

The Village of Lexington Council held a Committee of the Whole Meeting Tuesday, March 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 Elva Mills

Roll call taken by Clerk, Beth Grohman.

Present: Muoio, Lincoln, Kaatz, Schultz, Mills

Absent: Beardslee, Laughlin

Others present: Beth Grohman, Tom Raymond, Ed Jarosz, Gary Flannigan, Chris Heiden, Westfall, and sixteen citizens

Public comment:

Ed Jarosz- Presented a copy of the invoices regarding the gun mount purchased, questioned by Mr. Adams at the last Committee of the Whole.

APPROVAL OF THE AGENDA –Motion by Schultz, seconded by Lincoln, to approve the agenda with amendments.

Discussion – Motion by Lincoln, seconded by Muoio to move item D to the end of the agenda, after financials and to move into closed session per request of the Village Manager.

Roll call-

Ayes- Lincoln, Muoio, Schultz, Mills

Nays- Kaatz

Motion carried

All Ayes – On approval of agenda

Motion carried

BUSINESS

ADMINISTRATION

A. ABSENCE – Motion by Lincoln, seconded by Schultz, to approve the absence of Scott Beardslee.

All Ayes

Motion carried

B. APPROVAL OF MINUTES – Motion by Schultz, seconded by Lincoln, to approve the minutes from February 10, 2015 with corrections.

All Ayes

Motion carried

C. INVOICE- KELLY, WHIPPLE, ZICK AND KEYES- Motion by Schultz, seconded by Lincoln, to recommend approval to Council the payment of \$56 to Kelly, Whipple, Zick and Keyes to be paid from the General Fund 101-266-811-000.

Roll Call

Ayes- Schultz, Lincoln, Kaatz, Muoio, Mills

Nays- None

Motion carried

E. DPW LABOR BUDGET WORKSHOP – Set date for next two weeks. Clerk to email council members to set date.

F. POLICE DEPARTMENT/WATER/SEWER GRANT UPDATE – Raymond reported grants have been submitted.

G. 2015 TAX ROLL – READY SET MAIL- Motion by Lincoln, seconded by Schultz, to recommend approval to Council contracting with Ready Set Mail to prepare summer taxes.

Discussion – On escrow taxes who would print and mail.

All Ayes

Motion carried

H. WORKMENS COMP FINDINGS AND TIME CLOCK POLICY – Raymond reported how work comp cases. Every case goes by case by case. Time clock policy not available at the time. Kaatz motion to adopt a Time Clock Policy to be presented at the Council, seconded by Lincoln.

Discussion – Raymond need to have an idea of what kind of policy. Need a boiler plate. Kaatz offered to assist with getting a time policy. Raymond questioned MML about how do we handle cases on and off the premises.

Mills- Offered to talk to MML Workmens Comp group for assistance.

Schultz- Unsure on how this will work.

Kaatz – Explained how a log in time clock would work. The policy would determine what time clock equipment would work for the entire staff.

All Ayes

Motion carried

I. TIME CLOCKS – Information on time clocks provided by Beardslee. Kaatz suggested once a policy is determined type of time keeping equipment should be used.

J. HIRING POLICY #206-06 –Motion by Schultz, seconded by Lincoln to recommend approval to Council the amendments to the Hiring Policy #206-06 as presented.

Discussion- Raymond reported a more advanced policy should be put in place, to include random drug testing.

Roll Call

Ayes- Schultz, Lincoln, Muoio, Kaatz, Mills

Nays- None

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Motion carried

K. MHP STATEMENT POLICY – Motion by Schultz, seconded by Lincoln, to recommend approval to Council Mobile Home Park Billing Policy.

Discussion - Kaatz asked about write offs and adjustments. Raymond reported that there has not been that many write offs or adjustments. Kaatz asked for the amount of write offs and adjustments.

All Ayes

Motion carried

L. MHP ARREAGE UPDATE – (Discussed under item K)Kaatz questioned arrearages and why the reports were changed and incorrect amounts were entered. Reports are not being run on a timely basis which causes an irreconcilable difference in the MHP revenues and the balance sheet. Auditors cannot pinpoint the time when the arrearages come about. Raymond reported that the issue of the reporting in a timely manner. Raymond recommended using the BSA software. Muoio commented on the job descriptions.

M. ARBOR DAY PROCLAMATION - Motion by Schultz, seconded by Lincoln, to recommend approval to Council the Arbor Day Proclamation as presented.

Discussion – recommendation to plant at the Cemetery Expansion Property

All Ayes

Motion carried

MOBILE HOME PARK ADVISORY BOARD

N. MHP ADVISORY BOARD PRESENTATION AND REQUEST –Meloche presented the MHP Advisory Board plan and improving the revenues. Plan includes, website, marketing, new add in the Sanilac Tourist Guide, landscaping improvement, parking area to the south of the entrance, fencing for M25 and broadleaf control. Also presented a plan to include a broker for the sale of mobiles and purchasing a new mobile.

