

VILLAGE OF CAPAC  
REGULAR MEETING  
OFFICIAL MINUTES  
May 01, 2023  
AMERICAN LEGION HALL  
115 N MAIN ST  
7:00 P.M.

**Called to order at 7:00 p.m.**

**Council Members Present:** Pres. Debbie Hlubic, Tony Vigiletti, Samantha Ramirez, Joe Nemecek, Joe Herrington, Mary Klug, Lynn Mandeville & Manager, Travis Youatt.

**Council Members Absent:** None.

**Visitor's:** Dale Barnard & and one non-resident.

**Approval of the agenda:**

**Motion:** Joe Nemecek, support Lynn Mandeville to approve the May 01, 2023 agenda as presented. All ayes. Motion carried.

**Approval of Meeting Minutes:**

**Motion:** Joe Nemecek, support Lynn Mandeville to approve the April 17, 2023 meeting minutes as corrected. All ayes. Motion carried.

**Bills:**

**Motion:** Sam Ramirez, support Mary Klug to pay the bills in the amount of \$85,781.42. Brief discussion. Roll call vote. All ayes. Motion carried.

**President's Report:** Discussion re: amendments to the employee handbook. Would like it changed to read "no employee shall receive their PTO or stipend unless they have one year of employment". Motion Lynn Mandeville, support Joe Nemecek to not allow payout of PTO or Stipend until they have one year of employment. All ayes. Motion carried. Discussion re: the wording in the employee handbook for employee health insurance. Motion Joe Nemecek, support Lynn Mandeville to remove the word "Not" and have it state that "all full-time employees are eligible to participate in the health insurance coverage plan and all other full-time employees who wish to decline the health insurance will receive an annual stipend. All ayes. Motion carried.

**Correspondence: (1).** A few Village residents sent an email to Travis stating they would like to have the annual garage sale mania the end of July. Brief discussion.

Motion Joe Nemecek, support Lynn Mandeville for the free garage sale mania to be held on July 20, 21, 22 & 23. All ayes. Motion carried.

**Public comment: (1).** An individual addressed his concerns regarding the previous Village Clerk. **(2).** Dale Barnard was asking when they can put more dirt down on S. Neeper St., Travis will have the D.P.W. look into this.

**Manager's Report:**

**New Business:**

**(1).** Planning Commission & ZBA Terms – Travis presented Council with term dates for all Planning Commission members and ZBA members. Once approved, they will be posted on the Village website. Discussion. Motion Joe Nemecek, support Mary Klug to adopt the Planning Commission and ZBA terms. All ayes. Motion carried. **(2).** Travis received a letter of interest from Jacob Nemecek to serve on the ZBA. Motion Mary Klug, support Lynn Mandeville to appoint Jacob Nemecek as the alternate member for the ZBA. All ayes. Motion carried. **(3).** Village Clerk Account signer and duties – After interviews and reference checks, Travis has decided to hire LeAnn Brewer as the new Village Clerk. She brings experience from being the former Clerk in Dryden and years of experience working for Almont's building department. LeAnn is also a Municipal Certified Clerk and feels she will fit our Village Office well. Travis is asking for a motion from the Council to add LeAnn as a signer for all financial accounts. Discussion re: the new Clerk as the record keeper for all meetings including the Planning Commission, ZBA & DDA. Motion Joe Nemecek, support Mary Klug to approve LeAnn Brewer as a signer to all financial accounts and the official record keeper for all meetings including Council, Planning Commission, ZBA, DDA and other meetings as required. All ayes. Motion carried.

**Unfinished Business:**

- (A). Hill Street Project** – Still waiting for the approval from Rural Development.
- (B). Pickleball Court Project:** Construction is set to begin as soon as Nichol and Sons can start. Looking for a summer completion date.
- (C). Office update:** The new Clerk, LeAnn Brewer will be starting on May 9, 2023. Ana is set to begin her internship in mid-May also.

**(D). D.P.W. Update:** The D.P.W. have finished flushing hydrants and has started the mowing season. Cold patch is continuing to be put down throughout the year. There will be four (4) culverts replaced in town which should be started in mid-May. Also, there are some storm sewer catch basins that need to be replaced. Work on the pocket park will be starting soon. D.P. W. worker, Aaron will be returning to work on May 1, 2023.

**(E). Police Update: (1).** The Police Chief job posting has been posted on MCOLES, MML and the MACP websites.

**(F). Main Street Project:** Still waiting to hear from the appropriation committees to accept and fund our project, should have an update soon.

**(G). Pocket Park Update:** Travis had a meeting on April 4, 2023 with Francisco, the owner of Artistic Concrete, LLC. All details were reviewed and they are set to begin the construction sometime in May. Would like to meet with the park committee to decide on color for the stamp concrete. Travis is working on launching a Pocket Park campaign for the re-naming of the park.

**(H). Music in the Park:** Travis is looking to do some additional promotional things for Music on Main. Posters will be displayed around the community along with ads on Facebook, yard signs and banners. Will continue to keep Council informed.

**(I). Downtown Car Show –** Travis met with a few local business owners who are looking to continue the Downtown Car Show event. Waiting for a special event application to be turned in and will keep the Council informed with all details once he receives the information.

**(J). Deer Park Condo's Association –** Travis had a meeting with numerous Quail Dr. Condo Association members, which included Council member, Mary Klug re: they are looking to make some improvements to their road and would like to work out a deal to hand the road over to the Village once it is up to spec. Long discussion. Travis will have another meeting with the association to go over some more details along with pricing.

**(K). Historical Museum -** Travis and Debbie Hlubec attended the Historical Museum meeting to discuss possibly using the Museum for our meetings. They will let us know if this can be allowed after they check on their Liability Insurance.

**(L). Auditors** – Travis would like permission from the Council to go out for bids for Auditing firms. Motion Joe Nemecek, support Sam Ramirez to allow Travis to solicit bids for Auditors. All ayes. Motion carried.

**Committee Reports**

- A. **Zoning Administrator Report/ CCA:** None.
- B. **DDA Report:** Meeting was held on April 5, 2023.
- C. **ZBA Report:** Need to schedule the spring ZBA meeting soon.
- D. **Planning Commission Report:** Handled under Manager’s report.

**Council business:** (1). Sam stated there is still mental on Meier & Main St. that needs to be cleaned up. (2). Lynn Mandeville informed the Council they will be removing asbestos on her home and they will not be able to stay their while this is being done. They will be staying in their camper on the property for about a month and asked is they cold hook into the water and sewer. Brief discussion. Travis will check with the D.P.W. and get back with Lynn.

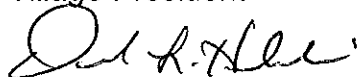
**Adjourn:**

**Motion:** Joe Nemecek, support Joe Herrington to adjourn at 8:36 p.m... All ayes. Motion carried.

Minutes submitted by:

Debra L Hlubic

Village President



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