

MAY MEETING MINUTES

May 21, 2007

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VILLAGE OF LYONS

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Meeting called to order by President Bernard Russell at 7:00 p.m.

Pledge of Allegiance to the Flag

Roll Call:

Paul Tunell	P	Stan Nave	P	Ann Randall	P	Rosie Ferris	P
Jim Shattuck	P	Carrie Webster	P	Bernie Russell	P		
Jill Stilson	P	Linda Rairigh	P	Susan Craft	P	Steve Larson	P

Guest Speaker:

Agenda: Motion to approve the Agenda offered by Trustee Ferris, second by Trustee Shattuck.
Motion carried by voice vote.

Trustee Nave commended everyone involved in the Island cleanup. "It was a fantastic success. And I would like to make it a yearly event, and have it included in the budget."

DPW Susan Craft noted someone had called and asked for woodchips from the dump area. Said person had stated that she was given permission from someone at the Village Office to get a key and retrieve the wood chips. She was directed by Clerk Jill Stilson to contact the DPW office and ask to have the gate opened for her, and that she would not receive a key to use. It was later discovered that said person is not a resident of this village. Susan Craft further explained the reasoning for the locked gate; someone is dumping building supplies and trash at this site. It is only for lawn trimmings and brush. Susan further requested that everyone encourage all residents to use the bio-degradable brown paper bags for lawn trimmings. At 5/\$2.98, and they can hold as much as fifty pounds of debris.

Approval of the April 2007 minutes. Motion offered by Trustee Tunell, second by Trustee Webster to approve the April minutes with the following corrections. Page 2; add; "August" 2008 to the next appointment of the Village Clerk. **Motion carried by voice vote.**

Approval of the April 2007 Accounts Payable. Motion offered by Trustee Tunell, second by Trustee Webster to approve the April 2007 accounts payable.

Trustee Webster asked why there were hours for temp labor showing on Saturday? A protest was made by Trustee Webster as to why temp labor was hired to clean the Village Office when it could have been completed by the Village DPW or the Office Staff. We are broke and should not expend Village dollars in that manner. In the future any Saturday hours for the Village Office need to come before the full Council prior to work being done for approval. Temp wages are also to be brought before the Council for approval. We should not be paying 9 and 10 dollars per hour for cleaning.

Webster further stated that the Village Office hours are 8:00 to 4:30 Monday through Friday and need to be adhered to. We had discussed in August of last year about Village Office hours, the office closes at 4:30. Work stops at that time. Trustee Ferris stated; as an exempt employee, she (Jill) is able to work what hours she wants I don't care; she can sleep here if she wants to. Trustee Webster stated the problem is the rules keep getting changed. Rules are made and not being followed and some people don't care, I care. The hours are 8-4:30 and she leaves at 4:30. Treasurer Linda Rairigh noted that as an exempt employee it doesn't matter

what hours are listed on the time sheet, Jill is now salary. Clerk Jill Stilson noted that she is on several committees, and we meet at the Village Office after hours and on Saturday, will this be an issue? President Russell stated that it would not be an issue. Susan Craft stated that as long as volunteer hours are not being recorded on the time sheet it will not be an issue. She and Steve Larson never record volunteer hours.

Treasurer Linda Rairigh asked if she needed to work past 4:30 would that be a problem. Sometimes I work until 6:00 pm. There was no response to her question. Trustee Nave asked if this was part of the agreement made

Trustee Randall requested everyone read the contracts written for Jill and Linda and make a decision. Trustee Randall stated that should the Village Office request to have anything done to bring it to her and she would see to it that the request would be completed.

The question was asked if the Clerk is now salary, would she need to even have a time sheet. Trustee Ferris reply was yes to verify attendance; the Clerk should still fill out a time sheet. Trustee Nave stated after reading the new contract for both the Clerk and Treasurer, A greater emphasis is placed on the Clerk's and Treasurer's meeting the responsibilities assigned to the positions than on working a specified number of hours. "This clearly states the emphasis is on the work they do, and not on the number of hours they work, as I see it, we don't have a leg to stand on."

Any temp help must be approved by the Village Council.

