

VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING
Community Center: 6464 Huron Ave., Lexington, MI
November 9, 2016

CALL TO ORDER: Chairperson Calamita called the meeting to order at 5:26 pm.

ROLL CALL: by Vicki Donnan

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

ABSENT: Durecka, Stencil

OTHERS PRESENT: Vicki Donnan, Sean Adams, Kevin Jimkoski

APPROVAL OF AGENDA:

MOTION by Mills, seconded by Partaka to approve the agenda as presented

Motion carried.

APPROVAL OF MINUTES:

MOTION by Calamita, seconded by Mills to approve the minutes of October 12, 2016 as presented.

Motion carried.

PUBLIC COMMENT: None

FINANCIAL REPORT:

MOTION by Calamita, seconded by Mills to approve the financial reports as presented.

Motion carried

DIRECTOR'S REPORT:

- Jeff Durecka resigned from the DDA Board.
- Thank you lunch is scheduled on November 17, 2016 at the Windjammer for the Welcome Center ladies. If anyone from the board is interested in attending, please let me know.
- The winter garland, wreaths, and large pots will be done next week along with the Christmas banners.
- Tom is still working on the figures for the Wi-Fi.
- The next events will be the Tree Lighting and Horse Parade. The Tree Lighting is the first Saturday in December and Horse Parade is the second Saturday.

UNFINISHED BUSINESS:

1. **BEACH MATS:** Partaka explains we still have not ordered the beach mats due to not having an account set up.
2. **CREDIT CARD:** Calamita suggests postponing this item until December's meeting.

NEW BUSINESS:

1. **ATTORNEY DISCUSSION:** Calamita introduces Attorney Dave Meyers
 - a) **Façade Policy** – Meyers explains his recommendations for establishing policies for façade grants as well as providing a draft proposal to look at. Partaka asks about the possibility of raising the limit on façade grants. Meyers explains it is the board's choice to raise or lower the amount, as the façade policy will be a guideline.
 - b) **Policy Guidelines** – Meyers explains limits should be placed within the policy guidelines that we want to create. Meyers gives examples of other community DDA policies. Meyers will create the legal terminology for these policies once the board decides which policies they would like to create. Discussion follows.

NEW BUSINESS CONTINUED:

MOTION by Dickinson, seconded by Calamita to increase the budget for façade grants to \$20,000.00 for this fiscal year.

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

MOTION by Calamita, seconded by Dickinson to move \$8,500.00 from Capital Land Purchase into DDA Grant.

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

MOTION by Dickinson, seconded by Partaka to have the façade policy state a 50% match of project cost up to \$10,000.00.

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

MOTION by Dickinson, seconded by Calamita to add under Limitations of Grant Awards “18 months between applying for a grant by parcel”.
Motion carried

MOTION by Calamita, seconded by Partaka to add under Payment of DDA Façade “All grants awarded shall only be paid upon completion of the project and the submission by the applicant of paid invoices for the project and proper documentation to the DDA. Upon hardship the DDA Board may amend this clause”.
Motion carried

Board members ask Dave Meyers to add a claw-back clause to the Façade Policy.

MOTION by Calamita, seconded by Hassler to have Dave Meyers develop an application form for the Façade Grants.
Motion carried

2. NEW DDA ACCOUNT ON HOLD:

MOTION by Calamita, seconded by Dickinson to put the new DDA Account on hold and review this issue in 60 days.
Motion carried

3. APPROVAL FOR VILLAGE MANAGER TO SPEAK WITH ATTORNEY:

MOTION by Calamita, seconded by Dickinson to approve Sean Adams to speak with attorney Dave Meyers.
Motion carried

NEW BUSINESS CONTINUED:

4. ROXBURY FAÇADE GRANT APPLICATION: Partaka explains she received a call from Stacey Fox indicating she needed a letter as soon as possible to show the State of Michigan the Village has interest in this project. The letter is in the back of everyone's packet. Discussion follows. Partaka will call Stacey Fox to update her on the Façade grant application process and let her know the DDA Board will up the Façade Grant to \$5,000.00. Calamita suggests approving the Roxbury Façade Grant upon completion of application. Dickinson suggests we follow the formal process and wait until paperwork is submitted.

MOTION by Calamita, seconded by Partaka to postpone the Roxbury Façade Grant.
Motion carried

PUBLIC COMMENT: Sean Adams thanks the DDA Board for increasing the Roxbury Façade Grant as it looks good for State funding. Adams explains he has scheduled MML training for the new council as well as all Boards. This training will be on site.

CORRESPONDENCE: Letter to Stacy Fox

ADJOURNMENT:

MOTION by Dickinson, seconded by Calamita to adjourn the meeting at 6:15 pm.
Motion carried

Submitted By: Vicki Donnan
November 9, 2016