

*Village of Lincoln*  
**Downtown Development Authority**  
*Meeting Minutes*  
**March 13, 2018**

**Present:** Dennis Kruttlin, Joe James, Karen Godi, Evelyn Good, Kathy Schwartz, Rich Gillies, Eric Monnier, Phil Jordon, and Bob Jones

**Absent:** Mark MacNeill

**Guests:** Ed Buelow

**Call to Order:** Dennis Kruttlin called the meeting to order at 5:30 p.m. and led the group through the Pledge of Allegiance.

**Minutes:** The February 2018 draft meeting minutes previously received by members were reviewed.

**Motion** by R. Gillies to accept the minutes as presented. Support by J. James. All agreed, Minutes accepted.

**Treasurer's Report:** The January and February treasurer reports previously received by members were reviewed.

**Motion** by R. Gillies to accept the January report as presented subject to audit. Support by K. Godi. All agreed, Report accepted.

**Motion** by R. Gillies to accept the February report as presented subject to audit. Support by K. Godi. All agreed, Report accepted.

**Directors Report:** Bob Jones provided an update on the various projects he has been working on.

**Old Business:** E. Good distributed copies of the completed audit for year end April 30, 2017.

Discussion on payment of \$5,000 toward the Master Plan was tabled for further discussion under the Village Update.

Discussion on pass through funding. J. James distributed and summarized the Attorney General opinion letter he received from the CPA which indicates the correct process. It was determined that because the County Treasurer does not follow this process, the DDA should ask the Treasurer for a letter explaining the process she uses. This letter would be kept on file to explain, should the DDA be questioned.

D. Kruttlin will speak with attorney D. Cook about seeking such a letter from the County Treasurer.

**New Business:**

**Membership terms** – Reappointment of terms for three members, E. Monnier, J. James and E. Good, are all necessary.

**Motion** by D. Kruttlin to reappoint E. Monnier, J. James and E. Good for another term. Support by K. Swartz. All agreed. Motion approved.

**FY 2019 Budget** – E. Good prepared and distributed the proposed FY 19 budget. Discussion. E. Good noted that the budget includes the proposed TIFFA funds that are due to come in by May 2018. Following discussion, the budget was finalized.

**Motion** by K. Swartz to approve the budget with the discussed revisions including an increase in the website line item and addition of a Capital Equipment line item. Support by E. Monnier. All agreed. Motion approved.

#### **Public Comment**

Visitor Ed Buelow presented two items for discussion and interest. Ed provided some information on craft beer indicating that northeast Michigan doesn't have many locations that provide craft beer. Ed also provided some information on activity with Stormy Cromer and their recent need for people to sew.

#### **Village Update:**

P. Jordan stated that the Master Plan would cost \$10,000 and the Village had already paid \$5,000 with the remaining to be due this year.

**Motion** by R. Gillies to approve payment of the remaining \$5,000 toward the completion of the Master Plan. Support by E. Good. Discussion. All agreed. Motion approved.

P. Jordan stated that the Redevelopment Ready Communities committee met to complete the self-evaluation. The Village passed the necessary resolution and the completed self-assessment will be ready for submission soon. Phil noted that there are several updates that need to be made to the website and there will be costs associated with the updates. In addition, a Capital Improvement Plan is being developed and will be posted on the website once complete; replacement of the damaged street light pole is under way; the Beautification Committee is working on the self-waterers for the trees and the Boat launch has been completely approved and will be going out for bid.

**Motion** by E. Good to pay the \$500 deductible for the light pole. Support by R. Gillies. All agreed. Motion approved.

**Motion** by K. Swartz to adjourn the meeting at 7:20 p.m. Support by K. Godi. All agreed, Motion approved.

Respectfully Submitted by:  
Karen Godi, Secretary