NOTIFICATION OF MEETING DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

DATE OF MEETING:

Wednesday, June 11, 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: Bales, Dost, Westbrook, McGovern, Zysk, Diener, DeCoster, Vogtmann

ATTENDANCE:

APPROVAL OF AGENDA

APPROVAL OF MINUTES – Motion to approve the May 14, 2025 minutes as presented.

PUBLIC COMMENT -

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

UNFINISHED BUSINESS:

- 1. Village Green Status, Spend & Next Steps McGovern
- 2.

NEW BUSINESS:

- 1. MDA Resources McGovern
 - a. 10-minute outline tour of MDA resources presentation
- 2. Feedback from other DDAs on 501(c)(3) bylaws & models McGovern
- 3. Event Status Fisher/McGovern
 - a. Ice Cream Social
 - b. Independence Day Festivities
 - c. Summer Events
- 4. DDA Organization, Board Make-Up & Succession Planning McGovern
 - a. Keeping Talent Things That Make It Worthwhile
 - b. Attracting & Recruiting Talent
 - c. Preparing for Inevitable Departures
 - d. Non-Board Critical Roles
- 5. Recording Secretary McGovern

CORRESPONDENCE
PUBLIC COMMENT
ADJOURNMENT

VILLAGE OF LEXINGTON DOWNTOWN DEVELOPMENT AUTHORITY INFORMATIONAL/REGULAR MEETING

Village of Lexington – 7227 Huron Ave., Lexington, MI May 14, 2025

CALL TO ORDER INFORMATIONAL MEETING: 5:30 p.m.

ROLL CALL: by Vicki Scott

PRESENT: Bales, Westbrook, McGovern, Zysk, Diener, DeCoster, Dost, Vogtmann

ABSENT: Bender

OTHERS PRESENT: L. Adams

PURPOSE: To inform the public of goals and direction of the Authority, including upcoming projects.

McGovern provided a power point presentation and a synopsis of the DDA. McGovern discussed

some of the activities and events including; updates on the social district, manage

the streetscape improvements, seasonal flowers, ice cream social, holiday light pole decorations, providing

façade grant improvements, and the upcoming Tierney Park Harbor Redevelopment project.

PUBLIC COMMENT: None

CLOSE INFORMATIONAL MEETING: 5:47 pm.

CALL TO ORDER: Chairperson McGovern called the meeting to order at 5:47 pm.

ROLL CALL: by Vicki Scott

PRESENT: Bales, Westbrook, McGovern, Zysk, Diener, DeCoster, Dost, Vogtmann

ABSENT: Bender

OTHERS PRESENT: L. Adams

ATTENDANCE: Bender informed the Clerk of his absence

APPROVAL OF AGENDA:

MOTION by McGovern, seconded by DeCoster, to approve the agenda as amended adding Mickey Bender's resignation under New Business #1.

All Ayes

Motion carried

APPROVAL OF MINUTES:

MOTION by DeCoster, seconded by Dost, to approve the April 9, 2025 minutes as amended changing the language to say "put up a decorative barrier" under Unfinished Business #1.

All Ayes

Motion carried

PUBLIC COMMENT: None

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

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

Roll Call:

Ayes: DeCoster, Diener, Bales, Westbrook, Zysk, Vogtmann, Dost, McGovern

Nays: None Motion carried

UNFINISHED BUSINESS:

- 1. **Village Green Status** McGovern explained planter boxes are in place. This is a work in progress with mulch coming soon. Discussion followed.
- 2. **501(c)(3)** Non-profit Status McGovern explained the many reasons the DDA could benefit from opening a 501(c)(3) from fundraising opportunities to hosting more events. McGovern explained other committees such as Parks & Rec and Environmental could be part of this same 501(c)(3) and benefit as well. McGovern suggested putting rules of fairness in the bylaws. Lori Fisher created sample bylaws using Al. McGovern explained the consensus on the name would be the Lexington Community Foundation. McGovern asked if the Board wants to formally support this creation. Board members question how this would work since it's a total separate Board. Vicki Scott suggested this go to Council as well, explaining the Fire Department received Council approval to open their 501(c)(3). Diener asked who would create this? Lori Fisher stated she would be happy to volunteer her time to do it not as Village Manager. Lengthy discussion followed on how this would work, and how other communities do it. Vogtmann asked about tax filings. Fisher explained this is usually a one-page form. Board members agreed to bring back more information next month.

