

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

**DATE OF MEETING:** Wednesday, March 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 February 12, 2025 minutes as presented.

**PUBLIC COMMENT** –

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

**UNFINISHED BUSINESS:**

- 1.
- 2.
- 3.

**NEW BUSINESS:**

1. **Thumbfest Support** – McGovern
2. **Village Green Project Plan & Budget Presentation** – McGovern
3. **MDA Conference Insights on Fundraising & Events** – McGovern
  - a. Organizational Structures
  - b. Financial Management
4. **Harbor Update** – Fisher
5. **DTE Contract Purchase Agreement** – Fisher
6. **RFP for Village Green (Leveling, Grading, & Fill)** – McGovern

**CORRESPONDENCE** – Thank you from Lexington Arts Council

**PUBLIC COMMENT**

**ADJOURNMENT**

**VILLAGE OF LEXINGTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
Village of Lexington – 7227 Huron Ave., Lexington, MI  
February 12, 2025**

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

**ROLL CALL:** by Vicki Scott

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

**ABSENT:** Bales, Zysk

**OTHERS PRESENT:** L. Adams, D. Roehl

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

**APPROVAL OF AGENDA:**

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

All Ayes

Motion carried

**APPROVAL OF MINUTES:**

**MOTION** by Kaatz, seconded by DeCoster, to approve the December 11, 2024 minutes as presented.

All Ayes

Motion carried

**PUBLIC COMMENT:** None

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

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

Roll Call:

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

Nays: None

Motion carried

**UNFINISHED BUSINESS:**

1. **Summer & Fall Flower RFP** – McGovern explained only one RFP came in. This RFP was from Croswell Greenhouse in the amount of \$8,750.00 for summer flowers.

**MOTION** by Bender, seconded by DeCoster, to approve the Croswell Greenhouse bid for the spring/summer flowers for a total cost of \$8,750.00.

Discussion: Board members agreed to follow up and send out another RFP for fall flowers/mums.

Roll Call:

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

Nays: None

Motion carried

2. **Village Green Improvement Budget** – McGovern explained we have been working on this and will follow up next month with a report.

3. **Facade Grant (Matt McDonald)** – Bender explained this mural does not fit in with our current ordinances. Fisher stated Planning has been introduced to changes with our current ordinance that talks about murals. This has not formally been approved. Lengthy discussion followed.

**MOTION** by Bender, seconded by DeCoster to table the facade grant for Matt McDonald's building until we get clarification from Planning and Council, and meets ordinances to move forward.

All Ayes

Motion carried

4. **Facade Grant Changes** – McGovern explained the proposed changes that went into the current facade grant language. Lengthy discussion followed on each proposed change with level 1, 2, and 3.

**MOTION** by DeCoster, seconded by Diener, to approve the facade grant changes and send to Council.

Discussion: Westbrook suggested adding the language "The DDA reserves the right to request additional renderings, photos, or higher-level drawings should we deem it necessary".

**AMEND MOTION:** by DeCoster, seconded by Diener, to approve the facade grant changes and send to Council, including adding the language "The DDA reserves the right to request additional renderings, photos, or higher-level drawings should we deem it necessary".

All Ayes

Motion carried

#### **NEW BUSINESS:**

1. **Revitalization Incentive Grant Proposal** – McGovern explained the DDA is required to include a synopsis of what the DDA plans to do with the fund budget. Discussion followed on the DDA having funds saved to purchase property in the future. Board members agree to forego the idea of a revitalization grant proposal at this time.
2. **2025 Firework Contract** – Fisher explained the dates need to be changed on the contract. Each year the fireworks will be the first Friday of Jul. (July 4, 2025, July 3, 2026 & July 2, 2027). This year's contract cost is \$18,000.00.

**MOTION** by DeCoster, seconded by Diener, to approve the 2025 fireworks contract with the date changes as discussed.

Roll Call:

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

Nays: None

Motion carried

3. **Budget Amendments** – McGovern explained we need to make these budget amendments for the Village Green and 4<sup>th</sup> of July up-front expenses.

**MOTION** by McGovern, seconded by DeCoster, to approve \$10,067.00 for the Village Green Lease; amend item in 24/25 budget.

Roll Call:

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

Nays: None

Motion carried

Discussion: Lori Fisher explained this \$22,000.00 amendment includes the fireworks amount of \$18,000.00.

**MOTION** by Westbrook, seconded by DeCoster, to approve \$22,000.00 for 2025 4<sup>th</sup> of July up-front expenses; amend item in 24/25 budget.

Roll Call:

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

Nays: None

Motion carried

4. **Budget Committee** – McGovern explained its time to start discussing our upcoming budget. In the past we had a subcommittee consisting of VanDyke, Bales, and McGovern look at this and present a draft back to the DDA Board.

**MOTION** by Kaatz, seconded by Bender, to form a budget committee consisting of Bales, Westbrook, and McGovern.

All Ayes

Motion carried

5. **Assistant to the Manager Funding** – McGovern explained Lori Fisher is looking for an assistant to the Manager. Fisher put together a job description; part of the job duties include coordinate events and projects for our Downtown Development Authority. McGovern asked the board thoughts about helping fund this position. Bender explained current employees track their time when working in the DDA District. Kaatz suggested removing coordinate events and projects for the DDA. Discussion followed on DDA hiring an events coordinator separately. Board discussed the assistant to the manager could help assist with a DDA events coordinator. DeCoster noted the Mobile Home Park as their own activities committee. Bender stated the DDA is already paying an administrative fee to the Village. Discussion followed. Fisher noted this has not been through Personnel yet. Kaatz suggested this come back to DDA for consideration of funding. Board is supportive of an assistant to the Manager. McGovern suggested changing it to read assist with coordinating events.

6. **Sanilac County Best of the Best** – McGovern explained the email that was received. McGovern suggested putting a Thank You in the paper along with Arts Council & LBA.

**MOTION** by Bender, seconded by DeCoster, to approve \$296.00 for McGovern to put a letter together to go into Sanilac County Best of Best.

