

# MONTHLY COUNCIL MEETING

Council Chambers 7227 Huron Avenue, Lexington, MI 48450

## AGENDA

**DATE OF MEETING:** MONDAY, FEBRUARY 27, 2023  
**TYPE OF MEETING:** COUNCIL MEETING  
**TIME OF MEETING:** 7:00 P.M.

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER / REGULAR COUNCIL MEETING**

**ROLL CALL BY CLERK**

**ATTENDANCE**

**PUBLIC COMMENT**

**APPROVAL OF AGENDA**

**BUSINESS: Pages 1- 31**

**ADMINISTRATION**

- A. **EVANS EHARDT – COUNTY COMMISSIONER'S REPORT**
- B. **CYNTHIA CUTRIGHT – VILLAGE MANAGER'S REPORT**
- C. **MINUTES** - Motion to approve the minutes of the Special Council Meeting January 12 (4pm), 2023, as presented. Motion to approve the minutes of the Special Council Meeting January 12 (5pm), 2023, as presented. Motion to approve the minutes of the Regular Council Meeting January 23, 2023, as presented. Motion to approve the minutes of the Special Council Meeting February 1, 2023, as presented. Motion to approve the minutes of the Special Council Meeting February 16, 2023, as presented.
- D. **PROPERTY AT 7219 HURON AVE. UPDATE** – Motion to go into closed session to discuss real estate negotiations.
- E. **INVOICE – FLETCHER FEALKO SHOUDY & FRANCIS, P.C.** – Motion to approve the payment of \$2,160.00 to Fletcher Fealko Shoudy & Francis, P.C. (\$315.00) from the General Fund, (1,125.00) from Sewer, (\$450.00) from the Mobile Home Park, and (\$270.00) from Zoning.
- F. **RESOLUTION 2023-02 AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING IT'S SEWER SYSTEM.** – Motion to approve Resolution 2023-02 as presented.
- G. **RESOLUTION 2023-03 AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING IT'S WATER SYSTEM.** – Motion to approve Resolution 2023-03 as presented.
- H. **MICHIGAN DNR TRUST FUND ACQUISITION GRANT** – Motion to pursue a Michigan DNR Trust Fund Acquisition Grant for a portion of the Boardwalk Marina property.
- I. **VILLAGE TRUSTEE VACANCY**– Cutright
- J. **VILLAGE MANAGER RETENTION DISCUSSION** – Cutright/Klaas
- K. **FIRE DEPARTMENT REMOTE GARAGE DOOR** – Motion to accept the bid from Elite Overhead Doors, Inc. at a cost of \$3,129.00.
- L. **DDA BOARD APPOINTMENT** – Motion to approve the appointment of Tracy Zysk to the DDA Board.

**FINANCIAL REPORTS: Pages 32-62**

Motion to approve the check register in the amount of \$128,578.52 check numbers 37624 through 37683, and the financial reports as presented.

**REPORTS/ MINUTES/MONTHLY SCHEDULE: Pages 63-79**

VILLAGE PRESIDENT'S REPORT

VILLAGE MANAGER'S REPORT

POLICE REPORT

FIRE DEPARTMENT REPORT

OPERATIONS

DPW PROJECT

ZONING REPORT

MHP REPORT

PLANNING COMMISSION

PERSONNEL

DDA

MARCH MEETING SCHEDULE

**CORRESPONDENCE: Pages 80-100**

- RRC STATUS REPORT

**PUBLIC COMMENT**

**COUNCIL PERSON COMMENTS**

**ADJOURNMENT**

**The Village of Lexington Common Council held a Special Council Meeting Thursday January 12, 2023 in the Village Council Chambers, 7227 Huron Avenue, Lexington, MI 48450**

**Call to Order Special Council Meeting at:** 4:00 p.m. by President Kristen Kaatz

**Pledge of Allegiance** led by President Kristen Kaatz

**Roll call taken by** Clerk Vicki Scott

**Present:** Muoio, Morris, Klaas, DeCoster, Kaatz, Adams (at 4:04 p.m.)

**Absent:** Mills

**Others present:** C. Cutright, V. Scott, D. Klaas, E. Ehardt, B. Barnes, D. Wurmlinger, K. Paradoski

**APPROVAL OF AGENDA** – Motion by Morris, seconded by DeCoster, to approve the agenda as presented.

All ayes

Motion carried

**PUBLIC COMMENT** – None

**BUSINESS**

**ADMINISTRATION**

- A. **BARNES LAW, PLLC LETTER (7219 Huron Ave.)** – Kaatz explained we are here to discuss with Mr. Barnes the property at 7219 Huron Ave.

Motion by Morris, seconded by Muoio, to go into closed session at 4:02 p.m. to discuss real estate negotiations.

Roll Call

Ayes- Morris, Muoio, DeCoster, Klaas, Kaatz

Nays- None

Motion carried

Kaatz explained open session resumed at 4:35 p.m.

Motion by Morris, seconded by Muoio, to empower the Village Manager to engage in negotiations for the property at 7219 Huron Ave. to seek expert opinion either from inside or outside the Village to determine the state of the house and then come back to the Council for purchase approval.

Discussion: on a timeline

Amended Motion by Morris, seconded by Muoio, to empower the Village Manager to engage in negotiations for the property at 7219 Huron Ave. to seek expert opinion either from inside or outside the Village to determine the state of the house and then come back to the Council for purchase approval; with a verbal update at the next Council meeting later this month and for this process to be done no later than the month after.

Roll Call

Ayes – Morris, Muoio, Adams, DeCoster, Klaas, Kaatz

Nays – None

Motion carried

**CORRESPONDENCE** – None

**PUBLIC COMMENT** – None

**COUNCIL PERSONS COMMENTS** – None

**ADJOURNMENT** – Motion by DeCoster, seconded by Adams, to adjourn the meeting 4:37 p.m.  
Motion carried

Respectfully Submitted  
Vicki Scott

DRAFT

**The Village of Lexington Common Council held a Special Council Meeting Thursday January 12, 2023 in the Village Council Chambers, 7227 Huron Avenue, Lexington, MI 48450**

**Call to Order Special Council Meeting at:** 5:00 p.m. by President Kristen Kaatz

**Pledge of Allegiance** led by President Kristen Kaatz

**Roll call taken by** Clerk Vicki Scott

**Present:** Adams, Muoio, Morris, Klaas, DeCoster, Kaatz

**Absent:** Mills

**Others present:** C. Cutright, V. Scott, D. Klaas, E. Ehardt, D. Wurmlinger, K. Paradoski

**APPROVAL OF AGENDA** – Motion by DeCoster, seconded by Adams, to approve the agenda as presented.

All ayes

Motion carried

**PUBLIC COMMENT** – None

**BUSINESS**

**ADMINISTRATION**

**A. POLICE CHIEF'S CONTRACT –**

Motion by Morris, seconded by Kaatz, to approve the recommendation that came from Personnel to approve the Police Chief's contract as attached with one modification to change the allowance for police uniforms from \$500 to \$600 (item I on page 3).

Discussion: Klaas asked about length of contract, wages, comp time, and hours worked.

Roll Call

Ayes – Morris, Kaatz, Adams, Muoio, DeCoster, Klaas

Nays –

Motion carried

**B. INTERIM VILLAGE MANAGER'S CONTRACT –**

Morris explained the Personnel Committee recommended this be a two-part motion. The first part being that we authorize the posting of a permanent Village Manager position. The process of filling that position will exceed the amount of time remaining on the current contract for the Interim Village Manager. Therefore, we recommend also extending the Interim contract by 30 days.

Motion by Morris, seconded by Muoio, based on the recommendation of the Personnel Committee that we post for the permanent Village Manager position to get that process started and in order to maintain coverage we extend the Interim Village Manager's contract by 30 days to have continued service.

Discussion: Muoio commented 30 days is not long enough to extend the managers contract as we have a lot going on right now. Discussion followed on how long to post the permanent position for. Klaas asked why this wasn't posted earlier; Kaatz explained the manager left on December 15 and we couldn't get enough people together for a special meeting to apply for a grant, so we set the special meeting for January. Morris explained there was also the process with the election and the appointments of the remaining Village council. DeCoster asked how long and where do we want to post this position. Cutright suggested some government pages that have email blasts that go out for postings. Morris noted that Muoio brought up was questions specific to the extension to the contract and before we continue that conversation, we should provide the current Village Manager the ability to

ask for that to be discussed in private and not public as that would be a contract adjustment or any pieces of it as it is her decision to go into closed session. Cutright explained she would like her contract extension discussion to go into closed session.

Motion by Morris, seconded by Muoio, to go into closed session at 5:19 p.m. to discuss the extension of the Interim Village Manager contract.

Roll Call

Ayes- Morris, Muoio, Adams, DeCoster, Klaas, Kaatz

Nays- None

Motion carried

Kaatz explained open session resumed at 5:35 p.m.

Motion by Morris, seconded by DeCoster, to extend the Interim Village Manager's contract for (2) months, on page 2 (2 a.) extend the contract to 4-30-23, on (2 c.) change the wording to say the employee and the employer retain the right to end the contract for any reason with a 14-day notice, on (4 b.) we will reimburse the city of Port Huron for her benefits based on them billing us for the 2 extra months.

Roll Call

Ayes – Morris, DeCoster, Adams, Muoio, Klaas, Kaatz

Nays – None

Motion carried

Kaatz explained it is recommended that we post the managers position on the MML website as most managers review this site. Cutright explained there are a few government websites to post which charge between \$100-\$200. Indeed, and LinkedIn are free as well as our Village website. Discussion followed.

Amended motion by Morris, seconded by DeCoster, to post the Village Manager position for the next 4 weeks starting tomorrow through February 10, 2023 on appropriate websites including but not limited to Indeed, state websites, government website, etc., but not in the papers.

Roll Call

Ayes – Morris, DeCoster, Adams, Muoio, Klaas, Kaatz

Nays – None

Motion carried

**PUBLIC COMMENT** –

- Denny Klaas commented on Village Manager job description and salary for wages.

**ADJOURNMENT** – Motion by Morris, seconded by DeCoster, to adjourn the meeting 5:42 p.m.  
Motion carried

Respectfully Submitted  
Vicki Scott

**The Village of Lexington Common Council held a Regular Council Meeting Monday, January 23, 2023 in the Council Chambers at 7227 Huron Avenue, Lexington, MI 48450**

**Call to order the Regular Council Meeting at 7:00 p.m.** by President Kristen Kaatz

**Pledge of Allegiance** led by President Kristen Kaatz

**Roll call taken by** Clerk Vicki Scott

**Present:** Adams, Muoio, Morris, DeCoster, Kaatz

**Absent:** – Mills, Klaas

**Others present:** C. Cutright, C. Heiden, and 18 citizens

**Public Comment:** None

**APPROVAL OF AGENDA** – Motion by Morris, seconded by Adams, to approve the agenda as presented.

Discussion: DeCoster asked to have "LBA" in front of item H.

All ayes

Motion carried

**BUSINESS**

**ADMINISTRATION**

**A. EVANS EHARDT** – (County Commissioner) – The county approved the parks board to move forward and build a new a new park at Forester Park.

**B. CYNTHIA CUTRIGHT** – Cutright explained she will be giving Council oral manager reports at the beginning of each council meeting. This will insure we are following up with public comments. We want to let the public know we hear you; we are listening and will follow up appropriately. I am always available after each meeting as well. I want to address the Lexington North Shores water/sewer usage fees, which we implemented back in 2021. It took a while to get the supplies in. The water meters were all installed and operating by late December. In late December we sent out the 30 day notices to residents explaining we would be implementing the fees to being on February 1, 2023. That was pursuant to the 30-day notice required by the truth and renting act and the mobile home park policies. We sent that out in compliance of the notice. Concerns came forth from residents that the 30 day notice should have been ahead of the implementation of when we began reading the meters. They indicated we should have waited that 30 days to begin the actual reading for billing. I checked with legal counsel. The law did not speak one way or the other. The law says a change in the billing needs to be addressed with a 30-day notice. After further discussion, we have decided to wave the usage fees for this month. The water & sewer usage fees that appeared on the February statements will be adjusted off. For the residents who have already paid, this will show as a credit on their March statement.

**C. MINUTES** – Motion by Adams, seconded by Morris, to approve the minutes of the Regular Council Meeting of December 19, 2022 as presented.

All ayes

Motion carried

**D. PROPERTY AT 7219 HURON AVE. UPDATE** – Motion by Morris, seconded by Adams, to go into closed session to discuss real estate negotiations at 7:10 p.m.

Roll Call

Ayes – Morris, Adams, Muoio, DeCoster, Kaatz

Nays – None

Motion carried

Kaatz noted we will resume the regular council meeting at 7:33 p.m.

Motion by Morris, seconded by Muoio, to make an offer for the property at 7219 Huron Ave. for \$180,000.00 contingent on an appraisal.

Roll Call

Ayes – Morris, Muoio, Adams, DeCoster, Kaatz

Nays – None

Motion carried

Barnes asked for something in writing to take to the client. Cutright will provide the offer in an email to Barnes.

**E. INVOICE – FLETCHER FEALKO SHOUDY & FRANCIS, P.C.** – Motion by Morris, seconded by Adams, to approve the payment of \$2,205.00 to Fletcher Fealko Shoudy & Francis, P.C. (\$1,215.00 from the General Fund, \$315.00 from the Sewer Fund, \$225.00 from the Water Fund, and \$450.00 from Mobile Home Park Fund).

Discussion

Roll Call

Ayes- Morris, Adams, Muoio, DeCoster, Kaatz

Nays- None

Motion carried

**F. INVOICE – RISING TIDE MUNICIPAL SOLUTIONS LLC** – Motion by DeCoster, seconded by Adams, to approve the payment of \$460.00 to Rising Tide Municipal Solutions LLC General Fund.

Roll Call

Ayes- DeCoster, Adams, Muoio, Morris, Kaatz

Nays- None

Motion carried



**G. RESOLUTION #2023-01 CHECK SIGNERS** – Motion by Muoio, seconded by Kaatz, to approve Resolution 2023-01 Check Signers as presented.

Discussion

Roll Call

Ayes – Muoio, Kaatz, Adams, Morris

Nays – DeCoster

Motion carried

**H. LBA CALENDAR OF EVENTS** – Motion by Adams, seconded by Morris, to approve the calendar of events as presented.

Discussion

All Ayes

Motion carried

**I. PLANNING PROPOSED ZONING ORDINANCE AMENDMENTS** – Motion by Morris, seconded by Adams, to approve working with Adam Young on proposed zoning ordinance amendments not to exceed \$750.00.

Roll Call

Ayes- Morris, Adams, Muoio, DeCoster, Kaatz

Nays- None

Motion carried

**J. PARKS & REC APPOINTMENT** – Motion by Muoio, seconded by Morris, to approve the appointment of John McMahon to the Parks & Rec Committee.

Discussion

All Ayes

Motion carried

**K. PLANNING COMMISSION APPOINTMENT** – Motion by Morris, seconded by Kaatz, to approve the appointment of Michael Fulton to the Planning Commission.

Ayes – 4

Nays – 1

Motion carried

**L. MOORE PUBLIC LIBRARY REAPPOINTMENT** – Motion by Morris, seconded by DeCoster, to approve the appointment of Jennifer Bohs to the Moore Public Library Board.

All Ayes

Motion carried

**M. DDA BOARD MEMBER REMOVAL** – Motion by DeCoster, seconded by Adams, to remove Brian Blaesing from the DDA Board due to excessive absences.

Discussion on offering any member the option to resign versus being removed

Ayes – 4

Nays – 1

Motion carried

**N. VILLAGE TRUSTEE ABSENCES DISCUSSION** – Adams explained we currently have a trustee who has not attended any council meetings since being elected. Adams explained it is our duty to ensure we have a full council and need to address this issue. Morris explained after researching what the Village has in place, I found in Chapter 6 (Section 2 Roles and Responsibilities) that we should have rules in regards to attendance of meetings. In the policies and procedures on page 20 (Section 3.4) it talks about how we can compel the attendance of absent members. On Section 3.7 D it states all absences will be reviewed at the appropriate council meeting. Council members shall by a simple majority vote determine weather the absence is excused or unexcused. The affected member will be excluded from the voting process even if present at the review. Morris explained we did not take a vote to excuse or un-excuse anyone. I have an issue if we are not consistently enforcing rules with everyone. Discussion followed on historically if someone was not able to attend a meeting, they notified the clerk. Kaatz explained Cutright is currently working on updating our policies. Morris explained the law states (3) unexcused absences. However technically this board has not voted if the absence is excused or unexcused. Morris explained we have to follow the General Law Village Charter as well as the Village policies. Discussion followed. This issue needs to be an agenda item on each agenda after roll call is taken. Morris suggested since this is the first time, we are addressing this issue, we should have Cutright reach out and ask what the intension is of this trustee.

### **MOBILE HOME PARK**

**O. MHP LOT DEPOSIT REFUNDS** – Motion by Morris, seconded by Adams, to approve the deposit refund in the amount of \$50.00 to Margaret Ackerman (Lot #224).

Roll Call

Ayes- Morris, Adams, Muoio, DeCoster, Kaatz

Nays – None

Motion carried

**FINANCIAL REPORTS** – Motion by Morris, seconded by DeCoster, to approve the check register in the amount of \$106,400.71 check numbers 37573 through 37623 and financial reports as presented.

Roll Call

Ayes- Morris, DeCoster, Adams, Muoio, Kaatz

Nays- None

Motion carried

**REPORTS** – Muoio asked about Army Core of Engineers update. Morris asked about any upcoming Personnel meetings; Cutright explained Village Manager applications are due by February 10 and union negotiations will be starting in February.

**CORRESPONDENCE-**

- Planning Commission Annuary Report for 2022

**PUBLIC COMMENT**

- Mike McGovern (7316 Simons) – Commented on absences being preapproved or not approved vs. excused or unexcused.

**COUNCIL PERSON COMMENTS**

- None

**ADJOURNMENT**

Motion by Adams, seconded by Muoio, to adjourn the meeting at 8:22 p.m.

All ayes

Motion carried

Respectfully Submitted  
Vicki Scott, Village Clerk

**The Village of Lexington Common Council held a Special Council Meeting Wednesday February 1, 2023 in the Village Council Chambers, 7227 Huron Avenue, Lexington, MI 48450**

**Call to Order Special Council Meeting at:** 6:01 p.m. by President Kristen Kaatz

**Pledge of Allegiance** led by President Kristen Kaatz

**Roll call taken by** Clerk Vicki Scott

**Present:** Adams, Muoio, Morris, Klaas, DeCoster, Kaatz

**Absent:**

**Others present:** C. Cutright, V. Scott, D. Roehl, B. Barnes, A. Barnes

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

All ayes

Motion carried

**PUBLIC COMMENT** – None

**BUSINESS**

**ADMINISTRATION**

**A. Property at 7219 Huron Ave. –**

Motion by Morris, seconded by Adams, to go into closed session at 6:03 p.m. to discuss real estate negotiations.

Roll Call

Ayes- Morris, Adams, Muoio, Klaas, DeCoster, Kaatz

Nays- None

Motion carried

Kaatz explained open session resumed at 6:38 p.m.

Motion by Adams, seconded by Morris, to make a counteroffer of \$187,000.00 for the property at 7219 Huron Ave. contingent upon an appraisal of the property.

Roll Call

Ayes – Adams, Morris, Muoio, Klaas, DeCoster, Kaatz

Nays – None

Motion carried

Cutright will send a letter with this offer as well as locate an appraiser.

**CORRESPONDENCE** – None

**PUBLIC COMMENT** – None

**COUNCIL PERSONS COMMENTS** – None

**ADJOURNMENT** – Motion by Morris, seconded by DeCoster, to adjourn the meeting 6:42 p.m.  
Motion carried

Respectfully Submitted  
Vicki Scott

DRAFT

**The Village of Lexington Common Council held a Special Council Meeting Thursday, February 16, 2023 in the Village Council Chambers, 7227 Huron Avenue, Lexington, MI 48450**

**Call to Order Special Council Meeting at:** 4:30 p.m. by President Kristen Kaatz

**Pledge of Allegiance** led by President Kristen Kaatz

**Roll call taken by** Deputy Clerk Beth Grohman

**Present:** Adams, Muoio, Morris, Klaas, DeCoster, Kaatz

**Absent:** Mills

**Others present:** C. Cutright, Mickey Bender, and 1 citizen

**APPROVAL OF AGENDA** – Motion by Morris, seconded by DeCoster, to approve the agenda as presented.

All ayes

Motion carried

**PUBLIC COMMENT** – None

**BUSINESS**

**ADMINISTRATION**

- A. **Village Manager Open Ended Application Discussion** – Personnel Committee recommended open ended application period until a suitable candidate can be hired. Board members agreed with the open-ended application period recommendation. Discussion on changing the interview process, allowing staff to have input. Motion by Morris, seconded by Adams, to reopen the job posting as an open ended time period and to include input from committees/the staff, Union Stewart, (Heiden or Bender) Police Chief, Treasurer and Village Clerk.

All ayes

Motion carried

- B. **Village Manager Job Description Posting** – Discussion on modifying job description posting, to include PTO, Holiday, Family Health Care, Life Insurance and 401K with match. Will also include salary of \$72,000 based on education and experience.

Motion by Morris, seconded by Adams, to approve the job posting with modifications.

Roll Call

Ayes- Morris, Adams, Muoio, DeCoster, Kaatz

Nays- None

Motion carried

**CORRESPONDENCE** – None

**PUBLIC COMMENT** –

Christine Malzahn- 225 N Main Street, Romeo- Will be a permanent resident of Maple Road, Lexington soon and thanked the Council for the opportunity to speak today regarding the Village Manager position. Stated she is a current applicant, intends to reapply. Hopeful to get a chance to interview. Congratulations on the grant award of \$8 million, mentioned Romeo just secured a grant. Thanked the board again for the opportunity to speak.

**COUNCIL PERSONS COMMENTS** – None

**ADJOURNMENT** – Motion by DeCoster, seconded by Adams, to adjourn the meeting 4:51 p.m.  
Motion carried  
Respectfully Submitted  
Beth Grohman

DRAFT

**Fletcher Fealko Shoudy & Francis, P.C.**

1411 Third Street  
Fourth Floor, Suite F  
Port Huron, MI 48060

Ph:(810) 987-8444

Fax:(810) 987-8149

February 21, 2023

Village of Lexington  
7227 Huron Ave  
Suite 100  
Lexington, Michigan  
48450

File #: 3108  
Inv #: 23586

Attention: Cynthia Cutright

RE:

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Jan-03-23	Review of Tierney lights invoice issue; letter regarding same. CC	0.75	135.00	TJS GF
Jan-05-23	Emails regarding potential purchase or property CC	0.25	45.00	TAF GF
	Review PHIC documents re: Lake Street; research process re: same; emails with Village Manager re: same CC	0.75	135.00	TAF GF
Jan-10-23	Telephone with Ms. Cutright regarding zoning issues. CC	0.50	90.00	TJS Zon.
Jan-16-23	Email with Mr. Cutright re variance request. CC	0.25	45.00	TJS MH
Jan-17-23	Work on revisions to affidavit for variance request. CC	0.25	45.00	TJS MH
Jan-18-23	Research re: changing MHP leases re: water rates. CC	0.50	90.00	TAF MH
Jan-19-23	Research re: changes to water rates in MHP; email to Village manager re: same. CC	0.75	135.00	TAF MH
Jan-23-23	Telephone with Ms. Cutright re variance request submission; revision of same. CC	0.75	135.00	TJS MH
Jan-31-23	Review Dangerous Building Ordinance and penalty provision in zoning ordinance; emails. CC	1.00	180.00	TAF ZONE



with Village Manager re: proceeding under current ordinance and potential revisions to same

Totals 5.75 \$1,035.00

**Total Fee & Disbursements** \$1,035.00

Previous Balance 1,755.00

Previous Payments 1,755.00

**Balance Now Due** \$1,035.00

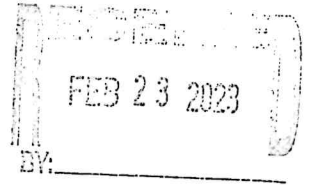
TAX ID Number 38-2902175

**Fletcher Fealko Shoudy & Francis, P.C.**

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Fax:(810) 987-8149



Village of Lexington  
7227 Huron Ave  
Suite 100  
Lexington, Michigan  
48450

February 23, 2023

Attention: Cynthia Cutright

File #: 3250

Inv #: 23682

RE: Water and Sewer Improvement Project

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Jan-12-23	Work on USDA documents re: sewer improvements; emails re: same CC	2.25	405.00	TAF Sewer
Jan-19-23	Review engineers contract	1.00	180.00	TAF Sewer
Jan-31-23	Work on final documents for USDA approval; including ROW and property ownership opinions and attachments; emails re: same CC	3.00	540.00	TAF Sewer
	Totals	6.25	<u>\$1,125.00</u>	
	<b>Total Fee &amp; Disbursements</b>			<u>\$1,125.00</u>
	Previous Balance			450.00
	Previous Payments			450.00
	<b>Balance Now Due</b>			<u>\$1,125.00</u>

TAX ID Number 38-2902175

**LOAN RESOLUTION**  
(Public Bodies)

A RESOLUTION OF THE Village Council

OF THE Village of Lexington

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS

Sewer System

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the Village of Lexington

(Public Body)

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of

**Six Million Nine Hundred Twenty-Two Thousand & 00 100**

pursuant to the provisions of PA 94 of 1933, as amended; and

WHEREAS, the Association intends to obtain assistance from the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE, in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U.S.C. 1983(c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal ly permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so, without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contractor agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by USDA. No free service or use of the facility will be permitted.

