



LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of Regular Meeting
Thursday, November 12, 2020

The Lincoln Park Downtown Development Authority (DDA) met in regular session in the Council Chambers for the City of Lincoln Park. All attendees followed appropriate social distancing while holding during the meeting, sitting 6 feet apart and wearing face coverings, 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 5:05 p.m. A quorum was present.

This meeting also served as an Annual Informational 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, on the Bulletin Board in the front vestibule of City Hall, and forwarded via email to the clerk of the taxing districts affected by the DDA's Tax Increment Financing Program.

Members Present:

Robert Steele, Leslie Lynch-Wilson, Mayor Karnes, Sam Eckman, Victoria McClain, and Daniel Wright (via phone)

Absent:

Fox, Moraitis and Reicker

Also Present:

Attorney William Look, Director Carl Malysz, and Assistant Director Timarie Szwed

Agenda:

Motion by Mayor Karnes to adopt the Agenda as presented and seconded by Ms. Lynch-Wilson. Motion unanimously carried. Chairman Steele announced that **Farmers Market Report** and **Financial Reports** would be heard out of order and later in the meeting.

PUBLIC HEARING: Downtown Development Authority Informational Meeting:

The Director suggested that all comments, questions and suggestions be heard and taken under advisement with responses provided in writing and reported back at the second Public Hearing scheduled for Thursday, December 10, 2020. No one in attendance spoke to this matter.

Minutes:

Motion by Mayor Karnes to approve the Minutes of October 08, 2020 with correction of attendance (Fox, McLain and Reicker as Present; Steele as Absent) and seconded by Ms. McLain. Motion unanimously carried.

Invoices:

Invoice by Attorney William Look (\$212.50): Motion by Mayor Karnes to approve invoice and seconded by Mr. Eckman. Motion unanimously carried.

Invoices by Commercial Grounds Services, LLC, September 2020 (\$8,276.29) and October 2020 (\$6,557.22): Motion by Mayor Karnes to approve invoices and seconded by Mr. Eckman. Motion unanimously carried.

Old Business:

The Director presented documentation of hours worked by Maureen Tobin between February 03, 2020 – July 20, 2020, during which time Ms. Tobin coordinated the Chocolate Walk and Cinco de Mayo events. Ms. Tobin logged a total of approximately 66 hours of work and was previously paid for 36 hours. A motion was made by Ms. Lynch-Wilson to pay Ms. Tobin for the remaining hours (not to exceed 32 hours) at the previously paid rate. This motion was seconded by Ms. McLain. Motion carried unanimously.

The Director also reported that a collection letter had been sent to Benjamin Scneff, ASAP Signs, to recapture unamortized Façade Grant funds expended at 2205 Fort Street. No action was required.

The Final Draft of the FY 2020-2021 Work Program Document was distributed to the Board members. No action was required.

The Director informed the Board that the Holiday Decorations were scheduled to be installed on Saturday, November 14th.

Chairman Steele led a discussion on the need for storage containers to hold Downtown streetlight replacement parts and Holiday decorations. He finished by indicating that he would research it further and order one if the cost was not more than \$3,500. The other Board members in attendance all concurred with this plan.

New Business:

The Director announced that Maureen Tobin had secured a Holiday Decoration contribution from Busen Properties, LLC. Mayor Karnes indicated that Mr. Busen, whom had recently passed, was a former member of the DDA. The membership indicated that a thank you card should be sent to the Family of Mr. Busen.

The Director presented the Façade Grant application for La Pinata Dulceria/Mexican Candy Store at 2205 Fort Street. Representatives of the Lopez Family (Angelica and Yaire) were also in attendance. The Director asked for clarification regarding the Façade Grant Policies as there was a prior Façade Grant approved for the property. Mayor Karnes stated that since this was a different

applicant, the application could be considered. The application was tabled until such time that the proposal could be reviewed by the Building Department and reviewed by the Design Committee—Fox, Leslie-Lynch, and Eckman.

The Director then presented and led a discussion regarding the “Destination Downriver: Public Funding Prospectus,” (copies were provided). The Director recommended that the DDA and EDC split the \$5,000 annual cost of participating in the program, making each responsible for \$7,500 total over a three-year period (or \$2,500 annually). The Director stated that the EDC had already approved a motion to participate, contingent on the DDA doing the same. Mayor Karnes made a motioned that the DDA participate in Destination Downriver at a cost of \$2,500 annually for three years beginning in 2021, subject to other Downriver city participation. This motion was seconded by Ms. Lynch-Wilson. Motion was carried unanimously.

The Director presented the Downtown Development Authority 2021 Event Calendar. The Director acknowledged that dates were still tentative and that some events may need to be cancelled/held virtually due to the ongoing Coronavirus (Covid-19) Pandemic.

Directors Report:

The Director reported on the recent Grand Opening Ribbon Cutting event for La Pinata Dulceria/Mexican Candy Store at 2205 Fort Street held on Saturday, October 24th. He indicated that pictures had been taken and these would be posted on the City and DDA websites.

The Director indicated that since a second press release by Mayor Karnes was issued, the City had received two or three more applications for COVID-19 relief funds had been received by the City and were being vetted.

The Director announced that the Annual Holiday Tree Lighting Ceremony was scheduled for November 21st at 6:30 pm. Mayor Karnes stated that it would not be an in person public event this year due to the Covid-19 pandemic. Instead the event would be streamed on the city’s Facebook page.

The Director mentioned that the installation of Southfield Road decorative light pole receptacles had not yet been completed. This could impede installing snowflake lights on the Southfield Road light poles.

The Director gave a status update for the FY 2020-2021 Work Program. The Director reported that the Assistant Director was working on an updated directory of all Lincoln Park businesses including as many email addresses available. This would improve communication with businesses regarding the Covid-19 Business Consultation and Assistance (Projects 1 & 4). The Director stated that participating in Destination Downriver would support City/Downtown Branding initiatives (Project 3). It was noted that the Downtown Event Calendar had been discussed previously during the meeting.

Farmers Market Report:

Ms. Lynch-Wilson presented the Farmers Market Report for November 2020. This Report is made

an attachment to these Minutes. Ms. Lynch-Wilson also mentioned that, because of the pandemic, the Farmers Market had exceeded its 2020 annual budget by nearly \$1,000. Mayor Karnes stated that he thought it would be reasonable for the DDA to offset this loss and to provide the Farmers Market with an initial operating cushion for Calendar year 2021 of \$500. Ms. McLain motioned to give \$1,500 to the Friends of the Lincoln Park Farmers Market, motion was seconded by Mr. Eckman. Motion unanimously carried.

Financial Reports:

The Financial Reports were taken under advisement. The unspent budget balance as of October 31, 2020 was \$286,904.46. The cash balance on that same date was \$652,722.76.

Public Comments:

DDA Board Members Comments:

Adjournment:

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