

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

**DATE OF MEETING:** Wednesday, February 12, 2025  
**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:** Bender, Bales, Kaatz, Westbrook, McGovern, Zysk, Diener, DeCoster

**ATTENDANCE:**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES** – Motion to approve the December 11, 2024 minutes as presented. (Pgs. 1-2)

**PUBLIC COMMENT** –

**REVIEW OF FINANCIAL INFORMATION** – Motion to approve the financials as presented. (Pgs. 3-7)

**UNFINISHED BUSINESS: (Pgs. 8-38)**

1. **Summer & Fall Flower RFP** – McGovern/Bender
2. **Village Green Improvement Budget** – McGovern
3. **Façade Grant (Matt McDonald)** – McGovern
4. **Façade Grant Changes** – McGovern/Bender/Westbrook

**NEW BUSINESS: (Pgs. 39-50)**

1. **Revitalization Incentive Grant Proposal** – McGovern
2. **2025 Fireworks Contract** – Motion to approve the 2025 Fireworks Contract with 5K Treasures, Inc. in the amount of \$18,000.00.
3. **Budget Amendments** –
  - a. Motion to approve \$10,067.00 for the Village Green Lease; amend item in 24/25 budget.
  - b. Motion to approve \$22,000.00 for 2025 4<sup>th</sup> of July up-front expenses; amend item in 24/25 budget. Expenses are expected to be recouped through fundraising.
4. **Budget Committee** – Motion to form a budget committee.
5. **Assistant to the Manager Funding** – McGovern/Fisher
6. **Sanilac County Best of the Best** – McGovern
7. **Parking / Better Wayfinding / Observations & Recommendations** – McGovern
8. **MDA Spring Workshop** – Motion to approve \$150.00 for McGovern to attend the MDA Workshop.

**CORRESPONDENCE** – Thank you from Blue Water Folk Society

**PUBLIC COMMENT**

**ADJOURNMENT**

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

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

**ROLL CALL:** by Vicki Scott

**PRESENT:** Bales, Westbrook, McGovern, Diener, DeCoster, Kaatz

**ABSENT:** Bender, Drouillard, Zysk

**OTHERS PRESENT:** L. Adams

**ATTENDANCE:** Motion by McGovern, seconded by Bales, to excuse Bender, Drouillard, Zysk.  
All Ayes  
Motion carried

**APPROVAL OF AGENDA:**

**MOTION** by DeCoster, seconded by Diener, to approve the agenda as presented.

All Ayes

Motion Carried

**APPROVAL OF MINUTES:**

**MOTION** by Bales, seconded by Kaatz, to approve the November 13, 2024 minutes as presented.

All Ayes

Motion Carried

**PUBLIC COMMENT:**

- Larry Adams (7311 Lake) – commented on the KLA wireless microphone.

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

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

Roll Call:

Ayes: DeCoster, McGovern, Diener, Bales, Westbrook, Kaatz

Nays: None

Motion Carried

**UNFINISHED BUSINESS:**

1. **Christmas Decorations** – McGovern explained the Christmas decorations looked great this year. Discussion followed moving up the date next year for putting up the lights on the buildings. There needs to be a point of contact next year for whoever is chosen to do the lights. Board members discussed having the building lights up and operational by November 10, 2025. The garland should be done closer to November 21, 2025 so it stays fresh.
2. **Harbor Project Update** – Fisher explained the Harbor Committee met and decided the color scheme should be close to the color of the new DNR building. Kaatz explained we just received word that we received \$300,000.00 from the DNR Trust Fund Grant. Discussion followed.

**NEW BUSINESS:**

1. **KLA Invoice** – McGovern explained this is our yearly maintenance fee for the speaker system.

**MOTION** by McGovern, seconded by Westbrook, to approve the KLA Invoice in the amount of \$1,285.40.

Roll Call:

Ayes – McGovern, Westbrook, Kaatz, Bales, Diener, DeCoster

Nay – None

Motion carried

2. **Village Green Improvement Budget** – McGovern explained we need to start thinking about what we would like to do to improve the Village Green lot and how much that would cost. Discussion followed. Board members agree to bring this item back next month with some ideas.

3. **Summer & Fall Flower RFP** – McGovern explained it is that time of year to send out the RFPs for summer and fall flowers. McGovern stated we kept the RFP the same as last year just changing the dates.

**MOTION** by Bales, seconded by Diener, to send out the RFP for the summer and fall flowers.

All Ayes

Motion carried

4. **2025 Meeting Dates** –

**MOTION** by McGovern, seconded by DeCoster, to approve the 2025 Meeting Dates as presented.

All Ayes

Motion carried

5. **Resignation (Doug Drouillard)** –

**MOTION** by DeCoster, seconded by Bales, to accept Doug Drouillard’s resignation.

All Ayes

Motion carried

6. **Façade Grant Recommended Changes** – McGovern recommended the following changes under the eligible costs for level 3 grants; removing “new or replacement of HVAC systems”, and adding landscape maintenance & minor roof repair. Lengthy discussion followed on other changes. Board members decide to form a sub committee to work on these changes and bring back to the DDA Board.

**MOTION** by Diener, seconded by Bales, to form a sub committee consisting of Westbrook, McGovern, and Bender to work on changes to the façade grant rules.

All Ayes

Motion carried

**CORRESPONDENCE:**

**PUBLIC COMMENT:**

- Larry Adams (7311 Lake) – commented on drawings he presented for the Village Green.
- Peter Muoio (7276 Lester) – commented on establishing a major grant and a study for parking on Huron Ave.
- Kathy DeCoster – commented on the planters for the light poles do not have Christmas decorations.

**ADJOURNMENT:** McGovern adjourned the meeting at 6:44 p.m.

Respectfully submitted

Vicki Scott

L NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 01/31/2025	YTD BALANCE 01/31/2025	% B DGT USED
		ORIGINAL BUDGET	AMENDED BUDGET			
und 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
evenues						
ept 248 - ****DDA EXPENSES****	DDA TAXES FROM VILLAGE	96,992.00	96,992.00	0.00	89,188.88	91.95
48-248-402.500	DDA TAXES FROM TOWNSHIP	104,341.00	104,341.00	31,845.55	95,953.36	91.96
48-248-477.000	INTERNET REVENUE	0.00	0.00	0.00	0.00	0.00
48-248-642.000	DONATIONS	0.00	0.00	0.00	0.00	0.00
48-248-642.002	PARADE FEE	0.00	0.00	0.00	0.00	0.00
48-248-642.003	SPONSORSHIP - JULY 4TH FIRE WORKS	0.00	0.00	0.00	175.00	100.00
48-248-665.000	INTEREST EARNED	0.00	0.00	0.00	5,530.00	100.00
48-248-686.500	MISC ACCT OF REVENUE	10,000.00	10,000.00	0.00	10,526.45	105.26
48-248-699.000	TRANSFER IN OPEN ACCOUNT	1,000.00	1,000.00	0.00	1,630.66	163.07
48-248-699.101	TRASFER IN FROM GENERAL FUND FOR CAPITA	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00
total Dept 248 - ****DDA EXPENSES****		212,333.00	212,333.00	31,845.55	203,004.35	95.61
OTAL REVENUES						
		212,333.00	212,333.00	31,845.55	203,004.35	95.61
xpnditures						
ept 248 - ****DDA EXPENSES****	ADMINISTRATIVE REIMBURSEMENT	33,905.00	33,905.00	2,825.42	19,777.94	58.33
48-248-699.940	DPW WAGES	25,000.00	25,000.00	1,067.84	15,866.62	63.47
48-248-702.600	MATCH - SOCIAL SECURITY	1,963.00	1,963.00	80.59	1,304.27	66.44
48-248-709.100	MICH EMP SEC COM	150.00	150.00	18.07	106.04	70.69
48-248-710.500	DPW-WATER WAGES OVERTIME	0.00	0.00	0.00	1,325.47	100.00
48-248-713.650	PENSION	2,402.00	2,402.00	266.44	1,537.96	64.03
48-248-715.401	AXA EQUITABLE MATCH	900.00	900.00	42.45	614.84	68.32
48-248-716.401	BLUE CROSS	5,400.00	5,400.00	303.69	2,973.48	55.06
48-248-719.200	LIFE INSURANCE	280.00	280.00	0.00	147.97	52.85
48-248-724.300	SUPPLIES	0.00	0.00	0.00	0.00	0.00
48-248-729.200	CHRISTMAS SUPPLY	20,000.00	20,000.00	37.95	3,679.57	100.00
48-248-779.000	COMPUTER-HARDWARE-SOFTWARE	2,000.00	2,000.00	692.58	2,488.61	12.44
48-248-802.000	AUDIT	0.00	0.00	0.00	0.00	0.00
48-248-802.200	CONTRACTED SERVICES	10,000.00	10,000.00	0.00	2,980.00	29.80
48-248-811.000	LEGAL	1,000.00	1,000.00	0.00	(450.00)	(45.00)
48-248-850.000	PHONE/INTERNET EXPENSE	0.00	0.00	0.00	0.00	0.00
48-248-852.100	MUSIC	500.00	500.00	0.00	0.00	0.00
48-248-861.000	MILEAGE	0.00	0.00	0.00	0.00	0.00
48-248-880.100	ADVERT/PUBLICATIONS	10,000.00	10,000.00	110.00	110.00	0.00
48-248-909.500	EDUCATION AND TRAINING	500.00	500.00	0.00	645.89	129.18
48-248-915.000	MEMBERSHIP/DUES	200.00	200.00	0.00	350.00	175.00
48-248-934.000	LANDSCAPING MAINTENANCE	15,000.00	15,000.00	0.00	6,280.00	41.87
48-248-937.100	DDA SERVICE PROVIDED BY VILLAGE	0.00	0.00	0.00	0.00	0.00
48-248-940.700	DPW EQUIPMENT	15,000.00	15,000.00	1,040.18	16,682.86	111.22
48-248-940.800	VILLAGE GREEN RENT	0.00	0.00	1,258.33	5,033.32	100.00
48-248-955.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
48-248-956.200	DONATION	15,000.00	15,000.00	0.00	0.00	0.00
48-248-967.000	DDA GRANT	40,000.00	40,000.00	0.00	19,414.89	48.54
48-248-977.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
total Dept 248 - ****DDA EXPENSES****		199,200.00	199,200.00	7,743.54	100,869.73	50.64
OTAL EXPENDITURES						
		199,200.00	199,200.00	7,743.54	100,869.73	50.64



