

**VILLAGE OF CAPAC  
REGULAR COUNCIL MEETING  
OFFICIAL MINUTES  
FEBRUARY 03, 2020**

**Regular Council meeting called to order at 7:00 p.m. by Pres. John Gryzb.**

**Council & Staff Present:** Samantha Ramirez, Joe Herrington, Joe Nemecek, Debbie Hlubic, John Gryzb & Officer Carlo Dealca.

**Council & Staff Absent:** Mary Klug & Clerk Lisa Lulis.

**Agenda:** Motion Joe Nemecek, support Joe Herrington to approve the agenda as corrected (add 105 E. Mill St.to Unfinished Business). All ayes. Motion carried.

**Minutes:** Motion Joe Nemecek, support Joe Herrington to approve the January 21, 2020 meeting minutes as corrected. All ayes. Motion carried.

**Bills:** Motion Samantha Ramirez, support Joe Herrington to table the February 03, 2020 bills until the February 18, 2020 council meeting. All ayes. Motion carried.

**President's Report: (1).** Complaint on 203 S. Neepier St. re: dangerous building. Brief discussion. Motion Joe Nemecek, support Joe Herrington to set up a dangerous building hearing for 203 S. Neepier St. and have CCA send a letter to the property owner. All ayes. Motion carried.

**Correspondence: (1).** A Tri-Hospital EMS newsletter was in packets as information for the Council.

**Visitor's:** Lynn Mandeville, Dale Barnard & Maria Brown from Tri City Times. No visitors addressed the Council.

**Old Business:** None.

**Personnel/Finance Committee Report: (1).** A meeting was held on January 30, 2020 to start working on the employee's handbook. Another meeting is scheduled for February 13, 2020 @ 4:30 p.m....

**Police Committee Report:** None.

**D.P.W. Committee Report: (1).** Joe Nemecek would like to schedule a D.P.W. Committee meeting to discuss the bids for the D.P.W. garage roof and the building issues. The meeting will be scheduled for February 12, 2020 @ 4:00 p.m... (2). Also need to contact Polaris Surveying Co. to have a survey done at 540 N. Glassford Street. Discussion. Motion Joe Harrington, support Samantha Ramirez to have Polaris

Surveying Company go between N. Glassford and Neeper St. to survey the easement and get a legal description. Discussion. All ayes. Motion carried.

**Library Committee Report:**

**Park & Recreation Report:** None.

**Clerk Report:** None.

**Treasurer Report: (1).** Council received a budget amendment for approval. Brief discussion. Motion Joe Nemecek, support Joe Herrington to approve Budget Amendment #2020-01 to move \$50,000 from Fund Balance to the Sewer Fund-Lagoon Project. Roll call vote. All ayes. Motion carried.

**CCA/Zoning Adm. Report:** None.

**D.D.A. Report:** None.

**ZBA Report:** None.

**Planning Commission Report: (1).** Pres. Gryzb's would like to appoint Joe Herrington to the Planning Commission. Motion Joe Nemecek, support Debbie Hlubic to appoint Joe Herrington to fill the vacant seat on the Planning Commission. All ayes. Motion carried.

**Police Report: (1).** Council received a letter of resignation for Officer Jeremiah Fifield. Motion Samantha Ramirez, support Debbie Hlubic to accept the letter of resignation for Officer Jeremiah Fifield effective January 14, 2020. All ayes. Motion carried.

**D.P.W. Report:** None.

**New Business: (A).** Joe Herrington asked when the Christmas lights will be taken down. John will get with Beth. Joe Herrington also questioned why the sidewalk was being dug up on S. Main Street.

**Unfinished Business:**

- A. Village signs – leave on – East side almost completed
- B. Rural Rate Assessment – leave on
- C. Hill Street Project – leave on
- D. Middle School – leave on – mtg. scheduled for 2/10/2020
- E. Library Façade – leave on
- F. Railroad crossing-Hunter St. – leave on
- G. Employee Handbook – leave on – next mtg. 2/13/2020
- H. Sign Ordinance – leave on
- I. 540 Glassford St. – leave on

**Council Business:** (1). Debbie Hlubic would like to schedule a Personnel committee meeting to discuss cross-training in the office. Will do this once the employee handbooks are completed. (2). Joe Herrington questioned the painting of the library door. Discussion. Will have Clerk Lisa look into who we can send a letter to re: painting the door a different color. Also find out who is paying the rent. (3). Sam stated we need to establish a time frame to run the add for the vacant council seat. Brief discussion. Motion Samantha Ramirez, support Debbie Hlubic to publish in the Tri City Times an add for the vacant Council and to be turned into the Village Office no later than February 28, 2020 by 3:30 p.m. and to also post on the Village website and on the Village door. All ayes. Motion carried.

**Adjournment:** Motion Joe Nemecek, support Debbie Hlubic to adjourn at 7:45 p.m.... All ayes. Motion carried.

**Minutes taken & typed by:** Debra Hlubic

**Minutes submitted to Council by:**

Lisa Lulis

Village Clerk