

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

DATE OF MEETING: Wednesday, April 12, 2023
TIME OF MEETING: 5:30 PM

MISSION STATEMENT

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

CALL TO ORDER:

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

APPROVAL OF AGENDA

APPROVAL OF MINUTES – Motion to approve the March 8, 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. **Wrap Around Pots Update** – Adams
3. **Wayfair Signs Update** – McGovern/VanDyke
4. **Harbor Grant RFP Update** – McGovern/VanDyke
5. **DDA Bylaws** – McGovern

NEW BUSINESS:

1. **DDA 2023-2024 Budget** – VanDyke/Bales/McGovern
2. **New Business Welcome Package** – McGovern/Kaatz
3. **Keel Update** – VanDyke
4. **DDA Light Pole Painting & Decoration Schedule** – McGovern
5. **Lexington Arts Council Request** – McGovern

CORRESPONDENCE

- Donation to DDA from Ace Hardware

PUBLIC COMMENT

ADJOURNMENT

**VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
Village of Lexington – 7227 Huron Ave., Lexington, MI
March 8, 2023 @ 5:30 p.m.**

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

ROLL CALL: by Vicki Scott

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

ABSENT: Bender, Drouillard

OTHERS PRESENT: C. Cutright, S. McCoy, D. Klaas, S. Klaas, P. Muoio

APPROVAL OF AGENDA:

MOTION by McGovern, seconded by VanDyke, to approve the agenda as amended adding RFP for Harbor Redevelopment under new business #3.

All Ayes

Motion Carried

APPROVAL OF MINUTES

MOTION by Kaatz, seconded by Adams, to approve the February 8, 2023 minutes as presented.

All Ayes

Motion Carried

PUBLIC COMMENT:

- Peter Muoio commented about how important public transparency is and following procedures.

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

MOTION by VanDyke, seconded by Kaatz to approve the financials as presented.

Roll Call:

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

Nays: None

Motion Carried

UNFINISHED BUSINESS:

1. **Social District Update** – McGovern explained the committee worked on putting together the final draft for the social district plan along with a resolution that would have to go to council for approval. If the Village Council approves this plan and resolution, the DDA then submits it to the Michigan Liquor Control Commission (MLCC). If the MLCC approves it, the DDA can start implementing the program. Discussion follows on the district boundaries and signage.

MOTION by McGovern, seconded by Adams, to send the social district plan and resolution to Council this month for approval.

Roll Call:

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

Nays: None

Motion Carried

2. **Wrap Around Pots Update** – Adams explained he purchased one of the wrap around pots. If the DDA decides to purchase 5 additional pots, this would give us 6 to start with. The price includes \$35.00 for shipping. The total price for 5 pots would be \$1,035.00. These pots would be placed on the poles that have way fairing signs. Discussion followed.

MOTION by VanDyke, seconded by Adams, to spend \$1,035.00 to purchase 5 additional pots including delivery.

Roll Call:

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

Nays: None

Motion Carried

- 3. RRC Documentation Update** – McGovern explained last month we discussed to become RRC certified the DDA needed to produce 3 different things; a job description (expectations & interests), a new member orientation packet, and have a training plan. McGovern drafted a few documents; expectations & interests and the new board member information. This would need to be approved by the DDA Board per the MEDC. Once approved we can post this information on our website and on RRC Trello. Discussion followed. Kaatz suggested correcting the portion that reads “the DDA board consists of up to 12 members”. VanDyke suggested correcting the 4 apostrophes. Kaatz noted correcting the first paragraph to include “The DDA meets monthly on the second Wednesday at the Village Hall located at 7227 Huron Ave.”

MOTION by Kaatz, seconded by McGovern, to accept the DDA documents for RRC to be published on the website and on the RRC site with the noted changes.

All Ayes

Motion carried

- 4. Wayfair Signs Update** – VanDyke explained we discussed last month replacing the broken wayfair signs. Typically sign companies will work with you on size and font. The discussion with Mickey was on location of these signs. We currently have them on three of the main intersections of the Village at Simons, Huron, and Boynton. We also discussed including a few near Washington St. before going down the hill. Discussion followed on bringing this back next month with a few options to review for new signs and brackets.
- 5. Harbor Grant Update** – Cutright explained meetings continued with DNR and Army Corp. The senator has submitted the official paperwork over to the state business office. The funds would then be disbursed to MEDC which would in turn disburse them to the Village. I expect the grant agreement to get sent to us from the middle of March to early April. The grant agreement does need to be signed by May 1, 2023. One of the discussed with DNR was the DNR has already engaged with their own design and engineering firm. We will need to re work our RFP a little bit. The DNR had planned to phase in the reconstruction work they plan to do over a series of several years. The surplus of money coming into the Village changes their plans. We are still working the DNR to set up a MOU or project agreement so we all understand what is our responsibility, what is theirs, and what is left in the middle to sort through. Cutright explained she will not be here to see this grant through as Interim Village Manager, but has some interest to stay on as project manager to see this through. There is a significant amount of coordination that will need to happen over the next several years especially if the DNR comes up with funding to do their portion of the project, the Army Corp possibly getting funding to do the break wall as well, and the USDA grant happening along main street. Discussion followed.
- 6. DDA Bylaws Update** – McGovern explained we wanted to look at the by-laws because the treasurer’s description is not what Stacy Bales does. I spoke with Shelly McCoy as she is the one handing the DDA funds. I would like to bring some changes to the current by-laws. If everyone could please review these before next months meeting, we could have a proposed draft of the changes to review. Discussion followed on additional changes.