PERIOD ENDING 01/31/2025

L NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 01/31/2025 INCREASE (DECREASE)	YTD BALANCE 01/31/2025 NORMAL (ABNORMAL)	% B DGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET			
und 248	- DOWNTOWN DEVELOPMENT AUTHORITY					
und 248	- DOWNTOWN DEVELOPMENT AUTHORITY:					
	OTAL REVENUES	212,333.00	212,333.00	31,845.55	203,004.35	95.61
	OTAL EXPENDITURES	199,200.00	199,200.00	7,743.54	100,869.73	50.64
	ET OF REVENUES & EXPENDITURES	13,133.00	13,133.00	24,102.01	102,134.62	777.69

User: SHELLY

DB: Village Of Lexington

TRANSACTIONS FROM 01/01/2025 TO 01/31/2025

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
01/01/2025			<b>248-248-699.940 ADMINISTRATIVE REIMBURSEMENT</b>		BEG. BALANCE		16,952.52
01/31/2025	GJ	JE	ADMIN. REIMBURSEMENT JAN 2025	3266	2,825.42		19,777.94
01/31/2025			248-248-699.940	END BALANCE	2,825.42	0.00	19,777.94
01/01/2025			<b>248-248-702.600 DPW WAGES</b>		BEG. BALANCE		14,798.78
01/08/2025	PR	CHK	SUMMARY PR 01/08/2025		571.77		15,370.55
01/15/2025	PR	CHK	SUMMARY PR 01/15/2025		287.70		15,658.25
01/22/2025	PR	CHK	SUMMARY PR 01/22/2025		169.27		15,827.52
01/29/2025	PR	CHK	SUMMARY PR 01/29/2025		39.10		15,866.62
01/31/2025			248-248-702.600	END BALANCE	1,067.84	0.00	15,866.62
01/01/2025			<b>248-248-709.100 MATCH - SOCIAL SECURITY</b>		BEG. BALANCE		1,223.68
01/08/2025	PR	CHK	SUMMARY PR 01/08/2025		43.13		1,266.81
01/15/2025	PR	CHK	SUMMARY PR 01/15/2025		21.73		1,288.54
01/22/2025	PR	CHK	SUMMARY PR 01/22/2025		12.79		1,301.33
01/29/2025	PR	CHK	SUMMARY PR 01/29/2025		2.94		1,304.27
01/31/2025			248-248-709.100	END BALANCE	80.59	0.00	1,304.27
01/01/2025			<b>248-248-710.500 MICH EMP SEC COM</b>		BEG. BALANCE		87.97
01/08/2025	PR	CHK	SUMMARY PR 01/08/2025		9.72		97.69
01/15/2025	PR	CHK	SUMMARY PR 01/15/2025		4.89		102.58
01/22/2025	PR	CHK	SUMMARY PR 01/22/2025		2.88		105.46
01/29/2025	PR	CHK	SUMMARY PR 01/29/2025		0.58		106.04
01/31/2025			248-248-710.500	END BALANCE	18.07	0.00	106.04
01/01/2025			<b>248-248-713.650 DPW-WATER WAGES OVERTIME</b>		BEG. BALANCE		1,325.47
01/31/2025			248-248-713.650	END BALANCE	0.00	0.00	1,325.47
01/01/2025			<b>248-248-715.400 PENSION</b>		BEG. BALANCE		1,271.52
01/08/2025	PR	CHK	SUMMARY PR 01/08/2025		168.03		1,439.55
01/15/2025	PR	CHK	SUMMARY PR 01/15/2025		64.08		1,503.63
01/22/2025	PR	CHK	SUMMARY PR 01/22/2025		34.33		1,537.96
01/31/2025			248-248-715.400	END BALANCE	266.44	0.00	1,537.96
01/01/2025			<b>248-248-716.401 AXA EQUITABLE MATCH</b>		BEG. BALANCE		572.39
01/08/2025	PR	CHK	SUMMARY PR 01/08/2025		21.27		593.66
01/15/2025	PR	CHK	SUMMARY PR 01/15/2025		12.00		605.66
01/22/2025	PR	CHK	SUMMARY PR 01/22/2025		7.09		612.75
01/29/2025	PR	CHK	SUMMARY PR 01/29/2025		2.09		614.84
01/31/2025			248-248-716.401	END BALANCE	42.45	0.00	614.84
01/01/2025			<b>248-248-719.200 BLUE CROSS</b>		BEG. BALANCE		2,669.79
01/08/2025	PR	CHK	SUMMARY PR 01/08/2025		165.14		2,834.93
01/15/2025	PR	CHK	SUMMARY PR 01/15/2025		76.82		2,911.75
01/22/2025	PR	CHK	SUMMARY PR 01/22/2025		50.75		2,962.50
01/29/2025	PR	CHK	SUMMARY PR 01/29/2025		10.98		2,973.48
01/31/2025			248-248-719.200	END BALANCE	303.69	0.00	2,973.48
01/01/2025			<b>248-248-724.300 LIFE INSURANCE</b>		BEG. BALANCE		147.97
01/31/2025			248-248-724.300	END BALANCE	0.00	0.00	147.97
01/01/2025			<b>248-248-752.000 SUPPLIES</b>		BEG. BALANCE		3,641.62
01/08/2025	AP	INV	MULTI FUNDS	IMT 192 DEC 2024	37.95		3,679.57
01/31/2025			248-248-752.000	END BALANCE	37.95	0.00	3,679.57
01/01/2025			<b>248-248-779.000 CHRISTMAS SUPPLY</b>		BEG. BALANCE		1,796.03
01/08/2025	AP	INV	MULTI FUNDS	4291 DUE 1-22-25	162.68		1,958.71
01/08/2025	AP	INV	MULTI FUNDS	4291 DUE 1-22-25	400.80		2,359.51
01/08/2025	AP	INV	MULTI FUNDS	4291 DUE 1-22-25	399.96		2,759.47
01/08/2025	AP	INV	MULTI FUNDS	4291 DUE 1-22-25		270.86	2,488.61
01/31/2025			248-248-779.000	END BALANCE	963.44	270.86	2,488.61
01/01/2025			<b>248-248-802.200 CONTRACTED SERVICES</b>		BEG. BALANCE		2,980.00
01/31/2025			248-248-802.200	END BALANCE	0.00	0.00	2,980.00
01/01/2025			<b>248-248-811.000 LEGAL</b>		BEG. BALANCE		(450.00)
01/31/2025			248-248-811.000	END BALANCE	0.00	0.00	(450.00)
01/01/2025			<b>248-248-880.100 ADVERT/PUBLICATIONS</b>		BEG. BALANCE		0.00
01/08/2025	AP	INV	ADVERTISING	369273	110.00		110.00
01/31/2025			248-248-880.100	END BALANCE	110.00	0.00	110.00
01/01/2025			<b>248-248-909.500 EDUCATION AND TRAINING</b>		BEG. BALANCE		645.89
01/31/2025			248-248-909.500	-5-D BALANCE	0.00	0.00	645.89

User: SHELLY

DB: Village Of Lexington

TRANSACTIONS FROM 01/01/2025 TO 01/31/2025

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
01/01/2025			<b>248-248-915.000 MEMBERSHIP/DUES</b>		BEG. BALANCE		350.00
01/31/2025			248-248-915.000	END BALANCE	0.00	0.00	350.00
01/01/2025			<b>248-248-934.000 LANDSCAPING MAINTENANCE</b>		BEG. BALANCE		6,280.00
01/31/2025			248-248-934.000	END BALANCE	0.00	0.00	6,280.00
01/01/2025			<b>248-248-940.700 DPW EQUIPMENT</b>		BEG. BALANCE		15,642.68
01/31/2025	GJ	JE	DPW EQUIPMENT REIMBURSEMENT JAN 2025	3267	1,040.18		16,682.86
01/31/2025			248-248-940.700	END BALANCE	1,040.18	0.00	16,682.86
01/01/2025			<b>248-248-940.800 VILLAGE GREEN RENT</b>		BEG. BALANCE		3,774.99
01/29/2025	AP	INV	FEB 2025	FEB 2025	1,258.33		5,033.32
01/31/2025			248-248-940.800	END BALANCE	1,258.33	0.00	5,033.32
01/01/2025			<b>248-248-967.000 DDA GRANT</b>		BEG. BALANCE		19,414.89
01/31/2025			248-248-967.000	END BALANCE	0.00	0.00	19,414.89
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					8,014.40	270.86	100,869.73

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001.100	EASTERN MICHIGAN BANK	99,756.93
248-000-017.000	INVESTMENTS IN SECURITIES GOV MIC	0.00
248-000-017.100	POOLED INVESTMENT ACCOUNT GOV.MIC	394,646.96
248-000-018.100	ACCOUNTS RECEIVABLE	0.00
248-000-076.001	DUE FROM LEX TOWNSHIP	0.00
248-000-123.000	PREPAID EXPENSES	0.00
<b>Total Assets</b>		<b>494,403.89</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	0.00
248-000-257.100	ACCRUED WAGES	0.00
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
248-000-390.000	FUND BALANCE ACCOUNT	392,269.27
<b>Total Fund Balance</b>		<b>392,269.27</b>
<b>Beginning Fund Balance</b>		<b>392,269.27</b>
<b>Net of Revenues VS Expenditures</b>		<b>102,134.62</b>
<b>Ending Fund Balance</b>		<b>494,403.89</b>
<b>Total Liabilities And Fund Balance</b>		<b>494,403.89</b>

January 7, 2025

# Bid for Spring/Summer Flowers

Lexington Village

Lexington, MI

## Quote for Spring 2025

34 planter-proven winner supertunias, assorted colors. 34 @ \$100.00 = \$3,400.00

Includes a grass in the center (purple fountain grass).

74 hanging baskets-proven winner supertunias, mixed colors 74 @ \$65.00 = \$4,810.00

~~with vinca-vine.~~

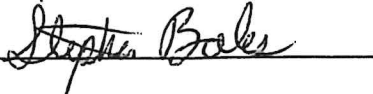
6 wrap-around light pole pots 6@ 90.00 = \$540.00

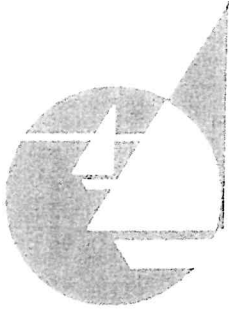
Total- \$8,750.00

Need to have baskets, plugs and planters by March 1<sup>th</sup> 2025.

