

**NOTIFICATION OF MEETING
DOWNTOWN DEVELOPMENT AUTHORITY
INFORMATIONAL MEETING & REGULAR MEETING**

The Village of Lexington Downtown Development Authority will be holding an information meeting and their regular monthly meeting in person at the Village Hall – 7227 Huron Ave., Lexington, MI.

DATE OF MEETING: Wednesday, October 20, 2021

TIME OF MEETING: 5:00 PM

MISSION STATEMENT

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

CALL TO ORDER THE INFORMATIONAL MEETING

PURPOSE: TO INFORM THE PUBLIC OF GOALS AND DIRECTION OF THE AUTHORITY, INCLUDING UPCOMING PROJECTS

PUBLIC COMMENT

CLOSE INFORMATIONAL MEETING

CALL TO ORDER REGULAR MEETING:

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

APPROVAL OF AGENDA

APPROVAL OF MINUTES – September 8, 2021

PUBLIC COMMENT –

REVIEW OF FINANCIAL INFORMATION

UNFINISHED BUSINESS:

1. Speaker System - Update
2. New Website - Update
3. Benches – Update
4. RFP & Bids for Christmas Decorations – Update
5. RFP Light Poles – Update

NEW BUSINESS:

- 1.
- 2.
- 3.

CORRESPONDENCE

- Letter to State of Michigan – VanDyke

PUBLIC COMMENT

ADJOURNMENT

VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING
Village of Lexington -7227 Huron Ave. - Lexington, MI
September 8, 2021

CALL TO ORDER: Chairperson Yankee called the meeting to order at 5:31 pm.

ROLL CALL: by Vicki Scott

PRESENT: Adams, Bender, Bales, Kaatz, Yankee, VanDyke, Drouillard

ABSENT: Stencil, Blaesing, Westbrook

OTHERS PRESENT: Scott, Fulton, Decoster, Mouio, McCoy

APPROVAL OF AGENDA:

MOTION by VanDyke, seconded by Bender to approve the agenda as amended moving #2 (new website update) under New Business #1 a. & b. and adding #5 Christmas Lights under New Business.

All Ayes

Motion carried.

APPROVAL OF MINUTES:

MOTION by Bales, seconded by Drouillard to approve the minutes of August 11, 2021 as presented.

All Ayes

Motion carried.

PUBLIC COMMENT: Peter Mouio comments on the possibility of a mini park with a ship viewing station, restrooms, shelter, and parking at the tie down lot property behind the Village Theater.

REVIEW OF FINANCIAL INFORMATION –

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

Roll Call

Ayes: Bender, Adams, VanDyke, Bales, Drouillard, Kaatz, Yankee

Nays: None

Motion carried

UNFINISHED BUSINESS:

1. **Speaker System Update** – Drouillard explains he worked with KLA and DPW to get the last two speakers working. All speakers are now operating. Andy from KLA provided a maintenance agreement quote. We need to work on the microphone issue and the two additional speakers we currently have that are not up. One is a new speaker and the other is a speaker that was on a pole that was hit by a snowplow. KLA can do the installation of these two speakers at a cost. KLA quoted a price of \$325.00 for the music, \$750.00 for the maintenance agreement for the year, \$500.00 for KLA to come on site and install the two additional speakers. For budgeting long term, it would be approximately \$1,100.00 per year for maintenance. For \$150.00 we can buy a hardware unit that has Sirius XM playing on it that would prevent the system crashing. Discussion follows. Bender asked if the speaker that was on the pole that got hit was included in the insurance claim. Scott will research this. Board members discuss numbering the poles for easier identification. Yankee explains most people from the survey preferred the speaker running from 9:00 a.m. – 5 p.m.

MOTION by Drouillard, seconded by VanDyke to approve \$750.00 to KLA for one month of service on Sirius XM, one month of KLA support, and an in person visit including installing two speakers.

Discussion: Bender explains there may be an added expense from Olds Electric since DPW does not have a licensed electrician on staff. Drouillard explains we did not use the previous \$500.00 that was already approved for Olds Electric.

Roll Call

Ayes: Drouillard, VanDyke, Bales, Bender, Kaatz, Adams, Yankee

Nays: None

Motion carried

2. **Light Poles Update** – Yankee explains in your packet is the correct quote for the light poles that were done at the mobile home park. They paid \$1,700.00 for 19 poles. We currently have 72 light poles. Yankee suggests including numbering the poles in the RFP. Discussion follows. Yankee will work with Bender on creating an RFP to include scrape, sand, and paint the poles with ID tags.