NEW BUSINESS:

- 1. **Mickey Bender's Resignation** Motion by Diener, seconded by DeCoster, to accept the resignation of Mickey Bender.
- 1. **Training** McGovern explained he included the (8) training module links (one hour each) for anyone interested in these topics. Each member is required to have (4) hours per year of training. On the google drive there is a form for self-reporting. Fisher will send out an email. Discussion followed.

MEDC GRANT EXTENSION –

MOTION by DeCoster, seconded by McGovern, to approve Amendment One to the MEDC Grant with the Village of Lexington DDA as presented with one change of Robert Dost in place of Kristen Kaatz for Village President Roll Call:

Ayes: DeCoster, McGovern, Dost, Vogtmann, Zysk, Diener, Westbrook, Bales

Nays: None Motion carried

Budget Amendments –

MOTION by DeCoster, seconded by Bales, to approve the Budget Amendments as presented.

Roll Call:

Ayes: DeCoster, Bales, Diener, Westbrook, Zysk, Vogtmann, Dost, McGovern

Nays: None Motion carried

4. **MEDC GRANT** – McGovern explained there is no supporting documents with this. We need to approve this and send it to Council.

MOTION by Dost, seconded by McGovern, to authorize funding of MEDC Harbor Improvement Grant of up to \$8,000,000.00 and send to Council

Roll Call:

Ayes: Dost, McGovern, DeCoster, Vogtmann, Zysk, Westbrook, Diener, Bales

Nays: None Motion carried 5. Tierney Park Bid Recommendation – McGovern explained the bids came back. Edgewater went through each one and put a recommendation together for Spence Brothers as the project/general contractor. Lori explained we have about \$5,000,000.00 to spend. We already spent \$433,000.00 on engineering. When we take these numbers and pull out the fuel tanks which the DNR will be paying out of their \$3,000,000.00, Spence Brothers ends up at about \$4,800,000.00. We need to pull out approximately \$100,000.00 - \$200,000.00 of work in order to meet budget. We are planning, out of this fund, to also acquire the DNR property, the triangle by the waterfront. We have a match on the acquisition grant that we need to utilize this fund for. We are still planning on hiring an owner's representative. When I add in those figures plus the interest we earned, we are sitting at about \$120,000.00 short of where we need to be. I have talked to Spence Brothers to see what things we can pull out. One thing identified was the reinforced turf. The other big item is the walkway that goes over the water. That is using a rare wood from Africa which is approximately \$500,000.00 - \$600,000.00 for that walkway. We will ask if we can make that walkway cheaper.

MOTION by DeCoster, seconded by Dost, 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.

Roll Call:

Ayes: DeCoster, Dost, Vogtmann, Zysk, Westbrook, Diener, Bales, McGovern

Nays: None Motion carried

6. **Assistant to the Village Manager** – McGovern explained we never formally made a motion on this. The job description hasn't changed. The pay scale was added between \$18.00 - \$23.00. This pertains to the DDA because part of the job description states "assists with projects and events for the DDA". The job description varies from mobile home park, zoning, and DDA. Bales asked how is it billed to DDA. Is it billed like DPW? Lori explained it could be billed that way, or what was discussed in the budget approval for next year \$20,000.00 was approved to support this. There are a lot of things not getting done right now like scheduling the pop-up markets for the Village Green. Diener asked if this has been through Personnel yet. Lori responded yes. This will be a part time position. Bales asked if we get to decide how this will be billed because at 20 hours per week for 52 weeks at \$23.00 per hour is \$23,000.00. If we give \$20,000.00, we are paying for this whole person. Lori explained I didn't intend for DDA to pick up the first \$20,000.00 this would be split into a couple different buckets. McGovern prefers a time sheet showing how much time was spent in DDA. The DDA shouldn't pay for when this person is working on zoning. Westbrook asked how many DDA's have a paid chair position. Is the organizational structure, correct? McGovern explained other DDA's have a paid DDA director.

MOTION by Diener, seconded by DeCoster, to approve up to \$20,000.00 per year to help fund an assistant to the Village Manager.

Discussion: on paying for work only in the DDA district

AMENDED MOTION by Diener, seconded by DeCoster, to approve up to \$20,000.00 per year to help fund an assistant to the Village Manager for work performed for the DDA.

Roll Call:

Ayes: Diener, DeCoster, Bales, Vogtmann, Dost, McGovern

Nays: Westbrook, Zysk

Motion carried

CORRESPONDENCE: McGovern explained we received correspondence from the Lexington Arts Council and an MDA Spring Workshop.

