

**VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING
Village of Lexington -7227 Huron Ave. - Lexington, MI
February 6, 2019**

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

ROLL CALL: by Vicki Scott

PRESENT: Calamita, Hassler, Mills, Picot, Stencel, Systeman, Taylor, Yankee, Partaka

ABSENT: Kaatz (arrived 5:40 pm)

OTHERS PRESENT: Tatman, Scott, Jackson, Stencel, McCoy, Fulton, Zigler

Partaka welcomes the newest DDA Board Members Dave Taylor and Keri Yankee

APPROVAL OF AGENDA:

MOTION by Mills, seconded by Calamita to approve the agenda as amended adding under New Business #2- Projects, #3- Flowers, #4 - FOIA's, #5 - Orientation

All Ayes

Motion carried.

APPROVAL OF MINUTES:

MOTION by Calamita, seconded by Picot to approve the minutes of December 12, 2018 as presented.

All Ayes

Motion carried.

PUBLIC COMMENT: Steve Stencel – asks the DDA Board to consider a possible bike path during the water/sewer project going north to Harrington Rd.

*Kaatz arrived at 5:40 pm.

REVIEW OF FINANCIAL INFORMATION – (Hand out) – Systeman explains these are December's financial reports due to the fact we have not yet received January's bank statement. Systeman explains the reason for the interruption in check numbers is because I was alerted it was time to reorder checks not realizing there were 5 checks remaining before starting the new batch. Please note the last page is the audit trail which shows all activity. The single page report shows all activity from January 1 – today's date. Systeman explains the new checks came in as singles and we are required to have duplicates. In speaking with the bank, they were unwilling to change them. Systeman asks the board if they would like to pay for new checks or have a check signer speak to the bank and try to get this corrected. Calamita and Mills will speak to the bank first. Systeman explains when the DDA places orders Partaka has to use her credit card for purchases and asks the Board for ideas on getting a DDA credit or debit card. Discussion follows. Kaatz explains checking with the auditors prior to getting any credit or debit card.

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

Roll Call

Ayes: Mills, Hassler, Stencel, Calamita, Yankee, Taylor, Picot, Systeman, Kaatz, Partaka

Nays: None

Motion carried.

OLD BUSINESS: None

NEW BUSINESS: New DDA/TIF Reporting –

1. **Speaker: Steve Mann** explains the Recodified Tax Increment Financing Act. This new Act added Part 9 explaining new reporting requirements. This became effective January 1, 2019. The first new requirement is to send a copy of your current Development and Tax Increment Finance Plan to Treasury by April 1, 2019. The second requirement is for the DDA to hold (2) informational meetings annually. The notice must be published on the website not less than 14 days before the informational meeting and must be mailed to the governing body of each taxing jurisdiction levying taxes that are subject to capture. Instead of mailing you can also email the clerk of those taxing units. The next two requirements will not start until December 31, 2019 which is 180 days after the authority's fiscal year. The Village must post on the website the attached list of requirements. By December 31, 2019, you will also have to file a report with Treasury (they will send this form) stating information about your authority. When you review your plan, you will want to make sure you are spending money on what is authorized in this act and what is authorized in your plan. You will want to be careful since you will be filing these plans with Treasury. When you are looking at the DDA act you will want to read of section 207. Discussion follows.

2. **Projects –** Partaka explains this month is when the greenhouse orders our flowers so they have proper time to grow. I have 3 estimates I will be passing around from Lexington Gardens showing prices. Discussion follows. Partaka explains we are short on our beach mats this year. I spoke with the company we ordered these beach mats from and they are willing to give them to us for the same price of \$3643.00 each. Partaka suggests we order (2) additional mats so we have a turn around. I also talked with Sheldon regarding a handicap wheelchair to go down to the beach. Sheldon offered to take care of this wheelchair. I also got information on a handicap swing if the board is interested in this. Partaka also hands out information on a beach game that handicap children can also play.

MOTION by Mills, seconded by Stencel to purchase (2) additional beach mats.

Discussion

Roll call

Ayes – Mills, Stencel, Systeman, Partaka, Calamita, Hassler, Yankee

Nays – Taylor, Picot, Kaatz

Motion carried

3. **Flowers –** Partaka explains we will wait until next meeting to discuss flowers.

4. **FOIA's –** Partaka explains we received a FOIA from last meeting and was given out without the Board being notified. We received another FOIA this afternoon as well. Board discusses having a DDA FOIA Coordinator who will notify the Chairperson before any FOIAs are given out.

Discussion follows.

MOTION by Hassler, seconded by Systeman to appoint Vicki Scott as DDA FOIA Coordinator.

All Ayes

Motion carried

5. **Orientation** – Picot explains it is important to educate new members on the rules and practices of the DDA.

MOTION by Picot, seconded by Kaatz to form an Ad HOC Committee.

All Ayes

Motion carried

PUBLIC COMMENT: None

ADJOURNMENT:

MOTION by Calamita, seconded by Partaka to adjourn the meeting at 7:20 p.m.

All Ayes

Motion carried.

Vicki Scott

February 6, 2019

APPROVED