

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

**DATE OF MEETING:** Wednesday, January 11, 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, Blaesing, Kaatz, VanDyke, Westbrook, Drouillard, McGovern

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES** – Motion to approve the December 14, 2022 minutes as presented.

**PUBLIC COMMENT –**

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

**UNFINISHED BUSINESS:**

1. **TIF/Boundary Expansion Update** – McGovern
2. **RFP for Summer Flowers Update** – McGovern
- 3.

**NEW BUSINESS:**

1. **Set the 2023 Meeting Schedule** - Motion to approve the meeting schedule for 2023.
2. **MDA Membership** – McGovern
3. **Street Light Repairs** – Bender
4. **Social District Discussion** – McGovern/Cutright
- 5.

**CORRESPONDENCE**

**PUBLIC COMMENT**

**ADJOURNMENT**

**VILLAGE OF LEXINGTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
Village of Lexington – 7227 Huron Ave., Lexington, MI  
December 14, 2022 @ 5:30 p.m.**

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

**ROLL CALL:** by Vicki Scott

**PRESENT:** Adams, Bender, Bales, Kaatz, Westbrook, Drouillard, McGovern

**ABSENT:** Blaesing, VanDyke

**OTHERS PRESENT:** C. Cutright, S. McCoy, K. DeCoster, J. Huepenbecker, E. Mills, A. Soule, (1) Citizen

**APPROVAL OF AGENDA:**

**MOTION** by Drouillard, seconded by Adams, to approve the agenda as amended adding #3 RFP for Summer Flowers under New Business.

All Ayes

Motion Carried

**APPROVAL OF MINUTES**

**MOTION** by Bender, seconded by Bales, to approve the November 9, 2022 minutes as presented.

All Ayes

Motion Carried

**PUBLIC COMMENT:**

- Anne Soule introduced herself as the new LBA Events Coordinator and is looking forward to working with the DDA.

**REVIEW OF FINANCIAL INFORMATION: -**

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

Roll Call:

Ayes: Bender, Westbrook, Bales, Adams, Kaatz, McGovern, Drouillard

Nays: None

Motion Carried

**UNFINISHED BUSINESS:**

1. **TIF/Boundary Expansion Update** – McGovern explained there is a second public hearing for the DDA TIF/Boundary Expansion scheduled for December 19<sup>th</sup> at 7:00 p.m. The Sanilac District Library has send a letter opting out. The Moore Public Library voted to not opt out.
2. **CIB Invoice** – McGovern explained this was researched from last month. James VanDyke spoke with Carmine regarding this last invoice. The DDA had a contract with CIB not to exceed \$4,300.00. Carmine indicated he has corrected all the errors on his own time and has not charged the DDA.

**MOTION** by Bender, seconded by Westbrook to approve the final payment to CIB Planning in the amount of \$907.50.

Discussion

Roll Call:

Ayes: Bender, Westbrook, Drouillard, Bales, Adams, Kaatz, McGovern

Nays: None

Motion Carried

**3. Zysk Façade Grant** – McGovern explained Zysk has submitted her final invoice and is within her approved façade grant amount. McGovern is recommending approving her final payment of \$3099.50.

**MOTION** by Adams, seconded by Kaatz to approve the final payment of \$3,099.50 to Zysk for the façade grant.

Discussion

Roll Call:

Ayes: Adams, Kaatz, Bales, Bender, Westbrook, Drouillard, McGovern

Nays: None

Motion Carried

**4. Croswell Greenhouse Pots Invoice** – Bender explained the RFP from last year was for 32 pots. DPW found 2 additional pots and put them out this year. There was a total of 34 pots Croswell Greenhouse filled. The invoice was over what the DDA had previously approved by \$240.00 due to the 2 additional pots being filled.

**MOTION** by Kaatz, seconded by Drouillard, to approve the invoice for the additional \$240.00 from the previous invoice totaling \$4,080.00 to Croswell Greenhouse.

Roll Call:

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

Nays: None

Abstain: Bales

Motion carried

#### **NEW BUSINESS:**

**1. Christmas Décor for 2023** – McGovern explained we have had issues with the wreaths this year. Bender noted we have been discussing changing the Christmas décor for the last few years. Kaatz mentioned looking into grant funding to assist with this. Cutright offers to look into grant opportunities for the downtown area and bring back ideas for the DDA Board to look at. Kaatz suggested having a subcommittee look into ideas of what we want the downtown to look like. Discussion followed.

**MOTION** by Adams, seconded by McGovern to form a committee to look into ideas for Christmas decorations.

Discussion:

**AMENDED MOTION** by Adams, seconded by McGovern to form a committee of Larry Adams and Mike McGovern to look into ideas for Christmas decorations.

Ayes: 6

Nays: 1

Motion carried

**2. Light Pole Flowerpots** – McGovern explained Larry Adams has some pictures to show the Board regarding flower pots that attach to the light poles. Adams presented why this may be something the DDA would be interested in going to. Kaatz noted we have received some complaints on the hanging baskets blocking the way facing signs. Discussion followed about trying these pots on the poles that have signs attached. Adams will research pricing for next meeting.

**3. RFP Summer Flowers** – Bender asked the Board do we want to send out the RFP for the same flowers we had last year. Board agreed the flowers were beautiful and received many compliments.

**MOTION** by Kaatz, seconded by Drouillard for Mickey Bender to duplicate the RFP from last year including the 2 additional pots and send it out as we did last year.

Ayes: 6

Nays: 1

Motion carried

**CORRESPONDENCE:**

- Sanilac District Library Letter

**PUBLIC COMMENT:**

- Shelly McCoy explained the annual report for TIFA paperwork has been completed and submitted.

**ADJOURNMENT:**

**MOTION** by Bales, seconded by Bender to adjourn the meeting at 6:18 pm.

All Ayes

Motion carried.