Roll Call:

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

Nays: None

Motion approved

7. **Parking / Better Wayfinding / Observations & Recommendations** – McGovern explained the drawings provided in the packet for parking & no parking. Kaatz suggested working with Chief Sheldon on the parking signs.

8. **MDA Spring Workshop** –

**MOTION** by DeCoster, seconded by Westbrook, to approve \$150.00 for McGovern to attend the MDA Workshop.

Roll Call:

Ayes: DeCoster, Westbrook, Kaatz, Bender, Diener

Nays: None

Abstain: McGovern

**CORRESPONDENCE:** Thank you from Blue Water Folk Society – Board members ask to put this on next month's agenda.

**PUBLIC COMMENT:**

- Larry Adams (7311 Lake) – commented on the Façade Grants, and open meetings act.

**ADJOURNMENT:** McGovern adjourned the meeting at 7:34 p.m.

Respectfully submitted

Vicki Scott

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001.100	EASTERN MICHIGAN BANK	133,388.93
248-000-017.000	INVESTMENTS IN SECURITIES GOV MIC	0.00
248-000-017.100	POOLED INVESTMENT ACCOUNT GOV.MIC	396,201.25
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>529,590.18</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>137,320.91</b>
<b>Ending Fund Balance</b>		<b>529,590.18</b>
<b>Total Liabilities And Fund Balance</b>		<b>529,590.18</b>

GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 02/28/2025 INCREASE (DECREASE)	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 248 - ****DDA EXPENSES****						
248-248-402.500	DDA TAXES FROM VILLAGE	96,992.00	96,992.00	0.00	89,188.88	91.95
248-248-402.600	DDA TAXES FROM TOWNSHIP	104,341.00	104,341.00	37,725.21	133,678.57	128.12
248-248-477.000	INTERNET REVENUE	0.00	0.00	0.00	0.00	0.00
248-248-642.000	DONATIONS	0.00	0.00	0.00	0.00	0.00
248-248-642.002	PARADE FEE	0.00	0.00	0.00	175.00	100.00
248-248-642.003	SPONSORSHIP - JULY 4TH FIRE WORKS	0.00	0.00	0.00	5,530.00	100.00
248-248-665.000	INTEREST EARNED	10,000.00	10,000.00	0.00	12,204.50	122.05
248-248-686.500	MISC ACCT OF REVENUE	1,000.00	1,000.00	0.00	1,630.66	163.07
248-248-699.000	TRANSFER IN OPEN ACCOUNT	0.00	0.00	0.00	0.00	0.00
248-248-699.101	TRASFER IN FROM GENERAL FUND FOR CAPITA	0.00	0.00	0.00	0.00	0.00
Total Dept 248 - ****DDA EXPENSES****		212,333.00	212,333.00	37,725.21	242,407.61	114.16
TOTAL REVENUES		212,333.00	212,333.00	37,725.21	242,407.61	114.16
Expenditures						
Dept 248 - ****DDA EXPENSES****						
248-248-699.940	ADMINISTRATIVE REIMBURSEMENT	33,905.00	33,905.00	2,825.42	22,603.36	66.67
248-248-702.600	DPW WAGES	25,000.00	25,000.00	520.94	16,387.56	65.55
248-248-709.100	MATCH - SOCIAL SECURITY	1,963.00	1,963.00	39.31	1,343.58	68.45
248-248-710.500	MICH EMP SEC COM	150.00	150.00	7.04	113.08	75.39
248-248-713.650	DPW-WATER WAGES OVERTIME	0.00	0.00	0.00	1,325.47	100.00
248-248-715.400	PENSION	2,402.00	2,402.00	86.89	1,624.85	67.65
248-248-716.401	AXA EQUITABLE MATCH	900.00	900.00	23.29	638.13	70.90
248-248-719.200	BLUE CROSS	5,400.00	5,400.00	142.74	3,116.22	57.71
248-248-724.300	LIFE INSURANCE	280.00	280.00	21.13	169.10	60.39
248-248-752.000	SUPPLIES	0.00	0.00	0.00	3,679.57	100.00
248-248-779.000	CHRISTMAS SUPPLY	20,000.00	20,000.00	0.00	2,488.61	12.44
248-248-797.000	COMPUTER-HARDWARE-SOFTWARE	2,000.00	2,000.00	0.00	0.00	0.00
248-248-802.000	AUDIT	0.00	0.00	0.00	0.00	0.00
248-248-802.200	CONTRACTED SERVICES	10,000.00	10,000.00	50.00	3,030.00	30.30
248-248-811.000	LEGAL	1,000.00	1,000.00	0.00	(450.00)	(45.00)
248-248-850.000	PHONE/INTERNET EXPENSE	0.00	0.00	0.00	0.00	0.00
248-248-852.100	MUSIC	500.00	500.00	0.00	0.00	0.00
248-248-861.000	MILEAGE	0.00	0.00	0.00	0.00	0.00
248-248-880.100	ADVERT/PUBLICATIONS	10,000.00	10,000.00	0.00	110.00	1.10
248-248-909.500	EDUCATION AND TRAINING	500.00	500.00	150.00	795.89	159.18
248-248-915.000	MEMBERSHIP/DUES	200.00	200.00	0.00	350.00	175.00
248-248-934.000	LANDSCAPING MAINTENANCE	15,000.00	15,000.00	0.00	6,280.00	41.87
248-248-937.100	DDA SERVICE PROVIDED BY VILLAGE	0.00	0.00	0.00	0.00	0.00
248-248-940.700	DPW EQUIPMENT	15,000.00	15,000.00	350.21	17,033.07	113.55
248-248-940.800	VILLAGE GREEN RENT	0.00	0.00	0.00	5,033.32	100.00
248-248-955.000	MISCELLEANOUS	0.00	0.00	0.00	0.00	0.00
248-248-956.200	DONATION	15,000.00	15,000.00	0.00	0.00	0.00
248-248-967.000	DDA GRANT	40,000.00	40,000.00	0.00	19,414.89	48.54
248-248-977.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2024-25	ACTIVITY FOR		YTD BALANCE	
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET	MONTH 02/28/2025 INCREASE (DECREASE)	02/28/2025 NORMAL (ABNORMAL)	% BDT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		212,333.00	212,333.00	37,725.21	242,407.61	114.16
TOTAL EXPENDITURES		199,200.00	199,200.00	4,216.97	105,086.70	52.75
NET OF REVENUES & EXPENDITURES		13,133.00	13,133.00	33,508.24	137,320.91	1,045.62