PUBLIC COMMENT: None

ADJOURNMENT: McGovern adjourned the meeting at 7:02 p.m.

Respectfully submitted

Vicki Scott

06/04/2025 08:53 AM

User: SHELLY DB: Village Of Lexi

BALANCE SHEET FOR VILLAGE OF LEXINGTON Period Ending 05/31/2025

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Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance	
*** Assets	***		
248-000-001.100 248-000-017.000 248-000-017.100 248-000-018.100 248-000-076.001 248-000-123.000	EASTERN MICHIGAN BANK INVESTMENTS IN SECURITIES GOV MIC POOLED INVESTMENT ACCOUNT GOV.MIC ACCOUNTS RECEIVABLE DUE FROM LEX TOWNSHIP PREPAID EXPENSES	103,218.52 0.00 400,407.24 0.00 0.00	
Tot	al Assets	503,625.76	
*** Liabil	ities ***		
248-000-202.000 248-000-257.100	ACCOUNTS PAYABLE ACCRUED WAGES	0.00	
Tot	al Liabilities	0.00	
*** Fund B	alance ***		
248-000-390.000	FUND BALANCE ACCOUNT	392,269.27	
Tot	al Fund Balance	392,269.27	
Beg	Beginning Fund Balance		
End	of Revenues VS Expenditures ing Fund Balance al Liabilities And Fund Balance	111,356.49 503,625.76 503,625.76	

06/04/2025 08:54 AM User: SHELLY DB: Village Of Lexi

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LEXINGTON

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PERIOD ENDING 05/31/2025

					1248 - DOWNTOWN DEVELOPMENT ATTHORETY	П – 848 – П
	NORMAL (ABNORMAL)	INCREASE (DECREASE)	AMENDED BUDGET	BUDGET	DESCRIPTION	GL NUMBER
0/0	05/31/2025	MONTH 05/31/2025	2024-25	ORIGINAL		
	YTD BALANCE	ACTIVITY FOR		2024-25		

	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/2025 INCREASE (DECREASE)	YTD BALANCE 05/31/2025 NORMAL (ABNORWAL)	% BDGT USED
SES**** TAXES FROM VILLAGE TAXES FROM TOWNSHIP RNET REVENUE	96,992.00 104,341.00 0.00	96,992.00	7,644.18	89,188.88 150,020.42 0.00	91.95
	10,000.00	10,000.00	00000		100.00 100.00 167.15 163.07
TRASFEK IN FKOM GENEKAL FUND FOR CAPITA *DDA EXPENSES****	212,333.00	212,333.00	7,644.18		
	212,333.00	212,333.00	7,644.18	263,510.15	124.10
KPENSES**** ADMINISTRATIVE REIMBURSEMENT WAGES	33,905.00	33,905.00	2,825.42	31,079.62	91.67
SECURITY	25,000.00	25,000.00	1,602.64		81.64 83.91
1 OVERTIME			1.2	114 325	76.20
	-	-	81	235	93.05
	5,400.00	5,400.00	528.56	4,243.51 236.03	78.58
	0.00	00.000	1,356.91	8,910.56	100.00
INDEPENDENCE DAY EVENT EXPENSES COMPUTER-HARDWARE-SOFTWARE	2,00	2,000	00.0		00.00
	-	00.00	0.00	0.00	0.00
	1,000.00	1,000.00	00.0	(450	(45.00)
	500.00	500.00	00.00	00.0	0.00
	10,000.00	10,000.00	00.0	406.00	4.06
	200.00	200.00	00.00	350.00	175.00
77 T T T 77	15,000.00	15,000.00	280.00	6,560.00	43.73
VILLERGE VILLERGE	15,000.00	15,000.00	221	19,269.78	0.00
	00.00	00.0	1,258.33	0.090	00
	5,000	5,00	00000		00.0
	40,000.00		00.0	19,414.89 0.00	48.54
	199,200.00	199,200.00	9,620.93	152,153.66	76.38

