

**VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY
INFORMATIONAL/REGULAR MEETING
Village of Lexington – 7227 Huron Ave., Lexington, MI
May 14, 2025**

CALL TO ORDER INFORMATIONAL MEETING: 5:30 p.m.

ROLL CALL: by Vicki Scott

PRESENT: Bales, Westbrook, McGovern, Zysk, Diener, DeCoster, Dost, Vogtmann

ABSENT: Bender

OTHERS PRESENT: L. Adams

PURPOSE: To inform the public of goals and direction of the Authority, including upcoming projects.

McGovern provided a power point presentation and a synopsis of the DDA. McGovern discussed some of the activities and events including; updates on the social district, manage the streetscape improvements, seasonal flowers, ice cream social, holiday light pole decorations, providing façade grant improvements, and the upcoming Tierney Park Harbor Redevelopment project.

PUBLIC COMMENT: None

CLOSE INFORMATIONAL MEETING: 5:47 pm.

CALL TO ORDER: Chairperson McGovern called the meeting to order at 5:47 pm.

ROLL CALL: by Vicki Scott

PRESENT: Bales, Westbrook, McGovern, Zysk, Diener, DeCoster, Dost, Vogtmann

ABSENT: Bender

OTHERS PRESENT: L. Adams

ATTENDANCE: Bender informed the Clerk of his absence

APPROVAL OF AGENDA:

MOTION by McGovern, seconded by DeCoster, to approve the agenda as amended adding Mickey Bender's resignation under New Business #1.

All Ayes

Motion carried

APPROVAL OF MINUTES:

MOTION by DeCoster, seconded by Dost, to approve the April 9, 2025 minutes as amended changing the language to say "put up a decorative barrier" under Unfinished Business #1.

All Ayes

Motion carried

PUBLIC COMMENT: None

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

MOTION by DeCoster, seconded by Diener, to approve the financials as presented.

Roll Call:

Ayes: DeCoster, Diener, Bales, Westbrook, Zysk, Vogtmann, Dost, McGovern

Nays: None

Motion carried

UNFINISHED BUSINESS:

1. **Village Green Status** – McGovern explained planter boxes are in place. This is a work in progress with mulch coming soon. Discussion followed.
2. **501(c)(3) Non-profit Status** – McGovern explained the many reasons the DDA could benefit from opening a 501(c)(3) from fundraising opportunities to hosting more events. McGovern explained other committees such as Parks & Rec and Environmental could be part of this same 501(c)(3) and benefit as well. McGovern suggested putting rules of fairness in the bylaws. Lori Fisher created sample bylaws using AI. McGovern explained the consensus on the name would be the Lexington Community Foundation. McGovern asked if the Board wants to formally support this creation. Board members question how this would work since it's a total separate Board. Vicki Scott suggested this go to Council as well, explaining the Fire Department received Council approval to open their 501(c)(3). Diener asked who would create this? Lori Fisher stated she would be happy to volunteer her time to do it not as Village Manager. Lengthy discussion followed on how this would work, and how other communities do it. Vogtmann asked about tax filings. Fisher explained this is usually a one-page form. Board members agreed to bring back more information next month.

NEW BUSINESS:

1. **Mickey Bender's Resignation** – Motion by Diener, seconded by DeCoster, to accept the resignation of Mickey Bender.
1. **Training** – McGovern explained he included the (8) training module links (one hour each) for anyone interested in these topics. Each member is required to have (4) hours per year of training. On the google drive there is a form for self-reporting. Fisher will send out an email. Discussion followed.

2. MEDC GRANT EXTENSION –

MOTION by DeCoster, seconded by McGovern, to approve Amendment One to the MEDC Grant with the Village of Lexington DDA as presented with one change of Robert Dost in place of Kristen Kaatz for Village President

Roll Call:

Ayes: DeCoster, McGovern, Dost, Vogtmann, Zysk, Diener, Westbrook, Bales

Nays: None

Motion carried

3. Budget Amendments –

MOTION by DeCoster, seconded by Bales, to approve the Budget Amendments as presented.