Trustee Webster questioned the dollar amount for office supplies, it is quite high. Clerk, Jill Stilson noted that the office supplies charge of \$221.00 from Staples is for printer cartridges for the Fest fliers for the Events Committee. Trustee Webster also noted that she saw a new printer in the office where did that come from? Jill explained that it was her printer on loan to the Events Committee to use during Island Fest preparations. "The agreement is they can use my printer for fliers and such as long as they pay for the color cartridges as needed."

Trustee Webster asked about the cost of breakfast for ~~Island Fest~~ Village Clean-up, who was in attendance, and why did we pay for Jill's breakfast. If she didn't pick-up trash, I don't feel the Village should pay for her breakfast. I just wanted you all to be aware of what was going on, we need to watch this stuff. President Russell asked what the cost was for the Island clean-up; Trustee Nave stated that it was about two hundred dollars. Jill Stilson stated we have not received the invoice from the store yet.

Roll Call vote required.

Ann Randall	Y	Rosie Ferris	Y	Jim Shattuck	Y	Carrie Webster	N
Paul Tunell	Y	Stan Nave	Y	Bernie Russell	Y		

Motion carried by 6 to 1 vote.

Motion offered to approve the listed invoices offered by Trustee Webster, second by Trustee Shattuck to approve the following invoices

Village of Muir	Sewer Pond Maintenance	3000.00
Village of Muir	Water Purchase for April/May	1180.08
Triple J Excavating	Top Soil 24 yards @ 8.48	203.52
Gilbert	Power washer repair	190.20
Gary Craft	Back Hoe Repair	200.00

Motion carried by voice vote.

Motion offered by Trustee Webster, second by Trustee Tunell to approve the expenditures for the Lyons/Muir Island Fest. Total amount equals to \$3825.00. **Motion carried by voice vote.**

Rob Cherpes	650.00
Local Hero Games	150.00
Flat River Tractor	300.00
Sheriff's Posse	200.00
Legacy Band	1000.00
Talent Show Prizes	525.00
Fishing Derby/Worm Eating	300.00
Free Stage Bands	400.00
Start up cash	100.00
Lunches for workers	150.00
Glen Rairigh gift card	<u>50.00</u>
	\$3,825.00

Clerk Jill Stilson stated that the Fest Committee needed someone to work with Glen and Linda Rairigh to collect the money for them. Linda will be working with Glen to research the items being brought before them for appraisal, and it requires an extra person to assist in the collection of cash. Trustee Webster offered to assist, she will check her schedules to be sure she has that date open.

Treasurers Report – Linda Rairigh

Corrections to Treasurers report, 1. CD's are now at 5.3% for 1 year. 2. Bond reserve is at 5.3% for one year. After checking with other banks for their rates, Independent, 5/3 Bank, and Ionia County National Bank, I found we are getting the best rate through Ionia County National Bank.

Delinquent Taxes – both delinquent parties have paid their past due amounts in full, and we will not need to go to court.

Linda has attended a week long conference in Mt. Pleasant for Treasurers, and found the training to be very beneficial to both herself and the Village. (Please see summary of classes in hand out from Linda). The grant received for this conference included the training and meals. Overall it was the best conference she has ever attended. Lots of information that we can use here at Lyons. Motion to approve the Treasurers report offered by Trustee Tunell, second by Trustee Webster. **Motion carried by voice vote.**

COMMITTEE REPORTS

Street Committee – Ann Randall, Chair

We are waiting for a final bid from Ionia County for the bridge deck repair. We have had another street collapse due to the storm sewer infra-structure. We are also waiting on final punch list to be completed before having to make payment to M-DOT.

Finance Committee – Carrie Webster, Chair

Nothing at this time

Personnel Policy Committee – Ann Randall, Chair

DPW Susan Craft asked for more clarification on Section 401 Time Keeping and 501 Work Schedule. Noted changes for 501 include DPW Staff will not be compensated unless requested to attend by Village President, Village Council or Supervisor.

