

**LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING MINUTES**  
**Regular Meeting of July 26, 2012**

The Lincoln Park Downtown Development Authority met in regular session on Thursday, July 26, 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, Krause, McLain, Moraitis, Romain, Van Cleave

ABSENT: None

EXCUSED: None

ALSO PRESENT: Madhu Oberoi, Executive Director; David Tamsen, Attorney; Christy Summers of Beckett & Raeder; Leslie Lynch-Wilson, Farmers Market Director

Motion by McLain, supported by Romain  
RESOLVED, that the agenda be approved as presented.  
Motion unanimously carried.

Motion by McLain, supported by Romain  
RESOLVED, that the minutes of the regular meeting of May 10, 2012 be tabled for further revision of the resolution concerning the DDA worker.  
Motion carried.

Motion by McLain, supported by Moraitis  
RESOLVED, that the minutes of the regular meeting of June 14, 2012 be approved as presented.  
Motion carried.

The Board discussed the Administration charge of \$10,000 that is contained within the DDA budget that was to compensate the City for providing administrative services to the Board. The Executive Director will revisit this issue with the City as the Board now has an Executive Director.

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

Motion by Fox, supported by Moraitis  
RESOLVED, that the July 2012 Friends of the Lincoln Park Farmers Market Market Report be accepted as presented.  
Motion unanimously carried.

Mayor's Report:  
The Mayor discussed the Adopt-a-Highway sign on Fort Street and the possibility of the Board having its own sign.

The Mayor reported that the Court Work Program was moving ahead and should be in operation soon.

It was further reported that a new antique and collectible store was opening at Dix and Champaign.

Attorney report:

It was reported that the Purchaser for 2205 Fort Street will be having his attorney review the title commitment and the documents submitted by the Board's attorney to see if the sale can move ahead with a quit claim deed due to the title issue caused by the tax sale.

The Board discussed the invoices concerning the watering of the Fort Street flower boxes and some the other associated costs and the tax bills for 1661 Fort and 2205 Fort. The Attorney indicated that there is only one invoice for payment this month as the invoice for \$3,413.67 included in the director packet was approved for payment last month.

Motion by Romain, supported by Moraitis

RESOLVED, that the following Claims and Accounts be approved:

Gary Printing	July 10, 2012	Exec Dir business cards	\$ 36.00
Lowes	July 11, 2012	Watering parts	\$ 6.88
City of Lincoln Park	July 16, 2012	Business list from Clerk	\$ 45.00
Beckett & Raeder	7/1/12 #14537	Construction Administration	\$ 878.59
Beckett & Raeder	7/1/12 #14537	Resident Inspection	\$ 878.12
Beckett & Raeder	6/1/12 #14519	Resident Inspection	\$ 1,427.52
US Lawns	7/1/12 #870	1673 Fort	\$ 20.00
DTE Energy	July 2012	Energy services-1673 Fort	\$ 55.56
Grand Hardware	July 24, 2012	Watering parts	\$ 11.35
Grand Hardware	July 17, 2012	Watering parts	\$ 6.03
Lowes	July 24, 2012	Watering part	\$ 54.93
Pagnucco & Tamsen, PC	June/July Partial	Legal Services	\$ 3,273.12
<b>Total</b>			<b>\$ 6,693.10</b>

And Be It Further Resolved that the following Claims and Accounts be approved for payment upon the Executive Director and Attorney being satisfied that they are owed and are correct:

City of Lincoln Park	July 1, 2012	Tax bill-1661 Fort	\$ 552.23
City of Lincoln Park	July 1, 2012	Tax bill-2205 Fort	\$ 58.91
Wayne Co Treasurer	July 2012	Tax bill-1661 Fort	\$ 730.41
<b>Total</b>			<b>\$ 1,341.55</b>

And Be It Further Resolved that the following Claims and Accounts be tabled for further discussion with the City:

City of Lincoln Park	July 11, 2012	Watering (7/2/12)	\$ 153.32
City of Lincoln Park	July 16, 2012	Watering (7/9/12)	\$ 597.73
<b>Total</b>			<b>\$ 751.05</b>

Motion unanimously carried.

The Board received a presentation from Christy Summers as to the possible extension along Fort Street and/or Southfield, of some or all of the elements of the original Fort Street streetscape project. The Board will continue this discussion at a future meeting and Ms. Summers will obtain more detailed information from DTE Energy regarding the streetlight costs.

Executive Director's report:

Business Letter: It was reported that the earlier draft of the DDA introduction letter did not go out and that the letter would be revised and sent out.

Appointment of Additional Board Members: It was reported that the Mayor and the Executive Director will be working on obtaining some additional members for the Board.

Committees: The Executive Director indicated that she will be using the Main Street approach and will be looking to establish committees for: Organization; Design; Economic Restructuring; and Promotions. She will also try to arrange a presentation on the Main Street approach for the September meeting.

Website/Facebook: It was reported that a Facebook page for the DDA has been created and is operational. Additionally, the DDA page in the City Website will be update and expanded.

Façade Improvement Grant: The Executive Director indicated that she would include information concerning this grant program in the business letter.

Marketing Brochure: The Executive Director indicated that she was reviewing the information previously prepared by McKenna and will be moving forward on completing the brochure with the necessary information to advertise and attract businesses to the Downtown. It was further reported that the EDC will be contributing additional money for the brochure preparation so that it can encompass all of Lincoln Park.

Banners: The Executive Director discussed banners options, along with prices, for the Fort Street streetlights with arms and several lights by City Hall. Banners with and without business advertising will be considered.

Streetscape Maintenance: It was reported that maintenance is good when done. However, Canon still does not understand the full scope of the work and litter and parking lot maintenance is not being performed as expected. The Executive Director further indicated that she was getting the specifications for the repair of the Fort Street planters from Beckett & Raeder and would have Bob Bartok look at them to see if DPS can do the repairs and at what cost.

Motion by Krause, supported by Fox

RESOLVED, that the Board authorizes the purchase of Dell 3333dn laser printer for the Executive Director's office at a cost not to exceed \$1,500.00.

Motion unanimously carried.

The Executive Director indicated that there were no usable large maps of the DDA area and that such maps would be useful in conducting business.

Motion by Romain, supported by McLain

RESOLVED, that the Board authorizes the purchase of a large plot map with aerial view of the DDA area and an electronic version of the map of the DDA area for the Executive Director's use at a cost not to exceed \$150.00.

Motion unanimously carried.

Calls to the Audience

Oral reports of Directors

Motion by Romain, supported by McLain

RESOLVED, that the meeting adjourn at 7:25 pm.

Motion unanimously carried.

Respectfully submitted,

David Tamsen

Legal Counsel/Acting Secretary