

VILLAGE OF THREE OAKS REGULAR COUNCIL MEETING – DATE: 09-13-17

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 08-09-17. Approval of Invoices to be paid (\$92,724.05), Approval of Disbursements made from August 1 through August 31, 2017 (\$113,878.86), Approval of Prepays, and Payroll as paid (\$45,6604.92), and the Treasurer's Report. Moved: Capiak Supported: Heemstra Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.

- **SET PUBLIC HEARING DATE for the 2017-2018 BUDGET and SET SPECIAL MEETING DATE to ADOPT THE 2017-2018 BUDGET and APPROVE AMENDMENTS for the 2016-2017 BUDGET:** A Public Hearing must be held to present the final version of the 2017-2018 Budget. Following the Public Hearing, a Special Meeting must be held in order to adopt the 2017–2018 Budget and to approve the final amendments for the 2016-2017 budget. Council was in agreement to set the Public Hearing date for Wednesday, September 20, 2017 at 7:00 pm and immediately following will be the Special Meeting (at approx 7:10 pm).
- **PAYMENT REQUEST #2 FROM RIETH RILEY for \$19,043.28 for the 2017 PAVING PROJECT:** Rieth Riley has completed all of the work on the 2017 paving project. Council members were happy with the work and agreed that it was done timely and satisfactorily. **A Motion was made to approve Payment Request #2 in the amount of \$19,043.28 from Rieth Riley for the final payment due on the 2017 paving project. Moved: Kramer Supported: Zebell Aye: Capiak, Graziano, Kramer, Pappa, Zebell, Heemstra, Grosse. Nay: None Absent: None Abstain: None Motion Carried.**
- **DISCUSSION of POTENTIAL WATER & SEWER RATE CHANGES:** It was discussed that the Sewer R-T-S rates are set in order to cover the bond payments for improvements made to the Sewer system. However, these rates are no longer able to cover the Sewer bond payments since rates have not been raised for many years. The Sewer (usage) rates cover the operating expenses and are sufficient. It is proposed the Sewer R-T-S fees be raised to \$21.00 a month (from \$17.71). It was also proposed that the Water (usage) rates be changed to a tiered system. The Water R-T-S rates would remain at their current rate. The current rate of \$5.18 per 1,000 gallons for water usage would remain in effect for up to 100,000 gallons and then would decrease to \$4.68 per 1,000 gallons for any usage over 100,000 gallons. This would help to create an economic incentive to businesses that require large amounts of water. A Public Hearing needs to be set in order to consider these changes. **A Motion was made to set the Public Hearing for Wednesday, October 11, 2017 at 7:00 pm to consider the proposed changes for the Water and Sewer rates with a projected effective date of January 1, 2018. Moved: Capiak Supported: Graziano Aye: Capiak, Graziano, Kramer, Pappa, Zebell, Heemstra, Grosse Nay: None Absent: None Abstain: None MOTION CARRIED.**
- **MOORE & BRUGGINK ANALYTICAL LAB SERVICES:** Moore & Bruggink are gearing up for the Waste Water Study which was approved at last month's council meeting. They have determined that an additional (3) weeks of Sewer samples needs to be collected and analyzed before they can continue with their study. Their proposal to collect and analyze the samples is \$5,490.00. Council discussed the option of purchasing their own sampler to collect the samples rather than paying an outside company to do it. However, the cost to purchase a sampler is over \$6,000 and does not include the cost of a laboratory analyzing the samples. Upfront it would be more expensive, and would delay the Waste Water study while the Village attempted to locate and purchase a sampler. It could potentially be a benefit long-term if the Village needed to continue collecting samples, however, that is unknown at this time. It was decided that a professional company trained for doing this would be more efficient at this time without holding up the study. **A Motion was made to accept the contract from Moore & Bruggink for collecting and**

analyzing (12) additional samples for the Waste Water Study at a cost of \$5,490.00 Moved: Heemstra Supported: Graziano Aye: Capiak, Graziano, Kramer, Pappa, Zebell, Heemstra, Grosse Nay: None Absent: None Abstain: None MOTION CARRIED.

