

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

The Village of Lexington Downtown Development Authority will be holding an information meeting and their regular monthly meeting in person at the Village Hall – 7227 Huron Ave., Lexington, MI.

DATE OF MEETING: Wednesday, May 10, 2023

TIME OF MEETING: 5:00 PM

MISSION STATEMENT

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

CALL TO ORDER THE INFORMATIONAL MEETING

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

PUBLIC COMMENT

CLOSE INFORMATIONAL MEETING

CALL TO ORDER THE REGULAR MEETING:

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

APPROVAL OF AGENDA

APPROVAL OF MINUTES – Motion to approve the April 12, 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. **New Business Welcome Package** – McGovern
3. **Wayfair Signs Update** – McGovern
4. **DDA 2023-2024 Budget** – VanDyke/Bales/McGovern
5. **Keel Update** – VanDyke

NEW BUSINESS:

1. **MDA Update** – McGovern
2. **Harbor Redevelopment Committee Member** – McGovern

CORRESPONDENCE

PUBLIC COMMENT

ADJOURNMENT

**VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
Village of Lexington – 7227 Huron Ave., Lexington, MI
April 12, 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: Bender, Bales, VanDyke, Westbrook, Drouillard, McGovern, Zysk, Adams @5:34 p.m., Kaatz @5:41 p.m.

ABSENT: None

OTHERS PRESENT: S. McCoy, P. Muoio, L. Jackson, M. Ziegler, K. DeCoster

APPROVAL OF AGENDA:

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

All Ayes

Motion Carried

APPROVAL OF MINUTES

MOTION by Bales, seconded by McGovern, to approve the March 8, 2023 minutes as presented.

All Ayes

Motion Carried

PUBLIC COMMENT:

- Peter Muoio commented on expanding the Façade Grant Program.

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

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

Roll Call:

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

Nays: None

Motion Carried

UNFINISHED BUSINESS:

1. **Social District Update** – McGovern explained the resolution was approved by Council. I have submitted this to the Michigan Liquor Control Commission. They reached out and I need to change a few minor things and resubmit this. I have received a few concerns from businesses of including more of the social aspect. We are still working on a logo for the social district and prices for stickers. No action needs to be taken at this time. We will bring back more information at the next meeting.
2. **Wrap Around Pots Update** – Adams explained we purchased the wrap around pots. Bender explained these pots were delivered to Crosswell Greenhouse. The greenhouse explained the wicks were not included. We needed 20 wicks at \$2.00 a piece so I had the greenhouse install the wicks. We did not include these pots in the regular quote for flowers. Crosswell Greenhouse quoted us a price of \$70.00 per pot. This will be an additional \$420.00 from the original bid we approved. The greenhouse suggested we switch out our current chains which are deteriorating to cables. The cables are \$5.00 per pot. We currently have 74 hanging pots. This would be an additional \$370.00. We currently have a decorative wire basket that holds a coco liner for these hanging pots. The wire baskets are a pain for the Village and the greenhouse. Once flowers grow you can see these wire baskets. They suggested we quit using these wire baskets and switch to just the plastic.

MOTION by Bender, seconded by Adams, not to exceed \$900.00 to Croswell Greenhouse for the added flowers, flower pot decorations and items discussed above.

Roll Call:

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

Abstain: Bales

Nays: None

Motion Carried

3. Wayfair Signs Update – McGovern explained we will have more next month on this item.

MOTION by VanDyke, seconded by Bender to table this until next month.

All Ayes

Motion carried

4. Harbor Grant RFP Update – McGovern explained we have the results in our packet of the bids that went out for this RFP. McGovern explained Cutright will be the project manager for this issue. This will be done in phases. VanDyke explained we wanted to get a consultant selected so we can get the stakeholders together. Edgewater was the low bidder. Edgewater is currently working with the DNR on their part of the project. VanDyke would recommend Edgewater as they will coordinate with the DNR as well.

MOTION by McGovern, seconded by VanDyke to forward the DDA recommendation of Edgewater to Council for approval.

Roll Call:

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

Abstain: Drouillard

Nays: None

Motion carried

5. DDA Bylaws – McGovern explained the changes in the current DDA bylaws.

MOTION by McGovern, seconded by Bender to forward these changes to Council for approval

All Ayes

Motion carried

NEW BUSINESS:

- 1. DDA 2023-2024 Budget** – VanDyke explained with two months left before we have to send our proposed budget to council, we need to think of our upcoming projects. With the grant coming in, we need to pull together a meeting with all the representatives of the different boards and sit down and see what do we have planned for the next 12 months as far as events. We need to look at how they are staffed and how should they be staffed. From the DDA we have certain resources as well as seeing what the LBA has in mind as well. I have committed to pulling that meeting together and coming back to the budget committee before bringing it to the board next month. Discussion followed regarding the façade grant program.
- 2. New Business Welcome Package** – Kaatz explained one of the checkmarks for RRC was communication between all the different boards. When a new business comes to town how do they know what to do. Kaatz explained we should have a folder with information and QR codes inside that will take you to anything you need to know for your business. The police have discussed having a QR code for each business to get ahold of should something happen and they need to get ahold of them. McGovern explained some of this information is on the website. Kaatz noted it is a matter of coordinating it all. VanDyke explained if we had a coordinator, they could handle this. Discussion followed.
- 3. Keel Update** – VanDyke explained over the last year we had a Keel partnership with an e-magazine. We received 3 articles focusing on what is going on in Lexington. We have the opportunity to re up this year. It is a great way to advertise and get Lexington's name out there. We have one article left as well. Discussion followed on advertising the Social District or music events in Lexington. The current proposal for next year would be 4 articles for \$6,000.00. This also allows you access to all articles in the Keel.

MOTION by McGovern, seconded by Bender, to table this until next month.

All Ayes

Motion carried

4. **DA Light Pole Painting & Decoration Schedule** – McGovern explained we have 4 different banners that get switched out each year by the DPW. We looked into switching the brackets as well. McGovern put together a chart numbering each pole as well as what goes on each pole. The painting company is working with MDOT on permits currently. The painting company is supposed to be completed by Memorial Day. This was strictly an update.
5. **Lexington Arts Council Request** – McGovern explained we have a request from the Arts Council for \$7,000.00 to help support Music in the Park as well as Bach Festival. Bender asked what does it cost the Art Council for the year. Liz Jackson replied Music in the Park is approximately \$42,000.00 and Bach is approximately \$62,000.00. Discussion followed.

