



LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of Regular Meeting
Thursday, December 10, 2020

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 Steele called the meeting to Order at 5:17 p.m. A quorum was present.

This meeting also served as an Annual Information Meeting in accordance with the Michigan Recodified Tax Increment Financing Act 57 of 2018. Public Notice of this meeting was posted on the City of Lincoln Park website and forwarded via email to the clerks of the taxing districts affect by the DDA's Tax Increment Financing Program.

Members Present:

Chairman Robert Steele, Mayor Thomas Karnes, Leslie Lynch-Wilson, Brian Reicker, Eleas Moraitis, and Daniel Wright

Absent:

Jim Fox, Victoria McClain, and Sam Eckman

Also Present:

Director Carl Malysz, Assistant Director Timarie Szwed, and Ms. Lylia Ross, Lincoln Park Councilwoman. (William Look, Attorney was absent due to technical difficulties.)

Agenda:

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

Public Hearing: Downtown Development Authority Informational Meeting

Mr. Steele led a discussion on the work the DDA accomplished during FY2029-2020 and DDA's goals and aspirations for use of the captured funds through the Public Act 57 during the current fiscal year. Mr. Steele stated that there was slightly less than \$300,000 unallocated currently. \$195,000 had been utilized to remove pedestrian lights, to work on receptacles and to landscape the areas where the lights were removed.

The conversation then moved to a discussion on future anticipated projects. Mr. Steele discussed making improvements to the landscaping, planters and signage on Fort Street. Mayor Karnes added that the brick supports at Fort Street and Southfield were also in need of replacement, and that they could be considered part of the same project. He pointed out that the landscaping stones surrounding the flag

poles were falling apart and in need of replacement. Mr. Steele stated that we would first need to get a price quote, and that Becket & Raeder already had some design concepts for the area. Mr. Moraitis asked when this project could happen. Mr. Steele stated that first we need a design. The Director stated that the DDA staff will meet with Mr. Steele & Mayor Karnes to produce a list of what needs to be done, which will then be discussed with Becket & Raeder. The results of those conversations will be brought to the DDA Board.

At this time Mayor Karnes said that Board Members could also bring ideas forward for future projects.

The Director noted that there were no questions or comments from the public on previous uses of the DDA program. Mr. John Waterman stated that he had no comment. Ms. Lylian Ross, Lincoln Park Councilwoman, also stated that she had no comment.

Mr. Steele stated that the project discussed above will likely not cost \$300,000. He suggested that a conversation of what to do with the DDA owned land on Fort Street. He suggested the land could be used for picnic tables, a dog walk, a dog park, or something else. He said there is a lot that the land could be used for, so long as it was used for something.

Ms. Lynch-Wilson stated that the area near Aldi's on Fort Street is very dark. She stated that there was once a parking lot there and there are still streetlights, though these are no longer functioning. She said that the lights are the old style. She further suggested that the DDA should investigate how to get the lights turned back on. She said that it is also dark on Arlington between Fort St and Electric, and that there are also non-functioning lights there. She said that the entire downtown seems extremely dark, especially during the winter months. Mr. Steele stated this idea should be added to the list.

Minutes:

Motion by Mr. Moraitis to approve the minutes of the November 04, 2020 Special Meeting, seconded by Mr. Wright. Motion carried unanimously.

Motion by Ms. Lynch-Wilson to approve the Minutes of November 10, 2020 with the addition of who made motions to approve invoices (Mayor Karnes motioned to approve two invoices by Mr. Look and Commercial Grounds Services, LLC, seconded by Mr. Eckman) and seconded by Mr. Reicker. Motion carried unanimously.

Approval of Invoices:

Invoice by Attorney William Look (\$212.50): Motion by Mayor Karnes, seconded by Mr. Reicker. Motion carried unanimously. At this time, it was noted that Mr. Look was not at the meeting, due to technical difficulties.

The Director added an upcoming invoice for services performed the day of, this was not included in the agenda. The invoice would be from Haddock Electric for at least \$140, possibly \$280. Haddock Electric had provided services to repair a timer that was driving the receptacles, which was out of sync. The electrician worked at least one hour, and possibly went into a second. The Director stated that the company would send an invoice. The receptacles were in need of repair to make the snowflakes work. Mayor Karnes motioned to pay up to \$280 to Haddix Electric, seconded by Mr. Wright. Motion carried unanimously. Mr. Steele asked that the Director inform them of the final cost.

