



LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of the DDA Regular Meeting September 8, 2022

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

Chairman, Sam Eckman called the meeting to order at 5:03 P.M.

Present: Sam Eckman, Mayor Karnes, Leslie Lynch-Wilson, Bob Steele, Daniel Wright

Absent: Brian Reicker, Jim Fox, Leah Moraitis, Vicky McClain

Also Present: Bill Look, Attorney

2. Approval of Agenda:

Motion to approve: Ms. Lynch-Wilson

Support: Mr. Wright

Motion approved unanimously.

3. Approval of Minutes: August 11, 2022

Motion to approve: Ms. Lynch-Wilson

Support: Mr. Wright

Motion approved unanimously.

4. Approval of Invoices:

- a. William Look, DDA Meeting August 11, 2022 (\$119.00)

Motion to approve: Mayor Karnes

Support: Ms. Lynch-Wilson

Motion approved unanimously.

- b. Commercial Grounds, Inc., July 2022 (\$8,165.98)

Motion to approve: Ms. Lynch-Wilson

Support: Mayor Karnes

Motion approved unanimously.

5. Farmers Market Report: Leslie Lynch-Wilson, September 2022

Report delivered by Ms. Lynch-Wilson and made part of the record by reference.

6. Financial Reports: August 31, 2022

Reports delivered by the Executive Director and made part of the record by reference.



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7. **Old Business:** presented by Executive Director (*in absentia/in writing*)
- a. Holiday Decorations for 2022 – Design and Physical Improvement Committee.
Ms. Lynch-Wilson needs to meet with Executive Director.
 - b. City Hall Landscaping – Design and Physical Improvement Committee Report
Budget \$100 – Fall plants to be acquired.
 - c. National Fitness Campaign: Outdoor Fitness Court
The Executive Director is still waiting for Wayne County to approve and execute the ARPA Grant Agreement. The project cannot move forward (pay final equipment bill, buy real estate, pour concrete, or install the equipment) until this is received. At this time only a ground-breaking event can be implemented this fall and, possibly, pour concrete. Final construction/installation/ribbon cutting will have to be put off until Spring 2023.
 - d. Downtown EV Stations
DTE has approved the Southfield Road Parking Lot for four (4) EV-3 chargers (fast chargers). That is in addition to six (6) EV-2 chargers. DTE has been contacted to arrange for a Project Specialist to begin analyzing the site for power needs.
 - e. Southfield Road Railroad and I-75 Underpasses
The Executive Director is still reviewing the Draft Final Report for the Southfield Road Corridor Study and Plan.
 - f. Fort Street Transportation Equity Study
The Executive Director is still reviewing the Draft Final Report of the Fort Street Transportation Equity Study.
 - g. Dangerous Building Owner – 1574 Fort Street
The City Council passed a resolution on Tuesday, September 6th to authorize the demolition of the subject property. There is a time clock that is set to give the property owner a twenty-one-day window to appeal this decision in Circuit Court. The owner said that he now has potential lenders to fund the rehabilitation of the property and/or offers to sell the property to another party. None-the-less, the clock is ticking. Owner may have a bond submitted with the city (potential buyer found).
 - h. Wayne County Tax Sale – First Right of Refusal – 1422 Southfield Road
The Executive Director has scheduled a meeting with the owner (Kol Kroj) of the adjacent property (1420 Southfield Road – Lincoln Park Grill) to discuss



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sale and conveyance of the property and his plans for improvements, including building stabilization and façade improvements.

- i. City Events Coordinator Proposal
The Executive Director and the Attorney will meet to prepare a draft agreement for the DDA's consideration at the October 13, 2022, Regular Meeting.

8. New Business:

- a. Review of proposed façade improvements – a patriotic mural – at the former-Steele Trap Tavern, 1526 Fort Street, by the Marine Corp League
The Executive Director feels that the proposed mural has too many busy, conflicting elements – an American Flag, a window, a door, a sign, and a Marine emblem competing for space on the front façade. The staff proposes that the DDA authorize and fund the installation of a lighted flagpole in the planter box in front of 1526 Fort Street. The front façade could then be painted a suitable color along with the signage and the Marine emblem. Discussion to remove planter box. Marine Corp to go before the ZBA. Discussion on the design. Needs MDOT approval. Endorse design submitted by Marine Corp.
Motion to approve proposed mural as submitted by: Mayor Karnes
Support: Mr. Steele
Motion passed 4-1
YEAS: Mayor Karnes, Mr. Steele, Ms. Lynch-Wilson, Mr. Eckman
NAY: Mr. Wright
- b. The Marine Corp League Anniversary Celebration
The Marine Corp League, 1526 Fort Street, is holding an Anniversary Celebration on November 10th. They would like to use the alley/municipal parking lot behind its facility to erect a canopy/tent and tables and chairs. No alcohol will be served outside in the parking lot. The Marine Corp League seeks the approval/support of the DDA and any advice on who it should process this request and approval, i.e., the Lincoln Park City Council. The Executive Director encourages/recommends the DDA's support in this matter.
Motion to support the requested use: Mr. Steele
Support: Mayor Karnes
Motion passed unanimously
- c. Review of proposed new windows to be installed at City Hall
The Lincoln Park Historic Museum has supplied the attached photo of City Hall which depicts one-over-one, double-hung windows. These should be



