

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, September 8, 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 – August 11, 2021

PUBLIC COMMENT –

REVIEW OF FINANCIAL INFORMATION

UNFINISHED BUSINESS:

1. Speaker System - Update
2. New Website - Update
3. Light Poles – Update
4. Updated Bylaws

NEW BUSINESS:

1. Questionnaire for Ego Detroit
2. Ego Detroit's Point of Contact
3. Croswell Greenhouse Invoice
4. October's DDA Meeting Date
- 5.

CORRESPONDENCE

PUBLIC COMMENT

ADJOURNMENT

VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING
Village of Lexington -7227 Huron Ave. - Lexington, MI
August 11, 2021

CALL TO ORDER: Chairperson Yankee called the meeting to order at 5:33 pm.
ROLL CALL: by Vicki Scott
PRESENT: Adams, Bales, Kaatz, Stencel, Yankee, Westbrook, Blaesing – arrived @5:34 pm.
ABSENT: Bender, VanDyke, Drouillard
OTHERS PRESENT: Scott, S. Stencel, K. Decoster

APPROVAL OF AGENDA:

MOTION by Kaatz, seconded by Adams to approve the agenda as presented.

All Ayes

Motion carried.

APPROVAL OF MINUTES:

MOTION by Adams, seconded by Westbrook to approve the minutes of July 14, 2021 as presented.

All Ayes

Motion carried.

PUBLIC COMMENT: None

REVIEW OF FINANCIAL INFORMATION –

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

Roll Call

Ayes: Blaesing, Adams, Westbrook, Kaatz, Bales, Stencel, Yankee

Nays: None

Motion carried

UNFINISHED BUSINESS:

1. **Speaker System Update** – Yankee explains Drouillard’s findings. All speakers are working with the exception of the two just south of the four corners on Main St. Adams notes we are working on naming and labeling each speaker. Discussion follows. Adams explains we will not turn them on full time until all speakers are working.
2. **New Website Update** – Yankee explains Drouillard extensively reviewed EGO Detroit website quote. If DDA is going to help fund this project then we need to have an upfront seat in the project. Before the final payment is sent out, we need to have eyes on the project as well as all final sign off. The DDA would like to see this used as a marketing tool. Discussion follows.

MOTION by Yankee, seconded by Blaesing to spend our advertising publication line item of \$15,000.00 for the EGO Detroit website project.

Discussion follows.

AMENDED MOTION by Yankee, seconded by Blaesing to spend our advertising publication line item of \$15,000.00 for the EGO Detroit website project with the caveat that we have a front seat at the table for decision making and the final write off of the bill.

Roll Call

Ayes: Yankee, Blaesing, Westbrook, Stencel, Bales, Adams, Kaatz

Nays: None

Motion carried

Kaatz notes this will go to Council to vote on. The stipulation will be on there for the additional \$3,000.00.

3. **Snowflakes Update** – Yankee explains Tatman will go on August 24, 2021 to pick up the snowflakes from the Village of Pentwater. We may need to have a discussion on storage. Tatman is working on a price for storage pods.
4. **Light Poles Update** – Yankee explains Tatman got a dollar amount of \$6,800.00 that the mobile home park paid to have all their light poles painted. Discussion follows on how many light poles were painted. Do we want to put together an RFP for our light poles? Yankee will gather more information and report back to the board next month.
5. **Tennis Court Update** – Yankee explains the tennis court is getting painted the week of August 23rd. Kaatz explains it would be nice if the DDA members can attend the ceremony that takes place.

NEW BUSINESS:

1. **DDA Training Opportunities Discussion** – Yankee went on to miplace.org. You can register as a DDA member, they will email you back to attend on line training options under RRC development opportunities. Board members discuss a time frame for training. Board agrees to have all training completed by end of June each year. Kaatz explains the Michigan Municipal League (MML) website also has training opportunities. Kaatz suggests Yankee go to the DDA Conference as the Chairperson. Board members agree.

CORRESPONDENCE – Updated Bylaws – Yankee suggests under each article change the format to read Section 3.1, 3.2, etc.

PUBLIC COMMENT –

ADJOURNMENT:

MOTION by Bales, seconded by Kaatz to adjourn the meeting at 6:05 pm.

All Ayes

Motion carried.

