

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

DATE OF MEETING: Wednesday, November 8, 2023
TIME OF MEETING: 5:30 PM

MISSION STATEMENT

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

CALL TO ORDER REGULAR MEETING:

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

APPROVAL OF AGENDA

APPROVAL OF MINUTES – Motion to approve the October 11, 2023 minutes as presented.

PUBLIC COMMENT –

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

UNFINISHED BUSINESS:

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

NEW BUSINESS:

1. MDA Annual Conference Highlights – McGovern
2. 2023 Tree Lighting, Additional Christmas Decor – Zysk
3. Community Garden Usage for Fall 2024 Fall Decor – McGovern
4. 2024 Pots & Flowers, info for next month RFP's – McGovern
5. Croswell Greenhouse Invoice – Motion to approve the invoice to Croswell Greenhouse in the amount of \$47.00.

CORRESPONDENCE

PUBLIC COMMENT

ADJOURNMENT

**VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY
INFORMATIONL/REGULAR MEETING
Village of Lexington – 7227 Huron Ave., Lexington, MI
October 11, 2023**

CALL TO ORDER INFORMATIONAL MEETING: 5:30 p.m.

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

OTHERS PRESENT: V. Scott, K. DeCoster, D. Roehl

PURPOSE: To inform the public of goals and direction of the Authority, including upcoming projects.

McGovern provided a power point presentation and a synopsis of the DDA. McGovern discussed some of the activities over the last year including; becoming part of the MDA, the new social district, manage the streetscape improvements, finished the light poles, seasonal flowers, holiday light pole decorations, and providing façade grant improvements. McGovern discussed the upcoming Harbor Redevelopment project.

PUBLIC COMMENT: None

CLOSE INFORMATIONAL MEETING: 5:41 pm.

CALL TO ORDER: Chairperson McGovern called the meeting to order at 5:42 pm.

ROLL CALL: by Vicki Scott

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

ABSENT: None

OTHERS PRESENT: V. Scott, K. DeCoster, D. Roehl, 1 citizen

APPROVAL OF AGENDA:

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

All Ayes

Motion Carried

APPROVAL OF MINUTES

MOTION by Kaatz, seconded by Bender, to approve the September 13, 2023 minutes as presented.

All Ayes

Motion Carried

PUBLIC COMMENT:

- Kathy DeCoster (5203 Main) – commented on the LBA financials.

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

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

Roll Call:

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

Nays: None

Motion Carried

UNFINISHED BUSINESS:

1. **Social District Update** – McGovern reported all invoices have been paid. Discussion followed on bringing more activities to the Christmas Tree Lighting.

2. **Harbor Steering Committee Status** – VanDyke stated the Edgewater team held a second public meeting on 9-20-23. We are looking forward to the third public meeting the beginning of November when Edgewater will present a concept incorporating all public feedback.

NEW BUSINESS:

1. **Façade Grant – Lexington House Bed & Breakfast** – McGovern explained all the paperwork is in order. McGovern explained the two different quotes in the packet.
Motion by Bales, seconded by Adams, to approve the façade grant not to exceed \$3,883.50 to Lexington House.
Discussion:
Roll Call:
Ayes: Bales, Adams, Bender, Kaatz, VanDyke, Westbrook, Drouillard, Zysk, McGovern
Nays: None
Motion carried
2. **MDA Membership Invoice** –
Motion by Kaatz, seconded by Bales, to approve the \$200.00 annual membership dues to the MDA.
Discussion:
Roll Call:
Ayes: Kaatz, Bales, Bender, VanDyke, Westbrook, Drouillard, Zysk, Adams, McGovern
Nays: None
Motion carried
3. **MDA Annual Conference** –
Motion by Kaatz, seconded by Bender, to approve not to exceed \$800.00 for the annual registration fee and support a conference attendance cost for the board chairperson to go.
Discussion:
Roll Call:
Ayes: Kaatz, Bender, Bales, VanDyke, Westbrook, Drouillard, Zysk, Adams
Abstain: McGovern
Nays: None
Motion carried
4. **Ethics Policy** – McGovern explained this one-page form came from Council for our feedback. Please send the Village Manager any comments or concerns. Each committee will be reviewing it as well. Discussion follows.
5. **Christmas Decor** – Bender explained 3 RFP'S were sent out for holiday pots, Christmas lights, and garland.
 - a) **RFP'S for Christmas Lights, Garland, Pots** – McGovern opened the only bid received from Croswell Greenhouse for the flower pots. The quote was for 35 planters similar to last year for \$130.00 each. Last year they were \$120.00 each. The total for this year would be \$4,550.00. Discussion followed.
Motion by McGovern, seconded by Kaatz, to accept the bid from Croswell Greenhouse for 35 planters at \$130.00 each totaling \$4,550.00 to be completed by November 18, 2023.
Roll Call:
Ayes: McGovern, Kaatz, Bender, VanDyke, Westbrook, Drouillard, Zysk, Adams
Abstain: Bales
Nays: None
Motion carried

