

**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 as a ZOOM MEETING.

**DATE OF MEETING:** Wednesday, March 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

**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

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES** – February 10, 2021 & March 1, 2021

**PUBLIC COMMENT –**

**REVIEW OF FINANCIAL INFORMATION**

**UNFINISHED BUSINESS:**

1. Update on Carmine - Tatman
2. Speaker System
3. Budget Amendment Discussion
- 4.

**NEW BUSINESS:**

1. Welcome Center
- 2.
- 3.

**CORRESPONDENCE**

**PUBLIC COMMENT**

**ADJOURNMENT**

**VILLAGE OF LEXINGTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
ZOOM MEETING @ 5:30 p.m.  
February 10, 2021**

**CALL TO ORDER:** Chairperson Yankee called the meeting to order at 5:33 pm.

**ROLL CALL:** by Vicki Scott

**PRESENT:** Adams, Bender, Bales, Stencel, Yankee, Blaesing, Westbrook, (Kaatz - 6:26 pm)

**ABSENT:** VanDyke

**OTHERS PRESENT:** Tatman, McCoy, Scott

**APPROVAL OF AGENDA:**

**MOTION** by Blaesing, seconded by Adams to approve the agenda as amended adding under New Business #2 – A – Historical Markers.

All Ayes

Motion carried.

**APPROVAL OF MINUTES**

**MOTION** by Blaesing, seconded by Westbrook to approve the 1-13-21 minutes as presented.

All Ayes

Motion carried.

**PUBLIC COMMENT:** None

**\*\*Meeting interrupted at 5:40 pm. Meeting resumed at 5:43 pm. \*\***

**REVIEW OF FINANCIAL INFORMATION:**

McCoy explains the financial reports.

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

Roll Call:

Ayes – Blaesing, Adams, Westbrook, Yankee, Stencel, Bales, Bender

Nays – None

Motion carried

**UNFINISHED BUSINESS:**

- 1. Update on Carmine** – Tatman asks the Board's opinion what direction to take on this. Tatman explains Carmine has been working on this for months and is experiencing difficulty getting information from the township. It leads the question if the Township would even opt in on expanding the DDA boundaries. If Carmine cannot get this information, the group needs to decide if they want to go forward with keeping the boundaries as is. Yankee explains on the record if Carmine cannot get this information from the Township it is sad that the DDA will not be able to grow its tax revenue. Discussion follows. Yankee suggests the sub committee (Yankee, VanDyke, Tatman) meeting with Carmine. Tatman will organize that meeting.

2. **Bids for Spring Flowers** – Yankee explains we have not received any bids back. North Branch cannot fulfill the planter pots and will not be able to come to us. Croswell Greenhouse said they would submit a bid. Bender will follow up with them. Mconchie can't do it this year as they do not have enough product. Lexington Gardens said they would submit a bid. Bender notes Croswell Greenhouse could pick up pots. Yankee and Bender will reach out again to local greenhouses. Board members agree to extend the bid date to February 22, 2021. Bids to be submitted to Village Office.
3. **Winter Lights Festival Discussion** – Board members support this idea and discuss lighting up the downtown area as oppose to neighborhood streets. Board discusses the idea of the LBA & DDA working together toward a new winter event. Bender suggests looking into purchasing new winter decorations for light poles as the ones we currently have are very old and deteriorating. Discussion follows. Board members agree to add this item on next months agenda.

**NEW BUSINESS:**

1. **Speaker System** – Tatman explains per the KLA representative 9 of the 11 speakers are not working. Each time there is a power outage or glitch it bumps the power system to the speakers. KLA is trying to come up with a bridge for the power gap. KLA indicated this could be costly.

**\*\*Kaatz joined meeting at 6:26 pm. \*\***

2. **Promotional Ideas for Downtown Businesses** – Kaatz explains small business grants are available to help. Kaatz discusses the possibility of the DDA helping these businesses secure these grants. Tatman will reach out to Chuck and Chris at MEDC as well as Carl Osentowski for grant information. Lengthy discussion follows.
- 2-A. **Historical Markers** – Yankee explains a few businesses have expressed interest in historical markers. The application for these markers is through the State. This is something for us to keep on our radar.
3. **Budget Discussion** – Yankee suggests looking through budgeted line items we are not using to try to help businesses. Discussion follows. Tatman reminds the board about possible website expenses. Board members agree to discuss budget amendments next month.

**CORRESPONDENCE** – None

**PUBLIC COMMENT** – None

**ADJOURNMENT:**

**MOTION** by Kaatz, seconded by Bales to adjourn the meeting at 6:59 pm.

All Ayes

Motion carried.

