

REGULAR MEETING

January 16, 2006

VILLAGE OF LYONS

212 Water Street PO Box 175

Lyons MI 48851

989-855-2125

clerk@lyonsvillage.org

Meeting called to order by President Bernard Russell at 7:02 p.m.

Pledge of Allegiance

Roll Call:	Paul Tunell	A	Jim Shattuck	P	Carrie Webster	P
	Stanley Nave	P	Ann Randall	P	Bernie Russell	P
	Rosie Ferris	P	Jill Stilson	A	Linda Rairigh	A
	Susan Craft	P	Steve Larson	P		

Guests: Bryon Bennett, DDA & Lyons Muir Island Fest
Fred Lange

Approval of Agenda:

Motion offered by Trustee Nave, supported by Trustee Shattuck to approve Agenda dated January 16, 2006. **Motion carried by voice vote.**

Guest Speaker: Mr. Bryon Bennett distributed documents depicting an elevated, roofed pavilion for the island, with a handicap ramp. The overall size is 30 feet by 50 feet, designed to have any wood sections above the water during flood season. It was determined the water main is not in the area this building may reside in. The structure can have many uses but one primary use will be as an elevated stage for the Island Fest activities. Another part of the plan is to construct benches. The benches are currently priced out as aluminum, coated any color, with vinyl black leathering in any color and a 4 inch by 36 inch plaque with engraving. These benches could be offered to the public to purchase the materials as a donation in a resident's name or as memorial to a loved one. Mr. Bennett is requesting permission to pursue these plans, develop funding either by the Village via Parks and Recreation, private donations, fundraisers, grants, whatever it takes. It can be done in phases as money allows. He is willing to work with the DNR for design approval. Electrical needs were discussed. A suggestion was offered to contact local Boy Scout chapters to offer the benches as an Eagle Scout Project. Motion offered by Trustee Randall, supported by Trustee Shattuck, to have Mr. Bennett pursue this project and check available funding from Grants, Eagle Scout project, etc. **Motion carried by voice vote.**

Per Mr. Bennett, the next Lyons Muir Island Fest meeting is January 20th, the next DDA meeting is March 10th and 2006 Lyons Muir Island Fest is Father's Day weekend, June 16th through the 18th, encompassing a Friday night for the festivities to begin. Mr. Bennett expressed a desire to have the old S & F Tool and Die lot cleaned by June and perhaps blended into the Comfort Station property. Please note the water and sewer lines are near the flowerbeds. DPW staff Ms. Craft requested a list as soon as possible of things the Fest committee would like done in time for the festivities.

President's List:

1. Discussion was held regarding the December signing a State form identified as an address certification for the downtown business of Phoenix Enterprises. It was noted Ted Rux of Rux's Body Shop had completed his requirements

before the deadline. However, Phoenix Enterprises was running short of time to obtain the signatures and verification required and came to the Village Office during Christmas week when the office was closed. The business for Phoenix was listed as new cars and the proprietor was asked to change that to used cars. During discussion, the question was asked if the verification form had questions on it asking if there were any ordinance violations. The response was, it did not. It was noted this particular downtown business has been a problem since 2004 regarding the property, junk car parts and the DPW staff not being able to access areas they need entry too. It was suggested that in the future, a business owner who has been a past problem come to the council during a regular meeting for the approval needed so all issues can be addressed. It was noted the proprietor paid his past due water bill at the same time. The question was asked if Whitelock's had responded to the letter serving as an invoice for the damage to the local street while moving a modular home. President Russell thought the matter has been turned over to Attorney Duff but he will check with Clerk Stilson.

