

**LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES  
Regular Meeting of February 13, 2014**

The Lincoln Park Downtown Development Authority met in a regular session, on Thursday, February 13, 2014 in the Lincoln Park DDA Office. The Secretary, called the meeting to order at 5:10 pm, when a quorum was present.

PRESENT: Fox, Romain, Wilson, Galley, Steele, Mayor Karnes\*

\*excused at 6:30

ABSENT: None

EXCUSED: Bruner, McLain, Moraitis

ALSO PRESENT: Madhu Oberoi, Executive Director; David Tamsen, Attorney

Motion by Mayor, supported by Fox

RESOLVED, that the agenda be approved with the corrected date of February 13, 2014.

Motion unanimously carried.

The Board welcomed new Directors Todd Galley and Robert Steele.

Motion by Mayor , supported by Wilson

RESOLVED, that the minutes of the regular meeting of January 16, 2014 be approved as presented, with Directors Galley and Steele abstaining as they were not members at the time.

Motion carried.

Motion by Galley, supported by Fox

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

Beckett & Raeder(Dorsey Building)	\$ 1,000.00
Beckett & Raeder (Phase I Inspection)	\$ 1,182.00
Beckett & Raeder (Streetscape Phase III)	\$ 2,455.60
US Lawns ( removal of Christmas lights)	\$ 562.50
Office Max	\$ 155.65
Dave Tamsen	\$ 1,297.50
Iafrate (Phase I)	\$ 3,000.00

lafrate (phase II)	\$ 93,608.54
DTE	\$ 33.87
Wayne County Permit fee	\$ 3,800.00
<b>TOTAL</b>	<b>\$ 107,095.66</b>

Motion unanimously carried.

Motion by Steele, Supported by Mayor

RESOLVED, that the Executive Director contact the Wayne County Treasurer or other necessary individuals to determine why 1667 Fort Street is showing a tax delinquency; and BE IT FURTHER RESOLVED, that the Executive Director be authorized to pay the delinquent tax bill of \$1576.74 for the property if it is required to prevent the forfeiture of the property on March 1, 2014.

Motion unanimously carried.

The Farmers Market Report was accepted and filed.

Motion by Mayor, Supported by Fox

RESOLVED, that the Finance Report be accepted as presented, with Directors Galley and Steele abstaining as they were not members at the time.

Motion carried.

Motion by Wilson, supported by Galley

RESOLVED, that the Election of Officers be postponed until next month.

Motion unanimously carried.

The Board discussed the property at 2205 Fort Street and the revised renovation schedule presented by Mr. Schneff.

Motion by Galley, supported by Wilson

WHEREAS, Mr. Schneff has shown hardship within the last year and has shown some progress with regards to the renovation of the building at 2205 Fort Street; and

WHEREAS, Mr. Schneff has presented the Board with a reasonable completion schedule for the property; therefore,

BE IT RESOLVED, that the Land Contract for 2205 Fort Street between the Board and Mr. Schneff, dated March 28, 2013, be extended for a period of 2 months; and

BE IT FURTHER RESOLVED, that the Board acknowledges that the 2 month extension will not allow Mr. Schneff sufficient time to complete the project based upon his schedule but that the Board will be receptive to an additional extension if Mr. Schneff adheres to the new completion schedule; and

BE IT FURTHER RESOLVED, that the Attorney be authorized to prepare the appropriate documents and that the Chairperson and Secretary be authorized to sign such documents.  
Motion unanimously carried.

