

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

DATE OF MEETING: Wednesday, March 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, Zysk

APPROVAL OF AGENDA

APPROVAL OF MINUTES – Motion to approve the February 8, 2023 minutes as presented.

PUBLIC COMMENT –

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

UNFINISHED BUSINESS:

1. **Social District Update** – McGovern
2. **Wrap Around Pots Update** – Adams
3. **RRC Documentation Update** – McGovern
4. **Wayfair Signs Update** – McGovern/VanDyke
5. **Harbor Grant Update** – Cutright
6. **DDA Bylaws** – McGovern/Bales

NEW BUSINESS:

1. **DDA Training** – McGovern
2. **DDA Budget Amendments** – McCoy
- 3.

CORRESPONDENCE

- Lexington Arts Council Thank You Letter
- Jim Macksey Tribute

PUBLIC COMMENT

ADJOURNMENT

**VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
Village of Lexington – 7227 Huron Ave., Lexington, MI
February 8, 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, VanDyke, Westbrook, McGovern

ABSENT: Bales, Kaatz, Drouillard

OTHERS PRESENT: C. Cutright, S. McCoy, K. DeCoster, D. Klaas, P. Muoio, S. Klaas, A. Sutton

APPROVAL OF AGENDA:

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

All Ayes

Motion Carried

APPROVAL OF MINUTES

MOTION by McGovern, seconded by Adams, to approve the January 11, 2023 minutes as presented.

All Ayes

Motion Carried

PUBLIC COMMENT: None

REVIEW OF FINANCIAL INFORMATION: -

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

Roll Call:

Ayes: Bender, McGovern, VanDyke, Westbrook, Adams

Nays: None

Motion Carried

UNFINISHED BUSINESS:

- 1. RFP for Summer Flowers Update** – McGovern explained we only received one bid that came in yesterday February 7, 2023 at 8:40 a.m. McGovern opened the quote. The quote is from Croswell Greenhouse. The quote has 34 pots @ \$85.00 each totaling \$2,890.00, and 74 hanging baskets @ \$55.00 each totaling \$4,070.00. The total quote is \$6,960.00.

MOTION by VanDyke, seconded by Bender, to approve the quote for \$6,960.00 to Croswell Greenhouse.

Roll Call:

Ayes: VanDyke, Bender, Westbrook, Adams, McGovern

Nays: None

Motion Carried

- 2. Social District Update** – McGovern explained the draft included in the packet. We met with the police chief which is supportive of this idea. McGovern explained we have time to work on the details before sending Council a resolution to consider. Cutright explained the police chief did not see any issues with this. Discussion followed on additional details that need to be worked out.

MOTION by Bender, seconded by VanDyke, to table this until the March meeting.

All eyes

Motion Carried

3. **Street Light Repairs Update** – McGovern explained the DPW was able to cancel the original order of \$1,800.00 without penalties. They did order some parts to replace 4 lights the new way. The DPW still needs to replace more lights once the new parts come in.
4. **Wrap Around Pots Update** – Adams explained we have one of the new pots on display out front. Discussion followed on weather to move forward purchasing a few of these new pots to try them out. Bender suggested placing them on the poles that have the way fair signs. Discussion followed.

MOTION by Bender, seconded by VanDyke, to table this until next month meeting.

All ayes

Motion Carried

5. **Speakers KLA Update** – Cutright explained Klaas helped with connecting our current internet service into the speakers. Bender noted the public WIFI is still working. Cutright will look into this.
6. **Wayfair Signs Update** – Bender explained we have 4 way fair signs; one is at Boynton & Main, one by Foleys, one by Bob Barnes office, and the last one is at Simons St. Discussion followed on what to put on the new signs. VanDyke suggested we add social district to the new signs. McGovern suggested having a few members work on putting something together to present for next month's meeting.

