

**VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
Village of Lexington – 7227 Huron Ave., Lexington, MI
April 9, 2025**

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

ROLL CALL: by Vicki Scott

PRESENT: Bender, Bales, Kaatz, Westbrook, McGovern, Zysk, DeCoster

ABSENT: Diener

OTHERS PRESENT: L. Adams, P. Muoio, B. Dost, J. Adams, L. Jackson, M. McDonald

ATTENDANCE: Motion by McGovern, seconded by DeCoster, to mark Diener as excused.

All Ayes

Motion carried

APPROVAL OF AGENDA:

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

All Ayes

Motion carried

APPROVAL OF MINUTES:

MOTION by DeCoster, seconded by Bales, to approve the March 12, 2025 minutes as presented.

Discussion: McGovern explained under #3 MDA Conference Insights on Fundraising & Events instead of it saying “you restrict it”, it should say you’re restricted.

AMENDED MOTION by DeCoster, seconded by Bales to approve the March 12, 2025 minutes with the change to say “you’re restricted”.

All Ayes

Motion carried

PUBLIC COMMENT: None

REVIEW OF FINANCIAL INFORMATION: - Bales explained the financial reports and answered questions. We paid \$9,000.00 to Joe Hill out of Christmas supplies for lights, and \$10,000.00 out of contracted services for Fireworks deposit.

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

Roll Call:

Ayes: Bender, Westbrook, Kaatz, Bales, Zysk, DeCoster, McGovern

Nays: None

Motion carried

UNFINISHED BUSINESS:

1. **Village Green RFP Results & Next Step** – McGovern explained we received 6 quotes back. All of the bids came back higher than we expected. The bids are all in the packet and range from \$5,500.00 - \$9,075.00. We didn’t want to turn that lot into a possible mud pit as we have a few events coming up. McGovern suggested changing the scope, leave the grass in place, fill in any divots, knock down the humps, clean up the mess around the side, remove the fence, and put up a decorative barrier. I asked the DPW to give us a price with changing the scope. McGovern asked the board should we contact the lowest bidder and ask them to give us a price with the scope changed. Kaatz and Bender explained if you change the scope of the project, you need to re-bid it. Kaatz stated if we change the scope of the project, we need to bring back the approval we gave the first time and re-do the approval process.

McGovern stated based on the presentation last month, we approved up to \$15,000.00. This included benches, plantings, porta john screens, and \$2,500.00 for grading. Kaatz suggested bringing the project back with the new request. You would need to nix the first one and re allocate for the second request. Discussion followed on not having water to that lot, and the proper way to move forward with the new scope. Board discussed the possibility of doing sod. McGovern suggested sod would not hold up right now. Sod would be better done in the fall. Board members agreed the bids came back too high and not to go that route. Board members discussed changing the scope of work. Board agreed to see if DPW could do the work. Board members discussed taking the fence down, level it / rolling it and put stone in that area. Discussion followed.

MOTION by Bales, seconded by DeCoster, to rescind the motion made on April 9, 2025, to approve up to \$15,000.00 to be spent on the project plan for the Village Green Space (under Village Green Project Plan & Budget Presentation).

Roll Call:

Ayes: Bales, DeCoster, Zysk, Bender, Kaatz, McGovern, Westbrook

Nays: None

Motion carried

MOTION by Bales, seconded by DeCoster, to approve up to \$15,000.00 for the Village Green Project Plan and Budget which includes landscaping, demoing the fence, signage, porta potties, and structures.

Roll Call:

Ayes: Bales, DeCoster, Kaatz, Westbrook, Bender, Zysk, McGovern

Nays: None

Motion carried

NEW BUSINESS:

1. **New Board Member Review** – McGovern explained we had David Vogtmann apply to be on the DDA Board.

MOTION by Bender, seconded by DeCoster, to send his application to Council for acceptance.

All Ayes

Motion carried

2. **Façade Grant (Matt McDonald)** – McGovern explained Matt used the old form but it followed all the news rules in place. Two quotes were provided in the packet. One quote was \$19,250.00, the other was \$19,168.00 Matt explained the warranty deed has been corrected. Matt answered questions on what his plans are for this building at 5540 Washington.

MOTION by McGovern, seconded by DeCoster, to approve this façade grant not to exceed \$9,584.00.

