

Managers' Report for January 2019

North Sanitary Sewer Project –pre-engineering process has concluded. Sending our report off to environmental for their portion and application to USDA upon approval of new project amount by council

RRC Grant – SmithGroup has started their work by collaborating with DNR and ACOE. They have created a preliminary timeline and have asked me to pull together the steering committee so we are ready when they are to meet.

Trees/Arborist – Paterson will be starting tree removal immediately

Meetings –committee meetings, daily & weekly department head meetings, issue meetings with committee members, Sanilac county meeting

Bike Path – had a meeting with township and Croswell regarding the bike path. Since Croswell has been unable to handle the maintenance of the path, we are bidding it out for moving this year. We are also going to work to pull together the bike path committee and meet regularly so we can construct a plan for long term maintenance.

Miscellaneous tasks - committee meeting questions & follow-up, work orders, HR issues, approvals, resident complaints and issues, audit work and meetings

Tennis Courts near Tierney Park – still waiting on fence prices from Mark Edmondson and looking for options

MHP – Michelle Irwin has been hired and will begin Jan. 28th. We are all very excited as she has a great personality, is smart, brings marketing knowledge to the table, computer savvy and should acclimate well to both the MHP office and Village office.

Union Contract discussions- still waiting on the union rep to get back with myself and Chris so I can be given the employee's wish list. Chris is trying daily to get a response from him.

Budget – did a 6-month budget review with Shelly and was happy for the most part on where we fell. Some amendments will get line items in order but overall department budgets are looking good for the 6-month mark

Personnel Practices/Policies Manual – I have had a chance to review the manual, make changes and am working on some final edits before sending it off to the lawyer to make sure the language makes sense. Once I get that approval, I will make the recommendation to council for approval of the new manual and policy changes.

OPEB Trust – spoke with our auditors and then the MERS representative for trusts to learn how it works and the process needed to get the trust set up

Village Office Building Maintenance – asked DPW to get some prices for brick repairs to the Village Office, set a meeting to meet with the building maintenance committee to discuss upgrades needed.

Marijuana ordinance – read through multiple ordinances from other towns to create a fitting ordinance for the Village’s purposes of not allowing any type of marijuana establishment within the Village limits

DTE light – working with DTE on the protective light for the back-parking lot. Looks to be about \$350 which I just need to find in the budget and then get DTE here to install it.

Clerk Report

January

Cemetery Board

Future project to create a five year master plan for the cemetery, to include a visionary drawing of the Regan section. Board is researching rules and regulations for pet cemeteries. Chapel roof may need repairs/replacement.

Parks and Rec

Members welcomed new member of the Parks and Rec Committee, Johann Franz. Committee discussing possible fund raisers for new playground equipment and imagination stations. Still working on quotes for fencing at the Dallas Street tennis court. Due to the weather earlier this winter, ice rink was not set up in Tierney Park. Hopeful to have a permanent rink at Lester Street Park for next winter.

Office

Welcome Michelle Irwin new MHP Manager. Next month office staff will begin training the new Mobile Home Park manager on software and office duties Michelle will do while in the office.

Zoning Administrator Report

December 2018

Land Use Permits

1 addition

1 sign

Meeting with HUD Inspector regarding mobile home set up requirements.

7282 Wayne Street House - Inspection completed by the County Inspectors

In contact with Steven Fick regarding home 7280 Jefferson. He has contracted VanDyke Construction. VanDyke has cleaned up property and closed in the doors and windows.

Been in contact with Shane, the Cadillac House contractor regarding 5510 Main Street and future plans. Been assured as soon as the plans are ready they will contact the Village.

Followed up on complaints on Jefferson and Henry Streets.

One violation letter sent out regarding signage. Owner will comply.



VILLAGE OF LEXINGTON

POLICE DEPARTMENT

Larry Sheldon
Chief of Police

MONTHLY POLICE REPORT

TO: Village Council, Manager, and President
FROM: Officer Thomson #301
DATE: 1/1/2019

December 2018

CATEGORY	November	December
COMPLAINTS	186	168
TRAFFIC STOPS	108	85
CITATIONS	23	21
VERBAL WARNINGS	85	63
PERSONS INVESTIGATED	253	169
VEHICLES INVESTIGATED	231	162
PROPERTY INSPECTIONS	547	586
ORDINANCE CONTACT	0	4
ORDINANCE VIOLATIONS	0	1
ASSIST FIRE DEPARTMENT	9	7
ASSIST CROSWELL PD	4	2
ASSIST SANILAC COUNTY	8	6
ASSIST MSP	1	1
LEXINGTON TWP. COMPLAINT ASSIST	0	0
ASSIST OTHER DEPARTMENT	4	2
TRAFFIC ACCIDENTS	2	1
MISDEMEANOR ARREST	7	10
FELONY ARREST	1	0

