



## LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

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### Minutes of Regular Meeting

Thursday, September 10, 2020

The Lincoln Park Downtown Development Authority met in regular session in the Council Chambers for the City of Lincoln Park. The board exercised appropriate social distancing while holding their meeting, sitting 6 feet apart, due to the Coronavirus (Covid-19) pandemic and the executive orders of Governor Whitmer. Robert Steele called the meeting to Order at 5:02p.m. in the place of the Chairman. A quorum was present.

**Present:** Steele, Mayor Karnes, Eckman, McLain, Lynch-Wilson and Wright

**Absent:** Fox, Moraitis and Reicker

**Also present:** Attorney William Look and Director Carl Malysz

**Agenda:**

Motion by Mayor Karnes to adopt the Agenda as presented and seconded by Ms. McLain. Motion unanimously carried. At this time the Mayor also welcomed Daniel Wright as a new member to the Board and taking the place of Todd Galley whom had recently resigned.

**Minutes:**

Motion by Mayor Karnes to approve the Minutes of August 13, 2020 as presented and seconded by Ms. McLain. Motion unanimously carried.

**Invoices:**

Invoice by Commercial Grounds (\$7,082.52) and Bill Look (\$121.12); all paid. Motion by Ms. McLain to approved both and seconded by Mr. Eckman. Motion unanimously carried.

**Farmers Market Report:**

Ms. Lynch Wilson presented the Farmers Market Report for September 2020. This Report is made an attachment to these Minutes.

**Finance Report:**

Mr. Steele stated that the Financial Report under consideration was that emailed to the members by him. The unspent budget balance as of August 31, 2020 was \$310,617.25.

**Old Business:**

Mr. Steele asked the Attorney about a façade grant claw back regarding 2205 Fort Street which had recently been sold. The Attorney will report back to the DDA at the next Regular Meeting on October 8, 2020.

**New Business:**

Mr. Eckman indicated that he had prepared a draft Employment Agreement for a, Assistant Director or Intern to work with the Director as an understudy. Mr. Steele indicated that he had spoken with the Director about this and that he was in favor of such an arrangement. The director acknowledged that he welcomed this proposal and would work with the Board to accomplish a positive outcome. Mr. Steele appointed a committee of three—himself, Eckman and Wright—to work with the Director to set up an interview with a know candidate from the Director Recruitment process, and to develop specific work plan items and expectations for the position.

**Open Discussion on Goals and Objectives – short and long term:**

The Director began the discussion by identifying several issues that he had discovered from reviewing the files (hard copy and electronic) and conversations with a few Board members and other City officials. These included improving or reinventing policies, procedures and protocols; reviewing and re-prioritizing with the Board the action items contained in the *Lincoln Park Alive Strategic Plan 2015*; discussing the part-time public service position funded by the DDA with the Director of Public Services, John Kozuh. The Board members in attendance generally concurred with these observations and immediate priorities. The discussion then morphed into the Director's report were some additional DDA topics were discussed.

**Director's Report:**

The Director reported that he met with the EDC two days earlier. The Director and the EDC discussed the following: Reigniting interest in the Sears site; the Lincoln Park Plaza as a second redevelopment priority site; create the Dix Commercial Redevelopment Corridor and Program from Outer Drive (including outer Drive from Fort Street to Dix) to the Sears site; and developing food truck policies and program for the City.

The Director also brought up the Lincoln Park Centennial (1921) and that it deserved a celebratory program in the Downtown with a feature project; developing a city-wide business directory; a business summit; re-branding Lincoln Park ("Lincoln Park: Open for Business" and "Down Home in Down River"). Other potential projects briefly mentioned included digital wayfinding kiosks, a pending tree grant, and the 2020 Census which will likely depict Lincoln Park as a multi-cultural melting pot—white, African American, Hispanic, and Middle Eastern.

All members of the Board were generally enthused with the discussions and the topics. The Director closed by indicating that he would prepare project timelines and present them at an upcoming DDA regular meeting.

**Public Comments:**

No members of the public were in attendance. No comments were received in writing or otherwise.

**DDA BOARD MEMBERS COMMENTS:**

There were no other remarks or comments made by the members of the Board.

**ADJOURNMENT:**

A motion was made by Eckman to adjourn the meeting. This was seconded by Wright, and the motion passed unanimously at 6:58 pm.

Minutes submitted by Carl Malysz, Director.