

APPROVED December Meeting Minutes

MEETING MINUTES

December 20, 2021

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	Jon Houserman	P
Joe Farrington	P	Patty Priest	P	Bernard Russell	P		

Additional Personnel:

Ann Schueller	P	Lyndon Randall	P	Josh Dickover	Ab
Alison Irely	Ab	Teresa Rowley	P		

A quorum was declared.

Approval of Agenda: Trustee Darling made a motion approve the agenda., seconded by Trustee Farrington. **Motion was carried by voice vote, as made.**

President's Report: President Charles reported that he is working with law enforcement to ticket the people that are still parking on the streets between the hours of 2:00 am and 7:00 am during the months of December thru March.

Public Comments: A question was asked and President Charles responded.

Guest Speakers: None

Approval of the Previous Month's Regular Meeting Minutes: A motion was offered by Trustee Farrington, seconded by Trustee Russell to approve November 15, 2021 regular meeting minutes with one correction. **Motion was carried by voice vote, as made.**

Approval of Current Accounts Payable: A motion was made by Trustee Houserman, seconded by Trustee Darling to approve the Accounts Payable Distribution Report (11/11/21-12/15/2021) totaling \$40,841.52 Trustee Houserman explained the higher balance was due to audit work from Gabridge, BS&A training, Kayak launch removal and salt. **Motion was carried by voice vote, as presented.**

Approval of the Treasurer's Report:

Trustee Houserman reported that the Revenue and Expense report is still being worked on by himself and Teresa. Progress has been made but a few things remain. On the November Balance Sheet, the Due to and Due from is still being worked on as well. A motion was made by Trustee Houserman, seconded by Trustee Farrington, to approve and accept the Revenue & Expenditure Report and Balance Sheet for the period ending November 30, 2021. **Motion carried by voice vote, as presented.**

DPW Report: Lyndon stated that they are working on the new Reader system and things are not going as planned. It is all wrong. Badger will be coming in and putting an internet modem on the

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water tower (which we will receive a monthly bill for) and they have ordered new parts and a new system. We paid \$10,000 for this first system and the new parts and system should be substantially less than that. We will be without a reader system for this next month if not longer. The new sewer meter is in for the lift station and will be installed the first of the year. Should be just one day to install and get it working. DPW has been busy trimming trees and repairing a couple of leaks.

COMMITTEE REPORTS

Streets, Water/Sewer & Fire Committee: Chairperson Darling

Chairman Darling started off by reading a letter that was left at his home from a Lyons resident. The letter was thanking the DPW department. The downtown looks really nice, those guys did a great job putting up the Christmas decorations and the lights on the tree and making sure everything is working. When there is a problem with the lights, someone is always right there to fix it and make it right. They hope the decorations last a long, long time as they are beautiful. Chairman Darling went on to say that we had to spend money on the old truck that we plan to sell but that should just make it worth more. The guys have been clearing up brush and cutting trees, chasing leaks and they are ready for a new year.

Finance Committee: Chairperson Houserman

Chairperson Houserman reported some updates he thinks is of interest to all. The audit, we had Gabridge & Company come in and we turned what normally would have been audit for certified financial statements we turned it into a fiscal review and technical assistant to get the last fiscal year cleaned up the year that ended February 28, 2021. Most of the time it was the one auditor that was in here and he did a really good job and fortunately Teresa started before he got done so she got caught up in the middle of it, which I think it was helpful to have that happen. He was mainly focused on last fiscal year and cleaning up financial statements, year end adjusting entries, recording depreciation and all that stuff. That work goal is now completed. There are recalculations, adjusting journal entries that were made. Some of them the auditor actually did. There is not going to be an actual certified audit report for this last fiscal year. We aren't legally required to have one every year. So, this coming February 28th year end will be a year that we have to do that. So again, there is no certified financial statements however the latest revenue & expenditure report for February 28th as well as the balance sheet, that the auditor reconciled every thing with provided documents for us so that's the one we are going by. All the reports that we had to submit to anywhere, like MDOT, those were all submitted including the revenue sharing report that was due December 1 (which was done prior to due date) so we aren't on any delinquent list. We received a confirmation from the Department of Treasury that they got it.

