

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

**DATE OF MEETING:** Wednesday, October 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 THE INFORMATIONAL MEETING**

**PURPOSE: TO INFORM THE PUBLIC OF GOALS AND DIRECTION OF THE AUTHORITY, INCLUDING UPCOMING PROJECTS**

**PUBLIC COMMENT**

**CLOSE INFORMATIONAL MEETING**

**CALL TO ORDER REGULAR MEETING:**

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

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT** –

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

**UNFINISHED BUSINESS:**

1. **Social District Update** – McGovern
2. **Harbor Steering Committee Status** – VanDyke
- 3.

**NEW BUSINESS:**

1. **Façade Grant – Lexington House Bed & Breakfast** – McGovern
2. **MDA Membership Invoice** – Motion to approve the \$200.00 annual membership dues.
3. **MDA Annual Conference** – Motion to approve \$275.00 annual registration fee.
4. **Ethics Policy** – McGovern
5. **Christmas Decor** – McGovern
  - a. **RFP’S for Christmas Lights, Garland, Pots**
  - b. **Timelines for Fall Décor - Switch to Christmas**

**CORRESPONDENCE**

**PUBLIC COMMENT**

**ADJOURNMENT**

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

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

**ROLL CALL:** by Vicki Scott

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

**ABSENT:** None

**OTHERS PRESENT:** S. McCoy, K. DeCoster, and 1 citizen

**APPROVAL OF AGENDA:**

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

All Ayes

Motion Carried

**APPROVAL OF MINUTES**

**MOTION** by Bender, seconded by Drouillard, to approve the August 9, 2023 minutes as presented.

All Ayes

Motion Carried

**PUBLIC COMMENT:** None

**REVIEW OF FINANCIAL INFORMATION:** - Bales explained the financial reports and answered questions.

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

Roll Call:

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

Nays: None

Motion Carried

**UNFINISHED BUSINESS:**

1. **LBA/DDA Event Support** – McGovern explained Lori Fisher’s letter that was included in the DDA packet showing the reorganizing of the LBA events. Bender stated we still have not seen the financials from the LBA. The LBA is looking for financial support from the DDA in the form of a grant. The LBA is currently looking for an events coordinator. Lengthy discussion followed on what would be the best way for the DDA to support some of the events in the DDA district.

Motion by Kaatz, seconded by Drouillard, that the DDA will contribute up to \$25,000.00 toward LBA events held in the DDA District based on a to be determined criteria for qualification and presentation.

Roll Call:

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

Nays: None

Motion carried

2. **Social District Update** – McGovern stated the signs still look great. Advertising has paid off for the social district. We have a current surplus of \$850.00. We still have inventory of \$1,250.00 in labels.

3. **Harbor Steering Committee Status** – VanDyke stated the Edgewater team will present a plan tomorrow as a result of all the public input in August. VanDyke presented an early idea by way of traffic standpoint. David Dirita spoke on traffic flow and pedestrian connectivity. MDOT has done these studies in the past. At some point MDOT may want to engage in a study with the Village. These conversations are just informational at this point. Discussion followed on connectivity.

**NEW BUSINESS:**

1. **Façade Grant – The General Store** – McGovern explained Kim could not be here this evening. McGovern explained the different quotes in the packet. The total for these two quotes is \$10,850.00.  
Motion by McGovern, seconded by VanDyke, to approve the façade grant not to exceed \$5,425.00.  
Discussion:  
Amended Motion by McGovern, seconded by VanDyke, to approve the façade grant not to exceed \$5,425.00 to the General Store.  
Discussion:  
Roll Call  
Ayes: McGovern, VanDyke, Zysk, Adams, Westbrook, Bender, Bales, Kaatz, Drouillard  
Nays: None  
Motion carried
2. **Village Lock Up Mini Storage Invoice** – McGovern explained we received our half of the DDA storage invoice.  
Motion by Kaatz, seconded by McGovern, to approve our half of the Village Lock Up bill in the amount of \$480.00.  
Roll Call  
Discussion:  
Ayes: Kaatz, McGovern, VanDyke, Zysk, Drouillard, Westbrook, Bales, Adams  
Nays: Bender  
Motion carried
3. **Streetscape Update** – McGovern explained we need to discuss two items.
- a) **Fall Decorations** – McGovern and Bender discuss putting up corn stalks on the light poles. McGovern will get volunteers if the board would like to do this. Board members agreed. Bender suggested next year we should consider getting mums as well. McGovern volunteered to be in charge of a scarecrow contest this year. Discussion followed. Board members support McGovern to run the scarecrow contest.
- b) **RFP'S for Christmas Decorations** – McGovern explained Bender volunteered to send out the RFP'S for Christmas Decorations this year. McGovern stated the LBA may go back to a real tree this year. Discussion followed on changing back to clear lights on the wreaths. Bender explained the process with the garland on the poles. Bender verified with the board what they want on the RFP's.  
Motion by Drouillard, seconded by McGovern, to have Bender send the RFP's out for Holiday decorations.  
All Ayes  
Motion carried

**CORRESPONDENCE:** Lexington Arts Council Letter

**PUBLIC COMMENT:** None

**ADJOURNMENT:**

**MOTION** by McGovern, seconded by Bender, to adjourn the meeting at 6:53 p.m.

All Ayes

Motion carried.

