

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

DATE OF MEETING: Wednesday, October 9, 2024
TIME OF MEETING: 5:30 PM

MISSION STATEMENT

To take the Village of Lexington's history into the future through preservation, restoration and promotion

CALL TO ORDER THE INFORMATIONAL MEETING

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

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, Westbrook, Drouillard, Zysk, Diener, McGovern

APPROVAL OF AGENDA

APPROVAL OF MINUTES – Motion to approve the September 11, 2024 minutes as presented.

PUBLIC COMMENT –

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

UNFINISHED BUSINESS:

1. **Harbor Update** – Fisher
2. **Christmas Decorations & RFP** – Bender / Zysk
3. **Christmas Tree Lighting Budget** – Motion to approve a budget for tree lighting expenses not to exceed \$1,000.00.
4. **Village Green Status & Next Steps** – McGovern
5. **Fall Decorations** – McGovern

NEW BUSINESS:

1. **Parcel Development withing DDA Boundary** – McGovern
2. **MDA Annual Conference** – McGovern
3. **Capital Improvement Plan** – Fisher

CORRESPONDENCE

PUBLIC COMMENT

ADJOURNMENT

**VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
Village of Lexington – 7227 Huron Ave., Lexington, MI
September 11, 2024**

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

ROLL CALL: by Vicki Scott

PRESENT: Bender, Bales, Westbrook, McGovern, Zysk, Diener, Adams @ 5:33 p.m.

ABSENT: Kaatz, Drouillard

OTHERS PRESENT: L. Fisher, P. Muoio

ATTENDANCE: McGovern noted Drouillard & Kaatz are both excused

APPROVAL OF AGENDA:

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

All Ayes

Motion Carried

APPROVAL OF MINUTES:

MOTION by Zysk, seconded by McGovern, to approve the August 14, 2024 minutes as presented.

All Ayes

Motion Carried

PUBLIC COMMENT: None

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

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

Roll Call:

Ayes: Westbrook, Bender, Bales, Adams, Diener, Zysk, McGovern

Nays: None

Motion Carried

UNFINISHED BUSINESS:

1. **Harbor Update** – Fisher explained the roundabout will be staying as it currently is. Discussions are still ongoing as to where the fuel tanks will go. The EGLE permits have been started. They are starting to gather a list of contractors for the uplands portion of the project. The project will be kicking off September 2025.
2. **Christmas Decorations & RFP** – McGovern explained he did some measurements of the lights on the buildings and had a hand out of approximate footage of lights needed. Mickey Bender volunteered to do the RFP's and send them out. Typically, we have only one contractor that responds. Board members discussed getting new LED lights this year. Board agreed to have mixed evergreen for the garland and same winter pots as last year. Discussion followed. Board members agreed to use the same wreaths this year with new lights. Next year look into getting new wreaths.

MOTION by McGovern, seconded by Diener, to have Mickey Bender send out 3 RFPs for garland, pots, and lights.

Ayes – 6

Nays – 1 (Bender)

Motion carried

MOTION by Bales, seconded by Westbrook, to approve Mickey Bender to purchase ribbon for bows and lights for wreaths up to \$500.00.

Roll Call:

Ayes: Bales, Westbrook, Adams, Bender, Diener, Zysk, McGovern

Nays: None

Motion carried

3. **Village Green Lease Status & Next Steps** – McGovern explained the owner was in favor of the 3 yr. term of the lease, but had some questions on the renewal. McGovern explained he will know more by the beginning of October. McGovern discussed the ally way behind the property and has been working with the neighbors on what this is actually used for. Lengthy discussed followed on the fence and possible events / uses for this property. McGovern offered to spearhead this project. Board members agreed to have a few members work together.

MOTION by McGovern, seconded by Westbrook, to form a Village Green Subcommittee of Sue Diener, Mike McGovern, and Larry Adams.

All Ayes

Motion carried

NEW BUSINESS:

1. **Fall Decorations (Cornstalks, Ribbon, Scarecrows)** – McGovern explained last year we got corn stalks from Mickey Bender's farm. Bender offered to donate the corn stalks again this year. McGovern asked for volunteers and this year to cut the cornstalks. McGovern explained we are going to have the scarecrow contest again this year. We need to purchase new twine this year as well as ribbon for bows.

MOTION by Bales, seconded by Zysk, to approve Mike McGovern to purchase ribbon & twine up to \$200.00 for fall decorations.

Roll Call:

Ayes: Bales, Zysk, Westbrook, Adams, Bender, Diener, McGovern

Nays: None

Motion Carried

2. **Local Newspaper Advertising (Information Only)** – McGovern explained this is an inexpensive way to advertise our events. Discussion followed. Adams explained the Port Huron radio stations are also a great way to advertise which also offers social media. Adams handed out a price list of advertising packages.
3. **RRC Status & Benefits** – Fisher explained as of today it is official we are RRC certified. This will enable us to go after grants much easier.
4. **MDA Membership Renewal Invoice** – McGovern explained the MDA Membership Invoice is up for Renewal. The amount of information we receive can be shared and count toward our training.