MOTION by Bender, seconded by Bales, to award a donation of \$7,000.00 to the Lexington Arts Council.

Roll Call:

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

Nays: None

Motion carried

CORRESPONDENCE:

- Donation to DDA from Ace Hardware

PUBLIC COMMENT:

- Liz Jackson – thanked the DDA Board for the Arts Council donation.

ADJOURNMENT:

MOTION by McGovern, seconded by Bender to adjourn the meeting at 7:01 pm.

All Ayes

Motion carried.

Respectfully submitted,

Vicki Scott

April 12, 2023

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

| GL Number | Description | Balance |
|---|-----------------------|-------------------|
| *** Assets *** | | |
| 248-000-002.000 | EASTERN MICHIGAN BANK | 338,986.15 |
| 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 | | 339,106.15 |
| *** 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 | | 78,224.19 |
| Ending Fund Balance | | 339,106.15 |
| Total Liabilities And Fund Balance | | 339,106.15 |

PERIOD ENDING 04/30/2023

| GL NUMBER | DESCRIPTION | 2022-23 | | ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREASE) | YTD BALANCE 04/30/2023 NORMAL (ABNORMAL) | % BDTG USED |
|---|---|--------------------|----------------|---|--|----------------|
| | | ORIGINAL BUDGET | AMENDED BUDGET | | | |
| 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 | 47.03 | 74,436.87 | 97.94 |
| 248-000-665.000 | INTEREST EARNED | 0.00 | 700.00 | 0.00 | 830.66 | 118.67 |
| 248-000-671.500 | MISC ACCT OF REVENUE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 248-000-699.101 | TRASFER 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 | 47.03 | 170,667.89 | 99.17 |
| 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 | 47.03 | 171,267.89 | 99.17 |
| Expenditures | | | | | | |
| Dept 248 - ****DDA EXPENSES**** | | | | | | |
| 248-248-699.940 | ADMINISTRATIVE REIMBURSEMENT | 9,755.00 | 9,755.00 | 812.94 | 8,129.40 | 83.34 |
| 248-248-703.600 | DPW WAGES | 30,245.00 | 30,245.00 | 940.09 | 19,006.95 | 62.84 |
| 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 | 69.84 | 1,497.92 | 69.67 |
| 248-248-704.200 | BLUE CROSS | 0.00 | 7,200.00 | 268.75 | 5,208.93 | 72.35 |
| 248-248-704.300 | LIFE INSURANCE | 260.00 | 260.00 | 11.54 | 100.97 | 38.83 |
| 248-248-704.400 | PENSION | 5,320.00 | 3,550.00 | 168.95 | 2,649.29 | 74.63 |
| 248-248-704.401 | AXA EQUITABLE MATCH | 3,000.00 | 1,000.00 | 35.38 | 621.74 | 20.73 |
| 248-248-704.500 | MICH EMP SEC COM | 100.00 | 300.00 | 1.94 | 211.28 | 70.43 |
| 248-248-728.000 | COMPUTER-HARDWARE-SOFTWARE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 248-248-740.000 | SUPPLIES | 500.00 | 4,200.00 | 0.00 | 2,939.45 | 69.99 |
| 248-248-740.700 | DPW EQUIPMENT | 10,070.00 | 16,000.00 | 343.15 | 11,874.99 | 74.22 |
| 248-248-745.000 | CHRISTMAS SUPPLY | 12,000.00 | 7,400.00 | 0.00 | 7,356.60 | 99.41 |
| 248-248-802.500 | EDUCATION AND TRAINING | 1,000.00 | 1,000.00 | 0.00 | 100.00 | 10.00 |
| 248-248-803.000 | PHONE/INTERNET EXPENSE | 10,000.00 | 4,750.00 | 0.00 | 4,750.00 | 100.00 |
| 248-248-803.100 | MUSIC | 1,500.00 | 324.00 | 0.00 | 323.40 | 99.81 |
| 248-248-805.000 | ADVERT/PUBLICATIONS | 15,000.00 | 6,000.00 | 0.00 | 5,444.80 | 90.75 |
| 248-248-810.000 | MEMBERSHIP/DUES | 0.00 | 200.00 | 0.00 | 200.00 | 100.00 |
| 248-248-811.000 | LEGAL | 500.00 | 500.00 | 45.00 | 315.00 | 63.00 |
| 248-248-812.000 | MILEAGE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 248-248-815.000 | AUDIT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 248-248-820.000 | CONTRACTED SERVICES | 10,000.00 | 24,800.00 | 50.00 | 2,657.50 | 10.72 |
| 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 | 10,000.00 | 15,000.00 | 0.00 | 5,175.00 | 34.50 |
| 248-248-955.000 | DDA GRANT | 30,000.00 | 10,000.00 | 0.00 | 6,876.00 | 68.76 |
| 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 | 7,000.00 | 7,000.00 | 93.33 |
| 248-248-971.000 | CAPITAL OUTLAY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 248 - ****DDA EXPENSES**** | | 158,900.00 | 152,834.00 | 9,747.58 | 93,043.70 | 60.88 |
| TOTAL EXPENDITURES | | 158,900.00 | 152,834.00 | 9,747.58 | 93,043.70 | 60.88 |

PERIOD ENDING 04/30/2023

| GL NUMBER | DESCRIPTION | 2022-23 | | ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREASE) | YTD BALANCE 04/30/2023 NORMAL (ABNORMAL) | % BDT USED |
|-----------|-------------|--------------------|---------------------------|---|--|---------------|
| | | ORIGINAL BUDGET | 2022-23 AMENDED BUDGET | | | |

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:

| | | | | | | |
|--------------------------------|--|------------|------------|------------|------------|--------|
| TOTAL REVENUES | | 161,600.00 | 172,700.00 | 47.03 | 171,267.89 | 99.17 |
| TOTAL EXPENDITURES | | 158,900.00 | 152,834.00 | 9,747.58 | 93,043.70 | 60.88 |
| NET OF REVENUES & EXPENDITURES | | 2,700.00 | 19,866.00 | (9,700.55) | 78,224.19 | 393.76 |

