

VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING
Village of Lexington -7227 Huron Ave. - Lexington, MI
November 14, 2018

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

ROLL CALL: by Kate Calamita

PRESENT: Calamita, Ehardt, Hassler, Kaatz, Mills, Stencel, Systeman, Partaka

ABSENT:

OTHERS PRESENT:

APPROVAL OF AGENDA:

MOTION by Calamita, seconded by Hassler to approve the agenda as amended adding Cadillac Façade Grant under old business #4, add Audit Report under new business #3 and Proposals for New Auditors under new business #4.

All Ayes

Motion carried.

APPROVAL OF MINUTES:

MOTION by Calamita, seconded by Systeman to approve the minutes of October 10, 2018 as presented.

All Ayes

Motion carried.

PUBLIC COMMENT: None

REVIEW OF FINANCIAL INFORMATION – (Hand out) – Systeman explains Agri-Valley’s invoice did not reflect the lower rate during the winter months. Systeman is working on getting this corrected and a credit will show next month. Systeman notes the auditors did not address the two items that need to be taken off the books (one was a duplicate check and the other was an auto payment withdrawal for the welcome center). Discussion follows.

MOTION by Mills, seconded by Calamita to void the two uncleared transactions on the financial reports.

All Ayes

Motion carried.

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

All Ayes

Motion carried.

OLD BUSINESS:

1. **KLA UPDATE** – Partaka explains they put a new plug in and the music was switched over to Christmas music. They had to order a new transmitter which is why some of the lights are not working.
2. **EDGEWATER CONTRACT UPDATE** – Partaka explains Greg is still working with the Smith Group on the figures. We should have something by next meeting.

3. **NORTHSHORE INVOICE** – The lights are done and the poles are decorated. Greg was able to get Coombs Dentist, Jeff's Market, Town & Country, Welcome Center, Chemical Bank, and Sweetwater done as well. Partaka explains this cost is in the budget and the extra was approved last month.

4. **CADILLAC FAÇADE GRANT** – Partaka explains all paperwork has been turned in for this façade grant.

MOTION by Mills, seconded by Systeman to pay \$10,000.00 for the Cadillac Façade Grant.

Roll Call: Ayes: Mills, Systeman, Stencel, Hassler, Ehardt, Kaatz, Partaka

Nays: None

Abstain: Calamita

Motion carried.

NEW BUSINESS:

1. **NEW ATTORNEY** – Partaka explains we received a letter from Dave Meyers stating he is moving to Lansing. We will be sending out proposals for a new attorney.

2. **VILLAGE TRUSTEE ON DDA TO APPROVE FINANCIALS** – Partaka explains we received the audit report which suggests a member from the council on the DDA have to sign off on the financial reports.

3. **AUDIT REPORT** - Ehardt explains they look for material weakness. One thing they noted is that Quick Books has the capability of generating computer checks, therefore we should not be handwriting checks. Another feature Quick Books offers which we should be using is a feature that gets turned on and tracks any changes that are made. Kaatz explains we as the DDA have to respond back to the Council stating this is what we are doing to correct the material weakness as a corrective action plan. Discussion follows. The DDA corrective action plan is as follows: a new report will be generated monthly showing any changes made to the financials, a Council DDA Board Member will sign off on the monthly financial reports, and all reports will show the check sequence numbers.

4. **PROPOSALS FOR NEW AUDITORS** – Partaka explains some issues with our current auditors one being they charged us close to \$1,200.00 last year when in years past it has been \$600.00. Systeman explains the auditor spent 3 days in her office asking for things that were already provided to them. Discussion follows.

MOTION by Hassler, seconded by Calamita to send out proposals for new auditors.

Roll Call: Ayes: Hassler, Calamita, Systeman, Stencel, Ehardt, Kaatz, Partaka

Nays: None

Motion carried.

PUBLIC COMMENT: None

ADJOURNMENT:

MOTION by Calamita, seconded by Ehardt to adjourn the meeting at 6:02 p.m.

All Ayes

Motion carried.

Vicki Scott

November 14, 2018