

# **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, February 10, 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** – January 13, 2020

#### **PUBLIC COMMENT –**

#### **REVIEW OF FINANCIAL INFORMATION**

#### **UNFINISHED BUSINESS:**

- 1. Update on Carmine - Tatman**
- 2. Bids for Spring Flowers**
- 3. Winter Lights Festival – Discussion**

#### **NEW BUSINESS:**

- 1. Speaker System**
- 2. Promotional Ideas for Downtown Businesses**
- 3. Budget Discussion**
- 4.**

#### **CORRESPONDENCE**

#### **PUBLIC COMMENT**

#### **ADJOURNMENT**

**VILLAGE OF LEXINGTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
ZOOM MEETING @ 5:30 p.m.  
January 13, 2021**

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

**ROLL CALL:** by Vicki Scott

**PRESENT:** Adams, Bales, Kaatz (5:33), Stencel, Yankee, Blaesing, VanDyke, Westbrook

**ABSENT:** Bender

**OTHERS PRESENT:** Tatman, Scott

**APPROVAL OF AGENDA:**

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

All Ayes

Motion carried.

**APPROVAL OF MINUTES:**

**MOTION** by Bales, seconded by Adams to approve the 12-9-20 minutes as presented.

All Ayes

Motion carried

**PUBLIC COMMENT:** Kathy Parraghi asks about the status of the tennis court. Tatman will e-mail a response.

**REVIEW OF FINANCIAL INFORMATION:**

McCoy explains the financial reports and answers any questions the board has.

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

Roll Call:

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

Nays – None

Motion carried

**UNFINISHED BUSINESS:**

1. **Update on Carmine** – Tatman explains we will have the draft copy ready for review by next meeting.

**NEW BUSINESS:**

1. **Spring, Summer, Winter flowers** – Yankee explains she sent out an RFP to Croswell Greenhouse, Lexington Gardens, Mconchie, and Campbells Greenhouse in North Branch. This RFP is for spring and summer flowers only. I have asked for this RFP to be returned by February 4, 2021. We would need to send one out for the winter flowers at a later time. Sand Town in Sandusky would like to be added to the list next year as they are moving this year.

- 2. Meeting Dates for 2021** – Yankee explains we need to set two informational meetings up for 2021. Board members discuss holding these two meeting for March and October.

**MOTION** by Yankee, seconded by VanDyke to hold the informational meetings on March 10, 2021 and October 13, 2021.

All Ayes

Motion carried

**MOTION** by Kaatz, seconded by Yankee to send to council the 2021 Meeting Dates for DDA.

All Ayes

Motion carried

- 3. Winter Lights Festival / Competition Next Year** – Kaatz discusses it would be nice for Lexington to have a lights festival / competition next year. Sherman Woods subdivision in Port Huron draws a lot of people in to see their Christmas lights. Board members discuss different options that Lexington could do next year. VanDyke suggests bringing ideas to next months meeting regarding this topic.

**CORRESPONDENCE** – None

**PUBLIC COMMENT:** Blaesing asks three questions:

- What is the new owner putting in the Nobles building?
- What are the plans for the Windjammer?
- What are the plans for the expansion next to the Cadillac House?

VanDyke explains there are articles in the times herald regarding the Windjammer and Cadillac House. Tatman will e-mail the board the links to these articles.

- Parraghi explains she hopes the tree lighting and winter activities can continue.
- John Buszka explains he is the new owner of the Noble Building and is doing a market analysis now.

**ADJOURNMENT:**

**MOTION** by Kaatz, seconded by Blaesing to adjourn the meeting at 6:07 pm.

All Ayes

Motion carried.

