

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

**DATE OF MEETING:** Wednesday, May 14, 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 THE INFORMATIONAL MEETING**

**ROLL CALL:** Bender, Bales, Westbrook, McGovern, Zysk, Diener, DeCoster, Dost

**PURPOSE: TO INFORM THE PUBLIC OF GOALS AND DIRECTION OF THE AUTHORITY, INCLUDING UPCOMING PROJECTS – SLIDE PRESENTATION**

**PUBLIC COMMENT**

**CLOSE INFORMATIONAL MEETING**

**CALL TO ORDER REGULAR MEETING:**

**ROLL CALL:** Bender, Bales, Westbrook, McGovern, Zysk, Diener, DeCoster, Dost

**ATTENDANCE:**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES** – Motion to approve the April 9, 2025 minutes as presented.

**PUBLIC COMMENT** –

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

**UNFINISHED BUSINESS:**

1. **Village Green Status** - McGovern
2. **501(c)(3) Non-profit Status** – McGovern

**NEW BUSINESS:**

1. **Training** – McGovern
2. **MEDC GRANT EXTENSION** – Motion to approve Amendment One to the MEDC Grant with the Village of Lexington DDA as presented.
3. **Budget Amendments** – Motion to approve the Budget Amendments as presented.
4. **MEDC GRANT** – Motion to authorize funding of MEDC Harbor Improvement Grant of up to \$8,000,000.00 and send to Council.
5. **Tierney Park Bid Recommendation** – Motion to approve the Spence Brothers Bid as the project contractor, for their bid price of \$4,977,128.00, plus Alternate #1 at \$582,514.00 and Alternate #2 at \$3,435.00 as recommended by Edgewater Resources and send to Council.
6. **Assistant to the Village Manager** – McGovern
  - a) **DDA assistance expected from this position**
  - b) **DDA contribution toward this position**

**CORRESPONDENCE**

**PUBLIC COMMENT**

**ADJOURNMENT**

**VILLAGE OF LEXINGTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
Village of Lexington – 7227 Huron Ave., Lexington, MI  
April 9, 2025**

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

**ROLL CALL:** by Vicki Scott

**PRESENT:** Bender, Bales, Kaatz, Westbrook, McGovern, Zysk, DeCoster

**ABSENT:** Diener

**OTHERS PRESENT:** L. Adams, P. Muoio, B. Dost, J. Adams, L. Jackson, M. McDonald

**ATTENDANCE:** Motion by McGovern, seconded by DeCoster, to mark Diener as excused.

All Ayes

Motion carried

**APPROVAL OF AGENDA:**

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

All Ayes

Motion carried

**APPROVAL OF MINUTES:**

**MOTION** by DeCoster, seconded by Bales, to approve the March 12, 2025 minutes as presented.

Discussion: McGovern explained under #3 MDA Conference Insights on Fundraising & Events instead of it saying "you restrict it", it should say you're restricted.

**AMENDED MOTION** by DeCoster, seconded by Bales to approve the March 12, 2025 minutes with the change to say "you're restricted".

All Ayes

Motion carried

**PUBLIC COMMENT:** None

**REVIEW OF FINANCIAL INFORMATION:** - Bales explained the financial reports and answered questions. We paid \$9,000.00 to Joe Hill out of Christmas supplies for lights, and \$10,000.00 out of contracted services for Fireworks deposit.

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

Roll Call:

Ayes: Bender, Westbrook, Kaatz, Bales, Zysk, DeCoster, McGovern

Nays: None

Motion carried

**UNFINISHED BUSINESS:**

1. **Village Green RFP Results & Next Step** – McGovern explained we received 6 quotes back. All of the bids came back higher than we expected. The bids are all in the packet and range from \$5,500.00 - \$9,075.00. We didn't want to turn that lot into a possible mud pit as we have a few events coming up. McGovern suggested changing the scope, leave the grass in place, fill in any divots, knock down the humps, clean up the mess around the side, remove the fence, put up a barrier with decorative. I asked the DPW to give us a price with changing the scope. McGovern asked the board should we contact the lowest bidder and ask them to give us a price with the scope changed. Kaatz and Bender explained if you change the scope of the project, you need to re-bid it. Kaatz stated if we change the scope of the project, we need to bring back the approval we gave the first time and re-do the approval process.

McGovern stated based on the presentation last month, we approved up to \$15,000.00. This included benches, plantings, porta john screens, and \$2,500.00 for grading. Kaatz suggested bringing the project back with the new request. You would need to nix the first one and re allocate for the second request. Discussion followed on not having water to that lot, and the proper way to move forward with the new scope. Board discussed the possibility of doing sod. McGovern suggested sod would not hold up right now. Sod would be better done in the fall. Board members agreed the bids came back too high and not to go that route. Board members discussed changing the scope of work. Board agreed to see if DPW could do the work. Board members discussed taking the fence down, level it / rolling it and put stone in that area. Discussion followed.

**MOTION** by Bales, seconded by DeCoster, to rescind the motion made on April 9, 2025, to approve up to \$15,000.00 to be spent on the project plan for the Village Green Space (under Village Green Project Plan & Budget Presentation).

Roll Call:

Ayes: Bales, DeCoster, Zysk, Bender, Kaatz, McGovern, Westbrook

Nays: None

Motion carried

**MOTION** by Bales, seconded by DeCoster, to approve up to \$15,000.00 for the Village Green Project Plan and Budget which includes landscaping, demoing the fence, signage, porta potties, and structures.

Roll Call:

Ayes: Bales, DeCoster, Kaatz, Westbrook, Bender, Zysk, McGovern

Nays: None

Motion carried

#### **NEW BUSINESS:**

1. **New Board Member Review** – McGovern explained we had David Vogtmann apply to be on the DDA Board.

**MOTION** by Bender, seconded by DeCoster, to send his application to Council for acceptance.

All Ayes

Motion carried

2. **Façade Grant (Matt McDonald)** – McGovern explained Matt used the old form but it followed all the news rules in place. Two quotes were provided in the packet. One quote was \$19,250.00, the other was \$19,168.00 Matt explained the warranty deed has been corrected. Matt answered questions on what his plans are for this building at 5540 Washington.

**MOTION** by McGovern, seconded by DeCoster, to approve this façade grant not to exceed \$9,584.00.

Discussion: Westbrook suggested adding this needs to meet codes.

**AMENDED MOTION** by McGovern, seconded by DeCoster, to approve this façade grant not to exceed \$9,584.00 pending project meets all zoning and village ordinances.

Roll Call:

Ayes: McGovern, DeCoster, Zysk, Bender, Westbrook, Bales, Kaatz

Nays: None

Motion carried

3. **Tierney Park Funding Approval Process** – Lori explained bids are due back 4-23-25. Edgewater will assist on going through vendor selection. The grant did come through DDA. Therefore, DDA does need to approve funding and approve the bid selection. Edgewater was approved through final design. Next steps should happen early May. We may need to call a special meeting for the approval process. Lori explained we may need to have a quick meeting with the Harbor committee as we reached an impasse with parking with the DNR. That is an advisory committee, they aren't able to make decisions. We may need to have a workshop, then a special DDA meeting. Kaatz stated it will still have to go to Council as well.

4. **Proposed Budget 2025-2026** – McGovern explained the budget committee came up with a proposed budget for 2025-2026. I have provided in the packet the proposed budget items along with the last few years of approved budgets. McGovern stated what we are doing different this year is we are dipping into the fund balance. We are increasing the DDA services provided by the Village to match what we actually spent last year. Kaatz noted that is more than we take in for taxes. If we pay for an administrative assistant, is that somebody that reports to the DDA? Kaatz suggested we need a DDA director. McGovern noted the administrative reimbursement cost is in addition to the DPW costs. DeCoster asked what is Coles Alley. McGovern explained with the exception of increasing the DPW services provided by the Village, the rest of the budget is like previous years. This year we decided to dip into the fund balance and budget for a project. Coles Alley is the public walkway that goes between the DNR parking lot and Huron Ave. in front of the condos. This is in need of repairs. Bender suggested changing this line item as capital outlay instead of Coles Alley. Board members discussed increasing this line item. Lori explained we are going to be looking at getting security cameras at Tierney Park as well. Kaatz explained there is no line item for events the DDA is allocating money for other than the 4<sup>th</sup> of July. Discussion followed on events. Board members agreed to put \$11,000.00 under Village Green Improvements & utilities. Board members agreed to change "Christmas Decorations" to "Decorations" and put \$35,000.00 under that line item. Board members agreed to change "Coles Alley" to "Capital Outlay" and put \$200,000.00 under that line item.