NEW BUSINESS:

1. **RRC Essential Status & Certification** – McGovern worked with the Planning Commission on DDA's part in becoming RRC certified. Three things need to be completed by the DDA. The first is a job description for DDA, the second is an orientation plan, and the third is our training plans. McGovern will work on this and share the training modules.
2. **Harbor Grant Update** – McGovern explained we received harbor grant funding from the state. VanDyke will explain more details on the next agenda item.
3. **RFP Engineering & Design Services for Harbor Grant** – VanDyke explained this goes back to last year when we authorized Kaatz to put in a request to the state. It was in the interest of taking advantage of some of the funding that was coming through with the supplemental bills that took place. This is in the context of the overall harbor redevelopment plan which includes not only the docks but the upland as well. The idea was that the Village would swing for the grant for the harbor and upland portion and the feds would swing for federal budget allocation for the break wall. Last year Senator Stabenow was able to secure in the 2022 federal budget an allocation to do the engineering associated with the new break water. This year Senator Stabenow and Senator Peters put in an official request to the Army Corp to fund the project. We should know in the next 30 days whether as part of the budget process the Lexington break water will be part of this. It is about 8.6 million dollars in federal funds trying to secure to repair the break water. The Village put in a request through Senator Lauwers office for 12 million dollars. The Village was successful in getting 8 million dollars. The project is still 12 million dollars. It's possible the DNR could bring its own funding for the gap funding. We need to start the ball rolling in terms of trying to find professional services that would help us do the design engineering and project management for this project. There are a few companies that do this work in Michigan, one being Edgewater who already did a lot of the work in the planning process. There are others that may be interested in this project. A few of us in conjunction with Cynthia put together this RFP for those services. We used the template that was used for the masterplan. Discussion followed on the items listed in the RFP. VanDyke explained we need to move quickly on this as once the legislature votes on this, it is usually within 30 days the MEDC will have a grant agreement in front of the Village. This RFP is a draft subject to minor changes we would like to send out, it is not authorizing any expenditures. Discussion followed.

MOTION by McGovern, seconded by Westbrook, to submit this RFP for the revitalization project contingent upon non material changes from the DNR and board members.

Roll Call

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

Nays – None

Motion carried

4. **DDA Personnel/Staff Member Discussion** – VanDyke explained we discussed before the possibly of allocating a portion of our budget to a staff member outside of the role of the Village Manager. A few years back we allocated \$20,000 and sent out a job description. We never found a person to fulfill this role. I have recently been approached by some LBA members as they hired Anne Soule back. This is exploratory at this point to see if we are interested in sharing a resource with the LBA. Discussion followed on what this person could do for the DDA administratively and the Village. Board members support the possibility of a part time person.

5. **DDA Bylaws** – McGovern explained Stacie Bales wanted to discuss the issue in the by laws regarding the treasurer role. McGovern will work on some minor changes before next meeting.

MOTION by Bender, seconded by McGovern, to table this until next month.

All eyes

Motion carried

CORRESPONDENCE: None

PUBLIC COMMENT:

- Peter Muoio – commented on the responsibility assumed by the Village of another employee, the social district being run all year long, along with additional table and chairs would be needed.
- Denny Klaas – commented on the possibility of littering with the social district cups.
- Kathy DeCoster – commented on the harbor grant overlapping with the spark grant.

ADJOURNMENT:

MOTION by McGovern, seconded by VanDyke to adjourn the meeting at 7:13 pm.

All Ayes

Motion carried.

Respectfully submitted,
Vicki Scott
February 8, 2023

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-002.000	EASTERN MICHIGAN BANK	353,632.74
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
Total Assets		353,752.74
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	0.00
248-000-258.000	ACCRUED WAGES	0.00
Total Liabilities		0.00
*** Fund Balance ***		
248-000-390.000	FUND BALANCE ACCOUNT	260,881.96
Total Fund Balance		260,881.96
Beginning Fund Balance		260,881.96
Net of Revenues VS Expenditures		92,870.78
Ending Fund Balance		353,752.74
Total Liabilities And Fund Balance		353,752.74