Discussion: Westbrook suggested adding this needs to meet codes.

AMENDED MOTION by McGovern, seconded by DeCoster, to approve this façade grant not to exceed \$9,584.00 pending project meets all zoning and village ordinances.

Roll Call:

Ayes: McGovern, DeCoster, Zysk, Bender, Westbrook, Bales, Kaatz

Nays: None

Motion carried

3. **Tierney Park Funding Approval Process** – Lori explained bids are due back 4-23-25. Edgewater will assist on going through vendor selection. The grant did come through DDA. Therefore, DDA does need to approve funding and approve the bid selection. Edgewater was approved through final design. Next steps should happen early May. We may need to call a special meeting for the approval process. Lori explained we may need to have a quick meeting with the Harbor committee as we reached an impasse with parking with the DNR. That is an advisory committee, they aren't able to make decisions. We may need to have a workshop, then a special DDA meeting. Kaatz stated it will still have to go to Council as well.

4. **Proposed Budget 2025-2026** – McGovern explained the budget committee came up with a proposed budget for 2025-2026. I have provided in the packet the proposed budget items along with the last few years of approved budgets. McGovern stated what we are doing different this year is we are dipping into the fund balance. We are increasing the DDA services provided by the Village to match what we actually spent last year. Kaatz noted that is more than we take in for taxes. If we pay for an administrative assistant, is that somebody that reports to the DDA? Kaatz suggested we need a DDA director. McGovern noted the administrative reimbursement cost is in addition to the DPW costs. DeCoster asked what is Coles Alley. McGovern explained with the exception of increasing the DPW services provided by the Village, the rest of the budget is like previous years. This year we decided to dip into the fund balance and budget for a project. Coles Alley is the public walkway that goes between the DNR parking lot and Huron Ave. in front of the condos. This is in need of repairs. Bender suggested changing this line item as capital outlay instead of Coles Alley. Board members discussed increasing this line item. Lori explained we are going to be looking at getting security cameras at Tierney Park as well. Kaatz explained there is no line item for events the DDA is allocating money for other than the 4th of July. Discussion followed on events. Board members agreed to put \$11,000.00 under Village Green Improvements & utilities. Board members agreed to change “Christmas Decorations” to “Decorations” and put \$35,000.00 under that line item. Board members agreed to change “Coles Alley” to “Capital Outlay” and put \$200,000.00 under that line item.

MOTION by DeCoster, seconded by Zysk, to accept the budget as amended.

Roll Call:

Ayes: DeCoster, Zysk, Bender, Westbrook, Bales, Kaatz, McGovern

Nays: None

Motion carried

5. **Arts Council 2025 Sponsorship Request** – McGovern explained Liz Jackson is here to explain what this sponsorship does for the Arts Council. Liz explained this is the 25th year for the Bach Festival, and Music in the Park has been going on before that. The DDA is acknowledged as a sponsor on the Arts Council flyers. Liz explained the Arts Council also provides a scholarship each year. The Arts Council is very appreciative of the DDA and the DPW.

MOTION by DeCoster, seconded by McGovern, to donate \$10,000.00 in support of the 2025 Arts Council.

Discussion: Westbrook noted the DDA should not be donating.

AMENDED MOTION by DeCoster, seconded by McGovern, to approve a sponsorship in the amount of \$10,000.00 for the Lexington Arts Council.

Roll Call:

Ayes: DeCoster, McGovern, Zysk, Bender, Westbrook, Bales, Kaatz

Nays: None

Motion carried

6. **Creating a 501c3 Non-Profit** – McGovern explained this is just an FYI. I have included in the packet the steps the DDA would need to take should they wish to open a 501c3. They would need a separate board along with a set of bylaws. This would be an entity of the DDA. Discussion followed.

CORRESPONDENCE: None

PUBLIC COMMENT:

- Joann Adams (7311 Lake St.) – commented on consider the parking lot behind Sweetwaters.
- Peter Muoio (7276 Lester) – commented on a 501c3 can raise money for parking lot and other things.
- Joann Adams (7311 Lake St.) – commented on the Garden Club has a 501c3.

ADJOURNMENT: McGovern adjourned the meeting at 7:19 p.m.

Respectfully submitted

Vicki Scott