

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

The Regular Village Council meeting of Monday, December 14, 2020, convened at 7:00p.m. via electronic meeting. President Roman Plaszczyk presiding.

Meeting Convened

Present: President Plaszczyk and President Pro-tem Douglas Craddock and Trustees Amanda Bartlett, Nadine Jarvis, Mary McIntosh, Ashley Nottingham and Donne Rohr. Each Council member stated they were participating from their homes, located within the Village of Paw Paw, in Van Buren County, in the State of Michigan. 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 McIntosh to approve the agenda as presented. All members present voting yes, motion carried.

Approval of Agenda

Motion by Rohr with support from Bartlett to approve the regular meeting minutes of November 23, 2020. All members present voting yes, motion carried.

Approval of Minutes

Motion by Jarvis with support of Nottingham to approve all claims for Monday, December 14, 2020, in the amount of \$538,488.60. All members present voting yes, motion carried

Approval of Claims

Michael McGeehan from GRP Engineering gave a project overview and answered Council's questions regarding the electrical updates.

**Presentations and
Guests: Michael
McGeehan, GRP
Engineering**

Motion by Rohr with support of Craddock to table the motion to accept the proposal from GRP Engineering for engineering services until the Village's attorney has reviewed the Terms & Conditions. All members present voting yes, motion carried

**Action Items:
Approval of GRP
Engineering Proposal**

Motion by Bartlett with support from Jarvis to approve the rezoning of 200 S Gremps St from B-2 Commercial to Central Business District. Roll call vote; Bartlett, Jarvis, McIntosh, Plaszczyk, Nottingham, Rohr and Craddock voting yes, motion carried.

**Rezoning of 200 S
Gremps St**

The Village of Paw Paw Planning Commission recommends Village Council approval of the Site Plan for the proposed establishment of an arcade in the existing commercial building located at 200 S Gremps St. Site plan approval is recommended based upon a finding of compliance with the Site Plan Review Criteria set for in Section 42-402 and subject to the following conditions:

**Site Plan Approval of
200 S Gremps St**

1. Rezoning of the subject property from the B-2 District to the CBD District.
2. Compliance with the outdoor lighting standards of Sec 42-405.
3. Compliance with the dumpster standards of Sec 42-406, if applicable.
4. Any proposed signage shall be subject to review/approval through the sign permit process.
5. Village Fire Department review/approval
6. Compliance with all applicable Federal, State and Local codes/ordinances.

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Motion by Jarvis with support from Craddock to approve the site plan for Klassic Arcade at 200 S Gremps St with the conditions noted by the Planning Commission. Roll call vote; Bartlett, Jarvis, McIntosh, Plaszczak, Nottingham, Rohr and Craddock voting yes, motion carried.

The County Sherriff's department is requesting approval to install a barbed wire fence at their newly constructed storage facility on the private road of Hazen St. The current ordinance reads, "Barbed wire fences are prohibited in all zoning districts, except where deemed necessary to ensure public safety." The Planning Commission, Moyer-Cale and the Village's planner all interpret the ordinance such that mere ownership of property by a public safety agency does not automatically mean that the fence meets the standard of being for public safety purposes. The Planning Commission is requesting guidance from the Village Council about whether or not to work on modifying the fence requirements for barbed wire use in the zoning ordinance. Mr. Conklin from the Sherriff's department was on-hand to answer questions the Council may have regarding the fence request.

Fence Request

Motion by Bartlett with support from Jarvis to direct the Planning Commission to work on language to modify the fence requirements for barbed wire use in the zoning ordinance. Roll call vote; Craddock, Rohr, Nottingham, Plaszczak, McIntosh, Jarvis, Bartlett voting yes, motion carried.

At the previous Council meeting, Stephanie Barden proposed holding a Renaissance Faire in August on Maple Island. Moyer-Cale presented to Council a copy of Ms. Barden's memo regarding more precise details for the faire. Chief Marshall voiced his concern about holding the faire on the island. A narrow bridge is the main access point to get onto the island. The bridge limits the access for police/medical services to respond in case of an emergency. Other possible locations for holding the faire within the Village were discussed. Ms. Barden believes the faire could draw upwards of 1,000 attendees. After careful consideration the Council concludes that the Village's public works/police department are too small to safely handle an event of this size. Council thanked Ms. Barden for considering Paw Paw as a location for her Renaissance Faire.

**Renaissance Faire
Proposal**

Resolution 20-16 requires council approval of the disposition of property that has over \$5,000 in value. Staff requests approval of the sale of the 2020 Freightliner/Terex 60ft bucket truck. This vehicle was purchased for the electric department in April for \$193,290. The Village's line work is now contracted out; therefore, the equipment is no longer needed.