User: SHELLY

DB: Village Of Lexington

TRANSACTIONS FROM 04/01/2023 TO 04/30/2023

| Date | JNL | Type | Description | Reference # | Debits | Credits | Balance |
|---|-----|------|---|--------------|--------------|---------|-----------|
| Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | |
| 04/01/2023 | | | 248-248-699.940 ADMINISTRATIVE REIMBURSEMENT | | BEG. BALANCE | | 7,316.46 |
| 04/28/2023 | GJ | JE | ADMIN. REIMBURSEMENT AP 2023 | 2570 | 812.94 | | 8,129.40 |
| 04/30/2023 | | | 248-248-699.940 | END BALANCE | 812.94 | 0.00 | 8,129.40 |
| | | | | | | | |
| 04/01/2023 | | | 248-248-703.600 DPW WAGES | | BEG. BALANCE | | 18,066.86 |
| 04/05/2023 | PR | CHK | SUMMARY PR 04/05/2023 | | 209.28 | | 18,276.14 |
| 04/12/2023 | PR | CHK | SUMMARY PR 04/12/2023 | | 278.18 | | 18,554.32 |
| 04/19/2023 | PR | CHK | SUMMARY PR 04/19/2023 | | 206.94 | | 18,761.26 |
| 04/26/2023 | PR | CHK | SUMMARY PR 04/26/2023 | | 245.69 | | 19,006.95 |
| 04/30/2023 | | | 248-248-703.600 | END BALANCE | 940.09 | 0.00 | 19,006.95 |
| | | | | | | | |
| 04/01/2023 | | | 248-248-703.650 DPW-WATER WAGES OVERTIME | | BEG. BALANCE | | 604.48 |
| 04/30/2023 | | | 248-248-703.650 | END BALANCE | 0.00 | 0.00 | 604.48 |
| | | | | | | | |
| 04/01/2023 | | | 248-248-704.100 MATCH - SOCIAL SECURITY | | BEG. BALANCE | | 1,428.08 |
| 04/05/2023 | PR | CHK | SUMMARY PR 04/05/2023 | | 16.01 | | 1,444.09 |
| 04/12/2023 | PR | CHK | SUMMARY PR 04/12/2023 | | 21.27 | | 1,465.36 |
| 04/19/2023 | PR | CHK | SUMMARY PR 04/19/2023 | | 15.83 | | 1,481.19 |
| 04/26/2023 | PR | CHK | SUMMARY PR 04/26/2023 | | 16.73 | | 1,497.92 |
| 04/30/2023 | | | 248-248-704.100 | END BALANCE | 69.84 | 0.00 | 1,497.92 |
| | | | | | | | |
| 04/01/2023 | | | 248-248-704.200 BLUE CROSS | | BEG. BALANCE | | 4,940.18 |
| 04/05/2023 | PR | CHK | SUMMARY PR 04/05/2023 | | 65.42 | | 5,005.60 |
| 04/12/2023 | PR | CHK | SUMMARY PR 04/12/2023 | | 84.37 | | 5,089.97 |
| 04/19/2023 | PR | CHK | SUMMARY PR 04/19/2023 | | 67.50 | | 5,157.47 |
| 04/26/2023 | PR | CHK | SUMMARY PR 04/26/2023 | | 51.46 | | 5,208.93 |
| 04/30/2023 | | | 248-248-704.200 | END BALANCE | 268.75 | 0.00 | 5,208.93 |
| | | | | | | | |
| 04/01/2023 | | | 248-248-704.300 LIFE INSURANCE | | BEG. BALANCE | | 89.43 |
| 04/05/2023 | AP | INV | LIFE INSURANCE | 211967514232 | 11.54 | | 100.97 |
| 04/30/2023 | | | 248-248-704.300 | END BALANCE | 11.54 | 0.00 | 100.97 |
| | | | | | | | |
| 04/01/2023 | | | 248-248-704.400 PENSION | | BEG. BALANCE | | 2,480.34 |
| 04/05/2023 | PR | CHK | SUMMARY PR 04/05/2023 | | 69.23 | | 2,549.57 |
| 04/12/2023 | PR | CHK | SUMMARY PR 04/12/2023 | | 18.60 | | 2,568.17 |
| 04/19/2023 | PR | CHK | SUMMARY PR 04/19/2023 | | 46.51 | | 2,614.68 |
| 04/26/2023 | PR | CHK | SUMMARY PR 04/26/2023 | | 34.61 | | 2,649.29 |
| 04/30/2023 | | | 248-248-704.400 | END BALANCE | 168.95 | 0.00 | 2,649.29 |
| | | | | | | | |
| 04/01/2023 | | | 248-248-704.401 AXA EQUITABLE MATCH | | BEG. BALANCE | | 586.36 |
| 04/05/2023 | PR | CHK | SUMMARY PR 04/05/2023 | | 5.64 | | 592.00 |
| 04/12/2023 | PR | CHK | SUMMARY PR 04/12/2023 | | 16.77 | | 608.77 |
| 04/19/2023 | PR | CHK | SUMMARY PR 04/19/2023 | | 7.33 | | 616.10 |
| 04/26/2023 | PR | CHK | SUMMARY PR 04/26/2023 | | 5.64 | | 621.74 |
| 04/30/2023 | | | 248-248-704.401 | END BALANCE | 35.38 | 0.00 | 621.74 |
| | | | | | | | |
| 04/01/2023 | | | 248-248-704.500 MICH EMP SEC COM | | BEG. BALANCE | | 209.34 |
| 04/26/2023 | PR | CHK | SUMMARY PR 04/26/2023 | | 1.94 | | 211.28 |
| 04/30/2023 | | | 248-248-704.500 | END BALANCE | 1.94 | 0.00 | 211.28 |
| | | | | | | | |
| 04/01/2023 | | | 248-248-740.000 SUPPLIES | | BEG. BALANCE | | 2,939.45 |
| 04/30/2023 | | | 248-248-740.000 | END BALANCE | 0.00 | 0.00 | 2,939.45 |
| | | | | | | | |
| 04/01/2023 | | | 248-248-740.700 DPW EQUIPMENT | | BEG. BALANCE | | 11,531.84 |
| 04/28/2023 | GJ | JE | DPW EQUIP. APRIL 2023 | 2571 | 343.15 | | 11,874.99 |
| 04/30/2023 | | | 248-248-740.700 | END BALANCE | 343.15 | 0.00 | 11,874.99 |
| | | | | | | | |
| 04/01/2023 | | | 248-248-745.000 CHRISTMAS SUPPLY | | BEG. BALANCE | | 7,356.60 |
| 04/30/2023 | | | 248-248-745.000 | END BALANCE | 0.00 | 0.00 | 7,356.60 |
| | | | | | | | |
| 04/01/2023 | | | 248-248-802.500 EDUCATION AND TRAINING | | BEG. BALANCE | | 100.00 |
| 04/30/2023 | | | 248-248-802.500 | END BALANCE | 0.00 | 0.00 | 100.00 |
| | | | | | | | |
| 04/01/2023 | | | 248-248-803.000 PHONE/INTERNET EXPENSE | | BEG. BALANCE | | 4,750.00 |
| 04/30/2023 | | | 248-248-803.000 | END BALANCE | 0.00 | 0.00 | 4,750.00 |
| | | | | | | | |
| 04/01/2023 | | | 248-248-803.100 MUSIC | | BEG. BALANCE | | 323.40 |
| 04/30/2023 | | | 248-248-803.100 | END BALANCE | 0.00 | 0.00 | 323.40 |
| | | | | | | | |
| 04/01/2023 | | | 248-248-805.000 ADVERT/PUBLICATIONS | | BEG. BALANCE | | 5,444.80 |
| 04/30/2023 | | | 248-248-805.000 | END BALANCE | 0.00 | 0.00 | 5,444.80 |

