



LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of the DDA Regular Meeting January 12, 2023

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

Chairman, Sam Eckman called the meeting to order at 5:01 P.M.

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

Absent: Brian Reicker, Jim Fox (deceased), Leah Moraitis, Vicky McClain

Quorum confirmed; five members present and five affirmative votes to pass any motion.

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

2. Approval of Agenda:

Motion to approve the agenda: Bob Steele

Support: Daniel Wright

Motion approved unanimously.

3. Approval of Minutes: November 10, 2022, and December 8, 2022 (No minutes – Meeting was cancelled for lack of quorum.)

Motion to approve: Bob Steele

Support: Daniel Wright

Motion approved unanimously.

4. Approval of Invoices:

- a. Commercial Grounds, Inc. – October 2022 Invoice (\$7,847.17) and November 2022 Invoice (\$4,132.87).

Motion to approve: Bob Steele

Support: Daniel Wright

Motion approved unanimously.

- b. Beckett & Raeder, Inc., Invoices for Fort Street and Mellus Park area sidewalk and concrete repairs – inspection services revision: ~~Invoice No. 2022661 (\$2,026.73)~~ v. Invoice No. 2022749 (\$2,236.73).

Motion to approve: Bob Steele

Support: Mayor Higgins

Motion approved unanimously.

- c. Becket & Raeder, Inc., Transportation Equity Study, Invoice No. 2022902 (\$700.00).

Motion to approve: Bob Steele

Support: Mayor Higgins

Motion approved unanimously.



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- d. Destination Downriver 2023 yearly fee (payment 3 of 3) (\$5,000.00 50/50 split between DDA and EDC, or \$2,500 each).
Motion to approve: Leslie Lynch-Wilson
Support: Bob Steele
Motion approved unanimously.
5. **Farmers Market Report:** Leslie Lynch-Wilson, December 2022, and January 2022 Reports delivered by Ms. Lynch-Wilson and made part of the record by reference.
6. **Financial Reports:** November 30, 2022, and December 31, 2022 Reports delivered by the Executive Director and made part of the record by reference.
7. **Old Business:**
 - a. Lincoln Park Historical Museum – Project List and consideration of funding by the DDA – proposal to hire Historical Architect to review work items and prepare specs and bid documents – Reconsideration of proposal by Thomas Roberts, AIA (\$2,800.00).
Motion to approve: Bob Steele
Support: Leslie Lynch-Wilson
Motion approved unanimously.
 - b. Downtown EV Stations – Oral Report by Executive Director.
 - c. Recap of Holiday Tree Lighting Festival and January 6, 2023, Rosca de Reyes – Oral Report by Brandon Frye.
 - d. City Events Coordinator Proposal – full-time city position (\$67,204.76) with cost sharing between the city (\$40,322.85) and the DDA (26,881.90).
Motion to approve as submitted: Mayor Higgins
Support: Leslie Lynch-Wilson
Motion approved unanimously.
8. **New Business:**
 - a. 3577 Fort Street – Chris Mura – Façade Grant Improvement Application – plans submitted with request for up to \$10,000 in matching funds.
Motion to approve: Leslie Lynch-Wilson, Design Committee Chair
Support: Daniel Wright
Motion approved unanimously.
 - b. Destination Downriver 2022 Progress Report. Report summarized by the Executive



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Director and part of these minutes by reference.

9. Executive Director's Oral Reports:

- a. National Fitness Campaign: Outdoor Fitness Court. *The Executive Director reported that he had received documents from Wayne County to begin processing reimbursements for project expenditures.*
- b. Fort Street Transportation Equity Study and Southfield Corridor Study. *The Executive Director reported that both studies were completed as "Draft for Adoption" and they would be posted on the city website. Also, he would provide a reconciliation of the DDA expenditures and reimbursements for this study at the February Board meeting.*
- c. Dangerous Building Order – 1574 Fort Street. *The new owner had left the country over the holidays and had not yet returned or reported back on the status of his project.*
- d. Wayne County Tax Sale – First Right of Refusal – 1422 Southfield Road. *The Board discussed the approach to implementing the transaction to Kol Kroj. The Executive Director stated he would bring the subject up again at the February Board meeting.*
- e. CDBG Program Year 2022-2023 Request: DDA Housing Rehab Program. *The Executive Director reported the Draft Program Guidelines were nearing completion. They would be presented at the February Board meeting, and then presented to the City Council for approval.*
- f. Downtown Event Challenge Grant Program. *No progress was reported at this time.*
- g. Creation of a Downtown "Social District". *No progress was reported at this time.*
- h. DDA Part-time employee and other related issues. *No progress was reported at this time.*
- i. DDA Parking Lots and alleys snow removal – Soliciting proposals and will likely require a Special Meeting. *The Board discussed the current snow removal agreement between the city and the DDA. It was noted by the Attorney that the oral notice given to the Executive Director was defective. None-the-less, the Executive Director indicated that he was searching for emergency coverage for snow removal.*
- j. Landscape Maintenance. *The Executive Director reminded the Board that Commercial Grounds, Inc., had recently informed the DDA that it would no longer provide landscape maintenance services in the Downtown. Thus, the DDA would need to procure these*



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services for calendar year 2023.

- k. DDA roadways and alleys rebuild west of Fort Street. *The Executive Director reviewed cost estimates prepared by Hennessey Engineering to rebuild streets and alleys in the Downtown. He also indicated that he was exploring the CDBG Program's Section 108 Loan Program as a method of financing these improvements.*

- l. CEDAM Fellowship Application – For work with the Lincoln Park Hispanic community and Incubator. *The Executive Director reported that CEDAM did not designate the City of Lincoln Park as a host for the upcoming Fellowship Program. However, the staff would continue to search out opportunities to develop better relations with the Hispanic Community of Lincoln Park and to develop the eastern 2200 block of Fort Street as a Hispanic Business Incubator.*

10. Calls to Audience & Miscellaneous Matters:

There were no comments or questions raised by the audience.

11. Board Member Comments:

The Board Members in attendance expressed unanimous support to purchase a brick in memory of longtime Board member Jim Fox who had passed away in late December 2022.

12. Adjournment:

Motion to adjourn was made by Mr. Steele at 7:32 PM.

Support: Ms. Lynch-Wilson.

Motion passed unanimously.

Minutes prepared Carl Malysz, Executive Director.

**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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