

Richland Village Council
8985 Gull Road
Regular Meeting
February 13, 2017

Approved as amended by Angela Rodino

Present: President Dave Greve, President Pro Tempore Gail Koporetz and Trustees: Cindy Berg, John Smith, Randy Walbridge, Treasurer Mike Scott, Clerk Angie Rodino.

Absent: Trustees Teri Springer, Bob Prentice

The meeting was called to order in the Richland Community Hall by President Dave Greve at 7:00 p.m.

Pledge of allegiance was led by President Greve.

Guests: Mark Worden and Joanna Johnson – Road Commission of Kalamazoo County

Mr. Worden led a power point presentation on Asset Management for roads. He explained the importance of preventive maintenance on local roads. Mr. Worden also explained the PASER rating given to roads and the expenses associated with each rating to repair damage. Current data for Richland can be found at www.Michigan.gov/TAMC. Treasurer Scott will attend RCKC meeting on Feb. 21.

President Greve discussed estimates given to repair Village streets. The estimate to repair 32nd St. from DE Ave. north to the stop light (1/2 mile). He stated the estimate is \$21,859. This will include wedging and a chip seal. The repair was approved last year but was postponed until this spring. The Village will need to let the RCKC know for sure by March 14 whether to add this repair to their schedule.

The estimate to repair DE Ave. from 32nd St. east to Village line is \$130,759. This would include resurfacing the road. This cost is not attainable in this fiscal year. President Greve stated that pot holes and cracks will be filled for now.

The estimate to repair DE Ave. from 32nd St. west to Gull Rd. is \$62,985. This repair includes removing 1 ½ inches of current surface and applying a new 1 ½ inch surface. President Greve stated that with being able to transfer money from major street income last year to local streets, this is attainable for this year.

President Pro Tem Koporetz questioned how long the estimates were good for. They are good for one year. President Greve questioned if it was financially responsible to finance the repairs needed to stay ahead of rising costs of oil. Mr. Worden stated that the price of oil does not have a direct impact on the cost of asphalt.

Gary Drouin, village resident, expressed his concern that the tree coverage along DE will continue to cause issues with the roads as it prohibits the sun from shining to help dry out the surface to prevent

water seeping into the pavement causing damage. He suggested the thinning out of some of the trees along the road.

Public Comments: Gary Drouin, 9207 E. DE Ave., stated he was previously working with Kim Lewis, former council member and tree commissioner, on the removal of about 11 trees on Brandywine that are in need of removal. There are safety concerns if these trees were to fall on their own. Treasurer Scott explained that he has already cleared the brush surrounding the trees in preparation for the removal. Trustee Cindy Berg will follow up with Mr. Drouin on the possibility of having them removed.

Minutes:

1. Meeting minutes for the **January 9, 2017** regular meeting were approved. **Motion to approve the January 9 regular meeting minutes as submitted. Koporetz/Walbridge – Carried.** No discussion.

Treasurer Report:

Treasurer Scott discussed budget report. He stated that he did transfer \$70,000 from KCCC account to Advia account to cover monthly expenses until tax revenue comes in. He explained that all other expenses were as usual. President Greve pointed out that DPW Supervisor salary was all put into one line item instead of being split between departments, Clerk Rodino will correct these entries.

Treasurer Scott informed Council that up to 50% of Act 51 income from current year for major roads can be transferred to local roads. Treasurer Scott explained that after speaking with auditors, it was determined that using Sage accounting program keeps auditing costs down. The program is able to track and record a lot more than a simpler program such as Quicken.

Proposed budget is ready for public release for review.

President Greve overviewed the proposed revenues and expenses on budget to be discussed at the public hearing on February 20. Treasurer Scott reminded council and audience that the budget can be amended throughout the year as needed.

Bills Payable:

Bills payable were reviewed. **Motion to approve Bills Payable. Smith/Koporetz – Carried.** Trustee Smith questioned if the tire purchase was for police vehicles or DPW bobcat. Treasurer Scott confirmed it was for police vehicle 908.

President Greve asked Treasurer Scott if money from water or sewer fund could be used to connect Police Department/DPW to public sewer. Scott will look into this for next month's meeting.

Old Business:

1. Council approved renewal of Sage accounting program. Treasurer Scott stated that after speaking to auditors it is beneficial to stay with this program. It was stated by auditors that switching to a simpler program would raise the cost for the audits. Switching would not save money overall. This cost is built into budget.
2. KATS membership was agreed to renew. Mike Scott will attend monthly meetings.
3. President Greve passed out and collected contracts from Council members willing to accept \$1.00 pay per meeting for the 2016-2017 fiscal year. Trustee Smith will take copies to Planning Commission as well. Trustee Smith stated that Planning Commission briefly discussed this at last month's meeting and has agreed to a \$200 cap, details will be discussed at this month's meeting on the 23rd. President Greve thanked those willing to agree as it does help the budget.

