



LINCOLN PARK
DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of the DDA Regular Meeting
and Public Information Hearing
November 18, 2021

CALL TO ORDER & ROLL CALL

Regular meeting of the DDA held via Zoom, called to order by Sam Eckman at 5:01 pm. A quorum was present.

Present: Sam Eckman, Jim Fox, Mayor Tom Karnes, Leslie Lynch-Wilson, Victoria McLain, Bob Steele, Daniel Wright

Absent: Eleas Moraitis, Brian Reicker

Also present: Director Carl Malysz, Assistant Director Timarie Szwed, William Look, Councilwoman Tracy Duprey, Councilwoman Lillian Ross, Councilwoman Maureen Tobin

APPROVAL OF AGENDA

A motion to approve the agenda was made by Mr. Steele, seconded by Mr. Wright. Motion carried unanimously.

PUBLIC HEARING: Downtown Development Authority Informational Meeting

At 5:03 PM the DDA Public Hearing to comply with Recodified Tax Increment Financing Act 57 of 2018 began. The floor was open for public comment. Councilwoman Duprey was the only member of the public in the meeting at that time, and had no comment. The Director stated that there will be another Public Hearing in December, during which he will give a presentation to the public. Public Hearing closed at 5:06 PM.

APPROVAL OF MINUTES

Motion to approve the minutes, of the October 14, 2021, Regular Meeting, with the correction of a spelling error, was made by Mayor Karnes, seconded by Mr. Steele. Motion carried unanimously.

APPROVAL OF INVOICES

A motion to approve an invoice from William Look, attorney, dated October 26, 2021 (\$297.50) for legal services was made by Ms. Lynch-Wilson, seconded by Ms. McLain. Motion carried unanimously.

A motion to approve Commercial Grounds invoice for October 2021 (\$7,647.32) for landscape and maintenance was made by Mr. Steele, seconded by Mayor Karnes. Motion carried unanimously.

A motion to approve Grosse Ile Lawn and Sprinkler invoice for installation of holiday lights (\$1,439.00) and rental of holiday lights (\$4,550.00) was made by Ms. McLain, seconded by Mr. Wright. Motion carried unanimously.

A discussion was had regarding the Fort Street Sidewalk Repairs project. The Director explained that the contract would be signed and ready the following week. The contractor will be working when weather



LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

permits. The approximate total for the project is \$205,000.00, after removing price of repairing benches. Broken benches will be removed. motion to approve for invoice from Beckett&Raeder for September 2021 (\$5,190.00) and October 2021 (\$2,162.50) was made by Mr. Wright, seconded by Mr. Fox. Motion carried unanimously.

A motion to approve an invoice from the Michigan Downtown Association for staff attendance at the Annual MDA Statewide Conference (\$380.00) was made by Ms. McLain, seconded by Ms. Lynch-Wilson.

A discussion regarding the necessity of placing ads in local newspapers for the Public Information Hearings was had. It was determined that it is required. Mr. Look will verify this. A motion to approve MediaNews Group invoice for Legal Ad in the November 18 and December 9, 2021 Public Meetings (\$434.68) was made by Ms. McLain, seconded by Ms. Lynch-Wilson. Motion carried unanimously.

A discussion was led by the Director regarding the Lincoln Park Historical Museum FY2021-22 Contribution. The contribution is an automatic journal entry/payment of \$7,500.00. A motion was not necessary. The Director presented a Thank-You Note from the museum.

FARMERS MARKET REPORT

Ms. Lynch-Wilson gave the November 2021 Lincoln Park Farmers Market Report. Report was placed on file.

FINANCIAL REPORTS

The Director presented the October 31, 2021, financial reports. Reports were placed on file.

OLD BUSINESS

- **Holiday Lighting Event: Saturday November 20, 2021**

The Assistant Director gave an oral report on the upcoming Holiday Tree Lighting event. A motion to approve the budget presented was made by Mr. Fox, seconded by Ms. Lynch-Wilson. Motion carried unanimously.

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

The Director presented a video, gave an oral report and led discussion regarding the proposed NFC Outdoor Fitness Court. In order to reserve a court and have it shipped at the current price, a payment of \$50,000.00 is necessary. If the project falls through, it will cost \$2,000.00 to ship back, and 15% of the \$50,000.00 will not be refunded. There are multiple outside funding opportunities to cover a portion of the cost, which has increased since 2020. The local contribution is expected to be \$161,865.00. The Director proposed the DDA authorize \$50,000.00 for the shipping and reservation of the fitness court. Ms. Lynch-Wilson has funding source ideas, which she will share with DDA staff. A motion to reserve a fitness court at the current price, and have it shipped for \$50,000.00 was made Mr. Steele, seconded by Ms. Lynch-Wilson. Motion carried unanimously.

- **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 Transportation Stakeholders Meeting went well.



LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

- **Resolution to adopt *Lincoln Park Alive!* (DDA Strategic Plan 2015) and other related matters**
The Director stated that this matter would be dealt with in the new year.
- **Eastside 2200 Block of Fort Street – Acquisition/Rehabilitation and Incubator Program**
The Director stated that he has been in conversation with an individual interested in opening a sub shop at 2231 Fort Street.
- **Possible sites for activation – Mellus Park site**
The Director stated that there are talks of moving the Farmer’s Market to the Mellus Park site. This move would likely not include any significant or permanent structure. It would be ideal to lay pavement at the site.
- **Fort Street Sidewalk Repairs: Cost Estimate**
The Director stated that the contract will be executed at the beginning of next week.

NEW BUSINESS

- **Placemaking Citizen Involvement Strategy**
An oral report regarding citizen involvement strategies was given.

OTHER BUSINESS

- **Director’s Report**
The Director did not have anything additional to report.
- **Assistant Director Position**
Mr. Eckman, Mayor Karnes, and Mr. Wright will be meeting to evaluate the Assistant Director position.
- **Calls to Audience & Miscellaneous Matters**
Councilwoman Duprey expressed concerns about individuals crossing at Southfield Road and Fort Park safely during the Tree Lighting Ceremony. The Assistant Director stated that CERT would be assisting with this, and necessary precautions would be taken.
- **Board Comments**
Mr. Eckman commented on the committees, stating that committee chairs should be spreading the word that there is a need for people to join and volunteer. He thanked the DDA staff for the good work. He added that he hopes the contract changes were approved for the Director.

Mr. Steele stated that he thinks the DDA is “moving in the right direction.” He added that he hopes people will show up to help with the Tree Lighting Ceremony, adding that he will arrive early to help.

Ms. Lynch-Wilson stated that some of the snowflakes in the Fort Street median are out. The Director stated that he has spoken with DTE and Grosse Ile Sprinkler and Lawn. Grosse Ile would be going out the night of the meeting to check the lights, if need be DTE will come to correct the issue.

MOTION TO ADJOURN

Ms. Lynch-Wilson moved to conclude the meeting, seconded by Mr. Wright. Motion carried unanimously. Meeting was adjourned at 6:47 pm.



LINCOLN PARK
DOWNTOWN DEVELOPMENT AUTHORITY

NEXT MEETING

December 9, 2021

5:00 pm

Meeting minutes prepared by Assistant Director Timarie Szwed

Lincoln Park
Downtown Development Corporation
1355 Southfield Road, Lincoln Park, MI 48146
https://citylp.com/government/downtown_development_authority/index.php

Carl Malysz, Director
(313)386-1800 ext. 1289
cmalysz@citylp.com

Timarie Szwed, Asst. Director
(313)386-1800 ext. 1246
tszwed@citylp.com