User: SHELLY

DB: Village Of Lexington

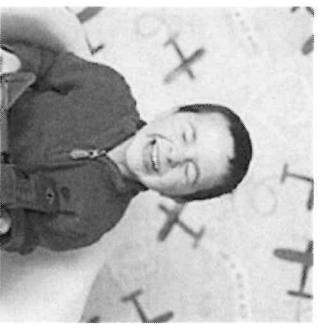
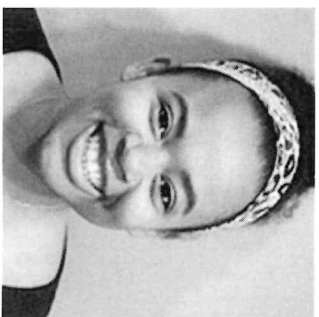
TRANSACTIONS FROM 04/01/2023 TO 04/30/2023

| Date | JNL | Type | Description | Reference # | Debits | Credits | Balance |
|---|-----|------|--|---------------|--------------|---------|-----------|
| 04/01/2023 | | | 248-248-810.000 MEMBERSHIP/DUES | | BEG. BALANCE | | 200.00 |
| 04/30/2023 | | | 248-248-810.000 | END BALANCE | 0.00 | 0.00 | 200.00 |
| 04/01/2023 | | | 248-248-811.000 LEGAL | | BEG. BALANCE | | 270.00 |
| 04/05/2023 | AP | INV | FEB 2023 ATTY FEES | 23802 | 45.00 | | 315.00 |
| 04/30/2023 | | | 248-248-811.000 | END BALANCE | 45.00 | 0.00 | 315.00 |
| 04/01/2023 | | | 248-248-820.000 CONTRACTED SERVICES | | BEG. BALANCE | | 2,607.50 |
| 04/13/2023 | AP | INV | DDA MEETING MINUTES 4-12-23 | DDA 4-12-23 | 50.00 | | 2,657.50 |
| 04/30/2023 | | | 248-248-820.000 | END BALANCE | 50.00 | 0.00 | 2,657.50 |
| 04/01/2023 | | | 248-248-840.000 LANDSCAPING MAINTENANCE | | BEG. BALANCE | | 5,175.00 |
| 04/30/2023 | | | 248-248-840.000 | END BALANCE | 0.00 | 0.00 | 5,175.00 |
| 04/01/2023 | | | 248-248-955.000 DDA GRANT | | BEG. BALANCE | | 6,876.00 |
| 04/30/2023 | | | 248-248-955.000 | END BALANCE | 0.00 | 0.00 | 6,876.00 |
| 04/01/2023 | | | 248-248-969.200 DONATION | | BEG. BALANCE | | 0.00 |
| 04/13/2023 | AP | INV | DONATION 2023 ARTS COUNCIL | 2023 DONATION | 7,000.00 | | 7,000.00 |
| 04/30/2023 | | | 248-248-969.200 | END BALANCE | 7,000.00 | 0.00 | 7,000.00 |
| TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY | | | | | 9,747.58 | | 93,043.70 |

Suggested 2023/2024 Budget

| Item | Amount |
|--|-------------|
| Administrative Reimbursement | \$9,000.00 |
| DPW services | \$50,000.00 |
| Contracted Services - DDA/LBA/Event Assistance | \$20,000.00 |
| Supplies | \$4,000.00 |
| Christmas Supply | \$15,000.00 |
| Education / Training | \$1,000.00 |
| Music (\$100/mo.+\$300 XM) | \$500.00 |
| Advertising / pub | \$12,000.00 |
| Membership Dues | \$200.00 |
| Legal | \$500.00 |
| Landscaping Maint | \$15,000.00 |
| DDA Grants - Façade | \$30,000.00 |
| Donations | \$7,500.00 |
| Capital Outlay | \$5,000.00 |

\$169,700.00



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What's next for the Port Huron region

2022 Annual Report
Issue Media Group

Our Contributors

Our team has grown this quarter!

Several new faces have recently joined our talented team of contributors. We are thrilled to have such a diverse group who are all passionate about storytelling and connecting with our community through The Keel!

Read about some of our newest contributors at secondwavemedia.com/the-keel/authors.



Audience Overview: 2022

January-December

Reach and Engagement:

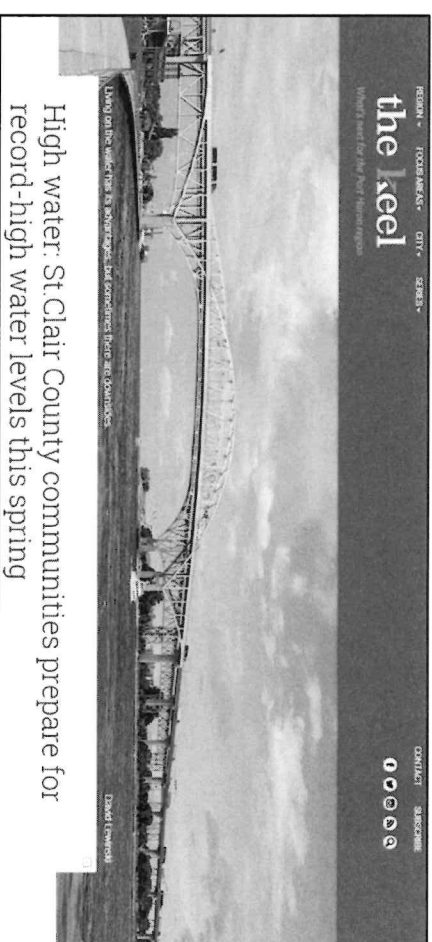
- Total Reach 443,341
- Engagement 30,552

Social Media:

- 4,795 social audience - 20%
 - Facebook: 3,462
 - Twitter: 259
 - Instagram: 1,075

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What's next for the Port Huron region



*Reach is the total number of people who see your content. A page view is an instance of a page being loaded in a browser.