NEW BUSINESS:

- 1. DDA Training** – McGovern explained last month we purchased 4 additional training modules. We received 3 of them, the 4 one will be done by the end of March. McGovern created a spreadsheet to track the training hours.
- 2. DDA Budget Amendments** – McCoy asked the board for permission to true up some of the line items that went over the projected budgeted amount. McCoy asked the board to start thinking of their up coming budget as well. VanDyke explained it is the time of year we need to start reviewing this as we have allocated budgetary funds. Discussion followed.

MOTION by VanDyke, seconded by Bales, to allow Shelly to true up the budgetary items she is aware of as well as other adjustment suggestions from the board for approval.

Roll Call:

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

Nays: None

Motion carried

MOTION by Kaatz, seconded by VanDyke, to appoint VanDyke, Bales, and McGovern to review the budget to present back to the committee next month.

Discussion:

AMENDED MOTION by Kaatz, seconded by VanDyke, to appoint VanDyke, Bales, and McGovern to review the budget to present back to the committee.

All Ayes

Motion carried

3. **RFP Harbor Redevelopment** – Cutright explained last month the DDA approved the RFP Harbor Redevelopment moving forward pending any material changes after discussions with the DNR. The next day we met with DNR and material changes were there by the fact that they were already in the process of engaging their own engineering and design firm. The RFP before you have the following changes. The new due date would be March 31, 2023. On page 3 under scope of work, we condensed the scope of work to just the design engineering and project management of the Tierney Park portion of the project, including coordination with both the marine infrastructure redevelopment and the break water repair portion of the project. This focuses strictly on the upland portion of the project. On page 4 submission schedule and key dates are pushed back about a month. Contract award would be April 14, 2023 and contract commencement in line with receiving funding from MEDC and LEO on May 1, 2023. Cutright explained the project agreement with DNR will address issues that are in question such as moving the gas tanks. Discussion followed.

MOTION by McGovern, seconded by Adams, to submit this RFP for the revitalization project as drafted.

Roll Call

Ayes – McGovern, Adams, VanDyke, Bales, Kaatz, Zysk, Westbrook

Nays – None

Motion carried

CORRESPONDENCE:

- Lexington Arts Council Thank You Letter
- Jim Macksey Tribute

PUBLIC COMMENT:

- Denny Klaas – commented on Woodruff Signs also does signage when looking at getting new signs for the social district, and for advertising GEO fencing maps off areas like the social district.
- Peter Muoio – commented on the social district stickers.

ADJOURNMENT:

MOTION by McGovern, seconded by Bales to adjourn the meeting at 7:05 pm.

All Ayes

Motion carried.

Respectfully submitted,

Vicki Scott

March 8, 2023

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY
 YTD BALANCE 03/31/2023 % BDCGT
 ORIGINAL BUDGET 2022-23 MONTH 03/31/2023 NORMAL (ABNORMAL) USED

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	MONTH 03/31/2023 INCREASE (DECREASE)	YTD BALANCE 03/31/2023 NORMAL (ABNORMAL)	% BDCGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
248-000-401.500	DDA TAXES FROM VILLAGE	85,600.00	95,400.00	0.00	95,400.36	100.00
248-000-401.600	DDA TAXES FROM TOWNSHIP	76,000.00	76,000.00	1,233.54	74,389.84	97.88
248-000-665.000	INTEREST EARNED	0.00	700.00	42.52	595.61	85.09
248-000-671.500	MISC ACCT OF REVENUE	0.00	0.00	0.00	0.00	0.00
248-000-699.101	TRANSFER IN FROM GENERAL FUND 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		161,600.00	172,100.00	1,276.06	170,385.81	99.00

Dept 248 - ****DDA EXPENSES*****						
248-248-667.500	INTERNET REVENUE	0.00	600.00	0.00	600.00	100.00
Total Dept 248 - ****DDA EXPENSES*****		0.00	600.00	0.00	600.00	100.00

TOTAL REVENUES		161,600.00	172,700.00	1,276.06	170,985.81	99.01
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Expenditures

