

**NOTIFICATION OF MEETING  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING**

**DATE OF MEETING:** Wednesday, February 8, 2023  
**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:**

**ROLL CALL:** Adams, Bender, Bales, Kaatz, VanDyke, Westbrook, Drouillard, McGovern

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES** – Motion to approve the January 11, 2023 minutes as presented.

**PUBLIC COMMENT –**

**REVIEW OF FINANCIAL INFORMATION** – Motion to approve the financials as presented.

**UNFINISHED BUSINESS:**

1. **RFP for Summer Flowers Update** – Bender
2. **Social District Update** – McGovern
3. **Street Light Repairs Update** – McGovern
4. **Wrap Around Pots Update** – Adams
5. **Speakers KLA Update** – Bender
6. **Wayfair Signs Update** – Bender
- 7.

**NEW BUSINESS:**

1. **RRC Essential Status & Certification** – McGovern
2. **Harbor Grant Update** – McGovern/Cutright
3. **RFP Engineering & Design Services for Harbor Grant** – VanDyke/Cutright
4. **DDA Personnel/Staff Member Discussion** – VanDyke
5. **DDA Bylaws** – McGovern/Bales
- 6.

**CORRESPONDENCE**

**PUBLIC COMMENT**

**ADJOURNMENT**

**VILLAGE OF LEXINGTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
Village of Lexington – 7227 Huron Ave., Lexington, MI  
January 11, 2023 @ 5:30 p.m.**

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

**ROLL CALL:** by Vicki Scott

**PRESENT:** Adams, Bender, Kaatz, VanDyke, Westbrook, McGovern

**ABSENT:** Bales, Blaesing, Drouillard

**OTHERS PRESENT:** C. Cutright, S. McCoy, D. Picot, E. Mills

**APPROVAL OF AGENDA:**

**MOTION** by VanDyke, seconded by Bender, to approve the agenda as amended adding #5 Wayfair Signs & #6 DDA Membership Absences under New Business.

All Ayes

Motion Carried

**APPROVAL OF MINUTES**

**MOTION** by Adams, seconded by Bender, to approve the December 14, 2022 minutes as presented.

Discussion:

**AMENDED MOTION** by Adams, seconded by Bender, to approve the December 14, 2022 minutes as amended with the correction of changing Chairperson Yankee to Chairperson McGovern called the meeting to order.

All Ayes

Motion Carried

**PUBLIC COMMENT:** None

**REVIEW OF FINANCIAL INFORMATION: -**

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

Roll Call:

Ayes: Bender, Adams, Westbrook, Kaatz, VanDyke, McGovern

Nays: None

Motion Carried

**UNFINISHED BUSINESS:**

1. **TIF/Boundary Expansion Update** – McGovern explained this was approved at the December 19, 2023 council meeting. Scott explained she emailed Carmine from CIB to see what the next step was. He sent a link to submit it to the state. Scott sent it to state and verified they received it. Cutright explained she is working with the township to update their list for which parcels are included.
  
2. **RFP for Summer Flowers Update** – McGovern explained Bender sent out the RFP. The bids are due back February 7.

**NEW BUSINESS:**

1. **Set the 2023 Meeting Schedule** –

**MOTION** by Bender, seconded by VanDyke, to approve the meeting schedule for 2023.

All ayes

Motion carried

2. **MDA Membership** – McGovern asked the Board to join the MDA. The MDA membership per year is \$200.00. The training modules are \$25.00 each. Each member of the DDA Board is suppose to have 4 hours of training per year. McGovern suggests purchasing 4 modules. McGovern is interested in going to the annual conference as well. Discussion followed.

**MOTION** by Bender, seconded by VanDyke, to purchase the MDA membership as well as 4 modules for a total of \$300.00.

Roll Call

Ayes – Bender, VanDyke, Kaatz, Adams, Westbrook, McGovern

Nays –

Motion carried

3. **Street Light Repairs** – Bender explained the street lights in town can become costly to repair. A few months back we approved approximately \$1,800.00 in parts for repairs. We still have not received those parts. The DPW Manager has found another way to retro fit these lights where they actually will take a bulb. He has the location where the lights have already been retro fitted and no one can tell the difference. This process is saving us money up front as well as repairs down the road. He was currently getting these from Amazon. It could be priced out with other local stores as well. Bender explained this will be a cheaper and easier repair going forward. Discussion followed. Bender explained the DPW Manager has the other parts already on order with Meddler. Bender asked if we decide to go with retro fitting, do we want him to cancel the backorder with Meddler? Discussion followed.