MOTION by Bender, seconded by Diener, to approve the membership fee of \$350.00 to the MDA for membership and contribution to advocacy fund.

Roll Call:

Ayes: Bender, Diener, Zysk, Adams, Westbrook, Bales, McGovern

Nays: None

Motion Carried

CORRESPONDENCE:

- Thank You Letter from Lexington Arts Council
- Thank You Letter from Moore Public Library

PUBLIC COMMENT: Mickey Bender suggested sending a Thank You to the Dairy Farm for the Grant.

ADJOURNMENT:

McGovern adjourned the meeting at 6:47 p.m.

Respectfully submitted,
Vicki Scott

DRAFT

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001.100	EASTERN MICHIGAN BANK	98,243.63
248-000-017.000	INVESTMENTS IN SECURITIES GOV MIC	0.00
248-000-017.100	POOLED INVESTMENT ACCOUNT GOV.MIC	388,432.75
248-000-018.100	ACCOUNTS RECEIVABLE	0.00
248-000-076.001	DUE FROM LEX TOWNSHIP	0.00
248-000-123.000	PREPAID EXPENSES	0.00
Total Assets		486,676.38
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	0.00
248-000-257.100	ACCRUED WAGES	0.00
Total Liabilities		0.00
*** Fund Balance ***		
248-000-390.000	FUND BALANCE ACCOUNT	303,543.55
Total Fund Balance		303,543.55
Beginning Fund Balance - 23-24		303,543.55
Net of Revenues VS Expenditures - 23-24		88,819.72
*23-24 End FB/24-25 Beg FB		392,363.27
Net of Revenues VS Expenditures - Current Year		94,313.11
Ending Fund Balance		486,676.38
Total Liabilities And Fund Balance		486,676.38

* Year Not Closed

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 09/30/2024	YTD BALANCE 09/30/2024	% BDDT USED
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 248 - ****DDA EXPENSES****						
248-248-402.500	DDA TAXES FROM VILLAGE	96,992.00	96,992.00	65,111.62	89,188.88	91.95
248-248-402.600	DDA TAXES FROM TOWNSHIP	104,341.00	104,341.00	20,455.42	36,417.13	34.90
248-248-477.000	INTERNET REVENUE	0.00	0.00	0.00	0.00	0.00
248-248-642.000	DONATIONS	0.00	0.00	0.00	0.00	0.00
248-248-642.002	PARADE FEE	0.00	0.00	0.00	0.00	0.00
248-248-642.003	SPONSORSHIP - JULY 4TH FIRE WORKS	0.00	0.00	0.00	175.00	100.00
248-248-665.000	INTEREST EARNED	10,000.00	10,000.00	3,496.25	5,530.00	100.00
248-248-686.500	MISC ACCT OF REVENUE	1,000.00	1,000.00	200.00	3,573.89	35.74
248-248-699.000	TRANSFER IN OPEN ACCOUNT	0.00	0.00	0.00	1,630.66	163.07
248-248-699.101	TRANSFER IN FROM GENERAL FUND FOR CAPITA	0.00	0.00	0.00	0.00	0.00
		212,333.00	212,333.00	89,263.29	136,515.56	64.29
Total Dept 248 - ****DDA EXPENSES****						
TOTAL REVENUES		212,333.00	212,333.00	89,263.29	136,515.56	64.29
Expenditures						
Dept 248 - ****DDA EXPENSES****						
248-248-699.940	ADMINISTRATIVE REIMBURSEMENT	33,905.00	33,905.00	2,825.42	8,476.26	25.00
248-248-702.600	DPW WAGES	25,000.00	25,000.00	1,834.87	7,340.65	29.36
248-248-709.100	MATCH - SOCIAL SECURITY	1,963.00	1,963.00	142.37	651.88	33.21
248-248-710.500	MICH EMP SEC COM	150.00	150.00	14.40	71.76	47.84
248-248-713.650	DPW-WATER WAGES OVERTIME	0.00	0.00	37.07	1,232.92	100.00
248-248-715.400	PENSION	2,402.00	2,402.00	110.97	781.79	32.55
248-248-716.401	AXA EQUITABLE MATCH	900.00	900.00	39.03	244.42	27.16
248-248-719.200	BLUE CROSS	5,400.00	5,400.00	227.15	1,068.51	19.79
248-248-724.300	LIFE INSURANCE	280.00	280.00	21.13	63.45	22.66
248-248-752.000	SUPPLIES	0.00	0.00	275.00	3,206.04	100.00
248-248-779.000	CHRISTMAS SUPPLY	20,000.00	20,000.00	0.00	0.00	0.00
248-248-797.000	COMPUTER-HARDWARE-SOFTWARE	2,000.00	2,000.00	0.00	0.00	0.00
248-248-802.000	AUDIT	0.00	0.00	0.00	0.00	0.00
248-248-802.200	CONTRACTED SERVICES	10,000.00	10,000.00	50.00	1,250.00	12.50
248-248-811.000	LEGAL	1,000.00	1,000.00	90.00	90.00	9.00
248-248-850.000	PHONE/INTERNET EXPENSE	0.00	0.00	0.00	0.00	0.00
248-248-852.100	MUSIC	500.00	500.00	0.00	0.00	0.00
248-248-861.000	MILEAGE	0.00	0.00	0.00	0.00	0.00
248-248-880.100	ADVERT/PUBLICATIONS	10,000.00	10,000.00	0.00	0.00	0.00
248-248-909.500	EDUCATION AND TRAINING	500.00	500.00	0.00	0.00	0.00
248-248-915.000	MEMBERSHIP/DUES	200.00	200.00	0.00	0.00	0.00
248-248-934.000	LANDSCAPING MAINTENANCE	15,000.00	15,000.00	0.00	0.00	0.00
248-248-937.100	DDA SERVICE PROVIDED BY VILLAGE	0.00	0.00	0.00	0.00	0.00
248-248-940.700	DPW EQUIPMENT	15,000.00	15,000.00	3,608.97	11,274.77	75.17
248-248-955.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
248-248-956.200	DONATION	15,000.00	15,000.00	0.00	0.00	0.00
248-248-967.000	DDA GRANT	40,000.00	40,000.00	6,450.00	6,450.00	16.13
248-248-977.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
		199,200.00	199,200.00	15,726.38	42,202.45	21.19
Total Dept 248 - ****DDA EXPENSES****						
TOTAL EXPENDITURES		199,200.00	199,200.00	15,726.38	42,202.45	21.19