**MOTION** by DeCoster, seconded by Zysk, to accept the budget as amended.

Roll Call:

Ayes: DeCoster, Zysk, Bender, Westbrook, Bales, Kaatz, McGovern

Nays: None

Motion carried

5. **Arts Council 2025 Sponsorship Request** – McGovern explained Liz Jackson is here to explain what this sponsorship does for the Arts Council. Liz explained this is the 25<sup>th</sup> year for the Bach Festival, and Music in the Park has been going on before that. The DDA is acknowledged as a sponsor on the Arts Council flyers. Liz explained the Arts Council also provides a scholarship each year. The Arts Council is very appreciative of the DDA and the DPW.

**MOTION** by DeCoster, seconded by McGovern, to donate \$10,000.00 in support of the 2025 Arts Council.

Discussion: Westbrook noted the DDA should not be donating.

**AMENDED MOTION** by DeCoster, seconded by McGovern, to approve a sponsorship in the amount of \$10,000.00 for the Lexington Arts Council.

Roll Call:

Ayes: DeCoster, McGovern, Zysk, Bender, Westbrook, Bales, Kaatz

Nays: None

Motion carried

6. **Creating a 501c3 Non-Profit** – McGovern explained this is just an FYI. I have included in the packet the steps the DDA would need to take should they wish to open a 501c3. They would need a separate board along with a set of bylaws. This would be an entity of the DDA. Discussion followed.

**CORRESPONDENCE:** None

**PUBLIC COMMENT:**

- Joann Adams (7311 Lake St.) – commented on consider the parking lot behind Sweetwaters.
- Peter Muoio (7276 Lester) – commented on a 501c3 can raise money for parking lot and other things.
- Joann Adams (7311 Lake St.) – commented on the Garden Club has a 501c3.

**ADJOURNMENT:** McGovern adjourned the meeting at 7:19 p.m.

Respectfully submitted

Vicki Scott



Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001.100	EASTERN MICHIGAN BANK	105,195.27
248-000-017.000	INVESTMENTS IN SECURITIES GOV MIC	0.00
248-000-017.100	POOLED INVESTMENT ACCOUNT GOV.MIC	400,407.24
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
Total Assets		505,602.51
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	0.00
248-000-257.100	ACCRUED WAGES	0.00
Total Liabilities		0.00
*** Fund Balance ***		
248-000-390.000	FUND BALANCE ACCOUNT	392,269.27
Total Fund Balance		392,269.27
Beginning Fund Balance		392,269.27
Net of Revenues VS Expenditures		113,333.24
Ending Fund Balance		505,602.51
Total Liabilities And Fund Balance		505,602.51

G/L NUMBER	DESCRIPTION	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	ACTIVITY FOR MONTH 04/30/2025 INCREASE (DECREASE)	YTD BALANCE 04/30/2025 NORMAL (ABNORMAL)	% BDGT USED
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	0.00	142,376.24	136.45
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	50.00	225.00	100.00
248-248-642.003	SPONSORSHIP - JULY 4TH FIRE WORKS	0.00	0.00	200.00	5,730.00	100.00
248-248-665.000	INTEREST EARNED	10,000.00	10,000.00	1,558.33	16,715.19	167.15
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	1,808.33	255,865.97	120.50
TOTAL REVENUES						
		212,333.00	212,333.00	1,808.33	255,865.97	120.50
Expenditures						
Dept 248 - *****DDA EXPENSES*****						
ADMINISTRATIVE REIMBURSEMENT						
248-248-699.940	DPW WAGES	33,905.00	33,905.00	2,825.42	28,254.20	83.33
248-248-702.600	MATCH - SOCIAL SECURITY	25,000.00	25,000.00	832.45	18,808.20	75.23
248-248-709.100	MICH EMP SEC COM	1,963.00	1,963.00	63.05	1,526.51	77.76
248-248-710.500	DPW-WATER WAGES OVERTIME	150.00	150.00	0.00	113.08	75.39
248-248-713.650	PENSION	0.00	0.00	0.00	1,325.47	100.00
248-248-715.400	AXA EQUITABLE MATCH	2,402.00	2,402.00	21.36	1,981.02	82.47
248-248-716.401	BLUE CROSS	900.00	900.00	41.85	747.39	83.04
248-248-719.200	LIFE INSURANCE	5,400.00	5,400.00	163.99	3,714.95	68.80
248-248-724.300	SUPPLIES	280.00	280.00	45.80	236.03	84.30
248-248-752.000	HOLIDAY SUPPLY	0.00	0.00	3,819.08	7,553.65	100.00
248-248-779.000	COMPUTER-HARDWARE-SOFTWARE	20,000.00	20,000.00	0.00	11,488.61	57.44
248-248-797.000	AUDIT	2,000.00	2,000.00	0.00	0.00	0.00
248-248-802.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
248-248-802.200	LEGAL	10,000.00	10,000.00	50.00	13,130.00	131.30
248-248-811.000	PHONE/INTERNET EXPENSE	1,000.00	1,000.00	0.00	(450.00)	(45.00)
248-248-850.000	MUSIC	0.00	0.00	0.00	0.00	0.00
248-248-852.100	MILEAGE	500.00	500.00	0.00	0.00	0.00
248-248-861.000	ADVERT/PUBLICATIONS	0.00	0.00	0.00	0.00	0.00
248-248-880.100	EDUCATION AND TRAINING	10,000.00	10,000.00	0.00	406.00	4.06
248-248-909.500	MEMBERSHIP/DUES	500.00	500.00	0.00	795.89	159.18
248-248-915.000	LANDSCAPING MAINTENANCE	200.00	200.00	0.00	350.00	175.00
248-248-934.000	DDA SERVICE PROVIDED BY VILLAGE	15,000.00	15,000.00	0.00	6,280.00	41.87
248-248-937.100	DPW EQUIPMENT	0.00	0.00	0.00	0.00	0.00
248-248-940.700	VILLAGE GREEN RENT	15,000.00	15,000.00	354.44	18,048.53	120.32
248-248-940.800	MISCELLANEOUS	0.00	0.00	2,516.66	8,808.31	100.00
248-248-955.000	DONATION	0.00	0.00	0.00	0.00	0.00
248-248-956.200	DDA GRANT	15,000.00	15,000.00	0.00	0.00	0.00
248-248-967.000	CAPITAL OUTLAY	40,000.00	40,000.00	0.00	19,414.89	48.54
248-248-977.000		0.00	0.00	0.00	0.00	0.00
Total Dept 248 - *****DDA EXPENSES*****		199,200.00	199,200.00	10,734.10	142,532.73	71.55
TOTAL EXPENDITURES						
		199,200.00	199,200.00	10,734.10	142,532.73	71.55

PERIOD ENDING 04/30/2025

GL NUMBER	DESCRIPTION	2024-25		2024-25 AMENDED BUDGET	MONTH 04/30/2025 INCREASE (DECREASE)	ACTIVITY FOR 04/30/2025 NORMAL (ABNORMAL)	YTD BALANCE		% BDGT USED
		ORIGINAL	BUDGET				04/30/2025		

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:

TOTAL REVENUES

TOTAL EXPENDITURES

NET OF REVENUES & EXPENDITURES

212,333.00		212,333.00		1,808.33		255,865.97	120.50
199,200.00		199,200.00		10,734.10		142,532.73	71.55
13,133.00		13,133.00		(8,925.77)		113,333.24	862.97

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TRANSACTIONS FROM 04/01/2025 TO 04/30/2025