Croswell Greenhouse

Stephen Bales





## VILLAGE OF LEXINGTON

7227 HURON AVENUE, SUITE 100

LEXINGTON, MICHIGAN 48450

810-359-8631

FAX: 810-359-5622

# REQUEST FOR PROPOSAL FOR THE VILLAGE OF LEXINGTON SUMMER FLOWERS

**Project Contacts:** **Mickey Bender**  
Ph. 810-712-2784  
[mbenderdpw@outlook.com](mailto:mbenderdpw@outlook.com)

## Project background

The Village of Lexington provides for annual summer flowers around our DDA district which consists of 32 large planter pots, 74 hanging baskets and 6 wrap-around light pole pots. The flowers bring color, vibrance and beauty to our streetscape.

## Scope of Work

We ask for services to include:

- Decorate all 32 planter pots, 74 hanging baskets and 6 wrap-around pots with fresh beautiful flowers that will last our summer months. (June-September).
- For the 32 planter pots, include an ornamental grass surrounded by vibrant colored flowers. The ornamental grass provides a modest filler in Fall after the annuals are removed, allowing us to add additional Fall décor if we chose.
- All pots and hanging baskets need to be decorated by Memorial Day unless DDA agrees to postpone due to weather or other unforeseen issue.
- Provide suggestions for maintenance regarding the type of flowers and plants used. Nothing that needs to be deadheaded in the hanging baskets as they are too high to maintain. Suggested watering frequency and nutrient recommendation.

### Optional Fall flowers:

- Replace summer annuals with mums in 32 large planter pots.

## **Proposal to Include**

Proposals shall include:

1. An all-inclusive bid for the summer flowers and labor cost to decorate all 32 planter pots, 74 hanging baskets and 6 wrap-around pots in the Village. We are also seeking out bids for the next two years if a business would be interested in doing so.
2. Separate cost for Fall mums if you choose to bid that option.

## **Qualifications**

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

## **Bid Envelope**

1. The project bids shall be placed in a sealed envelope marked "Summer Flowers".
2. The bid shall include:
  - Total cost for summer flowers.
  - Optional cost for Fall mums.
  - Cost for 2026/27 if willing to submit.
  - Proposed schedule for completion. Must have everything up by May 24, 2025 (the Saturday before Memorial Day).
  - Completed contractor requirements form. (attached).

## **Closing**

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

Please submit your response to the Village of Lexington office, care of the DDA, no later than 1:00pm on Tuesday, January 7, 2025. No faxed copies of submittals will be accepted. The Village of Lexington DDA reserves the right to accept or reject any or all proposals; to waive irregularities or informalities; and to award proposals as deemed in the best interest of the DDA. The Village of Lexington's DDA shall not be responsible for the cost of preparation of proposals.



# Village of Lexington Contractor Requirement Checklist

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

## **1. Insurance**

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

## **2. Safety**

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

## **3. Equipment**

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

## **4. Qualification**

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

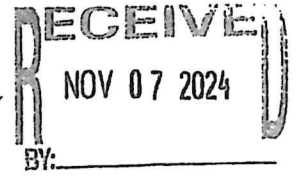
## **5. Utility Liability**

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

## **6. Initiation of Work Payment**

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

**Signature of Contractor:** \_\_\_\_\_ **Date:** \_\_\_\_\_



LEXINGTON DOWNTOWN DEVELOPMENT AUTHORITY

FACADE IMPROVEMENT PROGRAM APPLICATION

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

Information and Attachments

- 1. Name of Applicant: Matt McDonald
- 2. Address of Applicant: 3153 Babcock Lexington MI 48450
- 3. Phone Number: 313 218 5231
- 4. Property Owner: M3R Lex LLC
- 5. Phone Number of Property Owner(s): 313 218 5231
- 6. (a) Property Address: 5520 Main St  
 (b) Property Parcel ID Number: 152-320-000-057-00
- 7. Describe the Project (attach additional pages if needed): We are incorporating a mural on the side of the building to advertise the beauty of Lexington to make a known spot for tourist to take photos and spread the word about Lexington Ability to QR Code to animate and engage visitors on a high level.
- 8. (a) Proposed Project Start Date: \_\_\_\_\_  
 (b) Proposed Project End Date: \_\_\_\_\_
- 9. Describe how the Project meets the purposes of the Façade Improvement Program: This project's <sup>sole</sup> purpose is to enhance the downtown appeal.

10. Attach two (2) written cost estimates, with breakdowns of the cost by category.

- 11. Attach a copy of the deed to the property.
- 12. Attach a written statement from the property owner indicating that he/she approves of the project.
- 13. Describe any conditions of blight existing at the property: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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

16. Describe long-lasting improvements made by the project: The effects of this project will last long after the paint dries. This will become a staple of Lexington and homage to our beautiful community!

**Certifications.**

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

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

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

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

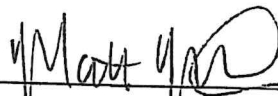
The applicant(s) understands that any financial assistance provided by the DDA or the Village of Lexington shall be limited to the amount granted by the DDA under the Façade Improvement Program.

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

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

**APPLICANT(S)**

DATE: 11-7-24

  
PRINT NAME: Matt McDonald  
TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_

STATE OF MICHIGAN)

) ss

COUNTY OF Sanilac)

On this 7<sup>th</sup> day of November, 2024, before me a Notary Public in and for said County and State, appeared Matthew McDonald, to me personally known, who, being by me sworn, did say that he/she is the Applicant submitting this Application, together with all its attachments.

Vicki A. Scott  
Notary Public, Sanilac County, Michigan  
My Commission Expires Dec 1, 2027

Vicki A. Scott  
Notary Public  
Sanilac County, Michigan

My Commission Expires: 12-1-27 Acting in Sanilac County

THIS SECTION FOR DDA USE ONLY

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

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

Grant Approved By DDA Board:  Yes  No

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



LEXINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
FACADE IMPROVEMENT PROGRAM POLICY

ARTICLE I  
INTRODUCTION

The Lexington DDA was created to promote and enhance the commercial core of the community, to preserve public investment and to improve the viability of businesses within the DDA district.

This facade improvement program establishes criteria and procedures for evaluating facade improvement proposals requesting the use of DDA Facade Improvement Program funding. The criteria set forth herein should be considered guidelines for preparing an application only; compliance with the criteria does not guarantee approval of a request for DDA Facade Improvement Program funding. Development projects supported by the policy are anticipated to be ones that make permanent or long-lasting improvements to the aesthetic conditions of the district.

ARTICLE II

PURPOSES

The DDA recognizes the following purposes for the use of DDA Facade Improvement Program funding towards facade improvements:

1. To encourage the redevelopment of deteriorated or otherwise blighted real property and to stimulate economic development in the downtown district by assisting projects which promote long-term economic growth and diversity in the downtown district.
2. To stimulate increased private investment in areas that would have otherwise remained undeveloped or underdeveloped and which will in the long term provide a significant source of additional tax revenues to all taxing entities.

Proposal Date: November 2, 2024 (Proposal is valid for 30 days)

# MURAL PROPOSAL CONTRACT

for  
M & R Lex LLC



Presented to:

Client Name  
David Rickerman / Matt McDonald  
M & R Lex LLC  
5520 Main St. Lexington, MI 48450

Presented By:

Ryan DeMattio  
DEMATTIO ARTS LLC  
663 Pemberton  
Grosse Pointe Park, MI  
48230



## OVERVIEW

Client wishes to enhance their space with original artwork in the form of a wall mural painted by Ryan DeMattio (Artist).

Wall to be painted is outdoors and is sized 24' x 50' (1200 Square Feet). The mural wall will be cleaned & paint-ready, prepared with pressure washing by artist.

Artist will strategically plan, design and paint (Artwork) in the theme of Lexington wave idea from customer.

## PROJECT SCOPE OF WORK

Artist will provide (included in price):

- Art direction and strategy that articulates Client's desired theme
- Sketch process between Artist and Client, for Client approval prior to painting. Up to three (3) sketch changes made by client are included. (Changes beyond three sketches will incur an additional \$200/sketch fee)
- Mural painting on location
- All Painting Materials
- Salary/Expense of assistant(s) if applicable
- Rental of scaffolding/lift, if applicable
- Artist Travel Expenses

Artist does not include in this proposal:

- Unplanned complex painting design changes made by Client which requires additional mural work
- Liability insurance
- Local or state fees or licensing
- Unforeseen additional work due to adverse conditions on surface that may require extraneous labor
- Artist would not be responsible should vandalism or an Act of God impede upon process, production or final product



**PRICING**

Entire project as described in this proposal priced at \$23,500

A non-refundable installment payment of \$500 is required to begin the sketch process and produce the color rendering.

A second installment payment of \$11,500 is required to schedule the painting and order supplies.

Final payment of \$11,500 is due no later than the last day of mural painting.

Any late payments shall incur a \$25 per week late fee.

Payment shall be made to: DEMATTIO ARTS LLC, by check or cash

*Pricing is based on the details provided in this proposal. Should the project scope expand or change while in process, additional pricing will apply.*

**NEXT STEPS:**

To proceed to the Sketch phase, next steps are:

- Client accepts by signing this Agreement and emailing to ryandemattio11@gmail.com
- Submit installment payment of \$500

**PROPOSED TIMELINE**

Our estimated timeline for this project is as follows:

Phase	Activities	Completion
Sketch Process	Artist researches, strategizes best layout. Creates rough sketches, submits for Client feedback, creates new sketches until final is approved by Client	Winter 2024
Painting Process	After Client approves final sketch and pays 2 <sup>nd</sup> installment, a date will be determined; Artist proceeds to paint mural	Approximately 2 weeks, weather permitting in spring 2025

---

**TERMS AND CONDITIONS:**

**ARTIST REPRESENTATION:**

Artist represents to Client that Artist will be the sole creator of the Artwork and sole owner of the copyrights and that the Artwork does not infringe upon any statutory copyright or any other right whatsoever.

