



## LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

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### Minutes of the DDA Regular Meeting

July 08, 2021

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

Regular meeting of the DDA held via zoom, called to order by Sam Eckman at 5:05 pm. A quorum was present.

*Present:* Sam Eckman, Jim Fox, Mayor Tom Karnes, Leslie Lynch-Wilson, Brian Reicker, Daniel Wright

*Absent:* Victoria McLain, Eleas Moraitis, Bob Steele

*Also present:* Director Carl Malysz, Assistant Director Timarie Szwed, Councilwoman Tracy Duprey, Councilman Mike Higgins, Councilwoman Lylian Ross, Annette DeMaggio

#### **APPROVAL OF AGENDA**

Motion to approve the agenda was made by Mr. Wright, seconded by Mayor Karnes. Motion carried unanimously.

#### **APPROVAL OF MINUTES**

Motion to approve the minutes of the June 10, 2021, Regular Meeting was made by Mayor Karnes, seconded by Mr. Fox. Motion carried unanimously.

#### **APPROVAL OF INVOICES**

A motion to approve an invoice from William Look, attorney, dated June 11, 2021 (\$159.38) for legal services was made by Ms. McLain, seconded by Mr. Wright. Motion carried unanimously.

A motion to approve two invoices from Commercial Grounds for the months of May and June 2021 (\$6,309.03, \$13,039.08) for landscape and maintenance was made by Mayor Karnes, seconded by Mr. Wright. Motion carried unanimously.

#### **FARMERS MARKET REPORT**

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

#### **FINANCIAL REPORTS**

The Director presented the June 30, 2021, financial reports. Reports were placed on file.

#### **OLD BUSINESS**

- **CGI Communications Inc., 2021 Community Banner Program**

The Director gave an oral report on the progress of the Community Banner Program. He stated that Motor City Graphix will be installing the banners, they are in the process of acquiring the necessary



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permit. There will be a total 135-150 banners total.

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

The Director gave an oral report, stating that all clean up has been completed, and the concrete has been replaced, following DTE's upgrade work. He stated that it took multiple complaints to accomplish this, and that the upgrade should solve the issues with the Christmas lights. Upgraded lights are located on Fort Street, in the median, between Outer Drive and Garfield.

Mayor Karnes informed the Director that there is a portion of the light in front of Bussen's Appliance Store is missing. He inquired about who should be contacted to remedy this. The Director stated that he spoke to DTE and is waiting to hear back. The Director will contact DTE again on Monday if necessary.

- **Proposed Downtown Strategic Plan and TIF Plan Amendment: Eastside 2200 Block of Fort Street – Acquisition/Rehabilitation and Incubator Program**

The Director stated that the DDA is still focusing on this block. He informed the Board that the Strategic Plan was never adopted into the TIF Plan. DDA staff is working to find the best way to mesh the plans together.

- **Façade Grant Policies**

Discussion was had later in the meeting, under new business.

### NEW BUSINESS

- **Planting flowers at Southeast corner of Fort St. and Southfield Rd., and behind Refuge Coffee**

Discussion was led by Lincoln Park resident, Annette DeMaggio, who volunteers her time by gardening in the City and started the Garden Club. She does not charge the city for labor but stated that there is a lot of work to be done. Planting at the southeast corner of Fort St. and Southfield Rd. will be done at no cost, and many of the plants will be donated. She stated that an agreement would be necessary from someone to ensure that the planters will be weeded and necessary upkeep will be provided in the spring. Planting will be done around Labor Day, so that the plants have time to root before wither. She requested \$100 from the DDA to purchase additional flowers, including daffodils and mums, so that there will be flowers blooming from spring to fall.

A motion to provide the requested \$100.00 was made by Mr. Wright, seconded by Mr. Reicker. Motion carried unanimously. Ms. DeMaggio will purchase the flowers and be reimbursed by the DDA.

- **Design Committee meeting report and minutes by Leslie Lynch-Wilson**



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Ms. Lynch-Wilson gave an oral report on the Design Committee meeting. During the meeting the Committee agreed that it would be appropriate to change the Façade Grant policies to include site improvements.

- **Grand Opening of Pita to Go**

The grand opening of Pita to Go will be held at 986 Southfield Road, on July 31, 2021, from 1-4 pm. All board members were encouraged to attend.

- **Fort Street Pavement Repairs Proposal**

The Director presented a proposal from Becket & Raeder for developing plans to implement necessary improvements on Fort Street sidewalks. He stated that these plans will not be engineered or landscape architect plans but would focus solely on making repairs of unsafe conditions, including uneven/cracked pavement, broken benches, and unstable trash receptacles. The cost will be \$8,650. Mayor Karnes pointed out that this would really help increase walkability, and possibly save people from injury. He stated that the Director should speak with John Kozuh (DPS) regarding permits.

A motion to engage Becket and Raeder to move forward on the proposed project was made by Mayor Karnes, seconded by Ms. Lynch-Wilson. Motion carried unanimously. The Director stated that he does not feel that there will be any design questions to address, but he will keep the Design Committee updated on the progress.

- **Façade Grant Policies**

A discussion regarding the current Façade Grant policies was had. The discussion focused on amending the Façade Grant to include grants to new businesses and to include grants for site improvements. Mayor Karnes expressed concerns that businesses will be given a grant prior to having a Certificate of Occupancy. He suggested working with potential businesses to make sure that they are not missing out on this incentive.

A motion to approve changes presented by the Director, pending approval by Mr. Look (attorney), was made by Mayor Karnes, seconded by Mr. Fox. Motion carried unanimously.

### **DIRECTOR'S REPORT**

The Director gave an oral report with updates on the DDA/EDC Work Program, FY2020-2021 Priority Project List.

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

Councilman Higgins discussed the Hands of the City New Years Eve Penny Drop event, to be held at the Lincoln Park Moose Lodge. The Councilman suggested that the event would benefit from DDA



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involvement. He inquired about the possibility of the DDA donating \$1,000.00 to the event, to aid in booking a band. The Director stated that this matter would be further discussed at a later DDA meeting.

### **BOARD COMMENTS**

Mr. Fox thanked the Assistant Director for delivering the agenda packet to him. He also thanked the DDA staff for participating in the RRC Virtual Learning Academy. He stated that the lights look nice on Fort Street.

Mr. Wright stated that he is noticing that the staff is working well together.

Mayor Karnes concurred with Mr. Wright, on how well the team is working together. He is excited that things are going on. He also commented on the rejuvenation of the Farmer's Market, and thanked Ms. Lynch-Wilson for her work.

Ms. Lynch-Wilson inquired on the latest on the Southfield Road Pavilion Project. The Director stated that DDA staff has had meetings with Wayne County Road Commission regarding this.

Mr. Reicker thanked the staff for their work.

### **MOTION TO ADJOURN**

A motion to adjourn the meeting was made by Ms. Lynch-Wilson, seconded by Mr. Reicker. Motion carried unanimously. Meeting was adjourned at 6:26 pm.

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