**LEXINGTON FIRE DEPARTMENT
DECEMBER 2018 FIRE & RESCUE SERVICE REPORT**

MONTHLY FIRE & RESCUE REPORT						
DATE	INVOICE #	INCIDENT STREET	AREA	CALL TYPE	ADDITIONAL SERVICES	COST ASSESSED
11/30/2018	001-19	Lakeshore	Worth	Medical-Rapid Heart	Assess/History/Treat/o2 N/C	\$265.00
12/1/2018	002-19	Lakeshore	Worth	Public Assist	Disregard enroute	\$0.00
12/1/2018	003-19	Lakeshore	Lex Twp	Medical-Fall	Assess/History/Treat/Bandage	\$265.00
12/3/2018	004-19	Oak Rd	Worth	Medical-Weakness	Assess/History/Treat	\$265.00
12/3/2018	005-19	Huron Ave	Lex Village	Medical-Sick Person	Assess/History/Treat	\$0.00
12/3/2018	006-19	Lakeshore	Worth	Medical-Low Bp	Assess/History/Treat/o2 N/C	\$265.00
12/6/2018	007-19	Babcock	Lex Twp	Medical-Chest Pain	Assess/History/Treat/o2 N/C	\$265.00
12/6/2018	008-18	Lakeshore	Worth	Public Assist	Car Fire Disregard	\$0.00
12/6/2018	009-18	Sunset	Worth	Medical-Medication Issue	Assess/History/Treat/o2 NRB	\$265.00
12/8/2018	010-18	Boynton/Vulcan	Lex Village	Medical-Finger Injury	Assess/History/Treat/Bandage	\$265.00
12/9/2018	011-18	Woodside	Worth	CO2 Alarm	Assess/Check Fuenace	\$400.00
12/9/2018	012-18	Huron Ave	Lex Village	Medical-Diff Breath	Assess/History/Treat/o2 NRB	\$0.00
12/11/2018	013-18	Babcock Rd	Lex Twp	Medical-CVA	Assess/History/Treat/o2 NRB	\$265.00
12/12/2018	014-18	Oak Rd	Worth	Medical-Diff Breath	Assess/History/Treat/o2 N/C	\$265.00
12/14/2018	015-18	Main St	Lex Village	Medical-Cardiac Arrest	CPR, o2 Nrb, Oral Airway, BVM, NPA	\$0.00
12/15/2018	016-18	Huron Ave	Lex Village	Medical-Syncope	Assess/History/Treat	\$0.00
12/15/2018	017-18	Huron Ave	Lex Village	Medical-Fall	Assess/History/Treat/o2 BVM/Spinal Immobilization/C-Collar	\$0.00
12/15/2018	018-18	Lakeview Dr	Worth	Medical-Fall	Assess/History/Treat/o2 NRB	\$265.00
12/17/2018	019-18	Baker Rd	Worth	Public Assist	Public Assist	\$0.00
12/20/2018	020-18	Walbridge	Worth	Medical-Overdose	Assess/History/Treat	\$265.00
12/20/2018	021-18	Roach	Lex Twp	Medical-Syncope	Assess/History/Treat	\$265.00
12/20/2018	022-18	Main St	Lex Village	Medical-ABD Pain	Assess/History/Treat	\$0.00
12/21/2018	023-18	Peck Rd	Lex Twp	Medical-Back Pain	Assess/History/Treat	\$265.00
12/22/2018	024-18	M-25 & County Farm	Lex Twp	PI Accident	Traffic control	\$600.00
12/22/2018	025-18	M-25 & County Farm	Lex Twp	PI Accident	Sign-off	\$0.00

12/23/2018	026-18	Sunset	Worth	Medical-Fall	Assess/History/Treat	\$265.00
12/23/2018	027-18	Old Orchard Bluff	Lex Village	Medical-Neck Pain	Assess/History/Treat	\$0.00
12/26/2018	028-18	Sunset	Worth	Medical-Fall	Assess/History/Treat	\$265.00
12/26/2018	029-18	Lakeshore	Worth	Fire	False Alarm	\$400.00
12/27/2018	030-18	Burnsline	Worth	Medical-Nose Bleed	Assess/History/Treat	\$265.00
12/27/2018	031-18	Huron Ave	Lex Village	Public Assist	False Alarm	\$0.00
12/28/2018	032-18	Roach	Croswell	Fire	Mutual Aid to Croswell	\$0.00
12/29/2018	033-18	Fry Street	Croswell	Fire	Mutual Aid to Croswell	\$0.00
12/31/2018	034-18	Lakeshore	Worth	Medical-Chest Pain	Assess/History/Treat	\$265.00
12/31/2018	035-18	Lakeshore	Worth	Medical-Cardiac Arrest	CPR, o2 Nrb, Oral Airway, BVM, AED	\$265.00
						\$6,170.00

DEPARTMENTAL NOTES

Monthly training was tree lighting and horse parade details.

Operations Report

Water Department

1/7/2019

Dec-18

Current:

WTP influent total:	7.407	Mil. Gals.
Village water usage:	2.834	Mil. Gals.
Worth Twp. water usage:	2.973	Mil. Gals.
Sanilac Twp. water usage:	0.728	Mil. Gals.
WTP utility water usage:	0.872	Mil. Gals.

Year to date:

Village water usage:	45.918	Mil. Gals.
Worth Twp. water usage:	47.616	Mil. Gals.
Sanilac Twp. water usage:	14.735	Mil. Gals.

Year-ago:

WTP influent total:	7.758	Mil. Gals.
Village water usage:	3.136	Mil. Gals.
Worth Twp. water usage:	2.951	Mil. Gals.
Sanilac Twp. water usage:	0.731	Mil. Gals.
WTP utility water usage:	0.940	Mil. Gals.

	2018	2017		2018	2017
Rain:	1.42"	.17"	Days:	7	5
Snow:	1.02"	13.1"	Days:	6	14

Work Orders:

Turn-ons or turn-offs	8
Final reads	4
Meter re-reads	4
Curb box repairs	0
Miss Digs	8
Call-ins	0
Distribution repairs	0
MXU's Installed	0
Investigate High Usage	0
Meter Changes	0

Other Projects:

Sanilac Twp. Operations	Sanilac Miss digs
Outside Water Sampling	Gielow sampling and surcharge billing
Outside sewer Sampling	Utilities Restructuring
Organize sampling plan	Lab Maintenance

December 2018 DPW Work & Projects

DPW Routine Duties Include but not limited to:

Trash Rounds
Building Maintenance
Snow Removal
Equipment Maintenance

Sewer Rounds
Wash and Clean Equipment
Salting streets, parking lots, sidewalks
Setup & Collect Sewer Samples @ Gielows for testing

Snow removal and or Salting at: Tierney Park, Lester Park, Village Cemetery, Memorial Cemetery, Mobile Home Park, and Various Street and parking Locations.

December 2018 Work Orders:

Deliver and Pickup bleachers to Meyer School
Setup and tear down for the horse parade
Relocate and mount new signs on Cemetery fence
Clean up bushes and trim trees on lot 223 for new mobile

Other Activities for the Month:

Repair GFI on Street light pole
Call in for road salting
Set up and work Tree Lighting
Pick up leaves and branches
Repair Manhole cover on Washington
Cut down trees on M-25, Peck Rd, and LMMHP
Repair light at Village Office
Load leaf disposal trucks
Repair DPW fence by Lester Park
Dig Grave
Repair salt storage shed
Move bleachers to Meyer School
Call in for sewer alarm
Pick up DDA Benches for the winter

Pick up Trash cans for Winter
Water Shut Off
Mobile home park office renovations
Water Line Leak @ MHP
Move Utilities on lot 223
Take Dodge pickup to Franzel for broken Spring
Put signs on fence at the cemetery
Clean up old paint and supplies from DPW garage
Picked up picnic tables and start to repair
Burn Brush Pile at lagoons
Dig 2nd Grave
Work on street lights

Projects In Progress:

Kubota Mower Replacement
USDA Projects
Tree Removal at MHP & around town bids
VFD Installation @ WTP
Water Main warranty repairs on Hubbard
Chlorine analyzer Installation @ WTP
M-25 Manhole Renovations
Lagoon Blower Pump Repairs

VILLAGE OF LEXINGTON
Planning Commission Regular Meeting
Monday, December 3, 2018
7 p.m.