**COPYRIGHTS AND COPYRIGHT NOTICE:**

Artist retains copyrights to Artwork and all reproduction rights. Printed articles and/or online platforms showing the Artwork shall legibly indicate artist's copyright notice: "Artwork © DEMATTIO ARTS."

**EARLY TERMINATION/KILL FEE/ACT OF GOD:**

Installment payments are non-refundable.

In the event Client terminates the Artwork project after Artist has completed 50% of the Artwork, a Kill Fee of 75% of the remaining amount due of the total price is due upon termination.

Artist would not be responsible should vandalism or an Act of God impede upon the project.

**LIABILITY:**

Artist agrees to keep public safety in mind during the painting of the mural. However, Artist assumes no liability for incidents that occur on Client property before, during or after the process of painting the mural.

Client is responsible to secure any required government agency approval for mural, if applicable.

Ryan DeMattio  
11/2/24 Lake Effect Mural Project

---

**ACCEPTANCE OF PROPOSAL**

Client: M & R Lex LLC  
Contact: David Rickerman  
Date: 11/2/2024  
Project: Wall Mural

---

**DESCRIPTION OF SERVICES**

Wall mural at Client's location, as described in this proposal

---

**METHOD OF PAYMENT**

A non-refundable installment payment of \$500 is required to begin the sketch process and produce the color rendering.

A second installment payment of \$1,500 is required to schedule the painting and order supplies.

Final payment of \$11,500 is due no later than the last day of the mural painting.

Payment shall be made to DEMATTIO ARTS LLC 663 Pemberton, Grosse Pointe Park, Michigan 48230, by Check or Cash. Tax ID# 99-2851676

---

**PROPOSAL AND TERMS ACCEPTED BY:**

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

**PROPOSAL AND TERMS ACCEPTED BY:**

\_\_\_\_\_  
Artist

\_\_\_\_\_  
Date

Other options...

**Overlay vinyl matrix for windows**

- o \*some additional cost
- o Allows mural image to be visually unbroken by building structures (windows)

**Brand XR virtual reality enhancement**

- o Ability with QR code to animate and engage visitors on a higher level
- o Ability to further point customers to sister business location downtown Lexington
- o Next level uniqueness!
- o Approximately \$5k in additional cost
- o Approximately 4 weeks production



SANILAC COUNTY  
 SEPTEMBER 10, 2019  
 RECEIPT #98481

STATE OF MICHIGAN \$ 220.00-CO  
 REAL ESTATE \$ 1500.00-ST  
 TRANSFER TAX STAMP \* 19010



LIBER 1414 PAGE 233

2019 SEP 10 PM 2:18



RECEIVED FOR RECORD  
 MICHELE VANNORMAN, REGISTER OF DEEDS  
 SANILAC COUNTY, MICHIGAN  
 09/10/2019 2:27:48 PM

**WARRANTY DEED**

KNOW ALL PERSONS BY THESE PRESENTS: That **Wayne E. Meyers and David Meyers, as joint tenants with full rights of survivorship** whose address is 2416 E Sanilac Rd Carsonville, MI 48419 Convey(s) and Warrant(s) to **M & R Lex L.L.C.** whose address is 19960 Wedgewood Drive, Grosse Pointe Woods, MI 48236 the following described premises situated in the Village of Lexington, County of Sanilac, and State of Michigan to-wit:

The North one-half of Lot 57, excepting the West 27 feet thereof, Commisioner's Plat in partition in the Estate of Samuel W. Munro, according to the plat thereof recorded in Liber 5 of plats page 84, Sanilac County Records.

Commonly known as: 5520 Main St, Lexington, MI 48450  
 Tax Parcel # 152-320-000-057-00

for the consideration of: **Two Hundred Thousand and 00/100 Dollars (\$200,000.00)**

subject to easement, use, building, and other restrictions of record, if any.

Dated: September 05, 2019

Signed and Sealed:

Wayne E. Meyers  
 Wayne E. Meyers

Wayne E. Meyers, attorney-in-fact for David Meyers  
 David Meyers, by Wayne E. Meyers,  
 his Attorney in Fact

Date September 10 2019

I hereby certify that I have searched the records in my office relating to the description of the lands in the within instrument and from such examination it appears that the real property taxes have been fully paid for the five years preceding the date of this instrument. This certification does not include taxes, if any, now in the process of collection by the City, Village, or Township Treasurer.

BY: Muditha Bowler  
 SANILAC COUNTY TREASURER




(Warranty Deed (page 2) dated: September 05, 2019  
between Wayne E. Meyers, David Meyers, Seller(s) and M & R Lex L.L.C., Purchaser(s).)

STATE OF MICHIGAN

COUNTY OF Sanilac

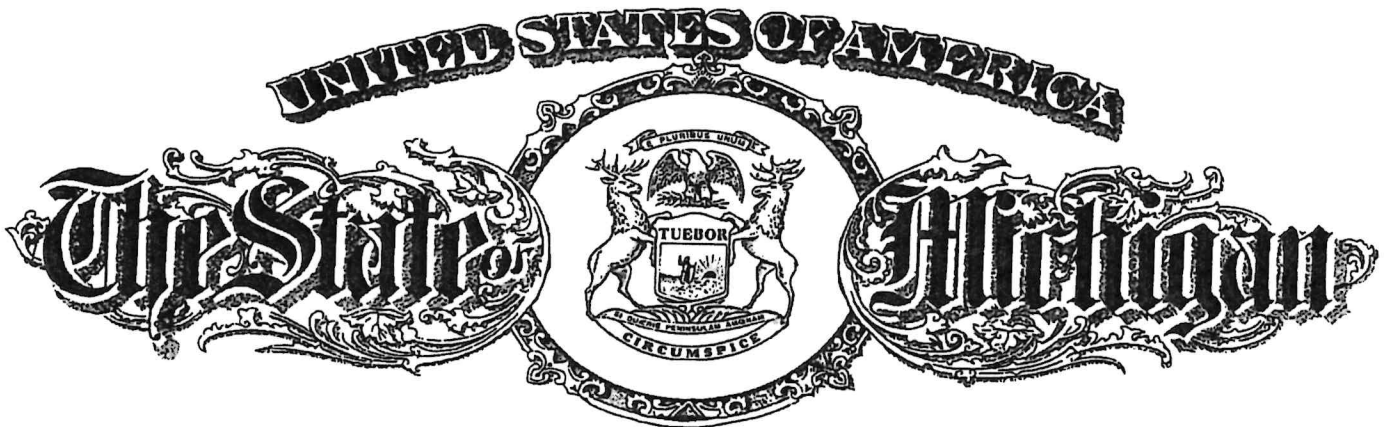
The foregoing instrument was acknowledged before me on September 05, 2019, by  
Wayne E. Meyers, David Meyers.

Notary Signature:   
Notary Name Printed:  
Notary ~~Sanilac~~ County, Michigan  
Acting In ~~Sanilac~~ County  
My commission expires: 7.3.23

A. WHALING, Notary Public  
State of Michigan, County of St. Clair  
My commission expires July 3, 2023  
Acting in the County of Sanilac

File No. 268875MAR

Drafted by:	Return to:
Wayne E. Meyers 2416 E Sanilac Rd Carsonville, MI 48419	M & R Lex L.L.C. 19960 Wedgewood Drive Grosse Pointe Woods, MI 48236
County Treasurer's Certificate	City Treasurer's Certificate



**Department of Licensing and Regulatory Affairs**  
Lansing, Michigan

*This is to Certify That*  
**M & R LEX L.L.C.**

*was validly authorized on July 31, 2019, as a Michigan*  
**DOMESTIC LIMITED LIABILITY COMPANY**  
*and said limited liability company is validly in existence under the laws of this state and has satisfied its*  
*annual filing obligations.*

*This certificate is issued pursuant to the provisions of 1993 PA 23 to attest to the fact that the company is*  
*in good standing in Michigan as of this date.*

*This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit*  
*given it in every court and office within the United States.*



*Sent by electronic transmission*

Certificate Number: 24110046008

*In testimony whereof, I have hereunto set my hand,*  
*in the City of Lansing, this 4th day of November, 2024.*

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

Verify this certificate at: URL to eCertificate Verification Search <http://www.michigan.gov/corpverifycertificate>.



# Mural Information

1 message

Matt McDonald <


Tue, Jan 28, 2025 at 11:13 AM

Hi Mike,

I reached out to April Cutler and spoke to her about providing a quote. She wanted to know what our current quote was and when I told her she declined to provide a quote saying she would be way over that on costs as most people don't have the equipment and she would need to rent a bunch of equipment to even paint it. So, she said she would be willing to talk to you or the board but she is not interested in providing a quote. She did send me the graphic below indicating a price guide for murals. She said due to wind and sun ours would be "D" for pricing. In addition, we located a second website that gives standard quotes for murals. <https://www.davisimages.com/murals/prices.html>

On both of these examples the quote we received from Ryan Demattio is lower than either of these guides.

I hope this helps. Thanks Mike!



ARTISTICO, INC.  
by

*mural*  
PRICING CHART

<i>Artistico</i>	A	B	C	D
<b>UNDER 200 SQFT.</b>	\$20/sqft	\$25/sqft	\$30/sqft	\$35/sqft
<b>OVER 200 SQFT.</b>	\$15/sqft	\$20/sqft	\$25/sqft	\$30/sqft
*includes designing revisions, materials & labor  Additional costs may be required for equipment rentals travel or other expenses	Basic design. Enlarging existing image. 1-3 colors. Simple shapes, logos, lettering etc.	Design includes some detail such as shading, blending colors or semi-realistic imagery.	Designs with attention to details. May include animals, people, architecture or multiple images.	Designs with a heavy attention to detail. Multiple images, fine line work. Realistic imagery

# DAVIS IMAGES

HOME  
CONTACT

ABOUT

PRICES

GALLERY

FAQ



## MURAL PRICING:

**Mural pricing is determined by four factors:**

1. location and footage
2. cost of materials
3. intricacy of design
4. working conditions

The initial consultation is free. We will discuss the project so that you have a time and cost estimate. The customer will be shown sketches and design ideas to determine the exact design for their murals.

### Payment:

Once we have reached an agreement to start your **mural**, a contract will be presented which details work to be done and project start and end dates.

