

**MEETING MINUTES**

July 20, 2020

**VILLAGE OF LYONS**

212 Water Street, P.O. Box 175  
Lyons, Michigan 48851  
989.855.2125 FAX: 989.855.2813

The regular Village Council meeting was called to order by President Charles at 6:00 pm.  
The Pledge of Allegiance to the United States of America flag was recited.

The formulation of the roll was taken:

**Roll Call:**

Fred Charles P Max Darling P Kenton Eavey P Joe Farrington P  
Jon Houserman P Cassandra Keller P Bernard Russell P

**Additional Personnel:**

Ann Schueller P Kelli Checkley P Lyndon Randall Ab Josh Dickover Ab  
Alison Irely P Patty Priest P

A quorum was declared.

**Approval of Agenda:** A motion was offered by Trustee Keller, seconded by Trustee Russell to approve the agenda as written. **Motion was carried by voice vote, as written.**

**Public Hearing:** Intent to vacate alley between Lyons Street and Hunt Street, in Block 71 in the Original Plat of Lyons, Section 19 not in use for public purpose for many years. **Hearing Opened.** No comments were received on the Intent.

**Public Hearing Closed.**

**President's Report:** President Charles

President Charles introduced two new employees, Ann Schueller (Village Clerk) and Kelli Checkley (Village Treasurer), who have been hired to replace Vicki Helms and Jan Bozung respectively. He noted that this was the Village Council's first meeting in several months, following several earlier cancellations because of the coronavirus pandemic and State restrictions on meetings.

**Public Comments:** A resident requested certain financial and DPW information, with a written follow-up request to be responded to later.

**Guest Speakers:** None.

**Approval of the Previous Month's (February 17, 2020) Regular Minutes:** A motion was offered by Trustee Darling, seconded by Trustee Farrington to approve the February 17, 2020 regular meeting minutes. **Motion was carried by voice vote, as written.**

**Approval of February 24, 2020 Special (Budgets) Meeting Minutes:** A motion was made by Trustee Keller, seconded by Trustee Eavey to approve the February 24, 2020 special meeting minutes. **Motion was carried by voice vote, as written.**

**Approval of Accounts Payable:** A motion was made by Trustee Houserman, seconded by Trustee Russell to approve the Accounts Payable Distribution Report for the period 2/10/20 thru 3/20/20 totaling \$24,628.53, as well as the additional Accounts Payable Distribution Report for the period 3/21/20 thru 6/30/20 totaling \$103,680.26. **Motion was carried by voice vote, as presented.**

## APPROVED July Meeting Minutes

### **Approval of the Treasurer's Report:**

A motion was offered by Trustee Houserman, seconded by Trustee Darling, to approve and accept the Treasurer's revenue/expenditure report for the period ending February 29, 2020. **Motion was carried by voice vote, as presented.**

A motion was made by Trustee Houserman, seconded by Trustee Keller, to approve and accept the Treasurer's revenue/expenditure report and balance sheet for the period ending June 30, 2020, with the **Motion carried by voice vote, as presented.**

Trustee Houserman provided further information on the annual amount of Ionia County special road millage funds being received by the Village, currently allocated 60/40 between Major/Local Streets. A motion was offered by Trustee Houserman, seconded by Trustee Farrington to approve the overall Treasurer's Report. **Motion was carried by voice vote, as proposed.**

### **DPW Report:** Superintendent Randall - Absent

No written report available. Trustee Darling provided some updates on DPW activities over the past several months.

## **COMMITTEE REPORTS**

### **Streets, Water/Sewer & Fire Committee:** Chairperson Darling

Chairperson Darling covered the **Resolution of Order of Vacation**. Motion to approve Resolution No. 2020-05 to vacate the alley between Lyons Street and Hunt Street Right of Way offered by Trustee Darling, seconded by Trustee Keller. **Motion was carried by ROLL CALL vote:** Bernie Russell – Yes; Cassondra Keller – Yes; Jon Houserman – Yes; Joe Farrington – Yes; Kenton Eavey – Yes; Max Darling – Yes; and, Fred Charles – Yes.

Noting that a DPW new mower and some tires were needed, a motion was offered by Trustee Darling to approve \$3,800 for their acquisition, seconded by Trustee Eavey. **Motion was carried by voice vote, as presented.**

Trustee Darling noted that it is biennial inspection time once again for the Bridge Street bridge over the Grand River, and offered a motion to approve a bridge safety inspection proposal from the Village's engineering firm (Fleis & VanDenbrink). The motion was seconded by Trustee Russell. **Motion was carried by voice vote, as presented.**

### **Finance Committee:** Chairperson Houserman

Chairperson Houserman said that the audit firm (Gabridge & Company) is nearly done with the Village's FY 19-20 annual audit, and that the formal audit report should be completed and presented at the August 17 Village Council meeting. A copy of the Village's MERS (employee defined benefit pension plan) 12/31/19 actuarial valuation report was received and highlights were reviewed. Chairperson Houserman shared copies of the latest MDOT Act 51 road funding and State Revenue Sharing distribution estimates, which show somewhat lower amounts than previous estimates (due to the coronavirus pandemic implications), but are still manageable withing the FY 20-21 budget – State funding estimates will be re-evaluated this fall and continued monitoring is needed.