**MOTION** by VanDyke, seconded by Westbrook, to have DPW to cancel the order for the ring of fire parts and pursue the pricing for the new method.

Discussion:

Roll Call:

Ayes: VanDyke, Westbrook, Adams, Bender, Kaatz, McGovern

Nays: None

Motion carried

4. **Social District Discussion** – McGovern explained he added a lot of information regarding this issue in the packet. Included is the form you have to fill out for the state liquor control commission. There are 3 requirements that need to be done. One being the Village Council would have to pass a resolution first. McGovern explained Port Huron currently has a social district. You have to define the district as well as provide signs. McGovern noted the Restaurants and Bars in town are interested in this. One of the requirements with the State is when a person leaves a bar with a cup (16 oz. maximum), the cup has to have sticker that has our logo saying Lexington Social District and the other sticker is where it came from. They have to know where you purchased it. Once the boundary is defined, you can not bring your own drink inside that area. Cutright explained they have not had any issues in Port Huron with having a social district. Discussion followed. VanDyke explained the board seems in favor of this idea. Kaatz suggests getting more details pulled together as well as checking with the concerns from the Police Chief, Fire Chief, DPW Manager and bring back to the next meeting. McGovern and Westbrook will work on the details for next meeting.
5. **Wayfair Signs** – Bender explained the recent wind storm damaged our current wayfair signs. We need to look into redoing these signs. Now would be a good time to address this as we will be getting the poles painted this spring. VanDyke suggested adding Lexington DDA District to the signs. Discussion followed on what font to use as well as adding social district to the signs. VanDyke suggested by next meeting having a map stating where these signs are located and how many we need to redo.

**6. DDA Membership Absences** – McGovern explained we have a member on this board who is only here half the year. This is creating an issue with meeting quorum each month. The DDA by laws state “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”.

**MOTION** by McGovern, seconded by Kaatz, to remove Brian Blaesing due to excessive absences as it impacts having a quorum.

Discussion

All ayes

Motion carried

**CORRESPONDENCE:** None

**PUBLIC COMMENT:**

- Dave Picot – commented on free opportunity for a virtual academy on best practices.

**ADJOURNMENT:**

**MOTION** by Bender, seconded by Westbrook to adjourn the meeting at 6:45 pm.

All Ayes

Motion carried.

