

2007-08 Budget Hearing FEBRUARY MEETING MINUTES

February 19, 2007

VILLAGE OF LYONS

212 Water Street, P.O. Box 175
Lyons, Michigan 48851
989.855.2125 FAX: 989.855.2813
villageoflyons@lyonsvillage.org

Meeting called to order by President Bernard Russell at 6:40 p.m.

Pledge of Allegiance to the Flag

Roll Call:

Carrie Webster	P	Stan Nave	P	Paul Tunell	P
Ann Randall	P	Bernie Russell	P	Rosie Ferris	6:50
Jim Shattuck	6:45				
Also attending:		Jill Stilson	P	Robert Johnson	P
Susan Craft	P	Steve Larson			
Guest:		Robert Johnson, Lyndon Randall, Randi Pline			

Budget Hearing 2007-2008

It was the decision of the council to make the following adjustments to the proposed budget;

GENERAL FUND

<u>GL Number</u>	<u>Changes</u>	<u>Comments</u>
101-000-976.000	5000.00	remove Bathroom renovations
101-255-957-000	800.00	reduce general liability insurance
101-262-727.000	400.00	reduce office supplies
101-262-901.000	2000.00	reduce printing & publishing
101-000-975.000	500.00	remove office printer
101-754-885.000	5000.00	remove band stand dollars
101-754-885.000	4804.00	move to cash accounts

MAJOR STREET

202-467-820.000	3000.00	reduce contract services
202-468-820.000	12000.00	increase contract services

EQUIPMENT

640-970-941.000	15937.81	increase capital outlay
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We would like to have the Grants Committee research funding for replacing the current bathrooms on the Island. At last check the cost for the self-contain was about \$30,000. Trustee Nave asked about adding a bathroom to the backside of the village office building, Susan stated it is below the flood plain, and would need to be approved by the DNR and would have to be ADA compliant.

Susan brought a quote from Baders for a John Deere 3320 Tract cost of \$30,937.81, with trade-in allowance of \$ 15,000.00 for our current John Deere 4300. Leaving a balance of \$15,937.81, The JD 3320 includes a cab, CP Loader, 60" Mid-Mount Mower, 60" Heavy Duty Broom, and Front Mounted Blade. Susan may also be able to get deal for trade in every 2 years.

Motion offered by Trustee Webster, second by Trustee Randall to add the purchase of the JD3320 at the cost of \$15,937.81 with the trade-in of the JD4300 at \$15,000.00 to the 2007-08 budget. **Motion carried by voice vote.**

A discussion of the Headley Override, and possible election was not approved. The decision was to maintain the taxes at the current level.

Motion to close Budget Hearing offered by Trustee Randall, second by Trustee Ferris at 7:30 pm **Motion carried by voice vote.**

Motion offered by Trustee Webster, second by Trustee Tunell to open Regular Council meeting at 7:30 pm. **Motion carried by voice vote.**

Motion offered by Trustee Webster, second by Trustee Shattuck to approve the Agenda. **Motion carried by voice vote.**

Public Comment: Randi Pline came to hear about the taxes, and commented on the Blue Dump Truck.

Fire Chief Lyndon Randall came per council request to answer any questions the council had concerning the Turn-Out gear requested for the Lyons/Muir Lyons Township Fire Department. Trustee Webster and Trustee Randall had met with the Chief prior to the council meeting and had many questions answered at that time. Chief Randall explained the cost of each set of turn-out gear consisting of one coat and one pair of pants cost \$1,245.00, and helmets cost \$150.00 each. Trustee Webster requested to have the council approve the purchase on one set of gear and one helmet now, and to review the budget in August and purchase the second set of gear and one helmet at that time if budget allows. Motion offered by Trustee Webster, second by Trustee Shattuck to purchase one set of turn-out gear at \$1245.00 and one helmet at \$150.00. **Motion carried by voice vote.**

Trustee Webster asked for a copy of the Fire Departments Annual Report. Fire Chief Randall stated he would have a copy sent to her.

Fire Chief Randall asked about the burning of the Leiter house, President Russell stated he had a call into the Fire Marshall and was waiting for a response. The Chief was concerned about burning inside the village, and would like to have the Fire Marshall's approval.