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
04/01/2025			<b>248-248-699.940 ADMINISTRATIVE REIMBURSEMENT</b>		BEG. BALANCE		25,428.78
04/30/2025	GJ	JE	ADMIN. REIMBURSEMENT APRIL 25	3368	2,825.42		28,254.20
04/30/2025			248-248-699.940	END BALANCE	2,825.42	0.00	28,254.20
04/01/2025			<b>248-248-702.600 DPW WAGES</b>		BEG. BALANCE		17,975.75
04/02/2025	PR	CHK	SUMMARY PR 04/02/2025		119.76		18,095.51
04/09/2025	PR	CHK	SUMMARY PR 04/09/2025		38.28		18,133.79
04/16/2025	PR	CHK	SUMMARY PR 04/16/2025		131.77		18,265.56
04/23/2025	PR	CHK	SUMMARY PR 04/23/2025		164.19		18,429.75
04/30/2025	PR	CHK	SUMMARY PR 04/30/2025		378.45		18,808.20
04/30/2025			248-248-702.600	END BALANCE	832.45	0.00	18,808.20
04/01/2025			<b>248-248-709.100 MATCH - SOCIAL SECURITY</b>		BEG. BALANCE		1,463.46
04/02/2025	PR	CHK	SUMMARY PR 04/02/2025		9.00		1,472.46
04/09/2025	PR	CHK	SUMMARY PR 04/09/2025		2.88		1,475.34
04/16/2025	PR	CHK	SUMMARY PR 04/16/2025		9.91		1,485.25
04/23/2025	PR	CHK	SUMMARY PR 04/23/2025		12.32		1,497.57
04/30/2025	PR	CHK	SUMMARY PR 04/30/2025		28.94		1,526.51
04/30/2025			248-248-709.100	END BALANCE	63.05	0.00	1,526.51
04/01/2025			<b>248-248-710.500 MICH EMP SEC COM</b>		BEG. BALANCE		113.08
04/30/2025			248-248-710.500	END BALANCE	0.00	0.00	113.08
04/01/2025			<b>248-248-713.650 DPW-WATER WAGES OVERTIME</b>		BEG. BALANCE		1,325.47
04/30/2025			248-248-713.650	END BALANCE	0.00	0.00	1,325.47
04/01/2025			<b>248-248-715.400 PENSION</b>		BEG. BALANCE		1,959.66
04/16/2025	PR	CHK	SUMMARY PR 04/16/2025		21.36		1,981.02
04/30/2025			248-248-715.400	END BALANCE	21.36	0.00	1,981.02
04/01/2025			<b>248-248-716.401 AXA EQUITABLE MATCH</b>		BEG. BALANCE		705.54
04/02/2025	PR	CHK	SUMMARY PR 04/02/2025		6.80		712.34
04/09/2025	PR	CHK	SUMMARY PR 04/09/2025		1.91		714.25
04/16/2025	PR	CHK	SUMMARY PR 04/16/2025		5.99		720.24
04/23/2025	PR	CHK	SUMMARY PR 04/23/2025		10.71		730.95
04/30/2025	PR	CHK	SUMMARY PR 04/30/2025		16.44		747.39
04/30/2025			248-248-716.401	END BALANCE	41.85	0.00	747.39
04/01/2025			<b>248-248-719.200 BLUE CROSS</b>		BEG. BALANCE		3,550.96
04/02/2025	PR	CHK	SUMMARY PR 04/02/2025		44.65		3,595.61
04/09/2025	PR	CHK	SUMMARY PR 04/09/2025		14.41		3,610.02
04/16/2025	PR	CHK	SUMMARY PR 04/16/2025		46.39		3,656.41
04/23/2025	PR	CHK	SUMMARY PR 04/23/2025		58.54		3,714.95
04/30/2025			248-248-719.200	END BALANCE	163.99	0.00	3,714.95
04/01/2025			<b>248-248-724.300 LIFE INSURANCE</b>		BEG. BALANCE		190.23
04/09/2025	AP	INV	LIFE INSURANCE	211962263706	22.90		213.13
04/30/2025	AP	INV	LIFE INSURANCE	211964113170	22.90		236.03
04/30/2025			248-248-724.300	END BALANCE	45.80	0.00	236.03
04/01/2025			<b>248-248-752.000 SUPPLIES</b>		BEG. BALANCE		3,734.57
04/09/2025	AP	INV	CLEANING SUPPLY	9311 9312	105.00		3,839.57
04/22/2025	AP	INV	TENT AND CHAIR RENTAL DDA	TENT & CHAIR RENT	3,213.00		7,052.57
04/23/2025	AP	INV	TREATED LUMBER FOR FLOWER BOXES	184192	181.58		7,234.15
04/23/2025	AP	INV	TREATED LUMBER FLOWER BOXES	184354	209.50		7,443.65
04/30/2025	AP	INV	CLEANING SUPPLY	9424	110.00		7,553.65
04/30/2025			248-248-752.000	END BALANCE	3,819.08	0.00	7,553.65
04/01/2025			<b>248-248-779.000 HOLIDAY SUPPLY</b>		BEG. BALANCE		11,488.61
04/30/2025			248-248-779.000	END BALANCE	0.00	0.00	11,488.61
04/01/2025			<b>248-248-802.200 CONTRACTED SERVICES</b>		BEG. BALANCE		13,080.00
04/15/2025	AP	INV	DDA MTING 4-9-25	DDA MT 4-9-25	50.00		13,130.00
04/30/2025			248-248-802.200	END BALANCE	50.00	0.00	13,130.00
04/01/2025			<b>248-248-811.000 LEGAL</b>		BEG. BALANCE		(450.00)
04/30/2025			248-248-811.000	END BALANCE	0.00	0.00	(450.00)
04/01/2025			<b>248-248-880.100 ADVERT/PUBLICATIONS</b>		BEG. BALANCE		406.00
04/30/2025			248-248-880.100	END BALANCE	0.00	0.00	406.00
04/01/2025			<b>248-248-909.500 EDUCATION AND TRAINING</b>		BEG. BALANCE		795.89
04/30/2025			248-248-909.500	END BALANCE	0.00	0.00	795.89

User: SHELLY

DB: Village Of Lexington

TRANSACTIONS FROM 04/01/2025 TO 04/30/2025

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
04/01/2025			<b>248-248-915.000 MEMBERSHIP/DUES</b>		BEG. BALANCE		350.00
04/30/2025			248-248-915.000	END BALANCE	0.00	0.00	350.00
04/01/2025			<b>248-248-934.000 LANDSCAPING MAINTENANCE</b>		BEG. BALANCE		6,280.00
04/30/2025			248-248-934.000	END BALANCE	0.00	0.00	6,280.00
04/01/2025			<b>248-248-940.700 DPW EQUIPMENT</b>		BEG. BALANCE		17,694.09
04/30/2025	GJ	JE	DPW EQUIPMENT REIMBURSEMENT	3369	354.44		18,048.53
04/30/2025			248-248-940.700	END BALANCE	354.44	0.00	18,048.53
04/01/2025			<b>248-248-940.800 VILLAGE GREEN RENT</b>		BEG. BALANCE		6,291.65
04/09/2025	AP	INV	DDA RENT APRIL 2025	APRIL 2025	1,258.33		7,549.98
04/23/2025	AP	INV	MAY 2025 RENT	MAY 2025 RENT	1,258.33		8,808.31
04/30/2025			248-248-940.800	END BALANCE	2,516.66	0.00	8,808.31
04/01/2025			<b>248-248-967.000 DDA GRANT</b>		BEG. BALANCE		19,414.89
04/30/2025			248-248-967.000	END BALANCE	0.00	0.00	19,414.89
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					10,734.10		142,532.73

## 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	100.00%	\$0.00	
3 North		2/6/2025	100.00%		
Jeffs		2/20/2025	100.00%		
Ehardt Pharmacy		3/14/2025	100.00%		
Initial Layout	1/2/2025	3/12/2025	100.00%	\$0.00	
Identify exact perimeter		3/13/1975	100.00%		
Submit Land Use Permit			TBD		
<b>Fence &amp; Perimeter Fixtures</b>					
Demo existing		5/15/2025			
Install Temporary Barrier if needed		4/18/2025	not needed		
					2 Wayfair, rest DIY, onsite
Planters	1/2/2025	5/15/2025	95%	\$1,150.00	waiting install
Other Sections	1/2/2025	5/15/2025	95%	\$900.00	8 DIY, waiting install
Decorative fence in back	4/20/2025	5/10/2025	100%	\$250.00	DIY
<b>Port-a-Johns</b>					
Screening		5/23/2025	5%	\$350.00	DIY (selection made)
Signage		5/23/2025	1%	\$50.00	10 sf
Rental		6/1/2025		\$1,200.00	5 months
Servicing (access)		6/1/2025		\$0.00	
Pedestrian walkway / access		6/1/2025		\$0.00	
<b>Landscaping</b>					
Grade	3/13/2025	5/9/2025	not in 2025		
Plantings?		5/23/2025		\$1,200.00	DIY
Garden Art		5/23/2025			
<b>General Signage</b>					
		6/12/2025	5%	\$500.00	
<b>Initial Structures</b>					
Shade canopy?		6/12/2025		\$350.00	DIY
Hospitality Booth / Tent		done		\$0.00	already have tent
Portable Pergola?		6/12/2025		\$2,000.00	
Portable Bandstand	2/24/2025	6/12/2025	5%	\$2,800.00	
Cedar Swing Sets		5/16/2025	90%	\$725.00	
Shed		4/18/2025	5%	\$2,000.00	



## Electrical

Upgrade and/or move service	6/1/2025		Ok for now
Lighting	6/12/2025	50%	\$350.00 actual lower than estimate

## Equipment

Speakers / sound			
Games (cornhole, other?)			\$300.00
Trash Containers			Buy or use existing
Tables / Benches / Seating?			

Master Event Schedule (Initial List)	3/12/2025	done	On Google Drive
Updated Schedule		ongoing	
Marketing / Advertising (for Village Green, not specific events)			
Maintenance Responsibilities & Schedule			
Event Responsibilities & Schedule			
Merchandise			

TOTAL LINE			\$14,125.00
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## 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?

