

**APPROVED APRIL 15 MEETING MINUTES**

REGULAR MEETING MINUTES

April 15, 2024

VILLAGE OF LYONS

212 Water St

PO Box 175

Lyons, MI 48851

The meeting was called to order by President Pro-Tem Joe Farrington at 6:00pm  
The Pledge of Allegiance was recited.

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

**Roll Call:**

Joe Farrington-P, Jon Houserman-P, Patty Priest-A, Erin Randall-P,  
Bernard Russell-P, Jennifer Spearling-P

Staff Attending: Lyndon Randall-P, Laura Schoenmehl-P, Jennifer Sims-P

**Approval of Agenda:** President Pro Tem Farrington mentioned need to amend the agenda with a resignation of Council President Fred Charles. With President resignation it is necessary to appoint new President and President Pro Tem, as well as vacancies to fill open Council and Committee reassignments. Trustee Houserman made amendment to add Employee Health Insurance under Personnel Committee. President Pro Tem made motion to accept amendments to agenda, seconded by Trustee Houserman. **Motion carried by voice vote.**

**President's Report:**

**OFFICERS AND COMMITTEES**

**New President:** Trustee Houserman made a motion to appoint President Pro Tem Farrington as President, Seconded by Trustee Russell. **Motion carried by voice vote, as presented.**

**Vacancy for Trustee:** Trustee Houserman noted the Trustee vacancy can be filled by a resident in good standing, and made a motion to recommend Max Darling until November permanent elections, citing Max Darling has beneficial experience for pending Tabor Street project. Trustee Spearling seconded the motion. **Motion carried by voice vote.**

**President Pro Tem:** Recommendation made to appoint a President Pro Tem among existing Council members. Trustee Randall made a motion to appoint Jennifer Spearling as President Pro Tem, seconded by Trustee Russell. **Motion carried by voice vote.**

**Streets, Water/Sewer & Fire Committee Chair:** Trustee Houserman recommended Max Darling for Chair, seconded by Trustee Spearling. Members: Trustees Houserman/Spearling.

**Finance/Grants Committee Chair is Trustee Randall.** Members: Trustees Houserman/Spearling.

**Ordinance Committee Chair is Trustee Priest.** Members: Trustees Randall/Darling.

**Parks & Recreation Committee Chair is Trustee Russell.** Members: Trustees Randall/Priest.

**Personnel Committee Chair is Trustee Spearling.** Members: Trustees Houserman/Russell.

**Office Supervisor is Trustee Spearling.** Members: Trustees Darling/Russell.

**DPW Supervisor: Max Darling.**

Trustee Houserman made motion to approve appointments, Trustee Randall seconded. **Motion carried by voice vote.**

**NEW PRESIDENT'S REPORT**

President Farrington reported that he has been on Council without pay since 2016. Stated that Council should be governed by law, not by one person or a few, not by feelings, but facts, not through back room deals and/or influenced by family or friends. He established that Public Comment should be three (3) minutes in duration, not as a dialogue between resident and Council or open discussion among public. Correspondence from public will be placed on Agenda and addressed by Council. President Farrington addressed OSHA concerns that appeared on social media. He stated twelve minor changes recommended by OSHA that were addressed quickly with compliance covered at lowest cost of \$1,200. President Farrington ended with statement of his happiness to be among the Council, to represent the residents of Lyons, and his satisfaction with the good state of affairs and compliance at the Village of Lyons.

**Public Comment:** None.

**Approval of Previous Month's Regular Meeting Minutes March 18, 2024:** Trustee Houserman made a motion to approve the previous month's minutes, with the following edits:

- 1) Under Committee Reports: Grant financing was \$400,000, not \$800,000.
- 2) Under Contamination Study: Tenure more 20+ years ago, not 10 years.
- 3) Under Finance Committee: UIA Insurance for all employees, not just part time.
- 4) Under DDA: Takes in \$3,800 per year, not \$1,800.
- 5) Under Council Comments: Only 1 set of minutes on website since last summer, November 2023.
- 6) Under Correspondence: Max Darling letter—per attorney, can't do personal service contract with Max for \$1.00/year. Add (per later follow-up with attorney).

