



LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of Regular Meeting

Thursday, April 08, 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 in accordance with the Michigan Department of Health and Human Services. Sam Eckman called the meeting to order at 5:03 pm. A quorum was present.

Present:

Sam Eckman, Jim Fox, Leslie Lynch-Wilson, Bob Steele, Victoria McLain, and Mayor Karnes

Absent:

Eleas Moraitis, and Daniel Wright

Also present:

Director Carl Malysz, Councilwoman Maureen Tobin, Councilwoman Lilian Ross, Councilman Kelsey, and William Look

Agenda:

Motion to approve agenda made by Mr. Steele, seconded by Mayor Karnes. Motion carried unanimously.

Minutes:

Corrections made to minutes including the meeting date and who called the meeting to order. Motion to approve the minutes with stated corrections made by Ms. McClain, seconded by Mr. Fox. Motion carried unanimously.

Invoices:

Invoice from William Look (\$403.75), March 12, 2021, for legal services rendered. Motion to approve invoice made by Ms. McLain, seconded by Mr. Fox. Motion carried unanimously.

Farmers Market Report:

Ms. Lynch Wilson presented the Farmers Market Report for April 2021.

Finance Report:

The Director shared the current financial reports. The current cash reserve is \$598,725.86. There were no questions regarding the budget documents. The financial reports will be put on file.

Old Business:

The Director explained that Councilwoman Tobin will be giving an update on the Cinco de Mayo event, due to the Assistant Director being absent from the meeting. The Director stated that the small claims action for the Schneff Recapture has not been filed yet, but he will be speaking with Mr. Look prior to the next meeting, at which time he will have more information.

Mr. Steele and the Director gave an oral report regarding the DDA storage container, which is located at DPS. The Director and Mr. Steele will visit the container tomorrow to check for leaks following the recent rain. The container is currently sitting on timber. It will be necessary to purchase locks and paint the unit. The Director suggested seeking volunteers from the High School to help with the painting. The Director expressed his thanks to Mr. Steele for the work that he did in obtaining and setting up the storage unit.

The Director reported that the Becket&Raeder contract for the Conceptual Plan: Downtown Iconic Project, has been put on hold. This is due to the need for conversations between the DDA and MDOT and Wayne County Engineers regarding steps that need to be taken prior to moving forward with the project.

The Director gave an oral report regarding the CGI Banner Program. CGI has started outreach with the business community. We are currently at approximately 30 banners. CGI expects to have banners produced and installed towards the end of May/June. CGI will provide brackets for the banners, install the banners, and maintain the banners as needed after installation.

The Director gave an oral report on DTE's progress updating the Fort Street decorative lighting system. DTE has analyzed the system, finding issues with the circuitry and circuit breakers. They will be replacing receptacles and circuit breakers. The Director reported that there have been collections from insurance companies for the decorative pole knockdowns caused by drivers.

The Director reported that there was nothing to report on the standing committees. Committee chairs have received the documents and handbooks needed to start the committees. The Director will create a schedule for committee meetings. He also stressed the importance of the committees and volunteers to the success of the Downtown. Ms. Lynch-Wilson asked whether there is a specific application for volunteers to fill out. The Director stated that he and the Assistant Director will be creating an application as well as promote the volunteer opportunities online. They will be having conversations with committee chairs as to what type of volunteer help is needed. Individuals can begin recruiting volunteers in the meantime.

The Director reported that we are waiting on final decisions regarding the proposed CDBG Downtown Rental Rehab Proposal. The DDA staff has been identifying possible sites for rental rehabilitation.

The Director reported on the FY 2021/22 Budget Proposal, stating that the budget is like those in recent years. Explanations were given regarding changes to the budget from the previous year. The proposed budget will be submitted to City Council for review. Mr. Steele inquired whether purchasing properties via tax sale would allow for the properties to be sold later, to which both the Director and Mr. Look answered that they could be sold. Motion to approve the proposed budget made by Mayor Karnes, seconded by Ms. Lynch-Wilson. The Director will report back to the DDA following the Budget Workshop, which he will attend. Motion carried unanimously.

Councilwoman Maureen Tobin gave an oral update regarding the 2021 Cinco de Mayo event.

New Business:

The Director stated that there was no new business to discuss at this time.

Director's Report:

The Director reported that the DDA is applying for a Community Development Fellowship to aid the

DDA with upcoming projects. The Fellow would work with the DDA on the Redevelopment Ready Community requirements, as well as other projects. The Fellowship pays for the cost of the Fellow for 12-18 months. The DDA would be required to provide workspace, as well as monitor the Fellow's progress. There is a financial obligation of approximately \$6,000 over 12-18 months. There are possible opportunities for the financial obligations to be covered via grants, or other funding resources. If a Fellow is granted, this will be brought before the DDA at this time.

Public Comments:

Councilwoman Tobin stated that there was a snowflake decoration leaning against a bush in the Southfield median. The Director stated that he had already picked the snowflake up.

DDA Board Member Comments:

Mr. Steele inquired whether it is possible to get someone to check the power to the street signs to ensure that there is power to them. The signs are currently not lit, and Mr. Steele suggested that the wires may be cut. The Director stated that he had contact with someone that is supposed to oversee those signs. Mr. Steele also commented that the trash cans need to be located and picked up, that there are still some cans knocked down. The Director stated that he believes that there are some locations that may benefit from additional cans, such as the bus stop in front of Walgreens at Southfield and Fort Street.

Ms. McLain stated that she is excited for La Sultana, that they were approved for their outdoor seating.

Mayor Karnes proposed that the DDA investigate doing something similar to what the city of Taylor is doing, changing the traffic lights to being on bars as opposed to wires. He believes that this would improve the look of the Downtown, as well as create better support for securing the lights. He added that the median at Southfield and Fort St. needs to be redone to improve the appearance.

Mr. Fox stated that he thinks that bars for the traffic lights is a good idea. He also thanked the Director for bringing him a copy of the meeting packet.

Ms. Lynch-Wilson gave a slide presentation on Downtown Happy Hour which is a Facebook page created by downtown revitalization professionals. Ms. Lynch-Wilson attended 3-Day Bender; a three-day event presented by Downtown Happy Hour. Ms. Lynch-Wilson gave a synopsis of the sessions that she attended.

Adjournment:

Motion to adjourn made by Mr. Fox, seconded by Ms. Lynch-Wilson. Motion carried unanimously. Meeting adjourned at 6:40 pm.

Minutes prepared by Director Carl Malysz and Assistant Director Timarie Szwed.