Roll Call:

Ayes: DeCoster, Bales, Diener, Westbrook, Zysk, Vogtmann, Dost, McGovern

Nays: None

Motion carried

4. **MEDC GRANT** – McGovern explained there is no supporting documents with this. We need to approve this and send it to Council.

MOTION by Dost, seconded by McGovern, to authorize funding of MEDC Harbor Improvement Grant of up to \$8,000,000.00 and send to Council

Roll Call:

Ayes: Dost, McGovern, DeCoster, Vogtmann, Zysk, Westbrook, Diener, Bales

Nays: None

Motion carried

5. **Tierney Park Bid Recommendation** – McGovern explained the bids came back. Edgewater went through each one and put a recommendation together for Spence Brothers as the project/general contractor. Lori explained we have about \$5,000,000.00 to spend. We already spent \$433,000.00 on engineering. When we take these numbers and pull out the fuel tanks which the DNR will be paying out of their \$3,000,000.00, Spence Brothers ends up at about \$4,800,000.00. We need to pull out approximately \$100,000.00 - \$200,000.00 of work in order to meet budget. We are planning, out of this fund, to also acquire the DNR property, the triangle by the waterfront. We have a match on the acquisition grant that we need to utilize this fund for. We are still planning on hiring an owner's representative. When I add in those figures plus the interest we earned, we are sitting at about \$120,000.00 short of where we need to be. I have talked to Spence Brothers to see what things we can pull out. One thing identified was the reinforced turf. The other big item is the walkway that goes over the water. That is using a rare wood from Africa which is approximately \$500,000.00 - \$600,000.00 for that walkway. We will ask if we can make that walkway cheaper.

MOTION by DeCoster, seconded by Dost, to approve the Spence Brothers Bid as the project contractor, for their bid price of \$4,977,128.00, plus Alternate #1 at \$582,514.00 and Alternate #2 at \$3,435.00 as recommended by Edgewater Resources and send to Council.

Roll Call:

Ayes: DeCoster, Dost, Vogtmann, Zysk, Westbrook, Diener, Bales, McGovern

Nays: None

Motion carried

6. **Assistant to the Village Manager** – McGovern explained we never formally made a motion on this. The job description hasn't changed. The pay scale was added between \$18.00 - \$23.00. This pertains to the DDA because part of the job description states "assists with projects and events for the DDA". The job description varies from mobile home park, zoning, and DDA. Bales asked how is it billed to DDA. Is it billed like DPW? Lori explained it could be billed that way, or what was discussed in the budget approval for next year \$20,000.00 was approved to support this. There are a lot of things not getting done right now like scheduling the pop-up markets for the Village Green. Diener asked if this has been through Personnel yet. Lori responded yes. This will be a part time position. Bales asked if we get to decide how this will be billed because at 20 hours per week for 52 weeks at \$23.00 per hour is \$23,000.00. If we give \$20,000.00, we are paying for this whole person. Lori explained I didn't intend for DDA to pick up the first \$20,000.00 this would be split into a couple different buckets. McGovern prefers a time sheet showing how much time was spent in DDA. The DDA shouldn't pay for when this person is working on zoning. Westbrook asked how many DDA's have a paid chair position. Is the organizational structure, correct? McGovern explained other DDA's have a paid DDA director.

MOTION by Diener, seconded by DeCoster, to approve up to \$20,000.00 per year to help fund an assistant to the Village Manager.

Discussion: on paying for work only in the DDA district

AMENDED MOTION by Diener, seconded by DeCoster, to approve up to \$20,000.00 per year to help fund an assistant to the Village Manager for work performed for the DDA.

Roll Call:

Ayes: Diener, DeCoster, Bales, Vogtmann, Dost, McGovern

Nays: Westbrook, Zysk

Motion carried

CORRESPONDENCE: McGovern explained we received correspondence from the Lexington Arts Council and an MDA Spring Workshop.

PUBLIC COMMENT: None

ADJOURNMENT: McGovern adjourned the meeting at 7:02 p.m.

Respectfully submitted

Vicki Scott