

NOTIFICATION OF MEETING

DOWNTOWN DEVELOPMENT AUTHORITY

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

DATE OF MEETING: Wednesday, June 9, 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, Drouillard

APPROVAL OF AGENDA

APPROVAL OF MINUTES – May 12, 2021

PUBLIC COMMENT –

REVIEW OF FINANCIAL INFORMATION

UNFINISHED BUSINESS:

1. Speaker System Discussion
- 2.
- 3.

NEW BUSINESS:

1. LBA
2. DDA Budget (2021-2022 Draft Budget & Amendments)
3. Projects for Upcoming Year
- 4.

CORRESPONDENCE

PUBLIC COMMENT

ADJOURNMENT

VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY
Lexington Village Theater, 7318 Huron Ave., Lexington, MI
May 12, 2021

CALL TO ORDER: Chairperson Yankee called the meeting to order at 5:30 pm.

Yankee welcomed Douglas Drouillard, the newly appointed member of the DDA.

ROLL CALL: by Jackie Huepenbecker

PRESENT: Adams, Bender, Bales, Drouillard, Stencel, VanDyke, Westbrook, Yankee

ABSENT: Blaesing, Kaatz

OTHERS PRESENT: Carmine Avantini (CIB Planning), Tatman, McCoy, Huepenbecker

APPROVAL OF AGENDA:

Yankee mentioned that they have an updated list of grant requests, plus an additional one that was received that afternoon.

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

All Ayes

Motion carried.

APPROVAL OF MINUTE

MOTION by Adams, seconded by Bales to approve the 4-14-21 minutes as presented.

All Ayes

Motion carried.

PUBLIC COMMENT: None

REVIEW OF FINANCIAL INFORMATION:

Yankee reminded members that Shelly McCoy was there to answer questions regarding the financial information. None were asked.

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

Roll Call

Ayes – Bales, Adams, Bender, Drouillard, Stencel, VanDyke, Westbrook, Yankee

Nays – None

Motion carried.

UNFINISHED BUSINESS:

- 1. Update the DDA Plan** – Carmine (CIB Planning) gave an overview of the Draft DDA Plan. He said there are two major parts: Development plan (purpose, what you plan to do) and Taxing Finance Plan. He explained the purposed expansion of the DDA district to include areas both north and south of the current DDA district. He discussed the tax increment procedure (page 16 of Plan) and the chart of Projected Revenue by Taxing Jurisdiction (Table 3 on page 18 of the Plan) The taxes the DDA would capture would only be on increases in the property taxes.

Carmine suggested the other jurisdictions be contacted to make sure they do have a problem with the expanded boundaries. Most counties do not object to the expansion of the DDA district because they like to see improvements in their cities and towns, and he suggested they be contacted to ensure their support. He said to emphasize the positive benefits of the plan.

Carmine responded to questions.

Q: Is DDA money only to be used within the DDA district?

A: Attorneys give a variety of responses, but the rule of thumb is to stick within the DDA district. An exception is when there is only one entrance to the DDA district and there is a problem with infrastructure.

Q: If a property owner does not want to be in the DDA district, can they opt out?

A: He does not see a reason why they would, but they could bring their reason to the DDA.

Q: Can the DDA lease or buy space for purposes like a Welcome Center?

A: Yes.

Q: How will the Village's General Fund be affected?

A: Adding more properties to the DDA district will not affect the general fund's current tax revenues; they continue collecting the same amount but forego the increased value for the life of the plan. However, potentially there could be projects that the general fund could not afford, but if it fits into the DDA plan, the DDA could help pay for it. Also, improvements in the DDA district often encourage projects just outside the district.

Q: Can DDA funds be used for Village-owned properties in the DDA district, such as parks?

A: Yes. DDA funds can also pay for promotion and extra police protection during events. There is a great deal of flexibility.

Motion by Adams, seconded by VanDyke to present to the County the proposed DDA boundary lines as they are drawn up on the map that has been presented.

Roll Call

Ayes – Adams, VanDyke, Bales, Bender, Drouillard, Stencel, Westbrook, Yankee

Nays – None

Motion carried.

