

VILLAGE OF THREE OAKS REGULAR COUNCIL MEETING – DATE: 12-13-17

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: Graziano Supported: Heemstra Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.

Public Comment on the Agenda: (3) Audience Members, Debbie Weber, Larry Shawver and Tom Flint requested to speak on Agenda Item #7, the proposal by Harbor Country Public Arts Initiative. Audience Member, Gail Grosse, asked to speak about a lawn mowing issue.

Approval of the Consent Agenda to include: Approval of Minutes from the Regular Council Meeting on 11-08-17, the Parks & Rec. Board Minutes from 11-06-17 and the Planning Commission Minutes from 11-07-17. Approval of Invoices to be paid (\$70,522.26), Approval of Disbursements made from November 1 through November 30, 2017 (\$77,347.29), Approval of Prepays, and Payroll as paid (\$61,077.27), and the Treasurer's Report. Moved: Kramer Supported: Graziano Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.

- **RIVER VALLEY SCHOOL'S PARKING LOT EXPANSION PROPOSAL:** Brian Brown, the business manager for River Valley Schools presented the school's proposal to expand the parking lot at Three Oaks Elementary School on Ash Street. He said that the school would cover the cost of repaving the existing parking lot (approx. cost of \$130,000) and asked Three Oaks Village and Three Oaks Township to consider splitting the cost of expanding the lot (approx. cost of \$131,000). William Kearny, the Superintendent for River Valley Schools, stated that he felt the addition to the parking lot might help address the parking shortage that the downtown area is experiencing and would be beneficial to both the school and the Village. He continued on to say that Three Oaks Township is currently leaning towards not approving the cost as they would not receive any direct benefit. Council members thought that the school was a little too far out of the immediate downtown area to help with the parking issue but agreed to further discuss the possibility of adding it to their capital improvement list only if the Township would also contribute funds.
- **SEVERN TRENT'S WATER, SEWER and PUBLIC WORKS DEPARTMENT ASSESSMENT:** Clint Houseworth, from Severn Trent, presented the written report to Council members for their review and consideration in revamping the staffing options for the departments. His findings were that the Water/Sewer dept. is understaffed and could benefit from an additional employee who could also be trained with the intention of filling the slot of superintendent once Bruce Hauch decides to retire. Council appreciated an outsider's impartial, professional opinion. Dave Grosse suggested that a committee be appointed to go thru the report and decide on some options to present to the Council based on the findings. The committee will consist of John Kramer, John Pappa, Dave Grosse and Village Manager, Mike Greene. They will present their recommendations to the Council at the next meeting in January.
- **HARBOR COUNTRY PUBLIC ARTS INITIATIVE PRESENTATION for CHAMBERLAIN PATH:** Angela Reichert, speaking on behalf of the Harbor Country Public Arts Initiative presented a proposal to have HCPAI install a sculpture entitled "The Seeker" by Stephen Lagatutta in Chamberlain Path. She said that there will be no cost to the Village and she was very excited to offer this 3' x 10' sculpture which depicts a human, with a dog at his feet peering ahead through a treated glass panel to the Village for placement in Chamberlain Path Park for approximately two (2) years. It most recently was on display at the Krasl Art Center in St. Joseph, MI. Audience members, Tom Flint and Larry Shawver spoke in favor of it. Tom stated that he met the artist 4 years ago and loves the sculpture and Larry said that he didn't understand the meaning of it until he read the story on the plaque that accompanies it and now is completely in favor of it. Audience member, Debbie Weber spoke against the sculpture stating that while it might be appropriate for gallery and museum viewers she did not think it was fitting for a public place where children would see it. She asked if it depicted an image that represents the Village of Three Oaks. Village President, Dave Grosse opposed the placement of it and thought that it was not tasteful and has heard from many residents who do not want it displayed in town. Other Village Council members saw nothing wrong with it since it was a silhouette, and felt that since art was interpreted