Top Story Performance 2022



Movie surrounding urban legend of Morrow Road begins filming in September

Reach: 106,159
Engagement: 4,982



Murphy Inn resident ghost makes it a top haunting in Michigan's Thumb Coast

Reach: 26,428
Engagement: 1,295



Port Huron Nutrition: New downtown business offering a healthy lifestyle alternative

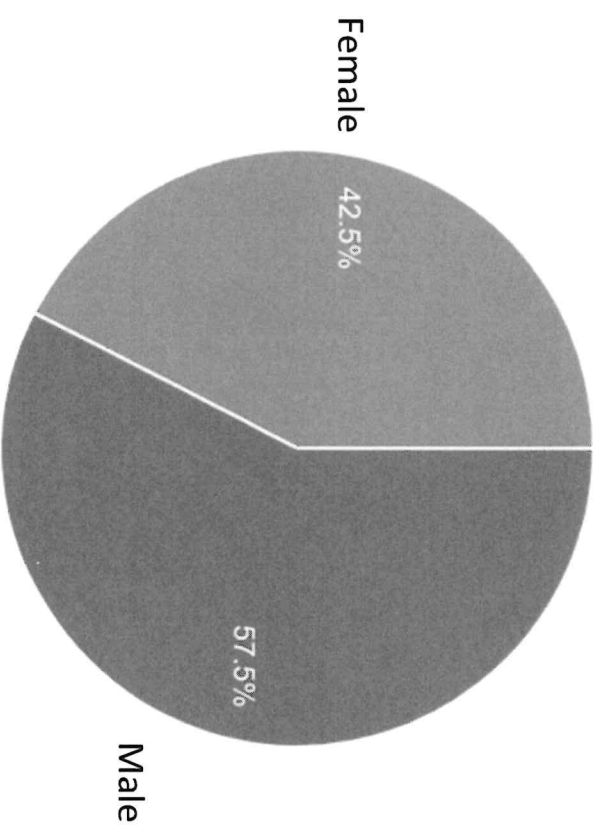
Reach: 8,952
Engagement: 1,158

Audience Demographics 2022

AGE

| | |
|-------|-----|
| 55-64 | 18% |
| 45-54 | 21% |
| 65+ | 12% |
| 35-44 | 23% |
| 25-34 | 17% |
| 18-24 | 9% |

GENDER



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What's next for the Port Huron region

Audience Geography

Top MI Cities

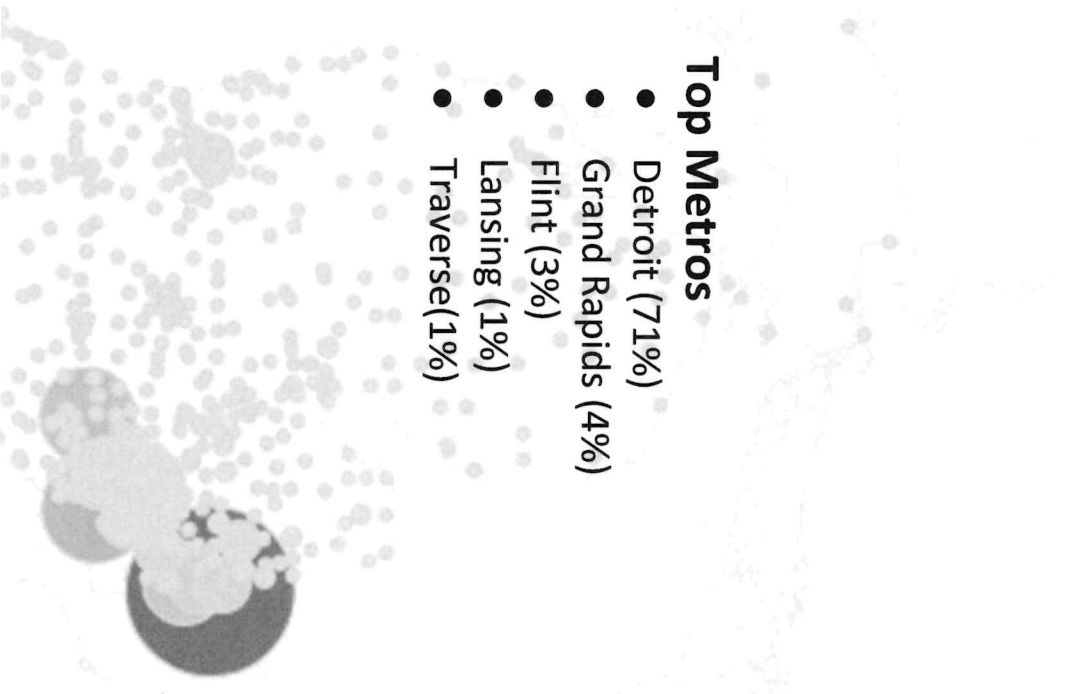
- Port Huron (25%)
- Detroit (11%)
- St. Clair (5%)
- Fort Gratiot Township (2%)
- Ann Arbor (2%)

Top Metros

- Detroit (71%)
- Grand Rapids (4%)
- Flint (3%)
- Lansing (1%)
- Traverse (1%)

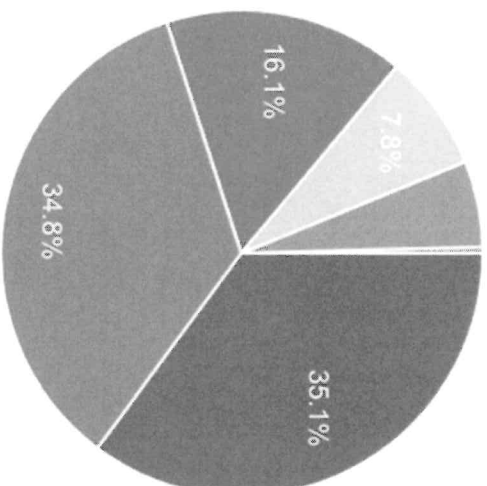
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What's next for the Port Huron region