NEW BUSINESS:

- 1. Approve Budget Amendments** – Tatman explained that since it is near the end of the fiscal year, she and McCoy suggested several budget amendments to get it in line with what has been received and spent. Depending on the grants, it may need to be amended at the next meeting.

MOTION by Bales, seconded by VanDyke to approve the budget amendments as presented.

Roll Call

Ayes – Bales, VanDyke, Adams, Bender, Drouillard, Stencel, Westbrook, Yankee

Nays – None

Motion carried.

- 2. Local Business Grants** –

Yankee said each request will need a separate vote, and each must meet our zoning ordinance and have the necessary permits. Tatman added that project applications that have anything to do with the outside facades will be contingent upon meeting the zoning ordinance and the land use permit will need to be approved by the zoning administrator.

VanDyke commented that when reviewing the budget, they noted how little was spent due to COVID, so for the second year, they decided to put some of the funds back to the community by giving businesses in the DDA access through grants. Last year it was more for PPE, plexiglass windows, and start-up. This year, they were loose on restrictions, and probably this is the last year they would do this because things are getting back to normal.

Drouillard asked about the DDA grant line item. Yankee answered that for many years, the DDA awarded façade grants. However, due to COVID, not many businesses were changing their facades so the DDA decided to provide grants to help businesses.

Moved by VanDyke, supported by Westbrook to award the Moore Library its request for \$1,127.99.

Roll Call

Ayes – VanDyke, Westbrook, Adams, Bales, Bender, Drouillard, Stencel, Yankee

Nays – None

Motion carried.

Moved by VanDyke, supported by Westbrook to award Weekends its request for \$2,000.

Roll Call

Ayes – VanDyke, Westbrook, Adams, Bales, Bender, Drouillard, Stencel, Yankee

Nays – None

Motion carried.

Moved by VanDyke, supported by Bender to award the Light House Creamery's request for \$8,100.

Roll Call

Ayes – VanDyke, Bender, Adams, Bales, Drouillard, Westbrook Yankee

Abstained – Stencel

Nays – None

Motion carried.

Moved by VanDyke, supported by Bales to award Gunner Productions its request for \$8,800.

Roll Call

Ayes – VanDyke, Bales, Adams, Bender, Drouillard, Stencel, Yankee

Abstained – Westbrook

Nays – None

Motion carried.

Moved by VanDyke, supported by Bales to award Foley's its request for \$10,000.

Roll Call

Ayes – VanDyke, Bales, Adams, Bender, Drouillard, Stencel, Westbrook, Yankee

Nays – None

Motion carried.

Moved by VanDyke, supported by Bales to approve Wimpy's request from Wimpy's for \$3,710.

Roll Call

Ayes – VanDyke, Bales, Adams, Bender, Drouillard, Stencel, Westbrook, Yankee

Nays – None

Motion carried.

Bender reaffirmed that all these projects are contingent upon meeting the zoning ordinance and must be approved by the zoning administrator. Tatman suggested that if it does not, they could work with the owner for a project that could be approved. She Tatman explained that before a check is cut if it involves a change to the building or sign, a land use or sign permit must be approved by the zoning administrator and the proper permits must be obtained.

3. Garbage Can Proposal

Moved by VanDyke, supported by Adams for the DPW to purchase six Commercial Steel Waste Receptacles with the Rain Bonnet Lid for a total cost of \$2,693.10, plus shipping.

Roll Call

Ayes – VanDyke, Adams, Bales, Bender, Drouillard, Stencel, Westbrook, Yankee

Nays – None

Motion carried.

CORRESPONDENCE – None

PUBLIC COMMENT – Peter Muoio commented that based on the DDA Plan he hopes that Parks and Recreation will have the opportunity to access some of the funds.

Kathy DeCoster commented that on the DDA Plan, both Union and Vulcan are listed as western boundaries and they run parallel. She questioned why on Dennisson St., the church is included in the expanded DDA district and said she did not understand why agri-tourism is included in the plan.

ADJOURNMENT:

MOTION by Adams, seconded by Bender to adjourn the meeting at 6:38 pm.

All Ayes

Motion carried.