Vicki Scott

August 11, 2021

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-002.000	EASTERN MICHIGAN BANK	240,671.25
248-000-040.000	ACCOUNTS RECEIVABLE	120.00
248-000-084.830	DUE FROM LEX TOWNSHIP	0.00
Total Assets		240,791.25
*** 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		27,015.48
Ending Fund Balance		240,791.25
Total Liabilities And Fund Balance		240,791.25

* Year Not Closed

PERIOD ENDING 08/31/2021

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 08/31/2021	ACTIVITY FOR MONTH 08/31/2021	AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000							
248-000-401.500	DDA TAXES FROM VILLAGE	75,000.00		17,036.65	10,283.15	57,963.35	22.72
248-000-401.600	DDA TAXES FROM TOWNSHIP	76,000.00		19,673.46	16,450.69	56,326.54	25.89
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		36,710.11	26,733.84	114,289.89	24.31
Dept 248 - ****DDA EXPENSES****							
248-248-667.500	INTERNET REVENUE	1,200.00		360.00	120.00	840.00	30.00
Total Dept 248 - ****DDA EXPENSES****		1,200.00		360.00	120.00	840.00	30.00
TOTAL REVENUES		152,200.00		37,070.11	26,853.84	115,129.89	24.36
Expenditures							
Dept 248 - ****DDA EXPENSES****							
248-248-699.940	ADMINISTRATIVE REIMBURSEMENT	5,986.00		1,496.49	997.66	4,489.51	25.00
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	3,000.00	9,000.00	25.00
248-248-803.000	PHONE/INTERNET EXPENSE	10,000.00		2,500.00	1,250.00	7,500.00	25.00
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
248-248-815.000	AUDIT	0.00		0.00	0.00	0.00	0.00
248-248-820.000	CONTRACTED SERVICES	1,000.00		100.00	50.00	900.00	10.00
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		2,958.14	2,958.14	7,041.86	29.58
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		10,054.63	8,255.80	133,511.37	7.00
TOTAL EXPENDITURES		143,566.00		10,054.63	8,255.80	133,511.37	7.00
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		152,200.00		37,070.11	26,853.84	115,129.89	24.36
TOTAL EXPENDITURES		143,566.00		10,054.63	8,255.80	133,511.37	7.00
NET OF REVENUES & EXPENDITURES		8,634.00		27,015.48	18,598.04	(18,381.48)	312.90

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
08/01/2021			248-248-699.940 ADMINISTRATIVE REIMBURSEMENT		BEG. BALANCE		498.83
08/30/2021			248-248-699.940	END BALANCE	0.00	0.00	498.83
08/01/2021			248-248-745.000 CHRISTMAS SUPPLY		BEG. BALANCE		0.00
08/23/2021	AP	INV	SNOW FLAKE DECORATIONS	CHRISTMAS DECO	3,000.00		3,000.00
08/30/2021			248-248-745.000	END BALANCE	3,000.00	0.00	3,000.00
08/01/2021			248-248-803.000 PHONE/INTERNET EXPENSE		BEG. BALANCE		1,250.00
08/13/2021	AP	INV	DDA INTERNET	10020174-8 8/28 D	1,250.00		2,500.00
08/30/2021			248-248-803.000	END BALANCE	1,250.00	0.00	2,500.00
08/01/2021			248-248-820.000 CONTRACTED SERVICES		BEG. BALANCE		50.00
08/13/2021	AP	INV	AUG 2021	AUG 2021 MTG	50.00		100.00
08/30/2021			248-248-820.000	END BALANCE	50.00	0.00	100.00
08/01/2021			248-248-840.000 LANDSCAPING MAINTENANCE		BEG. BALANCE		0.00
08/13/2021	AP	INV	DDA TRASH RECEPTACLES	SOTRE80457	2,958.14		2,958.14
08/30/2021			248-248-840.000	END BALANCE	2,958.14	0.00	2,958.14
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					7,258.14		9,056.97

Estimate

Chris Wilson

Estimate #125

2 items

Estimate

Total

\$1,775.46

ESTIMATE ACTIONS

Please review and approve your estimate.