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
02/01/2025			<b>248-248-699.940 ADMINISTRATIVE REIMBURSEMENT</b>		BEG. BALANCE		19,777.94
02/28/2025	GJ	JE	ADMIN. REIMBURSEMENT FEB 2025	3295	2,825.42		22,603.36
02/28/2025			248-248-699.940	END BALANCE	2,825.42	0.00	22,603.36
02/01/2025			<b>248-248-702.600 DPW WAGES</b>		BEG. BALANCE		15,866.62
02/05/2025	PR	CHK	SUMMARY PR 02/05/2025		54.53		15,921.15
02/12/2025	PR	CHK	SUMMARY PR 02/12/2025		309.19		16,230.34
02/19/2025	PR	CHK	SUMMARY PR 02/19/2025		66.26		16,296.60
02/26/2025	PR	CHK	SUMMARY PR 02/26/2025		90.96		16,387.56
02/28/2025			248-248-702.600	END BALANCE	520.94	0.00	16,387.56
02/01/2025			<b>248-248-709.100 MATCH - SOCIAL SECURITY</b>		BEG. BALANCE		1,304.27
02/05/2025	PR	CHK	SUMMARY PR 02/05/2025		4.11		1,308.38
02/12/2025	PR	CHK	SUMMARY PR 02/12/2025		23.30		1,331.68
02/19/2025	PR	CHK	SUMMARY PR 02/19/2025		5.01		1,336.69
02/26/2025	PR	CHK	SUMMARY PR 02/26/2025		6.89		1,343.58
02/28/2025			248-248-709.100	END BALANCE	39.31	0.00	1,343.58
02/01/2025			<b>248-248-710.500 MICH EMP SEC COM</b>		BEG. BALANCE		106.04
02/05/2025	PR	CHK	SUMMARY PR 02/05/2025		0.81		106.85
02/12/2025	PR	CHK	SUMMARY PR 02/12/2025		4.64		111.49
02/19/2025	PR	CHK	SUMMARY PR 02/19/2025		0.99		112.48
02/26/2025	PR	CHK	SUMMARY PR 02/26/2025		0.60		113.08
02/28/2025			248-248-710.500	END BALANCE	7.04	0.00	113.08
02/01/2025			<b>248-248-713.650 DPW-WATER WAGES OVERTIME</b>		BEG. BALANCE		1,325.47
02/28/2025			248-248-713.650	END BALANCE	0.00	0.00	1,325.47
02/01/2025			<b>248-248-715.400 PENSION</b>		BEG. BALANCE		1,537.96
02/12/2025	PR	CHK	SUMMARY PR 02/12/2025		86.89		1,624.85
02/28/2025			248-248-715.400	END BALANCE	86.89	0.00	1,624.85
02/01/2025			<b>248-248-716.401 AXA EQUITABLE MATCH</b>		BEG. BALANCE		614.84
02/05/2025	PR	CHK	SUMMARY PR 02/05/2025		3.64		618.48
02/12/2025	PR	CHK	SUMMARY PR 02/12/2025		11.11		629.59
02/19/2025	PR	CHK	SUMMARY PR 02/19/2025		3.72		633.31
02/26/2025	PR	CHK	SUMMARY PR 02/26/2025		4.82		638.13
02/28/2025			248-248-716.401	END BALANCE	23.29	0.00	638.13
02/01/2025			<b>248-248-719.200 BLUE CROSS</b>		BEG. BALANCE		2,973.48
02/05/2025	PR	CHK	SUMMARY PR 02/05/2025		13.66		2,987.14
02/12/2025	PR	CHK	SUMMARY PR 02/12/2025		93.66		3,080.80
02/19/2025	PR	CHK	SUMMARY PR 02/19/2025		15.10		3,095.90
02/26/2025	PR	CHK	SUMMARY PR 02/26/2025		20.32		3,116.22
02/28/2025			248-248-719.200	END BALANCE	142.74	0.00	3,116.22
02/01/2025			<b>248-248-724.300 LIFE INSURANCE</b>		BEG. BALANCE		147.97
02/13/2025	AP	INV	LIF INSURANCE	211966996229	21.13		169.10
02/28/2025			248-248-724.300	END BALANCE	21.13	0.00	169.10
02/01/2025			<b>248-248-752.000 SUPPLIES</b>		BEG. BALANCE		3,679.57
02/28/2025			248-248-752.000	END BALANCE	0.00	0.00	3,679.57
02/01/2025			<b>248-248-779.000 CHRISTMAS SUPPLY</b>		BEG. BALANCE		2,488.61
02/28/2025			248-248-779.000	END BALANCE	0.00	0.00	2,488.61
02/01/2025			<b>248-248-802.200 CONTRACTED SERVICES</b>		BEG. BALANCE		2,980.00
02/13/2025	AP	INV	MTG 2-12-25	DDA MTG 2-12-25	50.00		3,030.00
02/28/2025			248-248-802.200	END BALANCE	50.00	0.00	3,030.00
02/01/2025			<b>248-248-811.000 LEGAL</b>		BEG. BALANCE		(450.00)
02/28/2025			248-248-811.000	END BALANCE	0.00	0.00	(450.00)
02/01/2025			<b>248-248-880.100 ADVERT/PUBLICATIONS</b>		BEG. BALANCE		110.00
02/28/2025			248-248-880.100	END BALANCE	0.00	0.00	110.00
02/01/2025			<b>248-248-909.500 EDUCATION AND TRAINING</b>		BEG. BALANCE		645.89
02/24/2025	AP	INV	SPRING WORKSHOP DDA	E3284	150.00		795.89
02/28/2025			248-248-909.500	END BALANCE	150.00	0.00	795.89
02/01/2025			<b>248-248-915.000 MEMBERSHIP/DUES</b>		BEG. BALANCE		350.00
02/28/2025			248-248-915.000	END BALANCE	0.00	0.00	350.00