**Nonprofit main points**

- DDA is seriously considering 501(c)(3) for many reasons
  - From MDA we learned municipalities, & DDAs benefit greatly
  - Move events & fundraising efforts to non-profit
  - Allows additional fundraising capabilities
  - Allows business style execution versus government style
  - Much more...
- Parks & Rec is seriously considering their own 501(c)(3).
- Environmental, general fund & others could benefit from same.
- Many other nonprofits exist within the Village & surrounding areas.
- All nonprofits need volunteers, sponsors, etc., and draw from same pool.
- Too many nonprofits get confusing and overwhelming.
- Creating a single 'municipally geared' nonprofit to benefit entire Village seems efficient & productive.
- Each 'department' can:
  - have a representative on the board, if they choose.
  - Track their contributions & use of funds
  - Play fair

**To start a nonprofit in Michigan and get 501c3 status, follow these steps:**

- Step 1: Name Your Michigan Nonprofit
- Step 2: Choose Your Registered Agent
- Step 3: Select Your Board Members & Officers
- Step 4: Adopt Bylaws & Conflict of Interest Policy
- Step 5: File the Articles of Incorporation
- Step 6: Get an EIN
- Step 7: Apply for 501c3

See next pages for additional information. Athenum pages are for interesting perspective from Lexington's History on playing fair / good behavior, which can be incorporated into our nonprofit's rules of fairness.

Organized 1878

Federated 1897

Lexington, Michigan

ATHENEUM

THE

Annual Program 1940-41

*Carol Brody*

# The ATHENEUM

Lexington

Michigan

1943-44

## CLUB COLLECT

Keep us, O God, from pettiness;  
let us be large in thought, in  
word, in deed.  
Let us be done with fault-find-  
ing and leave off self-seeking.  
May we put away all pretense and  
meet each other face to face  
without self-pity and prejudice.  
May we never be hasty in judgment  
and always generous.  
Let us take time for all things,  
make us grow calm, serene, gentle.  
Teach us to put into action our  
better impulses, straightfor-  
ward and unafraid.  
Grant that we may realize it is  
the little things that create  
differences; that in the big  
things of life we are one.  
And may we strive to touch and  
to know the great common wo-  
man's heart of us all; and, O  
Lord God, let us not forget to  
be kind. --MARY STEWART

## THE ATHENEUM

ORGANIZED: Dec. 12, 1878

### MEETINGS

Third Monday afternoon at  
12 ~~30~~ one o'clock in  
the clubrooms.

### OBJECT

Intellectual growth and  
social improvement.

### FLOWER

Carnation.

### COLORS

Pink and green.

### MOTTO

It is worth the while.



**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU**

Date Received

AC1

(FOR BUREAU USE ONLY)

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Name

Address

City

State

ZIP Code

EFFECTIVE DATE:

Document will be returned to the name and address you enter above.  
If left blank, document will be returned to the registered office.

**ARTICLES OF INCORPORATION**  
**For use by Domestic Nonprofit Corporations**  
(Please read information and instructions on the last page)

*Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Articles:*

**ARTICLE I**

The name of the corporation is:

**ARTICLE II**

The purpose or purposes for which the corporation is formed are:

**ARTICLE III**

1. The corporation is formed upon a \_\_\_\_\_ basis.  
(Stock or Nonstock)
2. If formed on a stock basis, the total number of shares the corporation has authority to issue is \_\_\_\_\_.  
If the shares are or are to be divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences and limitations of the shares of each class to the extent that the designations, numbers, relative rights, preferences, and limitations have been determined are as follows:

### ARTICLE III (cont.)

3. a. If formed on a nonstock basis, the description and value of its real property assets are: (if none, insert "none")
- b. The description and value of its personal property assets are: (if none, insert "none")
- c. The corporation is to be financed under the following general plan:
- d. The corporation is formed on a \_\_\_\_\_ basis.  
(Membership or Directorship)

## ARTICLE IV

1. The name of the resident agent at the registered office is:

---

2. The address of its registered office in Michigan is:

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

(Street Address) (City) (ZIP Code)

3. The mailing address of the registered office in Michigan if different than above:

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

(Street Address or PO Box) (City) (ZIP Code)

## ARTICLE V

The name(s) and address(es) of the incorporator(s) is (are) as follows:

Name

Residence or Business Address

[illegible]

Use space below for additional Articles or for continuation of previous Articles. Please identify any Article being continued or added. Attach additional pages if needed.

I, (We), the incorporator(s) sign my (our) name(s) this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Preparer's Name \_\_\_\_\_

Business Telephone Number (       ) \_\_\_\_\_

### INFORMATION AND INSTRUCTIONS

1. This form may be used to draft your Articles of Incorporation. A document required or permitted to be filed under the act cannot be filed unless it contains the minimum information required by the act. The format provided contains only the minimal information required to make the document fileable and may not meet your needs. This is a legal document and agency staff cannot provide legal advice.
2. Submit one original of this document. Upon filing, the document will be added to the records of the Corporations, Securities & Commercial Licensing Bureau. The original will be returned to your registered office address, unless you enter a different address in the box on the front of this document.  
  
Since this document will be maintained on electronic format, it is important that the filing be legible. Documents with poor black and white contrast, or otherwise illegible, will be rejected.
3. This document is to be used pursuant to the provisions of Act 162, P.A. of 1982, by one or more persons for the purpose of forming a domestic nonprofit corporation.
4. Article II - The purpose for which the corporation is formed must be included. It is not sufficient to state that the corporation may engage in any activity within the purpose for which corporations may be formed under the Act.
5. Article III - The corporation must be formed on a stock or nonstock basis. Complete Article III(2) or III(3) as appropriate, but not both. Real property assets are items such as land and buildings. Personal property assets are items such as cash, equipment, fixtures, etc. The dollar value and description must be included. If there is no real and/or personal property, write in "none".
6. A domestic nonprofit corporation may be formed on either a membership or directorship basis. A membership corporation entitles the members to vote in determining corporate action. If formed on a directorship basis, the corporation may have members but they may not vote and corporate action is determined by the Board of Directors.
7. Article IV - A post office box may not be designated as the address of the registered office.
8. Article V - The Act requires one or more incorporators. Educational corporations are required to have at least three (3) incorporators. The address(es) should include a street number and name (or other designation), city and state.
9. This document is effective on the date endorsed "filed" by the Bureau. A later effective date, no more than 90 days after the date of delivery, may be stated as an additional article.
10. The Articles must be signed in ink by each incorporator listed in Article V. However, if there are 3 or more incorporators, they may, by resolution adopted at the organizational meeting by a written instrument, designate one of them to sign the Articles of Incorporation on behalf of all of them. In such event, these Articles of Incorporation must be accompanied by a copy of the resolution duly certified by the acting secretary at the organizational meeting and a statement must be placed in the articles incorporating that resolution into them.
11. **FEES:** Make remittance payable to the State of Michigan. Include corporation name on check or money order.

FILING AND FRANCHISE FEE.....**\$20.00**

Veterans: Pursuant to MCL 450.3060(5), if a majority of the initial members of a membership corporation, initial directors of a directorship corporation, or initial shareholders of a stock corporation, as applicable, are, or if applicable the initial members, initial directors, or initial shareholders will be, individuals who served in the armed forces and were separated from that service with an honorable character of service or under honorable conditions (general) character of service, you may contact the Corporations Division regarding a fee waiver.

Submit with check or money order by mail:

Michigan Department of Licensing and Regulatory Affairs  
Corporations, Securities & Commercial Licensing Bureau  
Corporations Division  
P.O. Box 30054  
Lansing, MI 48909

To submit in person:

2407 N Grand River Ave  
Lansing, MI 48906  
Telephone: (517) 241-6470

Fees may be paid by check, money order, VISA, MasterCard, American Express or Discover when delivered in person to our office.

COFS (Corporations Online Filings System):

This document may be completed and submitted online at [www.michigan.gov/corpfileonline](http://www.michigan.gov/corpfileonline).

Fees may be paid by VISA, MasterCard, American Express or Discover.

Documents that are endorsed filed are available at [www.michigan.gov/corptenttypearch](http://www.michigan.gov/corptenttypearch). If the submitted document is not fileable, the notice of refusal to file and document will be available at the Rejected Filings Search website at [www.michigan.gov/corprejectedsearch](http://www.michigan.gov/corprejectedsearch).

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

**Optional expedited service.**

Expedited review and filing, if fileable, is available for all documents for profit corporations, limited liability companies, limited partnerships and nonprofit corporations.

The nonrefundable expedited service fee is in addition to the regular fees applicable to the specific document.

Please complete a separate CSCL/CD-272 form for expedited service for each document submitted in person or by mail.

**24-hour service - \$50 for formation documents and applications for certificate of authority.**

**24-hour service - \$100 for any document concerning an existing entity.**

**Same day service**

- **Same day - \$100 for formation documents and applications for certificate of authority.**
- **Same day - \$200 for any document concerning an existing entity.**

Review completed on day of receipt. Document and request for same day expedited service must be received by 1 p.m. EST OR EDT.

