



LINCOLN PARK
DOWNTOWN DEVELOPMENT AUTHORITY

**Minutes of the DDA Regular Meeting
April 14th, 2022**

CALL TO ORDER & ROLL CALL

Motion: called to order 5:00

Present: Leslie Lynch-Wilson, Bob Steele, Daniel, Sam, Mayor Karnes, Brian Riecker, Vicky McClain (7)

Absent: Jim Fox; Leah Moraitis (2)

Also Present: Director Malysz; Intern Jose; Bill Look.

APPROVAL OF AGENDA

Discussion:

Bob proposed adding an amendment to agenda discussing member Jim Fox and Lee Moritus to new business

Seconded: Leslie

Motion: bob

Second: second

Motion passes unanimously

APPROVAL OF MINUTES

Discussion:

Motion: bob

Second: Leslie

Passes unanimously

APPROVAL OF INVOICES

- William Look, 2/11 (\$297.50)
 - M: bob
 - 2nd: Leslie
 - Passes unanimously



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- Tatiana Rodríguez – MC Cinco de Mayo (\$250.00)
- Janette Bazzel-Rodriguez – Ballet Folklorico (\$700.00)
- Gino Maisano – The Santana Project (\$900.00)
- Michael Pierce – Sound Engineer (\$400.00)
- John’s Sanitation – Porta Potties (\$625.00)
- Salvador Torres – Mariachi de Detroit (\$700.00)
- La Z Radio – Radio Station (\$1,100.00)

General Motion: Bob

General Second: Dan

Vote: Motion passes unanimously

FARMERS MARKET REPORT

Member Leslie applied for grant to a food safety program grant and MIFMA provided funding. CDBG funds were not approved by the CDBG authority. Farmer’s Market still needs to raise \$4000 to keep market going. Vendor applications went out mid-March. Wayne Metro will be a sponsor this year with a seeding grant. Will provide market \$1000. Beaumont will sponsor it with \$2000. Leslie took a QuickBooks course online to improve her knowledge in the process. Catch a Fire program has generated two new volunteers.

Discussion: Mayor Karnes mentioned that previous Lincoln Park CDBG coordinator excluded farmer’s market from eligibility. Leslie restated those other markets across the state and country have employed CDBG to fund market managers. Mayor suggested that Leslie meet with new CDBG director once they start in the new role.

FINANCIAL REPORTS

Discussion: Director mentioned that DDA has spent only 27% of approved budget at ¾ of the fiscal year. Biggest expenditures will be in capital spending on sidewalk improvements, incubator development.

Motion:

Second:

Vote: Motion passes unanimously



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OLD BUSINESS

- Landscape Maintenance Contract for Calendar Year 2022
 - DDA has a contract with Commercial Grounds Services, Redford company to do maintenance on the host property for \$350 to clean up dumpster enclosures, litter pick up and mowing.
 - Commercial Ground Services will sponsor the event by cleaning up the lot in lieu of the \$350 fee.
 - Mayor suggested going to DPS to find graffiti removal support

Motion to accept service in lieu of payment: Mayor

Support: Leslie

Motion passes unanimously.

- Cinco de Mayo Festival 2022
 - Maureen Tobin provided an update on the process. Seeking better communication with vendors that speak Spanish. Currently, we have 21 vendors and want to reach 30 vendors before the event. Radio station is contracted for presentation and pre-event advertising. Cost will be \$5,515 and sponsorship will be \$3,000 still need to raise \$2,515. DDA will remove garbage and barricades. 9AM is set up time
- Beckett and Raeder
 - Addendum to contract with Great Lakes construction for sidewalk repairs of unsafe concrete. Director presented multiple pictures of spaces in DDA with crumbling concrete sidewalks and roads. Add \$82,000 to the current contract to include these spaces in the existing repair contract. \$15,840 to repair the save a lot of pedestrian way repair.
 - *Discussion:* Mayor asked if DDA is responsible for approach to Auto-Zone. Traditionally, private owners are responsible for repairing their own property. Board member bob Steele said that in his work he sees the business owner as responsible for correcting the approach. He questioned the \$14.50/sq. ft. cost of contract. He currently does \$8.50/sq. ft. Director suggested pausing the conversation until May. Mayor suggested making a resolution to empower the director to create bid documents for three suggested changes. Board member Steele suggested removing the pavers at Klepper Street site.

Mayor moves to approve director to create bid documents and bid out for three cement repairs.

Support: Bob

Motion passed unanimously.



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- Holiday Decorations for 2022- Design and Physical Improvement Committee
 - Meeting acknowledged the \$1,500 budget for the design and repair of decorations. Committee will reconvene with the director once the decision is made.

NEW BUSINESS

- Branding / promotions summer intern – Cayce Parris, Rochester University
 - Ms. Parris is searching for a summer marketing internship. HR has asked that the internship goes for no more than 30hrs/week for eight weeks. Director explained that the internship could be an asset to branding, promoting, and attracting visitors to Lincoln Park, DDA and EDC currently pay Experience Downriver for these services. Intern can develop business profiles within DDA to jump on promotional experience. Director mentioned that the intern will be remunerated by either paying an hourly rate (the downside is that city would have to pay overhead) or providing an end of internship stipend that would be tax-free for both parties. The director would like to execute an internship agreement and pay her \$15/hr. for 30 hours a week or \$3,600 end of the process stipend. Mayor said Ms. Parris should be hired only after background check.

