



LINCOLN PARK
DOWNTOWN DEVELOPMENT AUTHORITY

**Minutes of the DDA Regular Meeting
February 10th, 2022**

CALL TO ORDER & ROLL CALL

Regular meeting of the DDA held in person, called to order by the Chairman, Sam Eckman at 5:06 PM. A quorum was present

Present: Sam Eckman, Mayor Tom Karnes, Leslie, Lynch-Wilson, Brian Reicker, Daniel Wright

Absent: Jim Fox, Victoria McLain, Eleas Moraitis, Bob Steele

Also Present: Director Carl Malysz, Assistant Director Timarie Szwed, RRC Intern José Lemus, Attorney William Look, Councilperson Mike Higgins, Councilperson Maureen Tobin, Councilperson Tracy Duprey

APPROVAL OF AGENDA

A motion to approve the agenda as amended (Bill Look invoice amount changed due to typo & adding discussion of City Events Coordinator position) was made by Ms. Lynch-Wilson, seconded by Mr. Wright. Motion Carried unanimously.

APPROVAL OF MINUTES

Motion to approve the minutes of the January 20th, 2022, Rescheduled Regular Meeting, was made by Mayor Karnes, seconded by Ms. Lynch-Wilson. Motion Carried unanimously.

APPROVAL OF INVOICES

A motion to approve the following invoice was made by Ms. Lynch-Wilson, seconded by Mr. Reicker, passed unanimously:

- William Look, January 21, 2022 (\$170.00)

FARMERS MARKET REPORT

Ms. Lynch-Wilson summarized the Lincoln Park Farmers Market Report for February 2022. Report was placed on file. Ms. Lynch-Wilson has started using QuickBooks to manage FM finances. Ms. Lynch-Wilson also indicated that she had applied for city CDBG funds to support FM during the summer.

FINANCIAL REPORTS

The Director presented the January 31st, 2022, financial reports. No questions asked, operating within budget. Report was placed on file. The Director also reported that the City Council passed a resolution authorizing the Mayor to execute contract with Great Lakes Construction for sidewalk repairs.

OLD BUSINESS

- **Resolution Regarding the Amended and Restated Development Plan and Tax Increment Financing Plan – Lincoln Park Alive! (DDA Strategic Plan 2015) and other related matters**

The Director stated that the proposed amendment will go before city council on February 22nd, 2022. All required advertising was met (mailing, website, physical posting, City Hall).



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**Minutes of the DDA Regular Meeting
February 10th, 2022 (continued)**

- **National Fitness Campaign: Outdoor Fitness Court**

The Director gave an oral report on the Outdoor Fitness Center. The staff is waiting for adoption of the amended and restated Development and Tax Increment Financing Plans by the City Council before moving forward with property acquisition.

- **Southfield Road Corridor Study and Plan**

The Director gave an oral report on the progress of the Southfield Road Corridor Study and Plan. He stated that the consultant team was now entering the analysis and plan development phases. He indicated that this undertaking was proceeding on schedule.

- **Transportation Equity Study / SEMCOG Grant**

The Director reported that this study is coincident with the Southfield Road Corridor Study, and proceeding on schedule.

- **Eastside 2200 Block of Fort Street – Acquisition / Rehabilitation and Incubator Program**

The Director provided an oral report on the property acquisition / rehabilitation of 2200 block of Fort Street. The initiative cannot move forward with property acquisition until the amended downtown development and tax increment plan is approved via ordinance of the City Council.

- **Holiday Decorations for 2022**

Director continued January's discussion on the replacement of the DDA Holiday decorations. The Chair remanded this project to the Design and Physical Improvements Committee for further research.

- **Chocolate Scavenger Hunt**

Motion to provide \$100 to purchase a kid's prize basket for scavenger hunt was made by Mayor Karnes and seconded by Mr. Reicker. Motion Passed unanimously.

NEW BUSINESS

- **Certificates of Occupancy Issued in Calendar Year 2021 and January 2022**

The Director provided an oral report on the issuance of COs over the last year. The board had no follow-up questions.

- **CDBG Program Year 2022-2023 Request: DDA Housing Rehab Program (up to \$150,000)**

Director Malysz applied for CDBG funds to finance the housing rehabilitation of units within the DDA service area. DDA received \$20K last year but is looking for at least \$100K to fully fund the proposed project.



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February 10th, 2022 (continued)**

- **Downtown Event Challenge Grant Program**

Director provided an oral report of the Downtown Event Challenge Grant Program. The Director suggested that this program could be a good way for the DDA to enlist volunteers to implement downtown events.

- **City Events Coordinator**

Director Malysz explained that the city is working to fill a part-time position at \$14/hour, but not having any luck finding corresponding candidates. Director Malysz discussed potentially combining funds with those of the DDA to fund a full-time position.

OTHER BUSINESS

- **Director's Report**

The Director did not have anything additional to report.

- **Calls to Audience & Miscellaneous Matters**

There were no comments or questions from the audience

- **Board Comments**

There were no comments or questions from the board

MOTION TO ADJOURN

Meeting was adjourned at 6:20 PM

Lincoln Park
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