

**VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
Village of Lexington – 7227 Huron Ave., Lexington, MI
December 8, 2021 @ 5:30 p.m.**

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

ROLL CALL: by Vicki Scott

PRESENT: Adams, Bender, Bales, Yankee, VanDyke, Westbrook, Drouillard

ABSENT: Kaatz, Stencel, Blaesing

OTHERS PRESENT: A. Sutton, J. Heupenbecker, D. Picot, K. DeCoster, M. Fulton

APPROVAL OF AGENDA:

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

All Ayes

Motion carried.

APPROVAL OF MINUTES

MOTION by Bales, seconded by Drouillard to approve the 11-10-21 minutes as presented.

All Ayes

Motion carried.

PUBLIC COMMENT:

- Dave Picot invited the DDA Board to join a training session on January 25, 2022 at 6:30 p.m. Andy Northrop from MSU Extension will be the speaker. The training will take place at Meyer Elementary School Cafeteria. To register please email Dave Picot.

REVIEW OF FINANCIAL INFORMATION: - Stacey Bales explains financial report. Bales explained the website money will come out of advertising and publication in stead of contracted services. VanDyke asked board to bring some ideas to the January meeting regarding grant funds not used this year.

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

Roll Call:

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

Nays – None

Motion carried

UNFINISHED BUSINESS:

1. **Speaker System Update** – Drouillard explained KLA will have a return visit at no charge. We will follow up with the microphone issue and mobile master.
2. **New Website Update** – Drouillard explained we are still on target for the January launch. Mike Fulton is working on finding a photographer to gather pictures for the new website. The domain “First Resort North” has already been purchased. Board will research other domains.

MOTION by Bender, seconded by Adams to approve \$5,000.00 for the EGO Creative Solutions & Marketing Invoice.

Roll Call:

Ayes: Bender, Adams, Yankee, Bales, Drouillard, VanDyke, Westbrook

Nays: None

Motion carried

NEW BUSINESS:

1. Approve the DDA Plan Amendment/Resolution Adoption

Yankee explained items #1 and #2 go together. The Board needs to approve the draft DDA Plan, approve the resolution amending the plan, and review the quote from Carmine (CIB Planning) to help moving forward with the possible DDA Boundary expansion.

MOTION by Bales, seconded by Westbrook, to approve the draft DDA Plan with changes to the acknowledgement page to make it more generalized.

Roll Call:

Ayes: Bales, Westbrook, Adams, Yankee, Bender, Drouillard, VanDyke

Nays: None

Motion carried

MOTION by VanDyke, seconded by Adams, to approve the resolution in its current draft.

Roll Call:

Ayes: VanDyke, Adams, Westbrook, Yankee, Bender, Bales, Drouillard

Nays: None

Motion carried

2. Quote from Carmine (CIB Planning)

MOTION by VanDyke, seconded by Bender, to approve the quote from CIB Planning not to exceed \$4,300.00.

Discussion

Roll Call:

Ayes: VanDyke, Bender, Bales, Drouillard, Westbrook, Adams, Yankee

Nays: None

Motion carried

- 3. Long Term Absences** – Yankee explained the DDA Bylaws state committee members who have unexcused for 3 consecutive regularly scheduled meetings during their appointed terms shall be deemed to have vacated his or her seat and will be removed from the seat. Exceptions will be considered if they are due to conduct other business related DDA activities or illness. In the past the Board discussed the Chair shall write them a letter asking them to resign. Discussion follows.
- 4. DDA Duties** – Yankee explains at the last committee of whole meeting Fulton passed out their planning document from the Master Plan outlining the DDA responsibilities. Discussion follows.
- 5. RFP For Spring/Summer Flowers** – Yankee explained Bender is putting together the RFP for spring/summer flowers. We have not done spring flowers the last few years. The Board agrees

to have the RFP include only summer flowers. Bender asked if we want to do the RFP for more than one year. Discussion follows. Board members ask Bender to do the RFP for longer than one year for summer flowers. Board members agree the summer flowers from Croswell Greenhouse were outstanding this year. Bender will work on the RFP for the next meeting.

6. **Christmas Cards** – Yankee wrote out Christmas/Thank You notes to all who have helped volunteer with DDA this year. All Board members sign these cards.

CORRESPONDENCE: None

PUBLIC COMMENT:

- Kathy DeCoster commented on an update for committee of the whole.

ADJOURNMENT:

MOTION by Bales, seconded by Bender to adjourn the meeting at 6:24 pm.

All Ayes

Motion carried.

Respectfully submitted,
Vicki Scott
December 8, 2021

Approved