



Village of Paw Paw Council Meeting
Monday July 11, 2022
Paw Paw District Library, Community Room
609 W. Michigan Ave, Paw Paw, MI 49079
7:00 P.M.

Regular Meeting Agenda

I. Call to Order

II. Pledge of Allegiance

III. Roll Call: President Roman Plaszczak; President Pro-Tem Douglas Craddock; Trustees Amanda Bartlett, Nadine Jarvis, Mary Houppert McIntosh, Ashley Nottingham, and Donne Rohr.

IV. Approval of Agenda

V. Approval of Minutes:

1. Approval of the minutes of the regular council meeting of June 27, 2022.

VI. Authorization to Pay Claims (Bartlett, Rohr)- July 11 (Nottingham, Jarvis)- July 25

VII. Audience Participation:

VIII. Presentations and Guests:

IX. Public Hearings:

X. Action Items:

1. Set Special Meeting August 15, 2022
2. Administrative Fee for Fire Station Utility Connections

XI. Non-Action/Workshop Items:

1. Strategic Plan
2. Sewer Laterals

XII. Committee Meetings and Reports (committees may have items to bring to council)

Estimated 30 minutes for all with next meeting dates.

- Area Parks & Rec. Board (Jarvis) **July 11-5:30pm**
- Downtown Development Authority (Plaszczak) **July 18-5:30pm**
- Economic and Residential Opportunity (Plaszczak): **TBD**
- Farmers Market (Jarvis): **TBD**
- Fire District Board (Craddock): **August 2-7pm**
- Historical Commission (Plaszczak): **TBD**
- Housing Commission (Rohr): **July 18-5:30pm**

- Maple Lake Preservation and Improvement (Plaszczak) **TBD**
- Planning Commission (Nottingham): **August 4-7pm**
- Wellhead Protection Committee (McIntosh): *None*
- Wine & Harvest Board (Craddock): **August 3- 6pm**

XIII. Council Member Comments

XIV. Manager Comments

XV. Staff Comments

XVI. Adjournment

Notice to Public Attendees

If you would like to speak to the Village Council, please respond during the Public Comment Period. Public comments are limited to **3 minutes** per speaker.

**Minutes, Paw Paw Village Council
Regular Meeting, June 27, 2022**

The Regular Village Council meeting of Monday, June 27, 2022, 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 (excused), and Donne Rohr. Also present: Village Manager Will Joseph, Village Clerk Karla Tacy, Chief of Police Eric Marshall (excused) and Department of Public Services Director Tim Brandys.

Members Present

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

Approval of Agenda

Motion by Jarvis with support from Bartlett to approve the regular meeting minutes of June 13, 2022. All members present voting yes, motion carried.

Approval of Minutes

Motion by McIntosh with support of Craddock to approve claims for Monday, June 27, 2022, in the amount of \$503,556.95. All members present voting yes, motion carried.

Approval of Claims

Yvonne Porter of 406 N Kalamazoo St, believes multiple houses on Kalamazoo St are experiencing sewer issues.

**Audience
Participation:**

Alex Florian from SW X SW Corner Cisma announced they will be conducting a "landing blitz" at the Sunset Park boat launch, Saturday July 2 from 3:00-5:00pm.

**Presentation and
Guests: Alex Florian
– SW X SW Corner
Cisma**

Motion by Bartlett with support from Jarvis to approve the Operation and Maintenance Agreement with Paw Paw Township to commence on July 1, 2022. All members present voting yes, motion carried.

**Action Items:
Paw Paw Twp Sewer
Maintenance
Contract**

Decision on whether to approve the bid from MEC for a 500 kva transformer, has been tabled until next meeting.

Bid for Transformer

The current Outdoor Dining ordinance was reviewed and future changes discussed.

**Workshop Items:
Outdoor Dining
Ordinance**

Discussion ensued regarding implementing a possible Social District.

**Discussion of Social
District**

No Report.

**Committee Meetings
and Reports
Parks and Rec**

**Minutes, Paw Paw Village Council
Regular Meeting, June 27, 2022**

DRAFT



Memorandum

1. Staff would like to set a Special Meeting of the Village Council to review and award bids for the CWSRF and DSWRF projects. These projects include the upgrades to our wastewater lagoons, replacing 15,000 feet of water main, water tower rehabilitation and replacement of lead service lines. According to schedule the official bid opening is scheduled for August 2, 2022. The regularly schedule Village Council meeting of August 8, 2022 does not allow staff and our engineering firms enough time to properly review the bids. EGLE has set a deadline of completing this process by August 17th; before the second Monday regularly scheduled meeting of Village Council. A meeting on Monday August 15th would allow us enough time to review bids and meet EGLE deadlines. If council does set the Special Meeting on August 15th, it will be held at Paw Paw Township Hall due to a scheduling conflict with Paw Paw District Library.

Recommended Motion: Move to set a Special Meeting of the Village Council on August 15, 2022 at 7pm to be held at Paw Paw Township Hall 114. N Gremps St. Paw Paw, MI 49079.

