

Richland Village Council
8985 Gull Road
Regular Meeting
July 13, 2015

Present: President Pro Tem Gail Koporetz, Treasurer Terry Edds, Deputy Clerk Michael Scott, Trustees Virginia Gross, Kim Lewis, Kevin Foust, Dave Greve, Attorney Bob Soltis, and , Chief Jeff Mattioli.

Absent: President Paul Gobble, Trustee Bob Prentice, and Clerk Wanda Holewa

The meeting was called to order in the Richland Community Hall by President Pro Tem Gail Koporetz at 7:00 pm.

Pledge of allegiance was led by President Pro Tem Gail Koporetz

President Pro Tem Koporetz reviewed the rules for public participation at meetings.

Public Comments: None

Motion to move audit forward on agenda. Greve/Gross – **Carried**

Motion to add to agenda a discussion with Attorney James Straub. Gross/Lewis – **Carried**

Siegfried Crandall PC representative Jeff Rood presented the village's financial audit for year ending February 28, 2015. Mr. Rood stated that there was no material misstatements and that overall the Village of Richland is in a good financial position. Mr. Rood stated that the total net position for the village was \$1,239,000 of which \$688,000 was capital assets. Mr. Rood stated a 5% increase in revenue position compared to year 2014. Mr. Rood stated there was an increase in funds received of approximately \$65,000, which was mainly due to the D Avenue project. Mr. Rood explained that without any additional revenue coming into the village, this village would be able to operate for approximately 6 months, which is healthy for a municipality of this size. Mr. Rood explained there was an adjustment of approximately \$3000.00, which was a residual balance in an old capital account. Mr. Rood pointed out that because of the village size and limited number of resources, if financial errors occur, they may not be caught in a timely manner. Segregation of duties, and checks and balance procedures can help avoid this type of error. Mr. Rood also explained that in the last quarter of the year (Dec, Jan, Feb) there was delays in processing benefits to employees (benefits being the HAS and 457 accounts) which could affect the village's status for issuing debt. He explained that the village would need to go through additional steps in order to qualify, but would still be allowed to issue debt, if needed. Deputy Clerk Scott commented that the HSA transactions are now handled through BASIC (the village's payroll servicer) and that he will make sure the 457 account is serviced on a timely basis. President Pro Tem Koporetz asked Mr. Rood if the bill we have was the final amount. Mr. Rood stated that he was not sure as the billing was done by a separate department. Mr. Rood was thanked for his time.

Motion to go into a closed session to discuss Howell v. Village of Richland at 7:40 p.m. Gross/ Greve

Roll call vote: Lewis – Yes, Gross – Yes, Greve – Yes, Koporetz – Yes: - **Carried**

Absent: Gobble, Prentice, and Foust.

Motion to return to open session. Gross/Greve – **Carried**

Motion to follow recommendation of Attorney James Straub as discussed in closed session.
Lewis/Greve – **Carried**

Minutes:

1. **Motion** to approve June 8, 2015 regular meeting minutes as amended. Gross/Lewis – **Carried.**
2. **Motion** to approve June 18, 2015 special meeting minutes. Lewis/Gross – **Carried.**
3. **Motion** to approve June 29, 2015 special meeting minutes as amended. Gross/Koporetz – **Carried.**

Treasurers Report:

1. Treasurer Edds advised that the books are now reconciled and that copies were distributed via email and hard copy. Mr. Edds stated that this is the lowest he has seen cash flow, but the village is still in good shape as tax revenues are coming in this month. Mr. Edds stated that over \$60,000 was received today from tax payments. Mr. Edds stated that budget looks good, nothing is out of the ordinary, and that all cash balances were fine.
2. President Pro Tem Koporetz questioned why there was expenditures listed in the community hall lines, when there was no budget for these items. She further explained that these lines were designated for expenses that were solely due to the rental of the hall. Deputy Clerk Scott acknowledged the error and stated that he would make the proper corrections and place all expenses related to the hall, but not the rental of the hall, into the Hall and Grounds budget lines.
3. Mr. Edds recommended that in the future, if cash balances become too low prior to tax revenues coming in, that some of the payments for expenses be held off. Trustee Lewis asked what expenses he was referring to. Mr. Edds stated that he was not advocating that the bills be paid late, but rather that purchases, such as supplies, be delayed until tax revenue was received.
4. **Motion** to approve payables. Gross/Lewis – **Carried**

Committee Reports:

Police – 77 incidents, 86 citations, and 97 verbal warnings for the month of June. Chief Mattioli stated that the July 4th parade went well and was without incident.

