



## LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

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### Minutes of the DDA Regular Meeting

May 13, 2021

#### **CALL TO ORDER & ROLL CALL**

Regular meeting of the DDA held via Zoom, called to order by Daniel Wright at 5:02 pm. A quorum was present.

*Present:* Jim Fox, Mayor Tom Karnes, Leslie Lynch-Wilson, Victoria McLain, Bob Steele, and Daniel Wright

*Absent:* Sam Eckman and Eleas Moraitis

*Also present:* Director Carl Malysz, Assistant Director Timarie Szwed, William Look (Attorney), Councilwoman Tracy Duprey, Councilman Mike Higgins, Councilwoman Maureen Tobin, Kyle Nelson

#### **APPROVAL OF AGENDA**

Motion to approve the agenda was made by Ms. McLain, seconded by Mr. Steele. Motion carried unanimously.

#### **APPROVAL OF MINUTES**

A typographic error was found in the Roll Call section of the April 8, 2021, DDA Regular Meeting Minutes. Victoria McLain's name was misspelled. A motion to approve the minutes of the April 8, 2021, DDA Regular Meeting with correction of the afore mentioned typographic error was made by Ms. Lynch-Wilson, seconded by Ms. McLain. Motion carried unanimously.

#### **APPROVAL OF INVOICES**

A motion to approve an invoice from William Look, dated April 9, 2021 (\$178.50), was made by Ms. McLain, seconded by Mayor Karnes. Motion carried unanimously.

A motion to approve an invoice from Puente Consulting, dated March 30, 2021 (\$1,000.00) for services in the planning of the Cinco de Mayo event and for the future round table was made by Ms. Lynch-Wilson, seconded by Ms. McLain. Motion carried unanimously.

#### **FARMERS MARKET REPORT**

Ms. Lynch-Wilson gave the May 2021 Lincoln Park Farmers Market Report. Report was placed on file.

#### **FINANCIAL REPORTS**

The Director presented the April 30, 2021, financial reports. The DDA is currently within budget, with \$586,000 in cash and investment accounts. Financial reports will be placed on file.



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### OLD BUSINESS

- **Façade Grant: 2205 Fort Street – Schneff Recapture**

The Director gave an oral report regarding the Schneff loan recapture. He stated that it may be difficult to prevail in court due to failure by previous staff to execute and record documents properly. It was his recommendation that the DDA move forward, vowing to never do things in that manner again. Regarding the recent Façade Grant for La Pinata Dulceria, he assured the board that no money was released until all documents were received from Wayne County Registrar.

- **DTE Fort Street Decorative Lighting System Upgrade**

The Director gave an oral report regarding the decorative lighting system upgrade. He stated that DDA staff, along with the City Manager, walked along Fort Street and noticed excavation had been completed around light poles, and that there were some places where compacted gravel was used to replace broken concrete. He contacted DTE and was assured that DTE is responsible to replace the concrete and level any grass necessary in the median.

- **DDA Committee Chairman Appointments**

The Director stated that the manuals have been distributed to the committee chairs. The next step is to schedule meetings, ideally in the beginning of the new fiscal year.

- **2021 Cinco de Mayo up-date**

The event was canceled. A replacement event is being considered for September 18, 2021.

- **Puente Cultural Integration, LLC**

This matter was discussed previously during the meeting.

### NEW BUSINESS

- **2019 DTE Tree Planting Grant – PPM Tree Service & Arbor Care, LLC, Proposal**

The DDA staff has received quotes from multiple companies for supply of trees. The planting of the trees by DPS would cost approximately \$4,300. The Director has contacted other alternatives, he has left messages, but received few responses. One response from a reputable company was for \$9,450. The Director will follow up with John Kozuh. If the trees are not planted by the end of May the \$3,000 grant will likely be lost. Mr. Steele commented that he believes we should move forward with an outside company to ensure that the trees are planted quickly, given the short time remaining. A motion to contract with PPM to have trees planted for \$9,450 was made by Mr. Steele, seconded by Mayor Karnes. Motion carried unanimously.

- **2021 DDA Lawncare and Landscape Maintenance – Commercial grounds, Inc., Proposal**

The Director presented an annual contract proposal from Commercial Grounds, Inc., for lawncare and landscaping. The contract value was \$71,820.12 if all the work embedded in the contract is done. The DDA will not be charged for work that does not have to be completed. The Director also presented a document showing changes from the 2018 contract, totaling approximately \$10,000, the bulk of which is for mulching and edging of flower beds throughout the downtown. This work



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has not been completed in five years. A motion to accept the proposed offer with the Director working to minimize the number of cuts as deemed appropriate was made by Mr. Steele, seconded by Ms. Lynch-Wilson. Motion carried unanimously.

### **DIRECTOR'S REPORT**

- **CGI Banner Program**

The Director gave an update on the CGI Banner Program. He reported that to date there are 43 participating sponsors, and a total of 111 banners purchased/committed to. The banners will be on the decorative light poles on Fort Street as well as on the perimeter. The Assistant Director presented the banner proofs for the twelve city banners.

- **Property Acquisition of 2200 block of East Fort Street**

The Assistant Director gave a presentation on the properties, including the properties that will be up for tax sale soon.

- **Possible sites for activation**

The Assistant Director presented on two locations that the DDA staff believe are ideal for activation as walkways, artwork displays, and seating. The locations include a walkway along the westernmost wall of Save-A-Lot, and a vacant green space between the Moose Lodge and Albert's furniture on Fort Street. More information on these sites and proposed activations will be presented at the June 10, 2021, meeting.

### **CALL'S TO AUDIENCE**

Councilman Higgins stated that he is the chairman of Hands of the City. He discussed the possibility of partnering with the DDA on the Hands of the City annual Penny Drop event, to make the event a tradition and co-event. He believes that by working together this could be a very nice event, like that done in Wyandotte. Ms. McLain expressed interest in this, Mr. Fox also liked the idea. The Director stated that this would be a nice event to inaugurate the alley proposed for activation. Mr. Higgins added that the Moose Lodge may be interested in working with the DDA on the alley activation project.

Councilwoman Tobin stated that she is pleased with the way things are going. She added that the banners look fabulous, and that the activation of the alleys is a fabulous idea, so long as there is plenty of foot lighting. She believes that it is important to get an itemized list of what Puente Consulting has done. Finally, she is all for a joint Penny Drop event.

Councilwoman Duprey stated that she believes working with Hands of the City is a good idea.

### **BOARD COMMENTS**

Ms. Lynch-Wilson warned board members that there are new scammers targeting Facebook events, which she learned about on art/vendor show sites. Hackers are attempting to scam vendors into giving them money. Ms. Tobin responded that there should be a schedule for page admins to insure that things are okay on the pages, and that we are accepting applications with a safe email address.



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There were no other board comments.

### **MOTION TO ADJOURN**

A motion to adjourn the meeting was made by Ms. McLain, seconded by Mr. Fox. Motion carried unanimously. Meeting was adjourned at 7:00 pm.

*Meeting minutes prepared by Director Carl Malysz and Assistant Director Timarie Szwed.*