



LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of Regular Meeting Thursday, March 11, 2021

The Lincoln Park Downtown Development Authority (DDA) met virtually in regular session via Zoom. The meeting was held virtually due to the ongoing Coronavirus (Covid-19) pandemic and the current orders of the Michigan Department of Health and Human Services. Daniel Wright called the meeting to order at 5:04 pm. A quorum was present.

Members Present:

Mayor Karnes, Leslie Lynch-Wilson, Victoria McLain, Brian Reicker, Bob Steele, Daniel Wright

Members Absent:

Sam Eckman, Jim Fox, Eleas Moraitis

Also Present:

Director Carl Malysz, Assistant Director Timarie Szwed, Attorney William Look, and Councilwoman Maureen Tobin, Councilwoman Tracy Duprey

Agenda:

Mayor Karnes recommended the addition of agenda item 8.c. Ms. Szwed's hours. Mr. Steele made a motion to approve the agenda with the stated addition, seconded by Mr. Reicker. Motion carried unanimously.

Minutes:

Motion by Mr. Steele to approve the minutes of the February 11, 2021 Regular Meeting as written, seconded by Mr. Reicker. Motion carried unanimously.

Approval of Invoices:

Invoices by attorney William Look (\$148.75) and Beckett&Raeder (Lincoln Park Southfield Farmers Market Conceptual Design, \$1,818.75). Motion to approve invoices made by Mayor Karnes, seconded by Mr. Reicker. Motion carried unanimously.

Farmers Market Report:

Ms. Lynch-Wilson presented the Farmers Market Report for March 2021.

Financial Reports:

Financial reports were presented by the Director. The Director advised that the reports be taken under advisement and place in the files.

Old Business:

The Director gave an update regarding the 2205 Fort Street Façade Grant – Schneff Recapture Letter for \$1,500 debt. The Director stated that a letter was sent out asking for payment. Attorney Mr. Look advised that the next step would be to file a claim in small claims court. Ms. McLain motioned to allow a claim to be made, seconded by Mayor Karnes. Motion carried unanimously.

The Director gave an oral report on the recent joint meeting with City Council, DDA, EDC and others. He stated that the meeting was productive, and that notes from the meeting would be sent out soon.

Mr. Steele gave an update on the storage container. Mr. Steele has purchased a container, which has a tentative delivery date of Monday, March 22, 2021. The container will be placed at DPS. The Director suggested that once the container is in place a discussion should be had about how to relocate the DDA items stored throughout DPS yard to the container.

The Director discussed the Conceptual Plan for the Downtown Iconic Project. He stated that he has been in conversation with SEMCOG regarding traffic and pedestrian safety at the proposed project site. Mayor Karnes will be submitting a letter to SEMCOG indicating that Lincoln Park accepts the services of their program to help get a handle on pedestrian safety.

The Director stated that the Façade Grant for 2205 Fort Street – La Pinata Dulceria/Mexican Candy Store closing will take place on Friday, March 12, 2021.

The Director discussed the CGI Community Banner Program. He stated that CGI will be working with the DDA to design a banner commemorating the city's centennial. Mayor Karnes will be signing a letter that will help CGI introduce themselves and the program when they speak with businesses regarding sponsorship.

The Director discussed the DTE Fort Street Decorative Lighting System Upgrade. He stated that if there is any issue with DTE's progress he will forward that information to board members. Mr. Steele stated that the decorative poles in the median between Southfield Rd. and White St. have been out for approximately a month. The Director stated that he still needs to have a conversation with the Finance Department regarding how they proceed to recover money owed to the DDA for a negligent knockdown of a decorative light pole. More information on this manner will be available soon.

The Director stated that he joined the National Mainstreet Program on behalf of the DDA, per the DDA's prior approval in February. He has downloaded the manuals and templates that will be useful, for the mission of the DDA, and these will be shared with the appropriate committee chairs in the next few days.

The Director informed the Board that the previously submitted CDBG Downtown Rental Rehab Proposal is still in process.

The Director stated that he will be having a meeting with the Finance Department and the City Manager soon to discuss the DDA Budget Requests FY 2021-22. It was suggested that Carl get the numbers available from Lisa Griggs, and that a special meeting then be held for the DDA members to crunch the numbers and come up with the FY 2021-22 budget. Carl added that the TIF plan will need to be updated. Mr. Look suggested that when creating the budget, a category for anticipated costs for updating the TIF plan be added. He suggested an amount of \$7,500. He added that it is important to ensure that the DDA is up to date with the requirements set in 2018, prior to proceeding with the TIF plan update.

New Business:

The Assistant Director gave an oral report on the upcoming Cinco de Mayo event, planned for May 1, 2021. Bridget Espinosa of Puente Cultural Integration, LLC gave a presentation on what her company can offer the DDA to help establish and strengthen relationships with Hispanic business owners in Lincoln Park. A motion to establish a \$1,000 contract with Puente for the planning and execution of Cinco de Mayo event was made by Ms. Lynch-Wilson, seconded by Ms. McLain. Motion carried unanimously. A motion was made to increase the Assistant Director's hours from 20 to 30 hours per week, and to amend the contract appropriately. Motion was made by Mayor Karnes, seconded by Ms. McLain. Motion carried unanimously. This change will go into effect the week of Monday, March 15, 2021.

Director's Report:

The Director provided an oral report on the 2020-2021 DDA Work Program progress. A motion to move forward with the Cinco de Mayo event was made by Ms. Lynch-Wilson, seconded by Mr. Steele. Motion carried unanimously.

Public Comments:

Councilwoman Duprey believes it is a good idea to work with Puente on Cinco de Mayo. The councilwoman suggested finding a volunteer to help with the Cinco de Mayo event workload. She added that she enjoyed the meeting and thought that everything sounded good. Councilwoman Tobin stated that she had been in contact with a former event volunteer who will be joining the Cinco de Mayo committee again this year.

DDA Board Member Comments:

Ms. Lynch-Wilson stated that she is looking forward to the four committees and looking forward to receiving the information for the chairpersons. She is chairing the Design and Physical Improvement Committee. The Director told her that the information would be going out the next day. Mr. Wright commented that this was his first time moderating a meeting, and that he enjoys being a part of the DDA because it allows him to be more involved in the city. There were no other board member comments.

Adjournment:

A motion to adjourn was made by Ms. Lynch-Wilson, seconded by Ms. McLain. Motion carried unanimously. Meeting was adjourned at 7:09 pm.

Minutes submitted by Director Carl Malysz, and Assistant Director Timarie Szwed.