Respectfully submitted,  
Vicki Scott  
January 11, 2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 01/31/2023	ACTIVITY FOR MONTH 01/31/2023	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000							
248-000-401.500	DDA TAXES FROM VILLAGE	85,600.00	95,400.36	0.00	(9,800.36)	111.45	
248-000-401.600	DDA TAXES FROM TOWNSHIP	76,000.00	49,485.38	11,880.63	26,514.62	65.11	
248-000-665.000	INTEREST EARNED	0.00	288.24	0.00	(288.24)	100.00	
248-000-671.500	MISC ACCT OF REVENUE	0.00	0.00	0.00	0.00	0.00	
248-000-699.101	TRANSFER IN FROM GENERAL FUND FOR CAPITA	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		161,600.00	145,173.98	11,880.63	16,426.02	89.84	
Dept 248 - ****DDA EXPENSES****							
248-248-667.500	INTERNET REVENUE	0.00	600.00	0.00	(600.00)	100.00	
Total Dept 248 - ****DDA EXPENSES****		0.00	600.00	0.00	(600.00)	100.00	
TOTAL REVENUES							
		161,600.00	145,773.98	11,880.63	15,826.02	90.21	
Expenditures							
Dept 248 - ****DDA EXPENSES****							
248-248-699.940	ADMINISTRATIVE REIMBURSEMENT	9,755.00	5,690.58	812.94	4,064.42	58.34	
248-248-703.600	DPM WAGES	30,245.00	15,626.55	1,128.47	14,618.45	51.67	
248-248-703.650	DPM-WATER WAGES OVERTIME	0.00	604.48	18.09	(604.48)	100.00	
248-248-704.100	MATCH - SOCIAL SECURITY	2,150.00	1,241.44	87.68	908.56	57.74	
248-248-704.200	BLUE CROSS	0.00	4,472.21	348.29	(4,472.21)	100.00	
248-248-704.300	LIFE INSURANCE	260.00	59.25	15.09	200.75	22.79	
248-248-704.400	PENSION	5,320.00	2,049.50	257.87	3,270.50	38.52	
248-248-704.401	AXA EQUITABLE MATCH	3,000.00	520.28	49.30	2,479.72	17.34	
248-248-728.000	MICH EMP SEC COM	100.00	193.06	29.30	(93.06)	193.06	
248-248-740.000	COMPUTER-HARDWARE-SOFTWARE	0.00	0.00	0.00	0.00	0.00	
248-248-740.700	SUPPLIES	500.00	1,497.78	52.98	(997.78)	299.56	
248-248-745.000	DPM EQUIPMENT	10,070.00	10,274.08	393.70	(204.08)	102.03	
248-248-745.000	CHRISTMAS SUPPLY	12,000.00	7,356.60	6,931.00	4,643.40	61.31	
248-248-802.500	EDUCATION AND TRAINING	1,000.00	0.00	0.00	1,000.00	0.00	
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	1,500.00	323.40	0.00	1,176.60	21.56	
248-248-805.000	ADVERT/PUBLICATIONS	15,000.00	5,444.80	61.60	9,555.20	36.30	
248-248-810.000	MEMBERSHIP/DUES	0.00	200.00	200.00	(200.00)	100.00	
248-248-811.000	LEGAL	500.00	270.00	0.00	230.00	54.00	
248-248-812.000	MILEAGE	0.00	0.00	0.00	0.00	0.00	
248-248-815.000	AUDIT	0.00	0.00	0.00	0.00	0.00	
248-248-820.000	CONTRACTED SERVICES	10,000.00	2,507.50	50.00	7,492.50	25.08	
248-248-821.100	DDA SERVICE PROVIDED BY VILLAGE	0.00	0.00	0.00	0.00	0.00	
248-248-840.000	LANDSCAPING MAINTENANCE	10,000.00	4,140.00	0.00	5,860.00	41.40	
248-248-955.000	DDA GRANT	30,000.00	6,876.00	0.00	23,124.00	22.92	
248-248-969.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	
248-248-969.200	DONATION	7,500.00	0.00	0.00	7,500.00	0.00	
248-248-971.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	
Total Dept 248 - ****DDA EXPENSES****		158,900.00	74,972.51	11,061.31	83,927.49	47.18	
TOTAL EXPENDITURES		158,900.00	74,972.51	11,061.31	83,927.49	47.18	

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 01/31/2023	ACTIVITY FOR MONTH 01/31/2023	AVAILABLE BALANCE		% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	(ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		161,600.00		145,773.98	11,880.63	15,826.02		90.21
TOTAL EXPENDITURES		158,900.00		74,972.51	11,061.31	83,927.49		47.18
NET OF REVENUES & EXPENDITURES		2,700.00		70,801.47	819.32	(68,101.47)		2,622.28

