

**VILLAGE OF LEXINGTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
INFORMATIONAL/REGULAR MEETING  
Village of Lexington – 7227 Huron Ave., Lexington, MI  
October 12, 2022 @ 5:00 p.m.**

**CALL TO ORDER INFORMATIONAL MEETING:** 5:00 p.m.

**ROLL CALL:** by Vicki Scott

**PRESENT:** Bales, Bender, Yankee, Blaesing, Adams, McGovern, VanDyke, Westbrook

**ABSENT:** Kaatz, Drouillard

**OTHERS PRESENT:** A. Sutton, S. McCoy, P. Muoio

**PURPOSE:** To inform the public of goals and direction of the Authority, including upcoming projects. Yankee provided a presentation and a synopsis of the DDA. Yankee discussed some of the activities over the last year including; manage the streetscape improvements, seasonal flowers, holiday light pole decorations, bench refurbishment, providing façade grant improvements, as well as helping with a new website. The DDA is also in the process of updating the DDA Plan. Possible future projects; having a welcome center, and continuing with façade grants.

**PUBLIC COMMENT:**

- Peter Muoio commented on the need for public safety facilities and the need to plan for significant projects should the DDA Plan with expansion go through.

**CLOSE INFORMATIONAL MEETING:** 5:06 pm.

**CALL TO ORDER:** Chairperson Yankee called the meeting to order at 5:07 pm.

**ROLL CALL:** by Vicki Scott

**PRESENT:** Adams, Bender, Bales, Blaesing, VanDyke, Westbrook, McGovern, Yankee

**ABSENT:** Kaatz, Drouillard

**OTHERS PRESENT:** A. Sutton, S. McCoy, P. Muoio

**APPROVAL OF AGENDA:**

**MOTION** by Bales, seconded by McGovern to approve the agenda as amended adding #6 under New "Invoice Mickey Bender".

All Ayes

Motion carried.

**APPROVAL OF MINUTES**

**MOTION** by Adams, seconded by VanDyke to approve the September 7, and September 16, 2022, minutes as presented.

Discussion: corrections for September 16, 2022 minutes changing language to say "Senator Stabenow has supported that the federal government allocate ...."

**AMENED MOTION** by Adams, seconded by VanDyke to approve the September 7, 2022 minutes as presented.

All Ayes

Motion carried.

**AMENDED MOTION** by Adams, seconded by VanDyke to approve the September 16, 2022 minutes with the correction of changing the language to say “Senator Stabenow has supported that the federal government allocate ...”.

All Ayes

Abstain: Blaesing, Westbrook

Motion carried.

**PUBLIC COMMENT:** None

**REVIEW OF FINANCIAL INFORMATION:**

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

Roll Call:

Ayes – VanDyke, Westbrook, Bales, Bender, Blaesing, Adams, McGovern, Yankee

Nays – None

Motion carried

**UNFINISHED BUSINESS:**

- 1. Tracy Zysk Facade Grant Invoice Update** – Yankee explained Tracy Zysk has completed the windows portion of the project. Yankee explained Zysk cannot move forward without more funding. Yankee noted Zysk reached out asking for a hardship. The total estimated cost of the project is \$13,752.84. The DDA approved a façade grant for half of the project totaling \$6,876.42. The Wallside windows paid invoice in the packet is for \$7,553.00. Board members discussed reimbursing Zysk half of the paid Wallside invoice verses half of the approved façade grant.

**MOTION** by VanDyke, seconded by McGovern, to approve a check to Tracy Zysk in the amount of \$3,776.50 which is half of the window installation.

Roll Call:

Ayes – VanDyke, McGovern, Westbrook, Bales, Blaesing, Yankee

Nays – Bender, Adams

Motion carried

- 2. TIF/Boundary Expansion Update** – Yankee explained we met with the county to keep them informed with how this is moving along. We will be meeting with various taxing jurisdictions as well. VanDyke explained we were conservative with the boundary expansion. Discussion followed.

**NEW BUSINESS:**

- 1. RFPs for Christmas Lights/Garland/Pots** – Yankee explained we will now open the RFPs. The holiday pots quote is date stamped 10-10-22 @ 9:55 a.m. This quote is from Croswell Greenhouse for 32 pots at \$120.00 each for a total of \$3,840.00. These holiday pots will be similar to last year and will be completed by November 18, 2022 providing the materials arrive when scheduled. Bender noted for reference, we paid \$100.00 per pot last year. Yankee opened the holiday decorating envelope date stamped 10-10-22 @ 8:15 a.m. The second bid is from Hill Tree Services for holiday decorating. Quote includes all lights scheduled to be up, anything that needs repaired, garland to be installed on poles and any extra installs (approximately 44 poles). To be completed by November 18, 2022. This bid comes in at \$6,200.00. Bender noted for reference last year this bid was \$6,000.00. Discussion followed.

