

SPECIAL VILLAGE COUNCIL MEETING MINUTES

February 23, 2024

VILLAGE OF LYONS

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

The meeting was called to order by President Charles at 11:30am.
The Pledge of Allegiance to the flag was recited.

Formation of the roll was taken and a quorum was declared.

Roll Call:

Fred Charles P Joe Farrington AB Erin Randall AB Patty Priest P
Jennifer Spearling P Bernie Russell P Jon Houserman P

Staff Attending: Lyndon Randall AB

Approval of Agenda: Trustee Spearling made a motion to accept the agenda, seconded by Trustee Houserman. **Motion was carried by voice vote.**

Public Comments: None

Trustee Spearling stated that Vanessa Mitchner would be hired with the title of Deputy Clerk/Treasurer as she is going to cross train for both jobs and be available to step in as needed, with pay being the average starting base pay for both positions. Trustee Houserman made a motion to hire Vanessa at that average, \$15.18, and update the Employee Compensation Plan to add Deputy Clerk/Treasurer and reflect a pay scale for that, seconded by Trustee Russell. **Motion was carried by voice vote.**

Trustee Houserman stated that per Neil Hammerbacher and according to the State of Michigan Department of Treasury Accounting Procedures Manual, the clerk, treasurer, and deputy clerk/treasurer need to be on the bank accounts to do payroll and pay bills. President Charles and Trustee Houserman went to the bank to discuss accounts in order to add names. The Village of Lyons currently has 3 accounts, a DDA account, a General Fund account, and a Payroll Clearing Account. These accounts currently have Fred Charles, Kenton Eavey, Ann Schueller, Gabriele Charles, and Teresa Rowley listed. Trustee Houserman made a motion to have Kenton Eavey, Ann Schueller, Gabriele Charles, and Teresa Rowley removed from these accounts, Fred Charles remain on the account and add Laura Schoenmehl, Village Clerk, and Vanessa Mitchner, Deputy Clerk/Treasurer, and to add the new Treasurer, when hired, to the accounts. Trustee Russell seconded the motion, **motion was carried by voice vote.**

Adjournment: A motion was offered by Trustee Russell seconded by Trustee Priest to adjourn the meeting at 11:45 a.m. **Motion was carried by voice vote.**

Respectfully Submitted By: Jennifer Spearling, on behalf of the Village Clerk.