

**VILLAGE OF LEXINGTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
Village of Lexington – 7227 Huron Ave., Lexington, MI  
April 13, 2022 @ 5:30 p.m.**

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

**ROLL CALL:** by Vicki Scott

**PRESENT:** Adams, Stencel, Yankee, VanDyke, Westbrook, Drouillard, (Bender @5:35 & Kaatz @5:49)

**ABSENT:** Bales, Blaesing

**OTHERS PRESENT:** A. Sutton, S. McCoy, M. Fulton, P. Muoio, S. Pomilia, D. Zielinski

**APPROVAL OF AGENDA:**

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

All Ayes

Motion carried.

**APPROVAL OF MINUTES**

**MOTION** by Adams, seconded by Drouillard, to approve the 2-9-22 minutes as presented.

All Ayes

Motion carried.

**PUBLIC COMMENT:**

- Sue Pomilia (Parks & Rec Board) asked the DDA Board for help in funding some of the maintenance and upgrades that need to be done in the parks.

\*\*Bender arrived at 5:35 p.m.

**REVIEW OF FINANCIAL INFORMATION:** - McCoy explained the financials and noted the benches are complete and came in under budget. VanDyke noted we still have some remaining grant funds available for the year. VanDyke suggests business owners and/or parks & rec put together proposals for the Board to review at the May meeting.

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

Roll Call:

Ayes – Bender, VanDyke, Stencel, Westbrook, Drouillard, Yankee, Adams

Nays – None

Motion carried

**UNFINISHED BUSINESS:**

1. **Speaker/Microphone Update** – Drouillard explained we were able to get the microphone working. It works up to a block away from Village Hall. It plugs into the mobile master. Bender suggests relaying this to the LBA. Drouillard explained I had us approved for the music for the year and one visit with KLA. I did not get approval from the board for monitoring for the year. KLA sent us a bill for this.

- 2. TIP/Boundary Expansion Update** – Yankee explained we did not have the correct legal language for the ordinance change to go to Council for approval for the boundary expansion. Vicki was able to get the additional legal descriptions we needed. Vicki was able to reach out to Chris Townley for any suggestions on obtaining the proper legal language for amending the ordinance. Townley provided a quote to the DDA Board for this task along with a timeframe. Discussion follows.

**MOTION** by Bender, seconded by VanDyke to approve up to \$880.00 to Townley Engineering for the new legal descriptions we need to complete this project.

Roll Call:

Ayes – Bender, VanDyke, Adams, Yankee, Drouillard, Westbrook, Stencil

Nays – None

Motion carried

\*\* Kaatz arrived at 5:49 p.m.

- 3. Façade Grant Application Update** – Yankee explained I reviewed other cities applications and have included in the packet Dearborn's Façade Application. I like the information and language included in Dearborn's application and would welcome the Boards feedback on changing our façade application. Discussion follows on including the design guidelines in the grant application as well as having it be a step program. Board agreed to have Yankee draft a new façade application to review for next month's meeting.

#### **NEW BUSINESS:**

- 1. KLA Invoice (Remote Monitoring & XM Streaming)** – Drouillard explained the invoice from KLA. The total invoice is \$989.45. Remote monitoring for one year is \$715.00, and one year of music is \$274.45. Drouillard stated we already approved the one year of music. I am asking the boards approval for one year of remote monitoring at \$715.00 plus \$75.00 for the antenna KLA repaired. Drouillard noted we also will be receiving a quote to repair a wire that was cut on one of the speakers. Discussion follows. Bender suggests getting a contract stating what the remote monitoring entails.

**MOTION** by VanDyke, seconded by Westbrook, to approve the KLA Invoice for \$790.00 contingent on receiving a contract.

Roll Call:

Ayes – VanDyke, Westbrook, Adams, Kaatz, Yankee, Stencil, Drouillard

Nays – Bender

Motion carried

- 2. Master Plan Pamphlets Survey** – Yankee asked the Board to please take the Master Plan Survey and let your neighbors know to do the same.
- 3. Keel, Marketing Proposal** – VanDyke explained the background of Keel e-magazine. The Keel would like to include the Lexington area. This would be a great digital marketing tool. It is strictly funded by partnerships. This marketing advertising investment proposal would be \$5,000. This is a decrease from years past. Discussion follows. Board agreed to revisit this next month.

- 4. Michigan Downtown Association Webinar** – Yankee explained for \$35.00 we would have access to these webinars and I could share the link with the board. This is a great way to get our training in. Discussion follows.

**MOTION** by Bender, seconded by Westbrook, to reimburse Keri Yankee for \$35.00 for the purchase of the Downtown Management Training Series Webinars.

Roll Call:

Ayes – Bender, Westbrook, Stencel, Drouillard, Yankee, Kaatz, VanDyke, Adams

Nays – None

Motion carried

**CORRESPONDENCE:** None

**PUBLIC COMMENT:**

- Steve Stencel – commented on the Keel marketing program.

**ADJOURNMENT:**

**MOTION** by Bender, seconded by Kaatz to adjourn the meeting at 6:29 pm.

All Ayes

Motion carried.

Respectfully submitted,  
Vicki Scott  
April 13, 2022

Approved