Jackie Huepenbecker, acting secretary

May 12, 2021

Calculations as of 06/30/2021

<u>GL NUMBER</u>	<u>DESCRIPTION</u>	<u>2020-21 ORIGINAL BUDGET</u>	<u>2020-21 AMENDED BUDGET</u>	<u>2020-21 ACTIVITY THRU 06/30/21</u>	<u>2021-22 RECOMMENDED BUDGET</u>
<u>ESTIMATED REVENUES</u>					
<i>Dept 000</i>					
248-000-401.500	DDA TAXES FROM VILLAGE	77,016	74,760	74,759	75,000
248-000-401.600	DDA TAXES FROM TOWNSHIP	59,723	84,461	84,461	76,000
Totals for dept 000 -		136,739	159,221	159,220	151,000
<i>Dept 248 - ****DDA EXPENSES****</i>					
248-248-667.500	INTERNET REVENUE	1,440	1,440	1,320	1,200
Totals for dept 248 - ****DDA EXPENSES****		1,440	1,440	1,320	1,200
TOTAL ESTIMATED REVENUES		138,179	160,661	160,540	152,200

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2021-22 RECOMMENDED BUDGET
APPROPRIATIONS					
<i>Dept 248 - ****DDA EXPENSES****</i>					
248-248-699.940	ADMINISTRATIVE REIMBURSEMENT	10,664	5,332	4,888	
248-248-728.000	COMPUTER-HARDWARE-SOFTWARE		2,130	2,130	
248-248-740.000	SUPPLIES	460	100	44	100
248-248-745.000	CHRISTMAS SUPPLY	10,000	9,648	9,647	10,000
248-248-803.000	PHONE/INTERNET EXPENSE	10,000	10,000	8,750	7,500
248-248-803.100	MUSIC	480			480
248-248-805.000	ADVERT/PUBLICATIONS	2,500			
248-248-811.000	LEGAL	1,000	100	75	1,000
248-248-820.000	CONTRACTED SERVICES	25,000	1,050	936	1,000
248-248-821.100	DDA SERVICE PROVIDED BY VILLAGE	20,000	20,000	20,000	20,000
248-248-840.000	LANDSCAPING MAINTENANCE	10,000	2,000		10,000
248-248-955.000	DDA GRANT	30,000	20,028		30,000
248-248-969.200	DONATION	5,000			5,000
248-248-971.000	CAPITAL OUTLAY	20,000			20,000
Totals for dept 248 - ****DDA EXPENSES****		145,104	70,388	46,470	105,080
TOTAL APPROPRIATIONS		145,104	70,388	46,470	105,080
NET OF REVENUES/APPROPRIATIONS - FUND 248		(6,925)	90,273	114,070	47,120
BEGINNING FUND BALANCE		133,603	133,603	133,603	247,673
ENDING FUND BALANCE		126,678	223,876	247,673	294,793