Respectfully submitted,  
Vicki Scott  
December 14, 2022

Draft

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022	ACTIVITY FOR MONTH 12/31/2022	AVAILABLE BALANCE	% BDT USED
			(ABNORMAL)	(DECREASE)	(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	37,604.75	5,040.80	38,395.25	49.48
248-000-665.000	INTEREST EARNED	0.00	93.27	0.00	(93.27)	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	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	133,098.38	5,040.80	28,501.62	82.36
Dept 248 - ****DDA EXPENSES****						
EXPENSES*****						
248-248-667.500	INTERNET REVENUE	0.00	600.00	120.00	(600.00)	100.00
Total Dept 248 - ****DDA EXPENSES****		0.00	600.00	120.00	(600.00)	100.00
TOTAL REVENUES						
		161,600.00	133,698.38	5,160.80	27,901.62	82.73
Expenditures						
Dept 248 - ****DDA EXPENSES****						
EXPENSES*****						
248-248-699.940	ADMINISTRATIVE REIMBURSEMENT	9,755.00	4,877.64	812.94	4,877.36	50.00
248-248-703.600	DPW WAGES	30,245.00	14,498.08	1,626.43	15,746.92	47.94
248-248-703.650	DPW-WATER WAGES OVERTIME	0.00	586.39	0.00	(586.39)	100.00
248-248-704.100	MATCH - SOCIAL SECURITY	2,150.00	1,153.76	124.36	996.24	53.66
248-248-704.200	BLUE CROSS	0.00	4,123.92	486.63	(4,123.92)	100.00
248-248-704.300	LIFE INSURANCE	260.00	44.16	0.00	215.84	16.98
248-248-704.400	PENSION	5,320.00	1,791.63	424.46	3,528.37	33.68
248-248-704.401	AXA EQUITABLE MATCH	3,000.00	470.98	64.65	2,529.02	15.70
248-248-704.500	MICH EMP SEC COM	100.00	163.76	0.00	(63.76)	163.76
248-248-728.000	COMPUTER-HARDWARE-SOFTWARE	0.00	0.00	0.00	0.00	0.00
248-248-740.000	SUPPLIES	500.00	1,444.80	0.00	(944.80)	288.96
248-248-740.700	DPW EQUIPMENT	10,070.00	9,880.38	791.64	189.62	98.12
248-248-745.000	CHRISTMAS SUPPLY	12,000.00	425.60	0.00	11,574.40	3.55
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	5,000.00	625.00	5,000.00	50.00
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	5,383.20	116.00	9,616.80	35.89
248-248-810.000	MEMBERSHIP/DUES	0.00	0.00	0.00	0.00	0.00
248-248-811.000	LEGAL	500.00	270.00	270.00	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	2,457.50	957.50	7,542.50	24.58
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	3,099.50	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	63,911.20	13,479.11	94,988.80	40.22
TOTAL EXPENDITURES						
		158,900.00	63,911.20	13,479.11	94,988.80	40.22

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LEXINGTON  
 PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDCFT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
		161,600.00	133,698.38	5,160.80	27,901.62	82.73
	TOTAL REVENUES	158,900.00	63,911.20	13,479.11	94,988.80	40.22
	TOTAL EXPENDITURES					
	NET OF REVENUES & EXPENDITURES	2,700.00	69,787.18	(8,318.31)	(67,087.18)	2,584.71

User: SHELLY

DB: Village Of Lexington

TRANSACTIONS FROM 12/01/2022 TO 12/31/2022

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
12/01/2022			<b>248-248-699.940 ADMINISTRATIVE REIMBURSEMENT</b>		BEG. BALANCE		4,064.70
12/29/2022	GJ	JE	ADMIN. REIMBURSEMENT 12/22	2498	812.94		4,877.64
12/31/2022			248-248-699.940	END BALANCE	812.94	0.00	4,877.64
12/01/2022			<b>248-248-703.600 DPW WAGES</b>		BEG. BALANCE		12,871.65
12/07/2022	PR	CHK	SUMMARY PR 12/07/2022		430.67		13,302.32
12/14/2022	PR	CHK	SUMMARY PR 12/14/2022		318.11		13,620.43
12/21/2022	PR	CHK	SUMMARY PR 12/21/2022		657.09		14,277.52
12/28/2022	PR	CHK	SUMMARY PR 12/28/2022		220.56		14,498.08
12/31/2022			248-248-703.600	END BALANCE	1,626.43	0.00	14,498.08
12/01/2022			<b>248-248-703.650 DPW-WATER WAGES OVERTIME</b>		BEG. BALANCE		586.39
12/31/2022			248-248-703.650	END BALANCE	0.00	0.00	586.39
12/01/2022			<b>248-248-704.100 MATCH - SOCIAL SECURITY</b>		BEG. BALANCE		1,029.40
12/07/2022	PR	CHK	SUMMARY PR 12/07/2022		32.94		1,062.34
12/14/2022	PR	CHK	SUMMARY PR 12/14/2022		24.32		1,086.66
12/21/2022	PR	CHK	SUMMARY PR 12/21/2022		50.23		1,136.89
12/28/2022	PR	CHK	SUMMARY PR 12/28/2022		16.87		1,153.76
12/31/2022			248-248-704.100	END BALANCE	124.36	0.00	1,153.76
12/01/2022			<b>248-248-704.200 BLUE CROSS</b>		BEG. BALANCE		3,637.29
12/07/2022	PR	CHK	SUMMARY PR 12/07/2022		119.56		3,756.85
12/14/2022	PR	CHK	SUMMARY PR 12/14/2022		95.31		3,852.16
12/21/2022	PR	CHK	SUMMARY PR 12/21/2022		213.77		4,065.93
12/28/2022	PR	CHK	SUMMARY PR 12/28/2022		57.99		4,123.92
12/31/2022			248-248-704.200	END BALANCE	486.63	0.00	4,123.92
12/01/2022			<b>248-248-704.300 LIFE INSURANCE</b>		BEG. BALANCE		44.16
12/31/2022			248-248-704.300	END BALANCE	0.00	0.00	44.16
12/01/2022			<b>248-248-704.400 PENSION</b>		BEG. BALANCE		1,367.17
12/07/2022	PR	CHK	SUMMARY PR 12/07/2022		119.91		1,487.08
12/14/2022	PR	CHK	SUMMARY PR 12/14/2022		83.72		1,570.80
12/21/2022	PR	CHK	SUMMARY PR 12/21/2022		167.44		1,738.24
12/28/2022	PR	CHK	SUMMARY PR 12/28/2022		53.39		1,791.63
12/31/2022			248-248-704.400	END BALANCE	424.46	0.00	1,791.63
12/01/2022			<b>248-248-704.401 AXA EQUITABLE MATCH</b>		BEG. BALANCE		406.33
12/07/2022	PR	CHK	SUMMARY PR 12/07/2022		15.80		422.13
12/14/2022	PR	CHK	SUMMARY PR 12/14/2022		12.53		434.66
12/21/2022	PR	CHK	SUMMARY PR 12/21/2022		30.12		464.78
12/28/2022	PR	CHK	SUMMARY PR 12/28/2022		6.20		470.98
12/31/2022			248-248-704.401	END BALANCE	64.65	0.00	470.98
12/01/2022			<b>248-248-704.500 MICH EMP SEC COM</b>		BEG. BALANCE		163.76
12/31/2022			248-248-704.500	END BALANCE	0.00	0.00	163.76
12/01/2022			<b>248-248-740.000 SUPPLIES</b>		BEG. BALANCE		1,444.80
12/31/2022			248-248-740.000	END BALANCE	0.00	0.00	1,444.80
12/01/2022			<b>248-248-740.700 DPW EQUIPMENT</b>		BEG. BALANCE		9,088.74
12/29/2022	GJ	JE	DPW EQUIPMENT REIMBURSEMENT 12/22	2500	791.64		9,880.38
12/31/2022			248-248-740.700	END BALANCE	791.64	0.00	9,880.38
12/01/2022			<b>248-248-745.000 CHRISTMAS SUPPLY</b>		BEG. BALANCE		425.60
12/31/2022			248-248-745.000	END BALANCE	0.00	0.00	425.60
12/01/2022			<b>248-248-803.000 PHONE/INTERNET EXPENSE</b>		BEG. BALANCE		4,375.00
12/15/2022	AP	INV	DDA INTERNET	10020174-8 12/22	625.00		5,000.00
12/31/2022			248-248-803.000	END BALANCE	625.00	0.00	5,000.00
12/01/2022			<b>248-248-803.100 MUSIC</b>		BEG. BALANCE		323.40
12/31/2022			248-248-803.100	END BALANCE	0.00	0.00	323.40
12/01/2022			<b>248-248-805.000 ADVERT/PUBLICATIONS</b>		BEG. BALANCE		5,267.20
12/08/2022	AP	INV	DDA PUBLIC HEARING NOTICE, TRUSTEE O	330167	116.00		5,383.20
12/31/2022			248-248-805.000	END BALANCE	116.00	0.00	5,383.20
12/01/2022			<b>248-248-811.000 LEGAL</b>		BEG. BALANCE		0.00
12/21/2022	AP	INV	ATTY FEES NOV 2022	23000	270.00		270.00
12/31/2022			248-248-811.000	END BALANCE	270.00	0.00	270.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
12/01/2022			<b>248-248-820.000 CONTRACTED SERVICES</b>		BEG. BALANCE		1,500.00
12/15/2022	AP	INV	UPDATE LETTERS, NOTICES, PREP AND EDI	0162022A07	907.50		2,407.50
12/21/2022	AP	INV	MINUTES DDA 12-14-22	DDA 12/14/22	50.00		2,457.50
12/31/2022			248-248-820.000	END BALANCE	957.50	0.00	2,457.50
12/01/2022			<b>248-248-840.000 LANDSCAPING MAINTENANCE</b>		BEG. BALANCE		60.00
12/15/2022	AP	INV	PORCH POTS DDA	1868	4,080.00		4,140.00
12/31/2022			248-248-840.000	END BALANCE	4,080.00	0.00	4,140.00
12/01/2022			<b>248-248-955.000 DDA GRANT</b>		BEG. BALANCE		3,776.50
12/15/2022	AP	INV	BAL. OF DDA GRANT	BAL. GRANT	3,099.50		6,876.00
12/31/2022			248-248-955.000	END BALANCE	3,099.50	0.00	6,876.00
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					13,479.11		63,911.20