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0121. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

11. To acquire and maintain such insurance and fidelity bond coverage as may be required by the Government.
12. To establish and maintain such books and records relating to the operation of the facility and its financial affairs and to provide for required audit thereof as required by the Government, to provide the Government a copy of each such audit without its request, and to forward to the Government such additional information and reports as it may from time to time require.
13. To provide the Government at all reasonable times access to all books and records relating to the facility and access to the property of the system so that the Government may ascertain that the Association is complying with the provisions hereof and of the instruments incident to the making or insuring of the loan.
14. That if the Government requires that a reserve account be established, disbursements from that account(s) may be used when necessary for payments due on the bond if sufficient funds are not otherwise available and prior approval of the Government is obtained. Also, with the prior written approval of the Government, funds may be withdrawn and used for such things as emergency maintenance, extensions to facilities and replacement of short lived assets.
15. To provide adequate service to all persons within the service area who can feasibly and legally be served and to obtain USDA's concurrence prior to refusing new or adequate services to such persons. Upon failure to provide services which are feasible and legal, such person shall have a direct right of action against the Association or public body.
16. To comply with the measures identified in the Government's environmental impact analysis for this facility for the purpose of avoiding or reducing the adverse environmental impacts of the facility's construction or operation.
17. To accept a grant in an amount not to exceed \$ 0.00

under the terms offered by the Government; that the Village President

and Treasurer of the Association are hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such grant; and to operate the facility under the terms offered in said grant agreement(s).

The provisions hereof and the provisions of all instruments incident to the making or the insuring of the loan, unless otherwise specifically provided by the terms of such instrument, shall be binding upon the Association as long as the bonds are held or insured by the Government or assignee. The provisions of sections 6 through 17 hereof may be provided for in more specific detail in the bond resolution or ordinance; to the extent that the provisions contained in such bond resolution or ordinance should be found to be inconsistent with the provisions hereof, these provisions shall be construed as controlling between the Association and the Government or assignee.

The vote was:    Yeas \_\_\_\_\_                          Nays \_\_\_\_\_                          Absent \_\_\_\_\_

IN WITNESS WHEREOF, the Village Council \_\_\_\_\_ of the

Village of Lexington has duly adopted this resolution and caused it

to be executed by the officers below in duplicate on this \_\_\_\_\_, \_\_\_\_\_ day of \_\_\_\_\_

(SEAL)

Attest:

By Kristen Kaatz  
Title Village President

\_\_\_\_\_  
Title \_\_\_\_\_

**LOAN RESOLUTION**  
(Public Bodies)A RESOLUTION OF THE Village CouncilOF THE Lexington Village of

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS

Water System

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the Lexington Village of*(Public Body)*

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of

**Three Million Six Hundred Fifty-Nine Thousand & 00 100**pursuant to the provisions of Applicable State Statutes; and

WHEREAS, the Association intends to obtain assistance from the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE, in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U.S.C. 1983(c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal ly permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so, without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contractor agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by USDA. No free service or use of the facility will be permitted.

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0121. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

11. To acquire and maintain such insurance and fidelity bond coverage as may be required by the Government.
12. To establish and maintain such books and records relating to the operation of the facility and its financial affairs and to provide for required audit thereof as required by the Government, to provide the Government a copy of each such audit without its request, and to forward to the Government such additional information and reports as it may from time to time require.
13. To provide the Government at all reasonable times access to all books and records relating to the facility and access to the property of the system so that the Government may ascertain that the Association is complying with the provisions hereof and of the instruments incident to the making or insuring of the loan.
14. That if the Government requires that a reserve account be established, disbursements from that account(s) may be used when necessary for payments due on the bond if sufficient funds are not otherwise available and prior approval of the Government is obtained. Also, with the prior written approval of the Government, funds may be withdrawn and used for such things as emergency maintenance, extensions to facilities and replacement of short lived assets.
15. To provide adequate service to all persons within the service area who can feasibly and legally be served and to obtain USDA's concurrence prior to refusing new or adequate services to such persons. Upon failure to provide services which are feasible and legal, such person shall have a direct right of action against the Association or public body.
16. To comply with the measures identified in the Government's environmental impact analysis for this facility for the purpose of avoiding or reducing the adverse environmental impacts of the facility's construction or operation.
17. To accept a grant in an amount not to exceed \$ 1,335,000.00

under the terms offered by the Government; that the Village President

and Treasurer of the Association are hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such grant; and to operate the facility under the terms offered in said grant agreement(s).

The provisions hereof and the provisions of all instruments incident to the making or the insuring of the loan, unless otherwise specifically provided by the terms of such instrument, shall be binding upon the Association as long as the bonds are held or insured by the Government or assignee. The provisions of sections 6 through 17 hereof may be provided for in more specific detail in the bond resolution or ordinance; to the extent that the provisions contained in such bond resolution or ordinance should be found to be inconsistent with the provisions hereof, these provisions shall be construed as controlling between the Association and the Government or assignee.

The vote was:                      Yeas \_\_\_\_\_                      Nays \_\_\_\_\_                      Absent \_\_\_\_\_

IN WITNESS WHEREOF, the Village Council of the

Lexington Village of has duly adopted this resolution and caused it

to be executed by the officers below in duplicate on this \_\_\_\_\_, \_\_\_\_\_ day of \_\_\_\_\_

(SEAL)

By \_\_\_\_\_

Attest:

Title Village President

\_\_\_\_\_  
Title \_\_\_\_\_

**CERTIFICATION TO BE EXECUTED AT LOAN CLOSING**

I, the undersigned, as \_\_\_\_\_ of the **Lexington Village of** \_\_\_\_\_

hereby certify that the \_\_\_\_\_ of such Association is composed of \_\_\_\_\_ members, of whom, \_\_\_\_\_ constituting a quorum, were present at a meeting thereof duly called and held on the \_\_\_\_\_ day of \_\_\_\_\_; and that the foregoing resolution was adopted at such meeting by the vote shown above, I further certify that as of \_\_\_\_\_, the date of closing of the loan from the United States Department of Agriculture, said resolution remains in effect and has not been rescinded or amended in any way.

Dated, this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Title \_\_\_\_\_

**MEMORANDUM**

From: Cynthia Cutright, Village Manager

To: Village of Lexington Council

Date:

Re: Michigan DNR Trust Fund Acquisition Grant

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In January 2023, the Village of Lexington was allocated \$8-million for improvements to the Lexington harbor. This granted amount is the culmination of years' worth of collaboration with the Michigan Department of Natural Resources (DNR) to improve the entire harbor area, including upland, waterfront, marina, and docks.

The Village's Master Plan for the waterfront includes many great features such as the reconfigured vehicular access and drop-off point, activated pedestrian pathways, a new parking area, and a flexible greenspace. In order to achieve this Master Plan vision, we will need to address privately-owned property at the end of Huron Avenue to allow for the extension of the circular drop-off area and the pedestrian walkway south to the DNR boat launch. This extension was designed to better serve community and visitors through ADA accessibility and a convenient point of access when visiting the waterfront area. The pedestrian walkway increases walkability for visitors to the waterfront and is easier access to boaters when traversing between boat launch and docks.

I am seeking authorization from Village Council to pursue a Michigan DNR Trust Fund Acquisition Grant for a portion of the Boardwalk Marina property which includes a portion of property east of the Huron Avenue circle, the pedestrian walkway from the DNR-leased boardwalk south to the DNR boat launch, and the docks of that marina. The next step of this process is to seek an appraisal on the specific portion of the property we seek and to enter into a negotiation with Boardwalk Marina, LLC on the sale price of the property. This would come back to Council as a final grant application for approval at your March meeting.

In order to execute the Master Plan, we know we will need to access this property. I believe it is most prudent for the Village to be owners of this property. Owning this parcel allows us to have full control in implementing the construction and design changes needed to execute the Master Plan. Moreover, this would allow us to open our lease with DNR for them to operate the obtained docks. This is a great benefit to boaters in our region who will then have a single contact for accessing seasonal and transient slips, making for a more cohesive docking experience.



History: 1895, Act 3, Imd. Eff. Feb. 19, 1895;—CL 1897, 2707;—CL 1915, 2577;—CL 1929, 1487;—CL 1948, 62.9.

## VACANCIES IN OFFICE.

### 62.10 Resignations.

Sec. 10. (1) Except as otherwise provided in subsection (2), the resignation of a village officer must be made to the village president, and the resignation is effective upon receipt by the village president.

(2) The resignation of the village president must be made to the village clerk, and the resignation is effective upon receipt by the village clerk.

History: 1895, Act 3, Imd. Eff. Feb. 19, 1895;—CL 1897, 2708;—CL 1915, 2578;—CL 1929, 1488;—CL 1948, 62.10;—Am. 2020, Act 81, Imd. Eff. Apr. 2, 2020.

### 62.11 Office vacancies.

Sec. 11. If any elected officer shall cease to be a resident of the village during his or her term of office, the office shall be thereby vacated. If any officer is alleged to be in default as defined in section 7 of this chapter, the office shall be declared vacated.

History: 1895, Act 3, Imd. Eff. Feb. 19, 1895;—CL 1897, 2709;—CL 1915, 2579;—CL 1929, 1489;—CL 1948, 62.11;—Am. 1998, Act 255, Imd. Eff. July 13, 1998.

### 62.12 Failure of officer to give or maintain bond.

Sec. 12. If any person elected or appointed to office fails to give or maintain the bond or security required for the due performance of the duties of his or her office, within the time specified under section 8 or 9 of this chapter, the council shall declare the office vacant, unless the officer gives the requisite bond or security before the council makes its declaration.

History: 1895, Act 3, Imd. Eff. Feb. 19, 1895;—CL 1897, 2710;—CL 1915, 2580;—CL 1929, 1490;—CL 1948, 62.12;—Am. 1998, Act 255, Imd. Eff. July 13, 1998.

### 62.13 Vacancies; filling; special elections; procedure; expenses.

Sec. 13. A vacancy occurring in the office of president, trustee, or any other elective office shall be filled by appointment by the council, and the appointee shall hold office until the next regular village election. All vacancies in any other office shall be filled by the president, by and with the consent of the council. If by reason of removal, death, resignation, or otherwise, the membership of the council is reduced to less than a quorum, the remaining council members shall call a special election for the purpose of filling all vacancies in the office of trustee, if a petition signed by not less than 10% of the qualified voters of the village is filed with the village clerk within 10 days after the vacancy or vacancies occur. If a petition is not filed within the time stated, then the remaining council members may either call a special election, or may appoint a sufficient number of trustees to constitute with the members in office a quorum of the council, who shall then fill the remaining vacancies as provided in this section. If all the officers and trustees of a village have died or moved from the village, and no successors have been elected or appointed to fill the vacancies, the township clerk of the township within which the village is situated shall, upon petition of 10% of the qualified voters residing in the village, call a special election for the election of the officers and trustees of the village to be held on a regular election date as established under section 641 of the Michigan election law, 1954 PA 116, MCL 168.641. The township shall perform all of the other duties with respect to the election as the village might have done had the vacancies not existed, including the preparation of ballots, the appointment of election inspectors, the counting and canvassing of the ballots, and the certification of the persons elected to the offices for which the election was held. The expenses of the election shall be paid by the village as provided in section 642 of the Michigan election law, 1954 PA 116, MCL 168.642.

History: 1895, Act 3, Imd. Eff. Feb. 19, 1895;—CL 1897, 2711;—CL 1915, 2581;—Am. 1921, Act 10, Eff. Aug. 18, 1921;—CL 1929, 1491;—CL 1948, 62.13;—Am. 1983, Act 205, Imd. Eff. Nov. 10, 1983;—Am. 1998, Act 255, Imd. Eff. July 13, 1998;—Am. 2003, Act 305, Eff. Jan. 1, 2005.

### 62.14 Surety not exonerated.

Sec. 14. The resignation or removal of an officer or the appointment or election of a successor to the officer does not exonerate the officer or the officer's sureties from any liability incurred by the officer or the officer's sureties.

History: 1895, Act 3, Imd. Eff. Feb. 19, 1895;—CL 1897, 2712;—CL 1915, 2582;—CL 1929, 1492;—CL 1948, 62.14;—Am. 1998, Act 255, Imd. Eff. July 13, 1998.

### 62.15 Property delivered to successor.

Sec. 15. When an officer resigns or is removed from office, or when the elected term of office expires, he

## COUNCIL VACANCY POLICY 102-12

Section 1. Vacancy in the Village Council. A vacant Village Council position shall be filled by the remaining members of the Village Council in accordance with the procedures established in this Policy.

Section 2. Application. The Village Council shall adopt a form of application for appointment to vacant council positions.

Section 3. Notice. Whenever a council position is vacant for any reason, the Village Council or Village manager shall direct the Village Clerk to inform the rest of council within 3 working days and will publish a notice of the vacancy and the deadline for applying for the position. This notice shall be published in a newspaper of general circulation in the Village, a public posting, and on the Village's web site. The Clerk shall allow 14 days, after that date, for reception of the completed application.

Section 4. Application Review. After the deadline for submission of applications has passed, the Village Clerk shall distribute a copy of the applications received to each Village Council member, and the Council President shall schedule an executive session to discuss the qualifications of the applicants within 5 working days. The Village Council shall have 5 days to review the applications.

Section 5. Notice to Applicants. The Village Council shall direct the Village Clerk to notify each applicant of the Village Council's decision within 2 working days.

Section 6. Interview Procedure. The Village Council shall conduct an interview of each candidate for selection, as soon as possible, during a regular or special council meeting open to the public.

Section 7. Selection of New Councilmember. Nominations, voting, selection, and appointment of a person to fill the vacant Village Council position shall be in a meeting open to the public. Council members will be allowed to ask their own questions and allowed a follow up. Limit to 2 questions each. After the interviews, each council member shall state their vote orally. Once an applicant has a majority vote the motion will be made to nominate and approve by vote of council. The new applicant will be sworn in within 3 days.

Section 8. In the Event of a Tie. If council is not able to reach a majority vote, the council shall again be polled for two additional times. If a consensus is not reached after the third round, the candidates shall be asked to draw from a container the same number of blank slips of paper as there are candidates. One slip shall be marked with a pen so as to differentiate it from the others. The candidate or their proxy drawing the marked slip shall be nominated and approved by the village council.

Section 9. Vacancies Within 60 Days of the Next Scheduled Election. Vacancies occurring within 60 days of the next scheduled election may be left unfilled waiting for the results of that election, unless there is important business before the council that would benefit from naming a person to the absent council chair. A motion to that effect must pass to waive the 60 day exclusion.

Section 10. Vacancies Within 60 Days of the Last Election. If a vacancy occurs within 60 days of the last election the Village Council will appoint the next highest vote getter to the vacancy, regardless of term length. If that person is unable to serve in the offered position the position will be offered in accordance with this procedure.

Revised 1/11/2012 ALR  
Adopted by Council 1/23/12



**MEMORANDUM**

From: Cynthia Cutright, Village Manager

To: Village of Lexington Council

Date:

Re: Village Manager Retention Discussion

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President and Council,

Over the past several weeks, there has been an increasing amount of discussion about the possibility of trainings or programs that would work with Village Council on a variety of topics including council responsibilities, policies and procedures, and team building. As Trustee Klaas has presented, there are multiple options for possible trainings.

In addition to looking at those trainings, Council could consider at a third-party mediator to help facilitate more difficult discussions that could support constructive council relations, as well as council-manager relations.

When done in coordination with and support from legal counsel, this working session of full council could be executed privately to allow for fuller and more open discussion. Legal counsel would be available to keep discussions from leading toward deliberations or decisions in the spirit of the Open Meetings Act.

At this time, I do not have quotes for what this may cost, though I was advised range for services such as this begin around \$4,500 and go up depending if there is continuing to support to Council.

Either way that Council goes, if the decision is to move forward with some sort of training, Village Council deserves to invest in themselves. The Village budget will support these trainings and opportunities.

Cynthia M. Cutright  
Interim Village Manager

## Vicki Scott

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**From:** Sheila Klaas <sheilaklaas@gmail.com>  
**Sent:** Thursday, February 16, 2023 9:24 PM  
**To:** Cynthia Cutright; Vicki Scott; trustee1@villageoflexington.com  
**Subject:** Council Agenda Item

Hello Cynthia and Vicki,

Agenda Item: Village Manager Retention

As I mentioned to Cynthia earlier this week I would like to have time to discuss what types of productive policies, training, etc we could possibly implement to aid our village in not only hiring a village manager, but keeping one. I have done a little bit of research and found a training that could be a possibility. I would also like to open up the discussion to other ideas that council people may have when working toward the goal of manager retention. I have included my research and the training that I found that I think is a possibility.

Possible Trainings:

1. MML On-site Training Program- Building a High Functioning Leadership Team. This full day workshop is designed to assist elected and appointed officials in bridging seemingly disparate roles and responsibilities to form a leadership team capable of effectively tackling the complicated goals and interests of your community. The cost of this is \$3,000. Contact person is Sarah Martin at 734-669-6332 or email [smartin@mml.org](mailto:smartin@mml.org). More info available at [mml.org](http://mml.org)
2. There is also Standard On-Site Training which covers all the essentials of local government; parliamentary procedure, everything meetings, and social media and your community, The cost for this is \$1500 for on site and \$1200 for virtual. Contact [events@mml.org](mailto:events@mml.org).

Facts to ponder:

1. 50% of people say they will not work for a company with a bad reputation
2. The primary reason an employee quits is less about compensation and perks and more about unclear expectations and lack of trust.
3. 80% of people who apply for a position want a culture fit.
4. It is costly to bring on new individuals in any type of business or municipality.
5. Exit interviews can provide insight for personnel committees or HR departments to pinpoint how to retain quality employees.

My personal thought....We cannot continue to operate the same and expect a different outcome. Now is the perfect time for us to dig deep and figure out how to work together for the betterment of the village and retain a quality candidate in our manager position.

Thank you. I look forward to our council discussion regarding this very important subject.

Sheila Klaas

**MEMORANDUM**

From: Cynthia Cutright, Village Manager

To: Village of Lexington Council

Date:

Re: Lexington Fire Department Remote Garage Door

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The Lexington Fire Department seeks to purchase garage door operators with a remote system for the fire hall's garage doors. There is currently no remote operation for these doors. When leaving on a fire and rescue call, personnel do not have the time to physically and manually shut the door when leaving because, as we know, every second counts. This not only causes the new heating units to run more frequently causing an increase in energy uses and furthering wear and tear, but is also a security concern.

Three quotes were received for remote garage door operating systems:

Elite Overhead Doors, Inc.	\$3,129.00
Thumb Raynor Garage Doors	\$3,168.06
MJL Company, LLC	\$3,674.13

It is recommended to Village Council that the quote from Elite Overhead Doors, Inc. in the amount of \$3,129.00 be accepted for the remote garage door operating system.



Elite Overhead Doors, Inc  
1650 Fetting Rd  
Carsonville, MI 48419  
810-648-1200  
joshhennika@gmail.com  
www.eliteoverheaddoorsinc.com

## Estimate

**ADDRESS**  
VILLAGE OF LEXINGTON  
FIRE DEPARTMENT  
7227 HURON AVE.  
LEXINGTON, MI 48450

**ESTIMATE # 2764**  
**DATE 01/26/2023**

---

ACTIVITY	QTY	RATE	AMOUNT
<b>Product</b> LIFTMASTER T501L5 12' OPERATOR	2	1,015.00	2,030.00
<b>Product</b> 312HM RECEIVER	1	115.00	115.00
<b>Wire Kits</b>	2	85.00	170.00
<b>Remotes 893 LM</b>	3	38.00	114.00
<b>Labor</b> CHANGE TO OPERATORS AND ADD ONE RECEIVER TO EAST DOOR	7	100.00	700.00

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We look forward to doing business with you.

TOTAL

**\$3,129.00**

Accepted By

Accepted Date

## Thumb Raynor Garage Doors

PO Box 133  
2885 Applegate Rd  
Applegate, MI  
Phone: 810 404-1969 Fax: 810 633-9440  
Email: [trgd@thumbaynor.com](mailto:trgd@thumbaynor.com)



## PROPOSAL

January 27, 2023

To:  
Lexington Fire & Rescue  
7227 Huron Ave.  
Lexington, MI 48450

Phone: 1-810-334-4382  
Fax:  
Email: [dpwmanager@villageoflexington.com](mailto:dpwmanager@villageoflexington.com)

Attention: Jerry

Project: LEXINGTON FIRE & RESCUE

Quantity	Description	
3	R/C RCVR SECURITY+2.0 850LMMC	
3	R/C MAX 3 BUTTON G893RGXMC	
3	LM CPS Commercial Protector System W/Brain & Safety Eyes	
<b>Grand Total</b>		<b>\$3,168.06</b>
Includes Labor to Install		

Note: The price includes take down of old doors, installation of new doors and complete clean-up  
Door is warranted for 1 year from date of installation  
Payment is due upon installation  
Will require 2 weeks lead time from Order date until installation

**Prices are good for 30 days**

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

MJL Company, LLC.

Crawford Door Co. of St. Clair County /  
 Overhead Door Co. of St. Clair County  
 5400 Lapeer Road  
 Kimball, MI 48074 PH: 810-987-5585

# Estimate

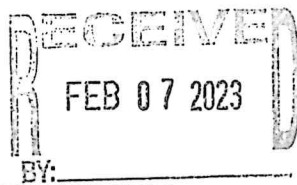
Date	Estimate #
1/26/2023	70133

Name / Address
LEXINGTON BUILDING AUTHORITY 7227 HURON AVENUE LEXINGTON MI 48450

			Project
Description	Qty	Rate	Total
ATTENTION: GERRY SCOTT PH: 810-334-4382 Email: dpwmanager@villageoflexington.com			
INSTALL (2) LIFT MASTER T501-L5 1/2HP, SINGLE PHASE, 115V, 12FT. COMMERCIAL TROLLEY OPERATORS WITH 3-BUTTON WALL CONTROL STATION AND PHOTO EYE KITS.			
QUOTED:	2	1,675.21	3,350.42
INSTALL ONE LIFT MASTER 850LM RECEIVER.			
QUOTED:	1	173.71	173.71
FURNISH AND PROGRAM (3) 893MAX REMOTS			
QUOTED:	3	50.00	150.00
MATT LEWANDOWSKI - SALES			
WE APPRECIATE YOUR BUSINESS.		<b>Subtotal</b>	\$3,674.13
		<b>Sales Tax (6.0%)</b>	\$0.00
		<b>Total</b>	\$3,674.13



VILLAGE OF LEXINGTON



**AUTHORITIES, BOARDS, COMMISSIONS AND COMMITTEES,  
APPLICATION**

Your interest and expressed willingness to serve the Village of Lexington is appreciated. The purpose of this application form is to provide the President and Village Council with basic reference data and information pertaining to individuals being considered for appointment to a Village Council appointed Authority, Board, Commission or Committee. The information supplied on this form will be available only to the President and Village Council in their deliberation for such appointments.

