

The Village of Lexington Council held a Committee of the Whole Meeting Tuesday, February 10, 2015 in the conference room of the Lexington Community Center 6964 Huron Avenue, Lexington, MI 48450.

Committee of the Whole Meeting Called to order at 7:00 p.m. by President Pro Tem Jeff Lincoln

Roll call taken by Clerk, Beth Grohman.

Present: Muoio, Schultz, Beardslee, Kaatz, Lincoln

Absent: Laughlin, Mills

Others present: Beth Grohman, Tom Raymond, Ed Jarosz, Gary Flannigan, Chris Heiden, Andy Schutt and five citizens

Public comment: None offered

APPROVAL OF THE AGENDA –Motion by Schultz, seconded by Muoio, to approve the agenda as presented.

All Ayes

Motion carried

BUSINESS

ADMINISTRATION

A. APPROVAL OF MINUTES – Motion by Schultz, seconded by Kaatz, to approve the minutes from January 13, 2015 as presented.

All Ayes

Motion carried

B. PRESERVATION SOCIETY FOR LEXINGTON CEMETERY- Brief presentation by Sue Harron and establishing a preservation society for the Lexington Cemeteries. Working on the Lexington cemetery and has created a website and has also added over 2000 gravesites to the find a grave website. Been working with an attorney setting up the preservation society and will have a 501 C. Been approved by the Cemetery Board. Motion by Schultz, seconded by Kaatz, to recommend approval to Council allowing Sue Harron to establish a Cemetery Preservation Society.

All Ayes

Motion carried

C. 2015 TAX ROLL- READY SET MAIL- Presentation by Jean Chapdelaine on how Ready, Set, Mail works and the cost. Recommendation to check references and bring back the Committee of the Whole meeting March.

D. TIME CLOCKS – Brief discussion on time clocks and software. Recommendation to have a software program for time clocks, sign on and off on computers. Also discussed a policy, Raymond to

21015

search for a sample policy. Additional information and draft policy for next Committee of the Whole meeting.

E. SPENDING ANALYSIS/MUNICIPAL MANAGEMENT SOFTWARE- Discussion on office supply spending and management software. Recommendation to keep an inventory of supplies and buy in bulk and one person be in charge of the supplies. Also discussed the cost of agendas and pursuing electronic agendas.

F. VILLAGE MANAGER TIME SHEETS – Proper accountability for time recorded on time sheets. Muoio suggested a description of items worked on and a plan for the next week and have the time sheet reviewed by the Village President. Lincoln recommended to pass this on to the Personnel Committee.

G. DPW LABOR BUDGET– Discussion on improving revenue. Study Session set for February 19, 2015 6pm.

H. CARD READER – Discussion on purchasing the card reader, will start to use it for the police department to allow violators to pay for parking tickets, impound fees and violations at the scene. Motion by Kaatz, seconded by Lincoln, to recommend approval of the card reader purchase to Council. All Ayes

Motion carried

I. POLICE CAR PURCHASE –UPDATE – Kaatz reported that Blue Water Chrysler gave the lowest quote. Blue Water offered free oil changes for two full years. Quote does not include cage and lighting needed. DDA may approve a \$2500 donation. Raymond looking into a Rural Development Grant to fund some of the cost.

J. EMERGENCY CLOSING POLICY #902-15 –Motion by Kaatz, seconded by Muoio to recommend approval of the Emergency Closing Policy (option three) with amendments.

All Ayes

Motion carried

K. MAILBOX POLICY #418-15 – Motion by Schultz, seconded by Lincoln, to recommend approval to Council the Mailbox Policy #418-15 as presented.

Discussion

All Ayes

Motion carried

L. SEWER DUMPING / WATER SAMPLING FEES – Motion by Schultz, seconded by Beardslee to recommend approval to Council amending the Sewer Dumping Fees back to 2014 rates.

Discussion

All Ayes

Motion carried

Motion by Schultz, seconded by Kaatz, to recommend approval to Council amending water sampling fees back to the 2014 rate.

21015

All Ayes
Motion carried

M. LEGAL ADVERTISING- Motion by Schultz, seconded by Muoio, to recommend approval to Council the contract with the Jeffersonian/Sanilac County News for Legal Publications.

All Ayes
Motion carried

N. ZBA BOARD APPOINTMENT – Motion Schultz, seconded by Muoio, to recommend approval to the Council the appointment of Bernard Havel to the ZBA as an alternate.

All Ayes
Motion carried

MOBILE HOME PARK ADVISORY BOARD

O. MHP ADVISORY BOARD COUNCIL MEMBER BOARD APPOINTMENT – Motion by Schultz, seconded by Lincoln, to table until March Committee of the Whole.

All Ayes
Motion carried

PLANNING COMMISSION

P. ACCESSORY DWELLING UNIT – Motion by Schultz, seconded by Kaatz, to table and send back to the Planning Commission.

All Ayes
Motion carried

FINANCIAL REPORTS – Motion by seconded by Schultz, seconded by Beardslee, to approve the check register for December 2014 in the amount of \$97,548.76 from check number 29642 through check number 29556 and financial reports as presented.

Discussion
Ayes- Schultz, Beardslee, Kaatz, Muoio, Lincoln
Nays- None
Motion carried

Kaatz- Questions on policy regarding the selling of Village property, primarily a mobile sold without following the Fixed Asset Disposal Policy. Trailer sold for \$680.49.
Mobile Home Park Arrearages – Kaatz questioned the \$11,000 arrearages in the MHP Fund. Lincoln requested an update on this at Council.

CORRESPONDENCE –

PUBLIC COMMENT -

ADJOURNMENT – Motion by Schultz, seconded by Kaatz, to adjourn the meeting at 9:55

p.m.

All Ayes

Motion carried

APPROVED