

**VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING
Village Hall: 7227 Huron Ave., Lexington, MI
March 8, 2017**

CALL TO ORDER: Chairperson Calamita called the meeting to order at 5:38 pm.

ROLL CALL: by Vicki Donnan

PRESENT: Mills, Partaka, Stencel, Calamita, (Kaatz 5:40)

ABSENT: Ehardt, Hassler, Sheridan (all excused)

OTHERS PRESENT: Vicki Donnan, Sean Adams

APPROVAL OF AGENDA:

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

All Ayes

Motion carried.

APPROVAL OF MINUTES:

MOTION by Mills, seconded by Partaka to approve the minutes of February 8, 2017 & February 23, 2017 as presented.

All Ayes

Motion carried.

PUBLIC COMMENT:

None

FINANCIAL REPORT:

Calamita explains this will be our new format for the financial reports, showing what needs to be paid and the balance.

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

All Ayes

Motion carried.

DIRECTOR'S REPORT:

- Partaka explains she met with Sean Adams and went through each item that makes up the \$20,000.00 the Village gets per year. Partaka explains we added some things to this such as salt. Adams explains the Village is creating a utility trailer to better serve the DDA. Adams explains we have built in 3 days per week for trash pick-up so the DDA doesn't get charged for all of it. The Village has a responsibility to kick in for part of these services. Adams explains we are looking into contracted services for police as well. Discussion follows.
- Partaka explains we are all set to go with the KLA project. When the weather warms up a crew will be sent here to do a walk through to see where the antennas will go. Partaka spoke to Jerry Dawson and will get a land use permit for the antenna to be placed where the other one is out back.

DIRECTOR'S REPORT CONTINUED:

- Partaka explains she and Calamita met with the assistant school superintendent regarding the Fraser property. Partaka explains the meeting did not go well as they received mixed messages on what the school wants to do with this property. Partaka explains we will be attending the School Board Meeting tonight as the Fraser property is on their agenda.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

- **Policy & Procedures Moving Forward** – Calamita explains we just received these yesterday. We can look them over and see if there are any changes that need to be made for next month's meeting.

MOTION by Partaka, seconded by Mills to postpone the policy and procedures until the April meeting.

All Ayes

Motion carried.

- **Treasurer Resignation** – Calamita explains Shelly Hassler could not be here tonight but will be resigning as treasurer and secretary. Calamita explains per the attorney Partaka could hold the Treasurer's position. Partaka explains she would do the work of preparing the bills to be paid, but would not be a check signer.

MOTION by Mills, seconded by Partaka to postpone the Treasurer's Resignation until a special meeting on Tuesday, March 14, 2017 at 9:00 am.

All Ayes

Motion carried.

- **Appoint Vice Chairperson** –

MOTION by Calamita, seconded by Mills to nominate Peggy Stencel as Vice Chairperson.

All Ayes

Motion carried.

- **Appoint Check Signers** –

MOTION by Partaka, seconded by Kaatz to appoint Elva Mills and Katherine Calamita as check signers for the new DDA account.

All Ayes

Motion carried.

- **King & King Proposal Letter** – Calamita explains she spoke with Lehn King who indicated he is not aware of any DDA having to do their own audit. King explained legally you cannot do that. Calamita explains the Village will still continue to do the DDA audit.
- **Hiring Events Coordinator** – Calamita explains we need to get someone in training this year to work with Partaka on the events so they can take it over next year. Sean Adams will draft the paperwork needed to advertise for this position. Adams explains this process would include an interview panel. Board members decided to have Adams, Stencel, Partaka, Galley, and Calamita on the interview panel. Board members discuss the hours of training and salary. Partaka explains the all the duties this new person would take on as well as the additional duties the second person would incur such as Wi-Fi, marketing, walking maps, etc. Adams suggests working on this for April's meeting.

NEW BUSINESS CONTINUED:

MOTION by Mills, seconded by Calamita to meet with Sean Adams and create a job posting for a second events coordinator with a salary not to exceed \$20,000.00 per year.

All Ayes

Motion carried.

PUBLIC COMMENT:

- Sean Adams explains he was approached by the Methodist Church regarding the sale of 7275 Boynton. Adams explains this will go on the COW agenda to be discussed by the board. Discussion follows. Adams thanks the DDA for approving the KLA project as this may reduce costs for the village as well.

CORRESPONDENCE: None

ADJOURNMENT:

MOTION by Stencil, seconded by Partaka to adjourn the meeting at 6:28 pm.

All Ayes

Motion carried.

Vicki Donnan
March 8, 2017