

NOTIFICATION OF MEETING

DOWNTOWN DEVELOPMENT AUTHORITY

The Village of Lexington Downtown Development Authority will be holding their regular monthly meeting as a ZOOM MEETING.

DATE OF MEETING: Wednesday, January 13, 2021

TIME OF MEETING: 5:30 PM

MISSION STATEMENT

To take the Village of Lexington's history into the future through preservation, restoration and promotion.

AGENDA

CALL TO ORDER

ROLL CALL: Adams, Bender, Bales, Kaatz, P. Stencel, Yankee, Blaesing, VanDyke, Westbrook

APPROVAL OF AGENDA

APPROVAL OF MINUTES – December 9, 2020

PUBLIC COMMENT –

REVIEW OF FINANCIAL INFORMATION

UNFINISHED BUSINESS:

1. Update on Carmine - Tatman
- 2.
- 3.

NEW BUSINESS:

1. Spring, Summer, Winter flowers
2. Meeting Dates for 2021
3. Winter Lights Festival / Competition Next Year

CORRESPONDENCE

PUBLIC COMMENT

ADJOURNMENT

**VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY
ZOOM MEETING @ 5:30 p.m.
December 9, 2020**

CALL TO ORDER: Chairperson Yankee called the meeting to order at 5:32 pm.

ROLL CALL: by Vicki Scott

PRESENT: Adams (5:34 pm), Bales, Kaatz, Yankee, Blaesing, VanDyke, Westbrook, Bender (6:02 pm)

ABSENT: Stencil

OTHERS PRESENT: Tatman, Scott

APPROVAL OF AGENDA:

MOTION by VanDyke, seconded by Blaesing to approve the agenda as presented.

All Ayes

Motion carried.

APPROVAL OF MINUTES: (October 14, 2020 & November 4, 2020)

Blaesing asks to amend the 10-14-20 minutes under New Business adding #3 before the paragraph where Kaatz talks about election of officers.

MOTION by Blaesing, seconded by Yankee to approve the 10-14-20 minutes with the above amendment.

All Ayes

Motion carried.

MOTION by Yankee, seconded by VanDyke to approve the 11-4-20 minutes.

All Ayes

Motion carried

PUBLIC COMMENT: VanDyke has seen a lot of nice comments on the Christmas decorations.

REVIEW OF FINANCIAL INFORMATION:

McCoy explains the financial reports. VanDyke asks about the computer hardware/software line item.

McCoy explains the DDA purchased a new computer to replace the one that was running the music.

MOTION by Yankee, seconded by Blaesing to approve the financials as presented.

Roll Call:

Ayes – Yankee, Blaesing, Bales, Kaatz, Adams, VanDyke, Westbrook

Nays – None

Motion carried

UNFINISHED BUSINESS:

1. **Christmas Decorations FYI** – Tatman explains the DPW has commented some of the Christmas decorations / wreaths are extremely old and the DDA may want to start thinking about replacing some of these decorations. Yankee suggests adding this to the timeline for the future and start discussing this earlier in the year.

NEW BUSINESS: Yankee explains these are the two invoices we have been waiting for from Lexington Gardens.

1. Invoice for Spring, Summer, Winter flowers

MOTION by Yankee, seconded by Bales to pay the Lexington Gardens invoice received on Oct. 20, 2020 in the amount of \$6,016.29. This was for the summer flowers.

Roll Call:

Ayes – Yankee, Bales, Adams, Kaatz, Blaesing, VanDyke, Westbrook

Nays – None

Motion carried

MOTION by Yankee, seconded by Westbrook to approve the Lexington Gardens invoice received on Nov. 30, 2020 for winter pots in the amount of \$1,760.00.

Roll Call:

Ayes – Yankee, Westbrook, Adams, Bales, Kaatz, Blaesing, VanDyke

Nays – None

Motion carried

2. DDA Audit Summary - McCoy answers any questions the board may have.

3. Election of Officers – Yankee explains this got pushed back until December due to the election in November and Veteran’s Day. The Council also needed to have their meeting before the DDA could elect officers. Discussion follows.

MOTION by Kaatz, seconded by Blaesing to nominate Keri Yankee as Chairperson.

Roll Call:

Ayes – Kaatz, Blaesing, Adams, Bales, Yankee, VanDyke, Westbrook

Nays – None

Motion carried

MOTION by Blaesing, seconded by Kaatz to nominate James VanDyke as Vice Chairperson.