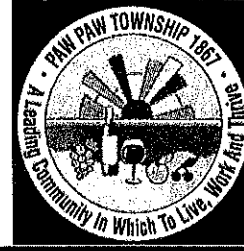
2. Paw Paw Township has requested the Village reduce fees for the water, sewer and electric connection fees and costs by not charging a 10% administrative fee. The Village charges a 10% administrative fee when billing for these connections routinely. As of date the Fire Station has completed water and sewer connections and fees were \$2,000 and \$2,500 respectively. This work was done by an outside contractor hired by the Fire Station project team. Water and Sewer connection and rate fees cover the costs of maintaining service and infrastructure. Recently the Village has received a bill from MEC for completing the temporary electric connection. This bill totaled \$16,668.05. As construction continues MEC will connect the permanent electric connection and will bill the Village. As of date MEC has not provided an estimate of the permanent electric connection. Collectively administrative fees for the water, sewer and electric connections to date would amount to \$2,116.81.

The administrative fee covers the behind the scenes work of our staff which includes coordinating with project managers and/or construction crews and completing the billing process. The Township request would cover our “out-of-pocket” costs associated with billing obligations to MEC. A letter stating the Township and Fire Departments request is included in the packet.

Recommended Motion: Move to not bill Paw Paw Township administrative fees for water, sewer and electrical connection and installation.

3. An updated 3-year goals is attached in the packet. This list is from the previously set goals by Council. Staff has added additional needs. Many stated goals have made progress from the last update and the Village needs to continue this momentum. Feedback on the goals and future direction is being sought from Village Council.

4. A brief history of the sewer lateral issues and current status we have been having on Kalamazoo St. Staff is putting together a presentation for Monday night.



DONALD STULL, Supervisor
REBECCA F. PAYNE, Clerk
LISA ZINKIL, Treasurer
MATTHEW MILLER, Trustee
FRAN SANDERS, Trustee

114 N. Gremps St.
Paw Paw, Michigan 49079
Phone 269-657-4340
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Utility Review Board
Village of Paw Paw
111 E Michigan
Paw Paw, MI 49079

3/3/2022

John Small & Utility Review Board,

Thank you very much for the opportunity to apply for a reduction to utility hook up cost for the new Paw Paw Fire Department project on Gremps St. The 100% volunteer Paw Paw Fire Department serves five area communities including the Village of Paw Paw. They provide numerous services including emergency response.

The department asks if the Village of Paw Paw could contribute to the success of this new project by offering a significant discount to water, sewer, and electric hook ups. By helping Paw Paw township keep the costs reduced, the Village of Paw Paw would be a fantastic municipal partner and reduce the financial burden of the undertaking. Several subcontractors and vendors working on this project are also donating time, labor, materials, and resources as a way to contribute to the community.

This building will allow for safer and more efficient response times within the entire fire district, making Paw Paw a better place to live and to work. In addition, the lovely site and new building created will help to be a catalyst for growth and development in the PUD district.

Please let us know if you have any questions and if you would like a representative to be present at your meeting or would like to talk further.

Sincerely,

Donald Stull

A handwritten signature in black ink, appearing to read "Donald Stull", written over a horizontal line.

Paw Paw Township Supervisor

Paw Paw Volunteer Fire Department

A handwritten signature in black ink, followed by the number "102".

Village of Paw Paw
Three-Year Goals & Priorities

Year One

Objective	Description	Work Group	Comments/Current Status
Water/Electric meter evaluation & Potential Upgrades	1. Suitability of AMI systems 2. Improved Reliability 3. More Customer Control	Staff	Staff is engaging with several firms and planning implementation
Evaluate home rule/becoming a city feasibility and options	1. Study Committee 2. Further steps if necessary	TBD	No progress
Upgrading and supporting the Village's electric system	1. Prioritizing electric infrastructure projects 2. Continuing capital improvements 3. Transition to Energy Services Project for power purchases	Staff/Council	Village is completing upgrades recommended by 5-year plan but behind original schedule. Village has joined the Energy Services MPPA Committee.
Lead and Copper Rule Plan & Implementation	1. Verify the tiers of mapped system 2. Education homeowners and provide information 3. 56 service line replacements per year as required	Staff/Council	DWSRF projects will complete majority of identified service lines. Continued service line replacement will be necessary after project is complete.
Road Maintenance/Street Asset Management Plan	1. Use PASER data to generate priority improvements 2. Create CIP based on pavement ratings and traffic volume	Staff	Staff is creating CIP plan based off PASER ratings
Maintaining existing housing stock	1. Continued property maintenance inspections 2. Develop a property improvement program	Staff/Council	Property maintenance inspections are catching up due to delays caused by COVID. MSHDA grant funding has been successful when Village was awarded.

