

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

**DATE OF MEETING:** Wednesday, January 10, 2024  
**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 REGULAR MEETING:**

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

**ATTENDANCE:**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES** – Motion to approve the December 13, 2023 minutes as presented.

**PUBLIC COMMENT –**

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

**UNFINISHED BUSINESS:**

1. Harbor Redevelopment Update – McGovern/VanDyke
2. 2024 RFP for Annual Flowers Update – McGovern/Bender
- 3.

**NEW BUSINESS:**

1. **LBA Invoices**– Motion to approve the attached invoices submitted by the LBA in the amount of \$976.35 for costs associated with the tree lighting event in the DDA district.
2. **Social District 2024 Plans Discussion** – McGovern/Bender/Westbrook
3. **Additional 2024 Calendar Year Goals** – McGovern
  - a) **Support Village RRC Initiatives**
  - b) **Identify & Evaluate Entities Within the DDA Boundary to Enhance What is There and Attract What is Missing.**
- 4.

**CORRESPONDENCE**

**PUBLIC COMMENT**

**ADJOURNMENT**

**VILLAGE OF LEXINGTON**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Village of Lexington – 7227 Huron Ave., Lexington, MI**  
**December 13, 2023**

**CALL TO ORDER:** Chairperson McGovern called the meeting to order at 5:33 pm.

**ROLL CALL:** by Vicki Scott

**PRESENT:** Adams, Bender, Westbrook, McGovern, Zysk

**ABSENT:** Bales, Kaatz, VanDyke, Drouillard

**OTHERS PRESENT:** L. Fisher, K. DeCoster, P. Muoio, J. Zysk

**APPROVAL OF AGENDA:**

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

Discussion on the updated Ethics statement is available for the Board to sign.

All Ayes

Motion carried

**APPROVAL OF MINUTES**

**MOTION** by McGovern, seconded by Adams, to approve of November 8, 2023, minutes as presented.

All Ayes

Motion carried

**PUBLIC COMMENT:**

- Kathy DeCoster (5203 Main – Lot 181) – commented on adding attendance line to the agenda.

**REVIEW OF FINANCIAL INFORMATION: -**

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

Discussion on the Keel advertising reaching out for articles.

Roll Call:

Ayes – Bender, Adams, Zysk, Westbrook, McGovern

Nays – None

Motion Carried

**UNFINISHED BUSINESS:**

1. **Harbor Steering Committee Update** – L. Fisher explained this committee's job is completed. Edgewater put out the latest consensus plan. L. Fisher stated the Village did not receive the amount we were requesting for the DNR acquisition grant. We received \$300,000.00 out of the 1.4 million we requested. Fisher stated we scored #2 overall. Discussion followed on upcoming meetings on how we wish to move forward.
2. **2023 Holiday Season Update-** T. Zysk explained the tree lighting event went extremely well this year. Next year we need to think about adding porta potties. T. Zysk thanked Mike McGovern, Kristen Kaatz, and all the volunteers that helped make this event a success. Discussion followed on the budgeted funds left over (\$2,500) from the Christmas line item. The Board discussed using it to purchase half off Christmas decorations for next year or updating the lights possibly switching over to LED lights.

## **NEW BUSINESS:**

1. **Tree Light Event Invoices** – McGovern explained the invoices submitted by the LBA.  
**MOTION** by McGovern, seconded by Bender, to approve the attached invoices submitted by the LBA in the amount of \$1,148.04 for costs associated with the tree lighting event in the DDA district.  
Discussion on not paying the sales tax.  
Roll Call:  
Ayes – McGovern, Bender, Adams, Zysk, Westbrook  
Nays – None  
Motion carried
2. **KLA Invoice** –  
**MOTION** by Bender, seconded by Zysk, to approve the KLA Invoice in the amount of \$1,223.40 for 12 months of Business XM and remote monitoring support.  
Roll Call:  
Ayes – Bender, Zysk, Adams, Westbrook, McGovern  
Nays – None  
Motion carried
3. **DDA Logo Discussion** – McGovern explained Larry Adams has been working on a possible new logo for the DDA. L. Fisher explained this could cause branding issues. Discussion followed.
4. **Historic Bell Discussion**– McGovern stated he was approached by a few different people showing interest in donating to restore the historic bell. Discussion followed on the possibility of bringing the bell back and the DDA helping to offset the cost of restoring the bell.
5. **2024 RFPs for Annual Flowers** – Bender explained we need update the previous RFP and add the 6 wrap around pots and change the date for 2024. Discussion followed on adding fall flowers and/or spring flowers to the RFP, and having the RFP sent out as soon as possible. Bender will work with McGovern on the updated language for the RFP.  
**MOTION** by McGovern, seconded by Westbrook, to approve Mickey Bender to send out the RFP and have it returned by the January meeting.  
Discussion on having additional people attend the bid opening.  
All Ayes  
Motion carried
6. **2024 Meeting Schedule** – Motion by Bender, seconded by Adams, to approve the 2024 meeting schedule as presented.  
All Ayes  
Motion carried

