

MEETING MINUTES

February 20, 2006

VILLAGE OF LYONS

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Villageoflyons@lyonsVillage.org

**PUBLIC HEARING
 Budget Hearing
 Property Tax Millage Rate
 Fiscal Year Budget Approval for 2006-07**

Public Hearing for the Budget approval for 2006-07 fiscal years was called to order by President Bernard Russell at 7:04 p.m.

Pledge of Allegiance

Roll Call:	Carrie Webster	P	James Shattuck	P	Stanley Nave	P
	Roselyn Ferris	P	Ann Randall	P	Paul Tunell	P
	Bernard Russell	P				

Also Attending:			Jill Stilson	P	Linda Rairigh	P
	Susan Craft	P	Steve Larson	P		

Guest Attending:

Bryon Bennett, Eli Bennett, Marti Bennett, Mary Kay Bitten, Charles Cook, Sheila McQueen, Pat Koeppen, Earl Koeppen, Fred Lange

Treasurer Linda Rairigh presented the 2006-07 Budgets for approval and explained that all funds are in balance. President Russell asked if it included the \$488.00 for Ionia County Economic Alliance, response was yes we did include that dollar amount. Trustee Webster noted that on page 2 of the General Fund, the salary for President had not been changed from \$2400.00 to \$900.00 as recommended by the financial committee. Documentation was presented to the Finance Committee to show that decreasing the President's wages during his/her term was not allowed. Webster did highly recommend that at the next election this wage be reduced at the next term. Which she believes it highly over stated due to the budget crunch. The only concession is if the President agrees to sign-off and agrees to lower his wage in writing, Trustee Webster indicated that she will be addressing this issue at a later date.

Question, the \$5,000.00 listed for trash pick-up, does it also included the spring clean-up. Response was yes, this includes the spring clean-up.

Marti Bennett asked about the money for the proposed band-stand in the park. Response, \$ 5,000.00 has been budgeted for this project. Comment from Fred Lange concerning the maintenance of the stand once it is set-up. Trustee Randall suggested it could be a community project to keep the band-stand in good repair.

Motion to close the special hearing offered by Trustee Tunell, seconded by Trustee Nave,
Motion carried by voice vote

Regular Meeting Called to order at 7:19 p.m.

Approval of Agenda with out additions or deletions

Motion to approve the agenda offered by Trustee Tunell, seconded by Trustee Nave.

Motion carried by voice vote

Public Comment:

Dale Leiter questioned the charges of water and sewer to the 250 S. Hawley address as there is no water or sewer hook-up at that location. The hook-up is at 252 S. Hawley. And he had requested a lay-out of where the water and sewer lines were located on this property. Craft stated

that the Village does not keep a map of water lines past the curb stop which is on the property line. The ordinance indicates that if there is a structure there will be a charge for service (Ready to serve). Should he place a home on the pad located at 252 S. Hawley, there will be a charge for sewer & water permits of twenty-three hundred dollars for both. This also included the needed deposits for each service.

He also received a letter from President Russell about the removal of the house at 250 S. Hawley, the letter arrived before he had closed on the property. The council gave him until May of 2006 to remove the fire damaged house. Mr. Leiter is considering saving the house. At this time Mr. Leiter is not happy about the charges. President Russell will follow-up on his concerns.

Bernie's List

1. The Wood Project, Mr. Deal has almost completed this project, and has checks from hauling eleven loads of wood. Motion offered by Trustee Webster, seconded by Trustee Shattuck to approve the payment to All American Tree Service payable upon completion of job with DPW approval for the balance of amount due of \$ 1,317.30 to be charged to Local Street-Roads, contract services (203-497-820.000) Motion carried by voice vote.
2. Mileage rate for travel, IRS has increased amount to forty-four and one half cents per mile. Do we want to make ours the same rate? Trustee Webster suggested we leave it at the current rate of thirty-six cents per mile. Council concurred.
3. Island Fest meeting at Mary Kay Bitten home meeting starts at 1:00 p.m. March 12, 2006
4. A question was raised at the last meeting about having court ordered community service for minor children be allowed in the Village. Jill checked with our Liability Insurance Company, and under their advisement, it was not recommended to have minor children working for the Village. The cost to have a DPW staff member available to assist them also is not cost effective.
5. Falling Tree limbs, is an "Act of God" and not the Village's responsibility.