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
01/01/2023			<b>248-248-699.940 ADMINISTRATIVE REIMBURSEMENT</b>		BEG. BALANCE		4,877.64
01/31/2023	GJ	JE	ADMIN. REIMBURSEMENT JAN 2023	2517	812.94		5,690.58
01/31/2023			248-248-699.940	END BALANCE	812.94	0.00	5,690.58
01/01/2023			<b>248-248-703.600 DPW WAGES</b>		BEG. BALANCE		14,498.08
01/04/2023	PR	CHK	SUMMARY PR 01/04/2023		199.90		14,697.98
01/11/2023	PR	CHK	SUMMARY PR 01/11/2023		127.20		14,825.18
01/18/2023	PR	CHK	SUMMARY PR 01/18/2023		552.61		15,377.79
01/25/2023	PR	CHK	SUMMARY PR 01/25/2023		248.76		15,626.55
01/31/2023			248-248-703.600	END BALANCE	1,128.47	0.00	15,626.55
01/01/2023			<b>248-248-703.650 DPW-WATER WAGES OVERTIME</b>		BEG. BALANCE		586.39
01/25/2023	PR	CHK	SUMMARY PR 01/25/2023		18.09		604.48
01/31/2023			248-248-703.650	END BALANCE	18.09	0.00	604.48
01/01/2023			<b>248-248-704.100 MATCH - SOCIAL SECURITY</b>		BEG. BALANCE		1,153.76
01/04/2023	PR	CHK	SUMMARY PR 01/04/2023		15.28		1,169.04
01/11/2023	PR	CHK	SUMMARY PR 01/11/2023		9.73		1,178.77
01/18/2023	PR	CHK	SUMMARY PR 01/18/2023		42.28		1,221.05
01/25/2023	PR	CHK	SUMMARY PR 01/25/2023		20.39		1,241.44
01/31/2023			248-248-704.100	END BALANCE	87.68	0.00	1,241.44
01/01/2023			<b>248-248-704.200 BLUE CROSS</b>		BEG. BALANCE		4,123.92
01/04/2023	PR	CHK	SUMMARY PR 01/04/2023		53.20		4,177.12
01/11/2023	PR	CHK	SUMMARY PR 01/11/2023		38.20		4,215.32
01/18/2023	PR	CHK	SUMMARY PR 01/18/2023		173.12		4,388.44
01/25/2023	PR	CHK	SUMMARY PR 01/25/2023		83.77		4,472.21
01/31/2023			248-248-704.200	END BALANCE	348.29	0.00	4,472.21
01/01/2023			<b>248-248-704.300 LIFE INSURANCE</b>		BEG. BALANCE		44.16
01/06/2023	AP	INV	LIFE INSURANCE JAN 2023	211963645755	15.09		59.25
01/31/2023			248-248-704.300	END BALANCE	15.09	0.00	59.25
01/01/2023			<b>248-248-704.400 PENSION</b>		BEG. BALANCE		1,791.63
01/04/2023	PR	CHK	SUMMARY PR 01/04/2023		34.61		1,826.24
01/11/2023	PR	CHK	SUMMARY PR 01/11/2023		37.21		1,863.45
01/18/2023	PR	CHK	SUMMARY PR 01/18/2023		103.84		1,967.29
01/25/2023	PR	CHK	SUMMARY PR 01/25/2023		82.21		2,049.50
01/31/2023			248-248-704.400	END BALANCE	257.87	0.00	2,049.50
01/01/2023			<b>248-248-704.401 AXA EQUITABLE MATCH</b>		BEG. BALANCE		470.98
01/04/2023	PR	CHK	SUMMARY PR 01/04/2023		10.49		481.47
01/11/2023	PR	CHK	SUMMARY PR 01/11/2023		3.95		485.42
01/18/2023	PR	CHK	SUMMARY PR 01/18/2023		27.24		512.66
01/25/2023	PR	CHK	SUMMARY PR 01/25/2023		7.62		520.28
01/31/2023			248-248-704.401	END BALANCE	49.30	0.00	520.28
01/01/2023			<b>248-248-704.500 MICH EMP SEC COM</b>		BEG. BALANCE		163.76
01/04/2023	PR	CHK	SUMMARY PR 01/04/2023		6.39		170.15
01/11/2023	PR	CHK	SUMMARY PR 01/11/2023		4.07		174.22
01/18/2023	PR	CHK	SUMMARY PR 01/18/2023		12.71		186.93
01/25/2023	PR	CHK	SUMMARY PR 01/25/2023		6.13		193.06
01/31/2023			248-248-704.500	END BALANCE	29.30	0.00	193.06
01/01/2023			<b>248-248-740.000 SUPPLIES</b>		BEG. BALANCE		1,444.80
01/06/2023	AP	INV	DDA PARKS AND REC COLOR PRINTING INK	14512	52.98		1,497.78
01/31/2023			248-248-740.000	END BALANCE	52.98	0.00	1,497.78
01/01/2023			<b>248-248-740.700 DPW EQUIPMENT</b>		BEG. BALANCE		9,880.38
01/31/2023	GJ	JE	DPW EQUIPMENT REIMBURSEMENT JAN 2023	2519	393.70		10,274.08
01/31/2023			248-248-740.700	END BALANCE	393.70	0.00	10,274.08
01/01/2023			<b>248-248-745.000 CHRISTMAS SUPPLY</b>		BEG. BALANCE		425.60
01/06/2023	AP	INV	DDA GARLAND	43709	731.00		1,156.60
01/25/2023	AP	INV	HOLIDAY DECORATIONS DDA	2022 DEC	6,200.00		7,356.60
01/31/2023			248-248-745.000	END BALANCE	6,931.00	0.00	7,356.60
01/01/2023			<b>248-248-803.000 PHONE/INTERNET EXPENSE</b>		BEG. BALANCE		5,000.00
01/19/2023	AP	INV	DDA INTERNET JAN 2023	DDA 10020174-8 1	625.00		5,625.00
01/31/2023			248-248-803.000	END BALANCE	625.00	0.00	5,625.00
01/01/2023			<b>248-248-803.100 MUSIC</b>		BEG. BALANCE		323.40
01/31/2023			248-248-803.100	END BALANCE	0.00	0.00	323.40
01/01/2023			<b>248-248-805.000 ADVERT/PUBLICATIONS</b>		BEG. BALANCE		5,383.20
01/06/2023	AP	INV	ADVERTISING, COUNCIL SEAT, DDA PARKS	331682	61.60		5,444.80
01/31/2023			248-248-805.000	END BALANCE	61.60	0.00	5,444.80
01/01/2023			<b>248-248-810.000 MEMBERSHIP/DUES</b>		BEG. BALANCE		0.00