- b) Holiday Lights on the Poles & Buildings** – Bender explained this is typically done by the same contractor. We only received one bid. Hill Tree Service quoted \$6,400.00. This contractor did it last year for \$6,200.00. This price includes maintaining the lights as well. Discussion followed.

Motion by Bales, seconded by Kaatz, to approve \$6,400.00 to Hill Tree Service for putting up Holiday decorations.

Roll Call:

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

Nays: None

Motion carried

- c) Garland** – Bender explained Western Tree Farm is not interested in taking on new customers. Croswell Greenhouse supplier had some issues and could not provide a price. Centennial Pines gave a price of \$1.50 per foot. We need approximately 800-850 ft. Lexington Gardens will give it to us at cost. It would cost us \$52.00 for a 60 ft. roll. For 900 ft. it would cost \$780.00.

Motion by Bender, seconded by Drouillard, to purchase 15 rolls of mixed 3-way garland from Lexington Gardens for a total of \$780.00.

Roll Call:

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

Nays: None

Motion carried

- d) Lights for Wreaths** – Bender explained if we are going to switch the multi colored lights on wreaths to clear, we need to authorize the purchase for the clear lights. The approximate cost would be \$300.00. Discussion followed. Bender stated we need volunteers to fluff the wreaths as well.

Motion by Drouillard, seconded by Zysk, to approve not to exceed \$500.00 for Christmas lights.

Roll Call:

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

Nays: None

Motion carried

Bender explained the Social District Sub-committee suggested any left-over candy purchased for Halloween will go to Christmas. McGovern stated the Social District has a current surplus of \$850.00. The sub-committee is proposing to use those surplus funds toward activities that happen within the Social District like purchasing Halloween and Christmas candy. Motion by Bender, seconded by Drouillard, to approve not to exceed \$850.00 in candy purchasing for upcoming events in the Social District of the DDA.

Roll Call:

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

Nays: None

Motion carried

CORRESPONDENCE:

PUBLIC COMMENT:

- Kathy DeCoster (5203 Main) – commented on the fall flags blocking the speed limit sign.

ADJOURNMENT:

MOTION by McGovern, seconded by VanDyke, to adjourn the meeting at 6:44 p.m.

All Ayes

Motion carried.

Respectfully submitted,
Vicki Scott
October 11, 2023

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-002.000	EASTERN MICHIGAN BANK	414,693.27
248-000-040.000	ACCOUNTS RECEIVABLE	0.00
248-000-084.830	DUE FROM LEX TOWNSHIP	0.00
248-000-123.000	PREPAID EXPENSES	0.00
Total Assets		414,693.27
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	0.00
248-000-258.000	ACCRUED WAGES	0.00
Total Liabilities		0.00
*** Fund Balance ***		
248-000-390.000	FUND BALANCE ACCOUNT	260,881.96
Total Fund Balance		260,881.96
Beginning Fund Balance - 22-23		260,881.96
Net of Revenues VS Expenditures - 22-23		42,661.59
*22-23 End FB/23-24 Beg FB		303,543.55
Net of Revenues VS Expenditures - Current Year		111,149.72
Ending Fund Balance		414,693.27
Total Liabilities And Fund Balance		414,693.27