WHEREAS, some sections of the Personnel Policy are inconsistent with other sections and
WHEREAS, the Vacation Benefits section of the Personnel Policy could not easily be implemented with our current payroll software, and
WHEREAS, some sections of the Personnel Policy are unclear, and
WHEREAS, the policy did not specify Village business hours, and

WHEREAS, the Clerk & Treasurer can only be appointed for a two year period and the current policy is in violation of that requirement,
NOW THEREFORE BE IT RESOLVED THAT, sections 201, 303, 315, 401, 403, 502, and 506 be amended as follows:

Personnel Policy

201 Employment Categories

It is important that you understand the definitions of the employment classifications at "The Village" and know your classification. The reason is because your employment classification helps determine your employment status and what benefits you are eligible for. If you have questions or are not sure what your employment classification is, see your supervisor.

THE CLERK AND TREASURER ARE APPOINTED POSITIONS PURSUANT TO VILLAGE OF LYONS ORDINANCE NO. 2. BOTH THE CLERK AND THE TREASURER ARE CONSIDERED TO BE EMPLOYEES AND ARE SUBJECT TO ALL RULES AND REGULATIONS IN THIS PERSONNEL POLICY UNLESS THE POLICY VIOLATES STATE OR FEDERAL LAW.

These employment classifications do not guarantee employment with "The Village" for any specific period of time. You became an employee at "The Village" voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that "The Village" may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Depending on your job, you are either "Nonexempt" or "Exempt" from federal and state wage and hour laws. If you are a Nonexempt employeeS, (that may be an hourly position, who may or may not supervise one or more staff members, or salaried position of limited hours without supervisory responsibilities) you are entitled to overtime pay under the specific provisions of federal and state laws. If you are an Exempt employeeS, (who has supervisory or management duties) you are excluded from specific provisions of federal and state wage and hour laws. Your Exempt or Nonexempt classification may be changed only with written notification by "The Village" management COUNCIL.

In addition, being a Nonexempt or Exempt employee, you also belong to one of the following employment categories:

~~You are a "Regular Full-Time" employee if you are not assigned to a temporary or introductory status AND you are regularly scheduled to work the "The Village" full-time schedule. Regular Full-Time employees are employees who are not in a temporary or introductory status and you are regularly scheduled to work the full-time schedule at "The Village". In most cases, regular full-time employees are eligible for all "The Village" benefit programs, subject to the terms, conditions, and limitations of each benefit program.~~

~~You are a "Part-Time" employeeS ARE EMPLOYEES WHO if you are not in a temporary or introductory status AND you are regularly scheduled to work less than 40 hours per week. Part-time employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance. Part-time employees are not eligible for the other "The Village" benefit programs.~~

~~You are an "Introductory" employeeS ARE EMPLOYEES WHO HAVE WORKED FOR THE VILLAGE FOR LESS THAN 90 DAYS. AFTER 90 DAYS YOU WILL RECEIVE A PERFORMANCE EVALUATION FROM YOUR SUPERVISOR. IF A FAVORABLE EVALUATION IS RECEIVED YOU WILL BE RE-CLASSIFIED AS EITHER REGULAR FULL-TIME EMPLOYEE OR PART-TIME EMPLOYEE. IF AN UNFAVORABLE EVALUATION IS RECEIVED YOU WILL BE TERMINATED OR THE VILLAGE MAY EXTEND YOUR INTRODUCTORY STATUS FOR AN ADDITIONAL 90 DAYS. if your performance is being evaluated to determine whether further employment in a specific position or with "The Village" is appropriate. When you satisfactorily complete the introductory period, you will be told about your new employment classification.~~

~~You are a "Temporary" employeeS ARE PERSONS if you were hired as an interim replacement, or to temporarily increase THE our workforce, or to help finish a specific project. Employees are in the temporary category for a SPECIFIC limited time. Even if you work FOR at "The Village" longer than the originalY AGREED time period that we agreed to when you were first hired, you will stay a temporary employee until you are officially notified that you have been assigned to a different category. Temporary employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance). Temporary employees are not eligible for other "The Village" benefit programs.~~

~~You are a "Per Diem" employee if you routinely work either a full time or a part time schedule and you accept additional pay instead receiving the benefits of regular employees. Per Diem employees receive the legally~~

~~mandated benefit programs. The per diem category is only for certain jobs and a limited number of employees. Per Diem employees must sign a waiver of their eligibility for other "The Village" benefit programs. Time in the per diem category does not count as service time toward any benefit program, even if a per diem employee moves to a benefit eligible category. "The Village" management must give their written approval when an employee goes into or leaves the per diem category.~~

