

**VILLAGE OF THREE OAKS REGULAR COUNCIL MEETING – DATE: 11-13-19**  
Chair called Village Council Meeting to order at 7:00 PM at Three Oaks Village Hall.

**Pledge of Allegiance: Yes**

**Roll Call: Present: Kramer, Thomas, Pappa, Newquist, Zebell, Grosse**

**Absent: Graziano**

**NOTE: Council Member, Graziano arrived at 7:36 pm.**

**Approval of the Agenda as presented by Village Manager, Michael Greene. Moved: Newquist Supported: Kramer 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 Regular Council Meeting held on 10-09-19 and the Minutes of the Council Work Session held on 11-12-19. Acceptance of the 10-02-19 DDA Minutes, and the 10-01-19 Planning Commission Meeting Minutes and the 10-07-19 Parks & Recreation Minutes. Approval of the Police Department's Report. Approval of Invoices to be paid (\$82,101.41), Approval of Disbursements made from October 1 through October 31, 2019 (\$112,889.43.26) and Approval of Prepays, and Payroll as paid (\$51,829.41). A Motion was made to approve the Consent Agenda as presented by Village Manager, Michael Greene with the exception of the bill for R.L. Roofing due to a dispute regarding responsibility for damage done to the alarm system on the Water Plant dept's roof. Moved: Newquist Supported: Kramer Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.**

**Closed the regular Council meeting at 7:04 pm to enter into the Public Hearing regarding the Master Plan and the DDA TIF & Development Plan. The Public Hearing closed and the regular Council meeting was re-opened at 7:07 pm.**

- **VILLAGE HALL USE POLICY:** Over the last few months several requests have been made by outside organizations regarding the possibility of renting Village Hall for various functions. Village Manager, Mike Greene prepared and presented a "Village Hall Space Use" policy and application form that could be used for such requests. A Village Hall staff member would need to be present during the rental of the meeting room and the maximum rental time would be 2 hours. There would be no charge during regular Village Hall hours of 8:00 am to 4:00 pm Monday thru Thursday. After work hours the fee would be \$50.00 and on Fridays/Saturdays/Sundays the fee would be \$100.00. **A Motion was made to adopt the "Space Use" Policy for the rental of the meeting room in Village Hall as presented by Village Manager, Mike Greene. Moved: Newquist Supported: Zebell Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.**
- **RESOLUTION of ADOPTION – MASTER PLAN & DDA TIF & DEVELOPMENT PLAN:** Due to several concerns about the proposed Master Plan as it relates to the Zoning ordinance it was suggested that it be returned to the Planning Commission for further review. Particular topics that should be reviewed to ensure that the (2) documents are compatible and consistent include: the need for affordable housing; different types of senior living facilities; three-story apartment buildings and more flexibility for the rezoning of large open spaces. In order to resolve land use issues between the two (2) documents, Village Council will submit a letter to the Planning Commission detailing their concerns and asking them to further review these areas. **A Motion was made to refer the Master Plan back to the Planning Commission for further review. Moved: Newquist Supported: Pappa Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.**