* Year Not Closed

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	ACTIVITY FOR MONTH 10/31/2023 INCREASE (DECREASE)	YTD BALANCE 10/31/2023 NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
248-000-401.500	DDA TAXES FROM VILLAGE	101,124.00	101,124.00	0.00	90,647.25	89.64
248-000-401.600	DDA TAXES FROM TOWNSHIP	83,750.00	83,750.00	14,388.11	49,140.07	58.67
248-000-665.000	INTEREST EARNED	3,000.00	3,000.00	0.00	2,294.27	76.48
248-000-671.500	MISC ACCT OF REVENUE	0.00	0.00	0.00	1,750.00	100.00
248-000-699.101	TRANSFER IN FROM GENERAL FUND FOR CAPITA	0.00	0.00	0.00	0.00	0.00
248-000-699.248	TRANSFER IN OPEN ACCOUNT	0.00	0.00	0.00	0.00	0.00
Total Dept 000		187,874.00	187,874.00	14,388.11	143,831.59	76.56
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	14,388.11	143,831.59	76.56
Expenditures						
Dept 248 - ****DDA EXPENSES****						
248-248-699.940	ADMINISTRATIVE REIMBURSEMENT	11,001.00	11,001.00	916.74	3,666.96	33.33
248-248-703.600	DPW WAGES	30,000.00	30,000.00	1,218.13	6,772.23	22.57
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	92.34	520.39	21.35
248-248-704.200	BLUE CROSS	7,200.00	7,200.00	296.85	1,604.26	22.28
248-248-704.300	LIFE INSURANCE	260.00	260.00	0.00	63.20	24.31
248-248-704.400	PENSION	3,600.00	3,600.00	89.27	438.54	12.18
248-248-704.401	AXA EQUITABLE MATCH	1,000.00	1,000.00	37.04	135.97	13.60
248-248-704.500	MICH EMP SEC COM	300.00	300.00	4.99	50.73	16.91
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	200.00	367.13	9.18
248-248-740.700	DPW EQUIPMENT	15,000.00	15,000.00	1,134.70	11,831.39	78.88
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	275.00	275.00	27.50
248-248-803.000	PHONE/INTERNET EXPENSE	0.00	0.00	0.00	0.00	0.00
248-248-803.100	MUSIC	500.00	500.00	0.00	0.00	0.00
248-248-805.000	ADVERT/PUBLICATIONS	12,000.00	12,000.00	0.00	6,000.00	50.00
248-248-810.000	MEMBERSHIP/DUES	200.00	200.00	200.00	200.00	100.00
248-248-811.000	LEGAL	500.00	500.00	0.00	0.00	0.00
248-248-812.000	MILEAGE	0.00	0.00	0.00	0.00	0.00
248-248-815.000	AUDIT	0.00	0.00	0.00	0.00	0.00
248-248-820.000	CONTRACTED SERVICES	25,000.00	25,000.00	530.00	680.00	2.72
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	4,995.06	32,681.87	17.52
TOTAL EXPENDITURES		186,498.00	186,498.00	4,995.06	32,681.87	17.52

GL NUMBER	DESCRIPTION	2023-24		2023-24 AMENDED BUDGET	ACTIVITY FOR MONTH 10/31/2023 INCREASE (DECREASE)	YTD BALANCE 10/31/2023 NORMAL (ABNORMAL)	% B DGT USED
		ORIGINAL BUDGET					
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
	TOTAL REVENUES	187,874.00		187,874.00	14,388.11	143,831.59	76.56
	TOTAL EXPENDITURES	186,498.00		186,498.00	4,995.06	32,681.87	17.52
	NET OF REVENUES & EXPENDITURES	1,376.00		1,376.00	9,393.05	111,149.72	8,077.74