MOTION by Yankee, seconded by Bales the DDA is going to work on an RFP to scrape, sand, and paint 72 light poles with ID system and send it out.

Discussion: Board members agree to send out the RFP now, even if the work is done in the spring.

All Ayes

Motion carried

3. **Updated Bylaws** – Yankee explains we changed the numbering system after it went to Council.

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

Roll Call

Ayes: Bender, Adams, Yankee, Kaatz, Drouillard, Bales, VanDyke

Nays: None

Motion carried

NEW BUSINESS:

1. **A) Questionnaire for Ego Detroit** – Yankee explains we have been working with Ego Detroit on this questionnaire. Kaatz explains Mike Fulton has agreed to fill in since Holly was working with you on this. Kaatz wants to make sure there you have enough support during this process. Drouillard suggests having whoever wants a voice with this process should be included. Kaatz will take to council having a website committee consisting of three members of DDA (Drouillard, VanDyke, and Yankee) and one member of Council (Fulton). The finances have already been approved. This committee will be in contact with different members of each board. Yankee explains we need to have one point person working with Ego Detroit.

MOTION by Bender, seconded by Bales to have Doug Drouillard as the main point of contact working with Ego Detroit.

Roll Call

Ayes: Bender, Bales, Yankee, Kaatz, Adams, Drouillard, VanDyke

Nays: None

Motion carried

B) Yankee explains we went a little out of order. The questionnaire for Ego Detroit is in front of you. If there is anything you see that needs changed, please let us know within the next 24 hours. Drouillard explains there is small expense that needs to be looked at for the website. Drouillard is looking at possibly purchasing the domain name First Resort North. Fulton explains he purchased this domain name as well as \$25 for it being privatized. However, it should be known the Village owns it as opposed to not knowing who owns it. Kaatz asks if there is a trademark on this name. Fulton asked Paul Christy who said it was available. Discussion follows. Board members discuss and agree if we are going to purchase the .com we should buy the trademark as well. VanDyke explains this will be the beginning of purchasing many domains.

MOTION by VanDyke, seconded by Bender to approve the cost of acquiring the domain (First Resort North) for \$50.00 and implore Doug to follow up with the trademark question.

Roll Call

Ayes: VanDyke, Bender, Bales, Drouillard, Kaatz, Adams, Yankee

Nays: None

Motion carried

2. Croswell Greenhouse Invoice - Yankee explains this is for fertilizer.

MOTION by Bender, seconded by Adams to approve the \$60.00 purchase for a bag of fertilizer from Croswell Greenhouse.

Roll Call

Ayes: Bender, Adams, Yankee, Kaatz, Drouillard, VanDyke

Abstain: Bales

Nays: None

Motion carried

3. October's DDA Meeting Date – Yankee explains she is not able to attend the October 13, 2021, meeting. Bales will not be able to make that meeting date as well. Board members discuss moving the meeting date to October 20, 2021, at 5:00 to start the informational meeting.

MOTION by VanDyke, seconded by Bales to move the DDA meeting from October 13, 2021 to October 20, 2021 at 5:00 p.m. to include the informational meeting.

Roll Call

Ayes: VanDyke, Bales, Yankee, Adams, Kaatz, Drouillard, Bender

Nays: None

Motion carried

**Bales left at 6:50 p.m.

4. Christmas Lights – Bender explains we have multiple items to discuss. We did get the snowflakes from the Village of Pentwater. Some of the bulbs will need to be replaced. We need to approve some funds for Jerry at DPW to purchase these bulbs. Discussion follows. Bender explain the snowflake bulbs are LED. The bulbs on the wreaths and garland we use to wrap the poles are not LED. How do we want to incorporate these snowflakes being that they are LED? Discussion follows. Bender explains we need to send out two RFPs for the garland and installing the garland with lights on the buildings to be put up by November 13, 2021.

MOTION by Yankee, seconded by VanDyke to have Bender put together an RFP for sufficient garland for 44 poles to be put up by November13, 2021 as well as putting lights on the businesses.

Discussion

Roll Call

Ayes: Yankee, VanDyke, Bender, Drouillard, Kaatz, Adams

Nays: None

Motion carried

MOTION by Kaatz, seconded by Drouillard to have an RFP for 44 pieces of garland to wrap the light poles previous to November 13, 2021.