## **CORRESPONDENCE:**

### **PUBLIC COMMENT:**

- Kathy DeCoster (5203 Main – Lot 181) – commented on balance sheet for DPW revenue, membership dues, and legal.
- Peter Muoio (7276 Lester) – commented on the historic bell and fire department.
- Larry Adams (7311 Lake) – commented on the wrap around pots need lowered and DDA training.
- Lori Fisher (Village Manager) – commented on adding 2 flower pots to the back of the building entrance.

## **ADJOURNMENT:**

**MOTION** by McGovern, seconded by Bender, to adjourn the meeting at 6:43 p.m.

All Ayes

Motion carried.

Respectfully submitted,  
Vicki Scott  
November 13, 2023

PERIOD ENDING 12/31/2023

| GL NUMBER                                 | DESCRIPTION                              | 2023-24            | ACTIVITY FOR              |   | YTD BALANCE | % BDT<br>USED |
|---|--|--------------------|---------------------------|---|-------------|---------------|
|   |  | ORIGINAL<br>BUDGET | 2023-24<br>AMENDED BUDGET | MONTH 12/31/2023<br>INCREASE (DECREASE) |             |               |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY |  |                    |                           |   |             |               |
| Revenues                                  |  |                    |                           |   |             |               |
| Dept 000                                  |  |                    |                           |   |             |               |
| 248-000-401.500                           | DDA TAXES FROM VILLAGE                   | 101,124.00         | 101,124.00                | 0.00                                    | 90,647.25   | 89.64         |
| 248-000-401.600                           | DDA TAXES FROM TOWNSHIP                  | 83,750.00          | 83,750.00                 | 3,507.19                                | 53,033.57   | 63.32         |
| 248-000-665.000                           | INTEREST EARNED                          | 3,000.00           | 3,000.00                  | 367.53                                  | 4,739.96    | 158.00        |
| 248-000-671.500                           | MISC ACCT OF REVENUE                     | 0.00               | 0.00                      | 0.00                                    | 1,750.00    | 100.00        |
| 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                            |  | 187,874.00         | 187,874.00                | 3,874.72                                | 150,170.78  | 79.93         |
| Dept 248 - ****DDA EXPENSES****           |  |                    |                           |   |             |               |
| 248-248-665.000                           | INTEREST EARNED                          | 0.00               | 0.00                      | 0.00                                    | 0.00        | 0.00          |
| 248-248-667.500                           | INTERNET REVENUE                         | 0.00               | 0.00                      | 0.00                                    | 0.00        | 0.00          |
| Total Dept 248 - ****DDA EXPENSES****     |  | 0.00               | 0.00                      | 0.00                                    | 0.00        | 0.00          |
| TOTAL REVENUES                            |  | 187,874.00         | 187,874.00                | 3,874.72                                | 150,170.78  | 79.93         |
| Expenditures                              |  |                    |                           |   |             |               |
| Dept 248 - ****DDA EXPENSES****           |  |                    |                           |   |             |               |
| 248-248-699.940                           | ADMINISTRATIVE REIMBURSEMENT             | 11,001.00          | 11,001.00                 | 916.74                                  | 5,500.44    | 50.00         |
| 248-248-703.600                           | DPW WAGES                                | 30,000.00          | 30,000.00                 | 2,878.14                                | 12,157.18   | 40.52         |
| 248-248-703.650                           | DPW-WATER WAGES OVERTIME                 | 0.00               | 0.00                      | 351.43                                  | 464.76      | 100.00        |
| 248-248-704.100                           | MATCH - SOCIAL SECURITY                  | 2,437.00           | 2,437.00                  | 244.51                                  | 958.26      | 39.32         |
| 248-248-704.200                           | BLUE CROSS                               | 7,200.00           | 7,200.00                  | 1,016.36                                | 3,067.24    | 42.60         |
