

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, April 14, 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 – March 10, 2021

PUBLIC COMMENT –

REVIEW OF FINANCIAL INFORMATION

UNFINISHED BUSINESS:

1. Update on Carmine DDA Draft
- 2.
- 3.

NEW BUSINESS:

1. Business Grants Discussion
- 2.
- 3.
- 4.

CORRESPONDENCE

PUBLIC COMMENT

ADJOURNMENT

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

CALL TO ORDER INFORMATIONAL MEETING: 5:32 pm.

PURPOSE: To inform the public of goals and direction of the Authority, including upcoming projects.

Yankee and VanDyke provide a power point presentation. VanDyke provides a synopsis of the DDA. Yankee discusses some possible future projects; having a welcome center, continuing with façade grants, and helping update the website.

PUBLIC COMMENT: None

CLOSE INFORMATIONAL MEETING: 5:38 pm.

CALL TO ORDER: Chairperson Yankee called the meeting to order at 5:38 pm.

ROLL CALL: by Vicki Scott

PRESENT: Adams, Bales, Stencel, Yankee, Blaesing, VanDyke, Westbrook, (Kaatz – 5:43 pm)

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 Adams, seconded by Blaesing to approve the 2-10-21 & 3-1-21 minutes as presented.

All Ayes

Motion carried.

PUBLIC COMMENT: Chad Partaka explains there is a misunderstanding in the minutes from last month in regards to the Township not being cooperative with Carmine. Our staff has been open and helpful as much as they can be.

****Kaatz arrived at 5:43 pm.****

REVIEW OF FINANCIAL INFORMATION:

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

Roll Call:

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

Nays – None

Motion carried

UNFINISHED BUSINESS:

1. **Update on Carmine** – Tatman explains we got an email from the assessor we needed this afternoon. We should have something back by next meeting from Carmine.
2. **Speaker System** – Tatman explains KLA is still investigating what to do with 9 of the 11 speakers that are not working. Andy from KLA is researching a fix for bridging the gap between a power delay and the equipment. One of the speakers and poles were damaged last week as a local contractor hit it plowing. Andy will take a look at it when he comes up.
3. **Budget Amendment Discussion** – Yankee discusses the possibility of helping local businesses again this year, as well as looking at projects like a welcome center, and promoting a better website. Tatman explains she will sit down with Shelly and put together a spreadsheet with budget amendments for the board to review as we do for the Village Council. VanDyke explains if we decide to help small businesses again with any surplus, we can do it earlier. Tatman will have the surplus figures by next meeting. VanDyke and Yankee will put together a power point by next meeting.

NEW BUSINESS:

1. **Welcome Center** – Yankee explains we need to keep this in mind when we are doing budget amendments. Putting some money in capital outlay for a welcome center as many local businesses and visitors could benefit from this, as well as updating the website.

CORRESPONDENCE – None

PUBLIC COMMENT – Chad Partaka explains keep the dialog open with the Township regarding the Welcome Center. As the population grows, there could be a day the Township moves out of the Village Office and that space could become available.

ADJOURNMENT:

MOTION by VanDyke, seconded by Bales to adjourn the meeting at 6:02 pm.

All Ayes

Motion carried.

Vicki Scott
March 10, 2021

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

| GL Number | Description | Balance |
|------------------------------------|-----------------------|-------------------|
| *** Assets *** | | |
| 248-000-002.000 | EASTERN MICHIGAN BANK | 261,658.58 |
| 248-000-040.000 | ACCOUNTS RECEIVABLE | 120.00 |
| 248-000-084.830 | DUE FROM LEX TOWNSHIP | 0.00 |
| Total Assets | | 261,778.58 |
| *** 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 | | 128,175.46 |
| Fund Balance Adjustments | | 0.00 |
| Ending Fund Balance | | 261,778.58 |
| Total Liabilities And Fund Balance | | 261,778.58 |

