

May 1, 2018

To: Village of Lexington Council

Re: Upgrade Finish Pump 3 & 4 to VFD controls

Dear Council,

Finish water pumps 3 & 4 which pump treated water solely to Worth Twp.'s. Distribution system are in need of controller replacement. The current pump control system and valves that are in place have been online since about 2001, and consist of a technology called soft start control. This means that when the pump starts it goes from 0 RPM to full RPM in about 25 seconds. As this happens the very complicated valve in (attachment A) opens and closes through a network of electric solenoids, check valves, and manual speed control valves to control flows when pumping, and acts as a check valve to stop reverse flow when the pumps shut off. In recent years these valves have become very unreliable. Even with constant maintenance procedures, they stick open and over fill tower set points, close to fast and create water hammer conditions, and continuously leak and create lost water conditions.

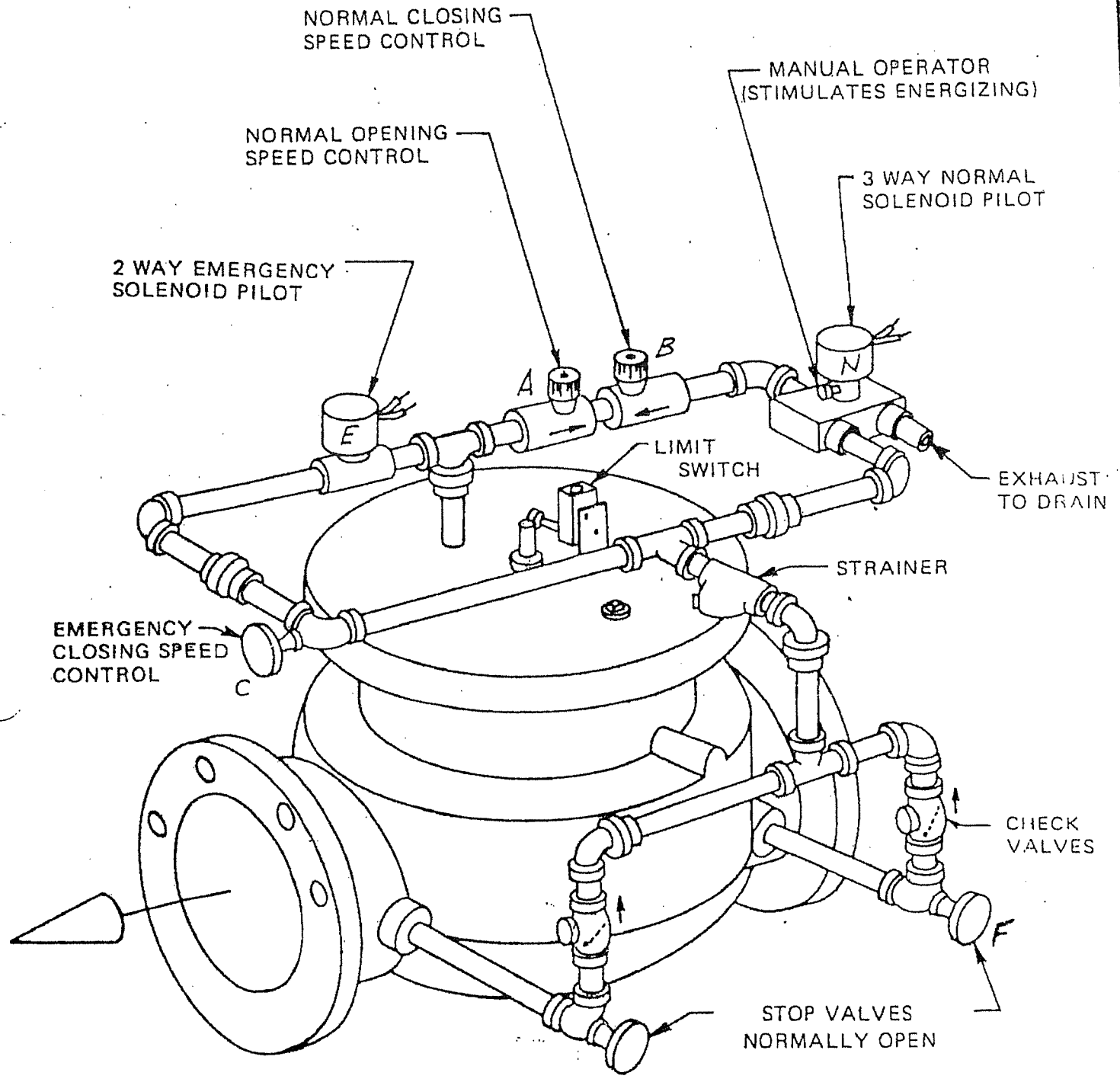
I would like to replace our current soft start controls with VFD (Variable Frequency Drive) controls. This is the latest technology in pumping controls, and can actually save up to 50% on electrical costs. The reason for this is, the pump only runs as fast as it needs to in order to pump the desired amount of water. With the old technology the pump runs at full RPM after the 25 second start up. At full RPM the pump flow is controlled by the control valves, which limits full flow by creating back pressure on the pump, which is very inefficient. With the VFD's the only valve needed is a simple swing check valve, which stops reverse flow after the pump shuts down (attachment B). With the VFD the ramp from 0 – the set point RPM is controlled by the operator usually in a 2-3 minutes' ramp up and ramp down cycle. This controls all water hammer during pump start and stop, and is much easier on the distribution system, pump, and electric motor extending their life.

I have had Rein from R&R Automation get quotes on VFD controllers he would recommend, as well as a cost for him to do the necessary wiring and computer programming needed to complete the new setup. In addition to these costs we will need to remove the old control valves that are currently in place and install new check valves. We would also need to install 100ft of electric conduit, purchase and pull the control wires, and purchase and install any other necessary items needed for the installation. All labor for these types of operations will be performed in house. We have currently budgeted \$24,000 for this project and I feel confident that we can come in well under that after final completion. I would propose funding would come from the Worth Twp. Water Plant Repair Fund, based on the fact that these pumps are only used for their system. Upon approval from Village council I would also like to make a presentation to the Worth Twp. Board to explain our proposed improvement plan.

Sincerely,

Christopher M. Heiden

(A)



DATA REQ'D
 MIN _____ MAX _____ INLET PRESS
 VOLTAGE _____ CYCLES _____

FIG NO	FLANGES
1730 D	FF D 125 ANSI
1730 U	FF D 250 ANSI

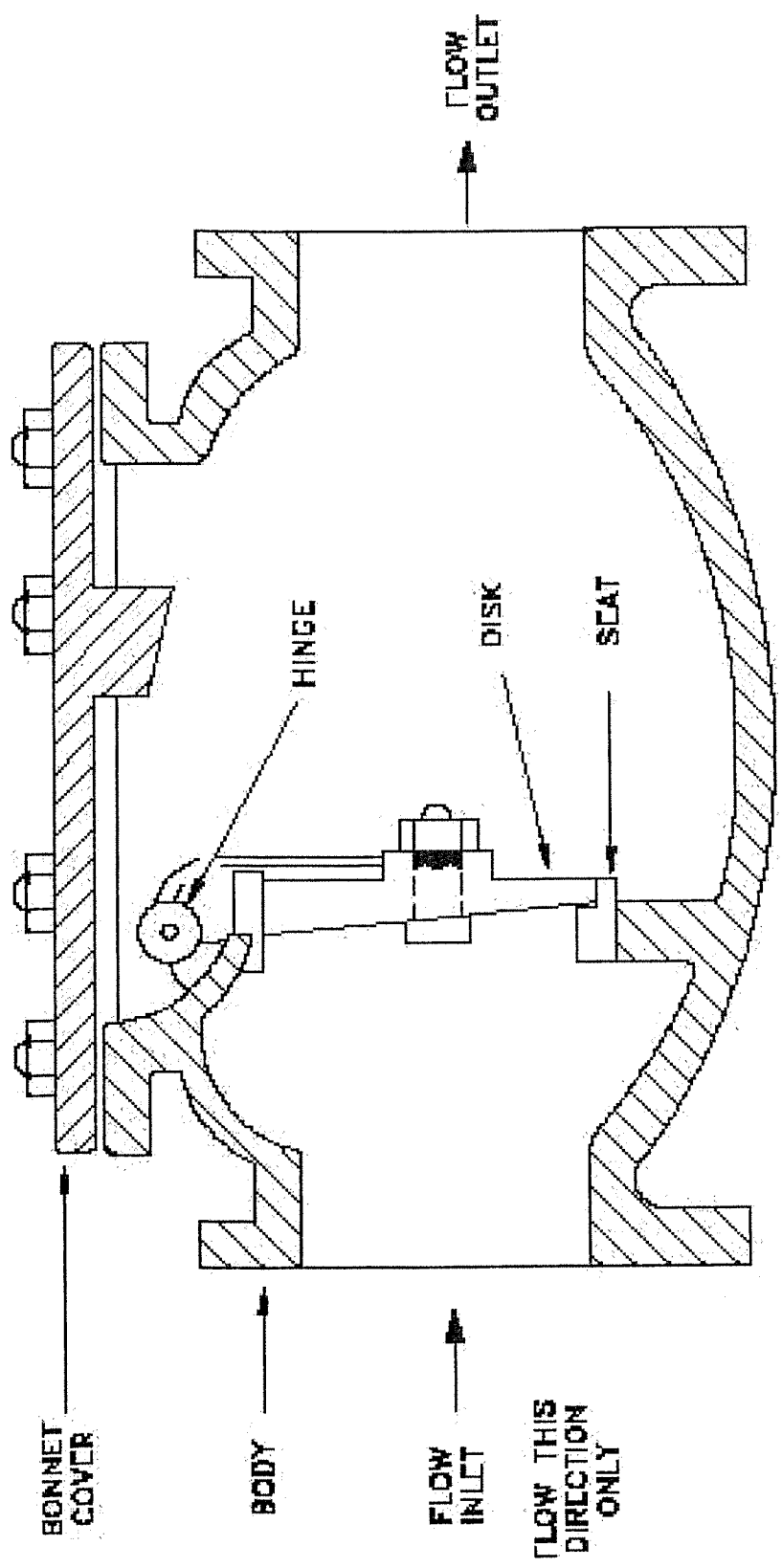
GA INDUSTRIES INC. PITTSBURGH, PA.