- **UPGRADE PHONE/ALARM CIRCUIT FROM WATER PLANT to WATER DEPARTMENT:** Mike Greene, Village Manager, presented a proposal from the Village's telecommunications consultants, Abilita to upgrade the phone / alarm circuit from the Water Plant to the Water department. An outside company, Trendset Communications would install a radio system changing the circuit from a wired one to a radio one for a cost of \$10,850.00. This system would pay for itself in 9 months by eliminating a monthly charge of \$1,218 from the AT & T bill. A Motion was made to approve the proposal from Trendset Communications in the amount of \$10,850.00 to install a radio circuit system between the Water Plant and the Water Department. Moved: Capiak Supported: Kramer Aye: Capiak, Graziano, Kramer, Pappa, Zebell, Heemstra, Grosse Nay: None Absent: None Abstain: None MOTION CARRIED.
- **LIQUOR LICENSE REQUEST FOR WURSTFEST FROM THE DDA FOR SEPTEMBER 30, 2017:** The DDA asked for Council approval prior to submitting their application to the State for a one day liquor license for Wurstfest for Saturday, September 30, 2017. A Motion was made to support the DDA's request to the State of Michigan for a one day liquor license for Wurstfest for September 30, 2017. Moved: Graziano Supported: Heemstra Aye: 7 0 None 0: Abstain: 0 MOTION CARRIED.
- **REQUEST TO TRANSFER 25% of MAJOR STREETS ACT 51 REVENUE to the LOCAL STREETS FUND:** A Motion was made to make the annual transfer of 25% of Major Streets Act 51 Revenue to the Local Streets fund. Moved: Heemstra Supported: Kramer Aye: Capiak, Graziano, Kramer, Pappa, Zebell, Heemstra, Grosse Nay: None Absent: None Abstain: None MOTION CARRIED.
- **REQUEST FUNDS FOR TRAINING SEMINAR FOR VILLAGE COUNCIL, PLANNING COMMISSION, PARKS & RECREATION & BOARD, DDA & ZONING BOARD of APPEAL MEMBERS:** At the Planning Commission's August meeting, they recommended that the Village Council accept a proposal from McKenna & Associates for \$1,200.00 for a training session for all board members to provide them an opportunity to learn about the roles and responsibilities of each board member and for training on the Village's specific issues, ordinance standards and procedures. Council members decided it was an excellent idea and asked Mike to proceed with setting up the dates and times for the training session (s).
- **PROPOSED CONTRACT FROM SEVERN TRENT for STAFFING and OPERATIONS REVIEW of the DPW and WATER & SEWER DEPARTMENTS:** Mike Greene, Village Manager proposed that the Village have an outside firm provide an analysis of the DPW & Streets department and the Water & Sewer department to help review and set guidelines and establish succession plans. John Pappa and John Kramer questioned the need for this overview by an outside party. Mike replied that they would help to create and set department procedures, make recommendations on equipment upgrades and offer an unbiased analysis to determine if there were more efficient ways to do things. A Motion was made to accept the proposal from Severn Trent for \$2, 7000.00 to conduct an analysis of the DPW & Streets department and the Water & Sewer department. Moved: Capiak Supported: Graziano Aye: Capiak, Graziano, Zebell, Heemstra, Grosse Nay: Kramer, Pappa Absent: None Abstain: None MOTION CARRIED.
- **APPOINTMENT to the ZONING BOARD of APPEALS:** A Motion was made to appoint Gene Svebakken to the Zoning Board of Appeals with his term expiring in November, 2020. Moved: Heemstra Supported: Graziano Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.
- **SET TRICK or TREAT DAY and TIMES:** It was decided that Trick or Treat day would be held on Saturday, October 28, 2017 from 4:00 to 6:00 pm within the Village limits.
- **SET DATE & TIME FOR the FALL LARGE ITEM PICK-UP:** It was decided that the annual large Fall pick-up / clean-up would be held on Saturday, October 14, 2017 from 8:00 am to noon. Once again, Lakeshore Disposal is providing the trucks and members of the Masonic Lodge are providing the labor for this community event.

- **PARKS & RECREATION BOARD:** The minutes from the September 11, 2017 meeting were not yet available. The next meeting is scheduled for 7:00 pm on Monday, October 2, 2017.
- **PLANNING COMMISSION:** The minutes from the September 11, 2017 meeting were not yet available. The next meeting is scheduled for 7:00 pm on Tuesday, October 3, 2017.
- **DDA BOARD:** The minutes from the September 6, 2017 were not yet available. The next meeting is scheduled for 5:30 pm on Wednesday, October 4, 2017.
- **VILLAGE MANAGER'S UPDATES:** Mike Greene, Village Manager, reported that he attended a Harbor Country Chamber of Commerce Economic Development Meeting on September 12th, and that he would be attending the MML 2017 League Convention in Holland, MI September 13th thru 15th. On September 21st, he will be in Lansing attending the first (of two) sessions which will enable the Village to become certified as a "redevelopment ready community". He reminded everyone that the final activities for the 150th anniversary celebration wrap- up were this weekend and that Wurstfest will be held on Saturday, September 30th.
- **VILLAGE PRESIDENT'S UPDATES:** Dave Grosse reported that the Zoning Board of Appeals will be meeting regarding a homeowner's request for a variance on set-back requirements, and to consider a request to operate a beauty salon out of a home. He also reminded Council members that the Medical Marijuana issue needs to be addressed by the Village. He also asked Council to consider giving residents an extra week to pay their summer property taxes without penalty, thereby extending the due date to September 21, 2017. **A Motion was made to extend the deadline for paying summer property taxes without penalty to Thursday, September 21, 2017. Moved: Graziano Supported: Capiak Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.**
- **AUDIENCE MEMBER, Janet Cocciarelli, Executive Director of the Pokagon Fund** gave an overview of the three (3) areas that the Pokagon Fund is focusing on this year. Education-a literacy initiative to increase the reading skills of 3rd graders; a program to focus on poverty reduction and Economic development. **AUDIENCE MEMBER, David Benke** stated that he was upset and frustrated with the lack of progress made on a home that is in disrepair. It had been gutted approximately 3 years ago and never finished. The issue has been brought up in the past with no results and he would like the Code Enforcement Officer and/or building inspector to look into the condition of the home. Village Manager, Mike Greene will follow up on this.
- **MEETING ADJOURNED AT: 8:02 pm**

Submitted by:

Cynthia E. Moynihan,
 Three Oaks Village Clerk
 Minutes for the 09-13-17 Council Meeting
 Were **APPROVED** at the 10-11-17 Council Meeting