DATE: 2-7-23

PRINT NAME: Zysk Tracy Lynn  
Last First Middle

STREET: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMPLOYER: SGS North America

BUSINESS ADDRESS: \_\_\_\_\_ CITY: Troy, MI

BUSINESS TELEPHONE \_\_\_\_\_ MAIL ADDRESS tracyzysk@comcast.net

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How long have you lived continuously within the Village of Lexington? Business owner.

Please explain why you would be the best candidate for appointment to any of the groups listed below:

I am a new business owner in CVU, and very interested in the Lexington improvements and future developments. I currently am on MHP advisory board as well.

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If choosing more than one, list in priority, i.e., 1- First Choice 2 - Second Choice, etc.

- \_\_\_\_\_ Cemetery Board
- \_\_\_\_\_ MHP advisory board
- \_\_\_\_\_ Planning Commission
- \_\_\_\_\_ ZBA
- \_\_\_\_\_ / \_\_\_\_\_ Downtown development authority
- \_\_\_\_\_ Historical District Study Comm.
- \_\_\_\_\_ Parks and Rec Committee
- \_\_\_\_\_ Environmental Committee

Check Date	Check	Vendor Name	Description	Amount
Bank EMB				
01/06/2023	37624	ADAMS SERVICE	SEWER/ BATTERY MAIN LIFT SEWER BATTERY LIFT STATION	158.00 <u>260.00</u>
				418.00
01/06/2023	37625	CROSWELL MOTOR PARTS INC.	DPW SUPPLY	35.11
01/06/2023	37626	CUTLER JANITORIAL SUPPLY LLC	SOAP	16.00
01/06/2023	37627	DENNIS KLAAS	DEC 2022 PHONE REIMBURSEMENT	75.00
01/06/2023	37628	DON & CINDY REUSCH	LOT202 DEPOSIT REFUND	361.00
01/06/2023	37629	ED JAROSZ	DEC 2022 PHONE REIMBURSEMENT	75.00
01/06/2023	37630	EMERGENCY MEDICAL PRODUCTS	MEDICAL SUPPLY GLUCOSE KIT BP CUFF MEGAMOVER SUREGRIP HAI	18.45 <u>190.30</u>
				208.75
01/06/2023	37631	FIRST BANKCARD	MULTI FUNDS MULTI ITEMS	4,377.37
01/06/2023	37632	LAKESHORE GRAPHICS	SAFETY VEST MHP	100.00
01/06/2023	37633	LAKESIDE BUILDING SUPPLIES	DPW SEWER WATER STREETS	456.08
01/06/2023	37634	LEXINGTON GARDENS	DDA GARLAND	731.00
01/06/2023	37635	LINDE GAS & EQUIPMENT	OXYGEN FIRE DEPARTMENT	47.52
01/06/2023	37636	MCKENNA	DESIGN CREATE PRINT MATERIALS	6,175.00
01/06/2023	37637	MICHIGAN PETROLEUM TECHNOLOGY	BULK FUEL	1,613.79
01/06/2023	37638	MICHIGAN PIPE & VALVE	CURB STOPS & RODS	345.00
01/06/2023	37639	PATERSON TREE SERVICE	REMOVE TREE OFF ROOF LOT 111.	1,600.00
01/06/2023	37640	PVS-NOLWOOD CHEMICALS, INC	WTP CHEMICALS ALUMINUM SODIUM SODIUM HYPOCHLORITE RETURN	1,254.00 581.69 <u>(140.00)</u>
				1,695.69
01/06/2023	37641	STANDARD OFFICE SUPPLY	DDA PARKS AND REC COLOR PRINT LABELS BUSINESS CARDS MHP ZONING MAN NAMPLATE	105.96 21.46 342.08 <u>14.50</u>
				484.00
01/06/2023	37642	THE HARTFORD LIFE INSURANCE	LIFE INSURANCE JAN 2023	530.50
01/06/2023	37643	THEUT PRODUCTS, INC.	REROD MHP PROPERTY STAKES	22.20
01/06/2023	37644	TOM & RITA BRYANT	REFUND LOT DEPOSIT LOT 23	526.00
01/06/2023	37645	TOWNLEY ENGINEERING LLC	MHP BLUFF EROSION GRANT PHASE USDA PRELIMINARY ENGINEERING I	2,550.00 <u>25,915.00</u>
				28,465.00

Check Date	Check	Vendor Name	Description	Amount
01/06/2023	37646	TRACTOR SUPPLY CREDIT PLAN	DPW CLIP ON LIGHTS	25.98
01/06/2023	37647	USABLU BOOK	TURBIDIMETER, SAMPLE VIALS	6,708.07
01/06/2023	37648	VAN ALSTINE TRUCK	ADDITIONAL CHARGES TO STERLING	815.88
01/06/2023	37649	VANALSTINE TRUCK EQ & REPAIR	HEADLIGHT TRANSMISSION REPAIR	17.66 9,496.86
				9,514.52
01/06/2023	37650	VIEW NEWSPAPER	ADVERTISING, COUNCIL SEAT, DD	212.40
01/06/2023	37651	WOLVERINE SALES & SERVICE	PLOW HARNESS PIGTAIL STREETS	67.02
01/19/2023	37652	AGRI-VALLEY SERVICE	DDA INTERNET JAN 2023 MHP INTERNET JAN 2023 WTP INTERNET JAN 2023	625.00 52.95 52.95
				730.90
01/19/2023	37653	CINDY MASSMAN	REIMBURSE 22/23 COVERALLS	67.83
01/19/2023	37654	DTE ENERGY	ELECTRIC MULTI FUNDS	7,401.24
01/19/2023	37655	DTE ENERGY -	ORNAMENTAL STREET LIGHTS ANS 1	4,903.80
01/19/2023	37656	EMTERRA ENVIRONMENTAL USA	C FUEL DEC 2022 RUBBISH P/U JAN 2023	631.05 11,027.55
				11,658.60
01/19/2023	37657	MI DOWNTOWN ASSO.	MEMBERSHIP DUES DDA	200.00
01/19/2023	37658	MICHIGAN MUNICIPAL LEAGUE	TRANING NEW TRUSTEE MORRIS TRAINING NEW TRUSTEE KLAAS	85.00 85.00
				170.00
01/19/2023	37659	OPERATING ENG. HEALTH CARE	RETIREE HEALTH INSURANCE FEB :	3,539.00
01/19/2023	37660	PITNEY BOWES GLOBAL FINACIA	POSTAGE MACHINE RENT	404.00
01/19/2023	37661	PITNEY BOWES RESERVE ACCOUN	PRE PAID POSTAGE	4,000.00
01/19/2023	37662	PRINTING SYSTEMS, INC.	WATER BILLS AND ENVELOPES	456.58
01/19/2023	37663	SELF SERVE LUMBER & HOME CE	SUPPLY FOR MHP	30.66
01/19/2023	37664	STANDARD OFFICE SUPPLY	POWER BACK UP INK CART HP FOR PRINTER @ MHP	78.74 81.87
				160.61
01/19/2023	37665	THUMB CELLULAR	CELL PHONES	173.09
01/19/2023	37666	TYLER TECHNOLOGIES	POLICE PROGRAM ANNUAL 1-2023 :	780.83
01/19/2023	37667	US BANK EQUIPMENT FINANCE	COPY MACHINE PYMT	336.00
01/19/2023	37668	VICKI SCOTT	DDA MT MINUTES 1/11/23	50.00
01/19/2023	37669	VILLAGE OF LEXINGTON	WATER SEWER RUBBIHS	13,243.99
01/19/2023	37670	WADE TRIM	AS NEEDED PLANNING 2022	480.00

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CHECK REGISTER FOR VILLAGE OF LEXINGTON  
 CHECK DATE FROM 01/01/2023 - 01/31/2023

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Check Date	Check	Vendor Name	Description	Amount
01/25/2023	37671	EASTON TELECOM	LANDLINES	985.41
01/25/2023	37672	FLETCHER, FEALKO, SHOUDY	WATER/SEWER PROJECT LEGAL FEES DEC 2023 MHP, GEN 1	450.00 <u>1,755.00</u>
				2,205.00
01/25/2023	37673	HILL TREE SERVICE LLC	HOLIDAY DECORATIONS DDA	6,200.00
01/25/2023	37674	HOMEGROWN COMPUTERS	COMPUTER REPAIRS WTP	70.00
01/25/2023	37675	LAKESHORE GRAPHICS	DECALS	120.00
01/25/2023	37676	LARRY SHELDON	JAN 2023 CELL PHONE	75.00
01/25/2023	37677	LINDE GAS & EQUIPMENT	OXYGEN LFD	54.56
01/25/2023	37678	LOWE S BUSINESS ACCOUNT	TOILET FOR DPW	119.83
01/25/2023	37679	MARGARET ACKERMAN	LOT #224 REFUND MHP	50.00
01/25/2023	37680	PONTEM SOFTWARE	ANNUAL SOFTWARE FOR CEMETERY	370.00
01/25/2023	37681	RISING TIDE MUNICIPAL SOLUT	OCT 25TH TO DEC 15 2022 CONSUM	460.00
01/25/2023	37682	SEMCO ENERGY GAS COMPANY	GAS HEAT	3,307.72
01/25/2023	37683	USABLUE BOOK	COAT FOR ZONING ADMINISTRTOR	<u>71.99</u>

EMB TOTALS:

Total of €0 Checks:	128,578.52
Less 0 Void Checks:	0.00
Total of €0 Disbursements:	<u>128,578.52</u>

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PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR
		ORIGINAL BUDGET	01/31/2023 NORMAL (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)
Fund 101 - GENERAL FUND				
Revenues				
Dept 000				
101-000-401.100	REAL PROPERTY TAXES -	338,950.00	359,821.17	8.95
101-000-441.000	STATE STABILIZATION	5,080.00	4,346.50	0.00
101-000-450.000	CABLE TV	9,291.00	5,709.29	0.00
101-000-451.100	ZONING REVENUE	6,000.00	2,532.00	350.00
101-000-451.200	LIQUOR LICENSES	4,000.00	4,288.90	5.50
101-000-575.100	SALES TAX ST REV SHAR	97,276.00	38,231.00	0.00
101-000-600.455	SEA WIRELESS	9,100.00	6,121.57	874.51
101-000-643.000	ZONING VIOLATIONS	0.00	100.00	0.00
101-000-665.000	INTEREST EARNED	0.00	2,529.08	680.27
101-000-671.300	HOUSEKEEPING TWP PORTION	0.00	108.45	46.20
101-000-671.520	STATE OF MI-METRO ACT REVENUE	4,600.00	0.00	0.00
101-000-697.100	LEASE PROCEEDS	0.00	1.00	0.00
101-000-699.590	TRANSFER IN FROM SEWER FUND	15,000.00	0.00	0.00
101-000-699.591	TRANSFER IN FROM WATER FUND	15,000.00	0.00	0.00
101-000-699.595	TRANSFER FRM LEX MOBILE HOME	250,777.00	146,286.84	20,898.12
101-000-699.945	ADMINISTRATIVE REIMBURSEMENT	173,389.00	101,143.72	14,449.10
Total Dept 000		928,463.00	671,219.52	37,312.65
Dept 215 - ADMINISTRATIVE STAFF				
101-215-628.000	SERVICE CHARGE WATER/GENERAL	40.00	0.00	0.00
101-215-628.200	ADMIN FEE	0.00	150.00	25.00
101-215-662.000	PENALTIES-LATE FEES	0.00	(221.85)	(26.58)
101-215-671.500	MISC ACCT OF REVENUE	0.00	59.93	0.25
Total Dept 215 - ADMINISTRATIVE STAFF		40.00	(11.92)	(1.33)
Dept 301 - POLICE DEPT				
101-301-642.100	COURT FINES AND FEES	3,000.00	2,913.89	415.80
101-301-642.400	PARKING TICKET REVENUE	300.00	597.00	0.00
101-301-642.425	GOLF CART PLATES	6,000.00	4,125.00	0.00
101-301-642.500	Michigan Justice Training Fun	300.00	250.00	0.00
101-301-642.600	POLICE REPORT	400.00	579.70	25.00
101-301-671.500	MISC ACCT OF REVENUE	0.00	850.72	0.00
101-301-675.000	DONATIONS	0.00	600.00	0.00
Total Dept 301 - POLICE DEPT		10,000.00	9,916.31	440.80
Dept 336 - FIRE DEPT				
101-336-600.450	FIRE & RESCUE REVENUE	70,000.00	39,665.00	8,910.00
101-336-600.550	STANDBY FEES	17,000.00	0.00	0.00
101-336-642.700	FIRE REPORT REVENUE	0.00	25.00	0.00
101-336-662.000	PENALTIES-LATE FEES	400.00	258.68	70.88
101-336-671.500	MISC ACCT OF REVENUE	0.00	1,650.00	0.00
Total Dept 336 - FIRE DEPT		87,400.00	41,598.68	8,980.88
Dept 441 - DPW DEPT				
101-441-671.500	MISC ACCT OF REVENUE	0.00	9,341.79	91.50
101-441-676.000	EQUIPMENT REIMBURSEMENT	60,500.00	43,820.21	3,453.36
Total Dept 441 - DPW DEPT		60,500.00	53,162.00	3,544.86
Dept 528 - **SANITATION - RUBBISH COLLECT				
101-528-626.100	RUBBISH COLLECTION REV	128,800.00	73,843.03	10,405.12
101-528-662.000	PENALTIES-LATE FEES	0.00	71.54	10.27
Total Dept 528 - **SANITATION - RUBBISH COLLECT		128,800.00	73,914.57	10,415.39
Dept 722 - COMMUNITY & ECONOMIC DLMENT				
101-722-670.000	SHORT TERM RENTAL	0.00	725.00	25.00
Total Dept 722 - COMMUNITY & ECONOMIC DLMENT		0.00	725.00	25.00
Dept 774 - RECREATION/PARKS				
101-774-671.100	VENDOR PERMIT	0.00	540.00	0.00
101-774-671.500	MISC ACCT OF REVENUE	0.00	220.00	20.00

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PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR
		ORIGINAL BUDGET	01/31/2023 NORMAL (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)
Fund 101 - GENERAL FUND				
Revenues				
Total Dept 774 - RECREATION/PARKS		0.00	760.00	20.00
TOTAL REVENUES		1,215,203.00	851,284.16	60,738.25
Expenditures				
Dept 101 - TRUSTEES EXPENSES				
101-101-704.550	WORKERS COMP INSURANCE	100.00	421.92	0.00
101-101-740.000	SUPPLIES	400.00	286.82	54.50
101-101-802.500	EDUCATION AND TRAINING	300.00	170.00	170.00
101-101-805.000	ADVERT/PUBLICATIONS	250.00	142.00	98.00
101-101-810.000	MEMBERSHIP/DUES	1,000.00	180.00	0.00
101-101-821.000	STIPEND	5,000.00	1,935.00	0.00
101-101-910.000	LIABILITY INSURANCE	2,121.00	6,362.50	0.00
Total Dept 101 - TRUSTEES EXPENSES		9,171.00	9,498.24	322.50
Dept 172 - VIL MANAGER				
101-172-701.000	WAGES	62,400.00	42,410.15	5,538.48
101-172-704.100	MATCH - SOCIAL SECURITY	4,800.00	3,244.39	423.70
101-172-704.300	LIFE INSURANCE	600.00	282.00	0.00
101-172-704.401	AXA EQUITABLE MATCH	5,620.00	2,592.00	0.00
101-172-704.500	MICH EMP SEC COM	400.00	329.56	152.32
101-172-704.550	WORKERS COMP INSURANCE	1,050.00	211.66	0.00
101-172-740.000	SUPPLIES	600.00	1,024.20	78.40
101-172-800.000	BUILDING MAINTENANCE	200.00	0.00	0.00
101-172-801.000	ELECTRIC-DETROIT EDISON	250.00	123.60	22.10
101-172-802.000	HEAT-SEMCO ENERGY	200.00	62.61	27.75
101-172-802.500	EDUCATION AND TRAINING	0.00	865.63	0.00
101-172-803.000	PHONE	1,300.00	751.11	63.90
101-172-810.000	MEMBERSHIP/DUES	150.00	72.50	0.00
101-172-812.000	MILEAGE	0.00	253.89	0.00
101-172-820.000	CONTRACTED SERVICES	12,000.00	8,860.00	460.00
101-172-821.200	HOUSEKEEPING	650.00	0.00	0.00
101-172-824.500	EQUIPMENT	400.00	188.16	26.88
101-172-910.000	LIABILITY INSURANCE	600.00	577.05	0.00
101-172-973.100	WATER-UTILITIES	60.00	28.83	4.36
101-172-973.200	SEWER-UTILITIES	60.00	26.26	3.93
Total Dept 172 - VIL MANAGER		91,340.00	61,903.60	6,801.82
Dept 215 - ADMINISTRATIVE STAFF				
101-215-702.000	CLERICAL	14,000.00	6,459.90	635.04
101-215-702.500	JANITORIAL	0.00	925.00	82.50
101-215-703.000	ACCOUNTANT	63,400.00	33,494.79	4,527.05
101-215-703.350	OVERTIME-ADMIN	1,000.00	0.00	0.00
101-215-704.100	MATCH - SOCIAL SECURITY	5,900.00	3,138.22	401.21
101-215-704.200	BLUE CROSS	14,500.00	9,624.98	1,294.50
101-215-704.250	RETIREEES HEALTH INSURANCE	2,000.00	1,315.20	164.40
101-215-704.300	LIFE INSURANCE	600.00	315.32	45.92
101-215-704.400	PENSION	38,688.00	20,837.32	2,976.76
101-215-704.401	AXA EQUITABLE MATCH	300.00	365.15	57.15
101-215-704.500	MICH EMP SEC COM	550.00	232.12	142.06
101-215-704.550	WORKERS COMP INSURANCE	1,050.00	211.66	0.00
101-215-727.000	POSTAGE	1,200.00	800.00	200.00
101-215-728.000	COMPUTER-HARDWARE-SOFTWARE	3,350.00	250.00	0.00
101-215-740.000	SUPPLIES	3,000.00	2,457.01	314.95
101-215-800.000	BUILDING MAINTENANCE	200.00	0.00	0.00
101-215-801.000	ELECTRIC-DETROIT EDISON	450.00	287.20	44.21
101-215-802.000	HEAT-SEMCO ENERGY	350.00	125.75	55.49
101-215-803.000	PHONE	2,350.00	1,091.04	159.74
101-215-810.000	MEMBERSHIP/DUES	200.00	0.00	0.00
101-215-815.000	AUDIT	17,500.00	17,700.00	0.00
101-215-820.000	CONTRACTED SERVICES	14,000.00	2,600.00	0.00
101-215-820.100	SOFTWARE SUPPORT	3,000.00	3,898.83	780.83
101-215-821.200	HOUSEKEEPING	1,800.00	0.00	0.00
101-215-821.300	BUILDING SECURITY	300.00	102.72	0.00
101-215-824.000	MAINTENANCE	200.00	0.00	0.00
101-215-824.500	EQUIPMENT	2,000.00	712.78	107.60
101-215-910.000	LIABILITY INSURANCE	600.00	577.05	0.00
101-215-973.100	WATER-UTILITIES	150.00	57.59	8.70
101-215-973.200	SEWER-UTILITIES	150.00	52.47	7.85
Total Dept 215 - ADMINISTRATIVE STAFF		192,788.00	107,632.10	12,005.96

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PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR
		ORIGINAL BUDGET	01/31/2023 (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)
Fund 101 - GENERAL FUND				
Expenditures				
Dept 216 - CLERK				
101-216-701.500	CLERK WAGE	51,400.00	20,480.84	1,885.45
101-216-701.650	OVERTIME WAGES	300.00	0.00	0.00
101-216-704.100	MATCH - SOCIAL SECURITY	4,000.00	1,571.47	144.22
101-216-704.200	BLUE CROSS	11,890.00	7,283.76	470.66
101-216-704.300	LIFE INSURANCE	225.00	177.98	30.24
101-216-704.401	AXA EQUITABLE MATCH	4,500.00	1,645.69	151.37
101-216-704.500	MICH EMP SEC COM	300.00	117.23	51.19
101-216-704.550	WORKERS COMP INSURANCE	1,025.00	211.90	0.00
101-216-727.000	POSTAGE	600.00	500.00	100.00
101-216-728.000	COMPUTER-HARDWARE-SOFTWARE	1,000.00	250.00	0.00
101-216-740.000	SUPPLIES	3,000.00	2,305.82	202.16
101-216-800.000	BUILDING MAINTENANCE	200.00	0.00	0.00
101-216-801.000	ELECTRIC-DETROIT EDISON	300.00	84.60	22.10
101-216-802.000	HEAT-SEMCO ENERGY	275.00	62.62	27.75
101-216-802.500	EDUCATION AND TRAINING	2,500.00	1,319.25	302.40
101-216-803.000	PHONE	1,000.00	547.46	63.90
101-216-805.000	ADVERT/PUBLICATIONS	1,500.00	44.00	0.00
101-216-810.000	MEMBERSHIP/DUES	300.00	0.00	0.00
101-216-812.000	MILEAGE	150.00	(5.36)	0.00
101-216-821.200	HOUSEKEEPING	1,600.00	0.00	0.00
101-216-821.300	BUILDING SECURITY	300.00	102.78	0.00
101-216-824.500	EQUIPMENT	1,100.00	1,061.98	174.80
101-216-910.000	LIABILITY INSURANCE	600.00	577.05	0.00
101-216-973.100	WATER-UTILITIES	100.00	28.83	4.36
101-216-973.200	SEWER-UTILITIES	100.00	26.26	3.93
Total Dept 216 - CLERK		88,265.00	38,394.16	3,634.53
Dept 266 - ATTORNEY				
101-266-811.000	LEGAL	7,000.00	4,602.50	1,215.00
Total Dept 266 - ATTORNEY		7,000.00	4,602.50	1,215.00
Dept 301 - POLICE DEPT				
101-301-701.600	POLICE WAGE	52,000.00	19,637.60	3,635.46
101-301-701.610	POLICE WAGES-SHIFT PREMIUM	52,520.00	30,717.47	3,623.22
101-301-701.611	MIDNIGHT SHIFT PREMIUM	53,581.00	17,451.37	2,294.93
101-301-701.650	OVERTIME WAGES	6,000.00	16,923.99	2,988.42
101-301-701.675	AUXILLARY WAGES	6,000.00	5,277.19	1,187.04
101-301-702.200	POLICE CHIEF	55,000.00	31,244.23	4,199.94
101-301-704.100	MATCH - SOCIAL SECURITY	14,650.00	9,275.80	1,371.59
101-301-704.200	BLUE CROSS	29,736.00	21,766.41	2,400.16
101-301-704.250	RETIREEES HEALTH INSURANCE	23,112.00	13,968.00	1,746.00
101-301-704.300	LIFE INSURANCE	800.00	516.23	80.00
101-301-704.401	AXA EQUITABLE MATCH	10,000.00	5,827.14	861.29
101-301-704.500	MICH EMP SEC COM	2,000.00	800.17	481.51
101-301-704.550	WORKERS COMP INSURANCE	8,300.00	7,873.42	0.00
101-301-727.000	POSTAGE	300.00	400.00	200.00
101-301-728.000	COMPUTER-HARDWARE-SOFTWARE	500.00	0.00	0.00
101-301-730.000	GAS	8,000.00	4,655.30	583.62
101-301-740.000	SUPPLIES	3,500.00	2,979.59	26.00
101-301-801.000	ELECTRIC-DETROIT EDISON	600.00	289.07	51.58
101-301-802.000	HEAT-SEMCO ENERGY	450.00	148.21	64.74
101-301-802.500	EDUCATION AND TRAINING	500.00	282.80	0.00
101-301-803.000	PHONE	2,200.00	1,369.79	236.09
101-301-805.000	ADVERT/PUBLICATIONS	100.00	0.00	0.00
101-301-810.000	MEMBERSHIP/DUES	100.00	0.00	0.00
101-301-820.000	CONTRACTED SERVICES	400.00	0.00	0.00
101-301-821.200	HOUSEKEEPING	1,000.00	0.00	0.00
101-301-822.100	UNIFORMS - REGULARS	1,500.00	999.96	0.00
101-301-824.000	MAINTENANCE	2,000.00	780.86	0.00
101-301-824.500	EQUIPMENT	2,000.00	454.68	333.64
101-301-910.000	LIABILITY INSURANCE	20,020.00	7,838.06	0.00
101-301-973.100	WATER-UTILITIES	120.00	67.24	10.17
101-301-973.200	SEWER-UTILITIES	120.00	61.21	9.16
Total Dept 301 - POLICE DEPT		357,109.00	201,605.79	26,384.56
Dept 336 - FIRE DEPT				
101-336-701.000	WAGES	65,000.00	25,580.00	0.00
101-336-702.500	JANITORIAL	0.00	270.00	75.00
101-336-704.100	MATCH - SOCIAL SECURITY	5,000.00	1,977.50	5.73
101-336-704.500	MICH EMP SEC COM	0.00	5.15	2.06