"CONTRACT" EMPLOYEES ARE PERSONS HIRED UNDER CONTRACT TO PERFORM A SPECIFIC TASK OR TASKS. THEY MAY WORK FULL OR PART TIME AS DETERMINED IN THE CONTRACT. THEY WILL NOT BE ELIGIBLE FOR ANY BENEFIT PROGRAMS INCLUDING SOCIAL SECURITY AND WORKERS' COMPENSATION INSURANCE. CONTRACT EMPLOYEES MUST SIGN A WAIVER OF THEIR ELIGIBILITY FOR "THE VILLAGE" BENEFIT PROGRAMS. SERVICE TIME AS A CONTRACT EMPLOYEE CAN NOT BE TRANSFERRED IF THE EMPLOYEE LATER BECOMES A REGULAR FULL-TIME EMPLOYEE, PART TIME EMPLOYEE OR TEMPORARY EMPLOYEE,

~~You are a~~ "Casual" employees ARE PERSONS WHO ~~if you~~ have an employment relationship with "The Village", but ~~you~~ are assigned to work on an irregular or unpredictable basis. Casual employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance. Casual employees are not eligible for the other "The Village" benefit programs.

Personnel Policy

303 Vacation Benefits

The amount of paid vacation time you receive each year depends on how long you have been working with the Village. ~~Vacations time will start at the beginning of each fiscal year (March 1st) and time used will be deducted as it is used.~~ VACATION TIME MAY BE AWARDED TWICE A YEAR.

MARCH 1ST OF EACH YEAR EACH ELIGIBLE EMPLOYEE WILL RECEIVE THE NUMBER OF DAYS INDICATED IN THE FOLLOWING SCHEDULE. IF ON AN EMPLOYEE'S ANNIVERSARY DATE THEIR YEARS OF SERVICE WILL MAKE THEM ELIGIBLE FOR ADDITIONAL VACATION DAYS BASED ON THE FOLLOWING SCHEDULE, THEY WILL BE AWARDED THE ADDITIONAL DAYS ON THE LAST DAY OF THE PAY PERIOD IN WHICH THEIR ANNIVERSARY DATE FALLS.

- **AFTER 1 YEAR OF ELIGIBLE SERVICE** ~~Upon initial eligibility~~ the employee is entitled to 5 vacation days each year,
- After 2 years of eligible service the employee is entitled to 10 vacation days each year,
- After 6 years of eligible service the employee is entitled to 15 vacation days each year,
- After 11 years of eligible service the employee is entitled to 20 vacation days each year,
- After 20 years of eligible service the employee is entitled to 25 vacation days each year.

~~We calculate the length of your eligible service on the basis of a "benefit year." A "benefit year" is the 12-month period that begins March 1, at the beginning of each fiscal year. Your benefit year may be extended for any significant leave of absence except military leave of absence. (Military leaves do not affect the benefit year calculation.)~~ ELIGIBLE SERVICE BEGINS WITH THE DATE OF HIRE THROUGH THE DATE OF CALCULATION. ELIGIBLE SERVICE IS NOT AFFECTED BY MILITARY SERVICE BUT MAY BE REDUCED BY ANY OTHER UNPAID LEAVE OF ABSENCE. See OTHER SECTIONS OF THIS PERSONNEL POLICY ~~the employee handbook~~ for information on how each type of leave affects ELIGIBLE SERVICE ~~vacation.~~ ~~Once you enter an eligible employment classification, you begin to earn paid vacation time according to the schedule in this policy. However, before you can use vacation time, you must complete a waiting period of 365 calendar days. After the waiting period, you can request to use your earned vacation time, including the vacation time that earned the waiting period.~~

You may take NO LESS than one half day vacation at ANY a time. To schedule your vacation time, you MUST ~~should~~ first ask for advance approval from your supervisor or Village President. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements.

You will be paid for vacation time ~~off~~ at your base pay rate as of the time of the vacation. Vacation pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

We encourage you to use your available paid vacation time for rest and relaxation. If you do not use your available vacation TIME by the end of EACH FISCAL ~~a benefit~~ year, you will lose the unused vacation time.