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	YTD BALANCE 02/28/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2023 INCREASE (DECREASE)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
Revenues				
Dept 000				
248-000-401.500	DDA TAXES FROM VILLAGE	85,600.00	95,400.36	0.00
248-000-401.600	DDA TAXES FROM TOWNSHIP	76,000.00	73,156.30	23,670.92
248-000-665.000	INTEREST EARNED	0.00	288.24	0.00
248-000-671.500	MISC ACCT OF REVENUE	0.00	0.00	0.00
248-000-699.101	TRASFER IN FROM GENERAL FUND FOR CAPITA	0.00	0.00	0.00
248-000-699.248	TRANSFER IN OPEN ACCOUNT	0.00	0.00	0.00
Total Dept 000		161,600.00	168,844.90	23,670.92
Dept 248 - ****DDA EXPENSES****				
248-248-667.500	INTERNET REVENUE	0.00	600.00	0.00
Total Dept 248 - ****DDA EXPENSES****		0.00	600.00	0.00
TOTAL REVENUES		161,600.00	169,444.90	23,670.92
Expenditures				
Dept 248 - ****DDA EXPENSES****				
248-248-699.940	ADMINISTRATIVE REIMBURSEMENT	9,755.00	6,503.52	812.94
248-248-703.600	DPW WAGES	30,245.00	16,264.31	637.76
248-248-703.650	DPW-WATER WAGES OVERTIME	0.00	604.48	0.00
248-248-704.100	MATCH - SOCIAL SECURITY	2,150.00	1,290.22	48.78
248-248-704.200	BLUE CROSS	0.00	4,665.63	193.42
248-248-704.300	LIFE INSURANCE	260.00	74.34	15.09
248-248-704.400	PENSION	5,320.00	2,219.82	170.32
248-248-704.401	AXA EQUITABLE MATCH	3,000.00	542.44	22.16
248-248-704.500	MICH EMP SEC COM	100.00	206.95	13.89
248-248-728.000	COMPUTER-HARDWARE-SOFTWARE	0.00	0.00	0.00
248-248-740.000	SUPPLIES	500.00	1,552.78	55.00
248-248-740.700	DPW EQUIPMENT	10,070.00	10,631.33	357.25
248-248-745.000	CHRISTMAS SUPPLY	12,000.00	7,356.60	0.00
248-248-802.500	EDUCATION AND TRAINING	1,000.00	100.00	100.00
248-248-803.000	PHONE/INTERNET EXPENSE	10,000.00	4,750.00	(875.00)
248-248-803.100	MUSIC	1,500.00	323.40	0.00
248-248-805.000	ADVERT/PUBLICATIONS	15,000.00	5,444.80	0.00
248-248-810.000	MEMBERSHIP/DUES	0.00	200.00	0.00
248-248-811.000	LEGAL	500.00	270.00	0.00
248-248-812.000	MILEAGE	0.00	0.00	0.00
248-248-815.000	AUDIT	0.00	0.00	0.00
248-248-820.000	CONTRACTED SERVICES	10,000.00	2,557.50	50.00
248-248-821.100	DDA SERVICE PROVIDED BY VILLAGE	0.00	0.00	0.00
248-248-840.000	LANDSCAPING MAINTENANCE	10,000.00	4,140.00	0.00
248-248-955.000	DDA GRANT	30,000.00	6,876.00	0.00
248-248-969.000	MISCELEANOUS	0.00	0.00	0.00
248-248-969.200	DONATION	7,500.00	0.00	0.00
248-248-971.000	CAPITAL OUTLAY	0.00	0.00	0.00
Total Dept 248 - ****DDA EXPENSES****		158,900.00	76,574.12	1,601.61
TOTAL EXPENDITURES		158,900.00	76,574.12	1,601.61
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL REVENUES		161,600.00	169,444.90	23,670.92
TOTAL EXPENDITURES		158,900.00	76,574.12	1,601.61
NET OF REVENUES & EXPENDITURES		2,700.00	92,870.78	22,069.31