Robert Johnson, Village Technology Advisor stated the estimate for the counter computer is based on the age of the computer, and noted that with the coming up dates from BS&A this computer could not handle the software updates. The council agreed that as long as it is running we will stay with what we have, and not approve the purchase on a new unit at this time. Motion offered by Trustee Tunell, second by Trustee Nave to remove the computer purchase from the budget. **Motion carried by voice vote.**

Robert Johnson also commented that our current print server is failing, and he suggested that the printers be loaded directly into one of the existing computers rather than get a new print server. Trustee Webster requested to have a quote for the cost of a TCPIP jet direct card for the printer.

Presidents Comments:

1. Street signs for weight restrictions – **TABLED**

- 2. Spring Clean-up scheduled for May 12th with Muir. We have a second bid from Jim's Rubbish; however the cost is much higher than the one received from Waste Management. It was agreed to stay with Waste Management. The cost is expected to be close to last years.

- 3. a. Life and AD&D – Changing from SBAM to MERS.

Motion offered by Trustee Tunell, second by Trustee Nave to change the employee benefit life insurance plan from SBAM at the rate of \$30.00 per month per employee to The Standard Plan from MERS at \$10.00 per month for Jill, Steve and Susan with a savings of \$240.00 for the year. **Motion carried by voice vote.**

President Russell asked to be excused to respond to a fire call, President-Pro Tem Carrie Webster will continue the meeting.

- b. Uniform Traffic Code & Michigan Vehicle Code – Jill stated that these two Codes need to be adopted each year to keep in compliance with state law. Motion to adopt the ordinance for Uniform Traffic Code offered by Trustee Randall, second by Trustee Tunell, **Motion carried by voice vote.**

An Ordinance to Adopt by Reference

The Uniform Traffic Code for

The Village of Lyons, Ionia County, Michigan

Adopted February 19, 2007

The Village of Lyons ordains:

Sec. 1. Code and Amendments and Revisions adopted

WHEREAS, The Uniform Traffic Code for Cities, Townships, and Villages as promulgated by the director of the Michigan department of state police pursuant to the administrative procedures act of 1969, 1969 PA 306, MCL 24.204 TO 24.328 and made effective October 30, 2002, and all future amendments and revisions to the Uniform Traffic Code when they are promulgated and effective in this state are incorporated and adopted by reference.

Sec. 2. References in Code

WHEREAS, References in the Uniform Traffic Code for Cities, Townships, and Villages to a "governmental unit" shall mean the Village of Lyons.

Sec. 3. Notice to be Published

WHEREAS, The Village Clerk shall publish this ordinance in the manner required by law and shall publish, at the same time, a notice stating the purpose of the Uniform Traffic Code for Cities, Townships, and Villages and the fact that a complete copy of the code is available to the public at the office of the village clerk for inspection.

Sec. 4. Penalties

THEREFORE, The penalties provided by the Uniform Traffic Code for Cities, Townships, and Village are hereby adopted by reference.

THEREFORE, This ordinance shall be effective on March 11, 2007, twenty days after adoption

Ordinance offered by Trustee Ann Randall, Second by Trustee Rosie Ferris, Ordinance declared adopted by President-Pro-tem Carrie Webster

I hereby certify that the foregoing is a true and correct copy of the Uniform Traffic Code, duly adopted by the Common Council of the Village of Lyons at a Regular meeting held on February, 19, 2007 at Seven o'clock p.m. in the Village Office of the Municipality of Lyons Village, 212 Water Street, Lyons, Michigan, and that said Ordinance Uniform Traffic Code was on the 24th day of February, 2007, published in the Ionia County Shoppers Guide, a newspaper printed in Saranac, Michigan and circulated in the Village of Lyons Village.

Notary Stamp

Jill Stilson
Jill Stilson, Village Clerk,

Notary Public
Jill Stilson
Notary Public, State of Michigan, County of Ionia
My Commission Expires on Nov. 26, 2012
Acting in the County of Ionia

- c. Motion offered by Trustee Randall, second by Trustee Ferris to adopt the ordinance for Michigan Vehicle Code. **Motion carried by voice vote.**

Ordinance to Adopt by Reference
The Michigan Vehicle Code
Adopted February 19, 2007

The Village of Lyons ordains:

Sec. 1. Code and Amendment and Revisions adopted

The Michigan Vehicle Code, 1949 PA 300, MCL 257.1 TO 257.923, and all future amendments and revisions to the Michigan Vehicle code when they are effective in this state are incorporated and adopted by reference.

Sec. 2. References in Code

References in the Michigan Vehicle Code to "local authorities" shall mean the Village of Lyons.