Respectfully submitted,  
Vicki Scott

DRAFT

GL NUMBER	DESCRIPTION	2023-24		ACTIVITY FOR	YTD BALANCE	% BDDT	USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000							
248-000-401.500	DDA TAXES FROM VILLAGE	101,124.00	101,124.00	59,433.97	90,647.25	89.64	
248-000-401.600	DDA TAXES FROM TOWNSHIP	83,750.00	83,750.00	23,159.14	34,751.96	41.49	
248-000-665.000	INTEREST EARNED	3,000.00	3,000.00	0.00	1,181.37	39.38	
248-000-671.500	MISC ACCT OF REVENUE	0.00	0.00	750.00	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	83,343.11	128,330.58	68.31	
Dept 248 - ****DDA EXPENSES****							
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	83,343.11	128,330.58	68.31	
Expenditures							
Dept 248 - ****DDA EXPENSES****							
248-248-699.940	ADMINISTRATIVE REIMBURSEMENT	11,001.00	11,001.00	916.74	2,750.22	25.00	
248-248-703.600	DPW WAGES	30,000.00	30,000.00	1,785.65	5,554.10	18.51	
248-248-703.650	DPW-WATER WAGES OVERTIME	0.00	0.00	0.00	76.07	100.00	
248-248-704.100	MATCH - SOCIAL SECURITY	2,437.00	2,437.00	135.78	428.05	17.56	
248-248-704.200	BLUE CROSS	7,200.00	7,200.00	277.64	1,307.41	18.16	
248-248-704.300	LIFE INSURANCE	260.00	260.00	17.22	63.20	24.31	
248-248-704.400	PENSION	3,600.00	3,600.00	227.16	349.27	9.70	
248-248-704.401	AXA EQUITABLE MATCH	1,000.00	1,000.00	26.10	98.93	9.89	
248-248-704.500	MICH EMP SEC COM	300.00	300.00	6.21	45.74	15.25	
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	312.13	167.13	4.18	
248-248-740.700	DPW EQUIPMENT	15,000.00	15,000.00	2,722.27	10,696.69	71.31	
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	0.00	0.00	
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	0.00	0.00	
248-248-810.000	MEMBERSHIP/DUES	200.00	200.00	0.00	0.00	0.00	
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	150.00	0.60	
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	0.00	0.00	
248-248-955.000	DDA GRANT	30,000.00	30,000.00	0.00	0.00	0.00	
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	6,476.90	27,686.81	14.85	
TOTAL EXPENDITURES		186,498.00	186,498.00	6,476.90	27,686.81	14.85	

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24		ACTIVITY FOR MONTH 09/30/2023	YTD BALANCE 09/30/2023	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		187,874.00	187,874.00	83,343.11	128,330.58	68.31
TOTAL EXPENDITURES		186,498.00	186,498.00	6,476.90	27,686.81	14.85
NET OF REVENUES & EXPENDITURES		1,376.00	1,376.00	76,866.21	100,643.77	7,314.23