User: SHELLY

DB: Village Of Lexington

TRANSACTIONS FROM 01/01/2023 TO 01/31/2023

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			<b>248-248-810.000 MEMBERSHIP/DUES</b>				
							(Continued)
01/19/2023	AP	INV	MEMBERSHIP DUES DDA	3197	200.00		200.00
01/31/2023			248-248-810.000	END BALANCE	200.00	0.00	200.00
			<b>248-248-811.000 LEGAL</b>				
01/01/2023					BEG. BALANCE		270.00
01/31/2023			248-248-811.000	END BALANCE	0.00	0.00	270.00
			<b>248-248-820.000 CONTRACTED SERVICES</b>				
01/01/2023					BEG. BALANCE		2,457.50
01/19/2023	AP	INV	DDA MT MINUTES 1/11/23	DDA MTING 1/11/23	50.00		2,507.50
01/31/2023			248-248-820.000	END BALANCE	50.00	0.00	2,507.50
			<b>248-248-840.000 LANDSCAPING MAINTENANCE</b>				
01/01/2023					BEG. BALANCE		4,140.00
01/31/2023			248-248-840.000	END BALANCE	0.00	0.00	4,140.00
			<b>248-248-955.000 DDA GRANT</b>				
01/01/2023					BEG. BALANCE		6,876.00
01/31/2023			248-248-955.000	END BALANCE	0.00	0.00	6,876.00
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY							
					11,061.31		74,972.51



Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-002.000	EASTERN MICHIGAN BANK	331,563.43
248-000-040.000	ACCOUNTS RECEIVABLE	120.00
248-000-084.830	DUE FROM LEX TOWNSHIP	0.00
248-000-123.000	PREPAID EXPENSES	0.00
<b>Total Assets</b>		<b>331,683.43</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	0.00
248-000-258.000	ACCRUED WAGES	0.00
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
248-000-390.000	FUND BALANCE ACCOUNT	260,881.96
<b>Total Fund Balance</b>		<b>260,881.96</b>
<b>Beginning Fund Balance</b>		<b>260,881.96</b>
<b>Net of Revenues VS Expenditures</b>		<b>70,801.47</b>
<b>Ending Fund Balance</b>		<b>331,683.43</b>
<b>Total Liabilities And Fund Balance</b>		<b>331,683.43</b>



## Village of Lexington Social District Plan

### **Introduction:**

The Village of Lexington seeks to take advantage of Michigan Public Act 124 of 2020 signed into law on July 1, 2020. This is enabling legislation that would allow Michigan municipalities to establish Social Districts that would allow for “common areas” where two or more contiguous licensed establishments (bars, distilleries, breweries, restaurants, and tasting rooms) could sell alcoholic beverages in special cups to be taken into the area for consumption.

### **Management:**

The Lexington Village Social District would be created and managed by the village through its Downtown Development Authority. The Social District management will be assisted by the village’s Police Department, DPW and administrative offices.