Complete Redevelopment Ready Certification	1. Complete remaining items, primarily regarding marketing available properties	Staff	Staff has met with RRC staff and is developing plans to work towards completion.
Identify trends and causes in local property assessments		Staff	Staff has had conversations with Township Assessor and may look to conduct a reassessment of Village

Year Two Goals

Objective	Description	Work Group	Comments
Downtown Improvements	1. Infrastructure 2. Beautification & Amenities 3. Improved pedestrian safety 4. Façade improvements 5. Diverse businesses	DDA/Council/Staff/Planning Commission	Michigan streetscape project nearing completion. DDA is continuing grant program. Planning Commission is reviewing Master Plan.
Rebuilding of Briggs Dam/Dam projects funding	1. Rebuild aging dam 2. Funding Sources 3. Long term funding and plans for both dams	Staff/Council	Barr Engineering is completing design of dam rebuild. Additional funding including grants are being sought. Dam inspection by EGLE will guide long term planning
Improving existing public buildings	1. Village Hall 2. DPS 3. Public Safety 4. Carnegie	Staff/Council	Ad-hoc committee is inspecting Public Safety. Staff is generating needs and putting into CIP. Consultant may need to be hired for long term planning
Create better succession planning for all departments	1. Create redundancies of knowledge 2. Provide opportunity for leadership development and skills training	Staff	Evaluating plans for annual continuing education for every employee. Collaboration of long-term planning and project completion.

Permanent location for farmers market and associated facilities	1. Evaluate locations 2. Fund and construct	Staff/Farmers Market Committee	No progress made-waiting for Farmers market board to meet
Streamlining financial processes and responsibilities	1. Improved management of surplus funds 2. Documenting internal policies 3. Reduced reliance on outside professional services	Staff/Village Council	Consulting with other municipalities to create policies. Education and trainings on best practices.

Three-year goals

Objective	Description	Workgroup	Comments
Improved walkability of Kalamazoo Street Corridor	1. Reconstructing sidewalk to be ADA accessible and aligned with walkability ordinance 2. Evaluate Street crossing	Staff/Planning Commission/DDA/Council	No progress made- Planning Commission reviewing Master Plan this year
General Park Improvements	1. Improvements to facilities and structures 2. Improved and expanded use of Parks	Council/Staff/Parks and Recreation Committee	Park millage passed by voters but improvements to Parks lack sufficient funding without grants or other assistance
Historic preservation activities	1. Determine local interest for historical preservation activity	Historical Commission/Staff	No progress
Developing housing options near downtown	1. Evaluate Planning Commission's recommendations for walkable housing overlay district 2. Promote sites for housing development	Staff/Council/Planning Commission/Economic Development Committee	No progress
Alternative truck route	1. Evaluate options and feasibility of a truck route that avoids the central business district	Staff	Township is exploring this along with assistance from Market Van Buren
Create a landlord outreach/informational program	1. Create informational materials about the rental inspection program and utility responsibility	Staff	No progress

	2. Educate landlords about background checks, etc for potential residents	
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Longer Term Goals

Objective	Description	Workgroup	Comments
Implement the objectives of the Lake committee's strategic plan		Staff/Council/Maple Lake Association	No progress- meeting with Maple Lake Association this week
Improvements to Maple Island		Staff/Council/Parks and Recreation Committee	Shoreline restoration project is ongoing. DNR grant awarded for bridge replacement, more grants being sought this year to hopefully cover total costs.
Developments of dog park		Council/staff/parks and recreation board	Parks and recreation board reviewed survey results showing strong support
Appropriate youth-oriented activities		Council/DDA/Parks and Recreation committee/staff	No progress made
Wastewater lagoon improvements	1. Upgrade and repair facilities	Staff	CWSRF loan applications have been submitted and bidding process has begun.

Additional Goals

Improved Governance		
Long Term Budgeting	1. Comprehensive CIP 2. Revenue/Expense forecasting 3. Reserve Funds for CIP expenditures	Staff/Council
Update Policy/Fee Schedule	1. Update fees for non-routine services 2. Set standard policy to minimize uncertainty	Staff/Council
		Working on 6-year CIP with broad staff engagement
		Engaging with MPPA members and feedback from staff. Council approved updating water and sewer hook ups earlier this year

Community Outreach	1. Flashes Dept./Community highlights 2. Bi-annual newsletter 3. Social media presence 4. Engage anchor institutions	Staff	Updating social media to highlight Village events/news. Monthly lunches with local units of government. Participate in community org events. Joint meeting with ZBA, Village Council and Planning Commission
Boards and Commissions	1. Engagement among leadership team 2. Relevant Training and Education 3. Spotlight roles within local government to residents	Council/DDA/Planning Commission/Parks and Recreation Committee/Historical Commission/ZBA/ /Fireboard	
Facilities	1. Evaluate health and utilization of buildings 2. Develop long term plan	Staff/Council	Public Safety building ad-hoc committee meeting next week.
Economic Development	1. Engage Economic Development organizations 2. Facilitate Communication 3. Align goals and policies	DDA/Staff/Council	Working towards RRC. Supporting Market Van Buren

Employer Development		
Workplace Culture	1. Incentivize Continuing Education and Training 2. Maintain Competitive Salary and Benefits 3. Maintain professional and positive workplace environment	Staff/Council Maintain great relationships with Union groups. Council provided training dollars in budget for every department.