| 248-248-704.300                           | LIFE INSURANCE                           | 260.00             | 260.00                    | 17.38                                   | 97.96       | 37.68         |
| 248-248-704.400                           | PENSION                                  | 3,600.00           | 3,600.00                  | 543.07                                  | 1,430.38    | 39.73         |
| 248-248-704.401                           | AXA EQUITABLE MATCH                      | 1,000.00           | 1,000.00                  | 160.76                                  | 380.92      | 38.09         |
| 248-248-704.500                           | MICH EMP SEC COM                         | 300.00             | 300.00                    | 0.00                                    | 52.66       | 17.55         |
| 248-248-728.000                           | COMPUTER-HARDWARE-SOFTWARE               | 0.00               | 0.00                      | 0.00                                    | 0.00        | 0.00          |
| 248-248-740.000                           | SUPPLIES                                 | 4,000.00           | 4,000.00                  | 719.24                                  | 1,251.37    | 31.28         |
| 248-248-740.700                           | DPW EQUIPMENT                            | 15,000.00          | 15,000.00                 | 1,410.37                                | 14,105.62   | 94.04         |
| 248-248-745.000                           | CHRISTMAS SUPPLY                         | 15,000.00          | 15,000.00                 | 0.00                                    | 0.00        | 0.00          |
| 248-248-802.500                           | EDUCATION AND TRAINING                   | 1,000.00           | 1,000.00                  | 0.00                                    | 275.00      | 27.50         |
| 248-248-803.000                           | PHONE/INTERNET EXPENSE                   | 0.00               | 0.00                      | 0.00                                    | 0.00        | 0.00          |
| 248-248-803.100                           | MUSIC                                    | 500.00             | 500.00                    | 0.00                                    | 0.00        | 0.00          |
| 248-248-805.000                           | ADVERT/PUBLICATIONS                      | 12,000.00          | 12,000.00                 | 0.00                                    | 6,000.00    | 50.00         |
| 248-248-810.000                           | MEMBERSHIP/DUES                          | 200.00             | 200.00                    | 0.00                                    | 200.00      | 100.00        |
| 248-248-811.000                           | LEGAL                                    | 500.00             | 500.00                    | 0.00                                    | 0.00        | 0.00          |
| 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                      | 25,000.00          | 25,000.00                 | 50.00                                   | 730.00      | 2.92          |
| 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                  | 15,000.00          | 15,000.00                 | 0.00                                    | 47.00       | 0.31          |
| 248-248-955.000                           | DDA GRANT                                | 30,000.00          | 30,000.00                 | 0.00                                    | 6,997.19    | 23.32         |
| 248-248-969.000                           | MISCELLANEOUS                            | 0.00               | 0.00                      | 0.00                                    | 0.00        | 0.00          |
| 248-248-969.200                           | DONATION                                 | 7,500.00           | 7,500.00                  | 0.00                                    | 0.00        | 0.00          |
| 248-248-971.000                           | CAPITAL OUTLAY                           | 5,000.00           | 5,000.00                  | 0.00                                    | 0.00        | 0.00          |
| Total Dept 248 - ****DDA EXPENSES****     |  | 186,498.00         | 186,498.00                | 8,308.00                                | 53,715.98   | 28.80         |
| TOTAL EXPENDITURES                        |  | 186,498.00         | 186,498.00                | 8,308.00                                | 53,715.98   | 28.80         |