We were fortunate that we were able to get Vicki Helms in here and connected with Teresa. They have had at least two pretty good days and she has been available by text and phone and will be coming back in January to help with a few things that Teresa is making a list of. I knew there was a lot of issues with balance sheet accounts, I didn't really want to get into all of that until after the auditor got finished with last fiscal year and the assistant engagement that we had him helping us with and so once that was done, in the last three weeks has been largely working on those adjustments and cleaning them up. Unfortunately, we didn't get them all done by November 30th so when you see these reports, there's still balance sheet issues on there. Try to focus, if you can, on December reports because they look much better and a lot more accurate. I think we have balanced the three main bank accounts pretty closely. Catching up some of the entries on electronic fund transfers, I think maybe there is some more revenue here in November that weren't in all the way. One of the delays that hurt a little bit was that we had the treasurer vacancy. So, Teresa got moved into that position for awhile which is good news and bad news. It got her involved in knowing what the job is there. She has done a great job doing double duty.

Now, in January, we want to start focusing on the next year budget development and we have already gone over the budget spreadsheets and Teresa has them all and how we developed that

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this last year. Also, we know this next fiscal year, timing wise I'm not sure if this will happen in February but pretty close, how we need to update the water and sewer rate study. There's a lot of things that have now changed in staffing on those types of cost so we just want to redo the rates. The last time we did a cost of living, straight percentage thing of 3% across the board. So, we want to redo the rates once we get a good picture of the budget. So that's what is on the radar along with the amended budget for this year.

Last item: Looking at the Tabor St. project, with reconstruction up there and talking with the engineering firm about financing options for that. This project begins in 2023 so this year we will be pinning down all the resources and latest cost projections and how it's going to go. There as one comment/question by a Council member in regards to the Tabor St. project with her second driveway due to a handicap entrance. Question was answered and resolved.

Ordinance Committee: Chairperson Russell

Trustee Eavey talked about Sec. 4-1, Domesticated animals. Due to complaints regarding dogs barking, he felt the ordinance should be updated. A copy of which council had in their packets. After some discussion, Trustee Eavey made a motion, seconded by Trustee Darling, to adopt the Ordinance change. Trustee Farrington requested one change in spelling. **Motion was carried by roll call vote:** Bernie Russell – yes, Patty Priest – yes, Jon Houserman – yes, Joe Farrington – yes, Kenton Eavey – yes, Max Darling – yes, Fred Charles – yes.

Personnel Committee: Chairperson Farrington

We have two step increases along with a new hire. Chairman Farrington made a motion to give a step increase to our Office Manager from step 3 to step 4. Seconded by Trustee Houserman. **Motion carried by voice vote, as presented.** We also have a step increase for the clerk from step 2 to step 3, Trustee Farrington made a motion to accept this increase, seconded by Trustee Houserman who also wanted to add the comment that this was a step increase that she would have gotten on her anniversary date last July. **Motion carried by voice vote, as presented.** Next up was the 2022 Closing Schedule for holidays. Chairman Farrington made a motion to accept the calendar, seconded by Trustee Priest, **Motion carried by voice vote, as presented.** Next was the 2022 Council Meeting schedule, Chairman Farrington made a motion to accept the meeting schedule, seconded by Trustee Priest, **Motion carried by voice vote, as presented.** Next was the DDA & Events schedule for 2022. Chairman Farrington made a motion to accept the schedule, seconded by Trustee Houserman, **Motion carried by voice vote, as presented.** Chairman Farrington announced that a Treasure was hired if the Board approves. Gabriele Charles will join the office at beginning at Step 2 and then a Step increase after 6 months. This is a part time position, Monday, Wednesday and Friday from 8:00am to 12:00. Chairman Farrington made a motion to hire Gabriele Charles as our treasurer. Seconded by Trustee Eavey. **Motion carried by voice vote, as presented.** Chairman Farrington wanted to thank the office staff for carrying on while being short staffed and also DPW for all their work.