User: SHELLY

DB: Village Of Lexington

TRANSACTIONS FROM 02/01/2023 TO 02/28/2023

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
02/01/2023			248-248-699.940 ADMINISTRATIVE REIMBURSEMENT		BEG. BALANCE		5,690.58
02/28/2023	GJ	JE	ADMIN. REIMBURSEMENT FEB 2023	2533	812.94		6,503.52
02/28/2023			248-248-699.940	END BALANCE	812.94	0.00	6,503.52
02/01/2023			248-248-703.600 DPW WAGES		BEG. BALANCE		15,626.55
02/01/2023	PR	CHK	SUMMARY PR 02/01/2023		183.60		15,810.15
02/08/2023	PR	CHK	SUMMARY PR 02/08/2023		93.36		15,903.51
02/15/2023	PR	CHK	SUMMARY PR 02/15/2023		219.06		16,122.57
02/22/2023	PR	CHK	SUMMARY PR 02/22/2023		141.74		16,264.31
02/28/2023			248-248-703.600	END BALANCE	637.76	0.00	16,264.31
02/01/2023			248-248-703.650 DPW-WATER WAGES OVERTIME		BEG. BALANCE		604.48
02/28/2023			248-248-703.650	END BALANCE	0.00	0.00	604.48
02/01/2023			248-248-704.100 MATCH - SOCIAL SECURITY		BEG. BALANCE		1,241.44
02/01/2023	PR	CHK	SUMMARY PR 02/01/2023		14.04		1,255.48
02/08/2023	PR	CHK	SUMMARY PR 02/08/2023		7.14		1,262.62
02/15/2023	PR	CHK	SUMMARY PR 02/15/2023		16.77		1,279.39
02/22/2023	PR	CHK	SUMMARY PR 02/22/2023		10.83		1,290.22
02/28/2023			248-248-704.100	END BALANCE	48.78	0.00	1,290.22
02/01/2023			248-248-704.200 BLUE CROSS		BEG. BALANCE		4,472.21
02/01/2023	PR	CHK	SUMMARY PR 02/01/2023		58.04		4,530.25
02/08/2023	PR	CHK	SUMMARY PR 02/08/2023		23.66		4,553.91
02/15/2023	PR	CHK	SUMMARY PR 02/15/2023		66.72		4,620.63
02/22/2023	PR	CHK	SUMMARY PR 02/22/2023		45.00		4,665.63
02/28/2023			248-248-704.200	END BALANCE	193.42	0.00	4,665.63
02/01/2023			248-248-704.300 LIFE INSURANCE		BEG. BALANCE		59.25
02/03/2023	AP	INV	FEB 23 LIFE INSURANCE	211969862828	15.09		74.34
02/28/2023			248-248-704.300	END BALANCE	15.09	0.00	74.34
02/01/2023			248-248-704.400 PENSION		BEG. BALANCE		2,049.50
02/01/2023	PR	CHK	SUMMARY PR 02/01/2023		32.35		2,081.85
02/08/2023	PR	CHK	SUMMARY PR 02/08/2023		26.34		2,108.19
02/15/2023	PR	CHK	SUMMARY PR 02/15/2023		74.42		2,182.61
02/22/2023	PR	CHK	SUMMARY PR 02/22/2023		37.21		2,219.82
02/28/2023			248-248-704.400	END BALANCE	170.32	0.00	2,219.82
02/01/2023			248-248-704.401 AXA EQUITABLE MATCH		BEG. BALANCE		520.28
02/01/2023	PR	CHK	SUMMARY PR 02/01/2023		6.77		527.05
02/08/2023	PR	CHK	SUMMARY PR 02/08/2023		2.26		529.31
02/15/2023	PR	CHK	SUMMARY PR 02/15/2023		7.87		537.18
02/22/2023	PR	CHK	SUMMARY PR 02/22/2023		5.26		542.44
02/28/2023			248-248-704.401	END BALANCE	22.16	0.00	542.44
02/01/2023			248-248-704.500 MICH EMP SEC COM		BEG. BALANCE		193.06
02/01/2023	PR	CHK	SUMMARY PR 02/01/2023		4.22		197.28
02/08/2023	PR	CHK	SUMMARY PR 02/08/2023		2.15		199.43
02/15/2023	PR	CHK	SUMMARY PR 02/15/2023		4.59		204.02
02/22/2023	PR	CHK	SUMMARY PR 02/22/2023		2.93		206.95
02/28/2023			248-248-704.500	END BALANCE	13.89	0.00	206.95
02/01/2023			248-248-740.000 SUPPLIES		BEG. BALANCE		1,497.78
02/08/2023	AP	INV	GLOVES TOILET PAPER TRASH BAGS	5920	55.00		1,552.78
02/28/2023			248-248-740.000	END BALANCE	55.00	0.00	1,552.78
02/01/2023			248-248-740.700 DPW EQUIPMENT		BEG. BALANCE		10,274.08
02/28/2023	GJ	JE	DPW EQUIPMENT REIMBURSEMENT FEB 2023	2535	357.25		10,631.33
02/28/2023			248-248-740.700	END BALANCE	357.25	0.00	10,631.33
02/01/2023			248-248-745.000 CHRISTMAS SUPPLY		BEG. BALANCE		7,356.60
02/28/2023			248-248-745.000	END BALANCE	0.00	0.00	7,356.60
02/01/2023			248-248-802.500 EDUCATION AND TRAINING		BEG. BALANCE		0.00
02/08/2023	AP	INV	4 TRAINING WEBINAR SERIES	E2678	100.00		100.00
02/28/2023			248-248-802.500	END BALANCE	100.00	0.00	100.00
02/01/2023			248-248-803.000 PHONE/INTERNET EXPENSE		BEG. BALANCE		5,625.00
02/16/2023	CR	RCPT	DDA TAXES FROM TOWNSHIP 02/16/2023			875.00	4,750.00
02/28/2023			248-248-803.000	END BALANCE	0.00	875.00	4,750.00
02/01/2023			248-248-803.100 MUSIC		BEG. BALANCE		323.40
02/28/2023			248-248-803.100	END BALANCE	0.00	0.00	323.40
02/01/2023			248-248-805.000 ADVERT/PUBLICATIONS		BEG. BALANCE		5,444.80

