

**VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING
Community Center: 6464 Huron Ave., Lexington, MI
April 13, 2016**

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

ROLL CALL: by Vicki Donnan

PRESENT: Partaka, Dickinson, Mills, Hassler, Calamita

ABSENT: Stencel, Durecka

OTHERS PRESENT: Vicki Donnan, Gene Galley

APPROVAL OF AGENDA:

Motion by Mills, seconded by Dickinson to approve the agenda as presented.

Motion carried.

APPROVAL OF MINUTES:

MOTION by Mills, seconded by Calamita to approve the minutes of March 9, 2016 as presented.

Motion carried.

PUBLIC COMMENT: None

FINANCIAL REPORT:

MOTION by Calamita, seconded by Hassler to approve the Financial Report as presented.

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

Nays – None

Motion carried

DIRECTOR'S REPORT:

Partaka explains the Welcome Center will be open May 1, 2016. A luncheon is planned at Captain's Quarters for the ladies as well as a visit to the other bed and breakfasts to get familiar with the area. Partaka mentions that Lexington was published in the Detroit Metro Times as the top weekend getaway. Partaka explains we are currently just over \$20,000 in sponsorships with \$5,650 collected to date. Partaka mentioned Dave Piwko asked the DDA members and LBA members to attend the upcoming Planning Commission Meetings regarding redoing the Master Plan.

UNFINISHED BUSINESS:

1. **FRASER BUILDING UPDATE:** Partaka explains we pulled our offer to the Cros-Lex School Board due to the fact we haven't heard anything in 10 weeks. The Cros-Lex School Board came back and wanted a cash offer (no land contract). Discussion follows.

MOTION by Mills, seconded by Calamita to take no action at this time.

Motion carried.

2. **TIERNEY PARK BATHROOM BIDS:** Partaka mentions the bathroom renovations are moving along. The new brick color is as close as possible to the existing brick, due to the fact the existing brick color is no longer available. Partaka explains the cement cost is going to be \$2,800 more than anticipated and asks the board how they would like to handle this extra cost. Dickinson reminded the Board the original motion to accept the VanDyke Construction Bid had room for additions not to exceed 5% of the total bid. Board members agree the \$2,800 is covered in the original motion and has been already approved.

UNFINISHED BUSINESS CONTINUED:

3. **THUMB FEST UPDATE:** Partaka explains we need to decide where we want to spend our \$500 whether it be the stage or the program sponsorship. The LBA was asked for money as well. Gene Galley explains the LBA was invoiced \$500 for the stage. Discussion follows. **MOTION** by Dickinson, seconded by Calamita to spend \$300 on the regional stage and the remaining \$200 on the inside cover programs.

Motion carried

NEW BUSINESS:

1. **BANNERS FOR LIGHT POLES:** Partaka researched banners for the light poles. Partaka explains the plain banners would cost \$28.54 each. If we wanted banners that said Lexington it would cost approximately \$35.00 each depending on the count. Partaka explains we currently do not have any fall banners. The cost would be approximately \$1500 - \$1800. Discussion follows. Board members agree to have Partaka get a quote first.
2. **DISCUSS FLOWERS FOR FLOWER POTS:** Partaka explains she received a price from Lexington Gardens to do all the spring and fall flowers (geraniums & mums) as well as adding new dirt and planting the pots for \$5100 for the entire year. This price does not include the hanging pots. Partaka asks if the board is interested in putting some flower pots north of town down by the A&W. Partaka researched pricing for new pots. Partaka explains new pots would cost \$145 each plus \$255 per pot for Lexington Gardens to fill and maintain them. Discussion follows.
MOTION by Calamita, seconded by Hassler to accept the contract from Lexington Gardens for \$5100 and to purchase 12 new pots with Lexington Gardens to fill and maintain them for a total not to exceed \$10,000.
Roll Call Vote: Ayes – Calamita, Hassler, Mills, Partaka, Dickinson
Nays – None
Motion carried
3. **ICE RINK:** Partaka explains Parks & Rec are interested in putting in a permanent ice rink in Lester Street Park. Partaka was approached by Mark Edmundson to see if the DDA would like to contribute to this. Partaka researched how much this would cost. The cement base would cost approximately \$32,000. This entire project would cost approximately \$40,000 - \$45,000 including all the wood boards. The size of this rink would be 150 x 60 and kids could roller blade during the summer months. Discussion follows. Partaka asks about the possibility of setting up a special fund for this project. Mills suggests checking into setting up a capital expense fund for DDA. Partaka asks about the possibility of the DDA putting \$5000 in this year and \$5000 next year. Dickinson suggests getting sponsorships as well. Discussion follows. Board agrees to check into setting up a capital expense fund before taking any action.

NEW BUSINESS CONTINUED:

4. **JOB DESCRIPTION RECAP:** Calamita hands out Partaka's current job description along with an updated job description outlining more of what Partaka currently does. Board members agree Partaka goes above and beyond her current responsibilities. Discussion follows.
MOTION by Dickinson, seconded by Calamita to change Partaka's title and job description to Downtown Development Director per the attachment.
Roll Call Vote: Ayes – Dickinson, Calamita, Hassler, Mills
(Partaka abstained)
Nays – None
Motion carried

5. **STREET LIGHTS:** Partaka explains there has been talk about needing more street lights north on M-25. The cost for additional street lights would be \$2000 per light not including installation. Discussion follows. Mills explains we are currently working on the 2016-2017 budget. Board members agree to wait until July 1, 2016 to see what the Village can do.

PUBLIC COMMENT: Gene Galley explains Marysville & Lexington were both named in the Metro Times. Galley updates the Board on a meeting he attended with Discover the Blue along with a presentation outlining the Pure Michigan Campaign.

CORRESPONDENCE: F.Y.I. Letter from Cindy Stewart

ADJOURNMENT:

MOTION by Hassler, seconded by Mills to adjourn the meeting at 6:22 pm.
Motion carried

Submitted By: Vicki Donnan
April 13, 2016