Dept 248 - ****DDA EXPENSES*****						
248-248-699.940	ADMINISTRATIVE RETIMBURSEMENT	9,755.00	9,755.00	812.94	7,316.46	75.00
248-248-703.600	DPW WAGES	30,245.00	30,245.00	1,802.55	18,066.86	59.74
248-248-703.650	DPW-WATER WAGES OVERTIME	0.00	700.00	0.00	604.48	86.35
248-248-704.100	MATCH - SOCIAL SECURITY	2,150.00	2,150.00	137.86	1,428.08	66.42
248-248-704.200	BLUE CROSS	0.00	7,200.00	274.55	4,940.18	68.61
248-248-704.300	LIFE INSURANCE	260.00	260.00	15.09	89.43	34.40
248-248-704.400	PENSTON	5,320.00	3,550.00	260.52	2,480.34	69.87
248-248-704.401	AXA EQUITABLE MATCH	3,000.00	1,000.00	43.92	586.36	58.64
248-248-704.500	MICH EMP SEC COM	100.00	300.00	2.39	209.34	69.78
248-248-728.000	COMPUTER-HARDWARE-SOFTWARE SUPPLIES	0.00	0.00	0.00	0.00	0.00
248-248-740.000	DPW EQUIPMENT	500.00	4,200.00	1,386.67	2,939.45	69.99
248-248-745.000	CHRISTMAS SUPPLY	10,070.00	16,000.00	900.51	11,531.84	72.07
248-248-802.500	EDUCATION AND TRAINING	12,000.00	7,400.00	0.00	7,356.60	99.41
248-248-803.000	PHONE/INTERNET EXPENSE	1,000.00	1,000.00	0.00	1,000.00	10.00
248-248-803.100	MUSIC	10,000.00	4,750.00	0.00	4,750.00	100.00
248-248-805.000	ADVERT/PUBLICATIONS	1,500.00	324.00	0.00	323.40	99.81
248-248-810.000	MEMBERSHIP/DUES	15,000.00	6,000.00	0.00	5,444.80	90.75
248-248-811.000	LEGAL	0.00	200.00	0.00	200.00	100.00
248-248-812.000	MILEAGE	500.00	500.00	0.00	270.00	54.00
248-248-815.000	AUDIT	0.00	0.00	0.00	0.00	0.00
248-248-820.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
248-248-821.100	DDA SERVICE PROVIDED BY VILLAGE	10,000.00	24,800.00	50.00	2,607.50	10.51
248-248-840.000	LANDSCAPING MAINTENANCE	0.00	0.00	0.00	0.00	0.00
248-248-955.000	DDA GRANT	10,000.00	15,000.00	1,035.00	5,175.00	34.50
248-248-969.000	MISCELLANEOUS	30,000.00	10,000.00	0.00	6,876.00	68.76
248-248-969.200	DONATION	0.00	0.00	0.00	0.00	0.00
248-248-971.000	CAPITAL OUTLAY	7,500.00	7,500.00	0.00	0.00	0.00
Total Dept 248 - ****DDA EXPENSES*****		158,900.00	152,834.00	6,722.00	83,296.12	54.50

TOTAL EXPENDITURES		158,900.00	152,834.00	6,722.00	83,296.12	54.50
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REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LEXINGTON
 PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23		2022-23		ACTIVITY FOR MONTH 03/31/2023 INCREASE (DECREASE)	YTD BALANCE 03/31/2023	% BDCY USED
		ORIGINAL BUDGET	AMENDED BUDGET	2022-23 BUDGET	2022-23 BUDGET			
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		161,600.00	172,700.00			1,276.06	170,985.81	99.01
TOTAL EXPENDITURES		158,900.00	152,834.00			6,722.00	83,296.12	54.50
NET OF REVENUES & EXPENDITURES		2,700.00	19,866.00			(5,445.94)	87,689.69	441.41

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-002.000	EASTERN MICHIGAN BANK	348,451.65
248-000-040.000	ACCOUNTS RECEIVABLE	120.00
248-000-084.830	DUE FROM LEX TOWNSHIP	0.00
248-000-123.000	PREPAID EXPENSES	0.00
Total Assets		348,571.65
*** 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		260,881.96
Net of Revenues VS Expenditures		87,689.69
Ending Fund Balance		348,571.65
Total Liabilities And Fund Balance		348,571.65