Approval of Minutes:

Motion offered by Trustee Webster, seconded by Trustee Ferris to accept the January 16th minutes **Motion carried by voice vote.**

Motion offered by Trustee Webster, seconded by Trustee Randall to accept the January 30th minutes as amended. **Motion carried by voice vote.**

Motion offered by Trustee Webster, seconded by Trustee Shattuck to accept the February 4th minutes as amended. **Motion carried by voice vote.**

Approval of Accounts Payable

Motion to accept the charges for accounts payable offered by Trustee Webster, seconded by Trustee Tunell, Motion carried by voice vote. Question as to why petty cash is written in Jill's name. This is done per auditor request, it allows for better accountability.

Treasurer Report – Linda Rairigh

As a recommendation from the auditor, we will be combining our accounts, this will allow for better interest rates for your money. Checking accounts to be combined will be

General Fund		they will receive 4.125 percent interest rate
Water Fund		
Sewer Fund		
Equipment Fund		
Local Street		

Major Street | will receive 3.875 percent interest rate

DDA | will be zero interest.
Payroll

As the CD's mature they will be added to the General Fund combined checking, the restricted Water Fund CD will remain a CD for the length of the Bond. The restricted Sludge CD will be used to pay our part of the sewer sludge grant split with Muir. The Bond Reserve for Streets will also be kept separate.

Finance Reports – Linda Rairigh

Motion to amend the 2005-2006 cost center 265 in General Fund by an additional \$13,600.00
Cost center 469 in Major Street Fund by an additional \$1600.00 (road construction)
Cost center 255 in Equipment Replacement by an additional \$2500.00 **offered by Trustee Webster**, seconded by Trustee Tunell to amend the aforementioned cost centers. **Motion carried by voice vote.**

Motion offered by Trustee Webster seconded by Trustee Shattuck to send Linda to two training classes (if she deems them to be worth while) Michigan Assoc. Of Financial Officers at \$85.00 in East Lansing, and Michigan Women in Finance in Bloomfield Hills at \$75.00 Also to send Jill, Bernie and those who may be interested to a training on April 15th of "How to Draft an Ordinance" at the cost of \$65.00 each. **Motion carried by voice vote.**

Budget Adoption -

Village of Lyons 2006-2007 General Appropriations Act

The Lyons Village Council resolves:

SECTION 1: Title

This resolution shall be known as the Village of Lyons 2006-2007 General Appropriations Act.

SECTION 2: Public Hearing on the Budget

Pursuant to MCLA 141.412 and .413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on February 15, 2006 and a public hearing on the proposed budget was held on February 20, 2006.

SECTION 3: Millage Levy

The Lyons Village Council shall cause to be levied and collected the general property tax on all real and personal property within the Village upon the current tax roll and allocated millage of 15.000 mills for Village operations; as adjusted for the Headlee Rollback.

SECTION 4: Adoption of budget by Activity/Department

Lyons Village Council adopts the 2006-2007 fiscal year budgets for the various funds by Activity/Department. Village officials responsible for the expenditures authorized in the budget may expend Village funds up to, but not to exceed, the total appropriation authorized for each Activity/Department.

SECTION 5: Payment of Bills

Pursuant to MCLA 41.75, all claims (bills) against the Village shall be approved by the Lyons Village Council prior to being paid. The Village Clerk and Treasurer may pay certain bills prior to approval by the Lyons Village Council to avoid late penalties, service charges and interest (primarily utilities) and payroll in accordance with the approved salaries and hourly rates adopted in this appropriations act. The Village Council shall receive a list of claims (bills) paid prior to approval at the next Council meeting.