Public Hearing Called to Order: 7:00 p.m. by Chairperson Mike Ziegler

Roll Call by Beth Grohman, Clerk

Present- Stencel, Picot, Morris, Huepenbecker, Ziegler

Absent – McCombs, Reinhard, Macksey, Kaatz

Others Present –Beth Grohman, Holly Tatman, Jerry Dawson

Approval of Agenda: Motion by Huepenbecker, seconded by Stencel, to approve the agenda as presented.

All Ayes

Motion carried

Kaatz entered meeting at 7:03 p.m.

Approval of Minutes – Motion by Huepenbecker, seconded by Stencel, to approve the minutes of November 5, 2018 as presented.

All Ayes

Motion carried

Public Comment – None

Zoning Administrator Report – No permits issued in November. One sign request for the Marathon Station. Dawson requested input from members on how to proceed with the permit. Members agreed Dawson should move forward with approval of the sign request. Dawson gave an update on the house at 7280 Jefferson Street home and 7282 Wayne Street. County to do an inspection on the Wayne Street house. Dawson also discussed the new HUD rules for mobile home placement.

Motion by Morris, seconded by Stencel, to accept the Zoning Administrator Report as presented.

All Ayes

Motion carried

Old Business:

1. Approve Changes to Short Term Rental Ordinance –

- a. **Distance allowable between STR units** - Discussion on the 300 ft distance. Recommendation to lower the distance to 200 ft. Distance should be measured from property line to property line. Motion by Morris, seconded by Kaatz, to approve the revised ordinance as currently written with the understanding that the strike out 5.25.4 is eliminated and review of the ordinance in one year to determine if it is serving its intended purpose and all other changes would apply.

Roll Call

Ayes- Morris, Kaatz, Picot, Huepenbecker, Ziegler

Nays- None

Abstain- Stencel

Motion carried

Motion by Kaatz, seconded by Ziegler to set the Public Hearing for January 7, 2018.

All Ayes

Motion carried

b. Cost for renewing license and requirement for renewal – Motion by Huepenbecker, seconded by Ziegler to set the renewal fee at \$25.

Discussion – Increase the renewal fee to \$50

Huepenbecker amended the motion, Ziegler supported the amendment.

All Ayes

Motion carried

New Business:

1. Recommendation Regarding Marihuana Facilities in the Village – Motion by Morris, seconded by Huepenbecker, to recommend to Council an ordinance to prohibit marihuana establishments in the Village.

All Ayes

Motion carried

2. Illuminated Sign Permit Request – Discussion under Zoning Administrator Report.

3. Consider Language to Add Restrictions to Illuminated Signs Permitted in our Ordinance – Discussion on setting a public hearing for Village resident and business owner's input on electronic changeable signs. Stencel stated the feedback they received from the customers at the A & W was against the electronic signage. Motion by Huepenbecker, seconded by Ziegler, to approve a public to amend the sign ordinance to prohibit electronic changeable message signs.

Discussion

Huepenbecker amended the motion adding electronic changeable message signs that change more than once a month, with the approval of the Village Attorney.

Amendment supported by Ziegler.

Discussion

Roll call

Ayes- Huepenbecker, Ziegler, Picot, Stencel, Morris, Kaatz

Nays – None

Motion carried

Public Comment – None offered

Adjournment - Motion by Kaatz, seconded by Stencel, to adjourn at 8:51 p.m.

All Ayes

Motion Carried

Beth Grohman
Village Clerk

**Lexington Cemetery Board Meeting
7227 Huron Avenue, Lexington, MI
December 13, 2018 Minutes**

Call to order at 1:00 p.m. by Richard Stapleton

Roll Call

Present: Davis, Albertson, Stapleton

Absent: None

Others present: Beth Grohman, Sue Haron

Public Comment None Offered

Approval of Agenda – Motion by Davis, seconded by Stapleton, to approve the agenda as presented.

All ayes, motion carried

Approval of Minutes - Motion by Davis, seconded by Stapleton, to approve the minutes of November 8, 2018 as presented.

All ayes, motion carried

Reports

1. Financials –

Review of budget. Motion by Albertson, seconded by Stapleton, to approve the financials as presented. All ayes, motion carried.

2. Operational – Activity up to date. Request made on the Cemetery Facebook page for volunteers for Friends of the Cemetery, good response. Schedule a meeting after the holidays. Cremations up over burials this year.

3. Project Updates – No update

Business:

1. Marketing Regan Section – Stapleton presented a list of ideas to market the Regan Section, discussed incentives, pet cemetery section, rates for outside areas in the County and a Master Plan. Discussed drafting a drawing with future improvements and creating a brochure. Suggestion to hold an official opening of the Regan Section in Memorial.

2. Survey of Village for Cemetery Needs– Discussion on putting out a survey. Davis suggested reaching out to the organizations and churches. Further discussion next meeting, January 10, 2019.

3. Regan Section Map Revisions – No discussion

Public Comment –None offered

Motion by Albertson, seconded by Davis, to adjourn meeting at 2:00 p.m.

Respectfully submitted:

Beth Grohman, Village Clerk

Village of Lexington
7227 Huron Avenue, Lexington, Michigan

Parks and Recreation Committee
Meeting Minutes

Date November 5, 2018

Call to Order Meeting 9:10 AM by Mark Edmonson

Roll Call

Present - Fulton, Muoio, Edmonson, Pomeroy

Absent - Bankson

Others Present - Judy Vandewarker, Recorder

Approval of Agenda

Motion by Fulton, seconded by Pomeroy, to approve the agenda as presented.