individually it could be used as a “teaching moment”. Angela also said that the contract between the Village and the HCPAI has expired and will be updated shortly after the first of the year. **A Motion was made to install the metal and glass sculpture entitled “The Seeker”, sculpted by artist, Stephen Laguttuta of Galien, MI to be installed in Chamberlain Path Park in the spring of 2018 for a period of approximately two (2) years at no cost to the Village of Three Oaks. Moved: Graziano Supported: Heemstra Aye: Capiak, Graziano, Kramer, Pappa, Zebell, Heemstra Nay: Grosse Absent: None Abstain: None MOTION CARRIED.**

- **MASTER FEE SCHEDULE UPDATE:** The Master Fee Schedule that had been adopted at last month’s meeting has one item that needs to be added. Previously in the year, the application fee to register properties for short-term rentals had been waived until 12-31-17. Beginning 01-01-18, the application fee, a (one-time fee) will be \$25.00. **A Motion was made to add a \$25.00 fee for the Short-term rental application fee to the Master Fee Schedule. Moved: Capiak Supported: Heemstra Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.**
- **SNOW REMOVAL AGREEMENT BETWEEN THREE OAKS VILLAGE and the THREE OAKS TOWNSHIP PUBLIC LIBRARY:** A Motion was made to approve the Snow Plowing and Removal Services Agreement between the Village of Three Oaks and Three Oaks Township Library for an annual fee of \$850.00 contingent with one (1) change to be made under section 4.1 by substituting the words “under the supervision of Village employees” in place of “Village employees”. This is a two (2) year agreement expiring on 12-31-19. **Moved: Heemstra Supported: Zebell Aye: Capiak, Graziano, Kramer, Pappa, Zebell, Heemstra, Grosse Nay: None Absent: None Abstain: None MOTION CARRIED.**
- **STREET ADMINISTRATOR and ZONING ENFORCEMENT OFFICIALS APPOINTMENTS:** A Motion was made to appoint, Mike Greene, Village Manager, as the Street Administrator and Zoning Enforcement Officer for the Village. **Moved: Heemstra Supported: Capiak Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.**
- **UPDATES to VARIOUS VILLAGE POLICIES – TO INCLUDE the PERSONNEL POLICY / 2018 HOLIDAY SCHEDULE / BILL APPROVAL POLICY / FUND BALANCE POLICY / LOCAL PREFERENCE POLICY and the PURCHASING POLICY:** A Motion was made to table the review of all the Village’s policies and to create a committee to specifically review the comprehensive Personnel Policy / Handbook. This committee will consist of Darlene Heemstra, Cheryl Capiak, and Dave Grosse. These policies will be reviewed and considered for approval at the January council meeting. **Moved: Graziano Supported: Kramer Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.**
- **CAPITAL IMPROVEMENT PLAN:** The Capital Improvement Plan will be revised and updated per Council request. It was requested that the CIP be put into a report showing the anticipated projects and costs for each in a year-by-year format so that it more clearly shows the recommendations and priorities for each of the next 5 years. Council also requested a list of the remaining areas that need water & sewer lines upgraded along with estimated costs, and a list of recently purchased equipment and vehicles over the past several years in order to determine future needs. The CIP will be discussed over the next couple of months, with plans to begin implementing some of the projects beginning in the spring of 2018.
- **REQUESTS FOR PROPOSALS (RFP’s) for the FARMERS MARKET MANAGER POSITION AND THE WURSTFEST EVENT MANAGER POSITION:** Due to the popularity of these two (2) events and the increasing complexities of running them, it was decided that a more formal arrangement with a professional manager should be implemented in order to more effectively manage the events. **A Motion was made to advertise for Requests for Proposals (RFP’s) for the Farmers Market Manager position and the Wurstfest Event Manager position. Moved: Heemstra Supported: Kramer Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.**
- **REDEVELOPMENT READY COMMUNITY RESOLUTION:** In order to move forward in the Redevelopment Ready Communities (RRC) process, a resolution must be passed outlining the value the community sees in engaging in the process. By becoming a “RRC” community it puts the word out that the Village is receptive to and ready to welcome new development and businesses. **A Motion was made to adopt a resolution stating the “Intent to work toward implementation of recommendations necessary to receive redevelopment ready community’s certification from the Michigan Economic Development Corporation (MEDC).”**