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR
		ORIGINAL BUDGET	01/31/2023 (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)
Fund 101 - GENERAL FUND				
Expenditures				
101-336-704.550	WORKERS COMP INSURANCE	4,550.00	6,918.50	0.00
101-336-704.600	MEDICAL EXPENSES	125.00	0.00	0.00
101-336-727.000	POSTAGE	600.00	700.00	400.00
101-336-728.000	COMPUTER-HARDWARE-SOFTWARE	200.00	0.00	0.00
101-336-730.000	GAS	4,500.00	1,718.14	186.50
101-336-740.000	SUPPLIES	3,000.00	553.42	5.00
101-336-740.550	FIRE MEDICAL SUPPLIES	3,000.00	1,411.68	310.83
101-336-800.000	BUILDING MAINTENANCE	200.00	0.00	0.00
101-336-801.000	ELECTRIC-DETROIT EDISON	4,500.00	2,521.89	449.46
101-336-802.000	HEAT-SEMCO ENERGY	3,500.00	1,272.91	564.16
101-336-803.000	PHONE	1,500.00	973.26	204.24
101-336-808.000	SCHOOL/TRAINING	1,050.00	0.00	0.00
101-336-810.000	MEMBERSHIP/DUES	600.00	75.00	0.00
101-336-812.000	MILEAGE	500.00	486.72	0.00
101-336-820.000	CONTRACTED SERVICES	1,900.00	830.00	0.00
101-336-821.200	HOUSEKEEPING	3,000.00	0.00	0.00
101-336-824.000	MAINTENANCE	3,500.00	1,948.70	0.00
101-336-824.500	EQUIPMENT	4,600.00	388.86	67.28
101-336-824.501	TURN OUT GEAR	9,000.00	8,610.00	0.00
101-336-910.000	LIABILITY INSURANCE	4,000.00	5,312.40	0.00
101-336-973.100	WATER-UTILITIES	1,000.00	585.94	88.62
101-336-973.200	SEWER-UTILITIES	880.00	533.49	79.82
Total Dept 336 - FIRE DEPT		125,705.00	62,673.56	2,438.70
Dept 441 - DPW DEPT				
101-441-701.000	WAGES	31,000.00	32,228.00	5,704.98
101-441-701.650	OVERTIME WAGES	1,400.00	931.87	87.24
101-441-704.100	MATCH - SOCIAL SECURITY	2,900.00	2,547.71	443.12
101-441-704.200	BLUE CROSS	5,100.00	7,541.40	1,662.14
101-441-704.250	RETIRES HEALTH INSURANCE	4,000.00	2,404.92	124.74
101-441-704.300	LIFE INSURANCE	260.00	210.79	27.79
101-441-704.400	PENSION	5,320.00	6,137.32	1,249.13
101-441-704.401	AXA EQUITABLE MATCH	3,000.00	1,831.93	323.68
101-441-704.500	MICH EMP SEC COM	500.00	188.65	152.41
101-441-704.550	WORKERS COMP INSURANCE	3,000.00	5,298.82	0.00
101-441-730.000	GAS	14,000.00	7,677.85	841.18
101-441-740.000	SUPPLIES	7,000.00	3,477.62	452.36
101-441-801.000	ELECTRIC-DETROIT EDISON	1,400.00	675.20	154.11
101-441-802.000	HEAT-SEMCO ENERGY	4,000.00	1,470.11	650.52
101-441-803.000	PHONE	1,700.00	1,049.80	151.36
101-441-808.000	SCHOOL/TRAINING	0.00	260.00	0.00
101-441-820.000	CONTRACTED SERVICES	300.00	700.00	0.00
101-441-822.100	UNIFORMS - REGULARS	500.00	67.83	67.83
101-441-824.000	MAINTENANCE (BUILDING)	1,500.00	519.00	0.00
101-441-824.100	VEHICLE MAINTENANCE	5,000.00	3,464.24	116.66
101-441-824.500	EQUIPMENT	300.00	0.00	0.00
101-441-910.000	LIABILITY INSURANCE	6,000.00	5,210.18	0.00
Total Dept 441 - DPW DEPT		98,180.00	83,893.24	12,209.25
Dept 528 - **SANITATION - RUBBISH COLLECT				
101-528-770.000	RUBBISH EXPENDITURES	125,000.00	75,913.21	11,658.60
Total Dept 528 - **SANITATION - RUBBISH COLLECT		125,000.00	75,913.21	11,658.60
Dept 601 - HEALTH & WELFARE				
101-601-801.550	ENVIRONMENT	2,000.00	0.00	(10,708.00)
101-601-820.000	CONTRACTED SERVICES	800.00	70.00	0.00
101-601-851.000	AMBULANCE FEES	36,121.00	36,121.00	0.00
Total Dept 601 - HEALTH & WELFARE		38,921.00	36,191.00	(10,708.00)
Dept 722 - COMMUNITY & ECONOMIC DLMENT				
101-722-701.000	WAGES	8,000.00	6,425.00	2,312.50
101-722-704.100	MATCH - SOCIAL SECURITY	1,150.00	491.52	176.91
101-722-704.500	MICH EMP SEC COM	350.00	188.18	62.98
101-722-740.000	SUPPLIES	150.00	155.41	140.41
101-722-803.000	PHONE	0.00	150.00	75.00
101-722-805.000	ADVERT/PUBLICATIONS	500.00	35.20	0.00
101-722-808.000	SCHOOL/TRAINING	1,000.00	800.00	0.00
101-722-810.000	MEMBERSHIP/DUES	675.00	0.00	0.00
101-722-811.000	LEGAL	1,500.00	0.00	0.00



PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR
		ORIGINAL BUDGET	01/31/2023 (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)
Fund 101 - GENERAL FUND				
Expenditures				
101-722-820.000	CONTRACTED SERVICES	1,000.00	480.00	480.00
Total Dept 722 - COMMUNITY & ECONOMIC DLMENT		14,325.00	8,725.31	3,247.80
Dept 774 - RECREATION/PARKS				
101-774-702.000	CLERICAL	0.00	113.91	0.00
101-774-703.600	DPW WAGES	24,000.00	9,466.45	0.00
101-774-703.650	DPW-WATER WAGES OVERTIME	0.00	111.33	0.00
101-774-704.100	MATCH - SOCIAL SECURITY	2,000.00	741.48	0.00
101-774-704.200	BLUE CROSS	8,000.00	5,837.05	0.00
101-774-704.300	LIFE INSURANCE	300.00	216.34	31.20
101-774-704.400	PENSION	6,200.00	1,608.05	0.00
101-774-704.401	AXA EQUITABLE MATCH	1,000.00	461.03	0.00
101-774-704.500	MICH EMP SEC COM	200.00	55.52	0.00
101-774-704.550	WORKERS COMP INSURANCE	1,000.00	1,106.95	0.00
101-774-740.000	SUPPLIES	20,000.00	7,519.61	52.98
101-774-801.000	ELECTRIC-DETROIT EDISON	1,300.00	648.83	60.54
101-774-805.000	ADVERT/PUBLICATIONS	0.00	52.80	52.80
101-774-820.000	CONTRACTED SERVICES	13,600.00	7,875.00	0.00
101-774-824.000	MAINTENANCE	10,000.00	0.00	0.00
101-774-910.000	LIABILITY INSURANCE	1,006.00	379.40	0.00
101-774-971.000	CAPITAL OUTLAY	5,000.00	0.00	0.00
Total Dept 774 - RECREATION/PARKS		93,606.00	36,193.75	197.52
Dept 852 - OTHER FUNCTIONS				
101-852-704.250	RETIREEES HEALTH INSURANCE	10,660.00	0.00	0.00
Total Dept 852 - OTHER FUNCTIONS		10,660.00	0.00	0.00
TOTAL EXPENDITURES		1,252,070.00	727,226.46	69,408.24
Fund 101 - GENERAL FUND:				
TOTAL REVENUES		1,215,203.00	851,284.16	60,738.25
TOTAL EXPENDITURES		1,252,070.00	727,226.46	69,408.24
NET OF REVENUES & EXPENDITURES		(36,867.00)	124,057.70	(8,669.99)

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/2023 INCREASE (DECREASE)
		ORIGINAL BUDGET	YTD BALANCE 01/31/2023 NORMAL (ABNORMAL)	
<b>Fund 202 - MAJOR STREET FUND</b>				
<b>Revenues</b>				
Dept 000				
202-000-539.000	STATE OF MICHIGAN	69,400.00	34,782.82	6,261.62
202-000-665.000	INTEREST EARNED	0.00	354.67	0.00
202-000-699.250	TRANSFER FROM OTHER FUNDS	25,000.00	0.00	0.00
202-000-699.595	TRANSFER FRM LEX MOBILE HOME	7,194.00	4,196.71	599.53
Total Dept 000		101,594.00	39,334.20	6,861.15
<b>TOTAL REVENUES</b>		<b>101,594.00</b>	<b>39,334.20</b>	<b>6,861.15</b>
<b>Expenditures</b>				
Dept 202 - ***MAJOR STREET EXP***				
202-202-699.940	ADMINISTRATIVE REIMBURSEMENT	2,955.00	1,723.89	246.27
202-202-703.600	DPW WAGES	6,000.00	4,327.81	808.18
202-202-703.625	DPW-WATER WINTER WAGES	3,300.00	1,078.69	374.62
202-202-703.630	DPW-WATER WINTER WAGES OVERTIME	1,200.00	124.31	0.00
202-202-703.650	DPW-WATER WAGES OVERTIME	200.00	32.24	0.00
202-202-704.100	MATCH - SOCIAL SECURITY	711.00	425.59	90.50
202-202-704.200	BLUE CROSS	4,500.00	2,405.95	354.35
202-202-704.300	LIFE INSURANCE	100.00	77.11	11.41
202-202-704.400	PENSION	1,840.00	874.40	216.33
202-202-704.401	AXA EQUITABLE MATCH	450.00	333.65	67.58
202-202-704.500	MICH EMP SEC COM	200.00	36.16	31.83
202-202-740.000	SUPPLIES	1,500.00	2,029.13	164.95
202-202-740.600	SUPPLY---SNOW--STREETS	3,000.00	706.98	0.00
202-202-740.700	DPW EQUIPMENT	15,600.00	4,240.21	1,165.58
202-202-820.000	CONTRACTED SERVICES	4,700.00	0.00	0.00
202-202-855.350	25% TRANSFER TO LOCAL ST	22,000.00	11,939.61	1,565.41
Total Dept 202 - ***MAJOR STREET EXP***		68,256.00	30,355.73	5,097.01
<b>TOTAL EXPENDITURES</b>		<b>68,256.00</b>	<b>30,355.73</b>	<b>5,097.01</b>
<b>Fund 202 - MAJOR STREET FUND:</b>				
<b>TOTAL REVENUES</b>		<b>101,594.00</b>	<b>39,334.20</b>	<b>6,861.15</b>
<b>TOTAL EXPENDITURES</b>		<b>68,256.00</b>	<b>30,355.73</b>	<b>5,097.01</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>33,338.00</b>	<b>8,978.47</b>	<b>1,764.14</b>

User: SHELLY

DB: Village Of Lexi

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR
		ORIGINAL BUDGET	01/31/2023 (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)
<b>Fund 203 - LOCAL STREET FUND</b>				
<b>Revenues</b>				
Dept 000				
203-000-539.000	STATE OF MICHIGAN	32,000.00	16,637.65	2,994.87
203-000-583.000	25% TRANSFER FROM MAJOR STREE	22,000.00	11,939.61	1,565.41
203-000-665.000	INTEREST EARNED	0.00	98.57	0.00
203-000-699.250	TRANSFER FROM OTHER FUNDS	55,000.00	0.00	0.00
203-000-699.595	TRANSFER FRM LEX MOBILE HOME	22,724.00	13,255.69	1,893.67
<b>Total Dept 000</b>		<b>131,724.00</b>	<b>41,931.52</b>	<b>6,453.95</b>
<b>TOTAL REVENUES</b>		<b>131,724.00</b>	<b>41,931.52</b>	<b>6,453.95</b>
<b>Expenditures</b>				
Dept 203 - ***LOCAL STREET EXP***				
203-203-699.940	ADMINISTRATIVE REIMBURSEMENT	9,131.00	5,326.65	760.95
203-203-703.600	DPW WAGES	25,000.00	20,672.20	1,501.15
203-203-703.625	DPW-WATER WINTER WAGES	7,550.00	4,250.76	436.50
203-203-703.630	DPW-WATER WINTER WAGES OVERTIME	2,200.00	663.74	0.00
203-203-703.650	DPW-WATER WAGES OVERTIME	400.00	90.64	0.00
203-203-704.100	MATCH - SOCIAL SECURITY	2,040.00	1,964.41	148.25
203-203-704.200	BLUE CROSS	8,600.00	8,229.29	565.94
203-203-704.300	LIFE INSURANCE	200.00	159.88	23.54
203-203-704.400	PENSION	7,000.00	3,624.63	138.46
203-203-704.401	AXA EQUITABLE MATCH	1,600.00	1,403.66	133.10
203-203-704.500	MICH EMP SEC COM	425.00	102.50	54.21
203-203-740.000	SUPPLIES	3,000.00	5,265.62	478.92
203-203-740.600	SUPPLY---SNOW--STREETS	600.00	2,120.93	0.00
203-203-740.700	DPW EQUIPMENT	28,000.00	16,762.55	713.57
203-203-810.000	MEMBERSHIP/DUES	630.00	0.00	0.00
203-203-811.300	MS4	3,000.00	193.80	0.00
203-203-820.000	CONTRACTED SERVICES	14,000.00	19,718.58	15,418.58
203-203-971.000	CAPITAL OUTLAY	20,000.00	33,000.00	0.00
<b>Total Dept 203 - ***LOCAL STREET EXP***</b>		<b>133,376.00</b>	<b>123,549.84</b>	<b>20,373.17</b>
<b>TOTAL EXPENDITURES</b>		<b>133,376.00</b>	<b>123,549.84</b>	<b>20,373.17</b>
<b>Fund 203 - LOCAL STREET FUND:</b>				
<b>TOTAL REVENUES</b>		<b>131,724.00</b>	<b>41,931.52</b>	<b>6,453.95</b>
<b>TOTAL EXPENDITURES</b>		<b>133,376.00</b>	<b>123,549.84</b>	<b>20,373.17</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(1,652.00)</b>	<b>(81,618.32)</b>	<b>(13,919.22)</b>

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR
		ORIGINAL BUDGET	01/31/2023 NORMAL (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)
Fund 204 - MUNICIPAL STREETS				
Revenues				
Dept 000				
204-000-401.100	REAL PROPERTY TAXES -	136,000.00	143,727.74	3.57
204-000-665.000	INTEREST EARNED	0.00	788.46	0.00
204-000-676.000	EQUIPMENT REIMBURSEMENT BACKHOE	12,000.00	7,374.64	497.70
Total Dept 000		148,000.00	151,890.84	501.27
TOTAL REVENUES		148,000.00	151,890.84	501.27
Expenditures				
Dept 204 - ***** MUNICIPAL STREETS *****				
204-204-971.000	CAPITAL OUTLAY	50,000.00	0.00	0.00
204-204-999.000	TRANS TO OTHER FUNDS	80,000.00	0.00	0.00
Total Dept 204 - ***** MUNICIPAL STREETS *****		130,000.00	0.00	0.00
TOTAL EXPENDITURES		130,000.00	0.00	0.00
Fund 204 - MUNICIPAL STREETS:				
TOTAL REVENUES		148,000.00	151,890.84	501.27
TOTAL EXPENDITURES		130,000.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		18,000.00	151,890.84	501.27

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR
		ORIGINAL BUDGET	NORMAL	01/31/2023 (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)
Fund 205 - COUNTY ROADS					
Revenues					
Dept 000					
205-000-402.000	COUNTY ROAD MILAGE	91,000.00		0.00	0.00
205-000-665.000	INTEREST EARNED	0.00		372.93	0.00
205-000-699.595	TRANSFER FRM LEX MOBILE HOME	9,615.00		5,608.47	801.21
Total Dept 000		100,615.00		5,981.40	801.21
TOTAL REVENUES		100,615.00		5,981.40	801.21
Expenditures					
Dept 205 - CNTY RD MIL.					
205-205-699.940	ADMINISTRATIVE REIMBURSEMENT	3,847.00		2,244.27	320.61
205-205-814.000	TRAFFIC / STREET LIGHTS	35,000.00		17,874.48	4,735.80
Total Dept 205 - CNTY RD MIL.		38,847.00		20,118.75	5,056.41
TOTAL EXPENDITURES		38,847.00		20,118.75	5,056.41
Fund 205 - COUNTY ROADS:					
TOTAL REVENUES		100,615.00		5,981.40	801.21
TOTAL EXPENDITURES		38,847.00		20,118.75	5,056.41
NET OF REVENUES & EXPENDITURES		61,768.00		(14,137.35)	(4,255.20)

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR
		ORIGINAL BUDGET	01/31/2023 NORMAL (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)
Fund 209 - CEMETERY FUND				
Revenues				
Dept 000				
209-000-401.100	REAL PROPERTY TAXES -	27,500.00	28,719.66	0.71
209-000-631.000	INTERMENTS	7,000.00	2,250.00	0.00
209-000-631.100	CREMATION	0.00	2,450.00	225.00
209-000-644.100	LOTS/PLOTS	10,000.00	4,985.00	900.00
209-000-665.000	INTEREST EARNED	0.00	597.02	216.37
209-000-666.000	EDISON DIVIDEND	230.00	220.95	76.35
209-000-675.000	DONATIONS	800.00	1,126.63	731.63
209-000-675.001	DONATION CEMETERY WATER LINE	0.00	3,450.00	0.00
209-000-699.595	TRANSFER FRM LEX MOBILE HOME	10,452.00	6,097.21	871.03
Total Dept 000		55,982.00	49,896.47	3,021.09
TOTAL REVENUES		55,982.00	49,896.47	3,021.09
Expenditures				
Dept 209 - ***CEMETERY EXPENSES***				
209-209-699.940	ADMINISTRATIVE REIMBURSEMENT	3,263.00	1,903.58	271.94
209-209-702.000	CLERICAL	400.00	266.49	0.00
209-209-703.600	DPW WAGES	11,000.00	6,284.01	14.54
209-209-703.650	DPW-WATER WAGES OVERTIME	800.00	605.84	0.00
209-209-704.100	MATCH - SOCIAL SECURITY	700.00	547.42	1.11
209-209-704.200	BLUE CROSS	2,000.00	1,050.32	3.49
209-209-704.300	LIFE INSURANCE	100.00	38.47	5.65
209-209-704.400	PENSION	1,500.00	1,041.79	0.00
209-209-704.401	AXA EQUITABLE MATCH	500.00	310.69	1.31
209-209-704.500	MICH EMP SEC COM	200.00	49.25	0.33
209-209-704.550	WORKERS COMP INSURANCE	408.00	545.56	0.00
209-209-728.000	COMPUTER-HARDWARE-SOFTWARE	400.00	370.00	370.00
209-209-740.000	SUPPLIES	3,000.00	2,666.35	0.00
209-209-740.700	DPW EQUIPMENT	9,500.00	5,338.12	0.00
209-209-801.000	ELECTRIC-DETROIT EDISON	300.00	122.67	23.32
209-209-802.000	HEAT-SEMCO ENERGY	1,400.00	505.77	175.76
209-209-820.000	CONTRACTED SERVICES	5,500.00	11,225.00	0.00
209-209-824.000	MAINTENANCE	9,000.00	0.00	0.00
209-209-910.000	LIABILITY INSURANCE	400.00	312.35	0.00
209-209-970.200	REGAN SECTION DEVELOPMENT	600.00	0.00	0.00
Total Dept 209 - ***CEMETERY EXPENSES***		50,971.00	33,183.68	867.45
TOTAL EXPENDITURES		50,971.00	33,183.68	867.45
Fund 209 - CEMETERY FUND:				
TOTAL REVENUES		55,982.00	49,896.47	3,021.09
TOTAL EXPENDITURES		50,971.00	33,183.68	867.45
NET OF REVENUES & EXPENDITURES		5,011.00	16,712.79	2,153.64

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR
		ORIGINAL BUDGET	01/31/2023 NORMAL (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
Revenues				
Dept 000				
248-000-401.500	DDA TAXES FROM VILLAGE	85,600.00	95,400.36	0.00
248-000-401.600	DDA TAXES FROM TOWNSHIP	76,000.00	49,485.38	11,880.63
248-000-665.000	INTEREST EARNED	0.00	288.24	0.00
Total Dept 000		161,600.00	145,173.98	11,880.63
Dept 248 - ****DDA EXPENSES****				
248-248-667.500	INTERNET REVENUE	0.00	600.00	0.00
Total Dept 248 - ****DDA EXPENSES****		0.00	600.00	0.00
TOTAL REVENUES		161,600.00	145,773.98	11,880.63
Expenditures				
Dept 248 - ****DDA EXPENSES****				
248-248-699.940	ADMINISTRATIVE REIMBURSEMENT	9,755.00	5,690.58	812.94
248-248-703.600	DPW WAGES	30,245.00	15,626.55	1,128.47
248-248-703.650	DPW-WATER WAGES OVERTIME	0.00	604.48	18.09
248-248-704.100	MATCH - SOCIAL SECURITY	2,150.00	1,241.44	87.68
248-248-704.200	BLUE CROSS	0.00	4,472.21	348.29
248-248-704.300	LIFE INSURANCE	260.00	59.25	15.09
248-248-704.400	PENSION	5,320.00	2,049.50	257.87
248-248-704.401	AXA EQUITABLE MATCH	3,000.00	520.28	49.30
248-248-704.500	MICH EMP SEC COM	100.00	193.06	29.30
248-248-740.000	SUPPLIES	500.00	1,497.78	52.98
248-248-740.700	DPW EQUIPMENT	10,070.00	10,274.08	393.70
248-248-745.000	CHRISTMAS SUPPLY	12,000.00	7,356.60	6,931.00
248-248-802.500	EDUCATION AND TRAINING	1,000.00	0.00	0.00
248-248-803.000	PHONE/INTERNET EXPENSE	10,000.00	5,625.00	625.00
248-248-803.100	MUSIC	1,500.00	323.40	0.00
248-248-805.000	ADVERT/PUBLICATIONS	15,000.00	5,444.80	61.60
248-248-810.000	MEMBERSHIP/DUES	0.00	200.00	200.00
248-248-811.000	LEGAL	500.00	270.00	0.00
248-248-820.000	CONTRACTED SERVICES	10,000.00	2,507.50	50.00
248-248-840.000	LANDSCAPING MAINTENANCE	10,000.00	4,140.00	0.00
248-248-955.000	DDA GRANT	30,000.00	6,876.00	0.00
248-248-969.200	DONATION	7,500.00	0.00	0.00
Total Dept 248 - ****DDA EXPENSES****		158,900.00	74,972.51	11,061.31
TOTAL EXPENDITURES		158,900.00	74,972.51	11,061.31
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL REVENUES		161,600.00	145,773.98	11,880.63
TOTAL EXPENDITURES		158,900.00	74,972.51	11,061.31
NET OF REVENUES & EXPENDITURES		2,700.00	70,801.47	819.32