A 50% downpayment will be required at the start of the project. The deposit is used to purchase the supplies needed to complete your project and to schedule your **murals**

Once all the work has been completed, payment in full will be expected. (We can work out a payment plan if that will help you bring you child's dreams to life with paint)

### Mural Cost:

The basic cost for most murals run **\$10-\$20 per square foot.**

Prices vary depending on the difficulty or intricacy of the design.

There may be additional charges depending on working conditions such as restricted hours of operation, cramped spaces or driving time and distance.

Pricing includes all materials. However, certain items, such as specialized equipment or scaffolding needed to complete the job will be added to the price of the paint cost estimate.

Before your **wall mural** project begins it will be assumed that there is a base coat of paint on the wall and a cleared work space.

Please move as much furniture out of the room as possible

Any prep painting, wall patching, or wall preparation will be an additional fee.

Prep painting may include filling holes in walls, texturizing and putting a primer or basecoat on the wall.

If you have a tight budget, to lower your cost, I suggest preparing the wall and painting the basecoat yourself.

Whether your project is big or modest, every mural is important to me and no job is too small for consideration. I'll work with you to give you a great design for your budget. The majority of my projects tend to be above the **\$800** range. However, I am happy to scale my designs to suit smaller budgets.

For lower cost mural options, starting at the **\$200 price range**, be sure to check out the inventive **Mural Windows**.

Some elements which play in the estimate of a mural's price are the dimensions of the space, the style, and the amount of detail desired. We will be happy to discuss all the considerations and choices that can help minimize your mural's cost.

## How to Measure Square Footage:

Measure the length and height of the wall to be painted. Multiply both numbers together. That will give you the square footage to be painted. To get a price estimate, multiply the square footage times the cost per square foot. Prices range from \$10 to \$20 per square foot for **wall murals**.

A 50 square foot wall at the lowest price (low detail) is \$500.00. At the highest price (high detail), the same wall would cost \$1500.00.

Most **children's wall murals** fall into the \$10-\$20 price range.

If you know your square footage already...check out the **wall mural** pricing chart.

## Mural Pricing Chart

\*This chart does not show all pricing or mural sizes, but just low, middle and high ranges.  
\* Other factors may contribute to the cost----see bottom of chart for more information.

Basic fees run \$10-\$30 per sq. foot.

<b>DIMENSIONS</b>	<b>Square Footage</b>	<b>\$10.00 PRICE</b>	<b>\$20.00 PRICE</b>	<b>\$30.00 PRICE</b>
<b>3ft. x 4ft.</b>	<b>12ft.</b>	<b>\$120.00</b>	<b>\$240.00</b>	<b>\$360.00</b>
<b>3ft. x 5ft.</b>	<b>15ft.</b>	<b>\$150.00</b>	<b>\$300.00</b>	<b>\$450.00</b>

LEXINGTON DOWNTOWN DEVELOPMENT AUTHORITY

**FACADE IMPROVEMENT PROGRAM APPLICATION**

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

Information and Attachments

1. Name of Applicant: \_\_\_\_\_
2. Address of Applicant: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_
4. Property Owner: \_\_\_\_\_
5. Phone Number of Property Owner(s): \_\_\_\_\_
6. (a) Property Address: \_\_\_\_\_  
(b) Property Parcel ID Number: \_\_\_\_\_
7. Describe the Project (attach additional pages if needed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Attach drawings, renderings, photos with mark-ups, or a sketch depicting the work to be performed. Additionally, please include one or more photos of the current state.
9. (a) Proposed Project Start Date: \_\_\_\_\_  
(b) Proposed Project End Date: \_\_\_\_\_
10. Describe how the Project meets the purposes of the Facade Improvement Program:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Attach two (2) or more written cost estimates, with breakdowns of the cost by category.
12. Attach a copy of the deed to the property.

13. Attach a written statement from the property owner indicating that he/she approves of the project.

14. Describe any conditions of blight existing at the property:

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---

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

~~16. If the applicant is a business entity, attach evidence that it is currently in good standing.~~

17. Describe long-lasting improvements made by the project:

---

---

---

### Certifications.

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

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

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

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

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

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

APPLICANT(S)

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

STATE OF MICHIGAN)

COUNTY OF \_\_\_\_\_)

On this day of \_\_\_\_\_, 2\_\_\_\_, before me a Notary Public in and for said County and State, appeared to me personally known, who, being by me sworn, did say that he/she is the Applicant submitting this Application, together with all its attachments.

\_\_\_\_\_

Notary Public

\_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_ Acting in \_\_\_\_\_ County

THIS SECTION FOR DDA USE ONLY

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

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

Grant Approved By DDA Board: \_\_\_\_\_ Yes \_\_\_\_\_ N

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





## LEXINGTON DOWNTOWN DEVELOPMENT AUTHORITY FACADE IMPROVEMENT PROGRAM POLICY

### ARTICLE I INTRODUCTION

The Lexington DDA was created to promote and enhance the commercial core of the community, to preserve public investment and to improve the viability of businesses within the DDA district.

This facade improvement program establishes criteria and procedures for evaluating facade improvement proposals requesting the use of DDA Facade Improvement Program funding. The criteria set forth herein should be considered guidelines for preparing an application only; compliance with the criteria does not guarantee approval of a request for DDA Facade Improvement Program funding. Development projects supported by the policy are anticipated to be ones that make permanent or long-lasting improvements to the aesthetic conditions of the district.

### ARTICLE II PURPOSES

The DDA recognizes the following purposes for the use of DDA Facade Improvement Program funding towards facade improvements:

1. To encourage the redevelopment of deteriorated or otherwise blighted real property and to stimulate economic development in the downtown district by assisting projects which promote long-term economic growth and diversity in the downtown district.
2. To stimulate increased private investment in areas that would have otherwise remained undeveloped or underdeveloped and which will in the long term provide a significant source of additional tax revenues to all taxing entities.
3. To correct and prevent deterioration in the downtown district.
4. To encourage historic preservation.

### ARTICLE III

## FACADE IMPROVEMENT USES OF DDA FUNDING

Grant types and Levels include:

Level 1 - Design Incentives Available Up to \$2500

- Exterior Design Assistance
- Signage Improvement

Level 2 - Business Start Up Incentives up to \$5000

- Retail Start-Ups
- Arts, Culture and Creative Businesses
- Incubators
- Pop-ups

Level 3 - Design Incentives for matching funds up to, but not exceeding \$10,000

- Facade Improvement
- Expansion / Development

Eligible Cost for Level 1 Grant

- Professional design fees
- Exploratory research costs related to historically significant buildings
- Restoration of historically significant signage
- New signage installation
- Signage lighting and electrical

Eligible Cost for Level 2 Grants

- All items in Level 1
- Repair, replacement or addition of windows, doors, walls, or other appropriate architectural elements
- Interior painting
- Interior lighting
- Conversion of storefront
- Restoration of historic elements
- Construction or installation of ADA facilities
- Construction of or installation of publicly accessible bathrooms
- ~~• Installation or upgrades to energy efficient heating and cooling systems~~
- Installation of fixed artwork
- ~~• Installation of bike racks~~

- All materials and labor for work performed in association with above mentioned improvements

Eligible Costs for Level 3 Grant - matching fund grant up to \$10,000

- All items in Level 1
- Repair, replacement or addition of roofing, windows, doors, walls or other appropriate architectural elements
- ~~New or replacement of HVAC systems~~
- Total Exterior or complete single facade painting
- Awnings or exterior canopies
- Masonry repair, cleaning or paint removal
- Conversion of storefront
- Restoration of historical elements
- Removal of historically inaccurate facade treatments
- Exterior landscaping, hardscaping, outdoor cafes or seating areas
- Construction or installation of ADA facilities
- Installation of fixed artwork
- ~~Installation of bike racks~~
- All materials and labor for work performed in association with above mentioned improvements
- New Construction

DDA Facade Improvement Program funding shall not be used for routine maintenance, which includes, but is not limited to, the following: touch up painting of structures, landscaping maintenance, minor roofing repair, parking lot maintenance, such as seal coating and striping, or other improvements of a temporary nature. Notwithstanding the foregoing, the Board may consider these uses if it is found that they are necessary to preserve and achieve the purposes put forth in Article II.

#### ARTICLE IV APPLICATION REQUIREMENTS AND APPROVAL PROCESS

##### A. Application and Mandatory Criteria

All Designs and Facade Improvement Grants must adhere to the DDA design guidelines: <https://villageoflexington.com/wp-content/uploads/2021/12/2022-0303-Lexington-Design-Guidelines-final.pdf>. The DDA will use these Design Guidelines and the Village of Lexington's codes to judge grant awardees. Each person or entity seeking to use DDA Facade Improvement Program funding must submit a completed application to the DDA to be reviewed by the DDA Board at the next scheduled meeting. Incomplete applications, or applications that do not meet these requirements

shall be rejected. The application must demonstrate how the proposal conforms to and facilitates the purposes of the DDA Facade Improvement Program and must contain the following:

1. The name of the owner of the property where the project is located, the property address, parcel ID number, and applicant's telephone number.
2. The application must be dated, notarized, and signed by a person having the authority to enter into legally binding contracts on behalf of the applicant.
3. A detailed project description including drawings, renderings, photos with mark-ups or sketches, ~~including a legal description of the development area, a description of~~ describing the proposed work to be performed, the proposed starting and completion dates for the project, and the name of any architect or firm designing the project.
4. A description of how the project's use of DDA Facade Improvement Program funding meets the purposes of the Facade Improvement Program as set forth in Article II.
5. Two (2) or more written estimates of the cost of the project provided by outside contractors, including a cost breakdown by category, such as electrical, carpentry, masonry, or other projected costs. If it is impossible to get two quotes, provide the reason why, and provide documentation showing costs for similar work (materials and/or labor) to prove you've done due diligence and to assist the DDA in understanding the specifics of your project and determining the award.
6. Evidence of the following:
  - a. Title to the property.
  - b. Written approval of the proposed changes from the property owner.
  - c. The property is located within the DDA district.
  - d. All personal and real property taxes are paid up to date.
  - e. Payment of all special assessments are current.
  - f. If the applicant is a business entity, such as a corporation or LLC, a certificate of good standing from the State of Michigan.
7. A statement that the project complies with and shall continue to comply with all Village of Lexington regulations, codes and ordinances.
8. Other material that the DDA considers pertinent in order to make an informed decision.

