



LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of the DDA Regular Meeting

January 11, 2024

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

Mayor Higgins (in place of Chairman Sam Eckman) called the meeting to order at 5:20 P.M.

Present: Mayor Higgins, Leslie Lynch Wilson, Chris Mura, Bob Steele, Vicki McLain, Sam Eckman (arrived at 5:23 and resumed chairman duties).

Absent: Brian Reicker

Quorum confirmed: six (6) members present.

Also Present: Brandon Frye – interim Executive Director, Attorney William Look

2. Approval of Agenda:

Motion to approve agenda: Leslie Lynch Wilson

Support: Bob Steele

Motion approved unanimously.

3. Approval of Minutes: DDA Regular Meeting, December 14, 2023.

Make note that Vicki McLain arrived after the roll call but was present.

Motion to approve agenda: Bob Steele

Support: Leslie Lynch Wilson

Motion approved unanimously.

4. Approval of Invoices:

a. William Look, DDA December Invoice (\$323.00) – Attached

Motion to approve: Vicki McLain

Support: Leslie Lynch Wilson

Motion approved unanimously.

b. 1556 Fort Street Winter Tax Bill (\$132.58)

Motion to approve: Bob Steele

Support: Leslie Lynch Wilson

Motion approved unanimously.

c. 1562 Fort Street Winter Tax Bill (\$91.00)

Motion to approve: Bob Steele

Support: Leslie Lynch Wilson

Motion approved unanimously.

d. 1657 Fort (Farmers Market Lot) Drain Assessment Tax Winter (\$5.47)

Motion to approve: Bob Steele

Support: Leslie Lynch Wilson

Motion approved unanimously.

e. United Lawnscape December Invoice (\$400.00)

Motion to approve: Bob Steele

Support: Leslie Lynch Wilson

Motion approved unanimously.

5. Farmers Market Report: January 2024 Report delivered by Leslie Lynch Wilson and made part of the record by reference.

6. Financial Reports: December Report reviewed by the Executive Director, presented to the board for review, and made part of the record by reference.

7. Old Business:

a. EZ Landscaping Contract:

The Director reported that the contract was signed into action on December 27th, 2023.

8. New Business:

a. Chocolate Walk 2024

The Director reported that he and the events coordinator Stephani Davis have begun preparations for this year's chocolate walk. We are expecting a similar number of business participants to last year, which was 26.

b. Street Reconstruction Project/Grant \$1.4 Million

The Director reported that this project is moving along, and that the paperwork has been submitted to the State Budget Office.

c. 1518 Fort Street Façade Grant Application.

The Director has been working with the owner of this building, reviewed his application and presented it to the board. The discussion among the board members consisted of the land contract and who owns equity in this building, and also discussed the pros/cons of approving this grant despite the owner not having a certificate of occupancy and the business not opened yet. There was no official vote, but the board members requested that the Director present their concerns to the owner of this property, potentially have him appear at an upcoming board meeting, and then make an official vote.

d. Consulate of Mexico Technical Services January 22-26 Project

The Director reported that the Consulate and his team were looking for a building to use for a week to do technical services for Hispanic residents such as passports, visas, etc. The board discussed different buildings including some of the churches in the city that may be willing to host.

9. Executive Director's Oral Reports:

a. Potential New Auto Parts Store

The Director reported that he has been working with a gentleman who wants to open a used auto parts store location. The Director has been looking for good locations for him and has narrowed it down to a few.

b. LP Historical Architectural Needs Assessment Report

The Director reported that he and Leslie will be attending the commission meeting after the DDA meeting to go over the report with the architect who drafted it.

10. Calls to Audience & Miscellaneous Matters:

Nothing to report.

11. Board Member Comments:

Leslie Lynch Wilson reported an increase in trash outside of the Walgreens.

12. Adjournment:

Motion to adjourn was made by Bob Steele at 6:18 P.M.

Support: Vicki McLain

Motion approved unanimously.

These minutes were prepared by interim Executive Director, Brandon Frye