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 09/30/2024 INCREASE (DECREASE)	YTD BALANCE 09/30/2024 NORMAL (ABNORMAL)	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET			
	Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
	Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:					
	TOTAL REVENUES	212,333.00	212,333.00	89,263.29	136,515.56	64.29
	TOTAL EXPENDITURES	199,200.00	199,200.00	15,726.38	42,202.45	21.19
	NET OF REVENUES & EXPENDITURES	13,133.00	13,133.00	73,536.91	94,313.11	718.14

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
09/01/2024			248-248-699.940 ADMINISTRATIVE REIMBURSEMENT		BEG. BALANCE		5,650.84
09/30/2024	GJ	JE	ADMIN. REIMBURSEMENT SEPT 2024	3129	2,825.42		8,476.26
09/30/2024			248-248-699.940	END BALANCE	2,825.42	0.00	8,476.26
09/01/2024			248-248-702.600 DPW WAGES		BEG. BALANCE		5,505.78
09/04/2024	PR	CHK	SUMMARY PR 09/04/2024		462.43		5,968.21
09/11/2024	PR	CHK	SUMMARY PR 09/11/2024		364.63		6,332.84
09/18/2024	PR	CHK	SUMMARY PR 09/18/2024		432.64		6,765.48
09/25/2024	PR	CHK	SUMMARY PR 09/25/2024		575.17		7,340.65
09/30/2024			248-248-702.600	END BALANCE	1,834.87	0.00	7,340.65
09/01/2024			248-248-709.100 MATCH - SOCIAL SECURITY		BEG. BALANCE		509.51
09/04/2024	PR	CHK	SUMMARY PR 09/04/2024		35.16		544.67
09/11/2024	PR	CHK	SUMMARY PR 09/11/2024		30.58		575.25
09/18/2024	PR	CHK	SUMMARY PR 09/18/2024		32.94		608.19
09/25/2024	PR	CHK	SUMMARY PR 09/25/2024		43.69		651.88
09/30/2024			248-248-709.100	END BALANCE	142.37	0.00	651.88
09/01/2024			248-248-710.500 MICH EMP SEC COM		BEG. BALANCE		57.36
09/04/2024	PR	CHK	SUMMARY PR 09/04/2024		3.92		61.28
09/11/2024	PR	CHK	SUMMARY PR 09/11/2024		2.72		64.00
09/18/2024	PR	CHK	SUMMARY PR 09/18/2024		3.81		67.81
09/25/2024	PR	CHK	SUMMARY PR 09/25/2024		3.95		71.76
09/30/2024			248-248-710.500	END BALANCE	14.40	0.00	71.76
09/01/2024			248-248-713.650 DPW-WATER WAGES OVERTIME		BEG. BALANCE		1,195.85
09/11/2024	PR	CHK	SUMMARY PR 09/11/2024		37.07		1,232.92
09/30/2024			248-248-713.650	END BALANCE	37.07	0.00	1,232.92
09/01/2024			248-248-715.400 PENSION		BEG. BALANCE		670.82
09/04/2024	PR	CHK	SUMMARY PR 09/04/2024		22.89		693.71
09/11/2024	PR	CHK	SUMMARY PR 09/11/2024		24.00		717.71
09/25/2024	PR	CHK	SUMMARY PR 09/25/2024		64.08		781.79
09/30/2024			248-248-715.400	END BALANCE	110.97	0.00	781.79
09/01/2024			248-248-716.401 AXA EQUITABLE MATCH		BEG. BALANCE		205.39
09/04/2024	PR	CHK	SUMMARY PR 09/04/2024		8.45		213.84
09/11/2024	PR	CHK	SUMMARY PR 09/11/2024		7.69		221.53
09/18/2024	PR	CHK	SUMMARY PR 09/18/2024		9.67		231.20
09/25/2024	PR	CHK	SUMMARY PR 09/25/2024		13.22		244.42
09/30/2024			248-248-716.401	END BALANCE	39.03	0.00	244.42
09/01/2024			248-248-719.200 BLUE CROSS		BEG. BALANCE		841.36
09/04/2024	PR	CHK	SUMMARY PR 09/04/2024		51.09		892.45
09/11/2024	PR	CHK	SUMMARY PR 09/11/2024		44.36		936.81
09/18/2024	PR	CHK	SUMMARY PR 09/18/2024		42.73		979.54
09/25/2024	PR	CHK	SUMMARY PR 09/25/2024		88.97		1,068.51
09/30/2024			248-248-719.200	END BALANCE	227.15	0.00	1,068.51
09/01/2024			248-248-724.300 LIFE INSURANCE		BEG. BALANCE		42.32
09/05/2024	AP	INV	LIFE INSURNACE	211962242449	21.13		63.45
09/30/2024			248-248-724.300	END BALANCE	21.13	0.00	63.45