## B. Discretionary Criteria

The following criteria, if present, will be considered by the DDA, and shall be given such weight as the DDA deems appropriate when awarding DDA Facade Improvement Program funding. Failure to meet these criteria shall not preclude a grant of DDA Facade Improvement Program funding

1. The building or site that is to be redeveloped displays conditions of blight.
2. The project involves the startup of an entirely new business or business operation at an existing location within the Village of Lexington and will result in the rehabilitation of that location.
3. The project involves the expansion of an existing business located within the district.
4. The project is a permanent or long-lasting improvement to the DDA District.

## C. Approval Process

If the application meets the requirements of this Article IV, the DDA shall consider the application. The Board shall then review the application for DDA Facade Improvement Program funding and determine whether to approve or deny it. A majority of a quorum of the Board must approve the grant of DDA Facade Improvement Program funding. The Board's decision shall be based on the extent to which the application meets the requirements listed above and supports the purposes of the Facade Improvement Program and the DDA's strategic plans and goals for the DDA district. If the Board approves the application, the application shall become a contract, binding on the applicant and property owner. A tax-exempt entity which meets the criteria established in this Policy shall be eligible to receive DDA Facade Improvement Program funding, at the discretion of the DDA.

The DDA will not consider a grant application for facade improvements after the commencement of work or labor, or the purchase of materials, except as provided for in section a. below.

- a. When an application for a grant was not timely filed, an applicant may file an application along with a notarized statement of facts explaining the delay, subject to the restriction and limitation imposed by Section b below.

The Board may consider the length and the reasons for the delay in deciding whether to accept a delayed application for consideration. However, acceptance of a delayed application shall not be construed or implied to mean that (1) the delayed application has been accepted by the Board for grant consideration or (2) the DDA will approve the request for DDA Facade Improvement Program funding.

- b. Notwithstanding anything contained herein to the contrary, the DDA shall not accept or consider any application filed more than ninety (90) days after the commencement of work or labor or the purchase of materials.

## ARTICLE V AWARD OF GRANTS

### A. Payment of DDA Facade Improvement Program Grant

All grants awarded shall only be paid upon completion of the project and the submission by the applicant of paid invoices for the project and proper documentation to the DDA. An applicant may file an explanation, along with a notarized statement of facts explaining a hardship which would necessitate the award of the grant prior to the completion of the project and an early award be initiated at the DDA Board's discretion.

### B. Financial Responsibilities

1. The applicant shall be responsible for acquiring all other necessary financing. Except for the grant awarded hereunder, the Village of Lexington and the DDA assume no responsibility or liability whatsoever for any obligations of the applicant and/or property owner.
2. If the property owner(s) sell the property within three (3) years after the award of the facade grant, the facade grant is forfeited and the grantee(s) must reimburse the DDA the full amount of the facade monies granted.

### C. Limitation of Grant Awards

1. There are three types of grants: Level 1 through 3, each designed to promote a specific improvement. Each level has its own award duration as follows.
  - a. Level 1 – Exterior Design Assistance & Signage. Allowed only once for any given property owner, zoning parcel, or tax parcel. Receipt of a Level 1 grant does not preclude grantee from applying for a Level 2 or Level 3 grant at any time.

- b. Level 2 – Business Start-Up Incentives: Allowed only once for any given Business Start-Up. Only one (1) grant shall be awarded to that business owner during the one (1) year period, commencing on the date of the grant of DDA Facade Improvement Program funding.
- c. Level 3 – Design Incentives for matching funds: Only one (1) grant shall be awarded to any property owner, zoning parcel, or tax parcel during any two (2) year period, commencing on the date of the grant of DDA Facade Improvement Program funding.

~~Only one (1) grant of DDA Facade Improvement Program funding for facade improvements shall be awarded to any property owner, zoning parcel, or tax parcel during any eighteen (18) month period, commencing on the date of the grant of DDA Facade Improvement Program funding.~~

- 2. The number and amount of grants are limited to the monetary amounts remaining within the annual DDA budget specified for the DDA Facade Grant Program, as set forth herein and at the discretion of the DDA.



LEXINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
**Revitalization Incentive Grant**

ARTICLE I  
INTRODUCTION

The Lexington DDA was created to promote and enhance the commercial core of the community, to preserve public investment and to improve the viability of businesses within the DDA district.

This Revitalization Incentive Grant establishes criteria and procedures for evaluating and financially supporting major renovations or new construction projects on private parcels within the DDA boundary, identified by the DDA as perfect candidates for Revitalization.

ARTICLE II  
PURPOSES

The DDA recognizes the following purposes for the use of DDA Revitalization Incentive Grant:

1. To promote the redevelopment of deteriorated or otherwise blighted real property and to stimulate economic development in the downtown district.
2. To stimulate increased private investment in areas that would have otherwise remained undeveloped or underdeveloped and which will in the long term provide significant strategic value to the Village of Lexington.
3. To correct and prevent deterioration in the downtown district.
4. To encourage historic preservation.

ARTICLE III  
USES OF DDA FUNDING

Design Incentives for subsidizing funds up to, but not exceeding \$50,000

- Village promoted Improvement



- Village promoted Expansion / Development
- Development / Improvement with significant impact upon the image or operation of the DDA district

Eligible Costs for subsidized grant up to \$50,000

- Restoration of entire facade
- New Construction
- Village specified changes

#### ARTICLE IV REQUIREMENTS AND APPROVAL PROCESS

A. Criteria

B. Discretionary Criteria

C. Approval Process

#### ARTICLE V AWARD OF GRANTS

A. Payment of DDA Facade Improvement Program Grant

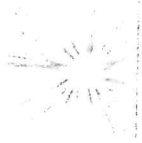
All money awarded shall only be paid upon completion of the project and the submission of paid invoices for the project and proper documentation to the DDA.

B. Financial Responsibilities

1. The applicant shall be responsible for acquiring all additional necessary financing. Except for the incentive awarded hereunder, the Village of Lexington and the DDA assume no responsibility or liability whatsoever for any obligations of the applicant and/or property owner.

C. Limitation of Grant Awards

1. The number and amount of grants are limited to the monetary amounts remaining within the DDA Strategic Surplus carried over from previous years, as set forth herein and at the discretion of the DDA. Funds are not taken from, or budgeted for, from the current year's DDA budget.



5K Treasures Inc.  
 220 W Walker rd  
 Sandusky, MI 48471  
 (810) 705-0426

### Contract Service Agreement

This contract is between 5K Treasures Inc. (herein referred to as "5K"), a Michigan based company with its principal place of Business at 220 W Walker Rd Sandusky, MI 48471 AND

Name of Sponsoring Organization: Village of Lexington  
 (Herein referred to as 'Sponsor')

Sponsor Contact Name: Lori Fisher

Mailing Address of Sponsor: 7227 Huron Ave

Email Address of Sponsor: manager@villageoflexington.com Sponsor Phone: 810-359-8631

Billing Contact Name: \_\_\_\_\_  
 (If different from above)

Billing Address: \_\_\_\_\_  
 (If different from above)

Billing Email Address: \_\_\_\_\_ Billing Phone: \_\_\_\_\_  
 (If different from above) (If different from above)

5K will supply the professional fireworks display(s) listed below including all necessary fireworks materials, equipment and personnel in accordance with the specifications agreed to by the parties.

#### 1. Display

<u>Display Date</u>	<u>Rain Date</u>	<u>Total Budget</u>	<u>Deposit amt.</u>	<u>Deposit Due Date</u>
July 4, 2025	TBD	\$18,000.00	\$10,000.00	upon signing contract
July 4, 2026	TBD	\$18,900.00	\$10,000.00	February 27, 2026
July 4, 2027	TBD	\$19,800.00	\$10,000.00	February 26, 2027

#### 2. Contract Period

This contract will be for three years.

### **3. Budget**

The Budget is \$18,000.00 increasing 5% yearly. If a budget larger than that listed under section 1 is available, additional fireworks will be added to increase the size and dramatic impact of the display.

### **4. Payment**

A Deposit of \$10,000.00 is due upon signing the contract. Final payment is due 5 days prior to each display date. The display shall not be fired until payment in full is made.

### **5. Licenses and Insurance**

5K shall carry and maintain applicable licenses, permits and insurance policies including general liability, auto and workers' compensation as required by law to conduct professional fireworks displays. 5K shall supply a certificate of general liability insurance in the amount of \$6,000,000.00 naming the Sponsor and any entity as required or requested for each display, as additional insured. A \$2,500.00 deductible will be paid by sponsor if a claim is made.

### **6. Inclement Weather**

5K will make every attempt to execute all fireworks displays as scheduled. 5K reserves the right to postpone a display for safety hazards caused by inclement weather. The Sponsor shall cover the additional costs reasonably incurred by shooting the display on a mutually agreed upon alternate date, The additional cost for shooting the display on an alternate date shall not exceed 10% of the display budget. The alternate date must fall within 90 days of the original display date or the display is subject to permanent cancellation.

### **7. Cancellation**

The following fees schedule will apply should the Sponsor elect to cancel a display included in this contract. Cancellation 120 or more days prior to display date shall result in a cancellation fee of 10%. Cancellation within 120 days of the display date shall result in a cancellation fee of 25%. Cancellation within 5 days of the display date shall result in a cancellation fee of 50%. Displays postponed due to inclement weather not rescheduled for a date within 90 days following the original display date are subject to a cancellation fee of 50%.

### **8. Safety & Workflow**

NFPA 1123: Code for Fireworks Display shall be followed at all times. All work shall be performed in a thoroughly workmanlike manner and in accordance with the highest standards of quality for such work. 5K personnel shall wear identifying name badges and/or shirts while working on site. Under no circumstances shall any person under the influence of drugs or alcohol be allowed within the setup area. Following the display 5K will inspect the fallout area for unexploded items or other hazards resulting from the fireworks display. The Sponsor shall conduct a final inspection of the display fallout area the morning following the display.

### **9. Security**

The Sponsor and 5K will share responsibility ensuring that no unauthorized person enters the display setup area unless the person is escorted by, and supervised by a member of the fireworks setup crew. During the display, the Sponsor agrees to furnish police and/or crowd security persons, ensuring adequate patrol of the fallout area until 5K advises that security is no longer necessary.

5K reserves the right to pause the display in the event that unauthorized persons enter the secured fallout area.