REFERENCES:

SCALE	DRWNG BY
FIG NO 1730	DATE 1.24.77
FILE 34	DWG NO E-1029

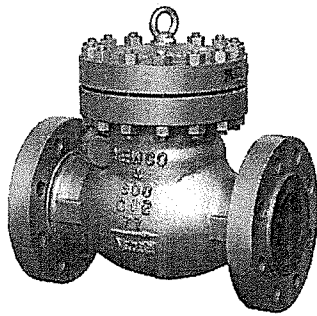
GLOBE DOUBLE CUSHIONED ELECTRIC CHECK VALVE W/ NORMAL, MANUAL & EMERGENCY CONTROLS

(B)



10" Swing Check Valve, Carbon Steel, 300 Class Flange Connection Type

Item # 33Z838 Mfr. Model # 10-33F-CB2 Catalog Page # 2899 UNSPSC # 40141634



Categories based on your search



Plumbing



Plumbing Valves

Web Price ⓘ
\$3,152.00 / each $\times 2 = \$6,304.00$

This item requires special shipping, additional charges may apply.

Shipping Pickup

Expected to arrive
Mon. May 07.

Ship To **48755** (Change)

Auto-Reorder Every

1 Month ▼ ⓘ

Deliver one time only

Qty

1

ADD TO CART

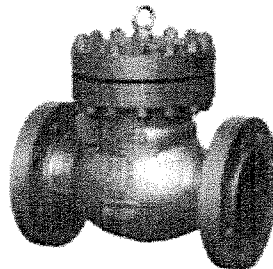


Check Valves and Backflow Preventers



Check and Foot Valves

Other products based on your search



NEWCO

4" Swing Check Valve, Carbon Steel, 300 Class Flange Connection Type

VIEW

Item
 Swing Check Valve

Web Price ⓘ
\$820.00 / each



McNAUGHTON-McKAY
ELECTRIC COMPANY
 1357 East Lincoln Avenue
 Madison Heights, MI 48071
 (248) 399-7500
 FAX (248) 399-6828

QUOTATION

DOCUMENT: Quote Order

CUST.#: 26318

CUSTOMER FAX: 8103200266

BILL TO:

R&R AUTOMATION INC
 2339 WOODSTOCK DR
 PORT HURON, MI 48060

REFERENCE: UPDATED 02/05



QUOTE #
15717628-00
PAGE #
1
QUOTED BY
VJV
DATE ENTERED
02/05/18

SHIP TO:

R&R AUTOMATION INC
 2339 WOODSTOCK DR
 PORT HURON, MI 48060

UPDATED 02/05

INSTRUCTIONS:		TERMS	
		Net 30 Days	
SHIP POINT	VIA	COD	SHIPPED
MADISON HEIGHTS BRANCH	UPS GROUND		

McNAUGHTON-McKAY IS PLEASED TO PRESENT THE FOLLOWING QUOTATION FOR YOUR REVIEW

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY QUOTED	EXPECTED SHIP DATE	QTY. U/M	UNIT PRICE	PRICE U/M	AMOUNT (NET)
1	ABZ22CD072A103 A-B 22C-D072A103 22C AC DRIVE 480V	1	02/06/18	each	4785.00	E	4785.00
2	ABZ22HIMC2S A-B 22-HIM-C2S PF4 CLASS IP66NEMA 4X/12 REM	1	02/06/18	each	273.19	E	273.19
3	ABZ13213R80B A-B 1321-3R80-B LINE REACTOR OPEN 80 AMP	1	02/06/18	EACH	446.30	E	446.30
3	Lines Total	Qty Shipped Total	3		Total		5504.49
					Invoice Total		5504.49

x 2

\$ 11,008.98

Thank you for the opportunity to quote on your requirements.

All quotations are valid for thirty days, except for pipe and wire, unless otherwise noted above. Quotations for pipe and wire are valid for 24 hours unless otherwise noted above.

Last Page Date: 02/05/18 Time: 09:37 User: par

The sale of products and services by Seller is subject to Seller's general terms and conditions of sale ("Seller's Terms") as attached to this document or as otherwise posted on Seller's website at <https://www.mc-mc.com/terms>. Seller objects to and rejects any terms or conditions that may appear on or are referenced in Customer's purchase order or other document that are in addition to or otherwise inconsistent with Seller's Terms. Customer's receipt or acceptance of delivery of any ordered item above will constitute its acceptance of Seller's Terms. The above link also includes Seller's Return Policy for customer reference.



2975 Lapeer Rd.
Port Huron, MI 48060

2975 Lapeer Rd
Port Huron, MI 48060
810 985-7106

QUOTATION

Order Number	
1740065	
Order Date	Page
2/6/2018 07:02:22	1 of 1

Bill To:

R&R AUTOMATION, INC.
3884 ESTATES DRIVE
FORT GRATIOT, MI 48059

Ship To:

R&R AUTOMATION INC.
WALK IN

8106500413

Customer ID: 211676 Requested Date: 2/06/2018 Job:

PO Number	Ordered By	Ship Route	Taker
50HP DRIVES	Requested By: Mr. REIN WARNKE	WI	Dan Quader

Lin#	Quantity Quoted	Estimated Delivery Date	UOM Unit Size	Item ID Item Description	Unit Price	Pricing UOM	Extended Price
001	2.00	2/8/2018 01	EA	SQDATV630D37N4	3,120.6300		6,241.26
			1.0	ATV630 TYPE1 460V 50 HP		EA	
002	4.00	2/8/2018 01	HR	CAS-VFD-STARTUP	125.0000		500.00
			1.0	START UP FOR VFD		HR	

Total Lines: 2

SUB-TOTAL: 6,741.26
TAX: 404.48
AMOUNT DUE: 7,145.74
U.S. Dollars

Expiration: Unless otherwise stated on the quotation, all quotes are valid for 30 days other than conduit and wire which is only valid for one business day due to radical fluctuations in commodity prices.

Return Goods Policy: Requests for the return of goods for credit must be made within 180 days of date shipped. All material returned will be reviewed and inspected before being accepted for credit. All material must be in new saleable condition and its original boxes. All material accepted for credit is subject to restocking charges. If the item(s) are not stocked at ME Campbell Co, then the return and amount of credit issued is subject to the respective manufacturer's return policy. If parts are deemed non-returnable by the manufacturer then no credit will be issued and the parts will be returned to the customer. No credit will be issued for material cut to length at the request of the customer, hydraulic hoses or any other special kit assemblies.

Chapter 66 sections 03

An Ordinance to adopt the Vehicle Impound and Establish Fees

WHEREAS, MCLA 257.252 et seq. authorizes a police or governmental agency under certain specific circumstances to remove a vehicle from public or private property to a place for safekeeping at the expense of the last-titled owner of the vehicle;

WHEREAS, MCLA 41.806 authorizes a village to adopt such ordinances to secure the public health, safety and general welfare;

WHEREAS, it is necessary to establish an Impound Ordinance governing the fees and charges imposed upon the owners of certain vehicles and other personal property secured by the Village of Lexington Police Department pursuant to statutory authority or village ordinance;

NOW THEREFORE, The Village of Lexington ordains:

Section 66-03 Definitions

1. "Vehicle" – As used in this ordinance, the term "vehicle" shall include but not be limited to mean any vehicle or device designed to be driven upon, or by which any person may ride in or on, or property is or may be transported in or on, upon a public highway or any other place, including a lake, pond or stream, and which is otherwise known as a motor vehicle, car, truck, trailer, trailer coach, travel trailer, motorhome, motorcycle, snowmobile, all-terrain or off-road vehicle, boat, motorboat, or watercraft of any kind, or which may be permitted to be removed pursuant to the Township's Junk Vehicle Ordinance.
2. "Police Department" – means the Police Department of the Village of Lexington, Sanilac County, Michigan
3. "Registered Owner" – means the person who holds the legal title and/or registration to a vehicle
4. "Village" – means Village of Lexington, Sanilac County, Michigan
5. "Personal Property"- means any article of personal property which may be picked up or carried, and not otherwise defined under vehicle, or which may be permitted to be removed.

Section 66-04 Impound Authorization and Fees

Members of the Village of Lexington Police Department are hereby authorized to remove a vehicle from a street, highway or premises owned by the Village of Lexington, impounded and towed by the nearest secured towing facility used by the department.

