

**Minutes, Paw Paw Village Council
Regular Meeting, December 13, 2021**

The Regular Village Council meeting of Monday, December 13, 2021, convened at 7:00p.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: Village Manager Will Joseph, Manager Consultant 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 22, 2021. All members present voting yes, motion carried.

Approval of Minutes

Motion by Bartlett with support of Rohr to approve claims for Monday, December 13, 2021, in the amount of \$484,618.51 All members present voting yes, motion carried.

Approval of Claims

Jason Deibler-Love shared with Council that he and his wife will be closing later this month on the Paw Paw Playhouse. The Deibler-Love's have many plans for the Playhouse and will keep Council apprised of their progress.

**Audience
Participation**

Emilly Hickmott and Jacob Diljak of the Van Buren County Conservation District, introduced themselves to Council and gave updates on their recycling program and upcoming events.

Abonmarche has presented a proposal for professional services for the design, bidding and construction administration of the Village's water system improvements, in an amount not to exceed \$685,550. The main scope of the project is to replace more of the 2-inch water mains in the Village and address other areas of concern near M-40 and the industrial district. This project covers 17 sections or approximately 15,000 feet of watermains. Corey Kadow of Abonmarche was on-hand to answer questions.

**Action Items:
Proposal Professional
Services- 2022
DWSRF Project**

Motion by Jarvis with support of Bartlett to approve the proposal services for fiscal year 2022 Drinking Water State Revolving Fund (DWSRF) project #7580-01, "Increase Water Reliability in Key Areas of the System" with Abonmarche dependent upon agreement in terms in consultation with legal counsel. Roll call vote: Bartlett, Jarvis, McIntosh, Plaszcak, Rohr, Craddock and Nottingham voting yes, motion carried.

Abonmarche has presented a proposal for professional services for the design, bidding and construction administration of the Village-wide Booker Lead Service Line Replacement, in an amount not to exceed \$210,000 for all three phases of the project. The 2018 Lead and Copper Rule requires municipalities to replace all lead service lines within twenty years. Currently the Village is aware of 1,020 lead service lines, The Village has been awarded \$3,000,000 in grants through the Booker Amendment Program to conduct the replacements. This amount would cover the cost of 600

**Proposal for
Professional Services-
Booker Lead Service
Line Replacement**

**Minutes, Paw Paw Village Council
Regular Meeting, December 13, 2021**

service lines with a not to exceed amount of \$5,000 per line. The Village will need to seek additional funding to cover the remaining 420 lead service lines.

Motion by Rohr with support of Craddock to approve the proposal for professional services for the Drinking Water State Revolving Fund project #7579-01 for Village-wide Booker Lead Service Line Replacements with Abonmarche dependent upon agreement to terms in consultation with legal counsel. Roll call vote: Bartlett, Jarvis, McIntosh, Plaszczak, Rohr, Craddock and Nottingham voting yes, motion carried.

The Village previously had a shared service position in the police department. This officer was hired full-time and worked partly for the Sheriff's Department and partly for the Village. These officers had a defined contribution retirement plan. The plan is now closed because no new participants will be added. The four officers that previously held this position left employment before being vested, the employer funds were then forfeited. We received word from MERS, December 13th, stating the forfeiture funds will be returned to the Village. A discussion will be held on where to apply the returned funds.

December 13th is the final regularly scheduled meeting for the Village Council for the year. This is a routine authorization to allow village staff to pay expenses until the next meeting of the Council on January 10, 2022.

Motion by Bartlett with support from Nottingham to approve Village payment of expenses thru January 10, 2022, provided a list of disbursed checks be provided to Council and all policies adhered to. All members present voting yes, motion carried.

Manager Joseph reported gave an update on the Michigan Avenue Streetscape Project. The sidewalk behind Village Hall is expected to be poured this week along with barricade removal. The new street lighting has been installed and turned on. Planter/furniture installation and landscaping will be completed in the spring.

Currently there are no new updates on legislation concerning dam regulations. Josh Przygocki from Senator Nesbitt's office has been in contact with MEDC, EGLE and Village officials. The State has earmarked \$850,000 in the 2022 budget, to alleviate some of the Village's cost to replace the dam. Krysten Blackmer of MEDC is assisting Manager Joseph in the completion of the grant application required to request the funds.

The Village was recently awarded a \$300,000 grant from the Michigan Department of Natural Resources, for the Maple Island Bridge improvements. The Village will need to fund approximately \$185,000 of the remaining costs.

Manager Consultant Hellwege has been working on putting the budget into a more user-friendly format in Excel. Manager Joseph and Hellwege have been meeting with the department heads to discuss their forecasted budgets. The budget will be presented to the Village Council at the February Council meetings.

Manager Joseph gave an update on the current grant projects along the with information regarding the 2022 grant application.

**Defined Contribution
Forfeiture
Distribution**

**Authorization to Pay
Claims thru January
10, 2021**

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

Briggs Dam Update

**Maple Island Bridge
Grant Information**

**Update of Budget
Process**

**Neighborhood
Enhancement Update**

**Minutes, Paw Paw Village Council
Regular Meeting, December 13, 2021**

Rohr reported the Finance and Admin Committee discussed: budget items, grants, Briggs Dam and Maple Island bridge and Fleis and Vandenbrink's assessment of the waste water treatment site.

No Report.

Plaszczak reported the Area Parks and Rec Board discussed: spring plantings, hydro plant automation, 5-year parks and rec plan and the cement walking path that will be installed at Sunset Park.

No Report.

Plaszczak reported the Economic and Residential Committee discussed the Neighborhood Enhancement grant.

No Report.

Craddock reported Fire Board approved the budget for the 2022 fiscal year.

No Report.

The Housing Commission's will not be holding their December meeting.

No Report.

Nottingham reported the December Planning Commission has been canceled.

No Report.

Craddock reported the Wine & Harvest Board's next meeting will be February 2nd.

President Plaszczak invited all Council and staff to a holiday celebration, December 17th from noon-2:00pm. Plaszczak also noted that he will not be attending the January 10th meeting as he will be on vacation.

Jarvis reported she spent \$140 on food and \$160 on gifts for the holiday party. She noted John Small will be bringing pop and ice and La Cantina will be donating spaghetti and meatballs.

Nottingham inquired on when the Michigan Ave crosswalks will be completed. Director Small hope's this week.

**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**

Jarvis

Nottingham

McIntosh

**Minutes, Paw Paw Village Council
Regular Meeting, December 13, 2021**

McIntosh says a DDA member questioned her if the DDA can donate to the Kentucky town hit by the recently tornados.

**Manager Comments:
Joseph**

At the last meeting, trustee Craddock voiced his opinion that once Manager Joseph is hired on, Council will need to discuss their role in regards to interacting with staff members. Manager Joseph would like to begin the discussion on what Council's expectations are for this. He feels that proper chain of command should be followed, starting with the department heads that can then bring issues to him. Joseph noted his first week was very business but everyone has been very helpful.

**Staff Comments:
Hellwege**

Hellwege gave kudos to Council for hiring Mr. Joseph. He feels he will do a great job in the manager position.

Chief Marshall reported his new officer, Sarah Bleything is doing field training. Chief Marshall offered condolences to Van Buren County who had a deputy pass away this week.

Marshall

Small reported the Village, Midwest and AEP will be continuing their investigation into the recent power drops in the area. Director Small also reports he has hired a new employee that will begin January 10th.

Small

Motion by Craddock with support by Bartlett to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 8:27p.m.

Adjournment

Respectfully submitted:

Karla Tacy
Village Clerk

Roman Plaszczak
Village President