

**Minutes, Paw Paw Village Council  
Regular Meeting, November 22, 2021**

The Regular Village Council meeting of Monday, November 22, 2021, convened at 7:02p.m. at the Paw Paw District Library, Community Room. President Roman Plaszcak presiding.

**Meeting Convened**

Present: President Plaszcak and President Pro-tem Douglas Craddock and Trustees Amanda Bartlett, Nadine Jarvis, Mary McIntosh, Ashley Nottingham and Donne Rohr. Also present: Interim Village Manager Ed Hellwege, 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 Nottingham to approve the agenda as presented. All members present voting yes, motion carried.

**Approval of Agenda**

Motion by Rohr with support from Craddock to approve the regular meeting minutes of November 8, 2021. All members present voting yes, motion carried.

**Approval of Minutes**

Motion by McIntosh with support of Craddock to approve claims for Monday, November 22, 2021, in the amount of \$504,674.86 All members present voting yes, motion carried.

**Approval of Claims**

Motion by Rohr with support from Jarvis to approve the request from the DDA to hold a parade on December 4<sup>th</sup> between 10 am and 11 am and to facilitate the necessary road closures. All members present voting yes, motion carried.

**Action Items:  
Closure of Village  
Streets for Christmas  
Parade**

Motion by Jarvis with support of Bartlett to approve the contract extension of current Interim Village Manager, Ed Hellwege, from December 6, 2021 to February 28, 2022 to support the new Village Manager in his duties. All members present voting yes, motion carried.

**Interim Manager's  
Contract Extension**

The discussion on the Defined Contribution Forfeiture Distribution has been tabled until the first meeting of December.

**Defined Contribution  
Forfeiture  
Distribution**

President Plaszcak reported Michigan Avenue has been fully paved. He added trees are currently being planted in the 100 block and work is finishing up on sidewalks and lamp pole installation.

**Non-Action Items:  
Michigan Ave  
Streetscape Project  
Update**

Hellwege reported there are three options in regards to the pending new MI rules related to dams. Option one would be to continue the design as-is and design to current MI dam safety standards (200-year event). This option would continue to utilize the 60% design and we would finalize documents to submit of permits. Option two would be to re-design the dam to a higher flood flow, the state is recommending ½ the probable maximum flood (PMF) event. This would likely require updates to the auxiliary as well as the primary spillway to meet the higher flow requirements. Option three would be to continue to hold on advancing the Barr's 60% design and complete a consequence analysis. This would be a new engineering analysis performed by Barr to identify the maximum flow through the Briggs dam (during a dam failure) when additional downstream impacts do not occur.

**Briggs Dam Update**

**Minutes, Paw Paw Village Council  
Regular Meeting, November 22, 2021**

Per Abonmarche, final scores were released for the MNRTF application for the Maple Island bridge replacement. The Village received 415, according to Abonmarche this is a very good score. The DNR will post rankings of all applications in about a week, which will give an idea of how the Village measures up to the competition. The MNRTF board meets on December 1<sup>st</sup> to discuss and determine awards, this is when we will know if the project will be funded.

Hellwege provided an on-boarding plan for new Village Manager, Will Joseph. Hellwege notes he met with trustees Craddock and Rohr to discuss this plan.

Earlier this month Interim Manager Hellwege sent out a communication that included the Capital Improvement Plan and suggestions from each department head for any modification requests for the upcoming 2022-2023 budget. Hellwege and Clerk Tacy met with Josh Gabrielse from Siegfried Crandall to discuss the 2021-2022 budget to date along with preparing for the 2022-2023 budget. Mr. Gabrielse will assist by putting together a generalized proposed budget.

Hellwege has been working with Community Development Coordinator, Leonard Lux, to finalize the 2021 MSHDA grant. Hellwege has also been working on applying for the 2022 grant, deadline for this application is December 8, 2021.

The Finance and Admin Committee will be holding their year-end meeting December 13<sup>th</sup>.

The Public Services Committee will be holding their year-end meeting December 13<sup>th</sup>.

No Report.

Plaszczak reported the DDA approved façade grants for State Farm and Warner Vineyards.

Economic and Residential Opportunity Committee will be meeting at 4:00pm on December 2<sup>nd</sup>.

No Report.

Craddock reported that as of November 1<sup>st</sup> the fire department had received 289 calls already for the year.

No Report.

Rohr reported the Housing Commission has canceled their December meeting. Rohr also noted that due to Covid they are trying to discourage the residents from congregating for holiday parties.

No Report.

**Maple Island Bridge  
Grant Information**

**List of Topics for  
Manager Joseph's  
On-boarding Process**

**Update on Budget  
Process  
William Joseph  
Employment  
Contract**

**MSHDA Grant  
Update-2022 Grant  
Application**

**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**

**Minutes, Paw Paw Village Council  
Regular Meeting, November 22, 2021**

The Planning Commission will be meeting on December 2<sup>nd</sup>.

**Planning Commission**

No Report.

**Wellhead Protection**

The Wine & Harvest Board will be having a meeting December 1<sup>st</sup> and then skipping a meeting in January.

**Wine & Harvest**

President Plaszczak reported that the Charlie Maxwell tribute event was well attended.

**Council Member  
Comments:  
Plaszczak**

Jarvis reports she was asked at the last Maple Lake Association meeting how the dam automation was going. Director Small reported that it is operating and continues to be monitored.

**Jarvis**

Nottingham inquired on when the Michigan Ave crosswalks will be complete. Director Small will ask at tomorrow's project meeting.

**Nottingham**

Craddock believes that once Will is hired on, Council will need to discuss their role in regards to interacting with staff members.

**Craddock**

Hellwege reported he completed the Village's SAM (System for Award Management) renewal. This renewal must be complete in order for the Village to receive federal funds. Hellwege also noted that once Will arrives, he will be moving to a temporary office in the back portion of the conference room.

**Manager Comments:  
Hellwege**

Small reported the Village, Midwest and AEP have been investigating and trying to resolve recent power drops in the area. The Village will be conducting electrical system upgrades, which will hopefully prevent future problems.

**Staff Comments:  
Small**

Motion by Craddock with support by Bartlett to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 8:10p.m.

**Adjournment**

Respectfully submitted:

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Karla Tacy  
Village Clerk

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Roman Plaszczak  
Village President