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR
		ORIGINAL BUDGET	01/31/2023 (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)
<b>Fund 590 - SEWER FUND</b>				
<b>Revenues</b>				
<b>Dept 000</b>				
590-000-626.000	MONTHLY FEES	185,000.00	122,922.08	14,184.71
590-000-626.375	GIELOW SEWER SAMPLING	15,000.00	8,583.43	598.13
590-000-626.400	SEWER SAMPLE TESTING OUTSIDE SALES	30,000.00	18,923.50	1,559.00
590-000-627.000	WATER/SEWER READY	215,000.00	130,721.30	18,420.53
590-000-653.000	TAP IN AND CAPITAL SERVICE CH	2,500.00	0.00	0.00
590-000-654.000	DUMPING FEE	50,000.00	24,735.00	3,915.00
590-000-662.000	PENALTIES-LATE FEES	400.00	303.53	24.74
590-000-665.000	INTEREST EARNED	0.00	1,817.40	455.69
590-000-671.500	MISC ACCT OF REVENUE	524.00	2,213.23	0.00
590-000-680.000	FLOW BACK LWTUA	8,000.00	0.00	0.00
<b>Total Dept 000</b>		<b>506,424.00</b>	<b>310,219.47</b>	<b>39,157.80</b>
<b>TOTAL REVENUES</b>		<b>506,424.00</b>	<b>310,219.47</b>	<b>39,157.80</b>
<b>Expenditures</b>				
<b>Dept 590 - ***SEWER EXPENSES***</b>				
590-590-699.940	ADMINISTRATIVE REIMBURSEMENT	36,755.00	21,440.58	3,062.94
590-590-702.000	CLERICAL	19,000.00	12,522.81	1,529.07
590-590-702.100	CLERICAL WAGES TESTING SEWER	800.00	136.08	17.01
590-590-703.600	DPW WAGES	48,300.00	29,015.33	3,361.56
590-590-703.620	WATER/SEWER TESTING WAGES	9,200.00	5,687.69	307.46
590-590-703.640	WATER/SEWER TESTING OVERTIME WAGES	460.00	70.11	0.00
590-590-703.650	DPW-WATER WAGES OVERTIME	3,500.00	2,205.75	610.56
590-590-704.100	MATCH - SOCIAL SECURITY	5,250.00	3,797.47	445.67
590-590-704.200	BLUE CROSS	25,125.00	13,718.74	1,613.38
590-590-704.250	RETIREEES HEALTH INSURANCE	8,230.00	3,081.60	385.20
590-590-704.300	LIFE INSURANCE	600.00	422.17	60.66
590-590-704.400	PENSION	16,000.00	8,154.11	1,364.47
590-590-704.401	AXA EQUITABLE MATCH	4,000.00	2,827.92	292.97
590-590-704.500	MICH EMP SEC COM	400.00	212.08	167.45
590-590-704.550	WORKERS COMP INSURANCE	1,636.00	1,978.07	0.00
590-590-727.000	POSTAGE	900.00	1,300.00	800.00
590-590-728.000	COMPUTER-HARDWARE-SOFTWARE	700.00	0.00	0.00
590-590-740.000	SUPPLIES	7,500.00	9,820.55	1,105.73
590-590-740.100	SUPPLY OUTSIDE TESTING	9,000.00	5,448.21	0.00
590-590-740.300	WATER/SEWER METER	38,500.00	30,896.81	0.00
590-590-740.700	DPW EQUIPMENT	11,810.00	7,845.90	672.70
590-590-801.000	ELECTRIC-DETROIT EDISON	41,500.00	19,607.12	3,236.15
590-590-803.000	PHONE	500.00	(47.62)	0.00
590-590-805.000	ADVERT/PUBLICATIONS	250.00	0.00	0.00
590-590-808.000	SCHOOL/TRAINING	500.00	464.40	82.50
590-590-810.000	MEMBERSHIP/DUES	2,015.00	1,302.50	0.00
590-590-811.000	LEGAL	2,500.00	765.00	315.00
590-590-816.000	ENGINEERING FEES	100,000.00	64,040.00	25,915.00
590-590-820.000	CONTRACTED SERVICES	37,500.00	3,824.36	2,782.16
590-590-824.000	MAINTENANCE	5,000.00	785.11	0.00
590-590-824.500	EQUIPMENT	9,000.00	242.40	80.80
590-590-910.000	LIABILITY INSURANCE	1,800.00	1,407.32	0.00
590-590-950.000	PRINCIPAL BOND PAYMENT	19,610.00	20,350.00	0.00
590-590-950.100	BOND INTEREST EXPENSE	7,578.00	3,202.44	0.00
590-590-971.000	CAPITAL OUTLAY	340,000.00	30,000.00	0.00
590-590-999.000	TRANS TO OTHER FUNDS	65,000.00	0.00	0.00
<b>Total Dept 590 - ***SEWER EXPENSES***</b>		<b>880,419.00</b>	<b>306,525.01</b>	<b>48,208.44</b>
<b>TOTAL EXPENDITURES</b>		<b>880,419.00</b>	<b>306,525.01</b>	<b>48,208.44</b>
<b>Fund 590 - SEWER FUND:</b>				
<b>TOTAL REVENUES</b>		<b>506,424.00</b>	<b>310,219.47</b>	<b>39,157.80</b>
<b>TOTAL EXPENDITURES</b>		<b>880,419.00</b>	<b>306,525.01</b>	<b>48,208.44</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(373,995.00)</b>	<b>3,694.46</b>	<b>(9,050.64)</b>



PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR
		ORIGINAL BUDGET	01/31/2023 (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)
<b>Fund 591 - WATER FUND-D -PROCESSING</b>				
<b>Revenues</b>				
<b>Dept 000</b>				
591-000-580.000	DEBT SERVICE REVENUE	29,287.00	14,643.40	0.00
591-000-600.500	TOWER ANTENNA LEASE THUMB CELL	19,207.00	15,387.26	2,198.18
591-000-625.596	SANILAC WATER OUTSIDE OF CONTRACT	4,650.00	4,478.26	1,017.50
591-000-626.000	MONTHLY FEES	260,000.00	171,291.16	19,866.37
591-000-626.300	MONTHLY FEES LWTUA	225,000.00	129,775.07	13,899.47
591-000-626.303	MONTHLY FEES SANILAC TWP	80,000.00	83,699.07	31,614.11
591-000-626.325	EQUIPMENT REPLACEMENT LWTUA	46,908.00	35,181.00	11,727.00
591-000-626.350	EQUIPMENT REPLACEMENT SANILAC	75.00	2,541.27	610.43
591-000-626.596	SANILAC WATER REVENUE CONTRACTED	37,500.00	19,038.00	3,173.00
591-000-627.000	WATER/SEWER READY	290,000.00	184,771.05	26,017.64
591-000-628.100	METER DEPOSIT REVENUE	500.00	0.00	0.00
591-000-652.000	TURN ON/OFF	9,000.00	7,426.89	253.53
591-000-653.000	TAP IN AND CAPITAL SERVICE CH	3,000.00	0.00	0.00
591-000-662.000	PENALTIES-LATE FEES	0.00	441.58	38.83
591-000-662.500	WATER TESTING OUTSIDE SALES	20,000.00	12,196.00	1,750.00
591-000-665.000	INTEREST EARNED	0.00	2,839.96	490.83
591-000-671.500	MISC ACCT OF REVENUE	0.00	6,180.00	0.00
591-000-675.200	POOL FILLING	0.00	50.77	0.00
591-000-675.300	WATER MACHINE REVENUE	1,000.00	505.25	64.75
<b>Total Dept 000</b>		<b>1,026,127.00</b>	<b>690,445.99</b>	<b>112,721.64</b>
<b>Dept 596 - SANILAC WATER</b>				
591-596-671.500	MISC ACCT OF REVENUE	10,000.00	0.00	0.00
<b>Total Dept 596 - SANILAC WATER</b>		<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL REVENUES</b>		<b>1,036,127.00</b>	<b>690,445.99</b>	<b>112,721.64</b>
<b>Expenditures</b>				
<b>Dept 591 - WATER PROCESSING</b>				
591-591-699.940	ADMINISTRATIVE REIMBURSEMENT	79,234.00	46,219.81	6,602.83
591-591-702.100	CLERICAL WAGES TESTING WATER	1,000.00	589.68	22.68
591-591-702.300	WATER WAGES	170,000.00	94,054.56	12,704.44
591-591-702.350	WATER OVERTIME	11,000.00	14,944.09	1,587.43
591-591-703.225	WTP WAGES COMPUTER	6,000.00	14,739.29	850.00
591-591-703.620	WATER/SEWER TESTING WAGES	10,000.00	5,918.58	634.33
591-591-703.640	WATER/SEWER TESTING OVERTIME WAGES	0.00	8.76	0.00
591-591-704.100	MATCH - SOCIAL SECURITY	15,100.00	10,018.74	1,208.62
591-591-704.200	BLUE CROSS	42,632.00	24,700.56	3,657.50
591-591-704.250	RETIRES HEALTH INSURANCE	17,540.00	7,079.68	884.96
591-591-704.300	LIFE INSURANCE	1,300.00	727.62	102.56
591-591-704.400	PENSION	33,319.00	27,415.55	3,753.88
591-591-704.401	AXA EQUITABLE MATCH	5,500.00	4,170.25	723.81
591-591-704.500	MICH EMP SEC COM	1,300.00	511.88	434.31
591-591-704.550	WORKERS COMP INSURANCE	8,179.00	10,835.38	0.00
591-591-727.000	POSTAGE	800.00	500.00	0.00
591-591-728.000	COMPUTER-HARDWARE-SOFTWARE	1,000.00	328.15	0.00
591-591-730.000	GAS	2,000.00	984.13	67.95
591-591-740.000	SUPPLIES	18,000.00	16,366.46	1,998.85
591-591-740.100	SUPPLY OUTSIDE TESTING	9,000.00	4,119.57	0.00
591-591-740.900	SUPPLIES WTP LAB	5,000.00	2,176.46	0.00
591-591-801.000	ELECTRIC-DETROIT EDISON	36,000.00	17,920.88	2,872.09
591-591-802.000	HEAT-SEMCO ENERGY	8,000.00	2,837.98	1,300.65
591-591-802.500	EDUCATION AND TRAINING	1,000.00	650.00	0.00
591-591-803.000	PHONE	3,200.00	1,731.09	279.99
591-591-805.000	ADVERT/PUBLICATIONS	700.00	0.00	0.00
591-591-810.000	MEMBERSHIP/DUES	2,000.00	0.00	0.00
591-591-811.000	LEGAL	500.00	810.00	225.00
591-591-816.000	ENGINEERING FEES	60,000.00	0.00	0.00
591-591-820.000	CONTRACTED SERVICES	1,500.00	8,807.65	0.00
591-591-824.000	MAINTENANCE	15,000.00	12,562.75	0.00
591-591-824.500	EQUIPMENT	6,000.00	1,664.67	1,503.07
591-591-835.100	FLOW BACK CHARGES	8,500.00	0.00	0.00
591-591-910.000	LIABILITY INSURANCE	23,000.00	17,864.88	0.00
591-591-950.000	PRINCIPAL BOND PAYMENT	35,000.00	34,650.00	0.00
591-591-950.100	BOND INTEREST EXPENSE	13,000.00	5,452.81	0.00
591-591-959.000	DWRF BOND PRINCIPAL	75,000.00	75,000.00	0.00
591-591-959.100	DWRF BOND INTEREST	19,000.00	8,125.00	0.00
591-591-971.000	CAPITAL OUTLAY	30,000.00	5,205.00	5,205.00
<b>Total Dept 591 - WATER PROCESSING</b>		<b>775,304.00</b>	<b>479,691.91</b>	<b>46,619.95</b>

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR
		ORIGINAL BUDGET	01/31/2023 (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)
Fund 591 - WATER FUND-D -PROCESSING				
Expenditures				
Dept 593 - WATER DISTRIBUTION				
591-593-702.000	CLERICAL	17,000.00	12,144.07	1,529.07
591-593-702.300	WATER WAGES	2,000.00	6,113.77	272.88
591-593-703.225	WTP WAGES COMPUTER	800.00	450.00	0.00
591-593-703.600	DPW WAGES	27,000.00	13,264.45	2,232.24
591-593-703.650	DPW-WATER WAGES OVERTIME	900.00	379.39	254.28
591-593-704.100	MATCH - SOCIAL SECURITY	2,134.00	2,427.59	328.07
591-593-704.200	BLUE CROSS	20,700.00	10,500.34	1,149.60
591-593-704.300	LIFE INSURANCE	450.00	271.42	41.52
591-593-704.400	PENSION	6,600.00	4,630.46	905.97
591-593-704.401	AXA EQUITABLE MATCH	1,500.00	1,621.59	250.86
591-593-704.500	MICH EMP SEC COM	300.00	231.37	119.14
591-593-727.000	POSTAGE	300.00	800.00	800.00
591-593-728.000	COMPUTER-HARDWARE-SOFTWARE	800.00	0.00	0.00
591-593-730.000	GAS	1,000.00	835.50	91.79
591-593-740.000	SUPPLIES	10,000.00	3,595.62	754.94
591-593-740.300	WATER/SEWER METER	50,000.00	31,108.66	0.00
591-593-740.700	DPW EQUIPMENT	4,205.00	2,479.70	426.82
591-593-801.000	ELECTRIC-DETROIT EDISON	1,600.00	628.11	133.17
591-593-802.500	EDUCATION AND TRAINING	700.00	652.50	82.50
591-593-805.000	ADVERT/PUBLICATIONS	300.00	0.00	0.00
591-593-810.000	MEMBERSHIP/DUES	2,600.00	2,424.46	0.00
591-593-812.000	MILEAGE	200.00	0.00	0.00
591-593-820.000	CONTRACTED SERVICES	500.00	18,053.00	0.00
591-593-824.000	MAINTENANCE	52,000.00	23,467.89	0.00
591-593-824.500	EQUIPMENT	0.00	80.80	80.80
591-593-971.000	CAPITAL OUTLAY	85,000.00	0.00	0.00
Total Dept 593 - WATER DISTRIBUTION		288,589.00	136,160.69	9,453.65
Dept 596 - SANILAC WATER				
591-596-702.300	WATER WAGES SANILAC	18,000.00	10,958.77	1,376.78
591-596-702.350	WATER OVERTIME SANILAC	800.00	696.34	237.16
591-596-704.100	MATCH - SOCIAL SECURITY	1,071.00	900.01	123.46
591-596-704.200	BLUE CROSS	4,000.00	4,334.58	361.96
591-596-704.300	LIFE INSURANCE	100.00	138.67	21.53
591-596-704.400	PENSION	4,500.00	4,865.28	726.36
591-596-704.401	AXA EQUITABLE MATCH	2,000.00	196.91	33.01
591-596-704.500	MICH EMP SEC COM	200.00	51.60	48.24
591-596-740.000	SUPPLIES	5,000.00	1,610.14	50.14
Total Dept 596 - SANILAC WATER		35,671.00	23,752.30	2,978.64
TOTAL EXPENDITURES		1,099,564.00	639,604.90	59,052.24
Fund 591 - WATER FUND-D -PROCESSING:				
TOTAL REVENUES		1,036,127.00	690,445.99	112,721.64
TOTAL EXPENDITURES		1,099,564.00	639,604.90	59,052.24
NET OF REVENUES & EXPENDITURES		(63,437.00)	50,841.09	53,669.40

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR
		ORIGINAL BUDGET	NORMAL	01/31/2023 (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)
Fund 595 - LEX MOBILE HOME PARK					
Revenues					
Dept 000					
595-000-520.000	MHPK RENT REVENUE	729,000.00		428,913.03	61,014.03
595-000-525.000	MHPK WATER REVENUE	72,500.00		37,389.24	5,314.68
595-000-530.000	MHPK SEWER REVENUE	55,500.00		25,852.47	3,674.79
595-000-535.000	MHPK RUBBISH REVENUE	27,312.00		16,924.16	2,393.60
595-000-627.000	WATER/SEWER READY	0.00		(62.06)	(62.06)
595-000-662.000	PENALTIES-LATE FEES	2,100.00		1,645.00	245.00
595-000-665.000	INTEREST EARNED	0.00		2,040.53	402.11
595-000-671.500	MISC ACCT OF REVENUE	1,200.00		1,100.00	0.00
595-000-671.595	Hall Rental MHP	600.00		740.00	170.00
Total Dept 000		888,212.00		514,542.37	73,152.15
TOTAL REVENUES		888,212.00		514,542.37	73,152.15
Expenditures					
Dept 595 - MOBILE HOME PARK					
595-595-699.940	ADMINISTRATIVE REIMBURSEMENT	28,448.00		16,594.34	2,370.62
595-595-702.400	TR PARK MANAGER/CLERICAL	3,500.00		5,166.10	2,613.70
595-595-702.420	MHP MANAGER	25,000.00		12,700.63	2,126.03
595-595-702.500	JANITORIAL	0.00		727.50	30.00
595-595-703.600	DPW WAGES	15,000.00		12,543.96	2,774.79
595-595-703.650	DPW-WATER WAGES OVERTIME	0.00		115.98	0.00
595-595-704.100	MATCH - SOCIAL SECURITY	3,500.00		2,390.95	577.18
595-595-704.200	BLUE CROSS	27,698.00		10,482.80	1,603.48
595-595-704.201	OPEB EXPENSE	8,750.00		0.00	0.00
595-595-704.250	RETIREEES HEALTH INSURANCE	7,000.00		1,869.60	233.70
595-595-704.300	LIFE INSURANCE	500.00		232.75	33.39
595-595-704.400	PENSION	3,000.00		2,110.87	317.81
595-595-704.401	AXA EQUITABLE MATCH	2,800.00		1,754.07	418.32
595-595-704.500	MICH EMP SEC COM	340.00		363.90	212.22
595-595-704.550	WORKERS COMP INSURANCE	3,000.00		3,819.16	0.00
595-595-727.000	POSTAGE	800.00		2,000.00	1,500.00
595-595-728.000	COMPUTER-HARDWARE-SOFTWARE	700.00		0.00	0.00
595-595-740.000	SUPPLIES	8,000.00		5,498.23	2,240.71
595-595-740.700	DPW EQUIPMENT	6,000.00		4,254.29	578.69
595-595-746.000	LOT PADS	15,000.00		0.00	0.00
595-595-770.000	RUBBISH EXPENDITURES	33,000.00		21,387.52	3,055.36
595-595-801.000	ELECTRIC-DETROIT EDISON	2,500.00		1,049.28	185.05
595-595-802.000	HEAT-SEMCO ENERGY	2,000.00		689.33	255.93
595-595-803.000	PHONE	3,500.00		2,006.25	255.18
595-595-805.000	ADVERT/PUBLICATIONS	1,300.00		285.20	0.00
595-595-810.000	MEMBERSHIP/DUES	900.00		0.00	0.00
595-595-811.000	LEGAL	700.00		877.50	450.00
595-595-814.000	TRAFFIC / STREET LIGHTS	2,000.00		1,008.00	168.00
595-595-816.000	ENGINEERING FEES	30,000.00		2,550.00	2,550.00
595-595-820.000	CONTRACTED SERVICES	28,750.00		11,507.00	4,420.00
595-595-822.000	IMPROVEMENT	30,000.00		0.00	0.00
595-595-824.500	EQUIPMENT	0.00		181.80	101.00
595-595-829.000	TRAILER PARK - TAXES	38,000.00		35,916.03	0.00
595-595-910.000	LIABILITY INSURANCE	500.00		314.11	0.00
595-595-952.000	MHP-CITIZENS LOAN PRINCIPAL	60,351.00		60,137.17	0.00
595-595-952.500	MHP-CITIZENS LOAN INTEREST	7,923.00		1,593.64	0.00
595-595-971.000	CAPITAL OUTLAY	20,000.00		0.00	0.00
595-595-973.100	WATER-UTILITIES	72,500.00		40,270.58	5,752.94
595-595-973.200	SEWER-UTILITIES	55,500.00		29,116.92	4,159.56
595-595-999.000	TRANS TO OTHER FUNDS	300,762.00		175,444.92	25,063.56
Total Dept 595 - MOBILE HOME PARK		849,222.00		466,960.38	64,047.22
TOTAL EXPENDITURES		849,222.00		466,960.38	64,047.22
Fund 595 - LEX MOBILE HOME PARK:					
TOTAL REVENUES		888,212.00		514,542.37	73,152.15
TOTAL EXPENDITURES		849,222.00		466,960.38	64,047.22
NET OF REVENUES & EXPENDITURES		38,990.00		47,581.99	9,104.93

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR
		ORIGINAL BUDGET	01/31/2023 NORMAL (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)
TOTAL EXPENDITURES - ALL FUNDS		4,661,625.00	2,422,497.26	283,171.49
NET OF REVENUES & EXPENDITURES		(316,144.00)	378,803.14	32,117.65

Fund 101 GENERAL FUND

GL Number	Description	Balance
*** Assets ***		
101-000-001.800	INVESTMENT-CADRE	63,362.51
101-000-002.000	EASTERN MICHIGAN BANK	481,903.48
101-000-004.000	PETTY CASH	200.00
101-000-015.000	ACCOUNTS RECEIVABLE	(191.00)
101-000-015.150	A/R UNCOLLECTED RESCUE RUN	5,466.54
101-000-015.225	PREPAYMENTS	1,433.08
101-000-015.300	A/R UNBILLED UTILITIES	10,566.10
101-000-015.600	A/R RUBBISH	1,117.61
101-000-015.800	ACCOUNTS SENT TO COLLECTIONS	5,046.75
101-000-084.830	DUE FROM LEX TOWNSHIP	2,051.24
101-000-123.000	PREPAID EXPENSES	(0.02)
<b>Total Assets</b>		<b>570,956.29</b>
*** Liabilities ***		
101-000-204.300	UIA	1,380.76
101-000-204.600	EQUITABLE - EMPLOYEE CONTRIBU	295.44
101-000-204.889	EMPLOYEE CONTRIBUTION TO BCBS	126.48
101-000-204.890	AFLAC INSURANCE-EMPLOYEE CONT	102.23
101-000-204.955	MISC PASSTHROUGH	1.12
101-000-205.100	EMPLOYEE CONTR TO PENSION 4 1	(679.25)
101-000-205.200	UNITED WAY-EMPLOYEE CONTRIBUT	12.00
101-000-208.800	UNION DUES	333.36
101-000-220.100	DEFERRED REVENUE	12,750.00
101-000-314.591	ADVANCE FROM WATER FUND	7,869.00
<b>Total Liabilities</b>		<b>22,191.14</b>
*** Fund Balance ***		
101-000-390.000	FUND BALANCE ACCOUNT	412,142.14
101-000-391.000	RESERVED FUND BALANCE PARKS	7,951.82
101-000-391.100	RESERVED FUND BALANCE-FIRE DE	768.35
101-000-391.200	RESERVED FUND BALANCE-METRO	3,845.14
<b>Total Fund Balance</b>		<b>424,707.45</b>
<b>Beginning Fund Balance</b>		<b>424,707.45</b>
<b>Net of Revenues VS Expenditures</b>		<b>124,057.70</b>
<b>Ending Fund Balance</b>		<b>548,765.15</b>
<b>Total Liabilities And Fund Balance</b>		<b>570,956.29</b>

Fund 202 MAJOR STREET FUND

GL Number	Description	Balance
*** Assets ***		
202-000-002.000	EASTERN MICHIGAN BANK	418,010.12
<b>Total Assets</b>		<b>418,010.12</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
202-000-390.000	FUND BALANCE ACCOUNT	409,031.65
<b>Total Fund Balance</b>		<b>409,031.65</b>
<b>Beginning Fund Balance</b>		<b>409,031.65</b>
<b>Net of Revenues VS Expenditures</b>		<b>8,978.47</b>
<b>Ending Fund Balance</b>		<b>418,010.12</b>
<b>Total Liabilities And Fund Balance</b>		<b>418,010.12</b>