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY								
10/01/2023			248-248-699.940 ADMINISTRATIVE REIMBURSEMENT		BEG. BALANCE		2,750.22	
10/31/2023	GJ	JE	ADMIN. REIMBURSEMENT OCT 2023	2743	916.74		3,666.96	
10/31/2023			248-248-699.940	END BALANCE	916.74	0.00	3,666.96	
10/01/2023			248-248-703.600 DPW WAGES		BEG. BALANCE		5,554.10	
10/04/2023	PR	CHK	SUMMARY PR 10/04/2023		360.83		5,914.93	
10/11/2023	PR	CHK	SUMMARY PR 10/11/2023		207.13		6,122.06	
10/18/2023	PR	CHK	SUMMARY PR 10/18/2023		220.86		6,342.92	
10/25/2023	PR	CHK	SUMMARY PR 10/25/2023		429.31		6,772.23	
10/31/2023			248-248-703.600	END BALANCE	1,218.13	0.00	6,772.23	
10/01/2023			248-248-703.650 DPW-WATER WAGES OVERTIME		BEG. BALANCE		76.07	
10/31/2023			248-248-703.650	END BALANCE	0.00	0.00	76.07	
10/01/2023			248-248-704.100 MATCH - SOCIAL SECURITY		BEG. BALANCE		428.05	
10/04/2023	PR	CHK	SUMMARY PR 10/04/2023		27.41		455.46	
10/11/2023	PR	CHK	SUMMARY PR 10/11/2023		15.71		471.17	
10/18/2023	PR	CHK	SUMMARY PR 10/18/2023		16.71		487.88	
10/25/2023	PR	CHK	SUMMARY PR 10/25/2023		32.51		520.39	
10/31/2023			248-248-704.100	END BALANCE	92.34	0.00	520.39	
10/01/2023			248-248-704.200 BLUE CROSS		BEG. BALANCE		1,307.41	
10/04/2023	PR	CHK	SUMMARY PR 10/04/2023		70.40		1,377.81	
10/11/2023	PR	CHK	SUMMARY PR 10/11/2023		47.20		1,425.01	
10/18/2023	PR	CHK	SUMMARY PR 10/18/2023		62.93		1,487.94	
10/25/2023	PR	CHK	SUMMARY PR 10/25/2023		116.32		1,604.26	
10/31/2023			248-248-704.200	END BALANCE	296.85	0.00	1,604.26	
10/01/2023			248-248-704.300 LIFE INSURANCE		BEG. BALANCE		63.20	
10/31/2023			248-248-704.300	END BALANCE	0.00	0.00	63.20	
10/01/2023			248-248-704.400 PENSION		BEG. BALANCE		349.27	
10/04/2023	PR	CHK	SUMMARY PR 10/04/2023		10.13		359.40	
10/11/2023	PR	CHK	SUMMARY PR 10/11/2023		40.54		399.94	
10/25/2023	PR	CHK	SUMMARY PR 10/25/2023		38.60		438.54	
10/31/2023			248-248-704.400	END BALANCE	89.27	0.00	438.54	
10/01/2023			248-248-704.401 AXA EQUITABLE MATCH		BEG. BALANCE		98.93	
10/04/2023	PR	CHK	SUMMARY PR 10/04/2023		8.72		107.65	
10/11/2023	PR	CHK	SUMMARY PR 10/11/2023		5.99		113.64	
10/18/2023	PR	CHK	SUMMARY PR 10/18/2023		7.50		121.14	
10/25/2023	PR	CHK	SUMMARY PR 10/25/2023		14.83		135.97	
10/31/2023			248-248-704.401	END BALANCE	37.04	0.00	135.97	
10/01/2023			248-248-704.500 MICH EMP SEC COM		BEG. BALANCE		45.74	
10/04/2023	PR	CHK	SUMMARY PR 10/04/2023		1.72		47.46	
10/11/2023	PR	CHK	SUMMARY PR 10/11/2023		0.86		48.32	
10/18/2023	PR	CHK	SUMMARY PR 10/18/2023		0.86		49.18	
10/25/2023	PR	CHK	SUMMARY PR 10/25/2023		1.55		50.73	
10/31/2023			248-248-704.500	END BALANCE	4.99	0.00	50.73	
10/01/2023			248-248-740.000 SUPPLIES		BEG. BALANCE		167.13	
10/19/2023	AP	INV	DDA STICKERS	878	200.00		367.13	
10/31/2023			248-248-740.000	END BALANCE	200.00	0.00	367.13	
10/01/2023			248-248-740.700 DPW EQUIPMENT		BEG. BALANCE		10,696.69	
10/31/2023	GJ	JE	DPW EQUIPMENT REIMBURSEMENT OCT 2023	2746	1,134.70		11,831.39	
10/31/2023			248-248-740.700	END BALANCE	1,134.70	0.00	11,831.39	
10/01/2023			248-248-802.500 EDUCATION AND TRAINING		BEG. BALANCE		0.00	
10/19/2023	AP	INV	MDA CONFERENCE	E2835	275.00		275.00	
10/31/2023			248-248-802.500	END BALANCE	275.00	0.00	275.00	
10/01/2023			248-248-805.000 ADVERT/PUBLICATIONS		BEG. BALANCE		6,000.00	
10/31/2023			248-248-805.000	END BALANCE	0.00	0.00	6,000.00	
10/01/2023			248-248-810.000 MEMBERSHIP/DUES		BEG. BALANCE		0.00	
10/19/2023	AP	INV	MEMBERSHIP DUES	3380	200.00		200.00	
10/31/2023			248-248-810.000	END BALANCE	200.00	0.00	200.00	
10/01/2023			248-248-820.000 CONTRACTED SERVICES		BEG. BALANCE		150.00	
10/10/2023	AP	INV	NOV 2023 THROUGH AP 2024 UNIT 52	NOV -AP 2024	480.00		630.00	
10/19/2023	AP	INV	DDA MTG 10/11/23	DDA MTG 10/11/23	50.00		680.00	
10/31/2023			248-248-820.000	END BALANCE	530.00	0.00	680.00	
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY						4,995.06		32,681.87