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR	AVAILABLE		% BDTG
		AMENDED BUDGET	NORMAL (ABNORMAL)	05/31/2021	MONTH 05/31/2021		NORMAL (ABNORMAL)	INCREASE (DECREASE)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000									
248-000-401.500	DDA TAXES FROM VILLAGE	74,760.00		74,759.15		0.00		0.85	100.00
248-000-401.600	DDA TAXES FROM TOWNSHIP	84,461.00		84,461.21		8,468.92		(0.21)	100.00
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		159,221.00		159,220.36		8,468.92		0.64	100.00
Dept 248 - ****DDA EXPENSES****									
248-248-667.500	INTERNET REVENUE	1,440.00		1,320.00		240.00		120.00	91.67
Total Dept 248 - ****DDA EXPENSES****		1,440.00		1,320.00		240.00		120.00	91.67
TOTAL REVENUES									
		160,661.00		160,540.36		8,708.92		120.64	99.92
Expenditures									
Dept 248 - ****DDA EXPENSES****									
248-248-699.940	ADMINISTRATIVE REIMBURSEMENT	5,332.00		4,887.63		444.33		444.37	91.67
248-248-728.000	COMPUTER-HARDWARE-SOFTWARE	2,130.00		2,130.00		0.00		0.00	100.00
248-248-740.000	SUPPLIES	100.00		43.87		0.00		56.13	43.87
248-248-745.000	CHRISTMAS SUPPLY	9,648.00		9,647.25		0.00		0.75	99.99
248-248-803.000	PHONE/INTERNET EXPENSE	8,750.00		8,750.00		1,250.00		0.00	100.00
248-248-803.100	MUSIC	0.00		0.00		0.00		0.00	0.00
248-248-805.000	ADVERT/PUBLICATIONS	0.00		0.00		0.00		0.00	0.00
248-248-810.000	MEMBERSHIP/DUES	0.00		0.00		0.00		0.00	0.00
248-248-811.000	LEGAL	100.00		75.00		0.00		25.00	75.00
248-248-820.000	AUDIT	0.00		0.00		0.00		0.00	0.00
248-248-820.000	CONTRACTED SERVICES	1,050.00		935.89		0.00		114.11	89.13
248-248-821.100	DDA SERVICE PROVIDED BY VILLAGE	20,000.00		20,000.00		20,000.00		0.00	100.00
248-248-840.000	LANDSCAPING MAINTENANCE	0.00		0.00		0.00		0.00	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	0.00		0.00		0.00		0.00	0.00
248-248-971.000	CAPITAL OUTLAY	0.00		0.00		0.00		0.00	0.00
Total Dept 248 - ****DDA EXPENSES****		77,110.00		46,469.64		21,694.33		30,640.36	60.26
TOTAL EXPENDITURES									
		77,110.00		46,469.64		21,694.33		30,640.36	60.26
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES									
		160,661.00		160,540.36		8,708.92		120.64	99.92
TOTAL EXPENDITURES									
		77,110.00		46,469.64		21,694.33		30,640.36	60.26
NET OF REVENUES & EXPENDITURES									
		83,551.00		114,070.72		(12,985.41)		(30,519.72)	136.53

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
05/01/2021			248-248-699.940 ADMINISTRATIVE REIMBURSEMENT		BEG. BALANCE		4,443.30
05/31/2021	GJ	JE	ADMIN. REIMBURSEMENT MAY 31 2021	2088	444.33		4,887.63
05/31/2021			248-248-699.940	END BALANCE	444.33	0.00	4,887.63
05/01/2021			248-248-728.000 COMPUTER-HARDWARE-SOFTWARE		BEG. BALANCE		2,130.00
05/31/2021			248-248-728.000	END BALANCE	0.00	0.00	2,130.00
05/01/2021			248-248-740.000 SUPPLIES		BEG. BALANCE		43.87
05/31/2021			248-248-740.000	END BALANCE	0.00	0.00	43.87
05/01/2021			248-248-745.000 CHRISTMAS SUPPLY		BEG. BALANCE		9,647.25
05/31/2021			248-248-745.000	END BALANCE	0.00	0.00	9,647.25
05/01/2021			248-248-803.000 PHONE/INTERNET EXPENSE		BEG. BALANCE		7,500.00
05/18/2021	AP	INV	DDA INTERNET	10020174-8 DDA5/2	1,250.00		8,750.00
05/31/2021			248-248-803.000	END BALANCE	1,250.00	0.00	8,750.00
05/01/2021			248-248-811.000 LEGAL		BEG. BALANCE		75.00
05/31/2021			248-248-811.000	END BALANCE	0.00	0.00	75.00
05/01/2021			248-248-820.000 CONTRACTED SERVICES		BEG. BALANCE		935.89
05/31/2021			248-248-820.000	END BALANCE	0.00	0.00	935.89
05/01/2021			248-248-821.100 DDA SERVICE PROVIDED BY VILLAG		BEG. BALANCE		0.00
05/13/2021	GJ	JE	TRANSFER PER BUDGET 2020-21	2073	20,000.00		20,000.00
05/31/2021			248-248-821.100	END BALANCE	20,000.00	0.00	20,000.00
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					21,694.33		46,469.64

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-002.000	EASTERN MICHIGAN BANK	247,553.84
248-000-040.000	ACCOUNTS RECEIVABLE	120.00
248-000-084.830	DUE FROM LEX TOWNSHIP	0.00
Total Assets		247,673.84
*** 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		114,070.72
Fund Balance Adjustments		0.00
Ending Fund Balance		247,673.84
Total Liabilities And Fund Balance		247,673.84