

**Richland Village Council**  
**8985 Gull Road**  
**Regular Meeting**  
**June 8, 2015**

**Present:** President Paul Gobble, President Pro Tem Gail Koporetz, Treasurer Terry Edds, Deputy Clerk Michael Scott, Trustees Virginia Gross, Bob Prentice, Kim Lewis, Kevin Foust, Dave Greve, Attorney Soltis.

**Absent:** Clerk Wanda Holewa, Chief Jeff Mattioli

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

**Pledge of allegiance was led by President Paul Gobble.**

**President Paul Gobble reviewed the rules for public participation at meetings.**

**Public Comments:**

1. Virginia Mejeur, resident on N. 32<sup>nd</sup> Street, asked if anyone from the DPW had a CDL, which is required to drive the equipment used during spring clean-up. Koporetz explained that we contracted a driver with proper CDL endorsement.
2. John Caras, owner of 8992 East D Ave., inquired about building a ramp on the sidewalk, to make the building handicap accessible. President Gobble advised that John Smith, from the Planning Commission, would be the person to contact. Deputy Clerk Scott received John Cara's contact info to get him in touch with John Smith.
3. Tatty Hodge, resident on N. 32<sup>nd</sup> Street, commented the her concern that there is nothing in the ordinances that state that in the absence of an ordinance, the laws of the State of Michigan should be followed. She also expressed concern with spending money on an opinion from the village attorney, and stated that the council should know these laws. President Pro Tem Koporetz explained that the laws of the State of Michigan are always superior to those of the village and it is unreasonable for the council to know every federal and state law. Trustee Foust allowed one extra minute of comments before advising that time was up and the meeting needed to move on.
4. Pam Ross, resident of N. 32<sup>nd</sup> Street, commented that previous minutes are hard to read. She asked if the village thanked the Rotary Club for their donation towards the bullet proof vests for the police department. Trustee Gross advised that they were thanked when she attended the Rotary Club meeting in May. Ms. Ross commented that perhaps the community would have liked to thank them also.

**President Gobble reminded the council to clearly speak into the microphones.**

**Minutes:**

1. **Motion** to approve May 11, 2015 regular meeting minutes. Prentice/Gross – **Carried.**
2. **Motion** to approve May 19, 2015 special meeting minutes. Prentice/Lewis – **Carried.**
3. **Motion** to approve May 13, 2015 joint meeting minutes. Gross/Koporetz – **Carried.**

## Treasurers Report:

1. Treasurer Edds advised that the budget was unable to be reconciled due to needing payroll figures entered into system. Deputy Clerk Scott advised that these figures were received from Basic (the payroll processing company) today and they will be entered into the system in the next few days. Treasurer Edds also stated that the adjustments from the audit need to be entered and should be done in the next few days as well. President Gobble asked for a report once these figures are entered and the reconciliation is complete. Treasurer Edds agreed to get the report to President Gobble once it was completed.
2. Treasurer Edds advised counsel that we received \$8631.00 in revenue sharing (Line 7), \$3743.98 from Kalamazoo County to make the village whole from the delinquent taxes (Line 20), and the \$114.30 received from Richland Township (Line 24) was for the D Ave assessment. The \$114.30 was sent to the township by mistake and the township then sent it to the village. Edds advised that the total monthly receipts into the village general fund was \$ 18,105.93 President Gobble asked if these figures were on par with what the village was expecting to receive. Treasurer Edds advised yes, this was online with what was expected.
3. President Gobble asked about the Comcast Cable Fees (Line 27) and when these receipts will end. Treasurer Edds did not know when these would stop. President Pro Tem Koporetz expressed concern that Comcast may be overpaying and that we would have to pay them back funds in the future. Trustee Gross asked Treasurer Edds to check into this matter. Treasurer Edds agreed to do so.
4. Trustee Foust advised of an error in line numbering on the monthly receipts report. Treasurer Edds advised this was an excel error and not a recording error.
5. Treasurer Edds advised of the need to remove a DPW line from the budget, as well as the need to add additional lines for the new Deputy Clerk position and the payroll taxes for said position.
6. **Motion** to create Deputy Clerk line in budget and move Clerk budget to newly created Deputy Clerk line, and to create new line for Deputy Clerk payroll taxes and move Clerk payroll tax budget to newly created Deputy Clerk budget. Koporetz/Foust —**Carried**.
7. Trustee Prentice questioned the payment of DPW benefits on 05/13/15. Deputy Clerk Scott advised that this was for Blue Cross and Blue Shield benefits that were not terminated. Mr. Scott advised that termination paperwork was sent. President Gobble advised to double check this to make sure we are no longer paying any DPW benefits.
8. Trustee Foust asked for confirmation that the additional line item for Comcast was a voided check. Deputy Clerk Scott confirmed this was a voided check due to printing error.
9. **Motion** to approve bills payable. Gross/Foust—**Carried**.

