payroll as paid (\$44,092.72), and Treasurer's Report. Moved: Capiak Supported: Heemstra Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.**
- **MICRO-SEAL COAT BIDS:** Adam Umbrasas reported that further research is needed before information/specification sheets can be compiled for the purpose of soliciting bids. There are various methods to consider such as crack-sealing or patching, slurry sealing, seal coating, etc.. Adam requested that this be tabled until the May meeting at which time he can present various options for the repair of the streets.
- **AUDIT REPORT for the 2014-2015 FISCAL YEAR:** Derek Hall, Auditor for the State of Michigan, Department of Treasury, completed the 2014-2015 financial audit for the Village and presented his findings. He reported that the fund balances are very healthy and continue to grow. The Village is now able to act in a proactive manner by anticipating projects in advance and planning for capital expenditures while having the funds to do so without impacting day-to-day expenses. He said that the Water & Sewer funds are also in good shape, and that the rates are where they need to be at this point in time. He noted that the DDA still has a negative capture from the tax base, and revenue won't increase until property values go up. Derek stated that tax abatements will have to be noted in the next audit, while disclosing the company and the \$ amount of the lost tax revenue due to the tax abatement granted. Derek gave the Village a letter grade of "A-" based on the results of the audit and declared the Village in a good financial position entering into the new fiscal year.
- **AUTHORIZE VILLAGE MANAGER to PURSUE REDEVELOPMENT READY COMMUNITY STATUS from the STATE of MICHIGAN, MICHIGAN ECONOMIC DEVELOPMENT CORPORATION:** The Redevelopment Ready Communities Program is a state-wide certification program that assists and supports communities to become development ready and competitive. Adam said that the parks and infrastructure of the Village are in good shape with water and sewer easily available for future development. He said that the Village could benefit from the development review processes and the marketing help that would be provided by the certification program. By becoming a "certified" community, it signals to new businesses that the Village is ready for them to relocate into our area. There is no charge to participate in the program, but it will be labor intensive preparing the necessary paperwork. The Council agreed that it would be beneficial to pursue the "redevelopment ready community status" and authorized Adam to proceed with the certification process.
- **AUTHORIZE PURCHASE of a 5 hp MOTOR for the LIFT STATION's GRINDER for \$4,000.00:** The grinder (Muffin Monster) was replaced at the Lift Station, but at the time of installation, it was discovered that the motor also had failed. There was discussion of also purchasing a refurbished motor to have as a spare, but Council member John Pappa said that if it sat for years without being used, the seals would break down and it would be unusable, therefore wasted money. **A Motion was made to authorize the purchase of a new 5hp Motor for the grinder at the Sewer Lift Station in the amount of \$4,000.00 Moved: Zebell Supported: Heemstra Aye: Capiak, Graziano, Kramer, Pappa, Zebell, Heemstra, Grosse Nay: None Absent: None Abstain: None MOTION CARRIED.**
- **ANNUAL EVALUATION of VILLAGE MANAGER, ADAM UMBRASAS:** The annual evaluation of Adam Umbrasas, Village Manager was performed by the Village Council. They indicated that they are very pleased with Adam and commended him for his hard work and the terrific job that he is doing for the Village. He was rated a 4.47 out of a potential 5.0 on his performance appraisal. It

was recommended that he be awarded the maximum bonus of \$5,000.00. **A Motion was made to award a \$5,000.00 performance bonus to Adam Umbrasas, Village Manager. Moved: Capiak Supported: Graziano Aye: Capiak, Graziano, Kramer, Pappa, Zebell, Heemstra, Grosse MOTION CARRIED.**

- **AUTHORIZE ADDITIONAL \$20,000.00 PAYMENT to BERRIEN COUNTY for the WATKINS PARK LOAN:** It was discussed that if an additional \$20,000 principal payment is made, in addition to the regular June and December loan payments in 2016, that the Watkins Park loan would be paid off at the end of 2016. It was decided that since the funds are available now, to pay off the loan in its entirety by June 1st. **A Motion was made to pay off the entire loan balance of the Watkins Park loan to Berrien County by June 1, 2016. Moved: Heemstra Supported: Graziano Aye: Capiak, Graziano, Kramer, Pappa, Zebell, Heemstra, Grosse Nay: None Absent: None Abstain: None MOTION CARRIED.**
- **PARKS & RECREATION BOARD:** The written minutes from the April 4 2016 meeting were not yet available. The next meeting is scheduled for Monday, May 2, 2016 at 7:00 pm.
- **PLANNING COMMISSION:** The written minutes from the April 5, 2016 meeting were not yet available. The next meeting is scheduled for Tuesday, May 3, 2016 at 7:00 pm.
- **DDA BOARD:** The DDA has not met yet in 2016. Its next regularly scheduled meeting is on Wednesday, May 4, 2016 at 5:30 pm.
- **VILLAGE MANAGER'S UPDATES:** Adam Umbrasas reported that the plans for the Senior housing development were submitted to MSHDA for State approval; that the application for the Cluster rezoning between Cedar and Tulip Streets has been withdrawn by the applicant and that the new website should be "live" next week. He said that the Parks & Rec. committee has picked out swing sets for Dillard Park and he requested that the Council meet for a budget planning session in the next couple of weeks to plan for summer projects. He said the process will begin soon for updating the Master Plan and the Parks & Recreation Plan. He reminded everyone that the community wide cleanup – the "Big Event" will be held on April 30, 2016. All volunteers should meet at 10:00 am at Carver Park. The Arbor Day celebration is scheduled for 10:00 am on Thursday, April 21 at Carver Park.
- **VILLAGE PRESIDENT COMMENTS:** David Grosse recommended that the Council meet at 6:30 pm on Wednesday, April 27th for a budget planning meeting. He reported that the code enforcement officer sent out many letters this past week to homeowners in order to bring their properties back up to code and in compliance with Village ordinances. Dave also said that the Village's DPW department will be picking up yard waste this year, rather than Lakeshore Recycling. Pickup is scheduled for Wednesdays with Thursdays being the alternate day. It was also mentioned that the Village would be looking into the scrap value of manhole covers that have accumulated at the DPW department.
- **COUNCIL COMMENT: Council Member, John Pappa** asked Adam to look into the cost of a wood chipper for the DPW department. **Council Member, Cheryl Capiak** thanked the staff for working diligently with the State Auditor. **Council Member, Troy Zebell** thanked the staff for their work on negotiating a new contract with AT & T in order to significantly bring down the cost of monthly phone service. **Council Member, Darlene Heemstra**, on behalf of the Parks & Recreation Committee asked if the planters in town could be repainted in a neutral color, and said that the Harbor Arts Initiative would like to have a contest to "name" the bike sculpture.
- **MEETING ADJOURNED AT 8:04 pm.**

Submitted by:

Cynthia E. Moynihan,
Three Oaks Village Clerk

Minutes for the 04-13-16 Regular Council Meeting
Were **APPROVED** at the 05-11-16 Regular Council Meeting