

VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING
Community Center: 6464 Huron Ave., Lexington, MI
February 10, 2016

CALL TO ORDER: Vice-Chairperson Nick Dickinson called the meeting to order at 5:32 pm.

ROLL CALL: by Vicki Donnan

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

ABSENT: Laughlin, Durecka, Hunt

OTHERS PRESENT: Ed Jarosz, Jim Hunt, Vicki Donnan

APPROVAL OF AGENDA:

Motion by Mills, seconded by Calamita to approve the agenda. Motion carried.

Motion by Calamita, seconded by Mills to amend the agenda as follows. Motion carried.

- Add Police Budget to New Business (for event activities 2016)
- Add Police Budget to New Business (to pay remainder for last year's activities)
- Move Fraser Building to end of agenda.
- Add Recording Secretary to New Business

APPROVAL OF MINUTES:

Motion by Calamita, seconded by Partaka to approve the minutes of December 9, 2015 as presented.

Motion carried.

PUBLIC COMMENT: None

FINANCIAL REPORT:

Discussion – Calamita questioned the \$20,000.00 transfer. Partaka responds that is a transfer that is done each year to the general fund to cover the money that the DDA spends of which the DDA has only used \$11,709.37 to date. Partaka notes the fiscal year is from July 1 – June 30. Partaka explains there is still time to get the police department paid up to date the \$6,000.00 that was agreed to in the contract for all the special events.

Motion by Calamita, seconded by Mills to approve the Financial Report as presented.

Motion carried.

DIRECTOR'S REPORT:

Partaka reported when the weather breaks the new signs will be put up. The chili cook off was a great success thanks to Nick Dickinson and Shelly Hassler. Partaka explains we currently have \$15,000.00 in sponsorships. The new 2016 brochures are out. Lexington in Bloom will be the same time as girl's weekend this year. LBA Mingler will be on May 12, 2016 at 6:00pm. We are considering having a beer tent in conjunction with Lexington Days as a thank you to the community, any ideas are welcome. Two new stores are not open yet (Beatrice's and Beach Consignment). Partaka explains the DDA Board follows the same rules and regulations as the Village Council.

UNFINISHED BUSINESS:

1. **FAÇADE POLICY COMMITTEE (SET MEETING DATE)** – Partaka explains we need to have a policy in place as well as setting a meeting date. Discussion follows. Partaka and Dickinson agree to meet after the regular DDA meeting in March 2016.

NEW BUSINESS:

1. **APPROVAL OF DESIGN TIERNEY PARK BATHROOM – CONSTRUCTION BIDS:**
Bathroom renovations discussion. Partaka explains we are required to have an architect stamp for the building permits. Partaka suggests putting all requirements in the bid process.
MOTION by Partaka, seconded by Calamita to send the Tierney Park Bathroom renovations out for bid including all necessary requirements.
Roll Call Vote: Ayes – Mills, Dickinson, Calamita, Partaka, Stencel, Hassler
Nays – None
Motion carried

2. **MEMBERSHIP FEE INCENTIVES:**
Lengthy discussion on membership fee incentives. Dickinson explains how Crosswell handles incentives. Partaka suggests the possibility of matching new members. Partaka will put together some program incentives.

3. **ELECTION OF OFFICERS:**
MOTION by Stencel, seconded by Dickinson to appoint Calamita as Chairperson
Roll Call Vote: Ayes – Mills, Dickinson, Calamita, Partaka, Stencel, Hassler
Nays – None
Motion carried

MOTION by Mills, seconded by Stencel to appoint Dickinson as Vice Chairperson
Roll Call Vote: Ayes – Calamita, Partaka, Stencel, Hassler, Mills, Dickinson
Nays – None
Motion carried

MOTION by Stencel, seconded by Dickinson to appoint Hassler as Secretary and Treasurer
Roll Call Vote: Ayes – Dickinson, Calamita, Partaka, Stencel, Mills, Hassler
Nays – None
Motion carried

4. **POLICE BUDGET (EVENTS 2016)**
Jarosz explains the contract the police department has with the DDA for special events. At a previous meeting it was voted on the police department would receive the funds. Jarosz stated when he showed up to this meeting Laughlin indicated the contracted funds were approved. Jarosz explains this never made it in the minutes and consequently the transfer of funds to the police department was never made. Jarosz explains to this point the police department has expended \$3,000.00 which is half of the contract amount we should've received. The special events starts again Memorial weekend. Jarosz explains the police department originally asked for \$6,300.00. Jarosz asks the DDA Board to re-look at this contract. Discussion follows.
MOTION by Mills, seconded by Dickinson to allocate \$6,300.00 of DDA funds to the police department for the 2015 special events.
Roll Call Vote: Ayes – Calamita, Partaka, Stencel, Mills, Hassler, Dickinson
Nays – None
Motion carried

5. **POLICE BUDGET (LAST YEARS EVENTS)**
Jarosz explains the above motion covers the police department for the 2015-2016 fiscal year. Jarosz stated the prior year was covered in the DDA budget.

NEW BUSINESS CONTINUED:

6. RECORDING SECRETARY

Discussion takes place regarding having a recording secretary who is in house.

MOTION by Partaka, seconded by Dickinson to keep the recording secretary in house.

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

FRASER BUILDING:

MOTION by Partaka, seconded by Calamita to move to closed session for Fraser Building discussion at 6:06 pm.

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

Return to Open Session at 6:15 pm.

MOTION by Partaka, seconded by Dickinson to make a second offer to Cros-Lex Schools for Fraser Building and if accepted go ahead with bids on clean up.

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

PUBLIC COMMENT:

Jim Hunt – Croswell – comments on possible changes for the design of the Tierney Park Bathroom Renovations.

CORRESPONDENCE: None

ADJOURNMENT:

MOTION by Mills, seconded by Stencel to adjourn the meeting at 6:18 pm.
Motion carried

Submitted By: Vicki Donnan
February 10, 2016