Traffic Sources

| | |
|--------|------------|
| 18,778 | social |
| 3,100 | newsletter |
| 8,685 | direct |
| 18,961 | search |
| 4,198 | referral |



- Organic Search
- Social
- Direct
- Referral
- Email
- (Other)

Top Referring Sites:

riverbanktheatre.com, stclairfoundation.org, bluewater.org, business.macombgov.org, government.macombgov.org, bluewaterchamber.com, edascc.com, lexingtonbrewery.com, secondwavemedia.com, riverbanktheatre.com, bluewatermiddlecollege.org, bluewatercreativity.com

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What's next for the Port Huron region

Social Shares

Community Foundation of St. Clair County
Blue Water Chamber of Commerce
Blue Water CVB
The Thumb (Michigan)
My Port Huron
Port Huron Museums
Birchwood Mall
Port Huron Schools
St. Clair County Community Mental Health
PHS - Port Huron Northern
City of St. Clair, MI
Blue Water Creatives
Avoca Area, MI Community Group

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What's next for the Port Huron region



Focus Area Performance - 2022

| Section | % of readers |
|------------------|--------------|
| Features | 72% |
| Development News | 16% |
| Cities | 1% |
| About | 1% |
| Focus Areas | 1% |
| In the News | 1% |

| Focus Area | % of readers |
|-----------------------|--------------|
| Arts and Culture | 19% |
| Economic Dev. | 9% |
| Healthy Communities | 9% |
| Community Development | 15% |
| Technology | 11% |
| Entrepreneurship | 11% |
| Kids and Education | 4% |
| Equity | 3% |

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What's next for the Port Huron region

Community Correspondent

Harold Powell continues on as The Keel's Community Correspondent

In 2020, Harold Powell joined The Keel as the community correspondent. In 2022, so far, his news outreach has contributed 23 stories from across the community. His work was intended to be a consistent voice and to add a diverse perspective in our local media, and we are pleased to have Harold continue on in that role in the community. Thank you to the support of the Community Foundation of St. Clair County.

Read more of Harold's work for [The Keel on his author page](#). Also, you can now listen to Harold on his new spot at WGRT radio.

REGION - FOCUS AREAS - CITY - SERIES -
the keel
What's next for the Port Huron region

ABOUT CONTACT
📄 📺 📻 📞

The Keel welcomes Harold D. Powell as its Community Correspondent

MAJ GALEBRATH | THURSDAY, NOVEMBER 19, 2020

SHARE [f](#) [t](#) [in](#) [e](#)



Harold D. Powell is the new Community Correspondent for The Keel

Connecting People to Place Creates Impact

NEW FEATURE: Impact Measurement Tool

1. IMG's CMS connects story sources interviewed to capture Impact.
2. Story Sources receive a notice when their story publishes, and then again 60-90 days after a story is published.
3. An Impact survey is sent to story sources asking about impact. Followed by Source interviews to dig deeper.

1

| Sources | |
|------------|--|
| First Name | <input type="text" value="The first name of the source"/> |
| Last Name | <input type="text" value="The last name of the source"/> |
| Email | <input type="text" value="The email address of the source"/> |
| Contacts | <input type="button" value="add"/> |

2

[TEST] Your Test Publication Story has Published! [Index](#)

contact@tespublication.com x@ sendgrid me
to me x

Your story has published!
Test Story Title

It can be found 1) on our website, 2) in our next weekly e-edition, and 3) on our social media within the next week.

See an error? Email Cole Bradley, managing editor, at cole@highgroundnews.com.

Here's how you can help bring more readers to your story:

- Share it now with your personal and professional networks
- Sign up now for our weekly e-magazine [here](#). Forward it to people who might be interested in your story.
- Like/follow us on social media.

Watch for your story on our social channels and share those posts! Most of our readers find our stories via social media. We're @highgroundnews on Facebook, Twitter, and Instagram.

Thank you and best regards,
Cole Bradley, managing editor
Emily Trehahn, publisher

3

Publication Impact Survey

We're interested in hearing about your experience with our publication. Thank you for taking the time to complete this survey as we work to improve our programming.

Name

Email

Organization/Business featured in publication

City/State

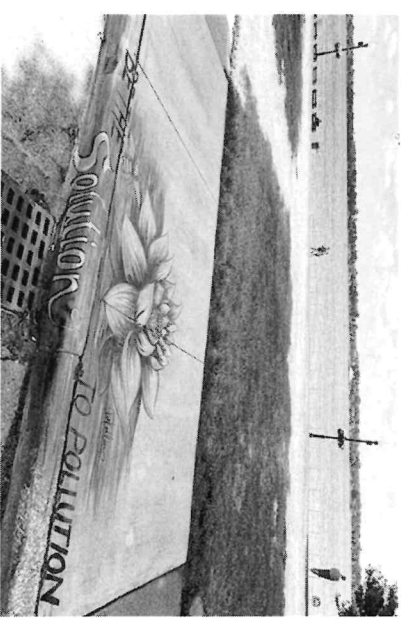
Connecting People to Place Creates Impact

Friends of the St. Clair River

“Many co-workers from different state and county agencies saw the article and asked me questions regarding the project and how could more of those project help benefit the downtown Port Huron Area. It was a fantastic article that showcased the cause for the Friends of the St Clair River and it showcased my artwork as well. Thank you so much for doing an article on this great community event.”

Reached new audiences, Grew social media followers, Established new collaborative partnerships (e.g., partnered with community organizations, state and local government, etc)

Local artists participate in storm drain art initiative to spread awareness about pollution - August 15, 2022



Connecting People to Place Creates Impact

St. Clair County Community Mental Health has selected The Keel as the recipient of CMH's Media Award.

In early 2022, IMG partnered with SCCCMH to capture and amplify the story of community mental health. The goal is to put a human face on mental health issues and help remove stigma.

Stories published include:

Promoting recovery with education

As mental health becomes priority in the workplace, St. Clair County CMH leads employers by example

What is integrated healthcare and why is it important?