- WELL #4 GENERATOR PROPOSAL:** During a recent village-wide power outage the Water department had only one well, (Well #3) that was operational due to the generator on site. Well #4 has a generator but it could not run because it was determined to be undersized and was unable to deliver enough power to run the well. Due to state regulations, the Village's Water department must be able to continuously supply water in the event that normal power service is interrupted. Water Superintendent, Quentin Clark reported that two (2) of the generators are undersized and that one (1) generator is unable to run under a load "demand". There must be two (2) functioning wells at any one time per state requirements. Quentin recommended that an additional generator be purchased (upgraded from the current one) to further ensure this capability. Reliable Generator out of Niles, Mi submitted a proposal to replace the generator at Well #4 for \$23,896.00. They also believe that they can find a buyer for the current generator at Well #4 as it is serviceable, but just undersized for our needs. The sale of this would help offset the cost of the new generator. **A Motion was made to accept the proposal from Reliable Generator for a new generator for Well #4 in the amount of \$23,896.00. Moved: Kramer Supported: Thomas Aye: Kramer, Thomas, Pappa, Newquist, Zebell, Grosse Nay: None Absent: Graziano Abstain: None MOTION CARRIED.**
- SANITARY SEWER TELEVISIONING PROPOSAL – INFILL & INFILTRATION REMEDIATION:** In order to identify the infill & infiltration that is affecting our wastewater treatment system, it was recommended that the two (2) main trunk lines that run to the lagoons be televised. Televising will allow us to examine the condition of the lines and to locate any buried manholes and raise them to above grade to prevent excess water running into them in the future. Water Superintendent, Quentin Clark contacted five (5) companies to secure quotes for the televising and only two (2) responded with a quote. Waste Recovery Systems for \$7,860 and Corby Energy for \$6,110. Council Member, John Pappa said that the towns of Bridgman and Dowagiac have used Corby Energy and that they are happy with their work. **A Motion was made to accept the proposal from Corby Energy in the amount of \$6,110 for televising two (2) main sewer trunk lines that run to the lagoons. Moved: Pappa Supported: Zebell Aye: Kramer, Thomas, Pappa, Newquist, Zebell, Grosse Nay: None Absent: Graziano Abstain: None MOTION CARRIED.**
- FOOD TRUCK MORATORIUM & FOOD TRUCK EVENT REQUEST:** A Motion was made to extend the Village's Food Truck Moratorium thru 12-31-20 and to deny the special event request for a food truck for a wedding being held at Journeyman Distillery on 03-20-20. **Moved: Zebell Supported: Thomas Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.**
- BOARD / COMMITTEE APPOINTMENTS FOR: PLANNING COMMISSION / PARKS & RECREATION BOARD / ZONING BOARD of APPEALS (ZBA):** A Motion was made to appoint GiGi Carroll, Debra Schutt and Tyler Ream to the Parks & Recreation Board, to appoint Richard Smith and re-appoint Darlene Heemstra to the Planning Commission and to appoint Tom Flint to the Zoning Board of Appeals (ZBA). **Moved: Thomas Supported: Kramer Aye: 6 Nay: 0 Absent: 1 Abstain: 0 MOTION CARRIED.**
- THREE OAKS CHRISTMAS PARADE:** The Three Oaks Christmas Parade will be held on Saturday, December 7, 2019 at 6:00 pm with the tree lighting ceremony and Santa & Mrs. Claus by the fireplace in Carver Park following the parade. Council approved the closure of Elm Street from Maple to Linden for the parade.
- ACCEPTANCE of RESIGNATION from VILLAGE MANAGER, MICHAEL GREENE:** Village Manager, Michael Greene, has accepted a new position in Saline, Michigan and

submitted his resignation to the Council. He has been the Village Manager since August of 2017. He intends to work thru the 1<sup>st</sup> week of December. The Village Council regretfully accepted his resignation and wished him well. Council decided to advertise locally in area newspapers and on the MML website for the next month until December's council meeting. They will evaluate the responses they have at that time, and then determine if it is necessary to contract with an outside firm to help in their search for a new manager.

- **PLANNING COMMISSION: Council Member, Colleen Newquist** reported that the Master Plan was being sent back to the Planning Commission (from Council) for further review and that the Planning Commission was in the process of drafting an initial report from the findings of the Marijuana committee to send to Council for their review.
- **PARKS & RECREATION: Council Member, Becky Thomas** reported that it was a quiet meeting and the main topic was the lighting requirements in Chamberlain Path.
- **COUNCIL REMARKS – Council Member, John Pappa** asked about the status of removing the additional sludge from the ponds and where we were at regarding the meeting with EGLE and their reports back to the Village. Water/Sewer Superintendent, Quentin Clark and Brian Hannon and Jacob Bruggink from Moore & Bruggink Consulting Engineers provided insight and answers to a list of questions regarding the Wastewater Design plan and the additional sludge removal project. They stated that the Village passed the recent discharge tests, however, the system is still receiving waste that is above normal residential usage and way beyond what the lagoon system is designed to handle. The estimate is that more than 5 million gallons of sludge remain to be dredged. There is also erosion of the lagoon walls and excess vegetation on the banks that need to be addressed. These issues need to be resolved before the new aerators are installed. Moore & Bruggink said that the Village's ordinance regulates what the lagoons will accept – what “comes into the system”, but that the state permit regulates the “output” – the discharge from the lagoons. Council asked Moore & Bruggink to return with bids for the removal of some or all of the remaining sludge and recommendations on what the next steps are in order to advance with the lagoon project.
- **VILLAGE MANAGER'S UPDATES:** Mike Greene, Village Manager, reported that a list of council member questions have been addressed and answered in regards to the fall discharge, additional dredging and the sewer project. He also stated that the annual bridge inspection is scheduled for November 12<sup>th</sup> with a back-up date of November 20<sup>th</sup>.
- **VILLAGE PRESIDENT'S UPDATES:** Dave Grosse, Village President reminded everyone about the upcoming “Snowflake Stroll” taking place in the downtown area on Saturday, November 30, 2019, the Christmas parade on Saturday, December 7, 2019 at 6:00 pm and the Radio Harbor Country party at the Acorn Theatre on Thursday, December 5, 2019 from 6:30 pm to 9:00 pm.
- **MEETING ADJOURNED AT: 8:09 pm**

Submitted by:

Cynthia E. Moynihan,  
Three Oaks Village Clerk  
Minutes for the 11-13-19 Council Meeting  
Were **APPROVED** at the 12-11-19 Council Meeting