

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

The Regular Village Council meeting of Monday, February 22, 2021, convened at 7:10p.m. via electronic meeting. President Roman Plaszczak presiding.

Meeting Convened

Present: President Plaszczak and President Pro-tem Douglas Craddock and Trustees Amanda Bartlett, Nadine Jarvis (joined 7:15pm, Mary McIntosh (joined 7:30pm), Ashley Nottingham and Donne Rohr (excused). 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 Bartlett with support from Nottingham to approve the agenda as presented. All members present voting yes, motion carried.

Approval of Agenda

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

Approval of Minutes

Motion by Nottingham with support of Craddock to approve all claims for Monday, February 22, 2021, in the amount of \$491,708.16. All members present voting yes, motion carried.

Approval of Claims

Motion by Bartlett with support from Jarvis, to close the regular session at 7:22pm and enter into a public hearing to take comments on the presented 2021-22 Budget. All members present voting yes, motion carried.

Public Hearing: 2021-2022 Budget Hearing

Moyer-Cale presented the updated proposed budget. Modifications include: additional funding for tree replacement, added contractor cost related to property maintenance enforcement, adjustments to expenses related to staffing modifications in the police department, adding consultant fees for water and sewer project plans, playground mulch at Tyler Field, adding depreciation to the water fund expenses, and various other minor changes related to having more precise information than during the creation of the previous draft. Let the record show no public comment was received.

Motion by McIntosh with support from Jarvis to close the public hearing at 7:32pm and re-enter regular session. All members present voting yes, motion carried

Resolution 21-03 describes the amendments to the current year budget as well as the proposed budget for the upcoming fiscal year, including authorization of any transfers between funds.

**Action Items:
Resolution 21-03
Adoption of FY 2021-2022 Budget**

Motion by Bartlett with support from Jarvis to adopt Resolution 21-03 to Amend the budget for the 2021 Fiscal Year and approve a budget for Fiscal Year 2022. Roll call vote; Bartlett, Jarvis, McIntosh, Plaszczak, Nottingham and Craddock voting yes, motion carried

Moyer-Cale reports Council has been discussing applying to EGLE for funding sources related to upgrading our water infrastructure and improvements at the wastewater lagoon. She presented a proposal from Abonmarche allowing them to commence work on the project plans needed to proceed with funding. Chris Cook

**Approval of Proposal
DWRP-CWSRF
Project Plan**

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from Abonmarche was on hand to explain the application process and answer questions.

Motion by Jarvis with support from Bartlett to accept the proposal from Abonmarche for development of project plans for the DWRP and CWSRF projects for an amount not to exceed \$30,000. Roll call vote; Bartlett, Jarvis, McIntosh, Plaszczak, Nottingham and Craddock voting yes, motion carried

The Village has contracted out its electrical line work to Midwest Energy and Communications (MEC) since October 2020. Moyer-Cale presented to Council an agreement that would continue this relationship with MEC for a 10-year period with 5-year renewal options thereafter. Per Council’s direction at the previous meeting the “Assignment” clause of the agreement has been updated.

Approval of MEC Agreement

Motion by Craddock with support from Nottingham to approve the Operations and Maintenance Services Agreement with Midwest Energy and Communications as presented. Roll call vote; Craddock, Nottingham, Plaszczak, Jarvis, Bartlett voting yes, motion carried.

Motion to approve Resolution 21-04 the MDOT Trunkline Maintenance Contract has been tabled until the 3/8 meeting.

Resolution 21-04 Trunkline Contract

Motion by Jarvis with support from Craddock to approve the terms of the Tentative Agreement with POAM and to authorize the village manager to execute the collective bargaining agreement when the new terms are incorporated in the final document. Roll call vote; Craddock, Nottingham, Plaszczak, Jarvis, Bartlett voting yes, motion carried.

Approval of Tentative Agreement

Moyer-Cale updated the Council on the phasing plan for streetscape construction and some ideas for business promotions that the DDA is working on. Moyer-Cale put together a draft informational brochure describing the construction process and some FAQs. Once “finalized”, this will be put on the Village’s website and distributed through the DDA.

**Non-Action Items:
Streetscape Updates
and Phasing Plan**

No Report.

**Committee Meetings
and Reports
Finance and Admin**

No Report.

Public Services

No Report.

Parks and Rec

Plaszczak reported the DDA Board approved the new 2021-22 budget and discussed possible promotions during the upcoming streetscape projects. Plaszczak noted that Sid Shank retired from the board.

DDA

No Report.

Economic Develop

No Report

Farmers Market

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No Report.

Fire Board

No Report.

Historical Committee

No Report.

Housing Commission

No Report.

**Maple Lake
Preservation**

No Report.

Planning Commission

No Report

Wellhead Protection

Craddock noted the next Wine and Harvest Board meeting will be March 10th, instead of the 3rd.

Wine & Harvest

McIntosh inquired as to whether we currently send thank you letters to committee/board members when they retire. Plaszczak responded that it is done on occasions but not consistently. Moyer-Cale agrees that this should be taking place and will look into establishing a procedure for this.

**Council Member
Comments:
McIntosh**

Moyer-Cale reported she has drafted the job description for the new Deputy DPS Director position. She inquired if Council would like her to move forward with advertising the position, the consensus was yes. Moyer-Cale will email a copy of the finalized job description to Council. Moyer-Cale also reported the Village has been chosen as a recipient of a MSHDA grant. The amount of the award is still unknown. The money will be used for assisting homeowners with property maintenance projects.

Manager Comments

Clerk Karla will be on vacation 2/25-3/7. Claims will not be able to be processed before the 3/8 meeting. Motion by Bartlett with support from Jarvis to allow staff to disburse payments between February 22, 2021 and March 22, 2021 provided that Council is provided with a listing of all checks disbursed during that time and that all payments follow approved procedures. All members present voting yes, motion carried.

Chief Marshall reported one of the Paw Paw PD's officers was recently involved in an officer involved shooting. The officer has been placed on administrative leave pending investigation by the Michigan State Police as is standard protocol.

**Staff Comments:
Marshall**

Motion by Craddock with support by Bartlett to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 8:41p.m.

Adjournment

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Respectfully submitted:

Karla Tacy
Village Clerk

Roman Plaszczak
Village President

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