

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

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, Heemstra, Grosse

Absent: Zebell

Approval of the Agenda as presented by Village Manager, Michael Greene. Moved: Capiak Supported: Heemstra Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.

Public Comment on the Agenda: None

Approval of the Consent Agenda to include: Approval of Minutes of the Special Council Meeting held on 08-23-18, the Minutes of the Public Hearing Meeting held on 09-12-18, the Minutes of the Regular Council Meeting held on 09-12-18, The Minutes of the Special Council Meeting held on 09-27-18; Acceptance of the 09-10-18 Parks & Recreation Minutes; the 09-04-18 Planning Commission Minutes, the 09-05-18 DDA Minutes and the 09-28-18 Joint Planning Commission & DDA Board Minutes. Approval of Invoices to be paid (\$129,228.45), Approval of Disbursements made from September 1 through September 30, 2018 (\$398,550.30), Approval of Prepays, and Payroll as paid (\$49,149.13) and Approval of the Treasurer's Report. Moved: Kramer Supported: Heemstra Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.

- **WATER SYSTEM STUDY PROPOSAL:** Three (3) quotes were presented for the Water System Study program. All quotes included staying in AutoCAD and upgrading our mapping system to GIS. Proposals were received from Moore & Bruggink for \$50,880, from Edgewater Resources for \$51,650 and Wightman & Associates for \$52,500. IAI recommended that we contract with Wightman & Associates due to their technical expertise in this area and the fact that they produced the Reliability Study in 2009 (our most recent one) and have good knowledge of our systems. Council Member, John Pappa also recommended sticking with Wightman & Associates due to the quality of their previous work for the Village. Council President, Dave Grosse felt that by introducing a third engineering firm it would become more difficult to coordinate projects. The Village is currently using Moore & Bruggink and Edgewater for other projects. **A Motion was made to award the contract for the Water System Study Plan to Moore & Bruggink for \$50,880. Moved: Capiak Supported: Heemstra Aye: Capiak, Graziano, Kramer, Pappa, Heemstra, Grosse Nay: None Absent: Zebell Abstain: None MOTION CARRIED.**
- **EMPLOYEE MERIT & COLA INCREASE:** Michael Greene, Village Manager presented his recommendations for employee merit & COLA increases as follows: Police Chief and DPW Superintendent - \$4,000 annual increase each, Full-time Police Officers - \$.50/hr increase immediately and \$.50/hr increase upon their next anniversary date, Clerk - \$1.00/hr increase, Treasurer – 3% increase / DPW Technician - \$1.13/hr increase. Council Member, Darlene Heemstra felt that the additional increase for the DPW Technician was not warranted because his pay is well within the area averages and the cost of his family plan medical insurance far exceeds the cost paid for any other employee. Council Member, John Pappa did not want to lose Nate because of his value to the DPW department and his ability to cross-over and help in the Water/Sewer department. He felt the extra increase was warranted. **A Motion was made to accept the recommendations for Merit and COLA pay increases presented by Village Manager, Michael Greene, as detailed above. Moved: Capiak Supported: Kramer Aye: Capiak, Graziano, Kramer, Pappa, Heemstra, Grosse Nay: None Absent: Zebell Abstain: None MOTION CARRIED**
- **CHRISTMAS PARADE:** Gail Freehling, on behalf of the Parade committee, requested a date change and the road closing for the annual Christmas parade. The parade will be held on the Saturday after Thanksgiving, November 24, 2018 beginning at 6:30 pm with the tree lighting to follow in Carver Park. This new date coincides with Small Business Saturday. All downtown stores will be open from 11:00 am to 9:00 pm that day. Council agreed with the date change and authorized the closing of Elm Street for the parade.
- **PLANNING COMMISSION APPOINTMENT:** Colby Caid submitted his resignation from the Planning Commission. It was recommended that Darlene Heemstra be appointed to the vacancy. The next Planning Commission meeting is 11-13-18. **A Motion was made to appoint Darlene**

Heemstra to the vacancy on the Planning Commission. Moved: Capiak Supported: Pappa Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.