N1. SEED MONEY FOR THE MHP ADVISORY BOARD TO SET SPECIFICATIONS FOR BIDS

FOR ALL THE LANDSCAPING OF THE MHP-Motion by Schultz, seconded by Muoio to recommend approval to Council \$3000 for the specifications for bids for landscaping the MHP.

Discussion- Kaatz offered to research ecivis for grants.

Roll Call

Ayes- Schultz, Muoio, Lincoln, Kaatz, Mills

Nays- None

Motion carried

N2. PRESENT A PROPOSAL TO APPOINT A BROKER TO SELL MOBILES IN THE PARK –

Motion by Schultz, to appoint a broker to sell mobiles. Schultz withdraws her motion. Motion by Lincoln, seconded by Schultz, to recommend to Council appointing an adhoc committee .

Motion by Muoio, seconded by Lincoln to appoint Dave Picot, Ed Jarosz, and Barb Schultz, to the Adhoc committee.

Roll Call

Ayes- Muoio, Lincoln, Kaatz, Schultz, Mills

Nays- None

Motion carried

O. MHP ADVISORY BOARD MEMBERSHIP AMENDMENT- Motion by Schultz, seconded by Kaatz, to recommend approval to Council the amendments to the MHP Advisory Board Membership adding an additional Village Resident.

All Ayes

Motion carried

P. MHP ADVISORY BOARD APPOINTMENT – Motion by Schultz, seconded by Muoio, to recommend approval to Council the appointment of Ed Jarosz to the MHP Advisory Board.

All Ayes

Motion carried

Q. MHP ADVISORY BOARD COUNCIL MEMBER APPOINTMENT – Board has an opening for a Council member, board recommends keeping this open until such time a Council member is available to

PLANNING COMMISSION

R. CONDITIONAL LAND USE -7175 HURON AVENUE – Motion by Muoio, seconded by Schultz, to recommend approval to Council the Conditional Land Use for 7175 Huron Avenue, with the conditions.

Roll Call

Ayes- Muoio, Schultz, Lincoln, Kaatz, Mills

Nays- None

Motion carried

S. BOARD MEMBER RESIGNATION –Motion by Lincoln, seconded by Schultz, to accept the resignation of Sarah Hunt from the Planning Commission.

All Ayes

Motion carried

SEWER/WATER DEPARTMENT

T. COMPRESSOR- Motion by Lincoln, seconded by Kaatz to recommend approval to Council moving the compressor to the Fire Hall and move \$300-\$500 from the Fire Department fund to the Water Fund to cover the cost of the electrician.

Roll Call

Ayes- Lincoln, Kaatz, Muoio, Schultz, Mills

Nays- None

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Motion carried

U. LIFT STATION PUMP REPLACEMENT- Motion by Schultz, seconded by Lincoln to recommend approval to Council the expenditure of \$46,500 for the replacement of the Mobile Home Park Lift Station Pump to be paid from the Sewer Fund.

Roll Call

Ayes- Schultz, Lincoln, Muoio, Kaatz, Mills

Nays- None

Motion carried

FINANCIAL REPORTS – Motion by seconded by Lincoln, seconded by Schultz, to approve the check register for February 2015 in the amount of \$124,153.94 from check number 29557 through check number 29635 and financial reports as presented.

Discussion

Server at the DPW – Try to get a bundled package for the in the internet service

Mills – Commended Chris and Gary on their community service cold patching supplied to Valero and the Cadillac.

Questions regarding the cost for the Manager Conference and amount approved and amount spent.

Beach testing training – Motion by Lincoln, seconded by Schultz, to allow Chris Heiden and Gary Flannigan to attend the Beach Testing Training at the cost of the days wages and mileage.

All Ayes

Motion carried

Roll – Financials

Ayes- Lincoln, Schultz, Muoio, Kaatz, Mills

Nays- None

Motion carried

Kaatz- Questioned that maybe more than salt has been given to other businesses. Heiden – No cold patch was put on the Village Right of Way.

D. SALE OF MOBILE ON LOT 188- Motion by Lincoln, seconded by Schultz to move into closed session at the request of Village Manager and allow Chief Jarsoz to attend 9:15 p.m.

Roll Call

Ayes- Lincoln, Schultz, Muoio, Kaatz, Mills

Nays- None

Motion carried

Motion by Lincoln, seconded by Muoio, to accept the resignation of the Village Manager and to use vacation and personal/sick time for sixty days.

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Discussion – Exit date
Roll Call
Ayes- Lincoln, Muoio, Kaatz, Schultz, Mills
Nays- None
Motion carried

CORRESPONDENCE – None

PUBLIC COMMENT - None

ADJOURNMENT – Motion by Lincoln, seconded by Schultz, to adjourn the meeting at 10:11 p.m.
All Ayes
Motion carried

APPROVED