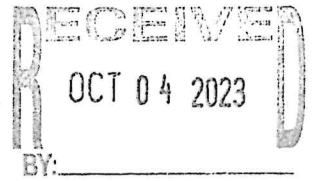
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Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
09/01/2023			<b>248-248-699.940 ADMINISTRATIVE REIMBURSEMENT</b>		BEG. BALANCE		1,833.48
09/29/2023	GJ	JE	ADMIN. REIMBURSEMENT SEPT 2023	2720	916.74		2,750.22
09/30/2023			248-248-699.940	END BALANCE	916.74	0.00	2,750.22
09/01/2023			<b>248-248-703.600 DPW WAGES</b>		BEG. BALANCE		3,768.45
09/06/2023	PR	CHK	SUMMARY PR 09/06/2023		296.55		4,065.00
09/13/2023	PR	CHK	SUMMARY PR 09/13/2023		600.35		4,665.35
09/20/2023	PR	CHK	SUMMARY PR 09/20/2023		270.82		4,936.17
09/27/2023	PR	CHK	SUMMARY PR 09/27/2023		617.93		5,554.10
09/30/2023			248-248-703.600	END BALANCE	1,785.65	0.00	5,554.10
09/01/2023			<b>248-248-703.650 DPW-WATER WAGES OVERTIME</b>		BEG. BALANCE		76.07
09/30/2023			248-248-703.650	END BALANCE	0.00	0.00	76.07
09/01/2023			<b>248-248-704.100 MATCH - SOCIAL SECURITY</b>		BEG. BALANCE		292.27
09/06/2023	PR	CHK	SUMMARY PR 09/06/2023		22.56		314.83
09/13/2023	PR	CHK	SUMMARY PR 09/13/2023		45.70		360.53
09/20/2023	PR	CHK	SUMMARY PR 09/20/2023		20.68		381.21
09/27/2023	PR	CHK	SUMMARY PR 09/27/2023		46.84		428.05
09/30/2023			248-248-704.100	END BALANCE	135.78	0.00	428.05
09/01/2023			<b>248-248-704.200 BLUE CROSS</b>		BEG. BALANCE		1,029.77
09/06/2023	PR	CHK	SUMMARY PR 09/06/2023		41.59		1,071.36
09/13/2023	PR	CHK	SUMMARY PR 09/13/2023		74.07		1,145.43
09/20/2023	PR	CHK	SUMMARY PR 09/20/2023		15.07		1,160.50
09/27/2023	PR	CHK	SUMMARY PR 09/27/2023		146.91		1,307.41
09/30/2023			248-248-704.200	END BALANCE	277.64	0.00	1,307.41
09/01/2023			<b>248-248-704.300 LIFE INSURANCE</b>		BEG. BALANCE		45.98
09/28/2023	AP	INV	OCT 2023 LIFE INSURANCE	211962906291	17.22		63.20
09/30/2023			248-248-704.300	END BALANCE	17.22	0.00	63.20
09/01/2023			<b>248-248-704.400 PENSION</b>		BEG. BALANCE		122.11
09/06/2023	PR	CHK	SUMMARY PR 09/06/2023		18.42		140.53
09/13/2023	PR	CHK	SUMMARY PR 09/13/2023		73.65		214.18
09/27/2023	PR	CHK	SUMMARY PR 09/27/2023		135.09		349.27
09/30/2023			248-248-704.400	END BALANCE	227.16	0.00	349.27
09/01/2023			<b>248-248-704.401 AXA EQUITABLE MATCH</b>		BEG. BALANCE		72.83
09/06/2023	PR	CHK	SUMMARY PR 09/06/2023		4.07		76.90
09/13/2023	PR	CHK	SUMMARY PR 09/13/2023		10.48		87.38
09/20/2023	PR	CHK	SUMMARY PR 09/20/2023		2.99		90.37
09/27/2023	PR	CHK	SUMMARY PR 09/27/2023		8.56		98.93
09/30/2023			248-248-704.401	END BALANCE	26.10	0.00	98.93
09/01/2023			<b>248-248-704.500 MICH EMP SEC COM</b>		BEG. BALANCE		39.53
09/06/2023	PR	CHK	SUMMARY PR 09/06/2023		1.72		41.25
09/13/2023	PR	CHK	SUMMARY PR 09/13/2023		2.42		43.67
09/20/2023	PR	CHK	SUMMARY PR 09/20/2023		0.86		44.53
09/27/2023	PR	CHK	SUMMARY PR 09/27/2023		1.21		45.74
09/30/2023			248-248-704.500	END BALANCE	6.21	0.00	45.74
09/01/2023			<b>248-248-740.000 SUPPLIES</b>		BEG. BALANCE		(145.00)
09/08/2023	AP	INV	DDA & PARKS	6857	110.00		(35.00)
09/15/2023	AP	INV	CLEANING SUPPLIES	6878	55.00		20.00
09/15/2023	AP	INV	SUPPLY	STMT 8/31/23 ACT	32.13		52.13
09/28/2023	AP	INV	DDA FERTILIZER	2667	60.00		112.13
09/28/2023	AP	INV	CLEANING SUPPLY	6958	55.00		167.13
09/30/2023			248-248-740.000	END BALANCE	312.13	0.00	167.13
09/01/2023			<b>248-248-740.700 DPW EQUIPMENT</b>		BEG. BALANCE		7,974.42
09/29/2023	GJ	JE	DPW EQUIPMENT REIMBURSEMENT SEPT 202	2724	2,722.27		10,696.69
09/30/2023			248-248-740.700	END BALANCE	2,722.27	0.00	10,696.69
09/01/2023			<b>248-248-805.000 ADVERT/PUBLICATIONS</b>		BEG. BALANCE		6,000.00
09/30/2023			248-248-805.000	END BALANCE	0.00	0.00	6,000.00
09/01/2023			<b>248-248-820.000 CONTRACTED SERVICES</b>		BEG. BALANCE		100.00
09/15/2023	AP	INV	DDA MINUTES 9-13-23	DDA 9-13-23	50.00		150.00
09/30/2023			248-248-820.000	END BALANCE	50.00	0.00	150.00
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					6,476.90		27,686.81

LEXINGTON DOWNTOWN DEVELOPMENT AUTHORITY

FAÇADE IMPROVEMENT PROGRAM APPLICATION



\*ALL APPLICANTS ARE ADVISED TO REVIEW THE DDA FAÇADE IMPROVEMENT PROGRAM POLICY AS IT IS DIRECTLY APPLICABLE TO THE FOLLOWING APPLICATION

Information and Attachments

1. Name of Applicant: Joe + Donna Benoit
2. Address of Applicant: 5712 Main Street, Lexington, 48451
3. Phone Number: 586-255-0728 - Donna
4. Property Owner: Joe + Donna Benoit
5. Phone Number of Property Owner(s): 586-255-0728, 586-489-8185 - Joe
6. (a) Property Address: 5712 Main St. Lexington  
(b) Property Parcel ID Number: 152-370-000-105-00
7. Describe the Project (attach additional pages if needed): Clean all soffits + down spouts. Install millwork, scrape surface, full patch + repair. Mask/prep all unpainted wood. Spray 1-2 coats latitude ext. Touch up + detailed cleaning.
8. (a) Proposed Project Start Date: October/November 2023  
(b) Proposed Project End Date: November 2023
9. Describe how the Project meets the purposes of the Façade Improvement Program: To keep the existing - Lexington House Bed + Brkfst an attractive + solid building as customary to the reputation it holds. To prevent deterioration + maintain the historic preservation
10. Attach two (2) written cost estimates, with breakdowns of the cost by category.
11. Attach a copy of the deed to the property. done
12. Attach a written statement from the property owner indicating that he/she approves of the project. We are the owners of this property.
13. Describe any conditions of blight existing at the property: Paint is peeling some wood needs to be replaced in the soffits. Birds are getting behind soffit and nesting.