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			248-248-805.000 ADVERT/PUBLICATIONS				
					(Continued)		
02/28/2023			248-248-805.000	END BALANCE	0.00	0.00	5,444.80
02/01/2023			248-248-810.000 MEMBERSHIP/DUES		BEG. BALANCE		200.00
02/28/2023			248-248-810.000	END BALANCE	0.00	0.00	200.00
02/01/2023			248-248-811.000 LEGAL		BEG. BALANCE		270.00
02/28/2023			248-248-811.000	END BALANCE	0.00	0.00	270.00
02/01/2023			248-248-820.000 CONTRACTED SERVICES		BEG. BALANCE		2,507.50
02/15/2023	AP	INV	MINUTES DDA 2-8-23	DDA MIN. 2/8/23	50.00		2,557.50
02/28/2023			248-248-820.000	END BALANCE	50.00	0.00	2,557.50
02/01/2023			248-248-840.000 LANDSCAPING MAINTENANCE		BEG. BALANCE		4,140.00
02/28/2023			248-248-840.000	END BALANCE	0.00	0.00	4,140.00
02/01/2023			248-248-955.000 DDA GRANT		BEG. BALANCE		6,876.00
02/28/2023			248-248-955.000	END BALANCE	0.00	0.00	6,876.00
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY							
					2,476.61	875.00	76,574.12



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. There will be a common area within this district which includes a portion of Tierney Park. Streets in the social district would remain open to traffic and for parking. 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 areas would be open from the time participating license holders open for business until midnight on weekends and 11:00pm on weekdays. Once the common areas are closed, Social District beverages cannot be sold in participating businesses nor possessed and consumed in the common areas and consumption of alcoholic beverages must be contained within the license holders service areas.

We will be monitoring and reviewing the hours of operation as our program progresses. While our goal is for Lexington to be a year-around “resort-north,” closing times may eventually be changed, especially during off-season.

It is our intent 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.