03/04/2025 12:03 PM  
User: SHELLY  
DB: Village Of Lexington

GL ACTIVITY REPORT FOR VILLAGE OF LEXINGTON  
TRANSACTIONS FROM 02/01/2025 TO 02/28/2025

Page: 2/2

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
02/01/2025			<b>248-248-934.000 LANDSCAPING MAINTENANCE</b>		BEG. BALANCE		6,280.00
02/28/2025			248-248-934.000	END BALANCE	0.00	0.00	6,280.00
02/01/2025			<b>248-248-940.700 DPW EQUIPMENT</b>		BEG. BALANCE		16,682.86
02/28/2025	GJ	JE	DPW EQUIPMENT REIMBURSEMENT FEB 2025	3297	350.21		17,033.07
02/28/2025			248-248-940.700	END BALANCE	350.21	0.00	17,033.07
02/01/2025			<b>248-248-940.800 VILLAGE GREEN RENT</b>		BEG. BALANCE		5,033.32
02/28/2025			248-248-940.800	END BALANCE	0.00	0.00	5,033.32
02/01/2025			<b>248-248-967.000 DDA GRANT</b>		BEG. BALANCE		19,414.89
02/28/2025			248-248-967.000	END BALANCE	0.00	0.00	19,414.89
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					4,216.97		105,086.70

# Blue Water Folk Society - 2025 Thumbfest Budgeted Infrastructure Costs

Thumbfest provides significant economic value to the Village of Lexington by bringing thousands of people to the city over Labor Day Weekend

Thumbfest Budgeted Costs for 2025	
Description	Costs
Stage Rental	\$500
Tent/Chair Rental	\$5,500
Porta Potty Rental	\$1,000
Transportation	\$1,000
Sound	\$3,000
Budgeted Infrastructure Costs	\$11,000



## Village Green Project Planning / Cost Estimates

	Start	End	% Complete	Cost	Notes
<b>Phase I</b>					
Meet with all adjacent parcel owners					
BP		2/6/2025	done		
3 North		2/6/2025	done		
Jeffs		2/20/2025	done		
Ehardt Pharmacy		3/7/2025			
Initial Layout	1/2/2025	3/12/2025	80%	\$0.00	
Identify exact perimeter		3/12/2025			
Fence					
Demo existing		4/18/2025			
Planter Sections?	1/2/2025	5/10/2025	5%	\$600.00	
Bench Sections?	1/2/2025	5/10/2025	5%	\$600.00	
Port-a-Johns					
Screening		5/23/2025	5%	\$350.00	
Signage		5/23/2025	1%	\$50.00	
Rental		6/1/2025		\$1,200.00	5 months
Servicing (access)		6/1/2025		\$0.00	
Pedestrian walkway / access		6/1/2025		\$0.00	
Landscaping					
Grade	3/13/2025	5/9/2025	1%		
Plantings?		5/23/2025		\$300.00	
Garden Art		5/23/2025			
General Signage		6/12/2025		\$500.00	
Initial Structures					
Shade canopy?		6/12/2025		\$350.00	
Hospitality Booth / Tent		5/23/2025		\$200.00	
Portable Pergola?		6/12/2025			
Portable Bandstand	2/24/2025	6/12/2025	5%	\$2,800.00	
Shed		4/18/2025	5%	\$2,000.00	
Electrical					
Upgrade and/or move service		6/1/2025			
Lighting		6/12/2025	1%	\$900.00	

Equipment

Speakers / sound

Games (cornhole, other?)

\$300.00

Tables / Benches / Seating?

Master Event Schedule (Initial List)

3/12/2025

Marketing / Advertising (for Village Green, not specific events)

Maintenance Responsibilities & Schedule

Event Responsibilities & Schedule

Merchandise

TOTAL LINE

\$10,150.00

**Phase II**

Improved Layout

Assist adjacent owners convert "alley" to pedestrian walk-way & intermittent service use

Convert back end to functional nice looking parking

Assist adjacent owners convert back end intersection for improved logistics

Murals?