Discussion

Roll Call

Ayes: Kaatz, Drouillard, Yankee, Adams, Bender, VanDyke

Nays: None

Motion carried

Kaatz asks the board if we want to have a Christmas decorations contest for neighborhoods like they do in Port Huron. Kaatz suggests we could donate prizes for the winners. Discussion follows. Board members like the idea of a \$250 gift card for first place, \$100 gift card for second place, and \$50.00 gift card for third place. VanDyke suggests bringing a draft flyer with the details to the next meeting.

MOTION by VanDyke, seconded by Yankee to approve DPW to spend up to \$500 on DDA's behalf to prepare Christmas decorations with DDA seeing invoices.

Roll Call

Ayes: VanDyke, Yankee, Adams, Kaatz, Drouillard, Bender

Nays: None

Motion carried

CORRESPONDENCE – None

PUBLIC COMMENT

- Mike Fulton (5727 Union) – received confirmation from Paul Christy on purchasing the First Resort North domain (\$25 to register and \$25 to remain private)
- Kathy Decoster (5203 Main) – would like an update on the tennis court. The flowers look beautiful, but some of the big baskets are blocking the signs.
- Larry Adams – received many compliments on how beautiful this community is. Maybe we should talk about some type of retention for some of the restaurant workers we have in town.
- Peter Mouio – comments on the number of snowbirds we have with regard to the Christmas lights contest.
- James VanDyke – update on meetings with the DNR. They are looking into federal grants that require local support. We will have more information by the next meeting.
- Drouillard asks about the tennis courts. Kaatz responds we need to follow up on what date they will here. Williams explains he spoke to Greg Henson, he gave me a name of another company, the soonest he could get to it would be the first or second week of October. I've tried for three days to contact the guy from Startrec with no luck. If I can't contact him in the next day or two, I was going to contact the other company and schedule it. Kaatz explains this would need to be approved by Council. Williams explains Greg Henson indicated he would pay the difference between the two quotes.

ADJOURNMENT:

MOTION by Drouillard, seconded by Kaatz to adjourn the meeting at 7:07 pm.

All Ayes

Motion carried.

Vicki Scott

September 8, 2021

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-002.000	EASTERN MICHIGAN BANK	298,148.28
248-000-040.000	ACCOUNTS RECEIVABLE	120.00
248-000-084.830	DUE FROM LEX TOWNSHIP	0.00
Total Assets		298,268.28
*** 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 - 20-21		133,603.12
Net of Revenues VS Expenditures - 20-21		80,172.65
*20-21 End FB/21-22 Beg FB		213,775.77
Net of Revenues VS Expenditures - Current Year		84,492.51
Ending Fund Balance		298,268.28
Total Liabilities And Fund Balance		298,268.28

* Year Not Closed

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	NORMAL (ABNORMAL)	09/30/2021	INCREASE (DECREASE)			
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
248-000-401.500	DDA TAXES FROM VILLAGE	75,000.00		71,615.98		54,579.33	3,384.02	95.49
248-000-401.600	DDA TAXES FROM TOWNSHIP	76,000.00		27,768.99		8,095.53	48,231.01	36.54
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		151,000.00		99,384.97		62,674.86	51,615.03	65.82
Dept 248 - ****DDA EXPENSES****								
248-248-667.500	INTERNET REVENUE	1,200.00		480.00		120.00	720.00	40.00
Total Dept 248 - ****DDA EXPENSES****		1,200.00		480.00		120.00	720.00	40.00
TOTAL REVENUES		152,200.00		99,864.97		62,794.86	52,335.03	65.61
Expenditures								
Dept 248 - ****DDA EXPENSES****								
248-248-699.940	ADMINISTRATIVE REIMBURSEMENT	5,986.00		1,995.32		498.83	3,990.68	33.33
248-248-728.000	COMPUTER-HARDWARE-SOFTWARE	0.00		0.00		0.00	0.00	0.00
248-248-740.000	SUPPLIES	100.00		0.00		0.00	100.00	0.00
248-248-745.000	CHRISTMAS SUPPLY	12,000.00		3,000.00		0.00	9,000.00	25.00
248-248-803.000	PHONE/INTERNET EXPENSE	10,000.00		3,125.00		625.00	6,875.00	31.25
248-248-803.100	MUSIC	480.00		0.00		0.00	480.00	0.00
248-248-805.000	ADVERT/PUBLICATIONS	15,000.00		0.00		0.00	15,000.00	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		0.00		0.00	1,000.00	0.00
248-248-812.000	MILEAGE	0.00		84.00		84.00	(84.00)	100.00
248-248-815.000	AUDIT	0.00		0.00		0.00	0.00	0.00
248-248-820.000	CONTRACTED SERVICES	1,000.00		0.00		0.00	(3,150.00)	415.00
248-248-821.100	DDA SERVICE PROVIDED BY VILLAGE	20,000.00		0.00		0.00	20,000.00	0.00
248-248-840.000	LANDSCAPING MAINTENANCE	10,000.00		3,018.14		60.00	6,981.86	30.18
248-248-955.000	DDA GRANT	40,000.00		0.00		0.00	40,000.00	0.00
248-248-969.000	MISCELLANEOUS	0.00		0.00		0.00	0.00	0.00
248-248-969.200	DONATION	8,000.00		0.00		0.00	8,000.00	0.00
248-248-971.000	CAPITAL OUTLAY	20,000.00		0.00		0.00	20,000.00	0.00
Total Dept 248 - ****DDA EXPENSES****		143,566.00		15,372.46		5,317.83	128,193.54	10.71
TOTAL EXPENDITURES		143,566.00		15,372.46		5,317.83	128,193.54	10.71
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		152,200.00		99,864.97		62,794.86	52,335.03	65.61
TOTAL EXPENDITURES		143,566.00		15,372.46		5,317.83	128,193.54	10.71
NET OF REVENUES & EXPENDITURES		8,634.00		84,492.51		57,477.03	(75,858.51)	978.60