A woman's journey of healing from a lifetime of abuse

When grief clouds the holiday season, Community Mental Health says give yourself

Grace

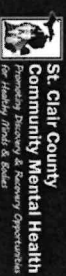
Community Mental Health introduces partnership with virtual therapy tool, Talkspace



Hats off to this year's Media Award winner, The Keel PH! The Media Award is presented annually to a member of local media or a media outlet who has demonstrated a commitment to creating a positive recovery environment, by reporting positive community news, events, and information, and raises awareness about behavioral health issues. The Keel was selected as the 2022 Media Award winner for their partnership with SCCCMH to provide a platform to discuss mental health concerns, highlight recovery stories, and for being a positive news source in the community. Click the link to sign up for The Keel newsletter to have stories like this delivered right to your inbox. [https://www.scccmhvawmedia.com/the-keel/subscribe/...](https://www.scccmhvawmedia.com/the-keel/subscribe/) Congratulations to The Keel!

COMMUNICATIONS

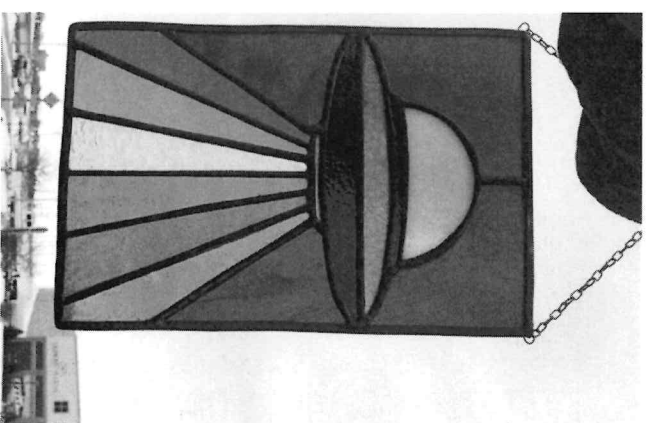
AWARD



SCCCMH
ANNUAL AWARDS
Celebration

Upcoming Stories

- Brass Rail Bar's reopening
- A look at the partnership & impact of Blue Water Middle College
- Port Huron's Exterior Housing Rehabilitation Program
- A guide to St. Clair County's wineries
- Tips and tricks to starting a garden
- Mushroom hunting in St. Clair County
- Historic architecture highlight - Pere Marquette Railroad Bridge
- St. Clair County Community College's 100th anniversary
- Lunch Buddies program at Port Huron Schools
- New Lexington restaurant - Mama's Eatery
- Ren Senkmaier - Stained glass artist



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What's next for the Port Huron region

the keel

Port Huron

Issue
Media

G R O U P



The Keel + Village of Lexington 2023 Partnership Proposal

Objective: Issue Media Group (IMG) will continue to partner with Village of Lexington and a coalition of regional stakeholders to identify and capture the stories of talent, innovation and developments that are helping to shape Port Huron Region's future. During an annual engagement, IMG will actively engage Lexington as a sponsor and underwriter to capture and amplify the story of Lexington. The stories will be published to a regional audience via Port Huron's *The Keel*, selected for publication to statewide Michigan audiences and made available for syndication and re-use to community sponsors and stakeholders.

What The Village of Lexington Receives

- Keel Coalition Member status and underwriting support of Lexington stories.
 - A minimum 4 X per year "Focus on Lexington" feature story.
 - Lexington branding and advertising in The Keel (logo in footer PLUS ads on newsletter and website) See Ad Specs: <https://www.issuemediagroup.com/ad-specs/>
 - Participation in Keel advisory meetings 4 x per year
 - Content reuse rights (IMG can help with content integration into Lexington website)
 - 2X metrics and reporting on Keel + Lexington related story performance.

Annual Program Investment \$ 6,000

**3 year contract intent.*

Editorial Advisory Meetings:

All coalition partner organizations, and community stakeholders, will be invited to attend and participate in quarterly editorial advisory meetings to help inform editorial direction and story concepts. Additional private partner/funder meetings may be held on a bi-annual basis.

Review & evaluation:

Analytic and performance reporting from IMG will be provided during quarterly advisory meetings, then disseminated to partner organizations. Analytic and performance reporting will be communicated on a quarterly basis. More frequent stakeholder touch points may be organized to communicate platform and engagement highlights.

Duration:

April 1, 2023- Feb 28, 2024

Annual Program Investment:

\$6,000

Terms:

IMG will invoice the Village of Lexington upon signature.

Authorization:

Issue Media Group: _____

Village of Lexington: _____

Date:

Issue Media Group's Underwriting Policy

Issue Media Group (IMG) offers its underwriters the opportunity to directly align their brands with content about talent, innovation, diversity, and place. In addition, IMG provides corporations, governments, institutions, nonprofits, and foundations with similarly focused missions a way to use their media budgets to support and expand coverage of job growth, economic development, real estate, non-profit innovation, city building, and placemaking.

Underwriting is the basis of our model as a publication. Underwriters are considered crucial to our organization and their support is the reason that IMG is able to produce content within a broad spectrum of topics. Support from underwriters allows IMG to dedicate editorial resources to cover key issue areas that are of importance to both the underwriter and IMG's mission.

We work with like-minded stakeholders who have shared values and missions. Because of our intersecting interests, we may cover our underwriters' work journalistically. However, IMG observes strict boundaries regarding the direction, review, and approval of content that is published.

IMG encourages underwriters to pitch ideas through Editorial Advisories and to our editorial teams. We value the knowledge our partners bring to our work, and we encourage underwriters to send story ideas, trends in underwriters' areas of expertise, and press releases. However, published content is at the discretion of the editorial teams and all final decisions regarding content are made without client approval.

While underwriters are not allowed to review or approve content, IMG works with them to establish focus areas that will be included in coverage. If an underwriter desires the ability to direct or edit content, the content will be considered "Partner Content," and given a treatment that distinguishes it from editorial content. The underwriter's logo will be embedded in the story and a transparency statement will be included.

IMG works with underwriters to fully understand the issues they care about. However, IMG trusts its editorial teams to shape stories around issues in a way that will resonate with readers.

IMG honors truthfulness and strives to avoid conflicts of interest in our reporting. This includes real conflicts and acts that may appear to be a conflict. To this end, we opt to disclose any relationships with underwriters that could be perceived as complicating our journalistic mission.

Harbor Project Steering Committee Members

On Monday, April 24, Council approved the recommendation of Edgewater Resources for the design and engineering phase of the Harbor Redevelopment Project. I've attached the summary I provided to Council their proposal and explanation for their recommendation.