## **Ariel view.**

Green rectangle is the location of stage during 2024 Tree Lighting

Green circle is the location of the Christmas Tree

**For the 3/12 DDA meeting there will be a slide show with much more detail & information**

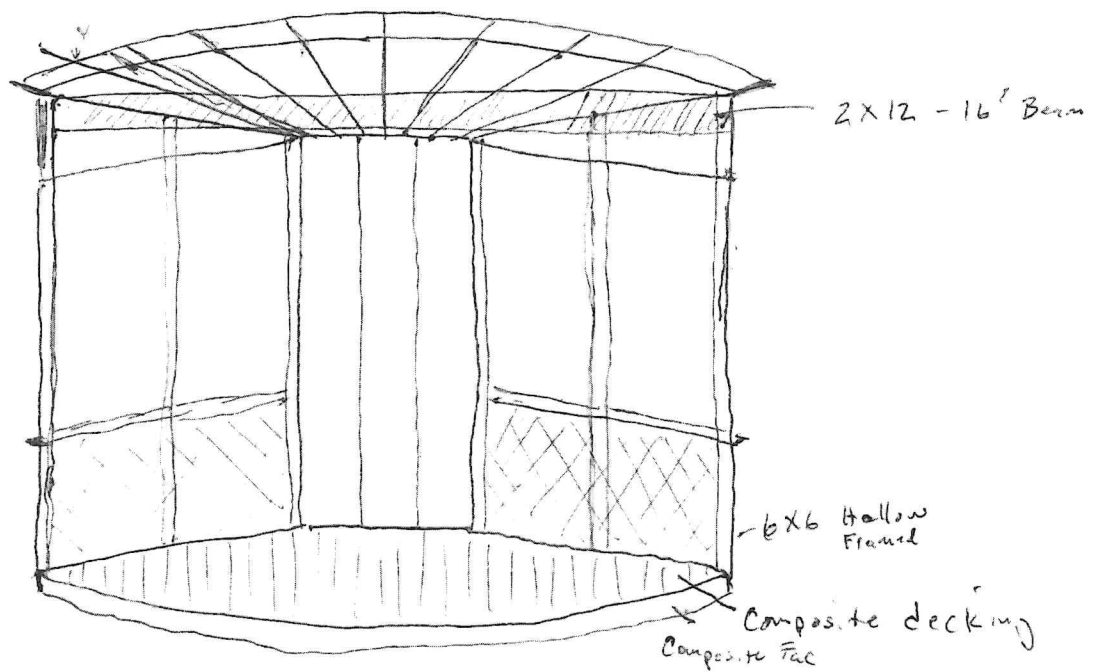
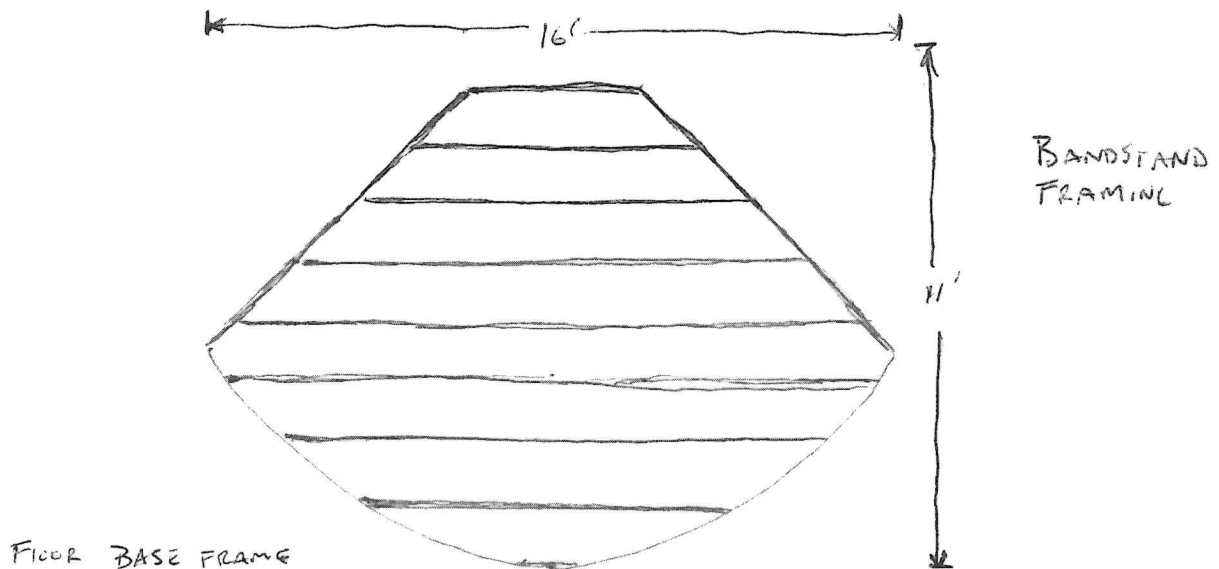


Bandstand - Historic Inputs



Boumemouth Lower Gardens  
Bandstand





### DESIGN REQUIREMENTS:

LIGHTING IMPORTANT

DON'T MAKE IT THE ONLY BANDSTAND - DIFF ONE FOR TREE LIGHTING etc.  
DON'T WORRY ABOUT HISTORIC SHAPE - WON'T BE PERFECT FOR TODAY

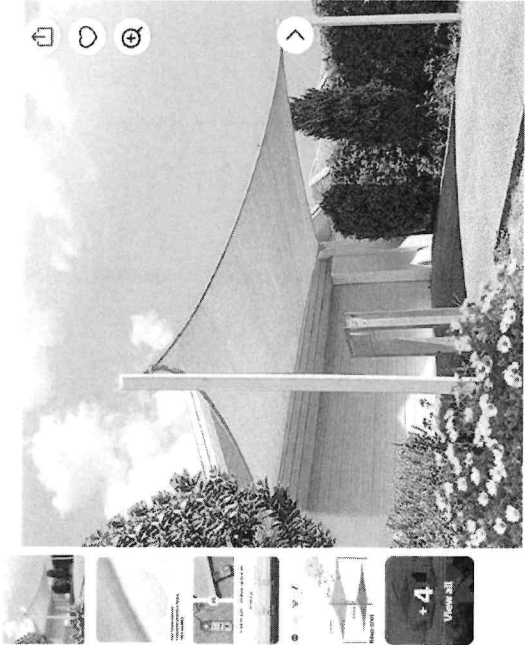
PUT CLOSE TO SIDEWALK, ROUNDED, NOT AIMED AT SIDEWALK EC 3P - ADJUSTABLE

SEATING COULD BE MOVEABLE BENCHES / PICNIC TABLE

SMALLER FOR QUIET, ACOUSTICS, ETC., MULTIPURPOSE IS GOOD

GET INPUT FROM PERFORMERS (TIDY)

More info coming in 3/12 slideshow. Below is portable perimeter seating & canopy material



WORKPOINT

**WORKPOINT Patio Sun Shade Sail Canopy Rectangle Shade Cloth UV Block Sunshade Fabric - Outdoor Shading for Backyard Garden Yard Sand Color**

★★★★★ (4.5) | \$1,000.00

Size: 6' x 10'

6' x 10'	10' x 10'	10' x 12'	10' x 15'
\$25.99	\$34.99	\$42.99	\$44.99
10' x 14'	18' x 20'	20' x 20'	20' x 24'
\$55.99	\$109.99	\$119.99	\$144.99

**About this item**

- Premium Raw Material - Made by 100% brand new HDPE polyethylene fabricated shade cloth, efficiently reduce the temperature under sail about 43°F (6.5°C), excellent breathability to allow breeze to pass through, offers a cool and airy shelter on hot days.
- Effective harmful UV blocking-By blocking up to 95% UV rays, our rectangular sun shade sails protect your children, flowers, plants and cars from sun exposure.

## Exhibit A to Master Agreement


### Purchase Agreement

This Purchase Agreement (this "Agreement") is dated as of 2/27/2025 between DTE Electric Company ("Company") and The Village of Lexington ("Customer").