| GL NUMBER                                  | DESCRIPTION | 2023-24            | 2023-24        | ACTIVITY FOR<br>MONTH 12/31/2023<br>INCREASE (DECREASE) | YTD BALANCE<br>12/31/2023<br>NORMAL (ABNORMAL) | % BDT<br>USED |
|--|-------------|--------------------|----------------|---|--|---------------|
|  |             | ORIGINAL<br>BUDGET | AMENDED BUDGET |   |  |               |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY  |             |                    |                |   |  |               |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY: |             |                    |                |   |  |               |
| TOTAL REVENUES                             |             | 187,874.00         | 187,874.00     | 3,874.72  | 150,170.78                                     | 79.93         |
| TOTAL EXPENDITURES                         |             | 186,498.00         | 186,498.00     | 8,308.00  | 53,715.98                                      | 28.80         |
| NET OF REVENUES & EXPENDITURES             |             | 1,376.00           | 1,376.00       | (4,433.28)  | 96,454.80                                      | 7,009.80      |

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GL ACTIVITY REPORT FOR VILLAGE OF LEXINGTON  
TRANSACTIONS FROM 12/01/2023 TO 12/31/2023

Page: 1/2

| Date                                    | JNL | Type | Description   | Reference #       | Debits   | Credits | Balance   |
|---|-----|------|---|-------------------|----------|---------|-----------|
| Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY |     |      |   |                   |          |         |           |
| 12/01/2023                              |     |      | <b>248-248-699.940 ADMINISTRATIVE REIMBURSEMENT</b> | BEG. BALANCE      |          |         | 4,583.70  |
| 12/29/2023                              | GJ  | JE   | ADMIN. REIMBURSEMENT DEC 2023                       | 2805              | 916.74   |         | 5,500.44  |
| 12/31/2023                              |     |      | 248-248-699.940                                     | END BALANCE       | 916.74   | 0.00    | 5,500.44  |
|   |     |      |   |                   |          |         |           |
| 12/01/2023                              |     |      | <b>248-248-703.600 DPW WAGES</b>                    | BEG. BALANCE      |          |         | 9,279.04  |
| 12/06/2023                              | PR  | CHK  | SUMMARY PR 12/06/2023                               |                   | 1,686.89 |         | 10,965.93 |
| 12/13/2023                              | PR  | CHK  | SUMMARY PR 12/13/2023                               |                   | 241.50   |         | 11,207.43 |
| 12/20/2023                              | PR  | CHK  | SUMMARY PR 12/20/2023                               |                   | 228.23   |         | 11,435.66 |
| 12/27/2023                              | PR  | CHK  | SUMMARY PR 12/27/2023                               |                   | 721.52   |         | 12,157.18 |
| 12/31/2023                              |     |      | 248-248-703.600                                     | END BALANCE       | 2,878.14 | 0.00    | 12,157.18 |
|   |     |      |   |                   |          |         |           |
| 12/01/2023                              |     |      | <b>248-248-703.650 DPW-WATER WAGES OVERTIME</b>     | BEG. BALANCE      |          |         | 113.33    |
| 12/06/2023                              | PR  | CHK  | SUMMARY PR 12/06/2023                               |                   | 351.43   |         | 464.76    |
| 12/31/2023                              |     |      | 248-248-703.650                                     | END BALANCE       | 351.43   | 0.00    | 464.76    |
|   |     |      |   |                   |          |         |           |
| 12/01/2023                              |     |      | <b>248-248-704.100 MATCH - SOCIAL SECURITY</b>      | BEG. BALANCE      |          |         | 713.75    |
| 12/06/2023                              | PR  | CHK  | SUMMARY PR 12/06/2023                               |                   | 154.41   |         | 868.16    |
| 12/13/2023                              | PR  | CHK  | SUMMARY PR 12/13/2023                               |                   | 18.25    |         | 886.41    |
| 12/20/2023                              | PR  | CHK  | SUMMARY PR 12/20/2023                               |                   | 17.25    |         | 903.66    |
| 12/27/2023                              | PR  | CHK  | SUMMARY PR 12/27/2023                               |                   | 54.60    |         | 958.26    |
| 12/31/2023                              |     |      | 248-248-704.100                                     | END BALANCE       | 244.51   | 0.00    | 958.26    |
|   |     |      |   |                   |          |         |           |
| 12/01/2023                              |     |      | <b>248-248-704.200 BLUE CROSS</b>                   | BEG. BALANCE      |          |         | 2,050.88  |
| 12/06/2023                              | PR  | CHK  | SUMMARY PR 12/06/2023                               |                   | 542.68   |         | 2,593.56  |
| 12/13/2023                              | PR  | CHK  | SUMMARY PR 12/13/2023                               |                   | 70.31    |         | 2,663.87  |
| 12/20/2023                              | PR  | CHK  | SUMMARY PR 12/20/2023                               |                   | 71.53    |         | 2,735.40  |
| 12/26/2023                              | AP  | INV  | RETIREE HALTH INS.                                  | JAN 2024          | 123.90   |         | 2,859.30  |
| 12/27/2023                              | PR  | CHK  | SUMMARY PR 12/27/2023                               |                   | 207.94   |         | 3,067.24  |
| 12/31/2023                              |     |      | 248-248-704.200                                     | END BALANCE       | 1,016.36 | 0.00    | 3,067.24  |
|   |     |      |   |                   |          |         |           |
| 12/01/2023                              |     |      | <b>248-248-704.300 LIFE INSURANCE</b>               | BEG. BALANCE      |          |         | 80.58     |
