



LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of Regular Meeting
Thursday, February 11, 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. Chairman Sam Eckman called the meeting to order at 5:14 pm. A quorum was present.

Members Present:

Sam Eckman, Bob Steele, Leslie Lynch-Wilson, Mayor Tom Karnes, Eleas Moraitis, James Fox, and Brian Reicker

Members Absent:

Vicki McLain and Daniel Wright

Also Present:

Director Carl Malysz, Assistant Director Timarie Szwed, Attorney William Look, and Councilwoman Maureen Tobin, Councilwoman Tracy Duprey

Agenda:

Motion by Mayor Karnes to adopt the Agenda as presented, seconded by Mr. Moraitis. Motion unanimously carried.

Minutes:

Motion by Mr. Steele to approve the minutes of the January 14, 2021 Regular Meeting as written, seconded by Ms. Lynche-Wilson. Motion carried unanimously.

Approval of Invoices:

Invoice by Attorney William Look (\$212.50): Motion by Mr. Steele, seconded by Ms. Lynche-Wilson, motion carried unanimously. Invoice by Commercial Grounds, Inc. (\$622.63): Motion by Mr. Steele, seconded by Ms. Lynche-Wilson, motion carried unanimously. Invoice by Beckett&Raeder for the Lincoln Park Southfield Farmers Market Conceptual Design (\$1,538.75): motion by Ms. Lynche-Wilson to approve, seconded by Mr. Moritis, carried unanimously.

Farmers Market Report:

Ms. Lynch-Wilson presented the Farmers Market Report for February 2020. Ms. Lynche-Wilson stated that 1 or 2 volunteers were needed, weekly, for set up.

Financial Reports:

Director reviewed the Revenue and Expenditure report, as well as the Cash Summary. These

documents were accepted by the Board at written.

Old Business:

An update was given on the 2205 Fort Street Façade Grant – Schneff Recapture Letter for \$1,500 debt. The Director stated that a certified letter was sent and received in October asking for payment. Another certified letter was sent, after review by Mr. Look, informing that if payment were not received the DDA attorney would get involved. Mr. Look recommended that if the matter goes to court it would be best to go through Small Claims to avoid unnecessary attorney fees.

Regarding the upcoming Joint-Meeting with City Council, DDA, EDC and Others, a correction was given on the meeting date, it is to be held on March 8, 2021 at 6:30 pm. The Director will send out the meeting notice and agenda. The meeting will be virtual, due to the ongoing Covid-19 pandemic.

Mr. Steele discussed the purchase of a storage container. He stated that he had contacted several companies, and prices have gone up slightly. Prices are still within the amounts previously agreed to at the January DDA regular meeting.

The Director discussed the Conceptual Plan: Downtown Iconic Project. He stated that he had meet with the Friend’s of the Lincoln Park Farmer’s Market, Ms. Lynche-Wilson, and Fred Wilson regarding the plan. The Farmer’s Market is one of the main events planned for the space. The Director will contact the USDA, on Ms. Lynche-Wilson’s suggestion, regarding a program they have with architects that deal strictly with Farmer’s Markets for consultation.

The Assistant Director gave an oral report on the 2021 Chocolate Walk. Councilwoman Tobin added comments regarding the event.

The Director led a discussion regarding the Façade Grant: 2205 Fort St. – La Pinata Dulceria/Mexican Candy Store. He stated that John Meyers has cleared the project, and that it passed inspection. After months of waiting, the owners had the awnings installed. (This did go outside of the standards of not implementing a façade project before approval.) But, due to delays and other difficulties, the Director asked the Board to approve the grant, covering 50% of the \$4,143.00 bill. Mr. Steele asked whether they had met all other qualifications, and if there would be a lien on the building. The Director stated that all other qualifications were met. Also, a lien on the building would be signed prior to them getting the check, the lien would be valid for 5 years. Ms. Lynche-Wilson asked if the awning material was fabric. The Director stated that it is a fabric with vinyl coating. Mr. Steele motioned to accept, seconded by Mayor Karnes. Motion carried unanimously.

New Business:

A PowerPoint presentation was given by Nikki Carroll on CGI’s no-cost, free, banner program. The Mayor indicated his approval of the program. Mr. Steele questioned whether the brackets would be the same color as the poles. Ms. Carroll answered yes. Ms. Carroll explained that the maximum sponsorship price per banner would be approximately \$935, and that there are discounts available for sponsoring multiple, as well as paying in full. The Mayor motioned to move forward with the program, seconded by

Mr. Steele. Motion carried unanimously.

The Director discussed the DTE Fort Street Decorative Lighting System Upgrade, stating that DTE is going to replace and repair all the cable circuits and the receptacle equipment for the poles in the median on Fort Street, at DTE's expense.

The Director led a discussion regarding the decorative light pole knockdown – insurance recovery. He stated that there is a \$5,000 deductible every time we make a claim. He stated that by going through the proper steps, with Lisa Jones filing with the MI Municipal League, we recovered \$2,331.50. This covers approximately half of the cost of buying parts and reinstalling after a knock down. He reiterated that when there is a knockdown, we are not going to recover all the replacement cost; therefore, we need to budget for the additional cost of knock downs. Mr. Steele commented that the insurance company should be responsible for the cost of poles, equipment, and replacement, if we know who hit the pole.

The Director proposed that the DDA become members of the National Main Street Program, at an annual cost of \$295. He stated that they provide detailed guidance, handbooks, and insights, that will help us make improvements in the Downtown. The program produces workbooks for committee chairs in the four major areas (see below). Mr. Steele motioned that the DDA join the program as general members, seconded by Ms. Lynche-Wilson. Motion carried unanimously.

DDA Committee Chairman Appointments were made. Mr. Eckman stated the importance of forming committees, due to the amount of work required to move forward with the strategic plan. The Director stated that the DDA Chairman (Mr. Eckman) should appoint a Board Member to chair each committee, and that the chairs will be responsible for recruiting other members. Mr. Steele will chair the Membership/Organization Committee, Mr. Fox the Promotion Committee, Ms. Lynche-Wilson the Design Committee, and Mr. Reicker the Economic Vitality Committee. Ms. Lynche-Wilson stated that committee members do not have to be Lincoln Park residents. The Director informed the chairs that they would receive handbooks giving guidance on how to move forward. The Director stated that he will register with the Mainstreet Program the next day and distribute the manuals as soon as they arrive.

The Director stated that he submitted a proposal to Doreen Christian for approximately \$100,000 from CDBG to renovate downtown second floor residential units.

The Director stated that the DDA must prepare the 2021-22 budget and present it to Council. This will be worked on and approved at the March DDA meeting. The Director asked that the DDA Chair, along with one or two additional members, meet with him to look at the budget, during the first week of March. Mr. Eckman agreed to meet, as well as Mr. Steele and Mr. Reicker.

Director's Report:

The Director discussed the DDA Work Program FY2020-2021 Priority Projects. During this report, the Director discussed the possibility of the EDC and DDA participating in a joint venture to acquire downtown property for revitalization. This will be discussed further at the March DDA meeting.

Public Comments:

Ms. Tobin commented that Jana Drugs is interested in the façade grant, and that she dropped off the paperwork to them. She suggested that someone follow up with the owner.

DDA Board Member Comments:

Mr. Eckman is looking forward to the new committees moving forward, and to see Lincoln Park thriving and growing. He is also looking forward to meeting regarding the budget for the upcoming year.

Adjournment:

Ms. Lynche-Wilson motioned to adjourn at 6:48 pm, seconded by Mr. Steele. Motion carried unanimously.

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