This Agreement is a "Purchase Agreement" as referenced in the Master Agreement for Municipal Street Lighting dated 6-11-2021 (the "Master Agreement") between Company and Customer. All of the terms of the Master Agreement are incorporated herein by reference. In the event of an inconsistency between this Agreement and the Master Agreement, the terms of this Agreement shall control.

Customer requests Company to furnish, install, operate and maintain street lighting equipment as set forth below:

1. DTE Work Order Number:	74076426	
	If this is a conversion or replacement, indicate the Work Order Number for current installed equipment: NA	
2. Location where Equipment will be installed:	Tierney Park, as more fully described on the map attached hereto as <u>Attachment 1</u> .	
3. Total number of lights to be installed:	21	
4. Description of Equipment to be installed (the " <u>Equipment</u> "):	Installing (14) underground fed posts with 25 foot mounting height in black. Installing (21) 72 watt LED area lights. (includes the removal of existing streetlight equipment) (does not include cost for underground bore work)	
5. Estimated Total Annual Lamp Charges	\$5,690.19	
6. Estimated Total Annual Post Charges if selected	\$0	
7. Annual Finance Charge if selected	See paragraph 14 below	\$0
8. Computation of Contribution in aid of Construction (" <u>CIAC Amount</u> ")	Total estimated construction cost, including labor, materials, and overhead:	\$56,088.90
	Revenue credit:	\$17,070.57
	<b>CIAC Amount (cost minus revenue)</b>	<b>\$39,018.33</b>
	Credit for Post Charge, if selected	\$0
9. Payment of CIAC Amount:	Due promptly upon execution of this Agreement <b>\$39,018.33</b>	
10. Term of Agreement	5 years. Upon expiration of the initial term, this Agreement shall continue on a month-to-month basis until terminated by mutual written consent of the parties or by either party with thirty (30) days prior written notice to the other party.	
<b>Special Financing Options are available – Please read stipulations within agreement and if desired check the appropriate box below:</b>	If Post Charge "box" is checked the Customer agrees to following term:	

Post Charge Option <input type="checkbox"/>  Finance Option <input type="checkbox"/>	10 years. Upon expiration of the initial term, this Agreement shall continue on a month-to-month basis until terminated by mutual written consent of the parties or by either party with thirty (30) days prior written notice to the other party.
11. Does the requested Customer lighting design meet IESNA recommended practices?	(Check One) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If "No", Customer must sign below and acknowledge that the lighting design does not meet IESNA recommended practices <div style="text-align: right;">  </div>
12. Customer Address for Notices:	Village of Lexington 7227 Huron Ave. Suite 100 Village of Lexington, MI 48450

13. Special Order Material Terms:

All or a portion of the Equipment consists of special order material: (check one) ☐ YES ☒ NO

If "Yes" is checked, Customer and Company agree to the following additional terms.

A. Customer acknowledges that all or a portion of the Equipment is Special Order Materials ("SOM") and not Company's standard stock. Customer will purchase and stock replacement SOM and spare parts as provided in Section B below. When replacement equipment or spare parts are installed from Customer's inventory, Company will credit Customer in the amount of the then-current material cost of Company standard street lighting equipment in lieu of which the SOM is being used. Customer has up to twenty-four (24) months from the time Company uses, or takes possession of, such Customer SOM to seek reimbursement from Company.

B. Customer will maintain an inventory of at least \_\_\_\_ posts and \_\_\_\_ luminaires and any other materials agreed to by Company and Customer, and will replenish the stock by ordering materials no later than thirty (30) calendar days after the materials are drawn from inventory. Costs of initial inventory are included in this Agreement. If Customer fails to maintain the required inventory, Company, after 30 days' notice to Customer, may (but is not required to) order replacement SOM and Customer will reimburse Company for its costs (including the labor costs associated with Company's management of the supply chain for the SOM) no later than thirty (30) calendar days after receipt of Company's invoice for such costs. Customer acknowledges that failure to maintain required inventory could result in extended outages due to SOM lead times.

C. The inventory will be stored at \_\_\_\_\_. Access to Customer's inventory site must be provided between the hours of 9:00a.m. to 4:00p.m., Monday through Friday with the exceptions of federal Holidays. If Company is unable to access the site during such hours for any reason, Company: (i) shall be relieved from any obligation or commitment to complete the work as scheduled; and (ii) may, at its option, procure the inventory itself and have Customer to reimburse Company's costs for doing so. Customer shall name an authorized representative to contact regarding inventory: levels, access, usage, transactions, and provide the following contact information to Company:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Customer will immediately notify Company of any changes in the Authorized Customer Representative. Customer must comply with SOM manufacturer's recommended inventory storage guidelines and practices. Damaged SOM will not be installed by Company.

D. In the event that SOM is damaged by a third party, Company may (but is not required to) pursue a damage claim against such third party for all of Company's costs incurred because of the claim, including all labor and replacement materials. Company will notify Customer as to whether Company will pursue such claim within a reasonable time of the SOM being damaged.

E. In the event that SOM becomes obsolete, discontinued, or incompatible with Company's infrastructure, Customer shall select new alternate SOM that is compatible with Company's then-existing infrastructure. If Customer does not select compatible alternate SOM, Company reserves the right to select compatible SOM that is, in its reasonable judgment, substantially similar, or replace the SOM with standard materials, in either case being entitled to

reimbursement from Customer for Company's costs in providing such transition of supply (including internal overhead and labor costs).

F. Should Customer experience, in Company's reasonable judgment, excessive LED equipment failures that are not supported by LED manufacturer warranties, Company will replace the LED equipment with other Company supported Solid State or High Intensity Discharge luminaires at Company's discretion. The full cost to complete these replacements to standard street lighting equipment will be the responsibility of Customer.

#### 14. Special Financing Options

##### A. Post Charge Option:

For new underground-fed installations of 5 lights or more after May 1, 2019, which require investment in excess of three times the annual revenue at the prevailing rate at the time of installation, the Customer may elect to pay a post charge for each increment of \$1,000 investment required above three times the annual revenue.

