



LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of the DDA Regular Meeting

August 19, 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. This meeting was originally scheduled for August 12, 2021. It was rescheduled due to power outages throughout the area.

Present: Sam Eckman, Jim Fox, Mayor Tom Karnes, Leslie Lynch-Wilson, Bob Steele, and Daniel Wright

Absent: Victoria McLain, Eleas Moraitis, Brian Reicker

Also present: Director Carl Malysz, Assistant Director Timarie Szwed, Attorney Bill Look, Councilman Mike Higgins, Councilwoman Maureen Tobin, Igor Tarducci (Pierino Frozen Foods), Sheree Soblo (Sheree's Stockpile)

APPROVAL OF AGENDA

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

APPROVAL OF INVOICES

A motion to approve an invoice from William Look, attorney, dated July 9, 2021 (\$140.25) for legal services was made by Ms. Lynch-Wilson, 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 expenditures budget for the previous fiscal year. He explained that some purchase orders still need to be added, and that the Finance Department expects to have this finished by the end of August. Approximately 60% of the budget was spent.

The Director presented the July 30, 2021, financial reports. He stated that less than 1% of the budget has been spent since the beginning of the new fiscal year. The DDA will receive approximately \$200,000 in TIF funds in calendar year 2021. Reports were placed on file.



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OLD BUSINESS

- **Façade Grant Policies**

The Director stated that the changes agreed upon at the last meeting were made to the Façade/Site Improvement Grant Policies. Changes were reviewed and approved by attorney Bill Look, who concluded that the changes were consistent and not an affront to the MI code or rules the DDA operates under. The Assistant Director is preparing revised application forms, which will be reviewed by Mr. Look in a few weeks. Changes to the policies included a title change, eligibility change to include new occupants of a building previously awarded the grant, allowed improvements to sites including painting related to the façade. Also added the statement “the grant shall be secured by a recorded lien to be executed by the applicant and property owner,” under the advisement of Bill Look.

Councilman Higgins inquired whether non-profit organizations may utilize this grant. Mr. Look stated that there is nothing prohibiting non-profit organizations from taking advantage of the program.

Mr. Wright inquired whether a business that is not yet open can receive the grant. The Director stated that all language that precluded new businesses from participating in the program had been removed.

A motion to accept changes to the Façade/Site Improvement Grant Program policies was made by Mr. Wright, seconded by Ms. Lynch-Wilson. Motion carried unanimously. The Director added that the Design Committee was involved in the changes.

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

A motion to allow the painting of the dumpster wall and provide \$35 towards purchase of paint was made by Ms. Lynch-Wilson, seconded by Mr. Fox. Motion carried unanimously.

- **Moose Lodge/Hands of the City New Year’s Eve Penny-Drop Event Pledge Request: \$2,000.**

Councilman Higgins explained to the board what the approach to the penny drop will be. He explained that he would like to work with the DDA on the event. He stated that to make the event free would require \$1,000 for a band, and \$1,000 for food/refreshment. Councilwoman Tobin will help secure a band for the event. A motion to table the matter was made by Mayor Karnes, seconded by Mr. Wright. Motion carried unanimously.

NEW BUSINESS

- **Façade/Site Improvement Grant request: Pierino Frozen Foods, Inc., 1695 Southfield Rd.**

Igor Tarducci, representative of Pierino Frozen Foods, addressed the board. Mr. Tarducci explained plans to tear out all asphalt and replace with concrete, as well as erect dumpster enclosures and



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additional landscaping. They are asking for the maximum contribution of \$10,000 towards the proposed improvements. Ms. Lynch-Wilson stated that the Design Committee visited the site and reached a consensus in favor of the proposed project. The Director stated that all proposed improvements met the amended eligibility requirements. A motion to approve the Façade/Site Improvement Grant request of \$10,000 was made by Mayor Karnes, seconded by Mr. Wright.

