

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

The Lincoln Park Downtown Development Authority met in a regular session, on Thursday, March 13, 2014 in the Lincoln Park DDA Office. The Secretary, called the meeting to order at 5:05 pm, when a quorum was present.

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

ABSENT: None

EXCUSED: McLain

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

Motion by Galley, supported by Steele  
RESOLVED, that the agenda be approved as presented.  
Motion unanimously carried.

Motion by Mayor, supported by Steele  
RESOLVED, that the minutes of the regular meeting of February 13, 2014 be approved as amended to include the removal and replacement of the damaged planter box.  
Motion carried.

The Chairperson declared that it was time for the election of Board Officers and passed the gavel to the Attorney to conduct the elections.

Nominations for Chairperson were opened.  
The following individuals were elected by acclamation:  
Chairperson - Robert Steele  
Vice Chairperson - Todd Galley  
Secretary - Peter Romain

The Board did not fill the position of Treasurer.

The new Chairperson received the gavel.

Motion by Mayor, supported by Romain  
RESOLVED, that the following claims and invoices be approved as presented:

Beckett & Raeder	\$	460.00
DTE	\$	33.02
Michigan Downtown Association	\$	75.00

Madhu Oberoi – Mileage and parking	\$ 100.20
Dave Tamsen	\$ 1,522.50
<b>TOTAL</b>	<b>\$ 2,198.94</b>

BE IT FURTHER RESOLVED, that Dan K's Inc, invoices #1080 and 1081, be paid with the exceptions of the following dates of service:

January 5, 2014 Base Contract Plowing	\$1220.00
February 5, 2014 AM Sidewalk Plowing and Salting	\$110.00
February 5, 2014 PM Base Contract Plowing and Salting	\$2055.00
February 5, 2014 PM Option 2 Plowing and Salting	\$816.00
February 5, 2014 PM Sidewalk Plowing and Salting	\$110.00
February 6, 2014 Base Contract Plowing and Salting	\$2055.00
February 6, 2014 Option 2 Plowing and Salting	\$816.00
February 6, 2014 Sidewalk Plowing and Salting	\$110.00

BE IT FURTHER RESOLVED, that the Executive Director shall review the above items with Dan K to verify the work invoiced and may be authorized for payment if the Executive Director is satisfied with the verification presented by the contractor  
Motion unanimously carried.

Motion by Galley, Supported by Moraitis  
RESOLVED, that the Farmers Market Report be accepted as presented.  
Motion unanimously carried.

Motion by Mayor, Supported by Romain  
RESOLVED, that the Finance Report be accepted as presented.  
Motion unanimously carried.

Motion by Galley, supported by Mayor  
RESOLVED, that the balance of the Façade Improvement Grant request for 2205 Fort Street be approved for the purchase and installation of 2 fixed display Windows in the front along Fort Street, 1 aluminum front entry door along Fort Street, and materials for the new sign along Fort Street; and  
BE IT FURTHER RESOLVED, that the total grant amount, including the work approved in February, 2014, shall not exceed \$6417.97 which represents 50% of the cost of the quoted work at \$12,835.94; and  
BE IT FURTHER RESOLVED, that all work shall be done to City codes and all appropriate permits and inspections shall be obtained; 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.  
Motion unanimously carried.

Motion by Mayor, supported by Romain

RESOLVED, that the Executive Director obtain a quote from Erie Construction for the annual planting at City Hall and in selected planter boxes in the Downtown area. Motion unanimously carried.

Motion by Romain, supported by Wilson

RESOLVED, that the Executive Director schedule a public meeting on a Tuesday or Thursday at 6:00pm to discuss the conception of a public space at the site of the Dorsey Building; and  
BE IT FURTHER RESOLVED, that the Executive Director be authorized to spend up to \$200.00 for refreshments for the Meeting  
Motion unanimously carried.

The Board received information regarding the cost to upgrade the remaining cobra street lights on Fort Street north of Arlington to LED in conjunction with the City/DTE Energy upgrade project.

Motion by Romain, supported by Fox

RESOLVED, that the Board agrees to finance the upgrading of the existing cobra street lights from sodium vapor to LED lighting on Fort Street from Arlington to Euclid in the amount of \$ 8,075.00.  
Motion unanimously carried.

The Board received the proposed lawn maintenance bid documents for the 2014 season.

Motion by Mayor, supported by Fox

RESOLVED, that the lawn maintenance bid documents, which allow for separate bids for weed control, pavement sweeping and general grass maintenance, be approved with the change that the work area be from street curb to street curb along both Fort Street and Southfield Road; and  
BE IT FURTHER RESOLVED, that the work does not include the City Hall, Library or Museum property; and  
BE IT FURTHER RESOLVED, that the bid document be released for proposals; and  
BE IT FURTHER RESOLVED, that Beckett & Raeder be authorized to receive bids on the proposal.  
Motion unanimously carried.

The Board discussed bulletins 2 and 3 of the Streetscape Phase III project.

Motion by Mayor, supported by Romain

RESOLVED, that the Board authorizes the Chairperson and Secretary to sign Change Order #1 for the item contained in Bulletin #1, the removal and replacement of the damaged Fort Street Planter with an at grade planting bed at a cost not to exceed \$8725.00; and  
BE IT FURTHER RESOLVED, that the Board approves Bulletin #2 regarding plant materials in an amount not to exceed \$12,000.00; and  
BE IT FURTHER RESOLVED, that the Board approves Bulletin #3 regarding tree transplanting in an amount not to exceed \$2,000.00; and  
BE IT FURTHER RESOLVED, that should Bulletins #2 and #3 not be included in Change Order #1, that the Chairperson and Secretary are authorized to sign the appropriate Change Order(s) for Bulletin items #2 and #3.  
Motion unanimously carried.

Motion by Mayor, supported by Romain

RESOLVED, that the Board postpone termination of electrical power to the Dorsey Building until other means of lighting the area can be arranged.

Motion unanimously carried.

Motion by Romain, supported by Galley

RESOLVED, that the Board schedule a special workshop on March 20<sup>th</sup> at the DDA office at 2:30 PM to discuss the budget.

Motion unanimously carried.

The Board discussed the responsibilities of the part time employee. The Executive Director was directed to schedule a meeting with the City Manager, the Mayor and the Board Attorney, to further discuss and develop a plan to manage the City part-time employee working under the direction of the DDA.

Motion by Mayor, supported by Moraitis

RESOLVED, that Beckett & Raeder be authorized to update the Downtown Strategic Plan, without the new Market Analysis, at a cost not to exceed \$18,240.00.

Motion unanimously carried.

Director Moraitis left the meeting.

The Board received a letter of resignation from Director Robert Bruner.

Motion by Romain, supported by Fox

RESOLVED, that the Board reluctantly accepts the resignation of Robert Bruner and does thank him for service to the Downtown Development Authority.

Motion unanimously carried.

Motion by Romain, supported by Mayor

RESOLVED, that the meeting adjourn at 8:30 PM

Motion unanimously carried.

Respectfully submitted,

Madhu Oberoi

Executive Director, DDA