Fund 203 LOCAL STREET FUND

GL Number	Description	Balance
*** Assets ***		
203-000-002.000	EASTERN MICHIGAN BANK	99,684.76
<b>Total Assets</b>		<b>99,684.76</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
203-000-390.000	FUND BALANCE ACCOUNT	181,303.08
<b>Total Fund Balance</b>		<b>181,303.08</b>
<b>Beginning Fund Balance</b>		<b>181,303.08</b>
<b>Net of Revenues VS Expenditures</b>		<b>(81,618.32)</b>
<b>Ending Fund Balance</b>		<b>99,684.76</b>
<b>Total Liabilities And Fund Balance</b>		<b>99,684.76</b>

Fund 204 MUNICIPAL STREETS

GL Number	Description	Balance
*** Assets ***		
204-000-002.000	EASTERN MICHIGAN BANK	922,283.42
204-000-123.100	PREPAID FUEL FOR TANKS	1,288.93
<b>Total Assets</b>		<b>923,572.35</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
204-000-390.000	Fund Balance	771,681.51
<b>Total Fund Balance</b>		<b>771,681.51</b>
Beginning Fund Balance		771,681.51
Net of Revenues VS Expenditures		151,890.84
Ending Fund Balance		923,572.35
Total Liabilities And Fund Balance		923,572.35



Fund 205 COUNTY ROADS

GL Number	Description	Balance
*** Assets ***		
205-000-002.000	EASTERN MICHIGAN BANK	429,208.14
	<b>Total Assets</b>	<b>429,208.14</b>
*** Liabilities ***		
	<b>Total Liabilities</b>	<b>0.00</b>
*** Fund Balance ***		
205-000-390.000	FUND BALANCE ACCOUNT	443,345.49
	<b>Total Fund Balance</b>	<b>443,345.49</b>
	<b>Beginning Fund Balance</b>	<b>443,345.49</b>
	<b>Net of Revenues VS Expenditures</b>	<b>(14,137.35)</b>
	<b>Ending Fund Balance</b>	<b>429,208.14</b>
	<b>Total Liabilities And Fund Balance</b>	<b>429,208.14</b>

Fund 209 CEMETERY FUND

GL Number	Description	Balance
*** Assets ***		
209-000-001.800	INVESTMENT-CADRE	29,127.88
209-000-002.000	EASTERN MICHIGAN BANK	69,499.78
<b>Total Assets</b>		<b>98,627.66</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
209-000-390.000	FUND BALANCE ACCOUNT	81,914.87
<b>Total Fund Balance</b>		<b>81,914.87</b>
<b>Beginning Fund Balance</b>		<b>81,914.87</b>
<b>Net of Revenues VS Expenditures</b>		<b>16,712.79</b>
<b>Ending Fund Balance</b>		<b>98,627.66</b>
<b>Total Liabilities And Fund Balance</b>		<b>98,627.66</b>

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-002.000	EASTERN MICHIGAN BANK	331,563.43
248-000-040.000	ACCOUNTS RECEIVABLE	120.00
<b>Total Assets</b>		<b>331,683.43</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
248-000-390.000	FUND BALANCE ACCOUNT	260,881.96
<b>Total Fund Balance</b>		<b>260,881.96</b>
Beginning Fund Balance		260,881.96
Net of Revenues VS Expenditures		70,801.47
Ending Fund Balance		331,683.43
Total Liabilities And Fund Balance		331,683.43

Fund 282 CARES ACT FUND

GL Number	Description	Balance
*** Assets ***		
282-000-002.000	EASTERN MICHIGAN BANK	117,489.94
<b>Total Assets</b>		<b>117,489.94</b>
*** Liabilities ***		
282-000-339.000	DEFERRED REVENUE	117,489.94
<b>Total Liabilities</b>		<b>117,489.94</b>
Beginning Fund Balance		0.00
Net of Revenues VS Expenditures		0.00
Ending Fund Balance		0.00
<b>Total Liabilities And Fund Balance</b>		<b>117,489.94</b>

Fund 402 CAPITAL EQUIPMENT FUND

GL Number	Description	Balance
*** Assets ***		
402-000-002.000	EASTERN MICHIGAN BANK	57,550.34
<b>Total Assets</b>		<b>57,550.34</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
402-000-390.000	Fund Balance	57,501.00
<b>Total Fund Balance</b>		<b>57,501.00</b>
<b>Beginning Fund Balance</b>		<b>57,501.00</b>
<b>Net of Revenues VS Expenditures</b>		<b>49.34</b>
<b>Ending Fund Balance</b>		<b>57,550.34</b>
<b>Total Liabilities And Fund Balance</b>		<b>57,550.34</b>

Fund 590 SEWER FUND

GL Number	Description	Balance
*** Assets ***		
590-000-001.800	INVESTMENT-CADRE	56,986.59
590-000-002.000	EASTERN MICHIGAN BANK	778,064.40
590-000-005.000	PF INT P 2433 CASH	22,718.33
590-000-015.000	ACCOUNTS RECEIVABLE	3,943.66
590-000-015.180	A/R SEWER DUMPING FEES	8,710.00
590-000-015.300	A/R UNBILLED UTILITIES	38,955.29
590-000-030.000	ACCRUAL DEPRECIATION	537,674.05
590-000-030.100	LAGOON	1,936,166.00
590-000-030.200	LAND IMPROVEMENT	28,000.00
590-000-030.300	DEFERRED OUTFLOW	7,453.00
590-000-031.000	DEFERRED OUTFLOWS	13,073.00
590-000-123.000	PREPAID EXPENSES	0.01
590-000-144.000	EQUIPMENT	18,491.08
590-000-153.000	CONSTRUCTION IN PROGRESS	186,166.34
590-000-264.000	ACCUMULATED DEPRECIATION	(1,445,586.90)
<b>Total Assets</b>		<b>2,190,814.85</b>
*** Liabilities ***		
590-000-205.000	OPEB OBLIGATION	131,862.00
590-000-205.600	NET PENSION LIABILITY	145,771.00
590-000-220.200	DEF REVENUE-METER DEPOSIT	2,955.22
590-000-251.000	ACCRUED INTEREST PAYABLE	1,072.28
590-000-260.000	ACCRUED VACATION LEAVE PAYABLE	13,104.18
590-000-265.000	BONDS PAYABLE (CASH BONDS)	164,650.00
590-000-300.500	DEFERRED INFLOWS	16,483.00
590-000-300.501	DEFERRED INFLOWS OPEB	123,928.00
<b>Total Liabilities</b>		<b>599,825.68</b>
*** Fund Balance ***		
590-000-390.000	FUND BALANCE ACCOUNT	988,887.76
590-000-395.000	RETAINED EARNINGS	582,861.34
590-000-395.100	RET.EARNINGS-METER CH.DEPOSIT	15,545.61
<b>Total Fund Balance</b>		<b>1,587,294.71</b>
<b>Beginning Fund Balance</b>		<b>1,587,294.71</b>
<b>Net of Revenues VS Expenditures</b>		<b>3,694.46</b>
<b>Ending Fund Balance</b>		<b>1,590,989.17</b>
<b>Total Liabilities And Fund Balance</b>		<b>2,190,814.85</b>

Fund 591 WATER FUND-D -PROCESSING

GL Number	Description	Balance
*** Assets ***		
591-000-001.200	ESCROW ACCOUNT EASTERN MI	503,008.06
591-000-001.800	INVESTMENT-CADRE	7,040.29
591-000-002.000	EASTERN MICHIGAN BANK	982,715.32
591-000-004.000	PETTY CASH	100.00
591-000-005.000	PF INT P 2433 CASH	38,646.41
591-000-015.000	ACCOUNTS RECEIVABLE	5,045.12
591-000-015.175	A/R WATER TESTING	347.54
591-000-015.189	A/R CAPACITY LWTUA	194,323.92
591-000-015.200	A/R MISC.	313.00
591-000-015.300	A/R UNBILLED UTILITIES	54,786.39
591-000-015.800	ACCOUNTS SENT TO COLLECTIONS	132.50
591-000-030.300	DEFERRED OUTFLOW	28,176.00
591-000-031.000	DEFERRED OUTFLOWS	44,628.00
591-000-123.000	PREPAID EXPENSES	49.58
591-000-130.000	LAND	17,495.39
591-000-144.000	EQUIPMENT	311,386.26
591-000-152.100	WATER MAINS	2,972,348.07
591-000-152.150	M - 25 WATER MAIN	487,658.29
591-000-152.200	EMERGENCY WELLS	17,478.45
591-000-152.250	WATER BUILDINGS	58,872.59
591-000-152.500	WATER FILTRATION PLANT	5,075,964.32
591-000-152.900	ELEVATED WATER TANK	446,163.73
591-000-153.000	CONSTRUCTION IN PROGRESS	202,223.66
591-000-193.101	ADVANCE TO GENERAL FUND	7,869.00
591-000-264.000	ACCUMULATED DEPRECIATION	(5,416,288.33)
<b>Total Assets</b>		<b>6,040,483.56</b>
*** Liabilities ***		
591-000-205.000	OPEB OBLIGATION	450,141.00
591-000-205.600	NET PENSION LIABILITY	551,094.00
591-000-220.400	RESERVE CAPACITY DEFERRAL	125,000.00
591-000-220.450	DEFERRED CAPACITY LWTUA	194,323.92
591-000-251.000	ACCRUED INTEREST PAYABLE	5,919.52
591-000-260.000	ACCRUED VACATION LEAVE PAYABLE	44,043.70
591-000-265.000	BONDS PAYABLE (CASH BONDS)	280,350.00
591-000-300.300	DWRP BOND PAYABLE	650,000.00
591-000-300.500	DEFERRED INFLOWS	62,316.00
591-000-300.501	DEFERRED INFLOWS OPEB	423,061.00
<b>Total Liabilities</b>		<b>2,786,249.14</b>
*** Fund Balance ***		
591-000-390.000	FUND BALANCE ACCOUNT	(760,713.23)
591-000-391.300	RESERVED FUND BALANCE-MAINTEN	44,690.00
591-000-395.000	RETAINED EARNINGS	3,903,872.95
591-000-395.100	RET.EARNINGS-METER CH.DEPOSIT	15,543.61
<b>Total Fund Balance</b>		<b>3,203,393.33</b>
<b>Beginning Fund Balance</b>		<b>3,203,393.33</b>
<b>Net of Revenues VS Expenditures</b>		<b>50,841.09</b>
<b>Ending Fund Balance</b>		<b>3,254,234.42</b>
<b>Total Liabilities And Fund Balance</b>		<b>6,040,483.56</b>

Fund 595 LEX MOBILE HOME PARK

GL Number	Description	Balance
*** Assets ***		
595-000-001.800	INVESTMENT-CADRE	54,133.30
595-000-002.000	EASTERN MICHIGAN BANK	1,220,036.46
595-000-015.000	ACCOUNTS RECEIVABLE	5,702.35
595-000-015.200	A/R MISC.	(0.04)
595-000-015.700	ACCT REC. LATE FEES PENALTIES	2,625.00
595-000-025.000	MHP WATER RENT RECEIVABLE	925.15
595-000-030.000	ACCRUAL DEPRECIATION	2,835,836.82
595-000-030.150	BUILDINGS	51,238.42
595-000-030.300	DEFERRED OUTFLOW	1,360.00
595-000-031.000	DEFERRED OUTFLOWS	1,943.00
595-000-035.000	MHP RUBBISH REVENUE RECEIVABLE	318.13
595-000-036.000	MHP SEWER REVENUE RECEIVABLE	1,283.49
595-000-144.000	EQUIPMENT	9,846.73
595-000-264.000	ACCUMULATED DEPRECIATION	(1,877,549.49)
<b>Total Assets</b>		<b>2,307,699.32</b>
*** Liabilities ***		
595-000-204.700	TENANT DEPOSIT	47,837.89
595-000-204.725	TENANT DEPOSIT MAIL BOX KEYS	1,080.00
595-000-205.000	OPEB OBLIGATION	19,605.00
595-000-205.600	NET PENSION LIABILITY	26,593.00
595-000-251.000	ACCRUED INTEREST PAYABLE	544.95
595-000-260.000	ACCRUED VACATION LEAVE PAYABLE	6,861.17
595-000-300.400	CITIZENS FIRST NOTE PAYABLE	60,350.83
595-000-300.500	DEFERRED INFLOWS	3,007.00
595-000-300.501	DEFERRED INFLOWS OPEB	18,425.00
<b>Total Liabilities</b>		<b>184,304.84</b>
*** Fund Balance ***		
595-000-390.000	FUND BALANCE ACCOUNT	2,025,179.92
595-000-395.000	RETAINED EARNINGS	50,632.57
<b>Total Fund Balance</b>		<b>2,075,812.49</b>
<b>Beginning Fund Balance</b>		<b>2,075,812.49</b>
<b>Net of Revenues VS Expenditures</b>		<b>47,581.99</b>
<b>Ending Fund Balance</b>		<b>2,123,394.48</b>
<b>Total Liabilities And Fund Balance</b>		<b>2,307,699.32</b>



## VILLAGE PRESIDENT MONTHLY REPORT FEBRUARY 2023

February has been incredibly busy. Multiple meetings weekly/daily, as well as some very difficult discussions with council members about how behavior is impacting staff and the greater good of the village. As a community, we are so very fortunate to have the hardworking staff we do. As we look to try and add new staff, it is very critical that we are all mindful of our role as council members, that it is our obligation to be positive, reassuring, and supportive voices to and/or about the village staff.

### **ARMY CORPS OF ENGINEERS**

Cynthia and I had a very productive meeting with the engineering team from the Army Corps of Engineers regarding the Federal Breakwater. As I had reported previously, the Corps was focusing on the idea of using steel sheet pile on the inside of the breakwater to create a sediment barrier, rather than the grouting methods that they had tested. I raised concerns about the sheet pile starting in the middle of the harbor and not connecting with shore. Between the sheet pile and the existing armor stone, a walkway will be created. I believe that if we do not have this walkway connected to the shoreline it will create a nuisance, encouraging people to venture out on the rocks to reach the walkway. The aesthetics of this sheet pile method is also a concern. A sheet pile wall jutting up abruptly in the center of the harbor does not seem attractive. To that end, I requested a rendering of what this proposed sheet pile inner liner will look like. The Corps is working on that now. The discussions were very positive and I believe we should see a rendering very soon. Beach nourishment is going to take place, however it will be south of the water intake. This is very discouraging for the bluff residents. The Corps is planning to work closely with Cynthia and Chris Heiden to hopefully come up with another solution.

### **MICHIGAN DNR**

Cynthia and I have had several meetings with the leadership at the DNR. Discussions got off to a bit of a rocky start due to some misunderstandings about what the \$8-million in grant funds was for, but I was able to explain to them that the grant funds come to the village and its use will be for the harbor waterfront/uplands project, with the excess amount to be allocated to assist the DNR with their portion of the harbor renovations (docks, gas tanks, etc.). We are also more than willing to continue to seek funding to reach the \$12-million project goal in partnership with them. We now believe that there is a clear understanding of how the money will be apportioned. Cynthia continues to edit the RFP and should have it ready to go out soon. The DNR is very excited to work with the village on this project.

I also had a great conversation with Dan Lord, DNR finance and operations division chief, about potential funding opportunities to complete the financing of the harbor project. Cynthia is following up.

### **MEDC**

Cynthia and I spoke with our MEDC grant administrator Kristyn Blackmer. Cynthia is clear on the process and is the contact for the \$8 million in grant funds. I am confident this project is in very capable hands.

### **SENATOR DAN LAUWERS**

I spoke to the Senator to once again thank him for his assistance getting this funding and to invite him to the village to do some press on the project. He will plan to come likely in May of this year.



# Manager Monthly Report

## February 2023

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During the month of February, typical day-to-day and monthly activities were held. These items include attendance at the Planning Commission, DDA, Parks & Recreation Committee, and LNSMHP Advisory Committee. Payroll, purchase orders and work orders were processed. Council and committee questions, ongoing issues, questions to legal, and follow-ups were all addressed.

Below is a glimpse of special projects during February:

### **Harbor Improvement Grant**

At the end of January, the Village of Lexington received word we were allocated \$8-million for improvements to the Lexington harbor project. This money is meant for improvements of the entire harbor area which includes area upland, the waterfront, marina and docks. Throughout February, I have had multiple conversations with DNR, updated our committees, and worked with DDA on the Request For Proposal (RFP) for design and engineering services.

### **EGLE Visit to Water Plant**

Representatives from the Department of Environment, Great Lakes, and Energy (EGLE) visited the Water Plant in early February. The purpose of the visit was to update new staff members on the various municipalities they will soon be overseeing which showcases the very different types of water plants throughout Michigan. Lexington Water Plant continues to be highly regarded which is thanks to the hard work and dedication of our Utilities team.

### **Zoning Ordinance Updates**

The Zoning Administrator and I have been working with Wade Trim on updates to the zoning violations and fines, deck, and accessory building portions of the Zoning Ordinance. We plan to have that language before the Planning Commission at their next meeting.

### **Mobile Home Park Rules & Regulations Updates**

The Mobile Home Park Advisory Committee met in a special meeting to review and update the rules and regulations of Lexington North Shores. We held a positive and engaging discussion in an open forum. The committee will meet again in April for a final recommendation to Council at their April or May meeting.

### **Lester Street Park Improvements**

The Parks & Recreation Committee will be pursuing a Round 2 DNR Spark Grant for improvements to Lester Street Park. The committee has established a workgroup to begin developing a site plan with desired improvements to present before the full board for consideration. The DNR has not yet announced when Round 2 will open for applications. The improvements discussed would be transformational for this park.



# Village of Lexington Police Department

## Monthly Report

Chief of Police  
Larry Sheldon

To: Village Council, Manager, and President

From: Chief Larry Sheldon

Date Range: January 1, 2023, through January 31, 2023

Category	January 2023	January 2022		
Complaints:	114	123		
Traffic Stops:	39	14		
Citations:	11	5		
Verbal Warnings:	28	9		
Persons Investigated	50	43		
Vehicles Investigated:	41	23		
Property Inspections:	306	225		
Ordinance Contact:	0	0		
Ordinance Violations:	0	0		
Assist Fire / E.M.S:	0	2		
Assist Croswell P.D.	1	2		
Assist Sanilac County Sheriff:	3	3		
Assist M.S.P.	0	2		
Lexington Township Assist:	0	0		
Assist Other Departments:	1	1		
Traffic Accidents:	1	1		
Misdemeanors:	7	3		
Felonies:	2	0		

**LEXINGTON FIRE DEPARTMENT  
JANUARY 2023 FIRE & RESCUE SERVICE REPORT**

MONTHLY FIRE & RESCUE REPORT							
DATE	INVOICE #	INCIDENT STREET	AREA	CALL TYPE	ADDITIONAL SERVICES	COST ASSESSED	NOTES
1/1/2023	029-23	Main St	Lex Village	Medical-Fall	Assess/History/Treat	\$0.00	Resident
1/1/2023	030-23	Lakeview	Worth	Public assist	Lift Assist	\$60.00	
1/4/2023	031-23	Main St	Lex Village	Medical-diabetic	Assess/History/Treat	\$0.00	Resident
1/4/2023	032-23	Huron Bay	Worth	Medical-Falls	Assess/History/Treat	\$265.00	
1/4/2023	033-23	Main St	Lex Village	Medical-Sick person	Assess/History/Treat	\$0.00	Resident
1/5/2023	034-23	Babcock & Aitken	Lex Twp.	Medical-Stroke	Assess/History/Treat	\$265.00	
1/7/2023	035-23	Birchcrest	Worth	Fire-Co2 investigation	Assess	\$0.00	
1/7/2023	036-23	Mortimer Line	Worth	Fire	Assist To CFD	\$0.00	
1/8/2023	037-23	Wisteria Rd	Worth	Medical-CVA	Assess/History/Treat	\$265.00	
1/8/2023	038-23	Main St	Lex Village	Public Assist	Assist To CEMS	\$0.00	
1/9/2023	039-23	Huron Ave	Lex Village	Public Assist	Disregard	\$0.00	
1/12/2023	040-23	Wixson Rd	Lex Twp.	Medical-Sick person	Assess/History/Treat	\$265.00	
1/12/2023	041-23	Dogwood	Worth	Fire-illegal burn	Assess/Extinguish	\$0.00	
1/13/2023	042-23	Woodland	Worth	Medical-Back Pain	Assess/History/Treat	\$265.00	
1/13/2023	043-23	Peck Rd	Crosswell	Fire	Assist To CFD w/Runaway	\$0.00	
1/14/2023	044-23	Lakeshore	Worth	Medical-Hypothermia	Assess/History/Treat	\$265.00	
1/14/2023	045-23	Vincent	Worth	Medical-CVA	Assess/History/Treat	\$265.00	
1/16/2023	046-23	Harrington	Lex Twp.	Medical-Falls	Assess/History/Treat	\$265.00	
1/17/2023	047-23	Gardner Line	Worth	Public Assist	Assist To CEMS	\$0.00	
1/19/2023	048-23	Dogwood	Worth	Medical-Falls	Assess/History/Treat	\$265.00	
1/22/2023	049-23	Greenbush Lane	Lex Village	Medical-Sick person	Assess/History/Treat	\$0.00	Resident
1/26/2023	050-23	7295 Huron bay Blvd	Worth	Medical-Chest Pain	Assess/History/Treat	\$265.00	

Monthly training was ladder training and preparing for Polar Plunge.

# Operations Report

Water Department

2/8/2023

Jan-23

## Current Month:

WTP influent total:	7.443	Mil. Gals.
Village water usage:	2.746	Mil. Gals.
Worth Twp. water usage:	2.587	Mil. Gals.
Sanilac Twp. water usage:	1.253	Mil. Gals.
WTP utility water usage:	0.857	Mil. Gals.

## Year to date: Jan 23 - Present

Village water usage:	2.746	Mil. Gals.
Worth Twp. water usage:	2.587	Mil. Gals.
Sanilac Twp. water usage:	1.253	Mil. Gals.

## Year-ago:

WTP influent total:	9.383	Mil. Gals.
Village water usage:	2.861	Mil. Gals.
Worth Twp. water usage:	4.175	Mil. Gals.
Sanilac Twp. water usage:	1.342	Mil. Gals.
WTP utility water usage:	1.005	Mil. Gals.

	2023	2022		2023	2022
<b>Rain:</b>	1.69"	.77"	Days	8	1
<b>Snow:</b>	10.8"	5.7"	Days	9	12

## Work Orders:

Turn-ons or turn-offs	12
Final reads	1
Meter re-reads	1
Curb box repairs	2
Miss Digs	2
Call-ins	3
Distribution repairs	0
MXU's Installed	1
Investigate High Usage	1
Meter Changes	1

## Other Projects:

Sanilac Twp. Operations	Miss Digs
Outside Water Sampling	Gielow sampling and surcharge billing
Outside sewer Sampling	Burtchville Interconnection
Worth Backup Operations	USDA Planning
Lab Recertification	GIS Marking
Rates	Easement Filing
CIP Plan	Alternate Project Funding Options

## January 2023 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.

### January 2023 Work Orders:

Straighten lot signs MHP  
Post Office key Lot 55 MHP  
Remove overnight signs lot 70 MHP  
Install playground sign MHP  
Install fiberglass stairs and railing Lot 222 MHP  
Install sign at bathroom MHP  
Fix Patio Pavers MHP

Repair entrance light and wire MHP  
Order No Parking signs for PD  
Repair curb stop MHP  
Take down Wreaths  
Repair Lavatory MHP  
Remove stump lot 203 MHP  
Take down Christmas tree

### Other Activities for the Month:

Asset Inventory  
Clean street sign posts and paint  
Huron Lift Station Repair  
Change lavatory in DPW  
Clean Blower House and Main Lift  
Put up new street signs  
Accept salt delivery  
Work on street sweeper  
Sewer MOR  
Work on street lights  
Training class  
Call in for water turn on lot 68  
Clean Curbs on Main & Huron  
Repair curb stop for fish station  
Remove speed limit sign put up by resident  
Grave  
take flags down

Water exam applications  
Clean Chappel  
Pick up roadkill deer  
Start tree removal list  
Design chappel kiosk with Sue  
Work on fire dept door  
Work on fountain and order window parts office  
clean equipment  
Staff meeting  
Go over meter rules for park  
Add computer location for workorder access  
Draft contract with Carls Septic  
USDA project work  
Inspect Old Corby House for purchase  
Meet with Detroit pump rep  
Meet with Sanilac Twp Supervisor  
MIEDWIS paperwork submission training

### Projects In Progress:

USDA Projects  
Meter MXU installation  
GIS Data Logging  
USDA Easments

Huron Ave Lift Station  
WTP Lab Recertification  
Port Sanilac Water Sales  
WTP SCADA system replacement

**Zoning Administrator Report**  
**Village of Lexington**  
**February 1st, 2023**

I am pleased to report that I have been able to make great strides in my role as the Zoning Administrator over the past month. I have:

- Will be completing my Zoning Certification Course the end of February.
- Sent out welcome letters to local businesses that were in violation of the trash container screening ordinance and gave them till June 30<sup>th</sup> to comply.
- Worked with Cynthia and Adam Young on changes to Ordinance (3.9) to reference our Fine and Fee Schedule, should have something to Planning Commission very soon.
- In the process of contacting local business that are utilizing sandwich signs without a land use permit and making them aware that they need to apply for a permit and the restrictions on the signs.
- Working with Cynthia & Ed on NorthShore's Lot 222 variance for Lara
- Met with DTE and Chris Heiden and Troy Fox from Spauling DeDecker, engineering firm for Croswell Lexington Schools regarding repaving of parking lot off Boynton St.

