

**SPECIAL COUNCIL MEETING  
ZOOM MEETING**

<https://us02web.zoom.us/j/84234865339?pwd=SnRaM2hTMWhldHd5TTlxNCtXRG9Zdz09>

Meeting ID: 842 3486 5339  
Passcode: 831461  
Dial by your location  
+1 786 635 1003 US (Miami)  
+1 267 831 0333 US (Philadelphia)

**AGENDA**

**DATE OF MEETING:** MONDAY NOVEMBER 16, 2020  
**TYPE OF MEETING:** SPECIAL COUNCIL MEETING  
**TIME OF MEETING:** 7:00 P.M.

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER / SPECIAL COUNCIL MEETING**

**ROLL CALL BY CLERK**

**PUBLIC COMMENT**

**BUSINESS:**

**ADMINISTRATION**

- A. MANAGER EVALUATION
- B. MASTER PLAN RESOLUTION

**CORRESPONDENCE**

**PUBLIC COMMENT**

**COUNCIL PERSON COMMENTS**

**ADJOURNMENT**

## May 2019 Evaluation Scores

### Evaluation areas

#### 1. Personal

Question 1	4.66
Question 2	5

#### 2. Professional Skills and Status

Question 1	4
Question 2	3.66
Question 3	4.33
Question 4	4.33
Question 5	4.33
Question 6	4

#### 3. Relations with the Village Council

Question 1	5
Question 2	4.66
Question 3	5
Question 4	4.66
Question 5	4.33
Question 6	4.66

#### 4. Policy Implementation

Question 1	4.66
Question 2	4.66
Question 3	4.33
Question 4	4.33

#### 5. Reporting

Question 1	4.66
Question 2	4.33
Question 3	4.33

#### 6. Resident Relations

Question 1	4.66
Question 2	4.33
Question 3	5
Question 4	5
Question 5	4.66
Question 6	4.33

## 7. Governmental Relations

Question 1	4
Question 2	4
Question 3	4
Question 4	4.33
Question 5	4.33

## 8. Supervision

Question 1	4.66
Question 2	4.66
Question 3	4.66

## 9. Training

Question 1	4.66
Question 2	3.66
Question 3	3.66

## 10. Fiscal Management

Question 1	5
Question 2	4.66
Question 3	5
Question 4	5

### Summary

#### Strengths

People skills, accessible, organized, good communications, staff management, time management, researching and thorough

#### Improvements

Continuing education and networking, more training, delegate more, hopeful that Holly will continue to grow and learn more about management of a village, has shown very quick and strong development

## 90 Day Village Manager Evaluation Summary

At the August 2018 Personnel Committee meeting each Village Council Trustee was given an evaluation form to complete based on their observations of the Village Manager's performance during her first 90 days on the job. Many of the questions could not be answered by all trustees because they had not been able to observe the manager in these areas and the short period of time she has been in this role.

The following is a summary of all the evaluation forms submitted. Hard copies of the actual evaluations are attached.

