



LINCOLN PARK
DOWNTOWN DEVELOPMENT AUTHORITY

**Minutes of the DDA Regular Meeting
March 10, 2022**

CALL TO ORDER & ROLL CALL

Motion: called to order 5:04

Present: Leslie, Bob, Daniel, Sam, Mayor Karnes (5)

Absent: Jim fox; Vicky McClain; Elias Moraitis; Brian Reiker (4)

Also Present: Councilwoman Tobin; Councilwoman Duprey; Director Malysz; Intern Jose; Sherri Huntington; Jim

APPROVAL OF AGENDA

Discussion:

Motion: Leslie

Second: bob

Passes unanimously

APPROVAL OF MINUTES

Discussion:

Motion: Mayor Karnes

Second: Leslie

Passes unanimously

ELECTION OF OFFICERS

Suggested:

Chair: Sam

Vice Chair: Daniel

Treasurer: Leslie

Secretary: Vicky

Motion: Mayor Karnes

Second: Bob



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Passes unanimously

APPROVAL OF INVOICES

- William Look, 2/11 (\$113.05)
- Gary Printing Company 2/4/22 (\$69.00) for Chocolate Walk
- Media News Group, Ad (\$420.50) for Amendment to DDA Development and Tax Increment
- Beckett and Reader, Fort Street Transportation Equity Study (\$3500)
- Beckett and Reader, Fort Street sidewalk repair (\$432.50)

General Discussion:

General Motion: Leslie

General Second: dan

General Vote: motion passes unanimously

RAISE CONTRIBUTION TO THE LINCOLN PARK HISTORICAL MUSEUM FROM \$7,500 TO \$18,000 for FY 22-23

- Discussion: Mayor Karnes clarified that the sum is for operation of the historical museum. The museum is looking to raise a millage but needs funding to cover services before they raise funds. Suggested to raise funding contribution from \$7500 to \$18000 in 2022-2023.
 - Director steel asked for clarification about payment increasing during this period or the next fiscal period.
 - Museum Society meets 4th Tuesday of every month on 1:30 PM. Commission Meets on 4th Wednesday at 7 PM
- Motion: Mayor Karnes
- Second: Bob
- Vote: unanimous

FARMERS MARKET REPORT

Sponsor dollars are coming in. Wayne metro seeding grant (\$3,500) is coming in. Featherstone agency and printing will be a project for doing social media and post carding for neighborhood near market. Leslie is looking to fund a food navigator for farmer's market that helps individual's buy healthy food, utilizing healthy food etc. Michigan Fitness Foundation would work with Leslie to hire a healthy food navigator. Michigan foundation is helping Leslie provide healthy eating training.



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FINANCIAL REPORTS

Discussion: Financial status is firm and have resources for every project currently implemented. Director mentioned that there will be future projects that will cost more but DDA will be applying for funds to meet need.

Motion: Daniel

Second: bob

Vote: unanimous

OLD BUSINESS

- Amended Development Plan
 - Council conducted 1st and 2nd reading of plan on 3/7/22. Director thanked councilwomen Tobin and Duprey. 3rd reading will be on 3/21/22.
- National Fitness campaign
 - Outdoor fitness court already expending. NFC still waiting for secondary funding from NFC. DDA has not tended a property offer to court property owner until NFC and Wayne County funding is set.
- Southfield Rd.
 - Corridor study is halfway done (evaluated land use, vacancy, zoning code; corridor status; right of way). Met Monday with consultant team to determine how to approach Southfield corridor eastward to Ecorse to incentivize small business to open in industrial space. Ilana preus Recast Your Cities: incentivizing small business to open in small industrial space.
 - Corridor plan moving forward with traffic study to ensure that traffic continues to flow but we facilitate pedestrian and bike access
- Holiday decoration 2022
 - Design committee met to discuss how to proceed. Chair remanded issue to design and public improvements committee. Leslie met with Daniel, erica asave, heather kneed on 2/24. Group decided to focus in front of city hall, museum, mellus park. To move forward group would need to know budget for expenditure. Committee working to price out materials and electrical. Daniel reached out to Bronner for commercial decoration pricing. Director suggested an upper budget limit of \$15,000. Questions arose about electrical box; director mentioned that the box has been repaired and microphone kink has been fixed. Bob Steele highlighted that there is no electric in front of the museum, but we might be able to use the museums outdoor power.



