

**Minutes, Paw Paw Village Council
Regular Meeting, August 24, 2009**

1. The regular Village Council meeting of Monday, August 24, 2009, convened at 7:33 p.m. at 114 S. Gremps, Paw Paw, Michigan. President Plaszcak presiding. **Meeting Convened**

2. Present: Plaszcak, McIntosh, Rohr, Basinger, Pioch and Wilhelmi. Excused: Larcinese Also present: Village Manager, Larry Nielsen and Village Clerk, Christopher Tapper **Members Present**

3. Motion by Pioch supported by McIntosh, to approve the August 10, 2009 minutes of the regular meeting. All members present voting yes, motion carried. **Approved Minutes**

4. Motion by Pioch, supported by Wilhelmi, to approve accounts payable for \$443,010.15 as presented. All members present voting yes, motion carried. Next claims McIntosh & Rohr (9-14-09). Following claims Basinger & Wilhelmi (9-28-09). **Accounts Payable**

5. Mike Mead, President of Shamee Development & Advantage Housing was in attendance to discuss the Village of Paw Paw Code of Ordinances, Chapter 38, Utilities. Mead stated he had received his summer tax bill for a property in the Village and on that bill was a special assessment for delinquent utilities. Mead asked if this was the policy of the Village and wanted to discuss his options. Council thanked Mead for attending and referred Mead to the Village Manager for the ordinance definition. Nielsen to report back to Council and follow up with Mead. **Comments from Mike Mead Shamee Devolvement & Advantage Housing**

6. Bryan Stump was in attendance to further discuss the Village of Paw Paw communication between Paw Paw Township and Coca-Cola North American regarding resident hook up of municipal water on Hidden Lane. Stump updated the Council regarding the Paw Paw Township meeting held on Tuesday, August 11, 2009. Stump commented the only information the Township was willing to provide to the residents was that the Township was going to proceed with a feasibility study to determine the cost of the water line extension down Hidden Lane. Before the Township can move forward the Township wanted to provide the information regarding the feasibility study if the Township accepts the request from Coca-Cola North American. Stump concluded stating the Township and MDEQ could reject the request from CCNA because to this point the recommendation for a solution does not fix the problem according to the residents. **Bryan Stump**

7. Ken Berthiaume from Berthiaume & Company was in attendance to report on the Village of Paw Paw audited financial statements for the fiscal year 2008-2009. Berthiaume reported to the Council of the responsibilities under the U.S. generally accepted auditing standards, significant accounting policies, management representations and internal control matters, if any. Berthiaume discussion including; cash reconciliations, computer systems, and internal **Presentations & Guests Ken Berthiaume**

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controls & cross training and financial statements as of February 28, 2009. Berthiaume reported on several key points of the audit including the following; net assets have increased versus net liabilities decreased, revenue sharing declining, general fund balance declining \$274,744.00, economic factors to the general fund, cash and cash equivalents in good standings, business type activities referencing sewer fund net loss for the year, Village Council should evaluate rates for sewer and water fund and went over the notes to the financial statements.

8. A general discussion ensued regarding the audit for fiscal years 2008-2009 items included; detailed schedule of revenues & expenses for general fund, schedule of indebtedness with regards to the business type activities, budgetary comparison schedule for the general fund and the deferred compensation plan for retirement. Questions from council included; describe the Village's financial health, the answer would be the Village is solid financially but concerns regarding declining state revenue sharing and the continued efforts to keep general fund expenses down over the course of the economic downturn would continue to help the Village of Paw Paw's financial health.
9. Motion by McIntosh, supported by Rohr, to accept and approve the president's recommendation and appoint Brian Lietzau to fill the vacancy of Patrick Brennen on the Downtown Development Authority serving through March 31, 2011. All members present voting yes, motion carried. **New Business
DDA appointment of
Brian Lietzau**
10. Nielsen presented to the Council a proposal request from Lawrence Stately and the DDA regarding the idea of setting up an ice skating area for this coming winter 2009. Nielsen reported set up could be fairly inexpensive; maintaining would be the difficult part. Nielsen reported Stately and the DDA had a few locations in question, one was County Park, Nielsen noting he had spoke with the Van Buren County Administrator. The second location was Tyler Field. **Ice Skating Proposal**
11. Comments included; contacting City of Portage to reference how the Milhilm Park is operated, contacting the Paw Paw Fire Department for assistance with the watering of the ice. General consensus was to allow Nielsen to proceed with requirements necessary for approval from local agencies.
12. Motion by McIntosh, supported by Pioch to designate Daniel Siskaninetz as Village Occupancy Inspector & Code Enforcement Officer. Nielsen noting this new appointment has no reflection of the prior inspector, the prior inspector was an excellent contracted employee, and this is strictly a budget reflection. All members present voting yes, motion carried. **Ongoing Business
Occupancy Inspection
Change (BOCA)**
13. Basinger noting the Finance & Administration Committee met before Council meeting and discuss the audit review 2008-2009. Basinger noting one key change was to allow staff to change from the use of separate bank accounts to a pooled cash to reflect cash reconciliations. Basinger stating the change would correct items reflected in the reconciliation processes. **Committee Reports
Finance & Admin**

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| 14. No report. | Department of Public Services |
| 15. No report. | Parks & Recreation |
| 16. No report. | Tyler Field |
| 17. Plaszczak reported the Downtown Development Authority met August 17, 2009. Items discussed included; new façade grant applications and approvals, downtown speaker system. | DDA |
| 18. No report | Fire Board |
| 19. Plaszczak reported the Historical Commission had a wrap-up meeting August 19, 2009. Plaszczak thanked all volunteers who participated and also discussed future historical events in the coming years. | Historical Commission |
| 20. Rohr reported the Housing Commission had met August 17, 2009. Items discussed included; audit report, repairs and maintenances to one of the elevators and working on next years budget. | Housing Commission |
| 21. No report. Wednesday, August 26, 2009 | RLF |
| 22. Pioch reminded everyone the Wine and Harvest Festival was schedule for September 10 to 13. The committees are still looking for volunteers and anyone wishing to volunteer to contact the Village Hall. | PPW&HF |
| 23. No report. | Maple Lake & NR &E |
| 24. Plaszczak commented on the Village Manager evaluation forms provide to all Council members. Plaszczak asked the members to please return the forms to the Village President so the evaluation could be scheduled for the end of September 2009. | Council Comments
Plaszczak |
| 25. McIntosh wanted to thank Nielsen for handling the sewer back up compliant referencing 630 St. Joseph Street. | McIntosh |
| 26. Wilhelmi commented on the audit review and made reference to the federal government problems with the Medicare and Social Security Trust Funds. Wilhelmi stated he did not want the Village to run into those types of concerns with the Village General Fund. | Wilhelmi |
| 27. Pioch commented on the positive turn outs for the Paw Paw Free Sounds and Brown Bag series in the park. | Pioch |
| 28. Motion by Basinger, supported by Pioch, to adjourn the meeting. All members | Adjournment |

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present voting yes, motion carried. Meeting adjourned at 8:55 p.m.

Respectfully submitted:

Village President
Roman Plaszczak

Village Clerk,
Christopher Tapper