**Effective February, 6 2025** - For each increment of \$1,000 of investment which exceeds three times the annual revenue at the prevailing rate at the time of installation, add to rate per year an additional **\$84.96**.

##### B. Finance Charge Option:

As an alternative, where the required contribution exceeds \$10,000, upon agreement of the Customer and the Company, the Customer will pay an additional annual charge of the Company's weighted average cost of capital (7.05%) times the contribution amount in lieu of the cash contribution.

\*\*\*\*\*

Company and Customer have executed this Purchase Agreement as of the date first written above.

Company:

DTE Electric Company

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Customer:

Village of Lexington

By: \_\_\_\_\_

Name: \_\_\_\_\_

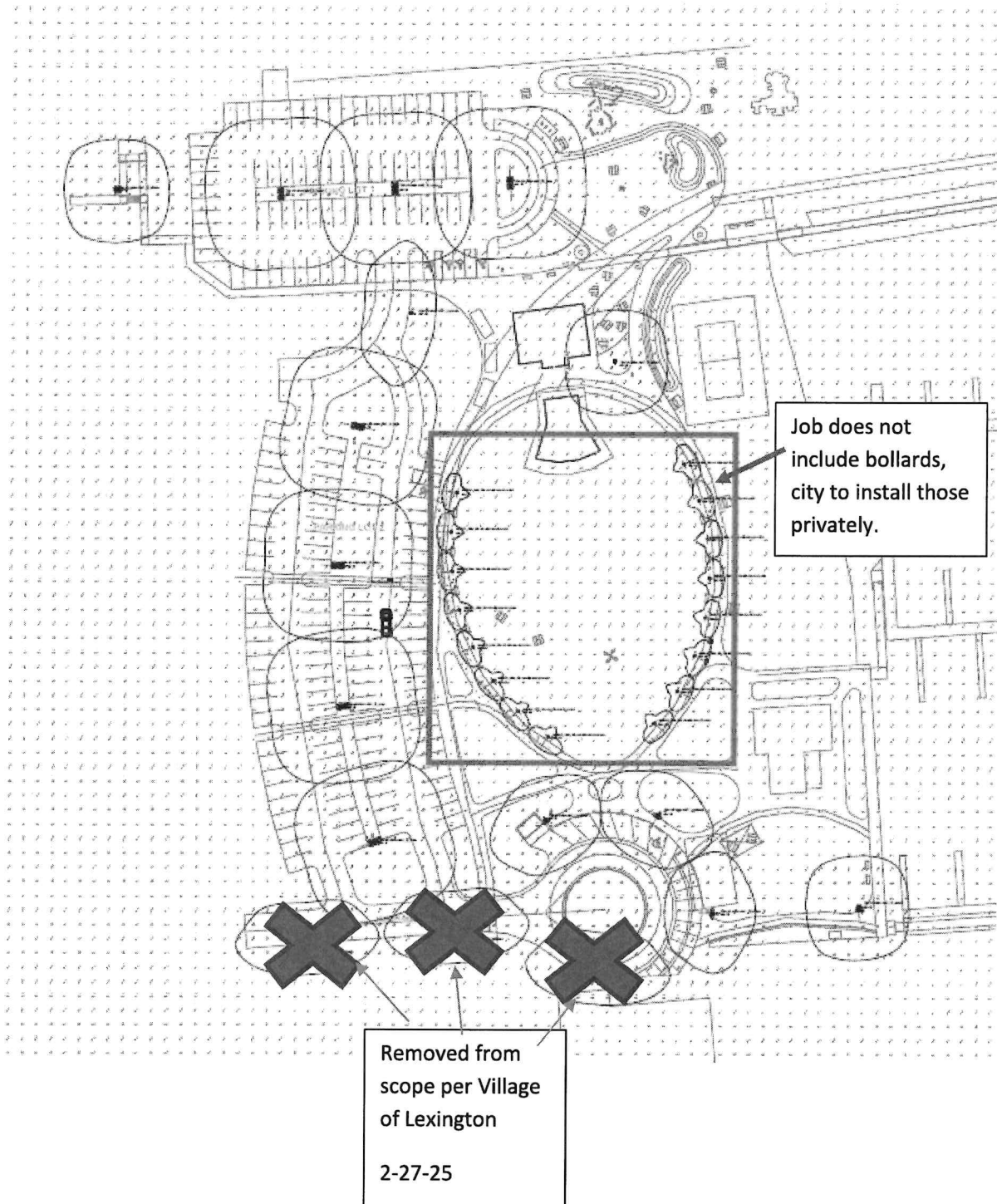
Title: \_\_\_\_\_

Date: \_\_\_\_\_

**SIGN HERE**

## Attachment 1 to Purchase Agreement

### Map of Location





## **Bid Request: Leveling, Grading, and Fill for Village Green**

**Project Title:** Village Green Improvement Project

**Location:** Village Green, Lexington, Michigan

**Date Issued:** March 13, 2025

**Bid Deadline:** March 28, 2025

**Contact Information:**

Lori Fisher

7227 Huron Ave.

Lexington, MI 48450

810-404-4000

manager@villageoflexington.com



Parcel is 166'x74', situated north of Huron Ave. just east of M-25.

### **Scope of Work:**

The Village of Lexington, Michigan, is seeking qualified contractors to submit bids for leveling, grading, and filling the Village Green area to improve its walkability and usability. The goal is to enhance the space for public gatherings and improve accessibility for pedestrians. Even surfaces for tents and a stage are desired.

The scope of work includes:

**1. Site Preparation:**

- Remove debris, vegetation, or any obstructions that may interfere with grading, including fence removal on east edge of property.
- Ensure proper drainage and slope considerations to avoid water pooling and flooding.

**2. Leveling and Grading:**

- Level the ground to ensure a smooth, even surface across the Village Green.
- Grade the site to improve drainage, facilitating water flow and preventing standing water.
- Maintain proper slope ratios as per local codes and standards, particularly for ADA compliance.

**3. Filling:**

- Bring in the necessary fill material to raise low areas, ensuring a stable base for the surface. Fill must be suitable for sustaining grass growth.
- Compact the fill to meet required standards to prevent future settling.
- Ensure the soil is properly mixed and graded to accommodate walking, events, and general use.

