

# MUIR VILLAGE COUNCIL

## President

Douglas Hyland

## President Pro-Tem

## Trustees

Jessica Anthony  
Tom Ciganick  
Jason Herbstreith  
Derek Kacos  
Dan Parker  
Laura Stewart

## Treasurer

Jim Newman

## Clerk

Susan Craft

## DPW Employees

Lyndon Randall  
Dylan Erridge

## March 14, 2017 REGULAR MEETING

- I. **CALL TO ORDER:** The Muir Village Council met Tuesday, March 14, 2017. Meeting called to order at 7:00 PM by President Doug Hyland.
- II. **PLEDGE OF ALLEGIANCE:** The meeting was opened with the pledge of allegiance to the flag.
- III. **ROLL CALL AND ESTABLISHMENT OF QUORUM:** Roll was called and a quorum reported.  
**PRESENT:** President Doug Hyland, Trustees: Tom Ciganick, Jason Herbstreith, Derek Kacos, Dan Parker, Laura Stewart.  
**ABSENT:** Trustees: Jessica Anthony  
**VILLAGE PERSONNEL PRESENT:** Clerk Susan Craft, Treasurer Jim Newman
- IV. **APPROVAL OF AGENDA:** **BOARD ACTION:** Motion by Trustee Stewart, supported by Trustee Parker, to approve the agenda.  
MOTION CARRIED.
- V. **APPROVAL OF MINUTES:** **BOARD ACTION:** Motion by Trustee Parker, supported by Trustee Stewart, to approve the minutes of the February 14, 2017 regular meeting, as presented.  
MOTION CARRIED.
- VI. **APPROVAL OF ACCOUNT PAYABLE/BILLS:** **BOARD ACTION:** Motion by Trustee Stewart, supported by Trustee Parker to pay the bills and Accounts Payable as presented.  
MOTION CARRIED.
- VII. **TREASURER'S REPORT:** Treasurer, Jim Newman, presented the Treasurer's Report. Discussion on CD's and how they are reinvested.
- VIII. **RECOGNITION OF GUESTS IN ATTENDANCE:** JR Trumble, Gary Bennett, Ron Bennett
- IX. **PUBLIC COMMENTS :** None
- X. **BUSINESS TO DISCUSS:**
  1. **Chris White resignation:** Chris has accepted the Lyons Superintendent position. Lyons has agreed to pay conference costs and wages for the four days that Chris White is at conference. Trustee Parker set a Personnel meeting for Thursday, March 16, 2017 at 6 PM to go over personnel issues.  
**BOARD ACTION:** Motion by Trustee Parker, supported by Trustee Herbstreith, to accept Chris White's resignation effective March 21, 2017.  
**Roll Call Vote:**  
**Ayes:** Ciganick, Herbstreith, Kacos, Parker, Stewart, Hyland  
**Nays:** none  
**Absent:** Anthony  
**Motion Carried**
  2. **Credit card portal through Independent Bank - Revopay:** Discussion on the costs of the current system and the new system.

**BOARD ACTION:** Motion by Trustee Stewart, supported by Trustee Parker, to approve the Independent Bank proposal for credit card processing through Revopay, effective 4/1/2017, and to discontinue SelectBankcard services when Revopay is working.

**Roll Call Vote:**

**Ayes:** Herbstreith, Kacos, Parker, Stewart, Ciganick, Hyland

**Nays:** none

**Absent:** Anthony

**Motion Carried**

**3. Truck Bid:** Bids were opened and were as follows:

1. Mark Barna - \$701.25
2. Heath Moyer - \$1,500.00
3. James Meyer - \$4,001.00
4. S & H Farms - \$3,005.00
5. Triple J Excavating - \$2,105.99
6. Gordon Bernstein - \$1,287.00
7. Bader Auto Sales - \$2,905.00
8. Rodney Dingman - \$1,553.00
9. David Sterner - \$3,500.00

**BOARD ACTION:** Motion by Trustee Parker, supported by Trustee Stewart to accept the bid by James Meyer in the amount of \$4,001.00.

