



LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of the DDA Regular Meeting April 13, 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, Brian Reicker, and Bob Steele.

Absent: Vicky McClain.

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: Leslie Lynch-Wilson.

Support: Mayor Higgins.

Motion approved unanimously.

3. Approval of Minutes: March 9, 2023

Motion to approve: Bob Steele.

Support: Mayor Higgins.

Motion approved unanimously.

4. Approval of Invoices:

- a. William Look, DDA Meeting – March 9, 2023, Meeting Invoice (\$170.00).

Motion to approve: Bob Steele.

Support: Mayor Higgins.

Motion approved unanimously.

- b. Emergency Snow Removal Proposal – EZ Landscaping & Paving – Invoice # 2530 (\$8,878.000).

Motion to approve: Bob Steele.

Support: Mayor Higgins.

Motion approved unanimously.

5. **Farmers Market Report:** April 2023 Report delivered by Ms. Lynch-Wilson and made part of the record by reference.

6. **Financial Reports:** March 31, 2023, Report delivered by the Executive Director and made part of the record by reference.

7. Old Business:



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- 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.
The Executive Director updated the DDA on the status of this transaction.
- b. CDBG Program: Section 108 Loan to finance Downtown Street and Alley Improvements.
The Executive Director reported that the City Council Planned to have a Study Session on this topic on May 15, 2023.
- c. Outdoor Fitness Court site at 1556-1562 Fort Street.
The Executive Director updated the DDA on the status of the project. He said he was still waiting for a quote from the construction contractor that Hennessey was working with.
- d. Job Description for Executive Director, Lincoln Park DDA and EDC.
The Executive Director briefly reviewed the Job Description to fill the Executive Director position.
- e. Reconciliation of current Executive Director Contract Regarding Leave Time.
The Executive Director review his proposed schedule of remote work and vacation through June 2, 2023.
- f. Cinco de Mayo Festival 2023. Brandon Frye reviewed the Final Plans for the April 29, 2023 Cinco de Mayor Festival.

8. New Business:

- a. Landscape Maintenance Proposals.
The DDA reviewed the proposal report prepared by the Executive Director which evaluated the proposals of United Lawnscape and EZ Landscaping against the former proposal of Commercial Grounds, Inc. (this business had closed at the end of 2022). The Executive Director recommended negotiating a final price and contract with United Lawnscape, which had submitted the lowest and best cost proposal.
Motion to approve as proposed by the Executive Director: Daniel Wright
Support: Leslie Lynch-Wilson.
Motion unanimously approved.
- b. Authorize closing and payment of Façade/Exterior Improvements Grant for 2178 Fort Street, Chris Mura (\$10,000.00).
After a brief discussion, this matter was tabled by the Chair.



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- c. Proposed Façade/Site Improvement Grant for Refuge Coffee at 1706 Fort Street (Daniel and Sadie Wright, owners).
Motion to approve a Façade/Site Improvement Grant of up to \$10,000 by Bob Steele.
Support: Leslie Lynch-Wilson.
Motion approved by a 5-0-1 vote; Daniel Wright abstained.

- d. Potential Façade/Site Improvement Grant – American Legion at 1430 Southfield Road – Oral Report, discussion, and ruling.
Terry Barrette spoke on behalf of the American Legion. She reviewed the projects that the American Legion had recently completed and planned to complete. Ms. Barrette pointed out that the American Legion was a non-profit and, as such, did not pay local property taxes. That said, The DDA members were impressed with the plans to upgrade the American Legion Facility, and noted the facility and grounds were a very prominent property and site in the Downtown.
Motion to waive non-profit requirement and accept an application for Façade/Site Improvement Grant funding made by Bob Steel.
Support: Daniel Wright.
Motion approved unanimously.

9. Executive Director's Oral Reports:

- a. Lincoln Park Historical Museum Architectural Assessment.
The executive Director reported that the staff was waiting for the Architect to execute the contract and get the project started.

- b. Downtown EV Stations.
The Executive Director indicated that the Consultant Team was working to get the NEVI Grant approved by the State of Michigan.

- c. City Events Coordinator Proposal.
The Executive Director reported that the City Manager was in the process of soliciting applications to fill the position.

- d. Fort Street Transportation Equity Study and Southfield Corridor Study.
The Executive Director reported that he was still waiting to have a debriefing with MDOT and SEMCOG regarding the Southfield Road Diet Project for which TAP funding was being sought.



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- e. Dangerous Building Order – 1574 Fort Street.
The staff is still waiting for the Realtor who recently purchased the property to move forward. That said, time to do so was running out.
- f. Downtown Event Challenge Grant Program.
No progress to report.
- g. Creation of a Downtown “Social District”.
No progress to report.

10. Calls to Audience & Miscellaneous Matters:

None.

11. Board Member Comments:

Mayor Higgins announced that he got the City Council to waive the Event Fee for Cinco de Mayo. Also, he reiterated his message and challenge for “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. Mayor Higgins also mentioned that the City was reorganizing City Code Enforcement to better address trash and blighting conditions in the City including the Downtown.

12. 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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