

LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
Regular Meeting of June 12, 2014

The Lincoln Park Downtown Development Authority met in a regular session, on Thursday, June 12, 2014 in the Lincoln Park City Hall Council Chambers. The Vice-Chairperson, called the meeting to order at 5:10 pm, when a quorum was present.

PRESENT: Wilson, Galley, Mayor Karnes, McLain, Romain*, Fox, Moraitis
* 5.25 Pm

ABSENT: None

EXCUSED: Steele

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

Motion by Mayor, supported by Moraitis

RESOLVED, that the agenda be approved with the addition of item 6(a)- Budget Discussion
Motion unanimously carried.

Motion by Mayor, supported by McLain

RESOLVED, that the minutes of the regular meeting of May 8, 2014 be approved as presented
Motion carried.

Motion by Karnes, supported by McLain

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

Beckett & Raeder - Strategic Plan update	\$ 1,824.00
Beckett & Raeder- Lawn Maint. RFP	\$ 1,440.00
Beckett & Raeder –Streetscape Phase III Inspection	\$ 9,565.44
Beckett & Raeder –Dorsey Building	\$ 1,000.00
Erie Construction	\$ 12,093.29
American Lock and Key	\$ 5.00
DTE	\$ 28.45
Dave Tamsen	\$ 1,080.00
Lowe's	\$ 22.11
Commercial Grounds Services LLC	\$ 12,022.00
Main Street Conference parking – Madhu Oberoi	\$ 52.45
Lowe's – extension cord for Cruisin' Downriver	\$ 80.53
Ribbon cutting supplies- Madhu Oberoi	\$ 6.23
Room Rental fee- Visioning Session	\$ 125.00
Cruisin' Downriver- Cost Recovery	\$ 3,200.00
Cruisin' Downriver- Banner	\$ 84.99
APA Membership	\$ 310.00

TOTAL \$ 42,939.49

The Board requested that future invoices for Commercial Grounds Services include dates of service.

The Farmers Market Report was accepted as presented.

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

Discussion was held on future finances of the DDA. It was mentioned that the capture for 2013 was approximately \$332,000, much less than was anticipated. Since the DDA relinquished its 2014 capture to the City and other taxing jurisdictions, there would be no additional revenue received. The DDA will have to prioritize their future expenditures carefully to stay within budget.

Noah Bermelin from Beckett & Raeder presented Erie Construction's request for payment of \$4,036.85 for price increase in plant material from the 2013-2014 season. The Board took no action and requested additional documentation from Erie Construction supporting this request.

Motion by McLain, supported by Mayor
RESOLVED, that the DDA does not want the street lighting poles on Southfield Road painted black by DTE for an additional expense.
Motion unanimously carried.

Motion by Mayor, supported by Romain
RESOLVED, that DTE invoices for street lighting upgrade in the DDA area be paid to expedite commencement of work.
Motion unanimously carried.

The Board reviewed the manufacturers estimate for replacement of two damaged trash receptacles and decided it would be more prudent to remove the trash receptacles. They directed the Executive Director to have the trash receptacles removed in-house and find out if they can be repaired at a body shop.

Motion by Wilson, Supported by McLain
RESOLVED, that the budget for 'Crusin' Downriver' previously approved for \$5000 be increased by an additional \$3300.
Motion unanimously carried.

Executive Director contract is up for renewal. Mr. Tamsen advised the Board that the contract be reviewed by the Executive committee and brought back to the Board for approval.

Motion by Romain, supported by Fox
RESOLVED, that the Executive Director be authorized to spend up to \$300 for refreshments for the visioning session scheduled for June 19, 2014.
Motion unanimously carried.

Main Street in Practice, Associate level training in Saline on July 9, 2014. All DDA Board members are encouraged to attend,

Motion by Mayor, supported by Romain

RESOLVED, that the Executive Director be authorized to attend the ICSC deal making workshop on July 24, 2014.

Motion unanimously carried.

Motion by Romain, supported by McLain

RESOLVED, that the meeting adjourn at 6:35 PM

Motion unanimously carried.

Respectfully submitted,

Madhu Oberoi

Executive Director, DDA