All vehicles towed from the Village of Lexington, as requested by the Lexington Police Department, will be subject to a \$100 administrative fee.

Vehicles towed due to arrests involving narcotics or violations of the controlled substance act, in the Village of Lexington will be subject to a \$200 administration fee.

No vehicle impounded under this article shall be discharged or removed from the place of impoundment except upon the payment by the owner of such vehicle or representative.

Section 66-05 Waiver of Fee

The fee in Section II may be waived by the Township in those instances where the vehicle or other articles of personal property was impounded by the order of the Police Department under circumstances where the registered owner did not violate any state, local, or federal law.

To: Village of Lexington Council

From: Planning Commission

Date: 5/16/2018

MESSAGE:

The Planning Commission recommends the following revisions to the Village of Lexington Zoning Ordinance.

1. Sidewalk Café - expanded it to include beverages
2. Daycare Centers –added it as conditional use in C-1 and C-2
3. Murals –revised to make it less restrictive
4. Cottage Lots – revised to clarify and streamline process
5. Short Term Rentals – developed new ordinance to make short term rentals permissible and to regulate them

A Public Hearing was held on May 7, 2018. The revisions regarding Murals, Cottage Lots, and Short Term Rentals have been reviewed by the Kim Harmar (planner) and the Kelly Law Firm.

Mural Revision

Article 8

Signs

Section 8.1 Intent and Purpose

~~—The purpose of this article is to regulate outdoor signs of all types in all zoning districts. The regulation of outdoor signs is further intended to enhance the physical appearance of the village, to preserve scenic and natural beauty, to make the village a more enjoyable and pleasing community and to create an attractive economic and business climate. It is intended by this article to reduce sign or advertising distractions, thereby reducing traffic accidents, to reduce hazards that may be caused by signs overhanging or projecting over the public right of way and to avoid the canceling out effect of conflicting adjacent signs. The primary purpose is to permit the identification of uses permitted by this article.~~

~~This article covers construction, erection and maintenance requirements for signs and outdoor display structures, with respect to safety, size and attachment or anchorage with respect to appearance and geographic location.~~

It is hereby determined that a proliferation of signs in the Village of Lexington is unduly distracting to motorists and pedestrians, creates a traffic hazard, and reduces the effectiveness of signs needed to direct and warn the public. It is also determined that the appearance of the Village is damaged by a proliferation of signs, which restricts light and air. It is further determined that a proliferation of signs negatively affects property values and also results in an inappropriate use of land.

The purpose of this Article is to control the occurrence and size of signs in order to reduce the aforementioned negative effects. It is also determined that the signs of least value to people within the Village are those which carry commercial message other than the advertisement of a product, service, event, person, institution or business located on the premise where the sign is located or indicate the sale or rental of such premise. It is also determined that the regulations contained herein are the minimum amount of regulation necessary to implement the purpose and intent of this Article. It is also further determined that restrictions in this Article and/or other Articles on the size of signs and/or their height and placement on real estate are the minimum amount necessary to achieve their purpose.

Section 8.4 Definitions

Murals. A large picture or art work painted on or affixed on a wall, ~~containing no advertising language.~~

Wall Sign. A sign which is affixed parallel to the wall or printed on the wall of any building. For the purposes of this section any sign which is affixed to the sloping surface of a mansard roof, an awning and signs affixed to a building face marquee or a canopy shall be considered a wall sign. Further, *portions of murals shall be considered wall signs if they include specific services, goods or products, or a representation of the types of services, goods or products provided. No portion of the mural may include advertisement of services, goods or products that are off-premises.*

Section 8.6 Specific Requirements

District	Height & Width Requirements	Area
<p>Murals CBD, C-1 & C-2</p>	<p>Depending on the height of the wall, not to exceed forty (40%) percent of the total square footage of the wall less all openings.</p>	<p>Additional Regulations:</p> <ol style="list-style-type: none"> 1) Requires a Conditional Use Permit. 2) Only one (1) wall may be used for a mural. <i>A detailed drawing of the mural and exact specifications must be provided for approval.</i> 3) The building owner of record must in approve the mural in writing <i>The property owner shall, in writing, consent to the placement of said mural on the property and shall assume full responsibility for the maintenance, restoration, and/or removal of the mural. If that burden is placed on the Village, the property owner will be assessed.</i> 4) A maintenance plan must be in place. 5) The placement of mural shall not endanger traffic safety, public health, safety or general welfare. 6) The building shall have no uncorrected current zoning violations. 7) <i>The mural must mask an unattractive building façade or accentuate the historic features of the building, and neither the mural, nor the placement of the mural, would be injurious to the use and enjoyment of other property in the immediate vicinity of the proposed location.</i> 8) <i>The only text permitted on the mural is the name of the business.</i> 9) <i>If the mural or graphic includes specific services, goods or products, or a representation of the types of services, goods or products provided, that portion of the mural area will count toward the total permitted wall sign area.</i> 10) <i>Advertising of specific commercial products not produced on premises is not permitted.</i> 11) <i>Advertising of events is not permitted.</i> 12) <i>The message mural must be static with no illumination.</i> 13) <i>No mural may be placed on any building or structure that includes non-conforming signs.</i>

Cottage Lots

Pages 9 and 11

Section 2.2 Definitions

Design Review. Process of review and approval prior to the issuance of building permits by Zoning Administrator and, as deemed necessary, the Planning Commission of architecture renderings, building plans, exterior materials, and site plans pertaining to new construction of residential, single family dwellings proposed on cottage lots within the *R-1A* and R-1B zone districts.

Lot, Cottage. A lot of record in a *Single Family Residential Low Density R-1A or Medium Density R-1B* zone that is smaller in area or width than the requirements of the zone that it occupies. The lot must have existed prior to January 1, 2017. Cottage lots are exempt from all provisions of Article 10, the non-conformity article, of this ordinance.

Pages 22-24

Section 3.4 Site Plan Review.

The Village Council shall have the authority to review and to approve or reject all site plans (i.e. preliminary, final and combined site plans), taking into account the recommendations of the Village Planning Commission. Prior to the issuance of building permits or commencement of construction, a site plan review and approval is required in accordance with the procedures contained in this section.

3.4.1. Where required.

1. Site plan review is required for all new construction of any nonresidential building or structure on any parcel and for any new residential development (single-family, two-family or multiple-family). All such construction or developments shall be consistent with the purpose of this Ordinance as presented in Section 1.2 of this Ordinance.
2. Site plan review is required for all proposed uses and certain existing uses within the Village where an alteration, addition, expansion, change or conversion constitutes an increase or reduction to the existing structure or use of more than five hundred (500) square feet or ten (10%) percent, whichever is less; or would require a variance from the provisions of this Ordinance, regardless of its size, or there is a change of use from the existing use. Site plan review shall also be required prior to the paving of any off-street parking for any use for which off-street parking is required by this Ordinance, or for the construction of new parking lots or driveways.
3. A full site plan review and approval by the Village Council shall not be required for individual single-family dwellings, or residential accessory storage or garages. However, a site plan shall accompany a land use application to be reviewed and approved by the Zoning Administrator to insure such improvements meet all of the requirements of this ordinance.

In the case of *additions to or* new construction of a single family residential dwelling, *garage, accessory buildings, decks, or porches* on a cottage lot as defined and deemed a legal lot of record, a design review shall be completed by

Cottage Lots – Recommended to Council

the Zoning Administrator and ~~if necessary~~, the Planning Commission in accordance with the following procedures:

- a. Applicant shall provide a residential site plan for design review that includes, but may not be limited to:
 - A current Boundary Survey depicting lot lines, easements and required setbacks.
 - A site map that depicts footprint and dimensions of proposed dwelling, proposed setbacks, lot coverage/floor area ratio, location, dimension and construction material of sidewalks, driveway/parking, accessory buildings, water and sewer lines, fences or other screening materials (proposed and existing) and location and setbacks of adjacent buildings.
 - Architectural renderings and building plans for residential dwelling and accessory building that indicate square footage, structural dimensions (including roof heights, access points, steps, porches, chimney, overhangs or similar features), exterior materials and related amenities.
 - Landscaping or other elements, unique topography or natural features for consideration.
- b. The Zoning Administrator shall conduct a design review of the residential site plan proposal and ***upon receipt of a proposal which is complete shall*** forward same to the Planning Commission ~~to set a public hearing~~ for design review and consideration for approval at the next scheduled Planning Commission meeting. ***Time for public comment will be scheduled at the Planning Commission's scheduled meeting. Public notification will be made through the Planning Commission Agenda and posted at the Village hall and other normal posting locations. Both in person and written public comments will be permitted at the Planning Commission meeting.***
- ~~c. Property owners within a 300 foot radius of the site shall be notified by regular mail of the date and location of the design review's public hearing and said notice shall include the address of the site and availability of the architectural renderings at the clerk's office for public viewing during normal business hours. Notice shall be sent to person to whom real property is assessed and to the occupants of all structures within the 300 foot radius. If the name of the occupant is not known, the term "occupant" may be used in making notification. Notification need not be given to more than one (1) occupant of a structure, except that is a structure containing more than four (4) dwelling units or other distinct spatial areas owned or leased by different individuals, partnerships, businesses, or organizations, notice may be given to the manager or owner of the structure who shall be requested to post the notice at the primary entrance to the structure.~~
- ~~d. This notice shall be given not less than fifteen (15) days before the date of the design review by the Planning Commission and invite those with comments to attend public hearing at that time or to submit written~~