Vicki Scott  
January 13, 2020

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-002.000	EASTERN MICHIGAN BANK	243,265.57
248-000-040.000	ACCOUNTS RECEIVABLE	120.00
248-000-084.830	DUE FROM LEX TOWNSHIP	0.00
<b>Total Assets</b>		<b>243,385.57</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	0.00
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
248-000-390.000	FUND BALANCE ACCOUNT	133,603.12
<b>Total Fund Balance</b>		<b>133,603.12</b>
<b>Beginning Fund Balance</b>		<b>133,603.12</b>
<b>Net of Revenues VS Expenditures</b>		<b>109,782.45</b>
<b>Fund Balance Adjustments</b>		<b>0.00</b>
<b>Ending Fund Balance</b>		<b>243,385.57</b>
<b>Total Liabilities And Fund Balance</b>		<b>243,385.57</b>

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	01/31/2021	NORMAL (ABNORMAL)	MONTH 01/31/2021	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT USED
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		55,550.62		17,263.20			4,172.38	93.01
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		130,309.77		17,263.20			6,429.23	95.30
Dept 248 - ****DDA EXPENSES****										
248-248-667.500	INTERNET REVENUE	1,440.00		840.00		120.00			600.00	58.33
Total Dept 248 - ****DDA EXPENSES****		1,440.00		840.00		120.00			600.00	58.33
TOTAL REVENUES										
		138,179.00		131,149.77		17,383.20			7,029.23	94.91
Expenditures										
Dept 248 - ****DDA EXPENSES****										
248-248-699.940	ADMINISTRATIVE REIMBURSEMENT	5,332.00		3,110.31		444.33			2,221.69	58.33
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		43.87		15.89			416.13	9.54
248-248-745.000	CHRISTMAS SUPPLY	10,000.00		9,647.25		0.00			352.75	96.47
248-248-803.000	PHONE/INTERNET EXPENSE	10,000.00		5,625.00		625.00			4,375.00	56.25
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	25,000.00		735.89		50.00			24,264.11	2.94
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		0.00		0.00			10,000.00	0.00
248-248-955.000	DDA GRANT	30,000.00		0.00		0.00			30,000.00	0.00
248-248-969.000	MISCELLANEOUS	0.00		0.00		0.00			0.00	0.00
248-248-969.200	DONATION	5,000.00		0.00		0.00			5,000.00	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****		139,772.00		21,367.32		1,135.22			118,404.68	15.29
TOTAL EXPENDITURES										
		139,772.00		21,367.32		1,135.22			118,404.68	15.29
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:										
TOTAL REVENUES		138,179.00		131,149.77		17,383.20			7,029.23	94.91
TOTAL EXPENDITURES		139,772.00		21,367.32		1,135.22			118,404.68	15.29
NET OF REVENUES & EXPENDITURES		(1,593.00)		109,782.45		16,247.98			(111,375.45)	6,891.55

