



LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of the DDA Regular Meeting

October 12, 2023

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

Chairman, Sam Eckman called the meeting to order at 5:33 P.M.

Present: Sam Eckman, Leslie Lynch Wilson, Chris Mura, Mayor Higgins, Bob Steele.

Absent: Vicky McLain, Brian Reicker.

Quorum confirmed: five (5) members present.

Also Present: Brandon Frye, interim Executive Director, Attorney William Look, Councilman Jason Behr (audience).

2. Approval of Agenda:

Motion to approve agenda: Mayor Higgins

Support: Leslie Lynch Wilson

Motion approved unanimously.

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

Motion to approve: Mayor Higgins

Support: Bob Steele

4. Approval of Invoices:

a. William Look, DDA September Invoice (\$227.75)

Motion to approve: Leslie Lynch Wilson

Support: Mayor Higgins

Motion approved unanimously.

b. United Lawnscape – September Invoice (\$14,420)

Motion to approve: Mayor Higgins

Support: Leslie Lynch Wilson

Motion approved 4-1 with Bob Steele as the 1 opposing vote.

c. Michigan Downtown Association Annual Membership Dues (\$200.00)

Motion to approve: Leslie Lynch Wilson

Support: Mayor Higgins

Motion approved unanimously.

5. Farmers Market Report: September 2023 report delivered by Leslie Lynch Wilson and made part of the record by reference.

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

7. Old Business:

a. Year 3 Banner Program with CGI:

The Director reported to the board that the installation of the banners will begin going up in early November.

b. Dangerous Building Order – 1574 Fort

The Executive Director reported that the owner has had his electrical inspection passed. Mayor Higgins noted the major improvements to the outside of the building and the landscaping as well.

8. New Business:

a. Outdoor Fitness Court: The Executive Director reported to the board the final outstanding invoices for this project which are as followed:

Great Lakes Contracting Solutions LLC (\$77,490.25)

Motion to approve: Mayor Higgins

Support: Bob Steele

Motion approved unanimously.

Dynamic Resources Inc (\$25,000)

Motion to approve: Bob Steele

Support: Mayor Higgins

Motion approved unanimously.

Hennessey Engineers Inc (\$9,436.28)

Motion to approve: Mayor Higgins

Support: Bob Steele

Motion approved unanimously.

Boulevard & Trumbull Towing Inc (\$425.00)

Motion to approve: Leslie Lynch Wilson

Support: Chris Mura

Motion approved unanimously.

National Fitness Campaign (\$383.00)

Motion to approve: Mayor Higgins

Support: Leslie Lynch Wilson

Motion approved unanimously.

Motorcity Graphix (\$150.00)

Motion to approve: Chris Mura

Support: Mayor Higgins

Motion approved unanimously.

b. Snow Services: EZ Landscaping

The Executive Director reported that EZ Landscaping agreed to keep the pricing the same for the upcoming snow season and would be drafting a contract in the next week. The Director will be sending this contract over to attorney Bill Look for review.

c. Annual Tree Lighting Event Planning:

The Executive Director reported on the planning that has taken place over the past month. The Executive Director requested the board to make a motion to accept a 2023 proposal from Grosse Ile Lawn Sprinkler Inc to provide the holiday lighting services as long as the pricing does not go up more than 5 percent. This proposal includes a 50% deposit to begin installation and the remaining balance will be due after completion of the lighting installation.

Motion to approve: Chris Mura

Support: Bob Steele

Motion approved unanimously.

d. ARPA Placemaking DDA Project Grant of \$125,000

The Executive Director reported to the board about the funds that were previously allocated from the city to the DDA, and the current timeline in which this project must take place. The Executive Director expressed wanting to take on this project along with the city manager.

e. 2231 Fort Potential Façade Grant:

The Executive Director reported to the board the project idea that the current owner of this building and parking lot has, which consists of turning the lot into a designated food truck destination. The façade grant could potentially be used by the owner to turn the garage area of the building into windows.

9. Executive Director's Oral Reports:

a. Michigan Hispanic Chamber of Commerce:

The Executive Director reported to the board the progress update on a few of the things the MHCC is working on.

b. Team Developer Meeting Review:

The Executive Director reported to the board some of the things the team is working on including potentially some buildings in the DDA that may have new owners that we could work with.

c. Placer.ai Platform:

The Executive Director reported to the board the opportunity to use this platform which focuses on data collecting including foot traffic, retail recruitment and other analytics which could be of use to current and potential new business owners in the DDA.

10. Calls to Audience & Miscellaneous Matters:

Nothing to report.

11. Board Member Comments:

Mayor Higgins mentioned a Foster Care informational event happening at the Moose Lodge Saturday 10/14/23 at 1 PM.

Chairman Sam Eckman provided a progress update on the hiring process of board director.

12. Adjournment:

Motion to adjourn was made by Leslie Lynch Wilson at 6:05 P.M.

Support: Bob Steele

Motion approved unanimously.