All ayes. Motion carried.

Approval of Minutes

Motion by Edmonson, seconded by Pomeroy to approve the minutes of October 1, 2018 as presented.

All ayes. Motion carried.

Public Comment - None

BUSINESS

1. Tierney Park

Tennis Court Update

a. Fence Contractor Update

- ⑩ Edmonson had a quote for the fence which he will give to Tatman. They had hoped to reuse the old posts which will not be possible. The guy Edmonson contacted talked to Jerry, looked over our fence, said it was junk, and gave a price of \$10,000. His suggestion is tall, 10' high at the end and short on the sides.

- Paving company has not relocated the netting posts so Edmonson will call them again.

- ⑩ Want Tatman to get another bid (since she is the main contact) from Mitton., using the same spec
- ⑩ Short fences are nice, but they would need to be high at least on the east side to prevent balls from rolling down the hill.
- ⑩ Quoted was 1-3/4" fabric mesh that the balls don't stick in; also want quote for regular chain link fencing fabric.
- ⑩ Pomeroy to check into type and color of paint to be used, and Edmonson will look up some costs.
- ⑩ No hockey tournament is planned for this year.

b. Pop Machines

- ⑩ Are closed down for the winter.
- ⑩ Should have a check within 30 days, which will be for 32% of the 15 cases sold this year.
- ⑩ Would like to have pop machines available at Lester Park, but need power
- ⑩ Fulton to call Pepsi for information--may choose to switch from Coca Cola

c. Site Clean Up

- ⑩ Looked pretty good
- ⑩ Didn't like the hazard of the wood, so had it taken out
- ⑩ Would like Beth to get a bid for concrete sidewalks at the top of the stairs

2. Lester Street Park

a. Edmonson plans to meet with Jerry on the ice rink work

- ⑩ If there is a liner, may put ice rink in Tierny Park also.
- ⑩ No liner required for Lester Park rink, just berm and flood
- ⑩ Edmonson to ask Larry Palleshi about putting an ice rink on his property next to Ehardt's because it would be such a good location.

3. Antique Boat Show

- ⑩ Got \$1,000 from the Port Huron show
- ⑩ They want to make it a 2 day event next year, Friday/Saturday or Saturday/Sunday

4. Civil Encampment

- Got an e-mail from Anita that they want a different date
- Edmonson to contact LBA and DDA, and respond back to all

5. Budget Review

- ⑩ Edmonson introduced Tatman to the DTE corporate community affairs representative for Sanilac County who has some money available for us (\$1,000 - 1,500). There are also some micro grants available which she can apply for.
- ⑩ DTE is willing to set up poles, anchors, and guidewires for banners at each end of town. Just have to work on a location.

Openings on the committee

- ⑩ Request Beth Grohman send a thank you note to Earl Besanson for his service on the committee.
- ⑩ Applications to be given to Chris Sutton and Chris Hassler.
- ⑩ Muoio suggested getting a youth member.
- ⑩ Want to post a sign that there are openings for members on the committee.

Fulton offered to bring information on kites to the next meeting.

CORRESPONDENCE - None

PUBLIC COMMENT - None

ADJOURNMENT - Motion by Edmonson, seconded by Fulton, to adjourn the meeting at 9:45 AM.

Respectfully submitted
Judy Vandewarker

November 9, 2018

Village of Lexington Downtown Development Authority
Reconciliation Detail
 Eastern Michigan Bank - General, Period Ending 12/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						106,696.98
Cleared Transactions						
Checks and Payments - 2 items						
Check	12/12/2018	1120	Western Tree Farm	X	-1,170.00	-1,170.00
Check	12/12/2018	1127	Vicki Scott	X	-50.00	-1,220.00
Total Checks and Payments						
					-1,220.00	-1,220.00
Deposits and Credits - 4 items						
Deposit	12/12/2018	Dep	Deposit	X	120.00	120.00
Deposit	12/20/2018	Dep	Deposit	X	4.77	124.77
Deposit	12/20/2018	Dep	Deposit	X	387.24	512.01
Deposit	12/31/2018	Dep	Deposit	X	40.77	552.78
Total Deposits and Credits						
					552.78	552.78
Total Cleared Transactions						
					-667.22	-667.22
Cleared Balance						
					-667.22	106,029.76
Uncleared Transactions						
Checks and Payments - 1 item						
Check	12/12/2018	1119	Lexington Gardens		-1,760.00	-1,760.00
Total Uncleared Transactions						
					-1,760.00	-1,760.00
Register Balance as of 12/31/2018						
					-1,760.00	-1,760.00
					-2,427.22	104,269.76
New Transactions						
Deposits and Credits - 2 items						
Deposit	01/03/2019	Dep	Deposit		2,666.88	2,666.88
Deposit	01/15/2019	Dep	Deposit		120.00	2,786.88
Total Deposits and Credits						
					2,786.88	2,786.88
Total New Transactions						
					2,786.88	2,786.88
Ending Balance						
					359.66	107,056.64

Village of Lexington Downtown Development Authority
Profit & Loss Detail
 December 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Property Tax Capture Deposit	12/20/2018	Dep	Deposit	11.1.2018-11....		Eastern Michig...	387.24	387.24
Total Property Tax Capture							387.24	387.24
Total Income							387.24	387.24
Gross Profit							387.24	387.24
Expense								
Christmas Decorations Check	12/12/2018	1120	Western Tree Farm	30 Large Blan...		Eastern Michig...	1,170.00	1,170.00
Total Christmas Decorations							1,170.00	1,170.00
Clerical Check	12/12/2018	1127	Vicki Scott	December Me...		Eastern Michig...	50.00	50.00
Total Clerical							50.00	50.00
Downtown Internet Deposit	12/12/2018	Dep	Deposit			Eastern Michig...	-120.00	-120.00
Total Downtown Internet							-120.00	-120.00
FOIA Deposit	12/20/2018	Dep	Deposit	Audio Tape &...		Eastern Michig...	-4.77	-4.77
Total FOIA							-4.77	-4.77
Landscaping Maint. Check	12/12/2018	1119	Lexington Gardens	Winter Planters		Eastern Michig...	1,760.00	1,760.00
Total Landscaping Maint.							1,760.00	1,760.00
Total Expense							2,855.23	2,855.23
Net Income							-2,467.99	-2,467.99