Motion to edit March 18, 2024 Regular Meeting Minutes made by Trustee Houserman and seconded Trustee Spearling. **Motion with edits carried by voice vote, as presented.**

**Approval of Special Meeting Minutes March 26, 2024:** Trustee Houserman made a motion to approve the special meeting minutes, with the following edits:

- 1) Under Personnel: Add personnel records, not just personnel (4<sup>th</sup> line)
- 2) Under CPA advice, not do retroactive on the pay rate item against employee. Motion to edit March 18, 2024 Regular Meeting Minutes made by Trustee Houserman and seconded Trustee Spearling.

**Motion with edits carried by voice vote, as presented.**

**Approval of Current Month's Accounts Payable (\$51,388.08)**

Trustee Houserman made a motion to approve, seconded by Trustee Randall. **Motion carried by voice vote, as presented.**

**Approval of Treasurer's Report**

Trustee Houserman noted all amendments made to approved budget and made a motion to approve Revenue & Expenditure Report, seconded by Trustee Russell. **Motion carried by voice vote, as presented.**

Trustee Houserman approved Comparative Balance Sheet, seconded by Trustee Randall. **Motion carried by voice vote, as presented.**

**DPW Report** – Supervisor Randall reported Cody Averill went to his first Water Conference in March 2024, doing well with his training and should be ready for SLR license in November. Short course in August will bring him up to task with Distribution and Chemical licenses. The state requires 2 operators, so sharing with Muir. Repairs with cold patch. Two broken service lines and still working on one. Lot of paperwork. Pick up brush and started mowing today. New siren set to be wired this weekend. Will flush hydrants tomorrow (Tuesday, 4/16) and next week.

## **COMMITTEE REPORTS**

### **Streets/Water/Sewer**

- Tabor Street Update: Tabor Street startup date scheduled for July 29, 2024.
- Water/Sewer fees & mis-billings: Fees are being waived again this month and bills are on time this month.
- Granger Fee Increase: Garbage fees raised to \$12.98 instead of previous fee \$12.48. President Farrington read bulk pick up procedures for public. Sherrie Mason mentioned her bulk bin issues had been resolved.
- DPW Computer Upgrade: Trustee Spearling received Computer equipment quote from VC3 for DPW in the amount of \$1,727 for new computer, printer and applications needed for upgrade. Trustee Spearling made a motion to purchase the updated computer system, seconded by Trustee Russell.

### **Finance & Grants Committee**

- Trustee Randall said she's meeting with Ryan Wilson next week regarding possible grants for downtown. There are some stipulations, but there may be grants for play equipment. Specifically for downtown, but may be funds for adjacent neighborhoods.
- Website host and update: Trustee Houserman reported we currently have Schumacher as web hosts, but the Village hasn't updated information as needed. Old information for Council members and employees.

Budget information is lacking for public review. Calendar of events missing. Incorrect office hours and no Council Meeting information. Ordinances should be up to date. Water and Sewer rates need to be posted. Office staff will learn procedure for updating information and maintain updates once website is updated. Trustee Houserman recommends hiring Vanessa Mitchner to work with Schumacher for information update on website as employee at hourly rate already established for her, not to exceed \$500.00. Trustee Spearling seconded.

- Trustee Houserman said we have finally received Visa forms for information to get the account up to date, with former employees removed and current employees authorized. Found items were being shipped from Amazon to former employee's home. Trustee Houserman recapped need for CPA training of new employees and helping resolve errors and poor records from prior employees. Treasurer Jennifer Sims has brought bank reconciliations up to date and Trustee Spearling has been diligent on hand to help new staff get trained and up to date.
- Office/DPW access: Trustee Houserman reported that locks on doors are being changed with new keys. Oversight of accurate records by Trustee Spearling will be initiated and kept updated.