### **District Boundary:**

The Lexington Village Social District will run along Huron Avenue from Main Street to the harbor front, and along Main Street from Simons Street to Boynton Street. The district will include a portion of Tierney Park. A detailed map is included with this plan.

### **Potential participating license holders:**

The Windjammer, Lexington Village Pub, 3 North Lexington, Steis’s Village Inn, and Cadillac House.

Participating license holders would be asked to sign a Social District agreement with the village, which must approve social district permits issued by the MLCC. This allows a license holder to sell alcoholic beverages in special district cups in its service area to be taken into the common area for consumption.

### **Operations:**

The Lexington Village Social District would operate year-round. Operations would be 7 days a week. The common area would be open from the time participating license holders open for business until midnight. After midnight, Social District beverages cannot be sold in participating businesses nor possessed and consumed in the common areas. After midnight, consumption of alcoholic beverages must be contained within the license holders service areas.

It is the intent of village administration to begin implementing the Lexington Village Social District by July 1, 2023.

### **District designation and signage:**

The boundaries of the Lexington Village Social District would be clearly designated and marked with signs and graphics. Signage will contain QR codes for people to scan for more information about the

Lexington Village Social District. The signs would be accompanied by a trash receptacle for customers to dispose of used district cups as they exit the district.

**Social District Financing:**

The Lexington Village Social District will be funded through the sale of special stickers by the Lexington Village DDA. Participating license holders must purchase the stickers from the DDA and attach them to their own cups identifying their business location. Stickers will be sold for \$0.50 per sticker. Participating establishments can handle the surcharge however they choose within their product price structure. Revenues generated from the sticker purchases will pay for the stickers, security-enforcement, sanitation, signage, and marketing-promotion. Revenues beyond those needed to cover Social District costs will be retained by the village to be used in public improvements and services within the district. The Lexington Village DDA will monitor costs and revenues and refine sticker costs if needed.

**Social District logo and beverage containers:**

The Lexington Village Social District will have a name and logo for branding and marketing purposes. Beverages consumed in the Social District common areas must be in non-glass cups of no more than 16 ounces, clearly marked with the Lexington Village Social District logo and the logo or name of the licensed establishment. A Social District cup may not be reused, must remain in the establishment they were purchased or in the common area, and may not be taken into another establishment that did not sell the beverage.

**Security-enforcement:**

Security and enforcement in the Lexington Village Social District will be provided by the Lexington Village Police Department. The Lexington Village Social District may hire certified private security personnel to assist within the district.

**Insurance:**

The village will insure its management and operation of the Lexington Village Social District through its municipal umbrella insurance policy. Participating license holders would be left to secure their own liability insurance.

**Sanitation:**

The Lexington Village DPW will provide sanitation within the district including trash removal, litter pick-up, and public toilet maintenance on a regular schedule, based on season and events. Each participating license holder will be required to have a trash receptacle outside of its entrances for disposal of district cups, and empty those receptacles when needed.

**Marketing and Promotion:**

The Lexington Village Social District will have a branded name for marketing purposes and a distinctive logo. Marketing will be done through traditional free media, social media and paid advertising.

**Entertainment:**

The Lexington Village Social District can provide entertainment and food trucks when appropriate. The district includes part of Tierney Park and green spaces that host concerts and festivals.