### **Ordinance Committee:** Chairperson Russell

Chairperson Russell discussed Village Ordinance, Article II (Stopping, Standing and Parking), Section 18-25 which prohibits parking on Village streets between 2:00 a.m. until 7:00 a.m. year around, noting a need to change the timeframe to being from 2:00 a.m. until 6:00 a.m., just during the wintry season months (November thru March), and adjusting the penalties involved. Trustee Russell offered a motion to adopt an amended ordinance, seconded by Trustee Darling. **Motion was carried by ROLL CALL vote:** Bernie Russell – Yes; Cassondra Keller – Yes; Jon Houserman – Yes; Joe Farrington – Yes; Kenton Eavey – Yes; Max Darling – Yes; and, Fred Charles – Yes.

## APPROVED July Meeting Minutes

### **Personnel Committee:** Chairperson Farrington

Chairperson Farrington covered several personnel items resulting from the need to replace former Clerk Vicki Helms and former Treasurer Jan Bozung, and maintain Village Office operations:

- Village Clerk – Ann Schueller has been hired, effective July 29, 2020.
- Village Treasurer – Kelli Checkley was hired, effective July 15, 2020.
- Sandy Wolniakowski (Pewamo Village Clerk) and Doreen Gould (former Lyons Treasurer) have been filling in on a part-time interim basis to maintain operations and train the new employees. Vicki Helms has also been assisting remotely to answer questions as needed.

Chairperson Farrington noted that new Clerk Schueller and new Treasurer Checkley were hired in accordance with the Village's Employee Compensation Plan, Ms. Wolniakowski and Ms. Gould both requested/accepted an \$18 hourly rate, and former Clerk Helms would continue to be compensated at her previous wage rate. Chairperson Farrington made a motion to approve the appointments of the new Clerk and new Treasurer, as well as the pay rates of the interim staff and former Clerk. Motion seconded by Trustee Eavey. **Motion was carried by voice vote, as presented.**

Trustee/Office Supervisor Eavey also mentioned that, to assist in training the new Clerk by phone when needed, it may be helpful for the former Clerk to have remote access to the Village's computer system and software. In checking with the tech support provider (IT Right), this appears to be possible with a one-time annual set-up cost of \$350 plus \$20-30/monthly fee. It still needs to be determined if such an added training resource will be needed and if the former Clerk will be able to provide this assistance, but approval was requested if so. Trustee Houserman offered a motion to approve the request, seconded by Trustee Eavey. **Motion was carried by voice vote, as presented.**

### **Grants, Parks & Recreation Committee:** Chairperson Keller

Chairperson Keller stated that there was nothing new for grants, but made a motion to approve \$595 for electrical outlets work at the Comfort Station. Motion seconded by Trustee Russell. **Motion was carried by voice vote, as presented.**

### **DDA:** Chairperson Irey

Chairperson Irey said that there had been no DDA meetings since March, due to the coronavirus pandemic and State restrictions on public gatherings/meetings. A \$4,000 annual DDA budget had been approved at the January meeting, for which the majority (about \$3,600) is being used to install electrical power on the downtown telephone poles for Christmas lighting.

### **Events Committee:** Chairperson Priest

Chairperson Priest said that there have also been no meetings of her committee for several months, and that the Christmas by the River event is currently on hold pending further consideration.

**Unfinished Business:** None.

### **Correspondence:**

Library Board 2/28/20 Meeting Minutes

**New Business:** DeVore Island pavilion rentals - Due to the coronavirus pandemic and State restrictions on public gatherings, several reservations have already been canceled and concerns were discussed about allowing any further pavilion reservations and use of the bathrooms since the Village cannot determine and effectively control the number of attendees. Motion made by Trustee Houserman to cancel/not allow further pavilion reservations/access to bathrooms, seconded by Trustee Farrington. **Motion was carried by voice vote, as presented.**

## **APPROVED** July Meeting Minutes

### **Other Comments:**

Trustee Darling thanked those Council members who have helped maintain Village Office operations during the recent staffing turnover.

**Adjournment:** There being no further business, a motion was offered by Trustee Russell, seconded by Trustee Keller to adjourn the meeting at 7:15 p.m. **Motion was carried by voice vote.**

Respectfully submitted by:  
Jon Houserman, on behalf of Village Clerk