

**LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING MINUTES**  
**Regular Meeting of August 9, 2012**

The Lincoln Park Downtown Development Authority met in regular session on Thursday, August 9, 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, Romain, Van Cleave

ABSENT: McLain, Moraitis

EXCUSED: None

ALSO PRESENT: Madhu Oberoi, Executive Director; David Tamsen, Attorney, Leslie Lynch-Wilson, Farmers Market Director

Motion by Romain, supported by Mayor

RESOLVED, that the agenda be approved as presented with the correction of the date.

Motion unanimously carried.

Motion by Romain, supported by Fox

RESOLVED, that the minutes of the regular meeting of July 26, 2012 be approved with the elimination of Todd Galley from the members present.

Motion carried.

Motion by Fox, supported by Mayor Krause

RESOLVED, that the minutes of May 10, 2012 be removed from the table.

Motion carried.

Motion by Mayor Krause, Supported by Romain

RESOLVED, that the minutes of the regular meeting of May 10, 2012 be approved as presented.

Motion carried.

The Board discussed the Administration charge of \$10,000 contained within the DDA budget that was to compensate the City for providing administrative services to the Board.

Motion by Fox, supported by Romain

RESOLVED, that Mr. Tamsen and the DDA Executive Director will discuss the Administrative Fee with the Finance Director and the city manager to see what services it covers and if it can be reduced.

Motion unanimously carried.

Motion by Fox, supported by Romain

RESOLVED, that the August 2012 Friends of the Lincoln Park Farmers Market Report be accepted as presented.

Motion unanimously carried.

Mayor's Report: Mayor decided to report later at the end of the meeting.

Attorney report:

It was reported that the Executive Director would prepare the minutes for the DDA meetings on a trial basis with the Attorney reviewing the minutes prior to the minutes being distributed.

Motion by Romain, supported by Mayor

RESOLVED, that the following Claims and Accounts be approved for payment:

Angelo Iafrate Construction co.	July 23, 2012	Streetscape Improvements	\$ 23,644.50
Madhu Oberoi	August 3, 2012	Michigan Idea Exchange	\$ 103.32
		Conference Registration	

Motion unanimously carried.

Executive Director's Report:

The following items were discussed:

**Snow Contract:** Snow contract for the winter and Bob Bartok's desire to let out one single contract for the entire City due to cost savings. Board members expressed desire to have an independent contractor for snow removal. DPS could bid on the RFP as any private Contractor. This discussion should be carried on at the next meeting after determining what the cost would be to the DDA.

**Marketing Brochure:** It was reported that McKenna had already been paid a large percentage of the contract amount for the marketing brochure and a change in the scope of the project would require a new contract. The Board made no decision to alter the contract with McKenna. The DDA brochure could be designed to be an insert into a city wide brochure.

**Banners:** Information is still required on the hardware and brackets for mounting snowflakes as Christmas decorations and the incorporation of banners within the same hardware. A method and price for sponsorships needs to be determined prior to placing order for banners. Executive Director will obtain additional information from the banner representative and Bob Bartok.

**Logo:** A painting by Kelly Galley presented to the City has been used in the past and could be modified to create a DDA logo. Leslie will work with the DDA Executive Director to create a unique logo for the DDA.

**Façade Improvement Grant:** The Executive Director suggested that the façade improvement program be concentrated in the core downtown area rather than the entire DDA district. This will be brought back for further discussion at the next meeting along with maps.

**Michigan Main Street and Michigan Downtown Association:** Executive Director will follow up on the Michigan Downtown Association Membership and complete application for Michigan Main Street Program Associate membership.

Motion by Romain, Supported by Mayor

RESOLVED, that the Board agrees to participate in the Michigan Main Street Program and authorizes the Executive Director to prepare the appropriate letter and application.

Motion unanimously approved.

2205 Fort Street: The attorney indicated the Board did not receive a warrantable title from the County. A FOIA request has been made to the County to obtain the foreclosure documents but such documents have not been received yet. He further indicated that a lawsuit may have to be filed to obtain a warrantable title. There will be a cost to clear the title.

Repair of planters:

Motion by Romain, Support by Mayor

RESOLVED, that Beckett & Raeder is authorized to prepare bid specifications for the repair of Fort Street raised planters with options for different number of lineal feet and the standard provision that the DDA may reject any and all bids; and  
BE IT FURTHER RESOLVED, that the bid documents be reviewed by the DDA before it is released.

Motion unanimously carried.

MAYORS COMMENTS:

Mayor reported she has entered the Challenge by Bloomberg Philanthropies- A \$ 1 million to \$5 million award for creative ideas on improving City functions. She is looking for creative ideas to improve the downtown area and bring in new business. She has scheduled some brainstorming sessions with the Community.

Calls to the Audience

Oral reports of Directors: Several lights on Fort Street and Southfield Road are burnt out. DTE needs to be informed.

Parking lot behind Pinewood Market has weeds and branches growing between walls and bumpers. Needs to be cleaned up.

Motion by Romain, supported by Fox

RESOLVED, that the meeting adjourn at 7:00 pm.

Motion unanimously carried.

Respectfully submitted,

Madhu Oberoi  
Executive Director, DDA