Roll Call:

Ayes – Blaesing, Kaatz, Adams, Yankee, VanDyke, Westbrook, Bales

Nays – None

Motion carried

MOTION by Yankee, seconded by VanDyke to nominate Stacie Bales as Treasurer.

Roll Call:

Ayes – Yankee, VanDyke, Adams, Bales, Kaatz, Westbrook, Blaesing

Nays – None

Motion carried

****Bender arrived at 6:02 pm****

Board members agree to not fill the secretary position at this time.

CORRESPONDENCE – Thank You from Meyer School

PUBLIC COMMENT: Bender suggests putting the 2021 flowers on January's agenda. Bender suggests putting a bid packet together before hand. Yankee asks Tatman for the RFP from last year.

ADJOURNMENT:

MOTION by Kaatz, seconded by Westbrook to adjourn the meeting at 6:06 pm.

All Ayes

Motion carried.

Vicki Scott
December 9, 2020

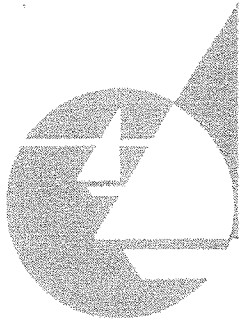
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-002.000	EASTERN MICHIGAN BANK	227,017.59
248-000-040.000	ACCOUNTS RECEIVABLE	120.00
248-000-084.830	DUE FROM LEX TOWNSHIP	0.00
Total Assets		227,137.59
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	0.00
Total Liabilities		0.00
*** Fund Balance ***		
248-000-390.000	FUND BALANCE ACCOUNT	133,603.12
Total Fund Balance		133,603.12
Beginning Fund Balance		133,603.12
Net of Revenues VS Expenditures		93,534.47
Fund Balance Adjustments		0.00
Ending Fund Balance		227,137.59
Total Liabilities And Fund Balance		227,137.59

User: SHELLY
 DB: Village Of Lexi
 PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21		ACTIVITY FOR	AVAILABLE	% BDDT
		AMENDED BUDGET	YTD BALANCE			
		NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
248-000-401.500	DDA TAXES FROM VILLAGE	77,016.00	74,759.15	0.00	2,256.85	97.07
248-000-401.600	DDA TAXES FROM TOWNSHIP	59,723.00	38,287.42	0.00	21,435.58	64.11
248-000-665.000	INTEREST EARNED	0.00	0.00	0.00	0.00	0.00
248-000-671.500	MISC ACCT OF REVENUE	0.00	0.00	0.00	0.00	0.00
248-000-699.248	TRANSFER IN OPEN ACCOUNT	0.00	0.00	0.00	0.00	0.00
Total Dept 000		136,739.00	113,046.57	0.00	23,692.43	82.67
Dept 248 - ****DDA EXPENSES****						
248-248-667.500	INTERNET REVENUE	1,440.00	720.00	120.00	720.00	50.00
Total Dept 248 - ****DDA EXPENSES****		1,440.00	720.00	120.00	720.00	50.00
TOTAL REVENUES		138,179.00	113,766.57	120.00	24,412.43	82.33
Expenditures						
Dept 248 - ****DDA EXPENSES****						
248-248-699.940	ADMINISTRATIVE REIMBURSEMENT	5,332.00	2,665.98	444.33	2,666.02	50.00
248-248-728.000	COMPUTER-HARDWARE-SOFTWARE	0.00	2,130.00	0.00	(2,130.00)	100.00
248-248-740.000	SUPPLIES	460.00	27.98	0.00	432.02	6.08
248-248-745.000	CHRISTMAS SUPPLY	10,000.00	9,647.25	8,147.25	352.75	96.47
248-248-803.000	PHONE/INTERNET EXPENSE	10,000.00	5,000.00	625.00	5,000.00	50.00
248-248-803.100	MUSIC	480.00	0.00	0.00	480.00	0.00
248-248-805.000	ADVERT/PUBLICATIONS	2,500.00	0.00	0.00	2,500.00	0.00
248-248-810.000	MEMBERSHIP/DUES	0.00	0.00	0.00	0.00	0.00
248-248-811.000	LEGAL	1,000.00	75.00	0.00	925.00	7.50
248-248-815.000	AUDIT	0.00	0.00	0.00	0.00	0.00
248-248-820.000	CONTRACTED SERVICES	0.00	685.89	65.89	24,314.11	2.74
248-248-821.100	DDA SERVICE PROVIDED BY VILLAGE	25,000.00	0.00	0.00	20,000.00	0.00
248-248-840.000	LANDSCAPING MAINTENANCE	20,000.00	0.00	0.00	10,000.00	0.00
248-248-955.000	DDA GRANT	10,000.00	0.00	0.00	30,000.00	0.00
248-248-969.000	MISCELLANEOUS	30,000.00	0.00	0.00	0.00	0.00
248-248-969.200	DONATION	0.00	0.00	0.00	5,000.00	0.00
248-248-971.000	CAPITAL OUTLAY	5,000.00	0.00	0.00	20,000.00	0.00
Total Dept 248 - ****DDA EXPENSES****		139,772.00	20,232.10	9,282.47	119,539.90	14.48
TOTAL EXPENDITURES		139,772.00	20,232.10	9,282.47	119,539.90	14.48
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		138,179.00	113,766.57	120.00	24,412.43	82.33
TOTAL EXPENDITURES		139,772.00	20,232.10	9,282.47	119,539.90	14.48
NET OF REVENUES & EXPENDITURES		(1,593.00)	93,534.47	(9,162.47)	(95,127.47)	5,871.59