LEXINGTON	
OF	
VILLAGE	
FOR	
REPORT	
EXPENDITURE	
AND	
REVENUE	

	% BDGT USED	76.38	124.10 76.38 847.91
Page: 2/2	YTD BALANCE 05/31/2025 NORMAL (ABNORWAL)	152,153.66	263,510.15 152,153.66 111,356.49
STON	ACTIVITY FOR MONTH 05/31/2025 INCREASE (DECREASE)	9,620.93	7,644.18 9,620.93 (1,976.75)
OR VILLAGE OF LEXING 31/2025	2024-25 AMENDED BUDGET	199,200.00	212,333.00 199,200.00 13,133.00
REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LEXINGTON PERIOD ENDING 05/31/2025	2024-25 ORIGINAL BUDGET	199,200.00	212,333.00 199,200.00 13,133.00
::54 AM of Lexi	DESCRIPTION	Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY Expenditures TOTAL EXPENDITURES	Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY: TOTAL REVENUES TOTAL EXPENDITURES NET OF REVENUES & EXPENDITURES
06/04/2025 08:54 AM User: SHELLY DB: Village Of Lexi	GL NUMBER	Fund 248 - DOWNTOWN Expenditures TOTAL EXPENDITURES	Fund 248 - DOWNTOWN TOTAL REVENUES TOTAL EXPENDITURES NET OF REVENUES & F

GL ACTIVITY REPORT FOR VILLAGE OF LEXINGTON

TRANSACTIONS FROM 05/01/2025 TO 05/31/2025

DB: Village Date			on TRANSACTIONS FROM 05 Description	/01/2025 TO 05/ Reference #	31/2025	Debits	Credits	Balance
Fund 248 D0 05/01/2025 05/30/2025 05/31/2025		DEVEI JE		3390 END BALANCE		BALANCE 2,825.42 2,825.42	0.00	28,254.20 31,079.62 31,079.62
05/01/2025 05/07/2025 05/14/2025 05/21/2025 05/28/2025 05/31/2025	PR PR	CHK CHK CHK	248-248-702.600 DPW WAGES SUMMARY PR 05/07/2025 SUMMARY PR 05/14/2025 SUMMARY PR 05/21/2025 SUMMARY PR 05/28/2025 248-248-702.600	END BALANCE	BEG.	BALANCE 422.92 321.74 711.87 146.11 1,602.64	0.00	18,808.20 19,231.12 19,552.86 20,264.73 20,410.84 20,410.84
05/01/2025 05/07/2025 05/14/2025 05/21/2025 05/28/2025 05/31/2025	PR PR	CHK CHK CHK	248-248-709.100 MATCH - SOCIAL SECUR SUMMARY PR 05/07/2025 SUMMARY PR 05/14/2025 SUMMARY PR 05/21/2025 SUMMARY PR 05/28/2025 248-248-709.100	ITY	BEG.	BALANCE 31.80 24.18 53.60 11.03 120.61	0.00	1,526.51 1,558.31 1,582.49 1,636.09 1,647.12
05/01/2025 05/21/2025 05/28/2025 05/31/2025		CHK CHK	248-248-710.500 MICH EMP SEC COM SUMMARY PR 05/21/2025 SUMMARY PR 05/28/2025 248-248-710.500			0.62	0.00	113.08 113.68 114.30 114.30
05/01/2025			248-248-713.650 DPW-WATER WAGES OVER	TIME	BEG.	BALANCE		1,325.47
05/31/2025			248-248-713.650	END BALANCE		0.00	0.00	1,325.47
05/01/2025 05/07/2025 05/14/2025 05/21/2025 05/28/2025 05/31/2025	PR PR	CHK CHK CHK	248-248-715.400 PENSION SUMMARY PR 05/07/2025 SUMMARY PR 05/14/2025 SUMMARY PR 05/21/2025 SUMMARY PR 05/28/2025 248-248-715.400	END BALANCE	BEG.	BALANCE 80.10 89.94 48.01 36.01 254.06	0.00	1,981.02 2,061.12 2,151.06 2,199.07 2,235.08 2,235.08
05/01/2025 05/07/2025 05/14/2025 05/21/2025 05/28/2025 05/31/2025	PR PR	CHK CHK CHK	248-248-716.401 AXA EQUITABLE MATCH SUMMARY PR 05/07/2025 SUMMARY PR 05/14/2025 SUMMARY PR 05/21/2025 SUMMARY PR 05/28/2025 248-248-716.401	END BALANCE	BEG.	19.72 11.37 46.45 4.09	0.00	747.39 767.11 778.48 824.93 829.02 829.02
Section of Company of the Company	PR PR	CHK CHK CHK	248-248-719.200 BLUE CROSS SUMMARY PR 05/07/2025 SUMMARY PR 05/14/2025 SUMMARY PR 05/21/2025 SUMMARY PR 05/28/2025 248-248-719.200	END BALANCE		BALANCE 150.12 112.34 229.00 37.10 528.56	0.00	3,714.95 3,865.07 3,977.41 4,206.41 4,243.51 4,243.51
05/01/2025			248-248-724.300 LIFE INSURANCE		BEG.	BALANCE	20	236.03
05/31/2025			248-248-724.300	END BALANCE		0.00	0.00	236.03
05/01/2025 05/06/2025 05/06/2025 05/06/2025 05/13/2025 05/13/2025 05/20/2025 05/31/2025	AP AP AP AP	INV INV INV INV	248-248-752.000 SUPPLIES MULTI FUNDS 4291 SUPPLY MULTI FUNDS STRING LIGHTS VILLAGE GREEN DDA PLANTERS WOOD FOR DDA FLOWER BOXES CLEANING SUPPLY 248-248-752.000	DUE 5-22-25 ACT#192 183715 2101185956 2101186391 9507 END BALANCE		BALANCE 360.38 554.59 199.90 139.08 47.96 55.00	0.00	7,553.65 7,914.03 8,468.62 8,668.52 8,807.60 8,855.56 8,910.56
05/01/2025			248-248-779.000 HOLIDAY SUPPLY		BEG.	BALANCE		11,488.61
05/31/2025			248-248-779.000	END BALANCE		0.00	0.00	11,488.61
05/01/2025 05/20/2025 05/31/2025	AP	INV	248-248-802.200 CONTRACTED SERVICES MAY 2025 MEETING 248-248-802.200	DDA MAY 2025 END BALANCE	BEG.	BALANCE 50.00 50.00	0.00	13,130.00 13,180.00 13,180.00
05/01/2025			248-248-811.000 LEGAL		BEG.	BALANCE		(450.00)
05/31/2025			248-248-811.000	END BALANCE		0.00	0.00	(450.00)
05/01/2025			248-248-880.100 ADVERT/PUBLICATIONS		BEG.	BALANCE		406.00
05/31/2025			248-248-880.100	END BALANCE		0.00	0.00	406.00
05/01/2025			248-248-909.500 EDUCATION AND TRAINING	1G	BEG.	BALANCE		795.89
05/31/2025			248-248-909.500	END BALANCE		0.00	0.00	795.89