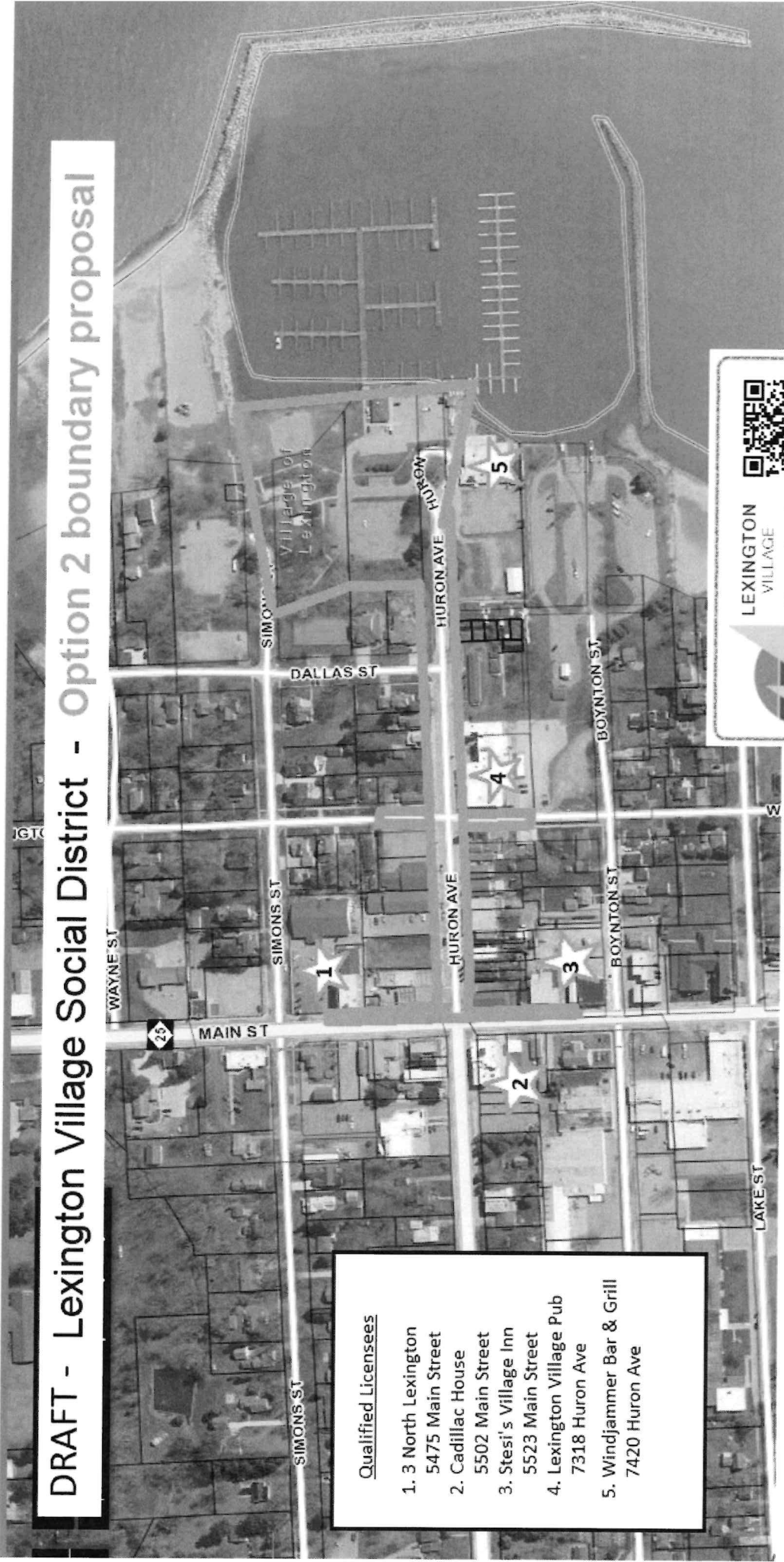
# DRAFT - Lexington Village Social District - Proposed Boundary



## Qualified Licensees

1. 3 North Lexington  
5475 Main Street
2. Cadillac House  
5502 Main Street
3. Stesi's Village Inn  
5523 Main Street
4. Lexington Village Pub  
7318 Huron Ave
5. Windjammer Bar & Grill  
7420 Huron Ave

# DRAFT - Lexington Village Social District - Option 2 boundary proposal



## Qualified Licensees

1. 3 North Lexington  
5475 Main Street
2. Cadillac House  
5502 Main Street
3. Stesi's Village Inn  
5523 Main Street
4. Lexington Village Pub  
7318 Huron Ave
5. Windjammer Bar & Grill  
7420 Huron Ave



LEXINGTON  
VILLAGE  
**Social**  
DISTRICT



# **SAMPLE – Potential Draft Resolution for Lexington Village**

**\*\*\***

***Approving the creation of a Lexington Village Social District for consideration by the Michigan Liquor Control Commission in Downtown Lexington along Main Street and Huron Avenue and including Portions of Tierney Park.***

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WHEREAS, Michigan Public Act 124 of 2020 was signed into law on July 1, 2020; and