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- Certificates of Occupancy
 - Building department is working to update businesses that are open but don't have Cos. Building department is working on developing an audit of each commercial corridor to determine where each business is at the CO process. DDA is currently sharing information with chamber of commerce to support new businesses. Director suggested providing DDA with ZBA and Planning commission minutes to fully understand the process.
- CDBG
 - City submitted \$100,000 downtown housing rehabilitation funding. Leslie submitted farmer's market funding as well. Both applications are still being processed.
- City Events Challenge Grant Program
 - Director suggested creating a funding source to facilitate residents developing downtown events/activities and activate the downtown corridor. Director mentioned that maybe it could be \$5,000 to inspire residents to activate the downtown.
 - Mayor Karnes and Daniel supported the idea and encouraged the director to bring more information towards a completed initiative.
- Business Incubator
 - Outlined in downtown development plan to acquire property on 2207-2231 Fort Street.
 - Acquisition and rehabilitation of property for commercial development
 - DDA is working on brownfield assessment application
- City Events Coordinator
 - Director spoke with City manager to draw funding from DDA to fully fund position. Currently have difficulty finding part time candidates at current price. Chairman Eckman asked if EDC would be providing any funding for this position.
 - Director mentioned that EDC doesn't have the money or mission to fund a project like this. Director Steele asked clarifying question if this position would only cover DDA events or would also involve rec sports, youth activities.
 - Director clarified that this position would only focus on DDA but open to potential of hiring a dual role.
 - Mayor Karnes mentioned that the city needs help hosting events because DDA director is focused on the economic development space and suggested that the funding suggestion proceeds.
 - Discussion around the 20% contribution from DDA.
 - Chairman Eckman suggested moving forward with the suggestion.
 - Director Lynch-Wilson suggested changing the current lead of marketing committee to provide support for next events coordination.



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NEW BUSINESS

- Cinco de Mayo
 - Event would be 4/30/22 12:00-7:00 PM
 - Looking for 40 vendors with 5 spots for non-profits
 - Location has been moved to location behind turning point clubhouse (1605 Fort Street)
 - Councilwoman has revised sponsorship program and will need help to find new sponsors
 - Applications for vendor applications are open and should communicate with Maureen
 - Radio station La Zeta will be the sponsors
 - Vendor application should be sent to local businesses
 - Mexican consulate has been contacted for prayer and pledge.
- Joint-RRC Meeting -3/28 “Best Practices for RRC”
 - Elizabeth King from MEDC will present to city council; Planning Commission; EDC; DDA, ZBA on the benefits of RRC and the ins and outs of zoning update outcomes. City began RRC relationship in 2017 and stalled until 2022.
- “How to Open a business in Lincoln Park” presentation -3/30
 - Building; Assessing; Planning Commission; EDC will discuss how to open a business in the Lincoln Park area and what kind of incentives can be used to facilitate opening a business in Lincoln Park.
- Landscape maintenance contract
 - Not ready for review. Director spoke with commercial lawns and the negotiation as complicated so working with MDOT to figure out a potential cost coverage.
- CGI community banner program
 - City is in the middle of a 3-year contract with CGI for promotional banners along fort and Southfield drive. The program is free to the city and employs Motor city graphics for installation and distribution. DDA is working with CGI to update flyers to reflect diversity and businesses in the downtown district. Currently developing the design and will report back once we have greater idea of finalized design.
- Beckett and Raeder, for street sidewalk repairs program
 - Proposal from B&R to construction manage the sidewalk repair program. There isn’t a definite price on it but they’ve put a \$10,000 maximum with additional cost for milage at current IRS rate.
 - Mayor asked for clarification if the city’s existing contract with Hennessy engineering for project oversight. Director stated that they will revise if contract is under the management and oversight of Hennessy.
 - Bob Steele asked clarification if expense is for same sidewalk project that was approved prior. Director mentioned that the costs are different because one is for plans, bid documents, and one is for the management of the actual project.



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- Mayor motions: to approve expense provided that Hennessey engineer has no oversight over the project
- Second: Leslie
- Vote: passes unanimously

OTHER BUSINESS

- Director's Report
 - No additional comments
- Calls to Audience & Miscellaneous Matters
 - Jim from museum commission thanked the EDC board for their financial and emotional support for Historical Museum.
- Board Comments
 - **Leslie:** Discussed a fundraising lecture she attended called "Walking in their Moccasins" that empowered her to find more funding for city and farmer's market.
 - **Mayor Karnes:** Reached out to Bill look to figure out if city can force a business to develop a vacant property. Bill Look stated that besides eminent domain a city can't force development.
 - JC Penney Plaza is being debated within the court system to determine action on blight
 - **Chairman:** Thanked Maureen Tobin for Cinco de Mayo work
 - **Bob:** Excited about being back
 - **Daniel:** Excited about the energy on the board and in the city

MOTION TO ADJOURN

Meeting Adjourned 6:31 PM

Lincoln Park
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https://www.citylp.com/government/downtown_development_authority/government/financial_incentives.php
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