- **Two hour - \$500**

Review completed within two hours on day of receipt. Document and request for two hour expedited service must be received by 3 p.m. EST OR EDT.

- **One hour - \$1000**

Review completed within one hour on day of receipt. Document and request for 1 hour expedited service must be received by 4 p.m. EST OR EDT.

Documents submitted by mail are delivered to a remote location for receipts processing and are then forwarded to the Corporations Division for review. Day of receipt for mailed expedited service requests is the day the Corporations Division receives the request.

## Article I

The name of the corporation is:

Lexington Community Hub



*We can see if the word HUB passes the laugh test, but I like it because when I think of hub, I think of hub & spokes. Where each spoke goes to a particular group with their own special purpose & unique goal. And as an acronym it can stand for Health, Unity & Beautification. Probably some better words, too. Foundation isn't bad either. MDM*

## Article II

The purpose or purposes for which the corporation is formed are:

Lexington Community Hub is a nonprofit organization established to serve as a unifying force for the Village of Lexington by fostering community engagement, promoting local culture and history, supporting economic vitality, and enhancing the overall quality of life for residents and visitors.

As a 501(c)(3) foundation, our purpose is exclusively charitable and educational. We aim to:

Promote the Village of Lexington as a vibrant and welcoming community through events, initiatives, and partnerships that showcase its unique charm, history, and attractions.

Foster a sense of belonging and civic pride by supporting inclusive community programs, cultural activities, and volunteer opportunities that encourage resident participation and connection.

Support local businesses and artisans by facilitating opportunities for economic development, tourism, and local entrepreneurship that contribute to a thriving village economy.

Preserve and celebrate local heritage, natural resources, and historic landmarks to strengthen community identity and encourage stewardship for future generations.

Collaborate with local government, schools, nonprofits, and residents to identify community needs and deliver impactful programs and services that improve the well-being of the Lexington community.

Through these efforts, Lexington Community Hub seeks to be a catalyst for positive change and a trusted partner in building a more connected, resilient, and prosperous Village of Lexington.

When establishing a 501(c)(3) nonprofit organization in Michigan, it's crucial to understand the interplay between state requirements and IRS regulations, particularly concerning your bylaws. Here's a breakdown of key considerations:

#### IRS Requirements for 501(c)(3) Bylaws:

- Organizational and Operational Purposes:
  - The IRS emphasizes that a 501(c)(3) organization must be organized and operated exclusively for exempt purposes. Your bylaws should clearly reflect this, stating your charitable, educational, religious, or other exempt purposes.
  - They must include the dedication of assets to 501(c)(3) purposes. Meaning, if the organization dissolves, the assets will be distributed to another 501(c)(3) organization.
- Prohibition of Private Inurement:
  - A fundamental IRS requirement is that no part of the organization's net earnings can benefit any private individual or shareholder. Your bylaws should include provisions that explicitly prohibit this.
- Restrictions on Political Activity:
  - 501(c)(3) organizations are strictly limited in their political activities. Your bylaws must reflect this restriction, prohibiting participation in political campaigns and limiting lobbying activities.
- Dissolution Clause:
  - The IRS requires a dissolution clause that specifies how the organization's assets will be distributed upon dissolution. Typically, assets must be distributed to another 501(c)(3) organization.

#### Michigan-Specific Considerations:

- Bylaws vs. Articles of Incorporation:
  - While Michigan does not require you to file your bylaws with the state, they are essential internal governing documents.
  - The Articles of Incorporation, which are filed with the state, must also align with IRS 501(c)(3) requirements. Therefore, it is important that the bylaws and articles of incorporation match concerning the organization's purpose, and asset distribution upon dissolution.
- Essential Bylaw Provisions:
  - Although Michigan doesn't mandate specific bylaw content, it's advisable to include provisions regarding:
    - Board of directors: Composition, roles, and responsibilities.
    - Meetings: Frequency, quorum, and voting procedures.
    - Officers: Roles and responsibilities.
    - Conflict of interest policy.
    - Amendment procedures.

#### Key Takeaways:

- While Michigan has its own requirements for nonprofit formation, the IRS sets the standards for 501(c)(3) tax-exempt status.
- Your bylaws are crucial for demonstrating compliance with IRS regulations.
- It is highly recommended that you consult with a legal professional specializing in nonprofit law to ensure your bylaws meet both federal and state requirements.

I hope this information is helpful.



## **MDA - Downtown Management Training For Village of Lexington**

(2023) Social Districts: <https://attendee.gotowebinar.com/register/5419564711472262997>

(2022) Demystifying DDAs: <https://attendee.gotowebinar.com/recording/2983877066797134863>

(2023) Effective Board Member: <https://attendee.gotowebinar.com/recording/2685994075433212161>

(2023) Meeting Management: <https://attendee.gotowebinar.com/recording/4268185809135787009>

(2023) Assessing: <https://attendee.gotowebinar.com/register/7228838579074313230>

(2022) TIF Update: <https://attendee.gotowebinar.com/recording/3301766767429706764>

(2022) DDA Reporting Requirements:  
<https://attendee.gotowebinar.com/recording/4925620095798185478>

(2022) Downtown Management Basics:  
<https://attendee.gotowebinar.com/recording/4692912856589431814>

2023 Dropbox Folder w/ webinar supplements: Google Drive) &  
<https://www.dropbox.com/sh/gjqb6f24irdqww8/AABpTorXL7wTv3xHbjALLse-a?dl=0>

2024 MDA Annual Conference recordings & Slide Presentations (Google Drive)

2025 Spring Workshop (1) - Dropbox (Google Drive)



Amendment One  
to the  
Michigan Economic Development Corporation Grant  
with  
Village of Lexington Downtown Development Authority

This Amendment One (the “Amendment”), dated March 11, 2025, is to the Michigan Economic Development Corporation (the “MEDC”) Grant with Village of Lexington Downtown Development Authority (the “Grantee”), CASE-383433 (the “Agreement”).

Under the Agreement, the MEDC provided the Grantee with funding assistance to redevelop Lexington Harbor.

Pursuant to Section XVI of the Agreement, the Parties agree to amend the Agreement as follows:

1. Amend Section II of the Agreement to delete “December 31, 2025” and replace with “September 30, 2027”.
2. Add the following to Section VI (Grantee Duties) of the Agreement:

“B. The Grantee shall ensure the services, supplies, and/or materials identified in Grantee’s Budget are necessary to accomplishing the Grant Activities and the amount paid for such services, supplies, and/or materials will not exceed the amount ordinarily paid for such services, supplies, or materials in the area where the services are rendered, or the supplies or materials are furnished.”
3. Delete Section XXIX of the Agreement in entirety and replace with the following:

“XXIX. **SURVIVAL.** The terms and conditions of sections VII, VIII, XI, XV, XVII, XXI, XXII, XXIII, XXIV, XXVI, and XXVII, and XXIX shall survive termination of this Agreement.”

Except as specifically provided above, the Parties agree that all terms and conditions of the Agreement shall remain unchanged and in effect.

*(remainder of page intentionally left blank)*

The signatories below warrant that they are empowered to enter into this Amendment.

**GRANTEE ACCEPTANCE:** Village of Lexington Downtown Development Authority

Dated: \_\_\_\_\_  
Kristen Kaatz  
Village President

**MEDC ACCEPTANCE:** Michigan Economic Development Corporation

Dated: \_\_\_\_\_  
Linda Ascianto  
Chief General Counsel



To: Village of Lexington DDA

From: Lori Fisher, Village Manager

Date: May 8, 2025

Re: Budget Amendment

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Background:

DDA added several new line items during this fiscal year, including Village Green rent. All funds spent were approved.

GL #	Description	Increase / Decrease
248-248-642.002	Parade Fee	\$400
248-248-642.003	Sponsorship – 4 <sup>th</sup> of July	\$22,000
248-248-940.800	Village Green Rent	\$11,325

Recommendation:

It is recommended that DDA Board approve the budget amendments listed.

