

**VILLAGE OF LEXINGTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
INFORMATIONAL/REGULAR MEETING  
Village of Lexington – 7227 Huron Ave., Lexington, MI  
October 11, 2023**

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

**PRESENT:** Adams, Bender, Bales, Kaatz, VanDyke, Westbrook, Drouillard, McGovern, Zysk

**OTHERS PRESENT:** V. Scott, K. DeCoster, D. Roehl

**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 over the last year including; becoming part of the MDA, the new social district, manage the streetscape improvements, finished the light poles, seasonal flowers, holiday light pole decorations, and providing façade grant improvements. McGovern discussed the upcoming Harbor Redevelopment project.

**PUBLIC COMMENT:** None

**CLOSE INFORMATIONAL MEETING:** 5:41 pm.

**CALL TO ORDER:** Chairperson McGovern called the meeting to order at 5:42 pm.

**ROLL CALL:** by Vicki Scott

**PRESENT:** Adams, Bender, Bales, Kaatz, VanDyke, Westbrook, Drouillard, McGovern, Zysk

**ABSENT:** None

**OTHERS PRESENT:** V. Scott, K. DeCoster, D. Roehl, 1 citizen

**APPROVAL OF AGENDA:**

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

All Ayes

Motion Carried

**APPROVAL OF MINUTES**

**MOTION** by Kaatz, seconded by Bender, to approve the September 13, 2023 minutes as presented.

All Ayes

Motion Carried

**PUBLIC COMMENT:**

- Kathy DeCoster (5203 Main) – commented on the LBA financials.

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

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

Roll Call:

Ayes: Bender, Adams, Kaatz, Bales, VanDyke, Westbrook, Drouillard, Zysk, McGovern

Nays: None

Motion Carried

**UNFINISHED BUSINESS:**

1. **Social District Update** – McGovern reported all invoices have been paid. Discussion followed on bringing more activities to the Christmas Tree Lighting.

2. **Harbor Steering Committee Status** – VanDyke stated the Edgewater team held a second public meeting on 9-20-23. We are looking forward to the third public meeting the beginning of November when Edgewater will present a concept incorporating all public feedback.

**NEW BUSINESS:**

1. **Façade Grant – Lexington House Bed & Breakfast** – McGovern explained all the paperwork is in order. McGovern explained the two different quotes in the packet.  
Motion by Bales, seconded by Adams, to approve the façade grant not to exceed \$3,883.50 to Lexington House.  
Discussion:  
Roll Call:  
Ayes: Bales, Adams, Bender, Kaatz, VanDyke, Westbrook, Drouillard, Zysk, McGovern  
Nays: None  
Motion carried
2. **MDA Membership Invoice** –  
Motion by Kaatz, seconded by Bales, to approve the \$200.00 annual membership dues to the MDA.  
Discussion:  
Roll Call:  
Ayes: Kaatz, Bales, Bender, VanDyke, Westbrook, Drouillard, Zysk, Adams, McGovern  
Nays: None  
Motion carried
3. **MDA Annual Conference** –  
Motion by Kaatz, seconded by Bender, to approve not to exceed \$800.00 for the annual registration fee and support a conference attendance cost for the board chairperson to go.  
Discussion:  
Roll Call:  
Ayes: Kaatz, Bender, Bales, VanDyke, Westbrook, Drouillard, Zysk, Adams  
Abstain: McGovern  
Nays: None  
Motion carried
4. **Ethics Policy** – McGovern explained this one-page form came from Council for our feedback. Please send the Village Manager any comments or concerns. Each committee will be reviewing it as well. Discussion follows.
5. **Christmas Decor** – Bender explained 3 RFP'S were sent out for holiday pots, Christmas lights, and garland.
  - a) **RFP'S for Christmas Lights, Garland, Pots** – McGovern opened the only bid received from Croswell Greenhouse for the flower pots. The quote was for 35 planters similar to last year for \$130.00 each. Last year they were \$120.00 each. The total for this year would be \$4,550.00. Discussion followed.  
Motion by McGovern, seconded by Kaatz, to accept the bid from Croswell Greenhouse for 35 planters at \$130.00 each totaling \$4,550.00 to be completed by November 18, 2023.  
Roll Call:  
Ayes: McGovern, Kaatz, Bender, VanDyke, Westbrook, Drouillard, Zysk, Adams  
Abstain: Bales  
Nays: None  
Motion carried

- b) Holiday Lights on the Poles & Buildings** – Bender explained this is typically done by the same contractor. We only received one bid. Hill Tree Service quoted \$6,400.00. This contractor did it last year for \$6,200.00. This price includes maintaining the lights as well. Discussion followed.

Motion by Bales, seconded by Kaatz, to approve \$6,400.00 to Hill Tree Service for putting up Holiday decorations.

Roll Call:

Ayes: Bales, Kaatz, Bender, VanDyke, Westbrook, Drouillard, Zysk, Adams, McGovern

Nays: None

Motion carried

- c) Garland** – Bender explained Western Tree Farm is not interested in taking on new customers. Croswell Greenhouse supplier had some issues and could not provide a price. Centennial Pines gave a price of \$1.50 per foot. We need approximately 800-850 ft. Lexington Gardens will give it to us at cost. It would cost us \$52.00 for a 60 ft. roll. For 900 ft. it would cost \$780.00.

Motion by Bender, seconded by Drouillard, to purchase 15 rolls of mixed 3-way garland from Lexington Gardens for a total of \$780.00.

Roll Call:

Ayes: Bender, Drouillard, Bales, VanDyke, Kaatz, Westbrook, Zysk, Adams, McGovern

Nays: None

Motion carried

- d) Lights for Wreaths** – Bender explained if we are going to switch the multi colored lights on wreaths to clear, we need to authorize the purchase for the clear lights. The approximate cost would be \$300.00. Discussion followed. Bender stated we need volunteers to fluff the wreaths as well.

Motion by Drouillard, seconded by Zysk, to approve not to exceed \$500.00 for Christmas lights.

Roll Call:

Ayes: Drouillard, Zysk, Westbrook, VanDyke, Bales, Kaatz, Bender, Adams, McGovern

Nays: None

Motion carried

Bender explained the Social District Sub-committee suggested any left-over candy purchased for Halloween will go to Christmas. McGovern stated the Social District has a current surplus of \$850.00. The sub-committee is proposing to use those surplus funds toward activities that happen within the Social District like purchasing Halloween and Christmas candy. Motion by Bender, seconded by Drouillard, to approve not to exceed \$850.00 in candy purchasing for upcoming events in the Social District of the DDA.

Roll Call:

Ayes: Bender, Drouillard, Kaatz, Bales, Westbrook, VanDyke, Zysk, Adams, McGovern

Nays: None

Motion carried

#### **CORRESPONDENCE:**

#### **PUBLIC COMMENT:**

- Kathy DeCoster (5203 Main) – commented on the fall flags blocking the speed limit sign.

#### **ADJOURNMENT:**

**MOTION** by McGovern, seconded by VanDyke, to adjourn the meeting at 6:44 p.m.

All Ayes

Motion carried.

Respectfully submitted,

Vicki Scott

October 11, 2023