If your employment terminates, your UNUSED VACATION TIME WILL BE PRORATED BASED UPON THE PERCENTAGE OF THE FISCAL YEAR WORKED AND WILL BE PAID AT YOUR BASE PAY RATE. ~~will be paid for a prorated rate for any unused vacation time that has been earned through your last day of work.~~

Personnel Policy

315 Personal Leave Paid Time Off (PTO)

"The Village" provides PERSONAL LEAVE ~~Paid Time Off (PTO)~~ to eligible employees. PERSONAL LEAVE PTO is an all-purpose time-off policy. You can use PERSONAL LEAVE PTO for vacation, illness or injury, and personal business. ~~PTO combines traditional vacation and sick leave plans into one flexible, paid time off policy.~~

Employees in the following employment classifications are eligible for PERSONAL LEAVE PTO:

- * Regular full-time employees

ON MARCH 1 OF EACH YEAR AFTER COMPLETING THE INTRODUCTORY PERIOD AN EMPLOYEE WILL RECEIVE 2 PERSONAL LEAVE DAYS. ~~Once you enter an eligible employment classification, you begin to earn PTO according to the following schedule. You can use earned PTO time in the year after it is accrued.~~

~~*Upon initial eligibility the employee is entitled to 2 PTO days each year, starting at the beginning of each fiscal year.~~

~~We calculate the length of your eligible service on the basis of a "benefit year." A "benefit year" is the 12-month period that begins when you start earning PTO. Your benefit year may be extended for any significant leave of absence except military leave of absence. (Military leaves do not affect the benefit year calculation.) See the leave of absence policies in this handbook for information on how each leave affects PTO accruals.~~

~~You may take time off as needed. If you need to be absent from work unexpectedly, you should tell your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of an unexpected absence.~~

To schedule planned PERSONAL LEAVE PTO, you MUST ~~should~~ first RECEIVE ~~ask for~~ advance approval from your supervisor OR VILLAGE PRESIDENT. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements.

You will be paid for PERSONAL LEAVE PTO at your base pay rate as of the time of the absence. PERSONAL LEAVE PTO pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

If you do not use your available PERSONAL LEAVE PTO by the end of the FISCAL ~~benefit~~ year, you will lose the unused PERSONAL LEAVE PTO.

If your employment terminates, you will be paid for any unused PERSONAL LEAVE PTO that has been earned through your last day of work. However, if "The Village", in its sole discretion, terminates your employment for cause, you WILL ~~may~~ lose any remaining unused PERSONAL LEAVE PTO and will not be paid for it.

Personnel Policy

401 Timekeeping

ALL ~~Nonexempt~~ employees are responsible for accurately recording the hours they work. The law requires "The Village" to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" means all the time that AN ~~nonexempt~~ employees spendS performing their assigned work.

EACH EMPLOYEE ~~If you are a nonexempt employee, you~~ must accurately record the time you start and stop work, when you start and end any meal periods or split shifts, and when you leave the workplace for personal reasons. NONEXEMPT EMPLOYEES ~~Before you work any overtime, you~~ must always get advance approval FROM THEIR SUPERVISOR OR VILLAGE PRESIDENT BEFORE WORKING ANY OVERTIME.

DPW EMPLOYEES MAY BE REQUIRED TO BE "ON-CALL" ON WEEK-ENDS AND/OR AFTER NORMAL WORKING HOURS AS DETERMINED BY THE SUPERVISOR OR VILLAGE PRESIDENT. ON-CALL EMPLOYEES ARE FREE TO ENGAGE IN ACTIVITIES FOR THEIR OWN PURPOSES, BUT ARE REQUIRED TO CARRY A BEEPER, CELL PHONE OR OTHER MEANS OF BEING REACHED WHEN NECESSARY AND MUST BE ABLE TO BEGIN ON-CALL WORK WITHIN 30 MINUTES OF BEING NOTIFIED. ON-CALL TIME WILL NOT BE COMPENSATED UNLESS THE EMPLOYEE IS ACTUALLY REQUIRED TO REPORT FOR WORK DUTIES. DPW EMPLOYEES IN ON-CALL STATUS AND REQUIRED TO REPORT FOR WORK ARE CONSIDERED TO HAVE RECEIVED ADVANCE APPROVAL

FOR THOSE OVERTIME HOURS.