### Evaluation Areas:

#### 1. Personal:

Question 1- Average score = 3.75 (3,3,5,4,4,4,4) Answered by 6 trustees

Question 2- Average score = 4 (3,3,5,4,4,4,5,5) Answered by 7 trustees

#### 2. Professional Skills and Status:

Question 1- Average score = 3.785 (3,3,3,5,4,4,4,5) Answered by 7 trustees

Question 2- Average score = 3.57 (3,3,3,3,4,4,5) Answered by 7 trustees

Question 3- Average score = 4.16 (4,4,4,4,4,5) Answered by 6 trustees

Question 4- Average score = 3.7 (3,3,3,5,4,5) Answered by 5 trustees

Question 5- Average score = 3.9 (3,3,5,4,4,4,4,5) Answered by 7 trustees

#### 3. Relations with the Village Council:

Question 1- Average score = 4.1 (4,4,4,4,4,4,5) Answered by 7 trustees

Question 2- Average score = 4 (3,4,4,4,4,4,5) Answered by 7 trustees

Question 3- Average score = 4 (4,4,4,4) Answered by 4 trustees

Question 4- Average score = 4.1 (4,4,4,4,3,5,5) Answered by 7 trustees

Question 5- Average score = 3.57 (3,3,4,4,3,3,5) Answered by 7 trustees

Question 6- Average score = 4.1 (4,4,4,4,4,4,5) Answered by 7 trustees

#### 4. Policy Implementation:

Question 1- Average score = 4.2 (4,4,4,4,4,5,5) Answered by 7 trustees

Question 2- Average score = 4.1 (3,4,4,4,4,5,5) Answered by 7 trustees

Question 3- Average score = 3.64 (3,3,3,5,3,4,4,5) Answered by 7 trustees

Question 4- Average score = 3.3 (3,3,4) Answered by 3 trustees

#### 5. Reporting:

Question 1- Average score = 3.57 (3,3,3,4,4,3,5) Answered by 7 trustees

Question 2- Average score = 3.5 (3,3,3,3,4,5) Answered by 6 trustees

Question 3- Average score = 3.8 (3,3,4,4,5) Answered by 5 trustees

#### 6. Resident Relations:

Question 1- Average score = 4 (3,5,3,5,4,4,5) Answered by 5 trustees

Question 2- Average score = 4 (3,4,4,4,4,5) Answered by 6 trustees

Question 3- Average score = 4.1 (4,4,4,4,4,5) Answered by 6 trustees

Question 4- Average score = 4.1 (3,5,4,4,4,5) Answered by 5 trustees

Question 5- Average score = 4 (4,4,4,3,5) Answered by 5 trustees

Question 6- Average score = 3.75 (3,3,3,5,4,4,5) Answered by 6 trustees

#### 7. Governmental Relation:

Question 1- Average score = 4.1 (3,5,4,4,4,5) Answered by 5 trustees

Question 2- Average score = 4 (5,3) Answered by 2 trustees

Question 3- Average score = 4 (5,3) Answered by 2 trustees  
Question 4- Average score = 4 (4,3,5) Answered by 3 trustees  
Question 5- Average score = 3.6 (3,3,5) Answered by 3 trustees

8. Supervision:

Question 1- Average score = 3.6 (3,3,4,4,4,4) Answered by 6 trustees  
Question 2- Average score = 4 (3,4,4,4,4,5) Answered by 6 trustees  
Question 3- Average score = 3.5 (4,3) Answered by 2 trustees

9. Training:

Question 1- Average score = 3 (3,3) Answered by 2 trustees  
Question 2- Average score = 3 (3,3) Answered by 2 trustees  
Question 3- Average score = 3 (3,3) Answered by 2 trustees

10. Fiscal Management:

Question 1- Average score = 4 (3,4,4,4,4,4,5) Answered by 7 trustees  
Question 2- Average score = 4 (3,4,4,4,4,4,5) Answered by 7 trustees  
Question 3- Average score = 4 (3,4,4,4,4,4,5) Answered by 7 trustees  
Question 4- Average score = 4 (3,4,4,4,4,5,5) Answered by 7 trustees

11. Strengths and Areas of Improvements:

Question 1- Comments = See evaluation forms  
Question 2- Comments = See evaluation forms

12. Additional Comments:

See evaluation forms

Deals and Negotiations By Village Manager  
May 2018 – October 2020

USDA Water & Sewer – secured \$1,335,000 in grants & \$3,659,000 in loan at 1.125% interest rate for water infrastructure upgrades and \$6,922,000 in loan at 1.125% interest rate for sewer infrastructure upgrades. These projects repair, replace and expand the Village's water & sewer infrastructure to existing and what will now be developable land in the Village.

CARES ACT Money – secured \$21,000 in hazard pay grant money for Village first responders and \$19,719 in lost wage grant money to help the general fund during the state shutdown. \$3,500 is pending approval and payment to the Village for the purchase of PPE supplies.

Village Operations – instituted the workshare program for the Village staff in order to save approx. \$60,000 in wages to offset the potential lack of state revenue sharing to municipalities.

Master Plan and Rezoning projects – coordinated, lead and organized correspondence and meetings with Smithgroup, CIB and Wade Trim throughout the 1.5yr long planning process. Handled the grant money reporting to the state for the entire \$140,000 grant allocation.

Village Hall Building Agreement – initiated an agreement with the Township on behalf of the Village over maintenance of the Village Hall since a fair payment structure wasn't being adhered to by the Township for services received. (The Village is still waiting for the final draft from the Townships attorney)

DNR/Harbor Initiatives – for the past 2 years I have coordinated and communicated with the Lansing DNR staff regarding harbor upgrades and plans, coordinated the Harbor Committee meetings and their communications with the DNR to insure cohesive plans. (Covid-19 halted the DNR's plans for 2020)

DDA – handled detail work of the DDA when there were no committee members to do the work such as holiday décor and reporting requirements, coordinated with CIB on behalf of the committee to begin work on the new DDA plan and gather required information from the Village for their needs. Handled the negotiations with the DDA board to bring the DDA books inhouse to the Village creating consistency, meeting auditor recommendations and creating an administrative reimbursement to the Village for Village staff's work.

Village Budget/Finances – produce a balanced budget annually with the treasurer and department heads including amendments where necessary. Created a communication process with each department to understand and discuss their financial needs, wants and concerns that had never been in place before.

Port Sanilac Water Deal – secured a water deal with the Village of Port Sanilac to provide potable water to their community with the help of our Utility Manager and Sanilac Twp.

Fire Contracts – secure annual fire contracts with Worth Twp. and Lexington Twp. to provide fire and rescue services.

Bike Path – after paying \$2,500 annually to Crowell for bike path maintenance that wasn't happening and an unexpected increase to \$4,000 in 2018, I opted the Village out of the agreement and made the commitment to maintain the section within the Village through our DPW, creating a cost savings.