It is now time for the Village to create a Project Steering Committee that will work closely with Edgewater Resources to help guide the process of finalizing the design and details of the project. I propose that this Committee is made up of members from the Planning Commission, DDA, and Parks & Rec. Completing the Steering Committee is the Village's Project Manager Cynthia Cutright and Utilities Manager Chris Heiden, and a member of the LBA.

We will closely consult with our Police Chief, Fire Chief, and members of the Environmental and Garden Club as we begin working through specifics of the design. It should also be noted, there will be multiple public engagement sessions held over the next several months for resident updates and feedback.

I am requesting each Village board/commission to nominate one (1) member to serve on this committee and recommend that one (1) member be nominated as a sub to provide a full committee should the regular attending member be unavailable.

The Steering Committee should plan to meet twice per month, once likely in-person and once via Zoom/Teams. That member would be responsible for updates to their board/commission and gathering feedback for future meetings.

Once all members are selected, I will reach out to the group to find what days/times work for our two monthly meetings and provide all coordination between the committee and Edgewater.

Please let me know if you have any questions. I am looking forward to working with this great group!

Best,
Cynthia

For voting on this committee member: every member that is interested should be able to put their name out there at the meeting and then do a voting process for on who should join.

For example: use a secret ballot and have each member write two names – most votes gets primary, second most gets backup. Each member needs to write their own name on the ballot, so we know who voted for who for record-keeping/Open Meeting Act purposes. All with the goal of keeping this an open and fair process.

Harbor Redevelopment Design Engineering Proposal Summaries

On March 31, 2023, the Village of Lexington opened bids for professional design and engineering services for the Harbor Redevelopment Project. It is being recommended that the Village of Lexington award Edgewater Resources this bid in the amount of \$289,000.

Edgewater Resources is being recommended for this bid not only as the lowest bidder but because of their extensive knowledge of the harbor redevelopment project, having been involved with both the Village of Lexington and the Michigan DNR for a number of years during the development of the Harbor Master Plan. Edgewater Resources has integral knowledge of the plans and stakeholders for the harbor redevelopment project. Their proposal details desire for community and stakeholder input during the design and development stage. They have also been previously retained by the Michigan DNR for the marina redevelopment portion of the Master Plan, which is beneficial in that they have key knowledge of DNR's plans and needs.

Below is a summary of each proposal:

EDGEWATER RESOURCES | \$289,000

Edgewater Resources has broken down their proposals into seven tasks: project initiation, inventory of existing conditions, schematic design, design development, construction documents, bidding, and construction administration.

Key deliverables in each of these areas include: detailed project schedule, regularly occurring stakeholder meetings, design graphics, two public meetings, preparation of up to three refined concepts based on committee input and guidance, production of construction drawings and bid documents, construction cost estimates, support during and through bid process, and representation throughout construction process.

Edgewater's kick-off meeting includes determining project schedule, confirming stakeholder engagement plan, define guiding goals and themes, and establish milestones to measure progress. Edgewater would like to identify additional internal/municipal stakeholders and key external stakeholders to form a Stakeholder Committee that will meet up leading up to the bidding process. During the inventory of existing conditions phase, Edgewater will conduct a site visit, meet with the Stakeholder Committee, and hold an evening public open house for members of the community.

Edgewater then moves into the two design phases which includes bi-weekly virtual Stakeholder Committee meetings and two public meetings. Design schematics will be refined based on feedback. Upon final design development, Edgewater will provide cost estimates, civil engineering plans, landscape and hardscape plans, and code compliance plans. Moving into the construction document phase, the bi-weekly virtual Stakeholder meetings continue with final approval to move to the bidding stage. During the bidding process, Edgewater will facilitate a pre-bid meeting, answer contractor questions, and attend post-bid interviews, if necessary. Edgewater's construction administration plan includes observing progress of General Contractor and regular site visits.

ROWE PROFESSIONAL SERVICES | \$302,400

ROWE Professional Services has broken down their proposal into six phases: kick-off meeting and base plans, preliminary design, construction documents, permitting, bidding, and construction support.

Key deliverables in each of these areas include: detailed project schedule, inventory of existing conditions, completion of up to two schematic plans, stakeholder meetings, preparation of construction documents for bid, preparation of permits, assistance through the bidding process, and assistance through the construction process.

ROWE's kick-off meeting includes verifying scope and schedule, conducting a site visit, and collecting additional pertinent information to the site and project. ROWE will complete up to two schematic site plans for the site, using the master plan as guidance. Based upon approval of the layout, ROWE would obtain 10-12 soil borings for testing to determine soil and groundwater condition which will guide decisions on final design work. This design phase includes up to three in-person meetings and two virtual progress meetings. The final design phase includes the creation of a construction plan package that will be used during the bidding process. During the bidding process, ROWE will assist with advertisement of the bids and address bidder questions. They will then provide construction support during the post-award process including attending a pre-construction meeting and project management of the construction contractor on a fee schedule of up to 310 hours (200 ROWE hours and 110 WTA Architect hours).

ANDERSON, ECKSTEIN & WESTRICK, INC. (AEW, INC.) | \$472,000

AEW, Inc. has broken down their proposals into six phases: project kick-off, information gathering, site boundary and topographic survey, site geotechnical investigation, conceptual design and engineering, final site plan, construction documents, and construction administration/field services.

Key deliverables in each of these areas include: site visit and kick-off meeting, inventory of existing conditions, soil brings and surveys, conceptual design and site plan development, one public workshop, meetings with Village staff and committees, creation of construction bid documents, and construction administration through the construction process.

AEW, Inc. would facilitate with key Village personnel a project kick-off meeting to confirm scope of services, establish project goals, discuss design considerations, and address additional background, as available. A specific project timeline would be developed during this time. AEW would then enter into the information gathering phase which includes current site plans, existing facilities, and lighting and irrigation layouts.

From there, site boundary and topographic surveys will be completed, along with a site geotechnical investigation. Upon receipt of those surveys, AEW will develop a conceptual site plan with Village guidance. One public workshop will be held for feedback and input, before finalizing the plan with Village stakeholders. Upon finalization of the plan and approval to move forward with the bid, AEW will prepare project plans for the construction bid documents. The AEW team will assist the Village through the bid and award process with answering contractor questions and coordinating pre-construction meetings. During the construction process, AEW (through their contact with BMJ Engineering) will perform full-time inspection.