WHEREAS, the law allows Michigan municipalities to establish Social Districts that allow for common areas where two or more contiguous licensed establishments could sell alcoholic beverages in special cups to be taken into the area for consumption; and

WHEREAS, the Lexington Village Social District would be created and managed by the village through its [*Downtown Development Authority Chair – maybe?? Or DDA & Village Manager?? Or something else*]; and

WHEREAS, the Lexington Village Social District would run along Main Street and Huron Avenue including a common area designated at Tierney Park; and

WHEREAS, the Village of Lexington will follow all stipulations of Michigan Public Act 124 of 2020 and follow established best practices in relation to the creation and maintenance of Social Districts; and

WHEREAS, the creation of the Lexington Village Social District would be an immediate draw to Downtown Lexington and be a viable solution;

NOW, THEREFORE, BE IT RESOLVED that the Lexington Village Council does hereby approve the creation of the Lexington Village Social District for consideration by the Michigan Liquor Control Commission in Downtown Lexington.



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## WRAP-AROUNDS

# PROPOSAL

Prepared for: Lexington Downtown Development Authority

Prepared by: Larry Adams, DDA Board Member, and village trustee



12/14/22

I communicated with Romeo DDD chair, Elizebeth Miller, and she made these contacts for me to look at. I also talked to Carl, the owner of Eckert's Greenhouse in Sterling Heights, Michigan, and he developed designed and manufactures these pots that are made in Midland Michigan. I hope these are considered as some thing possible for our community

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## H2O LABOR SAVER PLANT CONTAINERS; [H2OLABORSAVER.COM](http://H2OLABORSAVER.COM)

Greenhouse: 34051 Ryan Rd. Sterling Hights, MI 48310 PH; (586) 264-5678

# EXECUTIVE SUMMARY

## Objective

The objective is to have a centrally located flower pot that expands the walk ability space in front of buildings in Village.

## Goals

The goals of this system is to allow for less time spent watering. The wicking system and water reservoir holds water and allows the plants to take water when they need it.

## Solution

This may provide a more cohesive look, and remove the need for transporting pots back and forth. These wrap around pots come with a guarantee for several years. This can be a more sustainable solution to replacement and storage space issues.

## Project Outline

The outline of the proposed project will have the details required to buy and manage.






### Get that 360-degree view.

The 28" Wrap Around is a perfect solution for cities that wish to beautify their light poles and banner posts with an eye-catching view. With the built-in reservoir cities can conserve water and reduce labor costs. They are available only in black. The Wrap Around fits poles 3.5" to 8" in diameter and custom adaption is available. Not just a Wrap Around! Our design makes this container functional as a window box or adaptable for a bridge hanger.

Talk to Us for Specifics About Wrap-Arounds

### Benefits to Wrap Arouns

-  Annual Labor Savings
-  Water Conservation Efforts
-  Longer Watering Cycle



Get Your Perfect Planter

**(586) 264-5678**

**Wrap-Arounds**

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**Has offer to bring one to us to see what they would look like.**



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## BUDGET

Verbal cost. A detailed list of all of the components, and their individual cost will be supplied at a later date.

Description	Quantity	Unit Price	Cost
Item 1	34	\$200	\$6,800
<b>Total</b>			<b>\$6,800</b>

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## **Lexington RRC Essential Status & RRC Certification**

(Redevelopment Ready Communities - Michigan)

### **Three things still needed from DDA**

4.2 Expectations and Interests Providing clear expectations on what being a board member entails (and helpful background to have) helps candidates understand which board may best fit their experience and capacity.

The community outlines expectations for board and commission positions

4.3 Orientation Ensuring recently elected or appointed officials have the information they need to perform their new duties makes the development review process more predictable.

The orientation materials include all relevant planning, zoning and development information.

4.6 Training Plan Developing a training plan identifies opportunities, expectations, and goals that are aligned with the community's plans, needs, and capacity. This working document addresses training needs and desires of current board and commission members.

1. The plan identifies training goals and expectations.
2. The plan identifies funding sources.
3. The plan identifies how training participants share outcomes with other officials and staff.
4. The plan identifies how the community consistently encourages training.
5. The plan is reviewed every two years.

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:

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Beth Grohman, Clerk  
Village of Lexington

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Keri Yankee, Chairperson  
Lexington Downtown Development Authority