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*relatively easy to duplicate at this time and, therefore, are recommended.
Motion to approve recommendation on windows.*

Motion by: Ms. Lynch-Wilson

Support: Mr. Wright

Motion passed unanimously

9. Director's Report:

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

The Executive Director is reassessing this project as funding for the acquisition, rehabilitation, and operation of an incubator is not yet in place.

Also, note the following:

- *The property at 2031 Fort Street was recently purchased by a private party. The new owner says that he has a new tenant line up that would like to use the facility for automotive decal installation. This will require action by the Planning Commission or Zoning Board of Appeals or both. The building was originally designed and used as a service station.*
- *The property at 2205 Fort Street was recently rehabilitated and is in very good condition. While the first-floor store front space is vacant, there is a second floor two-bedroom rental unit that is occupied.*
- *2207 Fort Street – the old hardware store – is listed for sale. This two-story building has a recently renovated second floor residential unit. The first floor is gutted and in process of being renovated.*
- *2215-2225 Fort Street was recently sold by the City to H.P. Snap which is in process of planning and seeking permits for the rehabilitation of the premises. The new owner has shown its willingness to work with the DDA to create incubator space, the details of which are still pending.*
- *Finally, 2227 Fort Street is privately owned, vacant, and in need of rehabilitation. It could compliment the space being redeveloped by H.P. Snap and is still in play.*

- b. CDBG Program Year 2022-2023 Request: DDA Housing Rehab Program
DDA Intern, Brandon Frye, has completed a first draft of the Downtown Rental Housing Program for review by the Executive Director. These program documents will be presented to the DDA at its October 13, 2022, Regular Meeting.



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- c. Downtown Event Challenge Grant Program
DDA Intern, Brandon Frye, will be preparing program details for this project. Also, the Executive Director attended a Michigan Downtown Association workshop focused on volunteer recruitments for events and other DDA interests. It is expected that the Downtown Event Challenge Grant Program will be an effective method/tool to attract more volunteers to Downtown activities.
- d. Creation of a Downtown "Social District"
This project is still under review and consideration. Both the new Marine Corp League and the Moose Lodge has expressed an interest in taking part in the creation and operation of a Downtown Social District.
- e. DDA Part-time employee and other related issues
This matter will be deliberated at the October 13, 2022, DDA Regular Meeting.
- f. Annual informational Hearing for the DDA
These meetings will be scheduled, advertised, and held at the October 13 and November 10, 2022, Regular Meetings of the Lincoln Park DDA.
- g. The Lincoln Park Historical Museum Renovations
The Lincoln Park Historical Museum is seeking funding sponsorships for deferred maintenance work and other improvements at the Museum and its grounds. The attached list shows these projects. This matter will be discussed in detail at the October 13th Regular Meeting of the DDA. Museum celebrating the city's centennial. Program book being created. Motion to sponsor ½ page ad in program for \$100.

Motion by: Mr. Steele
Support: Mayor Karnes
Motion passed unanimously
- h. Funding opportunities
The Executive Director is exploring several opportunities to fund street improvements in the downtown. Please refer to the attached email to Hennessey Engineering.

10. Calls to Audience & Miscellaneous Matters:

No comments



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11. Board Member Comments:

Ms. Lynch-Wilson stated an upcoming ghost walk was to happen between 6:30-9:30 P.M.
Mr. Steele said he will get Mr. Moraitis' resignation letter.
Intern, Brandon Frye, is getting the housing project in initial stage.

12. Adjournment:

Motion to adjourn was made by Mayor Karnes
Support: Mr. Steele
Motion passed unanimously.
Meeting adjourned at 6:12 P.M.

Lincoln Park
Downtown Development Authority
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https://www.citylp.com/government/downtown_development_authority/government/financial_incentives.php
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