

MUIR VILLAGE COUNCIL

President

Douglas Hyland

President Pro-Tem

Tanda Kramer

Trustees

Jessica Anthony
Jason Herbstreith
Dan Parker
Duane Sherman
Laura Stewart

Treasurer

Connie Scheurer
Jim Newman

Clerk

Susan Craft

DPW Employees

Lyndon Randall
Chris White

REGULAR MEETING

DATE OCTOBER 11, 2016

The Muir Village Council met Tuesday October 11, 2016 at 7:00 PM with President Doug Hyland presiding.

PLEDGE OF ALLEGIANCE AND ROLL CALL

The pledge of allegiance was given to the flag.

Roll was called and a quorum reported. Present were: Jessica Anthony, Jason Herbstreith, Tanda Kramer, Duane Sherman, Laura Stewart, Connie Scheurer.

Absent: Dan Parker.

VILLAGE PERSONNEL

Chris White

AGENDA

BOARD ACTION: Trustee Kramer moved, and supported by Trustee Stewart, to approve the agenda as presented.

MOTION CARRIED.

MINUTES

BOARD ACTION: Trustee Kramer moved, supported by Trustee Anthony, to approve the minutes of the September 13 regular meeting and Personnel meeting minutes of September 12, 2016 as presented.

MOTION CARRIED.

BILLS

BOARD ACTION: Trustee Stewart moved, supported by Trustee Herbstreith to pay the bills as presented.

MOTION CARRIED.

TREASURER REPORT

Treasurer Scheurer presented the report, which displayed all current fund balances. Scheurer explain the large increase in the Contingent Fund was from tax payments received. Final payment of delinquent taxes is expected in mid-October.

GUESTS IN ATTENDANCE

Tom Cyganic, Jim Newman, Jr Trumble, Gary Bennett

PUBLIC COMMENTS

Tom Cyganic informed the Council of his interest in filling the upcoming vacancy of Trustee Duane Sherman.

BUSINESS TO DISCUSS

STAFF APPOINTMENTS

BOARD ACTION: It was moved by Trustee Stewart, seconded by Trustee Kramer to approve the appointment of Susan Craft as Clerk of the Village of Muir and to have authority to complete and institute all financial transactions- check signing, on-line banking, obtaining information and conducting normal banking functions.

ROLL CALL VOTE:

AYES: Anthony, Herbstreith, Kramer, Sherman, Stewart and Hyland

NAYES: None

ABSENT: Parker

MOTION CARRIED.

BOARD ACTION: It was moved by Trustee Kramer, seconded by Trustee Sherman to approve the appointment of James Newman as Treasurer of the Village of Muir and to have authority to complete and institute all financial transactions-check signing, on-line banking, obtaining information and conducting normal banking functions.

ROLL CALL VOTE:

AYES: Anthony, Herbstreith, Kramer, Sherman, Stewart and Hyland

NAYES: None

ABSENT: Parker

MOTION CARRIED

BOARD ACTION: It was moved by Trustee Kramer, seconded by Trustee Sherman to remove Jacklyn Laske as an authorized signer on all financial institutions representing the interests of the Village of Muir and any and all credit card accounts.

ROLL CALL VOTE:

AYES: Anthony, Herbstreith, Kramer, Sherman, Stewart and Hyland

NAYES: None

ABSENT: Parker

MOTION CARRIED

BOARD ACTION: It was moved by Trustee Kramer, seconded by Trustee Stewart to appointment Clerk Susan Craft as Street Administrator under Act 51.

ROLL CALL VOTE:

AYES: Anthony, Herbstreith, Kramer, Sherman, Stewart and Hyland

NAYES: None

ABSENT: Parker

MOTION CARRIED

BOARD ACTION: It was moved by Trustee Stewart, seconded by Trustee Kramer to establish an equipment fund with five percent (5%) of weekly equipment pay-backs. Fund will be used for future equipment purchases.

ROLL CALL VOTE:

AYES: Anthony, Herbstreith, Kramer, Sherman, Stewart and Hyland

NAYES: None

ABSENT: Parker

MOTION CARRIED

BOARD ACTION: It was moved by Trustee Kramer, seconded by Trustee Sherman to establish an equipment fund for replacement of mowing equipment. The amount collected through tax assessment for mowing and weed cutting will generate the income for future purchases. Trustee Stewart stated a review of the budget for the two funds will be necessary and any adjustments made to the budget will need attention.

ROLL CALL VOTE:

AYES: Anthony, Herbstreith, Kramer, Sherman, Stewart and Hyland

NAYS: None

ABSENT: Parker

MOTION CARRIED.

DPW

Chris White was called out on a responder run prior to discussing the monthly report. The report was reviewed. The Council discussed the MI Rural Water concerning the amount the Village is required to set aside for the loan. The set aside must continue until the loan is paid in full. Discussed the time that it will require Lyndon to assist Lyons as the water operator. Trustees asked that DPW be made aware of the hole in the concrete and washout along Prospect St and also the washout on corner of Plains and Summit.

PERSONNEL POLICY

Trustee Sherman asked how employees are compensated if a holiday falls on a work day. This is not clearly addressed in the policy. Also Page 6 of the policy should state "Safety Data Sheet", Page 20 has a misspelling. There was question concerning the purchase of boots for DPW. This is required safety equipment for the position. The policy will be corrected. No action was taken at this time.

CORRESPONDENCE

BRIDGE UPDATE

President Hyland reported that the bricks are now placed. Have room for four small and 18 large or a combination of two small to each large brick. We will continue to take orders until the area is complete.

OTHER

Treasurer Scheurer informed the Council that she would be meeting with Union Bank representatives to inquire about financing the purchase of the DPW truck. Council advised to take required down payment from the contingent savings.

COUNCIL MEMBER COMMENTS

Anthony-None
Herbstreith-None
Kramer-None
Parker-Absent
Sherman-Would be his last meeting.
Stewart-None
Hyland-Because of the election the next meeting will be November 9th.

ADJOURNMENT

BOARD ACTION: Trustee Sherman moved, supported by Trustee Kramer to adjourn the meeting.
MOTION CARRIED.

Meeting adjourned 7:51 PM.

Connie Scheurer
Treasurer