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DB: Village Of Lexington

TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL ACTIVITY REPORT FOR VILLAGE OF LEXINGTON

2/2

152,153.66

Page:

TRANSACTIONS FROM 05/01/2025 TO 05/31/2025

Date JNL Type Description Reference # Debits Credits Balance 05/01/2025 248-248-915.000 MEMBERSHIP/DUES BEG. BALANCE 350.00 05/31/2025 248-248-915.000 END BALANCE 0.00 0.00 350.00 05/01/2025 248-248-920.000 DTE BEG. BALANCE 0.00 05/06/2025 INV VILLAGE GREEN ELECTRIC 9692 DDA 17.65 17.65 05/13/2025 INV MULTI FUNDS DUE MAY 30 2025 AP 22.65 40.30 05/31/2025 248-248-920.000 END BALANCE 40.30 0.00 40.30 05/01/2025 248-248-934.000 LANDSCAPING MAINTENANCE BEG. BALANCE 6,280.00 05/22/2025 AP TNV DDA FLOWERS 265 280.00 6,560.00 05/31/2025 248-248-934.000 END BALANCE 280.00 6,560.00 0.00 248-248-940.700 DPW EQUIPMENT
DPW EQUIPMENT REIMBURSEMENT MAY 2025 05/01/2025 BEG. BALANCE 18,048.53 05/29/2025 GJ JE 3389 1,221.25 19,269.78 05/31/2025 248-248-940.700 END BALANCE 1,221.25 0.00 19,269.78 05/01/2025 248-248-940.800 VILLAGE GREEN RENT BEG. BALANCE 8,808.31 05/13/2025 INV JUNE 2025 VILLAGE GREEN RENT JUNE 2025 RENT 1,258.33 10,066.64 05/31/2025 248-248-940.800 END BALANCE 1,258.33 0.00 10,066.64 05/01/2025 248-248-967.000 DDA GRANT BEG. BALANCE 19,414.89 05/31/2025 248-248-967.000 END BALANCE 0.00 0.00 19,414.89

9,620.93