~~Falsifying time records is a serious matter. You may not change time after it is already recorded, enter a false time on purpose, tamper with time records, or record other employees' time for them. If you do any of these actions, you may be subject to disciplinary action, up to and including termination IF YOU FALSIFY TIME RECORDS, TAMPER WITH TIME RECORDS OR RECORD ANOTHER EMPLOYEE'S TIME.~~

~~ALL Nonexempt employees must sign their time records to APPROVE THEIR ACCURACY say they are accurate. Each supervisor will review and initial the time record before submitting it for payroll processing. In addition, if corrections or changes are made to the time record, both you and your supervisor must AUTHORIZE BY initialING the changes on the time record. ANY UNAUTHORIZED CHANGES ARE CONSIDERED TAMPERING WITH TIME RECORDS.~~

**Personnel Policy
502 Work Schedules**

THE WORK WEEK FOR A FULL TIME EXEMPT EMPLOYEE IS NORMALLY CONSIDERED TO BE 40 HOURS; HOWEVER, GREATER EMPHASIS IS PLACED ON MEETING THE RESPONSIBILITIES ASSIGNED TO THE POSITION THAN ON WORKING A SPECIFIED NUMBER OF HOURS. EXEMPT EMPLOYEES DO NOT RECEIVE OVERTIME COMPENSATION OR COMPENSATORY TIME OFF, OR ADDITIONAL COMPENSATION BEYOND THE ESTABLISHED SALARY FOR THE POSITION.

THE WORK WEEK FOR A FULL TIME NON-EXEMPT EMPLOYEE IS 40 HOURS. WORK BEYOND 40 HOURS IN A WEEK IS SUBJECT TO OVERTIME COMPENSATION OR COMPENSATORY TIME OFF

NORMAL HOURS FOR THE OFFICE STAFF ARE 8:00AM TO 4:30 PM MONDAY THROUGH FRIDAY AND 7:00AM THROUGH 3:30 PM MONDAY THROUGH FRIDAY FOR DPW STAFF.

~~The normal work schedule for all "DPW" employees is 8 hours a day, 5 days a week. The normal work schedule for all "Office" employees is 8 hours a day, 5 days a week. Your supervisor will DETERMINE tell you what time your SPECIFIC work schedule will normally start and end.~~

Our staffing needs and work demands may require that we change the starting and ending times of work schedules. We may also need to change the number of work hours that are scheduled each day and week. **EXCLUDING ON-CALL EMPLOYEES, EMPLOYEES MUST BE NOTIFIED OF ANY CHANGES IN WORK SCHEDULE AT LEAST 72 HOURS PRIOR TO THE BEGINNING OF THE PAY PERIOD IN WHICH THE CHANGE WILL BECOME EFFECTIVE.**

THE VILLAGE CLERK, TREASURER AND DPW SUPERINTENDENT ARE REQUIRED TO ATTEND THE MONTHLY VILLAGE COUNCIL MEETINGS AND WILL BE COMPENSATED AT THE SAME RATE AS COUNCIL MEMBERS. OTHER VILLAGE EMPLOYEES MAY ATTEND THE MONTHLY MEETINGS, HOWEVER, IT IS NOT A REQUIREMENT OF THEIR JOB AND THEY WILL NOT BE COMPENSATED FOR ATTENDANCE UNLESS REQUESTED BY THE VILLAGE PRESIDENT, VILLAGE COUNCIL, OR SUPERVISOR IN WHICH CASE THEY SHALL ATTEND THE MEETING AND SHALL BE COMPENSATED AT THE SAME RATE AS COUNCIL MEMBERS.

UPON REQUEST OF THE VILLAGE PRESIDENT, VILLAGE COUNCIL OR COMMITTEE CHAIR, ANY VILLAGE EMPLOYEE SHALL ATTEND THE COMMITTEE MEETING REQUESTED AND SHALL BE PAID AT THE SAME RATE AS COUNCIL MEMBERS.

