

VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING
Community Center: 6464 Huron Ave., Lexington, MI
May 10, 2017

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

ROLL CALL: by Beth Grohman

PRESENT: Sheridan, Ehardt, Mills, Partaka, Calamita, Hassler (Kaatz @ 5:37p.m.)

ABSENT: Stencel, Kaatz

OTHERS PRESENT: S. Adams, Anne Soule, Beth Grohman

APPROVAL OF AGENDA:

Calamita added items 5, 6, 7, and 8 to agenda.

Motion by Mills, seconded by Ehardt, to approve the amended agenda as amended.

All Ayes.

Motion carried.

APPROVAL OF MINUTES:

Motion by Mills, seconded by Partaka, to approve the minutes of March, 2017 as presented.

All Ayes

Motion carried.

PUBLIC COMMENT:

FINANCIAL REPORT: Partaka presented proposed budget, financial reports, and expenditure reports.

Discussion

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

Roll Call Vote: Ayes – Mills, Calamita, Sheridan, Ehardt, Partaka, Hassler, Kaatz

Nays – None

Motion carried

DIRECTOR'S REPORT:

- Partaka introduced Anne Soule, the new DDA Coordinator. Partaka working with Soule through the transition. Currently there is \$21,500 in donations and another \$5000 coming in from corporations. Partaka working on getting together with the LBA. Partaka reported LBA Mingler will be held on Thursday, May 11, 2017. Soule and Partaka to work with Grohman on parade permit for the Memorial Day Parade. Contract service for wifi budget, \$10,000 for out side contractor if needed.

UNFINISHED BUSINESS:

1. **GENERAL PROCEDURE POLICY** – Basic general by laws. Motion by Partaka, seconded by Ehardt.
All Ayes
Motion carried
2. **FINANCIAL MANAGEMENT POLICY** – Motion Partaka, seconded by Calamita, to approve the Financial Management Policy.
All Ayes
Motion carried

3. **CREDIT CARD AGREEMENT** – Motion by Mills, seconded by Calamita, to approve the Credit Card Agreement.

All Ayes

Motion carried

NEW BUSINESS:

1. **FAÇADE GRANT LIGHT HOUSE CREAMERY/SIMON STREET PARKING LOT** – Have moved the Roxbury Group Façade Grant to 2017-18 Budget, leaving enough funds for two more façade grants. Façade Grant for Light House Creamery is \$10,000. Motion by Partaka, seconded by Ehardt, to approve the façade grant for the Light House Creamery for \$10,000.

Roll Call

Ayes- Partaka, Ehardt, Mills, Hassler, Kaatz, Sheridan, Calamita

Nays- None

Motion carried

2. **PANDORA FOR BUSINESS** - Partaka discusses the Pandora music for the downtown. Cost is \$29.95 monthly and the cost of the box is a onetime fee of \$99. Discussion on the hours the music will play. Recommended 9am to 9pm. Partaka to use personal credit card until the DDA card is received. Motion by Hassler, seconded by Partaka, to approve the purchase of the Pandora music and the box.

All ayes

Motion carried

Motion by Mills, seconded by Calamita, to authorize Partaka to use personal credit card until DDA credit card is received.

All Ayes

Motion carried

3. **BILL PAY OF UTILITIES AND STANDARD MONTHLY PAYMENTS** – Motion by Mills, seconded by Partaka, to approve the payment of utilities and standard monthly payments.

All Ayes

Motion carried

Discussion on Lawyer invoices. Approved with monthly financials.

4. **TREASURER AS CHECK SIGNER** – Mills will resign as treasurer and remain as a check signer. Partaka to offer treasurer position to new member.

5. **LAKESHORE GARDEN CLUB** – Request from the Garden Club for funds to assist in paying for flowers. Ehardt reported a request was made to Council for \$800. Recommendation for the DDA to donate \$200. Motion by Hassler, seconded by Kaatz to deny request of \$200.

Ayes – Hassler, Kaatz, Sheridan, Calamita, Partaka, Ehardt

Nays – Mills

Motion carried

6. **AMENDED BUDGET** – Amended the budget line for façade grant from \$11,500 to \$20,000. Motion by Mills, seconded by Calamita to approve the amendments to the budget.

Roll Call

Ayes- Mills, Calamita Ehardt, Hassler, Kaatz, Sheridan, Partaka

Nays – None

Motion carried

7. **FAÇADE GRANT** – Lexington Village Theatre requesting a façade grant for a sign.
Grant amount \$8475.00. Calamita presented photos of proposed signs,
Motion by Partaka, seconded by Calamita to approve the façade grant for Lexington Village
Theatre for \$8475.
Roll Call
Ayes – Partaka, Calamita, Mills, Ehardt, Hassler, Sheridan
Nays- None
Abstain – Kaatz
8. **NEW MEMBER** – Tabitha Systeman appointment to DDA approved by Council.
Kaatz left meeting 6:25 p.m.

Discussion on the budget. Will go before Council this month for approval. Also discussed budget cuts
and Arts Council \$5000 request. Recommendation to cut budget for Arts Council from \$5000 to \$2500.
Partaka reported on the events, coordinator and LBA participation. Motion by Calamita, seconded by
Mills, approve the proposed budget as submitted, unless there are changes by Thursday, May 11, 2017.
All Ayes
Motion carried

PUBLIC COMMENT: None

CORRESPONDENCE: .

ADJOURNMENT:

Motion by Mills, seconded by Hassler to adjourn meeting at 6:40 p.m.

All Ayes

Motion carried

Submitted By: Beth Grohman

May 10, 2017