User: SHELLY

DB: Village Of Lexington

TRANSACTIONS FROM 01/01/2021 TO 01/31/2021

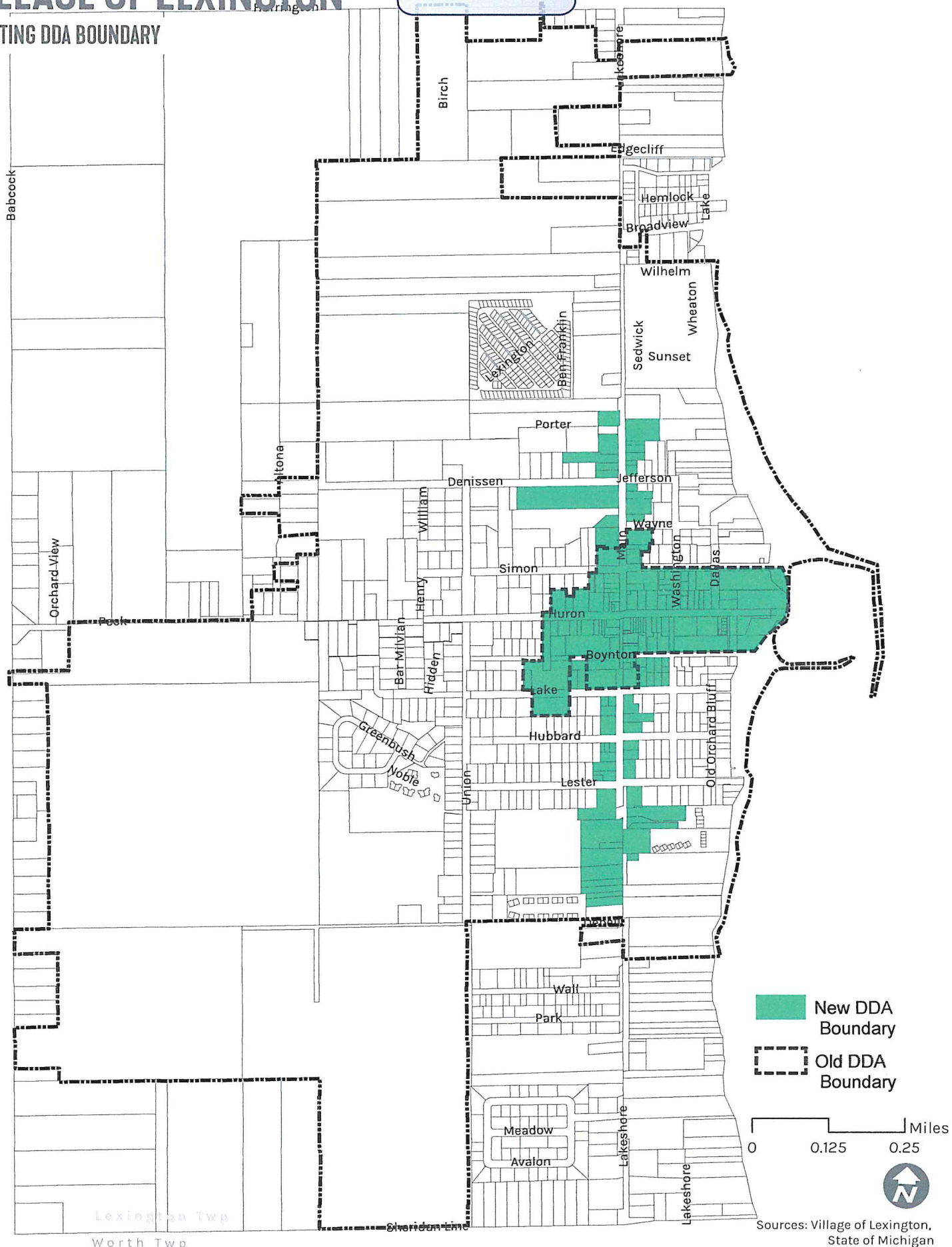
Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
01/01/2021			<b>248-248-699.940 ADMINISTRATIVE REIMBURSEMENT</b>	BEG. BALANCE			2,665.98
01/27/2021	GJ	JE	ADMIN. REIMBURSEMENT JAN 2021	2026	444.33		3,110.31
01/31/2021			248-248-699.940	END BALANCE	444.33	0.00	3,110.31
01/01/2021			<b>248-248-728.000 COMPUTER-HARDWARE-SOFTWARE</b>	BEG. BALANCE			2,130.00
01/31/2021			248-248-728.000	END BALANCE	0.00	0.00	2,130.00
01/01/2021			<b>248-248-740.000 SUPPLIES</b>	BEG. BALANCE			27.98
01/06/2021	AP	INV	ZOOM, OUTSIDE WATER TESTING, PERMIT	DUE 1-22-2021	15.89		43.87
01/31/2021			248-248-740.000	END BALANCE	15.89	0.00	43.87
01/01/2021			<b>248-248-745.000 CHRISTMAS SUPPLY</b>	BEG. BALANCE			9,647.25
01/31/2021			248-248-745.000	END BALANCE	0.00	0.00	9,647.25
01/01/2021			<b>248-248-803.000 PHONE/INTERNET EXPENSE</b>	BEG. BALANCE			5,000.00
01/22/2021	AP	INV	DDA INTERNET	10020174-8	625.00		5,625.00
01/31/2021			248-248-803.000	END BALANCE	625.00	0.00	5,625.00
01/01/2021			<b>248-248-811.000 LEGAL</b>	BEG. BALANCE			75.00
01/31/2021			248-248-811.000	END BALANCE	0.00	0.00	75.00
01/01/2021			<b>248-248-820.000 CONTRACTED SERVICES</b>	BEG. BALANCE			685.89
01/22/2021	AP	INV	DDA JAN 2021	DDA JAN 2021	50.00		735.89
01/31/2021			248-248-820.000	END BALANCE	50.00	0.00	735.89
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					1,135.22		21,367.32



# VILLAGE OF LEXINGTON

## EXISTING DDA BOUNDARY

**DRAFT**



-  New DDA Boundary
-  Old DDA Boundary

0 0.125 0.25 Miles



Sources: Village of Lexington, State of Michigan