**Roll Call Vote:**

**Ayes:** Kacos, Parker, Stewart, Ciganick, Herbstreith, Hyland

**Nays:** none

**Absent:** Anthony

**Motion Carried**

**BOARD ACTION:** Motion by Trustee Stewart, supported by Trustee Parker to pay the truck bid proceeds of \$4,001.00 directly to the new truck loan at Union Bank

**Motion Carried.**

**4. Newsletter:** No additions. Junk Day date is April 22, 2017

**5. Water & Sewer Rate Study with MRWA:** Any interested persons may attend March 24, 2017 at 9 AM

**XI. TABLED ITEMS:**

**1. Utility Billing Procedures Resolution:**

*Village of Muir*

*Utility Billing Procedures Resolution 170001*

*At a Regular Village Council Meeting held March 14, 2017 at 7:00 pm*

*A motion was made by Trustee Parker, seconded by Trustee Kacos, to adopt the following Resolution:*

*Utility Billing Procedures*

- *Residential and Commercial accounts are sent a utility bill monthly*
- *The bill reflects charges incurred during the last billing period and any outstanding balance*
- *The due date is on the 20th of the month*
- *10% Penalty is added to the current unpaid bill the day after the due date*
- *If full payment of an outstanding balance is not received by the next billing cycle, a shut-off notice will be mailed 7 days after the next billing cycle*

*Billing cycles start the last Wednesday of each month.*

- *Past Due bills must be paid in full by the date shown on the shut-off notice, or the water service will be shut-off*

- *Full payment not received at the Village Office by close of business on the Shut-off notice due date, will result in the water service being shut-off the next business day and a \$50 turn on fee will be added to the account.*

- *If an account has been shut-off, or the work order for shut-off generated, then all outstanding balances on the account will be due before water will be restored.*

- *In the event water service is not restored within 3 days the Village is obligated to contact the health department. Additional fees may apply.*

*There is a drop box located outside the Village Office. Payments made after business hours are posted the next business day, and are subject to a penalty.*

No partial payments or payment plans will be accepted.

*Turn on Policy*

Once water service has been shut-off for non-payment, residents or property owner must pay a \$50.00 turn on fee and pay any outstanding balance.

*Minimum Bill Policy*

If a building or home has a water service line, or premises are connected to the water/sewer system, then a minimum bill will be charged monthly, even if the water is off. This is a ready to serve fee. There is no free service.

*Delinquent Utility Bills assessed to Property Tax*

There will be a \$100 administrative fee charged by the Village to submit delinquent utility bills to the Ionia County Treasurer. This fee and your delinquent utility bill balance will be assessed to your property taxes after 6 months of non-payment.

This policy is in effect all 12 months of the year. There will be no exceptions during the winter months.

*Roll Call Vote:*

The following aye votes were recorded: Parker, Stewart, Ciganick, Herbstreith, Kacos, Hyland

The following nay votes were recorded: none

Absent: Anthony

STATE OF MICHIGAN )

) SS

COUNTY OF IONIA )

I, Susan Craft, Clerk of the Village of Muir, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Water Ordinance NO. 45, which Resolution was adopted by the Village of Muir at a meeting held on March 14, 2017

Susan Craft

Signature

Muir Village Clerk

Title

3/14/2017

Date

- 2. **New Resident Packet:** No further corrections so packet may go out to new residents
- 3. **Sale of Bridge Railing:** Unused railing from the CIS Trail Spur bridge was sold to the City of Whitehall for \$9,000.00, proceeds to go in to the Bridge Fund.

**XII. DPW REPORT:** DPW Report presented in writing by DPW Superintendent Randall who was absent at a conference. It was noted that several residents and the Lift Station and Well were without power during the recent storm.

**XIII. CORRESPONDENCE:** none

**XIV. MEMBER COMMENTS:**

Anthony: absent

Ciganick: none

Herbstreith: Asked about server install which happened 3/10/17 and the old mowing ordinance bill which remains unpaid.

Kacos: Question on foreclosed houses.

Parker: none

Stewart: none

Craft: none

Newman: none

Randall: none

Hyland:

- Was part of the Strategic Planning session for Ionia Public Schools for two days. They are developing a five year plan.
- Reminder of the March 27, 2017 "All Council Meeting" between the various villages which is to be held at the Muir Village office at 7 PM.
- Lions Club building: The building is owned by the village but the utilities and upkeep have been done by the Lions Club. Currently the Lions Club's biggest fundraiser is Texas Holdem in Grand Rapids and the proceeds

can't be used for building maintenance. They have a meeting next week to discuss the next step. Council input was to check the United Way Grants to see if that could help.

XV. **ADJOURNMENT:**

**BOARD ACTION:** Motion by Trustee Parker, supported by Trustee Stewart to adjourn at 8:15 PM

**Motion Carried**

Meeting adjourned 8:15PM

Respectfully submitted by:  
Susan Craft  
Muir Village Clerk