PERIOD ENDING 03/31/2021

| GL NUMBER | DESCRIPTION | 2020-21 | | YTD BALANCE | | ACTIVITY FOR | | AVAILABLE | | |
|--|---------------------------------|----------------|-------------------|-------------|-------------------|------------------|---------------------|--------------|------------|-------------|
| | | AMENDED BUDGET | NORMAL (ABNORMAL) | 03/31/2021 | NORMAL (ABNORMAL) | MONTH 03/31/2021 | INCREASE (DECREASE) | BALANCE | (ABNORMAL) | % 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 | | 75,992.29 | | 14,386.93 | | (16,269.29) | | 127.24 |
| 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 | | 150,751.44 | | 14,386.93 | | (14,012.44) | | 110.25 |
| Dept 248 - ****DDA EXPENSES**** | | | | | | | | | | |
| 248-248-667.500 | INTERNET REVENUE | 1,440.00 | | 1,080.00 | | 120.00 | | 360.00 | | 75.00 |
| Total Dept 248 - ****DDA EXPENSES**** | | 1,440.00 | | 1,080.00 | | 120.00 | | 360.00 | | 75.00 |
| TOTAL REVENUES | | 138,179.00 | | 151,831.44 | | 14,506.93 | | (13,652.44) | | 109.88 |
| Expenditures | | | | | | | | | | |
| Dept 248 - ****DDA EXPENSES**** | | | | | | | | | | |
| 248-248-699.940 | ADMINISTRATIVE REIMBURSEMENT | 5,332.00 | | 3,998.97 | | 444.33 | | 1,333.03 | | 75.00 |
| 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 | | 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 | | 6,875.00 | | 625.00 | | 3,125.00 | | 68.75 |
| 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 | | 885.89 | | 100.00 | | 24,114.11 | | 3.54 |
| 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 | | 23,655.98 | | 1,169.33 | | 116,116.02 | | 16.92 |
| TOTAL EXPENDITURES | | 139,772.00 | | 23,655.98 | | 1,169.33 | | 116,116.02 | | 16.92 |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY: | | | | | | | | | | |
| TOTAL REVENUES | | 138,179.00 | | 151,831.44 | | 14,506.93 | | (13,652.44) | | 109.88 |
| TOTAL EXPENDITURES | | 139,772.00 | | 23,655.98 | | 1,169.33 | | 116,116.02 | | 16.92 |
| NET OF REVENUES & EXPENDITURES | | (1,593.00) | | 128,175.46 | | 13,337.60 | | (129,768.46) | | 8,046.17 |

User: SHELLY

DB: Village Of Lexington

TRANSACTIONS FROM 03/01/2021 TO 03/31/2021

| Date | JNL | Type | Description | Reference # | Debits | Credits | Balance |
|---|-----|------|---|------------------|--------------|---------|-----------|
| Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | |
| 03/01/2021 | | | 248-248-699.940 ADMINISTRATIVE REIMBURSEMENT | | BEG. BALANCE | | 3,554.64 |
| 03/31/2021 | GJ | JE | ADMIN. REIMBURSEMENT MARCH | 2052 | 444.33 | | 3,998.97 |
| 03/31/2021 | | | 248-248-699.940 | END BALANCE | 444.33 | 0.00 | 3,998.97 |
| 03/01/2021 | | | 248-248-728.000 COMPUTER-HARDWARE-SOFTWARE | | BEG. BALANCE | | 2,130.00 |
| 03/31/2021 | | | 248-248-728.000 | END BALANCE | 0.00 | 0.00 | 2,130.00 |
| 03/01/2021 | | | 248-248-740.000 SUPPLIES | | BEG. BALANCE | | 43.87 |
| 03/31/2021 | | | 248-248-740.000 | END BALANCE | 0.00 | 0.00 | 43.87 |
| 03/01/2021 | | | 248-248-745.000 CHRISTMAS SUPPLY | | BEG. BALANCE | | 9,647.25 |
| 03/31/2021 | | | 248-248-745.000 | END BALANCE | 0.00 | 0.00 | 9,647.25 |
| 03/01/2021 | | | 248-248-803.000 PHONE/INTERNET EXPENSE | | BEG. BALANCE | | 6,250.00 |
| 03/23/2021 | AP | INV | INTERNET W DDA MHP | 10020176-3 AP321 | 625.00 | | 6,875.00 |
| 03/31/2021 | | | 248-248-803.000 | END BALANCE | 625.00 | 0.00 | 6,875.00 |
| 03/01/2021 | | | 248-248-811.000 LEGAL | | BEG. BALANCE | | 75.00 |
| 03/31/2021 | | | 248-248-811.000 | END BALANCE | 0.00 | 0.00 | 75.00 |
| 03/01/2021 | | | 248-248-820.000 CONTRACTED SERVICES | | BEG. BALANCE | | 785.89 |
| 03/03/2021 | AP | INV | DDA MTG 3-1-21 | DDA MTG 3-1-21 | 50.00 | | 835.89 |
| 03/23/2021 | AP | INV | DDA MINUTES 3102021 | 3122021 | 50.00 | | 885.89 |
| 03/31/2021 | | | 248-248-820.000 | END BALANCE | 100.00 | 0.00 | 885.89 |
| TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY | | | | | 1,169.33 | | 23,655.98 |