

**LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY**  
**Revised Draft MEETING MINUTES**  
**Regular Meeting of May 10, 2012**

The Lincoln Park Downtown Development Authority met in regular session on Thursday, May 10, 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: McLain

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

Motion by Moraitis, supported by Krause

RESOLVED, that the agenda be approved with the addition of discussion items for street banners, the electronic sign and the Executive Director position.

Motion unanimously carried.

Motion by Moraitis, supported by Krause

RESOLVED, that the minutes of the Regular meeting of April 12, 2012 be approved as presented.

Motion carried.

Motion by Romain, supported by Fox

RESOLVED, that the minutes of the Special meeting of April 26, 2012 be approved as presented.

Motion carried.

Motion by Fox, supported by Romain

RESOLVED, that the minutes of the Special meeting of May 2, 2012 be approved as presented.

Motion carried.

Motion by Romain, supported by Moraitis

RESOLVED, that the following Claims and Accounts be approved:

Angelo Iafrate	April 2012	Extra concrete work	\$ 3,875.00
Pagnucco & Tamsen, PC	April 2012	Legal Services	\$ 3,012.39
Beckett & Raeder	4/1/2012 #14399	Construction Administration	\$ 1,757.18
Beckett & Raeder	4/1/2012 #14399	Resident Inspection	\$ 8,495.62
Testing Engineers			
Consultants	4/30/2012#123068	Material Testing	\$ 1,802.50
Angelo Iafrate	May 10, 2012	Pay Request #5 (Streetscape)	<u>\$126,784.40</u>
		<b>Total</b>	<b><u>\$135,727.09</u></b>

Motion unanimously carried.

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

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

Mayor's Report:

It was reported that a new bakery, Angel's Bake-n-Cakes is opening at 3969 Fort Street and a new ice cream shop will be opening in the Downtown area.

Motion by Moraitis, supported by Krause  
RESOLVED, that the May 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 title work for the property indicated that the deed from the County to the City has not been filed. The Attorney is attempting to locate the deed so that it can be filed and the property move to closing.

Landscape Maintenance Contract: It was reported that the Contractor has signed the contract and we are just waiting to receive the Contractor's bonds before work starts.

1673 Fort: It was reported that there was a company possibly interested in purchasing or leasing this property. More details will be provided next month.

Administration report:

There was no administration report

The board reviewed and discussed the proposed budget for the next fiscal year.

Motion by Romain, supported by Moraitis  
RESOLVED, that the proposed draft budget for 2012-13 be tentatively approved with the complete final budget being presented at the June meeting.  
Motion unanimously carried.

Motion by Fox, supported by Krause  
RESOLVED, that the discussion regarding the Southfield Road streetscape extension be tabled to the June meeting.  
Motion unanimously carried.

Motion by Krause, supported by Romain  
RESOLVED, that the website design bid award be tabled until after an Executive Director is hired.  
Motion unanimously carried.

The Board discussed the part-time maintenance worker that does work in the DDA area for the Board. The Board was advised that this individual is employed by the City in the Department of Public Services and under the general supervision of Bob Bartok. From approximately April to late October, he is, weather permitting, exclusively assigned by the DPS to work for and in the DDA area. At other times of the year, when there are projects to be done for the DDA, he is assigned to those projects as well. When he is working for the DDA, his work assignments are determined by the DDA Board and assigned by the Mayor until such time as an Executive Director is hired. At that time, DDA assignments will be determined by both the DDA Board and the Executive Director and will be assigned by the Executive Director. It was further discussed that this arrangement will continue.

It was reported that the Exchange Club will not be purchasing flowers for the downtown area this year. Accordingly, the Board was advised that it will have to make alternate arrangements for flowers in the area.

BY ACCLAMATION

RESOLVED, that Pete Romain is elected to fill the remaining term of office of Board Secretary. Motion unanimously carried.

The Board discussed the City's request that it assist in the demolition cost for 1657 Fort Street. No action was taken.

The Board discussed the proposal to fund activities to bring the Cruisin' Downriver participants further into downtown area.

Motion by Romain, supported by Fox

RESOLVED, that the Board authorizes the expenditure of \$4,000.00 to the Lincoln Park Cruise Committee to provide for activities in the downtown area for the 2012 Cruisin' Downriver. Motion unanimously carried.

BY ACCLAMATION

RESOLVED, that the Lincoln Park Downtown Development Authority thanks retiring Director Todd Galley 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 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.

Motion by Romain, supported by Fox

RESOLVED, that the Board authorizes a conditional offer of employment be extended to Madhu Oberoi for part-time employment as the DDA Executive Director, for 24 hours per week plus attendance at the regular monthly Board meeting with an annual salary of \$30,000.00. Motion unanimously carried.

The Attorney returned to the meeting.

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

The Board discussed banners for the new Fort Street streetlights and the City electronic sign, both without action.

Motion by Krause, Support by Fox

RESOLVED, that the Board approve the planting of Stella d'oro Daylilies ringed with annuals in the planter boxes in the DDA District; and

BE IT FURTHER RESOLVED, that the DDA Maintenance Employee perform the planting; and  
BE IT FURTHER RESOLVED, that the Board authorizes the sum of \$4,500.00 for plants and materials.

Calls to the Audience

Oral reports of Directors

Motion by Romain, supported by Fox

RESOLVED, that the meeting adjourn at 7:40 pm.

Motion unanimously carried.

Respectfully submitted,

David Tamsen

Legal Counsel/Acting Secretary