

VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING
Community Center: 6464 Huron Ave., Lexington, MI
September 1, 2016

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

ROLL CALL: by Vicki Donnan

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

ABSENT:

OTHERS PRESENT: Vicki Donnan, Gene Galley

APPROVAL OF AGENDA:

Dickinson notes the date needs to be changed to Thursday, Sept. 1

MOTION by Stencel, seconded by Hassler to approve the agenda with the date change.

Calamita suggests adding an item under New Business to open a separate checking account for DDA and withdrawing from the Village of Lexington.

MOTION by Partaka, seconded by Stencel to approve the amended agenda.

Motion carried.

APPROVAL OF MINUTES:

MOTION by Mills, seconded by Partaka to approve the minutes of August 10, 2016 as presented.

Motion carried.

PUBLIC COMMENT: Gene Galley discusses the end of year activities. Lexington Gardens will be doing the corn stalks this year.

FINANCIAL REPORT:

MOTION by Calamita, seconded by Dickinson to approve the Financial Reports without the administrative fee and the bill for \$135.00 for trash cans.

Motion carried.

DIRECTOR'S REPORT:

- Partaka met with Stacy Fox who purchased the Cadillac House. They plan to open the weekend of July 4, 2017. They plan to bring the building back to the original state. They plan to open 12 rooms for year round use. They plan to take part of the corner off the building to take pictures to send to the state for a possible grant. Partaka asks the board to think about the possibility of doubling the FASAD grant. Discussion follows.
- Wi-Fi Update – Partaka explains Air Advantage has not returned any calls. Air Advantage has an antenna on top of the water tower and is currently having issues paying rent. Partaka is going to check with Agri-Valley. Discussion follows.
- Partaka notes the outhouse races are approaching for those who are interested in participating.

UNFINISHED BUSINESS:

- 1. BUDGET (2016-2017):** Calamita explains the DDA has not adopted the budget. Calamita notes the Village has raised the administrative fee to \$874.00 per month. Partaka explains she went in to talk to Jon Kosht on why this administrative fee is so much, his response was this was a figure the auditors came up with. Partaka notes we need to have some guidelines on what the DDA is being billed for. Partaka explains after going through the figures the bills are not adding up to the \$20,000.00 the Village is taking per year. Board members discuss opening a DDA checking account to monitor and approve or deny what bills are being paid. Lengthy discussion follows.

MOTION by Durecka, seconded by Calamita to open a new DDA checking account.

Roll Call Vote: Ayes – Durecka, Calamita, Partaka, Hassler

Nays – Mills, Stencel, Dickinson

Motion carried

Partaka notes she had a discussion with Gene Galley regarding the LBA assuming the costs for advertising. Gene Galley explains to compensate the DDA paying for Partaka, the LBA agreed to take on the cost for advertising. Discussion follows.

MOTION by Stencel, seconded by Hassler to adopt the 2016-2017 Budget.

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

Nays – None

Motion carried

- 2. PARTAKA'S CONTRACT:** Board members discuss renewing Partaka's contract. Partaka explains it would be nice to have more volunteer help for the art fair. Dickinson suggests starting an internship for next year to help with these activities. Discussion follows.

MOTION by Dickinson, seconded by Stencel to renew Crystal Partaka's contract.

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

Nays – None

Motion carried

MOTION by Dickinson, seconded by Durecka to appoint Hassler & Calamita as check signers for the new DDA checking account.

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

Nays – None

Motion carried

- 3. BEACH MATS & CONCRETE UPDATE:** Partaka explains we received an estimate from the D.P.W. for concrete and labor to install 100' of walkway to the beach. This estimate was \$4,150.00 for 4" of concrete, or \$4,750.00 for 6" of concrete. Partaka explains John Hinojosa mentioned he could do this same 100' of walkway for approximately \$4,000.00 but we do not have a formal quote yet. Discussion follows. Partaka explains the beach mats cost \$3,800.00 each and the board would need to decide if they want to purchase one or two. Discussion follows.

MOTION by Durecka, seconded by Hassler to purchase 1 beach mat and have the concrete done by the Village D.P.W.

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

Nays – None

Motion carried

NEW BUSINESS:

- 1. REVIEW DDA POLICIES:** Board members to review these policies for discussion at next meeting.
- 2. OPEN NEW CHECKING ACCOUNT:** Discussed and voted on above.

PUBLIC COMMENT: None

CORRESPONDENCE: None

ADJOURNMENT:

MOTION by Durecka, seconded by Hassler to adjourn the meeting at 6:58 pm.
Motion carried

Submitted By: Vicki Donnan
September 1, 2016

APPROVED