

APPROVED SPECIAL MEETING MINTUES

Special Meeting

March 14, 2024

VILLAGE OF LYONS

Lyons, Michigan 48851

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meeting was called to order by President Pro-Tem Joe Farrington at 1:01pm
The Pledge of Allegiance was recited.

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

Roll Call:

Fred Charles P (arrived while meeting in progress) Joe Farrington P Erin Randall P Patty Priest AB Jon Houserman P
Jennifer Spearling P Bernard Russell P

Staff Attending: NONE

Approval of Agenda: Trustee Houserman had an addition to the agenda regarding Legal Counsel Representation that should be added. Trustee Russell made a motion to accept the agenda, with the addition, seconded by Trustee Farrington. **Motion carried by voice vote.**

Public Comment: NONE

PERSONNEL: Trustee Spearling stated that Neil Hammerbacher has been put on our insurance policy in order to help further in the office due to the recent staffing changes. Neil is covered for one month under the insurance. Trustee Farrington stated that he appreciated the time that Vanessa put in. Trustee Spearling stated that an interview was held yesterday, March 13, 2024 with Jennifer Sims for the Treasurer's position.

Trustee Spearling made a motion to hire Jennifer Sims for the Treasurer's position starting Monday, March 18, 2024 at Treasurer base pay with a 90 day review for increase to step 1. Motion seconded by Trustee Houserman. **Motion carried by voice vote.**

Trustee Houserman stated that he had done a vacation and pay rate audit for each employee for the last 15 months. He stated that he looked at each employee's vacation time and how it was accrued. He stated there were some discrepancies in how vacation was earned for some employees. Further, he stated that there was some discrepancies in pay increases for some employees as well. The Council discussed in length each individual employee and their benefits to make sure the personal policy was being followed from here on out.

President Charles arrived at the meeting.

After much discussion regarding vacation hours for Lyndon Randall and Cody Averill and due to the clerical errors that were made, it was decided that Lyndon Randall will receive, starting March 1, 2024, lump sum vacation time of 46.08 and then start accruing vacation time at a rate of 4.62 hours per pay period, including sick time and personal time as stated in the personnel policy. Cody Averill will receive, starting March 1, 2024, a lump sum vacation time of 21.52 hours and then start accruing vacation time at a rate of 1.54 per pay period, including sick time and personal time as stated in the personnel policy.

Trustee Houserman mentioned the cell phone reimbursement for the DPW staff. A motion was made by Trustee Farrington to compensate the DPW staff \$10 per month for use of their cell phones. Motion was seconded by Trustee Spearling. **Motion carried by voice vote.**

The Council discussed the recent OSHA visit and the idea of DPW going back to on-call weekends. Trustee Farrington stated that he was not in favor of going back to on-call weekends with the half day Friday. Trustee Spearling stated that she spoke with Rural Water regarding the on-call. Trustee Spearling stated that Rural Water said that it is important to check the wells every day so that problems aren't being missed. Trustee Houserman stated that you have to give the DPW staff some incentive to stay in town on the weekend to have them on-call, which would be the half day Friday. Trustee Farrington stated that he would be fine with two hours on Friday as an incentive for being on-call. Trustee Farrington further stated that there should be some sort of check in-check out when the DPW staff are checking wells due to safety concerns. A motion was made by Trustee Farrington for the DPW staff to go back to an on-call schedule for the weekends for checking wells and computers. Further, the staff member on-call for the weekend, will leave two hours early on the Friday before the weekend. Additionally, the staff member will send a text message to the DPW supervisor at the start of and end of checking the wells. This schedule will be effective when the minutes are approved. Seconded by Trustee Spearling. **Motion carried by voice vote.**

Trustee Houserman discussed the recent switching of legal counsel for the Village of Lyons. Trustee Houserman discussed his concern with the new legal counsel and possible legal issues that could be brought up and that have been brought up regarding the unemployment claim of a past employee. Trustee Houserman wondered why the legal representation was switched and if it had anything to do with the lawsuit from Weaver Jack. Trustee Houserman stated that he had a good relationship with the past counsel and is concerned that with the Tabor Street project, he wants to be able to pick up the phone and call counsel if needed. Trustee Houserman stated that he would like to meet the new legal representative. Trustee Farrington stated that in a previous meeting when the counsel was switched, it was presented to the Council that the current counsel was not representing the Village in a good manner and at the recommendation of a past Council member, the attorney was switched. Trustee Houserman stated that he received a letter of engagement from the previous law firm stating that they would be willing to represent the Village again.

Adjournment: A motion was made by Trustee Spearling, seconded by Trustee Farrington to adjourn the meeting at 3:17pm.
Motion carried by voice vote.

Respectfully submitted by Erin Randall, Trustee