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
09/01/2021			248-248-699.940 ADMINISTRATIVE REIMBURSEMENT		BEG. BALANCE		1,496.49
09/30/2021	GJ	JE	ADMIN. REIMBURSEMENT SEPT 2021	2188	498.83		1,995.32
09/30/2021			248-248-699.940	END BALANCE	498.83	0.00	1,995.32
09/01/2021			248-248-745.000 CHRISTMAS SUPPLY		BEG. BALANCE		3,000.00
09/30/2021			248-248-745.000	END BALANCE	0.00	0.00	3,000.00
09/01/2021			248-248-803.000 PHONE/INTERNET EXPENSE		BEG. BALANCE		2,500.00
09/21/2021	AP	INV	DDA INTERNET	10020174-8DDA SEP	625.00		3,125.00
09/30/2021			248-248-803.000	END BALANCE	625.00	0.00	3,125.00
09/01/2021			248-248-812.000 MILEAGE		BEG. BALANCE		0.00
09/02/2021	AP	INV	MILEAGE FOR DDA SNOWFLAKE	MILEAGE FOR DDA S	84.00		84.00
09/30/2021			248-248-812.000	END BALANCE	84.00	0.00	84.00
09/01/2021			248-248-820.000 CONTRACTED SERVICES		BEG. BALANCE		100.00
09/09/2021	AP	INV	DDA MTG 9-8-2021	DDA MTG 9-8-21	50.00		150.00
09/28/2021	AP	INV	WEB DEVELOPMENT	1650	4,000.00		4,150.00
09/30/2021			248-248-820.000	END BALANCE	4,050.00	0.00	4,150.00
09/01/2021			248-248-840.000 LANDSCAPING MAINTENANCE		BEG. BALANCE		2,958.14
09/09/2021	AP	INV	FERTLIZER DDA FLOWERS	671	60.00		3,018.14
09/30/2021			248-248-840.000	END BALANCE	60.00	0.00	3,018.14
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					5,317.83		15,372.46

Wood to Composite Bench Rebuild

9/22/2021

The Village of Lexington currently has 50 street benches 22 are composite material, the other 26 are wood and there are 2 needing material. With the help of Kristen we were able to locate composite material at Adair Salvage Company. The costs are approximate for Labor and material.

81 - 2"x4"x16' pieces are available for \$30.00 ea. enough for 27 benches, for a cost of	\$ 90.00	\$2,430.00
3 - 2"x4"x16' for each bench,	\$ 28.00	\$ 756.00
Labor- 1 person at 2 hours per bench	\$ 20.00	\$ 540.00
Misc. hardware (bolts, nuts & washers)	\$ 138.00	\$ 3,726.00
		per bench

Optional

Also, there are 8 permanent picnic table at Tierney Park that are in need of some repair before next season. They are wood at the moment Adair Salvage has enough 2"x6" composite material to do those 8 tables, which in turn should last a bit longer than the wood with less maintenance.