- **Façade/Site Improvement Grant request: Sheree's Stockpile, LLC, 1516 Southfield Road.**
Sheree Soblo, owner of Sheree's Stockpile, addressed the board. Ms. Soblo explained the proposed project includes adding wooden accents around windows, rehabilitating, or replacing the existing door, and adding an awning. The awning would be material on a metal frame, and the frame will be painted. Sketches and examples of awnings were provided. The design committee is in favor of the proposed project and recommended moving forward with it. The total price for architectural work and afore stated improvements is \$4,100. Ms. Soblo is applying for a \$2,050 matching grant. A motion to approve the proposed Façade Grant request, pending a color consultation, was made by Mayor Karnes, seconded by Mr. Fox. Motion carried unanimously.
- **Chris Dardzinski, Lincoln Towne, Reimbursement Request: \$144.00**
The Director stated that Mr. Dardzinski had gifted the DDA 1,000 copies of a dossier. The Director explained to Mr. Dardzinski that the DDA cannot accept such a large gift. A request was made to reimburse Mr. Dardzinski \$144. A motion to not reimburse Mr. Dardzinski was made by Mayor Karnes, seconded by Ms. Lynch-Wilson. Motion carried unanimously.
- **Jeanne Antulis, City Hall front-yard landscaping**
Images provided by Ms. Antulis were provided, featuring her ideas for landscaping the front of City Hall. Ms. Lynch-Wilson stated that this is a project that the Design Committee can be involved in. A motion to give this matter over to the design committee was made by Mayor Karnes, seconded by Ms. Lynch-Wilson. Motion carried unanimously.
- **Resolution to adopt *Lincoln Park Alive!* (DDA Strategic Plan 2015) and other related materials**
The Director stated that some sites that we are interested in developing, including the 2200 block of east bound Fort St, were not included in the development area. The plan was developed in 2015 and never officially adopted by Council, nor is there evidence that it was adopted by the DDA. The TIF plan needs to be amended, the useful life of the TIF plan expires in about 10 years, but there is still much to do. The Director recommended that this matter be presented to Council either September 20th, or in early October. He added that Mr. Look has reviewed the documents. A motion to adopt was made by Mayor Karnes, seconded by Mr. Wright. Motion carried unanimously.
- ***Lincoln Park Downtown Bash!* (Saturday, September 18, 2021)**
The Assistant Director gave an oral report on the proposed Lincoln Park Downtown Bash event. A special event permit had been approved by Council prior to the meeting. The Assistant Director



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stated that one of the budget items for the event included purchasing lawn games to be used at this and future events, at a cost of \$497. She added that there were concerns among staff and City Management regarding increases in the number of Covid-19 cases. Board members expressed similar concerns.

A motion to pay \$497 for lawn games to be used at future events was made by Mayor Karnes, seconded by Mr. Steele. Motion carried unanimously. A motion to cancel the event was made by Ms. Lynch-Wilson, seconded by Mr. Fox. Motion carried with five in favor, and one against. Mr. Wright opposed the motion.

DIRECTOR'S REPORT

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

PUBLIC COMMENTS

There were no public comments.

BOARD COMMENTS

Mr. Steele commented that he likes the CGI banners, but there are a few that look crooked. He will connect with Carl to inform him which banners. He stated that the directional sign at Fort Park and Southfield Rd. is in bad shape. Additionally, he stated that trees are blocking the view of westbound Southfield Rd. traffic, when in the median, traveling north on Lafayette. The Director responded, stating that he is working with DPS to get the tree trimming company that they contract out to rectify the issue.

Ms. Lynch-Wilson stated that the banners look good, but next time we should avoid the script font next time. She stated that the design committee is working well, having had two meetings. She is working to recruit additional volunteers, including someone with a background in landscape experience. She added that following the success of the design committee, this is a good time for the other committee chairpersons to begin recruiting members by reaching out to the community. She believes there is a lot that the committees can be helping the DDA staff with. Finally, she has been noticing very disappointing things about the downtown, including the unlevel garbage cans, receptacles with missing lids, a building with a hole in the building. There is a lack of quality in the downtown, and we need to start figuring out a way to fix some of these things in the downtown. The Director stated that he agrees with her that the committees need to become active, and that the promotion committee is the ones that we should be working with to host events, with the help of a promotions committee DDA staff would be in much better position regarding events. He addressed the issue with the trash receptacles, stating that Mr. Eckman and Mr. Steele have provided a list of trash receptacles that need attention, these issues will be taken care of when the sidewalk repairs are done. He added that any derelict seating will also be addressed, either by being repaired, replaced, or removed.

Mr. Wright asked if it was possible to trim trees on the Fort St. corridor, the Director responded that the trees throughout the entire corridor will be dealt with.



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Mr. Fox commented that he is glad to hear that the Southfield corridor is getting some attention, that it is a vibrant strip. Also, that it is good that the bubbles that were left out of the development area are being addressed. He stated that they years ago they tried to figure out why they were left out, and nobody knew. He commented on the Outer Dr. and Lafayette intersection, stating that there should be a sign on Outer Dr. stating that cross traffic does not stop.

No other Board members added any comments at this time.

MOTION TO ADJOURN

A motion to adjourn the meeting was made by Mr. Fox, seconded by Mr. Wright. Motion carried unanimously. Meeting was adjourned at 7:37 pm.

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