Cottage Lots – Recommended to Council

~~comments prior to the public hearing for consideration during the design review hearing.~~

- c. Basis of Determination. The Zoning Administrator and Planning Commission shall review the design and site plan and consider the following criteria:
 - The site is properly zoned and its development as a residential dwelling will not create a hazardous condition or detriment to the general health and safety of the surrounding properties.
 - The proposed structure's form, placement on the lot, overall size and floor area ratio, dimensions, setbacks, architectural design and exterior building materials are similar, compatible and complimentary in style with the majority of existing residential dwellings within a 300 foot radius of the site.
 - The site will be supported by infrastructure, including but not limited to municipal water, sewer, drainage and easements (both private and public) in accordance with local, state and federal codes and ordinances.
 - d. Zoning ordinance requirements regarding access, parking, setbacks, fire codes, line of sight, landscaping and related ordinances are met so as not to unfairly impose upon implied property rights, existing privacy, and safe access of neighboring properties.
 - e. The Planning Commission after conducting the design review ~~hearing~~ may deny, approve, or approve with modifications the design review and issue such decision in writing to the applicant.
4. The Village shall not issue a land use permit until a final site plan has been approved and is in effect. A use, not involving a building or structure, shall not be commenced or expanded, nor shall the Zoning Administrator or their designee issue a land use permit for such use until a final site plan has been approved and is in effect.
 5. No grading, removal of trees or other vegetation, land filling or construction of improvements shall commence for any development which requires site plan approval until a final site plan is approved and is in effect, except as otherwise provided in this Article.
 6. In Commercial, Industrial and Multi-family developments a landscape plan is required. The plan shall accompany both the preliminary and the final site plan and be approved.

Short Term Rentals

This is all new language so it is not shaded.

Page 16

Section 2.2 Definitions.

Short-term rental. The rental of a residential dwelling or a portion of a dwelling for compensation (including but not limited to financial and monetary exchanges, barter, borrow, care or similar compensation) for a term of less than 30 days **at least three (3) times per year.**

Pages 41-50

Section 4.4 Purposes and Uses within Zoning Districts

Add Short Term Residential Rental as a conditional use in:

4.4.2. R-1A, Single-Family Residential District, Low Density

4.4.3. R-1B, Single-Family Residential District, Medium Density

Add Short Term Residential Rental as a permitted use in the following sections, but Section 5.25 does not apply when it is a permitted use:

4.4.7. C-1, Local Service District

4.4.8. C-2, General Commercial District

4.4.9. CBD, Central Business District

Page 96

Section 5.25 Short-Term Residential Rentals in Residential Districts

5.25.1. Intent and Purpose

Short term rentals within the Village of Lexington are necessary because of the limited availability of lodging; however, it is important to strike a balance between the interests of the community residents, community business owners, visitors to the community and property owners wishing to engage in short-term residential rentals. While these short-term rentals bring many benefits to the community, they can simultaneously create concerns surrounding issues of traffic, parking, congestion, litter and noise and they were in violation of the R-1A and R-1B zoning ordinances.

As of this date, most if not all of the short-term residential rentals are located in those areas zoned as R-1A and R-1B with the majority located east of M-25 near Lake Huron. Many of these rentals are very close together creating the potential to jeopardize the single family neighborhood character; therefore, for purposes of maintaining the small town character of our Village, short-term rentals will be limited to one every 300 feet and comprise a maximum of five percent (5%) of the total number of houses in the Village that are not restricted by deed or HOA (as of September 2017: 402 total homes x 5%= 20). Those in operation as of the passage of this ordinance will be considered established and permitted until such date as they are either sold or the owner fails to register the rental by the registration deadline.

Short Term Rentals – recommended to Council

5.25.2 Registration - All dwellings used for short term rentals must be registered annually at the Lexington Village office. To register a short-term rental, the property owner or agent of the owner shall:

1. Provide and certify as true the following on a form provided by the Village:
 - a. Name, address, and telephone number of the local agent for the dwelling unit.
 - b. The street address of the dwelling unit, along with other identification if more than one dwelling unit has the same street address.
 - c. The number of bedrooms in the dwelling.
 - d. The maximum number of occupants to which the applicant intends to rent in any given rental period.
 - e. The length of the typical rental period for which the applicant intends to rent the property.
 - f. A statement certifying that the property owner or a local agent will provide at least one copy of the Village's Good Visitor Guideline materials to the renters each time the dwelling unit is rented.
 - g. A statement certifying whether or not the dwelling unit was used as a short-term rental for at least 15 days or at least three (3) times during the current or previous calendar year.
2. Pay an annual registration fee of \$200.
3. Upon acceptance of the registration, the Village of Lexington will issue a short term residential rental permit.
4. Applications will be time and date stamped and handled in chronological order.

5.25.3 Short-term rental regulations:

1. Local agent required- All dwelling units used for short-term rentals shall have a designated local agent who lives within 30 miles of the dwelling if the owner does not live within 100 miles of the dwelling..
2. Street number clearly posted on the exterior of the building to identify the residence.

5.25.3 Violations; revocation of registration:

Violations as municipal civil infractions. Any violation of a provision of this article shall be a municipal civil infraction. Each day that a violation continues constitutes a separate violation. Notwithstanding any other provision of the Code of Ordinances, violations of this article are subject to the following fines:

1. *Short-term rental of unregistered dwellings-* The fine for leasing an unregistered dwelling unit is \$750 for a first violation and \$1,000 for each subsequent violation.
2. *Other Provisions –* Subject to all civil infractions in the Village.
3. *Revocation of permit* will require the authorization of a committee which may consist of the Zoning Administrator, Village manager, and Planning Commission Chairperson or their designee. The revocation may be appealed to the Village Council

5.25.4 Review of this ordinance: This ordinance shall be reviewed within one year to determine if it is serving its intended purpose.

This would not be included in the Zoning Ordinance document.

Short Term Rental Dwelling Registration Form

Village of Lexington

7227 Huron Ave Suite 100, Lexington Michigan

For information call: 810-359-8631

Registration fee of \$200 due with annual submission.

(Please complete one application for each rental unit.)

Short Term Rental Dwelling Unit Address: _____

Property Owner: _____

Owner's Address: _____

Owner's Phone(s): _____

Owner's E-mail: _____

Secondary Contact: : _____

Secondary Contact's phone (s): : _____

Number of bedrooms:

Was this dwelling unit occupied as a short term rental for at least fifteen (15) days in 2017?

_____ (Documentation required – i.e. income reported on tax return, advertisement on website such as VRBO or AirBnB). Purpose: to determine if STR is eligible to be considered established.

Maximum number of occupants permitted:

Length of typical anticipated rental period per reservation: _____ days.

Number of off-street parking spaces available on the site:

A designated 'agent' is required if the above identified owner does not reside within 100 miles of the village limits. The agent is required to live or work within 30 miles of the village.

Agent's Name (If other than owner): _____

Agent's Phone: _____

Agent's Address: _____

Agent's E-mail:

AFFIDAVIT

The signer(s) of this form does hereby state, warrant, certify and affirm the following:

- 1) All of the information on the attached registration form is true.
- 2) Each dwelling unit will have an operating smoke detector in each bedroom and an operating carbon monoxide detector on each floor. These appliances will be maintained every ninety (90) days at a minimum.
- 3) Contact information will be posted in at least two prominent locations in the dwelling and will include:
 - Street address of dwelling
 - Owner's name and phone number(s) and
 - Secondary contact' name and phone number(s)
- 4) A copy of the village's *Good Neighbor* materials will be provided to the renters each time the dwelling unit is rented.
- 5) This registration form is accurate and complete.

OWNER'S SIGNATURE: _____ **DATE:** _____

By signing above, the owner/agent of the dwelling unit certifies that the above statements are true. Statements found to be falsified on this application and affidavit will be grounds to revoke the rental permit.

NOTICE: The issuance of a permit for a short term residential rental dwelling shall in no way impact the zoning of the subject property and shall not prevent the Village from enforcing Zoning Ordinance regulations and limitations on said property, or any other applicable code of the Village.

Office Use Only	
This residential unit is approved for one year.	
Village Official	Date

Village of Lexington Good Neighbor Guide

A Guide for Renters

Welcome to the Village of Lexington. We hope you enjoy our beautiful community. Please remember the short term rental home where you are staying is within a residential neighborhood. Not everyone in the neighborhood is on vacation, and some are required to rise early in the morning.

To ensure our residents' quiet and peaceful enjoyment of their neighborhood, we have established a "Good Neighbor Guide." Please respect our residents and our village by following these guidelines.

Failure to comply may result in neighborhood property owners notifying local law enforcement. This may result in a fine for the renter and/or owner or revocation of the short term rental permit.

Beach Use

The Village of Lexington has public beaches for all to enjoy. There are also many privately owned beaches. While walking along the water is permissible in all areas, please limit your swimming activities, umbrella or blanket to the public areas only.

Events & Occupancy

Large events such as family reunions and weddings can have a negative impact on residential neighborhoods due to parking and noise. Please check your vacation home's policies regarding events and day guests.