SECTION 6: Authorized salary, hourly and per diem rates

Included in the various Activities/Departments are amounts of the salary, hourly and per Diem rates for the officials and employees of the Village as follows;

Council Members	\$ 40.00 per meeting
Presidents	\$ 2,400.00
Clerk	Hourly Rate
Treasurer	\$ 6528.75
DPW Employees	Hourly Rate

SECTION 7: Estimated Revenue and Expenditures

Estimated total revenues and expenditures for the various funds of Lyons Village are:

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENDITURES</u>
General Fund	\$ 202,805	\$ 277,928
Equipment Replacement	\$ 40,200	\$ 22,793
Major Street	\$ 57,500	\$ 121,466
Local Street	\$ 23,850	\$ 29,751
DDA	\$ 1,300	\$ 2,500

SECTION 8: Periodic Financial Reports

The Village Treasurer; Shall provide the Village Council, at the Council meeting, immediately following the end of each fiscal quarter, and at the final Council meeting of the fiscal year. A report of fiscal year to date revenues and expenditures compared to the budgeted amounts in the various funds of the Village.

SECTION 9: Budget Monitoring

Whenever it appears to the Village President of the Village Council that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures will exceed an appropriation, the Village President shall present to the Village Council recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

SECTION 10: Council Adoption

Motion made by Carrie Webster. Seconded by Ann Randall adopts the forgoing resolution and General Appropriation Act. Upon roll call vote, the following voted

Aye: James Shattuck, Carrie Webster, Stan Nave, Paul Tunnel, Ann Randall
Roselyn Ferris, Bernard C. Russell

Nay: None

The President declared the motion carried and the resolution adopted on this 20th day of February, 2006

Jill Stilson
 Jill Stilson, Village Clerk

Motion offered by Trustee Webster, seconded by Trustee Tunell to accept the working budget for Water and Sewer Funds as offered by Linda Rairigh. **Motion carried by voice vote.**

COMMITTEE REPORTS:

STREET COMMITTEE – Ann Randall, Chair

The bid letting is still set for April 7th. The ice storm knocked out power at well # 2, had to bring in heaters to keep tower and well house warm. Also had to cut some trees that had fallen, one branch did block someone’s door. Power was restored late Saturday.

Send a thank-you letter to Fred Charles of 300 Water Street. Consumers were in town Friday, Saturday and Sunday to repair a pole located in Fred Charles yard. The Electric is temporarily hooked up at Eight-Cap. Trustee Webster stated that the DPW did an excellent job during the emergency, and worked well with both the Village of Muir and the Fire Department.

DPW Report

Streets

2 of DPW Report – the Village will receive a letter from Ionia County Road Commission about bidding on the guardrail and also a work agreement.

GENERAL

#4 Fencing on Mill Race edge? Street committee should look at this.

#5 The stairs to the river on the west side being undermined. Should they be covered under parks?

6 Suggestion was made to have unused streets and alleys be abandoned, Trustee Webster asked for a list to be made for the next meeting, and schedule a public hearing. Question from Fred Lange, what if these are not abandoned, the Village has the right-to-access.

Trustee Shattuck noted that someone had shoveled the sidewalk on the bridge. Thank-you.

Finance Committee, Carrie Webster, Chair

A request to purchase a letter folder was presented by Clerk Jill Stilson at the cost of \$267.98. Motion to deny the purchase of Rapid Fold Automatic Paper folder by Trustee Webster, seconded by Trustee Shattuck **Motion carried by voice vote**

The Village received a letter from the Lyons/Muir Fire Department to purchase two sets of turn-out gear. Motion to purchase one set of turn-out gear for the Lyons-Muir Fire Department offered by Trustee Webster, seconded by Trustee Randall. **Motion carried by voice vote.**

Trustee Webster asked if President Russell would accept a decrease in pay from 2,400.00 to 900.00. President Russell refused to accept the pay cut.

Personnel – Bernie Russell, Chair

Trustee Randall presented the following from the Personnel Committee meeting - pay rates for staff is as follows; hourly will receive a 2% increase, and salary to receive a 3% increase in pay.

Motion offered by Trustee Webster, seconded by Trustee Ferris to accept the pay rate increase for the Village staff members as presented by Trustee Randall. A two percent increase for Jill, Steve & Susan, and a three percent increase for Linda. **Motion carried by voice vote.**

Employee evaluations will be done at a later date. Evaluations will be given to both Staff and Council; with follow-up interviews will be done by the Personnel Committee.