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
12/01/2020			248-248-699.940 ADMINISTRATIVE REIMBURSEMENT		BEG. BALANCE		2,221.65
12/29/2020	GJ	JE	ADMIN. REIMBURSEMENT 12-29-2020	2019	444.33		2,665.98
12/31/2020			248-248-699.940	END BALANCE	444.33	0.00	2,665.98
12/01/2020			248-248-728.000 COMPUTER-HARDWARE-SOFTWARE		BEG. BALANCE		2,130.00
12/31/2020			248-248-728.000	END BALANCE	0.00	0.00	2,130.00
12/01/2020			248-248-740.000 SUPPLIES		BEG. BALANCE		27.98
12/31/2020			248-248-740.000	END BALANCE	0.00	0.00	27.98
12/01/2020			248-248-745.000 CHRISTMAS SUPPLY		BEG. BALANCE		1,500.00
12/08/2020	AP	INV	PARKS AND REC LIGHT POLE WREATH	ACCT# 192 NOV 202	87.25		1,587.25
12/08/2020	AP	INV	LIGHTS DECO TIMERS AND GARLAND AND R	19366	6,300.00		7,887.25
12/15/2020	AP	INV	WINTER PLANTERS	31821	1,760.00		9,647.25
12/31/2020			248-248-745.000	END BALANCE	8,147.25	0.00	9,647.25
12/01/2020			248-248-803.000 PHONE/INTERNET EXPENSE		BEG. BALANCE		4,375.00
12/15/2020	AP	INV	DDA INTERNET	10020174-8 DEC202	625.00		5,000.00
12/31/2020			248-248-803.000	END BALANCE	625.00	0.00	5,000.00
12/01/2020			248-248-811.000 LEGAL		BEG. BALANCE		75.00
12/31/2020			248-248-811.000	END BALANCE	0.00	0.00	75.00
12/01/2020			248-248-820.000 CONTRACTED SERVICES		BEG. BALANCE		620.00
12/08/2020	AP	INV	MHP LIGHTS ZOOM	8136 12/20	15.89		635.89
12/15/2020	AP	INV	DDA MTG DEC 12 2020	DDA 12/9/20 MTG	50.00		685.89
12/31/2020			248-248-820.000	END BALANCE	65.89	0.00	685.89
12/01/2020			248-248-840.000 LANDSCAPING MAINTENANCE		BEG. BALANCE		0.00
12/15/2020	AP	INV	HANGING BASKETS /PLANTERS POTS	31437	6,016.29		6,016.29
12/15/2020	GJ	JE	TO REVERSE AP FOR DDA	2015		6,016.29	0.00
12/31/2020			248-248-840.000	END BALANCE	6,016.29	6,016.29	0.00
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					15,298.76	6,016.29	20,232.10



VILLAGE OF LEXINGTON

7227 HURON AVENUE, SUITE 100
LEXINGTON, MICHIGAN 48450
810-359-8631
FAX: 810-359-5622

REQUEST FOR PROPOSAL FOR THE VILLAGE OF LEXINGTON Spring and Summer Flowers

Project Contacts: **Holly Tatman** – Village Manager
Ph. 810-359-8631 x105
htatmanvillagemgr@gmail.com

Project background

The Village of Lexington provides for annual spring and summer flowers around our DDA district which consists of 32 large planter pots and 74 hanging baskets. In the past the flowers have been colorful, vibrant and bring a softening effect to our streetscape.

