

VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
Village of Lexington – 7227 Huron Ave., Lexington, MI
February 12, 2025

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

ROLL CALL: by Vicki Scott

PRESENT: Bender, Kaatz, Westbrook, McGovern, Diener, DeCoster

ABSENT: Bales, Zysk

OTHERS PRESENT: L. Adams, D. Roehl

ATTENDANCE: Motion by McGovern, seconded by Bender, to excuse Bales, and Zysk.
All Ayes
Motion carried

APPROVAL OF AGENDA:

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

All Ayes

Motion carried

APPROVAL OF MINUTES:

MOTION by Kaatz, seconded by DeCoster, to approve the December 11, 2024 minutes as presented.

All Ayes

Motion carried

PUBLIC COMMENT: None

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

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

Roll Call:

Ayes: Kaatz, McGovern, Westbrook, Bender, Diener, DeCoster

Nays: None

Motion carried

UNFINISHED BUSINESS:

1. **Summer & Fall Flower RFP** – McGovern explained only one RFP came in. This RFP was from Croswell Greenhouse in the amount of \$8,750.00 for summer flowers.

MOTION by Bender, seconded by DeCoster, to approve the Croswell Greenhouse bid for the spring/summer flowers for a total cost of \$8,750.00.

Discussion: Board members agreed to follow up and send out another RFP for fall flowers/mums.

Roll Call:

Ayes: Bender, DeCoster, Westbrook, Kaatz, Diener, McGovern

Nays: None

Motion carried

2. **Village Green Improvement Budget** – McGovern explained we have been working on this and will follow up next month with a report.

3. **Façade Grant (Matt McDonald)** – Bender explained this mural does not fit in with our current ordinances. Fisher stated Planning has been introduced to changes with our current ordinance that talks about murals. This has not formally been approved. Lengthy discussion followed.

MOTION by Bender, seconded by DeCoster to table the façade grant for Matt McDonald’s building until we get clarification from Planning and Council, and meets ordinances to move forward.

All Ayes

Motion carried

4. **Facade Grant Changes** – McGovern explained the proposed changes that went into the current façade grant language. Lengthy discussion followed on each proposed change with level 1, 2, and 3.

MOTION by DeCoster, seconded by Diener, to approve the façade grant changes and send to Council.

Discussion: Westbrook suggested adding the language “The DDA reserves the right to request additional renderings, photos, or higher-level drawings should we deem it necessary”.

AMEND MOTION: by DeCoster, seconded by Diener, to approve the façade grant changes and send to Council, including adding the language “The DDA reserves the right to request additional renderings, photos, or higher-level drawings should we deem it necessary”.

All Ayes

Motion carried

NEW BUSINESS:

1. **Revitalization Incentive Grant Proposal** – McGovern explained the DDA is required to include a synopsis of what the DDA plans to do with the fund budget. Discussion followed on the DDA having funds saved to purchase property in the future. Board members agree to forego the idea of a revitalization grant proposal at this time.
2. **2025 Firework Contract** – Fisher explained the dates need to be changed on the contract. Each year the fireworks will be the first Friday of Jul. (July 4, 2025, July 3, 2026 & July 2, 2027). This year’s contract cost is \$18,000.00.

MOTION by DeCoster, seconded by Diener, to approve the 2025 fireworks contract with the date changes as discussed.

Roll Call:

Ayes: DeCoster, Diener, Bender, Westbrook, Kaatz, McGovern

Nays: None

Motion carried

3. **Budget Amendments** – McGovern explained we need to make these budget amendments for the Village Green and 4th of July up-front expenses.

MOTION by McGovern, seconded by DeCoster, to approve \$10,067.00 for the Village Green Lease; amend item in 24/25 budget.

Roll Call:

Ayes: McGovern, DeCoster, Diener, Bender, Westbrook, Kaatz

Nays: None

Motion carried

Discussion: Lori Fisher explained this \$22,000.00 amendment includes the fireworks amount of \$18,000.00.

MOTION by Westbrook, seconded by DeCoster, to approve \$22,000.00 for 2025 4th of July up-front expenses; amend item in 24/25 budget.

Roll Call:

Ayes: Westbrook, DeCoster, Diener, Bender, Kaatz, McGovern

Nays: None

Motion carried

4. **Budget Committee** – McGovern explained its time to start discussing our upcoming budget. In the past we had a subcommittee consisting of VanDyke, Bales, and McGovern look at this and present a draft back to the DDA Board. **MOTION** by Kaatz, seconded by Bender, to form a budget committee consisting of Bales, Westbrook, and McGovern. All Ayes
Motion carried

5. **Assistant to the Manager Funding** – McGovern explained Lori Fisher is looking for an assistant to the Manager. Fisher put together a job description; part of the job duties include coordinate events and projects for our Downtown Development Authority. McGovern asked the board thoughts about helping fund this position. Bender explained current employees track their time when working in the DDA District. Kaatz suggested removing coordinate events and projects for the DDA. Discussion followed on DDA hiring an events coordinator separately. Board discussed the assistant to the manager could help assist with a DDA events coordinator. DeCoster noted the Mobile Home Park as their own activities committee. Bender stated the DDA is already paying an administrative fee to the Village. Discussion followed. Fisher noted this has not been through Personnel yet. Kaatz suggested this come back to DDA for consideration of funding. Board is supportive of an assistant to the Manager. McGovern suggested changing it to read assist with coordinating events.

6. **Sanilac County Best of the Best** – McGovern explained the email that was received. McGovern suggested putting a Thank You in the paper along with Arts Council & LBA.

MOTION by Bender, seconded by DeCoster, to approve \$296.00 for McGovern to put a letter together to go into Sanilac County Best of Best.

Roll Call:

Ayes: Bender, DeCoster, Diener, Westbrook, Kaatz, McGovern

Nays: None

Motion approved

7. **Parking / Better Wayfinding / Observations & Recommendations** – McGovern explained the drawings provided in the packet for parking & no parking. Kaatz suggested working with Chief Sheldon on the parking signs.

8. **MDA Spring Workshop** –

MOTION by DeCoster, seconded by Westbrook, to approve \$150.00 for McGovern to attend the MDA Workshop.

Roll Call:

Ayes: DeCoster, Westbrook, Kaatz, Bender, Diener

Nays: None

Abstain: McGovern

CORRESPONDENCE: Thank you from Blue Water Folk Society – Board members ask to put this on next month's agenda.

PUBLIC COMMENT:

- Larry Adams (7311 Lake) – commented on the Façade Grants, and open meetings act.

ADJOURNMENT: McGovern adjourned the meeting at 7:34 p.m.

Respectfully submitted

Vicki Scott