#### **10. Force Majeure**

5K will take all reasonable steps to complete its obligations under this contract. However, 5K shall not be held responsible for failure to perform its obligations under this contract if such failure is a result of an act of God including extreme weather, natural disaster, terrorism, war, or any extraordinary circumstance beyond its control.

#### **11. Hold Harmless**

5K agrees to indemnify and hold harmless the Sponsor, its agents and employees, against any and all liability claims, damages, losses, expenses and costs, including attorney fees that arise out of the display(s) which are the subject of this agreement. The Sponsor agrees to give 5K prompt notice of any claims or demands and to cooperate with 5K, its insurance carrier, or its successors in interest or assigns, if any, in the defense of any such claims and/or demands.

The Sponsor agrees to indemnify, and hold 5K harmless against any and all liability claims, damages, losses, expenses and costs, including attorney fees that arise out of the display(s) which is subject of this agreement which is caused by the Sponsor and/or its agents, servants or employee's negligence or failure to adhere to its responsibilities under this agreement,

#### **12. Terms & Conditions**

This agreement shall be governed by and construed in accordance with the laws of the state of Michigan. This agreement is non-binding irrespective of endorsement until a deposit (as per section 4) has been satisfied and notice presented by 5K.



### **Assistant to the Manager**

#### **Position Summary:**

Responsible for performing a variety of assignments and projects in support of the Village Manager/Village Administration. Able to work independently on research and special projects, assist with report preparation, planning and coordinating special events, utilizing strong written, verbal and technical skills.

Reports To: Village Manager

Status: Part-time non-union hourly employee

Hours: 16-20 Hours per week

#### **Duties and Responsibilities:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all the duties which the employee may be expected to perform.

- Conducts research on ordinances, resolutions, contracts and agreements, performing analysis on municipal best practices as needed for Village Council and other boards and commissions.
- Assists with Planning and Zoning activities and programs, collaborates with Village Manager on draft ordinances, reports and related documentation, works with code enforcement to address critical areas of compliance and zoning violations.
- Helps develop and execute a communication strategy to ensure residents, business owners, visitors and other stakeholders remain informed and engaged.
- Develops, implements, and maintains organizational flow for projects.
- Coordinate events and projects for our Downtown Development Authority.
- Maintain lot records for Lexington North Shore mobile home park, work with residents and coordinate projects and events.
- Other duties as directed.

#### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

- High School Diploma or equivalent (GED)
- Some college preferred or current enrollment



- Managing multiple projects, prioritizing tasks, and meeting deadlines
- Developing and implementing goals, objectives, policies, procedures, work standards, and internal controls
- Strong organizational skills
- Strong written and verbal skills
- Customer Service Skills – Tactful approach with others, treats coworkers and public with respect and consideration, acts with professionalism
- Ability to apply principles, practices and techniques of code compliance, ordinance and enforcement issues
- Knowledge of Microsoft Office and computer skills
- State of Michigan Driver's License

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works mostly in an indoor setting, where standing, bending and moving are required using standard office equipment. The employee is regularly required to talk, hear, and view. Use of hands and ability to reach is required. The employee requires strength to lift and carry up to 30 pounds. The noise level in the work environment ranges from quiet to moderately quiet in most situations. Outside work such as inspecting properties, setting up for events, and measuring are required in all weather conditions.

Must possess a valid driver's license and must pass a drug test and background check.

**Pay: \$**



Michael McGovern <mikemcgovern100@gmail.com>

**Congratulations! Sanilac County Voted You, BEST OF THE BEST! Downtown Shopping District, Sanilac County Vacation Spot**

1 message

Christy Hendrick <chendrick@mihomepaper.com>

Tue, Jan 28, 2025 at 3:38 PM

To: Michael McGovern <mikemcgovern100@gmail.com>, adminassistant@villageoflexington.com, Lexington Biz <lexingtonbiz48450@gmail.com>.

Good afternoon everyone,

How are you doing today? I hope that you are having a great day! I am writing to Congratulate you on winning this year for the Best of Best!! The Sanilac County News will be featuring a special page giving you the opportunity to announce your success and thank your valued customers. I am attaching your Congratulations here for your consideration with prices attached for ad sizes Please let me know if you're interested or have any questions. Our deadline is February 18th. Attached is a #5 sized advertisement that last ran in 2021 by the LBA thanking the county for their support and votes for \$296 in full color or \$244 in bw. Thank you in advance for your time and consideration.

Congratulations,  
Christy

--

Your Buyer's Guide / Sanilac County News / Jeffersonian / Huron County View  
65 S. Elk St., PO Box 72, Sandusky, MI 48471  
810-648-4000  
email: chendrick@mihomepaper.com

**\*\* CONFIDENTIALITY NOTE \*\***

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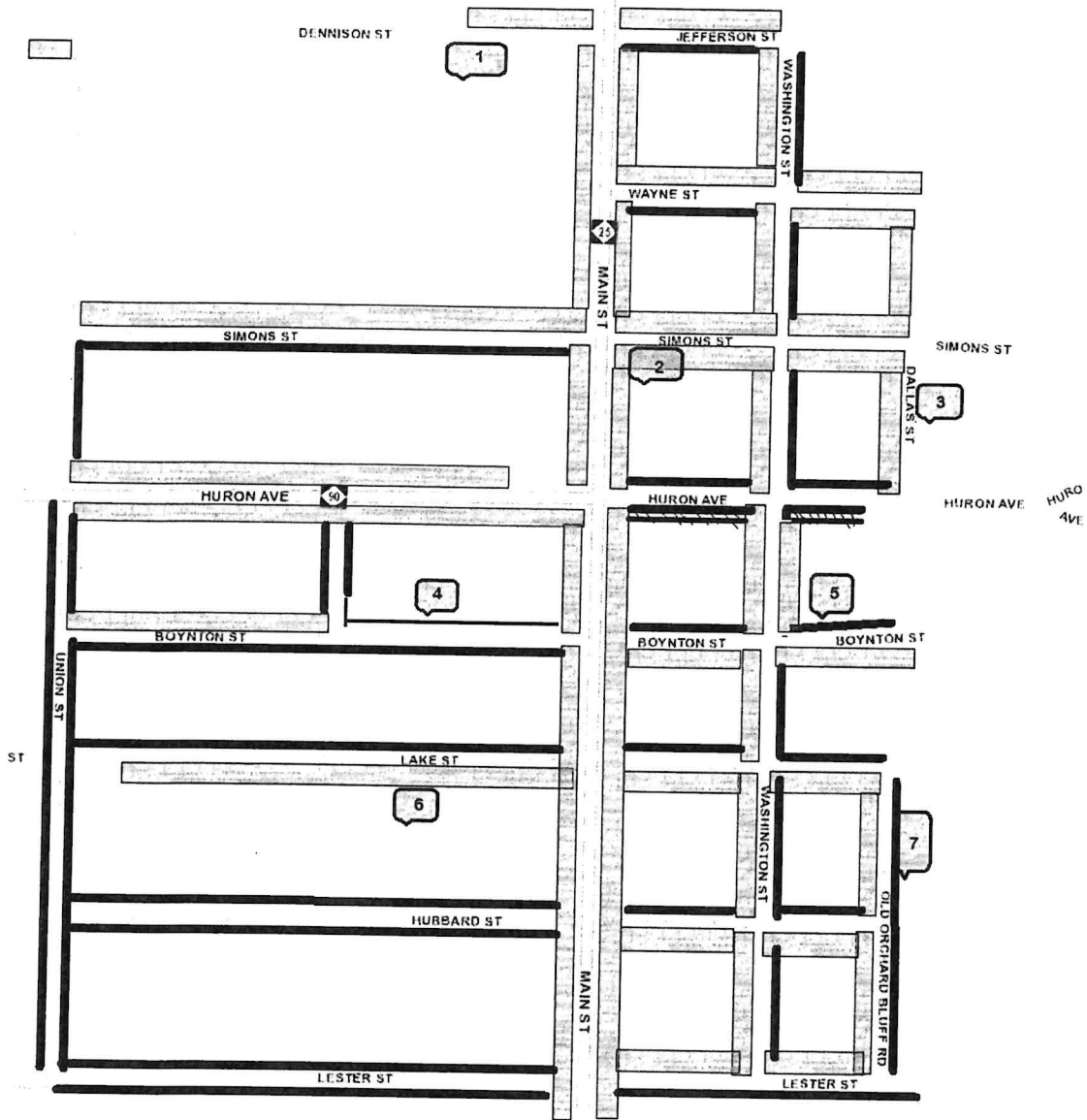
**2 attachments**

 **Lexington District.pdf**  
973K

 **LexingtonBusinessAssoc\_SCN\_022421\_5.pdf**  
580K

***Reference Document for February 2025 DDA meeting***

Parking: Better Wayfinding / Observations & Recommendations (visual of current street parking & no parking designations for quick introduction to parking & wayfinding topic).



Legend:  
No Parking  
Parking Allowed





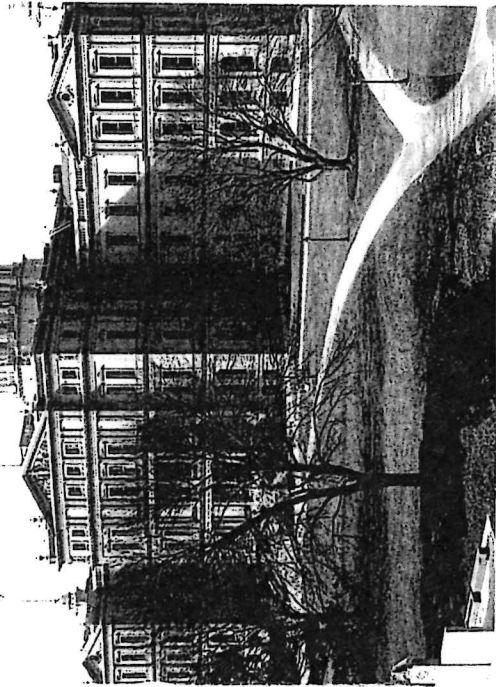
ADVOCACY DAY & SPRING WORKSHOP

March 4 & 5, 2025
Lansing, MI

In-person and Virtual Attendance Option

A Healthy You

Strategies for Sustaining Strong and Vibrant Michigan Towns



Registration Form for Annual MDA Advocacy Day & Spring Workshop:

MDA Member: Lansing Day: \$60 Workshop: \$150 Advocacy Day & Workshop: \$210
MDA Non-Member: Lansing Day \$60 Workshop: \$175 Advocacy Day & Workshop: \$235
Workshop Sponsor (includes one table and one registration): \$300

Virtual Format price is the same.