14. Attach a statement from the Village of Lexington/Lexington Township's Assessor's office indicating that all personal and real property taxes on the property are paid up to date, and that all payments of special assessments are current.

15. If the applicant is a business entity, attach evidence that it is currently in good standing.

16. Describe long-lasting improvements made by the project: The Lexington House will continue to be an attractive + viable business in the Village which is prominently seen to anyone's driving through this town.

**Certifications.**

By signing this application, the Applicant(s) certifies that this project complies with and shall continue to comply with all Village of Lexington regulations, codes and ordinances.

By signing this application, the Applicant(s) certifies that he/she has read and understands the conditions of the Façade Improvement Program and agrees to its terms, conditions, policies and guidelines.

By signing this application, the Applicant(s) agrees that this Application, along with the terms and conditions set forth in the Façade Improvement Program terms, conditions, policies and guidelines, shall become a binding on the applicant and property owner.

The applicant(s) certifies that this application does not obligate the Village of Lexington or the Lexington Downtown Development Authority to provide the applicant with any money until such time that the application is approved by the DDA Board.

The applicant(s) understands that any financial assistance provided by the DDA or the Village of Lexington shall be limited to the amount granted by the DDA under the Façade Improvement Program.

The applicant(s) certifies that if the property is sold within three (3) years of the façade grant being awarded will result in the façade grant being forfeited and the applicant(s) must reimburse the DDA the full amount of the façade monies granted.

By signing this application, the Applicant(s) certifies that the information is true and accurate to the best of his/her knowledge as of the date of the application.

**APPLICANT(S)**

DATE: Oct 2, 2023

Joseph L. Benoit

PRINT NAME: Joseph L. Benoit

TITLE: Owner

DATE: Oct. 2, 2023

Donna B. Benoit

PRINT NAME: Donna B. Benoit

TITLE: Owner

Donna B. Benoit 10/4/23

STATE OF MICHIGAN)

) ss

COUNTY OF Sanilac

On this 4<sup>th</sup> day of October, 2023, before me a Notary Public in and for said County and State, appeared Donna + Joseph Benoit, to me personally known, who, being by me sworn, did say that he/she is the Applicant submitting this Application, together with all its attachments.

*Christine Raymo*

Notary Public

Sanilac County, Michigan

My Commission Expires: 03/18/2026 Acting in Sanilac County

**Christine Raymo**  
Notary Public, Sanilac County, MI  
My Commission Expires March 18, 2026

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THIS SECTION FOR DDA USE ONLY

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DDA Recommendations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Grant Approved By DDA Board: \_\_\_\_\_ Yes \_\_\_\_\_ No

Maximum Amount of Grant Awarded: \$ \_\_\_\_\_

**QUIT CLAIM DEED**

KNOW ALL MEN BY THESE PRESENTS: That **William Dennis Johnson**  
whose address is 6309 Buena Vista, Lexington, MI 48450

Quit Claims to: **Daniel Maliniak and Nadine Maliniak, Husband and Wife**  
whose address is 5712 Main Street, Lexington, MI 48450

the following described premises situated in the Township of Lexington, County of Sanilac and State of Michigan,  
to-wit:

**Lots 105, 106 and East 1/2 of Lot 130 of R. Simons Plat of Lexington, also commencing at the Southeast corner of  
Lot 106 of said plat and running thence West 20 rods, South 5 rods, East 20 rods, North 6 rods to the place of  
beginning, being a part of the Southeast 1/4 of the Northeast 1/4 of Section 36, Town 10 North, Range 16 East.**

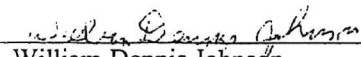
Commonly known as: **5712 Main, Lexington, MI 48450**  
Tax parcel number: **152-370-000-105-00**

**For the sum of:** One Dollar and 00/100 Dollars (\$1.00)

This deed is exempt from Michigan State Transfer Tax under MCL 207.526, Section (a).  
This deed is exempt from Michigan County Transfer Tax under MCL 207.505, Section (a).

Dated: 3-29-2021

Signed

  
William Dennis Johnson

Simply Rich Paint Co.  
3830 Loree Rd  
Deckerville, MI 48427  
810-242-2699

August 14, 2023

Donna Benoit

Lexington Mi

586-225-0778

**Exterior repaint**

1. Pressure wash all soffits and down spouts
2. Install millwork, scrape surface, full patch & repair
3. Mask/prep all unpainted
4. Spray 1-2 coats latitude ext.
5. Touch up & detailed cleaning

Materials	\$ 2,000.00
Labor	\$4,500.00
Equipment rental	\$1,017.00
Equipment delivery	\$250.00
<b>Total job</b>	<b>\$7,767.00</b>

All material is guaranteed to be as specified and the above work to be completed in a workmanlike manner for the sum of \$7,767.00(Seven thousand seven hundred and sixty-seven dollars).

