

VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING
Community Center: 6464 Huron Ave., Lexington, MI
October 12, 2016

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

ROLL CALL: by Vicki Donnan

PRESENT: Dickinson, Hassler, Mills, Partaka, Calamita,

ABSENT: Durecka, Stencil

OTHERS PRESENT: Vicki Donnan, Gene Galley, Jim Macksey, Sean Adams

APPROVAL OF AGENDA:

MOTION by Calamita, seconded by Dickinson to approve the amended agenda as follows: move the Arts Council Donation to #1 under new business and add hiring recording secretary to #7 under new business.

Motion carried.

APPROVAL OF MINUTES:

MOTION by Mills, seconded by Partaka to approve the minutes of September 1, 2016 as presented.

Motion carried.

MOTION by Mills, seconded by Calamita to amend the minutes of June 8, 2016 correcting the \$1,000.00 difference under director's report.

Motion carried.

PUBLIC COMMENT: None

FINANCIAL REPORT:

MOTION by Calamita, seconded by Dickinson to deny paying the administrative of \$874.00, with approving the rest of the Financial Reports.

Roll Call Vote: Ayes – Calamita, Dickinson, Hassler, Mills, Partaka,

Nays –

Motion carried

DIRECTOR'S REPORT:

- Partaka welcomes new Village Manager Sean Adams.
- Welcome center is only open on weekends.
- We were awarded the Keep Michigan Beautiful award. We will be going October 21, 2016 to Kalamazoo.
- Fraser Building is off the market until the new school board and superintendent are in place.
- We are supposed to have a meeting with the Wi-Fi person next week.
- Beach mats have not been ordered yet and will be discussed under unfinished business.
- Fall Heritage days went well this year.
- Outhouse races were a big success this year.

Stencil joined meeting at 5:39 pm.

UNFINISHED BUSINESS:

- 1. POLICY CHANGES UPDATE:** Calamita explains this can be addressed under attorney proposal below.
- 2. BEACH MATS & CONCRETE UPDATE:** Partaka explains she was told there is not enough room on the Village credit card to purchase these 2 beach mats. The LBA has generously offered to donate the funds for 1 of the mats. Partaka explains both mats have to be ordered at the same time in order to receive the discount. Partaka offers to use her personal credit card for this purchase with the understanding it would be paid back to her. Lengthy discussion follows on the proper way to purchase these mats. Board members agree to hold off on purchasing any concrete and see how much the 2 beach mats are utilized first.

MOTION by Stencel, seconded by Calamita to apply for a DDA credit card to purchase 2 beach mats at a cost of \$3,800.00 each plus shipping charges.

Roll Call Vote: Ayes – Stencel, Calamita, Mills, Dickinson, Hassler, Partaka
Nays – None
Motion carried

NEW BUSINESS:

- 1. ARTS COUNCIL DONATION \$5,000.00:** Jim Macksey addresses the DDA Board and thanks them for all the support they have given through the years. Board members discuss continuing to support the arts council for the great work it brings to Lexington.

MOTION by Dickinson, seconded by Calamita to donate \$5000.00 to the Lexington Arts Council.

Roll Call Vote: Ayes – Dickinson, Calamita, Stencel, Hassler, Mills, Partaka
Nays – None
Motion carried

- 2. ATTORNEY PROPOSAL:** Calamita explains she has met with Dave Meyers who is the new attorney in Lexington. Calamita explains Meyers is willing to help the DDA sort through the by-laws and rules of procedure and come up with guidelines. Meyers would go over the legal way of withdrawing from the Village of Lexington and becoming an independent DDA. Calamita explains Meyers would require a retainer of \$2,000.00. Partaka explains Meyers would also help come up with proper wording for the Facade grant.

MOTION by Hassler, seconded by Calamita to hire attorney Dave Meyers as legal counsel.

Roll Call Vote: Ayes – Hassler, Calamita, Partaka, Mills, Stencel
Nays – None
Abstain - Dickinson
Motion carried

MOTION by Stencel, seconded by Calamita to pay Dave Meyers a retainer of \$2,000.00.

Roll Call Vote: Ayes – Stencel, Calamita, Partaka, Hassler, Dickinson
Nays – Mills
Motion carried

- 3. DESIGNATE FINANCIAL INSTITUTION:** Board members discuss using Eastern Michigan Bank as the new DDA financial institution.

MOTION by Hassler, seconded by Calamita to use Eastern Michigan Bank as the DDA financial institution.

Roll Call Vote: Ayes – Hassler, Calamita, Partaka, Mills, Stencel
Nays – None
Abstain – Dickinson
Motion carried

NEW BUSINESS CONTINUED:

4. ACCOUNTING / AUDIT: Calamita explains the DDA should have an audit done on the funds the Village has been managing in the DDA account per attorney.

MOTION by Dickinson, seconded by Calamita to have Dickinson get a quote from King & King auditing firm.

Motion carried

5. FALL THANK YOU DINNER: Partaka explains it's that time of year again for our fall thank you dinner. Anyone from the board is welcome to go. Right now we have approximately 7-12 people at \$8.00 per person.

MOTION by Calamita, seconded by Dickinson to support the fall thank you dinner.

Roll Call Vote: Ayes – Calamita, Dickinson, Hassler, Stencel, Mills, Partaka

Nays – None

Motion carried

6. COMPUTER, PRINTER, QUICK BOOKS QUOTE: Calamita explains she received a quote for computer, printer, and quick books. Board members discuss this quote.

MOTION by Dickinson, support by Calamita to approve purchasing a computer, printer, and quick books in the amount of \$1,300.00.

Roll Call Vote: Ayes – Dickinson, Calamita, Hassler, Stencel, Mills, Partaka

Nays – None

Motion carried

7. RECORDING SECRETARY: Calamita explains we will need to hire a recording secretary when we leave the Village of Lexington. Board members discuss hiring Vicki Donnan as recording secretary.

MOTION by Dickinson, support by Partaka to hire Vicki Donnan as recording secretary at \$50 per meeting when the DDA leaves the Village of Lexington.

Roll Call Vote: Ayes – Dickinson, Partaka, Mills, Stencel, Hassler, Calamita

Nays – None

Motion carried

PUBLIC COMMENT: Gene Galley explains his letter as well as the volunteer sign up form and asks if anyone is interested in volunteering for future events.

CORRESPONDENCE: None

ADJOURNMENT:

MOTION by Dickinson, seconded by Calamita to adjourn the meeting at 6:11 pm.

Motion carried

Submitted By: Vicki Donnan

October 12, 2016