

**LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING MINUTES**  
**Regular Meeting of February 9, 2012**

The Lincoln Park Downtown Development Authority met in regular session on Thursday, February 9, 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; Christy Summers (Beckett & Raeder); Leslie Lynch-Wilson, Farmers Market Director

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

Motion by Busen, supported by Wynns  
RESOLVED, that the minutes of the Regular meeting of January 12, 2012 be approved as presented.  
Motion unanimously carried.

Motion by Busen, supported by Wynns  
RESOLVED, that the Claims and Accounts be Tabled pending clarification to be obtained by the Attorney from the Finance Department on some of the invoices.  
Motion unanimously carried.

Motion by Busen, supported by Galley  
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 Fox  
RESOLVED, that the February 2012 Farmer's Market Report be accepted as presented.  
Motion unanimously carried.

There was no Attorney Report

The Board was presented with the draft position posting and job description for the Executive Director Position.

Motion by Busen, supported by Romain

RESOLVED, that the Board approves the proposed position posting and job description for the Executive Director Position with the changes discussed to the listing of work hours and lifting ability.

Motion unanimously carried.

The Board discussed the marketing and listing of the Board owned properties. The Attorney reported that the Mayor received an inquiry regarding 1673 Fort Street from CoStar and she passed it to him for further investigation. It was further reported that CoStar is a Web-based national multi-listing service and just listing the Board properties with this company is free of charge.

Motion by Romain, supported by Wynns

RESOLVED, that the Board authorizes the Attorney to make the necessary arrangements to list the Board owned properties on the CoStar site.

Motion unanimously carried.

The Board discussed Website designs, options for obtaining the best website designer and its January 12, 2012 resolution to seek general bidders for website design.

Motion by Wynns, supported by McLain

RESOLVED, that the Board rescinds its January 12, 2012 resolution regarding the advertising of bids for website design work; and

BE IT FURTHER RESOLVED, that the Board authorizes the Attorney to seek proposals for website design from the designers of, at least, the websites for the Farmington DDA, Northville DDA, Rochester DDA, Garden City DDA, Wyandotte DDA.

Motion unanimously carried.

The Board discussed the downtown streetscape and parking lot maintenance plan and bid package that was presented by Beckett & Raeder.

Motion by Galley, supported by Wynns

BE IT RESOLVED, that the Landscape Maintenance Committee of Directors Romain and Galley, with assistance from Beckett & Raeder and the Attorney, finalize the specifications for the downtown streetscape and parking lot maintenance plan; and

BE IT FURTHER RESOLVED, that the Board authorizes the advertisement for bids the final downtown streetscape and parking lot maintenance plan.

Motion unanimously carried.

The Board discussed the details concerning the BIG program, guidelines and implementation of the program.

Motion by Romain, supported by Wynns

RESOLVED, that the Board approves the following requirements for the BIG program:

1. The program will be designated as the Façade Improvement Program.
2. Maximum grant amount shall be \$10,000.

3. The grant shall be no more than a 50% match to the Applicant's contribution.
4. Only one (1) grant shall be allowed per tax identification code and/or address.
5. The grant shall not be used for items that are typically considered to be maintenance items.
6. Upon sale of the building or business, the applicant shall repay to the DDA the grant amount less 10% for each year since the grant was given.

BE IT FURTHER RESOLVED, that the Attorney is authorizes to prepare the necessary documents for the program.

Motion unanimously carried.

The Board discussed placing additional trash receptacles in throughout the business areas of the DDA District to try to control litter in the area.

Motion by Wynns, supported by Fox

RESOLVED, that Beckett & Raeder and the Attorney bring back to the Board information on cost, installation issues and means of collection of additional trash receptacles throughout the business areas.

Motion unanimously carried.

The Board discussed the lighting of the City parking lot on Southfield between Lafayette and Fort Park and the original proposal to have the lighting replaced under a DTE Energy Grant.

(There was no Board resolution relative to this item, the Attorney will check with the City and/or DTE Energy as to the status)

Calls to the Audience

Oral reports of Directors

Motion by Wynns, supported by Galley

RESOLVED, that the meeting adjourn at 6:45 pm.

Motion unanimously carried.

Respectfully submitted,

David Tamsen

Legal Counsel/Acting Secretary