

**LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
Regular Meeting of April 10, 2014**

The Lincoln Park Downtown Development Authority met in a regular session, on Thursday, April 10, 2014 in the Lincoln Park City Hall Council Chambers. The Chairperson, called the meeting to order at 5:05 pm, when a quorum was present.

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

ABSENT: None

EXCUSED: Romain

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

Motion by Galley, supported by Karnes

RESOLVED, that the agenda be approved with item 8c being moved to item 8a.

Motion unanimously carried.

Motion by Karnes, supported by Moraitis

RESOLVED, that the minutes of the regular meeting of March 13, 2014 be approved as presented

Motion carried.

Motion by Wilson, supported by Karnes

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

Beckett & Raeder	\$ 730.00
Beckett & Raeder	\$ 1,970.64
Erie Construction	\$ 14,173.20
Dan K's	\$ 11,363.00
Dan K's	\$ 5,962.00
Corby Energy Services	\$ 3,195.00
DTE	\$ 57.98
Dave Tamsen	\$ 1252.50
Refreshments- Community Engagement Meeting	\$ 25.36

TOTAL \$ 38,729.68

The Farmers Market Report was accepted as presented.

Motion by Karnes, Supported by McLain

RESOLVED, that the Finance Report be tabled to next meeting to get clarification from Finance Director on certain items.

Motion unanimously carried.

Motion by Fox, Support by McLain

Whereas, Wayne Metropolitan Community Action Agency was awarded a façade improvement grant by this Board on April 14, 2011 for the Lincoln Park Lofts Project which contained several conditions, including a deadline for project completion; and

Whereas, the Lincoln Park Lofts Project is currently under construction but is now beyond the first extended completion date; and

Whereas, Wayne Metropolitan Community Action Agency has requested a second extension of the Projection completion date; and

Whereas, Wayne Metropolitan Community Action Agency has made substantial progress on the project; therefore,

Resolved, that the Lincoln Park Downtown Development Authority extends the completion date for the Lincoln Park Loft Project, including the renovation of the old Park Theatre, to December 31, 2014; and

Be It Further Resolved, that all other conditions remain in place, including but not limited to, the renovation and façade of the Park Theatre portion of the project remain substantially the same as the rendering shown and approved by the Authority on April 14, 2011; and

Be It Further Resolved, that the Chairperson and Secretary be authorized to sign all documents necessary to extend this grant.

Motion Carried.

Motion by Mayor, support by Wilson

WHEREAS, US Lawns was the provider of landscape maintenance for the Downtown Development Authority for the 2013 season and although it provided the base service reasonably well, it did not fully perform all of the maintenance items required of the contract and did not provide the detail work very well; and

WHEREAS, US Lawns required constant oversight by the Executive Director to make sure services were properly performed; therefore,

RESOLVED, that the Lincoln Park Downtown Development Authority finds Commercial Grounds Service, LLC, to be the lowest qualified bidder for the 2014 landscape maintenance work and does hereby award the 2014 Landscape Maintenance Contract to Commercial Grounds Service, LLC for parts A, B, C and Post Bid Addendum, Part D, for a total cost of \$64,077.25; and

BE IT FURTHER RESOLVED, that the Chairperson and Secretary are authorized to sign the necessary documents.

Motion Carried Unanimously

Motion by Mayor, supported by Galley

RESOLVED, that Change Order # 3 for \$2141.60, for Erie Construction to remove and transplant 4 trees on Southfield Road be approved; and

BE IT FURTHER RESOLVED, that the Chairperson and Secretary be authorized to sign the Change Order.

Motion unanimously carried.

The Board received information regarding the cost to upgrade the street lights on Southfield Road from I-75 to Electric to LED in conjunction with the City/DTE Energy upgrade project.

Motion by McLain, supported by Mayor

RESOLVED, that the Board agrees to finance the upgrading of the existing street lights from high pressure sodium vapor to LED lighting on Southfield Road from I-75 to Electric in the amount of \$19,950.00.

Motion unanimously carried.

Motion by McLain, supported by Fox

RESOLVED, that the Board agrees to allocate \$5000.00 for the planning and execution of local events in conjunction with the Downriver Cruise conditioned upon the Board receiving a proper budget for all planned activities at the next Board meeting.

Motion unanimously carried.

Motion by Fox, supported by Galley

WHEREAS, the Lincoln Park Museum is located within the central Downtown Business District and is an attraction that brings people into the Downtown area; and

WHEREAS, the City of Lincoln Park is unable to support the Museum in the next fiscal budget; therefore,

RESOLVED, that the Board agrees to contribute \$17,000.00 to the Lincoln Park Historical Commission of the operation and maintenance of the Lincoln Park Museum in Fiscal Year 2014/2015.

Motion unanimously carried.

Motion by Galley, supported by Fox

RESOLVED, that the draft budget presented and amended to include:

A separate line item for lawn maintenance;

The Miscellaneous item being increased to \$1,000.00;

The Annual Planting item being increased to \$7,000.00; and

The inclusion of the Lincoln Park Historic Commission (museum) at \$17,000.00

be approved and submitted to the City Manager and Finance Director.

Motion unanimously carried.

The Board discussed the part time Department of Public Service employee currently assigned to the Downtown Development Authority and the oversight and operational aspects currently imposed by the Department of Public Service.

Motion by Mayor, supported by McLain

RESOLVED, that the Department of Public Service Employee be assigned to the Downtown Development Authority be treated as all other part-time Department of Public Service Employees until such time as the issues concerning this position can be resolved with the Department of Public Service and the City of Lincoln Park.

Motion unanimously carried.

The Board discussed the request by Habitat for Humanity to use the Dorsey Building for temporary storage of building material during the construction of two homes in Lincoln Park. The Board took no action on the request.

Motion by Moraitis, supported by McLain

RESOLVED, that Executive Director be authorized to attend the May 2014 National Main Street conference in Detroit at a cost not to exceed \$350.00.

Motion unanimously carried.

Motion by McLain, supported by Galley

RESOLVED, that the meeting adjourn at 7:40_PM

Motion unanimously carried.

Respectfully submitted,

Madhu Oberoi
Executive Director, DDA