

APPROVED Special Meeting Minutes
February 26, 2024

VILLAGE OF LYONS
Lyons, Michigan 48851
989-855-2125
Fax: 989-855-2813

The meeting was called to order by President Charles at 6:00pm
The Pledge of Allegiance was recited.

Roll Call:

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

Staff Attending: Laura Schoenmehl, Vanessa Mitchner, Lyndon Randall

Formation of the roll was taken, and a quorum was declared:

Approval of Agenda: Trustee Houserman wished to add MERS Authorization to the agenda. Trustee Farrington made a motion to accept the agenda with addition of MERS, seconded by Trustee Spearling.
Motion carried by voice vote.

Approval of Meeting Minutes dated February 22, 2024: Trustee Randall made a motion to approve February 22, 2024 meeting minutes, seconded by Trustee Spearling. **Motion carried by voice vote.**

Approval of Meeting Minutes dated February 23, 2024: Trustee Spearling made a motion to approve February 23, 2024 meeting minutes, seconded by Trustee Farrington. **Motion carried by voice vote.**

Public Comment:

Susan Craft commented that she had a BS&A login and Resigned Trustee Eavey asked her to help. Craft commented that the books were good until November when the previous office staff had troubling balancing. Craft commented that she stopped helping in the office in November. Trustee Farrington commented that the Board was told by Craft and Trustee Eavey that Craft did not have access to any passwords or programs and now Craft is stating that she had access. Craft responded that Resigned Trustee Eavey gave her access to the computer and that she was able to change things as an administrator in BS&A under her login so there was a trail. Craft further commented that she never had remote access for the Village of Lyons. Trustee Houserman commented that he would be concerned if she did have remote access. Trustee Houserman further commented that the concerns are being taken care of with the new employees that were hired and the accounts are being updated.

BS&A Enterprise Administrator Change Request: Trustee Spearling stated that the account needs to be updated to remove previous Clerk Ann Schueller, previous Treasurer Gabrielle Charles, and Susan Craft from the BS&A software. Laura Schoenmehl should be added to the account as the new hired Clerk and Vanessa Mitchner as a backup. Trustee Farrington made a motion to update the BS&A software to remove previous users and add the new hires, seconded by Trustee Randall. **Motion carried by voice vote.**

MERS Account: Trustee Houserman stated that he spoke with Karima LaJoie with MERS regarding the addition of the new employees and having them on the account instead of council members. Trustee Houserman made a motion to add Laura Schoenmehl and Vanessa Mitchner to the account, seconded by Trustee Farrington. **Motion carried by voice vote.**

Budget: President Charles opened Public Hearing for the Budget.

Trustee Houserman stated that he started working on the budget a couple weeks ago after speaking with Trustee Randall and Trustee Spearling. Trustee Houserman stated that there had no progress on the budget from the previous staff and when it was received, it only about 10% done. Trustee Houserman said that he went and looked at the audit and budget sheets. Trustee Houserman mentioned that Jon Moxey had wrapped up bids for the Tabor Street project and those bids came in lower than expected, which was great. Trustee Houserman explained the different columns on the budget sheet and stated that a budget is just an estimate. Trustee Houserman touched on the Amended Budget proposal regarding the Bridge Street maintenance of crack sealing and the Chrysler Plant lawsuit. Trustee Houserman moved on to the new budget proposal. Trustee Houserman mentioned the laws that govern the budget. Trustee Houserman stated that he received wage/benefit worksheet that was prepared by the previous Clerk. Trustee Houserman stated that there were no pay increases or cost of living increases included. Trustee Houserman stated that hard hats and vests were added to the Building and Grounds which are needed for the Tabor Street project. Under Public Safety, Trustee Houserman stated that the increase was for internet for the Fire Department. Trustee Houserman commented on Burgess Street under Local Streets regarding resurfacing. Trustee Houserman commented under Capital Improvement that Fuller Street may also be done under the Tabor Street Project. There was some question about the correct account number with BS&A and Trustee Houserman stated that the 401 is the correct number. Trustee Houserman stated that with the Tabor Street project, the numbers can be adjusted if needed. Trustee Houserman stated that there is a \$160,000 old loan and that he didn't include to pay off that at this time as it is more important to save the fund balance reserve. Trustee Houserman explained the debt ceiling and how the Village is within the limits of the debt. With regards to the Fund Balance, Trustee Houserman stated that the Tabor Street project will use a large amount. Trustee Houserman stated that it may be a good idea to have a rate study done for the water and sewer with all the things that have happened. Superintendent Randall stated that he spoke with the company and they are saying May until they could do anything. Trustee Houserman commented on the mills and how it was nice to see that Lyons has stayed at the lower mill. Trustee Houserman stated that he will work with the new Clerk to get these numbers updated in the system. (a copy of the complete sing along is attached)

Susan Craft commented that she was glad to see Trustee Houserman take over as there wasn't much progress or input on the budget. Craft further questioned why there are no tools at the DPW garage and that they are all gone. Craft also stated that the way equipment rental is being recorded is wrong and it should be actual.

Trustee Houserman stated that a budget is just an estimate.

Susan Craft stated further concerns regarding storm sewer work and water tower updates.

Trustee Houserman stated that he would rely on the office staff to prepare the budget for next year.

Susan Craft commented again on the storm sewers that are not working and that a grant should be looked into for storm sewer work.

Trustee Houserman stated that the Village is lucky to have Jon Moxey right now with the Tabor Street project.

Trustee Houserman made a motion to approve Resolution 2024-2 acceptance of the 2024-2025 Budget, seconded by Trustee Farrington. A roll call vote was taken;

President Charles- yea
Trustee Farrington- yea
Trustee Spearling- yea
Trustee Randall- yea
Trustee Russell-yea
Trustee Houserman-yea
Trustee Priest-absent

Motion carried with 6 yea's.

Trustee Houserman made a motion to approve Resolution 2024-3 acceptance of 2023-2024 Amended Budget, seconded by Trustee Spearling. A roll call vote was taken;

President Charles- yea
Trustee Farrington- yea
Trustee Spearling- yea
Trustee Randall- yea
Trustee Russell-yea
Trustee Houserman-yea
Trustee Priest-absent

Motion carried with 6 yea's.

Adjournment: A motion was made by Trustee Russell, seconded by Trustee Spearling to adjourn the meeting at 7:00pm. **Motion carried by voice vote.**

Respectfully submitted by Erin Randall, Trustee