

**Minutes, Paw Paw Village Council
Regular Meeting, October 26, 2020**

The Regular Village Council meeting of Monday, October 26, 2020, convened at 7:30p.m. via electronic meeting. President Roman Plaszczyk presiding.

Meeting Convened

Present: President Plaszczyk and President Pro-tem Douglas Craddock and Trustees Amanda Bartlett, Nadine Jarvis, Mary McIntosh, Josh Przygocki and Donne Rohr. Each Council member stated they were participating from their homes, located within the Village of Paw Paw, in Van Buren County, in the state of Michigan. Also present: Village Manager Sarah Moyer-Cale, Village Clerk Karla Tacy, Chief of Police Eric Marshall and Department of Public Services Director John Small.

Members Present

Motion by Jarvis with support from McIntosh to approve the agenda with the postponement of Ryan Cotton's presentation to a later date. All members present voting yes, motion carried.

Approval of Agenda

Trustee McIntosh asked that a moment of silence be dedicated for the front-line workers and those who have lost loved ones during the Covid-19 pandemic. The moment was observed by all in attendance.

Motion by Bartlett with support from Jarvis to approve the regular meeting minutes of October 12, 2020. All members present voting yes, motion carried.

Approval of Minutes

Motion by Rohr with support of Craddock to approve all claims for Monday, October 26, 2020, in the amount of \$386,892.85. All members present voting yes, motion carried.

Approval of Claims

The Village had been using Berthiaume & Co for auditing services for a number of years. Moyer-Cale put out an RFP for auditing services for fiscal years ending 2021-2023, seven responses were received. The firm of Maner Costerisan emerged as the most financially prudent choice. Maner Costerisan serves many other nearby governments and has a working history with Siegfried Crandall, who does the Village's accounting and pre-audit preparation.

**New Business:
Selection of Auditor
2021-2023**

Motion by Jarvis with support from Rohr to accept the proposal from Maner Costerisan for auditing services for fiscal years 2021-2023. Roll call vote; Bartlett, Jarvis, McIntosh, Plaszczyk, Przygocki, Rohr and Craddock voting yes, motion carried.

The Sole Source policy is required for the Village to be able to sole source elements of the streetscape project. It allows the Village to sole source items under very particular circumstances. For example, with the streetscape project we want to purchase exactly the benches and trash cans that the group picked out through a carefully considered process.

**Adoption of Sole
Source Policy**

Motion by Rohr with support from Bartlett to approve the sole source policy as presented. Roll call vote; Craddock, Rohr, Przygocki, Plaszczyk, McIntosh, Jarvis, Bartlett voting yes, motion carried.

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Council currently meets at 7:30pm for their meetings with the agenda divided between new business and old business, regardless of which are action items or non-action items. One of two committees meet at 6:30pm prior to the council meeting. Moyer-Cale reported some concerns have been voiced over the years including: members who are not on a particular committee feeling left out of the loop, loss of momentum due to time lapses between committee discussion and council action and a desire for more consistent communications to the council as a whole. Moyer-Cale noted a possible solution would be to remove council committees and set up a time on the regular agenda for non-action/workshop items. This would reduce the overall meeting time, allow the council to take action more promptly and improve consistent communication with the council.

Motion by Rohr with support of Craddock to remove council committees and change the meeting start time from 7:30pm to 7:00pm. All members present voting yes, motion carried.

Rohr reported the Finance and Admin Committee met to discuss the Village's financial overview, drafting a donation policy, possible implementation of an Employee Assistance Program, the capital improvement plan and a water/sewer study.

No Report.

No Report.

Plaszczak reported that the DDA will be funding a second Biz Bucks campaign before Christmas.

Plaszczak reported the Economic and Residential Opportunity Committee's first meeting went very well. The main purpose of the committee is developing ways to improve residential properties.

No Report.

No Report.

No Report.

No Report.

No Report.

No Report.

No Report.

No Report.

**Council Meeting
Agenda Structure**

**Committee Meetings
and Reports
Finance and Admin**

Public Services

Parks and Rec

DDA

Economic Develop

Farmers Market

Fire Board

Historical Committee

Housing Commission

**Maple Lake
Preservation**

Planning Commission

Wellhead Protection

Wine & Harvest

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Rohr reported that the Housing Commission offered to allow Council to hold future meetings in either of their two community rooms, free of charge.

**Council Member
Comments
Rohr**

McIntosh asked Moyer-Cale to clarify the summary of monthly electrical charges from MPPA. Moyer-Cale broke down the different aspects of the report.

McIntosh

Jarvis addressed Robin of the Courier-Leader regarding the paper's recent relocation. Jarvis acknowledged change can be hard but this is the start of a new chapter.

Jarvis

Manager Moyer-Cale reminded everyone to please complete the Parks and Rec survey recently sent out.

Manager Comments

Director Small reported he has been very impressed with the Midwest Energy staff now handling the Village's electrical issues. Small also notes that the DPS crew is learning new things daily since taking over the Township's sewer maintenance.

Staff Comments

Motion by Craddock with support by Bartlett to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 8:34p.m.

Respectfully submitted:

Karla Tacy
Village Clerk

Roman Plaszczak
Village President

Adjournment