



LINCOLN PARK
ECONOMIC DEVELOPMENT CORPORATION

Minutes of the EDC Regular Meeting

June 08, 2021

CALL TO ORDER & ROLL CALL

Regular meeting of the EDC held via zoom, called to order by Mayor Tom Karnes at 6:01 pm. A quorum was present.

Present: Rudy Cianfarani, Larry Edge, Gary Eggesfield, Kara Hildebrandt, Mayor Tom Karnes, Deborah VanCleave

Absent: George Cretu, Jad Judeh

Also present: Director Carl Malysz, Assistant Director Timarie Szwed, William Look

APPROVAL OF AGENDA

Motion to approve the agenda was made by Ms. Hildebrandt, seconded by Mr. Edge. Motion carried unanimously.

APPROVAL OF MINUTES

Motion to approve the minutes of the May 11, 2021, EDC Regular Meeting and Brownfield Redevelopment Authority meeting was made by Ms. Hildebrandt, seconded by Mr. Eggesfield. Motion carried unanimously.

APPROVAL OF INVOICES

A motion to approve an invoice from William Look, attorney, dated May 12, 2021 (\$113.05) for legal services was made by Ms. Hildebrandt, seconded by Mr. Eggesfield. Motion carried unanimously.

FINANCIAL REPORTS

The Director presented the May 31, 2021, financial reports. He stated that the EDC has spent approximately 48% of the amount budgeted. The cash report showed that the EDC has \$319,805.61 in cash and investment accounts. Financial reports will be placed on file.

EDC SMALL BUSINESS LOAN PORTFOLIO REPORT

- **A&R Music:** A&R Music is current through May. This is the only outstanding EDC Small Business Loan currently.

OLD BUSINESS



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- **Property Acquisition – 2205-2231 Fort Street**

This topic will be discussed during the Director's Report.

- **EDC Loan Application: 3962 Fort Street (Vito's Pizzeria)**

Kerr Enterprises, LLC, d.b.a. Vito's Pizzeria, is asking for \$25,000 (maximum loan amount) for HVAC improvements. The loan was originally applied for to be used for roof replacements. Kerr Enterprises has since funded the roof replacement on their own and have focused the loan application focus to HVAC improvements. They have received three estimates for HVAC improvements, ranging from \$28,870 - \$35,000. Kerr Enterprises will cover the cost beyond \$25,000 loan amount. The Director stated that the EDC Loan Committee met and felt favorable regarding the loan. He added that the taxes and water bills at the business address are all current. The deed indicates that the applicant owns the building, and that there is no debt against the property. Kerr Enterprises is asking to waive the appraisal requirement, since there is no debt against the building. A motion was made by Ms. Hildebrandt to approve the loan, seconded by Mr. Eggesfield. Motion carried unanimously.

NEW BUSINESS

The Director had no new business to discuss.

Mayor Karnes announced that EDC board member, George Cretu, will not be returning to the EDC due to illness. Mr. Cretu has not been able to attend meetings for more than 6 months. He recommended that the Board pass a resolution acknowledging that the position has been vacated and that steps will be taken to fill the position. The Director will prepare a letter to send to Mr. Cretu, thanking him for his years of service. Ms. VanCleave stated that typically when a board member vacates their position their name plaque is given to them. Mayor Karnes stated that he will hand deliver the plaque and letter to Mr. Cretu. A motion to proceed with the acknowledgement that Mr. Cretu's position has been vacated, and to move forward with filling the position was made by Mayor Karnes, seconded by Mr. Eggesfield. Motion carried unanimously.

DIRECTOR'S REPORT

The Director gave an oral report with updates on the DDA/EDC Work Program, FY2020-2021 Priority Project List.

- **Façade Grant Program**

The Director stated that he came across old documents that indicate that the EDC had a loan program for façade improvements in the past. He recommended that this be considered as a program for incoming businesses, specifically in the 2200 Block of East Fort Street.

- **Branding**

The Director stated that the EDC staff has been going through the RRC Academy, which will give



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staff a better understanding of what is needed to become RRC Certified. One requirement of RRC certification is to develop a branding approach. RRC recommends that if there is a regional branding in place, it should be incorporated into our branding strategy. He stated that we are currently taking part in Destination Downriver, and recently received our first invoice for the program.

- **Business Directory**

The Assistant Director stated that they are making progress on the directory and are still working on getting more email addresses.

- **Housing Development**

The Director stated that he is in conversations with the owners of the Lincoln Park Plaza regarding the use of surplus parking area for housing development. He has put a developer in touch with the property owners. The Director added that the DDA/EDC staff is currently looking for proposals to “refresh” the Southfield Dix Redevelopment Plan to include substantial amounts of housing. Refreshing the plan would involve focusing more on housing.

- **Redevelopment Ready Communities**

The Director stated that he and the Assistant Director are finishing the RRC Academy. He added that a steering committee has been formed to steer efforts to meet RRC requirements. The steering committee consists of James Krizan (City Manager), Carl Malysz (DDA/EDC Director), Ashley McInchak (City Management Coordinator), and Timarie Szwed (Assistant DDA/EDC Director).

- **Food Truck Policy and Program**

The Director stated that food trucks can now operate in Lincoln Park without being affiliated with a special event permit. He stated that efforts are underway to solicit food truck vendors, and to get vendors to get licensed with the city.

CALL'S TO AUDIENCE

There were no public comments.

BOARD COMMENTS

Mr. Cianfarani recommended that Carl look at the website LUST (Lincoln Underground Storage Tanks) regarding possible tanks at the 2231 Fort St. property.

Ms. VanCleave commented that there is a possibility that underground tanks would be located under Fort Street, as opposed to on the actual property.

Mayor Karnes announced that the city has received the first installment of Federal funds. There will be a study session in July in reference to the funding, a deciding what will be done with it. He stated that new information is coming in regarding what the money can or cannot be spent on. He stated that a lot of



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things are going to be happening in Lincoln Park. He added that the current plan is for next month's meeting to be in person, board members will be notified if this changes.

MOTION TO ADJOURN

The Chair moved to conclude the meeting, seconded by Mr. Cianfarani. Motion carried unanimously. Meeting was adjourned at 7:19 pm.

Meeting minutes prepared by Director Carl Malysz and Assistant Director Timarie Szwed.