**Personnel Policy
506 Rest and Meal Periods**

If you are a full-time nonexempt employee, you will have 2 rest periods of 15 minutes in length each workday. When possible, rest periods will be scheduled in the middle of work periods. ~~Because rest time is counted and paid as time you worked, you must not be absent from your workstation longer than the rest period allows.~~

All Village employees will have one meal period of 30 minutes in length each workday. Your supervisor will schedule your meal period to accommodate operating requirements. During meal periods, you are not subject to any work responsibilities or restrictions. You will not be paid for meal period time.

**Personal Policy
403 Paydays**

All employees are paid bi-weekly on Fridays. Each paycheck includes pay for all work performed through the

end of the previous payroll period.

If a payday falls on a weekend or holiday, you will be paid on the last work day before that payday.

If you are going to be on vacation on a payday, you can get your earned pay before you leave. You must first ask your supervisor in writing at least one week before you leave.

COUNCIL MEETINGS

~~The DPW Superintendent is required to attend the monthly Village Council meetings. Other DPW employees may attend the monthly meetings; however, it is not a requirement of their job unless requested by the President/Council. DPW employees attending the monthly Village council meetings will be compensated at the same rate as Council Members.~~

Motion offered by Trustee Randall , second by Trustee Webster . **Motion carried by voice vote.**

Motion offered by Trustee Webster to rescind the prior Motion of the Clerk appointment in March of 2006, it was for a three year period, by law it can only be for two years, second by Trustee Tunell. **Motion carried by voice vote.**

Motion offered by Trustee Webster, second by Trustee Shattuck to approve the contract for Clerk Jill Stilson; contract dates are for August 1, 2005 to March 31, 2008. Roll call vote required.

Roll Call Vote:		Ann Randall	Y	Rosie Ferris	Y	Jim Shattuck	Y
Carrie Webster	N	Paul Tunell	Y	Stan Nave	Y	Bernie Russell	Y

Motion carried 6 to 1.

Motion offered by Trustee Webster, second by Trustee Shattuck to approve the contract for Treasurer Linda Rairigh; contract dates are for April 1, 2007 to March 31, 2009. **Motion carried by voice vote.** Linda noted that in March of each year the President will have to reappoint one position or the other.

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

Grants Committee – Jim Shattuck, Chair

Ordinance Committee – Carrie Webster, Chair

Ordinance meeting scheduled for Saturday, May 25, 2007 at 4:00 pm to talk with Roger Ferris and to discuss the complaints received from Village residents. Members asked to attend are Ann Randall, Bernie Russell, Paul Tunell, and Carrie Webster

Trustee Webster requested the Council tour the Village and look at the burnt out homes before the next meeting.

The Order of Vacation passed at the last meeting was missing a statement to surrender the property to the adjoining property owners. We have the options of leaving the order as it stands, or adding this paragraph and re-publishing the Order. Trustee Webster commented if we need to republish,

Motion offered by Trustee Webster, second by Trustee Shattuck to approve the amended Order of Vacation approved on March 19, 2007 with the following statement;

Be and the same is hereby vacated, except for any existing utility easements retained by the Village of Lyons, and all other rights or interest which the said Village of Lyons may have ever acquired in that portion of said streets in any manner whatsoever, are hereby surrendered to the adjoining property owners.

Motion carried by voice vote.

DPW Report – Susan Craft, Superintendent (see DPW Report)

1. Truck signs are up and would like letters to be sent to the local authorities and contractors to inform them of the ordinance, and send copies to each. The list should include the following;
State and Local Police Departments Lyons Stone and Gravel,
Pung and Sons Whitelock Mobil Homes
Ionia County Road Commission
2. Vern Shattuck is still cutting trees and the DNR has issued two Cease & Desist, it has been turned over to the criminal investigation for follow up.
3. The Village backhoe has been fixed again. We had to borrow a backhoe from Muir for a time.

Susan brought up a request to start the parade in Muir.

Motion offered by Trustee Tunell, second by Trustee Webster to Adjourn at 8:57 pm

Adjourned

CERTIFICATION

I, Jill Stilson, 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 May 21, 2007. 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 June 16, 2007

Jill Stilson, Village Clerk