Parking

In some areas street parking is limited. Please use your vacation home's off street parking whenever possible. If street parking is available, please engage in good neighbor practices by parking in front of your vacation home, being mindful not to block sidewalks, mailboxes, or driveways.

Please ask your property owner/manager about alternative overnight parking lots that are available to help relieve parking congestion. Be sure to abide by guidelines for overnight parking as designated by signs in the village.

Noise

Be considerate and respect your neighbor's right to the quiet enjoyment of their home and property especially after 11 p.m. Some residents may have to work in the morning and would appreciate a good night's sleep. In addition the Village Code of Ordinance Chapter 34.33 prohibits noise nuisance between the hours of 11:00 p.m. – 6:00 a.m. Noise violations may result in a fine.

Garbage Pick-up

Garbage shall not be left in public view except in proper containers. Monday is the regularly scheduled garbage day for the Village of Lexington. Please put your garbage out no sooner than Sunday (preferably in the evening). Emptied garbage bins should be returned to their storage location as soon as possible after pick up on Monday and shall not remain at the curb overnight.

Pets

All pets are required to be on leashes whenever they are in un-enclosed areas or on public streets. When walking your dog, you are required to pick and dispose of their waste. Please do not allow your pets to trespass on neighboring property. Pets should not be allowed to make loud and frequent noise that will disturb the peace and quiet of the neighborhood. Please note that pets are not allowed on public beaches.

Village of Lexington Contact Information:

Emergency or Urgent Care – 911

Emergency – 911

Police (non-emergency)

810-648-2000 (Central Dispatch)

810-359-8242 (Lexington Police)

Village of Lexington – 810-359-8631

Website: www.villageoflexington.com

The address where you are staying is

Other contact information including our name and phone number and a secondary name and phone number is posted in two prominent places.

FACT SHEET

Agenda Item: Dallas Street Tennis Court Donation

Purpose: To approve the request for \$1500 for rebuild of the Dallas Street Tennis Court.

Summer resident has graciously offered to donate \$15,000 for the repair/rebuild of the tennis court on Dallas Street. In return he has requested the court be dedicated in name of his mother in law. Mark Edmonson, chair of the Parks and Rec obtained three quotes last year and McIntyre United Asphalt was lowest bidder. Original quote was \$15,000 a year ago, but additional work is required and slight increase in the costs. Parks and Recreation is requesting \$1500 to cover the cost of the additional expenses.

Recommendations:

Parks and Recreation

BG51618

Proposal

McIntyre United Asphalt Inc.

4485 Parker Rd
Fort Gratiot, Mi., 48059

Date: 5-1-18

Phone (810) 385-5151
Fax (810) 385-5932
Cell (810) 650-0750

Contact: Nate Adams

Att: Mark Edmonson
Village of Lexington
7227 Huron Ave.
Lexington, Mi., 48450

Job Name; **Village of Lexington, Mi.**
McIntyre Asphalt is Quote Job as Follow:

- A. Asphalt Tennis Court (approx 7,198 sq ft)
1. Pulverizing Tennis court
 2. Grade for 3" asphalt
 3. Place 3 " 1100 T asphalt
 4. Roll & Compact

For The Sum of----\$16,500.00

****Stay Off 24 Hours**

*** Please Pay Day of Completion**

Authorized
Signature _____

Nate Adams - President

Acceptance of Proposal-The Above prices, specifications
and conditions are satisfactory and are hereby accepted. You are authorized
to do this work as specified.

Signature _____

Date of Acceptance _____

Bidder: Nate Adams

FACT SHEET

Agenda Item: Lexington Court Sign Request

Purpose: To approve the request for the donation of the Lexington Courts sign

Mr. Henson, summer resident, who is donating \$15,000 for the rebuild of the Tennis Courts has asked to acquire the old Lexington Court sign. Parks and Recreation will replace the sign, dedicating the court to Mr. Henson's mother in law

Recommendations:
Parks and Recreation

BG51618

1950
CANTON

1950

D 5888
T PANE
MILL 307

MADE
USA

ONE SIDE

D 5888
T PANE
MILL 307

Village of Lexington

Parks and Recreation Committee
Meeting Minutes

Date April 2, 2018

Call to Order Meeting 9:00 a.m. by Mark Edmonson
Public Comment
None offered

Roll Call

Present – Muoio, Bankson, Besanson, Fulton, Edmonson
Absent – Pomeroy
Others Present - Grohman

Approval of Agenda

Motion by Muoio, second by Bankson, to approve the agenda as presented.
All ayes.
Motion carried.

Approval of Minutes

Motion by Bankson, seconded by Besanson, to approve the minutes of March 5, 2018 as presented.
All ayes.
Motion carried.

Public Comment

None

BUSINESS

Tierney Park

1. Tennis Court Bids – Edmonson to meet with asphalt company. No update on plaque. Edmonson to do work order to have wooden sidewalk removed. No update on fence painting.
2. Set Up Benches – DPW to set up benches.
3. Park Clean Up – Scheduled for May

Lester Street Park

1. Lock boxes – Purchased. One to be placed at Lester Street Park, one at Tierney Park and one in the downtown area. Recommendation to be placed at SW corner of Huron and Washington.
2. Rink Layout – Spring, to be placed near the old pump house.
3. Clean Up – No action

Grant Writing – Grant research for playground equipment and shelters to for the parks.

Budget Adjustment - Discussion on DDA payment of \$20 ,000 and how much will be allocated to the Parks and Recreation fund. Edmonson suggested adding coke/water machines to Lester Street Park to help generate more revenue.

Weekend Special Events Billings/Fees - To be discussed in August. Set fees and present to Council for approval. Edmonson reported that DTE will donate poles for banners, to be set up at the south and north end of the Village.

Event Sponsorship

- a. Civil War Encampment – Donation letters have been sent out.
- b. Antique Boat Show – Picnic to be held September 12 or 13th.

North Shores Mobile Home Park - Discussion including Mobile Home Park playground equipment/shelter in grant search.

Public Comment

None

Adjournment

Motion by Besanson, seconded by Bankson, to adjourn meeting at 9:41 a.m.

All ayes.

Motion carried.

Respectfully submitted

Beth Grohman

VILLAGE OF LEXINGTON
Planning Commission Regular Meeting
Monday, April 2, 2018
7 p.m.

Meeting Called to Order: 7:00 p.m. by Mary Reinhard

Roll Call by Beth Grohman, Village Clerk

Present- Stencel, McCombs, Macksey, Kaatz, Fulton, Morris, Rienhard

Absent – Ziegler, Huepenbecker bet

Others Present – Beth Grohman, Peter Muoio, Greg Brown, Jackie Huepenbecker – Electronically

Approval of Agenda: Motion by Macksey, seconded by Morris, to approve the agenda as presented.

All Ayes

Motion carried

Approval of Minutes: Motion by Kaatz, seconded by Stencel, to approve the minutes of January 8, 2018 and notes from February 5, 2018 with corrections.

All Ayes

Motion Carried

Public Comment – None

Old Business:

1. **Discuss Sanitary Sewers, Village Lagoon, and Feasibility of Property with Septic Systems** – No Update – Motion by Macksey, seconded by Kaatz to table until next month.

Ayes- Macksey, Kaatz,
McCombs, Morris, Fulton, Reinhard

Nays- Stencel

Motion Carried

2. **Public Hearing on Short Term Rentals-** Motion by Reinhard, seconded by Morris to schedule a public hearing to approve the Short Term Rental Ordinance as presented.

Discussion- Regulations and Ordinance enforcement

Roll Call

Ayes- Reinhard, Morris, Fulton, Macksey, McCombs, Kaatz

Nays- None

Abstain – Stencel

Motion carried

3. **Public Hearing on Revised Cottage Lot Ordinance** – Motion by Kaatz, seconded by Macksey, to schedule a public hearing to approve the Cottage Lot Ordinance Amendments as presented.

Roll Call

Ayes – Kaatz, Macksey, McCombs, Fulton, Stencel, Morris, Reinhard

Nays – None

Motion carried

4. **Public Hearing on Revised Mural Ordinance** – Motion by Morris, seconded by Kaatz to schedule a public hearing to approve the amendments to the Mural Ordinance as presented.

Roll call

Ayes- Morris, Kaatz, McCombs, Macksey, Fulton, Reinhard

Nays- None

Abstain – Stencel

Motion carried

5. **Public Hearing on Revised Sidewalk Café Ordinance** – Motion by Morris, seconded by Kaatz, to schedule a public hearing to approve the amendments to the Sidewalk Care Ordinance as presented.

Roll Call

Ayes- Morris, Kaatz, Fulton, Macksey, McCombs, Reinhard

Nays- None

Abstain - Stencel

6. **Budget Modification for Planning** – Board requesting an increase of \$6200 to the current Planning Budget for advertisements/publications, training, legal fees, contracted services for Planner, and commissioner stipends. Motion by Macksey, seconded by Fulton, recommend approval of the increase to Council.

All Ayes

Motion carried

7. **RFQ for Planner** – Discussion on RFQ for a Professional Planner for the Master Plan to be funded by the MDEC grant monies. Kaatz to post the Request for Quote with MTIN.

