



LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of the DDA Special Meeting

June 14, 2023

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

Chairman, Sam Eckman called the meeting to order at 5:13 P.M.

Present: Sam Eckman, Leslie Lynch Wilson, Daniel Wright, Vicky McLain, Bob Steele.

Absent: Mayor Higgins, Brian Reicker.

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

Also Present: Brandon Frye, interim Executive Director; William Look, Attorney.

2. Approval of Agenda:

Motion to approve the agenda: Leslie Lynch Wilson

Support: Bob Steele

Motion approved unanimously.

3. Approval of Minutes: DDA Regular Meeting, May 11, 2023.

Motion to approve: Daniel Wright

Support: Leslie Lynch Wilson

Motion approved unanimously.

4. Approval of Invoices:

a. William Look, DDA meeting – May 11, 2023, Meeting Invoice (\$183.60)

Motion to approve: Bob Steele

Support: Daniel Wright

Motion approved unanimously.

b. Emergency one-time mowing of DDA Lot 1556-1562 (\$35.00)

Motion to approve: Bob Steele

Support: Vicky McLain.

Motion approved unanimously.

c. United Lawnscape- May Invoice 548520 (\$28,825.00)

Discussion over price and long-term value of the contract. Request to inquire about “cool season” line on invoice, and planter boxes.

Motion to approve: Daniel Wright

Support: Leslie Lynch Wilson

Motion approved unanimously.

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

6. Financial Reports: May 2023 report delivered by the board; Bob Steele made a motion to transfer \$10,000 from snow account, GL#747-001-818-SN0 to Lawn Maintenance account, GL#747-001-818LM0.

Support: Vicki McLain

Motion passed unanimously.

7. Old Business:

a. Wayne County Tax Sale- 1422 Southfield Road

The Executive Director reported to the board that closing documents have been drafted for Kol Kroj, who will take over this property. This process should be complete, and Kol Kroj should take ownership of this property within the next few weeks.

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

The Executive Director reported that the City Council had a study session on May 15, 2023, to discuss the parameters of this loan. Discussion from the board of potential next steps to take if this CDBG loan is not agreed upon by the City Council.

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

The Executive Director reported on the Zoom meeting that he had between NFC and Wayne County on the timeline of this project. We are waiting for a construction contract price from Great Lakes Contracting and will proceed forward with this project when we receive it. The Executive Director reported that once all contracts are settled, this project could potentially be completed in 5 weeks.

d. Façade/Site Improvement Grant for the American Legion at 1430 Southfield Road.

The Executive Director reported that the process for this façade grant has been completed and the last remaining component is for American Legion to receive the \$10,000 check, which will happen during the week of June 19, 2023.

e. Façade/Site Improvement Grant for 1706 Fort Properties, LLC.

The Executive Director reported that the process for this façade grant has been completed and the last remaining component is for 1706 Fort Properties, LLC to receive the \$10,000 check, which will happen during the week of June 19, 2023.

f. Façade/Site Improvement Grant for MPC Financial, 2178 Fort Street, Chris Mura.

The Executive Director reported that Chris Mura has provided evidence expenditures to show work done on property. He has now completed all of the requisite paperwork to proceed with the processing of the \$10,000 check.

g. Façade/Site Improvement Grant for Pierino Foods, 1695 Southfield Rd.

The Executive Director reported that the process for this façade grant has been completed including Pierino receiving its \$10,000 check.

8. New Business:

a. New Addendum/Contract from United Lawnscape to add the Farmers Market Lots to the regular mowing schedule.

Motion to Approve: Bob Steele

Support: Vicki McLain

Motion approved unanimously.

9. Executive Director's Oral Reports

a. Lincoln Park Historical Museum Architectural Assessment

Leslie Lynch Wilson mentioned attempting to contact Tom Roberts who could potentially do the assessment but has not heard back yet.

b. Downtown EV Stations

The Executive Director reported on the jurisdiction issues we are currently having with the Southfield Road median in which the EV stations are supposed to be located. The Executive Director also reported he will reach out to the Michigan Public Service Commission for guidance on how to proceed.

c. City Events Coordinator Hired

The Executive Director reported that he had a conversation with the newly hired events coordinator, and that this would potentially lead to more DDA events being added to the calendar.

d. Fort Street Transportation Equity Study and Southfield Corridor Study

The Executive Director updated the board on the current prospect of these projects happening.

e. Dangerous Building Order- 1574 Fort St.

The Executive Director reported that he and Mayor Higgins had a meeting/tour with Mark Moreno from the Hispanic Chamber of Commerce around the DDA area including this 1574 property. The owner of this property gave us a tour of the building and mentioned that it could be structurally turned around in a few months. The Executive Director explained to the owner that he would have to quickly proceed on these matters, and he agreed to meet with the building department head.

f. United Lawnscape Progress Report

The Executive Director provided the board with his comments on the service the newly hired landscaping company has provided over the past 6 weeks.

g. Blutot Technologies Report

The Executive Director reported a progress update on Blutot and mentioned that the tutorial for the Lincoln Park Chamber of Commerce, DDA & EDC boards will happen in the very near future.

10. Calls to Audience & Miscellaneous Matters:

Nothing to Report

11. Board Member Comments:

Leslie Lynch Wilson brought up the email that Carl Malysz sent regarding potentially being used as a private contractor for the DDA. There was discussion about it but no motions were necessary.

12. Adjournment:

Motion to adjourn was made by Bob Steele at 6:46 P.M.

Support: Vicki McLain

Motion passed unanimously.

Minutes prepared by Interim Executive Director Brandon Frye.