

**VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING
Village of Lexington -7227 Huron Ave. - Lexington, MI
January 8, 2020**

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

ROLL CALL: by Vicki Scott

PRESENT: Bender, Kaatz, Picot, Yankee, Parraghi, VanDyke

ABSENT: Ives, P. Stencel, Blaesing, K. Stencel

OTHERS PRESENT: Tatman, Scott, McCoy

PUBLIC INFORMATIONAL MEETING – No public attendance

APPROVAL OF AGENDA:

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

All Ayes

Motion carried.

APPROVAL OF MINUTES:

MOTION by Picot, seconded by Bender to approve the minutes of December 11, 2019 as presented.

All Ayes

Motion carried.

PUBLIC COMMENT: None

REVIEW OF FINANCIAL INFORMATION – McCoy explains the financial format reports. McCoy explains Mood Music is now turned off; however, we still owe October's bill. Tatman explains once the budget is inserted into BS&A the line items may change a bit. Kaatz asks how much the admin reimbursement is. McCoy explains it is \$517.68 per month. Discussion follows.

MOTION by Bender, seconded by Yankee to approve the financials as presented.

Roll call

Ayes – Bender, Yankee, Parraghi, VanDyke, Kaatz, Picot

Nays – None

Motion carried

OLD BUSINESS:

1. **Music in Village Update** – Tatman recommends going into closed session due to attorney discussions.

MOTION by Kaatz, seconded by Picot to go into closed session to discuss the attorney recommendation for moving forward on the KLA system. Time is 5:44 pm.

All Ayes

Motion carried

MOTION by Bender, seconded by Kaatz to go back into open session. Time is 6:20 pm.

All Ayes

Motion carried

MOTION by Kaatz, seconded by Bender to pursue the option with KLA to look at the monitoring for \$39.00 per month for the purposes of getting a specific contracted service and detailed inclusions.

All Ayes

Motion carried

Board members ask for follow up next month.

2. **DDA Assistant Update** – Kaatz explains our DDA attorney was extremely helpful with this issue. He went above and beyond with the information I asked for. Board members discuss the options from the attorney hand out (part time employee vs. independent contractor). Board members discuss director vs. assistant. Lengthy discussion follows on hiring an assistant.

MOTION by Kaatz, seconded by VanDyke to send to council to entertain the idea of partially funding an assistant to the manager for the purposes of addressing cross over tasks (DDA, grant writing, etc.).

Ayes – Kaatz, VanDyke, Parraghi, Yankee, Bender, Picot

Nays – None

Motion carried

3. **Façade Grant – Matthew McDonald (5520 Main St.)**– Yankee notes she visited McDonald and explained the information that was lacking with the application and how the DDA would like a complete rendering. McDonald indicated he was not willing to put out the funds for an engineer rendering without knowing if he would get the façade grant. Discussion follows.

MOTION by Bender, seconded by Yankee to deny the façade grant for Matt McDonald on him not responding to our request.

Roll call

Ayes – Bender, Yankee, Parraghi, VanDyke, Kaatz, Picot

Nays – None

Motion carried

Kaatz asks Scott to send a letter to Mr. McDonald.

Picot asks to put on next months agenda forming a committee for Façade Grants.

4. **Cadillac House Expansion Façade Grant** – VanDyke explains he would like to recuse himself from this discussion & vote due to the fact he works with the owner of the Cadillac House on other projects. Yankee explains we tabled this item until we knew how much we had in our budget for façade grants. Yankee explains we now know we have \$17, 500.00 left in our budget for façade grants. Kaatz clarifies this is a separate property from the Cadillac House Restaurant.

MOTION by Kaatz, seconded by Picot to approve a \$10,000.00 façade grant to the Cadillac House Expansion new facility.

Roll call

Ayes – Kaatz, Picot, Bender, Parraghi, Yankee

Recuse – VanDyke

Nays – None

Motion carried

5. **Annual DDA Report to Treasury Update** – Picot explains we needed to get this in by the end of the year. I made a phone call to Treasury to learn we have a 60-day grace period. We will be receiving a letter indicating this. Kaatz explains we may need to call a special meeting to approve this letter before sending it into Treasury. Picot will sit down with Shelly McCoy and work on this letter as we will need information from the accessor.

NEW BUSINESS:

1. **Rewrite of the DDA Plan** – Tatman explains after listening last month to Carmine’s presentation we need to determine how the DDA Board wants to go forward with a DDA plan. Kaatz suggests getting clarification from the Smith Group on a new DDA plan. Discussion follows.
2. **Attorney Invoice** –

MOTION by Bender, seconded by Parraghi to pay the attorney invoice in the amount of \$476.00 paid to the Village.

Roll call

Ayes – Bender, Parraghi, Yankee, VanDyke, Kaatz, Picot

Nays – None

Motion carried

3. **Refinish Street Benches** – Bender explains the attached quotes from DPW to refinish 21 street benches. This is regular maintenance that would need to be done. We also have 21 composite benches that do not have to be redone. We may want to look at purchasing more composite benches in the future. Discussion follows.

MOTION by VanDyke, seconded by Picot to approve the Lakeside Building quote.

Discussion.

AMENDED MOTION by Bender, seconded by VanDyke to approve the Lakeside Building quote not to exceed \$900.00.

Roll call

Ayes – VanDyke, Picot, Bender, Parraghi, Yankee

Abstain – Kaatz

Nays – None

Motion carried

4. **Elect a Chairperson** – Picot asks Yankee if she is comfortable waiting a little longer before electing a chairperson. Tatman explains we have another application for a DDA member from the Village Theater. Kaatz explains Blaesing has missed a number of meetings. Discussion follows.

MOTION by Picot, seconded by Bender to table this issue until next month meeting.

All Ayes

Motion carried

5. **November 2020 DDA Meeting Date** – Tatman explains the November meeting falls on Veterans Day and the office will be closed. Board members discuss changing the November DDA meeting to either November 4th or November 18th.

MOTION by Bender, seconded by Parraghi to change the November DDA Meeting to November, 4, 2020 at 5:30 pm.

All Ayes

Motion carried

CORRESPONDENCE – FOIA Request

PUBLIC COMMENT – Bender explains greenhouses are going to be placing orders soon for spring flowers, we may want to place this on the next agenda. Bender will work with Tatman on starting a timeline.

ADJOURNMENT:

MOTION by Picot, seconded by Bender to adjourn the meeting at 7:39 pm.

All Ayes

Motion carried.

Vicki Scott

January 8, 2020