(3) Land Use Permit Applications:

5349 Main St (Land Use Permit for Alterations/Remodeling)

5349 Main St (Sign Permit)

5482 Main St (Sign Permit)

I am currently working on making sure that residences and business owners in Lexington are complying with the Village ordinances. I am still learning the ins and outs of the ordinances, but I am determined to ensure that all residences and businesses are following the rules and regulations set out by the Village of Lexington.

I understand that there are many nuances to consider when making sure that residences and businesses are following the ordinances, and I am committed to learning as much as I can about them. I am confident that with the help of the Planning Commission, I can ensure that all residences and businesses are meeting the requirements set out by the Village ordinances.

Sincerely,

Dennis Klaas

## Vicki Scott

---

**From:** Ed Jarosz <edjarosz317@gmail.com>  
**Sent:** Wednesday, February 22, 2023 12:05 PM  
**To:** Vicki Donnan  
**Subject:** Reports

### Council

It's been a very good month. We are working with several people on bringing in mobiles to the park.

Lot 111 is where the mobile was destroyed. The unit has been scrapped and removed. The lot is clean and the tenants are currently looking for a used mobile to bring into the park.

We are helping another tenant that wants to replace their current mobile with a new mobile. They are working with me to move their current mobile to an empty lot and sell it. We have staked both the current lot and the one they're moving to, to make sure that all setbacks are met. It goes without saying that all site plans, land use, and EGAL requirements will be met.

I have, along with the Advisory Board, looked at our current rules. We will be coming to the council with the changes for approval. They are big changes and will allow better enforcement for both the rules and the Ordinances that regulate the park.

I have had several meetings with Cynitha regarding rules, advertising, equipment, and other multiple issues in the park. She has been a valuable help to me as Superintendent.

I will be meeting with several graphics firms on a brochure for quotes on Park development and advertising.

Lexington North Shores is moving forward and that's exciting.



VILLAGE OF LEXINGTON  
**Planning Commission Regular Meeting**  
Village Hall  
7227 Huron Avenue, Lexington, MI  
January 9, 2023 4 p.m.

**Regular Meeting called to order at 4:00 p.m. by Chairman Ziegler**

**Roll Call:** Vicki Scott, Clerk

**Present:** Ziegler, Picot, Stencel, Morris, Roehl, Kaatz arrived at 4:19 p.m.

**Absent:** Huepenbecker

**Others Present:** C. Cutright, D. Klaas, Jackie Huepenbecker (via phone), S. Klaas, K. DeCoster, M. Fulton, L. Adams, D. Zielinski, and 1 citizen.

**Approval of Agenda:**

Motion by Morris, seconded by Stencel, to approve the agenda as amended.

All ayes

Motion carried

**Approval of Minutes:**

Motion by Picot, seconded by Stencel, to approve the minutes of the Regular Meeting of December 5, 2022, as presented.

All ayes

Motion carried

**Public Comment:**

- M. Fulton 5727 Union – RRC back on agenda, when Lexington introduced to RRC Council formulated and approved to a Resolution to follow through with RRC, with new council Attorney stated new Council does not abide by old resolution. Recommendation to ask Council to approve a new resolution.
- K. DeCoster 5203 Main Street Lot 181- Questions regarding the zoning of Kevin Martin's property on Huron Avenue.

**Zoning Administrator's Report:**

Ziegler asked D. Klaas for information on the land use permits he had approved. Klaas explained them and answered questions about the 5795 Main Street sign, portable structures and shipping containers, gravel parking lots, and 7333 Lake Street.

Motion by Picot, seconded by Morris to accept the Zoning Administrator's report.

All ayes

Motion carried

**Old Business:**

1. **Update on CEDAM Fellowship Host Community Grant and next steps for the Planning Commission** – Picot reported the Village was not selected for this program, however, the CEDAM contact suggested we consider an Americore person, Morris offered to follow up on the Americore opportunity.

2. **RRC Update** – Picot remarked that working together, adding capacity, and collaboration and cooperation with all Village Groups will help us become RRC certified. Kaatz supported this, and Cutright added that there are grants available from MEDC for those that are RRC engaged already. New opportunities and training are available.
3. **Training Update** – Picot reported RRC offers a virtual academy – free course: Six (6) one-hour sessions on Thursdays from 6-7 pm (May 18-June 22). Good opportunity for groups looking for training.  
 Solar Energy Training (2 hours) - a free opportunity from Sanilac County Planning that is on their website. Possibly put together an ordinance. Morris said to be cautious, it's a "hot button" issue.  
 There is also a workshop on Making Good Decisions provided by Michigan Association of Planners in Frankenmuth.

**New Business:**

**1. Election of Officers**

Motion by Morris, seconded by Picot to nominate Mike Ziegler for Chairperson.

All ayes

Motion carried

Motion by Morris, seconded by Ziegler, to nominate Dave Picot as Vice Chairperson.

All ayes

Motion carried

Motion by Picot, seconded by Ziegler, to nominate Jackie Huepenbecker as Secretary.

All ayes

Motion carried

**2. Set Schedule of Meeting for 2023**

Motion by Morris, seconded by Stencel to approve the meeting schedule as amended: July meeting on Wednesday, July 5, and September meeting on Monday, September 11 at 4 p.m.

All ayes

Motion carried

**3. Planning Commission Annual Report**

Motion by Morris, seconded by Ziegler to approve the 2022 Annual Report as presented.

All ayes

Motion carried

**4. EV Charging Station Ordinance**

Klaas voiced concern on safety issues, too close to a building. Discussion on redlined draft: amendments 5: 29-5 change language, private corporation, not Village property. Remove 5:29-5 item two language. Section 66-8 Questions on public property.5:29-3 Adam Young added language. Picot explains, MDOT- removing that language Right of Way issues, leave language as is.

Motion by Morris, seconded by Roehl to set Public Hearing for May 1, 2023.

All ayes

Motion carried

5. **Consider Request from the Zoning Administrator and Village Manager to Consider Zoning Ordinance Changes on Three Topic and Authorize them to Work With Wade Trim on These Changes not to Exceed \$750.**

Ordinance language for Section 3-9. Align to fine and fee schedule

Decks – Add language for deck maintenance

Section 5.34 Car ports, shipping containers, portable structures, and accessory building structures codes, intent, and purpose. Fees to be attached

Motion by Morris, seconded by Kaatz, to move forward with Adam Young, at a fee not to exceed \$750.00.

Roll call

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

Nays- None

Motion carried

6. **Discussion on Signs** – Morris suggests public feedback on changes to current language. Gather public input by adding a survey to the website. More discussion next month.

7. **What's bothering you? A Commissioner's New Year Opportunity to Forward and Issue or Concern for Future Group Consideration** – Move the item to next month's agenda.

**Public Comment**

- Kathy DeCoster (5203 Main St. Lot #181) – Comments regarding RRC and training opportunities, gravel dust-free surfaces, and Air B& B's and VRBO.
- Mike Fulton 5727 Union –Responsibility of the Planning Commission to the Village's future and need to look beyond today.
- Larry Adams 7311 Lake Street – Commented on RRC, complicated and try to work together.

**Adjournment** - Motion by Kaatz, seconded by Stencel, to adjourn at 6:07 p.m.

Respectfully submitted,  
Vicki Scott

Personnel Committee January 9, 2023

Call to order: By President Kaatz at 6:19 p.m.

Roll call: Vicki Scott, Clerk

Present: Morris, Kaatz

Absent: Muoio

Others Present: C. Cutright, L. Sheldon, D. Klaas, D. Roehl, and S. Klaas

Approval of Agenda – Motion by Morris, seconded by Kaatz, to approve agenda as presented.

All ayes

Motion carried

Approval of Minutes – Motion by Kaatz, seconded by Morris, to approve the minutes of October 26, 2022 as presented.

All ayes

Motion carried

Public Comment – None offered

Business:

1. Police Chief's Contract – Kaatz explained Sheldon presented a draft contract a few months back. We then had our attorney do all the part time contracts. Kaatz explained afterward Sheldon wanted some small changes. Sheldon explained what he had originally asked for which was a 25% pay increase over the sergeant position pay scale, a \$600 yearly uniform allowance, and \$75.00 cell phone reimbursement. Sheldon explained he has been working more than the 30 hours per week position due to lack of officers. Kaatz noted the goal is to get Sheldon back down to the 30 hours per week. He does not receive health care as he has opted out. Morris explained per ACA you have to offer health care to anyone who works over 30 hours. Kaatz explained he have him currently classified as part time. However, due to lack of staff he has worked over the 30 hours. Kaatz explained this had to go back to Personnel for some minor changes once the attorney drafted the new contract. Discussion followed on current accrued time off, holiday/vacation time going forward, and number of hours being worked.

Motion by Kaatz, seconded by Morris, to accept the contact with the amended change of \$600 instead of \$500 for the uniform allowance and send to Council for approval.

All ayes

Motion carried

2. Interim Village Manager's Contract – Kaatz explained the Interim Village Manager's Contract is covered until February 28, 2023. We need to make some provisions in order to advertise for a full-time manager and begin the search, as well as extend the interim contract to cover the search time. Kaatz explained the Interim Manager is currently on loan to us. Kaatz asked about the time frame for Cutright's benefits.

Cutright explained her benefits from Port Huron would end if there was an extension to her current contract after February 28, 2023. Discussion followed on timeframe and locations for posting the manager position. Cutright explained she would prefer an extension to be available to handle the LARA issue which is set for March 1, 2023. A Village representative needs to be there. Discussion followed on a possible month extension.

Motion by Morris, seconded by Kaatz, to send to Council at a Special Council Meeting that will occur immediately following the completion of the next Special Council Meeting already posted at 4:00 p.m. which would be January 12 at 5:00 p.m. to put on the agenda Larry's contract, a (1) month extension for the Interim Village Manager and posting the Village Manager position.

All ayes

Motion carried

Public Comment –

- Denny Klaas (5408 Union St.) – commented on the length of Larry's contract.
- Sheila Klaas (5408 Union St.) – commented on posting for the Village Manager's position and why we haven't already done that.
- Doug Roehl (5410 William Dr.) – commented on manager's resume.

Adjournment

Motion by Morris, seconded by Kaatz, to adjourn meeting at 7:03 p.m.

All Ayes

Motion carried

Vicki Scott, Clerk

**VILLAGE OF LEXINGTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
Village of Lexington – 7227 Huron Ave., Lexington, MI  
January 11, 2023 @ 5:30 p.m.**

**CALL TO ORDER:** Chairperson McGovern called the meeting to order at 5:30 pm.

**ROLL CALL:** by Vicki Scott

**PRESENT:** Adams, Bender, Kaatz, VanDyke, Westbrook, McGovern

**ABSENT:** Bales, Blaesing, Drouillard

**OTHERS PRESENT:** C. Cutright, S. McCoy, D. Picot, E. Mills

**APPROVAL OF AGENDA:**

**MOTION** by VanDyke, seconded by Bender, to approve the agenda as amended adding #5 Wayfair Signs & #6 DDA Membership Absences under New Business.

All Ayes

Motion Carried

**APPROVAL OF MINUTES**

**MOTION** by Adams, seconded by Bender, to approve the December 14, 2022 minutes as presented.

Discussion:

**AMENDED MOTION** by Adams, seconded by Bender, to approve the December 14, 2022 minutes as amended with the correction of changing Chairperson Yankee to Chairperson McGovern called the meeting to order.

All Ayes

Motion Carried

**PUBLIC COMMENT:** None

**REVIEW OF FINANCIAL INFORMATION: -**

**MOTION** by Bender, seconded by Adams to approve the financials as presented.

Roll Call:

Ayes: Bender, Adams, Westbrook, Kaatz, VanDyke, McGovern

Nays: None

Motion Carried

**UNFINISHED BUSINESS:**

- 1. TIF/Boundary Expansion Update** – McGovern explained this was approved at the December 19, 2023 council meeting. Scott explained she emailed Carmine from CIB to see what the next step was. He sent a link to submit it to the state. Scott sent it to state and verified they received it. Cutright explained she is working with the township to update their list for which parcels are included.
- 2. RFP for Summer Flowers Update** – McGovern explained Bender sent out the RFP. The bids are due back February 7.

**NEW BUSINESS:**

- 1. Set the 2023 Meeting Schedule –**

**MOTION** by Bender, seconded by VanDyke, to approve the meeting schedule for 2023.

All ayes

Motion carried

- 2. MDA Membership** – McGovern asked the Board to join the MDA. The MDA membership per year is \$200.00. The training modules are \$25.00 each. Each member of the DDA Board is suppose to have 4 hours of training per year. McGovern suggests purchasing 4 modules. McGovern is interested in going to the annual conference as well. Discussion followed.

**MOTION** by Bender, seconded by VanDyke, to purchase the MDA membership as well as 4 modules for a total of \$300.00.

Roll Call

Ayes – Bender, VanDyke, Kaatz, Adams, Westbrook, McGovern

Nays –

Motion carried

- 3. Street Light Repairs** – Bender explained the street lights in town can become costly to repair. A few months back we approved approximately \$1,800.00 in parts for repairs. We still have not received those parts. The DPW Manager has found another way to retro fit these lights where they actually will take a bulb. He has the location where the lights have already been retro fitted and no one can tell the difference. This process is saving us money up front as well as repairs down the road. He was currently getting these from Amazon. It could be priced out with other local stores as well. Bender explained this will be a cheaper and easier repair going forward. Discussion followed. Bender explained the DPW Manager has the other parts already on order with Meddler. Bender asked if we decide to go with retro fitting, do we want him to cancel the backorder with Meddler? Discussion followed.

**MOTION** by VanDyke, seconded by Westbrook, to have DPW to cancel the order for the ring of fire parts and pursue the pricing for the new method.

Discussion:

Roll Call:

Ayes: VanDyke, Westbrook, Adams, Bender, Kaatz, McGovern

Nays: None

Motion carried

- 4. Social District Discussion** – McGovern explained he added a lot of information regarding this issue in the packet. Included is the form you have to fill out for the state liquor control commission. There are 3 requirements that need to be done. One being the Village Council would have to pass a resolution first. McGovern explained Port Huron currently has a social district. You have to define the district as well as provide signs. McGovern noted the Restaurants and Bars in town are interested in this. One of the requirements with the State is when a person leaves a bar with a cup (16 oz. maximum), the cup has to have sticker that has our logo saying Lexington Social District and the other sticker is where it came from. They have to know where you purchased it. Once the boundary is defined, you can not bring your own drink inside that area. Cutright explained they have not had any issues in Port Huron with having a social district. Discussion followed. VanDyke explained the board seems in favor of this idea. Kaatz suggests getting more details pulled together as well as checking with the concerns from the Police Chief, Fire Chief, DPW Manager and bring back to the next meeting. McGovern and Westbrook will work on the details for next meeting.

- 5. Wayfair Signs** – Bender explained the recent wind storm damaged our current wayfair signs. We need to look into redoing these signs. Now would be a good time to address this as we will be getting the poles painted this spring. VanDyke suggested adding Lexington DDA District to the signs. Discussion followed on what font to use as well as adding social district to the signs. VanDyke suggested by next meeting having a map stating where these signs are located and how many we need to redo.

6. **DDA Membership Absences** – McGovern explained we have a member on this board who is only here half the year. This is creating an issue with meeting quorum each month. The DDA by laws state “Committee members who have unexcused absences for three (3) consecutive regularly scheduled meetings and/or work sessions during their appointed term shall be deemed to have vacated his/her seat and will be removed from the seat. Exceptions will be considered if they are due to the conduct of other business related to DDA activities or sickness”.

**MOTION** by McGovern, seconded by Kaatz, to remove Brian Blaesing due to excessive absences as it impacts having a quorum.

Discussion

All ayes

Motion carried

**CORRESPONDENCE:** None

**PUBLIC COMMENT:**

- Dave Picot – commented on free opportunity for a virtual academy on best practices.

**ADJOURNMENT:**

**MOTION** by Bender, seconded by Westbrook to adjourn the meeting at 6:45 pm.

All Ayes

Motion carried.

Respectfully submitted,

Vicki Scott

January 11, 2023



**VILLAGE OF LEXINGTON COUNCIL GIVES NOTICE  
of  
MEETINGS TO BE HELD IN THE MONTH of  
MARCH  
2023**

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>
PERSONNEL COMMITTEE	6	5 P.M.
PLANNING COMMISSION	6	7 P.M.
DDA	8	5:30 P.M.
ENVIRNOMENTAL COMMITTEE	9	10 A.M.
PARKS AND RECREATION – <b>MHP CLUBHOUSE</b>	13	6 P.M.
REGULAR COUNCIL	27	7 P.M.

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

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

**VAS0222023**

# **Status Report**

## **Village of Lexington**

### **Progress on Achieving Expectations for Redevelopment Ready Communities (RRC) Best Practices**

Our goal is to become a CERTIFIED Redevelopment Ready Community. Council approved a resolution to do so in September 2018, and the Planning Commission has been working to achieve it.

The RRC engagement reveals the village's capacity for achievement. Significant gains are necessary to achieve and sustain certified status in the program. We are at a point where a clear-eyed appraisal of what we can do and what it takes is in order. It seems reasonable to obtain Essential Status first, then as our capacity increases to continue toward obtaining Certified status.

There is a significant point to be made here. RRC adds the right kind of capacity. Gains in organizational strength due to adopting best practices are foundational and permanent. The sustained capacity we need will be generated internally. We will not be as dependent on individuals and personalities that come and go.

With Essential as a waypoint and Certified as the destination, what things pave the way? What things can we do to build capacity? The question must necessarily be answered by village leadership.

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#### **A Reminder About RRC**

Communities that engage in the RRC process commit to improving development readiness by agreeing to undergo a rigorous assessment and working locally to integrate the Best Practices described in this document. The RC Best Practices are the standard for evaluation. Each best practice addresses key elements of community and economic development.

To demonstrate progress on each of the key elements, we upload documents on Trello, an interactive reporting system. Communities upload documents on Trello, demonstrating their progress on each key element. Evaluations are conducted by the RRC team through interviews, document review, and data analysis.

RRC certification signals that a community has clear development policies and procedures, a community-supported vision, a predictable review process, and compelling sites for developers to locate their latest projects.

## RRC LEVELS: ESSENTIALS & CERTIFIED

RRC offers two levels: “Essentials” and “Certified.” Communities determine which level is most appropriate for their needs based on capacity, community goals, and other local factors. RRC understands that no two days are the same when it comes to running a local government; in recognition of that, communities can move between levels as local considerations change.

Each Best Practice includes expectations for Essentials and for Certified. In some cases, they are identical, but in many criteria, RRC Certified level includes additional expectations.

### Purpose

<b>ESSENTIALS</b>	Communities that have achieved Essentials status have all the key documents and practices in place to provide a predictable development experience and meet local planning and zoning responsibilities under Michigan law.
<b>CERTIFIED</b>	RRC Certified communities have integrated all the Best Practices into their local processes and proactively seek out community development opportunities while providing a predictable development experience.

### Best Practices

<b>ESSENTIALS</b>	Plans and Engagement [BP 1]; Zoning (partial) [BP 2]; Development Review (partial) [BP 3]; Boards and Commissions (partial) [BP 4].
<b>CERTIFIED</b>	Plans and Engagement [BP 1]; Zoning [BP 2]; Development Review [BP 3]; Boards and Commissions [BP 4]; Economic Development and Marketing [BP 5]; Redevelopment Ready Sites [BP 6].

### Benefits

<b>ESSENTIALS</b>	Access to assigned community planner, RRC library, RRC training opportunities, RRC technical assistance match funding opportunities, and other benefits as identified.
<b>CERTIFIED</b>	All Essentials level benefits, plus access to the Redevelopment Services Team, site marketing support, continued access to RRC technical assistance match funding opportunities, and other ever-evolving benefits such as free event registrations, social media, and more.

# Village of Lexington Progress

## Best Practice 1: PLANS & PUBLIC ENGAGEMENT

### 1.1 Master Plan

Master plans establish a community vision through public engagement and identify how to implement that vision. The plan is an essential document that guides future development throughout the community, adding predictability and community support to the development process.

CRITERIA: The governing body has adopted a master plan in the past five years.	
ESSENTIALS EXPECTATIONS	Responsible
X The master plan reflects the community's desired direction for the future.	COMPLETED Planning Commission
X The master plan identifies strategies for priority redevelopment areas.	
X The master plan addresses land use and infrastructure, including complete streets.	
X The master plan includes a zoning plan.	
X The master plan establishes goals, implementation actions, timelines and responsible parties.	
X The master plan is accessible online.	
CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> Progress on master plan implementation is assessed annually.	Work on after RRC Essentials status is achieved.

### 1.2 Downtown or Corridor Plan

Downtowns and major corridors are economic engines for communities. Having a plan for these particular areas adds predictability for future development and can support local efforts to strengthen businesses and create a community gathering space.

CRITERIA: The governing body has adopted a downtown or corridor plan.	
ESSENTIALS EXPECTATIONS	Responsible
X The downtown or corridor plan identifies development area boundaries.	COMPLETED Planning Commission
X The downtown or corridor plan clearly identifies priority projects.	
X The downtown or corridor plan includes mixed-use and pedestrian-oriented development elements.	
X The plan is available online.	
CERTIFIED EXPECTATIONS	Responsible
Nothing additional is required for certification.	COMPLETED Planning Commission

# Best Practice 1: PLANS & PUBLIC ENGAGEMENT *continued*

## 1.3 Capital Improvements Plan

Turning plans into action often requires capital investments. These plans, established under Michigan law, help coordinate these investments, which could include infrastructure, facilities, parks, technology and more.

CRITERIA: The governing body has adopted a capital improvements plan.	
ESSENTIALS EXPECTATIONS	Responsible
<input type="checkbox"/> The capital improvements plan details a minimum of six years (beginning with the current year) of public structures and improvements and is <b>updated annually</b> .	Planning Commission  Village Manager
<input type="checkbox"/> The capital improvements plan coordinates projects to minimize construction costs.	
<input type="checkbox"/> The capital improvements plan coordinates with adopted community plans and the budget.	
<input type="checkbox"/> The capital improvements plan is accessible online.	
CERTIFIED EXPECTATIONS	Responsible
Nothing additional is required for certification.	NA

## 1.4 Public Participation Plan

Public participation plans help communities establish clear expectations for public engagement, ensuring all groups are represented in decision-making processes.

ESSENTIALS EXPECTATIONS	Responsible
<input checked="" type="checkbox"/> The plan identifies key stakeholders, including those not normally at the visioning table.	Planning Commission
<input checked="" type="checkbox"/> The plan describes public participation methods and the appropriate venue to use each method.	Village Council
<input checked="" type="checkbox"/> The plan includes the use of both traditional and proactive engagement methods.	
<input checked="" type="checkbox"/> The plan identifies how the community will report out results of engagement efforts.	
<input type="checkbox"/> The community reviews and updates the plan on a regular basis.	
CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> The community provides an update on engagement activity to the governing body at least annually.	Work on after RRC Essentials status is achieved.