Fire Department – Report available for viewing on richlandtp.net

Streets – See old business (6 &7)

Trees & Parks – Trustee Lewis is currently collecting data as to where and what trees will be removed or planted. More information will be presented at council meeting in August.

Buildings/Community Hall – See old business (1)

Zoning/Ordinance – None at this time

P.P.P – None at this time

Public Service – None at this time

Ad Hoc – Trustee Lewis is working with Deputy Clerk Scott to get the newsletter back in circulation. Currently they are seeking out quotes to have the newsletter printed and mailed to the community. The community is welcome to contribute to the newsletter and are encouraged to submit ideas to the Deputy Clerk.

Old Business:

1. It was stated that Rob Brinkerhoff was still working on getting together quotes for the sound baffles for the community hall auditory issues. These should be complete soon and will be presented to the council when they are completed.
2. Audit review with Jeff Rood (see above)
3. **Motion** to approve Siegfried Crandall year end audit draft as presented by Mr. Rood.
Lewis/Greve – **Carried**
4. There was discussion about the total amount billed by Siegfried Crandall. Trustee Greve asked if the amount was normal. President Koporetz pointed out that this was close to the amount budgeted for the services, so it was close to the same amount as last year. Treasurer Edds stated that it does comprise of a lot of work. Mr. Edds went on to say that they are in the village offices for 3 days and that there is much more work performed in their offices. President Pro Tem Koporetz asked Deputy Clerk Scott to find out if the amount billed was the final total. Mr. Scott agreed to find out.
5. **Motion** to pay Siegfried Crandall auditing services bill of \$9400.00. Greve/Lewis – **Carried**
6. Trustee Greve stated that \$1500.00 was approved previously for street repairs. After receiving 3 separate bids on completing the repairs, the lowest amount was \$4000.00. For this amount, the village could have repairs done for all major pot holes, as well as minor areas that need attention before they become major.
7. **Motion** to approve an additional \$2500.00 of funds to total \$4000.00 to be used for road repair.
Lewis/Gross. Roll Call Vote: Lewis – Yes, Greve – Yes, Gross – Yes, Koporetz – Yes – **Carried**
Absent: Gobble, Prentice, and Foust

New Business:

1. KATS (Kalamazoo Area Transportation Study) is a combined effort of all municipalities in Kalamazoo County. They help to unify the road system, gain grants for repairs, and use revenue sharing to assist in helping with community road issues. Chief Mattioli stated that previous meeting were attended by Steve Hatch, prior to his leaving, and more recently have been attended by DPW worker Jerimiah Cook. It was agreed that Deputy Scott and Chief Mattioli would combine efforts to make sure someone was in attendance at all meeting.
2. **Motion** to pay \$500.00 to RABA for parade sponsorship. Gross/Lewis – **Carried**
3. **Motion** to pay General Code annual maintenance fee of \$995.00 and authorize Deputy Scott to sign paperwork for updates to General Code on behalf of council. Lewis/Gross – **Carried**

4. There was a brief discussion about what line from the budget would workers compensation insurance be taken from. Treasurer Edds advised that there is not a specific line item, but the workers compensation insurance was included in the Insurance line of the budget.
5. **Motion** to pay Accident Fund in the amount of \$6997.00 for workers compensation insurance. Lewis/Greve, Roll Call Vote: Lewis – Yes, Greve – Yes, Gross – Yes, Koporetz – Yes – **Carried**
Absent: Gobble, Prentice, Foust

Motion to adjourn at 9:18 – Lewis/Greve – **Carried.**

Respectfully Submitted,

Michael Scott,
Deputy Clerk