\*Any alteration or deviation will be a charge over and above the estimate.

\*50% payment due at start of job.

Acceptance of proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. Simply Rich Paint Co. is authorized to do the work as specified.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



Michigan Downtown Association  
P.O. Box 3591  
North Branch, MI 48461  
248-838-9711  
director@michigandowntowns.com



MICHIGAN  
DOWNTOWN  
ASSOCIATION

# Membership Invoice

Invoice # 3380

Michael McGovern  
Village of Lexington DDA  
7227 Huron Ave  
Lexington, MI 48450

Membership dues are based upon an organization's total budget for DOWNTOWN. Please refer to the tiers below and if necessary, adjust your annual membership rate accordingly.

\$99,999 & Under: \$125      \$100,000-\$249,999: \$200      \$250,000-\$499,999: \$250

\$500,000-\$999,999: \$475      \$1,000,000+: \$600

The \$100 contribution to our Advocacy Fund has already been included in your membership dues renewal invoice and is 100% OPT-IN.

Please do NOT fax payment information.

MEMBER	ITEM	AMOUNT
Village of Lexington DDA 10/1/2023 - 10/1/2024	Municipal or Public Agency Membership Dues	200.00
Please remit payment to the address listed. Please do NOT Fax payments.		
		TOTAL: 200.00

## Payment Stub

Please tear off this stub and include with your payment.  
Send payment to:

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

or login and pay online at [www.michigandowntowns.com](http://www.michigandowntowns.com)

Member: McGovern, Michael  
Village of Lexington DDA

Invoice #: 3380  
Description: Membership Dues  
Date Due: 10/1/2023

Amt. Due: 200.00

Enclosed:

**MICHIGAN  
DOWNTOWN  
ASSOCIATION**



# ANNUAL STATEWIDE CONFERENCE

**Thursday and Friday, November 2-3, 2023**  
**Birmingham Community House**  
380 S. Bates Street, Birmingham, MI  
**With a special Mobile Tour of Downtown**  
**Berkley, MI, offered November 1, 2023**

**In-person & Virtual Attendance Option**

**Strong Michigan Downtowns:  
The People, The Places,  
The Work, The Stories**



P.O. Box 3591  
North Branch, MI 48461



**MICHIGAN  
DOWNTOWN  
ASSOCIATION**





## Annual Conference Strong Michigan Downtowns: The People, The Places, The Work, The Stories

Creating a strong Michigan downtown relies on people. Whether through partnerships, storytelling, or the hard working staff of a downtown organization, the common goal is to make downtown just, joyful and equitable. Meaningful relationships with other organizations, a board of directors, the community, and small business owners are key. Join us in beautiful and lively downtown Birmingham, MI, and gain the knowledge needed to fine tune the policies, alliances, and initiatives that are the foundation of your organization while connecting with downtown stakeholders from across the state. What story do you have to tell?

### Wednesday November 1

- 3 pm **Ding, Ding, Ding**  
Hop on the Trolley and join us as we tour nearby Downtown Berkley. We will see firsthand the innovative programs the Berkley DDA & Main Street program have initiated and hear of their plans for the future. Our tour will conclude with a networking event, with a cash bar and complimentary appetizers, at a Berkley establishment. This is a ticketed event with only 30 seats sold. The ticket price is NOT included in the Conference registration fee and is an additional \$50. The Trolley will leave the Townsend Hotel, 100 Townsend Street, at 3pm and will return to Birmingham at 7:30pm.

*Generously sponsored by Oakland County Main Street and Berkley Downtown Development Authority/Main Street. Thank you to the Lake Orion and Oxford Downtown Development Authorities and Main Street Programs for the use of the Trolley!*

### Thursday November 2 - Birmingham Community House

- 9:00 - 11:00 am **Registration and Vendor Expo**
- 9:00 - 10:00 am **Coffee and Conversation**  
Participants of the MDA Professional Development Certificate Program (MiPDM) are encouraged to join us for a pre-Conference coffee hour.
- 10:00 - 11:00 am **Bonus Session - 4 Round Tables, 15 Minutes, 100 Ideas**  
Get a jump start on the Conference by joining us for this quick paced Bonus Session! Topics to be covered at four stations include: Blighted Building Stabilization Fund, Pathways to Community & Private Foundation Support of Local Projects, Creating Downtown Director Magic, and What YOU Do DOES Matter.

