

VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY
Village Hall, 7227 Huron Ave., Lexington, MI
July 14, 2021

CALL TO ORDER: Chairperson Yankee called the meeting to order at 5:32 pm.

ROLL CALL: by Vicki Scott

PRESENT: Adams, Bender, Bales, Stencel, Yankee, Blaesing, Westbrook, Drouillard,
(Kaatz – arrived 5:37)

ABSENT: VanDyke

OTHERS PRESENT: Tatman, McCoy, Huepenbecker, Picot, Ziegler

APPROVAL OF AGENDA:

Yankee amends the agenda to add Tennis Court Update under Unfinished Business and Design Guidelines under New Business.

MOTION by Blaesing, seconded by Drouillard to approve the agenda as amended.

All Ayes

Motion carried.

APPROVAL OF MINUTES

MOTION by Bender, seconded by Blaesing to approve the 6-9-21 minutes as presented.

All Ayes

Motion carried.

PUBLIC COMMENT: None

REVIEW OF FINANCIAL INFORMATION:

Yankee reminded members that Shelly McCoy was there to answer questions regarding the financial information. None were asked.

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

Roll Call

Ayes – Bender, Adams, Stencel, Bales, Drouillard, Blaesing, Yankee, Westbrook

Nays – None

Motion carried.

UNFINISHED BUSINESS:

1. **Carmine from CIB Planning Update** – Yankee explains she and Tatman met with Carmine and the county administrator to go over the new DDA boundary expansion. They gave very positive feedback. The next step will be letters going out to our taxing jurisdiction. Discussion follows.

** Kaatz arrives at 5:37 pm**

2. **Speaker System Update** – Drouillard explains the findings that he and Larry Adams found during their investigation of the speaker system. Half of the speakers work, half do not. Drouillard has been in touch with Andy from KLA. The software was done well. Drouillard suggests focusing on fixing one speaker at a time. The general feedback was positive from the shop owners. Discussion follows. Next steps: Drouillard will write up plans going forward, will start with two (2) speakers, as well as asking to get the schematics from KLA and a new proposal.

MOTION by Kaatz, seconded by Bender to approve the speaker committee can spend up to \$500.00 securing professional electrical help and have authorization to put in work orders for DPW to assist them as needed to repair 2 of the speakers.

Roll Call

Ayes – Kaatz, Bender, Stencel, Bales, Adams, Drouillard, Blaesing, Yankee, Westbrook

Nays – None

Motion carried.

3. **Cadillac Façade Grant Update** – Cadillac House is now asking for the façade grant of \$10,000 that was approved on 1-8-2020. Kaatz explains we need the final receipt before payment is issued. Tatman will reach out to them and let them know.

4. **Croswell Greenhouse Invoice Update** – Yankee explains Croswell Greenhouse invoice came in a little higher than what the board voted on of \$4,980. It came in at \$5,200 partially due to fertilizer. Board member agree how outstanding the flowers are this year and how many compliments we have received.

MOTION by Drouillard, seconded by Westbrook to pay the Croswell Greenhouse invoice of \$5,200.00

Roll Call

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

Abstain – Bales

Nays – None

Motion carried.

5. **Upcoming Projects Update** –

- Benches – Discussion on starting to replace wooden benches with composite benches. Board discusses getting a storage pod to help preserve the benches. Tatman will get a quote on (2) storage pods since the water department was going to get one as well.
- Light Poles – Discussion on getting the light poles painted. Tatman will check to see the price the mobile home park paid to get their poles painted.
- Trees – Discussion on the existing grates possibly needing replaced. Bales will check to see which trees would thrive in the current downtown location.

6. **Tennis Court Update** – Tatman explains she is waiting on two quotes to finish the tennis court. Tatman will let the board know once these quotes come in.

NEW BUSINESS:

1. **Snow Flake Decorations** – Tatman explains the Village of Pentwater is offering to sell (30) snow flake decorations (with brackets) for \$3000.00. Discussion follows.

MOTION by Adams, seconded by Bales to purchase (30) snow flake decorations in the amount of \$3,000.00 from Village of Pentwater.

Roll Call

Ayes – Adams, Bales, Bender, Stencel, Westbrook, Yankee, Blaesing, Drouillard

Nays – None

Motion carried.

2. **New Website** – Tatman explains the Village Council approved going forward with a new website from EGO LLC. in the amount of \$18,000. Tatman asks the Board for help funding this project as it was on the DDA’s list of projects they wanted to do. Lengthy discussion follows. Drouillard suggests holding back a portion of funds until the project is completed as well as getting a maintenance plan for at least the first six months. Yankee spoke with VanDyke regarding this issue and would like 30 days to review this proposal. Board members decide to form a subcommittee of Drouillard, VanDyke, and Yankee to go over the proposal.
3. **Review/Update DDA Bylaws** – Yankee explains we need to review and/or update our by-laws yearly. Yankee suggests the following changes:
- Add under Section 2 – There should not be more than two council members on the DDA Board.
 - Add under Section 4 – The DDA will not fund any entity that opts out of the DDA boarder expansion. No DDA funds will be appropriated to businesses outside of the DDA district.
 - Add under Section 3 – Use same language as Village Council states for excessive absence. Cannot miss more than three consecutive regular scheduled meetings, unless you are sick or working on a different council meeting.
 - Add Section 6 Training – All DDA Board members will attend at least (1) training per year.

MOTION by Bender, seconded by Adams to approve the above amendments as stated and send to council for final approval.

All Ayes

Motion carried.

4. **Design Guidelines** – Tatman explains the Planning Commission has hired Smith Group to do their master plan. Planning Commission also asked the Smith Group for a proposal to do design guidelines. Picot worked on getting a grant toward the design guidelines with MEDC in the amount of \$12,000. Planning Commission is now coming to the DDA to ask for the additional \$3,000 toward design guidelines as it works directly with DDA façade guidelines. Lengthy discussion follows.

MOTION by Bender, seconded by Adams to pay \$3,000 toward design guidelines.

Roll Call

Ayes – Bender, Adams, Kaatz, Stencel, Bales, Blaesing, Yankee

Abstain – Drouillard, Westbrook

Nays – None

Motion carried.

CORRESPONDENCE – Thank You Letter

PUBLIC COMMENT – Ziegler commented on the tennis court, and compliments the DDA Board.

Drouillard asks who maintains the boardwalk and playground equipment.

ADJOURNMENT:

MOTION by Bender, seconded by Bales to adjourn the meeting at 7:49 pm.

All Ayes

Motion carried.

Vicki Scott, Recording Secretary

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