

**VILLAGE OF CAPAC  
REGULAR MEETING  
UNOFFICIAL MINUTES  
FEBRUARY 22ND, 2022  
AMERICAN LEGION HALL  
115 N. MAIN ST.  
Capac, MI 48014  
7:00 P.M.**

**The meeting was called to order at 7:00 P.M.**

**Council Members Present:** Debbie Hlubic, Lynne Mandeville, Samantha Ramirez, Joe Nemecek, Joe Herrington, President John Grzyb.

**Council Members Absent:** Mary Klug

**Staff Present:** Clerk Lisa Lulis, Manager Travis Youatt, DPW Supervisor Dave Schultz

**Approval of the Agenda:**

**Motion** by Joe Nemecek supported by Lynne Mandeville to approve the agenda as presented.

All ayes. Motion carried.

**Approval of Previous Meeting's Minutes:**

**Motion** by Debbie Hlubic supported by Joe Nemecek to approve the February 7th, 2022 regular council meeting minutes as presented.

Roll call all ayes, motion carried

**Bills:**

**Motion** by Joe Nemecek supported by Debbie Hlubic to pay the bills in the amount of \$69,503.54.

Roll call vote. All ayes. Motion carried.

**President's Report:** None

**Correspondence:** None

**Public Comment:**

Doug Okorowski- Mussey township assessor- Resolution about the tax revoke of the Khein IFP, only one property out of 4 was revoked by the State of Michigan. The Village Attorney will follow up with the Village Manager on the matter.

**Manager's Report:**

- The new website is up and running. Youatt will train Lisa Lulis on how to update the website.
  
- Water Tower Color: Council needs to pick a color. The lighter color, the better for UV light rays' protection of the tower. It may be good to use the school colors, dark blue and yellow. Youatt presented a few ideas.

**Motion** by Joe Nemecek supported by Debbie Hlubic to paint the water tower “tank white” with Capac lettering in blue and if possible, to add underneath an arrowhead/spear or a straight yellow line depending on cost at the discretion of the Village Manager. Roll call vote. All ayes. Motion carried.

- DWAM grant- The Village of Capac was awarded the project with a projected start date of early fall. Need homeowners’ permission to check in their homes to see what pipes are in use.
- Hills Street USDA Loan Project- The Village secured the easement from Armada Grain. Youatt mentioned that easements would be needed at approximately 35 residential properties to ensure the low-interest loan from the USDA.
- Youatt met with SCOTS. Main Street is a big concern. Looking for a State of Michigan MDOT TEDF grant, hopefully, to pair it with other funding.
- Youatt met with Dan Casey from the St. Clair County EDA talked about the old Khein property that a developer recently purchased. The developer is looking to rent the property out soon.
- Youatt talked to Mike Lauwers, Mussey Township superintendent – having a meeting about fiber optic internet for the public, March 8th at 6:30 P.M. located the fire hall.

**Zoning Administrator Report/ CCA:** None

**DDA Report:** Meeting on March 3rd, 2022

**ZBA Report:** None

**Planning Commission Report:** Meeting March 2nd, 2022

#### **New Business:**

1. **Emailing Utility Bills-** Residents will have the option of email and paper mail utility bills. Lisa Lulis will check to see if a text reminder is possible.
2. **Resolution 2022-03** for the grant administrator – Council will approve all grants, thus allowing Travis Youatt to sign for grants and be the authorized signatory.

**Motion** by Joe Nemecek support by Joe Herrington to approve resolution 2022-03 for the grant administrator.

Roll call vote, all ayes. Motion carried.

#### **Unfinished Business**

1. **Hill Street Project** in Progress
2. **Railroad crossing – Hunter St-** In progress
3. **Employee Handbook-** Draft in packet- the union contract and employee contracts will supersede the employee handbook under certain conditions.

**Motion** by Joe Nemecek supported by Samantha Ramirez to adopt the Village of Capac Personnel Policy and Employee Handbook.

- Lynne Mandeville asks about firearm/ fireworks policy; it does not apply to Council, only employees. Professionals, not Village employees, handle fireworks.
- Joe Herrington asked about full-time employee health benefits-the healthcare insurance policy was presented and approved at the last meeting. The Village can add employees to the list with a Council vote.
- Village Manager Youatt stated that the Handbook would need to be presented to any employee unions.

Roll call vote. Ayes- Debbie Hlubic, Samantha Ramirez, Joe Nemecek, Lynne Mandeville, John Grzyb

Nays- Joe Herrington

Motion carried.

4. **Sign Ordinance.** In Progress-

5. **Tree Removal/ Replacement** In progress- Lynne Mandeville needs to get together with Dave Schultz and Travis Youatt, will set a meeting.

6. **Dangerous Building-** The Village Attorney is working with Mike from Lapeer Construction Code Authority about the building. Court papers have been filed on 415 N Walker. Mike states that the fence surrounding the yard has collapsed. Al is going to check to see if we can secure the property.

7. **Dave Schultz Employment Agreement** - Travis Youatt and Dave Schultz have had discussions about his employment agreement and job description.

8. **Job Description-** DPW Supervisor

**Motion** by Joe Nemecek supported by Debbie Hlubic to approve the job description for the DPW Supervisor.

Roll call vote. Motion carried

**Ayes-** Debbie Hlubic, Samantha Ramirez, Joe Herrington, Joe Nemecek, Lynne Mandeville

**Nays-** John Grzyb

Motion carried

9. **Sewer Rate Study-** Resolution 2022-01 – Youatt reached out to John Kazer about the rate study that was prepared in 2018. The Village Sewer rates are not covering expenses. After seeing the data, Youatt recommends an approximate 18% increase now and will come to the Council with a recommendation of a rate plan soon once all updated data has been collected.

**Motion** by Joe Nemecek supported by Samantha Ramirez to adopt resolution 2022-01 to increase the admin fee to \$7.00, the 5/8 or ¾ ready to serve to \$12; and to follow the

current increase multiplier based on the service line size. Outside Village limits contingent upon approval from the Attorney to be 1.5 times and follow the same table as the multiplier. The commodity will also be raised 1.5 times for the outside the Village.

**Ayes:** Debbie Hlubic, Samantha Ramirez, Joe Herrington, John Nemecek, Lynne Mandeville

**Nays-** John Grzyb

Resolution Adopted.

10. **Council Business:** Samantha Ramirez asks if the schedule was given to Kerry Klug for the council meetings- the schedule is printed and handed over every January for the year. Also noted is that the schedule is on the Village website.

### **Adjourn**

**Motion** by Joe Nemecek supported by Samantha Ramirez to adjourn the meeting at 8:45

All ayes, motion carried.

**Lisa M Lulis**

**Village Clerk**

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PROVIDER & EMPLOYER”**