- **MOORE & BRUGGINK – UPDATE on SEWER SYSTEM UPGRADE OPTIONS and SET MEETING DATES for WORKSHOP and PUBLIC INFO SESSIONS & SPECIAL MEETING:** Moore & Bruggink, engineering consultants for the Village, presented an update on the possible options to consider for upgrading the sewage treatment system. They are waiting for the final sampling results, (anticipated in 2 more days). Upon receiving those results, (of which the BOD level is the most significant one), it can be determined what to set the limits at, the surcharges to implement and the capital costs for the various options for upgrading the sewer system. Moore & Bruggink said that their studies show that “doing nothing is not an option” since the current loading is higher than the lagoon (built in 1970) was designed to handle. Things to consider are capacity allocation categories – determine the domestic and industrial contributors and allocate reserve for future growth and build in a safety factor of 20%. They said that a single user can greatly alter the overloading to the system. General and Special IPP permit limits need to be set. The moderate plan is estimated to cost 1.25 million dollars plus approximately \$40,000 annually for operating and maintenance costs. The full treatment expansion option could cost more than \$3 million with operating and maintenance costs running at \$100,000 annually. Council Member, Darlene Heemstra asked if the current funds in the Repair & Replacement fund could go towards the new project and Council Member, Cheryl Capiak asked if the moderate expansion proposal would increase the capacity of the lagoons. Council President, Dave Grosse addressed the question of whether the new bond for upgrading the Sewer system could be rolled into one of the current bonds. According to the Village’s bond attorney, it is most likely that it cannot be rolled over because of the short amount of time (5 years) before it comes due/matures. The Village will look at the costs of a 20 year bond versus a 40 year bond. There are grants available; however, it is highly competitive each year as to who gets awarded one. Current interest rates are running at about 3.25%. Council set the date for a work session to review the proposals in detail for the options of upgrading the sewer lagoons and sewer treatment system for Wednesday, October 17, 2018 at 7:00 pm, and set the date for a Public Information Session for Moore & Bruggink to answer any questions that residents have regarding the options and costs for the proposed projects for Friday, October 19th at 4:00 pm and 5:30 pm.
- **PARKS & RECREATION BOARD:** The minutes from the October 01, 2018 meeting were not yet available. The next meeting is scheduled for Monday, November 5th at 7:00 pm
- **PLANNING COMMISSION:** The minutes from the October 2, 2018 meeting were not yet available. The next meeting is scheduled for 7:00 pm on Tuesday, November 13th (1 week later than usual because of Election Day).
- **DDA BOARD:** The minutes from the October 3, 2018 meeting were not yet available. The next meeting is scheduled for 5:30 pm on Wednesday, November 7, 2018.
- **VILLAGE MANAGER’S UPDATES:** Mike Greene, Village Manager, reported that the Master Plan update is still underway and that the deadline for accepting the Master Plan Survey has been extended until the end of October. The anticipated completion date for the Master Plan is March, 2019. He said that due to excessive rain, the dredging has been pushed back another week or two. He reported that the Assessment of Facilities Report prepared by IAI has been received and that it is an excellent, very comprehensive report addressing many items that will need to be accomplished and equipment purchases that will need to be made over the next few years. Council Members asked if DPW could do some of the painting projects (which would be less expensive than having IAI do it), and asked if jail trustees could be utilized for some of the projects.
- **VILLAGE PRESIDENT’S UPDATES:** Dave Grosse, on behalf of the Council, presented Council Member, Darlene Heemstra, a plaque honoring her and thanking her for her 10+ years of service on the Village Council and various other committees and positions that she has served on for the Village of Three Oaks. Darlene has chosen not to run for another term on Council, so this is her last Council meeting. She will be missed as she was a great asset and voice of reason for the Council and the community. Dave also reminded and encouraged everyone to attend the Public Information Session on October 19th.

- **AUDIENCE MEMBER, James Fleck**, made a complaint about Police Chief, Denny Buller regarding a traffic violation that he had been involved with. He stated that he felt his reputation was being ruined by false information from the police department. **AUDIENCE MEMBER, Cary Brown**, who owns property adjacent to the Industrial Park, asked if there still was a moratorium on building (there was not one). He indicated that he was in contact with a developer that was very interested in the property. He was instructed to meet with Village Manager, Mike Greene. **AUDIENCE MEMBER, Colleen Newquist** asked if more information could be shared about potential developers and their plans. She was informed that it was too early in the planning stages to release any information yet. **AUDIENCE MEMBER, Bob Schuttler** asked who will be handling the bid requests for the expansion/upgrade sewer treatment plan – Answer - our engineers, Moore & Bruggink will. **AUDIENCE MEMBER, Larry Shawver**, asked if there were grants available to financially help with replacing the aging sewer pipes. **AUDIENCE MEMBER, Chuck Sittig**, asked why there was still a problem with I & I. Since it has been determined there is approximately 25% incoming waste that is not identified and it is detrimental and costly to our system, then it should be a high priority item. **AUDIENCE MEMBER, Nick LaFlex** asked if other businesses have been identified and notified about high and unacceptable levels of waste coming into the Village's system. He said that all users should be held to the same standard.
- **MEETING ADJOURNED AT: 9:10 pm**

Submitted by:

Cynthia E. Moynihan,
Three Oaks Village Clerk
Minutes for the 10-10-18 Council Meeting
Were **APPROVED** at the 11-14-18 Council Meeting