

**LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
Regular Meeting of September 12, 2013**

The Lincoln Park Downtown Development Authority met in a regular session, on Thursday, September 12, 2013 in the Lincoln Park City Hall Council Chambers. The Chairperson, called the meeting to order at 5:05 pm, when a quorum was present.

PRESENT: Krause, Romain, Wilson, Moraitis, McLain (5:20 pm), Van Cleave, Fox*
* 5:45 pm

ABSENT: None

EXCUSED: Bruner

ALSO PRESENT: Madhu Oberoi, Executive Director; Dave Tamsen- Attorney

Motion by Moraitis, supported by Wilson

RESOLVED, that the agenda be approved as amended to add discussion on the Condo property owned by the Vernors Group.

Motion unanimously carried.

Motion by Wilson, supported by Moraitis

RESOLVED, that the minutes of the regular meeting of August 8, 2013 be approved as presented.

Motion unanimously carried.

Motion by Romain, supported by McLain

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

Motion unanimously carried.

Beckett & Raeder	\$ 5,739.76
US Lawns	\$ 2,267.77
US Lawns	\$ 1,292.77
Mckenna Associates	\$ 320.00
Car Quest- Auto parts	\$ 394.97
ICSC Retailers workshop Registration	\$ 55.00
Madhu Oberoi (meeting with Westland DDA)	\$ 40.64

Michigan Association of Planning	\$ 350.00
David Tamsen	\$ 3,491.00
Testing Engineers & Consultants Inc.	\$ 568.50
TOTAL	\$ 14,520.41

The Farmers Market Report was received and filed.

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

The Board received a presentation from Beckett & Raeder regarding the fall plantings and bid documents for Phase III of the streetscape project.
 Motion by Mayor, supported by Romain
 RESOLVED, that Beckett and Raeder be authorized to prepare bid and construction documents and advertise for seal bids for phase III of the streetscape project; and
 BE IT FURTHER RESOLVED, that the Board petition the Mayor and City Council for permission to undertake phase III of the streetscape project and apply for the appropriate permits for the project.
 Motion unanimously approved.

Motion by Romain, supported by McLain
 RESOLVED, that the Executive Director be authorized to order the missing parts for the banner arms for the Fort Street light poles in the streetscape area; and
 BE IT FURTHER RESOLVED, that the Board hire Corby Energy Services to re-install, align and tighten all banner arms and banners on the Fort Street light poles, at an hourly cost of \$150.00 per hour; and
 BE IT FURTHER RESOLVED, that the Board obtain a guarantee of the work for a period of 60 days.
 BE IT FURTHER RESOLVED, that the Chairperson be authorized to accept the modified work proposal from Corby Energy Services.
 Motion unanimously carried.

Motion by Romain, supported by Moraitis
 RESOLVED, that the Board authorizes the preparation of bid documents and the advertisement for the demolition of the Dorsey Building at 1673 Fort Street; and
 BE IT FURTHER RESOLVED, that site restoration, including proper grade and seeding; shall include the abutting vacant properties.
 Motion unanimously carried.

Motion by McLain, supported by Romain
RESOLVED, that Executive Director be authorized to request bids for snow removal.
Motion unanimously carried.

Motion by Mayor, Supported by Romain
RESOLVED, that the Executive Director and the attorney be authorized to investigate the delinquent tax issue regarding ~~on~~ 1667 Fort Street and meet with the appropriate County and City Authorities to have the property listed correctly as to tax status and to determine if the delinquent taxes and/or interest can be waived.
Motion unanimously carried.

Motion by Romain, supported by McLain
RESOLVED, that the Executive Director be authorized to order from Bronners 14 lighted garland, with mounting hardware, for every other light pole in the streetscape area;
and
BE IT FURTHER RESOLVED, that the Executive Director be authorized to order from Bronners Christmas Wonderland 5 snowflakes, with mounting hardware, that either match or are of similar design to those on hand for the balance of the light poles in the streetscape area; and
BE IT FURTHER RESOLVED; that the Executive Director obtain quotes for the installation and realignment of all of the snowflakes and garland in the streetscape area.
Motion unanimously carried.

Motion by Romain, supported by Moraitis
RESOLVED, that the Board have a Christmas Tree Lighting Ceremony on November 30, 2013; and
BE IT FURTHER RESOLVED, that the Board authorizes a budget of \$1000.00 for this event;
and
BE IT FURTHER RESOLVED, that the Executive Director is authorized to plan and schedule the appropriate refreshments, entertainment and activities for this event.
Motion unanimously carried.

Motion by McLain, Supported by Moraitis
RESOLVED, that the Petty Cash policy be adopted as presented.
Motion unanimously carried.

Motion by Romain, supported by Fox
RESOLVED, that the Executive Director contract be approved as presented and that the Chairperson and Secretary be authorized to sign the contract.
Motion unanimously carried.

Motion by Mayor, supported by Fox

RESOLVED, that Hennesey Engineers be authorized to mark the location of the property mark stake at the southeast corner of Victoria Lane and the abutting condominium property, provided such cost is less than \$350.00.

Motion unanimously carried.

Motion by Mayor, supported by Fox

Resolved that the meeting adjourn at 8:20 PM

Motion unanimously carried.

Respectfully submitted,

Madhu Oberoi

Executive Director, DDA