**4. Final Walkthrough and Quality Check:**

- Ensure the area is fully walkable and safe for public use.
- Provide a final inspection to verify all grading, leveling, and fill requirements have been met.

**Bidder Requirements:**

- Provide proof of licensing and insurance as required by Michigan state and Sanilac County regulations.
- Submit a detailed cost breakdown, including materials, labor, and equipment.
- Provide a timeline for completion, including an estimated start and end date. Project must be completed by May 9, 2025.

**Evaluation Criteria:**

Bids will be evaluated based on the following:

- Cost competitiveness
- Experience with similar projects
- Proposed timeline
- Quality and detail of bid submission

**Bid Submission Instructions:**

Please submit your sealed bid to the address below by 2:00 pm on March 28, 2025. Late submissions may not be considered.

Village of Lexington  
Attn: Vicki Scott, Clerk  
Village Green Project  
7227 Huron Ave. Ste 100  
Lexington, MI 48450

Email submissions to: [clerk@villageoflexington.com](mailto:clerk@villageoflexington.com)

We look forward to reviewing your proposal and working together to improve the Village Green for the Lexington community.

# **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:** \_\_\_\_\_



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

#### Board of Directors

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

*In Memoriam*  
Jim Macksey

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


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

January 15, 2025

Village of Lexington - DDA  
7227 Huron Avenue  
Lexington, MI 48450

Hi Village of Lexington - DDA,

*THANK YOU VILLAGE OF LEXINGTON  
AND THE DDA FOR ALL OF YOUR  
HELP AND SUPPORT THROUGHOUT THE  
YEAR. SO VERY MUCH APPRECIATED!!*

*Thank You* 

*The World is a brighter place All because of you!*

*Steve*

As we close out 2024, we want to shout out a huge **THANK YOU!** Our mission is to provide the greater Thumb Blue Water community with musical, visual, and fine arts programs; without you, this would not be possible.

#### **2024 by the numbers:**

**Music in the Park** – We enjoyed 9 concerts. Approximately 15,000 people attended throughout the summer

**Bach Festival** – 5 Bach concerts with 1,200+ in attendance, featuring violinist, Geneva Lewis, and guitarist, Colin Davin

**Art Lives in Lexington** – 14 local groups/artists shared their talents with many, including a face painter, a caricature artist, and a few orchestra musicians at the second "Art Lives in Lexington" held during the Lexington Fine Arts and Crafts Street Fair

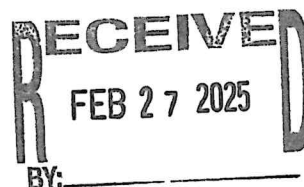
**Annual Appreciation Party** – Approximately 100 people had a wonderful evening of music by Collision Six, a caricature artist, and magician, and superb food by The Windjammer

Each event brought together our community of volunteers, sponsors, supporters, and art enthusiasts. We appreciate each of you for taking time out of your busy schedules and being an integral part of this year's events. Your capacity as a patron, supporter, musician host, volunteer, and overall advocate for the arts made 2024 another successful year!

With our warmest appreciation,



The Lexington Arts Council



The arts are alive in the greater Thumb Blue Water community

# All because of

*you*

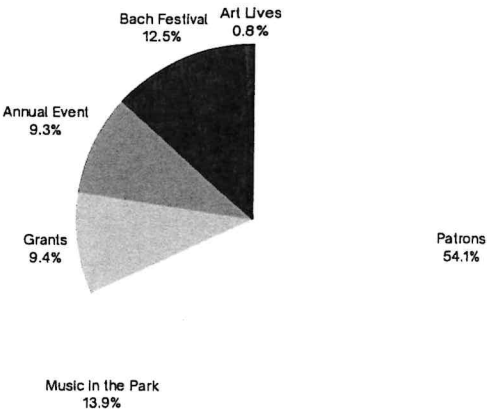


Your support makes providing musical, visual, and fine arts programs; possible for thousands!

	Project	Details	Outcomes
9	Music in the Park	Free outdoor concerts every Friday night down by the harbor	Approximately 15,000 people attended throughout the summer
5	Lexington Bach Festival	5 classical music concerts throughout the Blue Water area	1,200 in attendance to hear world class musicians and a full orchestra
2	Art Lives in Lexington	2 days of Art Lives in Lexington	Local artists provided interactive arts at the Lexington Fine Arts Fair
2	Scholarship & Local Grant	Scholarship to a graduating Cros-Lex student & Grant sponsoring an original composition for Cros-Lex High School Band	Local high school graduates pursuing the arts & music education in our community
100	Annual Appreciation Party	Celebration of the arts and the community featuring live visual and performing artists and great food at The Windjammer	100 people enjoyed the sights, sounds and tastes of art at this one of a kind event

**Vision:** The Lexington Arts Council is a catalyst providing cultural experiences and opportunities throughout the greater Thumb Blue Water community

**Mission:** The Lexington Arts Council creates cultural opportunities in the greater Thumb Blue Water community providing musical, visual, and fine arts programming.



2024 Income

Today	→	By 2025
73 patrons	→	100 patrons
38 volunteers	→	50 volunteers
\$288,272 Annual fundraising	→	\$250,000 Annual fundraising



LEXINGTON ARTS COUNCIL  
P.O. BOX 434  
LEXINGTON, MI 48450

810-359-1880  
lexington-arts.org

## Are You Interested In Supporting The Lexington Arts Council?

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

### Many Areas to Choose From

Check all that are of interest to you

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Volunteer    | <input type="checkbox"/> Advertiser/Sponsor |
| <input type="checkbox"/> Events       | <input type="checkbox"/> Patron             |
| <input type="checkbox"/> Board Member | <input type="checkbox"/> Grants             |

*Music in the Park ~ Bach Festival ~ Art Lives in Lexington ~ Annual Appreciation Party*



DATE

2024

NAME

Village of Lexington - ADA

Thank you for your contribution in the amount of \$ 10,000 - in support of our programming.

No goods or services were provided in exchange for your donation.

Sincerely,

*Lexington Arts Council*

38-3614175

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