User: SHELLY

DB: Village Of Lexington

TRANSACTIONS FROM 03/01/2023 TO 03/31/2023

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
03/01/2023			248-248-699.940 ADMINISTRATIVE REIMBURSEMENT		BEG. BALANCE		6,503.52
03/31/2023	GJ	JE	ADMIN. REIMBURSEMENT MARCH 2023	2552	812.94		7,316.46
03/31/2023			248-248-699.940	END BALANCE	812.94	0.00	7,316.46
03/01/2023			248-248-703.600 DPW WAGES		BEG. BALANCE		16,264.31
03/01/2023	PR	CHK	SUMMARY PR 03/01/2023		140.04		16,404.35
03/08/2023	PR	CHK	SUMMARY PR 03/08/2023		887.49		17,291.84
03/15/2023	PR	CHK	SUMMARY PR 03/15/2023		249.64		17,541.48
03/22/2023	PR	CHK	SUMMARY PR 03/22/2023		199.70		17,741.18
03/29/2023	PR	CHK	SUMMARY PR 03/29/2023		325.68		18,066.86
03/31/2023			248-248-703.600	END BALANCE	1,802.55	0.00	18,066.86
03/01/2023			248-248-703.650 DPW-WATER WAGES OVERTIME		BEG. BALANCE		604.48
03/31/2023			248-248-703.650	END BALANCE	0.00	0.00	604.48
03/01/2023			248-248-704.100 MATCH - SOCIAL SECURITY		BEG. BALANCE		1,290.22
03/01/2023	PR	CHK	SUMMARY PR 03/01/2023		10.71		1,300.93
03/08/2023	PR	CHK	SUMMARY PR 03/08/2023		67.87		1,368.80
03/15/2023	PR	CHK	SUMMARY PR 03/15/2023		19.09		1,387.89
03/22/2023	PR	CHK	SUMMARY PR 03/22/2023		15.27		1,403.16
03/29/2023	PR	CHK	SUMMARY PR 03/29/2023		24.92		1,428.08
03/31/2023			248-248-704.100	END BALANCE	137.86	0.00	1,428.08
03/01/2023			248-248-704.200 BLUE CROSS		BEG. BALANCE		4,665.63
03/01/2023	PR	CHK	SUMMARY PR 03/01/2023		38.75		4,704.38
03/08/2023	PR	CHK	SUMMARY PR 03/08/2023		101.04		4,805.42
03/15/2023	PR	CHK	SUMMARY PR 03/15/2023		71.01		4,876.43
03/22/2023	PR	CHK	SUMMARY PR 03/22/2023		63.75		4,940.18
03/31/2023			248-248-704.200	END BALANCE	274.55	0.00	4,940.18
03/01/2023			248-248-704.300 LIFE INSURANCE		BEG. BALANCE		74.34
03/02/2023	AP	INV	LIFE INSURANCE	211966718146	15.09		89.43
03/31/2023			248-248-704.300	END BALANCE	15.09	0.00	89.43
03/01/2023			248-248-704.400 PENSION		BEG. BALANCE		2,219.82
03/01/2023	PR	CHK	SUMMARY PR 03/01/2023		44.21		2,264.03
03/08/2023	PR	CHK	SUMMARY PR 03/08/2023		94.71		2,358.74
03/15/2023	PR	CHK	SUMMARY PR 03/15/2023		65.79		2,424.53
03/22/2023	PR	CHK	SUMMARY PR 03/22/2023		55.81		2,480.34
03/31/2023			248-248-704.400	END BALANCE	260.52	0.00	2,480.34
03/01/2023			248-248-704.401 AXA EQUITABLE MATCH		BEG. BALANCE		542.44
03/01/2023	PR	CHK	SUMMARY PR 03/01/2023		3.38		545.82
03/08/2023	PR	CHK	SUMMARY PR 03/08/2023		6.20		552.02
03/15/2023	PR	CHK	SUMMARY PR 03/15/2023		8.82		560.84
03/22/2023	PR	CHK	SUMMARY PR 03/22/2023		6.95		567.79
03/29/2023	PR	CHK	SUMMARY PR 03/29/2023		18.57		586.36
03/31/2023			248-248-704.401	END BALANCE	43.92	0.00	586.36
03/01/2023			248-248-704.500 MICH EMP SEC COM		BEG. BALANCE		206.95
03/01/2023	PR	CHK	SUMMARY PR 03/01/2023		1.88		208.83
03/08/2023	PR	CHK	SUMMARY PR 03/08/2023		0.51		209.34
03/31/2023			248-248-704.500	END BALANCE	2.39	0.00	209.34
03/01/2023			248-248-740.000 SUPPLIES		BEG. BALANCE		1,552.78
03/09/2023	AP	INV	FLAGS ST, PARKS, DDA, CEMETERY	8787	60.00		1,612.78
03/17/2023	AP	INV	DECRACTIVE STREET LIGHT REPAIRS	S5093469.001	1,326.67		2,939.45
03/31/2023			248-248-740.000	END BALANCE	1,386.67	0.00	2,939.45
03/01/2023			248-248-740.700 DPW EQUIPMENT		BEG. BALANCE		10,631.33
03/31/2023	GJ	JE	DPW EQUIPMENT REIMBURSEMENT MARCH 20	2554	900.51		11,531.84
03/31/2023			248-248-740.700	END BALANCE	900.51	0.00	11,531.84
03/01/2023			248-248-745.000 CHRISTMAS SUPPLY		BEG. BALANCE		7,356.60
03/31/2023			248-248-745.000	END BALANCE	0.00	0.00	7,356.60
03/01/2023			248-248-802.500 EDUCATION AND TRAINING		BEG. BALANCE		100.00
03/31/2023			248-248-802.500	END BALANCE	0.00	0.00	100.00
03/01/2023			248-248-803.000 PHONE/INTERNET EXPENSE		BEG. BALANCE		4,750.00
03/31/2023			248-248-803.000	END BALANCE	0.00	0.00	4,750.00
03/01/2023			248-248-803.100 MUSIC		BEG. BALANCE		323.40
03/31/2023			248-248-803.100	END BALANCE	0.00	0.00	323.40

User: SHELLY

DB: Village Of Lexington

TRANSACTIONS FROM 03/01/2023 TO 03/31/2023

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
03/01/2023			248-248-805.000 ADVERT/PUBLICATIONS		BEG. BALANCE		5,444.80
03/31/2023			248-248-805.000	END BALANCE	0.00	0.00	5,444.80
03/01/2023			248-248-810.000 MEMBERSHIP/DUES		BEG. BALANCE		200.00
03/31/2023			248-248-810.000	END BALANCE	0.00	0.00	200.00
03/01/2023			248-248-811.000 LEGAL		BEG. BALANCE		270.00
03/31/2023			248-248-811.000	END BALANCE	0.00	0.00	270.00
03/01/2023			248-248-820.000 CONTRACTED SERVICES		BEG. BALANCE		2,557.50
03/17/2023	AP	INV	MTG 3-8-23 DDA	DDA 3-8-23	50.00		2,607.50
03/31/2023			248-248-820.000	END BALANCE	50.00	0.00	2,607.50
03/01/2023			248-248-840.000 LANDSCAPING MAINTENANCE		BEG. BALANCE		4,140.00
03/17/2023	AP	INV	10 WRAP AROUND CONTAINER SYSTEMS	10-202828	1,035.00		5,175.00
03/31/2023			248-248-840.000	END BALANCE	1,035.00	0.00	5,175.00
03/01/2023			248-248-955.000 DDA GRANT		BEG. BALANCE		6,876.00
03/31/2023			248-248-955.000	END BALANCE	0.00	0.00	6,876.00
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					6,722.00		83,296.12

BID OPENING

VILLAGE OF LEXINGTON

DATE: 3-31-2023

TIME: 3:05 p.m.