Sec. 3. Notice to be Published

The Village Clerk shall publish this ordinance in the manner required by law and shall publish, at the same time, a notice stating the purpose of the Michigan Vehicle Code and the fact that a complete copy of the code is available to the public at the office of the clerk for inspection.

Sec. 4. Penalties

The penalties provided by the Michigan Vehicle code are adopted by reference, provided, however, that the village may not enforce any provision of the Michigan Vehicle Code for which the maximum period of imprisonment is greater than 93 days.

Effective Date: Twenty days after adoption; March 11, 2007

Ordinance offered by Trustee Ann Randall, Second by Trustee Rosie Ferris, Ordinance declared adopted by President-Pro-tem Carrie Webster

I hereby certify that the foregoing is a true and correct copy of the Michigan Vehicle Code, duly adopted by the Common Council of the Village of Lyons at a Regular meeting held on February, 19, 2007 at Seven o'clock p.m. in the Village Office of the Municipality of Lyons Village, 212 Water Street, Lyons, Michigan, and that said Ordinance Michigan Vehicle Code was on the 24th day of February, 2007, published in the Ionia County Shoppers Guide, a newspaper printed in Saranac, Michigan and circulated in the Village of Lyons Village.

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Jill Stilson

Jill Stilson, Village Clerk,

Notary Public
Jill Stilson
Notary Public, State of Michigan, County of Ionia
My Commission Expires on Nov. 26, 2012
Acting in the County of Ionia

- d. Resolution for Designation of Street Administrator. Motion offered by Trustee Randall, second by Trustee Shattuck to designate President Bernard Russell as Street Administrator for the Village of Lyons. Trustee Webster asked to have this resolution explained further. **Roll Call: Ayes:** Randall, Ferris, Shattuck, Nave, Tunell **Nays:** Webster **Absent:** Russell **Motion Carried by voice vote.**

RESOLUTION FOR DECERTIFICATION

At a regular meeting of the Village Council of Lyons, Michigan, held at the village hall on February 19, 2007, the following resolution was offered by Trustee Tunell, and supported by Trustee Shattuck.

WHEREAS, the Village of Lyons does wish to decertify a portion of Isham Street, This decertification of Isham Street is located between John Street and the Grand River for a total decertification length of 250 feet.

President Russell declares the Resolution for Decertification of Isham Street to be duly adopted.

DATE: February 19, 2007

STATE OF MICHIGAN)

) ss

COUNTY OF IONIA)

I, Jill Stilson, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Village Council at a Regular meeting held on February 19, 2007 and that public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, including, in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting. IN WITNESS WHEREOF, I have affixed my official signature this 19 day of February, 2007.

My commission expires: November 26, 2012

Notary Stamp:

Jill Stilson

Jill Stilson, Notary Public

Jill Stilson
Notary Public, State of Michigan, County of Ionia
My Commission Expires on Nov. 26, 2012
Acting in the County of Ionia

- e. Muir’s final invoice for the Waste Water Improvement Project, Motion offered by Trustee Randall, second by Trustee Ferris to approve payment of \$30,844.00 to Muir for the remaining balance of the Waste Water Improvement Project. **Motion carried by voice vote.**
- f. General Appropriations Act Resolution – Motion offered by Trustee Tunell, second by Trustee Randall to approve the General Appropriations Act as amended. Roll Call Vote: **Ayes** Ferris, Shattuck, Webster, Nave, Tunell, Randall **Nays:** None **Absent:** Russell

Village of Lyons 2007-2008 General Appropriations Act

The Lyons Village Council resolves:

SECTION 1: Title

This resolution shall be known as the Village of Lyons 2007-2008 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 in the Village of Lyons on February 10, 2007 and a public hearing on the proposed budget was held on February 19, 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 2007-2008 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 and payroll in accordance with

Meeting Minutes

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 per year
Clerk	Hourly Rate
Treasurer	Hourly Rate
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	\$ 208,052	\$ 230,128
Equipment Replacement	\$ 46,789	\$ 48,371
Major Street	\$ 78,479	\$ 78,430
Local Street	\$ 24,474	\$ 36,101
DDA	\$ 1,637	\$ 782

SECTION 8: Periodic Financial Reports

The Village Treasurer; shall provide to 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 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 Trustee Paul Tunell, Seconded by Trustee Ann Randall adopts the forgoing resolution and General Appropriation Act. Upon roll call vote, the following voted

Aye: Ferris, Randall, Nave, Tunell, Shattuck, Webster

Nay: None

Absent: Russell

The President Pro-tem Carrie Webster declared the motion carried and the resolution adopted on this 19th day of February, 2007