## **COMPONENT UNIT**

**VILLAGE OF LEXINGTON, MICHIGAN**  
**BALANCE SHEET**  
**DISCRETELY PRESENTED COMPONENT UNIT**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**JUNE 30, 2022**

**Assets:**

Cash and cash equivalents	\$	264,736
Accounts receivable		120
Prepaid expenditures		867
		867
Total Assets	\$	265,723

**Liabilities:**

Accounts payable	\$	4,437
Accrued liabilities		404
		4,841
Total Liabilities		4,841

**Fund Balance:**

Nonspendable for -		
Prepays		867
Unrestricted		260,015
		260,882
Total Fund Balance		260,882
Total Liabilities and Fund Balance	\$	265,723

**VILLAGE OF LEXINGTON, MICHIGAN**  
**RECONCILIATION OF THE BALANCE SHEET**  
**TO THE STATEMENT OF NET POSITION**  
**DISCRETELY PRESENTED COMPONENT UNIT - DOWNTOWN DEVELOPMENT AUTHORITY**  
**JUNE 30, 2022**

Fund Balance	\$	260,882
<p>Amounts reported for governmental activities in the statement of net position are different because:</p>		
<p style="padding-left: 40px;">Capital assets used in governmental activities are not financial resources, and therefore, are not reported in the fund.</p>		
Capital assets		429,331
Accumulated depreciation	(	<u>174,355)</u>
Net position of governmental activities	\$	<u><u>515,858</u></u>

**VILLAGE OF LEXINGTON, MICHIGAN**

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
DISCRETELY PRESENTED COMPONENT UNIT - DOWNTOWN DEVELOPMENT AUTHORITY  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED JUNE 30, 2022**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Amended Budget Positive (Negative)</u>
<b>Revenues:</b>				
Taxes	\$ 151,000	\$ 150,999	\$ 161,507	\$ 10,508
Other	1,200	1,201	4,618	3,417
	<u>152,200</u>	<u>152,200</u>	<u>166,125</u>	<u>13,925</u>
<b>Expenditures:</b>				
Public works	<u>143,566</u>	<u>146,890</u>	<u>119,019</u>	<u>27,871</u>
Net Change in Fund Balance	8,634	5,310	47,106	41,796
Fund Balance at beginning of year	<u>213,776</u>	<u>213,776</u>	<u>213,776</u>	<u>-</u>
Fund Balance at end of year	<u><u>\$ 222,410</u></u>	<u><u>\$ 219,086</u></u>	<u><u>\$ 260,882</u></u>	<u><u>\$ 41,796</u></u>

**VILLAGE OF LEXINGTON, MICHIGAN**

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES  
DISCRETELY PRESENTED COMPONENT UNIT - DOWNTOWN DEVELOPMENT AUTHORITY  
FOR THE YEAR ENDED JUNE 30, 2022**

Net change in fund balance	\$ 47,106
<p>Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.</p>	
Depreciation	<u>( 25,890)</u>
Change in net position of governmental activities	<u>\$ 21,216</u>

# DDA

## Meeting Schedule for 2023

Meetings are held in the Village Conference Room on the second Wednesday of the month at 5:30 p.m. unless otherwise indicated

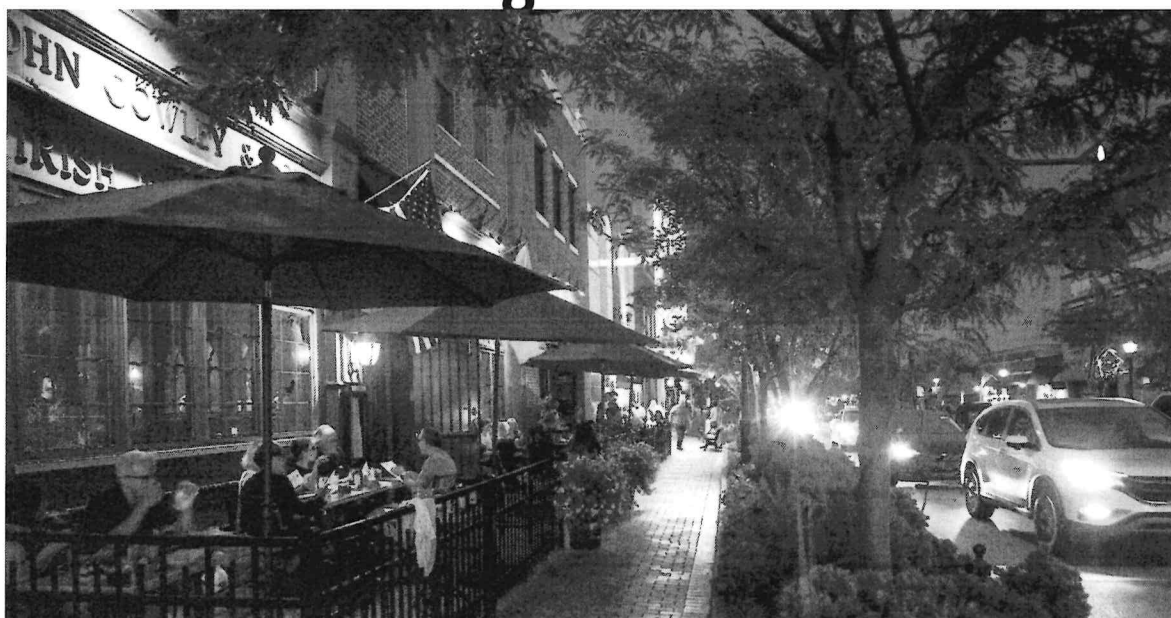
- January 11, 2023
- February 8, 2023
- March 8, 2023
- April 12, 2023
- May 10, 2023 (@ 5 p.m. for Informational Meeting)
- June 14, 2023
- July 12, 2023
- August 9, 2023
- September 13, 2023
- October 11, 2023 (@ 5 p.m. for Informational Meeting)
- November 8, 2023
- December 13, 2023