Vicki Scott  
February 10, 202

**VILLAGE OF LEXINGTON**  
**DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL MEETING**

**ZOOM MEETING @ 5:30 p.m.**

**March 1, 2021**

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

**ROLL CALL:** by Vicki Scott

**PRESENT:** Kaatz, Stencel, Yankee, Blaesing, VanDyke, Westbrook

**ABSENT:** Adams, Bender, Bales

**OTHERS PRESENT:** Tatman, Scott, Parraghi

**SPECIAL MEETING:**

1. **Flower Bids** – Yankee explains we only had one bid turned in. Yankee opens the bid from Croswell Greenhouse. The bid includes (32) planters at \$60.00 each for a price of \$1,920.00, and (74) hanging baskets at \$40.00 each for a price of \$2,960.00. The total price is \$4,880.00. Croswell Greenhouse would need the planters and hanging baskets by March 15, 2021. Board members ask for clarification if the flowers will be changed out for spring/summer. Yankee explains we paid \$6,016.00 last year for both spring and summer flowers. Board members ask for clarification of the following: will flowers be in the pots by Memorial Day, will we have to deliver pots & baskets and pick up when finished, will flowers last through summer and/or be changed out between spring and summer, and do they replace any dead flowers. Yankee will follow up with Croswell Greenhouse on these questions. Discussion follows.

**MOTION** by VanDyke, seconded by Kaatz to approve the bid from Croswell Greenhouse in the amount of \$4,880.00 subject to Keri getting satisfactory answers to the above questions.

Roll Call:

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

Nays – None

Motion carried

**PUBLIC COMMENT:** None

**ADJOURNMENT:**

**MOTION** by Kaatz, seconded by Westbrook to adjourn the meeting at 5:47 pm.

All Ayes

Motion carried.

Vicki Scott

March 1, 2021

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-002.000	EASTERN MICHIGAN BANK	248,320.98
248-000-040.000	ACCOUNTS RECEIVABLE	120.00
248-000-084.830	DUE FROM LEX TOWNSHIP	0.00
<b>Total Assets</b>		<b>248,440.98</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>114,837.86</b>
<b>Fund Balance Adjustments</b>		<b>0.00</b>
<b>Ending Fund Balance</b>		<b>248,440.98</b>
<b>Total Liabilities And Fund Balance</b>		<b>248,440.98</b>

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR	AVAILABLE		% BDDT	
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2021	NORMAL (ABNORMAL)		MONTH 02/28/2021	INCREASE (DECREASE)		BALANCE
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		61,605.36		6,054.74		(1,882.36)		103.15
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		136,364.51		6,054.74		374.49		99.73
Dept 248 - ****DDA EXPENSES****										
248-248-667.500	INTERNET REVENUE	1,440.00		960.00		120.00		480.00		66.67
Total Dept 248 - ****DDA EXPENSES****		1,440.00		960.00		120.00		480.00		66.67
TOTAL REVENUES		138,179.00		137,324.51		6,174.74		854.49		99.38
Expenditures										
Dept 248 - ****DDA EXPENSES****										
248-248-699.940	ADMINISTRATIVE REIMBURSEMENT	5,332.00		3,554.64		444.33		1,777.36		66.67
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		0.00		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		6,250.00		625.00		3,750.00		62.50
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		785.89		50.00		24,214.11		3.14
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		22,486.65		1,119.33		117,285.35		16.09
TOTAL EXPENDITURES		139,772.00		22,486.65		1,119.33		117,285.35		16.09
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:										
TOTAL REVENUES										
TOTAL EXPENDITURES										
NET OF REVENUES & EXPENDITURES										
		138,179.00		137,324.51		6,174.74		854.49		99.38
		139,772.00		22,486.65		1,119.33		117,285.35		16.09
		(1,593.00)		114,837.86		5,055.41		(116,430.86)		7,208.91

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
02/01/2021			<b>248-248-699.940 ADMINISTRATIVE REIMBURSEMENT</b>		BEG. BALANCE		3,110.31
02/26/2021	GJ	JE	ADMIN. REIMBURSEMENT FEB 2021	2040	444.33		3,554.64
02/28/2021			248-248-699.940	END BALANCE	444.33	0.00	3,554.64
02/01/2021			<b>248-248-728.000 COMPUTER-HARDWARE-SOFTWARE</b>		BEG. BALANCE		2,130.00
02/28/2021			248-248-728.000	END BALANCE	0.00	0.00	2,130.00
02/01/2021			<b>248-248-740.000 SUPPLIES</b>		BEG. BALANCE		43.87
02/28/2021			248-248-740.000	END BALANCE	0.00	0.00	43.87
02/01/2021			<b>248-248-745.000 CHRISTMAS SUPPLY</b>		BEG. BALANCE		9,647.25
02/28/2021			248-248-745.000	END BALANCE	0.00	0.00	9,647.25
02/01/2021			<b>248-248-803.000 PHONE/INTERNET EXPENSE</b>		BEG. BALANCE		5,625.00
02/18/2021	AP	INV	DDA INTERNET	10020174-8 FEB 20	625.00		6,250.00
02/28/2021			248-248-803.000	END BALANCE	625.00	0.00	6,250.00
02/01/2021			<b>248-248-811.000 LEGAL</b>		BEG. BALANCE		75.00
02/28/2021			248-248-811.000	END BALANCE	0.00	0.00	75.00
02/01/2021			<b>248-248-820.000 CONTRACTED SERVICES</b>		BEG. BALANCE		735.89
02/18/2021	AP	INV	FEB DDA 2021	FEB MTG DDA	50.00		785.89
02/28/2021			248-248-820.000	END BALANCE	50.00	0.00	785.89
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					1,119.33		22,486.65