LOCATION: Village of Lexington Hall

BID ITEM: Harbor Project

ATTENDEES: Cynthia Cutright & Beth Grohman

1. Anderson Eckstien & Westrick \$472,000.00

2. Edgewater \$289,000.00

3. Rowe Engineering \$302,400.00

4. _____

5. _____

6. _____

VILLAGE OF LEXINGTON ACCEPTANCE OF BIDS
FORM

Specifics of bid proposal:

Harbor Development Project

Method of obtaining bid:

MITN

If other than newspaper , who was contacted:

Townley Engineering

Edgewater

Rowe Engineering

Respondents:

Anderson Eckstien & Westrick

Edgewater

Rowe Engineering

Date Bid Opened:

3-31-2023

Present for Bid Opening:

Cynthia Cutright

Beth Grohman

Rank of Bids by cost, lowest to highest:

Edgewater \$289,000.00

Rowe Engineering \$302,400.00

Anderson Eckstien & Westrick \$472,000.00

Recommended assignment of bidder:

If not lowest bidder, explanation of recommendation:

Date of Acceptance/By Whom:

Cynthia Cutright 3-31-23

VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD

BYLAWS AND RULES OF PROCEDURE

The main function or purpose of the following bylaws is to establish the rules of operation for the Downtown Development Authority (referred to herein as “DDA” or “Authority”). In addition to establishing procedure, the bylaws also describe the organization framework of the DDA and in general terms, define the duties and responsibilities of the DDA

Village of Lexington
Lexington, Michigan 48450

VILLAGE OF LEXINGTON
DDA

Bylaws and Rules of Procedure

Article I: Authority

The rules of procedures of the Village of Lexington DDA Board are subordinate and subject to Public Act 57 of 2018 of the Compiled Laws of Michigan, as amended, and Ordinance No. 88 of the Village of Lexington, as amended.

Article II: Title

The title of the governing body shall be “The Village of Lexington Downtown Development Authority Board” and shall be referred to herein as “Board”.

Article III: Members

3.1

The Board shall be composed of the Village President and not less than eight (8) or not more than twelve (12) members. Members shall be appointed by the Village President, subject to approval of the Village Council. ***There shall not be more than two (2) council members on the DDA Board.***

3.2

The terms of office of the members of the Board shall begin on the first day of November nearest the date of appointment. Each member’s term shall be four (4) years, except ~~that~~ in the case of the first Board appointed hereunder, an equal number of members shall be appointed for a term of one (1) year, two (2) years, three (3) years, and four (4) years to the extent possible. Each member shall hold office until his or her successor is appointed. Vacancies shall be filled by the Village President, subject to approval of the Village Council. There shall not be more than two (2) council members on the DDA Board.

3.3

Removal. An officer or member of the Board may be removed for neglect of duty, excessive absence, misconduct, malfeasance, or any other good cause as determined by the Village Council. Committee members who have unexcused absences for three (3) consecutive regularly scheduled meetings and/or work sessions during their appointed term shall be deemed to have vacated his/her seat and will be removed from the seat. Exceptions will be considered if they are due to the conduct of other business related to DDA activities or sickness.

3.4

Conflict of Interest. A member that has a conflict of interest regarding any matter before the Board shall disclose the interest prior to any action the Board may take with respect to the matter. The disclosure shall become part of the record. Any member making such disclosure shall then refrain from participating in the Board's discussion and decision relative to the matter.

3.5

The Authority shall perform all duties required and necessary to maintain and implement the written development plan and tax increment financing plan in current, legal and functional condition. The Authority shall satisfy all disclosure and reporting requirements under Michigan law. The Authority shall update the development plan for the downtown district every five (5) years. The Authority shall adopt and implement bid procedures consistent with the Village Council.

3.6

All DDA Board Members will attend at least one (1) training session per year for a minimum of four (4) hours and be documented.

Article IV: Officers

4.1

The Board shall be comprised of the following officers:

Chair, who shall preside at all meetings and have such other duties as further prescribed in the bylaws.

Vice-Chair, who shall perform the duties of the Chair in his/her absence and/or upon his/her inability to act and have such other duties as the Board may, from time to time, determine.

Secretary, who shall maintain a record of all meetings, have authority to execute documents on behalf of and at the direction of the Board, and have such other duties as the Board may, from time to time, determine.

The DDA Board may hire a recording secretary who shall not be a member of the DDA Board.

~~Treasurer, who shall handle all financial matters of the Authority and be bonded by a Michigan authorized bonding company in the amount of \$100,000. who shall oversee the creation and review of the DDA budget and review monthly and annual reports provided by the Village Treasurer.~~

The Village Treasurer, a separate position outside the DDA, handles all invoices, purchase orders, receivables, and bank transactions / account transfers. The Village Treasurer is bonded in the amount of \$100,000 and the DDA Treasurer is not bonded.

4.2

The Board shall elect officers each year for a term of two (2) years at the first regular meeting in November and shall hold office until his/her successor is elected and assumes office.

4.3

Delegation of Duties of Officers, In the absence of any officer of the Board, or for any other reason that the Board may deem sufficient, the Board may delegate, from time to time and for such time as it may deem appropriate, any and/or all of the powers and/or duties of such officer to any other officer, or to any Board member, upon approval of the Board.

Duties and Responsibilities of Officers, The DDA shall perform all duties required and necessary to maintain the written development plan and tax increment financing plan in current, legal and functional condition.

The DDA shall perform all disclosure requirements and reports as may be made necessary by State Government mandates.

The DDA shall update the development plan for the downtown district on a five-year schedule coincident with other master plan updating required by the Planning Enabling Act.

The DDA shall adopt and practice bid procedures that coincide with that of the Village Council.