09/01/2024			248-248-752.000 SUPPLIES		BEG. BALANCE		2,931.04
09/05/2024	AP	INV	CLEANING SUPPLY	8268	55.00		2,986.04
09/05/2024	AP	INV	CLEANING SUPPLY	8460	110.00		3,096.04
09/11/2024	AP	INV	CLEANING SUPPLY	8484	55.00		3,151.04
09/25/2024	AP	INV	CLEANING SUPPLY	8556	55.00		3,206.04
09/30/2024			248-248-752.000	END BALANCE	275.00	0.00	3,206.04
09/01/2024			248-248-802.200 CONTRACTED SERVICES		BEG. BALANCE		1,200.00
09/19/2024	AP	INV	DDA MTG 9-11-24	DDA 9-11-24	50.00		1,250.00
09/30/2024			248-248-802.200	END BALANCE	50.00	0.00	1,250.00
09/01/2024			248-248-811.000 LEGAL		BEG. BALANCE		0.00
09/05/2024	AP	INV	LEGAL DDA AND GF	1651	90.00		90.00
09/30/2024			248-248-811.000	END BALANCE	90.00	0.00	90.00
09/01/2024			248-248-940.700 DPW EQUIPMENT		BEG. BALANCE		7,665.80
09/30/2024	GJ	JE	DPW EQUIPMENT REIMBURSEMENTSEPT 2024	3130	3,608.97		11,274.77
09/30/2024			248-248-940.700	END BALANCE	3,608.97	0.00	11,274.77
09/01/2024			248-248-967.000 DDA GRANT		BEG. BALANCE		0.00
09/11/2024	AP	INV	FACADE GRANT 2024	FACADE GRANT 2024	6,450.00		6,450.00
09/30/2024			248-248-967.000	END BALANCE	6,450.00	0.00	6,450.00
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					15,726.38		42,202.45

From Village Master Plan

PUBLIC SQUARE

Downtown hosts many successful events that draw visitors and residents and is host to a large population of tourists throughout the summer and “shoulder” months. The community has noted that they need a place to help host events, and a place that functions as Lexington’s public square. The vacant lot on the north side of Huron Street adjacent to the gas station is frequently noted as a potential location for such a facility.

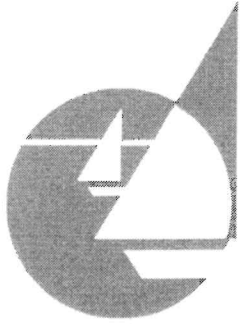
Successful urban public spaces have common characteristics that should be considered in the location and design of a plaza or park, including:

- Proximity to human activity at the core of a community, since people watching is a primary draw for park users.
 - Providing food vendor services, or proximity to food providers to pick up lunch, ice cream, etc. This makes the space a convenient stop for visitors.
 - Organize a program of activities on a regular basis (as many as several a week) to link the community to the space. Layering of events at different times or days of the week, and appealing to different user groups, can be effective.
 - Keep the space visually linked to the street activity and/or through block pedestrian corridor to increase a sense of safety. Narrow, deep lots that dead end can be inefficient and unsuccessful.
- Keep the space flexible in design to allow for multiple uses and events, so that the space does not stand vacant when programs are not in progress.
 - Provide shade, bathrooms, and comfortable seating that can be moved. People are much more likely to visit places when they have a choice of sun or shade and can move site furnishings to accommodate their needs.
 - Provide amenities that may draw people to the park on non-event days, such as water features, rotating art exhibits, retail sidewalk sales, etc.
 - Shape adjacent development to take advantage of the space for outdoor dining and entertainment.

