

VILLAGE OF THREE OAKS REGULAR COUNCIL MEETING – DATE: 07-10-19

Chair called Village Council Meeting to order at 7:00 PM at Three Oaks Village Hall.

Pledge of Allegiance: Yes

Roll Call: Present: Kramer, Newquist, Zebell, Grosse

Absent: Graziano, Thomas, Pappa

Approval of the Agenda as presented by Village Manager, Michael Greene. Moved: Zebell

Supported: Newquist Aye: 4 Nay: 0 Absent: 3 Abstain: 0 MOTION CARRIED.

Public Comment on the Agenda: None

Approval of the Consent Agenda to include: Approval of Minutes of the Regular Council Meeting held on 06-10-19 and the Special Council Meeting Minutes held on 06-28-19.

Acceptance of the 06-03-19 Parks & Recreation Minutes, and the 06-05-19 DDA Meeting Minutes. Approval of the Police Department's Report. Approval of Invoices to be paid (\$55,072.76), Approval of Disbursements made from June 1 through June 30, 2019 (\$95,654.16) and Approval of Prepays, and Payroll as paid (\$51,468.23). A Motion was made to approve the Consent Agenda as presented by Village Manager, Michael Greene. Moved: Kramer Supported: Zebell Aye: 4 Nay: 0 Absent: 3 Abstain: 0 MOTION CARRIED.

- **WALSH & KELLY – CHANGE ORDER #1:** The 2019 Street projects will begin soon. After reviewing the projects with our contractor, Walsh & Kelly, it was determined that the cost of the optional sidewalk work/site restoration (which was included in the original bid documents) needs to be removed from the contract and the cost of adding 20 square yards of asphalt patching needs to be added to the contract. The net of these changes results in a decrease of \$20,400 to the contract. Change Order #1 was submitted with this decrease resulting in an amended total project cost of \$77,250.00 (previously was \$97,650.00). **A Motion was made to accept Change Order #1 from Walsh and Kelly for a decrease of \$20,400.00 resulting in a net project cost of \$77,250.00 for the 2019 Street projects work. Moved: Zebell Supported: Kramer Aye: 4 Nay: 0 Absent: 3 Abstain: 0 MOTION CARRIED.**
- **TEMPORARY CONTRACT WITH IAI for SEWER WASTEWATER OPERATIONS and MANAGEMENT SERVICES:** Quentin Clark has been hired as the Village's full-time Water/Sewer Superintendent, but we are still searching for someone to assist him. During this search and during the transition from IAI to Quentin taking over the operations of the plant, it has been proposed that IAI continue to help out on a temporary basis. The cost would be billed out on a time and materials charge of \$65/hr plus trip charges and any other charges that may be incurred. It is estimated that an IAI employee would be on-site approximately 2 days a week. The estimated costs would be about \$4,600.00 a month. The contract can be terminated with a seven (7) day written notice. **A Motion was made to approve a contract with IAI for temporary support of the Water and Wastewater operations and management systems based on a time and materials charge. It is estimated that an IAI employee will be on-site approximately two (2) days a week. The contract has a clause stating that it can be terminated with a seven (7) day written notice. Moved: Kramer Supported: Zebell Aye: 4 Nay: 0 Absent: 3 Abstain: 0 MOTION CARRIED.**
- **BANK SIGNATORY APPROVAL for PRESIDENT PRO-TEM, STEVE GRAZIANO:** With the departure of Cheryl Capiak in December, 2018, a council member needs to be added to the authorization list for all of the Village's bank accounts. Currently, Council members, Dave Grosse and John Kramer and Village Treasurer, Lois Jones are authorized for check signing. The fourth (4th) signatory proposed is Council member, Steve Graziano. **A Motion was made to approve the addition of council member, Steve Graziano to the bank signatory cards for all banks and bank accounts that the Village currently has. Moved: Zebell Supported: Kramer Aye: 4 Nay: 0 Absent: 3 Abstain: 0 MOTION CARRIED.**
- **ANNUAL EVALUATION of VILLAGE MANAGER, MICHAEL GREENE:** Mike is completing his 2nd year (08-01-19) with the Village and he received a satisfactory rating on his annual evaluation. Council would like to see Mike and Council set some goals for the upcoming year. They stated that he is readily available to employees, council members and residents, that he is easy to work with and timely with reports. They feel that he needs to improve on community relations by being more visible in the community, that he needs to provide greater oversight on contractors and be

pro-active in his communications. Council stated that he has room for growth and improvement, but believes he can be an outstanding manager. Discussion of his contract extension and salary increase will be addressed at the August council meeting.

- **PLANNING COMMISSION:** **Council Member, Colleen Newquist** had no report since the Planning Commission meeting for July was cancelled. However, she noted that the special committee appointed to research the Marijuana issue is meeting on July 16th at 7:00 pm. This is a community input meeting to gather information from residents about their thoughts on allowing the sale of marijuana in the Village.
- **PARKS & RECREATION:** Council Member, Becky Thomas was absent – no report given.
- **PUBLIC COMMENT:** **Audience Member**, he stated that he didn't understand the new water bills and felt that the new rates had not been adequately explained to residents prior to implementing the increases. He asked if the Village could do a better job of communicating with the residents. Another **Audience Member** suggested a centralized kiosk for posting community news and events.
- **VILLAGE MANAGER'S UPDATES:** Mike Greene, Village Manager, reported that he has a meeting scheduled with the USDA regarding finalizing the grant for the revitalization of Chamberlain Path. If everything goes as planned, the project will be on a fall timeline for completion. Mike said that the concrete is down on Oak Street and he reported that he got good reviews from the residents who enjoyed the fireworks on the 4th of July. He reported that the budget for the upcoming fiscal year is nearing completion with the final presentation of it to take place at the August Council meeting. He also said that a draft copy of the Water Reliability Study and the Asset Management Plan should be available in about 10 days. **Council member, Colleen Newquist** asked about the status of the dredging project. Mike replied that it was still scheduled to begin this month. Colleen also said that she felt that code enforcement was not being carried out at all in the Village and asked Mike to look into hiring a part-time enforcement officer.
- **VILLAGE PRESIDENT'S UPDATES:** Dave Grosse, Village President asked Mike about the status of the easement agreement with Journeyman Distillery. Mike replied that their attorney is still reviewing it. Attorney Hilmer said that he will follow up with Journeyman on the agreement. Dave also asked about the status of the dangerous building at 12 Walnut Street. Mike replied that a hearing will be held on July 22 at 11:00 am. and steps will be taken to begin the demolition of it.
- **MEETING ADJOURNED AT: 7:40 pm**

Submitted by:

Cynthia E. Moynihan,
Three Oaks Village Clerk
Minutes for the 07-10-19 Council Meeting
Were **APPROVED** at the 08-14-19 Council Meeting