Article V: Meetings

5.1

~~An annual meeting of the Board shall be held on _____ each year.~~ The Board shall hold regular meeting at such time and place as the Board shall from time to time determine, with at least one (1) regular meeting each month unless there is no business on the agenda. ***An annual meeting of the Board shall happen together with the May regular meeting in preparation of our annual budget. The Board shall hold two (2) informational meetings each year.*** Special meetings of the Board may be called by the Chair, acting Chair or majority of the Board.

5.2

All meetings of the board shall be held in accordance with the Open Meetings Act, PA 230 of 1976. Robert's Rules of Order shall govern the proceedings of the meetings.

A majority of the members of the Board then in office shall constitute a quorum for the transaction of business. The vote of the majority of the members present shall constitute the action of the Board.

Article VI: The Order of Business

6.1

The order of business for a regular meeting shall be:

1. Call to order by Chair or Vice-Chair
2. Roll call
3. ~~Determination of a quorum~~ *Attendance*
4. *Approval of Agenda*
5. Approval of Minutes of last preceding meeting(s)
6. ~~Hearings~~ *Public Comment*
7. ~~Old~~ *Unfinished* Business
8. New Business
9. *Correspondence*
10. *Public Comment*
11. Adjournment

6.2

The Chair shall have the discretion to change the order of business ~~whenever he/she deems it advisable to do so either before or during the meeting~~ *with board majority approval.*

Article VII: Minutes

7.1

The Board shall maintain minutes of all meetings, which All minutes shall be filed with the Village Clerk.

7.2

The Secretary or the Chair shall sign all minutes, after approval by the Board.

Article VIII: Committees

Committees may be established as the Board, from time to time, deems necessary.

Article IX: Amendment of the bylaws

These bylaws may be amended by the affirmative vote of the Board, subject to the approval of the Village Council. No amendment shall be made unless written notice to amend is filed with the Secretary at a regular meeting immediately preceding the meeting at which the motion to amend the bylaws is made. This requirement may be waived by unanimous approval of the Board.

Article X: Contracts, Loans, Checks and Deposits

10.1 Contracts

The Board may authorize any officer(s), to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority and such authority may be general or confined to specific instances. Under no circumstances, however, shall an expense be contracted unless such expense is part of the budget approved by the Village Council.

10.2 Checks, Drafts, etc

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Authority shall be signed manually or by facsimile signature by such officer(s) of the DDA and in such manner as shall from time to time be determined by resolution of the Board. All requests for purchase or payment on behalf of the Authority shall be made to the Village Treasurer.

10.3 Deposits

All funds of the Authority shall be immediately deposited to the credit of the Authority in such banks, trust companies, or other depositories as the Board may select.

10.4 Sources of Revenue & Permitted Expenditures

The activities of the Board shall be financed from one or more of the funding sources set forth in Public Act 57 of 2018. The Authority shall obtain approval of the Village Council for all development and financing plans and operation. The DDA will not fund any entity that opts out of the DDA border expansion. No DDA funds will be appropriated to businesses outside of the DDA district.

Article XII: Fiscal Year

The fiscal year of the Authority shall correspond at all times to the fiscal year of the Village of Lexington.

12.1 Budgets

The Board shall prepare and submit a budget for the operation of the Authority for approval by the Village Council **by June 1 of each year.**

