

**VILLAGE OF LEXINGTON
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING
Village of Lexington -7227 Huron Ave. - Lexington, MI
June 10, 2020**

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

ROLL CALL: by Vicki Scott

PRESENT: Picot, Stencel, Yankee, Parraghi, Westbrook, Bales, (Bender -arrived 5:44)
(VanDyke – arrived 5:59 p.m.)

ABSENT: Kaatz, Blaesing

OTHERS PRESENT: Scott, Tatman, Ziegler

APPROVAL OF AGENDA:

MOTION by Yankee, seconded by Westbrook to approve the agenda as amended moving DDA Budget to #6 under New Business and add Benches under #1 of New Business.

All Ayes

Motion carried.

APPROVAL OF MINUTES:

MOTION by Yankee, seconded by Parraghi to approve the minutes of March 11, 2020 as presented.

All Ayes

Motion carried.

PUBLIC COMMENT: None

REVIEW OF FINANCIAL INFORMATION –

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

Roll Call

Ayes: Yankee, Bales, Picot, Stencel, Westbrook, Parraghi

Nays: None

Motion carried

UNFINISHED BUSINESS:

1. DDA Assistant Update

MOTION by Yankee, seconded by Stencel to table DDA Assistant until next meeting.

All Ayes

Motion carried

2. Elect a Chairperson

MOTION by Yankee, seconded by Bales to table this until end of meeting.

All Ayes

Motion carried

NEW BUSINESS:

1. **Benches** – Parraghi suggests asking the high school woodshop to make new benches. Westbrook suggests asking the career center if they would be interested as well. Parraghi will follow up at next meeting.

*Bender arrives at 5:44 p.m. *

2. **DDA Proposed Project Plans** – Picot explains the numbers he presented in the packet for possible future plans. Discussion follows. Tatman explains the \$20,000 to the Village.

*VanDyke arrives at 5:59 *

3. **Discuss Hiring Carmine for the New DDA Plan** – Discussion follows.

MOTION by Yankee, seconded by Bender to hire Carmine from CIB not to exceed \$9,000.00.

Roll Call

Ayes – Yankee, Bender, Bales, Picot, VanDyke, Stencel, Westbrook, Parraghi

Nays – None

Motion carried

4. **Façade Grant Discussion** – Tatman explains the possibility of reallocating the grant money to help small businesses as they suffered during the COVID shut down. Tatman explains other DDA's around Michigan have done this. Discussion follows. Picot suggests forming a 3-person committee for the façade grant process going forward. There is a surplus of \$17,500 of grant money left from this year. VanDyke suggests ear marking grant funds to go forward from this year (\$17,500) to next year. Discussion follows.

MOTION by Yankee, seconded by Bender to use the surplus in line item DDA grant money for businesses that fall within the DDA to apply for a small business grant by 6-30-20 not to exceed \$17,500.00.

Discussion

AMENDED MOTION by Yankee, seconded by Bender to reflect that businesses will apply by end of day on 6-17-20 if they are interested in the funds and we will hold a special meeting that day to approve so it can go forward to council on 6-22-20 not to exceed \$17,500.00.

Roll Call

Ayes – Yankee, Bender, Bales, Picot, VanDyke, Stencel, Westbrook, Parraghi

Nays – None

Motion carried

MOTION by Yankee, seconded by VanDyke to table Façade Grant Committee until next month's meeting.

All Ayes

Motion carried

5. **Invoice from Taylor, Butterfield, Howell, Churchill & Garner \$525.00**

MOTION by Bender, seconded by Yankee to pay the \$525.00 invoice to Taylor, Butterfield, Howell, Churchill & Garner.

Roll Call

Ayes – Bender, Yankee, Bales, Picot, VanDyke, Stencel, Westbrook, Parraghi

Nays – None

Motion carried

Yankee welcomes new member Stacey Bales to DDA Board

Yankee explains we approved a quote from Lexington Gardens for spring, summer, and winter flowers. Tatman notes we did not get spring flower due to the pandemic. Tatman will see about a refund.

6. **DDA Budget** – Tatman suggests doing the amendments to the current budget before creating the new budget. Discussion follows.

Budget Amendments:

- True up Christmas Supplies line item
- True up Administrative Reimbursement
- True up Music line item
- True up Contract Services
- True up Landscaping Maintenance
- True up Capital Outlay

MOTION by Yankee, seconded by VanDyke to approve the above budget amendments for 2019-2020.

Roll Call

Ayes – Yankee, VanDyke, Bender, Bales, Picot, Stencel, Westbrook, Parraghi.

Nays – None

Motion carried

DDA Budget 2020-2021

Revenues: Based on the current tax capture \$137,522.43

Expenditures:

- Administrative Reimbursement 3,000.00
- Supplies 460.00
- Christmas Supplies 10,000.00
- Phone/Internet 10,000.00
- Music 480.00
- Advertising/Publications 2,500.00
- Memberships 0
- Legal 1,000.00
- Audit 0
- Contracted Services 25,000.00
- DDA Services provided by Village 20,000.00
- Landscaping Maintenance 10,000.00
- DDA Grants 30,000.00
- Misc. 0
- Donations 5,000.00
- Capital Outlay 20,000.00

TOTAL: \$137,440.00

MOTION by Yankee, seconded by Picot to approve DDA 2020-2021 Budget as described above and presented to council.

Roll Call

Ayes – Yankee, Picot, Bender, Bales, VanDyke, Stencel, Westbrook, Parraghi

Nays – None

Motion carried

CORRESPONDENCE – None

PUBLIC COMMENT – Mike Ziegler comments on businesses having dumpsters as well as finishing the tennis court.

MOTION by Bender, seconded by Parraghi to adjourn the meeting.

DISCUSSION:

Bender rescinds this Motion.

7. **Elect a Chairperson** – Board members discuss this position.

MOTION by Bender, seconded by VanDyke, to nominate Yankee as Chairperson until November election of officers.

All Ayes

Motion carried

ADJOURNMENT:

MOTION by Bender, seconded by Yankee to adjourn the meeting at 7:48 pm.

All Ayes

Motion carried.

Vicki Scott

June 10, 2020