Eric Schertzing,  
*Executive Director, Michigan Association of Land Banks*  
Robert Donohue,  
*Coach & Market Development, Community Heart & Soul*  
Jerry Dettloff, *Program Development, Community Heart & Soul*  
Kathy Dickens,  
*Executive Director, Four County Community Foundation*  
James Alt,  
*Executive Director, Lapeer DDA & Main Street*  
Todd Craft,  
*Chairperson, Farmington DDA & Main Street*  
Courtney McClerren,  
*Chair, Ortonville DDA & Main Street*

- 11:05 - 11:45 am **Welcome to Conference  
Introductions of Attendees and Vendors**

Cristina Sheppard-Decius,  
*Chair, Michigan Downtown Association*

- 11:50 - 12:35 pm **Keynote Presentation  
Community Storytelling**  
Considerably more than just "human interest", community storytelling creates the emotional infrastructure of success for our downtowns and cities. We can find storytelling everywhere: from fireflies in North Carolina, in our daily conversations, and all the way down to our DNA. Even better? You don't have to be a writer, journalist, photographer, or possess any kind of special skills to be a "storyteller". EVERYONE can experience the power of storytelling in our personal lives while using it to improve our places and the lives of the people we serve.

Phil Eich,  
*Founder, Storyville*

- 12:35 - 2:00 pm **Lunch  
Annual Awards  
MiPDM Certificate Ceremony  
Visit Vendors**

Cristina Sheppard-Decius,  
*Chair, Michigan Downtown Association*  
Dana Walker,  
*MDA Director*  
Annaka Norris,  
*MDA Board Member/Professional Development Chairperson*

- 2:00 - 3:00 pm **Concurrent Sessions  
Session One: Data Driven Downtowns**  
Forming a strategy that is fact-based is the cornerstone of a thriving downtown revitalization program. In this session, learn what data you need to collect and analyze so your organization can make informed decisions and then drive progress and measure success!  
*This session is available for MiPDM credit.*

Scott Oppmann,  
*ArcGIS, Solutions Manager*  
Erick Phillips,  
*Business Development Representative, Oakland County Main Street*  
Cristina Sheppard-Decius,  
*Executive Director, Birmingham Shopping District*

#### **Session Two: Leveraging Investment Resources to Increase TIF**

There is a unique funding environment now available. How can DDAs leverage their limited investment resources on projects that will provide an increase in the TIF instead of funding infrastructure repair and other initiatives? Wade Trim's new FundingScout program will be summarized along with strategies shared on how to best position a DDA at the funding table.

Wayne Hoffmann,  
*Client Funding Director, Wade Trim*



3:00 – 3:15 pm **Networking Break & Vendor Visits**

3:15 – 4:10 pm **Concurrent Sessions**

**Session Three: Point of Order! DDA Policies and Procedures**

The most important document to your organization is its bylaws. Keeping the bylaws relevant and updated is also key to having a well-organized and productive Board of Directors. This session will cover the various procedural concepts and rules that DDA board members are likely to confront. Meeting-related procedures such as creation and use of bylaws and rules of order, as well as the procedural rules that DDAs and their parent local units need to follow for big picture activities like plan amendments, will also be discussed. Bring your questions and hear from an expert in DDA and municipal law.

**Session Four: Bringing Pride Downtown**

Pride isn't just for metropolitan cities anymore. Communities across the state are celebrating Pride in their own unique ways! Join the founding members of Ypsi, Three Rivers, and Kalamazoo Prides, to hear how they have worked with their community, businesses, and organizations to host this annual celebration.

4:20 – 5:15 pm **Walking Tour of Birmingham**

Members of the Birmingham Principal Shopping District will lead us on a tour of downtown Birmingham. The tour will conclude at the location of our Meet & Greet.

5:30 – 7:00 pm **Meet & Greet**

Join us for complimentary appetizers, a cash bar, and lively conversation.  
Dick O' Dow's  
160 W. Maple Road, Birmingham

Jeff Aronoff,  
Principal-Public Law Practice Group,  
Miller Canfield

Cameron Mains,  
Executive Director, Three Rivers DDA &  
Main Street Program  
Elize Jekabson,  
Downtown Development Authority  
Coordinator, City of Ypsilanti  
Tracy Hall,  
Executive Director, Outfront Kalamazoo  
Moderator: Anne Gentry,  
Director, Alpena DDA

Generously sponsored by  
Metro Signs and Lighting.

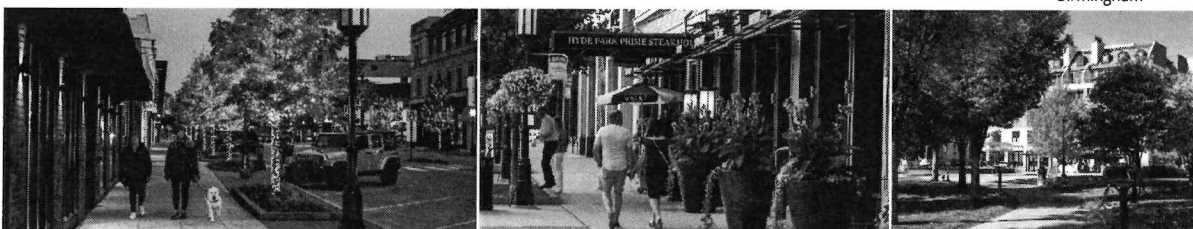
Alaina Campbell Sprout Bake LLC,  
Cookies & Cream, Lake Orion  
Ryan Cavanaugh,  
Owner, Heights Brewing, Farmington  
Tanya Nevitt,  
Owner, Venue South Lyon  
Holly Herrick,  
Owner/Operator, Altered Designs, Holly  
Moderator: Jerry Dettloff,  
Community Heart & Soul