Parks & Recreation Committee: Chairperson Priest reported that the kayak launch has been taken out.

DDA: Chairperson Irey – Absent Trustee Darling presented the minutes from the last DDA Meeting. The comfort station was discussed at the meeting. Windows were put in but hasn't been painted yet. At the time of the meeting, they had a balance of \$6,089.66. Pending is the comfort station being painted. Trustee Houserman said there is an updated balance of approximately \$1800.00 more in the DDA Fund from Village Tax capture for this year. There was a resignation from the DDA Board. At the meeting Judy made a recommendation/ request to Patty Priest if she would fill in and take the seat that Venessa Misner left. At this point, Trustee Darling asked that President Charles approve the appointment of Patty Priest to the DDA Board. Trustee Houserman stated that they are 4-year terms according the By Laws. Last time members were updated was

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March 2019, so there is approximately one and a half years left of Venessa's term. Houserman made the motion to approve this placement, seconded by Trustee Farrington. **Motion carried by voice vote, as presented**

Events Committee: Chairperson Priest. The event at Culver's on December 6th brought in \$178.50. They were dressed in Holiday attire. They were asked to help celebrate an employee's birthday. A fun time was had. They now have their own followers and hope to do something around Valentine's Day. The Christmas by the River turned out very well. Each child received hats, gloves or mittens and scarfs. They received a goody stocking from Santa and made ornaments. Chairman Priest auctioned off 2 wreaths that she made. \$45 went to the VFW for the use of their building and the other money went to Events. They served 230 hotdogs, free of charge, just under 9 dozen cookies. At the end of the evening, she went to Santa and booked him for the 2022 event. He wanted everyone to know that he goes to a lot of places and Lyons is his favorite because of what they do for the kids and their families. Since then, she has been contacted by an individual who may be interested in donating 100 frozen chickens to pass out to these families for their Christmas dinner. If this happens Chairman Priest wants to get potatoes and other items so that these families have a complete Holiday Dinner. Unfortunately, she had to report that they lost a couple of members from the Event Team, Judy and Max Darling are stepping down. They will help when they can. Chairman Priest reported she will be seeking volunteers. **Motion was carried by voice vote, as presented.**

Unfinished Business: None

Correspondence: None

New Business: None

Other Comments:

Trustee Houserman reported that the Historical Society had their Christmas Bazaar on December 3rd. They were busy all day and made over \$600.00 which was a new record. Today there was a meeting with Bredice Electric in the old Museum side. There aren't fans there and some of the clothing in there started to get some mildew. So, this was a meeting to get an estimate for new fans and better lighting. The expectation is that the Historical Society will pay for that cost.

Trustee Priest stated that they are working on a program for the kids next year, prior to Christmas by the River and after Thanksgiving where the kids can come in with a list of their individual people they need to buy for and a certain dollar amount and have things on the tables for them to buy. And they will have the boy scouts or others helping them wrap the gifts so they can take them home that night.

Trustee Darling wanted to thank all the people sitting at the table for the amount of team work that is going on. He also stated that he had some pay it forward money that was used to help some people in town that really needed help. He wanted to thank DPW for the number of hours they have put in. They work well with the community. He wanted to thank Teresa. She has made a big difference with our getting our bookwork straightened out. Also, Patty and Lorraine who are constantly on the move. To keep this momentum going, we need people to come help. The more you give to your community, the more you will get back.

Lyndon Randall reported that the Township has allocated some of their COVID money to two new sets of battery-operated excavation tools for both Fire Departments at a cost of about \$71,000.00. It's a tool that is innovated in the future. No more gas, no more hydraulic hoses. There will be a Saturday training session in the future and he will let us know so that we can see firsthand how it works. The Fire Department is also buying a new pick up for doing rescues.

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Adjournment: There being no further business, a motion was offered by Trustee Russell, seconded by Trustee Priest to adjourn the meeting at 7:01 p.m. **Motion was carried by voice vote.**

Respectfully submitted by:
Ann Schueller, Village Clerk