8. **Redevelopment Ready Communities** – New Date set for the Community Meeting. To be held on April 17th at the Lexington Music Theater. Fulton to draft a community survey for the website.

9. **Demolition/Moving Buildings Ordinance 5.22 Amendments** – Kaatz recommended adding required water suppression to the demolition ordinance. Discussion. Motion by Kaatz, seconded by Fulton, to table until May meeting.

All Ayes

Motion carried

New Business: None

Public Comment –

Peter Muoio – Commented on the Short Term Rental Ordinance, the scheduling of the public hearing, commission stipends, water suppression.

Greg Brown – Commented on the R1-C Zoning District, received several request for buildable lots in the Village, also commented on the water suppression for demolition ordinance, contractors responsibility.

Adjournment - Motion by Kaatz, seconded by Fulton, to adjourn at 8:37 p.m.

All Ayes

Motion Carried

Beth Grohman

VILLAGE OF LEXINGTON
Planning Commission Regular Meeting
Monday, April 5, 2018
7 p.m.

Meeting Called to Order: 7:00 p.m. by Mary Reinhard

Roll Call by Beth Grohman, Village Clerk

Present- Stencel, McCombs, Macksey, Morris, Reinhard

Absent – Ziegler, Fulton, Kaatz Huepenbecker

Others Present – Beth Grohman, Jackie Huepenbecker – Electronically

Approval of Agenda: Motion by Macksey, seconded by Morris, to approve the agenda as presented.

All Ayes

Motion carried

Public Comment – None

Old Business:

1. Short Term Rentals – Permitted Use in CBD, C-1, and C-2 - Motion by Macksey, seconded by McCombs, to schedule the public hearing to amend the zoning ordinance to provide for short term rentals in CBD, C-1 and C-2 districts.

Roll Call

Ayes- Macksey, McCombs, Stencel, Morris, Reinhard

Nays- None

Motion carried

Motion by Morris, seconded by Macksey, to amend the previous motion to clarify the addition to CBD, C-1 and C-2, do not have to comply with section 5.25.

All ayes

Motion carried

New Business:

1. Daycare Centers – Conditional Use in C-1 and C-2 Districts- Public Hearing – Motion by Morris, seconded by Stencel, to add Daycare Centers to C-1 and C-2 as a conditional use for discussion.

Discussion

Morris amends the motion to add Daycare Centers as a conditional use in the C-1 and C-2 districts and add to public hearing schedule to amend the zoning ordinance.

Roll call

Ayes – Morris, Reinhard, Stencel, McCombs, Macksey

Nays – None

Motion carried

2. Cadillac House Project – Brief discussion on the written update on the Cadillac House project.

Public Comment – None Offered

Adjournment - Motion by McCombs, seconded by Macksey, to adjourn at 7:20 p.m.

All Ayes

Motion Carried

Beth Grohman

APPROVED

LEXINGTON NORTH SHORES

MOBILE HOME PARK ADVISORY BOARD MEETING MINUTES

March 29th 2018 - MHP Club House

Approved

- CALL TO ORDER: at 6:14 PM by Pauline Balan, Chairperson
- ROLL CALL: PRESENT: Pauline Balan, Barb Schultz, Taotie Reckinger, Margaret Twigg, Joe Reynolds
ABSENT: Scott Beardslee, Ed Jarosz
OTHERS: Jan Owen (MHP Manager) and 8 residents
- APPROVAL OF AGENDA: Approved on a motion by Reckinger, seconded by Reynolds, and carried.
- APPROVAL OF MINUTES: MINUTES of the meeting 1/18/2018 were approved, as presented, on a motion by, Schultz seconded by Twigg and carried.
- PUBLIC COMMENT: Renee Schatzberg ~ Three Years waiting for Playground equipment, wants this passed through council, stated that another department is getting two new vehicles, we should be able to have the new playground equipment, been working on it for 3 years.
Larry Tyson ~ Would like to have the approval for a washer and dryer in the model to help it sell, also in agreement with his neighbor in regards to the playground equipment.

OLD BUSINESS:

Mobile Home Sale - Owen still showing model. Open house Saturday the 31st. Schultz to bring picture to hang over electrical box in model as well as shutters to put where washer and dryer hook up is, this may look better.

Gazebo - No new, news trying to get a price to put in the budget for 2018-2019

Playground Equipment- The Advisory Board would like to submit 3 prices for Playground equipment to the April Cow meeting, this has been worked on for 3 years and it needs to get done. It was Balan's understanding that Parks and Rec's was working on a grant that would include some monies for Lexington North Shores Playground, Schultz is going to talk to Parks and Rec's to inquire about said grant.

Clubhouse Update- The Advisory Board thanked Wendy Garnham LNS resident, for her work in the club house renovation.

Budget Review -For more understanding of the budget Schultz would like Shelly (Village Treasurer) to come to the next Advisory Board meeting and go over the budget line by line. Balan and Committee in agreement. Would like help in determining how to address expenditures to submit to Owen.

NEW BUSINESS:

Basketball Court - The Basketball court concrete is cracking, Owen suggest that slab be replaced or repaired. A work order will be sent to DPW.

Club House Rental Increase- Balan would like to up the rent for the clubhouse from 25.00 to 50.00 for non MHP residents. Reckinger made the motion with support from Schultz and carried to present at the next cow meeting.

PUBLIC COMMENT:

- Dawn said she has written a number of grants, questions whether or not this has been done.
- Kathy Krupa-regarding the rental of the club house, it is rented for the full day. The model is too big for the lot, maybe this is why it hasn't sold.
- Wendy Garnham- said a more current budget report is needed.
- Renee Schatzberg -said she will call Owen to ask about Parks and Recs grant. In the past MHP residents have done fundraisers, do the residents go through the advisory board? Asked about an address book for the park residents.
- Larry Tyson- Last year it was proposed moving the model to another site. Issues for bringing in new mobiles process has been taken over by Hud and the cost is going to be going up. Old mobiles don't apply. Don't foresee new mobile homes coming in due to this new rule. Re the grant, if no grant, we need to move forward with new playground equipment. Re: Shelly and budgets, he has spoken with Shelly in the past, he understands the process more after they talked.
- Dave Warren- Improvement and capital outlay is all you should be concerned with. For road improvements the Village should be paying for that as the park is part of the village and it should be done every year. The fence by the beach should have already been done. Cutting of the grass Thursday or Friday, not Monday. Office hours here at the MHP should be posted should not be changed day to day, the Manager should be here Saturday and Sunday, and holidays, for people to come in and talk to. Concerned about what people see when they come into the park.

Board Member Comment:

- Reckinger – FHA had funded us in the past and this is when we had control of the budget.
- Reynolds- You have to have put things into the budget, and not after the fact.
- Twigg-You can't spend more than you have. Maybe look for our own grant. This is a public park with a public beach.
- Balan- Thank you to everyone for your comments, will be looking into things more that were brought up, need to take inventory on what belongs to the village or tenant's association.
- Schultz - Will call Mark about grant. Clubhouse rentals, is all day and should be all day, should lose deposit if they cancel without enough notice to rent to someone else. Thinks Shelly explaining budget would be a good thing. Fundraisers in the park would have to go through tenant's association. Dave write down what still needs to be addressed for Schultz. Managers hours are for the village and the park. Manager and council can talk about the change of hours.

NEXT MEETING DATE: Thursday, April 19th at 6:00 PM at the clubhouse

ADJOURNMENT: Motion by Reynolds, seconded by Schultz to adjourn at 7:38 PM. Motion carried.

Respectfully submitted: Jan Owen, MHP Manager

April 19th at 7:38 PM 2018

**Lexington Cemetery Board Meeting
Village Hall 7227 Huron Avenue, Lexington, MI 48450
December 14, 2017 Minutes**

Call to order at 9:00 a.m. by Chairperson Dennis McClelland

Roll Call

Present: Stapleton, Davis, McClelland

Absent: None

Others present: Beth Grohman

Public Comment

Approval of Agenda – Motion by Stapleton, seconded by Davis, to approve the agenda as amended, item #5 Update on Memorial Plaque.

All ayes, Motion carried

Approval of Minutes - Motion by Stapleton, seconded by Davis, to approve the minutes of October 19, 2017 as presented.

All ayes, Motion carried

Reports

- 1. Financials** – Budget review- Motion by Davis, seconded by Stapleton, to accept the financials with corrections. All ayes, Motion carried
- 2. Operational – Headstone repairs and chapel repairs**
- 3. Project Updates** – Review of projects

Business:

- 1. Record Conversion to Pontem Software-** Stapleton completed data entry on Disser Section, OED Section and West Section. Updated information still needed.
- 2. Status and Plan for Landscaping Regan Section Cemetery** – Board to request \$1000 to be budgeted for trees for the Regan Section.
- 3. Monthly Log of Sexton Activities and Hours** – 23 hours recorded. Discussion on increase of cremation prices, \$250 for non residents and \$200 for residents.
- 4. Results of Gravesite Inspections/Action Recommendation for Compliance** – Discussion on the current rules. Members to review, make recommendations for amendments and present to board at next meeting. Davis requested a meeting over the winter months. Also discussed signage.
- 5. Update on Memorial Plaque** – Davis received prices from Nehmers, 10 x15 \$175 each or 12 x16 \$200 each.

Public Comment –None offered

Motion by Stapleton, seconded by Davis, to adjourn meeting at 10:15 a.m.

