



## LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

### Minutes of the DDA Regular Meeting February 9, 2023

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

Chairman, Sam Eckman called the meeting to order at 5:05 P.M.

Present: Sam Eckman, Mayor Higgins, Leslie Lynch-Wilson, Daniel Wright, Vicky McClain and Brian Reicker.

Absent: Jim Fox (deceased), Leah Moraitis (resigned), and Bob Steele.

Quorum confirmed: six (6) members present and five (5) 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: Mayor Higgins

Support: Vicky McLain

Motion approved unanimously.

#### 3. Approval of Minutes: January 12, 2023.

Motion to approve: Mayor Higgins

Support: Leslie Lynch-Wilson

Motion approved unanimously.

#### 4. Approval of Invoices:

- a. William Look, DDA Meeting – January 13, 2023, Invoice (\$255.00).

Motion to approve: Leslie Lynch-Wilson

Support: Mayor Higgins

Motion approved unanimously.

- b. Beckett & Raeder, Inc., Invoices for Fort Street Sidewalk Repairs – inspection services revision: Invoice No. 2022448 (\$4,442.55).

Motion to approve: Mayor Higgins

Support: Leslie Lynch-Wilson

Motion approved unanimously.

- c. Becket & Raeder, Inc., Transportation Equity Study, Invoice No. 2022761 (\$2,100.00).

Motion to approve: Daniel Wright

Support: Brian Reicker

Motion approved unanimously.



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- d. Blutot Technologies Inc., Blutot Economic Development Platform (\$4,144.00 – three-way split among DDA, EDC, and Lincoln Park Chamber of Commerce – \$1381.33 each).

Motion to approve: Mayor Higgins

Support: Daniel Wright

Motion approved unanimously.

5. **Farmers Market Report:** Leslie Lynch-Wilson, February 2023 Report delivered by Ms. Lynch-Wilson and made part of the record by reference.
6. **Financial Reports:** January 2023 Report delivered by the Executive Director and made part of the record by reference.
7. **Old Business:**

- a. Chocolate Walk 2023 Report – Oral Report and update.
- b. Reconciliation of the Fort Street Transportation Equity Study – Written Report accepted by unanimous consent.
- c. Wayne County Tax Sale –1422 Southfield Road – Accept transfer of title from the City of Lincoln Park and Transact sale of property to Kol Kroj et al.  
Motion to accept title and transact a sale to Kol Kroj: Mayor Higgins  
Support: Vicky McLain  
Motion approved unanimously.

Board member Brian Reicker departed the meeting at 6:06 PM.

8. **New Business:**

- a. Emergency Snow Removal Proposal – EZ Landscaping & Paving.  
Motion to approve proposal: Vicky McLain  
Support: Daniel Wright  
Motion passed unanimously.
- b. National Fitness Campaign: Outdoor Fitness Court – Appraisal Contract with Judeh & Associates (\$1,800.00) for NFC Outdoor Fitness Court site at 1556-1562 Fort Street  
Motion to approve proposal: Daniel Wright  
Support: Leslie Lynch-Wilson  
Motion approved unanimously.



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- c. CDBG Program: Downtown Housing Rehab (DHR) Program – Proposed DHR Program Guidelines.  
Motion to approve: Mayor Higgins  
Support: Leslie Lynch-Wilson  
Motion approved unanimously.
- d. CDBG Program: Section 108 Loan to finance Downtown Street and Alley Improvements.  
Motion to accept Project estimate from Hennessey Engineering: Vicky McLain  
Support: Leslie Lynch Wilson  
Motion approved unanimously.
- e. FY2023-24 Proposed Budget.  
Motion to approve FY2023-24 as prepared by the Executive Director: Leslie Lynch-Wilson  
Support: Mayor Higgins  
Motion approved unanimously.
- f. Set date for Joint Development Agencies Meeting – Zoning Code Rewrite Update –  
Monday, February 27th at 6:00 pm in City Council Chambers, City Hall.  
Date of meeting accepted by consensus.

#### **9. Executive Director's Oral Reports:**

- a. Lincoln Park Historical Museum Architectural Assessment. The Executive Director reported that the consultant had been contacted and is awaiting response to begin the project.
- b. Downtown EV Stations. The Executive Director reported that the project was moving forward. The consultants are waiting for detailed information from EGLE regarding the NEVI Program.
- c. City Events Coordinator Proposal. The Executive Director reported that City Council has approved the proposed position, and he is waiting for the city to move forward with the hiring. In the meantime, City Councilwoman Maureen Tobin is working with the DDA staff to plan and implement events.



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- d. Fort Street Transportation Equity Study and Southfield Corridor Study. The Executive
- e. Director reported that he would be sending SEMCOG and the Michigan Treasury Final Reports and requests for the final reimbursements.
- f. 3577 Fort Street – Chris Mura – Façade Grant Improvement Project. The Executive Director reported that Mr. Mura’s project was underway.
- g. Dangerous Building Order – 1574 Fort Street. The Executive Director reported that he was still waiting to hear back from new property owner, and that the City Council was concerned that the new owner was not making sufficient progress.
- h. Downtown Event Challenge Grant Program – Intern project. No progress to report.
- i. Creation of a Downtown “Social District”. No progress to report.
- j. DDA Part-time employee and other related issues. No progress to report.
- k. Landscape Maintenance. No progress to report.
- l. Hispanic Community Relations. No progress to report.
- m. Cinco de Mayo Festival 2023. The DDA staff provided an update on the event planning.

#### **10. Calls to Audience & Miscellaneous Matters:**

There were no comments or questions raised by the audience.

#### **11. Board Member Comments:**

Mayor Higgins announced that City Staff was working with him to have a clean-up day event on Saturday, April 22<sup>nd</sup>. One of the focal points for this cleanup event is the downtown in advance of the Cinco de Mayo celebration scheduled for Saturday, April 29<sup>th</sup>. Mayor Higgins challenged the Board members to enlist the support of relatives, friends, and neighbors to assist in the cleanup event.

Leslie Lynch-Wilson suggested that, with James Fox’s passing, the Board reassess the chairs of the DDSA’s standing Committees. She ask the Executive Director to provide the



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Board with related materials at the next Board meeting in March.

#### **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](https://www.citylp.com/government/downtown_development_authority/government/financial_incentives.php)  
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