2. Request for two sets of turn out gear for the fire department at a cost of \$2,500. The Council had previously been advised they would be requested for one set of turn out gear for the next fiscal year; the amount of \$1,500 has been budgeted for next year. The documentation for the revised request will be submitted to the Finance Committee for consideration at the next committee meeting, 2/1/06 and a recommendation made to the Council.
3. Complaint forms have been developed and are ready for use. All complaints will be addressed in this manner, with the person filing the complaint appearing at the Village Office to complete the form. Verbal complaints will not be processed. The form allows for documentation and time line paper trail of activity taken regarding the complaint.
4. Discussion held regarding some trees recently cut at the Schafer residence, three of which belonged to the village. The problem is being addressed and corrected.
5. President Russell stated the MDOT bid process would go by the book with no freelancing. MDOT handles the bids. There will be no exceptions.
6. Discussed road improvement signs for Bridge Street, the time of commencing construction are getting closer and the Bridge Street section will be closed for about six (6) weeks.
7. A handout on an upcoming seminar "Downtown Development Authority: The Basics", sponsored by the Michigan Municipal League was distributed. The seminar is March 21st in Lansing. Possible attendees are Paul Tunell, Bryon Bennett, Bernie Russell and Jill Stilson at a cost of \$35 per person.
8. A document describing a paper-folding machine at a cost of \$267.98 was distributed to the Council. This will be discussed at the next Finance Committee meeting and a recommendation made to the Council.

Approval of Minutes:

Discussion of regular meeting minutes dated December 19, 2006 was held. On Page two of Street Committee, the word "thousand" needs to be inserted in 2nd line. On page three, DPW Report, Craft did not send all letters referenced to Webster as she wasn't aware of the direction to do so. Conversation was directed to follow-up from items listed in the minutes i.e. in reference to whether Mr. Calley can assist in helping correct the census problem; copies of documentation were given to Honorable Gary Newell, who is unavailable until the 10th. The

other person we've involved in this process hasn't gotten back to the President. Motion offered by Trustee Ferris, supported by Trustee Randall, to approve December minutes with corrections as stated. **Motion carried by voice vote.**

Trustee Webster noticed the DDA minutes following the regular minutes that needed approval. There appear to be errors in the Special Meeting Minutes for the Council to approve the DDA budgets. The date should be January 5th 2006, not December 26th 2005; the name of who brought the meeting to order should be changed to President Russell. Motion offered by Trustee Ferris, supported by Trustee Nave, to approve Special Meeting minutes for DDA Budget, with corrections as stated. **Motion carried by voice vote.**

Acceptance of Accounts Payable – listing of checks sent was reviewed with questions regarding the VISA expenditures per category. It was suggested to have the VISA listing itemized in future reports, the Council agreed. The Village only has one VISA card, Trustee Webster inquired into the approved limit of the card, it was thought to be \$3,000. She asked to be notified of the approved limit via a copy of the statement as credit card companies have a knack for raising the limits on their own. At this time, a discussion was held on who provides the snack foods in the back room and throughout the office. It was agreed by the Council that this type of expenditure of village funds is not acceptable and should cease. President Russell will address this issue with staff. Ms. Craft noticed a possible error in a Reith Reilly invoice split. The hours of DPW staff was inquired into as some staff is on a varied schedule. The staffs workmen comp claims to MML/Meadowbrook Insurance were discussed due to concern about upcoming surgery. While Ms. Craft is on light duty, she asked permission to straighten the Village Office files; it appears some invoices may be separated from the project files, which skews the project costs via paperwork. A trustee voiced no opposition to this request; however, the President said he'd look into it. When questioned what that statement meant, he said he would check into the way the office staff wants it, not the way DPW wants it (follow up will be requested at next meeting). Motion offered by Trustee Shattuck, supported by Trustee Randall, to approve Accounts Payable Report with corrections as stated. **Motion carried by voice vote.**

Treasurer's Report – it was noted that revenue reports are missing. It was ascertained that the funds for the Bridge Street project coming from the village will be \$60,000 from Major Streets and \$90,000 from General Fund; the remainder of the expense will be bonded. The next Finance meetings are February 1st and February 8th at 5:30pm; Trustee Webster stated final and solid figures will be required to complete the budget. Motion offered by Trustee Randall, supported by Trustee Webster, to accept Treasurer's Report with any noted corrections to figures presented. **Motion carried by voice vote.**

Committee Reports

Street Committee – Ann Randall, Chair

A final letter from MDOT itemizing the confirmation of the street project is a formality.