Bender explained the quote for the garland. Bender contacted Western Tree Farm, Croswell Greenhouse, Lexington Gardens, and Centennial Farms. Bender noted Lexington Gardens had the best price of \$731.00 for 43-50' of cedar/pine/fir. Discussion followed.

**MOTION** by VanDyke, seconded by Blaesing, to accept Lexington Garden's bid for the cedar/pine/fur garland in the amount of \$731.00.

Roll Call:

Ayes – VanDyke, Blaesing, Adams, McGovern, Westbrook, Bender, Yankee

Abstain – Bales

Nays – None

Motion carried

**MOTION** by VanDyke, seconded by McGovern, to accept the quote from Croswell Greenhouse in the amount \$3,840.00 for pots.

Roll Call:

Ayes – VanDyke, McGovern, Westbrook, Bender, Blaesing, Adams, Yankee

Abstain – Bales

Nays – None

Motion carried

**MOTION** by VanDyke, seconded by Adams, to award Hill Tree Service contract for holiday decorating including all lights as scheduled in the amount of \$6,200.00.

Roll Call:

Ayes – VanDyke, Adams, McGovern, Westbrook, Bales, Bender, Blaesing, Yankee

Nays – None

Motion carried

**2. KLA Remote System Monitoring Invoice** – Yankee explained included in the packet is an invoice from KLA Laboratories for 12 months of remote system monitoring. Bender explained we should have a contract or agreement from KLA before we move forward with this invoice. Discussion followed on getting a detailed invoice explaining what is covered.

**MOTION** by Bender, seconded by VanDyke, to table this invoice until we have a contract with KLA describing the services that will be provided.

All Ayes

Motion carried

**3. KLA XM Business Service Invoice** – Yankee explained included in the packet is an invoice from KLA Laboratories for 12 months of XM radio business service.

**MOTION** by Bender, seconded by Bales, to pay \$323.40 for 12 months of XM radio business service.

Roll Call:

Ayes – Bender, Bales, Westbrook, VanDyke, McGovern, Adams, Blaesing, Yankee

Nays – None

Motion carried

**4. Agri-Valley Internet Access** – Yankee explained Agri-Valley reached out with an option for renewing the contract for public WIFI. The current term agreement ends October 30, 2022. The DDA currently pays \$1,250.00 per month (for June – October) and \$625.00 per month (for November – May). Discussion followed.

**MOTION** by Bender, seconded by Bales, to table this until next month when we have board members present that are up to speed with the internet.

Discussion:

All Ayes

Motion carried

**5. DDA Village Lockup Mini Storage Payment** – Yankee explained we have an invoice in the amount of \$420.00 for six months of mini storage. Bender explained at this time he does not believe the DDA has anything stored in this unit. In the past, the DDA agreed to share the cost of a storage unit with the police department. Discussion followed on finding out what is actually stored in this storage unit.

**MOTION** by Bales, seconded by Adams, to pay \$420.00 for the next 6 months (Nov. – Apr.).

Discussion:

Roll Call:

Ayes – Bales, Adams, VanDyke, Westbrook, Blaesing, Yankee,

Nays – Bender, McGovern

Motion carried

**6. Invoice Mickey Bender** – Yankee explained on behalf of the DDA Bender purchased the colored lights for the Christmas wreaths. Bender explained after researching the cost for these lights, Hobby Lobby had the best price due to a sale they offered. Bender provided his paid invoice. Discussion followed.

**MOTION** by Blaesing, seconded by Adams, to reimburse Mickey Bender for the holiday lights purchased from Hobby Lobby in the amount of \$288.22.

Roll Call:

Ayes – Blaesing, Adams, McGovern, VanDyke, Westbrook, Bales, Yankee

Abstain – Bender

Nays – None

Motion carried

**CORRESPONDENCE:**

**PUBLIC COMMENT:**

- Peter Muoio commented it would be beneficial to have a list of which taxable entities was contacted at the county. The DDA projects have to have impact to justify this plan.

**ADJOURNMENT:**

**MOTION** by Bales, seconded by Bender, to adjourn the meeting at 6:19 p.m.

All Ayes

Motion carried

Respectfully submitted,

Vicki Scott

October 12, 2022