#### **Ordinance Committee**

- Violation letters and protocol: Trustee Houserman reported Ordinance Committee Chair not present. Trustee Houserman reported that on April 1st at about 10:00am, the Ordinance Committee Chair came in with 30 Ordinance Letters that she wanted sent out right away. The letters were personalized, with incomplete information for residents, poor spelling and highly unprofessional overall. She didn't go through the Office Supervisor or consult with Ordinance Committee members. If letters had gone out, residents would have been inconvenienced looking for ordinances not clearly stated and would have caused conflict with calls to Village office staff fielding calls. Village has authorization to send Ordinance notification letters that have been verified by the full Ordinance Committee. Any breach of protocol is a reflection on the Village and affects the trust of the public in Village of Lyons oversight of Ordinances. Public must have clear information of the ordinance violation as per laws on record and attorney's recommendation. Trustee Houserman made a motion to follow recommendations as set forth by attorney in accordance with municipal law in place, seconded by Trustee Spearling. **Motion carried by voice vote.**

#### **Personnel Committee**

- Trustee Spearling reported that personnel files are being successfully updated through BS&A Payroll system, with corrections being made and updates in order.
- Trustee Houserman discovered that full time DPW employee hired Oct 11, 2023 didn't receive the offer of insurance after 90 days of employment as per Village of Lyons policy. On January 11<sup>th</sup> the employee should have been offered insurance through our provider, Kirgis Agency, in lieu of \$3.00 more per hour that he is currently receiving. To remedy the oversight, Mike Kirgis met with the employee and went over plan options. Employee is now considering whether to take insurance or continue receiving additional \$3.00/hr. If employee chooses to take the insurance now, he might have to wait until September 1<sup>st</sup> for coverage. Because he wasn't offered the insurance in a timely manner according to policy, the Village may need to pay for retroactive insurance. Trustee Houserman made a motion to allow retroactive insurance, seconded by Trustee Spearling. **Motion carried by voice vote.**

#### **Parks & Recreation Committee**

- Trustee Russell doesn't see numbers on campsites, so he will get with DPW to have them marked clearly. Trustee Russell said he's heard nothing back about Kayak Launch repairs as yet. President Farrington advised Trustee Russell to be persistent with Kayak Launch reparations since summer months are close. President Farrington stressed importance of having Kayak Launch in place and maintained well in order to make the Village available for future grants, as well as showing forth good faith as stewards of grant funds. Trustee Russell will report back on Grand River Trail.

### **DDA Committee**

- Openings: President Farrington said we need new Chair for DDA. He reported that Patty Priest resigned from DDA and he hasn't heard from a few others that have not resigned. Sherrie Mason showed interest in joining DDA. President Farrington will be in touch with other members.

### **Events Committee**

- Committee Chair and Membership: Events Committee Chair Trustee Priest resigned. We have received interest from Sherrie Mason in being Chair of the Committee. Sherrie Mason said she has a full board ready to go, and has volunteers willing as well. Trustee Houserman expressed gratitude for Sherrie Mason's interest going forward and made a motion to appoint her as Events Committee Chair, seconded by Trustee Russell. **Motion carried by voice vote.**
- Island Fest Prepayments: President Farrington affirmed that Trustee Priest did not make pre-payments for events bands from her own resources, but did so from the events fund without proper documentation.
- Events Committee Financial Report: Trustee Houserman went over finances from previous events and showed that receipts are missing to cover our audit. Requisition on August 22, 2023 for \$429.00, reimbursed to Patty Priest, are for items without receipts as well. President Farrington commented that if Patty Priest has been reimbursed, all items listed belong to the Village.

**COUNCIL COMMENTS** – None.

**UNFINISHED BUSINESS** – None.

### **CORRESPONDENCE**

President Farrington addressed resident complaints of muddy road edges and potholes that are being repaired this week. Boat landing road is smooth except divet. Semi-truck was on resident's property and not on the road. Report of cats, trash and expired auto plates should be addressed by Ordinance Committee Chair. President Farrington will personally follow up with Ordinance Committee Chair with regard to junk vehicles and concerns over above mentioned resident violations.

Trustee Houserman submitted Newsletter for Museum for Council review.

**NEW BUSINESS** – None.

**ADJOURNMENT:** A motion was made by Trustee Randall, seconded by Trustee Spearling to adjourn meeting at 7:43pm. **Motion carried by voice vote.**