Molly LaLone,  
Chairperson, MDA Advocacy Committee

Jill Bahm,  
Partner, Giffels Webster  
Kim Marrone, EDFP, AICP,  
Director of Municipal Services,  
City of Oak Park  
Kate Litwin,  
Director, Howell DDA & Main Street

Alex Hritcu, AICP,  
Senior Planner, ROWE Professional  
Services Company  
Jason Ball, AICP,  
Senior Planner II, Planning Group Lead,  
ROWE Professional Services Company  
Jill Martin,  
Grants Coordinator/Management Analyst,  
City of Royal Oak  
Chad Swan-Badgero,  
Arts Education Program Manager,  
Michigan Arts and Culture Council

Birmingham



## Friday November 3

8:30 – 9:15 am **Registration and Vender Expo - Coffee and Continental Breakfast**

9:15 – 10:15 am **Small Business Owners, The Heart of Downtown**

A panel of local, downtown small business owners will discuss the importance of communication and relationships while offering valuable insight on what downtown organization programs and initiatives have real value to entrepreneurs.

10:15 – 10:30 am **MDA Legislative Update**

10:30 – 10:45 am **Networking Break & Vendor Visits**

10:45 – 11:45 am **Concurrent Session**

**Session Five: Place Making, Not Just a Buzz Word!**

This session will introduce placemaking principles and methodologies for persons who are responsible for shaping public space. Topics include an overview of the placemaking process; tools and techniques for public space evaluation and community engagement; creative ideas for lighter quicker, cheaper activations in public space; and an introduction to public space management.

*This session is available for MIPDM credit.*

**Session Six: The ABCs of RFPs and Grant Writing**

You have a project identified but now what? Learn the best practice techniques for developing Request For Proposals (RFP) that will get you the results you need! Our presenters will discuss how a professional RFP makes it easier to get what you need, from project scope to interviews of contractors to project management. This session will also offer expertise on how to develop and submit a successful grant application to help ensure funding for your community's next project.

11:45 am – 1:15 pm **Lunch & MDA Annual Meeting**

(Lunch is not provided with conference registration)  
Attendees may visit a downtown eatery or stay for the MDA Annual Meeting. A boxed lunch option is available for an additional \$30 per person. Please see registration form for details.

## Thank you Annual Conference Sponsors 2023

Partner Sponsor



**MICHIGAN ECONOMIC  
DEVELOPMENT CORPORATION**

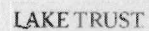
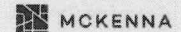
Premier Sponsor



Signature Sponsors



Associate



Friends of the MDA



1:15 - 2:15 pm

**Partner Presentation  
RAP'in with the MEDC**

Join us for an overview of the Revitalization and Placemaking (RAP) Program and process. Launched in 2022, RAP 1.0 was an incentive program that deployed \$100 million in American Rescue Plan funding to address the COVID-19 impacts in Michigan communities. Hear from 2 communities that received RAP 1.0 funding. RAP funding helped provide access to real estate and place-based infrastructure development gap financing through grants of up to \$5 million per project for real estate rehabilitation and development, grants of up to \$1 million per project for public space improvements and grants of up to \$20 million to local or regional partners who develop a coordinated subgrant program.

Jake Winder,  
Manager, Community  
Development Incentives,  
Michigan Economic Development  
Corporation  
Coleman Yoakum,  
Developer, Webster Community  
Center Pontiac

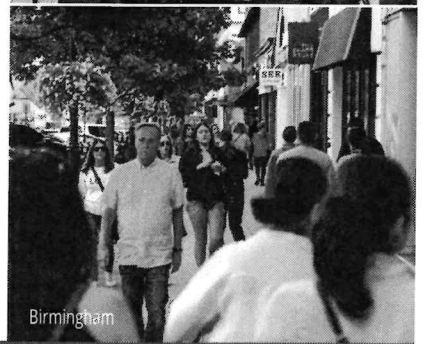


2:15 - 3:15 pm

**Building Bridges Toward a Just (and Joyful) Future**

Mr. Farlow will tell the story of the Detroit neighborhoods of Paradise Valley and Black Bottom which emerged in the 1920's as a thriving business and entertainment district. The district hosted more than 300 black-owned businesses ranging from drugstores and beauty salons to night clubs and theaters. The neighborhood was vibrant, optimistic, and hopeful. But the changing political landscape and a disdain by the city's mayor for slums along with a federal mandate to construct highways in our urban cores, skewed the future for these districts in irreparable ways. Today, and with the assistance of a progressive city government, a new vision for these existing neighborhoods is being implemented under the leadership of the Paradise Valley Conservancy. Envisioned as a design-forward district featuring world class restaurants, lounges, and unique cultural programming, Paradise Valley looks back at what once was and builds on this legacy to inspire generations to come.

