



LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of Regular Meeting
Thursday, January 14, 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 the current orders of the Michigan Department of Health and Human Services. Bob Steele called the meeting to Order at 5:03 pm. A quorum was present.

Members Present:

Robert Steele, Mayor Karnes, Daniel Wright, Victoria McLain, Sam Eckman, and Leslie Lynch-Wilson.

Members Absent:

Jim Fox, Eleas Moraitis, and Brian Reicker.

Also Present:

Director Carl Malysz, Assistant Director Timarie Szwed, Attorney William Look, and Rudy Cianfarani, member of the EDC and local property owner.

Agenda:

Motion by Mayor Karnes to adopt the Agenda as presented, seconded by Leslie Lynch-Wilson. Motion unanimously carried.

Resolution:

A discussion was had regarding the Electronic (Virtual) Meetings. Ms. McLain asked whether a party may participate virtually if they know in advance that they will be absent. Mr. Look indicated that they may not, that once in person meetings are being held the only persons who may attend virtually are those who are suffering from an illness or have been in direct contact with someone with Covid-19 and are therefore under quarantine. Motion to accept the resolution made by Ms. McLain, seconded by Mr. Eckman. Motion carried unanimously.

Election of Officers:

Mr. Steele nominated Mr. Eckman for Chair, seconded by Mayor Karnes. Mr. Eckman accepted the nomination. Mr. Eckman nominated Mr. Steele for Chair; Mr. Steele declined the nomination. Mayor Karnes nominated Mr. Steele for Vice Chair, seconded by Mr. Eckman. Mr. Steele nominated Mr. Wright for Vice Chair, seconded by Ms. McLain. Mr. Steele later withdrew his nomination. Mr. Steele nominated Ms. McClain for Secretary, seconded by Ms. Lynch-Wilson. Ms. McLain nominated Ms. Lynch-Wilson for treasurer, seconded by the Mayor.

Mayor Karnes motioned to accept all nominations, seconded by Ms. Lynch-Wilson. Motion carried unanimously. The 2021 DDA officers are: Mr. Eckman, Chair; Mr. Wright, Vice Chair; Ms. McLain, Secretary; and Ms. Lynch-Wilson, Treasurer. It was decided that Mr. Eckman would proceed over the remainder of the meeting. The Mayor thanked Mr. Steele for his years of service as Chairman of the DDA. Mr. Steele thanked the Board for their help during his service.

Minutes:

Motion by Mr. Steele to approve the minutes of the December 10, 2020 Regular Meeting as written, seconded by Mayor Karnes. Motion carried unanimously.

Approval of Invoices:

Invoice by Commercial Grounds, Inc. (\$5,226.98): Motion by Mr. Steele, seconded by Ms. McLain. Motion unanimously carried. The Director stated that he had conversations with the landscape company regarding additional work they may do in the spring. Director and Mr. Steele will get detailed proposal to bring to the DDA. Ms. McLain asked if trimming trees could be included in said proposal, both agreed that it could.

Farmers Market Report:

Ms. Lynch-Wilson presented the Farmers Market Report for January 2020.

Financial Reports:

Mr. Steele stated that no cash account statement had been received. Director confirmed that it was not there, and stated that the cash is healthy, that there was enough to cover necessary budget. Mr. Steele motioned to accept, seconded by Ms. McLain. Motion carried unanimously.

Old Business:

An update was given on the 2205 Fort Street Façade Grant – Schneff Recapture Letter for \$1,500 debt. The Director presented the options of either sending a follow-up letter or getting Mr. Look involved. Mr. Look agreed that these were the best avenues to proceed with. There was consensus was that the Director will send a letter informing the recipient that payment is expected by a set date, otherwise the DDA’s attorney will get involved.

Mr. Steele led a discussion regarding the purchase of storage containers. He informed that “used onetime” containers range from \$4,500-\$5,200. Mr. Steele asked that the Board approve an amount of money, and he would move forward with purchase. The Director stated that the container could be stored at DPS. A motion was made by Ms. Lynch-Wilson to give \$5,000 towards storage containers, seconded by Mr. Wright. The Mayor stated that the motion should be for up to \$6,000. A motion was made by Ms. Lynch-Wilson to approve, seconded by Mr. Wright. Motion carried unanimously.

The Director presented Beckett & Raeder’s Conceptual Plan: Downtown Iconic Project. He stated that if the Board thought that it was an appropriate time, they could move forward with Wayne County since the parking is under their jurisdiction. Three different designs were presented. After the presentation and comments, the Director stated that he would get information on how to create maximum pedestrian safety, as well as information on pedestrian movements. The Director will bring this

information to a future meeting. Mr. Eckman stated that it would make sense to have some sort of monument to mark the Centennial.

New Business:

The Director stated that he was asked to submit some indication of capital improvement program requests to the Finance Department. He indicated that two preliminary requests had been completed.

The Assistant Director reported on the upcoming Chocolate Walk event, to be held on February 13, 2021. Mr. Cianfarani indicated that one of his tenants may be interested in participating in the event, as did Mr. Steele.

The Director discussed the upcoming Joint-Meeting with City Council, DDA, EDC, and Others. The Director will create an agenda with time slots to discuss with the Mayor.

The Director presented the DDA 2021 Meeting Schedule. He stated that the DDA would not be able to meet on November 11, 2021, Veteran's Day. The Mayor motioned to approve meeting dates with exception of Moving November's meeting to the 18th, seconded by Mr. Steele. Motion carried unanimously. Carl stated that he would get a modified document out to Board Members.

The Director discussed the need for committees. Mr. Wright asked whether the chair of a committee must be on the DDA Board. The Director explained that they should be Board members, but that other committee members could be volunteers not on the Board. The Director recommended that the Chairman, Mr. Eckman, should give some thought as to who he might want to see step into these positions.

Director's Report:

The Director discussed the DDA Work Program FY2020-2021 Priority Projects. No questions followed.

Public Comments:

There were no public comments.

DDA Board Member Comments:

Mayor Karnes congratulated the newly elected DDA officers. Mr. Steele explained that he is excited about the coming year. He stated that there should be a policy/procedure for getting reimbursed by insurance companies in the future. Mr. Wright indicated that he was excited about the Southfield Project. Mr. Eckman stated that he was also excited about the Southfield Project, and that he would begin considering what a monument or emblem would look like there. He stated that he would come up with some ideas and send them out.

Adjournment:

Mr. Steele motioned to adjourn at 6:44 pm, seconded by Ms. McLain. Motion carried unanimously.

Minutes submitted by Director Carl Malysz, and Assistant Director Timarie Szwed.