

Richland Village Council
8985 Gull Road
October 3, 2016
Special Meeting
Approved as amended by council – JWH

Present: President Dave Greve, President Pro Tem Gail Koporetz, Treasurer Terry Edds, Clerk Jacqueline W. Holewa, Trustees Kim Lewis, Robert Prentice, John Smith Virginia Gross

Absent: None

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

Pledge of allegiance was led by President Greve

Guest: Vince Carahaly, member of the Kalamazoo County Planning Commission, spoke about the gravel pit application submitted to the Richland Township Planning Commission. He stated that one of the proposed routes would go through the heart of the village. He urged the village council members to send a letter to the Richland Township Planning Commission opposing the gravel pit based on very serious consequences to the health, safety and welfare of the village residents.

Public Comments:

Doug Penny, Richland Woods, said that he was opposed to the village council writing a letter to Richland Township opposing the gravel pit. ***Amended by Smith: Doug Penny thought that the gravel pit routes were a MDOT's concern not the village concern.***

Rob Brinkerhoff, East D Avenue, stated that he had heard from a musician that the acoustics in the hall are great. He also contacted the company that installed the current audio equipment in the hall and had a proposal for headsets that would be compatible with the system. The proposal was given to Trustee Lewis.

Virginia Mejeur, N. 32nd Street, thanked the Council for doing something on the headsets, even though she thought it odd that someone running for Council had suddenly donated the money.

Business:

Greve recommended Trustee Lewis as the Administrative Chair. Motion to approve Trustee Lewis as Administrative Chair – Prentice/Koporetz – CARRIED

Move the posting for Richland Village Clerk to be appointed as clerk in training before November 20, 2016 and to assume duties as clerk after November 20, 2016. Prentice/Koporetz – CARRIED

Clerk to post job description on village website, Richland Township board, and the Library. 2

Posting to state that the panel will conduct interviews using the Behavioral based interview technique using the SHARE model, by a four member panel in an open public forum. Dates: October 13, 2016 – 5-7 pm and October 14, 2016 -- 8 – 11 am and 1:30 - 4:30 pm at the Richland Community Hall. All resumes to be mailed to Kim Lewis at P.O. Box 1, Richland, MI 49083 and received by October 11, 2016.

Other places to place the posting: Craigslist, Hot Jobs and Indeed. A special meeting will be held in October to appoint a clerk.

Clerk Holewa asked Trustee Lewis if the interviews would be open to the public. Lewis replied no because it would be awkward for the interviewee. Clerk Holewa then reminded the council that about 2 ½ years ago when the council passed Ordinance 014-2 to appoint the clerk and treasurer positions that they published a document assuring the public that they would be included in the interviewing process and the document is still on the village website. Rob Brinkerhoff confirmed that the FAQ document was used and Clerk Holewa's statement was correct. It was then decided that the public would be allowed to attend the interview meetings. Motion to post that the interviews will be held in a public forum. Smith/Koporetz -- CARRIED

Motion to spend no more than \$100.00 on posting of the clerk's job. Smith/Gross – CARRIED

Motion to table discussion on the treasurer's job until October 10, 2016 meeting. Smith/Lewis – CARRIED

Discussion of purchasing headsets for the Richland Community Hall was tabled until more information could be gathered. The quote that Brinkerhoff gave to Trustee Lewis was much lower than the quote she had reported on last month. The donated money \$2,500 was restricted for headsets. It was discussed as to whether the money could be used to further enhance the current audio system with more microphones. The possibility of returning the unused money to the donor was also discussed. The clerk was directed to contact the donor to find out what her wishes are.

Public Comments:

Virginia Mejeur, N. 32nd Street, inquired if job performance evaluations would be given to the clerk on a regular basis. President Greve said that they would be conducted. DPW worker, Mike Scott stated that there are forms in the Personnel, Procedure, and Policies book for job evaluations.

Vince Carahaly suggested that the interview panel conduct a second interview of the interviewees.

Rob Brinkerhoff, East D Avenue, said he didn't know if the audio system would support more microphones.

Motion to adjourn at 8:15 pm Prentice/Lewis - CARRIED

Respectfully Submitted,

Jacqueline W. Holewa

Village of Richland Clerk