[Approve estimate](#)


[Have questions? Send me a message](#)


ESTIMATE SUMMARY

2 items

Description	Amount
Parts	
Rust-oleum oil based black gloss enamel. 2 x \$29.98	59.96
Parts Subtotal	59.96
Labor	
Street light pole: Prep area around pole. Remove any loose paint. Brush two coats Rust oleum oil base gloss black enamel. Clean up. 19 x \$85.00	1,615.00

Labor Subtotal	1,615.00
Subtotal	1,674.96
6%	100.50
Total	1,775.46
Total (USD)	\$1,775.46

 estimate_125.pdf

English (United States) 

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VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD

BYLAWS AND RULES OF PROCEDURE

The main function or purpose of the following bylaws is to establish the rules of operation for the Downtown Development Authority (referred to herein as “DDA” or “Authority”). In addition to establishing procedure, the bylaws also describe the organization framework of the DDA and in general terms, define the duties and responsibilities of the DDA

Village of Lexington
Lexington, Michigan 48450

VILLAGE OF LEXINGTON
DDA

Bylaws and Rules of Procedure

Article I: Authority

The rules of procedures of the Village of Lexington DDA Board are subordinate and subject to Public Act ~~197~~ **57 of 2018** of the Compiled Laws of Michigan ~~of 1975~~, as amended, and Ordinance No. 88 of the Village of Lexington, as amended.

Article II: Title

The title of the governing body shall be “The Village of Lexington Downtown Development Authority Board” and shall be referred to herein as “Board”.

Article III: Members

3.1

The Board shall be composed of the Village President and not less than eight (8) or not more than twelve (12) members. Members shall be appointed by the Village President, subject to approval of the Village Council.

3.2

The terms of office of the members of the Board shall begin on the first day of November nearest the date of appointment. Each member’s term shall be four (4) years, except that in the case of the first Board appointed hereunder, an equal number of members shall be appointed for a term of one (1) year, two (2) years, three (3) years, and four (4) years to the extent possible. Each member shall hold office until his or her successor is appointed. Vacancies shall be filled by the Village President, subject to approval of the Village Council. ***There shall not be more than two (2) council members on the DDA Board.***

3.3

Removal. An officer or member of the Board may be removed for neglect of duty, excessive absence, misconduct, malfeasance, or any other good cause as determined by the Village Council. ***Committee members who have unexcused absences for three (3) consecutive regularly scheduled meetings and/or work sessions during their appointed term shall be deemed to have vacated his/her seat and will be removed from the seat. Exceptions will be considered if they are due to the conduct of other business related to DDA activities or sickness.***

3.4

Conflict of Interest. A member that has a conflict of interest regarding any matter before the Board shall disclose the interest prior to any action the Board may take with respect to the matter. The disclosure shall become part of the record. Any member making such disclosure shall then refrain from participating in the Board's discussion and decision relative to the matter.

3.5

The Authority shall perform all duties required and necessary to maintain and implement the written development plan and tax increment financing plan in current, legal and functional condition. The Authority shall satisfy all disclosure and reporting requirements under Michigan law. The Authority shall update the development plan for the downtown district every five (5) years. The Authority shall adopt and implement bid procedures consistent with the Village Council.

3.6

All DDA Board Members will attend at least one (1) training session per year for a minimum of four (4) hours and be documented.

Article IV: Officers

4.1

The Board shall be comprised of the following officers:

Chair, who shall preside at all meetings and have such other duties as further prescribed in the bylaws.

Vice-Chair, who shall perform the duties of the Chair in his/her absence and/or upon his/her inability to act and have such other duties as the Board may, from time to time, determine.

Secretary, who shall maintain a record of all meetings, have authority to execute documents on behalf of and at the direction of the Board, and have such other duties as the Board may, from time to time, determine.

Treasurer, who shall handle all financial matters of the Authority and be bonded by a Michigan authorized bonding company in the amount of \$100,000.

4.2

The Board shall elect officers each year for a term of two (2) years at the first regular meeting in November and shall hold office until his/her successor is elected and assumes office.

4.3

Delegation of Duties of Officers, In the absence of any officer of the Board, or for any other reason that the Board may deem sufficient, the Board may delegate, from time to time and for such time as it may deem appropriate, any and/or all of the powers and/or duties of such officer to any other officer, or to any Board member, upon approval of the Board.

Duties and Responsibilities of Officers, The DDA shall perform all duties required and necessary to maintain the written development plan and tax increment financing plan in current, legal and functional condition.

The DDA shall perform all disclosure requirements and reports as may be made necessary by State Government mandates.