Respectfully submitted:

Beth Grohman

VILLAGE OF LEXINGTON ENVIRONMENTAL COMMITTEE REGULAR MEETING
7227 Huron Avenue, Suite 100, Lexington, MI 48450
April 12, 2018

APPROVED

CALL TO ORDER Chairperson McCombs called the meeting to order at 10:00 AM.

ROLL CALL: Present: Jaime McCombs, Bill Ehardt, Cindy Stewart, Darlene Carpenter
Betty Pasut (late)
Absent: Cindy Davis, Marti McClelland
Others: Judy Vandewarker, recorder

APPROVAL OF AGENDA - Cindy Stewart made a motion to approve, seconded by Ehardt, and carried with all ayes.

APPROVAL OF MINUTES - Ehardt moved to approve the minutes of the meeting of 11/09/2017, which was supported by Carpenter, and carried with all ayes.

BUSINESS

a. Arbor Day, 4/27/2018

McCombs explained that this year's celebration will be held at the Moore Public Library, in conjunction with their "Under 5s" reading group beginning at 10:30 AM with a reading of Curious George Plants a Tree. The Village will buy this book, and two others about trees for the library, including The Tree lady (for older children). The library will also have other "tree" books available.

The Village will also purchase a Japanese Maple tree, which will be planted on the library property following the reading, to replace a pine tree that was removed last fall. McCombs will submit a work order, so the DPW will be prepared to plant the tree.

Ehardt agreed to pick up 50 pine saplings at the fairgrounds from the Soil Conservation District, separate them, wrap in damp paper towels, and package in small baggies so they can be distributed to participants.

Pasut will have cookies and juice boxes available. McCombs will make up a flyer to be posted to advertise the event. She asked the members to show up by 10:00 AM to handle any last minute details. McCombs has also received the approval packet and flag from the Tree City USA again, so the flag will be displayed, and then given to DPW.

Ehardt made a motion to set aside funds not to exceed \$250 to cover costs of the Arbor Day celebration, including the tree, books, refreshments, etc. Stewart seconded the motion, which carried with all ayes.

b. Grant Opportunities

Ehardt will watch for the DTE submission package to be issued, and is willing to work on it again this year.

c. Phragmite Report

Stewart obtained a permit from the state to spray if necessary, which cost \$75.00. The contract for the sprayer has been renewed for 2 years, and is paid in the fall, when the spraying is done, which will come out of next year's budget. Stewart will attempt to contact the buyer of the property at the end of Dennison Street to receive permission to spray, as there are phragmites on that property.

d. Spring Tree Pruning Update

Dave Picot volunteered to do some minor pruning where it is necessary, weather permitting.

e. Tree Planting & Tree City Update

McCombs said the Tree City application was submitted in December, and has been approved. She received the approval packet recently, just in time to display the flag on Arbor Day.

f. Moving Forward - Discussion

- ⑩ There is to be a "Village of Lexington Community Meeting" on 4/17/2018, which will be a public forum for the Redevelopment Ready Community looking for input from the community at large. Everyone is encouraged to attend.
- ⑩ Also, everyone was given information on a meeting to be held on 5/24/2018 for Coastal Outreach by the Army Corp of Engineers. Again, everyone is encouraged to attend.
- ⑩ No tree removals took place last year.
- ⑩ Concern was expressed over the need to perform quality tree maintenance follow up after new trees are planted. Pasut suggested developing a flyer on tree care to give to residents who are fortunate enough to get a village tree planted on their property.
- ⑩ Agenda packets will no longer be delivered by the police, so everyone can let Beth Grohman know how they would like to receive their packet: by US mail, e-mail, or available to be picked up in the office.
- ⑩ McCombs will submit a work order for DPW clean up of the MS4 garden.

g. Memorial Tree Planting Request - Tierney Park

In response to a request by someone to plant a memorial tree in Tierney Park, Ehardt moved to approve, Pasut supported, and the motion passed with all ayes.

h. Budget Review

Funds available in the budget have been earmarked for the MS4 sign to be placed by the boat launch, which McClelland is working on. It is important to insure that those funds will be used as planned, as this project has been worked on for several years.

CORRESPONDENCE None

PUBLIC COMMENT None

ADJOURNMENT Motion by Pasut, seconded by Ehardt to adjourn at 11:15 AM.

Next Meeting: Thursday, May 10, 2018

Respectfully submitted:

Judy Vandewarker, Recorder

April 14, 2018

VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING
Village of Lexington -7227 Huron Ave. - Lexington, MI
April 11, 2018

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

ROLL CALL: by Vicki Scott

PRESENT: Calamita, Ehardt, Hassler, Kaatz, Mills, Stencil, Systeman, Partaka

ABSENT: None

OTHERS PRESENT: Vicki Scott

APPROVAL OF AGENDA:

MOTION by Mills, seconded by Systeman to approve the agenda as amended adding Bench Refurbish under #7 New Business.

All Ayes

Motion carried.

APPROVAL OF MINUTES:

MOTION by Calamita, seconded by Kaatz to approve the minutes of February 14, 2018 as presented.

All Ayes

Motion carried.

PUBLIC COMMENT: None

REVIEW OF FINANCIAL INFORMATION – (Hand out)

Ehardt asks the DDA Board to please provide the draft minutes to the Village Council if the DDA has to cancel their next meeting. A letter from the Village President was handed out explaining the DPW will not charge the DDA for assisting with removal of the items within the Welcome Center as well as putting the flower pots back this spring due to the flower pots being removed too early.

MOTION by Calamita, seconded by Mils to approve the financial reports as presented.

All Ayes

Motion carried.

DIRECTORS REPORT: None (Anne Soule absent)

OLD BUSINESS:

1. **UPDATE BEACH MATS** – Partaka explains the beach mats are on their way. We have experienced positive feedback with these mats.

2. **KLA UPDATE** – Partaka explains KLA has tested 4 different systems which have not been successful. KLA is testing a new one now hoping it will work with the Sirius box. The portable microphone has been an issue during this process. They are hoping to have this switched out by Memorial Day. KLA has agreed to supply 3 extra speakers at no charge due to the problems we have been experiencing with music.

3. **BROCHURE STAND** – Partaka has e-mailed all the businesses asking for new brochures due to the fact the old brochures were mistakenly thrown out from the Welcome Center by the DPW.

NEW BUSINESS:

1. **ATTENDANCE FOR DDA MEETINGS** – Partaka explains this has been brought up by the Council. Some members have missed more than others. Partaka explains in the last 4 years the DDA has not missed more than 3 meetings per year. The DDA By-Laws state the DDA does not have to have a meeting each month.
2. **PAYMENT TO VILLAGE (\$20,000)** – We received an invoice from the Village.
MOTION by Calamita, seconded by Stencel to pay the Village \$20,000 for the 2017 fiscal year.
Roll Call: Ayes: Calamita, Stencel, Partaka, Mills, Systeman, Kaatz, Ehardt, Hassler
Nays: None
3. **NEW PROJECT IDEAS** –
 - Kaatz – there has been a suggestion to develop the end of Simons Street that gets used intermittently as a parking lot. Discussion follows.
 - Partaka asks what the board thinks about the possibly of the DDA allocating money for business parking lots being used publicly during special events. Discussion follows. Board agrees to have Partaka approach the following business owners (Jeff's Market, Steve & Peggy Stencel, Town & Country, Steiss, Lions Hall, Browns, and Cadillac House) to see if there is interest in this program. Board agrees no public parking signs.
 - Systeman discusses possibly of bike rentals.
 - Systeman discusses possibly of lights downtown like Port Huron has.
 - Systeman discusses possibly of screen on the green.
 - Partaka discusses the possibly of street dances on Saturday nights.
 - Stencel discusses we need lights going north as it is very dark.
 - Kaatz discusses possibility of touch screens through town with Village information.
 - Partaka will check into these ideas.
4. **PARKING LOT** –
 - Ehardt explains the Village Council was approached last month regarding the Stencel Lot. The Creamery had an agreement with the Village where we were paying the property taxes in order to use that lot. The Council did not feel it was the Villages responsibility to renew this lease. The Council recommendation was to bring it to the DDA for possible consideration. Kaatz comments the Council was also approached about a possible horse and carriage business.
5. **SIGNS FOR FRONT AND BACK OF VILLAGE** – Discussion on the DDA putting Welcome Center signs on the front and back of the Village. This item will need to be placed on the Village agenda for approval.

6. **FLOWERS UPDATE** – As soon as the weather breaks the pansies will be planted.

7. **BENCH REFURBISH** – Partaka explains the DPW put together a quote to refurbish the benches that need repaired. Discussion follows.

MOTION by Calamita, seconded by Mills to pay the Village \$603.96 to refurbish the benches.

Roll Call: Ayes: Calamita, Mills, Systeman, Kaatz, Ehardt, Hassler, Stencel, Partaka

Nays: None

PUBLIC COMMENT: Steve Stencel discusses the lot at the Creamery. Stencel explains there are 52 lots available. The Creamery would keep 10 for their use which would leave 42 lots available if the DDA is interested in leasing. Partaka suggests putting this on the agenda for next month. Stencel comments how dark it is north of town and needs more street lights. Stencel comments the DDA has the authority to go outside the DDA district if it enhances the Village.