Finance Committee – Carrie Webster, Chair

Work on the next fiscal budget is on going. Trustee Webster noted again the dates for the next meetings and invited any interested Council members to attend.

Personnel Committee – Bernie Russell, Chair

DPW asked about the dental plan, if there has been a change. It was ascertained that the DPW staff have not been in contact with Council members on this issue. A Personnel

meeting will be held January 25th at 5:30pm, all Council members welcome, to further discuss issues, work out an employee review system, and offer recommendations to the Council.

Fire, Water, & Sewer Committee – Paul Tunell, Chair

No Report

Grant Committee – Jim Shattuck, Chair

Still working on pamphlet given to him at last meeting

Ordinance Committee – Carrie Webster, Chair

President Russell requested some type of grass cutting ordinance. The next Ordinance Committee meeting is February 7, 2006 at 5:30pm.

Parks and Recreation – Roselyn Ferris, Chair

No report.

DPW Report – Ms. Craft noted work is continuing on the E. Bridge Street project, seven maple trees need removal and quotes are being obtained. She is also obtaining quotes for the removal of dead limbs on trees in the easements. The utility billing program has been updated with current meter information and Ms. Craft is working on updating the main sewer map and witness forms. Ms. Craft is due for shoulder surgery on January 20, 2006. The incident with the homeowner cutting down village trees was discussed.

Tabled Items – None

New Business:

Discussion held regarding cars being parked on King Street by the Peabody residence, which will cause problems during snow plowing. A review of the No Parking Sign history was given, with no cars being parked on the east side of that street at the time the signs were placed there. Also at that time, mailboxes weren't in existence, now they are and are part of the problem in that area. There are several vehicles. President Russell will call the residence to discuss as there are other parking options available.

Trustee Shattuck asked about a catch basin. There is 20,000 gallons more discharge somewhere in the system that commenced two weeks ago. The problem needs to be addressed to find the source.

Trustee Webster submitted a letter given to her by Mr. & Mrs. George Barnes regarding a catch basin in the area of King and Isham streets. Ms. Craft noted this particular area is low and a skeleton plan design exists to address this problem. It is possible Barnes may have a storm sewer in their yard but it is buried, as was discovered in a neighboring property. Currently, there is no funding to further develop the design for this area. This is just another example of the use for a Community Block Grant, which Lyons does not qualify for because the census information is incorrect. It is very important to have the census corrected. Pertaining to the letter from the Barnes, DPW will look at the drain; they have recently dug it out and believe it to be flowing properly. As for the water coming into the yard of the Barnes from the neighboring business, there is nothing the Village DPW can do about that, the yard is a traditional low point.

Trustee Nave submitted an entry for the next newsletter. He wishes to garner interest in having the local children subject to Court Ordered Community Service hours to perform their service locally. Currently, they have to be taken to another town or area to complete their community service. He noted it leaves more of an impression if the children do their community service in front of their peers and could increase the odds they won't be repeat offenders. Discussion held regarding why the Village of Lyons cannot be responsible for supervising Community Service children. President Russell will ask staff to contact the insurance company.

Discussion was held regarding Lyons Church hook-up. President Russell will discuss with the insurance company.

Council Comments: Trustee Webster asked once again to have the dates of meetings placed on the check stubs of Council member's checks, to better track purpose of payment. President Russell made note to address this issue with staff.

Motion made by Trustee Nave, supported by Trustee Shattuck, to adjourn meeting 9:31pm. Meeting adjourned.

Respectfully Submitted

Carrie M. Webster

Carrie M. Webster
Lyons Village Trustee

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of village regular meeting minutes adopted by the Village Council of the Village of Lyons, County of Ionia, and the State of Michigan, at a meeting held on January 16, 2006. Public notice of said meeting was given pursuant to and in compliance with the Open meetings Act, Act no. 267 of the Public Acts of Michigan 1976, notice by posting at least eighteen (18) hours prior to the time set for said meeting.

Dated February 20, 2006

Jill Stilson
Jill Stilson, Village Clerk