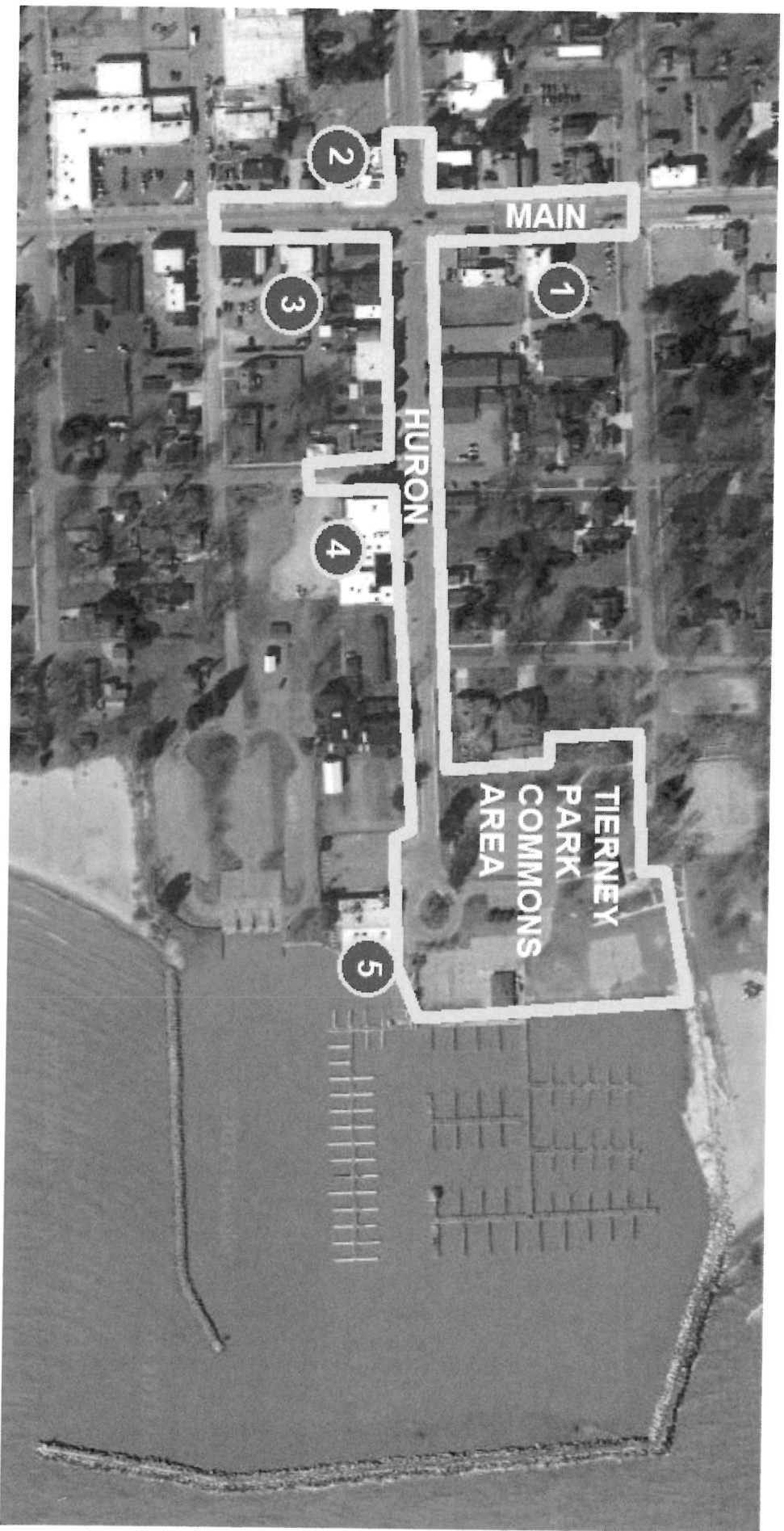
Marketing and Promotion:

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.

Lexington Village Social District



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

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.

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; 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.



Eckert's Greenhouse
 34051 Ryan Rd.
 Sterling Heights, MI 48310

Estimate

Date	Estimate #
2/20/2023	206

Name / Address
Lexington DDA Larry Adams

FOB	Project
Sterling Hts	Lexington DDA

Item	Description	Qty	Rate	Total
28" Wrap Around ...	Wraparound 28" Eckerts Container System	5	200.00	1,000.00
DELIVERY	Grower Truck Delivery		35.00	35.00

E-mail	eckerts_greenhouse@yahoo.com	Total	\$1,035.00
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Downtown Development Authority (DDA) Expectations and Interests

The Lexington DDA is a public board.

The Lexington DDA supports the Village's efforts to maintain and grow its charming downtown with events, physical improvements, enhanced services, and more. DDA's are governed by **Michigan Act 57 of 2018**. The DDA consists of 10 members representing a range of businesses and interests. It meets monthly on the 2nd Wednesday at Village Hall in addition to holding two information meetings each year as required by law.

