

**VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
Village of Lexington – 7227 Huron Ave., Lexington, MI
March 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, Bales, Kaatz, VanDyke, Westbrook, McGovern, Zysk

ABSENT: Bender, Drouillard

OTHERS PRESENT: C. Cutright, S. McCoy, D. Klaas, S. Klaas, P. Muoio

APPROVAL OF AGENDA:

MOTION by McGovern, seconded by VanDyke, to approve the agenda as amended adding RFP for Harbor Redevelopment under new business #3.

All Ayes

Motion Carried

APPROVAL OF MINUTES

MOTION by Kaatz, seconded by Adams, to approve the February 8, 2023 minutes as presented.

All Ayes

Motion Carried

PUBLIC COMMENT:

- Peter Muoio commented about how important public transparency is and following procedures.

REVIEW OF FINANCIAL INFORMATION: - Bales explained the financial reports.

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

Roll Call:

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

Nays: None

Motion Carried

UNFINISHED BUSINESS:

1. **Social District Update** – McGovern explained the committee worked on putting together the final draft for the social district plan along with a resolution that would have to go to council for approval. If the Village Council approves this plan and resolution, the DDA then submits it to the Michigan Liquor Control Commission (MLCC). If the MLCC approves it, the DDA can start implementing the program. Discussion follows on the district boundaries and signage.

MOTION by McGovern, seconded by Adams, to send the social district plan and resolution to Council this month for approval.

Roll Call:

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

Nays: None

Motion Carried

2. **Wrap Around Pots Update** – Adams explained he purchased one of the wrap around pots. If the DDA decides to purchase 5 additional pots, this would give us 6 to start with. The price includes \$35.00 for shipping. The total price for 5 pots would be \$1,035.00. These pots would be placed on the poles that have way fairing signs. Discussion followed.

MOTION by VanDyke, seconded by Adams, to spend \$1,035.00 to purchase 5 additional pots including delivery.

Roll Call:

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

Nays: None

Motion Carried

- 3. RRC Documentation Update** – McGovern explained last month we discussed to become RRC certified the DDA needed to produce 3 different things; a job description (expectations & interests), a new member orientation packet, and have a training plan. McGovern drafted a few documents; expectations & interests and the new board member information. This would need to be approved by the DDA Board per the MEDC. Once approved we can post this information on our website and on RRC Trello. Discussion followed. Kaatz suggested correcting the portion that reads “the DDA board consists of up to 12 members”. VanDyke suggested correcting the 4 apostrophes. Kaatz noted correcting the first paragraph to include “The DDA meets monthly on the second Wednesday at the Village Hall located at 7227 Huron Ave.”

MOTION by Kaatz, seconded by McGovern, to accept the DDA documents for RRC to be published on the website and on the RRC site with the noted changes.

All Ayes

Motion carried

- 4. Wayfair Signs Update** – VanDyke explained we discussed last month replacing the broken wayfair signs. Typically sign companies will work with you on size and font. The discussion with Mickey was on location of these signs. We currently have them on three of the main intersections of the Village at Simons, Huron, and Boynton. We also discussed including a few near Washington St. before going down the hill. Discussion followed on bringing this back next month with a few options to review for new signs and brackets.
- 5. Harbor Grant Update** – Cutright explained meetings continued with DNR and Army Corp. The senator has submitted the official paperwork over to the state business office. The funds would then be disbursed to MEDC which would in turn disburse them to the Village. I expect the grant agreement to get sent to us from the middle of March to early April. The grant agreement does need to be signed by May 1, 2023. One of the discussed with DNR was the DNR has already engaged with their own design and engineering firm. We will need to re work our RFP a little bit. The DNR had planned to phase in the reconstruction work they plan to do over a series of several years. The surplus of money coming into the Village changes their plans. We are still working the DNR to set up a MOU or project agreement so we all understand what is our responsibility, what is theirs, and what is left in the middle to sort through. Cutright explained she will not be here to see this grant through as Interim Village Manager, but has some interest to stay on as project manager to see this through. There is a significant amount of coordination that will need to happen over the next several especially if the DNR comes up with funding to do their portion of the project, the Army Corp possibly getting funding to do the break wall as well, and the USDA grant happening along main street. Discussion followed.
- 6. DDA Bylaws Update** – McGovern explained we wanted to look at the by-laws because the treasurer’s description is not what Stacy Bales does. I spoke with Shelly McCoy as she is the one handing the DDA funds. I would like to bring some changes to the current by-laws. If everyone could please review these before next months meeting, we could have a proposed draft of the changes to review. Discussion followed on additional changes.

NEW BUSINESS:

- 1. DDA Training** – McGovern explained last month we purchased 4 additional training modules. We received 3 of them, the 4 one will be done by the end of March. McGovern created a spreadsheet to track the training hours.
- 2. DDA Budget Amendments** – McCoy asked the board for permission to true up some of the line items that went over the projected budgeted amount. McCoy asked the board to start thinking of their up coming budget as well. VanDyke explained it is the time of year we need to start reviewing this as we have allocated budgetary funds. Discussion followed.

MOTION by VanDyke, seconded by Bales, to allow Shelly to true up the budgetary items she is aware of as well as other adjustment suggestions from the board for approval.

Roll Call:

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

Nays: None

Motion carried

MOTION by Kaatz, seconded by VanDyke, to appoint VanDyke, Bales, and McGovern to review the budget to present back to the committee next month.

Discussion:

AMENDED MOTION by Kaatz, seconded by VanDyke, to appoint VanDyke, Bales, and McGovern to review the budget to present back to the committee.

All Ayes

Motion carried

3. **RFP Harbor Redevelopment** – Cutright explained last month the DDA approved the RFP Harbor Redevelopment moving forward pending any material changes after discussions with the DNR. The next day we met with DNR and material changes were there by the fact that they were already in the process of engaging their own engineering and design firm. The RFP before you have the following changes. The new due date would be March 31, 2023. On page 3 under scope of work, we condensed the scope of work to just the design engineering and project management of the Tierney Park portion of the project, including coordination with both the marine infrastructure redevelopment and the break water repair portion of the project. This focuses strictly on the upland portion of the project. On page 4 submission schedule and key dates are pushed back about a month. Contract award would be April 14, 2023 and contract commencement in line with receiving funding from MEDC and LEO on May 1, 2023. Cutright explained the project agreement with DNR will address issues that are in question such as moving the gas tanks. Discussion followed.

MOTION by McGovern, seconded by Adams, to submit this RFP for the revitalization project as drafted.

Roll Call

Ayes – McGovern, Adams, VanDyke, Bales, Kaatz, Zysk, Westbrook

Nays – None

Motion carried

CORRESPONDENCE:

- Lexington Arts Council Thank You Letter
- Jim Macksey Tribute

PUBLIC COMMENT:

- Denny Klaas – commented on Woodruff Signs also does signage when looking at getting new signs for the social district, and for advertising GEO fencing maps off areas like the social district.
- Peter Muoio – commented on the social district stickers.

ADJOURNMENT:

MOTION by McGovern, seconded by Bales to adjourn the meeting at 7:05 pm.

All Ayes

Motion carried.

Respectfully submitted,

Vicki Scott

March 8, 2023