

**VILLAGE OF LEXINGTON  
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING  
Village of Lexington -7227 Huron Ave. - Lexington, MI  
October 9, 2019**

**CALL TO ORDER:** Co-chair Yankee called the meeting to order at 5:30 pm.

**ROLL CALL:** by Vicki Scott

**PRESENT:** Ives, Kaatz, Picot, Yankee, Parraghi, Blaesing, Bender (arrived 5:36)

**ABSENT:** Stencil

**OTHERS PRESENT:** Tatman, Scott, Ziegler, K. Short

**APPROVAL OF AGENDA:**

**MOTION** by Parraghi, seconded by Ives, to amend the agenda with additions, Old Business #6 Deb Ives (follow up), New Business #4 Winter Flowers Quote

All Ayes

Motion carried.

**APPROVAL OF MINUTES:**

**MOTION** by Parraghi, seconded by Yankee, to approve the minutes of September 11, 2019 as presented.

All Ayes

Motion carried.

**PUBLIC COMMENT:**

- None

**REVIEW OF FINANCIAL INFORMATION** – Short & Parraghi explain the attached financial reports.

**MOTION** by Blaesing, seconded by Yankee, to approve the financial reports as presented.

Roll call

Ayes – Blaesing, Yankee, Ives, Bender, Picot, Parraghi, Kaatz

Nays – None

Motion carried

**OLD BUSINESS:**

1. **Music in Village Update** – Tatman asks DDA Board for direction on going forward with the KLA issue. Discussion follows. Kaatz suggests exploring our options before next meeting. Tatman & Kaatz will pursue other options for next month.
2. **DDA Financials (Village)** – Tatman explains the breakdown of costs for bringing the DDA finances and accounting back to the Village. Tatman explains per this year's approved DDA budget the formulated expense for accounting would cost approximately \$6,400 or \$538 per month plus all that would be included with this. Tatman explains Krista Short also submitted a proposal should this board decide not to bring the finances back to the Village. Krista's bookkeeping proposal is \$200 per month to do the monthly financials. This proposal would not include the yearly audit. Discussion follows.

**MOTION** by Ives, seconded by Blaesing, to hire Krista Short as DDA Bookkeeper at \$200.00 per month.

Discussion

**MOTION** by Ives to amend the motion, Blaesing supported amendment, to hire Krista Short as a contractual position according to the DDA Budget year as DDA Bookkeeper at \$200.00 per month.

Roll Call

Ayes – Ives, Blaesing, Yankee, Kaatz, Parraghi

Nays – Picot, Bender

Motion carried

3. **RFP Website Update** – Tatman asks the DDA Board before we put this RFP together how will the DDA pay for it. Discussion follows.

**MOTION** by Bender, seconded by Yankee, to table this item until the Master Plan sets out where the Village is moving forward with the website.

All Ayes

Motion carried

4. **DDA Assistant (Part Time)** – Tatman explains the reason I feel we should keep this position separate from the financials is this could take a while to advertise, interview and hire for this position. Tatman explains what this position would entail. Discussion follows. Kaatz suggests forming an AD HOC Committee of 3 DDA members plus the manager for interviews. Tatman asks the board if they would to take home the job description draft and make changes so she can have a corrected copy by next meeting. If the board would like to proceed, we could post it after next meeting. Board members agree to have any changes submitted to Tatman by 10-23-19.
5. **DDA Trees** – Picot explains the mapping of the streetscape. Picot explains we may be more successful by incorporating potted trees in the DDA district. Picot joined Michigan Downtown Association and will be going to their annual conference in November. One thing they will be discussing is street trees. Discussion follows.
6. **Deb Ives (Follow Up)** – Ives would like to apologize for not putting together a synopsis. Ives asks about the previous discussion of a welcome center at the gazebo. Tatman notes there is someone interested in purchasing this. Ives asks if the tennis court is finished. Tatman explains asphalt should not be painted for the first year.

**NEW BUSINESS:**

1. **Kelly Law Firm Invoice** –

**MOTION** by Kaatz, seconded by Parraghi, to pay the Kelly Law Invoices in the amount of \$544.00.

Roll Call

Ayes – Kaatz, Parraghi, Picot, Bender, Ives, Blaesing, Yankee

Nays – None

Motion carried

2. **Christmas Decorations** – Tatman explains Bender and Tatman sat down with Greg Stover to go over what is included in his yearly process with the Village. Bender & Tatman put together a bid sheet for garland for the Board to make a decision tonight as the order needs to be placed soon. Tatman & Bender sent another bid packet out for a company to do the actual work. Those bids have not come back yet. They are due by this Friday. A special DDA meeting will need to be called when the bids come back.

**MOTION** by Yankee, seconded by Parraghi, to go with the recommendation on the bid to go forward with Lexington Gardens to purchase garland for this budget year.

Roll Call

Ayes – Yankee, Parraghi, Blaesing, Ives, Bender, Picot, Kaatz

Nays – None

Motion carried

3. **RFP for DDA Attorney** – Kaatz explains back in March of 2019 with did an RFP for an attorney. We picked David Churchill at a cost of \$150.00 per hour. He does not require a retainer. Discussion follows.

4. **Winter Flowers Quote** – Tatman explains Lexington Gardens did not change their price from last year at \$1,750.00 to do the winter flowers.

**MOTION** by Ives, seconded by Parraghi, to contact Lexington Gardens to have them do our winter pots for 2019.

Roll Call

Ayes – Ives, Parraghi, Picot, Blaesing, Yankee, Kaatz

Nays – Bender

Motion carried

**CORRESPONDENCE** – FOIA Request

**PUBLIC COMMENT** – None

**ADJOURNMENT:**

**MOTION** by Bender, seconded by Picot, to adjourn the meeting at 7:38 pm.

All Ayes

Motion carried.

Vicki Scott

October 9, 2019