(Please note the DDA Board should have 2 informational meetings per year)



New Member Registration - Michigan Downtown Association

## New Member Registration



### MEMBERSHIP BROCHURE

([http://www.michigandowntowns.com/docs/2016\\_Membership\\_Brochure.pdf](http://www.michigandowntowns.com/docs/2016_Membership_Brochure.pdf))

As a member of the Michigan Downtown Association (MDA) (<http://www.michigandowntowns.com/about.php>), you will be a part of a statewide network of downtown agencies, municipalities, businesses, individuals, and others who are committed to promoting and supporting the development, revitalization, improvement, and growth of Michigan communities and downtowns. The Michigan Downtown Association's mission is to strengthen downtowns. We do this by providing our members with advocacy support, education, and networking opportunities throughout the year.

Benefits of membership include:

### ADVOCACY

Receive critical legislative support and advocacy assistance through the MDA's lobbying efforts both the state and federal levels of government. The MDA holds an annual advocacy day for

members in Lansing, where they have the opportunity to meet their representatives and receive updates on legislation and initiatives that may affect downtowns.

## **EDUCATION**

Enjoy continuing education through MDA's annual statewide conference, two workshops per year, and professional certification opportunities. Members can take advantage of member only rates for MDA sponsored events.

## **NETWORKING**

Stay connected with your colleagues and find new opportunities through our online membership directory, Member Discussion Board (for members-only), and by attending three major events yearly, including a one-day workshops and a two-day annual conference. Each event highlights an important topic for downtown professionals and provides opportunities to meet new colleagues, reconnect with peers, and learn critical best practices for downtown professionals.

## **VISIBILITY**

Discover partnership opportunities and grow your successes through co-op advertising initiatives.

## **RESOURCES**

Receive members-only access to the MDA's web site with features that include regular email communications, message/discussion boards for a variety of topics and questions, a personal account with dashboard, access to state lawmakers, important documents, event presentations, and more.

## **How to Join**

The MDA offers affordable membership categories. Memberships may be paid online via PayPal or completed by filling out the online application, printing and submitting it with a check for the appropriate amount of dues to:

Michigan Downtown Association  
Dana Walker  
P.O. Box 3591  
North Branch, MI 48461-3591

We encourage you to use the MDA's online Member Portal which is full of great opportunities for you to share news releases, ask questions of fellow members, register for events, post job listings, and more. With your new membership, you will receive an email with your login information. You can reset passwords anytime.

Be sure to visit our social media sites on Facebook, Twitter, and Instagram. There is a private Facebook group site for MDA members only, Many members utilize this group site to ask



questions, advice, and network with other members. You can search for it on Facebook.

**Step One: Please Enter Your Email To Begin The Registration Process:**

Please select your Membership Plan. Click the icon below the plan name to view more details.

<b>Municipal Or Public Agency</b>	<b>(Tiered Dues)</b> Annually
This category includes any downtown agency such as a DDA, TIF, PSD, etc., along with cities, villages and townships. The dues amount is based only on the overall DDA or downtown budget.	
<b>Please Enter The Budget Count</b>	For Lexington DDA \$200/year
161000 ( \$ 100 K - \$ 249 K )	<input type="radio"/>

**Associate Business Member**

\$1,500.00 USD  
Annually

**Business Membership Only**

**(Tiered Dues)**  
Annually

**Non-Profit**

\$150.00 USD  
Annually

**Individual (Non-Business)**

\$100.00 USD  
Annually

## WEBINAR SERIES

Sponsored by



# Downtown Management Training Series

## Resources to Strengthen Downtowns, Boards of Directors, & Managers

Member Cost: \$25 per webinar | Non-Member \$35

[www.michigandowntowns.com](http://www.michigandowntowns.com)

### Planning

Planning for the built environment, and implementation of the Downtown Master Plan, provide the foundation for the downtown management organization's role in creating "place" in its district. The Michigan Planning Association shows the way by describing what constitutes a plan, who are the plan stakeholders, and which current trends are relevant to the discussion.

MiPDM eligible program.

*Leah DuMouchel, AICP, Director of Programs and Communications, Michigan Association of Planning*

### Zoning

Together with the Master Plan, creation of a zoning code enables the ability of the local governmental unit to regulate the development process in its downtown. From the ABC's of zoning to site plan reviews and current issues, this webinar brings clarity to the purpose and processes associated with the zoning function. This webinar was created in partnership with MSU - Extension.

MiPDM eligible program.

*Harmony Gmazel, AICP, Michigan State Extension*

### Assessing

An understanding of the basic operation of a local governmental unit's assessor's office is beneficial, especially when it impacts the DDA's opportunity to implement tax increment financing. In this session, learn about statutory authority, definitions, property records, real and personal property, and more. Developed with support from the Michigan Assessors Association.

MiPDM eligible program.

*Amy L DeHaan, MMAO(4) - Assessor, Garfield Charter Township, Grand Traverse County*

### Meeting Management

In this webinar, learn how to manage and participate in an effective and efficient organizational meeting. Our two experts in the field of municipal law and parliamentary procedure will discuss the importance of understanding Robert's Rules of Order, Parliamentary Law, and the Freedom of Information Act. Ethics, basics, rules of public comment and debate, and closed meetings are also discussed.

MiPDM eligible program.

*Chris Johnson, General Counsel, Michigan Municipal League  
Eleanor (Coco) Siewert, Professional Registered Parliamentarian, Trainer, Michigan Municipal League*

### Downtown Management Basics

In this webinar, learn the overall responsibilities inherent in downtown revitalization. A Downtown Development Authority is just one of many avenues available to enable your efforts. Become familiar with all the organizational tools in the toolbox as well as legal considerations and reporting requirements.

MiPDM eligible program.

*Joe Frost, Community Assistance Team Specialist, Michigan Economic Development Corporation*

**A webinar series dedicated to educating downtown managers and downtown management boards of directors.**

Please visit the Event page on our website, [www.michigandowntowns.com](http://www.michigandowntowns.com), for more information. Each webinar is available 'on demand' upon payment.

## WEBINAR SERIES

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# Downtown Management Training Series

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Member Cost: \$25 per webinar | Non-Member \$35

[www.michigandowntowns.com](http://www.michigandowntowns.com)

### DDA Reporting Requirements

Public Act 57 of 2018 introduced new reporting requirements ALL Downtown Development Authorities must adhere to in order to remain compliant. In this webinar, members of the MDA Legislative and Advocacy Committee are joined by a representative from the Michigan State Treasury Department to provide step by step directions on how to accurately complete all reporting requirements found in Public Act 57. Examples of how compliant downtown organizations are managing and implementing the three reporting components, website content, informational meetings, and annual reporting, will be presented and explained.