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LEXINGTON  
PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE		ACTIVITY FOR QUARTER 05/31/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)		% BDGT USED
		AMENDED BUDGET	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 248 - *****DDA EXPENSES*****								
248-248-402.500	DDA TAXES FROM VILLAGE	96,992.00	89,188.88		0.00	7,803.12	91.95	
248-248-402.600	DDA TAXES FROM TOWNSHIP	104,341.00	142,376.24		8,697.67	(38,035.24)	136.45	
248-248-642.002	PARADE FEE	0.00	225.00		50.00	(225.00)	100.00	
248-248-642.003	SPONSORSHIP - JULY 4TH FIRE WORKS	0.00	5,730.00		200.00	(5,730.00)	100.00	
248-248-665.000	INTEREST EARNED	10,000.00	16,715.19		3,258.33	(6,715.19)	167.15	
248-248-686.500	MISC ACCT OF REVENUE	1,000.00	1,630.66		0.00	(630.66)	163.07	
Total Dept 248 - *****DDA EXPENSES*****		212,333.00	255,865.97		12,206.00	(43,532.97)	120.50	
TOTAL REVENUES								
		212,333.00	255,865.97		12,206.00	(43,532.97)	120.50	
Expenditures								
Dept 248 - *****DDA EXPENSES*****								
ADMINISTRATIVE REIMBURSEMENT								
248-248-699.940	DPW WAGES	33,905.00	28,254.20		5,650.84	5,650.80	83.33	
248-248-702.600	MATCH - SOCIAL SECURITY	25,000.00	19,231.12		2,843.56	5,768.88	76.92	
248-248-709.100	MICH EMP SEC COM	1,963.00	1,558.31		214.73	404.69	79.38	
248-248-710.500	DPW-WATER WAGES OVERTIME	150.00	113.08		0.00	36.92	75.39	
248-248-713.650	PENSION	0.00	1,325.47		0.00	(1,325.47)	100.00	
248-248-715.400	AXA EQUITABLE MATCH	2,402.00	2,061.12		436.27	340.88	85.81	
248-248-716.401	BLUE CROSS	900.00	767.11		128.98	132.89	85.23	
248-248-719.200	LIFE INSURANCE	5,400.00	3,865.07		748.85	1,534.93	71.58	
248-248-724.300	SUPPLIES	280.00	236.03		66.93	43.97	84.30	
248-248-752.000	HOLIDAY SUPPLY	0.00	8,668.52		4,988.95	(8,668.52)	100.00	
248-248-779.000	COMPUTER-HARDWARE-SOFTWARE	20,000.00	11,488.61		9,000.00	8,511.39	57.44	
248-248-797.000	CONTRACTED SERVICES	2,000.00	0.00		0.00	2,000.00	0.00	
248-248-802.200	LEGAL	10,000.00	13,130.00		10,100.00	(3,130.00)	131.30	
248-248-811.000	MUSIC	1,000.00	(450.00)		0.00	1,450.00	(45.00)	
248-248-852.100	ADVERT/PUBLICATIONS	500.00	0.00		0.00	500.00	0.00	
248-248-880.100	EDUCATION AND TRAINING	10,000.00	406.00		296.00	9,594.00	4.06	
248-248-909.500	MEMBERSHIP/DUES	500.00	795.89		0.00	(295.89)	159.18	
248-248-915.000	DTE	200.00	350.00		0.00	(150.00)	175.00	
248-248-920.000	LANDSCAPING MAINTENANCE	0.00	17.65		17.65	(17.65)	100.00	
248-248-934.000	DPW EQUIPMENT	15,000.00	6,280.00		0.00	8,720.00	41.87	
248-248-940.700	VILLAGE GREEN RENT	15,000.00	18,048.53		1,015.46	(3,048.53)	120.32	
248-248-940.800	DONATION	0.00	8,808.31		3,774.99	(8,808.31)	100.00	
248-248-956.200	DDA GRANT	15,000.00	0.00		0.00	15,000.00	0.00	
248-248-967.000		40,000.00	19,414.89		0.00	20,585.11	48.54	
Total Dept 248 - *****DDA EXPENSES*****		199,200.00	144,369.91		39,283.21	54,830.09	72.47	
TOTAL EXPENDITURES								
		199,200.00	144,369.91		39,283.21	54,830.09	72.47	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		212,333.00	255,865.97		12,206.00	(43,532.97)	120.50	
TOTAL EXPENDITURES		199,200.00	144,369.91		39,283.21	54,830.09	72.47	
NET OF REVENUES & EXPENDITURES		13,133.00	111,496.06		(27,077.21)	(98,363.06)	848.98	

Memorandum

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Date: May 7, 2025  
To: Lori Fisher, Village of Lexington Manager  
From: Suzanne Fromson, Edgewater Resources  
Subject: Tierney Park Bid Recommendation

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Ms. Fisher,

Regarding bids received on 4/30/25 for the Tierney Park Improvements project, we have reviewed and submitted (via email) bid form comparison information from four General Contractors.

Given the available project budget of approximately \$5,000,000 (plus fuel system-related costs), we recommend acceptance of the base bid with inclusion of Alternates #1 and #2.

We recommend **Spence Brothers** as the project contractor, for their bid price of **\$4,977,128.00**, plus Alternate #1 at \$582,514.00 and Alternate #2 at \$3,435.00.

It should be noted that General Conditions for the project will be paid based on % of work completed during pay period, per specification Section 000520 Form of Contract, Article 6.02.

Final acceptance of project Alternates is pending Village review of available budget, taking into consideration engineering fees, Construction Administration fees, testing cost performed by third-party testing agency, and permit fees remaining on the project. Coordination with MDNR on payment of fuel system demolition and construction is also pending final Village review.