Motion by Wilson, supported by Steele

RESOLVED, that the Façade Improvement Grant request for 2205 Fort Street be approved for the purchase and installation of 9 2<sup>nd</sup> Floor Windows and 2 Steel Exterior Doors from Dynamic Glazing Systems;

BE IT FURTHER RESOLVED, that the Petitioner shall provide a new proposal from Dynamic Glazing Systems showing a separate line item cost for: the upper windows; the 2 Steel exterior doors; the 2 lower level display windows; and the 1 Aluminum business entry door; and as long as the sum total of these items does not exceed \$10,176.00, the Executive Director shall fix the amount of the Façade Improvement Grant at one (½) half of the total cost for the 2<sup>nd</sup> Floor Windows and 2 Steel Entry Doors; and

BE IT FURTHER RESOLVED, that the portion of the Façade Improvement Grant request for the 2 garage doors is approved in the amount of \$848.00; and

BE IT FURTHER RESOLVED, that the Attorney be authorized to prepare the appropriate documents for the Façade Grant Award and that the Chairperson and Secretary are authorized to sign the documents; and

BE IT FURTHER RESOLVED, that the Petitioner submit a separate cost estimate for the 2 first floor display windows, the business entry door and the material cost for the sign for discussion as to the Façade Grant Application for these items at the March Board meeting.

Motion unanimously carried.

The Board received a proposal from the City Manager to upgrade a portion of the cobra lights on Fort Street.

Motion by Mayor, supported by Galley

WHEREAS, the City of Lincoln Park is working with DTE Energy on a project to repair and upgrade the existing cobra street lights on a section of Fort Street; and

WHEREAS, the City has the option of an additional upgrade to the “white light” of LED lights but is unable to finance this portion of the work; therefore,

RESOLVED, that the Board agrees to finance the upgrading of the existing cobra street lights from mercury vapor to LED lighting on Fort Street from Euclid to Outer Drive in the amount of \$15,564.00.

Motion unanimously carried.

The Board discussed the landscape maintenance work last season and the upcoming season.

Motion by Mayor, supported by Fox

RESOLVED, that the general landscape maintenance work, weed and vegetation control, and pavement sweeping be bid as separate items with options for a combined bid; and

BE IT FURTHER RESOLVED, that Beckett & Raeder be authorized to prepare the necessary and appropriate bid documents for the 2014 maintenance season.

Motion unanimously carried.

Motion by Mayor, supported by Steele

RESOLVED, that should the Mayor and Council authorize work to the damaged planter on the east side of Fort Street near Southfield Road, that the Board would agree to add it to the Fort Street Phase III work with the cost of such work being paid for by the City as a charge back.

Motion unanimously carried.

Motion by Wilson, supported by Fox

WHEREAS, it has been determined to be financially non-feasible to re-use the Dorsey Building as part of a open air multi-purposed building; and

WHEREAS, the Board desires to continue to explore the feasibility of creating a public space in the area of the Dorsey Building; therefore,

BE IT RESOLVED, that Beckett & Raeder be authorized to commence Task 2 of its October 10, 2013 proposal and prepare a conceptual design plan for a public gathering space at the site of the Dorsey Building and adjacent undeveloped property at a cost not to exceed \$10,000.00; and

BE IT RESOLVED, that Beckett & Raeder be authorized to commence Task 3 of the same proposal and engage the services of ADG to conceptually design an open air pavilion structure for the same area at a cost not to exceed \$2,500.00.

Motion unanimously carried.

Motion by Steele, supported by Galley

RESOLVED, that the Strategic Plan update be tabled to the next meeting.

Motion unanimously carried.

Motion by Steele, supported by Galley

RESOLVED, that the Executive Director be authorized to attend the Michigan Downtown Association workshop in Lansing on February 27, 2014.

Motion unanimously carried.

The Board discussed the rescheduling of the Community Engagement and volunteer recruitment workshop; and suggested circulating letters to churches and various organizations to solicit their participation in the workshop.

Motion by Galley, supported by Fox

RESOLVED, that the Board terminate the utility services at the Dorsey Building and that the Executive Director take the appropriate actions to do so.

Motion unanimously carried.

Motion by Steele, supported by Galley  
RESOLVED, that the meeting adjourn at 7:50 PM  
Motion unanimously carried.

Respectfully submitted,

Madhu Oberoi  
Executive Director, DDA