*James Alt, Director, Lapeer Downtown Development Authority*  
*Travis Bukovcik, Michigan Department of Treasury*  
*Molly LaLone, Director, Lake Orion Downtown Development Authority*  
*Nate Mack, Director, South Lyon Downtown Development Authority*  
*Dana Walker, Director, Michigan Downtown Association*

### Updating A TIF Plan

A Downtown Development Authority is governed by its Tax Increment Financing (TIF) plan. Arguably, it's the most important document for a downtown organization to maintain and implement. But what is the difference between a development plan and a TIF plan? When should a TIF plan be updated and what is the process? How can updating a TIF plan encourage support from community members and taxing jurisdictions? In this webinar, learn the process of updating a TIF plan, how to right-size your district, and gain a general knowledge of Tax Increment Financing.

*Jill Bahm, AICP, Partner, Giffels Webster*  
*Annette Knowles, Downtown/Economic Development Coordinator, City of Monroe*

### Demystifying DDAs

Just what is a DDA and what is it supposed to do? We have heard those questions countless times. Cristina and Bob take the mystery out of DDA law and explain the answers to the most commonly asked questions about Downtown Development Authorities. Learn why Act 197 of 1975 was originally passed and how it has evolved in the last 40+ years. Common questions regarding DDA spending, purpose, and 'rules' will also be addressed.

*Robert Donohue, Coach, Community Heart & Soul*  
*Cristina Sheppard-Decius, Owner, POW! Strategies*

### How To Be an Effective Board Member

You have been asked to become a member of a downtown management board of directors. Now what? In this webinar, learn what will be expected from you while being an active and effective board member. Discover what you can bring to the table, and the organization, to help your community become stronger. Conversely, downtown managers will gain knowledge regarding board member training, expectations, best practices, and succession.

*John Bry, Program Coordinator, Main Street Oakland County*  
*Annaka Norris, Senior Planner, Planning & Local Business Development, Oakland County, Michigan*

### Downtown Social Districts

In 2020, Social Districts were introduced to Michigan communities to help spur economic activity. In this webinar, you will learn what role a downtown management organization has in the creation of a Social District and the process for creating it. Also hear the pros, and cons, of having a designated Social District within downtown and the best practices for keeping it successful.

*Kelly Allen, Partner, Adkison, Need, Allen & Rentrop, P.L.L.C.*  
*Dave Alexander, Business Development Manager, City of Muskegon DDA*

**A webinar series dedicated to educating downtown managers and downtown management boards of directors.**

Please visit the Event page on our website,  
[www.michigandowntowns.com](http://www.michigandowntowns.com), for more information.  
Each webinar is available 'on demand' upon payment.

## DDA District Decorative Street Light Repairs

### Existing (ring of fire) repairs through Lumicon/Medler Electric

send in for repair	\$186.67	ea.
1 hour labor 2 men	<u>\$88.74</u>	
	\$275.41	

### New Trial : 60w, 50000 hour bulb retrofit

Order from Amazon

Bulb	\$14.50	ea.
Hardware	\$2.50	
30 min retro prep	\$21.47	
1 hour labor 2 men	<u>\$88.74</u>	
	\$127.21	

### Current retro installations (as of 12-27-22)

East end of Huron Ave. south side

In front of court yard Sweetwater

East of Ehardts entrance

Southeast corner of Boynton & Main St



**Michigan Liquor Control Commission (MLCC)**  
 Constitution Hall, 2<sup>nd</sup> Floor, 525 W. Allegan St, Lansing, MI 48933  
 P.O. Box 30005, Lansing, MI 48909  
 866-813-0011 – [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

### **Social District Permit Information For Local Governmental Units**

Pursuant to MCL 436.1551, the governing body of a local governmental unit may designate a Social District within its jurisdiction. Qualified licensees whose licensed premises are contiguous to the commons area within the Social District, and that have been approved for and issued a Social District Permit, may sell alcoholic liquor (beer, wine, mixed spirit drink, spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor within the commons area of the Social District.

If a non-profit organization requests a Special License for a location within a Social District commons area, the governing body of the local unit of government shall delineate the portion of the commons area to be utilized exclusively by the Special Licensee and the portion of the commons area to be used exclusively by Social District permittees. The Special License applicant must submit documentation from the local governmental unit, including a clear diagram, with its application.

The term commons area is defined by MCL 436.1551(8)(a):

*"Commons area" means an area within a social district clearly designated and clearly marked by the governing body of the local governmental unit that is shared by and contiguous to the premises of at least 2 other qualified licensees. Commons area does not include the licensed premises of any qualified licensee.*

The term qualified licensee is defined by MCL 436.1551(8)(c):

*"Qualified licensee" means any of the following:*

- *A retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises. (This includes the following license types: Class C, Tavern, A-Hotel, B-Hotel, Club, G-1, G-2, Brewpub.)*
- *A manufacturer with an on-premises tasting room permit issued under section 536.*
- *A manufacturer that holds an off-premises tasting room license issued under section 536.*
- *A manufacturer that holds a joint off-premises tasting room license issued under section 536.*

A list of all licensees, sorted by county and local governmental unit, may be found on the MLCC website.

The governing body of a local governmental unit may designate a Social District pursuant to MCL 436.1551 under the following conditions:

- Designate a Social District that contains a commons area, as defined in MCL 436.1551(8)(a).
- Establish local management and maintenance plans, including hours of operation, for a commons area.
- Define and clearly mark with signs the designated commons area.
- A governing body of a local governmental unit shall not designate a Social District that would close a road unless the governing body receives prior approval from the road authority with jurisdiction over the road.
- The governing body shall maintain the commons area in a manner that protects the health and safety of the community.

- The governing body may revoke the designation if it determines that the commons area threatens the health, safety, or welfare of the public or has become a public nuisance. Before revoking the designation, the governing body must hold at least 1 public hearing on the proposed revocation. The governing body shall give notice as required under the open meetings act of the time and place of the public hearing before the public hearing.
- The governing body shall file the designation or revocation of the Social District with the MLCC.

Before applying to the MLCC for a Social District Permit, a qualified licensee must first obtain approval from the governing body of the local governmental unit. A fillable resolution for this approval is part of the Social District Permit Application (LCC-208).

### **Filing the Designation of a Social District with the MLCC**

A local governmental unit must file the following items with the MLCC when designating a Social District:

- A copy of the resolution passed by the governing body designating the Social District and commons area.
- A copy of the management and maintenance plans, including the hours of operation, established by the local governmental unit for the Social District and commons area.
- A diagram or map that clearly shows the boundaries of the Social District and commons area. Please indicate the name, address, and location of the qualified licensees that are contiguous to the commons area on the diagram or map.

**Submit the items above to:**

**By Mail: Michigan Liquor Control Commission - P.O. Box 30005 - Lansing, MI 48933**

**By Fax: (517) 763-0059**

**By Email: [mlccrecords@michigan.gov](mailto:mlccrecords@michigan.gov)**

***Additional sections of the Liquor Control Code for a local governmental unit to consider when establishing a Social District or commons area within a Social District:***

**MCL 436.1915 - Possessing or consuming alcoholic liquor on public highway or in park, place of amusement, or publicly owned area; authority of local governmental unit or state department or agency to prohibit possession or consumption of alcoholic liquor; definitions.**

(1) Alcoholic liquor shall not be consumed on the public highways.

(2) Except as provided in subsections (3) and (4), alcoholic liquor may be possessed or consumed in public parks, public places of amusement, or a publicly owned area not licensed to sell for consumption on the premises.