Scope of Work

We ask for services to include:

- Decorate all 32 planter pots and 74 hanging baskets with fresh beautiful greenery and flowers for our spring and summer months.
- All pots and hanging baskets need to be decorated by May 21st.
- Provide suggestions for maintenance regarding the type of flowers and plants used. Preferably nothing that needs to be deadheaded in the hanging baskets as they cannot be reached to do so.

Proposal to Include

Proposals shall include:

1. An all-inclusive bid for the flowers and labor cost to decorate all 32 planter pots and 74 hanging baskets in the Village.

Qualifications

1. Please provide references where services of this type have been performed.

Bid Envelope

1. The project bids shall be placed in a sealed envelope marked "DDA Flowers".
2. The bid shall include:
 - Total cost.
 - Proposed schedule for completion. Must have everything up by May 21, 2021
 - Completed contractor requirements form. (attached)

Closing

The Village of Lexington's DDA will review the contents of the bids. If the DDA deems that the submitting contractor is qualified then their bid quote shall be considered for the work. The DDA reserves the right to interview the short-listed contractors. It is the intent of the DDA to complete the review process and enter into a contract with a contractor for these services, as soon as practical. The DDA will review the bids and make a decision at a subsequent meeting.

Please submit your response to the Village of Lexington office, care of the DDA, no later than 1:00pm on February 4, 2021 . No faxed copies of submittals will be accepted. The Village of Lexington DDA reserves the right to accept or reject any or all proposals; to waive irregularities or informalities; and to award proposals as deemed in the best interest of the DDA. The Village of Lexington's DDA shall not be responsible for the cost of preparation of proposals.

Village of Lexington Contractor Requirement Checklist

(Contractors, please Check all line items that can be provided upon request that apply to bid project)

1. Insurance

- a. () Minimum of \$1,000,000 liability – Must provide current certificate of insurance.
- b. () Must provide a copy of policy stating the Village of Lexington as an additional insured.
- c. () Workers Compensation - Must provide current certificate of insurance or submit the appropriate Sole Proprietor “hold harmless” form attachment A or B.
- d. () Vehicle liability - Must provide current certificate of insurance for all vehicles used for contracted work.

2. Safety

- a. () Contractor shall warrant that employees are trained and certified for confined Entry when required for the contracted work.
- b. () Contractor shall warrant that employees are trained and certified for Personal Protection Equipment use when required for the contracted work.

3. Equipment

- a. () Contractor shall warrant their capability of supplying all required equipment in good working condition, including employee safety standards, necessary for contracted work.

4. Qualification

- a. () All contractors shall provide a copy of their current State business license. The village will determine if licensing is required based on project.
- b. () All contractors seeking work from the Village shall submit with bids their company contact information and billing address.
- c. () All contractors seeking work from the Village shall submit with their bids the above referenced documentation in sections 1, 2 and 3.
- d. () All contractors seeking work from the Village shall submit with bids a list of sub contractors anticipated to work on the project and their company contact information. Primary contractors are responsible for ensuring sub-contractors with all contractor requirements.

5. Utility Liability

- a. Contractor understands that he/she will be held liable for any material and or monetary damage caused to any utility, either village, public or privately owned, by the contractor during the performance of a contract.

6. Initiation of Work Payment

- a. No work is to proceed until all requirements are verified to have been met by the Village Department Manager hiring the contractor.
- b. No work is to proceed until the service contract is signed and filed with the Village Clerk and DDA.
- c. No payments, including advances or progress, are to be made unless all requirements are met and payment is authorized by the DDA.

Signature of Contractor: _____ **Date:** _____

DDA MEETING DATES 2021

- January 13, 2021
- February 10, 2021
- March 10, 2021
- April 14, 2021
- May 12, 2021
- June 9, 2021
- July 14, 2021
- August 11, 2021
- September 8, 2021
- October 13, 2021
- November 10, 2021
- December 8, 2021

(Please note the DDA Board should have 2 informational meetings per year)