Blue meets Green Initiative – worked collaboratively with St. Clair Counties Blue Meets Green founders to get Lexington involved in the group. This group is made up of community leaders, foundation leaders, municipal leaders and elected officials to promote the blue water area. With my participation they have pulled Lexington into the mix creating for us new networks, free advertising, free resources and collaboration of future projects & planning.

RRC Initiative – I have taken the trainings and have worked diligently on updating MEDC on the benchmarks reached by Lexington in order to become RRC certified. This certification means the Village will be eligible through the MEDC to apply for grant money and be connected with developers looking for places like Lexington and the assets we have to offer.

Union Contracts – successfully secured a 4-year union contract for the Village and their employees.

Personnel Policies – completed an update of the personnel policies from 2006 to correlate with the new standards and union contracts.

OPEB Trust Planning – successfully negotiated a real-estate deal with the Lion's Club to sell the Village Community Center and use the money to create a Trust account for the Village to start saving for their unfunded retirement liabilities.

Army Core Break-wall – coordinated, communicated and negotiated with the Army Core more intense investigation of our break-wall and future maintenance to it.

Audit – successfully fulfill the audit requirements annually with the treasurer. Negotiated a cost savings this year due to staffs increased efforts to satisfy requirements and use of remote working environment from their audit team.

Food Truck Ordinance – initiated the food truck ordinance with staff after a resident request it and worked with the appointed workgroup to establish and create an ordinance allowing food trucks to operate in the Village. The ordinance generates revenue through permits and use of utilities. It also created a new market the Village wasn't participating in because our ordinances didn't allow for it.

Bank loan consolidation & payoffs – worked with the treasurer to pay off loans, transfer other loans for a better interest rate and transfer Village assets to a new bank which offered more benefits.

County Relations – opened lines of communication with the County Administration creating relationships with the Administrator and Sheriff that had been severely lacking. Mended relationship with the Sheriff which resulted in extra assistance from them with road coverage, trainings and use of their vehicles when needed. Increased relations with Port Sanilac, Sanilac Township, Burtchville and Worth Township have also been a direct reflection on my open lines of communication.

MHP – research and coordination of bluff research with attorney, EGLE, engineers and DPW staff

Misc. Items – daily paperwork, phone and email correspondence, employee relations, resident relations, research, attorney correspondence, letter writing, conference calls with state agencies, documenting, collaborating with the LBA and business owners, council updates and preparation for meetings along with countless other day to day tasks.

**VILLAGE OF LEXINGTON COUNCIL  
RESOLUTION 2020-04  
VILLAGE OF LEXINGTON MASTER PLAN UPDATE**

**Motion By:**

**Supported By:**

**Resolved That:**

WHEREAS, Michigan Public Act 33 of 2008, as amended, the Michigan Planning Enabling Act, provides for the preparation of a Master Plan for the physical development of the municipality, with the general purpose of guiding and accomplishing development of the municipality and its environs that is coordinated, adjusted, harmonious, efficient and economical; considers the character of the planning jurisdiction and its suitability for particular uses, judged in terms of such factors as trends in land and population development; will, in accordance with present and future needs, best promote public health, safety, morals, order, convenience, prosperity, and general welfare; and

WHEREAS, development of a future land use plan is pivotal in accommodating development in an organized manner while retaining its unique characteristics and promoting economic development; and

WHEREAS, the updated Master Plan is needed to address public health, safety and welfare concerns with un-managed growth and an incompatible mixture of land uses; and

WHEREAS, a Master Plan update was necessary to respond to changing land use conditions in the Village of Lexington related to the desire to protect the Village's various neighborhoods, to need to provide a high quality of life for its residents, and offer residents and businesses the needed services and support to be successful; and

WHEREAS, a Master Plan is important to provide a sound basis for zoning, other related regulations, and community investments; and

WHEREAS, the planning process involved analysis of existing conditions and an analysis of the basic needs of the current and future population; and

WHEREAS, the plan contains recommendations for future land use arrangement and density, neighborhoods, multi-modal transportation improvements, community facilities improvements, natural feature preservation, and specific sub-area plans to guide growth and development; and

WHEREAS, the plan includes implementation strategies and responsibility for completion of each recommendation to ensure the plan is able to be accomplished; and

WHEREAS, the Village of Lexington complied with required plan development steps of notifying and involving surrounding communities and outside agencies; and

WHEREAS, Village Council has also asserted their right to also adopt the plan; and

NOW THEREFORE, BE IT RESOLVED, that the Village of Lexington Council on October 26, 2020 adopts the Village of Lexington Master Plan, in accordance with Section 43 of Michigan Public Act 33 of 2008, as amended.

**Ayes:**

**Nays:**

**Excused:**

**Motion Carried**

I, Elizabeth Grohman, Clerk for the Village of Lexington, Michigan do hereby certify the foregoing to be a true copy of a resolution duly adopted by the Village of Lexington Council at the regular meeting held on the 23<sup>rd</sup> day of November 2020.

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Elizabeth Grohman, Village Clerk