

**VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING
Village of Lexington -7227 Huron Ave. - Lexington, MI
December 12, 2018**

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

ROLL CALL: by Vicki Scott

PRESENT: Calamita, Picot, Kaatz, Stencel, Systeman, Partaka

ABSENT: Hassler, Mills

OTHERS PRESENT: Holly Tatman, Vicki Scott

APPROVAL OF AGENDA:

MOTION by Calamita, seconded by Systeman to approve the agenda as presented.

All Ayes

Motion carried.

APPROVAL OF MINUTES:

MOTION by Calamita, seconded by Systeman to approve the minutes of November 14, 2018 as presented.

All Ayes

Motion carried.

PUBLIC COMMENT: None

REVIEW OF FINANCIAL INFORMATION – (Hand out) – Systeman explains the corrective action plan she presented to the auditors. We had a credit with Agri Valley, therefore we did not owe anything for November. We will be back on track for December. I have attached an audit trail report from quick books which will show any and all changes made to the financials. This audit trail report is better than the auditors advised. Picot asked about his involvement in signing the financial reports as previous member Ehardt did.

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

All Ayes

Motion carried.

Partaka explains we just received the audit bill which is \$200.00 more than last years bill. Kaatz explains she spoke with Scott Hoskins at length about this issue. Discussion follows on how this bill could be more for less work that had to be done this year. Partaka will call the auditor regarding this invoice.

MOTION by Calamita, seconded by Stencel to not pay the audit bill.

All Ayes

Motion carried.

OLD BUSINESS:

1. **EDGEWATER CONTRACT UPDATE** – Holly Tatman explains Greg submitted his letter back with his revised scope of work after talking to the Smith group. Greg would charge an hourly rate of \$150.00. It would be up to this group to decide how much you would like to utilize his services. The Smith group and Edgewater are on standby. Picot asks if Greg would charge mileage. Systeman explains the wording states excluding customary travel expenses. Discussion follows.

MOTION by Picot, seconded by Kaatz to approve \$10,000.00 for Greg's services.

Roll Call: Ayes: Picot, Kaatz, Stencil

Nays: Systeman, Partaka, Calamita

Motion failed.

NEW BUSINESS:

1. **ELECTION OF OFFICERS –**

MOTION by Calamita, seconded by Systeman to nominate Crystal Partaka as Chairperson.

All Ayes

Motion carried

MOTION by Stencil, seconded by Partaka to nominate Katherine Calamita as Vice Chairperson.

All Ayes

Motion carried.

MOTION by Calamita, seconded by Stencil to nominate Tabettha Systeman as Treasurer.

All Ayes

Motion carried

MOTION by Calamita, seconded by Systeman to nominate Shelly Hassler as Secretary.

All Ayes

Motion carried

PUBLIC COMMENT: None

ADJOURNMENT:

MOTION by Calamita, seconded by Systeman to adjourn the meeting at 6:21 p.m.

All Ayes

Motion carried.

Vicki Scott

December 12, 2018