(3) The governing body of a local governmental unit may prohibit by ordinance, order, or resolution the possession or consumption of alcoholic liquor in any public park, public place of amusement, or publicly owned area that is owned or administered, or both, by that local governmental unit. When land is leased from a department or agency of this state, an ordinance, order, or resolution adopted pursuant to this subsection shall be subject to the approval of the department or agency.

(4) A department or agency of this state that administers public lands may prohibit by rule, order, or resolution the possession or consumption of alcoholic liquor on the public land under its jurisdiction.

(5) As used in this section:

(a) "Local governmental unit" means a county, city, township, village, or charter authority.

(b) "Publicly owned area" means an area under the jurisdiction of a local governmental unit.

**MCL 436.1913(1), (2), & (5) - Prohibited conduct; unlicensed premises or place; unlawful consumption of alcoholic liquor; exceptions; construction of section; "consideration" defined.**

(1) A person shall not do either of the following:

(a) Maintain, operate, or lease, or otherwise furnish to any person, any premises or place that is not licensed under this act within which the other person may engage in the drinking of alcoholic liquor for consideration.

(b) Obtain by way of lease or rental agreement, and furnish or provide to any other person, any premises or place that is not licensed under this act within which any other person may engage in the drinking of alcoholic liquor for consideration.

(2) A person shall not consume alcoholic liquor in a commercial establishment selling food if the commercial establishment is not licensed under this act. A person owning, operating, or leasing a commercial establishment selling food which is not licensed under this act shall not allow the consumption of alcoholic liquor on its premises.

(5) As used in this section, "consideration" includes any fee, cover charge, ticket purchase, the storage of alcoholic liquor, the sale of food, ice, mixers, or other liquids used with alcoholic liquor drinks, or the purchasing of any service or item, or combination of service and item; or includes the furnishing of glassware or other containers for use in the consumption of alcoholic liquor in conjunction with the sale of food.

Sample DRAFT

**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.***

---

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 city 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 a common area designated at Tierney Park; and

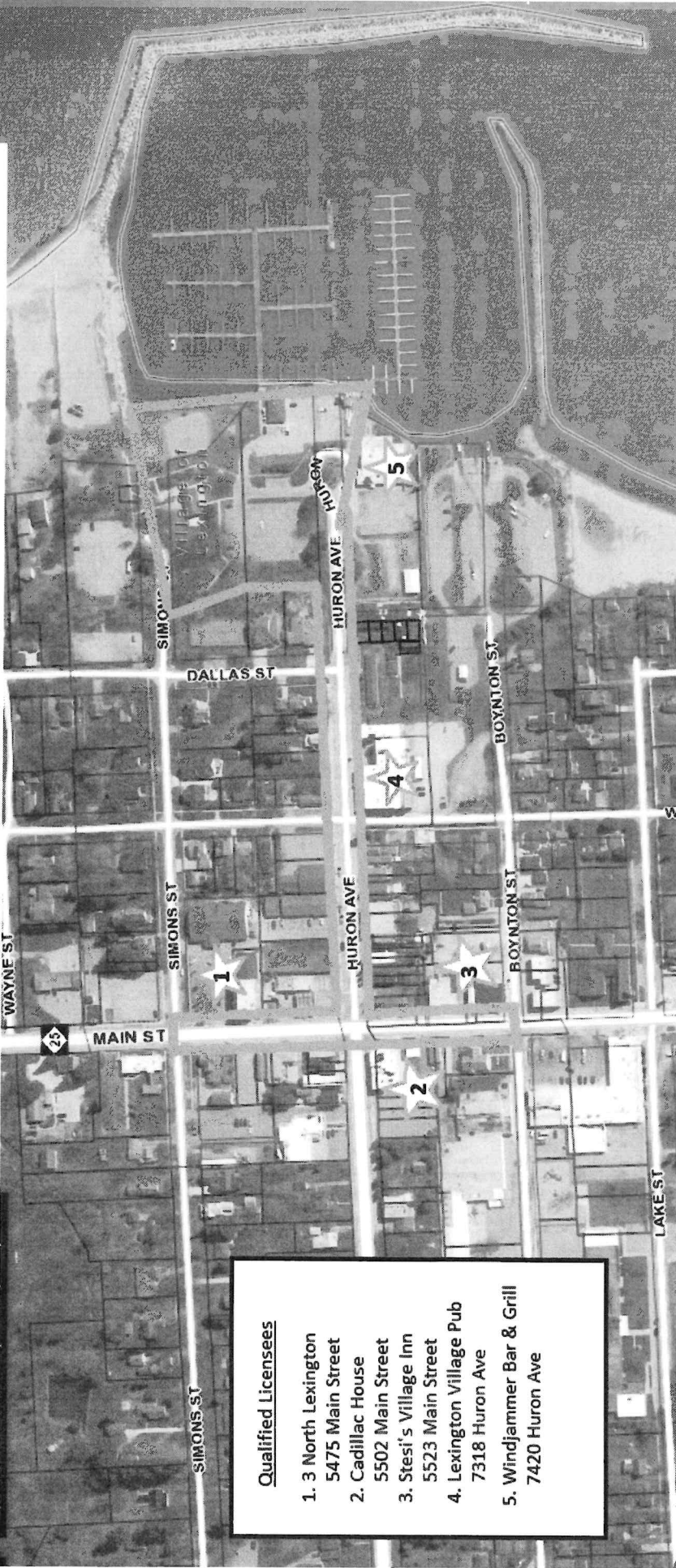
WHEREAS, the Village of Lexington will follow all stipulations of Michigan Public Act 124 of 2020 and follow established best practices in relation to the creation and maintenance of Social Districts; and

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.



**DRAFT - Potential Social District Boundary - needs to be identified in state filing**



- 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



## Port Huron Social District Plan

### Introduction:

The City of Port Huron seeks to take advantage of Michigan Public Act 124 of 2020 signed in to 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. <sup>Village of Len</sup> Port Huron city administration, through a collaboration of all <sup>Village</sup> City Hall departments, is designing a Port Huron Social District and the policies, parameters and management of this new community development tool. This Port Huron Social District Plan will be shared with potential license holder users for refinement of the plan, a final draft presented to the Port Huron City Council for approval and sent on to the Michigan Liquor Control Commission for state concurrence. 2-257  
etc

### Management:

<sup>Verick</sup> The Port Huron Social District would be created and managed by the city through its Downtown Development Authority Director. The district management and operations will be assisted by the city's police department, public works, parks department, and finance department.

### District boundaries:

<sup>eg</sup> The Port Huron Social District will run along Huron Avenue into Military Street, from Glenwood Avenue to Union Street. There will be two common areas within this district: the McMorrان Place Arena and the Pocket Park at the corner of Water Street and Military.

Streets in the social district would remain open to traffic and for parking. The district and the common areas are being proposed with the expectation of certain properties being developed that would include future businesses with liquor licenses.

### Potential participating license holders:

<sup>D, FF</sup> Casey's Pizza and Subs, Brass Rail, Martina's Grill, Lynch's Irish Tavern, Alley Room, Roche Bar, Lynch's Irish Tavern, Wings, Etc., Zebra Lounge, CityFloats, and Raven Café.