Village of Lexington Downtown Development Authority
Check Detail
 December 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1119	12/12/2018	Lexington Gardens		Eastern Michigan ...	-1,760.00	-1,760.00
TOTAL					Landscaping Maint.	-1,760.00	1,760.00
						-1,760.00	1,760.00
Check	1120	12/12/2018	Western Tree Farm		Eastern Michigan ...	-1,170.00	-1,170.00
TOTAL					Christmas Decoratio...	-1,170.00	1,170.00
						-1,170.00	1,170.00
Check	1127	12/12/2018	Vicki Scott		Eastern Michigan ...	-50.00	-50.00
TOTAL					Clerical	-50.00	50.00
						-50.00	50.00

have not written
 checks 1121 - 1125. After
 check 1120 ran into "time to
 check 1121 was done. write a check
 next check written will be
 1121. (photocopies)
 records? thought was done. write a check
 1121. photocopies

Village of Lexington Downtown Development Authority
Journal
December 2018

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
222	Deposit	12/12/2018	Dep	Deposit Deposit	Deposit Deposit	Eastern Michigan B... Downtown Internet	120.00	120.00
224	Check	12/12/2018	1119	Lexington Gardens Lexington Gardens	Winter Planters Winter Planters	Eastern Michigan B... Landscaping Maint.	120.00	1,760.00
225	Check	12/12/2018	1120	Western Tree Farm Western Tree Farm	30 Large Blan... 30 Large Blan...	Eastern Michigan B... Christmas Decoratio...	1,760.00	1,170.00
226	Check	12/12/2018	1127	Vicki Scott Vicki Scott	December Me... December Me...	Eastern Michigan B... Clerical	50.00	1,170.00
227	Deposit	12/20/2018	Dep	Deposit Deposit	Audio Tape &... Audio Tape &...	Eastern Michigan B... FOIA	50.00	50.00
228	Deposit	12/20/2018	Dep	Deposit Deposit	11.1.2018-11... 11.1.2018-11...	Eastern Michigan B... Property Tax Capture	4.77	4.77
231	Deposit	12/31/2018	Dep	Deposit Deposit	Deposit Deposit	Eastern Michigan B... Interest Earned	387.24	387.24
TOTAL							3,532.78	3,532.78

11:09 AM
01/15/19

Village of Lexington Downtown Development Authority

Audit Trail

Entered/Last Modified December 13, 2018 through January 15, 2019

Num	Entered/Last Modified	Last modified by	State	Date	Name	Memo	Account	Split	Amount
Transactions entered or modified by Admin									
1119	Check 1119 12/20/2018 11:25:34	Admin	Latest	12/12/2018	Lexington Gardens Lexington Gardens	Winter Planters	Eastern Michigan B... Landscaping Maint.	Landscaping M... Eastern Michig...	-1,760.00 1,760.00
1120	Check 1120 12/20/2018 11:26:35	Admin	Latest	12/12/2018	Western Tree Farm Western Tree Farm	30 Large Blan...	Eastern Michigan B... Christmas Decora...	Christmas Dec... Eastern Michig...	-1,170.00 1,170.00
1127	Check 1127 12/20/2018 11:32:28	Admin	Latest	12/12/2018	Vicki Scott Vicki Scott	December Me...	Eastern Michigan B... Clerical	Clerical Eastern Michig...	-50.00 50.00
Dep	Deposit Dep 12/20/2018 12:06:25	Admin	Latest	12/20/2018	Deposit Deposit	Audio Tape &...	Eastern Michigan B... FOIA	FOIA Eastern Michig...	4.77 -4.77
Dep	Deposit Dep 12/20/2018 12:07:06	Admin	Latest	12/20/2018	Deposit Deposit	11.1.2018-11....	Eastern Michigan B... Property Tax Capture	Property Tax ... Eastern Michig...	387.24 -387.24
Dep	Deposit Dep 01/03/2019 09:29:57	Admin	Latest	01/03/2019	Deposit Deposit	12.1.2018-12....	Eastern Michigan B... Property Tax Capture	Property Tax ... Eastern Michig...	2,666.88 -2,666.88
Dep	Deposit Dep 01/15/2019 10:41:02	Admin	Latest	01/15/2019	Deposit Deposit	Deposit	Eastern Michigan B... Downtown Internet	Downtown Inte... Eastern Michig...	120.00 -120.00
Dep	Deposit Dep 01/15/2019 10:57:30	Admin	Latest	12/31/2018	Deposit Deposit	Deposit	Eastern Michigan B... Interest Earned	Interest Earned Eastern Michig...	40.77 -40.77

* no changes made.
f. stephman

VILLAGE OF LEXINGTON COUNCIL GIVES NOTICE of MEETINGS TO BE HELD IN THE MONTH of February 2019

The following meetings will be held in the Council Chambers, at the Village Hall 7227 Huron Avenue, Lexington, MI 48450, 810-359-8631.

<u>GROUP</u>	<u>DATE</u>	<u>TIME</u>
PARKS AND REC	4	9 A.M.
PLANNING COMMISSION	4	7 P.M.
DDA	6	5:30 P.M.
CEMETERY BOARD	14	1 P.M.
MHP ADVISORY BOARD	15	6 P.M.
COUNCIL	25	7 P.M.

POSTED: MOORE LIBRARY
 VILLAGE HALL
 JEFF'S MARKETPLACE
 LEXINGTON NORTSHORES MHP

Persons with disabilities needing assistance should contact Beth Grohman 8-4pm/ 3 days prior to the meeting. An attempt will be made to make reasonable accommodations. Bg12219

Mike Harder
P.O. Box 655
Lexington, MI 48450
810-434-4618

December 19, 2018

Village of Lexington
Mrs. Holly Tatman
7227 Huron Ave., Suite 100
Lexington, MI 48450

Dear Mrs. Tatman:

Due to the termination letter I received dated December 17, 2018, I am requesting a Peer Review hearing as stated in the SOG #94-01 Lexington Fire and Rescue Standard Operating Guidelines Disciplinary Action. I have been denied my Due Process when I was not notified to attend a Personnel Committee Meeting held on December 12, 2018. As stated the purpose of the meeting was for the Personnel Committee to make a recommendation of my termination.

