

**LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING MINUTES**  
**Regular Meeting of January 12, 2012**

The Lincoln Park Downtown Development Authority met in regular session on Thursday, January 12, 2012 in the Lincoln Park City Hall Council Chambers. The Chairperson called the meeting to order at 5:00 pm, when a quorum was present.

PRESENT: Busen, Fox, Galley, Krause, McLain, Romain\*, Van Cleave, Wynns  
\*Late

ABSENT: None

EXCUSED: None

ALSO PRESENT: David Tamsen, Attorney; Noah Birmelin (Beckett & Raeder); Leslie Lynch-Wilson, Farmers Market Director

Motion by Busen, supported by Wynns  
RESOLVED, that the agenda be approved as presented.  
Motion unanimously carried.

Motion by Wynns, supported by Busen  
RESOLVED, that the minutes of July 14, 2011 and August 11, 2011 be removed from the table.  
Motion unanimously carried.

Motion by Wynns, supported by Galley  
RESOLVED, that the minutes of the Regular meeting of July 14, 2011 be approved as presented.  
Motion unanimously carried.

Motion by Wynns, supported by Galley  
RESOLVED, that the minutes of the Regular meeting of August 11, 2011 be approved with correction as to the members EXCUSED, none being stricken.  
Motion unanimously carried.

Motion by Busen, supported by Fox  
RESOLVED, that the minutes of the Regular meeting of December 8, 2011 be approved as presented.  
Motion unanimously carried.

Motion by Busen, supported by Wynns  
RESOLVED, that the following Accounts & Claims Payable be approved:

Angelo Iafrate	Fort St. Request 4	<u>\$135,399.20</u>
	Total	\$135,399.20

Motion unanimously carried.

Motion by Busen, supported by Wynns  
RESOLVED, that the Budget Report be approved as presented.  
Motion unanimously carried.

Motion by Wynns, supported by McLain  
RESOLVED, that the Treasurer's Report be approved as presented.  
Motion unanimously carried.

Motion by Wynns, supported by Galley  
RESOLVED, that the January 2012 Farmer's Market Report, which contained the Market financial information, be accepted as presented.  
Motion unanimously carried.

The Attorney reported that the Ms. Griggs had had a meeting with Debra Cain of DTE Energy regarding the Fort Street Lights. DTE indicated that they would review the DDA's claim for additional costs on the Streetscape Project due to the delay in the street light installation.

Motion by Wynns, supported by Galley  
RESOLVED, that the Attorney's Report be accepted as presented.  
Motion unanimously carried.

A discussion was held concerning the election of officers. The Chairperson passed the gavel to the Attorney to conduct the elections.

RESOLVED, that the following officers are hereby elected by acclamation, with an effective date of January 15, 2010:

Chairperson	Don Van Cleave
Vice Chairperson	Michael Busen
Treasurer	Victoria McLain
Secretary	Todd Galley

The Board received a proposal from the Friends of the Lincoln Park Farmer's Market, a non-profit corporation, regarding the operation of a Farmer's Market. The Board was informed that part of the plan of the group was to have the Market financial self-sufficient. Included in the information was the Articles of Incorporation indicating that the organization was properly established with the State of Michigan. There was no request for financial support from the Board.

Motion by Wynns, supported by Galley  
RESOLVED, that the Board supports the operation of a Lincoln Park Farmer's Market by the Friends of the Lincoln Park Farmer's Market.  
Motion unanimously carried.

The Board received an update on the Fort Street Streetscape project from Beckett & Raeder. The Board was advised that the street light bases have been installed and the poles should be installed soon. The intent is still to have the DTE Contractor install the Christmas decoration bracket. Change Order #2, which contains the current anticipated additional expenses associated with the DTE delay, was also received by the Board.

Motion by Wynns, supported by Romain  
RESOLVED, that the Board accepts Change Order #2 and authorizes it to be signed by the Chairperson.

Motion unanimously carried.

The Board was up-dated as to the status concerning the Executive Director search and job description. The Board also confirmed at present the position should be part-time with approximately 20 hrs per week.

Motion by Busen, supported by Wynns  
RESOLVED, that the Executive Director Sub-Committee Report be accepted as presented.

Motion unanimously carried.

The Board discussed the need for a well designed website that would provide useful information to businesses and potential businesses and provide a vehicle to inform the public and businesses about DDA projects, activities and resources.

Motion by Wynns, supported by McLain  
WHEREAS, the Board believes that a well designed and up to date website is essential to the DDA's mission to improve the downtown area and local business; therefore,  
RESOLVED, that the Attorney prepare the necessary bid specifications for a website designer and arrange to the proposal advertised.

Motion unanimously carried.

The Board was advised by the Mayor that electronic listings of the Dorsey Building and the vacant Mellus lot are being prepared and will be posted on the City's Website.

The Board was advised by the Mayor that the funding for Loft Project at 1583 Fort Street (old Park Theatre) has approved and the project may now have to be re-reviewed by the City before construction can begin. The Board was reminded by the Attorney that it has committed \$50,000.00 to the project as a Façade Grant.

The Board discussed its current position regarding the purchase of real property. There was no motion to change the current position.

Calls to the Audience

Oral reports of Directors

Motion by Wynns, supported by Fox  
RESOLVED, that the meeting adjourn at 7:00 pm.

Motion unanimously carried.

Respectfully submitted,

David Tamsen  
Legal Counsel/Acting Secretary