Moved: Graziano Supported: Capiak Aye: Capiak, Graziano, Kramer, Pappa, Zebell, Heemstra, Grosse Nay: None Absent: None Abstain: None MOTION CARRIED.

- **CHRISTMAS BONUSES for FULL and PART-TIME EMPLOYEES and all BOARD MEMBERS:** A Motion was made to award Christmas Bonuses in the form of a pre-paid Visa card in the amount of \$50.00 for each part-time employee and each member of the Parks & Recreation Board, the Planning Commission, the DDA Board, and the Zoning Board of Appeals, and a \$100.00 pre-paid Visa card to each full-time employee and the Clerk and Treasurer. Moved: Graziano Supported: Zebell Aye: 7 Nay: 0 Absent: 0 Abstain: 0 MOTION CARRIED.
- **PARKS & RECREATION BOARD:** The minutes from the November 6, 2017 meeting were noted and approved as part of the Consent agenda. There will be no meeting in January, 2018. The next meeting is scheduled for 7:00 pm on Monday, February 5, 2018.
- **PLANNING COMMISSION:** The minutes from the November 7, 2017 meeting were noted and approved as part of the Consent agenda. There will be no meeting in January, 2018. The next meeting is scheduled for 7:00 pm on Tuesday, February 6, 2018.
- **DDA BOARD:** The minutes from the November 1, 2017 meeting were not available. The next meeting is scheduled for 5:30 pm on Wednesday, January 3, 2018.
- **VILLAGE MANAGER'S UPDATES:** Mike Greene, Village Manager, reported that the Wastewater study being conducted by Moore & Bruggink is still currently on schedule to be completed by year end. The Gro America dredging project for Sewer Lagoon #1 has been postponed until at least the spring of 2018. The radio alarm system upgrade to the Water plant is close to completion and the front-end loader from the DPW department broke down on S. Elm Street. It could not be repaired on site, so it was picked up and delivered to a repair facility in South Bend. It could be a very costly repair at a very inopportune time of year!
- **VILLAGE PRESIDENT'S UPDATES:** Dave reminded everyone of the open house at the new Three Oaks Township Hall on Thursday, December 14th and wished everyone a Merry Christmas.
- **AUDIENCE MEMBER, and Village resident, Gail Grosse,** expressed her dissatisfaction regarding how the mowing issue for her tree lawn was handled. She had requested to be on the agenda and was upset to find out that she wasn't. Village Manager, Mike responded that her request was not a public policy issue. She stated that the Police department had issued her a notice to have her tree lawn (which was in excess of 6 inches) mowed within 48 hours or the Village would hire someone to do it and bill her for the expense. She said that she contacted the Police Department, and left a message requesting a call-back regarding the citation. She said that she couldn't mow because it was a "rock garden", that her lawn had never been properly restored since the Maple Street project in 2015. She is disputing the bill for \$125.00 from the Village. She was told to contact Mike Greene tomorrow, Thursday, December 14th to discuss the matter further. **AUDIENCE MEMBER, Angela Reichert** said that the DDA is putting together promotional materials and asked that anyone that would like something added to the guide book of upcoming activities and events to contact her as soon as possible. She also remarked that the holiday decorations looked great in the downtown area.
- **MEETING ADJOURNED AT: 8:08 pm**

Submitted by:

Cynthia E. Moynihan,
Three Oaks Village Clerk
Minutes for the 12-13-17 Council Meeting
Were **APPROVED** at the 01-10-18 Council Meeting