

**Minutes, Paw Paw Village Council  
Regular Meeting, September 14, 2020**

The Regular Village Council meeting of Monday, September 14, 2020, convened at 7:35p.m. via electronic meeting. President Roman Plaszczyk presiding.

**Meeting Convened**

Present: President Plaszczyk and President Pro-tem Douglas Craddock and Trustees Amanda Bartlett (Joined 8:17 pm), Mary McIntosh (Excused), Nadine Jarvis, Josh Przygocki and Donne Rohr. Also present: Village Manager Sarah Moyer-Cale, Village Clerk Karla Tacy, Chief of Police Eric Marshall and Department of Public Services Director John Small.

**Members Present**

Motion by Jarvis with support from Craddock to approve the agenda as presented. All members present voting yes, motion carried.

**Approval of Agenda**

Motion by Rohr with support from Jarvis to approve the regular meeting minutes of August 24, 2020. All members present voting yes, motion carried.

**Approval of Minutes**

Motion by Jarvis with support of Przygocki to approve all claims for Monday, September 14, 2020, in the amount of \$806,131.63. All members present voting yes, motion carried.

**Approval of Claims**

State Representative Beth Griffin updated Council on items her office has been working on. Rep. Griffin is requesting the governor open UIA office so individuals can try to get in-person help with both their unemployment claims and fraudulent claims opened in their names. Griffin also reported the House recently approved bills designed to lift restrictions that prevent people with a criminal record from obtaining occupational licenses.

**Audience  
Participation**

Moyer-Cale presented the proposal from Barr Engineering for design services for the Briggs Mill Dam. The result would be 95% completed plans suitable for seeking permits. Engineers from Barr were present to answer questions. Council asked Moyer-Cale to present the proposal to the Village's attorney for review before making a decision on the proposal.

**New Business:  
Briggs Mill Dam  
Engineering Proposal**

The Village has a policy for procurement but is without a policy for disposing of surplus items. Surplus items can range from things with little value or large equipment that is no longer used. The proposed policy allows for quite a bit of flexibility for the department head and manager in deciding how to get rid of items but also allows council to approve larger tickets items and prevents conflicts of interest.

**Resolution 20-16  
Surplus Property**

Motion by Rohr with support from Craddock to adopt Resolution 20-16 to establish a policy for the disposition of surplus property. All members present voting yes, motion carried.

Paw Paw Township accepted the Village's proposal to provide operations and maintenance service for their sewer system. The Village's attorney drafted the intergovernmental agreement and the Township's attorney has reviewed. This service will commence October 1<sup>st</sup>.

**Resolution 20-17 Twp  
Sewer Service  
Agreement**

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Motion by Bartlett with support from Przygocki to accept Resolution 20-17 for Township Sewer Service Agreement. Roll call vote; Craddock, Rohr, Przygocki, Plaszczak, Jarvis, Bartlett voting yes, motion carried.

Budget amendments have been adjusted from the previous meeting as follows:

- Wine and Harvest budget to reflect no staffing for the remainder of the fiscal year.
- Reduction of \$28,000 in Public Safety equipment rental due to identifying an issue with hour meters.
- Increase of \$7,000 to the police office equipment line item for purchase of a copy machine.
- Transfer of \$300,000 instead of the original \$200,000 from the electric fund to the Natural Resource Fund.

**Ongoing Business:  
Budget Amendments**

Motion by Rohr with support from Craddock to adopt the amended fiscal year 2020-2021 budget as presented. Roll Call Vote: Bartlett, Jarvis, Plaszczak, Przygocki, Rohr, Craddock voting yes, motion carried.

Sandy Tapper has requested an extension in the approval of the “drop-off zone” in front of Elementary Edge. She said it has worked out really well with helping to alleviate the need for parents & siblings to enter the building with the student during the COVID-19 pandemic. The reserved parking space provides an easy place for parents to drop their student off and watch them safely enter.

**Extension of Drop-off  
Zone for Elementary  
Edge**

Motion by Craddock with support from Jarvis to extend the 5-minute drop-off area in front of 130 E Michigan Ave, Monday – Thursday from 8:00am-8:00pm through December 31, 2020. All members present voting yes, motion carried.

The Rotary Club would like to tentatively hold their annual Santa Run again this year. Because of the requirements that the Middle School may have related to Covid-19 precautions, they do not know if the race will start at the Middle School or at Freshwater Church. If the Governor’s orders still only allow no more than 10 persons indoors, they will be canceling the event. The club has a meeting next week at which time they plan to make a decision.

**Santa Run Request**

Motion by Przygocki with support from Jarvis to approve the Santa Run for both routes contingent that the Rotary Club select a route no later than October 1<sup>st</sup> and make an overall decision if the race will occur no later than November 1<sup>st</sup> along with working with staff on safety and road closures as needed. All members present voting yes, motion carried.

Moyer-Cale updated Council on the progress being made in regards to the upcoming Michigan Avenue streetscape project

**Streetscape Project**

Moyer-Cale reports a request was made to her to discuss this year’s Halloween activities within the Village. Moyer-Cale reminded all that the Village does not

**Halloween 2020**

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regulate trick or treating hours, it is up to the parents do what they feel is safe for their families. Due to Covid-19 guidelines, the downtown business trick or treating sponsored by the Village will probably not be able to take place this year.

No Report.

Jarvis reported the Public Services Committee met to discuss contracting with Midwest Energy, the GRP electric study, Paw Paw Township sewer agreement, new DPS employees and a going away party for Gordy Myers and Ken Springer.

Jarvis reported the Parks and Rec Board met to the new Sunset Park restrooms, Tyler Field restrooms and possibly obtaining timed locks for the public restrooms to eliminate them having to be manually locked each night.

No Report.

No Report.

Jarvis reported the Farmers Market is looking for additional members to join their board, as they currently only have 2.

Craddock reported that Jim Jackson was recently elected as the new Fire Chief.

No Report.

No Report.

No Report.

Jarvis reported the Planning Commission met to discuss accessory building setback requirements and possible changes to the gateways entering the Village.

No Report.

No Report.

Plaszczak reported Commissioner Randy Peat has been quarantining at home and will attend a Council meeting when he has county updates. He also noted the Sunset Park restrooms are progressing nicely and will definitely enhance the boat launch area.

Moyer-Cale invited Council to attend the DDA Board tour of the newly constructed apartments in the old Ben Franklin building on 9/21 at 5:30pm.

**Committee Meetings  
and Reports  
Finance and Admin**

**Public Services**

**Parks and Rec**

**DDA**

**Economic Develop**

**Farmers Market**

**Fire Board**

**Historical Committee**

**Housing Commission**

**Maple Lake  
Preservation**

**Planning Commission**

**Wellhead Protection**

**Wine & Harvest**

**Council Member  
Comments  
Plaszczak**

**Manager Comments**

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Chief Marshall gave kudos to the Village police officers for their recent apprehension of 2 subjects wanted for firing shots in a nearby trailer park. Marshall also noted the department has been concentrating on bike patrols the past 6-8 weeks.

**Staff Comments**

Motion by Craddock with support by Bartlett to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 9:30 p.m.

**Adjournment**

Respectfully submitted:

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Karla Tacy  
Village Clerk

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Roman Plaszczak  
Village President