| 12/07/2023                              | AP  | INV  | DEC 2023 LIFE INSURANCE                             | 211967581952      | 17.38    |         | 97.96     |
| 12/31/2023                              |     |      | 248-248-704.300                                     | END BALANCE       | 17.38    | 0.00    | 97.96     |
|   |     |      |   |                   |          |         |           |
| 12/01/2023                              |     |      | <b>248-248-704.400 PENSION</b>                      | BEG. BALANCE      |          |         | 887.31    |
| 12/06/2023                              | PR  | CHK  | SUMMARY PR 12/06/2023                               |                   | 447.47   |         | 1,334.78  |
| 12/13/2023                              | PR  | CHK  | SUMMARY PR 12/13/2023                               |                   | 37.71    |         | 1,372.49  |
| 12/20/2023                              | PR  | CHK  | SUMMARY PR 12/20/2023                               |                   | 9.65     |         | 1,382.14  |
| 12/27/2023                              | PR  | CHK  | SUMMARY PR 12/27/2023                               |                   | 48.24    |         | 1,430.38  |
| 12/31/2023                              |     |      | 248-248-704.400                                     | END BALANCE       | 543.07   | 0.00    | 1,430.38  |
|   |     |      |   |                   |          |         |           |
| 12/01/2023                              |     |      | <b>248-248-704.401 AXA EQUITABLE MATCH</b>          | BEG. BALANCE      |          |         | 220.16    |
| 12/06/2023                              | PR  | CHK  | SUMMARY PR 12/06/2023                               |                   | 100.84   |         | 321.00    |
| 12/13/2023                              | PR  | CHK  | SUMMARY PR 12/13/2023                               |                   | 10.42    |         | 331.42    |
| 12/20/2023                              | PR  | CHK  | SUMMARY PR 12/20/2023                               |                   | 11.63    |         | 343.05    |
| 12/27/2023                              | PR  | CHK  | SUMMARY PR 12/27/2023                               |                   | 37.87    |         | 380.92    |
| 12/31/2023                              |     |      | 248-248-704.401                                     | END BALANCE       | 160.76   | 0.00    | 380.92    |
|   |     |      |   |                   |          |         |           |
| 12/01/2023                              |     |      | <b>248-248-704.500 MICH EMP SEC COM</b>             | BEG. BALANCE      |          |         | 52.66     |
| 12/31/2023                              |     |      | 248-248-704.500                                     | END BALANCE       | 0.00     | 0.00    | 52.66     |
|   |     |      |   |                   |          |         |           |
| 12/01/2023                              |     |      | <b>248-248-740.000 SUPPLIES</b>                     | BEG. BALANCE      |          |         | 532.13    |
| 12/13/2023                              | AP  | INV  | MULTI FUNDS   | 2472 DUE 12/22/23 | 19.99    |         | 552.12    |
| 12/13/2023                              | AP  | INV  | MULTI FUNDS   | 2472 DUE 12/22/23 | 205.42   |         | 757.54    |
| 12/13/2023                              | AP  | INV  | MULTI FUNDS   | 2472 DUE 12/22/23 | 221.33   |         | 978.87    |
| 12/13/2023                              | AP  | INV  | MULTI FUNDS   | 2472 DUE 12/22/23 | 272.50   |         | 1,251.37  |
| 12/31/2023                              |     |      | 248-248-740.000                                     | END BALANCE       | 719.24   | 0.00    | 1,251.37  |
|   |     |      |   |                   |          |         |           |
| 12/01/2023                              |     |      | <b>248-248-740.700 DPW EQUIPMENT</b>                | BEG. BALANCE      |          |         | 12,695.25 |
| 12/29/2023                              | GJ  | JE   | DPW EQUIPMENT REIMBURSEMENT 12/2023                 | 2810              | 1,410.37 |         | 14,105.62 |
| 12/31/2023                              |     |      | 248-248-740.700                                     | END BALANCE       | 1,410.37 | 0.00    | 14,105.62 |
|   |     |      |   |                   |          |         |           |
| 12/01/2023                              |     |      | <b>248-248-802.500 EDUCATION AND TRAINING</b>       | BEG. BALANCE      |          |         | 275.00    |
| 12/31/2023                              |     |      | 248-248-802.500                                     | END BALANCE       | 0.00     | 0.00    | 275.00    |
|   |     |      |   |                   |          |         |           |
| 12/01/2023                              |     |      | <b>248-248-805.000 ADVERT/PUBLICATIONS</b>          | BEG. BALANCE      |          |         | 6,000.00  |
| 12/31/2023                              |     |      | 248-248-805.000                                     | END BALANCE       | 0.00     | 0.00    | 6,000.00  |
|   |     |      |   |                   |          |         |           |
| 12/01/2023                              |     |      | <b>248-248-810.000 MEMBERSHIP/DUES</b>              | BEG. BALANCE      |          |         | 200.00    |
| 12/31/2023                              |     |      | 248-248-810.000                                     | END BALANCE       | 0.00     | 0.00    | 200.00    |
|   |     |      |   |                   |          |         |           |
| 12/01/2023                              |     |      | <b>248-248-820.000 CONTRACTED SERVICES</b>          | BEG. BALANCE      |          |         | 680.00    |
| 12/26/2023                              | AP  | INV  | DDA MEETING 12-13-23                                | DDA 12-13-23      | 50.00    |         | 730.00    |
| 12/31/2023                              |     |      | 248-248-820.000                                     | END BALANCE       | 50.00    | 0.00    | 730.00    |
|   |     |      |   |                   |          |         |           |
| 12/01/2023                              |     |      | <b>248-248-840.000 LANDSCAPING MAINTENANCE</b>      | BEG. BALANCE      |          |         | 47.00     |