ADJOURNMENT:

MOTION by Calamita, seconded by Partaka to adjourn the meeting at 6:40 pm.

All Ayes

Motion carried.

Vicki Scott

April 11, 2018

Village of Lexington Downtown Development Authority
Reconciliation Summary
Eastern Michigan Bank - General, Period Ending 04/30/2018

	Apr 30, 18
Beginning Balance	93,881.63
Cleared Transactions	
Checks and Payments - 4 items	-21,278.96
Deposits and Credits - 2 items	120.00
Total Cleared Transactions	-21,158.96
Cleared Balance	<u>72,722.67</u>
Uncleared Transactions	
Checks and Payments - 2 items	-55.45
Total Uncleared Transactions	-55.45
Register Balance as of 04/30/2018	<u>72,667.22</u>
New Transactions	
Deposits and Credits - 1 item	120.00
Total New Transactions	120.00
Ending Balance	<u>72,787.22</u>

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

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Internet								
Deposit	04/06/2018	Dep	Deposit	Deposit		Eastern Michig...	120.00	120.00
Total Internet							120.00	120.00
Total Income							120.00	120.00
Gross Profit							120.00	120.00
Expense								
Clerical								
Check	04/10/2018	1100	Vickie Donnan			Eastern Michig...	50.00	50.00
Total Clerical							50.00	50.00
Downtown Internet								
Check	04/27/2018	Auto	AgriValley			Eastern Michig...	625.00	625.00
Total Downtown Internet							625.00	625.00
Landscaping Maint.								
Check	04/20/2018	1101	Village of Lexington	Improve Benc...		Eastern Michig...	603.96	603.96
Total Landscaping Maint.							603.96	603.96
Total Expense							1,278.96	1,278.96
Net Income							-1,158.96	-1,158.96

Village of Lexington Downtown Development Authority
Balance Sheet Detail
As of April 30, 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
ASSETS								
Current Assets								
Checking/Savings								74,066.18
Eastern Michigan Bank - General								
Deposit	04/06/2018	Dep	Deposit					74,066.18
Check	04/10/2018	1100	Vickie Donnan	Deposit	X	Internet	120.00	73,826.18
Check	04/20/2018	1101	Village of Lexington	Improve Benc...	X	Clerical	-50.00	73,946.18
Check	04/27/2018	Auto	AgrValley		X	Landscaping M...	-603.96	73,896.18
					X	Downtown Inte...	-625.00	72,667.22
Total Eastern Michigan Bank - General								
Total Checking/Savings							-1,158.96	72,667.22
Accounts Receivable								
Accounts Receivable								240.00
Total Accounts Receivable								240.00
Total Accounts Receivable								
Total Accounts Receivable								240.00
Other Current Assets								
Inventory Asset								0.00
Total Inventory Asset								0.00
Total Other Current Assets								
Total Other Current Assets								0.00
Total Current Assets								
Total Current Assets							-1,158.96	72,907.22
Fixed Assets								
Total Fixed Assets								0.00
Other Assets								
Total Other Assets								0.00
TOTAL ASSETS								
LIABILITIES & EQUITY								
Liabilities								
Current Liabilities								
Accounts Payable								74,066.18
Accounts Payable								0.00
Total Accounts Payable								0.00
Total Accounts Payable								0.00
Total Accounts Payable								
Total Accounts Payable								0.00
Credit Cards								
Total Credit Cards								0.00
Total Credit Cards								0.00

Village of Lexington Downtown Development Authority
Balance Sheet Detail
As of April 30, 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Other Current Liabilities								
Payroll Liabilities								0.00
Total Payroll Liabilities								0.00
Total Other Current Liabilities								0.00
Total Current Liabilities								0.00
Long Term Liabilities								0.00
Total Long Term Liabilities								0.00
Total Liabilities								0.00
Equity								
Opening Balance Equity								74,066.18
Total Opening Balance Equity								214,445.47
Retained Earnings								214,445.47
Total Retained Earnings								-133,559.02
Net Income								-133,559.02
Total Net Income								-6,820.27
Total Equity							-1,158.96	-7,979.23
TOTAL LIABILITIES & EQUITY							-1,158.96	72,907.22
							-1,158.96	72,907.22

PROPOSED

**LEXINGTON DOWNTOWN DEVELOPMENT AUTHORITY BUDGET
July 1, 2018 to June 30, 2019**

	2017/2018 Budget	2018/2019 Budget	Change From Prior Year
DDA - Revenue			
Property Tax Capture			
DDA Taxes - Village	\$ 60,486.52	\$ 61,756.74	\$ 1,270.22
DDA Taxes - Township	\$ 49,939.46	\$ 50,988.19	\$ 1,048.73
Sponsorships	\$ 20,000.00	\$ -	\$ (20,000.00)
Grants	\$ -	\$ -	\$ -
Total Income/Revenue	\$ 130,425.98	\$ 112,744.93	\$ (17,681.05)
DDA - Expenditures			
Legal Fees	\$ 1,000.00	\$ 1,000.00	\$ -
Mileage	\$ -	\$ -	\$ -
Audit	\$ 1,000.00	\$ 1,600.00	\$ 600.00
Contracted Services - Events/Projects			
Events/Project Coordinator	\$ 12,500.00	\$ -	\$ (12,500.00)
Assistant Events Coordinator	\$ 17,500.00	\$ -	\$ (17,500.00)
DDA Project Coordinator - WIFI	\$ 6,000.00	\$ -	\$ -
Subtotal contracted services	\$ 36,000.00	\$ -	\$ (30,000.00)
Landscaping Maintenance			
Flowers	\$ 13,000.00	\$ 15,000.00	\$ 2,000.00
Administrative Fees - Village	\$ 20,000.00	\$ 20,000.00	\$ -
Computer-Hardware-Software	\$ -	\$ -	\$ -
Supplies - Miscellaneous	\$ 500.00	\$ 500.00	\$ -
Christmas Supplies	\$ 6,200.00	\$ 7,500.00	\$ 1,300.00
DDA Grants			
Façade Grants	\$ 20,000.00	\$ 20,000.00	\$ -
Donations	\$ -	\$ -	\$ -
Lexington Arts Council	\$ 2,500.00	\$ 2,500.00	\$ -
Lexington Arts Council	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
LBA	\$ 10,000.00	\$ -	\$ (10,000.00)

PROPOSED
LEXINGTON DOWNTOWN DEVELOPMENT AUTHORITY BUDGET
July 1, 2018 to June 30, 2019

	2017/2018 Budget	2018/2019 Budget	Change From Prior Year
Subtotal Donations	\$ 12,500.00	\$ 4,900.00	\$ (7,600.00)
Capital Outlay			
Miscellaneous	\$ -	\$ 10,000.00	\$ 10,000.00
Real Estate Purchase for Parking	\$ -	\$ -	\$ -
Subtotal Capital Outlay	\$ -	\$ 10,000.00	\$ 10,000.00
Welcome Center Expenses			
Lease	\$ 4,200.00	\$ -	\$ (4,200.00)
Contracted Services	\$ 1,300.00	\$ -	\$ (1,300.00)
Electric	\$ 500.00	\$ -	\$ (500.00)
Gas	\$ 400.00	\$ -	\$ (400.00)
Water/Sewer	\$ 330.00	\$ -	\$ (330.00)
Telephone/Internet	\$ 1,400.00	\$ -	\$ (1,400.00)
Supplies	\$ 600.00	\$ -	\$ (600.00)
Subtotal Welcome Center Expenses	\$ 8,730.00	\$ -	\$ (8,730.00)
494-494-805.000 Advertising/Publications	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Dues/Subscriptions			
Wi/Fi Service from Agrivalley	\$ 7,800.00	\$ 7,800.00	\$ -
Pandora Music Service for Downtown	\$ 300.00	\$ 300.00	\$ -
494-494-865.000 Postage	\$ 100.00	\$ 100.00	\$ -
494-494-820.000 Clerical	\$ 600.00	\$ 600.00	\$ -
Total Expenses	\$ 127,730.00	\$ 89,300.00	\$ (38,430.00)
Total Excess Expenses to Revenue	\$ 2,695.98	\$ 23,444.93	\$ 20,748.95
Fund Balance at Beginning of Year	\$ 41,293.00	\$ 43,988.98	\$ 2,695.98
Net Change in Fund Balance	\$ 2,695.98	\$ 23,444.93	
Fund Balance Remaining	\$ 43,988.98	\$ 67,433.91	

VILLAGE OF LEXINGTON COUNCIL GIVES NOTICE of MEETINGS TO BE HELD IN THE MONTH of JUNE 2018

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

<u>GROUP</u>	<u>DATE</u>	<u>TIME</u>
PARKS AND REC	4	9 A.M.
PLANNING COMMISSION	4	7 P.M.
COMMITTEE OF THE WHOLE STUDY SESSION	12	7 P.M.
DDA	13	5:30 P.M.
CEMETERY BOARD	14	9 A.M.
ENVIRONMENTAL COMMITTEE	14	10 A.M.
MHP ADVISORY BOARD - CLUBHOUSE	21	6 P.M.
COUNCIL	25	7 P.M.

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

Persons with disabilities needing assistance should contact Beth Grohman 8-4pm/ 3 days prior to the meeting. An attempt will be made to make reasonable accommodations. Bg51518