

VILLAGE OF THREE OAKS REGULAR COUNCIL MEETING – DATE: 11-08-17

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

Pledge of Allegiance: Yes

Roll Call: Present: Capiak, Kramer, Pappa, Zebell, Heemstra, Grosse

Absent: Graziano

Approval of the Agenda as presented by the Village Council President. 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 from the Public Hearing on 09-20-17, the Special Meeting on 09-20-17, the Public Hearing on 10-11-17 and the Regular Council Meeting on 10-11-17. Approval of Invoices to be paid (\$98,117.32), Approval of Disbursements made from October 1 through October 31, 2017 (\$56,415.26), Approval of Prepays, and Payroll as paid (\$45,940.56), and the Treasurer's Report. There is (1) one exception – remove the "Trendset Communications" invoice for \$9,287.12 from the approved list and place a hold on it. Moved: Kramer Supported: Capiak Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.

- **COMMITTEE & BOARD APPOINTMENTS for the DDA / PARKS & REC / PLANNING COMMISSION / ZONING BOARD of APPEALS and PRESIDENT PRO-TEM:** A Motion was made as follows: Appoint Colleen Newquist to the DDA Board for a term ending 04-30-19; Re-appoint Steve Shimek and Steve Henderson to the PARKS & RECREATION BOARD for a term ending 11-30-19; Re-appoint Marlene Kramer and Larry Shawver to the PARKS & RECREATION BOARD for a term ending 11-30-20; Appoint Brendan Wagner to the Planning Commission for a term ending 11-30-18; Re-Appoint Gene Svebakken and Jim Wisner to the PLANNING COMMISSION for a term ending 11-30-20; Re-Appoint Chris Ranzenberger to the ZONING BOARD of APPEALS for a term ending 11-30-20; Re-Appoint Cheryl Capiak as the Village of Three Oaks President Pro-tem for a term ending 11-30-18. Moved: Heemstra Supported: Kramer Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.
- **EMPLOYEE MERIT (BONUSES) and COLA (COST of LIVING) INCREASES:** Village Manager, Mike Greene recommended that bonuses in the amount of \$3,000/each be awarded to the supervisors of the Police department, the DPW/Street department and the Water/Sewer department. It was discussed that guidelines and goals should be established for 2018 in order to determine future eligibility of bonuses. Department heads would then have a clear understanding of how to obtain and meet their goals in order to receive future bonuses. It was also recommended that a COLA (Cost of Living) increase of 2.00% be given to the Clerk, Treasurer and DPW Assistant. Council member, Darlene Heemstra thought that Bruce Hauch's, (Water/Sewer Plant Superintendent) salary was low compared to a survey of surrounding municipalities and would like that to be evaluated. Council Member, Troy Zebell expressed a need for updated job descriptions. Mike will work on these requests. A Motion was made to approve a \$3,000 bonus each for Police Chief, Dennis Buller, DPW/Street Department Supervisor, Clay Ackerman and Water/Sewer Plant Superintendent, Bruce Hauch. The Motion also includes a COLA (Cost of Living) increase of 2.0% each to the Clerk, Cynthia Moynihan, the Treasurer, Lois Jones and the DPW/Street Department Assistant, Nathan Smith. The bonuses will be paid out prior to Thanksgiving and the COLA increases will be effective with the next paycheck. Moved: Pappa Supported: Heemstra Aye: Capiak, Kramer, Pappa, Zebell, Heemstra, Grosse Nay: None Absent: Graziano Abstain: None MOTION CARRIED.
- **2017 BIENNIAL BRIDGE INSPECTION PROPOSAL of \$2,300 from WIGHTMAN & ASSOCIATES:** Per the requirements of MDOT (Michigan Dept. of Transportation), the bridge on Hickory Street must be inspected every (2) two years. Wightman & Associates has conducted our previous bridge inspections and has submitted a proposal for the upcoming one for \$2,300 which is the same rate as the previous inspection. A Motion was made to accept the proposal from Wightman & Associates in the amount of \$2,300.00 for the biennial Hickory Street bridge inspection. Moved: Heemstra Supported: Kramer Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.