Enclosed, please find a memo that was emailed to all parties involved of the events leading up to my termination letter as well as other correspondences listed below.

I am looking forward to the scheduling of the meeting with my peers to defend the accusations that have been made against me along with answering any questions they may have.

Sincerely,



Mike Harder

Enclosures: Standard Operating Guidelines
Robert's Rule of Order
Lexington Fire and Rescue Constitution

cc: Kristen Kaatz, Village President
Keefe Radtke, Chief, Lexington Fire Department
Peter Muoio, Village President Pro Tem
Barbara Schultz, Village Trustee
William Ehardt, Village Trustee
David Pico, Village Trustee
Michael Fulton, Village Trustee
Ed Jarosz, Village Trustee

From: Michael Harder ebhcinc@att.net

Date: Dec 17, 2018 at 9:32:29 AM

To: ebhcinc@att.net

To: Council Members, Village President, Village Manager, and Fire Chief Keefe Radtke

From: Mike Harder

Date: December 17, 2018

RE: Disciplinary Action Protest

I joined the fire department in 2002 and I am approaching my 17th year as a member. I took my first training through our county program and furthered my education through St Clair County Community College. The commitment and dedication it takes to become a volunteer fireman is approximately 2 years of training without any compensation. I did not join the department for any personal agendas, I simply joined to volunteer for my community. I was accepted by my peers to become a member of the Lexington Fire Department I consider them all family which I am honored to be part of that family.

In my 17 years as a member I have been honored by receiving the Firemen of the Year award twice and a Hero of the Year award by the State of Michigan. I have worked my way from a fireman, to Lieutenant and to my current position Assistant Fire Chief.

I am self employed, owning 2 businesses, one which I started 22 years ago and the other I purchased 10 years ago. I am also invested in my surrounding communities, owning 2 residential properties and 2 commercial properties. I enjoy Lexington, involving myself, volunteering my time, my life if need be and my business services. Being self employed and part of the Lexington

Fire Department for so many years has not always been an easy task, we are expected to leave our families, work, our beds while sleeping in the middle of the night, risking our lives and losing income from missed work. I have always done my best and putting the residents first yes, there are times when you are unable make everyone happy but I have always been honored to be a part of this fire department and do my job to the fullest.

Since the hiring of Manager [REDACTED] it has been very challenging to do my job effectively. [REDACTED] and myself have had a few misunderstandings. After her hiring, she made it known to a Crosswell City Official and Lexington employees that she wanted the entire fire department gone and had no respect for our members. I addressed my concerns with President Kaatz she stated to me that she was sure [REDACTED] made those statements out of frustration. [REDACTED] also stated to me during one of our discussions that she "would never live here, hang out here, nor would she recommend anyone to work here." I also addressed this concern with [REDACTED] and again I was told, "I'm sure she was just upset." My involvement and loyalty to the community has made it extremely difficult to work with and respect [REDACTED] knowing personally how she feels I had reached out to [REDACTED] after these statements and tried to come to some form of mutual respect, unfortunately, that was unable to happen

Several weeks ago is the last time I spoke with [REDACTED] I had received a phone call in the early afternoon from Fire Chief Radtke. He stated he was informed by Andy Schutt of the water department that the asphalt company had a 3 foot ditch dug across the front of

our fire hall and we would be unable to get our trucks out if an emergency call came in. He ordered me to go address the issue since he was at his full time job in Richmond. Upon my arrival I did witness the ditch and the situation of the emergency vehicles not being able to leave the hall. I addressed my concerns with who I assumed was the foreman of the asphalt company. I was told by him that he advised the Village Manager and DPW Supervisor they would be digging the parking lot up today. Neither the Village Manager or DPW Supervisor advised the fire department of this issue. I was told there was accusations of me being disrespectful to the asphalt company Supervisor, that is a false statement. I proceeded to the village office to address my concerns with Holly she stated to me "I had no idea the work was going on and do you think I look out my window all day?" I immediately addressed my concerns with [REDACTED]. I met her and drove her to the village office so she could see the issues we were faced with. [REDACTED] stated, "Obviously we have a problem lets not focus on who was responsible but lets focus on how to fix it." I am asking you to please take a moment and try to understand the severity of all of our emergency vehicles being stranded in the fire hall with absolutely no way for any vehicle to leave the hall to render emergency aid fr our community and surrounding communities. I personally take every call and situation seriously due to what I have witnessed in my 17 year career. After this incident with Holly I have had no further communication with her.

On December 1 at the annual Christmas tree lighting I arrived at 5:30pm. I went early to this event with my 5 year old daughter she was extremely excited to be at the festivities. It was a very cold,

windy and rainy evening as I was standing in the fire hall with my daughter [REDACTED] came up to me and started to verbally insult me on what I was wearing for clothing that night. I was wearing a clean coat, pants and workboots she stated, "I was an embarrassment and I am the Assistant Chief, I should not be dressed like a thug." I was completely embarrassed and felt extremely disrespected she was talking to me this way in front of my 5 year old daughter. I did whatever I could to end the conversation and distance myself from her. We do not have a dress policy and this is the ongoing disrespect we as a fire department receive from village officials. I had contacted President Kaatz 2 years ago that we do not have uniforms and she assured me over a year ago she would remedy this issue. To date we still have no uniforms.

On December 4 at approximately 5:45 pm I received a phone from Chief Radtke, that [REDACTED] was firing me immediately. I asked him for what reasons? He stated, "She can't work with me and that she could terminate me." She asked Chief Radtke if he wanted to tell me or if he wanted her to. I immediately protested it with Chief Radtke.

This has continued over the last two weeks. We have by-laws and Standard Operating Guidelines that I believe have not been followed. This controversy has caused huge turmoil, trust issues and destroyed friendships within the fire department. Chief Radtke has stated to me several times through phone conversations, text messaging and emails, stating he had no reason to demote or terminate me and this was all "[REDACTED] doing." He informed me to

continue doing my job as Assistant Chief because he did not agree with it and she could not do this.

On Monday, December 10, I received a text message from Chief Radtke that [REDACTED] had rescinded my termination.

