

**LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
Regular Meeting of October 10, 2013**

The Lincoln Park Downtown Development Authority met in a regular session, on Thursday, October 10, 2013 in the Lincoln Park City Hall Council Chambers. The Secretary, called the meeting to order at 5:05 pm, when a quorum was present.

PRESENT: Krause, Romain, Wilson, McLain, Fox

ABSENT: None

EXCUSED: Bruner, Van Cleave, Moraitis

ALSO PRESENT: Madhu Oberoi, Executive Director; Dave Tamsen- Attorney

Motion by Krause, supported by Fox

RESOLVED, that the agenda be approved as amended to add an item 8d Condominium Property Line and to consider items 8(a, b, c & d) and 9a following the Finance Report.

Motion unanimously carried.

Motion by Wilson, supported by McLain

RESOLVED, that the minutes of the regular meeting of September 12, 2013 be approved as presented.

Motion unanimously carried.

Motion by McLain, supported by Fox

RESOLVED, that the following claims and invoices be approved as presented

Motion unanimously carried.

US Lawns	\$ 1,896.70
Wayne County Treasurer (delinquent tax for 2009)	\$ 1,009.45
Heritage Newspaper (advertisement for snow contract)	\$ 86.50
Michigan Downtown Association	\$ 115.00
Madhu Oberoi (MAP conference)	\$ 429.46
DTE Energy	\$ 79.51
Madhu Oberoi (Wayne County Treasurer)	\$ 34.65

Madhu Oberoi (Wayne County Permit)	\$	15.40
TOTAL	\$	3,666.67

The Farmers Market Report was received and filed.

Motion by Krause, supported by McLain
 RESOLVED, that the Finance Report be accepted as presented.
 Motion unanimously carried.

Motion by Krause, supported by McLain
 RESOLVED, that the Streetscape Phase III planting project be awarded to the qualified low bidder, Erie Construction, in the amount of \$136,000.00 for the base bid contract; and
 BE IT FURTHER RESOLVED, that the Board elects to include the option maintenance contract and hereby awards that work to Erie Construction in the amount of \$20,094.00 and conditioned upon the project being approved by the Lincoln Park City Council; and
 BE IT FURTHER RESOLVED, that the Chairperson and Secretary are authorized to sign all necessary contracts and documents.
 Motion unanimously carried.

The Board had a brief discussion regarding the bidding on the Phase III Streetscape and the apparent low bidder.

Motion by Krause, supported by McLain
 RESOLVED, that the resolution awarding the Streetscape Phase III Project to Erie Construction, for both the base contract and the maintenance work, be rescinded.
 Motion unanimously carried.

Motion by Krause, supported by Fox
 RESOLVED, that the Streetscape Phase III planting project be awarded to the qualified low bidder, Erie Construction, in the amount of \$136,000.00 for the base bid contract only and conditioned upon the project being approved by the Lincoln Park City Council; and
 BE IT FURTHER RESOLVED, that the Chairperson and Secretary are authorized to sign all necessary contracts and documents.
 Motion unanimously carried.

Motion by Krause, supported by McLain
 RESOLVED, that the Beckett & Raeder is hereby retained to perform and provide field inspection services for the Phase III Streetscape Project with the same fee structure as for the Phase II project; and
 BE IT FURTHER RESOLVED, that as approximately one half of the Phase II project budget remains, funds not needed for the inspection services necessary for the completion of Phase II will be transferred and used to pay for the services for Phase III.
 Motion unanimously carried.

Motion by Krause, supported by McLain

RESOLVED, that Beckett & Raeder be retained as outlined in Task 1 of its proposal to determine, with the assistance of Architects Design Group, the feasibility of the reuse of the Dorsey Building as a commercial or public multi-purpose structure, at a cost not to exceed \$1500.00; and

BE IT FURTHER RESOLVED, that the Chairperson and Secretary be authorized to sign any required contract or documents.

Motion unanimously carried.

Motion by Mayor, supported by Fox

RESOLVED, that the Board is in favor of financially assisting the City with a Code Enforcement Officer who would provide some dedicated time to the Downtown Development Authority Area; and

BE IT FURTHER RESOLVED, that the Board requests the Executive Director to meet with the City to obtain more detailed information as to pay, benefits, working environment and days committed to the Downtown Area.

Motion unanimously carried.

The Marketing Brochure was discussed. It was mentioned that the Brochure has some typographical errors. The Executive Director was directed to contact McKenna to discuss the correction of the typographical errors.

Motion by McLain, Supported by Wilson

RESOLVED, that Hennesey Engineers be retained to set a stake marking the southeast corner of Victoria Lane and the abutting condominium property at a cost not to exceed \$2000.00.

Motion unanimously carried.

Director Krause left the meeting at 6:15. This resulting in the lack of a quorum to continue, the Board continued as a Committee of the Whole.

The Executive Director requested there be no DDA meeting in December as she will be on vacation. The Board indicated they would hold a meeting in December only if needed.

Motion by McLain, supported by Fox

Resolved that the meeting adjourn at 6:55 PM

Motion unanimously carried.

Respectfully submitted,

Madhu Oberoi

Executive Director, DDA