Per state guidelines, DDA's provide for a variety of funding options including a tax increment financing mechanism, which can be used to fund public improvements in the downtown district and the ability to levy a limited millage to address administrative expenses. DDA's can raise funds a number of additional ways. It is our responsibility to maintain and deploy those funds in the most appropriate way.

Expectations / Responsibilities

- Attend monthly meetings.
- Read meeting documentation provided the week prior to meetings and come prepared.
- Contribute ideas, perspectives, and recommendations on DDA activities.
- Keep abreast of changes and activities within the DDA boundary.
- Be openminded with the best interests of the Village in mind.
- Put in some hours outside of meeting time to achieve the DDA's goals.
- Vote publicly on matters of funding, development, redevelopment, and operations within the Village Downtown.

Interests / Qualifications

- There is no best background, education, or experience that ideally prepares a DDA member/trustee and we function best with a large variety of backgrounds working collectively.
- Interests and experience in any component of downtown: business, development / redevelopment, construction / architecture, history, hospitality, finance, operations and more are beneficial.
- Interpersonal skills, communications skills and technological skills are important.

Our village makes community service a possibility for many, and many are needed. Your service begins when you go to the village clerk for an application for an appointment.

The completed application is reviewed by the Village President and appointments are made as vacancies arise.



New DDA Board Member Information

Welcome to the Village of Lexington DDA. We are grateful for your service to our community.

All Ordinances are available on our village website: <https://www.villageoflexington.com>. You will want to become familiar with everything on our village website so please take time to navigate through the website and review what's there.

Our DDA is made possible by the following legislation:

[http://www.legislature.mi.gov/\(S\(mzkj3ixedlh5fz2itjhqhr2c\)\)/mileg.aspx?page=GetObject&objectname=mcl-Act-57-of-2018](http://www.legislature.mi.gov/(S(mzkj3ixedlh5fz2itjhqhr2c))/mileg.aspx?page=GetObject&objectname=mcl-Act-57-of-2018)

The above link offers useful reference when investigating scope and reach on DDA projects.

Our bylaws are also on the village website: <https://villageoflexington.com/wp-content/uploads/2021/12/doc07947420211103091135.pdf>

Meetings are public.

We strictly follow the Michigan Open Meetings Act: [Open Meetings Act Handbook \(michigan.gov\)](#)

We utilize Robert's Rules of Order.

Rules: [Robert's Rules of Order Revised \(robertsrules.org\)](#)

Simplified/Basic Rules: [roberts-rules-of-order-basics \(pta.org\)](#)

Please review these documents to help you become an effective board member. It's more enjoyable if we all abide by the same rules.

Training is available. Eight, one-hour online training sessions are available with additional training in the works. Links to all online training will be sent to you via email.

DDA Members are required by Michigan law to perform a minimum of four hours of training annually.

DDA Boundary identifies the area within the Village we are responsible for and **TIF** (Tax Increment Financing) identifies a major source of our funding. The following link describes both in great detail: <https://villageoflexington.com/wp-content/uploads/2021/12/Village-of-Lexington-Development-Plan-12-19-22.pdf>

DDA budget, financials, and activities can be reviewed on the village website. The most current are easily found looking at agendas and minutes posted on the meetings page (in the DDA section): [Meeting Schedules | Village of Lexington \(villageoflexington.com\)](#)

For more information, please check the following sites:

<https://www.michigandowntowns.com>

<https://www.miplace.org>

The Village of Lexington DDA is a member of the Michigan Downtown Association.

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

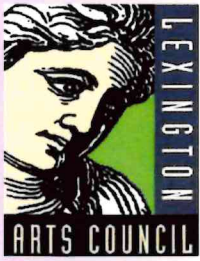
The Board shall prepare and submit a budget for the operation of the Authority for approval by the Village Council **by June 1 of each year.**

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



The Lexington Arts Council satisfies the increasing cultural tastes of the Thumb Blue Water community by producing musical, visual and other fine arts programming.