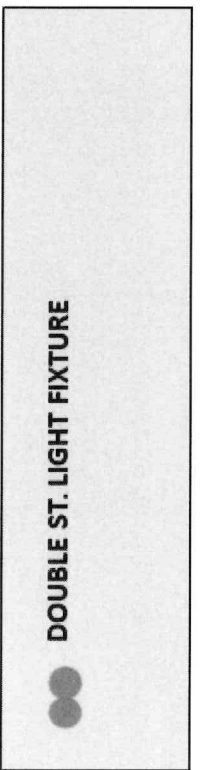
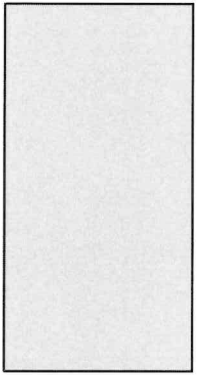
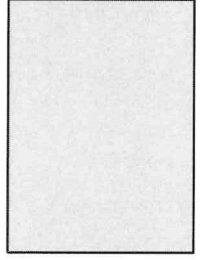
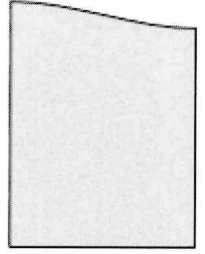
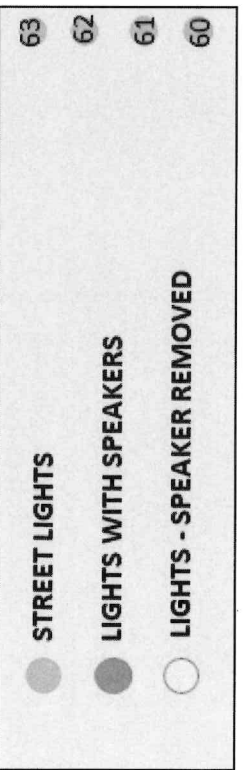
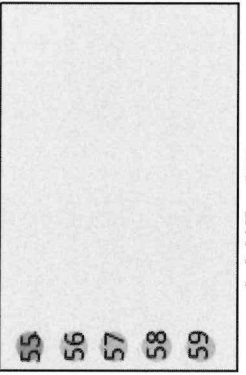
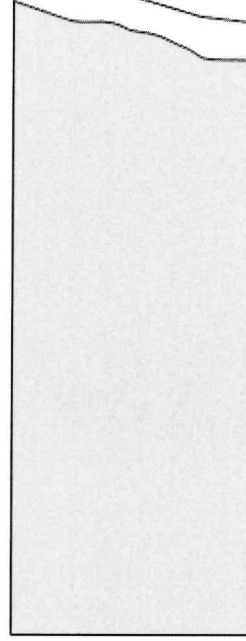
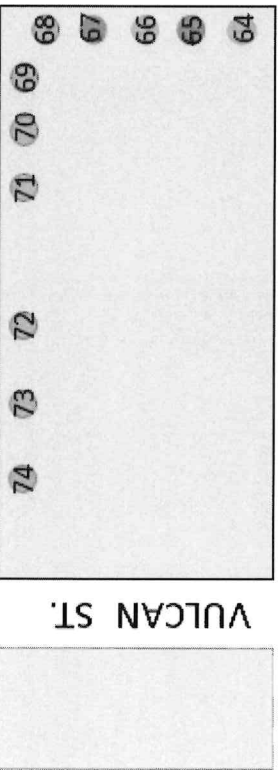
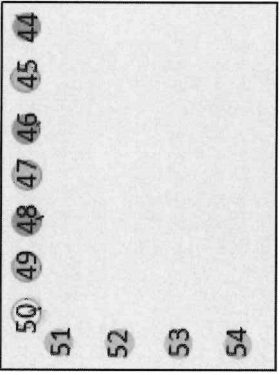
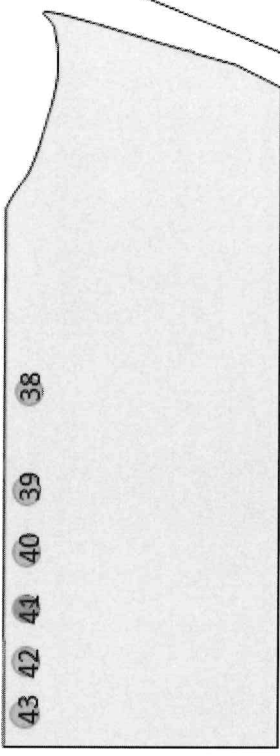
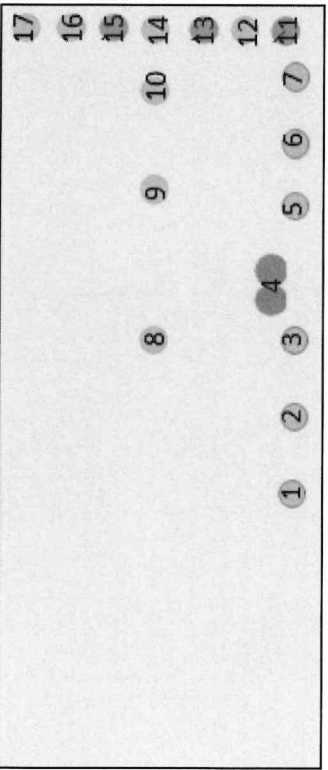
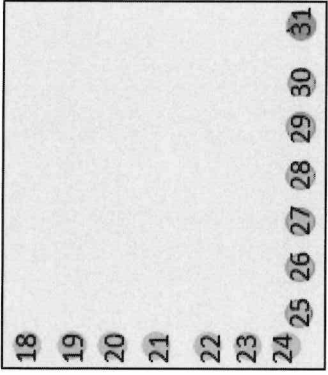
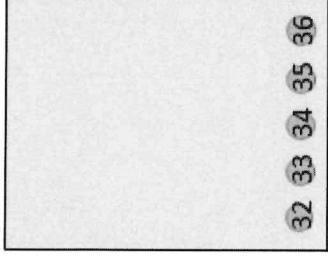
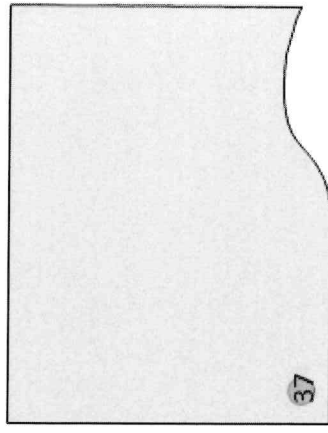
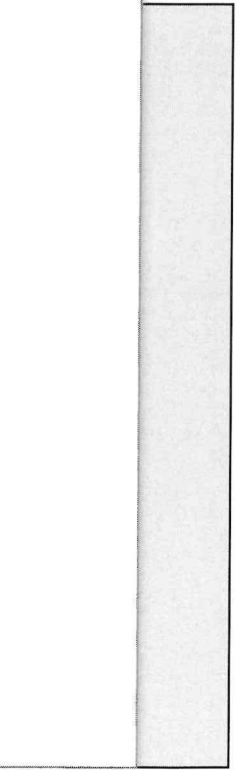
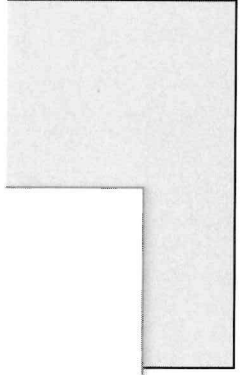
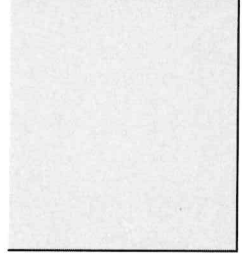
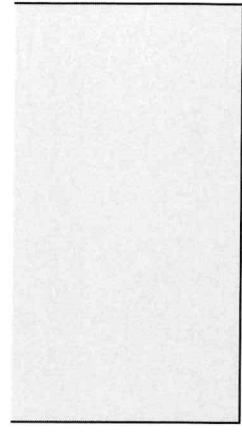
Article XIII: Certification

