

**VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING
Village of Lexington -7227 Huron Ave. - Lexington, MI
December 11, 2019**

CALL TO ORDER: Co-chair Yankee called the meeting to order at 5:33 pm.

ROLL CALL: by Vicki Scott

PRESENT: Bender, Kaatz, Picot, P. Stencel, Yankee, Parraghi

ABSENT: Ives, K. Stencel, Blaesing

OTHERS PRESENT: Tatman, Scott, McCoy, Ziegler, S. Stencel

APPROVAL OF AGENDA:

MOTION by Picot, seconded by Bender to approve the agenda as presented.

All Ayes

Motion carried.

APPROVAL OF MINUTES:

MOTION by Kaatz, seconded by Picot to approve the minutes of November 13, 2019 as presented.

All Ayes

Motion carried.

PUBLIC COMMENT:

- Ziegler comments how nice it was to have the tree lighting on the Palleschi property this year and asks the DDA to consider purchasing this property.

REVIEW OF FINANCIAL INFORMATION – Picot explains the DDA account has just been closed and DDA funds transferred to Village account. Tatman explains this month is unique due to the funds just being transferred. A bill from the DDA attorney for \$75.00 is outstanding. This bill was for a letter drafted and sent to the Village auditors stating there were no liabilities for the previous year. Discussion follows. Bender suggests sending a letter with this check.

MOTION by Stencel, seconded by Bender to approve payment of \$75.00

Roll call

Ayes – Stencel, Bender, Picot, Yankee

Nays – Kaatz, Parraghi

Motion carried

OLD BUSINESS:

1. **Music in Village Update** – Tatman explains we are still working on this issue.
2. **DDA Assistant** – Kaatz explains she has not contacted the attorney.
3. **Façade Grant – Matthew McDonald** – Picot explains he visited McDonald and asked for additional information. Discussion follows. The DDA Board would like to see a complete rendering of what is to be done. Yankee offers to contact McDonald for this rendering. This item will be placed on next month's agenda.

NEW BUSINESS:

1. **Presentation by Carmine Avantini** – Carmine’s presentation explains the master plan as well as where DDA’s tie into the master plan. Carmine suggests to start by updating the DDA plan. Discussion follows. Carmine explains this rewrite for the DDA plan would cost approximately \$6,000 - \$7,000. DDA Board agrees to add this issue to next month’s meeting.

Kaatz leaves meeting at 7:20 pm.

2. **Cadillac House Expansion Façade Grant** – Picot explains we have already committed funds for façade grants this year. We need to look into what we have left. Discussion follows.
MOTION by Parraghi, seconded by Bender to table this until next month’s meeting.
All Ayes
Motion carried
3. **Invoice - DDA Tax Capture** – McCoy explains the DDA was overpaid this year.
MOTION by Picot, seconded by Yankee to pay this invoice in the amount of \$412.03.
Roll Call
Ayes – Picot, Yankee, Stencel, Bender, Parraghi
Nays – None
Motion carried
4. **Invoice – Stewart, Beauvais & Whipple Audit** – For annual audit services through June 2019.
MOTION by Bender, seconded by Yankee to pay this invoice in the amount of \$800.00.
Roll Call
Ayes – Bender, Yankee, Stencel, Picot, Parraghi
Nays – None
Motion carried
5. **Invoice – Village Reimbursement** – McCoy explains this invoice was for the attorney, mood mix, and Christmas lights.
MOTION by Stencel, seconded by Yankee to pay this invoice in the amount of \$186.92.
Roll Call
Ayes – Stencel, Yankee, Bender, Picot, Parraghi
Nays – None
Motion carried
6. **Invoice – Lakeshore Graphics** – Tatman explains 3 spring DDA banners were missing. DPW asked Lakeshore Graphics for a quote on these 3 banners. Lakeshore Graphics printed these 3 banners. Discussion follows.
MOTION by Stencel, seconded by Yankee to pay this invoice in the amount of \$225.00.
Roll Call
Ayes – Stencel, Yankee, Bender, Picot, Parraghi
Nays – None
Motion carried
7. **LBA asked DDA for Donation toward Christmas Tree** – Tatman explains the LBA is still fundraising toward the Christmas Tree. Tatman notes LBA is also doing fundraising toward ornaments and a tree topper. Ornaments are approximately \$5,000 and tree topper \$1,500. Discussion follows.

NEW BUSINESS CONT:

8. **Auditor's Report on Internal Control** – Tatman explains this is an FYI from the auditors. Tatman notes we should not see this document in the future due to the DDA funds being handled within the Village. Tatman received a note from the auditors as a reminder the DDA annual report has to be done by 12-31-19 and submitted to Treasury. Discussion follows.

CORRESPONDENCE – None

PUBLIC COMMENT – S. Stencil states how nice the location was for the tree lighting this year.
M. Ziegler comments on the Façade Grant for Matt McDonald.

ADJOURNMENT:

MOTION by Bender, seconded by Parraghi to adjourn the meeting at 8:25 pm.

All Ayes

Motion carried.

Vicki Scott

December 11, 2019

Approved