

**VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
Village of Lexington – 7227 Huron Ave., Lexington, MI
April 12, 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: Bender, Bales, VanDyke, Westbrook, Drouillard, McGovern, Zysk, Adams @5:34 p.m., Kaatz @5:41 p.m.

ABSENT: None

OTHERS PRESENT: S. McCoy, P. Muoio, L. Jackson, M. Ziegler, K. DeCoster

APPROVAL OF AGENDA:

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

All Ayes

Motion Carried

APPROVAL OF MINUTES

MOTION by Bales, seconded by McGovern, to approve the March 8, 2023 minutes as presented.

All Ayes

Motion Carried

PUBLIC COMMENT:

- Peter Muoio commented on expanding the Façade Grant Program.

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

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

Roll Call:

Ayes: VanDyke, McGovern, Westbrook, Adams, Bales, Drouillard, Bender, Zysk

Nays: None

Motion Carried

UNFINISHED BUSINESS:

1. **Social District Update** – McGovern explained the resolution was approved by Council. I have submitted this to the Michigan Liquor Control Commission. They reached out and a I need to change a few minor things and resubmit this. I have received a few concerns from businesses of including more of the social aspect. We are still working on a logo for the social district and prices for stickers. No action needs to be taken at this time. We will bring back more information at the next meeting.
2. **Wrap Around Pots Update** – Adams explained we purchased the wrap around pots. Bender explained these pots were delivered to Crowell Greenhouse. The greenhouse explained the wicks were not included. We needed 20 wicks at \$2.00 a piece so I had the greenhouse install the wicks. We did not include these pots in the regular quote for flowers. Crowell Greenhouse quoted us a price of \$70.00 per pot. This will be an additional \$420.00 from the original bid we approved. The greenhouse suggested we switch out our current chains which are deteriorating to cables. The cables are \$5.00 per pot. We currently have 74 hanging pots. This would be an additional \$370.00. We currently have a decorative wire basket that holds a coco liner for these hanging pots. The wire baskets are a pain for the Village and the greenhouse. Once flowers grow you can see these wire baskets. They suggested we quit using these wire baskets and switch to just the plastic.

MOTION by Bender, seconded by Adams, not to exceed \$900.00 to Croswell Greenhouse for the added flowers, flower pot decorations and items discussed above.

Roll Call:

Ayes: Bender, Adams, Kaatz, Drouillard, Zysk, VanDyke, Westbrook, McGovern

Abstain: Bales

Nays: None

Motion Carried

3. Wayfair Signs Update – McGovern explained we will have more next month on this item.

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

All Ayes

Motion carried

4. Harbor Grant RFP Update – McGovern explained we have the results in our packet of the bids that went out for this RFP. McGovern explained Cutright will be the project manager for this issue. This will be done in phases. VanDyke explained we wanted to get a consultant selected so we can get the stakeholders together. Edgewater was the low bidder. Edgewater is currently working with the DNR on their part of the project. VanDyke would recommend Edgewater as they will coordinate with the DNR as well.

MOTION by McGovern, seconded by VanDyke to forward the DDA recommendation of Edgewater to Council for approval.

Roll Call:

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

Abstain: Drouillard

Nays: None

Motion carried

5. DDA Bylaws – McGovern explained the changes in the current DDA bylaws.

MOTION by McGovern, seconded by Bender to forward these changes to Council for approval

All Ayes

Motion carried

NEW BUSINESS:

- 1. DDA 2023-2024 Budget** – VanDyke explained with two months left before we have to send our proposed budget to council, we need to think of our upcoming projects. With the grant coming in, we need to pull together a meeting with all the representatives of the different boards and sit down and see what do we have planned for the next 12 months as far as events. We need to look at how they are staffed and how should they be staffed. From the DDA we have certain resources as well as seeing what the LBA has in mind as well. I have committed to pulling that meeting together and coming back to the budget committee before bringing it to the board next month. Discussion followed regarding the façade grant program.
- 2. New Business Welcome Package** – Kaatz explained one of the checkmarks for RRC was communication between all the different boards. When a new business comes to town how do they know what to do. Kaatz explained we should have a folder with information and QR codes inside that will take you to anything you need to know for your business. The police have discussed having a QR code for each business to get ahold of should something happen and they need to get ahold of them. McGovern explained some of this information is on the website. Kaatz noted it is a matter of coordinating it all. VanDyke explained if we had a coordinator, they could handle this. Discussion followed.
- 3. Keel Update** – VanDyke explained over the last year we had a Keel partnership with an e-magazine. We received 3 articles focusing on what is going on in Lexington. We have the opportunity to re up this year. It is a great way to advertise and get Lexington's name out there. We have one article left as well. Discussion followed on advertising the Social District or music events in Lexington. The current proposal for next year would be 4 articles for \$6,000.00. This also allows you access to all articles in the Keel.

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

All Ayes

Motion carried

4. **DA Light Pole Painting & Decoration Schedule** – McGovern explained we have 4 different banners that get switched out each year by the DPW. We looked into switching the brackets as well. McGovern put together a chart numbering each pole as well as what goes on each pole. The painting company is working with MDOT on permits currently. The painting company is supposed to be completed by Memorial Day. This was strictly an update.
5. **Lexington Arts Council Request** – McGovern explained we have a request from the Arts Council for \$7,000.00 to help support Music in the Park as well as Bach Festival. Bender asked what does it cost the Art Council for the year. Liz Jackson replied Music in the Park is approximately \$42,000.00 and Bach is approximately \$62,000.00. Discussion followed.

MOTION by Bender, seconded by Bales, to award a donation of \$7,000.00 to the Lexington Arts Council.

Roll Call:

All Ayes: Bender, Bales, Kaatz, Drouillard, Zysk, Westbrook, VanDyke, Adams, McGovern

Nays: None

Motion carried

CORRESPONDENCE:

- Donation to DDA from Ace Hardware

PUBLIC COMMENT:

- Liz Jackson – thanked the DDA Board for the Arts Council donation.

ADJOURNMENT:

MOTION by McGovern, seconded by Bender to adjourn the meeting at 7:01 pm.

All Ayes

Motion carried.

Respectfully submitted,

Vicki Scott

April 12, 2023