

**LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
Regular Meeting of March 8, 2012**

The Lincoln Park Downtown Development Authority met in regular session on Thursday, March 8, 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, Moraitis, Romain, Van Cleave

ABSENT: None

EXCUSED: None

ALSO PRESENT: David Tamsen, Attorney; Leslie Lynch-Wilson, Farmers Market Director

Motion by Busen, supported by Romain

RESOLVED, that the agenda be approved as amended to include item #12 Lincoln Park Exchange Club information.

Motion unanimously carried.

Motion by Galley, supported by McLain

RESOLVED, that the minutes of the Regular meeting of February 9, 2012 be approved as amended.

Motion unanimously carried.

Note: Prior to the voting on the above resolution, the Board had a lengthy discussion as to the contents of the Board's minutes.

There was no resolution and action on the agenda item to revise the January 12, 2012 minutes.

Motion by Busen, supported by Romain

RESOLVED, that the following Claims and Accounts be approved:

Beckett & Raeder	12/1/2011 #14245	Inspection Service	\$27,977.36
	1/1/2012 #14270	Inspection Service	\$ 7,130.02
	2/1/2012 #14319	Inspection Service	\$ 2,240.00
Beckett & Raeder	1/1/2012 #14270	Construction Administration	\$ 1,757.19
	2/1/2012 #14319	Construction Administration	\$ 1,757.18
Hennessey Engineers	2/6/2012 #12020673	Parking Lot Improvement Project	\$ 457.50
Brock Sweeping, Inc	2/13/2012 #41516	Snow Removal	\$ 1,640.00
Lowes	2/14/2012 #	Miscellaneous	\$ 17.42
		Total	\$42,976.67

Motion unanimously carried.

Note: The Mayor indicated that if clarification is required concerning an invoice with which Mr. Bartok would have knowledge, she would assist in obtaining clarification.

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

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

The Attorney indicated that he would provide a list of Board Committed but not budgeted items next month.

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

Attorney report:

2205 Fort: It was reported that Purchaser for 2205 Fort is still awaiting an inspection of the property with the City Building Officials. It was further reported that the Purchaser indicated that if major repairs are required, he may not be interested in pursuing the purchase. The Mayor indicated that the inspection should occur this month. It was further reported by the Mayor that she had spoken with Mr. Schneff, the potential purchaser of the property, and he expressed frustration with having to wait several months to receive the contract from the DDA and thus, has lost some interest in the property.

DDA boundaries: The Attorney indicated that the McKenna boundary map for the DDA was compared to the written legal description contained within the DDA ordinance and some anomalies were found. It was indicated that these anomalies will be investigated further and a report given next month.

The Administration report was given by the Attorney:

Executive Director Position: It was reported that the advertisements have been placed for the Executive Director position and resumés are due by close of business on March 21st. The resumés will then be reviewed by the Executive Search Committee for recommendations back to the Board.

Advertising DDA properties: It was reported that CoStar had been contacted and will be adding 1661 and 1673 Fort Street to its website property base.

Website Design: It was reported that the Board should have proposals to review at the next Board meeting so that a website designer could be selected.

Downtown Maintenance Bids: It was reported that Beckett & Raeder was just completing the bid specifications and will be forwarding them to the Attorney. Once received, the bids will be forwarded to the Landscape Maintenance Committee for a final review. It was suggested that the Committee be allowed to authorize bidding after the final review.

Motion by Galley, supported by Romain

RESOLVED, that the Board authorizes the Landscape Maintenance Committee to release the landscape maintenance specifications for bids after its final review.
Motion unanimously carried.

There was no action on New Business item #1, content of Board minutes.

The Board received, reviewed and discussed the draft Façade Program Guidelines, Application, Owner's Consent Form and Memorandum of Easement. The Attorney will present the revised documents next month.

The Mayor indicated that she has already spoken with several business owners in the DDA District about the Façade Improvement Program and that a few of them have expressed a strong interest in utilizing this program.

Motion by Busen, supported by McLain

RESOLVED, that the Board creates the Design Committee; and
BE IT FURTHER RESOLVED, that the Committee will be composed of Mayor Krause, Director Romain, Chairperson VanCleave and Director Fox, with support from Beckett & Raeder, the Attorney and a Citizen Advisor, Leslie Lynch-Wilson.
Motion unanimously carried.

The Board discussed the proposal to participate in a joint beautification project with the Lincoln Park Exchange Club and the Boy Scouts. The Attorney will have more details next month.

The Board discussed the publishing of a Newsletter. The Mayor proposed that the DDA issue newsletters for the benefit of businesses within the DDA district. She further indicated that the Newsletters would be a positive communication tool and thereby provide announcements of events, other details of the Façade Improvement Program and other opportunities for business owners.

Motion by Krause, supported by Fox

RESOLVED, that the Board have prepared and issue a short newsletter at this time.
Motion carried.

The Mayor indicated that she would undertake the newsletter and prepare a draft version.

The Mayor reported that the City will provide the DDA office space for the Executive Director in the old Community Planning and Development Department space in City Hall.

At the Mayor's request, the Board discussed surface maintenance for the alleys and other parking lots in the DDA area. The Attorney reported that Beckett & Raeder was obtaining a quote from the Streetscape Contractor to pave the old parking meter areas in the parking lot between Warwick and Arlington for weed control. No Board action was taken.

At the Mayor's request, the Board discussed the installation of screen walls in the parking lot on Southfield Road between Lafayette and Fort Park. The Attorney reported that this is a part of the

same area where the City had requested and received a proposal from DTE Energy to install new street lighting. It was further reported that the City has not acted on the quote at this time.

Motion by Krause, supported by Romain

RESOLVED, that the Board authorizes the sum of \$300.00 to be paid to the Friends of the Lincoln Park Farmer's Market for signage.

Motion unanimously carried.

Motion by McLain, supported by Krause

RESOLVED, that the Board authorizes the sum of \$1000.00 to be paid to the Friends of the Lincoln Park Farmer's Market for a wireless terminal and tokens.

Motion unanimously carried.

Motion by Romain, supported by Fox

RESOLVED, that the Board approves joining of the Michigan Downtown Association for and authorizes payment for the dues in the amount of \$200.00; and

BE IT FURTHER RESOLVED, that the Board authorizes the Attorney to submit the appropriate application.

Motion carried.

BY ACCLAMATION

RESOLVED, that the Lincoln Park Downtown Development Authority thanks former Director Valerie Wynns for her dedication, service and commitment to Lincoln Park and this Board; and

BE IT FURTHER RESOLVED, that the appropriate Certificate of Appreciation be prepared and presented to her.

Motion unanimously carried.

Director Busen reported that the Lincoln Park Exchange Club is organizing a project to refurbish the old planting barrels and help landscape the Downtown and DDA area. He also indicated that the Exchange Club may be looking to the Board for support on the project.

Calls to the Audience

Oral reports of Directors

Director Busen asked to be excused for the April meeting and indicated that he will be resigning from the Board on his anniversary date in May, 2012.

Motion by Krause, supported by Fox

RESOLVED, that the meeting adjourn at 7:50 pm.

Motion unanimously carried.

Respectfully submitted,

David Tamsen

Legal Counsel/Acting Secretary