With these guidelines in mind, the use of the vacant lot by itself for a public open space poses a challenge. Several strategies could overcome these shortcomings, such as:

- Partner with a local developer to construct a mixed use development on the site that is fronted by a public open space on the street.
- Publicly or privately acquire adjacent property to broaden the development/open space opportunities.
- Develop a strategy for programming the park before design begins. Include discussions with landowners to the north to pedestrianize the alley parallel to Huron Street, and to allow pedestrian connections to Simons Street.





VILLAGE OF LEXINGTON

7227 HURON AVENUE, SUITE 100
LEXINGTON, MICHIGAN 48450
810-359-8631
FAX: 810-359-5622

REQUEST FOR PROPOSAL FOR THE VILLAGE OF LEXINGTON Holiday Planter Pot Decorations

Project Contacts: **Mike McGovern**
 Phone- 586-484-5337

Mickey Bender
Ph. 810-712-2784

Project background

The Village of Lexington DDA is seeking bids for Holiday Decorations to be installed into the planter pots along the sidewalk located in downtown Lexington, MI. There are 34 planter pots that measure 24” in diameter. The DDA has previously had decorations similar to a grave blanket containing, pine boughs, pine cones, bows and other festive decor in the pots. We would like to keep something similar again this year.

Scope of Work

We ask for services to include:

- Purchase decorations to be installed in pots
- Install decorations in pots by Nov 22 ,2024(If material isn't available until a later date, please include the date in bid)
- The pots are located from Lake St. to Simons St. along Main, and from the Vulcan St. to Dallas St. along Huron Ave.

Proposal to Include

Proposals shall include:

1. An all-inclusive bid for decorations and installing them.

Qualifications

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

Bid Envelope

1. The project bids shall be placed in a sealed envelope marked "Holiday Pots".
2. The bid shall include:
 - Total cost.
 - Proposed schedule for completion. Must have job completed by Nov 22 2024 also must include completed contractor requirements form. (attached)

Closing

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

Please submit your response to the Village of Lexington office, care of the DDA, no later than 3:30pm on October 9, 2024. No faxed copies of submittals will be accepted. The Village of Lexington DDA reserves the right to accept or reject any or all proposals; to waive irregularities or informalities; and to award proposals as deemed in the best interest of the DDA. The Village of Lexington's DDA shall not be responsible for the cost of preparation of proposals.

Village of Lexington Contractor Requirement Checklist

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

1. Insurance

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

2. Safety

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

3. Equipment

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

4. Qualification

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

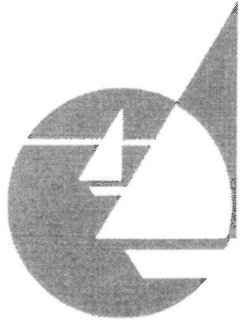
5. Utility Liability

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

6. Initiation of Work Payment

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

Signature of Contractor: _____ **Date:** _____



VILLAGE OF LEXINGTON

7227 HURON AVENUE, SUITE 100

LEXINGTON, MICHIGAN 48450

810-359-8631

FAX: 810-359-5622

REQUEST FOR PROPOSAL FOR THE VILLAGE OF LEXINGTON Holiday Decorating

Project Contacts: Mike McGovern
Phone- 586-484-5337

Mickey Bender
Ph. 810-712-2784

Project background

The Village of Lexington provides for annual holiday decorations around our DDA district which consists of white lights and fresh garland on 44 of our light poles and select signs around town, in addition to clear lights along participating businesses roof lines. In the past the decorations are put up by mid- November, maintained through the holiday season for all to enjoy, and then are taken down after the new year around mid-January.

Scope of Work

We ask for services to include:

- Install fresh garland around a number of light poles beneath the light strands to be installed, and on the welcome to Lexington signs on the west and south sides of town plus the Village Hall sign.
- Purchase and install small white holiday lights to go around designated street light poles (each pole takes 2 strings, approx. 44 poles). Install standard lights around the Village Hall Sign. Also install battery operated lights around the Welcome to Lexington signs on the west and south sides of town.
- ~~Purchase and install approximately 1500' of C7 LED lights, white in color on all the buildings in DDA corridor mostly along the store fronts on Huron Ave.~~
- Purchase and install 850' feet of C7 LED lights white in color on Village Christmas Tree which is approximately 30' tall and located in Village Green on Huron Ave. Also install the Villages decorations on the tree which are plastic bulbs and a star on the top.
- Purchase and install approximately 1500' of C7 LED lights, white in color on all the buildings in DDA corridor mostly along the store fronts on Huron Ave, other buildings included are located from Boynton St. to Simons St. along Main, and from the Village office to the Village theater along Huron Ave.