Board of Directors

- Melissa Anderson
- Patrick Blakeley
- Marianne Boyd
- Steve Disser
- John Groustra
- Liz Jackson
- Lee Jones
- Jim Macksey
- Michelle Measel-Morris
- Dennis Quinn
- Scott Ryan
- Mike Ziegler

Lexington Arts Council
P.O. Box 434
Lexington, MI 48450
lexington-arts.org

The Lexington Arts Council is a 501 (c) (3) Publicly Supported Foundation.

December 12, 2022
Village of Lexington - DDA
7227 Huron Avenue
Lexington, MI 48450

Dear Village of Lexington - DDA,

♪ Thank You ♪
For being an important part of our story!

As this year comes to a close, we want to shout out a huge **THANK YOU!** Our mission is to provide the community with musical, visual, and fine arts programs; this would not be possible without you!

In 2022, we enjoyed nine Friday nights at Music in the Park, a full weekend (and full house!) at The Bach Festival, as well as a newly added event this year, "Tastes of the World". This one-of-a-kind experience included cuisine from around the world, live art, auctions, and a musical performance by Dave Bennett! We are looking forward to doing something similar in 2023!

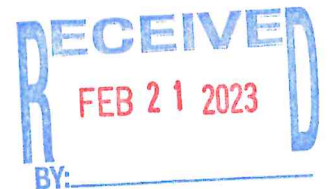
Thank you again for your generous support. Your capacity as a patron, musician host, volunteer, concert sponsor, and overall advocate for the arts made 2022 a successful year. We look forward to sharing all the excitement that 2023 holds with you very soon.

Sincerely,

Jim Macksey,
Co-Chairman,
Patron Relations

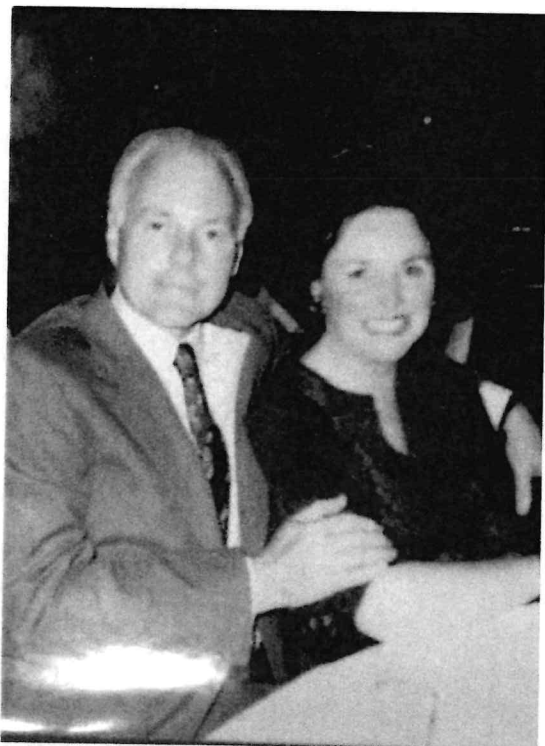
Steve Disser,
Co-Chairman,
Patron Relations

THANKS AGAIN!!



Hello Hello,
THANK YOU FOR ALL THE
SUPPORT THROUGHOUT THE YEAR!
THE LAC IS SO FORTUNATE
TO HAVE YOU AS A GREAT
PARTNER!! THANKS AGAIN!

In Loving Memory of



Our Friend

**ALFRED JAMES
MACKSEY, JR.**

JULY 03, 1932 - DECEMBER 19, 2022

How can we put into words the years of friendship? We can't.

They are filled with an abundance of wisdom, mirth, commitment, vision, and joy.

As a founding member of the Lexington Arts Council, every piece of who we are now has Jim's fingerprints on it. Jim & Judy have invested their time and talents to growing this organization. But they have grown more than an arts organization, they have created a community. A community of friends, patrons of the arts, a culture of creative care for Lexington and the surrounding areas.

For over 20 years Jim has sent you letters on behalf of the Lexington Arts Council and this enclosed letter was the last one that he helped pen. Our hearts are heavy knowing that there is now a great void in this world. Yet we know that our well spoken and eloquent letter writing friend will live on through all of us as we breathe in music every summer in the park, and hear the sweet sounds of classical compositions in the fall.

We will forever hold in highest regards, our visionary friend,
Jim Macksey.