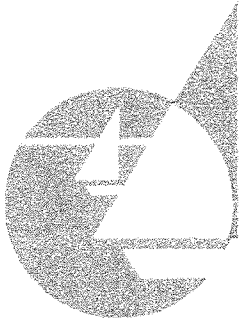
32 - 2"x6"x16' pieces are available for \$40.00 ea. enough for 10 tables, for a cost of	\$ 133.00	\$ 1,280.00
3.1 - 2"x6"x16' for each table	\$ 128.78	\$ 1,064.00
Labor- 2 men at 2 hours per table	\$ 10.00	\$ 1,030.24
Misc. hardware (bolts, nuts & washers)	\$ 271.78	\$ 80.00
		per table
		\$ 2,174.24

The reason for only 1 person on benches is, it would be a winter project and the tables we could do as soon as possible.

I checked with Lowes online, they have composite material called Everwood it is black composite which would have to be painted. Also, not available at this time.

$$2" \times 4" \times 6' = \$74.99$$

$$2" \times 6" \times 6' = \$89.99$$



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 Holiday Decorating

Project Contacts: **Mickey Bender**
 Ph. 810-712-2784
 mbenderdpw@outlook.com

Project background

The Village of Lexington provides for annual holiday decorations around our DDA district which consists of clear lights and fresh garland on 44 of our light poles and select signs around town, in addition to clear lights along participating businesses roof lines. In the past the decorations are put up by mid- November, maintained through the holiday season for all to enjoy, and then are taken down after the new year around mid-January.

Scope of Work

We ask for services to include:

- Install fresh garland around a number of light poles beneath the light strands to be installed, and on the welcome to Lexington signs on the west and south sides of town plus the Village Hall sign.
- Purchase and install small clear holiday lights to go around designated street light poles (each pole takes 2 strings, approx. 44 poles). Install standard lights around the Village Hall Sign. Also install battery operated lights around the Welcome to Lexington signs on the west and south sides of town.
- Check the current lights on all the buildings to make sure they work, if they do not, the contractor will need to restring or replace bulbs to make sure all building lights are operable.

- The buildings included those that are located from Boynton St. to Simons St. along Main, and from the Village office to the Village theater along Huron Ave.
- Purchase and install any new lights on new businesses interested in participating (a list of participating businesses will be provided). Purchase and install timers on certain building light strings due to the location of the plugs, so store owners aren't burdened with the responsibility of energizing lights in the evening. Clear C7 light strings are used for the buildings and the winning bidder would be responsible to purchase any necessary new lights, or equipment needed for operation.
- Provide consistent watch over all the lights and garland, to make sure they all remain on and nicely hung throughout the season. If light strings go out, or fall off, they would need to be repaired or replaced as soon as possible, and everything must be in working order for the holiday events.
- Work must be completed by November 12th, 2021 and maintained through the holiday season.
- Lights and garland can come down from signs and light poles mid-January.

Proposal to Include

Proposals shall include:

1. An all-inclusive bid for the purchase and installation of lights to do all the signs and light poles, along with installation of the garland on all light poles and designated signs (Village will purchase garland). Also include the cost to purchase, install and repair the current C7 light strands, with the addition of new buildings as needed, including labor and equipment for a total project cost.

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 "Holiday Decorating".
2. The bid shall include:
 - Total cost.
 - Proposed schedule for completion. Must have everything up by Nov. 12th, 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 October 18, 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.

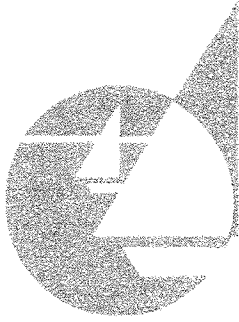
5. Utility Liability

- 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: _____



VILLAGE OF LEXINGTON

7227 HURON AVENUE, SUITE 100

LEXINGTON, MICHIGAN 48450

810-359-8631

FAX: 810-359-5623

REQUEST FOR PROPOSAL FOR THE VILLAGE OF LEXINGTON Holiday Planter Pot Decorations

Project Contacts: **Mickey Bender**
 Ph. 810-712-2784
 mbenderdpw@outlook.com

Project background

The Village of Lexington DDA is seeking bids for Holiday Decorations to be installed into the planter pots along the sidewalk located in downtown Lexington, MI. There are 32 planter pots that measure 24" in diameter. The DDA has previously had decorations similar to a grave blanket containing, pine boughs, pine cones, bows and other festive decor in the pots. We would like to keep something similar again this year.

Scope of Work

We ask for services to include:

- Purchase decorations to be installed in pots
- Install decorations in pots by Nov 12th, 2021 (If material isn't available until a later date, please include the date in bid)
- The pots are located from Lake St. to Simons St. along Main, and from the Vulcan St. to Dallas St. along Huron Ave.