- Purchase and install any new lights on new businesses interested in participating (a list of participating businesses will be provided). Purchase and install timers on certain building light strings due to the location of the plugs, so store owners aren't burdened with the responsibility of energizing lights in the evening. Clear C7 light strings are used for the buildings and the winning bidder would be responsible to purchase any necessary new lights, or equipment needed for operation.
- Provide consistent watch over all the lights and garland, to make sure they all remain on and nicely hung throughout the season. If light strings go out, or fall off, they would need to be repaired or replaced as soon as possible, and everything must be in working order for the holiday events especially the Lexington Tree Lighting Dec 7 2024.
- Work must be completed by November 22, 2024 and maintained through the holiday season.
- Lights and garland can come down from signs and light poles mid-January ,TBD by the DDA.

Proposal to Include

Proposals shall include:

1. An all-inclusive bid for the purchase and installation of lights to do all the signs and light poles, along with installation of the garland on all light poles and designated signs (Village will purchase garland). Also include the cost to purchase, install 1500' of new C7 LED lights with new hangers, and remove the current C7 light strands including labor and equipment for a total project cost. Please include an additional per foot price for purchase and installation of lights for any additional building added

Qualifications

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

Bid Envelope

1. The project bids shall be placed in a sealed envelope marked "Holiday Decorating".
2. The bid shall include:
 - Total cost.
 - Proposed schedule for completion. Must have everything up by Nov. 22, 2024
 - Completed contractor requirements form. (attached)

Closing

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

Please submit your response to the Village of Lexington office, care of the DDA, no later than 3:30pm on October 9, 2024. No faxed copies of submittals will be accepted. The Village of Lexington DDA reserves the right to accept or reject any or all proposals; to waive irregularities or informalities; and to award proposals as deemed in the best interest of the DDA. The Village of Lexington's DDA shall not be responsible for the cost of preparation of proposals.

Village of Lexington Contractor Requirement Checklist

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

1. Insurance

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

2. Safety

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

3. Equipment

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

4. Qualification

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

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

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- c. No payments, including advances or progress, are to be made unless all requirements are met and payment is authorized by the DDA.

Signature of Contractor: _____ **Date:** _____

**MICHIGAN
DOWNTOWN
ASSOCIATION**



ANNUAL STATEWIDE CONFERENCE

**Ann Arbor, MI
November 6-8, 2024**

In-person & Virtual Attendance Option

**People, Places, Planning,
& Preservation- The Power of
Strong Michigan Downtowns.**



P.O. Box 3591
North Branch, MI 48461





Annual Conference People, Places, Planning, & Preservation- The Power of Strong Michigan Downtowns.

Strong downtown management organizations have never been more important to the economic development of a community, region, and state. Downtown organizations are charged with creating safe and equitable spaces for all, developing and nurturing small businesses, and providing redevelopment opportunities, all while planning for the future of the community and organization. Join us this fall in lively downtown Ann Arbor and be immersed in positive conversation with downtown stakeholders from across Michigan and experts in the field of economic and community development.

Wednesday November 6

4 pm **Mobile Tour of Downtown Ypsilanti**

Join us as we hit the road via trolley and travel to neighboring Downtown Ypsilanti. The tour will leave the Graduate Hotel Ann Arbor, 615 East Huron Street, Ann Arbor, at 4:00 pm. Wear your walking shoes as we will stroll downtown Ypsilanti and hear how the Downtown Development Authority is working to create places and events for all. Our tour will conclude with a networking event, with a cash bar and complimentary appetizers, at Thompson & Co in Downtown Ypsilanti. 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 \$35.

Thursday November 7 – The Graduate Hotel

615 E. Huron Street, Ann Arbor, MI

9:00 – 11:00 am **Registration Vendor Expo**

**Regency Ballroom
Terrace & Regency Ballrooms**

9:30 – 10:00 am **Coffee and Conversation**

Participants of the MDA Professional Development Certificate Program (MiPDM) are encouraged to join us for a pre-Conference networking opportunity.

Regency Ballroom

10:00 – 10:50 am **Bonus Session – 3 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 three tables include: Best Practices for Social Districts, Downtown Organization & Chamber of Commerce Working Together, and Downtown Gift Cards.

Regency Ballroom

Anne Gentry, *Director, Alpena DDA*
Lori Ward, *Director, Northville DDA*
Dan Hopp, *Director, Frankenmuth DDA*
Lydia Walker, *Director of Operations & Service, Frankenmuth Chamber of Commerce & Convention & Visitors Bureau*
Daniel Solomon, *Downtown Manager, City of Royal Oak*
Kelly Westbrook, *Executive Director, Oxford DDA*

11:00 am **2024 MDA Annual Meeting & Welcome Introductions of Vendors and Attendees**

Terrace Ballroom

Cristina Sheppard-Decius,
Chair, Michigan Downtown Association

12:15 – 1:00 pm **Keynote Presentation Michigan Central Station: A Rebirth**

Celebrating the reopening of Michigan Central Station marks a significant milestone in Detroit's history and a promising step forward for the local community. After closing its doors in 1988, the once bustling rail station and gateway to Detroit's industrial powerhouse now serves as the anchor for a 30-acre research and technology hub developed by Ford Motor Company. Adaptive reuse projects like Michigan Central Station play a pivotal role in tackling climate change while preserving our city's rich, cultural and architectural heritage. They strengthen our communities, foster a sense of identity, and can serve as a catalyst for future economic and social well-being. Richard B. Hess, AIA, a principal at Quinn Evans and lead Architect for the station's restoration, will discuss the project and the impact of revitalizing this monumental, iconic symbol of Detroit.