Participating license holders would be asked to sign a Social District agreement with the city, 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 Port Huron Social District would operate year-round. Operations would be seven days a week. The common areas would be open from the time participating license holders open for business until midnight. After midnight, Social District beverages cannot be sold in participating establishments 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 city administration to begin implementing the Port Huron Social District on

July 17, 2020. May '27? 4th of July weekend?

**District designation and marking:**

The boundaries of the Port Huron Social District would be clearly designated and marked with signs and graphics on streets and sidewalks. The signs would be accompanied by a trash receptacle for customers to dispose of used district cups as they exit the district.

need to determine # of trash containers & cost

**Social District financing:**

The Port Huron Social District will be funded through the sale of Port Huron Social District cups and stickers by the Port Huron DDA. Participating license holders must purchase Port Huron Social District beverage stickers through the City of Port Huron. Stickers will be sold for \$1 per sticker. Participating establishments can handle the surcharge however they choose within their product price structure. Revenues generated from the cup and sticker purchases will pay for the cups, security-enforcement, sanitation, signage, and marketing-promotion. Revenues beyond those needed to cover Social District costs will be retained by the city to be used in public improvements and services within the district.

Interesting but maybe text would be better

**Social District logo and beverage containers:**

The Port Huron Social District will have a name for branding and marketing purposes but must have a special logo for use on the non-glass district beverage cups of no more than 16 ounces. The cups, purchased by the license holder, must also have a logo or name identifying the establishment. A Port Huron Social District cup may not be reused, must remain in the establishment where they were purchased or in the common area, and may not be taken into an establishment that did not sell the beverage. Downtown Port Huron Social District stickered logo will be placed on each cup and it will be the license holder's responsibility to place their own logo or name on the cup to be in compliance.

Port Huron Social District will explore the use of cups that can be recycled or composted.

**Security-enforcement:**

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

→ **Insurance:**

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

**Sanitation:**

*lex DPW?*

The Port Huron Public Works Department will provide sanitation within the district including trash removal, litter pick up on a daily basis and management of portable toilets, if needed. Each participating license holder will be required to have a trash receptacle outside of its entrances for the disposal of district cups and empty those receptacles when needed.

→ **Marketing and promotion:**

The Port Huron Social District will have a branded name for marketing purposes and a distinctive logo. Marketing will be done through traditional free media and paid advertising along with extensive social media. Port Huron Social District social media will be tunneled through the Downtown Port Huron social media accounts.

**Entertainment:**

*Tierney Park (1/2 open temp green space?)*

The Port Huron Social District has the opportunity to provide entertainment and food trucks on a regular basis. The district includes the ~~McMoran Plaza~~ *McMoran Plaza* which hold ~~bag-toss games and~~ *concerts, festivals* beach chairs/umbrellas for use. The district also includes the pocket park at the corner of Military Street and Water Street which will have seating and tables. Both venues have an opportunity for music to be played for entertainment purposes.

**Festivals/special events:**

*doesn't apply to lex*

The state's Social District law does not allow special event liquor licenses to participate in a Social District. Such special licenses are the backbone of several large festival events historically within Port Huron's Social Districts. Going forward, the Port Huron Social District and its participating license holders either could allow these "beer tents" with no alcoholic beverage entering or exiting special-event licensed area. Or, special event licenses could be denied in lieu of Port Huron Social District license holders making a contribution to the event's organizing non-profit agency. The contribution would be in recognition of the event's draw of people into the district and the non-profit forgoing its largest event revenue source. Such contributions could be outlined in the agreement between the city and the license holder wanting to participate in the Port Huron Social District.

*because no events have "special temp license" to my knowledge*



Sample: Cadillac MI  
Social District info  
on website



# Welcome to The Social District!

Remember to drink responsibly, explore our local businesses and enjoy your time in Downtown Cadillac!

---

Social District Hours: 10 a.m. and 12 a.m. Sunday through Saturday. Smoking is prohibited within the Social District.

## **GRAB A BEVERAGE & WANDER**

Patrons of participating restaurants and bars within this district may purchase, carry, and consume an open alcoholic beverage in an approved plastic container (up to 16 oz. in size) with official Cadillac Social District logo and logo of the business where the beverage was purchased. Only beer, wine, and mixed cocktails are permitted – no shots.

We kindly remind you to dispose of your cups in the appropriate trash bins and help to keep our downtown streets and park areas clean!

## ***Participating Locations***

---

- Clam Lake Beer Co.
  - Raven Social
  - Willow Market & Meats/Primo's BBQ
  - Roasted Cafe \*COMING SOON\*
-

