

**VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING
Village of Lexington -7227 Huron Ave. - Lexington, MI
October 10, 2018**

CALL TO ORDER: Chairperson Partaka called the meeting to order at 5:35 pm.

ROLL CALL: by Vicki Scott

PRESENT: Calamita, Kaatz, Mills, Stencil, Systeman, Partaka

ABSENT: Ehardt, Hassler

OTHERS PRESENT: Holly Tatman, Vicki Scott

APPROVAL OF AGENDA:

MOTION by Calamita, seconded by Mills to approve the agenda as amended adding #4 Town & Country Façade Grant and #5 Northshore Landscape Bill to Old Business.

All Ayes

Motion carried.

APPROVAL OF MINUTES:

MOTION by Kaatz, seconded by Calamita to approve the minutes of August 8, 2018 as presented.

All Ayes

Motion carried.

PUBLIC COMMENT: Partaka notes we received a nice Thank You from Tom Regan's family.

REVIEW OF FINANCIAL INFORMATION – (Hand out) – Systeman explains the two uncleared items you see in the financial statements will be cleared next month. The auditors want it done a certain way. Systeman will do all the reports the auditors have asked for. Systeman will check with Agri Valley to make sure their bill is reduced for the winter months.

MOTION by Mills, seconded by Calamita to approve the financial reports as presented.

All Ayes

Motion carried.

OLD BUSINESS:

- 1. KLA UPDATE** – Partaka explains if the computer updates it shuts the music down. We are working on this issue. The new speakers are in. We do have an issue with one speaker. This speaker was placed on The Creamery but does not have electricity to it. Does the board want to take it down and save it for a replacement speaker or place it somewhere else? The board decided to keep it for a spare.

MOTION by Calamita, seconded by Systeman take the speaker down and place it in storage.

All Ayes

Motion carried.

2. **MOVIE NIGHT UPDATE** – Partaka explains Melissa Anderson did not drop the invoice off yet. Does the board want to do this next year? Discussion follows.

MOTION by Kaatz, seconded by Mills to continue the movie night for 2019 consisting of 3 movies.

All Ayes

Motion carried.

3. **PARKING LOT UPDATE** – Partaka explains the parking lot is finished and looks great. Kaatz asked about guard rails. Partaka notes we are going to use boulders if needed instead of guard rails. The church donated some parking blocks but we will need an extra 17 parking blocks to finish it. Tatman notes Parks & Rec want to know if shrubs will be planted. Partaka explains we cannot plant shrubs along the road as the ditch is natural drainage.

MOTION by Calamita, seconded by Stencel to pay \$6,160.63 (labor & parking blocks) for the parking lot.

Roll Call: Ayes: Calamita, Stencel, Partaka, Mills, Systeman, Kaatz

Nays: None

Motion carried

4. **TOWN & COUNTRY FAÇADE GRANT** – Partaka explains all paperwork has been turned in for this façade grant. This has already been approved. We need to approve the pay out like we did for the other façade grants.

MOTION by Calamita, seconded by Stencel to pay \$10,000.00 for the Town & Country Façade Grant.

Roll Call: Ayes: Calamita, Stencel, Mills, Systeman, Kaatz

Nays: None

Abstain: Partaka

Motion carried.

5. **NORTHSHORE LANDSCAPING** – Partaka explains we had two trees that died. The maintenance contract with Northshore has lapsed. Partaka approved \$500.00 to remove & replace the dead tree as well as feed the rest of the trees.

MOTION by Calamita, seconded by Systeman to approve \$500.00 to Northshore Landscape.

Roll Call: Ayes: Calamita, Systeman, Mills, Kaatz, Stencel, Partaka

Nays: None

Motion carried.

NEW BUSINESS:

1. **TREE MAINTENANCE CONTRACT** – Partaka hands out two different maintenance contracts from Northshore Landscaping. The first one is for \$1,000.00 for one application per year, the second one is for \$1,800.00 for two applications per year. Discussion follows.

MOTION by Stencel, seconded by Calamita to approve \$1,800.00 (two applications) to Northshore Landscaping.

Roll Call: Ayes: Stencel, Calamita, Partaka, Mills, Systeman, Kaatz

Nays: None

AMENDED MOTION by Stencel, seconded by Calamita to approve a 3 year contract with Northshore Landscaping to provide two applications per year at a cost of \$1,800.00 per year.

Roll Call: Ayes: Stencel, Calamita, Partaka, Mills, Systeman, Kaatz

Nays: None

Motion carried.

- 2. CHRISTMAS LIGHTS** – Partaka explains Northshore Landscaping does our Christmas Lights each year. They do the tops of the buildings along M-25. They requested Coombs Dentist building be included this year as it is dark in that area. Partaka explains we could include Jeff’s Market as well. The cost for the extra Christmas lights would be a few hundred dollars as they are commercial lights. Discussion follows.

MOTION by Systeman, seconded by Mills to purchase Christmas lights not to exceed \$450.00

Roll Call: Ayes: Systeman, Mills, Calamita, Partaka, Kaatz, Stencel

Nays: None

Motion carried.

- 3. PURCHASE NEW CHRISTMAS RIBBON** – Partaka explains we need to purchase ribbon for the bows on the wreaths as well as wrapping the poles.

MOTION by Stencel, seconded by Systeman to purchase new ribbon not to exceed \$400.00.

Roll Call: Ayes: Stencel, Systeman, Partaka, Calamita, Mills, Kaatz

Nays: None

Motion carried.

- 4. RRC BASELINE REPORT** – Tatman explains the baseline report to the board. Lengthy discussion follows.

- 5. DDA DONATE MONEY TOWARD RRC GRANT ??** – Partaka explains the Smith Group was picked as the lead master planner. Partaka explains the Edgewater group has great creative plans they could bring to the Lexington area. Partaka proposes the DDA hire Greg from Edgewater as consultation for creative plans. The fee is \$155.00 per hour for Edgewater. Discussion follows. Partaka suggests to place this on the agenda next month for discussion after talking with Smith Group.

PUBLIC COMMENT: None

ADJOURNMENT:

MOTION by Calamita, seconded by Kaatz to adjourn the meeting at 6:36 pm.

All Ayes

Motion carried.

Vicki Scott

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