The undersigned being, respectively, the duly appointed Clerk of the Village of Lexington and duly appointed Chairman of the Lexington Downtown Development Authority do hereby certify that the foregoing bylaws were adopted at a meeting of the DDA Board on ~~July 14, 2021~~ April 12, 2023 and approved by the Village Council at its meeting of ~~July 26, 2021~~, April 24, 2023 subsequently amended as follows:

~~Beth Grohman~~, *Vicki Scott*, Clerk
Village of Lexington

~~Keri Yankee~~, *Michael McGovern*, Chairperson
Lexington Downtown Development Authority

VS 2024 2023



DALLAS ST.

WASHINGTON ST.

SIMON ST.

HURON AVE.

BOYNTON ST.

LAKE ST.

MAIN ST.

VULCAN ST.

D BLUFF

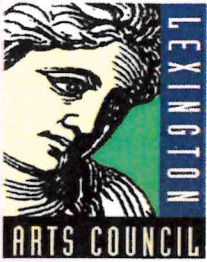
STREET LIGHTS

LIGHTS WITH SPEAKERS

LIGHTS - SPEAKER REMOVED

DOUBLE ST. LIGHT FIXTURE

Pole Number	Hanging Flowers	Simple Flag Mount	Ornate Flag Mount	Speakers	Fixed Sign	Way-Finding Sign	LBA Seasonal Sign	Street Sign	
1					X				
2	X	X							
3									CAMERA?
4									2 LAMPS
5	X		X						
6									
7	X	X			X		X		
8									
9									
10									
11	X			X		X			
12									CAMERA?
13	X		X	X			X		
14									
15	X		X	X	X				
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17	X	X			X				
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25	X	X					X	X	
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27	X		X				X		
28									
29	X	X					X		
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31	X	X		X					
32	X	X			X		X		
33	X								
34		X					X		
35	X	X							
36		X							
37	X		X						
38					X				
39	X	X							
40							X		
41	X		X	X					
42							X		
43	X	X			X				



March 13, 2023



The Lexington Arts Council satisfies the increasing cultural tastes of the Thumb Blue Water community by producing musical, visual and other fine arts programming.

Lexington Downtown Development Authority
Village of Lexington
7227 Huron Ave #100
Lexington, MI 48450

Dear Authority Members,

Board of Directors

Melissa Anderson
Patrick Blakeley
Marianne Boyd
Steve Disser
John Groustra
Liz Jackson
Lee Jones
Michelle Measel-Morris
Dennis Quinn
Scott Ryan
Mike Ziegler

In Memoriam
Jim Macksey


The Lexington Arts Council is excited to announce the 2023 Lexington Music in the Park and Bach Festival concerts.

Music in the Park and Bach Festival has become part of the cultural tapestry of the "Blue Water" community, enlightening and entertaining local residents and thousands of visitors to the Village of Lexington each year.

Respectfully, on behalf of the Arts Council, I hereby request that the Authority provides a grant award in the amount of **\$7,000.00** in support of its 2023 Programming. This funding helps us provide 10 Music In The Park productions and 3 Bach Festival concerts, drawing thousands of people to our local community events every year.

Thank you for your consideration of this request.

Sincerely,
Lexington Arts Council


Liz Jackson, President

Lexington Arts Council
P.O. Box 434
Lexington, MI 48450
810-359-1880
lexington-arts.org

The Lexington Arts Council
is a 501 (c) (3) Publicly
Supported Foundation.



RECEIVED
 APR 04 2023
 BY:

INVOICE

Lakeside Building Supply

6820 Lakeshore Road
 Lexington, MI 48450
 (810) 359-8135

INVOICE # 329967
 ACCOUNT # 111
 DATE 04-Apr-23
 TIME 11:37
 EMPLOYEE 873 - Kristen K.
 TERMINAL 4
 PAGE # 1

SOLD TO:


(810) 359-8135
 LAKESIDE BUILDING SUPPLIES
 6820 LAKESHORE RD.
 LEXINGTON, MI 48450

SHIP TO:

LAKESIDE BUILDING SUPPLIES
 6820 LAKESHORE RD.
 LEXINGTON, MI 48450

ITEM	DESCRIPTION	QTY	SALE	U/M	EXT
Special Order - Customer 111: LAKESIDE BUILDING SUPPLIES					
Special Order - Customer Phone: (810) 359-8135					
S004778	WH UP PORC LAMPH 18GA 024-08052-008	71.00	7.99	EACH	567.29
Desired Date on Hand: 31 Mar 2023					
FREIGHT	FREIGHT CHARGES	1.00	0.00	EACH	0.00
SO Freight: \$0.00 from PO 3242315 on 31-Mar 15:52					
Nothing below this point will generate a Purchase Order					
DONATION TO THE VILLAGE OF LEXINGTON DDA					
PO #	DONATION TO DDA			CHARGE	567.29

I AGREE TO PAY THE ABOVE TOTAL ACCORDING TO THE POSTED TERMS AND CONDITIONS


 SIGNATURE Authorized Signer



SUBTOTAL \$ 567.29
 TAX \$ 0.00
TOTAL \$ 567.29

WINTER Hours
 Mon-Friday 7-5
 Sat 8-5, Sun 9-2