## Best Practice 2: ZONING

### 2.1 Alignment with Master Plan

Under Michigan law, zoning ordinances must be based on an adopted master plan. Ensuring such coordination reduces uncertainty and risk for development.

CRITERIA: The governing body has adopted a zoning ordinance that aligns with the goals of the current master plan.	
ESSENTIALS EXPECTATIONS	Responsible
X The community has evaluated the master plan's recommendations to determine if changes to the zoning map or ordinance are needed.	COMPLETED Planning Commission
CERTIFIED EXPECTATIONS	Responsible
X The community has made updates to the zoning ordinance to align with the goals and zoning recommendations from the master plan.	COMPLETED Planning Commission

### 2.2 Accessibility and User-friendliness

Adding user-friendly components to the zoning ordinance can make it easier to understand, thus removing an initial barrier that disproportionately impacts local, small-scale, and first-time applicants.

CRITERIA: The zoning ordinance is accessible and user-friendly.	
ESSENTIALS EXPECTATIONS	Responsible
X The ordinance and zoning map are accessible online.	COMPLETED Planning Commission
CERTIFIED EXPECTATIONS	Responsible
X The ordinance portrays clear definitions and requirements.	COMPLETED Planning Commission
X The ordinance includes graphics, tables or charts.	

## Best Practice 2: ZONING *continued*

### 2.3 Concentrated Development

Allowing for areas of context-sensitive concentrated development provides myriad benefits including enabling pedestrian mobility, providing a sense of place, generating fiscal stability for communities, and leveraging existing infrastructure.

CRITERIA: The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	
ESSENTIALS EXPECTATIONS	Responsible
<p>X The ordinance allows mixed-use buildings by-right in designated areas of concentrated development.</p> <p>The ordinance requires <b>ONE</b> or more of the following elements in areas of concentrated development:</p> <ul style="list-style-type: none"> <li>X Build-to lines</li> <li><input type="checkbox"/> Open store fronts</li> <li><input type="checkbox"/> Outdoor dining</li> <li>X Minimum ground floor transparency</li> <li>X Front-facing doorways</li> <li><input type="checkbox"/> Parking located in the rear of the building</li> <li><input type="checkbox"/> Walk-up windows</li> <li><input type="checkbox"/> Public art program</li> <li><input type="checkbox"/> Temporary or permanent parklets</li> </ul>	<p>COMPLETED Planning Commission</p>
CERTIFIED EXPECTATIONS	Responsible
<p>Nothing additional is required for certification.</p>	<p>COMPLETED Planning Commission</p>

## Best Practice 2: ZONING *continued*

### 2.4 Housing Diversity

Having an ordinance which clearly allows for diverse housing types creates unique neighborhoods, provides lifestyle options for residents of all ages and income levels, helps attract talent, and provides flexibility for meeting market demand.

CRITERIA: The zoning ordinance allows for a variety of housing options.	
ESSENTIALS EXPECTATIONS	Responsible
<p>The ordinance allows for <b>TWO</b> or more of the following housing types by-right:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Accessory dwelling units (ADU)</li> <li><input checked="" type="checkbox"/> Townhouses/rowhouses</li> <li><input type="checkbox"/> Triplexes</li> <li><input type="checkbox"/> Quadplexes</li> <li><input type="checkbox"/> 6-plexes</li> <li><input type="checkbox"/> Commercial</li> <li><input checked="" type="checkbox"/> Stacked flats</li> <li><input type="checkbox"/> First-floor residential with commercial</li> <li><input checked="" type="checkbox"/> Residential above commercial</li> <li><input type="checkbox"/> Micro units</li> <li><input type="checkbox"/> Cottage housing/bungalow courts</li> <li><input type="checkbox"/> Tiny houses</li> </ul>	<p>COMPLETED Planning Commission</p>
CERTIFIED EXPECTATIONS	Responsible
<p>The ordinance allows for <b>THREE</b> or more of the following housing types by-right:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Accessory dwelling units (ADU)</li> <li><input checked="" type="checkbox"/> Townhouses/rowhouses</li> <li><input type="checkbox"/> Triplexes</li> <li><input type="checkbox"/> Quadplexes</li> <li><input type="checkbox"/> 6-plexes</li> <li><input type="checkbox"/> Commercial</li> <li><input checked="" type="checkbox"/> Stacked flats</li> <li><input type="checkbox"/> First-floor residential with commercial</li> <li><input checked="" type="checkbox"/> Residential above commercial</li> <li><input type="checkbox"/> Micro units</li> <li><input type="checkbox"/> Cottage housing/bungalow courts</li> <li><input type="checkbox"/> Tiny houses</li> </ul>	<p>COMPLETED Planning Commission</p>



## Best Practice 2: ZONING *continued*

### 2.5 Parking Flexibility

The cost and space consumed by parking can make or break a project financially. Providing flexible options for parking allows for creative and context-sensitive solutions in communities of all sizes and reduces the negative impacts excessive parking can have on a community's sense of place.

**CRITERIA:** The zoning ordinance includes flexible parking requirements.

ESSENTIALS EXPECTATIONS	Responsible
<p>The ordinance includes regulations for <b>TWO</b> or more of the following tools approved either administratively or by the planning commission:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Reduction or elimination of required parking when on-street or public parking is available</li> <li><input type="checkbox"/> Connections between parking lots</li> <li><input type="checkbox"/> Shared parking agreements</li> <li><input type="checkbox"/> Parking maximums</li> <li><input type="checkbox"/> Elimination of parking minimums</li> <li><input checked="" type="checkbox"/> Parking waivers</li> <li><input type="checkbox"/> Electric vehicle charging stations</li> <li><input type="checkbox"/> Bicycle parking</li> <li><input type="checkbox"/> Payment in lieu of parking</li> <li><input type="checkbox"/> Reduction of required parking for complementary mixed uses</li> <li><input type="checkbox"/> Banked/deferred parking</li> </ul>	<p><b>COMPLETED</b> Planning Commission</p>
CERTIFIED EXPECTATIONS	Responsible
<p>The ordinance includes regulations for <b>THREE</b> or more of the following tools approved either administratively or by the planning commission:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Reduction or elimination of required parking when on-street or public parking is available</li> <li><input type="checkbox"/> Connections between parking lots</li> <li><input type="checkbox"/> Shared parking agreements</li> <li><input type="checkbox"/> Parking maximums</li> <li><input type="checkbox"/> Elimination of parking minimums</li> <li><input checked="" type="checkbox"/> Parking waivers</li> <li><input type="checkbox"/> Electric vehicle charging stations</li> <li><input type="checkbox"/> Bicycle parking</li> <li><input type="checkbox"/> Payment in lieu of parking</li> <li><input type="checkbox"/> Reduction of required parking for complementary mixed uses</li> <li><input type="checkbox"/> Banked/deferred parking</li> </ul>	<p>Planning Commission</p> <p>This will be complete once the EV charging station ordinance is approved.</p>

## Best Practice 2: ZONING *continued*

### 2.6 Green Infrastructure

Integrating green infrastructure can reduce infrastructure and maintenance costs, provide opportunities for recreation and physical activity, reduce exposure to harmful substances, advance placemaking goals, improve safety, promote community identity and a sense of well-being, and provide economic benefits.

CRITERIA: The zoning ordinance includes standards for green infrastructure.	
ESSENTIALS EXPECTATIONS	Responsible
NA	NA
CERTIFIED EXPECTATIONS	Responsible
<p>The ordinance includes regulations for <b>THREE</b> or more of the following:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Low impact development techniques (rain gardens, bioswales, etc.)</li> <li><input type="checkbox"/> Rain water collection (blue roofs, cisterns, water harvesting, stormwater vaults, etc.)</li> <li><input type="checkbox"/> Green roofs</li> <li><input type="checkbox"/> <i>Permeable pavement</i></li> <li><input type="checkbox"/> Steep-slope protections</li> <li><input type="checkbox"/> Street-tree planting standards</li> <li><input checked="" type="checkbox"/> Tree preservation or replacement standards</li> <li><input checked="" type="checkbox"/> Parking lot internal landscaping standards</li> <li><input checked="" type="checkbox"/> Open space preservation development (i.e., cluster housing)</li> <li><input type="checkbox"/> Required native or low-maintenance plantings</li> <li><input type="checkbox"/> Renewable energy</li> <li><input type="checkbox"/> <i>Buffering standards around water bodies or other natural resources</i></li> <li><input type="checkbox"/> Off-site stormwater regulations allowing site developers to participate in district-scale stormwater management plans</li> </ul>	<p>COMPLETED Planning Commission</p>

# Best Practice 3: DEVELOPMENT REVIEW

## 3.1 Defined Processes

Clearly defined development review processes provide predictability for investments big and small.

CRITERIA: The zoning ordinance includes clear steps for major development review processes.	
ESSENTIALS EXPECTATIONS	Responsible
<ul style="list-style-type: none"> <li>X Processes for site plan review, special land use, rezoning, variances, and text amendments are clearly laid out in the zoning ordinance.</li> <li>X Development review standards are clearly defined</li> </ul>	<p>COMPLETED Planning Commission</p>
CERTIFIED EXPECTATIONS	Responsible
Nothing additional is required for certification.	<p>COMPLETED Planning Commission</p>

## 3.2 Point of Contact

Having a clearly identified point of contact helps communities offer positive and personalized service which builds a foundation for a predictable development review experience.

CRITERIA: The community has clearly identified a point of contact for development review activities.	
ESSENTIALS EXPECTATIONS	Responsible
<ul style="list-style-type: none"> <li>X The community has an identified development review point of contact, which is clearly indicated on the website.</li> </ul>	<p>COMPLETED Planning Commission</p>
CERTIFIED EXPECTATIONS	Responsible
Nothing additional is required for certification.	<p>COMPLETED Planning Commission</p>

# Best Practice 3: DEVELOPMENT REVIEW

## 3.3 Conceptual Review

Conceptual review meetings offer a chance for early, informal review of proposed projects. This helps avoid costly mistakes or delays later in the process.

CRITERIA: The community defines and offers conceptual review meetings for applicants.	
ESSENTIALS EXPECTATIONS	Responsible
X The community advertises online that conceptual site plan review meetings are available.	COMPLETED Planning Commission
CERTIFIED EXPECTATIONS	Responsible
X The community has clearly defined expectations posted online and a checklist to be reviewed at conceptual meetings.	COMPLETED Planning Commission

## 3.4 Internal Review Process

Clearly documenting the internal review process provides predictability and consistency in the development review process. It also ensures that processes can continue in the event of staff turnover.

CRITERIA: The community has a clearly documented internal staff review policy.	
ESSENTIALS EXPECTATIONS	Responsible
The internal review process addresses the following: X Key steps of the application from submittal to issuing of the permit X Timelines X Identifies who reviews applications X Identifies approval standards	COMPLETED Planning Commission
CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> Community has established a joint review team..	Work on after RRC Essentials status is achieved.

## Best Practice 3: DEVELOPMENT REVIEW *continued*

### 3.5 Approval Authority

Approving permitted uses at the planning commission or staff level allows faster approval and respects the administrative nature of development review.

CRITERIA: The community streamlines the approval process by using administrative and planning commission approval authority.	
ESSENTIALS EXPECTATIONS	Responsible
X Site plans for permitted uses are approved administratively or by the planning commission.	COMPLETED Planning Commission
CERTIFIED EXPECTATIONS	Responsible
X Permitted uses do not require a formal public hearing (but allow for public comment and other engagement as deemed necessary).	COMPLETED Planning Commission

### 3.6 Fee Schedule

Having a fee schedule allows an applicant to clearly understand their likely costs upfront, reducing surprises further in the process.

CRITERIA: The community maintains a fee schedule.	
ESSENTIALS EXPECTATIONS	Responsible
X The fee schedule is available online in an easy-to-find location.	COMPLETED Planning Commission
CERTIFIED EXPECTATIONS	Responsible
X The fee schedule is reviewed annually and updated as needed.	COMPLETED Planning Commission

### 3.7 Payment Methods

Clearly identifying methods of payment reduces uncertainty. Communities that accept credit cards offer a highly sought after, modern option that adds flexibility.

CRITERIA: The community offers clear methods of payment.	
ESSENTIALS EXPECTATIONS	Responsible
X The community clearly indicates on its website accepted method(s) of payment for development fees.	COMPLETED Planning Commission
CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> The community accepts credit card payment for development fees.	Work on after RRC Essentials status is achieved.

## Best Practice 3: DEVELOPMENT REVIEW *continued*

### 3.8 Access to Information

Having key information and forms available online (or organized into a guide) reduces the number of questions the point of contact will need to address and increases the likelihood of a successful development review experience from the beginning.

CRITERIA: Format	
ESSENTIALS EXPECTATIONS	Responsible
<p>The community's website includes the following essential items:</p> <ul style="list-style-type: none"> <li>X Zoning ordinance</li> <li>X Meeting information</li> <li>X Application(s) for site plan</li> <li>X Special land use, rezoning, variance</li> <li>X Zoning text amendment and zoning permits</li> <li>X Fee schedule</li> <li>X Conceptual meeting availability</li> </ul>	<p>COMPLETED Planning Commission</p>
CERTIFIED EXPECTATIONS	Responsible
<p>The community has compiled a "Guide to Development," which includes the following:</p> <ul style="list-style-type: none"> <li>X Relevant contact information</li> <li>X Relevant meeting schedules; flowcharts of development review processes</li> <li>X Conceptual meeting procedures</li> <li>X Relevant ordinances to review prior to application submission</li> <li>X Applications for all major development review processes (at least site plans, special land-uses, variances, and rezoning)</li> <li>X Explanation of approval authority for development review processes</li> <li>X Fee schedule</li> <li>X Special meeting procedures</li> <li>X Financial assistance tools</li> <li>X Design standards and other local guidelines</li> <li>X Information on building processes and contacts</li> <li>X <i>The "Guide to Development" is available online.</i></li> </ul>	<p>COMPLETED Planning Commission</p>

## Best Practice 3: DEVELOPMENT REVIEW *continued*

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### 3.9 Project Tracking

Having a consistent tracking system keeps staff and applicants informed of a project's development review status. It also ensures continuity in the event of staff turnover or absences.

CRITERIA: The community has a method to track development projects.	
ESSENTIALS EXPECTATIONS	Responsible
Not required for Essential status.	NA
CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> The community uses a tracking mechanism for projects during the development process, from application to permit.	Work on after RRC Essentials status is achieved.

# Best Practice 4: BOARDS & COMMISSIONS

## 4.1 Recruitment Process

Having clear and accessible recruitment and appointment procedures reduces barriers to attracting candidates for boards and commissions.

CRITERIA: The community has a clear recruitment and appointment process.	
ESSENTIALS EXPECTATIONS	Responsible
X Board and commission applications are available online.	COMPLETED Village Manager
CERTIFIED EXPECTATIONS	Responsible
X The community has clearly documented the process for board and commission appointments online.	COMPLETED Village Manager

## 4.2 Expectations and Interests

Providing clear expectations on what being a board member entails (and helpful background to have) helps candidates understand which board may best fit their experience and capacity.

CRITERIA: The community sets expectations for board and commission positions.	
ESSENTIALS EXPECTATIONS	Responsible
<input type="checkbox"/> The community outlines expectations for board and commission positions.	<b>Need - Council</b>
X The community outlines expectations for board and commission positions.	COMPLETED Planning Commission
<input type="checkbox"/> The community outlines expectations for board and commission positions.	<b>Need - ZBA</b>
<input type="checkbox"/> The community outlines expectations for board and commission positions.	<b>Need - DDA</b>
CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> The community identifies associated interests and background for board and commission positions.	Work on after RRC Essentials status is achieved.



# Best Practice 4: BOARDS & COMMISSIONS

## 4.3 Orientation

Ensuring recently elected or appointed officials have the information they need to perform their new duties makes the development review process more predictable.

CRITERIA: The community provides orientation material to all appointed and elected members of development-related boards and commissions.	
ESSENTIALS EXPECTATIONS	Responsible
<input type="checkbox"/> The orientation materials include all relevant planning, zoning and development information.	Need - Council
<input checked="" type="checkbox"/> The orientation materials include all relevant planning, zoning and development information.	COMPLETED - PC
<input type="checkbox"/> The orientation materials include all relevant planning, zoning and development information.	Need - ZBA
<input type="checkbox"/> The orientation materials include all relevant planning, zoning and development information.	Need - DDA
CERTIFIED EXPECTATIONS	Responsible
Nothing additional is required for certification.	NA

## 4.4 Bylaws

Bylaws provide predictability for board proceedings and, therefore, the development review experience.

CRITERIA: The community has bylaws for appointed development-related boards and commissions.	
ESSENTIALS EXPECTATIONS	Responsible
<input checked="" type="checkbox"/> The community has adopted bylaws for appointed development-related boards and commissions. <input checked="" type="checkbox"/> The bylaws are available online.	COMPLETED - Council
<input checked="" type="checkbox"/> The community has adopted bylaws for appointed development-related boards and commissions. <input checked="" type="checkbox"/> The bylaws are available online.	COMPLETED - PC
<input type="checkbox"/> The community has adopted bylaws for appointed development-related boards and commissions. <input type="checkbox"/> The bylaws are available online.	Need: - ZBA
<input checked="" type="checkbox"/> The community has adopted bylaws for appointed development-related boards and commissions. <input checked="" type="checkbox"/> The bylaws are available online.	COMPLETED - DDA
CERTIFIED EXPECTATIONS	Responsible
Nothing additional is required for certification.	NA

# Best Practice 4: BOARDS & COMMISSIONS

## 4.5 Planning Commission Annual Report

All planning commissions in Michigan must issue an annual report as outlined in the MPEA. This is also a great opportunity to assess past activity and communicate with other boards.

CRITERIA: The community issues a planning commission annual report.	
ESSENTIALS EXPECTATIONS	Responsible
X The planning commission prepares an annual report for the governing body.	COMPLETED Planning Commission
CERTIFIED EXPECTATIONS	Responsible
Nothing additional is required for certification.	COMPLETED Planning Commission

## 4.6 Training Plan

Developing a training plan identifies opportunities, expectations, and goals that are aligned with the community's plans, needs, and capacity. This working document addresses training needs and desires of current board and commission members.

CRITERIA: The community has a documented training plan.	
ESSENTIALS EXPECTATIONS	Responsible
<input type="checkbox"/> The plan identifies training goals and expectations.	<b>Need - Council</b>
<input type="checkbox"/> The plan identifies funding sources.	
<input type="checkbox"/> The plan identifies how training participants share outcomes with other officials and staff.	
<input type="checkbox"/> The plan identifies how the community consistently encourages training.	
<input type="checkbox"/> The plan is reviewed every two years.	
X The plan identifies training goals and expectations.	COMPLETED- PC
X The plan identifies funding sources.	
X The plan identifies how training participants share outcomes with other officials and staff.	
X The plan identifies how the community consistently encourages training.	
X The plan is reviewed every two years.	<b>Need - ZBA</b>
<input type="checkbox"/> The plan identifies training goals and expectations.	
<input type="checkbox"/> The plan identifies funding sources.	
<input type="checkbox"/> The plan identifies how training participants share outcomes with other officials and staff.	
<input type="checkbox"/> The plan identifies how the community consistently encourages training.	
<input type="checkbox"/> The plan is reviewed every two years.	

## Best Practice 4: BOARDS & COMMISSIONS

CRITERIA: The community has a documented training plan.	
ESSENTIALS EXPECTATIONS	Responsible
<input type="checkbox"/> The plan identifies training goals and expectations. <input type="checkbox"/> The plan identifies funding sources. <input type="checkbox"/> The plan identifies how training participants share outcomes with other officials and staff. <input type="checkbox"/> The plan identifies how the community consistently encourages training. <input type="checkbox"/> The plan is reviewed every two years.	Need: _ DDA
CERTIFIED EXPECTATIONS	Responsible
Nothing additional is required for certification.	NA

### 4.7 Joint Meetings

Joint meetings offer opportunity for direct collaboration between officials to ensure the community's board are rowing in the same direction.

CRITERIA: The community holds joint meetings with boards and commissions.	
ESSENTIALS EXPECTATIONS	Responsible
Not required for Essential status.	NA
CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> The community holds collaborative work sessions, meetings, trainings, or other joint events at least annually.	Planning Commission Village Manager

# Best Practice 5: ECONOMIC DEVELOPMENT & MARKETING

## 5.1 Economic Development Strategy

More than ever, communities and their partners must understand how to leverage their strengths and address their challenges in a competitive market for talent and investment. A local economic development strategy guides those efforts.

CRITERIA: The community has approved an economic development strategy.	
ESSENTIALS EXPECTATIONS	Responsible
Not required for Essential status.	NA
CERTIFIED EXPECTATIONS	Responsible
<ul style="list-style-type: none"> <li><input type="checkbox"/> The economic development strategy identifies the economic opportunities and challenges of the community.</li> <li><input type="checkbox"/> The strategy addresses activities related to key economic development initiatives including business and talent attraction/retention, education and infrastructure.</li> <li><input type="checkbox"/> The economic development strategy defines specific goals, actions, timelines and responsible parties for implementation.</li> <li><input type="checkbox"/> The economic development strategy coordinates with a regional economic development strategy.</li> <li><input type="checkbox"/> The economic development strategy is accessible online.</li> <li><input type="checkbox"/> Progress on the economic development strategy is reported annually to the governing body.</li> </ul>	Work on after RRC Essentials status is achieved.

# Best Practice 5: ECONOMIC DEV. & MARKETING *continued*

## 5.2 Incentive Tools

Clearly identifying locally available economic development tools ensures the most efficient use of local resources to encourage development that the community desires. Having process documentation and application materials available assists potential applicants in understanding how to leverage local tools.

CRITERIA: The community has identified local economic development tools.	
ESSENTIALS EXPECTATIONS	Responsible
Not required for Essential status.	NA
CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> The community's identified local economic development tools are outlined online. <i>*Financial and non-financial examples below</i> <input type="checkbox"/> The process for accessing the local economic development tools, and application materials (if applicable) are available online.	Work on after RRC Essentials status is achieved.

FINANCIAL AND NON-FINANCIAL EXAMPLES	
Financial	Non-financial
Façade improvement programs	Density bonuses
Housing incentive programs	Design assistance (financial or non)
Infrastructure improvements	Expedited review process
Industrial facilities tax exemption	Height bonuses
Land disposition policies which allow for a reduced sale price	Off-street parking reductions (project specific)
Local or county brownfield TIF	Infrastructure advantages
Local small business support loans	Pre-approved building plans
Neighborhood enterprise zones	Reduced setbacks
PILOTs (payment in lieu of taxes)	Resource connections
Revolving loan fund	Workforce training
Site prep	
Tax abatements (Industrial, OPRA, Commercial rehab, etc.)	
Waived local fees (development review, utility connections, etc.)	

## Best Practice 5: ECONOMIC DEV. & MARKETING *continued*

### 5.3 Marketing Plan

Marketing and branding are essential tools for promoting a community's assets and unique attributes. A marketing plan establishes goals and strategies for how a community should partner locally to build a consistent brand, tell their unique story, and attract new residents, visitors, businesses, and development.

CRITERIA: The community has a documented marketing plan.	
ESSENTIALS EXPECTATIONS	Responsible
Not required for Essential status.	NA
CERTIFIED EXPECTATIONS	Responsible
<ul style="list-style-type: none"> <li><input type="checkbox"/> The marketing plan conducts an inventory of existing assets, including visual, online, and physical resources.</li> <li><input type="checkbox"/> The marketing plan defines specific goals, strategies and tactics to attract businesses and investment including audiences, messaging, and primary delivery methods.</li> <li><input type="checkbox"/> The marketing plan identifies approaches to market priority development sites.</li> <li><input type="checkbox"/> The marketing plan aligns marketing efforts with local, regional and state partners.</li> <li><input type="checkbox"/> The marketing plan identifies core branding elements that provide a consistent community image including: tagline; simple logo(s); primary color palette; primary typefaces; and a collection of community photos.</li> </ul>	Work on after RRC Essentials status is achieved.