

**VILLAGE OF LEXINGTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
Village of Lexington – 7227 Huron Ave., Lexington, MI  
February 8, 2023 @ 5:30 p.m.**

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

**ROLL CALL:** by Vicki Scott

**PRESENT:** Adams, Bender, VanDyke, Westbrook, McGovern

**ABSENT:** Bales, Kaatz, Drouillard

**OTHERS PRESENT:** C. Cutright, S. McCoy, K. DeCoster, D. Klaas, P. Muoio, S. Klaas, A. Sutton

**APPROVAL OF AGENDA:**

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

All Ayes

Motion Carried

**APPROVAL OF MINUTES**

**MOTION** by McGovern, seconded by Adams, to approve the January 11, 2023 minutes as presented.

All Ayes

Motion Carried

**PUBLIC COMMENT:** None

**REVIEW OF FINANCIAL INFORMATION: -**

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

Roll Call:

Ayes: Bender, McGovern, VanDyke, Westbrook, Adams

Nays: None

Motion Carried

**UNFINISHED BUSINESS:**

- 1. RFP for Summer Flowers Update** – McGovern explained we only received one bid that came in yesterday February 7, 2023 at 8:40 a.m. McGovern opened the quote. The quote is from Croswell Greenhouse. The quote has 34 pots @ \$85.00 each totaling \$2,890.00, and 74 hanging baskets @ \$55.00 each totaling \$4,070.00. The total quote is \$6,960.00.

**MOTION** by VanDyke, seconded by Bender, to approve the quote for \$6,960.00 to Croswell Greenhouse.

Roll Call:

Ayes: VanDyke, Bender, Westbrook, Adams, McGovern

Nays: None

Motion Carried

- 2. Social District Update** – McGovern explained the draft included in the packet. We met with the police chief which is supportive of this idea. McGovern explained we have time to work on the details before sending Council a resolution to consider. Cutright explained the police chief did not see any issues with this. Discussion followed on additional details that need to be worked out.

**MOTION** by Bender, seconded by VanDyke, to table this until the March meeting.

All ayes

Motion Carried

3. **Street Light Repairs Update** – McGovern explained the DPW was able to cancel the original order of \$1,800.00 without penalties. They did order some parts to replace 4 lights the new way. The DPW still needs to replace more lights once the new parts come in.
4. **Wrap Around Pots Update** – Adams explained we have one of the new pots on display out front. Discussion followed on weather to move forward purchasing a few of these new pots to try them out. Bender suggested placing them on the poles that have the way fair signs. Discussion followed.

**MOTION** by Bender, seconded by VanDyke, to table this until next month meeting.

All ayes

Motion Carried

5. **Speakers KLA Update** – Cutright explained Klaas helped with connecting our current internet service into the speakers. Bender noted the public WIFI is still working. Cutright will look into this.
6. **Wayfair Signs Update** – Bender explained we have 4 way fair signs; one is at Boynton & Main, one by Foleys, one by Bob Barnes office, and the last one is at Simons St. Discussion followed on what to put on the new signs. VanDyke suggested we add social district to the new signs. McGovern suggested having a few members work on putting something together to present for next month's meeting.

#### **NEW BUSINESS:**

1. **RRC Essential Status & Certification** – McGovern worked with the Planning Commission on DDA's part in becoming RRC certified. Three things need to be completed by the DDA. The first is a job description for DDA, the second is an orientation plan, and the third is our training plans. McGovern will work on this and share the training modules.
2. **Harbor Grant Update** – McGovern explained we received harbor grant funding from the state. VanDyke will explain more details on the next agenda item.
3. **RFP Engineering & Design Services for Harbor Grant** – VanDyke explained this goes back to last year when we authorized Kaatz to put in a request to the state. It was in the interest of taking advantage of some of the funding that was coming through with the supplemental bills that took place. This is in the context of the overall harbor redevelopment plan which includes not only the docks but the upland as well. The idea was that the Village would swing for the grant for the harbor and upland portion and the feds would swing for federal budget allocation for the break wall. Last year Senator Stabenow was able to secure in the 2022 federal budget an allocation to do the engineering associated with the new break water. This year Senator Stabenow and Senator Peters put in an official request to the Army Corp to fund the project. We should know in the next 30 days weather as part of the budget process the Lexington break water will be part of this. It is about 8.6 million dollars in federal funds trying to secure to repair the break water. The Village put in a request through Senator Lauwers office for 12 million dollars. The Village was successful in getting 8 million dollars. The project is still 12 million dollars. It's possible the DNR could bring its own funding for the gap funding. We need to start the ball rolling in terms of trying to find professional services that would help us do the design engineering and project management for this project. There are a few companies that do this work in Michigan, one being Edgewater who already did a lot of the work in the planning process. There are others that may be interested in this project. A few of us in conjunction with Cynthia put together this RFP for those services. We used the template that was used for the masterplan. Discussion followed on the items listed in the RFP. VanDyke explained we need to move quickly on this as once the legislature votes on this, it is usually within 30 days the MEDC will have a grant agreement in front of the Village. This RFP is a draft subject to minor changes we would like to send out, it is not authorizing any expenditures. Discussion followed.

**MOTION** by McGovern, seconded by Westbrook, to submit this RFP for the revitalization project contingent upon non material changes from the DNR and board members.

Roll Call

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

Nays – None

Motion carried

- 4. DDA Personnel/Staff Member Discussion** – VanDyke explained we discussed before the possibly of allocating a portion of our budget to a staff member outside of the role of the Village Manager. A few years back we allocated \$20,000 and sent out a job description. We never found a person to fulfill this role. I have recently been approached by some LBA members as they hired Anne Soule back. This is exploratory at this point to see if we are interested in sharing a resource with the LBA. Discussion followed on what this person could do for the DDA administratively and the Village. Board members support the possibility of a part time person.
- 5. DDA Bylaws** – McGovern explained Stacie Bales wanted to discuss the issue in the by laws regarding the treasurer role. McGovern will work on some minor changes before next meeting.

**MOTION** by Bender, seconded by McGovern, to table this until next month.

All ayes

Motion carried

**CORRESPONDENCE:** None

**PUBLIC COMMENT:**

- Peter Muoio – commented on the responsibility assumed by the Village of another employee, the social district being run all year long, along with additional table and chairs would be needed.
- Denny Klaas – commented on the possibility of littering with the social district cups.
- Kathy DeCoster – commented on the harbor grant overlapping with the spark grant.

**ADJOURNMENT:**

**MOTION** by McGovern, seconded by VanDyke to adjourn the meeting at 7:13 pm.

All Ayes

Motion carried.

Respectfully submitted,

Vicki Scott

February 8, 2023