

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

CALL TO ORDER: Kaatz called the meeting to order at 5:35 pm.
ROLL CALL: by Vicki Scott
PRESENT: Bender, Ives, Kaatz, Picot, Short, Yankee, Parraghi
ABSENT: Stencil, Blaesing
OTHERS PRESENT: Tatman, Scott, Ziegler, Liz Jackson

APPROVAL OF AGENDA:

MOTION by Bender, seconded by Short to amend the agenda with additions, New Business #2 Greg Stover (tree maintenance & decorations), #3 Storage Unit
All Ayes
Motion carried.

APPROVAL OF MINUTES:

MOTION by Bender, seconded by Short to approve the minutes of August 14, 2019 as presented.
All Ayes
Motion carried.

PUBLIC COMMENT:

- None

REVIEW OF FINANCIAL INFORMATION – Short explains the attached financial reports. Discussion.

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

Roll call

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

Nays – None

Motion carried

OLD BUSINESS:

1. **Smith Group Status** – Tatman explains the next Steering Committee Meeting is tomorrow 9-12-19 at 1:00 pm. Kathleen from Smith Group will be here.
2. **Website Update** – Picot explains we are up to date with the new requirements on website reporting. Picot notes we need to keep up to date with all reporting requirements. Kaatz suggests the secretary of the DDA Board provide approved correspondence to office staff to be placed on the website. Per our requirements, we also need to hold 2 informational meetings per year. These meetings could take place before a council meeting, but would need to be posted in advance.

MOTION by Kaatz, seconded by Yankee to have the DDA Secretary write a synopsis after each meeting and provide it to office staff within a week of the meeting to update what the DDA is currently doing in a paragraph or two.

Roll call

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

Nays – None

Motion carried

3. **Music in Village Update** – Tatman explains where we currently are with this issue after speaking with the attorney. Lengthy discussion follows.
4. **DDA Financials (Village)** – Tatman explains this was tabled last month regarding bringing the financials back in house to the Village. Kaatz notes we would have an administrative fee to the Village if the financials go back to the Village. Lengthy discussion follows on how much this monthly administrative fee would be and what it would entail. Discussion follows on the pros and cons of the financials going back to the Village. Tatman explains this board still needs to elect a Treasurer whether the finances are brought back to the Village or not. Parraghi explains she would take on the responsibility of DDA Treasurer if Village handles the funds.

MOTION by Yankee, seconded by Ives to appoint Parraghi as Treasurer of the DDA Board.

Roll call

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

Nays – None

Motion carried

Kaatz explains we need to have an amount from the Village on the administrative fee and what it entails before we make a decision on having the Village handling the DDA funds. Tatman will look into this and get figures for the board.

MOTION by Picot, seconded by Ives to hire Krista Short to perform interim treasurer duties for the DDA for an indefinite period at \$75.00 per month compensation. Discussion.

MOTION by Picot, seconded by Ives to rescind the above motion to hire Krista Short to perform interim treasurer duties.

MOTION by Bender, seconded by Yankee to table the DDA Financials (going to the Village) to be determined next meeting.

Roll Call

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

Nays – None

Motion carried

Kaatz explains Krista Short no longer fits the eligibility to serve on the DDA Board,

MOTION by Yankee, seconded by Bender to remove Krista Short from the Chair position because she no longer meets the requirements as an employee or resident of the Village.

Roll call

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

Nays – None

Motion carried

Krista Short submits her written resignation from the DDA Board.

MOTION by Kaatz, seconded by Ives to accept Krista Short's resignation due to ineligibility for the DDA Board

Roll call

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

Nays – None

Motion carried

MOTION by Picot, seconded by Ives to hire Krista Short to perform interim treasurer duties for the DDA for an indefinite period at \$75.00 per month compensation pending approval of her resignation from Council.

Roll call

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

Nays – None

Motion carried

Kaatz explains we need a proposal from the Village for administrative services financial management.

MOTION by Bender, seconded by Picot to table the Chairperson position.

All Ayes

Motion carried

5. **RFP Website Update** – Tatman explains she has not put together an RFP due to the fact she wanted to pull some financials from other towns who have spent money on RFP's and see how much this board wants to spend. Manistee & Petoskey both have great websites. Petoskey spent \$19,800 on their website (with \$3,400 annual maintenance fee). Manistee spent \$15,000 on their website (with \$4,300 annual maintenance fee). The name that keeps coming up is Civic Plus. That yearly maintenance fee was for an outside person taking care of it. Part of the job description I am creating for a part time DDA assistant would include maintaining the website.

Discussion follows

MOTION by Bender, seconded by Yankee to table the RFP website for our contribution until we hear back on Master Plan from what the vision of the whole Village is going to be.

All Ayes

Motion carried

6. **DDA Assistant (Part Time)** – Tatman will work on a job description for this position.

NEW BUSINESS:

1. **Lexington Arts Council Grant Request** – Liz Jackson explains her letter in the packet requesting \$5,000.00 from DDA for the Art Council Music in the Park and Bach. Discussion follows.

MOTION by Parraghi, seconded by Ives to give the Arts Council \$5,000.00 for music in the park.

Discussion

MOTION by Parraghi to amend, Ives supported amendment to give the Arts Council \$4,900.00 for music in the park and Bach.

Roll Call

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

Nays – None

Motion carried

2. **Greg Stover (Tree Maintenance)** – Tatman explains there was a motion last year to have Greg Stover do two applications for tree maintenance in the amount of \$1,800.00. This was not done. The check wasn't cut and work was not performed. Greg stopped in today wondering if this board wants any applications done this year. Discussion follows on the trees; some have already died. Picot offers to work with Greg Stover as well as environmental committee to come up with a plan that will work going forward with the trees.

MOTION by Kaatz, seconded by Picot to nix the application process until we get a report back from the Environmental Committee what to do moving forward with these trees.

Roll Call

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

Nays – None

Motion carried

MOTION by Kaatz, seconded by Yankee to contact environmental committee via Dave Picot, he will be our liaison, to do an analysis of trees in the DDA District and come back to us with a recommendation of how to proceed.

All Ayes

Motion carried

Tatman explains Greg Stover needs to know by October if he is going to be doing the wreaths and garland/lights. Bender explains the DPW does the wreaths. Kaatz explains he does the lights on the business buildings, garland & lights around the poles as well as lights in the trees. Kaatz explains we spent \$4,855 last year on this. Lengthy discussion follows. Bender asks if we should be bidding this out.

Board members ask to get 3 bids by next meeting for this service. Tatman and Bender will work on the RFP and send it out work to be done by November 10th.

MOTION by Kaatz, seconded Yankee to put in a work order to hang fall banners by September 18th.

All Ayes

Motion carried

Tatman will contact Lexington Gardens and ask about fall flowers and Christmas greens.

3. **Storage Unit** – Tatman explains DDA had an arrangement with the police departing on splitting a storage unit. The DDA portion for six months is \$420.00

MOTION by Kaatz, seconded by Picot to pay our bill for the storage unit.

Roll Call

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

CORRESPONDENCE – None

PUBLIC COMMENT – None

ADJOURNMENT:

MOTION by Bender, seconded by Yankee to adjourn the meeting at 8:44 pm.

All Ayes

Motion carried.

Vicki Scott

September 11, 2019