Sorry, no refunds, but changes to type of registration can be requested. We look forward to hosting a safe and informative event! Please return this form with payment to MDA by February 25, 2025. Make checks payable to the Michigan Downtown Association.

Send payment to: Michigan Downtown Association, P.O. Box 3591, North Branch, MI 48461

director@michigandowntowns.com

Credit Card payments are accepted over the phone at 248-838-9711.

Save time! Register and pay online at https://www.memberleap.com/members/evr/regmenu.php?orgcode=MDTA

Name \_\_\_\_\_

Organization \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

\_\_Visa \_\_MC \_\_Dis \_\_Amex

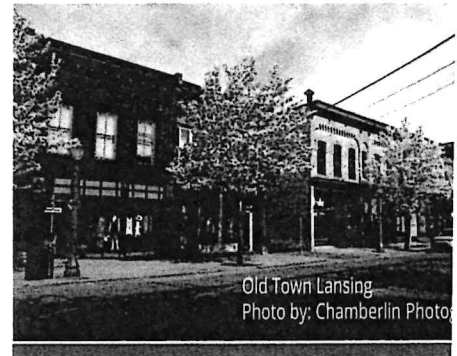
Card No. \_\_\_\_\_

Exp. Date \_\_\_\_\_ Sec. Code: \_\_\_\_\_

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

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

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



Old Town Lansing Photo by: Chamberlin Photo

**TUESDAY, MARCH 4, 2025**

Mackinac Room Anderson House Building  
124 N. Capitol Avenue Lansing, MI 48933  
\$60 includes lunch

10:30 am - 11:00 am  
11:00 am - 12:00 pm

**Registration**  
**Welcome & Introductions**  
Cristina Sheppard-Decius, Chair,  
Michigan Downtown Association

**Legislative Update**  
Nate Mack & James Alt,  
Co-Chairs MDA Legislative Committee

**Key Messages to Share with Lawmakers**  
MDA Legislative Committee

**Luncheon Reception with Legislators**  
Mackinac Room

1:30 pm - 3:00 pm  
Various legislators' offices

**MDA Board of Directors Meeting**  
Mackinac Room

Attendees are welcome to join the meeting.  
**Enjoy Old Town's Retail Establishments**  
Be sure to visit one of the many charming and unique  
retail stores located in Old Town.

**Walking Tour of Old Town**  
Samantha Benson, director of Old Town Commercial  
Association & Main Street Program, will lead us on a  
walking tour of the historic district.  
Meet at Old Town Commercial District office,  
1232 Turner Street, Lansing, MI.

**MDA Meet & Greet**

Join us as we enjoy good company, complimentary  
appetizers, and a cash bar.  
Urban Beat, 1213 Turner Street, Old Town Lansing  
Generously sponsored by Lumecon.

**Spring Workshop:**

**WEDNESDAY, MARCH 5, 2025**

The View, Jackson Field  
505 E. Michigan Ave., Lansing, MI 48912  
\$150 Member / \$175 Non-member

**A Healthy You - Strategies for Sustaining Strong and Vibrant Michigan Downtowns**

Strong Michigan downtowns thrive on the vitality of their people, the resilience of their management organizations, and the strength and soundness of their policies. Join the Michigan Downtown Association (MDA) at our Annual Spring Workshop in Jackson Field in downtown Lansing to uncover best practices for achieving financial stability for staff, maintaining a healthy organizational budget, preserving historic buildings, and safeguarding institutional knowledge. As always, one of the greatest assets of any MDA event is the opportunity to connect with downtown stakeholders from across Michigan, fostering invaluable relationships and sharing insights. Whether you are a seasoned director or new to the profession, this workshop offers tools and connections to help you and your community remain healthy and successful.

8:15 am - 8:45 am  
Continental Breakfast

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

9:10 am - 9:25 am  
9:25 am - 9:40 am  
9:40 am - 10:40 am

**Attendee Introductions**  
**Vendor & Sponsor Introductions**  
**Taking Care of Business (Yours!)**  
Michigan Association each recently conducted a comprehensive survey analyzing the benefits, wages, and educational backgrounds of downtown directors. This data offers invaluable insights into current trends and benchmarks in the industry. By understanding these findings, you can better position yourself during contract negotiations, ensuring your compensation and benefits align with industry standards. In this discussion, we will explore the key results from all three organizations and provide practical strategies to leverage this information to your advantage.

Anne Gentry, Board Member, MDA  
Leigh Young, AICP, Senior Main Street  
Specialist, MEDC  
Annaka Norris, Principal Planner, Planning and  
Local Business, Development Division, Economic  
Development Department, Oakland County  
Jim Alt, Director, Lapeer DDA/Main Street

**Networking Break**

**Healthy Lifestyles for Busy Directors: Simple Strategies for Well-Being**  
In the fast-paced world of leadership, it's easy to put health and wellness on the back burner. This interactive 40-minute session is designed to help busy directors incorporate simple, effective habits into their daily routines. Participants will explore key wellness pillars — including nutrition, movement, sleep, and stress management — all tailored to the realities of a demanding schedule.

Laurn G. Ferro, CEP, DISC Certified Supervisor,  
Learning & Development, Human Resources,  
Oakland County, Michigan

11:30 am - 12:15 pm  
**What is the Health of Your Organization's Institutional Memory?**

Learn how to build and sustain institutional memory in your downtown program! In this session, you'll discover how to document key decisions, prioritize program goals, and leverage your board's strengths to maintain continuity. You will get practical templates for tracking timelines, creating historical records, and framing projects as economic development. You'll leave with actionable strategies and ready-to-use tools to preserve your program's history and vision, ensuring its success long after you've moved on.

Molly LaLone, Director, Southfield DDA  
Samantha Benson, Executive Director,  
Old Town Commercial Association

12:15 pm - 1:15 pm  
**Lunch on Site**

**Legislative Update**  
**Is Your Organization As Financially Stable as it Could Be?**

Tax Increment Financing (TIF) is a powerful tool for supporting downtown organizations, but it is just one of many options available for community economic development. This session will provide an overview of additional methods to



CityPLUSE  
UrbanBeat

establishing Principal Shopping Districts, implementing a 2-mil levy, utilizing bonds, and creating a nonprofit arm for the organization. By exploring these tools, participants will gain a broader understanding of innovative funding approaches to support vibrant and sustainable downtown development.

Heather Hanover, Director, St. John's DDA & PSD  
Annette Knowles, CMSM/MCP/MIPDM  
Kate Litwin, Executive Director, Howell DDA  
& Main Street

**Networking Break**

**Building Strong Michigan Downtowns**  
Whether it's event planning, grant writing, placemaking, or fostering strong relationships, a thriving downtown organization must continually innovate and adapt to meet its community's needs. Recipients of the MDA's 2024 Annual Awards will share the strategies and insights behind their most successful initiatives and projects. This session offers a unique opportunity to learn from proven examples of excellence, gaining inspiration and practical tips to enhance your own downtown efforts and drive impactful results.

Laura Cloutier, Executive Director, Wixom DDA  
& Main Street  
Kate Knight, Executive Director, Farmington DDA  
& Main Street  
Liz Morse, Executive Director, Sparta DDA  
Christian Wuerth, Village Manager, Milford

2:40 pm - 3:45 pm  
**Historic Preservation Designations and Incentives**

What incentives and designations are available to help preserve the historic buildings and sites in your downtown? Brenda Rigdon from the Michigan Historic Preservation Network and Ryan Shucmaker, State Historic Preservation Officer, will explore Historic District Designations, local and national register districts, and the role of reconnaissance and intensive-level studies. Practical insights will also be offered regarding how downtown management organizations can leverage historic preservation designations and incentives to support the restoration and revitalization of downtown buildings. This session will provide a comprehensive understanding of how these tools can drive preservation efforts and enhance community character.

Brenda Rigdon, Executive Director, Michigan  
Historic Preservation Network  
Ryan Schumaker, State Historic Preservation  
Officer, State of Michigan  
Available for MIPDM credit.

**The Top Ten to Thrive**

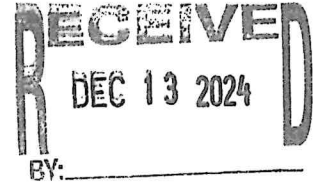
3:45 pm - 4:15 pm  
This fast-paced session will feature some of our most seasoned Downtown professionals, each highlighting a single tip of what it takes to survive and thrive in our field.

Moderator: Jerry Detloff  
Steve Deisler, Comstock Charter Township  
Tina Conner Wellman, Portland  
Becky Goodman, Harbor Springs  
Sam Plymale, Plymouth  
James Alt, Lapeer  
Kate Knight, Farmington  
Joe Gruber, Wyonadotte  
Lori Ward, Northville  
Anne Gentry, Alpena  
Kristi Trevarrow, Rochester

**Closing Remarks**

Dana Walker, Director,  
Michigan Downtown Association

4:15 pm



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Presenting and Promoting Traditional Folk Music in the Thumb

December 11, 2024

Dear Thumbfest Sponsor,

Just a note to wish you a Merry Christmas and Happy New Year and thank you for your 2024 Thumbfest sponsorship. We look forward to 2025 and another successful event.

As you know, Thumbfest is one of the Blue Water area's premier music events held in the Village of Lexington on the Saturday of Labor Day weekend. This event showcases our quaint city on Lake Huron to thousands of people who come from all over to enjoy American roots based music performances.

Your sponsorship is very important to us as Thumbfest is a free, volunteer run, and financially dependent on generous business sponsors like yourselves. Each year it gets harder and harder to successfully raise enough money to put on this annual event. Please keep Thumbfest in mind as you finalize your 2025 business plan and budget.

I will be getting in touch with you in January to get an early start on 2025 Thumbfest fund raising.

Again thanks for your 2024 Thumbfest sponsorship and ongoing support of this event that showcases our wonderful city.

Regards,

Sandra M Warner

2024 Blue Water Society Sponsorship Volunteer

Email: sandrawarner86@gmail.com

Mobile: (586) 944-1169

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Blue Water Folk Society P.O. Box 83 Lexington, MI 48450  
www.bluewaterfolk.org