2024 Lexington Village Container Flower Proposals (2 variations in each proposal)

Baseline - 2023 Containers
30-40 containers - 26" inside diameter

Version 1
Canna, coleus, begonia & sweet potato vine
Note: cannas can get up to 4' high

Version 2
Red millet, lantana, salvia, sweet potato vine & euphorbia

Proposal 1 - Tropical

Proposal 2 - Contemporary

VILLAGE OF LEXINGTON

GREEN IN THE THUMB
a gardening service
(248) 310-4963
greeninthumb@gmail.com
PO Box 175
Lexington, MA

Peunia integrifolia & Ornamental Grass

Begonia
Canna #2
Coleus #2
Lantana #1
Red Millet
Salvia

Canna #1
Coleus #1
Euphorbia
Lantana #2
Sweet Potato Vine

Add ornamental cabbage, purple kale, pumpkins or mums in the autumn

Canna - Cleopatra (multi-color leaves)
Canna - Bronze Peach (multi-color leaves)

Canna #1 (Thriller)
Canna #2 (Thriller)

Coleus #1 (Filler)
Coleus #2 (Filler)

Euphorbia Breathless (Chiller)

Lantana #1 (Filler)
Lantana #2 (Filler)

Red Millet (Thriller)

Sweet Potato Vine (Spiller)

Begonia (Chiller)

Salvia (Chiller)

Chocolate Drop is about right size
Strawberry Drop is about right size

Canna, Coleus & Begonia combination example

Note: exact color combinations TBD
Proposal 2 has potential to be red, white & blue

Statement

CROSWELL GREENHOUSE

180 Davis St.
 Croswell, MI 48422
 810-679-3298

Date
10/27/2023

To:
Village Of Lexington 7227 Huron Ave. Suite 200 DDA Lexington Lexington, MI 48450

Amount Due	Amount Enc.
\$47.00	

Date	Transaction	Amount
10/25/2023	INV #2733. Due 10/25/2023. Orig. Amount \$47.00. Inv. 6234 --- soil \$47.00 --- Tax: Michigan @ 6.0% = 0.00	47.00

Amount Due
\$47.00