Terrace Ballroom

Richard Hess, *AIA, NCARB, Principal & Regional Operations Director, Quinn Evans*

1:00 – 2:15 pm **Lunch Annual Awards MiPDM Ceremony**

Terrace Ballroom

2:15 – 2:35 pm **Welcome People-Friendly Streets-Prioritizing People, Placemaking & Resiliency**

Ms. Thomson will welcome us to Ann Arbor and highlight downtown's recent People Friendly Streets projects. The initiatives are value driven and focused on making the streets in downtown Ann Arbor safe and comfortable for people of all ages and abilities using all modes of transportation.

Terrace Ballroom

Maura Thomson, *Executive Director, Downtown Ann Arbor*

2:45 – 3:45 pm **Concurrent Sessions**

Session One: Where Am I?

The significance of wayfinding signage becomes evident as it seamlessly guides individuals through unfamiliar environments with ease. Whether you're exploring a bustling city square or navigating a sprawling university campus, clear and well-placed signage plays a crucial role in helping you find your way. Examples from communities and projects of all sizes will be shared and our presenters will demonstrate how wayfinding signage can be an economic and cultural driver for your downtown.

Terrace Ballroom

Matt Thomas, *Account Manager, Metro Signs & Lighting*
Paul Deters, *President, Metro Signs & Lighting*
Jeff Hamm, *Sales Manager, Metro Signs & Lighting*

Session Two: Intro to Real Estate Development

One of the many hats a downtown manager may wear is Real Estate Agent and/or Developer. Learn the development process from planning and site selection to construction, lease-up, sale, or disposition of the property. Pro forma modeling, community-initiated, development, incremental development, and different environmental studies will also be discussed.

This session is available for MIPDM credit.

3:55 – 4:45 pm **Concurrent Sessions**

Session Three: Oh, the Stories You'll Tell!

Whether your town has a brand or it's just starting out, there are ways to promote it, without any doubt. This session will guide you through telling your tale, with ads, and news, and events without fail. We'll dive right in, and explore every tool, to make sure your website is shiny and cool. With eye-catching visuals, announcements, and more, directories and polls that folks will adore. Meeting ADA rules, you'll ensure it is true, that your story will reach your whole community... and beyond, too!

Session Four: Protecting Our Past & Cultural Heritage

Is your community planning an infrastructure, streetscape, or development project and potentially applying for federal grant money? Are you considering the requirements found in Section 106 of the National Historic Preservation Act of 1966 that requires identification of cultural resources around project areas? Join our experts from SHPO for a broad overview of Sec. 106 and what considerations you should take as you plan for your downtown projects. Learn about the responsibility of municipalities to protect sensitive cultural information, and proactive steps that can be taken to ensure historic resources are identified in advance of projects.

5:00- 6:00 pm **Walking Tour of Downtown Ann Arbor**

Members of downtown Ann Arbor's business districts will lead us on a walking tour of the State, Main, and Kerrytown areas. The tour will conclude at Conor O'Neill's, just in time for networking!

6:00 – 7:30 pm **Meet & Greet**

Conor O'Neill's
318 S Main St, Ann Arbor, MI 48104
Pep Rally- Go Green! Go Blue!
Wear your favorite school colors and enjoy complimentary appetizers & cash bar.

Regency Ballroom

Samantha Mariuz, *Economic Development Manager Environmental Group, Fleis & VandenBrink*
Matthew J. Farrell, *CCIM, CEO/Owner, Team CORE*
Kate Knight, *Director, Farmington DDA*

Terrace Ballroom

Kim Rivera, *Principal, Senior Creative Director, New Moon Visions Place Branding & Marketing*
Julie Braun, *Co-owner, Project Manager, Civic Clarity Website Service*

Regency Ballroom

Scott Slagor, *Cultural Resource Protection Manager, State Historic Preservation Office*
Amy Krull, *Senior Archaeologist, State Historic Preservation Office*

Generously sponsored by Lumecon

Friday November 8

8:30 am **Registration
Vender Expo and Coffee**

**Regency Ballroom
Terrace & Regency Ballrooms**

9:00 – 10:00 am **Partner Presentation MEDC
The Best Laid Plans- Strategic Planning – What Is It and Why Is It Important?**
Strategic planning is the process of defining a vision, setting goals, and identifying projects and programs that will lead to concrete outcomes that bolster downtown economic vitality and vibrancy. The practice is often overlooked, but it can be used to build board engagement and community buy-in towards downtown revitalization efforts. Learn the benefits and key best practices for conducting a strategic plan and how it will benefit your organization in the long run.