Get the Social District Map! >

P2

Learn the Rules >

# THE STOPS



**Hermann's Restaurant & Wine Shop**  
214 N Mitchell Street  
(231) 775-9563



**Clam Lake Beer Company**  
106 S Mitchell Street  
(231) 775-6150



**Raven Social**  
119 S Mitchell Street  
(231) 444-6396



**Long Road Distillers**  
412 S Mitchell Street  
(231) 468-2282



**Willow Market & Meats/  
Primo's BBQ**  
916 S Mitchell Street  
(231) 779-1575

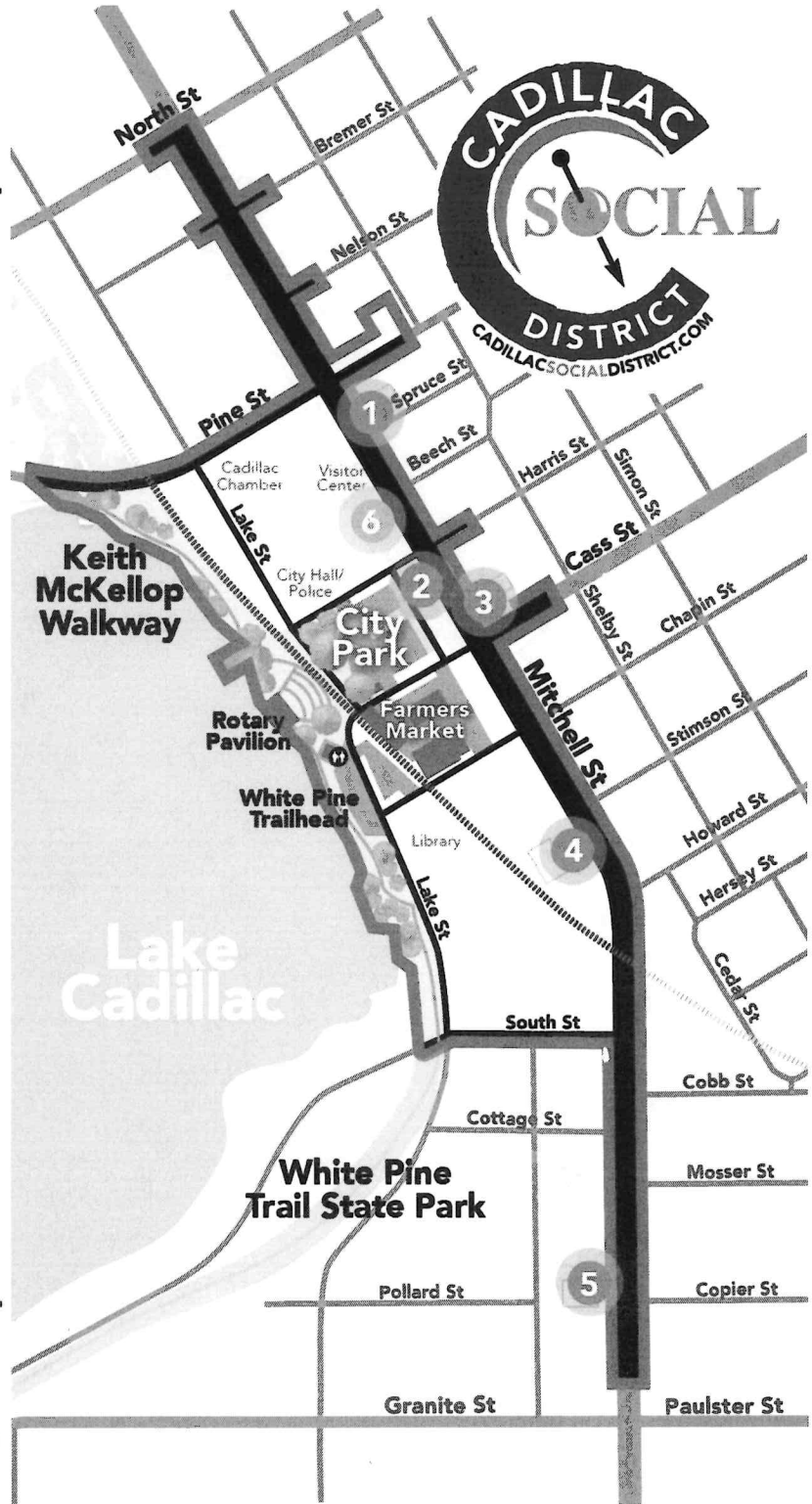


**Roasted Cafe: Coming Soon**  
115 N Mitchell Street

= District Boundary

\*\*\*\*\*  
DOWNTOWN  
SOCIAL ZONE

Learn more at:  
[CadillacSocialDistrict.com](http://CadillacSocialDistrict.com)






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## REQUEST A TRAVEL GUIDE OR TRAVEL RESOURCES

Interested in learning more about travel and tourism in the Cadillac Area? Request our latest travel materials.

[REQUEST TRAVEL RESOURCES >](#)

---

 Print

Contact Us

Sample: Cadillac MI  
Social District Rules p 1

## City Council

200 North Lake Street  
Cadillac, Michigan 49601  
Phone (231) 775-0181  
Fax (231) 775-8755



**Mayor**  
Carla Filkins

**Mayor Pro-Tem**  
Tiyi Schippers

**Councilmembers**  
Stephen King  
Robert Engels  
Bryan Elenbas

## DOWNTOWN CADILLAC SOCIAL DISTRICT & ZONE RULES OF CONDUCT

### Hours & Smoking:

Hours of operation are between 10 a.m. and 12 a.m. Sunday through Saturday. Hours are subject to change and notice of such change will be posted at City Hall and on the City's website, [www.cadillac-mi.net](http://www.cadillac-mi.net). Smoking is prohibited within the Downtown Social Zone.

### For Patrons

#### *Patrons must –*

1. Purchase the alcoholic beverages from a qualified licensee in an approved container. Purchaser may carry and consume open alcohol from that approved container anywhere within the Downtown Social Zone, *except* as follows:
  - A. Carrying and/or consumption is prohibited within any public right of way where vehicles are permitted to travel, except within areas marked and/or signaled for pedestrian traffic, and if signaled, only when such signal indicates pedestrian crossing is permitted.
  - B. Carrying and/or consumption is prohibited within a parking lot, whether or not owned or operated by the City, unless otherwise separately authorized by the City Manager or his or her designee under terms and conditions specified in writing by the City Manager or his or her designee.
  - C. Carrying and/or consumption is prohibited within the interior confines of any business located within the Downtown Cadillac Social District, except within the licensed premises from which the approved container was purchased.
  - D. Open alcohol purchased from *other* than a qualified licensee that has obtained the required social district permits is prohibited within the confines of the Downtown Cadillac Social District and Downtown Social Zone. No person shall operate any sound amplification devices, equipment or systems within the Downtown Social Zone other than those systems specifically authorized by the City Manager or his or her designee;



**For Businesses**

***Businesses Must-***

1. Only sell alcoholic beverages to be consumed in approved containers in the Downtown Social Zone during open hours of operation of the Downtown Social Zone. Such alcoholic beverages may only be sold within the confines of the premises of the qualified licensee.
2. Prohibit entry into its licensed premises to any person who has within their possession a container that contains any amount of alcohol that has not been purchased from the qualified licensee.
3. Operate in compliance with any and all applicable federal, state and local orders related to COVID-19, including social distancing, party size limitations, masking, etcetera.
4. Maintain their emergency vehicle access to their property

***Participating Businesses May-***

1. Utilize outdoor space within the Downtown Social Zone that is adjacent to their respective building and may place tables, chairs and benches upon written approval from the City Manager or his or her designee, on their own adjacent property pursuant to the following:
  - a. Tables, chairs and benches shall be separated from parking and vehicular traffic, and placed so as not to unreasonably obstruct entrances, sidewalks and other pedestrian pathways;
  - b. Tables, chairs, and benches shall be sturdy, placed in compliance with applicable ADA requirements, and in a manner that does not otherwise constitute a safety hazard
  - c. Tables, chairs and benches shall be placed in a manner that does not obstruct easy access to fire hydrants, and other fire suppression equipment; and shall be placed in a manner that otherwise complies with the applicable fire prevention code;
  - d. Tables, chairs and benches shall be secured daily at the close of business, are the responsibility of the business, and shall be removed should they interfere with a special event or other conflicting activity and upon request from the City Manager or his or her designee;
  - e. A request to place tables, chairs and benches shall be in writing and contain a drawn plan depicting the area within which the tables, chairs and benches will be placed. Such a request may accompany the application for a Social District Permit from the City.

***Patrons must purchase the alcoholic beverages from a qualified licensee in an approved container.***

73

The following is prohibited within the Cadillac Social District:

- Carrying and/or consumption within any public right of way where vehicles are permitted to travel, except within areas marked and/or signaled for pedestrian traffic.
  - Carrying and/or consumption within a parking lot, whether or not owned or operated by the City.
  - Carrying and/or consumption within the interior confines of any business located within the district, except within the licensed premises from which the approved container was purchased.
  - Open alcohol purchased from an unqualified establishment within the confines of the district.
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***Participating Businesses Shall Not-***

1. Sell any goods or services, nor operate, conduct, maintain or manage any such business within the Downtown Social Zone without, in addition to the license or permit required under the City of Cadillac Code, also have a Social District Permit issued by the City Manager or his or her designee.
2. Engage in the sale of alcohol within the Downtown Cadillac Social District and Downtown Social Zone, unless otherwise permitted by the City, and the Michigan Liquor Control Commission.
3. Install any lighting devices, equipment, or systems within the Downtown Social Zone other than those systems specifically authorized by the City Manager or his or her designee.
4. Install any heating devices, equipment, or systems within the Downtown Social Zone other than those systems specifically authorized by the City Manager or his or her designee.
5. Cook or prepare food within the Downtown Social Zone, except for authorized mobile food vendors, or as may otherwise be permitted by the City Manager or his or her designee, and the Wexford County Health Department.