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GL ACTIVITY REPORT FOR VILLAGE OF LEXINGTON

Page: 2/2

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TRANSACTIONS FROM 12/01/2023 TO 12/31/2023

DB: Village Of Lexington

| Date  | JNL | Type | Description                                    | Reference # | Debits   | Credits      | Balance   |
|---|-----|------|--|-------------|----------|--------------|-----------|
|   |     |      | <b>248-248-840.000 LANDSCAPING MAINTENANCE</b> |             |          |              |           |
|   |     |      |  |             |          | (Continued)  |           |
| 12/31/2023  |     |      | 248-248-840.000                                | END BALANCE | 0.00     | 0.00         | 47.00     |
| 12/01/2023  |     |      | <b>248-248-955.000 DDA GRANT</b>               |             |          | BEG. BALANCE | 6,997.19  |
| 12/31/2023  |     |      | 248-248-955.000                                | END BALANCE | 0.00     | 0.00         | 6,997.19  |
| TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY |     |      |  |             | 8,308.00 |              | 53,715.98 |

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User: SHELLY  
DB: Village Of Lexi

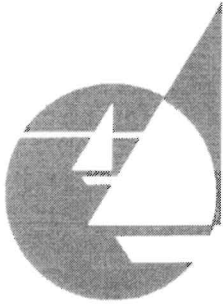
BALANCE SHEET FOR VILLAGE OF LEXINGTON  
Period Ending 12/31/2023

Page: 1/1

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

| GL Number                                 | Description                       | Balance           |
|---|-----------------------------------|-------------------|
| *** Assets ***                            |                                   |                   |
| 248-000-002.000                           | EASTERN MICHIGAN BANK             | 199,998.35        |
| 248-000-017.000                           | INVESTMENTS IN SECURITIES GOV MIC | 0.00              |
| 248-000-017.100                           | POOLED INVESTMENT ACCOUNT GOV.MIC | 200,000.00        |
| 248-000-040.000                           | ACCOUNTS RECEIVABLE               | 0.00              |
| 248-000-084.830                           | DUE FROM LEX TOWNSHIP             | 0.00              |
| 248-000-123.000                           | PREPAID EXPENSES                  | 0.00              |
| <b>Total Assets</b>                       |                                   | <b>399,998.35</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              | 303,543.55        |
| <b>Total Fund Balance</b>                 |                                   | <b>303,543.55</b> |
| <b>Beginning Fund Balance</b>             |                                   | <b>303,543.55</b> |
| <b>Net of Revenues VS Expenditures</b>    |                                   | <b>96,454.80</b>  |
| <b>Ending Fund Balance</b>                |                                   | <b>399,998.35</b> |
| <b>Total Liabilities And Fund Balance</b> |                                   | <b>399,998.35</b> |





## VILLAGE OF LEXINGTON

7227 HURON AVENUE, SUITE 100

LEXINGTON, MICHIGAN 48450

810-359-8631

FAX: 810-359-5622

# REQUEST FOR PROPOSAL FOR THE VILLAGE OF LEXINGTON SUMMER FLOWERS

**Project Contacts:**     **Mickey Bender**  
Ph. 810-712-2784  
[wtpmanager@villageoflexington.com](mailto:wtpmanager@villageoflexington.com)

## **Project background**

The Village of Lexington provides for annual summer flowers around our DDA district which consists of 32 large planter pots, 74 hanging baskets and 6 wrap-around light pole pots. The flowers bring color, vibrance and beauty to our streetscape.

## **Scope of Work**

We ask for services to include:

- Decorate all 32 planter pots, 74 hanging baskets and 6 wrap-around pots with fresh beautiful flowers that will last our summer months. (June-September).
- For the 32 planter pots, include an ornamental grass surrounded by vibrant colored flowers. The ornamental grass provides a modest filler in Fall after the annuals are removed, allowing us to add additional Fall décor if we chose.
- All pots and hanging baskets need to be decorated by Memorial Day unless DDA agrees to postpone due to weather or other unforeseen issue.
- Provide suggestions for maintenance regarding the type of flowers and plants used. Nothing that needs to be deadheaded in the hanging baskets as they are too high to maintain. Suggested watering frequency and nutrient recommendation.

\*Optional Fall flowers:

- Replace summer annuals with mums in 32 large planter pots.

## **Proposal to Include**

Proposals shall include:

1. An all-inclusive bid for the summer flowers and labor cost to decorate all 32 planter pots, 74 hanging baskets and 6 wrap-around pots in the Village. We are also seeking out bids for the next two years if a business would be interested in doing so.
2. Separate cost for Fall mums if you choose to bid that option.