It is also decided to change the sick days from two to four each year and will start the first of the fiscal year, not to be rolled over into the next year. Personnel Time Off days will stay the same and will start at the first of the fiscal year. Safety shoes will be one hundred dollars per year, and safety glasses and frames every two years not to exceed three hundred dollars. The Dental plan has no changes at this time. Vacation time will start at the beginning of the fiscal year, and allowances for ½ days taken will be made. This includes personal and sick days.

Trustee Webster drafted the following letter to be sent out to all Village residents:

Dear Village of Lyons Residents:

4. Are the office hours of 8:00am to 4:30pm Monday through Friday convenient for you?

a. Circle One: YES NO

b. If no, do you think revised hours one night a week, like the Secretary of State does, for example, Wednesdays from 10:00am to 6:00pm, would benefit you to conduct your Village business more efficiently?

Circle One: YES NO

5. The President's position is an elected position and paid a yearly stipend. Do you feel the President is doing a good job? Is the President accessible to you? Does he assist in resolving your issues and providing feedback to you? Do you have suggestions for improvements? Rating Scale 1 being Needs Lots of Improvement, 10 being Excellent. Please explain.

6. The same applies for Council Members as elected officials. They are paid \$40 for monthly meetings and for Special Meetings at the same rate. Any Committee Meetings are free gratuitous. Do you feel the Council as a whole is doing a good job? Are Council Members accessible to you? Do they assist in resolving your issues and providing feedback to you? Do you have suggestions for improvements? Rating Scale 1 being Needs Lots of Improvement, 10 being Excellent. Please explain.

Signature (optional): _____

Date: _____

Day Time Phone Number: _____

Suggestion made by Trustee Ferris to add Other Comments before signature line to survey.

Ordinance Committee – Carrie Trustee Webster, Chair

Trustee Webster wrote a letter to A.J. Brown concerning the factory and Well Abandonment, REMINDER: Ordinance meeting for March 6th at 5:30p.m.

Parks Committee – Rosie Ferris, Chair

EVENTS COMMITTEE:

- Bryon Bennett asked to have checks written by donors to be written to Village of Lyons/Island Fest Committee, and to have the profits go to other events. Response was, the Village Council will make the final decision
- A request to have a street dance on June 17, 2006 for Island Fest was made; a question of liability was raised. Permission was granted, liability isn't an issue as long as there is no drinking allowed.
- A request was presented to have the Village cover the cost of port-a-potties. This request was declined. The cost will need come from the fest profits.
- The Village has set-a-side five hundred dollars for a children's summer program, which is yet to be determined what it will be.
- A request was presented to have the parking lot across from the Village office as handicap parking only. Have no parking on the island at all except for the vendors of the tractor pull and the car show.
- The event committee would like to have the Christmas parade scheduled for December 9th, and have the Christmas light judging later in the month.
- Mary Kay requested to be put on a mailing list for Village minutes and financial reports involving the DDA.

Tabled Items – nothing at this time

Old Business – nothing at this time

New Business – Susan's medical release, states she is able to use her right arm only. Susan requested twenty hours, Trustee Webster suggested compromise of twelve hours, and the concern is Susan will over extend herself and injure the arm again. Susan is to use her accrued sick-time, her hours to be set for trouble shooting, paper work and phone calls. For emergencies Susan should contact Trustee Randall, President Russell, or Trustee Webster in the Presidents absents as the Pro-Tem.

Council Comments:

Trustee Webster asked when the payroll program would start, Clerk Stilson responded as soon as the bank has setup the direct deposits accounts. Also meeting dates can only be noted in a memo line, not as a line item on the check stubs.

Trustee Nave requested some legal documentation on 250 S. Hawley.

Motion offered by Trustee Shattuck, seconded by Trustee Tunell to adjourn.
Adjournment at 10:34 p.m.

Jill Stilson,
Village Clerk

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 February 20, 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 March 20, 2006

Jill Stilson
Jill Stilson, Village Clerk