**Approval of Sale of
Boom Truck**

Motion by McIntosh with support from Craddock to approve putting the 2020 Freightliner/Terex 60ft bucket truck out to bid and approval of the sale so long as the accepted price is no less than \$180,000 and is acceptable to the Village Manager. Roll call vote; Craddock, Rohr, Nottingham, Plaszczak, McIntosh, Jarvis, Bartlett voting yes, motion carried.

The SCADA equipment at the DPS building that displays and reports on the wells and lift stations broke down a few weeks ago. The software is very old and no longer

**Purchase of SCADA
system upgrade**

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supported. The PC that operates it is broken and is approximately 12 years old. The existing monitor and computer back-up power supply will continue to be used. The supplied quote is for a new desktop and updated software; the cost of which will be split between water and sewer funds. This was not a budgeted expense.

Motion by McIntosh with support from Bartlett to accept the proposal from Alpha-Tran Engineering in the amount of \$11,339 for replacement of computer and update of SCADA software. Roll call vote; Bartlett, Jarvis, McIntosh, Plaszczak, Nottingham, Rohr and Craddock voting yes, motion carried.

Applications for round six of NEP MSHDA funds are due this week. This grant would allow up to \$75,000 for owner occupied housing improvements. The grant would be administered by the Village.

Motion by Rohr with support of Jarvis to approve the application to MSHDA for Neighborhood Enhancement Program funds and for the Village Manager to express the Council's support to MSHDA. All members present voting yes, motion carried

Moyer-Cale modified the proposed draft donation policy to give more flexibility to what costs are assigned to the donor when a donation is accepted.

Motion by Bartlett with support of Jarvis to adopt the donation policy as presented. All members present voting yes, motion carried

Motion by Rohr with support from Craddock to allow staff to disburse payments between December 15, 2020 and January 11, 2021 provided that Council is provided with a listing of all checks disbursed during that time and that all payments follow approved procedures. Roll call vote; Craddock, Rohr, Nottingham, Plaszczak, McIntosh, Jarvis, Bartlett voting yes, motion carried.

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

No Report.

No Report.

Jarvis reported the Parks and Rec Board reviewed the responses received from the recent parks survey.

No Report.

No Report.

Jarvis reported the Farmers Market Board will be meeting the first Monday in February.

**Neighborhood
Enhancement
Program Grant
Support**

**Adoption of Donation
Policy**

**Approval to Pay
Routine Bills**

**Non-Action Items:
Streetscape Updates**

**Committee Meetings
and Reports
Finance and Admin**

Public Services

Parks and Rec

DDA

Economic Develop

Farmers Market

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Craddock reported the fire department received over 20 calls in the month of November.

Fire Board

Plaszczak reported the Historical Commission is considering creating a YouTube video commemorating the Carnegie Center.

Historical Committee

No Report.

Housing Commission

No Report.

**Maple Lake
Preservation**

No Report.

Planning Commission

No Report.

Wellhead Protection

No Report.

Wine & Harvest

**Council Member
Comments
Plaszczak**

Plaszczak noted the Christmas lights in town look great and make the town look festive and bright. Plaszczak is proud that the new COVID vaccine is being made locally in Portage. He is thankful to all the frontline healthcare workers. Due to COVID there will be no Christmas party for the staff. Plaszczak voiced his gratitude to staff for a job well done.

McIntosh inquired as to if anything has been planned to recognize the DPS employees' hard work. Director Small responded that he does have something planned. McIntosh also voiced her gratefulness for the office staff and police officers.

McIntosh

Rohr noted that the hard work of all the employees really shows through and can be seen throughout town.

Rohr

Bartlett reported that she was asked to compose a letter in support of the MSHDA grant. She also received 12 letters from residents eager to show their support for the program.

Bartlett

Moyer-Cale reported she has been in discussion with the Dowagiac City Manager regarding gathering information to finalize a more definitive agreement with Midwest Energy. Dowagiac also contracts with MEC to handle their line work. Moyer-Cale noted negotiations for the upcoming police contract renewal will begin in the next month.

Manager Comments

Director Small reported he will pass on the compliments of the Christmas lights to the DPS crew. Small noted the crews are becoming more knowledgeable in regards to the Township sewers. They are having to rely less and less on outside sources to assist when issues arise.

Staff Comments

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Chief Marshall reported the department has saved five lives in the past several months by administering Narcan to overdosing individuals.

Motion by McIntosh with support by Bartlett to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 9:54 p.m.

Adjournment

Respectfully submitted:

Karla Tacy
Village Clerk

Roman Plaszczak
Village President