

LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
Regular Meeting of April 12, 2012

The Lincoln Park Downtown Development Authority met in regular session on Thursday, April 12, 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: Fox, Galley, Krause, Moraitis, Romain, Van Cleave

ABSENT: None

EXCUSED: Busen, McLain

ALSO PRESENT: David Tamsen, Attorney; Christy Summers and Noah Brimelin of Beckett & Raeder; Leslie Lynch-Wilson, Farmers Market Director

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

Motion by Galley, supported by Moraitis
RESOLVED, that the minutes of the Regular meeting of March 8, 2012 be approved as amended.
Motion carried.

Motion by Galley, supported by Fox
RESOLVED, that the following Claims and Accounts be approved:

Michigan Municipal League	4/5/2012 #6791	Exec Dir Ad	\$ 25.00
Beckett & Raeder	3/1/2012 #14378	Construction Administration	\$ 1,795.30
Heritage Newspaper	3/11/2012	Exec Dir Ad	\$ 1,139.02
Pagnucco & Tamsen	4/12/2012	Legal Services (3/2011-3/2012)	<u>\$13,754.26</u>
		Total	\$16,713.58

Motion unanimously carried.

For the Board's edification, Ms. Summers explained the difference between Contract Administration and Project Inspection or Resident Project Inspector.

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

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

Motion by Galley, supported by Romain
RESOLVED, that the April 2012 Friends of the Lincoln Park Farmers Market Market Report be accepted as presented.
Motion unanimously carried.

Attorney report:

2205 Fort: It was reported that the Purchaser has committed to going forward on the purchase of this property and closing should occur soon.

DDA boundaries: The Attorney reported that the McKenna boundary map for the DDA and the written legal description contained within the DDA ordinance were both contained in the original notices to establish the DDA District. Some of the discrepancies between the two documents were due to the avoidance of splitting tax parcels. It was further reported that no other readily apparent reason could be found for the other discrepancies and that either the map or the written legal description may have to be amended at some time in the future.

The Administration report was given by the Attorney:

Paving behind Brewery: The paving of the old meter areas behind the Fort Street Brewery was discussed. The total cost of this project was \$3,800 as Angelo Iafrate (Streetscape Contractor) was still on site. The Mayor indicated that this work was done without a Board resolution.

Website Design: The Board received three proposals for website design to review. The proposals will be discussed next month.

Downtown Maintenance Bids: It was reported that the Landscape Maintenance proposal was now out and that Beckett & Raeder would be prepared to make a recommendation at the end of this month.

Weed Spraying: The Board discussed utilizing the City's Contractor to spray for weeds in the DDA District. No action was taken as the weed spraying was also included in the Landscape Maintenance proposal.

Fort Street Streetscape Landscape Repair: The Attorney reported that the DTE Energy Contractor that installed the Fort Street Streetlights is responsible to repair the damage done to the newly installed landscaping in the Fort Street median. It was further reported that Angelo Iafrate (Streetscape Contractor) has indicated that he could repair the damage but at time and material. No action was taken, return to May agenda.

Fort Street Streetscape Concrete Repairs: N. Birmelin reported that some of the new concrete work was damaged and that the Contractor has been contacted about repair.

Painting of Remaining Streetlights in Project Area: Beckett and Raeder reported that DTE Energy will be removing the unused arms remaining on the poles in the Fort Street Streetscape project area and indicated that they would continue to explore the painting of the remaining gray poles in the project area.

2012/13 Budget and Committed Funds: The Attorney indicated that the Board should be prepared to preliminarily discuss the Budget for next year at the next meeting. The Board also received from the Attorney a listing of committed funds that were not originally budgeted items for this year.

The Board discussed the Executive Director's position. As the Attorney had submitted a proposal for the Executive Director's position, he was asked to leave the room and did so. It was agreed to conduct oral interviews at a Special meeting.

The Attorney returned to the meeting.

Motion by Galley, supported by Romain

RESOLVED, that the Newsletter prepared by the Mayor for the DDA be approved with making the Mayor the contact person and that it be mailed to the properties and businesses within the DDA District.

Motion unanimously carried.

The Board discussed lighting and screen walls for the Southfield Road median parking lot. Beckett & Raeder indicated that some of this work was contained within the original master plan that had been prepared by them for the Southfield Road – Fort Street corridor and that they would bring back to the Board at the next meeting the original plan for that area.

The Board discussed the condominium property and the status of the money owed by the project to the City. The Attorney will try to obtain additional information on the moneys owed to the City.

The Board discussed the following agenda items without taking any action:

- Paving of unsafe/unsightly alleys and sidewalks

- Downriver Delta Farmer's Market request

- Downtown WiFi

The Board received an update on the Fort Street Streetscape project from N. Birmelin.

BY ACCLAMATION

RESOLVED, that the Lincoln Park Downtown Development Authority thanks retiring Director Michael Busen for his 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 him.

Motion unanimously carried.

The Board received an oral request from Fred Wilson to support the formation of a Lincoln Park Cruise Committee to work and advocate on extending the 2012 Cruisin' Downriver Cruise further into the Downtown Lincoln Park Area.

Motion by Krause, supported by Galley

RESOLVED, that Lincoln Park Downtown Development Authority supports the formation of a Lincoln Park Cruise Committee to advocate the extension of the 2012 Cruisin' Downriver Cruise

further into the Downtown Lincoln Park Area and to organize and provide activities within the Downtown Area to draw and support the Cruise.

Motion unanimously carried.

Motion by Romain, supported by Galley

RESOLVED, that the Authority hold a special meeting on Thursday, April 26, 2012 at 5:00 pm in the Lincoln Park City Council Chambers to review the Landscape Maintenance proposals and possibly award a contract for the Landscape Maintenance work; and

BE IT FURTHER RESOLVED, that the Authority hold a special on Thursday, April 26, 2012 at 5:30 pm in the Lincoln Park City Council Chambers to interview candidates for the position of the Executive Director and possibly make a conditional offer of employment.

Motion unanimously carried.

Calls to the Audience

Oral reports of Directors

Motion by Romain, supported by Galley

RESOLVED, that the meeting adjourn at 7:45 pm.

Motion unanimously carried.

Respectfully submitted,

David Tamsen

Legal Counsel/Acting Secretary