Respectfully Submitted,

Suzanne Fromson



Landscape Architect  
Edgewater Resources, LLC

TIERNEY PARK IMPROVEMENTS  
5/7/2025

Item No.	Item Description	Spence Brothers		Booms Construction		Brencl Contractors, Inc.		Boddy Construction	
		Unit Price	Price	Unit Price	Price	Unit Price	Price	Unit Price	Price
01 31 00.01	Mobilization, Max 4%	125,700.00	125,700.00	25,000.00	25,000.00	200,000.00	200,000.00	250,000.00	250,000.00
01 31 00.02	General Conditions	803,302.84	803,302.84	266,000.00	266,000.00	136,000.00	136,000.00	60,000.00	60,000.00
01 55 26.01	Traffic Control	5,000.00	5,000.00	48,700.00	48,700.00	15,053.21	15,053.21	11,500.00	11,500.00
02 01 20.01	Tree Protection	6.00	6,810.00	23.96	27,194.60	4.63	5,255.05	8.40	9,534.00
02 41 00.01	Sidewalk Removal	9.50	13,148.00	11.13	15,403.92	9.12	12,615.62	15.75	21,798.00
02 41 00.02	Curb and Gutter, Rem	4.00	11,480.00	4.70	13,489.00	4.81	13,814.98	5.10	14,637.00
02 41 00.03	Restroom Removal, Complete	18,000.00	18,000.00	39,300.00	39,300.00	20,250.78	20,250.78	17,250.00	17,250.00
02 41 00.04	Timber Stairs, Rem	11,000.00	22,000.00	20,350.00	40,700.00	5,184.23	10,368.46	4,312.50	8,625.00
02 41 00.05	Boardwalk, Rem (FUTURE: NIC)	0.00	0.00	0.00	0.00	0.00	0.00	10,350.00	10,350.00
02 41 00.06	Steel Grate Path, Rem (FUTURE: NIC)	0.00	0.00	0.00	0.00	0.00	0.00	5,290.00	5,290.00
02 41 00.07	Timber Sidewalk, Rem	21.00	3,570.00	107.65	18,300.50	27.65	4,701.09	31.15	5,295.50
02 41 00.08	Electrical Boxes, Rem	430.00	430.00	700.00	700.00	1,170.75	1,170.75	2,875.00	2,875.00
02 41 00.09	Light: Pedestrian, Rem	700.00	4,900.00	471.43	3,300.01	437.21	3,060.50	115.00	805.00
02 41 00.10	Light: Bollard, Rem	300.00	900.00	466.67	1,400.01	347.25	1,041.74	115.00	345.00
02 41 00.11	Irrigation System, Rem	1,500.00	1,500.00	1,800.00	1,800.00	1,643.10	1,643.10	4,025.00	4,025.00
02 41 00.12	Regulatory Signs, Rem	1,500.00	1,500.00	1,800.00	1,800.00	1,308.53	1,308.53	2,587.50	2,587.50
02 41 00.13	Dumpster Enclosure, Rem (Salvage doors)	5,000.00	5,000.00	8,400.00	8,400.00	4,746.83	4,746.83	3,795.00	3,795.00
02 41 00.14	Fence, Rem	20.00	600.00	23.33	699.90	32.49	974.82	20.15	604.50
02 41 00.15	Footwash, Rem	400.00	400.00	500.00	500.00	627.81	627.81	1,207.50	1,207.50
02 41 00.16	HMA Surface Mill, Rem	6.79	25,856.32	2.23	8,491.84	2.20	8,375.63	7.75	29,512.00
02 41 00.17	HMA, Rem	6.13	33,200.08	7.18	38,886.88	5.80	31,425.14	7.75	41,974.00
02 41 00.18	Sanitary Line, Abandon	800.00	800.00	1,000.00	1,000.00	694.50	694.50	4,520.00	4,520.00
02 41 00.19	Structure, Rem	500.00	2,000.00	950.00	1,900.00	926.00	1,851.99	1,815.00	3,630.00
02 41 00.20	DR Structure Cover, Adj. Case 1	500.00	500.00	600.00	2,400.00	578.75	2,314.99	452.00	1,808.00
02 41 00.21	Steel Sculpture, Relocate	500.00	500.00	1,600.00	1,600.00	2,314.99	2,314.99	2,415.00	2,415.00
02 41 00.22	Tierney Bust, Relocate	500.00	500.00	1,900.00	1,900.00	2,314.99	2,314.99	2,415.00	2,415.00
02 41 00.23	Flagpoles, Relocate	1,000.00	3,000.00	2,133.33	6,399.99	1,736.24	5,208.72	1,207.50	3,622.50
02 41 00.24	Landscape Boulders, Relocate	750.00	750.00	900.00	900.00	2,555.75	2,555.75	1,811.25	1,811.25
02 41 00.25	Tree, Rem 6 inch to 18 Inch	170.40	4,260.00	264.00	6,600.00	532.45	13,311.18	253.00	6,325.00
02 41 00.26	Tree, Rem 19 Inch to 30 Inch	1,045.00	24,035.00	1,056.52	24,299.96	1,056.84	24,307.37	593.00	13,639.00
02 41 00.27	Stump, Rem 6 inch to 18 Inch	140.00	3,500.00	120.00	3,000.00	162.05	4,051.23	87.00	2,175.00
02 41 00.28	Stump, Rem 19 Inch to 30 Inch	167.39	3,849.97	352.17	8,099.91	193.75	4,456.35	144.00	3,312.00
02 41 00.29	Topsoil Surface, Salv. 5 Inch (Approx 3,245 cyds)	9,500.00	9,500.00	11,200.00	11,200.00	10,996.19	10,996.19	46,575.00	46,575.00
03 30 00.01	Curb and Gutter, Conc, Det F3	27.00	73,575.00	32.81	89,407.25	59.03	23,199.65	36.80	100,280.00
03 30 00.02	Curb and Gutter, Conc, Det D1	30.00	11,790.00	82.95	32,599.35	59.03	23,199.65	44.90	17,645.70
03 30 00.03	Sidewalk, Conc, 4 Inch	6.50	57,278.00	8.85	77,986.20	11.60	102,262.84	8.15	71,817.80
03 30 00.04	Conc Pavt, Reinf, 6 Inch	10.57	252,749.84	16.54	395,504.48	16.39	391,872.82	9.25	221,186.00
03 30 00.05	Conc Pavt, Reinf, 6 Inch - Color with Exposed Agg	17.00	56,525.00	31.97	106,300.25	30.05	99,900.26	13.80	45,885.00
03 30 00.06	Sidewalk ADA Ramp Conc, 6 Inch	1,000.00	9,000.00	1,144.44	10,299.96	926.00	8,333.96	1,035.00	9,315.00
03 30 00.07	Detachable Warning Surface	300.00	2,700.00	755.56	6,800.04	463.00	4,166.98	517.50	4,657.50
03 30 00.08	Concrete Ramp at West Pavilion	2,002.00	2,002.00	2,400.00	2,400.00	9,919.75	9,919.75	9,660.00	9,660.00
03 30 00.09	Concrete Stairs at East Pavilion	7,647.00	7,647.00	9,000.00	9,000.00	6,119.07	6,119.07	7,820.00	7,820.00
03 30 00.10	Trench Drain	345.10	35,200.20	373.53	38,100.06	449.10	45,808.22	262.25	26,749.50
03 30 00.11	Footwash Drain	750.00	1,500.00	1,200.00	2,400.00	868.12	1,736.24	3,164.00	6,328.00
05 52 00.01	Steel Railing – Ramp at Pavilion, West	16,645.00	16,645.00	19,500.00	19,500.00	12,945.41	12,945.41	19,147.50	19,147.50
05 52 00.02	Steel Railing – Stairs at Pavilion, East	3,457.00	3,457.00	4,100.00	4,100.00	4,001.46	4,001.46	4,025.00	4,025.00
06 91 00.01	Timber Staircase	135,000.00	135,000.00	64,900.00	64,900.00	84,116.47	84,116.47	176,250.00	176,250.00
06 91 00.04	Boardwalk Landing at Breakwater Connection (FUTURE: NIC)	0.00	0.00	0.00	0.00	0.00	0.00	69.00	71,415.00
12 93 00.01	Bench, New	1,712.33	10,273.98	2,216.67	13,300.02	2,484.03	14,904.18	3,585.00	21,510.00
12 93 00.02	Bench, Relocated (stored by Village)	170.00	2,550.00	353.33	5,299.95	312.28	4,684.17	1,207.50	18,112.50
12 93 00.03	Swing Bench	2,240.50	8,962.00	4,050.00	16,200.00	3,669.56	14,678.22	4,760.00	19,040.00
12 93 00.04	Picnic Table, Fixed	3,215.67	19,294.02	4,216.67	25,300.02	4,191.88	25,151.26	5,041.00	30,246.00



TIERNEY PARK IMPROVEMENTS  
5/7/2025

Item No.	Item Description	Unit Price	Price
12 93 00.05	Picnic Table, Free-standing	3,032.50	12,130.00
12 93 00.06	Litter Receptacle	2,573.33	15,439.98
12 93 00.07	Grill	594.00	3,564.00
12 93 00.08	Ash Urn	626.00	1,252.00
12 93 00.09	Bike Rack	488.38	3,907.04
12 93 00.10	Dog Bag Dispenser	744.00	1,488.00
12 93 00.11	Dumpster Enclosure	41,875.00	41,875.00
12 93 00.12	Wheel Stop	140.00	14,700.00
12 93 00.13	ADA Parking Sign and Post	250.00	2,250.00
12 93 00.14	Regulatory Signs (11 HC parking signs, 5	500.00	13,000.00
12 93 00.15	Bollard	1,450.00	11,600.00
12 93 00.16	RV Pedestal	2,250.00	9,000.00
12 93 00.17	Bollard Lights	980.00	15,680.00
12 93 00.18	Bollard Lights w/120V power	1,100.00	6,600.00
12 93 00.19	Flagpole Uplight	3,500.00	10,500.00
31 00 00.01	Topsoil, 4 Inch	5.30	43,460.00
31 22 13.01	Machine Grading, Modified	70,000.00	70,000.00
31 25 00.01	Soil Erosion and Sediment Control	35,000.00	35,000.00
32 11 23.01	Aggregate Base, 8" depth	13.75	109,450.00
32 12 16.01	HMA, 5EL, 1 ½ Inch	145.00	96,715.00
32 12 16.02	HMA, 3EL, 2 ½ Inch	130.00	142,740.00
32 12 16.03	Parking Lot Striping	0.70	3,500.00
32 12 16.04	Crosswalk	180.00	1,080.00
32 14 13.01	Crushed Stone Paving	12.00	17,580.00
32 14 20.01	Reinforced Turf Rings	34.00	24,140.00
32 84 00.01	Irrigation System, Complete	31,212.00	31,212.00
32 92 00.01	Seed, Fertilizer and Mulch	1.33	6,050.17
32 92 10.01	Slope Restoration	1.41	634.50
32 92 20.01	Shoreline Seed	0.27	1,566.00
329300.01	Trees: 3" Caliper	742.00	13,356.00
32 93 00.02	Trees: Ornamental	530.00	6,890.00
32 93 00.03	Shrubs	79.50	5,565.00
32 93 00.04	Container Plants: Ornamental Grasses	26.50	2,915.00
32 93 00.05	Plugs: Perennials and Ornamental Grasses	6.36	9,158.40
32 93 00.06	Mulch	79.51	7,235.41
32 93 12 01	Rain Garden: Riprap Stone per drawings, Planting Mix	1.91	25,212.00
32 93 12 02	Bio-Swale: Flush Curb, Riprap Stone per drawings, Planting Mix	44.52	12,821.76
33 00 10.01	Utility Conduit	3.30	15,592.50
33 00 40.01	Bollard Lights, Foundation	19,500.00	19,500.00
33 00 40.02	Bollard Lights w/120V Power, Foundation	300.00	4,800.00
33 11 00.01	Site Electrical System, Complete	300.00	1,800.00
33 12 20.01	Water Service, 2 Inch	43,070.00	43,070.00
33 12 10.02	Water Service Connection, 2 Inch	21.00	8,190.00
33 30 00.01	8" Sanitary Sewer	750.00	750.00
33 13 10.01	Sanitary Sewer Leads and Cleanouts	75.00	27,300.00
33 13 20.01	Sanitary Manhole w/ Frame & Cover	50.00	2,850.00
33 13 20.02	Sanitary Manhole, Patch	2,750.00	2,750.00
33 13 20.03	Core and Seal, Sanitary Manhole	750.00	750.00
33 15 00.01	Restroom Building, Complete (includes Footwash and Footw	1,000.00	1,000.00
33 16 00.01	Pavilion Building, Complete	989,794.00	989,794.00
		371,049.00	371,049.00