## **Qualifications**

1. Please provide references where services of this type have been performed.

## **Bid Envelope**

1. The project bids shall be placed in a sealed envelope marked "Summer Flowers".
2. The bid shall include:
  - Total cost for Summer flowers.
  - Optional cost for Fall mums.
  - Cost for 2025/26 if willing to submit.
  - Proposed schedule for completion. Must have everything up by May 25, 2024 (the Saturday before Memorial Day).
  - Completed contractor requirements form. (attached).

## **Closing**

The Village of Lexington's DDA will review the contents of the bids. If the DDA deems that the submitting contractor is qualified, then their bid quote shall be considered for the work. The DDA reserves the right to interview the short-listed contractors. It is the intent of the DDA to complete the review process and enter into a contract with a contractor for these services, as soon as practical. The DDA will review the bids and make a decision at a subsequent meeting.

Please submit your response to the Village of Lexington office, care of the DDA, no later than 1:00pm on Tuesday, January 9, 2024. No faxed copies of submittals will be accepted. The Village of Lexington DDA reserves the right to accept or reject any or all proposals; to waive irregularities or informalities; and to award proposals as deemed in the best interest of the DDA. The Village of Lexington's DDA shall not be responsible for the cost of preparation of proposals.

# **Village of Lexington Contractor Requirement Checklist**

(Contractors, please Check all line items that can be provided upon request that apply to bid project)

## **1. Insurance**

- a. (    ) Minimum of \$1,000,000 liability – Must provide current certificate of insurance.
- b. (    ) Must provide a copy of policy stating the Village of Lexington as an additional insured.
- c. (    ) Workers Compensation - Must provide current certificate of insurance or submit the appropriate Sole Proprietor “hold harmless” form attachment A or B.
- d. (    ) Vehicle liability - Must provide current certificate of insurance for all vehicles used for contracted work.

## **2. Safety**

- a. (    ) Contractor shall warrant that employees are trained and certified for confined Entry when required for the contracted work.
- b. (    ) Contractor shall warrant that employees are trained and certified for Personal Protection Equipment use when required for the contracted work.

## **3. Equipment**

- a. (    ) Contractor shall warrant their capability of supplying all required equipment in good working condition, including employee safety standards, necessary for contracted work.

## **4. Qualification**

- a. (    ) All contractors shall provide a copy of their current State business license. The village will determine if licensing is required based on project.
- b. (    ) All contractors seeking work from the Village shall submit with bids their company contact information and billing address.
- c. (    ) All contractors seeking work from the Village shall submit with their bids the above referenced documentation in sections 1, 2 and 3.
- d. (    ) All contractors seeking work from the Village shall submit with bids a list of sub contractors anticipated to work on the project and their company contact information. Primary contractors are responsible for ensuring sub-contractors with all contractor requirements.

## **5. Utility Liability**

- a. Contractor understands that he/she will be held liable for any material and or monetary damage caused to any utility, either village, public or privately owned, by the contractor during the performance of a contract.

## **6. Initiation of Work Payment**

- a. No work is to proceed until all requirements are verified to have been met by the Village Department Manager hiring the contractor.
- b. No work is to proceed until the service contract is signed and filed with the Village Clerk and DDA.
- c. No payments, including advances or progress, are to be made unless all requirements are met and payment is authorized by the DDA.

**Signature of Contractor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Village of Lexington – DDA/LBA Mutual Work

### **List of Qualified LBA Costs to be covered by DDA For the Promotion, Enrichment, and Vitality of Lexington's Downtown**

Submittal for January 2024

Invoices attached that have been already paid for by the LBA

1. Invoice from Lowes from 11/20/23 for 184.80 that was for shatterproof ornaments to fill the tree in Lexington.
2. Invoice from Lakeside Building Supplies from 12/6/23 for \$241.55 for fuel that was used in the fire show by the dentist at the Tree Lighting.
3. Invoice from DJ Kurt for DJ services for the Tree Lighting on 12/2/23 for \$550

**Total request for approval: \$976.35**

Fiscal YTD Summary:

Total Budget Amount           \$25,000.00

December 2023                 \$1,148.04

**January 2023                 \$976.35**

February 2023

March 2023

April 2023

May 2023

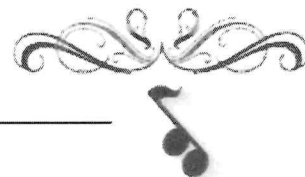
June 2023

**Remaining Balance           \$22,875.61**



# DJ Kurt Lewis

Music For All Occasions



P.O. Box 221 • 2497 Black River St.