Terrace Ballroom
Leigh Young, *AICP, Senior Main Street Specialist, MEDC*

10:00 – 10:45 am **Brunch & Networking**

Terrace & Regency Ballrooms
Generously sponsored by Lake Trust Credit Union

10:45 – 11:30 am **Concurrent Sessions**

Session Five: Enhancing Volunteer Participation, Board Involvement, and Organizational Capacity

In this engaging and interactive session, we will explore the essential strategies and practices for building capacity at the board and volunteer level. Participants will gain valuable insights into how to effectively enhance their organization's leadership, governance, and volunteer engagement to achieve greater impact and sustainability.

Terrace Ballroom
Laura Nichols, *Executive Director, Blissfield DDA-Main Street/Economic Development*
Jay Marks, *Executive Director, Adrian Main Street*
Hollie McPherson, *Executive Director, Wayland Main Street*

Session Six: Matchmaking for Historic Buildings?

Can a long-term partnership be made between a historic building and an interested buyer? Learn from Jessica Flores, owner of Preservation Forward and statewide historic preservation expert, on how to pair the right party to a vacant, historic building in a match that's a mutually beneficial relationship. Jessica will share with you her success in matchmaking historic buildings and give you insight into making historic preservation a savvy, real estate tool in your downtown.

Regency Ballroom
Jessica Flores, *Owner, Preservation Forward*
Becca Murphy, *Historic Preservation Specialist, Preservation Forward*

Thank you Annual Conference Sponsors 2024

Partner Sponsor



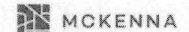
Premier Sponsor



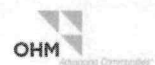
Signature Sponsors



Business Associate



Friends of the MDA



11:40 am – 12:40 pm **Concurrent Sessions**

Session Seven: Business Retention and Recruitment

Retaining the businesses located within your downtown district is just as important as attracting entrepreneurs. What are the tricks to keeping the doors of small businesses open while encouraging new businesses to locate within your community? What is the right business mix for your district? This session will recap what's new and here to stay and discuss classic business retention and recruitment approaches every downtown should keep in mind with their business development efforts.

This session is available for MiPDM credit.

Session Eight: The Delicate Art of Revenue Sharing

Hear from seasoned downtown professionals on the best practices for creating a Memo of Understanding with your municipality regarding services for bookkeeping, DPW, administrative support, and more. What should be expected from your organization and the municipality, and how you should be part of the process, will also be discussed. Creating a clear shared service agreement now can prevent misunderstanding and hardship in the future.

12:50 – 1:40 pm **The ABC's of MSHDA's Housing TIF Program**

This session will provide an overview of the new Housing TIF program that was signed into law in July of 2023. Learn how the first applicants are utilizing Housing TIF as a tool to create both for sale and workforce housing developments. Our presenters will also share how local Brownfield Redevelopment Authorities are approaching this program to achieve their local goals to encourage housing development around the State of Michigan. This new program is being utilized in both urban and rural communities so best practices and helpful hints will be shared for anyone to use.

1:40 – 2:00 pm **Twenty for Twenty**

Join Jennifer Shorter, a third-generation retailer, for an electrifying session where she will unveil insider secrets on how downtown organizations can help businesses through meaningful, low-cost efforts. In just twenty minutes, Jennifer will provide twenty ideas for you to walk away with and bring back to your downtown.

2:00 pm **Closing Comments & Raffle Drawing**

Terrace Ballroom

Andy LaBarre, *Executive Vice President and Director of Government Relations, A2Y Regional Chamber*
Angela Heflin, *Ann Arbor Spark & State Street District*

Regency Ballroom

Laura Cloutier, *Executive Director, Wixom DDA*
Elizabeth Morse, *Executive Director, Sparta DDA*
Cristina Sheppard-Decius, *Owner, POW! Strategies*

Terrace Ballroom

Bruce Johnson, *Owner, Revitalize L.L.C.*
Dave Van Haaren, *Director, Economic Development, Triterra*
Tony Lentych, *Chief Housing Investment Officer, MSHDA*

Terrace Ballroom

Jennifer Shorter, *C.E.O., Grandpa Shorter's Gifts*

Terrace Ballroom

Dana Walker, *Director, Michigan Downtown Association*



Ann Arbor



Ann Arbor

If programming is scheduled in the Terrace Ballroom exclusively, we ask that you use the Regency Ballroom for your networking and/or private conversation needs.

Special rates for downtown hotels may be available. Please refer to the MDA's 'Events' page on our website,

www.michigandowntowns.com, for current availability.



Ann Arbor



Registration Form: Annual Statewide Michigan Downtowns Conference 2024

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 or 248-838-9711.

Name _____
 Organization _____
 Phone _____ Email _____

Registration Fees (use registration form or register online at 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 7 or November 8): \$150
 Virtual Format price is the same.

___ Yes, I will attend the \$35 ticketed Downtown Mobile Tour of Ypsilanti, MI, Wednesday, November 6.

___ Yes, I will attend the complimentary Meet and Greet, Thursday, November 7, at Conor O'Neill's.

_____ TOTAL AMOUNT DUE

Please return form with payment to MDA by Oct. 28, 2024. 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 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.