## Old Business:

1. President Gobble commented that the auditory issues are still ongoing and that acoustic panels need to be purchased and installed before the village can look into headsets. President Gobble advised that Rob Brinkerhoff has already raised \$600.00 to be used for this issue. Trustee Gross asked if the township would be responsible for any of this cost. President Gobble commented that the issue was debatable and would need to be discussed with the township before a determination

was made. Trustee Prentice asked where the additional funds needed will come from. President Gobble advised they would come from the reserves left over from the renovations. Trustee Foust asked if there was additional cost to install the panels. President Gobble advised that the installation was relatively easy and can be done by council.

2. **Motion** to approve up to \$1000.00 to fix acoustic issues in hall. Gobble/Gross —**Carried**.

### **New Business:**

1. Trustee Prentice advised that Paul Faust would know more about the Zoning Text Amendment. Deputy Clerk Scott advised that he spoke with Mr. Foust and the committee had yet to make a final decision in this matter. This matter will be held until July regular meeting.
2. President Gobble advised that some of the council members had not yet reviewed the audit performed by Siegfried Crandall Pc. Treasurer Edds advised there is a time frame in which the audit must be submitted to the state, so the audit needs to be approved at next meeting to be on time. Trustee Prentice requested that Siegfried Crandall be at July council meeting to review the audit with council. Deputy Clerk Scott will arrange this with Siegfried Crandall. Motion to approve audit will be held till July regular meeting.
3. Motion to approve paying Siegfried Crandall PC bill for auditing services will be held until July when audit is approved.
4. Trustee Lewis informed council that only 2 bids have been received in regards to removal and planting of trees. Trustee Foust stated that he has attempted to reach out to other businesses to get quotes, but has had either no response, or they respond that the job is too small for the business to want to get involved with it. (See attached)
5. **Motion** to accept Gull Lake Landscape bid for tree removal at \$225 per tree with free consultation, only after receipt of two additional bids or documentation as to why bids are unavailable. Lewis/Gross —**Carried**. (See Attached)
6. **Motion** to approve up to \$1500.00 for minor street repairs, upon getting 3 quotes. Greve/Gross —**Carried**.
7. Trustee Greve advised his is seeking bids to have Deputy Clerk Scott and Police Clerk Ricca complete FOIA training. Trustee Foust asked where the funds for this would come from. President Gobble advised there is a training budget for the Clerk. Council may need a motion to move the training budget from Clerk to Deputy Clerk.
8. **Motion** to approve up to \$500.00 have Deputy Clerk Scott and Police Clerk Ricca complete FOIA training, upon receipt of 3 bids. Greve/Gross —**Carried**.

### **Committee Reports:**

**Police** – 63 incidents, 118 citations, and 103 verbal warnings for the month of May.

Trustee Prentice stated that the bullet proof vest should be in soon.

**Fire Department** – No report available.

**Streets** – See New Business item 6.

**Trees & Parks** – Trustee Lewis expressed sincere thanks to all those who helped with flower planting.  
In addition, see New Business item 4 and 5.

**Buildings/Community Hall** – See Old Business

**Zoning/Ordinance** – See New Business item 1.

**P.P.P** – Trustee Koporetz advised that the updated Policy and Procedures Manual is nearly complete.  
Only DPW and Deputy Clerk changes are needed to complete book. Once these are completed  
Deputy Clerk Scott will begin printing copies.

**Public Service** – Trustee Greve advised that spring pick-up was a success. The pick-up completed earlier  
than expected and that allowed the village to return the equipment sooner and save money.

**Ad Hoc** – None at this time.

**Motion to adjourn at 8:15pm – Gross/Faust –Carried.**

Respectfully Submitted,

Michael Scott,  
Deputy Clerk

## Attachment

### Tree Committee estimate history

Gail Koporetz  
Kevin Foust  
Kim Lewis

1. March 19, 2015 Kim will contact 3 nurseries for quotes
  - a. March 20 contracted Angie from McBains 388-2233
  - b. Dave Lamians landscaping 269-207-1082
  - c. Gull Lake Landscape- \$225/tree consultation included for summer early fall
2. April
  - a. Contacted McBains 388-2233 and left message
  - b. Contacted LeMains 629-8133
3. May 9
  - a. Contacted McBain and LeMains and left message
4. Kevin was recommended to try calling Ben Youst at Farm N Garden and to try John Disbro, whom is a WMU employee and owns his own landscaping business.
  - a. Disbro said that he was too busy to accommodate the planting of trees, but he did offer free consultation on tree planting and removal.
  - b. Ben Youst said that he considered this a "commercial" project, despite the fact that it was for a community instead of a business, and said he would not plant the trees. He did say he could do consultation at \$120/hr. Mr. Youst recommended me to Klooster landscaping, who can be reached at 269-629-9741.
  - c. Klooster sent Kim Lewis a quote that was included in the meeting minutes for 6/8/15.
  - d. Kevin was also encouraged to call Mulder's Landscaping at 269-998-3550; I received no answer.