On Tuesday, December 11 at our monthly fire department business meeting, Chief Radtke addressed mine and our fire department members concerns about this situation. He stated in that meeting Holly and council could not do any of this and he had a personnel committee meeting Wednesday, December 12 that was to reprimand him and we were not to attend or worry about the situation.

On Wednesday, December 12, I was contacted by Chief Radtke about 9pm. He stated it was the weirdest meeting he was ever in, the meeting was not about him and it was in fact about me. He stated that I was being reprimanded and a letter was being drafted for disciplinary actions against me.

On Friday, December 14, I received a text message from Chief Radtke around 7pm that my disciplinary letter was on my desk at the hall.

On Saturday, December 15, I received a text message at 10:15am with pictures of the letter and stating "I know you where here." He stated I had till noon on Sunday to return the signed disciplinary letter.

I am finding it difficult to understand why I was not contacted about a personnel committee meeting to discuss and determine my fate with the fire department. To date I have never been informed as to why I am being disciplined and I have been denied my right for Due Process to defend myself. I have not been contacted by any Council Members, Village President or Village Manager, It also has been even difficult to communicate with Chief Radtke, all I am trying to do is understand why any of this has happened. I have always made myself available to the community and the leadership and I would have been more than willing to address any concerns or questions if only someone would have reached out to me. By no means can we make everyone happy at all times and by no means is anyone perfect. We can find faults in everyone and have letters drafted about them at anytime, it does not always mean those letters are true statements. Our own Fire Chief has had letters and complaints drafted and published in local newspapers. The village Manager has had several issues as well and the Village President has had complaints made about her leadership. My question is, should they have been fired or demoted? As a leader of any entity, you will always have someone disappointed or angry with choices that are made.

The last two weeks I feel have been full of personal vendettas by new and old council members along with the Village Manager. In the 22 years I have been in business I have learned to separate personal feelings from business decisions. I have dedicated 17 years of my life volunteering for this community. I acknowledge that there may be people who can find me difficult to deal with but as an Assistant Fire Chief and a fireman I have always done my

best, protected my fellow firemen, the public and risking my own life more times than I care to remember. I believe I have made a positive impact in many situations and I ask you to ask my peers of fireman who I work with daily, how I have impacted them and if they feel what is being recommended is ok. I am not an elected official, I was chosen by Chief Radtke and my peers to be the Assistant Fire Chief. To this date Chief Radtke has not addressed any issues with me doing my job effectively.

Till December 4, we as a fire department did not have any internal issues and at some point the micromanagement and dictatorship has to stop. Please remember we are not career firefighters, we are volunteer members of the Lexington Fire Department, that have career jobs and some members have more than one. We juggle our jobs, lives and families for this service all with little or no compensation. We do our best, and I have done my best to protect the community that I live in.

And yes, I do uphold and honor the Fireman's Oath...

I am requesting a peer review as stated in our fire department SOG 94-01, made up of my peers as stated in SOG 94-01.

Thank you
Assistant Chief Mike Harder

SOG #94-01
LEXINGTON FIRE AND RESCUE
STANDARD OPERATING GUIDELINES
DISCIPLINARY ACTION

Discipline may be in any of the following forms:

1. Verbal reprimand
2. Written reprimand
3. Peer review
4. Dismissal from the department

Any member may be disciplined for the following:

1. Not maintaining a 25% average of the general alarms
2. Missing three meetings or any Mandatory training sessions without prior approval
3. Intoxication while on duty
4. Thievery
5. Conduct unbecoming a member
6. In subornation
7. Lack of valid Michigan motor vehicle operators license
8. Misuse of Village equipment
9. Driving in a reckless manner to an emergency
10. Failure to complete any state required training
11. Illegal use of controlled substances
12. Giving out fire department information without permission from the fire Chief.
13. Loaning out fire department equipment without authorization
14. Any conduct which tends to bring discredit to the fire department

The above list shall not be considered as all-inclusive.

Any fire Officer may relieve a member from duty, if that officer believes that the member is under the influence of alcohol or any controlled substance. Any member suspected should submit to a breath, urine or blood test that may be required to identify the substance.

Upon disciplinary action, a person shall have the right to a peer review within 7 working days after said action by submitting a written appeal to the Fire Chief outlining the reasons why said party feels aggrieved by the action taken. The Chief of the Department shall then call a meeting of a Peer Review Committee outline in the By-Laws. The decision of the peer review committee shall be binding on all parties.

ORIGINAL
10/26/00

- The assembly can decide if there are restrictions on who may vote, such as limiting votes to only those present at the meeting, or using another ratio of winning votes to pass a motion
- All members have a right to *abstain*, or decline from voting, if they have a personal interest in the outcome of the vote
- If the motion passes, it passes immediately
- A chairperson may vote when his/her vote will affect the result, such as to break a tie, but a chairperson may not vote twice

Nominations & Elections

A *nomination* is a motion to elect a person to a position; the methods of nomination are:

- **The chair**, where the chairperson nominates the candidate
- **From the floor**, where a member nominates the candidate
- **Ballot**, where members may nominate other members for an office on a ballot (note that this is not the same as a petition election, as described below)
- **Mail**, where members are too far away to meet together in one place; this acts much like a ballot nomination, but nominations are simply collected through the mail instead of in person
- **Petition**, where a group of members may nominate someone by a petition

Assemblies and organizations may have their own rules outlining how to run elections; some methods are:

- **Ballot election**, in which the assembly votes for the candidate on a ballot
 - **Viva-voce election**, in which the assembly votes for the candidate by a voice vote
 - **Roll-call election**, in which each member stands and states for which candidate he/she is voting
- Elected officers win their seats when they win the most votes; an elected officer takes his/her office immediately upon winning an election, unless the assembly's rules state otherwise

Disciplinary Procedures

Disciplinary procedures should be outlined in the bylaws so that every member has notice as to the procedures; a fair disciplinary procedure includes:

- A confidential investigation by a committee to determine if further disciplinary action is warranted (**NOTE:** This committee does not have power, if not delineated in the bylaws, to compel a member to appear in front of it)
- The committee prepares and presents a report on the investigation, either exonerating the member or recommending the charges for the guilty member
- The accused is formally notified, and his/her rights are suspended for the duration of the trial
- A trial, or formal hearing, on the charges at which the accused may appear to defend him/herself
- The assembly reviews the committee's findings if the trial was not held in front of the assembly

