



LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of the DDA Regular Meeting

May 11, 2023

1. Call to Order, Roll Call, and Confirmation of Quorum

Chairman, Sam Eckman called the meeting to order at 5:20 P.M.

Present: Sam Eckman, Mayor Higgins, Leslie Lynch Wilson, Daniel Wright, Vicky McLain

Absent: Bob Steele, Brian Reicker.

Quorum confirmed: five (5) members present and five (5) affirmative votes to pass any motion.

Also Present: Carl Malysz, Executive Director; William Look, Attorney; and Brandon Frye, Part-time DDA Associate.

2. Approval of Agenda:

Motion to approve the agenda: Leslie Lynch Wilson

Support: Mayor Higgin

Motion approved unanimously.

3. Approval of Minutes: April 13, 2023

Motion to approve: Leslie Lynch Wilson

Support: Daniel Wright

Motion approved unanimously.

4. Approval of Invoices:

a. William Look, DDA Special Meeting – April 4, 2023, Meeting and April 13, 2023, DDA

Meeting Invoice (\$323.00) – Attached

Motion to approve: Vicky McLain

Support: Leslie Lynch Wilson

Motion approved unanimously.

b. United Lawnscape – Cinco de Mayo site cleanup – Invoice 541760 (\$400.00)- Attached.

Motion to approve: Mayor Higgins

Support: Vicki McLain

Motion approved unanimously.

c. Beckett & Raeder, Inc – Fort Street Sidewalk Repairs Inspection Services – Past Due Invoice

No. 202248 (\$4,442.55) – Attached.

Motion to approve: Mayor Higgins

Support: Daniel Wright

Motion approved unanimously.

d. Other Outstanding Cinco de Mayo Invoices – If any.

None, no action required.

5. Farmers Market Report: May 2023 report delivered by Leslie Lynch Wilson and made part of the record by reference.

6. Financial Reports: April 2023, Report delivered by the Executive Director and made part of the record by reference.

7. Old Business:

a. Wayne County Tax Sale – 1422 Southfield Road –

The Executive Director reports that in conversations with Kol Kroj that he has begun doing work inside of the adjacent Lincoln Park Grill building and waiting to close on 1422 Southfield Road

b. CDBG Program: Section 108 Loan to finance Downtown Street and Alley Improvements:

The Executive Director reported that there will be a City Council study session at 6:30 pm 5/15/2023 and recommends as many DDA members to show.

c. Outdoor Fitness Court site at 1556-1562 Fort Street:

The Executive Director reported that he is still waiting for a proposal from contractor through Hennessey Engineering.

d. Job Description for Executive Director, Lincoln Park DDA and EDC:

The Executive Director reported that the job application has already been placed on the city website and will be posted on the Michigan Municipal League website. Discussion from the board reported that Leals Produce currently has their truck parked on our land there and must be removed prior to construction.

e. Reconciliation of Current Executive Director Contract Regarding Leave Time:

The Executive Director reported that he is continuing his work remotely as previously approved by the board. He will be working until Friday June 2nd, 2023.

f. Cinco de Mayo Festival 2023. Oral Report by DDA Associate Brandon Frye.

Brandon Frye presented a review of the event including a final sponsor donation amount, vendor total amount, and contract/expenses amount, while also highlighting key moments of the festival.

8. New Business:

a. Application for Façade/Site Improvement Grant for the American Legion at 1430 Southfield Road:

Terry Barrette from American Legion presented her plans to the board along with accompanying documents. The Executive Director, prior to the meeting, reviewed her application as well.

Motion to approve up to \$10,000.00: Leslie Lynch Wilson

Support: Daniel Wright

Motion approved, unanimously.

b. Authorize closing and payment of Façade/Site Improvement Grant for Refuge Coffee at 1706 Fort Street: Leslie Lynch Wilson went and inspected and is satisfied with the work done.

No official action taken, will report back up at later meeting.

c. Authorize closing and payment of Façade/Exterior Improvements Grant for 2178 Fort Street, Chris Mura.

The Executive Director reported that he inspected the property and is satisfied. The Executive Director also reported that Chris Mura will provide documents to show the work that has already been done, justifying the façade grant money up to \$10,000. Waiting for evidence of expenditures.

Motion to approve: Leslie Lynch Wilson

Support: Mayor Higgins

Motion approved, unanimously.

d. Farmers Market – Consideration of providing supportive funding and other assistance:

The Executive Director recommended using the \$2500 allocated in the budget as a contribution to the Farmers Market. This \$2500 would be used to cover operating expenses due to loss of sponsorship money as reported in Leslie Lynch Wilson’s Farmers Market report.

Board Discussion: It was brought up by the members that a new vehicle to help with the Farmers Market would be advised. Also, potentially purchasing a tent structure that could be used for the November holiday event.

Motion to approve up to \$2,500.00 with statement of purpose: Vicki McLain

Support: Daniel Wright

Motion approved, unanimously.

9. Executive Director’s Oral Reports:

a. Lincoln Park Historical Museum Architectural Assessment:

The Executive Director reported that Leslie Lynch Wilson will talk with them about assessment.

b. Downtown EV Stations:

The Executive Director reported that the consultant team is still working to get the NEVI grant approved by the state of Michigan.

c. City Events Coordinator Proposal:

The Executive Director reported that the application process has started, but no hire has been made.

d. Fort Street Transportation Equity Study and Southfield Corridor Study:

The Executive Director reported filing a Planning Assistance Grant application for \$50,000 to be used for Preliminary Engineering for Southfield Road Diet Project with SEMCOG.

e. Dangerous Building Order – 1574 Street:

The Executive Director reported having contact with the realtor who recently purchased the building.

f. Downtown Event Challenge Grant Program- Intern Project:

No progress to report.

g. Creation of a Downtown “Social District”:

No progress to report.

h. DDA Part-Time Employee and other related issues:

Contract with Brandon Frye to be the Interim Executive Director. Contract is for 4 months, \$30 per hour, maximum 28 hours per week, and is to begin on Monday June 5th, 2023.

Motion to approve: Mayor Higgins

Support: Vicki McLain

Motion approved, unanimously.

10. Calls to Audience & Miscellaneous Matters:

Brandon Frye suggested the board create a Blutot committee and thus a committee of Vicki McLain and Mayor Higgins was created.

Brandon Frye mentioned buying flowers along with the Executive Director for DDA member Bob Steele and his family mourning the loss of his daughter and bringing them to the viewing service.

The Executive Director mentioned Jim Fox, a member of the DDA who passed away late last year, and our plans to honor him. Memorial Event at Lincoln Park Museum postponed until sometime in June.

11. Board Member Comments:

Mayor Higgins reported that the council voted no to the DDA/EDC city email.

Daniel Wright inquired about the Sears plan and discussion was had.

12. Adjournment:

Motion to adjourn was made by Daniel Wright at 6:40 PM.

Support: Vicki McLain

Motion passed, unanimously.

Minutes prepared by DDA Associate Brandon Frye and Carl Malysz, Executive Director.