Deckerville, MI 48427

810-376-2889

Email: kurt@djcurtlewis.com

## EMPLOYMENT CONTRACT

It is agreed upon and understood that KURT LEWIS will provide music entertainment for the said mentioned party below. All public events must list DJ KURT LEWIS Music for All Occasions as an entertainment sponsor in all advertising for the event otherwise a charge of \$100 will be assessed.

### CONTRACTING PARTY

Lexington Business Association

Name

Lexington

Street

City

tracyzysk@comcast.net

Email/Facebook

586-219-4525

Telephone

MI 48450

State/Zip

### PERFORMERS

DJ Kurt Lewis

### MATERIALS NEEDED

One 4'x8' Table • Coverage if Outdoors

### HOURS

Tree Lighting

7

A.M./P.M.

9

A.M./P.M.

### PERFORMANCE DATE

2 December 2023

Enroute

### LOCATION

Please enclose a map to location of performance

### RETAINER

A retainer of \$ 300<sup>-</sup> payable to KURT LEWIS is required for down payment on the above mentioned said date, if event/DJ is cancelled.

### FEE

Price agreed upon after completion of services

\$

550<sup>-</sup>

Retainer

\$

300<sup>-</sup> (if cancelled)

Balance Due\*

\$

550<sup>-</sup>

\*Balance due 2 weeks prior to event by check or at beginning of event by CASH OR MONEY ORDER ONLY.

The retainer will be forfeited in FULL if the arrangement is canceled and the agreement is terminated by the contracting party.

Kurt Lewis must be notified of cancellations two (2) months prior to date in writing, otherwise balance will be due in FULL.

**AGREED TO** Note: Please sign and return the top copy. Contract must be returned within seven (7) days.

Contracting Party

DJ Kurt Lewis

Justine M. Label

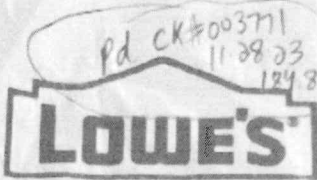
Dated

11/15/23

Dated

Referral By

Rev.



LOWE'S HOME CENTERS, LLC  
4200 24TH AVE.  
FORT WORTH, TX 76103 (817) 395-8600

\*\*\*DUPLICATE\*\*\*

SALE

SALES#: F01LND2 4343441 TRANS#: 10180634 11/20/23

585700 SS HL SP DRN 150MM HENDR 53.06

7.99 DISCOUNT EACH -0.40

7 @ 7.56

477531 SS HL SHATTERPROOF DRN 150 121.28

7.99 DISCOUNT EACH -0.40

15 @ 7.56

107204 LCC SYSTEM USE ONLY 0.00

SUBTOTAL: 174.94

TOTAL TAX: 10.45

INVOICE #2625 TOTAL: 184.60

LAC: 184.60

TOTAL DISCOUNT: 9.20

LAC: XXXXXXXXXXXX226 AMOUNT: 184.60 AUTHCD: 000735

SHIPPED REF#:527245 11/20/23 14:56:46

STORE: 0695 TERMINAL: 10 11/20/23 14:56:57

# OF ITEMS PURCHASED: 23

EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.  
FOR DETAILS ON OUR RETURN POLICY, VISIT  
LOWES.COM/RETURNS

A WRITTEN COPY OF THE RETURN POLICY IS AVAILABLE  
AT OUR CUSTOMER SERVICE DESK

LOWEST PRICE GUARANTEE

FOR MORE DETAILS, VISIT LOWES.COM/LOWESTPRICEGUARANTEE

LAKESIDE BUILDING SUPPLIES  
6820 LAKESHORE ROAD  
LEXINGTON, MI 48460

PHONE: (810) 359-8135

PAGE NO: 1

CUSTOMER NO. 26 580 PURCHASE ORDER NO. 580 INVOICE NO. 580 TAX ID NO. 580 DATE TIME 11/20/23 14:56:47



USE DATE 11/20/23

TERMINAL 101

TAX ID: STATE SALES TAX

ESTIMATE: 29379

| LINE | QUANTITY | DESCRIPTION             | UNIT | PRICE | UNITS | PRICE | EXTENSION |
|------|----------|-------------------------|------|-------|-------|-------|-----------|
| 1    |          |                         |      |       |       |       |           |
| 12   | CA 6000  | DEL VHT GAG GULLMANICAL |      | 10.45 | 10.59 | EA    | 227.66    |

TAXABLE 227.66  
NON-TAXABLE 0.00  
SUBTOTAL 227.66

TAX AMOUNT 13.87

TOTAL 241.55

TOT WT: 62.00

X

Received by