Motion to authorize director to develop an internship agreement: Bob

Support: Mayor

Motion passes unanimously.

- FY2022-23 Budget Proposal
 - Director walked the board through the proposed and finance dept. recommendation.
 - Finance has provided DDA with \$40K additional funds from tax revenue
 - Modified consulting fees for additional work on transportation equity project
 - Façade Grant program is budgeted for \$40,000
 - Contribution to other govt = contribution to historical museum (increase from (7,500 to 18,000)
 - Capital expenditures requested was (\$500,000) and amended to (\$465,000)
 - Projected Balance for FY22-23 is (\$458,337)
 - Board member asked about listing SEMCOG grant as revenue for their reimbursement. Director explained that there is still discussion around timing. Could potentially be listed in current year or next.

Motion to approve budget: Mayor Karnes

Support: Leslie

Motion carries unanimously.



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- Todd Galley Memorial, Lincoln Park Historical Museum – attached
 - Heritage Plaza will host the event
 - Cost for engraved pavers is \$150
 - Mayor explained that DDA is searching to honor Todd given his multiple-year service to the DDA. The paver would be sponsored by DDA
 - Group discussed if board would pay individually or would pay as a board.
 - Motion to approve individual contribution to DDA’s memorial for Todd Galley Memorial

M: Mayor Karnes

Support: Leslie

Motion passes unanimously.

- Jim Fox and Leah Moraitis
 - Discussion: board member Steele mentioned a conversation with Jim Fox. Jim is still hesitant to attend in person meetings given the COVID situation. Asked if Jim can take a leave of absence or resign from board. Discussion if he can stay in the DDA if he doesn’t live in the district or own property in the district. Director stated that he is looking to reexamine the DDA bylaws to understand whether individuals can serve on the board without having presence in the city. Mayor stated that he would prefer if Jim would step down and still help with design committee given the uncertainty of his return to the board.
 - Leah takes care of his parents when he is not working and can therefore not make it to board meetings.
 - Director added section about reappointing Leah, Jim, Leslie, Brian to align with election process. Mayor Karnes stated that he wants to wait until we have more clarity on Jim Fox and Leah situation before voting.

OTHER BUSINESS

Director’s Report

- Amended and Restated development plan and tax increment financing plan
 - We received approved amendment to TIF and DDA strategic plan.
- National fitness campaign
 - Working with contractors to do installation of site.
- Southfield Road Corridor Study and plan
 - Study is moving forward after a march rest and will be building a completion schedule with Liz Gunden in the coming weeks.



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- Eastside 2200 Block Fort Street
 - We're in a position for acquisition for four lots to figure out how to block pieces and redevelop them.
 - Director has applied to representative Dingell for funding for rehabilitation funds for the properties on that block.
- Certificates of Occupancy
 - We have 10 new COs but only 2 are new businesses. The rest are updates.
- CDBG Program Year 2022-2023 Request: DDA Housing Rehab Program (up to \$150,000)
 - The community improvement commission approved the DDA's petition for housing rehab program
 - So did the city council
- Downtown Event Challenge Grant Program
 - No progress has been made
- City Events Coordinator
 - Still moving forward with the search for candidate
- Joint-Redevelopment Ready Community meeting
 - Elizabeth King from MEDC presented to all five development committees on the benefits of RRC and Lincoln Park's RRC essential certification.
 - MEDC has provided a \$7,500 matching grant for zoning update based on RRC participation
- How to Open a Business in Lincoln Park Meeting
 - Five development offices hosted a public open house on how to open a business in the city last month.
 - City development team hosted an internal development review process to improve the process and create an easy-to-understand roadmap for development approval process.
 - Achieving this process is a "Redevelopment Ready Communities" best practice.
 - Mayor asked for DDA to be added to Planning Commission and ZBA meeting minutes
 - Board member asked that the city host a how to open a business workshop that focuses on the business side instead of the development side.
 - People are confused about the commercial aspect of opening a business as well as the development side.
- CGI Community Banner Program – 2022 Series
 - Director is working with CGI and Motor City Graphics to repair broken banners and replace shredded banners with 2022 series of banners.
 - Director will have final templates for discussion within the DDA design committee.
 - This program is of no cost to City of Lincoln Park.



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Calls to Audience & Miscellaneous Matters

Maureen Tobin: "Come to Cinco de Mayo!"

Board Comments

- **Leslie:** Mentioned that the trash cans on DDA are unlevelled. Asking about who will be leveling the cans. Director stated that DPS or Contractor will have to fix it
- **Mayor Karnes:** Thanked Jose for his services. Asked that if Jim will not continue on board then Director should create an honorary plaque for his service. Board should also have name badges and plaques for active
- **Chairman:** N/A
- **Bob:** DPS has six of the trashcans in repair. Expressed frustration of having to pay DPS for city services. Could use the funds for more DDA appropriate purposes.
- **Daniel:** N/A
- **Brian:** N/A
- **Vicky:** Thanking everyone for her to take a break during her absence

MOTION TO ADJOURN

Meeting Adjourned 7:02 PM. Motion by Bob; Support by Leslie; unanimous.

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