- **THREE OAKS ZONING MAP UPDATE:** The Planning Commission has been working with McKenna & Associates this past year in order to update the Zoning Map to more accurately reflect the recently adopted Village Zoning Ordinance. They held a Public Hearing on Tuesday, November 7, 2017 and then approved the adoption of the updated map at their regular meeting held immediately after the Public Hearing last evening. The new map will show the various districts that were consolidated, adjusted and renamed as a result of the Zoning Ordinance update. Village Council approved the updated map and agreed to have a new one printed. No vote was taken.
- **RESOLUTION for MOBILE FOOD TRUCK MORATORIUM:** Mike Greene, Village Manager, recommended that a resolution prohibiting food trucks from operating within the Village limits (except during special events) be enacted. This resolution would show preference to our local food (brick & mortar) industry within the Village limits. **A Motion was made to approve a Resolution to prohibit Mobile Food Vendors within the Village limits (except during special events such as Flag Day and Wurstfest). This moratorium will run through 12-31-18. Moved: Heemstra Supported: Capiak Aye: Capiak, Kramer, Pappa, Zebell, Heemstra, Grosse Nay: None Absent: Graziano Abstain: None MOTION CARRIED.**
- **MASTER FEE SCHEDULE – UPDATE PROPOSAL:** Mike Greene, Village Manager, submitted a new Master Fee Schedule for all types of fees that the Village currently collects. He stated that the fee schedule should be reviewed every year to determine if the fees are still relevant and if the fee amounts are competitive with other municipalities. Two (2) new fees were added to the fee schedule – 1. Building Permit – Doing Work Without a Permit and 2. A Home Occupation Permit. **A Motion was made to approve the updated Master Fee Schedule as submitted by Mike Greene, Village Manager. Moved: Capiak Supported: Zebell Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.**
- **PUBLIC SEWER USE – DISCUSSION:** Council Member, John Pappa expressed concerns about the level of testing that has been needed for the Sewer Lagoons as a result of the waste going into the system from Journeyman Distillery and the resulting costs to the Village because of the continued, extensive testing and consultant fees. He said that the industrial waste going into the residential ponds has created some of the issues with the lagoons. Note: The Village has entered into a contract with an outside consultant to do a complete study of the Village's wastewater system to determine a plan for resolving this issue. A full report should be available by year-end. He also asked who was responsible for collecting tap-in fees for new service since it appeared that not all fees are being charged/collected according to the Village's ordinance. He is frustrated that Bruce Hauch, Water/Sewer Plant supervisor has not been consulted over many of the issues that have come up over the last couple of years and feels that he should have had input into some of the decisions that have been made. He also expressed concern about the new radio alarms that are being installed for the Water dept.'s alarm system and asked about the possibility of going back to having committees on the Council. Dave Grosse, Village President, responded that the original purpose of having a committee was because previously there was not a Village Manager to oversee the day-to-day business.
- **PARKS & RECREATION BOARD:** Council Member, Darlene Heemstra, on behalf of the Parks & Recreation committee, has asked the Village to consider forming a joint board with Three Oaks Township. This has been requested in the past, but has not been followed up on. She said that the Parks & Recreation plan would need to be re-done in order to merge with the Township's plan. When grants are being considered, the committees reviewing the requests tend to look more favorably and give more consideration to requests from municipalities with joint boards. Mike Greene will look into the process required to combine the two (2) boards. The minutes from the Parks & Rec., November 6, 2017 meeting were not yet available. The next meeting is scheduled for 7:00 pm on Monday, December 4, 2017.
- **PLANNING COMMISSION:** The minutes from the November 7, 2017 meeting were not yet available. The next meeting is scheduled for 7:00 pm on Tuesday, December 5, 2017.
- **DDA BOARD:** The minutes from the November 1, 2017 meeting were not yet available. The next meeting is scheduled for 5:30 pm on Wednesday, December 6, 2017.
- **VILLAGE MANAGER'S UPDATES:** Mike Greene, Village Manager, reported that the lab analysis services from the Moore & Bruggink Water Treatment Study are now completed, and the

project is on schedule to be completed by year-end. At that time a full report will be issued and presented to Council. The Gro America Dredging project for the Sewer Lagoon #1 has been postponed until at least the spring because of the inclement, rainy weather that has been experienced this past month. Severn Trent has completed their 2 site visits and will issue a report on their findings regarding the staffing and procedures for the Water/Sewer department and the DPW/Street department. There has not been a date set yet for the training seminar for Council/Board/Committee members. It most likely will take place on a Saturday in January. **VILLAGE PRESIDENT'S UPDATES:** Dave Grosse reminded everyone that the annual Christmas parade and tree lighting ceremony will take place on Saturday, December 2nd.

- **AUDIENCE MEMBER, Bill Welter, owner of Journeyman Distillery**, in response to the issues with the industrial wastewater going into the Sewer lagoons, said that he has complied with requests and has spent \$130,000.00 to install a system to remove the solids by having them hauled off to Niles. He is interested in working with the Village and the State in order to get a satisfactory resolution to the issues. Once the wastewater study is completed and presented to the Village, then Journeyman Distillery and the Village can move forward with a clear plan on the best way to correct the current situation. **AUDIENCE MEMBER, John Balich** stated that he didn't feel he should have to pay a rather large water bill that partially was as a result of a previous tenant. He was told that, by ordinance, the owner was ultimately responsible for the utilities. In addition, the Village had not been informed that the tenant had moved and there also was a leak at that address which is the homeowner's responsibility.
- **MEETING ADJOURNED AT: 8:22 pm**

Submitted by:

Cynthia E. Moynihan,
Three Oaks Village Clerk
Minutes for the 11-08-17 Council Meeting
Were **APPROVED** at the 12-13-17 Regular Council Meeting