New Business:

1. Clerk Rodino asked Council to approve the addition of an office credit card to make small purchases for the hall. This would allow supplies to be purchased at a smaller cost than compared to ordering supplies through Integrity. Up until now, the Village has used Chief Mattioli's credit card to purchase items for new audio equipment which is tying up his available funds if anything should arise for police or DPW. **Motion to approve an Advia Visa for office use. Koporetz/Berg – Carried.** Discussion – Credit limit will be \$1000. It will only be issued to the village with Clerk Rodino's name and used to make purchases for the office and hall. Chief Mattioli uses his card for police and DPW purchases.
2. Health Insurance policy for village employees was discussed. Officer Matt Scott is being added to his wife's insurance. This would leave only 1 person for a group plan. Officer Judd Sikkema will be added to keep group coverage. Also, it was discovered that police officers have no life insurance coverage through the village. Geoff Lansky, village insurance agent, expressed that the cost of only covering the police officers would be too expensive and by covering all village employees, it would reduce the cost to \$109/month. Coverage will be as follows: Clerk and Council Members - \$10,000, DPW & reserve officers - \$25,000, full time officers – double their salary. **President Greve motioned to add Life insurance coverage. President Pro Tem Koporetz seconded the motion. – Motion carried**
3. President Greve presented information to add Dental & Vision coverage to police health coverage for discussion. The cost would be \$147/month in addition to current monthly payment. Figures are included in proposed budget in case of approval. If not approved, the proposed insurance expense will be reduced. **Motion to discuss – Koporetz/Smith** Koporetz questioned if it was cost effective to pay this addition and would like to see the proposed policy; would it be more cost effective to just pay expense as it arises? Discussion tabled until March Regular Meeting when more information of coverage is available.

Committee Reports:

- **Police** – 85 Incidents, 94 Citations, 70 Verbal Warnings
- **Fire Department** – See report in packet. Trustee Smith questioned why grease fire at Richland Pub was not included. It was determined that the incident was in February and will be covered in February report.
- **Streets** – Discussion noted under RCKC presentation.
- **Trees/Park** – Trustee Berg met with Kim Lewis and determined that the tree grant only covers plantings and trying to attain the full grant of \$2500 would require the planting of 25 trees. Trustee Berg will be working with Koporetz to order flowers for spring planting. Discussion surrounding Junior Gardeners helping with the planting of flowers. Berg will contact Jilisa from RACC for information on this. A date needs to be set for brush chipping. Trustee Smith stated that some residents may welcome the leaving of chips on their property. Trustee Berg will go to look at trees on Brandywine. Discussion on removal of trees determined that some can be removed by the village but some may require an outside service to remove the larger ones. A plan will be brought to March meeting for removal. It was stated that if there is a willing party able to safely remove the trees, the Village will provide a letter of permission for the removal, which, in turn, will save the Village money.
- **Administration** – None
- **Buildings/Grounds/Community Hall** – Trustee Berg shared the interest of an Irish band wanting to perform at the Community Hall. Discussion surrounding whether this was an acceptable use of the space based on the deed took place. It was decided that a concert is acceptable and has been permitted in the past. Clerk Rodino asked for clarity on the fee schedule for the renting of the hall. Trustee Berg will work with Clerk Rodino on the rental fee schedule and rental agreement for the hall to make it easier to decipher rental rates. Trustee Berg questioned the size of the informative sign to be added in front of Community Hall and what it would be used for. She will look into cost of suggested size and type.
- **Zoning/Ordinance** – Planning Commission received application, site plans and fees for Gull Lake Condos. Plans submitted were not up to requirements. Planning Commission is waiting for a revised plan submission to be able to move forward.
- **PPP** – President Pro Tem Koporetz shared proposed wage increases for village employees. These wages would take effect on March 1, 2017. She explained that these figures were included in the proposed budget figures. **Motion to add new wages to PPP Manual – Koporetz/Smith** . Discussion – President Greve stated that this was discussed at last month’s regular meeting and our police sergeant in one of lowest paid in the county. President Greve also pointed out that these were merit based. Trustee Smith pointed out that there was a major gap in what we offer our police officers compared to surrounding areas. **Roll call vote – Cindy**

Berg – aye, Gail Koporetz – aye, John Smith – aye, Randy Walbridge – aye, Dave Greve – aye – Motion Carried

Koporetz stated that longevity payments should be discontinued as of March 1st to keep budget balanced with increase in pay. **Motion to discontinue longevity payment - Koporetz/Berg**

Discussion - Trustee Walbridge wanted confirmation that doing these things was a net gain for employees. President Greve confirmed that it was. – **Motion carried**

- **Public Service** – Newsletter for spring. Need to select dates for spring trash pick-up and brush chipping.
- **Budget** – President Greve reminded all present that proposed budget does reflect figures discussed.

Comments & Reminders by Council Members:

President Greve stated Public Budget hearing is next Monday, February 20, 2017.

President Pro Tem Koporetz pointed out that approval was still needed on the contract for auditors.

Motion to approve contract - Smith/Koporetz – Carried

Michigan Police Service invoices for training and operating supplies in amount of \$1673.90 and \$527.

Motion to pay invoice - Koporetz/Berg – Carried

Siegfried Crandall invoice for January consultation with Treasurer Scott for \$875. **Motion to pay invoice - Koporetz/Smith - Carried**

Motion for Adjournment at 8:48 p.m. Koporetz/Walbridge– Carried.

Respectfully Submitted,
Angela Rodino
Village of Richland Clerk