The procedure for running the trial should include:

1. The chair directs the secretary to read the charges aloud to the committee or the assembly
2. The chair asks the accused how he/she would plead (guilty or not guilty)
3. If the accused pleads guilty, the trial ends
4. If the accused pleads not guilty, the trial proceeds in this order:
 - Opening statements by both sides
 - Witness testimony
 - Testimony of defense witnesses
 - Rebuttal witnesses for the organization or society
 - Closing arguments by both sides
5. The accused leaves the room when both sides finish their closing arguments
6. The committee or the assembly deliberate as to the guilt or innocence of the accused member
7. When deliberations are complete, the chair states, "The question before the assembly is: Is the member guilty of the specifications against him/her?"
8. The assembly or the committee members vote
9. Any punishment must be decided by a ballot vote, by a two-thirds margin
10. When voting is done, the accused is called back into the hall and the result is delivered

Ending a Meeting

A chairperson ends a meeting by *adjourning*, or closing the meeting, after all debate and business are finished; if there is unfinished business, the assembly may take it up at the next meeting; before a meeting ends, the assembly should decide the date and time of the next meeting if it is not already decided in the bylaws

Before adjourning, the chairperson must:

- Inform the assembly of any unfinished business to give the assembly the opportunity to finish it before adjourning
- Make any important announcements
- Make any motions to reconsider a previous vote if needed
- Make a motion to reconsider and enter on the minutes
- Give notice of a motion that will be presented at the next meeting if the motion is one that requires notice
- Move to set a time for an adjourned meeting if there isn't one already scheduled
- Formally state that the meeting "is adjourned"

The motion to adjourn must, like all motions, be seconded and voted upon so that the chairperson cannot end a meeting without the assembly's consent. If all business is finished and the preselected hour to adjourn has arrived, the assembly need not move to adjourn; the chairperson may ask, "Is there any further business?"; if there is none, the chairperson may then say, "Then I hereby adjourn this meeting"; the meeting is then adjourned

Form of Popular Motions

When you want to make a motion to...	You say...
Postpone indefinitely	I move to postpone the motion indefinitely
Amend	I move to amend the motion by...
Commit or refer	I move to commit/refer the matter to...
Postpone definitely	I move to postpone the motion to...
Limit or extend debate	I move to limit/extend the time for debate
Previous question	I move for previous question
Table	I move to table...
Un-table	I move to un-table...
Orders of the day	I move for the orders of the day
Question of privilege	I rise for a question of privilege
Recess	I move for a recess
Adjourn	I move to adjourn
Fix the time to adjourn	I move to fix the time to adjourn
Point of order	Point of order, Chairperson (question)
Point of information	Point of information, Chairperson, (question)
Rescind	I move to rescind my motion
Reconsider	I move for a reconsideration of...
Vote	I move to vote on...
Nominate	I move to nominate...
Suspend the rules	I move to suspend the rules and...
Divide the question	I move to divide the question
Divide the assembly	I move for a rising vote

How to Use the Book

- Go to the table of contents and search for action for which you need help (the table of contents does not list page numbers; it lists section numbers)
- Go to the section to which the table of contents directs you; *Robert's Rules of Order* is written in prose, so you will have to read the whole section to get a comprehensive idea of what it contains
- Each individual section is part of a larger section, so it is beneficial to read other sections in the subheading if you need more direction; this is especially helpful if you do not know when a topic you are researching arises during a meeting
- If you find yourself in a part of the rules that provides little guidance, do not worry—the rules assume that your assembly will write its own bylaws to fit its own purposes
- **NOTE:** *Robert's Rules of Order* can be superseded by your assembly's bylaws; so, if *Robert's Rules of Order* does not fit your assembly's process, there is no need to change your assembly's rules to fit those outlined in *Robert's Rules of Order*

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Lexington Fire and Rescue

Constitution

Article I

The name of this organization shall be:
Lexington Fire and Rescue

Article II

The object of this organization shall be:
The preservation and protection of life and property from and during any fire, disaster, or emergency that may occur, and to provide this service to our area, and surrounding areas when called upon.

Article III

Lexington Fire and Rescue shall be composed of the following:

A maximum of twenty five (25) full time members

A maximum of ten (10) reserve members

A team of officers to be:

Chief

Assistant Chief

Captain

Lieutenant

Medical Officer

Secretary/Treasurer

Article IV

The members of Lexington Fire and Rescue shall meet on the first and third Monday of each month, at 19:00, unless otherwise announced, to train and discuss departmental business. The first Monday night meeting consist of training drills, instruction, apparatus checks, cleaning, etc. The meeting on the third Monday night will be to discuss departmental business. A quorum shall be considered as one (1) more than half of the full time members. A quorum is necessary to hold a meeting.

Article V

A "Peer Review Committee" shall be formed to investigate allegations of misconduct, whenever deemed necessary, by the officers.

The Peer review committee shall recommend disciplinary action up to and including discharge of a member in situations of insubordination or disregard for health, safety, or other departmental matters.

The peer review committee shall consist of five (5) full time members chosen by lottery in the following method:

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Summary of January 14, 2019 Moore Public Library Board Meeting

Treasurer's Report – Final financials for 2018 show income exceeding expenses despite incurring some expenses associated with our expansion project.

Strategic Plan – We finalized the update of the strategic plan and will approve the printed copy of it next month.

We approved purchasing Ploud, a library website template to streamline our website to make it more user friendly and easier and quicker to update. Used by over 100 libraries in Michigan, Ploud is partially funded by the Library of Michigan so the cost is only \$200 for 2018-2019. We will have a choice of four templates, multiple color schemes, optional page layouts, an easy-to use calendar for library events, sections for News, Programs, Contact Us Form, etc. They provide hosting, training, and a help desk.

Upcoming Programs:

Monday, Jan 28th	Taste of Oil Class
Moore Public Library	Fee \$10 all materials
5:30 PM	are supplied.

Pre-school Story Time every Friday at 10:30 a.m.

Check the library website (lexingtonlibrary.net) for further information on ongoing programs and future events.