Mark Farlow,  
Principal of Design,  
Hamilton Anderson

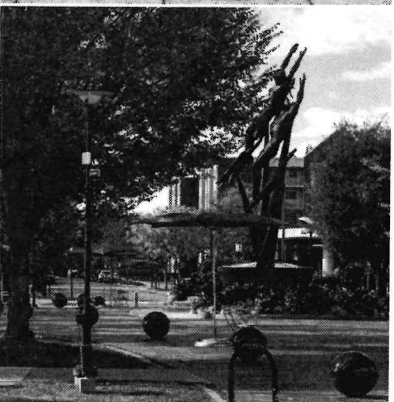
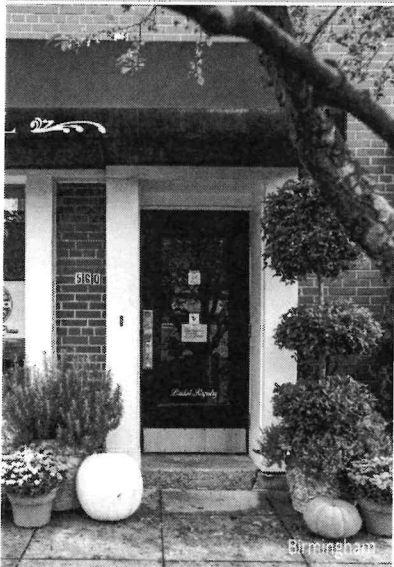


3:15 pm

**Closing Comments**

Dana Walker,  
Director, Michigan Downtown  
Association

*A special rate of \$199 per night (plus tax and fees) for a King room is available for attendees of the Annual Conference at the Townsend Hotel, 100 Townsend Street, if reserved by October 13, 2023. Please call 248-642-7900 and mention the code 2311MICHIG or click [here](#) to reserve your room.*



**Registration Form: Annual Statewide Michigan Downtowns Conference 2023**

Each attendee must provide the following information as unique login or registration information will be sent to each attendee via the email listed below. Registrant's information may be changed prior to the Annual Conference by contacting Dana Walker at the MDA, [director@michigandowntowns.com](mailto:director@michigandowntowns.com) or 248-838-9711.

Name \_\_\_\_\_  
Organization \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

**Registration Fees (use registration form or register online at [www.michigandowntowns.com](http://www.michigandowntowns.com)):**

Early Bird Rate (Now through 10/26): MDA Members: \$275 Non-Members: \$295 Students: \$150  
Regular Registration & At the Door (After 10/26): MDA Members: \$295 Non-Members: \$315 Students: \$160  
One Day Rate (either November 2 or November 3): \$150  
Virtual Format price is the same.

Yes, I will attend the \$50 ticketed Downtown Mobile Tour of Berkley, MI, Wednesday, November 1.

Yes, I will attend the complimentary Meet and Greet, Thursday, November 2, at Dick O' Dow's.

Optional Lunch November 3, each option comes with House Made Chips, Mixed Fruit, Chocolate Chip Cookies and Choice of Water or Soft Drink

- Vegan Sandwich, \$30 (not included in price of registration)
- Grilled Chicken Sandwich \$30 (not included in price of registration)
- Roast Beef Sandwich \$30 (not included in price of registration)

\_\_\_\_\_ TOTAL AMOUNT DUE

Please return form with payment to MDA by Oct. 26, 2023. Once payment has been received, all registrants will receive unique login or registration information for the Annual Conference.

Make checks payable to:

Michigan Downtown Association

P.O. Box 3591 North Branch, MI 48461

Credit card payment available at [www.michigandowntowns.com](http://www.michigandowntowns.com) or call the MDA at 248-838-9711.

Sorry, no refunds will be offered.

\_ Visa \_ MC \_ Dis \_ Amex Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_ Sec. Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Zip Code: \_\_\_\_\_

AICP and AIA credits are available on a self-reporting basis.



### **Village of Lexington Code of Ethics Policy**

The Code of Ethics Policy of the Village of Lexington is for members of Council and of the Village's Boards, Committees and Commissions ("Members") to ensure public confidence in the integrity of local government and its effective, responsible, transparent and fair operations.

1. Members shall comply with the laws of the United States of America, the State of Michigan and the Village of Lexington in the performance of their public duties.
2. Members recognize that stewardship of the public interest is their primary concern. They shall work for the common good of the residents of the Village.
3. Members shall endeavor to treat all members of the public fairly and equitably and conduct themselves in a businesslike manner, respecting the rights and opinions of other members and the public.
4. Members shall be committed to the concepts of effective and democratic local government and perform their duties in accordance with the processes and rules of order as established by the Village Council.
5. Members have an obligation to attend meetings for the performance of their official duties. Members should be prepared for the meetings they attend, review materials, attend trainings, and listen to the public comments and discussions.
6. The Village values the independent advice of boards, committees, and commissions to the public decision-making process. Members shall refrain from using their position to unduly influence the deliberations or outcomes of council, committee, commission, and staff deliberation proceedings.
7. Members shall support the maintenance of a positive and constructive work place environment for Village employees and for citizens and businesses dealing with the Village. Members shall recognize their role in dealing with Village employees and in no way create the perception of inappropriate direction to staff.
8. Members accept responsibility to represent the Council, Commission, or Committee they are appointed to with dignity and pride by being a positive role model.

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Board/Commission Member Signature