



LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of the DDA Regular Meeting March 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, Brian Reicker, and Bob Steele.

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

Quorum confirmed: seven (7) 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: Leslie Lynch-Wilson.

Support: Brian Reicker.

Motion approved unanimously.

3. Election of Officers: Current Officers: Sam Eckman, Chairman; Daniel Wright, Vice-Chairman; Victoria McLain, Secretary; and Leslie Lynch-Wilson, Treasurer.

Motion to approve/designate current officeholders: Bob Steele.

Support Leslie Lynch-Wilson.

Motion approved unanimously.

4. Approval of Minutes: February 9, 2023

Motion to approve: Mayor Higgins

Support: Leslie Lynch-Wilson

Motion approved unanimously.

5. Approval of Invoices:

- a. William Look, DDA Meeting – February 9, 2023, Meeting Invoice (\$297.50).

Motion to approve: Leslie Lynch-Wilson

Support: Vicky McLain

Motion approved unanimously.

- b. Emergency Snow Removal Proposal – EZ Landscaping & Paving – Invoice # 2518 (\$3,522.00) and Invoice # 2521 (\$7,264.00).

Motion to approve: Mayor Higgins.

Support: Daniel Wright.

Motion approved unanimously.

- c. National Fitness Campaign: Outdoor Fitness Court – Appraisal Contract with Judeh &



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Associates (\$1,800.00) for NFC Outdoor Fitness Court site at 1556-1562 Fort Street.

Motion to approve: Leslie Lynch-Wilson

Support: Mayor Higgins.

Motion approved unanimously.

- d. National Fitness Campaign: Purchase Order for Installation Supplies.

Motion to approve: Leslie Lynch-Wilson.

Support: Mayor Higgins.

Motion approved unanimously.

- e. Façade-Site Improvements Grant for Pierino Frozen Foods at 1695 Southfield Road (\$10,000.00) – to be distributed at meeting.

Motion to approve: Vicky McLain.

Support: Brian Reicker.

Motion approved unanimously.

6. **Farmers Market Report:** March 2023 Report delivered by Ms. Lynch-Wilson and made part of the record by reference.
7. **Financial Reports:** February 28, 2023, Report delivered by the Executive Director and made part of the record by reference.

8. **Old Business:**

- a. 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 – discussion.
- b. CDBG Program: Section 108 Loan to finance Downtown Street and Alley Improvements – discussion.
- c. Joint Development Agencies Meeting –Monday, February 27th at 6:00 pm in City Council Chambers, City Hall – discussion.

9. **New Business:**

- a. Establish Purchase Offer Fair Market Value Price for Outdoor Fitness Court site at 1556-1562 Fort Street.
Motion to approve \$45,000.00 offer: Leslie Lynch-Wilson
Support: Vicky McLain
Motion approved unanimously.



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- b. Job Description for Executive Director, Lincoln Park DDA and EDC.
Motion to authorize approval by the Chairman: Mayor Higgins.
Support: Brian Reicker.
Motion approved unanimously.
- c. Reconciliation of Current Executive Director Contract Regarding Leave Time.
Motion to authorize approval by the Chairman: Bob Steele.
Support: Brian Reicker.
Motion approved unanimously.

10. 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.
- 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. 2178 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.



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- 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.

11. Calls to Audience & Miscellaneous Matters:

There were no comments or questions raised by the audience.

12. Board Member Comments:

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

Bob Steele indicated that he was willing to place a Cinco de Mayo advertisement on his billboard.

13. Adjournment:

Motion to adjourn was made by Mr. Steele at 7:17 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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