Proposal to Include

Proposals shall include:

1. An all-inclusive bid for decorations and installing them.

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 "Holiday Pots".
2. The bid shall include:
 - Total cost.
 - Proposed schedule for completion. Must have job completed by Nov 12th 2021 also must include 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 October 18, 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

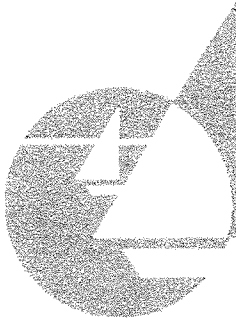
- a. Contractor understands that he/she will be held liable for any material and or monetary damage caused to any utility, either village, public or privately owned, by the contractor during the performance of a contract.

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: _____



VILLAGE OF LEXINGTON

7227 HURON AVENUE, SUITE 100

LEXINGTON, MICHIGAN 48150

810-359-8631

FAX: 810-359-5622

REQUEST FOR PROPOSAL FOR THE VILLAGE OF LEXINGTON LIGHT POLE PAINTING

Project Contacts: **Mickey Bender**
 Ph. 810-712-2784
 mbenderdpw@outlook.com

Project background

The Village of Lexington DDA is seeking bids for the painting of 74 light poles located in downtown Lexington, MI. This project would need to be completed no later than May 27, 2022.

Scope of Work

We ask for services to include:

- Cleaning and prepping poles for proper adhesion
- Purchase primer and paint for 74 poles. Kem Kromic primer or equivalent and Acrylic DTM gloss finish or equivalent. Gloss black in color.
- Apply two coats of paint unless you have references of single coat paint being adequate
- The poles are located from Lake St. to Simons St. along Main, and from the Vulcan St. to Dallas St. along Huron Ave.
- Keep the streets and sidewalks clean of scraped paint and dripped paint.
- Provide a 12-month warranty of proper adhesion and integrity of paint used on poles.

Proposal to Include

Proposals shall include:

1. An all-inclusive bid for the prep and painting of all light poles.

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 "Light Pole Bids".
2. The bid shall include:
 - Total cost.
 - Proposed schedule for completion. Must have job completed by May 27,2022 also must include completed contractor requirements form. (attached)

Closing

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Village of Lexington Contractor Requirement Checklist

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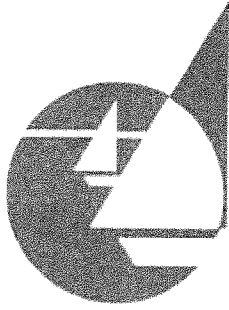
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Signature of Contractor: _____

Date: _____



VILLAGE OF LEXINGTON

7227 HURON AVENUE, SUITE 100
LEXINGTON, MICHIGAN 48450
AID: 159-8431
FAX: 810-759-0022

13 September 2021

Vicki McGhee
Planning & Infrastructure Section Chief
State of Michigan Department of Natural Resources
525 West Allegan Street
Lansing, Michigan 48933

Re: Support for the Renovation of Lexington State Harbor

Vicki:

Please accept this letter of support from the Village of Lexington's Downtown Development Authority (DDA) for the planned renovation of Lexington State Harbor. As a DDA, our primary focus is to direct local taxpayer funding into projects that further the economic development initiatives of our community. The harbor is central to that mission. Not only a center of civic activity, the harbor brings visitors to the Village throughout the summer season who frequent our restaurants and shops and attend our various festivals and cultural events.

Accordingly, the DDA and the business community are eager to support the DNR's efforts to improve both the marina facilities and public access to the waterfront. At our meeting last Wednesday, the DDA board members discussed the potential opportunities for direct investment which could include: improved wayfinding signage around the harbor, additional hardscaping and landscaping, and help coordinating the infrastructural reorganization between the DNR, the Village and neighboring property owners.

In addition, we have been in contact with Lexington business owners who are analyzing ways in which they can support the improved harbor operation. This season the Windjammer Bar and Grill offered special promotions and events to the boaters as well as free delivery to boats in the harbor or at anchor outside the entrances. The Windjammer is prepared to continue these special programs for boaters going forward. Further, having just added a dozen new hotel rooms this season, the Cadillac House is working to develop a program to offer early hotel room reservations for boaters who are overnighing in Lexington.

On the behalf of the DDA, I am pleased to offer our continued support of this project and look forward to working with the DNR to realize our shared vision for Lexington's waterfront.

Sincerely,

James Van Dyke
Vice Chairman