Farmers Market Report:

Ms. Lynch-Wilson presented the Farmers Market Report for December 2020. This report is made an attachment to these minutes.

Financial Reports:

Mr. Steele stated that the Financial Report under consideration was that emailed to the members. The unspent budget as of November 30, 2020 was \$280,828.84. The cash balance on that same date was \$648,729.68.

Old Business:

The Director stated that there had been no response regarding the Façade Grant at 2205 Fort Street – Schneff Recapture Letter. He stated that he would meet with Mr. Look to move forward with steps for bill collecting.

Mr. Steele discussed the storage container purchase. He stated that a large container would cost approximately \$4,000. He added that it would be necessary to work with DPS to find a place for the unit. The unit is 40 feet long and 7 feet high and will require racks for inside storage.

New Business:

The Director led a discussion regarding the purchase of decorative lighting assemblies. He stated that it was necessary to purchase four complete decorative assemblies, one to replace a previously knocked down light pole, three additional to fulfil the DTE requirement for spares (we are responsible to keep a minimum of three working poles in stock). The Director reported that he had solicited proposals, and one company, Madison Electric, responded. He stated that the assemblies would cost approximately \$5,000 a piece, for a total of approximately \$19,000 total, including free shipping. The Director assured the Board that these were the same lights currently installed and would match exactly. The Director then asked the Board to approve the purchase of four complete assemblies for decorative lights. The Director also reported that an insurance claim for approximately \$5,000 had been submitted for the pole that was knocked down, but there had not been a response. He also stated that shipment from Madison Electric would take approximately 30-60 days. Mayor Karnes motioned to purchase the four assemblies at \$19,218, shipping included, seconded by Ms. Lynch-Wilson. Motion carried unanimously.

Director's Report:

The Director reported that the Virtual Tree Lighting Ceremony went well, and that a recording of the event could be viewed on the City website. Mayor Karnes added that it was a success thanks to Santa. The Mayor said that he received a letter from Santa, saying that it was an honor to be part of the event.

The Director also reported on DTE Street Lighting Issues. He stated that when the snowflakes were installed on Fort Street they did not work. He was informed by Marie Tobin that they did not work last year either. The Director stated that he had been in back and forth discussions with DTE regarding the issues, and he has been told that someone came out to fix the issue. He stated that an inventory of what we have and a log of communications with DTE would be beneficial. Mr. Steele stated that he was under the impression that the poles on Southfield had receptacles, but DTE said they do not. The Director stated that Deborah Cain had submitted a proposal to the city to put them in. The Director also stated that an agreement had been signed months ago to put weatherproof receptacles in, and there was still

no confirmation that they had been installed, which is why snowflakes were installed on City Hall rather than the street light poles. Mr. Steele stated that he was under the impression that all the poles had receptacles installed but could not find paperwork verifying this. The Director said that when he looked at them, only one had a cover, and the ones ordered from DTE should all have covers. He added that DTE was paid \$1,040 to install the receptacles, and currently only one has a cap and five do not. The Director concluded that it was necessary to come up with an inventory and keep better records of conversations.

A meeting regarding the Downtown Iconic Project was planned for Monday. Meeting attendees will include Leah DuMouchel of Becket & Raeder, the Director, Mayor Karnes, and Mr. Steele.

At this time the Mayor had to leave for another meeting.

Public Comments:

Mr. John Waterman purchased the former Petri Bike Shop to use as a nonprofit for helping persons with special needs. He is interested in pursuing projects and partnerships that will improve bike ability and walkability on both Fort Street and Southfield Road. He stated that appropriate infrastructure changes could improve conditions greatly. He asked if the available Capture Funds could be used for local match if M-Dot is bringing projects in, stating that this could give a larger bang for our buck.

DDA Board Member Comments:

Mr. Wright commented on the afore mentioned comments by Mr. Waterman, stating that it would be a good project for the Downtown to revamp walkability in the Downtown.

Ms. Lynch-Wilson reiterated that downtown is too dark at night, stating that if you want to get people to frequent businesses then it must be brightened up so people feel comfortable. She stated that the snowflakes were a disappointment, as they are too dim, and made a comparison with the lights installed in neighboring Allen Park's downtown. She also stated that the Tree Lighting event should have been streamed on Facebook Live. She suggested that planning for holiday decorations should begin in July, at which time a theme should be chosen. Mr. Steele agreed that things need to be brightened up.

Adjournment:

Ms. Lynch-Wilson motioned to adjourn the meeting, seconded by Mr. Reicker. Motion passed unanimously at 6:33 p.m.

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