Jill Stilson

Jill Stilson, Village Clerk

MOTION TO ACCEPT THE WATER/SEWER BUDGETS:

g. Motion offered by Trustee Tunell, second by Trustee Randall to accept the working budgets for the Water and Sewer Funds as offered by Treasurer Linda Rairigh **Motion carried by voice vote.**

h. Budget Amendment Recommendations – Motion offered by Trustee Randall, second by Trustee Shattuck to Amend the 2006-07 Budget & Appropriations Act. **Motion carried by voice vote.**

MOTION TO AMEND THE 2006-07 BUDGETS:

I move that we amend the 2006-2007 budget and appropriations act as follows:

General Fund cost center:

Dept 000 – General revenues increase to 204,335

Dept 000 – General expenses reduce to 99,175

Dept 101 – Village Council reduce to 10,621

- Dept 215 – Clerk increase to 22,683
- Dept 253 – Treasurer increase to 9,432
- Dept 255 – Administration increase to 24,650
- Dept 751 – Parks & Recreation increase to 17,251
- Dept 754 – Recreation & Culture increase to 6,000
- Dept 851 – Insurance & Bonds increase to 2,100

Major Street Fund cost center:

- Dept 255 – Administration reduce to 1,550
- Dept 451 – Construction Roads increase to 9,300
- Dept 468 – Bridge reduce to 2,731
- Dept 469 – Roadside Parks reduce to 2,916
- Dept 473 – Traffic Services increase to 1,000

Local Street Fund cost center:

- Dept 255 – Administration reduce to 2,075
- Dept 497 – Maintenance Roads increase to 26,532

Downtown Development Authority

- Dept 000 – General revenues reduce to 1,000
- Dept 255 – Administration increase to 30

Equipment Replacement Fund
 There is no amendment necessary

Approval of January Minutes

Motion offered by Trustee Shattuck, second by Trustee Tunell to approve the January 15, 2007 minutes with the following corrections. (Pg5) if an additional application is approved by the state. **Motion carried by voice vote.**

Approval of January Accounts Payable

Motion to approve January Accounts Payable offered by Trustee Tunell, second by Trustee Shattuck to approve the January Accounts Payable with the noted correction in DPW telephone expense of \$50.00, **Motion carried by voice vote**

Treasurers Reports

Motion offered by Trustee Tunell, second by Trustee Shattuck to accept the January Treasurers report. **Motion carried by voice vote.**

COMMITTEE REPORTS:

Street Committee – Ann Randall, Chair

Act 51 street map changes as noted by DPW Superintendent Susan Craft, all village streets have been re-measured and we have noted the changes on the Act 51 map that was received this year. After attending the Act 51 Class in January, Linda and Susan spoke with Candice. And all of the necessary changes have been noted and returned to the State.

We hope to be able to work with Muir on getting a better cost for the bridge deck repair that is desperately. Trustee Randall, and Susan Craft attended Muir’s Village meeting last January and learned that

Trustee Webster suggested each council member attend Muir’s meeting on a rotating basis. It’s good to keep in touch with Muir, to answer any questions they may have about our village.

Finance Committee – Carrie Webster, Chair

Completed with budget hearing

Personnel Committee – Ann Randall, Chair

Trustee Randall and President Russell have reviewed the employee evaluations, and Trustee Randall has talked with Susan & Steve concerning the comments received. They

will get with Jill soon to discuss the comments received. Trustee Randall stated she would write a summary of the comments and bring them to the office to file. Clerk, Jill Stilson stated that all evaluations must be placed in the employees file as written.

Fire, Water & Sewer – Paul Tunell, Chair

Nothing at this time

Grants – Jim Shattuck, Chair

A request for a grant to be written for the replacement of the bathroom currently on Hazel Devore Island was presented by DPW Susan Craft.

Ordinance – Carrie Webster, Chair

The Zander issue has been settled and the home has been sold.

Parks – Jim Shattuck, Chair

Working on replacing bathrooms

DPW Report – Susan Craft

Weight restrictions signs – **TABLED**

Susan has written letters to be handed out to residents with frozen pipes, the village is not responsible for the residents frozen pipes.

Old Business – None

New Business – Nothing at this time

Council Comment –

Adjournment Motion to adjourn was offered by Trustee Tunell, second by Trustee Shattuck to adjourn the regular meeting at 8:42 pm **Adjournment approved**