

VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING
Village Hall: 7227 Huron Ave., Lexington, MI
December 14, 2016

CALL TO ORDER: Chairperson Calamita called the meeting to order at 4:00 pm.

ROLL CALL: by Vicki Donnan

PRESENT: Partaka, Stencel, Calamita,

ABSENT: Hassler, Kaatz

OTHERS PRESENT: Vicki Donnan, Sean Adams, Elva Mills

APPROVAL OF AGENDA:

Chairperson Calamita has some changes to the agenda. Calamita recommends removing item #3 under new business (audit copy) and putting it on January's agenda. Calamita recommends adding under new business #3 (changing Crystal Partaka's title), and #4 (acceptance of the \$20,000.00 for Village payment). **MOTION** by Partaka, seconded by Stencel to approve the amended agenda.

All Ayes

Motion carried.

APPROVAL OF MINUTES:

MOTION by Partaka, seconded by Stencel to approve the minutes of November 9, 2016 as presented.

All Ayes

Motion carried.

PUBLIC COMMENT: None

FINANCIAL REPORT:

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

All Ayes

Motion carried

DIRECTOR'S REPORT:

- A letter came in from the DDA in Port Sanilac wanting us to take on the blues festival as they could not get enough sponsors. Partaka spoke with Gene Galley and explained the DDA and LBA are on the same page about letting this event go as we currently have Thumbfest and Music in the Park. Partaka gave them some different options to try and keep it in Port Sanilac.
- Partaka spoke with Stacy Fox this week regarding her façade grant. Partaka also spoke to her regarding the Fraser building property and parking. The discussion went well and Partaka will wait until the new school superintendent is in place and touch base to see if the school is still interested in selling.
- The horse parade and tree lighting went great this year. We had record numbers this year for the tree lighting. Next year will probably be bigger as Sandusky will no longer be doing the lighted implement parade.

UNFINISHED BUSINESS:

1. APPROVE NEW FAÇADE APPLICATION:

MOTION by Stencel, seconded by Partaka to approve the new façade application as presented.

All Ayes

Motion carried

2. APPROVE BI-LAWS:

MOTION by Partaka, seconded by Stencil to approve the new façade bi-laws as presented.

All Ayes

Motion carried

3. APPROVE FAÇADE GRANTS FOR: ROXBURY (CADILLAC) & WURMLINGER (FOLEYS)

MOTION by Stencil, seconded by Calamita to approve the Roxbury façade grant for \$10,000.00 and to approve the Foley's façade grant for \$1,523.25.

Roll Call Vote: Ayes – Stencil, Calamita, Partaka

Nays – None

Motion carried

NEW BUSINESS:

- 1. DDA DIRECTOR – Approve Deduction of Salary to pay for help with Art Fair:** Partaka explains she received a call from a local business owner who would like to take on the responsibility of the art fair but would like compensated \$2,500.00 for the first year and \$3,000.00 the second year. Partaka offers to deduct \$3,000.00 from her salary to pay Laura Lyons to help with the art fair. Board members discuss not taking Partaka's salary to pay for help with the art fair but taking it from sponsorship funds.

MOTION by Stencil, seconded by Calamita to not deduct funds from Partaka's salary to pay for help with events.

All Ayes (Partaka abstains)

Motion carried

- 2. APPROVE DDA FUND – FOR EVENTS ONLY –** Partaka explains if we had another line in the budget for DDA events only we could put all sponsorship monies in this fund and use it to pay for help with the special events. Partaka explains our events are growing larger each year. Adams suggests it is in an account that rolls over from year to year.

MOTION by Stencil, seconded by Calamita to set up a DDA fund for events only using the funds that come in from sponsorships to pay for help with the events.

All Ayes

Motion carried

- 3. CHANGE CRYSTAL PARTAKA'S TITLE TO EVENTS COORDINATOR –** Partaka explains she has been informed there is legislation explaining you cannot be a "Director" with a paid position and a voting member on the board. Adams explains he spoke with Bill Mathewson from the MML about this issue, it is allowed. Adams explains we are under the population of 5,000 which makes this issue allowable.

MOTION by Stencil, seconded by Calamita to change Crystal Partaka's title to Events Coordinator.

All Ayes

Motion carried

- 4. VILLAGE ANNUAL PAYMENT \$20,000 –** Calamita explains the DDA is going to work with the Village with regard to the annual \$20,000 payment. Partaka has formed a list on items the DDA should be charged for and will go over it with Adams. Partaka explains we should consider extending salt and snow removal from Pomeroy's Funeral Home to the A&W. Partaka proposes the salt & snow removal be included within the \$20,000 annual charge from the Village. Partaka also proposes the administrative fees as well as maintenance (seasonal water turn on/turn off) at the welcome center and bathrooms/stage area be included within the \$20,000 annual charge.

MOTION by Calamita, seconded by Stencil to approve the \$20,000.00 annual payment to the Village.

Roll Call Vote: Ayes – Calamita, Stencil, Partaka

Nays – None

Motion carried

PUBLIC COMMENT – None

CORRESPONDENCE: Nick Dickinson has resigned effective immediately

ADJOURNMENT:

MOTION by Partaka, seconded by Calamita to adjourn the meeting at 4:33 pm.

All Ayes

Motion carried

Vicki Donnan

December 14, 2016

APPROVED