Spence Brothers		Unit Price	Price
		3,032.50	12,130.00
		2,573.33	15,439.98
		594.00	3,564.00
		626.00	1,252.00
		488.38	3,907.04
		744.00	1,488.00
		41,875.00	41,875.00
		140.00	14,700.00
		250.00	2,250.00
		500.00	13,000.00
		1,450.00	11,600.00
		2,250.00	9,000.00
		980.00	15,680.00
		1,100.00	6,600.00
		3,500.00	10,500.00
		5.30	43,460.00
		70,000.00	70,000.00
		35,000.00	35,000.00
		13.75	109,450.00
		145.00	96,715.00
		130.00	142,740.00
		0.70	3,500.00
		180.00	1,080.00
		12.00	17,580.00
		34.00	24,140.00
		31,212.00	31,212.00
		1.33	6,050.17
		1.41	634.50
		0.27	1,566.00
		742.00	13,356.00
		530.00	6,890.00
		79.50	5,565.00
		26.50	2,915.00
		6.36	9,158.40
		79.51	7,235.41
		1.91	25,212.00
		44.52	12,821.76
		3.30	15,592.50
		19,500.00	19,500.00
		300.00	4,800.00
		300.00	1,800.00
		43,070.00	43,070.00
		21.00	8,190.00
		750.00	750.00
		75.00	27,300.00
		50.00	2,850.00
		2,750.00	2,750.00
		750.00	750.00
		1,000.00	1,000.00
		989,794.00	989,794.00
		371,049.00	371,049.00

Booms Construction		Unit Price	Price
		2,750.00	11,000.00
		3,000.00	18,000.00
		1,200.00	7,200.00
		1,200.00	2,400.00
		462.50	3,700.00
		1,550.00	3,100.00
		47,000.00	47,000.00
		187.62	19,700.10
		411.11	3,699.99
		411.54	10,700.04
		1,837.50	14,700.00
		1,075.00	4,300.00
		1,700.00	27,200.00
		1,983.33	11,899.98
		3,333.33	9,999.99
		9.37	76,834.00
		81,900.00	81,900.00
		41,000.00	41,000.00
		16.09	128,076.40
		154.57	103,098.19
		131.06	143,903.88
		1.18	5,900.00
		600.00	3,600.00
		14.06	20,597.90
		15.21	10,799.10
		58,500.00	58,500.00
		9.01	40,986.49
		6.22	2,799.00
		0.88	5,104.00
		1,211.11	21,799.98
		946.15	12,299.95
		472.86	33,100.20
		132.73	14,600.30
		50.69	72,993.60
		12.09	1,100.19
		6.19	81,708.00
		206.60	59,500.80
		0.00	0.00
		9,400.00	9,400.00
		1,287.50	20,600.00
		1,300.00	7,800.00
		59,100.00	59,100.00
		24.62	9,601.80
		900.00	900.00
		87.91	31,999.24
		59.65	3,400.05
		3,200.00	3,200.00
		900.00	900.00
		1,200.00	1,200.00
		945,100.00	945,100.00
		441,700.00	441,700.00

Brencl Contractors, Inc.		Unit Price	Price
		2,846.43	11,385.72
		2,760.38	16,562.26
		926.00	5,555.97
		724.24	1,448.47
		1,062.92	8,503.36
		1,688.66	3,377.32
		50,352.15	50,352.15
		162.05	17,015.16
		868.12	7,813.08
		22,517.13	22,517.13
		14,492.17	14,492.17
		4,190.13	4,190.13
		1,134.34	18,149.50
		1,354.27	8,125.61
		2,108.95	6,326.86
		8.47	69,449.63
		135,071.44	135,071.44
		123,851.85	123,851.85
		17.36	138,204.77
		152.79	101,910.39
		129.64	142,343.97
		1.16	5,787.47
		578.75	3,472.48
		9.35	13,702.41
		18.75	13,314.65
		30,094.84	30,094.84
		1.45	6,582.67
		2.89	1,302.18
		0.29	1,678.37
		810.25	14,584.42
		578.75	7,523.71
		96.73	6,771.34
		28.94	3,183.11
		4.90	7,051.45
		86.81	7,899.90
		1.00	13,139.87
		104.50	30,094.84
			0.00
		6,713.46	6,713.46
		526.66	8,426.56
		526.66	3,159.96
		49,853.26	49,853.26
		54.02	21,066.39
		868.12	868.12
		118.61	43,174.52
		57.87	3,298.86
		3,183.11	3,183.11
		868.12	868.12
		2,315.00	2,315.00
		1,000,748.48	1,000,748.48
		716,344.75	716,344.75

Boddy Construction		Unit Price	Price
		3,076.25	12,305.00
		3,344.00	20,064.00
		1,446.00	8,676.00
		1,128.00	2,256.00
		989.00	7,912.00
		1,730.00	3,460.00
		19,435.00	19,435.00
		184.00	19,320.00
		862.50	7,813.08
		575.00	14,950.00
		1,237.00	9,896.00
		1,040.75	4,163.00
		431.00	6,896.00
		672.75	4,036.50
		2,096.00	6,286.00
		4.70	38,540.00
		102,370.00	102,370.00
		17,900.00	17,900.00
		20.50	163,180.00
		152.00	101,384.00
		129.00	141,642.00
		1.15	5,750.00
		575.00	3,450.00
		2.60	3,809.00
		15.00	10,650.00
		34,500.00	34,500.00
		9.00	40,941.00
		13.70	6,165.00
		1.30	7,540.00
		1,190.00	21,420.00
		925.00	12,025.00
		465.00	32,550.00
		130.00	14,300.00
		49.80	71,712.00
		11.75	1,069.25
		23.00	303,600.00
		100.05	28,814.40
			0.00
		6,670.00	6,670.00
		524.00	8,384.00
		524.00	3,144.00
		277,686.00	277,686.00
		41.20	16,068.00
		2,817.50	2,817.50
		132.70	48,302.80
		172.80	9,849.60
		8,070.00	8,070.00
		2,042.00	2,042.00
		3,100.00	3,100.00
		1,347,374.00	1,347,374.00
		719,308.00	719,308.00

Item No.	Item Description	Spence Brothers		Booms Construction		Brenecal Contractors, Inc.		Boddy Construction	
		Unit Price	Price	Unit Price	Price	Unit Price	Price	Unit Price	Price
	Contingency Allowance	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
BASE BID TOTAL			\$ 4,237,204.01		\$ 4,373,467.27		\$ 4,553,556.35		\$ 5,313,895.80
math discrepa \$ 88,265.53									
06 92 00.01	Timber Boardwalk, Complete	582,514.00	582,514.00	760,000.00	760,000.00	457,537.00	457,537.00	1,265,000.00	1,265,000.00
			\$ 582,514.00		\$ 760,000.00		\$ 457,537.00		\$ 1,265,000.00
BASE BID PLUS ALT 1			\$ 4,819,718.01		\$ 5,133,467.27		\$ 5,011,093.35		\$ 6,578,895.80
12 93 00.20	Play Zone Trees	3,125.00	3,125.00	2,900.00	2,900.00	23,886.47	23,886.47	0.00	0.00
12 93 00.21	Play Zone EWF Fall Surface	8.33	249.90	230.00	6,900.00	315.26	9,457.90	0.00	0.00
12 93 00.22	Play Zone Concrete Curb	0.38	60.80	53.75	8,600.00	93.46	14,953.44	44.85	7,176.00
			\$ 3,435.70		\$ 18,400.00		\$ 48,297.81		\$ 7,176.00
BASE BID PLUS ALT 1 AND 2			\$ 4,823,153.71		\$ 5,151,867.27		\$ 5,059,391.16		\$ 6,586,071.80
33 20 00.01	Marine Fuel Landside System Demolition (added estimate, this	44,200.00	44,200.00	51,800.00	51,800.00	51,161.23	51,161.23	47,150.00	47,150.00
33 20 10.01	Marine Fuel System, Complete	353,584.00	353,584.00	397,100.00	397,100.00	381,973.00	381,973.00	883,200.00	883,200.00
33 20 10.02	Marine Fuel Connector, Complete	342,220.00	342,220.00	383,800.00	383,800.00	379,658.00	379,658.00	24,863.20	24,863.20
FUEL COST ONLY			\$ 740,004.00		\$ 832,700.00		\$ 812,792.23		\$ 955,213.20
GRAND TOTAL			\$ 5,563,157.71		\$ 5,984,567.27		\$ 5,872,183.39		\$ 7,541,285.00



### **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.
- Assists with projects and events 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: \$18.00 - 23.00**