The DDA shall update the development plan for the downtown district on a five-year schedule coincident with other master plan updating required by the Planning Enabling Act.

The DDA shall adopt and practice bid procedures that coincide with that of the Village Council.

Article V: Meetings

5.1

An annual meeting of the Board shall be held on _____ each year. The Board shall hold regular meeting at such time and place as the Board shall from time to time determine, with at least one (1) regular meeting each month unless there is no business on the agenda. Special meetings of the Board may be called by the Chair, acting Chair or majority of the Board.

5.2

All meetings of the board shall be held in accordance with the Open Meetings Act, PA 230 of 1976. Robert's Rules of Order shall govern the proceedings of the meetings.

A majority of the members of the Board then in office shall constitute a quorum for the transaction of business. The vote of the majority of the members present shall constitute the action of the Board.

Article VI: The Order of Business

6.1

The order of business for a regular meeting shall be:

1. Call to order by Chair or Vice-Chair
2. Roll call
3. Determination of a quorum
4. Approval of Minutes of last preceding meeting

5. Hearings
6. Old Business
7. New Business
8. Adjournment

6.2

The Chair shall have the discretion to change the order of business whenever he/she deems it advisable to do so either before or during the meeting.

Article VII: Minutes

7.1

The Board shall maintain minutes of all meetings, which All minutes shall be filed with the Village Clerk.

7.2

The Secretary or the Chair shall sign all minutes, after approval by the Board.

Article VIII: Committees

Committees may be established as the Board, from time to time, deems necessary.

Article IX: Amendment of the bylaws

These bylaws may be amended by the affirmative vote of the Board, subject to the approval of the Village Council. No amendment shall be made unless written notice to amend is filed with the Secretary at a regular meeting immediately preceding the meeting at which the motion to amend the bylaws is made. This requirement may be waived by unanimous approval of the Board.

Article X: Contracts, Loans, Checks and Deposits

10.1 Contracts

The Board may authorize any officer(s), to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority and such authority may be general or confined to specific instances. Under no circumstances, however, shall an expense be contracted unless such expense is part of the budget approved by the Village Council.

10.2 Checks, Drafts, etc

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Authority shall be signed manually or by facsimile

signature by such officer(s) of the DDA and in such manner as shall from time to time be determined by resolution of the Board. All requests for purchase or payment on behalf of the Authority shall be made to the Village Treasurer.

10.3 Deposits

All funds of the Authority shall be immediately deposited to the credit of the Authority in such banks, trust companies, or other depositories as the Board may select.

10.4 Sources of Revenue & Permitted Expenditures

The activities of the Board shall be financed from one or more of the funding sources set forth in Public Act 57 of 2018. The Authority shall obtain approval of the Village Council for all development and financing plans and operation. *The DDA will not fund any entity that opts out of the DDA border expansion. No DDA funds will be appropriated to businesses outside of the DDA district.*

Article XII: Fiscal Year

The fiscal year of the Authority shall correspond at all times to the fiscal year of the Village of Lexington.

12.1 Budgets

The Board shall prepare and submit a budget for the operation of the Authority for approval by the Village Council **by June 1 of each year.**

Article XIII: Certification

The undersigned being, respectively, the duly appointed Clerk of the Village of Lexington and duly appointed Chairman of the Lexington Downtown Development Authority do hereby certify that the foregoing bylaws were adopted at a meeting of the DDA Board on **July 14, 2021** and approved by the Village Council at its meeting of **July 26, 2021**, subsequently amended as follows:

Beth Grohman, Clerk
Village of Lexington

Keri Yankee, Chairperson
Lexington Downtown Development Authority



CROSWELL GREENHOUSE

180 Davis St.
Croswell, MI 48422
810-679-3298

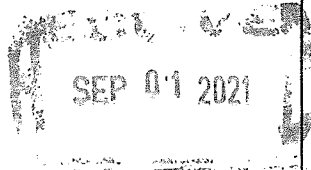
Statement

Date
8/27/2021

To:
Village Of Lexington 7227 Huron Ave. Suite 200 DDA Lexington Lexington, MI 48450

Amount Due	Amount Enc.
\$60.00	

Date	Transaction	Amount
07/28/2021	INV #671. Due 07/28/2021. Orig. Amount \$60.00. --- Fertilizer \$60.00 --- Tax: Michigan @ 6.0% = 0.00	60.00



Amount Due
\$60.00